

VANCOUVER  
COMMUNITY  
COLLEGE 

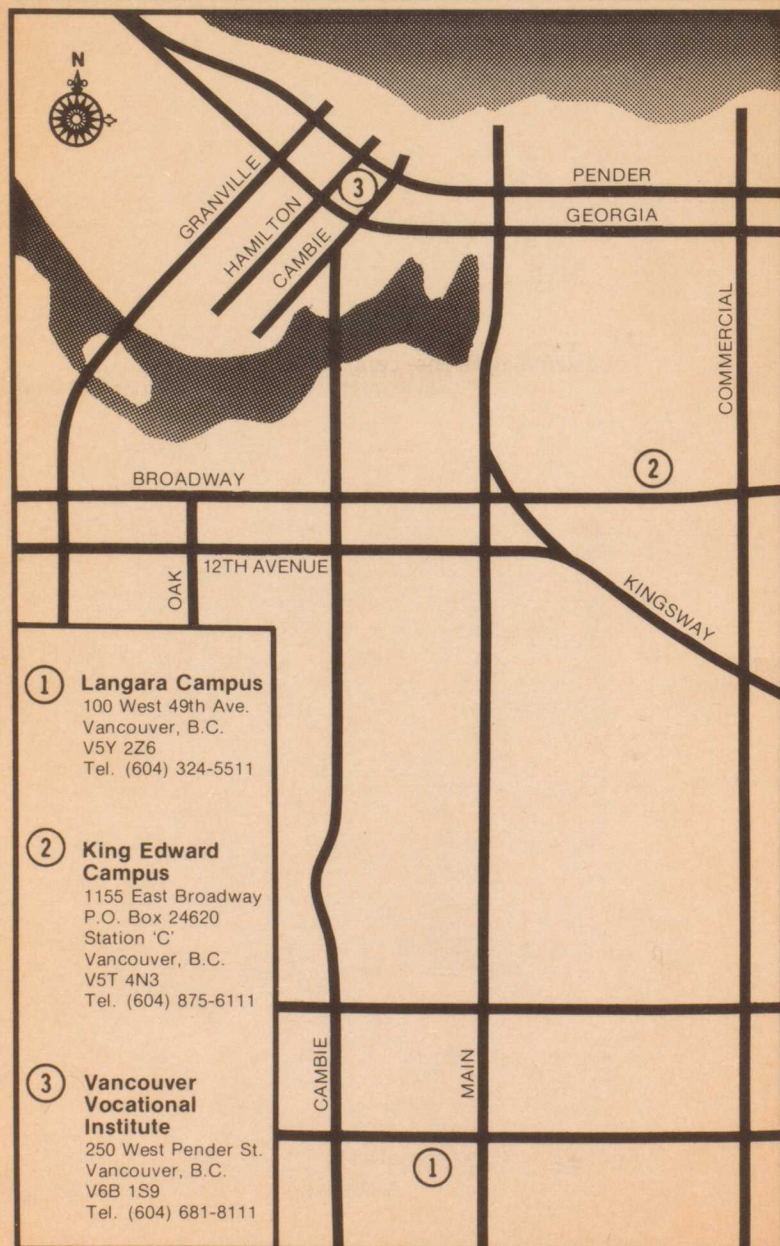
King Edward  
Campus

1984-1985  
Calendar





## 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. VCC serves its students through four instructional divisions, Langara Campus, Vancouver Vocational Institute, King Edward Campus, and the Continuing Education Division. Our recent student count exceeded 20,000; in fact, over 20% of the instruction provided by the B.C. post-secondary non-university system is delivered by VCC.

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, particularly during a period of financial restraint, when the most prudent use of scarce resources must be made. Fees cover a very small part of the total operating costs of the college; the bulk of costs is covered by funds raised through taxes. To ensure the 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 VCC.

A. S. Manera  
President  
Vancouver Community College



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## ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

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### **College Board**

J. Chapman	E. Jarvis
V. Giles	C. Miller
P. Glass	J. Pearkes
P. Hebb	B. Spitz
B. Irvine	

### **College Executive Officers**

A. S. Manera, Dipl.Tech., B.Sc.E.E. (Northrop 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

### **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

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## A BRIEF HISTORY

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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 nine members appointed 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 King Edward Campus. 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.



