

March  
9  
1989

# King Edward Times



From the Curriculum Development Committee

The next deadline for the submission of Curriculum Development Project Proposal Applications is Tuesday, 1989 May 23. By this date all interested faculty should submit applications for projects commencing after September 01.

Please bear in mind that because this will be the second of two adjudications, the amount of funding available cannot exceed half the total budget or approximately \$40,000.

Samples of completed Proposal Application Forms and copies of the Curriculum Development Policy and Procedures are located in the Reserve area behind the Circulation Desk in the Library. All applicants are urged to familiarize themselves with the Policy and Procedures prior to making submission.

Completed applications should be left in my box.

Paul Kelley

Vancouver Community College  
King Edward Campus - Library  
P.O. Box 24620 - Stn. C  
1155 East Broadway  
Vancouver, B.C. V5T 1K2

## Financial Aid Office Opens to Evening Students

The Financial Aid Office will open between 5:00 p.m. to 7:00 p.m. on Monday 1989 March 13 and Wednesday, 1989 March 15 to receive ABESAP applications from evening students. Please advise your students to make use of this service by returning their completed applications in person on those day. Thank you.

Winnie Cheung

## Closed

Admissions/Records will be closed for staff training the afternoon of 1989 March 15, 1:00 p.m. - 4:00 p.m.

Ruth Kendall



### Campus Environment Committee

I am pleased to announce that, following my recent request for volunteers, a Campus Environment Committee has been constituted and has held two meetings. I anticipate that this will be a standing committee to receive suggestions and to give advice to the Campus proposal on the improvement of the environment.

The members of the present committee are:

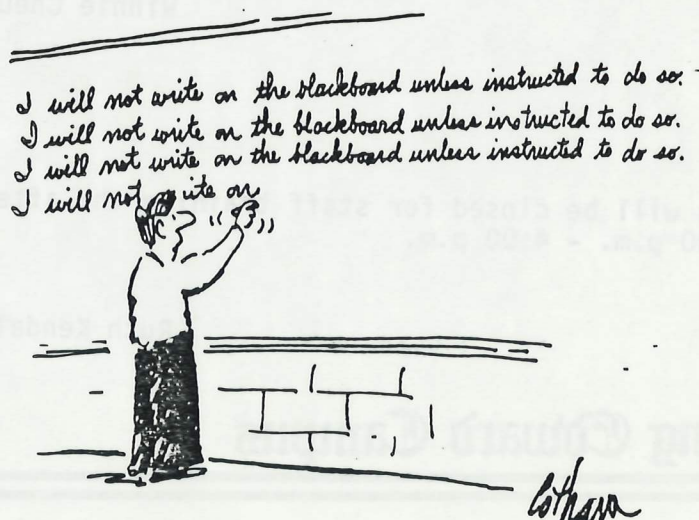
Jim Humble  
David Hislop  
Wayne Wilson  
Peter Littleboy  
Bev Brawley  
Marta Gardiner  
Lawrence Fast

The committee has agreed that air quality will be the first issue to be addressed but that other environmental concerns will be considered later.

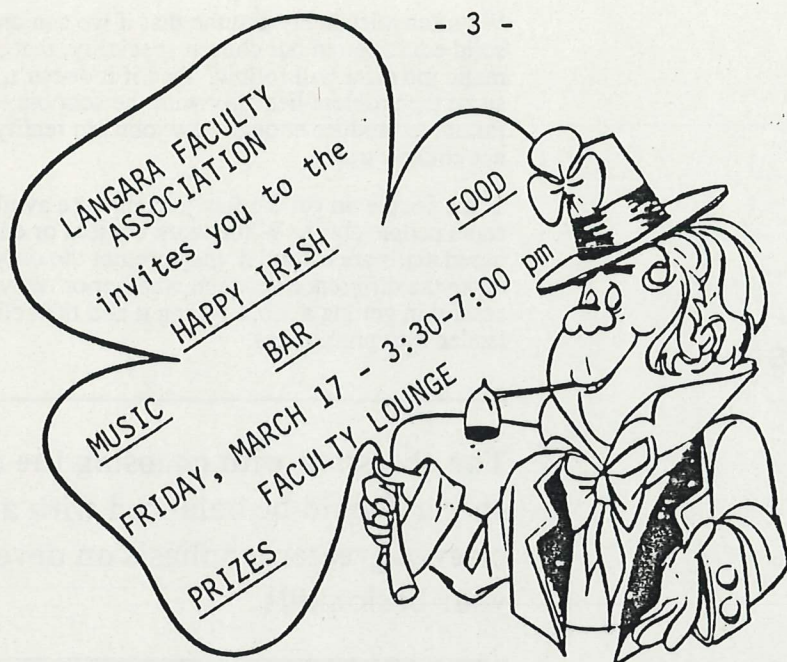
Please remember the following:

