

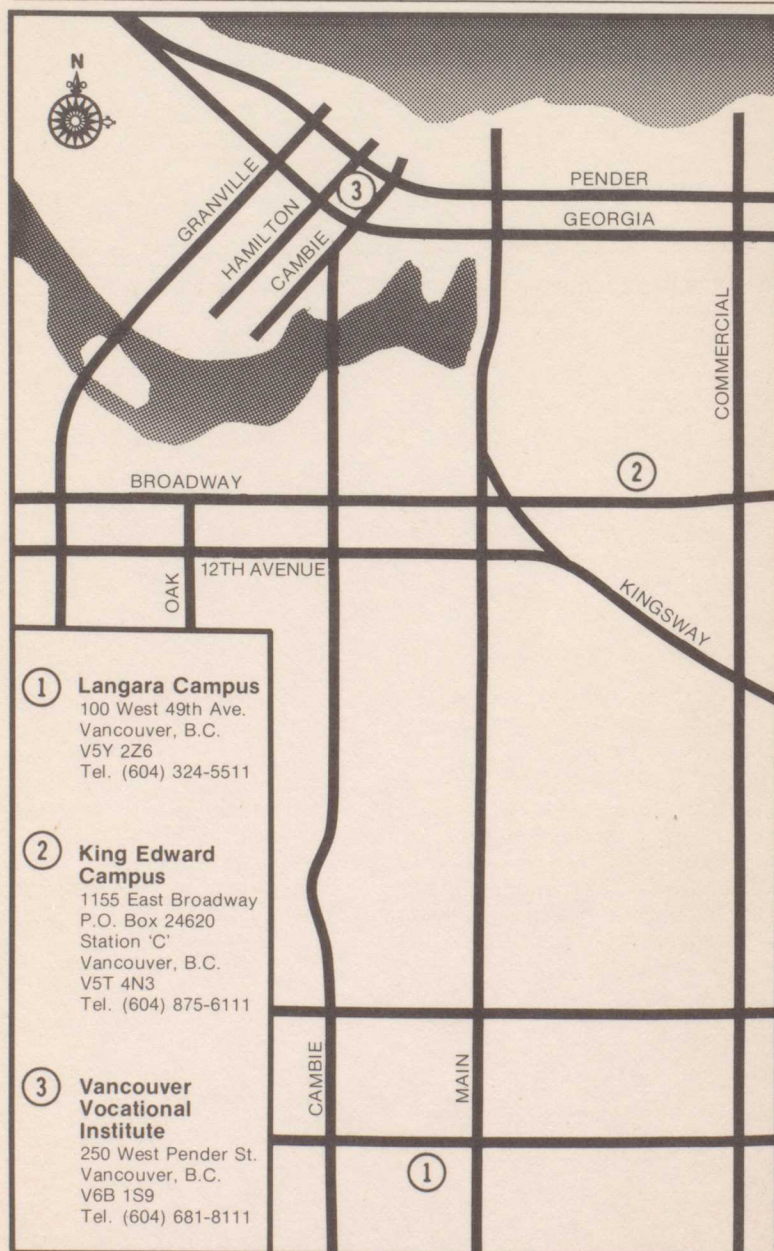
**VANCOUVER
COMMUNITY
COLLEGE**

**King Edward
Campus**



1983-1984

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

W. Brown	E. Jarvis
K. Erdman	A. Lee
V. Giles	T. Marxreiter
P. Glass	J. Pearkes
B. Hannay	S. Veitch
P. Hebb	

College Executive Officers

A.S. Manera, Dipl. Tech., B.Sc.E.E. (Northrup U.), M.Sc.E.E. (U. of So. Calif.), P.Eng. (Ont.), President
C.R. Carter, B.A., Dipl. Teach. (U.B.C.), M.L. (U. of Wash.), Director of College Resources
J.J. Denholm, B.A. (Sask.), M.A., B.Ed. (U.B.C.) Ph.D. (Calif. Berk.), Principal, Langara Campus
K.M. Fleming, B.Sc. (McGill), C.A., Bursar and Director of Administrative Services
H.E. Pankratz, B.A., B.Ed., M.Ed. (U.B.C.), Principal, King Edward Campus
H.W. Rerup, B.Sc.E.E. (Pac. Int. Coll. of Arts & Sc.), Principal, Vancouver Vocational Institute
S.R. Stafford, B.Com., M.Ed. (U. of Ottawa), Director of Continuing Education

Central Administration

C.F. Avery, B.A. (U.B.C.), Director of Public Relations & Advertising Services
J.R. Goard, B.A.Sc. (U.B.C.), M.Sc.Chem.E., M.Sc.Mgm't.Sci. (U of London), D.I.C. (Imperial Coll.), P.Eng. (B.C.), Director of Systems & Computer Services
W. Hill, M.C.I.Q.S., M.Q.S.S.B.C., Director of Buildings & Grounds
N. Hogg, M.B., Ch. B. (Glasgow), Director of College Health Services
D.D. Jones, Dipl. Pers. Admin., Cert. Pub. Admin. (Sask.), Director of Human Resources
M.B. MacLean, B.A. (U. of Wash.), Cert. Teach. M.A. (U.B.C.), Director of Instructional Media Services

A BRIEF HISTORY

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

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

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

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

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

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

KING EDWARD CAMPUS

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

A unique variety of programs is provided by K.E.C. for its 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 re-enter the work force—are accommodated.

In the spring of 1983 the campus's three instructional divisions—College Foundations, Communications Arts, and Training and Development—moved into a new facility at 1155 East Broadway. The new King Edward Campus offers a full range of teaching and support services to the more than 7,000 full-time and part-time students who enrol in classes, running five days a week from 8 a.m. to 10 p.m.

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 5,500 students—4,300 in arts and science programs (first and second year) and 1,200 in 21 career programs of specific occupational orientation. The academic year is divided into three terms of four months each. Any two terms of enrollment constitute an academic year.

VANCOUVER VOCATIONAL INSTITUTE

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

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

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

CONTINUING EDUCATION

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

Continuing Education annually enrolls approximately 25,000 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

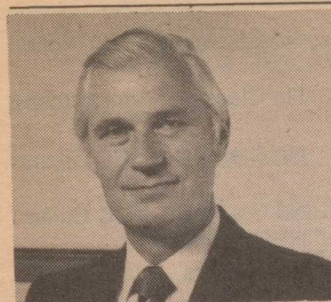
KING EDWARD CAMPUS • autobody repair • auto mechanics • basic job readiness training • basic training for skill development • college foundations • diesel mechanics • employment orientation for women • English language training • homemaker introductory • homemaker/institutional aide • music • pharmacy assistant • programs on 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 • baking—industrial • baking—options • bookkeeping • building construction • clerk typist • cooking—Chinese cuisine • cook training—basic • cook training • data entry operator • dental assisting—dental assisting upgrade • dental technician • dental technician/mechanic apprentice • drafting—architectural, civil, and structural • drafting—architectural, process piping, and materials handling • drafting—architectural and structural steel • electricity & industrial electronics • electronics—basic • computer electronics • electronics technician • hairdressing • hairdressing apprenticeship • hospital unit assistant • industrial records & first aid • junior computer programmer • legal stenographer • machinist • medical office assistant • medical stenographer/transcriptionist • men's hairstyling • merchandising • nursing aide • nursing orderly • power & process engineering • power engineering—general • power engineering—technical • power engineering certification (correspondence) • power engineering certification (tutorial) • power sewing production • practical nursing • printing production • secretarial • shoe repair • skin care (esthetics) • waiter/waitress • welding—basic • welding—intermediate • welding—advanced • welding—upgrade • 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

A MESSAGE FROM THE PRINCIPAL



A year ago we had hoped to be in our new location on East Broadway by the beginning of 1983; however, at the time this is being written, we're still not there. But, all being well, we soon will be. The events that occur in delaying a construction project happened in our case. Now (December 31, 1982), we are assured that we'll be moving to our new location in March and April of 1983.

Many of you registering at King Edward Campus during 1983 will do so as new students; for others, it will be a matter of re-enrolling to complete courses/programs already begun. To all, on behalf of the faculty, staff and my fellow administrators, welcome to Vancouver Community College — King Edward Campus.

The courses/programs in which you are enrolled are worthwhile only to the extent to which they assist you in helping you meet your career and life objectives. And, in order to achieve the success that you desire — and which we desire for you — your own attitude to learning has to be positive. You've got to be properly motivated in order to succeed. You've got to work at it. You'll have good instructors; they'll do their part. But you have to do yours.

I mentioned our new campus on East Broadway. We'll be moving into a brand new building. I am asking for your help to maintain the facilities: to use waste baskets; to smoke in designated places only — or, better still, to not smoke at all; to refrain from using the walls for graffiti, etc. Is it a tall order? I think not. Please help.

With our move, I also want to take this opportunity to welcome to our new King Edward Campus the students, faculty and staff of those programs formerly offered at the Vancouver Vocational Institute: Automobile Mechanics, Auto-Body Repair and Diesel Mechanics. Two departments housed elsewhere, but part of King Edward Campus, namely, the Basic Education and Vocational English Language Training departments, will also be "coming home." Also, the offices of the College's Central Administration and Continuing Education will be housed in our new facilities. To all: Welcome.

Despite the difficulties we are experiencing in our economy, I trust that the 1983-84 year will be a good one for you. Best wishes to all.

H.E. Pankratz
Principal
King Edward Campus

STATUTORY HOLIDAYS

May 23, 1983 (1983 05 23)	Victoria Day	No Classes — VCC Closed
July 1, 1983 (1983 07 01)	Canada Day	No Classes — VCC Closed
August 1, 1983 (1983 08 01)	B.C. Day	No Classes — VCC Closed
September 5, 1983 (1983 09 05)	Labour Day	No Classes — VCC Closed
October 10, 1983 (1983 10 10)	Thanksgiving Day	No Classes — VCC Closed
November 11, 1983 (1983 11 11)	Remembrance Day	No Classes — VCC Closed
December 26, 1983 (1983 12 26)	Holiday	No Classes — VCC Closed
December 27, 1983 (1983 12 27)	Holiday	No Classes — VCC Closed
January 2, 1984 (1984 01 02)	Holiday	No Classes — VCC Closed
April 20, 1984 (1984 04 20)	Good Friday	No Classes — VCC Closed
April 23, 1984 (1984 04 23)	Easter Monday	No Classes — VCC Closed
May 21, 1984 (1984 05 21)	Victoria Day	No Classes — VCC Closed
July 2, 1984 (1984 07 02)	Canada Day	No Classes — VCC Closed
August 6, 1984 (1984 08 06)	B.C. Day	No Classes — VCC Closed

The College will remain open during normal operating hours unless the College President makes a specific announcement to the contrary through the news media as a consequence of possible emergencies such as snowstorms, strikes and power failures.

