

VANCOUVER  
COMMUNITY  
COLLEGE



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C A L E N D A R

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# VANCOUVER COMMUNITY COLLEGE

## CITY CENTRE

### 1992 - 1993 CALENDAR

Vancouver Community College

City Centre

250 West Pender Street

Vancouver, B.C.

V6B 1S9

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## WELCOME TO VANCOUVER COMMUNITY COLLEGE

Since arriving at Vancouver Community College in the fall of 1991, I have set out to discover just what makes this institution tick. I have learned of its rich and vibrant history, stretching back to 1965 and beyond when Vancouver City College was established as B.C.'s first comprehensive community college.

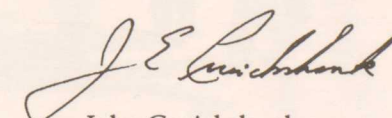
I have discovered the individual identities and strengths of our three campuses - City Centre, Langara Campus and King Edward Campus, and of our Continuing Education Division. And I have also come to see Vancouver Community College in terms of its greatest asset - people.

I say people in the broadest sense, because it is not a select few who make this college thrive. It is the energy and dedication of our committed support staff, our expert faculty and our able administrators who approach their duties with passion, purpose and pride. And finally it is you, our students who make this institution flourish.

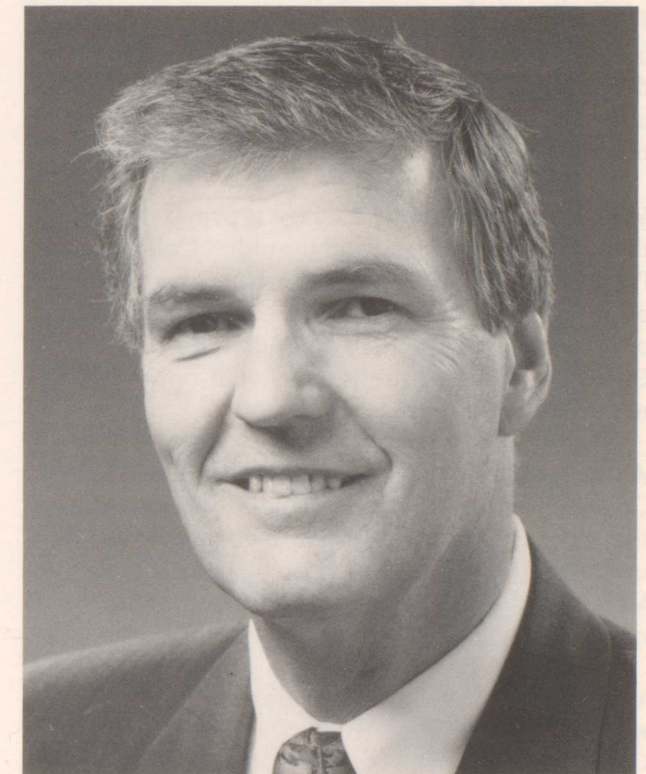
The success of Vancouver Community College can be measured by your success: you, who pass through our doors on the road to fulfilling careers and valuable life skills; you, who come from all walks of life and all backgrounds seeking an education and a rewarding career. It is your hard work, determination and focus which make the vital difference.

Vancouver Community College is all about dedication. And while you have made a commitment to getting the most from your time here, we too have made a commitment - to learning, to opportunity, and to you.

Welcome to Vancouver Community College. I wish you every success in the pursuit of your educational and personal goals.



John Cruickshank  
President



## A MESSAGE FROM THE PRINCIPAL

Thank you for your interest in the City Centre Campus of Vancouver Community College. In looking through the pages of this Calendar I am sure that you will be impressed by the diversity of courses and programs that we offer.

Vancouver Community College is proud of the fact that it is both the largest and the oldest College in the Province of British Columbia and that, in addition to offering courses and programs which most colleges offer it also provides the adult population of British Columbia with unique instructional opportunities not offered elsewhere.

As a student attending Vancouver Community College you can be comfortable in the knowledge that although you will be welcomed and treated as a unique individual you will also be part of the larger Vancouver Community College family which is a microcosm of the Canadian mosaic.

Vancouver Community College's motto "carpe diem" means "seize the opportunity" and we at the City Centre Campus invite you to do that. Our staff will be happy to aid and assist you in choosing an appropriate program to meet your needs.

We look forward to welcoming you to the City Centre Campus of Vancouver Community College.

Sincerely yours,

*Joan Horsely*

Joan Horsely  
Principal,  
Vancouver Community College - City Centre



## A BRIEF HISTORY

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

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

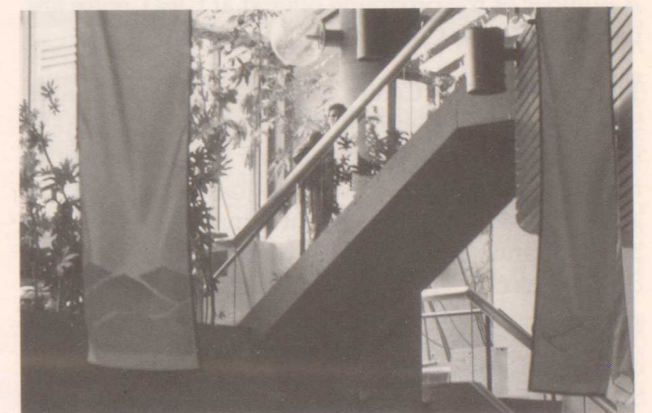
A College Council was established as the governing body in December of 1970. Administrative services were provided by the Vancouver School Board until the Spring of 1973, when the College agreed to separate from the Vancouver School Board and establish its own regional offices. These went into operation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



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

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

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



## CAMPUSES

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

### CITY CENTRE

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

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

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



### KING EDWARD CAMPUS

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

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

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

### LANGARA CAMPUS

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

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

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

## CALENDAR OF EVENTS 1992-1993

|                            |  |
|----------------------------|--|
| September 7/92             | Labour Day - Statutory Holiday   |
| October 12:                | Thanksgiving Day - Statutory Holiday   |
| November 11:               | Remembrance Day - Classes cancelled  |
| November 27:               | Financial Aid Awards Ceremony  |
| December 24:               | Early Closing for Christmas  |
| December 25 - January 3/93 | Campus closed  |
| January 4:                 | Classes Recommence   |
| January 28                 | Graduation - for students graduating between August 1, 1992 and January 31, 1993 |
| February 12:               | City Centre Day - Campus closed  |
| April 9:                   | Good Friday - Statutory Holiday  |
| April 12:                  | Easter Monday - College closed   |
| May 21:                    | Financial Aid Awards Ceremony  |
| May 24:                    | Victoria Day - College closed  |
| June 25:                   | Graduation - for students graduating between February 1, 1993 and July 31, 1993  |
| July 1:                    | Canada Day - Statutory Holiday   |
| August 2:                  | British Columbia Day - Statutory Holiday   |

City Centre is closed on Sundays. Certain facilities are open on Saturdays. Please refer to individual department for exact hours of operation. From July 18 to September 5 inclusive, City Centre will also be closed on Saturdays.



## CITY CENTRE

### GUIDELINES FOR STUDENTS RESPONSIBILITY OF THE COLLEGE

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

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

The grading and reporting system is designed to measure student progress through the theory and 'hands-on' activities which are to be mastered for satisfactory completion of a program. It is further designed to inform students of the degree of competency that they have achieved in a course relative to the standards expected in that course and program. This system assumes the formation of a feed-back process fully informing the student of the work that has been completed satisfactorily at each level or semester of the program.

Final examinations, if required by the department, are usually scheduled during the last week of the program. A student may be excused from taking a scheduled examination only with the written permission of the Department Head, for reasons such as illness or bereavement.

## HARASSMENT

Vancouver Community College is committed to the principle that all members of the college community have the right to work and study in an environment which is free from harassment. The College does not condone and will not tolerate harassing behaviour which may undermine the dignity, self-esteem, and productivity of any student(s) or employee(s).

The College considers any form of harassment of an individual involved in College activities to be a serious violation of that individual's fundamental rights. Such a violation is a serious offence which may be subject to a range of resolutions including mediated settlement or, in certain circumstances, disciplinary measures up to and including dismissal or expulsion. For further information please contact the Harassment Issues Advisor at 876-2932 Monday to Friday 0900 to 1700 hours.

## RESPONSIBILITIES OF THE STUDENT

### 1. To Their Studies:

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

### 2. To The Faculty:

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

### 3. To The College:

Acceptance into a College program carries with it an obligation to maintain a mature and responsible standard of conduct, deportment and dress. The College does not condone, nor will it tolerate, acts of

cheating, plagiarism or other forms of academic dishonesty. While on campus, it is the responsibility of every student to observe the laws governing the community as well as the rules of Vancouver Community College. A student who fails to do so, or who acts in a manner that reflects unfavourably upon him/herself, the College or the student body, is subject to disciplinary action which may result in suspension or dismissal. For both safety and health reasons, students are not allowed to bring animals into the College with the exception of guide dogs for the blind.

