

**CAPILANO
COLLEGE**

SECHELT CAMPUS

Regional Centre for The Sunshine Coast

Spring 1992



Capilano College's new South Campus, located in the Sechelt Indian Band's House of Hewhiwus complex

CAPILANO COLLEGE IS GROWING

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We are very happy to announce that, through the help and co-operation of the Sechelt Indian Band, it has become possible for us to increase our program and service offerings to the entire community of the Sunshine Coast.

Some of our classes will continue to be held at our North Campus on Inlet Avenue; some will now be held at the South Campus in the Sechelt Band's new House of Hehewis complex. The general office and most of our community services will continue to be housed at the North Campus.

For the Spring Term, our offerings will be relatively modest, but our long range plans include being able to provide full first and second year university transfer courses, as well as a one year certificate in Business Management. In addition, we will continue to offer programs and services to meet the various needs of the community, as these needs are expressed to us.

As this brochure goes to press, not all the course or program selections for the Spring term have been finalized. Some courses and workshops are still in the process of development. Advertisements detailing any additional course information will be placed in the local papers as soon as we have it available. Also, during the times our office is closed, (from Dec. 14 to Jan. 1 incl.) information will be available by calling 885-9310.

IMPORTANT DATES

- January 2 North Campus re-opens; please refer to end of brochure for office hours.
- Jan. 2 to 10 **REGISTRATION.**
Please note that registration for **ALL CREDIT COURSES** (academic/university transfer as well as for A.B.E.) will take place at the North Campus on Inlet Avenue on these dates. Please check the end of the brochure for our office hours.
- January . First day of class for Long Term Care Aid Program, South Campus on Highway 101.
- January 13 First day of classes for A.B.E/High School completion/upgrading classes and for credit courses. A timetable showing days and times individual credit courses can be taken will be published in the local papers as soon as it is finalized. Copies will also be available at the North Campus on Jan. 2.

- January 22 Last day to add a university transfer course or to change status from audit to credit or to withdraw from a course and not be invoiced for the balance of tuition fees owing.
- February 13 and 14 Reading Break; no classes scheduled.
- February 21 Final date for payment of balance of tuition fees.

ADMISSION TO UNIVERSITY TRANSFER/CREDIT COURSES

REGULAR ADMISSION:

Students who have completed Grade 12 are eligible for Regular Admission to the College. Others who lack Grade 12 may be eligible according to either of the two criteria described below.

MATURE STUDENT ADMISSION:

People who have not completed Grade 12 are encouraged to register in this category. (In fact, the majority of students who have taken our credit courses in the past could be classed as mature students,) Admission is on the basis of age, background, previous education, and general suitability for college level studies.

Anyone who is unsure of his/her ability to succeed in such courses is encouraged to discuss their concerns with the Counsellor or the Community Education Liaison at the Sechelt Campus.

CONDITIONAL ADMISSION: (for students just leaving Grade 12)

If you are missing **no more than two Grade 12 courses**, you may still register in the College's academic courses. However, you must take steps to complete your requirements for Secondary School graduation, either through your own high school, by writing the G.E.D. or through the College's A.B.E. program. Regular academic courses and A.B.E. courses may be taken concurrently.

FEES:

Fees for the Spring Term are as follows:

Basic registration fee\$45.00
 Tuition fees..... \$30.00 per credit hour for academic/university transfer courses and for each term block in A.B.E. A deposit of \$45.00 (registration fee) plus \$10.00 per credit hour must be paid at the time of registration; the balance is payable by February 21.

Please note that seniors (those over 60) are not required to pay tuition but need only pay the term registration fee. Applicants for this fee waiver are requested to provide appropriate identification. Courses with this waiver may still be taken for credit.

FINANCIAL ASSISTANCE:

For those in need, **financial assistance is available** through a system of outright grants, loans and bursaries. Please contact us if you wish more information.

SERVICES

COUNSELLING:

These services, which give assistance in career and educational planning, are available to all members of the Community. Vocational, aptitude and interest testing is also available. A "career shelf" with calendars from all post secondary institutions in B. C. as well as some from other provinces is located in the North Campus Library.

Counsellors are often helpful in dealing with personal problems as well. Phone 885-9310 for an appointment.

