



APR 29 1985

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SATURDAY SERVICES IMS

As of April 1, 1985, Instructional Media Services/VVI will no longer be open Saturdays. Any instructor requiring equipment on Saturdays will need to reserve in advance and pick-up/drop-off arrangements will be made through the Continuing Education Office. The regular weekday hours remain:

Monday to Thursday 7:30 am to 8:30 pm, and Fridays 7:30 am to 4:00 pm

In case of emergency, the Saturday administrator will have access to the IMS area. KH

CLEANING SCHEDULE

Following is the cleaning schedule for 1985/86 as prepared by Associated Building Maintenance of Canada Ltd.

1. No change in services in washrooms, kitchens, cafeteria, Bakery, Mall area and main hallways;
2. Barber Shop, Hairdressing swept daily, washed two days per week;
3. Stairways swept daily, washed once per week;
4. Shoe Repair, Dental Mechanics, Welding, Machine Shop, Steam Shop, Printing Production and Electronics will be swept or vacuumed once per week - degreased on request at additional cost;
5. Administration, Student Services and front offices vacuumed three days per week. Other offices once per week;
6. Classrooms dust mopped or vacuumed two days per week. Blackboard brushes and channels cleaned daily - blackboards cleaned weekly;
7. Garbage in all areas collected daily.

The continued cooperation of all faculty and staff is appreciated.

GBC

BOOKSTORE HOURS

The Bookstore will have extended hours from April 13th to May 9th as follows:

Monday to Thursday 8:30 am - 8:00 pm
Friday 8:30 am - 4:00 pm, and Saturday 9:00 am - 3:00 pm

SS

TELEPHONE UPDATES

A direct line has now been installed in our Carpentry Department located at Capilano College. The number is 986-4090.

TRRM

MOVING UPDATES

Effective Wednesday, 1985 04 10, our Word Processing Centre will be relocated on the first floor, Cambie Building, next to the Registration Services Department. Their new local will be 427.

At the same time, the Financial Aid Department will be relocated to Room 101G first floor Pender Building, next to the Counselling Department. Until a new local is installed they will be allocated local 411.

Stephanie Jewell, Research Assistant will also be relocated to the second floor, Pender Building, Administration and will be assigned local 375.

TRRM

AN INVITATION FROM HAIRDRESSING

While we are all aware of each others existence within the College complex, not always are we aware of what each department has to offer in the way of services to each other, and for that matter when these services are available.

It is a wonderful feeling to be well groomed; it is just as good a feeling to have those grooming needs attended to professionally.

The hairdressing department extends an invitation to all to use the services we have to your advantage. Students and staff may be interested to know customer service is available from 9:30 am to 4:30 pm. Services include all areas of hairdressing for ladies and skin care services by appointment only, eg. facials, nail care, waxing, and foot care. For the men we offer hair cutting and styling as well as facials and shaves.

Perhaps your schedule will permit you a visit to our department.

. . . . and as a testimonial, the following letter was received by Mr. Rerup from W.K. Chivers who lives in the West End.

Dear Mr. Rerup

I have just completed a series of facials in VVI and I am delighted with the care and attention I received. I felt both the teaching and the student's application of what she was learning were excellent.

At the end of my series (five in all) I asked if I could purchase any of the skin care items throughout the school but was told this was not possible. These items are not available in retail stores and it was only after many phone calls to various skin care centers that I was able to find a source of supply.

I notice that the school has various shampoo and hair care products for sale. Would it not be possible for them to also carry the skin care products as well - or if the expense is too great, to stock them, or at least order them when asked by those of us who take advantage of your facilities. It could be a source of much needed revenue for the school.

Thank you for providing a great service.