1155 East Broadway, Vancouver, B.C. V5T 4N3 Telephone 875-6111

VANCOUVER COMMUNITY COLLEGE KING EDWARD CAMPUS

COLLEGE FOUNDATIONS DIVISION — SCHEDULE OF EVENTS

SUMMER TERM

1983 May 01	First day of Summer "a" Term
02	Registration for courses taught "a" and "a+b" terms: 12:00 to 20:30 hours
03	First day of classes: day and evening
03, 04, 05	Late registration period
23	VICTORIA DAY: VCC CLOSED
27	Last day for refunds
1983 June 06	Last day for official withdrawal from courses
21	Last day of classes
22-23	"a" Term final examinations "a+b" Term Mid-term examinations
24-Jul. 01	Student mid-term break
30	Last day of "a" Term
1983 Jul. 01	First day of Summer "b" term CANADA DAY: VCC CLOSED
04	Registration for "b" Term: 10:00 to 12:00 hours
05	First day of classes - "b" Term: day and evening
29	Last day for refunds for "b" Term
1983 Aug. 01	B.C. DAY: VCC CLOSED
05	Last day for official withdrawal from "b" Term courses
23	Last day of classes
24-25	Term-end examinations
31	Last day of Summer Term

FALL TERM

1983 Sep. 01	First day of Fall Term
01	Registration for Fall Term: day and evening classes: 12:00 to 20:30 hours
05, 06, 07	Late registration period
06	First day of classes: day and evening
05	LABOUR DAY: VCC CLOSED

1983 Oct. 03	Last day for refunds
10	THANKSGIVING DAY: VCC CLOSED
1983 Nov. 04	Last day for official withdrawal from courses
11	REMEMBRANCE DAY: VCC CLOSED
1983 Dec. 13	Last day of classes
14-15	Term-end examinations
31	Last day of Fall Term

SPRING TERM

1984 Jan. 03	Registration for Spring Term: day and evening classes: 12:00 to 20:30 hours
04	First day of classes: day and evening
04, 05, 09	Late registration period
31	Last day for refunds
1984 Mar 02	Last day for official withdrawal from courses
1984 Apr. 17	Last day of classes
18-19	Term-end examinations
30	Last day of Spring Term

SUMMER TERM

1984 May 01	First day of Summer "a" Term
01	Registration for courses taught "a" and "a+b" terms: 14:00 to 20:30 hours
02	First day of classes: day and evening
02, 03, 04	Late registration period
25	Last day for refunds
1984 June 04	Last day for official withdrawal from courses
19	Last day of classes
20-21	"a" Term final examinations
	"a+b" Term mid-term examinations
25-Jul. 01	Student mid-term break
30	Last day of "a" Term
1984 Jul. 01	First day of Summer "b" Term
03	Registration for "b" term: 10:00 to 12:00 hours
04	First day of classes - "b" Term: day and evening
27	Last day for refunds for "b" Term
1984 Aug. 03	Last day for official withdrawal from "b" Term courses
21	Last day of classes
22-23	Term-end examinations
31	Last day of Summer Term

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

COMMUNICATION ARTS DIVISION — SCHEDULE OF EVENTS

MUSIC DEPARTMENT

For term dates, registration and fee information contact the Music Department at the Mount Pleasant Centre, 225 West 8th Avenue, telephone 873-2461-2.

ENGLISH LANGUAGE TRAINING

Fall Term - September to December 1983

Winter Term - January to March 1984

Spring Term - March to June 1984

For specific program registration dates, fee information and location contact the King Edward Campus Counselling Resource Centre at 875-6111.

TRAINING AND DEVELOPMENT DIVISION SCHEDULE OF EVENTS

Basic Training for Skill Development (BTSD)

— Continuous intake

Basic Employment Skills Training (BEST)

King Edward Campus

1983 Apr. 11 to 1983 Jun. 03
1983 Sep. 06 to 1983 Oct. 28
1983 Nov. 14 to 1984 Jan. 13
1984 Jan. 30 to 1984 Mar. 23

Carnegie Centre

Frequent intakes for most programs. Contact the King Edward Campus Counselling Resource Centre, 875-6111.

Employment Orientation for Women (EOW):

King Edward Campus

1983 Apr. 18 to 1983 Jun. 17
1983 Sep. 06 to 1983 Nov. 04
1983 Nov. 14 to 1984 Jan. 20
1984 Jan. 30 to 1984 Mar. 30

BTSD/BJRT Youth:

Britannia Centre

Continuous intake from Sep. to Jun.

Vocational Orientation for Youth (VOY):

Continuous intake from Sep. to Jun.

Pharmacy Assistant

*1983 Apr. 11 to 1983 Jul. 08

Introductory Homemaking and Institutional Aide (I.H.I.A.)

*1983 Sep. 19 to 1983 Dec. 16

Homemaker (Full-time)

*1984 Jan. 03 to 1984 Mar. 30

*These sessional dates apply to Pharmacy Assistant, I.H.I.A. and Homemaker Programs.

Adult Special Education Program For Hearing Impaired		Continuous intake
		1983 Apr. to 1983 Jun.
		1983 Sep. to 1984 Jun.
Adult Special Education Program For Visually Impaired		1983 Apr. to 1983 Jun.
		1983 Sep. to 1984 Jun.
Para-Professional Worker	Level 1	1983 Sep. to 1983 Dec.
with the Visually Impaired	Level 2	1984 Jan. to 1984 Mar.
and the Hearing Impaired	Level 3	1984 Mar. to 1984 Jun.
Part-time Program for the Deaf and Hard of Hearing		Monthly intake
		1983 Apr. to 1983 Jun.
		1983 Sep. to 1983 Dec.
		1984 Jan. to 1984 Jun.
Sign Language Classes, Part-time		1983 May to 1983 Jun.
		1983 Sep. to 1983 Dec.
		1984 Jan. to 1984 Apr.
		1984 May to 1984 Jun.
Mechanical Trades:		For specific program registration information, contact the King Edward Campus, Counselling Resource Centre, 875-6111
Auto-Body Repair		
Auto Mechanics		
Diesel Mechanics		

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 support staff 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 which is available in the Administrative Offices.

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 other circumstances as determined by the College.

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

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GUIDELINES FOR ALL STUDENTS

King Edward Campus provides educational opportunities for those who:

- require training or retraining for employment;
- require upgrading for their present work;
- would like to obtain a Community College Certificate of Grade 12 Equivalency, the equivalent of the Ministry of Education Adult Grade 12 Certificate;
- wish to write the General Educational Development (GED) tests;
- need to complete a Grade 12 program already started;
- need upgrading in academic subjects;
- want to improve their reading, writing and study skills;
- wish to learn English as a second language;
- wish to become institutional aides, homemakers, interpreters of sign language for the deaf or pharmacy assistants; or
- wish to study music.

Basic Qualifications

Only students 18 years of age or older, or out of school at least 12 months, may attend classes before 2:30 p.m. except in courses specifically designed for young adults.

Evening students must be 15 years of age or older and not attending secondary school, unless recommended to attend by their principals.

Citizenship Requirements

Admission to King Edward Campus is limited to Canadian citizens and to those who have permanent resident 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 the course.

Consideration of the Disabled at K.E.C.

A person with exceptional needs arising from a physical, a communication or a learning disability need not restrict his/her choice of courses to those offered by the Adult Special Education Department (ASED). If a candidate can adequately satisfy admission requirements to College Foundations, Communication Arts or Training and Development programs, King Edward Campus will endeavour to accommodate his or her special requirements. Whenever necessary, instructors and staff will be flexible when setting assignment and examination schedules. Instructional assistants can serve as readers, braillists and on-campus guides for the visually impaired and as interpreters/note takers for the hearing impaired. It should be noted that this human resource is presently quite limited. Students who wish to take advantage of these resources are advised to contact the ASED prior to

registration. Although it may not be possible to accommodate all students in the college courses "at large", it should be kept in mind that the Adult Special Education Department does exist to assist disabled students in pursuing educational goals.

Appeal Process of Admissions

Potential students who have been denied admission on the grounds that they failed to meet certain admissions criteria and who wish to obtain further information regarding such a denial, may request such information from the Dean of Administrative and Student Services.

Student Hours

Most 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 some individual programs and courses are listed in the appropriate sections of the calendar. It is expected that tuition fees will be revised effective 1983 September 01. A materials surcharge of \$2.00 may be levied on students registering on or after 1983 January 04.

Fee Payment

- 1) Registration is not complete until all fees are paid. Please make your cheques or money orders payable to "Vancouver Community College".
- 2) If your cheques are not honoured where drawn, you will be excluded immediately from classes. If you are then allowed to complete registration by cash payments or by certified cheque, you may be re-admitted to all classes on payment of an additional fee of \$5.00 per course for late registration, and, in following terms, you will be required to pay your fees in cash or by certified cheque.

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 size 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 including student insurance, photo identification cards, book-mart, social functions, etc., for the student body. 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 Student Society office.

Student Society Fee

All students pay a non-refundable Student Society fee of \$5.40 for each **four months'** attendance.

Auditing Course

Students are permitted to audit courses other than those for which they wish to obtain credit provided the courses are 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 his status to that of a credit student for the courses which he is auditing. A student wishing to change from a credit to audit status must request such change within the first four weeks of classes.

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 fail to attend and do not officially withdraw will receive an incomplete grade on their transcript records.

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

Appeal of Fees

Students who feel that they are being charged fees in a manner which is inconsistent with published information are invited to appeal these fees.

Student Identification Cards

Each student, either during the registration period or soon afterwards, may obtain a Student Identification Card. This card, which includes the student's photograph, is valid only for the dates shown on it. It must be presented upon request when material is taken from the 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 name change. A marriage certificate would suffice.

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. A \$2.00 fee is charged for each 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 in the College Foundations Division.

Letter

Grade Description

A DISTINGUISHED ACHIEVEMENT

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

B SUPERIOR ACHIEVEMENT

The student has exhibited consistent mastery of the course.

C+ AVERAGE ACHIEVEMENT

The student has performed consistently well and demonstrates sufficient comprehension of the subject matter to indicate probable success in the next higher course in the same field.

C SATISFACTORY ACHIEVEMENT

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

P MINIMUM ACHIEVEMENT FOR CREDIT

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

W OFFICIAL WITHDRAWAL

I INCOMPLETE

The student has failed or has unofficially withdrawn.

S SATISFACTORY

Credit granted.

