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# Continuing Education Fall 1994





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Brochure Coordinator: Gayle Thody  
Word Processing and Desktop Publishing:  
Iola Pagnossin

Cover Design and Illustrations:  
David Clifford Design Inc.  
Laura Wallace, artist

Laura Wallace is a local illustrator whose work is seen in Vancouver and Toronto. Now in New Westminster, she is associated with Sharpshooter Creative Representation.

Cover Illustration:  
The falling of leaves in autumn reminds us of the feathers that fell from the wings of Icarus. In the Greek legend, Icarus flies too close to the sun despite his father's warnings. Held with wax, the wings melt and the feathers fall to the sea along with Icarus.

## Continuing Education Phone Numbers

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

## 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 46.

## Certificate Programs

For a complete list of Certificate Programs see page 48.

## An Autumn of Learning Adventures

This autumn, learn Thai cooking and join us on a two week tour of Thailand, Malaysia and Singapore • master the art of successful fundraising • brush up your writing skills and finish off your article or book • update your computer skills and find out about the exciting Internet • join us for four new bird identification field trips • try your hand at short subject filmmaking • find out about consulting as a business.

These are just a few of the many new courses being offered through Continuing Education this autumn. We offer flexible, part-time courses to suit the busy adult learner. Classes are held on campus and at various off-site locations throughout the community (See map on back cover).

Continuing Education is the instructional division serving part-time, adult students at both Vancouver Community College and Langara College.

We invite you to spend a few minutes browsing through this brochure. It might be the start of an unexpected and rewarding Autumn Adventure.

**The Philosophy of Love (505609) Page 5**  
Love is at the heart of well-lived human life. The Philosophy of Love aims at a conscious appreciation of love relationships and many questions will be explored during this interactive session. If you are perplexed about love, the rich literature on the Philosophy of Love will help you gain clarity. There are no prerequisites but an inquiring mind and zest for relationships naturally help.

**Short Subject Filmmaking 104110) Page 7**  
Many artists are simply unaware of the superabundance of resources available to them as first-time and emerging filmmakers. This program will provide an excellent primer to those wanting to write, produce and/or direct their own films. The class explores the development, financing and distribution of short films in Canada. Students will prepare scripts, financing plans and production packages for delivery to funding agencies.

**Logo Design (050436) Page 8**  
Learn the fundamentals of creating an effective logo. In a step-by-step approach, students will go from initial research and logo concept, through to making a corporate presentation, to the final creation of camera-ready art. Students will apply their knowledge by creating a logo for a number of newly-formed businesses.

**Fundamentals of Journalism (102904) Page 9**  
This course is a prerequisite to many other courses in the program and must be completed to obtain a certificate. The course explains the structure and function of the news story, principals of concise, fair and accurate reporting, effective interviewing and media law. Writing effective news and feature leads and the body of the news story will also be covered. The course begins by reviewing effective journalist writing

**Bats Not Birds (502869) Page 11**  
Bat researcher Chris Harris will introduce you to some of the 16 species of insectivorous bats which regularly appear in BC, many of which are considered threatened because of their slow reproductive rates and vulnerability to environmental changes. Of particular interest is his research on the Yuma bat colony of Squilax Church in Chase, BC. Up to 2000 female bats colonized the church each spring and when the church recently burnt down, biologists, residents and school children banded together to build replacement bat houses.

**Consulting as a Business (102025) Page 14**  
Designed for persons who wish to explore the practical aspects of operating a private consulting business. Current economic trends, including the down-sizing of corporations, indicate very clearly that consulting is becoming an increasing source of employment for many Canadians. Are you prepared for this possibility in your own career? Specific issues to be covered include: establishing a business plan; target marketing strategies; financing and taxation strategies; registering your company; selecting computer hardware and software; creating a suitable workspace; employing outside services; techniques for obtaining and closing contracts; time and stress management; cash management; insurance and risk management; legal considerations and ethics.

**Internet—Introduction to the Network of Networks (106077) Page 15**  
This course is designed for anyone interested in learning about the rapidly-expanding worldwide network of networks—Internet. Through a combination of lecture, demonstrations and hands-on session, you will learn:  
• What the Internet is  
• How you can use Internet to communicate with colleagues and friends across the country and around the world  
• How to find and use BBSs (bulletin boards) that are relevant to you  
• How to find and retrieve information resources on the Internet  
• Potential uses of Mosaic—a powerful multimedia interface to Internet  
• Options for accessing Internet through local service providers  
The workshop is held on two evenings in a computer lab and provides ample hands-on time to explore the Internet. Students must have some previous experience using PCsor or MACs. Class size is limited to 16.

**Raising Funds in a Diverse and Changing Society (101321) Page 39**  
The motivation for giving is as unique as the individuals who give. This workshop will offer practitioners the opportunity not only to discuss the similarities of the motivation to give, but to study, discuss and gain understanding of the effects of region, race, ethnicity, religion, and gender on the habits of giving.



## Free Career & Information Sessions

Please join us for the following FREE sessions:

**Business Administration Certificate Program**  
Tu. Aug 30, 17:30-18:30  
Continuing Education Office, Langara College, 100 W. 49th Avenue

**Computer Skills for the Workplace Certificate Program**  
Local Area Network Administrator  
Multimedia Programmer  
Th. Sep 08, 18:00-19:00  
Room A215, Langara College, 100 W. 49th Avenue

**Counselling Skills Certificate Program**  
Tu. Oct 04, 18:00-19:00  
Room 5025, King Edward Campus  
1155 East Broadway

**Court Interpreting Certificate Program**  
Th. Sep 29, 19:30, Continuing Education Office  
Langara College, 100 W. 49th Avenue

**English Skills Improvement**  
Th. Sep 08, We. Sep 14, 17:30-20:00  
Continuing Education Office  
Langara College, 100 W. 49th Avenue

**Floral Design Certificate Program**  
Sep 01, 18:30-19:30, 19:30-20:30  
Room 4043, King Edward Campus  
1155 East Broadway

**Gemmology**  
We. Sep 07, 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. Sep 08, 19:00-21:30  
King Edward Campus West,  
691 East Broadway

**Legal Assistant Certificate Program**  
We. Oct 26, 17:00-18:15  
Room 237, City Centre, 250 West Pender Street

**Multicultural/Settlement Certificate Program**  
Th. Sep 08, 17:30-18:30  
Room 4043, King Edward Campus  
1155 East Broadway

**Non-Profit Management Certificate Program**  
Fundraising Management  
Certificate Program  
We. Sep 07, 17:30-18:30  
Room 4043, King Edward Campus  
1155 East Broadway

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

**Office Administration Certificate Program**  
Th. Sep 08, 17:30-18:30  
Room 237, City Centre Campus  
250 West Pender Street

**Property Management Certificate Program**  
We. Sep 07, 17:30-19:00  
(Format presentation begins at 17:30) Banquet Room,  
City Centre, 250 West Pender Street

**Substance Abuse Certificate Program**  
Tu. Oct 04, 18:00-19:00  
Room 5025, King Edward Campus  
1155 East Broadway

**Telecommunications Management Certificate Program**  
Th. Sep 08, 17:00-18:30  
Room 240, City Centre Campus  
250 West Pender Street



# Program Coordinators

## Arts & Science

**Anthropology/History/Philosophy, Comedy, Film/Television/Theatre, Financial Planning & Investment, Interior Design, Media Writing & Communications, 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

Donald Oakes, 443-8386

### Natural History

Marja de Jong Westman, 323-5322

### Photography

Walter Evans, 224-3636

## Career, Business, Management, Training & Trades

### Building Services

Sharon Kelly, 443-8380

### Business Administration

Gordon Clough, 323-5322

**Business English, Essential Skills For Supervisors, Management Skills, Office Administration**  
Anne Tollstam, 871-7021

**People Skills, Professional Marketing**

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 & Telecommunications

**Computer Skills for the Workplace, Local Area Network Administrator, Multimedia Programmer**  
Cornelius Constantinescu, 323-5322

### Electronics

Gareth Williams, 443-8565

**Oakridge Computer Centre & City Centre Lab**

Pat Austin, Mishele Mathern, 261-2806

### Telecommunications

Peggy Worobetz, 871-7427

## ESL Teacher Training

**Teaching English as a Second Language**

Jennifer House, 871-7056

## Health Care & Lifestyles

### Childbirth Educators

Diane Donaldson, 874-9923

### Foodsafe

Sheila Stickney, 874-9923

### Professional & Allied Health Care

Grace Hodgins, 874-9923

Sheila Stickney, 874-9923

### 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, 443-8380

### 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

Annie McKittrick, 871-7070

## 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**  
Barbara Berry, 871-7060

### 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

Wayne Decle, 871-7065

## 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  
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.

## 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.

## Arts & Science

## Anthropology/History/Philosophy

### INSTRUCTORS

*Tamara Little has studied First Nations culture on the coast for seven years, concentrating on art and oral traditions and has done field work with the Sto:lo Nation of the Lower Fraser River Valley.*

*Kurt Preinsperg, who immigrated from Austria and earned his Ph.D. at UBC, has enjoyed introducing students to philosophy for the past seven years. He has a special interest in applying philosophy to existential predicaments and currently teaches at Langara College.*

### Ethnology of the Northwest Coast (505606)

This course will provide students with a practical knowledge of the First Nations cultures of the Northwest Coast, with a concentration on issues relating to contemporary politics (land claims and self-government), economics (particularly fishing), history (both pre-contact and contact/historical periods), art (the expanding art market on the coast) and other special issues such as First Nations health care and education. The class will be run as a discussion group, centred loosely on readings on selected topics. Individual or class concerns will be addressed in this flexible format. It will be held in the Museum of Anthropology, at UBC and students will receive passes to that institution. This course is designed specifically to provide people in the work force who deal with First Nations issues or clients with an understanding, history and appreciation of First Nations cultures on the coast today. (Little) \$133.75 (Includes GST)  
8 eve - We. Oct 05, 19:00-21:30 - MOA

### World Religions (503461)

Be introduced to the aims and objectives of interfaith dialogue. Learn about Buddhism, Christianity, Hinduism, Islam, Judaism, Sikhism and the Unitarian faith. (various) \$37.45 (Includes GST)  
7 eve - Th. Oct 06, 18:30-21:30 - Lan

### Ethics: Confronting Today's Moral Issues (505608)

Moral decisions confront us daily, inescapably—both in our private lives and as participants in democratic society. How can we approach these decisions intelligently, confidently and responsibly? In this course we will develop our capacity for critical thinking about moral right and wrong. We will examine the rational basis for making moral judgments as well as attempt to clarify a number of contemporary moral issues. Our special focus will be on the need to rethink taken-for-granted values in view of the earth's environmental limits. (Preinsperg) \$117.70 (Includes GST)  
6 eve - Tu. Oct 04, 19:00-21:30 - Lan

### The Philosophy of Love (505609)

Love is at the heart of well-lived human life. The Philosophy of Love aims at a conscious appreciation of love relationships and many questions will be explored during this interactive session. If you are perplexed about love, the rich literature on the Philosophy of Love will help you gain clarity. There are no prerequisites but an inquiring mind and zest for relationships naturally help. (Preinsperg) \$117.70 (Includes GST)  
6 eve - We. Oct 05, 19:00-21:30 - Lan

### The Art of Critical Thinking (505610)

This course will try to make you a more effective thinker. We will study the logic of real-life reasoning—as used in discussions, newspapers, TV programs, books, political campaigns or advertising. We will learn how to spot common errors in everyday reasoning and how to back up our own beliefs and decisions with good reasons. Our emphasis will be on reasoning about cause-and-effect relationships and especially on the recognition of dynamic causal interconnections. (Preinsperg) \$117.70 (Includes GST)  
6 eve - Th. Oct 06, 19:00-21:30 - Lan

## Art

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

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

### INSTRUCTORS

*Fran Alley is both a painter and a printmaker. She holds a B.F.A. degree from the University of Calgary and has studied at the Banff Fine Arts Centre. Fran has had both group and solo exhibitions in Vancouver, Calgary and Toronto.*

*Ande Axelrod has worked as the creative director for a national greeting card publisher. She currently writes and designs greeting cards, mugs, and other gift products.*

*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 Patrick 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, 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 Millelli 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.*

*Eric Montgomery, current vice president of the BC Glass Art Association, has sculpted many mediums, beginning 15 years ago with jewellery. For the past three years his focus has been on glass, both sand carving and kiln casting. He has studied at the Pilchuk Glass School and currently has worked in the Canadian Craft Museum's travelling exhibit, "Made by Hand."*

*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 Brontman 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. (Millelli) \$125  
8 eve - We. Sep 21, 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. 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. (Montgomery) \$240  
8 eve - Tu. Sep 22, 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  
10 eve - We. Sep 21, 19:30-21:30 - Lan

### Life Drawing (500107)

Examine the scope of visual language in detail by working from live models. Learn principles of colour, movement and gesture. Be presented with the challenge of memory drawing, new media and more. Models at all classes. Bring a pencil and paper to first class. (Musson) \$135  
10 eve - Tu. Sep 20, 19:30-21:30 - Lan

### More Life Drawing (500120)

This figure drawing course is designed for the student who has studied figure drawing in the past and would like to expand their horizons. Poses will be of longer duration allowing the student to develop a more personal statement. Issues such as colour, composition and texture will be explored. The course is flexible enough that those who want to incorporate other mediums, i.e. water colour or ink wash, may do so. The instructor will be advising and directing students who already have a foundation of drawing basics. (Musson) \$135  
10 eve - Th. Sep 22, 19:30-21:30 - Lan



### Portraiture (500110)

Focus on the beauty of the human form and in particular the form of the face. Learn how different drawing materials (pencil, charcoal, conte, pastels and ink) produce strikingly different results. All levels welcome. (Kowallek) \$125  
10 eve - Th. Sep 22, 19:30-21:30 - Lan

### Anatomy for the Artist/Illustrator (500154)

This course will assist artists and illustrators in creating more realistic and 3-D figures by a detailed study of human anatomy as it relates to drawing including bones, musculature, and the dynamics of locomotion. Bones and slides will be used as teaching aids and life drawing from a model will be part of each session. (Finlay) \$145  
8 eve - Th. Sep 22, 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. Sep 19, 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  
10 mng - Sa. Sep 17, 09:30-11:30 - Lan

### Water Colour—Level II (500113)

Designed for those who have basic instruction in the art of water colour and wish to continue learning in a classroom atmosphere. Individual progress emphasized. (Kowallek) \$125  
10 aft - Sa. Sep 17, 12:00-14:00 - 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  
10 eve - We. Sep 21, 19:30-21:30 - Lan

### Painting the Figure (500118)

This painting course will be entirely devoted to painting from models. Students will further explore aspects of acrylic painting imaginatively and creatively. The focus will be on colour, proportion, perspective, composition and technique. Students will be encouraged to experiment with mixed media in a fun and challenging atmosphere. Bring a pencil or charcoal to first class. (Alley) \$135  
8 eve - Mo. Sep 19, 19:00-21:30 - Lan

### Special Painting Effects (500144)

The natural world continues to surprise us with its many wonders. Learn to recreate them 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  
10 eve - Tu. Sep 20, 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) \$190  
10 eve - Mo. Sep 19, 18:00-21:30 - Lan  
10 eve - Tu. Sep 20, 18:00-21:30 - Lan

### Sculpt in Sahara (500145)

Explore the wonders of a new and revolutionary medium—Sahara foam. Carve an egg in just 15 minutes and copy a Henry Moore in just a few hours! This program introduces new techniques while studying one exciting work by this great master of our time. Sahara foam is easy to carve and can be smooth finished with the palm of your hand. Using a simple wax mould technique you will reproduce your foam model in plaster and finished to look like old bone, or sand to a pure white finish. A wooden base will be provided to mount your completed masterpiece! Opportunities to create works in bronze will be discussed. The classes are limited to six and will be held in artist's studio, Sculpt-2000 Workshop (S2W) 2466 West 8th Avenue, Vancouver—736-6134. Materials to be purchased from the instructor—\$50. (Dallaire) \$225  
4 mng - Tu. Sep 20, 10:00-13:30 - S2W  
4 eve - Tu. Sep 20, 18:30-21:30 - S2W  
4 eve - We. Sep 21, 18:30-21:30 - S2W

### 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. Sep 25, 08:00-15:00 - CLW  
1 day - Su. Nov 27, 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) \$101.65 (Includes GST)  
1 day - Su. Sep 18, 09:00-16:00 - CLW  
1 day - Su. Nov 20, 09:00-16:00 - CLW

#### Designing and Writing Greeting Cards for Publication (102875)

The greeting card industry relies heavily on freelance talent. This professional workshop is for the artist or writer who has always wanted to have their ideas published. You will be introduced to the card marketplace, discuss what sells and why, and learn to develop successful card ideas using your unique talents. By the end of the course you will be able to create a presentation of your work designed to get noticed in the greeting card industry and increase your chances of getting published. (Axelrod) \$112.35 (Includes GST)  
5 eve - Tu. Oct 04, 18:30-20:30 - CC

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

## Comedy

#### INSTRUCTORS

Garry McAtter 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.

Ian Boothby has been active in the areas of stand-up comedy, sketch writing and improvisation with the Vancouver Theatresports League for several years. He has extensive experience in film, television, radio and live performance.

#### 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. (McAtter) \$107 (Includes GST)  
8 eve - Mo. Oct 03, 19:00-21:00 - CC

#### 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. (McAtter) \$107 (Includes GST)  
8 eve - Tu. Oct 04, 20:00-22:00 - CC

#### Comedy Writing Through Improvisation (102894)

A hands-on approach to writing. Perfect for potential stand-up comics, film, television or short story writers. Designed to take your imagination in new and hilarious directions. Course focuses on writing based on improvised scenes. (Boothby) \$94.16 (Includes GST)  
6 eve - Mo. Oct 17, 19:00-21:00 - Lan

## Cuisine

#### INSTRUCTOR

Nathan Hyam, director and head chef-instructor for the Cordon Bleu School. Nathan has been a professional chef for over a decade and brings with him experience from California, Europe, Mexico and Asia. Nathan has travelled extensively in South East Asia and trained in Thailand, Singapore and Indonesia.

Glenys Morgan trained at the Cordon Bleu Cooking School and has been a cooking instructor since 1990. In her varied career she has worked with Julia Child, Madeline Kammon, Jacques Pepin and many more of the great international chefs. Glenys currently is working at Tomato Fresh Food Cafe.

#### Intro to Thai Cooking (501018) Evening 1

Learn about all the unique herbs and spices in this flavourful cuisine. This class will include information on substitutions and sources for ingredients: How to make red curry paste from scratch, chicken and vegetables in red coconut curry sauce, Jasmine rice, Thai fried vegetables, black rice pudding, video presentation on Thai cooking and fruit carving.

#### Evening 2

Lettuce wraps filled with ground chicken, herbs and mint with a chili and lime dipping sauce, fish filets baked in banana leaves with basil and coconut, chicken saute marinated in coconut milk and garlic served with spicy peanut sauce, Paad Thai (stir fried rice noodles with peanuts, Tofu, lime and spring onions, coconut custard. This class will include a lecture on travelling in Asia that will cover local customs and expectations to help make your trip an enjoyable experience. There will be a guest speaker from the Thai Tourism Board.

#### Evening 3

Northern Thai chicken salad, shrimp and jasmine rice soup; sweet corn patto with chili sauce; herb glazed prawns, broccoli; peanuts and fresh rice noodle stir fry; banana lime saute with ice cream.

This class will include a lecture on understanding the ranges of climates and geography and how this leads to regional differences in the cuisine of this diverse country. Each participant will receive for free—a large heavy-duty wok, stir fry tools and the ingredients to make a Thai meal. (Hyam) \$192.60 (Includes GST)  
3 eve - Tu. Oct 11, 18:00-20:30 - The Cook Shop, City Square, 3-555 West 12th Avenue, Vancouver

#### Intro to French Cuisine (501019) Evening 1

Intro to French cooking basics: salads, vinaigrette, stocks, soups, sauces, stews; wild mushroom and fresh herb soup; mesclun greens with vegetable croutons; chicken saute with pan juices; salmon with lime and ginger beurre blanc; decadent chocolate cake and more. This class will include a lecture on the origins and current techniques in classical French cooking.

#### Evening 2

Pates, gratins, pan sauces, patee brisee, patee sucre, choux pastry; roasted garlic; eggplant and pepper tartlets; chicken liver pate; potato and artichoke gratin; Paris bistro panqueuts; tarte au citron.

This class will include a lecture on the wines and various growing regions of France by a guestwine specialist.

#### Evening 3

A modern Provencal dinner: teppanades, olive, sun dried tomato and herb, medallions of scallop mousse with a red pepper rouille, chilled balsamic chicken with a red onion marmalade, flageolet beans with garlic rosemary and shallots, tarte au chocolat.

This class will include a lecture on what makes Provence such a distinctive, unique area within France. Each participant will receive for free a gift basket full of French food items, including a cook book and a bottle of French wine. (Morgan) \$192.60 (Includes GST)  
3 eve - Mo. Nov 07/14/21, 18:00-20:30 - The Cook Shop, City Centre, 3-555 West 12th Avenue, Vancouver

## 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.

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.

Deborah Rootman, Provincial Instructors Diploma, graduated in Fashion Merchandising at Ryerson Polytechnical Institute, has been involved in the fashion industry since 1975 and is currently a freelance wardrobe consultant for corporate and private clients.

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 freelance 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.

Yolanta Tang, B.F.A., graduated in Fine Arts at the Art Institute of Chicago. She is a nationally-recognized designer, known for original and unique designs and has successfully managed her own retail and wholesale companies.

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

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

#### Exploring Fashion (505948)

This course offers a dynamic look at the field of fashion and is a great introduction for people who are thinking of pursuing their interest in fashion. The course will examine the work of top international designers and analyze the latest trends. You will learn about sources of inspiration, the ways in which designers carry out their ideas, and how you can acquire your own personal style and fashion philosophy. (Tang) \$105  
6 eve - Tu. Oct 04, 18:30-21:30 - CC

#### Children's Wear—Grading I (505949)

Taught by a professional pattern maker, this course provides the knowledge, skills, and experience necessary to grade children's wear patterns. You will learn to develop a "nest" of complete size ranges manually and by the use of grading machines. Prerequisite: pattern making experience or Children's Wear—Pattern Making I. Drafting paper and pattern card are available, but bring to first class: HB pencil, eraser, 38 cm ruler—clear plastic, set square, five coloured pencils. (Swinglehurst) \$85  
2 day - Sa. Oct 15, 09:00-16:00 - CC

#### Dress Form Workshop (505947)

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. Oct 05, 19:00-21:00 AND 1 day - Sa. Oct 15, 10:00-15:00 - CC

#### Fashion Illustration (505915)

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. Sep 26, 18:30-21:30 - CC

#### Personal Pattern Making (505924)

Patterns becoming too expensive? Learn to make your own patterns to your own measurements with a perfect fit ensured. Individual instruction enables you to work at your own pace in constructing a set of personal Blocks (Slopers) and learning how to draft patterns for any design of your choice. Bring to first class: HB pencil, eraser, 38 cm ruler—clear plastic, metric fibreglass tape measure, set square, tracing wheel, a 3-ring binder, a package of 1/4" elastic. Come prepared to be measured; wear usual bra and a simple slip. This course is for women dressmakers only. (Zibin) \$200  
10 mng - th. Sep 22, 09:30-12:30 - CC

#### Children's Wear (505938)

Taught by a professional designer, this course is structured to meet the needs of students wishing to know more about designing children's wear and for fashion designers who want to develop a personal design philosophy in this direction. Understanding the designing of children's wear includes market research, proportion and sizing, colour and fabric trends, styling, coordination and presentation. You will design a coordinated line of children's wear in your chosen category. Bring to the first class: sketch book, notebook, pen, pencils. (Yeardon-Jones) \$175  
4 day - Sa. Oct 29, 09:00-16:00 - CC

#### Millinery—Level I (505937)

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 draws. 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, #425 (fourth floor), 375 Water Street, Vancouver. \$250  
7 mng - Th. Oct 13, 09:00-12:00 - EMS  
7 mng - Sa. Oct 15, 09:00-12:00 - EMS

#### Image Make-over Workshop (505945)

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. Oct 01, 09:30-16:00 - CC  
1 day - Sa. Oct 29, 09:30-16:00 - CC

## FashionArts

## 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 freelance, have become illustrators, costume designers or teachers. Even those who decided not to make a career change appreciate that the program has greatly enhanced their skills in the Fashion Arts. Planned by experienced educators and an advisory committee of professionals from all areas of the industry, the program is taught by experts in each subject.

#### INSTRUCTORS

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

Lisa Gellert, A.A.S., is a freelance 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 freelance 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 freelance 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 07 for next entry in January 1995. For detailed brochure and application form, call the Continuing Education office at City Centre — 443-8380.

## Film, Television & Theatre

#### INSTRUCTORS

Dwayne Beaver has written, produced and directed short films, music videos and live television. He is a graduate of the Canadian Film Centre and won various awards and bursaries for his short films. Currently, he is writing and producing a television mini-series and sitting on the Vancouver International Film Festival's New Filmmaker's Day Committee.

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

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

A review of career and employment possibilities in the growing BC film industry, with emphasis on working conditions, skills required and professional associations. Students will examine common avenues into the industry and the functions of major production personnel. (Mackie) \$90  
3 day - Sa. Sep 24, 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. Oct 15, 10:00-16:00 - Lan  
1 day - Sa. Nov 19, 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) \$139.10 (Includes GST)  
10 eve - Tu. Oct 04, 18:30-20:30 - CC

#### Short Subject Filmmaking 104110)

Many artists are simply unaware of the superabundance of resources available to them as first-time and emerging filmmakers. This program will provide an excellent primer to those wanting to write, produce and/or direct their own films. The class explores the development, financing and distribution of short films in Canada. Students will prepare scripts, financing plans and production packages for delivery to funding agencies. (Beaver) \$187.25 (Includes GST)  
6 eve - Mo. Oct 17, 19:00-22:00 - 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.

The program is taught by professionals from the floral industry and has been planned with the assistance of a professional advisory committee. It is unique in that it covers both the floral design skills and the business-related skills necessary to the floral designer.

#### Course Content

Floral Design—Level I (250105)  
Floral Design—Level II (250106)  
Floral Design—Level III (250107)  
Basic Flower Shop Procedures (250108)

#### 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).

Basic Flower Shop Procedures can be taken upon completion of Level I or with permission from the program coordinator.

The Floral Design Certificate Program is recognized in the floral industry as a result of the student being evaluated on the theory and their design skills at each level of the program.

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

An Information Night will be held on Thursday, September 01, from 18:30-19:30 - KEC 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 freelance 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 gift baskets. 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. The student will focus on the elements and principles of

design. They will also learn basic selling techniques to better service customers. Flowers included. Students required to purchase floral knife and cutters, available from instructor. (Harrison/Portice) \$675  
22 eve - Mo/Tu. Sep 19, 18:30-21:30 - KEC (Harrison)  
22 eve - Mo/Tu. Sep 19, 18:30-21:30 - KEC (Portice)

#### 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. The Floral Design Evaluation is held before the first class of Floral Design Level II. Pre-registration is required. (Jackson) \$30  
Sa. Sep 10, 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. They will focus on developing professional design techniques throughout this level. The student will also learn the importance of ethical considerations and professional business procedures. Flowers included. (Harrison) \$695  
24 eve - We/Th. Sep 14, 18:30-21:30 - KEC

#### Floral Design—Level III (250107)

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. They will learn selling techniques to educate and familiarize customers with exotic flowers and more sophisticated styles of design. (Portice) \$730  
Not offered Fall 1994

#### 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. Students will also learn to provide professional customer service and effective selling techniques and skills that are relevant to the floral industry. (Portice) \$325  
12 eve - We. Sep 14, 18:30-21:30 - KEC

## Gemmology

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

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

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

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



An Information and Demonstration Evening will be held in Room 164, City Centre Campus, from 19:00-20:00, Wednesday, September 07. Anyone interested in the program offered by VCC is invited to attend.

Preliminary year classes begin September 14 and run Wednesday evenings, 18:30-21:30, until June. Diploma year classes begin September 13 and run Tuesday and Thursday evenings 18:30-21:30, until June.

Applications for the next entry (September 1994) are now being accepted. 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. This term several of these seminars will be conducted in Macintosh computer labs.

### 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 in the production of high-quality typography using hot metal, photo-mechanical, digital and laser technologies. After a traditional apprenticeship, he practised photocomposition in London, Paris, Toronto, Auckland and Vancouver. Currently he is studio manager of Karacters at Palmer Jarvis Advertising, Vancouver.

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

Deanna Gomes studied typography in a five-year apprenticeship with VVI and has 17 years' experience in the graphic arts industry. She has spent the last six years working in the Macintosh environment. Deanna currently works for a major printing company as their electronic pre-press operator and also has her own pre-press company.

Lynda Hurst graduated with honours from the Humber College Advertising and Graphic Design Program in Toronto in 1972. She has also completed courses in editorial illustration at the Ontario College of Art, and photography at Ryerson Polytechnical Institute. She worked as a graphic designer/illustrator in marketing and communications until moving to Vancouver in 1983. In the past ten years Lynda has worked as production manager/art director with the Georgia Straight and advertising production coordinator/media buyer for VCC.

Maureen Johnston holds a B.A. in English and Journalism from Washington State University. Her many years of journalism and advertising experience include seven years as copy editor for CFAC in Calgary, seven years as a news writer for NBC-TV in New York City and 18 years with the advertising department of the Hudson's Bay Company. As advertising manager of the Bay's Western Region, Maureen is responsible for the production of a number of company newsletters. She also produces a variety of newsletter for outside corporations and associations on a freelance basis.

Evelyn Kirkaldy is a graduate of the Ontario College of Art. She was a senior art director at Palmer Jarvis Advertising for three years and has been working in the field for 14 years as a graphic designer and illustrator.

Phil Lewis is a VCC graduate in Graphic Arts as well as a graduate of Printing Industries of America, Executive Development Program in Airlie, Virginia (two years). He has worked in the printing industry for 20 years and is currently the sales manager at Ultratec 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 freelance 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.

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

Janet Russell, program coordinator, B.F.A. University of Victoria, works as a graphic designer specializing in book design. She is also a computer consultant and a design instructor at Kwantlen College.

Bill Stockmann has a Visual Arts diploma from the Alberta College of Art and is a freelance graphic designer and illustrator.

### Core Courses

#### Graphic Design—An Introduction (050408)

This non-computer, 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/Stockmann) \$140

9 eve - Tu, Sep 20, 18:00-21:00 - CC

9 mng - Sa, Sep 24, 10:00-13:00 - 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 stationary package, display ad, hand-cut separations and a hands-on demonstration of computer-generated production. Material cost is approximately \$50 to \$70. (Hurst) \$145

8 mng - Sa, Sep 24, 10:00-13:00 - CC

#### Advanced Layout and Design (050429)

Beyond the fundamentals, this hands-on course is for those who wish to improve their design and visualization skills. Learn how to create more powerful, better quality layouts. Felt pen rendering techniques will be developed through exploration of colour, composition, typography and design. Drawing skills helpful but not essential. Class projects include ad design and rendering a TV story board. Please bring pencils and paper to first class. (Kirkaldy) \$120

8 eve - Th, Sep 22, 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. Two evenings will deal with desktop file preparation guidelines and how to best prepare electronic artwork for your printer, specifically Macintosh. (Lewis/Gomes) \$100

5 eve - Tu, Sep 20, 19:00-22:00 - CC

#### Typography—Level I (050434)

Powerful micro-computer software programs give everyone access to the previously specialized field of typesetting. This course covers typeface history, design and usage. Learn to make good typographic decisions based on sound principles and avoid the obvious excesses of the desktop revolution. Knowledge of QuarkXPress would be an asset. (Clifford) \$120

5 eve - Tu, Oct 11, 18:30-21:30 - CC

#### Typography—Level II (050437)

Building on knowledge gained in Level I, and using Macintosh computers, students will undertake a series of projects designed to improve typographic skills. Their work will be critically examined in "show and tell" sessions and compared with that of a professional compositor. Particular attention will be paid to the hierarchy of text setting, visual display work and the balance of type and graphic elements. Problem solving will have a high priority and various acceptable escape routes will be demonstrated. Students MUST have a working knowledge of QuarkXPress and demonstrate the ability to build and revise documents. The instructor will teach typographic taste and refinement—NOT the program itself. (Clifford) \$140

5 eve - We, Oct 05, 18:30-21:30 - CC

#### Logo Design (050436)

Learn the fundamentals of creating an effective logo. In a step-by-step approach, students will go from initial research and logo concept, through to making a corporate presentation, to the final creation of camera-ready art. Students will apply their knowledge by creating a logo for a number of newly-formed businesses. (Lim) \$85

5 eve - Tu, Oct 04, 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, Sep 22, 19:00-22:00 - CC

#### Perspective Sketching and Drawing—An Introduction (050415)

This course is intended to develop your visual skills while teaching perspective sketching and projection techniques. The fundamentals of perspective will be introduced through the study of quick sketches using basic geometry as building blocks for more complex drawings. The introduction of one-point, two-point and three-point perspective will continue as you study plan-projection as a means to create three-dimensional views of buildings, interior spaces and design objects. While focusing on perspective drawing the course will feature a variety of drawing skills such as tint, tone, shade, shadow, etc. Bring a large sketch pad and a variety of coloured pencils to first class. (Beaulieu) \$120

8 eve - We, Sep 21, 19:00-22:00 - CC

#### Creative Commercial Illustration (050410)

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

8 eve - Tu, Sep 20, 18:30-21:30 - CC

#### Newsletter Courses

Yikes! You've been told to produce a newsletter. The boss has given you a brand new computer and now he expects miracles! Relax! Here is a course that has been designed just for you by someone who's already been there—a professional with more than a decade of newsletter design, editing and production experience. If you're responsible for putting out a publication, you'll gain a wealth of usable knowledge—and have fun doing it. A working knowledge of desktop computers would be an advantage. This course is presented in two parts, which may be taken in sequence or individually.

#### Newsletter Preparation—Level I (050438)

Level I of this course will deal with newsletter design theory. We will define the objectives, develop a budget, select a name, set the editorial policy, design a grid and a convincing nameplate. Appropriate typefaces will be discussed, as well as writing techniques and how to work with graphics and photos. In six sessions you'll learn the secrets to planning and designing the kind of newsletter your readers can't put down! Nothing short of a miracle! (Johnston) \$165

6 eve - Th, Sep 22, 18:00-21:00 - CC

#### Newsletter Production—Level II (050439)

Students will engage in the hands-on exercise of completing a publication to the camera-ready stage, or as we say in the trade, "putting it to bed." First we will look at the various computer programs used in newsletter production. You will then learn how to work with printers, choose the best paper, strip in photographs, proofread bluelines and correct negatives. How to get a printing quote and how to stretch a production budget are also covered, as well as distribution, labelling and mailing. Each student will be supplied with a take-home reference manual of Levels I and II. Students MUST have a working knowledge of QuarkXPress for Level II. The instructor will teach newsletter design and production, NOT the program itself. (Johnston) \$110

4 eve - Th, Nov 03, 18:00-21:00 - 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 (504201)

Learn personal expression in functional interiors. Topics include space planning, scaled layouts, the history and development of design, style planning and colour theory. Find practical solutions for your residential design projects. (Dilts) \$246.10 (Includes GST)

10 eve - Tu, Oct 04, 19:00-22:00 - KEC

#### New, Old Furniture (504209)

This workshop focuses on what "finds" of old furniture are worth and why. How to select fabric and re-make old furniture into new. Field trip to furniture store. (Dilts) \$128.40 (Includes GST)

2 day - Sa, Oct 15, 10:00-16:00 - KEC

#### Designer's Storyboard (504211)

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, Nov 19, 10:00-13:00 - KEC

#### Interior Design: Condominiums, Townhouses and Apartment Living (504213)

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, Nov 05, 10:00-15:00 - KEC

## Jewellery

### INSTRUCTORS

Peter Thompson was trained under a master goldsmith in England. He has worked in Vancouver for the last 16 years in his own studio.

