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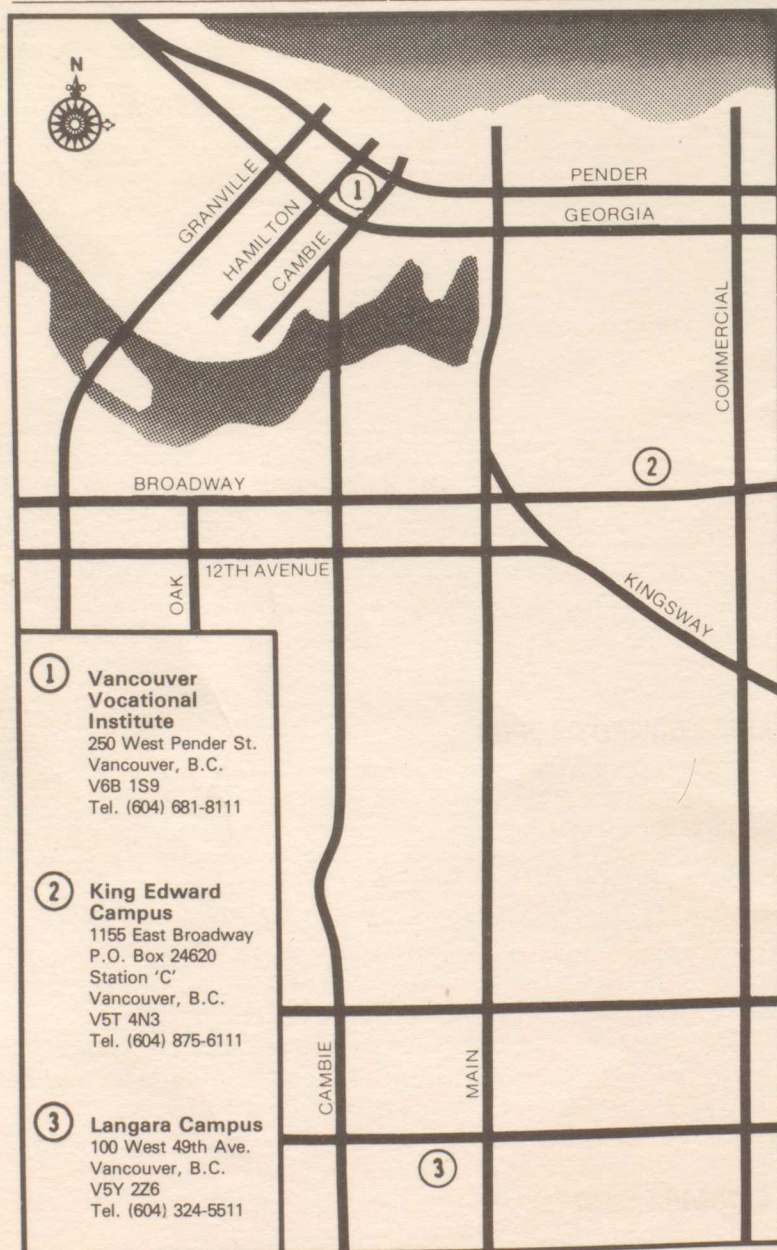
**VANCOUVER
COMMUNITY
COLLEGE**



1988-1989

King Edward Campus

PRINCIPAL LOCATIONS OF VANCOUVER COMMUNITY COLLEGE



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

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, Japanese Cuisine, 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 adults of all ages and ethnic and educational backgrounds. Primarily, adults requiring preparatory courses leading to other training or up-grading basic skills to enter or re-enter the work force are accommodated.

King Edward Campus consists of three instructional divisions -**ADULT BASIC EDUCATION, ENGLISH AS A SECOND LANGUAGE and CAREERS**. 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 houses lecture theatres, conference rooms, multi-use class-rooms, study and seminar rooms, science laboratories and technical-vocational workrooms and studios for the cultural and performing arts. Covered walkways connect the library and the gymnasium. Construction of additional non-teaching space is due for completion in late 1988. 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 arts and science programs (first second year) and 1,200 in 23 career programs of specific occupational orientation. The academic year is divided into three terms of four months each. Any two terms of enrollment constitute an academic year.

VANCOUVER VOCATIONAL INSTITUTE

The Vancouver Vocational Institute specializes in the preparation of students or upgrade 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: Business Administration Up-grading program, Vocational and Technical courses, as well as general interest courses.

Continuing Education annually enrolls approximately 28,000 part-time students. Courses are held at three principle evening centres — Langara Campus, Vancouver Vocational Institute and King Edward Campus and at a vicinity of other out reach locations.

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 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

. automotive body repair . automotive mechanics technician . basic job readiness training . basic training for skill development . college foundations . diesel mechanics technician . English language training . institutional aide . 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

KEC has a Student Advisory Committee (SAC) to advise and recommend to management the spending of student activity fees. The Committee is chaired by a faculty or staff member and consists of student representatives from major program areas at KEC. SAC promotes and supports student activities such as the monthly Happy Hours, and occasional dances as well as a variety of student-related concerns on-campus. This committee reports to KEC management through the Associate Dean for Student Services.

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 it 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 dependents 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 94 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.

There is a fee for each assessment.

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/braillists 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.

All of us use common property facilities. Just as you appreciate equipment and facilities that are clean and functioning properly, so do others. Extra costs of cleaning and repairing damaged and misused common property eventually become your costs as well.

Keep your respect within the College by treating common property with respect. Please keep walls, elevators, washrooms, and floors clean.