U UNSATISFACTORY

No credit granted.

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 twelve 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 1983-84:

Basic Job Readiness Training

Basic Training for Skills Development

College Foundations (Adult Secondary Equivalent)

College Preparatory English

Employment Orientation for Women
Homemaker
Introductory Homemaker and Institutional Aide
Native Education Skills Training
Para-Professional Worker with the Visually and
the Hearing Impaired
Pharmacy Assistant
Sign Language for the Deaf
Vocational Orientation for the Hearing Impaired
Vocational Orientation for Youth
Automotive Body Repair
Automotive Mechanics
Diesel Mechanics

THE DIPLOMA

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

In 1983-84 King Edward Campus will offer the Fine Arts (Music) Diploma, the requirements for which are listed following the program description.

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 K.E.C. PROGRAM CERTIFICATES AND DIPLOMAS

A student, who meets the requirements for a Vancouver Community College program certificate or diploma, must apply to 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
1155 East Broadway
Box 24620, Station 'C'
Vancouver, B.C. V5T 4N3
Telephone: 875-6111

STUDENT SERVICES

The following services are available at King Edward Campus to assist students in completing their goals and objectives.

Counselling Services

The King Edward Campus Counselling Department provides a confidential, professional counselling service for K.E.C. students who wish to reassess their personal capabilities, re-evaluate their life styles, plan their upgrading or have personal counselling.

Students are welcome to consult a counsellor who can be helpful in the following areas:

1. discussing placement test results
2. planning an educational program
3. understanding learning problems
4. choosing a career
5. clarifying personal goals
6. exploring aptitudes and interests
7. resolving personal/social problems
8. making referrals to other helping agencies

HOURS

09:00-19:30 hours Monday to Thursday

09:00-16:30 hours Friday

Agency Liaison

The Counselling Department maintains close liaison with such public and private agencies that sponsor students in some K.E.C. programs.

Counselling Resource Centre

The Counselling Resource Centre, is operated by the Counselling Department. It is open to students and prospective students. The following material is available:

- Calendars from all Canadian Universities, Institutes and Colleges
- Brochures on B.C. post-secondary programs, particularly those at Vancouver Vocational Institute, the Langara Campus, Kwantlen College, Douglas College, Pacific Vocational Institute, British Columbia Institute of Technology, Capilano College
- Outlines on all King Edward Campus courses/programs
- Literature on careers and occupations
- **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 the British Columbia Institute of Technology
- Audio tapes on programs at many other educational institutions
- Information regarding training programs, requirements for specific jobs, job availability, salary scales, and other matters related to careers

HOURS

08:30-19:30 hours Monday to Thursday

08:30-16:30 hours Friday

Program Planning and Course Changing

Students are responsible for their final choice of courses. However, program planning may be done in consultation with a counsellor. A student who finds that a course or program is unsuitable, or one who wishes to add, drop or change a course, should contact the Admissions Department.

Assessments

Academic assessments in Reading, Writing, Mathematics and Business Education are made available through the Admissions Department, the Counselling Department or the faculty advisor. The assessments are not entrance examinations; they are instruments designed to help students select the level best suited to them in order to be successful. Assessment results may be used in lieu of school transcripts for admission to courses or programs that have special prerequisites.

Financial Aid, Bursaries and Scholarships

Students are expected to seek summer and part-time employment where possible and to 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 inquiries should be directed to the Financial Aid Advisor.

The major sources of funding are the B.C. Assistance Program and the Adult Basic Education 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.

Students should consult the Counselling Resource Centre for printed information, tapes and sample applications for B.C.S.A.P., A.B.E.S.A.P. and awards made available by the following donors:

American Building Maintenance Co. Ltd.
B.C. Paraplegic Foundation
B.C. Tel
CIBA — Geigy Canada
Credit Union Foundation of B.C.
D.H. Goard Trust Fund
G.D. Searle
Howard/Yano Architects
K.E.C. Student Society
Lyon's Delicatessen
Merck Frosst Canada
Overseas Chinese Voice Foundation
Shoppers Drug Mart West
Stanley Drug Products
Vancouver Foundation

Information is also available in the Counselling Resource Centre regarding Van-Tel Credit Union Bursaries, V.M.R.E.U. Bursary, the Soroptimist Award, the Terry Fox Award and the V.I.A. Achievement Awards should students have questions. After having consulted the Counselling Resource Centre, they are advised to make an appointment with the Financial Aid Advisor at 875-6111.

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. The B.C. Provincial Grant Program funded by the Province.

The programs provide loans/grants to subsidize the tuition, books and living expenses of full-time students who satisfy residence and other requirements. Full-time Music students, as well as students enrolled in the following programs: Para-professional Worker for the Visually Impaired and the Hearing Impaired, Pharmacy Assistant, Homemaker, and Introductory Homemaker and Institutional Aide Programs are eligible to apply provided they satisfy federal and provincial criteria.

College Foundations students, studying at the Grade 11 and 12 level, and B.T.S.D. level 4 students are also eligible provided that:

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

Learning Centres

WHAT IS IT?

As a free student service, King Edward Campus operates an on-campus learning centre staffed by experienced and well qualified tutors and instructors who help students with subjects such as mathematics, chemistry, biology, physics, as well as writing, grammar and reading. Tutors can also: arrange for correspondence tests, answer questions about Income Tax returns, or work on effective study habits. Tutoring is free of charge.

WHERE IS IT?

The Learning Centre is located on the third floor of the campus, in rooms 3053 and 3054. The Centre is open from 09:00 hours to 19:00 hours, Monday through Thursday, and from 09:00 hours to 13:00 hours on Friday.

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. Computer terminals and computer programs are also available at the Centre. Schedules of tutors' hours are posted around the Campus.

Health Services

The College Health Service is a free and confidential service for students and staff. You don't need a medical card to visit here.

Location: Rooms 3003 and 3007 — on the third level next to the Counselling Department

Hours: Monday to Thursday 09:00 hours to 20:00 hours
Friday 09:00 hours to 16:00 hours

Staff: Two community health nurses, doctor, psychiatrist and psychologist.

We see people by appointment as well as drop-in. Emergencies are seen immediately.

SERVICES OFFERED

- Counselling for stress, anxiety, depression
- Crisis intervention and relaxation training
- Pregnancy tests and counselling
- V.D. test and treatment
- Nutrition and weight control counselling
- Treatment and counselling for medical concerns
- Birth control and morning-after treatment
- Referrals to specialists and community resources
- Medication for minor illness (e.g. colds and headaches)
- Emergency treatment
- Pap smears for women
- Lists of local doctors and dentists
- Personal health education
- Classroom health education

Our emphasis is on prevention — you don't have to be ill to visit us. Drop by and pick up some of the many different booklets on health issues.

There is a special rack of foreign-language health information for E.L.T. students.

I.E.P.A.

(Individualized Educational Programs for Adults)

This program offers a diagnosis and 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 with specialists in 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.

KING EDWARD CAMPUS LIBRARY/ RESOURCE CENTRE

LOCATION AND ACCESS:

Located in the extreme south east corner of the Campus adjacent to Broadway, the library is housed in a two-storey building, entered at ground level.

Free borrowing privileges are offered to all staff and students of Vancouver Community College (Langara and VVI as well as KEC), and students from KEC also have similar access and borrowing privileges at the other two campus libraries. Materials from the circulating collection are available to others through normal inter-library loan procedures, and by referral or special arrangement. Please ask for details.

SCOPE:

The collection consists of some 20,000 items and includes support materials on all subjects taught at KEC such as ABE, ELT, ESL and GED together with basic recreational items to suit all tastes. Information can be found in books, magazines, newspapers, pamphlets, pictures, films, filmstrips, audio tapes, microfiche, etc. A limited number of materials for the visually-handicapped (braille, talking book, large print) are also available.

Professionally trained staff are on duty at all times to assist patrons to search for and find material. If the material required by a patron is not here on Campus, the staff will try to obtain the item from another library.

CATALOGUE:

A full list of all items in the collection is available by consulting the VCC Microfiche Catalogue. (Library holdings are listed for Langara and VVI Campuses of Vancouver Community College as well as KEC). Separate fiche detail materials available in other B.C. libraries, together with special serials lists, film and audio-visual items, etc. Printed catalogues of other special collections (such as PEMC and Crane Library) are also available. Bibliographies, book lists and other special aids are produced and up-dated regularly by KEC Library Staff.

SPECIAL SERVICES:

A separate PROFESSIONAL DEVELOPMENT "mini-library" on the upper level houses special materials for faculty and for the staff of Central Administration.

There is a special FILM BOOKING section where a wide range of audio and visual materials can be pre-booked.

Information Retrieval Services are offered using automated systems such as DIALOG, and the Library also houses a small collection of Memorabilia, and material relating to the history and development of King Edward.

KEC Library also serves the Music Department through a separate library at 225 West 8th Avenue, and offers access to other special collections such as the TEAL Mel Henderson Collection, Learning

Centre in the Library collections at selected Vancouver Public Libraries such as Britannia, 1660 Napier Street; Mount Pleasant, 370 East Broadway and South Hill, 6076 Fraser Street...

Watch bulletin boards around Campus for special Library events such as lunch hour film shows, concerts, etc.

LANGUAGE LABORATORY:

A special room inside the library at ground level is devoted to the needs of students wishing to practice independent language skills, in the AUDIO ACTIVE LAB. This room is intended for individual study, and even though the room may be booked for classes from time to time, several units will still be reserved for individual use.

ORIENTATION:

Group and class orientation in the use and scope of the library for faculty and students is offered at intervals, as well as by prior appointment.

Refresher, as well as basic and advanced level, library skills development are covered, and individuals are encouraged to ask for help whenever they are unsure of routines or techniques.

COLLEGE FOUNDATIONS DIVISION

The College Foundations Certificate requirements closely parallel those of the Ministry of Education's Adult Secondary Certificate. Therefore, the courses parallel those offered in the B.C. secondary schools. There are, however, two main differences — they are adult oriented, and there is as much Canadian content as is possible.

The program can take the student from the Grade 1 level (Basic Literacy) through Mathematics, Science and English to the Grade 10 level. Final courses at the Grade 11 and 12 level are offered in: accounting, biology, Canadian Viewpoints, chemistry, consumer finance, consumer law, economics, English, French, geography, history, mathematics, music, physics, reading and study skills, shorthand, typing, writing skills and computer science.

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 change is levied if a student cancels registration prior to the beginning of term. A small surcharge for handout materials may be levied dependent on need.