1. The committee members are your representatives.
2. All members of the committee will be pleased to receive suggestions on information relating to air quality from faculty, staff and students.
3. Any member of the committee will be pleased to attend department, division or other group meetings on invitation to discuss the work of the committee.
4. For the next few weeks the committee will meet on Thursdays, 12:30 -1:30 p.m. in Room 4056. Anyone is welcome to attend.

Lawrence Fast







### Welcome!

We are happy to welcome the new Assistant Homestay Coordinator for International Students, Lori Cretney, to the committed and energetic International Education Team.

Barbara Forster-Rickard

### Evening Use of the Cafeteria

At the last Cafeteria Advisory Committee meeting, evening accommodation for students with breaks in classes was discussed. Domco had extended the hours but the students who used the cafeteria during the later opening made it impractical to continue. The Committee has suggested that instructors make their evening break a little earlier to students can get down to the cafeteria when it is open. The cafeteria is open Monday to Thursday until 9:00 p.m., Fridays until 6:00 p.m.

Shirley Girvan

### Skills

Some instructors may wish to post the following article in their classrooms:

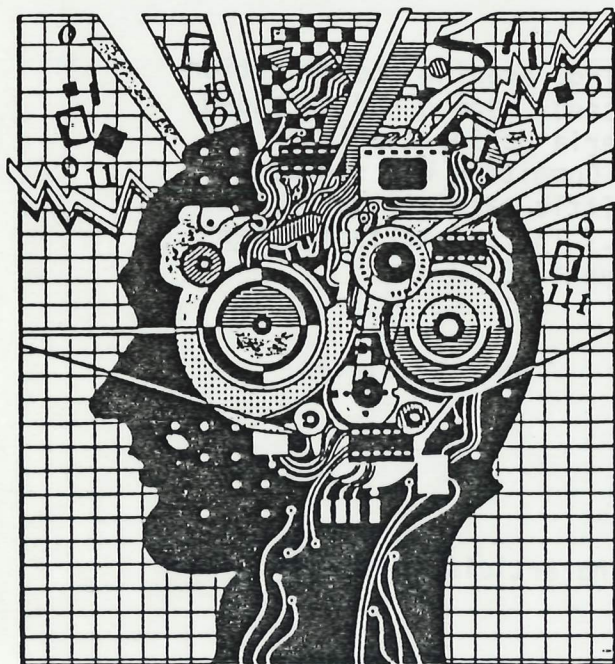
Lorraine Herlick



# SKILLS

## The Hottest and Most Transferable Ones

by  
Linda D. Farris



We often mistakenly assume that if we can only get a solid education in our chosen speciality, that an automatic job offer will follow. And if it doesn't, we assume the problem lies only with the economy and its failure to produce enough new jobs. In reality this is not entirely true.

Some people do get the few jobs that are available - and some people don't. While work content or education based skills are essential, they are not the only ones that make the difference between whether or not you are successful in getting a job, keeping it and then climbing the ladder with promotions.

---

The obsession with choosing the right career should be balanced with an equal or even greater emphasis on developing your basic skills.

---

In this article we explore some of the very important skill and aptitude areas that are known to be highly desirable, if not crucial, in "making a successful break into the job market". In today's labour market and tomorrow's, with high unemployment and stiff competition for jobs, ensuring that you have, or develop, these skills can be critical to your career success.

Included among the hottest and most transferable skills are those related to communications, math, computer literacy and commerce as well as the very important personal and attitude characteristics of an individual. These skills are universally greeted with enthusiasm by almost every employer because they occur with some regularity in every job having responsibility and requiring decision making and good judgment.

The good news for all of us, but for students in particular, is that most of these skills can be developed and improved "outside the workplace" as well as on the job. Concentrate on school subjects like Math and English, as well as through involvement in sports, clubs and community projects. You should pay special attention to these skills in any work you are now doing, look for them in the non-paid activity of your spare time and comb your past experiences for evidence of them.

