

VANCOUVER
COMMUNITY
COLLEGE



C I T Y C E N T R E

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C A L E N D A R



VANCOUVER COMMUNITY COLLEGE CITY CENTRE 1991 - 1992 CALENDAR

Vancouver Community College

City Centre

250 West Pender Street

Vancouver, B.C.

V6B 1S9

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A MESSAGE FROM THE PRINCIPAL

Welcome to Vancouver Community College!

The day that you register here, you become one of 45,000 full-time and part-time students who participate in programs and courses each year at the college. Through our three campuses - City Centre, King Edward Campus and Langara Campus - we bring together the education, resources and inspiration needed to pursue 45,000 individual goals. And, be it a career as an artist, computer technician or chef, we value the goal of each individual student.

At City Centre, you have the opportunity to enrol in a large variety of programs. We feature the Business, Health Sciences, Technical, and Tourism and Hospitality divisions, with courses that bring together the academic, technical, vocational and practical components of the related professions. Several of the programs offered at City Centre are not to be found elsewhere in the province. All are avenues to successful and rewarding careers.

As well, City Centre offers specialized training for students with special needs and disabilities, and opens many career doors that have not always been accessible in the past.

As times change, so do the demands of market and needs of students. It is our mandate at Vancouver Community College to recognize those changes and meet those demands, so that in turn you may meet, and surpass, your own goals and expectations.

While it is the pursuit of education, training and an eventual career that brings you through our doors, there is something else to be gained from the college experience. In your time here, you will no doubt find that Vancouver Community College offers you a wealth in terms of cultural experience, shared interests and valued friendships.

At Vancouver Community College, all of our students are vital, and all of their aspirations are valued. Our motto is "carpe diem" - seize the day. I hope that by choosing Vancouver Community College, you will seize each day and every opportunity offered to you in gaining your education, eventual career, and lifelong friendships and memories.



Sincerely yours,

Lawrence Fast

Lawrence Fast
Principal,
Vancouver Community College - City Centre

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 at containing 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.

A College Council was established as the governing body in December of 1970. Administrative services were provided by the Vancouver School Board until the Spring of 1973, when the College agreed to separate from the Vancouver School Board and establish its own regional offices. These went into operation on November 18, 1974.



On November 24, 1978, in accordance with the provisions of the College and Provincial Institutes Act, VANCOUVER COMMUNITY COLLEGE was designated by Order-in-Council. 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, consist of nine members appointed by the Provincial Lieutenant Governor in Council.

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



CAMPUSES

Today, VANCOUVER COMMUNITY COLLEGE is comprised of three campuses; City Centre, King Edward Campus, and Langara Campus.

CITY CENTRE

City Centre specializes in the preparation of students to enter or up-grade careers in business, industry and service. Formerly the Vancouver Vocational Institute, it was opened in 1949 in response to a growing awareness of the need for practical technical and vocational training.

Classes operate on a five-day week over the entire year. In most of the 50 plus programs offered at this campus, content is primarily one-third theory and two-thirds practical experience. In response to the heavy demand for training, some programs are offered on an extended day basis through day, evening and weekend classes. Twenty of the programs offered at City Centre are unique in British Columbia.

The growth of City Centre, located at 250 West Pender Street, has been evident in all areas of operation. Through the years it has grown considerably while changing to meet the public demand. New programs continue to be added to meet new employment demands, and courses are constantly revised and expanded to reflect the continuous changes in business and industry.



KING EDWARD CAMPUS

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

Located at 1155 East Broadway, K.E.C. provides a unique variety of programs for an equally unique clientele. K.E.C. caters to adults of all ages and ethnic and educational backgrounds. Primarily, adults requiring preparatory courses - those leading to further training or that upgrade basic skills for entry or re-entry into the work force - are accommodated.

King Edward Campus consists of three instructional divisions: Adult Basic Education, English Language Training and Career. At present, more than 5,000 full-time and part-time students are enrolled in classes which are held Monday to Friday, 0800 - 2200 hours.

LANGARA CAMPUS

Langara Campus, located at 100 West 49th Avenue, is one of the most intensively used education facilities in British Columbia. On a normal weekday, 6,500 people from throughout the Lower Mainland use the campus.

Langara held its first classes in October, 1970. The four-storey instructional building houses lecture theatres, conference rooms, multi-use classrooms, study and seminar rooms, science laboratories, technical-vocational workrooms, and studios for the cultural and performing arts. Covered walkways connect with the library and gymnasium.

Langara Campus offers a broad curriculum designed to serve the needs of most individuals who wish post-secondary education. Through fall and spring terms, it regularly enrolls 6,500 students - 5,000 in Arts and Science programs (first and second year) and 1,500 in 31 career programs of specific occupational orientation. The academic year is divided into three terms of four months each. Any two terms of enrolment constitute one academic year.



CALENDAR OF EVENTS 1991 - 1992

September 2:	Labour Day - College closed
October 14:	Thanksgiving Day - College closed
November 11:	Remembrance Day - College closed
December 24-31:	Christmas break - College closed
January 1:	New Year Day - College closed
January 2-3:	First day of classes
April 17:	Good Friday - College closed
April 18:	Saturday - College closed
April 19:	Easter Sunday - College closed
April 20:	Easter Monday - College closed
May 18:	Victoria Day - College closed
July 1:	Canada Day - College closed
August 3:	B.C. Day - College closed

CITY CENTRE

GUIDELINES FOR STUDENTS RESPONSIBILITY OF THE COLLEGE

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 students' other vocational and personal concerns.

At the beginning of each level or semester, instructors will state clearly and in writing the criteria they will use in assessing the student's performance during the following level. Such criteria can include an attendance stipulation and also a stipulation regarding the completion of assignments, reports, etc.. 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.

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 or semester of the program.

Final examinations, if required by the department, are scheduled for the last week of the program. 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.

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, reports and technical reports. Students should be aware that the instructor can refuse to assign a final grade.

2. To The Faculty:

Faculty members are available by arrangement for consultation with students. 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. The College does not condone, nor will it tolerate, acts of cheating, plagiarism or other forms of academic dishonesty. While 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 who acts in a manner that reflects unfavourably upon him/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.

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 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 and is carrying a full course load.

PART-TIME STUDENT: a part-time student is one who is carrying less than a full course load.

SEMESTER: a unit of time, either four or five months in length, consisting of a grouping of courses which reflects the end of a particular training stage in a program.

GENERAL PROGRAM STARTS

Classes are scheduled on the basis of a six-hour day, five days a week, twelve months a year. 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.

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.

SAFETY AND ACCIDENT PREVENTION

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

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.

MEDICAL INSURANCE

It is the student's responsibility to ensure that they have proper and adequate medical insurance to cover doctor, hospital and other related expenses (should they occur) while attending the College.

ADMISSIONS

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.

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 the College so determines and may apply to those already registered at the College, as well as prospective students.

GENERAL REQUIREMENTS

1. Citizenship

Applicants must be Canadian citizens or permanent residents. 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 by the College.

2. International Students

A limited number of international students are admitted to the College on a cost-recovery basis. Applications from outside Canada should be directed to:

International Education Department,
Vancouver Community College
1155 East Broadway
Vancouver, British Columbia
V5T 4N3

3. English Language Proficiency

Applicants must possess a level of English proficiency sufficient to support studies at the College. If English skills are insufficient, the students' maximum course load will be limited. A referral to the English Language Assessment at King Edward Campus may be required.

4. 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 the date when the last prerequisite has been met. 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 City Centre receiving the transcript for the completed prerequisite course, then the applicant will remain on the list for the next class.

A person may submit applications to more than one program at the same time.

5. Application Lists

When more applications are received for a specific program than there are training spaces available in the next intake of that program, applicants are placed on a list in the order of the date on which the applicant complied with the requirements for admission.

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

6. 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, may be permitted on an individual case basis.

ACADEMIC 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 Vice-Principal (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 a program.

CAREER PREPARATION STUDENTS

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

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.

ADMISSION PROCEDURES

1. To apply for admission to a program, each applicant must complete and submit an application form, obtainable from the Admissions Department. Photocopies of transcripts and records of previous education, except for those specific programs where an official transcript is required, must accompany the application. All documents received in support of applications will be retained by the College and will not be returned. 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 current fee schedules.

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

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 practical training purposes. 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

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.



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 community 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 installments as set by the College. However, the onus is on the student to pay each installment on time or a late payment fee will be levied.

8. For enrolment 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.

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

STUDENT ASSOCIATION FEES

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 both within and outside the College, for socials, dances, and other association/student functions.

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.

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.

REFUNDS

Refund of tuition fees are based on a schedule, as set by the College Board. All requests for refunds must be in writing.

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.

Students wishing to know the amount of refund prior to withdrawal or transferring to another program, should obtain that information only from the Cashier's office.

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 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 a non-repayable award which is made to students who demonstrate 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 or announced by the Financial Aid Office.

4. SCHOLARSHIP

Scholarships and achievement awards are based on grades, performance and achievement.

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 finding employment. This is only available for certain full-time programs. Applicants must be at least 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 Unemployment Insurance benefits. Applicants may also receive money for daycare and/or commuting costs to and from College.

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 College. 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.

COUNSELLING

At City Centre, professional counsellors and student services assistants are committed to working with students to help make their experience at Vancouver Community College a very successful one. To that end a variety of services are provided:

1. Program Advising

The Counselling Department provides assistance in understanding program prerequisites, application procedures, sources of financial support and other relevant information.

2. Detailed Program Information

The Career Resource Area includes videos on City Centre programs, calendars, and detailed program content guides. Information on program scheduling and graduate placement is also available.

3. Group Information Sessions

Sessions are held periodically to provide comprehensive information on certain City Centre programs. Dental Hygiene, Nursing Unit Clerk, Dental Technician and Denturist, Computer Graphics, Practical Nursing and Hospitality Administration are some of the departments that provide information sessions. Telephone 681-8111, Local 220, for upcoming dates and times.

4. Career Counselling

Individual career counselling is available by appointment. Applicants will receive guidance in choosing a career path that is in keeping with their personal values, interests, abilities and financial responsibilities.

5. New Student Orientation

A counsellor and student services staff welcome each class of new students to City Centre, encouraging them to take advantage of the full range of student services during the course of their studies.

6. Classroom Presentations

At the invitation of the classroom instructors, counsellors provide sessions on reading and study skills, assertiveness, stress management, and job finding skills, as well as other relevant topics. Students may also request help in these areas on an individual basis.

7. Personal Counselling

Individual counselling is available to assist students with personal concerns and to provide support toward the successful completion of their program.

8. Referrals

For assistance unavailable at City Centre, appropriate referrals are provided.

9. Services For Students With Disabilities

Specialized counselling and support is available to assist applicants and students with disabilities. Our comprehensive service includes:

- confidential counselling
- campus accessibility information
- assistance with registration
- liaison with instructors
- reserved parking where applicable
- referrals for educational assessments
- equipment adaptation
- an 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 at 681-8111, local 220, for further information and an appointment.

ASSESSMENTS

ENGLISH LANGUAGE ASSESSMENT

Applicants whose first language is one 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.

ASSESSMENT CENTRE

The Assessment Centre provides achievement (academic) aptitude and interest testing for students with disabilities. Tools used are:

- The Canadian Adult Achievement Test (CAAT)
- The Vocational Interest, Temperament, Aptitude System (VITAS)
- Microcomputer Evaluation and Screening Assessment, Short Form 2 (MESA SF2)
- Pictorial Inventory of Careers (PIC)

An assessment can take from three hours to three days depending upon the tools used. It provides students with educational grade levels, and potential areas of work careers. A confidential report is provided to the applicant.

Present costs are:

CAAT -	\$ 30
VITAS (Includes CAAT) -	\$500
MESA-SF2 -	\$200
PIC -	\$ 30

All costs are subject to change.

STUDENT RECORDS GRADE POINT SYSTEM

A Grade Point Average (GPA) will be computed for each student for each level or semester 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 to 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	=	No grade point assigned
U Unsatisfactory	=	No grade point assigned
E Exempt	=	No grade point assigned
R Audit	=	No grade point assigned
Z Anecdotal	=	No grade point assigned

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 assigned to the course. To determine the GPA level for a student, three calculations are made:

1. 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 attained by the student (A = 4, etc.).
2. The total grade points are then determined as the sum of these products.
3. This total is then divided by the sum of credit hours for all courses attempted. The result is the GPA.

Note: Courses in which a student receives an "F" grade are also included in the calculation of the GPA.

Course	Credit Hours	Letter Grade	Grade Point Equivalent	Grade Point Equivalent 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

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

Exempt ("E") Grade Designation:

Many individuals enter 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 with the permission of the department. 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 GPA.

*Note - Conversion from an audit to a credit basis or from a credit to audit status is possible only by permission of the Department Head and the Vice-Principal (Student Services) or delegate.

Anecdotal "Z" Grade Designation:

Program learning activities or an individual's personal circumstances may preclude assignment of other course grades. In these cases a "Z" grade will appear on the transcript and an anecdotal explanation or statement will be provided.

Anecdotal "Z" designations do not carry course grade points, and are therefore not included in the calculation of the GPA.

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 GPA.

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. This 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 with an opportunity to protest sexual harassment, or racial or religious discrimination. Such a grievance may be initiated with the Ombudsperson of the Student Association, the Vice-Principal (Student Services) or delegate, or a Counsellor.

WITHDRAWALS

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

TRANSFER FROM CAMPUS TO CAMPUS OR PROGRAM TO PROGRAM

Returning students at any campus of Vancouver Community College will receive preferential admission over new students subject to meeting the normal entrance requirements of specific programs. Such students should indicate at the time of their initial registration that their desired ultimate educational goal at Vancouver Community College is a program (e.g. a certificate or diploma in a specified field) at a different campus or is different from the program in which they are initially admitted. Please see the Admissions Department for further details.

TRANSFER TO OTHER INSTITUTIONS

Students who anticipate transferring from Vancouver Community College to another educational institution should consult the Registrar of that institution. The transferability of courses or programs taken at 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.

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 Vice-Principal (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 transcript requested. All information and transcripts

of records will only be released with the written authorization of the student. Transcripts will not be released to parents, relatives, or other interested parties without the written permission of the student.

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 as proof of student status at community facilities.



FACILITIES

STUDENT SERVICES CENTRE

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

Admissions
Cashier's Office
Counselling
Financial Aid
Student Records

*Note: Please refer to previous sections for information on these specific areas.

