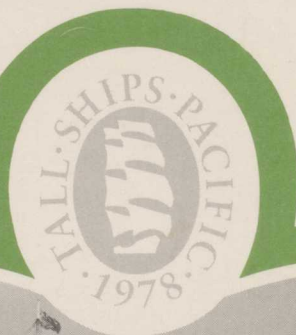


# King Edward Campus 1978-1979





---

## ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

---

### College Council

J. Baker	J. M. Kennedy
W. Brown	J. C. M. Scott
B. Fenwick	E. B. Sleigh

### College Executive Officers

A. Manera, Principal, Vancouver Community College  
J. J. Denholm, Principal, Langara Campus  
K. M. Fleming, Bursar, Vancouver Community College  
A. H. Glenesk, Principal, Community Education Services  
J. L. McInnis, Principal, Vancouver Vocational Institute  
H. E. Pankratz, Principal, King Edward Campus

### General Information

#### COLLEGE ORGANIZATION

Vancouver Community College is now in its second decade. The College operates through four major divisions in facilities throughout the Vancouver community. These divisions are Community Education Services, King Edward Campus, Langara Campus and the Vancouver Vocational Institute.

The College reserves the right to alter or discontinue courses, change fees, and alter procedures and rules regulating admissions and registration, instruction in and graduation from the College and its various divisions and to change any other regulations affecting the student body. Changes go into effect whenever appropriate authorities so determine and apply not only to prospective students but also to those who are, at that time, registered in the College.

### KING EDWARD CAMPUS

King Edward Campus, then known as Special Programs Division, was established in October 1970 at 951 West Twelfth Avenue as the fourth campus centre of Vancouver Community College. It was created in order to consolidate a variety of programs which had previously been located at a number of different locations. As well as administering on-site programs, King Edward Campus is responsible for classes at more than thirty centres throughout Vancouver.

At present more than 4,000 full and part-time students are enrolled in classes. This represents more than 13,000 individual student registrations a year.

King Edward Campus has an organization which has been designed to enable it to react quickly to new educational needs in the community.

*King Edward Campus operates on the twenty-four hour clock*

# Vancouver Community College

## KING EDWARD CAMPUS

## CALENDAR 1978 - 1979

May 22, 1978 (1978 05 22)	Victoria Day	No Classes — School Closed
July 1, 1978 (1978 07 01)	Dominion Day	No Classes — School Closed
July 3, 1978 (1978 07 03)		No Classes — School Closed
August 7, 1978 (1978 08 07)	B.C. Day	No Classes — School Closed
September 4, 1978 (1978 09 04)	Thanksgiving Day	No Classes — School Closed
November 11, 1978 (1978 11 11)	Remembrance Day	No Classes — School Closed
November 13, 1978 (1978 11 13)		No Classes — School Closed
December 25, 1978 (1978 12 25)	Christmas Day	No Classes — School Closed
December 26, 1978 (1978 12 26)	Boxing Day	No Classes — School Closed
January 1, 1979 (1979 01 01)	New Year's Day	No Classes — School Closed
April 13, 1979 (1979 04 13)	Good Friday	No Classes — School Closed
April 16, 1979 (1979 04 16)	Easter Monday	No Classes — School Closed
May 21, 1979 (1979 05 21)	Victoria Day	No Classes — School Closed
July 1, 1979 (1979 07 01)	Dominion Day	No Classes — School Closed
July 2, 1979 (1979 07 02)		No Classes — School Closed
August 6, 1979 (1979 08 06)	B.C. Day	No Classes — School Closed

*For dates relating to College Foundations courses only, see page 11  
of this Calendar*

### Closure of the College During Possible 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.

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

Telephone 731-4614



## A MESSAGE FROM THE PRINCIPAL

King Edward Campus, a division of Vancouver Community College, continues to provide opportunities each year to thousands of adult students to improve their formal education and training. King Edward does so despite many difficulties — for students, staff and faculty alike — difficulties which result mainly from inadequate physical facilities.

Fortunately, the lack of proper facilities has not impeded the progress our students have made in the past. This is largely because King Edward Campus has an excellent cadre of instructors and staff dedicated to the purposes of the College; they spare no effort to create a fine educational climate for students, keenly aware that the time spent at King Edward Campus, for the majority of students, is necessary preparation for further education, for further career-oriented training, or for entry into the work force. Instructors alone, however, cannot ensure that learning will take place. Much of the responsibility for achievement rests with the students themselves. The desire and the effort put forth by the individual student is all-important.

Vancouver Community College offers programs of instruction through four significant divisions: Langara Campus, Vancouver Vocational Institute, Community Education Services and this Campus. Each division has its own calendar.

This calendar gives an introduction to King Edward Campus: its programs and courses, its services to students, and its people. It touches on the variety of possibilities or options open to students. It's an information tool — hopefully, a useful information tool.

In conclusion, I trust that your experience at King Edward Campus will be happy and rewarding and that your studies here will lead to success in achieving your goals.

H.E. PANKRATZ,  
Principal.

## CONTENTS

ORGANIZATION OF VANCOUVER	
COMMUNITY COLLEGE.....	IFC
1978 - 1979 CALENDAR .....	i
PRINCIPAL'S MESSAGE .....	ii
GUIDELINES FOR ALL STUDENTS .....	2
Basic Qualifications .....	2
Citizenship Requirements .....	2
English Language Assessment.....	2
Student Hours .....	2
Christmas/New Year Period.....	2
Fees .....	2
Senior Citizen Tuition Fee Exemption .....	3
Student Services Fee .....	3
Fee Refunds.....	3
Auditing a Course .....	3
Shift Workers .....	3
Attendance .....	3
Withdrawals and Refunds.....	3
Student Identification Cards.....	3
Replacement of Student Identification Cards and Fee Receipts .....	4
Change of Name and/or Address .....	4
Confidentiality.....	4
Academic Records and Official Transcripts .....	4
Grades .....	4
Appeal of Final Grades.....	5
Certificates and Diplomas.....	5
Coordinated Studies Diploma.....	6
STUDENT SERVICES .....	
Counselling Services.....	7
Program Planning and Course Changing .....	7
Assessments .....	7
Agency Liaison .....	7
Canada Employment and Immigration Commission (Manpower) Counsellor..	8
Financial Aid and Bursaries .....	8
Learning Centre.....	9
Health Services.....	10
COLLEGE FOUNDATIONS DIVISION .....	11
COMMUNICATIONS ARTS DIVISION .....	33
English Language Training.....	33
Music .....	35
TRAINING AND DEVELOPMENT DIVISION .....	37
Basic Training for Skill Development (BTSD).....	37
Programs on Deafness.....	39
Vocational Orientation for the Hearing Impaired .....	39
Training for Interpreters of Sign Language for the Deaf and Para-professional Work with the Deaf .....	39
English for the Hearing Impaired.....	40
Sign Language .....	40
Vocation Planning and Work Readiness .....	41
Basic Job Readiness Training (BJRT) .....	41
BTSD Outreach Centres.....	42
Community and Family Aide (CFA).....	42
Employment Orientation for Women (EOW) .....	43
Homemaker .....	44
Pharmacy Assistant.....	45
ADMINISTRATORS, COUNSELLORS, FACULTY and STAFF .....	47
GENERAL EDUCATION DEVELOPMENT (GED) TESTING .....	54



---

## GUIDELINES FOR ALL STUDENTS

---

King Edward Campus has been established for those who:

- a) require training or retraining for employment;
- b) require upgrading for their present work;
- c) would like to obtain a Community College Certificate of Grade XII equivalency, the equivalent of the Ministry of Education Adult Grade XII Certificate;
- d) wish to write the General Educational Development (GED) tests;
- e) need to complete a Grade XII program already started;
- f) need upgrading in academic subjects needed to enter programs in vocational schools or colleges, or to obtain employment;
- g) want to improve their reading, writing and study skills;
- h) wish to learn English as a second language;
- i) wish to become community and family aides, homemakers, interpreters of sign language for the deaf or pharmacy assistants.

### **Basic Qualifications**

Day students should be eighteen years of age or older, or have been out of school for at least a year. Evening students must be above normal school leaving age.

### **Citizenship Requirements**

Admission to King Edward Campus is limited to Canadian citizens and to those who have landed immigrant status in Canada.

### **English Language Assessment**

Applicants for admission whose first language is not English are normally required to take an English Language Assessment prior to admission. The result of the assessment can affect the applicant's subsequent placement in courses.

### **Student Hours**

Classes are held between 08:00 and 22:00 hours, Mondays through Fridays, except for statutory holidays, throughout the year. Programs range from one week to two years duration.

### **Christmas/New Year Period**

Students sponsored by Canada Employment (Manpower) who are enrolled in programs spanning the Christmas/New Year period may lose their wage replacement allowance for up to four days because of closure of the College.

### **Fees**

Fees are normally paid when a student registers. Students who are being sponsored by an agency must obtain a letter denoting sponsorship prior to registration. Fees for individual programs and courses are to be found with the program descriptions.

### **Senior Citizen Tuition Fee Exemption**

Exemption from payment of tuition fees is available to Senior Citizen residents of B.C., who are 65 years of age or older. However some College courses and programs are limited in enrolment or are specifically employment oriented. Automatic admission and tuition fee exemption may not be possible in all such courses or programs. The Centre Principal, or his delegate, shall decide upon the availability of such courses and programs to Senior Citizens on a fee exempt basis.

### **Student Services Fee**

All students pay a Student Services fee.

### **Fee Refunds**

Fee refunds will be granted to those students who withdraw from specific courses within certain specified time periods. Refund scales and time limits are available at the time of registration.

### **Auditing a Course**

Students are permitted to audit courses other than those for which they wish to obtain credit. A student wishing to audit a course may do so after the registration period and then only if the course is not filled with credit students. An audit student may not change to a credit student for the course for which he is auditing. Auditors who are not registered for a full program must pay the full tuition fee for each course for which they register.

### **Shift Workers**

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

### **Attendance**

Absence for any cause in no way relieves students of the responsibility for completing assignments and examination requirements to the satisfaction of the instructors.

### **Withdrawals and Refunds**

Students who, for any reason, are unable to continue to attend classes should arrange to complete the withdrawal procedure. In order to obtain a partial refund of tuition fees paid, students must notify the College officially that they have withdrawn. Details of deadline dates, amounts of refunds, etc. are available at the time of registration and from the Student Services staff who offer assistance and advice when problems arise. Students who have to leave the area on short notice should have a member of the family or a friend come to the Campus to complete the withdrawal procedures.