### 4. To The Community:

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

## DEFINITIONS OF TERMS

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

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

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

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

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

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

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

**FULL-TIME STUDENT:** this is a student who is duly registered in a program and is carrying a full course load.

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

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

## GENERAL PROGRAM STARTS

Classes are scheduled on the basis of a six-hour day, five days a week, twelve months a year. In response to the heavy demand for training, some programs are operated on both a day and an extended day basis. Vancouver Community College reserves the right to alter class hours, schedules and fees to best serve educational needs.

## PART-TIME COURSES

From time to time the College offers, on a part-time basis, courses for which there is a recognized demand or courses that are prerequisite for entry into another College course or program. These courses are generally offered at specific times of the year, e.g. fall and winter, and are advertised at that time. For further information contact the Counselling department.

## SAFETY AND ACCIDENT PREVENTION

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

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

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



## MEDICAL INSURANCE

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

## FIRST NATIONS STUDENTS

Vancouver Community College together with First Nations communities is committed to:

- increasing the participation, retention and success rates among First Nations learners, and,
- providing the support services necessary for First Nations students to succeed in their chosen field of study.

First Nations students, whether currently registered or considering enrolment at City Centre, are encouraged to contact the First Nations Education Co-ordinator to access available services. In addition to services provided to all students at the campus, the Co-ordinator will facilitate the following:

- counselling (pre-admission, personal, career);
- liaison with band/tribal administrations, sponsoring agencies, community resources, VCC programs and/or services;
- assistance with transition into City Centre and/or transfer to other post-secondary institutes upon completion of studies at VCC.

For further information contact the Counselling Department.

## ADMISSIONS

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

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

## GENERAL REQUIREMENTS

### 1. Citizenship

Applicants must be Canadian citizens or permanent residents. Exceptions are for those individuals who: have applied for permanent residency and are receiving favourable consideration; are convention refugees as designated by the Federal Government; are members, or direct dependents of members, of the diplomatic corps; or are being processed under the Foreign Domestic Movement Program (F.D.M.). Proof of citizenship, residency, diplomatic status, refugee status or F.D.M. will be requested by the College.

### 2. International Students

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

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

### 3. English Language Proficiency

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

### 4. Acceptance of Application

Applicants must meet the requirements of the College and the program before being placed on the list for enrolment in that program.

Applicants meeting all entrance requirements will be entered on the program list on the date when the last prerequisite has been met. Applicants still taking prerequisite courses in a secondary school or a post secondary institution will be entered on the application list on the later of the following dates:

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

or other post-secondary institution (not to exceed 6 months maximum)

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

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

### 5. Application Lists

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

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

### 6. Conditional Entry

Acceptance of applicants who do not fully meet the entrance requirements into programs where there are no other qualified applicants and where space is available, may be permitted on an individual case basis.

## ACADEMIC REQUIREMENTS

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

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

## MATURE STUDENT STATUS

Applicants who lack sufficient formal education to meet specific program requirements for admission may apply for Mature Student status. This will take into account work experience, background, previous education, age, or a combination thereof, to determine eligibility. It is within the discretion of the Vice-Principal (Student Services) or delegate to waive the

requirements of regular admission. An applicant may be accepted as a mature student if the applicant is: at least 19 years of age; one year out of secondary school; and the applicant's background and experience are evaluated against the specific program requirements. Mature applicants, on the basis of the above evaluation, may be required to take prerequisite courses before entering a program.

## CAREER PREPARATION STUDENTS

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

## AUDIT STUDENTS

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

## ADMISSION PROCEDURES

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

2. The application may be submitted to the Admissions Department in person or by mail.

3. Processing of the application may require an interview, testing, or appraisal, as appropriate to meet the admission requirements of specific programs.

4. When the applicant accepts the offered training space, the payment of fees is required in accordance with current fee schedules.

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

## MEDICAL CERTIFICATE

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

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

## CHANGE OF NAME OR ADDRESS

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

Students applying for funding through C.E.I.C. or for government student loans through the Financial Aid Office are responsible for reporting any changes directly to those offices.



## FEES

### TUITION

1. Tuition fees for a full-time student shall be based on a monthly tuition fee rate, as set by the College Board. For further information contact the Cashier's Office.
2. The tuition fees for a part-time student shall be based on a tuition fee rate per hour of instruction, as set by the College Board.
3. The College periodically offers special programs requested by business, industry and community organizations. The cost of these special project programs is determined by the College, and in such cases the normal schedule of fees may not be applicable.
4. Some programs are offered on a cost recovery basis, and fees for these may be substantially higher than for regular programs.
5. All tuition fees shall be payable in advance of training provided.
6. The tuition fee rates are subject to change.

7. For full-time programs of longer than four months, tuition fees may be paid in installments as set by the College. However, the onus is on the student to pay each installment on time or a late payment fee will be levied.

8. For enrolment of less than one week duration, the minimum payment of tuition fees shall be at least five days at the full-time daily tuition fee rate.

## ADDITIONAL COSTS PER PROGRAM

Students entering training should have sufficient funds to cover the expenses for the full program. A student attending classes and living at home normally would require funds to cover textbooks, transportation, supplies and specific costs required for the program in which the student is enrolled. The program outlines identify these approximate costs.

Students who are living away from home are responsible for their own board and lodging. No dormitory facilities are available at the College. Textbooks and supplies can be purchased from the College Bookstore. A tool/uniform deposit is required for some programs.

## STUDENT ASSOCIATION FEES

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

## SPONSORED STUDENTS

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

## RETURNED CHEQUES

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

## REFUNDS

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

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

Students wishing to know the amount of refund prior to withdrawal or transferring to another program, should obtain that information only from the Cashier's office at 443-8409.

## FINANCIAL AID

### SOURCES

#### 1. B.C. STUDENT ASSISTANCE PROGRAM

##### A. Purpose of Program

This program provides assistance in the form of Canada Student Loans, or a combination of Canada Student Loan and B.C. Student Loan, or Canada Student Loan and Equalization Funds. The amount and type of assistance awarded will be based on an assessed need as determined by the Provincial Authority. Students intending to apply for B.C. Student Assistance should be aware that it will take approximately 10 weeks to process a student loan application. Students are reminded that this is an assistance program that is aimed at assisting, not replacing, your own financial resources. You will be expected to pay your tuition fees from your own resources at the time of registration.

##### B. How to Apply

Applicants residing in the Vancouver or Lower Mainland areas should obtain a student loan package from the Financial Aid Department. Students are encouraged to view a video in the City Centre library

which explains how to complete the loan form. It is the student's responsibility to submit a complete and correct form to the City Centre Financial Aid Office. Applications that are not completed correctly encounter long delays in processing.

#### 2. B.C. PART-TIME STUDENT ASSISTANCE PROGRAM

B.C.P.T.S.A.P. is a provincially sponsored program established to give financial aid to part-time students enrolled at eligible public post-secondary institutions. This program will help needy students with direct educational costs such as tuition.

3. Adult Basic Education Student Assistance Program  
A.B.E.S.A.P. is a provincially funded program established to provide non-repayable grants to needy students. These grants are directed to the cost of tuition fees. Only students in A.S.E. programs at City Centre are eligible for this funding.

#### 4. WORK STUDY PROGRAM

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

#### 5. BURSARY

A bursary is a non-repayable award which is made to students who demonstrate financial need and an ability to maintain a satisfactory academic record. Bursary applications may be submitted at any time unless otherwise stipulated in the award description or announced by the Financial Aid Office.

#### 6. SCHOLARSHIP

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

## CANADA EMPLOYMENT & IMMIGRATION COMMISSION - TRAINING ASSISTANCE

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

1. Full Sponsorship - C.E.I.C. pays tuition fees and either a Training Allowance or Unemployment Insurance benefits, if the applicant is eligible for Unemployment Insurance benefits. Applicants may also receive money for daycare and/or commuting costs to and from College.

2. Partial Sponsorship - If eligible for Unemployment Insurance benefits, applicants may be eligible to continue receiving these benefits while going to school. The student pays the school's tuition fees, and there is no assistance for daycare or commuting to and from College.

Applicants should contact their local Canada Employment Centre to attend a group information session on training. Applicants are encouraged to phone ahead to confirm the time and date of this information session.

## COUNSELLING

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

#### 1. Program Advising

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

#### 2. Detailed Program Information

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

#### 3. Group Information Sessions

Sessions are held periodically to provide comprehensive information on certain City Centre programs. Dental Hygiene, Nursing Unit Clerk, Dental Technician and Denturist, Computer Graphics, Practical Nursing and Hospitality Administration are some of the departments that provide information sessions. Telephone 443-8443, for upcoming dates and times.

