

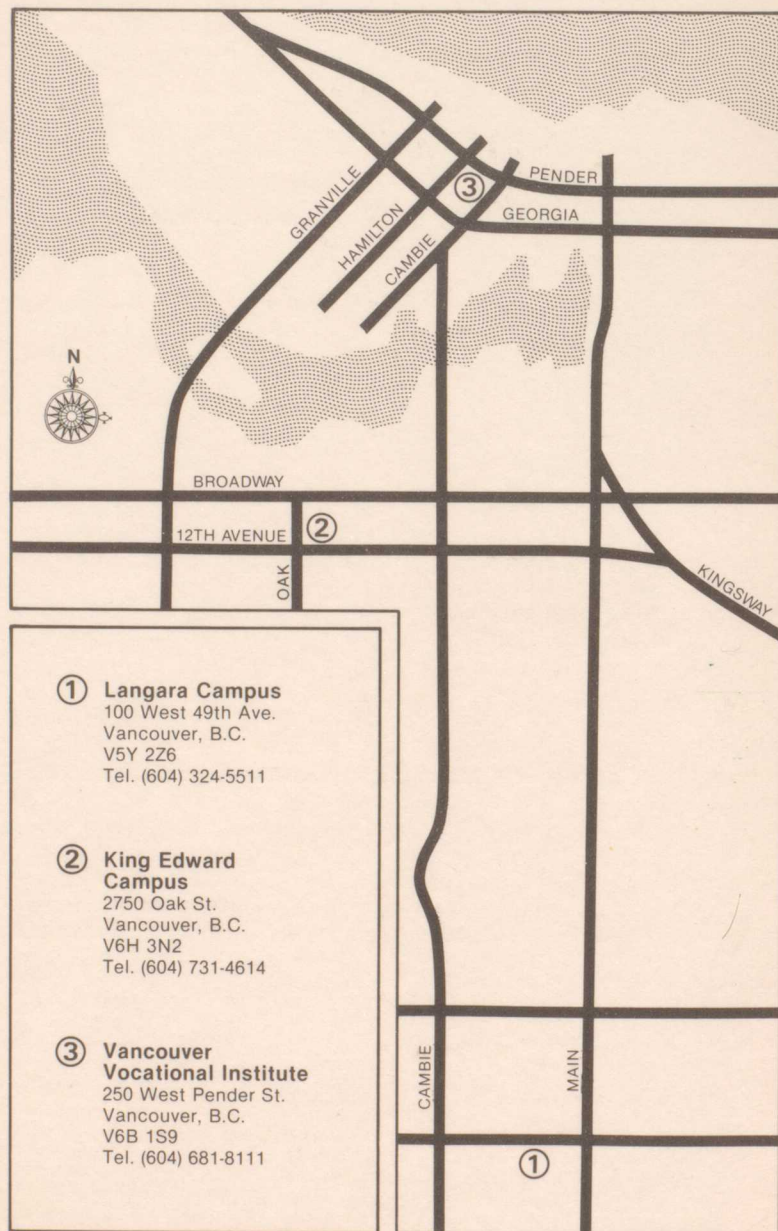
VANCOUVER COMMUNITY COLLEGE

1980/81

vcc

King Edward Campus

PRINCIPAL LOCATIONS OF VANCOUVER COMMUNITY COLLEGE



Vancouver Community College offers educational opportunities at more than 30 outreach centres throughout the city.

WELCOME



Welcome to Vancouver Community College. Vancouver Community College serves its students through three main campuses, Langara Campus, Vancouver Vocational Institute, and King Edward Campus, as well as several smaller centres throughout the City of Vancouver. Our most recent student count exceeded 19,000; in fact, nearly one in four B.C. post-secondary non-university students is a Vancouver Community College student.

The College Board, central administration, campus administration, faculty and support staff exist for the single purpose of providing all students of the College with the best quality of education and training permitted by our resources.

You may be taking a program leading to employment or further education upon graduation, or a course designed to upgrade your job skills or enhance the quality of your life; whatever your goals, it is our job to help you achieve them. We are proud of the success of our graduates but are constantly looking for ways to improve our courses, programs and services. A total college evaluation was completed last year and action plans developed to address its findings.

In discharging our responsibility to you, as a student, we must also take into account our responsibility to all taxpayers. Fees cover a very small part of the total operating costs of the college; the bulk of costs is covered by those funds raised through taxes. To ensure the wise and productive expenditure of these funds, we are going to ask and expect from you a serious commitment to your studies. The best efforts of our faculty will be without purpose unless they are matched by such a commitment from you.

I wish you a productive and pleasant association with Vancouver Community College.

A.S. Manera
College Principal
Vancouver Community College

ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

College Board

J. Baker
W. Brown
E. W. Dean
N. Divinsky
V. Giles
E. Jarvis
T. Marxreiter
J. C. M. Scott
B. Sleight

College Executive Officers

A. S. Manera, College Principal, Vancouver Community College
K. M. Fleming, Bursar and Director of Administrative Services, Vancouver Community College
Dr. J. J. Denholm, Campus Principal, Langara Campus
H. E. Pankratz, Campus Principal, King Edward Campus
J. L. McInnis, Campus Principal, Vancouver Vocational Institute
A. H. Glenesk, Director, Continuing Education
C. R. Carter, Director, College Resources

King Edward Campus
2750 Oak Street
Vancouver, B.C. V6H 3N2
Tel. (604) 731-4614

A BRIEF HISTORY

VANCOUVER COMMUNITY COLLEGE, formerly Vancouver City College, was established in 1965 by bringing together the Vancouver Vocational Institute (1949), the Vancouver School of Art (1929), the Vancouver School Board's Night School Program (1909) and the King Edward Senior Matriculation and Continuing Education Centre (1962).

Growing with startling speed, the King Edward Centre proved so inadequate to contain the requirements of the academic areas that a new campus was built at Langara and opened in October of 1970. However, the old King Edward site was not vacant for long; it soon housed the fifth division of the College — the Special Programs Division, now King Edward Campus.

VANCOUVER COMMUNITY COLLEGE is unique in many ways. Besides being the oldest community college in Canada and the second largest post-secondary institution in B.C., it offers many programs not available elsewhere. To name a few: Art in Merchandising, Power and Process Engineering, and Interpreters for the Deaf.

A College Council was established as the governing body in December of 1970. Administrative services were provided by the Vancouver School Board until the Spring of 1973, when the College agreed to separate from the Vancouver School Board and established its own Regional Offices which began to function November 18, 1974.

In accordance with the provisions of the College and Provincial Institutes Act, Vancouver Community College was designated by Order-in-Council November 24, 1978. This gave the College a corporate life separate from the School Board, permitting the College Board to authorize land holdings, borrowings and other activities attendant to a corporation.

The College Board, which oversees the affairs of the College, is comprised of members appointed by the Vancouver, Burnaby and Richmond School Boards and by the Provincial Lieutenant Governor in Council.

KING EDWARD CAMPUS

King Edward Campus was created in 1970 to consolidate a variety of programs which had been located previously at a number of different locations. As well as administering on-site programs, K.E.C. is responsible for classes at more than 30 centres throughout Vancouver.

A unique variety of programs is provided by K.E.C., located at 2750 Oak Street, for a unique clientele. K.E.C. caters to adults of all ages and ethnic and educational backgrounds. Primarily, adults requiring preparatory courses — courses leading to other training or up-grading basic skills to enter or re-enter the work force — are accommodated.

King Edward Campus consists of three instructional divisions — College Foundations, Communication Arts, and Training and Development. At present, more than 5,000 full-time and part-time students are enrolled in classes, which are held Monday to Friday between 08:00 and 22:00 hours.

LANGARA CAMPUS

Langara is one of the most intensively used education facilities in B.C. On a normal weekday 6,500 people from throughout the Lower Mainland use the campus.

Located at 100 West 49th Avenue, Langara Campus held its first classes in October 1970. The four-storey instructional building, which surrounds a large quadrangle, houses lecture theatres, conference rooms, multi-use classrooms, study and seminar rooms, science laboratories and technical-vocational workrooms and studios for the cultural and performing arts. Covered walkways connect with the library and the gymnasium.

Langara Campus offers a broad curriculum designed to serve the needs of most individuals who wish post-secondary education. Through fall and spring terms it enrolls regularly 5,000 students — 4,000 in arts and science programs (first and second year) and 1,000 in 23 career programs of specific occupational orientation. The academic year is divided into three terms of four months each. Any two terms of enrollment constitute an academic year.

VANCOUVER VOCATIONAL INSTITUTE

The Vancouver Vocational Institute specializes in the preparation of students to enter or up-grade their careers in business, industry and service occupations. It was first opened in 1949 in response to a growing awareness of the need for realistic technical and vocational training.

Classes operate on a six-hour, five-day week and twelve-month year basis. In response to the heavy demand for training, some programs are offered on an extended day basis in day, evening and weekend classes. Twenty of its programs are unique in British Columbia.

Growth in the V.V.I., located at 250 West Pender Street, has been evident in all areas of the operation. Through the years it has grown considerably and changed to meet public demand. New programs have been added to meet new employment demands; and courses are constantly being revised and expanded to meet the continuous changes in business and industry. In most of the 90 courses offered, content is primarily one-third theory and two-thirds practical experience.

CONTINUING EDUCATION

The adult continuing education arm of the College offers the public a large variety of learning experiences. The Continuing Education program includes over 300 short-term courses for part-time students. It features several major instructional areas: a Business Administration up-grading program, Vocational and Technical courses, as well as general interest courses.

