

King Edward Times



Vol. XXIII, No. 130
November 29, 1990



JOIN US!

Do you like to sing? Do you like Christmas carols? If the answer to these questions is "yes", then we have something for you. If you would like to do some "roving carolling" around the campus on December 11 (and possibly other times if the response is positive), then call me at local 568 or leave a note in my mailbox by December 03.

Jean MacLeod

CHRISTMAS GIVING

The Food Bank is in great need of food donations. For this reason, the Student Action Council has placed a Food Bank Box in the cafeteria. Food donations will be transferred into another box inside the SAC Office. Food donations can also be made in the SAC Office.

A Food Bank box will also be placed under the Christmas Tree on December 05, together with a box for donations to the Christmas Bureau. For security reasons these boxes will be emptied each evening.

The SAC Office is located on the second level next door to the Security Office. Our hours are 10:30 a.m. - 11:00 p.m., Monday thru Friday. Please give generously.

Diana Cippiciani

GENTLE REMINDERS FOR YOUR CALENDAR

- Do not miss the annual Christmas Tree Celebrations. Join in the carols, listen to the Wind Ensemble and get a taste of Christmas. This year there will be two celebrations:

Noon on December 5, 1990

7:00 p.m. on December 6, 1990

Everyone is welcome and everyone is needed to conjure up the Christmas spirit. Mulled wine and mince pies will help!

- The Student Action Council will set up boxes under the tree to encourage gifts of food for the Food Bank or toys/gifts for the Christmas Bureau. Also at the celebration on December 5 we will hold the draw for the department gift exchange. Be there! (There seems to be some confusion on the nature of the exchange. One gift only is given by a department to a department. The exchange is not of gifts for individuals. It can be a fun or serious gift. Imagination is your only limit!)
- Don't forget the Wine and Beer Making Club is holding the inaugural Wine and Beer Tasting meeting at 4:30 p.m. on December 5 in Room 4043. Another chance to get into the Christmas spirit!
- 25 days till Christmas! We are hoping to receive your thoughts on Christmas, memorable Christmases past or an ideal Christmas to come. Fun, serious, philosophical, fact, fiction - send us your ideas. There are prizes for those articles published.
- Be sure to mark your calendar for December 20th. The concert at 3:00 p.m. will feature faculty sopranos and the party at 3:30 p.m. will have something for everyone. Invitations to you and yours will be issued shortly.

Sarah Lucas



SUBSTANCE ABUSE CURRICULUM RESOURCES

The Ministry of Advanced Education, Training and Technology has developed with the help of five institutions, five resource manuals to be used by professionals, faculty and curriculum designers in a wide variety of programs, and entitled, "Substance Abuse Curriculum Resources." No courses are identified, but there are noticeable groups of information which will be of assistance to course developers. The five content areas are: CONCEPTS; ASSESSMENT/REFERRAL; ISSUES; PREVENTION/TREATMENT AND COUNSELLING. The Resources are presently being catalogued to be placed in the P.D. Collection in the Library and will be available for consultation by faculty for course design and program development.

Sam Lewindon

FROM THE EDITOR'S PEN

TEACHER SWAP is a Home Exchange Program exclusively for Teachers run by teachers. Now in its fifth year, this program run by three Long Island teachers continues to expand into Europe. Echanges Enseignants, the 1989-90 French affiliate, which also arranges student exchanges, has now been joined by affiliates in Spain, Germany, England, Austria, The Netherlands, Scandinavia and Belgium.

Participants may choose a straight home exchange or an exchange of Bed and Breakfast courtesies. Since Teacher Swap does not arrange the exchanges, there are no further fees once a list or directory is purchased. Information is arranged so that a subscriber learns the name, address and phone number of teachers who live in the subscriber's potential vacation destination and who are interested in exchanging homes.

If interested, teachers may request free registration information by writing Teacher Swap, Box 4130 (Dept. PR), Rocky Point, N.Y., 11778 or calling 516-744-6403 or contact Sarah Lucas, local 736.

Registration packets must be returned to Teacher Swap by March 01, 1991, to be included in the regular directory.

Sarah Lucas

AN INTERNATIONAL CHRISTMAS

If you are starting to make arrangements for Christmas and would like to try something different this year, then how about inviting a visiting International student to have Christmas dinner with you?

KEC has over 200 visiting International students. Most are from Hong Kong, Taiwan, and Japan. Some are from Europe (Switzerland and Germany) and one is from Africa (Nigeria).

