

VANCOUVER
COMMUNITY
COLLEGE



KING EDWARD CAMPUS

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C A L E N D A R



VANCOUVER COMMUNITY COLLEGE

KING EDWARD CAMPUS

1991 - 1992 CALENDAR

Vancouver Community College

King Edward Campus

1155 East Broadway

Vancouver, B.C.

V5T 4N3

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CONTENTS

Important Dates v

VANCOUVER COMMUNITY COLLEGE 1

 Message from the President 1

 Message from the Principal 2

 A Brief History 3

 College Board and Administration 3

 Campuses 4

 General Information 6

KING EDWARD CAMPUS GUIDELINES FOR STUDENTS 7

 Admissions Requirements 7

 Adult Basic Education 8

 Fees 11

 Grading System 13

 Policies 13

STUDENT SERVICES AND FACILITIES 16

 Assessment Centre 16

 Bookstore 17

 Cafeteria 18

 Chaplaincy 18

 Counselling 18

 Daycare 19

 Financial Aid 19

 Health Services 21

 I.E.P.A. 21

 Learning Centre 21

 Library 22

 Lost and Found 23

 Parking 23

 Photocopier 23

 Student Action Council 23

 Student Advocate Program 23

 Student Newspaper 23

AN INVITATION FROM THE ALUMNI ASSOCIATION 23

DETAILED COURSE INFORMATION 25

PROGRAMS

ADULT BASIC EDUCATION 26

 Adult Basic Education Fundamental Level 27

 Adult Basic Education Intermediate Level 27

 Adult Basic Education Advanced Level 27

 Adult Basic Education Provincial Level 28

BASIC EDUCATION DEPARTMENT 29

BASIC EMPLOYMENT SKILLS TRAINING (B.E.S.T.) 32

BASIC TRAINING FOR SKILL DEVELOPMENT (B.T.S.D.) 33

 English and Social Sciences 34

 Mathematics and Science 36

BASIC TRAINING FOR SKILL DEVELOPMENT (B.T.S.D. YOUTH) 39

COLLEGE FOUNDATIONS 40

 Business and Computer Studies 42

 Humanities (English & Social Sciences) 45

 Mathematics 51

 Science 53

ADULT SPECIAL EDUCATION FOR THE HEARING IMPAIRED 57

ADULT SPECIAL EDUCATION FOR THE VISUALLY IMPAIRED 58

GENERAL EDUCATION DEVELOPMENT (GED) TESTING 59

INSTITUTIONAL AIDE PROGRAM (ABE) 59

INSTITUTIONAL AIDE PROGRAM (ESL) 61

NATIVE EDUCATION CENTRE 61

CAREER DIVISION 63

| | |
|--|----|
| Music Diploma Program | 64 |
| Pharmacy Technical Assistant Program | 65 |
| Technical Training Programs | 67 |
| Department of Sign Language Studies | 75 |

CAREER (ESL) 79

| | |
|--|----|
| Automotive Brakes and Steering Assistant | 80 |
| Cabinetry | 80 |
| Business Office Training | 80 |
| Automotive Paint Preparation/Detailing | 80 |

ENGLISH AS A SECOND LANGUAGE DIVISION 81

| | |
|--|----|
| E.S.L. College Preparatory English (CPE) | 83 |
| E.S.L. English Language Skills (ELS) | 86 |
| E.S.L. Outreach | 88 |
| E.S.L. Vocational | 90 |

INDEX OF COURSES.....91

KING EDWARD CAMPUS

IMPORTANT DATES

PLEASE NOTE:

Late registration: The final date for registration for courses with fixed intakes is designated as two weeks after the first day of class in all Divisions (except for College Foundations Double Block courses).

Withdrawals: The final day to withdraw in any course or program is up to and including the first instructional day of the last month of the term.

FALL TERM 1991

MAY 1991

| | |
|---------|-----------------------------------|
| May 1 | B.Ed./CF/CPE classes begin |
| May 1,2 | B.Ed./CF late registration |
| May 3,6 | Music registration |
| May 8 | CF last day for late registration |
| May 20 | Victoria Day (Campus closed) |

JUNE 1991

| | |
|---------|---|
| June 20 | CF exams |
| June 24 | CF "B" term registration |
| June 25 | ELS (continuing students) registration |
| June 26 | ELS registration by invitation from waitlist begins |

JULY 1991

| | |
|--------|---|
| July 1 | Canada Day (Campus closed) |
| July 2 | Classes begin for: English Language Skills CF "B" term Basic Education CF late registration B.Ed. registration |
| July 9 | CF last day for "B" term registration |

AUGUST 1991

| | |
|--------------|--|
| August 1 | Last day CF/CPE/Music withdrawals for summer term |
| August 5 | B.C. Day (Campus closed) |
| August 19 | CF (continuing students) registration |
| August 20 | CF (returning and new students) registration |
| August 21 | New International Students registration |
| August 21,22 | CF exams CF classes end |
| August 22 | ELS (continuing Spring students) registration B.Ed. classes end |
| August 26 | CPE (continuing and Langara students) registration ELS International (continuing students) registration |
| August 27 | CPE registration by invitation from waitlist begins |
| August 28 | ELS (continuing Summer students) registration |
| August 29 | ELS registration by invitation from waitlist begins |

SEPTEMBER 1991

| | |
|---------------|---|
| September 2 | Labour Day (campus closed) |
| September 3 | Classes begin for: Sign Language (400) Automotive Technician Diesel Technician ESL Outreach, Canadiana Centre B.Ed./CF registration ESL Outreach, Canadiana Centre (continuing students) registration |
| September 3,4 | Music (Full-time students) registration |
| September 4 | B.Ed./CF/CPE/ELS classes begin B.Ed./CF late registration ESL Outreach, Canadiana Centre (transferring and new student) registration |

September 5 Music (Part-time students) registration
 September 6 CPE classes at Langara begin
 September 9 Classes begin for:
 B.E.S.T.
 Music classes
 ESL Outreach, KEC North and Community Centres classes
 ESL Outreach, KEC North and Community Centres (continuing students) registration
 September 10 ESL Outreach, KEC North and Community Centres (transferring and new students) registration
 September 11 CF last day for registration into double block classes
 September 16 Classes begin for:
 Institutional Aide
 Sign Language (300)
 September 18 CF last day for registration into single block classes
 September 23 Classes begin for:
 Automotive Collision
 Automotive Painting
 September 30 Pharmacy Technical Assistant classes begin

OCTOBER 1991

October 14 Thanksgiving Day (Campus closed)
 October 23,24 CF exams for double block courses
 October 28 CF 2nd half of double block courses begins

NOVEMBER 1991

November 11 Remembrance Day (campus closed)
 November 29 B.E.S.T. class ends

DECEMBER 1991

December 2 ESL Outreach, KEC North and Community Centres (continuing students) registration
 CF/CPE last day for withdrawals for Fall term

December 4 ESL Outreach, Canadiana Centre (continuing students) registration
 December 11 CF (continuing students) registration
 December 11,12 CPE exams
 December 12 CF (returning and new students) registration
 December 17 B.Ed./ELS classes end
 ELS (continuing students) registration
 ELS (International students) registration
 CF exams for T/Th classes
 December 18 CF exams for M/W classes
 CPE classes end
 CPE (continuing and Langara students) registration
 December 19 ESL/CPE registration by invitation from waitlist begins
 December 25-31 Christmas break (campus closed)

JANUARY 1992

January 1 New Year's Day (campus closed)
 January 2 Classes begin for:
 Automotive Technician Program
 ESL Outreach, Canadiana Centre
 ESL Outreach, Canadiana Centre (transferring and new students) registration
 B.Ed./CF registration
 January 2,3 Classes begin for:
 B.Ed./CF/CPE/ELS
 B.E.S.T.
 Sign Language (300)
 Automotive Collision
 Automotive Glass
 Diesel Technician
 ESL Outreach, KEC North and Community Centres
 ESL Outreach, KEC North and Community Centres (transferring and new students) registration
 January 6,7 Music (full-time students) registration
 January 8 Music (part-time students) registration
 Music classes begin

January 13 CF last day for registration into double block classes
 January 20 CF last day for registration into single block classes

FEBRUARY 1992

February 26,27 CF double block exams

MARCH 1992

March 2 CF 2nd half of double block begins
 March 23 Classes begin for:
 Automotive Collision
 Automotive Painting
 ELS (continuing students) registration
 ELS classes end
 ELS registration by invitation from waitlist begins
 ESL Outreach, Canadiana Centre (continuing students) registration
 B.E.S.T. class ends
 Classes begin for:
 ELS
 Pharmacy Technical Assistant
 ESL Outreach, KEC North and Community Centres (continuing students) registration
 March 27
 March 30

APRIL 1992

April 1 Classes begin for:
 ESL Outreach, Canadiana Centre
 CF/CPE last day for Spring term withdrawals
 ESL Outreach, Canadiana Centre (transferring and new students) registration
 April 6 Classes begin for:
 ESL Outreach, KEC North and Community Centres
 ESL Outreach, KEC North and Community Centres (transferring and new students) registration
 Music classes end
 April 14 CF (continuing students) registration
 April 15

April 16 CF (returning and new students) registration
 April 17 Good Friday (campus closed)
 April 20 Easter Monday (campus closed)
 April 22,23 CPE exams
 April 23 CF exams for T/Th classes
 April 27 CF exams for M/W classes
 April 28 B.Ed./CPE classes end
 CPE (continuing and Langara students) registration
 CPE and ELS (International students) registration
 CPE registration by invitation from waitlist begins
 B.Ed./CF registration
 April 29
 April 30

MAY 1992

May 1 B.Ed./CF registration
 May 4 Classes begin for:
 B.Ed./CF/CPE/ELS/Music
 Automotive Technician
 Music registration
 B.Ed./CF late registration
 CF last day for registration into "A" term
 May 11 Victoria Day (campus closed)
 May 18 CF last day for registration into May/August classes
 May 19

DATES ARE SUBJECT TO CHANGE

Please check with Registrar's Office for times of registration.

1991

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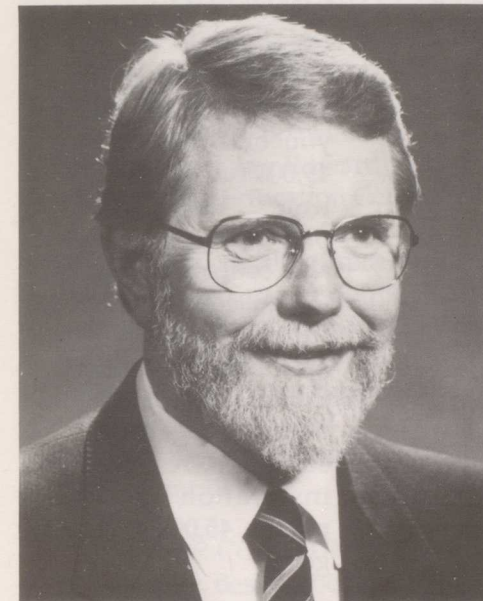
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| December 1992 | | | | | | |
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WELCOME TO VANCOUVER COMMUNITY COLLEGE



With your registration at Vancouver Community College you will have made a decision to approach learning seriously. Much of what you will learn at the College will be presented by your instructors and they will be of great help to you.

Other parts of your College experience are important, too. To mention a few: counsellors will assist you to make decisions about your educational program; librarians will help you to gain the skills to learn on your own and other students with their interests and different backgrounds will enrich your life as you can enrich theirs. Get to know them all.

Vancouver Community College will be interesting, valuable and enjoyable if you take advantage of the opportunities that surround you at the College.

Welcome.

Sincerely,

Ross Carter

Ross Carter
Acting President

MESSAGE FROM THE PRINCIPAL



Welcome to Vancouver Community College!

The day you register here, you become one of the 45,000 full-time and part-time students who participate in programs and courses each year at the college. Through our three campuses King Edward Campus, City Centre and Langara we bring together the education, resources and inspiration needed to pursue 45,000 individual goals.

At King Edward Campus, you have the opportunity to enrol in a variety of programs. We feature Careers, English as a Second Language and Adult Basic Education divisions, with courses that bring together the vocational, practical and academic components of education. Several of the programs offered at King Edward Campus are not found elsewhere in the province. All are avenues to successful and rewarding careers.

As well, King Edward Campus offers specialized training for students with special needs and disabilities, and opens 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 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 and lifelong friendships and memories.

Sincerely yours,

Lawrence Fast

Lawrence Fast
Principal

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 (1925), the Vancouver School Board's Night School Program (1909) and the King Edward Senior Matriculation and Continuing Education Centre (1962).

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

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

A College Council was established as the governing body in December of 1970. Administrative services were provided by the Vancouver School Board until the Spring of 1973, when the College agreed to separate from the Vancouver School Board and established its own Regional Offices which began to function November 18, 1974. In accordance with the provisions of the College and Provincial Institutes Act, Vancouver Community College was designated by Order-in-Council November 24, 1978. This gave the College a corporate life separate from the School Board, permitting the College Board to authorize land holdings, borrowings and other activities attendant to a corporation.

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

VANCOUVER COMMUNITY COLLEGE BOARD

Brandes, Mr. D.
Brocklebank, Mr. R. A. Chairman
Camp, Mr. D. K.
Carvalho, Mr. V. N.
Dilworth, Mr. H. A.
Furlong, Mr. J.
Jamal, Mr. M. M.
Maughan, Mrs. D. D.
Preston, Ms. R.
Smith, Mr. R. T.
Spitz, Mrs. B.

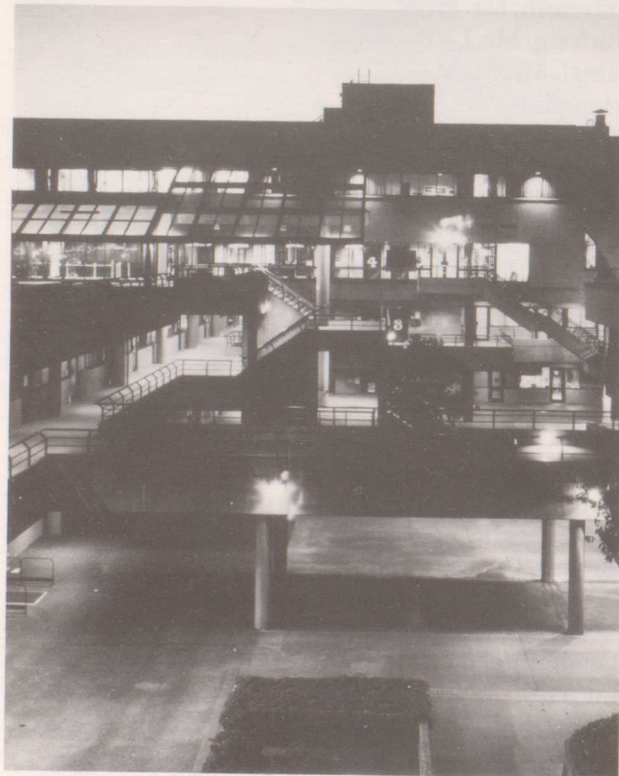
KING EDWARD CAMPUS ADMINISTRATION

| | |
|---------------|---|
| Chui-Chai, D. | Communications Officer |
| Dorn, D. | Chair, ESL Division |
| Fast, L. | Principal |
| Gallagher, P. | Registrar |
| Groves, P. | Vice-Principal of Instruction |
| Joseph, S. | Native Education Coordinator |
| Kelly, K. | Administrative Manager |
| Lewindon, S. | Chair, Career Division |
| Lucas, S. | Executive Assistant, Instruction |
| Nobel, B. | Chair, ABE Division |
| Ottridge, P. | Manager, Admissions |
| Wasney, B. | Director, Financial & Administrative Services |

CAMPUSES

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

KING EDWARD CAMPUS



VCC King Edward Campus, has the longest tradition of post-secondary education in British Columbia. It was named after King Edward VII, the reigning head of state of Great Britain and the Dominion of Canada at the beginning of this century.

King Edward Campus started in 1904 as Vancouver's second high school. It also served as a centre for McGill University and was a forerunner of the University of British Columbia.

Further academic and vocational programs and courses for adults were introduced in the 1920's. By 1962, King Edward Campus was fully committed to Adult Education.

In 1965, King Edward Campus became part of Vancouver City College linking up with the Vancouver School of Art and Vancouver Vocational Institute. In 1970, the Langara Campus which offers two year arts, sciences and career programs joined the College.

The College separated from the Vancouver School Board in 1974 and became Vancouver Community College.

In 1983, the King Edward Campus moved from its original location at 12th and Oak to 1155 East Broadway in the heart of Mount Pleasant.

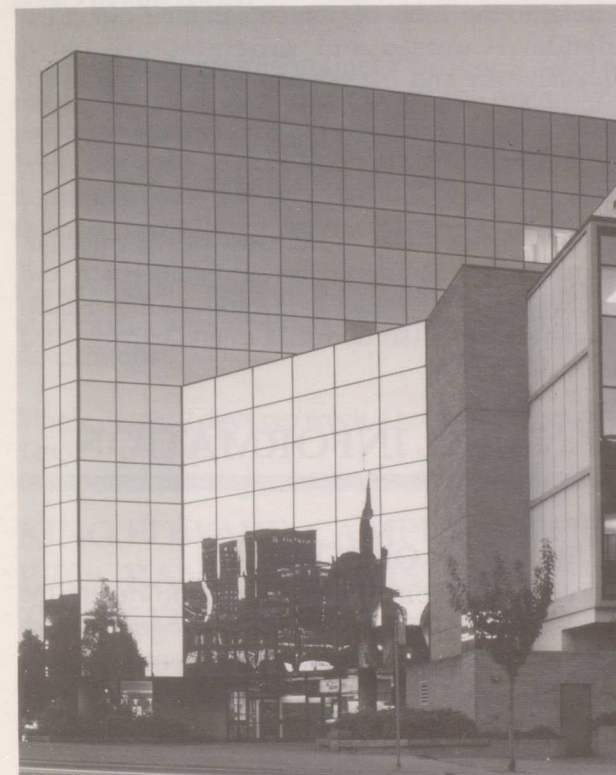
Currently, K.E.C. offers a variety of programs and courses, including the following:

The Adult Basic Education Division offers academic and vocational upgrading and Adult Special Education programs.

KEC has the largest English as a Second Language Program in North America. E.S.L. classes are taught in over 40 locations.

The Career Division consists of a two year university transfer Music Program, a Pharmacy Technical Assistant Program, Institutional Aide, a Department of Sign Language Studies and a Technical Training Centre which offers a Diesel Technician Program and the following programs in Automotive training: Automotive Painting and Refinishing Technician Program, Automotive Technician Program, Automotive Collision Repair Technician Program.

CITY CENTRE CAMPUS



City Centre specializes in the preparation of students to enter or up-grade careers in business, industry and service. Formerly the Vancouver Vocations 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 six-hour, 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.

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 lectures 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 careers 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.

KING EDWARD CAMPUS OPERATION

This campus remains open during normal operating hours unless a specific announcement to the contrary is made. Emergency closures occur only under the most extreme circumstances.

VANCOUVER COMMUNITY COLLEGE OPERATES ON A TWENTY-FOUR HOUR CLOCK

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

King Edward Campus is open Monday through Friday between 8:00 a.m.- 10:00 p.m. The campus will be closed on the following statutory holidays in 1991-92:

| | |
|-------------|------------------|
| September 2 | Labour Day |
| October 14 | Thanksgiving Day |
| November 11 | Remembrance Day |
| December 25 | Christmas Day |
| December 26 | Boxing Day |
| January 1 | New Years Day |
| April 17 | Good Friday |
| April 20 | Easter Monday |
| May 18 | Victoria Day |
| July 1 | Canada Day |
| August 3 | B.C. Day |

In addition the Campus is closed between Christmas and New Year.

HOW TO USE THIS CALENDAR

1) Refer to the Table of Contents in the front of the calendar. Courses and programs are listed alphabetically and the calendar page numbers are indicated;

or

2) Refer to the Index in the back of the calendar. Courses and programs are listed alphabetically and the Division is indicated. Once you know the Division you can turn to that section of the calendar for detailed information.

GENERAL INFORMATION

DEFINITION OF TERMS

The terms 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 King Edward Campus.

Course: A specific subject area component, e.g. Biology, English.

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.

Double Block: 4 days per week, 8 hours per week over 2 month period.

Full time student: KEC defines a full time student as one registered in 20 or more hours per week and a part time student as one registered in less than 20 hours per week. BTSD, VOVl and VOHI require 30 hours per week for full time. 13 credit hours per semester is considered full time for Music students.

Prerequisite: Prerequisite requirements, where applicable, are included in course or program descriptions.

Single Block: 2 days per week, 4 hours per week over 4 month period.

KING EDWARD CAMPUS OFFERS PROGRAMS ADMINISTERED BY THREE DIVISIONS

1) The Adult Basic Education Division (ABE) offers courses to students through the following departments:

Adult Special Education for the Hearing Impaired, Adult Special Education for the Visually Impaired, Basic Education, Basic Employment Skills Training (B.E.S.T.), Basic Training for Skill Development (B.T.S.D.), Basic Training for Skill Development (B.T.S.D.)- Youth Program, College Foundations (Mathematics, Science, Humanities, Business and Computer Studies), General Education Development (G.E.D.) Testing (Grade 12 equivalency), Institutional Aide Program, Native Education Centre.

2) The English as a Second Language Division (ESL) offers programs and courses through the following departments:

ESL College Preparatory English, ESL English Language Skills, ESL Outreach, ESL Vocational.

3) The Career Division offers programs and courses through the following departments:

Music, Pharmacy Technical Assistant, Technical Training, Sign Language Studies, Career (ESL).

GUIDELINES FOR STUDENTS

1) King Edward Campus provides educational opportunities for those who wish to:

- train or retrain for employment;
- upgrade for their present work;
- obtain a community college certificate in Adult Basic Education (ABE) or the Ministry of Advanced Education and Technology Training ABE Provincial Diploma (Adult Grade 12);
- write the General Educational Development (GED) tests;
- complete a Grade 12 program already started;
- upgrade in academic subjects;
- learn English as a second language;
- pursue careers in Technical Training, Music, Health and Community Service and Small Business Development areas.

2) Continuous intake and set term courses and programs are offered throughout the year. Program and course schedules are available through the Registrar's office. Detailed program and course information is also available through the Counselling Centre.

3) Except for returning students in some programs, admission to programs is on a "first-come, first-served" basis for applicants who meet all admission criteria.

4) A student must pay tuition fees, where applicable, or have a letter of sponsorship from a sponsoring agency, at the time of registration.

ADMISSION REQUIREMENTS

1. CITIZENSHIP STATUS

Only Canadian citizens and those who have permanent resident (landed immigrant) status in Canada may register at KEC. The definition of "permanent resident status" accords with the definition of the Canada Employment and Immigration Commission. Evidence of citizenship, or permanent residence may be requested by the

College. Exceptions are considered only if he/she has applied for permanent residency and is designated as such by the Federal Government; is a member, or direct dependent of a member, of the diplomatic corps; or is being considered under the Foreign Domestic Movement Program (F.D.M.).

2. INTERNATIONAL STUDENTS

A limited number of international students may be accepted at the College on a cost recovery basis. Please contact the International Student office at 1155 East Broadway, P.O. Box 24700, Station C, Vancouver, B.C. V5T 4N4.

3. ASSESSMENT AND PLACEMENT

An assessment to determine an appropriate placement level may be required for students who wish to register in Adult Basic Education. This includes courses in Basic Education, Basic Training for Skill Development (B.T.S.D.) and College Foundations.

An assessment of English Language Proficiency is required for students whose first language is NOT English. Assessed results are recognized at the City Centre and Langara Campuses. Please refer to the Assessment Centre section in this calendar for detailed information in testing formats and fees.

4. BASIC QUALIFICATIONS

The basic admission requirements for student who wish to attend K.E.C. are:

- 1) 18 years of age or older or,
- 2) have been out of school for at least 12 months.
- 3) Students over 15 years of age who are not attending school may attend evening classes (after 2:30 p.m.) upon written recommendation by their school principal.
- 4) Students over 15 years may apply for special programs designed for young adults.
- 5) As some programs have specific age requirements, students should check all programs regarding this particular information.

5. ADMISSIONS APPEAL PROCESS

Students who wish to appeal their admissions status should direct their appeal to the office of the Registrar on the 4th Floor of King Edward Campus.

HOW TO REGISTER

The following procedures must be followed in order to register in courses at KEC:

ADULT BASIC EDUCATION

Class Schedules are available from the Registrar's office and Counselling Centre approximately one month before the term begins. Students who are new to King Edward Campus should attend an ABE information session to familiarize themselves with the programs, admission procedures and services available for students. Please contact our Counselling Department for orientation times, 875-8228 or 875-8229. New students obtain an admission package at the information session.

