

CALENDAR

1990/91



CITY CENTRE

VANCOUVER
COMMUNITY
COLLEGE



CITY CENTRE

250 W. Pender St., Vancouver, B.C. V6B 1S9 681-8111

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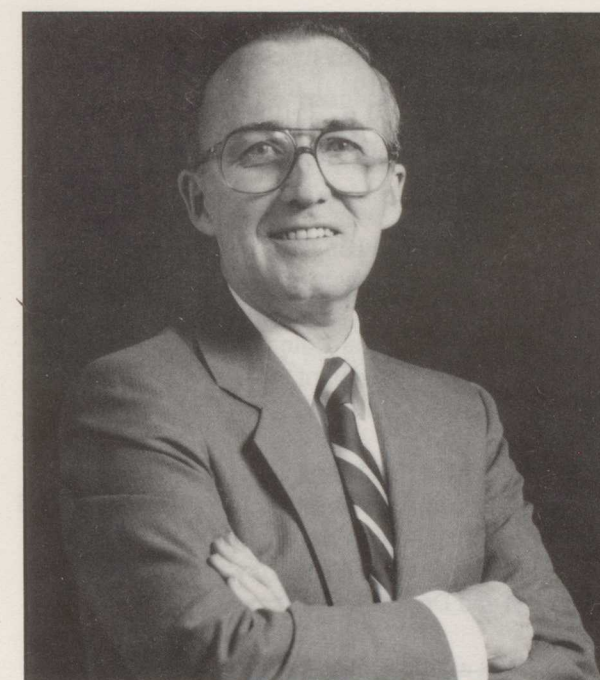
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PRESIDENT'S WELCOME



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

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

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

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

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

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

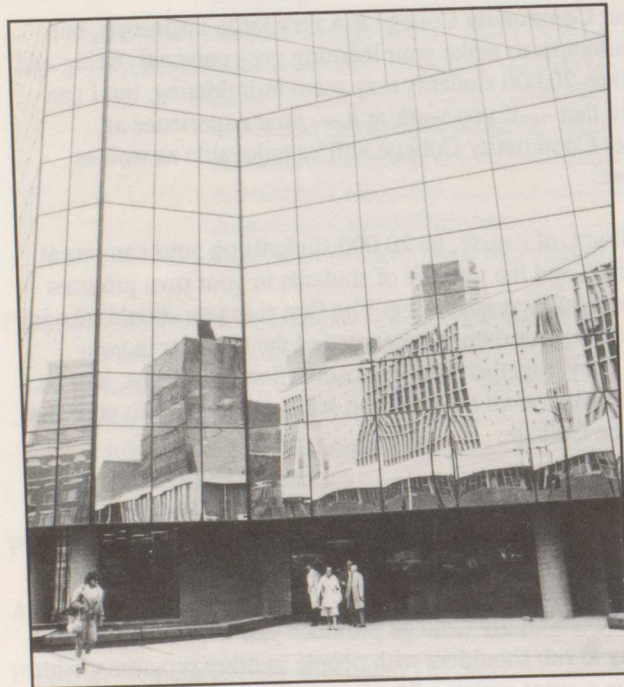
Welcome!

PAUL GALLAGHER, President,
Vancouver Community College

College Board

Brandes, Mr. D.
Brocklebank, Mr. R.A.
Camp, Mr. D.K.
Chapman, Dr. J.
Coyle, Mr. C.
Furlong, Mr. J.
Maughan, Mrs. D.D.
Miller, Mrs. C.
Preston, Ms. R.
Smith, Mr. R.T.
Spitz, Mrs. B.

A BRIEF HISTORY



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

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

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

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

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

The College Board, which oversees the affairs of the College, is comprised of eleven members appointed by the Provincial Lieutenant Governor in Council.

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 that 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.

GUIDELINES FOR STUDENTS

Admissions

GENERAL REQUIREMENTS

(a) **Citizenship** - The applicant must be a Canadian citizen or permanent resident. Exceptions are for those individuals who have applied for permanent residency and are receiving favourable consideration; are convention refugees as designated by the Federal Government; are members, or direct dependents of members, of the diplomatic corps; or are 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) **Applications** are accepted from anywhere in Canada. Applications from outside Canada should be directed to Vancouver Community College, International Education Department, 1155 East Broadway, Vancouver, B.C., V5T 4N3.

(c) **Admission and re-admission** requirements for specific programs are based on the underlying principle of the potential for success within the time limits of the specific programs.

(d) **Acceptance of Application** - Applicants must meet the requirements of the College and the program before being placed on the list for enrolment in that program.

Applicants meeting all entrance requirements will be entered on the program list on their date of application for a specific program at the City Centre.

Applicants still taking prerequisite courses in a secondary school or a post secondary institution will be entered on the application list on the later of the following dates:

- Application date at City Centre for a specific program
- Start date of the prerequisite courses at Vancouver Community College

- Start date of prerequisite courses at a secondary or other post-secondary institution (not to exceed 6 months maximum.)

Note: If a class has been filled prior to the City Centre receiving the transcript for the completed prerequisite course, then the applicant will remain on the list for the next class.

(e) A **person** may submit applications to more than one program at the same time.

(f) **Admission** to a specific program is normally on a first-come first-served basis provided that all admission requirements are met. In some cases students are selected on the basis of academic achievements and interviews.

(g) **Application lists** - When more applications are received for a specific program than there are training spaces, applicants are placed on a list in the order of the date on which the applicant complied with the requirements for admission.

(h) **Conditional Entry** - Acceptance of applicants who do not fully meet the entrance requirements into programs where there are no other qualified applicants, and where space is available, is permitted on a limited basis.

EDUCATIONAL REQUIREMENTS

Educational entrance requirements vary from program to program. Please refer to the **Program Listing** for specific details.

For those programs requiring Grade 12 graduation, English 12 ME (Minimum Essentials) is not considered adequate. Applicants must possess regular Grade 12 English or Communications 12.

MATURE STUDENT STATUS

Applicants who lack sufficient formal education to meet specific program requirements for admission may apply for **Mature Student Status**. This will take into account work experience, background, previous education, age,

or a combination thereof, to determine eligibility. It is within the discretion of the Dean of Administrative and Student Services, or his delegate, to waive the requirements of regular admission. An applicant may be accepted as a mature student if the applicant is at least 19 years of age, one year out of secondary school, and the applicant's background and experience are evaluated against the specific program requirements. Mature applicants, on the basis of the above evaluation, may be required to take prerequisite courses before entering the program.

CAREER PREPARATION STUDENTS

Graduates from a Career Preparation program in a secondary school will have priority for a specific number of training spaces in each class. Applicants must submit a form stating that such a program has been completed.

ENGLISH LANGUAGE ASSESSMENT

Applicants whose first language is other than English may be required to write an **English Language Assessment** examination prior to admission. Persons required to write this test will be so advised. The results of the assessment may affect the applicant's subsequent eligibility for acceptance into a program. Further information on the assessment is available from the Counselling Department.

OTHER ASSESSMENTS

Applicants for some programs may be required to take special assessment tests before enrolling. If deficiencies are identified, remedial courses are available for the applicant at VCC campuses.

ADMISSION PROCEDURES

1. To apply for admission to a program, each applicant must complete and submit an application obtainable from the Admissions Department and attach photocopies of transcripts and records of previous education, for all programs except for those specific programs where an official tran-

script is required. For further information contact the Admissions Department.

2. The application may be submitted to the Admissions Department in person or by mail.
3. Processing of the application may require an interview, testing, or appraisal as appropriate to meet the admission requirements of specific programs.
4. When the applicant accepts the offered training space, the payment of fees is required in accordance with the current fee schedules.

AUDIT STUDENTS

Students wishing to audit a program or course may do so provided they declare their intention when registering. Students who wish to transfer from credit to audit programs may do so only with the permission of the department head.

APPLICATIONS SHOULD BE COMPLETED AND SUBMITTED TO THE CITY CENTRE ADMISSIONS DEPARTMENT WELL IN ADVANCE OF THE PROGRAM COMMENCEMENT DATES.

The College reserves the right to alter procedures and rules regulating admission and registration; instruction and graduation from the College and its various divisions; and to change any other regulation affecting the student body, including altering and discontinuing courses and the changing of fees. Such changes take effect whenever College authorities so determine, and may apply to those already registered at the College as well as prospective students.

PART-TIME COURSES

From time to time, the College offers, on a part-time basis, courses for which there is a recognized demand or courses that are prerequisite for entry into another College course or program.

These courses are generally offered at specific times of the year, e.g. Fall and Winter and are advertised at that time. For further information contact the Counselling Department.

STUDENT IDENTIFICATION CARD

Students will be issued a Student Identification Card at commencement of training. This card will serve as identification for Library privileges and for proof of student status at community facilities.

CHANGE OF NAME OR ADDRESS

At registration, all students are required to submit a permanent address to which College diplomas, citations, certificates, transcripts and letters may be mailed. It is the responsibility of all **applicants** to report any change in name, address or telephone number to the **Admissions Department**. It is the responsibility of all **enrolled students** to report any change in name, address, or telephone number to the **Student Records Department**. Failure to do so may result in the cancellation of application and loss of a place on the wait list, or in students not receiving transcripts after graduation.

MEDICAL CERTIFICATE

Some programs require that the applicant complete a medical questionnaire and provide a recent negative TB skin test report (if the skin test report is positive, a chest X-ray report is required.) In the Nursing Programs immunizations are necessary before permission is granted for entry into hospitals and extended care institutions for the practical training. Applicants should ensure that they have the necessary medical certificates and reports ready prior to registration; otherwise their entry into the training program will be delayed. All medical examinations are the responsibility of the applicant. The examinations are not covered by the B.C. Medical Services Plan. All medical certificates are confidential and should be forwarded to:

College Health Services
Vancouver Community College, City Centre
250 West Pender Street
Vancouver, B.C. V6B 1S9

ASSESSMENT CENTRE

The Assessment Centre provides independent skill inventories, interest and aptitude testing, and interest testing as applied to vocational work situations.

VITAS (Vocational Interest Temperament and Aptitude System) Efficient Work Sample Vocational Assessment and CAAT (Canadian Adult Achievement Test)

VITAS:

- administered in 2 1/2 days
- measures quality and speed of work
- normed on culturally/educationally disadvantaged adults and special needs high school students
- an opportunity to explore work activities representing thousands of jobs
- keyed to the job market of the 90's
- requires less than sixth grade level reading ability
- related to the Department of Labor's new 'Guide for Occupational Exploration' and the 'Dictionary of Occupational Titles'
- assesses skills, vocational interests and work-related behaviour

THE VITAS WORK SAMPLES:

- #1 Nuts, Bolts, and Washer Assembly
- #2 Packing Matchbooks
- #3 Tile Sorting and Weighing
- #4 Collating Material Samples
- #5 Verifying Numbers
- #6 Pressing Linens
- #7 Budget Book Assembly
- #8 Nail and Screw Sorting (two parts)
- #9 Pipe Assembly

- #10 Filing by Letters
- #11 Lock Assembly
- #12 Circuit Board Inspection
- #13 Calculating
- #14 Message Taking
- #15 Bank Teller
- #16 Proofreading
- #17 Payroll Computation
- #18 Census Interviewing
- #19 Spot Welding
- #20 Laboratory Assistant
- #21 Drafting

THE CAAT SERIES:

The 'Canadian Adult Achievement Test (CAAT)' is a battery of tests designed to measure the level of educational achievement among adults. The examination consists of items with adult content, and it may be used to assess the achievement level of adults who have had varying amounts of formal schooling. CAAT was developed to fill the need for an instrument that would better meet the assessment requirements of national training programmes.

Three levels of CAAT were developed to accommodate meaningful segments of twelve years of schooling. Level A is for adults who have had from one to four years of formal education (the primary grades); Level B is for adults who have had from five to eight years of schooling (the intermediate grades); and Level C is for adults who have had at least eight years of schooling and may have graduated from high school (the high school grades). The grade designation of each of the three levels refers to the achievement level that can be assessed most reliably.

COUNSELLING

Counsellors provide the following services to students and applicants:

- Educational/Career Counselling to both applicants and students
- Personal counselling to students
- Job Search Workshops for enrolled students

- Individual instruction and class presentations in reading and study skills
- Referral service to outside community services and medical agencies
- Referral service to other educational centres within Vancouver Community College and other post-secondary institutions

The Educational and Career Resource area is located in the Counselling Department which is adjacent to the West Pender Street entrance. Students and applicants are encouraged to obtain complete information on City Centre's programs, and to view available videos describing these programs.

In addition, the Counselling Resource area has information on other Vancouver Community College programs, and courses and programs of other post-secondary institutions.

FEES

TUITION

1. Tuition fees for a full-time student shall be based on a monthly tuition fee rate, as set by the College Board. For further information contact the Cashier's Office.
2. 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.
3. 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.
4. Some programs are offered on a cost recovery basis, and fees for these may be substantially higher than for regular programs.
5. All tuition fees shall be payable in advance of training provided.

6. The tuition fee rates are subject to change.
7. For full-time programs of longer than four months, tuition fees may be paid in instalments as set by the College. However, the onus is on the student to pay each instalment on time or a late payment fee may be levied.
8. For enrolments of less than one week duration, the minimum payment of tuition fees shall be at least five days at the full-time daily tuition fee rate.

REFUNDS

Refund of tuition fees shall be based on a schedule, as set by the College Board.

Requests for tuition fee refunds by students who have withdrawn will not be accepted if the date of such a claim is more than one month after the last day of attendance.

For further information, please contact the Cashier's Office.

RETURNED CHEQUES

A charge will be levied on all returned cheques. For cheques returned NSF, the Cashier reserves the right to accept only cash, certified cheque, or money order on all subsequent payments.

STUDENT ASSOCIATION

In addition to the regular tuition fee, a student association fee is payable at the time of enrolment. The Student Association membership fee, the amount of which depends on the length of the program, is used to carry out the functions normally attributed to such an association, i.e., for proper representation within as well as outside the College; for socials, dances, and other association/student functions.

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. The Program Outlines identify these approximate costs.

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 usually be purchased from the College Bookstore. A tool/uniform deposit is required for some programs.

SPONSORED STUDENTS

Students receiving funds for training from Canada Employment and Immigration Commission, 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: Fully sponsored C.E.I.C. students will receive texts and certain supplies at no cost.

FINANCIAL AID

SOURCES

1. B.C. STUDENT ASSISTANCE PROGRAM

a. Purpose of Program - This program provides assistance in the form of Canada Student Loans, or a combination of Canada Student Loan and B.C. Student Loan, or Canada Student Loan and Equalization Funds. The amount and type of assistance awarded will be based on an assessed need as determined by the provincial authority. Students intending to apply for B.C.

Student Assistance should be aware that it will take approximately ten (10) weeks to process a student loan application. Students are reminded that this is an assistance program that is aimed at assisting, not replacing, your own financial resources. You will be expected to pay your tuition fees from your own resources at the time of registration.

b. How to Apply - Applicants residing in the Vancouver or Lower Mainland areas should obtain a student loan package from the Financial Aid Department. Students are encouraged to view a video in the City Centre Library which explains how to complete the loan form. It is the student's responsibility to submit a complete and correct form to the City Centre Financial Aid Office. Applications that are not completed correctly encounter long delays in processing.

2. WORK STUDY PROGRAM - The Work Study Program is available to students whose financial need has not been met through the B.C. Student Assistance Program. Applications are available at the beginning of each term.

3. BURSARY - A bursary is non-repayable award which is made to students proving financial need and an ability to maintain a satisfactory academic record. Bursary applications may be submitted at any time unless otherwise stipulated in the award description.

CANADA EMPLOYMENT & IMMIGRATION COMMISSION - TRAINING ASSISTANCE

The Canada Employment and Immigration Commission (C.E.I.C.) gives financial help to Canadian citizens and permanent residents who need training to increase their earnings or their chances of getting a job. This is only available for certain full-time programs. Applicants must be at least sixteen (16) years of age and have been out of school for at least one year. There are two ways that C.E.I.C. can help:

1. Full Sponsorship - C.E.I.C. pays tuition fees and either a Training Allowance or Unemployment Insurance benefits, if the applicant is eligible for Unemploy-

ment Insurance benefits. Applicants may also receive money for daycare and/or commuting to and from school.

2. Partial Sponsorship - If eligible for Unemployment Insurance benefits, applicants may be eligible to continue receiving these benefits while going to school. The student pays the school's tuition fees and there is no assistance for daycare or commuting to and from school. Applicants should go directly to their local Canada Employment Centre to attend a group information session on training. Applicants are encouraged to phone ahead to confirm the time and date of this information session.

GENERAL INFORMATION

DEFINITIONS OF TERMS

The terms defined here are mentioned in order to identify the different curriculum units of each program. These units are the basis for the standard student evaluation system in place for all programs at the City Centre.

Course: a specific subject area component, e.g. Anatomy and Physiology.

Level: a period of time consisting of a grouping of courses which reflects the end of a particular training stage in a program.

Program: an organized group of courses leading to a recognized educational objective which, when successfully attained, qualifies a student to receive a College Certificate, Citation or Diploma.

Certificate: a College certificate is normally awarded on the successful completion of a program of one year or less.

Citation: a citation is an acknowledgement of completion of a program and in certain instances is issued in place of a certificate.

Diploma: a College diploma is normally awarded on the successful completion of a program of more than one year.

Full time student: this is a student who is duly registered in a program, who is carrying a full course load (six hours per day, five days a week.)

Part time student: a part time student is one who is carrying less than a full course load.

RESPONSIBILITIES OF THE STUDENT

1. To Their Studies:

It is the responsibility of students to keep their work assignments up to date and to complete assignments as required. Final assessments are based on both written tests and practical "hands-on" assignments. In determining the final standing in any subject, the work of the entire course is taken into consideration, including examinations, tests, workshop and laboratory work, essays, and technical reports.

2. To The Faculty:

Faculty members are available for consultation with students by arrangement. Students who take advantage of this extra time will invariably enrich their college learning experience.

3. To The College:

Acceptance into a College program carries with it an obligation to maintain a mature and responsible standard of conduct, deportment, and dress. On campus, it is the responsibility of every student to observe the laws governing the community as well as the rules of Vancouver Community College. A student who fails to do so, or acts in a manner that will reflect unfavourably upon himself/herself, the College, or the student body, is subject to disciplinary action which may result in suspension or dismissal. For both safety and health reasons, students are not allowed to bring animals into the College with the exception of guide dogs for the blind.

4. To The Community:

The College is organized and operated by the Vancouver Community College Board as a public service at community expense; the cooperation of all students in proving the value of such an institution to the community is expected at all times.

RESPONSIBILITY TO THE STUDENT

It is the responsibility of the College to provide every opportunity to assist students in overcoming problems that are affecting both their performance and attendance, and that recommendations regarding discontinuance only be made after appropriate remedial action has been taken. Such assistance is available from the department involved, particularly in relation to instructional and learning problems and from the Counselling department which handles the student's other vocational and personal concerns.

At the beginning of each level, instructors will state clearly and in writing, the criteria they will use in assessing the student's performance during that level. Such criteria can include an attendance stipulation and also a stipulation regarding the completion of assignments and reports. It should include an outline of basic objectives, and the schedule of tests and examinations created to measure achievement of these objectives. The value of each test and examination in relation to the overall test and examination schedule is to be indicated. It is against such criteria that students are evaluated.

Each course has a title and a given period of instructional time. This amount of time spent in student contact is also a basis upon which grades will be determined. The grading and reporting system is designed to measure student progress through the theory and 'hands-on' activities which are to be mastered for satisfactory completion of a program. It is further designed to inform students of the degree of competency that they have achieved in a course relative to the standards expected in that course and program. This system assumes the formation of a feed-back process fully informing the student of the work that has been completed satisfactorily at each level of the program.

Final examinations, if required by the department, are scheduled for the last week of the program. If examinations are not held, and marks are based only on the accumulated work of the level, then classes will extend into the designated examination period. A student may be excused from taking a scheduled examination only with the written permission of the department head, for reasons such as illness or bereavement.

GRADE POINT SYSTEM

A Grade Point Average (GPA) will be computed for each student for each level completed. The final GPA will be computed for all levels at the completion of a program. Students in all diploma, certificate or citation programs will have their examinations graded A, B, C, etc., by their instructor. A numerical value is assigned each grade for the purpose of implementing the grade point system. For example:

Letter Grade	Grade Point Equivalent
A Excellent	= 4
B Above Average	= 3
C Average	= 2
D Below Average	= 1
F Fail	= 0
S Satisfactory	= Not applicable
U Unsatisfactory	= Not applicable
E Exempt	= Not applicable
R Audit	= Not applicable
Z Anecdotal	= Not applicable

Each department assigns a number of 'credits' to each course taught depending on the amount of time that a student spends in classes, labs and workshops, and on the importance of the course in relation to the total program. The more importance given, or the more time spent, the more credits are assigned to the course. To determine the Grade Point Average for each student for a level, three calculations are made:

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

Note: Courses in which a student receives an "F" Grade are also included in the calculation of the GPA. If a student repeats a course the original mark is dropped and

the new grade is used in the GPA calculation. The following example illustrates the calculation of GPA:

Course	Credit Hours	Letter Grade	Grade Point Equivalent	Grade Point X Credit Hours
No. 1	2.0	A	4	4 x 2.0 = 8.0
No. 2	2.0	B	3	3 x 2.0 = 6.0
No. 3	3.0	C	2	2 x 3.0 = 6.0
No. 4	1.5	D	1	1 x 1.5 = 1.5
No. 5	1.0	F	0	0 x 1.0 = 0.0
	9.5			21.5

GPA is 21.5 divided by 9.5 = 2.26

A student may not normally proceed to the next program level without the Department Head's approval if he/she has a grade point average of less than 2.00 for the prior level or has received a "F" or "D", "U" (unsatisfactory) grade, or a negative anecdotal evaluation in a prerequisite course.

Exempt 'E' Grade Designation

Many individuals enter the City Centre with previous work experience or schooling which may be equivalent to a course within a program. In order to determine this equivalency, a student may "challenge" any course. The evaluation process is developed by the department concerned. The student who successfully achieves a passing grade will have 'exempt' placed on the Transcript of Achievement indicating a successful outcome of the "challenged" course.

Audit 'R' Grade Designation

Students registered on an audit basis will receive a transcript with a 'R' grade designation. However, no credit is granted for the course and this grade is not included in the calculation of a grade point average.

Conversion from an audit to a credit basis or from a credit to audit status is permissible only with permission of the department head.

Anecdotal 'Z' Grade Designation

Program learning activities or an individual's personal circumstances may preclude assignment of course grades A, B, C, D, F or Exempt. In these cases a 'Z' grade will appear on the transcript and an anecdotal explanation or statement will be provided.

Anecdotal 'Z' grades do not carry course grade points toward the calculation of a grade point average.

Satisfactory 'S' or unsatisfactory 'U' grade designation

A department with programs that offer clinical or laboratory courses or theory courses that contain a significant and critical clinical or laboratory component may elect to use a satisfactory or unsatisfactory (S or U) grade. 'S' or 'U' grades do not carry course grade points toward the calculation of a grade point average.

APPEAL OF FINAL COURSE GRADES

Appeal of final course grades must begin at the instructional level. Students wishing to have their final course grades reconsidered should obtain a Grade Appeal Form from the department concerned. It should be completed and returned to the course instructor within two working days of receiving the grade. If agreement cannot be reached through the normal process, the Dean of Instruction is the final arbitrator.

STUDENT GRIEVANCE

A College Policy and Procedure (2.1.0.3) exists for the purpose of providing students an opportunity to deal with any grievance or dispute concerning human rights such as allegations of sexual harassment, racial or religious discrimination. Such a grievance may be initiated with the Ombudsperson of the Student Association, the Dean of Administrative and Student Services, or a Counsellor.

GENERAL PROGRAM STARTS

Classes are scheduled on a six hour day, five days a week, and twelve months a year basis. In response to the

heavy demand for training, some programs are operated on both a day and an extended day basis. Vancouver Community College reserves the right to alter class hours, schedules, and fees to best serve educational needs.

TRANSCRIPTS

The Student Records Department maintains a permanent record of each student's courses, credits, and grades for the period of enrolment, and transcripts are issued to all students attending the College. Official transcripts bearing the signature of the Dean of Administrative and Student Services or his delegate and the College seal, are only issued to students who complete a program, or upon request.

Application for a transcript must be made in person or by written request. This should be done well in advance of the date required. There is a fee for each duplicate transcript requested. All information and transcripts of records will only be released with the written authorization of the student. Parents, relatives, or other interested parties may not request copies of transcripts without the written permission of the student.

WITHDRAWALS

Students considering withdrawal should discuss their status in the program with the instructor and/or a counsellor.

TRANSFER TO OTHER INSTITUTIONS

Students who anticipate transferring from Vancouver Community College, City Centre to another educational institution should consult the Registrar of that institution. The transferability of courses or programs taken at the City Centre is determined solely by the institution to which the student wishes to transfer.

Similarly, an institution to which an official transcript is sent may evaluate the programs and the student's record of achievements and recompute grades in accordance with its own policies and regulations. Students planning to transfer should discuss their plans with a College

counsellor, bearing in mind that responsibility for final choice of program or transfer remains with the student.

SAFETY AND ACCIDENT PREVENTION

All students and applicants are advised of the need for full compliance with all safety rules, regulations and requirements during the training period.

A reasonable standard of health, dress and grooming must be maintained as stipulated by the Accident Prevention regulations of the Worker's Compensation Board. Full time students of vocational and technical programs are covered by Worker's Compensation during all authorized training periods and operations conducted under the supervision of an instructor.

In certain programs it may be necessary for students to adhere to specific health and safety regulations. See program descriptions for details.

FACILITIES

STUDENT SERVICES CENTRE

The Student Services Centre is the first step for a persons seeking information regarding programs at the City Centre. The Student Services Centre is located at the 250 West Pender Street entrance. Housed in this area are:

- Counselling
- Financial Aid
- Canada Employment & Immigration Commission
- Admissions
- Student Records
- Cashier

HEALTH SERVICES

VCC City Centre has a free medical clinic staffed by a full-time community health nurse, a part-time physician and first aid attendants who are on call and available both days and evenings. A psychiatrist and clinical psychologist are available off-campus by referral. The Health Service is located in the Mall on the second floor.

Services available:

- Medical assessment and treatment of illnesses and injuries
- First Aid
- Over the counter medications
- Stress management and counselling
- TB screening
- Referrals to medical specialists, medical facilities etc.