If you would like to share Christmas dinner or some other festive occasion with someone who is a long way from home and who would treasure the experience, please contact Cecily May at local 778 or East Wing Room 3128.

Cecily May

KEC AWARDS DAY, THURSDAY, DECEMBER 06, 1990

To all administrators, faculty, staff and students: Reminder of the Awards Day Ceremony on Thursday, December 06, in the KEC Auditorium from 11:30 a.m. to 1:00 p.m. Everyone is welcome to come and recognize the scholarship recipients!



Sandra North

ATTENTION: ALL FACULTY AND DEPARTMENTS

The Student Action Council is planning a Christmas Breakfast for December 13, 1990, 7:00 - 9:00 a.m. Proceeds will go to the Food Bank and the Christmas Bureau. If you can help in any way contact me at local 219.

Diane Cippiciani



"It's almost time for school, son. Do you have everything in your backpack?"

ESL BIBLIOGRAPHY PUBLISHED

The **English as a Second Language Bibliography** has just been released by VCC Press. Compiled by KEC librarians Phyllis Butler and Aphrodite Harris, the Bibliography is an annotated list of over 300 books, audiotapes, video recordings and other ESL resources. All titles are held by the KEC Library, which represents one of North America's most comprehensive ESL collections.

All entries have been arranged in a classified format composed of eleven broad subject areas such as Listening Comprehension, Grammar, Pronunciation, Writing, Testing and Study Skills and so on. While each entry contains the usual information such as author, title and publisher, additional features render the Bibliography especially useful: A full description of contents is given if the item consists of more than just a text. The user is alerted to the presence of Canadian or cross-cultural content. Student learning level such as Beginning, Intermediate, etc., is indicated, and is based on application and usage as practiced at KEC. Other features of interest include mention of whether the item contains timed readings, picture stories or is useful for teaching handwriting. Comprehensive Sets - various levels of interactive materials presented in multiple volumes - are also identified. Call numbers have been provided for every item, facilitating quick access in the Library.

Each item is annotated, the average entry running to a paragraph in length. Annotations are descriptive rather than evaluative, and are consistently clear and succinct. Author and title indexes have been included as well as a "Special Features" index which provides uniform access to some of the elements described above. There is also a publishers' address list.

While not every ESL item owned by the Library is included - indeed the collection is an organic entity, growing and changing as needs change - several criteria were employed to create a product combining comprehensiveness with utility. Faculty recommendation and popularity with borrowers were certainly high on the list, along with currency (very few items produced before 1980 are included), the presence of Canadian Content and any unique features.

The **English as a Second Language Bibliography** is a valuable reference tool suitable for all instructors, student teachers and librarians with a professional interest in ESL. It is available at the KEC Bookstore for \$11.95. Additional copies may also be ordered from the Langara Campus Bookstore.

Mark Goertz

WHAT'S NEW IN THE LEARNING CENTRE?

Instructors please tell your students this:

Workshops By Counsellors on timely topics:

November 30	Time Management , 10:00 - 11:30 p.m. with Dave Greenall
November 30	Stress in the Classroom , 2:00 - 3:30 p.m. with Angela Fredericks
December 04	Math Anxiety , 2:30 - 3:30 p.m. with Thorne Husband
December 06	Test Anxiety , 12:00 - 1:30 p.m. with Mel Felker
December 07	Transition from KEC to College or University , 11:00 - 12:00 noon with Heather Luk Chan

More workshops with Counsellors coming January - February.

Consult your Learning Centre for room numbers and sign up there.

See new Learning Centre bulletin boards around campus: today's workshops will be published on the Student Cafeteria Bulletin Board.

Call 504 for more information.

Carol Tulpar

DECEMBER HOURS FOR THE BOOKSTORE

December 1-14, Monday, Tuesday, Friday

8:30 - 5:00 p.m.

Wednesday, Thursday

8:30 - 8:00 p.m.

December 17-21, Monday to Friday

8:30 - 5:00 p.m.



LATE LIBRARY OPENING HOURS

All instructors please note that on Thursday and Friday, the Library does not open until 10:30 a.m. Please keep these hours in mind when giving students Library research assignments.

Brenda Appleton

CLOSED

Admissions and Cashiers Department will be closed during the following times:

December 05, 1990 2:30 - 4:30 p.m.

December 20, 1990 4:00 p.m.

This will enable staff to join in with Christmas Festivities.

Pam Ottridge

REMINDERS FROM THE FINANCIAL AID OFFICE

Sandra North reminds us that the Financial Aid Office is open at the following times:

Monday to Thursday 11:00 a.m. to 4:00 p.m.