Take Pride in Yourself
Take Pride in Your Work
Take Pride in Your Institution

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.

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, obtaining a Grade 12 equivalency certificate, 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 obtain appropriate help 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 choice of courses, counsellors can be of assistance to students in making short- and long-term educational or career decisions.

ii) Career and Vocational Testing:

The Counselling Department provides a variety of testing services as a part of career counselling. Students may arrange an appointment with one of the career counsellors.

iii) Anxiety, Stress, Personal and Social Problems, Crises;

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

Counselling Resource Centre:

The Resource Centre is a comprehensive self-help resource centre serving 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.

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 Skills; Resume Writing; Relationship/Communication Skills; Stress and Time Management; Confidence Building and Assertiveness. Additional information about these workshops is available from the Counselling Department receptionist.

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 Career Counselling 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 Office.

The main sources of financial aid are described below:

1. B.C. Student Assistance groups with career research Program (BCSAP):

Major changes in the British Columbia Student Assistance Program were 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.

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. This assistance is also available to some college-based 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, to a total of \$16,000 for their second degree or diploma.

BCSAP provides financial assistance to help with tuition, books and 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
 Automotive Painting and Refinishing
 BTSD (Level 4)
 College Foundations (Grades 11 and 12)
 ESL College Preparatory English (098 and 099)
 Diesel Mechanics Technician
 Institutional Aide
 Music
 Pharmacy Technical Assistant
 Sign Language 300/400

2. Adult Basic Education Student college may be eligible for 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.

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
 Basic Education
 College Foundations (to grade 10 equivalency)
 ESL College Preparatory English(to grade 10 equivalency)
 ELS Half-time/Full-time
 ESL Vocational (Full-time)
 ESL Outreach
 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 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.
 Credit Union Foundation of B.C.
 Diane Thompson Memorial Scholarship
 Domco Foodservices Ltd.
 Doug Brown Memorial Trust Fund
 Elizabeth MacLeod
 Focus Building Services
 Howard/Yano Architects
 International Education
 Italian Cultural Centre
 KEC Principal's Fund
 KEC Student Advisory Committee
 Overseas Chinese Voice
 Shoppers Drug Mart
 Shrum Liddle & Heberton
 Simons Foundation
 Stanley Drug Products Ltd.
 Vancouver City Savings Credit
 Vocational Instructors' Association

Information is also available in the Counselling Career Centre and the Financial Aid Office regarding:

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:	09:00 - 16:30 hours 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.

It is also 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 diagnosis and subsequent remedial programs for King Edward Campus students who have, or who are thought to have, learning disabilities. Students who need assistance of this nature remain enrolled in regular classes, but receive specialized individual assistance during two or three sessions per week with specialists in the IEPA. Additional independent sessions may be scheduled to complement the individual sessions.

For more information about this program, students should consult either their instructor, or a counsellor, who can arrange for a referral 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

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 some 40,000 items. They include support materials on all subjects taught at the 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. A full list of all items is available by consulting the VCC Microfiche Catalogue.

Special student services include:

i) The Language Laboratory:

This room, containing over 20 audio-active cassette tape recorders, is devoted to students wishing to practise individual language skills. Even though the lab may be booked for classes from time to time, several units are always reserved for individual use.

ii) Microcomputer Laboratory:

A small computer lab is maintained to supplement other microcomputer laboratories on campus. 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 to all Vancouver Community College Services: The Library/Resource Centre has access to over 150 data bases in North America.

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 the receptionist in the Counselling Centre (room 3002, telephone 875-6111, local 208).

ASSESSMENT CENTRE

Office: 4031
Telephone: 875-6111, Local 714

ADULT BASIC EDUCATION (ABE) PLACEMENT ASSESSMENT

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

A non-refundable fee of \$10.00 is charged for each ABE assessment (i.e., Writing assessment \$10; Reading assessment \$10; Mathematics assessments \$10).

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 by BCIT.

Most ABE assessments take approximately an hour to complete. Sample questions for the Mathematics, Reading and Writing assessments are available through the Assessment Centre and the Counselling Department.

Writing Assessment (1 hour)

The multiple choice Writing assessment determines skills in: graphing - sentence logic - paragraph development - spelling - sentence recognition - grammar - punctuation and mechanics

Reading Assessment (55 min.)

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 (1 hour)

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
- basic concepts
- perimeter, area, volume
- triangle relationships

4. Basic Geometry (optional)

- basic concepts
- perimeter, area, volume
- triangle relationships

Accounting Assessment (2 hours)

The Accounting assessment determines the student's ability to:

- 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.

Typing Assessment (20 min.)

The Typing assessment determines current typing speed and suitability for entry into career/ business programs and keyboarding courses offered at KEC.

The Typing assessment consists of two 5-minute timed writings with an option of a

third.

Appointments for an assessment can be made through the Assessment Centre on Level 4.

Interview is usually given separately.

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 ESL courses at King Edward Campus. The English as a Second Language assessments consist of:

Desk Test (1 hour)

- a preliminary placement test made up of a 30-minute Beginners or Intermediate Grammar test, a 15-minute Intermediate Writing sample, and a 10-minute oral interview. Based on the results of these, the student will:

a) be assigned the appropriate level of KEC ESL class;

OR

b) be referred to take a more complete and comprehensive test, the English Language Assessment (ELA)

English Language Assessment (ELA)

- an advanced placement test that measures English as a Second Language skills in six areas:

- vocabulary
- reading
- listening
- composition
- structure
- speaking

The ELA lasts for 3 hours. An individual 15-minute oral interview is usually given separately.