#### 4. Career Counselling

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

#### 5. New Student Orientation

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

#### 6. Classroom Presentations

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

#### 7. Personal Counselling

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

#### 8. Referrals

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

#### 9. Services For Students With Disabilities

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

- confidential counselling
- campus accessibility information
- assistance with registration
- liaison with instructors
- reserved parking where applicable
- referrals for educational assessments
- equipment adaptation
- an interpreter for the hearing-impaired (given sufficient advance notice of the requirement)
- provision of course materials for the visually impaired (given sufficient advance notice of the requirement)

Please contact the Counselling Department at 443-8453, for further information and an appointment. For T.D.D. phone 443-8323.

## ASSESSMENTS

### ENGLISH LANGUAGE ASSESSMENT

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

### OTHER ASSESSMENTS

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

### ASSESSMENT CENTRE

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

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

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

Present costs are:

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

All costs are subject to change and GST.

## STUDENT RECORDS

### GRADE POINT SYSTEM

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

| Letter Grade     |   | Numerical Equivalent    |
|------------------|---|-------------------------|
| A Excellent      | = | 4                       |
| B Above Average  | = | 3                       |
| C Average        | = | 2                       |
| D Below Average  | = | 1                       |
| F Fail           | = | 0                       |
| S Satisfactory   | = | No grade point assigned |
| U Unsatisfactory | = | No grade point assigned |
| E Exempt         | = | No grade point assigned |
| R Audit          | = | No grade point assigned |
| Z Anecdotal      | = | No grade point assigned |

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

1. First, the students 'grade points' for each course are determined by multiplying the 'credit hours' allotted to the course by the numerical equivalent of the marks attained by the student (A = 4, etc.).

2. The total grade points are then determined as the sum of these products.

3. This total is then divided by the sum of credit hours for all courses attempted. The result is the GPA.

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

The following example illustrates the calculation of GPA:

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

GPA is 21.5 divided by 9.5 = 2.26

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

Exempt ("E") Grade Designation:

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

Audit ("R") Grade Designation:

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

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

Anecdotal "Z" Grade Designation:

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

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

Satisfactory ("S") or Unsatisfactory ("U") Grade Designation:

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

### APPEAL OF FINAL COURSE GRADES

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

### STUDENT GRIEVANCE

College policies and procedures exist for the purpose of providing students with an opportunity to protest sexual harassment, or racial or religious discrimination. Such a grievance may be initiated

with the Ombudsperson of the Student Association, the Vice-Principal (Student Services) or delegate, a Counsellor, or the Harassment Issues Advisor.

### WITHDRAWALS

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

### TRANSFER FROM CAMPUS TO CAMPUS OR PROGRAM TO PROGRAM

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

### TRANSFER TO OTHER INSTITUTIONS

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

Similarly, an institution to which an official transcript is sent may evaluate the programs and the student's record of achievements and recompute grades in accordance with its own policies and regulations. Students planning to transfer should discuss their plans with a college Counsellor, bearing in mind that responsibility for final choice of program or transfer remains with the student.

### TRANSCRIPTS

The Student Records Department maintains a permanent record of each student's courses, credits, and grades for the period of enrolment, and transcripts are issued to all students attending the College. Official

transcripts bearing the signature of the Vice-Principal (Student Services) or delegate, and the College seal, are only issued to students who complete a program, or upon request.

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

## STUDENT IDENTIFICATION CARD

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

## FACILITIES

### STUDENT SERVICES CENTRE

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

- Admissions
- Cashier's Office
- Counselling
- Financial Aid
- Student Records
- Director of Student Services

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



### HEALTH SERVICES

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

Services available:

- medical assessment and treatment of illnesses and injuries
- first aid
- over-the-counter medications
- stress management and counselling
- TB screening
- referrals to medical specialists, medical facilities, etc.

### Hours:

- First Aid: 7:00 a.m. - 10:00 p.m., Monday to Friday  
8:00 a.m. - 1:30 p.m., Saturday
- Nurse: 8:30 a.m. - 3:00 p.m., Monday to Friday
- Physician: 2 1/2 days per week
- Phones: EMERGENCY - 443-8300, local 8888  
Nurse - 443-8300, local 8337  
Physician - 443-8300, local 8338

### FIRST AID SERVICE

First aid attendants are on duty during open hours. All accidents must be reported to them. They are available to treat all accidents that occur on the premises of City Centre.

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

### LIBRARY

The Library collection includes books, magazines, newspapers, pamphlets, slides, audiocassettes, films, videos, computer software, microforms, and CD-ROMs. All catalogued materials are listed in our computer catalogue for easy retrieval. This catalogue also lists the holdings of VCC's other two campus libraries: Langara and King Edward. An efficient inter-campus borrowing arrangement enables students to access a comprehensive collection of over 200,000 items. Materials can also be borrowed from other colleges and universities. Assistance in locating information is always available at the Reference Desk.

Study space, computers, photocopiers, typewriters and audiovisual equipment are also available.



Most students are introduced to the Library through tours or library labs arranged by their instructors. Students may wish to visit the library as soon as classes start to arrange for a library card or to get a head start on their studies.

### Hours:

#### September - May

- |                   |                        |
|-------------------|------------------------|
| Monday - Thursday | 7:30 a.m. - 9:00 p.m.  |
| Fridays           | 7:30 a.m. - 4:00 p.m.  |
| Saturdays         | 12:00 noon - 4:00 p.m. |
| Sunday            | closed                 |

#### June - August

- |                    |                       |
|--------------------|-----------------------|
| Monday & Wednesday | 7:30 a.m. - 5:00 p.m. |
| Tuesday & Thursday | 7:30 a.m. - 8:00 p.m. |
| Fridays            | 7:30 a.m. - 4:00 p.m. |
| Saturday & Sunday  | Closed                |

### Telephones:

- |                         |          |
|-------------------------|----------|
| Reference & Information | 443-8339 |
| Circulation             | 443-8340 |
| Media                   | 443-8341 |

### BOOKSTORE

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

### LOST AND FOUND

The Lost and Found is in the Security Office located in the Mall on the second floor. Articles such as clothing will be held for 30 days, while valuables such as purses and wallets will be turned over to the City Police within ten days if the owner cannot be identified. Lost items may be claimed upon proper proof of identification.

### CAFETERIA

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

## PARKING

Student parking is not available on campus. City Centre is served extremely well by all modes of public transit as well as being in close proximity to the interurban bus depot. Students wishing to bring their own vehicles, rather than use public transit, must make their own parking arrangements.

## CANADA EMPLOYMENT AND IMMIGRATION COMMISSION - TRAINING LIAISON OFFICE

The Canada Employment Centre has relocated to the Sinclair Building at Granville and West Hastings. It provides service to sponsored students from 9:30 a.m. to 4:00 p.m., Monday to Friday.

C.E.I.C. provides financial support to qualified students attending certain full-time programs. Enquiries regarding C.E.I.C. sponsorship should be made at the applicant's local Canada Employment Centre. Enquiries regarding Unemployment Insurance should also be made through the student's local Canada Employment Centre.

## STUDENT ASSOCIATION

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

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

On-campus services provided by the Student Union include: an Ombudsperson; a Games Room, a free student telephone, a subsidized student photocopier, a free student microwave, notice boards for housing, jobs, sale items and events and a host of information brochures for student use.

Also available in the Games Room between 3:00 p.m. - 5:00 p.m. is the B.C. Transit Fast-Trax Sticker. For \$2.00 the sticker enables the student to purchase a

monthly farecard, and upon presentation of their validated (with sticker) student I.D. card and their monthly farecard, a student may travel through any zone at any time without having to pay extra.

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

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

For more information on your Student Union, call 669-1603. Our Office and Games' Room hours are Monday-Friday 9:00 a.m.-5:00 p.m.

## AN INVITATION FROM THE VCC ALUMNI ASSOCIATION

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

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

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

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

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

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

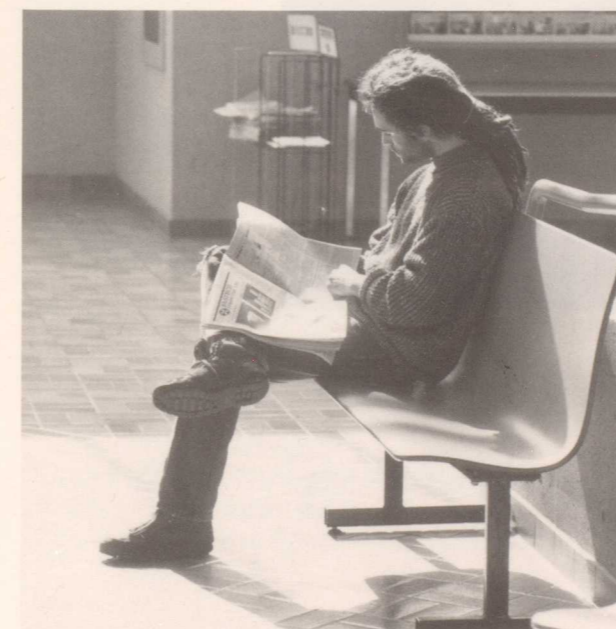
As a community college, Vancouver Community College needs to maintain strong links with the community it serves. Vancouver Community College Alumni Association members are an important part of that link.

