



**VANCOUVER
COMMUNITY
COLLEGE
SPECIAL
PROGRAMS
DIVISION**

1975/1976

September 1, 1975	Labour Day	No Classes — School Closed
October 13, 1975	Thanksgiving Day	No Classes — School Closed
November 11, 1975	Armistice Day	No Classes — School Closed
December 25, 1975	Christmas Day	No Classes — School Closed
December 26, 1975	Boxing Day	No Classes — School Closed
January 1, 1975	New Year's Day	No Classes — School Closed
TBA	Heritage Day	No Classes — School Closed
April 16, 1975	Good Friday	No Classes — School Closed
April 18, 1976	Easter Monday	No Classes — School Closed
May 24, 1976	Victoria Day	No Classes — School Closed
July 1, 1976	Dominion Day	No Classes — School Closed
August 4, 1975	B.C. Day	No Classes — School Closed

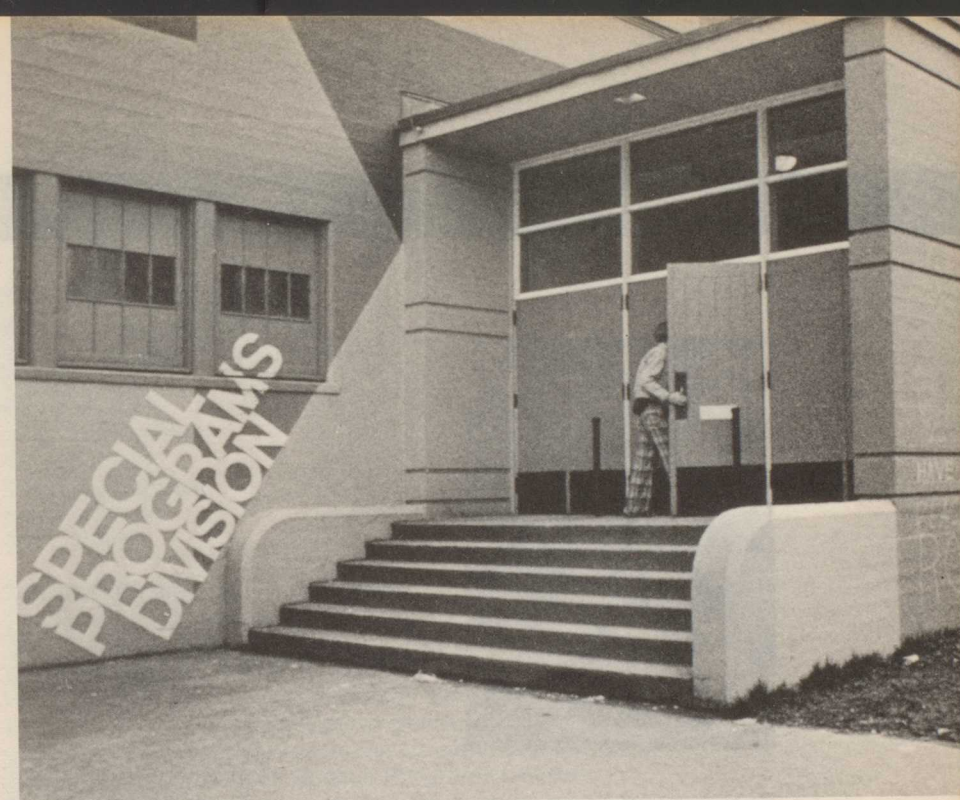
For dates relating to semester courses only, see page of this calendar.



**Closure of the College During Potential Emergencies
Such As Snowstorms, Strikes and Power Failures**

The College will remain open during normal opening hours unless the College Principal makes a specific announcement to the contrary through the news media.

All statements in this publication are announcements of present policies only and are subject to change at any time without prior notice. They are not to be regarded as offers to contract.



Vancouver Community College

Special Programs Division

Calendar 1975-1976

2750 Oak Street, Vancouver, B.C. V6H 3N2

Telephone 731-4614



PRINCIPAL'S MESSAGE:



Welcome to the Special Programs Division of Vancouver Community College.

During the past year the Division initiated two new programs, the Pharmacy Assistant Program, three months in length, and the two-year professional Music Program. Enrollments at the Centre continued to climb and the search for space has become critical.

The quality of a school is primarily dependent on the quality of its faculty and students. We pledge the best quality possible by the employment of the best faculty available and ask you, the students, to do your share by the application of your continued best efforts.

We look forward to the privilege of meeting and serving you at the Special Programs Division.

L. B. MONASCH,

Principal

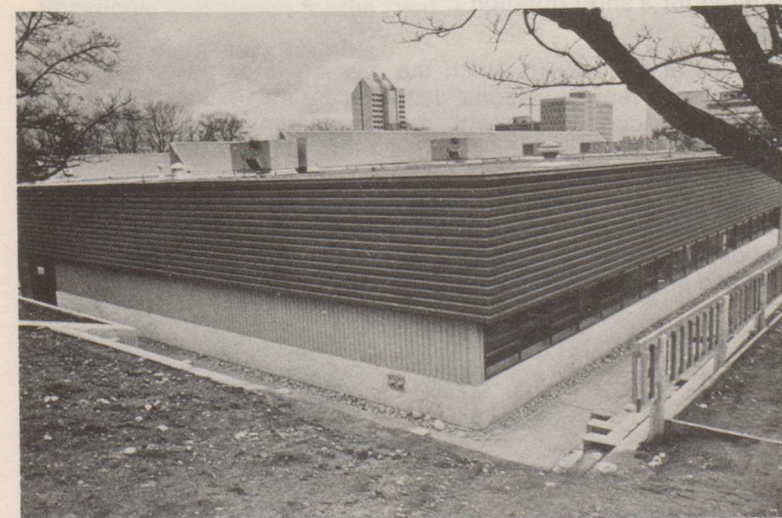
ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

COLLEGE COUNCIL

Mrs. V.E. Beirnes, Chairman
Mr. E.E. Livesey, Vice-Chairman
Mrs. M. Andrew
Mr. W. Brown
Mrs. H. Fergusson
Dr. J.A. Lavin
Dr. P. Oberlander
Mr. D.W. Pratt
Mr. J.S. Yee

COLLEGE EXECUTIVE OFFICERS

Dr. T.J. Gilligan, Principal, Vancouver Community College
H.E. Pankratz, Executive Director, Instruction
Dr. J.J. Denholm, Principal, Langara
A.H. Glenesk, Principal, Community Education Services
R.C. Mayor, Principal, Vancouver School of Art
J.L. McInnis, Principal, Vancouver Vocational Institute
L.B. Monasch, Principal, Special Programs Division
L. Berg, Bursar



SPECIAL PROGRAMS DIVISION

A DIVISION OF VANCOUVER COMMUNITY COLLEGE

The Special Programs Division of the Vancouver Community College was established at 951 West 12th Avenue, the former King Edward Centre, in October, 1970. The new division consolidated a variety of programs which had previously been located in a number of different locations. From a school with no students in October 1970, it has grown to a centre which, by September 1974, had an enrolment of more than 5,000 full and part-time students.

In addition, the centre is responsible for the administration of the part-time College Foundations and English Language Training programs at various centres throughout the city. The foregoing part-time programs represent approximately 15,000 student enrolments.

As the name implies, the Special Programs Division is organizationally designed to be able to react quickly to new educational needs in the community. The programs offered vary in duration and commence on an "as required basis". While some programs have continuous and monthly intakes, others are on a semester basis.

Programs offered by the division include:

- assessment, upgrading and orientation.
- basic training to the grade eight, ten or twelve level.
- College Foundations — academic upgrading to grade twelve.
- English Language Training.
- Special Projects, i.e., painting and wall covering, life skills, coach training, etc. (These programs vary in length and are generally offered for a short duration.)
- Music.

Examples of the way in which the division is uniquely geared to respond to current educational demands are the following programs sponsored in cooperation with the Department of Manpower and Immigration. With very short notice — in some cases a matter of weeks — programs were set up and run on spray-painting, wall covering, carpentry, lumber tallying, industrial electricity, welding, drafting, mathematics upgrading, special coatings, principles of supervision, instructional techniques, industrial controls, pharmaceutical aides and pre-school teaching for non-status Indians.



CONTENTS

Principal's Message	2
Organization of Vancouver Community College	3
Special Programs Division	4
General Information	6

GUIDELINES FOR STUDENTS

Hours — Attendance	6
Shift Workers	6
Course Changes	6
Counselling	6
Fees	8
Grades and Grade Points	8
Statement of Grades	9
Appeal of Final Grades	9

PROGRAMS

Assessment, Upgrading and Orientation for Status Indians ..	10
Employment Orientation for Women	11
Basic Employment Skills Training	12
Vocational Orientation for the Deaf	13
Basic Job Readiness Training	14
Basic Training for Skill Development	15
Community and Family Aide	18
Pharmacy Assistant	19
1975/76 College Foundations Schedule	20
College Foundations Program (Grade 12 Equivalent)	22
Course Descriptions	23
General Educational Development Testing	38
English Language Training	38
Music	40
Special Projects	47
Administrators, Counsellors, Faculty	47

- New to this calendar

GUIDELINES FOR ALL STUDENTS

The Special Programs Division is directed towards those who:

- a) Require training on retraining for employment.
- b) Require upgrading for their present work.
- c) Would like to obtain a Community College Certificate of Grade XII Equivalency. This is also the equivalent of the Department of Education Adult Grade XII Certificate.
- d) Wish to write the General Educational Development (G.E.D.) tests.
- e) Need to complete a Grade XII programme already started.
- f) Need upgrading in academic areas to enter programs in vocational schools or to obtain employment.
- g) • Want to improve their reading, writing, and study skills.
- h) Wish to learn English as a second language.
- i) Desire to study music.

Basic Qualifications

- Day students should normally be at eighteen years of age or older or out of school for at least one year. Evening students should be above the legal school leaving age. For full time programs they must be Canadian citizens or Landed Immigrants.

Student Hours

Classes are given between 8 a.m. and 10 p.m., Mondays through Fridays, excepting for statutory holidays, throughout the year. Programs vary in length from one week to two years.

Attendance

Absence for any cause in no way relieves a student of the responsibility for completing assignment and examination requirements to the satisfaction of his instructors.

Shift Workers

Arrangements are made for shift workers to coordinate their class and work schedules where possible.

Course Changes

Program planning is made in consultation with a counsellor. If a student believes, at any time, that his program is unsuitable, or if he wishes to add or change a course, he must see a counsellor without delay so that more suitable arrangements may be made. For College Foundations students this must be done up to and including the last day of the course change period, as listed in this calendar. Later changes can only be made with an instructor's permission. A course change fee of \$4 per course is payable. Each student accepts full responsibility for his final choice of courses.

Counselling Services

The Special Programs Division of Vancouver Community College provides a confidential professional counselling service for present and prospective students who wish to re-assess their personal capabilities or re-evaluate their life styles.

Citizens interested in furthering their education, improving their vocational skills and qualifications, or in planning new careers are welcome to consult counsellors whose offices are located in the Administration Building.

The services available include:

- Educational counselling
- Vocational counselling
- Assessment and Testing
- Course information
- Referral to other agencies
- Orientation programs

Appointments

Just walk in and see a counsellor. No appointment is needed.

Counselling Hours

Day: 9:00 a.m. — 4:30 p.m., Monday to Thursday

Day: 10:00 a.m. — 4:30 p.m., Friday

Eve: 6:30 p.m. — 8:30 p.m., Monday to Thursday

Assessments

If you have been away from school for a while and you are uncertain of your level, why not have free Mathematics and Reading Assessments? These are given every Tuesday at 10:00 a.m. and 7:00 p.m., but you must make arrangements with a counsellor.

