

King Edward Times



Vol. XXIII, No. 131
December 06, 1990



CLASSES MAY FINISH EARLY ON DECEMBER 20

Please note that because the concert and Christmas Party celebration begins at 3:00 p.m. on Thursday, December 20, the Campus will close at 3:00 p.m. so that faculty and non-teaching staff in Instructional and Student Services areas may attend these functions.

Lawrence Fast

CLOSED

The Admissions and Cashiers Department will be closed on December 20, 1990, from 4:00 - 5:00 p.m. to allow staff members to join in the Christmas festivities.

Pam Ottridge

CLOSED

Please note that the KEC Administration area will be closed from 11:00 - 1:00 p.m. on Wednesday, December 19, 1990.

Pam Ottridge

IT'S A GIRL!

Our congratulations and best wishes to Nadia Kawas (Computer Network Administrator) and her husband, Mohammed, on the birth of their 7 lb. 13 oz daughter. Najla was born Sunday, December 02.

Cathy Tolsma

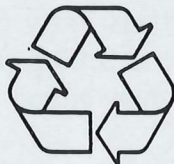
UPDATE FROM THE PRINCIPAL

THE ENVIRONMENT COMMITTEE

Recently the Environment Committee has been considering further improvements in our process of paper recycling. We have asked our Director of Purchasing to seek bids on a College-wide contract for the pick-up of paper for recycling.

We are also considering the possibility of using only recycled paper in the College but present estimates are that this would cost \$60,000 per year more than what we do now.

Think Recycling!



Pensez à recycler !

RECENT RENOVATIONS

Some of the more attractive recent renovations have been the faculty offices in the Business and Computer Studies Department, and designed by Cathy Tolsma and her colleagues. Why not drop by for a look.

In room 4056 we are presently renovating to create a small staff room for employees. Therefore the next time you have a meeting in Room 4056 you will find it smaller, but I hope still adequate.

THE THREE-TERM YEAR

I have had discussions on this topic with various groups and individuals over the past few weeks and have heard many concerns about the proposal. A number of changes and options are therefore being considered and there will be more information on these soon in a separate memo.

THE CHRISTMAS PARTY

Don't forget the annual Christmas Party and concert on December 20th at 3:00 p.m.!

Lawrence Fast

CHRISTMAS PARTY

The Campus party to which all King Edward Campus employees, partners and children are invited will be held on December 20th at 3:30 p.m. It will be preceded by a short, but very special concert, featuring faculty members at 3:00 p.m. in the Auditorium. Invitations will be sent out, but since Santa will be at the party and will need to prepare, we would like to know how many children will be there. If you would like to bring your children, please contact Saroj Kumar, Local 742. She will be in touch with Santa.

Sarah Lucas

REGISTRATION DATES

ABE and CPE schedules are now available in the Admissions and Counselling departments.

College Foundations

December 10	- Continuing Students by time
December 11	- Transferring Students by time
December 12	- Re-entering and New Students by time
December 13	- Late Registration, first come first served
January 02, 1991	- Late Registration, first come first served

College Preparatory English

December 17	- Continuing Students in class times
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Transferring and re-entering students will register by invitation if space permits.

ELS

December 18	- Continuing Students in class times
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Transferring and re-entering students will register by invitation if space permits.

Pam Ottridge

RESULTS OF THE DEPARTMENT GIFT EXCHANGE DRAW

Some department heads were unable to attend the draw which took place on Wednesday, December 5 at the Christmas Tree Celebration. The results are published below:

List of Departments

Administration
Admissions & Student Records
Automotive Collision Repair Technician
Automotive Technician
Basic Education
Bookstore
Business & Computer Studies
CPE
Counselling
Diesel Technician
ELS
ESL - Vocational
Financial Aid Office
Hearing Impaired
Humanities
Library
Mathematics
Music
Outreach
Pharmacy Technical Assistant
Science
Sign Language Studies
Small Business Development
Visually Impaired