Hours:

First Aid: 7:00 am - 10:00 pm Monday to Friday
8:00 am - 1:30 pm Saturday

Nurse: 8:30 am - 1:30 pm Monday to Friday

Physician: Two and one-half days per week

Phones: EMERGENCY 681-8111	LOCAL 275
Nurse	228
Physician	229

FIRST AID SERVICE

First aid attendants are on duty from 7:30 am until 10:00 pm Monday through Friday, and Saturday from 08:00 am to 4:00 pm. All accidents must be reported to them. They are available to treat all accidents that occur on the premises of City Centre.

The first aid attendants hold Industrial First Aid Certificates and are complemented by the health nurse and other members of the health team.

LIBRARY

The Library houses a comprehensive selection of books, periodicals, pamphlets and audio-visual materials to support the programs offered. Staff is available to assist students and faculty in locating information and materials.

HOURS:

Monday - Thursday	07:30 am - 9:00 pm
Fridays	07:30 am - 5:00 pm
Saturdays	12:00 noon - 4:00 pm
Sunday	Closed.

Summer hours are reduced. Please call the Library for information on their summer hours of operation.

BOOKSTORE

The Bookstore, located in the Mall at the Dunsmuir/Hamilton entrance, sells textbooks, supplementary workbooks, stationery and supplies, and special tools and equipment required in some programs to enrolled City Centre students.

LOST AND FOUND

The lost and found is in the Security Office located in the Mall on the second floor. Articles such as clothing will be held for thirty days, while valuables such as purses and wallets will be turned over to the City Police within ten days if the owner cannot be identified. Lost items may be claimed upon proper identification.

CAFETERIA

The cafeteria provides coffee service, breakfast, lunch, and dinner (including full course meals) at a reasonable cost. The food is prepared by students in the Culinary Arts, Chinese and Japanese Cuisine, and Baking Programs.

PARKING

No student parking is available on campus. Students wishing to bring their own vehicles, rather than use the public transit facilities, must make their own parking arrangements.

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION - TRAINING LIAISON OFFICE

C.E.I.C. provides financial support to qualified students

attending certain full time programs. Enquiries regarding CEIC sponsorship should be made at the applicant's local Canada Employment Centre. The Canada Employment Centre on campus at City Centre provides service to sponsored students Monday to Friday from 9:30 a.m. to 4:00 p.m. Enquiries regarding Unemployment Insurance should be made through the student's local Canada Employment Centre.

STUDENT ASSOCIATION

The City Centre Student Association is an organization made up of all students at City Centre. The association is administered by an elected student council and its appointed staff. In addition, each class elects a representative to serve as the liaison between the class and the student council.

Through its council and classroom representatives, the Student Association is responsible for representing the concerns of students at City Centre to faculty, administration, government, and other outside agencies.

On campus services provided by the Student Association include: an Ombudsperson, a free telephone, a five cent photocopier, the recreation room, an annual student handbook, and various social events and activities.

More information about the Student Association is available from the Student Association offices. The College encourages students attending City Centre to participate in the activities supported by the Association.

The constitution of the City Centre Student Association is available upon request from the Student Association office.

DISABLED STUDENTS

The following special services are available to disabled students:

- confidential counselling
- campus accessibility information
- reserved parking where applicable
- referrals for educational assessments

- interpreter for the hearing impaired (given sufficient advance notice of the requirement)
- provision of course materials for the visually impaired (given sufficient advance notice of the requirement.)

Please contact the Counselling Department for further information.

DETAILED COURSE INFORMATION

To obtain further information on the specific courses contained in a program, consult the Program Content Guide or the one-page outline, both of which are available in the Counselling department. Program Content Guides may also be purchased at the Bookstore.

BUSINESS

Program Length: 1 Year
Starts: January, May, September
Credits: 12

Program Description: This program is designed for students who are interested in a career in business administration. The program includes courses in business law, accounting, and management.

ADMISSIONS

The admission requirements for this program are as follows: a high school diploma or GED, a minimum grade point average of 2.0, and a minimum age of 18. Students who do not meet these requirements may be required to take remedial courses.

COSTS

The cost of this program is \$1,200 per semester. This includes tuition, textbooks, and a student activity fee. Financial aid is available for students who qualify.

Students who are accepted into this program will receive a letter of acceptance from the college. They will also receive information about the admission process and the program.

CAREER

Graduates of this program are prepared for entry-level positions in business administration. They may work in a variety of settings, including retail stores, offices, and government agencies.

CONTACT

For more information about this program, contact the college's business administration department. You can also visit the college's website for more details.

The college's business administration department is located in the main building. You can also contact them by phone or email.

The college's business administration department is open from 9 a.m. to 5 p.m. Monday through Friday. You can also contact them on weekends.

Students who are accepted into this program will receive a letter of acceptance from the college. They will also receive information about the admission process and the program.

DETAILED COURSE INFORMATION

The following is a list of the courses included in this program. Each course is described in detail, including its content and the skills it teaches.

Students who are accepted into this program will receive a letter of acceptance from the college. They will also receive information about the admission process and the program.

The college's business administration department is located in the main building. You can also contact them by phone or email.

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BUSINESS

BUSINESS EDUCATION PREPARATION

Program Length: 1 Month
Starts: Quarterly
Credits: Certificate

PREREQUISITES: Grade 10 or equivalent educational study work experience.

ABOUT THE PROGRAM: Designed for the person who has not completed grade 12, this program helps the student to meet the clerically-related entrance requirements for the following VCC/City Centre programs:

- Accounting
- Secretary
- *Medical Office Assistant
- *Medical Secretary
- *Medical Transcriptionist
- Nursing Unit Clerk
- Computer Programmer
- *Travel Agent

* where typing speed has reached 35 gross words a minute

COURSES

Level 1 - 12 Weeks

- Course 1037 Business Communications I
- Course 1610 Business Mathematics and Machines
- Course 1651 Bookkeeping
- Course 1058 Introductory Keyboarding
- Course 1093 Computer Literacy

CAREER PROSPECTS: For students who continue on to one of the business, health or technical programs above, careers are available in such areas as government, manufacturing, airlines, travel offices, hospitals, medical offices, retail stores, and banking.

Additional Cost: Textbooks and supplies approximately \$100

BUSINESS

and - Harry Kendrick



Travel agent, bookkeeper, and other business-related careers.

COURSES

Level 1 - 12 Weeks

- Course 1037 Business Communications I
- Course 1610 Business Mathematics and Machines
- Course 1651 Bookkeeping
- Course 1058 Introductory Keyboarding
- Course 1093 Computer Literacy
- Course 1037 Business Communications I
- Course 1610 Business Mathematics and Machines
- Course 1651 Bookkeeping
- Course 1058 Introductory Keyboarding
- Course 1093 Computer Literacy

BUSINESS

BUSINESS EDUCATION PREPARATION

Program Length: 3 Months
Starting: Quarterly
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent educational and/or work experience.)

ABOUT THE PROGRAM: Designed for the person who has not completed grade 12, this program trains the student to meet the clerically-related entrance requirements to the following VCC/City Centre programs:

Accounting	Nursing Unit Clerk
Secretary	Computer Programmer
*Medical Office Assistant	*Travel Agent
*Medical Secretary	
*Medical Transcriptionist	

* where typing speed has reached 35 gross words a minute

COURSES:

Level 1 - 12 Weeks

Course 1957 Business Communications 1
Course 1630 Business Mathematics and Machines
Course 1631 Recordkeeping
Course 1958 Introductory Keyboarding
Course 3393 Computer Literacy

CAREER PROSPECTS: For students who continue on to one of the business, health or tourism programs above, careers are available in such areas as government, manufacturing, airlines, travel offices, hospitals, medical offices, real estate, and banking.

Additional Cost Estimate: textbooks and supplies - approximately \$100

Department Head - Barry Kendrick

ACCOUNTING

Program Length: 9 months
Starting: Quarterly
Certification: Certificate

PREREQUISITES: Grade 12 Diploma or equivalent, and keyboarding skills OR City Centre Business Education Preparation Certificate or equivalent.

ABOUT THE PROGRAM: This micro-computer oriented program is designed to provide students with the skills necessary to understand and apply the principles of accounting for proprietorships, partnerships and corporations. They will become conversant with financial statement analysis, cost and department accounting and understand federal and provincial legislation in recording and preparing manual and computerized payrolls. Business Law, and effective oral and written communications will also be taught. The latest computer software will be taught and updated versions of integrated accounting, word processing, spread sheets and data bases will be integrated and applied to the work place.

Transfer credits or exemptions may be given for related courses taken in high school or other institutions.

COURSES:

Level 1 - 12 Weeks

Course 1499 Introduction to Word Processing
Course 1878 Business Mathematics
Course 1879 Programming Micro computers in BASIC
Course 1568 Communications:
Business Correspondence
Course 1802 Introduction to Micro- computers
Course 1880 Bookkeeping/Introduction to Accounting
Course 1909 Accounting Computer Applications 1

Level 2 - 12 Weeks

Course 9030 Fundamental Accounting Principles 1
Course 1561 Payroll and Payroll Legislation
Course 1877 Introduction to Spread-sheet Management
Course 2739 Accounting Computer Applications 2
Course 2740 General Business Law 1

Level 3 - 12 Weeks

Course 3295 Fundamental Accounting Principles 2
Course 3577 General Business Law 2
Course 1560 Communications: Report Writing
Course 3578 Accounting Computer Applications 3
Course 1804 Database Applications

CAREER PROSPECTS: Graduates may find employment in a variety of accounting positions in industry, government and service organizations. Those wishing to continue their studies to become professional accountants may receive transfer credit for some of the courses from the Certified General Accountant's Association or the Society of Management Accountants and other educational institutes.

Additional Cost Estimate: textbooks and supplies - approximately \$450

Department Head - Ed Wakulchik

COMPUTER PROGRAMMER

Program Length: 12 months
Starting: Generally twice a year
Certification: Certificate

PREREQUISITES: Grade 12 Diploma or equivalent, and keyboarding skills.

RECOMMENDED: A good command of oral and written English, an aptitude in mathematics and analytical reasoning and problem solving skills would be helpful to the student entering the Computer Programmer program.

ABOUT THE PROGRAM: Graduates of this program will have acquired skills and knowledge in the areas of: data processing; microcomputer operations; basic accounting; word-processing; and wordprocessing data base operations; conversion of files between software applications; database and cobol programming; data communications; systems analysis; and 'C' language programming. The theoretical and practical applications of microcomputer networking, user support and training skills are covered in the final level. Also included is a two month practicum which provides the student with on-the-job experience.

COURSES:

Level 1 - 12 Weeks

Course 1896 Introduction to Computers
Course 1897 Disk Operating System
Course 1898 Fundamental Accounting Principles
Course 1899 Word processing
Course 1900 Spreadsheet

Level 2 - 12 Weeks

Course 2726 Introduction to Data Base
Course 2727 Advanced Business Applications
Course 2728 Data Base Programming
Course 2729 Cobol Programming

Level 3 - 12 Weeks

Course 3570 Productivity Enhancements
Course 3571 Data Communication
Course 3572 Systems Analysis
Course 3573 Introduction to C Programming

Level 4 - 12 Weeks

Course 4263 Networking
Course 4264 User Support & Training
Course 4265 Practicum

CAREER PROSPECTS: Graduates may find employment in such areas as applications programming and, microcomputer hardware and software support, data

communications/network support, microcomputer training.

Additional Cost Estimates: textbooks and supplies - approximately \$400

Department Head - Ed Wakulchik

TRAFFIC, CUSTOMS AND TRANSPORTATION

Program Length: 9 months
Starting: Annually
Certification: Certificate

PREREQUISITES: Grade 12 Diploma or equivalent

ABOUT THE PROGRAM: Students in this program will acquire the skills and knowledge to select the appropriate transportation system for both domestic and international traffic; use rate and fare directories; interpret customs and transportation regulations and related legislation; prepare shipping and related freight forwarding documents; use computer software related to the transportation industry; and become a more informed buyer or seller of customs and transportation services.

COURSES:

Level 1 - 7.5 Weeks

Course 1817 Introduction to Transportation
Course 1824 Geography
Course 1818 Selling Skills
Course 1903 Introduction to Computer Systems
Course 1714 Business Economics

Level 2 - 10.5 Weeks

Course 2741 Practical Transportation Study 1
Course 2742 Career Development
Course 2663 Business Law
Course 2743 Marketing Distribution Fundamentals
Course 4235 Transportation Computer Application

Level 3 - 7.5 Weeks

Course 3516 Logistics and Distributing Techniques
Course 3517 Transportation Accounting 1
Course 1507 Time Management
Course 3579 Transportation Pricing Principles

Level 4 - 11 Weeks

Course 4235 Practical Transportation Study 2
Course 2418 Supervisory Skills Training
Course 4266 Business Communication
Course 4236 Transportation Accounting 2
Course 4237 Transportation Economics
Course 4238 Transportation Rules and Regulations

CAREER PROSPECTS: The Traffic, Customs and Transportation program graduate will be prepared for employment in entry level positions such as Traffic, Customs and Transportation Clerk/Analysts in the transportation industry. Employment may be found in areas such as air, sea, land, and pipelines. In addition, individuals may proceed toward a co-ordinated Pacific Rim Diploma at the College's Langara Campus in order to specialize in that area of international business.

Additional Cost Estimate: textbooks and supplies - approximately \$400

Department Head - Ed Wakulchik

SECRETARY

Program Length: 8 Months
Starting: Generally quarterly
Certification: Certificate

PREREQUISITES: Grade 12 Diploma or equivalent educational and/or work experience, and keyboarding skills.

ABOUT THE PROGRAM: The Secretarial program develops the oral and written communication techniques

required in the modern office. Micro-computers and specialized word processing equipment, are used extensively throughout the program as well as electronic typewriters. Extensive use of modern computer software, such as wordprocessing, spread sheets and data bases are used continuously in simulated work situations, developing the concepts of electronic communications, and its uses in the office environment. Electronic transcription, using cassette tapes are used to give the student experience with a variety of work situations and writing styles. Work experience situations in offices throughout the city provide the student with a realistic perspective of the office environment.

COURSES:

Level 1 - 12 Weeks

Course 1946 Business English Skills
Course 1947 Electronic Keyboarding Applications
Course 1948 Keyboarding Speed and Accuracy
Course 2772 Writing Correspondence and Reports
Course 2578 Introduction to Micro-computers

Level 2 - 12 Weeks

Course 2770 Electronic Transcription 1
Course 2771 Electronic Transcription 2
Course 1499 Introduction to Word Production
Course 1524 Word Processing Applications
Course 2773 Automating the Office

Level 3 - 12 Weeks

Course 3599 Business English & Advanced Electronic Transcription
Course 3600 Word Processing on Microcomputers
Course 3601 Office Procedures 1
Course 3602 Office Procedures 2
Course 2577 Advanced Word Processing Applications

OPTIONS *

Course 3088 General Legal Procedures
OR
Course 3603 Desktop Publishing

*Students must successfully complete at least one of the option courses to achieve a program certificate. Both courses may not be offered concurrently.

CAREER PROSPECTS: New technology is changing the role of the 'secretary' in today's office. Graduates of this program may choose a career where they will implement not only traditional secretarial skills, but also the latest advances in office technology. Employment may be found in industry (manufacturing, finance, insurance, real estate, transportation, mining), government agencies and service organizations.

Additional Cost Estimate: textbooks and supplies - approximately \$450

Department Head - Marion MacIsaac

LEGAL SECRETARY

Program Length: 4 months
Starting: Generally 3 times yearly
Certification: Certificate

PREREQUISITES: A VCC/City Centre Secretary program Certificate, or equivalent, with:

1. A tested typing speed of 55 gross words per minute for 5 minutes with a maximum of five errors; and
2. Successful completion of the following VCC/CC courses:
 - Business English and Advanced Electronic Transcription (#3599)
 - General Legal Procedures (#3088)

OR

One year's secretarial experience as verified by an employer's letter, and the following:

- A tested typing speed of 55 gross words per minute for 5 minutes with a maximum of five errors.
- Successful completion of VCC/CC Advanced Business English and Electronic Transcription course (#3599) or tested equivalent.
- Successful completion of VCC/CC Word Processing on Microcomputers course (#3600) or equivalent.
- Successful completion of VCC/CC General Legal Procedures course (#3088) or equivalent.

ABOUT THE PROGRAM: Students are required to progress through modules and case studies on both a group and individual basis, applying time management principles and setting priorities. They will create, edit, print, store and retrieve legal correspondence and documentation on electronic typewriters and small office micro computer systems. Legal secretarial duties and procedures as applied to the specialty areas of general law, wills and estates, litigation, conveyancing, divorce and corporate procedures will also be covered. Field trips to the Law Courts and law offices support the practical and theoretical knowledge gained.

COURSES: Level 1 - 12 Weeks

Course 3081 Conveyancing
Course 1475 Corporate
Course 1476 Divorce
Course 3089 Litigation
Course 3105 Wills and Estates
Course 7041 Legal Machine Transcription
Course 7042 Practicum

CAREER PROSPECTS: Law firms, legal departments of large corporations, real estate companies, insurance companies, financial organizations and government

agencies are some of the areas where the legal office support or legal secretary may find employment.

Additional Cost Estimate: textbooks and supplies - approximately \$450

Department Head - Marion MacIsaac

MEDICAL SECRETARY

Program Length: 9 months
Starting: October
Certification: Certificate

PREREQUISITES: Grade 12 Diploma or equivalent, or one year's related office experience as confirmed by an employer's letter or equivalent proof, and a typing speed of 35 gross words a minute with five errors or fewer.

ABOUT THE PROGRAM: Through this program students will acquire skills in advanced medical terminology, word processing, database programs and spreadsheets. Emphasis is on typing or transcribing medical correspondence; preparing medical research papers; medical manuscripts; and projection slides for presentation and publication which are appropriate for hospital and university medical departments. As part of the program students will attend a practicum.

COURSES:

Level 1 - 12 Weeks

Basic Medical Terminology, Anatomy, Physiology and Diseases
Medical Communications
Medical Office Practice
Medical Typing Applications
Keyboarding Speed and Accuracy 1

Level 2 - 12 Weeks

Introduction to Microcomputers and WordPerfect
Medical Word Processing Applications 1

Maintaining Accounting Records/Medical Billing
Introduction to Laboratory and Radiology Terminology
Medical Transcription - Various Specialties/Medicolegal
Keyboarding Speed and Accuracy 2
Practicum 1

Level 3 - 12.5 Weeks

Introduction to Spreadsheet and Database
Introduction to Basic Pharmacology
Medical Library and Research Procedures
Medical Secretarial Word Processing Procedures
Keyboarding Speed and Accuracy 3
Practicum 2

CAREER PROSPECTS: Graduates of this program may obtain employment in positions requiring both excellent communication skills and a knowledge of modern office procedures and computers. These positions include Medical Secretary, Clinical Secretary, Administrative Secretary, Undergraduate Secretary, Postgraduate Secretary, and Medical Word Processing Operators in medical faculties at universities, hospital departments or specialists' offices.

Additional Cost Estimate: textbooks and supplies - approximately \$400.

Department Head - Edna Bartoszewski

MEDICAL TRANSCRIPTIONIST

Program Length: 9 months
Starting: October
Certification: Certificate

PREREQUISITES: Grade 12 Diploma or equivalent, or one year's related office experience as confirmed by an employer's letter or equivalent proof, and a typing speed of 35 gross words a minute with five errors or fewer.

ABOUT THE PROGRAM: This specialized program offers students training in grammar, advanced medical terminology, anatomy, physiology and disease processes

involving all specialties of medicine including radiology, pathology, oncology and surgical procedures. Emphasis is on transcribing medical reports and word processing to prepare students for entry level positions in large clinics, hospitals and public health agencies. An overview of small business operation is also covered. A practicum is included.

COURSES:

Level 1 - 12 Weeks

Basic Medical Terminology, Anatomy, Physiology and Diseases
Medical Communications
Medical Office Practice
Medical Typing Applications
Keyboarding Speed and Accuracy 1

Level 2 - 12 Weeks

Introduction to Microcomputers and WordPerfect
Medical Word Processing Applications 1
Introduction to Basic Pharmacology
Introduction to Laboratory and Radiology Terminology
Transcription - History and Physical Reports
Transcription - Radiology/Nuclear Medicine Reports
Keyboarding Speed and Accuracy 2
Practicum 1

Level 3 - 12.5 Weeks

Transcription - Oncology Reports
Transcription - Operative Reports
Transcription - Pathology Reports
Transcription - Discharge Summary Reports
Overview of Starting a Small Business
Keyboarding Speed and Accuracy 3
Practicum 2

CAREER PROSPECTS: Graduates of this program may obtain employment in positions requiring excellent spelling, grammar, proofreading, typing, transcription and word processing skills. These positions include Medical Transcriptionist, Medical Word Processing

Operator, Medical Stenographer or Dictatypist in hospital settings, specialists' offices or medical faculties in universities.

With some medical-clerical work experience and additional courses in business management it would be possible for graduates to set up their own business.

Additional Cost Estimate: textbooks and supplies - approximately \$450.

Department Head - Edna Bartoszewski

MEDICAL OFFICE ASSISTANT

Program Length: 9 months
Starting: October
Certification: Certificate

PREREQUISITES: Grade 12 Diploma or equivalent, or one year's related office experience as confirmed by an employer's letter or equivalent proof, and a typing speed of 35 gross words a minute with five errors or fewer.

ABOUT THE PROGRAM: The graduate will have developed a strong ability to interact with the doctor, patient and medical team. Medical terminology, pharmacology, bookkeeping, medical computer billing, clinical procedures, word processing, typing and transcription of correspondence are covered. The program involves extensive direct medical office work experience (practicums).

COURSES:

Level 1 - 12 Weeks

Basic Medical Terminology, Anatomy, Physiology and Diseases
Medical Communications
Medical Office Practice
Medical Typing Applications
Keyboarding Speed and Accuracy 1

Level 2 - 12 Weeks

Introduction to Microcomputers and WordPerfect
Medical Word Processing Applications 1
Introduction to Basic Pharmacology
Medical Computer Billing
Medical Office and Clinical Practices 1
Keyboarding Speed and Accuracy 2
Practicum 1

Level 3 - 12.5 Weeks

Medical Word Processing Applications 2
Medical Bookkeeping and Payroll
Medical Transcription - Medical Correspondence
Medical Office and Clinical Practices 2
Keyboarding Speed and Accuracy 3
Practicum 2

CAREER PROSPECTS: The career options for students of this program include Medical Office Assistant, Medical Receptionist, Medical Billing Clerk, Clinical Office Assistant, and Medical Typist. Graduates of the Medical Office Assistant program may find employment in the family physician's office, the specialist's office, or in clinics, hospitals, medical facilities and public health agencies.

Additional Cost Estimate: textbooks and supplies - approximately \$400.

Department Head - Edna Bartoszewski

HEALTH

DENTAL

DENTAL ASSISTING

Program Length:	10 months
Starting:	Generally September and November
Certification:	Certificate

PREREQUISITES:	Grade 12 Diploma or equivalent successful completion of a reading comprehension test approved by City Council 10-15 min or 15-20 min
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ABOUT THE PROGRAM: Students in the Dental Assisting program will become familiar with general office duties including telephone techniques, correspondence, scheduling appointments, maintaining records. They will also select and prepare specific dental materials, identify, prepare and maintain dental instruments for pre-operative, preventive and restorative procedures; sterilize and disinfect equipment; handle dental emergencies; maintain dental health information; produce prescribed radiographs; administer and record conditions of oral cavity; take and record vital signs; construct and mount temporary and plastic models and construct denture base.

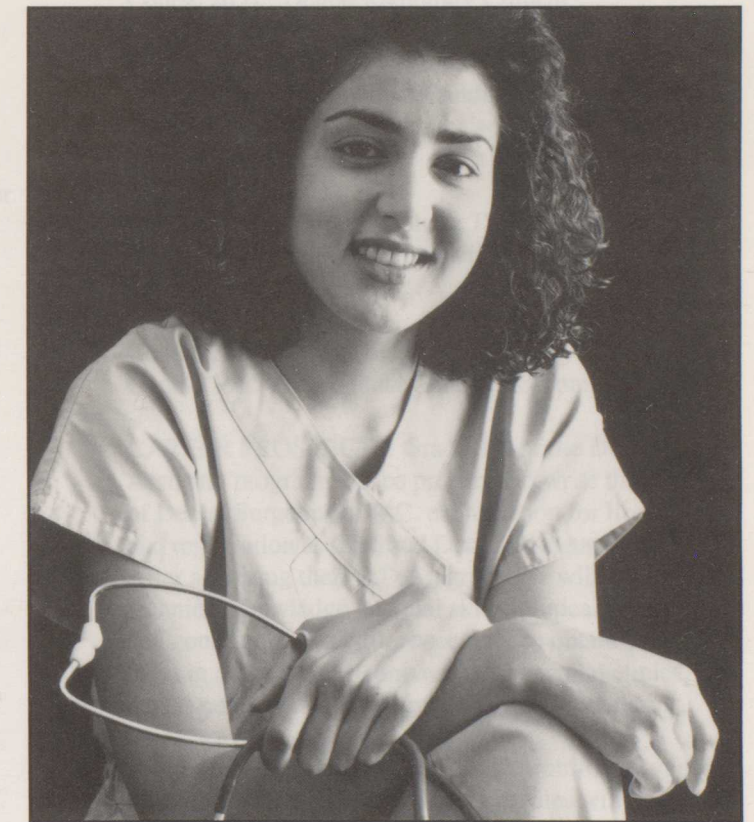
COURSES:

Level 1 - 14 Weeks

- Course 1811* Anatomy
- Course 1812* Basic Dental Assisting Skills
- Course 1813* Laboratory Procedures
- Course 1814* Microbiology
- Course 1815* Morphology and Radiology
- Course 1816* Professional Conduct & Communication I

* These courses are prerequisites to Levels 2 and 3.

