

Things to Remember

Vol. 161, No. 162
September 05, 1991

CANADA SAVINGS BONDS

Applications forms for the purchase of 1991-1992 Canada Savings Bonds are available from Doreen Sharan, 4th Floor Administration. The final date that the payroll department will accept the application forms is **October 25, 1991**. There will be no exception to this date.



Karen Kelly

us congratulate George on his retirement:

Date: Thursday, September 12, 1991
Time: 4:30 p.m. to 6:00 p.m. (social)
6:00 p.m. to 8:00 p.m. (dinner)
Place: Room 240, City Centre

For tickets, please contact:

R. Schofer, Continuing Education
A. Iapalucci, Building Services
S. Paterson, Administration
R. Ashworth, Administration
A. Douglas, K & D Engineering

John Vandenaeker, Vice Principal

LITERACY

International Literacy Day is September 08. A display of student writings is on the wall outside the Basic Education Office (Room 2127). Please come and have a read!

Mary Waddington

FAREWELL TO GEORGE CLARK, BUILDING SERVICES MANAGER, CITY CENTRE

As many of you know, George Clark will be retiring on September 20, 1991. Come and help

ON SAFARI IN SOUTHERN AFRICA

If you are interested in animals, nature, travel or photography, you are invited to a slide presentation as follows:

Room 5042

Thursday, September 19, 1991

at 12:00 noon

Presented by Patricia Groves

FROM THE FINANCIAL AID OFFICE

Good News!

ABESAP has received additional dollars so we are able to accept ABESAP applications from students for Fall 91 registration! Please advise your students if they require financial assistance for their fees to apply as soon as possible. Deadline for applications for Fall 1991 is September 30, 1991.

Bursary Applications

Fall bursary applications will be available from September 03 to September 26, 1991. All students who may require additional financial assistance should apply for these bursaries from the Financial Aid Office.

Workstudy

Workstudy applications will be available for full-time students who have either ABESAP or BCSAP. Please come to the Financial Aid Office to apply as soon as possible. Positions are limited so it is recommended to apply early!!

Mini-talks

The staff in Financial Aid is available to give "mini-talks" on financial assistance to students, staff and faculty. 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. 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.

Sandra North

Instructor Computing Support Centre

**Temporarily Closed
for renovations**

**Expected Reopening
Monday, September 16**

Apologies extended for any inconvenience caused.

If you need to print Mac Files or for further information:

LIBRARY NEWS

Class Assignments in the Library

Many classes are now being given library assignments where they must come to the Library (during class time) to research various topics for class debates, papers, oral presentations, etc.

It would be very helpful to reference staff, if instructors would please do the following:

1. ALWAYS notify the Library when you plan to send your entire class. We have limited seating space, and other classes may already have been scheduled to use the Library. Also, we only have one librarian assigned at any time on the Information desk; other arrangements to assist your students may be necessary.

Library News (Cont'd)

2. ALWAYS notify the information desk (local 513) of the topics your class is assigned to research. There is nothing more frustrating to your students (and librarians) than having an entire class looking for information on one or two topics, when in fact the first student into the Library has already depleted our selection.

If we know in advance, we can arrange materials for reserve, or check ahead of time to ascertain that our collection can accommodate your topics.

3. ALWAYS arrange for your students to receive bibliographic instruction to assist them in becoming self-sufficient Library users. You need only call local 513 (the information desk) and schedule a class session where the librarian will explain clearly to your students how to find materials in the Library, the use of the computer catalogue terminals and periodical indexes.

By following these three simple measures, you will ensure that your students have positive Library and research experiences rather than negative and frustrating ones. Also, please remember that many KEC students have not gained a familiarity with libraries (or libraries as we know them) in their pre-KEC lives.

We cannot assume that KEC students know how to use our Library and our main objective is to promote a very positive and successful library experience.

