

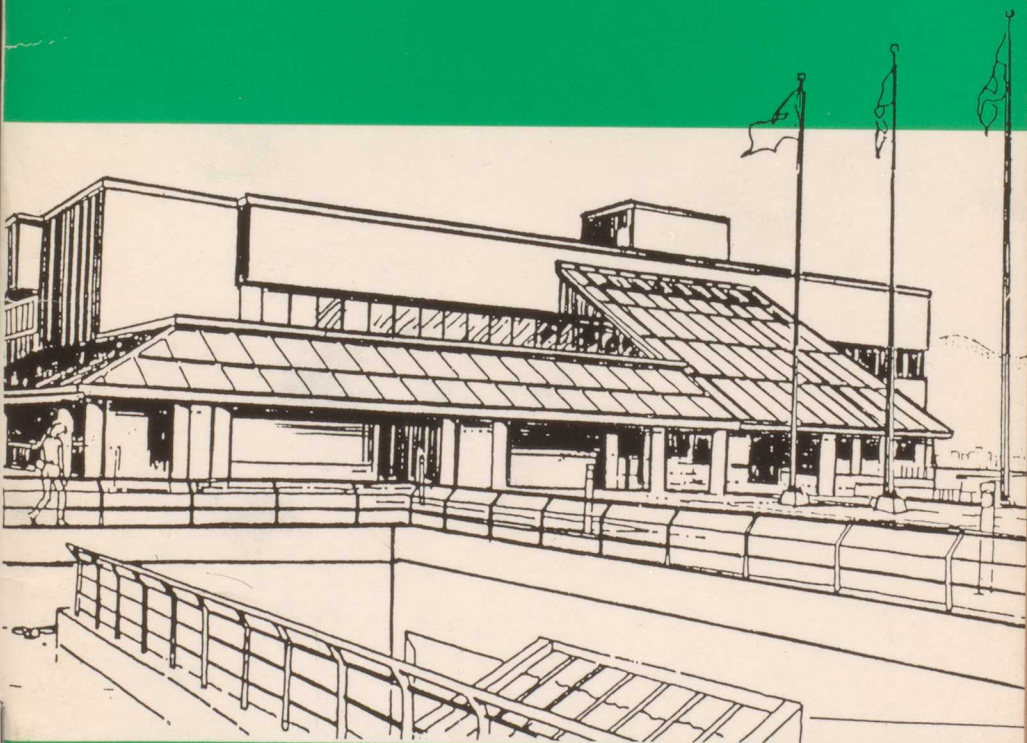
VCC - KEC

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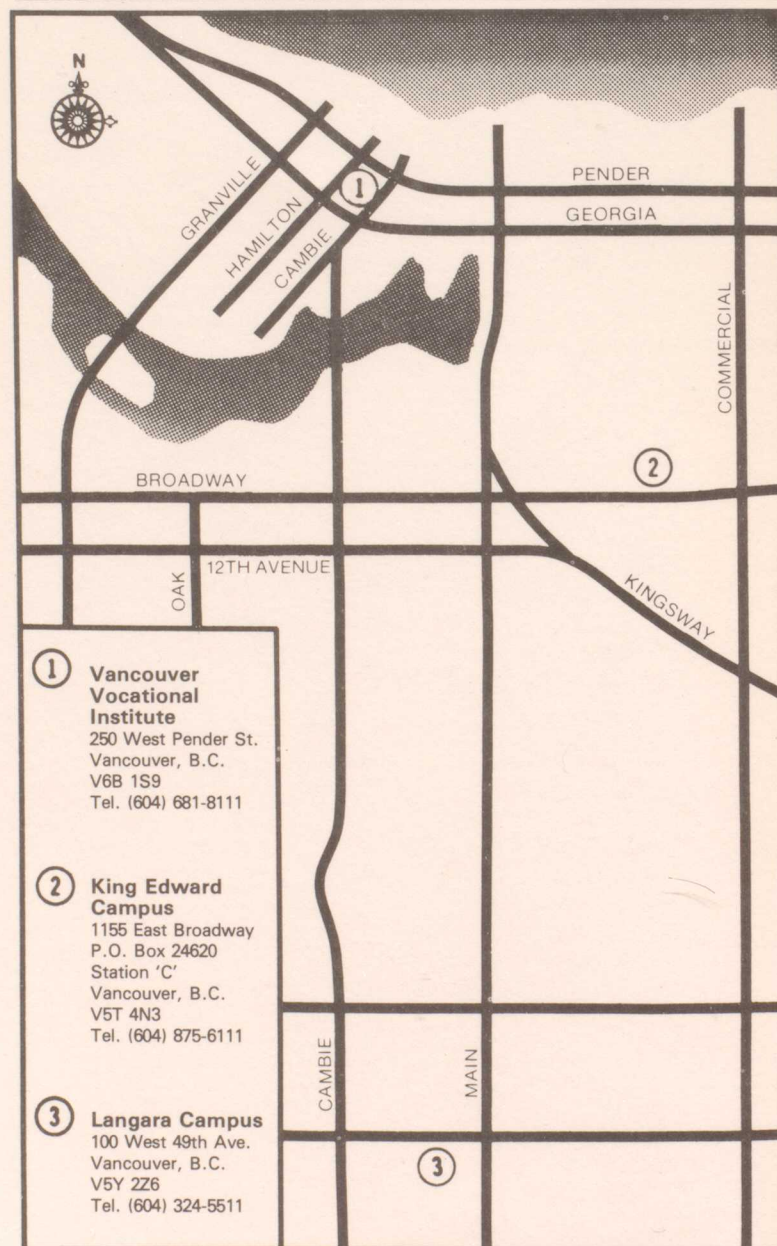
VANCOUVER COMMUNITY COLLEGE

King Edward
Campus



1987-88

PRINCIPAL LOCATIONS OF VANCOUVER COMMUNITY COLLEGE



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

TABLE OF CONTENTS

Foreward

MAP OF CAMPUS LOCATIONS	INSIDE COVER
TABLE OF CONTENTS	I, II
A BRIEF HISTORY OF THE COLLEGE AND ITS CAMPUSES	III
MESSAGE FROM THE PRESIDENT	V
MESSAGE FROM THE PRINCIPAL	VI
KING EDWARD CAMPUS PROGRAMS	VII
NORMAL HOURS OF OPERATION	VII
STUDENT ADVISORY COMMITTEE	VII
AN INVITATION FROM THE VCC ALUMNI ASSOCIATION	VII

GENERAL INFORMATION

Basic Qualifications	1
Admission Requirements	1
Assessment/Placement	2
Special Needs Students	2
Admissions Appeal Process	2
Shift Workers	2
Attendance	2
Student Identification Cards	3
Name/Address Change	3
Conduct	3

STUDENT SERVICES

Counselling Services	4
Financial Aid	5
Health Services	9
Individualized Education Program for Adults (IEPA)	10
Learning Centre	10
Library/Resource Centre	11
Religious Counselling	11

ASSESSMENT CENTRE

Academic Assessments	12
Business Education Assessment	13
Accounting Assessment	13
English As a Second Language Assessment	14

CAMPUS FACILITIES

Bookstore	15
Cafeteria Services	15
Daycare (Child Care Services)	16
Information Centre	16
Lost and Found	16
Parking	16
Photocopier	17
Student Newspaper	17

For Reference

Not to be taken from this room

FEES

Tuition	18
Registration and Student Services	18
Additional Costs Per Program	18
Sponsored Students	19
Senior Citizen Tuition Fee Exemption	19
Non-Credit Courses	19
Withdrawal, Course Cancellation and Refunds	19
Letter Grades	20
Academic Records and Official Transcripts	20
Confidentiality	21
Appeal of Final Grade(s)	21
Certificate and Diplomas	21
Transfer Credit	22
Application for KEC Program Certificates and Diplomas	22

ADULT BASIC EDUCATION DIVISION (ABE)	23
CAREER DIVISION	57
ENGLISH AS A SECOND LANGUAGE DIVISION (ESL)	85
INTERNATIONAL EDUCATION	95
Administration and Faculty	96
Organization of Vancouver Community College	103

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

A BRIEF HISTORY OF THE COLLEGE AND ITS CAMPUSES

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).

With its student enrollment growing with startling speed, the King Edward Centre proved inadequate to contain the requirements of the academic and career areas so 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 Sign Language Communicator.

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 establish its own Regional Offices which began to function on November 18, 1974.

KING EDWARD CAMPUS

King Edward Campus was created in 1970 to consolidate a variety of programs which had been located at a number of locations. In 1983 a new campus, located on the old China Creek Bicycle oval, was opened at 1155 East Broadway. As well as administering on-site programs, KEC is responsible for classes at more than 30 centres throughout Vancouver.

A unique variety of programs is provided by KEC for a unique clientele which includes adults of all ages, ethnic and educational backgrounds. In addition to career programs and E.S.L., King Edward Campus offers preparatory courses leading to other training or upgrading basic skills to enter or re-enter the workforce.

King Edward Campus consists of three instructional divisions — **ADULT BASIC EDUCATION, CAREERS, AND ENGLISH AS A SECOND LANGUAGE**. More than 5,000 full and part-time students are enrolled in classes which are normally held Monday to Friday between 8:00 and 22:00 hours.

LANGARA CAMPUS

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

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

Langara Campus offers a broad curriculum designed to serve the needs of most individuals who wish post-secondary education. Through fall and spring terms it enrolls regularly 5,500 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 20,000 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.



WELCOME

Vancouver Community College is a very large institution, but one that attempts to make your learning very personal. Being one of more than 20,000 students may seem intimidating, but I can assure you that — if you work at it — your experience at Vancouver Community College will be enjoyable as well as productive.

There will not, of course, be 20,000 students on your campus at any one time, and the number of students in your own program will not be at all overwhelming. The first step you should take is to get to know your own instructors and the students in your program. They, together with our counsellors and Deans, will be pleased to give you all the help you seek, particularly in your first weeks at the College.

In coming to V.C.C., you have made a conscious decision to pursue learning seriously. We can give you support and assistance, but the real challenge is yours. We all wish you well.

Vancouver Community College provides you with the additional opportunity to rub shoulders with people in other programs, with people from a great variety of backgrounds, and with people whose learning interests are quite different from your own. To take full advantage of the opportunities we provide, I encourage you to participate in as many campus activities as you can. Student activities are vital and essential parts of college life.

The truth, however, is that you have come to the college primarily to get the education or retraining necessary for employment or for more advanced studies elsewhere.

With some many diversions and distractions on campus and beyond, I urge you to keep sight of your goal at all times and to pursue that goal as vigorously as you can.

You have come to Vancouver Community College in tough times. We have to use scarce resources carefully. We will be business-like in everything we do, as our commitment to the taxpayers who fund most of your education. We are confident that you will repay those who support you by being the finest student you can be.

Our College can be intellectually stimulating, socially valuable, and simply enjoyable. Our pledge is to help you to become what you wish to be; your pledge, we trust, will be to use your Vancouver Community College opportunity to the fullest.

Welcome!

Paul Gallagher, President
Vancouver Community College



MESSAGE FROM THE PRINCIPAL

Welcome to King Edward Campus!

We proudly refer to this campus as "the campus of first choice for a second chance" because it offers adults a variety of opportunities to begin, continue or improve their education. The choices for further education can be made at this campus in three important areas.

The first and largest of these areas is that of English as a Second Language. Here we are happy to welcome thousands of new Canadians who wish to learn English in order to live and work more easily in a new society.

A second important area for adults is Adult Basic Education in which students of all ages may complete any level of elementary or secondary school. For those whose education was interrupted before completing secondary school Adult Basic Education provides the opportunity for completion.

The third, perhaps most practical, area of training available for adults is the Careers area. Students can choose from several career training programs lasting from thirteen weeks to one year and leading directly to employment.

At King Edward Campus instruction is our most important activity and **students** are the most important people. We would be pleased to have you become part of the life of this campus.

Lawrence Fast
Principal

KING EDWARD CAMPUS PROGRAMS

- adult basic education • automotive body repair • automotive mechanics technician • basic job readiness training • basic training for skill development • diesel mechanics technician • English as a second language • home support aide • institutional aid • music • pharmacy technical assistant • sign language development.

NORMAL HOURS OF OPERATION

The college is normally open Monday through Friday between 08:00 and 22:00 hours. The exceptions are:

Victoria Day in May; Canada Day, July 1st; B.C. Day in August; Labour Day in September; Thanksgiving Day in October; Remembrance Day, November 11th; Christmas Day, December 25th; Boxing Day, December 26th; New Years Day, January 1st and Good Friday and Easter Monday.

In case of emergencies such as snowstorms, strikes or power failure a special announcement will be made through the news media.

STUDENT ADVISORY COMMITTEE

This committee exists to enhance student life on campus. It is made up of students representing the campuses eight major programs and is chaired by a representative of the Dean's office. For further information, please contact Dr. Grant Kelly at 875-6111, local 504.

AN INVITATION FROM THE VCC ALUMNI ASSOCIATION

Your post-secondary education will have an impact on your thoughts and activities throughout the rest of your life. When you leave our institution to apply your skills in the community, we hope you will remember that while the college is a resource for your development, you can be a resource for the development of your college.

A community college must maintain strong links with the community it serves. It can do the best through the people who know its best, the former students or "Alumni" who have entered new careers upon completing their program of study.

Former students of VCC can remain in contact with the college and former classmates through the VCC Alumni Association. Your Association will keep you up to date about college activities and make you aware of opportunities for continuing education as well as provide you with a network of other Alumni contacts for social and business purposes.

Please accept this invitation by registering with your Alumni Association when you have completed your program of study.

For more information call the Alumni Office at 875-1131.

GENERAL INFORMATION

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 in Adult Basic Education (ABE) or obtain the Ministry of Advanced Education and Job Training ABE Provincial Diploma (Adult Grade 12);
- 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 pursue careers in Mechanical Trades, Music, Health and Community Service and Small Business Development areas.

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.

ADMISSION REQUIREMENTS:

(a) Citizenship:

The applicant must be a Canadian citizen or permanent resident; exceptions are only considered if he/she has applied for permanent residency and is designated as such by the Federal Government; is a member, or direct dependent of a member, of the diplomatic corp; or is being processed under the Foreign Domestic Movement Program (F.D.M.). Proof of citizenship, residency, diplomatic status, refugee status or (F.D.M.), may be requested.

(b) International Students:

- i) Persons not eligible to enrol under (a) will be considered for international student status.
- ii) If admission is granted, all international students and/or their dependants must pay all costs, direct and indirect, for education and related services received at Vancouver Community College. Such costs will be set in accordance with the College Policy on Cost-Recovery Courses/Programs or as determined by the College's International Education Committee.
- iii) At time of application for admission to Vancouver Community College, international students must present proof of academic qualifications and proof that they are legally in Canada (See page 95 for more information).

ASSESSMENT/PLACEMENT:

English As a Second Language Assessments:

Students whose first language is not English will need an assessment of English language proficiency in order to be placed in courses at King Edward Campus (ESL) or to qualify for entrance to specific vocational or university programs.

Academic Assessments:

Assessments in accounting, mathematics, reading, typing and writing are available by appointment through the Assessment Centre.

These assessments are not examinations - they are tests designed to help prospective students determine their appropriate placement levels. Assessment results may be used in lieu of school transcripts for admission to courses or programs that have special prerequisites. The assessment results are recognized at other VCC campuses at colleges and institutions in B.C. such as B.C.I.T.

The Assessment Centre is located on the fourth level, Room 4031. For an appointment, call 875-6111, local 714.

SPECIAL NEEDS STUDENTS:

K.E.C. is designed for students with special needs.

It is a comprehensive campus offering learning opportunities for young people and adults with a wide range of needs and aspirations, especially those with special need resulting from a physical, communication or learning disability.

Special Needs assistance is available to ensure that such disabilities do not restrict a student's choice of courses. If a student can meet the admission requirements for Adult Basic Education, English As A Second Language Training or Career programs, King Edward Campus will try to accommodate the student's special requirements.

Instructors and staff are flexible when setting assignments and examination schedules. Instructional Assistants serve as readers/brailleists and on-campus guides for the visually impaired and as interpreters/note takers for the hearing impaired. For further information contact the Counselling Department.

ADMISSIONS APPEAL PROCESS:

Students who wish to appeal their admissions status should direct their appeal to the office of the Principal.

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.

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.

NAME/ADDRESS CHANGE:

Name and address changes must be reported to the Student Records Office without delay. Changes to official College records can only be made after receipt of appropriate documentation.

CONDUCT:

For any institution to function effectively, there must be cooperation, courtesy and respect. Generally accepted standards of behaviour are expected of all students, faculty and staff.

Additional information regarding standards of conduct at King Edward Campus is detailed in the VCC Policy and Procedures Manual. This manual is available in the Administrative Offices on level 4 and in the offices of all Department Heads.

STUDENT SERVICES

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

COUNSELLING SERVICES

Location: Room 3002 (next to Glen Drive Entrance)

Hours: Mon. - Thurs. 08:30 a.m. - 19:30 p.m.

Fri. 08:30 a.m. - 16:30 p.m.

Counselling Career Centre:

The Career Centre is a comprehensive self-help resource centre servicing both registered and prospective students. The staff respond to enquiries about King Edward Campus programs and assist students to make effective use of the Centre's resources which include:

- Canadian and American reference calendars and admission guides;
- Vancouver Community College program brochures and curriculum guides, admission information and fee schedules;
- directories of post-secondary education;
- video and audio tapes on programs and careers,
- Continuing Education flyers;
- General Education Development (G.E.D.) application forms and information;
- Apprenticeship and employment training brochures;
- pamphlets, files, reference manuals and other publications on careers and occupations;
- job search material;
- community services information.

The staff also assist student groups with career research projects and provide tours of the campus.

Upgrading Information Sessions (for prospective students)

These sessions are held twice weekly to orient prospective students to King Edward Campus and answer questions on such topics as: upgrading, registration procedures, assessments, completing an Adult Basic Education program, selecting and scheduling courses. Prospective students must attend an information session prior to seeing a counsellor.