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 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 (3128 and 3189).

(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 3 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.

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 handi-capped 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/Refund 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.

Application Fee:

Non-Refundable Tuition Surcharge -all students for classes commencing September to December, 1988 - \$15.00.

Non-Refundable Application Processing Fee - new students for classes commencing on or after January 1989 - \$30.00.

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 enrollment. These fees are valid for the length of the program or one year, are non-refundable, and consist of:

A Registration and Student Services Fee which covers registration, student identification card, library 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 classes should arrange to complete the withdrawal procedure. In order to obtain a partial refund of tuition fees paid, students must officially notify the College that they have withdrawn. Details of deadline dates, amounts of refunds, etc., are available at the time of registration and from the Student Services staff who offer assistance and advice when problems arise. Students who have to leave the area on short notice should have a member of the family or a friend come to the Campus to complete the withdrawal procedure. Students who fail to attend and do not officially withdraw will receive an incomplete grade on their transcript records. Students who wish to obtain partial tuition refunds must produce fee receipts, or duplicates of them, when withdrawing.

GRADES

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 to indicate probable success in the next higher course in the same field.

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 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 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 Associate Dean of Student Services 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 Associate Dean of Student Services 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 1988-89:

Adult Basic Education - Fundamental

Adult Basic Education - Intermediate

Adult Basic Education - Advanced

Automotive Body Repair

Automotive Mechanics Technician

Automotive Painting and Refinishing

Basic Training for Skill Development (BTSD)

College Preparatory English

Diesel Mechanics Technician

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
Adult Special Education for the Hearing Impaired
Adult Special Education for the Visually Impaired

ii) Diplomas:

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

The King Edward 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 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 new 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
Mathematics at the Advanced Level

These new 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 programs or complete their College Foundations Certificate Program by August 31, 1988.

GENERAL INFORMATION

Advanced Registration:

Students are advised to register in advance if possible. Advanced 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 \$10.00 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, 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 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.

Auditing a Course:

Students are permitted to audit courses, other than those for which they wish to obtain credit, provided the courses are not filled with credit students. A student wishing to audit a course may request permission to do so after the registration period. An audit student may not change his status to that of a credit student for the courses which he is auditing. A student wishing to change from credit to audit status must request such a change within the first four weeks of classes.

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 in the Student Services Office.

Incompletes:

Students who have obtained two 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 Certificate and the Provincial Diploma:

To obtain an ABE certificate or diploma, students must apply at the Student Services 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
BTSD Mathematics 3
BTSD Science 3
BTSD Social Studies 3
or

English 041 (if necessary)
English 051
Reading and Study Skills 077
Social Sciences 051

Mathematics 007 (if necessary)
Mathematics 050 (if necessary)
Mathematics 051

Science 051

ABE Advanced Certificate Program

Prerequisite: ABE Intermediate
or equivalent.

Option 1:

BTSD Communication 4
BTSD Science 4
BTSD Mathematics 4

Option 2:

Choose one option from each group:

English 071
Mathematics 061 and 071 or
Accounting 062 and 072

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 & 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
Music Theory 093
Physics 061 Physics 071
Reading and Study Skills 097
Writing Skills 097

ABE Provincial Diploma Program

Prerequisite: ABE Advanced or equivalent - including Mathematics 061 and 071

Canadian Viewpoints 081 and 091 (English 096 and Social Studies 11) or English 096 (English 12 review or English 098 and 099 (English 12 and Social Studies 11 for students who have English as a Second Language)

plus any 6 courses chosen from following:

Biology 083
Biology 093
Chemistry 083
Chemistry 093
Computer Science 083
Computer Science 093
Finance 092
Economics 094
Economics 095
English Literature 083
English Literature 093
Geography 094
Geography 095
Geography 098
History 094
History 095
History 098
Mathematics 061 and 071
Law 082
Law 092
Mathematics 083
Mathematics 093
Physics 083
Physics 093
Word Processing 082

PROGRAM AND COURSE DESCRIPTIONS

ABE FUNDAMENTAL CERTIFICATE PROGRAM

(Basic Education Department)

Department Head Office: 2127
Telephone: 875-6111, local 475
or local 473

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).

PROGRAM AND COURSE DESCRIPTIONS

ABE INTERMEDIATE AND ADVANCED CERTIFICATE 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, industry, unions, police and fire departments, and the armed forces;
- 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.

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 health services, materials, and the student identification card. 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 emphasis is on the practical 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: 2135

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. This course also includes an introduction to computerized accounting.

Prerequisite: English 051 or equivalent. An ability to touch-type is recommended (Refer to Computer Keyboarding Keyboarding 062).

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, the synoptic journal and completion of the accounting cycle. Computerized accounting modules are also introduced in this course.

Prerequisites: English 051 or equivalent and Accounting 062.

Business and Technical Writing Skills 092:

- 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 051 or assessment or Department Head approval.

Computer Keyboarding 062

(Typing 11, half course)

- is a beginning course in touch keyboarding covering alphabetic, numeric and symbol keys. This course includes an introduction to word processing. Computer Keyboarding 062 is highly recommended for students intending to register for Computer Studies and Computer Science courses. 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, revising, and of the accounting cycle, printing text) and how to format academic documents: essays, research reports,

lab reports, and information arranged in tables.

Prerequisite: English 051 or equivalent and Computer Keyboarding 062 or a typing speed assessment (minimum 25 words per minute)

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 worksheets, 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. s 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.