College Foundations

Regular courses: \$43.00
Double-block courses: \$86.00 } Effective 1983 Sept. 01

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

Late Registration Fee: \$2.00

Course Change Fee: \$4.00

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 and the dates of the request. 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 King Edward Campus Bookstore, Room 2028.

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 doors to rooms 3053 and 3054.

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 student numbers. Those whose documents are unavailable will be directed to take the appropriate assessments.

Students, whose previous grades 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 grades; letters from employers. 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 level 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 is not English, may benefit from attending courses in English Language Training offered both day and evening. For locations and days, see Communication Arts Division.

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 Vancouver Community College Foundations Certificate of Grade 12 Equivalency, which is the equivalent of the British Columbia Ministry of Education Grade 12 Certificate.

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

Note: Grade 10 completion, or its equivalent, is a prerequisite for the College Foundations Certificate 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 King Edward Campus and be given credit by the former institution upon 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 in the schedule of events.

COLLEGE FOUNDATIONS 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:
 - Biology 083
 - Biology 093
 - Chemistry 083
 - Chemistry 093
 - Consumer Finance 092
 - Consumer Law 082
 - Economics 094
 - Economics 095
 - English 083
 - English 093
 - French 083
 - *French 093
 - *Geography 094
 - Geography 095
 - Geography 098
 - Geology 095
 - History 094
 - History 095
 - History 098
 - Mathematics 083
 - Mathematics 093
 - Physics 083
 - Physics 093
 - Typing 082
 - Typing 092
- c) Six courses from:
 - Accounting 062
 - Accounting 072
 - Biology 061
 - Biology 071
 - Chemistry 061
 - Chemistry 071
 - Computer Science 063
 - Computer Science 073
 - English 071
 - French 061
 - French 071
 - *German 061
 - *German 071
 - Mathematics 061 or 062
 - Mathematics 071 or 072
 - Marketing 062
 - Marketing 072
 - Music 097
 - Physics 061
 - Physics 071
 - Reading and Study Skills 077 or 097
 - Shorthand 062
 - Shorthand 072
 - *Spanish 061
 - *Spanish 071
 - Typing 062
 - Typing 072
 - Writing Skills 097

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

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

Note: Not all courses are offered every term.

COURSE DESCRIPTIONS

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 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

Assessments: Students who have taken an introductory course in accounting or typing and who wish to have advance standing must take an assessment before registering in the intermediate and/or advanced accounting and typing courses.

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. **(3:0:2)**

Prerequisite: English 051 or equivalent.

Accounting 072 includes the five-journal system, the one-write system, cash and banking activities, payroll accounting, adjustments to financial statements, and completion of the accounting cycle. **(3:0:2)**

Prerequisite: English 051 or equivalent and Accounting 062.

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". (5:0:0)

Prerequisite: 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". (5:0:0)

Prerequisite: English 051 or equivalent.

Marketing 062

(Marketing 11, half course)

It is not necessary to take Marketing 062 before Marketing 072.

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. (5:0:0)

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. (5:0:0)

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 which enables the student to achieve, in a much shorter time than formerly, a high level of speed in writing and transcription skills. (3:0:2)

Prerequisite: English 071 or equivalent, and Typing 072.

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. (3:0:2)

Prerequisite: English 071 or equivalent, Shorthand 062 and Typing 072.

Typing 062

(Typing 11, half course)

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. (3:0:2)

Prerequisite: English 051 or equivalent.

Typing 072

(Typing 11, half course)

In this intermediate course in touch-typing, students learn to set up and type tables, business letters, envelopes, memoranda, invoices, reports 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. (3:0:2)

Prerequisite: English 051 or equivalent and Typing 062.

Typing 082

(Office Procedures 12, half course)

(Typing 092, half course)

This is an advanced course in typing. Students learn to set up and type: business reports, book manuscripts, minutes of meetings, agendas, letters of application and resumes. A review of open and ruled tables, letters, memoranda and invoices is also included. A typing speed of at least 45 correct words per minute must be obtained to pass the course. (3:0:2)

Prerequisite: English 051 or equivalent and Typing 072.

Typing 092

(Office Procedures 12, half course)

(Typing 082, 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 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 compose personal communications, such as letters of application, resumes, and thank you letters. (3:0:2)

Prerequisite: English 051 or equivalent and Typing 082.

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.

(5:0:0)

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.

(5:0:0)

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.

(5:0:0)

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.

(5:0:0)

Prerequisite: English 071 or its equivalent.

For English C59, 059, 098 and 099, see the Communication Arts Division.

Spelling

The Spelling course is designed to help the student overcome poor spelling habits. It involves understanding the relationship 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)

Prerequisite: 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.

(5:0:0)

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.

(5:0:0)

Prerequisite: Mathematics 041 or its equivalent.

Mathematics 061 and 071

(Mathematics 11)

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

(5:0:0)

Prerequisite: Mathematics 051 or its equivalent.

Mathematics 062 and 072

(Business and Consumer 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.

(5:0:0)

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.

(5:0:0)

Prerequisite: Mathematics 051 or its equivalent.

Mathematics 083 and 093

(Algebra 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.

(5:0:0)

Prerequisite: Mathematics 071 or Algebra 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 polynomials. The course concludes with a short unit on either introductory calculus or probability.

(5:0:0)

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. **(5:0:0)**

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 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 requirements for Music 103 of the Vancouver Community College Music Program. Students gain fluency in the basics of music. There is no prerequisite. **(5:0:0)**

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 ourselves, nature and our relationship 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 the scientific method are applied to a number of topics in chemistry, physics, geology and biology. Laboratory sessions provide "hands-on" experience with a variety of scientific tools and procedures. Many of the topics relate to everyday life and include such things as ecology, continental drift, volcanoes, rock identification, genetics and atomic structure. **(3:0:2)**

Prerequisite: There is no prerequisite, although it is recommended that Mathematics 051 or its equivalent be taken before or concurrently.

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. Evening classes have occasional weekend field trips. **(3:0:2)**

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. Evening classes have occasional weekend field trips.

(3:0:2)

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.

(3:0:2)

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.

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.

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.

(3:0:2)

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.

(3:0:2)

Chemistry 061 and 071 may be taken together.

Prerequisite: Mathematics 061, or its equivalent (Algebra 11), must be taken either before or concurrently with Chemistry 061. Chemistry 061 must be taken before or concurrently with 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.

(3:0:2)

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.

(3:0:2)

Prerequisite: Chemistry 071 before or concurrently. 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.

(3:0:2)

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

(3:0:2)

Physics 061 and 071 can be taken together.

Prerequisite: Mathematics 061 or its equivalent (Algebra 11) must be taken either before or with Physics 061. Physics 061 must be taken before or concurrently with 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.

(3:0:2)

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

(3:0:2)

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. (3:0:2)

Prerequisite: English 031, it equivalent, or concurrent enrolment 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. (5:0:0)

Economics 095

(Half of Economics 11)

The Canadian Economy

This course aims at developing understanding of contemporary economics ideas and principles and their application to the Canadian economy. Students will learn how the prices of goods and services are determined in our market economy and what causes those prices to rise and fall. Other major topics to be studied are: unemployment, production, income, inflation, and government involvement in the economy. This course will enable students to have a better understanding of the major economic issues facing Canada today. (5:0:0)

Geography

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

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

Note: Geography 094, 095, and 098 may be taken in any order or concurrently. Geography 094 plus ONE of Geography 095 or Geography 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), biogeography (soils and vegetation), and geomorphology (land forms and processes of landform change). (5:0:0)

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. (5:0:0)

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. **(5:0:0)**

History

Because history has frequently been misunderstood, there is a need to use history in a new way — as a study which can help us understand, in a practical and informed manner, the complex issues that we face. Thus, the study of history can help, not only by providing a better understanding of our past heritage and civilization (our “roots”), but also by helping us 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 and 098 may be taken in any order or concurrently. A combination of any two of History 094, 095 and 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. **(5:0:0)**

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 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”. **(5:0:0)**

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. **(5:0:0)**

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 Humanities Department Head.

COMMUNICATION ARTS DIVISION

The Communication Arts Division is made up of two parts: The Music Department and English Language Training Departments.

English Language Training

The English Language Training programs are designed for those who wish to learn English as a second or additional language. Classes, offered at the beginner, intermediate, advanced and College Preparatory levels, unless otherwise noted, 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 permanent resident status. All students must be assessed to determine their level of English before being assigned to classes.

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.

Full-Time Vocational 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.

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. From time to time enrichment or remedial tutorial sessions are arranged to meet special student needs.

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

Classes are organized in terms. Consult Communication Arts Schedule of Events.

Fees for the terms may vary depending upon length. Contact the Counselling Resource Centre for current information, 875-6111.

Students seeking admission require 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, 10:00 to 14:00 hours.

Evenings: Tuesday, 16:00 to 19:00 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 late afternoon and evening, five hours per week for eight months. The fees are paid every two months in four installments. Registration is through the English Language Training Assessment Office.

COLLEGE PREPARATORY ENGLISH COURSES

English 055

Writing improvement for students of English as a second language. Review of sentence structure, punctuation, and mechanics. Planning, organizing, and writing English paragraphs. Five hours per week.

English 056

Reading improvement for students of English as a second language.

Developing vocabulary, increasing reading speed, and improving comprehension. Study skills needed for success in college. Five hours per week.

English 057

Oral improvement for students of English as a second language. Improving listening and note-taking skills. Increasing fluency and confidence in speaking. Speaking clearly and accurately. Taking part in discussions and making oral presentations. Five hours per week.

English 058

English for science and technology. This course is for students at the post-advanced level who intend to specialize in science or technical subjects. Reading, writing, speaking, and listening with an emphasis on technical subject matter. Eight hours per week.

English C59

English 9-10 for non-native speakers of English who wish to upgrade their formal education while improving their language skills.

English 059

This course is for students at the post-advanced level of fluency who will be entering English 098-099. Includes sentence structure and paragraph writing, reading improvement, study skills, speaking, and listening.

Intensive daytime program: twenty hours per week for four months.
Part-time evening program: twelve hours per week for four months.

English 098-099

More advanced than English 059, this sequence of courses includes composition, reading improvement and Canadian studies. Writing essays, summaries, and reports; improving reading speed, comprehension and vocabulary; practicing classroom oral skills through the study of Canadian literature and social studies. Credit equivalent of English 12 and social studies 11 (as for Canadian Viewpoints 081-091).

Day classes: twenty hours per week for four months.

Evening classes: eight hours per week for eight months.

Entrance Requirements:

1. A minimum of grade 10 equivalent general education (this applies to all courses except English C59)
2. Suitable score on the English Language Assessment or Advanced ELT Test

Registration

Students must be assessed well in advance of registration. For registration dates, see College Foundations Division Schedule of Events. College Preparatory English students register with College Foundations students.