Counselling Appointments:

Registered students who have concerns they would like to discuss with a counsellor should make an appointment with the receptionist. In an emergency, the receptionist will endeavour to arrange for a counsellor as quickly as possible.

Counsellors provide assistance in the following areas:

i) Educational and Career Planning:

It is especially important for students to clarify their choice of educational program, career or job. Although students are ultimately responsible for their final choice of courses, counsellors, can be of assistance to students in making effective short and long-term educational or career decisions.

ii) Career and Vocational Testing:

In order to assess aptitudes and interests, the Counselling Department provides a variety of testing services as a part of career counselling. CHOICES, an example of one of these services, is a computer-assisted career exploration program. Students interested in this, or other programs, should arrange an appointment with one of the career counsellors.

iii) Anxiety, Stress, Personal and Social Problems:

Many students suffer anxiety in testing situations. Students experiencing such difficulties, and/or having other personal/social problems, can find ways of coping with these through proper counselling.

Workshops:

The Counselling Department offers a variety of interesting and informative workshops to meet the needs of KEC students. Examples of some of these are: Job Search Techniques; Relationship/Communication Skills; Stress and Time Management; Confidence Building and Assertiveness. Additional information about these workshops is available from the Counselling Department receptionist or on bulletin boards throughout the campus.

FINANCIAL AID:

Location: 4029

Hours: 10:30 - 14:30 hours Monday through Thursday

Telephone: 875-6111, local 720

Students requiring financial assistance to register for and continue in programs at VCC should make appropriate plans prior to registration. Information and applications for financial aid are available in the Financial Aid and Counselling Career Centre Office. Also located in the Centre, are audio-visual aids designed to assist students in completing their applications. Students requiring additional information or counselling, or who find themselves in financial difficulty because of unforeseen circumstances, should contact the Financial Aid Advisor.

The main sources of financial aid are described below:

1. B.C. Student Assistance Program (BCSAP):

Major changes in the British Columbia Student Assistance Program are being introduced in 1987-88. Students with clear financial need

will now receive increased direct financial assistance through a combination of improved existing programs and innovative new programs. Financial need is assessed by a single application process for all programs.

Student Loans:

Two student loan programs — the British Columbia Student Loan program and the Canada Student Loan program — enable students to receive loans to finance their advanced education.

Equalization Fund:

Eligible students will receive non-repayable Equalization Funds — reducing their need for student loans. These Equalization Funds will be available to eligible students during their first year of post-secondary study for expenses above and beyond their basic education costs. This assistance is also available to some college-based Adult Basic Education Students. This assistance will be extended to students in their second year of post-secondary study beginning in 1988/89.

Supplemental Fund:

Students enrolled in Adult Basic Education — Advanced and Provincial Levels at the grade XI and XII level, at a community college may be eligible for additional non-repayable Supplemental Funds.

Loan Remission:

Eligible students who graduate after April 1, 1987 may be eligible to have their student loans reduced to \$12,000 for their first degree or diploma, and to a total of \$16,000 for their second degree or diploma.

BCSAP provides financial assistance to help with tuition, books and living expenses of FULL-TIME students in specific programs, who satisfy residence and other requirements. Completed application forms should be returned to the Financial Aid Office. The deadline for submitting completed forms is ten weeks before the end of the educational term or eight weeks before the end of term for programs that are less than 20 weeks. If funds are needed by the first day of classes, application must be submitted ten weeks in advance.

Programs eligible for BCSAP assistance include:

Adult Basic Education
Automotive Body Repair
Automotive Mechanics Technician
BTSD (Level 4)
College Foundations (Grades 11 and 12)
ESL College Preparatory English (098 and 099)
Diesel Mechanics Technician
Home Support Aide
Institutional Aide
Music
Pharmacy Technical Assistant

ABE - Advanced, ABE - Provincial, College Foundations (grades 11 and 12), College Preparatory English (098 and 099) and BTSD (Level 4) students are eligible provided that they:

- a) are completing courses for admission to specific academic or vocational programs; and,
- b) have fulfilled ONE of the following criteria:
 - i) have already completed grade 12;
OR
 - ii) have been out of secondary school for the number of years required for completion;
OR
 - iii) have been in the labour force (full-time) for at least one year.

2. Adult Basic Education Student Assistance Program (ABESAP):

ABESAP is a provincially funded program established to provide non-repayable grants to needy students. These grants are directed to the cost of tuition fees **only** to a maximum of \$10.00 per week of study for part-time students and \$15.00 per week of study for full-time students.

Students who are being supported by the Ministry of Social Services and Housing must apply to that agency for financial assistance **BEFORE** applying for ABESAP, and provide a letter of refusal from the Ministry of Social Services and Housing with the ABESAP application. Landed immigrants must include a photocopy of their Canadian Immigration Identification paper.

Programs eligible for ABESAP assistance are:

ABE - Fundamental
ABE - Intermediate

BTSD (Level 3)
 BTSD Youth
 BEST Life Skills
 BEST Carnegie
 Basic Education
 Basic Job Readiness Training (BJRT)
 College Foundations (to grade 10 equivalency)
 ESL College Preparatory English
 ESL Half-time
 ESL Vocational (Full-time)
 ESL Outreach, Night School Classes
 ESL Outreach, Neighbourhood English Classes
 ESL School Canadiana
 Native Adult Basic Education (NABE)
 Native Employment Skills Training (NEST)
 Adult Special Education for the Hearing Impaired (ASEHI)
 Adult Special Education for the Visually Impaired (ASEVI)

3. Bursaries and Scholarships:

A limited number of bursaries and scholarships are given each year. Bursaries are non-repayable grants given to students on the basis of financial need. Students applying for bursary funds are expected to have exhausted all other avenues of financial support. Applications may be submitted to the Financial Aid Office during the months of January, May and September.

Scholarships are awards made to students on the basis of academic achievement or outstanding progress in a course of study. Scholarships are awarded to students upon the recommendation of faculty. The following is a list of donors who have generously donated to the King Edward Campus Bursary and Scholarship Fund:

B.C. Telephone Co. Ltd.
 Bruce Andison Memorial Fund
 Canada Safeway Ltd.
 Canadian National Railway Scholarships for Women
 Credit Union Foundation of B.C.
 Diane Thompson Memorial Scholarship
 Domco Foodservices Ltd.
 Finning Tractor Co. Ltd.
 Focus Building Services
 Howard/Yano Architects
 Italian Cultural Centre
 Keen Engineering Ltd.
 KEC Student Society
 KEC Student Advisory Committee

Merck Frosst Canada Inc.
 Northern Messenger Ltd.
 Overseas Chinese Voice Foundation
 Shoppers Drug Mart West
 Shrum Liddle & Heberton
 Simons Foundation
 Stanley Drug Products Ltd.
 Vancouver City Savings Credit Union Vancouver Foundation
 Vocational Instructors' Association
 Margaret A. William Memorial Award
 Information is also available in the Counselling Career Centre and the Financial Aid Office regarding:
 Barbara E. Adams Scholarship
 B.C. Paraplegic Foundation Awards
 Kit Davison Bursary
 Soroptimist Award
 Terry Fox Award
 VMREU Bursary
 Van-Tel Credit Union Bursaries
 Vocational Instructors' Association Achievement Awards

Should students have questions after having consulted the Counselling Career Centre, they are advised to make an appointment with the Financial Aid Advisor at 875-6111, local 720.

HEALTH SERVICES:

Location: Room 3007 (next to the Counselling Department)
 Hours: 0900 - 1630 Monday through Friday
 (also, one evening clinic per week)
 Telephone: 875-8209
 875-6111, local 209
 Personnel: Community Health Nurse
 Physician
 Psychologist
 Psychiatrist

The nurse sees people on a 'drop-in' basis or by appointment. To see the physician, psychologist or psychiatrist an appointment is required. You may book your appointment with the nurse. Emergencies are seen immediately.

Health services provided by the College are confidential for both students and staff. Among the many services provided on campus are:

- Counselling for stress, anxiety and depression;
- Vision and blood pressure testing;
- Pregnancy tests;
- VD tests and treatment;
- Nutrition and weight control counselling;

- Birth control methods;
- Health information in various languages for ESL students;
- A rest area;
- AIDS information and screening;
- Medication for minor illness;
- Emergency treatment;
- Personal health education.

Although students do not require medical insurance to visit the Health Service Office, it is recommended that students purchase medical insurance. Premium assistance application forms are available from the nurse for those on very low incomes.

INDIVIDUALIZED EDUCATION PROGRAM FOR ADULTS (IEPA):

This program offers:

- a) diagnosis for KEC students who have, or who are thought to have, learning disabilities,
- b) subsequent remediation programs for KEC students who have learning disabilities.

Students who need assistance of this nature remain enrolled in regular classes, but receive specialized individual assistance during two or three sessions per week with specialists in the IEPA.

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

LEARNING CENTRE:

Location: Rooms 3053 and 3054
 Hours: 09:00 - 18:00 hours Monday through Thursday
 09:00 - 16:00 hours Friday
 (Learning Centre schedules are posted throughout the Campus.)

Telephone: 875-6111, local 504

Staff: The Learning Centre is staffed by experienced and well-qualified tutors and instructors.

The Learning Centre is an ideal place for students either to study or to complete assignments. Tutors can help students with a wide range of subjects including: mathematics, English, physics, biology, chemistry, history and geography. Students who have work to be done are encouraged to go to the Learning Centre for assistance. The help is provided on a **first-come, first-served basis** and is **FREE** of charge. Appointments are not necessary.

LIBRARY/RESOURCE CENTRE:

Location: Enter at level 2 in the southeast corner of the Campus.
 Hours: 08:30 - 20:30 hours Monday through Thursday
 08:30 - 16:30 hours Friday
 (Hours adjusted in July and August)
 Telephone: 875-6111, local 205
 Night number: 875-8205

The KEC Library/Resource Centre extends free borrowing privileges to all Vancouver Community College employees and students. Similar access and borrowing privileges are available to KEC students and staff at the Langara Campus and the Vancouver Vocational Institute Library/Resource Centres.

The collection consists of over 40,000 books and audiovisual items. They include support materials on all subjects taught at King Edward Campus together with basic recreational items to suit all tastes. Limited materials for the visually impaired (Braille, talking book, large print) are also included. The Vancouver Community College Micro-fiche Catalogue lists all materials in the library collection. Librarians are available at all times at the Information Desk to assist students.

Special student services include:

i) A/V equipment:

Nine audio-active cassette tape recorders are devoted to the needs of students wishing to practise individual language skills. In addition, audio players, typewriters, video playback equipment, slide, filmstrip and 16 mm film projectors are available to students for use in the Library. Portable tape players are available on 1 week loan to students.

ii) Microcomputer Laboratory:

A small computer lab is maintained for student practice. The available software, which is only for use in the library, includes topics such as word processing, typing and keyboard skills, English language training for ESL students, etc.

iii) Computer Information Retrieval Services and Interlibrary Loan:

The Library/Resource Centre has access to over 150 data bases in North America and provides on-line searching services to faculty. We are part of a large Interlibrary Loan network and provide KEC students and faculty access to many other library collections.

RELIGIOUS COUNSELLING:

Two chaplains-in-training are available to all students at the King Edward Campus. Those seeking religious counselling may make an appointment through the receptionist in the Counselling Centre (room 3002, telephone 875-6111, local 208).

ASSESSMENT CENTRE

Office: 4031
Telephone: 875-6111, Local 714

ACADEMIC ASSESSMENTS

Assessments in accounting, mathematics, reading, typing and writing are available by appointment through the Assessment Centre.

These assessments are not examinations — they are tests designed to help prospective students determine their appropriate placement levels. Assessment results may be used in lieu of school transcripts for admission to courses or programs that have special prerequisites. The assessment results are recognized at other VCC campuses and at colleges and institutions in B.C. such as BCIT.

Most academic assessments take approximately an hour to complete. Sample questions for the mathematics, reading and writing assessments are available through the Admissions/Student Records Office on level 4, the Counselling Department on level 3, and the Assessment Centre.

Writing Assessment

The writing assessment determines skills in:

- sentence logic
- paragraph development
- spelling
- sentence recognition
- grammar
- punctuation and mechanics

Reading Assessment

The reading assessment determines:

- vocabulary level
- comprehension level

A Basic Education English assessment is available to students who have completed Grades 7/8 or lower, or have been identified as needing review in basic English skills. Appointments are made through the KEC Counselling Department (telephone 875-6111, local 208).

Mathematics Assessment

The mathematics assessment determines skills in the following:

1. Basic Arithmetic
 - whole numbers
 - fractions
 - decimals
 - percentages
2. Basic Algebra
 - basic concepts
 - signed numbers
 - operations with algebraic expressions
 - solving equations
 - solving word problems using equations
3. Intermediate Algebra
 - fundamental concepts and operations
 - simplifying algebraic expressions
 - solving equations
 - linear equations and graphing
 - solving word problems
4. Basic Geometry (optional)
 - basic concepts
 - perimeter, area, volume
 - triangle relationships

BUSINESS EDUCATION ASSESSMENT

Students planning to enrol in accounting, typing or word processing courses must be registered in, or have completed English 051 or its equivalent (second language students must be in the **Upper Advanced level** of English as a Second Language and must obtain a permission slip form the co-ordinator).

The typing assessment determines suitability for entry into the keyboard courses offered at KEC. Appointments for an assessment can be made through the Assessment Centre.

ACCOUNTING ASSESSMENT

The Accounting Assessment determines the students ability to:

- I. a. Complete a worksheet
- b. Prepare an Income Statement
- c. Journalize the closing entries from a trial balance entered in the first two columns of a worksheet.
- II. Enter transactions provided on General Journal pages.

ENGLISH AS A SECOND LANGUAGE ASSESSMENT

Students whose first language is not English will need an assessment of English language proficiency in order to be placed in courses at King Edward Campus (ESL) or to qualify for entrance to specific vocational or university programs.

The English as a Second Language Assessments consist of:

1. Desk Test

— a preliminary placement test that combines an oral interview with a 20-minute English structure test (the Desk Test). Based on the results of both, the student will:

- a) be assigned the appropriate level of KEC English ESL class, OR
- b) be referred to take a more complete and comprehensive test, the English Language Assessment (ELA) OR/AND
- c) receive, for an outside institution, a written assessment of the level of English language proficiency

2. English Language Assessment

— an advanced placement test (the English Language Assessment or ELA) that measures English as a second language skills in five areas:

- reading
- listening
- composition
- structure
- speaking

The ELA lasts for 2-1/2 hours for the first four parts of the test. The individual oral interview is usually given separately.

Students are eligible to take the ELA if:

- they are referred by a recognized agency
- they are referred as a result of the preliminary placement testing procedure outlined above
- they have attended English classes at King Edward Campus at the Advanced level or higher

Appointments for the Desk Test must be made through the Assessment Office.

A sample booklet, to help students prepare the ELA, is available through the KEC Assessment Centre. For more information on any of the assessments outlined in this brochure please contact:

VANCOUVER COMMUNITY COLLEGE, King Edward Campus,
Assessment Centre, Room 4031, 1155 East Broadway,
Box 24600, Station 'C', Vancouver, B.C. V5T 4N3
Tel. (604) 875-6111, local 714

CAMPUS FACILITIES

Every effort has been made at King Edward Campus to provide the facilities necessary for all of the College community. Although priority is given to instructional needs, most of the facilities are also made available to the general public.

BOOKSTORE:

Location: 2028 (southwest corner across from the Auditorium on level 2)

Hours: 08:30 - 17:00 hours Monday, Tuesday, Friday
08:30 - 20:00 hours Wednesday, Thursday
(Note: These hours may vary during the beginning of each term and during summer months.)

Telephone: 875-6111, local 206

The Campus Bookstore operates year 'round and is open to students, staff and the general public. All prescribed textbooks (new and used) and classroom supplies are available. The King Edward Campus Bookstore also offers one of the most extensive selections of English As A Second Language (ESL) resource materials in North America. Publication titles not in stock may be specially ordered (deposit required). Many other convenient services and products are offered. They include:

- greeting cards
- campus T-shirts and other apparel
- photofinishing and film
- postage stamps
- public transit tickets

A used book 'buy-back' is arranged by the bookstore at the close of each term. Exact dates are posted throughout the campus in advance of the event.

CAFETERIA SERVICES:

A 250-seat 'self-service' student cafeteria is located in the north-west corner of level 2. Adjacent to this area is an 80-seat faculty/staff cafeteria. There are designated smoking sections in both cafeterias.

Hours: 07:00 - 21:00 hours
Grill: 07:30 - 18:30 hours Monday through Thursday
07:00 - 17:30 hours Friday
(Hours adjusted in July and August)

Breakfast: 07:30 - 11:00
Lunch: 11:00 - 14:40
Dinner: 16:30 - 18:30

Also, vending machines selling soft drinks, tea, coffee, candy and snacks are to be found in the student lounges (Rooms 2117, 3128 and 3189). A small games room is located within the student cafeteria. (Meal vouchers - worth \$2.50 - are available to needy students.)

DAYCARE (CHILD CARE SERVICES):

The McGregor Child Care Centre, located on Glen Drive directly north of the campus building, offers care to 12 children under three years of age and 25 children over three years old. The centre, staffed by professional child care workers, is available to students, to employees of the College and to members of the community. For further information, please telephone 879-3123.

INFORMATION CENTRE:

Location: Adjacent to the Admissions/Student Records Office on level 4.

Hours: 08:30 - 16:00 hours Monday through Friday

Telephone: 875-8230 or 875-6111, local 230.

EMERGENCY 777

The Information Centre provides for the collection, storage and delivery of accurate and relevant information concerning King Edward Campus, Continuing Education and Central Administration. The Centre also acts as a directional and referral unit for the College.

Information and assistance pertaining to the College in general is provided to both internal and external clients. Often the first contact for potential King Edward Campus students is made through the Information Centre.

EMERGENCY The quickest response in case of emergencies within the Campus is by dialing 777.

LOST AND FOUND:

The Campus 'Lost and Found' is located in the Security Office on level 2 (room 2035).

PARKING:

The Student and Visitor Parking lot is located immediately to the north of East Seventh Avenue. The College has provided nearly 400 free parking spaces on a first-come, first-served basis. Street parking in the area is restricted.