HEALTH



DENTAL HYGIENE

Program Length:	2 years (10 months per year)
Starting:	September
Certification:	Diploma

PREREQUISITES: Admission to the Dental Hygiene program is on a competitive selection basis. Applicant must have completed the following first year university transfer credit courses with a minimum G.P.A. of 3.0 (B): English, Biology, Chemistry, Psychology, and

HEALTH

DENTAL

DENTAL ASSISTING

Program Length: 10 months
 Starting: Generally September and November
 Certification: Certificate

PREREQUISITES: - Grade 12 Diploma or equivalent
 - successful completion of a reading comprehension test approved by City Centre
 - Tb skin test or chest X-ray report

ABOUT THE PROGRAM: Students in the Dental Assisting program will become familiar with general office duties including telephone techniques, correspondence, scheduling appointments, maintaining client files. They will also select and prepare specific dental materials; identify, prepare and maintain instruments and armamentaria for pre-operative, preventative, restorative and specialty procedures; sterilize and disinfect equipment; handle dental emergencies, communicate dental health information, produce prescribed diagnostic radiographs; annotate and record conditions of oral cavity, take and record vital signs, construct and mount stone and plaster models and construct custom trays.

COURSES:

Level 1 - 14 Weeks

Course 1811* Anatomy
 Course 1812* Basic Dental Assisting Skills
 Course 1813* Laboratory Procedures
 Course 1814* Microbiology
 Course 1815* Morphology and Embryology
 Course 1816* Professional Conduct & Communication I

* These courses are prerequisites to Levels 2 and 3.

Level 2 - 14 Weeks

Course 2650* Clinical Dental Assisting
 Course 2651* Dental Radiology Clinical
 Course 2652 Dental Specialties Theory
 Course 2654 Office Procedures
 Course 2655* Professional Conduct & Communication 2

Level 3 - 14 Weeks

Course 3511 Dental Radiology Theory
 Course 3512 Intra-oral Procedures
 Course 3513 Nutrition
 Course 3514 Pathology
 Course 2107 Pharmacology
 Course 3515 Professional Conduct & Communication 3

CAREER PROSPECTS: Graduates of the Dental Assisting program will be prepared to write the College of Dental Surgeons of B.C. examination for licensing and registration as Certified Dental Assistants (C.D.A.) After acquiring their C.D.A., graduates will have the technical knowledge, manual skills, clinical techniques, and communication skills necessary to obtain employment in dental offices, university or hospital clinics, dental public health, research, and related positions.

Additional Cost Estimate: Textbooks, uniforms, supplies - approximately \$850. Additional monies will be required for professional dues, supplies, gloves and equipment use.

Department Head - Lizz Lindsay

DENTAL HYGIENE

Program Length: 2 years (10 months per year)
 Starting: September
 Certification: Diploma

PREREQUISITES: Admission to the Dental Hygiene program is on a **competitive selection basis**. Applicants must have completed the following first year university transfer credit courses with a minimum G.P.A. of 3.0(B): English, Biology, Chemistry, Psychology, and

an elective. In addition, the selection committee will review:

- work and/or volunteer experience
- three recommendations (on City Centre form) from either an instructor, teacher or allied health professional; an employer; and a member of the community

Applicants are also required to complete a medical questionnaire and provide a negative Tb skin test or chest X-ray report.

APPLICATION PROCEDURE: Applicants **MUST** obtain a **CURRENT** Dental Hygiene application package from the Counselling department. Completed applications will be accepted after October 15. **The deadline for submission of applications along with all documentation is February 15. All official transcripts must be received postmarked no later than May 31. Official transcripts received postmarked after May 31 will not be considered.**

ABOUT THE PROGRAM: This is a competency-based program which prepares graduates for registration and licensure with the College of Dental Surgeons of B.C. and other provincial licensing bodies. The competencies required for the practice of dental hygiene are organized into four inter-related sections: Professionalism, Clinical Support Procedures, Patient Care Procedures, and Practice Organization Procedures.

Course materials are presented through lectures, seminars, labs, clinical practice sessions, independent study and field trips. Students will have opportunities to apply knowledge and practice various skills while working with the public in the City Centre Dental Clinic. In addition, students will participate in the dental clinics at the UBC Faculty of Dentistry, B.C. Children's Hospital, University Hospital - UBC site, Vancouver General Hospital, Vancouver Health Department and a variety of dental specialty practices.

The development of communication skills and the implementation of teamwork strategies are emphasized throughout the program. Students are organized into teams during clinical sessions and community activities. This team involvement is designed to foster the development of motivation, professional conduct, and communication skills as a health care provider.

COURSES:

Year 1:

Level 1 - 14 Weeks

Course 1707 Anatomy and Physiology I
Course 1708 Professionalism
Course 1862 Dental Hygiene I
Course 1863 Communications in Dentistry
Course 1864 Histology and Embryology
Course 1865 Dental Anatomy

Level 2 - 14 Weeks

Course 2592 Anatomy and Physiology II
Course 2814 Preventive Dentistry
Course 2692 Periodontics I
Course 2815 Biochemistry
Course 2694 Dental Teamwork Strategies
Course 2695 Biomaterials I
Course 2816 Patient Care I
Course 2817 Clinical Practice I

Level 3 - 14 Weeks

Course 3546 Microbiology
Course 3622 Patient Care II
Course 3623 Clinical Practice II
Course 3548 Oral Pathology I
Course 3549 Radiology I
Course 3550 Pharmacology I/Pain and Anxiety Control
Course 3551 Biomaterials II

Year 2:

Level 4 - 14 Weeks

Course 4245 Pharmacology II
Course 4246 Periodontics II
Course 4288 Patient Care III
Course 4248 Community Dental Health I
Course 4249 Dental Specialties
Course 4289 Clinical Practice III

Level 5 - 14 weeks

Course 5092 Patient Care IV
Course 5075 Radiology II
Course 5076 Community Dental Health II
Course 5077 Professional Issues I
Course 5093 Clinical Practice IV

Level 6 - 14 weeks

Course 6043 Oral Pathology II
Course 6060 Patient Care V
Course 6045 Professional Issues II
Course 6039 Community Dental Health III
Course 6061 Clinical Practice V

CAREER PROSPECTS: This is a two-year Diploma program leading to a career in dental hygiene within the parameters of the B.C. Dentists' Act. Graduates of the program will have acquired the specialized knowledge, skills, and attitudes to assist people to attain and maintain optimum dental health.

Dental hygienists work under the direction of a dentist to assess patient needs and to assess, plan, implement, and evaluate various preventive, educational, and therapeutic methods of controlling dental diseases.

Graduates will demonstrate a scientific understanding of the biological and behavioral sciences which form the basis of the profession; will practice their professional and clinical skills with a high degree of competence; and will be prepared ethically to assume professional and social responsibilities in the community. Upon completion of the program, graduates will be eligible to apply to the College of Dental Surgeons of B.C. for registration and licensure.

Additional Cost Estimate: Approximate costs of textbooks and supplies for first year students will be \$2,500 and for second year students \$1,700.

Department Head - Susanne Sunell

DENTURIST

Program Length: 2 years (with a one-month break after the first year)

Starting: September

Certification: Diploma

PREREQUISITES:

- Grade 12 Diploma or equivalent, including Biology 12 and either Chemistry 11 or Physics 11
- successful completion of a manual dexterity test administered and evaluated by the College
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report

ABOUT THE PROGRAM: The Denturist student will acquire the skills and knowledge to perform the role and carry out the responsibilities of a denturist in an ethical and professional manner. They will communicate, both orally and in writing, in a clear and understandable manner when dealing with clients, dentists and fellow workers. The basic principles and concepts of general science and dentistry related to the field of the denturist will be learned. The student will also be able to maintain a healthy and safe environment in the dental laboratory and the clinical practice. Laboratory procedures will be performed in a safe and competent manner. The procedures necessary to construct, relin, rebase and repair complete dentures will be understood. The student will be aware of the types, characteristics, and purposes of over-dentures, develop and carry out a treatment for clients requiring removable complete dentures, understand and implement sound management practices for the establishment and operation of a denturist practice.

COURSES:

COMPLETE DENTURES - COMMON CORE

Level 1 - 5 Weeks

Course 1761 Complete Dentures - Basic Lab Procedures
Course 1367 Complete Dentures - Theory 1

Level 2 - 20 Weeks

Course 2626 Complete Dentures Construction
Course 2627 Complete Dentures - Theory 2
Course 2628 Complete Dentures - Immediate Dentures
Course 2629 Complete Dentures - Theory 3
Course 2630 Complete Dentures - Maintenance
Course 1373 Complete Dentures - Theory 4

COMPLETE DENTURES - LAB AND CLINIC

Level 3 - 24.5 Weeks

Course 3430 Complete Dentures - Laboratory Procedures 1
Course 3431 Complete Dentures - Clinical Procedures 1
Course 3439 Complete Dentures Maintenance - Laboratory Procedures 1
Course 3440 Complete Dentures Maintenance - Clinic Procedures 1
Course 3432 Complete Dentures - Theory 5 (General Knowledge)
Course 3441 Complete Dentures - Theory 6 (Clinical)
Course 3442 Complete Dentures - Theory 7 (Laboratory)
Course 3443 Complete Dentures - Theory 8 (Management)

Level 4 - 36.5 Weeks

Course 4197 Complete Dentures - Laboratory Procedures 2
Course 4198 Complete Dentures - Clinical Procedures 2
Course 4200 Complete Dentures Maintenance - Laboratory Procedures 2
Course 4201 Complete Dentures Maintenance - Clinic Procedures 2

PRACTICUM

Level 5 - 12 Weeks

Course 7005 Complete Dentures - Laboratory Practicum
Course 7006 Complete Dentures - Clinical Practicum

CAREER PROSPECTS: Graduates of the program will be awarded a diploma, and will be prepared to sit the B.C. Dental Technician's Board Licensing Examination after completing one and one half years of work experience following the two-year in-school period. Licentiates will be able to provide complete denture treatment that meets the technical, anatomical, biological, and psychological needs of the edentulous patient.

Additional Cost Estimates: textbooks and supplies - approximately \$700

Department Head - Ken Rothwell

DENTAL RECEPTION

Program Length: 5 months
Starting: September and February
Certification: Certificate

PREREQUISITES:

- Grade 12 Diploma or equivalent
- successful completion of a reading comprehension test approved by City Centre
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report

ABOUT THE PROGRAM: The program is structured in three levels. The first level provides a foundation in dental knowledge and terminology. The second and third levels emphasize organizational skills, financial management techniques, specialized dental office procedures and use of computers with dental office software.

COURSES:

Level 1

Course 1640 Anatomy and Physiology
Course 1441 Dental Knowledge
Course 1180 Dental Health Education 1

Level 2

Course 2543 Records Management
Course 2320 Time Management
Course 2424 Interpersonal Communication Skills
Course 2549 Appointment Control

Level 3

Course 3436 Telephone, Office Machines & Computers
Course 3437 Office Environment
Course 2317 Written Communications

CAREER PROSPECTS: Graduates will find employment as receptionists in general, group, and specialty dental practices, as well as institutional dental clinics located in hospitals, universities, community colleges, and public health agencies.

Additional Cost Estimate: textbooks and supplies - approximately \$275

Department Head - Lizz Lindsay

DENTAL TECHNICIAN

Program Length: 2 years (with a one month break after the first year)
Starting: Generally September
Certification: Diploma

PREREQUISITES: Admission to the Dental Technician program is on a **competitive selection** basis. Applicants must have completed Grade 12 or equivalent including Biology 12 and either Chemistry 11 or Physics 11, and successfully completed a manual dexterity test administered and evaluated by the College.

Selection will be based on the following criteria:

Manual Dexterity Test 70%
Additional Post-Secondary
Education 15%
Related Work Experience 15%

ABOUT THE PROGRAM: Graduates of the program will have acquired the knowledge and skills to construct, reline, rebase, and repair complete maxillary and mandibular dentures; to construct and repair removable partial dentures, and/or replace teeth; to construct fixed and removable orthodontic appliances using a dentist's prescription; to be aware of the types, characteristics, and purposes of overdentures, fixed restorations made of resins and porcelain, fixed metal restorations designed to accept veneering in resin or porcelain, and precision attachments.

COURSES:

COMPLETE DENTURES - COMMON CORE

Level 1 - 5 weeks

Course 1761 Complete Dentures - Basic Lab Procedures
Course 1367 Complete Dentures - Theory 1

Level 2 - 20 Weeks

Course 2775 Complete Dentures Construction
Course 2627 Complete Dentures - Theory 2
Course 2628 Complete Dentures - Immediate Dentures
Course 2629 Complete Dentures - Theory 3
Course 2630 Complete Dentures Maintenance
Course 1373 Complete Dentures - Theory 4

REMOVABLE PARTIAL DENTURES

Level 3 - 6 Weeks

Course 3499 Removable Partial Dentures - Basic Lab Procedures
Course 3500 Removable Partial Dentures - Theory 1

Level 4 - 17 Weeks

Course 4229 Removable Partial Dentures - Cast Partial
Course 4286 Removable Partial Dentures - Theory 2
Course 4195 Removable Partial Dentures Maintenance
Course 4232 Removable Partial Dentures - Theory 3

FIXED PROSTHODONTICS

Level 5 - 13 Weeks

Course 5070 Fixed Prosthodontics - Basic Lab Procedures
Course 5071 Fixed Prosthodontics - Theory 1
Course 5072 Fixed Prosthodontics - Single Units
Course 5073 Fixed Prosthodontics - Theory 2

Level 6 - 11 Weeks

Course 6041 Fixed Prosthodontics - Multiple Units
Course 6059 fixed Prosthodontics - Theory 3

DENTAL CERAMICS

Level 7 - 4 Weeks

Course 7009 Dental Ceramics - Single Units
Course 7008 Dental Ceramics - Theory 1

Level 8 - 4 Weeks

Course 7010 Dental Ceramics - Multiple Units
Course 8008 Dental Ceramics - Theory 2

ORTHODONTICS

Level 9 - 3 Weeks

Course 9032 Orthodontics - Basic Lab Procedures
Course 9036 Orthodontics - Theory 1

Level 10 - 5 Weeks

Course 9044 Orthodontics - Appliance Construction
Course 9045 Orthodontics - Theory 2

PRACTICUM

Level 9 - 12 Weeks

Course 9043 Dental Laboratory Procedures (Practicum)

CAREER PROSPECTS: Graduates will be prepared to sit the B.C. Dental Technicians' Board Licensing Examination after completing one and one half years of work experience following the two year in-school period. Licentiatees will be able to seek employment with dental laboratories, dental clinics operated by dentists, Ministry of Health Laboratories or manufacturers and suppliers of dental related products.)

Additional Cost Estimate: textbooks and supplies - approximately \$900

Department Head - Ken Rothwell

LONG TERM CARE AND ALLIED HEALTH

CARING FOR THE MENTALLY FRAGILE ELDERLY

Program Length: Currently offered on a part-time basis 2 days a week for four months

Starting: Contact Admissions for schedule

Certification: Certificate

PREREQUISITES: Currently under review. Contact Counselling for information.

ABOUT THE PROGRAM: Designed for those who care for elderly people suffering from brain disease or brain damage, this program trains students to work with people displaying behaviour that is not generally accepted by society. Caring for residents with Alzheimer's disease, organic brain syndrome, schizophrenia, trauma of depression, and non-acceptance of aging are integral components of this program. Theory and practice are consolidated with a supervised practicum in a continuing care setting

COURSES:

Level 1 - 4 Weeks

Course 1901 Mentally Fragile Elderly 1
Course 1902 Mentally Fragile Elderly 2
Course 1687 Resident-Oriented Nursing Skills Theory
Course 1688 Resident-Oriented Nursing Skills Practicum

CAREER PROSPECTS: Employment may be found in such health facilities as assessment centres, mental health facilities, group homes, hospices, home-care agencies, etc.

Department Head - Shirley Simms

HOME SUPPORT AIDE UPGRADE

Program Length: Currently offered on a part-time basis one day a week for 30 weeks

Starting: Contact Admissions for schedule

Certification: Certificate

PREREQUISITES: Currently under review, contact Counselling department.

ABOUT THE PROGRAM: The primary purpose of this program is the upgrading of individuals presently working as a Home Support Worker in a Home Support Agency.

COURSES:

Level 1

Course 7014 Home Support Aide - Roles and the Responsibilities
Course 7015 Life Cycle and Body Functions
Course 7016 *Personal Care and Hygiene - Lab Skills 1
Course 7017 Nutrition
Course 7018 Health
Course 7019 Personal Care and Hygiene - Lab Skills 11

* Is a prerequisite for Course #7019

CAREER PROSPECTS: Graduates of the Home Support Aide Upgrade program may expect to find employment in Home Support agencies, group homes and private homes.

Department Head - Shirley Simms

LONG TERM CARE AIDE UPGRADE

Program Length: Currently offered on a part time basis 2 days a week for 5 months

Starting: Contact Admissions for schedule

Certification: Certificate

- PREREQUISITES:**
- Grade 10 or acceptable equivalent
 - at least eight months of recent experience as an aide in a long term care facility/agency as certified by a letter from the employer
 - completion of self-assessment checklist
 - completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report

ABOUT THE PROGRAM: The primary purpose of this program is the upgrading of individuals presently working or those having recently worked as an aide in a long term care facility or agency.

Long Term Care Facility refers to:

- Personal/intermediate and extended care facilities
- Rehabilitative centers
- Recognized private agencies involved in care in home settings

COURSES:

Level 1

Course 1430 Communications 1
Course 1431 Resident Centered Care Theory 1

Level 2

Course 2405 Communications 2
Course 2406 Resident Centered Care Theory 2

Level 3

Course 1343 Resident Centered Care Skills 1
Course 3377 Resident Centered Care Skills 2
Course 3438 Resident Centered Care Skills 3

CAREER PROSPECTS: Graduates of the Long Term Care Aide Upgrade program may find employment in

Long Term Care agencies such as personal, intermediate and extended care facilities, rehabilitation centres, mental health facilities, and private agencies involved in personal care in home settings.

MEDICAL LABORATORY ASSISTANT

Program Length: 4 months
Starting: January, May, September
Certification: Certificate

- PREREQUISITES:**
- Grade 12 or acceptable equivalent
 - successful completion of a reading Comprehension test approved by City Centre
 - successful completion of a typing/keyboarding skills course (or a tested typing speed of 25 gross words a minute with fewer than 4 errors)
 - completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report

ABOUT THE PROGRAM: This program consists of a combination of theory, skills learning and practical experience designed so that graduates will function effectively as medical laboratory assistants. Students learn how to obtain, handle and distribute various bodily specimens; perform electrocardiograms; and handle laboratory equipment. Students will have the opportunity to apply knowledge and practice various skills in private laboratory and hospital settings.

COURSES:

Level 1 - 3 weeks

Course 7012 Foundations 1
Course 7013 Foundations 2

Level 2 - 6 weeks

Course 2819 Specimen Collection
Course 2820 Accessioning
Course 2821 Cardiology

Level 3 - 4 weeks

Course 3624 Clinical Practice

CAREER PROSPECTS: Graduates may seek employment as medical laboratory assistants in private laboratories, hospitals, and scientific research laboratories.

Additional Cost Estimate: uniform, textbooks and supplies - approximately \$160

Department Head - Shirley Simms

NURSING AIDE

Program Length: 4 months
Starting: Generally three times a year
Certification: Certificate

- PREREQUISITES:**
- Grade 10 or acceptable equivalent
 - completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM: This program provides students with the skills to practice as a Nursing Aide in an ethical and legal manner; to participate in providing a safe environment for residents, health workers, and others; to encourage and participate with residents in group activities; and to be aware of some common health problems.

COURSES:

Level 1 - 4 Weeks

Course 1432 Communication Methods 1
Course 1433 Long Term Care Concepts 1
Course 1434 Long Term Care Skills 1

Level 2 - 4 Weeks

Course 2407 Communication Methods 2
Course 2408 Interpersonal Relations 1
Course 2409 Long Term Care Concepts 2
Course 2410 Long Term Care Skills 2

Level 3 - 4 Weeks

Course 3348 Communication Methods 3
Course 3349 Interpersonal Relations 2
Course 3350 Long Term Care Concepts 3
Course 3351 Long Term Care Skills 3

Level 4 - 5 Weeks

Course 4144 Interpersonal Relations 3
Course 4145 Long Term Care Concepts 4
Course 4146 Long Term Care Skills 4

CAREER PROSPECTS: Nursing Aides may find employment in long term care agencies such as personal, intermediate and extended care facilities, rehabilitation centres, mental health facilities, and private agencies involved in personal care in home settings. Graduates may be employed as care aides, geriatric aides, long-term care aides, and health care workers.

Additional Cost Estimate: textbook and supplies - \$180

Department Head - Shirley Simms

NURSING AIDE E.S.L.

Program Length: 7 months
Starting: TBA
Certification: Certificate

PREREQUISITES:

- Grade 10 or acceptable equivalent
- English Language Assessment results
- Selection interview
- completion of a medical questionnaire and submission of negative Tb skin test or chest X-ray report

ABOUT THE PROGRAM: The English as a Second Language (E.S.L.) Nursing Aide program is designed for students who need extra E.S.L. training in order to obtain the VCC/City Centre College Certificate. It is 7 months long and includes training in E.S.L. communication skills for the Nursing Aide. This program provides students with the skills to practice in an ethical and legal manner, to participate in providing a safe environment for residents, health workers, and others, to encourage and participate with residents in group activities and to be aware of common health problems.

CAREER PROSPECTS: Career prospects for graduates of the ESL Nursing Aide program are the same as for the Nursing Aide program.

Additional Cost Estimate: textbook and supplies - \$180

Department Head - Shirley Simms

NURSING UNIT CLERK

Program Length: 6 months
Starting: Generally 3 times yearly
Certification: Certificate

PREREQUISITES:

- Grade 12 or acceptable equivalent

- successful completion of an approved course in Basic Anatomy, Physiology and Medical Terminology
- successful completion of a keyboarding/typing course with a typing speed of 25 g.w.a.m. with a maximum of 5 errors (or equivalent)
- successful completion of a reading comprehension test approved by City Centre
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report

Applicants to the **part-time** program must also submit proof of 12 months full time employment in an appropriate capacity within the last two years in a hospital. Appropriate capacity includes working in any of the following positions:

- Nursing Unit Clerk (Ward Clerk)
- Licenced Practical Nurse;
- Admitting Clerk;
- Medical Records Clerk;
- Laboratory Assistant
- Radiology Clerk (includes Ultrasound/Nuclear Medicine/C.T)

ABOUT THE PROGRAM: This 6 month certificate program which is unique in Western Canada has two primary areas of study: Pharmacology and Unit Clerk Practices such as admissions and processing physicians' orders. In addition, practicum assignments give on-the-job experience.

COURSES:

Level 1 - 6 Weeks

Course 1888 Patient Chart Records
Course 2344 Admissions, Transfers, and Discharges
Course 1889 Communication Skills for the Nursing Unit Clerk
Course 1890 Computer Skills for the Nursing Unit Clerk
Course 1891 Pharmacology 1

Level 2 - 14 Weeks

Course 2717 Processing Physicians' Orders 1
Course 2718 Processing Physicians' Orders 2
Course 2719 Processing Physicians' Orders 3
Course 2721 Processing Physicians' Orders 4
Course 2722 Pharmacology 2

Level 3 - 4 Weeks

Course 4181 Nursing Unit Practicum 1
Course 4182 Nursing Unit Practicum 2

CAREER PROSPECTS: Successful completion of this City Centre program is established as a standard for employment at the major lower mainland hospitals in British Columbia. Graduates may expect to be employed in a nursing unit, usually in an acute or extended care hospital.

Additional Cost Estimate: textbooks and supplies - approximately \$180

Department Head - Shirley Simms

NURSING

PRACTICAL NURSING

Program Length: 10 months
Starting: January, May, September
Certification: Certificate

PREREQUISITES:

- Grade 12 or acceptable equivalent with Biology 11
- current CPR Certificate (Basic Life Support C)
- successful completion of reading comprehension test as approved by City Centre
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report

ABOUT THE PROGRAM: Practical nurses work under the direction of a physician or registered nurse to assess, plan, implement and evaluate nursing care to patients. Graduates of the Practical Nursing program assist patients in medical/surgical areas of the general hospital. They also assist patients/residents with activities of daily living in specialized areas, eg. obstetrics, pediatrics, intermediate, extended and community care (with emphasis on those individuals with mental and/or physical handicaps)

They assist in providing a safe patient/resident environment, assist patients/residents and their families to cope with the anxiety and stress of illness, and act as advocates on their behalf using established lines of communication within the health care agency.

A sincere interest in people, patience, good manual dexterity and good English communication skills are attributes of the successful graduate. A desire to work with all ages of people with a varying complexity of needs offers more employment opportunities.

COURSES:

Level 1 - 13 Weeks

Course 1972 Biology 1
Course 1820 Interpersonal Relationships 1
Course 1973 Nursing Theory 1
Course 1822 Nursing Practice 1

Level 2 - 10 Weeks

Course 2659 Interpersonal Relations 2
Course 2660 Nursing Theory 2
Course 2793 Nursing Practice 2

Level 3 - 13 Weeks

Course 3617 Nursing Theory 3 - Maternal/Neonate
Course 3618 Nursing Theory 3 - Maternal/Child
Course 3619 Nursing Practice 3 - Maternal/Child
Course 3538 Nursing Theory 3 - Young and Middle Adults with Chronic Health Problems
Course 3620 Nursing Practice 3 - Young and Middle Adults with Chronic Health Problems
Course 3539 Nursing Theory 3 - Elderly and Pharmacological Interventions
Course 3621 Nursing Practice 3 - Elderly and Pharmacological Interventions

Level 4 - 6 Weeks

Course 4287 Nursing Theory/Practice 4 - Community Care

Course 4290 Nursing Practice 4 - Consolidation

CAREER PROSPECTS: Graduates of the Practical Nursing program who have successfully passed the Canadian Nurses Association Testing Service examinations (CNATS) and obtained licensure* as a Licensed Practical Nurse may expect to gain employment in agencies responsible for patients requiring acute care, long term care (extended, intermediate, or personal), obstetrics, and pediatric care.

*License may not be granted to those individuals with a criminal record.

Additional Cost Estimate: textbooks and supplies - approximately \$600

Department Head - Pat Hartley

LICENSED PRACTICAL NURSE REFRESHER

Program Length: 6 weeks
Starting: Generally twice yearly
Certification: Certificate

PREREQUISITES: A recommendation from the B.C. Council of Nurses, and completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM: This fulltime program is designed to meet the needs of practical nurses either to refresh their skills before returning to the work force or for those individuals who have never been licensed in British Columbia. The emphasis of this program is on current concepts in nursing care; practical experience in acute care and long term care settings; and changes in the role of the practical nurse in legal and professional responsibilities. This program does not include information relating to Pediatrics or Obstetrics.