Continuing Education annually enrolls approximately 20,000 part-time students. Courses are held at three evening centres — Langara Campus, Vancouver Vocational Institute and Hamber. Langara Campus is foremost in the College offerings of general interest courses. In addition, courses for any kind of short-term instruction are operated throughout the city.

The Fall program of Continuing Education begins early September; the Winter term, early January, the Spring term, early April and the Summer term, mid-June.

COLLEGE PROGRAMS

KING EDWARD CAMPUS • basic job readiness training • basic training for skill development • college foundations • employment orientation for women • English language training • homemaker • introductory homemaker/institutional aide • music • pharmacy assistant • programs of deafness • vocational orientation for youth

LANGARA CAMPUS • accounting • business management • data processing • finance & investment • marketing & sales • realty appraisal • court reporter • criminal justice • early childhood education • food services technician • library technician • nursing • recreation leadership • teacher assistant • welfare aide • small business • art in merchandising • fine arts • journalism • photography technician • theatre arts • arts & science • general education

VANCOUVER VOCATIONAL INSTITUTE • accounting • auto body repair • auto mechanics • baking — industrial • baking options • barbering • bookkeeping • building construction • clerk typist • cooking — Chinese cuisine • cooking — short order • cook training • data entry operator • dental assistant — dental assistant upgrade • dental technician/mechanic apprentice — dental technician/mechanic pre-apprentice • diesel mechanics • drafting — architectural & mechanical • drafting — architectural & structural • drafting — steel design detailer • electricity & industrial electronics • electro-mechanics I (basic) • electro-mechanics II (advanced) • electronics technician • hairdressing • hairdressing apprenticeship • hospital clerical worker • industrial records & first aid • legal stenographer • machinist • manicuring & facials • medical office assistant • medical transcriptionist • merchandising • nursing aide • nursing orderly • power & process engineering • power engineering — power engineer's certificate • power sewing — production • practical nursing • printing production • shoe repair • tv and radio technician • waiter/waitress • welding • welding up-grade • welding midnight

CONTINUING EDUCATION • accounting • business administration (general) • communications • managerial supervision • marketing/management • personnel management • sales management • small business management • vocational art • movement & visual arts • commercial art & general interest courses — i.e. afro jazz, dancercise, body conditioning • belly dancing • calligraphy • freelance writing • guitar • home canning & freezing • public speaking for the terrified • summer school of languages • photography • tennis • yoga • and many more

Vancouver Community College

KING EDWARD CAMPUS CALENDAR 1980 - 1981

May 19, 1980 (1980 05 19)	Victoria Day	No Classes — VCC Closed
July 1, 1980 (1980 07 01)	Dominion Day	No Classes — VCC Closed
August 4, 1980 (1980 08 04)	B.C. Day	No Classes — VCC Closed
September 1, 1980 (1980 09 01)	Labour Day	No Classes — VCC Closed
October 13, 1980 (1980 10 13)	Thanksgiving Day	No Classes — VCC Closed
November 11, 1980 (1980 11 11)	Remembrance Day	No Classes — VCC Closed
December 25, 1980 (1980 12 25)	Christmas Day	No Classes — VCC Closed
December 26, 1980 (1980 12 26)	Boxing Day	No Classes — VCC Closed
January 1, 1981 (1981 01 01)	New Year's Day	No Classes — VCC Closed
March 27, 1981 (1981 03 27)	Good Friday	No Classes — VCC Closed
March 30, 1981 (1981 03 30)	Easter Monday	No Classes — VCC Closed
May 18, 1981 (1981 05 18)	Victoria Day	No Classes — VCC Closed
July 1, 1981 (1981 07 01)	Dominion Day	No Classes — VCC Closed
August 3, 1981 (1981 08 03)	B.C. Day	No Classes — VCC 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

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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 prerequisite 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 institutional aides, homemakers, interpreters of sign language for the deaf or pharmacy assistants; or
- j) wish to study music.

Basic Qualifications

Day students should be 18 years of age or older; or have been out of school at least one full year. Evening students must be above legal 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 must be 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 Campus Principal, or his delegate, shall decide upon the availability of such courses and programs to senior citizens on a fee exempt basis.

Student Government

The Student Council is elected annually and provides a variety of services for the student body which include student insurance, photo I.D. cards, book-mart, social functions, etc. The Student Society functions independently from the College. It is a society registered under the Societies Act. Copies of the constitution are available on request from Student Records in the Administration Building or at the Student Society Office.

Student Society Fee

All students pay a non-refundable Student Society fee for each four months attendance.

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.

Students who wish to obtain partial tuition refunds must produce fee receipts, or duplicates of them, when withdrawing.

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 the 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	DISTINGUISHED ACHIEVEMENT
---	---------------------------

	The student has performed in a singularly outstanding manner, consistently, in examination, reports, and class participation.
--	---

B	SUPERIOR ACHIEVEMENT
---	----------------------

	The student has exhibited consistent mastery of the course.
--	---

C+	AVERAGE ACHIEVEMENT
----	---------------------

	The student has performed 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 has demonstrated 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.
--	---

W	OFFICIAL WITHDRAWAL
---	---------------------

I	INCOMPLETE
---	------------

	The student has failed or has unofficially withdrawn.
--	---

S	SATISFACTORY
---	--------------

	Credit granted.
--	-----------------

U	UNSATISFACTORY
---	----------------

	No credit granted.
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For certain courses in the College Foundations and the Music programs, S and U grades only 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 reassessment must be accompanied by a fee of \$5.00 for each course for which reassessment 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 or 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 1980-81 the following designated certificate programs will be offered by the College at King Edward Campus:

Basic Education Skills Training
Basic Job Readiness Training

Basic Training for Skills Development
College Foundations (Adult Secondary Equivalent)
Employment Orientation for Women
English Language Training
Homemaker
Introductory Homemaker and Institutional Aide
Pharmacy Assistant
Programs on Deafness
Vocational Orientation for Youth

A certificate is awarded on completion of a prescribed program.

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 1980-81 King Edward Campus will offer the Fine Arts (Music) Diploma, the requirements are listed following the program description on page 33.

THE COORDINATED STUDIES DIPLOMA

A student successfully completing a prescribed one-year certificate program of studies, and 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 — 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 credit 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

The following services are available on campus to assist students in completing their educational objectives.

Counselling Services

King Edward Campus provides a confidential, professional counselling service for present and prospective students who wish to reassess 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. The following services are available through the Counselling Department.

- choosing a career,
- developing personal goals,
- exploring aptitudes and interests,
- discussing assessment results,
- educational planning,
- learning problems.

HOURS

09:30 - 19:30 hours Monday to Thursday
09:30 - 16:00 hours Friday

Information Centre

The Information Centre, operated by the Counselling Department, is located opposite Student Records in the Administration Building. The Centre is open to students and the community Monday to Friday. The telephone number is 738-7314 or 731-4614 Loc. 59. It can assist with educational and career planning by making the following material available:

- Calendars from all Canadian universities, institutes and colleges;
- Brochures on B.C. post-secondary programs, in particular Vancouver Vocational Institute, Langara Campus and British Columbia Institute of Technology;
- Outlines on all King Edward Campus courses;
- Literature on careers and occupations from Canadian employers and professional associations;
- Careers B.C./Canada pamphlets;
- Information on continuing education and community services;
- Tape/slide presentations on the various programs offered at King Edward Campus, Vancouver Vocational Institute, and Langara Campus.

HOURS

09:00 - 20:00 hours Monday to Thursday

09:00 - 17:00 hours Friday

Program Planning and Course Changing

Students accept full responsibility for final choice of courses. A student who finds that a course or program is unsuitable, or who wishes to add, drop or change a course, should make contact with Admissions at the front counter in the Administration Building. Program planning can be done in consultation with a counsellor.

Assessments

Academic assessments in reading, writing and mathematics are available through the Admissions Department, the Counselling Department or a faculty advisor. The assessments are not tests, but rather are designed to help prospective students determine the appropriate placement level in a course or program. Assessment results may be used in lieu of school transcripts for admission to courses or programs that have special prerequisites.

Agency Liaison

The Counselling Department maintains close liaison with public and private agencies which sponsor students including Canada Employment and the Ministry of Human Resources.

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 four 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. Obtain application forms at the Information Centre.

B.C. Financial Assistance

B.C. Financial Assistance offers loans/grants 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 1980-81 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 grants 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. See the Financial Aid Officer for an application.

B.C. Youth Foundation

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

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 10th, 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.

KEC Learning Centres

What?

King Edward Campus operates two learning centres staffed by experienced and well qualified tutors and teachers who help students with academic subjects like mathematics and chemistry as well as writing, grammar and reading.

Tutors can also help students with computer programs, help with forms like Income Tax or work on effective study habits and with memory. Tutoring is free of charge.

Where?

At King Edward Campus, the Learning Centre is located in rooms 310, 312 and 314 on the main floor of the Administration Building. This Centre is open from 09:00 hours to 22:00 hours, Monday through Thursday and from 09:00 hours to 17:00 hours on Friday. The Learning Centre at Mount Pleasant (225 West 8th Avenue) is located on the third floor and is open from 08:30 hours to 16:30 hours, Monday through Friday.

How?

Help is available on a first-come, first-served basis. A student needing assistance should come to the Centre with some work; and a tutor will be able to give assistance - usually within ten minutes. The Learning Centre is a good place to study or to do assignments. Schedules of tutors' hours are posted around 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;
- Health 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 of prescription eyeglasses;
- Preventive treatment and health counselling by a medical health officer; and,
- 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.

I.E.P.A.

"Individualized Educational Programs for Adults" offers diagnosis and remedial help for King Edward Campus students who have learning disabilities.