Parking decals (for rear windows) are issued to staff, faculty and administrators who are allowed to park in specially designated lots adjacent to the campus building.

It should be noted that any improperly parked cars will be towed away. Four parking spaces for handicapped students are provided near the Library/Resource Centre at the southeast corner of the campus. An elevator is available nearby.

PHOTOCOPIER:

A photocopy machine is available in the KEC Library/Resource Centre. The charge is 10 cents per copy.

STUDENT NEWSPAPER:

The student newspaper, 'The Voice', is published by students registered in the Journalism Program at VCC's Langara Campus. It contains major news stories about all VCC campuses, student discussion material, entertainment and book reviews, and many other items of general student interest. It is distributed free to all students. The Security Office at KEC acts as liaison for 'The Voice'.

FEES

(Current Fee Schedules available in Student Services.)

All fees must be paid when a student registers. Cheques or money orders should be made payable to "Vancouver Community College". Students whose cheques are not honoured where drawn will be excluded immediately from classes. Students are then allowed to complete registration by cash payment of an additional fee of \$5.00 per course. In subsequent terms, such students will be required to pay fees in cash or by certified cheque.

TUITION:

- Vocational tuition fees for a full-time student will be based on a monthly tuition fee rate, as set by the College Board.
- The tuition fees for a part-time student shall be based on a tuition fee rate per hour of instruction, as set by the College Board.
- The College periodically offers special programs requested by business, industry, and organizations. The cost of these special project programs is determined by the College, and in such cases the normal schedule of fees may not be applicable.
- All tuition fees shall be payable in advance of training provided.
- The tuition fee rates are subject to change.
- For full-time programs of longer than four (4) months, tuition fees may be paid in installments, however the onus is on the student to pay each installment on time or a late payment fee may be levied.

REGISTRATION AND STUDENT SERVICES:

In addition to the regular tuition fee, additional fees are payable at the time of enrolment. These fees are valid for the length of the program and consist of:

A Registration and Student Services Fee which covers registration, student identification card, library services, student health services, student activities, use of the learning centre, computer labs and other special purpose labs and equipment.

ADDITIONAL COSTS PER PROGRAM:

Students entering training should have sufficient funds to cover the expenses for the full program. A student attending classes and living at home normally would require funds to cover textbooks, transportation, supplies and specific costs required for the program in which the student is enrolled. Students who are living away from home are responsible for their own board and lodging. No dormitory facilities are available at the College. Textbooks and supplies can be purchased from the Bookstore.

SPONSORED STUDENTS:

Students receiving funds for training from Employment and Immigration Canada, Unemployment Insurance Commission, Ministry of Social Services and Housing, or other agencies, should make sure that they will have enough money on hand to cover their expenses, including books and supplies, during the first month. Delays in receiving initial funds may occur, and can produce a serious handicap to training.

NOTE: EIC sponsored students will receive texts and certain supplies at no cost.

SENIOR CITIZEN TUITION FEE EXEMPTION:

Senior citizen residents of B.C. who are 65 years of age or older, are not normally 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.

NON-CREDIT COURSES:

Fees for non-credit registration are the same as for credit registration.

WITHDRAWAL, COURSE CANCELLATION AND REFUNDS:

Students who, for any reason, are unable to continue attending class 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.

LETTER GRADES:

Where letter grades are used, King Edward Campus uses the following system:

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 demonstrated 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.

For certain courses the letter grades S and U only are awarded.

S SATISFACTORY

Credit granted.

U UNSATISFACTORY

No credit granted.

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.

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.

APPEAL OF FINAL GRADE(S):

A student wishing to have a final grade reassessed, must submit a request in writing to the Dean of Instruction no later than 14 days after the printing date of the original Statement of Grades. Each appeal for reassessment must be accompanied by a cheque or money order for \$5.00 for each course for which reassessment is sought.

Each appeal is reviewed by a committee of the faculty. 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.

CERTIFICATE 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 on campus.

i) Certificates:

Certificates are issued to students upon application who have successfully completed programs which are twelve months or less in duration. (Students enrolled in part-time studies will require proportionately more time.) The following designated certificate programs are being offered by the College at King Edward Campus in 1987-88:

Adult Basic Education - Fundamental

Adult Basic Education - Intermediate

Adult Basic Education - Advanced

Automotive Body Repair

Automotive Mechanics Technician

Automotive Painting and Refinishing

Basic Employment Skills Training (BEST)

Basic Training for Skill Development (BTSD)

College Foundations (Adult Secondary Equivalent)

College Preparatory English

Diesel Mechanics Technician

Home Support Aide

Institutional Aide

Native Adult Basic Education (NABE)

Native Employment Skills Training (NEST)

Native Job Readiness Training (NJRT)

Paraprofessional Worker With the Hearing Impaired
Pharmacy Technical Assistant
Training Access (TRAC)-Common Core
Adult Special Education for the Hearing Impaired
Adult Special Education for the Visually Impaired

ii) Diplomas:

College Diplomas are awarded to student successfully completing programs normally of two years' duration.

The King Ed Campus also offers the Ministry of Advanced Education and Job Training ABE Provincial Diploma. Information and requirements for this diploma may be found in the Adult Basic Education Division section.

The following diploma programs are offered by the Music Department at King Edward Campus:

Keyboard Instruments
Orchestral Instruments
Voice (Classical)
Voice (Popular)
Fretted Instruments
Advance Performance Jazz and Commercial Music
Choral Studies
Theory and Composition

Students who successfully complete a four-term program in one of the above major areas are eligible for the Vancouver Community College Fine Arts Diploma.

iii) Statement of Completion:

Statements of Completion are issued to students in Home Support Aide (Part-Time), Sign Language Development (Part-time Evening) and English as a Second Language Programs.

TRANSFER CREDIT:

Students may transfer successfully completed and appropriate course/program credits from one designated program to another.

Upon application at the Admissions/Student Records Office of the centre/campus offering the program to which the student wishes to transfer, and after appropriate counselling, the student will be advised of 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.

ADULT BASIC EDUCATION DIVISION

Beginning September 1, 1987, the ABE Division will offer programs structured around a new province wide ABE program.

All community colleges in British Columbia will offer Adult Basic Education according to the following format.

ABE Fundamental: Institutional Certificate

Mathematics
English including reading, writing and spelling
Oral Communications
Study Skills

ABE Intermediate: Institutional Certificate

Mathematics
English including reading, composition, oral communications
Study Skills
Science
Social Studies

ABE Advanced: Institutional Certificate

Algebraic Mathematics or a replacement Mathematics
Communications
Science

ABE Provincial: ABE Provincial Diploma

(issued by the College and the Ministry of Advanced Education and Job Training)

English with a literature component
3 subjects at the Provincial level

These programs will begin at Vancouver Community College on September 1, 1987. The old College Foundations Certificate program will not be available after that date. However, students enrolled in the College Foundations Certificate program prior to September 1, 1987 will be allowed to transfer into the new Provincial Diploma program or complete their College Foundations Certificate Program by August 31, 1988.

GENERAL INFORMATION

Advanced Registration:

Students are advised to register in advance if possible. Advance registration begins approximately three weeks 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 \$20.00 administration charge is levied if a student cancels registration prior to the beginning of term. A small surcharge for handout materials may be levied if necessary.

Books and Supplies:

In some cases, students are responsible for obtaining their own textbooks and supplies. These are obtainable through the King Edward Campus Bookstore, Room 2028. Students should check with their instructors before purchasing textbooks.

Term Work:

Term essays, projects and reports, etc., assigned to students during the term, can 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 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 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. For details concerning assessments please see the course descriptions section.

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.

Withdrawals:

Students who officially withdraw 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 available from the Admissions Records Office.

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.

ABE Certificates and the Provincial Diploma:

To obtain an ABE certificate or diploma, students must apply to the Admissions Records Office no earlier than the term in which the last course is completed.

A student is eligible for a certificate or diploma when one of the following programs is completed:

ABE Fundamental Certificate Program

Mathematics 031
English 031

ABE Intermediate Certificate Program

Prerequisite: ABE Fundamental or equivalent.

BTSD Communications 3

or

English 041 (if necessary)

Spelling 000 (if necessary)

English 051

Reading and Study Skills 077

Social Sciences 051

BTSD Mathematics 3

or

Mathematics Skills 007 (if necessary)

Mathematics 050 (if necessary)

Mathematics 051

BTSD Science 3

or

Science 051

ABE Advanced Certificate Program

Prerequisite: ABE Intermediate or equivalent.

Option 1:

- BTSD Communication 4
- BTSD Science 4
- BTSD Mathematics 4

Option 2:

- English 071

- Mathematics 061 and 071

or

- Accounting 062 and 072

Any one of either

- Biology 061 and 071

or

- Chemistry 061 and 071

or

- Physics 061 and 071

Plus any two other courses from the following:

- Accounting 062
- Accounting 072
- Biology 061
- Biology 071
- Business and Technical Writing Skills 097
- Chemistry 061
- Chemistry 071
- Computer Studies 063
- Computer Studies 073
- Computer Keyboarding 062
- Computer Keyboarding 072
- Creative Writing 097
- French 061
- French 071
- Marketing 062
- Marketing 072
- Mathematics 061
- Mathematics 071
- Music 097
- Physics 061
- Physics 071
- Reading and Study Skills 097
- Typing 062
- Typing 072
- Writing Skills 097

ABE Provincial Diploma Program

Prerequisite: ABE Advanced or equivalent.

Canadian Viewpoints 081 and 091 or English 096 or English 098 and 099 plus any 6 chosen from the following:

- Biology 083
- Biology 093
- Chemistry 083
- Chemistry 093
- Computer Science 083
- Computer Science 093
- Consumer Finance 092
- Consumer Law 082
- Economics 094
- Economics 095
- Literature 083
- Literature 093
- French 083
- French 093
- Geography 094
- Geography 095
- Geography 098
- History 094
- History 095
- History 098
- Mathematics 083
- Mathematics 093
- Physics 083
- Physics 093
- Word Processing 082
- Word Processing 092

The student is ultimately responsible for his/her course selection. It is important that students consider their future career goals and course needs when selecting specific options and courses. Students should consult with a faculty advisor or counsellor to confirm that their selection will meet their needs.

PROGRAM AND COURSE DESCRIPTIONS

ABE FUNDAMENTAL LEVEL PROGRAM (Basic Education Department)

Department Head Office: 2129

Telephone: 875-6111, local 475

Purpose:

Basic Education is an adult literacy program offering instruction in English and mathematics to the grade 8 level.

Description of Courses:

English 031:

This course provides instruction from a beginning level of reading and writing to a grade 8 equivalency.

Mathematics 031:

This course provides instruction from a beginning level of arithmetic to a grade 8 equivalency. It may also serve as a refresher course in whole numbers, fractions, decimals, and percentages.

Instructional Methods:

Students are assessed and placed in classes according to their skill levels. They progress at their own speed with the help of experienced instructors. Classes are small, relaxed, and offer group and individualized instruction.

Day Classes - Monday to Friday

English — 15 hours per week

Mathematics — 5 hours per week

Evening Classes — Monday to Thursday

English — 5 hours per week

Mathematics — 5 hours per week

The Basic Education Department also offers an Outreach Program at:

First United Church, 320 East Hastings

This program provides 5 hours per week instruction in English and mathematics to grade 8 equivalency on an individualized basis. It serves the people in the downtown eastside community.

Entrance Requirements:

Prospective students must be 18 years of age, or older, and be fluent in spoken English.

Enrollment Information:

Enrollment is continuous if space is available. Registration is at the beginning of January, May, July, and September.

Assessments:

Each student is assessed by the Basic Education Department for placement in the program. Appointments for a placement interview should be made through the Counselling Department at King Edward Campus (room 3002, telephone 875-6111, local 208).

For further information contact the Basic Education Department (telephone 875-6111, local 475) or the Counselling Career Centre (telephone 875-6111, local 497).

ABE INTERMEDIATE AND ADVANCED LEVEL PROGRAMS (Basic Training For Skill Development — BTSD Department)

Department Head Office: 2112

Telephone: 875-6111, local 471

BTSD provides flexible opportunities to upgrade academic skills in Communications, Mathematics, and Science necessary to:

- gain entrance to a vocational/technical/career course
- meet the requirements of a job entry or promotion
- obtain a grade 10 or grade 12 equivalency certificate that is recognized by business and industry
- prepare for the General Educational Development (GED) tests;
- master a particular skill in communications, mathematics or science to meet a particular need (e.g. technical math for electronics, science for dental mechanics)

BTSD, a competency-based, individualized and personalized program, provides a supportive and challenging environment in which learners take responsibility for their own learning.

Entrance Requirements:

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

General Science:

The student chooses from a variety of units including introductory Human Biology, Chemistry and Physics.

Note: Students will design their mathematics and science programs according to their vocational goals and personal aptitudes.

Fees and Additional Costs:

The fees for this program are included in the current fee schedule. A non-refundable student activity fee is charged at each registration. Other fees are levied for registration and student services fee. Sponsorship may be available to eligible students (for example, CEIC, MSS & H).

Enrollment:

Enrollment in the BTSD program is ongoing, as long as space is available.

Part-time students who are on individualized programs can attend classes each day for as long as they are able to. Also, provision is made for students who wish to upgrade their academic skills for further training but who do not require certificates. Students start at levels based on their present academic skills and progress through the program at rates best suited to them.

Hours:

Instruction is available from 08:00 - 21:00 hours Monday through Thursday and from 08:00 - 17:00 hours on Friday.

Length of Programs:

The length of the BTSD program depends on the student's level of entry, the number of academic skills to be acquired and the rate of progress.

ABE Intermediate, BTSD Level 3

Instruction is provided to meet the needs of learners for an Intermediate certificate, for particular skills at the Intermediate level, or to proceed to the Advanced level.

Communications:

Includes reading and study skills, writing skills and oral communication. Grammatical skills are taught as they arise out of the writing assignments. Spelling and vocabulary are also included. The main emphasis is on the practical application of skills learned such as letter writing, summaries, factual writing, newspaper reading and career search.

Mathematics:

Included here are basic arithmetic and an introduction to algebra and geometry.

Science:

Such topics as: science in life, human biology, health and nutrition, safety and first aid, and ecology.

ABE Advanced, BTSD Level 4

Instruction is provided to meet the needs of learners for an Advanced certificate or for particular skills at the Advanced level.

Communications:

This course covers the broad skill areas of reading and study skills, writing, listening and speaking. In certain areas (reading, spelling, grammar, listening), inventories determine for each student, how much work should be completed. Emphasis is placed on such items as business correspondence, report writing, critical analysis and job applications. Whenever possible, student assignments are chosen by taking into consideration vocational goals.

Mathematics:

Students select either business/consumer mathematics or technical/vocational mathematics. In each area, students complete the core and may choose one or more options.

Science:

Students decide how much science material and which sciences they wish to study. They select either:

- i) general science
OR
- ii) any two of chemistry, physics and biology.

In all three sciences, students may complete the core only or may add one, two or three options. An on-campus first aid course can provide credit for either general science or biology.

Chemistry:

This is a foundation course for students with or without previous knowledge of the subject. The first part of the course deals with the fundamental principles of chemistry; the second part deals with descriptive and industrial chemistry.

Biology:

This course provides an introduction to general biology including the cell, human biology and basic ecology.

Physics:

This basic course in physics provides preparation for entering technical programs. Topics covered include mechanics, thermodynamics, and electricity.

General Science:

The student chooses from a variety of units including introductory Human Biology, Chemistry and Physics.

Note: Students will design their mathematics and science programs according to their vocational goals and personal aptitudes.

ABE ADVANCED CERTIFICATE AND PROVINCIAL DIPLOMA PROGRAMS

Individual courses for these programs are offered by the Business and Computer Studies Department, the Humanities Department, the Mathematics Department and the Science Department.

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 the ABE Provincial 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.

Instruction in all 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. 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.

COURSE DESCRIPTIONS

BUSINESS AND COMPUTER STUDIES

Department Head Office: 3233

Telephone: 875-6111, local 573

Assessments: A student who has taken an introductory course in accounting or typing and who wishes to have advance standing must take an assessment before registering in an intermediate or advanced accounting or typing course.

Accounting 062

(Bookkeeping 11, half course)

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

Prerequisite: English 051 or equivalent.

Accounting 072

(Bookkeeping 11, half course)

- 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.

Prerequisites: English 051 or equivalent and Accounting 062.

Computer Keyboarding 062

(Typing 11, half course)

- is a beginning course in touch-keyboarding covering the alphabetic, numeric and symbol keys. Computer Keyboarding 062 is highly recommended for students intending to register for Computer Studies 063 and 073. A keyboarding speed of at least 25 words per minute must be attained before a student may proceed to Computer Keyboarding 072.

Prerequisite: English 051 or equivalent.

Computer Keyboarding 072

(Typing 11, half course)

- is an intermediate course in touch-keyboarding. The student learns basic word processing concepts (editing, centering, linespacing, margins, and special character formats) and how to set up letters, tables, and reports. A keyboarding speed of at least 35 words per minute must be attained before a student may proceed to Word Processing 082.

Prerequisite: English 051 or equivalent and Typing 062 or Computer Keyboarding 062 or a typing speed assessment.

Computer Studies 063

(Computer Studies 11, half course)

- is an introductory computer literacy course designed to provide the student with an orientation to the computer (how it developed; how it functions; what it can do; and what its limitations are). The topics covered include: the history of computers, parts of the computer, the concept of a computer program, an introduction to business and personal uses (word processing, electronic work-sheets, data bases, computer-assisted instruction, and graphics).

Prerequisites: Mathematics 041, Academic Mathematics 9 or equivalent, or an assessment. An ability in touch-typing is highly recommended. (Refer to Computer Keyboarding 062.) May be taken before, after, or at the same time as Computer Studies 073.

Computer Studies 073

(Computer Studies 11, half course)

- is an introductory course in computer programming designed to develop the skills and concepts that prepare students for post-secondary level data processing and computer science courses. The course emphasizes a clear definition of the problem; and orderly set of steps for solution; and a structured approach to programming. The topics covered include the programming cycle, algorithms and flowcharts, 'BASIC' language statements and commands, loops and subroutines, documentation, disk data files, animation, and computer languages.