COURSES:

Level 1 - 2 Weeks

Course 1762 Nursing Theory Review

Level 2 - 4 Weeks

Course 2631 Nursing Skills - Laboratory

Course 2632 Nursing Skills - Clinical

CAREER PROSPECTS: Career prospects for nurses taking the refresher program and obtaining licensure are similar to those for graduates of the Practical Nursing program.

Additional Cost Estimate: textbooks and supplies - approximately \$116

Department Head - Pat Hartley

HOSPITALITY & TOURISM

HOSPITALITY & TOURISM

ASIAN CULINARY ARTS

CHINESE CUISINE

Program Length: 6 months
Starting: Generally twice yearly
Certification: Certificate

PREREQUISITES: Completion of a medical questionnaire and submission of a negative Tb skin test or Chest X-ray Report.

ABOUT THE PROGRAM: Although the emphasis of this program is on Chinese food, specialized work on Mandarin, Szechuan, Canton, and barbecue cooking is covered. Practical and theoretical training is conducted in a fully equipped commercial kitchen which operates in conjunction with a fully operational dining room and cafeteria open to the public. Students wishing to upgrade their present training will be welcomed into the program at any level, provided space is available.

COURSES:

Level 1 - 12 Weeks

Course 1454 Stir-fry, Pan-fry, Deep-fry, Broil, Braise, and Steam (Basic)

Course 1456 Use of the Wok

Course 1589 Introduction to Chinese Cuisine: Cookery, Utensils and Equipment

Course 1590 Preparation of Meat, Poultry, Seafood and Vegetables (Basic)

Course 1591 Preparation and Cooking of Soups and Sauces (Basic)

Course 1592 Dim Sum (Basic)

Course 1410 Health, Hygiene and Safety

Level 2 - 12 Weeks

Course 2519 Stir-fry, Pan-fry, Deep-fry, Broil, Braise, and Steam (Advanced)



ABOUT THE PROGRAM: The first level of this three-level program introduces students to the Japanese kitchen, cooking equipment and basic food ingredients. The second and third levels emphasize the preparation of Sushi and Wasabi dishes. Students wishing to upgrade their present training will be welcomed into the program at any level, provided space is available.

COURSES:

Level 1 - 12 Weeks

Course 1979 Introduction to Hospitality Industry

Course 1980 Japanese Culture and Language

Course 1981 Kitchen Organization and Equipment

HOSPITALITY & TOURISM

ASIAN CULINARY ARTS

CHINESE CUISINE

Program Length: 6 months
Starting: Generally twice yearly
Certification: Certificate

PREREQUISITES: Completion of a medical questionnaire and submission of a negative Tb skin test or Chest X-ray Report.

ABOUT THE PROGRAM: Although the emphasis of this program is on Cantonese food, specialized work on Mandarin, Szechuan, Dim Sum, and barbecue cooking is covered. Practical and theoretical training is conducted in a fully equipped commercial kitchen which operates in conjunction with a fully operational dining room and cafeteria open to the public. Students wishing to upgrade their present training will be welcomed into the program at any level, provided space is available.

COURSES:

Level 1 - 12 Weeks

Course 1454 Stir-fry, Pan-fry, Deep-fry, Broil, Braise and Steam (Basic)
Course 1016 Use of the Wok
Course 1589 Introduction to Chinese Cuisine Cookery, Utensils and Equipment
Course 1590 Preparation of Meat, Poultry, Seafood and Vegetables (Basic)
Course 1591 Preparation and Cooking of Soups and Sauces (Basic)
Course 1592 Dim Sum (Basic)
Course 1410 Health, Hygiene and Safety

Level 2 - 12 Weeks

Course 2519 Stir-fry, Pan-fry, Deep-fry, Broil, Braise and Steam (Advanced)

Course 2438 Barbecue Cooking
Course 3265 Kitchen Management
Course 2439 Preparation of Meat, Poultry, Seafood and Vegetables (Advanced)
Course 2520 Preparation and Cooking of Soups and Sauces (Advanced)
Course 2521 Dim Sum (Advanced)

CAREER PROSPECTS: Graduates will be qualified to obtain employment as cooks in restaurants specializing in Chinese cuisine.

Additional Cost Estimate: supplies - \$50, uniform deposit - \$25

Department Head - Condy Leung

JAPANESE CUISINE

Program Length: 7 months
Starting: October
Certification: Certificate

PREREQUISITES: - Completion of a medical questionnaire and submission of a negative Tb skin test or Chest X-ray Report.
- Knowledge of the Japanese language is not necessary

ABOUT THE PROGRAM: The first level of this three-level program introduces students to the Japanese kitchen, cooking equipment and basic food ingredients. The second and third levels emphasize the preparation of Sushi and Washoku dishes. Students wishing to upgrade their present training will be welcomed into the program at any level provided space is available.

COURSES:

Level 1 - 12 Weeks

Course 1959 Introduction to Hospitality Industry
Course 1960 Japanese Culture and Language
Course 1961 Kitchen Organization and Equipment

Course 1962 Seasonings
Course 1963 Rice
Course 1964 Vegetables

Level 2 - 12 Weeks

Course 2776 Meat and Poultry
Course 2777 Seafood (Basic)
Course 2778 Sushi (Basic)
Course 2779 Washoku (Basic)

Level 3 - 12 Weeks

Course 3604 Seafood (Advanced)
Course 3605 Sushi (Advanced)
Course 3606 Washoku (Advanced)
Course 2023 Kitchen Management)

*The Japanese Cuisine program is currently under review and there will be revisions to the above courses. Contact Counselling for further information.

CAREER PROSPECTS: Graduates of the program will be trained to obtain employment as cooks in restaurants specializing in Japanese Cuisine.

Additional Cost Estimate: supplies \$100, uniform deposit \$25

Department Head - Condyl Leung

BAKING

BAKING AND PASTRY ARTS

Program Length: 10 months
Starting: Quarterly
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent, and completion of a medical questionnaire and submission of a negative TB skin test or Chest X-ray Report.

ABOUT THE PROGRAM: The purpose of this program is to prepare students for a career in the baking industry. The program is divided into three levels that include breads and yeast dough products, puff pastry, pies, tarts and cookies, cake baking and decorating, and French pastries.

COURSES:

Level 1 - 15 Weeks

Course 1000 Hard Rolls and Sweet Yeast Dough Products
Course 1013 Theory of Baking and Demonstration 1
Course 1019 Breads

Level 2 - 12 Weeks

Course 2291 Puff Pastry and General Baking
Course 2014 Theory of Baking and Demonstration 2
Course 2619 Pies, Tarts, Cookies and Savoury Products

Level 3 - 16 Weeks

Course 3007 Theory of Baking and Demonstration 3
Course 3011 Cake Baking
Course 3262 Cake Decorating
Course 3263 French Pastries

CAREER PROSPECTS: Students in the Baking and Pastry program are trained to obtain employment as bakers' helpers, baking apprentices, or bakers in retail bakeries, supermarkets, department stores, hotels and camps.

Additional Cost Estimate: textbooks and supplies - approximately \$100, uniform deposit \$25

Training Procedure: Theory of baking, demonstrations, and practical experience carried out in an operational bakeshop.

Department Head - Dick Kok

BAKING AND PASTRY - APPRENTICE

Program Length: Three one-month training sessions over a three-year period
Starting: January 1990
Certification: Citation

PREREQUISITES: - Completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report
- referred from Apprenticeship Branch

ABOUT THE PROGRAM: The Baking and Pastry - Apprentice program is designed for people currently working in the baking industry. The program consists of three, one-month training sessions over a three-year period.

COURSES: A list of courses is available from the Counselling department.

CAREER PROSPECTS: Graduates may obtain employment in the baking industry as a qualified journey baker.

Additional Cost Estimate: textbooks and supplies - approximately \$60, uniform deposit \$25

Department Head - Dick Kok

BAKING AND PASTRY UPGRADE

Program Length: 1 - 4 months depending on specialty selected
Starting: Continuously
Certification: A citation is granted upon completion of each level

PREREQUISITES: - one year baking and/or cooking experience or formal training
- completion of a medical questionnaire and submission

of a negative Tb skin test or Chest X-ray Report

ABOUT THE PROGRAM: This program is designed to upgrade the student who has spent at least one year in the baking or cooking field. Each level deals with the practical methods of a particular specialty. Bread, pastry, cake and decorating crafts are covered.

COURSES:

Level 1 - 4 Weeks

Course 1753 Assorted Breads
Course 1754 Assorted Hard Rolls and Sweet Yeast Dough Products

Level 2 - 4 Weeks

Course 2618 Pies, Tarts, Cookies and Savoury Products
Course 2298 Puff Pastry and General Baking

Level 3 - 7 Weeks

Course 3489 Cake Baking
Course 3268 Cake Decorating
Course 3490 French Pastries
Course 3491 Chocolate Work
Course 3492 Marzipan Work

Level 4 - 1 Week

Course 4184 T.Q. for Baking Certificate

CAREER PROSPECTS: Graduates may obtain employment as bakers' helpers, baking apprentices, or bakers in retail bakeries, supermarkets, department stores, hotels, and camps.

Additional Cost Estimate: textbooks and supplies - approximately \$100, uniform deposit \$25

Training Procedure: Demonstrations and practical experience carried out in an operational bakeshop.

Department Head - Dick Kok

PATISSIER: ADVANCED PASTRY TRAINING

Program Length: 4 months
Starting: September
Certification: Certificate

PREREQUISITES: - Baking and Pastry Certificate or equivalent
- the Trades Qualification certificate
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray Report

ABOUT THE PROGRAM: The Patisserie: Advanced Pastry Training program is designed to meet the educational and training needs of the baking and hotel/restaurant sectors of the tourism and hospitality industry. The program is divided into two 8-week levels that include pastries, tortes and petits fours, cake decorating, advanced cake decorating, pralines and friandise, desserts, sherbets, chocolates and sugar artistry, calligraphy and ornamenting.

COURSES:

Level 1

Classic and French Pastries
Petits Fours Varieties
Specialty and Classic Tortes
Advanced Cake Decorating
Pralines and Friandise (Candies)

Level 2

Chocolates
Sugar Artistry
Centrepieces - Chocolate and Sugar
Hot and Cold Desserts
Ornamenting
Ice Cream and Sherbets

CAREER PROSPECTS: Students in the Patisserie program are trained to obtain employment as bakers and pastry chefs.

Additional Cost Estimate: textbooks and supplies - approximately \$80; uniform deposit \$25

Department Head - Dick Kok

CULINARY ARTS

CULINARY ARTS - FOUNDATIONS

Program Length: 8 months
Starting: Monthly
Certification: Certificate

PREREQUISITES: - Grade 10 or equivalent
- completion of a medical questionnaire and submission of a negative Tb skin test or Chest X-ray Report)

ABOUT THE PROGRAM: This 8-month program combines Cooking - Core and Short Order and Cooking - Institutional and Camp. During the first four months, studies will include the preparation of salads, sandwiches, vegetables, deep fried foods, breakfasts, grills, roasts, sauces, simple desserts, and butchery. The final four months builds on the knowledge and skills acquired in the basic program and covers such topics as preparing salads, vegetables, deep-fry, breakfasts, grills, roasts, sauces, butchery, and baking desserts.

Students who wish to leave the program after the first four months may request a certificate in "Cooking - Core and Short Order."

COURSES:

Level 1 - 8 Weeks

Course 1458 Kitchen Safety and Hygiene
Course 1459 Basic Food Service Skills 1

Course 1460 Methods of Cookery
Course 1461 Practical Cooking Skills

Level 2 - 8 Weeks

Course 2441 Basic Food Service Skills 2
Course 2442 Vegetable Cookery
Course 2824 Meat, Poultry and Seafood Cutting
Course 2444 Meat, Poultry and Seafood Cookery
Course 2445 Soups and Sauces
Course 2446 Baking and Desserts
Course 2447 Egg and Breakfast Cookery

Level 3 - 8 Weeks

Course 3826 Basic Food Service Skills
Course 1463 Vegetables and Farinaceous Foods
Course 3627 Meat, Poultry and Seafood Cutting
Course 1465 Meat and Poultry Cookery
Course 1466 Seafood Cookery

Level 4 - 8 Weeks

Course 2448 Stocks, Sauces and Soups
Course 2449 Cold Kitchen
Course 2450 Baking and Desserts

CAREER PROSPECTS: Graduates of the Culinary Arts - Foundations Program will find excellent opportunities for employment in all areas of the food service industry, including restaurants, aircraft flight kitchens, trains, cruise ships, kitchens in institutions, camps and other food service-related areas in the hospitality industry.

Additional Cost Estimate: textbooks and supplies - approximately \$125, uniform deposit \$25

Department Head - Ulrich Falter

CULINARY ARTS - A LA CARTE AND BANQUET

Program Length: 4 months
Starting: Every two months
Certification: Certificate

PREREQUISITES: - successful completion of the Culinary Arts - Foundations Program or at least two years related food industry experience
- completion of a medical questionnaire and submission of a negative Tb skin test or Chest X-ray Report

ABOUT THE PROGRAM: Theory and demonstration, as well as practical experience in the kitchen are part of each level in this two-level program which provides trained personnel to potential employers in the hospitality industry. Students will learn the advanced methods of preparing and cooking to order for luncheon and dinner patrons of the City Centre dining room. A series of eight menus are used including meat, fish and poultry, such as, Beef Wellington, English Dover Sole, and Pheasant.

COURSES:

Level 1 - 8 Weeks

Course 1467 Food Service Skills 1
Course 1468 Vegetable Cookery 1
Course 1469 Cutting Meat and Poultry 1
Course 1470 Meat and Poultry Cookery 1
Course 1471 Cutting and Cooking Seafood 1
Course 1472 Stocks, Soups and Sauces 1
Course 1473 Cold Kitchen 1
Course 1474 Baking and Desserts 1

Level 2 - 8 Weeks

Course 2451 Food Service Skills 2
Course 2452 Vegetable Cookery 2
Course 2453 Cutting Meat and Poultry 2
Course 2454 Meat and Poultry Cookery 2
Course 2455 Cutting and Cooking Seafood 2
Course 2456 Stocks, Soups and Sauces 2
Course 2457 Cold Kitchen 2
Course 2458 Baking and Desserts 2

CAREER PROSPECTS: Graduates will be qualified to obtain employment leading to positions such as assistant cooks or apprentices in restaurants, hotels, aircraft flight kitchens, and train and cruise ship kitchens.

Additional Cost Estimate: textbooks and supplies - approximately \$135, uniform deposit \$25

Department Head - Ryun Sinclair

CULINARY ARTS - CORE AND SHORT ORDER COOKING / E.S.L.

Program Length: 6 months
Starting: Start date to be announced
Certification: Certificate

PREREQUISITES:

- Upper Beginner level of English language training as tested at VCC King Edward Campus
- completion of a medical questionnaire, and submission of a negative Tb skin test or chest X-ray Report
- interview

ABOUT THE PROGRAM: The E.S.L. Core and Short Order Cooking Program is designed for students who need extra English as a Second Language Training in order to obtain the VCC/City Centre college certificate.

The program is seven months long and is divided into two levels. It includes training in E.S.L. communication skills for the Hospitality Industry as well as basic technical vocabulary for theory content. Skills training is provided by a Culinary Arts instructor from City Centre and English as a Second Language support by an instructor from the E.S.L. - Vocational department at King Edward Campus.

COURSES:

Level 1 - 14 Weeks

Course 1458 Kitchen Safety and Hygiene
Course 1459 Basic Food Service Skills 1
Course 1460 Methods of Cookery
Course 1461 Practical Cooking Skills

Level 2 - 14 Weeks

Course 2441 Basic Food Service Skills 2
Course 2442 Vegetable Cookery
Course 2443 Meat, Poultry and Seafood Cutting
Course 2444 Meat, Poultry and Seafood Cookery
Course 2445 Soups and Sauces
Course 2446 Baking and Desserts
Course 2447 Egg and Breakfast Cookery
English Language Training

CAREER PROSPECTS: Graduates may find employment in restaurants, cafeterias, and fast food operations as short-order cooks. The rapidly expanding Hospitality industry is always looking for trained employees in the cooking field.

Additional Cost Estimate: textbooks and supplies - approximately \$150; uniform deposit \$25

Training Procedure: Training includes a three week practicum at an off-campus location in the Hospitality industry.

Department Head - Ulrich Falter

DINING ROOM & LOUNGE SERVICE - BASIC

Program Length: 3 months
Starting: See below *
Certification: Certificate

* Students will be accepted into the appropriate level of the Food and Beverage Management Program provided space is available.

PREREQUISITES:

- Grade 10 or equivalent
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray Report

ABOUT THE PROGRAM: The Dining Room & Lounge Service program introduces students to the fast growing hospitality industry. Restaurant equipment, menu terminology, effective customer relations are covered in the first month of the program. Serving breakfast, lunch, banquets, preparing and serving non-alcoholic beverages and cocktails and bar drinks are covered in the second month. The student will also learn to operate a cash register, check the cash float, handle credit card transactions, and perform closing procedures.

COURSES:

Level 1 - 12 weeks

Course 1910 Introduction to Hospitality
Course 1911 Sanitation, Safety and Hygiene
Course 1418 Customer Relations
Course 1912 Food and Beverage Equipment
Course 1913 Basic Cash Procedures (ECR)
Course 1010 Service Procedures I
Course 1440 Menu Terminology I
Course 1914 Host and Hosting I
Course 1915 Bar Service and Preparation I

CAREER PROSPECTS: Graduates will be qualified to obtain employment as service personnel in fast food chains, family restaurants, catering companies, hotel

banquet departments, lounges or cocktail bars.

Additional Cost Estimate: textbooks and supplies - approximately \$66

Department Head - Charles Kilchenmann

DINING ROOM AND LOUNGE - ADVANCED

Program Length: 3 months
Starting: Students will be accepted into the appropriate level of the Food & Beverage Management Program provided space is available
Certification: Certificate

PREREQUISITES:

- Dining Room and Lounge Service - Basic (3 months) or equivalent
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray Report

ABOUT THE PROGRAM: Building on the skills attained in the Basic program, students will become proficient in the professional techniques of dining room and bar service.

COURSES:

Course 2744 Opening and Closing Procedures
Course 2745 Service Procedures II
Course 2746 Menu Terminology II
Course 2747 Wine and Wine Service
Course 2748 Bar Service and Preparation II
Course 2749 Host and Hosting II
Course 1504 Communication Skills
Course 2750 Job Search Skills

CAREER PROSPECTS: Graduates may expect to obtain employment in fine dining rooms, restaurants, hotels, pubs, cocktail bars, airlines, resorts, or cruise ship lines.

ADDITIONAL COST ESTIMATE: textbooks and supplies - approximately \$66

Department Head - Charles Kilchenmann

FOOD AND BEVERAGE MANAGEMENT

Program Length: 1 year
Starting: Twice yearly
Certification: Certificate

PREREQUISITES: - Grade 12 Diploma or equivalent
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray Report

Applicants who have completed the City Centre Dining Room and Lounge Service program or who have equivalent experience may apply to be inserted into the program depending on space availability

ABOUT THE PROGRAM: Courses in dining room service, bartending (Mixology) and food preparation are followed by courses emphasizing supervisory skills, production planning and control, personnel, and management functions.

COURSES:

Level 1 - 15 weeks

Course 7035 Introduction to the Hospitality/Tourism Industry

Course 7036 Principles of Sanitation and Safety
Course 7037 Human Relations in Tourism
Course 1912 Food and Beverage Equipment
Course 7038 Introduction to Financial Controls

Course 7039 Service Procedures 1
Course 7040 Menu Terminology
Course 3530 Basic Computer Applications in Tourism
Course 2747 Wine and Wine Service

Level 2 - 18 weeks

Course 2835 Principles of Financial Control in Tourism
Course 2836 Service Procedures 2
Course 2832 Tourism Marketing for Supervisors
Course 4267 Food and Beverage Cost Controls
Course 2833 Food Production Principles
Course 2834 Menu Design and Planning
Course 4268 Food and Beverage Computer Applications

Level 3 - 15 weeks

Course 3630 Sanitation Management
Course 3631 Hosting
Course 3632 Supervisory Leadership in Tourism
Course 3633 Mixology
Course 3634 Human Resource Development in Tourism
Course 3635 Managing Conventions and Group Business
Course 3636 Bar Supervision
Course 3637 Practicum

CAREER PROSPECTS: A wide variety of careers exists in the food and beverage industry. City Centre's Food and Beverage Management program will introduce students to the skills required to obtain employment in this industry. The broad range of skills in management and supervisory techniques reinforced with practical experience will enable graduates to obtain employment in restaurants, hotels, pubs, lounges, cocktail bars, catering companies, airlines, cruise ships and resorts as management trainees.

Additional Cost Estimate: textbooks and supplies - approximately \$350

Department Head - Charles Kilchenmann

FOOD SERVICE ASSISTANT - E.S.L.

Program Length: 5 months
Starting: Generally twice yearly
Certification: Certificate

PREREQUISITES: - sufficient communication skills in English to understand instruction of cafeteria procedures (upper beginners level at King Edward Campus or higher)
- completion of a medical questionnaire and submission of a negative Tb skin test and chest X-Ray Report.

ABOUT THE PROGRAM: The Food Service Assistant program is intended to introduce students to the food service industry. This five month program will familiarize students with food service operations and procedures in both a cafeteria and a dining room setting.

COURSES:

Level 1

Introduction to Food Service Assistant
Safety
Sanitation and Hygiene
Customer Relations
Cafeteria Lab
Job Search Skills/Industry Practicum

Level ESL

Students will receive English Language Training in this level.

CAREER PROSPECTS: Graduates will be qualified to obtain employment as waiters and cafeteria helpers in a variety of food service outlets.

Additional Cost Estimate: textbooks and supplies - \$148, uniform deposit - \$25

Department Head - Charles Kilchenmann

HOSPITALITY ADMINISTRATION

Program Length: 2 years
Starting: Annually - September
Certification: Diploma

PREREQUISITES: - Grade 12 Diploma or equivalent, with
- a minimum grade of C+ in English 12 and Algebra 11
- a minimum of six months work experience in the hospitality industry
- submission of a resume
- submission of a 500 word essay outlining career goals and interest in the program
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report

ABOUT THE PROGRAM: The Hospitality and Tourism industry is fast becoming the number one industry in British Columbia. It is already the industry which has the most employment opportunities. In the first year of this two year program, studies will focus on general business management courses applied to a hospitality and tourism setting. Introductory courses in Hospitality Administration will also be taught. The second year program consists of hospitality management courses which include food, beverage, labour cost controls, human relations, marketing for the hospitality industry, and a directed study course.

COURSES:

Level 1

Microeconomics
Business Communication for Hospitality
Introduction to Data Processing
Accounting 1
Food Operations
Rooms Division Operations
Business Mathematics
Hospitality Communication

Level 2

Macroeconomics
Business Communication for Hospitality
Computers in Business
Accounting 2
Beverage Operations
Front Office Accounting
Introduction to Hospitality Marketing
Rooms Division Operations
Leisure Time Management

Level 3

Food and Beverage Management
Food and Beverage Practicum
Food, Beverage and Labor Cost Controls
Human Resources Management
Marketing and Sales Promotion
Facilities Design and Property Management
Practicum in Industry
Business Statistics in Hospitality
Management Engineering

Level 4

Business Law
Food and Beverage Management
Food and Beverage Practicum
Hospitality Management Accounting
Labour Relations
Organizational Behaviour
Marketing and Sales Promotion
Cultural Awareness
Directed Studies

Risk Management (Professional Seminars)
(All courses will be taught but not necessarily in the order given.)

CAREER PROSPECTS: Hospitality Administration graduates may be employed in hotels, motels, restaurants, department store food services, golf and country

clubs, tourist facilities such as ski resorts, private and industrial catering firms, and in a wide variety of other organizations involved in food services and housing such as hospitals, schools and universities. Graduates also operate their own hospitality businesses such as restaurants, hotels, private catering and convention planning firms.

Additional Cost Estimate: textbooks and supplies - approximately \$1,800

Department Head - Carmine Morelli

MEAT PREPARATION

MEAT CUTTING APPRENTICE

Program Length: Two one-month training sessions over a two-year period
Starting: September 1990
Certification: Citation

PREREQUISITES: The program is designed for registered meat cutting apprentices currently working in the meat cutting industry.

ABOUT THE PROGRAM: In the first year, apprentices will learn all aspects of meat cutting. In the second year, apprentices will learn meat cutting merchandising and management skills.

COURSES: A list of courses is available from the Counselling department.

CAREER PROSPECTS: Graduates may obtain employment as a qualified journey meat-cutter.

Additional Cost Estimate: textbooks and supplies - \$30, uniform deposit - \$25

Department Head - Sid Heringer

MEAT/DELI/SEAFOOD CLERK

Program Length: 4 months
Starting: Quarterly
Certification: Certificate

PREREQUISITES: - Grade 10 or equivalent
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray Report

ABOUT THE PROGRAM: This program focuses on the many aspects of meat wrapping, delicatessen and seafood product merchandising. Safety, sanitation, use and maintenance of equipment, food storage procedures and customer service skills are emphasized throughout the program. Students will learn to prepare catering trays and hot and cold delicatessen items, identify, prepare and package cheese products, and be responsible for the merchandising and sale of meat, deli, and seafood products.

COURSES: A complete list of courses is available from the Counselling Department

CAREER PROSPECTS: Graduates of the Meat/Deli/Seafood Clerk Program may find employment in retail meat shops, delicatessens, supermarkets and other related shops.

Additional Cost Estimate: texts and supplies - \$45, uniform deposit - \$25

Department Head - Sid Heringer

RETAIL MEAT PROCESSING

Program Length: 6 months
Starting: Quarterly
Certification: Certificate

PREREQUISITES: - Grade 10 or equivalent
- completion of medical questionnaire and submission of a negative Tb skin test or chest X-ray Report
- mature students who do not meet the educational requirements may have related work experience assessed

ABOUT THE PROGRAM: The program is designed to teach the many aspects of meat cutting, and is divided into two 12-week levels that include primary meat cutting and advanced meat cutting. As part of the training, students will be given two weeks on-the-job training in the industry.

COURSES:

A complete list of courses is available from the Counselling Department.

CAREER PROSPECTS: Upon successful completion of the program, students may find employment in packing houses, block-ready shops, locker plants and small butcher shops or supermarkets.