ACHIEVEMENT RESOURCES CENTRE:

At present, the Achievement Resource Centre offers the following services:

1. professional assessment to either indentify any learning difficulties you might have or to enable placement at the appropriate course level.
2. scheduled credit courses to help you succeed in your studies. Specific course details will be available by Jan.2.
3. workshops available periodically on such topics as time management, study skills, memory training and others. Please call to see which topics will be presented in the Spring Term.

LIBRARY

The Sechelt College library, which has a small collection of books and reference materials available to students as well as community members, is housed in the North Campus. The large collection of books and films from the main Lynnmour campus is also accessible via regular courier service.

PREPARATORY COURSES:

Many students who enter Capilano College require pre-college level courses to meet entry level requirements for a particular college program, or to upgrade their academic skills. Students who have been out of school for a number of years and who wish to resume their education often find that the Adult Basic Education program best meets their needs. Most courses in the program are self-paced. Students attend classes in which they proceed at their own rate through English, Mathematics or Science.

ADULT BASIC EDUCATION:

The ABE program enables you to upgrade your knowledge and skills in the areas of English, Mathematics, Biology, Chemistry and Physics. The program is self-paced, (with one exception), both day and evening classes are available, and timetabling is flexible.

Courses will enable you to achieve any of the following goals:

1. work towards a grade 12 equivalency.
2. meet the prerequisites for certain university transfer courses.
3. meet specific course requirements for career/vocational, technical training or retraining programs.
4. build self-confidence and enhance your ability to succeed in further studies.
5. personal desire to upgrade or refresh your mastery of a subject.

Note: It is possible to be enrolled in both A.B.E. classes and in academic or career/vocational courses during the same term. **A.B.E. classes begin January 13.** Phone for an interview with an instructor if you wish more information.

BASIC MATH. FOR ADULT LEARNERS (BMTH 021)

This lecture-based ABE course is for those whose basic (pre-Algebra) Math. skills are somewhat shaky. A quick overview of whole numbers, ratio and proportion, fractions, decimals, percentages, and the Imperial and Metric systems will bring everything you may have forgotten back into focus.

Classes will run from 9 to 11, Monday mornings, permitting those who might require more than this quick 'once-over' to register in one or more of the additional self-paced Math. classes during the rest of the week. Fees will be charged on the same basis as other ABE classes.

ARC 105 (3 Credits)
Strategies and Skills For Success In College
Instructor: TBA

All students, whether they are currently enrolled, or whether they are recently out of school, or whether they have been 'away from the books' for a while, can benefit from courses offered by the Achievement Resource Centre. (ARC)

This credit course has been developed to help all students "get a head start on College". Topics covered include time management, effective study techniques, and how to develop flexible reading techniques and improve comprehension. Further details will be available in January.

UNIVERSITY TRANSFER AND CAREER COURSES

PLEASE NOTE:

Any of the courses listed below may be taken for credit as part of a University Transfer program, or as 'audit' courses, purely for interest and enjoyment. Students who audit courses will not be required to write examinations. However, they **will NOT** receive credit for any audited courses if they intend to pursue a degree, certificate or diploma program.

A timetable showing the days and times classes will be offered will be published in the local press as soon as it is finalized. Copies of the timetable will also be available at the North Campus after Jan. 2.

ANTHROPOLOGY 206 (3 credits)
NATIVE PEOPLES OF BRITISH COLUMBIA
Instructor: TBA

An introduction to Native Indian Peoples of British Columbia to include the archaeological past, the social organization of different peoples, and current issues.

ART 120 (3 credits)
Drawing and Painting
Instructor: Paul Deggan

An introduction to drawing and painting through the use of traditional materials, working from the perceptual to the conceptual point of view; from drawing and painting reality to representing reality in abstract form. Please note that some art supplies will have to be purchased; a list will be available at the time of registration.

BUSINESS MANAGEMENT 100 (3 credits)
Selected Topics in Business Management
Instructors: TBA

This workshop series will focus on topics of particular interest to small business operators. Examples of topics include: Accounting Principles for Small Business, Finance, Advertising, Market Research, Personnel Supervision and Tourism Markets.

Participants may complete the entire series for 3 credits, or select individual workshops on a non-credit basis.