Students who need help, remain enrolled in their regular classes and receive extra help two or three times a week.

For more information, students should consult with their instructors.

THE LIBRARY/RESOURCE CENTRE LOCATION

The library is located in room 224 in the Administration Building. It is open from 08:00 to 21:00 hours, Monday through Thursday, and from 08:00 to 18:00 hours on Friday.

SCOPE

Materials on all subjects taught at KEC, plus a small recreational section, can be found there. Information can be found in books, magazines, newspapers, pamphlets, pictures, films, filmstrips, audio tapes, etc.

Trained staff are on duty at all times. If material required by a student is not here on campus, the staff will try to obtain it from another library. A full list of all items in the collection is available. Regular orientation sessions are held for new students, but the staff will be happy to help at any time.

AUDIO LABORATORY

The audio lab is a special area set aside for practice in improving language skills such as comprehension, pronunciation and spelling. It is mainly used by those wishing to improve their English skills; but some French materials are available as well.

Off-Campus Locations

Library support services are available to all off-campus students and instructors.

Small permanent collections are maintained at the Mount Pleasant Centre, 225 West 8th Avenue, and at Britannia Library Learning Centre, 1661 Napier Street.

COLLEGE FOUNDATIONS DIVISION

Dates are subject to change without notice.

SUMMER TERM - 1980

"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, 1980	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 5	First day of classes: day and evening
May 5-6	Course Change and Late Registration Period
May 19	Victoria Day: VCC closed
May 23	Last day for Refunds
May 30	Last day for Official Withdrawal from courses
June 19, 20	"a" Term Final Examinations "a+b" Mid-Term Examinations
June 23-27	Student mid-term break
June 30	Last day of "a" Term
July 1	First day of "b" Term: Dominion Day, VCC closed
July 2	Registration for "b" Term: 10:00 to 12:00 hours
July 3	First day of classes for "b" Term: day and evening
July 25	Last day for Refunds for "b" Term courses
July 25	Last day for Official Withdrawal from "b" Term courses
August 4	B.C. Day: VCC closed
August 20	Last day of classes
August 21, 22	Term-end Examinations
August 31	Last day of Summer Term
FALL TERM - 1980	
September 1	First day of Fall Term, Labour Day: VCC closed
September 2, 3	Registration for Fall Term: day and evening classes 14:00 to 20:30 hours
September 4, 5	Course Change and Late Registration Period
September 5	First day of classes: day and evening
September 28	Last day for Refunds
October 13	Thanksgiving Day: VCC closed
November 9	Last day for Official Withdrawal from courses
November 11	Remembrance Day: VCC closed
December 13	Last day of classes
December 16, 17	Term-end Examinations
December 25	Christmas Day: VCC closed
December 26	Boxing Day: VCC closed
December 31	Last day of Fall Term

SPRING TERM - 1981

January 1	First day of Spring Term: New Year's Day: VCC closed
January 5,6	Registration for Spring Term: day and evening classes 14:00 to 20:30 hours
January 7	First day of classes: day and evening
January 7,8,9	Course Change and Late Registration Period
January 30	Last day for Refunds
March 14	Last day for Official Withdrawal from courses
March 27	Good Friday: VCC closed
March 30	Easter Monday: VCC closed
April 22	Last day of classes
April 23,24	Term-end Examinations
April 30	Last day of Spring Term

SUMMER TERM - 1981

"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	First day of Summer "a" Term
May 4,5	Registration for courses taught "a" and "a+b" terms: 14:00 to 20:30 hours
May 6	First day of classes: day and evening
May 6,7	Course Change and Late Registration Period
May 18	Victoria Day: VCC closed
May 29	Last day for Refunds
June 5	Last day for Official Withdrawal from courses
June 22,23	"a" Term Final Examinations "a+b" Term Mid-term Examinations
June 24-30	Student mid-term break
June 30	Last day of "a" Term
July 1	First day of "b" Term: Dominion Day: VCC closed
July 2	Registration for "b" Term: 10:00 to 12:00
July 3	First day of classes for "b" Term: day and evening classes
July 31	Last day for Official Withdrawal from "b" Term courses
August 1	Last day for Refunds for "b" Term courses
August 3	B.C. Day: VCC closed
August 19	Last day of classes
August 20,21	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 qualify 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 \$2.00.

Books and Supplies

Students are responsible for obtaining their own textbooks and supplies. These are obtainable through the College Bookstore, Langara Campus. 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 314.

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.

Note: 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 students' 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 provides instruction in English and mathematics to the grade eight level. This is a very flexible program capable of taking students from the beginning stages of reading, writing and arithmetic to a grade eight equivalency in English and mathematics. Students are placed in classes according to their skill levels, from where they progress at their own rate. Small classes allow for much individual attention. The mathematics classes use a tutorial approach to accommodate the needs of students with varying abilities.

Basic Education students do not pass or fail, they progress from class to class as they feel ready with the guidance of their instructors. Upon completing the program successfully, a student may enter programs requiring grade eight equivalency in English and/or mathematics.

Students in Basic Education require fluency in spoken English.

Classes: Day: Monday to Friday

Evening: English on Mondays and Wednesdays

Mathematics on Tuesdays and Thursdays.

Students may enter this program mid-term whenever space is available. English and mathematics may be taken separately.

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 evening. For locations and days, see pages 30-33.

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 12 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.

Note: 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 appropriate 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 and 12 of this calendar.

Community Colleges College Foundations Certificate (Grade 12 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 or 099

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

c) Six courses from:
 Accounting 062
 Accounting 072
 Biology 061
 Biology 071
 Chemistry 061
 Chemistry 071
 English 071
 French 061
 French 071
 *German 061
 *German 071
 Mathematics 061 or 062
 Mathematics 071 or 072
 Marketing 062
 Marketing 072
 Music 097
 Physics 061
 Physics 071
 Reading and Study Skills 077 or 097
 Shorthand 062
 Shorthand 072
 *Spanish 061
 *Spanish 071
 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.

Note: Not all courses are offered every term.

COURSE DESCRIPTIONS

Nearly all courses are now designated by a three-digit number. The numbering system of the courses differs from the secondary school equivalents which are shown in parenthesis immediately below the course titles and numbers.

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. (2:1:2)

Prerequisite: English 051 or equivalent.

Accounting 072 includes the five-journal system, cash and banking activities, payroll accounting, adjustments to financial statements, and completion of the accounting cycle. (2:1:2)

Prerequisite: Accounting 062.

Business Communications 082

(Office Procedures 12, half course)

This course helps train students in all phases of business communication: speaking, listening, reading, writing. A review of letter styles, combined with different types of business letters, e.g., sales and credit, etc., is included. Correct and effective use of the telephone, administrative and reception duties are also covered.

Students learn the techniques of responding to interviewers, using a confident approach to obtain the job wanted. They also make personal resumes, complete application forms and write covering letters. (2:1:2)

Prerequisite: English 051 or equivalent and Typing 072.

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". (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

(Marketing 11, half course)

This course offers a practical range of knowledge and experiences in marketing, which is the process of moving goods from the producer to the consumer.

(4:1:0)

Prerequisite: English 051 or equivalent.

Marketing 072

(Marketing 11, half course)

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.

(4:1:0)

Prerequisite: English 051 or equivalent.

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 system enabling the student to achieve, in a much shorter time than formerly, a high level of speed in writing and transcription skills.

(2:1:2)

Prerequisite: English 071 or equivalent and Typing 062.

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.

(2:1:2)

Prerequisite: English 071 or equivalent, Shorthand 062 and Typing 062.

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 type-writing 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.

(2:1:2)

Prerequisite: English 051 or equivalent.

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.

(2:1:2)

Prerequisite: Shorthand 062.

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 resumes. 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.

(2:1:2)

Prerequisite: English 051 or equivalent and Typing 072.

ENGLISH

English 031 (Basic Education)

Introductory instruction in English from learning to read and write — oral communications, reading skills, written communication — to the Grade 8 level.

English 041 and 051

(English 9 and 10)

These courses are designed to improve and develop communications: oral, reading and writing. They include: 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.

(4:1:0)

Prerequisite: English 031 or equivalent.

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, and a novel and/or a play.

Prerequisite: English 051 or its equivalent.

(4:1:0)

Canadian Viewpoints 081 and 091

These courses provide an exceptional opportunity for students to obtain credit for both English 12 and Social Studies 11.

The Canadian Viewpoints sequence is intended to introduce students to their unique national heritage as well as to strengthen their communications skills. C.V. 081 provides: a general introduction to the field of Canadian studies; reviews basic writing skills; and introduces the student to highlights of Canadian history up to the 20th Century; and to Canadian literature in the form of the short story and drama. C.V. 091 builds on this basis of content and skills, and studies highlights of 20th century history, contemporary social and political issues, and the novel. Both courses stress student participation in the form of class discussions, group activities and individual presentations. **(4:1:0)**

Prerequisite: English 071 or its equivalent.

English 083 and 093

(Literature 12)

These courses allow the student to read and appreciate some of the greatest writers in our language, such as Chaucer, Shakespeare, Milton and many others. Students learn skills that will help them analyze poetry, develop an appreciation of the theatre by reading plays and often seeing them performed, and discover why literature that may have been written many years ago is so widely read and enjoyed today. These courses cover the literature chronologically.

- English 083 — major figures of English literature from Anglo-Saxon times (700 A.D.) to the pre-Romantic period (1800)
- English 093 — major figures of English literature from the Romantic period (1800) to today.

These courses can be taken at the same time or in either order. **(4:1:0)**

Prerequisite: English 071 or its equivalent.