Prerequisite: English 051 or 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 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)

- is an advanced course in Pascal computer programming. Topics include recursion functions and procedures, pointers, and linked lists. Students are assigned individual projects requiring a systematic approach to problem solving.

Prerequisite: Computer Science 082

Finance 092

(Consumer Education 12, half course)

- is a course in personal money management, or how to be an "intelligent" consumer. Topics include an introduction to the Canadian economy, the nature and function of business, budgeting, the money and banking systems, comparison shopping, credit, and saving and investment.

Prerequisite: English 051 or equivalent.

Law 082

(Law 12, half course)

- is an introduction to Canadian law as it affects citizens in their everyday lives. Topics include the origins of our legal system, the Constitution and the Charter of Rights and Freedoms, the structure and function of the courts, the criminal law, the tort (or civil) law.

Prerequisite: English 051 or equivalent.

Law 092

(Law 12, half course: or Consumer Education 12, half course)

- is an introduction to Canadian law with particular emphasis on consumer issues. Topics include contracts, property law (owning and renting), family law, labour law, and income tax law.

Prerequisite: English 051 or

Word Processing 082

(Office Procedures 12, half course)

- introduces the student to basic word processing terminology and concepts and the use of professional word processing software. Emphasis is on producing documents used in business offices: business letters, memoranda, reports, and tables. A keyboarding speed of at least 45 words per minute must be attained to pass the course.

Prerequisites: English 051 Computer Keyboarding 072 or a typing assessment (minimum 35 words per minute).

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 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 083 and 093

(Literature 12)

- allow 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.

Prerequisite:

- 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.

Writing Skills 097

- is designed to give the student confidence in writing through practice and encouragement. The course through individual attention, provides opportunities for the student to correct writing faults and to improve written expression.

Prerequisites: A desire to improve one's writing and English 051 or equivalent, or an assessment.

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 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; 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 one of the A.B.E. Intermediate Level Algebraic Mathematics and is intended to give the student a good foundation in elementary algebra and measurement. 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 measurement 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)

- is one half of the A.B.E. Intermediate Level Algebraic Mathematics and 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 one half of the A.B.E. Advanced Level Algebraic Mathematics. Topics covered include: real numbers and their properties, exponents, scientific notation, multiplying and factoring polynomials, solving fractional expressions and equations.

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

Mathematics 071

(Academic Mathematics 11, second half)

- is one half of the A.B.E. Advanced Level Algebraic Mathematics. 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 one half of the A.B.E. Provincial Level Mathematics. It is designed to prepare students with the advanced algebra skills necessary for entry to post-secondary academic, technical or vocational programs. Topics covered include: review of 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, sequence and series.

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

Mathematics 093

(Algebra 12, second half)

- is one half of the A.B.E. Provincial Level Mathematics. It is designed to prepare students with the trigonometry and algebra skills necessary for entry to postsecondary academic, technical or vocational programs. 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

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

Biology 083 and 093

(Biology 12, half course)

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 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: Mathematics 051, English 051 or 059 and one of the following: Biology 061 or Biology 071 or Chemistry 061 or Physics 061. It is recommended that Chemistry 061 be taken 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 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: Mathematics 051, English 051 or 059 and one of the following: Biology 061 or Biology 071 or Chemistry 061 or Physics 061. 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. These courses emphasize the methods of science, problem solving techniques, basic laboratory skills and the writing of scientific reports. These courses may be taken concurrently or individually with Chemistry 061 preceding 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 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. No previous chemistry is required. Science 051 is recommended. Mathematics 061 must be taken concurrently or before Chemistry 061, however it is recommended that it be taken before 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 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.

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 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 introductory physics courses are designed to involve the student in learning the fundamental concepts of classical and twentieth century physics. The approach is both conceptual and participatory. Student activities, exercises and experiments lead to concept development which is then enhanced by a more mathematical treatment.

These courses may be taken concurrently or individually, Physics 061 preceding Physics 071.

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. Course content includes Newtonian mechanics; momentum and energy and an introduction to Special Relativity.

Prerequisite: English 051. Mathematics 061. It is possible to take Mathematics 061 and Physics 061 concurrently but it is not recommended. English 059 must be taken concurrently or before Physics 061 however it is recommended that it be taken before Physics 061.

Physics 071

(Physics 11, half course)

- focusses on sound, light and electricity. This course also includes radioactivity and examines some of the benefits and disadvantages of nuclear technology.

Prerequisites: English 051. Mathematics 061. Physics 061 is required if it is not taken concurrently with Physics 071. English 059 must be taken concurrently or before Physics 071 however it is recommended that it be taken before 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.

Physics 093

(Physics 12, half course)

- begins with the study of electro-statics. 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 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 computer and telephone devices are available. Interpreter and other support services are available from the Learning Centre at King Edward Campus.

Entrance Requirements:

Profoundly deaf and 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:

Continuous enrollment is possible, as space permits 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 may 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 IIe 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 253-4391 and ask for Russell Porter.

NATIVE EDUCATION CENTRE

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, those 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. Those 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 those goals.

The programs offered are:

1. Native Urban Literacy Project
2. Native Job Readiness Training (N.J.R.T.)
3. Native Adult Basic Education (N.A.B.E.)
4. College Preparation
5. Secretarial Training
6. Micro-Computer Office Training
7. Native Public Administration
8. Native Youth Job Corp
9. Native Police Training
10. Hospitality and Tourism
11. Film and Video Productions

For further information please contact the Native Education Centre.

