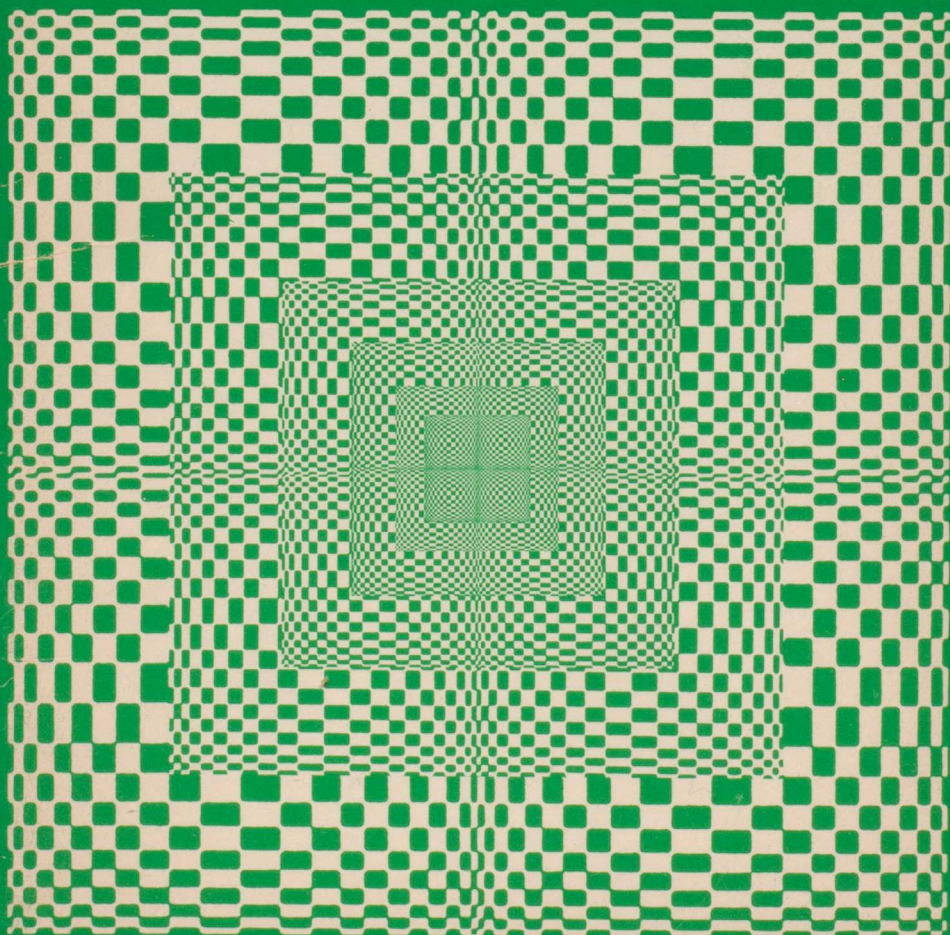


VCC - KEC

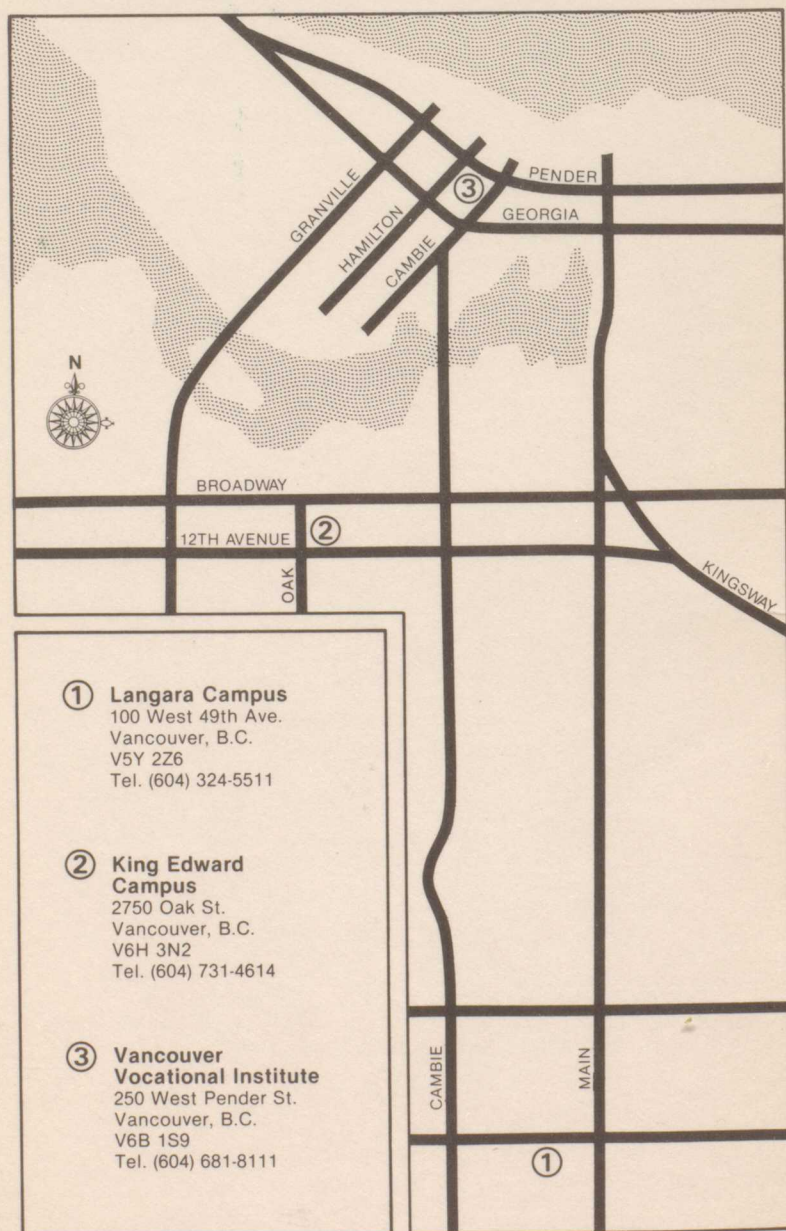
1981-82

KING EDWARD CAMPUS 81-82



Vancouver Community College

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 20,000; in fact, about one quarter of the instruction provided by the B.C. post-secondary non-university system is delivered by Vancouver Community College.

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 available 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. Student feedback is sought and considered not only while attending, but also after leaving the College.

As a student, you should feel free to discuss any questions you may have with an instructor, a counsellor or Dean. The College is committed to deal with student concerns expeditiously through established procedures or to establish special committees where no such procedures exist.

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
President
Vancouver Community College

ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

College Board

J. Baker
W. Brown
E. W. Dean
N. Divinsky
V. Giles
P. Hebb
E. Jarvis
A. Lee
T. Marxreiter
J. C. M. Scott
B. Sleigh

College Executive Officers

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

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.

CAMPUSES

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 6,000 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-story 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.

CAMPUSES

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

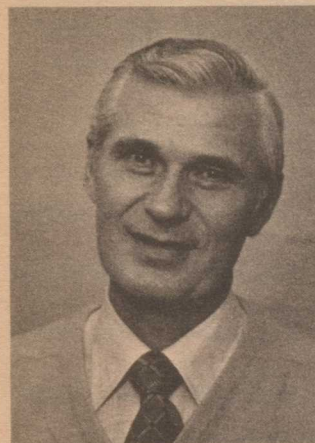
KING EDWARD CAMPUS • basic job readiness training • basic training for skill development • college foundations • employment orientation for women • English language training • homemaker • introductory homemaker/institutional aide • music • pharmacy assistant • programs of deafness • vocational orientation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

LANGARA CAMPUS • accounting • arts & science • 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 • general education

VANCOUVER VOCATIONAL INSTITUTE • accounting • autobody repair • auto mechanics • baking — industrial • baking — options • barbering • bookkeeping • building construction • clerk typist • cooking — chinese cuisine • cooking — basic • cook training • data entry operator • dental assisting — dental assisting upgrade • dental technician/mechanic apprentice — dental technician/mechanic pre-apprentice • diesel mechanics • drafting — architectural, civil, and structural • drafting — architectural, process piping, and materials handling • drafting — architectural and structural steel • electricity & industrial electronics • electro-mechanics 1 (basic) • electro-mechanics 2 (advanced) • electronics technician • hairdressing • hairdressing apprenticeship • hospital clerical worker • industrial records & first aid • junior computer programmer • legal stenographer • long term care resident aide upgrade • machinist • manicuring & facials • medical office assistant • medical stenographer/transcriptionist • merchandising • nursing aide • nursing orderly • power & process engineering • power engineering — general • power engineering — technical • power engineering certification (correspondence) • power engineering certification (tutorial) • power sewing • practical nursing • printing production • secretarial • shoe repair • tv and radio technician • waiter/waitress • welding • welding upgrade • welding midnight • word processing operator

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

GREETINGS FROM THE PRINCIPAL



If you are reading this calendar, you are, in all probability, considering enrolling in a program at King Edward Campus. To do so, you will need information about a variety of things. You will need to know what courses and programs we offer, how to enrol, how much it will cost and so forth. I hope the calendar will assist you, and that it helps to make the process of entering one or more of our classes simple.

You will be joining an ever-growing "family" of learners — over 7,000 students are enrolled at King Edward Campus or at one of our many satellite locations at any one time. Not only will we try to make your enrolment as easy as possible; we will make every effort to ensure that your time spent here is profitable and pleasant.

We have a dedicated faculty and staff here at King Edward who are anxious to help you in any way they can. Check the calendar for the services we offer and contact any of us for advice and assistance.

I hope you achieve your educational goals and that you enjoy your stay with us.

Good luck!