Computer Catalogue Tutorials

These 30-minute sessions will provide users with the basic skills necessary to locate library materials using the computer catalogue. Tutorials are available for all students, faculty

and staff on a daily basis, Monday to Thursday, 12:30 p.m. and 6:00 p.m. Instructors may also arrange alternate times for their classes by calling 513. Please note that a maximum of 8 students can be accommodated per session. It is strongly recommended that students receive this tutorial prior to Library lab session or research assignments.

Attention New Instructors!

Come on down and introduce yourself. We'd love to meet you! Receive your VCC Library card by bringing a copy of your current contract to the Library Circulation Desk. Also, be sure to pick up your copy of the Instructor's Guide to the KEC Library.

Library Hours

Please note the return to regular hours:

Monday to Wednesday
8:30 a.m. to 9:30 p.m.

Thursday
10:30 a.m. to 9:30 p.m.

Friday
10:30 a.m. to 4:30 p.m.

Sat. to Sun.
CLOSED

Mark Goertz

THOUGHT FOR THE DAY...

LEMAR'S PARKING POSTULATE

If you have to park six blocks away, you will find two new parking spaces right in front of the building entrance.

P E R F O R M A N C E APPRAISALS

Those supervisors wishing to do staff appraisals on the computer can contact Doreen Sharan by note or phone local 735. She will send you a copy of the form on diskette.

PSSST, CAN WE HIT YOU UP ONE MORE TIME, PLEASE?



Vancouver will be the Canadian host for the 1991 World Cup Duathlon (run, bike, run) on

September 15, 1991, at Sunset Beach, Vancouver (near the Aquatic Centre).



For this World Cup Series event, the VRS will need as many capable volunteers as is possible. Volunteers will be asked to attend a Volunteers Meeting a few days prior to the race date, as well as the race which will go despite inclement weather.

If you can help, could you please phone VRS at 731-7738 and leave your name and number. You will receive a great souvenir shirt and get to see the world's top duathletes in action (- close up).

Malcolm Cant

**FALL FITNESS CLASSES
STARTING SEPT. 9 - DEC. 12/91
MONDAY, WEDNESDAY & THURSDAYS
4:45 - 5:45 P.M.
BOARDROOM (Room 5025), 5TH FLOOR
\$35.00/42 CLASSES
DROP IN: \$2.50**

CERTIFIED INSTRUCTORS:

JANICE WELBOURN is a B.C.R.P.A. Certified Leader and has been teaching all levels of aerobics for 3.5 years. She specializes in high energy, low impact workouts that combine fatburning, muscle toning and relaxation components. Janice has worked with such specialty groups as seniors, arthritics, Aids patients, those in cardiac rehab. and, yes, KEC faculty and staff!!! Janice will be back for her second year of KEC aerobics instruction. (Oh yes... Janice has her M.A. in Educational Psychology and is our E.S.L. Counsellor, too!)

DARREL PARIS has finished a national fitness instructors course (Y.M.C.A.). He has also finished the Recreational Leadership Certificate Program at Langara. He holds current Cardio Pulmonary Resuscitation Certificate. Advanced Level II and a standard first aid certificate. Darrel has been teaching aerobic classes at VCC since 1985 and has developed a unique way of adding exercise to music for body sculpture and tone. In his classes, he gives participants the option of doing low bounce or high impact moves. He is currently enrolled at Douglas College completing the Therapeutic Recreation Technician Program. For fun Darrel competes in triathalons. He believes that exercise is an important component of life!