GENERAL EDUCATIONAL DEVELOPMENT (GED) TESTING

King Edward Campus has been designated at the GED testing city of Vancouver. The GED test battery consists of five tests measuring knowledge in the areas of writing skills, social studies, science and mathematics. Successful completion of the tests grants the British Columbia Secondary School Equivalency Certificate, which is 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 permanent resident);
- 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 a recognized secondary school.

Candidates may prepare for these tests by registering in a program offered by the Adult Basic Education Division at King Edward Campus. The division offers a GED preparation package. A study text is available at public libraries or may be purchased at the KEC Bookstore. Admission may be obtained by contacting the Counselling Career Centre at local 497.

CAREER DIVISION

Division Chairman Office: 4054

Telephone: 875-6111, local 725

In the programs of this division, students learn skills for direct entry into specific types of work. The aim of the division is to provide programs which help students to build self-confidence; to gain experience valuable to their orientation to current labour market needs; to formulate realistic vocational goals; to develop marketable skills; and to find satisfactory employment.

CAREER DIVISION

- SCHEDULE OF EVENTS -

Pharmacy Technical Assistant Program:

There are two intakes per year: September and March.

Institutional Aide Program:

There are three intakes per year: January, April and September.

INTERPRETER DEVELOPMENT PROGRAMS:

Entry Level Sign Language Communicator Program

This three-month program begins each September, 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.

MECHANICAL TRADES CENTRE PROGRAMS:

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 and October.

Music Diploma Program:

Registrations are in September and January.

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; Safety Oriented First Aid.

Instructional Methods:

The program includes theory, demonstrations, and practise 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.

- excellent communication skills
- 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):

Computer Keyboarding Skills with a typing speed of 35 correct word per minute. (Appointments for typing assessments are made with the Admissions/Student Records Office.)

Recommended:

- basic computer literacy skills
- introductory word processing skills

Recommended Characteristics:

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

- ability to work independently;
- good health with the ability to stand for a full working day;
- good manual dexterity;
- good eye-hand coordination.

Enrollment Information:

Enrollment for this five month program is in March and September.

Fees and Additional Costs:

Program fees are subject to change. In addition to tuition fees, additional costs are levied. For specific information refer to the current fee schedule.

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.

INSTITUTIONAL AIDE PROGRAM

Program Office: 2071

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. Graduates of the program will have qualified for the "Safety Oriented First Aid" and "Food Handler" certificate.

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.
6. Food Handlers Certificate.
7. St. John Ambulance First Aide.

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 skill. 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;
- have a responsible approach to work.

Fees and Additional Costs:

Program fees are subject to change. They include tuition fees, costs of learning resource materials, student activity fee, health services fee, and student identification card 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.

Students should call for interview.

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

ESL INSTITUTIONAL AIDE PROGRAM

Purpose:

This program is designed to train English as a Second Language students for employment in Institutions as laundry assistants, housekeeping aides and kitchen workers.

Description:

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. Graduates of the program will have qualified for the "Safety Oriented First Aid" and "Food Handler" certificate plus an English Language component. This consists of daily language training in vocabulary, pronunciation and communication skills using the terminology and concepts from the institutional Aide component.

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.
6. Food Handlers Certificate.
7. St. John Ambulance First Aide.
8. English language training.
9. Work Practicum (3 weeks) in a health care institution, hotel or restaurant.

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 currently enrolled full time in the ESL-Vocational program at King Edward Campus;
- be in the second to fourth month of the five month program;
- have a minimum level - upper beginners
- be in good general health as required to perform work functions.

Desirable Qualifications:

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;
- have a responsible approach to work;
- will actively seek employment following completion of program.

Fees:

Tuition fees paid by Canada Employment and Immigration Commission.

Enrollment Information:

The program is twenty-four weeks long with classes held daily Monday to Friday, between 08.30 and 15.30 hours.

Additional information may be obtained by contacting King Edward Campus at 875-6111, local 211.

DEPARTMENT OF SIGN LANGUAGE STUDIES

Department Office: 2064

Telephone: 875-6111, local 723

INTERPRETER DEVELOPMENT PROGRAMS:

1. Entry Level (300) Sign Language Communicator
2. Sign Language Communicator (400)
3. Part-time (Evening) Sign Classes
4. Summer Session Sign Language (SSISL)
5. Interpreter Level (500)

PROGRAM DESCRIPTIONS

1. ENTRY LEVEL COMMUNICATOR (#300)

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 may 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 hand-eye 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.

Additional Information:

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

2. SIGN LANGUAGE COMMUNICATOR (#400)

Objectives:

Graduates from this ten-month program will be able to perform para-professional skills with hearing impaired people in educational, professional, and social services and business settings. They will have special communication skill, 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 learning

impaired, ethics of paraprofessional work, psychology of deafness, audiology, instructional assistance skills, laboratory practice, 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 may 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 (300) Sign and English Language Communication program.

or B.

- grade 12 completion with post-secondary English. All applicants may 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. An assessment may be required.

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 waitlist 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 deposit to Vancouver Community College, King Edward Campus no later than July 31st. Registration and first classes occur on the Tuesday after Labour Day.

Additional Information:

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

3. PART TIME EVENING SIGN LANGUAGE PROGRAM (#100 AND 200)

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 levels:

Basic

101 200 lab/workshops

102

103

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.)

Desirable 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 levels 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 basic ASL for specific groups using Sign Language Communication in educational settings, recreational settings, dormitory and group home settings.

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 in 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 norms 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.
- b) potential student of the U.B.C. Diploma Program, Special Education of the Deaf.
- c) special considerations.