#### Metal Techniques I (051101)

This course will introduce the basic materials, tools and terminology in jewellery making. Students will become familiar with a variety of techniques including piercing, doming, texturing, riveting and soldering. Projects will include the making of chains, rings, brooches and other jewellery objects. Students will be required to purchase

their own tools and materials (approximate cost \$200). No experience necessary. (Thompson) \$190

10 eve - Mo, Sep 19, 18:00-21:00 - CC

10 eve - We, Sep 21, 18:00-21:00 - CC

#### Metal Techniques II (051114)

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

10 eve - Th, Sep 22, 18:00-21:00 - CC

## Media Writing & Communications Certificate Program

### (Certificate Pending)

The Media Writing and Communications Certificate Program provides a practical alternative to a traditional journalism or communications school. The program offers high-level courses to those who wish to continue their professional education while working or pursuing alternative options during the day. It also allows students to explore the possibilities of a career in journalism, public relations or corporate communications.

The program is designed for interested students, working professionals and those re-entering the workforce who wish to acquire the key skills necessary in the writing field today. Several of the certificate courses are transferable to Langara College's daytime, two-year Diploma Program in Journalism

The Media Writing and Communications Certificate Program recognizes that many private and public organizations need individuals trained in a variety of writing styles, public and media relations and multi-media communications. This certificate program teaches the core skills necessary to obtain jobs in the writing field.

Students will receive the certificate upon completion of 24 units of instruction. It is compulsory that students complete a minimum of five 3-unit courses as part of the total 24 units to receive a certificate (one of the four must be Fundamentals of Journalism). The 24 units must also be completed within three years to receive a certificate.

All courses may be taken as separate courses or as part of the certificate program.

### INSTRUCTORS

Rob Dykstra is a journalism instructor at Langara College. He has been a reporter for the Montreal Star, Calgary Herald, Vancouver Province and several weekly newspapers including the Coast News in Gibsons, BC.

Duncan MacDonnell owns and operates 2M Media Services, a print communications consulting firm. He is a freelance writer/editor with extensive experience in corporate communications and community newspapers.

Ros Oberlyn is a journalism instructor at Langara College. She has worked as a reporter for the Vancouver Sun and for the CBC, first with the Journal and then with CBC Northern Services in Whitehorse.

Robin Roberts is the editor of Westworld Magazine, a travel and motorist magazine published by Canada Wide Magazines for members of the Canadian Automobile Association in the four western provinces. The four editions (two are published bi-monthly and two are quarterly) have a combined circulation of approximately one million.

Mac Ryamal has 30 years' experience in radio, television and video production as a reporter, columnist, producer and trainer. He is now in charge of the broadcast section of the Langara College Department of Journalism.

Peter Wallis is a journalism instructor at Langara College. He has been a reporter for the Calgary Herald, Vancouver Province and newspapers in California and Idaho.

Peter Walton is a public relations and communications consultant with 15 years' experience in journalism, public relations, corporate communications and community relations. He is former head of communications and fundraising for Vancouver General Hospital.

### Fall 1994 Courses

#### Fundamentals of Journalism (102904)

This course is a prerequisite to many other courses in the program and must be completed to obtain a certificate. The course explains the structure and function of the news story, principals of concise, fair and accurate reporting, effective interviewing and media law. Writing effective news and feature leads and the body of the news story will also be covered. The course begins by reviewing effective journalist writing. - 3 Units (Wallis) \$280

12 eve - Th, Sep 15, 18:30-21:30 - Lan Room 283

#### Corporate Communications (102905)

This course reviews the wide range of services provided by a corporate communications department. Topics include newsletters, promotional brochures, annual reports, media relations, issues management and crisis communications. The course also examines "corporate culture" and dealing with internal and external politics. - 3 Units (MacDonnell) \$280

12 eve - We, Sep 14, 18:30-21:30 - Lan

#### Editing and Publication Design (102906)

In this course students learn to edit and proof copy, write headlines and photocaptions. In the second portion of the class, students design a publication. Topics include page design and layout, photo choice and sizing and an overview of the pre-press and printing process. - 3 Units (Dykstra) \$280

12 eve - We, Sep 14, 18:30-21:30 - Lan

#### Introduction to Broadcasting (102907)

This course introduces basic skills used in radio, television and video production. The course features how to write for the spoken word as used in radio, television and video. The student will learn how to produce other students in "on-air" delivery. Students will learn how to interview for broadcasting, how to select and use interview clips for maximum effect, using sound to tell a story or convey a message. - 3 Units (Rymal) \$280

12 eve - Tu, Sep 20, 19:00-22:00 - Lan

#### Travel Journalism (102908)

This course shows students how to turn a weekend trip, vacation or a travel experience into a magazine or newspaper article. The course reviews the techniques of travel writing. Students research and write two travel articles. - 1 Unit (Roberts) \$95

5 eve - Th, Oct 20, 19:00-21:00 - Lan

#### An Introduction to Print and Broadcast Journalism (102891)

This course is designed to provide students with an overview of the print and broadcast industry. Topics covered are writing, story focus and development, interview techniques, ethics, journalistic history and theory, TV documentaries and newsroom situations. - 1 Unit (Ouston) \$95

5 eve - Th, Oct 20, 19:00-21:00 - Lan

#### Introduction to Personal Computers (100501)

Knowledge of computers is a must in today's writing field. For this reason, students who are not familiar with computers are encouraged to take an introductory course. CSW1—Introduction to Personal Computing and DOS (100501) is offered by the Computer Skills for the Workplace Certificate Program. (See Computer Skills for the Workplace Certificate Program section.) Successful completion of this course is equivalent to two units towards the Media Writing and Communications Certificate Program. - 2 Units

### Winter 1995 Courses

#### Fundamentals of Journalism (102904)

This course is a prerequisite to many other courses in the program and must be completed to obtain a certificate. The course explains the structure and function of the news story, principals of concise, fair and accurate reporting, effective interviewing and media law. Writing effective news and feature leads and the body of the news story will also be covered. The course begins by reviewing effective journalistic writing. - 3 Units (TBA) \$280

#### Public Relations (102909)

This course provides a foundation to public relations, focusing on the skills and techniques required to provide concise, targeted and effective publications services—from writing to communicating with special interest

## MUSIC

### MUSIC PROGRAM FACULTY

Terry Smith, Program Coordinator. Terry has been active in arts administration and community programming for close to 20 years. In addition to his position as music programmer for Continuing Education, he also works in the VCC Department of Music Diploma Program. Terry has acted as a consultant to several special education projects, including the Kitchener-Waterloo Summer Festival and the Royal Conservatory. He was also the assistant director of the Courtenay Youth Music Centre for a number of years. At the present time, he is actively involved in the development of a new Pacific Rim summer music program centred in Hawaii.

Carol Brauner, Voice Program. Carol studied voice and vocal pedagogy in Austria, the US and Canada. She has been with VCC Continuing Education program since 1980. Carol is also actively involved with the Royal Conservatory of Music.

Daryl Jahneke, 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 Jahneke Trio.

Gary Keenan, Improvisation. Gary is an accomplished jazz artist who has worked as a freelance musician in Vancouver for several years. He has developed his own very successful version of the "jazz shorthand" approach to the study of improvisation.

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

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

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

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

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

Greg Reid, Business/Computers. Greg has been self-employed in the music industry for 17 years, as the sole proprietor of McReid Music. During that period of time he has worked in many different areas as a producer, engineer, publisher, writer, arranger, performer and educator. He has been involved in the design and development of two major recording studios. He has also engineered and co-produced three albums for the VCC Department of Music.

Robin Shier, Stage Band. Robin is an active performer, director and arranger locally and nationally. In addition to working with the CE Stage Bands, he is a much sought-after clinician, adjudicator for music festivals and also teaches privately.





*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.*

## Piano

### Piano: Beginners (502517)

Class instruction on individual pianos. Learn notation, basic playing skills and chording techniques. Students should have access to piano for home practice. Enrollment limited to eight per class. In the event of insufficient enrollment in a particular class, some classes may be combined. Seniors discount not available due to limited enrollment. (Lyster) \$123.05 (Includes GST and a music fee)  
10 eve - Mo. Sep 19, 18:00-19:00 - KEC  
10 eve - Mo. Sep 19, 19:00-20:00 - KEC

### Piano: Intermediate (502518)

Further instruction in reading, playing skills and chording techniques. Students should have access to a piano for home practice. Enrollment is limited to eight per class. Seniors discount not available due to limited enrollment. (Lyster) \$123.05 (Includes GST and a music fee)  
10 eve - Mo. Sep 19, 20:00-21:00 - KEC

### NOTE

Prerequisites for Intermediate Piano classes are completion of the appropriate Beginners' class, or by permission of the instructor.

### Jazz Piano: Beginners (502504)

Instruction on individual pianos. A practical elementary course for students with little or no piano background. Fundamental piano techniques relative to the study of jazz and popular music will be emphasized. Enrollment limited to eight per class. Seniors discount not available due to limited enrollment. (Lee) \$123.05 (Includes GST and a music fee)  
10 eve - We. Sep 21, 18:00-19:00 - KEC  
10 eve - We. Sep 21, 19:00-20:00 - KEC

### Jazz Piano: Intermediate (502531)

A continuation of the beginners course with emphasis on reading and chording skills. Enrollment limited to eight per class. Seniors discount not available due to limited enrollment. (Lee) \$123.05 (Includes GST and a music fee)  
10 eve - We. Sep 22, 20:00-21:00 - KEC  
10 eve - We. Sep 22, 21:00-22:00 - KEC

## Instrumental Music

### NOTE

Students wishing to register for the instrumental music courses must have an instrument before the first class of each course. For further information on instrument rentals and sales, call Donald Oakes at 443-8386 before registering for the class.

### Flute: Beginners (502505)

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

### Flute: Intermediate (502506)

Continuing practical instruction in flute performance study, students will continue technical skill development and participate in more small ensemble playing. Music provided. Each student must have a flute. (Lutz) \$64.20 (Includes GST)  
10 eve - Mo. Sep 19, 19:00-20:00 - KEC

### Guitar: Beginners (502507)

This course includes basic theory, note reading and accompaniment styles for contemporary guitar. A wide range of styles are introduced, from classical to folk and blues/rock. Learn accurate tuning, a variety of chords, strums and picking patterns. Meet other beginners and broaden your musical horizons in a cooperative and friendly atmosphere. (MacDermot) \$101.65 (Includes GST)  
10 eve - We. Sep 21, 18:00-20:00 - KEC

### Guitar: Intermediate (502508)

Have you had a few lessons in the past, or are you a self-taught player stuck at a certain level? This class will help you learn to use the wide range of materials available to improve your technique and musicality. The course includes theory, note reading, solo techniques, ensemble playing and insights into various styles from classical to contemporary. An excellent opportunity to meet other guitarists and improve your playing. (MacDermot) \$101.65 (Includes GST)  
10 eve - We. Sep 21, 20:00-22:00 - KEC

### Guitar Jazz Rock Improv (502544)

Beginning with an introduction to intervals and ear training, the course goes on to explore the structure and movement of chords and their corresponding scales. Special attention is given to creatively expressing class information on the guitar. This hands-on approach will also be used to look at concepts in chord and song structures and at new directions in improvising. Prerequisite: Knowledge of notes on finger board and staff. (Jahnke) \$64.20 (Includes GST)  
10 eve - We. Sep 21, 19:00-20:00 - KEC

### Jazz and Blues Jam Workshop (502543)

An opportunity to meet and play with other guitarists of similar ability. Explore freshideas on improvising and gain new insights into soloing and accompanying. Each week a new tune will be used as a means of exploring specific problems associated with ensemble musicianship. (Jahnke) \$96.30 (Includes GST and a music fee)  
10 eve - We. Sep 21, 20:30-22:00 - KEC

### Saxophone/Clarinet: Beginners (502519)

Learn proper techniques on saxophone or clarinet, including breathing, tone, basic playing skills, some reading skills and basic blues patterns. The course is designed for the beginning player and for those who want the opportunity to play with other students at their own level. Each student must have their own instrument. (Lutz) \$64.20 (Includes GST)  
10 eve - We. Sep 21, 18:00-19:00 - KEC

### Saxophone/Clarinet: Intermediate (502520)

A continuation of the beginners class. Improve upon your reading ability. Solo lines and riffs will be analyzed for playing and jamming in rock, blues and jazz idioms. An ideal way to meet other players at your level who share your interests. (Lutz) \$64.20 (Includes GST)  
10 eve - We. Sep 21, 19:00-20:00 - KEC

## Vocal Music

### Singing I (102614)

Designed to give beginning singing students, or those who have studied no more than two years, a good basic foundation for their art, by using exercises and songs. Vocal technique includes; breath onset, focusing of tone, posture, relaxation, extension of range, projection, dramatization of text, diction, etc. All styles of music. Group classes alternate with half-hour individual lessons tailored to meet the needs of each student. Permission of instructor required to register. \$176.55 (Includes GST)  
10 eve - Mo. Sep 19, 18:00-20:00 - KEC (Tompkins)  
10 eve - Tu. Oct 11, 18:00-20:00 - KEC (Brauner)

### 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. (Brauner) \$176.55 (Includes GST)  
10 eve - Th. Oct 13, 18:00-20:00 - KEC

## Ensembles

### NOTE

Stage Band, Woodwind Ensemble and Vocal Jazz Ensemble run from September through June with breaks at Christmas and at the beginning of April. Registrations are taken at the beginning of each term. A discounted registration fee is available for those who would like to register once for the entire September through June school year. Ask for further information when registering.

### Stage Band—Level I (502526)

An ensemble experience for students interested in improving their reading abilities and overall musical achievement. Each week the band will look at new material and continue to develop a repertoire for a performance at the end of the term. (Shier) \$112.35 (Includes GST and a music fee)  
12 aft - Sa. Sep 17, 12:30-14:30 - KEC

### Woodwind Ensemble (502548)

Put the skills you have learned in the woodwind instructional classes to use by joining this performance ensemble. Players of all woodwind and brass instruments are welcome to participate. Repertoire will be determined by ensemble makeup. The course is not limited to students who have participated in group lessons. However, those who have not previously registered in an instrumental course should talk to the ensemble director before registering. (Lutz) \$74.90 (Includes GST and music fee)  
10 eve - Mo. Sep 20, 20:30-22:30 - KEC

### Vocal Jazz Ensemble: Beginner (502523)

This ensemble is designed for the singer who would like to experience vocal jazz. Some previous choral experience is helpful, but not mandatory; ability to sight-sing will improve during the course. Topics covered will be through the repertoire sung: jazz style, improvisation, stylizing a ballad, movement for performance. Correct vocal production will be stressed at all times with good warm-up techniques being used. Some rehearsals will be with sound system. An ideal course for directors wishing instruction in vocal jazz techniques. A small music deposit will be collected on the first evening. (Warren) \$123.05 (Includes GST and music fee)  
10 eve - We. Sep 21, 18:00-20:00 - KEC

### Vocal Jazz Ensemble: Advanced (502524)

This group will function as a rehearsal group with the emphasis on advanced repertoire. Jazz styles, improvisation and some solo work will be included. Performing opportunities will be explored. Students must have previous vocal jazz experience and the permission of the instructor. Grads—recent and not-so-recent—of high school jazz programs are particularly welcome! Some rehearsals will be with sound system. Students unsure of their level should register in beginner's level and may be moved by instructor. (Warren) \$123.05 (Includes GST and music fee)  
10 eve - We. Sep 21, 20:00-22:00 - KEC

### The Willan Choir

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

## Appreciation and Theory

### Music Arranging (102629)

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

### Jazz Improvisation (102611)

Become a better improviser. Students will study in-depth the relationship between scales and chords, using the jazz shorthand approach to theory, involving the study of modes, chord progressions, analysis and chord substitution. Also included will be an analysis of several standards, blues and contemporary jazz works. Students must be able to read music and have a knowledge of all major scales. (Keenan) \$110  
10 eve - Th. Sep 22, 19:00-21:00 - KEC

### Music Theory (102613)

Open to musicians and non-musicians alike. Learn the basic fundamentals of music theory, including rhythm, intervals, chords and transposition. Students should be able to read one clef. (Lutz) \$110  
10 eve - We. Sep 21, 20:00-22:00 - KEC

## Commercial Music

### MIDI Music I (102604)

This introductory course provides an overview of music creation with MIDI by exploring how many different MIDI devices such as keyboards, drum machines, samplers and other sound modules can properly be connected to computers and sequencers. Learn how to set up your own MIDI systems and discover what pieces of equipment are necessary and cost effective. Get hands-on experience with keyboard controllers, computers and sound modules using the sequencer program for the Mac, 'Deluxe Recorder.' No previous experience required. (Reid) \$140  
12 eve - Th. Sep 22, 18:00-22:00 - KEC

### Live Sound Engineering (102606)

Become proficient with sound equipment. This course explains how PAs and other sound equipment are set up and operated. Learn how to use microphones, consoles, equalizers, compressors, digital reverbs, power amps, monitors and speakers to get the most out of a sound system. Important troubleshooting tips and easy repairs to keep a system running properly will be included. This is a hands-on course; be sure to wear your jeans. (Reid) \$140  
12 eve - Mo. Sep 19, 20:00-22:00 - KEC

### Music Publishing and Record Company Contracts (102619)

Explore the ways in which revenue can be derived from song writing and recording. This course offers in-depth information on copyrights; methods of registration and publication; the roles of music publishers; performance rights organizations. A complete look at how royalty payments are structured, as well as record company contracts and payments to artists will be included. Learn how you can untangle the maze of contracts and deals to be successful in this area of the music industry. (Reid) \$130  
12 eve - Mo. Sep 19, 18:00-20:00 - KEC

## Natural History

## Programs

The college's natural history programs are developed by biologists and implemented by specialists in the field of natural history. The courses appeal to both the lay person and professional biologist. Tuition for our programs is tax deductible.

Please call 323-5322 for itineraries and bookings.

## Courses

### Natural History Travel Lectures

These illustrated slide lectures presented by biologists will introduce you to the natural history of various of the world's unusual wild areas. In addition to receiving an informative lecture you will have the opportunity to meet the biologists who conduct our educational travel programs for the Natural History section. Cost per lecture \$5.35. Free for tour registrants.

### Argentina and Patagonia (502860)

With Dick Cannings, biologist, curator, Cowan Vertebrate Museum, UBC  
Tu. Sep 27, 19:30-21:00 - Lan

### Trinidad and Tobago (502861)

With Nancy Baron, biologist, director of education, Vancouver Aquarium  
Tu. Oct 04, 19:30-21:00 - Lan

### Belize (502862)

With Martin Gebauer, wildlife biologist, private consultant  
Tu. Oct 11, 19:30-21:00 - Lan

### Firth River Arctic Canada (502863)

With Dick Cannings, biologist, curator, Cowan Vertebrate Museum, UBC  
Tu. Oct 25, 19:30-21:00 - Lan

### Australia (502864)

With Nancy Baron, biologist, director of education, Vancouver Aquarium  
Tu. Nov 01, 19:30-21:00 - Lan

## Field Trips

### Whales, Eagles and Totems (502809)

With anthropologist Margaret Holm and biologist Dick Cannings, travel to Cape Mudge on Quadra Island to be the guests of the Lekwiltok Kwagwiltsh at Tsa-Kwa-Luten Lodge. You'll tour the museum known for its collection of Potlatch articles; spend an evening with Hilary Stewart, a noted author of northwest coast culture and enjoy a fascinating petroglyph walk with anthropologist Joy Inglis and a natural history walk with Dick Cannings. Then it's on to Robson Bight in Johnstone Strait for a stay in the quaint boardwalk village of Telegraph Cove and killer whale watching. Cost covers ferry, bus, boat, museum fees, accommodation and most meals. \$588.50 (tax deductible)  
Sep 9-11, 1994

### Bald Eagles Field Day (502855)

In January, bald eagles congregate along the Squamish River to feast on spawning salmon. They migrate here from distances as far away as Alaska and reach numbers in the thousands. Join Dr. Alice Cassidy on this fascinating day trip where you're guaranteed to see more eagles than you can imagine and other interesting wildlife, as well as enjoying a hot tasty mid-day lunch at Brackendale. \$68.85 (includes lunch)  
Field trip: Sa. Jan 14, 1995

### Hawks, Eagles and Owls Field Trip (502859)

On a guided field trip to Boundary Bay with ornithologist Dr. Alice Cassidy, you'll observe the exhilarating field habits of such birds of prey as snowy owls, red-tailed hawks, bald eagles, gyrfalcons and short-eared owls. During the winter the fields and marshes of the area offer these birds a ready supply of small mammals and birds as food. You're guaranteed some close encounters and exciting photographic opportunities. \$33.17  
Field trip: Sa. Jan 28, 09:00-13:00

### Naturalist Tour of the Harrison River (502857)

It's a West Coast natural spectacle. This fall, during the months of October, November and December, VCC Continuing Education will be offering float tours of the Harrison River. World renowned for its wintering eagle population (hundreds at a time), this slow-paced trip offers an outstanding opportunity to view the giant Chinook salmon which have returned to the Harrison to spawn. Also, you will see North America's largest concentration of Trumpeter swans. Specially designed rafts allow safe, dry and comfortable passage along the river. VCC archaeologist and naturalist Rick Blacklist will accompany all trips. Price: \$74.90 (Includes GST)  
1 day - Sa. Oct 29, 1994; 1 day - Sa. Nov 05, 1994; 1 day - Sa. Nov 19, 1994  
A pre-tour lecture and orientation session will be offered for all tours on October 13, 1994 at Langara College, 100 West 49th Avenue, from 19:00-21:00

## Lectures

### Bats Not Birds (502869)

Bat researcher Chris Harris will introduce you to some of the 16 species of insectivorous bats which regularly appear in BC, many of which are considered threatened because of their slow reproductive rates and vulnerability to environmental changes. Of particular interest is his research on the Yuma bat colony of Squilax Church in Chase, BC. Up to 2000 female bats colonized the church each spring and when the church recently burnt down, biologists, residents and school children banded together to build replacement bat houses. \$16.05  
Lecture: Tu. Nov 08, 19:30-21:30

## Bird Identification Workshops

\*\* Co-sponsored by the Vancouver Natural History Society

These workshops are designed to offer both the beginning and intermediate birder detailed information on field identification techniques for some of the most interesting groups of BC birds, as well as general bird biology and behaviour. Each workshop consists of one 2-hour lecture using slides and museum specimens and one 4-hour field trip. Workshops are conducted by experienced birders.

### Workshop 1: Shorebirds (502865) \*\*

The Fraser Delta is of global importance as a migration stopover for many species of shorebirds. Alvaro Jaramillo will conduct this workshop which includes a field trip to Boundary Bay. He is a doctoral student at SFU and one of Canada's top birders. \$40.12  
Lecture: Tu. Sep 06, 19:30-21:30 - Lan  
Field trip: Sa. Sep 10, 08:00-12:00

### Workshop 2: Songbirds (502866) \*\*

Many species of songbirds migrate down the Pacific coast in late August and September. Tom Plath will try to sort out some of the confusing fall plumages of warblers, flycatchers, sparrows and their relatives. Destination of the field trip will be announced at the lecture since it depends on the timing of the migration. Tom is a wildlife technician with the BC Ministry of the Environment Wildlife Branch and a very active birder. \$40.12  
Lecture: Tu. Sep 13, 19:30-21:30 - Lan  
Field trip: Sa. Sep 17, 08:00-12:00

### Workshop 3: Waterfowl (502867) \*\*

Late fall and winter are exciting times for Vancouver birders with the arrival of thousands of wintering loons, grebes, ducks, geese and swans to the shores of southwestern BC. Martin Gebauer, an environmental consultant and keen birder, will cover all the facets of identification and biology of these birds. Field trip to Fraser Delta and Boundary Bay. \$40.12  
Lecture: Th. Oct 27, 19:30-21:30 - Lan  
Field trip: Sa. Oct 29, 08:00-12:00

### Workshop 4: Swans (502868)

The Fraser Delta and Lower Fraser Valley are major wintering grounds for Trumpeter Swans and support a growing number of Tundra Swans each winter as well. Instructor Rick McKelvey is the head of the Waterfowl and Habitat Management Program for the Canadian Wildlife Service and will lecture on the biology and behaviour of these majestic birds as well as discuss management issues concerning BC's swan populations. Field trip will be to Nicomen Slough and Harrison Bay or Fraser River Delta dependent on the weather. \$40.12  
Lecture: Th. Jan 19, 19:30-21:30 - Lan  
Field trip: Sa. Jan 21, 08:00-12:00

## Travel Tours

For information and booking call Fraser MacLean at Great Expeditions at 257-2044 or FAX at 257-2037.

### Argentina and Patagonia

Led by Dick Cannings  
Few countries can boast a more diverse natural history than Argentina. We start in the north in the lush forests and spectacular waterfalls of Iguazu National Park, where toucans, macaws and sloths can be found. Next, visit the rich marshes of Iberia, filled with ibises, storks and egrets. We then travel south to Patagonia where barren grasslands meet the rich waters of the South Atlantic and where Burrowing Owls nest alongside thousands of penguins and huge Right Whales feed in sheltered bays. Finally, we visit the southern Andes and the incredible Terra del Fuego, with their glaciers and superb mountain scenery.  
Oct 28-Nov 17. \$7395 (includes a tax deductible tuition of \$1625)

### Trinidad and Tobago

Led by Nancy Baron and Johnny Mikes  
The island nation of Trinidad/Tobago combines South America's rainforests with the spectacular coral reefs and exotic spice of the Caribbean. Trinidad/Tobago offers a remarkable diversity of landscapes in a very small area and abundant bird and animal life including toucans, tufted coquettes, spectacled owls and bellbirds. Based out of two beautiful lodges, we'll explore rainforests, lakes and marshes on Trinidad then relax, snorkel and wander the beautiful beaches of Tobago. 10-day trip. Feb 1995

### Belize

Led by Martin Gebauer  
The small country of Belize (British Honduras) located on the Yucatan Peninsula is one of the last tropical frontiers. Accompanying the diverse habitats of limestone mountains, heavily forested jungles, coastal mangrove swamps and the largest unbroken offshore coral reef in the world, is a startling diverse collection of birds and mammals and a fascinating human history of both the Carib and Mayan Indians. Belize has the distinction of having over half of its mainland established as national parks and nature sanctuaries and we will visit many of these. Mar 10-25, 1995

### Firth River Arctic Canada

Led by Dick Cannings  
Flowing out of Alaska into the northwesternmost corner of Canada, the Firth River provides one of the best introductions to Arctic wilderness anywhere. Rafting through its valley, you'll watch the last forests dwindle to a single white spruce and to the vast tundra of the Yukon north slope. You'll see Dall's sheep, moose, grizzly bear, caribou, musk ox, golden eagles and beluga whales and visit fascinating old historical sites. Jun 18-28, 1995

### Australia

Australia ... rainforests with strange and wonderful birds, coral reefs and cays teeming with colourful fish and giant clams, hot savannah spiked with giant termite mounds and mangrove swamps and billabongs seething with crocodiles. On a 21-day trip you'll explore the rainforests 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. First you'll travel from Sydney to Alice Springs, to Ayers Rock and the Olgas; then it's on to Darwin to Kakadu National Park and to Brisbane for Lamington National Park. You'll spend several days on the offshore coral islands before going further north to visit the Atherton Tablelands near Cairns. Oct 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, September 06 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, September 06 or Wednesday, September 07 from 19:00-20:30.

Register early—these courses are very popular and fill quickly. For information please contact Focal Point ONLY at 224-3636.

### INSTRUCTORS

Darren Bernaerdt is a photographer for the advertising department of a large retail company.

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

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

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 freelance 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 freelance photographer who specializes in people.

Ingrid Vuille is a freelance 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. Sep 19, 19:00-22:00 - FP  
10 aft - Tu. Sep 20, 12:30-15:30 - FP  
10 eve - Tu. Sep 20, 19:00-22:00 - FP  
10 eve - Fr. Sep 23, 19:00-22:00 - FP

### Intermediate Photography (300103)

Improve your knowledge of camera operation while learning compositional and lighting techniques. Learn basic studio lighting techniques for both portraiture and still life, and learn how to get the most out of available light. Students will gain hands-on experience with lighting equipment through shooting sessions with professional models. Good



### 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) \$275  
10 aft - We. Sep 21, 12:30-15:30 - FP  
10 eve - We. Sep 21, 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. Sep 22, 12:30-15:30 - FP

### View Camera Techniques (300132)

This course is designed to be an extensive exploration of the view camera. Students will become familiar with the mechanics of a 4x5 camera, its operation and applications for this type of photography. This course will cover a great deal of technical material. Prerequisite: Intermediate Photography or equivalent. (Blue) \$275  
10 mng - Sa. Sep 24, 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. Sep 24, 14:00-17:00 - FP

### Getting the Most from Custom Labs (300119)

This seminar will teach you how to get the most out of custom processing labs. Topics to be covered will include how labs work, what standards they work to and how to get the best results from them. Basic colour theory, the colour wheel, colour filtration and colour correction will be covered as well as the principles of both C-41 and E-6 processing. You will tour a custom processing lab and see how they operate. Common problems from both the lab's and customer's point of view will be discussed. Prerequisite: None. (Bernardt) \$165  
4 aft - Sa. Sep 24, 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. (McEwen) \$275  
10 eve - Mo. Sep 19, 19:00-22:00 - FP  
10 aft - Tu. Sep 20, 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. (Blue/McEwen) \$275  
10 eve - We. Sep 21, 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. Sep 20, 19:00-22:00 - FP

### Business Management (300131)

Designed to complement the Business Practices course, this course introduces the student to the day-to-day mechanics of running a photographic business. Learn preparation of estimates, simple accounting procedures, relationships with employees and suppliers, communication skills and copyright. Prerequisite: Intermediate Photography or equivalent. Note: This course can be taken concurrently with Business Practices (300126). (Blue/McEwen) \$250  
10 eve - Th. Sep 22, 19:00-22:00 - FP

## Wine Education

#### INSTRUCTOR

*Paul Warwick, certified wine educator. For the past 13 years, VCC, Kind Edward Campus, has been the home of the most consistent wine courses in the country. The instructor is Paul Warwick, certified wine educator, by the Society of Wine Educators. As a celebrity chef and cook book author he adds spirit and fun to his courses. There are always light refreshments served, together with plenty of knowledge and some wine. It is always a full, fun night, whatever the subject.*

#### Wine Certificate Course (505250)

The Wine and Spirit Education Trust, based in London, is the internationally-recognized standard of comprehensive training for the wine and spirits trade. Its courses lead toward the Master of Wine title, signifying the wine world's highest level of academic achievement. VCC is proud to offer the Trust's Certificate course, a first step toward Master of Wine. Among the topics covered in the program are: wine through history and culture; the vine, it's grower nature's role; the science and art of wine making; the science and art of wine tasting, a survey of the wines of the world; spirits; liqueurs, beers and cocktails; wine and food—affinities and clashes; the proper storage and service of wine. There are comprehensive tastings to illustrate each session. A non-refundable portion of the tuition is a registration and examination fee sent to the Trust in London, who issue a Certificate of Competence on successful completion of the course. This is an essential course for anyone in the hospitality industry or in the wine and spirits trade and is highly recommended for all who have an interest in wine. (Warwick) \$350  
9 eve - We. Oct 05, 19:30-21:30 - KEC  
9 eve - Th. Feb 02, 19:30-21:30 - KEC

#### 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. (Warwick) \$107 (Includes GST)  
4 eve - Mo. Sep 26, 19:30-21:30 - KEC  
4 eve - Mo. Nov 07, 19:30-21:30 - KEC  
4 eve - Mo. Jan 23, 1995, 19:30-21:30 - KEC  
4 eve - Mo. Feb 27, 19:30-21:30 - KEC  
4 eve - Mo. Apr 17, 19:30-21:30 - KEC

#### Bargain and Inexpensive Wines of the World (505213)

There are some great wines out there at bargain prices on the liquor store shelves, but you have a hard time keeping up with all of the bargains. Taste and compare some of those wines, red or white. Food will be served. (Warwick) \$26.75 (Includes GST)  
1 eve - Tu. Oct 18, 19:30-21:30 - KEC

#### The Great White Wines of the World (505214)

White Burgundy, Riesling, Gewurtztraminer, Chardonnay and Sauternes, taste and compare wines from different cut of the same grape. This is a special course showing really great wines. Refreshments will be served. (Warwick) \$37.45 (Includes GST)  
1 eve - Tu. Nov 15, 19:30-21:30 - KEC

#### The 39th and Cambie Shoppers Spree and Tour (505201)

A tour of the main liquor store in BC with a BCLDB wine consultant to guide us and show us new products. Just the time of the year to be making those special purchases. Taste some wines especially chosen for the Christmas season. (Warwick) \$24.61 (Includes GST)  
1 eve - Tu. Dec 06, 18:45-21:00 - 39th and Cambie Shop

#### Advanced Wine Appreciation and the Nose of Wine (505202)

This course is designed for those who want to know more about the intricacies of wine and about the importance of your nose. You will gain an increased understanding of the importance of balance, acidity and finish. The nose is the most important part of tasting and we will try and show you why. You will taste some wines that put it all in perspective. Refreshments will be served. (Warwick) \$29.96 (Includes GST)  
1 eve - Tu. Feb 07, 19:30-21:30 - KEC

#### Great Red Wines of the World (505221)

Cabernet Sauvignon, Pinot Noir, Barolo, Chianti, Hermitage and of course Port, just to name a few, are the best wines in the world. You taste and compare and decide if the choice is not up to your standards. I think that you will agree, but you have to be there to taste. Refreshments will be served. (Warwick) \$37.45 (Includes GST)  
1 eve - Tu. Feb 21, 19:30-21:30 - KEC

#### Wine and Food—How to Match Them (505226)

There are some wines that don't go with food. We will attempt to answer those obvious questions and show the sensations. This seminar will allow the interchange and analysis of the rights and wrongs of food and wine. There will be a number of wines that will be paired up with the right and wrong foods. This type of seminar was made famous by Barbara Lang Food Consultant at Inglenook Winery in the Napa Valley. (Warwick) \$27.62 (Includes GST)  
1 eve - Tu. Mar 07, 19:30-21:30 - KEC

#### Italian Stallions—The Tasty Tavolas (505256)

Most times you pass up the table wine section in most countries for varietals or the quality wine. But in Italy the Vino da Tavola are some of the finest wines in the world (yes, the world), so let's get down to some serious drinking. We will discuss this abnormal classification and how it is misunderstood. It may change your mind and lead you to "La Dolce Vita." Tignanello, Sassica, Sangiovetto, Marmorato, Cabreo and Predicato are some of the wines that are just tables wines, or are they? Join us for Vino d Tavola. Refreshments will be served. (Warwick) \$37.45 (Includes GST)  
1 eve - Tu. Mar 14, 19:30-21:30 - KEC

#### Champagne and Port—What a Pair!! (505240)

The wines of Champions and the wine of the Upper Class; these two wines are so different, but they have a common thread—quality and class. We will tour Champagne and taste some true wines of the region and some not from the region. We will visit the Port houses of Cadiz and taste their luscious, lovely juices. This will be a fun course and what a way to end a season. (Warwick) \$38.52 (Includes GST)  
1 eve - Tu. Mar 28, 19:30-21:30 - KEC

#### Advanced Notice

Join Paul Warwick for a trip to the Napa and Sonoma Valleys in California to sample some wine, sun and relaxation. Thursday to Monday, June 1995. Further information to follow. Ask for more details in your class, or call VCC, Continuing Education, Wayne Decle—871-7065 to enquire.