For those whose previous education was not in English, a special assessment is given every day in Room 101.

• Agency Liaison

The Counselling Department maintains close liaison with public and private agencies which sponsor students. These include Canada Manpower and the Department of Human Resources.

Manpower Sponsored Students — Christmas/New Year Period

Students sponsored by Canada Manpower enrolled in courses spanning the Christmas/New Year period may lose their wage-replacement allowance for up to four days because of closure of the College. Students so affected should check with the one-site Canada Manpower office.

• Financial Aid

Students who wish to obtain information concerning bursaries, loans, grants and employment as student aids should see the Assistant Office Manager, who is also the Financial Aid Officer, at least two months before the aid is required. Some small term loans are also available from the School Fund.

• Nursing Services

A Public Health Nurse is on campus Monday through Friday for confidential health counselling. The aim of the Health Service is to provide health education and health counselling to students while attending S.P.D.

• **Health Services available:**

- information pertinent to maintaining good health and prevention of disease.
- psychiatric and psychological services.
- hospital and medical insurance counselling.
- referral to family physicians and dentists.
- consultation with a medical health officer.
- information about, referral to and affiliation with, community health and welfare services.
- vision testing.
- birth control information.
- coordination with Counselling department and with the Manpower Counsellor.
- annual mobile chest x-ray.
- emergency treatment.

The above services, which are available in Room 209 in the Administration Building, are free to all Special Programs Division students.

• **Psychiatrist and Psychologist**

Any student who wishes to see a psychiatrist or a psychologist may do so by making arrangements through the nurse or the receptionist in the Counselling area.

• **Fee Regulations**

- a) You pay your fees when you register. If your fees are being paid by an agency, the cashier must have a letter from the agency before you can register.
- b) A non-refundable Student Services Fee is charged each term.

Grades and Grade-Points

Vancouver Community College uses a letter system to indicate only successful completion of courses:

Letter
Grade

- A **DISTINGUISHED ACHIEVEMENT**
the student distinguishes himself consistently in examinations, reports and class participation.
 - B **ABOVE-AVERAGE ACHIEVEMENT**
the student exhibits consistent mastery of the course and is able to relate the content of the course to other knowledge.
 - C **AVERAGE ACHIEVEMENT**
the student demonstrates sufficient comprehension of the subject matter to indicate success in the next higher course in the same field.
 - P **MINIMUM PASSING ACHIEVEMENT**
the student is granted credit for the course but is not permitted to proceed to the next higher course without department approval.
- Grades for courses a student failed or from which he has withdrawn are not given.

Statement of Grades (College Foundations Program)

Every term, Statements of Grades are mailed to students within one week following the last examination scheduled for that term. Grades will not be released to students prior to the mailing date and time. All obligations relating to fees, previous documentation, letters of permission to attend, library books or fines, and borrowed equipment must be met before any Statements of Grades, Transcripts or Certificates will be released. Machine errors and omission in Statement of Grades should be reported immediately in person, or in writing, to the Dean of Instruction. A student's most recent Statement of Grades is also his ticket of admission to the registration centre for any subsequent term, both at Special Programs Division and the Langara Campus.

Appeal of Final Grades

If a student wishes to have a final grade re-assessed, the request must be submitted in writing to the Dean of Instruction. All appeals for re-assessment must be accompanied by a fee of \$5.00 for each course for which re-assessment is sought. Appeals must be received not later than 14 days after the mailing date of the original Statement of Grades.

Appeals are reviewed by a committee of the Faculty, and in each case all the work of the term including the final examination is taken into consideration. The Dean of Instruction will inform the student of the committee's decision. If the mark is raised the \$5.00 fee will be refunded; otherwise it will be retained. The decision of the Faculty committee is final. Appeals will not be considered unless the above procedure is followed.

Academic Record and Official Transcripts

The Student Records Office maintains a permanent record of each student's courses, credits, and grades.

An official transcript is a copy of a student's permanent record which bears both the signature of the Registrar (or his delegate) and the seal of the College.

Official transcripts are available at the Student Records Office upon request in writing. Each student is entitled to one transcript free of charge each term. A fee of \$1.00 is charged for each additional transcript.

Students intending to transfer to other educational institutions are advised to record their requests for transcripts at the Student Records Office at least five days before the transcripts are required.

Changes of Name and/or Address

Name and address changes must be reported to the Student Records Office without delay so that official records may be changed. Changes of name can be made to our records only after receipt of official documentation of name change.

Replacement of Fee Receipts and Student Identification Cards

A \$1.00 fee is charged for each duplicate Fee Receipt, as used for Income Tax purposes, or Student Identification Card.

Further Information

For further information please contact:

Vancouver Community College
Special Programs Division
2750 Oak Street
Vancouver, B.C. V6H 3N2
Telephone: 731-4614

PROGRAMS

ASSESSMENT, ORIENTATION AND UPGRADING PROGRAM FOR STATUS INDIANS

Objectives:

ASSESSMENT PROGRAM:

- a) To determine the student's achievement level in Mathematics, English and Science when he begins the program.
- b) To diagnose specific areas of weakness in these subjects.
- c) To observe his rate of progress.
- d) To assist the student in becoming more aware of his academic potential.

ORIENTATION PROGRAM:

To broaden each student's experiences by means of field trips, guest speakers, films, discussions, and social activities so that he can arrive at a better understanding of:

- a) himself
- b) city living
- c) academic opportunities
- d) employment opportunities
- e) constructive use of leisure time.

UPGRADING PROGRAM:

To provide the necessary educational level for admission to B.T.S.D. Level 3, vocational training, or job training.

Program Content

English, Mathematics and Science.

Length of Program and Enrolment Dates

There is a continuous enrolment, the length of program being adapted to each individual.

Enrolment

As this class is presently designed for Status Indians, applications for this program should be submitted to the Vocational Division, Department of Indian Affairs, No. 502-325 Granville Street, Vancouver, or to a Department of Indian Affairs Counsellor at Vancouver Community College, Special Programs Division.

EMPLOYMENT ORIENTATION FOR WOMEN

Assessment and pre-training. Open to women 18-55 years, married or single, with or without children.

The program is designed to increase confidence in your ability to join the work force for the first time, or to return to it after a period of years. Prime focus is placed on problem-solving and decision-making skills. Students assume responsibility for their own learning, at their own speed, as well as for work done as members of the group.

PROGRAM CONTENT

1. Preparation for Upgrading or Training

Academic refresher work in English and Arithmetic on an individual basis enables students to identify their own levels of ability and to refresh forgotten skills. Topics include: Communicative English—grammar, spelling, composition, vocabulary, speech; Fundamentals of Arithmetic—basic concepts, practical applications, everyday problems.

2. Preparing for Work

Organizing home, family and personal responsibilities to clear the way for the double role of parent-homemaker and potential wage-earner. Topics studied include: home, family, money and time management, personal development, appearance, grooming, human inter-personal relations, community resources, and decision-making.

3. Preparing for Employment

Formal and informal assessment of interests, skills and abilities. Review of the labour market enables students to make realistic choices for the future. Topics include: Creative Job Search Techniques, letters of application, work habits and attitudes, meetings and discussions with Personnel and Placement Officers. Tours to industrial and commercial businesses, public and private agencies, and commercial resource centres are all part of the training provided.

Training Procedures

The program takes place in an informal atmosphere and each class is limited to 15 students. A wide variety of experiences, including lectures, films, tape recordings, visiting teachers and speakers, and many field trips, is offered.

Length of Program and Enrolment Dates

Three months (12 weeks) daily 8:30 a.m. to 4:00 p.m. Starting January, April, September.

Fees and Financial Assistance

There are some openings for fee-paying students. However, the majority of students are placed in the program by Canada Manpower. Fees are \$45.00 plus approximately \$10.00 for books, supplies and field trips.

Canada Manpower pays fees for eligible students. In addition some students may be eligible for training allowance. Enquiries should be made at your nearest *Canada Manpower Centre*. Some students may be assisted by the Department of Rehabilitation and Social Improvement. For those eligible, funds are provided to cover car fare, babysitting, and a training allowance to be used in budgeting for personal needs. Apply to the Department of Rehabilitation and Social Improvement for details.

BASIC EMPLOYMENT SKILLS TRAINING (B.E.S.T.)

This is a six-week long experience in self-assessment and self-direction. Participants work with job search information and techniques, have a variety of stimulating experiences, and learn to help each other prepare for future training or for direct employment.

Objectives

To develop clearer and more realistic vocational goals and to take appropriate action.

Assessment

Those taking part have the opportunity to assess their present situation in such areas as:

- * Academic skills
- * Shop related skills
- * Job search skills
- * Relating to others

Motivation

Most participants are able to pursue their objectives with greater enthusiasm, because they have made these objectives more clear, more realistic and more immediate.

Content

180 hours of the program involvement are devoted to such activities as:

- * Shop experiences
- * Personal growth sessions
- * Individual counselling
- * Medical assessment and counselling
- * Recreational sports
- * Academic assessment
- * Job search training
- * Field trips
- * Money management
- * Practical cooking
- * Safety and first-aid
- * Personal job skill assessment

Enrolment

Contact your local Canada Manpower Counsellor or a Special Programs Division Counsellor. New classes start every eight weeks.

PROGRAMS FOR THE DEAF

I. VOCATIONAL ORIENTATION FOR THE DEAF

Objectives

This program is designed to give the hearing-impaired person the necessary educational assistance required for gaining admission to, and for continuing in, further vocational, technical or academic training, or for finding employment.

Program Content

Classes and individualized work are available from literacy to the Grade XII level in English, Mathematics, and Science. Social and Vocational Counselling is provided. Tutorial and interpreter services are available.

Length of Program

Enrolment, as a rule, takes place during the first week of September. In special cases, individuals may be enrolled at other times. The student enrolls for an initial two-month assessment-orientation period, upgrading required by the student is provided.

Enrolment

Application for this program should be made to your local Canada Manpower office, or to the Division for Aid to Handicapped, Health Department, 6th Floor, Broadway Centre, 805 W. Broadway, Vancouver, B.C. V5Z 1K1, or to the Programs for the Deaf, Special Programs Division, Vancouver Community College.

II. TRAINING PROGRAM FOR INTERPRETERS OF SIGN LANGUAGE OF THE DEAF

Objective

The objective of this program is to train paraprofessional workers with the deaf.

Program Content

This program includes courses in Sign Language of the Deaf, Interpreting for the Deaf, The World of the Deaf, Ethics of Interpreting for the Deaf, Communicative English, Mathematics, Techniques of Tutoring, and Practicums in various agencies serving the deaf.

Length of Program

Enrolment takes place the first Tuesday after Labour Day. The program is six hours per day, five days per week, ten month program.

Enrolment

Entrance requirements: preferably Grade XII and some knowledge of the deaf and/or sign language. Application for this program should be made to your local Canada Manpower office or to the Programs for the Deaf, Special Programs Division, Vancouver Community College.

III. SIGN LANGUAGE AND MIME CLASSES

Objective

These classes are designed to assist individual members of the public to learn how to communicate with the deaf by using manual communication.

Program Content

Sign Language — Level 1: A basic course covering finger-spelling and approximately 400 conventional signs.

Sign Language — Level 2: An intermediate course covering 600 conventional signs beyond level 1.

Sign Language — Level 3: An advanced course covering 1,000 signs and idioms beyond level 2.

Each of the above classes meets for two hours a week for twenty weeks.

- **Mime Class** — A course in mime for both hearing and deaf people. This class meets for two hours a week for ten weeks.

