

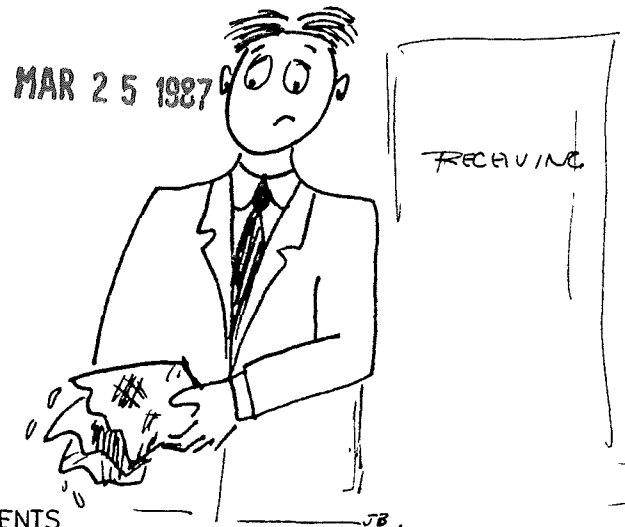
WV Insider

VOLUME 5 # 6
VCC-VANCOUVER VOCATIONAL INSTITUTE
LIBRARY

PRINTING PROBLEMS!

Have you received your printing originals back in various states of disrepair or manglement?? The best way to ensure that this will not happen is to protect them by enclosing the original and request form in a brown inter-office envelope before forwarding to Printing.

If they are left loose they can suffer in transit (sometimes to the extent that they can no longer be duplicated). So please provide them with more protection than just a paperclip.



TO ALL DEPARTMENTS

Have you ever had to fill in a Form 7A because of a reportable accident?

If you have, or if you might have to in the future, please note that these forms must be filled in and forwarded to Central Administration IMMEDIATELY in order for the necessary processing to be completed in time.

As per the Worker's Compensation Board policy, Form 7A must reach WCB offices within three days of an incident, so prompt forwarding of all documentation is crucial.



BOARD COMMITTEES MEMBERS

The Board Chairman has written to inform us of the membership of the following committees:

PERSONNEL and STAFF SERVICES:	P. Spitz, P. Hebb, J. Pearkes
ADMINISTRATION:	C. Miller, E. Jarvis, A. Saunders (Alternates: B. Spitz, P. Hebb)
EDUCATION and STUDENT SERVICES:	J. Chapman, H. Wotherspoon, P. Glass (Alternates: E. Jarvis, B. Spitz)

Board liaisons for VVI will be B. Spitz and A. Saunders

VARIOUS NOTICES THAT YOU MIGHT BE INTERESTED IN READING DEPT.

Electronics Department

The Electronics Department office is now located in Room 407 in the Dunsmuir Building. The new telephone number is 356, there will also be an answering machine at that number.

Petty Cash Slips

Please have all petty cash slips, for fiscal year 1986/87 submitted to Janet Edwards by Monday, March 30. Anything received after that date will be charged against 1987/88.

Parking Pool Members

Please note that there has been a change in rate. If you have not received a memo to this effect, please contact Janet Edwards at local 435.

VROOM - VROOM - VROOM!!

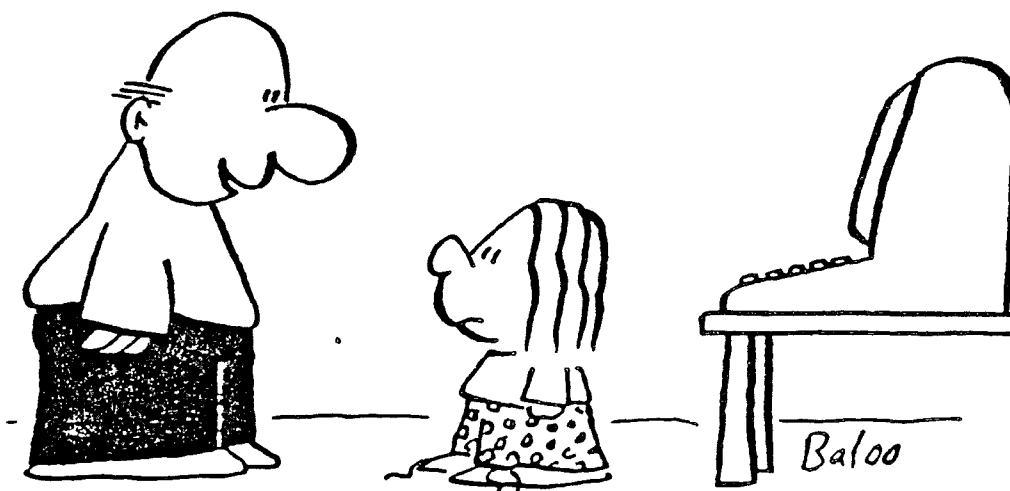
Carter Pontiac Buick Ltd. has donated a 1978 Chevrolet Monte Carlo to the College. This car has been fully restored by the Auto Mechanics and Auto Body Departments at King Edward Campus. The car is not being raffled with the proceeds being ear-marked for financial aid for students. The car should be on display outside VVI the week of March 23.