English 059

(This course is not part of the College Foundations Certificate program.)

This course, leading to English 098-099, prepares non-native speakers of English for post-secondary studies. Instruction is given in grammar, composition, reading improvement, and oral-aural improvement.

Day classes are held five days a week for two months, and evening classes are held twice a week for four months. Each class session consists of four hours of classroom instruction plus one hour of tutorial. Two or three hours of homework are required for each class day.

(day - 20:5:0, evening -8:2:0)

Prerequisites:

- Educational background: university entrance level in the students own language OR admission to the College Foundations program at K.E.C.
- English level, suitable score on the ADVANCED ELT test or the English Language Assessment. (Students must be assessed well in advance of registration and should apply to the ELT Assessment Office as early as possible.)

English 098 and 099

(For credit purposes, English 098 and 099 are the equivalent of Canadian Viewpoints 081 and 091.)

This program prepares non-native speakers of English for post-secondary studies. The program is divided into three course areas:

- Composition, in which students practise writing paragraphs, essays, and reports through individualized assignments.
- Reading, in which exercises are provided to improve speed, comprehension, vocabulary, and learning skills.
- Canadian Studies, in which Canadian social studies and literature are taught and students are given practise in classroom techniques such as lectures, oral group reports, discussions, seminars, etc.

Instructional periods for English 098 and 099 respectively, and home assignments, are as for English 059. **(day - 20:5:0, evening - 8:2:0)**

Prerequisites:

- Educational background: as for English 059.
- English level: C grade or higher in 059 or a suitable score on the English Language Assessment. **(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 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. **(1:0:4)**

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

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.

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. **(1:0:4)**

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)

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, percentages, 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 beyond Grade 10, and who have been out of school for five or more years, should consider this course. (4:1:0)

Prerequisite: Mathematics 031 or its equivalent.

Mathematics 051

(Mathematics 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. (4:1:0)

Prerequisite: Mathematics 041 or its equivalent.

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. (4:1:0)

Prerequisite: Mathematics 051 or its equivalent.

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, percentages, 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, although future apprentices and tradesmen would benefit from the technical portions of the course. These are recommended courses for those who wish to meet the credit requirements for Grade 12 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 the Langara Campus will find these are excellent background courses to supplement their academic mathematics. (4:1:0)

Prerequisite: Mathematics 041 or its equivalent.

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. (4:1:0)

Prerequisite: Mathematics 071 or Mathematics 11.

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. (4:1:0)

MODERN LANGUAGES

French 061 and 071

(French 11)

These are beginning courses in French to enable students to converse in French in everyday situations. The courses emphasize the spoken language, with as much conversational practice as possible. Reading, writing, and grammar are also included in these courses. Completion of both courses provides credit equivalent to French 11 or French 115 and 215 at the Langara Campus, enabling students to continue French studies at a higher level. (4:1:0)

French 083 and 093

(French 12)

Advanced courses in French at the College Foundations level.

Prerequisite: French 071 or its equivalent.

French 083 and 093 are no longer being offered at King Edward Campus. For credit, enrol in French 117 and 217 at the Langara Campus. (3:1:0)

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 the Langara Campus. (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 the Langara Campus. (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, transportation, 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. The approach is to guide the student in learning concepts and techniques which can be used as tools in our complex world. The scientific method and logical thinking are emphasized, rather than the memorization of "facts", which all too often are soon forgotten or become obsolete. It is held that science should be used for the enhancement of human beings, and that learning science plays an important role in understanding man, nature, and man's 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. (2:1:2)

No prerequisite.

Biology 061

(Half of Biology 11)

This is an introductory course with emphasis on human ecology. Field trips include a visit to a pond, bog, forest, intertidal zone and the Vancouver Public Aquarium. Exotic locations such as deserts and ocean floors will be explored using slide and film presentations. Study of complex ecological situations will allow environmental impact assessments. Other topics include energy flow from sun to people, diseases, human population problems and the ecology of cities. (2:1:2)

Biology 071

(Half of Biology 11)

This course introduces evolution and organism diversity, with emphasis on the natural history of the Vancouver area. The unifying theme of evolution is used to emphasize adaptations of plants and animals in their environments. Topics include: origin of life, animal behaviour, human evolution, plant identification, parasitology, animal physiology, and sociobiology. Field trips are taken to familiarize students with local plants and animals. (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)

Biology 083 is a study of the chemical basis of life, cellular biology and genetics. This includes energy processes, metabolic control, cell division and inheritance. Some topics of interest include genetic engineering, nutrition, cancer, human genetics and how plants make food. (2:1:2)

Biology 093

(Half of Biology 12)

This course is primarily a study of human anatomy and physiology. Medical aspects of organ physiology are discussed. An attempt is made to relate academic studies of human structures and functions to the human body. Some topics explored are: the menstrual cycle and birth control; brain and mind, water balance, food metabolism, and embryology. (2:1:2)

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 and/or Biology 061 and 071 or their equivalents are recommended as background for Biology 083 and 093. Students completing either Biology 061 or 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.

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. (2:1:2)

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

Chemistry 061 and 071 may be taken together.

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. (2:1:2)

Prerequisite: Chemistry 071 or its equivalent.

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. (2:1:2)

Prerequisite: Chemistry 071 or its equivalent.

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 along with Physics 061 or Physics 071.

Physics 083 and 093

(Physics 12)

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

Physics 083 (classical physics) topics include: kinematics, dynamics, circular motion, harmonic motion and heat. (2:1:2)

Physics 093 (modern physics) topics include: electricity, magnetism, electromagnetic radiation, electronics, optics, 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

The Social Sciences enable students to develop understanding about HOW HUMAN SOCIETIES FUNCTION in social, cultural, economic, and natural settings within the dimensions of TIME and SPACE.

Social Sciences 051

(Grade 10 Level Course)

INTRODUCTION TO SOCIAL SCIENCES

This course aims to introduce students to some of the basic concepts and methods of the Social Sciences, particularly in the subject areas of economics and geography. The basic theme of the course is the Functioning of Canadian Society within the settings of SOCIAL, CULTURAL, ECONOMIC, and NATURAL ENVIRONMENTS. The course is designed to be of practical value to students as they face a very complex world. The course also serves as a preparation for students entering higher level Social Science courses. (3:1:1)

Prerequisite: English 031, its equivalent, or concurrently enrolled in an English Language Training class.

Note: For all other Social Science courses, the prerequisite is English 051 or its equivalent.

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, 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 to produce and distribute goods and services desired.

Economics 094, 095 may be taken concurrently.

Economics 094

(Half of Economics 11)

The Evolution of Modern Economic Systems

This course aims to develop understanding of the two major economic systems in the world today - CAPITALISM and SOCIALISM - how they came to be. Students will learn that every society faces 'the basic economic problem' of how people obtain what they want and need in the light of limited resources. A comparison and analysis of how these two major economic systems attempt to solve 'the economic problem' provides a good understanding of basic economic principles. (4:1:0)

Economics 095

(Half of Economics 11)

THE CANADIAN ECONOMY

This course aims to develop understanding of contemporary economic ideas and principles and their application to the Canadian economy. Students will learn how the prices of goods and services are determined in our market economy and what causes those prices to rise and fall. Other major topics to be studied are: unemployment, production, income, inflation, and government involvement in the economy. This course will enable students to have a better understanding of the major economic issues facing Canada today. (4:1:0)

GEOGRAPHY

Geography provides understanding about the characteristics of places on the earth. It deals with how places are similar and also how they are different.

In a general sense, geography helps to explain "WHY things are; HOW they are; WHERE they are".

Note: Geography 094, 095, and 098 may be taken in any order or concurrently. Geography 094 plus ONE of 095 or 098 provide Geography 12 credit.

Geography 094

(Half of Geography 12)

PHYSICAL GEOGRAPHY

This course deals with the physical processes which shape the natural environments found on the earth. Emphasis is placed on developing understanding about the atmosphere (weather and climate), bio-geography (soils and vegetation), and geomorphology (landforms and processes of landform change). (4:1:0)

Geography 095

(Half of Geography 12)

HUMAN GEOGRAPHY

This course examines how humans relate to their earth and how they bring about a changing face to the earth. Emphasis is placed on understanding how people see their world (perception), how they organize and shape their world (cultural variations), and what kind of future world they envision. (4:1:0)

Geography 098

(Half of Geography 12)

GEOGRAPHY OF CITIES (URBAN GEOGRAPHY)

A geographic approach is used to develop understanding about the environment in which most people live - cities and urban areas. The course deals with general themes such as the growth of cities, why cities are where they are, and also with specific ideas on how cities are structured, what happens in different parts of cities and why. Field studies will be carried out in the Vancouver area. (4:1:0)

HISTORY

Because history has frequently been misunderstood, there is a need to use history in a new way — as a study which can help us understand in a practical and informed manner the complex issues that we face. Thus, the study of history can help, not only by providing a better understanding of our past heritage and civilization (our 'roots'), but also by helping to understand the problems and social patterns of the present. In this way, history is an important part of a total education; it broadens perspectives of the world and provides a better understanding of national and international events.

Note: History 094, 095, 098 may be taken in any order or concurrently. A combination of any two of History 094, 095, 098 provides History 12 credit.