Draw

Counselling
Outreach
Science
Pharmacy
Library
Basic Education
Small Business Development
Administration
Hearing Impaired
Bookstore
Financial Aid
Business & Computer Studies
ESL Vocational
Music
Visually Impaired
Automotive Collision Repair Tech.
ELS
CPE
Diesel
Sign Language
Admissions & Student Records
Automotive Technician
Mathematics
Humanities

- Remember the gift exchange will take place at the party at 3:30 p.m. December 20th in the Faculty Lounge.
- Don't spend a fortune - \$10.00 maximum, **BE CREATIVE!**

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

THANK YOU

Thank you to all ESL instructors and their students who took part in the recent ELA pilot tests. Your comments on the questions have been really valuable and your cooperation was appreciated.

The Assessment Centre: Min Yao, Dave Aquila, Sue Atherton, and Barbara Breen

FROM THE BOOKSTORE

A reminder about GST... Books purchased before December 31 will not be taxed. After January 01, 1991 a 7% GST will be added to the price of each book.

An invitation from the Bookstore Staff... On December 20, please come to the Bookstore's Open House (Open Store?). My special spiced apple juice and Christmas goodies will be served. See you there!

Chris Donovan

FROM THE STUDENT ACTION COUNCIL

Attention to All Students and Faculty

The Vancouver 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. The box will be kept in the Cafeteria during the day. Donations will be transferred to another box at the end of the day in the Student Action Council Office which is located on the second floor next door to the Security Office. Donations can also be made in the SAC Office. We are open from 10:30 a.m. to 1:00 p.m.

To All Department Heads and Faculty

The Student Action Council is planning a Christmas Breakfast for students and faculty. The breakfast which will consist of pancakes, sausages, coffee, and an orange is scheduled for December 18, 1990 from 7:00 a.m. to 9:00 a.m. Please volunteer your time in serving, cleaning, or in putting up decorations. Any help will be greatly appreciated. To receive a breakfast students and faculty will either make a food donation to the Food Bank or make a gift donation to the Christmas Bureau. A Food Bank Box and Christmas Bureau Box will be placed underneath the Christmas Tree. Items will be transferred to other boxes in the SAC Office at the end of the day. Please contact me in the SAC Office if you can help. The Student Action Council Office is located on the second floor next door to the Security Office. We are open Monday to Friday, 10:30 a.m. to 1:00 p.m. Our local is 219.

Diana Cippiciani

GINGERBREAD RAFFLE

A gingerbread house prepared by the Institutional Aide Department as a program fundraiser is being raffled for Christmas. Starting Tuesday, December 11, tickets will be available between 10:30 - 2:30 p.m. daily in the Cafeteria. Tickets are \$1.00 or 3 for \$2.50. The draw will be made on Thursday, December 20, at 2:30 p.m. All proceeds go to the Children's Fund.

Nadine Johnson

LIBRARY HOURS

Please note that during the week of December 17-21, the Library will be open for study purposes only. Reference and circulation services will not be available. Hours for the week will be:

Monday/Tuesday/Wednesday	8:30 - 5:00 p.m.
Thursday	8:30 - 3:00 p.m.
Friday	8:30 - 4:30 p.m.

STUDENT CAFETERIA CLOSED

The student side of the Cafeteria will offer limited service on December 14, 1990, from 3:00 p.m. to 6:00 p.m. in order to prepare for the International Christmas party. Our apologies for any inconvenience that this may cause.

Cecil May

The Mailroom requires interoffice envelopes. Please send any extras you have to Norma McPhail. Thank you.

CONTINUING EDUCATION FEE WAIVERS TO EMPLOYEES

Vancouver Community College employees who are eligible to receive benefits are also eligible for tuition fee waivers on many Continuing Education courses. Fee waivers are not available for courses in the General Interest category where the fee includes supplies (such as Wine Appreciation), rentals (Learn to Paint Textiles) or transportation (Travel Tours, Natural History).

Registration is limited in some computer courses. Please register early to avoid disappointment.