COLLEGE FOUNDATIONS (MATHEMATICS, SCIENCE, HUMANITIES, BUSINESS AND COMPUTER STUDIES)

Appointments for Registration are issued on a first come, first served basis with Continuing Students registering before Returning, Transferring and New Students. Appointment times are assigned approximately 3 weeks before registration. Please go to the Registrar's Office to pick up your appointment slip as explained in the schedule of classes.

BASIC TRAINING FOR SKILL DEVELOPMENT (B.T.S.D.) SELF- PACED COURSES

Classes are ongoing. Students may register and start as soon as space is available. The registration period is one month or more, ending on the last day of the month. Students may increase or decrease hours at the end of the month. Students may withdraw to meet job or family commitments, returning to pick up where they left off when they are ready. Reasonable time limits apply.

College Assessments in Reading, Writing and Mathematics may be required. Previous school records are NOT necessary for B.T.S.D. students.

Note: E.S.L. students wishing to register in any B.T.S.D. English course must have completed English 059 or achieve a score of 127 or higher on the English Language Assessment. E.S.L. students wishing to register in any B.T.S.D. Mathematics or Science courses must be at the Upper Intermediate Level of English or higher.

To register, students must have an interview and obtain a blue "Permission to Register" slip from one of the following:

Barbara Little Office 2112 Phone 875-6111, Local 260
Peter Lear Office 2089 Phone 875-6111, Local 463
Barbara Ash Office 2096 Phone 875-6111, Local 467
Contact 875-6111, Local 472, Office 2112 for an appointment.

BASIC EDUCATION

This is a program for ADULTS wanting to improve reading, writing and mathematics. The program goes to the end of Grade 8. Classes are offered at King Edward Campus, First United Church and Mount Pleasant Neighbourhood House.

To register into this program, please phone 875-6111 Local 473 or come to room 2127 which is on the 2nd floor of King Edward Campus, 1155 East Broadway, Vancouver.

Prospective students must be 18 years of age, or older, and fluent in spoken English. Registration is continuous if space is available. Registration is at the beginning of January, May, July, and September.

BASIC EMPLOYMENT SKILLS TRAINING (B.E.S.T)

This program is available for students wishing to discover their potential and willing to involve themselves in a work-preparation environment in order to make realistic and appropriate career decisions. Students should be over 19 years of age. Level of academic performance is of much less concern than a desire for positive change.

Potential students may be referred through community agencies such as Employment and Immigration Canada and Ministry of Social Services and Housing. Spaces are also available to fee-paying students. Financial assistance may be available through the K.E.C. Financial Aid office, 875-6111, Local 720. To be waitlisted, phone 875-6111, Local 707.

BASIC TRAINING FOR SKILL DEVELOPMENT (BTSD) - YOUTH

To register, students must have an interview and obtain a permission to register slip from the Department Head. There may be a wait list. Contact 875-6111 local 707 or 253-4391 and ask for Russell Porter.

INSTITUTIONAL AIDE

Interested students should telephone 875-6111 Local 446 and put their names on the waitlist. They will be invited to an orientation, after which, they will be able to register into the program.

ADULT SPECIAL EDUCATION FOR THE HEARING IMPAIRED

Please contact Helen Chan at 875-6111 Local 444.

ADULT SPECIAL EDUCATION FOR THE VISUALLY IMPAIRED

Please contact Gwen Masse at 875-6111 Local 421.

ENGLISH LANGUAGE SKILLS AND COLLEGE PREPARATORY ENGLISH

Please obtain an application form from the Registrar's office. Fill out the application and return it to the Registrar's office. Immigration documents are required.

You have now applied for admission to the King Edward Campus of Vancouver Community College.

This is what will happen next:

- 1) A letter will come to your house with information about your English test.

2) Once you have been tested, you will be given another form called INTENT TO REGISTER form to fill in.

The INTENT TO REGISTER form will put your name on the waitlist for English classes.

3) When we have room in our English Language classes we will contact you by phone or by letter to tell you when to register.

PLEASE REMEMBER, if you MOVE or CHANGE your PHONE NUMBER, tell the Registrar's Office at KEC the new address or phone number as soon as you can.

ENGLISH AS A SECOND LANGUAGE: VOCATIONAL

Applicants who wish to be sponsored by the Canadian Government must apply to the Canada Employment Office, 250 West Pender Street. Telephone 666-8222 for an appointment. Those currently receiving unemployment insurance benefits may also be eligible to apply. Seats are also available for fee-paying students.

ENGLISH AS A SECOND LANGUAGE: OUTREACH

Students register on the first day of class with the instructor at the centre they wish to attend.

CAREER

Please refer to the individual program information listed in the Career Division Section of the Calendar.

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 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 to which they are initially admitted. Please see the Admissions Department for further details.

LATE REGISTRATION:

The final date for registration in all Divisions for courses with fixed intake is designated as two weeks after the first day of class. The exception is Double Block Courses in the ABE Division. Registration for Double Block Courses may take place up to one week after the start of class.

SPECIAL NEEDS STUDENTS:

King Edward Campus offers learning opportunities for young people and adults with a wide range of needs. To help make the College more accessible to special needs students, assistance is available to those who meet admission requirements. Applicants are encouraged to contact the Special Needs Counsellor through the Counselling Centre as early as possible in their educational planning. Services which may be available to special needs students include:

- interpreters for the hearing impaired;
- peer tutors and note takers;
- braille and talking textbooks;
- career, educational and personal counselling;
- assistance with registration and admissions procedures;

The campus is wheelchair accessible and provides parking for the disabled. For further information contact the Counselling Department.

SHIFT WORKERS:

Arrangements are made for shift workers to coordinate their class and work schedules whenever possible.

STUDENT IDENTIFICATION CARD:

A student I.D. card is attached to your Registration form. On your first registration you will also be given a plastic pouch for this card. Each time you receive a new Registration form simply replace it in the plastic pouch. This is your student identification card. This card is valid only for the dates shown on it. It must be

presented upon request when material is taken from the Library Resource Centre. It is also helpful identification outside the Campus. For these reasons it should be guarded carefully. Photo I.D. cards are available through the Registrar's office for a fee of \$5.00 each.

FEES

PAYMENT OF FEES

Unless otherwise authorized, TUITION AND OTHER FEES ARE PAYABLE IN FULL AT THE TIME OF REGISTRATION and may be paid with cash, personal cheque, credit card (Visa), Passport to Education, money order, or certified cheque. Students who are not registered may not attend classes.

Fees are due and payable upon registration for students in continuous intake courses such as BTSD and BTSD YOUTH. Ongoing student must pay the next month's fees BEFORE they become due.

Students who are being sponsored by an outside agency must present a letter to that effect from the sponsoring agency before or at the time of registration.

Students who require financial assistance in order to pay tuition fees are strongly advised to contact the Financial Aid Office at least eight (8) weeks prior to the start of their class, program. This will ensure that the required paperwork is completed and approvals received so that fees will be paid on time.

WITHDRAWAL FOR NON-PAYMENT OF FEES, INSUFFICIENT FUNDS CHEQUES AND STOP PAYMENTS

Students who pay for tuition or other fees with insufficient funds cheques or who place a stop payment order on their cheques will be flagged. Any student who is in this category will only be permitted to pay for future enrollments by cash, credit card, money order or certified cheque. Personal cheques will NOT be accepted.

FEE DEPOSITS

Most career programs require a non-refundable deposit at the time of application. Please refer to the current program brochure for details. Deposits are not refunded.

FEE REFUNDS

Non-refundable fees: a \$10.00 non-refundable administrative fee is charged per student withdrawal. Deposits and student advisory fees are also non-refundable.

Refundable fees: a tuition fee schedule is available from the Registrar's office at the beginning of each term. The minimum amount refunded is \$5.00. Refunds to students are only paid by cheque and are issued after a waiting period of two weeks. If tuition fees were paid by cheque, there will be a waiting period of six weeks. Where the refund amount exceeds \$500.00, the cheque will have to be issued by the Bursar's Office.

If your cheques are not honored where drawn, you will be excluded immediately from classes. You will have to pay any fees owing plus an additional \$15.00 fee with cash, money order or certified cheque prior to readmission to your classes. Any fees owing to the College must be paid before you may register at any campus in the future. In following registrations, you will be required to pay your fees with cash, money order or certified cheque. Students who wish to appeal their registration status should direct their appeal to the office of the Registrar on the 4th Floor of King Edward Campus.

FEE RECEIPTS

Official fee receipts are issued once a year in February. They must be retained for income tax purposes. Duplicate receipts are not issued. It is essential therefore, that you keep your fee receipt in a safe place when you receive it.

TUITION

Current fee and refund schedules are available from the Registrar's Office on the 4th floor.

MISCELLANEOUS FEES

| | |
|---|-----------------|
| Certificate, Diploma or Statement of Completion Replacement | \$3.00 |
| Charge for NSF cheque or Stop payment | \$15.00 |
| Course Audit Fee | Regular tuition |
| Course/Registration Status Change Fee | \$4.00 |

Equipment Fees/Book Deposits for certain programs require an equipment fee and/or a book deposit which must be paid at registration

| | |
|-----------------------------------|------------------|
| Grade Appeal | \$5.00 |
| I.D. Replacement (No Photo) | \$1.00 |
| Income Tax Form Replacement | \$3.00 |
| Official Transcript Fee | \$3.00 each |
| Photo I.D. Card | \$5.00 |
| Student Action Council fee | \$2.00 per month |

ADDITIONAL COSTS PER PROGRAM:

Students entering a program 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 registered. 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 Book Store.

SPONSORED STUDENTS

Students receiving funds for training from Employment and Immigration Canada, the Unemployment Insurance Commission, the 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. Students experiencing unusual difficulties with respect to delayed receipt of funds should contact the Financial Aid Office.

SENIOR CITIZEN TUITION FEE EXEMPTION

Exemption from payment of tuition fees is available to senior citizen residents of B.C. who are 65 years of age or over. Automatic admission and tuition fee exemption may not be possible in all courses or programs as some have limited registration or are specifically employment oriented. A fee waiver form signed by the Registrar is required. Senior students are responsible for Student Action Council fees.

NON-CREDIT COURSES

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

VANCOUVER COMMUNITY COLLEGE GRADING SYSTEM

The following is the college wide grading system.

| LETTER | ACHIEVEMENT | EQUIVALENT |
|--------|---|----------------------------|
| A | Distinguished | 4 |
| B | Above Average | 3 |
| C+ | Average | 2.5 |
| C | Average | 2 |
| C- | Average | 1.5 |
| D | Credit granted but insufficient mastery to proceed to the next level | 1 |
| F | Failing Grade | 0 |
| N | Student has ceased to attend class and did not complete course requirements | |
| W | Withdrawal | |
| E | Exempt (credit obtained elsewhere) | |
| R | Audit/Non Credit | |
| # | Grades not available at time of printing | are not included in G.P.A. |
| S | Satisfactory | |
| U | Unsatisfactory | |
| Z | Anecdotal | |
| I | Incomplete - Requires a contract for course completion. A contract that is not fulfilled will be recorded as failure. | |
| X | Duplicate course (most recent grade used in G.P.A.) | |

POLICIES

ACADEMIC RECORD AND OFFICIAL TRANSCRIPTS

The Registrar's Office maintains a permanent record of your courses, credits, and grades.

An official transcript is a copy of a student's permanent record bearing both the signature of the Registrar (or delegate) and the Seal of the college.

You must apply for a transcript in person or in writing. I. D. is required. The fee for transcripts is three dollars (\$3.00) for each copy. When you submit your request by mail, return delivery of the transcript usually requires about one week.

N.B. IF YOU WILL NEED OFFICIAL TRANSCRIPTS AFTER FINAL EXAMINATIONS PLEASE ORDER THEM BEFORE THE END OF TERM.

ADVANCE CREDIT OR TRANSFER CREDIT

Credit may be given on the basis of equivalent courses already completed, or on the basis of work experiences in areas related to the student's program. A student seeking advance or transfer credit is expected to produce the necessary documents, (e.g., transcripts of grades; letters from employers).

To be eligible for any King Edward Campus Certificate or the Provincial Diploma, students must earn at KEC at least 50% of the credit for that credential. For example, a student wishing to receive the Advanced Certificate from KEC must earn at least 50% of the Advanced credit at KEC.

APPROVAL OF COMBINED ENGLISH LANGUAGE SKILLS (ELS), COLLEGE PREPARATORY ENGLISH (CPE) AND ADULT BASIC EDUCATION (ABE) COURSES

Any student taking Upper Intermediate or Advanced Level ELS instruction, and wishing to register for up to two ABE Division Courses in Math and Computer Keyboarding 042 may do so, as set out in this Calendar.

College Preparatory students registered in English 059 or 098/099 or in three CPE single skill courses, may register, without special permission, in two single block or one double block courses in Math, Science, Business and Computer Studies, Economics, Geography, History, B.C. Pacific Studies, Psychology, or Social Science 051 as set out in this Calendar.

CPE Students, taking two single skill courses (e.g. Writing 085 and Reading 086) should take no more than three ABE single block courses or equivalent.

Students should be advised of the challenge of increased academic workload; however, Students are responsible for their course loads.

Exceptions to the above may be granted by the appropriate ESL Department Head and ABE Department Head(s), after recommendation by the Course Planner, if appropriate.

ATTENDANCE

You must attend all classes, lectures, laboratories, workshops and seminars. Irregular attendance may result in your exclusion from classes. Absence for any cause in no way relieves you of the responsibility for completing the work of the course to the satisfaction of the instructor. If you are unavoidably absent because of illness or some other acceptable cause, you are still responsible for class work or assignments missed. If repeated absences are due to illness, you may be asked to submit a medical certificate. When you have not been able to attend class, please discuss your class attendance with each instructor. **A student who fails to attend the first three (3) classes of a course or program may have their seat in given to other student regardless of previous registration.**

AUDITING A COURSE

Students are allowed to audit courses with the permission of the department head. Full fees are required. Audit students may not change to credit status for the courses being audited. A student wishing to change from credit to audit status must request such a change within the first four weeks of classes. The transcript will indicate when a course has been audited.

CONDUCT

Please do not litter or mark walls, elevators, keep washrooms and floors clean. The college will charge anyone who causes damage.

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

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

Show your consideration for the College by treating common property with respect.

Take Pride in Yourself

Take Pride in Your Work

Take Pride in Your Institution

CONFIDENTIALITY OF A STUDENTS RECORD

All official student records are kept in the Registrar's Office. Except for institutional research projects approved by the College, no information on file is divulged to any agency or person other than the student without the student's written permission. Student loan applications and other similar applications have release consent written in the document.

COURSE CHANGES

Students are required to officially change courses and sections. Course change forms are available at the Registrar's Office.

Students may change courses and sections if space is available within the first two weeks of classes. Students in the ABE Division are permitted to transfer to other courses one week beyond this date. All exceptions to this policy must be approved by the Department Head and/or Division Chair.

See also the sections on Late Registration, Auditing and Withdrawals.

NAME/ADDRESS CHANGE

Please report name and address changes in writing to the Registrar's Office without delay. Changes to official College records can be made only after receipt of appropriate documentation and the student's signature. It is the responsibility of all applicants and registered students to report any change in name, address, or telephone number to the Registrar's Office. Failure to do so may result in the cancellation of a student's application and removal of their name from any waitlist.

REPETITION OF COURSES

Registration requirements for specific courses/programs are based on the underlying principle of the potential for success, within the time limits of the specific courses/programs. Normally only one

repetition of a particular level is permitted and only if progress is expected. Students receiving an "N" grade may not re-register in the same course or program without the approval of the Registrar or delegate.

Students who have obtained any combination of two actual Incomplete (I) (i.e. students have failed to complete course requirements according to an agreed-upon extended deadline), Withdrawals (W) or Failures (F) or Unsatisfactories (U) or Non attendance (N) letter grades or students recommend twice to the same course level in a particular course/program must obtain written permission to re-register in that course/program from the appropriate Department Head and Division Chair for the third registration.

STATEMENTS OF GRADES

Grades will not be released without a student's written permission. You must meet all obligations relating to fees, library books or fines, and borrowed equipment before the college will release a Statement of Grades, Transcript, Diploma or Certificate. If you change your name or permanent mailing address, please report the change to the Registrar's Office.

Grade statements are not available for all courses and programs. For example, some English as a Second Language programs issue report cards to students.

WITHDRAWALS

Students must officially withdraw from courses. Withdrawal forms are available through the Registrar's office. Students who stop attending class without withdrawing will receive an "N" grade. Students who officially withdraw from a course or program after the first two weeks will receive a "W" on their transcript. Calculation of grade point averages, where applicable, will exclude such courses. G.P.A.'s will not be affected. Subsequent to the course change period, and up to and including the first instructional day of the last month of the course/program, students may withdraw from that course.

Students who, for any reason, are unable to continue attending classes should arrange to complete the withdrawal procedure. In order to obtain a partial refund of tuition fees paid, students must officially notify the College that they have withdrawn before

the published deadlines. Students who wish to obtain partial tuition refunds must produce fee receipts, or duplicates of them, when withdrawing. Details of deadline dates, amounts of refunds, etc. are available at the time of registration and from the Student Services staff who offer assistance and advice when problems arise. Students who have to leave the area on short notice should have a member of the family or a friend come to the Campus to complete the withdrawal procedure.

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 written tests and practical "hands-on" assignments. In determining the final standing in any subject, the work of the entire course is taken into consideration, including examinations, tests, workshop and laboratory work, essays, and technical reports.

2. To The Faculty:

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

3. To The College:

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

4. To The Community:

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

RESPONSIBILITY TO THE STUDENT

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

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

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

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

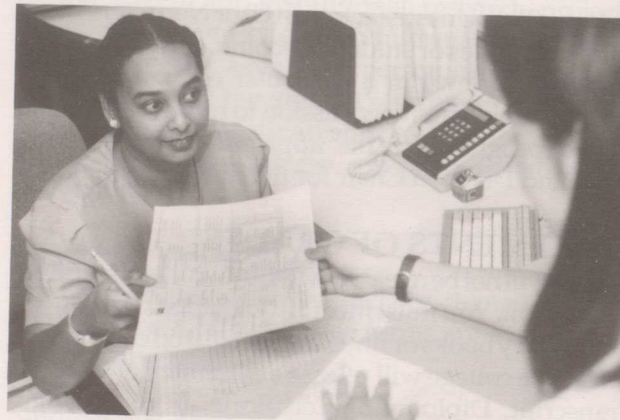
SERVICES FOR STUDENTS

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

ASSESSMENT CENTRE

Office: Room 4031

Telephone: 875-6111, Local 714



ADULT BASIC EDUCATION (ABE) PLACEMENT ASSESSMENT

Assessments in Reading, Writing, Mathematics, Typing and Accounting are available through the Assessment Centre.

A non-refundable fee of \$15.00 (cash or VISA; cheques not accepted) is charged for each ABE assessment (i.e. Mathematics assessment \$15; Reading assessment \$15; Writing assessment \$15). These assessments are not examinations - they are tests designed to help students determine their appropriate placement levels. Assessment results may be used in lieu of school transcripts for admission to courses or programs that have special prerequisites. The assessment results are recognized at the City Centre and Langara campuses and by BCIT.

A Basic Education English assessment is available to students who have completed Grades 7/8 or lower, or who have been identified as needing review in basic English Skills. Appointments are made through the Basic Education Department (telephone 875-6111, Local 473).

READING ASSESSMENT (55 MINUTES)

The Reading assessment determines:

- vocabulary level
- comprehension level

WRITING ASSESSMENT (1 hour)

This multiple choice assessment determines skills in sentence logic, paragraph development, spelling, sentence recognition, grammar, punctuation and mechanics.

MATHEMATICS ASSESSMENT (1 hour)

The Mathematics assessment determines skills in the following:

1. Basic Arithmetic
2. Basic Algebra
3. Intermediate Algebra

TYPING ASSESSMENT (THREE 5-MINUTE TIMINGS)

The Typing assessment determines current typing speed and suitability for entry into career/business programs and keyboarding courses offered at King Edward Campus. The typing assessment consists of three 5-minute timed tests.

ACCOUNTING ASSESSMENT (2 hours)

The Accounting assessment determines the student's ability to:

1. a. complete a worksheet
b. prepare an income statement
c. journalize the closing entries from a trial balance entered in the first two columns of a worksheet.
2. Enter transactions provided on General Journal pages.

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

A.B.E. ASSESSMENTS MAY ONLY BE WRITTEN EVERY FOUR MONTHS.

ENGLISH AS A SECOND LANGUAGE ASSESSMENT

Students whose first language is not English will need an assessment of English language proficiency in order to be placed in English as a Second Language courses at King Edward Campus. The English as a Second Language assessments consist of:

Beginner and Intermediate Placement Test (approximately 1 1/2 hours)

- A non-refundable fee of \$15. (Cash or Visa please - No cheques)
- An appointment is necessary.
- Results are valid for 6 months, (under review).
- Sample questions are available through the Assessment Centre.

ENGLISH LANGUAGE ASSESSMENT (ELA)

The ELA is an advanced placement test that measures English as a Second Language Skills in six areas:

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

The ELA is approximately 3 hours. An individual 15 minute oral interview is given separately.

- A non-refundable fee of \$40, including a \$20 deposit at the time of arranging an appointment.
- An appointment must be made in person only.
- Results are valid for 1 year.
- Sample booklets are available through the Assessment Centre, Admissions, and the Counselling Services.

E.S.L. ASSESSMENTS MAY ONLY BE WRITTEN EVERY SIX MONTHS.

BOOK STORE

The Book Store is open to all students, staff and the general public. It carries text books and classroom supplies. The Book Store offers one of the most extensive collections of English as a Second Language resource materials in North America. T-shirts, greeting cards, postage stamps, photo-finishing, film and

public transit tickets can all be bought at the Book Store. A buy back for used books is arranged by the Book Store at the close of each term.

Located on Level 2, the Book Store is open 8:30 a.m. - 5:00 p.m. Monday, Tuesday and Friday and 8:30 a.m. - 8:00 p.m. Wednesday and Thursday. These hours may vary over the summer months. Call 875-8206.

CAFETERIA

A student cafeteria is located in the northwest corner of Level 2. The cafeteria serves hot meals as well as snacks and has a salad bar and gourmet sandwich bar. It is open between 7:00 a.m. - 9:00 p.m. Monday through Thursday and 7:00 a.m. - 6:30 p.m. on Fridays. Hours are adjusted in July and August. Meal vouchers for needy students are available at the Security Office on Level 2.

CHAPLAINCY

Those seeking advice from the Chaplain may make an appointment at the Counselling Centre, telephone 875-6111, Local 208 or drop in Monday or Thursday afternoons.

A Chaplain is available to all students at King Edward Campus. Bible Studies are held every Thursday from 11:30 a.m. to 12:30 p.m.

COUNSELLING SERVICES



Location: Room 3002 (next to the Glen Drive Entrance)
Hours: Monday - Thursday, 8:30 a.m. - 7:30 p.m.;
Friday 8:30 a.m. - 4:30 p.m.
Telephone: Program information: 875-8228/9
Counselling Reception: 875-8208

The counsellors see registered students by appointment, and also provide a limited "drop-in" service. Prospective Adult Education students should attend an Information Session before meeting with a counsellor. In an emergency situation the Receptionist will arrange for help.

Counselling services are provided on a confidential basis. Among the many services provided are:

- educational counselling
- career/vocational counselling
- personal/social counselling
- crisis counselling
- stress management
- test and mathematics anxiety intervention
- instruction in life skills areas
- services for disabled students
- services for International students

WORKSHOPS

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

INFORMATION SESSIONS (FOR PROSPECTIVE ABE STUDENTS)

These sessions are held twice weekly to orient prospective students to King Edward Campus' ABE programs and to answer questions on such topics as completing an Adult Basic Education program, course selection, registration procedures, assessments, selecting and scheduling courses, and writing the G.E.D. exams.

COUNSELLING RESOURCE CENTRE:

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

- Canadian college and university calendars and admission guides
- Vancouver Community College program brochures and curriculum guides; admission information; and course and fee schedules.
- directories of post-secondary education
- video and audio tapes on programs and careers
- Continuing Education flyers
- General Education Development (G.E.D.) application forms and information
- apprenticeship and employment training information
- video and audio tapes and written publications on careers and occupations
- job search material
- community services information
- financial aid application forms and information

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

DAYCARE

The McGregor Child Care Centre, located on Glen Drive directly north of the campus building, offers daycare to 12 children under 3 years of age and 25 children over 3 years of age. The centre, staffed by preschool teachers is available for children of students, employees of the college and members of the community. Call 879-3123.

FINANCIAL AID

Location: Room 4029

Hours:

Monday-Thursday 11:00 a.m. - 4:00 p.m.

Wednesday 5:00 p.m. - 7:00 p.m.

Telephone: 875-6111, Local 720 or 368

Students requiring financial assistance should make appropriate plans through the Financial Aid Office prior to registration. Information and applications for financial aid are available in the Financial Aid Office and Counselling Career Centre. Students requiring additional information or advice, should contact the Financial Aid Office.