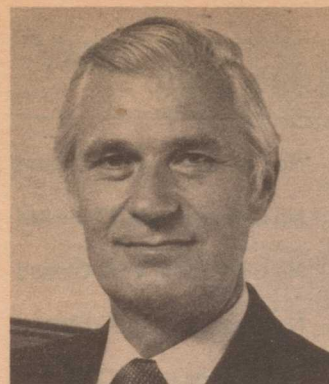
## COLLEGE PROGRAMS

**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 • carpentry—basic • carpentry—building construction • clerk-typist • computer programmer—junior • cooking—core and short-order • cooking—institutional and camp • cooking—a la carte and banquet • cooking—Chinese cuisine • data entry operator • dental assisting • dental assisting upgrade • dental receptionist • dental technician • dental technician—upgrade • dental technician/mechanic apprenticeship • dining room and lounge service • drafting—basic and architectural • drafting—civil and structural • drafting—materials handling and process piping • drafting—structural steel detailing • electricity—basic • electricity and industrial electronics • electronics—basic • electronics—computer • electronics technician • hairdressing • hairdressing apprenticeships • hairstyling—men's • hospital unit assistant • legal secretary • machinist—basic • machinist—advanced • marketing micro technology • medical office assistant • medical stenographer/transcriptionist (with word processing) • nursing—aide • nursing—long term care aide upgrade • nursing—orderly • nursing—practical • power and process engineering • power engineering—general • power engineering—technical • power engineering certification (correspondence) • power engineering certification (tutorial) • power sewing • printing production • printing production (graphic arts) apprenticeship certificates • secretarial • security officer • skin care—(esthetics) • travel agent—junior • welding—basic • welding—intermediate • welding—advanced • 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, dancercize, 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

In its new facilities on East Broadway, Vancouver Community College — King Edward Campus continues to offer opportunities for thousands of adults in achieving their educational goals. Many students have expressed their appreciation for the opportunities that were made available to them at KEC, some for very short periods of time, others for two years or more. Many adult students have found themselves to be capable of not only setting realistic goals for themselves, but in achieving success in meeting these goals.

King Edward Campus is fortunate in many ways: It has new facilities offering services and amenities deemed appropriate for a post-secondary school. It has an excellent faculty and staff who are committed to the objectives of the College and who strive to create an educational climate for students conducive to success. But, in spite of the best efforts of faculty and staff, the responsibility for achievement, in the main, rests with the students. It is doubtful if a mechanical aid or a specific teaching technique can ever replace the motivation, the desire, and the efforts of the individual student.

Like students, instructors and support staff come and go. In departing, some will leave an indelible mark. Mr. J. Douglas Brown, Dean of Administrative and Student Services at KEC for the past eight years, is one such. He retires at the end of April. (This edition of the *KEC Calendar* is the last for which he'll be responsible.) Thanks, Doug. Enjoy your retirement years. Good luck!

In closing, I wish all students every success and happiness in their studies at King Edward Campus this year.

H. E. Pankratz  
Principal  
King Edward Campus



## STATUTORY HOLIDAYS 1984-1985

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
September 3, 1984 (1984 09 03)	Labour Day	No Classes — VCC Closed
October 8, 1984 (1984 10 08)	Thanksgiving Day	No Classes — VCC Closed
November 12, 1984 (1984 11 12)	Remembrance Day	No Classes — VCC Closed
December 25, 1984 (1984 12 25)	Holiday	No Classes — VCC Closed
December 26, 1984 (1984 12 26)	Holiday	No Classes — VCC Closed
January 2, 1985 (1985 01 02)	Holiday	No Classes — VCC Closed
April 5, 1985 (1985 04 05)	Good Friday	No Classes — VCC Closed
April 8, 1985 (1985 04 08)	Easter Monday	No Classes — VCC Closed
May 20, 1985 (1985 05 20)	Victoria Day	No Classes — VCC Closed
July 1, 1985 (1985 07 01)	Canada Day	No Classes — VCC Closed
August 5, 1985 (1985 08 05)	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

1984 May 01	First day of Summer "a" Term
01	Registration for courses taught "a" and "a + b" terms: 13:00 to 20:30 hours
02	First day of classes: day and evening
02, 03, 04	Late registration period
21	VICTORIA DAY: VCC CLOSED
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-July 02	Student mid-term break
30	Last day of "a" Term
1984 Jul. 01	First day of Summer "b" Term
02	CANADA DAY: VCC CLOSED
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
06	B.C. DAY: VCC CLOSED
21	Last day of classes
22-23	Term-end examinations
31	Last day of Summer Term

#### FALL TERM

1984 Sep. 01	First day of Fall Term
03	LABOUR DAY: VCC CLOSED
04	Registration for Fall Term: day and evening classes 13:00 to 20:30 hours
05	First day of classes: day and evening
05, 06, 07	Late registration period



