

MAY
14
1992

Vol. 194, No. 195
May 14, 1992

NEW STAFF MEMBER TO THE LEARNING CENTRE

The Learning Centre welcomes **Don MacLean** to the staff of the Learning Centre. He will be working as an English/Humanities tutor during the 10:30 a.m. to 3:30 p.m. shift.

Don comes to us with a variety of ESL tutoring experience. More recently, he taught ESL to mixed nationality adult classes in Adelaide, South Australia.

I encourage all instructors and students to come by to meet Don.

Gordon Wong

REMINDER TO ALL DEPARTMENT HEADS

Please submit list of faculty eligible for P.D. Funds to the P.D. Funds Committee before May 22, 1992.

An announcement will follow regarding P.D. Funds allotment for eligible faculty.

P.D. Funds Committee

BOARD AND COMMITTEE MEETINGS

Please note the following changes in the proposed schedule for Board and Committee meetings in May and June:

1. The meeting of the Board scheduled to take place on May 19, 1992, in Room L001, Langara Campus beginning at 5:30 p.m. has been cancelled. If there is a need for an interim meeting, the date will be arranged later.
2. There will be a Public meeting of the Board on Tuesday, June 2, 1992 beginning at 5:30 p.m. in Room 240, City Centre Campus, to approve the 1992/93 budget as well as to deal with the regular business of the Board which has arisen.
3. The June meeting of the Board will be held on Thursday, June 25, 1992 in the Boardroom, Central Administration.

Pat May
President's Office

Vancouver Community College
King Edward Campus - Library
P.O. Box 24620 - Stn. C
1155 East Broadway
Vancouver, B.C. V5T 4N3



MENTAL FITNESS CORNER

PUZZLE:

What is the largest amount you can have in coins and still not be able to make one dollar exactly? (Hint: the answer is not 99 cents!)

TRIVIA:

Who was the Canadian prime minister during WWI?

ANSWERS TO LAST WEEK'S SUBMISSIONS:

PUZZLE:

There is no missing dollar. The correct calculation should be \$27 men paid **minus** \$2 kept by the bellboy = \$25 in desk clerk's possession. $\$27 + \2 gives a senseless relationship, but it appears to be sensible because it is close to \$30. For example, if you change the numbers: clerk gives \$10 back and the bellboy keeps \$7 and returns \$1 to each man - men paid $\$27 + \7 bellboy kept = \$34, which is senseless; but $\$27 - \$7 = \$20$ in clerk's possession.

TRIVIA:

India

Wayne Ko

ABSENCES FROM CAMPUS

Mark Goertz, Librarian, will be on vacation from May 19 to June 05, 1992.

Irene King, Librarian, will be on vacation from May 11 to June 10, 1992.

For urgent matters, please contact Aphrodite Harris at local 7318.

COUNSELLING RESOURCE CENTRE

The Centre has the following test applications available for students:

- General Education Development (GED) Tests
- Language Proficiency Index
- Test of English as a Foreign Language (TOEFL)

Lorraine Herlick

FINANCIAL AID UPDATE

Bursary and work study applications are now available.

BCSAP applications for the September 1992 Term will be available May 15, 1992.

Sunny Gujral

ALL CAMPUS COUNCIL

The next meeting of the KEC All Campus Council will be held on May 20, 1992. If there is an issue relating to the campus which you feel should be put on the agenda of the meeting, please give it to your departmental rep or Marta Gardiner, in the ELS Department, local 7242. If you wish to speak at the meeting, please contact Marta Gardiner.

Marta Gardiner

CIDA AWARDS FOR CANADIANS

Up to 50 awards are allocated on an annual basis to Canadians wishing to increase their expertise in the field of international development. The awards are worth up to \$25,000 per year and may be tenable for a maximum of two years.

ELIGIBILITY

Applicants must:

- be Canadian citizens;
landed immigrants are not eligible
- possess an undergraduate degree or diploma by the time of the award
- have a demonstrated commitment and suitability for a career in the field of international development

DEADLINES

Recipients will be selected twice a year. Deadlines for the receipt of applications are February 15th and September 8th. Candidates will be notified of the results the following June and December.