HEALTH SERVICES

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. Health Services is located in the City Centre 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 a.m. - 10:00 p.m., Monday to Friday
8:00 a.m. - 1:30 p.m., Saturday
Nurse: 8:30 a.m. - 3:30 p.m., Monday to Friday
Physician: 2 1/2 days per week
Phones: EMERGENCY - 681-8111, local #275
Nurse - 681-8111, local #228
Physician - 681-8111, local #229

FIRST AID SERVICE

First aid attendants are on duty from 7:30 a.m. to 10:00 p.m., Monday through Friday, and Saturday from 8:00 a.m. to 4:00 p.m.. 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 7:30 a.m. - 9:00 p.m.
Fridays 7:30 a.m. - 5:00 p.m.
Saturdays 12:00 noon - 4:00 p.m.
Sunday closed

Library hours are reduced during the summer period. 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 30 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 proof of 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 Cook Training, Chinese Cuisine and Baking programs.

PARKING

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

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION - TRAINING LIAISON OFFICE

The Canada Employment Centre located on campus at City Centre provides service to sponsored students from 9:30 a.m. to 4:00 p.m., Monday to Friday.

C.E.I.C. provides financial support to qualified students attending certain full-time programs. Enquiries regarding C.E.I.C. sponsorship should be made at the applicant's local Canada Employment Centre. Enquiries regarding Unemployment Insurance should also 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 photocopier; a recreation room; an annual student handbook; and various social events and activities.

The constitution of the City Centre Student Association is available upon request from the Student Association Office. More information about the Student Association is also available from the Student Association offices.

The College encourages students attending City Centre to participate in the activities supported by the Association.

AN INVITATION FROM THE VCC ALUMNI ASSOCIATION

Don't leave without us! After you graduate, you may be gone but you won't be forgotten!

Stay in touch with your classmates and instructors through the Vancouver Community College Alumni Association. Our role is to develop and maintain a "friendship" network for the benefit of current students, past graduates, and the College itself.

As a student, you benefit directly from the alumni network through the bursaries and scholarships made available from our fundraising activities.

As a graduate, the alumni network will enable you to renew personal contacts with fellow alumni and instructors and support your career development.

Perhaps most importantly, the alumni network can help raise the profile of the College and its programs in the community, and build an increased sense of pride in Vancouver Community College.

College services such as library access and continuing education courses are available at discounted rates to members of the Vancouver Community College Alumni Association.

The Alumni Association also organizes annual career fairs on the various Vancouver Community College campuses, bringing community employers together with students and alumni to explore career options and available opportunities.

As a community college, Vancouver Community College needs to maintain strong links with the community it serves. Vancouver Community College Alumni Association members are an important part of that link.

Please accept this invitation to register with the Alumni Association when you complete your studies. For more information call the Alumni Office at 875-1131.

For information on the Vancouver Community College Alumni Association Scholarship, please see the end of this calendar under "Awards, Bursaries & Scholarships".

DETAILED PROGRAM INFORMATION

The remainder of this calendar will provide detailed information on the programs offered at City Centre. 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.



BUSINESS PROGRAMS

ACCOUNTING

Program Length: 12 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. Current versions of accounting, word processing, spread sheets and data base 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:

Semester 1

- Course 1499 Introduction to Word Processing
- Course 1878 Business Mathematics
- Course 1879 Programming Microcomputers in BASIC
- Course 1568 Communications: Business Correspondence
- Course 1802 Introduction to Microcomputers
- Course 1880 Bookkeeping/Introduction to Accounting
- Course 1909 Accounting Computer Applications 1
- Course Human Relations
- Course 1877 Introduction to Spreadsheet Management

Semester 2

- Course 1804 Database Applications
- Course 9030 Fundamental Accounting Principles 1
- Course 1561 Payroll and Payroll Legislation
- Course 2739 Accounting Computer Applications 2
- Course 2740 General Business Law 1
- Course Word Processing Applications
- Course 3577 General Business Law 2

Semester 3

- Course Accounting Computer Applications 4
- Course 3295 Fundamental Accounting Principles 2
- Course 1560 Communications: Report Writing
- Course 3578 Accounting Computer Applications 3
- Course Work Experience

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 Costs: textbooks and supplies - approximately \$575.

Department Head - Ed Wakulchik.

BUSINESS EDUCATION PREPARATION

Program Length: Three 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 Vancouver Community College - City Centre programs:

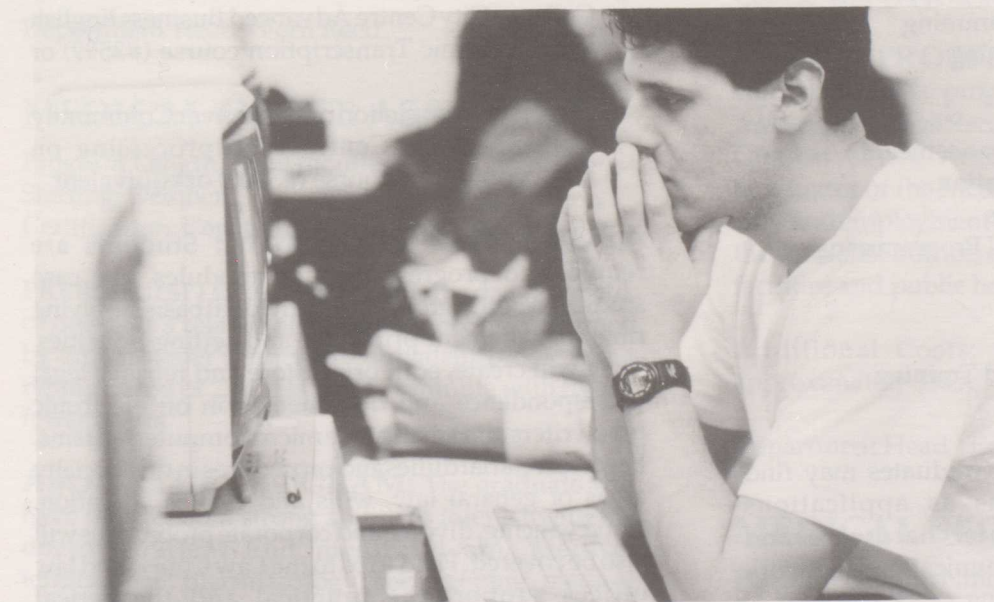
Accounting
Computer Programmer
Nursing Unit Clerk
*Medical Office Assistant
*Medical Secretary
*Medical Transcriptionist
Secretary
Travel Agent

* where typing speed has reached 25 gross words a minute

COURSES:

Level 1 - 12 Weeks

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



COMPUTER PROGRAMMER

Program Length: 12 months
Starting: January
Certification: Certificate

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

CAREER PROSPECTS: For students who successfully complete continue 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 Costs: textbooks and supplies - approximately \$115.

Department Head - Barry Kendrick.

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; 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 and Training
Course 4265 Practicum

CAREER PROSPECTS: Graduates may find employment in such areas as applications programmers, microcomputer hardware and software support, data communications/network support, microcomputer training.

Additional Costs: textbooks and supplies - approximately \$520.

Department Head - Ed Wakulchik.

LEGAL SECRETARY

Program Length: Four months
Starting: Generally three times yearly
Certification: Certificate

PREREQUISITES: A Vancouver Community College - City Centre Secretary program Certificate, or equivalent, with a tested typing speed of 55 gross words a minute for five minutes with a maximum of five errors;

OR

one year's secretarial experience as verified by an employer's letter; and the following:

- a tested typing speed of 55 g.w.a.m. for five minutes with a maximum of five errors
- successful completion of Vancouver Community College - City Centre Advanced Business English and Electronic Transcription course (#3599) or equivalent
- successful completion of Vancouver Community College - City Centre Wordprocessing on Microcomputers course (#3600) 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 in 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. Work experience in legal offices throughout the city provide the student with a realistic perspective of the legal office environment.

COURSES:

Course 3088 General Legal Procedures
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 Costs: textbooks and supplies - approximately \$495.

Department Head - Fern Reed.

MEDICAL OFFICE ASSISTANT

Program Length: Nine 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 25 gross words a minute with five or fewer errors.

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 are covered. The program involves extensive direct medical office work experience (practicums).

COURSES:

Level 1 - 12 Weeks

Course 1965 Basic Medical Terminology, Anatomy, Physiology and Diseases
Course 1578 Medical Communications
Course 1971 Medical Office Practice
Course 7055 Medical Typing Applications
Course 7056 Keyboarding Speed and Accuracy 1

Level 2 - 12 Weeks

Course 2837 Introduction to Microcomputers and WordPerfect
Course 2838 Medical Word Processing Applications 1
Course 2839 Introduction to Basic Pharmacology
Course 2840 Medical Computer Billing
Course 2841 Medical Office and Clinical Practices 1
Course 2842 Keyboarding Speed and Accuracy 2
Course 2843 Practicum 1

Level 3 - 12.5 Weeks

Course 3638 Medical Word Processing Applications 2
Course 1583 Medical Bookkeeping and Payroll
Course 3639 Medical Transcription - Correspondence
Course 3640 Medical Office and Clinical Practices 2
Course 3641 Keyboarding Speed and Accuracy 3
Course 4137 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 Costs: textbooks and supplies - approximately \$335.

Department Head - Edna Bartoshewski.

MEDICAL SECRETARY

Program Length: Nine 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 25 gross words a minute with five or fewer errors.

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

- Course 1965 Basic Medical Terminology, Anatomy, Physiology and Diseases
- Course 1578 Medical Communications
- Course 1971 Medical Office Practice
- Course 7055 Medical Typing Applications
- Course 7056 Keyboarding Speed and Accuracy 1

Level 2 - 12 Weeks

- Course 2837 Introduction to Microcomputers and WordPerfect
- Course 2838 Medical Word Processing Applications 1
- Course 2852 Maintaining Accounting Records/ Medical Billing
- Course 2853 Introduction to Laboratory and Radiology Terminology
- Course 2854 Medical Transcription - Various Specialties/Medicolegal
- Course 2842 Keyboarding Speed and Accuracy 2
- Course 2843 Practicum 1

Level 3 - 12.5 Weeks

- Course 3643 Introduction to Spreadsheet and Database
- Course 2839 Introduction to Basic Pharmacology
- Course 3644 Medical Library and Research Procedures
- Course 3645 Medical Secretarial Word Processing Procedures
- Course 3641 Keyboarding Speed and Accuracy 3
- Course 3646 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 Costs: textbooks and supplies - approximately \$325.

Department Head - Edna Bartoszewski.

MEDICAL TRANSCRIPTIONIST

Program Length: Nine 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 25 gross words a minute with five or fewer errors.

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

- Course 1965 Basic Medical Terminology, Anatomy, Physiology and Diseases
- Course 1578 Medical Communications
- Course 1971 Medical Office Practice
- Course 7055 Medical Typing Applications
- Course 7056 Keyboarding Speed and Accuracy 1

Level 2 - 12 Weeks

- Course 2837 Introduction to Microcomputers and WordPerfect
- Course 2838 Medical Word Processing Applications 1
- Course 2839 Introduction to Basic Pharmacology
- Course 2853 Introduction to Laboratory and Radiology Terminology
- Course 2784 Transcription - History and Physical Reports
- Course 2855 Transcription - Radiology/Nuclear Medicine Reports
- Course 2842 Keyboarding Speed and Accuracy 2
- Course 2843 Practicum 1

Level 3 - 12.5 Weeks

- Course 3647 Transcription - Oncology Reports
- Course 3648 Transcription - Operative Reports
- Course 3649 Transcription - Pathology Reports
- Course 3650 Transcription - Discharge Summary Reports
- Course 3651 Overview of Starting a Small Business
- Course 3641 Keyboarding Speed and Accuracy 3
- Course 4137 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 Costs: textbooks and supplies - approximately \$460.

Department Head - Edna Bartoszewski.



SECRETARY

Program Length: Eight months

Starting: January, May, September

Certification: Certificate

PREREQUISITES: Grade 12 Diploma or equivalent 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 word processing, spread sheets and desktop publishing 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:

First Semester

- Course 7133 Communication 1
- Course 7114 Keyboarding Applications
- Course 7115 Speed and Accuracy Development 1
- Course 7116 Interpersonal Skills
- Course 7117 DOS and Word Processing on Microcomputers
- Course 7118 Recordkeeping for Secretaries

Second Semester

- Course 2870 Communication 2
- Course 2871 Speed and Accuracy Development 2
- Course 2872 Advanced Computer Software and Applications
- Course 2873 Introduction to Office Dictation*

or

- Course 2874 Office Dictation 1*
- Course 2875 Office Procedures
- Course 2876 Work Experience**

*Students will be placed in Introduction to Office Dictation or Office Dictation 1 based on their performance in Communication 1.

**Two weeks on-the-job training in industry.

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 Costs: textbooks and supplies - approximately \$495.

Department Head - Fern Reed.

TRAFFIC, CUSTOMS AND TRANSPORTATION

Program Length: Nine months

Starting: September

Certification: Certificate

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

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
Applications

Level 3 - 7.5 Weeks

Course 3516 Logistics and Distribution
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 Communications

Course 4236 Transportation Accounting 2

Course 4237 Transportation Economics

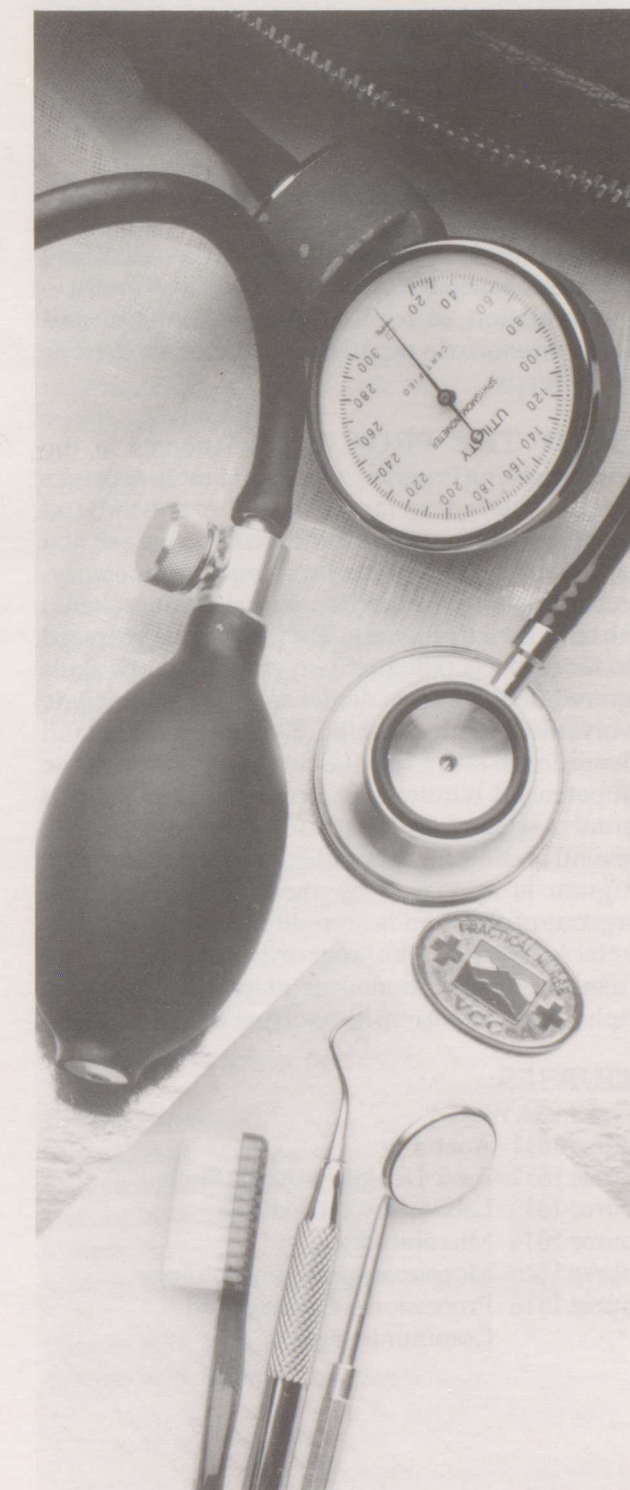
Course 4238 Transportation Rules and Regulations

CAREER PROSPECTS: The Traffic, Customs and Transportation program graduate will be prepared for employment in entry level positions as Traffic, Customs and Transportation Clerks/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 Costs: textbooks and supplies - approximately \$345.