## 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

Ande Axelrod has worked as the creative director for a national greeting card publisher. She currently writes and designs greeting cards, mugs and other gift products.

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

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. on at UBC and is currently working on a second novel. *Read and* Lee McLeod, (Ph.D. English, M.A. Therapy and Creative Counselling) taught literature and composition at the University of Calgary for seven years, is the author of many articles and reviews on Canadian literature and on psychotherapy and has been a freelance 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., is a long-time freelance writer who has written/photographed over 1000 articles. A well-published poet and story writer, she has edited many magazines and books. Dona has worked as a book publisher and is founder of the current community book series, *Secrets and Surprises*, which have appeared in *Summerland*, *Penitence*, the *Okanagan* and *Richmond in the Lower Mainland*.

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/HP Books*), and most recently *Quick Notes and Fast Quotes for Every Occasion*, *Self Counsel Press*.

#### Introduction to Practical Writing (102811)

Writing is easy and fun once you know the rules. This intensive workshop gives you the tools to write clear, clean essays fast and without pain. You will master the essay through a proven combination of exercises, assignments and in-depth instructor evaluation. Attention will be paid to general standards of effective writing and to specific problems in the prose of workshop participants. This workshop is essential for beginning writers, students and people who are required to write on the job. \$115  
6 eve - Tu. Oct 04, 18:30-21:00 - KEC (Read)  
6 eve - Th. Oct 06, 18:30-21:00 - Lan (First)  
6 eve - Mo. Oct 17, 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) \$175  
4 day - Sa/Su. Oct 15, 09:30-16:00 - 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." (Read) \$115  
6 eve - We. Oct 05, 18:30-21:00 - KEC

#### The Writing Mastery—Practical Writing II (102709)

Achieve a new level of excellence. In this workshop you will use your expository, narrative and descriptive skills to confront your own private writer's block, reach a deeper level of self-expression and distinguish your strengths and weaknesses as a writer. In week one you will come up with a theme that you will explore for the entire course through the perspective of various emotions. Each week you will be expected to write a journal entry about your theme from the vantage point of the "emotion of the week." The entry will tell a story in the first person about something that happened to you or to someone you know and must contain three statistics that pertain to your overall theme. This workshop is ideal for intermediate and advanced writers. (Medved) \$115  
6 eve - Tu. Oct 18, 18:30-21:00 - CC

#### Writing a Best Seller (102718)

Mysteries, thrillers, romances, westerns, big storytelling novels — "category" fiction comprises over 80 percent of the bestseller lists. The public and publishers' appetite for genre fiction is enormous and this class focuses on the fundamentals of writing it, including plot, the creation of conflict, characterization and setting. Writing assignments cover first draft, revision, and preparation of manuscript for submission. (Furst) \$115  
6 eve - We. Oct 19, 18:30-21:00 - Lan

#### 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) \$245  
6 eve - We. Oct 19, 19:00-21:30 - Lan

#### Creative Writing I—An Introduction to Fiction Writing (102802)

It has been said that all of us have locked inside at least one good story to tell. This course is designed to tap that story—and others—in a supportive atmosphere. Through lectures on specific craft issues, short writing exercises, assignments and discussion of student work, apprentice fiction writers learn the nuts and bolts of fiction writing: plot, conflict, characterization, dialogue, narrative voice and other fundamentals. The student's goal is to draft one short story. (Decle) \$115  
6 eve - We. Oct 19, 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. Oct 15, 10:00-12:30 - Lan

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

"Selling is the final step in the creative process." Whether you are interested in getting a novel published, a collection of short stories, a screenplay, or a series of non-fiction articles, knowing how to market your work is essential. You will be required to write, rewrite, and eventually submit a piece of creative writing (query letters to a literary agent, magazine editor, whatever is appropriate) with the intention of getting published. (Williams) \$115  
6 eve - We. Oct 26, 19:30-22:00 - Lan

#### An Introduction to Writing a Novel (102814)

Intended for anyone who has always wanted to write a book but doesn't know where to begin; this course will focus on the conception, structuring and development of a book-length work. The basic elements of fiction, as seen in published writing and the students' own material, will be explored in a discussion/workshop format. Although the "novel" will be the main reference point in discussion, people interested in biography, short-story collections and other book-length "story" forms will find this course beneficial. Students with work in progress are encouraged to bring it to the first class. The aim of the course will be to produce an outline for a writeable book, as well as short pieces of actual writing. (Furst) \$180  
8 eve - Tu. Oct 20, 18:30-21:00 - Lan

#### The Advanced Novel (102723)

For those students with a novel-in-progress, this workshop will focus on the craft and the vision of the novel—particularly character, structure and emotional content—to gear you towards completing a fully-finished novel of professional calibre. This workshop is progressive, so that participants are encouraged to repeat the course, if necessary, until their novel is completed. Attention will be paid to final edits and marketing the finished product. (Medved) \$180  
8 day - Sa. Oct 15, 11:00-13:30 - CC

#### Writing for Magazines (102817)

This course is designed as a step-by-step introduction to writing for the freelance magazine market in Canada. Taught by John Lekich, an award-winning writer with ten years' experience in the field, it focuses on such topics as generating ideas, the process of writing and how to find the appropriate market. Tailored for the beginner, the only prerequisite is that you should enjoy writing. (Lekich) \$107 (Includes GST)  
8 mng - Sa. Oct 15, 09:30-11:30 - Lan

#### Magazine Article Marketing (102701)

There are over 5000 publications in Canada, 50,000 in the US, and they are all waiting for your articles! Generate and sell your ideas, find the right markets, create terrific query letters, make a good impression on editors. Before long, you'll break into print! (Sturmanis) \$50  
1 aft - Su. Oct 23, 13:00-16:00 - Lan

#### 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) \$50 (Includes GST)  
1 aft - Sa. Nov 26, 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) \$80 (Includes GST)  
1 day - Su. Nov 27, 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) \$50  
1 mng - Sa. Oct 22, 09:00-12:00 - Lan

#### Develop Fascinating Characters for Your Writing (102882)

One of the most challenging skills to a writer in both fiction and non-fiction is being able to research and develop a character and then to reveal personality through action, description and dialogue. We discuss their creation, authentication and how to make them respond through tension, motivation and interaction. (Sturmanis) \$50  
1 mng - Sa. Nov 26, 09:00-12:00 - Lan

#### Pictures and Prose (102724)

Learn all about combining photography and art with marketable writing. Market your writing and art or photography together for bigger bucks and impact. Know how to write and work with a photographer or artist. Applies to articles, children's books, pictorial books and publications with design as a key editorial element. (Sturmanis) \$50  
1 mng - Su. Oct 23, 09:00-12:00 - Lan

#### Life Writing—Get Those Memoirs Finished (102725)

Working on your life story and feel stuck? Want to start your memoirs and don't know how? Spend a day guaranteed to inspire you and get you going! Tips on research, organization, interview and writing technique. Let the memories flood back and stimulate you to beautiful, cinematic writing your family and friends will treasure forever. (Sturmanis) \$80  
1 day - Sa. Dec 10, 10:00-16:00 - 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. Sep 24, 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. Sep 20, 18:30-21:30 - CC

#### Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. Learn to maintain your building and control costs through preventative maintenance, basic appliance repair, fire safety, building security and simple analysis of heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. (Watters) \$180  
10 eve - We. Oct 05, 19:00-22:00 - CC

#### 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  
Not available this term

## 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: Tuesday, August 30, 1994, 17:30-18:30  
Place: Langara College, 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. Sep 07, 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 over 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.

Kenneth King, A.Sc.T., MCIS is a business consultant with his own firm and current president of the Real Estate Institute of Canada (Greater Vancouver Chapter). Mr. King has over 15 years' experience in construction, development and other business ventures.

Barrie Martin, C.G.A., senior auditor, Revenue Canada, has over 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 over four years' experience as a communications instructor and considerable experience in both the public and private sectors.

John Neuls was facilities supervisor for the West Vancouver School District and currently operates BC Building Services. 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.

Shelly Nizar has over nine years' experience as a computer instructor and consultant. She has worked with a wide range of computer users within the corporate and education sectors.

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

Bob Wadsworth, B.Commerce, C.A., has over 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 over 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 mng - Sa. Sep 10, 10:00-13:00 - Lan (Katz) - No class Oct 08 and Nov 12

13 eve - Tu. Sep 13, 18:30-21:30 - Lan (Wadsworth)  
13 eve - We. Sep 14, 18:30-21:30 - Lan (Badley)

#### 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, October 29, 10:00-13:00.

Final exam for ALL classes of Accounting 1115 will be Saturday, December 10, 10:00-13:00.

#### Accounting 2215 (102002)

Increase your knowledge of financial accounting techniques through theoretical and practical experience. Topics include payroll, partnership and corporation accounting, intercorporate investments, statements of changes in financial position and analysis of financial statements. Prerequisite: Passing grade or better in Accounting 1115. Standing of C+ or higher in Accounting 1115 is required by other institutions, e.g., CGA, CMA, LAN. \$220

13 eve - Tu. Sep 13, 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: Passing grade or better in Accounting 2215. Standing of C+ or higher in Accounting 2215 is required by other institutions, e.g., CGA, CMA, LAN. (TBA) \$220  
13 eve - Th. Sep 15, 18:30-21:30 - Lan

#### Accounting 3421 (102004)

In this continuation of the intermediate level accounting, utilize all of your background in in-depth problem solving. Topics include formation of corporation, capital structure, long-term investments, changes in accounting methods, incomplete records, statements of changes in financial position, accounting for income taxes, pension costs, leases and financial statement analysis. Prerequisite: Passing grade or better in Accounting 3321. Standing of C+ or higher in Accounting 3321 is required by other institutions, e.g., CGA, CMA, LAN. (TBA) \$220  
Available January 1995

#### Business Ethics 1000 (102015)

Examine the basis of ethical business activity. Specifically, participants will review the fundamental criteria that make a business ethical. In addition, participants will learn how to develop and apply ethical standards in the context of the day-to-day reality of business. As well, participants will, upon completion, be able to create specific procedures and policies for their own business situation. (Fletcher) \$220  
13 eve - Th. Sep 15, 18:30-21:30 - Lan

#### 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. Sep 12, 18:30-21:30 - Lan - No class Oct 10

#### Business Law 2215 (102014)

This course will focus on various aspects of business law, including: business organizations, creditor rights, real estate law and consumer protection. Prerequisite: Successful completion of Business Law 1115. (Wellman) \$220  
13 eve - Tu. Sep 13, 18:30-21:30 - Lan

#### Business Planning 1000 (102060)

Learn how to prepare a practical business plan. At the conclusion of this course you will have developed a specific plan for a business of your choice (real or hypothetical) including the following components: mission statement/objectives, industry description, legal and corporate structure, marketing plan, sales forecast, production/service plan, financial plan, risk assessment and action plan. This class will assist those considering the establishment of their own business, as well as those responsible for specific functional areas in any size organization. (Greenslade) \$220  
13 eve - Tu. Sep 13, 18:00-21:00 - CC

#### 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. Sep 20, 18:30-21:30 - CC

#### Career Management 1115 (102002)

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. (Grinkle) \$240  
13 eve - Tu. Sep 13, 18:30-21:30 - Lan

#### Communications 1115 (102007)

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

#### Computer Applications in Business 2000 (102008)

Learn to effectively use computers to solve business problems. By using practical exercises, learn how various computer applications (word processing, spreadsheets, database management and data communications) can improve the effectiveness of your office or business. A knowledge of typing is highly recommended. \$255  
13 eve - We. Sep 14, 18:30-21:30 - CC (Nizar)  
10 mng - Sa. Sep 17, 09:00-13:00 - Lan (Tollstam) - No class Oct 08 and Nov 12

#### 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. Sep 10, 09:00-13:00 - Lan

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

Develop effective skills in conflict resolution, negotiation and mediation - so necessary in today's competitive and demanding workplace. At the completion of this course you will have the practical skills and confidence to handle both the small and large negotiations you are involved in daily. Most importantly, you will have learned how to find common ground in dealing with complex issues and assertive individuals that lead to win-win outcomes. (Brown) \$220  
Available January 1995

#### Consulting as a Business (102025)

Designed for persons who wish to explore the practical aspects of operating a private consulting business. Current economic trends, including the down-sizing of corporations, indicate very clearly that consulting is

becoming an increasing source of employment for many Canadians. Are you prepared for this possibility in your own career? Specific issues to be covered include: establishing a business plan; target marketing strategies; financing and taxation strategies; registering your company; selecting computer hardware and software; creating a suitable workspace; employing outside services; techniques for obtaining and closing contracts; time and stress management; cash management; insurance and risk management; legal considerations and ethics. (King) \$220  
13 eve - Th. Sep 22, 18:30-21:30 - CC

#### 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. (TBA) \$220  
Available January 1995

#### Personnel Management 1115 (102018)

Explore human and industrial relations with an emphasis on the various processes and techniques of establishing and maintaining efficient employee relations with high morale. Specifically, participants will study Human Rights Legislation, procedures and approaches to employee selection, development, evaluation performance and compensation as well as the issue of labour-management relations. (Brown) \$220  
13 sessions - 10 eve - We. Sep 14, 18:30-21:30 AND 3 aft - Sa. Oct 01/22, Nov 05, 13:00-16:00 - Lan

#### Principles of Organizational Behaviour 1321 (102019)

Develop an improved understanding and the expertise to operate effectively in today's complex organization. In this course you will examine how human behaviour affects the functioning and effectiveness of an organization. At the completion of this course you will have the practical skills essential for the analysis and improvement of both the structure and management of your organization. (Brown) \$220  
Available January 1995

#### 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

#### Marketing and Sales 2000 (102012)

Learn the principles, techniques and practices involved in the marketing and sales functions of a business enterprise. Focus on market identification, product research, advertising and promotion, sales strategies, distribution planning, staffing and training. Designed for those who wish to increase their practical knowledge in the skills of market research, product design, packaging, advertising and media selection. (Kelly) \$220  
13 eve - Tu. Sep 13, 18:30-21:30 - Lan

#### Management Policy and Practices 1321 (102024)

This course provides a survey of methods used to manage a private enterprise or public institution. Emphasis will be placed on the personal and strategic skills necessary to organize and manage an enterprise or

part of a large institution in accordance with productive goals. The course will take the theory of organizational behaviour and demonstrate how it transfers to practical application. Prerequisite: Principles of Organizational Behaviour 1321 (102019). Brown) \$220  
13 eve - Mo. Sep 12, 18:30-21:30 - Lan

## Business English Skills

#### INSTRUCTOR

Natalie Rogers, BPHE, has taught business English and medical terminology for various colleges. She is the author of three books and has written 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: Saturday, December 03, 09:30 - Lan

#### Grammar Review for Productive Business Writing 1215 (104407)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop.— 6 hours (Rogers) \$65  
1 day - Sa. Oct 01, 09:30-15:30 - Lan

#### Building a Powerful Vocabulary 1315 (104411)

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary.— 6 hours (Rogers) \$65  
1 day - Sa. Oct 15, 09:30-15:30 - Lan

#### Writing Dynamic Business Letters 1415 (104406)

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc.). Some feedback will be given, but this seminar is mainly aimed at giving data on the most up-to-date ways of expressing business communications aimed at getting maximum results.— 6 hours (Rogers) \$65. See Communication/Interpersonal Skills in the Office Administration (OAC) Section for the second level of this course—Effective Letters That Get Results 1215 (104537)  
1 day - Sa. Oct 29, 09:30-15:30 - Lan

#### Effective Memo and Report Writing 1515 (104414)

Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing to get results.— 6 hours (Rogers) \$65  
1 day - Sa. Nov 19, 09:30-15:30 - Lan

#### Business Letters that Get Results 1215 (104537)

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

## Library Skills

#### INSTRUCTORS

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.

John Burgess, M.L.S., is a cataloguing and reference librarian. He has worked in a number of college libraries including: Douglas, Langara and VCC. He has also taught in the Library Technician Program at Langara College.

Douglas Grant, B.A., is a recent graduate of the Applied Information Technology Program at Capilano College. He has developed educational material for Knowledge Network and also teaches TV and video production in VCC's ESL Program. Douglas has a special interest in gathering multimedia material via the Internet.

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

Leva Lee, M.L.S., is a librarian and the school services coordinator at the Open Learning Agency. She has worked in government, industry and business and has taught and trained for one of the largest Canadian online database vendors.

Byron Quam is a recent graduate of the Applied Information Technology Program at Capilano College. He has extensive experience with the Internet and has a special interest in multimedia interfaces. He also specializes in computer-generated sound.

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.

For information on Library Skills courses call Susan Huber, program coordinator at 871-7461.

#### Internet Workshops (106075, 106076, 106077) Withdrawal and Refund Policy

Withdrawals received by telephone, fax or in writing up to two working days before the workshop date are subject to an administrative charge of 20 percent of the workshop fee. Alternatively, a Deferred Fee Credit for 100 percent of the fee may 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 two working days before the workshop unless the college can replace the cancellation with a student from a wait list. The college will accept a substitute participant if a previously registered individual is unable to attend.

#### Internet Courses

Internet courses are designed to quickly give you the skills needed to communicate on the Internet and find the material and resources that are relevant to you. All courses are taught in a computer lab and provide ample hands-on time. Our newest course, Internet: Introduction to Network of Networks (106077), is designed for a general audience and is not limited to library staff.

#### Internet—Introduction to the Network of Networks (106077)

This course is designed for anyone interested in learning about the rapidly-expanding worldwide network of networks—Internet. Through a combination of lecture, demonstrations and hands-on session, you will learn:

- What the Internet is
- How you can use Internet to communicate with colleagues and friends across the country and around the world
- How to find and use BBSs (bulletin boards) that are relevant to you
- How to find and retrieve information resources on the Internet
- Potential uses of Mosaic—a powerful multimedia interface to Internet
- Options for accessing Internet through local service providers

The workshop is held on two evenings in a computer lab and provides ample hands-on time to explore the Internet. Students must have some previous experience using PCs or MACs. Class size is limited to 16. (Grant/Quam) \$155  
2 eve - Mo/We. Sep 26/28, 18:30-21:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street  
2 eve - Mo/We. Oct 24/26, 18:30-21:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street

#### Internet—Basic Tools (106075)

This one-day workshop is designed especially for library staff who have 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 standard 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. Although UNIX programs are featured, the course is appropriate for individuals using any type of Internet software. The workshop takes place in a computer lab, one student per computer. 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 16. (Lee) \$160

1 day - Sa. Oct 15, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street  
1 day - Sa. Oct 29, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street

#### Internet Research Tools (106076)

There are hundreds of thousands of resources freely available throughout the Internet world. The difficulty is knowing where to find them. In this one-day especially designed workshop for library personnel, you will learn how to use the Internet research tools to locate and retrieve these invaluable resources. You will work with:

- Archie to search databases of freely available program and document files
- Advanced FTP skills to retrieve and use all types of files
- Gopher search techniques using the powerful Veronica and Jughead programs
- Advanced electronic mail and Listserv software techniques to explore the wealth of information available through thousands of electronic discussion groups

The level of this workshop is appropriate for those who understand and use the following Internet tools at a basic level: Telnet, simple FTP, Gopher, and Electronic Mail. The workshop takes place in a computer lab, one student per computer. Hands-on exercises using standard Internet software are featured throughout the day. Although UNIX programs are featured, the course is appropriate for individuals using any type of Internet software. This workshop was developed by the Electronic Library Network (ELN). (Bradshaw) \$160  
1 day - Sa. Nov 26, 09:00-16:30 - SFU Harbour Centre, Main floor, 515 West Hastings Street

#### Basic Library Skills Courses

Do you want to work in libraries, but



### 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 - Tu, Oct 18, 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 highly recommended. (Shaskin) \$37.45 (Includes GST)

1 aft - Tu, Nov 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. Students must have some previous experience using microcomputers. (Roberts) \$175 5 eve - Tu, Oct 11, 18:30-21:30 - CC

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, Sep 28, 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, - Available Winter 1995

### Records Management III/Specialized Functions—1618 (104557)

See Records Management (Office Administration Certificate) listings for course description. (Bradley) \$140 8 eve - Th, - Available Spring 1995

## 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 lectures using participants' actual work experiences. Enrollment is limited to optimize the effectiveness of this process.

#### Certification

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

#### Ask about our group rates and in-house offerings.

#### TRAINER

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

#### Interpersonal Skills—Part I (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. (Schaffer) \$575

4 day - Tu/We/Th/Fr, Oct 04-07, 09:00-17:00 - ROB

#### 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. (Schaffer) \$575 4 day - Tu/We/Th/Fr, Nov 01-04, 09:00-17:00 - ROB

#### 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. (Schaffer) \$575

4 day - Tu/We/Th/Fr, Nov 22-25, 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, 871-7070. For registration and invoicing call Lynda Boothby, 871-7070. Registrations will be accepted up to one week prior to the course date.

#### Course Location

- Robson Square Conference Centre, 800 Robson Street, Vancouver, BC
- The Landis, 1234 Hornby Street, Vancouver, BC
- City Centre Campus

#### 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.*

*Jenny 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, Oct 14, 09:00-16:30 - CC

#### Communicating for Success 1317 (104552)

"Lack of Communication" is one of the most frequently cited causes of a multitude of workplace ailments. Whether it is with your staff, peers, or superiors, clear direct communication results in more productive interactions and effective actions of others. However, it can often be difficult to achieve. Communication is more than the process of speaking clearly. It is the transmission and reception of ideas, attitudes and feelings, verbally and non-verbally. At the completion of this one-day course, participants should be able to analyze their co-workers' communication patterns, respond more effectively and speak with clarity to enhance the accuracy and speed of workplace communications.

At the completion of this course, participants will:

- Understand the communication process in organizations
- Have improved awareness of key problems in organizational communication
- Understand the impact of perception on the communication process, and
- Have analyzed communication styles in organizations, to assist in more effectively getting the job done, - 7 hours (Hunter)

1 day - Fr, Oct 28, 09:00-16:30 - The Landis, 1234 Hornby Street, Vancouver

#### Finding Time for Results 1319 (104555)

There never seems to be enough time in a day! Learn how to get daily results through practical techniques. Manage your day, your projects and yourself. In this course you will learn the following time "diet" techniques:

- Analyzing your day
- Setting goals and priorities
- Delegating
- Creating productive meetings
- Handling interruptions
- Understanding your self-motivation to complete your day and projects.

You will gain a new confidence by taking control of your work day and improving the productivity and the success rate of your team and yourself. - 7 hours (Cuzzetto)

1 day - Fr, Nov 18, 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)

day - Fr, Dec 02, 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 course from Introductory Legal Office Program - 9 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 - 42 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) - 24 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. 12 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  
Twelve Challenges to Supervision (104571) - 18 hours  
Any course from Accounting, Bookkeeping, Budgeting section - min. 18 hours  
Additional courses from OAC Communication/Supervisory 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  
Maximizing Supervisory/Leadership Performance (104572) - 18 hours  
Additional courses from OAC Communication/Supervisory 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 (104571) or (104572) may be substituted for four Essential Skills for Supervisors workshops. See Essential Skills for Supervisors section.



### Records Management Skills

The following are courses required for students in the Records Management Skills Certificate Program:

#### Level I

\* Typing/Keyboarding for Beginners (104404) - 18 hours  
First three courses from Business English Skills section - 18 hours  
\*\* Office Automation (104502) - 18 hours  
Any course from Accounting, Bookkeeping, Budgeting section - min. 18 hours  
Records Management I (104509) - 30 hours  
Total minimum course hours - 102 hours

#### Level II

Supervisory/Management and Decision Making (104507) - 24 hours  
\*\* Computer Application in Business (102008) - 39 hours  
Records Management II/Advanced topics - 30 hours  
Records Management III Specialized Functions - 24 hours  
**Total minimum course hours - 117 hours**

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

- \* Exemptions permitted
- \*\* Challenge exam

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

Non-certificate students may enroll in any course.

#### Certificate Requirements

Students must complete the required courses within four years.

#### Scheduling

The courses in the Office Administration Certificate Program are offered in September (Fall); January (Winter) and April (Spring) terms.

#### Refund Policy

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

#### NOTE

Textbooks for Office Administration courses not included in the price of the course.

#### Advisory Committee

The program is subject to an ongoing review through the counsel of a select committee of office administration support professionals and those in related fields.

#### Office Administration Certificate Program Information Night

Please join us for a "Drop In" evening to learn about this program. Instructors will be available to answer questions. 1 eve - Th, Sep 08, 17:30-18:30 - CC Room 237

### Fall term 1994

#### Typing/Keyboarding

##### INSTRUCTORS

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



## Administrative/Management

### INSTRUCTORS

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

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

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

### Office Automation 1115 (104502)

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

6 eve - Mo. Oct 03, 18:30-21:30 - CC - No class Oct 10

### Office Automation Challenge Exam 1000 (104558)

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

1 eve - Mo. Sep 26, 18:30-20:30 - CC

### Records Management I- 1615 (104509)

Records management includes the development and execution of procedures and methods for the creation, maintenance and disposition of business records of all physical forms and content types. As the volume of information being processed by business has increased, so has the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information. Records management affects all levels of systems and personnel within all types of business. Textbook to be purchased from City Centre Bookstore prior to class, "Information and Image Management," Ricks, Swafford & Gow. - 30 hours. This course is supported by the Association of Records Managers and Administrators. (Henderson) \$150

10 eve - We. Sep 28, 18:30-21:30 - CC

### Records Management II/Advanced Topics 1617 (104556)

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

10 eve - We. — Available Winter 1995

### Records Management III/Specialized Functions 1618 (104557)

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

8 eve - Th. — Available Spring 1995

### Accounting/Bookkeeping/

### Budgeting

### INSTRUCTORS

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

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

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

### Introduction to Payroll (Manual Computerized) 1315 (104409)

For small business owners and personnel who wish to learn how the current source deduction rules affect payroll preparation. Learn to prepare hourly, salaried and commission payroll, payroll law, record maintenance, pay cheque and statement preparation and T4 preparation. Understand employer reporting such as WCB, Revenue Canada Taxation, Records of Employment and Stats Canada. - 24 hours (Johnston) \$140

8 eve - Tu. Sep 27, 18:30-21:30 - CC

### Introduction to Bookkeeping 1115 (104511)

This introductory course in bookkeeping will deal with the procedures that make up the accounting cycle of a service business. Students will be introduced to transactions, journals, general ledgers, trial balance, as well as preparing simple financial statements. The text/kit is "Accounting Fundamentals Fourth Edition," Hoffman Pacey Flashner. This text should be purchased from the City Centre Bookstore before the first class. - 24 hours (Sliziak) \$135

8 eve - Tu. Sep 27, 18:30-21:30 - CC

### Bookkeeping—Part II—1215 (104512)

Prerequisite for this course is Introduction to Bookkeeping. This course continues the development of bookkeeping procedures introduced in the first course and introduces the student to advanced journals, ledgers, adjustments and procedures, using a merchandising business. Students will be introduced to: procedures for merchandising sales and purchases; sales, purchases, cash receipts and cash payments journals; account receivable and payable ledgers; and adjustment, inventory and banking procedures. The text/kit is "Accounting Fundamentals Fourth Edition," Hoffman Pacey Flashner. The text should have been purchased for the Introduction to Bookkeeping course. The students should read Chapters 11 and 12 before the first class. - 24 hours (Sliziak) \$135

8 eve - Mo. Sep 26, 18:30-21:30 - CC - No class Oct 10

### Developing Budgeting Basics 1115 (104435)

Do you handle a budget or attend meetings where budgeting is discussed—if so, use this course to discover what everyone is talking about. Whether you use, plan, maintain or prepare the budget, this course will provide you with the mechanisms and environment needed to develop the skills used to support, administer, forecast and interpret a budget. No background required—designed for the novice and the more intermediate student would also find the course educational in nailing down the procedures and terminology. - 15 hours (Sliziak) \$105

5 eve — Available Winter 1995

### Accounting for the Non-Accountant 1415 (104510)

This course will appeal to those wanting an overview of accounting. Previous knowledge is not required. Students will learn about the role of an accountant, the double-entry accounting systems, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: "Introduction to Accounting" to be purchased at City Centre Bookstore prior to class. - 18 hours (Matthews) \$125

6 eve - Th. Sep 29, 18:30-21:30 - CC

## Communication/Supervisory

### INSTRUCTORS

Alice Close is a certified job search instructor/resume consultant with experience in successfully helping people focus on their skills and pursue employment goals in all fields. She is also a graduate from VCC with a certificate in Office Administration/Supervisory Level.

Janet Dean, certified trainer, several years' experience doing seminars for business on the topics of communication and professional development.

Lorna Guenard, B.A. Public Administration, has several years' office experience and has taught courses and seminars on selection interviews, employee appraisals and orientation.

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

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

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

### Supervisory/Management and Decision Making 1315 (104507)

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

8 eve - Mo. Sep 26, 18:30-21:30 - CC - No class Oct 10

### Professional Telephone Communication Skills 1215 (104433)

This course is designed for all people who communicate via telephone. Emphasis will be placed on the development of professional call handling skills. You will be provided with strategies for recognizing and dealing with difficult telephone clients. Learn to identify and encourage use of new skills to help display telephone courtesy and professionalism while under pressure. Increase personal effectiveness of telephone communication skills and improve tone of service. - 6 hours (Dean) \$65

1 day - Sa. Nov 19, 09:30-15:30 - CC

### Time Management Skills 1816 (104566)

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

1 day — Available Winter 1995

### Leadership and Team Skills 1815 (104564)

Today's team work trend challenges each of us towards personal growth within a changing organizational culture. This class will help you develop skills to become a better team member, enable you to make a valuable contribution to your team's success, persuade others to follow your lead and gain respect up and down the corporate ladder. - 6 hours (Henderson) \$65

1 day - Sa. Sep 24, 09:30-15:30 - CC

### Twelve Challenges to Supervision 1822 (104571)

Participants will be presented with 12 major challenges made relevant through case studies and group discussion. These challenges will include: negotiation, problem-solving and delegating. Upon completion of this course each participant will have developed their own supervision profile which will identify their personal strengths and weaknesses. - 18 hours (Henderson) \$125

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

### Working With Difficult People 1115 (104570)

This course is designed to foster teamwork and cooperation in your organization. Learn who are the difficult people in your life and why. Discuss cast of characters and problems involved. Find solutions and learn how to overcome attitude problems. - 6 hours (Dean) \$65

1 day - Sa. Dec 03, 09:30-15:30 - CC

### Maximizing Supervisory/Leadership Performance 1821 (104572)

Individuals in this course will learn the importance of:

- Setting goals
- Identifying strategies and tactics to attain goals
- Developing positive self-image
- Defeating attitudinal barriers and eliminating counter-productive behaviours
- Developing strategies for dealing with change and uncertainty
- Recognizing impact of stress
- Networking and effective communication skills - 18 hours (Henderson) \$125

6 eve - Th. Nov 10, 18:30-21:30 - CC

### Business Etiquette and Professionalism 1820 (104408)

Everyone, from junior clerical staff to senior executives, who has questions on appropriate behaviour and a desire to increase their professionalism on the job, will benefit from this program. This course is designed to enhance existing skills and build additional skills in dealing with potentially difficult situations with staff, co-workers and clients. Topics include: projecting professionalism, improving tone of authority and credibility in your business relationships and confidentiality, discretion and ethics in the workplace. - 6 hours (Dean) \$65

1 day - Sa. Nov 05, 09:30-15:30 - CC

### Job Search Techniques 1315 (104416)

Do you need help in writing a focused resume? If most jobs are not advertised, where do I look? Who do I speak to about the position I want? How do I respond to interview questions? In this course we will answer these questions and discuss:

- Writing effective resumes and cover letters
- Tapping into the hidden job market, researching companies
- Meeting the people who have the power to hire
- The job interview!—first impressions and responding to questions. -12 hours (Close) \$110

4 eve - Mo. Sep 26/Oct 03/17/24, 18:30-21:30 - CC

4 eve - Mo. Nov 21/28, Dec 05/12, 18:30-21:30 - CC

### Business Letters that Get Results 1215 (104537)

This course is recommended for those who have already completed Writing Dynamic Business Letters (104406) and/or those who have attained basic letter writing skills. In this course you will learn to write clear business letters that speak to your reader, discard obsolete formats, reduce clutter and use words that strike a positive note. This course offers in-class practice and feedback and is a reinforcement to Writing Dynamic Business Letters (104406). This is not an ESL course. - 6 hours (Rogers) \$75

1 day - Sa. Nov 26, 09:30-15:30 - CC

### Presenting Your Ideas with Confidence 1518 (104563)

In business, confident and effective presentation skills, can assist you in many ways, explaining your work at a departmental meeting, making a presentation to management, selling a product, chairing a meeting, or acting as master of ceremonies at a large gathering. At this course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience and get the desired results. Participants will learn how to organize and practise for their next presentation, how to prepare and use visual aids, and how to use non-verbal communication effectively. Learn more about how your audience sees YOU and how to make your presentation more memorable. Find out how dynamic and well-known speakers captivate and motivate their audience. Attend this course and be ready for your next presentation! - 14 hours (Swankey) \$130

4 mng - Sa. Sep 24, Oct 01/15/22, 09:00-12:30 - Lan

### Effective Oral Communications 1315 (104546)

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

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

### Medical

### INSTRUCTORS

Tom Cheung has been involved in the design and implementation of medical and dental programs for over ten years.

Lynne Moe, 20 years' experience as a medical office assistant and is currently employed in the medical field.

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

Sharyn Proctor Wikjord is certified in medical office assisting, hospital management, adult education and communications. She is a lively and stimulating educator/consultant who has managed hospital Admitting Departments and physician's offices throughout Canada and the US.

### Medical Terminology I—1115 (104417)

This program approaches the medical language through the study of word parts, prefixes, stems and suffixes. You will learn the basics of selected body systems, including symptomatic and diagnostic terms. This course is the first half of a two part course designed for people currently working, or who would like to work or study in related medical technology. (Textbook may be purchased from Langara bookstore). - 30 hours (Rogers) \$135

10 eve - We. Sep 28, 18:30-21:30 - Lan

### Medical Terminology II—1215 (104420)

This course is the second half of a two-part program. You will continue with basics of selected body systems. You will learn surgical terms, abbreviations and review case histories. Prerequisite is Medical Terminology I or a comparable certificate which must be approved by the instructor. The textbook used in Medical Terminology I will be used again in this course. Those who do not have the textbook, may purchase it at the Langara Bookstore. - 30 hours (Rogers) \$135

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

### Medical Office Procedures/Administrative Assistant 1315 (104424)

Learn administrative and clinical duties to effectively manage a medical office. Topics covered: scheduling appointments and receptionist duties, patient records management, classification of drugs and routes of medication, financial records and laboratory procedures. An on-site visit to a doctor's office is planned. Medical office assistant handbook to be purchased from Langara Bookstore. - 24 hours (Moe) \$135

8 eve - Mo. Sep 26, 19:00-22:00 - Lan - No class Oct. 10

### Medical Office Billing I—Non Computerized 1415 (104536)

This course will help participants understand what is involved in medical office billing and how to process information needed prior to billing by computer. Learn Billing by Service Bureau, Medical Services Plan of BC, WCB and Out of Province. This course is a prerequisite for Computerized Billing II (104520). Students currently working with a non-computerized medical billing system may apply in writing for an exemption. - 12 hours (TBA) \$95

2 day - Sa. Oct 01/15, 09:30-15:30 - Lan

### Medical Office Billing II—Computerized 1515 (104520)

Prerequisite for this course is Medical Office Billing I—Non Computerized (104536) or for participants currently working with a non-computerized medical billing system. Participants will become familiar with data processing tasks required to bill for procedures performed in a variety of medical billing environments including general medical practice, medical specialty, physiotherapy, chiropractic, naturopathy, etc. - 12 hours (Cheung) \$115

2 day - Sa. Oct 22/29, 09:30-15:30 - CC

### Administrative Assistant—Hospital

### Admitting/Emergency Procedures 1616 (104568)

This administrative course is designed for a participant interested in becoming a valuable team player in the hospital administrative mainstream. Learn front line registration, booking and scheduling procedures for inpatients, day-care, ambulatory, emergency and long-term care patients. Prerequisites: basic computer skills and 40 wpm typing speed. - 30 hours (Proctor-Wikjord) \$145

10 eve - Th. Sep 29, 18:30-21:30 - Lan

## Introductory Legal Office

## Program

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

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

### All five courses 1115 (104425) \$280

Introduction to the Legal Office Program

Civil Litigation

Corporate

Matrimonial

Conveyancing

Test: Tu. Nov 15, 18:30-21:30 - Lan

### INSTRUCTORS

Gayle Cooke, senior legal assistant with over 15 years' legal experience, as well as experience in personnel and administration. Gayle has developed and presented various legal courses for the legal community.