Wednesday evening 5:00 p.m. to 7:00 p.m.

Also, the staff in Financial Aid is available to give "mini-talks" on financial assistance to students at KEC. If any class, department, or student services area wishes to schedule a mini-talk, our office will send a staff member between 9:00 a.m. and 4:00 p.m. The workshops are limited to five per week. These talks will give students a general orientation to financial aid and hopefully encourage them to visit the Financial Aid Office if more information is required. Please call local 720 if you wish to schedule a talk.

PLEASE REMIND YOUR STUDENTS THAT ABESAP APPLICATIONS ARE AVAILABLE TO ALL STUDENTS ONE MONTH PRIOR TO REGISTRATION. ENCOURAGE YOUR STUDENTS TO APPLY EARLY!!!



LIBRARY NEWS

Mark Goertz has been hired as Librarian, 3/4 time, and will be with us at least until the end of March. Consequently, there have been some changes in the subject collection development and departmental liaison responsibilities for all KEC librarians.

While the new assignments reflect the appropriate contact persons for the ongoing and long term development of library resources and services in your area, please feel free to address your requests for general reference service, tour bookings, interlibrary loans, etc., to any of the staff listed below.

Brenda Appleton (439/513)

Business and Computer Studies Department
Computer Software
Continuing Education (excluding TESOL)
Small Business

Aphrodite Harris 438/513

Continuing Education (TESOL only)
ELS Department
ESL Outreach Department
ESL Vocational Department
P.D. Library/TEAL

Phyllis Butler (580/513)

Automotive Collision Repair
Automotive Painting and Refinishing
Automotive Technician
Diesel Technician Department
Hearing Impaired Department
Institutional Aide Department
Interpreter Development Program
Music Department
Pharmacy Technical Assistant
Visually Impaired Department

Irene King (580/513)

ABE Department
B.E.S.T. Department
B.T.S.D. Department
Legal Materials

Amanda Palacios (438/513)

Counselling Department
Health Services
KEC and Central Administration

Mark Goertz (580/513)

ESL - CPE
Humanities Department
Mathematics Department
Science Department
International Education



Brenda Appleton

EXTRAS

From the Bookstore

The Bookstore will be having a **Book Buyback** on December 10-14. Also, we have a selection of very special Amnesty International note cards available for a limited time only: price \$7.95 for a pack of 12 cards. Remember also that the Bookstore has a selection of boxed and individual Christmas cards, wraps, calendars and gift items all on sale starting December 03, 1990.

Chris Donovan

Wanted Dead or Alive!

Clutch and transmission work, Automechanics Department, KEC. Phone local 202 and ask for Robert or George.

Cecilia McGowan

Please Remember...

*... to separate your internal mail from your external (outgoing) mail. **DO NOT PUT INTERNAL MAIL INTO YOUR OUTGOING BIN OR BOX.** Several times internal mail has been sent out thereby wasting postage. The mailroom clerk does not have the time to go through all correspondences to check for and re-route internal mail. Also, the mailroom clerk is not responsible for distributing departmental mail left either in the bins or counters.*

Auditions

Are you looking for excitement? A new challenge? ACT NOW! Carousel Theatre School is holding auditions for its three professional training programs: exciting teen, new adult fulltime and popular adult part-time. Our courses are taught by Vancouver's leading professional actors and directors. Winter session begins in January. Don't delay! For more information and an audition time call Carousel Theatre School at 669-3410.