History 094

(Half of History 12)

THE REVOLUTIONARY AGE OF THE NINETEENTH CENTURY

The basic outlines of our present civilization date from the eighteenth and nineteenth centuries. Most of the ideas concerning the freedoms of the individual derive from the new forces let loose by the Enlightenment; political institutions and beliefs owe much to the American and French revolutions; technology takes its roots from the industrial revolution; ideologies such as conservatism, liberalism, socialism and nationalism date from the early nineteenth century; concept of the nation state as well as the shape of our modern social structure; and the idea of an integrated world dates from the imperialism of the late nineteenth century. Such themes form the basis of this course; emphasis is on how the basic framework of the modern world has been shaped by such events and ideas. (4:1:0)

History 095

(Half of History 12)

The Twentieth Century Modern World — Eight Decades of Change

The eight decades that lead up to the present have witnessed more changes than all of earlier human history combined. This course starts with a decade-by-decade review of the great events, ideas and technical advances of our own century and how they have influenced the rapidly-changing world in which we live. Students will also learn about: the World Wars; the Russian Revolution; the growth of Fascism and Communism; the Cold Wars, the emergence of the third World; the "shrinking" of the globe; the emergence of new international organizations; the current structure of the World Economy; technology and the continuing arms race. Throughout the course, emphasis is placed on relating the study of events, ideas, politics, economics and other themes to our contemporary, interdependent 'global village'. (4:1:0)

History 098

(Half of History 12)

The Oriental Heritage and Asia Today

This course is an introduction to the great civilizations of the east: India, China and Japan. The course aims to develop understanding of the people, their religions, their philosophies, their cultures, and their art. An

overview is presented that traces the historical development from ancient times to the present. Students learn about some of the problems as well as the contributions and significance of these nations to the modern world.

(4:1:0)

ALTERNATIVE LEARNING APPROACHES IN THE SOCIAL SCIENCES: 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.

COMMUNICATION 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, advanced and college preparatory levels, unless otherwise noted, and give practice in listening, speaking, reading and writing English. In addition, all programs provide instruction in Canadian life and culture and in the skills necessary to be a Canadian citizen.

Admission Requirements

All students entering a program for the first time must show proof of landed immigrant or of Canadian citizenship status. Certain exceptions are made to this policy - for example for persons in the diplomatic service and their families, for spouses of landed immigrants or Canadian citizens - but tourists who are visiting in Canada or persons who apply for admission from outside the country are not accepted for registration.

Tuition Fees

Fees vary from program to program because of differences in length of term and in number of hours of instruction per week. However, on the average, tuition fees are only twenty-five cents per student per class hour. Senior citizens are admitted free.

Fee Refunds

Refunds are given on a graduated scale to students who withdraw and who complete withdrawal forms. Information as to amounts refunded and the last date for application for refund is available at Registration or from the Department Heads of the programs.

Student Fees

Students attending the King Edward Campus and students in the full-time program pay a Student Society fee of \$3.20 every five months. This fee is not refunded if a student withdraws.

Books and Supplies

Students are responsible for obtaining their own textbooks and supplies at the direction of their instructors.

FULL-TIME PROGRAMS

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 levels. In-take is monthly as space permits, and the maximum length of the program is twenty weeks.

Students seeking sponsorship for this program should apply to their nearest Canada Employment and Immigration Commission Office. Fee-paying students should apply at the English Language Assessment Office at the King Edward Campus on the days and at the times listed under Half-Time classes. Fees are \$30 per month.

KING EDWARD CAMPUS PROGRAMS

Half-Time Classes

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, two and one-half hours a day, and at nights, four evenings a week, three hours per evening.

Facilities in the Library, Audio Laboratory and Learning Centre are available for the use of individual students in addition to class instruction. 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. They 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

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 or four times a week. Fees are \$10 or \$20 for a two-month term depending on the number of class hours per week. Registration is through the English Language Training Assessment Office; days and hours as above.

POST-SECONDARY PREPARATORY COURSES

English 059

This course is for students, at the post-advanced level of English fluency, who will be entering English 098-099. Each session of English 059, whether day or evening, consists of four hours of classroom instruction in reading, composition, speaking and listening, as well as a one-hour individualized tutorial. Daytime sessions are held five days per week for two months. Tuition is \$62.50. Evening sessions are held twice weekly for four months. Tuition is \$50.00. Students must be assessed well in advance of registration. They should apply to the English Language Training Assessment Office as early as possible.

English 098-099

These courses are for students who wish to advance to post-secondary studies in colleges, universities or technical and professional schools. For a full description, see College Foundations English Course Descriptions.

Technical English

This course is for students at the post-advanced level who intend to specialize in technical subjects. Instruction is given in reading, writing, speaking and listening, with an emphasis on technical subject matter. Classes are held two evenings per week. Tuition, class organization and registration procedures are as for English 059.

EXTENSION PROGRAMS

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 Secondary School, 530 E. 41st Avenue; Vancouver Technical Secondary School, 2600 E. Broadway; King George Secondary School, 1755 Barclay Street; the Britannia Community Services Centre, 1661 Napier Street; and Kitsilano Secondary School, 2550 W. 10th Avenue. 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. For the summer term, register at the Britannia Community Services Centre only, during the first week of July. Fees vary slightly in relation to the number of class hours per week and the length of term.

Saturday Morning Classes

Classes at the intermediate level are held at the Vancouver Vocational Institute, 250 West Pender Street, on Saturday mornings. Each class session lasts three hours. Register at V.V.I. on the first day of instruction in January, April and September. Fees vary slightly according to the length of term.

Neighbourhood English Classes

These classes are offered free of charge at numerous centres throughout the city and are designed for people who wish to improve their ability to speak English in everyday situations. Some reading and writing instruction is also given. Special classes are also available for senior citizens.

Classes are offered in spring, summer, fall and winter terms with each class meeting twice a week, usually for two and one-half hours per class. Students may register at any time during the term. Free childcare is available at most centres.

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, 590 East Pender Street, telephone: 253-3258, either five mornings a week, two hours per morning, or two or four evenings a week, two and one-half hours per evening. Special pronunciation classes are also available. Registration is every second month in January, March, May, July, September and November. Fees for the daytime classes and for the four-evening-a-week classes are \$20 for a two-month term. Fees for two evenings a week for two months are \$10.

Learning Centres in the Library

Three drop-in Learning Centres are operated by King Edward Campus in conjunction with the Vancouver Public Library. The three centres are located at the Britannia Library, 1661 Napier Street; Mount Pleasant Library, 370 East Broadway; and South Hill Library, 6076 Fraser Street. The Centres offer free help for adult students in the acquisition of functional skills and of language skills. The Britannia Centre also provides free help for adult students who wish to upgrade their skills in basic arithmetic, reading and writing.

The Mount Pleasant and South Hill Learning Centres are open four mornings and one evening a week. The Britannia Learning Centre is open from 9:00 a.m. to 3:30 p.m. Monday to Friday and from 6:30 p.m. to 9:00 p.m. Monday to Thursday.

Homefront Learning

The Homefront Learning program is designed to provide FREE English Language instruction to non-English speaking individuals who are unable to attend existing classes for a variety of reasons — physical, cultural or personal.

- Instruction takes place in the student's home or neighbourhood and is geared and paced to suit the needs of the individual learner.
- Students are taught individually or in small groups (maximum 3) by professionally trained volunteer tutors, at times mutually convenient for both students and tutors.
- Volunteer tutors receive:
 - a free training session and certificate;
 - continued guidance, support and personal contact from their assigned community teacher,
 - all the necessary instructional material; and,
 - childcare and travel allowance, if required.
- Knowledge of an additional language is not essential for volunteers, although this is a welcome asset.
- Minimum time commitment for volunteers: two hours a week, for four months.

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

Music Program

The Music Diploma Program is designed to provide:

- (a) practical training for students who wish to pursue professional careers in music;
- (b) a two-year university transfer program for students who wish to continue study leading to a music degree;
- (c) for all students, an intensive emphasis upon the performance of music in all areas, including popular, jazz and commercial;
- (d) specialized training in individual courses for part-time students (space permitting);

- (e) an Advanced Performance Program for highly qualified students, designed to aid near-professional performers polish and refine their abilities through intensive study with artist faculty. Academic requirements are minimal to allow for ample practise time. Enrolment is limited, and only by audition.

Unique Courses

In addition to traditional music courses, specialized courses are offered in Kodaly Ear Training, Music in Canada, Improvization, Popular Vocal Style, and Performance Techniques.

Community Courses

The Music Department maintains a close relationship with the community by encouraging community participation in the College-Community Choir, Wind Ensemble, and Stage Bands, as well as providing a home for the Vancouver Philharmonic Orchestra.

V.C.C. Spring Festival of Music

In addition to the regular weekly performance 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.

Music Department Faculty

Members of the faculty include some of Canada's finest and best-known musicians. They bring years of professional experience, plus a dedication to teaching, which provide a very high quality learning experience for V.C.C. music students.

They assist and encourage the students to become involved in the professional music community and, in the course of the school year, they provide many performances within the community.

Diploma Programs

Diploma programs are offered in:

- Keyboard Instruments,
- Orchestral Instruments,
- Fretted Instruments,
- Jazz and Commercial Music,
- Theory and Composition,
- Voice.

Entrance Requirements

Basic music theory skills (Music 097 or its equivalent). Performance audition.

Tuition Fees

Full-time students who receive individual instruction are required to pay a \$125.00 fee addition to the general College tuition fee.

TRAINING AND DEVELOPMENT DIVISION

GENERAL INFORMATION

Hours of Instruction

Unless stated to the contrary in the program descriptions, all full-time programs in this Division are of six hours' duration each school day, for five days each week. Class times vary from program to program. In most cases, they are between the hours of 08:30 and 16:00 or between 14:30 and 22:00.

Fees

The tuition fee for full-time programs is \$30 a month. For programs of less than one month, the fee is \$7.50 per week. The fee for part-time programs is pro-rated. In addition, a non-refundable Student Society fee is collected at the time of registration.