Department Head - Ed Wakulchik.

HEALTH PROGRAMS



DENTAL

DENTAL ASSISTING

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

PREREQUISITES:

- grade 12 Diploma or equivalent;
- Biology 11;
- 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: Students in the Dental Assisting Program will spend time in activities directly related to acquiring the specialized knowledge, skills and aptitudes required as a dental health team member. The program is competency-based and is taught in modern clinical facilities shared with other dental programs. The program is organized into three levels. The first two emphasize the skills required of a chairside dental assistant and include involvement with the UBC Dental Students and private dental offices. The last level emphasizes those competencies required for licensure as a Certified Dental Assistant and includes involvement in a preventive clinic for the public. The Dental Assisting Program is approved by the College of Dental Surgeons of B.C. and is accredited by the Canadian Dental Association. The program has been developed to meet the needs of dental auxiliary practice in B.C., emphasizing the current focus of preventive dentistry.

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 and Communication 1

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 and Communication 2

Level 3 - 14 Weeks

- Course 3511 Dental Radiology Theory
- Course 3512 Intra-oral Clinical Procedures
- Course 3513 Nutrition
- Course 3514 Pathology
- Course 2107 Pharmacology
- Course 3515 Professional Conduct and 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 licensure and registration as a Certified Dental Assistant (C.D.A.). After acquiring their C.D.A., most graduates find employment in private practice dental offices (including specialty practices) and clinics. Some graduates have found employment in university and hospital clinics, public health, teaching and related positions as they have acquired experience.

Additional Costs: textbooks and supplies - approximately \$1200. Additional monies will be required for professional dues, supplies, gloves and equipment use.

Department Head - Lizz Lindsay.



DENTAL HYGIENE

Program Length: Two 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) grade: English, Biology, Chemistry, Psychology, and an elective. In addition, the selection committee will review:

- health-related work experience, experience working with the public and volunteer experience related to the above;
- three letters of reference (on City Centre form) from an employer, a teacher/instructor or allied health professional, and an individual in 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, available after October 15. The deadline for submission of applications along with all documentation, other than post-secondary, is February 15. Official transcripts must be received post-marked no later than May 31. Official transcripts received post-marked 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: Assessment, Planning, Implementation and Evaluation of Dental Hygiene Services.

Course materials are presented through lectures, seminars, labs, clinical practice sessions, independent study and externships. 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, B.C. Cancer Agency, 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 1
- Course 1708 Professionalism
- Course 1862 Dental Hygiene 1
- Course 1863 Communications in Dentistry
- Course 1864 Histology and Embryology
- Course 1865 Dental Anatomy

Level 2 - 14 Weeks

- Course 2592 Anatomy and Physiology 2
- Course 2814 Preventive Dentistry
- Course 2692 Periodontics 1
- Course 2815 Biochemistry
- Course 2694 Dental Teamwork Strategies
- Course 2695 Biomaterials 1
- Course 2816 Patient Care 1
- Course 2817 Clinical Practice 1

Level 3 - 14 Weeks

- Course 3546 Microbiology
- Course 3622 Patient Care 2
- Course 3548 Oral Pathology 1
- Course 3549 Radiology 1
- Course 3550 Pharmacology 1/Pain and Anxiety Control
- Course 3551 Biomaterials 2
- Course 3623 Clinical Practice 2

Year 2:

Level 4 - 14 Weeks

- Course 4245 Pharmacology 2
- Course 4246 Periodontics 2
- Course 4288 Patient Care 3
- Course 4248 Community Dental Health 2
- Course 4249 Dental Specialties
- Course 4289 Clinical Practice 3

Level 5

- Course 5092 Patient Care 4
- Course 5075 Radiology 2
- Course 5076 Community Dental Health 2
- Course 5077 Professional Issues 1
- Course 5093 Clinical Practice 4

Level 6

- Course 6043 Oral Pathology 2
- Course 6060 Patient Care 5
- Course 6045 Professional Issues 2
- Course 6039 Community Dental Health 3
- Course 6061 Clinical Practice 5

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, 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 Costs: 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: Two years (with a one-month break after the first year)

Starting: September (alternate years)

Certification: Diploma

PREREQUISITES:

- grade 12 Diploma or equivalent, including Biology 12 and either Chemistry 11 or Physics 11.

Successful candidates will also be required to complete a medical questionnaire and submit a negative Tb skin test or chest X-ray report.

APPLICATION PROCEDURE: A completed application and official transcript showing completion of Grade 12 with Biology 12 and either Chemistry 11 or Physics 11 must be received by the City Centre Admissions Department postmarked no later than March 31. Applicants meeting the above requirements will be scheduled for a manual dexterity test which will be administered and evaluated by the College in May and June. Registrants for this program will be selected from all applicants who successfully meet the academic requirements and pass the manual dexterity test. The selection will be based on the following criteria:

Manual dexterity test	80%
Additional education	10%
Related work experience	10%

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 - 19.5 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 - 12.5 Weeks

- Course 5094 Complete Dentures - Laboratory Practicum
- Course 5095 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 Costs: textbooks and supplies - approximately \$900.

Department Head - Jeanette McKay.



DENTAL RECEPTION

Program Length: Five 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 - 5 Weeks

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

Level 2 - 7 Weeks

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

Level 3 - 4 Weeks

Course 3436 Telephone, Office Machines and 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 Costs: textbooks and supplies - approximately \$300.

Department Head - Lizz Lindsay.

DENTAL TECHNICIAN CO-OPERATIVE EDUCATION

Program Length: Three years
Starting: September/June (alternate years)
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.

APPLICATION PROCEDURE: A completed application and official transcript showing completion of Grade 12 with Biology 12 and either Chemistry 11 or Physics 11 must be received by the City Centre Admissions Department. (See application package for deadlines.) Applicants meeting the above requirements will be scheduled for a manual dexterity test which will be administered and evaluated by the College. Registrants for this program will be selected from all applicants who successfully meet the academic requirements and pass the manual dexterity test. The selection will be based on the following criteria:

Manual dexterity test	80%
Additional education	10%
Related work experience	10%

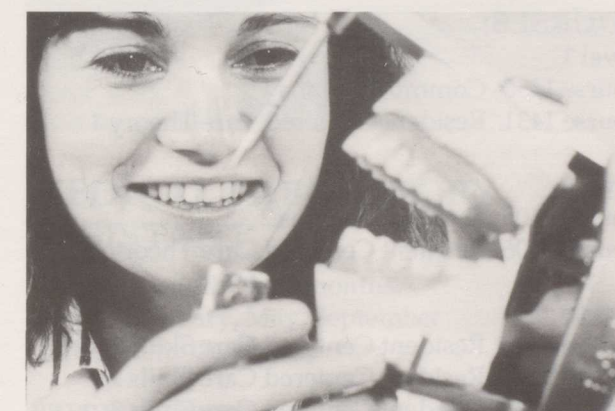
ABOUT THE PROGRAM: This program integrates periods of classroom and laboratory study with periods of off-campus paid work experience. The work terms are approximately 50 per cent of the length of the program. Graduates of the program will have acquired the knowledge and skills to: construct, reline, rebase, and repair complete maxillary and mandibular dentures; construct and repair removable partial dentures, and/or replace teeth; construct fixed and removable orthodontic appliances using a dentist's prescription; and 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: The schedule is currently under review. Contact counselling for information. Courses include:
Complete Dentures
Removable Partial Dentures
Fixed Prosthodontics
Dental Ceramics
Orthodontics

CAREER PROSPECTS: Graduates will be prepared to sit the B.C. Dental Technicians' Board Licensing Examination after completing a specified period of work experience, determined by the board, following the three year program. Licentiates 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 Costs: textbooks and supplies - approximately \$1200.

Department Head - Jeanette McKay.



LONG TERM CARE AND ALLIED HEALTH

CARING FOR THE MENTALLY FRAGILE ELDERLY (PART-TIME)

Program Length: One month (4 1/2 months part-time)

Starting: Contact Admissions for course schedule
Certification: Certificate

PREREQUISITES:

- a Nursing Aide Certificate or its acceptable equivalent;

OR

- at least six months of work experience in an intermediate, extended, home, or adult day care facility/agency validated by the employer.

ABOUT THE PROGRAM: This program is designed for those who care for elderly people with behaviour problems. Caring for residents with Alzheimer's disease, organic brain syndrome, schizophrenia, trauma, depression, and non-acceptance of aging is stressed. 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. Those already employed in agencies will be able to more fully realize their potential.

Department Head - Shirley Simms.

HOME SUPPORT AIDE UPGRADE (PART-TIME)

Program Length: 1-1/2 months (eight months part-time)

Starting: Contact Admissions for course schedule
Certification: Certificate

PREREQUISITES: Must be employed* as a Home Support Aide by a home care agency. (*proof of employment and statement of recommendation required)

ABOUT THE PROGRAM: The primary purpose of this program is the upgrading of the individual 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 - Laboratory Skills 1
Course 7017 Nutrition
Course 7018 Health
Course 7019 Personal Care and Hygiene - Laboratory Skills 2

*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 (PART-TIME)

Program Length: Two months (seven months part-time)

Starting: Contact Admissions for course 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. Upon successful completion of the program, students will have the same competencies as those graduating from the Nursing Aide program.

Long Term Care Facility refers to :

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

Department Head - Shirley Simms.



MEDICAL LABORATORY ASSISTANT

Program Length: Four 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 four 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 and practical experience designed so that graduates will function effectively as medical laboratory assistants. Students learn how to obtain, handle and distribute various body 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 - 6 weeks

- Course 7012 Foundations 1
Course 7218 Foundations 2

Level 2 - 6 weeks

- Course 2819 Specimen Collection
Course 2943 Accessioning
Course 2944 Cardiology

Level 3 - 4 weeks

- Course 5065 Clinical Practice

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

Additional Costs: uniform textbooks and supplies - approximately \$130.

Department Head - Shirley Simms.

NURSING AIDE

Program Length: Four 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 home care workers.

Additional Costs: textbook and supplies - approximately \$205.

Department Head - Shirley Simms.

NURSING UNIT CLERK

Program Length: Six months
Starting: Generally three times yearly
Certification: Certificate

PREREQUISITES:

- grade 12 or acceptable equivalent;
- successful completion ("C" grade or better) of an approved course in Medical Terminology including basic anatomy and physiology;
- successful completion of a keyboarding/typing course with a typing speed of 25 gross words a minute with a maximum of five 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);
- Licensed Practical Nurse;
- Admitting Clerk;
- Medical Records Clerk;
- Laboratory Assistant;
- Radiology Clerk (includes Ultrasound/Nuclear Medicine/C.T.).

ABOUT THE PROGRAM: This six 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 7030 Patient Chart Records
Course 7031 Admissions, Transfers, and Discharges
Course 7032 Communication Skills for the Nursing Unit Clerk
Course 1890 Computer Skills for the Nursing Unit Clerk
Course 7033 Pharmacology 1

Level 2 - 14 Weeks

Course 2825 Processing Laboratory Orders 1
Course 2826 Processing Laboratory Orders 2
Course 2827 Processing Surgical Orders
Course 2828 Processing Diagnostic Orders
Course 2831 Nursing Unit Clinical 1
Course 2829 Processing Treatment Orders
Course 2830 Processing Medication Orders

Level 3 - 4 Weeks

Course 3628 Nursing Unit Clinical 2
Course 3629 Nursing Unit Clinical 3

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 Costs: 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 of patients. Graduates of the Practical Nursing Program will assist patients in medical/surgical areas of general hospitals. They also assist patient/residents with activities of daily living in specialized areas, e.g. obstetrics, pediatrics, intermediate, extended and community care (with emphasis on those individuals with mental and/or physical handicaps).

They provide 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.

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

Additional Costs: textbooks and supplies - approximately \$600.

Department Head - Pat Hartley.

LICENSED PRACTICAL NURSE REFRESHER PROGRAM

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

PREREQUISITES:

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

ABOUT THE PROGRAM: This full-time program is designed to meet the needs of practical nurses either to refresh their skills before returning to the work force or 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 Costs: textbooks and supplies - approximately \$300.

Department Head - Pat Hartley.

ENGLISH AS A SECOND LANGUAGE

NURSING AIDE E.S.L.

Program Length: Seven months
Starting: Contact Counselling for schedule
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. It is seven 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 Costs: textbook and supplies - approximately \$300.

Department Head - Shirley Sims.



The image shows a collection of drafting and construction tools arranged on a surface. In the upper left, a technical drawing of a basin cross-section is visible. It includes a table with the following data:

BASIN DATA		OUTLET	GRATE
		WV EL	EL.
179	23	CB # 6	19.24
1730	8	CB # 7	19.26
6.61		CB # 8	
18			

Other tools visible include a pencil, a pair of compasses, a hammer, a chisel, a square, and a ruler. The tools are arranged in a way that suggests they are being used to create or check the technical drawing.



COMPUTER GRAPHICS

Program Length: Two semesters - nine months total
Starting: September
Certification: Certificate

PREREQUISITES:

- grade 12 Diploma or equivalent;
- submission of a portfolio for evaluation that demonstrates artistic ability and graphic design skills;
- resume outlining: past employment (particularly employment related to your artistic career); previous art related training. (where cited this should be accompanied by official transcripts); any awards or contests for which your art work has been recognized; and an indication of your future career plans.