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

Gabrielle Komorowska has 20 years' experience as a legal assistant. She has lectured and given several courses on legal topics.

### Introduction to the Legal Office Program 1215 (104426)

This class will cover the various types of law firms in existence and the roles of legal support staff in the profession as well as introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation will also be covered. - 3 hours (Dean) \$40

1 eve - Tu. Sep 27, 18:30-21:30 - Lan

### Civil Litigation 1315 (104427)

Discusses the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case from Writ of Summons to trial, judgement and execution. - 9 hours (Dean) \$70

3 eve - Th. Sep 29, Oct 06/13, 18:30-21:30 - Lan

### Corporate 1415 (104428)

Outlines the steps to incorporate a British Columbia company plus annual reports and filings, keeping of minute books and extra-provincial registrations. - 9 hours (Komorowska) \$70

3 eve - Tu. Oct 04/11/18, 18:30-21:30 - Lan

### Matrimonial 1515 (104429)

Discuss the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Application and Family Relations Act proceedings. - 9 hours (Dean) \$70

3 eve - Tu. Oct 25, Nov 01/08, 18:30-21:30 - Lan

### Conveyancing 1715 (104431)

This introductory course will provide an overview of the responsibilities and duties of conveyancing including the steps required to complete a typical residential conveyance. - 9 hours (Cooke) \$70

3 eve - Th. Oct 20/27, Nov 03, 18:30-21:30 - Lan

## Legal

### Legal Ethics and Confidentiality 1815 (104532)

This program will cover legal ethics as it applies to support staff in the various areas of law. Using case studies reviewed by the Bar Association we will discuss how the ethics of the profession bind you. Emphasis will be placed on the value of confidentiality. - 9 hours (Dean) \$70

3 eve - Mo. — Available Winter 1995

### Legal Office Procedures 1915 (104531)

This program is designed to provide you with an overview of what goes on in a law office. You will analyze the structure of a law office and the various types of lawyers and areas of law. In addition, you will look at the importance of effective systems and procedures and the ramifications of system failure in the practice of law. A video discussing the law office of the future rounds out a discussion on adapting your general office skills to effective legal office skills. We will also discuss the various types of legal support staff and their specific responsibilities. - 12 hours (Dean) \$90

4 eve - Mo. Oct 17/24/31, Nov 07, 18:30-21:30 - Lan

### Legal Terminology 2015 (104530)

This course will cover the rules of legal language, terminology unique to each area of law. Please bring a

dictionary. - 6 hours (Komorowska) \$60

2 eve - We. Sep 21/28, 18:30-21:30 - Lan

### Wills and Estates 1615 (104430)

Review the importance of having a will. Take client instructions and set up simple wills. The course will guide you through the necessary steps and legal forms leading to Grant of Letters Probate and Letters of Administration. - 12 hours (Komorowska) \$90

4 eve - Th. Nov 24, Dec 01/08/15, 18:30-21:30 - Lan

### Conveyancing II - 2115 (104541)

An in-depth study into the legal procedures involved in the purchase and sale of single family residential dwellings. You will be shown the standard documents used in a residential purchase and sale and participants will prepare documents and reports required to close the transaction. Prerequisite is Conveyancing 1715 (104431). - 15 hours (Cooke) \$110

5 eve - Th. Nov 17/24, Dec 01/08/15, 18:30-21:30 - Lan

### Litigation II - 2120 (104565)

This 15-hour program is designed for junior litigation secretaries currently working in the field or as an adjunct to the Introductory Litigation program also offered. Course content will focus primarily on a step-by-step document review of the court forms used in a standard civil proceeding. (Dean) \$110

5 eve - Th. Nov 17/24, Dec 01/08/15, 18:30-21:30 - Lan

For registration call 443-8380 or 323-5322.

For detailed program outline contact Anne Tollstam at 443-8380.

## People Skills

Working with, for and through people is a dominant factor in success as an employee, employer or entrepreneur. This program gives you the chance to develop and learn to apply some very specific, practical and effective



## INSTRUCTORS

Margaret Cuzzetto is an experienced marketer with over 20 years' experience in retailing, from beginner to supervisory and managerial levels. She is also an experienced instructor and consultant in customer service, marketing and supervision.

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.

Barbara Watts Katnich is president of *It's Your Call Consultants Inc.* She has over 15 years of telemarketing experience. *It's Your Call* specializes in professional business-to-business telemarketing services, ranging from needs assessment training through database management to actual telemarketing programs.

Donna K. Willon is a senior account executive with Contact Target Marketing Inc. She has 14 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. As well as her work for VCC, she has presented seminars for the Better Business Bureau and in conjunction with Canada Post.

### Direct Response Marketing (102422)

This course is for all who wish to learn state-of-the-art techniques in an area of rapidly-growing importance. Direct Response Marketing (DRM) is designed to produce results you can measure. Marketing can be expensive, risky, competitive, or slow. Direct Response Marketing can help minimize these problems. In addition to learning what Direct Response Marketing is, learn how to:

- Increase sales and profits with Direct Response Marketing
- 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 letter shop and Canada Post.

(Willon) \$175

1 day - Th. Nov 17, 09:00-16:00 - ROB

### Professional Business-to-Business Telemarketing (102441)

- Increase your sales revenue
- Improve your customer service
- Expand your market share
- Increase your profit margins

Learn how to implement a cost-effective, professional telemarketing program in your business. Simple techniques and proven methods to ensure success of your campaigns and higher returns on investment, will be shown by a professional in the telemarketing industry. Help yourself to utilize cost-effective telemarketing techniques. This one-day workshop will help give you the tools you need to succeed in your telemarketing campaigns. (Katnich) \$175

1 day - Fr. Nov 25, 09:00-16:00 - ROB

### Effective Customer Service (100157)

Designed for supervisory and non-supervisory personnel who wish to achieve and maintain excellence in customer service in a revenue-producing, cost-effective manner. In this highly-participatory course, participants will improve their understanding of:

- What customer service is through the customer's eyes
- Who customers are
- Crucial events that determine how the organization is perceived by the customer
- Some effective ways of reading the customer and researching how you're doing
- Ways of communicating effectively with customers; optimizing customer service; motivating themselves and fellow employees to continued excellence in customer service; solving customer and customer service problems. (Cuzzetto) \$175

2 eve - Tu/We. Oct 04/05, 18:30-21:30 - CC

1 day - Mo. Sep 26, 09:00-16:00 - ROB

### 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. The focus will be on elements of advertising design, writing advertising copy and media buying in the Lower Mainland. An outline will be given of 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) \$195

5 eve - Tu. Oct 18, 19:00-21:30 - Lan

## Small Business

For registration and general information phone 323-5322. 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. Sep 27/29, 19:00-22:00 - Lan

#### Week 2

### Identifying and Marketing Business Opportunities (106040)

Both parts \$90

Part 1: Tuesday—Finding Business Opportunities  
Starting a successful business frequently centres on finding an opportunity overlooked by others. This course concentrates on how and where to look, sources of information and accessing ideas for new ventures. Relate your customer's needs to products, prices, promotion and distribution to create your marketing plan.

Part 2: Thursday—Marketing and Advertising  
Learn to answer the questions to create effective advertising; the when, where, what and how, by concentrating on the market, media and message. \$90

2 eve - Tu/Th. Oct 04/06, 19:00-22:00 - Lan

#### Week 3

### Bookkeeping from Start to Finish (106042)

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

2 eve - Tu/Th. Oct 11/13, 19:00-22:00 - Lan

#### Week 4

### Financial Statements—Forecasting and a Cash Budget (106043)

Both parts \$90

Part 1: Tuesday—Understanding Financial Statements  
Making the right decisions depends on your knowledge of financial statements and how to read them and what to control.

Part 2: Thursday—Forecasting and Cash Budgeting  
Preparing a realistic forecast and using it as a basis for your budget to measure how well the business is doing and keeping it in line. \$90

2 eve - Tu/Th. Oct 18/20, 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. \$25

2 eve - Tu/Th. Oct 25/27, 19:00-22:00 - Lan

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

### Small Business and the GST (106108)

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

3 eve - We. Sep 28, 19:00-22:00 - CC

## 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. Oct 04, 19:00-22:00 - KEC

## 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 the programs they develop. These interactive 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.

Training Skills Program courses are current, well-proven and comprehensive. They also incorporate the most appropriate and current adult education practices and theories. Should your organization, on its own or in cooperation with other organizations, require an in-house course, we'll be pleased to work with you to tailor it to your needs.

### NOTE

In-house and group rates are available. 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 in planning, designing or delivering training for adult learners in business, education, government or non-profit organizations.

### Course Location

All courses in this program will be held at the Robson Square Conference Centre, 800 Robson 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, Ph.D. (Cand.) is a consultant in the adult education field. Her specialties include gender, multicultural, human rights, anti-racism and community issues and training. For 15 years she has worked as a senior administrator and consultant in training, gender and multicultural issues. She has also designed materials and manuals for government, community groups and organizations. Elizabeth is currently working as executive director of Policy and Planning with the BC Ministry of Women's Equality.

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 an adult education consultant with extensive experience in corporate business and industry providing training development and instruction to a wide range of clientele. Paula's experience includes needs assessment, project management, course design, instruction and training materials design. She was also employed as an education development specialist with the BC Telephone Co. Education Centre and is qualified as a BC Tel Master Trainer at the Specialist level.

### Delivering Effective Instruction (100159)

This three-day workshop 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 focused and make instruction more enjoyable for both you and your students. By the end of this course you will be able to:

- Present yourself effectively and professionally so people will listen
- Describe how to enhance adult learning
- Choose appropriate questioning techniques
- Deal effectively and calmly with disruptive situations
- Organize and enhance a lesson plan and instructor guide
- Describe a variety of instructional techniques and learning enhancements
- Describe how to use a variety of visual aids
- Describe how to maximize your instructional setting

An additional day has been added to provide more time for both practice and discussion. (Yunker) \$415

3 day - Mo/Tu/We. Sep 12/13/14, 09:00-16:00 - ROB

### Creating an Active Learning Environment (100165)

Adults learn more effectively when they become actively involved in the learning process. It's also important they feel relaxed and have fun while learning. This interactive three-

day workshop will show you a number of ways you can add variety and excitement to your instruction and encourage learner participation. You will be introduced to a number of these alternate techniques by experiencing them yourself during the workshop. This course is for those trainers who have completed either the Delivering Effective Instruction or Becoming a Great Trainer course, or who have equivalent training or experience. By the end of this workshop you will be able to:

- Understand the learning process
- Explain the techniques used to motivate and encourage adult learners
- Explain a variety of alternate instructional techniques (introductions, energizers, reviews, games, group activities, closures, etc.)
- Describe how to evaluate the effectiveness of your training
- Understand how to effectively enhance the learning environment
- Describe a variety of questioning techniques and how to use them effectively to maximize learner participation
- Locate resources to assist you in creating a positive and supportive learning environment

Please bring to class:

- A current technique or activity you would like to make more interactive
- A short write-up of a challenging instructional situation you are currently confronting (if applicable). You just might come away with some interesting solutions. (Yunker) \$415

3 day - Tu/We/Th. Oct 04/05/06, 09:00-16:00 - ROB

### Principles of Design (100152)

Do you need to develop a course or workshop but are unsure of where to start? Are you responsible for planning or designing a training program and want to maximize time, money and resources to ensure its success? This interactive three-day course will introduce you to the basic principles of planning and designing instruction for adults. You will learn how to analyze training needs, write instructional objectives, design instruction appropriate for your audience and evaluate results. You will also be introduced to the planning process and a variety of program planning models. Throughout the three days, you will apply each step of the planning process to a specific training situation, so please come to class with a project in mind. By the end of this course you will be able to:

- Describe a six-step process for designing successful training programs
- Understand adult learner characteristics and what motivates them to attend training
- Analyze and evaluate a variety of training program planning models
- Apply the principles of successful program planning to your own specific planning situation

This course replaces the two-day Designing Effective Training Programs course. An additional day has been added to this new course to provide more time for both practice and discussion. (Yunker) \$415

3 day - We/Th/Fr. Oct 19/20/21, 09:00-16:00 - ROB

### How to Write Great Training Materials (100154)

Do you want to create a training or procedural manual but don't know where to start? Is your existing instructional material dated, difficult to use or just simply boring? This two-day course will teach you how to create training materials that look great and really work! You will learn how to get past writer's block, organize your ideas and create training material that is appropriate and appealing to your audience. This course is designed for anyone involved in developing user guides, procedural manuals, instructor guides and other training materials for adults. Previous experience in course design, technical writing or training is helpful but not essential. By the end of this course, you will be able to:

- Understand the phases for developing materials
- Explain how to 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 conventions
- Analyze and evaluate a variety of training material samples

NOTE: This course does not teach instructional design. You will also be given an opportunity to have some of your instructional material assessed during class. Please bring a sample of training materials you have written or used. (Yunker) \$275

2 day - We/Th. Nov 16/17, 09:00-16:00 - ROB

### 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 - Tu/We. Nov 01/02, 09:00-16:00 - ROB

### 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 have 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. Nov 15/16, 09:00-16:00 - ROB

### Training, Diversity and Human Rights Issues (100156)

Effective training is no longer possible without an understanding of the dynamics of diversity, both in and outside the classroom. How can you ensure that your teaching and your classroom are respectful of diversity and consistent with human rights requirements? In this two-day course you will learn how to apply diversity, equity and human rights goals in the classroom and develop training strategies to meet these goals. Previous training experience or completion of Becoming a Great Trainer or Delivering Effective Instruction is helpful but not essential. By the end of this course you will be able to:

- Understand the principles of diversity, inclusiveness and equity
- Understand how Human Rights legislation and policies affect you as a trainer
- Design and deliver training strategies that are inclusive and respectful of diversity
- Avoid and/or challenge discriminatory situations in the classroom (e.g., sexism, racism, homophobia, etc.)

This course incorporates the latest requirements and issues dealing with diversity and human rights and replaces the two-day course, Training in a Multicultural Environment. (Carriere) \$275

2 day - Mo/Tu. Oct 17/18, 09:00-16:00 - ROB

# Computers, Technology & Telecommunications

## Computers

### 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 College, 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

All courses require some typing. If you have not done any typing before, or you are a bit "rusty," typing practice is useful before you attend. Introduction to Microcomputers (100605) or Introduction to DOS (100903) is recommended for all students without previous computer experience. Mouse skills are essential before taking any class using software in Windows. Introduction to Windows

(100914) is strongly recommended as a prerequisite. Computer accounting students must have a basic knowledge of accounting principles. Desktop publishing students taking PageMaker or CorelDRAW! courses must have mouse skills and experience in the Windows environment.

### Computer Information Night for the following Langara programs

- Computer Skills for the Workplace Certificate Program
- Local Area Network Administrator Certificate Program
- MultiMedia Programmer Certificate Program (Certificate Pending)

Time: Th. Sep 08, 18:00-19:30

Place: Room A219, Langara College, 100 West 49th Avenue

## Computer Counselling Guide

### What do you wish to learn?

### 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

### 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.

### Local Area Networks

The student has two choices: non-certificate courses at Oakridge and City Centre or the Local Area Network Administrator Certificate Program at Langara College. Please refer to the appropriate section of this flyer for details.

### Multimedia

Please see the Multimedia Programmer section of this flyer.

### Desktop Publishing and Programming

Courses available are listed under these headings.

### Certificate Program in Microcomputers

See Computer Skills for the Workplace (CSW) Certificate Program for details.

### Internet

Please see Library Skills section of this flyer.

### Counselling

Oak or CC—Pat Austin/Mishele Mathern (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 to inquire about alternate dates. Additional classes may be added if there is sufficient interest. Custom training can also be arranged.

## Oakridge and City Centre Computer Courses

### 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.

Oakridge and City Centre offer 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 two different locations: City Centre Campus and the VCC Microcomputer Lab in the Oakridge Centre.

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

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

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

Our courses are designed to get you "up and running" quickly. Oakridge courses run in a one-day or three-evening format on week days, nights and on weekends. 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.





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*.

## 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. Understand CPUs, 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 - Th. Sep 15, 18:30-22:00 - Oak  
1 eve - Th. Nov 17, 18:30-22:00 - Oak

### Introduction to Microcomputers (100605)

This course is designed for individuals with little or no previous microcomputer experience. Fundamental hardware and software operations are explained. Understand CPUs, 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 DOS to manage disks and files. A brief introduction to Windows and using a mouse is also included. Some typing is required. \$175

1 day - Tu. Sep 06, 09:00-17:00 - Oak  
3 eve - Mo. Sep 12, 18:30-21:30 - Oak  
1 day - Sa. Sep 17, 09:00-17:00 - Oak  
3 eve - Tu. Oct 04, 18:30-21:30 - CC  
1 day - We. Oct 12, 09:00-17:00 - Oak  
3 eve - Mo. Oct 17, 18:30-21:30 - Oak  
1 day - Su. Nov 06, 09:00-17:00 - Oak  
3 eve - Mo. Nov 14, 18:30-21:30 - Oak  
1 day - Fr. Nov 25, 09:00-17:00 - Oak  
1 day - Sa. Dec 10, 09:00-17:00 - 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 disks. 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. This course is suitable for all versions of DOS. \$175  
1 day - We. Sep 07, 09:00-17:00 - Oak  
1 day - Su. Sep 18, 09:00-17:00 - Oak  
1 day - We. Sep 28, 09:00-17:00 - Oak  
1 day - Sa. Oct 08, 09:00-17:00 - Oak  
1 day - We. Oct 19, 09:00-17:00 - Oak  
3 eve - Tu. Oct 25, 18:30-21:30 - CC  
1 day - Mo. Nov 07, 09:00-17:00 - Oak  
1 day - Su. Nov 20, 09:00-17:00 - Oak  
1 day - Mo. Dec 05, 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 - We. Sep 14, 09:00-17:00 - Oak  
1 day - Sa. Oct 01, 09:00-17:00 - Oak  
1 day - Fr. Oct 21, 09:00-17:00 - Oak  
1 day - Sa. Nov 05, 09:00-17:00 - Oak  
1 day - Th. Nov 24, 09:00-17:00 - Oak

### Advanced DOS (100916)

The focus of this course is the 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 essential. Intermediate DOS (100912) is strongly recommended. \$175  
1 day - Th. Sep 15, 09:00-17:00 - Oak  
1 day - Sa. Oct 29, 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 - Th. Sep 08, 09:00-17:00 - Oak  
1 day - Su. Sep 11, 09:00-17:00 - Oak  
3 eve - Tu. Sep 13, 18:30-21:30 - CC  
1 day - Fr. Sep 23, 09:00-17:00 - Oak  
1 day - We. Oct 05, 09:00-17:00 - Oak  
1 day - Su. Oct 09, 09:00-17:00 - Oak  
1 day - Th. Oct 20, 09:00-17:00 - Oak  
3 eve - Th. Oct 27, 18:30-21:30 - Oak  
1 day - We. Nov 02, 09:00-17:00 - Oak  
3 eve - Tu. Nov 15, 18:30-21:30 - CC  
1 day - Th. Nov 17, 09:00-17:00 - Oak  
1 day - Sa. Nov 26, 09:00-17:00 - CC  
1 day - We. Dec 07, 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. Experience with Windows is essential. Introduction to Windows (100914) is recommended. \$175  
1 day - Fr. Sep 16, 09:00-17:00 - Oak  
1 day - Sa. Oct 15, 09:00-17:00 - Oak  
1 day - Fr. Nov 18, 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. Sep 10, 09:00-17:00 - CC  
3 eve - Th. Sep 15, 18:30-21:30 - CC  
1 day - Th. Oct 20, 09:00-17:00 - Oak

### 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 Networks (100920) is recommended. \$175  
1 day - Sa. Sep 17, 09:00-17:00 - CC  
3 eve - Th. Oct 06, 18:30-21:30 - CC  
1 day - Sa. Oct 22, 09:00-17:00 - CC  
1 day - Tu. Nov 01, 09:00-17:00 - Oak

### 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 recommended. \$175  
1 day - Sa. Sep 24, 09:00-17:00 - CC  
3 eve - Th. Oct 27, 18:30-21:30 - CC (No class Nov. 10)  
1 day - Sa. Nov 05, 09:00-17:00 - CC  
1 day - Th. Nov 17, 09:00-17:00 - Oak

### 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 recommended. \$175  
1 day - Sa. Oct 01, 09:00-17:00 - CC  
1 day - Sa. Nov 19, 09:00-17:00 - CC  
1 day - We. Nov 30, 09:00-17:00 - Oak

## 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. Sep 10, 09:00-17:00 - Oak  
1 day - Tu. Sep 20, 09:00-17:00 - Oak  
3 eve - We. Oct 05, 18:30-21:30 - Oak  
1 day - Mo. Oct 17, 09:00-17:00 - Oak  
1 day - Sa. Oct 29, 09:00-17:00 - CC  
1 day - Mo. Nov 14, 09:00-17:00 - Oak  
1 day - Sa. Nov 26, 09:00-17:00 - Oak  
1 day - Fr. Dec 09, 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 recommended. \$175  
1 day - Sa. Sep 17, 09:00-17:00 - Oak  
1 day - Tu. Oct 25, 09:00-17:00 - Oak  
1 day - We. Nov 30, 09:00-17:00 - Oak

### Advanced WordPerfect 5.1 for DOS (100747)

This course covers a variety of WordPerfect capabilities. Learn how to create tables of contents, indexes, and basic macros. Explore aspects of desktop publishing through features such as lines, boxes, incorporating graphic images within a document and style sheets. Experience with WordPerfect is essential. Suitable for students with versions 5.0 and 5.1. \$175  
1 day - Th. Oct 27, 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 - Tu. Nov 01, 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. Sep 24, 09:00-17:00 - Oak  
1 day - Mo. Nov 07, 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: editing text and making menu choices with a mouse, and formatting using button bars and rules. 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. Experience with WordPerfect is essential. \$175  
1 day - Th. Sep 22, 09:00-17:00 - Oak  
1 day - Th. Nov 10, 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 for DOS (101121) is recommended. \$175  
1 day - Tu. Oct 11, 09:00-17:00 - Oak

### Introduction to WordPerfect for Windows (101106)

Designed for new or inexperienced WordPerfect users, this course covers fundamental WordPerfect for Windows commands and concepts. Topics include: creating and editing text; moving around; and saving, opening, closing, and printing documents. Students will explore various menus, button bars and rulers. Also covered is selecting, formatting, cutting, copying and pasting text. Emphasis is placed on WordPerfect's use of codes. 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 - Mo. Sep 12, 09:00-17:00 - Oak  
1 day - Su. Sep 25, 09:00-17:00 - Oak  
1 day - Fr. Oct 21, 09:00-17:00 - Oak  
3 eve - We. Nov 16, 18:30-21:30 - CC  
1 day - Mo. Nov 21, 09:00-17:00 - Oak  
1 day - Tu. Dec 13, 09:00-17:00 - Oak

### WordPerfect for Windows Upgrade (101107)

The purpose of this course is to make an easy, quick, and efficient transition to 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  
3 eve - We. Sep 14, 18:30-21:30 - CC  
1 day - Mo. Sep 26, 09:00-17:00 - Oak  
1 day - Mo. Oct 24, 09:00-17:00 - Oak  
1 day - We. Nov 23, 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 - We. Sep 14, 09:00-17:00 - Oak  
1 day - Mo. Oct 03, 09:00-17:00 - Oak  
1 day - Sa. Oct 29, 09:00-17:00 - Oak  
1 day - Mo. Dec 05, 09:00-17:00 - Oak

### Advanced WordPerfect for Windows (101116)

This course covers a variety of WordPerfect for Windows capabilities. Learn how to create tables of contents,

indexes, and basic macros. Explore desktop publishing features such as lines, boxes, incorporating graphic images within a document and style sheets. Experience with WordPerfect for Windows is essential. \$175  
1 day - Tu. Sep 20, 09:00-17:00 - Oak  
1 day - Sa. Nov 19, 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 are: 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 - Mo. Sep 19, 09:00-17:00 - Oak  
1 day - Sa. Oct 01, 09:00-17:00 - Oak  
1 day - Tu. Oct 18, 09:00-17:00 - Oak  
1 day - Sa. Nov 12, 09:00-17:00 - Oak  
1 day - Mo. Nov 28, 09:00-17:00 - Oak  
1 day - We. Dec 14, 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 key concepts, commands, and shortcuts. This intensive course is taught at a faster pace and covers more detail than the Introduction to Word for Windows (100796). 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; previewing and printing documents; and more. 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 - Th. Sep 29, 09:00-17:00 - Oak  
3 eve - We. Oct 26, 18:30-21:30 - CC  
1 day - Tu. Nov 15, 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. Sep 13, 09:00-17:00 - Oak  
1 day - Fr. Oct 14, 09:00-17:00 - Oak  
1 day - Tu. Nov 08, 09:00-17:00 - Oak  
1 day - Sa. Dec 03, 09:00-17:00 - CC

### 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 - Tu. Sep 27, 09:00-17:00 - Oak  
1 day - Fr. Oct 28, 09:00-17:00 - Oak  
1 day - Th. Nov 24, 09:00-17:00 - Oak

## Spreadsheets/Graphs

### Introduction to Lotus 1-2-3 (100711)

Learn the fundamentals of Lotus 1-2-3 including: spreadsheet creation and editing; entering labels, numbers and formulas; relative and absolute addressing; menu navigation; ranges, copying, saving, retrieving and printing worksheets; formatting, column widths, label alignments, and more. Suitable for all releases of Lotus 1-2-3 except Lotus for Windows. Please see Introduction to Lotus 1-2-3 for Windows (101109) for more information. \$175  
1 day - Tu. Sep 13, 09:00-17:00 - Oak  
1 day - Su. Sep 25, 09:00-17:00 - Oak  
1 day - Th. Oct 13, 09:00-17:00 - Oak  
1 day - Su. Oct 23, 09:00-17:00 - Oak  
3 eve - We. Nov 02, 18:30-21:30 - Oak  
1 day - Tu. Nov 15, 09:00-17:00 - Oak  
1 day - Mo. Dec 12, 09:00-17:00 - Oak

### Intermediate Lotus 1-2-3 Worksheets and Charts (100719)

Expand your working knowledge of Lotus worksheet capabilities. Intermediate topics include: creating and printing charts and graphs, dates and date math, filling ranges, sorting, using a variety of valuable @ functions including @ IF to create formulas that make decisions. A working knowledge of basic Lotus functions 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 Worksheets and Charts (101130) for more information. \$175  
1 day - Fr. Sep 23, 09:00-17:00 - Oak  
1 day - We. Oct 19, 09:00-17:00 - Oak  
1 day - Fr. Nov 18, 09:00-17:00 - Oak

### Intermediate Lotus 1-2-3 Databases (100712)

Explore Lotus database capabilities to find, extract, report and analyze selected information. Understand and use a variety of search conditions for selecting records. Create multiple search conditions for a variety of AND and OR situations. Set up and use data tables for statistical analysis based on selection criteria. 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 Databases. Please see Intermediate Lotus 1-2-3 for Windows (101110) for more information. \$175  
1 day - We. Sep 28, 09:00-17:00 - Oak  
1 day - We. Nov 02, 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. Either Intermediate Lotus 1-2-3 (100712 or 100719) is strongly recommended. \$175  
1 day - We. Oct 05, 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 - We. Sep 21, 09:00-17:00 - Oak  
1 day - Tu. Oct 25, 09:00-17:00 - Oak  
1 day - We. Nov 16, 09:00-17:00 - Oak  
1 day - Tu. Nov 29, 09:00-17:00 - Oak

### Intermediate Lotus for Windows—Worksheets/Charts (101130)

This course is designed to expand your working knowledge of Lotus worksheet capabilities. Intermediate topics include: creating and printing charts and graphs, dates and date math, filling ranges and sorting. Also covered is using a variety of valuable @ functions including @ IF to create formulas that make decisions. Students will learn how to create a 3-dimensional worksheet, as well as consolidate and link separate worksheets. A working knowledge of basic Lotus functions is required. Introduction to Lotus 1-2-3 for Windows (101109) is recommended. \$175  
1 day - Tu. Sep 27, 09:00-17:00 - Oak  
1 day - Fr. Oct 28, 09:00-17:00 - Oak  
1 day - Tu. Nov 22, 09:00-17:00 - Oak

### Intermediate Lotus 1-2-3 for Windows—Databases (101110)

Explore Lotus database capabilities to find, extract, report and analyze selected information. Understand and use a variety of search conditions for selecting records, including basic numeric, relational and label searches. Create multiple search conditions for a variety of AND and OR situations. Set up and use data tables for statistical analysis based on selection criteria. A working knowledge of basic Lotus functions is required. Introduction to Lotus 1-2-3 for Windows (101109) is recommended. \$175  
1 day - We. Oct 12, 09:00-17:00 - Oak  
1 day - Tu. Nov 29, 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 - Fr. Sep 09, 09:00-17:00 - Oak  
3 eve - We. Sep 14, 18:30-21:30 - Oak  
1 day - Sa. Sep 24, 09:00-17:00 - Oak  
1 day - Tu. Oct 04, 09:00-17:00 - Oak  
1 day - Sa. Oct 15, 09:00-17:00 - CC  
1 day - We. Nov 09, 09:00-17:00 - Oak  
1 day - Th. Dec 08, 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 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 - Th. Sep 15, 09:00-17:00 - Oak  
3 eve - We. Oct 05, 18:30-21:30 - CC  
1 day - Sa. Oct 22, 09:00-17:00 - Oak  
1 day - Tu. Nov 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 - Tu. Oct 18, 09:00-17:00 - Oak  
1 day - Th. Nov 29, 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: building interactive macros and assigning macros to buttons. A good working knowledge of Excel is essential. \$175  
Not available this term

## 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 - Fr. Sep 16, 09:00-17:00 - Oak  
1 day - Sa. Oct 22, 09:00-17:00 - Oak  
1 day - We. Nov 26, 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 required. Introduction to Windows (100914) is strongly recommended as a prerequisite. \$175  
1 day - Mo. Sep 19, 09:00-17:00 - Oak  
1 day - Sa. Oct 15, 09:00-17:00 - Oak  
1 day - Mo. Nov 21, 09:00-17:00 - Oak

### Advanced Simply Accounting for Windows (101112)

In this more advanced approach to Simply Accounting for Windows, students will learn how to fully utilize each of the subsidiary ledgers and job costing. More detailed accounting functions will be covered for Purchase Discounts, Sales Discounts, NSF Cheques, exporting to a

spreadsheet, and manipulation of information in the spreadsheet to create comparative financial statements. Experience with Simply Accounting for Windows is essential. Introduction to Simply Accounting for Windows (101111) is recommended. \$175  
1 day - Mo. Oct 17, 09:00-17:00 - Oak

### Introduction to BusinessVision Delta (101126)

This



### Advanced PageMaker Desktop Publishing (100792)

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 - Th. Oct 27, 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 - Tu. Sep 20, 09:00-17:00 - Oak  
1 day - Sa. Nov 19, 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 - Tu. Sep 27, 09:00-17:00 - Oak  
1 day - Fr. Oct 28, 09:00-17:00 - Oak  
1 day - Th. Nov 24, 09:00-17:00 - Oak

Also see: GRAPHIC DESIGN for more courses.

## 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 Centre. Experience with other programs is essential. \$175  
1 day - Th. Sep 29, 09:00-17:00 - Oak  
1 day - Tu. Nov 08, 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 - We. Oct 26, 09:00-17:00 - Oak

### Top Producer—Part I (101128)

This introductory course is designed for the real estate professional with little or no microcomputer experience who wants to learn how to use Top Producer effectively. Elements of Introduction to Microcomputers and Introduction to Windows are combined to create the basic foundation needed before using Top Producer. Fundamental hardware and software operations are explained. Hands-on training in Windows includes screen navigation using a mouse, window manipulation, and file management. An overview of Top Producer sets the stage for the in-depth Top Producer skills taught in Top Producer—Part II. \$175  
1 day - Fr. Sep 30, 09:00-17:00 - Oak  
1 day - Th. Nov 03, 09:00-17:00 - Oak  
1 day - Fr. Nov 25, 09:00-17:00 - Oak

### Top Producer—Part II (101129)

Learn essential hands-on Top Producer skills. Manage and access contacts with the Contact Report. Create a Contact Report, then enter and edit contact information. Search for contacts by description or by keywords. Print the selected contact information in reports. Find out how to log-on to VanDat and download MLS files. Explore the listing function to store listings and create customized listing activity plans. Use the Action Planner and Today's Business features to keep yourself organized. Previous microcomputer experience in the Windows environment is essential. Top Producer—Part I (101128) is mandatory for all students except those who have permission from the instructor. \$175

1 day - Fr. Oct 07, 09:00-17:00 - Oak  
1 day - Fr. Nov 04, 09:00-17:00 - Oak  
1 day - Fr. Dec 02, 09:00-17:00 - Oak

## NOTE

Also see the Spreadsheets/Graphics section for additional database courses: Intermediate Lotus 1-2-3 Databases (100712), Intermediate Lotus for Windows-Databases (101110), and Intermediate Excel—Databases (100797).