Enrolment

Classes begin in September, January, and May. Please contact Special Programs Division, Vancouver Community College for further information.

• BASIC JOB READINESS TRAINING (B.J.R.T.)

Location

Downtown Project — 320 East Hastings Street
Youth Project

Objective

To enable participants to upgrade basic skills and knowledge to a point where suitable employment may be obtained or entry to further training, or preparation for employment.

Program Content

Basic Education: as preparation for further training, reading, writing, oral communication and arithmetic will be given primary emphasis. Where language is inadequate, an intensive effort will be made to upgrade this skill.

Life Skills Training: various program elements designed to aid the participant in coping effectively with problems encountered in everyday life and work experience will include problem solving skills in family and community life, finance, work and personal situations as well as interpersonal communication and awareness skills.

Work Experience: as BJRT is designed to get the participant directly, or through further training, into suitable employment, real

work experience for part of the program will be arranged for each client. Experiences will range from observing to actually working on the job.

Job Orientation: some basic occupational skills of value in subsequent employment or training will be developed through individual and group activities. These will include physical activation, craft opportunities and work shop participation with a view to developing good work habits and on the job decision making skills.

Job Search Techniques: elements of "Creative Job Search Techniques" and "Creating a Career" will be an important part of the program.

Counselling and Special Services: provision is made for appropriate services to each participant in the event of special need.

Enrolment

Downtown — intake each month

Youth Project — intake every eight weeks

Contact your local Canada Manpower Counsellor, or "on-site" counsellors.

B.T.S.D. (BASIC TRAINING FOR SKILL DEVELOPMENT) LEVELS 2, 3, and 4

Objectives

These programs are designed to provide the necessary educational upgrading required for gaining admission to further vocational or technical training or for finding employment.

Entrance Requirements

The applicant should be 18 years of age, or older, and out of school for at least one year.

Fees

\$15.00 per term. Canada Manpower may sponsor eligible students. A non-refundable Student Services Fee is charged each term.

Examinations

Periodic short tests and a final examination are given for each course.

Enrolment

Contact your local Canada Manpower Office or a Special Programs Division counsellor.

Enrolment Dates: The beginning of each month.

Program Content

B.T.S.D. Levels 2 and 3 — To Grade 10 Equivalency

- This is a program in vocationally oriented Communications, Mathematics and Science designed to enable the student to take further trade training in programs which require Grade 10 as a



prerequisite, or to enable the student to proceed to B.T.S.D. Level 4. The program is individualized, which means that the student starts at a level based on his present academic skills and moves through the program at a rate best suited to himself.

Communications: The student is involved in all aspects of written and oral communication. Reading is studied for comprehension and speed. Help is given in mastering correct word usage, effective sentence structure, paragraphing, and other skills. The student will be expected to take part in group discussions about such things as working with other people, career planning, and classroom administration, using these discussions to improve his vocabulary and listening skills.

Mathematics: The course covers fundamentals of arithmetic and business mathematics. If the student wishes, there are options in area, volume, statistics, informal geometry, integers and rationals, basic algebra and problem solving, and math devices.

Science: The core covers such topics as scientific method, human biology and health, safety and first aid, ecology and general science. Then there are optional units in various aspects of Chemistry and Physics.

Length of Program and Enrolment Dates

The program may last for 6 weeks or 6 months, depending on the level at which the student starts and the speed at which he can learn. The enrolment is daily as space permits.

B.T.S.D. Level 4 — To Grade 12 Equivalency

The program in vocationally orientated Communications, Mathematics and Science is designed to enable the student to take further trade training programs which require Grade 12 as a pre-requisite, or to help the student move directly into more satisfying employment.

Communications

This course reviews B.T.S.D. Communications, Level 3, with further emphasis on report writing, precise writing, condensation, oral communication, letter writing, business correspondence, and job applications.

Mathematics

Covered are fundamentals of arithmetic and algebra, formulae, factoring, geometric and harmonic series, ratio, proportion and variation, binomial expansion, permutations, combinations and probability, basic geometry, trigonometry, graphs, roots, homogeneous equations, maxima and minima, business mathematics, logarithms, slide rule.

Science

All students study chemistry for two months. Later they can choose three months of biology or three months of physics depending upon their vocational goals.

Chemistry

This is a foundation program in chemistry at the Grade 12 level for students who may or may not have previous knowledge of the subject. The first part of the course is devoted to the fundamental principles of chemistry; the second part deals with descriptive and industrial chemistry.

Biology

The main emphasis of this course is the biology of man. The topics covered are: the origin of life; the dynamics of life; plant and animal life; the biology of man; genetics, evolution and ecology.

Physics

A basic foundation in physics in preparation for entering technical programs is given. Course covers the measurement of matter, vectors, forces in equilibrium, work, energy, simple machines, mechanics of liquids, heat, sound, the nature of light, electricity and magnetism.

Length of Program and Enrolment Dates

Five-month program with monthly enrolment as space permits.

• COMMUNITY AND FAMILY AIDE

This is a course in basic housekeeping skills designed to prepare the successful graduates for employment as kitchen helpers or on housekeeping staffs of personal care homes, rest homes, hospitals, lodges, hotels or motels, or as homemaking assistants. In addition the course prepares the students for more effective management of their own homes and children.

Entrance Requirements

Age: 18 years and over

Education: No specific level required but must have the basic skills of reading, writing and simple arithmetic. Sufficient oral and written English for effective communication is required.

General

- Sincere interest in housekeeping skills
- Ability to get along with others and readiness to work effectively under supervision
- Strong sense of responsibility
- Good physical and mental health

Length of course: 3 months

Enrolment dates: February 3, 1975, May 5, 1975, September 29, 1975, January 5, 1976, April 12, 1976.

Course Costs: Basic \$15.00 per month plus \$5.00 per month to cover noon meal.

Textbooks and materials \$5.00.

Incidental items such as transportation for field trips.

Dress: Uniforms (pant suits) supplied.

Comfortable low-heeled shoes must be worn.

Examination: No formal examination; weekly tests and day to day evaluation of practical work.

Training procedure: Theory, demonstrations and practice in the classroom, supplemented by field trips and practice in outside areas.

Course Content includes:

1. Food preparation and service; meal planning, nutrition, shopping, cooking and serving.
2. Cleaning and laundry procedures; use of appliances.
3. Consumer education.
4. Working with people; needs and behavior of children, adolescents, the elderly.
5. Safety, first aid and health assistance.
6. Personal development.
7. Employment information.

• PHARMACY ASSISTANT PROGRAM

The Pharmacy Assistant Program is designed to train non-professional personnel in the technical and manual aspects of Pharmacy. It provides basic knowledge relative to the uses of drugs in prescriptions so that the Pharmacy Assistant will be more fully aware of the responsibilities of the Pharmacist and be more capable of anticipating his needs. Course context is also valuable to those desiring to work in other areas of retail business.

Course Content Includes:

Prescriptions: typing and fixing labels, counting and pouring, knowledge of construction, control and entering in Narcotics Register. One Drug: basic information on operation and use.

Preparations: proper procedures for weighing, measuring and mixing.

Pharmaceutical Mathematics

Keeping Stock Record Cards

Receiving, unpacking and marking of shipments

Proper customer approach and communication

Training Procedure

Lessons, demonstrations, laboratory work with field practice in pharmacies and hospitals.

Length of Course

Three months commencing April 14, 1975, September 15, 1975, January 5, 1976, April 20, 1976.

Fees

\$60 for the three months course

Entrance Requirements

Age: Minimum 18 years.

Health: Good. Must not be colour blind.

Must be bondable.

Knowledge of typing preferred.

COLLEGE FOUNDATIONS DIVISION

SUMMER TERM—1975—Dates subject to change without notice

"a" Term—May 1 - June 30—day classes only.	
"b" Term—July 1 - August 31—day classes only.	
"a-b" Term—May 1 - August 31—day and evening classes.	
May 1, 1975	First day of Summer "a" Term.
May 1 - 2:	Registration for courses taught "a" and "a-b" Terms. 2:00 - 8:30 p.m.
May 5:	First day of classes.
May 6 - 7:	COURSE CHANGE and LATE REGISTRATION PERIOD.
May 19:	Victoria Day: VCC closed.
May 30:	Last day for REFUNDS.
June 6:	Last day for OFFICIAL WITHDRAWAL from courses.
June 18 - 20:	"a" Term Final Examinations; "a-b" mid-term examinations.
June 23 - 30:	Mid-Term break.
June 30:	Last day of "a" Term.
July 1:	First day of Summer "b" Term.
July 1:	Dominion Day: VCC closed.
July 2:	Registration for "b" Term.
July 3:	First day of classes for "b" Term; 10:00 a.m. - noon.
July 31:	Last day for REFUNDS for "b" Term courses.
July 31:	Last day for OFFICIAL WITHDRAWAL from "b" Term courses.
August 4:	B.C. Day: VCC closed.
August 20 - 22:	Term-end examinations.
August 31:	Last day of Summer Term.

FALL TERM—1975

September 1, 1975	First Day of Fall Term.
September 1:	Labour Day: All centres closed
September 3 - 4:	Registration for Fall Term, day and evening classes. 2:00 p.m. - 8:30 p.m.
	Registration for all centres at Special Programs Division.
September 8:	First day of classes.
September 8:	First evening of classes.
September 5-8-10:	COURSE CHANGE and LATE REGISTRATION PERIOD - 4:00 p.m. - 8:30 p.m.
October 3:	Last day for REFUNDS.
October 13:	Thanksgiving Day: VCC closed.
November 11:	Remembrance Day: VCC closed.
November 14:	Last day for OFFICIAL WITHDRAWAL from courses.

December 12:	Last day for DAY CLASSES.
December 15-17:	Term-end examinations
December 25:	Christmas Day: VCC closed
December 26:	Boxing Day: VCC closed.
December 31:	Last day of Fall Term.

SPRING TERM—1976

January 1, 1976:	First day of Spring Term: New Year's Day: VCC closed.
January 5-6:	Registration for all classes at Special Programs Division. 2:00 p.m. - 8:30 p.m.
January 7:	First day of instruction for day and evening classes.
January 7-9:	COURSE CHANGE PERIOD and LATE REGISTRATION: 4:00 p.m. - 8:30 p.m.
January 30:	Last day for REFUNDS.
TBA	Heritage Day: VCC closed.
March 12:	Last day for OFFICIAL WITHDRAWAL from courses.
April 15:	Last day of classes.
April 16:	Good Friday: VCC closed.
April 19:	Easter Monday: VCC closed.
April 20-22:	Term-end examinations.
April 30:	Last day of Spring Term.

SUMMER TERM—1976

"a" Term—May 1 - June 30—day classes only.	
"b" Term—July 1 - August 31—day classes only.	
"a-b" Term—May 1 - August 31—day and evening classes.	
May 1, 1976	First day of Summer "a" Term.
May 3-4:	Registration for courses taught "a" and "a-b" Terms. 2:00 p.m. - 8:30 p.m.
May 5:	First day of classes.
May 5-7:	COURSE CHANGE and LATE REGISTRATION PERIOD.
May 24:	Victoria Day: VCC closed.
May 30:	Last day for REFUNDS.
June 6:	Last day for OFFICIAL WITHDRAWAL from courses.
June 24-25:	"a" Term Final Examinations; "a-b" mid-term examinations.
June 28 - July 2:	Mid-Term break.
June 30:	Last day of "a" Term.
July 1:	First day of Summer "b" Term.
July 5:	Dominion Day: VCC closed.
July 6:	Registration for "b" Term.
July 6:	First day of classes for "b" Term.
July 30:	Last day for REFUNDS for "b" Term courses.