Tuition Fees

A revised fee schedule takes effect 1983 Sept. 01. Please contact the King Edward Campus Counselling Resource Centre for current information, 875-6111.

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, some 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;
Britannia Secondary School, 1001 Cotton Drive;
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 Monday and Tuesday of the first week of classes in January, April, or September. Summer classes are held at the Britannia Secondary School only and registration is during the first week of July.

Fees: For 12 weeks

Four nights a week - \$86.00

Two nights a week - \$43.00

For more information call 875-6111.

Neighbourhood English Classes

These classes are offered at nineteen centres throughout the city. They are designed for people who wish to improve their proficiency in the four language skills of listening, speaking, reading and writing and who are unable or unwilling to attend classes at King Edward Campus. Classes may be multi-level in nature. Each class meets twice a week for two or two and one-half hours. Most classes are held in the morning, although some are available in the afternoon and evening.

Students register with the instructor at the centre they wish to attend on the first day of class. Late registrations are accepted when space is available. Child care is available at some centres. Each student registering in a Neighbourhood English Department class must pay a Cost Recovery Charge of \$15 per 10 week term.

Classes are held in the following centres:

Little Mountain Neighbourhood House, 3981 Main Street;
Cedar Cottage Neighbourhood House, 4065 Victoria Drive;
D.E.R.A., 193 East Hastings Street;
Downtown Eastside Women's Centre, 412 East Hastings Street;
Douglas Park Community Centre, 801 West 22nd Avenue;

Frog Hollow Neighbourhood House, 2617 East Broadway;
Jewish Community Centre, 950 West 41st Avenue;
Kitsilano Neighbourhood House, 2305 West 7th Avenue;
Marpole-Oakridge Community Centre, 990 West 59th Avenue;
Mount Pleasant Community Centre, 3161 Ontario Street;
Mount Pleasant Neighbourhood House, 535 East Broadway;
Immigrant Services Centre, 8165 Main Street;
People's Place, 1705 Nelson Street;
South Vancouver Neighbourhood House, 6470 Victoria Drive;
Strathcona Community Centre, 594 East Pender Street;
Sunset Community Centre, 404 East 51st Avenue;
West End Community Centre, 870 Denman Street;
411 Seniors, 411 Dunsmuir Street; and,
Chinese Community Library, 591 East Pender Street.

Learning Centres in the Library

Four drop-in learning centres are operated by King Edward Campus in conjunction with the Vancouver Public Library. The centres are located at:

Britannia Library, 1661 Napier Street;
Mount Pleasant Library, 370 East Broadway;
South Hill Library, 6076 Fraser Street; and
Hastings Library, 2674 East Hastings 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.

During 1983-84, the learning centres at Vancouver Public Library branch libraries will be open on the following basis:

Britannia -	Mondays to Thursdays from 09:30 to 17:00 hours from 18:30 to 21:00 hours Fridays from 09:30 to 13:30 hours
Hastings -	Mondays, Tuesdays and Fridays from 09:00 to 13:00 hours
Mount Pleasant -	Tuesdays, Thursdays and Fridays from 09:00 to 13:00 hours
South Hill -	Mondays, Thursdays and Fridays from 09:00 to 13:00 hours

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 by professionally trained volunteer tutors, at times mutually convenient to both students and tutors.

Volunteer tutors receive free training sessions, continued guidance and support from their assigned community instructor, plus all the necessary instructional material.

School Canadiana

Classes are for Chinese-speaking adults at the beginner and lower intermediate levels. Classes are held in a variety of locations in the Chinatown area, 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. Consult the Communication Arts Schedule of Events for session dates.

Fees: For information, contact the King Edward Campus Counselling Resource Centre, 875-6111.

FOR FURTHER INFORMATION ON ANY OF THE
ABOVE ENGLISH LANGUAGE TRAINING CLASSES
TELEPHONE 875-6111.

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 practice 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, the Wind Ensemble, jazz and "pop" combos, the Jazz Choir, and the 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 (Popular)
Voice (Classical)
Advanced Performance
Choral Studies

Entrance Requirements:

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

Tuition Fees

A new fee schedule takes effect 1983 Sept. 01. Please refer to the Music Department Calendar or telephone 873-2461-2 for current information.

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

TRAINING AND DEVELOPMENT DIVISION

This division is comprised of several departments: Basic Training for Skill Development (BTSD), Vocational Planning and Work Readiness (VPWR), Adult Special Education, and the Mechanical Trades.

Basic Training for Skill Development (BTSD) is a program which prepares a trainee to function at a level appropriate to take training and/or to find employment in occupations of a moderately technical nature.

The students learn the academic skills of communications, mathematics and science to Grade 10 or to the Grade 12 level, where appropriate, to meet the admission requirements for Vocational training, or to meet the level of the General Educational Development (G.E.D.) Examinations.

The Vocational Planning and Work Readiness Department (VPWR) offers two major groupings of programs. One centres around activities that involve planning, assessment, confidence-building and work activity, together with a variety of activities which may be regarded as "first step" training activities. These programs are listed under the heading Basic Job Readiness Training (BJRT).

The other group of programs offers actual training for direct entry into specific types of work. These include Pharmacy Assistant, Introductory Homemaker and Institutional Aide and Homemaker Training.

The aim of the department is to provide programs which: result in the students being able to make realistic self-assessments; build self-confidence; gain experience valuable to the orientation to current labour market needs; formulate realistic vocational plans; develop marketable skills; and find satisfactory employment.

The Adult Special Education Department is designed to assist the visually impaired or the hearing impaired student further his/her education. It also provides training programs for students who wish to work with people who are handicapped by a visual or a hearing impairment.

The Mechanical Trades include the Automotive Body Repair; the Automotive Mechanics; and the Diesel Mechanics programs.

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 new tuition rate for full-time programs takes effect 1983 Sept. 01. The fee for part-time programs is pro-rated. Also, a non-refundable Student Society fee is collected at the time of registration.

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.

(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.)

Tuition Fee Refund

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

Students withdrawing between the fifth and 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

B.T.S.D. is a competency-based, individualized and personalized program, the purpose of which is to provide a supportive and challenging environment in which the learner takes responsibility for his/her own learning. Skills can be upgraded for vocational training, improved employment opportunities, and grade equivalency.

GOALS

1. To encourage attitudes and work habits likely to ensure successful employment.
2. To provide such learning experiences that the student becomes aware of the need for learning and develops a positive attitude towards learning.
3. To enhance the student's confidence in his/her ability to learn.
4. To provide, where possible, alternate learning modes most suited to each student's learning style.
5. To provide instruction throughout the extended college day so that the student can plan his/her own schedule around family/employment responsibilities.
6. To help each student set realistic and satisfying goals.
7. To provide student choice in subject areas to meet individual goals.
8. To maintain effective placement procedures.
9. To encourage students to work at a rate appropriate to the individual, the task, and the program requirements.

Entrance Requirements

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

Fees:

A new fee schedule takes effect 1983 Sept. 01. 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.

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: Centred around reading, writing and oral communication. Grammatical skills are taught as they arise out of the writing assignments. Spelling and vocabulary are included. Emphasis is placed on the practical application of skills learned, such as letter writing, summaries, factual writing, newspaper reading and career search.

Mathematics: Covers the fundamentals of arithmetic and business mathematics, statistics, informal geometry, integers and rationals, basic algebra, and problem solving.

Science: Covers such topics as the scientific method, human biology and health, safety and first aid, ecology, and general science.

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, or its equivalency as a 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. Whenever possible, student assignments will be chosen taking into consideration vocational goals.

According to vocational goals and personal aptitude, the student designs his/her mathematics and science program.

Mathematics: Practice in fundamentals of mathematics may take 1-4

weeks. The student then selects either business/consumer mathematics or technical/vocational mathematics. In both mathematics areas, the student completes the core, and may select to do one or more options.

Science: The student begins science studying chemical fundamentals. He/she may decide to complete two sciences (Chemistry, and Biology or Physics) or to take a reduced science load (General Science). Within the three sciences, a core and several options are offered.

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

ADULT SPECIAL EDUCATION DEPARTMENT

ADULT SPECIAL EDUCATION PROGRAM FOR THE HEARING IMPAIRED

Program Objectives:

Programs for the Hearing Impaired are designed to give profoundly deaf or hard of hearing students the basic education required for admission to further vocational and/or academic training or for finding employment.

Program Content:

Classes and individual instruction are available from a basic level to an advanced level in communication skills, English, mathematics, science. Oral/aural and manual systems of communication are used according to the needs of the students. Students at advanced levels will normally be encouraged to integrate into regular upgrading programs at King Edward Campus. If students cross register into other classes, support services are available from the Adult Special Education Resource Centre.

Entrance Requirements:

Profoundly deaf and hard of hearing students should be 18 years of age or older. Sometimes students who are between 15 and 18 years of age and who have been out of school for at least one year are accepted.

Enrolment:

Continual enrolment, as space permits, is possible for full-time or part-time students from September to June. The monthly tuition fee is \$52.00 for full-time students and pro-rated for part-time students. The Student Society fee is \$5.40 per term for full-time students.

Further Information:

Please contact the Adult Special Education Department at King Edward Campus for further information.

TELEPHONE (VOICE): 875-6111
or
(TTY/TDD FOR DEAF): 875-8210

ADULT SPECIAL EDUCATION PROGRAM FOR THE VISUALLY IMPAIRED

Program Objective:

Programs for the Visually Impaired are designed to give blind and low vision students the basic education required for admission to further vocational and/or academic training or for finding employment.

Program Content:

Classes and individualized instruction are available from learning basic skills to learning advanced skills in communication skills, life skills, English, mathematics and general science. Students at advanced levels will normally be encouraged to integrate into regular upgrading programs at King Edward Campus. If students cross register into other classes, support services are available from the Adult Special Education Resource Centre.

Entrance Requirements:

Blind or low vision students should be 18 years of age or older. Sometimes students who are between 15 and 18 years of age and who have been out of school for at least one year are accepted. Students are responsible for obtaining a Report of Eye Examination signed by their physician to verify their degrees of visual impairment.

Enrolment:

Continual enrolment, as space permits, is possible for full-time or part-time students from September to June. The monthly tuition fee is \$52.00 for full-time students and pro-rated for part-time students. The Student society fee is \$5.40 per term for full-time students.

Further Information:

Please contact the Adult Special Education Department at King Edward Campus for further information. Telephone: 875-6111.