Prerequisites: Mathematics 051, Academic Mathematics 10 or equivalent, or an assessment. Mathematics 061 or equivalent, as well as an ability in touch-typing, is highly recommended. (Refer to Computer Keyboarding 062.) May be taken before, after, or at the same time as Computer Studies 063.

Computer Science 083

(Computer Science 12, half course)

- is a second course in computing. It introduces the student to the Pascal programming language by first reviewing those structures already covered in the 073 level (in BASIC), and then by proceeding to more complicated Pascal data structures not available in BASIC. Although programming syntax and structures will be used throughout the course, a great emphasis will be placed on the systematic approach to problem-solving. Students will be expected to show evidence of detailed and extensive planning prior to actual coding. They will also be expected to test their programs thoroughly and provide complete documentation on the programs they produce.

Prerequisites: Mathematics 051 or equivalent is mandatory, and 061/071 is recommended. No previous experience in the Pascal programming language is assumed, but the entering student must have completed Computer Studies 073 or its equivalent; i.e. an introductory course in programming using variables, controlled loops, arrays, sequential data files, and modular program formation.

Computer Science 093

(Computer Science 12, half course)

Consumer Finance 092

(General Business 12, half course)

- introduces the student to personal money management, finance and investment. The course takes a practical approach to such topics as money management, borrowing, mortgages insurance schemes, savings, and investments.

Prerequisite: English 051 or equivalent.

Consumer Law 082

(General Business 12, half course)

- provides an introduction of a practical, personal nature to the framework of Canadian law as it affects Canadians as citizens and consumers. Topics include: understanding our legal system, legal rights of others, civil rights, making legal agreements, employer-employee relations, and landlord-tenant relations.

Prerequisite: English 051 or equivalent.

Marketing 062

(Marketing 11, half course)

- offers a practical range of knowledge and experience in marketing; that is, the process of moving goods from the producer to the consumer. Topics covered include: business organization and management, salesperson's skills and expertise, technique of buying, and credit and collection.

Prerequisite: English 051 or equivalent. Marketing 062 and 072 do not have to be taken in sequence.

Marketing 072

(Marketing 11, half course)

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

Prerequisite: English 051 or equivalent. Marketing 062 and 072 do not have to be taken in sequence.

Typing 062

(Typing 11, half course)

- is a beginning course in touch-typing. Students learn the essentials of operating a typewriter, including: typewriter parts, effective typewriting techniques, keyboard drills, horizontal centering and vertical centering. A typing speed of at least 25 words per minute must be attained before a student may proceed to Typing 072.

Prerequisite: English 051 or equivalent.

Typing 072

(Typing 11, half course)

- is an intermediate course in touch-typing. The student learns to set up and type tables, business letters, envelopes, memoranda, invoices, reports and other forms. A typing speed of at least 35 words per minute must be attained before a student may proceed to Word Processing 082.

Prerequisites: English 051 or equivalent and Typing 062 or Computer Keyboarding 062.

Word Processing 082

(Office Procedures 12, half course)

- is an advanced course in word processing. The student learns to use professional word processing software with a spell checker and calculation ability. Advanced formatting includes multiple columns and form-letter merging. A keyboarding speed of at least 45 words per minute must be attained to pass the course.

Prerequisite: English 051 or equivalent and Computer Keyboarding 072 or a typing speed assessment.

HUMANITIES

Department Head Office: 3231

Telephone: 875-6111, local 571

The Humanities Department offers courses in economics, English, French, geography, history, literature, reading and study skills, social science, spelling and writing skills.

English 041 and 051

(English 9 and 10)

- are courses designed to improve and develop communication skills in speech, in reading and in writing. Topics covered 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.

Prerequisite: English 031 or equivalent, or an assessment.

English 071

- is designed to prepare the student for Canadian Viewpoints 081 and 091. It is primarily a composition course in which the student progresses from writing paragraphs to planning and writing short essays. Particular attention is given to each student's individual writing problems. The student develops critical reading and editorial skills by combining writing tasks with reading and discussing short stories, a novel and/or a play.

Prerequisite: English 051 or equivalent, or an assessment.

Canadian Viewpoints 081 and 091

- are intended to introduce students to their unique national heritage as well as to strengthen their communication skills. Canadian Viewpoints 081 provides a general introduction to the field of Canadian studies and reviews basic writing skills. CV 081 also provides an introduction 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 the 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.

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

Prerequisite: English 071 or equivalent, or an assessment.

English Literature 083 and 093

(Literature 12)

- allows the student to read and appreciate some of the greatest writers in our language, such as Chaucer, Shakespeare, Milton and many others. The student acquires skills that will help to analyze poetry, develop an appreciation of the theatre by reading plays and seeing them performed, and discover why literature, 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 A.D.)
- English 093 — major figures of English literature from the Romantic period (1800 A.D.) to today.

Prerequisite: English 071 or equivalent, or an assessment. English 083 and 093 do not have to be taken in sequence.

English 096

(English 12 Review Course)

This course provides credit for English 12. Course content includes work on Language Skills, Reading Comprehension, Poetry, Prose, Drama, the Novel, and Composition. It is a Review Course only; therefore, to enrol students must meet the following criteria:

Prerequisites:

- a. previous successful completion of Social Studies 11.
- b. previous enrolment in an English 12 course.

(In some cases, students who have completed Canadian Viewpoints 091 and who wish to upgrade a previous mark may also enrol.)

Spelling 000

- 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.

Prerequisite: A desire to learn to spell.

Creative Writing 097

- is based on the premise that student writers can benefit from judicious criticism and a chance to develop their abilities in a familiar group setting. The course will focus on in depth discussion on various topics, and individual student writing. The aim of the course is to help the student identify the writing forms most natural to him, and to develop and expand them.

Prerequisites: English 10, English 051, assessment or Department Head approval.

Reading and Study Skills 077

- is an individualized course designed to help the student whose reading ability is weak. Also, the student practises and develops 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.

Prerequisite: A desire to improve one's reading and a score of 59 or lower on the Reading Assessment.

Reading and Study Skills 097

- 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 with some basic skills in reading/writing work. Attention is given to speed.

Prerequisite: Reading and Study Skills 077 or a score of 60 or higher on the Reading Assessment.

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.

Business and Technical Writing Skills 097

- provides the opportunity for students to analyze the writer's essential decisions about purpose, audience, content, organization and style. Strategies for technical documents are employed through specific applications including summaries, reports, outlines, letters and proposals.

Prerequisites: A 'B' Grade in English 10 or in English 051, assessment or Department Head approval.

French 061 and 071

(French 11)

- are beginning courses which enable the student 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 the student to continue French studies at a higher level.

Prerequisite: English 051 or equivalent, or an assessment.

Additional courses in French and other modern languages including German and Spanish are offered at the Langara Campus. For additional information about these courses please refer to the Langara Campus calendar or telephone 324-5221.

Social Science 051

(Grade 10 Level Course)

- introduces the student 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 facing a very complex world. The course also serves as a preparation for students planning to enter higher level social science courses.

Prerequisite: English 031 or equivalent, or an assessment, or concurrent enrollment in a course offered by the English as a Second Language (ESL) Division.

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

(Economics 12, half course)

The Evolution of Modern Economic Systems

- helps the student to understand the major economic systems in the world today — CAPITALISM and SOCIALISM — and how they came to be. The student will learn that every society faces "the basic economic problem" of how people obtain what they want and need in 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.

Prerequisite: English 051 or equivalent, or an assessment. Economics 094 and 095 do not have to be taken in sequence.

Economics 095

(Economics 12, half course)

The Canadian Economy

- helps the student understand contemporary economic ideas and principles and their application to the Canadian economy. The student 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 include unemployment, production, income, inflation, and government involvement in the economy. This course will enable the student to have a better understanding of the major economic issues facing Canada today.

Prerequisite: English 051 or equivalent, or an assessment. Economics 094 and 095 do not have to be taken in sequence.

GEOGRAPHY

Geography provides understanding about the characteristics of places on the earth. In a general sense, geography helps to explain "WHY things are; HOW they are; WHERE they are."

Note: Geography 094 plus either Geography 095 or Geography 098 provide Geography 12 credit.

Geography 094

(Geography 12, half course)

Physical Geography

- helps the student understand the physical processes which shape the natural environments found on the earth. Emphasis is placed on developing understanding about the atmosphere (weather and climate); biogeography (soils and vegetation); and geomorphology (landforms and processes of landform change).

Prerequisite: English 051 or equivalent, or an assessment. Geography 094, 095 and 098 do not have to be taken in sequence. They may be taken concurrently.

Geography 095

(Geography 12, half course)

Human Geography

- helps the student understand how humans relate to their earth and how they are changing the face of this planet. Emphasis is placed on understanding how people see their world (perception); how they organize and shape their world (cultural variations); and what kind of future world they envision.

Prerequisite: English 051 or equivalent, or an assessment. Geography 094, 095, and 098 do not have to be taken in sequence. They may be taken concurrently.

Geography 098

(Geography 12, half course)

Geography of Cities (Urban Geography)

- helps the student understand 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.

Prerequisite: English 051 or equivalent, or an assessment. Geography 094, 095 and 098 do not have to be taken in sequence. They may be taken concurrently.

HISTORY

The study of history helps the student understand the problems and social patterns of the present. 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: A combination of any two of History 094, 095 and 098 provides History 12 credit.

History 094

(History 12, half course)

The Revolutionary Age of the Nineteenth Century

- helps the student understand that the basic framework of the modern world has been shaped by events and ideas dating from the early nineteenth century. Ideas concerning the freedoms of the individual, political institutions and beliefs, technology, ideologies, concepts of the nation state and the idea of an integrated world all date from earlier events.

Prerequisite: English 051 or equivalent, or an assessment. History 094, 095 and 098 need not be taken in sequence; they may be taken concurrently.

History 095

(History 12, half course)

The Twentieth Century Modern World — Eight Decades of Change

- helps the student relate the study of events, ideas, politics, economics and other themes to our contemporary, interdependent "global village". The course deals with the great changes that have taken place in this century — more than in all of early human history combined - and thus helps the student understand the present state of the world.

Prerequisite: English 051 or equivalent, or an assessment. History 094, 095 and 098 need not be taken in sequence; they may be taken concurrently.

History 098

(History 12, half course)

The Oriental Heritage and Asia Today

- introduces the student to the great civilizations of the East: India, China and Japan. The course deals with the people, their religions, their philosophies, their culture, their art, their historical development, and the contributions and significance of these nations to the modern world.

Prerequisite: English 051 or equivalent, or an assessment. History 094, 095 and 098 need not be taken in sequence; they may be taken concurrently.

MATHEMATICS

Department Head Office: 3235

Telephone: 875-6111, local 575

The goal of this department is to enable the adult student to study mathematics in an environment where the student can make progress and experience success.

To achieve this goal the new student must enter the course appropriate to his/her background. Therefore, where the previous grade is below B or where the student has not taken a mathematics course during the prior two years, an assessment is required.

Self-paced programs for Math 083 and Math 093 are available, on a demand basis, for students wishing to complete the provincial level or Algebra 12 equivalency Mathematics within a more flexible time frame.

Mathematics Skills 007

- is designed for the student who has experienced difficulty with mathematics. It can be taken as a pre-algebra course or along with other algebra courses. This course provides the student with a detailed review of arithmetic (whole numbers, fractions, decimals, percentages) along with introductory skills needed for geometry, metric measurement and algebra. Emphasis is placed on problem solving throughout the course.

Prerequisite: Minimum of Mathematics 031, Mathematics 8 or an assessment.

Mathematics 050

(Academic Mathematics 10, first half)

- is intended to give the student a good foundation in elementary algebra and metrics. The algebra section of the course includes: introduction to the words and symbols used in algebra, practice with signed numbers, evaluation of variable expressions, exponents, equation solving, ratio and proportion. The metric section includes: metric measurement, perimeter, area, volume.

Prerequisite: Mathematics Skills 007, General Mathematics 10, Academic Mathematics 9 or equivalent, or an assessment.

Mathematics 051

(Academic Mathematics 10, second half)

- builds on the concepts developed in Mathematics 050 in both algebra and geometry. The algebra section includes: equations, signed numbers, word problems, exponents, scientific notation, operations with polynomials, simple factoring. The geometry section of the course includes: fundamental constructions, introduction to proofs, similar and congruent triangles, parallel lines, theorem of Pythagoras, angle relationships, perimeter, area, volume.

Prerequisite: Mathematics 050 or equivalent, or an assessment.

Mathematics 061

(Academic Mathematics 11, first half)

- is intended to give the student a foundation in the intermediate level of modern algebra. Topics covered include: real numbers and their properties, exponents, scientific notation, multiplying and factoring polynomials, solving equations, problem solving, fractional expressions and equations.

Prerequisite: Mathematics 051, Academic Mathematics 10 or equivalent, or an assessment.

Mathematics 071

(Academic Mathematics 11, second half)

- provides the student with a foundation in the intermediate level of modern algebra. The course includes the following topics: rational and irrational numbers, exponents, powers and roots, linear equations and systems, quadratic equations and functions, the Pythagorean and distance formulas, an introduction to trigonometry, graphing linear and quadratic functions, inequalities and graphs, absolute value equations and inequalities, problem solving, variation.

Prerequisite: Mathematics 061 or equivalent, or an assessment.

Mathematics 083

(Algebra 12, first half)

- is an intensive advanced course in algebra. The purpose of this course is to review and expand fundamentals covered in intermediate algebra and to develop a competency in algebraic skills needed for further study and application of mathematics. Topics covered include: basic concepts of algebra, equations and applied problems, relations, functions and transformations, linear and quadratic functions and inequalities, systems of equations and inequalities, exponential and logarithmic functions, second degree equations and their graphs, sequences and series.

Prerequisite: Mathematics 071, Academic Mathematics 11 or equivalent, or an assessment.

Mathematics 093

(Algebra 12, second half)

- is an intensive advanced course in algebra and trigonometry. The purpose of this course is to review and expand on fundamentals covered in intermediate algebra and to develop a competency in algebraic and trigonometric skills needed for further study and application of mathematics. Topics covered in Mathematics 093 include: basic principles of trigonometry, trigonometric problems involving identities, graphs of trigonometric functions, sine and cosine laws, circular functions and their inverses, vectors, complex numbers, polynomials, an introduction to calculus.

Prerequisite: Mathematics 083 or equivalent, or an assessment.

SCIENCE

Department Head Office: 3234

Telephone: 875-6111, local 574

Our goals are to satisfy academic requirements and prerequisites, foster scientific thinking and enhance an appreciation of the beauty and integrity of the natural world — an understanding of which is necessary for difficult and essential social, political, economic and technological decisions.

Emphasis is placed on using the scientific method for problem solving and on using logical thinking skills rather than on the memorization of "facts" to enhance our ability to solve everyday problems.

Science 051

(Science 10)

- gives the student a general introduction to the sciences. While developing a strong background in four major science areas — physics, chemistry, biology and geology — the student also acquires practical skills in problem solving. Many of the topics relate to everyday life. Included are such subjects as ecology, continental drift, volcanoes, rock identification, genetics and atomic structure. A variety of experiments are performed with an emphasis on the scientific method.

Prerequisites: Mathematics 051, English 059 or English 051 and/or Reading and Study Skills 077 should be taken before or concurrently.

BIOLOGY

Biology 061 and 071

Together Biology 061 and Biology 071 are equivalent to Biology 11. Our courses reflect the 1986 provincial curriculum. An ecological approach is used to study the diversity of life, the interactions of organisms in their environments, evolution, and environmental topics of local interest. Basic scientific concepts and skills are stressed and critical analysis is encouraged. Field work is emphasized — classes are credited for trips taken outside of class time, often on weekends. It is recommended that Biology 061 be taken either prior to or concurrently with Biology 071.

Biology 061

(Biology 11, half course)

- In Biology 061 we introduce the field of biology and study evolution, the origin of life, viruses, bacteria, protists, local land and aquatic ecology, plant identification and selected topics in applied ecology.

Prerequisites: English 051 or 059, Science 051 and Mathematics 051.

Biology 071

(Biology 11, half course)

- In Biology 071 we study plants and animals, including humans. We examine their structures, functions, evolution and environments, including human interactions with selected species and habitats.

Prerequisites: English 051 or 059, Science 051 and Mathematics 051.

Biology 083 and 093

These courses take students from the structure and function of the cell and its components to the structure and function of the human body as a whole. An emphasis is placed on laboratory sessions to give students experience in practical science. Biology 083 and 093 are well-suited to those entering health-oriented careers as well as to those wanting a better understanding of what makes a human being function. Biology 083 and 093 may be taken concurrently or in either order.

Biology 083

(Biology 12, half course)

- introduces the student to the study of the cell — its components, its chemistry, its functioning and its genetics. The student examines the cell, which holds the secrets unifying all life. Students study diets and link them to cellular metabolism. Each student examines his/her family history and links it to the blueprint of life itself - DNA. Topics discussed include nutrition, cancer, immunology, human genetics, genetic engineering, and bioenergetics.

Prerequisites: English 051 or 059 and two of the following:

Biology 061, Biology 071, Chemistry 061, Chemistry 071.

It is highly recommended that Chemistry 061 be taken before or concurrently with Biology 083.

Biology 093

(Biology 12, half course)

- encompasses human anatomy and physiology. Emphasis is placed on the student studying his/her body, linking the academic to the practical. The student is offered not only a background in the western approach to medicine, but also some less conventional perspectives as well. The student becomes the subject of the laboratory sessions which include: senses, cardiovascular systems, and kidneys. Additional topics explored include male and female reproduction, brain and mind, medical aspects of organ physiology, digestion, stress and embryology.

Prerequisites: English 051 or 059 and two of the following:

Biology 061, Biology 071, Chemistry 061, Chemistry 071. It is recommended that Biology 083 be taken concurrently or before Biology 093.

CHEMISTRY

Chemistry 061 and 071

These two courses are designed for the adult beginner who seeks to master the basics of chemistry and to proceed to the first year of study at a post-secondary level. The methods of science, problem solving techniques, basic laboratory skills and the writing of scientific reports are emphasized. These courses may be taken concurrently or individually with Chemistry 061 preceeding Chemistry 071.