### **Student Identification Cards**

Each student, either during the registration period or soon afterwards, receives a Student Identification Card. This card, which includes the student's photograph, is valid only for the dates shown on it. It must be presented upon request when material is taken from the Resources



Centre. It is also useful identification outside the Campus. For these reasons it should be guarded carefully.

### **Replacement of Student Identification Cards and Fee Receipts**

A \$1.00 fee is charged for a duplicate copy of each fee receipt, which can be used for Income Tax purposes, and \$2.00 for each Student Identification Card replacement.

### **Change of Name and/or Address**

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

### **Confidentiality**

All student records are handled with the utmost confidentiality. No information will be given concerning any individual student's performance or attendance to an unauthorized person unless the student involved gives permission in writing.

### **Academic Records 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 free transcript each term. A \$1.00 fee is charged for each additional transcript.

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

### **Grades**

Vancouver Community College, King Edward Campus, uses the following letter grade system.

Letter Grade	Description
A	<b>DISTINGUISHED ACHIEVEMENT</b> The student performs in a singularly outstanding manner, consistently, in examinations, reports, and class participation.
B	<b>SUPERIOR ACHIEVEMENT</b> The student exhibits consistent mastery of the course.
C+	<b>AVERAGE ACHIEVEMENT</b> The student performs consistently well and demonstrates sufficient comprehension of the subject matter to indicate probable success in the next higher course in the same field.

### **C SATISFACTORY ACHIEVEMENT**

The student demonstrates sufficient comprehension of the subject matter to be given credit for the course and to be allowed to progress to the next level of study in the same field.

### **P MINIMUM ACHIEVEMENT FOR CREDIT**

The student is granted credit for the course but is not permitted to proceed to the next higher course.

### **I INCOMPLETE**

Grade for courses failed or from which students have withdrawn.

### **S SATISFACTORY**

Credit granted.

### **U UNSATISFACTORY**

No credit granted.

For certain courses in the College Foundations and the Music Programs only S and U grades are awarded.

### **Appeal of Final Grades**

When a student wishes to have a final grade re-assessed, a request must be submitted in writing to the Dean of Instruction no later than 14 days after the mailing date of the original Statement of Grades. Each appeal for re-assessment must be accompanied by a fee of \$5.00 for each course for which re-assessment is sought.

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 grade is raised the \$5.00 fee is refunded; otherwise, it is retained. The decision of the faculty committee is final. Appeals are not considered unless the above procedure is followed.

### **Certificates and Diplomas**

A certificate or diploma is issued by Vancouver Community College to a student who successfully completes a program of studies offered by the College at a centre or a campus, or a combination of more than one centre of campus thereof.

### **THE CERTIFICATE**

A student who completes successfully the requirements of a specified program of studies, the successful completion of which would normally require full-time enrolment and attendance (or the equivalent thereof through part-time studies) in that program for a period of twelve months or less, is eligible to receive a Vancouver Community College program certificate. In 1978-79 the following designated certificate programs will be offered by the College at King Edward Campus:

Basic Job Readiness Training  
Basic Training for Skills Development  
College Foundations (Adult Secondary Equivalent)  
Community and Family Aide  
Employment Orientation for Women  
English Language Training



Homemaker  
Pharmacy Assistant  
Programs on Deafness.

With the exception of the College Foundations Program, a certificate is awarded on completion of a prescribed program. The specific certificate requirements are listed on page 16 of this calendar.

### **THE DIPLOMA**

A student who completes successfully the requirements of a specified program of studies, the successful completion of which would normally require full-time enrolment and attendance (or the equivalent thereof through part-time studies) in that program for a period of more than one year — usually the equivalent of two academic years being required — is eligible to receive a Vancouver Community College diploma.

In 1978-79 King Edward Campus will offer the Fine Arts (Music) Diploma, the requirements are listed following the program description on page 35.

### **THE COORDINATED STUDIES DIPLOMA**

A student successfully completing a prescribed one-year certificate program of studies, upon successfully completing further course work in related studies, community education, general education, arts and sciences or a combination of these, the successful completion of which would normally require full-time enrolment and attendance (or the equivalent thereof through part-time studies) for an additional year, is eligible to receive a Vancouver Community College diploma in coordinated studies. The diploma — Associate in Coordinated Studies Program Diploma (showing major certificate emphasis) — is issued by the College at the graduation ceremonies at the centre/campus at which the program was completed.

### **TRANSFER OF CREDIT FROM ONE PROGRAM TO ANOTHER**

While the certificate/diploma requirements of a specified program of studies are prescribed for that program, a student may, nonetheless, transfer successfully completed, and appropriate, course/program credits from one designated program to another. Upon application at the Student Services Centre of the Vancouver Community College centre/campus offering the program to which the student wishes to transfer, and after appropriate consultation with counsellors and/or instructors, the student will be advised respecting the modified program requirements.

### **APPLICATION FOR PROGRAM CERTIFICATES AND DIPLOMAS**

A student who meets the requirements for a Vancouver Community College program certificate or diploma, must apply at the Student Services Centre of the centre/campus at which the program of studies is being completed. Application should be made during the final term at least one month before the program completion date.

### **Further Information**

For further information please contact:

Vancouver Community College, King Edward Campus  
2750 Oak Street, Vancouver, B.C. V6H 3N2 Telephone: 731-4614

---

## **STUDENT SERVICES**

---

Many varied services are available on campus to assist students and to make their stays on campus as pleasant and as productive as possible. If you have a problem, ask anyone in Student Services (in the Administration Building) for advice or assistance.

### **Counselling Services**

King Edward Campus 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.

Prospective students interested in furthering their vocational skills and qualifications, or in planning new careers, are welcome to consult counsellors whose offices are located in the Administration Building. Services offered included:

- Educational alternatives and counselling
- Vocational exploration and new directions counselling
- Personal counselling
- Course and program information
- Referral to other agencies
- Orientation programs

### **HOURS**

09:30 — 19:30 hours Monday to Thursday

09:30 — 16:00 hours Friday

### **Program Planning and Course Changing**

Program planning is done in consultation with a counsellor. A student who believes, at any time that the program is unsuitable, or who wishes to add, drop or change a course should see a counsellor without delay so that more suitable arrangements can be made. College Foundations do this up to and including the last day of the course change period as given in the calendar. Later changes can be made only with the instructor's permission.

Students accept full responsibility for final choice of courses.

### **Assessments**

If you have been away from school for a while and you are uncertain of your level, why not have free Mathematics, Writing and Reading Assessments? Please make arrangements with a counsellor or faculty advisor.

### **Agency Liaison**

The counselling department maintains close liaison with public and private agencies which sponsor students. They include the Canada Employment and Immigration Commission and the Ministry of Human Resources.



## **Canada Employment and Immigration Commission (Manpower) Counsellor**

A Canada Employment and Immigration Commission (Manpower) counsellor is on Campus to assist and advise you. His office is located on the north-east corner of the Administration Building.

### **Financial Aid and Bursary Program**

Under the auspices of the King Edward Student Fund Committee, a limited number of \$50.00 bursaries are granted to students in financial need. Any student who is enrolled at King Edward Campus during at least one of these 4 time periods: January — March, April — June, July — September, or October — December, is eligible to apply.

The application deadline is usually four weeks after the first day of classes. See the Financial Aid Officer in the Administration Building for an application.

Sincere thanks go from King Edward Campus to the following who have contributed to our Bursary and Scholarship fund:

- BMI (for Music Students)
- Centennial Hotel
- Chapter AF of the PEO Sisterhood
- Chapter W of the PEO Sisterhood
- Credit Union Foundation of B.C.
- Edelweiss Credit Union
- Hot Jazz Society (For Music Students)
- Pacific Association for Continuing Education (PACE)
- Parnell Foods Ltd.
- The Vancouver Foundation

### **B.C. FINANCIAL ASSISTANCE**

B.C. Financial Assistance offers a loan/grant to subsidize tuition, books and living expenses to full-time students who satisfy B.C. residence and other requirements. College Foundations, Interpreters of Sign Language of the Deaf, and Music students may apply if they are over 18 and have worked for at least a year. Closing date for applications is four weeks after the first day of classes. See the Financial Aid Officer in the Administration Building for an application. See also the 1978-79 Langara Campus calendar for information on a series of scholarships and bursaries which may be available to music students.

### **B.C. SPECIAL ASSISTANCE**

BTSD and part-time students may be eligible to apply for a grant to have their books and tuition paid. The grant is for a maximum of \$125.00 per term. The money does not have to be repaid. Closing date is four weeks after the first day of classes. See the Financial Aid Officer for an application.

### **RICK ROBERTSON MEMORIAL BURSARY**

The Rick Robertson Bursary was established in memory of a dedicated and terminally ill King Edward Campus student who passed away on August 23, 1977. Bursaries are awarded annually as funds permit. Applications are obtainable from the Financial Aid Officer.

### **B.C. YOUTH FOUNDATION**

The Foundation lends interest-free money on a short-term basis to worthy students in need. Applicants must have a suitable adult guarantor, have resided in B.C. for at least one year, and be under 30 years of age. See the Financial Aid Officer if you are interested in applying.

### **EMERGENCY LOAN FUND**

A revolving loan fund has been made available by the King Edward Student Society to help King Edward students in emergency situations. A note from a Department Head plus two of the following forms of identification are required:

- Driver's Licence
- Social Insurance Card
- Student Identification Card.

Three loans is the maximum number that can be granted to any one student per term. The first and second loans are limited to \$10.00; the third to \$5.00. There is a charge of 25¢ per loan to cover the cost of the cheques. Only as long as the students repay their loans is there money available for further loans. You may locate the Student Society in Office H in the Instruction Building.

### **EDELWEISS CREDIT UNION BURSARY**

A bursary of \$200.00 is available each year to a King Edward Campus student. To be eligible the applicant must be an active member, or the child of an active member, of the Edelweiss Credit Union. Interested students must apply to the Financial Aid Officer by October 13, 1978, clearly indicating eligibility.

For further information concerning financial matters make an appointment with the Financial Aid Officer in person, or by telephoning 731-4614, local 29.

## **The Learning Centre**

### **WHERE?**

The Learning Centre — located in rooms 205 and 206 in the Administration Building — is open to all students who want extra help with their courses and assignments. It is open between 09:00 and 20:00 hours, Monday through Thursday, and between 09:00 and 17:00 hours on Friday.