## 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. Oct 05, 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  
Not available this term

### 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 - Tu. Nov 01, 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 - Th. Sep 15, 18:30-22:00 - Oak  
1 eve - Th. Nov 17, 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. Understanding CPUs, 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 DOS operating system to manage disks and files. A brief introduction to Windows and using a mouse is also included. Some typing is required. \$175  
1 day - Tu. Sep 06, 09:00-17:00 - Oak  
3 eve - Mo. Sep 12, 18:30-21:30 - Oak  
1 day - Sa. Sep 17, 09:00-17:00 - Oak  
3 eve - Tu. Oct 04, 18:30-21:30 - CC  
1 day - We. Oct 12, 09:00-17:00 - Oak  
3 eve - Mo. Oct 17, 18:30-21:30 - Oak  
1 day - Su. Nov 06, 09:00-17:00 - Oak  
3 eve - Mo. Nov 14, 18:30-21:30 - Oak  
1 day - Fr. Nov 25, 09:00-17:00 - Oak  
1 day - Sa. Dec 10, 09:00-17:00 - 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 disks. 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. This course is suitable for all versions of DOS. \$175  
1 day - We. Sep 07, 09:00-17:00 - Oak  
1 day - Su. Sep 18, 09:00-17:00 - Oak  
1 day - We. Sep 28, 09:00-17:00 - Oak  
1 day - Sa. Oct 08, 09:00-17:00 - Oak  
1 day - We. Oct 19, 09:00-17:00 - Oak  
3 eve - Tu. Oct 25, 18:30-21:30 - CC  
1 day - Mo. Nov 07, 09:00-17:00 - Oak  
1 day - Su. Nov 20, 09:00-17:00 - Oak  
1 day - Mo. Dec 05, 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 - We. Sep 14, 09:00-17:00 - Oak  
1 day - Sa. Oct 01, 09:00-17:00 - Oak  
1 day - Fr. Oct 21, 09:00-17:00 - Oak  
1 day - Sa. Nov 05, 09:00-17:00 - Oak  
1 day - Th. Nov 24, 09:00-17:00 - Oak

### Advanced DOS (100916)

The focus of this course is the 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 essential. Intermediate DOS (100912) is strongly recommended. \$175  
1 day - Th. Sep 15, 09:00-17:00 - Oak  
1 day - Sa. Oct 29, 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 - Th. Sep 08, 09:00-17:00 - Oak  
1 day - Su. Sep 11, 09:00-17:00 - Oak  
3 eve - Tu. Sep 13, 18:30-21:30 - CC  
1 day - Fr. Sep 23, 09:00-17:00 - Oak  
1 day - We. Oct 05, 09:00-17:00 - Oak  
1 day - Su. Oct 09, 09:00-17:00 - Oak  
1 day - Th. Oct 20, 09:00-17:00 - Oak  
3 eve - Th. Oct 27, 18:30-21:30 - Oak  
1 day - We. Nov 02, 09:00-17:00 - Oak  
3 eve - Tu. Nov 15, 18:30-21:30 - CC  
1 day - Th. Nov 17, 09:00-17:00 - Oak  
1 day - Sa. Nov 26, 09:00-17:00 - CC  
1 day - We. Dec 07, 09:00-17:00 - Oak

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

### Does our schedule suit you 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.

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. Sep 10, 09:00-17:00 - CC  
3 eve - Th. Sep 15, 18:30-21:30 - CC  
1 day - Th. Oct 20, 09:00-17:00 - Oak

### 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 Networks (100920) is recommended. \$175  
1 day - Sa. Sep 17, 09:00-17:00 - CC  
3 eve - Th. Oct 06, 18:30-21:30 - CC  
1 day - Sa. Oct 22, 09:00-17:00 - CC  
1 day - Tu. Nov 01, 09:00-17:00 - Oak

### 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 recommended. \$175  
1 day - Sa. Sep 24, 09:00-17:00 - CC  
3 eve - Th. Oct 27, 18:30-21:30 - CC (No class Nov. 10)  
1 day - Sa. Nov 05, 09:00-17:00 - CC  
1 day - Th. Nov 17, 09:00-17:00 - Oak

### 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 recommended. \$175  
1 day - Sa. Oct 01, 09:00-17:00 - CC  
1 day - Sa. Nov 19, 09:00-17:00 - CC  
1 day - We. Nov 30, 09:00-17:00 - Oak

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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

1 day - Sa. Oct 01, 09:00-17:00 - CC

1 day - Sa. Nov 19, 09:00-17:00 - CC

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



independent assignments, using Borland C, to be completed outside class. The course audience are new users of the C programming language who want to learn how to write programs using C. Prerequisite: strong programming experience in some other language. Course manual included in fee. \$265  
5 eve - Mo. Sep 19, 19:00-22:00 - Lan - No class on Oct 10th

**CSW80B—C Language Programming (Level II) (100553)**  
C is a language suited for projects of various sizes in both systems and applications programming. This course focuses on advanced features of this language. Topics covered include pointers, string processing, structures, unions, and enumerated types, command-line arguments, file handling and basic low-level applications. Techniques for writing logically correct programs demonstrating good styles are emphasized. Course format: lecture, class exercise, and independent assignments, using Borland C, to be completed outside class. The course audience are C programmers who want to improve their understanding of how to utilize the language features in software development. Prerequisite: programming experience in C. Course manual included in fee. \$265  
5 eve - Tu. Nov 01, 19:00-22:00 - Lan

**CSW81—C++: A New and Evolving Language (100581)**  
For experienced programmers who want to learn a powerful new language which will likely become dominant in the software industry. Course format: lectures, workshops with exercises using turbo C, and programming assignments. Assignments will be completed outside class on your own computer or by using a designated microlab at Langara College. Prerequisite: programming experience in C language is required. Course notes included in fee. \$265  
5 eve - Tu. Sep 20, 19:00-22:00 - Lan

**CSW83—Introduction to UNIX (100583)**  
The UNIX operating system is a complex and elegant environment which provides a multi-user capability suitable for the entire range of computer systems. This course covers the fundamental concepts, components, salient features, and applications of UNIX through lectures and hands-on exercises. Students will use IBM PS/2 systems under the AIX environment. It is assumed that the students possess a working knowledge of another operating system (e.g., DOS). Course notes included in fee. \$265  
5 eve - Th. Sep 22, 19:00-22:00 - Lan

## Local Area Network Administrator Certificate Program

**Information Night**  
Th. Sep 08, 18:00-19:00, Langara College, Room A215, 100 West 49th Avenue, Vancouver

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

- Prepares graduates towards challenging the CNA, CNE certification
- 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.

**Professional Development Certificate Upgrade**  
At the advice of the Program Advisory Committee, a new program feature is now being offered to address the rapid advances in the Local Area Network field. The Local Area Network Certificate Program is offering the opportunity for program graduates or graduates of comparable programs, to upgrade their certificate status on a yearly basis by completing one of the courses listed below. These courses are updated regularly to address the latest trends in the industry. These courses are also open to industry professionals who would like to pursue professional development and stay on top of most recent developments.

Certificate upgrade courses: CSW14, CSW15  
Open professional development courses: CSW12B, CSW14, CSW15

**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 mng - Sa. Sep 17, 09:00-12:00 - Lan - No class on Oct 8th  
5 eve - Mo. Sep 19, 19:00-22:00 - Lan - No class on Oct 10th  
5 eve - We. Sep 21, 19:00-22:00 - Lan  
5 eve - Fr. Sep 23, 19:00-22:00 - Lan  
5 mng - Su. Oct 30, 09:00-12:00 - Lan - No class on Nov 13th  
5 eve - We. Nov 02, 19:00-22:00 - Lan  
5 eve - Mo. Nov 07, 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 mng - Su. Sep 18, 09:00-12:00 - Lan -No class on Oct 9th  
5 eve - Th. Sep 22, 19:00-22:00 - Lan  
5 eve - Fr. Sep 23, 19:00-22:00 - Lan  
5 mng - Su. Oct 30, 09:00-12:00 - Lan - No class on Nov 13th  
5 eve - Th. Nov 03, 19:00-22:00 - Lan  
5 eve - Fr. Nov 04, 19:00-22:00 - Lan - No class on Nov 11th

**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 SYSCON 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 mng - Su. Sep 18, 09:00-12:00 - Lan - No class on Oct 9th  
5 eve - We. Sep 21, 19:00-22:00 - Lan  
5 eve - Fr. Sep 23, 19:00-22:00 - Lan  
5 eve - Th. Nov 03, 19:00-22:00 - Lan  
5 eve - Mo. Nov 07, 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 mng - Sa. Sep 17, 09:00-12:00 - Lan - No class on Oct 8th  
5 mng - Su. Sep 18, 09:00-12:00 - Lan - No class on Oct 9th  
5 eve - We. Nov 02, 19:00-22:00 - Lan  
5 eve - Fr. Nov 04, 19:00-22:00 - Lan - No class on Nov 11th

**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. Sep 19, 19:00-22:00 - Lan - No class on Oct 10th  
5 mng - Su. Oct 30, 09:00-12:00 - Lan - No class on Oct 10th  
5 eve - We. Sep 21, 19:00-22:00 - Lan  
5 eve - Fr. Sep 23, 19:00-22:00 - Lan  
5 mng - Su. Oct 30, 09:00-12:00 - Lan - No class on Nov 13th  
5 eve - We. Nov 02, 19:00-22:00 - Lan  
5 eve - Mo. Nov 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. Contents: brief overview of telecommunications concepts and services, including: asynchronous/synchronous, X.25, T-1, ATM, ISDN, etc. in addition to LAN extending alternatives involving repeaters, backbones, FDDI, wireless networks, broadband, bridges, routers and gateways. Dial-out systems, dial-in systems, FAX servers, E-Mail will also be covered. 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. \$145  
1 day - Sa. Oct 01, 09:00-16:00 - Lan  
1 day - Sa. Nov 19, 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 Administrator Certificate course or equivalent and/or comparable experience. Course notes included in fee. \$145  
1 day - Sa. Oct 15, 09:00-16:00 - Lan  
1 day - Sa. Dec 03, 09:00-16:00 - Lan

## Multimedia Programmer Certificate Program (Certificate Pending)

**Information Night**  
Th. Sep 08, 18:00-19:00, Langara College, Room A215, 100 West 49th Avenue, Vancouver

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—Understanding Multimedia 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.  
5 eve - Tu. Sep 20, 19:00-22:00 - Lan  
5 eve - Tu. Nov 01, 19:00-22:00 - Lan
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.  
5 mng - Su. Sep 18, 09:00-12:00 - Lan - No class on Oct 9th  
5 eve - We. Nov 02, 19:00-22:00 - Lan  
5 eve - Fr. Nov 04, 19:00-22:00 - Lan - No class on Nov 11th
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.  
5 mng - Su. Sep 18, 09:00-12:00 - Lan - No class on Oct 9th  
5 mng - Sa. Oct 29, 09:00-12:00 - Lan - No class on Nov 12th  
5 eve - We. Nov 02, 19:00-22:00 - Lan

For information and registration call 323-5322.

Non-certificate 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—Understanding Multimedia  
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—Understanding Multimedia (100590)**  
This course is designed as the starting point towards the Certificate for Multimedia Programmers. It is also recommended to anyone with an interest in multimedia and related developments. The 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. All relevant industry terms are explained. The participant is then shown how to select the required hardware and how it relates to Microsoft Video for Windows environment. Detailed explanation regarding creation, editing, and play back of digital video images and sequences is also covered. Finally the participants are introduced to MPEG emerging compression standard and video CD.  
**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. \$210  
5 eve - Tu. Sep 20, 19:00-22:00 - Lan  
5 eve - Tu. Nov 01, 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 mng - Su. Sep 18, 09:00-12:00 - Lan - No class on Oct 9th  
5 mng - Sa. Oct 29, 09:00-12:00 - Lan - No class on Nov 12th  
5 eve - We. Nov 02, 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. Sep 21, 19:00-22:00 - Lan  
5 eve - Fr. Nov 04, 19:00-22:00 - Lan - No class on Nov 11th

**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. Sep 22, 19:00-22:00 - Lan  
5 mng - Sa. Oct 29, 19:00-22:00 - Lan - No class on Nov 12th

## Electronics

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

*Bus Sharp is an instructor in City Centre's Electronics Department.*

**Introductory Electronics (050706)**  
This popular course requires no previous electronics knowledge. You will learn about electronic components such as resistors, capacitors, transformers, diodes, etc. as well as an introduction to transistors. Theoretical knowledge will be enhanced by lab projects, where you will build circuits from schematic diagrams, and operate test equipment such as multimeters and oscilloscopes. You will be required to purchase or provide some basic tools. (Hein) \$290  
20 eve - Tu/Th. Sep 27, 18:30-21:30 - CC

**Basic Digital Electronics (050703)**  
An ideal follow-up to Introductory Electronics. Learn the fundamentals of digital electronic circuits. Logic gates and symbols will be covered, and practical circuits using gates, timers, decoders, etc. will be built and studied. The lab projects will also enhance your understanding of digital troubleshooting. You will be required to purchase some basic tools. Prerequisite: although there is no prerequisite, an understanding of basic electronics (such as Introductory Electronics) is necessary to appreciate all this course has to offer. (Sharp) \$290  
20 eve - Mo/We. Sep 26, 18:30-21:30 - CC

## Telecommunications Management Certificate Program

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

Non-certificate students may enroll in any course. For registration and general course information call 871-7070  
For detailed course information call Peggy Worobetz at 871-7427

**Certificate requirements**  
Students must successfully complete all five courses in no more than two years and one term (seven terms).

**Courses include**  
Course 1—Understanding Telecommunications - 102208 \*  
Course 2—Telecommunications Management I (Voice) - 102201 \*\*  
Course 3—Telecommunications Management II (Voice) - 102202  
Course 4—Data Communications - 102204  
Course 5—Managing the Integrated Office - 102205

\* Understanding Telecommunications is a prerequisite for courses 2, 3, 4 and 5.  
\*\* Telecommunications Management I (Voice) is a prerequisite for courses 3, 4 and 5.

**Entry requirements**  
No formal educational requirements are necessary other than successful completion of Grade 12 English or equivalent.

**Evaluation**  
Certificate students shall be evaluated on the basis of assignments, tests, and a final exam. Upon successful completion of all five courses, a student may apply for a college certificate.

**Scheduling**  
The five VCC courses in this program are offered in each of the three semesters, September (Fall); January (Winter) and April (Spring).

**Information Session**  
To learn more about this program and/or meet the instructors, a free "drop-in" Information Session is being held on Thursday, September 08, 17:00-18:30 - CC (Room number to be posted at Continuing Education office) 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.*

**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. Sep 22, 18:00-21:00 - CC



Students will have ONE opportunity to pass the examination.

**Challenge Examination—Understanding Telecommunications (102207)**  
\$160  
2 hrs - Tu. Sep 13, 18:30-20:30 - KEC

**Challenge Examination—Telecommunications Management I (Voice) (102206)**  
\$160  
2 hrs - Tu. Sep 13, 18:30-20:30 - KEC

**Challenge Examination—Data Communications (102209)**  
\$160  
2 hrs - Tu. Sep 13, 18:30-20:30 - KEC

the student the basic knowledge needed to prepare participant to progress to the next level. (Laughland) \$240  
8 eve - Mo. Sep 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. Sep 22, 18:00-21:00 - CC

**Telecommunications Management II (Voice) (102202)**  
This course is designed to expand upon the topics that were introduced in the Telecommunications Management I (Voice) program and to introduce and discuss enhanced telecommunication applications from the manager's perspective. Topics discussed during this session will include enhanced PBX hardware/software applications, enhanced network design and network management, voice messaging/processing, ongoing telemanagement applications, voice/data integration, integrated building wire concepts and Integrated Services Digital Networks (ISDN). (Clark) \$295  
12 eve - Th. Sep 22, 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. Sep 21, 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. Sep 22, 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. Sep 13, 18:30-20:30 - KEC

**Challenge Examination—Telecommunications Management I (Voice) (102206)**  
\$160  
2 hrs - Tu. Sep 13, 18:30-20:30 - KEC

**Challenge Examination—Data Communications (102209)**  
\$160  
2 hrs - Tu. Sep 13, 18:30-20:30 - KEC



### Fee Allocation for Challenge Examinations

1. Participants must pay \$160 BEFORE writing any examination.
2. Fifty dollars (\$50) of the \$160 is charged for writing an examination.
3. At the end of the examination, participant will advise invigilator if he/she wishes examination marked.
4. If the examination is marked, the balance (\$110) will be charged as a marking fee.
5. If the participant chooses not to have the examination marked, he/she may: a) request a "deferred fee credit" for 100 percent of the balance of \$110 (valid for one year); b) request a refund of the balance of \$110 which will be subject to an administrative charge of 20 percent.

### Telecommunications Seminar

For registration and general seminar information please call 871-7070.  
For detailed seminar information please call Peggy Worobetz—871-7427.

### LAN Interconnection using Bridges, Routers and Switches (102249)

This seminar has been developed and will be presented by Gary Zielke, President of Infotel Systems Corp., a Vancouver-based consulting firm specializing in the development and presentation of telecommunications-based seminars. Mr. Zielke holds an electrical engineering degree from UBC, is a registered professional engineer in BC and Ontario and a member of the IEEE. Mr. Zielke's 25 years of experience has included engineering and marketing positions with Xerox Corporation, General Electric and BC Telephone Company. While at BC Tel, Mr. Zielke participated in the development and implementation of two nationwide digital networks in Canada: Dataroute and Datapac.

In his position with Infotel he has given hundreds of public seminars on various data communications topics in Canada the USA and Europe. In addition, Mr. Zielke has conducted in-house presentations for organizations like IBM, Digital Equipment Corp., Bell Canada, British Telecom, Bellcore, NATO, US Defence Department, to name a few.

This in-depth, advanced seminar is designed for participants to:

- Learn the latest in LAN interconnection techniques like Switching Hubs, Collapsed Backbones and Virtual Networks
  - Learn what performance impact bridges and routers have on workstation throughput
  - Learn if high-speed networks like Fast Ethernet or 100 VG AnyLAN are a good alternative to LAN interconnection
  - Learn how vendors are incorporating ATM into their internetworking products
- (Wheelchair accessible) \$850.65 (Includes GST)  
3 day - We/Th/Fr. Oct 05/06/07, 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. 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 December 21, 1994. 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 (Vancouver Community College). 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.

Eloise Carbone, B.A. Teaching Certificate. Eloise has taught ESL since 1982. She is currently teaching at VCC. Her special areas of interest include cross-culturalism in the ESL classroom and teaching writing using the process approach. She has presented numerous workshops on writing and cross-culturalism at provincial and international conferences. Eloise teaches the TESL Certificate Elective Course, Fostering Cross-Cultural Understanding 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 Course, Teaching Listening and Speaking, the TESL Prerequisite Course: An Overview of Teaching ESL, and the TESL Elective Course: Using Video in the ESL Classroom.

Janet Essig, M.A. (TESL). Janet 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 writes her own 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 workshop, Trouble-Shooting Pronunciation Problems in English as a Second Language Classroom.

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

Christine Hoppenrath, B.A., M.Ed. Christine is an instructor at the English Language Institute of UBC. She has taught in Japan, Korea, and Hungary. Christine has presented workshops at the TEAL, Tri-TESOL and TESOL Conferences. Christine teaches the TESL Elective Course, Social Issues and the ESL Class.

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.

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.

Wendy McAlister, B.A. Wendy is a former journalist, teaches at the English Language Institute at UBC. She has also taught in Spain, Germany, and South Africa. She is currently completing her M.A. in Social and Educational Studies. Wendy has presented workshops at the TEAL, Tri-TESOL, and TESOL Conferences. Wendy teaches the TESL Elective Course, Social Issues and the ESL class.

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

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

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

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 One: Theory and Practice and 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.

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

Leanne Quirk, B.A. (Linguistics). Leanne has taught ESL since 1982, and is coordinator of the VCC English Skills Improvement Program. She has taught ESL at the Inland Refugee Society, VCC Langara and Dorsel College. Her special areas of interest include teaching pronunciation, oral skills and using ESL games. Leanne teaches TESL Elective Course, Using Games in the ESL Classroom.

Mandana Rastan-Schnepf, B.A. Mandana is currently teaching in the ESL Vocational Department at VCC and has taught a range of language levels. She has presented workshops at VCC and the Tri-TESOL Conference. Mandana teaches the TESL Elective Course, Developing a Thematic Unit Plan Using Authentic Materials.

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 the teaching of reading, advanced-level ESL students, and the fostering of 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.

Andrea Scott, B.A. TESL Certificate (Vancouver Community College). Andrea has worked at the Vancouver School Board and developed ESL workplace curricula. 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.

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 and 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.

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 curricula and materials. She has presented TESOL (1994) and facilitates cross-cultural workshops. Pat teaches the TESL Elective Course, Planning a Successful VESL Program.

Sherry Sutherland, B.A. TESL Certificate (Vancouver Community College). Sherry has taught in the ESL College Preparatory Department at VCC and worked as the faculty advisor at the VCC Assessment Centre. Her special interests are assessment, teaching writing, and humour in the classroom. Sherry teaches the TESL Certificate Core Course, Teaching English for Academic Purposes.

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.

Carol Tulpar, B.A. Carol has taught in the ESL College Preparatory Department at VCC since 1986. She has also been involved in the development of the ESL Learning Centre at VCC and is interested in writing and publishing Canadian English for Academic Purposes textbooks. Carol teaches the TESL Certificate Core Course, Teaching English for Academic Purposes.

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 and the TESOL Conference and has taught in Slovakia. Rose Marie teaches the TESL Certificate Core Course, Teaching Reading.

Martyn Williams, B.A. RSA/Cambridge Diploma TEFLA. Martyn has been teaching ESL and EFL since 1982 in Germany, Italy, UK, Japan, and Canada. Martyn has taught the RSA/Cambridge CTEFLA course at Columbia College and teaches ELT at Kwantlen College. Martyn teaches the TESL elective course, Presenting and Practising New Language.

Maureen Zetler, 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 - Fr. Sep 09/16/23/30, Oct 07/14/21/28, Nov 04/18, 12:30-15:30 - KEC (Zetler)  
10 eve - Tu. Sep 13/20/27, Oct 04/11/18/25, Nov 01/08/15, 18:00-21:00 - KEC (Howard)  
6 day - Fr. Sep 30, Oct 14/21, 19:00-22:00, Sa. Oct 01/15/22, 09:00-17:00 - KEC (Kennedy/Sim/Sawkins)  
5 day Mo/Tu/We/Th/Fr. Oct 31, Nov 01/02/03/04, 08:30-15:30 - KEC (House/VanWinkel)

### 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. Students registering in Teaching Grammar Two: Theory and Practice, must have successfully completed Teaching Grammar One: Theory and Practice. Students must also complete two of the following Core Courses — Teaching Pronunciation, Teaching Listening and Speaking, Teaching Grammar Two: Theory and Practice or Teaching Writing and Teaching Reading. Teaching English for Academic Purposes must be taken last as it builds on the other six Core Courses. Two Core Courses may be taken per term. Students wishing to take more than two Core Courses per term must have written authorization from the program coordinator. Please note, students are not permitted to register in the TESL Certificate Core Courses before completing An Overview of Teaching ESL (150802) and being accepted into the TESL Certificate Program.

#### Teaching Grammar One: Theory and Practice (150867)

This 30-hour course concentrates on the theory and methodology used for teaching English grammar to English as a Second Language speakers. Teaching Grammar One: Theory and Practice will focus on beginner through intermediate level grammar structures. (Plumb) \$275  
10 eve - Tu. Sep 27, Oct 04/11/18/25, Nov 01/08/15/22/29, 18:30-21:30 - KEC (Plumb)  
10 eve - Th. Sep 29, Oct 06/13/20/27, Nov 03/10/17/24, Dec 01, 18:30-21:30 - KEC (Plumb)

#### Teaching Grammar Two: Theory and Practice (150868)

This 30-hour course concentrates on the theory and methodology used for teaching English grammar to

English as a Second Language speakers. Teaching Grammar Two: Theory and Practice focuses on advanced through college preparatory grammar. (Pidgeon/Van Bryce) \$275  
10 eve - We. Sep 07/14/21/28, Oct 05/12/19/26, Nov 02/09, 18:30-21:30 - KEC (Van Bryce)  
10 eve - Tu. Sep 13/20/27, Oct 04/11/18/25, Nov 01/08/15, 18:30-21:30 - KEC (Pidgeon)

#### Teaching Pronunciation (150812)

This 30-hour course focuses on methods and techniques used for teaching pronunciation. Topics covered in this course include vowel dimensions, consonants, contractions and reductions, stress and intonation. (Taylor) \$275  
10 mng - Sa. Sep 10/17/24, Oct 01/15/22/29, Nov 05/19/26, 09:30-12:30 - KEC (Taylor)  
10 eve - Mo. Sep 12/19/26, Oct 03/17/24/31, Nov 07/14/21, 18:30-21:30 - KEC (Taylor)

#### Teaching Listening and Speaking (150817)

This 36-hour course concentrates on the techniques and resources used for teaching oral communication and listening skills. This course will also examine grammatical, situational, functional and thematic approaches to integrated language teaching. (Clark) \$320  
12 eve - We. Sep 28, Oct 05/12/19/26, Nov 02/09/16/23/30, Dec 07/14, 18:30-21:30 - KEC (Clark)

#### Teaching Reading (150818)

This 36-hour course provides students with an understanding of the methodology and instructional techniques used to teach reading in an ESL class, as well as an opportunity to gain a working knowledge of the instructional tools necessary to develop a reading program for an ESL class. (Souza/Watson) \$275  
10 eve - Th. Sep 08/15/22/29, Oct 06/13/20/27, Nov 03/10, 18:30-21:30 - KEC (Souza)  
10 eve - Th. Sep 08/15/22/29, Oct 06/13/20/27, Nov 03/10, 18:30-21:30 - KEC (Watson)



#### Teaching Writing (150813)

This 36-hour course provides an overview of writing, focusing primarily on the techniques used in the process approach to teaching writing in the adult ESL classroom. TESL students will experience techniques for integrating all language skills, generating ideas, revising, editing and assessing student writing. (Poliakoff/Klingenberg) \$320  
12 eve - Mo. Sep 12/19/26, Oct 03/17/24/31, Nov 07/14/21/28, Dec 05, 18:30-21:30 - KEC (Poliakoff)  
12 aft - Sa. Sep 10/17/24, Oct 01/15/22/29, Nov 05/19/26, Dec 03/10, 12:30-15:30 - KEC (Klingenberg)

#### Teaching English for Academic Purposes (150819)

This 30-hour course concentrates on the specific instructional techniques and course materials used to teach advanced-level ESL students who plan to continue academic studies at a post-secondary level. This course provides students with an understanding of the

methodology and instructional approaches used to teach reading, composition, literature and study skills. (Lovelace/Pidgeon) \$275  
9 sessions - Mo. Sep 12/19/26, Oct 03/17/24, Nov 07/14, 18:30-21:30, Sa. Oct 15, 09:30-16:30 - KEC (Lovelace/Pidgeon/Tulpar)  
8 sessions - Tu. Nov 01/08/15/22/29, 18:30-21:30, Sa. Nov 19, 09:30-16:30, Sa. Dec 03/10, 09:30-12:30 - KEC (Lovelace/Pidgeon/Sutherland)

#### TESL Internship (150824)

The TESL Internship is a 45-hour course. It consists of 20 hours of compulsory workshops and 25 hours of practice teaching in an ESL classroom (House/Liu) \$390  
Internship Workshops - Sa. Sep 10/17/24, Oct 01, Nov 26, 09:00-13:00 - KEC  
Internship Placement - October and November 1994

### TESL Elective Courses

The TESL elective courses have been developed for teachers currently working in the field of English as a Second Language instruction, as well as students registered in the TESL Certificate Program. Thirty hours of TESL elective courses are needed to fulfill the elective requirement for the TESL Certificate. Students registered in elective courses scheduled for Sundays are advised to bring a lunch as the college cafeteria is closed on Sundays.

#### Withdrawal, Refund and Course Cancellation Policy

Students registered in elective courses are requested to refer to the information provided in the flyer regarding withdrawal, refunds and course cancellation policy. Please note that requests for refunds 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 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. Nov 19/Dec 03, 09:30-16:30 - KEC

#### 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. Oct 29, 09:00-16:00 - 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. Oct 21, 18:30-21:30, Sa. Oct 22, 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. Nov 18, 18:30-21:30, Sa. Nov 19, 08:30-16:30 - KEC



**Video Production and ESL Instruction (150881)**

This six-hour workshop will examine and explore ways to bring English as a second language instruction and video production together in the ESL classroom. Content design, teaching objectives, technical considerations, language skills and program evaluation will be addressed in the course of the workshop. Participants are advised to bring a blank videotape. (MacDonald/Grant) \$55  
1 day - Sa. Sep 17, 09:00-16:00 - 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 three-hour 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. Oct 01, 13:00-16:00 - KEC

**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 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. Nov 26, 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 - Dec 03, 09:30-16:30 - 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. (Jabaji/Sayson) \$75  
2 aft - Sa. Sep 24, Oct 01, 14:00-17:00 - KEC

**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. Nov 19, 13:00-16:00 - KEC (Kostoff)

**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. Participants 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. Nov 19, 09:30-12:30 - KEC

**Teaching ESL Literacy and the Multi-Level Class (150825)**

This 12-hour workshop will focus on teaching adult ESL literacy students within the framework of a beginner level multi-level class. Topics will include a discussion on what "literacy" is, the needs of the adult learner, and introductions to instructional approaches, teaching techniques, materials and resources, and lesson planning. Some samples of lesson plans will be provided for all workshop participants. It is recommended that the participants have volunteer or teaching experience in adult ESL literacy classes. (Massaro/Price-Hosie) \$110  
4 eve - Th. Sep 08/15/22/29, 18:30-21:30 - Immigrant Services Society, 5th floor, 333 Terminal Avenue, Vancouver

**Developing a Thematic Unit Plan Using Authentic Materials (150884)**

This five-hour workshop will explore how to develop a thematic unit plan for adult ESL students at a range of language levels. Participants will first study a CrimeStoppers VideoPackage which will be used as a model to develop a plan for similar video packages created using authentic teaching materials. The workshop will examine a range of learning activities and teaching ideas within the context of thematic units development. (Rastan-Schnepf) \$50  
1 day - Sa. Sep 24, 09:30-15:30 - KEC

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

This five-hour workshop has been designed for experienced ESL instructors who teach in a multicultural setting. Participants will begin by exploring the basis of their values. Participants will also explore a range of student-centred activities and teaching techniques that will lead ESL learners to better understand their culture, to recognize cultural differences and similarities, and to foster greater cultural understanding and acceptance in the ESL classroom. (Carbone) \$50  
1 day - Sa. Oct 01, 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. Please note that TESL Certificate students wishing to register in this course must have successfully completed the Teaching Pronunciation course (150812). (Essig) \$45  
1 aft - Sa. Nov 26, 13:00-16:00 - KEC

**An Introduction to Linguistics for the ESL Instructors (150823)**

This course is designed for the ESL instructor who has never taken a linguistics course. Upon completion of this course, participants will be able to:

- Understand the main concerns and theoretical bases of several linguistics schools and models
- Evaluate and discuss these models in terms of their applicability and effectiveness in ESL training
- Select and adapt those features of the linguistic models which they find useful
- Organize lesson materials and adapt them to student needs

Students will be expected to complete several short, written exercises during the course. (Pidgeon) \$150  
6 eve - Th. Oct 06/13/20/27, Nov 03/10, 18:30-21:30 - KEC

**Using Games in the ESL Classroom (150896)**

This three-hour hands-on workshop is for new ESL teachers who would like to learn a variety of games that can be used to promote the use of English in the ESL classroom. Games for all language levels will be presented as well as adaptations of commercial board games that can be used to teach ESL. (Quirk) \$40  
1 day - Sa. Oct 22, 10:00-13:00 - KEC

**ESL Resources and Publications Open House (150897)**

This two-hour session has been developed for TESL students and practising ESL instructors who wish to learn more about current ESL resources. Two representatives from national ESL publishing houses will preview their latest ESL materials for participants. Current teachers' manuals, students' texts and workbooks, audiotapes and teaching methodology books will be featured. The King

Edward Campus Bookstore is sponsoring this event and will remain open during the evening. \$20  
1 eve - We. Oct 12, 18:30-20:30 - KEC  
1 eve - We. Nov 02, 18:30-20:30 - KEC

**Social Issues and the ESL Class (150895)**

Over the past few years the trend has been towards learning ESL through content-based curricula. This workshop incorporates the latest techniques in presenting content, stimulating discussion and encouraging critical thinking. The techniques have been successfully used in the classroom. They are based on a student-centred, communicative approach encouraging active participation. Through an exploration of topical issues such as racism, pollution and medical ethics, the participants will learn how to teach language skills using a variety of activities including role plays, guest speakers, community projects and contact assignments. Presenters will lead the participants through a unit, beginning with brainstorming, introducing new content, using the material, and finally reviewing and reinforcing information. (Hoppenrath/McAlister) \$40  
1 mng - Sa. Oct 15, 09:30-12:30 - KEC

**Teaching English as a Second Language Inservice Qualification Program**

The VCC TESL Inservice Qualification Program has been developed for experienced ESL instructors who do not have a recognized TESL teacher training credential. The TESL Inservice Qualification Program is 130 hours long and consists of five instructional components. The five components are An Introduction to ESL Instruction, Teaching Grammar, Teaching Communicative Skills, Teaching Reading and Writing Skills and an Internship. The program is offered on weekends and is divided between direct instruction and distance education. On successful completion of the TESL Inservice Qualification Program, graduates will receive a document from VCC certifying their achievement and also qualify for a Professional Standards Certificate: Level Two from the BC Association of Teachers of English as an Additional Language.

**NOTE**

The deadline for applications is Friday, September 23, 1994.

**Admission**

1. Applicants must have successfully completed an undergraduate university degree as verified by sealed, official university transcripts.
2. Applicants must submit two teaching references from past employers. The reference form for the TESL Inservice Qualification Program provided in the information guide may be used, or two letters of reference dealing specifically with the ability to teach English language skills.
3. Applicants must have a minimum of one year of documented classroom teaching in a recognized English language educational institution. Classroom teaching must be documented with official institutional records or institutional contracts. Please note that 650 hours of classroom instruction is recognized by BC TEAL as equivalent to one year of teaching. Please complete the teaching experience form provided in the information guide.
4. Applicants must have attended/participated in professional development in the field of ESL instruction.
5. Applicants must have a standard of spoken English equivalent to that of an educated native speaker of English. A good command of grammar, usage, punctuation, and spelling is also required for entry into this program of studies. 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 Inservice Qualification Program.
6. Applicants must have a successful phone interview with the program staff.

**INSTRUCTORS**  
*Chris Clark, B.A. (Speech Sciences), TESL Certificate (Vancouver Community College). Chris has been 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 in the TESL Certificate Program and teaches the Teaching Communication Skills component in the TESL Inservice Qualification Program.*

*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 coordinates the TESLCertificate Program, teaches in the TESL Certificate Program and the Internship component of the TESL Inservice Qualification Program.*

*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 Program and teaches the Teaching Reading and Writing component of the TESL Inservice Qualification Program.*

*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 in the TESL Certificate Program and teaches the Teaching Communicative Skills component of the TESL Inservice Qualification Program.*

*Martyn Williams, B.A. RSA/Cambridge Diploma TEFLA. Martyn has been teaching ESL and EFL since 1982 in Germany, Italy, UK, Japan and Canada. Martyn has taught the RSA/Cambridge CTEFLA course at Columbia College and teaches ELT at Kwantlen College. Martyn teaches the TESL elective course, Presenting and Practising New Language and the Teaching Grammar component of the TESL Inservice Qualification Program.*

*Mima Wilson, B.A. (Linguistics), RSA TEFLA Certificate, RSA TEFLA Diploma (International House). Mima has taught English as a Foreign Language in Spain and London and has been teaching ESL at VCC since September 1986. Mima teaches the Teaching Grammar component of the TESL Inservice Qualification Program.*

**The TESL Inservice Qualification Program (150201)**

The TESL Inservice Qualification Program consists of five components. Each component is divided into direct instruction and distance education. A description of each of the components is provided in the following section.

**An Introduction to ESL Instruction (150202)**

The program introduction will examine the principles of English as a Second Language instruction, curriculum development, and cultural awareness and cross-cultural communication.  
Direct Instruction-6 hours Distance Education-3 hours  
Total-9 hours

**Teaching Grammar: Theory and Practice (150203)**

This component will examine the theory and instructional methodology used to teach grammar to English as a Second Language speakers. Grammatical structures from the beginner through the advanced level will be addressed in this component.  
Direct Instruction-18 hours Distance Education-12 hours  
Total-30 hours

**Teaching Communicative Skills: Theory and Practice (150204)**

This component will examine the theory and instructional methodology used to teach pronunciation, listening and speaking skills to English as a Second Language speakers.  
Direct Instruction-18 hours Distance Education-18 hours  
Total-36 hours

**Teaching Reading and Writing: Theory and Practice (150205)**

This component will examine the theory and instructional methodology used to teach reading and writing skills to English as a Second Language speakers.  
Direct Instruction-18 hours Distance Education-12 hours  
Total-30 hours

**Internship (150206)**

This component will focus on the practical application of the theory of English as a Second Language instruction in an ESL instructional setting. The principles of classroom management, lesson planning, the effective use of instructional aids, and teaching resources will be

addressed in this component.  
Direct Instruction-5 hours Practicum-20 hours Total-25 hours  
(Clark/House/Lovelace/Taylor/Williams/Wilson) \$625  
4 weekends - Fr. Oct 14, 16:00-22:00, Sa. Oct 15, Su. Oct 16, 09:00-16:00; Fr. Oct 28, 16:00-22:00, Sa. Oct 29, Su. Oct 30, 09:00-16:00; Fr. Nov 18, 16:00-22:00, Sa. Nov 19, Su. Oct 20, 09:00-16:00; Fr. Dec 03, 16:00-22:00, Sa. Dec 04, 09:00-15:00 - KEC

**Health Care & Lifestyles**

**Professional & Allied Health Care**

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

For phone registration call 874-9923.