THE MAIN SOURCES OF FINANCIAL AID ARE:

1. B.C. STUDENT ASSISTANCE PROGRAM (BCSAP):

If funds are needed by the first day of classes, application must be submitted ten weeks in advance.

PROGRAMS ELIGIBLE FOR B.C.S.A.P.

ASSISTANCE INCLUDE:

Adult Basic Education (Advanced & Provincial Levels)
B.T.S.D. (Advanced & Provincial Levels)
Automotive Collision Repair Technician
Automotive Technician
Auto Painting & Refinishing
English as a Second Language College Preparatory English (098 and 099)
Diesel Technician
Institutional Aide
Music
Pharmacy Technical Assistant
Sign Language Communicator

Students with demonstrable financial need will receive financial assistance through a combination of programs. Financial need is assessed by a single application process.

The B.C.S.A.P. includes the British Columbia Student Loan program and the Canada Student Loan program plus Equalization and Supplemental Funds as follows:

STUDENT LOANS:

EQUALIZATION FUND:

Eligible students can also receive non-repayable Equalization Funds. These Equalization Funds will be available during their first and second year of post-secondary study for expenses above and beyond their basic education costs. This assistance is also available to some college-based Adult Basic Education Students.

SUPPLEMENTAL FUND:

Students registered in Adult Basic Education at the Grade 11 and 12 level may be eligible for additional non-repayable Supplemental Funds.

BCSAP provides financial assistance to help with tuition, books and living expenses of FULL-TIME students in specific programs, who satisfy residence and other requirements. Completed application forms should be returned to the Financial Aid Office.

2. ADULT BASIC EDUCATION STUDENT ASSISTANCE PROGRAM (A.B.E.S.A.P.):

If funds are needed for registration, applications are available one month in advance.

PROGRAMS ELIGIBLE FOR ABESAP ASSISTANCE ARE:

Adult Special Education for the Hearing Impaired
Adult Special Education for the Visually Impaired
Basic Training for Skill Development (BTSD)
Intermediate and Part Time Advanced
Basic Training for Skill Development Youth
Basic Employment Skills Training (BEST)
Basic Education
College Foundations (to Grade 10 equivalency)
English as a Second Language College Preparatory
English 059
English as a Second Language English Language Skills
English as a Second Language Vocational (fee payers only)
English as a Second Language Outreach Centres

ABESAP is a provincially funded program established to provide non-repayable grants to needy students. These grants are directed to the cost of tuition fees only. Applications are available one month before registration.

3. BURSARIES

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

4. SCHOLARSHIPS

Scholarships are awards given to students on the basis of academic achievement or outstanding progress in a course of study. Scholarships are awarded to students upon the recommendation of faculty (no application is required).

The Vancouver Community College Alumni Association award was established to recognize the many contributions that students make to the College. It is awarded twice annually to students who have shown leadership or outstanding effort in working to improve academic or extracurricular campus life.

The following is a list of donors who have generously given to the King Edward Campus Bursary and Scholarship Fund:

B.C. Telephone Co. Ltd.
Bruce and Alexander Andison Memorial Fund
Credit Union Foundation of B.C.
Diane Thompson Memorial Scholarship
Doug Brown Memorial Trust Fund
Elizabeth McLeod Award
Finning Tractor Co. Ltd.
Focus Building Services
Fred Holmes' Memorial Award
Howard/Yano Architects
Italian Cultural Centre
King Edward Campus Book Store
King Edward Campus Music Fund
King Edward Campus Student Advisory Committee
Overseas Chinese Voice Foundation
Ron Fussell Memorial
Shoppers Drug Mart
Simons Foundation
Stanley Pharmaceuticals Ltd.
Vocational Instructors' Association
VCC Alumni Association
VCC Educational Foundation

Should students have questions after having read the calendar, they are advised to make an appointment with the Financial Aid Office at 875-6111, Local 720 or 368.

HEALTH SERVICES

Location: Room 3007 (next to Counselling Services)
Hours: 9:00 a.m. - 4:00 p.m. Monday through Friday
also, one evening clinic per week
Telephone: 875-8209, 875-6111, Local 209
875-6111, Local 209

Staff:
Community Health Nurse
Physician
Psychologist
Psychiatrist

The nurse sees people on a 'drop-in' basis or by appointment. An appointment is required in order to see the physician, psychologist or psychiatrist. You may book your appointment with the nurse. Students in emergency situations are seen immediately.

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

counselling for stress, anxiety and depression
vision and blood pressure testing
pregnancy tests
VD tests and treatment
nutrition and weight control counselling
birth control methods
health information in various languages for E.S.L. students
sick room

INDIVIDUALIZED EDUCATION PROGRAM FOR ADULTS (I.E.P.A.)

Program Office: Room 3060
Telephone: 875-6111, Local 508/509

This student services program offers a diagnostic learning assessment and subsequent specialized individual tutoring program to students with learning disabilities.

Students remain in their regular classroom and attend the I.E.P.A. only for a diagnostic assessment, a post-assessment session and specialized tutoring sessions. Students who desire more information on this student

service program should contact a counsellor when they enrol, or their classroom instructor after they are enrolled.

Students who have previously been diagnosed as having learning disabilities (in an assessment) should contact the Special Needs Counsellor when they arrive at the campus for the first time.

INTRODUCTION TO COLLEGE STUDIES: BECOMING A MASTER STUDENT

The purpose of this course is to provide an opportunity for you to learn and adopt methods which promote your success in college. We recognize that adults returning to college studies face a major lifestyle change and that success at college depends more upon employing effective strategies that upon having fundamental ability and motivation. This course is designed for adults who wish to improve their studies and command of personal and college resources. The course serves as an introduction to more extensive academic skills courses.

THE LEARNING CENTRE

Location: Room 3053 (English/Humanities)
Room 3054 (Math/Science)

Hours:
Monday-Thursday 9:00 a.m. - 7:00 p.m.
Friday 9:00 a.m. - 5:00 p.m.
Telephone: 875-6111, local 504

The Learning Centre is a student learning support service for students registered in courses and programs at the King Edward Campus. It provides students with daily assistance with their studies and is staffed by five well-qualified and experienced tutors;

Mathematics/Science: Gordon Wong, Tom McDiarmid
English/Humanities: Lee Henderson, Karen Jane Hills, Michael Daniel

In addition, Mathematics instructors from College Foundations provide additional tutoring throughout the week.

The Learning Centre operates on a drop-in basis and is open year round. Between 20 and 250 students are tutored daily for short periods of time. Services include:

one on one tutoring
specialized small group workshops
English conversation practice groups
audio tapes and listening carrels
study areas
access to up-to-date course materials
makeup test services
course-related worksheets in English, Math, Physics, Chemistry, and Biology

Plans are currently underway to move the Student Microcomputer Lab to the Learning Centre.

LIBRARY



Location: Enter at Level 2 in the southeast corner of the campus.

Hours:

September to April:

Monday to Wednesday 8:30 a.m. - 9:30 p.m.

Thursday 10:30 a.m. - 9:30 p.m.

Friday 10:30 a.m. - 4:30 p.m.

May - August: subject to change, so please call ahead

Telephone: 875-6111, Local 205

Night number: 875-8205

The King Edward Campus Library extends free borrowing privileges to all Vancouver Community College students and employees. Similar access and

borrowing privileges are available to King Edward Campus students and staff at the Langara Campus and at City Centre Campus Libraries.

The collection consists of over 50,000 books and audio-visual items and includes support materials on all subjects taught at King Edward Campus together with basic recreational items. Friendly librarians and staff are available at all times at the Information and Circulation Desks to assist students.

The library has an efficient inter-library loan system that retrieves materials from other colleges and universities. In addition, Braille and taped materials for the visually impaired can be ordered from the campus system as well as from other institutions throughout North America.

Special student services include:

1. SPECIALIZED MATERIALS:

This unique collection consists of a wide variety of English as a Second Language books and audio-cassettes and is renowned in British Columbia. The collection also offers a large number of items for Adult Basic Education students including modern literacy readers and current non-fiction in our Reading Lounge. Numerous items are also available for Career Division students in programs such as Music, Automotive, and Diesel Mechanics.

2. MEDIA COLLECTION:

The Library's large and growing media collection consists of films and over 1,000 contemporary videos on subjects that cover science and health topics, all aspects of history, current events, drama, and fiction, language and study skills, music and other areas. Equipment is available to view films and videos, slides, and other media formats.

3. MICROCOMPUTER LABORATORY:

A computer lab containing IBM compatible and Apple equipment is maintained in the library area for student practice. The available software, which is for use in the library only, includes programs for word processing, typing and keyboard skills, language, mathematics, database management and spreadsheets.

4. TYPING ROOM:

The library maintains a small typing room with IBM electrics for student use.

LOST AND FOUND

The campus Lost and Found is located in the Security Office on Level 2, Room 2035.

PARKING

A student and visitor parking lot is located just north of East 7th Avenue. There are 400 free parking spots on a first come basis. Street parking in the area is restricted. Staff parking is clearly marked and is closest to the campus building. Student cars parked in staff parking will be towed away. Four parking spaces for the handicapped are found near the Library at the southeast corner of the campus. An elevator is available nearby.

PHOTOCOPIER

A photocopy machine is available in the Library on Level 2. The charge is 10 cents per copy.

STUDENT ACTION COUNCIL

The Student Action Council promotes and supports student activities. The committee is chaired by a faculty or staff member and has student representatives from major program areas at KEC. The committee also recommends to the campus administration how student activity fees should be spent.

STUDENT ADVOCATE PROGRAM

This program provides intensive training for students in interpersonal communication, helping and community referral skills so that they may become Student Advocates. Student Advocates help other students by providing such services as orientation to King Edward Campus, interpretation, personal support, assistance with financial aid forms and accompaniment to government/community agencies. Interested students may apply in November.

Training takes place from January to March each year. For more information, contact the Counselling Department.

STUDENT NEWSPAPER

There are two student newspapers at Vancouver Community College. The Gleaner, a cooperative newspaper, is located at the Langara Campus but welcomes input from all students. The Voice, is published by students in the Journalism program at Langara Campus. Both papers offer articles and information of interest to students and are free of charge.

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 VCC Alumni Association. Our role is to develop and maintain a "friendship" network for the benefit of graduates, current students and the College itself.

As well as keeping you in touch with fellow alumni and instructors, an alumni network can help support your career development. Perhaps most importantly,

it can help raise the profile of the College and its programs in the community and build an increased sense of pride in VCC.

The Alumni Association organizes annual career fairs on VCC campuses bringing community employers together with students and alumni to explore career options and available opportunities.

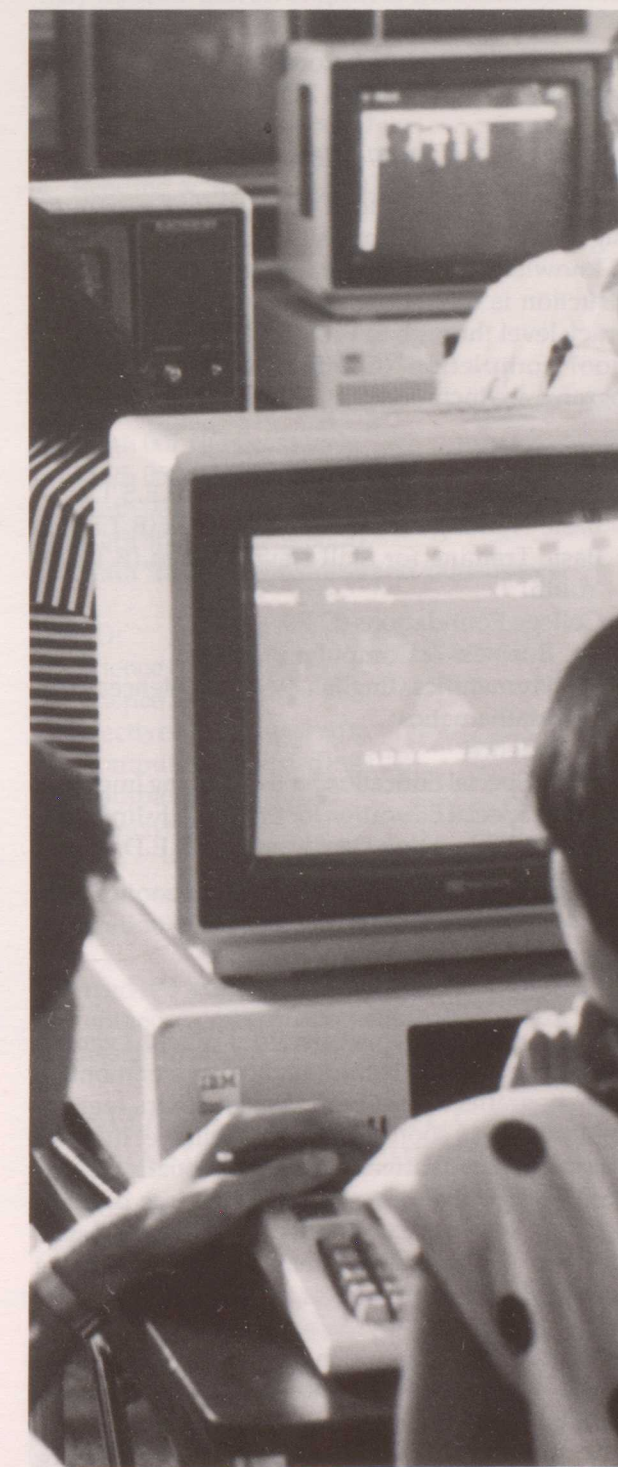
As a student, you can benefit directly from the alumni network through the bursaries and scholarships made available from our fundraising activities.

To demonstrate that you are still important to the College even after you leave, services such as library access and continuing education courses are available at discounted rates to members of the VCC Alumni Association.

As a community college, VCC needs to maintain strong links with the community it serves. VCC 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.

ADULT BASIC EDUCATION DIVISION



ADULT BASIC EDUCATION DIVISION

Division Chair: B. Nobel, Room 4053
Telephone: 875-6111, Local 724

PROGRAM INFORMATION:

The Adult Basic Education Division offers programs designed for adults who wish to upgrade their skills and knowledge for credit or for personal fulfilment. Instruction is offered from the Fundamental basic literacy level through to Provincial adult secondary school completion (Grade 12). The following programs are included:

1. Basic Education
2. Basic Employment Skills Training (B.E.S.T.)
3. Basic Training for Skill Development (B.T.S.D.)
4. Basic Training for Skill Development (B.T.S.D. Youth)
5. College Foundations (C.F.)
 - Business & Computer Studies
 - Humanities (English & Social Sciences)
 - Mathematics
 - Science
6. Adult Special Education for the Hearing Impaired
7. Adult Special Education for the Visually Impaired
8. General Education Development (G.E.D.)
9. Institutional Aide
 - ABE
 - ESL
10. Native Education Centre

Most of these programs operate day and evening throughout the year, including the summer months. Some programs are semester based, others register new students as soon as space is available. In some areas instruction is offered on an individualized, self-paced basis. Attendance may be full-time or part-time. Shift workers can usually set up timetables to meet their needs. Students may register in more than one of these programs at a time.

Credit courses are offered in four levels as set out by the B.C. Ministry of Advanced Education and Job Training. All community colleges in B.C. offer Adult Basic Education according to the following framework:

Students registered in English as a Second Language courses who intend to take ABE courses should contact the Counselling Resource Centre.

ADULT BASIC EDUCATION FUNDAMENTAL LEVEL: INSTITUTIONAL CERTIFICATE

- Mathematics
- English including reading, writing, spelling, oral communications, study skills.

ADULT BASIC EDUCATION INTERMEDIATE LEVEL: INSTITUTIONAL CERTIFICATE

- Mathematics
- English including reading, composition, oral communications, study skills.
- Science
- Social Science

ADULT BASIC EDUCATION ADVANCED LEVEL: INSTITUTIONAL CERTIFICATE

- Algebraic Mathematics or Business and Consumer Mathematics or Accounting
- English
- Science
- One other course

ADULT BASIC EDUCATION PROVINCIAL LEVEL: PROVINCIAL DIPLOMA

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

- English with a literature component
- 3 subjects at the Provincial Level
- Mathematics at the Advanced Level (prerequisite)

CERTIFICATE ELIGIBILITY:

To be eligible for any King Edward Campus Certificate or the Provincial Diploma, students must earn at least 50% of the credit for that credential at KEC. For

example, a student wishing to receive the Advanced Certificate from KEC must earn at least 50% of the Advanced credit at KEC.

To obtain an ABE Certificate or Diploma, Basic Training for Skill Development (BTSD) and College Foundations students must apply to the Student Records office at least two weeks prior to completion.

Students registered previously in adult secondary or senior secondary programs at another institution, who still need one or more subjects to complete their programs, may register in the equivalent courses at the King Edward Campus and be given credit by the former institution upon successful completion. Students should receive confirmation from their high school that courses will be accepted for transfer credit.

Students wishing to obtain credit for a secondary school graduation certificate must write the Provincial Examination if the courses taken are examinable, in order to get this credit.

Students who intend to enter another college or a university on completion of the Adult Basic Education Provincial Program should determine specific requirements of that institution and plan their programs accordingly.

ADULT BASIC EDUCATION CERTIFICATE AND PROVINCIAL DIPLOMA PROGRAM REQUIREMENTS

A student is eligible for a Certificate or Diploma when one of the following programs is completed:

- A. Adult Basic Education Fundamental (Certificate)
- B. Adult Basic Education Intermediate (Certificate)
- C. Adult Basic Education Advanced (Certificate)
- D. Adult Basic Education Provincial (Diploma)

A. ADULT BASIC EDUCATION FUNDAMENTAL CERTIFICATE

English 031
Mathematics 031

B. ADULT BASIC EDUCATION INTERMEDIATE CERTIFICATE

Complete 4 options, one from each list (an assessment may indicate that an English or Mathematics review course is required.)

List A:

1. English 041 (if necessary)
English 051
Reading & Study Skills 077 (if necessary)
2. English 441/551*

List B:

1. Social Science 051
2. Social Science 551*

List C:

1. Math 007 (if necessary)
Math 050 (if necessary)
Math 051 (Algebra)
2. Math 550/551* (Algebra)
3. Math 552/553* (Business and Consumer)

List D:

1. Science 051
2. Science 551*
Electives (not required):
Computer Keyboarding 042
Computer Studies 043
French 051

Exceptions to the above may be granted at the discretion of the Department Head.

Starred (*) courses are self-paced. Courses with combined numbers offer equivalent credit to two semester courses.

C. ADULT BASIC EDUCATION ADVANCED CERTIFICATE

Prerequisite: ABE Intermediate Level or Grade 10 or equivalent.

These programs offer preparation for admission to selected technical, career or academic programs. Choose one option from each list:

List A:

1. English 061
English 071
2. English 661/771*

List B:

1. Math 061
Math 071 (Algebra)
2. Math 061*
Math 071* (Algebra)
3. Math 662/772* (Business & Consumer)
4. Accounting 062
Accounting 072
5. Accounting 062*
Accounting 072*

List C:

1. Biology 061
Biology 071
2. Chemistry 061
Chemistry 071
3. Physics 061
Physics 071
4. Physics 661/771*
5. General Science 661/771*

List D:

1. Accounting 062
Accounting 072
2. Accounting 062*
Accounting 072*
3. Basic Music Theory 003
4. Biology 061
Biology 071
5. Reading and Study Skills 097
Writing Skills 097
6. Chemistry 061
Chemistry 071
7. Computer Studies 063
Computer Studies 073
8. Computer Keyboarding 062
Computer Keyboarding 072
9. French 061
French 071
10. General Science 661/771*
11. Math 061
Math 071
12. Math 061*
Math 071*

13. Math 662/772*
14. B.C./Pacific Studies 061
B.C./Pacific Studies 071
15. Physics 061
Physics 071
16. Physics 661/771*
17. Psychology 061
Psychology 071

Starred (*) courses are self paced.

D. ADULT BASIC EDUCATION PROVINCIAL DIPLOMA

Prerequisite: English at the Advanced Level or equivalent, or a Reading and Writing assessment. Must have completed Mathematics at the Advanced Level or equivalent. These are minimum requirements-some post-secondary programs require completion of additional Advanced Level courses.

These programs offer preparation for admission to selected technical, career or academic programs.

Some Provincial Level courses have Advanced Level prerequisites.

A. Complete the English requirement from the following options:

OPTION 1:

Canadian Viewpoints 081 and Canadian Viewpoints 091

OPTION 2:

English 081/091*

OPTION 3:

English 096

OPTION 4:

English 098 and English 099 (English as a Second Language)

B. Select three of the following from 1 to 13:

1. Applied Accounting 082
2. Biology 083
Biology 093
3. Chemistry 083
Chemistry 093
4. Computer Science 083
Computer Science 093
5. Data Processing 083
Data Processing 093
6. Economics 094
Economics 095
7. Literature 083
Literature 093
8. Finance 092
Law 092
9. Geography 094 and either
Geography 095 or
Geography 098
10. History 095 and either
History 094 or
History 098
11. Law 082
Law 092
12. Mathematics 083
Mathematics 093
13. Mathematics 083*
Mathematics 093*
14. Mathematics 096
Mathematics 097
15. Physics 083
Physics 093

Starred (*) courses are self-paced.

ADULT BASIC EDUCATION COURSE LISTINGS

At King Edward Campus, students may choose between semester based classroom instruction and individualized, self-paced learning.

| Fundamental Level (to grade 8 equivalency) | English 031 Math 031 or Math Skills 007 | |
|---|--|--|
| | SEMESTER BASED CLASSROOM INSTRUCTION (COLLEGE FOUNDATIONS) | INDIVIDUALIZED SELF-PACED LEARNING (BTSD) |
| Intermediate Level (Grades 9 & 10) | Computer Keyboarding 042 Computer Studies 043 English 041 & 051 French 051 Math 050 & 051 Reading & Study Skills 077 Science 051 Social Science 051 Spelling 000 | English 441/551 Math 550/551 (Algebra) Math 552/553 (Business & Consumer) Math Skills 005 Reading & Study Skills 447 Writing Skills 557 Science 551 Science Skills 005 Social Science 551 Spelling 667 |

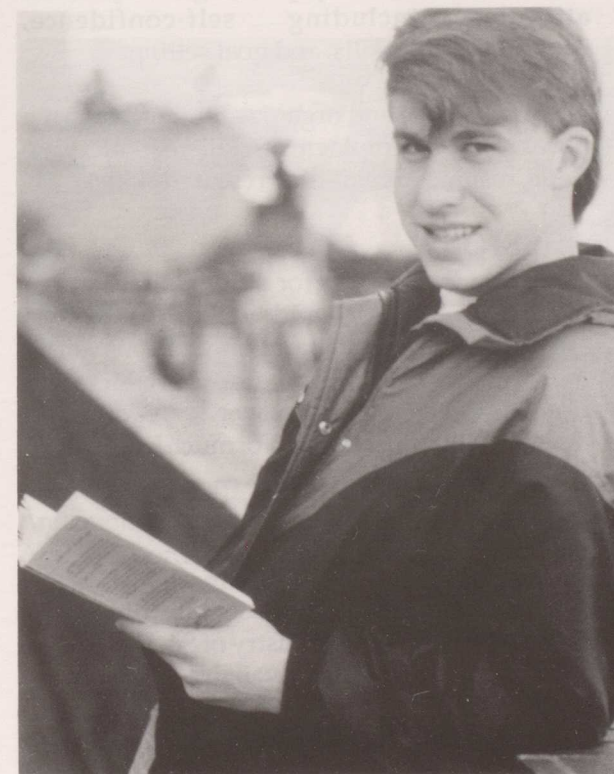
| | SEMESTER BASED CLASSROOM INSTRUCTION (COLLEGE FOUNDATIONS) | INDIVIDUALIZED SELF-PACED LEARNING (BTSD) |
|-------------------------------------|--|--|
| Advanced Level Grade 11** | Accounting 062 & 072 Basic Music Theory 003 Biology 061 & 071 B.C. Pacific Studies 061 & 071 Chemistry 061 & 071 Computer Keyboarding 062 & 072 Computer Studies 063 & 073 English 061 & 071 French 061 & 071 Math 061 & 071 Physics 061 & 071 Psychology 061 & 071 Reading & Study Skills 097 Writing Skills 097 | Accounting 062 & 072* English 661/771 Math 061 & 071 (Algebra) Math 662/772 (Business & Consumer) Math Skills 006 Physics 661/771 General Science 661/771 Reading & Study Skills 777 Science Skills 006 Writing Skills 777 |

**Note: Under certain circumstances, some advanced courses are recognized for grade 12 credit.

| | SEMESTER BASED CLASSROOM INSTRUCTION (COLLEGE FOUNDATIONS) | INDIVIDUALIZED SELF-PACED LEARNING (BTSD) |
|-------------------------------------|--|--|
| Provincial Level Grade 12 | Applied Accounting 082 Biology 083 & 093 Canadian Viewpoints 081 & 091 Chemistry 083 & 093 Computer Science 083 & 093 Data Processing 083 & 093 Economics 094 & 095 Literature 083 & 093 English 096 Finance 092 Geography 094 & 095 or 098 History 094 & 095 or 098 Law 082 & 092 Math 083 & 093 Math 096 & 097 Physics 083 & 093 Word Processing 082 | English 081/091 Math Skills 008 Math 083 & 093 Reading & Study Skills 997 Writing Skills 997 |

BASIC EDUCATION DEPARTMENT

Department Head Office: Room 2127
Telephone: 875-6111, Local 473/475



Instructional Staff:

Gellard, S.
Gould, L.
Hallet, V.
Harris, J.
Kolsteren, I.
MacKenzie, E.
Maglaque, P.
Merkel, R.
Richards, G.
Richardson, D.
Rider, L.
Stewart, L.
Sutton, A.
Vuch, D. Program Assistant
Waddington, M., Department Head

Adult Basic Education Fundamental Certificate Program

Purpose:

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

Course Description:

ENGLISH 031

Reading and writing classes from beginners to the grade 8 level. The Bridge Class is one of the reading and writing classes. It is for students who do not speak English as their first language.