H. E. Pankratz,
Principal,
King Edward Campus

VANCOUVER COMMUNITY COLLEGE

KING EDWARD CAMPUS

STATUTORY HOLIDAYS 1981-1982

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
September 7, 1981 (1981 09 07)	Labour Day	No Classes — VCC Closed
October 12, 1981 (1981 10 12)	Thanksgiving Day	No Classes — VCC Closed
November 11, 1981 (1981 11 11)	Remembrance Day	No Classes — VCC Closed
December 25, 1981 (1981 12 25)	Christmas Day	No Classes — VCC Closed
December 28, 1981 (1981 12 28)	In lieu of Boxing Day	No Classes — VCC Closed
January 1, 1982 (1982 01 01)	New Year's Day	No Classes — VCC Closed
April 9, 1982 (1982 04 09)	Good Friday	No Classes — VCC Closed
April 12, 1982 (1982 04 12)	Easter Monday	No Classes — VCC Closed
May 24, 1982 (1982 05 24)	Victoria Day	No Classes — VCC Closed
July 1, 1982 (1982 07 01)	Dominion Day	No Classes — VCC Closed
August 2, 1982 (1982 08 02)	B.C. Day	No Classes — VCC Closed

*For dates relating to College Foundations courses only,
see page 20-22 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 President makes a specific announcement to the contrary through the news media.

2750 Oak Street, Vancouver, B.C. V6H 3N2 Telephone 731-4614

SCHEDULE OF EVENTS

College Foundations, Music and Part-time English Language Training

1981 May 04	English Language Training: Half-time classes — Registration of new students
04-05	College Foundations Division — Registration "a" and "a + b" terms
05	English Language Training: Half-time classes — First day of classes
06	College Foundations Division — First day of classes
06-07	College Foundations Division — Late registration
19-20	English Language Training: Night school — Registration of returning students for summer session
20-23	English Language Training: Night school — Last day of classes
27-29	English Language Training: Neighbourhood classes — Last day of classes
1981 Jun. 22-23	College Foundations Division — Final Examination "a" term, mid-term examinations "a + b" term
22-24	School Canadiana — Assessments
24	School Canadiana — Registration of returning night students
25	School Canadiana — Registration of returning day students
25	School Canadiana — Registration of new night students
26	School Canadiana — Registration of new day students
24-30	College Foundations Divisions — Mid-term break
29	English Language Training: Half-time classes — Last day of classes
29	School Canadiana — First day of classes
30	English Language Training: Half-time classes — Registration of returning students
1981 Jul. 02	English Language Training: Half-time classes — Registration of new students
02	College Foundations Division — Registration "b" term
03	College Foundations Division — First day of classes
03	English Language Training: Half-time classes — First day of classes
03	Library Learning Centres — Last day of full schedule
06	Library Learning Centres — First day of reduced summer schedule

- 06-07 English Language Training: Night school — Registration
- 07-09 English Language Training: Night school — First day of classes
- 1981 Aug. 17-19 English Language Training: Night school — Pre-registration for Fall classes
- 19 College Foundations Division — Last day of classes
- 20-21 College Foundations Division — Final examinations
- 21 English Language Training: Night school — Last day of classes
- 25 School Canadiana — Last day of classes
- 26 School Canadiana — Registration of returning night students
- 27 School Canadiana — Registration of returning day students
- 27 School Canadiana — Registration of new night students
- 28 School Canadiana — Registration of new day students
- 29 English Language Training: Half-time classes — Last day of classes
- 31 English Language Training: Half-time classes — Registration of returning students
- 31 School Canadiana — First day of classes
- 1981 Sep. 01 College Foundations Division — Registration
- 01 Music Department — Orientation of first year full-time students
- 01 English Language Training: Half-time classes — Registration of new students
- 02 English Language Training: Half-time classes — First day of classes
- 02 Music Department — Registration of full-time returning students
- 02 College Foundations Division — First day of classes
- 02-03 College Foundations Division — Late registration
- 03 Music Department — Registration of full-time new students
- 05 English Language Training: Night school — Registration and first day of classes at Vancouver Vocational Institute
- 05 Music Department — First day of classes
- 08 English Language Training: Night school — Registration other centres
- 09-10 English Language Training: Night school — First day of classes

- 10 Library Learning Centres — Last day of summer schedule
- 14 English Language Training: Neighbourhood classes — First day of classes
- 14 Library Learning Centres — First day of full schedule
- 1981 Oct. 20 School Canadiana — Last day of classes
- 21 School Canadiana — Registration of returning night students
- 22 School Canadiana — Registration of returning day students
- 23 School Canadiana — Registration of new night students
- 24 School Canadiana — Registration of new day students
- 1981 Nov. 23-24 English Language Training: Night school — Registration of returning students
- 25-28 English Language Training: Night school — Last day of classes
- 1981 Dec. 04 English Language Training: Neighbourhood Classes — Last day of classes
- 15 Music Department — Last day of classes
- 15 College Foundations Division — Last day of classes
- 15 English Language Training: Half-time classes — Last day of classes
- 16-17 College Foundations Division — Final examinations
- 16-17 Music Department — Final examinations
- 17 English Language Training: Half-time classes — Registration of returning students
- 17 School Canadiana — Last day of classes
- 18 Library Learning Centres — Last day of tutoring
- 18 School Canadiana — Registration of returning day students
- 21 School Canadiana — Registration of returning night students
- 22 School Canadiana — Registration of new day and night students
- 1982 Jan. 04 Library Learning Centres — First day of tutoring
- 04 College Foundations Division — Registration
- 04 Music Department — Registration of full-time students
- 04 English Language Training: Night school — Registration of new students
- 04 English Language Training: Half-time classes — Registration of new students
- 05 English Language Training: Half-time classes — First day of classes

- 05 English Language Training: Night school — First day of classes
- 05 College Foundations Division — First day of classes
- 05 Music Department — Registration of part-time students and auditors
- 05-06 College Foundations Division — Late registration
- 06 Music Department — First day of classes
- 11 English Language Training: Neighbourhood classes — First day of classes
- 1982 Feb. 23 School Canadiana — Last day of classes
- 24 School Canadiana — Registration of returning night students
- 25 School Canadiana — Registration of returning day students
- 25 School Canadiana — Registration of new night students
- 26 School Canadiana — Registration of new day students
- 1982 Mar. 01 School Canadiana — First day of classes
- 15-17 English Language Training: Night school — Registration of returning students
- 20 English Language Training: Night school — Last day of classes
- 26 English Language Training: Neighbourhood classes — Last day of classes
- 1982 Apr. 03-06 English Language Training: Night school — Registration of new students
- 05-08 English Language Training: Night school — First day of classes
- 05 English Language Training: Neighbourhood classes — First day of classes
- 20 Music Department — Last day of classes
- 21 College Foundations Division — Last day of classes
- 21-23 Music Department — Final examinations
- 22-23 College Foundations Division — Final examinations
- 27 School Canadiana — Last Day of classes
- 28 English Language Training: Half-time classes — Last day of classes
- 28 School Canadiana — Registration of returning night students
- 29 School Canadiana — Registration of returning day students
- 29 School Canadiana — Registration of new night students
- 29 English Language Training: Half-time classes — Returning students

- 30 School Canadiana — Registration of new day students
- 1982 May 03 School Canadiana — First day of classes
- 03 College Foundations Division — Registration for "a" and "a + b" terms
- 03 English Language Training: Half-time Classes — Registration of new students
- 04 English Language Training: Half-time classes — First day of classes
- 04 College Foundations Division — First day of classes
- 05-06 College Foundations Division — Late Registration
- 25-26 English Language Training: Night school — Registration of returning students
- 26-27 English Language Training: Night school — Last day of classes
- 26-28 English Language Training: Neighbourhood classes — Last day of classes
- 1982 Jun. 22 College Foundations Division — Last day of classes
- 23-24 College Foundations Division — Final examinations
- 28 English Language Training: Half-time classes — Last day of classes
- 29 School Canadiana — Last day of classes
- 30 School Canadiana — Registration of returning night students
- 30 English Language Training: Half-time classes — Registration of returning students
- 1982 Jul. 02 Library Learning Centres — Last day of full schedule
- 02 School Canadiana — Registration of returning day students
- 05 School Canadiana — Registration of new day and night students
- 05 College Foundations Division — Registration "b" term
- 05 English Language Training: Half-time classes — Registration of new students
- 05 Library Learning Centres — First day of reduced summer schedule
- 05 English Language Training: Night school — Registration of new students
- 06 College Foundations Division — First day of classes
- 06 English Language Training: Half-time classes — First day of classes
- 06 School Canadiana — First day of classes
- 06-08 English Language Training: Night school — First day of classes

- 1982 Aug. 16-18 English Language Training: Night school —
Registration of returning students
- 20 English Language Training: Night school — Last day
of classes
- 20 College Foundations Division — Last day of classes
- 23-24 College Foundations Division — Final examinations
- 24 School Canadiana — Last day of classes
- 25 School Canadiana — Registration of returning night
students
- 26 School Canadiana — Registration of returning day
students
- 26 School Canadiana — Registration of new night
students
- 27 School Canadiana — Registration of new day students
- 30 School Canadiana — First day of classes
- 31 English Language Training: Half-time classes — Last
day of classes

The College Preparatory English schedule of the Communications Arts
Division is the same as that of the College Foundations Division.

SCHEDULE OF EVENTS

Vocational Programs

Basic Training for Skill Development (BTSD)	— Continuous intake
English Language Training — Full-time classes	— Continuous intake
Basic Employment Skills Training (Best): King Edward Campus	1981 Mar. 30 to 1981 May 22 1981 Aug. 31 to 1981 Oct. 23 1981 Nov. 02 to 1981 Dec. 23 1982 Jan. 11 to 1982 Mar. 05 1982 Mar. 15 to 1982 May 07
Ray Cam Centre	1981 Mar. 16 to 1981 May 08 1981 May 19 to 1981 Jul. 10 1981 Aug. 31 to 1981 Oct. 23 1981 Nov. 02 to 1981 Dec. 23 1982 Jan. 11 to 1982 May 07

Employment Orientation for Women (EOW):

King Edward Campus	1981 Apr. 13 to 1981 Jun. 12 1981 Sep. 08 to 1981 Nov. 06 1981 Nov. 16 to 1982 Jan. 22 1982 Feb. 01 to 1982 Apr. 02
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BTSD/BJRT Youth: Britannia Centre

Continuous intake from Sep. to Jun.
1981 Apr. 01 to 1981 Jun. 26 1981 Sep. 08 to 1982 Mar. 31

Vocational Orientation for Youth (VOY) Continuous intake from Sep. to Jun.