Chemistry 061

(Chemistry 11, half course)

- is essentially a tool-gathering course. Skills to be acquired by the student include: the manipulation of scientific notation and significant figures; the balancing of equations; problem solving procedures based on chemical reactions; and the behaviour of gases. A 'hands-on' laboratory component is included.

The student is encouraged to ask questions and to participate in class discussions. In-class problem solving sessions are held.

Prerequisites: English 051 or 059. No previous chemistry is required; Science 051 is recommended; Mathematics 061 must be taken before or concurrently with Chemistry 061.

Chemistry 071

(Chemistry 11, half course)

- deals with the more sophisticated concepts of atomic structure and chemical bonds. The student is afforded a better understanding of the chemical reactions of the elements and of the formation of compounds. In one of the experiments included in the 'hands-on' laboratory component of the course, the student makes aspirin. Brief introductions to organic chemistry and to nuclear chemistry are also given.

Prerequisites: Chemistry 061 must be taken before or concurrently with Chemistry 071; Mathematics 061 is required and Science 051 is recommended.

Chemistry 083 and 093

These courses are designed to give the student a solid background in chemical concepts ranging from the origin and structure of molecules to chemical equilibria. The student gains practical experience working in the laboratory. Chemistry 083 and 093 may be taken together or in either order; in the latter case it is recommended that students begin with Chemistry 083.

Chemistry 083

(Chemistry 12, half course)

- examines the structure and properties of matter from the perspective of several fundamental models. It begins with an historical investigation of atomic structure, from the discovery of subatomic particles to quantum mechanics. The application of this knowledge reveals the value of the periodic table as a predictive device.

Further models are developed to explain chemical bonding, the forces of attraction that occur in liquids and solids, and energy changes in chemical reactions.

Prerequisites: Chemistry 071 and Mathematics 061.

Chemistry 093

(Chemistry 12, half course)

- investigates WHY and HOW chemical reactions take place. Reaction kinetics and chemical equilibrium (qualitative and quantitative aspects) are studied, followed by an examination of acid-base and solubility systems, and oxidation-reduction reactions. These concepts are then applied to electrochemistry and the chemistry of the halogens. This course provides an insight into the role of chemistry in industry and its role in the explanation of many natural phenomena encountered in everyday life.

(It is advised that stoichiometry be reviewed prior to entering this class).

Prerequisites: Chemistry 071 and Mathematics 061.

PHYSICS

Physics 061 and 071

These are introductory physics courses designed to acquaint the student with fundamental principles and experimental laws in classical and modern physics. These courses may be taken concurrently or individually, with Physics 061 preceding Physics 071. It should also be noted that a sound background in mathematics is an essential requirement for studying physics.

Physics 061

(Physics 11, half course)

- is designed to introduce the student to the basic concepts of physics. Motion is introduced in a common sense manner, drawing on everyday experiences. Gradually, mathematical models are developed allowing the student to quantify observations and predictions. This process is repeated as the following topics are explored: the causes of motion (dynamics); the concept of energy; the motion of fluids; and heat as a form of energy.

Prerequisite: English 051 or 059, Mathematics 061 or equivalent. It is possible to take Mathematics 061 and Physics 061 concurrently but it is not recommended.

Physics 071

(Physics 11, half course)

- centres on the question of the nature of light. After examining the characteristic particles" is the basis of an introduction to quantum mechanics. Using knowledge of atomic structure, the student investigates the beginnings of the nuclear age and examines some of the benefits and disadvantages of nuclear technology.

Prerequisites: English 051 or 059, Mathematics 061. Physics 061 is required if it is not taken concurrently with Physics 071.

Physics 083 and 093

These courses are designed for the student who requires a thorough grounding in the principles and applications of classical and modern physics. Emphasis is placed on problem solving and on the mathematical relationships describing physical events. Physics 083 and 093 may be taken concurrently or individually, in either order.

Physics 083

(Physics 12, half course)

- begins with the study of kinematics in one and two dimensions. The equations of motion are utilized, stressing the vector nature of the physical quantities. Vector addition and manipulation are covered using trigonometric component methods.

The same vector techniques, employed in the study of dynamics, lead to circular motion and the theory of gravitation. Systems of forces in equilibrium are investigated and the results are applied to an introduction to the strength of materials which involve stress and strain.

The topics of energy and the transformation of energy are covered in greater detail and are used to develop a quantitative understanding of harmonic motion and oscillations. To complete this course in classical physics, the instructor may choose from a number of options which include thermodynamics, fluid dynamics or introductory acoustics.

Prerequisites: Physics 061 and 071, Mathematics 061 and 071.

Completion of Mathematics 083 and 093 is strongly recommended.

Further Information:

Please contact the Admissions/Student Records Office or the Coordinator of Adult Special Education for the hearing impaired at KEG for information about fees, registration date and time, etc.

TELEPHONE (VOICE): 875-0111 (toll free)

TTY/TDD FOR DEAF: 875-8210

Physics 093

(Physics 12, half course)

— begins with the study of electrostatics. Coulomb's Law is applied to two-dimensional situations which involve multiple charges. The vector addition of the forces involved utilizes the trigonometric component method.

The concepts of the electric field and electric potential are explored and the characteristics of capacitors are investigated.

Electric current is studied in detail, in both DC and AC forms. The behaviour of circuit elements such as capacitors, resistors and inductors is studied leading to an understanding of electrical resonance in AC circuits.

Further study of electromagnetism and electromagnetic radiation leads to an introduction to basic electronics and the characteristics of diodes and transistors.

To complete the course, the instructor may choose from a number of options which include optics, quantum mechanics or radioactivity and nuclear physics.

Prerequisites: Physics 061 and 071, Mathematics 061 and 071. Completion of Mathematics 083 and 093 is strongly recommended.

ADULT SPECIAL EDUCATION FOR THE HEARING IMPAIRED

Program Office: 2043

Telephone: 875-6111, local 444

Program Objective:

The program for the hearing impaired is designed to give profoundly deaf or hard of hearing students the basic education required for admission to further vocational and/or academic training or simply to increase their opportunities for employment.

Program Content:

Day and evening classes and individualized instruction are available from a basic entry level to an advanced level in communication skills, speech reading, life skills, English, mathematics and science. Oral/aural and manual systems of communication are used according to the needs of the students. Students at the more advanced levels will normally be encouraged to integrate into regular Adult Basic Education programs at the King Edward Campus. Modern hearing, video and computer equipment is available when students cross register in regular classes. Interpreter and other support services are available from the Learning Centre at King Edward Campus.

Entrance Requirements:

Profoundly deaf or hard of hearing students should be 18 years old 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.

Enrollment:

Enrollment is possible, if space permits, at the beginning of each month from September to June, for full-time and part-time students. Students who enroll for evening classes only must register at either the beginning of September, January or April. Full-time students pay monthly tuition fees and all other miscellaneous fees. The fees for part-time students are pro-rated.

If an interpreter, or other support service is required, King Edward Campus should be notified at least two months prior to registration. Otherwise, assistance may not be available.

Further Information:

Please contact the Admissions/Student Records Office or the Co-ordinator of Adult Special Education for the Hearing Impaired at KEC for information about fees, registration dates and times, etc.

TELEPHONE (VOICE): 875-6111, local 444

(TTY/TDD FOR DEAF): 875-8210

ADULT SPECIAL EDUCATION FOR THE VISUALLY IMPAIRED

Program Office: 2041
Telephone: 875-6111, local 442

Program Objective:

The program for visually impaired adults is designed to give both blind and low vision students the basic education required for admission to further vocational and/or academic training in order to enhance their employability.

Program Content:

Classes of individualized instruction are available in subjects ranging from English and mathematics, to training in communication skills such as braille and typing. Instruction is also provided in the use and care of adaptive equipment such as the Optacon, Visualtek, Versabrilite and the Apple 11e computer with voice output. Recently we have also acquired IBM compatible equipment with several large print and speech options. Students at advanced levels will normally be encouraged to integrate into regular upgrading or training programs at Vancouver Community College. For those students who register in other programs, support services are provided by both the program for visually impaired adults and by the Learning Centre at King Edward Campus.

Entrance Requirements:

Blind or low vision students should be 18 years of age or older. Students between the ages of 15 and 18 years of age may be accepted if they have been out of school for at least one year.

Enrollment:

Continuous enrollment, as space permits, is possible for full-time or part-time students from September to June. A monthly tuition fee is levied for full-time students; the fee is pro-rated for part-time students.

Further Information:

Please contact the Admissions/Student Records Office or Elizabeth Nobel, the Co-ordinator of Adult Special Education for the Visually Impaired at KEC for more information.

BASIC TRAINING FOR SKILL DEVELOPMENT — YOUTH PROGRAM

The BTSD Youth Program is similar to the BTSD Level 3 Program. It stresses basic life skills, job search techniques and academic skills to the grade 10 level. The intent of this program is to facilitate either direct entry into employment or early re-entry into the educational system with clearly defined vocational goals.

Content:

The learning environment is structured to the needs of young adults. The program includes communications, mathematics, science and Canadian studies to the grade 10 level.

Entrance Requirements:

This program is available to young adults between the ages of 15 and 17 who are in need of academic upgrading, but who are not prepared to enter other existing educational programs. Potential students should be out of school for at least one year or have letters from their secondary school principals confirming the unavailability of a suitable program in the school system.

Enrollment:

Potential students may be referred through community agencies working with youth, or through Employment and Immigration Canada. Spaces are also available to fee-paying students. The program begins in September, with continuous intake as spaces become available, and runs until the end of June.

Location:

Britannia Community Centre
1161 Napier Street
Telephone: 253-4391

For additional information contact the Counselling Career Centre at King Edward Campus, telephone 875-6111, local 497, or phone 953-4391 and ask for Russell Porter.

BASIC EMPLOYMENT SKILLS

BASIC EMPLOYMENT SKILLS TRAINING (BEST) PROGRAM

Program Office: 2067

Telephone: 875-6111, local 450

BEST is an adult re-entry program focusing on job research training. It covers four areas:

- Career Counselling
- Job Skill Development
- Academic Review
- Life Skills

Purpose:

- To determine each individual's personality strengths, weaknesses, skills, interests and goals, and to develop a realistic and appropriate career plan;
- To assess each student's learning potential and preferred mode of learning in order to ensure future educational/training success;
- To assist the individual in the development of positive life skills and attitudes;
- To help the student develop the necessary job skills required for securing employment.

Entrance Requirements:

This program is available to anyone over the age of 19 regardless of previous education.

Fees and Additional Costs:

Program fees are subject to change without notice. Currently included are tuition fees and a registration and student services fee. Students should check current fee schedules for specific information. Sponsorship is available through the Ministry of Human Resources.

Enrollment:

This is a nine-week program with intakes in September, November, February and April. A wait-list for the program is kept in the Admissions/Student Records Office (extension 707).

Hours:

Classes are held Monday through Friday between 09:00 and 15:00 hours. For additional information contact the Counselling Career Centre at 875-6111, local 497.

NATIVE EDUCATION CENTRE

an affiliate of Vancouver Community College, King Edward Campus

Location: 285 East Fifth Avenue
Vancouver, B.C. V5T 1H2

Telephone: (604) 873-3761 in B.C. 1-800-663-5405

The Native Education Centre offers educational and training programs which respond to the needs of adult Native people. The Centre believes that quality educational and training programs can be delivered to Native people within the cultural values and beliefs of Indian people. Since the Centre is located in an urban environment, these cultural perspectives reflect many Indian Nations throughout North America. Overall, the Centre stresses quality in all its programs and expects that students share that belief. These high standards are consistent with the traditional demands of Indian Nations and the contemporary needs of Native people. The developments associated with Indian self-government demand that Native people acquire educational and training skills within the context of pride and strength in their culture. The Native Education Centre's programs are directed at these goals.

The programs offered are:

1. Native Urban Literacy Project
2. Native Adult Basic Education (N.A.B.E.) Levels 1, 2 and 3
3. College Preparation
4. Secretarial Training
5. Micro-Computer Office Training
6. Native Public Administration
7. Native Youth Job Corp
8. Native Police Training
9. Hospitality and Tourism Training
10. Family Violence Counselling

For further information please contact the Native Education Centre.

Automotive Painting and Refinishing Program:

Intakes occur in January, April, July and September.

Automotive Mechanics Technician Program:

Intakes occur at two-month intervals commencing January.

Diesel Mechanics Technician Program:

Intakes for this program are in January, March, June and October.

GENERAL EDUCATIONAL DEVELOPMENT (GED) TESTING

GENERAL EDUCATIONAL DEVELOPMENT (GED) TESTING

King Edward Campus has been designated as the GED testing centre in the city of Vancouver. The GED test battery consists of five tests of general knowledge in the areas of writing skills, social studies, science, reading skills and mathematics. Successful completion of the tests grants students the British Columbia Secondary School Equivalency Certificate, which may be useful for employment purposes or for admission to certain post-secondary programs.

Applicants must meet the following requirements:

- be a permanent resident of Canada (that is, a citizen or a landed immigrant);
- be at least 19 years of age;
- be a resident of British Columbia;
- have been out of school for at least one full academic year;
- not have received a grade 12 graduation certificate from any institution.

Candidates may prepare for these tests by registering in appropriate courses offered by the Adult Basic Education Division at King Edward Campus. BTSD offers a GED preparation package. A study text is available through local libraries or may be purchased at the KEC Bookstore. Additional information may be obtained by contacting the Counselling Career Centre at 875-6111, local 497.

CAREER DIVISION

Pharmacy Technical Assistant Program:

There are two sessions per year: January to June; and, August to December.

Home Support Aide Program:

Classes for the full-time day and the part-time evening programs are January to March; April to June; and, September to December.

Classes for the part-time day program begin in September.

Institutional Aide Program:

There are three sessions per year: January to March; April to June; and, September to December.

Entry Level Sign Language Communicator Program

This three-month program begins each January and April.

Sign Language Communicator Program

This ten-month program begins each September.

Sign Language Development Courses (Part-Time Evening Program):

There are three sessions per year: January to April; May to June; and, September to December.

Music Diploma Program:

Registrations are in September and January.

Mechanical Trades Access (MTA) Program:

There are several sessions each year; intakes occur every 4 weeks.

Automotive Body Repair Program:

Intakes occur in January, April, July and September.

Automotive Painting and Refinishing Program:

Intakes occur in January, April, July and September.

Automotive Mechanics Technician Program:

Intakes occur at two-month intervals commencing January.

Diesel Mechanics Technician Program:

Intakes for this program are in January, March, June and October.

PHARMACY TECHNICAL ASSISTANT PROGRAM

Program Office: 2099
Telephone: 875-6111, local 470

Objective:

The Pharmacy Technical Assistant Program is designed to train students for employment as assistants in community and hospital pharmacies. Students gain knowledge and skills relevant to the technical and clerical aspects of the pharmacy profession.

This five month program includes a practicum - work experience in a community and hospital pharmacy.

Content:

The topics covered include: job orientation; pharmacy equipment; prescription preparation; mathematical skills in pharmacy; inventory maintenance; record keeping; pharmaceutical products; compounding; sterile product handling; hospital pharmacy procedures.

Instructional Methods:

The program includes theory, demonstrations, and practice in the classroom, as well as various films, field trips and guest speakers. Students will be assigned field practice in community and hospital pharmacies. During the practicum, the hours of attendance will vary and students must be prepared to travel to various locations in greater Vancouver.

Entrance Requirements:

To be successful in completing the program and in obtaining employment, the following admission requirements apply:

All applicants must complete mathematics and English assessments prior to registration.

Mathematics — Applicants must score 80% at the Arithmetic Assessment.

English — Applicants must score at the college entry level.

- an acceptable equivalent to grade 12 completion (applicants with English as a second language must have successfully completed College Preparatory English 099 or have a score of 145 or higher with a minimum of 18 in composition on the English Language Assessment);

Note: Evidence of a current typing speed of 35 correct words per minute must be presented prior to acceptance into the program. Appointments for typing assessments are made with the Assessment Centre.

Desirable qualifications:

Candidates considering this program will be most successful if they possess the following qualities:

- good facility in arithmetic;
- good health with the ability to stand for a full working day;
- good manual dexterity;
- good eye-hand coordination;
- accurate colour vision;
- prerequisites necessary for bonding.

Enrollment Information:

Enrollment for this five month program is in January and August.

Fees and Additional Costs:

Program fees are subject to change. In addition to tuition fees and a registration and student services fee, students must be prepared for the costs of uniforms and textbooks.

Employment and Immigration Canada may sponsor eligible students. Inquiries about such sponsorship should be made at your nearest Canada Employment Centre.

Application forms and additional information is available from the Admissions/Student Records Office, telephone 875-6111, local 703 at King Edward Campus.

HOME SUPPORT AIDE PROGRAM

Program Office: 2068
Telephone: 875-6111, local 448

Professional Home Support Aides assist people in their own homes to achieve maximum independence. Their clients include not only the handicapped and elderly, but also people who are physically or emotionally ill as well as families in stressful situations.

Objectives:

The Home Support Aide Program is designed to provide practical training which will enable the graduate to work:

- in positions of trust and responsibility in a variety of home settings;
- in situations where assistance and support for individuals and families in periods of stress and emergency are required;
- at a safe level of competence under minimal supervision in community care situations.

Content:

Topics covered include job orientation; occupational development; protection in the home; nutrition, growth and development; communication; and personal health care assistance.

Methods of Instruction:

The Home Support Aide Program is competency-based, providing both individualized and group learning opportunities. Students visit community health and rehabilitation agencies and institutions.

Students are also given supervised practicum assignments in homes and in other relevant community settings.

Admission Requirements:

Potential students for this program must:

- be able to communicate effectively in both written and spoken English (an English assessment may be required);
- possess good health (as certified by a medical certificate, proof of updated immunization and TB clearance) and physical strength compatible with personal health care assistance responsibilities;
- have basic Canadian cooking skills;

It is also helpful for students to have:

- living or working experience with a variety of people, including the elderly and infirm;
- maturity, optimism and flexibility;
- a desire to work with others as part of a community health care team;
- a 'caring' attitude for those in need of assistance.