MATHEMATICS 031

Classes from a beginning level of arithmetic to a grade 8 level. Adults can learn or review whole numbers, decimals, fractions, percent, word problems.

INSTRUCTIONAL METHODS:

Students work in small classes with other adults at the same skill level. They work at their own speed with help from instructors.

Day Classes - Monday to Thursday

English - 15 hours per week

Mathematics - 5 hours per week

Evening Classes - Monday to Thursday

English - 5 hours per week

Mathematics - 5 hours per week

There are also Basic Education classes at:

First United Church

320 East Hastings Street, Telephone 681-8365

English and Mathematics - 10 hours per week

Mt. Pleasant Neighbourhood House

535 East Broadway, Telephone 879-8208

English and Mathematics - 5 hours per week

Adult Basic Education Fundamental Certificate

Students get a Fundamental Certificate when they complete English 031 and Mathematics 031.

ADMISSION AND REGISTRATION

Students must be 18 years of age or older. They must be able to understand and speak English.

Students may register until classes fill up. Classes begin in January, May, July and September.

ASSESSMENTS:

An Instructor interviews each new student. Then the instructor asks the student to do some reading and writing.

This helps the instructor decide what class is best for the student.

If you want to make an appointment for an interview or more information, please phone the Basic Education Department
875-6111 local 473
OR Counselling 875-8228/9

BASIC EMPLOYMENT SKILLS TRAINING (B.E.S.T.)

Coordinator's Office: Room 2085
Telephone: 875-6111, Local 450

Instructional Staff:
Buck, D., Coordinator
Stiver, A.
Herd, P.

The B.E.S.T. Program is an individualized, re-entry Adult Basic Education program designed to assist participants in assessing and upgrading basic skills and knowledge to a point where the student is ready for suitable employment or for entry to further training programs.

PROGRAM DESCRIPTION:

The objectives of the program are:

- To assess the student's personality strengths, weaknesses, skills, interests and goals and to develop a realistic and appropriate career plan.

- To assess the student's learning potential and to assist the student in upgrading Math and English skills in preparation for entrance to chosen career programs or opportunities.
- To assess and develop positive life skills and attitudes including self-confidence, communication skills, and goal setting.
- To help prepare and organize the student in the development of employment skills (e.g. interview skills, resume preparation, research skills).

ADMISSION:

This program is available for students wishing to discover their potential and willing to involve themselves in a work-preparation environment in order to make realistic and appropriate career decisions. Students should be over 19 years of age. Level of academic functioning is of much less concern than a desire for positive change.

REGISTRATION:

Potential students may be referred through community agencies such as Employment Immigration Canada and Ministry of Social Services and Housing. Spaces are also available to fee-paying students. Financial assistance may be available through the K.E.C. Financial Aid office, 875-6111, Local 720. To be waitlisted, phone 875-6111, Local 707.

PROGRAM DATES:

This 12 week program will be offered:

- September 9 - November 29, 1991
- January 6 - March 27, 1992
- April 6 - June 26, 1992

A certificate of completion is awarded.

B.T.S.D. - BASIC TRAINING FOR SKILL DEVELOPMENT

Department Head Office: Room 2112
Telephone: 875-6111, Local 260, 463, 467, 472 or 875-8260 (day or night)



Instructional Staff:
Anderson, T.
Ash, B., Coordinator
Bowie, A.
Herd, P.
Johal, B.
Lear, P., Coordinator
Little, B., Department Head
Nelson, M.
Potter, C.
Potter, J.
Rapson, L.
Stiver, A.
Taylor, P.
Wang, M.
Yip, P.

Adult Basic Education Intermediate, Advanced and Provincial Courses:

Basic Training for Skill Development provides flexible opportunities for students to upgrade skills and knowledge or to earn credit in English, Mathematics, Science and Social Science at the Intermediate, Advanced and Provincial levels (9-12). Students attend B.T.S.D. in order to:

- earn specific course credit either separately or toward the Intermediate, Advanced Certificates or the Provincial Diploma
- prepare for the GED
- master a specific skill or topic
- gain the prerequisites for entrance to academic/technical/career courses at college and institutes
- meet job or union requirements
- prepare for the police entry exam, Language Proficiency Index (LPI) and other exams
- upgrade to meet the requirements of such VCC courses as pharmacy technical assistant, mechanical trades, licensed practical nurse, etc.

B.T.S.D. offers a combination of individualized and group instruction on a self-paced basis to full or part-time students. This means that students work at their own speed and have access to individualized instruction, workshops, seminars, field trips and group discussions.

Learners are assessed and individual programs are designed on the basis of entry skill level, personal or career goal and time available for learning. When appropriate, student assignments are chosen with a consideration for career goals.

Admission:

Students should be 18 years of age or older, or out of the public school system for at least one year. College assessments in Reading, Writing and Mathematics may be required. Previous school records are not necessary. An interview with the Department Head or a Co-ordinator is required prior to registration in order to plan the program which best meets student's educational goals.

Note: E.S.L. students wishing to register in any B.T.S.D. English course must have completed English 059 or achieve a score of 127 or higher on the English Language Assessment.

E.S.L. students wishing to register in any B.T.S.D. Mathematics or Science course must be at the Upper Intermediate Level of English or higher.

Registration:

Registration in the Basic Training for Skill Development program is ongoing as space becomes available. Students start when they are ready. They may increase hours anytime or decrease hours at the end of the month. Students may withdraw to meet job or family commitments, then return when they are ready and pick up where they left off.

Fees and Additional Costs:

Fees for Basic Training for Skill Development are included in the current fee schedule. Part-time fees are pro-rated. Sponsorship may be available to eligible students, (Ministry of Social Services and Housing, Employment and Immigration Canada, Bands and Tribal Councils). Students requiring financial assistance should check with Financial Aid (875-6111, Local 720).

Books and Supplies:

Some textbooks and instructional materials are provided.

Student should check with their instructors before purchasing textbooks.

Hours:

Instruction is available throughout the year, availability of seats and hours may change during July and August.

Monday through Thursday 9:00 a.m. - 3:30 p.m.

Friday 9:00 a.m. - 2:30 p.m.

Tuesday through Thursday 6:00 p.m. - 9:00 p.m.

Students register for a minimum of one month in one of the following categories
up to 12 hours per week
up to 18 hours per week
up to 24 hours per week
up to 30 hours per week (full time)

Opportunities exist for flexible scheduling to accommodate the needs of shift workers and those with other commitments.

It should be noted that certain B.T.S.D. Advanced Level courses as well as the B.T.S.D. Advanced Certificate (formerly B.T.S.D. 4) are recognized as the

Grade 12 requirement for VCC City Centre and many B.C.I.T. courses, as well as by business, industry, unions and others.

B.T.S.D. ENGLISH AND SOCIAL SCIENCES

Coordinator's Office: Room 2096
Telephone: 875-6111, Local 467

ENGLISH 441/551 (English 10)

This Intermediate Level Course provides individualized instruction in reading and study skills, spelling and vocabulary, grammar and usage, organization of news stories, descriptive, narrative and expository paragraph writing, summary and letter writing, the writing of short compositions, job applications skills and oral communication. This course prepares students for English 661/771 or any Advanced Level or Grade 11 English course.

Prerequisite: College Assessment in Reading and Writing or successful completion of Fundamental English.

ENGLISH 661/771 (English 11)

This Advanced Level course focuses on the process of writing. Students develop their writing skills through planning and writing compositions of varying length and mode. Included are paragraphs, essays, reports, and business communications. Reading and study skills, spelling and grammar are provided as required. Critical analysis and editorial skills are developed by combining reading and writing. This course prepares students for entry into English 081/091 or any Provincial Level or Grade 12 English course.

Prerequisite: College Assessment in Reading and Writing or successful completion of English 441/551 or other Intermediate English course.

ENGLISH 081/091 (English 12)

This course offers Provincial Level English on a flexible, individualized, self-paced basis. Instruction and practice are offered in reading comprehension, vocabulary, study skills and library research. Writing skills include grammar, composition, editing, research papers, critical analysis. The literature component is developed through analysis of song, poetry, movies and the novel. This course prepares students for written work in post secondary courses.

Prerequisite: College Assessment in Reading and Writing or successful completion of English 661/771 or other Advanced English course.

READING AND STUDY SKILLS 447

Working in groups and individually with an instructor, students follow their own programs based on assessed needs and future goals. Topics covered may include comprehension (main ideas and inferences), vocabulary, textbooks and memory. Students learn to adjust their reading speed to suit their purpose. Using topical materials students learn to write clear comments about the material they have read. Because this course emphasizes active participation in the reading process, students have ample opportunity to practice and apply techniques that will be useful in future reading and studying tasks. This Intermediate Level course may be taken separately or as part of English 441/551 and is based on the individual student's skill level and personal or career goal. Students work at their own speed.

Prerequisite: Score of 30 or above on the College Reading assessment or Coordinator approval.

READING AND STUDY SKILLS 777

Working in groups and individually with an instructor, students follow their own program based on assessed needs and future goals. Topics covered include those in Reading 447 as well as more intensive work on methods of previewing in order to identify the writer's main points. A variety of techniques help students recognize organization and development of ideas. Students learn how to summarize and outline. Because this course emphasizes active participation in the reading process, students have ample

opportunity to practice and apply strategies useful in future reading and study tasks. This Advanced Level course may be taken separately or as part of English 661/771.

Prerequisite: Score of 50 or above on College Assessment in Reading or Coordinator approval.

READING AND STUDY SKILLS 997

This Provincial Level course helps the student become more efficient at college level reading and study tasks. Using a diagnostic-prescriptive approach, students identify problem areas in reading and develop techniques and strategies to master these areas. Topics include technical reading, library research and literary analysis based on poetry, movies and the novel. This course offers a sound preparation for further academic study. It may be taken separately or as part of English 081/091.

Prerequisite: Score of 60 or above on College Reading Assessment or Coordinator approval.

SPELLING 667

This is a practical spelling program designed to allow students to work at their own pace on particular spelling problems. It makes use of a phonics and sentence context approach to spelling and emphasizes useful spelling rules. Supplementary workshops cover syllables, consonants and vowels. This course may be taken separately or as part of either English 441/551 or English 661/771.

Prerequisite: The desire to become a better speller.

SOCIAL SCIENCE 551 (Social Studies 10)

This Intermediate Level course provides an introduction to some of the basic concepts and methods of the Social Sciences. The curriculum promotes an analytical and critical approach to these topics: Multiculturalism, Canadian Government, Law and Citizenship, Economics and People and Canadian History. This course prepares students for further courses in the Social Sciences.

Prerequisite: English 441/551 or equivalent or College Assessment in Reading & Writing.

WRITING SKILLS 557

This Intermediate Level course helps the student write clearly and correctly. It starts with the basics of grammar and punctuation and leads to the development of skills such as sentence structuring and paragraph writing. Course content is based on the individual's skill level and personal or career goal. Students work at their own speed. This course may be taken separately or as a part of English 441/551.

Prerequisite: Score of 28 or above on the College Writing Assessment or Coordinator approval.

WRITING SKILLS 777

This Advanced Level course helps students learn and apply the basic principles of the writing process (brainstorming, organizing, writing and revising). It focuses on individualized instruction and practice in writing paragraphs, summaries and short expository and argumentative essays. The course also includes exercises on sentence structure and the principles of composition. The curriculum evolves from the assessed and personal needs of the student. Students work at their own speed. This course may be taken separately or as part of English 661/771.

Prerequisite: Score of 38 or above on the College Writing Assessment or Coordinator approval.

WRITING SKILLS 997

This Provincial Level course helps students prepare to meet college and university writing requirements. Using a self-paced, individualized approach, students polish their composition skills. These include writing essays and research reports as well as proofreading and editing. This course may be taken separately or as part of English 081/091.

Prerequisite: Score of 48 or above on the College Writing Assessment or Coordinator approval.

B.T.S.D: MATHEMATICS AND SCIENCE

Coordinator's Office: Room 2089
Telephone: 875-6111, Local 463

MATHEMATICS 550/551

(Academic Mathematics 10)

This Intermediate Level algebraic mathematics course covers basic arithmetic operations, the metric system of measurement, geometry, and a good introduction to Algebra. The Algebra section includes: definitions of words and symbols used in Algebra, signed number rules and practice, evaluation of variable expressions, exponents, equations, and problem solving. This course prepares students for entry into Math 061 and 071 (Algebra), or any course or program requiring a Grade 10 Mathematics.

Prerequisite: College Assessment in Basic Arithmetic or successful completion of a Fundamental Level Mathematics course.

MATHEMATICS 552/553 (BUSINESS AND CONSUMER)

(General Mathematics 10)

This Intermediate Level Non-algebraic Mathematics course includes basic arithmetic operations, the metric system, geometry and a very basic introduction to Algebra. This course is for those students who do not want much Algebra but who need a good Grade 10 Math equivalent. This course prepares students for entry into Math 662/772 (Business and Consumer).

Prerequisite: College Assessment in Basic Arithmetic or successful completion of a Fundamental Level Mathematics course.

MATHEMATICS 061

(Algebra 11, first half)

Mathematics 061 is one half of ABE Advanced Level Algebraic Mathematics. Topics covered include real numbers and their properties, exponents, scientific notation, multiplying, dividing and factoring polynomials, solving fractional expressions, equations and problem solving.

Prerequisite: Mathematics 051 or Mathematics 550/551, Mathematics 10 or equivalent, or a successful College Assessment.

MATHEMATICS 071

(Algebra 11, second half)

Mathematics 071 is one half of ABE Advanced Level Algebraic Mathematics. The course includes the following topics: rational and irrational numbers, exponents, powers and roots, linear equations and systems, quadratic equations and functions, the Pythagorean and distance formulae, an introduction to trigonometry, graphing linear and quadratic functions, inequalities and graphs, absolute value equations, inequalities, problem solving and variation.

Prerequisite: Mathematics 061 or equivalent, or a successful College Assessment.

MATHEMATICS 662/772 (BUSINESS AND CONSUMER)

(General Mathematics 11)

This Advanced Level course continues from the basis developed in Math 552/553 (Business and Consumer Math) and provides a solid background of knowledge and skills in practical applications of the Mathematics used in business and industry. It includes an arithmetic review, simple interest, pricing, banking, home ownership, insurance, stocks, payroll, discounts, foreign exchange, taxes, depreciation, compound interest, annuities, and bonds. This course prepares students for entry into other programs that require a general Mathematics 11.

Prerequisite: Intermediate Mathematics (either Business and Consumer or Algebra) or College Assessment.

MATHEMATICS 083

(Algebra 12, first half)

This course is one half of the A.B.E. Provincial Level Mathematics. It provides students with the advanced algebra skills necessary for entry to post-secondary academic, technical or vocational programs. Topics covered include: review of basic concepts of Algebra, equations and applied problems, complex numbers, relations, functions and transformations, linear and quadratic functions and inequalities, polynomial functions, exponential and logarithmic functions.

Prerequisite: Mathematics 071, Algebra 11 or equivalent, or College Assessment.

MATHEMATICS 093

(Algebra 12, second half)

This course is one half of A.B.E. Provincial Level Mathematics. It provides to prepare students with the trigonometry and algebra skills necessary for entry to post-secondary academic, technical or vocational programs. Topics covered include: basic principles of trigonometry, trigonometric problems involving identities, graphs of trigonometric functions, sine and cosine laws, circular functions and their inverses, vectors, complex numbers, systems of equations and inequalities, second degree equations and their graphs, sequences and series, and an introduction to calculus.

Prerequisite: Mathematics 083 or equivalent, or College Assessment.

MATHEMATICS SKILLS 005

(Academic Mathematics 10 topics)

This skills course offers a selection of Intermediate Level Math topics chosen to suit individual student needs. The topics to be studied are determined by the student's own goals and/or diagnosed areas of weakness in consultation with a BTSD Student Advisor. This skills course is designed for brush-up or remedial work in arithmetic, geometry and/or introductory algebra at the grade 10 level. For details of the topics available please read the listing for Mathematics 550/551 in this section.

Prerequisite: Mathematics 031, Mathematics 9, or successful College Assessment.

MATHEMATICS SKILLS 006

(Algebra 11 topics)

This skills course offers a selection of Advanced Level Math topics chosen to suit individual student needs. The topics to be studied are determined by the student's own goals and/or diagnosed areas of weakness in consultation with a BTSD Student Advisor. This skills course is designed for brush-up or remedial work in algebra at the grade 11 level. For details of the topics available please read the listing for Mathematics 061 and 071 in this section.

Prerequisite: Mathematics 051, or 550/551, or Algebra 10, or successful College Assessment.

MATHEMATICS SKILLS 008 (Algebra 12 topics)

This skills course offers a selection of Provincial Level Math topics chosen to suit individual student needs. The topics to be studied are determined by the student's own goals and/or diagnosed areas of weakness in consultation with a BTSD Student Advisor. This skills course is designed for brush-up or remedial work in algebra at the grade 12 level. For details of the topics available please read the listing for Mathematics 083 and 093 in this section.

Prerequisite: Mathematics 071, Algebra 11, or successful College Assessment.

SCIENCE 550/551 (Science 10)

This Intermediate Level course gives the student a good general introduction to the sciences. There are units in nutrition, human biology, ecology, drugs, physics and chemistry. There are also field trips, films, seminars, and other assignments. All topics relate to everyday experience and are chosen to help students understand themselves and the world around them. This course prepares students for entry into Advanced Level Science.

Prerequisite: Fundamental Level English or equivalent.

GENERAL SCIENCE 661/771 (Science 11)

This Advanced Level course builds on the knowledge and skills developed in Science 551. It consists of two units each of Biology, Chemistry, and Physics with three additional units of the student's choice taken from a carefully designed selection of 20 topics. These include child development, the cell, ecology, genetics, evolution, first aid, environmental chemistry, energy, simple machines, and many more interesting topics. There are also videos, seminars, labs, assignments and five film reports.

Prerequisite: Science 550/551 or equivalent.

PHYSICS 661/771 (Physics 11)

This is a mathematically based introductory Physics course at the Advanced Level. The course consists of 16 units, 8 of which are compulsory and 4 others are a matter of choice. The compulsory units include vectors, velocity/acceleration, laws of motion, gravitation, work/power/energy, heat, electricity (static and current), electrical equivalent of heat, and electromagnetism. Topics include wave mechanics, sound waves, light waves, mechanics of liquids, mechanics of gases, relativity, nuclear physics and introductory basic electronics. A minimum of 4 labs must be completed. This course prepares students for Provincial Level Physics courses and gives the knowledge and skills necessary for entry into any course requiring a Physics 11 equivalent.

Prerequisite: Science 550/551 or equivalent. Math 061 (Algebraic) must be taken concurrently.

SCIENCE SKILLS 005 (Science 10 topics)

This skills course offers a selection of Intermediate Level Science topics chosen to suit individual student needs. The topics to be studied are determined by the student's own goal and/or diagnosed areas of weakness in consultation with a BTSD Student Advisor. This skills course is designed for brush-up or remedial work in Science at the grade 10 level. For details of the topics available please read the listing for Science 550/551 in this section.

Prerequisite: Fundamental English or equivalent.

SCIENCE SKILLS 006 (Science 11 topics)

This skills course offers a selection of Advanced Level Science topics chosen to suit individual student needs. The topics to be studied are determined by the student's own goals and/or diagnosed areas of weakness in consultation with a BTSD Student Advisor. This skill course is designed for brush-up or remedial work in Science at the grade 11 level. For

details of the topics available please read the listing for General Science 661/771 and Physics 661/771 in this section.

Prerequisite: ABE Intermediate Science or equivalent.

General Education Development (G.E.D.) Preparation:

Basic Training for Skill Development (BTSD) Offices:
Room 2112, 2089, 2096

Telephone: 875-6111 Local 260, 463, 467, 472 or 875-8260 day or evening.

The Basic Training for Skill Development program offers an individualized and self-paced program to prepare students for GED as well as other exams requiring Grades 9 - 12 equivalency skills and knowledge. Individual programs are designed on the basis of assessment and diagnostic tests. Instruction is available during BTSD Department hours.

Prerequisite: College Assessment in Reading, Writing and Mathematics.

Personalized Upgrading Programs:

B.T.S.D. Offices: Room 2112, 2089, 2096

Telephone: 875-6111, Local 260, 463, 467 or 875-8260 day or evening.

Many students who wish to upgrade their skills and knowledge do not require full credit courses. These students may wish to increase their competency in a topic or skill to gain confidence, to prepare for a specific job or task, to improve job performance, to meet the entrance requirements of a course, to review skills or to meet a personal goal. BTSD Instructors will design flexible, personalized upgrading programs to meet these needs.

BASIC TRAINING FOR SKILL DEVELOPMENT: B.T.S.D. YOUTH

Coordinator's Office: Britannia Community Centre
Telephone: 253-4391, Local 34

Instructional Staff:
Porter, R., Coordinator
Adams, K.

The B.T.S.D. Youth Program is equivalent to the B.T.S.D. Intermediate program, offering a Grade 10 equivalency for youth in an informal off-campus setting. The program prepares students for:

- the ABE Advanced level
- entry into a career program
- re-entry into the educational system
- employment

Program Description:

B.T.S.D. Youth offers individualized and self-paced instruction in English, Mathematics, Science and Social Science in a learning environment that is structured to the needs of young adults. It stresses basic life skills, job search techniques and academic skills.

Admission:

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

Registration:

Potential students may be referred through community agencies working with youth. Students may be eligible for sponsorship by the Ministry of Social Services and Housing or for financial aid through the King Edward Campus Financial Aid office (875-6111, Local 720). Spaces are also available for fee-paying students. The program operates from September through June with intake as space becomes available.

Location:

Britannia Community Centre
1661 Napier Street
Telephone: 253-4391, Local 34

Fees and Additional Costs:

Fees are included in the current fee schedule.

Most textbooks and instructional materials are provided.

For additional information contact the Counselling Resource Centre at King Edward Campus, telephone 875-8228/29 or phone 253-4391 and ask for Russell Porter.

COLLEGE FOUNDATIONS

Program Description:

This program is offered through 4 departments:

- Business and Computer Studies
- Humanities (English & Social Sciences)
- Mathematics
- Science

Courses are offered at the Intermediate, Advanced and Provincial levels for students wishing to earn credit or complete academic prerequisites leading to:

- secondary school completion
- the Provincial Diploma
- a College Certificate
- entrance to a technical institution, college or university
- re-entry into the educational system
- improved job prospects

College Foundation courses are offered in classroom settings on a semester basis.

Assessments and Documentation:

Students are expected to produce transcripts of their previous academic records before receiving their student numbers. Those whose documents are unavailable will be directed to take the appropriate assessments. It is important to realize that the assessments are NOT examinations in the conventional sense. They are used to assist in making recommendations regarding course level placement. For details concerning assessments required please see the individual course descriptions.

Instruction and Course Load:

Five courses is a normal study load. Permission to register in six or more must be obtained in writing from the Division Chairman prior to registration.

Note: ESL Students taking Upper Intermediate or Advanced Level ELS instruction, and wishing to register for up to two ABE Division Courses in Math and Computer Keyboarding, may do so as set out in the Policy Section of the Calendar.

College Preparatory students registered in English 059 or 098/099 or in three CPE single skill courses, may register without permission, in two single block courses or one double block course in Math, Science, Business and Computer Studies or Humanities. Students registering in one or two CPE single skills courses may take up to three single block courses or equivalent in Math, Science, Business and Computer Studies or Humanities.

Requests for section changes must be made at the Registrar's Office. Placement in a section after the close of registration is at the discretion of the appropriate Department Head and the Division Chair.

Instruction in most courses is based on a four-month term, with classes either in the day or in the evening. Each course requires attendance for five hours a week. Some courses are offered intensively for two months at 10 hours per week, particularly in the summer semester, May to August. Please check the semester schedule.

