

# Windsider

VOLUME 2 : NUMBER 34 : AUGUST 24, 1984

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## OFFICE SUPPLIES

Effective Friday, 1984 August 24, all stationary supplies will be stored and issued from the Administration Office, 2nd Floor, Pender Building. The blank request for supplies forms can still be picked up in the mailroom (same location) and completed forms can be deposited in the appropriate tray, also in the mailroom. Due to limited staff available, orders will be filled on Tuesday and Thursday only and the supplies can be picked up from Raj Bhatti, Administration, between 13:30 and 15:30 each day after being advised that they are ready for pick up.

TRRM

## PROGRAM CONTENT GUIDES

### VCC-VANCOUVER VOCATIONAL INSTITUTE LIBRARY

All Program Content Guides are now being offered for sale to students in the Bookstore. Department Heads are asked to contact Sheila Slaght, Bookstore Manager, for costing of the Guides.

JV

## FEDERAL ELECTION - TUESDAY, 1984 SEPTEMBER 04

The Federal Election Act requires that employers ensure that each employee or student, who is a registered elector and who wishes to exercise his voting privilege, has four (4) consecutive hours between the opening and closing of polls in which to cast their ballots. Polls will be open between 9:00 a.m. and 8:00 p.m.

All supervisors are requested to schedule their staff in compliance with the Federal Election Act, ensuring all staff members and students have four (4) consecutive hours in which to vote.

JV

## JOB OPPORTUNITIES

VVI - Department Head - Power Engineering - Apply in writing by 1984 October 12.

VVI - Part-time Temporary Program Assistant I (Dental Auxiliary Department) - temporary position commencing 1984 September 10 until approximately 1985 April 02 - Apply in writing by 1984 August 31.

LANGARA - Library Assistant II (Library Media Service). Apply in writing by 1984 August 24.

LANGARA - Librarian - Reference Services. Apply in writing by 1984 August 31.

## LIBRARY ACQUISITIONS

The following materials are now available in the Library:

Nichol, Kathleen  
A Batch of Biscuits  
Menzies, Heather  
Computers on the Job: Surviving  
Canada's Microcomputer Revolution  
Inventions of Opportunity  
Matching Technology with Marketing Needs  
Managing your Office Records and Files  
Microcomputers in Vocational Education:  
A Decision Guide  
An Administrator's Guide to Microcomputer Resources  
Data Base Management Systems  
Osborne Guide to Computer Jargon  
Preparing for High Technology: A Guide for  
Community Colleges  
Updating Teachers for Tomorrow's Technology: Programs  
and Practices

New audio-visual material available:

Itches, rashes, and diseases of the skin  
Neurological and related Diseases  
Life before birth

## INSTRUCTOR DIPLOMA'S PROGRAM

I.D. 102 , "Design & Management of Instruction", will be offered in Room 237 from 16:00 to 18:30, at the VVI on the following dates (Tuesdays and Thursdays):

September 15, 20, 25, 27  
October 02, 04, 09, 11, 16, 18, 23, 25, 30  
November 01, 06, 08, 13, 15 20

The deadline for registration is 1984 September 15.

I.D. 104, "The Evaluation of Learning", will be offered at the VVI, Room 237, from 16:00 to 18:30 on the following dates (Mondays and Wednesdays):

September 24, 26  
October 01, 03, 10, 15, 17, 22, 24, 29  
November 05

The deadline for registration is 1984 September 21.

Each course fee is \$235.00, payable to the University of British Columbia. For further information, please call Laura Ware at the Centre for Continuing Education, UBC, 222-5220

MEL

## SUPPORTING THE DISABLED LEARNER

Douglas College will be offering a series of courses relating to the above subject. For further information, please contact the Counselling Department.

MEL