Further information and a list of recently selected recipients and their projects are available from **Sharon Harder**, 4th Floor Administration, local 7023.

Sarah Lucas

NATIONAL ACCESS AWARENESS WEEK

June 1 - 7 is National Access Awareness Week. The main objectives of the week are for communities across the country to: assess the accessibility of services and facilities; set measurable goals; make practical improvements and celebrate achievements.

The Community & Career Education Department at City Centre, along with the Coordinator of Services for Students With Disabilities is planning a one day **Information & Resource Fair** on Wednesday, June 3, 1992 for college students and staff at City Centre.

Our goal is to increase awareness and comfortability with and for students with disabilities. We invite students, faculty, staff and administrators to come to the Resource Fair to meet people from some of the organizations for people with disabilities.

If you have questions, please contact **Holly Cole** at **443-8434**.

Holly Cole

UPDATE FROM THE AUTOMOTIVE SHOP

The Automotive Shop is now a safety eyewear area. Anyone wanting to enter the Automotive Shop must report to the Customer Service counter, and Cecilia or Robert will supply the safety eyewear.

Cecilia McGowan

POSITIONS OPENING

City Centre

Cafeteria Worker
(Culinary Arts
Department). Closing
date: May 19, 1992.

King Edward Campus

Department Head, Sign
Language Studies.
Closing date:
May 15, 1992.

Payroll Clerk II (Central
Administration).
Closing date:
May 26, 1992.

Admissions Clerk (two
positions) will not be
filled at this time.

Langara Campus

International Education

Vancouver Community
College requires a
consultant/administrator
on term contract to
serve as person in-
charge of a Hong Kong
Language College
jointly run with the
Tung Wah Group of
Hospitals. This College
serves approximately
100 full-time ESL
students. Please
forward applications to
Director of Employee
Relations - VCC.
Closing date:
May 19, 1992.

Miscellaneous

The Loyalist College of
Applied Arts &
Technology invites
applications for the
position of Vice-
President, Finance &
Administration.

Please see the Faculty
Notice Board in the 4th
Floor Administration
for more information.

CLASSIFIED

BUY AND SELL

FOR SALE: Sharp 14"
remote control colour
TV; cable read;
excellent condition;
\$145. Call Loren
evenings at 271-0920.

FOR SALE:
Microwave oven;
quasar; 750 watts of
power; full size 17" x
24" x 14½" high; asking
\$135 (This is a good
buy.). Call Loren
evenings at 271-0920.

FOR SALE: Four
continental tires; super
contact tubeless steel
belted radials; used;
good thread; 175/70 -
R13-HR82; asking \$130
for all four tires. Call
Loren evenings at
271-0920.

FOR SALE: Westbend
7200 exercise bike with
cast iron wheel, timer
and stop watch, \$175 or
best offer, rarely used.
Please contact Madeline
at 738-5976.

BOOKSTORE SPECIAL

Due to a supplier error, the KEC
bookstore has 2 boxes of wide-bottom
hanging folders -

- 1 box of letter size
- 1 box of legal size

Special price: \$12.00 per box of 25.

ICSC Computing Corner

Newsletter of the Instructional Computing Support Centre

May 1992

New Software in the ICSC

Canadian Art

What do the British Columbia flag, the map of BC, the dogwood flower and the blue jay have in common? The answer is that they are all images on a new piece of software in the Instructional Computing Support Centre.



This program, entitled ART O CANADA, contains images from every province and territory in Canada. There are seventy uniquely Canadian images including a map of Canada, a map of each province, all the provincial flags and symbols, whales, fishing boats, moose... the list goes on.

MS DOS and MAC Format

ART O CANADA comes in MS DOS and MACINTOSH format and may be found on the new MAC and on MS

DOS computer #4.

How to Use

Create your class handouts and documents in your favourite word processor, WordPerfect, MS Word or Works. Bring to the ICSC. Open the document on computer #4 or on the new

MAC and copy the images from ART O CANADA on the hard disk directly into your



document.