July 30:	Last day for OFFICIAL WITHDRAWAL from "b" Term courses.
August 2:	B.C. Day: VCC closed.
August 20:	Last day of classes.
August 23-24:	Term-end examinations.
August 31:	Last day of Summer Term.

COLLEGE FOUNDATION DIVISION

GENERAL INFORMATION

Fees:

Tuition Fee: \$20.00 for each four month course — \$100.00 maximum per term.

Late Registration Fee: \$2.00 per course.

Course Change Fee: \$4.00 per course. No charge will be made to a student who may have been admitted into a course at an inappropriate level.

Fee Refunds:

The scale below indicates the rates at which refunds will be granted to students who withdraw from the College or from a course which qualifies for a refund. Refunds are not processed until the beginning of the month following registration.

NOTE: No refund is granted on "Late Registration", "Course Change", or "Student Service" fees.

Scale of Refunds:

Withdrawal in 1st or 2nd week of instruction — 80% of the tuition fee.

Withdrawal in 3rd or 4th week of instruction — 50% of the tuition fee.

Withdrawal after the 4th week of instruction — no refund.

NOTE: A student withdrawing from the College before the 1st day of instruction will receive a full refund minus a registration fee of \$2 per course to a maximum of \$10.00.

Books and Supplies:

Each student is responsible for obtaining his own textbooks and supplies. These are obtainable through the College Bookstore, Langara. A temporary Bookstore will operate at the Special Programs Division during the first week of classes.

Organization of Instruction:

Day instruction is scheduled on a five-days-a-week basis at Special Programs Division.

Evening instruction is offered on a two-nights-a-week basis (Monday and Wednesday or Tuesday and Thursday) at three centres:

Special Programs Division	2750 Oak Street
John Oliver Secondary School	530 East 41st Avenue

Vancouver Technical School 2600 East Broadway
(Industrial Courses only)

Tutorials and seminars for enrolled students are given at Special Programs Division on Friday evenings.

During the Summer Term, day and evening classes are given only at the Special Programs Division.

Term Work:

Term essays, projects and reports, etc., assigned to students during the term, account for over 50 percent of the final grade.

- For success in any course or program at Vancouver Community College, a student must keep up-to-date in all assignments and class-work. Day instructors give tutorials in Commerce, Communications, Mathematics and Social Sciences every school day to assist students with their studies.

Examinations:

In order to receive course credit, students usually are required to write the final examinations for each course taken. Day examination schedules are posted at least 10 days before examination dates. It is the responsibility of the students to report examination conflicts to the Student Services Office so that adjustments can be made to their schedules. Students in the evening classes write their final examinations during their last class session.

N.B. FINAL RESPONSIBILITY FOR CHOICE OF PROGRAM AND/OR COURSES RESTS WITH THE STUDENT.

Advance Credit:

Credit may be given on the basis of equivalent courses already completed, or on the basis of work experience in areas related to the student's program. A student seeking advance credit is expected to produce the necessary documents, e.g. transcript of marks.

Instruction:

Instruction in most programs is based on a four-month semester with classes either in the day, the evening, and for some subjects, on Saturday mornings. Each course requires attendance for five days a week for day classes or two evenings a week for evening classes. Each semester of course work is complete in itself. With the possible exception of Basic Education, a letter grade is earned for each course successfully completed. The final grade earned by each student is based on his assignments, test scores during the term, and a final examination. Regular attendance is essential. Arrangements can be made, through the Student Services Office, for shift workers to alternate between day and evening classes.

Basic Education Program — to Grade 8 Equivalency:

Equivalent to Basic Training for Skill Development (BTSD) Levels 1 and 2. This is a very flexible program capable of taking the student from learning to read and write to the Grade 8 level in English

and Mathematics. A student enters at any level of achievement and continues at his own rate until he achieves a Grade 8 equivalency. Classes: 7:00 - 9:30 p.m. on Monday and Wednesday evenings, or Tuesday and Thursday evenings, and during the day. A student may enter this program at any time.

Introductory Program — to Grade 10 Equivalency:

Equivalent to Basic Training for Skill Development (BTSD) level 3. This program consists of four or five courses: two in Communications, one or two in Applied Mathematics, and one in Science. The student may select two courses in General Mathematics, one or two courses in Algebra, the initial courses of a series that lead towards a more advanced study of mathematics.

Students whose native language of instruction was not English may benefit from attending courses in English Language Training, offered both days and evenings. For locations and days, see the Community Education Services advertisements in the Vancouver newspapers in September, January and March.

College Foundations Program — to Grade 12 Equivalency:

The College Foundations Program is similar to the Department of Education, Adult Secondary Program. Completion of either of the College Foundations options earns the student a Community Colleges of British Columbia Certificate of Grade XII Equivalency which is the equivalent of a British Columbia Department of Education Grade 12 Certificate.

Certain post-secondary subjects have prerequisites at the College Foundations level.

Grade 10 completion or its equivalent is a prerequisite for the College Foundations Program.

College Foundations courses may be completed by attending days and/or evenings. Classes are offered at the Special Programs Division, John Oliver and Vancouver Technical Secondary schools.

Completion of a College Foundations Program normally requires a minimum of two terms of full-time study. Credit may be given on the basis of previous education and training, and possibly on the basis of work experience. Credit will be given for BTSD level 4 courses. The credit to be granted will normally be decided by a counsellor before the student commences his studies. Certain subjects, particularly the Industrial ones, are available only at night in classes provided through Community Education Services Division. These evening courses are offered only at Vancouver Technical Secondary School, beginning in October.

Students previously enrolled in Adult Secondary or Senior Secondary programs elsewhere, who still need one or more subjects to complete their programs, may enrol in the equivalent courses at the Special Programs Division and be given credit on successful completion.

A student who intends to enter another college or university on completion of his College Foundations Program should determine the specific requirements of that institution and plan his program accordingly.

Five sections is a normal study load. Permission to enrol in six or more sections must be obtained in writing from the Dean of Instruction, or his delegate, prior to registration.

Requests for section changes must be made at the Admissions Office. Placement in a section after the close of registration is at the discretion of a Department Head.

Withdrawals:

A student officially withdrawing from a course must comply with the formal withdrawal procedure at the Student Services Office on or before the last day for course withdrawals if he wishes to obtain a refund.

The last day for official withdrawal from courses in each term is listed on pages and of the calendar.

Community Colleges Certificate:

To obtain a "Community Colleges Certificate", a student must complete an application at the Student Services Office no earlier than the term in which the last course is completed. The student is eligible for the Certificate when he has completed the following program.

Canadian Viewpoints 081 and 091 Four Courses from:

Biology 083	Biology 093	*Biology 096	Chemistry 083
Chemistry 093	*Chemistry 096	¹ Construction 082	¹ Construction 092
Economics 094	Economics 095	¹ Electricity 082	¹ Electricity 092
English 083	English 093	*English 096	² French 083
² French 093	*French 096	Gen. Business 082	Gen. Business 092
Geography 094	Geography 095	*Geography 096	Geography 098
History 094	History 095	*History 096	Ind. Science 082
*Ind. Science 902	Mathematics 083	Mathematics 093	Mathematics 096
¹ Mechanics 082	¹ Mechanics 092	Off. Practice 082	Off. Practice 092
Physics 083	Physics 093	*Physics 096	

c) Six Courses from:

Biology 061	Biology 071	Bookkeeping 062	Bookkeeping 072
Chemistry 061	Chemistry 071	¹ Construction 062	¹ Construction 072
¹ Drafting 062	¹ Drafting 072	¹ Electricity 072	¹ Electricity 072
English 099	French 061	French 071	² German 061
² German 071	Mathematics	Mathematics	*Mathematics 073
¹ Mechanics 062	061 or 062	072	Physics 061
Physics 071	¹ Mechanics 072	Music 097	Shorthand 072
² Spanish 061	Reading, Study	Shorthand 062	Typing 072
Writing Skills	Skills 097	Typing 062	
097	² Spanish 071		

or Courses from Section (b) above, not already selected.

Transfer Credit may be granted in advance for courses taken elsewhere.

A minimum of Six Courses must be completed at Special Programs Division.

*Courses no longer offered

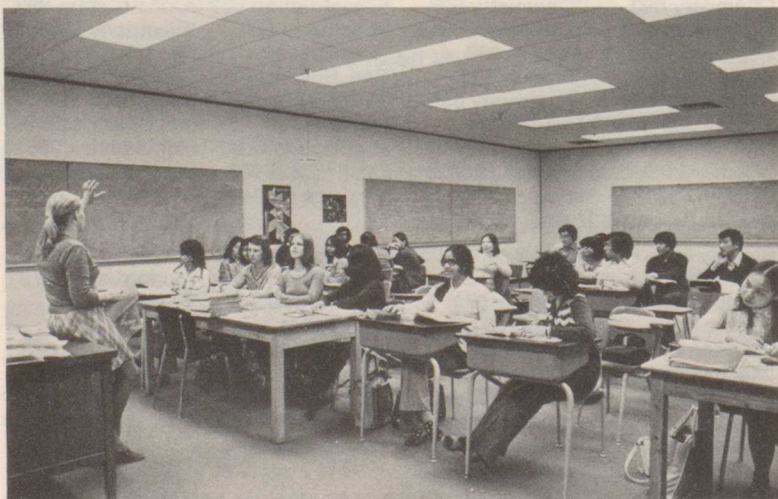
¹Offered only through evening classes at Vancouver Technical School

²Offered only through equivalent courses offered at the Langara Campus.

COURSE DESCRIPTIONS

Nearly all courses are now designated by a three-digit number. The numbering system of the courses differs from the Secondary School equivalent which is shown in parenthesis immediately below the course title and number.

Course descriptions are given for related pairs of courses: for example, Biology 061 and Biology 071. Where course descriptions are given in pairs they must be taken in sequence, i.e. Mathematics 061 and 071, Typing 062 and 072. Where related courses are described individually, the related pairs may be taken in either order or together. However it is recommended that these courses be taken in order. Each unit in a pair represents a term's work, and is a complete course for which a final grade is earned. Together, the two courses represent an academic year of study in that subject.



COMMERCE

BOOKKEEPING 062 and 072

(Bookkeeping 11)

Bookkeeping 062 deals with functions of accounting, balance sheets, income statements, the bookkeeping cycle, worksheets, and the description of various types of bookkeeping records and systems.

Bookkeeping 072 deals with accounts payable, accounts receivable, payroll fundamentals of data processing, description of more advanced types of bookkeeping records and systems, preparation of financial statements, depreciation.

• GENERAL BUSINESS 082

(General Business 12)

'Social Survival'. An up-to-date exploration of existing legislation affecting the individual's survival in society. Emphasis will be placed on human rights, labour legislation, landlord-tenant relations and legal and financial survival.

• GENERAL BUSINESS 092

(General Business 12)

'Economic Survival'. The course includes a study of consumer protection legislation, personal credit buying, savings plans such as bonds and insurance, alternative areas of investment, contract law and business organization.

OFFICE PRACTICE and ORIENTATION 082

(Office Practice 12 and Office Orientation 12)

Business English

This practical course in business English and Communication emphasizes letter-writing and speaking. While the rules of grammar are not stressed, emphasis is placed on sentence structure and proper paragraphing. Punctuation, spelling, vocabulary and word usage are reviewed.

Prerequisite: Communications English 051 or its equivalent.

OFFICE PRACTICE and ORIENTATION 092

(Office Practice 12 and Office Orientation 12)

This course includes correspondence, duplicating machines, transcribing machines and receptionist duties.