For those programs for which a place has to be reserved, a non-refundable deposit of up to two months' tuition fees may be required several weeks before the program commencement date. The first and last months' fees are payable at the time of registration. Fees for the remaining months are payable in advance on the first instructional day of the month.

Tuition Fee Refund

A full refund of tuition fees, less a \$5 service charge, will be granted to students who withdraw during the first five days of instruction.

Students withdrawing between the fifth and the tenth day of instruction will be granted a refund of fifty per cent of the current month's fees plus all other tuition fees paid in advance. Students withdrawing after the tenth day of instruction will be granted only those fees paid for future months.

This schedule will be in effect for each month for which instruction is given.

Instructors will provide information on refund applications.

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 admission to further vocational or technical training or for employment.

Entrance Requirements:

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

Fees:

Fees are \$30.00 per month. Canada Employment may sponsor eligible students. A non-refundable Student Society fee is charged each registration.

Enrolment:

Continual enrolment as space permits.

Provision can be made for part-time students, on individualized programs, to attend for as long as they are able to each day. Provision is also made for those students who do not require a certificate, but who wish to upgrade those academic skills which are needed for further training.

Instruction is available between 08:00 and 21:30 hours.

Transfer Credit:

A student who has completed BTSD, Level 4, at a satisfactory grade level may be granted transfer credit towards the College Foundations Certificate.

Program Content:

Students who are eligible for Canada Employment sponsorship but who are not ready for BTSD Level 2 can be designated as BTSD Level 1 and can be incorporated in the Basic Education program (see page 14).

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 for which Grade 10 is 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 topics 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 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.

BTSD Level 4 — Grade 12 Equivalency:

This program in vocationally oriented communications, mathematics and science is designed to enable the student to enter further trade training programs which require Grade 12 as prerequisite, or to help the student move directly into more satisfying employment.

Communications: This course covers the broad skill areas of reading, writing, listening and speaking. Inventories will determine for each student how much work should be completed in reading, spelling, basic grammar and sentence and paragraph writing. Emphasis will be placed on such

vocationally oriented items as business correspondence, short reports, critical analysis, job applications and consumer awareness. Wherever possible, student assignments will be chosen with a consideration for vocational goals.

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. Later they can choose biology or physics depending on vocational goals.

Chemistry: This is a foundation course 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: The basic course in physics provides preparation for entering technical programs.

Lengths of Program

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

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 or a 5-hour Safety Oriented First-Aid Certificate.

Programs on Deafness

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 12 level in communication 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.

In certain cases, students may cross-register this program with other programs at the Vancouver Vocational Institute in order to receive interpreter and tutorial services.

Entrance Requirements:

Students should be over 18 years of age or out of school for at least a year.

Financial Assistance:

For possible financial sponsorship, contact a local Canada Employment Centre or Community Vocational Rehabilitation Services, 6th floor, Broadway Centre, 805 West Broadway, Vancouver, or telephone 873-4251.

Enrolment:

Registration and initial orientation, as a rule, take place during the last week of August. Individuals may be admitted to this program at other times if space is available. Contact the Programs on Deafness at King Edward Campus or telephone for the Hearing-Impaired (amplifier or TTY) at 731-3716.

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.

TRAINING PROGRAM FOR INTERPRETERS OF SIGN LANGUAGE OF THE DEAF AND FOR PARA-PROFESSIONAL WORKERS WITH THE DEAF:**Level 1. Introduction to Interpreting:****Objective:**

This level is designed to prepare the student to interpret from sign language to English and from English to sign language in a variety of informal situations.

Program Content:

Finger spelling and sign language, English analysis, basic interpreting skills, laboratory and informal practice, and ethics of interpreting.

Entrance Requirements:

Preferably Grade 12 and some knowledge of the deaf and/or sign language.

Enrolment:

Registration takes place on April 8, 1980 and April 6, 1981.

Length of Program:

The class meets for six hours a day, five days a week, for four months.

Level 2. Intermediate Interpreting:

This level is designed to prepare the student to interpret from sign language to English and from English to sign language (various forms), in formal situations such as education, medical, legal and social settings.

Program Content:

Sign language systems, applied English, the world of the deaf, laboratory and formal practice, and ethics of interpreting.

Entrance Requirements:

Completion of Level 1 or its equivalent.

Enrolment:

Registration takes place on January 2nd.

Length of Program:

The class meets for six hours a day, five days a week, for three months.

Level 3. Advanced Interpreting**Objectives:**

This level prepares the student to serve as a para-professional with the hearing impaired in educational, social service and business settings.

Program Content:

Advanced interpreting skills and techniques.

Survey courses in education for the deaf, social service for the hearing-impaired, practice in para-professional work with the hearing-impaired, ethics of para-professional work with the hearing-impaired.

Entrance Requirements:

Completion of Level 2 or its equivalent.

Enrolment:

Registration takes place on April 8, 1980 and April 6, 1981.

Length of Program:

The class meets for six hours a day, five days a week, for three months.

PART-TIME EVENING PROGRAM FOR THE HEARING-IMPAIRED

Each of the following three courses meets for two hours, once a week for fifteen weeks. The fee for the 15-week term is \$7.50.

Registration takes place September 2nd to September 8th, January 5th to January 8th. Contact the Programs on Deafness at King Edward Campus for further details. Telephone 731-4614, Local 39.

English for the Hearing-Impaired:

This class offers individualized instruction in spelling, sentence structure, paragraph development, essay and report writing, vocabulary and reading comprehension.

Mathematics/Metrics for the Hearing-Impaired:

This class offers individualized instruction in mathematics to the Grade 11 level. Instruction is offered in metric measurements: linear, area, volume, liquid, mass and temperature.

Lip-Reading for the Hearing-Impaired:

This class offers a systematic approach to increasing lip-reading skills for adult people who are having problems understanding speech because of a hearing loss. This class includes an orientation to hearing aids and the problems of hearing-impaired. Exercises will be geared to the ability level of individual students attending the class.

Speech for the Hearing-Impaired:

This class offers speech lessons focusing on specific speech problems of the hearing-impaired.

PART-TIME EVENING PROGRAM IN MANUAL COMMUNICATION

Each of the following five courses meets for two hours, once a week for fifteen weeks. The fee for the 15-week term is \$7.50.

Registration takes place September 2nd to September 8th, January 5th to January 8th. Contact the Programs on Deafness at King Edward Campus for further details. Telephone 731-4614, Local 39.

Sign Language — Level 1:

This level covers finger-spelling and approximately 400 conventional signs.

Sign Language — Level 2:

To enrol in this class, students must have completed Level 1 or its equivalent. This level covers 600 conventional signs beyond Level 1.

Sign Language — Level 3:

To enrol in this class, students must have completed Level 2 or its equivalent. This level covers 1,000 signs and idioms beyond Level 2.

Mime:

The class is open to both hearing and hearing-impaired people who are genuinely interested in learning about mime. It includes an introduction to basic movements, exploration of classical mime styles and pantomime and exploration of communication as a communication device.

Refresher for Interpreters:

The class is designed for individuals who have completed the training program for Interpreters of Sign Language of the Deaf and Para-professional Workers with the Deaf, or their equivalents. It includes upgrading in interpreting techniques, and special interpreting techniques in legal, medical, and educational settings.

VOCATIONAL PLANNING AND WORK READINESS

INTRODUCTORY HOMEMAKING AND INSTITUTIONAL AIDE (Previously Community and Family Aide)

Objective:

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

Content:

- Food preparation and service; meal planning, nutrition, shopping, cooking and serving;
- Cleaning and laundry procedures; use of housekeeping appliances;
- Growth and development: recognition of changing behaviour of children, adolescents and the elderly;
- Getting along with patients/clients, visitors and other workers;
- Working as a member of a working group under supervision;
- Safety and first-aid in home or institutional settings;
- Personal hygiene;
- Employment information.

Method of Instruction:

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

No formal examination; weekly test and day-to-day evaluation of practical work.

Admission Requirements:

General

- 18 years or older, or have been out of school for at least a year;
- Interest in developing housekeeping skills;
- Ability to get along with others;
- Willing to work under supervision;
- Sense of responsibility;
- Good general health to perform work functions as designated.

Education

- Basic skills of reading, writing and simple arithmetic;
- Sufficient oral and written English for effective communication is required; for example, English Training Intermediate Level II.

Enrolment Information:

Length of Program:	- 13 weeks
Tuition Fee	- \$30.00/month (\$90.00)
	- Canada Employment sponsorship available
Registration	- September, January, April

HOMEMAKER

Objective:

The program is designed to provide practical training in a broad spectrum of skills enabling the graduate homemaker to work:

- at a "safe" level of competence under minimal supervision;
- in positions of trust and responsibility in a wide variety of home settings; and
- at providing help and stability for individuals and families in periods of stress, emergency and continuing burden.

Content:

Job orientation, occupational development, protection, nutrition, growth and development, communication, and health.

Training Procedures:

- Individualized and group instructional techniques.
- Participative training sessions in community health and rehabilitation agencies and institutions.
- Supervised practicum assignments in homes presenting a variety of problems and required services.

It is necessary to have:

- The ability to communicate effectively in both written and spoken English (a language assessment may be required), and
- Good health and physical strength compatible with health care requirements, work with children and housekeeping activities (a medical certificate is required).

It is helpful to have:

- Maturity, optimism and flexibility,
- Experience gained through raising a family, and
- Desire to work with others as a part of a health care team.