**Please contact
Brenda
Toporowski at
Local 496 or
Janice
Welbourn at
478 in
Counselling to
Register.**

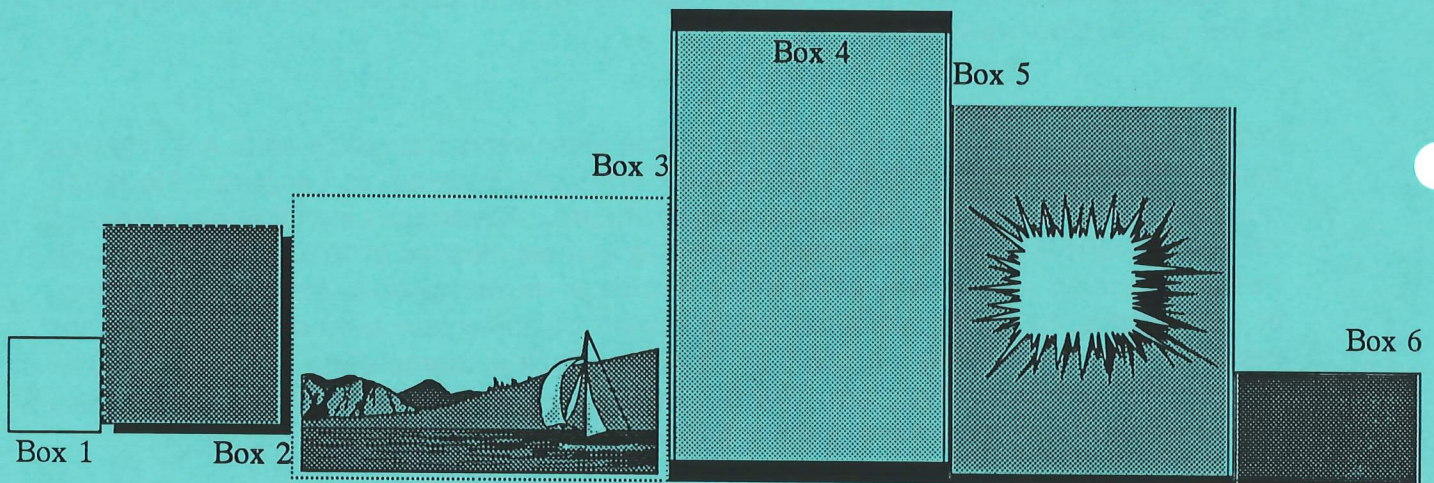


WordPerfect

KEC Faculty and Staff are cordially invited
to enrol in two advanced WordPerfect courses
offered by the Business & Computer Studies Department

Data Processing 093

This is a course in page layout and desktop publishing. Learn how to plan, design, and produce publications using advanced WordPerfect features and a laser printer. Everything you have ever wanted to know about graphic boxes. Every day is Boxing Day in Data Processing 093. Monday & Wednesday, 6:30 pm - 8:20 pm. Instructor: Cathy Tolsma, Local 573



Word Processing 082

This is an advanced keyboarding course using WordPerfect 5.1 software. Emphasis is on producing documents used in business offices: business letters, memoranda, reports, and tables. Everything you have ever wanted to know about tabs, including absolute versus relative, decimal, right, dot leaders, etc.... Tuesday & Thursday, 6:00 pm - 7:50 pm. Instructor: Judy Hughes, Local 476

Only \$61.00 per four-month course
Registration closes Monday, September 9

FINANCIAL AID OFFICE (# 4029)
Hours: Mon. to Thur. 11 - 4pm; Wed. night 5 - 7pm:

ADULT BASIC EDUCATION STUDENT ASSISTANCE PROGRAM (ABESAP)

August 1991

WHAT IS A.B.E.S.A.P.?

ABESAP is a program funded by the provincial government to provide partial grants for tuition fees only for needy students. With reduced funding this year grants are limited!!! Only one application is accepted per term. (Spring term: January - April; Summer term: May - August; Fall term: Sept. - Dec.)

WHO IS ELIGIBLE TO APPLY?

You can apply for ABESAP if you are a Canadian citizen, landed immigrant or have refugee status. All students with S.I.N. starting with 900 must show immigration papers. ABESAP grants are available at V.C.C.-King Edward Campus for the following programs:

- V.O.V.I./V.O.H.I.
- B.E.S.T.
- B.T.S.D
- College Foundations (to grade 10)
- Pt-time Courses at gr.11/12
- (CF, ABE, CPE & BTSD)
- College Preparatory English 059/098/099
- English Language Skills (PT/FT Time)
- English As A Second Language (Outreach, Canadiana, Vocational - fee payer)
- ESL - Institutional Aide

WHEN CAN I APPLY?