Additional Cost Estimate: textbooks and supplies - approximately \$159; uniform deposit - \$25

Department Head - Sid Heringer

SAUSAGE MAKING AND SMOKED MEATS

Program Length: 8 months
Starting: Once yearly
Certification: Certificate

PREREQUISITES: - Grade 10 or equivalent
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray Report

ABOUT THE PROGRAM: The manufacture of sausage and smoked meats for wholesale and retail stores and delicatessens is a highly specialized skill. All aspects of sausage making and smoked meats are taught in City Centre's well equipped training centre with all European style sausage making equipment. Safety, sanitation, personal hygiene, use and care of equipment and hand tools are stressed. The student will also be introduced to merchandising, shop management and customer relations.

COURSES:

A complete list of courses is available from the Counseling Department.

CAREER PROSPECTS: Upon successful completion of the program, students may seek employment in sausage companies, retail meat shops, delicatessens, and other related shops.

Additional Cost Estimate: texts and supplies - \$148; uniform deposit - \$25

Department Head - Sid Heringer

TRAVEL AGENT

Program Length: 5 months
Starting: September and January
Certification: Certificate

PREREQUISITES: - Grade 12 Diploma or equivalent
- typing to a speed of 25 g.w.a.m. with a maximum of two errors.

ABOUT THE PROGRAM: Each of the eleven courses in this intensive, performance based program is designed to cover specific areas of study in the travel agency field. Students build up their skills through practical

exercises, assignments, role-plays, presentations, films, guest lecturers and hands-on computerized reservation training. As part of the training, students will be placed on a practicum with employers to obtain practical agency experience.

COURSES:

Level 1 - 5.5 Weeks

Course 7027* Introduction to the Tourism/Travel Industry
Course 7028* Communications
Course 7029* Destinations
Course 7023 Tourism/Travel Components

Level 2 - 6 Weeks

Course 7026 Package Tours
Course 7022 Domestic Air
Course 7024 Cruises
Course 2823 Word Processing

Level 3 - 4.5 Weeks

Course 2215 Office Procedures
Course 3164 Sales and Service
Course 3625 Computerized Reservations
Course 3162 Practicum

* Foundation Courses - are essential for students to master if they are to be successful in subsequent advanced courses.

CAREER PROSPECTS: Graduates may find employment in retail travel agencies as entry-level travel agents, or as reservations agents with tour wholesalers.

Additional Cost Estimate: textbooks and supplies - approximately \$175

Instructor - Jackie Kinnersley

SERVICE

BUILDING SERVICE WORKER

Program Length: 3 months
Starting: Every two months except summer
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent, and completion of a medical questionnaire and submission of a negative TB skin test or chest X-ray Report.

ABOUT THE PROGRAM: The Building Service Worker Program offers the student an opportunity to specialize in such areas of the janitorial industry as window cleaner, wall washer, carpet cleaner or general janitorial worker. The special skills required for house-keeping in hospital and medical areas are stressed. Special attention is given to safety throughout the program.

COURSES:

Level 1 - 3 Weeks

Course 1725 Light Housekeeping, Equipment and Supplies
Course 1726 Light Housekeeping (Practical)

Level 2 - 4 Weeks

Course 2683 Hospital Cleaning Procedures
Course 2604 General Housekeeping
Course 2605 Industry Practicum

Level 3 - 5 Weeks

Course 3447 Wood, Hard, and Resilient Floors and Finishes
Course 3449 Floor Cleaning Equipment
Course 3475 General Floor Maintenance (Practical)
Course 3476 Carpet Construction and Cleaning Equipment
Course 3477 Carpet Cleaning (Practical)

CAREER PROSPECTS: Graduates of the Building Service Worker Program may find employment in such areas as hospitals, plants, apartment buildings, and department stores.

Additional Cost Estimate: supplies - approximately \$100

Safety Requirements: Janitorial work shoes (non-slip soles)

Department Head - Frank Boutillier

BUILDING SERVICE WORKER E.S.L.

Program Length: 20 weeks
Starting: Contact Counselling
Certification: Certificate

PREREQUISITES: Lower Intermediate level of English language training, and completion of a medical questionnaire and submission of negative TB skin test or chest X-ray.

ABOUT THE PROGRAM: The English as a Second Language (E.S.L.) Building Service Worker Program is designed for students who need extra E.S.L. training in order to obtain the VCC/City Centre College Certificate.

The program is 20 weeks long and includes training in E.S.L. communication skills for the Building Service industry and basic technical vocabulary for theory content. Vocational training is provided by a Building Service Worker instructor from City Centre, and E.S.L. support by an instructor from the E.S.L. Vocational department at King Edward Campus (K.E.C.)

Students are initially taught skills and techniques in the Building Service Worker practice area, and are then given work assignments throughout the campus to reinforce these skills.

COURSES:

Level 1 - 3 Weeks

- Course 1725 Light Housekeeping, Equipment and Supplies
- Course 1726 Light Housekeeping (Practical)

Level 2 - 4 Weeks

- Course 2683 Hospital Cleaning Procedures
- Course 2604 General Housekeeping
- Course 2605 Industry Practicum

Level 3 - 5 Weeks

- Course 3447 Wood, Hard, and Resilient Floors and Finishes
- Course 3449 Floor Cleaning Equipment
- Course 3475 General Floor Maintenance (Practical)
- Course 3476 Carpet Construction and Cleaning Equipment
- Course 3477 Carpet Cleaning (Practical)

CAREER PROSPECTS: Graduates will find job opportunities in schools, hospitals, office buildings, airports, warehouses, and departments stores. Large cleaning firms are looking for trained employees and many of our graduates may even start their own businesses.

Additional Cost Estimate: supplies - approximately \$100

Safety Requirements: Janitorial work shoes (non-slip soles)

Dress: Comfortable, neat work clothing.

Department Head - Frank Boutillier

HAIRDRESSING

ESTHETICS (SKINCARE)

Program Length: 7 months
Starting: Generally twice yearly
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent, and completion of a medical questionnaire and submission of a negative TB skin test or Chest X-ray Report.

ABOUT THE PROGRAM: Esthetics (Skin Care) is one of the fastest growing industries in North America and British Columbia is no exception. To fill this demand, City Centre graduates students twice yearly. Those completing the seven months of training will be prepared to take the examination of the BC Hairdresser's Association Special Beauty Culture License.

COURSES:

Level 1 - 15.5 Weeks

- Course 1974 Introduction to Esthetics
- Course 1975 Skin Analysis
- Course 1976 Hygiene, Bacteriology and Sanitation
- Course 1977 Footcare
- Course 1978 Introduction to Cosmetic Massage
- Course 1979 Anatomy, Physiology and Histology
- Course 1980 Disorders and Diseases of Skin, Hair and Nail
- Course 1981 Hair Removal 1
- Course 1982 Basic Make-Up

Level 2 - 11.5 Weeks

- Course 2794 Cosmetic Massage
- Course 2795 Manicures 2
- Course 2796 Facials, Special Treatments
- Course 2797 Management, Communications and Salon Functions
- Course 2798 Specialized Treatment
- Course 2799 Introduction to Electrolysis
- Course 2800 Advanced Make-Up

CAREER PROSPECTS: Graduates will find employment as estheticians, technicians, cosmetic company representatives, cosmetic demonstrators, make-up artists, nail technicians, or self-employed estheticians.

Additional Cost Estimate: textbook and supplies - approximately \$235

Department Head - Bob Malone

HAIRSTYLING TECHNICIAN

Program Length: 12 months
Starting: Generally September and January
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent, and completion of a medical questionnaire and submission of a negative TB skin test or chest X-ray Report.

ABOUT THE PROGRAM: The Hairstyling program is structured in four levels and is designed to cover all areas of the industry on a progressive scale, demanding an increase in competence at each level. Theoretical knowledge and practical training is covered in such areas as client relations, haircutting, permanent waving, hair colouring, hair treatments, facial and manicures and disorders of the scalp and skin. Salon management, bookkeeping, reception and desk functions and professional and business services are also an integral part of this program. Upon compliance with the necessary regulations, Hairdressing students are prepared to sit the examination of the B.C. Hairdressers Board of Examiners. The successful graduates will then be required to complete employment as a junior stylist for a period of 1000 hours of in-salon work experience before being granted a Hairdressing Certificate of Apprenticeship and Provincial Licence. Applicants must be 18 years of age before they can obtain their licence.

COURSES:

Level 1 - 13 Weeks

- Course 1661 Introduction to Hairdressing

- Course 1662 Shampoo, Instant Conditioners and Rinses
- Course 1663 Styling 1
- Course 1664 Client Relations
- Course 1665 Hygiene, Bacteriology, and Sanitation
- Course 1666 Haircutting 1
- Course 1667 Hair Colouring 1
- Course 1668 Permanent Waving 1
- Course 1669 Introduction to Selling
- Course 1670 Structure of Hair and Skin

Level 2 - 12 Weeks

- Course 2568 Disorders and Diseases of Hair and Skin
- Course 2569 Scalp and Hair Treatments
- Course 3273 Hair Colouring 2
- Course 2570 Communications and Salon Functions
- Course 2571 Anatomy and Physiology
- Course 2572 Permanent Waving 2
- Course 2381 Styling 2
- Course 2573 Haircutting 2
- Course 2368 Practicum 1

Level 3 - 13 Weeks

- Course 3450 Hair Structure and Chemistry
- Course 3451 Styling 3
- Course 3452 Wigs and Hairpieces
- Course 3453 Permanent Waving 3
- Course 3454 Haircutting 3
- Course 3332 Career Management
- Course 3455 Hair Coloring 3
- Course 3456 Scalp and Hair Treatments 3
- Course 3457 Facials, Manicures and Footcare 1
- Course 3458 Practicum 2

Level 4 - 12 Weeks

- Course 4208 Facials, Manicures and Footcare 2
- Course 4209 Hair Coloring 4
- Course 4210 Haircutting 4
- Course 4212 Hair Styling 4
- Course 4213 Salon Management
- Course 4214 Hair Relaxing
- Course 4211 Permanent Waving 4
- Course 4215 Related Services
- Course 4216 Practicum 3

CAREER PROSPECTS: Graduates who have obtained their Certificate of Apprenticeship and Provincial Licence will be qualified to secure employment in large or small salons or they may wish to open their own business.

Additional Cost Estimate: textbooks and supplies - approximately \$400

Department Head - Bob Malone

HAIRSTYLING TECHNICIAN E.S.L.

Program Length: 16 months
Starting: Annually
Certification: Certificate

PREREQUISITES: Lower Intermediate level of English language training, and completion of a medical questionnaire and submission of negative TB skin test or chest X-ray Report.

ABOUT THE PROGRAM: The English as a Second Language (E.S.L.) Hairstyling program is designed for students who need language assistance in order to obtain a City Centre Certificate. The additional sixteen weeks of English Language training is integrated into each level of the program, with approximately 4 weeks being spent in each level. The remaining 12 months of training is identical to that spent in the regular program.

CAREER PROSPECTS: Graduates of the E.S.L. Hairstyling Technician Program who have obtained their Certificate of Apprenticeship and Provincial Licence will be qualified to secure employment in the same areas as those in the regular 12 month program.

Additional Cost Estimate: textbooks and supplies - approximately \$400

Department Head - Bob Malone

MEN'S HAIRSTYLING

Program Length: 12 months
Starting: continuous as space permits
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent, and completion of a medical questionnaire and submission of a negative TB skin test or chest X-ray Report.

ABOUT THE PROGRAM: The City Centre Men's Hairstyling program prepares students for a challenging and varied career in this exciting industry. Students will cut, shampoo and style hair, shave clients, give facial massages, permanent waves and colour hair using various systems. The principles of salon management, communication salesmanship and other client-related skills are covered throughout the program.

COURSES:

Level 1 - 13 Weeks

Course 1855 Introduction to Barbering and Mens Hairstyling
Course 1665 Hygiene, Bacteriology and Sanitation
Course 1662 Shampoos, Instant Conditioners and Rinses
Course 1669 Introduction to Selling
Course 1857 Haircutting 1
Course 1670 Structure of Hair and Skin
Course 1860 Shaving 1
Course 1664 Client Relations
Course 1858 Facials and Massage 1
Course 1859 Hairstyling 1

Level 2 - 12 Weeks

Course 2570 Communications and Salon Functions
Course 2569 Scalp and Hair Treatment I
Course 2686 Haircutting 2
Course 2687 Shaving 2
Course 2688 Facials and Massage 2
Course 2689 Hairstyling 2
Course 1688 Permanent Waving 1
Course 1667 Hair Coloring 1

Level 3 - 13 Weeks

Course 3332 Career Management
Course 3541 Haircutting 3
Course 3542 Hairstyling 3
Course 2572 Permanent Waving 2
Course 2543 Shaving 3
Course 3450 Hair Structure and Chemistry
Course 3273 Hair Coloring 2
Course 3560 Scalp and Hair Treatment 2
Course 3545 Facials and Massage 3

Level 4 - 12 Weeks

Course 3455 Hair Coloring 3
Course 4241 Hairstyling 4
Course 4242 Haircutting 4
Course 4243 Permanent Waving 3
Course 3453 Shaving 4
Course 3452 Wigs & Hairpieces
Course 4244 Anatomy and Physiology
Course 4258 Hair Relaxing
Course 4213 Salon Management

CAREER PROSPECTS: Well trained hairstylists are in constant demand in every community. Completion of the Men's Hairstyling program will give you the skills to complete your training in a shop/salon after passing the B.C. Barber's Association Board Examination. A 1000 hour period of in shop/salon work experience must be completed before the granting of a provincial license and apprenticeship completion certificate.

Additional Cost Estimate: textbooks and supplies - approximately \$300

Department Head - Bob Malone

SHOE REPAIR & SHOP MANAGEMENT

Program Length: 9 months
Starting: October
Certification: Certificate

PREREQUISITES: Grade 10 or equivalent, and completion of a medical questionnaire and submission of a negative TB skin test or chest X-ray Report.

ABOUT THE PROGRAM: Designed in two levels, this program provides an opportunity for those who only require skills in instant shoe repair to exit after eighteen (18) weeks. These individuals will be eligible to receive a Citation of Achievement in Instant Shoe Repair. For those interested in learning the advanced levels of shoe repair and shop management, a second level of a further eighteen (18) weeks is provided.

COURSES:

Level 1 - 18 Weeks

Course 1989 Shoe Repair Analysis
Course 1990 Men's and Women's Heels
Course 1991 Protection Sole Repair
Course 1992 Shoe Upper Repair
Course 1993 Men's Shoes Cemented Half Sole
Course 1994 Introduction to Selling
Course 1995 Shop Management 1
Course 1996 Practicum 1 (In House)

Level 2 - 18 Weeks

Course 2805 Men's Shoes and Boots Welted
Course 2806 Men's Shoes and Boots Full Soles
Course 2807 Women's Fashion Shoes
Course 2808 Shoe Upper Constructions
Course 2809 Shop Management 2
Course 2810 Business Ethics
Course 2811 Practicum 2 (In House)

CAREER PROSPECTS: Graduates of the Shoe Repair & Shop Management Program may expect to obtain in employment in such areas as Shoe Repair Shops in department stores or shopping malls or they may wish to open their own shop.

Additional Cost Estimate: textbook and supplies - \$25

Department Head - Paul Andrew

TECHNICAL

COMPUTER GRAPHICS

Program Length: 8 months
Starting: September
Certification: Certificate

PREREQUISITES: Grade 12 Diploma or equivalent
For admission to this program, students must have completed a minimum of 12 units of high school credit, including English, Mathematics, and Science. Students must also have a minimum grade point average of 2.0 in their high school work.

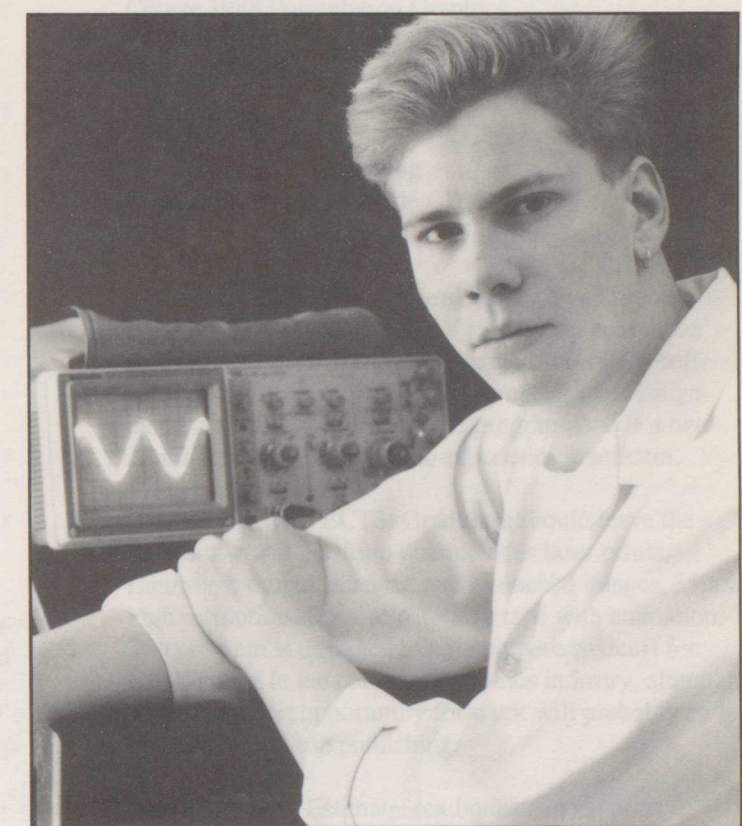
APPLICATION PROCEDURE: Applications for admission to this program are accepted by the Department of Education. Students must submit a completed application form, a recent photograph, and a letter of recommendation from a teacher or employer. Applications will be accepted on a first-come, first-served basis.

ABOUT THE PROGRAM: The Computer Graphics program is designed for students who are interested in the field of computer graphics. The program provides students with the skills and knowledge necessary to work in the field of computer graphics. Students will learn how to use computer software to create and edit digital images. They will also learn how to use computer hardware to produce high-quality digital images.

SHOPEX

Level 1 - 16 Weeks
Program Length: 16 weeks
Starting: September
Certification: Certificate

TECHNICAL



Department Head - Judy Roy

DRAFTING

COMPUTER AIDED DESIGN DRAFTING - CADD TECHNOLOGY (AUTOCAD)

Program Length: 1 month
Starting: September
Certification: Certificate

TECHNICAL

COMPUTER GRAPHICS

Program Length: 8 months
Starting: September
Certification: Certificate

PREREQUISITES: - Grade 12 Diploma or equivalent
- submission of a portfolio for evaluation that demonstrates artistic ability and graphic design skills
- submission of a personal resume indicating previous training work experience, and future goals

APPLICATION PROCEDURE: Applications, together with Grade 12 transcripts, are accepted by the Admissions Department all year round. Portfolios and resumes will be accepted periodically. Applicants will be advised well in advance of the portfolio and resume submission date. Call for details.

ABOUT THE PROGRAM: The Computer Graphics program is intended for those individuals with a strong artistic background who wish to explore the possibilities of using microcomputers as a graphic design tool. The program introduces students to computer software and design techniques employed in commercial art environments. To this end, emphasis is placed on generating computer page layouts for desktop publishing; creating 2 & 3 dimensional computer illustrations/models; editing scanned images; and producing desktop animation sequences.

COURSES:

Level 1 - 16 Weeks

Course 1983 Introduction to Computer Lab and Paint Software
Course 1984 Desktop Publishing

Course 1985 Editing Scanned Images
Course 1986 Digital Colour Drawing
Course 1987 Font and Object Distortions
Course 1988 Presentation Graphics

Level 2 - 17 Weeks

Course 2801 Practicum
Course 2802 3D Modelling
Course 2803 Desktop Video
Course 2804 Portfolio Completion

All courses in the program are hands-on and project oriented. There is a 1:1 ratio of students to computers and each station is equipped with state-of-the-art software which students will use to complete their assignments. Of the ten courses in the program, one is a two month industry related work-experience practicum.

CAREER PROSPECTS: Graduates should leave the program with a portfolio that includes laser prints, Linotronic output, scanned and retouched images, 35mm high resolution slides, and a video tape with animation. The program is designed to help prepare students for employment in the computer graphics industry, although a student's first opportunity for work will probably be in the area of desktop publishing.

Additional Cost Estimate: textbooks and supplies - approximately \$300

Department Head - Judy Roy

DRAFTING

COMPUTER AIDED DESIGN DRAFTING - CADD TECHNOLOGY 1 (AUTOCAD)

Program Length: 1 month
Starting: Periodically throughout the year
Certification: Certificate

PREREQUISITES: Graduate of City Centre 12-month Drafting program or acceptable equivalent.

ABOUT THE PROGRAM: Designed for the City Centre 12-month Drafting program graduate or those with equivalent education and/or experience, this one month program enables experienced drafters, engineers and architects to obtain 'hands-on' computer aided drafting experience using the AutoCad software.

COURSES: Course 1816 CADD Tech 1 (Autocad) which includes such topics as CADD system components, data storage, introduction to MS DOS, AutoCad interactive process, AutoCad functions, digitizing and tablet menus, file maintenance, and plotting drawings.

CAREER PROSPECTS: Graduates of the Computer Aided Design Drafting Technology 1 program will be prepared for employment in computer aided drafting.

Additional Cost Estimate: textbooks and supplies - approximately \$40

Department Head - Wayne Marshall

DRAFTING-ARCHITECTURAL, CIVIL, STRUCTURAL & CAD

Program Length: 12 months
Starting: Twice yearly
Certification: Certificate - Students completing an additional six months specialty may be eligible for a Diploma

PREREQUISITES: Grade 11 or equivalent

ABOUT THE PROGRAM: The first six months of each of the three drafting program is identical and covers the study of concepts, techniques, and accepted practices in the drafting industry. Included in this section is the study of residential working drawings. Computer aided drafting is also included in this section of the program.

In the final six months of the Architectural, Civil

Structural Drafting Program the student will learn to apply concepts of planning and civil technology to produce drawings for the development of an industrial site. Preparation of engineering drawings of structures which incorporate concrete, steel and timber will also be taught. Resume preparation, along with other related job search skills, is covered in the final level. Computer Aided Drafting will be applied on some drawing projects within the final six months of the program.

COURSES:

Level 1 - 11 Weeks

Course 1416 Basic Drafting
Course 1653 Basic Working Drawings

Level 2 - 14 Weeks

Course 2557 Introduction to Residential Architectural Drafting and Technology
Course 2414 Residential Working Drawings
Course 2415 Perspective and Rendering

Level 3 - 4 Weeks

Course 1452 Computer Aided Drafting (CAD)

Level 4 - 4 Weeks

Course 3366 Industrial Site Layout
Course 3409 Alignment Detailing
Course 3410 Marine Facilities
Course 3369 Quantity Estimating - Civil

Level 5 - 16 Weeks

Course 4157 Foundation and Ground Floor Systems
Course 4158 Concrete Suspended Floor Systems
Course 4159 Concrete Column and Beam Detailing
Course 4177 Steel Structures
Course 4161 Quantity Estimating - Structural
Course 5040 Job Search Skills

CAREER PROSPECTS: Graduates of this Drafting program will find employment in many areas of the

architectural, construction and engineering industry as team members in consulting engineering firms, architectural firms, municipal, provincial or federal offices, as well as in private industry. Graduates will work on a wide variety of structures and development.

Additional Cost Estimate: textbooks and supplies - approximately \$200

Department Head - Wayne Marshall

DRAFTING-ARCHITECTURAL, MECHANICAL & CAD

Program Length: 12 months
Starting: Each year
Certification: Certificate - Students completing an additional six months specialty may be eligible for a Diploma

PREREQUISITES: Grade 11 or equivalent

ABOUT THE PROGRAM: For a brief description of the first six months of this program see the "About The Program" section of Architectural, Civil Structural Drafting.

Following the first six months of Architectural, Mechanical Drafting, the Materials Handling segment will cover site layout, sorting equipment, transfer equipment and conveyors, chutes, hoppers, etc. In the final 11 weeks, Mechanical Process Piping, the focus will be on flow diagrams, process piping, piping isometrics and spool drawings and job search skills. Computer aided drafting (CAD) will be applied on some drawing projects within the final six months of the program.

COURSES:

In the first three levels of this program, 25 weeks, the courses are exactly the same as for Architectural, Civil, Structural drafting.

Level 4 - 14 weeks

Course 3354 Site Layout
Course 3355 Sorting Equipment
Course 3356 Transfer Equipment
Course 3411 Roller Conveyers
Course 3358 Belt Conveyors
Course 3412 Hoppers and Chutes

Level 5 - 11 weeks

Course 4150 Process Flow Diagrams
Course 4151 Process Piping 1
Course 4152 Process Piping 2
Course 3149 Piping Isometric and Spool Drawings
Course 5040 Job Search Skills

CAREER PROSPECTS: Graduates may find employment in many areas of the construction industry. As members of the architectural, engineering or manufacturing team, they will be involved in industries such as pulp and paper production, mining, forest product manufacturing, and chemical and petrochemical production.

Additional Cost Estimate: textbooks & supplies - approximately \$200

Department Head - Wayne Marshall

DRAFTING-ARCHITECTURAL, STEEL DETAILING & CAD

Program Length: 12 months
Starting: Each year
Certification: Certificate - Students completing an additional six months specialty may be eligible for a Diploma

PREREQUISITES: Grade 11 or equivalent

ABOUT THE PROGRAM: For a brief description of the first six months of this program see the "About The Program" section of Architectural, Civil and Structural Drafting.

In the final six months of the Architectural, Steel Detailing Program, steel framing, the geometry of steel structures, steel truss detailing and platework assemblies are some of the subjects covered. Computer aided drafting (CAD) will be applied on some drawing projects within the final six months of the program.

COURSES:

In the first three levels of this program, 25 weeks, the courses are exactly the same as for Architectural, Civil, and Structural Drafting.

Level 4 - 4 weeks

Course 3413 Introduction to Structural Steel Framing
Course 3361 Geometry of Steel Structures
Course 3414 Practical Geometry for the Steel Detailer

Level 5 - 12 weeks

Course 4154 Steel Truss Detailing
Course 4178 Platework Assemblies
Course 4156 Introduction to Heavy Steel Framing
Course 5040 Job Search Skills

CAREER PROSPECTS: Employment may be found in the engineering, architectural and steel construction industry. Graduates, having acquired a knowledge of building terminology as well as steel structures and their components, will be prepared to detail a wide range of steel structures as part of the architectural, engineering, or steel fabrication team.