### **WHAT?**

The Learning Centre is staffed by experienced and well-qualified tutors and teachers who help students with academic subjects like Mathematics, Chemistry as well as Writing, English Grammar and Reading. They will also help you complete your Income Tax returns and improve your memory and your study habits.

### **HOW?**

Help is available on a first come-first served basis. Bring some work with you and a tutor will assist you — usually within ten minutes. The Learning Centre is a good place to study or to do assignments. Schedules of tutors' hours are posted throughout the Campus.



## Health Services

Location Room 209, Administration Building

Hours: 09:00 to 16:00 hours Monday through Friday

Telephone: 731-4614, local 40

Community health nurses are available on campus for:

- Effective methods of birth-control information and counselling;
- Health Hazard Appraisal — a computerized analysis of your lifestyle and risks to your health; fee: \$1.00;
- Healthy Lifestyle Assessment, counselling and referral to community programs;
- Healthy Lifestyle Programs include weight control, fitness, control of alcohol and drug use, and "stop-smoking" clinics;
- Pregnancy Counselling;
- Counselling and information about venereal and other sexually transmitted diseases;
- Emergency treatment and nurse practitioner care of minor medical problems; referral for medical treatment;
- Referral for hearing testing;
- Referral to speech pathologist;
- Eye testing by nurse and by orthoptist; referral for student discount on prescription eyeglasses;
- Preventive treatment and health counselling by a medical health officer;
- Preventive mental and emotional health counselling by a public health psychiatrist or psychologist. They provide help in coping with stress and personal loss, and in suggesting alternative lifestyles.

---

## COLLEGE FOUNDATIONS DIVISION

---

Dates are subject to change without notice.

### SUMMER TERM — 1978

"a" Term — May 1 to June 30 — day classes only.

"b" Term — July 1 to August 31 — day classes only.

"a-b" Term — May 1 to August 31 — day and evening classes.

May 1, 1978	First day of Summer "a" Term
May 1, 2	Registration for courses taught "a" and "a-b" terms. 14:00 to 20:30 hours
May 3	First day of classes: day and evening
May 3-5	COURSE CHANGE and LATE REGISTRATION PERIOD
May 22	Victoria Day: VCC closed
May 26	Last day for REFUNDS for "a" and "a-b" term courses.
June 2	Last day for OFFICIAL WITHDRAWAL from courses
June 21, 22	"a" Term Final Examinations "a-b" Mid-Term Examinations
June 26 - June 30	Mid-term break
June 30	Last day of "a" Term
July 1	First day of Summer "b" Term: Dominion Day
July 3	VCC closed
July 4	Registration for "b" Term: 10:00 to 12:00 hours
July 5	First day of classes for "b" Term: day and evening
July 28	Last day for REFUNDS for "b" Term courses
July 28	Last day for OFFICIAL WITHDRAWAL from "b" Term courses
August 7	B.C. Day: VCC closed
August 23	Last day of classes
August 24, 25,	Term-end Examinations
August 31	Last day of Summer Term

### FALL TERM — 1978

September 1, 1978	First day of Fall Term
September 4,	Labour Day: VCC closed
September 5, 6	Registration for Fall Term: day and evening classes 14:00 to 20:30 hours
September 7	First day of classes: day and evening
September 7, 8	COURSE CHANGE and LATE REGISTRATION PERIOD
September 29	Last day for REFUNDS



October 9	Thanksgiving Day: VCC closed
November 10	Last day for OFFICIAL WITHDRAWAL from courses
November 11	Remembrance Day
November 13	VCC closed
December 13	Last day for classes
December 14, 15	Term-end Examinations
December 25	Christmas Day: VCC closed
December 26	Boxing Day: VCC closed
December 31	Last day of Fall Term

#### **SPRING TERM — 1979**

January 1, 1979	First day of Spring Term: New Year's Day: VCC closed
January 2, 3	Registration for Spring Term: Day and evening classes 14:00 to 20:30
January 4	First day of classes: day and evening
January 4, 5	COURSE CHANGE and LATE REGISTRATION PERIOD
January 31	Last day for REFUNDS
March 9	Last day for OFFICIAL WITHDRAWAL from courses
April 13	Good Friday: VCC closed
April 16	Easter Monday: VCC closed
April 20	Last day of classes
April 23, 24	Term-end Examinations
April 30	Last day of Spring Term

#### **SUMMER TERM — 1979**

"a" Term — May 1 to June 30 — day classes only  
 "b" Term — July 1 to August 31 — day classes only.  
 "a-b" Term — May 1 to August 31 — day and evening classes

May 1, 1979	First day of Summer "a" Term
May 1, 2	Registration for courses taught "a" and "a-b" terms: 14:00 to 20:30 hours
May 3	First day of classes: day and evening
May 3, 4	COURSE CHANGE and LATE REGISTRATION PERIOD
May 21	Victoria Day: VCC closed
May 25	Last day for REFUNDS
June 1	Last day for OFFICIAL WITHDRAWAL from courses
June 21, 22	"a" Term Final Examinations "a-b" Term Mid-term Examinations

June 25 - June 29	Mid-term break
June 30	Last day of "a" Term
July 1	First day of "b" Term: Dominion Day
July 2	VCC closed
July 3	Registration for "b" Term: 10:00 - 12:00
July 4	First day of classes for "b" Term: day and evening
July 27	Last day for OFFICIAL WITHDRAWAL from "b" Term courses
July 27	Last day for REFUNDS for "b" Term courses
August 6	B.C. Day: VCC closed
August 22	Last day of classes
August 23, 24,	Term-end Examinations
August 31	Last day of Summer Term

---

### **General Information**

---

#### **FEES**

**Tuition Fees:** \$25.00 for each course (5 hrs/wk.)  
 (\$125.00 maximum per term)

**Late Registration Fee:** \$2.00

**Course Change Fee:** \$4.00

No course change fee will be charged to a student who may have been admitted to a course at an inappropriate level.

#### **Fee Refunds**

Refunds will be granted to students who withdraw from the College or from courses 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 Services fees.

#### **Scale of Refunds** (Fall and Winter)

Refunds are given on a graduated scale related to classes already given at beginning of term. Specific rates and dates are available during Registration.

**Note:** Students who withdraw from the College before the first day of instruction receive a full refund less a registration fee of \$2.

#### **Books and Supplies**

Students are responsible for obtaining their own textbooks and supplies. These are obtainable through the College Bookstore, Langara. A temporary Bookstore will operate at the King Edward Campus during the first week of classes and twice weekly thereafter.



### **Organization of Instruction**

Day instruction is normally scheduled on a three days-a-week per course basis at King Edward Campus.

Evening instruction is offered on a three nights-a-week basis. (Monday, Wednesday and Friday, or Tuesday, Thursday and Friday).

### **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, students must keep up-to-date in all assignments and classwork. Students are encouraged to make use of the facilities of the Learning Centre for extra help. The Learning Centre schedule is posted near the door to Room 205.

### **Examinations**

In order to receive course credit, students are required to write the final examination for each course taken. Students write their final examinations during their last class sessions.

**N.B.** Final responsibility for choice of program and/or courses rests with the student

### **Assessments and Documentation**

Students are expected to produce transcripts of their previous academic records before receiving their registration numbers. Those whose documents are unavailable will be requested to take the appropriate assessments.

In any event, students, whose previous marks in Mathematics and/or English are in the P - C range, are strongly advised to make use of the assessments. It is important to realize that the assessments are NOT examinations in the conventional sense. They are used to assist in making recommendations regarding course level placement so that students will have the necessary information to enrol in courses in which they will most likely meet with success.

### **Advance Credit or Transfer Credit**

Credit may be given on the basis of equivalent courses already completed or on the basis of work experiences in areas related to the student's program. Students seeking advance credit or transfer credit are expected to produce the necessary documents, e.g., transcripts of marks. Credit is granted for a maximum of six courses, in consultation with faculty advisors or the division chairman.

### **Instruction**

Instruction in most programs is based on a four-month term with classes either in the day or the evening. Each course requires attendance for five hours a week. Each term 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 grades earned by students are based on 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**

The Basic Education Program is equivalent to Basic Training for Skill Development (BTSD) Levels 1 and 2. This is a very flexible program capable of taking students from learning to read and write to the Grade 8 level in English and Mathematics. Students enter at any level of achievement and continue at their own rates until they achieve Grade 8 equivalency.

**Classes:** Monday and Wednesday, or Tuesday and Thursday evenings, or during the day. Students may enter this program at any time.

### **Introductory Program — To Grade 10 Equivalency**

The Introductory Program is equivalent to Basic Training for Skill Development (BTSD) Level 3. This program consists of five courses: two in English, two in Mathematics, and one in Science.

Students whose native language of instruction was not English may benefit from attending courses in English Language Training offered both day and evenings. For locations and days, see the Community Education Services advertisements in the Vancouver newspapers in September, January and March, or telephone 731-0408 or 731-0409.

### **College Foundations Program — To Grade 12 Equivalency**

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

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

**N.B.** 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.

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 work experience. Credit will be given for BTSD Level 4 courses. Credit to be granted will normally be decided before the student commences studies.

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 King Edward Campus and be given credit on successful completion.

Students who intend to enter another college or university on completion of a College Foundations Program should determine specific requirements of that institution and plan programs accordingly.

Five courses is a normal study load. Permission to enrol in six, or more, must be obtained in writing from the Dean of Instruction, or the Division Chairman 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 the Department Head.



### Withdrawals

Students officially withdrawing from courses must comply with the formal withdrawal procedure at the Student Services Office on or before the last day for course withdrawals. The last day for official withdrawal from courses in each term is listed on pages 11, 12 and 13 of the calendar.