PARA-PROFESSIONAL WORKER WITH THE VISUALLY IMPAIRED AND THE HEARING IMPAIRED

Program Objective:

Graduates from this program will be able to do para-professional work with people who are handicapped by a visual or a hearing impairment in educational, social services, professional, and business settings. They will have special communication skills, such as braille for the blind and sign language of the Deaf. They will be knowledgeable in the use of technical aids used by both the visually impaired and the hearing impaired.

Program Content:

This program includes braille, Sign Language for the Deaf, fingerspelling, English analysis, techniques and technical aids used in work with both the visually impaired and the hearing impaired, ethics of para-professional work, laboratory, practica, and job search.

The program consists of three levels:

Level 1 (Four months, September to December)

Level 2 (Three months, January to March)

Level 3 (Three months, April to June)

Each level operates from 08:30 to 15:00 hours, Monday to Friday. Opportunities for practica may also be available at other times. Each level must be completed successfully before students proceed to the next level. A Vancouver Community College Certificate is awarded upon successful completion of the program.

Entrance Requirements:

Grade 12 or its equivalent, or B.T.S.D. Level 4. Ability to communicate effectively in both spoken and written English. An English language assessment may be required.

Enrolment:

Prospective students may be placed on the waiting list for this program by writing to the Adult Special Education Department at King Edward Campus and providing personal resumes and transcripts from secondary schools and colleges. Upon notice of acceptance, the applicant will be asked to send a non-refundable deposit of \$52.00 to Vancouver Community College — King Edward Campus no later than July 31, 1983. Registration and first classes are held on the Tuesday after Labour Day. At this time, the monthly fee of \$52.00, plus a \$5.40 Student Society fee are due. The \$52.00 tuition fee will be due on the first instruction day of each month except the last month of attendance in the program. Books for this program will cost approximately \$100.00 over the ten months of the program. For possible financial assistance, contact the Financial Aid Officer at King Edward Campus.

PART-TIME PROGRAM FOR THE DEAF AND HARD OF HEARING

The following courses are designed to meet the needs of part-time students on individualized program. Students may begin the first week of any month from September to June. Contact the Adult Special Education Department for further information. Telephone 875-6111 or

TTY/TDD for the Deaf, 875-8210.

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 four courses meets for two hours, once a week from September to December, or January to April, for two hours twice a week from May to June. Registration and classes start the first week of September, January, and May. Contact the Adult Special Education Department at King Edward Campus for further details. Telephone: 875-6111.

Sign Language — Level 1:

This course covers fingerspelling and approximately 400 conventional signs. Emphasis is placed on such elements of The Sign Language as sight line, time line, placement, directionality, facial expression and body movement.

Sign Language — Level 2:

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

Sign Language — Level 3:

To enrol in this class, students must have completed Level 2 successfully. This level covers 1,000 signs beyond Level 2.

Sign Language — Level 4:

To enrol in this course, students must have completed Level 3 successfully. Individuals who were at one time fluent in Sign Language but have not used the language recently would find this course helpful.

VOCATIONAL PLANNING AND WORK READINESS

INTRODUCTORY HOMEMAKING AND INSTITUTIONAL AIDE

(Previously Community and Family Aide)

Objective:

This program in basic housekeeping skills is designed to prepare the successful graduates for employment as kitchen helpers or on the housekeeping staff 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: New rates effective 1983 Sept. 01.

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;
- Field trips to 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; (a medical certificate is required);
- life or work experience with a variety of people of all ages; and,
- basic cooking skills; and,

It is helpful to have:

- maturity, optimism and flexibility;
- housekeeping experience;
- experience in child care or care of the elderly; and,
- a 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.

New Tuition Fees become effective 1983 Sept. 01. Course learning packages, \$40.00 and required course books, \$10.00.

The Student Society fee is \$5.40.

Canada Employment sponsorship may be available.

For Part-Time Programs:

The part-time homemaker courses are designed specifically for adults who will be employed in the homemaking field while registered in the program. Only those people who are so employed are therefore eligible for registration in these courses.

For 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.

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

A new fee schedule takes effect 1983 Sept. 01

For Part-time Day Program:

The part-time day program is divided into two parts each of 16 weeks duration, one day each week. The equivalent of the full-time program is achieved by completing both parts. Classes meet 08:30 to 15:30 hours one day a week. Classes begin in January and September.

Tuition Fees

A new fee schedule takes effect 1983 Sept. 01

Safety Oriented First Aid (St. John's Ambulance) fees are \$10.00 and are added to the costs involved in Step 4 of the Part-Time Evening Course and Part 2 of the Part-Time Day Course.

Information and enrolment applications may be obtained by calling King Edward Campus, Vancouver Community College. Telephone: 875-6111.

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 films, demonstrations and practice 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 \$52.00 per month; Student Society fee is \$5.40.

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 experience for part of the program is arranged with each student. Experiences range from observing to actually working on-the-job.

Job Orientation: Some basic occupational skills of value in subsequent employment or training are developed through individual and group activities. 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 King Edward Campus — 875-6111 for information and enrolment.

Length of program: 8 weeks.

Tuition Fee: for 8 weeks, \$104.00.

Student Society Fee: \$5.40.

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 is 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 \$104.00, plus \$10.00 for miscellaneous other expenses.

Student Society Fee: \$5.40.

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; and
- compete successfully in the labour market.

Content:

The program is composed of three major areas:

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

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

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

Length of Program: 13 weeks.

Starting Dates: Continuous Intake — September to June.

Tuition Fees: \$52.00 per month, \$5.40 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 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: \$52.00 per month. The program starts in September with continuous intake as spaces become available.

Location:

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

MECHANICAL TRADES

Grade Point System of Evaluation

A Grade Point Average (GPA) will be computed for each student for each level he/she completes. The final GPA will be computed for all Levels at the completion of a Program.

Students in all certificate programs will have their examinations graded A, B, C, etc., by their instructor. A numerical value is assigned each grade for the purpose of implementing the grade point system.

For example:

Percentage Mark Points		Letter Grade		Grade Equivalent
91 - 100%	=	A	Excellent	= 4
80 - 90%	=	B	Above Average	= 3
65 - 79%	=	C	Average	= 2
50 - 64%	=	I	Incomplete	= 0
0 - 49%	=	F	Fail	= 0

Each Department assigns a number of "credits" to each course taught depending on the amount of time that a student spends in classes, labs, and workshops and on the importance of the course in relation to the total program. The more importance given, or the more time spent, the more credits are assigned to the course.

To determine the Grade Point Average for each student for a Level, three calculations are made:

- 1) First, the student's "grade points" for each course are determined by multiplying the "credit hours" allotted to the course by the numerical equivalent of the marks obtained by the student. (A = 4, etc.)
- 2) Then, the total grade points are determined as the sum of these products.
- 3) This total is divided by the sum of credit hours for all courses attempted. The Grade Point Average is the result.

NOTE: Courses in which a student receives an "F" Grade are also included in the calculation of the GPA. "I" Grades are not included in the calculation of the GPA.

Example: Diesel Mechanics — Level One

Number		No. of Credits		Numerical Grade Equivalent	Grade Points
Course Number	Course Name	in Relation to Time	Grade	for Letter Grade	
1074	General Shop Practices	1.0	A	4	4.0
1075	History, Familiarization and Basic Engine Principles	2.0	A	4	8.0
1072	Engine Construction	3.0	C	2	6.0
1076	Machining (Basic)	1.0	B	3	3.0
1069	Cooling Systems	1.0	C	2	2.0
1071	Electrical Systems	4.0	B	3	12.0
		12.0			35.0

Total Grade Points Earned - 35.0

No. of Credits Attempted - 12.0 = 2.92 G.P.A. (Grade Point Average)

Progress from one Level to the next follows the achievement of a Grade Point Average of at least 2.0 for all courses of the prior level. A student cannot progress to the next training Level with an "F" grade in a course.

"Contract" System for Completion of Levels Graded "Incomplete" (I):

A student who receives an "I" grade has not adequately completed the work required for a course and yet has achieved at least 50% of the course requirements. This grade is only awarded to those students who, in the opinion of the instructor, have the motivation and ability, either by re-writing the examination or by completing practical assignments, to meet the passing standards (65%) within 20 instructional days of time following "probational" entry into the next level.

In this "probational" arrangement, a written "contract" is drawn up between the student and the instructor, as a representative of the Department for the purpose of enabling a student graded "I" in a required course to advance to the next Level. This contract will include a time limit for the student's completion of the work required to bring the mark of the "I" course to a "C".

If the student's work is unsatisfactory or not completed within the agreed-to condition, the "I" grade is changed to an "F" grade.

"E" — Grade Designation

Many individuals enter the technical programs with previous work experience or schooling which may be equivalent to a course within a program. In order to determine this equivalency, a student may "challenge" any course. The evaluation process is developed by the Department concerned. If the student successfully achieves a passing grade, he/she will have an "E" placed on their Transcript of Achievement to indicate a successful outcome of the "challenged" course.

AUTOMOTIVE BODY REPAIR

The successful Automotive Body Repairman is one who effectively combines a thorough knowledge of metals, plastics, putties, paints and fillers with an eye for line and contour to restore damaged vehicles to their original condition. In employing this knowledge and skill, the repairman uses a variety of pneumatic, hydraulic, electric and hand tools. Applicants for this training should be physically fit, enjoy working with their hands, should be self-starters and be capable of working with a minimum of supervision.

Automotive Body Repair is a designated trade with a four-year apprenticeship leading to Journeyman status.

The Automotive Body Repair is a field in which there is opportunity for promotion to shop foreman or for independent shop operation.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1054	Welding, Brazing and Cutting	2.5
1046	History and Nomenclature of the Automobile	0.5
1052	Shop Practice 1	0.5

1053	Types of Fasteners	0.5
1041	Fitting and Adjusting Methods 1	0.5
1038	Characteristics of Sheet Metal and Shrinking	0.5
1051	Sheet Metal Damage Repair Procedure 1	2.5
1036	Body Filling Techniques and Fibreglassing	1.0
1047	Panel Forming Techniques	0.5
1034	Automotive Electricity 1	0.5
1042	Frame Straightening, Suspension Systems and Steering 1	2.0
1049	Refinishing Technique 1	1.5
Level '2'		
2044	Shop Practice 2	1.0
2036	Fitting and Adjusting Methods 2	1.5
2043	Sheet Metal Damage Repair Procedure 2	6.0
2031	Automotive Electricity 2	0.5
2037	Frame Straightening 2	2.0
2041	Refinishing Techniques 2	2.0

Training Procedure:

The application of theory with extensive practical work on various late model cars.

Length of Program: 6 months.