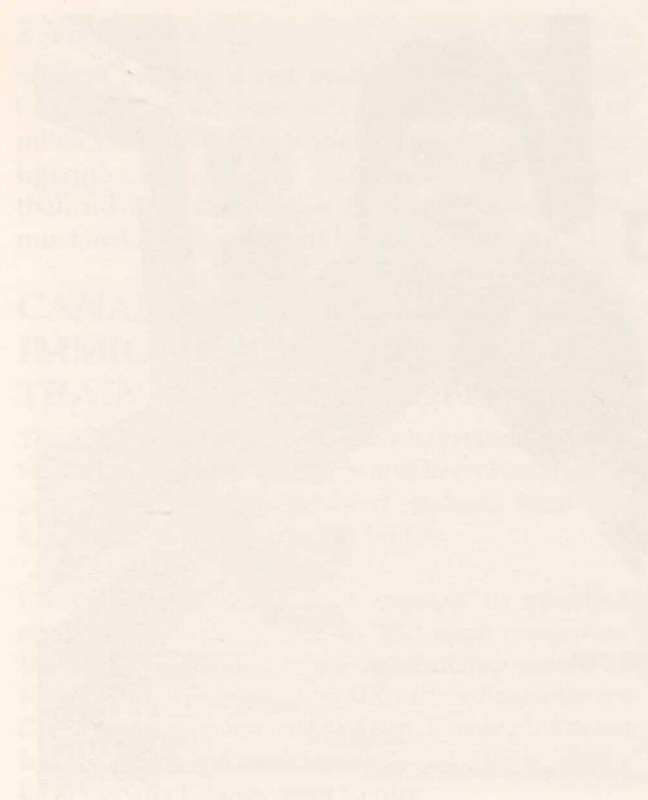
Please accept this invitation to register with the Alumni Association when you complete your studies. Ask your instructor for a pamphlet or call the Alumni Office at 871-7147.

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

## DETAILED PROGRAM INFORMATION

The remainder of this calendar will provide detailed information on the programs offered at City Centre. To obtain further information on the specific courses contained in a program, consult the Program Content Guide or the one-page outline, both of which are available in the Counselling Department.





## STUDENT ASSOCIATION

The City Center Student Union is an organization made up of all students at City Center. The Union is represented by an elected student body and is responsible for all student activities. The Union is also responsible for the student body's welfare and for the student body's representation in the community.

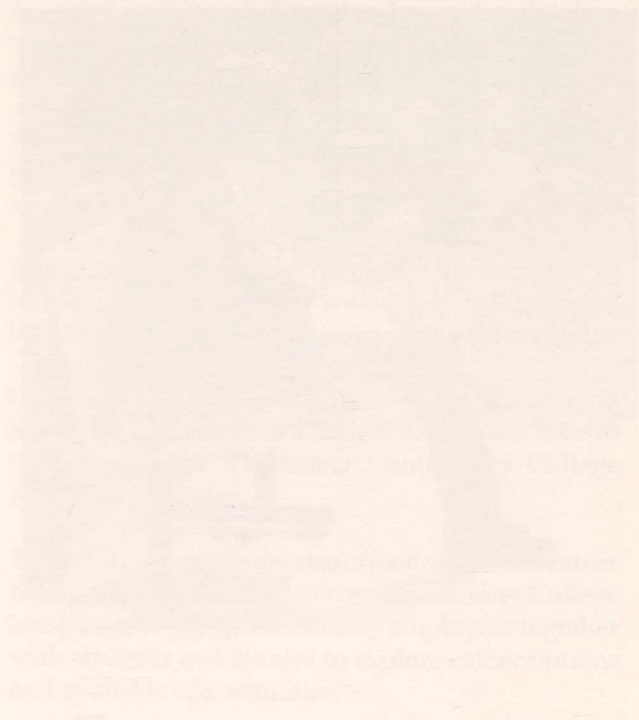
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## BUSINESS PROGRAMS



### COURSES:

#### Semester 1

- Course 1871 Introduction to Business
- Course 1872 Business Law
- Course 1873 Business Math
- Course 1874 Business English
- Course 1875 Business Writing
- Course 1876 Business Communication
- Course 1877 Business Computer Applications 1
- Course 1878 Business Computer Applications 2
- Course 1879 Business Computer Applications 3
- Course 1880 Business Computer Applications 4
- Course 1881 Business Computer Applications 5
- Course 1882 Business Computer Applications 6
- Course 1883 Business Computer Applications 7
- Course 1884 Business Computer Applications 8
- Course 1885 Business Computer Applications 9
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- Course 1969 Business Computer Applications 93
- Course 1970 Business Computer Applications 94
- Course 1971 Business Computer Applications 95
- Course 1972 Business Computer Applications 96
- Course 1973 Business Computer Applications 97
- Course 1974 Business Computer Applications 98
- Course 1975 Business Computer Applications 99
- Course 1976 Business Computer Applications 100

#### Semester 2

- Course 1811 Database Applications
- Course 1812 Fundamentals of Accounting Principles 1
- Course 1813 Payroll and Payroll Legislation

## ACCOUNTING

Program Length: 12 months

Starting: Three times annually: January, May  
&  
September

Certification: Certificate

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

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

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

### COURSES:

#### Semester 1

Course 1499 Introduction to Word Processing  
Course 1878 Business Mathematics  
Course 1879 Programming Microcomputers in BASIC

Course 1568 Communications: Business Correspondence

Course 1802 Introduction to Microcomputers  
Course 1880 Bookkeeping/Introduction to Accounting

Course 1909 Accounting Computer Applications 1

Course 7224 Human Relations

Course 2950 Word Processing Applications

#### Semester 2

Course 1804 Database Applications

Course 9030 Fundamental Accounting Principles 1

Course 1561 Payroll and Payroll Legislation

Course 2739 Accounting Computer Applications 2

Course 2740 General Business Law 1

Course 1877 Introduction to Spreadsheet Management

Course 3577 General Business Law 2

#### Semester 3

Course 3688 Accounting Computer Applications 4

Course 3295 Fundamental Accounting Principles 2

Course 1560 Communications: Report Writing

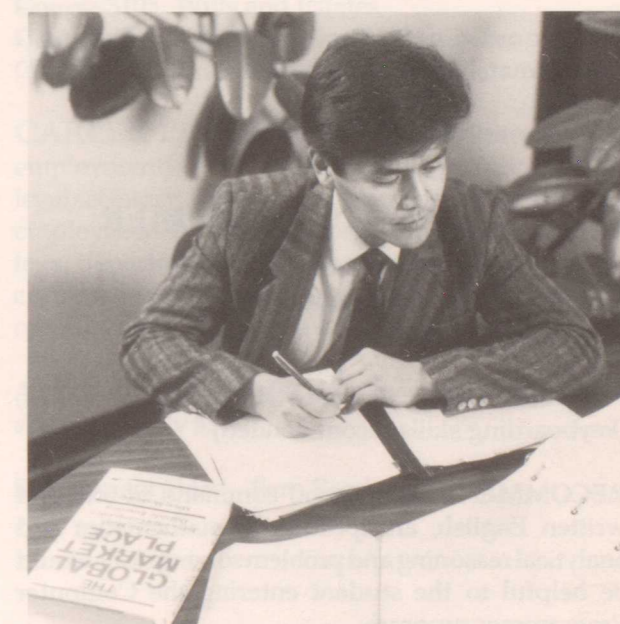
Course 3686 Accounting Computer Applications 3

Course 3687 Practicum

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

Additional Costs: textbooks and supplies - approximately \$575.

Department Head - Ed Wakulchik.



## BUSINESS EDUCATION PREPARATION

Program Length: Three months  
Starting: Quarterly  
Certification: Certificate

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

**ABOUT THE PROGRAM:** Graduates of this program will meet the grade 12 equivalency requirements for admission to other programs in the Business Division.

### COURSES:

#### Level 1 - 12 Weeks

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

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

Additional Costs: textbooks and supplies - approximately \$115.

Department Head - Barry Kendrick.

## COMPUTER PROGRAMMER

Program Length: 12 months  
Starting: September & January  
Certification: Certificate

**PREREQUISITES:** Grade 12 Diploma or equivalent, (keyboarding skills recommended)

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

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

### COURSES:

#### Level 1 - 12 Weeks

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

#### Level 2 - 12 Weeks

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

#### Level 3 - 12 Weeks

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

#### Level 4 - 12 Weeks

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

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

Additional Costs: textbooks and supplies - approximately \$630.