### COMMUNICATION SKILLS

Communication skills include the ability to read, write and speak - both clearly and informatively. And the ability to read, speak, write and listen plays at least some part in every job - and often a very important one. For example, you will need to read instruction manuals, even if you don't want to read Shakespeare. You will need to write letters, even if you do not want to write long reports and studies. You will need to listen to explanations and directions, even if you do not want to



listen to poetry. And you will need to give instructions to others and report progress and problems to your boss, even if you don't want to give speeches.

The foundation of acquiring communication skills is the study of English. However there are many opportunities to practice and improve your communication skills in everyday life. Find those opportunities and take them. Remember! Even a genius who cannot be heard because of mumbling, or understood because of complexity, will have less chance of success in the job market than a B or C average student who can communicate clearly.

### Verbal Communication

Firstly, good communication skills includes your verbal skills. This may cover everything from your ability to present yourself favourably at the job interview; to explaining the status or results of your work; instructing others in a new procedure and even having good telephone manners. To acquire more advanced communication skills, try getting practice in the following three areas.

- **Speaking**  
Take a leadership role in any organization, so that you are forced to talk publicly, prepare remarks, get across ideas, and even motivate people without feeling terribly self-conscious. Good public speaking is little more than the art of dramatized conversation, but it must be practiced so you can discover your own personal style.
- **Teaching/Instructing**  
Refine your ability to explain things to other people. Since most teaching takes place not in the classroom but in ordinary everyday exchanges between people, you should become familiar and comfortable with passing information and understanding to others. Any position of leadership or responsibility gives you many chances to teach ideas and methods to others.
- **Interviewing**  
learn how to acquire information from other people by questioning them directly. Start by interviewing the neighbours, your friends, and other people easily available. It doesn't matter what you ask them, but imagine you are a newspaper reporter who needs the information for a story. Discover the fine art of helping a person to feel comfortable in your presence, even though you are asking difficult or even touchy questions.

### Written Communication

Written communication skills are also important. Jobs are generally becoming more complex and requiring higher literacy levels. It is no longer merely basic reading and writing knowledge that is required. Now frequently, the requirement is for abilities to organize and write fairly sizeable explanations, instructions and reports.

**These skills  
are univer-  
sally greeted  
with enthusi-  
asm by al-  
most every  
employer.**

To practice, go public with your writing skills, or even the lack of them. There is nothing quite so energizing as seeing your own words in print; exhilarating if they look good to you, and a spur to improvement if they look awful. Practice putting pen to paper. Write letters to the editors of every publication you read routinely. Write a newsletter, however informal, for a club or organization to which you belong.

### MATH SKILLS

We all need math skills to cope in today's complex world. We use math everyday - in balancing a cheque book, shopping for clothes or groceries, cooking, making up a personal budget, or working on a car.

But math is also important in a great many occupations - and crucial to most modern ones. For example, tax accountants, farmers and real estate brokers are just a few of the many professionals who must know how to calculate various types of interest rates and percentage changes. Basic math skills are required in all clerical jobs, as well as for bank tellers, cashiers and travel agents.

Practical "shop" math is needed for most trades such as carpenters, auto mechanics and plumbers. And at the upper end, top salaries are often paid in jobs requiring a strong background in math - such as engineers, computer systems analysts, doctors and accountants.

A recent study of the impact of new technology in Canada's Automotive Industry also had some interesting findings. Of those surveyed, almost 60 per cent believed that reading, writing and math skills required in the future will increase substantially -- both for skilled and even unskilled workers. The study cited three main reasons why math skills will be more important than ever before. They include:

- First, the switch to computerized technology requires workers to monitor complex processes at a computer terminal, type in commands, read computer printouts and diagnose problems. This represents a major departure from the past when workers simply pressed 'buttons and switches' to operate machines.
- A second factor is the increased information-gathering responsibilities required of many workers. Here, the need to control processes, using SPC, keep records and interpret results, means a strong knowledge of math is essential.
- The third cause is the increased need for higher level skills. Without strong literacy and math abilities, workers lack the foundation to learn the more advanced analytical, interpersonal and technical skills required.

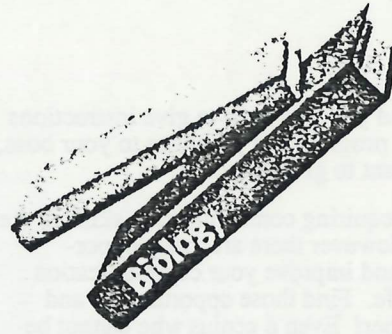
At the more senior level of company executives and for those whose goal it is to own their own business, it is essential to plan and manage a budget - hopefully to



make a profit.