Fees and Additional Costs:

Program fees, which are subject to change, include tuition fees, costs of learning resource materials, textbooks, uniforms, suitable footwear, and a registration and student services fee.

Employment and Immigration Canada may provide sponsorship for students registered in the full-time day program. Prospective students needing sponsorship should consult a counsellor at their nearest Employment Canada Centre.

Enrollment Information:

Prospective students may apply at any time by contacting the Home Support Aide Program at 875-6111, local 448 and arranging for an interview appointment time.

Full-time Day Program:

Classes begin in January, April and September.

Length of program: 13 weeks

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

Part-time Programs:

The Part-time Home Support Aide Programs are designed specifically, for adults currently employed in the Homemaker field or for those interested in pursuing this field as a career.

i) Part-time Evening Program:

Classes begin in January, April and September.

Length of program: 15 weeks per step (4 steps in total)

Hours: 18:30 to 21:30 hours, one evening per week

Note: The equivalent of the full-time program is achieved by successfully completing all four steps.

ii) Part-time Day Program:

Classes begin in September (Part 1) and in January (Part 2)

Length of Program: 16 weeks per part (2 parts in total)

Hours: 08:30 to 15:30 hours, one day per week.

Note: The equivalent of the full-time program is achieved by successfully completing both Part 1 and Part 2.

First Aid:

The safety-oriented first aid (St. John Ambulance) course is included in Step 4 of the Part-time Evening Program and in Part 2 of the Part-time Day Program at no additional cost to the student.

Additional information and application forms may be obtained by contacting King Edward Campus at 875-6111, local 448.

INSTITUTIONAL AIDE PROGRAM

Program Office: 2055

Telephone: 875-6111, local 446

Purpose:

This program is designed to train students for employment in institutions as laundry assistants, housekeeping aides and kitchen workers.

Description of Program:

The Institutional Aide Program deals with basic housekeeping skills as well as with laundry and cleaning skills. Graduates may be employed as kitchen helpers, housekeeping aides, or laundry assistants in a variety of institutions such as personal care homes, hospitals, lodges, hotels, and motels.

Content:

Skills and topics covered in this program include:

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 fellow workers using the basic skills of communications in a job situation.
5. Employment information.

Instructional Methods:

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

Entrance Requirements:

Prospective students must:

- be 18 years of age or older, or have been out of school for at least one year;
- be in good general health as is required to perform work functions.

No specific level of previous education is required; but candidates must have basic reading, writing and arithmetic skills. Sufficient oral and written English for effective communication is required (an English language assessment may be necessary).

Desirable qualities:

Candidates considering this program are likely to be most successful as students and as graduate employees if they possess the following qualities:

- an interest in housekeeping;
- an interest in working with people;
- willing to work under supervision;
- having a responsible approach to work.

Fees and Additional Costs:

Program fees are subject to change. They include tuition fees, costs of learning resource materials, textbooks, uniforms, and a registration and student services fee.

Sponsorship may be available from the Ministry of Social Services and Housing, the Department of Indian and Northern Affairs or from Employment and Immigration Canada. Further information on possible sponsorship is available from the KEC Counselling Career Centre, room 3029.

Enrollment Information:

The program is thirteen weeks long with classes held daily, Monday through Friday, between 08:30 and 15:30 hours. There are three sessions per year beginning in January, April and September.

Additional information and enrollment applications may be obtained by contacting King Edward Campus at 875-6111, local 446.

DEPARTMENT OF SIGN LANGUAGE STUDIES

Department Office: 2064
Telephone: 875-6111, local 723

PROGRAMS

1. Sign Language Communicator
2. Entry Level Sign Language Communication
3. Part-time Evening Program
4. Summer Session in Sign Language

PROGRAM DESCRIPTIONS

1. SIGN LANGUAGE COMMUNICATOR

Objectives:

Graduates from this ten-month program will be able to perform para-professional skills with hearing impaired people in educational, professional, social services and business settings. They will have special communication skills, such as Sign Language of the Deaf, and be knowledgeable in the use of technical aids used by the hearing impaired.

Content:

This program thoroughly studies Sign Language of the Deaf: its history, structure and community as well as the communication skills. In addition, basic linguistics, English analysis, techniques and technical aids used in working with the hearing impaired, ethics of paraprofessional work, psychology of deafness, audiology, instructional assistance skills, laboratory, practica, and job search skills are included.

Entrance Requirements:

To be successful in completing the program and in obtaining employment, the following admission requirements apply:

A.

- grade 12 completion with post-secondary English. All applicants will be required to take an Academic English Assessment prior to registration. The resultant English Assessment test scores must be at the College Entrance level for both Reading and Writing.

- successful completion of the Entry Level Sign Language Communication program.

or B.

- grade 12 completion with post-secondary English. All applicants will be required to take an Academic English Assessment prior to registration. The resultant English Assessment test scores must be at the College Entrance level for both Reading and Writing.

- an English Grammar Assessment is also required.

- signing skills to the College's intermediate level.

or C.

- an acceptable equivalent to grade 12 completion, including successful completion of College Preparatory English 099 or the English Language Assessment (ELA) with a score of 175 or higher, for applicants for whom English is a second language.

- an English Grammar Assessment.

- signing skills to the College's intermediate level.

Desired qualifications:

- good manual dexterity;
- good eye-hand coordination;
- good visual acuity; and
- good hearing (an audiological assessment may be required).

Prior to enrollment, prospective students will be interviewed to determine suitability for the program. Concurrently, applicants will be required to complete a written autobiography and questionnaire.

Enrollment:

Prospective students may be placed on the wait list for this program after contacting the Admissions/Student Records Office at King Edward Campus, local 702. Personal resumes and transcripts from secondary schools and colleges must be provided. Also, the applicant will be required to send a non-refundable deposit to Vancouver Community College, King Edward Campus no later than July 31, Registration and first classes occur on the Tuesday after Labour Day.

Additional Information:

For further information about this program, contact the KEC Counselling Career Centre at 875-6111, local 497, or the Department Office.

2. ENTRY LEVEL SIGN LANGUAGE COMMUNICATION (ELSC)

Objectives:

Graduates from this 12-week program will be able receptively and expressively to communicate in Canadian/American Sign Language to the College's Intermediate level.

Content:

This program includes:

- a) Sign vocabulary development to more than 1000 vocabulary items;
- b) manual alphabet of Canadian/American Sign Language;
- c) basic structures of Canadian/American Sign Language;
- d) basic grammatical forms of Canadian/American Sign Language;
- e) insight into the culture of North American Deaf People;
- f) laboratory and group practice drills, exercises and dialogues to develop the basic grammatical forms, sentence structures and vocabulary of Canadian/American Sign Language; and,
- g) English grammar analysis, review and terminology.

Entrance Requirements:

To be successful in completing the program and to ensure that important Communicator Program prerequisites are met, the following admission requirements apply:

A.

- grade 12 completion with post-secondary English. All applicants will be required to take an Academic English Assessment prior to registration. The resultant English Assessment test scores must be at the College Entrance level for both Reading and Writing.

or B.

- an acceptable equivalent to grade 12 completion, including successful completion of College Preparatory English 099 or the English Language Assessment (ELA) with a score of 175 or higher, for applicants for whom English is a second language.

Desired qualifications:

- good manual dexterity;
- good eye-hand coordination;
- good visual acuity; and,
- good hearing (an audiological assessment may be required).

Enrollment:

Prospective students may be placed on the wait list for this program after contacting the Admissions/Student Records Office at King Edward Campus, local 702. Personal resumes and transcripts from secondary schools and colleges must be provided.

Additional Information:

For further information about this program, contact the KEC Counselling Career Centre at 875-6111, local 497, or the Department Office.

3. PART-TIME EVENING SIGN LANGUAGE PROGRAM

Objectives:

Students completing these courses will be able to use rudimentary, everyday vocabulary and expressions of Canadian/American Sign Language (C/ASL, SIGN), following accepted structure and grammatical rules of Sign Language, when the need or wish arises to communicate with deaf persons who use Sign Language.

Content:

Each of the following nine courses:

Basic Intermediate Advanced

101	201	301
102	202	302
103	203	303

includes:

- a) an extensive Sign vocabulary development;
- b) manual alphabet of Canadian/American Sign Language;
- c) basic structures of Canadian/American Sign Language;
- d) basic grammatical forms of Canadian/American Sign Language;
- e) insight into the culture of North American Deaf People; and,
- f) laboratory and group practice drills, exercises and dialogues to develop the basic grammatical forms, sentence structures and vocabulary of Canadian/American Sign Language.

Entrance Requirements:

Prospective students must be 18 years of age or older.

No specific level of previous education is required; but candidates must have basic reading and writing skills. Sufficient oral and written English for effective communication is required. (An English assessment may be necessary.)

Desireable qualifications include:

- good manual dexterity;
- good eye-hand coordination; and,
- good visual acuity.

Enrollment:

Prospective students may register for these courses by contacting the Admissions/Student Records Office at King Edward Campus, level 4, prior to the commencement of classes. ONLY payment of fees constitutes registration. Seats cannot be reserved by telephone.

Class sizes are limited and registration is on a 'first come first served' basis only, for this program.

Schedule:

Each of the nine courses meets for two hours, once per week for 12 weeks, from September to December and from January to March; and, for the six weeks from April to May, the classes meet twice per week.

For additional information about this part-time program, please contact the Admissions/Student Records Office at 875-6111, local 702, or the KEC Counselling Career Centre, local 497.

4. SUMMER SESSION IN SIGN LANGUAGE**Objectives:**

The Summer Session In Sign Language is designed to provide teachers and/or teachers' aides/assistants in the British Columbia system with basic Canadian/American Sign Language (C/ASL) instruction sufficient to enable them to communicate with mainstreamed hearing and/or language impaired students who use Sign Language in the classroom.

Successful completion of the 60-hour program will enable the student to:

- a) Demonstrate receptive and expressive mastery of a selected set of C/ASL vocabulary items (1,000 C/ASL CITATION FORM SIGNS) commonly used in the following situations:
 - i) classroom activities;
 - ii) field trips;
 - iii) instruction (lexical); and,
 - iv) playground.
- b) Demonstrate receptive and expressive mastery of the manual alphabet and the use of finger-spelling in C/ASL.
- c) Use approved language structure and grammatical forms in selected, expressive C/ASL communication situations involved during the course.
- d) Read/translate approved language structure and grammar forms in selected, receptive C/ASL communication situations involved during the course.
- e) Demonstrate the ability to express self-generated short stories, short narratives, etc.
- f) Demonstrate receptive competence for short narratives, stories, etc., as told in C/ASL by the teacher or a deaf person.
- g) Demonstrate the ability to initiate, conduct and terminate a short context-specific conversation using C/ASL, with the teacher or with a deaf guest who used C/ASL.

Content:

This program includes:

- a) Sign vocabulary development to approximately 1000 vocabulary items;
- b) manual alphabet of Canadian/ American Sign Language;
- c) basic structures of Canadian/ American Sign Language;
- d) basic grammatical forms of Canadian/American Sign Language;
- e) insight into the culture of North American Deaf People; and,
- f) laboratory and group practice drills, exercises and dialogues to develop the basic grammatical forms and sentence structures of Canadian/American Sign Language.

Entrance Requirements:

To meet the purpose for which this summer session has been designed and established, the following admission requirements apply:

- a) employment or potential employment as a teacher, teacher's aide or assistant in the public school system of British Columbia.

Schedule:

Four weeks (three hours per day or 60 hours).

Month of July - mornings only.

Enrollment:

Enrollment is limited.

Contact Admissions Department at King Edward Campus for Application forms.

Registrations must be received before June 1st.

MUSIC PROGRAM

The two year Music Program is designed to:

- (a) provide professional training for potential and practising musicians;
- (b) provide necessary course of instruction for performance oriented students who may wish to pursue their studies at a more advanced level following the completion of the College program.

For post-secondary students, who have not yet decided on a specialized career training program, the program is designed with maximum flexibility, to give students opportunities to choose alternative courses of study at any time during the two-year program.

Other available options include:

- (a) specialized training in individual courses for part-time students (space permitting).
- (b) professional and pedagogical upgrading for teachers wishing to enrich their musical knowledge, and broaden their skills.
- (c) college-community ensembles such as Healey Willan Choir, Wind Ensemble, stage bands, and various small ensembles.

Members of the faculty include some of Canada's finest musicians. They bring to the student professional training combined with years of professional experience, and assist students in becoming involved in the professional music community. Students are encouraged to participate in public and educational performances.

Major Study Areas:

All full-time students choose a discipline for Major Study from the following:

1. Orchestral Instruments
2. Composition
3. Voice (Classical)
4. Voice (Popular)
5. Classical Guitar
6. Keyboard Instruments
7. Choral
8. Jazz and Commercial Music

Courses will vary according to the student's chosen area of specialization.

For further information contact the Music Department, at 875-8220.

MECHANICAL TRADES ACCESS (MTA) I and II PROGRAM

Department Office: 2076

Telephone: 875-6111, local 455

Purpose:

The MTA Program is designed to provide students with a background in basic shop practice before entry to the mechanical trades centre at KEC. It should be noted that MTA-I and MTA-II are taken concurrently.

Objectives:

MTA-I (Cognitive Skills)

Students who have successfully completed MTA-I will have acquired the skills and knowledge to:

- use safe work practices;
- use basic measuring, layout, and hand tools;
- apply industrial science and metallurgy concepts;
- sketch and read drawings;
- use shop machines and power tools;
- use fastenings and fittings;
- assemble and test electrical circuits;
- use technical information sources and process technical information;
- lift loads;
- describe business and industrial organizations;
- prepare for employment.

(MTA-I consists mainly of the theoretical aspects of the course content. MTA-II consists mainly of the practical skill development, in a workshop setting.)

MTA-II (Practical Skills)

Students who have successfully completed MTA-II will have acquired the skills and knowledge to:

- read micrometers and vernier calipers;
- use layout, measuring and mechanics hand and power tools to manufacture objects specified in projects;
- describe and identify the basic properties and metallurgical processes related to commonly used metals/alloys;
- practise general lathe cutting techniques;*
— demonstrate the use of taps and dies, the placement of a thread insert, and the removal of broken bolts or studs;
- employ soldering processes on copper tubing and steel using soft and silver solders;
- oxyacetylene cut and weld;
- arc weld;
- MIG weld;
- assemble pipe, tube, and fittings.*

Instructional Methods:

A group instruction approach is used in preparing students to complete the objectives for both the MTA-I and MTA-II. Students learn through instructor lectures and demonstrations, class interaction, audio-visual presentations, and some individual learning units. Students either individually or in teams or small groups, must work efficiently, safely and responsibly. Students are expected to attend on a regular, full-time basis.

Entrance Requirements:

Students who wish to enter the MTA Program must have successfully completed grade 10, its equivalent or better. (a mathematics and English assessment is required prior to registration) It is also recommended that students have:

- good manual dexterity;
- good hand-eye coordination;
- normal eyesight and colour vision;
- mechanical aptitude and interest;
- good general health;
- physical strength and stamina compatible with the handling of heavy parts and equipment, and the other needs of the program; which include the ability to tolerate noise and vibration;
- good visual imagery and spatial perception;
- possession of a valid B.C. Driver's Licence.

MTA-I Assessment:

This four-hour assessment conducted on the first day of classes is a multiple-choice question test which assesses student competency in the basics of safe work practices, tools and machines, working with drawings and technical information sources (including sketching and print reading), industrial science, basic concepts of electricity and electrical soldering, fastenings and fittings, lifting loads.

Students who successfully complete this assessment may be partially exempted from MTA-I.

Advance Credits:

Advance credits and exemptions from MTA-I and MTA-II may be granted in ONE of the following ways:

1. Career Preparation Certificate

Students holding:

- (1) a current Career Preparation Certificate from a British Columbia secondary school
- OR
- (2) appropriate documentation that the required skill competencies of MTA-I and MTA-II have been met in secondary school.

2. TRAC — Common Core Certificate

Students holding the TRAC Common Core Certificate will be granted advance credits. **In addition, however, students must successfully complete the MTA-II shop projects.**

Fees and Additional Costs:

For information concerning tuition, registration and student fees refer to the Campus Admissions and Records office or the MTA office.

Schedule:

Students attend classes daily, Monday through Thursday, from 08:00 to 15:30 hours and Friday, from 08:00 to 14:00 hours. For most students, the maximum time required to complete both MTA-I and MTA-II should not exceed 10 weeks.

Additional Information:

For further information about the Mechanical Trades Access Program, or to make an appointment for the MTA-I assessment, telephone 875-6111, local 455.

AUTOMOTIVE BODY REPAIR PROGRAM

Program Office: 1513
Telephone: 875-6111, local 420

Overview:

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

Program Objectives:

Graduates of the Automotive Body Repair Program will have acquired the skills and knowledge to:

- estimate and diagnose collision damage to the automobile and to apply the knowledge learned in restoring the vehicle to its original condition;
- align and adjust windows, doors, fenders, hoods, trunks and panels;
- understand and apply the various techniques of welding, brazing, and cutting in the shrinking and re-forming of sheet metal panels;
- apply current collision repair procedures, using the materials and equipment common to the trades;
- maintain and handle all power and hand equipment, using clean, safe and efficient work habits;
- trace and repair electrical wiring systems after collision;
- use frame straightening procedures and equipment in diagnosing and repairing a wide variety of automobile body designs;

Program Description:

This six-month program is divided into two modules, each module lasting three months. Module 1 consists of the following courses:

- 1054 - Welding, Brazing, Cutting and MIG welding
- 1046 - History and Nomenclature of the Car (Estimating)
- 1052 - Shop Practice
- 1053 - Types of Fasteners Used in the Trade
- 1041 - Fitting and Adjusting Methods
- 1038 - Characteristics of Sheet Metal and Shrinking
- 1051 - Sheet Metal Damage Repair Procedures
- 1036 - Body Filling Techniques and Fibreglassing
- 1047 - Panel Forming Techniques
- 1034 - Automotive Electricity
- 1042 - Frame Straightening, Suspension Systems and Steering Principles

Module 2 consists of the following courses:

- 2044 - Shop Practice
- 2036 - Fitting and Adjusting Methods
- 2043 - Sheet Metal Damage Repair
- 2031 - Automotive Electricity
- 2037 - Frame Straightening Techniques

Entrance Requirements:

Students who wish to enter the Automotive Body Repair Program must have completed Mechanical Trades Access (MTA).