Oct. 01	Last day for refunds
08	THANKSGIVING DAY: VCC CLOSED
1984 Nov. 05	Last day for official withdrawal from courses
1984 Dec. 11	Last day of classes
12-13	Term-end examinations
31	Last day of Fall Term
<b>SPRING TERM</b>	
1985 Jan. 02	Registration for Spring Term: day and evening classes 13:00 to 20:30 hours
03	First day of classes: day and evening
03, 07, 08	Late registration period
1985 Feb. 01	Last day for refunds
1985 Mar. 01	Last day for official withdrawal from courses
1985 Apr. 16	Last day of classes
17-18	Term-end examinations
30	Last day of Spring Term
<b>SUMMER TERM</b>	
1985 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, 06, 07	Late registration period
24	Last day for refunds
1985 Jun. 03	Last day for official withdrawal from courses
18	Last day of classes
19-20	"a" Term final examinations "a + b" Term mid-term examinations
24-Jul. 01	Student mid-term break
30	Last day of "a" Term
1985 Jul. 01	First day of Summer "b" Term
02	Registration for "b" Term: 10:00 to 12:00 hours
03	First day of classes — "b" Term: day and evening
26	Last day for refunds for "b" Term
1985 Aug. 02	Last day for official withdrawal from "b" Term courses
20	Last day of classes
21-22	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 875-6111.

### ENGLISH LANGUAGE TRAINING

Fall Term — September to December 1984

Winter Term — January to March 1985

Spring Term — March to June 1985

For specific program registration dates, fee information and location contact the King Edward Campus Counselling Resource Centre 875-8208.

## TRAINING AND DEVELOPMENT DIVISION — SCHEDULE OF EVENTS

Basic Training for Skill Development (BTSD)

— Continuous intake

Basic Employment Skills Training (BEST)

King Edward Campus

Carnegie Centre

1984 Apr. 09 to 1984 Jun. 01  
1984 Sep. 10 to 1984 Nov. 02  
1984 Nov. 19 to 1985 Jan. 18  
1985 Feb. 04 to 1985 Mar. 29  
Frequent intakes for most programs. Contact the King Edward Campus Counselling Resource Centre, 875-6111.

Employment Orientation for Women (EOW):

King Edward Campus

1984 Apr. 09 to 1984 Jun. 08  
1984 Sep. 10 to 1984 Nov. 09  
1984 Nov. 19 to 1985 Jan. 25  
1985 Feb. 04 to 1985 Apr. 04

BTSD/BJRT Youth:

Britannia Centre

Continuous intake from Sep. to Jun.

Vocational Orientation for Youth (VOY):

Continuous intake from Sep. to Jun.

Pharmacy Assistant

\*1984 Apr. 09 to 1984 Jul. 06

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

\*1984 Sep. 17 to 1984 Dec. 14

Homemaker (Full-time)

\*1985 Jan. 02 to 1985 Apr. 04

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



Adult Special Education Program For Hearing Impaired		Continuous intake 1984 Apr. to 1984 Jun. 1984 Sep. to 1985 Jun.
Adult Special Education Program For Visually Impaired		1984 Apr. to 1984 Jun. 1984 Sep. to 1985 Jun.
Para-Professional Worker with the Visually Impaired	Level 1	1984 Sep. to 1984 Dec.
	Level 2	1985 Jan. to 1985 Mar.
and the Hearing Impaired	Level 3	1985 Mar. to 1985 June
Part-time Program for the Deaf and Hard of Hearing		Monthly intake 1984 Apr. to 1984 Jun. 1984 Sep. to 1984 Dec. 1985 Jan. to 1985 Jun.
Sign Language Classes, Part-time		1984 May to 1984 Jun. 1984 Sep. to 1984 Dec. 1985 Jan. to 1985 Apr. 1985 May to 1985 Jun.
Mechanical Trades:		For specific program registration information, contact the King Edward Campus, Counselling Resource Centre, 875-8208
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 under 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 offence, 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. As some programs have specific age requirements, students should check all programs for this information.

### 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 courses.

### 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/notetakers 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.

### **Miscellaneous Fees**

A materials surcharge of \$2.00 may be levied. There is a \$2.00 charge for a photo identification card.

### **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 payment 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, 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 \$10.75 for each four months' attendance.

### **Auditing a Course**

Students are permitted to audit courses, other than those for which they wish to obtain credit, provided that 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 credit to audit status must request such a 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 the 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 examinations, reports, and class participation.

#### **B SUPERIOR ACHIEVEMENT**

The student has exhibited consistent mastery of the course.

#### **C+ AVERAGE ACHIEVEMENT**

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

#### **C SATISFACTORY ACHIEVEMENT**

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

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

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

#### **W OFFICIAL WITHDRAWAL**

#### **I INCOMPLETE**

The student has failed or has 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 1984-85:

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.