Prerequisite: English 051 or equivalent, and Typing 062.

• No longer offered at Special Programs Division. For credit, enrol in "Business Machines" or "Bookkeeping Machines" offered through the Community Education Services at Vancouver Vocational Institute, 250 West Pender Street.

• SHORTHAND 062

A beginners course in Pitman Shorthand. This course covers the first fourteen chapters of the Pitman Shorthand text. Transcription is introduced as early as Chapter 3 to enable the student to discover the

purpose and value of learning shorthand. There is no prerequisite for this course but a typing speed of at least 25 words per minute would be beneficial to the student.

- **SHORTHAND 072** course completes the final fourteen chapters of the Pitman Shorthand text. At the completion of the course students should be able to write familiar material from dictation at 80 words per minute and be able to transcribe this material quickly and accurately. The prerequisite for this course is Shorthand 062.

TYPING 062 and 072

(Typing 11)

Personal Typing: A beginning course in touch-typing designed for personal use with an introduction to letters, essays and tables. This course is also recommended for students contemplating further commercial training.

Typing 072 is a continuation of touch-typing with emphasis on improved speed and accuracy and on proficiency in typing more complex letters, reports, tables and invoices.

- Prerequisite: English 051 or equivalent.

ENGLISH

CANADIAN VIEWPOINTS 081 and 091

(English 12 and Social Studies 11)

Using a Canadian focus, the courses combine English and Social Studies through a study of important examples of Canadian drama, poetry, short stories, novels and non-fictional works, grouped thematically. Emphasis is placed on oral and written communication as well as mature reading skills. A specific aim of the course is to stimulate interest in, and develop knowledge of, Canadian heritage and traditions, Canadian concerns and problems. Student participation is stressed (in seminars, individual student presentations etc.).

Prerequisite: English 051 or its equivalent.

COMMUNICATIONS ENGLISH 031 (Basic Education)

Introductory instruction in English from learning to read and write — oral communications — reading skills — written communication to the Grade Eight level.

COMMUNICATIONS ENGLISH 041 and 051

(English 9 and 10)

These courses are designed to improve and develop communications: oral, reading, writing. Includes practice in speaking, reading aloud, reading silently, writing sentences, paragraphs and short essays. Students read, consider and discuss short stories, plays, newspapers, novels and short non-fiction articles.

Prerequisite: Communications English 031 or its equivalent.

ENGLISH 082 and 092

The skills and communications in oral and written work for improving the students' ability to operate in the working world. The course covers reading, business and report-writing skills, etc. The course is part of B.T.S.D. level 4.

Prerequisite: Communications English 051 or its equivalent.

• **ENGLISH 083**

(Literature 12)

Will usually be structured in two different ways:

1. A survey structured course beginning with Beowulf and selected works of Chaucer and ending with the pre-Romantic poets. Stress is laid on various literary forms and periods.
2. A thematic structured course in which literature from various periods will be arranged under different themes. These themes may vary from one semester to another and from one instructor to another.

Stress is laid on interpreting each literary selection and seeing the relationships between selections coming under a particular theme.

Students who favor one structure over the other should make inquiries at registration time to find out which English 083 course(s) will follow the structure they prefer.

Prerequisite: English 051 or its equivalent.

• **ENGLISH 093**

(Literature 12)

Will usually be structured in two different ways.

1. A survey structured course beginning with the Romantic poets.
2. A thematic structured course in which literature from various periods will be arranged under different themes. These themes may vary from one semester to another and from one instructor to another. Stress is laid on interpreting each literary selection and seeing the relationships between selections coming under a particular theme.

• **ENGLISH 098 and 099**

English 098 - 099 is a full-time credit program for those students who, in their own language, have attained at least a university entrance level, but whose facility in English is somewhat below the level required for guaranteed success in regular college classes. Intensive instruction and practice are offered in all aspects of the language (listening, speaking, reading and writing) together with at least two hours of orientation each week.

Day instruction is given for twenty hours each week; a minimum of two hours is spent daily on assignments. Late Afternoon classes are offered 4 days per week from 4:00 to 6:15 p.m. Evening classes are given three evenings a week, each class lasting three hours and twenty minutes. Students in Late Afternoon and evening Classes are required to enrol in English 098 during the first semester. English 099 is completed in the second semester. Enrol in January, May and September.

Non-Canadian citizens in possession of "Landed Immigrant" or similar documents must see an Admissions Officer not later than the 15th day of the month preceding the term in which they wish to register.

They are required to have an English Placement Assessment (oral and written). These are given at 9:00 a.m. and 7:00 p.m. every Wednesday throughout the year. This may result in the prospective student enrolling in an English Language Training Course before entering English 098-099. On successful completion of this course, the student may enter English 115 or 117 at Langara or Canadian Viewpoints 081 at the Special Programs Division.

Fee: \$100.00 for day classes. \$40.00 for evening classes. A non-refundable Student Service Fee is charged each term.

READING AND STUDY SKILLS 097

This is an individual course, designed to help the student develop and improve the skills necessary for efficient reading and efficient studying. Participation is good preparation for the provincial General Educational Development (G.E.D.) tests.

There is one hour of lecture and four hours of lab work per week.

• WRITING SKILLS 097

The Writing Clinic is a course designed to give the student confidence in writing through practice and encouragement. The course is based on individual attention and provides opportunities for the student to correct and improve upon any writing problems he may have.

INDUSTRIAL SUBJECTS

CONSTRUCTION 062 and 072

(Construction 11)

A basic course in woodworking and cabinet-making; introduction to projects using hand and power tools.

Prerequisite: Applied Mathematics (General) 052 or equivalent.

CONSTRUCTION 082 and 092

(Construction 12)

A course in the principles and practices involved in house construction: form work, roof, rafter, sheeting and finishings.

Prerequisite: Construction 072 or equivalent.

DRAFTING 062 and 072

(Drafting 11)

An introductory course in engineering lettering, mechanical and architectural drafting.

Prerequisite: Applied Mathematics 052 (General) or equivalent.

ELECTRICITY 062 and 072

(Electricity 11)

Electricity 062 and 072 are a combination of theory and practice involving magnetism, circuits and power.

ELECTRICITY 082 and 092

(Electricity 12)

A practical and theoretical course covering AC circuits, and AC and DC machinery, transformer and power factor corrections.

Prerequisite: Electricity 072 or equivalent.

MECHANICS 062 and 072

(Mechanics 11)

Auto mechanics: Fundamentals of automobile mechanics; engine, fuel systems, lubrication systems, electrical systems; engine testing, trouble-shooting and servicing.

OR

Machine Shop: The theory and practice of turning, tracing, screw-thread cutting and drilling.

Prerequisite: Applied Mathematics (General) 052 or equivalent.

MECHANICS 082 and 092

(Mechanics 12)

Auto Mechanics: A theoretical and practical course covering clutches, transmissions, drive-trains, axles, differentials and auxiliary equipment.

OR

Machine Shop: A course in the use of machine shop tools; general lathes, milling machines, shapers, surface grinders, drills and other bench tools.

Prerequisite: Mechanics 072 or equivalent.

MATHEMATICS

ELEMENTARY APPLIED MATHEMATICS 031

(Basic Education)

Whole numbers, fractions, decimals, percentages, graphs to the Grade Eight level.

APPLIED MATHEMATICS 041

(Mathematics 9 and 10)

Beginning Mathematics for College Students

This course is designed to provide mature students with a review of arithmetic. Because a modern and adult approach is used, a good foundation to Modern Algebra is provided. It includes: introduction to sets, working with decimals and common fractions, percent, ratio and proportion, elements of geometry, and elementary algebra. Word problems are practiced throughout the course. Students who

have had difficulty with mathematics and students who have not taken mathematics beyond grade X and have been out of school for five or more years should seriously consider this course.

Prerequisites: Mathematics 031 or its equivalent.

• **MATHEMATICS 051**
(Mathematics 9 and 10)

This course is designed to give the student a good foundation for Mathematics 061. One half of the course includes a study of rational numbers, solving equations and word problems.

The other half includes an introduction to plane geometry including constructions and designs and a short section on proving and using a few basic theorems.

Prerequisite: Mathematics 041

MATHEMATICS 061 and 071
(Mathematics 11)

A second course in modern algebra covering: linear and quadratic functions and their graphs, factoring, laws of exponents, working with radicals, introduction to logarithms, trigonometry and analytical geometry.

Prerequisite: Mathematics 051 or Mathematics 10 or equivalent.

MATHEMATICS 062 and 072
(General Mathematics 11)

These are general mathematics courses with a modern approach to the basic principles of arithmetic and elementary algebra. The courses include: number bases, set theory, directed number, practical application of arithmetic and algebra, direct and indirect measurement, an introduction to statistics, logarithms and trigonometry.

Preparatory courses for students writing the G.E.D. test.

Prerequisite: Applied Mathematics (General) 052.

MATHEMATICS 082 and 092
(Technical)

Similar to the old Math 91 course. Provides the prerequisite for such courses as Electronics, Building Construction, etc. Basic algebra, algebraic fractions, simulations, equations, graphs, radicals and fractional exponents; arithmetic, geometric and harmonic series; binomial expansions, permutations and combinations, probability, basic geometry, trigonometry including oblique triangles, quadratic solving, graphs, roots, homogenous equations, maxima and minima.

This course is part of B.T.S.D., level 4.

Prerequisite: Applied Mathematics (Algebra) 041 or its equivalent.

MATHEMATICS 083 and 093
(Mathematics 12)

These are intensive advanced courses at the secondary level. Mathematics 083 deals primarily with analytical geometry, exponential and logarithmic equations, trigonometry from basic principles to problems involving sum and product identities, sine and cosine

laws and the areas of triangles. Mathematics 093 deals with the graphing of trigonometric functions, the study of inverse trigonometric functions and equations, geometric and arithmetic progressions, binomial expansions, polynomial functions and an introduction to matrices, determinants, and calculus.

Prerequisite: Mathematics 071 or Mathematics 11 or equivalent.

MATHEMATICS 084 and 094
(Commercial)

Simple version of arithmetic, geometric and harmonic series; ratio, proportion and variation; binomial expansions, permutations and combinations; probability, simple business mathematics; simple operations and percentages; business mathematics, etc.

This course is part of B.T.S.D. level 4.

Prerequisite: Applied Mathematics (General) 052 or its equivalent.

MATHEMATICS 096

A review course covering Mathematics 12, Mathematics 083 and 093.

MODERN LANGUAGES

FRENCH 061 and 071
(French 11)

These intensive beginning courses in French enable the student to attain the minimum requirements for the Adult Secondary Certificate and the Community College Certificate in French. Classwork stresses development of reading, writing and speaking skills with particular emphasis on oral fluency.

FRENCH 083 and 093
(French 12)

An advanced course in French at the College Foundation level.

Prerequisite: French 071 or French 11 equivalent.

No longer being offered at Special Programs Division. For credit enrol in French 117 and 217 at Langara Campus.

GERMAN 061 and 071
(German 11)

An intermediate course in College Foundations German which completes the minimum language requirements for the secondary certificate of the Department of Education.

This course is not offered at S.P.D. Students wishing to obtain credit for German 061-071 must register in German 217 at Langara. (German 217 is the equivalent of German 061-071).

Prerequisite: German 051 or German 10 or equivalent.

SPANISH 061 and 071
(Spanish 11)

An intermediate course in College Foundations Spanish which com-

pletes the minimum language requirements for the secondary certificates of the Department.

This course is not offered at S.P.D. Students wishing to obtain credit for Spanish 061-071 must register in Spanish 217 at Langara. (Spanish 217 is the equivalent of Spanish 061-071).