Each term of course work is complete in itself. A letter grade is earned for each course successfully completed. The final grades earned by students are based on assignments, test scores during the term, and final examinations. Regular attendance is essential. Arrangements can be made with instructors for shift workers to alternate between day and evening classes.

Books and Supplies:

Students are responsible for obtaining their own textbooks and supplies. These are obtainable through the King Edward Campus Book Store, Room 2028. Students should check with their instructors before purchasing textbooks.

Term Work:

Term essays, tests, projects and reports assigned to students during the term account for over 50 percent of the final grade. For success in any course or program at King Edward Campus students must keep up-to-date in all assignments and class work. Students are encouraged to make use of the Learning Centre for extra help. The Learning Centre schedule is posted near the doors to Rooms 3053 and 3054.

Examinations:

In order to receive course credit, each student is required to write the final examination for each course taken. Students write their final examinations during their last class sessions.

Note: Final responsibility for choice of program or courses rests with the student.

COLLEGE FOUNDATIONS - BUSINESS & COMPUTER STUDIES



Department Head Office: Room 2131-C
Telephone: 875-6111, Local 573

Instructional Staff:

Behnke, W.
Fornelli, F.
Hughes, J.
Jameson, M.M.
Malo, L.
Marshall, J.
McElroy, A.
Mar, K.
Tolsma, C., Department Head

The Business & Computer Studies Department offers courses in Accounting, Computer Keyboarding, Computer Studies, Computer Science, Finance, Law, and Word Processing. Not all courses listed are offered each term.

Self-paced programs for Accounting 062 and Accounting 072 are available for students wishing to complete the Advanced Level or Accounting 11 equivalency within a more flexible time frame.

Assessments:

A student who has taken an introductory course in accounting or typing and who wishes to register in an Intermediate or Advanced Accounting or Keyboarding course must take an assessment before registering.

Course Description:

ACCOUNTING 062

(Accounting 11, half course)

Accounting 062 includes analysis of transaction, double-entry accounting, formal journalizing and posting, preparation of financial statements, and subsidiary ledger accounting.

Prerequisite: Completion of or current enrollment in English 051, English 059 or English 441/551

ACCOUNTING 072

(Accounting 11, half course)

Accounting 072 includes the five-journal system, the one-write system, cash and banking activities, payroll accounting, adjustments to financial statements, the synoptic journal, and completion of the accounting cycle.

Prerequisite: Accounting 062

APPLIED ACCOUNTING 082

(Accounting 12, full course)

Applied Accounting 082 is a computerized accounting course which enables students to use industry-standard computer software and systems to analyze and solve accounting problems to produce and present accounting reports.

Prerequisite: Accounting 062. May be taken before, after, or at the same time as Accounting 072

COMPUTER KEYBOARDING 042

(Typing 9)

An introductory keyboarding (typing) course which will provide students with skills and techniques necessary to keyboard by touch. Proofreading, editing, and correcting techniques are included, as well as composition at the keyboard.

Prerequisite: Completion of or current enrollment in English 031, ESL Upper Intermediate, or Department Head approval.

COMPUTER KEYBOARDING 062

(Typing 11, half course)

Computer Keyboarding 062 is a beginning course in touch keyboarding covering alphabetic, numeric, and symbol keys. This course includes an introduction to word processing. A keyboarding speed of at least 25 words per minute must be attained before a student may proceed to Computer Keyboarding 072. Computer Keyboarding 062 is highly recommended for students intending to register for Computer Studies, Computer Science, and Applied Accounting courses.

Prerequisite: Completion of or enrollment in English 041, English 441/551 or ESL Lower Advanced.

COMPUTER KEYBOARDING 072

(Typing 11, half course)

Computer Keyboarding 072 is an intermediate course in touch keyboarding. The student learns basic word processing concepts (editing, revising, and printing text) and how to format academic documents: essays, research reports, lab reports, and information arranged in tables.

Prerequisite: Completion or current enrollment in English 051, English 441/551, or English 059 AND Computer Keyboarding 062 or a typing assessment (minimum 25 words per minute).

COMPUTER STUDIES 043

Computer Studies 043 is an introductory course for students with no previous microcomputer experience. It includes hands-on training with the DOS operating system, word processing, spreadsheets, and databases.

Prerequisite: Completion of or current enrollment in English 031, or equivalent, E.S.L. Upper Intermediate. Computer Keyboarding 042 is recommended.

COMPUTER STUDIES 063

(Computer Studies 11, half course)

Computer Studies 063 is an introductory computer literacy course designed to provide the student with an orientation to the computer (how it developed, how it functions, what it can do, and what its limitations are). The topics covered include how to operate a microcomputer, a practical introduction to business and personal uses (word processing, electronic spreadsheets, and databases), the internal working of a computer, data storage devices, input and output devices, and the transmission of data between computers.

Prerequisite: Completion of current enrollment in English 051, English 441/551 or English 059. An ability in touch-typing is highly recommended (refer to Computer Keyboarding 062). Computer Studies 063 and 073 may be taken concurrently or in sequence.

COMPUTER STUDIES 073

(Computer Studies 11, half course)

Computer Studies 073 is an introductory course in computer programming. The course emphasizes a clear definition of the problem, an orderly set of steps for solution, and a structured approach to programming. The topics covered include the programming cycle, problem solving techniques, BASIC language statements and commands, loops and subroutines, documentation and data file management.

Prerequisite: Completion of or current enrollment in English 041, English 441/551 or ESL Lower Advanced. Mathematics 051 or 550/551 is mandatory, and 061/071 is recommended. An ability in touch-typing is highly recommended (refer to Computer Keyboarding 062). Computer Studies 073 and 063 may be taken concurrently or in sequence.

COMPUTER SCIENCE 083

(Computer Science 12, half course)

Computer Science 083 is a second course in computer programming. It introduces the student to the Pascal programming language by first reviewing those structures already covered in the Computer Studies 073 level (in BASIC), and then by proceeding to more complicated Pascal data structures not available in BASIC. Although programming syntax and structures will be used throughout the course, a greater emphasis will be placed on the systematic approach to problem-solving. Students will be expected to show evidence of detailed and extensive planning prior to actual coding. They will also be expected to test their programs thoroughly and provide complete documentation on the programs they produce.

Prerequisite: Computer Studies 073. No previous experience in Pascal programming language is assumed.

COMPUTER SCIENCE 093

(Computer Science 12, half course)

Computer Science 093 is an advanced course in Pascal computer programming. Topics include recursion functions and procedures, pointers, and linked lists. Students are assigned individual projects requiring a systematic approach to problem-solving.

Prerequisite: Computer Science 083

DATA PROCESSING 083

(Data Processing 12, half course)

This is an introductory course in data processing and problem solving using industry-standard data base and spreadsheet programs. Emphasis is on clear problem definition and systematic use of programs features. Topics include common financial, statistical, and logical functions; basic graphing; file management; data types; and relational data bases.

Prerequisite: Computer Studies 063 or equivalent. Data Processing 083 and 093 may be taken concurrently or in sequence.

DATA PROCESSING 093

(Data Processing 12, half course)

Data Processing 093 is an advanced course in word processing and page layout. Emphasis is on the production of reports typical of modern business. Topics include basic principles of report design; use of charts and graphics; importing and exporting text and other files; and advanced editing and formatting techniques.

Prerequisite: Computer Studies 063 or equivalent. Computer Keyboarding 072 is recommended. Data Processing 083 and 093 may be taken concurrently or in sequence.

FINANCE 092

(Consumer Education 12, half course)

Finance 092 is a course in personal money management or how to be an "intelligent" consumer. Topics include an introduction to the Canadian economy, the nature and function of business, budgeting, the money and banking systems, comparison shopping, credit, savings and investment.

Prerequisite: Completion of or current enrollment in English 051, English 441/551 or English 059. Finance 092, Law 082 and Law 092 may be taken concurrently or in sequence.

LAW 082

(Law 12, half course)

Law 082 is an introduction to Canadian law as it affects citizens in their everyday lives. Topics include the origins of our legal system, the Constitution and the Charter of Rights and Freedoms, the structure and function of the courts, the criminal law, and the tort (or civil) law.

Prerequisite: Completion of or current enrollment in English 051, English 441/551 or English 059. Law 082, 092 and Finance 092 may be taken concurrently or in sequence.

LAW 092

(Law 12, half course OR Consumer Education 12, half course)

Law 092 is an introduction to Canadian law with particular emphasis on consumer issues. Topics include contracts, property law (owning and renting), family labour law, and income tax law.

Prerequisite: Completion of or current enrollment in English 051, English 441/551 or English 059. Law 092, 082 and Finance 092 may be taken concurrently or in sequence.

WORD PROCESSING 082

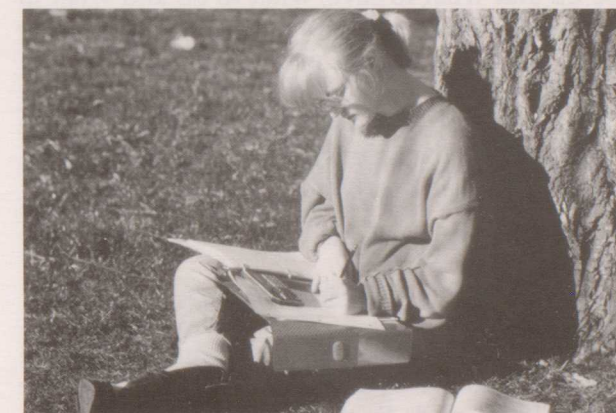
(Office Procedures 12, half course)

Word Processing 082 introduces the student to basic word processing terminology and concepts and the use of professional word processing software. Emphasis is on producing documents used in business offices: business letters, memoranda, reports, and tables. A keyboarding speed of at least 45 words per minute must be attained to pass the course.

Prerequisite: Completion of or current enrollment in English 051, English 441/551 or English 059 AND Computer Keyboarding 072 or a typing assessment (minimum 35 words per minute).

COLLEGE FOUNDATIONS - HUMANITIES (ENGLISH & SOCIAL SCIENCES)

Department Head Office: Room 3230
Telephone: 875-6111, Local 570



Instructional Staff:

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Behnke, W.W.
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Meyer, R.H.
Rike, J.
Shaw, G.

The Humanities Department offers many courses that teach and improve reading, writing, speaking and thinking skills. The emphasis is on preparation for entry into college and technical programmes. Courses offered are Economics, English, French, Geography, History, Literature, Psychology, Reading and Study Skills, Social Science, Spelling and Writing Skills, British Columbia/Pacific Studies.

ECONOMICS

Every individual and every society exists in an "economic" world, a world in which people cannot have everything they want. Each person, business and society must choose between one thing or another: what is wanted more than something else; what to use up and what to save; what to do and what to make; and what to trade for what. Economics is the study of how people of every society organize a system by which to produce and distribute goods and services desired. These two courses offer students the added benefit of participating in state-of-the-art, computer-assisted learning.

ECONOMICS 094

(Economics 12, half course)

Economics 094 helps the student to understand the major economic systems in the world today: Capitalism and Socialism. Topics include: contemporary microeconomic principles and their application to the Canadian economy; a brief history of the market economy and the socialist alternative; supply and demand; determination of prices; the role of competition, monopoly, and oligopoly; corporate concentration in Canada; the influence of socialist theories; government intervention in the market.

Prerequisite: English 051 or equivalent, or an assessment. Economics 094 and 095 may be taken concurrently or in sequence.

ECONOMICS 095

(Economics 12, half course)

Macroeconomics in the Canadian Economy

Economics 095 helps the student understand contemporary economics ideas and principles and their application to the Canadian economy. The student will learn how the price of goods and services are determined in our market economy and what causes those prices to rise and fall. Other major topics include unemployment, production, income, inflation, and government involvement in the economy. This course will enable the student to have a better understanding of the major economics issues facing Canada today.

Prerequisite: English 051 or equivalent, or a successful assessment. Economics 094 and 095 may be taken concurrently or in sequence.

ENGLISH

ENGLISH 041 AND 051

(English 9 and 10)

English 041 and 051 help improve and develop communication skills in speech, in reading and in writing. Topics covered include practice in speaking, reading aloud, reading silently, writing sentences, paragraphs and short essays. Students read, consider and discuss short stories, plays, newspapers, novels and short non-fiction articles.

Prerequisite: English 031, Fundamental English, or equivalent, or an assessment.

ENGLISH 061 AND 071

(Grade 11 Level)

English 061 and 071 help prepare the student for Canadian Viewpoints 081 and 091. They are primarily composition courses in which the student progresses from writing paragraphs to planning and writing essays. The student develops critical reading and editorial skills by combining writing tasks with reading and discussing poetry, short stories, novels and plays.

English 061 concentrates on grammar, punctuation, paragraphs and short essays.

English 071 concentrates on essays, including the research essay.

Prerequisite: The prerequisite for English 061 is English 051, Reading and Study Skills 077, Intermediate English, or equivalent, or an assessment.

ENGLISH 096

(English 12)

English 096 provides credit for English 12. Course content includes work on Language Skills, Reading Comprehension, Poetry, Prose, Drama, the Novel, and Composition.

Prerequisite:

- Previous successful completion of Social Studies 11.
- Previous successful completion of English 11.

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

CANADIAN VIEWPOINTS 081 AND 091

(English 12 and Social Studies 11)

Canadian Viewpoints 081 and 091 introduce students to their unique national heritage as well as to strengthen their communication skills. Canadian Viewpoints 081 provides a general introduction to the field of Canadian studies. CV 081 also provides an introduction to highlights of Canadian history up to the Twentieth Century and to Canadian literature in the form of the short story and drama. Canadian Viewpoints 091 builds on the basis of content and skills; studies include highlights of Twentieth Century history, contemporary social and political issues, and the Canadian novel. Both courses stress student participation in the form of class discussions, group activities and individual presentations.

Prerequisite: English 071, Advanced English, or equivalent, or an assessment.

LITERATURE 083 AND 093

(Literature 12)

Literature 083 and 093 allow the student to read and appreciate some of the greatest writers in the English language such as Chaucer, Shakespeare, Milton and many others. The student acquires skills that will help to analyze poetry, develop an appreciation of the theatre by reading plays and seeing them performed, and discover why literature, written many years ago, is so widely read and enjoyed today. These courses cover the literature chronologically.

Literature 083 covers major figures of English literature from Anglo-saxon times (700 A.D.) to the pre-Romantic period (1800 A.D.).

Literature 093 covers major figures of English literature from the Romantic period (1800 A.D.) to today.

Prerequisite: English 071, Advanced English, or equivalent, or an assessment. Literature 083 and 093 may be taken concurrently or in sequence.

READING AND STUDY SKILLS 077

Reading and Study Skills 077 is an individualized course designed to help the student whose reading ability is weak. Also, the student practices and develops the skills necessary for efficient reading and studying. Lecture time is limited: most of the five hours per week are spent working in the laboratory.

Prerequisite: Students with a score of 59 or lower on the K.E.C. Reading Assessment must take Reading and Study Skills 077.

READING AND STUDY SKILLS 097

Reading and Study Skills 097 helps the student who can read reasonably well to become efficient in all reading and study areas. The student learns a variety of methods in dealing with printed material, as well as some basic skills in reading/writing work. Attention is given to speed.

Prerequisite: Reading and Study Skills 077 or a score of 60 or higher on the Reading Assessment. Note: Students do not have to take both Reading and Study Skills 077 and 097. Credit is granted for one or the other, not both.

SPELLING, VOCABULARY AND PUNCTUATION 000

(non-credit)

This course helps the student overcome poor spelling habits, expand vocabulary, and improve spelling and sentence skills.

Prerequisite: A desire to improve spelling and sentence skills.

WRITING SKILLS 097

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

Prerequisite: A desire to improve one's writing and English 051 or equivalent, a successful assessment, or Department Head's Approval.

FRENCH

FRENCH 051

(Grade 10 Level)

This is a beginner's course in French, so no previous knowledge of the language is necessary. The major emphasis is on learning how to converse in everyday situations, such as ordering a meal in a restaurant, or greeting and getting to know people. In addition, attention will be paid to simple reading and writing in French. This course is the prerequisite to French 061.

Prerequisite: Completion of or simultaneous enrollment in English 051 or equivalent.

FRENCH 061 AND 071

(French 11)

These courses help develop oral fluency in every day situations. Conversational practice, therefore, has a high priority, but reading, writing and grammar are also important. Completion of both courses (061 before 071) provides credit equivalent to French 11 or French 115 and 215 at the Langara Campus, enabling the student to continue French studies at a higher level.

Prerequisite: English 051 or equivalent; French 10 or French 051, or equivalent. Reading and Study Skills 077 is also recommended.

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

GEOGRAPHY

Geography provides explanation and understanding of the characteristics of places on the earth.

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

GEOGRAPHY 094

(Geography 12, half course)

PHYSICAL GEOGRAPHY

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

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

GEOGRAPHY 095

(Geography 12, half course)

HUMAN GEOGRAPHY

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

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

GEOGRAPHY 098

(Geography 12, half course)

GEOGRAPHY OF CITIES (URBAN GEOGRAPHY)

This course helps the student understand the environment in which most people live - cities and urban areas. The course deals with general themes such as the growth of cities; why cities are where they are; how cities are structured; what happens in different parts of cities and why. Field studies will be carried out in the Vancouver area.

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

HISTORY

The study of history helps the student understand the problems and social patterns of the present. History is an important part of a total education; it broadens perspectives of the world and provides a better understanding of national and international events.

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

HISTORY 094

(History 12, half course)

THE REVOLUTIONARY AGE OF THE NINETEENTH CENTURY

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

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

HISTORY 095

(History 12, half course)

THE TWENTIETH CENTURY MODERN WORLD

- Eight Decades of Change

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

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

HISTORY 098

(History 12, half course)

THE ORIENTAL HERITAGE AND ASIA TODAY

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

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

BRITISH COLUMBIA/PACIFIC STUDIES 061

This course focuses on the nations of the Pacific Rim that presently continue to have important involvement and relations with Canada and British Columbia. The emphasis is on present and recent past patterns of trade, investment, and immigration between Pacific Rim nations and British Columbia. An attempt will be made to forecast the growing future importance of British Columbia's ties with these nations and regions.

Specific countries of greatest present day importance include: Japan, Korea, Taiwan, Hong Kong, China, Russia, India, Indonesia, Australia and New Zealand. Other Pacific Rim countries that have dealings with Canada will also be studied, such as those of South East Asia, the South Pacific (Oceania), and Latin America.

Prerequisite: English 051, Intermediate English or equivalent.

BRITISH COLUMBIA/PACIFIC STUDIES 071

The focus of this course is on British Columbia's development from a Pacific perspective. To a great extent, the province's growth has been historically, economically, and geographically related either to Pacific Rim nations or European nations which approached it via the Pacific. Many of the industries and other important economic activities in British Columbia, as well as many of the people involved in these, are ties to countries across the Pacific.

In this course, then, the specific concerns are British Columbia's past and present economic activities and geographic patterns of development as related to its Pacific location. The role of Pacific Rim nations and the Pacific orientation in British Columbia's exploration, import and export trade, investment and immigration will be continually analyzed and evaluated.

Prerequisite: English 051, Intermediate English or equivalent.

MUSIC

BASIC MUSIC THEORY 003

(Offered through Music Department)

Basic Music Theory 003 offers the fundamentals of music theory, including bass, treble, alto, and tenor clefs, the major and minor scales, modes, key signatures, intervals, melody, transposition, and rudimentary harmony.

Prerequisite: English 051, English 10, Intermediate English or equivalent.

PSYCHOLOGY

PSYCHOLOGY 061/071

(Psychology 11)

Psychology 061 and Psychology 071 provide an introduction to the study of human behaviour. These courses will focus on the process of coping with oneself, one's environment and interpersonal relationships in today's world. They will cover fundamental aspects of psychological theories of personality and behaviour (psychoanalytical, behavioural, trait and humanistic). Psychology 061 will include units on communication, dealing with loss/transitions, and stress. Psychology 071 will include units on adult development, approaches to psychotherapy and the application of therapeutic approaches in terms of substance abuse and adult survivors of child abuse. These courses offer both theoretical and experimental material; students can become more self-aware and able to apply psychological concepts to everyday life. These courses are not designed for students seeking personal therapy. Psychology 061 and 071 are recommended particularly for students who are interested in the helping professions. It is recommended, but not essential, that students complete Psychology 061 before taking Psychology 071.

Prerequisite: (one of the following)

1. B in English 051 and Reading and Study Skills 077
2. Writing Skills 097 and Reading and Study Skills 077
3. English 059
4. Concurrent enrollment in English 061 or equivalent.

SOCIAL SCIENCE

SOCIAL SCIENCE 051

(Grade 10 Level Course)

Social Science 051 introduces the student to some of the basic concepts and methods of the Social Sciences, particularly in the subject areas of Economics and Geography. The basic theme of the course is the "Functioning of Canadian Society" within the setting of social, cultural, economic and natural

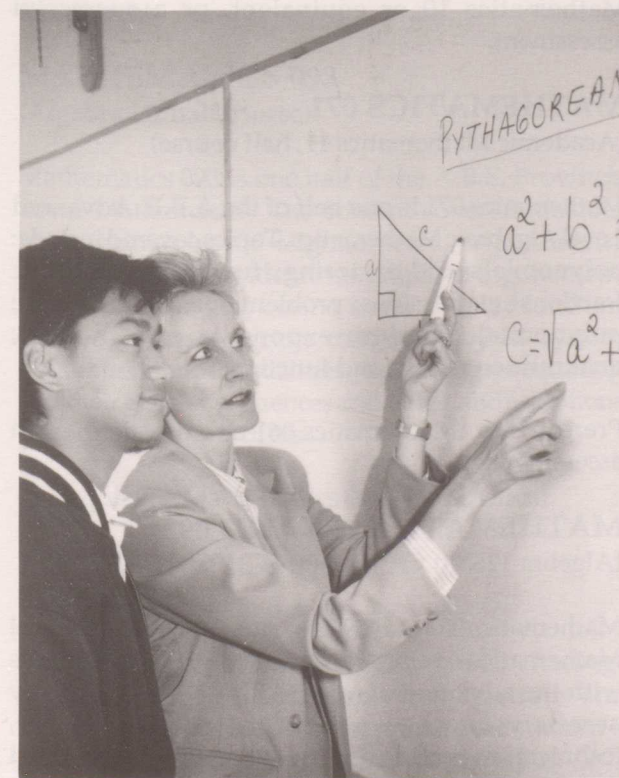
environments. The course is designed to be of practical value to students facing a very complex world. The course also serves as a preparation for students planning to enter higher level social science courses.

Prerequisite: English 041 or equivalent, or an assessment or concurrent enrollment in a course offered by the English as a Second Language (E.S.L.) Division.

COLLEGE FOUNDATIONS - MATHEMATICS

Department Head Office: Room 3235

Telephone: 875-6111, Local 575



Instructional Staff:

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Burnett, J. Instructional Assistant
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Hwang, M.
Ko, W.
MacLeod, J.
Rudolph, G.
Tio, K.
Wilson, W.

The goal of this department is to enable the adult student to study mathematics in an environment where the student can make progress and experience success. To achieve this goal the new student must enter the course appropriate to his/her background. Therefore, when the student has not taken a mathematics course during the prior three years, an assessment is recommended. E.S.L. students must be at the Upper Intermediate Level of English or higher.

Courses offered in double-block classes (2 hours daily) allow the student to complete a course in two months or a grade level equivalency in one four-month term. Double-block classes are very intensive; they are not recommended for students who have difficulty with mathematics or who have an unduly heavy workload.

MATHEMATICS SKILLS 007

Mathematics Skills 007 is designed for the student who has experienced difficulty with mathematics. It can be taken as a pre-algebra course or along with other algebra courses. This course provides the student with a detailed review of arithmetic (whole numbers, fractions, decimals, percentages) along with introductory skills needed for geometry, metric measurement and algebra. Emphasis is placed on problem solving throughout the course.

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

MATHEMATICS 050 AND 051

(Academic Mathematics 10)

Mathematics 050 and 051 are A.B.E. Intermediate Level Mathematics courses designed for the student who has never studied academic mathematics before or who is lacking a good foundation in basic algebraic

skills. The content includes: a review of basic Math skills; a study of measurement; introductory algebra and geometry. Mathematics 050 must be taken before Mathematics 051; both courses can be completed in one semester by taking a double-block class.

MATHEMATICS 050

(Academic Mathematics 10, half course)

Mathematics 050 is one half of the A.B.E. Intermediate Level Algebraic Mathematics and is intended to give the student a good foundation in elementary algebra and measurement. The algebra section of the course includes: signed numbers, words and symbols used in algebra, variable expressions, exponents, equations, ratio and proportion, problem-solving. The measurement section includes: metric measurement, perimeter, area, volume.