APPLICATION PROCEDURE: Applications including proof of Grade 12 (or acceptable equivalent) and resumes (accompanied by official transcripts of art-related training, where applicable) must be received by the Admissions Department, Vancouver Community College - City Centre, by March 31. Applications received after that date will not be considered. The Admissions Department will inform applicants of the date and time when portfolio assessments will take place. Applicants will be required to deliver their portfolio in person and remain on campus during the assessment in order to collect their portfolios and answer any questions regarding their presentation. Unsuccessful applicants who wish to be considered for future intakes must reapply. No applications or documents will be retained by the college or returned to the applicant. Application packages for the next class will be available from the Counselling Department, Vancouver Community College - City Centre after October 15.

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 two and three-dimensional computer illustrations/models; editing scanned images; and producing desktop video sequences.

COURSES:

Fall Semester

- Course 7178 Introduction to Computer Lab and Paint Software
Course 7179 Scanning Techniques
Course 7180 Digital Drawing 1
Course 7183 Desktop Publishing 1

Spring Semester

- Course 7184 Desktop Publishing 2
Course 7181 Digital Drawing 2
Course 2933 Presentation Graphics
Course 2802 3D Modeling
Course 2934 Desktop Video (Animation & Rendering)
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. Each workstation consists of a high-end colour Macintosh computer with the latest versions of industry standard software.

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 industry, although a student's first opportunity for work will probably be in the area of desktop publishing.

Additional Costs: textbooks and supplies - approximately \$300.

Coordinator - Judy Roy.

DRAFTING

COMPUTER AIDED DESIGN DRAFTING (CADD) TECHNOLOGY 1 (AUTOCAD)

Program Length: One 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 (CAD) environments.

Additional Costs: textbooks and supplies - approximately \$40.

Department Head - Wayne Marshall.

DRAFTING - ARCHITECTURAL, CIVIL, STRUCTURAL AND CAD

Program Length: 12 months
Starting: Twice yearly (April, September)
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 programs 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 1542 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 Costs: textbooks and supplies - approximately \$310.

Department Head - Wayne Marshall.



DRAFTING - ARCHITECTURAL, MECHANICAL AND CAD

Program Length: 12 months

Starting: Once yearly (April)

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 Conveyors

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 Costs: textbooks & supplies - approximately \$245.

Department Head - Wayne Marshall.

DRAFTING - ARCHITECTURAL, STEEL DETAILING AND CAD

Program Length: 12 months

Starting: Once yearly (September)

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 Costs: textbooks and supplies - approximately \$310.

Department Head - Wayne Marshall.

ELECTRONICS

ELECTRONICS BASIC

Program Length: Six months

Starting: Approximately six 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 - 2 months

Course 1345 DC Circuit Analysis

This course introduces the student to basic electrical laws and circuits. Series, parallel, and complex DC circuits are investigated. This is a 'hands on' course with 50 per cent of the time spent on practical lab activities.

Course 1164 AC Basics

The analysis and measurement of passive circuits driven by AC sources is developed in this course. In the laboratory, emphasis will be on measurement techniques and the use of test equipment.

Course 1346 Semiconductor Devices

The theory and DC applications of bipolar junction transistors are presented in this course. Topics include biasing methods, transistor parameters, characteristic curves, DC amplifiers, and the transistor as a switch. In the laboratory, a wide range of circuits are constructed and tested so as to verify theory.

Course 1172 Power Supplies

The Power Supplies course provides integration of the material from the DC analysis, AC Basics, and Semiconductor courses into working systems. The theory of voltage and current regulation is developed and various regulator circuits are analyzed, constructed and tested.

Level 2 - 2 months

Course 2150 Bipolar Small Signal Amplifiers

This course provides an introduction to the principles of linear amplification using BJT's as the active device. Various small signal amplifier circuits are analyzed, constructed and tested.

Course 2331 Vacuum Tube and FET Small Signal Amplifiers

The theory of field effect transistors and vacuum tubes as active devices is developed. Various small signal amplifiers using FET's are constructed analyzed and tested.

Course 2370 Operational Amplifiers

Basic feedback theory for DC and AC applications is introduced. The concept of the operational amplifier is developed from the differential amplifier. Various configurations of op-amp circuits, including active filters are analyzed constructed and tested.

Course 2371 Power Amplifiers and Power Control
The concepts involved in delivering significant amounts of power to various types of loads is considered. A variety of power amplifier and thyristor circuits are analyzed, constructed and tested.

Level 3 - 8 Weeks

Course 3426 Digital Electronics

This course provides the student with a firm operational knowledge of modern combinational and sequential logic circuits. In the laboratory, students will construct, test and troubleshoot a wide variety of common digital circuits.

Course 3427 Microprocessors

The Microprocessor course introduces the student to microprocessor and single board microcomputer architecture, machine language programming, and hand assembly of programs. In the laboratory, students will complete programming tasks on an 8 bit single board computer, construct simple interfaces, and learn to use a PC.

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 Costs: textbooks, tools and supplies approximately \$200.

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

Department Head - Karl Brown.



ELECTRONICS TECHNICIAN (COMPUTER OPTION)

Program Length: Six months

Starting: Four times per year

Certification: Certificate - students completing an additional six months specialty may be eligible for a Diploma.

PREREQUISITES: Successful completion of Electronics Basic or equivalent. Advanced standing will be considered on an individual 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. Fifty per cent or more of the program time is spent on hands-on laboratory work.

COURSES:

Level 1 - 2 months

Course 1840 Introduction to Computers

Course 1841 Computer Circuits

Course 1842 Microcomputer Construction

Level 2 - 2 months

Course 2676 Computer Video Circuits

Course 2677 Mass Storage Devices

Course 2678 Advanced Topics 1

Level 3 - 2 months

Course 3531 Operating Systems

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 personal production software; and the production industry standard documentation.

Additional Costs: 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 Technician section for further information.

Department Head - Karl Brown.



ELECTRONICS TECHNICIAN (CONSUMER OPTION)

Program Length: Six months

Starting: Once 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 micro computers. Emphasis is on practical 'hands on' troubleshooting and repair. Approximately 75 per cent of the program time is spent in the laboratory which is designed to simulate the environment of an electronics service facility.

COURSES:

Course 1671 Audio Systems

Course 1672 Radio Systems

Course 1673 Video Systems

Course 1674 Video Cassette Recorders

Course 1675 Personal Computers and Software

Course 1676 Cable & Satellite Systems

Course 1677 Alarm Systems

Course 1678 Structured Troubleshooting

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 Costs: textbooks - approximately \$100; supplies for projects - approximately \$100; tools for continuing students - approximately \$25 - for new students - approximately \$125.

ELECTRONICS TECHNICIAN (TELECOMMUNICATIONS OPTION)

Program Length: Six months
Starting: Three times per year
Certification: Certificate - students completing an additional six months specialty will 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 per cent of the program time is spent on 'hands on' troubleshooting, repair, and installation work.

COURSES:

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 Costs: textbooks - approximately \$100; tools for continuing students - approximately \$25 - new students - approximately \$125; supplies for projects - approximately \$100.

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

Department Head - Karl Brown.

THE FOLLOWING APPLIES TO ALL FOUR PROGRAMS LISTED PREVIOUSLY:

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.

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

Program Length: Two years (four semesters - 18 months total)
Starting: September
Certification: Diploma

PREREQUISITES: Admission to the Jewellery Art and 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 is 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:

Fall Semester Year 1

Course 7174 Metal Techniques 1
Course 7175 Gemology 1
Course 7176 Design & Drawing 1
Course 7177 History of Art 1

Spring Semester Year 1

Course 2928 Metal Techniques 2
Course 2929 Gemology 2
Course 2930 Design & Drawing 2
Course 2931 History of Art 2
Course 2932 Display Project

Fall Semester Year 2

Course 3673 Metal Techniques 3
Course 3674 Guided Studies 1
Course 3675 Gemology 3
Course 3676 Design & Drawing 3
Course 3677 History of Art 3
Course 3678 Business Management

Spring Semester Year 2

Course 4311 Production Techniques
Course 4312 Guided Studies 2
Course 4313 Gemology 4
Course 4314 Design & Drawing 4
Course 4315 History of Art 4
Course 4317 Diploma Project

Elective

Course 4316 Computer Graphics

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 as jewellery designers, gold or silversmiths, stone setters, lapidary stone cutters, and jewellery store owner/managers.

Additional Costs: textbook and supplies - approximately \$800.

Coordinator - Maciej Walentowicz.



PRINTING

PRINTING PRODUCTION - BASIC

Program Length: Five months

Starting: October

Certification: Certificate

PREREQUISITES:

- grade 12 Diploma or equivalent with grade 11 English;
- 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 the printing trade which can be studied in greater depth in each of the advanced programs. Placement in advanced program is dependent on student achievement 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 leading to entry level employment in the printing trade.

COURSES:

Course 7198 Production Planning Estimating - Basic
This course introduces the student to the terminology of the trade and the concepts behind the step-by-step procedure used for planning and executing a printing job. Manual and computer assisted estimating are introduced.

Course 7199 Composition - Basic

Composition, or electronic typesetting and page layout, is introduced using Macintosh Plus computers and various software. The course is 'hands on' in orientation, with the student using paint, draw, word processing, and page layout software on projects of increasing complexity. No previous computer experience is assumed.

Course 7200 Litho-Prep - Basic

Litho-Prep Basic provides an introduction to two main areas: producing camera ready mechanical artwork; and image assembly and platemaking. The

course is of a practical nature with the student undertaking projects in layout, design, pasteup, and platemaking.

Course 7201 Black and White Camera Scanner - Basic
This course provides the basics of black and white line photography as well as an introduction to halftone and duotone processes, both from the point of view of shooting and processing. Students will produce black and white line negatives, halftones and duotones.

Course 7202 Press and Bindery - Basic

In the 'press' portion of this course, the student will set up and run a variety of jobs on a small litho-press, as well as maintain the machinery. The 'bindery' section allows the student to complete finishing operations involving folding, stitching and cutting.

CAREER PROSPECTS: Printing Production Basic is not designed as an entry level employment program, but provides introductory training in all five designated areas of the trade. The student who completes the Basic program will be ready to select an advanced program provided an average grade of "B" 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 option 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 are employed. The student will learn to select and order materials and select 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 Planning program may seek employment in the graphic arts industry in job categories such as junior estimators, junior production planners or junior sales persons.

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

ASIAN CULINARY ARTS

CHINESE CUISINE

Program Length: Six 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 cafeteria open to the public. Students wishing to upgrade their present training will be welcomed into the program at any level, if space is available.

COURSES:

Level 1 - 12 Weeks

- Course 7212 Stir-fry, Pan-fry, Deep-fry (Basic)
- Course 7213 Broil, Braise and Steam (Basic)
- Course 1455 Use of the Wok
- Course 1589 Introduction to Chinese Cuisine
Cookery, Utensils and Equipment
- Course 7210 Preparation of Meat, Poultry (Basic)
- Course 7211 Preparation of Seafood and
Vegetables (Basic)
- Course 1457 Preparation and Cooking of Soups
and Sauces (Basic)
- Course 1410 Health, Hygiene & 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 2942 Dim Sum

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

Additional Costs: supplies - \$115, uniform deposit - \$25.

Department Head - Condyleung.

BAKING

BAKING AND PASTRY - APPRENTICE

Program Length: Three one-month training sessions over a three-year period.

Starting: Contact Apprenticeship Branch

Certification: Contact Apprenticeship Branch

PREREQUISITES:

- referred from Apprenticeship Branch;
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

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 Costs: textbooks and supplies - approximately \$60; uniform deposit of \$25.

Department Head - George Rudolph.

BAKING AND PASTRY ARTS

Program Length: 10 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: 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 Savory
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 Costs: textbooks and supplies - approximately \$150; uniform deposit - \$25.

Department Head - George Rudolph.



BAKING AND PASTRY UPGRADE

Program Length: One to four 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 and the theoretical background 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 Costs: textbooks and supplies - approximately \$100; uniform deposit - \$25.

Department Head - George Rudolph.

BAKERY SUPERVISOR

Program Length: Four months (normally on a part-time basis to allow students to continue to work in the industry)

Starting: Contact Admissions for schedule

Certification: Certificate

PREREQUISITES:

- A Vancouver Community College Baking and Pastry Program Certificate;

OR

- a Provincial Baking Trades Qualification Certificate;

OR

- evidence of several years experience as a successful member of the industry.

ABOUT THE PROGRAM: The focus of this program is on supervisory skills. Specifically, the it covers the "human" aspect (desirable attributes and skills of the leader, staff management, etc.), the "business" aspect (marketing, financial management, computer applications, etc.) and shop hygiene (Foodsafe 2 - an advanced sanitation and hygiene course).

COURSES:

Level 1

Introduction to the Baking Industry

Supervisory Leadership

Human Relations

Financial Controls

Level 2

Marketing

Production Management

Computer Applications

Level 3

Human Resource Development

Foodsafe 2

Facilities and Equipment

Directed Independent Study Project

CAREER PROSPECTS: The graduate of the program will be prepared to enter the baking industry as a supervisor, or with some additional courses in small business management, be prepared to open his/her own bakeshop.

Additional Costs: The cost of textbooks varies with each course taken. Contact Admissions for exact information.

Department Head - George Rudolph.

PASTRY CHEF

Program Length: Four months

Starting: Offered on a part-time basis

Certification: Certificate

PREREQUISITES:

- Baking and Pastry Certificate or equivalent or 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 Pastry Chef 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 eight-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

Centerpieces - Chocolate and Sugar

Hot and Cold Desserts

Ornamenting

Ice Cream and Sherbets

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

Additional Costs: textbooks and supplies - approximately \$80; uniform deposit - \$25.

Department Head - George Rudolph.

CULINARY ARTS

CULINARY ARTS

Program Length: 12 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: During the first four months, studies will include the preparation of salads, sandwiches, vegetables, deep fried foods, breakfasts, grills, roasts, sauces and simple desserts.

The second four months builds on the knowledge and skills acquired and covers such topics as preparing grills, roasts, sauces, seafoods, soups and stocks. Students will also acquire skills in butchery and baking desserts and will learn basic kitchen management including food costing.

In the final four months students will learn the advanced methods of preparing and cooking to order for luncheon and dinner patrons of the City Centre dining room.

Students who wish to leave the program after the first four months may request a certificate in "Cooking - Core and Short Order", or they may wish to continue for another four months and complete "Cooking - Institutional and Camp" and request this certificate. Only students completing the entire 12 months will receive the "Culinary Arts" certificate.