Prerequisite: Spanish 051 or Spanish 10 or equivalent.

PHYSICAL AND LIFE SCIENCES

VOCATIONAL SCIENCE 051

(Science 10)

This elementary course in physics introduces students to: the metric system, force, magnetism, sound, heat, light, specific gravity pressure and buoyancy and gives them a brief overview of nuclear power and energy.

• BIOLOGY 061

(Biology 11 — first half)

Introduction to ecology, including human ecology. Studies of principles of population dynamics and community structure underlie explorations of our environment. Field trips to local areas are considered an important aspect of the course. Topics include: ecological inventories, intertidal life, microbiology, and ecology of cities.

• BIOLOGY 071

(Biology 11 — second half)

Introduction to evolution and organism diversity. The unifying theme of evolution is used to emphasize adaptations of plants and animals to their environments. Opportunity is taken to examine some of the members of the communities studied in Biology 061 in more detail. Field trips are taken to become more familiar with our local flora and fauna. Topics include: human evolution, animal behavior, plant identification, parasitology, and animal dissections.

Biology 061 and 071 may be taken concurrently.

• BIOLOGY 083

(Biology 12 — first half)

Cellular Biology and Genetics.

• BIOLOGY 093

(Biology 12 — second half)

Physiology and Anatomy.

Biology 083 and 093 are directed toward those students interested in a more detailed study of organisms, especially with the human, at the cellular and organ level. The courses emphasize laboratory work. Biology 083 involves a study of the chemical basis of life including energy processes, metabolic control, cell division, and inheritance. Biology 093 mainly involves a study of the structures

and function of human tissues and organ systems; some important plant functions are also explored.

Chemistry 061/071 and/or Biology 061/071 or their equivalent are recommended as background for Biology 083/093. A student completing either Biology 061/071 or Biology 083/093 may obtain transfer credit for Biology 11. All four courses will give credit for Biology 11 and 12. It must be understood that Biology 083/093 are more difficult than Biology 061/071. Note that Biology 083/093 may be taken concurrently.

CHEMISTRY 061 and 071

(Chemistry 11)

These courses introduce the basic principles of chemistry. Topics include: uncertainty in measurement; structure of the atom; chemical bonding; properties of gases, liquids and solids; chemical reactions and equations; chemical calculations; introduction to chemical equilibrium; organic chemistry.

Mathematics 061 or its equivalent must be taken either before or concurrently with Chemistry 061.

CHEMISTRY 083 and 093

(Chemistry 12)

Qualitative and quantitative aspects of equilibrium, acid-base theory and oxidation-reduction; structure of the atom, bonding, applications of principles to select groups of elements.

Prerequisite: Chemistry 061 and 071, or Chemistry 11 or its equivalent.

PHYSICS 061

(Physics 11)

An introductory course in mechanics, heat, electricity and magnetism.

• Prerequisite: Mathematics 061 must be taken before or with Physics 061. Physics 061 and 071 may be taken concurrently or in either order.

PHYSICS 071

(Physics 11)

An introductory course in buoyancy, vibrations, wave motion, sound, light, electronics, atomic structure and nuclear physics.

• Prerequisite: Mathematics 061 must be taken before or with Physics 071. Physics 061 and 071 may be taken concurrently or in either order.

PHYSICS 083

(Physics 12)

Physics 083 is an intermediate laboratory course in mechanics, dynamics and energy relationships.

Prerequisites: Physics 071 or Physics 11, and Mathematics 071 or Mathematics 11, or their equivalents.

Physics 083 and 093 may be taken concurrently or in either order.

PHYSICS 093
(Physics 12)

Physics 093 is an intermediate laboratory course in electricity, magnetism and atomic structure.

Prerequisites: Physics 071 or Physics 11, and Mathematics 071 or Mathematics 11, or their equivalents.

Physics 093 and 083 can be taken concurrently or in either order.



SOCIAL SCIENCES

• **ECONOMICS 094**
(Economics 11)

Insights into Economic Society:

In this introductory course, the economic life of society is examined to develop understanding of some basic economic concepts. A historical approach is used and some of the major themes to be covered are: 'The Economic Problem' ('Happiness is Different Things to Different People' or 'How to provide for the material well-being of the members of society'); Production and Distribution of Goods; Different Approaches to Economic Organization.

• **ECONOMICS 095**
(Economics 11)

Canadian Economic Society:

This course focuses on the Canadian Economy in Operation. Some basic economic concepts are developed by examining and analyzing current Canadian economic problems.

Some major questions to be considered are: "The Consumer is King, Isn't He?" (Prices and Markets); "Is Big Brother Just Watching?" (Governments' Role in the Economy.)

GEOGRAPHY 094
(Geography 12)

Physical Geography: structure and composition of the earth, physical forces at work on the earth; weather and climate; world patterns of climate, soils and vegetation; map projections and topographic maps. Geography 094, 095 and 098 may be taken concurrently.

GEOGRAPHY 095
(Geography 12)

Man and his environment: Man's use of his environment and emphasis on resources; perception of his environment with resultant conservation and control measures. Although Geography 094, 095 and 098 may be taken concurrently it is recommended that students take Geography 094 first in order to give greater meaning to Geography 095.

• **GEOGRAPHY 098**
(Geography 12)

This course strives to develop greater understanding of the geographic aspects of an increasing urbanized world. To accomplish this purpose some of the topics included are: "What is the 'City'?"; City Origins; The Character of Cities (Urban Morphology); 'The City People' — World Patterns; "All is Not Well": (Urban Problems); "Dividing the Pie" (Urban Policy and Planning).

HISTORY 094
(History 12)

A study of the origins of the modern world from the American, French and Industrial Revolutions to 1900. Discussions of major social, intellectual and political developments of the period; the enlightenment, emergence of the sciences, industrialization, liberalism, nationalism, socialism and imperialism.

Students should consult the instructor before purchasing textbooks. History 095 may be taken concurrently with History 094.

HISTORY 095
(History 12)

A continuing study of 20th Century world history. Discussions on aspects of diplomacy, militarism and war, liberal and authoritarian attempts at reconstruction, post-war politics, colonial nationalism, the Third World and the United Nations.

Students should consult the instructor before purchasing textbooks.

Although History 094 and 095 may be taken concurrently, the student is encouraged to enrol in History 094 first.

GENERAL EDUCATION DEVELOPMENT (G.E.D.) TESTING

Special Programs Division has been designated at the Vancouver G.E.D. testing centre. You may prepare for these tests by enrolling in certain Foundations courses. For more information contact one of our counsellors.

ENGLISH LANGUAGE TRAINING

(Formerly English for New Canadians) Beginner, Intermediate, Advanced

Purpose:

These programs are designed for those who wish to learn English as a second or additional language, for those who need English in order to obtain employment and for those who need practice in English conversation.

Course Content:

Understanding, speaking, reading and writing.

The phonetic system (sounds, stress, intonation, and rhythm), the grammatical system (word order and sentence patterns of English) and vocabulary are taught in the appropriate sequence and according to level of difficulty. Materials are orientated around the individual, family, community, city, province and nation. Topics range from "Creative Job Search" to citizenship.

The program includes practice in understanding directions, orders, general and specific conversations, public speakers, television, films, telephone messages, radio newscasts, etc.

Students are taught to read signs, directions, instructions and to recognize patterns that they have learned orally. There is specially graded reading material available for assessing and improving one's reading level. Students also are taught spelling, sentence construction, and paragraph and letter writing. Time is allotted for learning how to complete application forms for employment, medical plans, hospital insurance, etc.

Training Procedures:

When students register they are assessed on their ability to understand and to speak English and then placed at the appropriate level. The ability to read and write is also considered for those people

who might possibly be at the intermediate or advanced level.

Each person is assessed monthly to determine his progress.

Varied teaching techniques are used. Instructors rely upon both repetitive and situational teaching.



Length of Program and Enrolment Dates:

a) Manpower-sponsored students.

The monthly program lasts up to 20 weeks, six hours a day. There is a monthly intake as space permits.

b) Fee-paying students.

Day classes are given for three hours daily, five days a week. Evening classes are given in various centres throughout Vancouver two or four evenings a week. There is a continuous enrolment.

Day and evening classes are given at Special Programs Division for three hours daily, five days a week. Evening classes are given in various centres throughout Vancouver, two or four evenings a week. There is continuous enrolment. Classes for mothers and older immigrants are offered in various community centres during the day. Instruction by bilingual instructors is given to Chinese and Japanese-speaking students during the day at Strathcona School, 500 East Pender Street.

Enrolment:

For full-time classes contact your local Canada Manpower office re eligibility. For fee paying classes telephone 731-4614 (local 44) Monday to Friday 9:00 a.m. to 9:00 p.m. or come to 2750 Oak Street, Room 206 at the above times.

ENGLISH AS AN ADDITIONAL LANGUAGE

For English 098 and 099 descriptions refer to the English Department of College Foundations, page 29.



CAREER TRAINING IN MUSIC

Special Programs Division offers for potential and practicing musicians, a full-time program leading to a diploma in music plus a number of individual music courses available to part-time students.

Full-time students in the Music program receive an intensive training in Basic Musicianship which will be the core curriculum taken by all students. Basic Musicianship studies include new approaches to theory and harmony in Materials of Music and Vocal Musicianship, covering sight-singing, ear training and choral ensemble. Also offered are courses in Music History and Conducting. An innovative course, Music in Canada, provides all students with an opportunity to become thoroughly acquainted with contemporary Canadian music. It also gives students an understanding of career opportunities in music and the training requirements for music careers. In co-operation with the Theatre Arts Program at Langara, a course in Movement helps students develop proper stage presence.

In addition to Basic Musicianship students choose a discipline for Major Study from Orchestral Instruments, as classes especially designed for prospective musician-teachers. Major study instruction include private tuition, ensembles and pedagogic studies.

Finally, students may take one or two electives, which may be in a related music field or in the humanities. Students enrol for between fifteen and seventeen credits each term.

As admission to the full-time music program is limited, entrance auditions will be held between 3:00 p.m. and 7:00 p.m. on April 29 and 30, June 24 and 25, and August 27 and 28.

Please apply to Vancouver Community College, Special Programs Division for an application form.

Part-time students may register for individual courses, providing space is available, during the first week of September.

Course Numbering

All credit courses for College Certificate or Diploma are designated by a three-digit number. The subject field of the course precedes the number, and the credit hours assigned to the course are indicated in parenthesis following. In many cases, courses carry descriptive titles and these follow the course name and number:

Example: MUSIC 103 (1½) Materials of Music

In general, the first digit of the three-digit course number indicates the term in which the student may first take the course. For example, MUSIC 203, because the first digit of the course number is "2", may not be taken until the student has completed at least one previous course in Music — in this case MUSIC 103.

Credits

Credits are indicated in parentheses immediately after each course number.

• MUSIC DIPLOMA PROGRAM

Basic Musicianship

MUSIC 097

Basic Music Theory

This one-term course examines the elementary non-performance skills of music and is designed to give the student the opportunity to gain skills necessary for further advancement in music. It will help the student gain facility in reading and writing music through the study of notation, time, scales, intervals, chords and cadences, terms and forms.

It is available as an introductory course for students who wish to enter the Music Program, but have no basic music theory background. College Foundations students can use this course for credit. Any adult interested in an introductory "Music Theory" course is invited to attend. Fee — \$20.00.

MUSIC 103 (1½) and MUSIC 203 (1½)

Materials of Music

The development of writing skills in musical practices and re-

sources including rudiments, notation, rhythm, melody, harmony, counterpoint, form and style; the interrelationship of these resources and practices as found in the literature of music.