Details concerning times and dates will be available by Jan. 2

ECONOMICS 101 (3 credits)
Canadian Economics - Macro and Micro Considerations
Instructor: TBA

An examination of the contemporary structure of the Canadian Economy of international trade and tariffs; the effects of foreign investment and ownership; the problems of regional disparities and poverty; the interplay of business, government and unions and federal-provincial relations and taxation policies are considered. Focus is on the hard economic choices the people of Canada now face.

ENGLISH 100 (3 credits)
Composition
Instructor: Bob Sherrin

A course in the fundamentals of good writing, giving students intensive practise in writing for a variety of purposes, with emphasis on the essay form. Throughout the term progressively increasing emphasis is given to effective organization and development of material. Research technique and documentation is taught. Problems in mechanics of writing are dealt with individually in group discussion and by revision of essays. Students taking English 100 are required to provide the results of the English Diagnostic Test. (See below)

ENGLISH DIAGNOSTIC TEST

A standard policy in all post-secondary institutions requires all students who wish to enroll in English courses to submit the results of either the Language Proficiency Index Test or the College English Diagnostic Test. (EDT). **A sitting for the EDT. will be held Tuesday, January 7th at 7:00 pm. There is a fee of \$20.00 for this test.**

GEOGRAPHY 108 (3 credits)
Canada: A Topical Geography
Instructor: TBA

The understanding of Canada and Canadians is becoming more and more important to our economic and social well-being. This course examines Canadian problems and issues in terms of the different regions in Canada. Topics include the changing economy, cultural diversity, urban growth and resource management, as we focus on the Maritimes, Quebec, Ontario, the Western Provinces and the Northern Frontier.

MATHEMATICS 110 (4.5 credits)
Calculus 1
Video-based Format

This course may be completed by guided self-study format using video instruction.

A brief review of functions, trigonometry, analytic geometry, the derivative, techniques of differentiation, application of the derivative to MAX-MIN and related rate problems, the definite integral, logarithmic and exponential functions.

POLITICAL STUDIES 104 (3 credits)
Canadian Government
Instructor: Michelle Carr

A study of the processes, ideologies and government structures which make up the Canadian political reality. This course will examine the role of the prime minister's office, the bureaucracy, political parties, federal-provincial relations and Canadian foreign policy.

PSYCHOLOGY 100 (3 CREDITS)
INTRODUCTION TO PSYCHOLOGY
Instructor: TBA

A course designed to introduce the beginning psychology student to some of the major concepts and approaches necessary to an understanding of human behaviour from a psychological perspective. Topics covered include learning, development, sexuality, personality theory and other selected issues.

NON-CREDIT COURSES

In addition to the regular credit offerings and services detailed above, the College, through its Department of Extension Programs and Services, offers a number of credit-free courses, programs and workshops.

As these operate on a cost-recoverable basis, they must meet a minimum number of students enrolled. (The number required to allow a course to 'run' varies with each course.)

In order to ensure that these minimum enrollments are met, it is **IMPERATIVE** that we receive your registration, accompanied by payment of fees, by the Registration Deadline date indicated for each course, otherwise, the course will have to be cancelled. Please do not expect that a course will automatically be offered if you wait to register at the first class; we must know at least two instructional days ahead of time how many students are enrolled. (This time is required to notify those students who have paid that the course cannot be offered.)

Please note that registration for non-credit courses can be made by phone (885-9310) as well as in person. Please note also that payment can be made by cheque, Mastercard or Visa.

People age 60 or over are eligible for a 10% discount on fees for credit-free courses. Please be prepared to give proof of age at time of registration.

COURSES:

RAISE YOUR VOICE IN SONG:

Instructor: Lyn Vernon

A continuation of the Community Choir formed last fall, the group will continue their development of a repertoire in the genre of classical choral music. Preparation of works to be presented at the Music Festival in April will be the focus of this term's work. Newcomers who wish to join are invited to attend an audition for placement on Wednesday, Jan. 8. Please register for the auditions by calling the College by January 6. Current members should also re-register for the spring term by January 6.

MUSS 13011

Wednesdays, Jan. 15 to April 1st, 7 pm to 9 pm

Location: to be announced.

FEES: \$55.00 (sheet music/scores will be extra)

COMPUTER COURSES:

Please note that all computer courses have a maximum of 10 students, allowing each person exclusive use of a terminal.

All computers classes will be held in the Computer Lab. in the North Campus.