**INSTRUCTORS**

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

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

*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.*

*Alister Browne, Ph.D., is an ethicist in the Division of Biomedical Ethics, UBC, and teaches philosophy at Langara College. He is a member of the Ethics Committee of Vancouver Hospital, Burnaby Hospital, Children's Hospital, Barnfield Pavilion (Long-Term Care, Vancouver Hospital) and a consultant to the Ethics Committee of Holy Family Hospital. He is also on the Board of Directors of the Victorian Order of Nurses, the BC Civil Liberties Association and a member of the Steering Committee for the British Columbia Centre for Excellence of HIV/AIDS, St. Paul's Hospital. For the past year Alister has been giving workshops in ethics committee education throughout the province.*

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

*Carol Carr, M.S.W., is the social work consultant for the Hospice Program, Continuing Care Division, Vancouver Health Department. Her clinical experiences have been developed in a variety of settings, including hospitals, child welfare and family therapy.*

*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 Telehealth she was a research associate in clinical electrophysiology at University Hospital.*

*B. Dechant, B.Sc. (Pharm), R.P.H., Ph.D. 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.*

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

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

*M. Mogg, R.N., B.A. (Soc.) M.A. (Women's Studies), is a community mental health nurse with a wealth of knowledge about multicultural health issues. Along with several years' experience as a college instructor, she is a Vancouver Multicultural Society member and is currently an executive board member of the Vancouver Society of Immigrant and Visible Minority Women.*

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

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

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

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

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

*L. 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.*

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

April 14-28, 1995  
(Extended periods of study and/or travel can be individually arranged.)

For health care personnel. 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 fourth trip as

tour leader.  
Price: \$3470 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. Five-Monday format. Eligible for three credits in BCIT's Advanced Diploma Program. (Moore) \$350  
5 day - Mo. Oct 24/31, Nov 07/14/21, 09:00-16:00 - KEC West

**Palliative Care Concepts for Professionals in Care Facilities (202772)**

Clarify your role in caring for persons with terminal illness, and acquire skills for performing that role. From the perspective of an instructional team of nurse, social worker and family physician you will learn about: hospice care's philosophical framework; losses associated with dying; empathic listening and responding; managing symptoms that interfere with breathing, eating, continence, skin integrity and normal functioning; and formulating interventions when death is near. Learning activities involve: informal lecture, small group discussion, exercises and handouts. Designed for professionals in long-term care facilities. (Carr/Salton/Spring) \$90 (Co-sponsored with Continuing Care Division, Vancouver Health Department)  
1 day - Fr. Nov 18, 09:00-17:00 - KEC

**Caring for Persons with a Terminal Illness (200727)**

A unique opportunity for facility care aides and home support workers to learn aboutpalliative care from a team of clinical nurse specialist and social worker. You will learn: about your attitudes, beliefs and feelings about death; how to provide care that is sensitive to clients' and families' needs; how to listen and respond to a dying person's emotional needs; how to provide physical comfort and what to do if death occurs. This course is co-sponsored with the Continuing Care Division of the Vancouver Health Department and is for experienced home support workers and facility care aides who are fluent in English and understand basic blood and body fluid precautions. Building on this basic course, you can pursue additional specific training in Levels I & II courses of the Caring for People Living with AIDS or HIV. (Carr/Salton) \$65  
1 eve - Fr. Sep 30, 17:45-20:30 AND 1 day - Sa. Oct 01, 09:00-16:00 - KEC

**Caring for People Living with HIV or AIDS—Level I (201058)**

This three-hour session builds on what you learned in the course Caring for Persons With a Terminal Illness. Intended for experienced home support workers this course introduces issues around HIV and AIDS, and home-centred care. You will learn about the impact of AIDS and HIV on home-centred care and will gain awareness to increase your comfort level while working with AIDS and HIV clients. (Co-sponsored with Vancouver Person's with AIDS Society, the Positive Women's Network, and AIDS Vancouver). \$45  
1 eve - We. Nov 09, 18:00-21:00 - 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 200727 and 201058.) (Co-sponsored with Vancouver Person's with AIDS Society, AIDS Vancouver, and the Positive Women's

Network.) \$65  
1 eve - Fr. Dec 02, 18:15-21:00 AND 1 day - Sa. Dec 03, 09:00-16:00 - KEC

**Validation and Life Review Through Storytelling: A New Approach for Care Givers (200736)**

Storytelling is an effective and entertaining way of validating life experiences for people of all ages, but especially for those dealing with the uncertainties and changes involved in coming to terms with the aging process. Facilitating a storytelling group involves patience and skills learned over time, but brings with it many lasting rewards. This course will give you ideas for getting started and provide suggestions for implementing storytelling as a useful tool for promoting well-being among participants. The course includes demonstration and discussion of the art and value of storytelling, with the help of some veteran senior storytellers. (Shaw) \$90  
1 day - Fr. Nov 04, 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 - Tu. Nov 15, 09:00-16:00 - KEC West

**Issues and Needs in Multicultural Health Care (200725)**

Keeping abreast of health care challenges in the 1990s involves learning more about culture. Through exercises, group discussion, media and case studies you will learn about the impact of socio-cultural factors such as language, values, beliefs and customs on health behaviour, communication, family relationships and reactions to illness. You will learn to incorporate cross-cultural knowledge, including specific needs of immigrant children, adolescents, women and seniors, in health assessment. (Mogg) \$90  
1 day - Mo. Oct 24, 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. Nov 07, 09:00-16:00 - KEC

**Introduction to Holistic Health Techniques (202750)**

Learn to understand holistic health as a complementary healing process. Experience practices and techniques of visualization, imagery, relaxation, therapeutic use of sound, breath work, centring, grounding and energy fields. Instructor Nadene McCoy has successfully integrated holistic health principles and concepts in her professional practice and is a skilful facilitator of experiential learning. (McCoy) \$40  
1 eve - Tu. Sep 27, 19:30-22:00 - KEC West

**Therapeutic Touch—Level I (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. Oct 01, 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. Bring two sheets, two small towels and an exercise mat. 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. Oct 05/12/19, 18:30-21:30 - KEC West

#### Innovative Approaches in Relieving Pain and Anxiety (202780)

The experience of pain affects not only the person in pain but ripples out, affecting family, friends and health care professionals, who often feel helpless and unable to offer comfort relief. In this course you will learn about basic principles of human energy fields and their response to pain, anxiety and relaxation, and you will learn how to select and use a variety of non-pharmacological, non-invasive, complementary techniques to assist in the relief of pain and anxiety. (Brown/Smith) \$90  
1 day - Fr. Oct 28, 09:00-16:00 - KEC West

#### Relaxation and Stress Reduction Through Biofeedback (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, T.M.J., stress incontinence and high blood pressure. This course is open to anyone who is interested. Co-sponsored with 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 - Tu. Nov 15, 18:30-21:30 - Thorson Pain Rehabilitation Clinic

#### 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 - Oct 18/25, Nov 01, 09:00-16:00 - KEC West

#### Rapid Interpretation of the Twelve Lead ECG (202607)

Unravel the mysteries of the 12 lead ECG and learn to recognize pathologic conditions from ECG interpretation. For CCU and ICU nurses, ECG technicians and paramedics. Fee includes lunch. (Cooper) \$95\*  
1 day - Th. Oct 13, 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. Oct 14, 09:00-16:00 - KEC West

\* If registered in both courses fee is \$180

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

Update your knowledge on this topic. Participants will engage in case studies and interactive group discussions to learn techniques for assessing patients, enhancing their options and ensuring their safety. Content includes teaching tips and practical ideas to educate and help those with diabetes. Although the focus is on the older adult, the instructor is well-prepared to address questions related to other population groups (King-Hooper) \$90  
2 eve - We. Oct 26, Nov 02, 18:30-21:30 - KEC West

#### Foot Care for the Elderly (200711)

Healthy feet are literally the foundation of mobility and independence. Designed for home support workers, facility care aides and family care givers, this course covers theory relating to structure and function of the foot, common nail and skin conditions, preventive and palliative foot care, and foot care for clients with diabetes and peripheral vascular diseases. (Olson) \$90  
2 eve - Mo. Nov 28, Dec 05, 16:30-21:30 - KEC West

#### Series—Ethics: Basic Ethics for Health Care (202788); Ethics Committees (202789)

It is now commonly recognized that every significant health care decision has an ethical component. This series is designed so that participants will have ample

opportunity for discussion and consideration of cases and will come away with structured information on ethics. Course I takes participants to a state of basic ethical literacy which enables them to read health care ethics literature and organize their ethical thinking. Course II prepares participants for roles in setting up or serving on ethics committees (includes a manual of ethics committee resources). Emphasis is on long term and community care. Courses may be taken individually. (Browne)

#### Basic Ethics for Health Care (202788) \$90

1 day - Fr. Oct 21, 09:00-16:00 - CC

#### Ethics Committees (202789) \$90

1 day - Fr. Oct 28, 09:00-16:00 - CC

#### Competency Assessment with the Older Adult (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 - Fr. Dec 02, 09:00-16:00 - KEC West

#### Camouflage Therapy (200738)

In this three-week part-time program, estheticians and nurses will learn how to work with clients to overcome the stigma of temporary and permanent skin disfigurements through the application of camouflage makeup. Camouflage therapists work with individual clients to assess and plan the type of camouflage makeup required and its application, teach clients how to apply the makeup independently and refer and consult with medical personnel. This program is intended for estheticians, cosmetologists and registered nurses. Evaluation is by written and practical classroom work and a final exam (written and practical). Participants must purchase a textbook and kit (approximate cost \$460) that contains all materials required for classroom, homework and establishing a camouflage therapy practice. (E. Clarke) \$510  
9 day - Tu/Th/Fr. Sep 20/22/23/27/29/30, Oct 04/06/07, 09:00-16:00 - CC

#### Acupuncturist's Upgrading Program (200734)

The purpose of this program is to provide basic western clinical sciences theory for practising acupuncturists whose basic training programs did not include this content. Emphasis will be on public safety and the limitations of acupuncture as outlined by the World Health Organization. Lecture, case study and discussion will be used to relate practical clinical realities to theory. The theory will address:

- Conditions treatable by acupuncture, with related anatomy, physiology and pathology; assessment; diagnostic principles; differential diagnoses; indications for referral; western medical treatment; location and use of acupuncture points
- Emergency medical conditions; assessment, treatment, referral modes
- Bacteriology, microbiology, sterilization, with etiology; aseptic technique; transmission of infectious diseases; HIV, Hepatitis
- Acid base
- Physiology of sleep and pain
- Scope of practice, including standards of practice and legal responsibilities, scope of practice of other health care providers. \$420  
18 eve - TBA Sep 13-Nov 10, 19:00-22:00 - KEC West

For additional courses see 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  
4 day - Th/Fr/Sa/Mo. Nov 10/11/12/14, 09:00-16:00 - KEC West

For course information and registration phone 874-9923.

#### Childbirth Educators Certificate Program

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

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

#### Course Description

The certificate program consists of three 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  
4 day - Th/Fr/Sa/Mo. Nov 10/11/12/14, 09:00-16:00 - KEC West

#### 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

#### Gerontology Nursing Certificate Program

Nursing practice in the complex and interdisciplinary field of gerontology requires a unique combination of knowledge and skills. This 18-month part-time certificate program assists nurses to acquire the competence needed to assume leadership roles in the gerontological nursing field. Based on current research and theory, courses involve a combination of independent reading, interactive classroom learning and application in practice settings. The program is available to RNs, RPNs, and BSNs working in community, acute care or long-term care settings.

Program Coordinator: Grace Hodgins  
Senior Program Coordinator: Sheila Stickney

#### INSTRUCTORS

Barbara Berry, R.N., B.Sc.N., M.A., is a coordinator of the BC Healthy Communities Network and a consultant to seniors' groups and non-profit organizations in program development and evaluation. She has extensive experience in community health nursing and adult education. Her recent research work enabled her to develop expertise in fieldwork strategies, qualitative methods and participatory evaluation with seniors' groups working on health promotion projects.

Barbara Dechant, B.Sc. (Pharm.), R.P.H., Ph.D. 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.

Karen Jonson, R.N., M.H.Sc., is a member of the nursing faculty at Trinity Western University. From 1991 to 1994 she was assistant director of Extended Care for Clinical Practice and Education, Peace Arch Hospital. Her prior roles involved clinical practice, research and educational consulting. Her special research interests are: lifestyle and behaviour change in cardiac and other chronic illnesses and care of older persons with dementia.

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.

Heather Pattullo, R.N., B.S.N., M.Ed., 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.

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 knowledgebase 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. Sep 08, 19:00-21:30 - 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:

#### Introduction to Gerontology (203601)

This course provides an overview of the field of gerontology and demographic trends in Canada. Participants examine issues related to health and social service provision in an aging population. Emphasis is placed on distinguishing facts from myths in relation to aging and older people, and on using theory and research to gain a holistic understanding of the aging process. (Berry) \$245  
6 day - We. Sep 21, 09:00-16:00 - KEC West

#### Introduction to Gerontological Nursing (203604)

Provides an overview of the gerontological nursing specialty in Canada: history, philosophical underpinnings, roles, functions, standards and current issues. Emphasis is placed on theory-based practice and on mutual problem solving with older adults and their families. Participants examine their role in quality and risk management. (Jonson) \$245  
6 day - We. Sep 15, 09:00-16:00 - KEC West

#### Gerontological Nursing I (203605)

Focuses on the gerontological nurse's role in assisting frail or at-risk older adults to maintain or regain independence and deal with physical health concerns

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

#### Health and Health Problems in Later Life (203602)

An analysis of the concept of health and factors influencing health in later life. Participants investigate the purpose and nature of health promotion activities within the Canadian context. With a view toward maximizing independence and quality of life, the course deals with the characteristics, impact and management of common chronic illnesses affecting older adults in the community. (Pattullo) \$245  
6 day - Th. Nov 10, 09:00-16:00 - KEC West

#### Practicum (203607)

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

#### Electives offered this term

Open to certificate program students and other health professionals

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

Keeping abreast of health care challenges in the 1990s involves learning more about culture. Through exercises, group discussion, media and case studies you will learn about the impact of socio-cultural factors such as language, values, beliefs and customs on health behaviour, communication, family relationships and reactions to illness. You will learn to incorporate cross-cultural knowledge, including specific needs of immigrant children, adolescent, women and seniors, in health assessment. (Mogg) \$90  
1 day - Mo. Oct 24, 09:00-16:00 - KEC West

#### Differing Health Care Needs of Ethnic Groups (200728)

Survey the realities and health care needs of Chinese, Japanese, Vietnamese, Central American, East Indian and West Indian immigrants in British Columbia. This knowledge, plus an overview of what it takes to provide culturally sensitive health care, will prepare you to work more effectively with multi-ethnic populations in community or institutional settings. Drawing on a wealth of knowledge and experience in cross-cultural health care, instructor Monica Mogg will help you learn how to build effective relationships and use specific approaches with several ethnic groups. (Mogg) \$90  
1 day - Mo. Nov 07, 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 - Th. Nov 03, 09:30-12:30 - KEC West

#### Medications for Psychological and Neurological Disorders (202777) \$90

1 day - Tu. Nov 08, 09:00-16:00 - KEC West

#### Medications for Treatment of Chronic Pain (202775) \$45

1 mng - Tu. Nov 22, 09:30-12:30 - KEC West

#### Series—Ethics: Basic Ethics for Health Care (202788); Ethics Committees (202789)

It is now commonly recognized that every significant health care decision has an ethical component. This

series is designed so that participants will have ample opportunity for discussion and consideration of cases and will come away with structured information on ethics.

Course I takes participants to a state of basic ethical literacy which enables them to read health care ethics literature and organize their ethical thinking. Course II prepares participants for roles in setting up or serving on ethics committees (includes a manual of ethics committee resources). Emphasis is on long term and community care. Courses may be taken individually. (Browne)

#### Basic Ethics for Health Care (202788) \$90

1 day - Fr. Oct 21, 09:00-16:00 - CC

#### Ethics Committees (202789) \$90

1 day - Fr. Oct 28, 09:00-16:00 - CC

#### 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. This is an interactive learning program with class size limited to allow maximum participation.

#### 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. (Management Processes; Communications; Introduction to Continuing Care Management; Personnel Management; Financial Management; Organizational Development and Evaluation). Courses must be taken in chronological order. Each course is offered in four-day formats, 09:00-16:00 hours, Wednesday through Saturday.

#### Course Fees

Each course costs \$400

#### Evaluation

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

#### Length of Program

Three terms — 12 months

#### Program Coordinator

Sheila Stickney

#### Application

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

#### INSTRUCTORS

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

W. Baird Blackstone, a senior consultant, Community Care, with the Health Employees Association of British Columbia, has extensive background in employee relations and teaching.

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 CCI.

#### Fall 1994 Courses

#### Financial Management (201605)

This focus of this course is on using financial management principles, skills and tools to promote efficient health care delivery in continuing care. The emphasis is on management aspects rather than on accounting skills. Participants will develop expertise regarding the use of provincial budgeting and guidelines, economic principles daily and periodic requirements, financial statements, budgeting, purchasing plans and computerized information systems as planning tools. (Curtis) \$400  
4 day - We/Th/Fr/Sa. Sep 14/15/16/7 - KEC

#### Organizational Development and Evaluation (201606)

This course is designed to provide participants with knowledge and skills in organizational development and evaluation. Content includes strategic planning, program development and evaluation, concepts of quality management and implementation of quality assurance programs. (Goodall) \$400  
4 day - We/Th/Fr/Sa. Oct 19/20/21/22 - 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  
7 day - Sa. Oct 01/15/29, Nov 05/19, Dec 03/17, 09:00-16:00 AND 1 eve - We. Dec 07, 18:30-21:30 - MSA Hospital, Abbotsford

Program Coordinator: Grace Hodgins

#### Sterile Supply Aide

Independent study (correspondence course) offered for individuals working as sterile supply processing aides or technicians who wish to update their knowledge of related subjects. Especially useful for those who learned on-the-job with only minimal theory. Learn principles of microbiology and infection control, decontamination, assembly, sterilization, storage and distribution of equipment, instruments and supplies. (Stickney) \$270  
Ongoing registration. For further information call 874-9923.

#### 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.

Myrna Breikss, R.D.H., is presently employed in the Dental Assisting—Reception Department of VCC.

Susan Thomas, A.R.T., is a medical technologist with advanced certification in Clinical Chemistry. She is self-employed.

#### Placement of Treatment Liners (203523)

Theory and practical course on placement of treatment liners for registered dental hygienists and certified dental assistants. Participants will be required to bring prepared cavity preparations on three posterior teeth and two anterior teeth. Limited to 20 participants. (Rosko) \$65  
1 eve - Tu. Sep 13, 19:00-22:00 - CC, Room 430

#### Computerize I (203410)

This 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. Oct 29, 09:00-12:30 - CC Room 529



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. Sep 20/27, 19:00-22:00 - CC Dental Clinic

#### WHIMS and Universal Precautions (203515)

Fudnamental aspects of our commitment to safety in the workplace—safety for our patients, our professional colleagues and ourselves. Come and learn what they mean. (Thomas) \$90  
1 mng - Sa. Oct 22, 09:00-12:30 - CC Room 1112

#### Clinical Radiography for Dental Receptionists and Chairside Assistants (203532)

Please contact 874-9923 for further information.

## Foodsafe

Foodsafe is a program in sanitary food handling. Foodsafe will train restaurant and kitchen employees on the procedures and conditions necessary for the prevention of foodborne illnesses. The two courses, Basic and Advanced, each consist of eight hours of instruction, covering such topics as the storage of potentially hazardous foods, personal hygiene, the causes of foodborne diseases, and maintaining a sanitary food service operation. All student materials will be provided.

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

#### Certification

Students who successfully complete Level I qualify to receive the Foodsafe Certificate from the Provincial Ministry of Health. The Foodsafe Certificate is also endorsed by the Restaurant and Foodservices Association of BC.

For further information or to register please call 874-9923.

#### Foodsafe—Level I (Basic) (250201)

Designed for kitchen staff and dining room attendants. Explore micro-biology—foodborne illnesses—personal hygiene and health—serving and dispensing—food protection and preparation—receiving and storing food safely—warewashing and storage methods. \$70  
1 day - Sa. Sep 17, 09:00-18:00 - CC  
1 day - Sa. Sep 24, 09:00-18:00 - CC  
1 day - Sa. Oct 01, 09:00-18:00 - CC  
1 day - Sa. Oct 15, 09:00-18:00 - CC  
1 day - Sa. Oct 22, 09:00-18:00 - CC  
1 day - Sa. Oct 29, 09:00-18:00 - CC  
1 day - Sa. Nov 05, 09:00-18:00 - CC  
1 day - Sa. Nov 19, 09:00-18:00 - CC  
1 day - Sa. Nov 26, 09:00-18:00 - CC  
1 day - Sa. Dec 03, 09:00-18:00 - CC  
1 day - Sa. Dec 10, 09:00-18:00 - CC  
1 day - Sa. Dec 17, 09:00-18:00 - CC

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

This Level I class is specifically designed for students who speak English as their second language. Instruction will be in English, but paced to accommodate the ESL student. For content details, see description above. NOTE: Students must speak English. Class limited to 15. \$70  
2 day - Sa. Oct 29, Nov 05, 09:00-16:00 - CC

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

This Level I course is specifically designed for students whose first language is Cantonese. All instruction and course materials offered in Cantonese. \$70  
1 day - Sa. Sep 24, 09:00-18:00 - CC  
1 day - Sa. Nov 19, 09:00-18:00 - CC

#### 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. Oct 01, 09:00-18:00 - CC (P. Lee)  
1 day - Sa. Oct 15, 09:00-18:00 - CC (P. Jacobs)  
1 day - Sa. Oct 22, 09:00-18:00 - CC (W. McIntyre)  
1 day - Sa. Oct 29, 09:00-18:00 - CC (G. Cobb)  
1 day - Sa. Nov 05, 09:00-18:00 - CC (S. Grinke)

## Lifestyles

#### INSTRUCTORS

L. Green, B.A., M.A. (Couns. Psych.). Larry has 21 years of experience as an instructor, family therapist, psychotherapist and treatment coordinator and currently maintains a private practice. Larry is married and has four children; he sculptsures clay when tired of distractions. He has himself overcome performance anxiety and panic disorder and has helped numerous others through the same process.

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

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

#### Self-Management Training (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) \$171.20 (Includes GST)  
8 eve - We. Oct 05, 19:00-21:30 - Lan

#### Mastering Meditation (503409)

Learn meditation for peaceful and dynamic living. Each week you will learn new techniques to cover related topics. (Runkel) \$26.75 (Includes GST)  
4 eve - Tu. Oct 04, 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. Oct 12, 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. Sep 28, 18:30-21:30 - CC

#### Performance Anxiety: Paralyzing Fear When One is the Focus of Attention (201043)

Understand the roots of your anxiety when giving presentations, public speaking, during performance appraisals or job interview, asking questions in class, performing skills in game conditions, and when interacting with members of the opposite sex. Develop personalized coping strategies for overcoming performance anxiety, and experience satisfaction and enjoyment in previously-

feared activities. Learn short term strategies to enhance your sense of control. (Green) \$90  
2 eve - Th. Nov 24, Dec 01, 18:30-21:30 - KEC West

#### Panic Attacks: Understanding, Coping and Healing (201045)

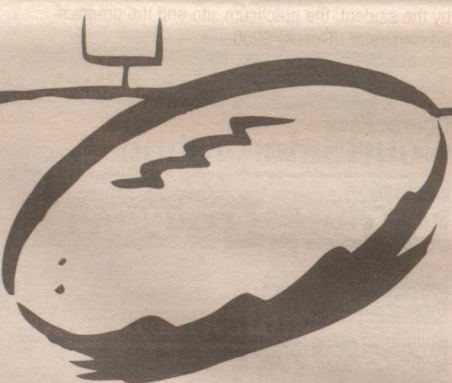
This course maps the beginning and the route of this syndrome which will be examined from biological, psychological and spiritual points of view. Course will be useful to sufferers of panic disorders and their partners/spouses. Family therapist and instructor, Larry Green, has himself overcome panic disorder and has helped numerous others through the same process. You will appreciate his sensitivity and approach in teaching you how to reduce your symptoms and sense of alienation. You will learn methods for working with confidence on day-to-day experiences. You are invited to phone and talk with us to find out if this course is right for you. (Green) \$85  
2 eve - Th. Oct 27, Nov 03, 18:30-21:30 - KEC West

#### Assertiveness Training (202715)

Assertion is an essential component of effective communication and interpersonal relationships. You will learn 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. Nov 25, 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 using a variety of communication techniques to resolve conflicts more successfully. (Hilliard) \$95  
1 day - Fr. Oct 28, 09:00-15:00 - KEC



#### Presenting Your Ideas with Confidence 1518 (104563)

In business, confident and effective presentation skills can assist you in many ways, explaining your work at a departmental meeting, making a presentation to management, selling a product, chairing a meeting, or acting as master of ceremonies at a large gathering. At this course you will learn proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, and get the desired results. Participants will learn how to organize and practise for their next presentation, how to prepare and use visual aids, and how to use non-verbal communication effectively. Learn more about how your audience sees YOU, and how to make your presentation more memorable. Find out how dynamic and well-known speakers captivate and motivate their audience. Attend this course and be ready for your next presentation! - 14 hours (Swankey) \$130  
4 mng - Sa. Sep 24, Oct 01/15/22, 09:00-12:30 - Lan

For additional courses see PROFESSIONAL AND ALLIED HEALTH CARE section.

## Human & Social Services

## Counselling Skills

#### INSTRUCTORS

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

Shirley Coomber (M.A. Counselling Psychology) is director of Student Counselling at BCIT.

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

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.

Lee McLeod (M.A. Therapy and Counselling, Ph.D. English) is a practising counsellor/therapist who also works with writing anxieties and blocks.

Susan Rungta (M.A. Counselling Psychology) is a counsellor with a background in EAP, group counselling, women's and multicultural issues and training.

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

#### Basic Counselling Skills—Level I (101805)

This course is designed to introduce individuals to the listening skills that form the foundation of counselling. It will be of particular interest to volunteers and staff in the helping professions. You will practise beginning phase helping skills, which include attending, empathy, summarizing and concreteness. You will participate in counselling interviews as both a helper and a client. This process will require self-disclosure and self-exploration. You can expect to spend three hours per week completing reading and written assignments. Please note that this course work requires fluency in English. 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. \$260  
10 mng - Fr. Sep 16, 09:30-12:30 AND 1 day - Fr. Sep 23, 09:30-16:30 - KEC (Rungta) - No class Nov 11  
12 eve - Mo. Sep 19, 18:30-21:30 - CC (Samis) - No class Oct 10  
12 eve - Mo. Sep 19, 18:30-21:30 - CC (Ertis-Kojima) - No class Oct 10

12 eve - We. Sep 21, 18:30-21:30 - CC (McLeod)  
12 eve - Th. Sep 22, 18:30-21:30 - CC (Adilman)  
12 eve - Tu. Sep 27, 18:30-21:30 - CC (Laird)

#### Basic Counselling II (101806)

This course is a continuation of Basic Counselling I and is designed for individuals who want to improve their basic counselling skills. Stages II and III of Egan's Three-Stage Helping model will be discussed and the appropriate skills practised. Class time will be divided into lectures, instructor demonstration and practical experience in the roles of helper and client. Workbook exercises will encourage self-exploration to enhance your effectiveness as a helper. A Statement of Completion is given to those who meet attendance requirements and complete assignments. Prerequisite: Satisfactory completion of Basic Counselling I (101805). Text: Counselling Skills for Social Service Workers, Bob Shebib. (Samis) \$220  
10 eve - Tu. Sep 27, 18:30-21:30 - CC - No class Oct 11

#### Vocational Counselling (101839)

This course presents the theory and practice of vocational counselling. Participants will examine the theory of how people make vocational/career decisions, how the counselling relationship facilitates this process and what particular issues special needs population have in this process. Opportunities for skills development will include helping clients in the process of self-discovery, self-esteem building and realistic goal setting. This course is aimed primarily at those working in the field of employment counselling. Prerequisite: Basic Counselling Skills (101805) or permission of program coordinator. (Coomber/Margolis)  
To be offered in January 1995

## 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 six-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: 6 hours—\$40, 36 hours—\$260, 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 671-7070 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.

Next intake dates: January, September 1995

#### Information Meetings

For more information attend the following meeting:  
1 eve - Tu. Oct 04, 18:00-19:00 - KEC

#### 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.

#### 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) \$260  
12 mng - Fr. Sep 23, 09:30-12:30 - KEC (Krakow) - No class Nov 11  
12 eve - We. Sep 28, 18:30-21:30 - KEC (Rykers)

#### 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) \$260  
12 eve - We. Sep 21, 18:30-21:30 - CC (Rosen)

#### 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) \$260  
12 eve - We. Sep 21, 19:00-22:00 - KEC (Pierce)

#### 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) \$260  
12 eve - Mo. Sep 19, 18:30-21:30 - CC (Rosen) - No class Oct 10

#### 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

## Court Interpreting

## Certificate Program

#### PROGRAM COORDINATOR

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

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

Make use of a skill you already possess to create an interesting career. Become an accredited interpreter. Make possible effective communication between parties unable to communicate directly because of language barriers. If you have a very good knowledge of English and another language turn this asset into qualifications enabling you to be an effective interpreter, in and out of courts. Through court observation, lectures, simulated courtroom situations and interpretation practice in small language-specific classes, close individual instruction is offered. The certificate from this program is recognized as proof of accreditation by the Ministry of the Attorney General. Court Services, in its recently announced accreditation policy. Established in 1979, this part-time program enables bilingual men and women to obtain practical training in interpreting techniques, terminologies and procedures, as well as an excellent preparation for other interpreting jobs. (Textbooks included.)  
63 eve - Tu/Th. Sep 20-May 16, 19:00-22:00 - Lan

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

#### Professional Orientation to Interpreting Skills (150118)

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

#### Bilingual Interpretation (150119)

Sight translation and consecutive interpretation practice using legal and other texts; development of bilingual terminologies, introduction to simultaneous interpretation (in sessions for each language of specialty). Component has been expanded by 45 hours to permit more focus on simultaneous interpreting. \$475

#### Law for Court Interpreters (150120)

Discussion of legal aspects of court interpreting, and the role of the interpreter in the legal system. Introduction to the Canadian and BC court system and principles of law, court procedures and terminologies. \$250

#### Eligibility

Entrance into the program will be determined by a language proficiency examination prior to registration. Examination fee—\$20 (non-refundable) 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. Late applications may be accepted subject to space availability. For more information call 323-5322.

An Information Night will be held Thursday, September 29 at 19:30. Come to the Langara Continuing Education office.



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

#### E. School Age Child Care

##### INSTRUCTORS

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

Steve Musson has a wealth of experience working with school age children in various settings and is widely known and well-respected within Canada's school age child care community. Recently, Steve has completed a Master's degree program at UBC and published a textbook titled, School Age Child Care Theory and Practice.

This certificate program is designed for those who currently work or wish to work with 5-12 year old children in out-of-school care facilities, recreation programs, community centres or leadership, service and church groups. The program consists of 150 hours of instruction divided between the prerequisite course, five core courses and a variety of electives. In order to register in this certificate program, applicants must successfully complete the 24-hour prerequisite course entitled Introduction to School Age Child Care. Core courses are:

- Working with 5 Year Olds
- Working with 6-9 Year Olds
- Working with 9-12 Year Olds
- Working with Children With Special Needs
- Leadership and Organizational Skills

#### Introduction to School Age Child Care (150697)

This course is designed to provide an orientation to working with 5-12 year old children in various settings. The themes of understanding children's behaviour, building their self-esteem, guiding their behaviour and planning exciting programs for them will be of great benefit to those entering this field of work. Please note that this course meets six evenings AND one Saturday. (Musson) \$100  
6 eve - We. Sep 21-Oct 26, 19:00-22:00 - Lan AND 1 day - Sa. Oct 29, 09:30-15:30 - Lan

This term the following core course will be offered:

#### Working With 5-Year-Olds (150655)

This course focuses on the physical, intellectual, emotional and social development of 5-year-olds and offers practical suggestions for program planning and group management. This course meets six evenings AND one Saturday. (Huffman Coe) \$100  
6 eve - We. Nov 07-Dec 07, 19:00-22:00 - Lan AND 1 day - Sa. Dec 03, 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. Course fee includes a class workbook. (Hager/Labrin) \$135  
8 eve - We. Sep 14, 19:00-21:30 - Lan  
2 day - Sa. Sep 24/Oct 30, 09:30-14:30 - 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 Annie McKittrick, program coordinator, 871-7070.

### 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
- Organizational Systems
- 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.

### Information Meeting

For more information attend the following meeting:  
1 eve - Th. Sep 08, 17:30-18:30 - KEC Room 4043

### INSTRUCTOR

Ita Margalit, M.A., coordinates settlement services provincially for AMSSA, affiliation of multicultural societies and service agencies.

### 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. (Margalit) \$250  
12 eve - We. Sep 21, 18:30-21:30 - KEC

## Substance Abuse

### Workshop

### Today's Woman and Substance Misuse (200143)

"You've come a long way, Baby"—or have you? Economic and social realities for women have changed markedly during the last generation. The question is, to what benefit, and at what cost? Substance misuse among women is both more prevalent and more visible. More young women than young men begin cigarette smoking. Alcohol use for women is more acceptable. This two-day workshop examines women's substance misuse and its relation to the social realities they face. The workshop is aimed at front-line, beginning level workers in substance abuse and will provide practitioners with practical, solution-focused strategies for clinical work. (Chadwick/Hall) \$133.75 (Includes GST)  
2 day - Fr. Oct 21/28, 09:30-16:30 - KEC

## 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 (200128) - 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 - \$260; Practicum - \$200

### Information Session

For more information, attend the following meeting:  
1 eve - Tu. Oct 04, 18:00-19:00 - KEC

### Evaluation

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

### Length of Program

Five terms - 18 months. Practicum in addition.

Program Coordinator: Joanne Rykers

### Application

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

Next intake date: April 1994

### NOTE

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

### INSTRUCTORS

Julie Chadwick, (M.A., Psychology) is a counsellor with an alcohol and drug service, working with individuals and couples. She has taught in the Substance Abuse Program for several years.

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.

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

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.