Employees requesting a fee waiver should obtain, complete and return a blue "Fee Waiver Request" form as follows:

City Centre, Lorna Guenard; King Edward Campus, Pam Ottridge; Langara Campus, Linda Holmes; College Resources, Ross Carter; Continuing Education, Gail Rochester; and International Education, Jindra Repa.

All other employees should obtain the forms from a C.E. Office and process their requests through their Department Director.

Please... no retroactive refunds. Approval prior to registration MUST be obtained in order to receive a fee waiver.

The Winter 1991 C.E. flyer will be distributed to homes in the Vancouver area the week of January 01, 1991. If you do not receive a copy, the flyer will be available at all Continuing Education campus offices that same week.

TAKE A NOTE OF THIS...

Please note that one-half of Room 4056 is being renovated for a KEC Staff Room and, therefore, will be a smaller meeting room after December 07, 1990.

Pam Ottridge

November 23, 1990

Appendix

KING EDWARD CAMPUS
SCHEDULE OF ASSESSMENT FEES*

(Effective 1991 January 01)

Appendix to
Policy No. 3.2.0.6

DOMESTIC STUDENTS

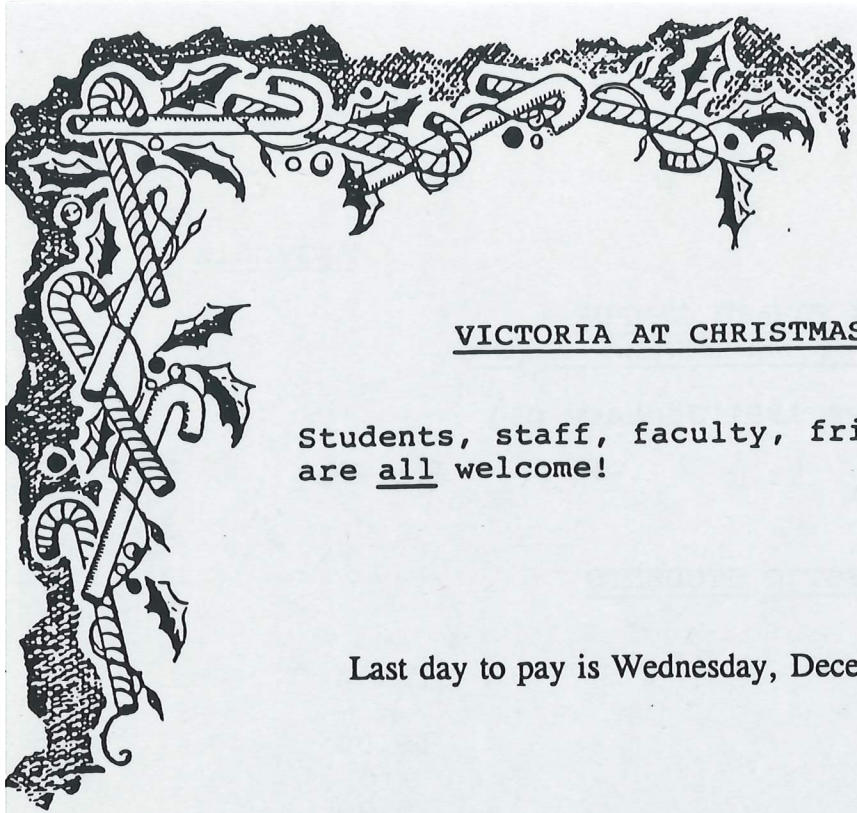
Reading	\$15.00
Writing	15.00
Mathematics	15.00
Typing	15.00
Placement test E.L.S.	15.00
Placement test Vocational E.S.L.	10.00
English Language Assessment (E.L.A.) on site	
- Non-refundable deposit	20.00**
- Balance to be paid before the test is to be written	20.00
E.L.A. off site	60.00

INTERNATIONAL STUDENTS

On or off shore assessments flat fee per student	110.00
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* The above schedule of assessment fees is subject to change

** Non-refundable deposit valid for 6 months from date of payment.



VICTORIA AT CHRISTMASTIME

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

Last day to pay is Wednesday, December 12, 1990.