COURSES:

Level 1 - Cooking Core and short Order

- Course 7139 Safety, Sanitation and Equipment
- Course 7140 Basic Food Service Skills
- Course 2951 Basic Cold Kitchen
- Course 3657 Baking and Desserts
- Course 3658 Egg and Breakfast Cooking/Hot Sandwiches
- Course 4293 Vegetable and Starch Cooking
- Course 4294 Meat and Poultry Cooking
- Course 4295 Seafood Cooking
- Course 4296 Stocks, Sauces and Soups

Level 2 - Cooking - Institution and Camp

- Course 5097 Stocks, Sauces and Soups 2
- Course 5098 Cold Kitchen 2
- Course 5096 Elementary Kitchen Management and Health Care
- Course 6062 Vegetable, Starches and Egg Cookery 2
- Course 6063 Meat, Poultry and Seafood Cooking 2
- Course 7141 Meat, Poultry and Seafood Cutting 2
- Course 2450 Baking and Desserts

Level 3 - Cooking - A La Carte and Banquet

- Course 3689 Vegetable and Starch Cooking 3
- Course 3690 Entrées and Sauces 1
- Course 3691 Stocks and Soups 3
- Course 3692 Baking and Desserts 3
- Course 3693 Kitchen Management 2
- Course 3694 Vegetable, Starches and Egg Cookery 3
- Course 3695 Entrées and Sauces 2
- Course 3696 Stocks and Soups 4
- Course 3697 Cold Kitchen, Buffet Preparation
- Course 3698 Baking and Desserts 4
- Course 3699 Entrées, Sauces, Meats, Poultry and Game
- Course 3700 Entrées, Seafood and Shellfish
- Course 3701 Hors d'oeuvres, Soups and Salads
- Course 3702 Desserts and Sauces
- Course 3703 Kitchen Management 3
- Course 3704 Vegetables, Starches and Soups
- Course 3705 Entrées and Sauces 3
- Course 3706 Cold Kitchen 3
- Course 3707 Baking and Desserts 5

CAREER PROSPECTS: Graduates will find excellent opportunities for employment in all areas of the food service industry, including positions such as assistant cooks or apprentices in restaurants, hotels,

aircraft flight kitchens, trains, cruise ships, kitchens in institutions, camps and other food service-related areas in the hospitality industry.

Additional Costs: textbooks and supplies - approximately \$250; uniform deposit - \$25.

Department Head - Ulrich Falter.

CULINARY ARTS - APPRENTICE

Program Length: three one-month training sessions over a three-year period

Starting: Contact Apprenticeship Branch

Certification: Contact Apprenticeship Branch

PREREQUISITES:

- Referral from Apprenticeship Branch;
- completion of a medical questionnaire, and submission of a negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM: The Culinary Arts Apprenticeship is designed for people currently working in the cooking industry and consists of three one-month training sessions over a three-year period.

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

CAREER PROSPECTS: Graduates may obtain employment in the cooking industry as a qualified journey cook.

Additional Costs: textbooks and supplies approximately \$60; uniform deposit \$25.

DINING ROOM AND LOUNGE SERVICE - BASIC

Program Length: Three 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 and Lounge Service program introduces students to the fast growing hospitality industry. Restaurant equipment, menu terminology, and 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
- Course 1010 Service Procedures
- Course 1440 Menu Terminology
- Course 1914 Host and Hosting
- Course 1915 Bar Service and Preparation

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 Costs: textbooks and supplies - approximately \$65.

Department Head - Steve Stafford.

DINING ROOM AND LOUNGE SERVICE - ADVANCED

Program Length: Three 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 (three 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 2
 Course 2746 Menu Terminology 2
 Course 2747 Wine and Wine Service
 Course 2748 Bar Service and Preparation 2
 Course 2749 Host and Hosting 2
 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 Costs: textbooks and supplies - approximately \$65.

Department Head - Steve Stafford.

FOOD AND BEVERAGE MANAGEMENT

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

PREREQUISITES:

- Grade 12 or equivalent;
- completion of a medical questionnaire and submission of a negative Tb skin test or 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 selection, interviewing and appraisals, and management functions.

COURSES:

Semester 1

Business Communications 1
 Introduction to Data Processing
 Accounting 1
 Food Operations
 Rooms Divisions Operations
 Hospitality Communications
 Business Mathematics
 From Tourism to Tourist: An Industry Perspective

Semester 2

Food Production Principles
 Wine/Wine Service
 Bar Mixology
 Supervisory Leadership
 Marketing
 Service Procedures 2
 Principles of Financial Controls

Semester 3

Sanitation Management
 Human Resources Development
 Food and Beverage Cost Controls
 Managing Conventions
 Menu Design and Planning
 Bar Supervision
 Food Production Principles
 Dining Room Supervision
 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 Costs: textbooks and supplies - approximately \$650.

Department Head - Steve Stafford.



HOSPITALITY ADMINISTRATION

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

PREREQUISITES:

- Grade 12 Diploma or equivalent, with a minimum grade of C+ in English 12;
- 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 of the 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:

Semester 1

Course 7153 Business Communications 1
 Course 7154 Introduction to Data Processing
 Course 7155 Accounting 1
 Course 7156 Food Operations
 Course 7157 Rooms Divisions Operations 1
 Course 7158 Hospitality Communications
 Course 7161 Business Mathematics
 Course 7159 From Tourism to Tourist: An Industry Perspective

Semester 2

Course 2911 Economics
 Course 2917 Business Communications 2
 Course 2912 Computers in Business
 Course 2918 Accounting 2
 Course 2913 Beverage Operations
 Course 2919 Rooms Divisions Operations 2
 Course 2914 Front Office Accounting
 Course 2915 Introduction to Marketing

Semester 3

Course 3665 Food, Beverage & Labour Cost Control
 Course 3666 Human Resource Management
 Course 3667 Marketing and Sales
 Course 3668 Business Statistics
 Course 3669 Basic Management Engineering
 Course 3670 Food and Beverage Practicum 1
 Course 3671 Food and Beverage Management 1
 Course 3672 Facilities Planning and Design

Semester 4

- Course 4310 Business Law
- Course 4308 Food and Beverage Management 3
- Course 4309 Food and Beverage Practicum 2
- Course 4305 Marketing, Sales, Promotion and Advertising
- Course 4303 Hospitality Management Accounting 3
- Course 4304 Labour Relations
- Course 4306 Organizational Behaviour
- Course 4307 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, food services departments, 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 such as hospitals, schools and universities. Some graduates also operate their own hospitality businesses such as restaurants, hotels, private catering and convention planning firms.

Additional Costs: textbooks and supplies - approximately \$1,800; uniform deposit - \$25.

Department Head - Art Hives.

RETAIL MEATS

RETAIL MEAT PROCESSING

Program Length: Six 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:

Level 1

Sanitation and Safety
Meat Theory
Primal Cuts
Block Ready Cutting
Freezer Orders Processing
Fresh Sausage Making

Level 2

Pork Cutting
Chicken, Lamb and Veal Cutting
Retail Beef Cutting
Customer Service
Merchandising
Practicum

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 Costs: textbooks and supplies - approximately \$140; uniform deposit - \$25.

Department Head - Sid Heringer.



SAUSAGE MAKING AND SMOKED MEATS

Program Length: Six months
Starting: Contact Admissions
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:

Level 1

Sanitation and Safety
Meat Theory
Sausage Making Basics
Pork Cutting and Preparation
Beef Cutting and Preparation
Fresh Sausage Making

Level 2

Hams, Bacon and Smoked Meat
Smoked and Cooked Sausages
Cold Smoked, Cured and/or Dried Sausages
Customer Service
Merchandising
Practicum

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

Additional Costs: texts and supplies - approximately \$150; uniform deposit - \$25.

Department Head - Sid Heringer.

Coordinator II - Jackie Kinnersley.

TOURISM SUPERVISORY SPECIALTY PROGRAM

Program Length: Offered on a part-time basis only.
Starting: Usually twice yearly, Fall and Winter Semester.

Certification: Certificate

PREREQUISITES: Grade 12 or equivalent, except where courses specifically define a prerequisite.

ABOUT THE PROGRAM: The primary objective of this supervisory program is to provide upgrading and certification for those individuals who are currently employed, or who have been employed in the hospitality field. This program will provide 480 hours of training on a part-time basis. The combination of seven core courses and six specialty courses in a particular field will enable graduates to qualify for a certificate.

COURSES:

Core Courses

From Tourism to Tourist
Tourism Marketing for Supervisors
Human Relations in Tourism
Supervisory Leadership in Tourism
Human Resource Development in Tourism
Financial Controls in Tourism
Basic Computer Applications in Tourism

The remaining six courses are taken from a specialty area of the student's choice.

The following specialty areas are available: (Note: Not all specialty courses will be offered each semester.)

Food and Beverage
Rooms Division
Marketing and Sales
Accounting and Finance

The Vancouver Community College certificate will indicate the graduate's specialty field, e.g., Tourism Supervisory Specialty Program - Rooms Division. Graduates may also apply for a letter of recognition from the provincial Pacific Rim Institute of Tourism, and, where applicable, certification from the American Hotel and Motel Association.

CAREER PROSPECTS: Graduates will be able to apply for supervisory positions in various tourism and hospitality areas of employment, e.g. hotels, restaurants, tourism marketing agencies, motels, food and beverage operation, cruise lines, etc., in the areas in which they have specialized.

Additional Costs: The cost of textbooks and supplies varies with each course taken. Contact Admissions for exact information.

Department Head - Contact Jackie Sandy, Division Chair, Tourism and Hospitality.

TRAVEL AGENT

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

PREREQUISITES:

- Grade 12 Diploma or equivalent;
- keyboarding skills.

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 7088 *Destinations
Course 7089 Tourism/Travel Components
Course 7090 Introduction to Air Travel

Level 2 - 6 Weeks

Course 2823 Word Processing
Course 7026 Package Tours
Course 7091 Domestic Airline Tariffs and Ticketing
Course 7024 Cruises
Course 7093 Basic Airlines Reservation Computer
Course 7028 Communications Training

Level 3 - 4.5 Weeks

Course 2215 Office Procedures
Course 7092 Sales and Service
Course 7094 Introduction to International Tariffs and Ticketing
Course 7042 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 Costs: textbooks and supplies - approximately \$175.



ENGLISH AS A SECOND LANGUAGE (E.S.L.) PROGRAMS

BAKING ASSISTANT - E.S.L.

Program Length: Seven months
Starting: Contact Admissions for schedule
Certification: Certificate

PREREQUISITES:

- English language ability at Upper Beginner's level or higher (KEC standard). Determination of English ability may involve an assessment and/or interview;
- completion of a medical questionnaire and proof of a negative Tb skin test of chest X-ray report.

ABOUT THE PROGRAM: This program is designed to prepare graduates to perform the duties of a Baking Assistant. They will learn sanitation and hygiene, the use and basic maintenance of bakery machines, the ability to scale accurately and make basic mixes to a consistent standard. English as a Second Language instruction will develop vocabulary particular to the trade and will be reinforced in classroom demonstration.

COURSES:

Level 1 - 2 months

Sanitation and Hygiene
Bread and Buns
Danish and Croissants
Sweet Dough & Doughnuts
Oven Work
Wrapping and Packaging

Level 2 - 2 months

Pastry and Savoury Goods
Shop Maintenance
Cookies/Squares
Pastries
Theory
Oven Work

E.S.L. - 3 months

English Language Training
Industry Practicum

CAREER PROSPECTS: Employment opportunities as Baking Assistants exist in bakeries, restaurants, muffin or doughnut shops and large industrial bakeries.

Additional Costs: textbooks and supplies - approximately \$60; uniform deposit \$25.

Department Head - George Rudolph.

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

Program Length: Six months
Starting: contact Admissions for schedule
Certification: Certificate

PREREQUISITES:

- Upper Beginner level of English language training as tested at Vancouver Community College - King Edward Campus;
- interview;
- completion of a medical questionnaire, and submission of a negative Tb skin test or chest X-ray report.

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 Vancouver Community College - City Centre certificate. The program is six months long and is divided into two levels. In addition to practical training covering the core and short order curriculum, the program 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. 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

E.S.L.

English Language Training
Industry Practicum

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 Costs: textbooks and supplies - approximately \$150; uniform deposit - \$25.

Department Head - Ulrich Falter.

FOOD SERVICE ASSISTANT - E.S.L.

Program Length: Five 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 or 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 a fully operational cafeteria setting.

COURSES:

Level 1

Introduction to Food Service Assistant
Safety and First Aid
Sanitation and Hygiene
Communication for the Workplace
Food Service Assistant Training
Job Search Skills
Nutrition

E.S.L.

English Language Training
Industry Practicum

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

Additional Costs: textbooks and supplies - approximately \$150; uniform deposit - \$25.

Department Head - Steve Stafford.

SERVICE PROGRAMS

BUILDING SERVICE WORKER

Program Length: Three months
Starting: Three times per year
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 housekeeping 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. Large cleaning firms are looking for trained employees and many of our graduates start their own businesses.

Additional Costs: supplies - approximately \$100.

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

Department Head - John DenDaas.

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 Building Service Worker Certificate.

It 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 department stores. Large cleaning firms are looking for trained employees and many of our graduates start their own businesses.

Additional Costs: supplies - approximately \$100.

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

Dress: Comfortable, neat work clothing.

Department Head - John DenDaas.



HAIRDRESSING

ESTHETICS (SKINCARE)

Program Length: Seven months
Starting: Generally twice 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: 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 B.C. Hairdresser's Association Special Beauty Culture License.

COURSES:

Level 1 - 15.5 Weeks

- Course 1871 Manicure 1
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 - 14 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 Costs: textbook and supplies - approximately \$480.

Department Head - Bob Malone.

HAIRSTYLING - LADIES/MEN

Program Length: 10 months
Starting: Usually September and January (and June 1991)
Certification: Certificate

PREREQUISITES:

- grade 10 or equivalent /or by interview;
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM: The Hairstyling program - Ladies/Men is divided into four levels. The first three levels of this program are designed to cover all aspects 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, men's and ladies' haircutting, permanent waving, shaving, hair colouring, hair and scalp treatments, facials and manicures and disorders of the scalp and skin. Salon management, bookkeeping, reception and desk functions and business services are also an integral part of this program. The fourth level, or option level, is the specific level in which the student completes their chosen course of study. Upon compliance with the necessary regulations, students are prepared to sit the examination of the B.C. Hairdresser's Association or The Barbers Association of British Columbia.

COURSES:

Level 1 - 11 weeks (approx.)