Department Head - Ed Wakulchik.



## LEGAL SECRETARY

Program Length: Four months  
Starting: Three times annually - January, May and September  
Certification: Legal Secretary Certificate

**PREREQUISITES:** A Vancouver Community College - City Centre Secretary program certificate, or equivalent, with a tested keyboarding speed of 55 gross words a minute (GWAM) for five (5) minutes with a maximum of five (5) errors;

OR

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

- a tested Keyboarding Speed of 55 GWAM for five (5) minutes with a maximum of five (5) errors
- successful completion of Vancouver Community College/City Centre Communication 2 (#2870) and Office Dictation (#2873 or #2874) or equivalent.
- successful completion of Vancouver Community College/City Centre Advanced Computer Software and Applications (#2872) or equivalent.

**ABOUT THE PROGRAM:** This advanced program is intended for graduates of the Secretary Program as well as experienced secretaries wishing to become legal secretaries. Students will acquire the skills and knowledge to apply time management

principles and set priorities; create, edit, print, store and retrieve legal documents and correspondence using electronic typewriters and microcomputers; and perform legal secretarial duties and procedures in the specialty areas of general law, wills and estates, litigation, conveyancing, family law and corporate procedures. The main emphasis is on the development of practical skills training including machine transcription. Students will progress through modules and case studies on both a group and individual basis. Where the subject area requires, theory is presented by means of lectures, demonstrations, occasional guest lecturers or films. Both practical and theoretical knowledge is supported by means of field trips to Law Courts, the Land Title Office and to law offices. Time is normally set aside for a practicum towards the end of the program when the student will be placed in a challenging work environment within a law firm or law-related office which requires application of the skills learned in the program.

### COURSES:

Course 7217 General Legal Procedures  
Course 3081 Conveyancing  
Course 1475 Corporate  
Course 1476 Divorce  
Course 3089 Litigation  
Course 3105 Wills and Estates  
Course 7041 Legal Machine Transcription  
Course 7042 Practicum

**CAREER PROSPECTS:** Graduates may find employment in a variety of positions including junior legal secretary, legal secretary, or a legal office support employee in the following organizations: law firms, legal departments of large corporations, real estates companies, insurance companies, financial organizations and government agencies.

Additional Costs: textbooks and supplies - approximately \$550.

Department Head - Fern Reed.



## MEDICAL OFFICE ASSISTANT

Program Length: Nine months  
Starting: October  
Certification: Certificate

**PREREQUISITES:** Grade 12 Diploma or equivalent, or one year's related office experience as confirmed by an employer's letter or equivalent proof, and a typing speed of 25 gross words a minute (GWAM) with five (5) or fewer errors.

**ABOUT THE PROGRAM:** The graduate will have developed a strong ability to liaise with patients, families and health care professionals in the delivery of community health services.

Medical terminology, pharmacology, bookkeeping, medical computer billing, clinical procedures, word processing, typing and transcription are covered. The program involves extensive direct medical office work experience (practicums).

### COURSES:

#### Level 1 - 12 Weeks

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

#### Level 2 - 12 Weeks

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

#### Level 3 - 13 Weeks

- Course 3638 Medical Word Processing Applications 2
- Course 1583 Medical Bookkeeping and Payroll
- Course 3639 Medical Transcription Correspondence
- Course 3640 Medical Office and Clinical Practices 2
- Course 3641 Keyboarding Speed and Accuracy 3
- Course 3642 Practicum 2

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

Additional Costs: textbooks, CPR and supplies - approximately \$340.

Department Head - Edna Bartoshewski.

## MEDICAL SECRETARY

Program Length: Nine months  
Starting: October  
Certification: Certificate

**PREREQUISITES:** Grade 12 Diploma or equivalent, or one year's related office experience as confirmed by an employer's letter or equivalent proof, and a typing speed of 25 gross words a minute (GWAM) with five (5) or fewer errors.

**ABOUT THE PROGRAM:** A medical office is very much a specialized business centre. As such, the daily transfer of detailed, complex and confidential information requires the specialized training and skills of a Medical Secretary.

Through this program the student will acquire the skills in advanced medical terminology, medical billing, recordkeeping, transcription, word processing and the preparation of medical manuscripts, research papers and presentations. Emphasis is on developing strong office skills and an ability to communicate well with patients and all members of a medical team, as such these graduates are ideally suited to a variety of secretarial positions in any number of modern medical and educational settings.

### COURSES:

#### Level 1 - 12 Weeks

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

#### Level 2 - 12 Weeks

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

#### Level 3 - 13.0 Weeks

- Course 3643 Introduction to Spreadsheets & Database
- Course 2345 Medical Secretarial Word Processing Procedures
- Course 3644 Medical Library and Research Procedures
- Course 2839 Introduction to Basic Pharmacology
- Course 3641 Keyboarding Speed and Accuracy 3
- Course 3646 Practicum 2

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

Additional Costs: textbooks and supplies - approximately \$335.

Department Head - Edna Bartoshewski.

## MEDICAL TRANSCRIPTIONIST

Program Length: Nine months  
Starting: October  
Certification: Certificate

**PREREQUISITES:** Grade 12 Diploma or equivalent, or one year's related office experience as confirmed by an employer's letter or equivalent proof, and a typing speed of 25 gross words a minute (GWAM) with five (5) or fewer errors.

**ABOUT THE PROGRAM:** The complex and detailed nature of modern medical science is perfectly demonstrated in the duties of a Medical Transcriptionist. An understanding of the unique language of medicine, exceptional communication and office skills make this a career area that is both demanding and in demand.

This specialized program provides a sound basis in communication skills, office practice and in the specialized terminology relating to radiology, laboratory, history and physicals, discharge summaries, consultation reports, oncology, pathology and pharmacology with a strong emphasis on transcription.

Like being able to speak a new language, the ability to discern and communicate medical information has made the Medical Transcriptionist a career area with much opportunity. Hospitals, clinics, health agencies,

universities and many other medical facilities are only some areas where medical transcriptionists can find employment.

## COURSES:

### Level 1 - 12 Weeks

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

### Level 2 - 12 Weeks

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

### Level 3 - 13 Weeks

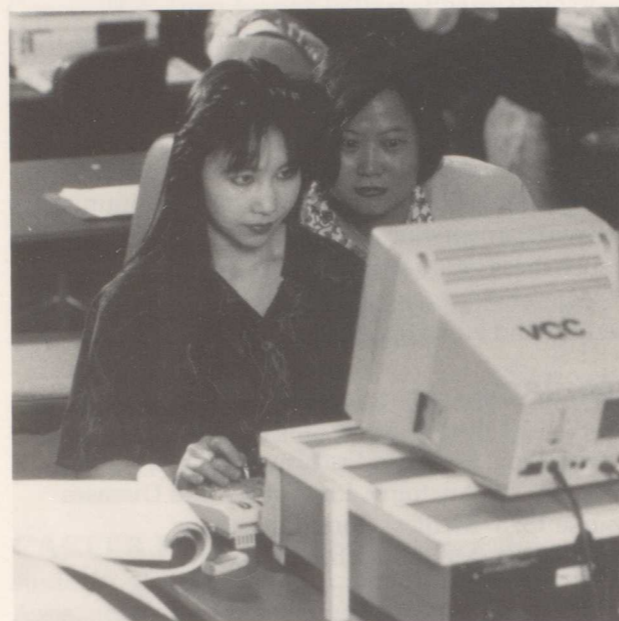
- Course 3647 Transcription - Oncology Reports
- Course 3648 Transcription - Operative Reports
- Course 3649 Transcription - Pathology Reports
- Course 3650 Transcription - Discharge Summary Reports
- Course 3651 Overview of Starting a Small Business
- Course 3641 Keyboarding Speed and Accuracy 3
- Course 4137 Practicum 2

**CAREER PROSPECTS:** Graduates of this program may obtain employment in positions requiring excellent spelling, grammar, proofreading, typing, transcription and word processing skills. These positions include Medical Transcriptionist, Medical Word Processing Operator, Medical Stenographer or Dictatypist in hospital settings, specialists' offices or medical faculties in universities.

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

Additional Costs: textbooks and supplies - approximately \$460.

Department Head - Edna Bartoszewski.



## SECRETARY

Program Length: Eight months  
Starting: Three times annually - January, May, September  
Certification: Secretary Certificate

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

**ABOUT THE PROGRAM:** Students acquire the skills and knowledge to use effective oral and written communication techniques; demonstrate time management techniques by determining work priorities; create, revise, transcribe and process business correspondence and documents using a variety of electronic office equipment including microcomputer word processing, spreadsheet, graphics software; and perform a variety of secretarial assignments in accordance with the standards expected in an office environment. In the first semester, the major portion of class time is devoted to practical skills training, with an emphasis on building business communication skills. The second semester

expands hands-on practical skills training with emphasis on advanced secretarial applications on microcomputers and machine transcribers. Students are required to work both in a group and on an individual basis. Where the subject area requires, theory is presented by means of lectures, demonstrations, guest lecturers, videos and field trips. Program time is normally set aside for work experience when the student will be placed in a challenging work environment which requires application of the skills learned in the program.

