

King Edward

Vol. 167, No. 168
October 24, 1991

TO EVERYONE AT VCC

You are cordially invited to a
reception to honour

ROSS CARTER

on his retirement.

THURSDAY, NOVEMBER 21st

3:00 p.m. to 5:30 p.m.

**STAFF LOUNGE
KING EDWARD CAMPUS**

KING EDWARD CAMPUS COMMITTEE FOR INNOVATION MEETING

You are invited to a meeting of the KEC
Committee for Innovation:

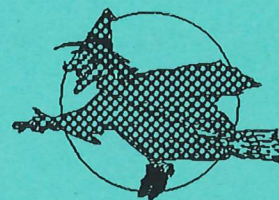
**Monday, November 4, at 9:30 a.m.,
in Room 5043**

"The KEC Committee for Innovation is an ad-hoc group of KEC people who enjoy discussing and learning about creativity, innovation, how our brains function, and how to maximize our potential as human beings." Everyone is welcome.

Joyce Jarrett

IT'S HALLOWEEN!

The staff of the KEC
bookstore would like
to announce our
annual **Halloween
Open House**,
**Thursday, October
31, all day.**
Customers in
costume will be
especially welcome!



Treats available all day - please plan to come on
down and check out our costumes and store
decorations.

1 DAY SPECIALS: 15% off all 1992
calendars, diaries &
wall calendars.

15% of all VCC crested
merchandise - including
clothing and giftware.

**PLEASE NOTE THAT
OUR NEW FAX NUMBER IS NOW**

871-7100

**WHEN SENDING A FAX DIAL 9
AND THEN THE NUMBER.**

VANCOUVER
COMMUNITY
COLLEGE



MEET THE NEW PRESIDENT

John Cruikshank, our incoming President at VCC, would like to meet with as many staff members as possible at CA/KEC/CE during the week of November 18 - 22. Individuals or groups are encouraged to meet with the new President, either at your worksite, or another location. This will be your opportunity to discuss the strengths and/or weaknesses of your area and to suggest changes you would like to see made.

The following times have been set aside for support staff:

Nov. 18, Monday	10:00 a.m. - 12:00 p.m.
Nov. 19, Tuesday	1:30 p.m. - 4:30 p.m.
Nov. 20, Wednesday	7:00 p.m. - 9:00 p.m.
Nov. 21, Thursday	1:30 p.m. - 3:00 p.m.
Nov. 22, Friday	10:00 a.m. - 12:00 p.m.

To arrange a meeting with John Cruikshank, please submit a written notice to either Pat Cooper (Central Administration) or Jo Hansen (KEC). Please indicate the number of people in the group if more than one. Kindly indicate a preferred time and two alternate times within the times listed above. Times will be allotted on a first come first serve basis. The deadline for arranging an appointment is November 1, 1991.

Pat Cooper/Jo Hansen

LIBRARY NEWS

How Busy Was It, Johnny?

Pretty busy. September broke many records for library service. Library staff answered 2,342 reference questions and gave tours or catalogue tutorials to 955 students. A total of 10,850 items were circulated. This represents a 24% increase over the last record, set in September 1989, when 8,657 items were circulated.

New Videos

- GOVERNMENT IN CANADA: CITIZENSHIP IN ACTION
- (a) DEMOCRACY AT WORK, IT'S YOUR CHOICE
- (b) OUR CONSTITUTION
- (c) OUR NATIONAL PARLIAMENT
- (d) LOCAL AND PROVINCIAL GOVERNMENTS
- INTO THE 21ST CENTURY: CANADIAN FOREIGN POLICY
- ONE HIT LEADS TO ANOTHER
- THE LONG WAY HOME
- BIAS AWARENESS IN A MULTICULTURAL WORLD - 2 VIDEOS
- FACTORING I, II, III (3 VIDEOS)
- AIDS VIDEO
- CALL 911, HELP WILL COME
- COMING UP NEXT: THE NEWS
- SAFE HANDLING OF CYTOTOXIC AND HAZARDOUS DRUGS
- AFTER ALL, YOU'RE THE SUPERVISOR

TDD/TTY

Please note the phone number change. The new number is 871-7325.