King Edward Campus offers 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 Sta "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.

The role of the counsellors at K.E.C. is a helping role, one which focuses on meeting students where they are, developmentally, educationally and culturally, and helps students to try to identify their own problems and to work at providing their own solutions.

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

1. planning an educational program
2. choosing a career
3. clarifying personal goals
4. resolving personal/social problems
5. exploring aptitudes and interests
6. making referrals to other helping agencies.
7. developing self-management skills
8. understanding learning problems
9. reducing test and/or math anxiety
10. coping with stress
11. discussing placement test results

### 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 the 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 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.

#### **Assessment**

Academic assessments in Reading, Writing, Mathematics and Business Education are made available through the Admissions Department, the Counselling Department or a 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 Scholarship**

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 enquiries should be directed to the Financial Aid Advisor.

The major sources of funding are the B.C. Student 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 bursaries made available by the following donors:

American Building Maintenance Co. Ltd.  
B.C. Telephone Co. Ltd.  
Credit Union Foundation of B.C.  
Domco Foodservices Ltd.  
Finning Tractor Co. Ltd.  
D.H. Goard Trust Fund  
Howard/Yano Architects

K.E.C. Student Society  
Keen Engineering Ltd.  
Northern Messenger Ltd.  
Overseas Chinese Voice Foundation  
Shoppers Drug Mart West  
Diane Thompson Memorial Trust Fund  
Vancouver Foundation  
Vocational Instructors' Association  
Vancouver City Savings Credit Union

Information is also available in the Counselling Resource Centre regarding B.C. Paraplegic Foundation Awards, 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 Centre**

#### **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, de-bug computer programs, 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 08:00 hours to 19:00 hours, Monday through Thursday, and from 08:00 hours to 16:00 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 soon to be available at the Centre. Schedules of tutors' hours are posted around the Campus.

## Health Service

The College Health Service is a free and confidential service for students and staff. A medical card is not required.

Location: Room 3007 — on the third level next to the Counselling Department  
Telephone 875-8209

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

Staff: Two community health nurses, a doctor, a psychiatrist and a 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. tests and treatment
- Nutrition and weight control counselling
- Vision and blood pressure testing
- Treatment and counselling for medical concerns
- Birth control and the morning-after pill
- Rest area if you are ill
- T.B. skin tests
- 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 and pamphlets 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 subsequently remedial programs 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 individual 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.

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## THE KING EDWARD CAMPUS LIBRARY/ RESOURCE CENTRE

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### 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 level two.

Free borrowing privileges are offered to all staff and students of Vancouver Community College (Langara and VVI as well as KEC). 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 31,000 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) is 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 level three houses special materials for faculty and for the staff of Central Administration. This now includes the TEAL Mel Henderson Collection.

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 School and Campus.

KEC Library also serves the Music Department through a separate library.

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 level two is devoted to the needs of students wishing to practise 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.

### **MICRO COMPUTER LABORATORY**

In cooperation with Continuing Education, the library operates a Micro-computer laboratory housing a variety of terminals and offering a selection of software packages. For more current information as to access and availability, ask at the Library or at Continuing Education.

### **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.

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## **COLLEGE FOUNDATIONS DIVISION**

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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 Grade 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.

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## **GENERAL INFORMATION**

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### **Advance Registration**

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

### **College Foundations**

**Regular courses:** \$43.00

**Double-block courses:** \$86.00

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 to progress. Upon completing the program successfully, a student may enter programs requiring grade 8 equivalency in English and/or mathematics. A letter grade "P" for progress is given until a student reaches a grade 8 equivalency indicated by an A, B or C letter grade.

Students in Basic Education require fluency in spoken English, and must be 18 years of age or older.

**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 day and/or evening classes.

Completion of a College Foundations Program normally requires a minimum of two terms of full-time study. Credit may be given on the basis of work experience. Credit will be given for BTSD Level 4 courses. Credit to be granted normally will be decided before the student commences studies.



Students enrolled previously in adult secondary or senior secondary programs elsewhere, who still need one or more subjects to complete their programs, may enrol in the equivalent courses at the King Edward Campus and be given credit by the former institution upon successful completion.

Students who intend to enter another college or a 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.

### INCOMPLETES

Students who have obtained two successive incomplete letter grades (I) in a particular course must obtain permission to re-enroll in that course from the appropriate faculty advisor or the division chairman.

### COMMUNITY COLLEGES OF BRITISH COLUMBIA CERTIFICATE OF GRADE 12 EQUIVALENCY

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

- a) English 071 and Canadian Viewpoints 081 and 091, or English 098 and 099
- b) Four courses from:
 

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

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

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.