## Courses

### Course Preparation Workshop (200128)

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 group cohesion in the training group. The intent of this workshop is to allow the participants to develop mutual trust and inter-dependence. (Hall, Chadwick) \$75  
2 day - Sa. Sep 17/24, 09:30-16:30 - CC

### Introduction to Substance Abuse (200112)

This course provides an overview of the concepts involved in understanding substance abuse, the factors involved in controlling substance abuse, and counselling strategies for assisting abusers. The content will include an exploration of: terms such as addiction/dependency; history of substance use; patterns of use/abuse; individual, family, societal, cultural and legal factors impinging on substance use; counselling/therapeutic strategies prevention; factors specific to sub-cultures and minority groups. (Sanders) \$190  
9 eve - Tu. Sep 13, 18:30-21:30 - CC

### Drugs and Human Behaviour (200127)

This course provides participants with the basic pharmacological concept needed to understand the action of psychoactive drugs in the human body. The course also provides an overview of the medical and non-medical use of commonly used drugs, including long and short-term effects on the human body. (Sanders) \$110  
5 eve - Tu. Nov 15, 18:30-21:30 - CC

### Individual Counselling Skills for Substance Abuse (200115)

This course examines the knowledge and skills required when counselling, on a one-to-one basis, clients affected by substance abuse. Content areas will build on those covered in Basic Counselling Skills and in Introduction to Substance Abuse, by introducing and enlarging on the concept of motivational interviewing. Content areas will include: a review of the counselling process and phases of the helping relationship; reviewing the stages of substance abuse recovery and the nature of change; increasing counsellor self-awareness and its impact on the helping process; practice and skill development. The intent of this course is to provide participants with experiential learning regarding the counselling process and to discuss the issues which emerge from this work. \$260  
12 eve - Mo. Sep 12, 18:30-21:30 - KEC (Hall) - No class Oct 10 and Nov 28  
12 eve - Tu. Sep 20, 18:30-21:30 - KEC (Miller)

### Family Counselling Skills for Substance Abuse (200117)

This course examines the knowledge and skills which are necessary when counselling a substance abusing family. Content areas will focus on understanding the family as a system and on the role of substance abuse within that system. Content areas will include: family systems theory; the difference between healthy and dysfunctional systems; family assessment; intervention strategies; countertransference issues; ethical issues. The intent of this course is to allow students to begin to develop a systemic framework for working with families. (Robinson) \$260  
12 eve - We. Sep 21, 18:30-21:30 - CC

### Substance Abuse Practicum (200119)

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

## Languages

## English Skills Improvement

Three information sessions will be held for all students interested in any English Skills Improvement courses: Tuesday, August 30; Thursday, September 08; and Wednesday, September 14 at Langara College 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 Langara College.

### NOTE

The English Skills Improvement courses are non-transferable, non-credit courses. All courses require texts. The average text price is \$30-\$35. 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 ESL in Saudi Arabia, Korea and Canada since 1972.

Nora Ferera, B.A., received her degree in English and French and has taught in Africa, Israel and Canada since 1972.

Jeanette Smith, B.A., TESL (VCC), Dip. Adult Ed., (UBC) 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.

### 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. (Bunton) \$250  
24 eve - Mo/We. Sep 19, 20:15-22:15 - Lan

### Mid-Intermediate ESL (103044)

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

### Upper Intermediate ESL (103010)

A course for students whose English is at a high intermediate level. Students will participate in diverse speaking and listening activities. There will also be a grammar and writing component. Text required. (Ferera) \$250  
24 eve - Mo/We. Sep 19, 20:15-22:15 - Lan

### Advanced ESL (103018)

A course for advanced students who want to improve their writing, reading, speaking and listening skills. There will be weekly homework assignments and students will have the opportunity to ask individual questions. Text required. (Strayski) \$250  
24 eve - Mo/We. Sep 19, 18:00-20:00 - Lan

### Developing Business Communication Skills (103042)

Learn to express yourself more confidently and clearly on the job. This course is designed for ESL adults who want to improve their oral and written communication skills in typical work situations with clients, co-workers and superiors. Topics will include requesting and clarifying information, giving instructions, handling complaints, participating in meetings, conducting interviews, several types of letters and memos, and revision of resumes.

Students must be fluent in English. Text required.  
Enrolment limited to 16. (Strayski) \$300  
12 eve - Tu. Sep 20, 18:30-21:30 - Lan

### English Writing Skills Improvement I (103007)

Learn to write fluently, skillfully and correctly. This introductory course stresses punctuation, sentence and paragraph structure and grammar. There will be some in-class writing and weekly homework assignments. This course is designed for English as a second language speakers who speak English fluently, but want to improve their writing skills. Text required. \$165  
12 eve - Tu. Sep 20, 18:00-20:00 - Lan (Durrieu)  
12 eve - Th. Sep 22, 18:00-20:00 - Lan (TBA)

### English Writing Skills Improvement II (103008)

This course is designed for students who have already completed Writing Skills I or who can already write a composition. You will study expository, descriptive and narrative writing, examine paragraph types and learn to develop ideas and arguments in your writing. There will be in-class writing and some homework assignments. Text required. (Durrieu) \$165  
12 eve - Th. Sep 22, 18:00-20:00 - Lan

### TOEFL Preparation (103020)

The greatest problem areas in English understanding and communication will be the focus of this course. 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. \$250  
12 day - Sa. Sep 17, 09:30-14:00 - Lan (Demers)  
16 eve - Mo/We. Sep 19 - Lan (Bouvier)

### 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 composition 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. Sep 20, 18:30-21:30 - Lan

### Intermediate Conversational Skills (103009)

Improve your speaking and listening skills with a variety of activities. In this course there will be opportunities for listening practice, pronunciation, group discussion, pair work and individual presentations. As you study different themes and topics, you will learn new words and phrases to help you communicate more effectively in English. Text required. (Ferera) \$160  
12 eve - We. Sep 21, 18:00-20:00 - Lan

### Conversational Skills Improvement I for Advanced ESL Speakers (103004)

Accuracy in speech is an important asset for advancement in Canadian society. This course is designed for advanced non-native speakers of English. It will strengthen your command of spoken English. You will correct your errors and learn a variety of words and phrases that are commonly used to make oral communication go smoothly. You will also build up your knowledge and comprehension of idioms and colloquialisms, review grammatical problems, and correct pronunciation errors. This course emphasizes student presentation practice and you are given opportunities to speak in front of the class. Text required. \$160  
12 eve - Mo. Sep 19, 18:00-20:00 - Lan (Ferera)

### 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. Although this course concentrates on oral skills, a listening component will be included. Text required. (Bunton) \$160  
12 eve - Th. Sep 22, 20:15-22:15 - Lan

### Intensive Conversational and Listening Skills Improvement I for Advanced ESL Speakers (103202)

This course will cover the same material as Conversational Skills Improvement I, but more time will be devoted to speaking and listening practice. The same text will also be used. Text required. (TBA) \$325  
25 eve - Tu/Th. Sep 20, 18:00-20:00 - Lan

### Conversational Skills Improvement III for Advanced ESL Speakers (103022)

Learn to express your ideas more clearly in the work place, at school or in social situations. This course is designed for ESL speakers with a high degree of fluency in English who want to expand their skills. Topics to be covered include oral presentation skills, pronunciation, stress, intonation and vocabulary building. Participants are videotaped and given feedback by the instructor. Limited enrollment. Text required. \$225  
12 eve - We. Sep 21, 18:30-21:30 - Lan (Smith)  
12 eve - Th. Sep 22, 18:30-21:30 - Lan (Strayski)

### Pronunciation Improvement (103011)

This course is designed to identify in some detail, the kinds of pronunciation errors you are making and to offer you the opportunity to learn how to correct yourself. Areas included are vowels and consonants of Canadian English, stress, intonation and linking. This course is designed for advanced ESL speakers who already have a high degree of fluency. Students who wish to register must be interviewed at one of the information nights by an instructor before enrolling. Enrollment is limited to 12. Text required. (Bunton) \$325  
18 eve - Mo/We. Sep 19, 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 \$80.25.)

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 complement 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 September 24, 1994. The fee is \$139.10 per course (GST included).

The course guide for adult classes covers four levels:

### Adult Elementary (505821)

A strong foundation is built through practices in phonetic and intonation employed in the Mandarin language. The usage of Hanyu Pinyin reinforces the simplicity of learning. Students are introduced to simple words used in daily living, as well as the basic sentence structure.

### Adult Intermediate (505822)

This level is for students who have taken the Adult Elementary course or who have a basic understanding of the Chinese language. Emphasis is placed on proper sentence structure, vocabulary building and conversational ability in the language.

### Adult Advanced (505823)

This level is appropriate for students who completed the Adult Intermediate course or who can understand and converse in simple Mandarin. The course aims to expand the student's communication skills in the language. It exposes the student to more written or spoken Mandarin language materials and prepares the students to express themselves in the language.

### Adult Advanced Conversational Mandarin (505824)

This course will be ideal for individuals who can read and write in the Mandarin language but seek to improve their spoken Mandarin. The emphasis is on the phonetics of Mandarin language and the proper intonation of words. Through conversation, discussion, debates and other activities, it prepares the student to speak better Mandarin. Students are allowed to bring tape recorders to the course. Pre-registration for adult classes will be held at KEC on Saturday, June 11/18/25, 10:00-12:00.

Information: Saturday, August 27, 10:00-12:00, KEC 4th floor

## Modern Languages

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

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

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

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

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

Enhance your travel tour by communicating with the people of the country you will visit. VCC Continuing Education offers you special workshops or courses, including tutorials customized to your needs, to prepare you for your travels. These classes can be arranged at a suitable time and location. Contact Patricia Martin at 323-5322.

### NOTE

The college is closed October 8-10 over the Thanksgiving weekend. The college will also be closed November 11, Remembrance Day and the following Saturday, November 12. Please note classes are held at Langara College or City Centre Campus.

### Course Cancellation and Adjustment

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

Inquiries: 323-5322 or 443-8380

### INSTRUCTORS

Cantonese

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

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

Czech

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

French

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.

Chantal Le Corvee comes from France via Quebec. She has taught French as a Second Language to various levels of students. She uses various methodologies in her classes.

Italian

Elizabetta Visscher has extensive experience in teaching French and Italian to adults. She holds degrees in both languages from France. Elizabetta utilizes standard accents



## German

Joe Rommel was born and raised in Germany. His love for the culture and language has motivated him to teach it. He teaches a high German that will help you in your travels and business.

## Japanese

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

Kazuko Mito is working on her Masters in Modern Languages at the University of BC. She has been teaching Japanese to adults for a number of years. She is a native of Japan.

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.

Quinn Shao comes from Quindao, China, where she received her training as a teacher. Once in Canada she obtained her second degree in teaching. She has been teaching ESL and Chinese in several institutions for a number of years.

## Portuguese

Maria Helena Martz is Brazilian. She holds a teaching degree from the University of Sao Paulo. She taught English as a Second Language in Brazil to business people as well as Portuguese. She has been teaching both languages in Vancouver for a number of years.

## Russian

Marina Kaplun comes from Russia with a Masters degree in Mechanical Engineering. She was head of the engineering department in Moscow and a Russian language instructor.

## Spanish

Gerardo Avila comes from Mexico. He holds a Master's degree in Spanish Theatre from UBC. He has many years' teaching Spanish as a Second Language. He is also an actor, magician and a mime.

Gladys Ballen comes from Colombia. She has extensive experience in teaching Spanish as a second language to business and professional people.

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

Doris de Ruiz is originally from Colombia. She is a teacher and a psychologist. Doris has been teaching for VCC for the last ten years.

Esther Erickson is originally from Chile. She has a teaching certificate from BC and many years of teaching Spanish as a Second Language at Simon Fraser University and other institutions. She uses a standard accent.

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

## Tagalog

Micheline Camu has almost 30 years of teaching experience behind her. She lived in Manila for 30 years where she taught Tagalog, French and Spanish to adults. Since she moved to Canada, she has been using her expertise in language and culture in Vancouver.

## Thai

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

## Vietnamese

Ba Dung Phung comes with a post-Doctorate from England. He has taught language to adults for a number of years as well as being a radio producer for the BBC of London. Ba has also initiated social programs to help with the resettlement process of new immigrants.

## Cantonese Conversation—Level I (501903)

\$139.10 (Includes GST)  
10 eve - Tu, Sep 20, 18:30-20:30 - Lan (Lu)  
10 eve - We, Sep 21, 18:30-20:30 - CC (Au)

## Cantonese for Mandarin Speakers (502015)

\$139.10 (Includes GST)  
10 mng - Sa, Sep 17, 09:00-11:00 - Lan (Lu)

## Cantonese Conversation—Level II (501904)

\$139.10 (Includes GST)  
10 mng - Sa, Sep 17, 09:00-11:00 - Lan (Au)

## Czech Conversation—Level I (502008)

\$139.10 (Includes GST)  
10 eve - Th, Sep 22, 18:30-20:30 - CC (Hynek)

## French in Action: The Capretz Method

French in Action is the latest in language teaching methodology. It is a combination of audio, video and text using a variety of techniques with feature film quality. This course will immerse you in a real French atmosphere that will make your language learning pleasurable and effective. 40-hour program - \$250 each

## French in Action—Level I (502001)

20 eve - MoWe, Sep 19, 18:30-20:30 - CC (Le Corvec)

## French in Action—Level II (502002)

20 eve - MoWe, Sep 19, 18:30-20:30 - CC (Espinel)

## French Conversation—Level I (501913)

\$125  
10 eve - Tu, Sep 20, 18:30-20:30 - Lan (Hassaine)  
10 eve - Th, Sep 22, 18:30-20:30 - Lan (Hassaine)

## French Conversation—Level II (501914)

\$125  
10 eve - Tu, Sep 20, 18:30-20:30 - Lan (Charlery)

## German Conversation—Level I (501919)

\$139.10 (Includes GST)  
10 eve - Mo, Sep 19, 18:30-20:30 - Lan (Rommel)

## German Conversation—Level II (501920)

\$139.10 (Includes GST)  
10 eve - Sa, Sep 17, 09:00-11:00 - Lan (Zenker)

## Italian Conversation—Level I (501923)

\$139.10 (Includes GST)  
10 eve - Tu, Sep 20, 18:30-20:30 - Lan (Visscher)

## Italian Conversation—Level II (501924)

\$139.10 (Includes GST)  
10 eve - We, Sep 21, 18:30-20:30 - Lan (Visscher)

## Japanese Conversation—Level I (501926)

25-hour course. \$176.50 (Includes GST)  
10 eve - Mo, Sep 19, 18:30-21:00 - Lan (Egawa)  
10 eve - We, Sep 21, 18:30-21:00 - CC (Oba)  
10 eve - Th, Sep 22, 18:30-21:00 - Lan (Mito)

## Japanese Conversation—Level II (501927)

25-hour course. \$176.50 (Includes GST)  
10 eve - Th, Sep 22, 18:30-21:00 - CC (Masuda)

## Mandarin Conversation—Level I (501937)

\$139.10 (Includes GST)  
10 eve - Mo, Sep 19, 18:30-20:30 - Lan (Huang)

## Mandarin for Cantonese Speakers (502016)

\$139.10 (Includes GST)  
10 mng - Sa, Sep 17, 11:00 - 13:00 - Lan (Lu)

## Mandarin Conversation—Level II (501938)

\$139.10 (Includes GST)  
10 eve - Mo, Sep 19, 18:30-20:30 - Lan (Shao)

## Portuguese Conversation—Level I (501945)

\$139.10 (Includes GST)  
10 eve - Th, Sep 22, 18:30-20:30 - Lan (Martz)

## Russian—Level I (501947)

\$139.10 (Includes GST)  
10 eve - Mo, Sep 19, 18:30-20:30 - CC (Kaplun)

## Russian—Level II (502010)

\$139.10 (Includes GST)  
10 eve - Th, Sep 22, 18:30-20:30 - CC (Kaplun)

## Spanish Conversation—Level I (501949)

\$139.10 (Includes GST)  
10 eve - Mo, Sep 19, 18:30-20:30 - Lan (Ballen)  
10 eve - Mo, Sep 19, 18:30-20:30 - CC (Avila)  
10 eve - Tu, Sep 20, 18:30-20:30 - Lan (Colome)  
10 eve - Th, Sep 22, 18:30-20:30 - Lan (Espinel)  
10 eve - Th, Sep 22, 18:30-20:30 - Lan (Erickson)

## Spanish Conversation—Level II (501950)

\$139.10 (Includes GST)  
10 mng - Sa, Sep 17, 11:00-13:00 - Lan (Erickson)  
10 eve - We, Sep 21, 18:30-20:30 - Lan (Colome)

## Spanish Conversation—Level III (501951)

\$139.10 (Includes GST)  
10 eve - Th, Sep 22, 18:30-20:30 - CC (Avila)

## Fast Track Spanish Conversation—Level I (501992)

An intensive course for those wishing to learn the language more quickly. Beginner level. 40-hour course. \$278.20 (Includes GST)  
20 eve - MoWe, Sep 19, 18:30-20:30 - CC (de Ruiz)

## Spanish Immersion Weekend (502017)

\$246.10 (Includes GST)  
Immerse yourself in an enjoyable weekend of Spanish language and culture. Instructors from countries such as Ecuador, Chile, Argentina and Mexico, with extensive experience 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, dinner and much more will be part of this exciting weekend. For more information phone Patricia Martin—323-5322.  
3 sessions - Fr, Oct 21, 18:30-20:30; Sa, Oct 22, 09:00-17:00; Su, Oct 23, 09:30-17:30 - Lan

## Tagalog Conversation—Level I (502014)

\$139.10 (Includes GST)  
10 eve - Tu, Sep 20, 18:30-20:30 - Lan (Camu)

## Thai Conversation—Level I (501990)

\$139.10 (Includes GST)  
10 eve - We, Sep 21, 18:30-20:30 - Lan (Placzek)

## Thai Conversation—Level II (501993)

\$139.10 (Includes GST)  
10 eve - Mo, Sep 17, 18:30-20:30 - Lan (Placzek)

## Vietnamese Conversation—Level I (502019)

\$139.10 (Includes GST)  
10 eve - We, Sep 21, 18:30-20:30 - Lan (Phung)

## Non-Profit, Voluntary & Fundraising Sector

### Workshops

## INSTRUCTORS

Judi Angel is a senior fundraising public relations professional with more than 13 years' experience. Judi has a very successful consulting practice. Among her many achievements, she has just authored a booklet for the Association of Fundraising Professionals of BC (AFRP) entitled, *Hiring a Fundraising Professional*.

Judy Baldwin is a partner in the Sage Group, a marketing communications group which specializes in raising awareness and resources through partnerships and sponsorships.

Judy Lightwater is a fundraising consultant for non-profits throughout BC. She teaches fundraising in community colleges and conducts seminars in fundraising and organizational development for non-profits.

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

Rana Shaskin 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. He teaches fundraising in community colleges and conducts workshops and seminars provincewide in his field of expertise.

Marilyn Wright is fundraising counsel to the Vancouver Public Library and a leading professional fundraiser in our community.

### Introduction to Volunteer Coordination (101601)

Volunteer Vancouver, in cooperation with VCC, Continuing Education is offering this introductory course designed for volunteer leaders and paid staff of non-profit organizations. You will learn the basic skills needed by a coordinator of volunteers. The eight-evening sessions will enable you to examine and practise the organizational and human relations skills necessary to develop and operate a successful volunteer program. Facilitators are experienced managers and/or trainers in volunteerism. Limited to 18 participants. Classes are held at Volunteer Vancouver, 301-3102 Main Street, Vancouver. \$165  
8 eve - Tu, Sep 20, 18:00-20:30 - VVC

### The Final Step: Evaluating the Planning Process in Non-Profit Organizations (101297)

As organizations become more accountable and responsible, evaluation becomes critical. There are four basic issues addressed in an evaluation: need, process, outcome and efficiency. This hands-on workshop will help individuals to develop an evaluation model for their organization. Topics include: resources needed for evaluation; components of organizational evaluation; evaluation tools and methods; evaluation goals and objectives to strategic planning; a model for participatory evaluation. (Titterington) \$80.25 (Includes GST)  
1 day - Fr, Oct 07, 09:00-16:00 - KEC

### The Essentials of Successful Grant

**Proposals: Writing, Researching and Relating to Funding Sources (101310)**  
(formerly titled Proposal Writing for Non-Profits)  
An opportunity to 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 individuals responsible for writing proposals to corporations, foundations and other funders. (Lightwater) \$80.25 (Includes GST)  
1 day - Fr, Oct 14, 09:30-16:30 - KEC

### Advanced Fundraising Methods for Non-Profit Organizations (101314)

(formerly titled Fundraising Strategies for Non-Profit Organizations)  
This workshop is designed for the experienced fundraiser who recognizes the need to expand the organization's fundraising base and is acutely aware of the need for change or for new techniques in fundraising. Learn from hands-on involvement in evaluating and reviewing fundraising methods used by your organization and discover other successful ways to raise funds. Please bring your fundraising plan, budget, financial information, and other support materials to class for discussion. Handouts and coffee/juice included. (Lightwater) \$80.25 (Includes GST)  
1 day - Sa, Oct 15, 09:30-16:30 - KEC

### Managing the Business of Non-Profits for Results (101295)

Effective employee management is critical to non-profit organizations. Yet finding a personal style that works is very challenging. Learn how to develop performance standards that meet the needs of the organization and motivate the employee. Topics include: personal leadership style; supervisory roles for the 90s; effective motivation techniques; performance evaluation. (Titterington) \$80.25 (Includes GST)  
1 day - Sa, Oct 22, 09:00-16:00 - KEC

### Empowering Your Volunteer Leadership (101312)

Designed for the fundraising practitioner, this course focuses on the importance of developing a win-win relationship with volunteer leaders. Learn practical and effective ways to motivate volunteers to meet their

commitments and increase their involvement in your organization's mission. (Wright) \$48.15 (Includes GST)  
1 eve - Tu, Oct 25, 18:30-21:30 - KEC

### The Art of Face-to-Face Solicitation (101311)

(formerly titled The Art of Personal Solicitation)  
An opportunity to develop skills and learn methods to acquire major gifts. This workshop will walk you through the step-by-step process of training volunteers in the art of face-to-face solicitation. Learn from practical cases and situations and participate in role-playing exercises. (Wright) \$80.25 (Includes GST)  
1 day - Fr, Nov 04, 09:00-16:00 - KEC

### Facilitators Training: A Workshop for the Experienced Professional (101235)

This course builds on the skills learned in the Basic Facilitator Training course—it is designed for situations where experienced facilitation is required. Learn how to develop your own personal facilitation "style," how to increase proficiency, identify obstacles to group communication, increase understanding of group dynamics. (Titterington) \$80.25 (Includes GST)  
1 day - Sa, Nov 05, 09:00-16:00 - KEC

### How to Successfully Hire Skilled and Qualified People (101296)

Hiring good staff takes more than just luck. Finding the "fit" between the potential employee and the organization takes specific skills. Learn how to identify an organizational culture, determine effective recruitment strategies, identify a step-by-step hiring procedure; manage the hiring interview. (Titterington) \$80.25 (Includes GST)  
1 day - Fr, Nov 18, 09:00-16:00 - KEC

### Raising Funds in a Diverse and Changing Society (101321)

The motivation for giving is as unique as the individuals who give. This workshop will offer practitioners the opportunity not only to discuss the similarities of the motivation to give, but to study, discuss and gain understanding of the effects of region, race, ethnicity, religion, and gender on the habits of giving. (TBA) \$80.25 (Includes GST)  
1 day - Sa, Nov 19, 09:00-16:00 - KEC

### Creating Options: Effective Strategies for Conflict Resolution (101419)

This practical workshop will meet the needs of people working with volunteers for increased skills 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 - Tu, Nov 22, 09:00-16:00 - KEC Room 5025

### Starting a Successful Fundraising Program (101320)

This is a workshop for smaller non-profit organizations or those new to fundraising. An overview of the key components of developing a successful fundraising program. This course emphasizes such topics as: awareness-raising/public relations—the foundation of fundraising; why people give? who is most likely to give to your organization? soliciting support vs reciprocal benefit fundraising; from mission to plan, to leadership, staff and infrastructure; the donor pyramid; understanding the most effective methods of raising funds and how they work together; donor recognition, continuing the giving cycle. (Angel) \$80.25 (Includes GST)  
1 day - Fr, Nov 25, 09:00-16:00 - KEC

### Strengthening Your Community Representation (101286)

(formerly titled Ensuring Community Representation)  
An opportunity for non-profit professionals to develop specific usable skills and methods to effectively involve representatives from community groups. Learn to identify "community," determine good representation, describe informal and formal leadership, identify community leaders and develop an appropriate contact list. (Titterington) \$80.25 (Includes GST)  
1 day - Sa, Nov 26, 09:00-16:00 - KEC

### Creative Partnering in the 90s—Sponsorship Opportunities (101294)

Building partnerships with the corporate sector is good business for non-profits. Learn creative ways of designing

and building partnerships that work. Topics include the current environment for sponsorships; why companies say "yes" or "no"; how to plot winning sponsorship strategies and tips for increasing your success rate; the importance of adopting a win-win value added approach and sponsor recognition. (Baldwin) \$48.15 (Includes GST)  
1 eve - We, Nov 30, 18:30-21:30 - KEC

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

Is your organization making plans to start a library? Do you already have a library but wish it was working better? In either case, it's a good time to clarify who your library's users are and which of their needs you want to serve. This workshop provides a list of questions to help you clarify the purpose and potential of your library. You will learn how to evaluate your present situation in light of your goals. You will discover how a clear purpose directs the decisions you make about organizing, developing and promoting your library. This workshop takes place at the Society of Special Needs Adoptive Parents. There will be time to see how the society's library is organized. (Shaskin) \$37.45 (Includes GST)  
1 aft - Tu, Oct 18, 13:00-16:00 - SNAP, 1150-409 Granville Street, Vancouver

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

The best way to organize your library is the way that best meets the needs of your users. This workshop provides a checklist of basic considerations for organizing your library. The checklist will help you choose suitable ways to arrange and catalogue your books, videos, audiotapes, magazines and newsletters. You will learn to recognize the pros and cons of different options for arranging and cataloguing. You will see examples from various specialized libraries. Attendance at workshop 106072 above is useful but not required. (Shaskin) \$37.45 (Includes GST)  
1 aft - Tu, Nov 15, 13:00-16:00 - SNAP, 1150-409 Granville Street, Vancouver

## Fundraising Management

### Certificate Program

According to Stats Canada, last year fundraising efforts in Canada generated over \$3.2 billion. Nearly \$433.5 million of these donations were generated in British Columbia by more than 8,500 non-profit organizations.

The Fundraising Program offers essential, systematic and comprehensive training of the highest calibre required for those seeking to launch or advance their fundraising careers or those with fundraising responsibilities. Courses will be of interest to non-profit staff/volunteers currently working with fundraising projects or experienced staff seeking certification in the field.

#### Certificate Requirements

The VCC certificate is awarded following successful completion of eight courses: Fundraising from Theory to Practice (formerly called Overview of Fundraising Management) and Overview of Non-Profit Organization Management are the required introductory courses. The program takes a minimum of one year to complete. Students may take two and one-half years to finish the course work. In order to continue to meet the needs of our community, courses in the program are continually being reviewed and revised as required. While courses may be taken individually, providing space is available, earning the certificate provides evidence to employers and potential employers that participants have acquired the skills considered essential by fundraising professionals.

#### Entrance Requirements

- Fundraising experience in the non-profit sector in a staff or volunteer management capacity
- Grade 12 completion or equivalent
- Satisfactory interview with program coordinator

#### Evaluation

Students will be evaluated on the basis of assignments and class participation. Eighty percent attendance is required to successfully complete each course.

Call 871-7070 for brochure and application.

#### Information Meeting

A time to answer your questions about the requirements for admission to these exciting and challenging certificate programs.  
We, Sep 07, 17:30-18:30 - KEC Room 4043  
Th, Sep 08, 12:00-13:00 - KEC Room 4043

#### Certificate program courses to be offered Winter 1995

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

#### Certificate program courses to be offered Spring 1995

Overview of Non-Profit Organization Management (101201)  
Information and Financial Management for Fundraisers (101305)  
Fundraising Approaches—Part II (101307)

## INSTRUCTORS

Camille Cuthill is the executive director of St. Vincent's Hospital Foundation and part-time student at UBC's Adult Education Program.

Lilli Milder is the executive director, Vancouver Community College Advancement and president, Vancouver Community College Educational Foundation

Barbara Grantham is director of development at BC's Children's Hospital



Judy Stevens is a management consultant and has worked extensively in the areas of voluntary and non-profit management. She is the author of, *A Complete Guide to Assessing and Improving Your Volunteer Program*.

#### Fundraising from Theory to Practice (101301)

(formerly Overview of Fundraising Management)  
This course examines the various aspects of and changes occurring in non-profit fundraising in Canada. The rationale for and giving history of the private and public sector is explored. An overview of fund resources and solicitation methods used is introduced. The steps required in preparing an organization for fundraising and the responsibilities of the personnel involved is examined. Fundraising as a profession, with emphasis on the role of the development office, the responsibilities of the staff fundraiser and the role of outside consultants is covered. Written assignment and team presentation. (Cuthill) \$140  
2 eve - Tu, Sep 27, Th, Oct 06, 18:30-21:30 AND 1 day - Sa, Oct 01, 09:00-16:00 - KEC Room 5025

#### Marketing for Fundraisers (101304)

(formerly called Applied Marketing for Fundraisers)  
This course presents the concepts of marketing as they apply to fundraising activities. Topics include an introduction to non-profit marketing, the importance of donor orientation, competitive marketing planning, the elements of a marketing plan, communication strategies, audits and implementing the marketing process. (Milder) \$175  
6 eve - We, Oct 12, 18:30-21:30 - CC

#### Helping Fundraising Volunteers "Make the Ask" (101303)

(formerly called Developing Fundraising Volunteers)  
The focus of this course is volunteer management from the fundraiser's point of view. Emphasis will be on recruitment, orientation, training the volunteer to "ask" for the gift, recognition and evaluation. (Stevens) \$75  
1 day - Sa, Dec 03, 09:00-16:00 - CC

#### Overview of Non-Profit Organization Management (101201)

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. Textbook: *Forming and Managing a Non-Profit Organization*, by Flora MacLeod and Society Guide for BC, by Gerald Scott. Maximum 25, (Grantham) \$175  
2 eve - Mo, Sep 19/26, 18:30-21:30 AND 2 day - Fr, Sep 23/30, 09:00-16:00 - KEC

## Non-Profit Management



**INSTRUCTORS**

Camille Cuthill is the executive director of St. Vincent's Hospital Foundation.

Lorraine Gerard is a team leader with the Provincial Review Team and has served on a variety of non-profit boards. She is currently on the Board of the Variety Learning Centre.

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

Barbara Grantham is the director of development, BC's Children's Hospital.

Bob Logelin is the coordinator of the basic occupational education program at Douglas College and past director of vocational services, Vancouver-Richmond Association for the Mentally Handicapped.

**Fall 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. (Grantham) \$175 2 eve - Mo. Sep 19/26, 18:30-21:30 AND 2 day - Fr. Sep 23/30, 09:00-16:00 - KEC

**Resource Development for Non-Profit Organizations (101211)**

The practical skills required to plan, manage and evaluate the fundraising needs of a non-profit organization are examined. Topics include: the basic components of fundraising, grant writing; special events; current trends and staff and volunteer roles. (Cuthill) \$210 4 day - Fr/Sa. Nov 18/19, Dec 02/03, 09:00-16:00 - KEC

**Human Resources Management (101203)**

Examine basic management theory as it applies to human behaviour issues and challenges that typically face managers in non-profits. Skills and strategies for effectively channelling the energies of groups and individuals are studied. Essential office support systems and procedures will be covered. Textbook: To be confirmed. (Logelin/Gerard) \$310 10 eve - Tu. Oct 04, 18:30-21:30 AND 1 day Sa. Nov 05, 09:00-16:00 - KEC

**Time/Stress Management (101234)**

This course provides helpful methods in managing time effectively and how to cope with daily work-related stress. Topics include: goal setting; paperwork; interruptions; assertive communications; decision-making and negotiation skills. Participants will be required to complete a short assignment prior to taking the course. Please register in advance. (Goodall) \$75 1 day - Fr. Dec 09, 09:00-16:00 - KEC

**Volunteer Management****Certificate Program**

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

**Entry Requirements**

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

- Successful completion of Introduction to Volunteer Coordination (101601) if not currently employed in the field

**Certificate Requirements**

- Students must successfully complete the following:
  - 12 full-day workshops 09:00-16:00
  - workshop assignments
  - 75 hour practicum 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 practicum. 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 Management Systems (101402)  
Motivating and Recruiting Volunteers (101413)  
Interviewing and Supporting Volunteers (101414)  
Working with Volunteers—Communication Skills (101404)  
Training (101411)  
Training/Presentation Practice (101412)  
Working Effectively with Individuals and Groups (101406)  
Financial Management/Resource Development (101405)  
Marketing/Public Relations (101403)  
Time/Stress Management (101415)

Practicum (101416)

Certificate Program Fee: \$760 in full or three term payments.

Limited spaces for qualified students may be available in Individual Fall workshops: \$65 each workshop. Contact the program coordinator at 871-7059 to register.

Information Meetings for Fall admissions to Non-Profit/Voluntary Sector Programs - KEC, Room 4043  
We. Sep 07, 17:30-18:30  
Th. Sep 08, 12:00-13:00

**INSTRUCTORS FOR FALL WORKSHOPS**

Josie Chuback is manager of recreation for the District of Maple Ridge.

Marion Cook is a program consultant with Health Canada.

Rosemary Rawnsley is director of volunteers and regional resources for the Heart and Stroke Foundation of BC and the Yukon.

**Fall Workshops****01 An Overview of Volunteer Management (1 day) (101408)**

This workshop provides an overview of the administration of volunteer programs. Topics include: roles, responsibilities and issues facing coordinators of volunteers as well as the basic structure and functioning of non-profit organizations. (Chuback)  
We. Sep 21, 09:00-16:00 - KEC

**02 Planning and Evaluating Volunteer Programs (1 day) (101409)**

This workshop provides a practical approach to planning and evaluating volunteer programs. A systematic planning model is described and applied to specific volunteer programs. (Chuback)  
We. Oct 12, 09:00-16:00 - KEC

**03 Administrative Management Systems (1 day) (101402)**

This workshop provides a practical approach to the administrative skills and strategies which are essential in the management of volunteer programs. Topics include: development of program policies, record-keeping, statistics, procedures, computer programs and characteristics of effective administration. (Cook)  
We. Oct 26, 09:00-16:00 - KEC

**04 Motivating and Recruiting Volunteers (1 day) (101413)**

This workshop focuses on understanding the motivation and recruitment challenges faced by coordinators of volunteers. Topics include: the volunteer cycle, motivation theory, common motivational problems and strategies, job descriptions and recruiting strategies. (Rawnsley)  
We. Nov 16, 09:00-16:00 - KEC

**05 Interviewing and Supporting Volunteers (1 day) (101414)**

This workshop focuses on: 1) understanding and practising the interviewing process and 2) identifying strategies for supporting, recognizing and challenging volunteers. (Rawnsley)  
We. Dec 07, 09:00-16:00 - KEC

**Real Estate, Law & Financial Planning****Financial Planning & Investment****INSTRUCTOR**

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

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

**Financial Planning (An Introduction) (503701)**

This seminar will introduce you to personal financial management. You will develop your own financial plan after reviewing your goals and present financial position. Learn about basic concepts in money management, investment and tax planning, long-term capital accumulation and retirement strategies. (Hodgins, Proteau) \$32.10 (Includes GST)

1 eve - Mo. Oct 17, 19:00-21:30 - Arbutus Club, 2001 Nanton Avenue, Vancouver  
1 eve - Tu. Nov 15, 19:00-21:30 - KEC

**Financial Planning (Investment and Tax Planning) (503702)**

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

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

This will be a participating workshop with a workbook that you will use throughout the session. It is not a product presentation, but is a valuable opportunity for you to become more comfortable about how you can make investment decisions. This course is based on George Hartman's research on asset allocation, and a copy of his book "Risk is a Four Letter Word" is included with the course material. \$37.45 (Includes GST)  
1 eve - Mo. Oct 24, 19:00-21:30 - Arbutus Club, 2001 Nanton Avenue, Vancouver  
1 eve - Tu. Nov 22, 19:00-21:30 - KEC

**Legal Assistant****Certificate Program**

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

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

Participants may register for any course without seeking a Legal Assistant Certificate or choose one of these three specialization programs and prepare to embark on an exciting and rewarding career as a qualified legal assistant!