1981 Apr. 13 to 1981 Jun. 26 1981 Sep. 08 to 1982 Mar. 31 1981 Apr. 13 to 1981 Jul. 10
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Pharmacy Assistant Introductory Homemaking and Institutional Aide

1981 Sep. 21 to 1981 Dec. 18

Homemaker (Full-time)

1982 Jan. 04 to 1982 Apr. 02

Homemaker (Part-time)

1981 Apr. 13 to 1981 Aug. 06 1981 Sep. 07 to 1981 Dec. 18 1982 Jan. 04 to 1982 Apr. 08 1982 Apr. 13 to 1982 Jul. 16
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Vocational Orientation for Hearing Impaired

Continuous intake 1981 Apr. 01 to 1981 Jun. 26 1981 Sep. 08 to 1982 Jun. 30

Introductory Sign Language

1981 Sep. 02 to 1981 Dec. 19

Advanced Sign Language

1982 Jan. 05 to 1982 Mar. 27

Paraprofessional Worker for Deaf

1982 Mar. 30 to 1982 Jun 26

Hearing Impaired: Full and Part-time

Monthly intake 1981 Jan. 05 to 1981 Jun. 26 1981 Sep. 02 to 1981 Dec. 17 1982 Jan. 04 to 1982 Jun. 30
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Hearing Classes, Part-time

1981 May 04 to 1981 Jun. 16 1981 Sep. 07 to 1981 Dec. 17 1982 Jan. 04 to 1982 Apr. 15 1982 May 03 to 1982 Jun. 15
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STUDENT CONDUCT

On admission to King Edward Campus, students accept an unqualified commitment to conduct themselves at all times in a responsible manner which conforms with the generally accepted standard of adult behaviour. It is expected that courtesy and respect will be shown for the administrative officers, faculty and employees in all personal contact. The necessity for various College regulations and compliance with the directives of those authorized to enforce the regulations must be understood and accepted. Students conducting themselves in a manner contrary to the best interests of the College will be subject to such penalties as the circumstances justify, including suspension or expulsion.

Additional information regarding student conduct on campus and student judicial procedures is available in the Manual of Policies and Procedures.

A student may be suspended or expelled for improper conduct, failure to comply with College regulations, academic dishonesty, habitual absences, lack of effort and interest, possession of, or being under the influence of, alcoholic beverages or illegal drugs, and/or under other circumstances as determined by the College Board.

In all cases where academic dishonesty is established the student may be dropped from the course with a grade of F. For a second offense, the student may be expelled from the College.

CONTENTS

President's Welcome	i
Organization of Vancouver Community College	ii
Vancouver Community College	iii
Vancouver Community College Campuses	iv
College Programs	vi
King Edward Campus Calendar	viii
Student Conduct	8
GUIDELINES FOR ALL STUDENTS	10
Basic Qualifications	10
Citizenship Requirements	10
English Language Assessment	10
Student Hours	10
Christmas/New Year's Day Period	10
Tuition Fees	10
Senior Citizen Tuition Fee Exemption	11
Student Government	11
Student Society Fee	11
Auditing a Course	11
Shift Workers	11

Attendance	11
Withdrawals and Refunds	11
Student Identification Cards	11
Replacement of Student Identification Cards and Fee Receipts	12
Change of Name and/or Address	12
Confidentiality	12
Academic Records and Official Transcripts	12
Grades	12
Appeal of Final Grades	13
Certificates and Diplomas	13
Coordinated Studies Diplomas	14
Transfer of Credit from one Program to another	14
Application for Program Certificates and Diplomas	14
STUDENT SERVICES	14
Counselling Services	14
Counselling Resource Centre	15
Program Planning and Course Changing	15
Assessments	15
Agency Liaison	16
Financial Aid, Bursaries and Scholarships	16
KEC Learning Centres	19
Health Services	19
IEPA (Individualized Educational Programs for Adults)	19
Library/Resource Centre	20
COLLEGE FOUNDATIONS DIVISIONS	20
COMMUNICATION ARTS DIVISION	41
English Language Training	41
Music	45
TRAINING AND DEVELOPMENT DIVISION	46
Basic Training for Skill Development (BTSD)	47
Programs for Deafness	48
Vocational Orientation for the Hearing Impaired	48
Training for Interpreters of Sign Language for the Deaf and Para-professional Workers with the Deaf	49
Part-time Program for the Hearing Impaired	50
English for the Hearing Impaired	51
Mathematics/Metrics	51
Lip Reading	51
Sign Language	51
Mime	51
Vocational Planning and Work Readiness	51
Introductory Homemaking and Institutional Aide (IHIA)	51
Homemaker	52
Pharmacy Assistant	53
Basic Job Readiness Training (BJRT)	54
Basic Employment Skills Training (BEST)	55
Employment Orientation for Women (EOW)	55
Vocational Orientation for Youth (VOY)	56
ADMINISTRATORS, COUNSELLORS, FACULTY AND STAFF	57
GENERAL EDUCATION DEVELOPMENT (GED) TESTING	64

GUIDELINES FOR ALL STUDENTS

King Edward Campus provides educational opportunities 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 12 Equivalency, the equivalent of the Ministry of Education Adult Grade 12 Certificate;
- d) wish to write the General Educational Development (GED) tests;
- e) need to complete a Grade 12 program already started;
- f) need upgrading in academic subjects;
- 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 must be 18 years of age or older; or have been out of school at least one full year, except in those courses especially designed for young adults. 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 on statutory holidays, throughout the year. Programs range from one week to two years' duration.

Christmas/New Year's Day Period

Students sponsored by Canada Employment (Manpower) who are enrolled in programs spanning the Christmas/New Year's Day period may lose their wage replacement allowance for up to four days because classes do not meet from December 24th to January 1st.

Tuition 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 most individual programs and courses are listed in the appropriate sections of the calendar.

Senior Citizen Tuition Fee Exemption

Senior citizen residents of B.C., who are 65 years of age or older, normally are not required to pay tuition fees. However, some College courses and programs are limited in enrolment or are specifically employment oriented. In such cases, senior citizens may be required to pay tuition fees.

Student Government

The Students Council, normally elected annually, provides a variety of services for the student body including student insurance, photo identification 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 the Admissions Department 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 provided the course is not filled with credit students. A student wishing to audit a course may request permission to do so after the registration period. An audit student may not change to a credit student for the course which he is auditing.

Shift Workers

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

Attendance

Absence for any cause does not relieve students of the responsibility for completing assignments and examination requirements.

Withdrawals and Refunds

Students who, for any reason, are unable to continue attending classes should arrange to complete the withdrawal procedure. In order to obtain a partial refund of tuition fees paid, students must officially notify the College 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 procedure.

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 stu-

dent's photograph, is valid only for the dates shown on it. It must be presented upon request when material is taken from the Library Resource 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 on College 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 to an unauthorized person concerning any individual student's performance or attendance 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 examinations, 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 not withdrawn officially.

S SATISFACTORY

Credit granted.

U UNSATISFACTORY

No credit granted.

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

Appeal of Final Grades

When a student wishes to have a final grade reassessed, 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

Program certificates are issued to students who have successfully completed programs which are of 12 months or less duration. (Students enrolled in part-time studies will require proportionately more time.) The following designated certificate programs will be offered by the College at King Edward Campus in 1981-82:

- 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

THE DIPLOMA

Diplomas are issued to students successfully completing programs normally of two academic years' duration.

In 1981-82 King Edward Campus will offer the Fine Arts (Music) Diploma, the requirements for which are listed following the program description on page 45.

THE COORDINATED STUDIES DIPLOMA

A coordinated studies diploma is awarded to students whose combined certificate and/or diploma course work is equivalent to two (academic) years. For further information about the Coordinated Studies Program diploma, students are advised to see a counsellor.

TRANSFER OF CREDIT FROM ONE PROGRAM TO ANOTHER

While the certificate/diploma requirements of a specified program of studies are prescribed for that program, a student may, nonetheless, transfer successfully completed and appropriate course/program credits from one designated program to another.

Upon application at the Student Services Centre of the Vancouver Community College centre/campus offering the program to which the student wishes to transfer, and after appropriate consultation with counsellors and/or instructors, the student will be advised respecting the modified program requirements.

APPLICATION FOR PROGRAM CERTIFICATES AND DIPLOMAS

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

Further Information

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

STUDENT SERVICES

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 or plan their upgrading.

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.

Counsellors can be helpful in the following areas:

- choosing a career
- developing personal goals
- exploring aptitudes and interests
- discussing placement test results
- planning an educational program
- understanding learning problems.

HOURS

09:00-19:30 hours Monday to Thursday

09:00-16:00 hours Friday

Counselling Resource Centre

The Resource Centre, operated by the Counselling Department, is located in Room 302. The Centre is open to students and the community Monday to Friday. The telephone number is 731-4614, locals 17 and 18. In it the following materials are available:

- Calendars from all Canadian universities, institutes and colleges
- Brochures on B.C. post-secondary programs, in particular the Vancouver Vocational Institute, the Langara Campus, Douglas College, Pacific Vocational Institute, British Columbia Institute of Technology
- Outlines on all King Edward Campus courses/programs
- 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, the Vancouver Vocational Institute, the Langara Campus and British Columbia Institute of Technology
- Audio tapes on programs at many other educational institutions.

Information regarding the training, educational or personal requirements for a specific job, job availability and salary scales, or matters related to careers is available in the Counselling Resource Centre.

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. However, program planning can be done in consultation with a counsellor. 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 personnel at the front counter in the Administration Building.

Assessments

Academic assessments in reading, writing, mathematics and business education are available through the Admissions Department, the Counselling Department or a faculty advisor. The assessments are not tests; they are designed to help prospective students determine the appropriate

placement levels in courses or programs. 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 such public and private agencies as Canada Employment and the Ministry of Human Resources, which sponsor students in some programs offered at King Edward Campus.