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## COURSE DESCRIPTIONS

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

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

### SECTION HOURS

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

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## BUSINESS EDUCATION

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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 082 or Typing 092. **(3:0:2)**

Prerequisite: English 051 or equivalent and Typing 062.

## Typing 082

(Office Procedures 12, half course)

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

Prerequisite: English 051 or equivalent and Typing 072.

## Typing 092

(Office Procedures 12, half course)

This course helps train students in all phases of business communication: speaking listening, reading, and writing. A review of letter styles, combined with different types of business letters 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. It is not necessary to take Typing 082 before Typing 092. **(3:0:2)**

## ENGLISH

### English 031 (Basic Education)

Introductory instruction in English from learning to read and write — oral communication, 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 relationships between speech and writing (phonics) and learning and practising the rules of spelling English words. The student spends part of the time in the laboratory and part in the classroom. **(1:0:4)**

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

## Reading and Study Skills 077

An individualized course, Reading and Study Skills 077, is designed to help students whose reading ability is weak, to practise and develop the skills necessary for efficient reading and studying. Lecture time is limited; most of the five hours per week are spent working in the laboratory. **(1:0:4)**

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

## Reading and Study Skills 097

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

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

**Note:** Students do not have to take both Reading and Study Skills 077 and 097. Credit is granted for one or the other, not both. **(1:0:4)**

## Writing Skills 097

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

# MATHEMATICS

## Mathematics 031

(Basic Education)

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

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

## Mathematics 041

(Mathematics 9)

This is an introductory course in both academic and general mathematics designed to provide students with a review of arithmetic. Because a modern and adult approach is used, this course is a good foundation for introductory algebra. It includes working with decimals, common fractions, percentages, ratio and proportion, and elements of geometry and elementary algebra. Simple word problems are practised throughout the course. Students who have had difficulty in mathematics, and those who have not taken mathematics beyond Grade 10 and who have been out of school for five or more years, should consider this course. **(5:0:0)**

Prerequisite: Mathematics 031 or its equivalent.

## Mathematics 050 and 051

(Mathematics 10)

Mathematics 050 follows Mathematics 041. It provides a modern approach to both introductory algebra and geometry plus units on metrics and simple graphing. The algebra component includes the evaluation of variable expressions, signed numbers and equation solving. The geometry component includes perimeter, area and volume of geometric figures. Mathematics 051 follows Mathematics 050 and builds on the concept developed in Mathematics 050 in both algebra and geometry. The algebra component includes equations, formulas, word problems, exponents, scientific notation, operations with polynomials and simple factoring. The geometry component includes constructions, introduction to proofs, similar and congruent triangles and parallel lines. **(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; per-



centages; 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 to be 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 polynomial. The course concludes with a short unit on either introductory calculus or probability. **(5:0:0)**

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## MODERN LANGUAGES

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### 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 the Langara Campus.

**(3:0:1)**

### German 061 and 071

(German 11)

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

They are not offered at King Edward Campus. Students wishing to obtain credit for German 061-071 must register in German 115 and 215 at the Langara Campus. **(3:0:1)**

### Spanish 061 and 071

(Spanish 11)

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

They are not offered at King Edward Campus. Students wishing to obtain credit for Spanish 061-071 must register in Spanish 115 and 215 at the Langara Campus. **(3:0:1)**

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## MUSIC

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### 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, 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-based 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 Geology 095 is required.

## Physics 061 and 071

(Physics 11)

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

Physics 071 (modern physics) topics include: electricity, magnetism, light, optics, atomic and nuclear physics. **(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, electro-magnetic 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, its 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 places on developing understanding about the atmosphere (weather and climate), bio-geography (soils and vegetation), and geomorphology (landforms 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 places 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 the Third World, the "shrinking" of the globe, the emergence of new international organizations, the current structure of the world economy, technology and the continuing arms race. Throughout the course, emphasis is placed on relating the study of events, ideas, politics, economics and other themes to our contemporary, interdependent "global village". (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.

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## COMMUNICATION ARTS DIVISION

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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, local 491.

Students seeking admission require assessment. They should come to the King Edward Campus as soon as possible before the beginning of a term to make an appointment for an assessment.

#### 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. 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 writing 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:

Please contact the King Edward Campus Counselling Resource Centre for current information, 875-6111, local 491.

## 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, 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.

If summer classes are held at the Britannia Secondary School, registration takes place during the first week of July.

Fees: For 12 weeks

Four nights a week — \$88.00

Two nights a week — \$44.00

For more information call 875-6111, local 496, 497, 558.

### Neighbourhood English Classes

These classes are offered at twenty 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 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 at 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 E. 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.  
Fraserview Community Library, 1950 Argyle Drive (54th and Victoria)

### 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  
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 arithmentic, reading and writing.