Mark Goertz

THOUGHT FOR THE DAY

BASIC LAW OF EXAMS

The more studying you did for the exam, the less sure you are as to to which answer they want.

UNITED WAY CAMPAIGN 1991



United Way
of the Lower Mainland

QUESTIONS MOST FREQUENTLY ASKED ABOUT THE UNITED WAY

- Q.1 I think government should do more....that's what I pay taxes for.

Taxes can't possibly pay for all the services people need. Government does support the budgets of many of our agencies, but they count on United Way's annual sustaining grant to provide their guaranteed vital core funding. The voluntary dollar also ensures volunteer control of an agency.

- Q.2 Are all these services free for anyone? Why should I pay for someone to lose weight at the YMCA Health Club?

Some agencies have a sliding fee scale for people who can't afford to pay. However, no-one who needs a service and cannot pay is refused help. That's the whole concept of a United Way.

The YMCA's Health Club is self-supporting and uses no United Way funding whatsoever. The annual sustaining grant made to the YMCA is used to fund social services.

- Q.3 Can any organization get regular funding from United Way?

No. An agency applying for membership must be providing unduplicated human-care services in the Lower Mainland, be a registered charity, have a volunteer board of

directors, and publish an audited financial statement. That's for starters! There are other important criteria to be agreed upon, all geared to making sure that your donations are being properly used and accounted for in providing needed services here.

- Q.4 How do you decide how much each agency gets?

Volunteers and staff in United Way's Agency and Community Services Department work with agencies to ensure that their base level of support is maintained so that their programs and services can continue. Our goal is to increase funding through more successful campaigns, which in turn depend upon generous giving from donors.

GIVE GENEROUSLY

THANK YOU FOR YOUR SUPPORT

UNITED WAY BABY PHOTO CONTEST

If you have purchased tickets already and did not have time to complete and submit your entries, please note that tickets will be on sale and photos will be on view everyday until October 23rd, 12:30 - 1 p.m. So if you need more time to match the babes with the adults, you can go back and complete your entry forms.

UNITED WAY CAMPAIGN

OCTOBER 15 - 31, 1991

"Giving is an educated choice"

Have fun and raise \$s to help others. Let us have a voice in the collective well being of the community where we live, learn, work and raise our families.

KEC CAMPAIGN EVENTS

October 22 - 30

12:30 p.m. - 1:30 p.m.

Baby Photo Contest

Guess how your colleagues looked when they were wee tykes and win prizes. Faculty lounge

Wednesday, October 30

10:00 a.m.

Bake Sale - Bring Some/Buy Some

Fresh, home-made, baked goodies. Eat-in or take out. Faculty Lounge.

Thursday, October 31

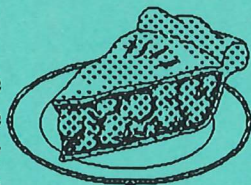
12:00 noon - 1:00 p.m.

United Way Halloween costumed "Wrap up"

Costumes, music and surprises. A celebration of our collective efforts for the United Way. Announcement of winners for Baby Photo Contest and Car Wash. Prizes galore for balloon "pop-off". Faculty Lounge.

UNITED WAY BAKE SALE - BRING & BUY

The bake sale was a huge success last year. We are once again seeking your cooperation in making this an even bigger favourite. Please plan to bring in your home-baked specialties on Tuesday, October 29 or Wednesday, October 30 (before 9:00 a.m.).



INSTRUCTOR DUTY - DECEMBER 23, 1991

Mr. Ross Carter, Acting President, has just announced the following:

"Instructors are expected to be on duty December 23, 1991. That duty may include departmental duties other than instruction and be conducted where applicable.

Classes should be conducted where it is necessary to meet EIC contractual commitments or to meet FTE commitments."

Lawrence Fast

LEARNING CENTRE NEWS

New Materials For Student Use

- Oxford Learners Dictionary and Learners Worksheets
- Oxford Picture Dictionary
- Beginner and Intermediate Workbooks

Please note the new schedule for workshops being offered through the Learning Centre for October and November.

KEC AWARDS DAY

To All Administrators, Faculty, Staff and Students

Please mark your calendar for:

**WEDNESDAY, NOVEMBER 20 FROM
11 A.M. TO 12:30**

to attend the Awards Day ceremony in the Auditorium. This is a very special event for students who have excelled academically. Please come to recognize the students and the scholarship donors.