Financial Aid, Bursaries and Scholarships

Students are expected to seek summer and part-time employment where possible and budget their funds. However, many students still find themselves in need of financial assistance. Detailed written information on financial assistance is available from the Counselling Resource Centre. Further enquiries should be directed to the Financial Aid Advisor.

The most common type of aid is through the B.C. Student Assistance Program. Also available are scholarships — awards based on scholastic merit, bursaries — awards based on financial need, loans, and a limited number of student aid work positions.

B.C. Student Assistance

The B.C. Student Assistance Program is composed of two inter-related components:

1. The Canada Student Loan Program, federally funded and provincially administered, and
2. B.C. Provincial Grant Program funded by the province.

B.C. Financial Assistance offers loans/grants to subsidize tuition, books and living expenses of full-time students in specific programs who satisfy residence and other requirements. Full-time Music students as well as students enrolled in the Training for Interpreters of Sign Language for the Deaf, and Para-professional Worker with the Deaf are eligible to apply, provided they satisfy federal and provincial criteria. College Foundations students, studying at the Grade 11 and 12 level, and BTSD level 4 students are also eligible provided that:

- a) they are completing courses for admission to specific academic or vocational programs; and
- b) the applicant has fulfilled ONE of the following criteria:
 - i) has already earned Grade 12,
OR
 - ii) has been out of high school for the number of years required to complete secondary school had he remained in school,
OR
 - iii) has been in the labour force (full-time) for more than one year.

Detailed written information regarding the B.C. Financial Assistance Program may be obtained from the Counselling Resource Centre. Application forms and audio-visual aids for completing them are also located there. Completed application forms should be returned to the Financial Aid Office. The deadline for completed applications is eight weeks before the end of the term. If funds are needed by the first day of classes, applications must be submitted eight weeks in advance.

B.C. Special Assistance and Health Bursaries

Part-time students, particularly single parents and mature students, may be eligible (in selected cases) for grants. For further information consult page 24 of the B.C. Student Assistance Program "Information Booklet" available in the Counselling Resource Centre. Students in the Home-maker and Introductory Homemaking and Institutional Aide programs may also be eligible for Health Bursaries in conjunction with Special Assistance. Students in these programs should apply for Special Assistance on regular B.C.S.A.P. application forms and note on the form that they would like to receive a Health Bursary.

KING EDWARD CAMPUS SCHOLARSHIP AND BURSARY PROGRAM

The Scholarship and Bursary program is administered by the King Edward Student Fund Committee. It is funded by interest from seed money as well as donations from the community. Substantial contributions in 1980 were made by the Vancouver Foundation and Parnell Foods. A limited number of \$50.00 bursaries are available to registered students during the first two weeks of September, January and May. Students, selected on the basis of financial need, will receive funds approximately one month after submitting the application. Application forms may be obtained from, and returned to, the Counselling Resource Centre.

B.C. YOUTH FOUNDATION

The Foundation lends money (interest-free) on a short-term basis to students in need. An eligible student must have a suitable adult guarantor, have resided in B.C. for at least one year, and be under 30 years of age.

A student wishing to apply should make an appointment to see the Financial Aid Advisor.

RICK ROBERTSON MEMORIAL BURSARY

The Rick Robertson Bursary was established in memory of a dedicated and terminally ill student who passed away on August 23, 1977. Bursaries are awarded annually as funds permit.

EDELWEISS CREDIT UNION BURSARY

The Edelweiss Credit Union annually provides a bursary of \$150.00. To be eligible, an applicant must be an active member, or the son/daughter of an active member of the Edelweiss Credit Union. Interested students must apply to the Financial Aid Advisor by October 10th clearly indicating eligibility.

D. H. GOARD TRUST FUND

The D. H. Goard Trust Fund provides \$100.00 per year to needy students. The source of funds is an annual donation by D. H. Goard. Enquiries should be directed to the Financial Aid Advisor.

CREDIT UNION FOUNDATION OF B.C.

The Credit Union Foundation of B.C. contributes \$100.00 a year for students in financial difficulties — especially during the last month of a term. Enquiries should be directed to the Financial Aid Advisor.

BRUCE ANDISON MEMORIAL AWARD

A. Andison and the Native Indian Service Council have donated a perpetual scholarship to be awarded annually to acknowledge talent and citi-

zenship of a native student. Enquiries should be directed to the Financial Aid Advisor.

OUTSTANDING STUDENT AWARD

A \$100.00 cash award from the Music Department faculty is presented annually, during the Spring Festival of Music, to a full-time music student judged by the faculty to be the most outstanding student in the Department throughout the course of the academic year. The award is based on performance, scholarship and service.

Students enrolled in the Advance Performance Program are ineligible.

VAN-TEL CREDIT UNION BURSARIES

Two bursaries of \$500.00 each are awarded annually to the sons, daughters and legal dependents of members of Van-Tel Credit Union residing in B.C. One bursary is to honour the memory of Leo Morris, late Treasurer of Van-Tel Credit Union. The second bursary is to honour the memory of Les King, late President of Van-Tel Credit Union. They are open to competition to students proceeding from Grade 12 into a full program of studies at the University of B.C., University of Victoria, Simon Fraser University, or any accredited post-secondary institute within the province of British Columbia. To be eligible for consideration a candidate must have an average of at least 70%. The winners will be selected by the University of B.C. in consultation with Van-Tel Credit Union. From those who so qualify, in the final selection, a major factor will be the financial circumstances of the applicants and their families. Applications and further information may be obtained from the Awards Office at the University of British Columbia, Vancouver, B.C. V6T 1W5. Applications must be received by U.B.C. on or before July 1st.

B.C. TEL AWARDS

Two bursaries of \$100.00 each, from the B.C. Telephone Company are awarded annually to King Edward Campus students who have completed one or more phases of a program. The B.C. Tel awards are based on academic achievement and financial need. Application forms are available from the Counselling Resource Centre.

VMREU BURSARY

A bursary of \$100.00 is available annually to the sons, daughters or legal dependents of Vancouver Municipal and Regional Employees Union members whose membership in the Union at the time of application is both current and of at least two years' standing. The award will be made in consultation with the Union, to a qualified applicant who is beginning or continuing full-time enrolment at King Edward Campus. The award is based on financial need and academic standing in previous studies. For further information, contact the Financial Aid Advisor.

VIA ACHIEVEMENT AWARDS

One student from each of the three divisions at King Edward Campus (Communication Arts, Training and Development, College Foundations) is chosen every six months to receive a \$250.00 Vocational Instructors' Association achievement award. Instructors within each department suggest the names of suitable candidates. Candidates need not be "A" students but should be justifiably pleased with their own progress. Awards are presented in January and in June of each year. These awards are funded by the Vocational Instructors' Association at King Edward Campus and the Vancouver Vocational Institute.

KEC Learning Centres

WHAT?

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

Tutors can also: help students with computer programs; help with forms like Income Tax Returns; or work on effective study habits. 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 to 19:00 hours, Monday through Thursday and from 09:00 to 13:00 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 to 12:00 hours, Monday through Thursday.

HOW?

Help is available on a first-come, first-served basis. A student needing assistance should come to the Centre with some work to do, 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 308, Administration Building

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

Telephone: 731-4614, local 34

Staff includes: full-time Community Health nurse, and part-time doctor, psychiatrist and psychologist.

Services include:

- Treatment and counselling on medical concerns
- Pregnancy tests and counselling
- Birth control
- Vision and blood pressure testing
- Emotional health counselling for stress, anxiety and depression
- Referrals to specialists and community resources
- Pap smears for women
- V.D. tests and treatment
- First aid
- Lists of local doctors and dentists
- Counselling on diet, alcohol and smoking
- Weight scales, pamphlets, information, books

These services are free, generally on a drop-in basis, and confidential.

I.E.P.A.

(Individualized Educational Programs for Adults)

This program offers diagnosis and a subsequent remedial program for King Edward Campus students who have, or who are thought to have, learning disabilities.

Students who need assistance of this nature remain enrolled in their regular classes but receive specialized assistance during two or three sessions per week through the I.E.P.A. program.

For more information about this program, students should consult either their instructors or a counsellor, who can arrange for referrals to be made.

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 17:00 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 the 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 and other language materials are also available.

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

SUMMER TERM — 1981

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	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 Summer "b" Term DOMINION DAY: VCC CLOSED
July 2	Registration for "b" Term: 10:00 to 12:00 hours
July 3	First day of classes — "b" Term: day and evening
July 30	Last day for refunds for "b" Term
August 3	B.C. DAY: VCC CLOSED
August 7	Last day for official withdrawal from "b" Term courses
August 19	Last day of classes
August 20, 21	Term-end examinations
August 31	Last day of Summer Term

FALL TERM — 1981

September 1	First day of Fall Term
September 1	Registration for Fall Term: day and evening classes 14:00 to 20:30 hours
September 2, 3	Late registration period
September 2	First day of classes: day and evening
September 7	LABOUR DAY: VCC CLOSED
October 2	Last day for refunds
October 12	THANKSGIVING: VCC CLOSED
November 6	Last day for official withdrawal from courses
November 11	REMEMBRANCE DAY: VCC CLOSED
December 15	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 — 1982

January 1	First day of Spring Term NEW YEAR'S DAY: VCC CLOSED
January 4	Registration for Spring Term: day and evening classes 14:00 to 20:30 hours
January 5	First day of classes: day and evening
January 5, 6	Late registration period
January 29	Last day for refunds
March 5	Last day for official withdrawal from courses
April 9	GOOD FRIDAY: VCC CLOSED
April 12	EASTER MONDAY: VCC CLOSED
April 21	Last day of classes
April 22, 23	Term-end examinations
April 30	Last day of Spring Term

SUMMER TERM — 1982

May 1	First day of Summer "a" Term
May 3	Registration for courses taught "a" and "a + b" terms: 14:00 to 20:30 hours
May 4	First day of classes: day and evening
May 5, 6	Late registration period
May 24	VICTORIA DAY: VCC CLOSED
May 28	Last day for refunds
June 4	Last day for official withdrawal from courses
June 22	Last day of classes
June 23, 24	"a" Term final examinations "a + b" Term mid-term examinations
June 28-July 2	Student mid-term break
June 30	Last day of "a" Term
July 1	First day of Summer "b" Term
July 1	DOMINION DAY: VCC CLOSED
July 5	Registration for "b" Term: 10:00 to 12:00 hours
July 6	First day of classes — "b" Term: day and evening
July 30	Last day for refunds for "b" Term
August 2	B.C. DAY: VCC CLOSED
August 6	Last day for official withdrawal from "b" Term courses
August 20	Last day of classes
August 23, 24	Term-end examinations
August 31	Last day of Summer Term

GENERAL INFORMATION

Advance Registration

Students are advised to register in advance if possible. Advance registration begins approximately two months prior to the beginning of term. Exact dates are available from the Counselling Resource Centre or the Admissions Department. Fees are payable in advance. A \$6.00 per course charge is levied if a student cancels registration prior to the beginning of term.