W.K. Chivers

CEC - VVI PLACEMENT SECTION UPDATE

AS THERE HAS BEEN A RECENT CHANGE IN THE FOCUS OF OUR MANDATE,
WE WILL BE INSTITUTING THE FOLLOWING CHANGES IN OUR SCHEDULE
EFFECTIVE IMMEDIATELY:

HOURS OPEN TO CLIENTS 11:00 a.m. to 1:00 pm
and
2:30 pm to 4:00 pm
DAILY

WE WILL NO LONGER BE ABLE TO GO TO THE CLASSES AND GIVE THE CREATIVE JOB SEARCH TECHNIQUES SESSIONS, HOWEVER, WE WILL BE ABLE TO PROVIDE THE INSTRUCTORS OR DEPARTMENT HEADS WITH OUR SLIDE PRESENTATION AND RELATED MATERIAL IF THEY WISH TO INCLUDE THIS INFORMATION AS A PART OF THE LAST WEEK OF CLASS CURRICULUM - Please contact Stan at Lo 222 or 223 to book the equipment.

THE ABOVE HAS BECOME NECESSARY IN ORDER TO MEET OUR OBJECTIVES
FOR THE FISCAL YEAR 1985/1986, WHICH ARE

1. TO GENERATE 500 JOB VACANCIES FOR STUDENTS
2. TO PLACE 200 STUDENTS IN JOBS

IN ORDER TO GENERATE THE JOB VACANCIES WE WILL NEED TIME IN WHICH
TO MAKE OUR EMPLOYER CONTACTS.

I APPOLOGIZE FOR ANY INCONVENIENCE THIS MAY CAUSE, BUT IN THE LONG RUN IT IS FOR THE BENEFIT OF THE STUDENTS AS THERE IS NOT MUCH POINT IN HAVING OUR OFFICE OPEN TO THE STUDENTS SEEKING WORK BUT NOT HAVING ANYTHING TO OFFER THEM.

THANKS FOR YOUR CO-OPERATION IN THIS MATTER

RUTH SCORGIE
Branch Manager
CEC - VVI
11 April, 1985

WCB SEMINAR

The W.C.B. is again conducting two-day supervisors' seminars which run from 08:30 - 16:30 each day. The seminars are conducted in the WCB training facilities in Richmond and are free of charge.

The dates for the 1985 two-day seminars are:

March 27 and 28
April 24 and 25
May 29 and 30

June 26 and 27
July 24 and 25
August 28 and 29



September 25 and 26
October 30 and 31
November 27 and 28

Field officers are assigned to instruct the sessions, therefore, the material presented is current and pertinent to today's industry. Registration is limited to 20 per seminar. To register contact Lynne Doi, Education Coordinator, at 273-2266, Local 5545.

JV

BC ASSOCIATION OF CONTINUING EDUCATION ADMINISTRATORS

The Spring Conference of the Association will be held from June 9 to 12 at the Inn at Cowichan Bay. The theme is Tomorrow is Being Shaped Today and highlights include: The B.C. Economic Forecast, the Annual General Meeting, Facing the Unthinkable - Survival Strategies for CE Administrators, International Education OR Privatization, Curriculum on Computers, and Robotics.

MEL

COMMUNITY EDUCATION AND DEVELOPMENT

Douglas College is hosting a seminar for Adult Education Practitioners and Tom Lovett will be speaking on Thursday, May 2, 1985 from 09:30 to 12:00 at Douglas College, 700 Royal Avenue, New Westminster. Register by calling 520-5472. The fee is \$5.00 and the course number is J852-111-15B.

MEL

CAMPUS PRINTING

Campus printing will move to Central Administration this weekend. The drop off for printing requisitions will remain the same - the mail room on the second floor. Completed printing will be placed into marked departmental slots in the Receiving Department.

Deliveries and pick up will be twice daily at 09:00 and 16:00 and the contact person at Central Admin will be Bev Nichols, Room 602, Local 424.