One month before registration, you can pick up an ABESAP application from the Financial Aid Office (#4029) or Counselling (#3002).

* RETURNING STUDENTS

If you are a returning student (have a K.E.C. student number), you must have the teacher's comment section B on your application completed. Returning students are advised to complete their applications as quickly as possible. You can apply one month before you register !!!

* NEW STUDENTS

If you are a NEW student (no K.E.C. student number), you can submit your application to the Financial Aid Office (#4029). You do not have to complete section B (teacher's comments) on your application form. You can apply one month before you register !!!

* DEADLINE TO APPLY FOR ABESAP WILL BE DETERMINED ON AVAILABILITY OF FUNDS...IT IS RECOMMENDED TO APPLY EARLY (ONE MONTH BEFORE REGISTRATION!!!)

FINAL DEADLINE: SEPTEMBER 30, 1991!!!

PLEASE NOTE:

- 1) ALL full-time students who are being supported by MSSH must apply to MSSH for assistance and have MSSH provide a letter of refusal if they will not pay your tuition fees.
- 2) Continued ABESAP funding is dependent on successful academic progress. ABESAP MAY NOT BE AVAILABLE FOR STUDENTS REPEATING THE SAME LEVEL AND RECEIPT OF ABESAP FUNDS IS DEPENDENT UPON ATTENDANCE.

FUNDS ARE LIMITED!!!!!!STUDENTS WHO APPLY FOR ABESAP GRANTS ARE NOT GUARANTEED FULL ASSISTANCE!!!!!!NOR ADMISSION TO THE COLLEGE!!!!!!

POSITIONS OPENING

Langara

Library Assistant III (Media). Closing date: September 09, 1991.

Term Library Assistant II (Circulation/Reserve). Closing date: September 16, 1991.

Continuing Education

KEC

Permanent Part-Time Instruction Assistant I (3 Positions) (ESL Humanities)(Learning Centre). Closing date: September 09, 1991.

Permanent Part-Time Term Instructional Assistant II (17.5/35 basis)(ESL Outreach)(Mount Pleasant Learning Centre). Closing date: September 09, 1991.

Permanent Part-Time Instructional Assistant I (Visually Impaired Department). Closing date: September 09, 1991.

Permanent Part-Time Instructional Assistant I (Math)(Learning Centre). Closing date: September 09, 1991.

Vice Principal (Instruction). Closing date: September 16, 1991.

Central Admin.

City Centre

Term Laboratory Demonstrator I. Closing date: September 09, 1991.

Temporary Work Experience Advisor (Food Service Careers). Closing date: September 11, 1991.

CLASSIFIED

BUY AND SELL

1988 Ford Mustang LX Hatchback; charcoal grey with red interior; automatic; four cylinder; power steering; power brakes; overdrive; 44,000 kms; cruise control; AM/FM stereo cassette; power locks; mirrors; gas lock; hatch release; intermittent wipers; must see! Mint condition.

Only \$7,700. Call Leanne at 521-8911 or local 256.

Free top loading dishwasher; works well; call Ron at local 360.

Moving! Must sell. Roland electric piano plus full size keyboard. Like new. \$1550.00 or best offer. Call 874-9195.

Two Rattan arm chairs; washable cushion covers; very comfortable! \$100 each or two for \$175.00. Call 874-9195.

Range-fed, organic lamb from 100 Mile House; cut and wrapped to your specifications; frozen; delivered to KEC late September; \$2.20/lb plus \$16 butchering and \$0.35/lb

cutting and wrapping; lambs range in size from 35-50 lbs; half orders possible; contact Alison at local 282 for your order form.