Schedule:

Four weeks (three hours per day or 60 hours).
Month of July - mornings only.

Enrollment:

Enrollment is limited.

Contact Admissions DEpartment of King Edward Campus for Application forms.

Registrations must be received before June 1st.

5. INTERPRETER LEVEL(500)

Offered only as the potential enrollment at this level requires the level to be offered.

Prerequisite: Communicator Level (400)

For enquiries, contact the department office 875-6111, Local 723.

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 and a detailed calendar contact the Music Department, at 875-8220.

AUTOMOTIVE BODY REPAIR PROGRAM

Program Office: 1513

Telephone: 875-8201

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 basic 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 damaged by collision;
- use frame straightening procedures and equipment in diagnosing a wide variety of automobile body designs;
- apply all refinishing and painting techniques utilizing materials and equipment in completing the restoration.

Entrance Requirements:

Basic Academic Requirements:

- Reading Skills 11 (or equivalent)
- Mathematics 10 (or equivalent)

- ESL applicants with related trade experience should have completion of Advanced Level

Preferred applicants will be:

- Career Preparation graduates, with verification of documentation. (Applications will be accepted up to 6 months prior to secondary school graduation.)
- Persons with related trade experience
- Secondary school graduates

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 Description:

This six-month program is divided into two modules, each module lasting three months.

Module 1 consists of the following courses:

- Oxy-Acetylene Welding, Cutting and MIG welding
- History and Nomenclature of the Car (Estimating)
- Shop Practice
- Types of Fasteners Used in the Trade
- Fitting and Adjusting Methods
- Characteristics of Sheet Metal and Shrinking
- Sheet Metal Damage Repair Procedures
- Body Filling Techniques and Fibreglassing
- Panel Forming Techniques
- Automotive Electricity
- Frame Straightening, Suspension Systems and Steering Principles

Module 2 consists of the following courses:

- Shop Practice
- Fitting and Adjusting Methods

- Sheet Metal Damage Repair
- Automotive Electricity
- Frame Straightening Techniques
- Basics of Painting and Refinishing

AUTOMOTIVE PAINTING AND REFINISHING PROGRAM

Program Office: 1513

Telephone: 875-8201

Overview:

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

Entrance Requirements:

Basic Academic Requirements:

- Reading Skills 11 (or equivalent)
- Mathematics 10 (or equivalent)
- ESL applicants with related trade experience should have completion of Advanced Level

Preferred applicants will be:

- Career Preparation graduates, with certification or documentation. (Applications will be accepted up to 6 months prior to secondary graduation.)
- Persons with related trade experience
- Secondary school graduates

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 08.30 to 15.30 hours for 3 months. 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. (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 704.

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 by 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
 - emission control
 - electrical and ignition (including automotive electronic management system)
 - power train
 - front end and alignment
 - 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 in a fully-equipped automotive shop.

Entrance Requirements

Basic Academic Requirements:

- Reading Skills 11 (or equivalent)
- Mathematics 10 (or equivalent)
- ESL applicants with related trade experience should have completion of Advanced Level.

Recommended: (for Automotive Mechanics and Diesel Programs)

- Physics 11
- Mathematics 11

Preferred applicants will be:

- Career Preparation graduates, with certification or documentation. (Applications will be accepted up to 6 months prior to secondary school graduation.)

- Persons with related trade experience
- Secondary school graduates

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 valid B.C. Driver's Licence.

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 prerequisite for Automotive Electronics and Fuel Management Program.

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 areas:

- Diesel Engine Mechanics
- Commercial Transport Mechanics
- Heavy-Duty Mechanics
- 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 troubleshoot 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:

Basic Academic Requirements:

- Reading Skills 11 (or equivalent)
- Mathematics 10 (or equivalent)
- ESL applicants with related trade experience should have completion of Advanced Level

Recommended: (for Automotive Mechanics and Diesel Mechanics programs)

- Physics 11
- Mathematics 11

Preferred applicants will be:

- Career Preparation graduates, with certification or documentation. (Applications will be accepted up to 6 months prior to secondary school graduation.)
- Persons with related trade experience
- Secondary school graduates

Recommended:

- good general health and respiratory condition;
- physical strength and stamina compatible with the handling of heavy parts and equipment, 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 Description:

The program is twelve months long and is divided into a number of modules, these are grouped into 9 major competencies:

1. Operate basic machine shop and welding equipment.
2. Service and repair electrical components
3. Service and repair hydraulic components
4. Service and repair air, hydraulic and engine braking systems
5. Service, repair and operate diesel engines and describe the operation of air conditioning systems
6. Service and repair power transmission components
7. Service, repair and tune-up diesel fuel systems
8. Operation and adjustment of woodward hydraulic and electric governors
9. Operation of power generation units

*These modules, or the major competencies, may be combined to produce units of special instruction to meet specific training needs. For example, as skill upgrading - or for engine overhaul and rebuilding.

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 student activity fee, a student health services fee, a coverall deposit, etc.

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 (ESL) DIVISION

Division Chairman Office: 4059

Telephone: 875-6111, local 730

The English as a Second Language (ESL) Division consists of the following departments:

- i) ESL Vocational
- ii) ESL Half-Time
- iii) ESL College Preparatory English
- iv) ESL Outreach

These programs are designed for those who wish to learn English as a second language or additional language. Unless otherwise noted, classes offered at the Beginner, Intermediate, Advanced and College Preparatory levels give practice in listening, speaking, reading and writing English. All programs provide orientation to Canadian life and culture, and prepare students for Canadian Citizenship.