## COURSES:

### First Semester - 16 weeks

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

### Second Semester - 16 weeks

- Course 2870 Communication 2
- Course 2871 Speed and Accuracy Development 2
- Course 2872 Advanced Computer Software and Applications

Course 2873 Introduction to Office Dictation\*  
or  
Course 2874 Office Dictation 1\*

- Course 2875 Office Procedures
- Course 2876 Work Experience\*\*

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

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

**CAREER PROSPECTS:** New technology is changing the role of the secretary in today's office. Graduates of this program may choose a career requiring not only traditional secretarial skills, but also the knowledge to use the latest advances in office technology. The scope of job opportunities for secretaries is endless—all organizations require some form of secretarial support. Employment may be

found in industry, manufacturing, finance, insurance, real estate, transportation, government agencies and service organizations.

Additional Costs: textbooks and supplies - approximately \$500.

Department Head - Fern Reed.

## TRAFFIC, CUSTOMS AND TRANSPORTATION

Program Length: Nine months

Starting: September

Certification: Certificate

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

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

## COURSES:

### Level 1 - 7.5 Weeks

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

### Level 2 - 10.5 Weeks

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

### Level 3 - 7.5 Weeks

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

### Level 4 - 11 Weeks

- Course 4234 Practical Transportation Study 2
- Course 2418 Supervisory Skills Training
- Course 4266 Business Communications
- Course 4236 Transportation Accounting 2
- Course 4237 Transportation Economics
- Course 4238 Transportation Rules and Regulations

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

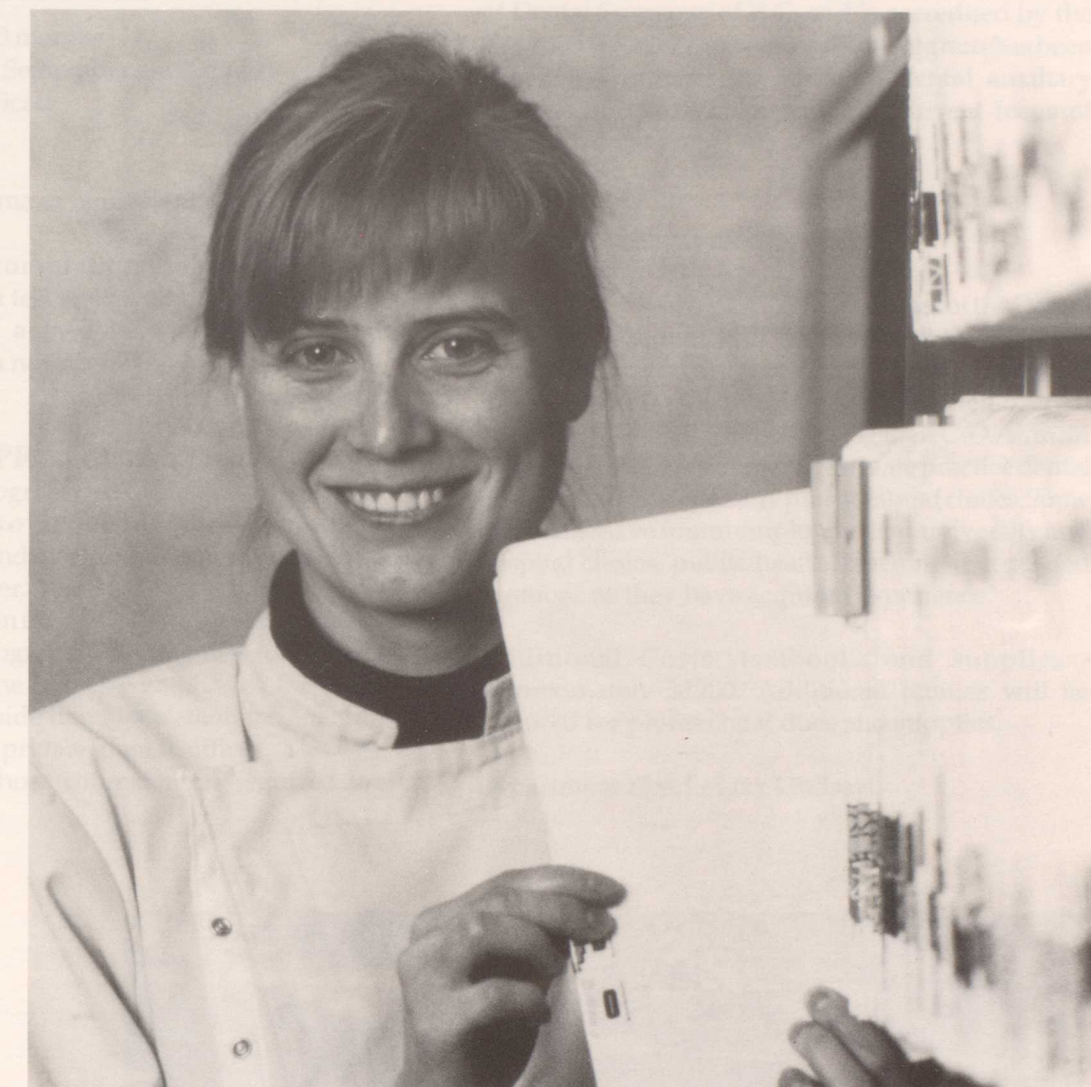
Additional Costs: textbooks and supplies - approximately \$345.

Department Head - Ed Wakulchik.

The Business Division also offers programs for students with disabilities. A list of these programs commences on page 87.



## HEALTH PROGRAMS



## DENTAL

### DENTAL ASSISTING

Program Length: 10 months

Starting: Generally September and January

Certification: Certificate

#### PREREQUISITES:

- grade 12 Diploma or equivalent;
- Biology 11;
- successful completion of a reading comprehension test approved by City Centre;
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

**ABOUT THE PROGRAM:** Students in the Dental Assisting Program will spend time in activities directly related to acquiring the specialized knowledge, skills and aptitudes required as a dental health team member. The program is competency-based and is taught in modern clinical facilities shared with other dental programs. The program is organized into three levels. The first two emphasize the skills required of a chairside dental assistant and include involvement with private dental offices. The last level emphasizes those competencies required for

licensure as a Certified Dental Assistant and includes involvement in a preventive clinic for the public. The Dental Assisting Program is approved by the College of Dental Surgeons of B.C. and is accredited by the Canadian Dental Association. The program has been developed to meet the needs of dental auxiliary practice in B.C., emphasizing the current focus of preventive dentistry.

#### COURSES:

Currently being updated.

**CAREER PROSPECTS:** Graduates of the Dental Assisting Program will be prepared to write the College of Dental Surgeons of B.C. examination for licensure and registration as a Certified Dental Assistant (C.D.A.). After acquiring their C.D.A., most graduates find employment in private practice dental offices (including specialty practices) and clinics. Some graduates have found employment in university and hospital clinics, public health, teaching and related positions as they have acquired experience.

**Additional Costs:** textbooks and supplies - approximately \$1200. Additional monies will be required for professional dues and supplies.

Department Head - Lizz Lindsay.



## DENTAL HYGIENE

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

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

- health-related work experience, experience working with the public and volunteer experience related to the above.

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

**APPLICATION PROCEDURE:** Applicants MUST obtain a CURRENT Dental Hygiene application package from the Counselling Department, available after October 15. The deadline for submission of applications along with all documentation, other than post-secondary, is February 15. Official transcripts must be received post-marked no later than May 31. Official transcripts received post-marked after May 31, will not be considered.

**ABOUT THE PROGRAM:** This is a competency-based program which prepares graduates for registration and licensure with the College of Dental Surgeons of B.C. and other provincial licensing bodies. This program is also accredited by the Canadian Dental Association. The competencies required for the practice of dental hygiene are organized into four inter-related sections: Assessment, Planning, Implementation and Evaluation of Dental Hygiene Services.

Course materials are presented through lectures, seminars, labs, clinical practice sessions, independent study and externships. Students will have opportunities to apply knowledge and practice

various skills while working with the public in the City Centre Dental Clinic. In addition, students will participate in the dental clinics at the UBC Faculty of Dentistry, B.C. Children's Hospital, University Hospital - UBC site, B.C. Cancer Agency, Vancouver General Hospital, Vancouver Health Department and a variety of dental specialty practices.