Leslie Ayers, School Coordinator

International

CHRISTMAS

Dinner and Dance

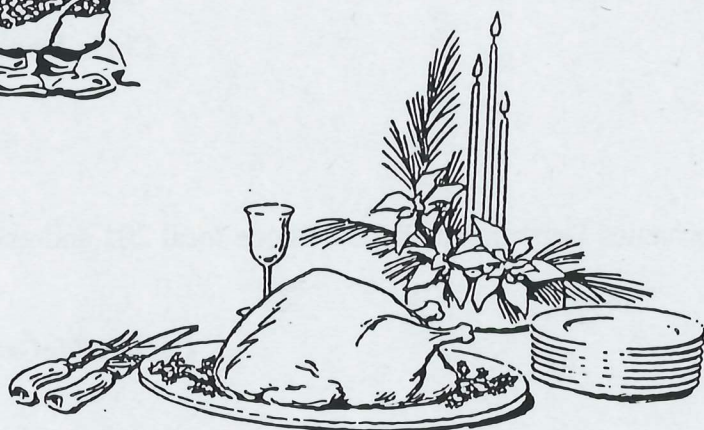


Santa

&
door prizes



Carol singers



traditional turkey dinner

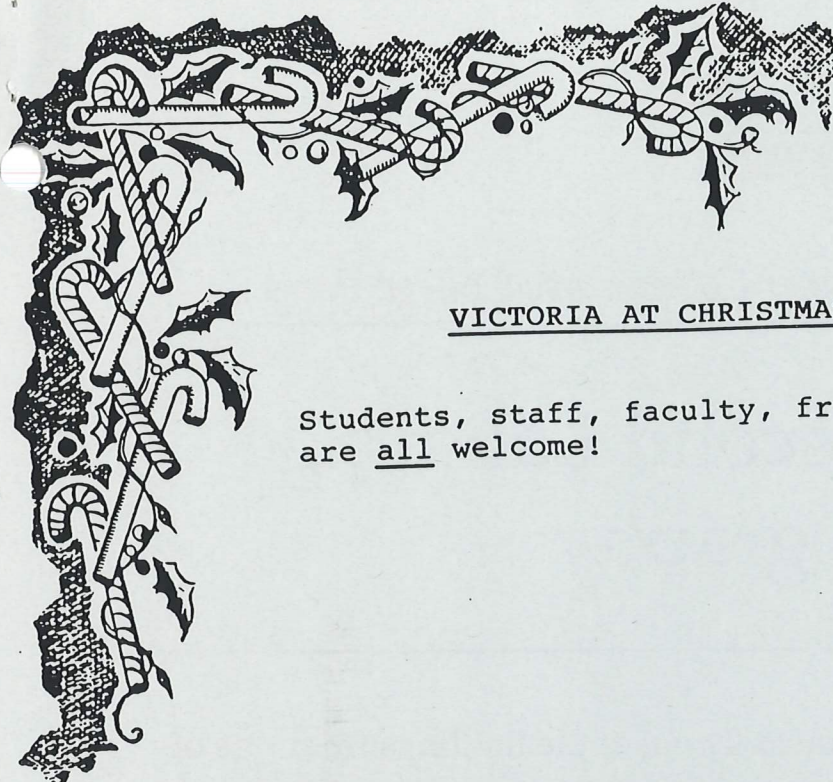
DISCO

DANCE

6:00pm-11:00pm
Friday, Dec. 14th
KEC Cafeteria

tickets.....adults \$8.00
children \$4.00

For tickets and information, please contact Cecily May at Local 778,
East Wing 3128



VICTORIA AT CHRISTMASTIME

Students, staff, faculty, friends, and relatives
are all welcome!

Friday, December 21st

7:15am	depart from KEC parking lot
9:00am-10:40am	ferry from Tsawwassen to Swartz Bay
11:00am-11:30am	sightseeing tour of Victoria on the bus
11:30am- 2:30pm	FREE TIME IN DOWNTOWN VICTORIA
	visit Parliament Buildings
	Royal B.C. Museum
	Empress Hotel
	Wax Museum
	Beacon Hill Park
	or go shopping
2:30pm- 3:00pm	scenic drive to Butchart Gardens
3:00pm- 4:00pm	visit Butchart Gardens with its Christmas lights and festive decor
4:00pm- 4:30pm	drive to Swartz Bay
5:00pm- 6:40pm	ferry from Swartz Bay to Tsawwassen
7:15pm	arrive at KEC parking lot

NOTE: Have a late breakfast/early lunch (brunch) on the
ferry in the morning, or bring something to eat on
the bus before 11:30am. Then you can make the most
of your FREE TIME in Victoria sightseeing or shopping.

COST:	adults	\$34
	13-17	\$21
	5-12	\$15
	0-4	free

To pay or for more information see Cecily May, East Wing 3128.



Now available from Vancouver Community College Press...

English as a Second Language Bibliography

A fully indexed, thoroughly annotated listing of the holdings from one of North America's most comprehensive ESL collections: that of the King Edward Campus Library of Vancouver Community College.

Nearly 300 books, videorecordings and other resources listed under eleven subject categories. Sections are further divided by learning level. Special features, such as **Canadian Content**, are noted, and indexed. In all, three indexes and a list of publishers' addresses make this special bibliography an easy-to-use, important reference for anyone involved in teaching ESL or collecting ESL resources.

English as a Second Language Bibliography
by Phyllis Butler & Aphrodite Harris

70 pages, 8½ x 11, paper. ISBN 0-921218-29-X.