MUSIC 104 (1½) and MUSIC 204 (1½)

Vocal Musicianship

Sight singing; Ear training; Vocal reading skills; Solfege; Chordal and melodic dictation; Choral ensemble.

MUSIC 105 (2) and MUSIC 205 (2)

History and Literature of Music

An overview of music in history, with an emphasis on the Literature of music in its historical context; to the end of the 18th century.

MUSIC 106 (½) and MUSIC 206 (½)

Conducting

Principles of baton technique and score reading.

MUSIC 107 (1)

Music in Canada

A study of music career opportunities in Canada, by region and by institution.

Term I

Students will examine in detail the activities of Canadian institutions which are in any way related to the performance of music in Canada, or the employment of professional musicians in Canada. Students will also be given detailed information on the essential requirements for the various careers in professional music.

MUSIC 207 (1)

Term II

A survey of listening and performing of contemporary Canadian composers and their music.

MUSIC 118 and MUSIC 218

Movement

Studies in rhythm; relaxation, concentration, breathing space awareness, stage presence.

Year 1 — Major Study: Orchestral Instruments

***MUSIC 110 (1) and MUSIC 210 (1)**

Performance Concentration
Individual instruction

***MUSIC 111 (½) and MUSIC 211 (½)**

History of Performance Practice and Literature
Master classes in instrumental solo literature and performance practices in their historical context.

MUSIC 182-186 (½) and MUSIC 282-286 (½)

Large Ensemble — Orchestra, band, chorus, etc.

MUSIC 192-197 (½) and MUSIC 292-297 (½)

Small Ensemble — *Chamber music, stage band, Chamber chorus, etc.

***MUSIC 112 and MUSIC 212**

Instrumental

All students will be required to take on private student in supervised instruction.

*Available only to full time students

Year I — Major Study: Composition

*MUSIC	(a) 122	222)
	(b) 120	(5) and 220) (5)
	(c) 123	223)

- (a) Basic skills of composition
- (b) Private instruction
- (c) Philosophy and practice of contemporary music

***MUSIC 153 (½) and MUSIC 253 (½)**

Class Piano

Score reading, keyboard, harmony, sight reading (may be waived following proficiency exam).

***MUSIC 124 (½) and MUSIC 224 (½)**

Ensemble

Chosen after consultation with Instructor

Form and Analysis

A structural analysis of selected works.

***MUSIC 125 (½) and MUSIC 225 (4)**

Orchestration

Scoring for small and large ensembles.

*Available only to full time students.

Year I — Major Study: Voice

Performance Concentration *Individual instruction

***MUSIC 130 (5) and MUSIC 230 (5)**

History of Performance Practice and Literature

Master classes in vocal literature and performance practices in their historical context.

***MUSIC 131 (½) and MUSIC 231 (½)**

Class Piano — Score reading, keyboard harmony, sight reading (proficiency exam).

MUSIC 153 (½) and MUSIC 253 (½)

Lyric Diction

Sound production, clarity of articulation; phonetics and grammar; international standards for correct diction in English, French and German.

*Available only to full time students.

Year I — Major Study: Conducting

MUSIC 140 (5) and MUSIC 240 (5)

Conducting

Concentration *Individual instruction

***MUSIC 153 (1/2) and MUSIC 253 (1/2)**

Class Piano

Score reading, keyboard harmony, sight-reading (proficiency exam determines completion).

MUSIC 132 (1/2) and MUSIC 232 (1/2)

Ensemble (a)

Large or small instrumental ensemble

Ensemble (b)

Chorus

***MUSIC 124 (1/2) and MUSIC 224 (1/2)**

Form and Analysis

A structural analysis of selected works.

MUSIC 125 (1/2) and MUSIC 225 (1/2)

Orchestration

Scoring for small and large ensembles.

*Available only to full time students.

Year I — Major Study: Keyboard

***MUSIC 150 (5) and MUSIC 250 (5)**

Performance

Concentration

Individual Instruction

MUSIC 151 (1/2) and MUSIC 251 (1/2)

History of Performance Practice and Literature

Master classes in keyboard, literature and performance practices in their historical context.

***MUSIC 152 (1/2) and MUSIC 252 (1/2)**

Keyboard Studies

Sight reading, transposition figured bass, playing from scores.

MUSIC 132 (1/2) and MUSIC 232 (1/2)

Ensemble

Chorus

***MUSIC 154 (1/2) and MUSIC 254 (1/2)**

Ensemble (accompanying)

Chamber music

***MUSIC 112 and MUSIC 212**

Piano Pedagogy

All students will be required to take one private student in supervised instruction.

*Available only to full time students.

Year I — Major Study: Musician Teacher

***MUSIC 110 (4) and MUSIC 210 (4)**

Instrument

Concentration

Individual instruction.

MUSIC 162 (1/2) and MUSIC 262 (1/2)

Basic Accompanying

Classroom accompanying skills in piano, guitar, autoharp.

MUSIC 163 (1/2) and MUSIC 263 (4)

Recorder Consort

Soprano, Alto, Tenor, Bass. A survey of the traditional literature for recorder consort.

MUSIC 164 (1/2) and MUSIC 264 (1/2)

Ensemble

Chorus, band or orchestra.

Creative Music Making

Instruction in the development of creative skills, individually and within a group.

MUSIC 165 (1/2) and MUSIC 265 (1/2)

Education Seminar

*A visitation and seminar program that will: a) take students into the classroom for practical experience and observation; and: b) provide discussion seminars.

Year I — Major Study: Jazz and Commercial Music

***MUSIC 110 (4) and MUSIC 210 (4)**

Instrument Concentration

Individual Instruction

MUSIC 172 (1) and MUSIC 272 (1)

Arranging

Arranging techniques for Jazz and commercial music ensembles, stage band.

MUSIC 193 (1/2) and MUSIC 273 (4)

Improvisation

Development of individual skills in jazz improvisation.

MUSIC 183 (1/2) and MUSIC 283 (1/2)

Large Ensemble

Stage band

***MUSIC 195 (1/2) and MUSIC 1/4&5/8 (1/2)**

Small Ensemble

Small jazz combination

*Available only to full time students.

Year I — Electives for Music Students

***MUSIC 119 (1) and MUSIC 219 (1)**

Minor Instrument Study

Students pay extra fee for individual private lesson.

MUSIC 164 (1/2) and MUSIC 1/4&1/2 (1/2)

Creative Music Making

Instruction in the development of creative skills, individually and within a group.

Arts Elective

English or a language study is recommended.

*MUSIC 153 (½) and MUSIC 253 (½)

Class Piano

Score reading, keyboard harmony, sight reading.

MUSIC 125 (½) and MUSIC 225 (½)

Orchestration

Scoring for small and large ensembles.

*MUSIC 197 (½) and MUSIC 297 (½)

New Music

A performance group for contemporary music; study of new music techniques.

*Available only to full time students.

Year I — Ensembles

MUSIC 182 (½) and MUSIC 282 (½)

Orchestra

MUSIC 183 (½) and MUSIC 283 (½)

Band

MUSIC 184 (½) and MUSIC 284 (½)

Stage Band

MUSIC 185 (½) and MUSIC 285 (½)

Wind Ensemble

MUSIC 186 (½) and MUSIC 286 (½)

String Ensemble

MUSIC 132 (½) and MUSIC 232 (½)

Chorus

MUSIC 133 (½) and MUSIC 233 (½)

Chamber Music

MUSIC 192 (½) and MUSIC 292 (½)

String Quartet

MUSIC 193 (½) and MUSIC 293 (½)

Wind Quintet

MUSIC 194 (½) and MUSIC 294 (½)

Brass Quintet

MUSIC 195 (½) and MUSIC 295 (½)

Mixed String, Wind, Piano

MUSIC 196 (½) and MUSIC 296 (½)

Jazz Combo

MUSIC 197 (½) and MUSIC 297 (½)

New Music Ensemble

SPECIAL PROJECTS

Special projects are courses offered by the Vancouver Community College in cooperation with the Department of Manpower and Immigration or with industry. The courses are intended to upgrade the present members of the labour force through the teaching of new techniques and practices. Special project courses are administered by the Special Programs Division of the Vancouver Community College at 2750 Oak Street. The programs are operated at appropriate locations throughout the city. Generally, they are not open to individuals outside the sponsoring agency or agencies — that is, they are not open to private fee-paying students. The majority of the programs are short-term in nature, running up to six weeks, and are set up in reaction to current educational needs within the community. Special short projects courses offered through the division have included English Language Training, Industrial Controls, Principles of Supervision, Instructional Techniques, Special Coatings, Wall Coverings, Business Administration, Janitorial Maintenance, Off-Set Printing, Spray Painting, Lumber Tallying and Shipping, Dental Assistant Upgrading, Dry Cleaning. A course of special interest which is currently being offered is the Basic Employment Skills Training course.

ADMINISTRATORS

Monasch, L.B.
Cunningham, R.F.
Brown, J.D.

Principal
Dean of Instruction
Administrative Assistant,
Administrative & Student Services

DIVISION CHAIRMEN

T.B.A.
Casey, E.C.
Wakefield, H.P.

College Foundations Division
Training and Development Division
Communications Arts Division

COUNSELLORS

Greenall, D.J.
Herridge, E.L.
Husband, J.D.T.
Nelson, G.
Neville, D.

Chairman

Aitken, K.	English Language Training
Anderson, M.	English Language Training
Andrews, A.	Canadian Viewpoints, History
Armstrong, G.	Basic Education, Co-ordinator
Aspinall, J.	English Language Training
Atkins, E.	English 099
Bain, M.	English Language Training
Baker, J.	English Language Training
Ballin, P.	Biology
Balsevich, M.	English Language Training
Barbour, R.	English Language Training
Barnes, B.	Basic Education
Behnke, R.	Mathematics
Behnke, W.W.	Social Sciences and Commerce Department Head
Bell, A.	English Language Training
Benetti, J.	English Language Training
Bennett, M.	English 099
Bergeron, S.	Basic Job Readiness Training
Berghofer, M.	English Language Training
Berry, L.	Basic Job Readiness Training (Youth)
Bigsby, K.	Basic Training for Skills Development, Co-ordinator
Blown, N.	English Language Training
Bottlinger, W.	Deaf Programmes, Department Head
Bourne, G.	Basic Job Readiness Training
Bovee, B.	English Language Training
Bowen, B.	English Language Training
Bowers, B.	English Language Training, Assistant Department Head
Bowman, Renee	English Language Training
Bowman, Robert	Canadian Viewpoints
Brockett, B.	English Language Training
Brookfield, C.	English Language Training
Brown, D.	English Language Training, Assistant Department Head
Brown, M.	Basic Training for Skills Development
Buckley, P.	Canadian Viewpoints, English
Burn, P.	English Language Training
Burnett, J.	Employment Orientation for Women, Program Assistant
Butterfield, M.	Interpreters for Deaf
Callon, G.	Music
Cameron, B.	Basic Education
Cameron, N.	Mathematics
Caplan, C.	English Language Training