- Course Introduction to Men's/Ladies' Hairstyling
Course Hygiene, Bacteriology and Sanitation
Course Shampoos, Rinses and Conditioners
Course Introduction to Selling
Course Haircutting 1
Course Hairstyling 1
Course Hair Color 1
Course Client Relations
Course Shaving/Facial 1
Course Structure of Hair and Skin
Course Perm Wave
Course Salon Management

Level 2 - 9 weeks (approx.)

- Course Communication and Salon Function
Course Scalp and Hair Treatments
Course Disorders and Diseases of Hair and Skin
Course Hair Color 2
Course Anatomy and Physiology
Course Haircutting 2
Course Perm Wave 2
Course Hairstyling 2
Course Shaving/Facial 2

Level 3 - 8 weeks (approx.)

- Course Career Management
Course Haircutting 3
Course Styling 3
Course Perm Wave 3
Course Scalp and Hair Treatments 2
Course Wigs and Hairpieces
Course Hair Color 3
Course Hair Structure and Chemistry
Course Shaving/Facial 3

Level 4 - 13 weeks (approx.)

MEN'S OPTION

- Course Haircutting 4
Course Men's Hairstyling 4 (includes Relaxing)
Course Shaving/Facial 4

LADIES' OPTION

- Course Haircutting 4
Course Ladies' Hairstyling 4 (includes Relaxing)
Course Perm Wave 4
Course Hair Color 4
Course Facials/Manicures/Footcare

CAREER PROSPECTS: Well-trained hairstylists are in constant demand in every community.

Graduates specializing in Ladies' Hairstyling who have obtained their provincial licence will be qualified to secure employment in large or small salons, or they may wish to open their own business.

Completion of the Men's Hairstyling program will give graduates the skills to pass 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. The training and practical experience you get from the Men's Hairstyling program gives you the competitive edge needed to succeed in this industry.

Additional Costs: 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;
- 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 four weeks being spent in each level. The remaining 12 months of training is identical to that spent in the regular program.

CAREER PROSPECTS: Graduates who have obtained their Provincial Licence will be qualified to secure employment in the same areas as those in the regular 12 month program.

Additional Costs: textbooks and supplies - approximately \$400.

Department Head - Bob Malone.

PROGRAMS FOR STUDENTS WITH DISABILITIES

BUILDING SERVICE WORKER - SPECIAL NEEDS

Program Length: Six months
Starting: Twice 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.

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: Career prospects vary. Contact Counselling for further information.

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

Department Head - John DenDaas.

CAREER AWARENESS

Program Length: 10 months
Starting: September
Certification: Certificate

PREREQUISITES: Interview with the Counsellor for Students with Disabilities followed by an interview with two members of the Career Awareness program. Applicants must have a diagnosis or history that supports a learning handicap.

Completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray are required.

RECOMMENDED CHARACTERISTICS: Applicants must be highly motivated to work, have a working knowledge of spoken English and be able to use public transportation independently.

ABOUT THE PROGRAM: The program provides a supportive environment where students explore employment options, increase their level of job readiness, gain practical experience in community work settings and set work-related goals.

The training needs of the student are provided through a wide range of experiences including life skills, generic work skills, specific skill training, employment counselling and community work experiences. Readers and non-readers work together as written materials are infrequently used.

The program consists of approximately 26 weeks of classroom and 15 weeks of supervised community work experiences matched to the student's interests and abilities.

COURSES:

Level 1 - 12 Weeks

- Course 1884 Grooming and Hygiene
- Course 1885 Safety
- Course 7124 Introduction to Work
- Course 1504 Communication Skills 1
- Course 2709 Assertiveness 1
- Course 7121 Tai Chi
- Course 2711 Stress Management 1
- Course 7122 Employee Behaviours 1
- Course Interview Skills 1
- Course Resumes
- Course 7123 Work Experience 1

Level 2 - 29 weeks

- Course 2877 Employee Behaviours 2
- Course 2878 Interview Skills 2
- Course 2879 Time Management
- Course 2880 Vocational Finances
- Course 2714 Self-Protection
- Course 2881 Legal and Human Rights
- Course 2882 Communication Skills 2
- Course 2883 Stress Management 2
- Course 2884 Assertiveness 2
- Course 2885 Decision Making
- Course 2886 Human Sexuality
- Course 2887 Community Resources
- Course 2763 Job Search
- Course 2888 Work Experience 2
- Course 2889 Work Experience 3
- Course 2890 Work Experience 4
- Course 2891 Work Experience 5 (optional)

CAREER PROSPECTS: Graduates of the program will be prepared to enter into further education for skill training, competitive employment, supported work options or a volunteer placement.

Department Head - Holly Cole.

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 submission of a negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM: The Food Service Careers program prepares adults with disabilities 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. These courses will instruct students to:

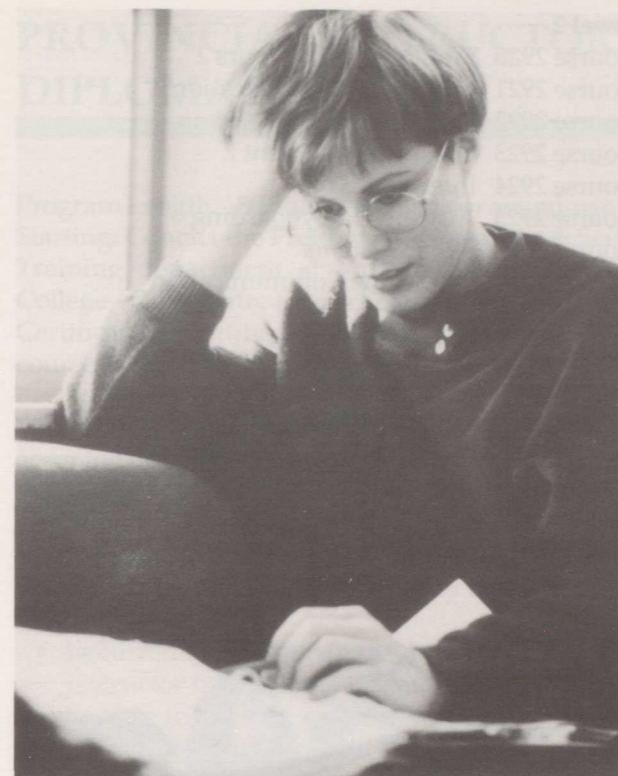
- apply food handlers' regulations;
- maintain personal appearance and hygiene;
- demonstrate satisfactory work habits, including regular attendance and punctuality;
- use hand tools and kitchen equipment safely.

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; 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 Costs: texts and supplies - \$50; uniform deposit - \$25.

Coordinator - Sherry Rutledge.



JOB READINESS

Program Length: Three to five months depending on course selected

Starting: generally three times a year

Certification: not applicable

PREREQUISITES: Interview with the Counsellor for students with disabilities. Some courses may require an assessment by the instructor to determine whether the course is suitable for the applicant.

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

There are several part-time courses available. Students may enroll in more than one course at a time.

COURSES:

- Reading for Independence
- Being with People
- Relationships and You
- Communicating through Sign Language
- Human Sexuality
- Introduction to Microcomputers

The courses 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. Audio-visual materials are used extensively. Students are also involved in role plays, demonstration, 'hands on' experience, group discussions, and field trips.

Department Head - Holly Cole.

OFFICE CORE SKILLS

Program Length: 10 months

Starting: Last week in September

Certification: Certificate

PREREQUISITES: Interview with the Counsellor for students with disabilities followed by an interview with two members of the Office Core Skills program. Applicants must have a diagnosis or history that supports a learning handicap. Previous career exploration which supports decision to undertake skill training in the clerical field is required. All applicants will have a 'hands on' assessment to evaluate reading ability, clerical knowledge and previous career exploration.

RECOMMENDED CHARACTERISTICS:

Applicants must be highly motivated to work, have a working knowledge of spoken and written English and be able to use public transportation independently.

ABOUT THE PROGRAM: The program prepares students with disabilities for entry level employment as a junior clerical worker.

The program consists of approximately 28 weeks of classroom and 13 weeks of supervised community work experiences matched to the student's interests and abilities.

COURSES:

Level 1

Course 1884 Grooming and Hygiene
Course 7163 Industry Tours
Course 7164 Effective Communication 1
Course 7165 Assertiveness 1
Course 7166 Stress Management 1
Course 7122 Employee Behaviours 1
Course 7167 Interview Skills 1
Course 7168 Clerical Career Exploration
Course 7046 Introductory Keyboarding
Course 7169 Computer Basics
Course 7170 Alpha-Numeric Filing
Course 7171 Mail Preparation and Distribution
Course 7172 Photocopying
Course 7173 Office Equipment and Resources
Course 7125 Resumes

Level 2

Course 2920 Employee Behaviours 2
Course 2921 Effective Communication 2
Course 2922 Assertiveness 2
Course 2923 Stress Management 2
Course 2924 Interview Skills 2
Course 2925 Advanced Keyboarding
Course 2926 Filing Systems
Course 1334 Telephone Communication
Course 2763 Job Search
Course 2927 Work Experience 1
Course 2888 Work Experience 2
Course 2889 Work Experience 3



PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

Program Length: 180 hours plus a major assignment.
Starting: Contact the Program Development & Staff Training department at Vancouver Community College - 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 in the program, candidates must complete the Employer Recommendation form and an Admission to the Instructor Diploma form obtainable from the Program Development & Staff Training 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 Vancouver Community College - 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 Vancouver Community College 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

Courses may be taken in any sequence but it is recommended that ID 101 be the first course if possible. The Major Assignment can only be taken by Diploma students on the successful completion of the other six courses listed.

Courses are offered throughout the year at various locations throughout the province.

Courses are offered on a weekend, evening, day and full-time summer school basis to accommodate individual requirements.

Department Head - Brian Dwyer.

AWARDS, BURSARIES AND SCHOLARSHIPS

ALUMNI ASSOCIATION BURSARIES

Two awards of \$500 are provided 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.

ALUMNI ASSOCIATION SCHOLARSHIP

The Vancouver Community College Alumni Association provides scholarships of \$300 to be awarded for academic excellence and contribution to the College/Campus. Students who apply for this award must have a G.P.A. of 3.0.

THE MARGARET ANDERSON AWARD

One award is provided 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 \$300. Selection is based on achievement, need and the recommendation of the Department Head.

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

This 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 in 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

This fund 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. Chef 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 bursaries are provided annually for Business Department students. The awards will be based on achievement, need and the recommendation of the Department Head.

CANADIAN HOSPITALITY FOUNDATION

The foundation provides for a merit award of \$250 to a student in the second year of the Hospitality Administration Program. Selection will be made by the faculty based on leadership, professional promise and ability to get along with others.

THE CANADIAN NATIONAL RAILWAY SCHOLARSHIP FOR WOMEN IN TRADES

The Canadian National Railway gives a \$500 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.

Canron 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

This fund 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.

DANIEL CHAN AWARDS

The purpose of this fund is to provide bursaries to students in order to enter the Chinese Cuisine Program. Decisions will be made based on the Department Head's assessment of suitability for the career.

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 one 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

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

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 who is 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

Through this fund, an annual award is offered to the Baking student who demonstrates outstanding performance in decorating.

THE KIWANIS CLUB OF BRITISH COLUMBIA

A bursary fund has been established 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. Determination as to qualification is at the sole discretion of Vancouver Community College. 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 Rod Larocque, 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

This 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

An annual award of \$200 and a trophy are presented to the top student in Bread Production.

ROSE MERCER MEMORIAL AWARD

This 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

This scholarship is to recognize the second year Dental Hygiene student who has consistently demonstrated the highest clinical skills in scaling and root planning in first and second year.

NATIONAL ASSOCIATION OF BROADCAST EMPLOYEES AND TECHNICIANS' UNION LOCAL #83

An annual scholarship of \$400 is available 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

This fund provides for 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 and the recommendation of the Cooking Department Head.

PACIFIC AREA (ASIA) TRAVEL ASSOCIATION

This 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.)

PACE 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

Scholarship awards are provided 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.

READ JONES CHRISTOFFERSEN LTD.

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

THE ROTARY CLUB OF VANCOUVER SUNRISE

A fund has been established to provide bursaries and scholarships for needy students in all full-time programs at Vancouver Community College - City Centre. The amount of the award will depend on annual interest from the fund.

ROYAL CANADIAN LEGION PACIFIC COMMAND

Bursaries ranging from \$500 - \$1,000 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.

RUSSELL FOOD SERVICE EQUIPMENT LTD.

An endowment fund provides for an annual bursary to a Food Service student. The award is to be based on achievement, need, and the recommendation of the Department Head.

SEASPAN INTERNATIONAL LTD./VANCOUVER SHIPYARDS CO. LTD.

An award of \$500 is available to a deserving student in the Traffic, Customs and Transportation Program. The award is based on high achievement or outstanding progress. Financial need may be considered at the discretion of the Awards Committee.

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

This fund 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 \$250 are available annually. Awards are based on achievement, need and the recommendation of the Department Head.

SIMONS FOUNDATION BURSARIES

The Simons Foundation supports needy students attending Vancouver Community College - City Centre through Bursary awards. These awards are open to students in all full-time programs.

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.



LORD STRATHCONA BURSARIES

The bursaries provide financial assistance for women students enrolled in post-secondary studies at Vancouver Community College - City Centre.

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 \$300 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

This association provides scholarships and bursaries, as interest permits, to students enrolled in Business, Printing and Hospitality Administration programs at City Centre.

VANCOUVER HOTEL ASSOCIATION SCHOLARSHIPS

The Vancouver Hotel Association provides Scholarships of \$500 to students in the Hospitality Administration Program. Students must maintain an 80 per cent average and have worked in the hospitality industry during the summer.

VANCOUVER MUNICIPAL AND REGIONAL EMPLOYEES' UNION

An annual bursary of 75 per cent 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.

VANCOUVER TRANSPORTATION CLUB AWARD

The Vancouver Transportation Club has provided funds to benefit students in City Centre's Traffic, Customs and Transportation Program. The award(s) will be based on academic achievement and financial need.

VOCATIONAL INSTRUCTOR'S ASSOCIATION ACHIEVEMENT AWARDS

Each year the V.I.A. provides and presents two \$250 achievement awards to students in each Division at City Centre and K.E.C.. All applications and nominations will be considered by the Awards Committee.

THE KEN WHEELER ENDOWMENT FUND

To honour the hard work and dedication of former Electronic Department Head Ken Wheeler, this endowment fund provides bursaries and scholarships for Electronics students. The awards are based on achievement, need and the recommendation of the Department Head.

THE J. H. WILLIAMS ENDOWMENT FUND

This 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

This 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.