Publisher

Publisher is an inexpensive, easy to use and very flexible desktop publishing program now in the ICSC. You can import any document into Publisher and then arrange it on the page in any way that you desire. Publisher makes it

easy to create columns, draw boxes around selected text, highlight 'pull quotes,' and choose from a wide variety of fonts and point sizes.

Graphics:

Publisher comes with its own set of pictures and diagrams, called Clip Art. You can select one of these images or add your own. Merely place the picture anywhere in your document and the text will wrap around it in the same way as the text wraps around the graphics on this page.

Demonstrations

If you wish to learn how to create more interesting handouts or documents, call Anne McElroy at Loc 7382 as soon as possible to set up a demonstration and a hands-on

session with this new software: Come and try it!



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WordPerfect Macro - Creating a Bullet

In last month's Computing Corner, we discussed creation of a macro to italicize text. This month's macro allows you to create a bullet when working on a list.

- eg ■ macros save keystrokes
- macros save time
- macros are easy to create

Shape of Bullet

A bullet can be created in a variety of shapes. The square (■) bullet was chosen, but a dot (●), a diamond (◆), a check mark (✓) or even a hand (✎) are among the long list of symbols to choose from.

You can decide on the letter combination you will use to retrieve your bullet. ALT-B

was used in step 2 below, because it is easy to remember, but if you are using this combination of letters for a different macro, you should choose another combination of letters, eg ALT-O.

Instructions for Creating a Bullet

1. Press CTRL-F10
2. *Define Macro* ALT-B
3. *Describe Macro Bullet*
4. Press CTRL-V
5. *key= 4,2* [Enter]
6. Press Ctrl-F10

Now, when you wish to create a bullet press ALT-B

Changing the Shape of the Bullet:

The keystrokes in steps 4-5 in the above list, control the shape of the bullet.

The keys CTRL-V allow you to choose the shape of the bullet; eg to create a checkmark bullet, change the numbers in line 5 to 5,23 or to create a diamond, change line 5 to 5,1.

Thanks

A special thanks to Nadia Kawas from Business and Computer Studies for submitting this month's macro. Nadia has also created a macro which will allow you to choose any shape of bullet from a list of shapes on the screen. Copies may be obtained from the ICSC.

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WordPerfect Character Sets

WordPerfect allows you to print a number of different characters if your printer will allow them. The character sets may be found on page 978 in the WordPerfect binder manual.

As you will see on page 978 each character set is given a number and each symbol within the set has its own number.

For example to print letters with French accents, choose Character Set 1, followed by the number of the symbol.

CTRL-V allows you to access the character sets.

To print a French a:

CTRL-V
1,33

MS Word-Drawing Boxes

Drawing a box in MS Word is a very straightforward process.

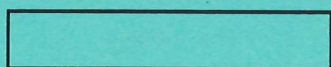
1. Press ESC
2. (F)ormat (B)order
3. Spacebar to BOX [Enter]
4. A box will now appear on the screen.



To Change Width of Box

Use the Format Paragraph command and change the left and right indent. The following instructions will decrease the width of the box by one inch on either side.

1. Esc (F)ormat (P)aragraph
2. Left indent 1
3. Right indent 1 [Enter]



Decreasing the Left and Right indent will correspondingly increase the width of the box.



Entering Text in a Box

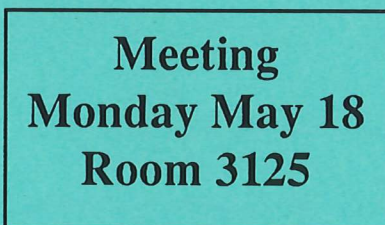
When a box has been drawn, the end of paragraph marker (¶) appears inside the box.

Pressing the ENTER key will cause another box to be drawn.



Therefore it is important that the Enter key be pressed only when ALL the text to be entered in a box has been completed.