Additional Cost Estimate: textbooks and supplies - approximately \$200

Department Head - Wayne Marshall

ELECTRONICS

BASIC ELECTRONICS

Program Length: 6 months
Starting: 6 times per year
Certification: Certificate

PREREQUISITES: Grade 12 or equivalent

ABOUT THE PROGRAM: The Electronics Basic program provides fundamental theoretical and practical training in analysis, troubleshooting, repair, and construction of analog and digital electronic circuits. It is the prerequisite for all advanced option programs given by the Electronics department.

COURSES:

Level 1 - 8.5 Weeks

Course 1345 Direct Current (DC) Circuit Analysis
Course 1161 Alternating Current (AC) Basics
Course 1346 Semiconductor Devices
Course 1172 Power Supplies

Level 2 - 8.5 Weeks

Course 2150 Bipolar Small Signal Amplifiers
Course 2331 Vacuum Tube and FET Small Signal Amplifiers
Course 2370 Operational Amplifiers
Course 2371 Power Amplifiers and Power Control

Level 3 - 8 Weeks

Course 3426 Digital Electronics
Course 3427 Microprocessors

CAREER PROSPECTS: Although the Electronics Basic program alone does not prepare graduates for employment as electronic technicians, it may be sufficient for those requiring only a basic knowledge of electronics to be applied in other fields.

Additional Cost estimate: textbooks \$100; tools and supplies \$100

Refer to the end of the Electronics section for further information.

Department Head - Karl Brown

ELECTRONICS TECHNICIAN (Telecommunications Option)

Program Length: 6 months
Starting: 4 times per year
Certification: Certificate - students completing an additional six months specialty may be eligible for a Diploma.

PREREQUISITES: Completion of the Electronics Basic program or equivalent. Advanced standing may be considered on an individual basis.

ABOUT THE PROGRAM: This advanced electronics program trains students in microprocessor programming and interfacing; introduction to microcomputers; RS-232 and other interfacing; digital data communications; video display terminals; AM, FM, and SSB radio systems; VHF/UHF communications systems; telephone multiplex systems; and job search skills. Approximately 50% of the program time is spent on hands-on troubleshooting, repair, and installation work.

COURSES:

Level 1 - 25 Weeks

Course 3400 Communication Systems 1
Course 1703 Microprocessors & Microcomputers
Course 1704 Video and Video Display Terminals
Course 1705 Digital Communications 1
Course 9006 Amplitude Modulation (AM) Radio
Course 5017 Frequency Modulation (FM) Radio
Course 5018 Antennas and Transmission Lines
Course 5045 Very High Frequency (VHF) Radio

Course 4115 Telephone Carrier Systems
Course 1706 Digital Communications 2
Course 3401 Communications Systems 2

CAREER PROSPECTS: Completion of Electronics Basic and the Telecommunications Option prepares graduates for positions as entry level Electronic Technicians with special emphasis on telecommunication systems repair, maintenance, and installation.

Additional Cost Estimates: textbooks - approximately \$100; tools for continuing students - approximately \$25 —new students - approximately \$125; supplies for projects - approximately \$100

Refer to end of the Electronics section for further information.

Department Head - Karl Brown

ELECTRONICS TECHNICIAN (Computer Option)

Program Length: 6 months
Starting: 6 times per year
Certification: Certificate - Students completing an additional six months specialty may be eligible for a Diploma

PREREQUISITES: Successful completion of Electronics Basic. Advanced standing will be considered on an individual case basis

ABOUT THE PROGRAM: Program content includes: Introduction to microcomputers; assembly language programming and interfacing; design and construction of a single board microcomputer; robotics; assembly and programming of a robot; video display terminals; networks; microcomputer installation; repair and maintenance; the repair and maintenance of computer peripherals; and job search skills. 50% or more of the program time is spent on hands-on laboratory work.

COURSES:

Level 1 - 8 Weeks

Course 1840 Introduction to Computers
Course 1841 Computer Circuits
Course 1842 Microcomputer Construction

Level 2 - 8.5 Weeks

Course 2676 Computer Video Circuits
Course 2677 Mass Storage Devices
Course 2678 Advanced Topics 1

Level 3 - 8.5 Weeks

Course 2676 Computer Video Circuits
Course 3532 Structured Troubleshooting
Course 3533 Advanced Topics 2

CAREER PROSPECTS: Completion of Electronics Basic and the Computer Option prepares graduates for positions as entry level Electronic Technicians with special emphasis on microcomputer systems repair and maintenance. Skills acquired will include installation, maintenance, troubleshooting and repair of a wide variety of personal computers and associated peripherals; use of diagnostic software to isolate hardware and software problems; installation and use of various software; and production of industry standard documentation.

Additional Cost Estimate: textbooks - approximately \$100; supplies for projects - approximately \$150; tools for continuing students - approximately \$25 — new students - approximately \$125

Refer to the end of the Electronics section for further information.

Department Head - Karl Brown

ELECTRONICS TECHNICIAN (Consumer Option)

Program Length: 6 months
Starting: Twice yearly
Certification: Certificate-Students completing an additional six months specialty may be eligible for a Diploma

PREREQUISITES: Successful completion of the Electronics Basic program or equivalent. Advanced standing will be considered on an individual case basis.

ABOUT THE PROGRAM: This program focuses on the repair and maintenance of television sets, VCRs, compact disk players, electronic musical instruments, MIDI devices, stereo systems AM/FM receivers, car stereo equipment, audio amplifiers, audio tape recorders, and other electronic equipment found in the home. The student is also introduced to the micro computer. Emphasis is on practical hands-on troubleshooting and repair. Approximately 75% of the program time is spent in the laboratory which is designed to simulate the environment of an electronics service facility.

COURSES:

Course 7057 Audio Systems
Course 7058 Radio Systems
Course 7059 Video Systems
Course 1674 Video Cassette Recorders
Course 7060 Personal Computers and Software
Course 7061 Cable Systems
Course 7062 Compact Disk Technology
Course 7063 MIDI Systems
Course 7064 Structured Troubleshooting 1
Course 7065 Structured Troubleshooting 2
Course 7066 Structured Troubleshooting 3
Course 1679 Customer Relations and Job Search Techniques

CAREER PROSPECTS: Completion of the Electronics Basic program and the Consumer Electronics option prepares graduates for entry level positions as electronic technicians with special emphasis on the installation,

repair and maintenance of a wide variety of consumer electronic equipment.

The Consumer Electronics graduate will also understand the fundamentals of running a small service business where dealing effectively with customers in a service shop environment is stressed.

Additional Cost Estimate: textbooks - approximately \$100; supplies for projects - approximately \$100; tools for continuing students - approximately \$25 — for new students - approximately \$125.

THE FOLLOWING APPLIES TO ALL FOUR PROGRAMS LISTED ABOVE:

Training Procedure: Classroom lectures and demonstrations are synchronized with appropriate practical laboratory work using state-of-the-art laboratory equipment. Students are expected to attend all classroom and lab activities.

Safety Requirements: Appropriate leather shoes or safety work boots must be worn at all times. Canvas or loose fitting shoes are not acceptable. Hazardous hairstyles must be confined in a safe manner according to W.C.B. regulations.

PART-TIME (CREDIT) ELECTRONICS

BASIC ELECTRONICS (PART-TIME)

Program Length: 10 months (12 hours/week)
Starting: Generally September
Certification: Certificate

PREREQUISITES: Grade 12 or equivalent

ABOUT THE PROGRAM: Electronics Basic runs part-time September through June each year (evening lectures and Saturday labs). This is an accelerated

version of the day program that allows the student to complete Electronics Basic in 10 months of part-time study. Because of the shortened time frame, considerable maturity and dedication will be required to successfully complete the program.

COURSES:

Level 1

Course 1345 Direct Current (DC) Circuit Analysis
Course 1161 Alternating Current (AC) Basics
Course 1346 Semiconductor Devices
Course 1172 Power Supplies

Level 2

Course 2150 Bipolar Small Signal Amplifiers
Course 2331 Vacuum Tube and FET Small Signal Amplifiers
Course 2370 Operational Amplifiers
Course 2371 Power Amplifiers and Power Control

Level 3

Course 3426 Digital Electronics
Course 3427 Microprocessors

CAREER PROSPECTS: Although the Electronics Basic program alone does not prepare graduates for employment as electronic technicians, it may be sufficient for those requiring only a basic knowledge of electronics to be applied in other fields.

ADVANCED ELECTRONICS (PART-TIME)

Program Length: 10 months (12 hours/week)
Starting: Generally September
Certification: Certificate

PREREQUISITES: Successful completion of the Electronics Basic program or equivalent. Advanced standing will be considered on an individual case basis.

ABOUT THE PROGRAM: It is planned that one advanced program will be given on a part-time basis starting each September. Contact the Admissions department for schedule.

JEWELLERY ART AND DESIGN (A TWO YEAR PROGRAM)

Program Length: 2 years (10 months each year)
Starting: September
Certification: Diploma

PREREQUISITES: Admission to the Jewellery Art & Design program is on a **competitive selection basis**. Applicants must have completed grade 12 or acceptable equivalent and successfully completed a hand-eye coordination test. In addition, the selection committee will review:

- portfolio demonstrating artistic ability
- autobiographical letter
- post-secondary art related courses or equivalent experience

The review will be followed by a personal interview.

ABOUT THE PROGRAM: Emphasizing both the artistic and technical aspects of jewellery, this unique two year program provides creative individuals with the training required for excellence in jewellery design and craftsmanship. Most commercial jewellery is very conservative in design, with little to excite a wide variety of tastes. However, when viewed as a sculpture scaled to human proportions, the art of jewellery making takes on limitless possibilities. Through studio drawing, clay modelling and scale projection drawing, students will be able to communicate their ideas to a client or maker. The traditions of European training are fused with the latest creative techniques within the context of art and costume.

Commercial viability is of vital importance to any artist. Various opportunities will be provided for students to display and sell their work, thus providing the student with a knowledge of retail jewellery merchandising.

COURSES:

Year 1:

Level 1 - 15.5 Weeks

Course 1916 Sheet Metal: Forming by Deformation 1
Course 1917 Basic Metal Techniques 1
Course 1918 Surface Ornamentation 1
Course 1919 Fabrication 1
Course 1920 Casting 1
Course 1921 Stone Setting 1
Course 1922 Metallurgy 1
Course 1923 Gemstones
Course 1924 Design 1
Course 1925 Drawing 1
Course 1926 3-D Modelling 1
Course 1927 History of Art and Costume 1

Level 2 - 12 Weeks

Course 2751 Sheet Metal: Forming by Deformation 2
Course 2752 Basic Metal Techniques 2
Course 2753 Surface Ornamentation 2
Course 2754 Fabrication 2
Course 2755 Casting 2
Course 2756 Stone Setting 2
Course 2757 Tool Making 1
Course 2758 Coloured Stones
Course 2759 Design 2
Course 2760 Drawing 2
Course 2761 3-D Modelling 2
Course 2762 History of Art and Costume 2

Level 3 - 13 Weeks

Course 3583 Sheet Metal: Forming by Deformation 3
Course 3584 Advanced Metal Techniques
Course 3585 Surface Ornamentation 3
Course 3586 Fabrication 3
Course 3587 Casting 3
Course 3588 Stone Setting 3
Course 3589 Gem Identification
Course 3590 Design 3
Course 3591 Drawing 3
Course 3592 3-D Modelling 3

Course 3593 History of Art and Costume 3
Course 3594 Business Management 1

Level 4 - 15 Weeks

Course 4273 Sheet Metal: Forming by Deformation 4
Course 4274 Surface Ornamentation 4
Course 4275 Fabrication 4
Course 4276 Stone Setting 4
Course 4277 Tool Making 2
Course 4278 Diamonds
Course 4279 Non-Metallic Materials
Course 4280 Design 4
Course 4281 Computer Graphic Design 1
Course 4282 Drawing 4
Course 4283 3-D Modelling 4
Course 4284 History of Art and Costume 4
Course 4285 Business Management 2

Year 2:

Level 5 - 13.5 Weeks

Course 5078 Sheet Metal: Forming by Deformation 5
Course 5079 Surface Ornamentation 5
Course 5080 Fabrication 5
Course 5081 Stone Setting 5
Course 5082 Tool Making 3
Course 5083 Lapidary
Course 5084 Diamond Grading
Course 5085 Design 5
Course 5086 Computer Graphic Design 2
Course 5087 Drawing 5
Course 5088 3-D Modelling 5
Course 5089 History of Art and Costume 5
Course 5090 Business Management 3

Level 6 - 12 Weeks

Course 6046 Sheet Metal: Forming by Deformation 6
Course 6047 Surface Ornamentation
Course 6048 Fabrication 6
Course 6049 Stone Setting 6
Course 6050 Tool Making 4
Course 6051 Metallurgy 2
Course 6052 Gemology in Business

Course 6053 Design 6
Course 6054 Computer Graphic Design 3
Course 6055 Drawing 6
Course 6056 3-D Modelling 6
Course 6057 History of Art and Costume 6
Course 6058 Business Management 4

CAREER PROSPECTS:

This program is designed to provide comprehensive training for creative individuals who wish to develop their skills and understanding of jewellery as an artistic expression with commercial viability.

Graduates should be able to set up their own studio-workshop or find employment such as jewellery designer, gold or silversmith, stone setter, lapidary stone cutter, jewellery store, owner/manager.

Additional Cost Estimate: textbook and supplies - approximately \$800

A selection of the above courses may be offered on a part-time basis in the evenings.
Contact the Admissions department for schedule.

Department Head - Maciej Walentowicz

PRINTING

PRINTING PRODUCTION - BASIC

Program Length: 5 months
Starting: October
Certification: Certificate

PREREQUISITES: Grade 12 Diploma or equivalent successful completion of a basic mathematics test.

ABOUT THE PROGRAM: This five month program is designed to give the student an overview of the five areas of specialization which will be studied in greater depth in each of the advanced programs. Placement in the advanced program is dependent on student achieve-

ment in the Basic program. Specialization areas include: Production Planning, Composition, Litho-Prep, Camera/Scanner, and Press and Bindery. The main emphasis of this and the advanced option programs is on practical hands-on training.

COURSES: Course descriptions are available from the City Centre Counselling Department.

CAREER PROSPECTS: Printing Production Basic is not designed as an entry level employment program, but provides skills in all five designated areas of the trade. The student who completes the Basic program will be ready to select an advanced program provided a grade of "B" average or better has been achieved in the area of choice.

Refer to the end of the Printing Production section for information regarding additional cost, dress, safety requirements, and evaluation.

Department Head - Doug Gordon

PRINTING PRODUCTION - ADVANCED

Program Length: Each advanced program is four months long
Starting: March
Certification: Certificate

PREREQUISITES: Completion of the Printing Production Basic Program with not less than a "B" average in the area of proposed specialization. Applicants with printing industry experience may apply for advanced standing.

PRODUCTION PLANNING

ABOUT THE PROGRAM: The four months spent in this advanced program focuses on analyzing, classifying

and planning the step-by-step procedures employed in cost estimating. Manual and computer assisted techniques will be employed. The student will learn to select and order materials; also to choose the appropriate production schedule to successfully complete the printing job. The Covalent Production Management Computer System will be utilized.

COURSES: Course descriptions are available from the City Centre Counselling Department.

CAREER PROSPECTS: Graduates from the Advanced Production program may seek employment in the Graphic Arts industry in job categories such as: Junior estimators, Junior production Planners or Junior sales person.

Refer to the end of the Printing Production section for information regarding additional cost, dress, safety requirements, and evaluation.

COMPOSITION

ABOUT THE PROGRAM: In this advanced program, the student will learn commercial typesetting utilizing a Macintosh IIcx with a colour monitor. Typesetting will also be done using a Linotronic 300 imagesetter. The projects, using the popular applications and page description languages, vary from simple black and white typesetting to four-colour advertising.

COURSES: Course descriptions are available from the City Centre Counselling Department.

CAREER PROSPECTS: Graduates from the Advanced Composition may seek an apprenticeship in the Typesetting area in the Graphic Arts Industry. Some employers may give credit for the program by including it as part of the apprenticeship period.

Refer to the end of the Printing Production section for information regarding Additional Cost, Dress, Safety Requirements, and Evaluation.

LITHO-PREP

ABOUT THE PROGRAM: Most aspects of paste-up including imposition and basic design layout are covered in this four-month advanced program. The film assembly includes black and white as well as multi-colour stripping, film contacting, step-and-repeat methods and four-colour process stripping. Various methods of colour proofing will be covered and platemaking will be studied in detail.

COURSES: Course descriptions are available from the City Centre Counselling Department.

CAREER PROSPECTS: Graduates from the Advanced Litho-Prep Program may seek an apprenticeship in the Graphic Arts Industry. Some employers may give credit for the program by including it as part of the apprenticeship period.

Refer to the end of the Printing Production section for information regarding Additional Cost, Dress, Safety Requirements, and Evaluation.

CAMERA/SCANNER

ABOUT THE PROGRAM: This advanced level program develops the principals, operations, and technical information currently used in colour photography work. Various methods of colour reproduction are presented in sequence to include, Camera Back Silver Masking with Three Point Aim Control, Silver Masking of Transparencies, and practical training on Electronic Dot Generated Scanners.

COURSES: Course descriptions are available from the City Centre Counselling department.

CAREER PROSPECTS: Graduates of the Advanced Camera/Scanner Program may seek apprenticeship in the Graphic Arts Industry in job categories such as: Colour Camera, Scanner Operation, and Colour Proofing.

Refer to the end of the Printing Production section for information regarding Additional Cost, Dress, Safety Requirements, and Evaluation.

PRESS AND BINDERY

ABOUT THE PROGRAM: The advanced level program develops the knowledge attained by the student in the basic program. It expands on methods and procedures to include duo-tones, 4-colour process, 8 page signatures, varied stocks and sizes on single colour presses (L-129, L-120 Harris), with an accent on safety, quality and production to industry standards. The student will learn to produce both project and live work.

COURSES: Course descriptions are available from the City Centre Counselling department.

CAREER PROSPECTS: Graduates from the Advanced Press and Bindery program may seek an apprenticeship in the Graphic Arts industry. Some employers may give credit for the program by including it as part of the apprenticeship period.

Department Head - Doug Gordon

PROGRAMS FOR STUDENTS WITH DISABILITIES

FOOD SERVICE CAREERS

Program Length: 10 months
Starting: September
Certification: Certificate

PREREQUISITES: - all students will have an initial assessment of learning skills and career interests
- completion of a medical questionnaire and a submission of a negative Tb skin test or chest X-Ray Report

ABOUT THE PROGRAM: The Food Service Careers program prepares adults with mild mental handicaps for entry-level employment in various sectors of the hospitality industry. The structure of the program is flexible, and provides opportunities for integration into regular programs where possible.

Students will first receive instruction in a core set of courses applicable to all areas of the hospitality industry:

- apply food handlers' regulations
- maintain personal appearance and hygiene
- demonstrate satisfactory work habits, including regular attendance and punctuality
- use hand tools and kitchen equipment safely.

A student who successfully completes the core courses will participate in a hands-on career exploration in one or more of the following areas: Baking; Culinary Arts Foundations; Meat, Deli & Seafood Clerk; Dining Room and Lounge Service and Food Service Assistant. Student integration into career programs will be determined by the results of the career exploration, the student's identified career objective and space availability.

CAREER PROSPECTS: Graduates may find entry-level employment in all areas of the hospitality industry.

Additional Cost Estimate: texts and supplies - \$50, uniform deposit - \$25

Instructor - Sherry Rutledge

BUILDING SERVICE WORKER SPECIAL NEEDS

Program Length: 6 months
Starting: Three times yearly
Certification: Certificate

PREREQUISITES: Satisfactory completion of screening interview and hands-on assessment. There is no minimum education standard but students must have a good working knowledge of spoken English. The ability to read and write would be an asset, and completion of a medical questionnaire and submission of a negative TB skin test or chest X-ray Report.

ABOUT THE PROGRAM: This special needs program prepares students with learning handicaps to gain employment in the building service industry.

Students have the opportunity to raise their practical skills to a level of competency acceptable by the industry. Graduates will find employment opportunities in offices, schools, shopping malls, warehouses, supermarkets, restaurants, hotels, transportation centres, hospitals, and private homes.

COURSES:

Level 1 - 4 Weeks

Course 1727 Light Housekeeping

Level 2 - 8 Weeks

Course 2606 General Housekeeping
Course 2607 Work Experience in Industry
Course 2608 Review and Assessment

Level 3 - 12 Weeks

Course 3478 Types of Floors and Finishes
Course 3479 Floor Maintenance (Practical)
Course 3480 Carpet Cleaning Equipment
Course 3481 Carpet Cleaning (Practical)
Course 2607 Work Experience in Industry
Course 3482 Final Review and Assessment

CAREER PROSPECTS:

Additional Cost Estimate: \$100 for supplies and fees over and above tuition fees.

Department Head - Frank Boutillier

CAREER AWARENESS

Program Length: TBA
Starting: October
Certification: Certificate

PREREQUISITES: This program is designed to assist the adult learner with a learning disability, to develop vocational skills. The program is designed as a prerequisite to specific occupational training or to competitive employment. The program is normally 10 months in length but for certain students there is the capacity for the student to take specific courses combined with a work-experience program. These shortened programs will not be less than 6 months in length.

ABOUT THE PROGRAM: This program is designed to assist the disabled student with developing vocational skills as a prerequisite to specific occupational training or competitive employment.

The program consists of a classroom component alternated with supervised work experiences. Theoretical content is kept to a minimum and presented at a fundamental level with an emphasis on practical skills. Readers and non-readers work together as written materials are frequently used. Pictorial, oral and demonstration formats are used along with role-play, hands-on experience and tours of industry.

Some of the courses are:

COURSES:

Hygiene and Grooming
Safety
Career Exploration
Legal Rights
Self Protection
Communication
Assertiveness
Interview Skills
Job Search
Work Habits/Behaviours

Department Head: Holly Cole

JOB READINESS AND ASSESSMENT

Program Length: 5 months
Starting: October and March
Certification: Not Applicable

PREREQUISITES: Interview with the Counsellor for the Disabled followed by an interview with the Department Head, Adult Special Education.

ABOUT THE PROGRAM: The Job Readiness and Assessment program is designed for students with a disability who wish to establish and/or upgrade prevocational skills that would enhance entry into further career education or employment.

There are several part-time courses available offering up to six hours of instruction per week. Students may enroll in more than one course at a time.

Courses include:

Reading for Independence
Introduction to Microcomputers Level 1
Introduction to Microcomputers Level 2
Human Sexuality
Survival Sign Language

The courses will take into account the needs of the individual and the benefits of group involvement and peer instruction. Depending on the course, students will use educational software to learn through computer assisted instruction. Students also are involved in role-playing, demonstrations, hands-on experience, group discussions, games and field trips.

Department Head - Holly Cole

OFFICE CORE SKILLS

Program Length: TBA
Starting: October
Certification: Citation

PREREQUISITES: Interview with the Counsellor for the Disabled, followed by an interview with the Department Head, Adult Special Education. Previous career exploration which supports decision to undertake skill training in the clerical field.

ABOUT THE PROGRAM: This program is designed for the disabled student who wishes to develop vocational skills that will lead to employment as a junior clerical worker.

Theoretical content is kept to a minimum and presented at a fundamental level. Instruction is group oriented with

an emphasis on practical skills. The individual pace of each student is taken into consideration as it is the objective of the program to realize each student's potential.

The program consists of a classroom component alternated with supervised work experiences. The classroom uses a multi-media approach where the emphasis is on experiential learning through hands-on experience, demonstration, field trips, role-play and simulation of an office environment.

Some of the courses are:

Filing
Telephone Communication
Computer Basics
Hygiene and Grooming
Communication
Mail Preparation and Distribution
Introductory Keyboarding
Photocopy
Employee Behaviours
Job Search

CAREER PROSPECTS: Employment may be available in such areas as government, manufacturing, insurance, and service organizations.

Department Head - Holly Cole

PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

Program Length: 180 hours plus a Major Assignment
Starting: Contact the Program Development department at VCC City Centre for a schedule
Certification: Certificate or Diploma depending on courses completed and employment status

PREREQUISITES: Candidates must be formally accepted into the Provincial Instructor Diploma program and satisfy the following basic requirements:

- have completed British Columbia Grade 12 or its equivalent including proficiency in the English language
- be currently employed as a full-time or part-time instructor in a public or private setting
- be able to provide evidence of competency in their professional content area

To be formally accepted into the program, candidates must complete the Employer Recommendation form and an Admission to the Instructor's Diploma form obtainable from the Program Development department.

Applicants who are not currently employed as instructors may be admitted to the program if they meet the other admission requirements, and if they can provide evidence of related work experience that would qualify them to be eligible for employment as instructors in their specialty areas. However, applicants who are not presently employed as instructors must note that they

will not be able to complete the Major Assignment required for the Provincial Instructor Diploma until such time as they are employed as instructors.

Individuals who are not presently employed as instructors may request the VCC-Train the Trainer Certificate through City Centre upon completion of courses ID 101, ID 102A, and ID 104A. If, after completing these courses plus the remaining courses in the Provincial Instructor Diploma program (ID 102B, ID 103, and ID 104B) individuals are still not employed as instructors, they may apply for the VCC Instructor Training Certificate, also through City Centre.

ABOUT THE PROGRAM: The Provincial Instructor Diploma Program encompasses two fundamental and interrelated components: 1) the development of instructional competencies in the design, management and evaluation of effective learning activities; and 2) the development of a foundation for continuing professional growth by individuals involved in instruction.

COURSES:

Course 1729 ID 101 - Instructional and Curriculum Design
Course 1730 ID 102A - Elements of Instruction Part A
Course 1731 ID 102B - Elements of Instruction Part B
Course 1732 ID 103 - Use and Design of Instructional Media
Course 1733 ID 104A - Evaluation of Learning and Instruction Part A
Course 1734 ID 104B - Evaluation of Learning and Instruction Part B
Course 2612 Major Assignment

Department Head - Brian Dwyer

AWARDS, BURSARIES AND SCHOLARSHIPS

ALUMNI ASSOCIATION

Provides two awards of \$250 to students in any full-time program. These bursaries are to be awarded on the recommendation of the Financial Aid Advisor on the basis of need. They should be awarded to those students most urgently requiring assistance to continue their education.