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

MATHEMATICS 051

(Academic Mathematics 10, half course)

Mathematics 051 is one half of the A.B.E. Intermediate Level Algebraic Mathematics and builds on the concepts developed in Mathematics 050 in both algebra and geometry. The algebra section includes: equations, signed numbers, word problems, exponents, scientific notation, operations with polynomials, simple factoring. The geometry section of the course includes: a study of plane figures; basic constructions; angle relationships and measurements; parallel lines, congruent and similar triangles; Pythagoras' Theorem; basic trigonometric ratios; graphing in the plane.

Prerequisite: Mathematics 050 or equivalent, or a successful assessment.

MATHEMATICS 061 AND 071

(Academic Mathematics 11)

Mathematics 061 and 071 are A.B.E. Advanced Level Algebraic Mathematics courses designed to give students a good foundation in intermediate algebra and to prepare them for Mathematics 083 and 093. It

is recommended that Mathematics 061 be taken before Mathematics 071. However, both courses can be completed in one semester by either taking a double-block class, or by taking both courses concurrently.

MATHEMATICS 061

(Academic Mathematics 11, half course)

Mathematics 061 is one half of the A.B.E. Advanced Level Algebraic Mathematics. Topics covered include: review of basic algebra and real numbers properties; solving equations and inequalities; graphing linear equations; problem solving; systems of equations; basic trigonometry.

Prerequisite: Mathematics 051, Academic Mathematics 10 or equivalent, or a successful assessment.

MATHEMATICS 071

(Academic Mathematics 11, half course)

Mathematics 071 is one half of the A.B.E. Advanced Level Algebraic Mathematics. Topics covered include: polynomials and factoring; functions; algebraic fractional expressions; problem solving; variation; polynomial division; exponents and radicals; quadratic equations and functions.

Prerequisite: Mathematics 061 or equivalent, or an assessment.

MATHEMATICS 083 AND 093

(Algebra 12)

Mathematics 083 and 093 are A.B.E. Provincial Level Mathematics courses designed to prepare students with the advanced algebra skills and trigonometry necessary for entry to post-secondary academic, technical or vocational programs. It is recommended that Mathematics 083 be taken before Mathematics 093, but both courses can be taken concurrently if the student has previously taken Algebra 12, or equivalent. Both courses can be completed in one semester by taking a double-block class.

MATHEMATICS 083

(Algebra 12, half course)

Mathematics 083 is one half of the A.B.E. Provincial Level Mathematics. It is designed to prepare students with the advanced algebra skills necessary for entry to post-secondary academic, technical or vocational programs. Topics covered include: review of basic concepts of algebra, equations and applied problems, complex numbers, relations, functions and transformations, linear and quadratic functions and inequalities, polynomial functions, exponential and logarithmic functions.

Prerequisite: Mathematics 071, Academic Mathematics 11 or equivalent, or a successful assessment.

MATHEMATICS 093

(Algebra 12, half course)

Mathematics 093 is one half of the A.B.E. Provincial Level Mathematics. The content covered includes: basic principles of trigonometry, trigonometric problems involving identities, graphs of trigonometric functions, sine and cosine laws, circular functions and their inverses, vectors, complex numbers, systems of equations and inequalities, second degree equations and their graphs, sequences and series, and an optional introduction to calculus.

Prerequisite: Mathematics 083 or equivalent.

MATHEMATICS 096 AND 097

(Calculus 12)

Mathematics 096 and 097 give students a thorough preparation for first year university calculus and, including the optional topics, prepare the student to write the Advanced Placement Calculus (AB) Examination.

MATHEMATICS 096

(Calculus 12, half course)

Mathematics 096 is designed to ease the transition from Algebra 12 to post-secondary calculus courses. The course content covers the basics of single variable

calculus: limits; rates of change; optimization problems; curve sketching; derivatives and their applications; an introduction to areas and integration.

Prerequisite: Mathematics 083 and 093, or equivalent, or can be taken concurrently with Mathematics 093.

MATHEMATICS 097

(Calculus 12, half course)

Mathematics 097 extends the concepts developed in Mathematics 096 to include exponential, logarithmic and trigonometric functions, as well, it includes inverse functions, the Mean Value Theorem and L'Hopital's Rule. Optional topics cover simple techniques of integration and applications of the integral such as areas and volume.

Prerequisite: Mathematics 096 or equivalent.

COLLEGE FOUNDATIONS - SCIENCE

Department Head Office: Room 3234
Telephone: 875-6111, Local 574



Instructional Staff:

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Chan-Henry, E.
Funk, J.D., Department Head
Herd, P.
Hopkinson, P.
Jarrett, J.J.
Mackenzie, M.J.
Pawelchak, G.A.
Rapson, L.

The Science Department offers secondary school level courses in biology, chemistry, physics and general science. Our goals are to satisfy academic requirements, to foster scientific thinking, and to encourage an appreciation of the natural world. Emphasis is placed on problem solving and on using logical thinking skills. Students learn through lectures, laboratory sessions, classroom discussions and field trips.

A mathematics assessment is recommended for students who have not taken a mathematics course in the last three years. ESL students must be at the English 059 level or higher.

SCIENCE

SCIENCE 051

(Science 10)

Science 051 offers an introduction to the sciences, with a focus on understanding concepts rather than applying mathematical formulas. Much of the class time is spent on experiments, demonstrations and student activities.

The course examines the nature of scientific thought and methods. It also provides an overview of biology, chemistry, and physics. Additional topics may include nutrition, drugs, computers, and issues in science, depending on the interest of the class.

Prerequisite: Mathematics 051, English 051 and/or Reading and Study Skills 077 must be taken before or concurrently.

BIOLOGY

BIOLOGY 061 AND 071

(Biology 11)

These courses reflect the 1986 provincial curriculum. An ecological approach is used to study the diversity of life, the interactions of organisms in their environments, evolution, and environmental topics of local interest. Basic scientific concepts and skills are stressed and critical analysis is encouraged. Field work is emphasized—students are credited for field trips taken outside of class time, often on weekends.

It is recommended that Biology 061 be taken either prior to or concurrently with Biology 071. If necessary, students may take Biology 071 before Biology 061.

BIOLOGY 061

(Biology 11, half course)

Biology 061 provides an introduction to biology. Students study evolution, the origin of life microorganisms, local land and aquatic ecology, plant identification and selected topics in applied ecology.

Prerequisite: English 051, Science 051 and Mathematics 051.

BIOLOGY 071

(Biology 11, half course)

Biology 071 students study plants and animals, including humans and examine their structures, functions, evolution and environments, including human interactions with selected species.

Prerequisite: English 051, Science 051 and Mathematics 051.

BIOLOGY 083 AND 093

(Biology 12)

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

Biology 083 and 093 may be taken together or in any order.

BIOLOGY 083

(Biology 12, half course)

Biology 083 introduces the student to the study of the cell - its components, its chemistry, its functioning and its genetics. Students examine the cell, which hold the secrets unifying all life. Students study diets

and link them to cellular metabolism. Students examine their family histories and link them to the blueprint of life itself - DNA. Topics discussed include nutrition, cancer, immunology, human genetics, genetic engineering, and bioenergetics.

Prerequisite: Mathematics 051, English 051 or 059 and one of the following: Biology 061 or Biology 071 or Chemistry 061 or Physics 061. It is recommended that Chemistry 061 be taken before or concurrently with Biology 083.

BIOLOGY 093

(Biology 12, half course)

Biology 093 encompasses human anatomy and physiology. Emphasis is placed on students studying their own bodies, linking the academic to the practical. Students are offered not only a background to the western approach to medicine, but also some less conventional perspectives as well. The students become the subject of the laboratory sessions which include: senses, cardiovascular systems, and kidneys. Additional topics explored include male and female reproduction, brain and mind, medical aspects of organ physiology, digestion, stress and embryology.

Prerequisite: Mathematics 051, English 051 or 059 and one of the following: Biology 061 or Biology 071 or Chemistry 061. It is recommended that Biology 083 be taken concurrently or before Biology 093. If necessary, students may take Biology 093 before Biology 083.

CHEMISTRY

CHEMISTRY 061 AND 071

(Chemistry 11)

These two courses are designed for the adult beginner who seeks to master the basics of chemistry and to proceed to the first year of study at a post-secondary level. These courses emphasize the methods of science, problem solving techniques, basic laboratory skills and the writing of scientific reports.

These courses may be taken concurrently or individually with Chemistry 061 preceding Chemistry 071.

CHEMISTRY 061

(Chemistry 11, half course)

Chemistry 061 is essentially an introduction to the basic concepts and skills required for the study of chemistry. Topics include: the manipulation of scientific notation and significant figures, the balancing of equations, problem solving procedures based on chemical reactions and the behaviour of gases. Hands-on laboratories are included. The student is encouraged to ask questions and to participate in class discussions. In-class problem solving sessions are held.

Prerequisite: English 051. English 059 must be taken before or concurrently with Chemistry 061. No previous chemistry is required. Science 051 is recommended. Mathematics 061 must be taken before, or concurrently with, Chemistry 061. Chemistry 071 may be taken concurrently with Chemistry 061.

CHEMISTRY 071

(Chemistry 11, half course)

Chemistry 071 deals with the more sophisticated concepts of atomic structure and chemical bonds. The student is afforded a better understanding of chemical reactions and the formation of compounds. In one of the experiments included in the 'hands-on' laboratory component of the course, the student makes aspirin. Brief introductions to organic chemistry and to nuclear chemistry are also given.

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

CHEMISTRY 083 AND 093

(Chemistry 12)

These courses are designed to give the student a solid background in chemical concepts ranging from the origin and structure of molecules to chemical equilibria. The student gains practical experience working in the laboratory.

Chemistry 083 and 093 may be taken together or in any order.

CHEMISTRY 083

(Chemistry 12, half course)

Examines the structure and properties of matter. It begins with a brief investigation of atomic structure, from the discovery of subatomic particles to quantum mechanics. The application of this knowledge reveals the value of the periodic table as a predictive device. Oxidation - reduction reactions are also examined.

Prerequisite: Chemistry 071 and Mathematics 061.

CHEMISTRY 093

(Chemistry 12, half course)

Chemistry 093 investigates WHY and HOW chemical reactions take place. Reaction kinetics and chemical equilibrium (qualitative and quantitative aspects) are studied, followed by acid-base systems. These concepts are then applied to electrochemistry and the chemistry of the halogens. This course provides an insight into the role of chemistry in industry and its role in the explanation of natural phenomena encountered in everyday life. (It is advised that stoichiometry be reviewed prior to entering this class).

Prerequisite: Chemistry 071 and Mathematics 061.

PHYSICS

PHYSICS 061 AND 071

(Physics 11)

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

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

PHYSICS 061

(Physics 11, half course)

Physics 061 is designed to introduce the student to the basic concepts of physics. Motion is introduced in a common sense manner, drawing on everyday experiences. Gradually, mathematical models are developed allowing the student to quantify observations and predictions. Course content includes Newtonian mechanics; momentum and energy and an introduction to Special Relativity.

Prerequisite: English 051. English 059 must be taken before or concurrently with Physics 061. No previous physics is required. Science 051 is recommended. Mathematics 061 must be taken before, or concurrently with, Physics 061.

PHYSICS 071

(Physics 11, half course)

Physics 071 focuses on sound, light and electricity. This course also includes radioactivity and examines some of the benefits and disadvantages of nuclear technology.

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

PHYSICS 083 AND 093

(Physics 12)

These courses are designed for the student who requires a thorough grounding in the principles and applications of classical and modern physics. Emphasis is placed on problem solving and on the mathematical relationships describing physical events. There is a strong laboratory component in both of these courses.

Physics 083 and 093 may be taken concurrently or individually, in any order.

PHYSICS 083

(Physics 12, half course)

Physics 083 begins with the study of kinematics in one and two dimensions. The equations of motion are utilized, stressing the vector nature of the physical quantities. Vector addition and manipulation are covered using trigonometric component methods. The same vector techniques are then applied to an analysis of linear and rotational dynamics. Systems of forces in equilibrium are investigated and the results are applied to an introduction to strength of materials involving stress and strain.

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

PHYSICS 093

(Physics 12, half course)

Physics 093 begins with the study of electrostatics. Coulomb's Law is applied to two-dimensional situations which involve multiple charges. The vector addition of the forces involved uses the trigonometric component method. Electric field, electric potential and capacitance are examined. Electric current is studied in detail, in both AC and DC forms. The behaviour of circuit elements such as capacitors, resistors and inductors is studied leading to an understanding of electrical resonance in AC circuits. Electromagnetism and electromagnetic induction are introduced and used to explain the operation of motors and generators.

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

ADULT SPECIAL EDUCATION FOR THE HEARING IMPAIRED

Program Office: 2043

Telephone (VOICE): 875-6111, Local 444

(TTY/TDD FOR DEAF): 875-8210



Instructional Staff:

Chan, H.S., Coordinator

Nielsen, A.

Vlug, L.

Williams, L.

Program Description:

The program for the hearing impaired is designed to

- 1) give deaf or hard of hearing students the basic education or skills required for admission to further career or academic training to increase their opportunities for employment.
- 2) provide additional life skills and communication skills for increased employment opportunities and/or independent living.

Content:

1) Day and evening classes and individualized instruction are available from a basic entry level to an advanced level in communication skills, speech reading, life skills, English, Mathematics and Science. Oral/aural and manual systems of communication are used according to the needs of the students. Students at the more advanced levels will be encouraged to integrate into regular Adult Basic Education programs at the King Edward Campus including modern hearing, video computer and telephone devices. Interpreter and other support services are available.

2) Special services

- Stress Management
- Speechreading
- Communicating in ASL (American Sign Language)

Admission:

Deaf and hard of hearing students should be 18 years old or older; however, sometimes students who are between 15 and 18 years of age and who have been out of school for at least one year are accepted.

Registration:

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

If an interpreter or other support service is required, King Edward Campus should be notified at least two months prior to registration. Otherwise, assistance may not be available. For arrangement of services, contact Terry Reid, Coordinator of Special Education Services at 324-5509 or the Special Needs Counsellor in the Counselling Department.

Further Information:

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

ADULT SPECIAL EDUCATION FOR THE VISUALLY IMPAIRED

Program Office: Room 2041
Telephone: 875-6111, Local 442

Instructional Staff:

Masse, G., Coordinator
Morley, A.
Rose, P.

Program Description:

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

Content:

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

Admissions Requirements:

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

Registration:

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

If braille or other support services are required for students wishing to attend regular classes, King Edward Campus should be notified at least two months prior to registration. Otherwise, assistance may not be available. For arrangements of services, contact Terry Reid, Coordinator of Special Education Services at 324-5509 or the Special Needs Counsellor in the Counselling Department, at 875-8208. (Phone us).

Further Information:

Please contact the Registrar's Office or the Co-ordinator of Adult Special Education for the Visually Impaired at King Edward Campus for information about fees, registration dates and times.

GENERAL EDUCATION DEVELOPMENT (GED) TESTING

King Edward Campus has been designated as the General Education Development testing centre in the City of Vancouver. The GED test battery consists of five tests of general knowledge in the areas of Writing Skills, Social Studies, Science, Reading and Mathematics. Successful completion of the tests grants students the British Columbia Secondary School Equivalency Certificate, which may be useful for employment purposes or for admission to certain post-secondary programs.

Applicants must meet the following requirements.

They must:

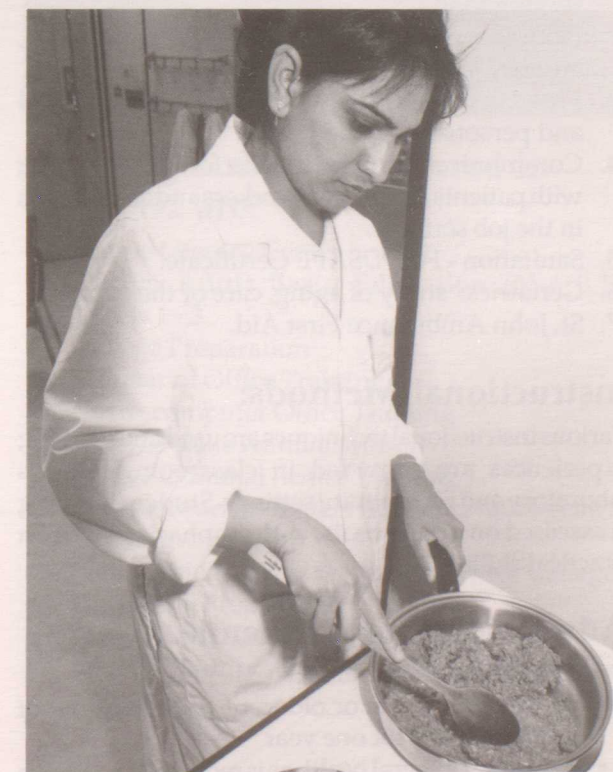
- be a permanent citizen of Canada (that is, a citizen or a landed immigrant);
- be at least 19 years of age;
- be a resident of British Columbia;
- have been out of school for at least one full academic year;
- not have received a Grade 12 graduation certificate from any institution (This does not

include the adult equivalency certificate or diploma from King Edward Campus).

Candidates may prepare for these tests by registering in appropriate courses offered by the Adult Basic Education Division at King Edward Campus. The B.T.S.D. Department provides a flexible program that includes assessment, personalized prescription and appropriate skills instruction and review. A study text is available through local libraries or may be purchased at the King Edward Campus Book store. Additional information and application forms may be obtained by contacting the Counselling Resource Centre at 875-8228/9.

INSTITUTIONAL AIDE PROGRAM (ABE)

Program Office: Room 2071
Telephone: 875-6111, Local 446



Instructional Staff:
Green, N.C., Coordinator
Johnson, N.
Reed, G.

Program Description:

The Institutional Aide Program deals with basic skills required for food handling, cleaning and laundry. Graduates may be employed as kitchen helpers, housekeeping aides, or laundry assistants in a variety of institutions such as personal care homes, hospitals, lodges, hotels, and motels. Graduates of the program will have qualified for the "Safety Oriented First Aid" and "FOODSAFE" certificate, and have received WHMIS training.

Content:

Skills and topics covered in this program include:

1. Nutrition and meal management, including meal planning and shopping, storing, cooking and serving food.
2. Housekeeping, including planning, cleaning, laundry and use of appliances.
3. Protection, including sanitation, safety, first aid and personal hygiene.
4. Communication: basic skills for getting along with patients/clients, co-workers and supervisors in the job setting.
5. Sanitation - FOODSAFE Certificate.
6. Geriatrics: study of aging, care of the elderly.
7. St. John Ambulance First Aid.

Instructional Methods:

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

Admission Requirements:

Prospective students must:

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

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

Desirable Qualities:

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

- an interest in housekeeping
- an interest in working with people
- willingness to work under supervision
- a responsible approach to work

Registration:

The program is thirteen weeks long with classes held daily, Monday through Friday, between 8:30 and 15:30 hours. There are three sessions per year beginning in January, April and September.

Additional information and applications may be obtained by contacting 875-6111, local 446. Applicants will be invited to an orientation which is held prior to the start of each program.

Fees and Additional Costs:

Program fees are based on the College Fee Schedule and are subject to change. They include tuition fees, costs of learning resource materials.

Sponsorship may be available from the Ministry of Social Services and Housing or the Department of Indian and Northern Affairs.

INSTITUTIONAL AIDE PROGRAM (ESL)

The Institutional Aide (ESL) Program is designed for students who need ESL support in order to complete the Program and find employment. The course content is the same as the Institutional Aide (ABE) Program. In addition there is ESL training and a 2 week work experience in a local care facility.

The program includes training in ESL communication skills for the workplace as well as basic technical vocabulary for course content. Vocational training (theory and practice) is provided by an Institutional Aide instructor from King Edward Campus and ESL support by an instructor from the ESL Vocational Department at King Edward Campus.

Registration:

The program is twenty weeks long with classes held daily, Monday through Friday between 8:30 a.m. and 15:30 p.m. There are two sessions per year beginning in October and April.

Students should telephone 875-6111 local 446 for additional information.

NATIVE EDUCATION CENTRE

The Native Education Centre is an affiliate of Vancouver Community College.

Location: 285 East 5th Avenue, Vancouver, B.C. V5T 1H2

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

The Native Education Centre offers educational and training programs which respond to the needs of adult Native people. The Centre believes that quality educational and training programs can be delivered to Native people within the cultural values and beliefs of Indian people. Since the Centre is located in an urban environment, these cultural perspectives reflect

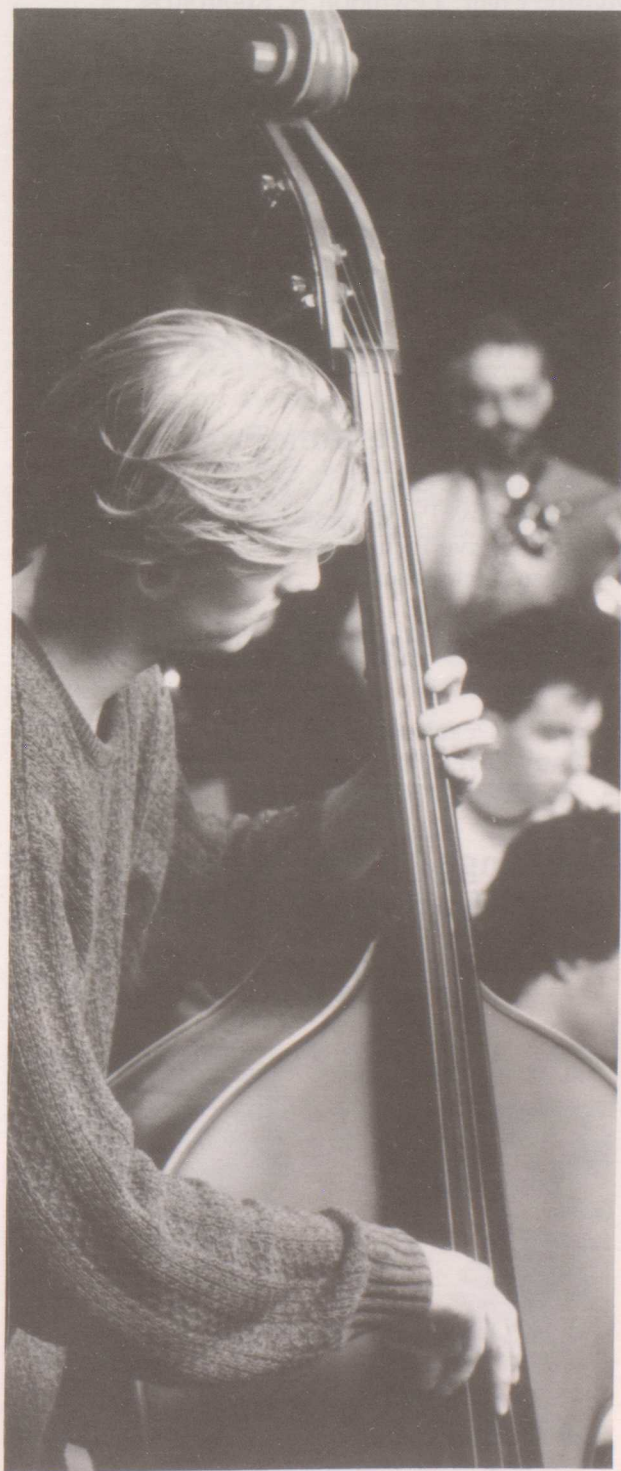
many Indian Nations throughout North America. Overall, the Centre stresses quality in all its programs and expects that students share this attitude. These high standards are consistent with the traditional demands of Indian Nations and the contemporary needs of Native people. The developments associated with the Indian self-government demand that Native people acquire educational and training skills within the context of pride and strength in their culture. The Native Education Centre's programs are directed at these goals.



The programs being offered in 1991-1992 are:

1. Native Literacy Centre
2. Native Adult Basic Education (N.A.B.E.) Levels 1 - 3
3. College Preparation
4. Secretarial Office Training
5. Micro-computer Office Training
6. Native Public Administration
7. Native Criminal Justice Training
8. Native Tourism Supervisors and Management Training
9. Native Science and Health Careers for College/University Preparation
10. Native Early Childhood Education
11. Native Family & Community Counselling Training

A black and white photograph of a young man with blonde hair, wearing a dark sweater, playing a double bass. He is looking down at the instrument. In the background, other musicians are visible but out of focus.



CAREER DIVISION

Division Chair: Lewindon, S., Room 4054
Telephone: 875-6111, Local 725

GENERAL INFORMATION

Programs of this division are designed to provide skill training in a variety of specialized areas including advanced technical training.

1. Music Diploma Program
2. Pharmacy Technical Assistant Program

3. Technical Training Programs:

- Automotive Collision Repair Technician
- Automotive Painting and Refinishing Technician
- Automotive Technician
- Diesel Technician

4. Department of Sign Language Studies:

Interpreter Development Program

- Entry Level 300
- Fluency Level (400)

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

- Summer Session in Sign Language

MUSIC DIPLOMA PROGRAM

Program Office: Room 3271
Telephone: 875-6111, local 220 or 875-8220



Instructional Staff:
Branter, D., Department Head
Cuthbertson, M.
Domer, J.
Duke, D.
Ehling, M.
Fairholm, B.
Greene, T.
Gunn, S.
Hamm, J.
Kidd, K.
Koch, T.
McKenzie, R.
Regier, M.
Smith, T., Program Coordinator
Taylor, P.
Van Wyck, G.