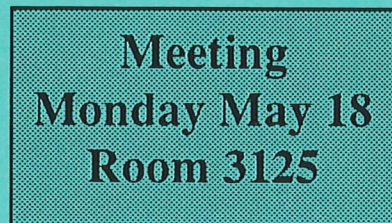
To create the following:



1. Type the first line. At the end of the line, hold down the SHIFT key while pressing Enter. This produces a Soft Return (↵) as opposed to a Hard Return (¶) when the Enter key alone is pressed.
2. Continue pressing Shift-Enter at the end of each line until the end of the notice. Press Enter.
3. Position the cursor anywhere in the paragraph. Press Esc (F)ormat (B)order (B)ox Enter
4. Use the Format Paragraph command to centre the text and to change the right and left indent to 1".

Shading

1. To shade the box, tab to background shading, when using the Format Border Box command. This may not work with dot-matrix printers.



Removing a Box

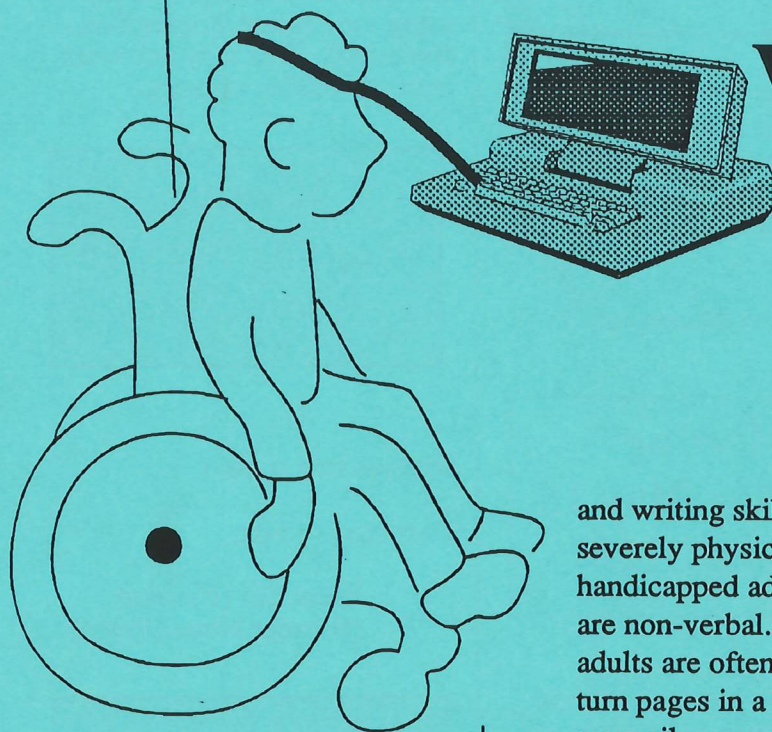
To remove a box:

Press Esc (F)ormat (B)order None [Enter]



SFU X-Change is now up and running and we are all getting to know and love UNIX. !! A KEC mailing list has been formed. It is called kec-users. The lower case is important because UNIX is case sensitive. (That means that it thinks that K is a totally different letter from k) A list of members will appear in next week's KEC TIMES.

It Works!



Software for Adults with Severe Physical Disabilities

Speech Assisted Reading and Writing

Speech Assisted Reading and Writing (SARAW) has been developed by the Neil Squire Foundation in conjunction with Capilano College. It is a talking computer program designed to teach basic reading

and writing skills to severely physically handicapped adults who are non-verbal. These adults are often unable to turn pages in a book, hold a pencil or speak. For them, SARAW is not simply another teaching tool, it is the only way for them to participate in a literacy classroom.

Many of the students with severe physical disabilities are not physically capable of writing. SARAW provides that ability, allowing students to write down frustrations and aspirations and start to control their environment.

To run the SARAW software, the following are needed:

An MS DOS computer with 640K RAM, a colour monitor and a printer. A DECtalk speech synthesizer.

If a modem accompanies the computer, students can communicate with their instructor and with each other in out-of-class hours.

Digital Equipment of Canada, has donated 80 computer systems for use with SARAW. 3 of these computers can be provided to every college in BC and training in working with handicapped adults will also be provided.

It is hoped that a team from KEC will travel to Cap. College to see SARAW in action