THE MARGARET ANDERSON AWARD

Provides bursaries annually, as interest on the fund permits, to Printing Production students in the final levels of their program. Students must be achieving and performing well in the program and demonstrate financial need.

THE B.C. BAKERS' ASSOCIATION AWARDS

Awards are available annually to recognize promising students enrolled in the full-time Baking programs at City Centre. The awards are \$250. Selection is based on achievement, need and the recommendation of the Department Head.

BAKERY, CONFECTIONERY AND TOBACCO WORKERS' INTERNATIONAL UNION, LOCAL 468 AWARD

Provides an annual bursary of \$200 and a trophy to a City Centre Baking student. Recommendations for the award will be made by the Department Head and selection will be based on satisfactory achievement and performance.

RITA BEDARD SCHOLARSHIP FUND

A scholarship fund has been established to honour the memory of Rita Bedard, a former Student Services Assistant of the City Centre Counselling department. The award is available to a student in the final level of his/her program. Eligibility will be based on academic achievement and financial need.

HAZEL BEZEAU ENDOWMENT FUND

To honour the memory of a founding member of the Canadian Association of Medical Transcriptionists, funds have been donated by the Association and Mr. Bezeau for a bursary for Medical Transcriptionist students.

THE B.C. TELEPHONE COMPANY

Offers five \$250 achievement awards to City Centre students every third year. Students must demonstrate high overall performance. Open to students in any program area, the funds may be used as either bursaries or scholarships.

BRITISH COLUMBIA CHEFS' ASSOCIATION

Secondary school students whose cooking instructors are members of the B.C. Chefs' Association may apply through their instructors for B.C. Chefs' Association Scholarships. These scholarships, amounting to approximately three months tuition fees, are offered to students proceeding into a Food Trades program at any post-secondary institution.

THE BUSINESS DEPARTMENT ENDOWMENT FUND

From this fund approximately six \$200 bursaries may be provided annually for Business Department students. The awards will be based on achievement, need and the recommendation of the Department Head.

THE CANADIAN NATIONAL RAILWAY SCHOLARSHIP FOR WOMEN IN TRADES

The Canadian National Railway gives a \$600 Scholarship annually. This scholarship is available to female students in Electronics, Drafting and Printing Production. Selection is to be made in the summer by the City Centre Awards Committee. Application deadline is usually July 31st.

CANRON INC.

Offers a \$500 Scholarship to a secondary school graduate who is proceeding to City Centre's Drafting, Architectural, Steel Detailing program. The recipient will also receive a job interview with the firm upon graduation. Applications are available through the Financial Aid Office. Application deadline: July 15.

CARPENTRY APPRENTICESHIP AWARDS - DRAFTING STUDENTS (FOR CARPENTRY-RELATED TRADES)

The Carpentry Apprenticeship Board of B.C. established an endowment fund for the purpose of providing annual bursaries to students who demonstrate respect for their fellow students. The student must also make a concerted effort to gain superior drafting skills. Several awards of \$200 are available annually.

CERTIFIED GENERAL ACCOUNTANTS OF BRITISH COLUMBIA

Offers awards of up to \$300 toward C.G.A. tuition fees to a graduate of the Accounting program. The award is based on highest achievement and will normally go to a student graduating from the program between January and June.

CHINATOWN LIONS CLUB OF VANCOUVER

Has made available awards for students in the Chinese Cuisine program. The awards vary from \$100 to \$250. Students must be doing well in the program and be recommended by the Instructor/Department Head.

CREDIT UNION FOUNDATION BURSARIES

The Credit Union Foundation of British Columbia annually offers bursaries totalling \$500 to academic, technical or vocational students. Students who might otherwise have difficulty completing their studies by reason of financial hardship are eligible to apply for these bursaries. The recipients are to be Canadian citizens residing in British Columbia and in full-time attendance at Vancouver Community College.

CREDIT UNION PIONEERS' MEMORIAL BURSARIES

The Credit Union Foundation of British Columbia, through the Credit Union Pioneers' Memorial Fund, offers bursaries annually totalling \$300 to a student or students in trades training programs. Students who might otherwise have difficulty completing their studies by reason of financial hardship are eligible to apply for these bursaries. The recipients are to be Canadian citizens residing in British Columbia and in attendance at Vancouver Community College.

BRITISH COLUMBIA DENTAL HYGIENISTS' ASSOCIATION AWARDS

The BCDHA Clinical Scholarship of \$200 will be made annually to a Dental Hygiene student who, at the completion of the first year course of study, has demonstrated proficiency in clinical dental hygiene and who is a student member of the BCDHA. The scholarship will be made on the recommendation of the faculty.

The BCDHA Scholarship of \$200 will be awarded annually to a Dental Hygiene student who has obtained a good academic record during the first year course of study and who is a student member of the BCDHA. This scholarship will be made on the recommendation of the faculty.

The Joan Voris Award for Clinical Excellence of a gold BCDHA logo pin with a 1 point diamond and appropriately engraved will be awarded to the graduating Dental Hygiene student who has demonstrated the highest clinical proficiency and who is a student member of the BCDHA. This prize will be made on the recommendation of the faculty.

The BCDHA Student Table Clinic Award, the amount to be determined on an annual basis, shall be presented to the BCDHA student member(s) selected, provided that there are at least two table clinics presented by Dental Hygiene students.

COLLEGE OF DENTAL SURGEONS

Provides bursary and scholarship funds of up to \$2,000 for students in the Dental Hygiene program. As well, there is a gold medal which is to be presented to the top graduating student.

PUBLIC DENTURISTS' SOCIETY OF B.C. AWARD - IN MEMORY OF GEORGE CONNOLLY

This award goes to the student with the highest performance and academic record at the completion of second year Denturist program. In alternate years, it may assist an achieving student in second year who demonstrates financial need.

FIRST CITIZENS' FUND BURSARY

Incentive Bursaries are available to British Columbia born status, non-status and Metis Indians who are attending two year programs at post-secondary Provincial Institutions on a full-time basis. Non-funded Native Indian students who rely on Canada Student Loans can qualify for a bursary of up to \$2,000 per academic year. Funded students are eligible for a bursary up to a maximum of \$700 per academic year. Student applicants must be recommended by a Band Council or bona fide native organization. Students living at home while attending college or university and who are financially dependent upon their parents, guardian or sponsor are ineligible.

JACK GOODALE MEMORIAL AWARD (WHISTLER MOUNTAIN SKI CORPORATION)

Friends and co-workers of the late Jack Goodale established this fund to honour the memory of Jack Goodale, former employee of the Whistler Mountain Ski Corporation. The fund provides an annual award to assist a student enrolled in a trades program at City Centre. First preference is given to a student who is an employee or a near relative of an employee of the Whistler Mountain Ski Corporation. Otherwise, the award may go to a student from Whistler, Pemberton or Squamish areas. Selection is made by the donor in consultation with the Financial Aid Advisor.

HEALTH CARE GRANT - DENTAL HYGIENE

The Health Care Grant program is designed to provide an incentive to attract health care professionals into areas of British Columbia that have regularly had difficulty filling such positions. In exchange for an annual grant of \$5,000, applicants are obligated to accept employment for one year for each grant received, at any location designated by the Ministry of Health within the province. Information pamphlets and application forms are available at Awards Offices of selected educational Institutions. The initial application deadline for students enrolled in the fall semester is June 30th.

KIRKLAND AND ROSE LTD. ENDOWMENT FUND

Offers an annual award to the Baking student who demonstrates outstanding performance in decorating.

THE KIWANIS CLUB OF BRITISH COLUMBIA

Has established a bursary fund to provide awards for students in Food Trades programs. Awards are based on achievement and the recommendation from the Department Head.

OTTO ALBERT KLOSS TRUST FUND

Through provision in his will, funds were left by Otto Albert Kloss to be used for those students of capability who, for financial reasons, would be unable to pursue an education in a trade related field. Such determination as to qualification to be at the sole discretion of V.C.C. Applications will be adjudicated by the City Centre Awards Committee.

ROD LAROCQUE AWARD

To honour the hard work and dedication of former Hairdressing Department Head and Instructor, this endowment fund provides an annual award of \$200 to a student in the Hairdressing department in the final level(s) of his/her program. The award is based on achievement, need and the recommendation of the Department Head.

CONDY LEUNG ENDOWMENT FUND

Was established to provide awards to students in City Centre's Cooking programs.

LIEUTENANT GOVERNOR'S SILVER MEDAL

The Lieutenant Governor's Silver Medal is awarded for academic excellence and contribution to both the College and the community at large.

MAPLE LEAF MILLS

Offers an annual award of \$200 and a trophy to the top student in Bread Production.

ROSE MERCER MEMORIAL AWARD

Is a donation made in memory of the late Rose Mercer, former Practical Nursing Instructor. The award is to go to the student achieving the highest grade point average in the theory portion of the Practical Nursing program. There are three awards of \$150, one for each graduating class.

THE PETER MUNNS SCHOLARSHIP

Has been established to recognize the second year Dental Hygiene student who has consistently demonstrated the highest clinical skills in scaling and root planing in first and second year.

NATIONAL ASSOCIATION OF BROADCAST EMPLOYEES AND TECHNICIANS' UNION LOCAL 83

Is the donor of an annual scholarship of \$300 for an enrolled student who is related to a member of N.A.B.E.T., Local 83. Otherwise, the scholarship may be awarded to a student currently nearing completion of an advanced Electronics program.

NATIONAL TRANSPORTATION WEEK OF B.C. AND YUKON AWARD

The National Transportation Week Committee of B.C. and Yukon offers a Bursary of \$200 to a student enrolled in the Traffic, Customs, and Transportation program. The recipient will demonstrate good achievement, financial need and be recommended by the Department Head.

NATIVE HEALTH BURSARY PROGRAM

Financial assistance is available to B.C. Native students enrolled in health care related programs at the post secondary level. For the purpose of this bursary program, "health care related studies" is given a broad definition. Applicants must be Native Canadians who are residents of B.C. They may be status, non-status, or Metis. Students must have been accepted for, or currently enrolled in a health care-related course of study offered by a post-secondary institution in B.C. or Yukon. Proof of registration validated by a post-secondary institution must be included with the application. A letter of recommendation from a band or tribal council, friendship centre or other recognized Native

organization must accompany the registration. The amount of a bursary will depend on individual need.

THE NATIVE INDIAN SERVICE COUNCIL AWARD

Has established a fund to provide an annual scholarship to acknowledge effort, talent and citizenship of a native student.

J.J. NOWACKI ENDOWMENT FUND

An endowment fund has been named to honour the memory of Mr. J.J. Nowacki, a former Food Trades Department Head at City Centre. Awards will be made as funds permit. Awards are to be based on achievement, need and the recommendation of the Cooking Department Heads.

PACIFIC AREA (ASIA) TRAVEL ASSOCIATION

Has established two scholarships, one for each graduating class of the Travel Agent program. The awards are based on highest academic achievement.

THE PACIFIC ASSOCIATION FOR CONTINUING EDUCATION (P.A.C.E.)

Provides funds for bursaries to assist students in part-time or short-term courses. Students must demonstrate financial need. Applications with proof of registration, must be forwarded to the PACE Bursary Committee at the following address, on or before September 30: PACE Bursary Committee, c/o Dr. Richard M. Pearce, Vancouver Community College, 1155 East Broadway, P.O. Box 24785, Stn. C, Vancouver, B.C. V5T 4N5. Bursary awards will be announced during the month of November. All applications will be acknowledged.

VAL PEARSON AWARD

This grant of \$250 has been made possible through a donation to the Credit Union Foundation by the United Services Credit Union in memory of Val Pearson. Mr. Pearson was one of the pioneers in the credit union movement. His dedication and efforts did much to assure the success of the movement.

THE PHIPPS SCHOLARSHIP FUND

Provides awards to the students in City Centre's Drafting - Architectural, Mechanical, CAD programs. The

scholarships will be awarded to the two top students or the top student depending on the recommendation of the Department Head. The awards total \$600.

PRINCIPAL'S AWARD

The Principal's Award is presented to a graduating student with a first class standing who has a record of active participation in student and community activities, including ones that have brought recognition to the College.

READ JONES CHRISTOFFERSEN LTD.

Offers a \$200 scholarship to the top student in the Drafting Civil Structural, C.A.D. program.

RESTAURANT AND FOOD SERVICES ASSOCIATION OF B.C.

Awards a \$300 bursary to a student in the Cook Training program.

THE ROTARY CLUB OF VANCOUVER SUNRISE

Has established a fund to provide bursaries and scholarships for needy students in all full-time programs at VCC - City Centre. The amount of the award will depend on annual interest from the fund.

THE ROYAL CANADIAN LEGION PACIFIC COMMAND

Bursaries ranging from \$600 - \$1,200 are awarded based on financial need. The awards are provided for high school graduates who intend to continue their education in programs for which high school graduation is required. Preference is given to the children of deceased, disabled or other veterans. Application forms are available from local Legion Branches or Command Offices and should be submitted to: Pacific Command, The Royal Canadian Legion, 3026 Arbutus Street, Vancouver, B.C., V6J 4P7 by May 31st.

THE RUSSELL FOOD SERVICE EQUIPMENT LTD.

Has established an endowment fund to provide an annual bursary to a Food Service student. The award is to be based on achievement, need, and the recommendation of the Department Heads.

SOCIETY OF MANAGEMENT ACCOUNTANTS OF B.C. (C.M.A.)

Offers a \$500 scholarship which is applied toward C.M.A. fees. The recipient is selected by the Accounting and Computers department.

THE ELLEN SHELLINGTON ENDOWMENT FUND

To honour the hard work and dedication of a former Nursing Department Head, this endowment fund provides bursary awards to students in the final level of the Practical Nursing/Orderly and Nursing Aide programs. Three awards of \$150 are available annually. Awards are based on achievement, need and the recommendation of the Department Head.

LINDA SINGER (VANCOUVER A.M. TOURIST SERVICES) AWARD

This award is provided for students in the Tourism and Hospitality fields. Two \$250 awards are available annually to deserving students in the final levels of their program.

VAN BOURNE CONSTRUCTION AWARDS - DRAFTING STUDENTS

Funds were donated for the purpose of assisting students in Construction related programs. The funds are to be used for scholarships for students nearing the completion of City Centre's Drafting programs. Awards will be based on achievement, need and the recommendation of the Department Head. Several awards of \$250 are available.

VANCOUVER CLUB OF THE SOROPTIMIST INTERNATIONAL OF THE AMERICAS AWARDS

The awards, totalling \$1,500, are intended to assist women to complete undergraduate, university or college programmes, or to enter vocational or technical training. Preference is given to single women who are heads of households and in need of financial assistance. Applications are available from the City Centre Financial Aid Office in November. The completed application form is usually required by the donor no later than December 15th.

VANCOUVER COMMUNITY COLLEGE BURSARIES

These bursaries vary from \$100 to \$250 depending on request and need. In order to qualify for these bursaries students must indicate financial need in their "reasons" for request and also demonstrate good achievement, as evidenced by the Department Report (Section II on Bursary Form) Open to all students in full time programs.

VANCOUVER EXECUTIVES' ASSOCIATION FUND

Provides scholarships and bursaries, as interest permits, to students enrolled in Business and Printing programs at City Centre.

VANCOUVER MUNICIPAL AND REGIONAL EMPLOYEES' UNION

An annual bursary of 75% of tuition is available to a City Centre student in a certificate program. The award is available to members of the Union, or the sons, daughters, or legal dependents of members who, at the time of application, are current members in the Union and have held membership for the past two years. Selection will be made by the Awards Committee in consultation with the donor. When there is more than one applicant, aggregate length of membership in the V.M.R.E.U. shall be the determining factor.

VOCATIONAL INSTRUCTORS' ASSOCIATION ACHIEVEMENT AWARDS

Each year the V.I.A. provides and presents two achievement awards to students in each Division at City Centre and K.E.C. Nominations and selection will be made by Departments through the appropriate Division Chair. Final approval will be given by the Awards Committee at each campus to ensure that the criteria have been met.

THE KEN WHEELER ENDOWMENT FUND

To honour the hard work and dedication of this former Electronics Department Head, this endowment fund provides six bursaries annually of \$250 for Electronics students. The awards are based on achievement, need and the recommendation of the Department Head.

THE J. H. WILLIAMS ENDOWMENT FUND

Provides an annual award to a student who demonstrates high achievement as well as financial need. It may be used as a supplementary award for a student in the final levels of his or her program. This bursary was initiated on the occasion of the retirement of Ms. Jenny Williams, former Financial Aid Advisor, by her friends and co-workers.

THE CHAIM ZBAR ENDOWMENT FUND

Was established by Mr. Zbar to provide an annual award to a Dental Assistant student. The award is to be based on academic achievement, financial need and the recommendation of the Department Head.

PROGRAM ADVISORY COMMITTEES

MEMBERSHIP LIST

BUSINESS PROGRAMS

Accounting and Microcomputers in Accounting

- | | |
|------------------------|--|
| Mr. Peter Bower | - Certified General Accountants Assoc. of BC |
| Dr. Donald G.A. Carter | - School of Chartered Accountancy |
| Mr. Ted Cartier | - Lister, Bolt & Chain |
| Ms. Kimberley Caster | - Society of Management Accountants |
| Mr. Gordon Gee | - Loewen, Stronach & Co. |
| Mr. Malcolm McGowan | - Holloway, Shultz |
| Mr. Ralph Millar | - Coopers and Lybrand |
| Mr. Bill Roddie | - Bayshore Inn |
| Mr. Bruce Strang | - Chartered Accountant |

Computer Programmer

- | | |
|----------------------|--|
| Mr. Bob Arnold | - Pacific Press |
| Mr. Owen Coppin | - City of Vancouver Computer Services Division |
| Mr. Jamie Fear | - Lignum Sales Ltd. |
| Mr. Bernie Hoglie | - MBT Computer Systems Inc. |
| Mr. Gary D. Hudson | - Seaboard Life Insurance Co. |
| Mr. Peter Lincoln | - High Order Systems |
| Ms. Betty MacDonald | - A.B.C. Technology |
| Mr. Bruce Saffin | - B.C.A.A. |
| Ms. Valerie Vallance | - Sears |
| Ms. Joanne Ward | - Office Automation Education Centre |

Legal Secretary

- | | |
|-----------------------|------------------------------------|
| Mr. George Geraghty | - George Geraghty |
| Mrs. Ruth Noble | - Douglas, Symes & Brissenden |
| Ms. Patricia M. Evans | - Campbell Mitchell |
| Ms. Liz Quon | - Russell & Dumoulin |
| Ms. Karen Vallee | - Farris, Vaughan, Willis & Murphy |
| Ms. Patricia Walter | - O'Neill & Bence |

Medical Office Assistant

- | | |
|--------------------------|--|
| Dr. Lawson Baird | - Family Practice |
| Mrs. Cassie Barton | - Medical Office Assistants' Association of BC |
| Dr. R.D. Bennett | - Seymour Medical Clinic |
| Dr. Graham Burns | - VCC/City Centre Health Services |
| Ms. Mary D'Arcy-Campbell | - UBC |
| Ms. Sheila M. Foster | - MOA |

Dr. R.C. Greenwood
Mrs. Hilke Heckerott
Dr. Mark Schonfeld
Dr. John Mail
Mr. Ian Merkel
Dr. H.C. Slade
Ms. Sandy Thorp
Ms. Joanne Wallace
Mrs. Frauke Ziebeil

- General & Family Practice
- Medical Office Assistant
- General Practitioner
- Family Practice
- Dialog Medical Systems, Inc.
- Health Centre, V.G.H.
- Medical Office Assistant
- Burnaby Hospital
- Medical Office Assistant

Medical Secretary/Transcriptionist

Ms. Madelaine Bicknell
Mrs. Jill Buchan
Miss Rosalie Chin
Ms. Grace Chandy
Miss Heather Croll
Mrs. Laura Fleming
Mrs. Diane Haigh
Mr. Tony Herbert
Mrs. Diana Jones
Mrs. Susan Hill
Mrs. Margaret McKay
Mrs. Helene Miller
Ms. Karen Kaplan
Ms. Carrie Okano
Ms. Bethia Yuen

- Dept. of Surgery, U.B.C.
- Peace Arch District Hospital
- Surrey Memorial Hospital
- Burnaby Hospital
- Vancouver General Hospital
- Vancouver General Hospital
- Children's Hospital
- Personnel Services, U.B.C.
- Royal Columbian Hospital
- Dept. of Medicine, U.B.C.
- Cancer Control Agency of BC
- Royal Columbian Hospital
- Vancouver General Hospital
- Cancer Control Agency of BC
- St. Paul's Hospital

Secretarial

Ms. Lyn Bailey
Ms. Diane Foster
Ms. Lorna Guenard
Ms. Leah Laddrock
Miss Kate Lidderdale
Ms. C. Leone McLoughlin
Ms. Joy Morton
Ms. Moninna Running
Ms. Shirley Stoney
Mr. Warren Wong

- Lyn Bailey & Associates
- McDonnell Dettweiler
- City Centre
- Sports B.C.
- CU & C Health Services Society

Traffic Customs and Transportation

Ms. Arlene Neufeld
Mr. Martin Askew
Mr. Gordon Boleen
Mr. John Bourbonniere
Mr. Ronald M. Carter
Mr. Roy Dawson

- Adanac International Forwarders Ltd.
- Nippon Express
- Consultant
- Yellow Freight Systems of B.C. Inc.
- Adanac Customs Brokers Ltd.
- B.C. Rail Ltd.

- Mr. Reg Der
 - Ms. Sue Harte
 - Ms. Betty M. Lee
 - Mr. Iain Mackay
 - Mr. Jim McMartin
 - Mr. Gordon L. Murray
 - Mr. Don Poskitt
 - Mr. Roy Stringer
 - Mr. Kevin Urekar
 - Mr. Bruce Young
- Transportation Consultant
 - C.P. Rail Service International
 - MacMillan Bloedel Ltd.
 - Dodwell Canada Ltd.
 - North Pacific Steamships
 - CN
 - UPS
 - Stringer Air Services Inc.
 - Express Airborne
 - Balfour Guthrie Marine

HEALTH PROGRAMS

Dental Assisting/Reception

- Ms. Maureen Dawe
 - Ms. Mary Banford
 - Dr. Patricia Bentley
 - Dr. John G. Lee
 - Dr. Alex Lieblch
 - Ms. Linda MacDonald
 - Ms. Nancy Martin
 - Dr. Gale D. Rocky
 - Ms. Susan Schmitz
 - Ms. Rosalind Tobias
 - Dr. Malcolm Williamson
- Certified Dental Assistant
 - College of Dental Surgeons of B.C.
 - Dentist
 - Dentist
 - Vancouver & District Dental Society
 - Certified Dental Assistants' Society
 - BC Dental Hygiene Association
 - College of Dental Surgeons of B.C.
 - BC Dental Hygienist Association
 - Certified Dental Assistants Society of B.C.
 - Dental Health Services

Dental Hygiene

- Dr. Mary Banford
 - Dr. Marcia Boyd
 - Ms. Shelley Chaisson
 - Ms. Cindy Ewen
 - Ms. Mary Ann Hayes
 - Dr. Brian Lahiffe
 - Dr. Suzanne Phillip
 - Dr. Gale D. Rocky
 - Ms. Susan Schmitz
 - Mrs. Sue Sumi
 - Dr. Malcolm Williamson
 - Mr. Robin Zorkin
- College of Dental Surgeons of B.C.
 - Faculty of Dentistry, UBC
 - Dental Hygienist
 - Metropolitan Health Services
 - Metropolitan Health Services (Dental)
 - Specialist in Periodontics
 - Dental Dept., University Hospital
 - College of Dental Surgeons of B.C.
 - Dental Hygienist
 - B.C. Dental Hygiene Association
 - Dental Health Services
 - Dental Hygienist

Denturist

- Mr. Andrew Dounis
 - Mr. George Hygh
 - Mr. Wilfred J. Lapointe
 - Dr. Michael I. Macentee
- Denturist
 - Denturist
 - Denturist
 - College of Dental Surgeons of B.C.

- Mr. John Mayr
- Mr. John Moore
- Mr. Warren Trask
- Ms. Carol R. le Vasseur
- Dr. Malcolm Williamson

Dental Technician

- Mr. Geoffrey Everton
- Mr. Joe Birner
- Mr. Ernst Hezel
- Mr. Karol Hoffman
- Ms. Holly Inouye
- Mr. Barry Morley
- Dr. Dennis P.A. Nimchuk
- Ms. Therese Roche
- Mr. Stan Soroka
- Mr. Gabor Szombathy
- Mr. Greg Tamkin
- Mr. Robert Wildgrube
- Dr. Malcolm Williamson

Medical Laboratory Assistant

- Ms. Maureen Campbell
 - Ms. Janet Cozens
 - Ms. Alida Crowe
 - Ms. Laurie Janzen
 - Ms. Cheryl Lewis
 - Ms. Joan Mitchell
 - Ms. Terry Murray
 - Ms. Karen Nicolson
 - Ms. Jackie Pickerell
 - Ms. Wendy Wainwright
- B.C. Society of Medical Technologists
 - B.C. Bio-Medical Laboratories Ltd.
 - St. Paul's Hospital
 - Eagle Ridge Hospital
 - Royal Inland Hospital
 - Island Medical Laboratories
 - Metropolitan Clinical Laboratories
 - B.C. Institute of Technology
 - B.C. Bio-Medical Laboratories Ltd.
 - B.C. Bio-Medical Laboratories Ltd.