Fees

Tuition Fees: \$30.00 for each course, 5 hours/week (\$150.00 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 SPRING)

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 register during the regular registration period, but 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 operates 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, each student is 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 directed to take the appropriate assessments.

Students, whose previous marks in mathematics, English or business education 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 are most likely to succeed.

ADVANCE CREDIT OR TRANSFER CREDIT

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

INSTRUCTION

Instruction in most courses is based on a four-month term, with classes either in the day or in 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 final examinations. Regular attendance is essential. Arrangements can be made, with instructors, for shift workers to alternate between day and evening classes.

BASIC EDUCATION PROGRAM — TO GRADE 8 EQUIVALENCY

The Basic Education Program provides instruction in 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 when, with the guidance of their instructors, they are ready. Upon completing the program successfully, a student may enter programs requiring grade 8 equivalency in English and/or mathematics.

Students in Basic Education require fluency in spoken English.

Classes: Day: Monday to Friday.

Evening: English on Monday and Wednesday

Mathematics: Tuesday and Thursday.

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 1-6, 41-44.

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 Cer-

tificate 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 normally will be decided before the student commences studies.

Students enrolled previously 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 20, 21 and 22 of this Calendar.

COMMUNITY COLLEGES OF BRITISH COLUMBIA CERTIFICATE OF GRADE 12 EQUIVALENCY

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

- | | |
|--|----------------------|
| a) English 071 and Canadian Viewpoints 081 and 091, or English 098 and 099 | |
| b) Four courses from: | c) Six courses from: |
| Biology 083 | Accounting 062 |
| Biology 093 | Accounting 072 |
| Business Communications 082 | Biology 061 |
| Chemistry 083 | Biology 071 |
| Chemistry 093 | Chemistry 061 |
| Consumer Law 082 | Chemistry 071 |
| Consumer Finance 092 | Computer Science 063 |
| Economics 094 | Computer Science 073 |
| Economics 095 | English 071 |

b) Four courses from:

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:

French 061
French 071
*German 061
*German 071
Mathematics 061 or 062
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

All courses are designated by a three-digit number. The numbering system of the courses differs from the secondary school equivalent which is shown in parenthesis immediately below the course title and number.

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

SECTION HOURS

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

BUSINESS EDUCATION

Accounting 062 and 072

Previously Bookkeeping 062 and 072
(Bookkeeping 11)

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

Accounting 062 includes analysis of transactions, double-entry accounting, formal journalizing and posting, preparation of financial statements and subsidiary ledger accounting, and the synoptic journal. This course also includes the operation of the 10-key adding machine by the touch method. **(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, and 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 interviews, using a confident approach to obtain the job wanted. They also make personal resumes, complete applications 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)**

Prerequisites: English 051 or equivalent.

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

Prerequisite: English 051 or equivalent.

Marketing 062

(Marketing 11, half course)

This course offers a practical range of knowledge and experience 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 others, 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 Shorterhand text. At the completion of the course, students should be capable of taking dictation of 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

This is a beginning course in touch-typing. Students learn the essentials of operating a typewriter. This includes: typewriter parts, effective typewriting techniques, keyboard drills, horizontal centering and vertical centering. 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 set up and type tables, business letters, envelopes, memoranda, invoices and other forms. 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: Typing 062 and English 051 or equivalent.

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, agenda, 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.

Day (15:0:0)

Evening (5:0:0)

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 by combining writing tasks with reading and discussing short stories and a novel and/or a play.

(4:1:0)

Prerequisite: English 051 or its equivalent.

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. Canadian Viewpoints 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. Canadian Viewpoints 091 builds on this basis of content and skills; studies include 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 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 C59

(English 9-10 for non-native speakers of English)

This course is for students who wish to upgrade their formal education while improving their language skills. Instruction is given in writing, reading, speaking, listening and study skills.

Day (20:5:0)

Evening (8:2:0)

Prerequisite: Suitable score on the English Language Assessment or referral from a Vancouver Community College, King Edward Campus department head/coordinator.

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 four months. Evening sessions are held on a part-time basis for four months. Students must be assessed well in advance of registration. They should apply to the English Language Training Assessment Office as early as possible.

Day (20:5:0)

Evening (8:2:0)

Prerequisites:

—Education background: university entrance level in the student's own language OR admission to the College Foundations program at King Edward Campus.

—English level, suitable score on the ADVANCED English Language Training test or the English Language Assessment. (Students must be assessed well in advance of registration and should apply to the English Language Training Assessment Office as early as possible.)

English 058

(English for Science and Technology)

This course is for students at the post-advanced level who intend to

specialize in science and 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. **Day (20:5:0)**

Evening (8:2:0)

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 practice 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.

Spelling

The Spelling course is designed to help the student overcome poor spelling habits. It involves understanding the relationships between speech and writing (phonics) and learning and practising the rules of spelling English words. The student spends part of the time in the laboratory and part in the classroom

(1:0:4)

Prerequisites: A desire to learn to spell, and College Foundations entrance requirements.

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 time 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 in dealing with printed material, as well as some basic skills in reading/writing work. Attention also is given to speed.

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.

MATHEMATICS

Mathematics 031

(Basic Education)

Whole numbers, fractions, decimals, percentages, graphs to the Grade 8 level.

Day (5:0:0)
Evening (5:0:0)

Mathematics 041

(Mathematics 9)

This is an introductory course in both academic and general mathematics 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, and 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 either Mathematics 061 or Mathematics 062. The course is in two parts. The first is a modern approach to introductory algebra which includes integers, rational numbers and solving equations. The second 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 intermediate courses in modern algebra which include: factor-

ing; systems of equations and graphs; inequalities; fractional expressions and equations; quadratic equations; polynomials and functions; exponents, powers and roots; and exponential 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 courses. 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 051 or its equivalent.

Computer Science 063 and 073

(Computer Science 11)

These are introductory and intermediate courses in computer science. The classes are of a lecture laboratory format, with the laboratory periods devoted to the use of the microcomputer. Course content includes discussion of the historical development of computers, terminology, the computer system, and the social implications of computer use. Topics include flowcharting, coding programs in BASIC, testing and debugging flowcharts and programs, use of functions, adders and counters, nested loops, formatting, subroutines, and documentation. Problems selected will be from the mathematics and business areas, with emphasis on logical analysis and the solution of problems using flowcharting and programming techniques. **(4:1:0)**

Prerequisite: Mathematics 051 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 and polynomial. The course concludes with a short unit on either introductory calculus or probability. **(4:1:0)**

MODERN LANGUAGES

French 061 and 071

(French 11)

These are beginning courses 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. 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)

These are 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.

(3:0:1)

German 061 and 071

(German 11)

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

They 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)

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

They 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 as well as study of notation, keys, scales, intervals, transposition, time, rhythm, musical terms, the fundamentals of harmonic and melodic composition. It is a College Foundations credit course which also fulfills the entrance requirement for Music 103 of the Vancouver Community College 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 course in which the basic principles of physics, chemistry, geology and biology are studied within the context of the scientific method. Theory learned during these studies will be related to practical examples in industry, technology and everyday life. Laboratory sessions and field trips provide "hands-on" experience with science. Topics of current interest include: lasers, nuclear energy, properties of fuels, astronomy, ecology, rock identification and volcanoes.

(2:1:2)

Prerequisite: It is recommended that Mathematics 051, or its equivalent, be taken either before or concurrent with Science 051.

Biology 061

(Half of Biology 11)

Biology 061 is an introduction to ecological principles. The interactions between plants, animals (including humans) and environments are explored in both theory and application. Field trips include visits to a bog, a pond, a forest, an intertidal zone and the Vancouver Public Aquarium. Exotic locations such as deserts and ocean floors will be explored using slide and movie presentations.

Topics include: human population growth, marine ecology, diseases, environmental impact assessment, energy flow from sun to people, urban ecology, resource management, plant and animal adaptations.

(2:1:2)

Biology 071

(Half of Biology 11)

This course is an introduction to evolution and the diversity of life, with emphasis on the natural history of the Vancouver area. The unifying theme of evolution is used to guide the studies of the structural and behavioural adaptations of plants and animals to their environments.

Topics include: origin of life, human evolution, social behaviour, parasitology, animal physiology, plant identification and bird-watching. 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: birth control, male and female reproduction, 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 and 071 or Biology 083 and 093 may obtain transfer credit for Biology 11. All four courses give credit for Biology 11 and Biology 12. It must be understood that Biology 083 and 093 are more difficult than Biology 061 and 071. It is recommended that students who require Biology 11 for a nurse training program take Biology 083 and 093. **(2:1:2)**

Chemistry 061 and 071

(Chemistry 11)

These courses introduce the basic principles of chemistry. The methods of science are presented and problem solving skills are developed. Topics include: atomic structure, chemical bonding, stoichiometry, properties of solutions, properties of gases, chemical equilibrium, and a brief introduction to organic and nuclear chemistry. **(2:1:2)**

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

Chemistry 061 and 071 may be taken together; however, it is recommended that Chemistry 061 be taken before Chemistry 071.