Instrumental and Voice teachers listed in department publication.

PROGRAM DESCRIPTION:

The two-year university transfer Music Diploma Program is designed to:

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

For post-secondary students who have not yet decided on a specialized career training, the Music Diploma Program is designed with maximum flexibility so as to allow all students the opportunity to choose alternate courses of study at any time during the two-years.

OPTIONS AVAILABLE INCLUDE:

- specialized training in individual courses for part-time students (space permitting);
- professional and pedagogical upgrading for teachers wishing to enrich their musical knowledge and broaden their skills;
- College community ensembles such as Healey Willan Choir, Wind Ensemble, stage bands, and various small ensembles;
- special apprenticeship program in Choral Conducting.

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

ADMISSION REQUIREMENTS.

1) Academic Requirements

Each applicant must:

- a) have grade 12 completion or its equivalent; or,
- b) be a mature student as defined by the College; or,
- c) not be deficient in more than two College Foundations or grade 12 completion courses.

2) Music Requirements:

Entrance auditions and musicianship examinations are held during April, June and August. Applicants for admission to the Music Diploma Program will be required to take entrance examinations in theory and aural perception. The theory entrance examination will cover the equivalent of the course content of the Basic theory of Music 003 course.

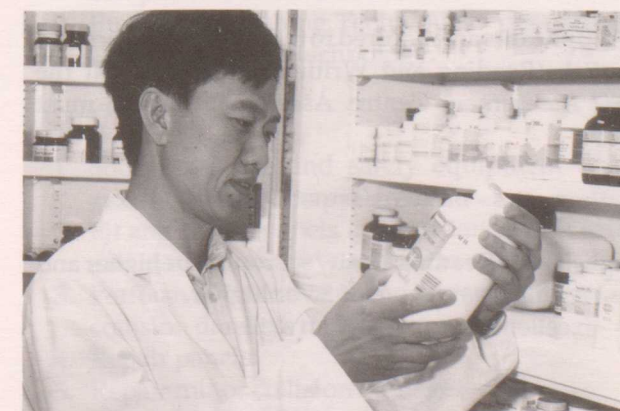
Audition requirements to enter the Music Diploma Program differ for each instrument and vary from option to option. Prospective students should request the applicable information for their instruments from the Music Department Office. Auditions and musicianship examinations are held during April, June, and August. Applicants for admissions to the Diploma Program will be required to take entrance examinations which include theory, aural perception, and notation. Audition requirements to enter the Music Program differ for each instrument, and vary from option to option.

Prospective students should contact the Music Department at 875-8220, to arrange for an interview, and to receive a calendar of course and Music Program requirements.

Registrations are in September and January.

PHARMACY TECHNICAL ASSISTANT PROGRAM

Program Office: Room 2099/2121
Telephone: 875-6111, Local 470



Instructional Staff:
Aro, S., Coordinator
Bouwman, S.

PROGRAM DESCRIPTION:

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

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

CONTENT:

The topics covered include; job orientation; pharmacy equipment; prescription preparation; mathematical skills in pharmacy; inventory maintenance; record keeping; pharmaceutical products; compounding; sterile product handling; hospital pharmacy procedures; Safety-Oriented First Aid; W.H.M.I.S.

INSTRUCTIONAL METHODS:

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

ADMISSION REQUIREMENTS:

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

All applicants are required to take a Mathematics and English (Reading and Writing) Assessment at the KEC Assessment Centre. Assessment results must show:

Mathematics - Basic Arithmetic score of 80%.

English - For Reading - a raw score of 60 or higher and for Writing a raw score of 55 or higher.

- excellent communication skills

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

Computer Keyboarding Skills with a typing speed of 35 correct words per minute. (Appointments for typing assessments are made through the Assessment Centre.)

- Basic computer literacy skills or;
- introductory word processing skills; and
- good health with the ability to stand up for a full working day.

RECOMMENDED CHARACTERISTICS:

- ability to work independently
- good manual dexterity
- good eye-hand coordination
- an interest in working with people
- employers of Pharmacy Technical Assistants may require that applicants be bondable

REGISTRATION:

Registration for this five month program is in March and September. Classes are held daily, Monday through Friday between 8:30 a.m. and 8:30 p.m..

FEES AND ADDITIONAL COSTS:

Books and Supplies:

- calculator

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

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

Application forms and additional information is available from the Admissions/Student Records Office. Telephone 875-6111, Local 708 at King Edward Campus.

TECHNICAL TRAINING PROGRAMS

Automotive Collision Repair Technician:

Intakes occur in January, March, June, September. (under review)

Automotive Technician:

Intakes occur in January, March, April, July, September and November.

Diesel Technician:

Intakes occur in January, March and September. (under review)

Automotive Glass Installer:

Intake based on demand.

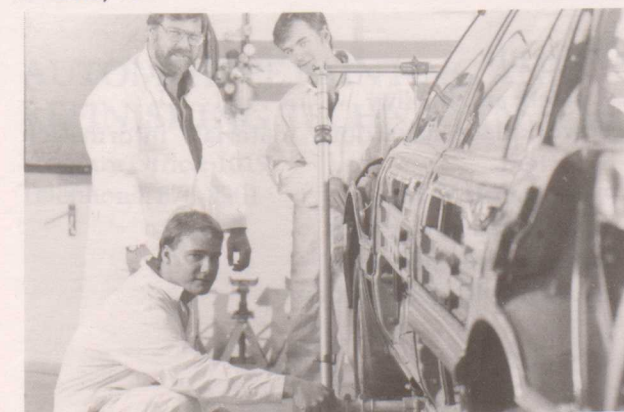
Automotive Painting and Refinishing Technician:

Intakes occur in January, March, June and September.

AUTOMOTIVE COLLISION REPAIR TECHNICIAN

Program Office: Room 1019
Telephone: 875-6111, Local 403

Instructional Staff:
Bloomingdale, L.
Ford, J.
MacPherson, R.
Sproston, P.J., Department Head
Sutherland, J.
Wutke, T.



PROGRAM DESCRIPTION:

This program offers training in a wide range of skills appropriate to today's advanced automobile collision repair industry. 'High-tech' equipment and techniques are features of this six-month program. Graduates receive an industry-respected Certificate.

This Apprenticeship accredited program offers intakes in January, March, June and September.

LEVEL I

This program is 6 months long and is divided into two levels, each containing a number of modules which are grouped into the following major competencies:

1. Employ automotive body and collision repair welding techniques.
2. Describe the evolution of the automobile bodies and identify auto body components and parts.
3. Identify and describe different shop tools and safety equipment of the automotive body repair trade and use them safely.
4. Describe the characteristics of automotive fasteners and their typical uses in auto body repair procedures.
5. Describe and perform the various methods of fitting, adjusting, overhauling, and installing automotive body components.
6. Describe and employ sheet metal repair techniques.
7. Describe and employ the techniques of automotive frame repair.
8. Describe the characteristics of the automotive storage battery and its relationship to the electrical components of the automobile.
9. Employ Refinishing Techniques - describe and apply basic paint technology.

LEVEL II

1. Shop tools use and safety equipment of the automotive body repair trade.
2. Fit and adjust panels in accordance with safety and manufacturers' standards.
3. Perform automotive electrical repairs related to collision damage.
4. Repair panels.
5. Repair minor collision damage.
6. Repair major collision damage.
7. Prepare vehicle for refinishing.

Registration Information:

Courses start January, March, June and September.

LOCATIONS FOR INSTRUCTION:

Shop Area 1005

GRADING POLICY:

An evaluation of the learning progress of each student is prepared by the instructor at the completion of each level of the program.

This evaluation is by theory examination and assessment of practical projects.

All evaluations of completion of levels are reported to Student Records staff, who will prepare a Transcript of Achievement".

FEES AND ADDITIONAL COSTS:

In addition to regular tuition fees, various additional costs are levied for this program. For specific information refer to the current feeschedule. Students are expected to wear WCB approved workboots. (Approx. \$50.00.)

Tool Deposit 25.00 (refundable)

Coverall Deposit 25.00 (refundable)

Text Book \$50.00 (approximately)

These safety items are to be supplied by the student:
W.C.B. approved Boots

Gloves

Safety Glasses

Welding Goggles

Striker

Pocket Knife

Putty Knife

Mixing Board

Approximate cost \$100.00 depending on quality and student preference.

ADMISSION REQUIREMENTS:

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

RECOMMENDED:

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

ATTENDANCE:

Students are expected to attend classes daily, Monday through Friday from 8:00 - 15:00 on a regular full-time basis.

AUTOMOTIVE GLASS INSTALLER PROGRAM

Program Office: Room 1019

Shop Location: Room 1005

Telephone: 875-8201

Overview:

Designed exclusively for the Automotive industry, this three month program will give students knowledge and skills needed for entry level employment as an Auto Glass Installer.

Students receive instruction in a setting designed to represent a typical glass installation facility. Emphasis is placed on the practical application of skills using a variety of equipment on actual vehicles.

On completion of this program, graduates are eligible for apprenticeship to complete the Trade Qualifications.

Content:

- safety and liability
- workplace hazardous materials information system
- basic mathematics
- hand and power tools
- product identification
- body style identification

- glass characteristics
- cutting and grinding
- laminated safety glass
- tempered safety glass
- sealers and chemicals
- use of N.A.G.S. and other information books
- glass removal, preparation and installation of Butyl, gasket, and Urethane sealed glass
- door, side and back Lite glass removal and placement
- use of templates
- sunroof installation
- bull's eye and crack repairs
- future industry and glass design changes

Entrance Requirements:

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

Schedule:

8:00 a.m. - 3:00 p.m., 6 hours/day, 5 days/week, total 13 weeks

Start Dates: Based on demand.

Fees and Additional Costs

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

Additional Information:

For further information, contact the King Edward Campus Counselling Resource Centre at 875-8228/9. In order to make application for entry, contact the Registrar's office at 875-6111, local 707.

AUTOMOTIVE PAINTING AND REFINISHING TECHNICIAN

Program Office: 1019

Telephone: 875-8201

Overview:

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

Program Description:

This thirteen-week program covers the following topics:

- paint shop safety;
- tools and equipment;
- spray guns;
- air compressors;
- air transformers and hoses;
- spray booths; bake oven; heat lamps;
- surface preparation;
- masking;
- undercoats;
- topcoats;
- solvents;
- paint preparation and application (complete, blends and sport repair);
- paint repairing and colour matching;
- plastics;
- pre-delivery;

Admission Requirements:

Basic Academic Requirements:

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

Preferred applicants will be:

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

Recommended:

- good general health and respiratory condition
- physical strength and stamina compatible with the handling of heavy parts and equipment, and the special requirements of the program
- ability to tolerate noise and vibration
- mechanical aptitude and interest
- good manual dexterity

- good hand-eye coordination
- normal eyesight and colour vision
- good line, form and depth perception
- possession of valid B.C. Driver's Licence

Registration and Attendance:

Classes are scheduled Monday through Friday from 8:00 a.m. to 3:00 p.m. for 3 months. Program Intakes: January, March, June and September.

Fees and Additional Costs:

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

Additional Information:

For further information, contact the King Edward Campus Counselling Career Centre at 875-6111, local 497. In order to make application for entry, contact the Registrar's Office at 875-6111 local 707.

AUTOMOTIVE TECHNICIAN



Program Office: Room 1506
Telephone: 875-6111, Local 407

Instructional Staff:

Adler, E.
Grimann, F.
Johnston, G.M., Department Head
O'Neill, D.B.,
Olsen, W.H.
Weigel, G.

Overview:

Develop skills to meet the challenges in service and repair of today's advanced automobiles. Since Technological changes in the automotive industry require technicians to be more than general mechanics, our program helps prepare for the future. Diagnostics, electronics, and 'hands-on' training are all part of this Apprenticeship accredited program.

Intakes occur in January, March, May, September & November.

The Automotive Technician Program covers four distinct automotive specialty programs offered by King Edward Campus.

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

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

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

Program Description:

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

1. Identify and describe the automotive sub-systems, their components, features of construction, and principles of operation.

2. Apply the knowledge of the construction and the principles of operation to the maintenance, repair, and adjustment of the following systems:

- engine
- emission control
- electrical and ignition (including automotive electronic management system)
- power train
- front end alignment
- suspension
- brake system

3. Describe the concepts and the methods of troubleshooting; select and apply appropriate, logical troubleshooting techniques; operate diagnostic and repair equipment on various automotive systems.

4. Perform procedures and tasks commonly required of employees in typical automotive machine shops.

5. Use generally recognized automotive trade skills and procedures.

6. Employ clean, safe, and orderly work habits.

7. Identify, appraise and respond to job opportunities within the automotive industry.

Instructional Methods:

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

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

Admission Requirements:

Basic Academic Requirements:

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

Recommended:

- Physics 11
- Mathematics 11

Preferred applicants will be:

- Career Preparation graduates, with certification or documentation. (Applications will be accepted up to 6 months prior to secondary school graduation.)
- Persons with related trade experience
- Secondary school graduates
- good general health and respiratory condition
- physical strength and stamina compatible with the handling of heavy parts and equipment, and the special requirements of the program
- ability to tolerate noise and vibration
- mechanical aptitude and interest
- good manual dexterity
- good hand-eye coordination
- normal eyesight and colour vision
- good line, form and depth perception
- possession of valid B.C. Driver's Licence

Attendance:

Students are expected to attend classes daily, Monday through Friday from 8:30 to 15:30 hours on a regular, full-time basis.

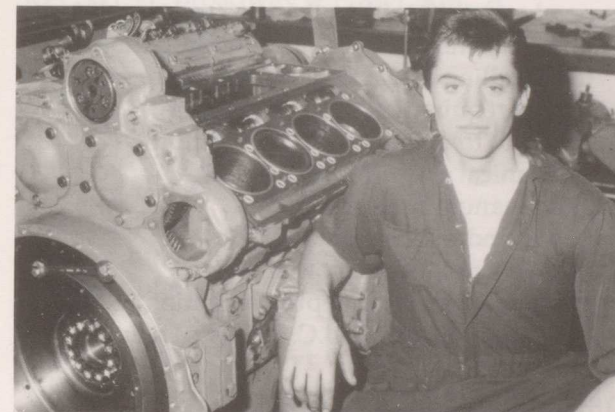
Additional Information:

For further information about the Automotive Technician Program, telephone the KEC Counselling Resource Centre (Room 3002) at 875-8228/9.

In order to make application for entry, contact the Registrar's office at 875-6111, local 707.

DIESEL TECHNICIAN

Program Office: Room 1503
Telephone: 875-6111, Local 203



Instructional Staff:

Brady, R.N.

Keyes, D.R.

Niessen, D.

Meadows, C.H.

Oksanen, R., Department Head

Overview:

This exciting field offers the challenge of advanced technology applications to diesel engine controls and related systems, using electronic applications. This twelve-month program helps prepare you for the future.

Heavy Duty, Commercial Transport, Marine Engineering and Diesel Engine Repair are all included in this highly-rated program.

This apprenticeship accredited program has intakes in January, March and September. (under review)

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

- diesel engine mechanics
- heavy duty mechanics
- marine engineering
- transportation/trucking maintenance
- stationary plants
- special component repair shops
- fuel injection and governor control

Program Description:

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

- arc weld, mig weld, gas weld, flame cut, solder and braze at a basic level
- operate a metal lathe and do basic machine work (such as cutting, boring, taper turning, thread cutting and knurling)
- drill, tap, use threading dies
- assemble and identify copper tubing and fittings, black steel pipe
- do bench and layout work
- use precision measuring devices
- identify and use all types of fastening devices
- identify and use both hand and power tools, practising proper work and safety habits
- identify ferrous and non-ferrous metals and their properties and treatment (such as hardening and tempering)
- identify, maintain and overhaul air and hydraulic brake systems
- identify, maintain and troubleshoot air induction and exhaust systems
- trouble-shoot, wire, maintain and overhaul typical electrical components of gas and diesel engine systems
- test, repair and trouble-shoot all types of cooling systems
- describe phases of diesel engine combustion systems
- describe basic engine principles and be able to calculate typical formulas related to engine design
- identify engine components and accessories and describe their function and operation
- undertake all phases of engine overhaul, maintenance, and repair
- run-in and test an overhauled engine
- adjust, overhaul and maintain clutches, standard transmissions, power take-offs, torque converters, automatic and power-shift transmissions, marine gears, and drive lines
- understand a variety of hydraulic circuits; trouble-shoot, overhaul and maintain hydraulic cylinders, pumps and motors and assemble high pressure hoses
- maintain engine lubrication systems
- maintain, overhaul, adjust, trouble-shoot and tune-up all of the major fuel injection systems and governors presently in use within the industry

- operate diesel electric power generators
- tune-up, final dynamometer test and monitor all engine systems
- effectively trouble-shoot other common engine problems

Program Content:

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

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

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

Admission Requirements:

Basic Academic Requirements:

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

Recommended:

- Physics 11
- Mathematics 11

Preferred applicants will be:

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

- Persons with related trade experience
- Secondary school graduates

Recommended:

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

Instructional Methods:

Classroom theory/demonstration is combined with extensive practical hands-on work in a well-equipped operational shop environment. The program consists of approximately 50% theory and 50% practical application. Throughout the program, students work with a companion in a "team concept". Students must be able to maintain good working relationship with their fellow students and their instructors.

Attendance:

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

Fees and Additional Costs:

Fees for this program include tuition and a coverall deposit.

Additional Information:

For further information about the Diesel Mechanics Technician Program contact the King Edward Campus Counselling Resource Centre (Room 3002) at 875-8228/9. In order to make application for entry, contact the Registrar's office at 875-6111, local 707.

DEPARTMENT OF SIGN LANGUAGE STUDIES

Department Office: Satellite Centre,
KEC WEST, Broadway & Fraser, RM."A"
Telephone: 875-6111, Local 723

Instructional Staff:

Ofield, Roger, Coordinator

MacFayden, Sara

Instructional Assistants:

Evensen-Flanjak, Aastrid

Hussey, Judy

Warren, John

Programs:

INTERPRETER DEVELOPMENT

Entry Level (300)

Fluency Level (400)

Program Descriptions:

1. ENTRY LEVEL (300)

Objectives:

The Entry Level 300 program is designed to enable the student to communicate comfortably and competently at a functional level (everyday communicative interaction) in a wide variety of situations in the Deaf community with Deaf people who use American Sign Language of the Deaf (A.S.L.)

This program includes:

- a) sign vocabulary development
- b) manual alphabet of American Sign Language;
- c) basic functional structures of American Sign Language;
- d) basic grammatical forms of functional American Sign Language;
- e) insight into the culture of Deaf people;
- f) laboratory and group practice drills, exercises and dialogues to develop the basic grammatical forms, sentence structures and vocabulary of functional American Sign Language; and,
- g) oral and written English development (public speaking, impromptu, prepared, and written expression)

Admission Requirements:

To be successful in completing the program and to ensure that important Fluency Level (400) prerequisites are met, the following admission requirements apply:

A.

- grade 12 completion with post-secondary English. All applicants may be required to take an Academic English Assessment prior to registration. The resultant English Assessment test scores must be at the College Entrance Level for both Reading and Writing.
- an interview may be required to determine suitability for the program. Or

B.

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

C.

- an interview may be required to assess exceptional applications.

Desired Qualifications:

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

Registration:

This Entry Level (300) Language Acquisition registers three times a year: September, January and April.

Prospective students may be placed on the wait list for this program after contacting the Registrar's Office at King Edward Campus, Local 703.

Fees and Additional Costs:

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

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

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

Additional Information:

For further information about this program, contact the Department of Sign Language Studies at 875-6111, local 723 or the Registrar's Office at 875-6111, local 703.

2. FLUENCY LEVEL (400)

Objectives:

Graduates of this program are qualified to work in a wide variety of entry-level positions serving Deaf Canadians. Many are employed directly by the public school system or post-secondary institutions where Deaf students are main-streamed into the educational setting. Others work through agencies and social services in diverse settings to facilitate access of Deaf Canadians to employment and the social services.

Content:

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

Admission requirements:

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

A.

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

- successful completion of the Entry Level (300) Sign Language Acquisition program with a B+ standing. Or

B.

- Grade 12 completion with post-secondary English. All applicants may be required to take an Academic English Assessment prior to registration. The resultant English Assessment test scores must be at the College Entrance Level for both Reading and Writing.
- an English Grammar Assessment is also required
- signing skills to the College's intermediate level. An assessment may be required. Or

C.

- an acceptable equivalent to grade 12 completion, including successful completion of College Preparatory English 099 or the English Language Assessment (ELA) with a score of 175 or higher, for applicants for whom English is a second language.
- an English Grammar Assessment
- signing skills to the College's Intermediate Level (an assessment may be required)

Desired Qualifications:

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

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

Registration:

Students successfully completing the pre-requisite 300 Level with a minimum of a B+ standing will be advised by mail by the Registrar's Office 6 to 8 weeks in advance of the start date of classes (when possible) and will be required to pay a deposit to Vancouver Community College, King Edward Campus by the date advised in the notice or the seat will be forfeited.

The first day of classes is the Tuesday after Labour Day.

Other applicants with equivalency prerequisites will be considered only if seats remain open. An assessment may be required.

Fees and Additional Costs:

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

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

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

Additional Information:

For further information about this program, contact the Department of Sign Language Studies at 875-6111, local 723 or the Registrar's Office at 875-6111, local 703.

SIGN LANGUAGE DEVELOPMENT



PROGRAM DESCRIPTIONS:

1. PART-TIME EVENING SIGN LANGUAGE PROGRAM (100)

Note: This is a general interest program and is not intended as a career path. Career path studies begin with ENTRY LEVEL (300) a full-time day program.

Objectives:

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

Content:

Each of the following levels:

Basic

- 101 - 24 hours
- 102 - 24 hours
- 103 - 24 hours
- 104 - 24 hours

The full content of the Vista Level 1 curriculum (approximately 100 hours) "Signing Naturally" is divided into four 24 hour sessions. A wide variety of ASL language functions and the appropriate grammar structures are modelled by Deaf instructors who are native ASL signers.

Such functions as introducing oneself; exchanging personal information; talking about surroundings, family, work; giving directions and making request are included.

Through group practice drills, exercises and dialogues the student develops:

- a) an extensive Sign Vocabulary;
- b) manual alphabet of American Sign Language;
- c) basic structures of American Sign Language;
- d) basic grammatical forms of American Sign Language;
- e) insight into the culture of Deaf people.

Admission Requirements:

Prospective students must be 18 years of age or older. No specific level of previous education is required; but candidates must have basic reading and writing skills. Sufficient oral and written English for effective communication is required. (An English assessment may be necessary.)

Desirable qualifications include:

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

Registration:

Prospective students may register for these courses by contacting the Registrar's Office at King Edward Campus, Level 4, prior to the commencement of classes. ONLY payment of fees constitutes registration. Seats cannot be reserved by telephone. Class sizes are limited and registration is on a "first come first served" basis only, for this program.

Attendance:

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

For additional information about this part-time program, please contact the Registrar's Office at 875-6111, Local 703.

2. SUMMER SESSION IN SIGN LANGUAGE**Objective:**

The Summer session in Sign Language is designed to take the student who has little or no knowledge of American Sign Language (ASL) to the point where he/she can function basically in a variety of settings in the Deaf community.

Native signers model appropriate language (functions and grammar) and cultural behaviours in various situations.

Emphasis is on interpersonal communication and aims to achieve basic communication competence.

The program focuses on the functions or communicative purposes of people's everyday interaction.

This is especially important to provide basic American Sign Language for specific groups using Sign Language Communication in educational settings, recreational settings, dormitory and group home settings.

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

- a) Introduce him/herself by asking for and giving names and confirming information;
- b) Exchange personal information through appropriate questioning form and response;
- c) Talk about surroundings;
- d) Tell where one lives by asking, telling and orienting to the real-world;
- e) Talk about family and relationships;
- f) Tell about activities in terms of time, location, reasons, opinions and questioning;
- g) Give and receive directions;
- h) Describe others;
- i) Make requests;
- j) Talk about occupations;
- k) Demonstrate the ability to initiate, conduct and terminate a short context-specific conversation using American Sign Language, with the teacher or with a deaf guest who uses American Sign Language.