Raffle tickets are \$2.00 each or \$20.00 for a book of eleven tickets. For every booklet sold, the seller gets to keep a free ticket.

WIN A CAR!!
HELP A STUDENT!!!

Books of tickets are available from Joe Brown - Power Engineering Department, Sheila Slaght - Bookstore, or from student booths outside the Cafeteria and Bookstore.



"Daddy will teach you how to tie your shoe if you'll teach Daddy how to work the computer."

SPECIAL FILM SHOWING

What? "NOT A LOVE STORY: A FILM ABOUT PORNOGRAPHY"

When? Tuesday, March 24
11:50 am SHARP

Where? The Library

This film has been shown on television and has been widely publicized. It is a thought-provoking chronicle of the odyssey of two women - the director of the film, and a Montreal stripper - who set out together to explore the world of peep shows, strip joints and sex supermarkets. Both are motivated by the desire to know more about pornography - why it exists, the forms it takes and how it affects the relations between men and women.

This film contains sexually explicit material which may be disturbing to some people. A discussion period will follow.

If you are interested in viewing, bring your lunch to the library film room (library mezzanine). The film is 68 minutes long.

ABSENCE REPORTS

To all Administrators, Faculty and Staff: please be advised, that effective immediately, any and all inquiries concerning the Absence Report, or your time off, should be directed to the person on your campus responsible for looking after vacation and sick leave. At VVI the person to contact is Flo McGregor at local 233.

FAREWELL ROBERT

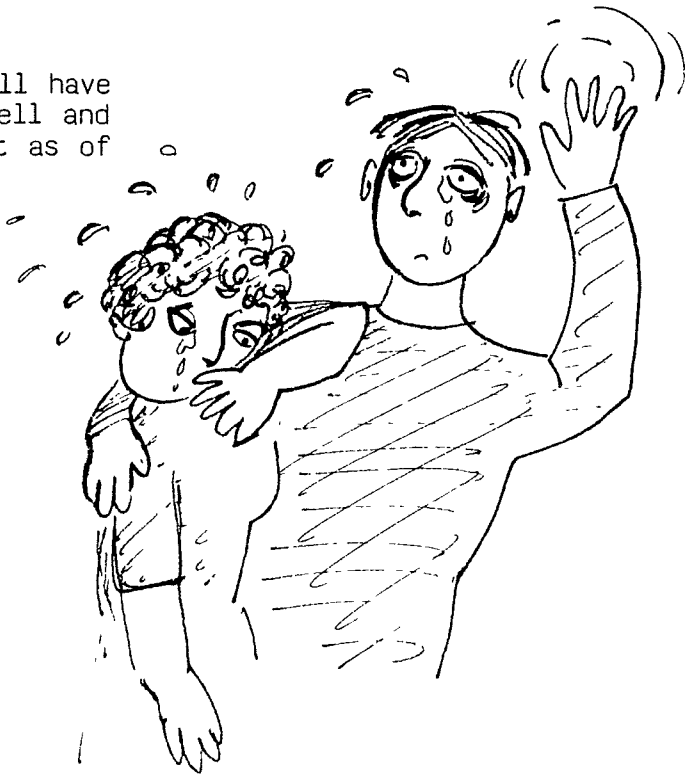
Faculty, Staff and Administration of K.E.C. will have the opportunity to bid Robert Cunningham farewell and bonne chance, as he embarks on early retirement as of the end of March.