Price: \$11.95

To Order Your Copies...

BY MAIL:

Send you name, address, and payment or purchase order to:
VCC Press, c/o Langara Campus Bookstore
100 West 49th Avenue
Vancouver, B.C. V5Y 2Z6

Fax: (604) 321-2153

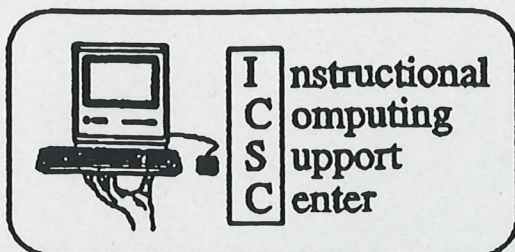
NOTE: Shipping and handling charges are waived for pre-paid orders from Canada. Make cheques payable to Vancouver Community College. Shipping charges will be added to orders requiring invoicing. Libraries discount: 10%. Bookstores discount: 20%.

IN PERSON:

King Edward Campus Bookstore
Vancouver Community College
1155 East Broadway
Vancouver, B.C.

OR,

Langara Campus Bookstore
Vancouver Community College
100 West 49th Avenue
Vancouver, B.C.



Computing Corner

Many computer users are expert on a particular program, perhaps a word processor, but not at all sure of how to format a disk or copy a file from one disk to another disk.

Question: How do I format a disk?

Answer: When you purchase a disk either a 5 1/2 inch disk or a 3 1/2 inch disk, it cannot be used straight away on your computer. It is a blank disk. You must organize the surface in such a way that your system knows how to use that particular disk. This process is called **Formatting a Disk**. To format a disk:

1. When **C:\>** appears on your screen insert your disk in the floppy disk drive.
2. Type:

FORMAT A: if the disk is in Drive A
FORMAT B: if the disk is in Drive B

3. A message on the screen will instruct you when to press **ENTER**.
4. A light will appear on the drive in which you have placed the disk. This light means that the disk is being formatted. When formatting is complete, you will be asked if you wish to format another disk. Type **Y** if you wish to do so, otherwise type **N**.
5. Remove the disk from the drive and insert in its envelope.

The disk is now formatted and ready to be used in your computer.

Question: How do I copy a file from one disk to another.

Answer: If you are copying a file from the hard drive to a floppy drive, for example a file called **LETTER.DOC**

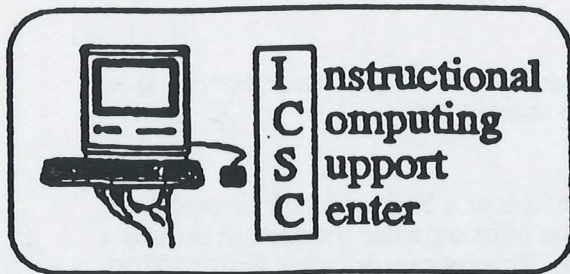
1. At the **C:\>** prompt, insert your floppy disk in drive A.
2. Type: **Copy letter.doc A: (Enter)**
3. The message **One file copied** will appear on the screen when complete.

To copy from one floppy drive to another:

1. Insert the disk with the file to be copied in Drive A
2. Insert a formatted disk in Drive B
3. Type **Copy A:letter.doc B:**
4. The message **One file copied** will appear on the screen when copying is complete

Next week questions will be answered on the different types and sizes of fonts which you can use in your word processing documents. If you have a question on this topic, please place it in my mail box before **Tuesday, December 4** and it will be answered on this page.

Anne McElroy.



What's New at the ICSC?

Word for Windows has arrived and is temporarily installed on the AT 286, computer #4. It will be moved to the 386, computer #5, as soon as Windows 3.0 is installed there.

Computing Corner: A copy of each article which has appeared in the Computing Corner in the KEC TIMES is in a binder in the ICSC. Please feel free to make copies of any one of these articles. This week there are instructions on formatting a disk and copying files. In the weeks to come we will be discussing topics ranging from the different types of fonts available for use in word processing documents to what you should know before shopping for a computer. If you have a question about these or any other computer topic, place it in my mail box and it will be answered as soon as possible.

Langara Bookstore: KEC faculty, staff and students may buy software at educational discount prices from Langara Bookstore when proof of ID is produced. Please contact me if you would like a list of available software and prices

Windows 3.0: If you have purchased Windows 3.0, you will find some useful hints in **Installing Windows 3.0** on page 37 of the August '90 edition of **The Computer Paper**. A copy of this article may be found in the ICSC.