Mechanical Trades Access (MTA) develops competencies in basic shop practices, functional mathematics and English for technical communication.

A variety of programs exist at the King Edward Campus to assist students to meet the above requirements. Students should contact the Counselling Department for information.

Recommended:

- good general health and respiratory condition;
- physical strength and stamina compatible with the handling of heavy parts and equipment and the special requirements of the program, which includes the ability to tolerate noise and vibration;
- mechanical aptitude and interest;
- good manual dexterity;
- good hand-eye coordination;
- normal eyesight and colour vision
- good line, form and depth perception;
- possession of a valid B.C. Driver's License.

Fees and Additional Costs:

In addition to regular tuition fees, various additional costs are levied for this program. For specific information refer to the current fee schedule. Students are expected to wear WCB approved workboots and welding goggles, striker gloves and safety glasses.

Schedule:

Classes are scheduled Monday through Friday from 08:30 to 15:30 hours for the first three months, and from 08:00 to 15:00 hours for the last three months. Program Intakes: January, April, July and October.

Additional Information:

For further information contact the Counselling Career Centre at King Edward Campus in room 3029. In order to make application for entry, contact the Admissions/ Student Records Office at 875-6111, local 704.

AUTOMOTIVE PAINTING AND REFINISHING PROGRAM

Program Office: 1513
Telephone: 875-6111, local 420

Overview:

Automotive Painting and Refinishing is a designated trade with a two-year apprenticeship leading to Journeyman status.

Entrance Requirements:

Students who wish to enter the Automotive Painting and Refinishing Program must have prior automotive body repair or automotive painting and refinishing experience such as: graduation from an Automotive Body Repair program or appropriate trade related experience. (all applicants with trade experience only will be interviewed and assessed by the program faculty).

Recommended:

- good general health and respiratory condition;
- physical strength and stamina compatible with the handling of heavy parts and equipment, and the special requirements of the program;
- ability to tolerate noise and vibration;
- mechanical aptitude and interest;
- good manual dexterity;
- good hand-eye coordination;
- normal eyesight and colour vision;
- good line, form and depth perception;
- possession of a valid B.C. Driver's Licence.

Program Content:

This thirteen-week program covers the following topics:

- paint shop safety;
- tools and equipment;
- spray guns;
- air compressors;
- air transformers and hoses;
- spray booths; bake oven; heat lamps;
- surface preparation;
- masking;
- undercoats;
- topcoats;
- solvents;

- paint preparation and application (complete, blends and spot repair);
- paint repairing and colour matching;
- paint problems and cures;
- plastics;
- pre-delivery.

Schedule:

Classes are scheduled Monday through Friday from 11:30 to 18:30 hours for eight weeks. Program Intakes: January, April, July and October.

Fees and Additional Costs:

In addition to regular tuition fees, various additional costs are levied for this program. For specific information refer to the current fee schedule. Students are expected to wear WCB approved workboots and personal tools. (List in Auto Body Shop Approx. \$50.00.)

Additional Information:

For further information, contact the KEC Counselling Career Centre at 875-6111, local 497. In order to make application for entry, contact the Admissions/Student Records Office at 875-6111, local 708.

AUTOMOTIVE MECHANICS TECHNICIAN PROGRAM

Program Office: 1506
Telephone: 875-6111, local 417

Overview:

The Automotive Mechanics Technician Program covers four distinct automotive specialty programs offered at KEC:

1. Engine Service and Repair Technician Program
2. Transmission and Drive Axle Service and Repair Technician Program
3. Brake, Suspension and Steering Service and Repair Technician Program
4. Automotive Electronics and Fuel Management Systems Service and Repair Technician Program

Each two-month specialty program consists of theory, principles, and practical applications of the operation, construction, maintenance, repair, and adjustments of the various systems and components of automobiles.

Students develop skills applicable to a wide range of employment opportunities in the automotive industry or to further specialization and training within that industry.

Objectives:

Students who have successfully completed the Automotive Mechanics Technician Program will be able to:

- identify and describe the automotive sub-systems, their components, features of construction, and principles of operation;
- apply the knowledge of the construction and the principles of operation to the maintenance, repair, and adjustment of the following systems:
 - engine and emission control
 - electrical and ignition (including automotive electronic management system)
 - power train
 - front end
 - suspension
 - brake system

- describe the concepts and the methods of trouble-shooting; select and apply appropriate, logical trouble-shooting techniques; operate diagnostic and repair equipment on various automotive systems;
- perform procedures and tasks commonly required of employees in typical automotive machine shops;
- use generally recognized automotive trade skills and procedures;
- employ clean, safe, and orderly work habits;
- identify, appraise and respond to job opportunities within the automotive industry.

Instructional Methods:

Instructional strategies are designed to simulate future work environments. Students are given specific work tasks which need to be completed competently and in cooperation with others, all within prescribed time limits.

A group instruction approach is used to prepare students to complete the program. Students learn through lectures and demonstrations; class interaction; audio-visual presentations; and some individualized learning units. Students, either individually or in teams or small groups, must work cooperatively, efficiently, safely and responsibly in workshop environments. Practical work is performed on selected customer cars in a fully-equipped automotive shop.

Entrance Requirements:

Students who wish to enter the Automotive Mechanics Technician Program must have completed Mechanical Trades Access (MTA).

Mechanical Trades Access (MTA) develops competencies in basic shop practices, functional mathematics and English for technical communication.

A variety of programs exist at the King Edward Campus to assist students to meet the above requirements. Students should contact the Counselling Department for information.

Students may enter any ONE* or all of the four specialty programs, subject to meeting the program admission requirements and the availability of seats.

* Note: Engine Service and Repair Program is a prerequisite for Automotive Electronics and Fuel Management Program.

It is also recommended that students have:

- good manual dexterity;
- good hand-eye coordination;
- normal eyesight and colour vision;
- mechanical aptitude and interest;
- good general health;
- physical strength and stamina compatible with the handling of heavy parts and equipment, and the ability to tolerate noise and vibration;
- good visual imagery and spatial perception;
- possession of a valid B.C. Driver's Licence.

Fees and Additional Costs:

Fees include tuition as well as a materials surcharge, a registration and student services fee and a coverall deposit. For specific information, refer to the current fee schedule.

Schedule:

Students are expected to attend classes daily, Monday through Friday from 08:30 to 15:30 hours on a regular, full-time basis.

Additional Information:

For further information about the Automotive Mechanics Technician Program, telephone the KEC Counselling Career Centre (room 3029) at 875-6111, local 497.

DIESEL MECHANICS TECHNICIAN PROGRAM

Program Office: 1503

Telephone: 875-6111, local 203

Overview:

The Diesel Mechanics Technician Program covers four distinct specialty programs:

1. Diesel Engine Mechanics
2. Commercial Transport Mechanics
3. Heavy-Duty Mechanics
4. Marine Engineering

This twelve-month program leads to employment as an apprentice, a specialist, or a trainee in the field of:

- diesel engine mechanics;
- heavy-duty mechanics;
- marine engineering;
- transportation/trucking maintenance;
- stationary plants;
- specialty component repair shops;
- fuel injection and governor control supply and service.

Objectives:

Students who successfully complete this program will have acquired the skills and knowledge to:

- arc weld, mig weld, gas weld, flame cut, solder and braze at a basic level;
- operate a metal lathe and do basic machine work (such as cutting, boring, taper turning, thread cutting and knurling);
- drill, tap, use threading dies;
- assemble and identify copper tubing and fittings, black steel pipe;;
- do bench and layout work;
- use precision measuring devices;
- identify and use all types of fastening devices;
- identify and use both hand and power tools, practicing proper work and safety habits;
- identify ferrous and non-ferrous metals and their properties and treatment (such as hardening and tempering);
- identify, maintain and overhaul air hydraulic brake systems;
- identify, maintain and trouble-shoot air induction and exhaust systems;
- trouble-shoot, wire, maintain and overhaul typical electrical components of gas and diesel engine systems;

- test, repair and trouble-shoot all types of cooling systems;
- describe phases of diesel engine combustion systems;
- describe basic engine principles and be able to calculate typical formulas related to engine design;
- identify engine components and accessories and describe their function and operation;
- undertake all phases of engine overhaul, maintenance, and repair;
- run-in and test an overhauled engine;
- adjust, overhaul and maintain clutches, standard transmissions, power take-offs, torque converters, automatic and power-shift transmissions, marine gears, and drive lines;
- understand a variety of hydraulic circuits; trouble-shoot, overhaul and maintain hydraulic cylinders, pumps and motors and assemble high pressure hoses;
- maintain engine lubrication systems;
- maintain, overhaul, adjust, trouble-shoot and tune-up all of the major fuel injection systems and governors presently in use within the industry;
- operate diesel electric power generators;
- tune-up, final dynamometer test and monitor all engine systems;
- effectively trouble-shoot other common engine problems.

Entrance Requirements:

All applicants must complete Mathematics and English Assessments prior to registration.

Applicants who hold an appropriate B.C. Secondary School "Career Preparation" Certification may apply for Assessment exemption.

It is recommended that students have:

- good manual dexterity;
- good hand-eye coordination;
- normal eyesight and colour vision;
- mechanical aptitude and interest;
- good general health;
- physical strength and stamina compatible with the handling of heavy parts and equipment, and the ability to tolerate noise and vibration;
- good visual imagery and spatial perception.

Program Description:

The program is twelve months long and is divided into three levels.

Level I — 16 weeks

- 1362 - History, Familiarization and Basic Engine Principles
- 1363 - Combustion Systems
- 1074 - General Shop Practices
- 1068 - Basic Metallurgy and Arc Welding
- 1073 - Gas Welding and Flame Cutting
- 1076 - Machining (Basic)
- 1364 - Air Hydraulic and Engine Braking Systems
- 1080 - Propane/CNG Fuel Systems
- 1067 - Air Induction and Exhaust Systems
- 1071 - Electrical Systems
- 1366 - Air Conditioning/Refrigeration Systems

Level II — 19 weeks

- 2348 - Engine Construction, Overhaul and Dyno Testing
- 2010 - Cooling Systems
- 2012 - Lubrication Systems
- 2349 - Hydraulic Systems
- 2350 - Vehicle Steering Systems
- 2054 - Clutches, Standard Transmissions and Power Take-Offs
- 2351 - Torque Convertors, Dividers, Fluid Drive Type Transmissions (Automatic), Powershift Transmissions
- 2014 - Marine Gears
- 2352 - Drive Lines, Axles and Differentials
- 2353 - Vehicle Suspension Systems
- 2354 - Running Gear — Off Highway
- 2355 - Track Machine Final Drives and Steering Clutches
- 2058 - Engine Lubrication Systems
- 2350 - Steering Systems — Vehicle

Level III — 16 weeks

- 3028 - Detroit Diesel Allison Fuel Systems
- 3032 - Woodward Hydraulic and Electric Governors
- 3026 - Caterpillar Fuel Systems
- 3027 - Cummins Fuel Systems
- 3029 - Diesel Electric Power Generation
- 3311 - In-Line Pump Fuel Systems
- 3312 - Distributor Pump Fuel Systems
- 3313 - Engine Tune-Up (Final), Trouble-shooting and Dynamometer Testing

Instructional Methods:

Classroom theory/demonstration is combined with extensive practical hands-on work in a well-equipped operational shop environment. The program consists of approximately 40% theory and 60% practical application. Throughout the program, students work with a companion in a 'team concept'. Students must be able to maintain good working relationships with their fellow students and their instructors.

Schedule:

Students are expected to attend classes daily, Monday through Friday on a regular full-time basis. Day classes are held from 08:00 to 15:00 hours; extended day classes from 11:30 to 18:00 hours.

Fees and Additional Costs:

Fees for this program include tuition as well as a materials surcharge, a coverall deposit and a registration and student services fee.

Additional Information:

For further information about the Diesel Mechanics Technician Program, contact the KEC Counselling Career Centre (room 3029) at 875-6111, local 497.

ENGLISH AS A SECOND LANGUAGE — SCHEDULE OF EVENTS —

ESL Vocational Department:

There are six hours of instruction each day. Classes begin each month as space permits.

Contact your Canada Employment Centre for more information.

ESL Half-Time Department:

There are four sessions per year: January to March (Winter Term); April to June (Spring Term); July to August (Summer Term); September to December (Fall Term).

ESL Improve Your Pronunciation

(Advance Level):

Students may start the ten-month course at the beginning of any term - January, April and September.

ESL College Preparatory English Department:

Intensive Day Program:

January to March (Winter Term); April to June (Spring Term); July to September (Summer Term); October to December (Fall Term).

Part-time Evening Program:

There are three sessions per year: January to April; May to August; September to December.

ESL School Canadiana Department:

Each term is two months long with registration at the beginning of January, March, May, July, September and November.

ESL Outreach:

There are morning, afternoon and evening classes. Students may register for classes held twice a week or four times a week. There are three terms: January, April and September. Students register with the teacher at the centre they wish to attend. Continuous registration as space is available.

ESL Learning Centres in the Libraries:

Students are welcome on a drop-in basis.

ESL Homefront Learning:

Students learn on a one-to-one, or small group basis at times mutually convenient to both students and tutors.

ESL — VOCATIONAL (Full-Time)

Department Office: 3174

Telephone: 875-8211

Purpose:

The classes offer full time (6 hr.) daily instruction for beginning students of English. The program is designed to give students enough language to find and keep a job in Canada.

Description of Program:

The course specializes in developing the student's ability to speak and understand English. An emphasis is given to student participation and use of English in class.

Instruction:

Our experienced instructors use the latest and most effective language teaching techniques.

In addition to regular classroom instruction, facilities in the library, language laboratory, computer laboratory and the specialized reading centre are regularly scheduled.

Enrollment Information:

This is a government of Canada training program for recent immigrants to Canada.

Classes begin each month and last for five (5) months.

Course fees are paid by the government.

Additional Information:

For more information about this program, contact a training counsellor at the Canada Employment Centre, 250 W. Pender St., Vancouver. Telephone 666-8222

Time of Classes:

8:30 a.m. — 3:15 p.m.

12:00 noon — 6:30 p.m.

Levels:

LOWER BEGINNERS

UPPER BEGINNERS

LOWER INTERMEDIATE

ESL — HALF-TIME DEPARTMENT

Department Head Office: 3148

Telephone: 875-6111, local 531

Purpose:

The classes in the ESL Half-Time Department offer students the opportunity to improve their English communication and reading and writing skills so that they can function more effectively in the English-speaking community or enter vocational, academic or technical post-secondary programs.

Description of Program:

Classes are offered mornings, afternoons and evenings. Day classes meet five times a week, each session lasting two and a half hours. Evening students meet four times a week for three-hour classes. Enrichment or remedial classes are also offered to meet special student needs.

Instruction:

In addition to regular classroom instruction, facilities in the Library/Resource Centre, the Audio-Active Language Laboratory, the Computer Laboratory and the Learning Centre are available for the use of individual students.

Enrollment Information:

Students who want to enter the program for the first time must be tested to determine their level. Applicants should contact the Assessment Centre (875-6111, local 717) as soon as possible before the beginning of a term to make an appointment for an assessment.

The terms are as follows:

Spring Term — April to June

Summer Term — July to August

Fall Term — September to December

Winter Term — January to March

Fees for the terms may vary depending upon length.

Additional Information:

For more information about this program, contact the Counselling Career Centre at 875-6111, local 497 or the ESL Half-Time Department at local 212.

Times of Classes:

8:30 a.m. to 11:00 a.m. Mon. to Fri.

12:00 p.m. to 2:30 p.m. Mon. to Fri.

3:00 p.m. to 5:30 p.m. Mon. to Fri.

6:45 p.m. to 9:50 p.m. Mon. to Thur.

ESL Levels:

LOWER BEGINNERS

UPPER BEGINNERS

PRE INTERMEDIATE

LOWER INTERMEDIATE

UPPER INTERMEDIATE

LOWER ADVANCED

UPPER ADVANCED

Special Skills Classes:

INTENSIVE READING

INTENSIVE WRITING

INTENSIVE LISTENING AND SPEAKING

ESL — COLLEGE PREPARATORY ENGLISH DEPARTMENT

Department Head Office: 3164
Program Assistant Office: 3162
Telephone: 875-6111, local 543 or 565

Purpose:

The courses offered by this department are designed to prepare students for post-secondary level studies.

Description of Courses:

All courses consist of 80% regular classroom instruction and 20% individualized tutorial time.

- i) English 059
This full-time program prepares students at an advanced fluency level for entry to English 098 and 099. The course includes sentence structure and paragraph writing, reading, study skills speaking and listening.
 - a) Day Program:
Students attend 25 hours per week for three months.
 - b) Evening Program:
Students attend 20 hours per week for four months.
- ii) English 097
A part-time program similar to English 059 but offered only on the Langara campus for students who have completed secondary school. Prepares students for English 098-099
- iii) English 055
An intensive writing course for students at the 059 level who need additional practice in writing or who wish to take only a writing course.
Day and evening classes, two classes per week, three hours per class, at King Edward Campus.
- iv) English 098-099
This sequence of two senior courses includes composition, reading, listening, speaking, and Canadian studies.
Full-time day program and part-time late afternoon and evening programs are available. (Both King Edward and Langara Campus.)
- v) English 095
An advanced intensive writing course for students who need only the composition component of English 098 before proceeding to 099, or for those students at 098 level who wish to take only a writing course. (King Edward Campus only, hours as for English 055)

Entrance Requirements:

Students must have a minimum of grade 10 equivalent general education for KEC classes and grade 12 for Langara classes.