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.

International

CHRISTMAS

Dinner and Dance

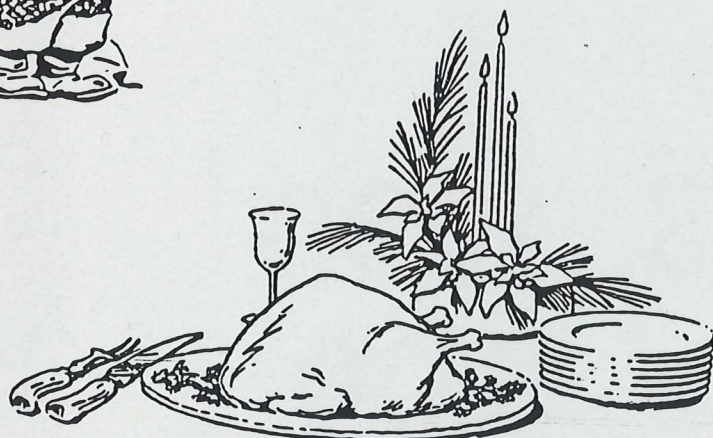


Santa

&
door prizes



Carol singers



traditional turkey dinner

Last day to pay is Wednesday, December 12, 1990.

DISCO

DANCE

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

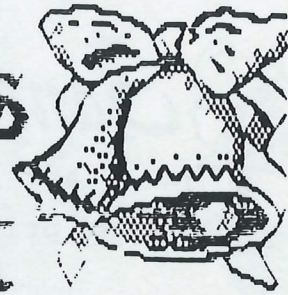
tickets.....adults \$8.00
children \$4.00

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

Sac



Christmas
Breakfast



Dec 13, 1990

7:00 - 9:00

By Food Or Gift
Donations

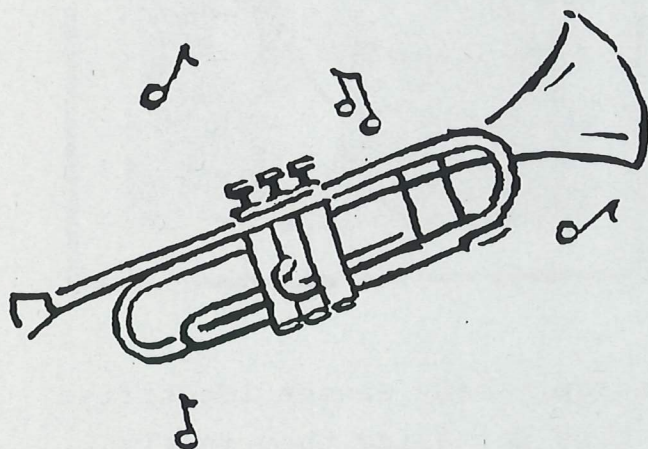
Pancakes/Sausages
Coffee/Oranges

Yamaha Canada Music

Vancouver Community College

proudly present

The 1990/91 Faculty-Alumni CONCERT SERIES



The Auditorium,
King Edward Campus

Vancouver Community College
1155, East Broadway, Vancouver

7.30 pm

Season tickets: \$32.00

Individual tickets: \$10.00

For tickets and information, please
call VCC's Music Department

875-8220

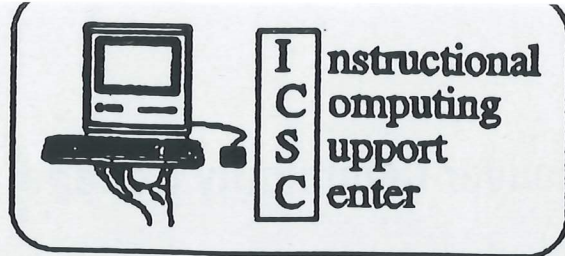
SUNDAY, DECEMBER 2
HUGH FRASER AND VEJI
(Juno Award winner)
Vancouver Ensemble for
Jazz Improvisation
Special guest appearance by
Dave Robbins