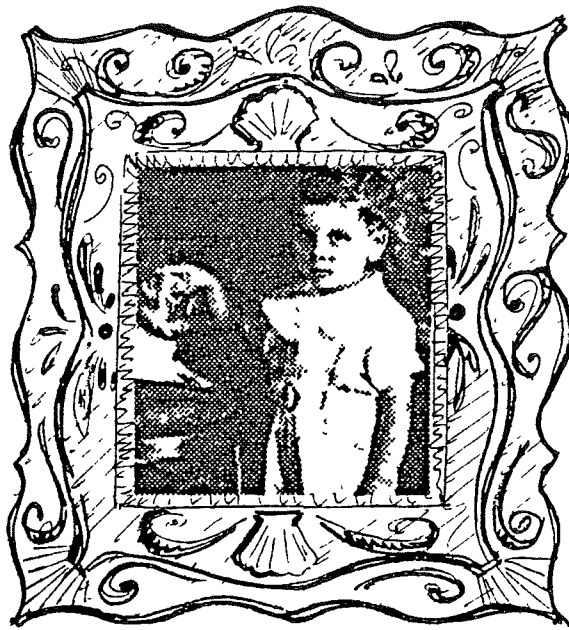
The FAREWELL ROBERT COMMITTEE is planning:

Happy Hour: 7:00 p.m.
Dance: 8:00 p.m.
Continuous Bar: No Host
Late Evening Buffet: 9:30 p.m.

Where: King Edward Campus
Faculty Cafeteria
When: Friday, March 27, 1987
How: Tickets: \$5.00 per person

Tickets available from Wynn Keenan - local 200





FRED NASO
NIFTY FIFTY
AND STILL COOKING!

MORE INFORMATION FROM THE LIBRARY

The Library has received a video tape which demonstrates and describes the Interactive Electronics Training System available from the Provincial Educational Media Centre (PEMC).

The system (using a Panasonic video tape player and Apple IIe or II+ computer) was demonstrated for the Industrial and Technical Division at VVI in February. If you haven't seen it already, we encourage you to view the demonstration video in the library.

Given enough interest at this campus, we could set up a training station for independent student learning. PEMC has cleared provincial educational duplication rights for the software for this basic, entry-level Electronics Technician training system. So far, five colleges are using the system.

Come in and have a look at another training method.

JOB OPPORTUNITY

The King Edward Campus, Music Department, requires a Choral Director to conduct the VCC Madrigal Singers (approximately 30 voices) and the Healey Willan College - Community Choir (between 100-200 voices).

The position will be approximately half-time, with the possibility of extra studio or classroom teaching and will be effective for the Fall term.

Salary scale will be dependent upon qualifications and experience.

Submit resume and tapes to VCC Personnel Office.



Vancouver Municipal and Regional Employees Union

ASSERTIVENESS

TRAINING

OPEN TO
ALL MEMBERS

DON'T GET MAD - GET ASSERTIVE

We have made arrangements with Capilano College to offer this often requested course. This one day program includes self - image techniques, communication skills, democratic listening and how to be heard. You will develop the skills to say what you want in a way that puts your point across clearly.

Assertiveness training will help you on the job or in your home life.

Instructor: Susan O'Donnell

DATE: SATURDAY, APRIL 4TH, 1987.

TIME: 9:30 a.m. to 4:30 p.m.

LOCATION: UNION LOUNGE, 545 W. 10TH AVE.

REGISTRATION: 879-4671 BY March 27th

Child care subsidy available

food provided

Steward book off can be arranged with one week notice

TIME SHEET PROCEDURES

Do you ever have the occasion to fill in or authorize a timesheet? If so, please ensure all the following areas are completed before the timesheet is submitted for approval.

1. SOCIAL INSURANCE NUMBER: ie 777666555;
2. WEEK ENDING FRIDAY: Friday is the payroll week end. Please code in the order year/month/day, ie 87 01 30 for Friday, January 30, 1987;
3. NAME: Printed please with last name first, and the full mailing address underneath;
4. POSITION: What the employee was hired as;
5. HOURLY RATE: What the employee is being paid per hour;
6. ACCOUNT/DEPARTMENT: The account coding and the department number to which the employees salary should be charged;
7. DESCRIPTION OF WORK: The actual work the employee performed;
8. CENTRE OR LOCATION: VVI;
9. HOURS WORKED: The time, in hours, worked each day by the employee;
10. TOTAL: The total hours worked in the week;
11. PAY RATE: To be filled in only if the HOURLY RATE (#5) is incorrect for the type of work done;
12. ACCT/DEPT: To be filled in only if the ACCOUNT/DEPARTMENT (#6) is incorrect;
13. EMPLOYEE: The employee must sign here;
14. SUPERVISOR OR DELEGATE: The person supervising the employee must sign here;
15. DEPARTMENT NAME: This is the name of the department that the employee worked in;
16. GRAND TOTAL: The total number of hours the employee worked, in all areas, during the week;
17. TIME SHEET SIZE: The time sheet must be the standard size of 5 1/2" x 10". If you find you must photocopy time sheet blanks, please trim them to the proper size;

If all 17 areas are not accurately and completely coded, the timesheet will be rejected and returned, meaning of course, that the employee's wages will be delayed.