Chemistry 083

(Half of Chemistry 12)

This course emphasizes the structure of matter and the relationship between structure and properties of substances. Topics discussed include: energy, changes in chemical reactions, intermolecular forces and chemical periodicity, atomic structure, and bonding. **(2:1:2)**

Prerequisite: Chemistry 071 or its equivalent. Mathematics 061 or its equivalent.

Chemistry 093

(Half of Chemistry 12)

The course investigates WHY and HOW chemical reactions take place. Topics discussed include: reaction kinetics, chemical equilibrium (qualitative and quantitative aspects), acid-base theory, oxidation and reduction, electro-chemistry, and chemistry of the halogens. **(2:1:2)**

Prerequisite: Chemistry 071 before or concurrent. 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.

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

Physics 061 and 071 can be taken together or in either order. **(2:1:2)**

Prerequisite: Mathematics 061, or its equivalent, must be taken either before or 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, 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 cannot 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 or in either order.

Economics 094

(Half of Economics 11)

The Evolution of Modern Economic Systems

This course aims at developing understanding of the major economic systems in the world today — CAPITALISM and SOCIALISM — and 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 at developing understanding of contemporary economic ideas and principles and their application to the Canadian econ-

omy. 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 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, 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 understand-

ing 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. Concepts of the nation state as well as the shape of our modern social structure, and the idea of an integrated world, date from the imperialism of the late nineteenth century. Such themes form the basis of this course; emphasis is on how the basic frame-work 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. All programs provide orientation to Canadian life and culture, and prepare students for Canadian citizenship.

Admission Requirements

Students entering a program for the first time must show proof of Canadian citizenship or landed immigrant status. Certain exceptions are made to this policy; however, tourists who are visiting in Canada or persons who apply for admission from outside the country are not admissible for registration.

Tuition Fees

Fees vary from program to program because of differences in the length of term and in the number of hours of instruction per week. However, on the average, tuition fees are thirty 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

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 full-time classes is to give students enough English to enable them to find employment. Classes are offered five days a week, six hours a day, at the beginner and intermediate levels. Intake 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 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 \$36.00 per month.

ON-CAMPUS PROGRAMS

Half-Time Classes

The purpose of the English as a Second Language classes is to offer students the opportunity to upgrade their English communication skills so that they can function more effectively in the English-speaking community, or enter vocational, academic or technical post-secondary programs.

Classes are offered mornings, afternoons, and evenings, four days a week, each class lasting two and one-half hours.

In addition to class instruction, facilities in the Library, Audio Laboratory and Learning Centre are available for the use of individual students. From time to time, enrichment or remedial tutorial sessions are arranged to meet special student needs.

Classes are conducted in four terms:

January 2 to April 30

May 1 to June 30

July 2 to August 31

September 1 to December 21.

Fees for the four-month terms are \$72.00, and for the two-month terms, \$36.00.

Students seeking admission require an assessment. They should come to the King Edward Campus as soon as possible before the beginning of a term. The English Language Assessment Office is open as follows:

Days: Monday and Wednesday 10:30 to 14:30 hours.

Evenings: Tuesday and Thursday 16:30 to 19:30 hours.

Improve Your Pronunciation

Improve your Pronunciation 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 afternoons and evenings, either two or four times a week. Fees are \$12.00 or \$24.00 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 are listed above.

COLLEGE PREPARATORY ENGLISH 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 four months. Evening sessions are held on a part-time basis for four months. Students must be assessed well in advance of registration. They should apply to the English Language Training Assessment Office as early as possible.

English 058

(English for Science and Technology)

English for Science and Technology is for those students at the post-

advanced level who intend to specialize in science and 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.

English 098-099

English 098-099 courses are for students who wish to advance to post-secondary studies in colleges, universities or technical and professional schools. For course descriptions, see College Foundations English Course Descriptions, page 31.

English C59

(English 9-10 for non-native speakers of English)

English C59 is for students who wish to upgrade their formal education while improving their language skills. Instruction is given in writing, reading, speaking, listening and study skills.

Prerequisite: Suitable score on the English Language Assessment or referral from a King Edward Campus department head/coordinator.

Fees: \$150.00

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; Kitsilano Secondary School, 2550 W. 10th Avenue, and Sir Charles Tupper Secondary School, 419 E. 24th Avenue. Classes meet either two or four evenings a week, two and one-half hours per evening. Registration takes place at the Centres on the first night of class in January, April, or September. Summer classes are held at the Britannia Community Services Centre only and registration is during the first week of July.

Fees: Four nights a week — \$36.00. Two nights a week — \$18.00

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 for two or two and one-half hours. Students register with the instructor 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. Classes are held in the Strathcona Elementary School

(Primary Buildings) 590 East Pender Street, 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. Anyone interested should go to the School Canadiana Office during office hours to be tested and to be put on the waiting list.

Fees: Daytime and four evenings a week for two months: \$24.00. Two evenings a week for two months: \$18.00

Office hours: Monday to Friday 09:00 to 14:30 hours. Monday and Tuesday 18:30 to 21:00 hours

Telephone Number: 253-3258

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: Britannia Library, 1661 Napier Street; Mount Pleasant Library, 370 East Broadway; and South Hill Library, 6076 Fraser Street. The Centres offer free help to adult students in the acquisition of functional language skills. The Learning Centres also provide free help to 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 a week, from 09:30 to 12:00 hours. The Britannia Learning Centre is open from 09:00 to 15:30 hours Monday to Friday and from 18:30 to 21:00 hours 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 designed 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 to both students and tutors.
- Volunteer tutors receive free training sessions and continued guidance and support from their assigned community instructor, plus all the necessary instructional material.

FOR FURTHER INFORMATION ON ANY OF THE ABOVE
ENGLISH LANGUAGE TRAINING CLASSES TELEPHONE
731-4614 (LOCAL 17 OR 18)

DEPARTMENT OF MUSIC

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 course 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); and
- e) an Advanced Performance Program for highly qualified students, designed to aid near-professional performers in polishing and refining 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 Willan Choir, stage bands, Wind Ensemble, jazz and "pop" combos, Jazz Choir, and Chamber Music ensemble. Vancouver's largest community orchestra, the Vancouver Philharmonic Orchestra, rehearses at the Mount Pleasant Centre.

V.C.C. Spring Festival of Music

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

Music Department Faculty

Members of the faculty include some of Canada's finest and best-known musicians. They bring a dedication to teaching, plus years of professional experience, providing a very stimulating learning experience for Vancouver Community College music students.

The instructors assist and encourage the students to become involved in the professional music community, and, in the course of the school year, 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, and
- Voice.

Entrance Requirements

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

Tuition Fees

Full-time students, who receive individual instruction, are required to pay a \$150.00 fee in addition to the general tuition fee of \$150.00.

FOR MORE COMPLETE INFORMATION, REFER TO
MUSIC DEPARTMENT CALENDAR OR TELEPHONE 873-
2461-2.

The Music Department is located at the Mount Pleasant Centre, 225 West 8th Avenue.

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 08:30 and 16:00 hours or between 14:30 and 22:00 hours.

Fees

The tuition fee rate for full-time programs is \$36.00 a month. For programs of less than one month, the fee is \$9.50 per week. The fee for part-time programs is pro-rated. Also, 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 \$5.00 service charge, will be granted to students who withdraw up to the first five days of instruction.

Students withdrawing between the fifth and the tenth day of instruction will be granted a refund of fifty percent 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 during which instruction is given.

Instructors 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 \$36.00 per month. The Canada Employment and Immigration Commission may sponsor eligible students. A non-refundable Student Society fee is charged at 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 do so each day. Provision is also made for students who do not require certificates, but who wish to upgrade academic skills 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 students and enrolled in the Basic Education program (see page 24).

BTSD Levels 2 and 3 — to Grade 10 Equivalency:

This program, in vocationally oriented communications, mathematics, and science, is designed to enable the student to take further trade training in programs for which Grade 10 is a prerequisite, or to proceed to BTSD Level 4. The program is individualized, with students starting at levels based on their present academic skills and moving 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 the 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 the 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 him move directly into more satisfying employment.

Communications: This course covers the broad skill areas of reading, writing, listening and speaking. Inventories 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 taking into consideration 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 choose biology or physics depending upon 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 the following areas of general biology: the cell, human biology, basic ecology. In addition, the student selects from several options.

Physics: This basic course in physics provides preparation for entering technical programs.

Length of Programs

The program may last from 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: 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 DEAF

Objectives:

Vocational Orientation for the Deaf 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 communications skills, English, mathematics, science and life skills. Oral/aural and manual systems of communication are used according to the needs of the student.

Entrance Requirements:

Students should be over 18 years of age or out of school for one year.

Enrolment:

Continual enrolment as space permits.

Provision can be made for enrolment at any time from September to June for full-time or part-time students, on individualized programs, to attend 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 necessary for further training.

Further Information:

Please contact the Programs on Deafness Department at King Edward Campus.

TELEPHONE (VOICE): 731-4614 local 57

or

(TTY/TDD FOR DEAF): 731-3716

TRAINING PROGRAM FOR INTERPRETERS OF SIGN LANGUAGE OF THE DEAF AND FOR PARA-PROFESSIONAL WORKERS WITH THE DEAF

This program consists of three courses.

Course 1 — Introduction to Interpreting (Four months, September to December)

Course 2 — Intermediate Interpreting (Three months, January to March)

Course 3 — Advanced Interpreting (Three months, April to June)

Each course operates from 08:30 to 15:00 hours, Monday to Friday. Opportunities for practica may also be available at other times. Each course must be completed successfully before proceeding to the next higher level. It is possible, however, for a student to leave after successfully completing any course and return to complete the program at a later date. A certificate is awarded upon successful completion of the program.

Course 1 — Introduction to Interpreting (September to December)

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 information situations.

Course Content:

Fingerspelling and Sign Language, English analysis, basic interpreting skills, laboratory and informal practice, and ethics of interpreting.

Entrance Requirements:

- Grade 12 or BTSD Level 4.
- Ability to communicate effectively in both written and spoken English. (A Language assessment test may be required.)
- Some knowledge of the deaf and/or Sign Language is preferred.