### Community Colleges College Foundations Certificate (Grade XII equivalent)

To obtain a "Community Colleges College Foundations Certificate" students must complete applications at the Student Services Office no earlier than the term in which the last course is completed. A student is eligible for a certificate when the following program is completed:

a) English 071 and Canadian Viewpoints 081 and 091, or English 098 and 099

b) Four courses from:

Biology 083	Economics 094	Geology 095
Biology 093	Economics 095	History 094
Business	English 083	History 095
Communications 082	English 093	History 098
Chemistry 083	*French 083	Mathematics 083
Chemistry 093	*French 093	Mathematics 093
Consumer Law 082	Geography 094	Physics 083
Consumer	Geography 095	Physics 093
Finance 092	Geography 098	Typing 092

c) Six courses from:

Accounting 062	*German 061	Physics 061
Accounting 072	*German 071	Physics 071
Biology 061	Mathematics 061	Reading and Study
Biology 071	or 062	Skills 077 or 097
Chemistry 061	Mathematics 071	Shorthand 062
Chemistry 071	or 072	Shorthand 072
English 071	Marketing 062	*Spanish 061
French 061	Marketing 072	*Spanish 071
French 071	Music 097	Typing 062
		Typing 072
		Writing Skills 097

or courses from section (b) above, not already selected. A minimum of six courses must be completed at King Edward Campus.

\*Offered 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.

### Section Hours

The number of hours of lectures, seminars or tutorials, and laboratory work per week is shown following the course description. It is given as a series of three numbers. For example: 3:1:0 indicates that a course consists of 3 hours of lectures, 1 hour of seminars and 0 hours of laboratory work per week.

### Business Education

#### Accounting 062 and 072

Previously Bookkeeping 062 and 072  
(Bookkeeping 11)

Accounting 062 and 072 provide a thorough introduction to fundamental accounting principles and relate these principles to current practices.

Accounting 062 includes analysis of transactions, double-entry accounting, formal journalizing and posting, preparation of financial statements and subsidiary ledger accounting, and the synoptic journal. This course also includes the operation of the 10-key adding machine by the touch method.

Prerequisite: English 051 or equivalent.

(2:1:2)

Accounting 072 includes the five-journal system, cash and banking activities, payroll accounting, adjustments to financial statements and completion of the accounting cycle.

Prerequisite: Accounting 062.

(2:1:2)



### **Business Communication 082**

(Office Procedures 12, half course)

This course helps train students in all phases of business communication: speaking, listening, reading, writing. Practice is given in English usage: vocabulary, spelling, punctuation, correct use of capitalization, abbreviations, and in the composing and typing of simple business letters. A review of letter styles, combined with different types of business letters; e.g., sales, credit, employment, claims, etc., is included.

Correct and effective use of the telephone, administrative and reception duties are also covered.

Prerequisite: English 071 or equivalent and Typing 072. (2:1:2)

### **Consumer Finance 092**

(General Business 12, half course)

This course is an introduction to personal money management, finance and investment. The course takes a practical approach to such topics as "Money Management", "Borrowing", "Mortgages", "Insurance Schemes", "Savings and Investments."

Prerequisite: English 051 or equivalent. (4:1:0)

### **Consumer Law 082**

(General Business 12, half course)

This course provides an introduction of a practical, personal nature to the framework of Canadian Law as it affects Canadians as citizens and consumers. Topics to be considered: "Understanding Our Legal System," "Legal Rights of Others," "Civil Rights," "Making Legal Agreements," "Employer-Employee Relations", "Landlord-Tenant Relations."

Prerequisite: English 051 or equivalent. (4:1:0)

### **Marketing 062 and 072**

(Marketing 11)

These courses offer a practical range of knowledge and experiences in marketing, which is the process of moving goods from the producer to the consumer.

Marketing 062 is an introductory course with emphasis on retailing. Topics include careers in marketing, types of business organizations, advertising, selling, and market research.

Prerequisite: English 051 or equivalent. (4:1:0)

Marketing 072 develops in greater depth some of the topics studied in Marketing 062, as well as other topics, such as consumer psychology, human relations, product planning and promotion, and international marketing.

Prerequisite: English 051 or equivalent and Marketing 062. (4:1:0)

### **Shorthand 062 and 072**

(Shorthand 11)

Shorthand 062: A beginner's course in Pitman's Shorterhand, this course covers the first fourteen chapters of the text. Shorterhand is a simplified and modified version of the classic Pitman's system enabling the student to achieve, in a much shorter time than formerly, a high level of speed in writing and transcription skills. Typing is not a prerequisite for this course, but would be advantageous for transcription purposes.

Prerequisite: English 071 or equivalent. (2:1:2)

Shorthand 072: This course completes the final fourteen chapters of the Pitman's Shorterhand text. At the completion of the course students should be capable of taking dictation on familiar material at 80 words per minute and transcribing this material quickly and accurately. Typing is not a prerequisite for this course, but would be advantageous for transcription purposes.

Prerequisite: English 071 or equivalent and Shorthand 062. (2:1:2)

### **Typing 062 and 072**

(Typing 11)

Typing 062: This is a beginning course in touch-typing. Students learn to identify typewriter parts, type sizes and styles. They use effective typewriting techniques, perform drill keyboard operations and type and centre material horizontally and vertically. A typing speed of at least 25 correct words per minute must be attained before a student may proceed to Typing 072.

Prerequisite: English 051 or equivalent. (2:1:2)

Typing 072: In this intermediate course in touch-typing, students learn to identify and select paper and envelopes and to type tabulation tables, business letters and envelopes. A typing speed of at least 35 correct words per minute must be attained before a student may proceed to Typing 092.

Prerequisite: English 051 or equivalent and Typing 062. (2:1:2)

### **Typing 092**

(Office Procedures 12, half course)

This is an advanced course in typing. Students learn to set up and type business reports, book manuscripts, minutes of meetings, agendas, letters of application and résumés. A review of open and ruled tables, letters, memoranda and invoices is also included. A typing speed of at least 45 correct words per minute must be attained to pass the course.

Prerequisite: English 071 or equivalent and Typing 072. (2:1:2)



## English

### 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.

### English 041 and 051

(English 9 and 10)

These courses are designed to improve and develop communications: oral, reading and 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: English 031 or its equivalent.

(4:1:0)

### English 071

This course, designed to prepare students for Canadian Viewpoints 081 and 091, is primarily a composition course in which students progress from writing paragraphs to planning and writing short essays. Particular attention is given to each student's individual writing problems. Students develop critical reading and editorial skills through combining writing tasks with reading and discussing short stories, a novel and/or a play.

Prerequisite: English 051 or its equivalent.

(4:1:0)

### Canadian Viewpoints 081 and 091

(English 12 and Social Studies 11)

Using a Canadian focus, these 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 071 or its equivalent.

(4:1:0)

### English 082 and 092

These courses in Communications English concentrate on the oral and written work necessary for improving the students' ability to operate in the working world. These courses cover reading, business and report writing skills, etc. They are part of BTSD level 4.

Prerequisite: English 051 or its equivalent.

(4:1:0)

### English 083

(Literature 12, half course)

This course is structured in one of two ways:

1. A survey in chronological sequence of the major figures of English Literature from Anglo-Saxon times to the Pre-Romantic Period.

2. A thematically structured course in which literature from various periods is arranged under separate themes. These themes may vary from one term 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.

The course attempts to give students some idea of our cultural heritage so that they can better understand themselves and our society. Students are helped to develop the skills which are needed to read, to understand, to discuss, and to appreciate the literature of times other than our own.

Prerequisite: English 071 or its equivalent.

(4:1:0)

### English 093

(Literature 12, half course)

This course is structured in one of two ways:

1. A survey in chronological sequence of the major figures of English literature from the Romantic Period to the Modern Age.
2. A thematically structured course in which literature from various periods is arranged under different themes. These themes may vary from one term to another and from one instructor to another. Stress is laid on interpreting each literary selection and seeing the relationship between selections coming under a particular theme.

Prerequisite: English 071 or its equivalent.

(4:1:0)

### English 098 and 099

(Equivalent, for credit purposes, to Canadian Viewpoints 081 and 091)

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 below the level required for 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-five hours each week; a minimum of two hours daily is spent on assignments. Evening classes are given two evenings a week, each class lasting four hours. Students in the evening classes are required to enrol in English 098 during the first term, and in English 099 during a subsequent term. Enrol in January, May, and September.

(Day: 20:5:0) (Evening: 8:2:0)

### Reading and Study Skills 077

An individualized course, Reading and Study Skills 077 is designed to help the students, whose reading ability is weak, to practise and develop the skills necessary for efficient reading and studying. Lecture is limited; most of the five hours per week are spent working in the laboratory.

Prerequisite: A desire to improve one's reading and a score of 79 or lower on the Gates-MacGinitie Reading Assessment.

(1:0:4)



## Reading and Study Skills 097

This course helps the student who can read reasonably well to become efficient in all reading and study areas. The student learns a variety of methods of dealing with printed material, as well as some basic skills in reading/writing work. Attention is given to speed as well.

Prerequisite: A score of 80 or higher on the Gates-MacGinitie Reading Assessment, or completion of Reading and Study Skills 077. (1:0:4)

**Please note:** Students **do not** have to take both Reading and Study Skills 077 and 097. Credit is granted for one or the other, not both.

## Writing Skills 097

Writing Skills 097 is designed to give students confidence in writing through practice and encouragement. The course, based on individual attention, provides opportunities for students to correct writing faults and to improve written expression. (1:0:4)

---

## Mathematics

---

### Mathematics 031

(Basic Education)

Whole numbers, fractions, decimals, percentages, graphs to the Grade 8 level. (4:1:0)

### Mathematics 041

(Mathematics 9 and 10)

This is an introductory course in both academic and general mathematics which is designed to provide students with a review of arithmetic. Because a modern and adult approach is used, this course is a good foundation for introductory algebra. It includes working with decimals, common fractions, percentage, ratio, and proportion, elements of geometry, and elementary algebra. Simple word problems are practised throughout the course. Students who have had difficulty in mathematics, and those who have not taken mathematics, and those who have not taken mathematics beyond Grade 10 and who have been out of school for five or more years, should consider this course.

Prerequisite: Mathematics 031 or its equivalent. (4:1:0)

### Mathematics 051

(Mathematics 9 and 10)

This course follows Mathematics 041 and is required before a student proceeds to Mathematics 061. The course is in two parts. The first is a modern approach to introductory algebra which includes operations involving polynomials. The second part is an introduction to basic geometry which includes geometric constructions and designs and an introduction to deductive reasoning.

Prerequisite: Mathematics 041 or its equivalent. (4:1:0)

### Mathematics 061 and 071

(Mathematics 11)

These are introductory and intermediate courses in modern algebra which include factoring; systems of equations and graphs; inequalities; fractional expressions and equations; quadratic equations; polynomials and functions; exponents; powers and roots; and exponential and logarithmic functions.