If you have any questions, or if any of the above is unclear, please contact the Office Manager at local 203.



VANCOUVER COMMUNITY COLLEGE

SAMPLE TIME SHEET

① SOCIAL INSURANCE NUMBER
7 7 7 6 6 6 5 5 5

② WEEK ENDING FRIDAY
87 01 30
YEAR MONTH DAY

③ NAME (PRINT LAST NAME FIRST) AND ADDRESS
Dumpty, Humpty
1234 Fairytale Lane
Kingsville, B.C.
V6B 1M4

④ POSITION
WALLSITTER

UIC WEEK
[] [] [] [] [] []

⑤ HOURLY RATE
444
⑥ ACCOUNT DEPT
0563789

DESCRIPTION OF WORK	CENTRE OR LOCATION	HOURS WORKED							PAY RATE IF DIFFERENT FROM ABOVE	ACCT / DEPT IF DIFFERENT FROM ABOVE	OVERTIME	
		SAT	SUN	MON	TUES	WED	THURS	FRI			HOURS	RATE
⑦ Wallsitting, falling to pieces	⑧ VVI			5	4	6	7	5	⑩ 27	⑪	⑫	

44

THE ABOVE CLAIM IS CERTIFIED AS CORRECT

⑬ 27 GRAND TOTAL

⑬ Humpty Dumpty.
EMPLOYER

⑭ Mother Goose
SUPERVISOR OR DELEGATE

⑮ ADMINISTRATION
DEPARTMENT NAME

APPROVED

The bookstore will be closed from 8:30 a.m., Wednesday, March 25th until 8:30 a.m., Monday, March 30th. We will be counting our inventory and preparing for a fiscal year. If you or your students, would like to buy books for classes starting March 30th ahead of time, make sure you buy them before March 25th. Sorry for the inconvenience.

6 PHASES OF A PROJECT *****

1 ENTHUSIASM

2 DISILLUSIONMENT

3 PANIC

4 SEARCH FOR THE GUILTY

5 PUNISHMENT OF THE INNOCENT

***6 PRAISE AND HONORS FOR THE
NONPARTICIPANTS***

News from Admissions.....

Admissions is now accenting registration for the following part-time courses:

W. Keenan

B U S I N E S S

<u>INTRODUCTION TO MICROCOMPUTERS MS DOS</u> (Computer Literacy)	\$103
Apr 28 - June 9	Tues & Thurs
	6:00-9:00pm

<u>BOOKKEEPING/INTRODUCTION TO ACCOUNTING</u>	\$189
Apr 25 - July 11	Sat
	9:00-4:00pm

<u>INTRODUCTION TO MICROSOFT WORD</u>	\$103
Apr 27 - June 10	Mon & Wed
	6:00-9:00pm

<u>ACCOUNTING COMPUTER APPLICATIONS 1</u> Part A - Introduction to Bedford Software	\$80
Apr 25 - May 23	Sat
	9:00-4:00pm

<u>ACCOUNTING COMPUTER APPLICATIONS 1</u> Part B - Introduction to Multiplan	\$103
Apr 27 - June 10	Mon & Wed
	6:00-9:00pm

<u>ADVANCED BEDFORD & MULTIPLAN</u> (ACCOUNTING COMPUTER APPLICATIONS 2)	\$158
Apr 25 - June 27	Sat
	9:00-4:00pm

TYPING

<u>TYPING UPGRADE (Speed & Accuracy)</u>	\$95
Apr 28 - June 4	Tues & Thurs
June 9 - July 16	Tues & Thurs
	6:00-9:00pm

SECRETARIAL

<u>INTRODUCTION TO DICTA-TYPING</u> (MACHINE TRANSCRIPTION 1)	\$95
<u>MACHINE TRANSCRIPTION 2</u>	\$95
<u>MACHINE TRANSCRIPTION 3</u>	\$95
Apr 25 - July 11	Sat
	9:00-12:00noon

<u>MODERN OFFICE PROCEDURES</u>	\$95
Apr 25 - July 11	Sat
	9:00-12:00noon

<u>SHORTHAND 1</u>	\$189
Apr 28 - July 16	Tues & Thurs
	6:00-9:00pm

<u>SHORTHAND BRUSH-UP (Shorthand 2)</u>	\$189
Apr 27 - July 22	Mon & Wed
	6:00-9:00pm