Hours: First 3 months: 08:30 to 15:30 hours

Final 3 months: 08:00 to 15:00 hours

Additional Cost Estimate: Tool Deposit \$25.00 (subject to change); Textbooks: \$30.00; Coverall Deposit: \$25.00; Safety Items: \$45.00.

THE STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE

Dress: Coveralls are supplied on loan and are laundered.

Safety Requirements: The student is required to supply and wear his/her own safety glasses, safety work boots (canvas or other loose fitting shoes are not acceptable), and appropriate heavy clothing. Hazardous hair styles must be confined in a safe manner according to W.C.B. regulations.

Examinations: Students are evaluated by periodic theory examinations and their individual, practical work projects.

AUTOMOTIVE MECHANICS

Automotive Mechanics have a wide range of employment opportunities. Positions are available in service stations, repair shops, vehicle dealers, vehicle assembly plants, and a variety of other service establishments. One can become a tune-up, automatic-transmission, front-end, or brake specialist; shop foreman; service manager; service advisor; or can start a business of one's own in the automotive field. Some enter one of the related fields and become factory representatives; automotive insurance adjusters; salespersons; or a representative for tools, equipment, parts and accessories.

In British Columbia, Auto Mechanics is a designated trade with a four-year apprenticeship leading to Journeyman status. Graduates of

the Auto Mechanics program normally receive some credit towards this apprenticeship and at the completion of their apprenticeship become qualified Journeymen with an inter-provincial Tradesman Qualification Certificate.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1045	General Shop Practice	1.0
1040	Engines 1	1.5
1055	Automotive Machine Shop 1	1.5
1044	Fuel and Emission Control Systems 1	2.0
2.09	Electrical Systems: General	2.0
1048	Power Trains	1.0
1043	Frames, Suspension Systems and Steering Systems 1	1.0
1037	Brake Systems 1	1.0
1035	Bodies and Accessories 1	1.0
Level '2'		
2042	Service Floor Practice	2.0
2035	Engines 2	2.0
2047	Automotive Machine Shop 2	2.0
2039	Fuel and Emission Control Systems 2	2.0
2045	Starting and Ignition Systems	2.0
2046	Tune-up	2.0
2040	Lighting and Charging Systems	2.0
2033	Clutches and Transmissions	2.0
2034	Drive-Lines and Rear-Axle Assemblies	2.0
2032	Brake Systems 2	2.0
2038	Front Suspension Systems and Steering Systems 2	3.0
2030	Accessories 2	2.0

Specific Entrance Requirements:

Possession of a valid B.C. Driver's License.

Training Procedure:

This program is composed of two levels. Level 1 is three months in length and is spent on the theory of operation and the construction, maintenance, repair, and adjustments of the various components that make up the typical automobile. Level 2 is six months in length and is spent doing practical work on selected customers' cars in our fully-equipped Automotive Shop. The student must successfully pass Level 1 before being accepted into Level 2.

Length of Program: 9 months.

Hours: 08:30 to 15:30 hours.

Additional Cost Estimate: Textbooks \$35; Tool Deposit \$25.00 (subject to change); Coverall Deposit \$25.00; Safety Items \$50.00.

THE STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE

Dress: Coveralls are supplied on loan and are laundered.

Safety Requirements: Appropriate safety boots must be worn at all times (canvas or other loose-fitting shoes are not acceptable). Hazardous hair styles must be confined according to W.C.B. regulations.

Examinations: Students are evaluated by periodic theory examinations and their individual practical work projects.

DIESEL MECHANICS

This 12 month Diesel Program leads to employment as an apprentice or specialist in the field of diesel engine mechanics, heavy-duty mechanics, marine engineering, transportation/trucking maintenance, stationary plants, specialty repair shops, or with fuel injection and governor control supply/service firms. This program emphasizes the theory, operation, overhaul/maintenance and troubleshooting of a wide variety of current production large and small, medium and high-speed diesel engines.

Emphasis is placed on detailed exposure to both the theoretical and practical aspects of the individual types of fuel injection systems presently in use on a wide assortment of diesel engine applications in conjunction with governor operation and adjustments.

This program is comprised of three levels, each consisting of approximately 40% theory and 60% practical application.

Upon completion of the program, up to one year's credit on the four year apprenticeship program may be granted to the graduate. In the marine field, the graduate may be allowed 12 months' sea-time toward his 4th Class Marine Engineer's Certificate by the Ministry of Transport, Marine Regulations Branch.

The potential student should have a high degree of mechanical aptitude and should have sufficient physical strength and stamina to handle the heavy work load.

Throughout the program, students will work with a companion in a "team concept", therefore they must be able to maintain good working relationships with their fellow students and instructors.

Graduates of the program will be expected to continue their studies under the auspices of the employer and related governing bodies in order to achieve certification in their related areas.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1362	History, Terminology and Basic Engine Principles	1.5
1363	Combustion Systems - Gas and Diesel	0.5
1074	General Shop Practices	1.0
1068	Basic Metallurgy and Arc Welding	1.0
1073	Gas Welding and Flame Cutting	0.5
1076	Machining (Basic)	1.0

1364	Air, Engine and Hydraulic Braking Systems	2.0
1067	Air Induction and Exhaust Systems	1.0
1071	Electrical Systems	4.0
1069	Cooling Systems	1.0
1365	Engine Construction and Basic Overhaul	3.0
1366	Air Conditioning Systems	0.5
Level '2'		
2348	Complete Engine Overhaul, Testing and Basic Tune-Up	8.0
2349	Hydraulic Systems	4.0
2350	Steering Systems	0.5
2054	Clutches, Standard Transmissions and P.T.O.'s	2.0
2351	Fluid-Drive Transmission Systems and Marine Gears	2.0
2352	Drive Lines, Axles and Differentials - On-Highway	1.0
2353	Suspension Systems	0.5
2354	Running Gear - Off-Highway	0.5
2355	Track Machine Final Drives	0.5
Level '3'		
3028	Detroit Diesel Allison Fuel Systems	2.0
3032	Woodward Hydraulic Governors	1.0
3026	Caterpillar Fuel Systems	3.0
3027	Cummins Fuel Systems	3.0
3311	Bosch and CAV In-Line Pump Fuel Systems	3.0
3312	Distributor Pump Fuel Systems	2.0
3313	Final Engine Tune-Up and Dynamometer Testing	1.0
3029	Diesel Electric Power Generation	1.0
		<hr/> 51.0 <hr/>

Training Procedure:

Classroom theory and demonstration combined with extensive practical work in a well-equipped shop.

Length of Program: 12 months.

Hours: Day: 08:15 to 15:15 hours.

Extended Day: 11:00 to 18:00 hours.

Additional Cost Estimate: Textbooks \$120.00; Coverall Deposit \$25.00; Safety Items \$50.00; Tool Deposit \$25.00 (subject to change).

THE STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE

Dress: Heavy clothing suitable to the trade. Coveralls are supplied on loan and are laundered.

Safety Requirements: Safety work boots must be worn by the student at all times (canvas or other loose fitting shoes are not acceptable). Hazardous hair styles must be confined in a safe manner according to W.C.B. regulations.

Examinations: Students are evaluated by periodic theory examinations and their individual, practical work projects.

Administrators

Pankratz, H.E.	Principal
Brown, J.D.	Dean of Administrative and Student Services
Cunningham, R.F.	Dean of Instruction
Gauthier, R.N.	Executive Assistant for Administrative Services
Moutter, D.	Office Manager

Division Chairmen

Bowers, B.A.	Communications Arts Division
Casey, E.C.	Training and Development Division
Pawelchak, G.A.	College Foundations Division

Counsellors

Chan, 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
Adams, J.	English Language Training
Adams, J.	English Language Training
Adamson, G.	English Language Training
● Allen, C.	English Language Training
Alton, S.	English
Anderson, T.	Basic Employment Skills Training
Andrews, A.	English
Andrichuk, C.	English Language Training
Antonelli, V.	College Preparatory English
Arthur, M.	English Language Training
Ash, B.	Basic Training for Skill Development
Ash, G.	Basic Training for Skills Development
Aspinall, J.	English Language Training
Atherton, S.	English Language Training
Atkins, E.	College Preparatory English
Atnikov, B.	English Language Training
Austin, G.	Class Piano, Music Theory
Ballin, P.	Biology
Bancroft, D.	English Language Training
Barazzuol, I.	English Language Training
Barbour, R.	English Language Training
Bates, S.	English Language Training

Bath, B.	Autobody
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
Booker, L.A.	Basic Training for Skill Development
Borschel, A.	Voice
Borschel, M.	Clarinet
■ Bottlinger, W.	Adult Special Education
Bouvier, D.	English Language Training
Bowley, B.	English Language Training
Brade, E.	English Language Training
■ Brady, R.N.	Diesel Mechanics
Branter, D.	Saxophone, Stage Band, Wind Ensemble
Bridges, M.J.O.	English Language Training
Brodych, J.	English Language Training
Brown, H.	Lyric Diction
Brown, M.	Basic Training for Skill Development
Brulhart, M.	English Language Training
Buck, D.	Basic Employment Skills Training
Buckley, M.	English Language Training
Burchill, M.	Typing
Burgess, M.	English Language Training
Burn, P.	English Language Training
Burnett, J.	Employment Orientation for Women
Buss, B.	English Language Training
Butler, D.	English Language Training
Butler, P.	Library
Caldwell, R.	English Language Training
Calesini, I.	English Language Training
Cameron, B.	Basic Education
Cant, M.	Individualized Educational Program for Adults
Casey, J.	Homemaker
Caulfied, B.	English Language Training
Cawsey, J.	English Language Training
Chan, A.	English Language Training
Chan, H.	Adult Special Education
Chan-Henry, E.	Chemistry, Physics
Chen, L.	English Language Training
Chen, M.	English Language Training
Chernen, J.	English Language Training
Cheung, S.	English Language Training
Chiko, R.	Reading, Writing and Study Skills
Chin, F.	English Language Training
Chiu, P.	English Language Training
Clark, C.	English Language Training
Clark, H.	English Language Training
Clark, P.	English Language Training
Clausen, B.	Guitar, History
Cockell, J.	Mathematics