Prerequisite: Mathematics 051 or its equivalent. (4:1:0)

### Mathematics 062 and 072

(Mathematics 11)

These are general mathematics courses which begin by reviewing the basic principles of arithmetic. Content includes the metric system, percent, basic probability and statistics, business formulae and equations, compound interest, amortization, and a review of perimeter, area, and volume. The emphasis is on producing a more educated consumer. These are recommended courses for those who wish to meet the credit requirements for Grade XII equivalency without emphasis in mathematics, and for those who wish to prepare for the G.E.D. tests. Students intending to take the two-year accounting program at Langara will find these are excellent background courses to supplement their academic mathematics.

Prerequisite: Mathematics 041 or its equivalent. (4:1:0)

### Mathematics 082 and 092

Similar to the old Mathematics 91 course, Mathematics 082 and 092 provide the prerequisites for such courses as Electronics, Building Construction, etc. The following concepts are covered in these courses: basic algebra, algebraic 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.

These courses are part of BTSD Level 4.

Prerequisite: Mathematics 041 or its equivalent. (4:1:0)

### Mathematics 083 and 093

(Mathematics 12)

These are intensive advanced courses at the secondary level. Mathematics 083 deals with analytic geometry; exponential and logarithmic equations; geometric and arithmetic progressions; binomial expansion; polynomial functions; systems of equations; and an introduction to matrices and determinants.

Prerequisite: Mathematics 071 or Mathematics 11. (4:1:0)

Mathematics 093 deals with trigonometry from basic principles to problems involving sum and product identities; sine and cosine laws; areas of triangles; circular functions; vectors and complex numbers; and an introduction to the calculus. (4:1:0)



## Mathematics 084 and 094

The following concepts are covered in these courses: arithmetic, geometric and harmonic series; ratio, proportion and variation; binomial expansions; permutations and combinations; probability; simple business mathematics; simple operations and percentages.

These courses are part of BTSD Level 4.

Prerequisite: Mathematics 041 or its equivalents.

(4:1:0)

---

## Modern Languages

---

### French 061 and 071

(French 11)

These intensive beginning courses in French enable the student to attain the minimum requirements in French for the Adult Secondary Certificate and the Community Colleges College Foundations Certificate. Classwork stresses development of reading, writing and speaking skills with particular emphasis on oral fluency. Equivalent to French 115 and 215 at Langara.

(3:1:1)

### French 083 and 093

(French 12)

Advanced courses in French at the College Foundations level.

Prerequisite: French 071 or French 11 equivalent.

No longer being offered at King Edward Campus. For credit enrol in French 117 and 217 at Langara.

(3:0:1)

### German 061 and 071

(German 11)

Intermediate courses in College Foundations German which complete the minimum language requirements for the Secondary Certificate of the Ministry of Education.

These courses are not offered at King Edward Campus. Students wishing to obtain credit for German 061-071 must register in German 115 and 215 at Langara.

(3:0:1)

### Spanish 061 and 071

(Spanish 11)

Intermediate courses in College Foundations Spanish which complete the minimum language requirements for the Secondary Certificate of the Ministry of Education.

These courses are not offered at King Edward Campus. Students wishing to obtain credit for Spanish 061 - 071 must register in Spanish 115 and 215 at Langara.

(3:0:1)

---

## Music

---

### Music 097

This intensive course deals with the rudiments of music. It includes some ear training, and study of notation, keys, scales, intervals, transposition, time, rhythm, musical terms, the fundamentals of harmonic and melodic composition. It is a College Foundations credit course which fulfills, also, the entrance requirement for Music 103 of the VCC Music Program. Students gain fluency in the basics of music. There is no prerequisite.

(4:1:0)

---

## Physical and Life Sciences

---

The goal of the Science Department is to provide the adult learner with an environment in which to explore the approaches and principles of modern science. Our approach is to guide the student in learning concepts and techniques which can be used as tools in our complex world. We emphasize the scientific method and logical thinking, rather than the memorization of "facts", which all too often are soon forgotten or become obsolete. We believe that science should be used for the enhancement of human beings, and that learning science plays an important role in understanding ourselves, nature, and our relationships to nature. Thus, the instructors look upon themselves as leaders of, and facilitators for, adults who take responsibility for their own education.

### Science 051

(Science 10)

This is an introductory science course primarily designed to acquaint the student with the basic concepts of the scientific method. This involves the use of factual material to arrive at logical conclusions rather than memorization without understanding. The course is partially individualized so that students often work at their own speed. Topics of current interest from four sciences: geology, physics, chemistry and biology are studied. These include: continental drift, nuclear physics, energy, ecology and genetic engineering.

No prerequisite.

(2:1:2)



### Biology 061

(Half of Biology 11)

This is an introductory course with an emphasis on human ecology. Studies include the principles of energy flow; population dynamics; and community structure. These principles are applied in the exploration of terrestrial, aquatic, microbial and human ecology. Topics include ecological inventories, diseases, human population problems and the ecology of cities. (Field trips are an important aspect of the course.) (2:1:2)

### Biology 071

(Half of Biology 11)

This course is an introduction to evolution and organism diversity. The unifying theme of evolution is used to emphasize adaptations of plants and animals to their environments. Topics include; origin of species; animal behaviour; human evolution; plant identification; parasitology; animal dissection and sociobiology. (Field Trips are taken to familiarize students with local flora and fauna). (2:1:2)

Biology 061 and 071 can be taken together or in either order; however, it is suggested that Biology 061 be taken first.

### Biology 083

(Half of Biology 12)

Cellular Biology and Genetics:

Biology 083 is a study of the chemical basis of life. This includes energy processes, metabolic control, cell division and inheritance. Topics of interest are genetic engineering, nutrition, cancer, human genetics and the discussion of Nobel Prize-winning discoveries. (2:1:2)

### Biology 093

(Half of Biology 12)

Physiology and Anatomy:

This course is primarily a study of human anatomy and physiology. Medical aspects of organ physiology are stressed. We strive to relate our academic studies of human structures and functions to our own bodies. Some topics we explore are: the menstrual cycle and birth control; brain and mind; why we cannot drink sea water; what happens to our meals; and hormones in plants. (2:1:2)

Biology 083 and 093 are directed toward those students who are interested in a more detailed study of organisms, especially human, at the cell and organ level. The courses emphasize laboratory work.

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

Biology 083 and 093 can be taken together or in either order; however, it is suggested that Biology 083 be taken first.

### Chemistry 061 and 071

(Chemistry 11)

This is a general introduction to fundamental concepts and nomenclature. Topics include: stoichiometry and chemical calculations; atomic structure and the periodic tables; the chemical bond; properties of gases and solutions; properties of acids and bases; a brief introduction to organic and nuclear chemistry.

Prerequisite: Mathematics 061, or its equivalent, must be taken either before or concurrent with Chemistry 061.

Chemistry 061 and 071 may be taken concurrently. (2:1:2)

### Chemistry 083

(Half of Chemistry 12)

This is a study of atomic structure and chemical periodicity; the chemical bond; inter-molecular forces; molecular structure and reactivity; energy and chemical reactions.

Prerequisite: Chemistry 071 or its equivalent. (2:1:2)

### Chemistry 093

(Half of Chemistry 12)

This is a study of chemical kinetics; chemical equilibrium; properties of acids and bases; oxidation and reduction reactions; electro-chemistry and the chemistry of the halogens.

Prerequisite: Chemistry 071 or its equivalent. (2:1:2)

Chemistry 083 and 093 can be taken together or in either order; however, it is recommended that Chemistry 083 be taken first.

### Geology 095

(Half of Geology 12)

This course is an introduction to the study of the earth's processes — volcanism; earthquakes; continental drift; plate tectonics; and much more. Also included is an introduction to minerals, where they are found, their economic importance, and to mining. Field trips to mines, museums and special outcrop areas are arranged as frequently as weather and time allow. (2:1:2)

It is recommended that students enrol concurrently in Geography 094. For Geology 12 credit, completion of Geography 094 and Geology 095 is required.



## Physics 061 and 071

(Physics 11)

These are introductory physics courses designed to acquaint students with fundamental principles and experimental laws in classical and modern physics. Physics 061 (classical physics) topics include: measurement; mechanics and heat. (2:1:2)

Physics 071 (modern physics) topics include: electricity; magnetism; light; atomic and nuclear physics. (2:1:2)

Physics 061 and 071 can be taken together or in either order.

Prerequisite: Mathematics 061, or its equivalent, must be taken either before or concurrent with Physics 061 or Physics 071.

## Physics 083 and 093

(Physics 12)

These are intermediate level courses directed towards students who are interested in a more detailed study of physics.

Physics 083 (classical physics) topics include: kinematics; dynamics; statics and heat. (2:1:2)

Physics 093 (modern physics) topics include: electricity; magnetism; electromagnetic radiation; electronics; atomic and nuclear physics. (2:1:2)

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

Prerequisites: Physics 061 and Physics 071, Mathematics 061 and Mathematics 071 or their equivalents.

---

## Social Sciences

---

English 051 or its equivalent is the prerequisite for all Social Science courses.

### ECONOMICS

Every individual and every society lives in an 'economic' world, a world in which people can't have everything they want. Each person, business, and society must choose between one thing or another, what is wanted more than something else, must decide what to use up and what to save, what to do and what to make, and what to trade for what. Economics is the study of how people of every society organize a system by which they can produce and distribute the goods and services desired.

Economics 094, 095 may be taken concurrently.

#### Economics 094

(Economics 11 — half)

##### THE ECONOMIC FABRIC OF SOCIETY

In this introductory course, the economic fabric of society is examined to develop understanding of some basic economic concepts. A historical approach is used to develop several major strands of the 'economic fabric': 'The Economic Problem of Every Society' ('Happiness is Different Things to Different People' or "How People Get What They Want"); 'The Emergence of the Market Society'; 'The Economic Impact of the Industrial Revolution'; 'Ups and Downs — The Great Depression'; 'Different Systems of Economic Organization — Comparative Economic Systems'. (4:1:0)

#### Economics 095

(Economics 11 — half)

##### 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 and situations.

Some major themes to be examined are: 'Production, Income and Employment'; 'Prices and Markets'; 'Inflation'; 'Distribution'; 'Is Big Brother Just Watching?' (Government's Role in the Economy). (4:1:0)

### GEOGRAPHY

Geography aims at developing understanding about the characteristics of places on the earth. In this way it is concerned with the spatial arrangements and associations of phenomena (things and events) that distinguish one place from another and also with the connections and movements between places. The face of the earth is made up of many different kinds of features. All are results of ongoing processes or sequences of changes. The physical, natural processes changing the face of the earth are examined in PHYSICAL GEOGRAPHY. The



face of the earth is also transformed through the various human activities, so that economic, social, political processes are examined systematically in some forms of HUMAN GEOGRAPHY.