Nursing Unit Clerk

- Mrs. Arliss Altman
 - Ms. Suzanne Forshaw
 - Ms. Karen LaRocque
 - Ms. Cathy Massey
 - Miss Anne Nickerson
 - Miss Martha Vale
 - Mr. Keith Wilkinson
 - Mrs. Judy Yeomans
- Vancouver General Hospital
 - St. Paul's Hospital
 - Nursing Unit Clerk
 - Children's Hospital
 - Health Sciences Centre Hospital
 - Richmond General Hospital
 - University Hospital
 - Lions Gate Hospital

Practical Nursing

- Ms. Theresa Ambler
 - Mrs. Ann Callegarini
- BC Council of Licensed Practical Nurses
 - St. Vincent's Hospital

Ms. Susan Frizzell
 Ms. Eileen Garvey
 Ms. Ruth Gray
 Ms. Joan Howey
 Ms. Shirley Kerry
 Ms. Margaret Lennon
 Ms. Barbara McWilliams
 Ms. Billy Meadows
 Ms. Anne Semerdjian

- Vancouver City Health Department
- Pearson Hospital
- University Hospital Shaughnessy
- Vancouver General Hospital
- Registered Nurses Association of BC
- Holy Family Hospital
- Metropolitan Health Services
- Lions Gate Hospital
- St. Paul's Hospital

Continuing Care Programs

Mr. Dean Armstrong
 Dr. Jane Tate Auman
 Ms. Maggie Burwash
 Ms. Barbara Donnelly
 Mrs. Mary Gogag
 Mrs. Dorothy A. Kitching
 Mr. Keith Loughlin
 Ms. Linda Lunny
 Mrs. Mary V. McMillen
 Ms. Cecile Rooney
 Ms. Trudi Ruiterman
 Mrs. Pat Turner
 Ms. Pat Wall

- Lions Gate Hospital
- The Wyatt Company
- Cedar Cottage Adult Day Care
- Haro Park Centre Society
- Vancouver Health Department
- Community Home Support Services Assn.
- Three Links Care Centre
- Rosewood Manor
- Yaletown House Society
- Holy Family Hospital
- Para-Med Health Services
- ComCare
- Three Links Care Centre

HOSPITALITY PROGRAMS

ASIAN CUISINE

Chinese Cuisine

Mr. Steve Chan
 Mr. Victor Louie
 Mr. Danny Quan
 Mr. John Tai
 Mr. Francis Tchao
 Mr. Peter Tseng
 Mr. Philip Wong
 Mr. Richard Wong

- East Ocean Restaurant
- Marco Polo Restaurant
- The Noodle Makers
- North Park Restaurant
- Pender Seafoods Ltd.
- Kingsland Restaurant
- Grand View Restaurant
- Tai-Hing Ltd.

Japanese Cuisine

Mr. Hiro Asada
 Mr. Larry Cohen
 Mr. Toshiaki Masuda
 Mr. Yami Yamagishi

- Naniwa-Ya Japanese Seafood Restaurant
- Koji Japanese Restaurant
- Kamei Sushi Japanese Restaurant
- Kamei Sushi Japanese Restaurant

Baking and Pastry

Mr. Jack Kuyer
 Mr. R.S. Miller
 Mr. Fred Abraham
 Mr. Hugh Comber
 Mr. Pat Grover
 Mr. Mike Haywood
 Mr. Stan Hill
 Mr. John Michaels
 Mr. Dave Morrison
 Mr. Rey Smith
 Mr. Peter van der Hoek

- Valley Bakery Ltd.
- Miller Baking Ltd.
- Gourmet Baker Ltd.
- Bakery & Confectionery Workers Union Local 468
- Canada Safeway
- Kirkland & Rose Ltd.
- Robin Hood Multifoods Inc.
- Canada Safeway
- Maple Leaf Mills Ltd.
- B.C. Bakers Association
- Westlynn Bakery 1981 Ltd.

Culinary Arts

Mr. Claude Teton
 Mr. Ken Iaci
 Mr. Lucien Frauenfelder
 Mr. Ron Grant
 Mr. John Kanara-Cordrey
 Ms. Nicola Major
 Mr. Andre Machhern
 Mr. Jurgen Schulte
 Mr. Heinz Lenger
 Mrs. Mary Lee
 Mr. Peter Bucher
 Mr. Stephen Fitzgerald
 Ms. Christine Monaghan

- Hotel Meridien
- Joe Fortes Seafood
- The Abercorn Inn
- The Pagebrook Hotel
- Pacific Palisade Hotel
- The Gourmet
- Sheraton Landmark Hotel
- The Chesa Restaurant
- Westin Bayshore Hotel
- Dietics
- New World Harbourside Hotel
- Terminal City Club
- Meridien Hotel

Food and Beverage Management

Ms. Karen Green
 Mr. Arthur Achiam
 Ms. Sue Hare
 Mr. Jose Cerqueira
 Mr. Mario Corsi
 Mr. Adolf A. Eitzenberger
 Mr. Jean Paul Froidevaux
 Mr. Stanley Fuller
 Mr. Hans Kummer
 Mr. Jurgen Sjoosma
 Mr. Bill Simmons
 Mrs. Fran Sainas
 Mr. John Dewart
 Mr. Nick Warhaug
 Ms. Linda Meinhardt

- Fins Waterfront Restaurant
- English Bay Cafe
- English Bay Cafe
- New World Harbourside Hotel
- Park Royal Hotel
- Shaughnessy Golf & Country Club
- Hotel Vancouver
- Earl's Restaurant
- Vancouver Club
- Hyatt Regency Hotel
- Vancouver Trade & Convention Centre
- Pan-Pacific Hotel
- Sheraton Villa
- The Local 40
- Art Gallery

Hospitality Administration

- | | |
|-------------------------|---|
| Mr. Don Bellamy | - Restaurant and Food Service Association of BC |
| Mr. Jan Besseling | - Vancouver Trade and Convention Centre |
| Mr. Dennis Forristal | - The Westin Bayshore |
| Mr. Stan Fuller | - Earl's Restaurant Ltd. |
| Mr. Ted Garbutt | - Seagram Distillers Ltd. |
| Mr. Cesare Gianna | - Hollyburn Country Club |
| Ms. Connie Gorlach | - Delta Hotels |
| Mr. Robert Griffiths | - Robert Griffiths and Associates Ltd. |
| Mr. Robert Martz | - Sandwich Tree |
| Ms. Deanna J. McGonical | - New World Harbourside |
| Mr. Rob O'Neill | - Coast Hotels |
| Mr. Klay Schumann | - Point Gray Golf and Country Club |
| Ms. Sarah Stanger | - Pan Pacific Hotel |
| Mr. Bruce Wilson | - Hospitality Industry Education Advisory Committee |
| Mr. Wayne Zinselmeyer | - Canada Packers Ltd. |

Meat/Deli/Seafood Clerk

- | | |
|--------------------|-----------------------------------|
| Mr. Vic Evans | - 12273 188 St. |
| Mr. Brian M.Cole | - B. M. Cole Ltd. |
| Mr. Russell Haddad | - Overwaitea |
| Mr. Mike Leonard | - Meat Merchandiser |
| Mr. Bill Loewen | - Canada Safeway |
| Mr. Heiko Paulsen | - Pacific Butcher Sales & Service |
| Mr. Robert Wagner | - 6193 Service St. |
| Mr. Guenter Wettig | - Delta Sausage |

Retail Meat Processing

- | | |
|------------------|------------------------|
| Mr. R. Haddad | - Overwaitea Foods |
| Mr. P. Black | - Peter Black's |
| Mr. Pat Grover | - Canada Safeway |
| Mr. M. McAree | - Extra Foods |
| Mr. Bob Radjohn | - IGA |
| Mr. L. Stoughton | - Super Valu |
| Mr. B. Zoal | - Stong's Markets Ltd. |

Sausage Making and Smoked Meats

- | | |
|----------------------|-------------------------|
| Mr. U. Freybe | - Freybe Sausage |
| Mr. H. Eustergerling | - International Sausage |
| Mr. P. Fluckiger | - Fleetwood Sausage |
| Mr. H. Grimm | - B.C. Fancy Sausage |
| Mr. R. Haddad | - Overwaitea Foods |
| Mr. B. Lowen | - Canada Safeway |
| Mr. L. Stoughton | - Kelly Douglas |
| Mr. G. Wettig | - Delta Sausage |

Travel Agent

- | | |
|---------------------|--------------------------------|
| Mrs. Ellie Hender | - Travel Experts Ltd. |
| Mr. Ted Cooper | - Thrifty Car Rental |
| Mrs. Nancy Nederlof | - Thomas Cook Travel Ltd. |
| Miss Janet Parsons | - Anzac Travel Ltd. |
| Ms. Joni Todhunter | - Touram Inc. |
| Ms. Libby Brown | - Air Canada |
| Mr. John Nicholson | - New World Harbourside Hotel |
| Mr. Mark Linton | - Mutual of Omaha |
| Mr. Douglas Moore | - Holiday House |
| Ms. Andrea Valis | - Travelrep Marketing Services |
| Ms. Susan Davies | - P.Lawson Travel |
| Ms. Judy Brooks | - Hertz Canada Ltd. |

SERVICE PROGRAMS

Building Service Worker

- | | |
|---------------------------|---|
| Mr. Matt Ammerlaan | - Vancouver City Hall |
| Ms. Linda Delparte | - Polaris Employment Services |
| Mr. Donald A. Etherington | - G.H. Wood & Company Limited |
| Mr. Jagindar Girm | - The Bay |
| Mr. Wally Glavind | - Columbia Distributors Ltd. |
| Mr. Lloyd Davis | - Service Employees Int'L Union Local 244 |
| Mr. Ernie Kiniski | - B. C. Building Corporation |
| Mr. Bob May | - Janitor's Warehouse |
| Mr. Pat von Bremen | - Komcan Inc. |
| Mr. John Neuls | - West Vancouver School Board |
| Mr. Steve Normann | - Associated Building Maintenance of Canada |
| Mr. Lyle Pullan | - Steamex Company |
| Mr. Eric H. Rottmeister | - Granville Carpet Cleaning Ltd. |
| Mr. J.W. (Bill) Vickery | - Vancouver General Hospital |

Skin Care (Esthetics) Skin Care-Advanced (Esthetics)

- | | |
|----------------------|------------------------------|
| Mr. Mario Felicella | - Italian Coiffures |
| Mr. Lawrence Iwasaki | - Maison Lawrence |
| Ms. Linda Kozaczuk | - Vanity Skin Care |
| Ms. Betty Martin | - Oranatis |
| Ms. Claudette Quinn | - Esthetique |
| Ms. Ursula Wagstaff | - Heitland International |
| Mr. Gunter Zenk | - University House of Beauty |

Hairdressing

- | | |
|-----------------------------|-------------------|
| Mr. Joseph Codispoli | - The Bay |
| Mr. Rafael Corcione | - Elegant Lady |
| Mr. Roger Bastarache-Collet | - Kis Hair Design |

Mrs. Susanne Jensen
Mr. Eric Hesselmann
Mrs. Lee Ramsey
Ms. Millie Yuen

- Monarch Beauty Supply
- Eric's Beautyland Ltd.
- Loughed Coiffures
- Hair Affair

Men's Hairstyling

Mr. Wesley Brisseau
Mr. Len Carmichael
Mr. Colin Cullimore
Mr. David Persson
Mr. Ken Garrett
Mr. Erling Gross

- Wesley's Hairstyling for Men
- BC Barber's Association
- North Park Men's Hair Design
- North Park Men's Hair Design
- Executive Hairgoods

Shoe Repair

Mr. Joe Bono
Mr. Lorne LaBelle
Mr. Marcello Michelacci
Mr. Frank Nelson
Mr. Frank Paolini
Mrs. June Robinsmith
Mr. Mike Shinder
Mr. Emile Pharaon
Mr. Harold Walther
Mr. Colin Wood
Mr. Bruce Tobiason

- Eaton's Department Store
- LaBelle Supply Company Ltd.
- Marcello Shoe Renew
- J.R. Donald Shoe Rebuilding
- Gold Star Shoe Repair
- Shoe Dept., Woodlands School
- Mike's Instant Shoe & Leather Repairs
- Emile's Shoe Repair
- Beronlina Imports Ltd.
- Beronlina Imports Ltd
- The Kennedy Kobbler

TECHNICAL PROGRAMS

Computer Aided Drafting

Mr. Hugh Dobbie
Mr. James C. Barnum
Mr. Geoff Dryer
Mr. Dan Elezam
Mr. Algis Jonusas
Mr. Sam Lui
Mr. Brian McLaren
Mr. Hank Tung

- Dowco Consultants
- Carlberg Jackson Partners
- G & S Cad Solutions
- Phillips Barratt Kaiser Engineering Ltd.
- B.C. Hydro & Power Authority
- NLK & Associates
- H.A. Simons Ltd.
- Gisborne Group

Drafting

Mr. Stan Phipps
Mr. Ted Broekhuizen
Mr. Harold Davies
Mr. George Hildebrand
Mr. Don Klobchar
Mr. Rich Kreisch

- Engineering Consultant
- Swan Wooster Engineering Co. Ltd.
- Paramount Detailing Services Ltd.
- Dowco Consultants Ltd.
- Carrol Hatch (International) Ltd.
- Kerr Wood Leidal Associates

Mr. Les Metcalf
Mr. Lucio Grave
Mr. Glen Tait
Mr. Peter Whitelegg

- Read, Jones Christoffersen Ltd.
- H.A. Simons (International) Ltd.
- Wright Engineers Ltd.
- Jones, Kerr Whitelegg Ltd.

Electronics

Mr. Anthony Sawchenko
Mr. Rick Beale
Dr. Karl Brackhaus
Mr. Steve Fairbairn
Mr. David Forst
Mr. Lance Gray
Mr. Gregg Huddleston
Mr. Dennis Keller
Mr. Bruce Light
Mr. Jim Rae
Mr. Jim A. Ramsay
Mr. Bill Tracey
Mr. Ron Webb

- B.C. Telephone, Education Centre
- Canadian Broadcasting Corporation
- Dynapro Systems Inc.
- Xerox Service Centre
- Pacific Sound Services Ltd.
- AES Data
- Concept Technology Services Ltd.
- Transport Canada
- CN/CP Telecommunications
- Materials
- Teleglobe Canada
- Systek Engineering Ltd.
- B.C. Rail Ltd.

Printing Production/Graphic Arts

Mr. Donald T. Brown (Chairman)

Mr. Stan Bowes
Mr. Donald T. Brown
Mr. Dick Byzitter
Mr. Warren Campbell
Mr. Steve Cable
Mr. John Elworthy
Ms. Shirley Forrest
Mr. Alan Green
Mr. Wendell Green
Mr. Don Hughes
Mr. Gordon Nex
Mr. Peter Oostlander
Mr. Tom Schoenewolf
Mr. Doug Seto
Mr. Jeff Taylor
Mrs. Gisela Brinkhaus
Mr. Chris Czartoryski
Mrs. Mary Janeway
Mr. Rudi Peet
Mr. Bill Reid
Mrs. Gisela Rueckel
Mrs. Doris Shadbolt
Mr. Karl Stitgen
Ms. Martha Sturdy

- DRG Globe Envelopes Ltd.
- Graphic Arts Industries Assoc.
- Shears Printing Ltd.
- B.C. Printing Industries Association
- Benwell - Atkins Ltd.
- Coast Paper Ltd.
- Thunderbird Press Ltd.
- Vancouver Typographical Union
- Broadway Printers Ltd.
- Mitchell Press Ltd.
- Coast Trade Bindery Ltd.
- Hemlock Printers Ltd.
- Thunderbird Press
- Agency Press
- Total Graphics) Jewellery Arts & Design
- Jewellery Manufacturer
- Emily Carr College of Art & Design
- Designer
- Goldsmith
- Artist, Jeweller
- The Gallery Shop
- Jeweller
- Goldsmith
- Jewellery

SPECIAL NEEDS PROGRAMS

Mr. Dale Alexander	- Simon Fraser Society For The Mentally Handicapped
Ms. Sandra Howell	- Vocational Rehabilitation Services
Mr. Steve Collinge	- I.C.B.C.
Ms. Linda Delparte	- Polaris Employment Services
Ms. Rhonda Garside	- Vancouver-Richmond Association of the Mentally Handicapped
Mr. Patrick Glover	- Garibaldi Secondary School
Ms. Barb Goode	- People First
Mr. Bill Guest	- Port Moody City Hall
Ms. Jennifer Hodgson	- Mainstream Society
Ms. Anita Lee	- Ministry of Social Services & Housing
Ms. Anne Legein	- John Oliver High School
Ms. Kate Lidderdale	- C.U. & C.
Mr. John Manougian	- Shaughnessy Hospital
Ms. Shirley Newton	- B.C. Tel
Mr. Bill Senghara	- White Spot Ltd.
Mr. Roger Smith	- Career Action Centre for Youth
Mr. Robert Waycott	- North Shore Association of the Mentally Handicapped

FACULTY AND STAFF

ADMINISTRATION

Ashworth, Roseanne	Secretary - Business Division
Clark, George	Building Services Manager
Dahl, Ann	Secretary - Health Sciences
Forsyth, Stephanie	Dean of Instruction - Tourism & Hospitality
Gelling, Jackie	Secretary - Dean of Instruction
Guenard, Lorna	Administrative Manager
Hartley, Syd	Division Chair
Hewer, Kay	Switchboard
Iapalucci, Angelo	Assistant Building Services Manager
Jewell, Stephanie	Research Assistant
Jeyakumar, Josephine	General Office & Mail Room
Lalji, Parviz	Secretary - Administrative Manager
Lamoureux, Marvin	Dean - Instruction
Martin, Linda	Division Chair
McFadden, Lila	Switchboard & First Aid
Paterson, Suzanne	Secretary - Dean of Administration
Sandy, Jackie	Acting Division Chair
Schatten, Jerome	Division Chair
Stoneberg, Carey	Switchboard & First Aid
Vandenakker John	Dean of Administrative and Student Services
Virani, Tazeem	Secretary - Technical Division
Walker, Norma	Financial Management
Wong, Hilary	Secretary - Assistant Dean of Instruction Tourism and Hospitality

ADMISSIONS

Keenan	Wynn - Department Head
Granger	Joanne
McComb	Fiona
McDonnell	Lisa
Rouselle	Yves
Smith	Barbara
St. Cyr	Adrienne

BOOKSTORE

Slacht	Sheila - Manager
Campbell	Helen
Czak	Frank
Faye	Mandie

Pardalis
Van Kirkhoff
Ziskind

Vivian
Jeannine
Etya

BUSINESS DIVISION

ACCOUNTING - COMPUTER PROGRAMMING - MANAGEMENT

Wakulchik Ed - Department Head
Bolton Merlin
Chung Ray
Elliot Brock
Haw Awk
Hodgkins Karen
Hunt Paul
Lee Stan
Lim Sylvia
MacIsaac Dan
Mills Terry
Mitchell Jim
Mullings Gus
Punak John
Thom George

ADULT SPECIAL EDUCATION

Cole Holly - Department Head
Burton-Stewart Laurie
Downie Lorna
Jordan Don
McNiven Wayne
Mills Maureen
Richardson Nancy
Ross Lotte
Williams Leslie

BUSINESS EDUCATION PREPARATION

Kendrick Barry - Department Head
Mitchell Bonita
Gallie Jean

HAIRDRESSING DEPARTMENT

Malone Robert - Department Head
Cole Molly
Hughes Linda

Janssen
Kitchener
Kuster
Mahe
Persson
Suga
Wheeler

Hanneke
Marjorie
Dagmar
Robert
David
Marion Michiko
Eroca

MEDICAL OFFICE CAREERS

Bartoszewski Edna - Department Head
Fielden Sue
Graves Sheena
Kitson Leslie
Lacoursiere Irene
Lesko Susan

OFFICE ADMINISTRATION

MacIsaac Marion - Department Head
Bowie William
Collins Roberta
Cummings Sally
Dennis Margaret
Hargreaves Joy
Lee Virginia
Pollard Brian
Reed Fern
Seddon Sally
Woyce Shirley
Zheug Sophy
Zomer Joyce

BUILDING SERVICES, RECEIVING

Clark George - Department Head
Ching Charles - Receiver
Clyne Lou - Receiver
Hunt Gillian - Secretary - Building Services Manager
Iapalucci Angelo - Assistant Building Services Manager
Saviozzi Geo - Receiver

COMPUTER GRAPHICS

Roy Judy - Coordinator

COUNSELLING

Forsyth Ian - Department Head
Avery Wayne
Callaghan Dolores
Clarkson Allan
Feist Maggie
Kremer Dalton
LaFrance Wendy
Montigny Vickki
Morris Susan
Parrish Mary
Pearson Hilary
Perret Cathy
Stephens Eileen
Wilson Mary

DENTAL HYGIENE

Sunell Susanne - Department Head
Cathcart Ginny
Hughes Tricia
Lunn Ruth
Martin Lexie
Maschak Linda
Milton Keith
Nann Douglas
Prescott Mike
Robertson Pat
Smith Lynn
Stevenson Kim
Stojak Dianne
Stradiotti Ellen
Tavares Francis
Thorburn Dave

DENTAL TECHNICIAN/MECHANIC

Rothwell Ken - Department Head
Fierheller Joan
McKay Jeanette
Oberreich Richard
Odwin Steve

DENTAL ASSISTING/RECEPTION

Lindsay Lizz (Department Head)
Bailey Sandra
Breikss Myrna
Cox Elli
Dennett Margaret
Dudley Dottie
Jenkins Janice
Jestin Suzette
Lytle Debra
Preissl Debbie
Robertson Pat
Rogers Unger Laurette
Rosko Michelle
Trunkfield Kathy
Waller Pam

DRAFTING

Marshall Wayne - Department Head
Atkinson Ron
Della Savia Bruno
Humphrey Brian
Innes Debbie
Shandler Judy
West Bill
Wren Roy

ELECTRONICS

Brown Karl - Department Head
Brendzy Russ
Indbryn Joestein
Johnson Larry
Jones Owen
Kamm Jim
Kirby John
Landingin Geronimo
Langston Nelson
Miller Christine
McAuliffe Robert
McBride Bill
O'Donnell Tom
Sharp Howard
Taylor Pat
Vangroenigen Bruce

FINANCIAL AID

Fister	Dana - Department Head
Francis	Carol
Charles	Margaret

FOOD TRADES/CAFETERIA

Atagi	Sam
Bowie	Tara
Camara	Maria
Dragutinovich	Mira
Fearn	Mark
Goodenough	Teresa
Grinnis	Gerd
Ha	Joanne
Kurta	Nellie J.
Lai	Pi-Lien
Lee	Ah-Yen
Leung	K.Y.
Liu	Benny
Losna	Antonia
Mak	Ruth
Millas	Helen
Mooney	Sandra
Morris	Eugenie
Oudijk	Dennis
Riley	Philip
Schmalholz	Tony
Subasinghe	Henry
Tong	Wai
Warlock	Daniel
Wickramasekera	Sita
Woo	Mie Ying
Yu	Francis

ASIAN CULINARY ARTS

Leung	Condy - Department Head
Akisawa	Masanori
Smik	Karen

BAKING AND PASTRY DEPARTMENT

Kok	Dick - Department Head
Leber	Hans
Liesch	Wilhelm

Rudolph
Schroeder
Sohm
Warje
van Grol
Zemp

George
Eberhardt
Ken
Lars
Tom
Lucia

CULINARY ARTS FOUNDATIONS

Falter	Ulrich - Department Head
Baxter	Wayne
Bingley	Alan
Ferron	Gabriel
Grey	Barry
Kuhn	Kurt
Larsen	Steen
McCorkell	Derek
Mooney	Sandra
Naso	Fred
Pepper	Graham
Sauer	Axel
Sicoli	Settimio
Thoeny	Christian
VanderLinden	Hans

CULINARY ARTS ADVANCED

Sinclair	Ryun - Department Head
Bingley	John
Petit	Paul

HEALTH SERVICES

Burns	Dr. Graham - MD
McFadden	Lila
Smith	Pat - Nurse
Stoneberg	Carey

FOOD AND BEVERAGE MANAGEMENT

Kilchenmann	Charles (Department Head)
Cryer	Gail
Obeck	Hans
Rutledge	Sherry
Stafford	Steve
Wood	Tony

INFORMATION AND COMPUTING SERVICES

Roberts	John
Szeto	Tom

INSTRUCTIONAL MEDIA SERVICES

Hof	Kees
McIntosh	Malcolm

JEWELLERY ARTS AND DESIGN

Walentowicz	Maciek - Department Head
Fong	Stephen
Phillips	John
Remnant	Susan
Zolotnai	Tomas

LIBRARY

Devakos	Rea - Department Head
Canty	Pam
Douglas	Mary Jean
Jones	Sandra
Lazar	Thomas
Sharell	Eva
Weber	Susan

LONG TERM CARE AND ALLIED HEALTH

Simms	Shirley - Department Head
Adams	Ina
Bawtinheimer	Pat
Bingley	Anne
Brodie	Margaret
deGeest	Gwendolyn
Emary	Malisse
Eng	Jacki
Fairholm	Elsie
Fraser	Ellen
Hamend	Moreah
Jensen	Faye
Keen	Lillian
Keet	Eleanor
Lowe	Dorothy

McCarthy
Morrow
Northy
Olson
Strachan
Sylvester
West

Jeanine
Marg
Esther
Jim
Jean
Marian
Lynda

NURSING

Hartley	Pat - Department Head
Ashcroft	Anne
Beaudoing	Lucille
Connor	Della
Heyman	Lynn
Mackie	June
Oxholm	Sheila
Parker	Barbara
Smith	Roberta
Steinke	Les
Volker	Jan
Waterhouse	Mary
Wittal	Muriel

PRINTING PRODUCTION

Gordon	Doug - Department Head
Adamson	John
Ayles	Ted
Bassani	John
Bergman	Wayne
Brayne	Peter
Callahan	Beth
Cumming	Paul
Edge	John
Fielder	Ron
Fletcher	Doug
Frandsen	Frank
Gausboel	John
Gibson	Grant
Gislason	Curt
Green	Ralph
Irvine	Dave
Kouvenhoven	Peter
Lawrence	David
Luckham	Julian
Milton	Dennis
O'Donnell	Ken

Pinkerton
Robinson
Rose
Sailes
Schoenewolf
Sumner

Brian
Melanie
Nancy
Jill
Tom
Rob

PROGRAM DEVELOPMENT

Dwyer	Brian - Department Head
Aitken	Bob
Gregg	Karl
Hector	Carole
Knowles	Kristina
Leong	Michelle
Tickner	David

RETAIL MEAT PROCESSING

Heringer	Sid - Department Head
Audette	Robert
Balthes	Horst
Baltzer	Horst
Mauger	Doug
Stacey	Jack

SHOE REPAIR

Paul	Andrew - Coordinator
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STUDENT ASSOCIATION

Dore	Chris
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Austin	Donna
Deer	May
Douglass	Denise
Kapoor	Anita

TRAVEL AGENT

Kinnersley	Jackie
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VOCATIONAL INSTRUCTORS ASSOCIATION

Kremer	Dalton
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WORD PROCESSING

Stephens	Christine - Department Head
Leong	Angeline
Voon	Ngee-Mo