TYPING - KEYBOARDING

Instructor: Evo Marcon

This self-paced course is for everyone from rank beginners who use the "hunt and peck" system to move around the keyboard, to those who would like to move around it a bit more efficiently. Learn to operate a keyboard with speed and accuracy, increase your confidence in working with computers as well as the benefits you would get from further courses.

OADS 10211

Mon. Wed. & Fri. Jan. 8 to Jan. 24. 10 am to 12 noon
FEES: \$ 135.00 (Please register by Jan. 6)

BASICS OF MICROCOMPUTERS - LEVEL 1

Instructor: Evo Marcon

This self-paced course introduces you to the microcomputer and its most popular applications. Level 1 uses the popular MS Works program to cover the basics of word processing, spreadsheets and data bases. Intensive hands-on practise will enable you to gain competency in these areas, as well as provide you with information that will help you select wisely the software that you need for home or business applications.

CMPS 15011

Mon. & Wed. Jan. 13 to Feb. 5, 7 pm to 10 pm
FEES: \$195.00 (Please register by Jan. 9)

CMPS 15012

Tues. & Thurs. Feb. 11 to Mar. 5, 9 am to 12 noon
FEES: \$195.00 (Please register by Feb.6)

AN INTRODUCTION TO COMPUTERS FOR THE TOTALLY TERRIFIED

Instructor: Evo Marcon

This short, but VERY slow and VERY easy course is available only (sorry) to seniors (those over 55). Learn to feel completely at ease with these seemingly baffling machines. (gadgets?) Become familiar and comfortable with the vocabulary of the bits and pieces, learn what sorts of wonderful things computers can do and

do some of these things yourself. Best of all, be able to understand at least some of the things your kids and grandkids are talking about.

CMPS 15111

Mon. through Fri. Feb. 3 to 7, 10 am to 12 noon
FEES: \$60.00 (Please register by Jan. 30)

WORD PROCESSING Using Word Perfect 5.0

Instructor: Diane Staples

This introduction to word processing will teach you how to set up letters, memos, tables, multi-page documents and more using Word Perfect 5.0. Self-paced learning with help from the instructor means a pressure-free environment. With class size limited to 10, each student will have exclusive use of a terminal.

CMPS14611

Mon. & Wed. Feb. 10 to Mar. 4, 10 am to 12 noon
(Please register by Feb. 5)

CMPS14612

Tues. & Thurs. Feb. 11 to Mar. 5, 7 pm to 9 pm
(Please register by Feb. 6)
FEES: \$135.00 per course

COMPUTERIZED BOOKKEEPING WITH ACCPAC/BEDFORD

Instructor: Pat Matthews

Pre-requisite: Familiarity with bookkeeping concepts

Improve the efficiency of your business, large or small, by computerizing your bookkeeping system. You will start with an introduction to DOS, then develop proficiency in the use of the computer for completing bookkeeping tasks, including: accounts receivable/payable, payroll and general ledger.

CMPS15411

Tues. & Thurs. Jan. 7 to Feb. 6, 7 pm to 9pm
(Please register by Jan. 3)

CMPS15412

Tues. & Thurs. Mar. 17 to Apr. 16 7 pm to 9 pm
(Please register by Mar. 13)
FEES: \$125.00 + approx. \$35.00 for Bedford Integrated Accounting Program (ed. version) per course.

MS-DOS BASIC SKILLS (Level I)
Instructor: Charles Tremewen

This workshop is designed for people with little or no hands-on experience with PC's and will cover the basics of the MS-DOS operating system. Learn how to format and copy disks, erase and rename files and to create simple system files.

CMPS15211
Saturday, Jan. 25, 9 am to 4 pm
(Please register by Jan. 22)

CMPS15212
Saturday, Feb. 22, 9 am to 4 pm
(Please register by Feb.20)
FEES: \$55.00 per course

MS-DOS LEVEL II
Instructor: Charles Tremewen

This session will emphasize the DOS directory structure. Learn to find, copy and move files and to follow all of the DOS commands for file organization.