- i) English 059
A suitable score on the **English Language Assessment** or Advanced ESL Test.
- ii) English 055
A suitable score on the **English Language Assessment** or a P grade in English 059
- iii) English 095
English 098 placement on the **English Language Assessment** or C grade in English 059 or a P grade in English 098
- iv) English 098
Suitable score on the 3English Language Assessment or minimum C grade in 059, or combination of P in 059 and minimum C in 055.
- v) English 099
A minimum C grade in English 098 or a combination of P in English 098 and a minimum C in English 095.

Enrollment Information:

Students must be assessed well in advance of registration dates. See the schedule of events for College Preparatory English.

Additional Information:

Potential students should contact the Counselling Career Centre at King Edward Campus 875-6111, local 497

ESL — SCHOOL CANADIANA DEPARTMENT

Department Head Office: 3154
Telephone: 875-6111, local 536 or 255-1079

Purpose:

School Canadiana is situated in Chinatown to provide the adult Chinese-speaking community with English language training in a convenient and hospitable location. The program is designed specifically for Chinese speakers with no prior knowledge of English so that they may build a good foundation in the language so as to function adequately in the community.

NIGHT CLASSES

These classes are offered at the beginner, intermediate and advanced levels, as well as English for Special Purposes classes for students who wish to improve their communication skills in listening, speaking, reading and writing English.

Description of Courses:

Classes are provided at the beginners and the lower intermediate levels of competence. Students are placed in the levels according to their ability to understand, speak, read and write English. All classes emphasize the development of good listening and speaking skills so that the student can easily function in everyday situations in the community. All classes are in English.

Instructional Methods:

Teachers use a variety of methods and materials in order to make classes interesting and productive. Oral communication is emphasized and encouraged. No textbooks need to be purchased. Teachers prepare handouts for students or use class sets of books.

Entrance Requirements:

Permanent residents in Canada, refugees, six-month work permit holders and dependents of all of the foregoing are eligible.

Enrollment Information:

Each term is three months long. Classes are offered mornings Monday to Friday, 9:00 — 11:30 hours and evening Monday to Thursday, 19:00 — 22:05 hours. A wait-list is maintained at the School Canadiana office for the upcoming term. Interested persons should visit or call:

ESL — School Canadiana,
499 E. Pender Street,
Vancouver, B.C.
Telephone: 255-1079

Office hours:

Mon. and Wed. 1800 — 2100 hours
Tues. and Thurs. 09:00 — 16:00 hours
Fri. 09:00 — 12:00 hours

Office staff speak Cantonese, Toishanese and Mandarin.

ESL — OUTREACH PROGRAM

Department Head Office: 3195
Telephone: 875-6111, Local 557

Neighbourhood Classes

These classes are offered at approximately 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. Pronunciation and citizenship classes are also available. 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 on the first day of class at the centre they wish to attend. Registrations are accepted as long as space is available. Child care is available at some centres, check with the centre you wish to attend. Terms begin in January, April and September.

Classes are held at the following centres:

Cedar Cottage Neighbourhood House - 4065 Victoria Drive
Chinese Community Library - 591 East Pender Street
DERA - 9 East Hastings Street
DEWC - 545 Gore Street
Douglas Park Community Centre - 801 West 22nd Avenue
Dunbar Community Centre - 4747 Dunbar Street
411 Seniors Centre - 411 Dunsmuir Street
Frog Hollow Neighbourhood House - 2131 Renfrew Street
Gordon House - 1019 Broughton Street
Jewish Community Centre - 950 West 41st Avenue
Killarney Community Centre - 6260 Killarney Street
Killarney Park Mennonite Church - 6426 Kerr Street
Little Mountain Neighbourhood House - 3981 Main Street
Marpole/Oakridge Community Centre - 990 West 59th Avenue
Mount Pleasant Community Centre - 3161 Ontario 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

NIGHT CLASSES

These classes are offered at the beginner, intermediate and advanced levels, as well as English for Special Purposes classes, for students who wish to improve their communication skills in listening, speaking, reading and writing English.

Lower Beginner

The lower beginner classes provide a comfortable place to begin to learn English. The student will have many chances to speak English and build a large English vocabulary. The student will also do some writing and reading, as well as learn about Canada.

Upper Beginner

The upper beginner classes provide many opportunities to improve spoken and written English. The student will increase his vocabulary, ability to speak with Canadians and function in Canada.

Intermediate

The intermediate classes will improve listening and speaking ability. The student will understand and enjoy reading and begin to write clear, correct English passages while learning more about life in Canada.

Advanced

The advanced classes will continue to improve the student's listening and speaking ability while devoting more time to improving reading and writing skills. The student will gain a deeper knowledge of English grammar and vocabulary and write clear, simple compositions while improving his ability to communicate with Canadians.

Classes meet either two or four evenings a week, two and one-half hours per evening from 7:00 to 9:30 p.m. Continuous registration takes place at the following centres:

Britannia Secondary School - 1001 Cotton Drive

John Oliver Secondary School - 530 East 41st Avenue

Vancouver Technical School - 2600 East Broadway

Terms begin in January, April and September.

ENGLISH FOR SPECIAL PURPOSES

The following courses are offered on Saturdays at King Edward Campus. Some courses are also offered at some community centres.

Pronunciation Level I

Recommended for students who haven't taken pronunciation before. It will focus on pronunciation of vowel and consonant sounds, consonant blends, spelling, introduction to linking and some listening comprehension.

Pronunciation Level II

Recommended for students who have taken Pronunciation Level I or other pronunciation courses and who want to continue to improve their pronunciation. Emphasis on rhythm, stress, intonation, linking, word reduction and listening comprehension.

ESL: How to Start a Small Business — An Introductory Course

This course is designed for intermediate and advanced level students who wish to increase their English proficiency, acquire information about starting a small business and increase their small business knowledge.

ESL: Business English

In this course, students will practise oral and written skills for running a business. Included will be: covering letters, receipts, invoices, filing, and telephone skills necessary to provide efficient customer service.

ESL: Advanced Business English

In this course, students will practise concise, clear and appropriate business English in various forms of letters, memos and reports.

ESL: Using Personal Computers — Zenith (IBM Computers)

This course familiarizes the student with the computer and its major uses. The course will provide hands-on experience through Multiplan, Words, and DOS.

Citizenship

Students will prepare for the citizenship hearing and citizenship ceremony. In particular, the physical and political geography of Canada, natural resources, municipal, provincial and federal governments will be studied. Instruction will be given in English. The course is designed for English as a Second Language speakers at a beginners to a lower intermediate level.

LEARNING CENTRES IN THE LIBRARIES

Five drop-in learning centres are operated in conjunction with Vancouver Public Library. The centres offer free help to adult students learning English as a second language. The learning centres also provide free help to adult students who wish to upgrade their skills in basic arithmetic, reading and writing. The centres are open at the following locations at the times noted.

Britannia Library - 1661 Napier St.

M/T/W: 9:30 - 5:00 p.m.

6:30 - 9:00 p.m.

Thur: 9:30 - 5:00 p.m.

Fri: 9:30 - 4:00 p.m.

Sat: 9:30 - 4:00 p.m.

Central Library

750 Burrard St.

M/T/Th/F: 9:30 - 2:30 p.m.

Hastings Library

2674 East Hastings St.

T/Th/F: 9:00 - 1:00 p.m.

Mount Pleasant Library

370 East Broadway

W/Th/F: 9:00 - 1:00 p.m.

South Hill Library

6076 Fraser St.

M/T/F: 10:00 - 2:00 p.m.

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 and is designed to suit the needs of the individual learner.

Students are taught individually by professionally trained volunteer tutors, at times mutually convenient to both students and tutors.

Volunteer tutors receive a free training program, continued guidance and support from Homefront Learning staff, plus all the necessary instructional material.

FOR FURTHER INFORMATION ON ANY OF THE ABOVE OUTREACH CLASSES TELEPHONE 875-6111, LOCAL 559.

INTERNATIONAL EDUCATION PROGRAMS KING EDWARD CAMPUS

General Information:

International students, that is non-citizens and non-permanent residents, are admissible to Vancouver Community College. When applying for admission to Vancouver Community College, international students must present proof of academic qualifications and proof that they are eligible to enter Canada on student visa. If admission is granted, all international students must pay all costs, both direct and indirect, for education and related services received at the College.

For further information please contact:

International Education
Vancouver Community College
1155 East Broadway
Box 24700, Postal Station 'C'
Vancouver, B.C., Canada V5T 4N3
Phone: (604) 875-8233

ADMINISTRATION & FACULTY

Aceman, L.	English As A Second Language
Adler, E.	Automotive Mechanics
Allen, C.	English As A Second Language
Alton, S.	Humanities
Andrews, A.	Humanities
Appleton, B.	Campus Librarian
Aquila, D.	English As A Second Language
Arthur, M.	English As A Second Language
Ash, B.	Basic Training For Skill Development
Aspinall, J.	English As A Second Language
Atherton, S.	English As A Second Language
Atkins, E.	English As A Second Language
Ballin, P.	Science
Barazzuol, I.	English As A Second Language
Barbour, R.	English As A Second Language
Barreca, D.	Counsellor
Bawtinheimer, P.	Home Support Aide
Behnke, R.	Mathematics
Behnke, W.	Curriculum Development
Bennett, M.	Division Chairman, English As a Second Language Division
Bennetti, J.	English As A Second Language
Bloomingdale, L.	Autobody
Booker, L.	Basic Training For Skill Development
Bottlinger, W.	Hearing Impaired
Branter, D.	Music
Brent, D.	Visually Impaired
Bridges, M.J.	English As A Second Language
Brown, M.	Basic Training For Skill Development
Brulhart, M.	English As A Second Language
Buck, D.	Basic Employment Skills Training
Buckley, M.	English As A Second Language
Buss, B.A.	English As A Second Language
Butler, P.	Librarian
Caldwell, R.	English As A Second Language
Cant, M.	Individualized Educational Program for Adults

Carpenter, L.	English As A Second Language
Cawsey, J.	English As A Second Language
Chan, H.	Hearing Impaired
Chan, H.L.	Counsellor
Chan-Henry, E.	Science
Charalambus, M.	English As A Second Language
Cheung, S.	English As A Second Language
Chiko, R.	Humanities
Chin, F.	English As A Second Language
Chiu, P.	English As A Second Language
Churchill, A.	English As A Second Language
Clark, P.	English As A Second Language
Cockell, J.	Mathematics
Cosco, F.	English As A Second Language
Coveney-Boyd, Y.	Home Support Aide
Cunningham, H.	English As A Second Language
Cuthbertson, M.	Music
David, S.	English As A Second Language
Davies, J.	Auto Mechanics
Domer, J.	Music
Dooley, N.	English As A Second Language
Dorn, D.	English As A Second Language
Dosanjh, R.	English As A Second Language
Dragman, J.	English As A Second Language
Draper, C.	English As A Second Language
Duke, D.	Music
Dykstra, C.	English As A Second Language
Ehling, M.	Music
Elliott, H.	English As A Second Language
Essig, J.	English As A Second Language
Fairholm, B.	Music
Fast, L.	Principal
Ferguson, N.	English As A Second Language
Fields, D.	English As A Second Language
Findley, A.	English As A Second Language
Flack, G.	English As A Second Language
Fletcher, R.	Diesel
Fornelli, F.	Business and Computer Studies
Forster-Richard, B.	English As A Second Language
Fredericks, A.	Counsellor
Funk, J.	Science
Fussell, R.	Humanities

Gaitanakis, J.	English As A Second Language
Gardiner, M.	English As A Second Language
Garner, F.	English As A Second Language
Gerber, B.	English As A Second Language
Giacomelli, E.	English As A Second Language
Gibbard, R.	Basic Training For Skill Development
Gill, R.	English As A Second Language
Girvan, S.	Manager, Finances
Godfrey, J.	English As A Second Language
Goh, E.	English As A Second Language
Gould, L.	Basic Education
Green, N.	Institutional Aide
Greenall, D.	Counsellor
Greene, T.	Music
Grimann, F.	Auto Mechanics
Gunn S.	Music
Hamm, J.	Music
Hannan, P.	Music
Harris, A.	Librarian
Hawthorn, M.	Mathematics
Hinkle, A.	English As A Second Language
Ho, J.	English As A Second Language
Ho, W.	Librarian
Hopkinson, P.	Science
Hougham, T.	Basic Training For Skill Development
Houldson, L.	Counselling
House, J.	English As A Second Language
Howard, A.	English As A Second Language
Hsu, C.L.	English As A Second Language
Hsu, S.	English As A Second Language
Husband, T.	Counsellor
Hwang, M.	Mathematics
Jameson, M.	Business & Computer Studies
Jarrett, J.	Science
Jibodh, C.	English As A Second Language
Johal, B.	Basic Training For Skill Development
Johnson, N.	Home Support Aide
Johnson, T.	English As A Second Language
Johnston, G.	Auto Mechanics
Jones, D.	English As A Second Language
Jones, H.	English As A Second Language

Kaplan, S.	English As A Second Language
Kelley, P.	Basic Education
Kelly, G.	Learning Centre
Kendall, R.	Manager, Admissions, Registration & Student Records
Kennedy, P.	English As A Second Language
Keyes, D.	Diesel
Khosla, V.	English As A Second Language
Kidd, K.	Music
Kleiser, P.	English As A Second Language
Ko, W.	Mathematics
Koch, T.	Music
Kolsterin, I.	Basic Training For Skill Development
Kostoff, J.	English As A Second Language
Kravec, G.	English As A Second Language
Lear, P.	Basic Training For Skill Development
Lee, E.	English As A Second Language
Lehner-Brandt, R.	English As A Second Language
Leroux, R.	English As A Second Language
Lewindon, S.	Division Chairman, Career Division
Lighthouse, M.	English As A Second Language
Lim, Jade	English As A Second Language
Lim, Jean	English As A Second Language
Ling, S.	English As A Second Language
Little, B.	Basic Training For Skill Development
Littleboy, P.	Basic Training For Skill Development
Lo, W.	English As A Second Language
Lo, Y.	English As A Second Language
Louey, J.	English As A Second Language
Lowe, B.	Business & Computer Studies
Lynch, K.	English As A Second Language
MacKenzie, E.	Basic Education
Mackenzie, M.	Science
MacKinlay, C.	English As A Second Language
Macskasy, K.	English As A Second Language
MacLeod, J.	Mathematics
MacLeod, M.	English As A Second Language
Macnab, J.	Basic Training For Skill Development
Maglaque, P.	Basic Education
Malo, L.	Humanities
Mar, K.	Business & Computer Studies/ Mathematics
Marshall, G.	English As A Second Language
May, C.	English As A Second Language

Thomson, L.	English As A Second Language
Tio, K.	Mathematics
Tolsma, C.	Business and Computer Studies
Tomasson, O.	English As A Second Language
Treble, M.	English As A Second Language
Trivisano, M.	English As A Second Language
Truong, M.V.	English As A Second Language
Tulpar, C.	English As A Second Language
Turpin, H.	Small Business Development
Van Winkle, C.	English As A Second Language

Waddington, M.	Basic Education
Wai, H.	English As A Second Language
Watson, B.	English As A Second Language
Watson, R.M.	English As A Second Language
Webb, M.	English As A Second Language
Weigel, G.	Auto Mechanics
Whelan, J.	English As A Second Language
Whitney, K.	Auto Body
Williams, E.	English As A Second Language
Wilson, M.	English As A Second Language
Wilson, W.	Mathematics
Wong, A.	Small Business Development
Wood, B.	English As A Second Language

Yee-MacMillan, S.	English As A Second Language
Yip, A.	English As A Second Language
Yip, M.	English As A Second Language
Yip, P.	Basic Training For Skill Development
Yoneda, S.	English As A Second Language
Young, M.	English As A Second Language

Zetler, M.	English As A Second Language
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ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

College Board

J. Chapman	H. Wotherspoon	D. Rees-Lee
E. Jarvis	T. Saunders	P. Taylor
B. Spitz	D. Brandnes	S. Hecker
C. Miller	R. Preston	

College Executive Officers

Carter, C.R.C., Director of College Resources
 Denholm, J.J., Principal, Langara Campus
 Fast, L.E., Principal, King Edward Campus
 Fleming, K.M., Bursar and Director of Administrative Services
 Gallagher, P., President, VCC.
 Rerup, H.W., Principal, Vancouver Vocational Institute

Campus Executive

Bennett, M., Division Chairman, English As a Second Language Division
 Fast, L.E., Principal
 Girvan, S., Manager, Financial and Ancillary Services
 Lewindon, S., Division Chairman, Career Division
 Moutter, D., Manager Personnel and Information Services
 Pawelchak, G., Division Chairman, Adult Basic Education Division
 Sylvester, G.A.R., Dean of Administrative and Student Services

Department Heads

Appleton, B., Department Head, Library
 Caldwell, R., Assistant Department Head, ESL - Vocational
 Cockell, J., Department Head, Mathematics
 Domer, J., Department Head, Music
 Dooley, N., Department Head, ESL - Vocational
 Fussell, R., Department Head, Humanities
 Houldson, L., Department Head, Counselling
 Jarrett, J., Department Head, Science
 Jibodh, C., Department Head, ESL - Half-Time
 Littleboy, P., Department Head, BTSD
 McGee, D., - Assistant Department Head, ESL - Half-Time
 Norman, A., Department Head, ESL - Canadiana
 Olsen, H., Department Head, Automotive Mechanics
 Onstad, C., Department Head, Basic Education Department
 Richards, B.G., Department Head, ESL - College Prep.
 Scott, T., Department Head, Diesel Mechanics
 Tolsma, C., Department Head, Business and Computer Studies
 Watson, R.M., Department Head, ESL - Outreach

Co-ordinators

Bottlinger, W., Coordinator, ASE - Hearing Impaired

Cosco, F., Coordinator, ESL - Half-Time, Beginners Level

Little, B., Coordinator, BTSD

Noble, B., Coordinator, ASE - Visually Impaired

Owen, S., Coordinator, BTSD

Rothschild, D., Coordinator, ESL - Half-Time, Intermediate Level

Sawkins, M., Coordinator, ESL - Half-Time, Advanced Level

Sproston, P., Coordinator, Automotive Body Repair

Sylvester, M., Coordinator, Home Support Aide

For Reference
Not to be taken from this room