Admission Requirements:

Students entering in an ESL program for the first time must show proof of Canadian Citizenship or permanent resident status. Each student is assessed to determine the level of English before being assigned to a class.

Tuition Fees:

Fees vary from program to program because of differences in the length of time and in the number of hours of instruction per week.

Registration dates are available from the KEC Counselling Career Centre, telephone 875-6111, local 497.

ENGLISH AS A SECOND LANGUAGE DIVISION - SCHEDULE OF EVENTS -

ESL Vocational Department:

(Beginners Level)

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

Contact your Canada Employment Centre for more information.

English Language Skills 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 (Advanced 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 Afternoon and Evening Program:

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

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.

OUTREACH PROGRAM

Department Head Office: 3195

Telephone: 875-6111, Local 557

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.

Learning Centres in the Libraries

Four drop-in learning centres are operated in conjunction with the 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.
Th:	9:30 - 5:00 p.m.
F:	9:30 - 4:00 p.m.

Sat: 10:00 - 2:30 p.m.

Mount Pleasant Library
370 East Broadway

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

South Hill Library
6076 Fraser St.

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

Central Library
750 Burrard St.

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

M/T/W/Th: 6:30 - 9:00 p.m.

Night Classes

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

Neighborhood Classes

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

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, June and September.

Classes are held at the following centres:

Cedar Cottage Neighborhood House

4065 Victoria Drive

DERA

9 East Hastings Street

Douglas Park Community Centre

801 West 22nd Avenue

Dunbar Community Centre

4747 Dunbar Street

411 Seniors Centre

411 Dunsmuir Street

Frog Hollow Neighborhood House

2131 Renfrew Street

Gordon House

1019 Broughton Street

Jewish Community Centre

950 West 41st Street

Killarney Community Centre

6260 Killarney Street

Killarney Park Mennonite Church

6426 Kerr Street

Little Mountain Neighborhood House

3981 Main Street

Marpole/Oakridge Community Centre

990 West 59th Avenue

Mount Pleasant Community Centre

3161 Ontario Street

Strathcona Community Centre

594 East Pender Street

Sunset Community Centre

404 East 51st Avenue

West End Community Centre

870 Denman Street

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 Services
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
Aro, S.	Pharmacy
Arthur, M.	English As A Second Language
Ash, B.	Basic Training For Skill Development
Atherton, S.	English As A Second Language
Au, A.	Small Business
Bacon, Janine	Basic Education
Ballin, P.	Science
Barazzuol, I.	English As A Second Language
Barbour, R.	English As A Second Language
Barreca, D.	Counsellor
Bates, S.	English As A Second Language
Behnke, R.	Math
Behnke, W.	
Bennett, M.	Division Chairman, English As a Second Language Division
Bennetti, J.	English As A Second Language
Birbaum, Clara	English As A Second Language
Bloomingdale, L.	Autobody
Booker, L.A.	Basic Training For Skill Development
Bottlinger, W.	Hearing Impaired
Bowers, B.	English As A Second Language
Branter, D.	Music
Brent, D.	Visually Impaired
Bridges, M.J.	English As A Second Language
Brown, M.	Basic Training For Skill Development
Buckley, M.	English As A Second Language
Burcescu, C.	Humanities
Buss, B.A.	English As A Second Language
Butler, P.	Librarian
Caldwell, R.	English As A Second Language
Cansin, D.	English As A Second Language
Cant, M.	Individualized Educational Program for Adults

Cawsey, J. English As A Second Language
 Chan, H. Hearing Impaired
 Chan, H.L. Counsellor
 Chan-Henry, E. Science
 Charalambous, 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
 Clark, P. English As A Second Language
 Cockell, J. Mathematics
 Cosco, F. English As A Second Language
 Costello, K. English As A Second Language
 Cunningham, H. English As A Second Language
 Cuthbertson, M. Music

David, S. English As A Second Language
 Der, L. English As A Second Language
 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

Engineer, S. Humanities
 Ehling, M. Music
 Essig, J. English As A Second Language

Fairholm, B. Music
 Fast, L. Principal
 Felker, Mel. Counsellor
 Ferguson, N. English As A Second Language
 Findley, A. English As A Second Language
 Fisher, J. English As A Second Language
 Flack, G. English As A Second Language
 Fletcher, R. Diesel
 Fornelli, F. Computer Science
 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
 Gellard, S. Basic Education
 Gerber, B. English As A Second Language
 Giacomelli, E. English As A Second Language
 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
 Goss, A. English As A Second Language
 Gould, L. Basic Education
 Green, N. Institutional Aide
 Greenall, D. Counsellor
 Greene, T. Music
 Grimann, F. Auto Mechanics
 Groves, P. Dean of Instruction and Student Services
 Gunn, S. Music
 Hamilton, P.
 Hamm, J.
 Hannan, P.
 Harris, A.
 Hinkle, A.
 Ho, J.
 Hole, R.
 Hopkinson, P.
 Hougham, T.
 Houldson, L.
 House, J.
 Howard, A.
 Hsu, C.L.
 Hsu, S.
 Hughes, J.
 Husband, T.
 Hwang, M.