RGS

CE SUMMER COMPUTER COURSES

Continuing Education and the Computer Information Systems Program are offering a number of practical one day or two evening computer seminars, to help individuals become productive in using micro computers within a minimum amount of time. One computer is provided for each attendee and enrolment is limited. As a VCC employee you have the opportunity to take these seminars at no charge provided there are seats available and a full-paying attendee is not displaced. Contact Peter Lissett, Barbara Wuhler or Fred Wuhler for further info, - detailed information and dates follow on the next page.

COMPUTERS FOR BUSINESS AND THE PROFESSIONS

SATURDAYS 9:00 A.M. TO 4:30 P.M. or
MONDAYS and WEDNESDAYS 6:00 P.M. TO 9:30 P.M.

A series of seminars on micro computers especially designed for business and professional people who wish to immediately apply the knowledge gained to make decisions and save time and money. Limited class size and one computer per individual make these seminars a productive learning experience.

MINDING YOUR BUSINESS WITH SPREADSHEETS
Saturday, May 4, 1985

Spreadsheets are designed to help business and professional users analyze the past and manage the future. Learn how you can set up and use spreadsheet models to help you make decisions. LOTUS 1-2-3 on the IBM PC and the COMPAQ is used to present the information.

BUILDING A BUSINESS SYSTEM WITH LOTUS 1-2-3
Saturday, May 25, 1985

Many business people consider LOTUS 1-2-3 the most important management tool developed for micros. The combined features of the spreadsheet, the graphics, the data management and the macros permit the construction of entire systems with only one software package. Evaluate all features of this remarkable program. An introductory knowledge of spreadsheets is mandatory to obtain maximum benefit from this seminar.

ORGANIZING YOUR BUSINESS WITH dBASE
Saturday, May 11, 1985

Learn the commands and instructions required to organize your business information with the leading micro data base packages dBASE II and dBASE III. Using practical examples, experiment with features which will permit you to develop and implement a useful data base system.

DETERMINING YOUR HARDWARE/SOFTWARE REQUIREMENTS
Saturday, June 1, 1985

Everything you need to know to sort out the micro computer marketplace and simple guidelines which allow you to tell the sales person what you need, rather than the other way around. Tips on negotiating and saving money.

SPEAKING BASIC
Saturday, June 1, 1985

BASIC is the universal language of microcomputers. Learn how to use it to program your systems, modify existing programs and prepare yourself for more advanced programming courses and different programming languages.

THE BUSINESS SOFTWARE SAMPLER
Saturday June 8, 1985

Data Base, Spreadsheets, and Word Processing software can make you more productive, provided you choose the appropriate software package and select the right application. Experiment with four of the most popular packages (dBASE, LOTUS, Wordstar, PFS file) and examine the pros and cons of each.

TAKING ADVANTAGE OF FREE SOFTWARE
Monday/Wednesday, May 13/15 or June 3/5 or
Saturday, June 15, 1985

You may never have to buy expensive software again. Find out what software is available free (or for a minimal charge) for APPLE, IBM and COMMODORE computers and where to get it. Evaluate PC-Talk, PC-Writer, PC-File and PC-CALC and browse through our software catalogues.

GETTING TO KNOW PC DOS
Saturday, June 22, 1985

Gain greater flexibility in the use of your personal computer through an understanding of the operating systems commands and features. Learn about disk management, security, editing and systems configuring by practicing with various DOS commands.

WORD PROCESSING WITH WORDSTAR
Monday/Wednesday May 27/29 or June 10/12, 1985

Learn how to effectively use the most popular word processing package on the market. Acquire the skills required to handle most word processing tasks and find out how Mail Merge and Spell Star can make Wordstar even more effective.

EASYWRITER MADE EASY
Monday/Wednesday, June 17/19 or Saturday, July 6, 1985

Become proficient in the use of EasyWriter and increase your personal productivity at work and at home. Learn how EasyMailer and EasySpeller are used in conjunction with EasyWriter to handle most types of word processing work.

Seminar Fee of \$ 75.00 includes:
a set of comprehensive notes
seven hours of instruction and practice time
coffee and tea