Enrolment:

Prospective students may be placed on the waiting list for this course by writing to "Programs on Deafness, King Edward Campus," providing personal resumés and transcripts from secondary schools and colleges. Upon notice of acceptance, the applicant will be asked to send a non-refundable deposit of \$36.00 to Vancouver Community College, King Edward Campus no later than July 31, 1981. Registration takes place the first Tuesday after Labour Day. At this time, the monthly vocational fee of \$36.00, plus a \$3.20 Student Society fee is due. Thereafter, the \$36.00 monthly fee is due on the first instruction day of each month except the last month of the course. For possible financial assistance, contact the Financial Aid Advisor at King Edward Campus.

Course 2 — Intermediate Interpreting (January to March)**Objective:**

This course is designed to assist the student continue development of the skills learned in the Introduction to Interpreting course.

Course Content:

Sign systems, English analysis, interpreting techniques, the world of the deaf, laboratory and formal practica, ethics of interpreting.

Entrance Requirements:

- Successful completion of Course 1 — Introduction to Interpreting, or its equivalent.

Enrolment:

Registration take place in January.

Course 3 — Advanced Interpreting (April to June)**Objective:**

This course is designed to prepare the student to interpret and/or to serve as a para-professional with the hearing-impaired in education, social service, professional and business settings.

Course Content:

Advanced interpreting skills and techniques, practica in para-professional work and/or interpreting, job search, and ethics of para-professional work and interpreting.

Entrance Requirements:

- Successful completion of Course 2 — Intermediate Interpreting, or its equivalent.

Enrolment:

Registration takes place in April.

PART-TIME PROGRAM FOR THE HEARING-IMPAIRED

The following courses are designed to meet the needs of part-time students on individualized programs. The fee is \$9.00 per 30 hours of instruction. Contact the Programs on Deafness Department at King Edward Campus for further details. Telephone 731-4614, local 57, or TTY/TDD for the Deaf 731-3716

English for the Hearing-Impaired

Spelling, sentence structure, paragraph development, vocabulary, reading comprehension, and discussion of materials read.

Mathematics/Metrics for the Hearing Impaired

Instruction in mathematics to the Grade 11 level, either general or technical. Metric measurements: linear, area, volume, liquid, mass and temperature.

Lip-Reading for the Hearing-Impaired

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

PART-TIME PROGRAM IN MANUAL COMMUNICATION

Each of the following five courses meets for two hours, once a week for 15 weeks. The fee for the 15 week course is \$9.00. Registration takes place the first week of September, January, and May. Contact the Programs on Deafness Department at King Edward Campus for further details. Telephone 731-4614, local 57.

Sign Language Level 1

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

Sign Language Level 2

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

Sign Language Level 3

To enrol in this class students must have completed Level 2 successfully. This level covers 1,00 signs and idioms beyond Level 2.

Refresher Sign Language

To enrol in this class, students must have completed successfully Sign Language Level 3. Interpreters who have not been active in the field may find this course a helpful review and practice in fluency.

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 an exploration of communication as a communication device.

VOCATIONAL PLANNING AND WORK READINESS

INTRODUCTORY HOMEMAKING AND INSTITUTIONAL AIDE (Previously Community and Family Aide) (IHIA)**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 of age 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; for example, English Language Training Intermediate Level II.

Enrolment Information:

Length of program: 13 weeks

Tuition Fee: \$36/month (\$108). Canada Employment sponsorship may be 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);
- Good health and physical strength compatible with health care requirements;
- Work experience with children and housekeeping activities; and
- Good health (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:

For Full-Time Day Program:

Length of program: 13 weeks.

Classes meet 08:30 to 15:30 hours daily, Monday through Friday.

Classes begin in January, April and September.

Tuition Fee is \$105.00 (\$70.00 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 18:30 to 21:30 hours, one evening per week.

Classes begin in January, April and September.

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

The part-time program is divided into four steps, each of 15 weeks' duration. The equivalent of the full-time program is achieved by completing all four steps.

Tuition Fees for part-time courses:

Step 1) \$13.50

Step 2) \$13.50*

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; mathematical skills in pharmacy; inventory maintenance; record keeping; pharmaceutical producers; communications and typing.

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;
- Some typing skills (must be able to type 25 words per minute by the end of the course);
- 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 \$36.00 per month; 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 JOB READINESS TRAINING (BJRT)

The four BJRT programs offered through King Edward Campus are described separately under the listings which follow. Each program is designed to meet the general objectives of BJRT but has been modified in delivery to meet the specific needs of the students for whom the program was developed.

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. They include: problem-solving skills in family and community life; finance; work and personal situations; as well as interpersonal communication and awareness skills.

Work Experience: As BEST is designed to get the participant directly — or through further training — into suitable employment, real work experi-

ence 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. They include: physical activation; craft opportunities and workshop participation, with a view to developing good work habits; and on-the-job decision-making skills.

Job Search Techniques: Elements of "Creative Job Search Techniques" and "Creating a Career" are an important part of the program.

Counselling and Special Services: Provision is made for appropriate services to each participant, as needed.

Enrolment:

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 \$72.00.

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 a member 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 are offered.

Entrance Requirements:

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

- Age 18 or over, or have been out of school for at least a year;
- Willingness and ability 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 08:30 to 16:00 hours 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 the Canada Employment and Immigration Commission.

Tuition Fee is \$81.00, plus \$10.00 for miscellaneous other expenses.

Student Society Fee: \$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, resumés, interviews and on-the-job experience.

Length of program: 13 weeks.

Starting Dates: January, April and September.

Tuition Fees: \$108.00 for three months, \$3.20 Student Society fee, \$20.00 supplies.

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. The program includes: life skills and job readiness skills; communications, mathematics and science to the Grade 10 level. The intent is to facilitate early re-entry into the educational system with clear vocational goals or direct entry into employment.

Target Group:

Young adults aged 15 or over, who are ready for academic upgrading, but who are not ready to enter other existing educational programs, will be considered. A student should have been out of school for one year or have a letter from the principal of a Vancouver Secondary School stating that there is no suitable program available to him in the school system.

Enrolment:

Potential students may be referred through community agencies working with youth, or through a Canada Employment Centre. Fee-paying spaces are also available: \$36.00 per month. The program starts in September with continuous intake as spaces become available.

Location:

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

Administrators

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

Division Chairmen

Bowers, B. A.	Communications Arts Division
Casey, E. C.	Training and Development Division
Fussell, R. C. H.	College Foundation Division

Counsellors

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

Instructors and Librarians

Code:	■ Department Head
	▲ Assistant Department Head
	● Coordinator

Aceman, L.	English Language Training
Adams, J.	Basic Education
Alton, S.	English
Anderson, M.	English Language Training
Anderson, T.	Basic Employment Skills Training
Andrews, A.	English
Antonelli, V.	College Preparatory English
Arthur, M.	English Language Training
Ash, B.	Basic Training for Skill Development
Aspinall, J.	English Language Training
Atherton, S.	English Language Training
Atkins, E.	College Preparatory English
Babalos, H.	College Preparatory English
Ballin, P.	Biology
Barbour, R.	English Language Training
Battell, E.	Basic Education
Bayliss, J.	English Language Training
Behnke, R.	Mathematics
■ Behnke, W.	Economics, Geography
● Benetti, J.	English Language Training
Bennett, M.	College Preparatory English
Bennett, R.	English Language Training
Berghofer, M.	English Language Training
Bigsby, K.	Reading and Study Skills
Blackwell, M.	Basic Education
Blake, G.	English Language Training

Booker, L. A.
 ■ Bottlinger, W.
 Bowley, F.
 Brade, E.
 Branter, D.
 Breen, M.
 Brown, H.
 Brown, M.
 Buck, D.
 Buckley, M.
 Burgess, P.
 Burn, P.
 Burnett, J.
 Buss, B.
 Butler, P.
 Caldwell, R.
 Cameron, B.
 Cant, M.
 Caulfied, B.
 Cawsey, J.
 Chan, A.
 Chan, H.
 Chan-Henry, E.
 Chernofsky, H.
 Cheung, S.
 Chiko, R.
 Chin, F.
 Chiu, P.
 Churchill, A.
 Clark, P.
 Clausen, B.
 Cockell, J.
 Connor, M.
 ■ Cook, P.
 ● Cornish, J.
 Cosco, F.
 Costello, K.
 Cranstoun, C. J.
 Creber, M.
 Cullen, M.
 Cunningham, H.
 Curran, T.
 d'Argence, C.
 Darville, R.
 David, S.
 Davies, R.
 Davis, R.
 Decle, W.
 DeKant, R.
 Docherty, I.
 ■ Domer, J.
 Basic Training for Skill Development
 Programs on Deafness
 English Language Training
 English Language Training
 Saxophone — Stage Band
 English Language Training
 Lyric Diction
 Basic Training for Skill Development
 Basic Employment Skills Training
 English Language Training
 English Language Training
 English Language Training
 Employment Orientation for Women
 English Language Training
 Library
 English Language Training
 Basic Education
 Individualized Educational Programs for Adults
 English Language Training
 English Language Training
 English Language Training
 Programs on Deafness
 Chemistry, Physics
 English Language Training
 English Language Training
 Reading, Writing and Study Skills
 English Language Training
 English Language Training
 English Language Training
 English Language Training
 Guitar, Theory
 Mathematics
 Basic Education
 Library
 Homemaker
 English Language Training
 English Language Training
 Consultant — Instructional Support
 Piano
 English
 English Language Training
 English Language Training
 English Language Training
 Basic Education
 English Language Training
 Consumer Law
 English Language Training
 Writing Skills, English
 Clarinet
 Music Journalism
 Oboe, Conducting