Sandra North

THE LEARNING CENTRE MATH/SCIENCE WORKSHOPS OCTOBER - NOVEMBER

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
21	22	23	24	25 . . . Calculator Encore 09:00 - 17:00 Learning Centre Physics Problems 09:00 - 11:00 Room 3242 Gordon Pawelchak How To Prepare For Labs 12:00 - 14:00 Room 3242 Margaret Mackenzie Balancing Chemical Equations 11:00 - 12:00 Room 3243 Ed Chan-Henry How To Prepare For Labs 12:00 - 14:00 Room 3242 Margaret Mackenzie
28	29	30	31	1 November Graphing 09:30 - 11:30 Room 3243 Margaret Mackenzie
4 November	5 November	6 November Mole Reviewed 14:30 - 15:30 Room 3243 Gordon Pawelchak	7 November	8 November Physics Problems 09:00 - 11:00 Room 3242 Gordon Pawelchak
11 November	12 November	13 November	14 November	15 November

WATCH FOR THE NEXT WORKSHOP UPDATE

THE LEARNING CENTRE

NEW SCHEDULE FOR OCTOBER - NOVEMBER 1991

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
21 Beginners' Conversation Oral Composition 14:30 - 15:30 Room 3077 Michael Daniel	22 CBC News (UI & UP) 11:00 - 12:00 Room 3125 Karen-Jane Hills Beginner News 14:30 - 15:30 Room 3077 Lee Henderson	23 Intermediate Conversation Oral Composition 14:30 - 15:30 Room 3077 Michael Daniel Canadiana 11:00 - 12:00 Room 3125 Karen-Jane Hills	24 CBC News (UI & UP) 11:00 - 12:00 Room 3125 Karen-Jane Hills Beginner News 14:30 - 15:30 Room 3077 Lee Henderson	25 Advanced Conversation Oral Composition 14:30 - 15:30 Room 3077 Michael Daniel How to Improve your Pronunciation of F/Tn/S/Sh 14:30 - 15:30 Sony Lab Room 3173 Lee Henderson
28 Beginners' Conversation Oral Composition 14:30 - 15:30 Room 3077 Michael Daniel	29 CBC News (UI & UP) 11:00 - 12:00 Room 3125 Karen-Jane Hills Beginner News 14:30 - 15:30 Room 3077 Lee Henderson	30 Intermediate Conversation Oral Composition 14:30 - 15:30 Room 3077 Michael Daniel Canadiana 11:00 - 12:00 Room 3125 Karen-Jane Hills	31 CBC News (UI & UP) 11:00 - 12:00 Room 3125 Karen-Jane Hills Beginner News 14:30 - 15:30 Room 3077 Lee Henderson	1 NOVEMBER Advanced Conversation Oral Composition 14:30 - 15:30 Room 3077 Michael Daniel How to Improve your Pronunciation of Vowels: bean/bin/bane/ben/ban 14:30 - 15:30 Sony Lab Room 3173 Lee Henderson
4 NOVEMBER Beginners' Conversation Oral Composition 14:30 - 15:30 Room 3077 Michael Daniel	5 NOVEMBER CBC News (UI & UP) 11:00 - 12:00 Room 3125 Karen-Jane Hills Beginner News 14:30 - 15:30 Room 3077 Lee Henderson	6 NOVEMBER Intermediate Conversation Oral Composition 14:30 - 15:30 Room 3077 Michael Daniel Canadiana 11:00 - 12:00 Room 3125 Karen-Jane Hills	7 NOVEMBER CBC News (UI & UP) 11:00 - 12:00 Room 3125 Karen-Jane Hills Beginner News 14:30 - 15:30 Room 3077 Lee Henderson	8 NOVEMBER Advanced Conversation Oral Composition 14:30 - 15:30 Room 3077 Michael Daniel
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WATCH FOR THE NEXT WORKSHOP UPDATE



ICSC COMPUTING CORNER

Converting WordPerfect to MS Word

Q: I have a document created in WordPerfect. How can I convert this file to an MS Word file?