Music
 Music
 Librarian
 English As A Second Language
 English As A Second Language
 English As A Second Language
 Science
 Basic Training For Skill Development
 Department Head, Counselling
 English As A Second Language
 English As A Second Language
 English As A Second Language
 English As A Second Language
 Business and Computer Studies

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. Institutional 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
Kennedy, P.	English As A Second Language
Keyes, D.	Diesel
Khosla, V.	English As A Second Language
Kidd, K.	Music
Klingenberg, F.	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
Kozakiewicz, N.	English As A Second Language
Kravec, G.	English As A Second Language
Lai, Francis	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
Lennig, L.	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, 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
Lovelace, M.	English As A Second Language
Lowe, B.	Business & Computer Studies
Lyle, S.	Sign Language
Lynch, K.	English As A Second Language
MacFayden, S.	Sign 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
Makarewicz, P.	English As A Second Language
Mallach, R.	Basic Education
Malo, L.	Humanities
Mar, K.	Business & Computer Studies
Marshall, G.	English As A Second Language
May, C.	English As A Second Language
Mayer, C.	Humanities
McBryde, John	Science
McElroy, Ann	Basic Education
McGee, D.	English As A Second Language
McHardy, M.	Home Support Aide
McIntosh-Kocaba, S.	English As A Second Language
Meadows, C.	Diesel
Mennell, L.	English As A Second Language
Merkel, R.	Basic Education
Meyer, R.	English As A Second Language
Meyer, R.	Humanities
Monk, V.	English As A Second Language
Morelli, N.	English As A Second Language
Moutter, D.	Manager, Personnel and Information Services
Nehring, M.	English As A Second Language
Nelson, M.	Basic Education
Neville, P.	English As A Second Language
Nielsen, A.	Hearing-Impaired
Nierobisch, C.	English As A Second Language
Nightingale, L.	English As A Second Language
Nikkel, L.	Mathematics
Nobel, B.	Visually-Impaired
Norman, A.	English As A Second Language
Nowak, N.	Basic Education
Nurse, M.	English As A Second Language
Ofield, R.	Sign Language Communicator
Oksanen, R.	Diesel
Olsen, H.	Auto Mechanics
O'Neill, D.	Auto Mechanics
Onstad, C.	Basic Education
Owen, S.	Basic Training For Skill Development
Pawelchak, G.	Science
Pearson, C.	English As A Second Language

Peck, R. English As A Second Language
 Pedersen, G. English As A Second Language
 Perkinson, J. English As A Second Language
 Petersen, T. English As A Second Language
 Pierce, K. English As A Second Language
 Pollard, B. English As A Second Language
 Porter, R. Basic Training For Skill Development

Quinn, T. English As A Second Language

Rabinowitz, M. English As A Second Language
 Rach, F. Business and Computer Studies
 Rapson, L. Basic Training For Skill Development
 Ratcliffe, M. Science
 Rathie, R. Science
 Reaburn, R. English As A Second Language
 Regier, M. Music
 Reid, G. Humanities
 Richards, B.G. English As A Second Language
 Richards, G. Basic Education
 Richards, Z. English As A Second Language
 Richardson, D. Basic Education
 Riike, J. Humanities
 Roberts, N. English As A Second Language
 Robinson, M. English As A Second Language
 Romaniw, I. English As A Second Language
 Rosati, M. Mathematics
 Rose, P. Visually-Impaired
 Rothschild, D. English As A Second Language
 Rudolph, G. Mathematics

Sallis, C. English As A Second Language
 Salzmann, H. English As A Second Language
 Sawkins, M. English As A Second Language
 Scholefield, S. English As A Second Language
 Scott, T. Diesel
 Sedgman, R. English As A Second Language
 Shaffer, V. English As A Second Language
 Shaw, G. Humanities
 Siddiqi, K. English As A Second Language
 Sinclair, V. English As A Second Language
 Siu, F. English As A Second Language
 Smith, D. English As A Second Language
 Soles, H. English As A Second Language

Soltis, E. English As A Second Language
 Souza, T. English As A Second Language
 Spencer, H. English As A Second Language
 Sproston, P. Auto Body
 Stewart, L. Basic Education
 Strong, I. English As A Second Language
 Swanson, D. English As A Second Language
 Sylvester, G. Associate Dean of Student Services
 Szasz, M. Basic Education

Taylor, Peter Music
 Taylor, R. English As A Second Language
 Tegenfeldt, H. English As A Second Language
 Tewinkel, M.J. English As A Second Language
 Thomson, L. English As A Second Language
 Tio, K. Math
 Tolsma, C. Business and Computer Studies
 Tomasson, O. English As A Second Language
 Tomlin, R. Humanities
 Trebble, 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

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
 Wilson, M. English As A Second Language
 Wilson, W. Mathematics
 Wong, A. Small Business Development/English As A
 Second Language
 Woods, R. Science

Yee-MacMillan, S. English As A Second Language
 Yildiz, N. 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

ORGANIZATION OF

VANCOUVER COMMUNITY COLLEGE

College Board

D. Brandes	D. Rees-Lee
R.A. Brocklebank	R.T. Smith
J. Chapman	B. Spitz
C. Miller	H. Wotherspoon
R. Preston	

College Executive Officers

Carter, C.R.C.,	Director College Resources
Denholm, J.J.,	Principal Langara Campus
Fast, L.E.,	Principal King Edward Campus
Fleming, K.M.,	Bursar and Director of Administrative Services
R.M. Pearce	Director, Continuing Education
Gallagher, P.,	President Vancouver Community College
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 of Finances
Groves, P.,	Dean of Instruction and Student Services
Lewindon, S.,	Division Chairman, Career Division
Moutter, D.,	Manager Personnel and Information Services
T.B.A.,	Division Chairman, Adult Basic Education Division
Sylvester, G.A.R.,	Associate Dean of Student Services