■ Cook, P.	Library
● Cornish, J.	Homemaker
Cosco, F.	English Language Training
Costello, K.	English Language Training
Cranstoun, C.J.	Consultant — Instructional Support
Cray, E.	English Language Training
Cullen, M.	English
Cunningham, H.	English Language Training
Cushing, M.	English Language Training
Cuthbertson, M.	Kodaly Solfege
d'Argence, C.	English Language Training
Darville, R.	Basic Education
David, S.	English Language Training
Der, L.	English Language Training
Docherty, I.	Vocal Repertoire
Dodds, B.	Voice
Doerksen, J.	Cello
■ Domer, J.L.	Oboe, Conducting
Domer, J.	Music History
Dooley, J.	English Language Training
Dooley, N.	English Language Training
Dorgan, N.	English Language Training
Dorn, D.	English Language Training
Dosanjh, R.	English Language Training
Douglas, P.	Flute
Dragman, J.	English Language Training
Duke, D.	Music Theory, Composition
Dykstra, C.	English Language Training
Ehling, M.	Keyboard Studies
Engineer, S.	English, History
Essig, J.	English Language Training
Evans, G.	English Language Training
Fahrni, N.	English Language Training
Fairholm, B.	Arranging
Fast, M.	English Language Training
Ferguson, N.	English Language Training
Findlay, A.	English Language Training
Flack, G.	English Language Training
Fletcher, R.	Diesel Mechanics
Forward, J.	English Language Training
Foster, J.	English Language Training
Fountain, M.	English Language Training
French, E.	Native Education Skills Training
Friedman, H.	English Language Training
Funk, J.	Science, Biology
Fussell, R.	English
Gaitanakis, J.	College Preparatory English
Garner, F.	English Language Training
Giacomelli, E.	English Language Training

Gibbard, R.	Basic Training for Skill Development	Koch, T.	Guitar
Gill, E.	Jazz Piano, Improvisation	Kolsteren, I.	Basic Employment Skills Training
Gill, R.	English Language Training	Kravec, G.	English Language Training
Godfrey, J.	English Language Training	Kwas, O.	Pharmacy Assistant
Gould, L.	Basic Education		
Green, N.	Introductory Homemaking and Institutional Aide	Labrum, H.	English Language Training
Greene, T.	Trumpet, Orchestration	Lage, M.	Kodaly Solfege
Griffith, J.	Consumer Law, Consumer Finance, Marketing	Lathigee, G.	English Language Training
Gronsdal, C.	Accompanist	Lee, E.	English Language Training
		Lee, J.	English Language Training
Hadlock F.	English Language Training	Lehner-Brandt, R.	English Language Training
Halsall, S.	English Language Training	Lew, J.	English Language Training
Hamilton, P.	Vocational Orientation for Youth	Lighthouse, M.	English Language Training
Hamm, J.	Voice, Vocal Repertoire	Lim, J.	English Language Training
Hampton, I.	Cello	Lim, J.	English Language Training
Hannan, P.	Recorder, Early Music, New Music	Ling, S.	English Language Training
Head, S.	Popular Voice	● Little, B.	Basic Training for Skill Development
Hemp, M.	English Language Training	■ Littleboy, P.	Basic Training for Skill Development
Hinkle, A.	English Language Training	Lo, W.	English Language Training
Hole, R.	English Language Training	Lo, Y.	English Language Training
Hopkinson, P.	Physics	Louey, J.	English Language Training
House, J.	English Language Training	■ Lowe, E.	Business Education
Howards, V.	English Language Training	★ Lydiard, J.	Adult Special Education (Visually Impaired)
■ Hsu, C.L.	English Language Training, School Canadiana	Lynch, K.M.	English Language Training
Huang, J.	Mathematics, Physics		
Hunt, P.	English Language Training	MacDonald, A.	Native Education Skills Training
Hwang, M.	Mathematics	Macfarlane, J.	English Language Training
Hydar, E.	English Language Training	Mackenzie, M.	Science, Biology
		MacKinlay, C.	English Language Training
Jackson, Y.	English Language Training	MacKinlay, K.	English Language Training
Jameson, M.	Accounting, Typing, Business Communication	■ MacLeod, E.	Mathematics
★ Jibodh, C.	English Language Training	MacLeod, M.	English Language Training
Johal, B.	Basic Training for Skill Development	McNab, J.	Basic Training for Skill Development
Johnson, C.	English Language Training	Maglaque, P.	Basic Education
Johnson, T.	English Language Training	Main, H.	Accounting, Business Communication
Johnston, G.M.	Automotive	Malo, L.	French, Economics
■ Johnstone, J.	Chemistry	Maloff, N.	English Language Training
Jones, B.	French Horn	Mar, K.	Accounting, Business Communication, Typing
Jones, D.	English Language Training	Markus, I.	Kodaly Solfege
Jones, H.	English Language Training	Marshall, G.	English Language Training
		Martin, J.	Flute
Kaplan, S.	English Language Training	May, C.	English Language Training
Kellett, M.	English Language Training	McDonald, E.	English Language Training
Kelly, G.	Learning Centre	McGee, D.	English Language Training
Kennedy, P.	English Language Training	McIntosh, S.	English Language Training
Keyes, D.R.	Diesel Mechanics	McLaren, G.	English Language Training
Khosla, V.	English Language Training	McNairn, B.	English Language Training
Kidd, K.	Jazz Piano	McNamara, V.	English Language Training
Kirby, T.	Basic Training for Skill Development	Merkeley, S.	English Language Training
Kinsey, M.	Vocational Planning and Work Readiness	Messenberg, D.	English Language Training
Kirley, E.	English Language Training	Meyer, R.	College Preparatory English
Kleiser, P.	English Language Training	Meyer, R.	Geography, Science
Knill, M.	English Language Training	Mickelson, J.	English Language Training

Milligan, L.	English Language Training
Monk, V.	English Language Training
■ Morelli, N.	English Language Training — Part-time
Morison, S.	Basic Training for Skill Development
Morrison, G.	English Language Training
Murray, J.	English Language Training
Nehring, J.	College Preparatory English
Nelson, M.	Basic Training for Skill Development
Neufeld, L.	English Language Training
Neville, P.	English Language Training
Nielsen, A.	Adult Special Education
Nierobisch, C.	English Language Training
Noble, B.	Adult Special Education
Norman, A.	English Language Training
Norris, P.	English Language Training
Nurse, M.	English Language Training
Oastler, J.	English Language Training
Ofield R.	Adult Special Education
■ Olsen, W.H.	Automotive
O'Neill, D.B.	Automotive
● Onstad, C.	Basic Education
● Owen, S.	Basic Training for Skill Development
Paizakis, M.	English Language Training
Palmer, K.	English Language Training
Paone, D.	English Language Training
Papadimous, M.	English Language Training
Parker-Toulson, J.	Bass
Parno, K.	English Language Training
Pederson, G.	English Language Training
Penn, P.	Vocational Orientation for Youth
Perkinson, J.	English Language Training
Perriot, T.	Trumpet
Peterson, T.	College Preparatory English
Philips, A.	Voice
Phillips, D.	English Language Training
Pierce, K.	English Language Training
Pinton, R.	English Language Training
Pisto, L.	Accompanist
Pitton, C.	English Language Training
Pletcher, A.	English Language Training
■ Pletcher, E.	Humanities
Pollard, B.	English Language Training
Porter, R.	Basic Job Readiness Training — Youth
Potter, C.	Mathematics
Quinlan, T.	Guitar
Quinn, M.	English Language Training
Quinn, T.	English Language Training

Reaburn, R.	English Language Training
★ Read, N.	English Language Training
Regan, I.	Mathematics
Regier, M.	Voice
Reid, G.	English, Literature, Music Theory
Reynolds, C.	English Language Training
■ Richards, B.	College Preparatory English
Richardson, D.	Basic Education
Richardson, M.	English Language Training
Rike, J.	English, Music
Risser, M.	English Language Training
Rix, E.	Basic Education
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
Salzmann, H.	English Language Training
● Sawkins, M.	English Language Training
	Drop-in Centres
Schmidt, K.	English Language Training
Scholefield, S.	English Language Training
Schroeder, W.	English Language Training
Scott, E.	English Language Training
Selman, M.	English Language Training
Shaffer, V.	English Language Training
Shaw, G.	English, Canadian Viewpoints
Siddiqi, K.	English Language Training
Sinclair, V.	English Language Training
Smith, A.L.	English Language Training
Smith, D.	English Language Training
Smith, H.	English Language Training
Soga, L.	English Language Training
Soltis, E.	English Language Training
Sorensen, S.	Chemistry, Physics
Sparks, D.	Trombone
● Sproston, P.J.	Autobody
St. John-Buckler, T.	Voice
Stanley,	English Language Training
Stewart, L.	Basic Training for Skill Development - Outreach
Strong, I.	English Language Training
Stuchner, J.	English Language Training
■ Stusiak, A.	English Language Training
Sutherland, K.	English Language Training
Szasz, M.	Basic Education
Tai, S.	Basic Training for Skill Development
Taniguchi, B.	English Language Training

Taylor, P.	Jazz, Choir
Taylor, R.	English Language Training
Tegenfeldt, H.	English Language Training
Thompson, D.	English
Thompson, M.	English Language Training
Thomson, L.	English Language Training
Tio, K.	Mathematics, Physics
Tolsma, C.	Reading, Writing and Study Skills, Spelling
Trebbie, M.	English Language Training
Trivisano, M.	English Language Training
Truong, M.V.	English Language Training
■Turpin, H.	Vocational Planning and Work Readiness
Vanne, J.	English Language Training
Vu, J.	English Language Training
■Waddington, M.	Basic Education
Wai, H.	English Language Training
Waldern, B.	English Language Training
Washburn, J.	Director of Choral Activities
■Watson, B.	English Language Training - Night School
■Watson, R.M.	English Language Training — Neighbourhood English
Webb, G.	Chemistry
Webb, M.	English Language Training
Weigel, G.	Automotive
Whitaker, M.	Pop Vocal Style
Wilkinson, J.	English Language Training
Williams, E.	English Language Training
Wilson, B.	Basic Training for Skill Development
Wilson, W.	Mathematics
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
Yildiz, N.	English Language Training
Yip, A.	English Language Training
Yip, M.	English Language Training
Yip, P.	Basic Training for Skill Development
Yoneda, S.	English Language Training
Young, M.	English Language Training
Zeigler, M.	English Language Training

Program Assistants

Bingley, A.	Homemaker
Bome, C.	English Language Training
Girvan, S.	Adult Special Education
Griffin, G.	Learning Centre
Green, G.	Instructional Media Services

Hampson, L.	Adult Special Education
Kropninsky, G.	Instructional Media Services
Lillie, K.	Employment Orientation for Women
McCormick, H.	Adult Special Education
Moore, D.	English Language Training
Oberding, K.	Assessments
Preston, B.	Assessments
Rees, J.	Business Education, Reading and Study Skills
Slatter, H.	English Language Training
Smith, T.	Music
Trademan, K.	Adult Special Education
Williams, S.	English Language Training
Wu, A.	English Language Training

GENERAL EDUCATIONAL 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.