1. Conveyancing Certificate
2. Corporate and Commercial Certificate
3. Litigation Certificate

In addition to the required courses, participants may select from a number of optional courses to fulfil program requirements. Participants may, therefore, select course options best suited to meet their needs.

A certificate is available to students in each of the three specializations after the successful completion of Level III (200 hours) and a practicum. After completion of both Level I and Level II, students will have the legal skills required for their chosen area of study and will be able to function effectively in the law office.

**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. To obtain the certificate students must meet the following requirements: 1) possess a Grade 12 diploma, 2) demonstrate English proficiency, and 3) a) have one year of current legal office experience, including exposure to word processing; or (b) have successfully completed legal secretarial program and acquired a minimum of six months' office experience; including exposure to word processing. Students will also be required to attend a personal interview with a program coordinator.

**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. Oct 26, 17:00-18:15

**Legal Assistant Certificate Requirements****Level I—Core Courses**

Canadian Legal Process - 12 hours  
Legal Research - 18 hours  
Legal Communications - 12 hours  
Torts - 18 hours  
Contracts - 18 hours  
Agency, Partnership and Incorporation - 18 hours  
**Level I—Total minimum hours - 96 hours**

**Level II—Practice Area Courses Litigation**

Personal Injury Practice - 24 hours  
Commercial Litigation - 24 hours  
Creditors Remedies - 12 hours  
Chambers Practice - 12 hours  
**Total hours - 72 hours**

**Conveyancing**

Property Law - 24 hours  
Personal Property Security - 12 hours  
Mortgages - 12 hours  
Commercial Conveyances - 12 hours  
**Total hours - 72 hours**

**Corporate and Commercial**

Company Law - 24 hours  
Advanced Corporate Administration - 24 hours  
Personal Property Security - 12 hours  
Commercial Transactions - 12 hours  
**Total hours - 72 hours**

**Level III—Specialization Courses**

\* Two or more additional courses appropriate to your practice area for a total of at least - 32 hours  
AND Practicum - 500 hours

**Total Certificate Requirements**

Courses - 200 hours  
Practicum - 500 hours

\* These courses may change from term to term

**Practicum**

Each student will be required to complete a four-month, full-time practicum under the supervision of a qualified lawyer. The practicum may be completed during Level III or after completion of course work.

**Location**

Courses are offered at City Centre Campus. Legal Research classes also meet at UBC Law Library.

**Information**

Please call 443-8380 for general information and for obtaining a program guide and application form. For further information on the Legal Assistant Certificate Programs, please contact Anne Tollstam, program coordinator or Cheryl Stephens, assistant program coordinator at 739-0443, or in writing at: Legal Assistant Certificate Program Continuing Education Division Vancouver Community College City Centre Campus 250 West Pender Street Vancouver, BC V6B 1S9

**Fall 1994 Courses**

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

**INSTRUCTORS**

Jobst Bode practises civil law.

Shirley Kay practises wills and estates law.

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.

Katherine Wellman, Q.C. has practised law for 30 years in BC, Alberta and Saskatchewan.

**Canadian Legal Process 1000 (104816)**

An introduction to Canada's legal system, legal institutions, and basic legal principals. Examine the sources of law and the structure of the court system. (Bode) \$95

4 eve - Th. Sep 08, 18:00-21:00 - CC  
4 eve - Tu. Oct 04, 18:00-21:00 - CC

**Legal Research 1015 (104817)**

An introduction to legal research techniques. Class meets four evenings at UBC's Law Library so students can do hands-on research. (Soroka) \$145  
6 eve - We. Sep 14, 18:30-21:30 - CC  
6 eve - Tu. Nov 01, 18:30-21:30 - CC

**Legal Communications 1030 (104818)**

Useful to legal assistants of all levels of experience. Topics covered include: interviewing techniques, listening skills, and legal writing. (Stephens) \$110  
4 eve - Mo. Sep 12, 18:00-21:00 - CC  
4 eve - Th. Oct 06, 18:00-21:00 - CC

**Torts 1050 (104819)**

An introduction and overview of tort law in Canada: civil wrongs where an individual's conduct interferes with another's person or property. (Kay) \$145  
6 eve - Th. Nov 03, 18:00-21:00 - CC

**Contracts 1060 (104820)**

An introduction to contract law, including formation, capacity, breach and remedies. (Wellman) \$145  
6 eve - We. Nov 02, 18:00-21:00 - CC

**Agency, Partnership and Incorporation 1075 (104821)**

Available Winter 1995

**Personal Injury Practice 2010 (104815)**

Available Winter 1995

**Commercial Litigation 2020 (104814)**

Available Winter 1995

**Creditors Remedies 2030 (104813)**

Available Spring 1995

**Chambers Practice 2040 (104812)**

Available Spring 1995

**Property Law 3010 (104811)**

Available Winter 1995

**Personal Property Security 3040 (104810)**

Available Spring 1995

**Mortgages 3020 (104809)**

Available Spring 1995

**Commercial Conveyances 3050 (104808)**

Available Winter 1995

**Company Law 4010 (104807)**

Available Winter 1995

**Advanced Corporate Administration 4020 (104822)**

Available Winter 1995

**Commercial Transactions 4040 (104806)**

Available Spring 1995

**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 Centre 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**

We. Sep 07, 17:30-19:00 (formal presentation begins at 17:30) Banquet Room, City Centre Campus, 250 West Pender Street, Vancouver

**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.

**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 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.

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 six 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 four 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 or Real Estate Investment Analysis 1535
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

**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 fulfills 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)**



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. Sep 21, 18:30-21:30 - CC (King)

#### Real Estate Development Finance (109202)

An introductory course in real estate development finance. Instruction will focus on the methods of calculation commonly used to determine the financial feasibility of a development project, with emphasis on the practical aspects of arranging financing. Topics include: basic finance mathematics, commercial mortgage underwriting, return on investment analysis, construction financing, equity financing and sources of capital. A financial calculator is required for the first class, i.e. will calculate present and future values and mortgage payments. Students are advised to learn how to operate their financial calculator before beginning the course. Instruction on individual calculator operation is not covered in class. (TBA) \$200  
8 eve - Tu. Sep 27, 19:00-22:00 - CC

#### Real Estate Investment Analysis 1535 (109110)

An introduction to the fundamentals of real estate investment analysis. Students will acquire the analytical tools necessary to make objective financial decisions regarding real estate investments. Major topics include: the nature of investments, business mathematics, the mortgage equity concept, discounted cash flow concepts, taxation and feasibility studies. This course is recognized by the Real Estate Institute of Canada for credit towards the CPM, CRP and ALO designations. 13 sessions. (TBA) \$290  
Available January 1995

#### Public Approval Process for Real Estate Development (109203)

A practical course which examines the development approval process for selected municipalities and the City of Vancouver. Topics include: the nature of planning, Acts and Bylaws which govern the development process, development applications, the role of planning departments and related boards and committees, and common pitfalls within the process. Emphasis will be placed on ways to maximize development opportunities, minimize costs and provide for a quality development. (Knight) \$200  
8 eve - Th. Sep 29, 19:00-22:00 - CC

#### Applied Real Estate Development (109204)

This seminar style course is designed for the advanced level student in the Real Estate Development Program. Through the use of case studies, guided discussion and guest presentations by veteran developers, participants will analyze each step in the development process. The purpose is to explore the critical planning and analysis which underlies decision-making as applied to development projects. At the conclusion of the course, each participant will be required to submit a complete development proposal for a selected site. Prerequisites: Introduction to Real Estate Development (109201), Real Estate Development Finance (109202) and Public Approval Process for Real Estate Development (109203). \$290  
Not available this term

#### Additional Courses

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

### 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. She has taught numerous professional seminars.

Sharon Kelly, B.A., CPRPM, is a property management consultant with over 14 years' experience in the industry. She is the president of her own company, which provides property management consulting and arbitration services to handle disputes between owners and strata corporations. Sharon has extensive teaching experience.

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.

#### Dealing in Residential Real Estate (109027)

When purchasing a house, duplex or condominium for investment purposes, what are the risks? This six-week course is designed for persons who wish to understand more about all aspects of residential real estate. Instruction will cover the legal aspects of purchasing land in BC and related financial considerations such as obtaining a mortgage. Offers, counter-offers, vendor disclosure statements and the role of the realtor are discussed as well. Areas relating to condominium ownership, condominium bylaws, municipal bylaws,

landlord/tenant relations and insurance requirements are also included in the course. (Kelly) \$180  
6 eve - Mo. Sep 26, 19:00-21:30 - CC - No class Oct 10

#### 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  
No 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  
1 day - Sa. Oct 22, 10:00-14:00 - CC

#### Managing a Strata Corporation (109015)

This seminar will deal with many of the duties/responsibilities involved in managing a strata corporation. Topics include: handling general meetings; dealing with developers; handling complaints from strata lot owners; council meetings; insurance and tendering for contracts. The instructor will assume that all participants are involved in the management of condominiums and possess a basic knowledge of the Condominium Act. Bring your copy of the Condominium Act. (Kelly) \$60  
1 day - Sa. Oct 01, 09:00-13:00 - CC

#### Buying a Condominium (500701)

Introduces new buyers to the financial and legal structures of a condominium (strata) corporation—how are by-laws enacted, who controls the corporation, what are an owner's rights, duties and obligations, and how to distinguish the good condominiums from the poor ones. (Kelly) \$41.73 (Includes GST)  
1 day - Sa. Oct 15, 10:00-14:00 - KEC

#### 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. Sep 24, 09:00-13:00 - CC

#### Condominium Operations and Management (500702)

Many condominium owners find themselves elected to the strata council and have difficulty understanding the duties and obligations of a board member. Learn the key aspects of condominium operations. (Kelly) \$41.73 (Includes GST)  
1 day - Sa. Oct 29, 10:00-14:00 - KEC

#### How to Select and Renovate a House for Profit (109026)

Deciding whether or not to invest in a house and renovate is a difficult decision. What are the risks? How can a profitable return be obtained? This seminar will cover topics such as: selecting the right house, renovation techniques, design considerations, cost-cutting ideas and pitfalls to avoid. You will leave the class with many ideas for success. (Witzke) \$60  
1 day - Sa. Oct 01, 09:00-13:00 - CC

#### Emergency Planning for Property Managers (109023)

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

reducedamage through staff training and effective communication methods. Participants 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. Registration is limited to 20. Early registration is advised. A catered lunch and coffee/tea is included in the tuition. (Harding) \$150  
1 day - Tu. Sep 27, 09:00-15:00 - O'Doul's Hotel, 1300 Robson Street, Vancouver

#### 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. Space is limited. Early registration is advised. \$5  
1 day - Sa. Sep 24, 09:00-14:00 - CC

### Building Manager

## Certificate Program

This program is designed for persons who are currently resident managers/caretakers and wish to improve their skills as a manager/caretaker in an apartment building or other multi-family complex. Graduates will be trained in basic landlord-tenant law as it applies in British Columbia; in basic building maintenance, fire safety and security matters; and about relevant office forms and record keeping. Supervisory skills are also covered, including goal setting, problem-solving techniques and people management.

The program is recognized by PAMA (Professional Association of Managing Agents). PAMA holds a strong commitment to the overall improvement of educational standards within the property management industry. PAMA's support of the Building Manager Program is part of that commitment.

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

Rental property owners and buyers who wish to learn more about the day to day management of their property investment will find these courses to be of enormous practical value.

For registration call 443-8380. For course advisory information call Brian Pink at 443-8388, or the program coordinator (Sharon Kelly) at 443-8380.

#### Entry Requirements

Completion of grade 12 is not necessary, but students must possess reasonably good oral, reading and writing skills. Good manual dexterity is highly preferred.

#### Certificate Requirements

The certificate program consists of four courses: (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  
8 eve - Tu. Sep 27, 19:00-21:30 - CC

#### Building Maintenance and Cost Control (109002)

An introductory course in the maintenance of apartment buildings and other multi-family properties. Learn to maintain your building and control costs through preventative maintenance, basic appliance repair, fire safety, building security and simple analysis of heating and plumbing systems. Classes include field trips and hands-on demonstrations using a variety of appliances and other equipment. \$180  
10 eve - We. Oct 05, 19:00-22:00 - CC

#### Building Service Management 1000 (102023)

Intended for building supervisors, building service staff and others who wish to advance in the building management field. This course will explore basic supervisory and management skills including: budget preparation and controls; estimating and costing of building service work; purchasing of equipment and chemicals; inventory control; scheduling and motivation of staff. The selection and care of powered equipment is also covered. This course is recognized by the CBISA (Canadian Building Servicing Association) for credit within the CBISA Professional Certification Program. \$220  
13 eve - Tu. Sep 20, 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  
Not available this term

#### 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. Sep 24, 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.

#### Property Management Information Night

Wednesday, September 07, 17:30-19:00  
Formal presentation begins at 17:30 - Banquet Room, City Centre Campus, 250 West Pender Street

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)  
Real Estate Investment Analysis  
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 Langara College 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.

John Lockhart is a private fee appraiser.

Eric Murray, B.A., M.B.A., Teacher's diploma, over 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, F.R.I.C.S., CPM, SCSM, R.I.(B.C.), 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 over seven years' teaching experience on microcomputers using Lotus, DOS, dBase and word processing software.

Bob Wadsworth, B.Comm., C.A., has over 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. Sep 07, 18:30-21:00

#### Property Management 1415 (109101)

Learn the principles and practices involved in the field of property management. This introductory course will focus on rental management and condominium management as two components of an emerging profession where today's property managers must have the knowledge, communication skills and technical expertise to generate the greatest possible net income for the owners of investment properties. Specific rental topics include: Property Types; Residential Tenancy Act and Regulations; Insurance; Physical Maintenance; Financial Communication and Public Relations Skills. Condominium topics include: Types of Condominiums, Management Techniques; Fiscal Procedures; Property Maintenance; Insurance and Managing People. \$290  
13 eve - Mo. Sep 12, 18:00-21:00 - Lan (Owen)  
13 eve - Th. Sep 15, 18:00-21:00 - Lan (Kelly)

#### Property Management 2415 (109102)

An intensive course pertaining to the management of commercial and industrial properties. The course will cover leases, merchandising, management agreements, insurance, security, operating budgets and other important aspects of managing commercial and industrial type properties. (TBA) \$290  
Available January 1995

#### 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. (Read) \$290  
13 eve - Th. Sep 15, 18:00-21:00 - CC

13 eve - We. Sep 21, 18:30-21:30 - CC (King)

#### 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 January 1995

#### Real Estate Investment Analysis 1535 (109110)

An introduction to the fundamentals of real estate investment analysis. Students will acquire the analytical tools necessary to make objective financial decisions regarding real estate investments. Major topics include: the nature of investments, business mathematics, the mortgage equity concept, discounted cash flow concepts, taxation and feasibility studies. This course is recognized by the Real Estate Institute of Canada for credit towards the CPM, CRP and ALO designations. (TBA) \$290  
Available January 1995

#### 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 - Th. Sep 15, 18:30-21:30 - Lan

#### 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. Sep 21, 18:30-21:30 - CC (King)

#### Accounting 1115 (102001)

Learn the application of the debit and credit process, prepare the books of original entry and prepare the financial statements which include the balance sheet and income statement. Learn methods of evaluating balance sheet items such as cash, accounts receivable, notes receivable, inventory, plant and equipment, and depreciation. Preparation for Accounting 2215. \$220  
13 eve - We. Sep 14, 18:30-21:30 - Lan (Badley)  
13 mgg - Sa. Sep 10, 10:00-13:00 - Lan (Katz) - No class Oct 08 and Nov 12  
13 eve - Tu. Sep 13, 18:30-21:30 - Lan (Wadsworth)

#### NOTE: To Accounting Students

There will be common midterm and final exams for Accounting 1115. Mid-term exam for all classes of Accounting 1115 will be Sa. Oct 29, 10:00-13:00. Final exam for all classes of Accounting 1115 will be Sa. Dec 10, 10:00-13:00.

#### 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. Acknowledge of typing is highly recommended for this course. \$255  
10 mgg - Sa. Sep 17, 09:00-13:00 - Lan (Tollstam) - No class Oct 08 and Nov 12  
13 eve - We. Sep 14, 18:30-21:30 - CC (Nizar)

#### 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. Sep 14, 18:30-21:30 - Lan



#### Real Estate Law - 1325 (109104)

A concentrated course in the fundamentals of law relating to real estate in British Columbia. The course will include an examination of contract law, interests in land, the Land Title system, landlord and tenant relations, mortgages, expropriations, condominiums and tort law as it relates to real estate. (Breitman) \$290  
13 eve - We. Sep 14, 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. Nov 19, 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 Pharaohs Golden Age. With the aid of slides, we visit the Pyramids, Karnak Temple and Abu Simbel, among many other wonders. Morocco is an incredibly diverse and exotic country. With the aid of slides, you will travel from the ancient wall cities of the northern plains to the Sahara Desert, passing through the snow-capped Atlas mountains and on to the rugged Atlantic coast. Particular attention will be paid to the native Berber people—their lifestyles remaining virtually unchanged for centuries—and the contrast of the village life of the mountainous south and the royal cities of Fes and Marrakesh. (Bruce) \$10.70 (Includes GST)  
1 mng - Sa. Nov 26, 10:00-12:00 - Lan

#### Tours

This year VCC—Continuing Education Division is offering the largest travel study program ever. With more than 30 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.

##### Tuscany: From the Etruscans to the Renaissance

Tuscany, a land rich in culture and history, has seen the flowering of many civilizations. In antiquity it was home to the fascinating Etruscans whose complex funerary customs resulted in monumental tomb architecture and fine wall paintings. Medieval towns still nestle into the Tuscan landscape and it was here that the Italian Renaissance began. The art and architecture of all these periods are well represented in the many lovely hill towns dotted along the winding roads of the region. For wine lovers, Tuscany is synonymous with Chianti and other fine classic Italian wines such as Vino Santo Toscano. From your base in Siena you have an opportunity each day to venture out to taste the wines and enjoy the atmosphere of towns such as Colle di Val d'Elsa, San Gimignano, Pescia, Pistoia, Rufina, Gaiole, Brollo and many others. And, of course, no visit to Tuscany would be complete without savouring the beauty and artistic splendours of Florence. This tour is fully escorted from Vancouver. Price : TBA

For more information or to register, please call Great Expeditions, Caroline Williams—257-2040 or VCC Continuing Education, Wayne Decle—871-7065.

##### Provence: Sunlit Land of Wine and History

"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. Join this popular VCC journey to a destination that remains a perennial favourite. A very special feature of the trip is the fact that you settle into the attractive old city of Aix-En-Provence for the entire stay. From this historic base you venture out each day in the comfort of your private coach to sample the justifiably famous wines of the region and to visit old Roman towns still endowed with fine stone-built theatres and temples. There will be time to taste the local cuisine—a blend of aromatic herbs, olive oil, garlic and the freshest of ingredients. Provençal crafts have been prized for centuries—fabrics, ceramics and glassware will tempt you to purchase. The trip is fully escorted from Vancouver. Approximate Price \$3400

##### London Theatre Tour

Feb 23-Mar 04, 1995  
VCC Continuing Education presents the Sixth Annual London Theatre Tour. Always a smashing success, 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 stay on longer and tour England, visit museums, shop or even take a side trip over to Europe. Price includes air, eight nights accommodation in West End bed and breakfast hotel (walking distance to most theatres), arrival 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—689-1249; Tanya Bonkowski, Banner Travel—261-0226; Wayne Decle, VCC-CE—871-7065.

##### Morocco

(2 weeks)  
Oct 08-22, 1994  
Oct 22-Nov 05, 1994  
Dec 17-31, 1994  
Apr 15-29, 1995  
May 13-27, 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: \$1795 without international flights; \$3050 with flights from Vancouver. Christmas 1994 trip is \$100 more. Phone Adventures Abroad—732-9922; or Wayne Decle, VCC-CE—871-7065.

##### India

Oct 14-Nov 04, 1994 (3 weeks)  
Dec 19, 1994-Jan 09, 1995  
Jan 06-27, 1995  
Feb 03-24, 1995  
India, vast and diverse, is the birthplace of two 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. Starting from Christmas this trip includes Nepal. Price: \$4295 with flights from Vancouver. \$2895 without international flights. Phone Adventures Abroad—732-9922; or Wayne Decle, VCC-CE—at 871-7065.

##### Pakistan

Oct 01-18, 1994 (2 1/2 weeks)  
Mar 18-Apr 04, 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: \$4210 with flights from Vancouver; \$2460 without international flights. Phone Adventures Abroad—732-9922; or Wayne Decle, VCC-CE—871-7065.

##### Turkey (Western)

(3 weeks)  
Sep 04-25, 1994  
Sep 25-Oct 16, 1994  
Oct 02-23, 1994  
Apr 16-May 07, 1995  
May 07-28, 1995  
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. Price: \$2475 without flights and \$4050 with flights from Vancouver. Phone Adventures Abroad—732-9922; or Wayne Decle, VCC-CE—871-7065. (Two-week tours are also available.)

##### Costa Rica

Sep 11-24, 1994 (2 weeks)  
Dec 18, 1994-Jan 01, 1995  
Jan 08-21, 1995  
Jan 15-28, 1995  
Feb 19-Mar 04, 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: \$1560 without international flights; \$2295 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 (3 weeks)  
Jan 08-29, 1995  
Jan 15-Feb 05, 1995  
Feb 05-26, 1995  
Feb 19-Mar 12, 1995  
Mar 05-26, 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 and Honduras. Price: \$3715 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 (3 weeks)  
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 Orangutans, and Bali—famed for its gentle people and colourful handicrafts. Price: \$2350 without international flights; \$3810 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

Sep 04-24, 1994 (3 weeks)  
Sep 11-Oct 01, 1994  
Sep 18-Oct 08, 1994  
Sep 25-Oct 15, 1994  
Apr 16-May 06, 1995  
Apr 23-May 13, 1995  
Apr 30-May 20, 1995  
May 07-27, 1995  
May 14-Jun 03, 1995  
May 21-Jun 10, 1995  
May 28-Jun 17, 1995  
"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; \$3095 with flights from Vancouver. Three weeks—\$1995 without international flights; \$3995 with flights from Vancouver. Phone Adventures Abroad—732-9922; or Wayne Decle, VCC-CE—871-7065.

##### New Zealand

Oct 20-Nov 05, 1994 (2 weeks)  
Dec 17, 1994-Jan 02, 1995  
Feb 03-19, 1995  
Jan 31-Feb 16, 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 provide a four-week tour.

##### Australia

Oct 06-22, 1994 (2 weeks)  
Dec 17, 1994-Jan 02, 1995  
Jan 17-Feb 02, 1995  
Feb 14-Mar 02, 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 south of Thailand. Price: \$1595 without international flights; \$2800 with flights from Vancouver. Phone Adventures Abroad—732-9922; or Wayne Decle, VCC-CE—871-7065.

##### Egypt

Oct 08-22, 1994 (2 weeks)  
Dec 18, 1994-Jan 01, 1995  
Mar 18-Apr 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.

##### Classical Greece, Meteora and the Ionian Islands

Sep 26-Oct 16, 1994 (3 weeks)  
May 07-27, 1995  
May 14-03, 1995  
Sep 17-Oct 07, 1995  
Sep 24-Oct 17, 1995  
On this tour you will be able to enjoy classical sites such as Mycenae, Epidaurus and Delphi. We also witness the extraordinary area of Meteora with its monasteries and massive pinnacles. We then continue onwards to the beautiful Ionian Islands of Corfu, Paxos, Lefkada and Kefallonia. The islands are lovely and historic. Ruins and tombs on the islands prove the existence of a flourishing Mycenaean civilization at the time of the Trojan War in which Odysseus, King of Ithaca played such a decisive part. Price: \$3585 with flights from Vancouver; \$2190 without international flights. Phone Adventures Abroad—732-9922; or Wayne Decle, VCC-CE—871-7065.

##### South Africa

Oct 04-27, 1994 (3 1/2 weeks)  
Jan 03-26, 1995  
Mar 07-30, 1995  
South Africa is blessed with some of the most spectacular scenery on our planet. This tour gives you a glimpse of the rich variety of flowers, animals and landscapes from the High Veld to Cape Town. We also visit Swaziland and Victoria Falls in Zimbabwe. Price: \$3700 without international flights, \$5650 with flights from Vancouver. A portion of the tour price qualifies for a tax receipt. Phone Adventures Abroad—732-9922 or Wayne Decle, VCC-CE—871-7065.

##### Jordan/Syria

Oct 04-25, 1994 (3 weeks)  
Oct 18-Nov 08, 1994  
Mar 28-Apr 18, 1995  
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

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: \$4395 with flights from Vancouver. \$2950 without international flights. Phone Adventures Abroad—732-9922; or Wayne Decle, VCC-CE—871-7065.

##### Italy

Jun 24-Jul 08, 1995 (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 05-25, 1995 (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

Jun 03-18, 1995  
Aug 26-Sep 10, 1995 (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. \$2095 without international flights. Phone Adventures Abroad—732-9922; 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 Himalchuli. 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 Country 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 Gord has specialized in Nepal Himalayan travel since 1987. His love of the outdoors translates into constant searches for interesting mountain travel that is both rewarding and achievable. He and his wife Gail work closely with Tashi Jangbu Sherpa from Kathmandu to provide high-quality Himalayan travel adventures. For more information or to register please call Wayne Decle, VCC-CE—at 871-7065 or Everest Trekking—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 Jomsom, we walk and ride along the dry river bed of the Kali Gandaki and follow the dry dun coloured hills past Mustang and up to the medieval religious shrine at 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 Jomsom by air. Price: \$4,095; includes air travel from Vancouver via Hong Kong, accommodation at the Kathmandu Guest House, guided tours of the Kathmandu Valley, all trek services including permits and staff gratuity, air and bus travel in Nepal, a farewell dinner, a durable duffel bag and a souvenir embroidered T-shirt, 23 days away. Price subject to change without notice. Leader Gary Coopland. Grade—Difficult. Gary Coopland has been part of the Everest Trekking team since 1989 and has covered the major trails in Nepal including the Annapurna Circuit, Langtang, Gosainkund, Helambu and the Mt. Everest region. For more information or to register please call Wayne Decle, VCC-CE at 871-7065 or Everest Trekking—731-7065 or Everest Trekking—731-7650.

##### Nepal and Thailand

14 days including a walking tour of the Kathmandu Valley 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-trekked but extremely beautiful area west of the capital city. The weather is warm in this sub-tropical landscape of terraced fields and neat villages. The local trails follow ridges that provide a broad panorama of the nearby Annapurna range. Price: \$2,975; includes air travel from Vancouver via

Hong Kong, accommodation, trek services including tent and sleeping bag, airport transfers, duffel bag, and farewell dinner in Kathmandu plus Canadian leader. Price subject to change without notice. For more information or to register, please call Wayne Decle, VCC-CE at 871-7065 or Everest Trekking—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 Naenna, on the faculty of Chiangmai University, has lectured worldwide and published numerous books on Thai and Lao textiles and ceramics. Both she and VCC tour leader Alison Norman speak Thai and Lao fluently and have lived many years in both countries. Alison will provide an orientation prior to departure. Price for 15-day Thailand tour includes all breakfasts, two lunches, deluxe hotel accommodation, air-conditioned coach travel, airport transfers and return airfare Vancouver—Bangkok. \$2875. Price for optional Laos portion (five-days) includes Lao visa, all meals, accommodation, ground transportation, return airfare Vientiane—Luang Prabang, airfare Vientiane to Bangkok and Lao airport tax. \$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.

##### Summer Workshops in France

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 heart of the romantic Auvergne. Three-week workshops are schedule for July and August 1995. An optional week in Paris is available. Price: \$2200 without international flights; includes accommodation, meals, beverages and local excursions. A portion of the tour qualifies for a tax receipt. Phone 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.

##### Sailing Local Howe Sound/Canadian Yachting Association (CYA) Certificate Course (502818)

This three-day long-weekend, live-aboard sailing adventure offers a unique escape to acquire sailing instruction amidst our wondrous coast. Aside from sailing there is usually time for hiking, fishing, BBQs and evening entertainment. You do not need previous sailing nor must you participate in certification exams to come aboard. This course covers manoeuvring under sail, power, basic navigation and other skills to complete certification standard for bareboat chartering privileges locally and internationally. Theory home study for certification is required. Trip Dates: Labour Day, Sa. Sep 03 departure Thanksgiving, Sa. Oct 08 departure Price: \$379 (includes food provisions and study materials). Space limited, register early. For departure information and registration call Marcus at Sail Train International—731-1023.

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

Departure: Nov 17-28; Price \$1650  
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 lots of other activities. The crystal blue water, visibility of some 50 feet, offers an unforgettable opportunity to explore the abundant sea life on tropic reef. 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 best offered anywhere, luxurious, high performance and with private accommodation. You don't have to be a "sailing" to come along—just be ready to have an unforgettablely great time. Bareboat Captain's certification is offered upon successful completion of voluntary course. Recognized locally and internationally for bareboat chartering privileges. Pre-registration is a must. Avoid disappointment and register now. Space is very limited. A \$400 non-refundable deposit is required to confirm registration. Cancellation insurance with restrictions is included. Complete tour cost includes accommodation, luxurious yacht, skipper/ instructor and yacht provisions. (\$600 instructional portion tax deductible) Departure dates: Nov 17/28, 1994 Air \$650 approximate Information Video Night: Th. Sep 15, 19:30-21:00 - KEC Room 4043 For details call Sail Train International, Marcus Kelly—731-1023.

##### South Turkey Sail Training Tour/Canadian Yachting Association

Departure: May 1995 (2 weeks); Price \$2150  
One of the last truly great cruising areas to be discovered in the Mediterranean. Undoubtedly a guaranteed thrill to every explorer, sun-seeker and sailing romantic. This tour offers a remarkably inexpensive kaleidoscope of unspoiled anchorages. Timeless villages, superb sailing conditions in exquisitely warm turquoise waters surrounded by centuries of historic art treasures, exciting shopping and dining bazaars. Nearby is the night life of the Turkish Riviera. All is complemented with the striking friendliness and honesty of the people. Internationally-recognized Bareboat Skipper Certification is offered upon successful completion of voluntary certification course. Next time you may skipper or crew your own yacht. No previous sailing experience is required nor is certification course mandatory. Avoid disappointment, register now. Space is very limited. Non-refundable deposit of \$400 confirms your space. Cancellation insurance with restrictions is included. A longer length of stay, CYA certification course or air fare are available but not included in this price. Prices are subject to change. Tour includes luxurious 40 to 50 foot yacht accommodation and provisions, CYA instructor and skipper, \$600 tax receipt for instructional portion. (Air \$1500 approximate) Call Sail Train International at 731-1023 to register.

#### 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

#### INSTRUCTOR

Barry Sanderson is the president of Resort Tennis Management and is an internationally-respected tennis authority. With 38 years of experience, Barry has managed and instructed at such facilities as the Arizona Biltmore, Rancho Bernardo, the Phoenix Tennis Centre and many Tennis BC resorts. He has directed several residential international junior tennis camps, state and regional junior development programs.

##### Introductory Tennis Course—Level I (504049)

This introductory course will focus on the various tennis grips, all basic strokes, (forehand, backhand, service, volley, overhead) and basic positional play including rules on court etiquette. Students will divide their time equally between one hour instruction and one hour supervised play per session. All sessions will be held in the bubble



and will begin promptly at 19:00. All teaching aids will be provided by the pro including balls, ball machine and spare racquets where necessary (at no charge).  
(Sanderson) \$160.50 (Includes GST)  
8 eve - Fr. Oct 14, 19:00-21:00 - Delta Town and Country Inn, 6005 Highway 99, Delta

### Intermediate Tennis (504050)

This course is designed for players with some court experience with or without lesson instruction. Students will focus on the development of basic strokes including spins and variation in serves plus court strategy. All sessions will be held in the bubble and will begin promptly at 19:00. All teaching aids will be provided by the pro including balls, ball machine and spare racquets where necessary (at no charge). (Sanderson) \$160.50 (Includes GST)  
8 eve - Su. Oct 16, 19:00-21:00 - Delta Town and Country Inn, 6005 Highway 99, Delta

## 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:

Sa. Sep 3-Mo. Sep 05, 1994 (inclusive)  
Sa. Oct 08-Mo. Oct 10, 1994 (inclusive)  
Fr. Nov 11-Su. Nov 13, 1994 (inclusive)  
Th. Dec 22, 1994-Mo. Jan 02, 1995 (inclusive)

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## 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

## 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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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 4.

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 back cover). 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 50 for details.

### Can I get a refund on my tuition fee?

Yes. In most cases, fees are refundable in part. Please refer to the detailed explanation of our policy on page 50.

### 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

## PROVINCIAL DIPLOMA PROGRAM

This Ministry of Skills, Training & Technology Program is recognized by public and private colleges, training institutions and industries throughout B.C. It provides useful instructional skills and techniques for teaching adults. The program is designed for college/university/technical instructors and professionals who would like to teach in their field of expertise.

### DIPLOMA IN ADULT EDUCATION

You will build on the skills you developed in the Provincial Diploma Program. You will learn practical skills in other areas including microcomputer applications for teachers, cooperative learning, effective questioning strategies.

### 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.

## INSTRUCTOR TRAINING

FOR MORE  
INFORMATION  
CALL  
VANCOUVER  
COMMUNITY  
COLLEGE AT  
443-8424

### 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 Diploma Program
- ☐ Bachelor of Education (Adult Education Route)
- ☐ Diploma in Adult Education
- ☐ Train the Trainer Certificate

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_  
Phone \_\_\_\_\_

Mail to:  
Program Development &  
Staff Training Department  
Vancouver  
Community College  
City Centre  
250 West Pender Street  
Vancouver, B.C.  
V6B 1S9

Or FAX:  
(604) 443-8444

Your place or ours?

## We Train Business

Our Business Programs keep you and your company ahead of the competition.

Our courses are designed for the adult, part-time learner. We offer flexible class schedules and convenient locations. Classes are held on campus or at downtown locations. Or join the growing number of companies choosing customized on-site business training.

We offer courses in Business Administration, Business English Skills, Essential Skills for Supervisors, People Skills, Professional Marketing, Management Skills for Supervisors, Office Administration, Small Business and Training Skills.

Stay ahead of the competition! Call 871-7070 for more information.



## Don't Wait

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

## 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.



## 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 brailleing.

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.

## 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

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

SIGNATURE

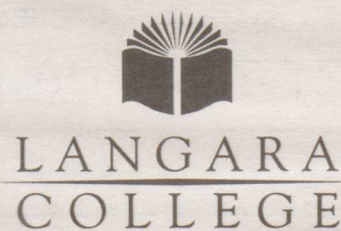
DATE



# VCC Continuing Education Locations



- 1 CC  
City Centre, 250 W. Pender Street
- 2 CLW  
Clothworks, 2031 W. 41st Avenue
- 3 CS  
Cook Shop-City Square, #3 - 555 W. 12th Avenue
- 4 EMS  
e. marie hat studio, 375 Water Street, The Landing
- 5 FP  
Focal Point, 4474 W. 10th Avenue
- 6 KEC  
King Edward Campus, 1155 E. Broadway
- 7 KEC/WEST  
King Edward West, 691 E. Broadway
- 8 LAN  
Langara College, 100 W. 49th Avenue
- 9 OAK-VCC  
Oakridge Shopping Centre (North Tower) Cambie and 41st Avenue
- 10 RSC  
Raven s Craft Studio, 1751 W. 2nd Ave.
- 11 ROB  
Robson Square Conference Centre, 800 Robson Street
- 12 S2W  
Sculpt 2000 Workshop, 2486 W. 8th Ave.
- 13 VC  
Vancouver Volunteer Centre, #301 - 3102 Main Street
- 14 WB  
Westin Bayshore Hotel, 1601 W. Georgia Street
- 15 MOA  
Museum of Anthropology, 6393 N.W. Marine Drive  
(not shown on map)



**Langara College**  
**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



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