CMPS15221
Saturday, Mar. 7, 9 am to 4 pm
(Please register by Mar. 5)
FEES: \$55.00

MS-DOS - Autoexec.bat & config.sys Explained
Instructor: Charles Tremewen

Pre-requisites: MS-DOS Level 2 or equivalent

These are two of the most misunderstood and yet most important MS-DOS files necessary for setting up your computer's environment. You will learn what these files do and how you can customize them for your needs. As a first introduction to batch files, some general commands related to batch files will be explored as well as the simple text editor Yikes, necessary to edit these DOS files.

CMPS14911
Saturday, April 4, 9 am to 4 pm
(Please register by April 2)
FEES: \$55.00

INTRODUCTION TO LOTUS 1-2-3 Level 1

Instructor: Evo Marcon

Pre-requisite: Basics of Microcomputers, Level 1 or equivalent

Electronic Spreadsheets clearly demonstrate the usefulness of microcomputers. This course will teach you how to: create spreadsheets, design spreadsheets, produce professional looking reports, graph data and produce charts, and how to use spreadsheets as a tool for making important decisions at home or in business.

CMPS14211

Mon. & Wed. Mar. 9 to Mar. 25, 7 pm to 10 pm
(Please register by Mar. 5)

CMPS14212

3 Saturdays, March 14, 21 & 28 9 am to 4 pm
(Please register by Mar. 12)

FEES: \$105.00 + approximately \$60.00 for student version of Lotus 1-2-3 Software.

FOODSAFE - LEVEL 1

Instructor - Sally de la Rue Brown

This course trains restaurant and food service workers, managers and owners in the prevention of food-borne illnesses. Upon completion, participants receive a certificate recognized by the Ministry of Health.

HTSS 13311

Thursday, April 9, 9 am to 5 pm
Fees: \$55.00 (Please register by April 7)

LOG SCALING AND GRADING

Instructor: Barry Janyk

This full-time 14 week course will prepare participants to write the examination which will give them certification by the provincial Ministry of Forests. This certificate would enable successful graduates to seek employment as log scalers/graders with the Forest Service or with private companies or contractors.

The course, which will be taught by a licensed Log Scaler, will combine classroom theory with 'on site' exercises. As well, there will be a two week practicum near the end of the session. Participants will be expected to have certain equipment in order to complete the course and to comply with the regulations of the Workers' Compensation Board. Cost of this equipment is likely to

be in the range of \$250 to \$350. In addition, there is a \$50.00 examination fee charged by the Ministry of Forests to obtain the B.C. Coastal Scaling license.

VOCS 16011

Mon. through Fri. Feb. 3 to May 8, 9 am to 4 pm

Location: TBA

Fees: \$1075.00 (Includes the scale rule)

Please register by Jan. 24

Please note that Unemployment Insurance recipients are eligible to attend the course. Please note also that subsidies **MAY** possibly be available through Canada Employment.

ELDERCOLLEGE

The Eldercollege program provides an opportunity for seniors (those over 55) to form study/discussion groups in order to satisfy their thirst for knowledge and expand their horizons. The groups meet on a regular basis and are participant-led. Topics range from whatever knowledge and expertise members may wish to share with others to whatever 'unchartered waters' members may wish to learn about.

Please call us at 885-9310 for more information.

COURSES UNDER DEVELOPMENT

There are some courses in both the credit and non-credit areas which are still in the development stage. As details are finalized, they will be made available in the local paper. Watch for our advertisement.

Courses under development include:

- * Gas Fitters Ticket Course
- * Small Passenger Vessel Operators Course
- * Life Skills Coaching Certificate Program
- * Special Education Teaching Assistant Certificate Program

WE NEED YOUR HELP:

Only by hearing from you, the members of the community, can we provide the particular courses and programs that you would like to see offered. During the past weeks and months we have received several suggestions and we thank you for those, but we would like to hear from more of you. So, keep those calls and letters coming.

Our hours for the Spring '92 term will be:

Jan. 2 - Jan. 10: 9 am to 4 pm Monday to Friday, except for
Jan. 8 and 9 when we will be open till 7:30
in the evening.

Jan. 13 - April 30: 9 am to 7 pm Mon. to Thurs.
9 am to 4 pm Friday

Telephone No: 885 - 9310

Mailing Adress: Box 1609, Sechelt, B.C. V0N 3A0

Street Address: 5627 Inlet Avenue, Sechelt

For Information and Registration, call

885-9310



Capilano College's North Campus on Inlet Avenue houses classrooms, the general office and community services.