During 1984-85, 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 from 18:30 to 21:00 Fridays from 09:30 to 13:30
Hastings -	Mondays, Tuesdays and Thursdays 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 the Chinese Public School, 499 East Pender Street, either five mornings a week, two hours per morning, or two or four evenings a week, two and one-half hours per evening. Special pronunciation classes are also available. Registration is every third 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, 875-8208.

FOR FURTHER INFORMATION ON ANY OF THE  
ABOVE ENGLISH LANGUAGE TRAINING CLASSES  
TELEPHONE 875-6111, LOCALS 703, 704, 705, 706.

## 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 program for students who wish to continue study leading to a music degree;
- c) for all students, an intensive emphasis upon the performance of music in all areas, including popular, jazz and commercial;
- d) specialized training in individual courses for part-time students (space permitting); 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**

Please refer to the Music Department Calendar or telephone 875-6111 for current information.

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## **TRAINING AND DEVELOPMENT DIVISION**

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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 the 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 their 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 fee rate for full-time programs is in effect. 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 the tenth day of instruction will be granted a refund of fifty per cent of the current month's fees plus all other tuition fees paid in advance. Students withdrawing after the tenth day of instruction will be granted only those fees paid for future months.

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

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## **BASIC TRAINING FOR SKILL DEVELOPMENT**

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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:**

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. Students start at levels based on their present academic skills and move through the program at rates best suited to them.

Instruction is available between 08:00 and 21:00 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 trade training in programs for which Grade 10 is a prerequisite, or to proceed to BTSD Level 4.

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

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## **ADULT SPECIAL EDUCATION DEPARTMENT**

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### **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, life 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.

**Further Information:**

Please contact the Adult Special Education Department at King Edward Campus regarding Student Society fees, registration fees or for other information.

TELEPHONE (VOICE): 875-6111

or

(TTY/TDD FOR DEAF) 875-8210

## **ADULT SPECIAL EDUCATION PROGRAM FOR THE VISUALLY IMPAIRED**

**Program Objectives:**

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 physicians 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.

**Further Information:**

Please contact the Adult Special Education Department at King Edward Campus for further information regarding Student Society fees, registration fees, or other information. Telephone: 875-6111, local 444.

## **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 aides 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 aides 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 16:00 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, 1984. Registration and first classes are held on the Tuesday after Labour Day. At this time, the monthly fee of \$52.00, plus a 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 programs. 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 — SIGN LANGUAGE CLASSES**

Each of the following six 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. These courses are designed to assist hearing people to communicate fluently with deaf people who use sign language. Contact the Adult Special Education Department at King Edward Campus for further details. Telephone 875-6111.

### **Year 1**

Level 1  
Level 2  
Level 3

### **Year 2**

Level 1  
Level 2  
Level 3

## **VOCATIONAL PLANNING AND WORK READINESS**

### **HOMEMAKER PROGRAM**

#### **Objectives:**

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 supervision regularly available in community care situations;

- in positions of trust and responsibility in a wide variety of home settings; and
- where assistance and support for individuals and families in periods of stress, emergency and continuing burden is required.

#### **Content:**

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

#### **Methods of Instruction:**

- Competency-based, individualized and group learning opportunities.
- Field trips to community health and rehabilitation agencies and institutions.
- Supervised practicum assignments in homes, and other relevant community settings presenting a variety of problems and required services.

#### **Admission Requirements:**

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 personal health care assistance responsibilities; (a medical certificate and proof of updated immunization is required); and
- basic cooking skills.

It is helpful to have:

- life or work experience with a variety of people;
- maturity, optimism and flexibility
- a desire to work with others as part of a community health care team.

#### **Fees and Sponsorship:**

Course fees are subject to change without notice and include tuition fees, costs of learning resource materials, textbooks, uniforms and Student Society fees. Canada Employment and Immigration sponsorship may be available for a student in a full-time day program.

#### **Enrolment Information:**

##### **For Full-Time Day Programs:**

Length of program: 13 weeks

Classes meet 08:30 to 16:00 hours daily, Monday through Friday.

Classes begin in January, April and September.

##### **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.

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.



### **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 16:00 hours one day a week.

Classes begin in September for Part 1 and in January for Part 2.

### **First Aid:**

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.

### **Homemaker Student Practicums:**

No medical certificate is required for student participation in the Homemaker program and/or its practicums. Appropriate release forms must be signed by both the student and the home owner involved in practicums. Students, in signing the form, attest that they are in good health and that to the best of their knowledge they have no medical condition which is of a contagious nature, which could in any way jeopardize the health of persons with whom they may come in contact.