SUNDAY, JANUARY 13
CHAMBER POTPOURRI
Featuring
Jerry Domer - Oboe
Gerald Van Wyck - Harpsicord
Margot Ehling - Piano
Peter Hannan - Early Music Virtuoso
Sandra Head - Theatre music from 1930's to
1980's
Original compositions by
David Duke

SUNDAY, FEBRUARY 3
GUITAR MADNESS
Tony Koch Quintet and
Alan Rinehart on classical guitar

SUNDAY, MARCH 3
THE SHANNON GUNN BAND
One of Canada's finest jazz
vocalists with an array of outstanding in-
strumentalists

SUNDAY, APRIL 7
THE JAZZ STYLINGS
OF ALAN MATHESON &
DAVE BRANTER
Internationally recognized jazz artists



What's New at the ICSC?

Backup: In a recent issue of *The Computing Paper* Roedy Greene says that making backups is the most important thing you can do with your computer. It is also the most boring. Consequently most people omit this important task and sooner or later live to regret it. Do not wait until you have lost a forty page paper. Backup now! If you are working in the ICSC, one method is to save important work onto two floppy disks or to copy a file to another floppy disk, using the DOS Copy command. For Hard Drive backup, Roedy Greene identifies the best backup programs along with tips for using them in his article entitled, *Backup* a copy of which can be found in the green binder in the ICSC.

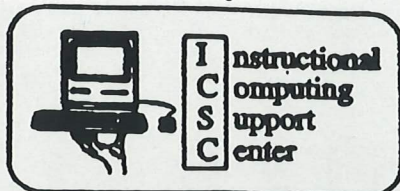


Computer Paper: Articles from *The Computer Paper* of interest to KEC computer users, may be found in a green binder in the ICSC. Topics range from what you should know before purchasing a computer to tips for installing Windows 3.0

Telephone Local: Anne McElroy's local has changed to 776. Please note the new number, since I value and wish to retain Frank Fornelli's friendship!

Vacation: Stephen Fryer, Instructional Assistant at the ICSC, will be on vacation from December 10 to December 21.

Anne McElroy



Computing Corner

Question: How do I know which fonts are most appropriate for my word processing documents?

Answer: You will have a better grasp of fonts if you have an understanding of the basic principles of typography.

The term **Typeface** refers to the design and style of letters and characters. There are many different typefaces falling broadly into three categories *serif*, *sans serif* and *specialty*.

Serif
letters with short
strokes at the end of the straight line.

Sans Serif
letters have no short strokes at the
end of the straight line

On this page, *serif*, Times Roman, was chosen for the body of the text and *sans serif*, Helvetica, for the headings.

The term **font** refers to the size, width and angle of a character within a certain typeface. Bold fonts have thick dark lines, italic or oblique fonts have slanted lines and light fonts have lighter delicate lines. The examples below are of different fonts within the Times-Roman typeface family.

Times Roman Bold
Times Roman Italic
TIMES ROMAN

Font sizes are measured in the number of *points* from the top of the tallest letter to the bottom of the lowest. The body of this article is in Times Roman 12 point. There are 72 points to an inch.

24 points ↑ a b c d g

Both the fonts used on this page Times Roman and Helvetica are examples of *proportional fonts*. This means that wide letters like W and M occupy more space than narrower letters like I and i. In a *fixed pitch font* eg. *Courier*, each character occupies the same amount of space.

