

King Edward

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Vancouver Community College
King Edward Campus - Library,
P.O. Box 24620, Station F
Vancouver, B.C. V5N 5T9

E-MAIL UPDATE

The problem reported last week that users were not logged out automatically after the phone line was disconnected, has been rectified. Computer Services has changed the parameters of the system. Now when the phone line is cut off, either by hanging up the phone or switching off the PC, the system will log the user out automatically.

The E-mail workshop on September 21 is full. Sixteen people have signed up for the class. Anyone who is interested in taking this class can leave his/her name and local with Stanley Foo (mail box/local 7085). If enough people sign up, another class will be scheduled in early October.

Information and Computing Services

UPCOMING SEMINAR

The following seminar is coming to Vancouver in the near future. If you would like further information, please contact Doreen Sharan at local 7004:

Business Writing for Results. November 25, Hyatt Regency Vancouver, 655 Burrard Street.

ABESAP AND WORKSTUDY APPLICATIONS

ABESAP For September 1994

ABESAP applications are now available for students wishing to continue or start taking course(s) at King Edward Campus. You can pick-up an application either from the Financial Aid Office (Room 4029) or the Counselling Department (Room 3002).

Please note: Deadline to apply is September 15, 1994 at 4:00 p.m.

Workstudy for Fall 1994

Workstudy applications are now available for students wanting part-time work within the College for September to December 1994. Come to Financial Aid Office for details.

Financial Aid Office

DRAW

The following items are available for use. If anyone is interested, please place your name, the item that you want and your local into the draw box located on Doreen Sharan's desk, 4th Floor Administration. Please note that these items are for on campus use only:

- 2 secretarial desks with side attachments
- 6 bookshelves with brackets for wall mounting

We also have available 2 typewriters for trade in. If you have a typewriter that is old and not working properly and you would like a new one, place your name and local in the draw box as well.

The draw will be held on September 08, 1994.

Doreen Sharan

**WE WILL
REPAIR YOUR
CAR!**



VCC Automotive Department (KEC Campus) is currently accepting requests for mechanical repairs to vehicles 1983 or newer. We need brake, engine, transmission and tune-up work. Repair requests will be filled as openings become available. We work on vehicles from faculty, staff, students, and/or general public. There is no labour charge on work done in our shop.

Please contact Cecilia at local 7426.

Automotive Department

SAFETY REMINDER

In the event of an earthquake or tremor, books and boxes can come flying off the shelves in your offices, possibly causing you considerable injury if you happened to be a little slow to realize what was happening and crawl under your desk!

It makes good safety sense to store the heaviest objects on the lower shelves. No boxes should be stored on top of filing cabinets or shelving units that are greater than 2 meters/6'6" in height.

Alison Norman
KEC Health and Safety Committee

**FREE! FREE! FREE! FOR ANY
DEPARTMENT WANTING A
SORTER!!!**

Financial Aid Office has an Information Sorter unit to give away. Anybody interested please call local 7046.

Financial Aid Office

CLASS ASSIGNMENTS IN THE LIBRARY

FALL 1994

We in the KEC Library look forward to working with all our new and returning students. Many classes will be given library assignments where students must come to the Library (during class time) to research various topics for class debates, papers, oral presentation, etc.

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

1. **PLEASE** notify the Library in person or by calling local 7326 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.
2. **PLEASE** notify us at local 7326 as to what topics your students are assigned to research. It really helps the Library when we have had the opportunity to prepare and have accumulated extra resources for your class.
3. **PLEASE** arrange for your students to receive bibliographic instruction to assist them to become self-sufficient Library users. You need only call local 7326 and schedule a class session. During these sessions the librarian can explain to your students how to find material in the Library and how to use the computer terminals, indexes and other library resources and equipment.

We really thank you for following these measures. In doing so, you will ensure that your students have positive Library and research experiences that we believe can enhance learning, self-sufficiency, and the joys of reading.

Aphrodite Harris

NEW BOOKS AT KEC LIBRARY

1. Agendas for Second Language Literacy.
2. Collaborative Language Learning and Teaching.
3. Computer Networks: Protocols, Standards and Interfacing.
4. The Ethics of Reproductive Technology.
5. The Internet Guide of New Users.
6. The Internet Roadmap.
7. The Living Rivers of British Columbia.
8. Partnerships in Literacy: A Guide for Community Organizations and Program Development.
9. Proposal Planning and Writing.
10. Shifting Gears: Thriving in the New Economy.
11. Spreading Poison: A Book About Racism and Prejudice.
12. Video in Second Language Teaching.
13. Technology: The Surrender of Culture and Technology.
14. When Cultures Clash: Case Studies in Multiculturalism.
15. Diversity in the Workplace: Human Resources Initiatives.
16. Expanding Your Horizons: A Career Guide.
17. The History of Special Education: From Isolation to Integration.
18. Letitia Baldrige's New Complete Guide to Executive Manners.
19. Needs Assessment: Instruction of ESL Speaking Students in Content Courses.
20. Occupational Standards and Certification: International Practices.
21. Reflective Teaching in Second Language Classrooms.
22. Report on the Mount Pleasant Adult Literacy Project.
23. Teach English: A Training Course for Teachers.
24. British Columbia Labour Market and Training Needs Analysis.

Aphrodite Harris

POSITIONS OPENING

VANCOUVER COMMUNITY COLLEGE

GED Examiner and GED Invigilators. Closing date: September 02, 1994.