A WordPerfect 5.1 and MS Word 5.0 both have conversion programs which allow you to convert a file from one word processor to the other and retain some of the appearance of the original.

The steps involved in the process are:

- a) The WordPerfect file is converted by WordPerfect to Revisable Text Format (RTF)
- b) This RTF file is then converted by MS Word to Word Revisable Text Format

There will be some changes in the appearance of the file.

Tabs and indented tabs will be used to keep the appearance of the original. Some features will not be maintained: eg. italicised text will become normal text.

Instructions for Converting a WordPerfect file to an MS Word file

Changing to Wordperfect RevisableText Format

The name of the file is **DECOY**

Enter the WordPerfect directory (see KEC TimeOctober 17)

At the C:\WP51> prompt, type **CONVERT**

Name of Input File? Type **DECOY**

Name of Output File? Type **DECOY.1** (or any name that you will easily remember)

A list of choices will appear on the screen and you will be prompted to:

Enter the number of the conversion required.
You type: **1**

A second list of choices will appear on the screen and you will be prompted to:

Enter number of the the output file format.
You type: **1**

You press **Enter**

This message should now appear on the screen:
A:DECOY converted to DECOY.1

WordPerfect RTF to MS Word

Enter the MS Word 5.0 directory

At the C:\WORD5> prompt

You type **WORD_DCA**

Hold down shift and press the dash —
to obtain the underscore

You will be prompted to:

Select Conversion Type:

Enter A or B ==> You type **B**

You will be prompted to:

Enter the Input File List

==> You type **A:DECOY.1**

You will be prompted to:

Enter the Output File List

==> You type **A:DECOY.DOC**

You may now open the file in MS Word
in the usual way.

Plan to attend . . .

LOWER MAINLAND MULTICULTURAL EDUCATION PROJECT SYMPOSIUM III

Our four Task Groups have been meeting since Symposium II and will present their recommendations and agenda for action in the areas of:

- ✓ *Language and Literacy Issues*
- ✓ *Staffing Issues*
- ✓ *Curriculum / Multicultural Issues*
- ✓ *Support Issues*

This will be one of the last opportunities for group input to the Lower Mainland Multicultural Education Project. Following this session, the steering committee and representatives from colleges and school districts will begin to synthesize the information gathered over the last year and a half and will prepare a report of recommended action for colleges, school districts and the two ministries, for distribution in the Spring of 1992.

We need and value your input !

Please complete this registration form and return by November 20, 1991 to:

KINGSWAY AREA OFFICE

Vancouver School Board

3347 East 22nd Avenue

Vancouver, B.C. V5M 2Z2

Phone: 438-5727

Fax: 430-5081

Thank you.



Name _____

Job Title _____

Organization _____

Address _____

City _____

Postal Code _____

Phone # _____

Fax # _____

November 26, 1991

Coast Plaza at Stanley Park

1733 Comox Street

underground parking off Comox St.

Registration 8:30 a.m.

Program 9:00 a.m.

POSITIONS OPENING

City Centre

Department Head
(Hairdressing). Closing
date: November 15, 1991.

Library Assistant II.
Closing date: October 31,
1991.

Part-time Clerk II
(Counselling). Closing
date: November 6, 1991.

King Edward Campus

Department Head
(Mathematics ABE
Division). Closing date:
October 31, 1991.

Substitute Instructor
(Institutional Aide).
Closing date: November 9,
1991.

contact John, Cafeteria.

EMPLOYMENT OPPORTUNITY

The Vancouver German
School is looking for a
qualified, experienced
instructor to teach Lower
Intermediate level. Classes
run on Saturdays, 9 a.m. to
Noon (Sept. - May 16,
1992) at Champlain Heights
Community School. Call
Barbara Forster-Rickard
879-7388.

CLASSIFIED

BUY AND SELL

CHEAP '67 Datsun -
deluxe model; 85,000
original miles; call Grant,
Ext. 7380.

1988 Hyndai Hatchback;
automatic; 25,000 miles;
one owner; good condition;
call 274-5416.

ROOMMATE wanted to
share apartment; large; 2
bdrm, 2 bath; Ambleside,
W. Van; available immed;
call 926-8456.

FOUND gold wedding
band w/inscription; Oct. 21
on student side of
Cafeteria;