Fixed Pitch		
WWW	WON	UPPERCASE
III	ion	lowercase

Proportional Font		
WWW	WON	UPPERCASE
III	ion	lowercase

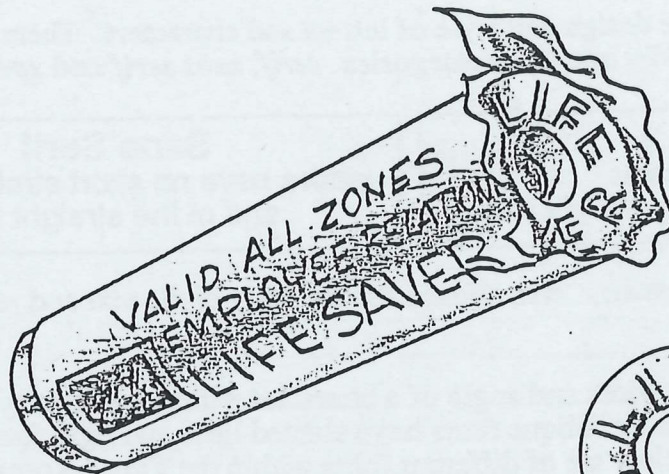
Fixed pitch fonts like Courier are standard to most word processors, so what you see on the screen is what you get on the page. With proportional fonts, what you see on the screen may resemble Courier but the appearance of the page will be different. Use the *print-view* option to check.

Since the spaces in propotional fonts are not always the same width, it is important that you use the *tab key* and not the *spacebar* to tab for columns. If you use the space bar, your columns may appear to be aligned, but you will be surprised to see that they are not so on the page.

Next week: some specialty typefaces and fonts.

Anne McElroy.

This Christmas Carry a LIFESAVER



No one plans to drink & drive...But we
should all plan not to.



This year, Vancouver Community College
will make available two FREE LIFE-
SAVER TRANSIT TICKETS to all Col-
lege employees. Lifesaver tickets are
good for travel by Bus, SeaBus &
SkyTrain right across the Lower Main-
land. Think of it as a free designated
driver.



BECAUSE you are VCC, we want you
back after the holidays...



To obtain your LIFESAVER TRAVEL TICKETS, phone or
drop by the Employee Relations Office.



**The Program for Deaf and Hard of Hearing Adults
Vancouver Community College -
King Edward Campus**

Invites You to a Community Evening Event

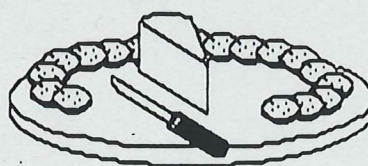
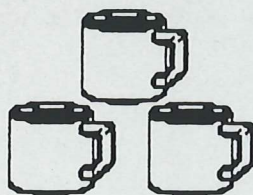
Guest Speaker: Henry Vlug, Lawyer

**"Changes in the Law for Deaf
and Hard of Hearing People"**

**Thursday, December 13, 1990
at 7:30 p.m.**

Room 2048, Second Level (Across from Cafeteria)

SOCIAL TIME & REFRESHMENTS TO FOLLOW



**For more information, contact Helen Chan, Coordinator
at 875-8210 (voice or TDD/TTY).**

**V.C.C.-K.E.C. 1155 East Broadway, Vancouver
Parking off East 7th Avenue & Glen Drive**

POSITIONS OPENING

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

VCC requires an Instructional Assistant II (Disabled Student Services). Closing date for applications is December 12, 1990.

VCC/KEC requires a Temporary Clerk II (Counselling Department). Closing date for applications is December 13, 1990.

VCC/CC requires a Secretary II (Assistant Dean - Student Services). Closing date for applications is December 13, 1990.

VCC requires a Programmer Analyst I (Information and Computing Services). Closing date for applications is December 17, 1990.

VCC/CC requires a Temporary Computer Programmer I (Information and Computing Services). Closing date for applications is December 17, 1990.

VCC/CA requires a Purchasing Clerk. Closing date for applications is December 18, 1990.

VCC/CA requires a Payroll Clerk II. Closing date for applications is December 18, 1990.

VCC/Langara requires a Communications Officer (Permanent Part-Time). Closing date for applications is December 19, 1990.

VCC/Langara requires a Library Assistant II (Half-Time). Closing date for applications is December 19, 1990.

Lawrence Fast