Associate Deans for Applied Arts and Technology Program, Health and Science Programs, and Tourism and Hospitality and Service Program. Closing date: September 09, 1994.

Senior Secretary (Facilities), King Edward Campus. The College will delay in filling this position on a permanent basis.

Senior Secretary (Administration), King Edward Campus. This position reports to the Dean of Academic and Developmental Programs. Closing date: September 07, 1994.

Senior Secretary (Administration), City Centre Campus. This position reports to the Dean of Applied Programs. Closing date: September 07, 1994.

Senior Secretary (Administration), City Centre Campus. This position reports to the Dean of Student Services. Closing date: September 07, 1994.

Senior Food Services Worker, Food Services Department, City Centre Campus. Closing date: September 07, 1994.

Part-Time Term Instructional Assistant (b) (Visually Impaired Department), King Edward Campus. Closing date: September 02, 1994.

Two (2) Learning Center Faculty Developers (Secondment), temporary - October 03, 1994 to February 02, 1995. Closing date: September 15, 1994.

Registrar and Dean of Academic and Developmental Programs. Closing date: September 16, 1994.

Permanent Part-time Food Services Cashier (Food Services Department), City Centre Campus. Closing date: September 14, 1994.

Food Services Cashier, Food Services Support Department. City Centre Campus. Closing date: September 16, 1994.

LANGARA COLLEGE

Office Clerk (a), (Student Services). This is a temporary position until approximately December 31, 1994. Closing date: September 06, 1994.

Office Clerk (b), Frontline (Office of the Registrar). Closing date: September 07, 1994.

Assistant Building Services Manager, Facilities and Purchasing Department. This position will not be filled at this time.

MISCELLANEOUS

Teaching opportunity in China (February 95 to July 95). Foreign Expert for the English Language Training Centre and Graduate Students at Wuxi Institute of Light Industry, Wuxi, Jiangsu, China. Closing date: September 10, 1994.

Technical Assistant - Film/Video/Animation, Emily Carr Institute of Art and Design. Closing date: September 02, 1994.

For further information on these postings please check the VCCFA Bulletin Board in the 4th Floor Administration Department.

CLASSIFICATIONS

For Sale

- 1: 3 Single stainless steel sinks with baskets.
Meas. Ext. 18 x 20"
Int. 16 x 18"
\$15 each.
- 2: 24" Kenmore electric stove in good working order.
\$75.00.

Please contact the Institutional Aide Department at 871-7345. All proceeds to scholarship fund.

Miscellaneous

One cabinet, glass doors on top, wooden doors at bottom, 7 ft x 4 in. wide x 18" deep. Call Joan Burnett at local 7278 for more information.

HRD NEWSLETTER

COMING ATTRACTIONS

Registration forms will be distributed at least one month prior to each event, and are taken on a first-come, first-served basis only. You may wish to mark your calendar now for any course that interests you, and watch your mailbox for registration forms.

SEPTEMBER 1994

PURCHASING WORKSHOP

This brief and interactive workshop is intended to allow both the end user and our Purchasing Department to review current purchasing procedures, and to participate in the development of new and innovative ways to address VCC's purchasing needs.

Wednesday, September 28, 1994
9:00am - 11:00am

OCTOBER 1994

MANAGEMENT SKILLS FOR SUPERVISORS

HRD is pleased to again offer this valuable, 12-day certificate program. The energetic and interactive curriculum is divided into three parts: Interpersonal Skills, Group Skills, and Administrative Skills. Dianne Kerr, who is well-known to VCC and is the key to this always successful program, will facilitate.

October 4 - 7, 1994
November 1 - 4, 1994
November 29 - December 2, 1994

INTRODUCTION TO WINDOWS

This introductory course will be held at the Oakridge Computer Lab, and will be repeated in the Spring 1995 term.

Tuesday, October 11, 1994

WORKPLACE WELLNESS

This workshop examines the concept of wellness in the workplace (including humour, stress and change elements) and its relevance to health.

Monday, October 24, 1994



HUMAN RESOURCE DEVELOPMENT



NOVEMBER 1994

PERSONAL and CAMPUS SAFETY

Constable Shayne Apostoliuk of the Vancouver City Police will lead this informative lunch-hour seminar on personal and workplace safety.

Wednesday, November 9, 1994
12:00pm - 1:30pm

HANDS OFF

This widely acclaimed self-protection program is a simple and effective system of self-defence designed especially for women. It is intended to teach participants to "escape and get away safely".

2 Separate Sessions:

Thursday, November 17, 1994 (am)
Wednesday, February 8, 1994 (pm)

DECEMBER 1994

INTRODUCTION TO EXCEL and INTERMEDIATE EXCEL

Both programs will be located at the Oakridge Computer Lab, and are scheduled in the Fall and Spring semesters, respectively.

Tuesday, December 6, 1994 (Introduction)
Spring 1995 - Date to be announced (Intermediate)

WORD FOR WINDOWS

This program will be offered at the Oakridge Computer Lab, and may be of special interest to those who have recently purchased Word software from the VCC Bookstores, or other vendors.

Thursday, December 15, 1994
and
Spring 1995 (Date to be announced)

INTERMEDIATE WINDOWS

The next level of Windows training, following the introductory course; this program is scheduled for Spring at the Oakridge Computer Lab.

Spring 1995 (Date to be announced)

IF YOU WOULD LIKE ANY FURTHER INFORMATION, PLEASE CALL CAROL HARRISON AT LOCAL 7142, OR NIKKI CAMPBELL AT LOCAL 7138.