Information and enrolment applications may be obtained by contacting King Edward Campus, Vancouver Community College, 1155 West Broadway, Vancouver, B.C., V5T 4N3. Telephone: 875-6111, Local 448.

## **INSTITUTIONAL AIDE PROGRAM**

### **Objectives:**

This program deals with basic housekeeping skills including food planning, purchasing and preparation skills as well as laundry and cleaning skills. Some graduates may be employable as kitchen helpers, housekeeping aides or laundry assistants in a variety of institutions such as personal care homes, hospitals, lodges, hotels and motels. Some may be employed by homemaking agencies at a beginning level. Since the program does not deal with personal care skills, the graduate is not prepared to meet all the competencies required for a trained homemaker provincially. Other graduates may have entered the program to gain life skills in housekeeping for personal reasons not related to employment. Learning experiences and therefore success for each of these graduates can be quite variable depending on personal needs and goals, learning abilities and program resources.

### **Content:**

1. Nutrition and meal management including meal planning and shopping, storing, cooking and serving food.
2. Housekeeping, including planning, cleaning, laundry and use of appliances.
3. Protection, including sanitation, safety, first aid and personal hygiene.
4. Getting along with patients/clients, and other workers including a simple understanding of growth and development and basic skills of communications in a job situation.
5. Employment information.

### **Methods of Instruction:**

A wide variety of instructional techniques are used and learning experiences are provided in classroom, campus laboratory and community settings. Student learning is assessed on a daily basis and emphasis is placed on practical skills.

### **Admission Requirements:**

#### *General*

- 18 years of age or older, or have been out of school for at least a year.
- good general health required to perform work functions.

#### *Education*

- no specific level is required, but the candidate must have the basic skills of reading, writing, and use of simple arithmetic.
- Sufficient oral and written English for effective communication is required.

### **Desirable Qualities:**

A candidate who is considering this course will be most successful as both student and a graduate employee if she has some of the following qualities:

- interested in housekeeping
- interested in working with people
- willing to work under supervision
- have a responsible approach to work

### **Fees and Sponsorship:**

Program fees are subject to change without notice and include tuition fees, costs of learning resource materials, textbooks, uniforms and Student Society fees.

Canada Employment and Immigration sponsorship may be available.

### **Enrolment Information:**

Length of program: 13 weeks.

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

Classes begin in January, April and September.

Information and enrolment applications may be obtained by contacting King Edward Campus, Vancouver Community College, 1155 West Broadway, Vancouver, B.C., V5T 4N3. Telephone: 875-6111, Local 446.

## **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 products; communications and typing.

### **Method of Instruction:**

Theory, films, demonstrations and practice in the classroom. The program includes various films, fieldtrips 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.

Program fees are subject to change without notice and include fees, costs of learning resource materials, textbooks, uniforms and Student Society fees.

Enrolment information and application forms are available at King Edward Campus: Telephone 875-6111, Local 470.

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, if appropriate, 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; 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, Local 449, for information and enrolment.

Length of program: 8 weeks.

Program fees are subject to change without notice and include fees, costs of learning materials and Student Society fees.

**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 used 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.



Program fees are subject to change without notice and include fees, costs of learning materials and Student Society fees. For further information call King Edward Campus, 875-6111, Local 450.

## VOCATIONAL ORIENTATION FOR YOUTH (VOY)

### Location:

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

### Objectives:

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.

*Starting Dates:* Continuous Intake — September to June.

Program fees are subject to change without notice and include fees, costs of learning materials and Student Society fees. For further information and registration, call King Edward Campus, 875-6111, Local 457.

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

## BTSD/BJRT — YOUTH

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

### Content:

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

### Target Group:

Young adults aged 15 or over, who are ready for academic upgrading, but who are not ready to enter other existing educational programs, will be considered. A student should have been out of school for one year or have a letter from the principal of a Vancouver Secondary School stating

### Enrolment:

Potential students may be referred through community agencies working with youth, or through a Canada Employment Centre. Fee-paying spaces are also available. 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, 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

Course Number	Course Name	No. of Credits in Relation to Time	Grade	Numerical Equivalent Points for Letter Grade	Grade Points
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
		<u>12.0</u>			<u>35.0</u>

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 passing standards 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 operations.

#### Program Content:

Course Number	Course Description	Course Credit
<b>Level "1"</b>		
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	2.0
1049	Refinishing Technique 1	1.5
<b>Level "2"</b>		
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 IS EXPECTED 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 glass, 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
<b>Level "1"</b>		
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
1039	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 Licence. Grade 12 or equivalent.