Content:

This program includes:

- a) sign vocabulary development
- b) manual alphabet of American Sign Language
- c) basic structures of American Sign Language
- d) basic grammatical forms of American Sign Language
- e) insight into the culture of Deaf people
- f) laboratory and group practice drills, exercises and dialogues to develop the basic grammatical forms and sentence structures of American Sign Language

Admission Requirements:

Due to limited enrollment and in order to meet the purpose for which this Summer session has been designed and established, the following admission requirements apply:

- a) employment or potential employment as a teacher, teacher's aide or assistant in the public school system of British Columbia
- b) potential student of the U.B.C. Diploma Program, Special Education of the Deaf

- c) prospective student in a community college program to train as:
 - Special Education Assistant
 - Early Childhood Educator
- d) group-home employment or prospective employment
- e) other special considerations

Schedule:

TO BE OFFERED IN JULY 1991

Offered only as sufficient public interest demands, may not be offered annually.

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

Month of July - mornings only.

Registration:

Registration is limited.

Contact Registrar's office for Application forms.

Telephone 875-6111, local 703.

Registrations must be received by June 24, 1991.

CAREER (ESL)

Program Office: Room 4054

Telephone: 875-6111, Local 725

Program Description:

This department provides students the opportunity to register in courses that combine Career training and ESL.

Entrance Requirements and Registration:

English skills at the Upper Beginner (or higher) level as tested at the King Edward Campus. Some programs require applicants to submit a recent health certificate and negative T.B. skin test. (A satisfactory chest x-ray will be required in case of a positive skin test.) For more information contact the Counselling Resource Centres at City Centre (681-8111) or the Counselling Resource Centre at King Edward Campus (telephone 875-8228/9).

AUTOMOTIVE BRAKES AND STEERING ASSISTANT (ESL)

This 24 week program is designed to provide entry level skills training and language development focused on accessing job opportunities in automotive specialty repair businesses. Curriculum is drawn from the automotive technician program. Graduates of this program will receive a certificate for automotive brakes, steering and suspension service and repair.

This program includes a two week work practicum with an automotive specialty repair company.

CABINETRY (ESL)

The Cabinetry (ESL) program is 24-week program which qualifies students for work in making kitchen cabinets and cabinet installation. The course provides training in cabinetmaking skills and methods and English language communication skills for the cabinetmaking industry.

The program includes a two week work practicum with a cabinet making company.

BUSINESS OFFICE TRAINING (ESL)

In this program students learn modern office skills while improving their English language communication skills. Computers and other equipment of the automated office are used during this training.

Typing, wordprocessing, telephone answering/message taking and other skills related to the efficient operation of a modern office are included in this program. A work experience in actual office settings is also included.

Program duration: 24 weeks.

AUTOMOTIVE PAINT PREPARATION/DETAILING (ESL)

In this program students learn the basic skills for employment in Automotive Collision Repair shops, Dealerships, Automotive Paint Shops and Automotive Detailers. Students develop skills in various technical areas including safety and Workplace Hazardous Materials Information Systems.

This program is designed for students who need ESL support in order to complete the program and find employment.

Training takes place in classrooms, technical shops and this program also includes work experience activities in industrial locations.

Program Duration: 24 weeks

ENGLISH AS A SECOND LANGUAGE DIVISION



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

Division Chair: Dorn, D., Room 4063
Telephone: 875-6111, Local 730

General Information

The English as a Second Language (E.S.L.) Division consists of the following departments:

- 1) E.S.L. College Preparatory English
- 2) E.S.L. English Language Skills (ELS)
- 3) E.S.L. Outreach
- 4) E.S.L. Vocational

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

Please Note Admission and Registration for ELS and CPE Courses:

Please obtain an application form from the Registrar's office. Fill out the application and return it to the Registrar's office. Immigration documents are required.

You have now applied for admission to the King Edward Campus of Vancouver Community College.

This is what will happen next:

- 1) A letter will come to your house with information about your English test.
- 2) Once you have been tested, you will be given another form called INTENT TO REGISTER to fill in.

The INTENT TO REGISTER form will put your name on the wait list for English classes.

- 3) When we have room in our English Language classes we will contact you by phone or by letter to tell you when to register.

PLEASE REMEMBER, if you MOVE or CHANGE your PHONE NUMBER, tell the Registrar's Office at KEC the new address or phone number as soon as you can.

Books and Supplies:

Will cost (Approximately \$50.00 per course).

ENGLISH AS A SECOND LANGUAGE: COLLEGE PREPARATORY ENGLISH (CPE)

Program Office: Room 3165
Telephone: 875-6111, Local 586



Spencer, H., Department Head
Yarbrough, H. Program Assistant

Students entering College Preparatory English courses should have a good general educational foundation. Completion of Grade 10 or equivalent is recommended as a minimum standard.

College Preparatory students registered in English 059 or 098/099 or in three CPE single skill courses, may register, without special permission, in one double block or two single block courses in Math, Science, Business and Computer Studies or Humanities as set out in the Calendar.

Program Description:

College Preparatory English courses are for advanced level students of English as a Second Language who wish to prepare for study at Canadian colleges, universities, or other post-secondary educational institutions.

Students may choose between full-time comprehensive courses, which include all the language skills, and part-time single-skill courses, which focus on one language skill (e.g. writing).

Morning, afternoon, and evening classes operate twelve months a year. There are three terms, beginning in January, May and September.

Locations:

Most classes are located at King Edward Campus, with a few late-afternoon classes at Langara Campus for students concurrently taking university transfer courses.

Certificate:

The CPE Certificate is granted on completion of the program. It states that the certificate holder is proficient enough in English to undertake post-secondary level studies. Students become eligible for the certificate upon receiving a "C" grade or higher in

English 099 or in each of the equivalent single-skill courses, Writing 095, Reading 096, and Canadian Studies 097.

Course Descriptions:

1. COMPREHENSIVE COURSES

Instruction in these courses is divided into three skill classes. English 059 consists of Writing, Reading, and Oral/Aural Improvement. English 098 and 099 consist of Writing, Reading and Canadian Studies. The descriptions below include the main topics covered in the courses.

These are full-time courses and are recommended for students who are not working full-time or who are not taking more than one additional course. These courses are most suitable for students whose proficiency in reading, writing, speaking and listening is approximately equal.

ENGLISH 059

This Writing class includes advanced grammar, English usage, paragraph writing and paraphrasing. Reading includes comprehension of passages at the Grade 10 level, vocabulary building, increasing reading speed, and improving study skills. The Oral class includes taking lecture notes, participating in class discussions, expressing opinions, making oral presentations and other skills.

Prerequisite:

An overall English Language Assessment (ELA) score of 105 with at least 14 in Composition; Successful completion of the Upper Advanced course in the English Language Skills Department at VCC.

ENGLISH 098

This Writing class covers remediation of grammar problems, paraphrasing, and essay writing. Reading includes comprehension of passages at the Grade 11 level, improving textbook reading skills, and continued work on speed and vocabulary. Canadian Studies includes the development of speaking and listening skills through an introduction to Canadian Literature and Social Studies.

Prerequisite:

Overall English Language Assessment score of 127 with at least 18 in Composition; or
C grade in English 059; or
C grades in Writing 065, Reading 066, and Oral Skills 067; or
D in English 059 and C grade in one of Writing 065, Reading 066, or Oral Skills 067.*

ENGLISH 099

This Writing class covers summary writing, formal argumentation and research report/essay writing. The reading class is designed to improve comprehension to the Grade 12 level, to develop skills in reading college textbooks, and to improve speed and vocabulary. Canadian Studies topics are chosen from Canadian Government, History, Literature, Arts and Current Affairs.

Prerequisites:

C grade in English 098; or
C grades in Writing 085, Reading 086, and Oral Skills 087; or
D in English 098 and C in one of Writing 085, Reading 086 or Oral Skills 087.*

Credit:

The English 098-099 sequence is equivalent to English 12 and Socials 11.

*Single skill course must be equivalent to course component not successfully completed in English 059 or 098.

2. SINGLE SKILL COURSES

These courses are recommended for students who are working full-time or who are taking more than one high school equivalent or university-transfer course. Single skill courses are also advised for students whose proficiency in reading, writing, speaking, and listening is unequal.

WRITING 055

An intensive, remedial writing course for students who need to improve their writing before entering English 059 or who wish to concentrate on writing only. Grammar, usage, punctuation, guided writing, and an introduction to writing narrative and descriptive paragraphs are included in this course.

Prerequisite:

Overall English Language Assessment score of at least 105 and an ELA Composition score below 14, or Successful completion of Upper Advanced ELS course.

WRITING 065

A course for students who need to improve their writing skills before entering English 098 or Writing 085. It includes an intensive grammar review, paraphrasing, planning and organizing compositions and writing expository paragraphs.

Prerequisite:

At least 14/30 on ELA Composition test; or
C in Writing 055; or
D in English 059; or
Successful completion of Upper Advanced ELS course.

WRITING 085

An advanced intensive writing course equivalent to the writing component of English 098 for students who need to improve their writing before entering English 099 or Writing 095. Includes grammar review, paraphrasing, and writing expository essays. Essays are based on assigned readings.

Prerequisite:

At least 18/30 on ELA Composition test; or
C in English 059; or
C in Writing 065; or
D in English 098.

WRITING 095

Our most advanced writing course, equivalent to the writing component of English 099. Includes summary writing, report writing, argumentation and research paper writing. Compositions are based on assigned readings.

Prerequisite:

At least 23/30 on ELA Composition test; or
C in Writing 085 or English 098;
D in English 099.

READING 066

This course is equivalent to the reading component of English 059. It includes comprehension work at the a Grade 10 level, vocabulary development, speed training and study skills. Students read a variety of fiction and non-fiction and make use of computer assisted reading.

Prerequisite:

Combined ELA Vocabulary and Comprehension score of at least 35/70; or
D in English 059; or
Successful completion of the ELS Upper Advanced course.

READING 086

This course is equivalent to the reading part of English 098. It covers reading at the Grade 11 level, textbook study, building vocabulary, increasing speed and reading literature.

Prerequisite:

Combined ELA Vocabulary and Comprehension score of at least 43/70; or
C in English 059 or Reading 066; or
D in English 098.

READING 096

The most advanced reading course, this is equivalent to the reading part of English 099. Passages read are at the Grade 12 and College level. Includes understanding college textbooks, analyzing literature, developing speed and expanding vocabulary.

Prerequisites:

Combined ELA Vocabulary and Comprehension scores of at least 50/70; or
C in English 098 or Reading 086; or
D in English 099.

ORAL SKILLS 067

Academic speaking and listening skills covered in this course include note-taking, expressing opinions, and giving oral reports. Among class activities are debates, plays, video-taped reports, and individualized work on pronunciation.

Prerequisite:
ELA Listening test score of at least 18/30 and Speaking score of at least 24/30; or
D grade in English 059; or
Successful completion of Upper Advanced ELS course.

ORAL SKILLS 087

A combination of oral skills and Canadian Studies. This course covers participating in class discussions, taking lecture notes, and making oral reports. Content includes an introduction to Canadian Literature and Social Studies.

Prerequisite:
ELA Listening score of at least 23/30 and Speaking score of 26/30; or
C in English 059 or Oral Skills 067.

CANADIAN STUDIES 097

An advanced combination of oral skills and Canadian Studies. Topics studied are chosen from Canadian government, history, literature, the arts and current affairs. Skills include book reporting, debating, discussing a novel and taking lecture notes.

Prerequisites:
C grade in English 098 or Oral Skills 087; or
D in English 099; or
Permission of College Preparatory English Department Head.

ENGLISH AS A SECOND LANGUAGE: ENGLISH LANGUAGE SKILLS (ELS)

Program Office: Room 3141
Telephone: 875-6111, Local 212



Macleod, M., Department Head

Program Description:

The English Language Skills Department at King Edward Campus offers part-time and full-time courses in ESL from Lower Beginner to Upper Advanced. Classes focus on oral and written communication in English. Special skills classes that focus on one or two skills are also offered. At the end of each term students are assessed to determine an appropriate placement for the following semester. Students completing Upper Advanced are eligible to enter the College Preparatory English Department.

Courses run January to March, April to June, July & August, September to December.

Classes start at 8:30 a.m., 12:00 noon, 3:00 p.m. and 7:00 p.m. and run 4 days or evenings a week. Special skills classes are not offered in every time slot.

Students must bring their assessment results or previous report card to register. Call 875-6111, Local 208 for exact registration dates.

Location:

All courses are offered at King Edward Campus, 1155 East Broadway.

Grading Policy:

All courses are non-credit. At the end of each term students are issued a report card with a score for each skill studied. In addition, an overall grade is kept on record.

Course Descriptions:

1. INTEGRATED SKILLS COURSES

Instruction in these courses integrates the 4 language skills, listening, speaking, reading and writing with appropriate grammar and language functions.

BEGINNER LEVELS (LOWER BEGINNER, UPPER BEGINNER & PRE-INTERMEDIATE):

The aim of these courses is to help students use English in everyday situations. Each course includes the grammar necessary to understand and talk about self, family, social needs, jobs, shopping, education and living in Canada. Students work on listening and speaking approximately 60% of the time and reading and writing approximately 40% of the time.

INTERMEDIATE LEVELS (LOWER INTERMEDIATE, UPPER INTERMEDIATE):

The aim of these courses is to improve listening, speaking, reading and writing skills. Students learn to communicate in their roles as consumers, learners, citizens, workers, family members and community members. They read various types of material ranging from brief instructions to newspaper and magazine articles. They write sentences, paragraphs and short stories.

ADVANCED LEVELS (LOWER ADVANCED, UPPER ADVANCED):

The aim of these courses is to increase proficiency in listening, speaking, reading and writing to a level which will enable students to enter College Preparatory English or a vocational training program. The focus is on extending knowledge beyond personal, family and educational situations to a community and universal context. Students use a wide range of materials including newspapers, radio and T.V.

2. Special Skills Courses

INTERMEDIATE PRONUNCIATION AND COMMUNICATION

This course is for Pre-Intermediate or Lower Intermediate Level students who are weak in listening, speaking and/or pronunciation. Students participate in paired work, small group discussions, storytelling, interviews and contact assignments.

INTERMEDIATE READING AND WRITING

This course is for Pre-Intermediate and Lower Intermediate students who want to concentrate on reading and writing. In reading, students study phonetics, develop vocabulary and practise comprehension skills. In writing, students learn the basic rules of spelling and concentrate on writing correct sentences with good pronunciation. They study grammar of the Pre-Intermediate and Lower Intermediate levels.

INTENSIVE READING

This course is for Upper Intermediate and Advanced students who need concentrated reading practice. Students work on speed reading, vocabulary development, context clues, phrase reading, dictionary skills, as well as topic, main idea, and details of paragraphs.

INTENSIVE WRITING

This course is for Upper Intermediate and Advanced Level students who need practice in writing and additional instruction and practise in sentence structure. Students write free compositions, guided compositions, journals, summaries, letters and resumes.

INTENSIVE LISTENING AND SPEAKING

This course is for Upper Intermediate and Advanced Level students who are weak in listening and/or speaking. Students can expect to improve their fluency, vocabulary and oral grammar.

IMPROVE YOUR PRONUNCIATION

This 10-month course is for Advanced and Post Advanced Level students who want to improve their pronunciation. The aim of this course is to identify students' pronunciation errors and correct them. Entry is in September, January and April.

ENGLISH AS A SECOND LANGUAGE: OUTREACH

Program Office: Room 3196
Telephone: 875-6111, Local 559



Akin, G., Program Assistant
Sou, P., Program Assistant
Watson, R.M., Department Head

Program Description:

The department's purpose is to teach English as a Second Language near or in student's homes. At the time of registration, students are assessed as to their language ability and interests and then taught at that level with language and content to meet their needs. The level of classes offered at any one centre depends on the number and ability of the students registering. Instruction through Homefront Learning and the Learning Centres is individualized.

The department is composed of three parts:

1. Community Classes including the Canadiana Centre and K.E.C. North
2. Learning Centres in Vancouver Public Libraries
3. Homefront Learning

Assessment:

Students are assessed by their instructor at the time of registration at Community Centre locations.

Registration:

Students register on the first day of class with the instructor at the centre they wish to attend.

Course Descriptions:

1. COMMUNITY CLASSES

Classes are offered at the Beginner, Intermediate and Advanced levels. There are morning, afternoon and evening classes. Students may register in classes held two to four times a week. There are three terms: January, April and September.

LITERACY

This class is designed for students at the beginners level who do not speak or write English at all.

LOWER BEGINNER

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

UPPER BEGINNER

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

INTERMEDIATE

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

ADVANCED

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

LOCATIONS:

Classes are held at the following centres:

- Canadiana Centre 499 East Pender Street
- D.E.R.A. 16 East Hastings Street
- Douglas Park Community Centre 801 West 22nd Avenue
- Dunbar Community Centre 4747 Dunbar Street
- False Creek Community Centre 1818 Cartwright Street (Granville Island)
- Gordon House 1019 Broughton Street
- Jewish Community Centre 950 West 41st Avenue
- Killarney Community Centre 6260 Killarney Street
- Killarney Park Mennonite Brethren Church 6426 Kerr Street
- King Edward Campus North 2019 Dundas Street
- Marpole/Oakridge Community Centre 990 West 59th Avenue
- Mount Pleasant Community Centre 3161 Ontario Street
- Sunset Community Centre 404 East 51st Avenue
- West End Community Centre 870 Denman Street

2. LEARNING CENTRES IN THE LIBRARIES

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

BRITANNIA LIBRARY

1161 Napier Street

Monday, Tuesday, Wednesday: 9:30 a.m. - 5:00 p.m.
6:30 a.m. - 9:00 p.m.
Thursday: 9:30 a.m. - 5:00 p.m.
Friday: 9:30 a.m. - 4:00 p.m.

CENTRAL LIBRARY

750 Burrard Street

MOUNT PLEASANT LIBRARY

370 East Broadway

SOUTH HILL LIBRARY

6076 Fraser Street

HASTINGS LIBRARY

2674 East Hastings Street

CANADIANA CENTRE

499 East Pender Street

3. HOMEFRONT LEARNING

The Homefront Learning program is designed to provide free English language instruction to non-English speaking individuals who are unable to attend existing classes for physical, cultural or personal reasons.

Instruction takes place in the student's home and is designed to suit the needs of the individual learner.

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

Volunteer tutors will take part in a free professional training program and will receive a certificate upon completion. Continued guidance and support from Homefront Learning staff will be given, as well as all the necessary instructional materials.

For further information on any of the above Outreach Programs, telephone 875-6111, Local 559.

For information about training starting dates and fees, call 875-6111, Local 559.

ENGLISH AS A SECOND LANGUAGE: VOCATIONAL

Program Office: Room 3174
Telephone: 875-6111, Local 211

Breslauer, K., Program Assistant
Caldwell, R., Department Head

Program Description:

This department offers a fulltime basic English as a Second Language program and a part-time pre-literacy ESL program. In addition, it provides students the opportunity to register in courses that combines Vocational training and ESL.

Canada Employment pays all tuition costs and qualified applicants may receive a monthly training allowance. Those currently receiving unemployment insurance benefits are also eligible to apply. Some seats are available in both programs for fee-paying students.

Applicants who wish to be sponsored by the Canadian Government must apply to the Canada Employment Office, 250 West Pender Street. Telephone 666-8222 for an appointment.

Course Descriptions:

1. FULL TIME BASIC PROGRAM

This program provides students with English to live and work in Canada. Classes are offered 5 hours a day (25 hours a week). The course is usually 5 months in length.

2. PRE-LITERACY ESL

This program offers reading, writing and survival level English skills to students who cannot read, write or speak English. Classes are three hours a day (fifteen hours a week).

Class times: 8:30 a.m. - 11:30 a.m.
12:00 p.m. - 3:00 p.m.
6:00 p.m. - 9:00 p.m.

LOCATIONS:

King Edward Campus, 1155 E. Broadway

King Edward Campus North, 2019 Dundas St.

3. CAREER (ESL)

For course descriptions, please refer to Table of Contents.

INDEX OF COURSES

| | | | |
|--|----|--|----|
| Accounting 062 | 42 | English 059 | 84 |
| Accounting 072 | 43 | English 061 | 46 |
| Applied Accounting 082 | 43 | English 071 | 46 |
| Automotive Collision Repair Technician | 67 | English 096 | 46 |
| Automotive Glass Installer Program | 68 | English 098 | 84 |
| Automotive Painting and Refinishing | 69 | English 099 | 84 |
| Automotive Technician | 71 | English 441/551 | 34 |
| Basic Music Theory 003 | 50 | English 661/771 | 34 |
| Biology 061 | 54 | English 081/091 | 35 |
| Biology 071 | 54 | ESL Institutional Aide | 61 |
| Biology 083 | 54 | ESL Business Office Training | 80 |
| Biology 093 | 55 | ESL Cabinetmaker | 80 |
| B.C. Pacific Studies 061 | 49 | ESL Automotive Detailer/Paint Preparation | 80 |
| B.C. Pacific Studies 071 | 50 | ESL Automotive Brakes & Steering Assistant | 80 |
| Canadian Viewpoints 081 | 47 | French 051 | 48 |
| Canadian Viewpoints 091 | 47 | French 061 | 48 |
| Canadian Studies 097 | 86 | French 071 | 48 |
| Chemistry 061 | 55 | Finance 092 | 44 |
| Chemistry 071 | 55 | GED Preparation | 39 |
| Chemistry 083 | 56 | GED Testing | 59 |
| Chemistry 093 | 56 | General Science 550/551 | 38 |
| College Preparatory English 059 | 84 | General Science 661/771 | 38 |
| College Preparatory English 098 | 84 | Geography 094 | 48 |
| College Preparatory English 099 | 84 | Geography 095 | 48 |
| Computer Keyboarding 042 | 43 | Geography 098 | 49 |
| Computer Keyboarding 062 | 43 | History 094 | 49 |
| Computer Keyboarding 072 | 43 | History 095 | 49 |
| Computer Science 083 | 44 | History 098 | 49 |
| Computer Science 093 | 44 | HomeFront Learning | 89 |
| Computer Studies 043 | 43 | Institutional Aide | 59 |
| Computer Studies 063 | 43 | Intensive Reading | 87 |
| Computer Studies 073 | 44 | Intensive Writing | 87 |
| Computer Studies 083 | 44 | Intensive Listening and Speaking | 88 |
| Computer Studies 093 | 44 | Improve your Pronunciation | 88 |
| Data Processing 083 | 44 | Intermediate Pronunciation and Communication .. | 87 |
| Data Processing 093 | 44 | Intermediate Reading and Writing | 87 |
| Diesel Engine Service & Overhaul | 73 | Law 082 | 45 |
| Diesel Technician | 73 | Law 092 | 45 |
| Economics 094 | 46 | Literature 083 | 47 |
| Economics 095 | 46 | Literature 093 | 47 |
| English Language Skills Beginners | 87 | Mathematics 031 | 31 |
| English Language Skills Intermediate | 87 | Mathematics 050 | 51 |
| English Language Skills Advanced | 87 | Mathematics 051 | 51 |
| English 031 | 31 | Mathematics 061 | 52 |
| English 041 | 46 | Mathematics 071 | 52 |
| English 051 | 46 | Mathematics 083 | 53 |

| | | | |
|--------------------------------------|----|--|----|
| Mathematics 093..... | 53 | Reading 096..... | 85 |
| Mathematics 096..... | 53 | Reading and Study Skills 077..... | 47 |
| Mathematics 097..... | 53 | Reading and Study Skills 097..... | 47 |
| Mathematics 550/551..... | 36 | Reading and Study Skills 447..... | 35 |
| Mathematics 552/553..... | 36 | Reading and Study Skills 777..... | 35 |
| Mathematics 662/772..... | 37 | Reading and Study Skills 997..... | 35 |
| Mathematics Skills 005..... | 37 | Science 051..... | 54 |
| Mathematics Skills 006..... | 37 | Science Skills 005..... | 38 |
| Mathematics Skills 008..... | 38 | Science Skills 006..... | 38 |
| Music Courses..... | 64 | Sign Language Entry Level 300..... | 75 |
| Native Education Centre Courses..... | 61 | Sign Language Fluency Level 400..... | 76 |
| Oral Skills 067..... | 85 | Sign Language - Part-time evening..... | 77 |
| Oral Skills 087..... | 86 | Sign Language - Summer sessions..... | 78 |
| Outreach Lower Beginner..... | 88 | Social Science 051..... | 50 |
| Upper Beginner..... | 88 | Social Science 551..... | 35 |
| Intermediate..... | 88 | Spelling 000..... | 47 |
| Advanced..... | 89 | Spelling 667..... | 35 |
| Physics 061..... | 56 | Word Processing 082..... | 45 |
| Physics 071..... | 56 | Writing 055..... | 84 |
| Physics 083..... | 57 | Writing 065..... | 85 |
| Physics 093..... | 57 | Writing 085..... | 85 |
| Physics 661/771..... | 38 | Writing 095..... | 85 |
| Psychology 061..... | 50 | Writing Skills 097..... | 48 |
| Psychology 071..... | 50 | Writing Skills 557..... | 36 |
| Reading 066..... | 85 | Writing Skills 777..... | 36 |
| Reading 086..... | 85 | Writing Skills 997..... | 36 |