LEGAL SECRETARIAL

<u>INTRODUCTION TO LEGAL SECRETARIAL PROCEDURES</u> (General Legal Procedures)		\$103
Apr 25 - July 18	Sat	9:00-12:00noon
<u>CONVEYANCING</u>		\$103
Apr 29 - July 29	Wed	6:00-9:00pm
<u>CORPORATE</u>		\$103
Apr 28 - July 21	Tues	6:00-9:00pm

MEDICAL

<u>BASIC MEDICAL TERMINOLOGY, ANATOMY, PHYSIOLOGY AND DISEASES</u>		\$189
Apr 28 - July 16	Tues & Thurs	6:00-9:00pm

WORD PROCESSING

<u>INTRODUCTION TO WORD PROCESSING & BASIC WORD PROCESSING APPLICATIONS</u>		\$189
Apr 25 - July 11	Sat	9:00-4:00pm
Apr 28 - July 16	Tues & Thurs	7:00-10:00pm

SECURITY OFFICER

<u>BUSINESS INVESTIGATIONS</u>		\$80
Apr 27 - July 6	Mon	9:00-12:00noon
<u>PROFESSIONALISM AND THE SECURITY OFFICER</u>		\$80
Apr 28 - June 30	Tues	9:00-12:00noon
<u>ACCESS CONTROL AND PATROLLING</u>		\$80
Apr 29 - July 8	Wed	9:00-12:00noon
<u>FIRE PREVENTION, BUILDING SAFETY AND EMERGENCY PROCEDURES</u>		\$80
Apr 30 - July 2	Thurs	9:00-12:00noon

PRACTICAL NURSING PROGRAM

<u>PHARMACOLOGY</u>			\$126
Theory-	Apr 21,22, 23,24	Tues-Fri	8:00-3:00pm
OR			
	June 1, 2, 3, 4	Mon-Thurs	8:00-3:00pm

Clinical-4 days practice in
Long Term Facility to follow.

CARE OF THE MENTALLY FRAGILE

Theory:

<u>DEMENTIA IN THE ELDERLY 1</u>			\$80
Apr 7 - May 7	Tues & Thurs		6:00-9:00pm
<u>DEMENTIA IN THE ELDERLY 2</u>			\$80
May 12 - June 11	Tues & Thurs		6:00-9:00
<u>RESIDENT-ORIENTED NURSING SKILLS THEORY</u>			\$80
June 16 - July 16	Tues & Thurs		6:00-9:00pm

Practicum:

\$80
One full week 6 hours per day (probably 8:00am - 3:00pm) in
a Long Term Care facility following successful completion of
the theory. Exact dates of practicum to be arranged.

INSTRUCTOR DIPLOMA PROGRAM

ID 101		\$122.00
<u>INSTRUCTIONAL & CURRICULUM DESIGN</u>		(VCC/VVI Course 1517)
July 6 - July 17	Mon-Fri	9:00-12:00noon
Aug 17 - Aug 28	Mon-Fri	9:00-12:00noon

ID 102 Pt. A		\$122.00
<u>ELEMENTS OF INSTRUCTION</u>		(VCC/VVI Course 1518)
May 5 - July 7	Tues	6:00-9:00pm
July 6 - July 17	Mon-Fri	1:00-4:00pm
Aug 17 - Aug 28	Mon-Fri	1:00-4:00pm

ID 102 Pt. B		\$122.00
<u>ELEMENTS OF INSTRUCTION</u>		(VCC/VVI Course 2497)
July 20 - July 31	Mon-Fri	1:00-4:00pm

ID 103		\$122.00
<u>USE & DESIGN OF INSTRUCTIONAL MEDIA</u>		(VCC/VVI Course 2544)
Apr 3 - June 12	Fri	6:00-9:00pm
Aug 4 - Aug 14	Mon-Fri	1:00-4:00pm

ID 104 Pt. A		\$122.00
<u>EVALUATION OF LEARNING & INSTRUCTION</u>		(VCC/VVI Course 1519)
Aug 4 - 14	Mon-Fri	9:00-12:00noon

ID 104 Pt. B \$122.00
EVALUATION OF LEARNING & INSTRUCTION(VCC/VVI Course 2545)
July 20 - July 31 Mon-Fri 9:00-12:00noon

And introducing.....the new kid on the block



DESKTOP PUBLISHING (A)

Apr 14 - June 18

Tues & Thurs

\$158

7:00-10:00pm

DESKTOP PUBLISHING (B)

Apr 13 - June 17

Mon & Wed

\$158

7:00-10:00pm

(Note: One Saturday class to be scheduled)

May 2 - July 11

Sat

9:00-4:00pm