FACULTY AND STAFF

ADMINISTRATION

Fast, Lawrence	Principal - City Centre
Vandenakker, John	Vice-Principal City Centre (Student Services)
Kolot, David	Assistant Dean - Administrative Services
DiGiando, Sam	Assistant Dean - Student Services
Kelly, Karen	Administrative Manager
Hartley, Syd	Division Chair - Business
Martin, Linda	Division Chair - Health
Sandy, Jackie	Division Chair - Tourism & Hospitality
Schatten, Jerome	Division Chair - Technical
Ashworth, Roseanne	Secretary - Business Division
Charles, Margaret	Secretary to Assistant Dean - Student Services
Dahl, Ann	Secretary - Health Services
Hewer, Kay	Switchboard
Luk, Corinna	Secretary - Administrative Manager
McFadden, Lila	Switchboard and First Aid
Paterson, Suzanne	Secretary - Vice-Principal City Centre (Student Services)
Robson, Brian	Accounting Clerk
Stoneberg, Carey	Switchboard & First Aid
Sutherland, Margaret	Secretary - Tourism & Hospitality
Walker, Norma	Financial Management
Wiebe, David	Communications Officer - Public Relations

ADMISSIONS

Keenan, Wynn - Department Head
Friesen, Blair
Granger, Joanne
McComb, Fiona
Smith, Barbara
Sproston, Leah

BOOKSTORE

Schmidt, Sheila - Manager
Campbell, Helen
Faye, Mandie
Pardalis, Vivian

BUILDING SERVICES, RECEIVING

Clark, George - Department Head
Ching, Charles
Cheung, Ken
Choi, Raymond
Clyne, Lou
Iapalucci, Angelo
Jadranin, Debbie
Saviozzi, George



BUSINESS DIVISION

Accounting Computers Management

Wakulchik, Ed - Department Head
Bolton, Merlin
Chung, Ray
Davies, Joy
Elliott, Brock
Haw, Awk
Hodgkins, Karen
Hunt, Paul
Lee, Stan
Mills, Terry
Mitchell, Jim
Mullings, Gus
Punak, John
Thom, George

Business Education Preparation

Kendrick, Barry - Department Head
Gallie, Jean

Community and Career Education

Cole, Holly - Department Head
Downie, Lorna
Jordon, Don
McNiven, Wayne
Mills, Maureen
Richardson, Nancy
Ross, Lotte
Stiver, Arlene
Williams, Leslie

Hairdressing

Malone, Bob - Department Head
Cole, Molly
Cullimore, Colin
Griffiths, Karen
Janssen, Hanneke
Kitchener, Marjorie
Kuster, Dagmar
Mahe, Robert
Perrson, David
Pitton, Carla
Suga, Marion
Vytasek, Jovita
Wheeler, Eroca
York, Laura

Medical Office Careers

Bartoszewski, Edna - Department Head
Fielden, Sue
Graves, Sheena
Lacoursiere, Irene
Lesko, Susan

Office Administration

Reed, Fern - Department Head
Bowie, Bill
Collins, Roberta
Cummings, Sally
Daly, Sharon
Dennis, Margaret
Hargreaves, Joy
Lee, Virginia
MacIsaac, Marion
Seddon, Sally
White, Bruce
Woycenko, Shirley
Zomer, Joyce

COUNSELLING

Clarkson, Allan - Department Head
Avery, Wayne
Callaghan, Dolores
Forsyth, Ian
LaFrance, Wendy
Miller, David
Montigny, Vickki
Parrish, Mary
Pearson, Hillary
Perret, Cathy
Sohi, Sukhi
Wilson, Mary

Vocational Assessment Centre

Hume, Don - Coordinator II
Williams, Leslie

FINANCIAL AID

Fister, Dana - Department Head
Francis, Carol
Gagnon, France

FOOD SERVICES / CAFETERIA

Subasinghe, Henry - Department Head
Camara, Maria
Dragutinovich, Mira
Fearn, Mark
Goodenough, Teresa
Grinnis, Gerd
Lai, Pin-Lien
Lee, Ah Yan
Liu, Benny
Losna, Antonia
Mak, Ruth
Millas, Helen
Morris, Eugenie
Scmalholz, Tony
Subasinghe, Henry
Warlock, Daniel
Wickramasekera, Sita
Yu, Francis

HEALTH DIVISION

Dental Hygiene

Sunell, Susanne - Department Head
Brown, Lorna
Cathcart, Ginny
Chaisson, Shelley
Holmes, Trudy
Hughes, Tricia
Jenkins, Janice
Lunn, Ruth
Martin, Lexie
Maschak, Linda
Milton, Keith
Nann, Douglas
Prescott, Mike
Smith, Lynn
Stevenson, Kim
Stojak, Dianne
Tavares, Francis
Thorburn, Dave

Dental Technician/Denturist

McKay, Jeanette - Department Head
Fierheller, Joan
Hicks, Victor
Hoffmann, Karol
Oberreich, Richard
Odwin, Steve

Dental Assisting/Reception

Lindsay, Lizz - Department Head
Bailey, Sandra
Breikss, Myrna
Campbell, Kathy
Cox, Elli
Dennett, Margaret
Jestin, Suzette
Robertson, Pat
Rogers Unger, Laurette
Rosko, Michelle

Long Term Care & Allied Health

Simms, Shirley - Department Head
Adams, Ina
Brown, Evi
Bawtinheimer, Pat
deGeest, Gwendolyn
Gross, Melisse
Eng, Jacki
Hamend, Moreah
Jensen, Fay
Keen, Lillian
Keet, Eleanor
Kovacs, Richard
McCarthy, Jeannine
Morrow, Marg
Northy, Esther
Olson, Jim



Nursing

Hartley, Pat - Department Head
Ashcroft, Anne
Beaudoing, Lucille
Connor, Della
Heyman, Lynn
Mackie, June
Oxholm, Sheila
Parker, Barbara
Smith, Roberta
Steinke, Les
Waterhouse, Mary
Wittal, Muriel

HEALTH SERVICES

Burns, Graham - MD
Smith, Pat - Nurse

INFORMATION AND COMPUTING SERVICES

Roberts, John
Szeto, Tom
Wagner, Christie

INSTRUCTIONAL MEDIA SERVICES

McIntosh, Malcolm

PROGRAM DEVELOPMENT

Dwyer, Brian - Department Head
Aitken, Bob
Dooley, Norm
Gregg, Karl
Hector, Carole
Knowles, Kristina
Leong, Michelle

STUDENT ASSOCIATION

Rose, Abby

STUDENT RECORDS

Ho, Dorothy - Department Head
Armstrong, Teresa
Austin, Donnae
Jung, May
Kapoor, Anita



TECHNICAL DIVISION

Building Service Worker

DenDaas, John - Acting Department Head
Clark, Don
Clark, Peter
Grose, William
Parent, Ron
Vautour, John

Computer Graphics

Roy, Judy - Coordinator
Clay, Jamie

Drafting

Marshall, Wayne - Department Head
Atkinson, Ron
Della Savia, Bruno
Humphrey, Brian
Shandler, Judy
West, William
Wong, J
Wren, Roy

Electronics

Brown, Karl - Department Head
Brendzy, Ross
Inbryn, Jostein
Jones, Owen
Kamm, John
Kirby, John
Landingin, Geronimo
Langston, Nelson
McAuliffe, Robert
McBride, William
Miller, Christine
O'Donnell, Tom
Sharp, Howard
Taylor, Patrick
Vangroenigen, Bruce
Vanheyst, John
Williams, Gareth



Jewellery Art & Design

Walentowicz, Maciek - Coordinator
Bebel, Derek
Remnant, Susan

Printing Production

Gordon, Doug - Department Head
Bassani, John
Calahan, Beth
Fletcher, Douglas
Fielder, Ronald
Gibson, Grant
Gislason, Curtis
Milton, Dennis
Pinkerton, Brian
Robinson, Melanie
Rose, Nancy
Sailes, Jill

TOURISM & HOSPITALITY

Asian Culinary Arts

Leung, Condly - Department Head
Fu, Felix

Baking & Pastry Arts

Rudolph, George - Department Head
Kok, Dick
Leber, Hans
Leisch, Wilhelm
Schroedter, Eberhardt
Sohm, Kenneth
Van Grol, Anthony
Warje, Lars
Zemp, Luzia

Culinary Arts

Falter, Ulrich - Department Head
Baltzer, Horst
Baxter, Wayne
Bingley, Alan
Bingley, John
Bonkowski, Harold
Ferron, Gabriel
Grey, Barry
Irwin, Rick
Knebel, Reinhard
Larsen, Steen
McCorkell, Derek
Mooney, Sandra
Naso, Fred
Pepper, Graham
Petit, Paul
Pinter, Michael
Sauer, Axel
Sicoli, Settimio
Sinclair, Ryun
Smith, Ian
Thoeny, Christian
Vanderlinden, Hans
Wallgram, Ernst
Yanagawa, Keiju

Food and Beverage Management

Stafford, Steve - Department Head
Cryer, Gail
Obeck, Hans
Sawkins, Tannis
Stafford, Steve
Wood, Tony

Food Service Careers

Rutledge, Sherry - Coordinator

Hospitality Administration

Hives, Art - Department Head
Atherton, Murray
Belilos, Claire
Fernandez, Benny
Donaldson, David
Lee, Stan
Oliver, Robert
Rodgers, Tom

Retail Meat Processing

Heringer, Sid - Department Head
Audette, Robert
Balthes, Horst
Mauger, Douglas
Stacey, Jack



Travel Agent

Kinnersley, Jacqueline - Coordinator

VOCATIONAL INSTRUCTORS ASSOCIATION

Kremer Dalton

WORDPROCESSING

Stephens, Christine - Department Head
Voon, Ngee-Mo
Yam, Patricia

PROGRAM ADVISORY COMMITTEES

MEMBERSHIP LIST

BUSINESS PROGRAMS

Accounting

Mr. Peter Bower, Certified General Accountants Assoc. of B.C.
Mr. Ted Cartier, Regency Ind.
Ms. Kimberley Caster, The Societies of Management Accountants of B.C. & Yukon
Mr. Gordon Gee, Loewen, Stronach & Co.
Mr. Malcolm McGowan, Holloway, Schultz
Mr. Ralph Miller, Coopers & Lybrand
Mr. Scott Sinclair, School of Chartered Accountancy
Mr. Bruce Strang, Chartered Accountant

Computer Programmer

Mr. Bob Arnold, Pacific Press
Ms. Beth Christopher, D.A.C. Computer Services
Mr. Owen Coppin, City of Vancouver
Mr. Jamie Fear, Lignum Sales Ltd.
Mr. Bernie Hoglie, Systemwise Enterprises Inc.
Mr. Peter Lincoln, High Order Systems
Ms. Betty MacDonald, A.B.C. Technology
Mr. Chuck Mohamed, Seaboard Life Insurance Comp.
Ms. June Piry, B.C. Real Estate Association
Mr. Bruce Saffin, B.C.A.A.
Mr. Peter Underwood, City of Vancouver
Mr. Don Watson, Alcan Smelters & Chemicals Ltd.

Legal Secretary

Ms. Patricia Evans, Campbell Mitchell
Ms. Karen Vallee Farris, Vaughan, Willis & Murphy
Mr. George Geraghty, Barrister & Solicitor
Ms. Liz Quon, Russell & Dumoulin
Ms. Patricia Walter, Office Manager

Medical Office Assistant

Dr. Lawson Baird, General Practitioner
Mrs. Cassie Barton, Past President, Medical Office Assist. Assoc. of B.C.
Dr. R.D. Bennet, General Practitioner
Ms. Kathleen Cheng, University of British Columbia
Ms. Shirley Dawson, Medical Office Assist. Assoc. of B.C.
Dr. Marilyn Fraser, General Practitioner
Dr. R.C. Greenwood, General Practitioner
Mrs. Hilke Heckerott, Medical Office Assistant
Dr. John Mail, General Practitioner
Dr. Mark Schonfeld, General Practitioner
Dr. H.C. Slade, Retired Practitioner
Ms. Joanne Wallace, Burnaby Hospital

Medical Secretary/Transcriptionist

Ms. Madeleine Bicknell, Vancouver General Hospital
Ms. Susan Broadbear, Cancer Control Agency of B.C.
Mrs. Jill Buchan, Peach Arch District Hospital
Mrs. Grace Chandy, Burnaby Hospital
Ms. Kathleen Cheng, University of British Columbia
Ms. Sandy Duffas, Delta Hospital
Ms. Laura Fleming, Vancouver General Hospital
Ms. Dian Haigh, Children's Hospital
Ms. Susan Hill, University Hospital
Ms. Diana Jones, Royal Columbian Hospital
Ms. Karen Kaplan, Vancouver General Hospital
Mrs. Margaret McKay, Cancer Control Agency of B.C.
Ms. Helene Miller, Royal Columbian Hospital
Ms. Lynne Posterfield, Surrey Memorial Hospital

Secretarial

Ms. Lyn Bailey, Lyn Bailey & Associates
Ms. Diane Foster, MacDonald Dettwiler & Associates Ltd.
Ms. Lorna Guenard, Vancouver Community College
Ms. Leah Laddbrook, Sports B.C.
Miss Kate Lidderdale, C.U. & C. Health Services Society
Ms. Leone McLoughlin, Retired Secretary
Ms. Joy Morton, B.C. Hydro & JPower Authority
Ms. Moninna Running, Transport Canada
Ms. Shirley Stoney, B.C. Telephone Company
Mr. Warren Wong, University of British Columbia

Traffic, Customs and Transportation

Mr. Martin Askew, Pac-Ex Services Ltd.
Mr. Gordon Boleer, Consultant
Mr. John Bourbonniere, Yellow Freight Systems of B.C. Inc.
Mr. Ronald Carter, Adanac Customs Brokers Ltd.
Mr. Roy Dawson, B.C. Rail
Mr. Reg Der, Consultant
Ms. Sue Harte, C.P. Rail
Ms. Betty Lee, MacMillan Bloedel
Mr. Bruce MacDonald, Empire Stevedoring
Mr. Gordon Murray, C.N. Station
Ms. Arline Neufeld, Adanac International Forwarders Ltd.
Mr. Wayne Poole, Seaspan Ltd.
Mr. Don Poskitt, United Parcel Service
Mr. Roy Stringer, Stringer Air Services
Mr. Bruce Young, Balfour Guthrie

HEALTH PROGRAMS

Dental Assisting/Reception

Ms. Mary Banford, College of Dental Surgeons of B.C.
Dr. Patricia Bentley, Dentist
Dr. Kerstin Conn, College of Dental Surgeons of B.C.
Ms. Maureen Dawe, Certified Dental Assistant
Dr. John G. Lee, Dentist
Dr. Alex Lieblich, Vancouver & District Dental Society
Ms. Linda MacDonald, Certified Dental Assistants' Society of B.C.
Ms. Rosalind Tobias, Certified Dental Assistant Society of B.C.
Dr. Malcolm Williamson, Dental Health Services