Card, Patty	Audio Tutorial, Program Assistant
Caulfield, E.	English Language Training
Caulfield, B.	English Language Training
Champion, H.	Mathematics
Chang, B.	English Language Training
Chan-Henry, E.	Chemistry
Cheung, S.	English Language Training, Co-ordinator
Collins, D.	English Language Training
Collins, N.	English Language Training
Collins, Y.	English Language Training
Copley, J.	English Language Training
Cosco, F.	English Language Training
Creech, R.	Music, Department Head
Crouch, J.	English Language Training
Cunningham, H.	English Language Training
Dahlquist, H.	Basic Training for Skills Development
Davenport, K.	Typing
Davison, A.	English 099
DeLost, J.	Basic Education
Dion, J.	English Language Training
Dooley, N.	English Language Training
Dunbar, S.	English Language Training
Dunsmoor, C.	English Language Training
Dupuis, F.	Office Practice
Dykstra, C.	English Language Training
Edgcumbe, D.	English Language Training
Edin, F.	English Language Training
Engineer, S.	Basic Training for Skills Development, History
Epp, M.	Librarian
Eriksen, P.	Vocational Orientation for Deaf, Program Assistant
Essig, J.	English Pronunciation
Evans, G.	English Language Training
Ezaki, J.	English Language Training
Fahrni, N.	English Language Training
Fast, M.	English Language Training
Findlay, A.	English Language Training
Flack, G.	English Language Training, Co-ordinator
Flanders, T.	Basic Training for Skills Development, Storefront
Fornelli, F.	English Language Training
Freed, Anne	English Language Training, Program Assistant

Fussell, R.	English, Economics
Gaitanikis, J.	English Language Training
Gant, B.	Pharmacy Assistant, Co-ordinator
Gardiner, E.	English 099, Co-ordinator
Giacomelli, E.	English Language Training
Gibson, Janet	English Language Training
Gibson, Julia	English Language Training
Gleadow, J.	English Language Training
Godfrey, J.	English Language Training, Co-ordinator
Gracey, K.	English Language Training
Grady, B.	English Language Training
Grant, S.	Mathematics
Gray, K.	English Language Training
Griffin, G.	Basic English Skills Training, Program Assistant
Grimson, S.	English Language Training
Hammond, J.	Basic Training for Skills Development, Storefront
Hanrahan, J.	Deaf Programs
Hanscom, M.	English Language Training
Hawes, L.	English Language Training
Hazell, J.	English Language Training
Hermanson, W.	English Language Training
Hillier, C.	Basic Training for Skills Development
Hislop, D.	General Business, Economics
Ho, G.	Bookkeeping
Ho, P.	English Language Training
Hoebel, M.	Biology
Hole, R.	English Language Training
House, J.	English Language Training
Hsu, C.	English Language Training
Huey, J.	French
Hulcoop, A.	English Language Training
Hutchings, W.	English Language Training
Hwang, M.	Mathematics
Irvine, L.	Basic Training for Skills Development, Storefront
Jansen, C.	English Language Training
Jeppesen, A.	English Language Training
Jibodh, C.	English Language Training
Jiwani, P.	Audio-Visual, Program Assistant
Joe, G.	English Language Training
Johal, B.	Basic Training for Skills Development

Johnson, B.	English Language Training
Johnson, L.	Basic Education
Johnstone, J.	Chemistry
Jones, D.	English Language Training
Kaplan, D.	English Language Training
Karam, R.	Audio-Visual, Program Assistant
Katz, N.	English Language Training
Kellett, M.	English Language Training
Kellough, C.	English, Canadian Viewpoints, Department Head
Kelly, Gordon	Life Skills
Kelly, Grant	General Business, English
Kennedy, P.	English Language Training
Kershaw, A.	English Language Training
Khosla, V.	English Language Training
Kilby, D.	Economics
Kingsley, M.	English Language Training
Kinney, M.	English Language Training
Kirby, L.	Biology, Science, Department Head
Labrum, H.	English Language Training
Larosa, P.	Basic Job Readiness Training
Laylin, J.	English Language Training
Lear, P.	Basic Training for Skills Development
Lenaghan, J.	Canadian Viewpoints, Writing Skills
Leroux, R.	English Language Training
Leslie, J.	Basic Training for Skills Development
Ling, S.	English Language Training
Little, B.	Basic Training for Skills Development
Little, M.	Basic Training for Skills Development
Littleboy, P.	Basic Training for Skills Development, Department Head
Lo, Y.	English Language Training
Low, G.	English Language Training
Lund, R.	Basic Training for Skills Development, Storefront
Lyttle, S.	English Language Training
MacDonald, E.	English Language Training
MacFarlane, J.	English Language Training
MacKay, M.	English Language Training
MacKinlay, K.	English Language Training
MacLauren, H.	English Language Training
MacLeod, E.	Mathematics, Department Head

MacNab, J.	Basic Training for Skills Development
Malins, R.	English Language Training
Marzo-Villa, V.	English Language Training
Masson-Reid, M.	English Language Training
McDonald, B.	Employment Orientation for Women, Co-ordinator
McGarry, T.	Vocational Orientation for Deaf, Program Assistant
McGee, D.	English Language Training
McIntosh, S.	English Language Training
McLaren, G.	English Language Training
McLaren, J.	Orientation and Assessment
McMichael, B.	English Language Training
McNaim, B.	English Language Training
McWhirter, A.	English Language Training
Meyer, R.	Geography
Meyer, Mrs. R.	English Language Training, Department Head
Milligan, L.	Employment Orientation for Women
Millway, C.	English Language Training
Minnis, J.	Basic Training for Skills Development
Mohabir, J.	Physics, Program Assistant
Monk, E.	English Language Training
Morbin, D.	English Language Training
Morelli, N.	English Language Training, Co-ordinator
Narod, M.	Biology, Program Assistant
Nehring, J.	English Language Training
Nicholls, M.	English Language Training
Nicholson, B.	Commerce, Co-ordinator
Nielsen, A.	Vocational Orientation for Deaf, Program Assistant
Nierobisch, C.	English Language Training
Norris, P.	English Language Training, Co-ordinator
Novy, M.	Chemistry, Program Assistant
Oastler, J.	Basic Training for Skills Development
Ofield, R.	Vocational Orientation for Deaf,
Olsen, D.	English Language Training
Onstad, C.	Basic Education
Oreck, C.	English Language Training
Owen, S.	Basic Training for Skills Development
Owen, T.	Biology
Paone, D.	English Language Training

Parkinson, A.	Mathematics
Pawelchak, G.	Chemistry, Physics
Perkinson, J.	English Language Training
Pletcher, A.	English Language Training
Pletcher, B.	Reading, Writing, Study Skills, Co-ordinator
Porter, R.	Basic Job Readiness Training
Powell, L.	Basic English Skills Training, Co-ordinator
Prupas, R.	English Language Training
Quinn, T.	English Language Training
Ramsbottom, N.	Commerce
Read, N.	English Language Training
Reid, B.	Physics, Co-ordinator
Reid, G.	Music, English
Richards, B.	English 099
Riederer, H.	Reading and Study Skills
Rike, J.	Canadian Viewpoints, English, Writing
Risser, M.	English Language Training
Rix, E.	Basic Education
Robb, B.	English Language Training
Robbins, D.	Music, Trombone
Robertson, J.	English Language Training
Robinson, Mary	Geography
Robinson, Maureen	Basic Education
Russell, W.	English Language Training
Russell, P.	English Language Training
Ryan, V.	English Language Training
Salzmann, H.	English Language Training
Sandborn, C.	Basic Education
Sawkins, M.	English Language Training
Schmidt, M.	English Language Training
Scott, K.	English Language Training
Schwarz, C.	English Language Training
Selman, M.	English Language Training, Co-ordinator
Shaw, G.	English Language Training
Shelley, R.	College Foundations, Program Assistant
Shiomi, R.	English Language Training
Shorthouse, A.	English Language Training
Simmons, G.	English Language Training
Sinclair, V.	English Language Training
Smith, T.	Music, Program Assistant
Soga, L.	English Language Training
Somerville, S.	English, Program Assistant

Spada, G.	English Language Training
Speier, M.	Basic Job Readiness Training, Youth
Stanley, R.	English Language Training
Starrs, R.	English Language Training
Steele, S.	English Language Training
Stewart, K.	Basic Training for Skills Development
Stusiak, A.	English Language Training, English 099
Sutherland, J.	Audio-Visual, Program Assistant
Szasz, M.	Basic Education, English
Tegenfeldt, H.	English Language Training
Tai, S.	Basic Training for Skills Development
Thackray, M.	English Language Training
Thom, B.	Basic Job Readiness Training
Thompson, D.	Canadian Viewpoints
Thompson, M.	English Language Training
Tsang, E.	Biology, Physics
Turpin, H.	Basic Training for Skills Development, Basic Job Readiness Training, Department Head
Van Drimmelen, F.	English Language Training
Venables, S.	English 099
Verbeek, I.	English Language Training
Waddington, M.	Basic Education
Warner, G.	English Language Training
Watson, B.	English Language Training
Watson, R.	English 099
Webb, J.	English Language Training
Whalley, T.	English Language Training
Wild, B.	English Language Training
Wilkinson, J.	English Language Training
Williams, A.	Nature Studies, Program Assistant
Williams, E.	English Language Training
Wilson, G.	English Language Training
Wilson, R.	Basic Training for Skills Development, Co-ordinator
Wilson, W.	Mathematics
Winckler, E.	Community and Family Aide, Co-ordinator
Wolak, E.	English Language Training
Woods, J.	Mathematics
Wright, B.	English Language Training
Yeung, K.	English Language Training

Yildez, N.

Yip, A.
Yoneda, S.
Young, B.
Young, M.
Yu, M.

English Language Training,
Co-ordinator
English Language Training
English Language Training
English Language Training
English Language Training

SUPPLEMENTARY LIST OF PART TIME MUSIC INSTRUCTORS

Cavadas, A.	Violin
Clausen, B.	Guitar
Coffey, M.	Keyboard
Crossland, H.	Flute
deKant, L.	Harp
deKant, R.	Clarinet
Douglas, P.	Flute
Ehling, M.	Piano
Friedman, K.	String Bass
Hamm, J.	Voice
Hampton, I.	Chello
Hazlitt, T.	Electric Bass
Hood, B.	Trumpet
Hossack, D.	Recorder
Lee, K.	Piano
Long, W.	String Bass
Miller, D.	Tuba
Nickels, T.	Oboe
Pauk, A.	Conducting
Pullen, D.	Saxophone
Pullen, G.	Literature of Music
Ramsay, C.	Voice
Small, R.	Bassoon
Smith, J.	Percussion
Stannard, W.	Oboe
Stenson, H.	History of Music
Thomas, L.	Piano
Washburn, J.	Choir
Whitely, D.	Flute
Wold, A.	Piano
Young, J.	Vocal Musicianship
Zaquodakis, J.	Movement

Yip, A. English Language Training
 Young, B. English Language Training
 Young, M. English Language Training
 Yu, M. English Language Training

Supplementary List of Part Time Music Instructors

Gavdas, A. English Language Training
 Clausen, B. English Language Training
 Coffey, M. English Language Training
 Crossen, J. English Language Training
 Takant, L. English Language Training
 deKant, R. English Language Training
 Douglas, P. English Language Training
 Eling, M. English Language Training
 Friedman, K. English Language Training
 Haman, J. English Language Training
 Hamilton, J. English Language Training
 Hault, T. English Language Training
 Hood, B. English Language Training
 Horack, D. English Language Training
 Lao, K. English Language Training
 Long, W. English Language Training
 Miller, D. English Language Training
 Nickle, T. English Language Training
 Park, A. English Language Training
 Puller, D. English Language Training
 Puller, G. English Language Training
 Ramsay, C. English Language Training
 Small, R. English Language Training
 Smith, J. English Language Training
 Stannard, W. English Language Training
 Stenson, H. English Language Training
 Thomas, J. English Language Training
 Weinman, J. English Language Training
 White, D. English Language Training
 Wolf, A. English Language Training
 Young, J. English Language Training
 Zupodak, J. English Language Training