Geography 094, 095, 098 may be taken in any order or concurrently.

### Geography 094

Physical Geography (Geography 12 — half)

An analysis of the physical, natural processes which shape the physical environment we live in. Emphasis will be placed on the atmospheric environment (weather and climate), bio-geography (soils and vegetation), geomorphology (landforms and landform changes).

(4:1:0)

### Geography 095

Human Geography (Geography 12 — half)

This course examines how human activities bring about a changing face of the earth. Emphasis will be placed on the spatial perception and organization of our world and how different components of human culture relate to interactions with the environment.

(4:1:0)

### Geography 098

Urban Geography (Geography 12 — half)

A geographic approach is used to examine certain aspects of an increasingly urbanized world. Some of the topics included are: "What is the City?"; "City Origins"; "The Character of Cities"; "The City People"; "All is not well" (urban problems); "Dividing the Pie" (urban policy and planning). The urban setting of Vancouver will serve as a course learning environment.

(4:1:0)

## HISTORY

History as a discipline deals with the interpretations, the creation of pictures, and the construction of patterns, out of remembered and recorded events and things of past times and various places.

History 094, 095, 098 may be taken in any order or concurrently.

### History 094

(History 12 — half)

A study of the origins of the modern world from the American, French and Industrial Revolutions to 1900. The course focuses on the great political, social, and economic changes that led to the development of nationalism, democracy, imperialism, the beginnings of socialism, and the emergence of the modern industrial society.

(4:1:0)

### History 095

(History 12 — half)

A study of the history of the 20th Century. Beginning with World War I and the Russian Revolution, the growth of fascism and communism are examined. The course also deals with World War II, aspects of diplomacy and Cold War politics, the emergence of the Third World, and the significance and role of the United Nations.

(4:1:0)

### History 098

(History 12 — half)

#### THE ORIENTAL HERITAGE AND ASIA TODAY

A historical study of the oriental cultural heritage (religions, social traditions, values), especially the contributions of China and India. Also, some events of the history of modern India, China and Japan are examined.

(4:1:0)

Although History 094, 095, 098 may be taken concurrently, the student is encouraged to enrol in History 094 first.

**N.B.** Flexibility exists within the Social Sciences Department for students to undertake alternative approaches to learning.

Students, for whom the normally scheduled class sessions represent limits rather than opportunities, are encouraged to discuss alternative learning approaches with the Social Sciences Department Head.



---

## COMMUNICATIONS ARTS DIVISION

---

### ***English Language Training***

The English Language Training programs are designed for those who wish to learn English as a second or additional language. Classes are offered at the Beginner, Intermediate, and Advanced levels, unless otherwise noted, and give practice in listening, speaking, reading and writing English. Students are assigned to appropriate levels in the programs after assessments.

All students entering a program for the first time must show proof of landed immigrant or Canadian citizenship status.

#### **PROGRAMS AT THE KING EDWARD CAMPUS**

##### **1. Full-Time — Manpower-Sponsored Classes**

The purpose of these classes is to give students enough English so that they can find employment. Classes are offered five days a week, six hours a day, at the Beginner and Intermediate level only. Intake is monthly, as space permits, and maximum length of the program is twenty weeks. Students seeking admission should apply to their nearest Canada Employment and Immigration Commission Office.

##### **2. Half-Time**

The purpose of the classes is to give students enough English so that they can enter vocational, academic or technical post-secondary programs or so that they can up-grade their communication skills in general. Classes are offered in the mornings and afternoons, five days a week, three hours a day and at nights, four evenings a week, three hours per evening. Registration is every second month — (January, March, May, July, September and November). Fees for a two-month session are \$30.00. Students seeking admission require an assessment and should come to the King Edward Campus not less than one week before the registration date. The English Language Assessment office is open as follows;

Days	Monday to Friday	12:00 to 14:30 hours
Evenings	Monday to Thursday	17:00 to 19:30 hours

##### **3. Improve Your Pronunciation**

These classes are intended for Intermediate and Advanced students who are reasonably fluent in English, but who wish to improve their pronunciation skills. Classes are offered both days and evenings, either two times or four times a week. Fees are \$10 or \$20 for a two-month session, depending on the number of class hours per week. Registration is through the English Language Training Assessment office; days and hours as above.

##### **4. English 059**

This course is designed for students at the post-advanced level of English language fluency who will be entering English 098-099. (See



page 21 for further details about the latter courses.) Daytime classes are held five days a week, five hours per day for two months. The fee is \$62.50. Evening classes are held two nights per week, five hours per night for four months. The fee is \$50.00. Each session of English 059, whether in the daytime or in the evening, consists of four hours of instruction plus one hour of tutorial. Students must be assessed well in advance of registration, so they should apply to the English Language Training Assessment office at their earliest convenience.

### **EXTENSION PROGRAMS**

#### **1. Evening Classes**

These classes are offered at the Beginner, Intermediate and Lower Advanced levels so that students can up-grade their communication skills in listening, speaking, reading and writing English. In addition, many special needs courses are offered from time to time. Classes are held at John Oliver, Vancouver Technical and King George Secondary Schools and at the Britannia Community Services Centre. Classes meet either two or four evenings a week, two and one-half hours per evening. Register at the centre on the first night of class in January, April, or September. Fees vary in relation to the number of class hours per week and the length of term.

#### **2. Saturday Morning Classes**

Classes at the Beginner and Intermediate levels are held at the Vancouver Vocational Institute on Saturday mornings. Each class session lasts three hours. Register at V.V.I. on the first day of class in January, April and September. Fees vary slightly, according to the length of term.

#### **3. Neighbourhood English Classes**

These classes are designed for women who wish to learn in an informal setting how to communicate more effectively in English. Classes are held in the daytime, two days a week, two hours per day, at a variety of locations throughout the city. Free child care for pre-schoolers is provided during the class at most locations to enable mothers to attend. Register at the centre on the first day of class in January, April, and September. Fees vary slightly according to the length of term.

#### **4. School Canadiana**

Classes are for Chinese-speaking adults at the Beginner and Lower Intermediate levels of English language proficiency. Classes are held at the Strathcona School Annex, 500 East Pender Street, either five mornings a week, two hours per morning, or two evenings a week, two and one-half hours per evening. Registration is every second month in January, March, May, July, September and November. Fees for a two-month session are \$20 for the daytime classes, \$10 for the evening classes.

FOR FURTHER INFORMATION ON ANY OF THE ABOVE ENGLISH LANGUAGE TRAINING CLASSES, PLEASE PHONE 731-4614

---

## **MUSIC**

### **Career Training In Music**

---

#### **Music Program**

The two-year Music Diploma Program is designed to provide:

- (a) professional training for potential and practicing musicians;
- (b) necessary courses of instruction for performance-oriented students who may wish to pursue their studies at a more advanced level following the completion of the college program;
- (c) advanced courses of study, with an emphasis on performance, to talented music students, who may or may not have a strong academic background;
- (d) specialized training in individual courses for part-time students (space permitting).

The program is designed for post-secondary music students who require a specialized career training program in music performance and related fields. In addition to the performance orientation, most courses are transferrable to university music programs for those students who wish to further their academic training. Members of the faculty include some of Canada's best-known musicians. They bring to the students professional training combined with years of professional experience. They assist students in becoming involved in the professional music community. Students are encouraged to participate in public and educational performances.

#### **Spring Festival of Music**

In addition to the regular weekly performances by students and faculty, the College presents an annual Spring Festival of Music. This festival provides a public showcase for both students and faculty at the end of each academic year.

More detailed information about the Music Program is available from the Music Department's brochure. This can be obtained by writing to the Music Department, King Edward Campus or by telephoning 324-5265 or 731-4614.



---

## TRAINING AND DEVELOPMENT DIVISION

---

### ***Basic Training for Skill Development (BTSD) Levels 1, 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 student should be 18 years of age, or older, or out of school for at least one year.

#### **Fees:**

\$30.00 per month. Canada Employment may sponsor eligible students. A non-refundable Student Services Fee is charged each term.

#### **Enrolment:**

##### **Continual enrolment as space permits.**

Contact your local Canada Employment (Manpower) Centre or a King Edward Campus Counsellor.

#### **Program Content:**

##### **BTSD Level 1 — to Grade 6 Equivalency**

Students who are eligible for Manpower sponsorship but who are not ready for BTSD Level 2 can be designated as BTSD Level 1 and be incorporated in the Basic Education program (see page 15).

##### **BTSD 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 BTSD Level 4. The program is individualized, which means that students start at levels based on their present academic skills and move through the program at rates best suited to them.

**Communications:** Students are 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. Students are 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 vocabulary and listening skills.

**Mathematics:** The course covers fundamentals of arithmetic and business mathematics. For students going on to Level 4, there are options in statistics, informal geometry, integers and rationals, basic algebra and problem solving.

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



**Length of Program:**

The program may last for six weeks or six months, depending on the student's level at entry and his rate of progress.

**BTSD Level 4 — to Grade 12 Equivalency**

The program in vocationally oriented 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 correct word usage, effective sentence structure and paragraphing, with further emphasis on report and precis writing, oral communication, business correspondence, and job applications. Book reviews and a research paper are required. Students are expected to analyze critically various types of written material.

**Mathematics:** Practice in basic skills in fundamental operations with whole numbers, fractions, decimals, and percentages is followed by basic algebra. The student then selects, on the basis of vocational goals, either the technically oriented or business-oriented mathematics option.

**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 course provides an introduction to these areas of general biology; the cell, human biology, basic ecology. In addition, the student selects from several options.

**Physics:** This basic course in physics provides preparation for entering technical programs. Traditional concepts as well as an introduction to Einstein's Theory of Relativity are presented.

**Length of Program and Enrolment Dates:**

Five-month program with monthly enrolment as space permits.

**Additional Courses:**

The BTSD Department offers two additional voluntary courses to students already enrolled.

**Career Planning:** This is a 30-hour course designed to help the student choose a career and get a job.

**St. John Ambulance First Aid:** A 20-hour course, with a final examination, for those students requiring a Standard First Aid (Adult) Certificate.