### 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 \$35.00; 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 work 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

### Training Procedure:

Classroom theory/demonstration is combined with extensive practical hands-on work in a well equipped operational shop environment.

### Evaluation:

Consists of regular multiple choice type tests/quizzes, written examinations and practical evaluation of the student's day-to-day progress by the instructor. The student is counselled/assisted at all times by the instructor to ensure that any weak areas are rectified.



Quizzes/tests are geared to one topic or subject under study. No final exam is administered at the end of the training program since the build-ing-block concept is used and followed.

Students should be prepared to undertake home assignment studies and be ready for a continuous daily flow of technical information related to the program's goals and objectives.

**Length of Program:** 51 weeks.

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

Extended Day: 11:30 to 18:00 hours.

#### Course Costs:

In addition to the monthly enrolment fees, the student should be prepared for the following costs:

- Textbooks \$200.00 total throughout the year.
- Coverall Deposit \$25.00 payable on the first day of the program; coveralls are supplied/launched weekly.
- Safety Items. The student MUST purchase his/her own safety shoes/boots, safety glasses, ear protectors.
- Tools. The student should purchase:
  - 1) standard feeler gauge set
  - 2) go-no-go feeler gauge set
  - 3) set of Allen wrenches (keys).
- Safety shoes/boots or strong leather shoes MUST be worn during shop subjects. NO canvas shoes, sneakers or sandals are allowed. Workers Compensation Board Rules (W.C.B.) apply at all times.
- Tool sets are loaned out under signature to each TEAM of two students in a locked toolbox concept for their use throughout the program. Any tool losses MUST be paid for or the tool replaced with the same quality/make of the lost item. Special tools and equipment are drawn from the tool room on a Tool Tag basis.
- The percentage of theory to practical training varies between different subjects; however, it approximates 40% theory and 60% practical throughout the 51 weeks of the training program.

### DIESEL MECHANICS PROGRAM

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 diesel engines, transmissions, marine gears, vehicle running gear and assorted diesel engine components.

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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
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	
3032	Woodward Governors	2.0
3026	Caterpillar Fuel Systems	1.0
3027	Cummins Fuel Systems	3.0
3311	Bosch and CAV In-Line Pump Fuel Systems	3.0
3312	Distributor Pump Fuel Systems	3.0
3313	Final Engine Tune-Up and Dynamometer Testing	2.0
3029	Diesel Electric Power Generation	1.0
		<u>51.0</u>

### Administrators

Pankratz, H. E.	Principal
Sylvester, G. A. R.	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

Chang, G.	
Greenall, D. J.	Department Head
Herridge, E. L.	
Houldson, L.	
Husband, J. D. T.	
Lee, E.	
Luk Chan, H.	
Nelson, G.	
Neville, D.	

## 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.

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## 1984

JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4	1 2 3	1 2 3 4 5 6 7
8 9 10 11 12 13 14	5 6 7 8 9 10 11	4 5 6 7 8 9 10	8 9 10 11 12 13 14
15 16 17 18 19 20 21	12 13 14 15 16 17 18	11 12 13 14 15 16 17	15 16 17 18 19 20 21
22 23 24 25 26 27 28	19 20 21 22 23 24 25	18 19 20 21 22 23 24	22 23 24 25 26 27 28
29 30 31	26 27 28 29	25 26 27 28 29 30 31	29 30
MAY	JUNE	JULY	AUGUST
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1 2 3 4 5 6 7	1 2 3 4
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21	12 13 14 15 16 17 18
20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
27 28 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1	1 2 3 4 5 6	1 2 3	1
2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8
9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17	9 10 11 12 13 14 15
16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24	16 17 18 19 20 21 22
23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30	23 24 25 26 27 28 29
30			30 31

## 1985

JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1 2	1 2 3 4 5 6
6 7 8 9 10 11 12	3 4 5 6 7 8 9	3 4 5 6 7 8 9	7 8 9 10 11 12 13
13 14 15 16 17 18 19	10 11 12 13 14 15 16	10 11 12 13 14 15 16	14 15 16 17 18 19 20
20 21 22 23 24 25 26	17 18 19 20 21 22 23	17 18 19 20 21 22 23	21 22 23 24 25 26 27
27 28 29 30 31	24 25 26 27 28	24 25 26 27 28 29 30	28 29 30
		31	
MAY	JUNE	JULY	AUGUST
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1 2 3 4 5 6	1 2 3
5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13	4 5 6 7 8 9 10
12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20	11 12 13 14 15 16 17
19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27	18 19 20 21 22 23 24
26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30 31
	30		
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6 7	1 2 3 4 5	1 2	1 2 3 4 5 6 7
8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14
15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21
22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28
29 30	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31