### Budget Management

If you want to practice these skills, get your hot little hands on any budget you can find, and take responsibility for it. Manage how the funds are dispensed, keep control of the budget, learn what fiscal control is all about.



## COMMERCIAL SKILLS

Knowledge and understanding of office systems and procedures is of importance to most jobs. Selling techniques are needed by people directly involved in sales jobs as well as those in jobs such as teaching, management and administrative fields. Office equipment-use skills come in very handy in many job areas. These include typing, computer operation, word-processing operation, micro-computer knowledge of bookkeeping or inventory use, and photo-copying machine operations.

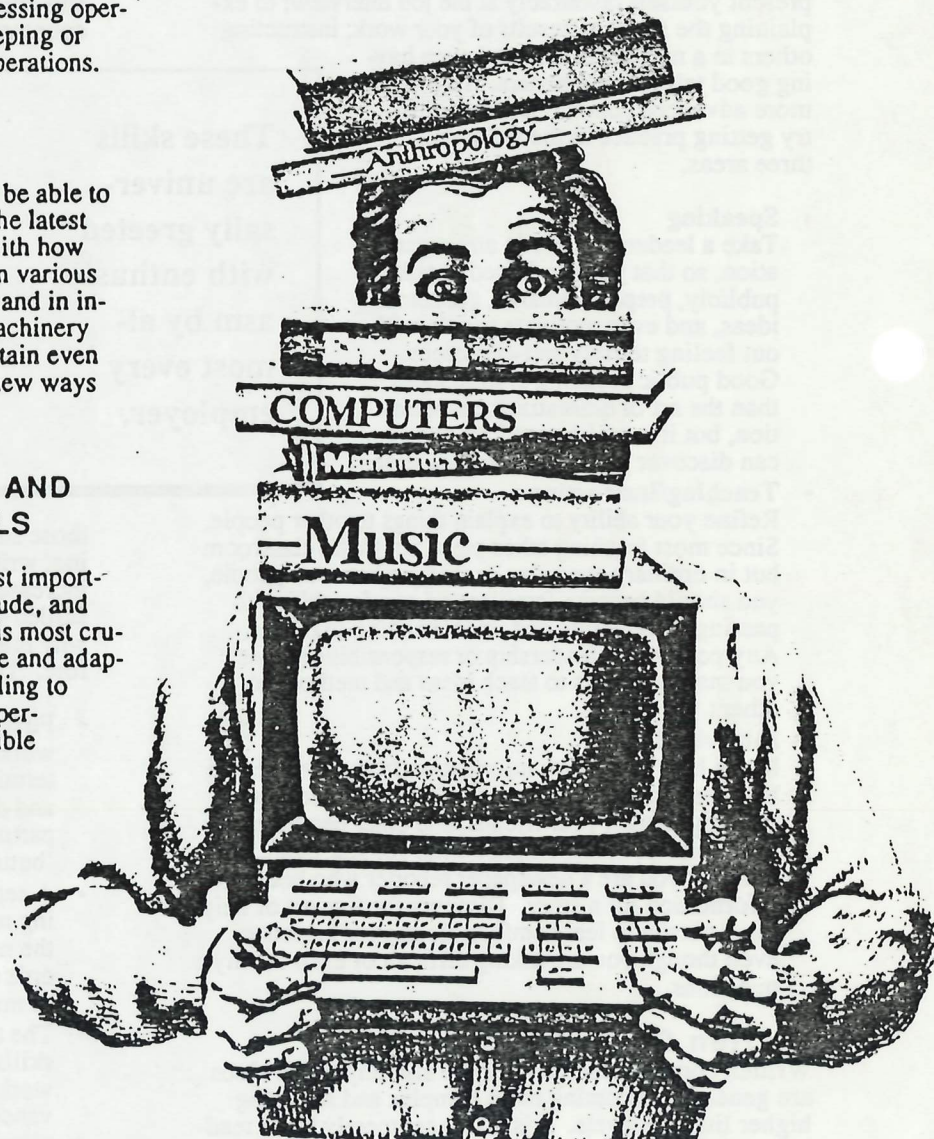
## COMPUTER SKILLS

It is increasingly important for individuals to be able to work with computers. Computer literacy is the latest word. This means having some familiarity with how computers work and being able to use them in various ways, especially in common office functions and in industrial use with new computer controlled machinery and tools. It is all the better if individuals obtain even more computer knowledge so as to develop new ways of using computers.