---

**Programs On Deafness**

---

**1. VOCATIONAL ORIENTATION FOR THE HEARING IMPAIRED****Objectives**

This program is designed to give the hearing impaired (moderately or severely hard of hearing, or profoundly deaf) the basic educational assistance required for gaining admission to further vocational and/or academic training, or for finding employment.

**Program Content**

Classes and individual instruction are available from the literacy level to the Grade XII level in Communications Skills, English, Mathematics, Science and Life Skills. Social and Vocational counselling are provided. Tutorial and interpreter services are available. Oral/aural and manual systems of communication are used according to the needs of the student.

**Length of Program**

Registration, as a rule, takes place during the first week of September. Individuals may be admitted to the class at other times if places are available. The initial two months of the program is an assessment-orientation period. Further upgrading is then provided according to the needs of the student.

**How to Apply**

Contact Programs on Deafness, Vancouver Community College, King Edward Campus. Telephone 731-4614, local 39, or for the Hearing Impaired (amplifier and/or TTY) 731-3716.

For possible financial sponsorship, contact your local Canada Manpower office or Aid to the Handicapped, 6th floor, Broadway Centre, 805 West Broadway, Vancouver, B.C. Telephone 873-4251.

For assistance in locating accommodation and for counselling, contact the Western Institute for the Deaf, 2125 West 7th Avenue, Vancouver, B.C., V6K 1X9. Telephone 736-7391.

**2. TRAINING FOR INTERPRETERS OF SIGN LANGUAGE OF THE DEAF AND FOR PARA-PROFESSIONAL WORK WITH THE DEAF****1. Introduction to Interpreting****Objectives**

This program prepares the student for interpreting from Sign Language to English and from English to Sign Language in a variety of informal situations.

**Program Content**

Included in the program are courses in Finger Spelling and Sign Language, English Analysis, Basic Interpreting Skills, Laboratory and Informal Practice, and Ethics of Interpreting.

**Length of Program**

Registration takes place during the first week after Labour Day. The class meets for six hours per day, five days a week, for four months.

**Prerequisites**

Preferably Grade XII and some knowledge of the deaf and/or Sign Language.



## **2. Advanced Interpreting**

### **Objectives**

This program prepares the student for interpreting from Sign Language to English and from English to Sign Language, various forms, in formal situations such as educational, medical, legal, and social settings.

### **Program Content**

Included are courses in Sign Language Systems, Applied English, the World of the Deaf, Laboratory and Formal Practica, and Ethics of Interpreting.

### **Length of Program**

Registration takes place during the week following New Year's day. The class meets for six hours a day, five days a week, for three months.

### **Prerequisites**

Successful completion of 'Introduction to Interpreting' or its equivalent.

## **3. Para-professional Worker with the Deaf**

### **Objectives**

This program prepares the student for serving as a para-professional with the Hearing Impaired in educational, social service and business settings.

### **Program Content**

Included are courses in Education for the Deaf, Social Service for the Hearing Impaired, Practica in Para-professional Work with the Hearing Impaired, Practica in Para-professional Work with the Hearing Impaired, Ethics of Para-professional Work with the Hearing Impaired.

### **Length of Program**

Registration takes place during the first week of April. The class meets for six hours a day, five days a week, for three months.

### **Prerequisites**

Successful completion of 'Advanced Interpreting' or its equivalent.

## **3. ENGLISH FOR THE HEARING IMPAIRED**

### **Objectives**

This part-time program for the deaf and hard-of-hearing offers individualized instruction to meet the need of the student.

### **Program Content**

Included are courses in Spelling, Sentence Structure, Paragraph Development, Essay and Report Writing, Vocabulary and Reading Comprehension.

## **4. SIGN LANGUAGE CLASSES**

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

### **Program Content**

Level 1 covers fingerspelling and approximately 400 conventional signs.

Level 2 is an intermediate course which covers 600 conventional signs beyond 'Level 1'.

Level 3 is an advanced course which covers 1,000 signs and idioms beyond 'Level 2'.

### **Length of Program**

Each of the above classes meets for two hours per week for fourteen weeks. Registration takes place during the first class session. These occur during the second week of May, September and January.

---

## **Vocation Planning and Work Readiness**

---

### **BASIC JOB READINESS TRAINING (BJRT)**

#### **Location**

Classes are held at King Edward Campus and in off-campus locations as required.

#### **Objectives**

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

#### **Program Content**

Basic Education: as preparation for further training, reading, writing, oral communication and arithmetic are given primary emphasis.

Life Skills Training: various program elements designed to aid the participant in coping effectively with problems encountered in everyday life and work experience including 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 is arranged with each client. Experiences range from observing to actually working on the job.

Job Orientation: some basic occupational skills of value in subsequent employment or training are developed through individual and group activities. These include physical activation, craft opportunities and workshop 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" are an important part of the program.

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

#### **Enrolment**

Intake: August, October, January and March.

Contact your local Canada Employment Counsellor, or counsellors at K.E.C.



## BTSD OUTREACH CENTRES

Britannia Community Centre — BTSD Level 2-3  
1161 Napier — Telephone 253-4391

### Content

Individualized learning environment stressing academic skills to the Grade 10 level, and basic life skills and job search techniques.

### Enrolment

Referral through a Canada Employment Centre. Fee-paying spaces available.

BTSD/BJRT Youth — BTSD Level 1 to 3 and BJRT  
Main Street at 20th Avenue (215 East 20th Avenue) = Telephone 873-2711

### Content

Learning environment structured to the needs of top teens (ages 17 and up), stressing life skills and job readiness skills, communications, mathematics and science to the Grade 10 level with the intent of facilitating early re-entry into the educational system with clear vocational goals or direct entry into employment.

### Target Group

Youth aged 17 or over, ready for an academic upgrading program but who are not equipped to enter an existing institutional program.

### Enrolment

Through community agencies working with you.

Through a Canada Employment Centre.

Fee-paying spaces also available (Fees: \$30.00 per month)

## COMMUNITY AND FAMILY AIDE (CFA)

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 — for example; English Language Training, Intermediate Level II.

### 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:** 13 weeks

**Enrolment dates:** April, September, January

**Course costs:** Basic \$30.00 per month plus text books and materials, approximately \$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 test and day-to-day evaluation of practical work.

**Training Procedure:** Theory, demonstrations and practice in the classroom, supplemented by field trips, films and visiting speakers.

### 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.

## EMPLOYMENT ORIENTATION FOR WOMEN (E.O.W.)

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 joining the work force for the first time, or returning 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. 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, if offered.

#### **Length of Program and Enrolment Dates**

Nine weeks, daily — 08:30 to 16:00 hours, starting April, September, November, February.

#### **Fees and Financial Assistance**

There are some openings for fee-paying students. However, the majority of students are placed in the program by Canada Employment.

Fees are \$67.50 plus approximately \$10.00 for books, supplies and field trips.

### **HOMEMAKER**

#### **Objectives**

To provide broad spectrum, job requirement depth, practical training which will enable graduates;

- to work, at a "safe" level of competence and under minimal supervision, as certified Homemakers, in positions of trust and responsibility in a range of institutions and in a wide variety of households;
- to facilitate the relief, stability and well-being of individuals and the cohesiveness of family in periods of stress, emergency and continuing burden.

#### **Content**

Human behaviour in normal and stress situations;  
Homemaker's relationship with individuals and the family;  
Human growth and development;  
Communications: oral, written and non-verbal;  
Health and hygiene supervision;  
Home nursing and personal care;  
First aid;  
Home management;  
Household and personal safety;  
Nutrition, diet and food management;  
Community orientation and awareness;

#### **Training Procedures**

Conventional classroom instructional techniques supplemented by participative training sessions in community health and rehabilitation agencies and institutions — plus monitored and/or supervised practicum assignments in homes with dissimilar problems and required services.

### **Requirements for Admission**

**Education:** Grade 10 or a satisfactory equivalent in terms of education and experience. Persons who have raised families would be expected to have this equivalency.

**General:** Ability to communicate in both written and spoken English. Ability to accept a flexible schedule of working hours. Good general health compatible with housework and the care of children. Maturity, responsibility, dependability and discretion. Ability to work with others in the health care team.

**Length of Course:** 13 weeks.

**Starting Dates:** January, April, September

**Fees:** \$30.00 per month;  
3.20 Student Services  
5.00 texts, etc.  
16.00 uniform or smock (approx.)

**Enrolment:** Through Canada Employment. Fee-paying spaces are available.

### **PHARMACY ASSISTANT PROGRAM**

#### **Objective**

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 a Pharmacist and be more capable of anticipating needs.

#### **Content**

Prescriptions: Unidrug System: Preparations: Pharmaceutical Mathematics: Stock Control: Customer Relations.

#### **Training Procedure**

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

#### **Length of Course**

Three months commencing April, September and January.

#### **Fees**

\$90.00 for the three months' course, plus \$3.20 student fee.

#### **Entrance Requirements**

Grade XII or equivalent  
Facility in arithmetic  
Ability to communicate effectively in English  
Typing desirable  
Good health  
Ability to stand throughout a full working day  
Must be bondable  
Good colour discrimination



---

## ADMINISTRATORS

---

Pankratz, H. E.	Principal
Brown, J. D.	Dean of Administrative & Student Services
Cunningham, R. F.	Dean of Instruction

---

## DIVISION CHAIRMEN

---

Casey, E. C.	Training and Development Division
Fussell, R. C. H.	College Foundations Division
Meyer, R.	Communications Arts Division

---

## COUNSELLORS

---

Fornelli, F.	Department Head
Greenall, D.	
Herridge, E. L.	
Husband, J. D. T.	
Nelson, G.	
Neville, D.	