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

### COURSES:

#### Year 1:

##### Level 1 - 14 Weeks

Course 1707 Anatomy and Physiology 1  
Course 1708 Professionalism  
Course 1862 Dental Hygiene 1  
Course 1863 Communications in Dentistry  
Course 1864 Histology and Embryology  
Course 1865 Dental Anatomy

##### Level 2 - 14 Weeks

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

##### Level 3 - 14 Weeks

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

#### Year 2:

##### Level 4 - 14 Weeks

Course 4245 Pharmacology 2  
Course 4246 Periodontics 2  
Course 4288 Patient Care 3  
Course 4248 Community Dental Health 1  
Course 4249 Dental Specialties  
Course 4289 Clinical Practice 3

##### Level 5 - 14 Weeks

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

##### Level 6 - 14 Weeks

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

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

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

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

**Additional Costs:** approximate costs of textbooks and supplies for first year students will be \$2,500 and for second year students \$1,700.

Department Head - Susanne Sunell.

## DENTAL RECEPTION

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

### PREREQUISITES:

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

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

### COURSES:

#### Level 1

Course 1640 Anatomy and Physiology\*  
Course 7272 Basic Dental Knowledge\*  
Course 7273 Promoting Oral Health\*

#### Level 2

Course 2961 Dental Office Systems\*  
Course 2962 Time Control Strategies\*  
Course 2963 Conduct and Communication\*  
Course 2549 Appointment Control\*

#### Level 3

Course 1334 Telephone Communication  
Course 3716 Dental Office Computers  
Course 3717 Innovations for the Dental Practice  
Course 3718 Written Communication

\* Prerequisite courses for next level.

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

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

Department Head - Lizz Lindsay.



## DENTAL TECHNICIAN CO-OPERATIVE EDUCATION

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

**PREREQUISITES:** Applicants must have completed Grade 12 or equivalent including Biology 12 and either Chemistry 11 or Physics 11, and successfully completed a manual dexterity test administered and evaluated by the College.

**APPLICATION PROCEDURE:** A completed application and official transcript showing completion of Grade 12 with Biology 12 and either Chemistry 11 or Physics 11 must be received by the City Centre Admissions Department. (See application package for deadlines.) Applicants meeting the above requirements will be scheduled for a manual dexterity test which will be administered and evaluated by the College.

**ABOUT THE PROGRAM:** This program integrates periods of classroom and laboratory study with periods of off-campus paid work experience. The work terms are approximately 50 per cent of the length of the program. Graduates of the program will have acquired the knowledge and skills to: construct, reline, rebase, and repair complete maxillary and mandibular dentures; construct and repair removable partial dentures, and/or replace teeth; construct fixed and removable orthodontic appliances using a dentist's prescription; and to be aware of the types, characteristics, and purposes of overdentures, fixed restorations made of resins and porcelain, fixed metal restorations designed to accept veneering in resin or porcelain, and precision attachments.

## COURSES:

### Level 1

- Course 7185 Complete Dentures - Basic Laboratory Procedures
- Course 7245 Maintenance of Complete Dentures
- Course 7246 Complete Dentures - Theory 1

### Level 2

- Course 2955 Removable Partial Dentures-Basic Laboratory Procedures
- Course 2956 Cast Partial Dentures 1
- Course 2957 Removable Partial Dentures - Theory 1

### Level 3

- Course 5070 Fixed Prosthodontics - Basic Laboratory Procedures
- Course 3709 Fixed Prosthodontics - Single Units
- Course 3710 Fixed Prosthodontics - Theory 1

### Level 4

- Course 7003 Dental Ceramics - Single Units
- Course 4322 Dental Ceramics - Theory 1

### Level 5

- Course 5100 Orthodontics - Basic Laboratory Procedures
- Course 5101 Orthodontics - Theory 1

### Level 6

- Course 6067 Co-operative Work Term 1

### Level 7

- Course 7247 Construction of Complete Dentures
- Course 7248 Immediate Dentures
- Course 7249 Complete Dentures - Theory 2

### Level 8

- Course 8010 Cast Partial Dentures 2
- Course 8011 Maintenance of Cast Partial Dentures
- Course 8012 Removable Partial Dentures - Theory 2

### Level 9

- Course 9046 Fixed Prosthodontics - Multiple Units
- Course 9047 Fixed Prosthodontics - Theory 2

### Level 10

- Course 9048 Dental Ceramics - Multiple Units
- Course 9049 Dental Ceramics - Theory 2

### Level 11

- Course 9050 Construction of Orthodontic Appliances
- Course 9051 Orthodontics - Theory 2

### Level 12

- Course 9052 Co-operative Work Term 2

### Level 13

- Course 9053 Dental Specialty

**CAREER PROSPECTS:** Graduates will be prepared to sit the B.C. Dental Technicians' Board Licensing Examination after completing a specified period of work experience, determined by the board, following the three year program. Licentiates will be able to seek employment with dental laboratories, dental clinics operated by dentists, Ministry of Health Laboratories or manufacturers and suppliers of dental related products.

Additional Costs: textbooks and supplies - approximately \$1200.

Department Head - Jeanette McKay.



## DENTURIST

Program Length: Two years (with a one-month break after the first year)  
Starting: September (alternate years)  
Certification: Diploma

### PREREQUISITES:

- grade 12 Diploma or equivalent, including Biology 12 and either Chemistry 11 or Physics 11.
- applicants must also successfully complete a manual dexterity test.

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

**APPLICATION PROCEDURE:** A completed application and official transcript showing completion of Grade 12 with Biology 12 and either Chemistry 11 or Physics 11 must be received by the City Centre Admissions Department. Applicants meeting the above requirements must pass a manual dexterity test which will be administered and evaluated by the College.

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

#### **COURSES:**

##### **COMPLETE DENTURES - COMMON CORE**

###### **Level 1 - 5 Weeks**

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

###### **Level 2 - 20 Weeks**

- Course 2822 Complete Dentures Construction  
Course 2627 Complete Dentures - Theory 2  
Course 2628 Complete Dentures - Immediate Dentures  
Course 2629 Complete Dentures - Theory 3  
Course 2630 Complete Dentures Maintenance  
Course 1373 Complete Dentures - Theory 4

##### **COMPLETE DENTURES - LAB AND CLINIC**

###### **Level 3 - 24.5 Weeks**

- Course 3430 Complete Dentures - Laboratory Procedures 1  
Course 3431 Complete Dentures - Clinical Procedures 1  
Course 3439 Complete Dentures Maintenance - Laboratory Procedures 1  
Course 3440 Complete Dentures Maintenance - Clinic Procedures 1  
Course 3432 Complete Dentures - Theory 5 (General Knowledge)

- Course 3441 Complete Dentures - Theory 6 (Clinical)  
Course 3442 Complete Dentures - Theory 7 (Laboratory)  
Course 3443 Complete Dentures - Theory 8 (Management)

###### **Level 4 - 36.5 Weeks**

- Course 4291 Complete Dentures - Laboratory Procedures 2  
Course 4292 Complete Dentures - Clinical Procedures 2  
Course 4200 Complete Dentures Maintenance - Laboratory Procedures 2  
Course 4201 Complete Dentures Maintenance - Clinic Procedures 2

#### **PRACTICUM**

###### **Level 5 - 12 Weeks**

- Course 5094 Complete Dentures - Laboratory Practicum  
Course 5095 Complete Dentures - Clinical Practicum

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

Additional Costs: textbooks and supplies - approximately \$900.

Department Head - Jeanette McKay.

## **LONG TERM CARE AND ALLIED HEALTH**

### **CARING FOR THE MENTALLY FRAGILE ELDERLY (PART-TIME)**

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

Starting: Contact Admissions for course schedule

Certification: Certificate

#### **PREREQUISITES:**

- a Nursing Aide Certificate or its acceptable equivalent;

OR

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

**ABOUT THE PROGRAM:** This program is designed for those who care for elderly people with behavioural problems. Caring for residents with Alzheimer's disease, organic brain syndrome, schizophrenia, trauma, depression, and non-acceptance of aging is stressed. Theory and practice are consolidated with a supervised practicum in a continuing care setting.

#### **COURSES:**

###### **Level 1 - 4 Weeks**

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

**CAREER PROSPECTS:** Employment may be found in such health facilities as assessment centres, mental health facilities, group homes, hospices, home-care agencies, etc. Those already employed in agencies will be able to more fully realize their potential.

Department Head - Shirley Simms.

## **HOME SUPPORT AIDE UPGRADE (PART-TIME)**

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

Starting: Contact Admissions for course schedule

Certification: Certificate

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

**ABOUT THE PROGRAM:** The primary purpose of this program is the upgrading of the individual presently working as a Home Support Worker in a home support agency.

#### **COURSES:**

###### **Level 1**

- Course 7014 Home Support Aide - Roles and the Responsibilities  
Course 7015 Life Cycle and Body Functions  
Course 7016 \*Personal Care and Hygiene - Laboratory Skills 1  
Course 7017 Nutrition  
Course 7018 Health  
Course 7019 Personal Care and Hygiene - Laboratory Skills 2

\*Is a prerequisite for Course #7019

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

Department Head - Shirley Simms.