Enrolment Information:

Full-Time Day Program:

Length of program: 13 weeks

Classes meet 8:30 to 3:30 daily, Monday through Friday

Classes begin in January, April and September

Tuition Fee is \$90.00 (\$60.00 payable on registration). The Student Society fee is \$3.20.

Canada Employment sponsorship may be available.

Part-time evening program:

Length of courses: 15 weeks

Classes meet 6:30 to 9:30 one evening per week.

Classes begin in January, April and September.

(Other part-time courses times may be available depending upon the need.)

The part-time program is divided into four steps, each of fifteen weeks' duration. The equivalent of the full-time program is achieved by completing all four steps.

Tuition Fees for part-time courses:

Step 1)	\$11.50
Step 2)	\$11.50
Step 3)	\$15.00
Step 4)	\$15.00

Information and enrolment applications may be obtained by calling King Edward Campus, Vancouver Community College: telephone 731-4614.

PHARMACY ASSISTANT PROGRAM

Objective:

This program is designed to train students for employment as pharmacy assistants. Students gain knowledge and skills relevant to the technical and clerical aspects of pharmacy.

Content:

Job orientation, pharmacy equipment, prescription preparation, mathematics skills in pharmacy, inventory maintenance, record keeping, pharmaceutical producers, and communication.

Method of Instruction:

Theory and practical work are provided in the classroom. The program includes various films, field trips and guest speakers.

Students will be assigned field practice in community and hospital pharmacies. During this time, the hours of attendance will vary and students must be prepared to travel to various locations in the city.

Entrance Requirements:

To be successful in completing the program and in obtaining employment, the following are desirable prerequisites:

- Grade 12 or equivalent;
- Facility in arithmetic;
- Ability to communicate effectively in English;
- Typing skills;
- Good health with the ability to stand for a full working day;
- Good colour discrimination; and,
- Bondable.

Enrolment Information:

Length of program: 13 weeks

Classes begin in January, April, and September.

Tuition fee is \$90.00; the Student Society fee is \$3.20.

Enrolment application forms are available at King Edward Campus.

Canada Employment may pay the fees of eligible students. Inquiries should be made at your nearest Canada Employment Centre.

BASIC EMPLOYMENT SKILLS TRAINING (BEST)

Location:

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

Objective:

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

Content:

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

Life Skills Training: Various program elements are 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 BEST 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 student. 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 activities, 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 Information:

Intake: September, November, January and March. Contact a local Canada Employment counsellor or counsellors at King Edward Campus.

Length of Program: 8 weeks

Tuition Fee: for 8 weeks \$60.00

Student Society fee: \$3.20.

EMPLOYMENT ORIENTATION FOR WOMEN (EOW)

EOW is an assessment and pre-training program open to women of all ages.

Objective:

The program is designed to give confidence to women in their ability to join the work force for the first time or return to it after having been away for a period of years. Students will also assume responsibility for most of their own learning as well as for work done as members of the group.

Content:

Preparation for employment, preparation for training, employment and personal coping skills, and problem-solving techniques.

Method of Instruction:

The program takes place in an informal atmosphere. A wide variety of experiences, including the use of films, tapings, visiting teachers, speakers, field trips and work experiences is offered.

Entrance Requirements:

There are no educational requirements but the following factors are used to determine suitability:

- Age 18 or over, or have been out of school for at least a year;
- Willing and able to attend full-time, five days a week for the duration of the program; and
- Desire to look at present life style and make changes if necessary.

Enrolment Information:

Program Length: 9 weeks, from 8:30 a.m. to 4:00 p.m. daily with starting dates in February, April, September and November.

Fees and Financial Assistance:

There are openings for fee-paying students; however, most students are placed in the program by Canada Employment.

Tuition Fee is \$67.50 plus \$10.00 for miscellaneous other expenses. **Student Society fee** is \$3.20.

VOCATIONAL ORIENTATION FOR YOUTH (VOY)

Location:

Classes are held in a shop setting at King Edward Campus.

Objective:

To enable youth, ages 17 to 25 years, who lack self-confidence, knowledge of work, decision-making skills and job search skills to:

- Obtain basic vocational skills;
- Become more knowledgeable about the world of work;
- Organize their lives and their approaches to work;
- Compete successfully in the labour market.

Content:

The program is composed of three major areas:

Life Skills — attitudes, self-awareness, communication, dress and a variety of other basic coping skills.

Job Skills — safety, basic procedures in tool use, use of the calculator in sales, invoicing and stock control.

Work Preparation Skills — goal setting, applications, resumes, interviews and on-the-job experience.

Length of Program: 13 weeks.

Starting Dates: January, April and September.

Tuition Fees: \$90.00 for three months,
\$ 3.20 Student Society fee,
\$20.00 calculator and shop coat.

Enrolment: Through Ministry of Human Resources workers or as a fee-payer.

BTSD/BJRT — YOUTH

A combination program, in an individualized learning environment, stressing academic skills to the Grade 10 level, and basic life skills and job search techniques.

Content:

The learning environment is structured to the needs of young adults (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:

Young adults aged 17 or over, ready for academic upgrading, but not equipped to enter other existing institutional programs.

Enrolment:

Potential students may be referred through community agencies working with youth or through a Canada Employment Centre. Fee-paying spaces are also available: \$30.00 per month.

Location:

Britannia Community Centre,
1161 Napier Street. Telephone 253-4391.

ADMINISTRATORS

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

DIVISION CHAIRMEN

Bowers, B., Communications Art Division
Casey, E.C., Training and Developmental Division
Fussell, R.C.H., College Foundations Division
(On educational leave until August, 1980)
Bennett, M., (Acting Chairman until August, 1980)

COUNSELLORS

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

INSTRUCTORS & LIBRARIANS

Code: ■ Department Head
 ▲ Assistant Department Head
 ● Coordinator

Aceman, L.	English Language Training
Adams, J.	Basic Education
Adams, K.	English Language Training
Adams-Aston, M.	English Language Training
Alton, S.	English
Ament, G.	English Language Training
Anderson, C.	English Language Training
Anderson, T.	Basic Employment Skills Training
Andrews, A.	English
Anthony, R.	English Language Training
Antonelli, V.	English 099
Arthur, M.	English Language Training
Ash, B.	Basic Training for Skill Development
Aspinall, J.	English Language Training
Atherton, S.	English Language Training
Atkins, E.	English 099
Babalos, H.	English 099
Baird, J.	English Language Training
Ballin, P.	Biology
Barbour, R.	English Language Training
Battell, E.	Basic Education
Behnke, R.	Mathematics
■ Behnke, W.	Economics, Geography

- Benetti, J. English Language Training
- Bennett, M. English Language Training
- Berghoffer, M. English Language Training
- Blackwell, M. Basic Education
- Bottlinger, W. Programs on Deafness
- Bowley, F. English Language Training
- Breen, M. English Language Training
- Bremness, W. English Language Training
- Brockett, B. English Language Training
- ▲ Brown, D. English Language Training
- Brown, M. Basic Training for Skill Development
- Buckley, M. English Language Training
- Burgess, P. English Language Training
- Burn, P. English Language Training
- Burnett, J. Employment Orientation for Women
- Buss, B. English Language Training
- Butler, P. Library
- Caldwell, R. English Language Training
- Cameron, B. Basic Education
- Cant, M. Individualized Education Program for Adults
- Caulfield, B. English Language Training
- Cawsey, J. English Language Training
- Chan-Henry, E. Chemistry, Physics
- Chen, L. English Language Training
- Cheung, S. English Language Training
- Chiko, R. Reading and Study Skills, Writing Skills
- Chin, F. English Language Training
- Chin, R. English Language Training
- Chow, M. English Language Training
- Clark, J. English Language Training
- Clark, P. English Language Training
- Cockell, J. Mathematics
- Connor, M. Basic Education
- Cook, P. Library
- Cornish, J. Homemaker
- Cranstoun, J. Consultant — Instructional Support
- Cunningham, H. English Language Training
- Dakin, C. Program on Deafness
- d'Argence, C. English Language Training
- Darnell, W. Basic Education
- Darville, R. Basic Education
- Davis, R. English Language Training
- Der, L. English Language Training
- Dooley, N. English Language Training
- Dosanjh, R. English Language Training
- Dykstra, C. English Language Training
- Engineer, S. History
- Essig, J. English Language Training
- Evans, G. English Language Training

- Fahrni, N. English Language Training
- Fast, M. English Language Training
- Ferera, N. English Language Training
- Ferguson, N. English Language Training
- Fielding, S. English Language Training
- Findlay, A. English Language Training
- Flack, G. English Language Training
- Forward, J. English Language Training
- Friedman, H. English Language Training
- Funk, J. Science, Biology

- Gaitanakis, J. English 099
- Giacomelli, E. English Language Training
- Gibbard, R. Basic Training for Skill Development
- Gibson, J. English Language Training
- Gill, R. English Language Training
- Godfrey, J. English Language Training
- Gould, L. Basic Education
- Green, N. Introductory Homemaker and Institutional Aide

- Griffith, J. Consumer Law, Consumer Finance, Marketing

- Halsall, S. English Language Training
- Hanscom, M. English Language Training
- Harley, A. English Language Training
- Higgs, A. Program on Deafness
- Hillier, C. Basic Training for Skill Development
- Hinkle, A. English Language Training
- Ho, J. English Language Training
- Hole, R. English Language Training
- Hougham, E. Basic Training for Skill Development
- House, J. English Language Training
- Hsu, C.L. English Language Training

- Huang, J. School Canadiana
- Hwang, M. Mathematics, Physics

- Inman, R. Mathematics

- Jameson, M. English Language Training

- ▲ Jibodh, C. Accounting, Typing, Business Communications
- Johal, B. English Language Training
- Johnson, T. Basic Training for Skill Development
- Johnson, W. English Language Training
- Johnstone, J. Reading and Study Skills
- Jones, D. Chemistry

- Kaffanke, M. English Language Training
- Kaplan, S. English Language Training
- Kellett, M. English Language Training

- English Language Training
- English Language Training
- English Language Training
- English Language Training
- English Language Training
- English Language Training
- English Language Training
- English Language Training
- English Language Training
- Science, Biology

- English 099
- English Language Training
- Basic Training for Skill Development
- English Language Training
- English Language Training
- English Language Training
- Basic Education
- Introductory Homemaker and Institutional Aide
- Consumer Law, Consumer Finance, Marketing

- English Language Training
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- English Language Training
- Program 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
- School Canadiana
- Mathematics, Physics
- Mathematics

- English Language Training

- Accounting, Typing, Business Communications
- English Language Training
- Basic Training for Skill Development
- English Language Training
- Reading and Study Skills
- Chemistry
- English Language Training

- English Language Training
- English Language Training
- English Language Training

Kellough, C.
Kellough, C.
Kelly, G.
● Kennedy, P.
Khosla, V.
Kirshner, D.
Kolsteren, I.
Kramer, F.
Kwas, O.