## ATTITUDES, ADAPTABILITY AND PEOPLE HANDLING SKILLS

This is placed last but is certainly not the least important since, in many employers' eyes, it is attitude, and the ability to get along with co-workers that is most crucial in obtaining and retaining work. Attitude and adaptability also covers such aspects as being willing to work hard and to learn; your initiative, co-operativeness and honesty; along with being flexible in adapting to both an employer and the requirements of a job.

A "whiz-kid genius" who is constantly at war with co-workers, or is never at work, might find his skills to be no longer needed. □





### Changes in Support Staff - Assessment Centre

There have been some changes in the Support Staff of the Assessment Centre.

- a) Barbara Breen is now an Assistant - Instructional Support Services.
- b) Raymonde Jabaji is now an Instructional Assistant I.
- c) Mary Sullivan is the newly appointed Instructional Assistant I.

Congratulations on your well deserved promotions!

Beverly Brawley

### CIDA Information Luncheon

You are invited to attend an information luncheon meeting regarding:

CIDA's Youth Initiative Fund  
Tuesday, 1989 March 21  
Room 4056  
12:00 p.m. - 1:00 p.m.

RSVP  
Beverly Brawley      Local 773  
Marie Kerchum      Local 225  
by March 16.

Anyone wishing information on this new CIDA project fund is urged to attend.

Beverley Brawley



"I've got to use the VCR, Dad. I've got a big book report due tomorrow."



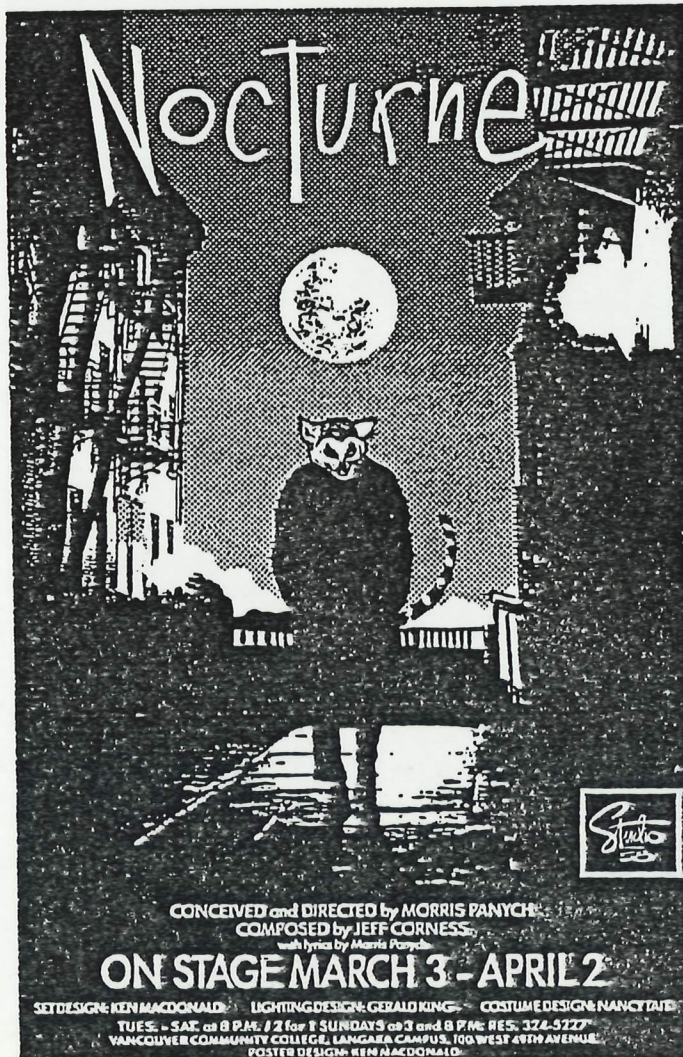
## CHANGE OF LIBRARY HOURS

Beginning on March 15, the Library will remain open during the following times:

|                     |                       |
|---------------------|-----------------------|
| Monday to Wednesday | - 8:30 am to 8:30 pm  |
| Thursday            | - 10:30 am to 8:30 pm |
| Friday              | - 10:30 am to 4:30 pm |

In addition, we will begin our summer hours on May 1 (open on Wednesday and Thursday evenings only). The seasonal interruption in periodicals routing will also begin on May 1. In addition, film and video bookings will be affected. Please arrange to pick up your materials from the Library the day before the Thursday or Friday show dates. We hope these minor reductions in Library hours will not cause you and your students any inconvenience.