Domer, J.
 Dooley, J.
 Dooley, N.
 Dosanjh, R.
 Dragman, J.
 Duggan, R.
 Duke, D.
 Dunaway, B.
 Dunsmoor, C.
 Dykstra, C.
 Ehling, M.
 Engineer, S.
 Essig, J.
 Evans, G.
 Fahrni, N.
 Fast, M.
 Ferguson, N.
 Findlay, A.
 Fisher, B.
 Flack, G.
 Forward, J.
 Fountain, M.
 Friedman, H.
 Friedman, K.
 Funk, J.
 Gaitanakis, J.
 G'Froerer, B.
 Giacomelli, E.
 Gibbard, R.
 Gill, E.
 Gill, R.
 Godfrey, J.
 Gould, L.
 Green, N.
 Griffith, J.
 Halsall, S.
 Hamm, J.
 Hamilton, P.
 Hannan, P.
 Harris, S.
 Hazlitt, T.
 Hillier, C.
 Hinkle, A.
 Hole, R.
 Hossack, D.
 Hougham, T.
 House, J.
 ■ Hsu, C. L.
 Huang, J.
 Hunt, P.
 Hwang, M.
 Music History
 English Language Training
 English Language Training
 English Language Training
 English Language Training
 English Language Training
 Theory, Composition
 Trumpet
 English Language Training
 English Language Training
 Piano, Class Piano
 History
 English Language Training
 English Language Training
 English Language Training
 English Language Training
 Trumpet
 English Language Training
 English Language Training
 English Language Training
 English Language Training
 Double Bass
 Science, Biology
 College Preparatory English
 French Horn, Ensemble Coach
 English Language Training
 Basic Training for Skill Development
 Jazz Piano, Improvisation
 English Language Training
 English Language Training
 Basic Education
 Introductory Homemaking and Institutional Aide
 Consumer Law, Consumer Finance, Marketing
 English Language Training
 Voice, Vocal Repertoire
 Vocational Orientation for Youth
 Recorder, Early Music, New Music
 English Language Training
 Electric Bass
 Basic Training for Skill Development
 English Language Training
 English Language Training
 Harp
 Basic Training for Skill Development
 English Language Training
 English Language Training, School Canadiana
 Mathematics, Physics
 English Language Training
 Mathematics

Hydar, E.	English Language Training
Jameson, M.	Accounting, Typing, Business Communication
● Jansen, C.	English Language Training
▲ Jibodh, C.	English Language Training
Johal, B.	Basic Training for Skill Development
Johnstone, J.	Chemistry
Jones, D.	English Language Training
Jones, H.	English Language Training
Jones, P.	English Language Training
Jull, D.	English Language Training
Kaplan, S.	English Language Training
● Kellett, M.	English Language Training
Kelly, G.	Learning Centre
Kennedy, P.	English Language Training
Khosla, V.	English Language Training
Kirley, E.	English Language Training
Kirshner, D.	Mathematics
Kolsteren, I.	Basic Employment Skills Training
Kravec, G.	English Language Training
Kwas, O.	Pharmacy Assistant
Lee, J.	English Language Training
Leicester, F.	English Language Training
Lim, J.	English Language Training
Ling, S.	English Language Training
● Little, B.	Basic Training for Skill Development
■ Littleboy, P.	Basic Training for Skill Development
Lo, W.	English Language Training
Lo, Y.	English Language Training
Louey, J.	English Language Training
■ Lowe, E.	Business Education
Lundell, M.	English Language Training
MacFarlane, J.	English Language Training
Mackenzie, M.	Science, Biology
MacKinlay, K.	English Language Training
■ MacLeod, E.	Mathematics
MacLeod, M.	English Language Training
MacNab, J.	Basic Training for Skill Development
Maglaque, P.	Basic Education
Malo, L.	French, Economics
Maloff, N.	English Language Training
Mar, K.	Business Communication, Typing
Mariasine, T.	Jazz Choir, Pop Voice
McCartney, S.	Clarinet
McDonald, E.	English Language Training
McGee, D.	English Language Training
McIntosh, S.	English Language Training
McLaren, G.	English Language Training
McNairn, B.	English Language Training
Meyer, R.	College Preparatory English
Meyer, R.	Geography

Meyer, R.	Double Bass
Mickelson, J.	English Language Training
Miller, M.	English Language Training
Milligan, L.	English Language Training
Moore, K.	Percussion
■ Morelli, N.	English Language Training
Morison, S.	Basic Training for Skill Development
Muller, P.	Geography, Geology
Nelson, F.	Violin
Nelson, M.	Basic Training for Skill Development
Neufeld, L.	English Language Training
Nielsen, A.	Programs on Deafness
Nierobisch, C.	English Language Training
Norman, A.	English Language Training
Norris, P.	English Language Training
Oastler, J.	English Language Training
O'Dell, C.	English Language Training
O'Dowd, L.	English Language Training
Ofield, R.	Programs on Deafness
Olsen, C.	English Language Training
Onstad, C.	Basic Education
● Owen, S.	Basic Training for Skill Development
Owen, T.	Biology
Oxtoby, M.	English Language Training
Paone, D.	English Language Training
Papadimos, M.	English Language Training
■ Pawelchak, G.	Science
Perkinson, J.	English Language Training
Perry, P.	English Language Training
Peterson, T.	College Preparatory English
Phillips, D.	English Language Training
Pinton, R.	English Language Training
Pletcher, A.	English Language Training
■ Pletcher, E.	Reading, Writing and Study Skills
Pollard, B.	English Language Training
Porter, R.	Basic Job Readiness Training — Youth
Poskitt, J.	Piano, Class Piano
Potter, C.	Mathematics
Quinn, M.	English Language Training
Quinn, T.	English Language Training
Reaburn, R.	English Language Training
Read, N.	English Language Training
Reid, G.	English, Canadian Viewpoints, Music
Reynolds, C.	English Language Training
■ Richards, B.	College Preparatory English
Richardson, D.	Basic Education
Richardson, M.	English Language Training
Rike, J.	English
Risser, M.	English Language Training
Rix, E.	Basic Education

Robbins, D.	Jazz and Commercial Music, Trombone
Roberts, N.	English Language Training
Robinson, M.	English Language Training
Rogers, L.	English Language Training
Rooney, S.	English Language Training
Roszell, L.	English Language Training
Rothman, M.	English Language Training
Rothschild, D.	English Language Training
Rudolph, G.	Basic Training for Skill Development
Rudolph, J.	Percussion
Rudolph, K.	Flute
Salzmann, H.	English Language Training
● Sawkins, M.	English Language Training Drop-in Centres
Scholefield, S.	English Language Training
Selman, M.	English Language Training
Shaw, G.	English, Canadian Viewpoints
Sinclair, V.	English Language Training
Smith, D.	English Language Training
Smith, J.	English Language Training
Smookler, S.	English Language Training
Soga, L.	English Language Training
Soltis, E.	English Language Training
Stanick, G.	Viola
Stanley, J.	English Language Training
Stewart, L.	Basic Training for Skill Development — Outreach
Strong, I.	English Language Training
■ Stusiak, A.	English Language Training
Sureau, R.	English Language Training
Szasz, M.	Basic Education
Tai, 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
Tokito, K.	Flute
Tolsma, C.	Reading, Writing and Study Skills
Treble, M.	English Language Training
Trivisano, M.	English Language Training
Truong, M. V.	English Language Training
■ Turpin, H.	Vocational Planning and Work Readiness
■ Waddington, M.	Basic Education
Wai, H.	English Language Training
Washburn, J.	Director of Choral Activities
■ Watson, B.	English Language Training
Watson, D.	English Language Training
■ Watson, R. M.	English Language Training
Webb, M.	English Language Training
Whitaker, M.	Popular Vocal Style, Voice
White, A.	English Language Training
Whitehead, B.	English Language Training

Wild, B.	English Language Training
Wilkes, S.	Viola
Wilkinson, J.	English Language Training
Williams, E.	English Language Training
Wilson, B.	Basic Training for Skill Development
Wilson, R.	Physics
Wilson, W.	Mathematics
Wolverton, P.	Vocational Orientation for Youth/ Basic Training for Skill Development
Wood, B.	English Language Training
Wright, B.	English Language Training
Wu, J.	English Language Training
Wyman, E.	English Language Training
Yee, S.	English Language Training
Yeung, K.	English Language Training
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, A.	Vocal Musicianship
Zeigler, M.	English Language Training

Program Assistants

Burlone, A.	English Language Training
Griffin, G.	Learning Centre
Lillie, K.	Employment Orientation for Women
McCaughey, B.	Audio-Visual
Mohabir, J.	Physics
Oberding, K.	Assessments
Partridge, G.	Science
Pascucci, P.	Audio-Visual
Slatter, H.	English Language Training
Smith, T.	Music
Williams, S.	English Language Training
Wooding, D.	Audio-Visual
Wu, A.	English Language Training

Staff Members

Abbinante, A.	General Files
Akin, G.	Dean of Instruction's Office
Aquino, E.	Library
Armstrong, A.	Keypunch/Student Records
Arnold, S.	Admissions
Baker, S.	Receiver
Bastien, L.	Counselling
Chickak, V.	Student Records
Chung, H.	Library
Devai, S.	Music

Evans, S.	Counselling Resource Centre
Fragnito, R.	Switchboard
Girvan, S.	Administrative Services
Griffith, M.	Assistant Office Manager
Gural, S.	Library
Johnson, S.	Duplicating
Kennedy, P.	Instructional Support Services Word Processing Operator
Kerr, L.	Cashier
Lambert, J.	Library
Langdon, G.	Counselling
Lawley, K.	Admissions
Lee, Rosslyn	Counselling Resource Centre
Lucas, J.	College Foundations Department Heads' Office
Mawhinney, M.	Duplicating
McClure, S.	Principal's Office
Monroy, V.	Counselling Resource Centre
Morris, A.	Cashier
Moxey, R.	Student Records/Admissions
Murdock, L.	Payroll
Overton, K.	Student Records
Owens, P.	Mail Clerk
Palacios, A.	Library
Reyes, I.	Library
Rice, F.	Student Records
Ryan, J.	Typist
Scott, K.	Switchboard
Sharma, A.	Student Records
Shelley, R.	Financial Aid Office
Vetter, L.	Student Records
Wilson, L.	Counselling

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 Campus Counselling Resource Centre.