Lear, P.
Lee, J.
Lim, J.
Ling, S.
● Little, B.
Little, M.
■ Littleboy, P.
Lo, Y.
Loh, P.
Louey, J.
■ Lowe, B.
Lowther, R.
Lunny, L.

MacFarlane, J.
MacKenzie, M.
MacKinlay, K.
■ MacLeod, E.
MacLeod, M.
MacNab, J.
Madarash, B.

Maglaque, P.
Malo, L.
Mar, K.
May, C.
McDonald, E.
McGee, D.
McIntosh, S.
McLaren, G.
McNairn, B.
Meyer, R.
Meyer, R.
Mickelson, J.
Miller, M.
Milligan, L.
Millway, C.
Monk, V.
■ Morelli, N.
Morison, S.
Muller, P.

Mathematics
English
Learning Centre
English Language Training
English Language Training
Mathematics
Basic Employment Skills Training
Business Education
Pharmacy Assistant

Basic Training for Skill Development
English Language Training
English Language Training
English Language Training
Basic Training for Skill Development
Basic Training for Skill Development
Basic Training for Skill Development
English Language Training
English Language Training
English Language Training
English Language Training
Business Education
English Language Training
Homemaker

English Language Training
Science, Biology
English Language Training
Mathematics
English Language Training
Basic Training for Skill Development
Basic Training for Skill Development
Outreach
Basic Education
Economics, French
Accounting, Typing
English Language Training
English Language Training
English Language Training
English Language Training
English Language Training
English Language Training
Economics, Geography
English Language Training
English Language Training
English Language Training
English Language Training
English Language Training
English Language Training
English Language Training
Basic Training for Skill Development
Geography, Geology

Nelson, M.
Neville, P.
Nielsen, A.
Nierobisch, C.
Norris, P.

Oastler, J.
Ofield, R.
Olsen, C.
Onstad, C.
● Owen, S.
Owen, T.
Oxtoby, M.

Paone, D.
■ Pawelchak, G.
Pederson, G.
Perkinson, J.
Perry, P.
Peterson, T.
Pinton, R.
Pletcher, A.
■ Pletcher, B.
Pollack, D.
Porter, R.
Powell, L.
Prenosil, J.

Quinn, T.

Reaburn, R.
Read, N.
Reid, G.
■ Richards, B.
Richardson, D.
Richardson, M.
Rike, J.
Risser, M.
Rix, E.
Rogers, L.
Rooney, S.
Rothman, M.
Rothschild, D.
Rudolph, G.
Ruhl, B.

Salzmann, H.
Sawatsky, C.
● Sawkins, M.
Scholefield, S.
Scott, E.
Selman, M.

Basic Training for Skill Development
English Language Training
Program on Deafness
English Language Training
English Language Training

English Language Training
Programs on Deafness
English Language Training
Basic Education
Basic Training for Skill Development
Biology
English Language Training

English Language Training
Science
English Language Training
English Language Training
English Language Training
English 099
English Language Training
English Language Training
Reading and Study Skills
English Language Training
Basic Job Readiness Training — Youth
Vocational Orientation for Youth
English Language Training

English Language Training

English Language Training
English Language Training
English, Canadian Viewpoints, Music
English 099
Basic Education
English Language Training
English
English Language Training
Basic Education
English Language Training
English Language Training
English Language Training
English Language Training
Basic Training for Skill Development
English Language Training

English Language Training
English Language Training
English Language Training
English Language Training
English Language Training
English Language Training
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
Stanley, J.	English Language Training
Stewart, L.	Basic Training for Skill Development — Outreach
Strong, I.	English Language Training
■ Stusiak, A.	English Language Training
Szasz, M.	Basic Education
Tia, S.	Basic Training for Skill Development
Taniguchi, B.	English Language Training
■ Thompson, D.	English
● Thompson, M.	English Language Training
Thomson, L.	English Language Training
Tio, K.	Mathematics, Physics
Tolsma, C.	Reading and Study Skills, Writing Skills
Trebbel, M.	English Language Training
Trivisano, M.	English Language Training
Tully, C.	English Language Training
■ Turpin, H.	Vocational Planning and Work Readiness
Verbeek, I.	English Language Training
Vulliamy, R.	Basic Employment Skills Training
■ Waddington, M.	Basic Education
■ Watson, B.	English Language Training
■ Watson, R.M.	English Language Training
Webb, M.	English Language Training
White, A.	English Language Training
Williams, E.	Improve Your Pronunciation
Winspear, E.	English Language Training
Wilson, B.	English 099
Wilson, R.	Basic Training for Skill Development
Wilson, W.	Physics
Wilkinson, J.	Mathematics
● Winckler, E.	English Language Training
Woodworth, S.	Introductory Homemaker and Institutional Aide
Wright, B.	English
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, M.	English Language Training
Yip, P.	Basic Training for Skill Development
Yoneda, S.	English Language Training
Young, M.	English 099

MUSIC FACULTY

Full-Time:

■ Domer, J.	Oboe, Conducting
Hamm, J.	Voice, Vocal Repertoire, Lyric Diction
Lamoureux, D.	Music History, Keyboard, Coach
Robbins, D.T.	Jazz and Commercial Music, Trombone

Part-time and Sessional:

Branter, D.	Saxophone
Clausen, B.	Guitar, New Music, Theory
Coombs, J.	Trombone
Creber, M.	Piano
De Kant, R.	Clarinet
Docherty, I.	Music Journalism
Domer, J.	History
Doyle, R.	Piano
Duke, D.	Theory, Composition
Ehling, M.	Piano, Class Piano
Friedman, K.	Double Bass
G'Froerer, B.	French Horn, Ensemble Coach
Gill, E.	Jazz Piano, Improvisation
Hannan, P.	Recorder, Early Music
Hazlitt, T.	Electric Bass
Hossack, D.	Harp
Malowaney, L.	Viola
Meyer, R.	Double Bass
Miller, D.	Tuba
Moore, K.	Rhythm Studies, Percussion
Nash, N.	Popular Vocal Style
Nelson, F.	Violin
Nurse, R.	Early Music
Pearce, D.	Violin
Poskitt, J.	Piano
Rudolph, J.	Percussion
Rudolph, K.	Flute

Smart, D.	Popular Vocal Style
Sneddon, C.	Improvisation, Stage Band

Tokito, K.	Flute
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Washburn, J.	Choir, Vocal Musicianship
Wilkes, S.	Viola

Young A.	Vocal Musicianship
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PROGRAM ASSISTANTS

Donaldson, W.	English Language Training
---------------	---------------------------

Green, G.	Audio Visual
Griffin, G.	Learning Centre

Lillie, K.	Employment Orientation for Women
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Mohabir, J.	Physics
-------------	---------

Oberding, K.	Assessments
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Skoczylas, R.	Audio Visual
Smith, T.	Music

Wheeler, A.	Audio Visual
Williams, S.	English Language Training

STAFF MEMBERS

Adair, K.	Student Records
Armstrong, A.	Keypunch
Arnold, S.	Admissions

Baker, S.	Receiving
Barron, B.	Dean of Instruction's Office
Bastion, L.	Counselling
Blondal, T.	Mail Clerk

Charlton, N.	Information Centre
Chichak, V.	Student Records
Chung, H.	Library
Cocking, W.	Library

Delaire, M.	Duplicating
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Girvan, S.	Administrative Services
Griffith, M.	Assistant Office Manager

Jones, W.	Music
-----------	-------

Kerr, L.

Cashier

Lambert, J.
Lawley, K.
Lee, R.
Lee, R.
Lucas, J.

Library
Admissions
Information Centre
Switchboard
College Foundations Department Heads'
Office

McClure, S.
Monroy, V.
Moxey, R.
Murdock, L.

Principal's Secretary
Information Centre
Student Records, Admissions
Payroll

Palacios, A.

Library

Reyes, I.
Rice, F.
Rose, A.
Ryan, J.

Library
Student Records
Student Records
Typist

Sharma, A.
Shelley, R.
Slatter, H.

Switchboard
Financial Aid
Division Chairmen's Office

Thomas, D.

Library

Vine, G.

Duplicating

Waechter, F.
Williams, J.

Cashier
Records

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

King Edward Campus has been designated as the Vancouver G.E.D. testing centre. Candidates may prepare for these tests by enrolling in certain College Foundations courses. For more information contact the King Edward Information Centre.