Brenda Appleton  
Campus Librarian



You are invited to attend the next VCC Alumni Association Event to be held:

FRIDAY, MARCH 17TH

A DINNER THEATRE NIGHT

will be presented in conjunction with

LANGARA'S STUDIO 58

featuring

NOCTURNE

Ticket prices: \$12.50

Time: 6:00 p.m. No Host Bar  
6:30 p.m. Dinner, Tortellini  
7:30 p.m. Theatre Doors Open

Location: Langara Campus -  
100 West 49th Avenue  
Conference Room L001 below the  
Library

All tickets must be reserved in advance. Call  
875-1131 before noon March 15th.



### Last Ski of the Season

Are there any interested cross-country skiers out in VCC land who would like to go skiing on Sunday, March 19 to Manning Park for the day. Same conditions apply for rental, etc., as previously reported:

|   | Adult   | Child   |
|---|---------|---------|
| Transportation/Trail Fees                         | \$22.50 | \$18.00 |
| Transportation/Trail Fees/Equipment               | 31.00   | 25.00   |
| Transportation/Trail Fees/2 Hour Lesson           | 35.00   | 27.00   |
| Transportation/Trail Fees/Equipment/2 Hour Lesson | 44.00   | 34.00   |

Please give me a call if the idea sounds entertaining.

Gillian Akin  
Local 738

### INFOTECH NEWSLETTER

InfoTech Newsletters are available on the counter by the mailboxes on the Fourth Floor for those of you who are interested.

Dr. Patricia Groves





**VANCOUVER COMMUNITY COLLEGE**

invites application for the following position:

**Title:** Counsellor & Education Officer,  
Hong Kong Office

**Organization:** Vancouver Community College - the largest publicly supported Community College in British Columbia, Canada, has a student population of 10,000 full-time and 35,000 part-time students. The College serves both Canadian and international (non-resident) students by offering courses and programs in English as a Second Language, Secondary School graduation, university courses in Arts, Sciences and Commerce leading to degrees at most Canadian universities. VCC has been active in International Education for a number of years is well recognized as a leader in the field - has a liaison office in Hong Kong.

**Position Description:** Reporting to the Director of International Education located in Vancouver, the Counsellor will be based in Hong Kong and responsible for:

- counselling, testing and assessment of students;
- liaison with parents;
- public relations and advertising;
- liaison with government and other agencies, schools and related institutions;
- maintaining effective communication between the Hong Kong Office and the Vancouver based College.

**Qualifications:**

- Graduation from a Canadian University;
- knowledge of Canadian community colleges and universities and familiarity with secondary and post-secondary educational institutions in Hong Kong;
- excellent knowledge of English and Chinese;

**Terms:** Salary range: HK\$10,000 - \$17,000 per month depending on qualifications. One year contract starting as soon as possible.



Reply with resume and salary expected before  
March 15, 1989 to:

Mr. Geoffrey May  
Vancouver Community College  
Hong Kong Office  
610 Yu To Sang Building  
6th floor  
37 Queen's Road Central  
Hong Kong

Positions Opening:

V.C.C./K.E.C. requires a Department Head (Music). Closing date for applications is 1989 April 03.

V.C.C./K.E.C. requires a Instructional Assistant I (Pharmacy Technical Assistant Program). Closing date for applications is 1989 March 13.

V.C.C./K.E.C. requires a Program Assistant II (ESL - Vocational). Closing date for applications is 1989 March 10.

V.C.C./V.V.I. requires a Permanent Part-Time Cafeteria Worker (Food Trades Department). Closing date for applications is 1989 March 13.

V.C.C./V.V.I. requires a Audio-Visual Technician II (Instructional Media Services). Closing date for applications is 1989 March 13.

V.C.C./International Education requires Program Coordinators and ESL Instructors, Short Term. Closing date for applications for Coordinators is 1989 March 30. Closing date for Instructors is 1989 April 15.

V.C.C./Langara requires a Secretary II (Dean of Instruction - Arts & Sciences). Closing date for applications is 1989 March 20.

V.C.C./Langara requires a Receiver Checker I. Closing date for applications is 1989 March 20.

V.C.C./Langara requires a Clerk II (Financial Aid, Student Services). Closing date for applications is 1989 March 16.

V.C.C./V.V.I. requires a Secretary II (Program Advisory Committee). Closing date for applications is 1989 March 20.

Lawrence Fast