Dental Hygiene

Dr. Mary Banford, College of Dental Surgeons of B.C.
Dr. Marcia Boyd, Faculty of Dentistry, U.B.C.
Ms. Shelley Chaisson, Dental Hygienist
Dr. Kerstin Conn, College of Dental Surgeons of B.C.
Ms. Cindy Ewen, Metropolitan Health Services
Ms. Mary Ann Hayes, Dental Health Services
Dr. Suzanne Phillip, Dental Dept., University Hospital
Dr. Helen Scott, Specialist in Periodontics
Mrs. Due Sumi, B.C. Dental Hygiene Association
Dr. Malcolm Williamson, Dental Health Services
Mr. Robin Zorkin, Dental Hygienist

Denturist

Mr. George Hygh, Denturist
Mr. Wilfred J. Lapointe, Denturist
Ms. Carol R. le Vasseur, Denturist
Dr. Michael I. MacEntee, College of Dental Surgeons of B.C.
Mr. John Mayr, Denturist
Mr. John Moore, Denturist
Mr. Warren Trask, Denturist
Dr. Malcolm Williamson, Dental Health Services

Dental Technician

Mr. Joe Birner, Dentex Dental Laboratories
Mr. Karol Hoffman, Adam Dental Laboratory
Ms. Holly Inouye, Aurum Ceramic Dental Laboratories Ltd.
Mr. Barry Morley, Fine Arts Dental Laboratories Ltd.
Dr. Dennis P.A. Nimchuk, College of Dental Surgeons of B.C.
Ms. Therese Roche, Trident Dental Ceramics
Mr. Stan Soroka, Soroko Dental Laboratories Ltd.
Mr. Gabor Szombathy, G.A. Orthodont Craft Laboratory
Mr. Greg Tamkin, Artech Dental Ceramics Laboratory
Dr. Malcolm Williamson, Dental Health Services

Medical Laboratory Assistant

Ms. Maureen Campbell, B.C. Society of Medical Technologists
Ms. Janet Cozens, B.C. Bio-Medical Laboratories Ltd.
Ms. Alida Crowe, St. Paul's Hospital
Ms. Laurie Janzen, Eagle Ridge Hospital
Ms. Cherryl Lewis, Royal Inland Hospital
Ms. Joan Mitchell, Island Medical Laboratories
Ms. Karen Nicolson, B.C. Institute of Technology
Ms. Jackie Pickerell, B.C. Bio-Medical Laboratories Ltd.
Ms. Wendy Wainwright, B.C. Bio-Medical Laboratories Ltd.

Nursing Unit Clerk

Mrs. Arliss Altman, Vancouver General Hospital
Mrs. Mary-Lou Hales, St. Paul's Hospital
Miss Anne Jackie, Health Sciences Centre Hospital
Ms. Karen LaRocque, Nursing Unit Clerk
Ms. Cathy Massey, Children's Hospital
Miss Martha Vale, Richmond General Hospital
Mr. Keith Wilkinson, University Hospital
Mrs. Judy Yeomans, Lions Gate Hospital

Practical Nursing

Ms. Theresa Ambler, B.C. Council of Licensed Practical Nurses
Mrs. Ann Callegarine, St. Vincent's Hospital
Ms. Susan Frizzell, Vancouver City Health Department
Ms. Eileen Garvey, Pearson Hospital
Ms. Ruth Gray, University Hospital Shaughnessy
Ms. Joan Howey, Vancouver General Hospital
Ms. Shirley Kerry, Registered Nurses Association of B.C.
Ms. Margaret Lennon, Holy Family Hospital
Ms. Barbara McWilliams, Metropolitan Health Services
Ms. Billy Meadows, Lions Gate Hospital
Ms. Anne Semerdjian, St. Paul's Hospital

Continuing Care Programs

Ms. Trish Anderson, Community Support Services Assoc.
Mr. Dean Armstrong, Lions Gate Hospital
Dr. Jane Tate Auman, The Wyatt Company
Ms. Maggie Burwash, Cedar Cottage Adult Day Care
Ms. Barbara Donnelly, Haro Park Centre Society
Mrs. Mary Gogag, Vancouver Health Department
Ms. Linda Lunny, Rosewood Manor
Mrs. Mary V. McMillen, Yaletown House Society
Ms. Cecile Rooney, Holy Family Hospital
Ms. Trudi Ruiterman, Para-Med Health Services
Mrs. Pat Turner, ComCare
Ms. Pat Wall, Three Links Care Centre

TECHNICAL PROGRAMS

Computer Graphics

Mr. Sandy Crawford
Mr. Eric Green, Michael Morgan Communications
Mr. Darek Hadden, Graphically Speaking
Mr. Ernst Vegt, Lithotech Canada

Computer Aided Drafting

Mr. James C. Barnum, Carlberg Jackson Partners
Mr. Hugh Dobbie, Dowco Consultants
Mr. Geoff Dryer, G. & S Cad Solutions
Mr. Dan Elezam, Phillips Barratt Kaiser Engineering Ltd.
Mr. Rick Gaisford, Pullmaster Winch Corp.
Mr. Calvin Jonas, B.C. Hydro & Power Authority
Mr. Sam Lui, NLK & Associates
Mr. Brian McLaren, H.A. Simons Ltd.
Mr. Gregg Ruecker, Gisborne Group
Mr. Glenn Tait, Wright Engineers

Drafting

Mr. Lucio Grave, H.A. Simons (International) Ltd.
Mr. Les Metcalf Read, Jones Christoffersen Ltd.
Mr. Glen Tait, Wright Engineers Ltd.
Mr. Peter Whitelegg, Jones Kerr Whitelegg Ltd.

Electronics

Mr. Russ Andronek, C.N.C. Maintenance Service Corp.
Dr. Karl Brackhaus, Dynapro Systems Inc.
Mr. Steve Fairbairn, Xerox Service Centre
Mr. David Forst, Pacific Sound Services Ltd.
Mr. Wayne Gallagher, Source Data Products Inc.
Mr. Gregg Huddleston, Concept Technology Services Ltd.
Mr. Dennis Keller, Transport Canada
Mr. Jim Rae, BTE
Mr. Jim A. Ramsay, Teleglobe Canada
Mr. Don Strevel, Nexus Energy Corp.
Mr. Bill Tracey, Systek Engineering Ltd.
Mr. Ron Webb, B.C. Rail Ltd.

Jewellery Art & Design

Mrs. Gisela Brinkhaus, Jewellery Manufacturer
Mr. Chris Czartoryski, Emily Carr College of Art & Design
Mrs. Mary Janeway, Designer
Mr. Rudi Peet, Goldsmith
Mr. Bill Reid Artist, Jeweller
Mrs. Gisela Rueckel, The Gallery Shop
Mr. Karl Stitgen, Goldsmith
Ms. Martha Sturdy, Jeweller, Designer

Printing Production/Graphic Arts

Mr. Stan Bowes, DRG Globe Envelopes Ltd.
Mr. Donald T. Brown, Consultant
Mr. Dick Byzitter, Shears Printing Ltd.
Mr. Warren Campbell, B.C. Printing Industries Association
Mr. Steve Cobb, Benwell-Atkins Ltd.
Mr. John Elworthy, Coast Paper Ltd.
Ms. Shirley Forrest, Thunderbird Press Ltd.
Mr. Alan Green, Vancouver Typographical Union
Mr. Wendell Green, Broadway Printers Ltd.
Mr. Don Hughes, Mitchell Press Ltd.
Mr. Gordon Nex, Coast Trade Bindery Ltd.
Mr. Peter Oostlander, Hemlock Printers Ltd.
Mr. Tom Schoenewolf, Thunderbird Press
Mr. Doug Seto, Agency Press
Mr. Jeff Taylor, Total Graphics

TOURISM & HOSPITALITY PROGRAMS

Asian Cuisine

Mr. Steve Chan, East Ocean Restaurant
Mr. Victor Louie, Marco Polo Restaurant
Mr. Danny Quan, The Noodle Makers
Mr. John Tai, North Park Restaurant
Mr. Francis Tchao, Pender Seafoods Ltd.
Mr. Philip Wong, Grand View Restaurant
Mr. Richard Wong, Tai-Hing Ltd.

Baking and Pastry Arts

Mr. Fred Abraham, Gourmet Baker Ltd.
Mr. Hugh Comber, Baker & Confectionary International Union
Mr. Allan Hains, Bakers' Association of B.C.
Mr. Jack Kuyer, Valley Bakery Ltd.
Mr. Clark Mechan, Canada Safeway Ltd.
Mr. R.S. Miller, Miller Baking Ltd.
Mr. Dave Morrison, Maple Leaf Mills Ltd.

Culinary Arts

Mr. Peter Bucher, New World Harbourside Hotel
Mr. Lucien Frauenfelder, The Abercorn Inn
Mr. Stephen Fitzgerald, Terminal City Club
Mr. Ken Iaci, Joe Fortes Seafood
Ms. Mary Lee, George Pearson Centre
Mr. Heinz Lenger, Westin Bayshore Hotel
Mr. Wolfgang Leske, Delta Pacific and Conference Centre
Mr. Andre Macchern, Sheraton Landmark Hotel
Ms. Nicola Major, Major the Gourmet
Mr. Jurgen Schulte, The Chesa Restaurant
Mr. Claude Teton, Hotel Meridian

Food & Beverage Management

Mr. Arthur Achian, English Bay Cafe
Mr. Jose Cerqueira, New World Harbourside Hotel
Mr. Mario Corsi, Park Royal Hotel
Mr. John Dewart, Sheraton Villa
Mr. Adolf A. Eitzenberger, Shaughnessy Golf & Country Club
Mr. Stanley Fuller, Earl's Restaurant
Ms. Karen Green, Finns Waterfront Restaurant
Ms. Sue Hare, English Bay Cafe
Mr. Hans Kummer, Vancouver Club
Mrs. Fran Sainas, Pan-Pacific Hotel
Mr. Bill Simmons, Vancouver Trade & Convention Centre
Mr. Jurgen Sjoosma, Hyatt Regency Hotel

Hospitality Administration

Mr. Don Bellamy, Restaurant and Food Services Association of B.C.
Mr. Jan Blessing, Vancouver Trade & Convention Centre
Mr. Tim Findle, New World Harbourside Hotel
Mr. Doug Forseth, Westin Bayshore Hotel
Mr. Stan Fuller, Earl's Restaurant
Mr. Ted Garbutt, Seagrams Distillers Ltd.
Mr. Robert Griffiths, R.J. Griffiths & Associates
Ms. Dorothy Murdoch, Delta Pacific Resort & Conference Centre
Mr. John Nicholson, O'Doul's Hotel
Mr. Rob O'Neill, Coast Hotels
Mr. John Oram, Delta River Inn
Mr. Joss Penny, B.C. Motel, Resort & Campground Association
Mr. Ian Powell, Hotel Vancouver
Ms. Sarah Stanger, Pan-Pacific Hotel

Retail Meat Processing

Mr. Peter Black, Peter Black & Sons
Mr. Bob Coughlan, Stongs
Mr. Russ Hadded, Overwaitea
Mr. Brian Jackson, Jackson's Fine Cut Meats
Mr. Bill Lowen, Canada Safeway
Mr. Mike McAree, Extra Foods
Mr. Bob Rabjohn, IGA
Mr. Lorne Stapleton, Farm Town Meats
Mr. Peter Steinfeld, Newton Hi Quality Meats
Mr. Larry Stoughton, Kelly Douglas
Mr. King Wong, Man Sing Meat Centre

Sausage Making & Smoked Meats

Mr. H. Eustergerling, International Sausage
Mr. P. Fluckiger, Fleetwood Sausage
Mr. U. Freybe, Freybee Sausage
Mr. H. Grimm, B.C. Fancy Sausage
Mr. B. Lowen, Canada Safeway
Mr. L. Stoughton, Kelly Douglas
Mr. G. Wettig, Delta Sausage

Travel Agent

Ms. Judy Brooks, Hertz Canada Ltd.
Ms. Libby Brown, Air Canada
Mr. Ted Cooper, Thrifty Car Rental
Ms. Susan Davies, P. Lawson Travel
Mrs. Ellie Hender, Travel Experts
Mr. Mark Linton, Mutual of Omaha
Mr. Douglas Moore, Holiday House
Mrs. Nancy Nederlof, Thomas Cook Travel Ltd.
Mr. John Nicholson, New World Harbourside Hotel
Ms. Janet Parsons, Anzac Travel Ltd.
Ms. Joni Todhunter, Touram Inc.
Ms. Andrea Valis, Travelrep Marketing Services

SERVICE PROGRAMS

Building Service Worker

Ms. Linda Delparte, Polaris Employment Services
Mr. Donald Etherington, G.H. Wood & Company
Mr. John Furey, Vancouver City Hall
Mr. Jagindar Girn, The Bay
Mr. Wally Glavind, Dust Bane Products
Mr. Ernie Kiniski, B.C. Building Corporation
Mr. Bob May, Janitor's Warehouse
Mr. John Neuls, West Vancouver School Board
Mr. Steve Norman, Associated Building Maintenance of Canada Ltd.
Mr. Lyle Pullan, Steamex Company
Mr. Eric Rottmeister, Granville Carpet Cleaning Ltd.
Mr. J.W. Vickery, Vancouver General Hospital
Mr. Pat Von Bremem, Komcan Inc.

Skin Care (Esthetics)

Mr. Mario Felicella, Italian Coiffures
Mr. Lawrence Iwasaki, Maison Lawrence
Ms. Linda Kozaczuk, Vanity Skin Care
Ms. Betty Martin, Ornatis
Ms. Claudette Quinn, Esthetique
Ms. Ursula Wagstaff, Heitland International Cosmetics Inc.
Mr. Gunther Zenk, University House of Beauty

Hairstyling - Ladies

Mr. Joseph Codispoti, The Bay
Mr. Roger Collet, Kis Coiffures
Mr. Rafael Corcione, Elegant Lady
Mr. Eric Hesselman, Eric's Beautyland Ltd.
Ms. Susanne Jensen, Monarch Beauty Supply Co.
Mrs. Lee Ramsey, Loughheed Coiffures
Ms. Millie Yuen, Hair Affair

Hairstyling - Men's

Mr. Wesley Brisseau, Wesley's Hairstyling for Men
Mr. Len Carmichael, B.C. Barber's Association
Mr. Colin Cullimore, North Park Hair Design
Mr. Ken Garrett, North Park/Brentwood Barbers
Mr. Erling Gross, Executive Hairgoods
Mr. David Persson, Barber