---

## INSTRUCTORS & LIBRARIANS

---

Code:   ● Department Head  
          ■ Assistant Department Head  
          ▲ Coordinator

Adamson, G.	English Language Training
Alton, S.	Canadian Viewpoints
Andersen, C.	English Language Training
Andersen, J.	English Language Training
Anderson, M.	English Language Training
Anderson, T.	BJRT / Learning Centre
Andrews, A.	English, History, Canadian Viewpoints
Antonelli, V.	Reading & Study Skills, Writing Skills
Armstrong, G.	Basic Education (leave of absence)
Aspinall, J.	English Language Training



Atkins, E. Atkinov, B.	English 099 English Language Training
Babalos, H. Baker, R. Ballin, P. Barbour, R. Battell, E. ● Behnke, W. Behnke, R. Benetti, J. Bennett, M. Berghofer, M. ▲ Bigsby, K. Blackwell, M. ● Bottlinger, W. ■ Bowers, B. Bragg, R. Bremness, W. Brockett, B. ■ Brown, D. Brown, M. Burn, P.	English Language Training English Language Training Biology English Language Training Basic Education Social Sciences Mathematics English Language Training English 099 English Language Training Basic Training for Skill Development English Language Training Programs on Deafness English Language Training English English Language Training English Language Training English Language Training Basic Training for Skill Development English Language Training
● Cameron, B. Caulfield, B. Chan-Henry, E. Cheung, S. Chin, F. Chow, M. Clark, B. Cockell, J. Collins, N. Copley, J. Cornish, J. Cunningham, H.	Basic Education English Language Training Chemistry English Language Training English Language Training English Language Training Basic Training for Skill Development Mathematics English Language Training English Language Training Homemaker English Language Training
Darville, R. Davenport, K. DeLost, J. Der, L. Dion, J. Dooley, N. Dosanjh, R. Dykstra, C.	Basic Education Bookkeeping, Typing Basic Education English Language Training English Language Training English Language Training English Language Training English Language Training
Engineer, S. Erickson, K. Essig, J. Evans, G.	History English Language Training English Pronunciation English Language Training

Fahrni, N. Fast, M. Findlay, A. ▲ Flack, G. Fox, B. Francottie, K. Friedman, H. Funk, J.	English Language Training English Language Training English Language Training English Language Training English Language Training BTSD/BJRT Youth English Language Training Biology
Gaitanakis, J. Gardiner, E. Giacomelli, E. Gibbard, R. Gibson, J. ▲ Godfrey, J. Gordon, G. Gould, L. Gleadow, J. Gracey, K. Griffith, J.	English Language Training English 099 English Language Training Basic Training for Skill Development English Language Training English Language Training English Language Training Basic Education English Language Training English Language Training Consumer Law, Consumer Finance
Hanscom, M. Hermanson, W. Higgs, A. Hillier, C. Hinkle, A. Ho, J. Hole, R. Hougham, E. Hsu, C. Hutchings, W. Hwang, M.	English Language Training English Language Training Programs on Deafness Basic Training for Skill Development English Language Training English Language Training English Language Training Basic Training for Skill Development English Language Training English Language Training Mathematics
Irving, R.	English Language Training
Jibodh, C. Johal, B. Johnson, W. Johnstone, J. Jones, D.	English Language Training Basic Training for Skill Development Reading & Study Skills, Writing Skills Chemistry English Language Training
Kaplan, S. Kellett, M. Kellough, C. ● Kellough, C. Kelly, G. ▲ Kennedy, P. Khosla, V. King, C. Kirby, L. Kirshner, D. Kolsteren, I. Kwas, O.	English Language Training English Language Training Mathematics English Learning Centre English Language Training English Language Training English Language Training Leave of Absence Mathematics Employment Orientation for Women Pharmacy Assistant



Landis, J.	Mathematics
LaRosa, P.	Basic Job Readiness Training, Outreach
Laylin, J.	English Language Training
Lear, P.	Basic Training for Skill Development
Lenaghan, J.	Reading & Study Skills
Leroux, R.	English Language Training
Ling, S.	English Language Training
Little, B.	Basic Training for Skill Development
Little, M.	Basic Training for Skill Development
● Littleboy, P.	Basic Training for Skill Development
Lo, Y.	English Language Training
Lohse, K.	Librarian
Low, G.	English Language Training
● Lowe, B.	Business Education
Lysakowski, B.	Basic Training for Skill Development
MacDonald, E.	English Language Training
MacFarlane, J.	English Language Training
MacKinlay, K.	English Language Training
● MacLeod, E.	Mathematics
MacNab, J.	BTSD Outreach
Macstoddard, K.	English Language Training
Maglaque, P.	Basic Education
Malo, L.	French, Economics
Marzo-Villa, V.	English Language Training
McGee, D.	English Language Training
McIntosh, S.	English Language Training
McLaren, G.	English Language Training
McMichael, B.	English Language Training
McNairn, B.	English Language Training
Meyer, R.	Geography, Science
Mickelson, J.	English Language Training
Milligan, L.	English Language Training
Millway, C.	English Language Training
● Morelli, N.	English Language Training
Morison, S.	English Language Training
Morris, J.	Typing
Nierobisch, C.	English Language Training
Norris, P.	English Language Training
▲ Norris, P.	English Language Training
Oastler, J.	English Language Training
Ofield, R.	Programs on Deafness
Olsen, C.	English Language Training
Onstad, C.	Basic Education
▲ Owen, S.	Basic Training for Skill Development
Owen, T.	Physics, Biology
Paone, D.	English Language Training
● Pawelchak, G.	(Acting), Science

Pedersen, G.	English Language Training
Perkinson, J.	English Language Training
Pendleton, F.	English Language Training
Petersen, T.	English Language Training
Pinzaronne, S.	English Language Training
Pletcher, A.	Reading & Study Skills, Writing Skills
▲ Pletcher, B.	BJRT Outreach
Porter, R.	Basic Job Readiness Training
Powell, L.	
Quinn, T.	English Language Training
Rand, D.	Mathematics
Reaburn, R.	English Language Training
Read, N.	English Language Training
Reardon, P.	English Language Training
Reid, G.	Canadian Viewpoints, English, Music
▲ Richards, B.	English 099
Richardson, D.	Basic Education
Richardson, M.	English Language Training
Rike, J.	English
Rix, E.	Basic Education
Robinson, F.	Basic Education
Rothschild, D.	English Language Training
Salzmann, H.	English Language Training
Sawkins, M.	English Language Training
Scholefield, S.	English Language Training
Schwarz, B.	English
▲ Selman, M.	English Language Training
Shaw, G.	English, Canadian Viewpoints
Sinclair, V.	English Language Training
Smith, D.	English Language Training
Smith, J.	English Language Training
Soga, L.	English Language Training
Soltis, E.	English Language Training
Stannard, S.	English Language Training
▲ Stusiak, A.	English Language Training
Sung, A.	Librarian
Szasz, M.	Basic Education
Tai, S.	Basic Training for Skill Development
Tennant, S.	English Language Training
Thomas, J.	Basic Training for Skill Development
Thompson, D.	Canadian Viewpoints, English
Thompson, M.	English Language Training
Thomson, L.	English Language Training
Tio, K.	Mathematics
Tobber, N.	Geology
Tsang, E.	Biology
Tully, C.	English Language Training
● Turpin, H.	Vocation Planning and Work Readiness



Verbeek, I.

English Language Training

Waddington, M.

Basic Education

Watson, B.

English Language Training

Watson, R.

English 099

Westwick, G.

English Language Training

Whalley, T.

English Language Training

Wilkinson, J.

English Language Training

Williams, E.

English Language Training

Willson, A.

English Language Training

Wilson, R.

Basic Training for Skill Development

Wilson, W.

Mathematics

Winckler, E.

Community & Family Aide

Wolverton, P.

Employment Orientation for Women

Woodworth, S.

English Language Training

Wright, B.

English Language Training

Wu, J.

English Language Training

Wyman, E.

English Language Training

Yee, S.

English Language Training

Yeung, K.

English Language Training

Yildiz, N.

English Language Training

Yip, A.

English Language Training

Yip, M.

English Language Training

Yip, P.

Basic Training for Skill Development

Yoneda, S.

English Language Training

Young, M.

English Language Training

---

## PROGRAM ASSISTANTS

---

Alton, S.

Business Education, English, Social  
Sciences

Burnett, J.

Employment Orientation for Women /BJRT

Donaldson, W.

English Language Training

Green, G.

Audio Visual

Griffin, G.

Learning Centre

Mohabir, J.

Physics

Nielsen, A.

Programs on Deafness

Perkinson, R.

Audio Visual

Smith, T.

Music

Williams, S.

English Language Training

---

## SUPPORT STAFF

---

Baker, S.

Receiver

Brooks, B.

Library

Chichak, V.

Student Records

Girvan, S.

Student Records

Griffith, M.

Assistant Office Manager

Hemphill, S.

Principal's Secretary

Kennedy, T.

Library

Lambert, J.

Library

Larsen, L.

Cashier

Lawley, K.

Records

Lew, W.

Counselling

Lowe, C.

Duplicating

Monroy, V.

Counselling

Moxey, R.

Student Records

Murdock, L.

Payroll Records

Puchach, D.

Library

Rice, F.

Student Records

Ryan, J.

Typist

Sharma, A.

Switchboard

Shelley, R.

Administrative Clerk

Slatter, H.

Division Chairmen's Secretary

Vine, G.

Duplicating

Waechter, F.

Cashier

Wilson, L.

Mail Clerk

---

## MUSIC FACULTY

---

### Full-time:

Domer, J.

Department Head, Oboe, Conducting,  
Wind Ensemble

Callon, J.

Theory, Composition

Hamm, J.

Voice, Vocal Repertoire, Lyric Diction

Robbins, D. T.

Jazz and Commercial Music, Trombone

### Part-time and Sessional:

Barnett, S.

Trumpet

Boyle, G.

Percussion

Clausen, B.

Guitar

Crossland, H.

Flute

Docherty, I.

Music Journalism

Domer, J.

History



Douglas, P.	Flute
Ehling, M.	Piano, Class Piano
Friedman, K.	Double Bass
G'Froerer, B.	French Horn, Ensemble Coach
Gill, E.	Percussion, Keyboard
Guthman, G.	Trumpet
Hampton, I.	Cello
Knispel, D.	Percussion, Rhythm Studies
MacPherson, F.	Saxophone
Martens, J.	Accompanist
Pauk, A.	New Music Ensemble
Poskitt, J.	Keyboard
Quarin, D.	Saxophone
Rodriquez, C.	Popular Voice
Rudolf, K.	Flute
Stenson, H.	History, Music in Canada, Coach
Sneddon, C.	Improvisation, Piano, Trumpet
Thompson, D.	English
Washburn, J.	Choir, Vocal Musicianship, Early Music
Young, A.	Vocal Musicianship (on leave 77/78)

---

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

---

King Edward Campus has been designated as the Vancouver G.E.D. testing centre. You may prepare for these tests by enrolling in certain College Foundations courses. For more information contact one of our counsellors.