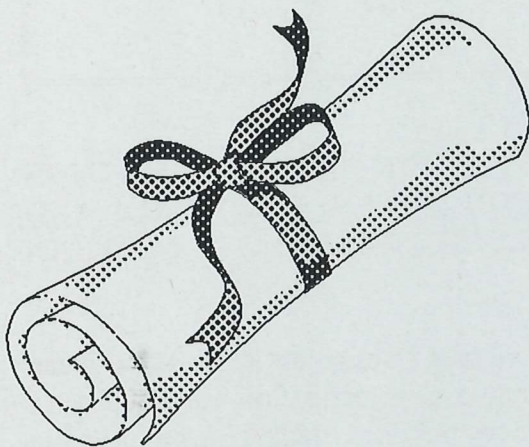
Vacation: Stephen Fryer, instructional assistant in the ICSC, will be on vacation from December 10 to December 21.

Anne McElroy

November 23, 1990



H U M A N R E S O U R C E D E V E L O P M E N T



CONGRATULATIONS!

The Province of BC, Ministry of Advanced Education & Job Training in cooperation with The Business Council of British Columbia and **Vancouver Community College** recognize the successful completion of the program in Management Skills for Supervisors by awarding a Provincial certificate to:

Chris Donovan, Bookstore, KEC

June Dragman, ESL/Outreach, KEC

Norman Olenick, Physical Education & Recreation, Langara

Mary Sullivan, Assessments, KEC



DEAN, FACULTY OF CONTINUING
EDUCATION AND EXTENSION

MOUNT ROYAL COLLEGE INVITES APPLICATIONS FOR THE POSITION OF DEAN OF THE FACULTY OF CONTINUING EDUCATION AND EXTENSION. THE APPOINTMENT WILL COMMENCE NO LATER THAN MAY 1, 1991.

Reporting to the Vice-President, Professional and Continuing Studies, the Dean is responsible for the planning, organizing, and direction of the Faculty of Continuing Education and Extension which co-ordinates credit-free programs in the areas of arts, business studies and applied arts, community and health studies, and science and technology. The Faculty also administers part-time credit and extension programs and co-ordinates the international education activities of the College.

Candidates should possess:

- proven administrative and managerial skills;
- an excellent record of accomplishments in post-secondary teaching and administration;
- advanced educational qualifications (the minimum desired credential would be a Master's degree in Adult Education or other related discipline).

Please submit application and curriculum vitae to:

Human Resource Department
Mount Royal College
4825 Richard Road S.W.
Calgary, Alberta
T3E 6K6

For further information call: (403) 240-6584

Closing date: December 14, 1990

POSITIONS OPENING

VCC/KEC requires an Assistant Department Head (English Language Skills Department). Closing date for applications is November 30, 1990.

VCC/CA requires an Accounting Clerk. Closing date for applications is November 30, 1990.

VCC/KEC requires a Temporary Instructional Assistant I (Business and Computer Studies Department). Closing date for applications is November 30, 1990.

VCC/KEC requires a Coordinator I (English/Social Science, Basic Training for Skill Development Department). Closing date for applications is November 30, 1990.

VCC/Langara requires a Secretary II. Closing date for applications is December 03, 1990.

VCC/KEC requires a Part Time Temporary Program Assistant I (International Education, ABE Division). Closing date for applications is December 05, 1990.

VCC/CC requires a Temporary Clerk II. Closing date for applications is December 11, 1990.

Lawrence Fast

Your future is with us

Vancouver Community College provides educational instruction for over 47,000 students in the lower mainland. This is an opportunity for a motivated individual to join our dynamic team.

PUBLIC SERVICES LIBRARIAN

This position is available at our Langara Campus and is temporary until December 31, 1991.

The candidate will provide reference service to library patrons using print, media and computer resources. Other duties include assisting in instruction to library patrons; communicating with faculty and administration about instructional goals and curriculum; and participating in implementing an automated library system.

The applicant must have a Master of Library Sciences degree from an accredited library school. Other qualifications include a thorough knowledge of a community library system; superior communications skills; and the ability to work effectively with groups and to supervise support staff.

Salary range: \$31,200 to \$52,920 per annum.

Closing date December 14, 1990.

VANCOUVER
COMMUNITY
COLLEGE



Please apply in writing prior to the specified closing date and forward to:

Mr. D.D. Jones
Director of Employee Relations
Vancouver Community College
1155 East Broadway
Box 24700, Station "C"
Vancouver, B.C.
V5T 4N4