## **LONG TERM CARE AIDE UPGRADE (PART-TIME)**

Program Length: Two and a half months (six months part-time)

Starting: Contact Admissions for course schedule

Certification: Certificate

#### PREREQUISITES:

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

**ABOUT THE PROGRAM:** The primary purpose of this program is the upgrading of individuals presently working or those having recently worked as an aide in a long term care facility or agency. Upon successful completion of the program, students will have achieved the same competencies as those graduating from the Nursing Aide program.

Long Term Care Facility refers to :

- Intermediate and extended care facilities;
- Rehabilitative centers;
- Recognized private agencies involved in home care settings.

#### COURSES:

##### Level 1

Course 1430 Communications 1  
Course 1431 Resident Centered Care Theory 1

##### Level 2

Course 2405 Communications 2  
Course 2406 Resident Centered Care Theory 2

##### Level 3

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

**CAREER PROSPECTS:** Graduates of the Long Term Care Aide Upgrade program may find employment in Long Term Care agencies such as personal, intermediate and extended care facilities, rehabilitation centres, mental health facilities, and private agencies involved in personal care in home settings.

Department Head - Shirley Simms.

## MEDICAL LABORATORY ASSISTANT

Program Length: Four months  
Starting: January, March, September  
Certification: Certificate

#### PREREQUISITES:

- grade 12 or acceptable equivalent;
- successful completion of a reading comprehension test approved by City Centre;
- successful completion of a typing/keyboarding skills course (or a tested typing speed of 25 gross words a minute with fewer than four errors);
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

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

#### COURSES:

##### Level 1

Course 7012 Foundations 1  
Course 7218 Foundations 2

##### Level 2

Course 2964 Specimen Collection  
Course 2965 Specimen Handling & Distribution  
Course 2944 Cardiology

##### Level 3

Course 5065 Clinical Practice

**CAREER PROSPECTS:** Graduates may seek employment as medical laboratory assistants in private and hospital laboratories.

Additional Costs: uniform textbooks and supplies - approximately \$351.00

Department Head - Shirley Simms.



## NURSING UNIT CLERK

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

#### PREREQUISITES:

- grade 12 or acceptable equivalent;
- successful completion ("C" grade or better) of an approved course in Medical Terminology including basic anatomy and physiology;
- successful completion of a keyboarding/typing course with a typing speed of 25 gross words a minute with a maximum of five errors (or equivalent);
- successful completion of a reading comprehension test approved by City Centre;
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

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

#### COURSES:

(The Nursing Unit Clerk Program is divided into three levels.)

Level 1 (12 weeks) consists of theoretical subject material in the following four courses.

1. Communication Skills
2. Processing Medication Orders
3. Admissions, Transfers, and Discharges
4. Processing Laboratory Orders

The theory component of the program is delivered primarily through lectures, demonstrations and simulations. Students are expected to actively participate in discussions, use of resource materials, simulations and presentations. Hospital experience begins in Level 1 with field trips to hospital departments to observe nursing unit activities.

Level 2 (8 weeks) blends theoretical and practical subject material in the following three courses.:

1. Processing of Surgical Orders
2. Processing of Diagnostic Orders

##### \*3. Nursing Unit Clinical 1

\*Practical experience is gained on a nursing unit (clinical) setting, as well as field trips to various hospital departments.

Level 3 (4 weeks) provides you with clinical experience.

1. Nursing Unit Clinical 2
2. Nursing Unit Clinical 3

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

Additional Costs: textbooks and supplies - approximately \$190.

Department Head - Shirley Simms.

## PRACTICAL NURSING

Program Length: 10 months. Effective January 1993, 12 months.

Starting: January, September  
Certification: Certificate

### PREREQUISITES:

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

**ABOUT THE PROGRAM:** The program has been lengthened to 12 months to include enhanced preparation for the changing trends in health care, i.e. gerontology, psychogeriatrics, palliative care, extended care, community care and health promotion. Programs will commence in January and September of each year rather than January, May and September. Practical nurses work under the direction of a physician or registered nurse to assess, plan, implement and evaluate nursing care of patients. Graduates of the Practical Nursing Program will assist patients in medical/surgical areas of general hospitals. They also assist patient/residents with activities of daily living in specialized areas, e.g. obstetrics, pediatrics, intermediate, extended and community care (with emphasis on those individuals with mental and/or physical handicaps).

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

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

### COURSES: (current)

#### Level 1 - 13 Weeks

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

#### Level 2 - 10 Weeks

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

#### Level 3 - 13 Weeks

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

#### Level 4 - 6 Weeks

Course 4287 Nursing Theory/Practice 4 - Community Care  
Course 4290 Nursing Practice 4 - Consolidation

### COURSES: (revised)

The Practical Nursing Program is undergoing a revision. The revised Practical Nurse Program will begin January. This includes a lengthening to 12 months from the present 10 months. Courses will be organized in three semesters plus a practicum experience.

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

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

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

Department Head - Pat Hartley.

## LICENSED PRACTICAL NURSE REFRESHER PROGRAM

Program Length: Six weeks

Starting: Generally twice yearly

Certification: Certificate

### PREREQUISITES:

- a recommendation from the B.C. Council of Nurses;
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.
- current CPR certificate (Basic Life Support C)

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

### COURSES:

#### Level 1 - 2 Weeks

Course 1762 Nursing Theory Review

#### Level 2 - 4 Weeks

Course 2631 Nursing Skills - Laboratory  
Course 2632 Nursing Skills - Clinical

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

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

Department Head - Pat Hartley.

## RESIDENT CARE ATTENDANT (REVISED NURSING AIDE PROGRAM)

Program Length: Six Months

Starting: September, February

Certification: Certificate

### PREREQUISITES:

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

**ABOUT THE PROGRAM:** This program is based on a caring philosophy and provides students with the skills to practice as a Resident Care Attendant in an ethical and legal manner; to participate in providing a safe environment for residents, health workers, and others; to encourage and participate with residents in group activities; and to be aware of some common health problems. Students are given opportunities to become aware of community resources available.

### COURSES:

Currently under development

**CAREER PROSPECTS:** Resident Care Attendants may find employment in the continually growing field of Long Term Care. Their work will be mainly with the elderly and their employment may be in agencies such as: intermediate and extended care facilities; special care units for older adults with changes in mental functioning, Adult Day Centers and private homes.

Additional Costs: textbook and supplies - under review, approximately \$300.00

For further information please contact the Admissions or Counselling Departments.

Department Head - Shirley Simms

## ENGLISH AS A SECOND LANGUAGE

### RESIDENT CARE ATTENDANT E.S.L.

Program Length: Under Development. Contact  
Counselling for more information.  
Starting: Contact Admissions.  
Certification: Certificate

#### PREREQUISITES:

- grade 10 or acceptable equivalent;
- English Language Assessment ;
- selection interview;
- completion of a medical questionnaire and submission of negative TB skin test or chest X-ray report.

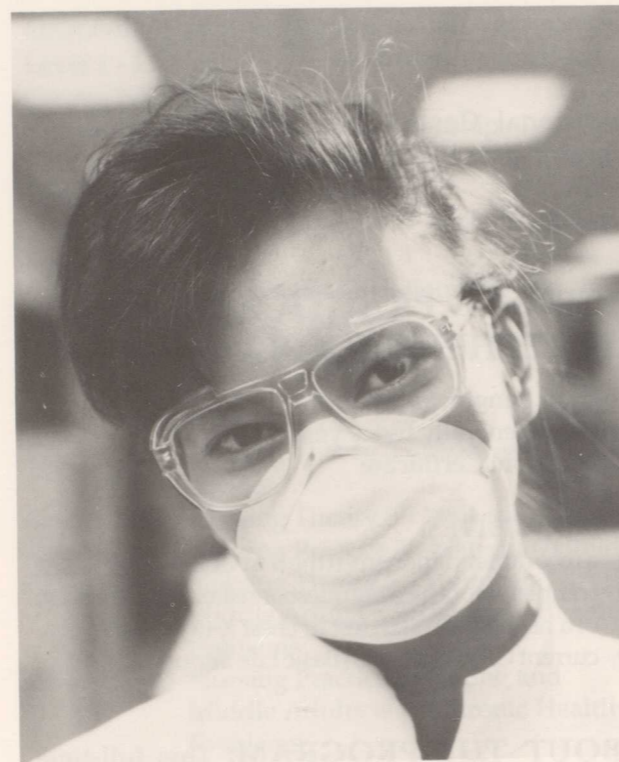
**ABOUT THE PROGRAM:** This program will be developed to assist students who need enhanced communication skill training while taking the Resident Care Attendant Program.

**CAREER PROSPECTS:** Career prospects for graduates of this program will be the same as those of graduates of the Resident Care Attendant Program.

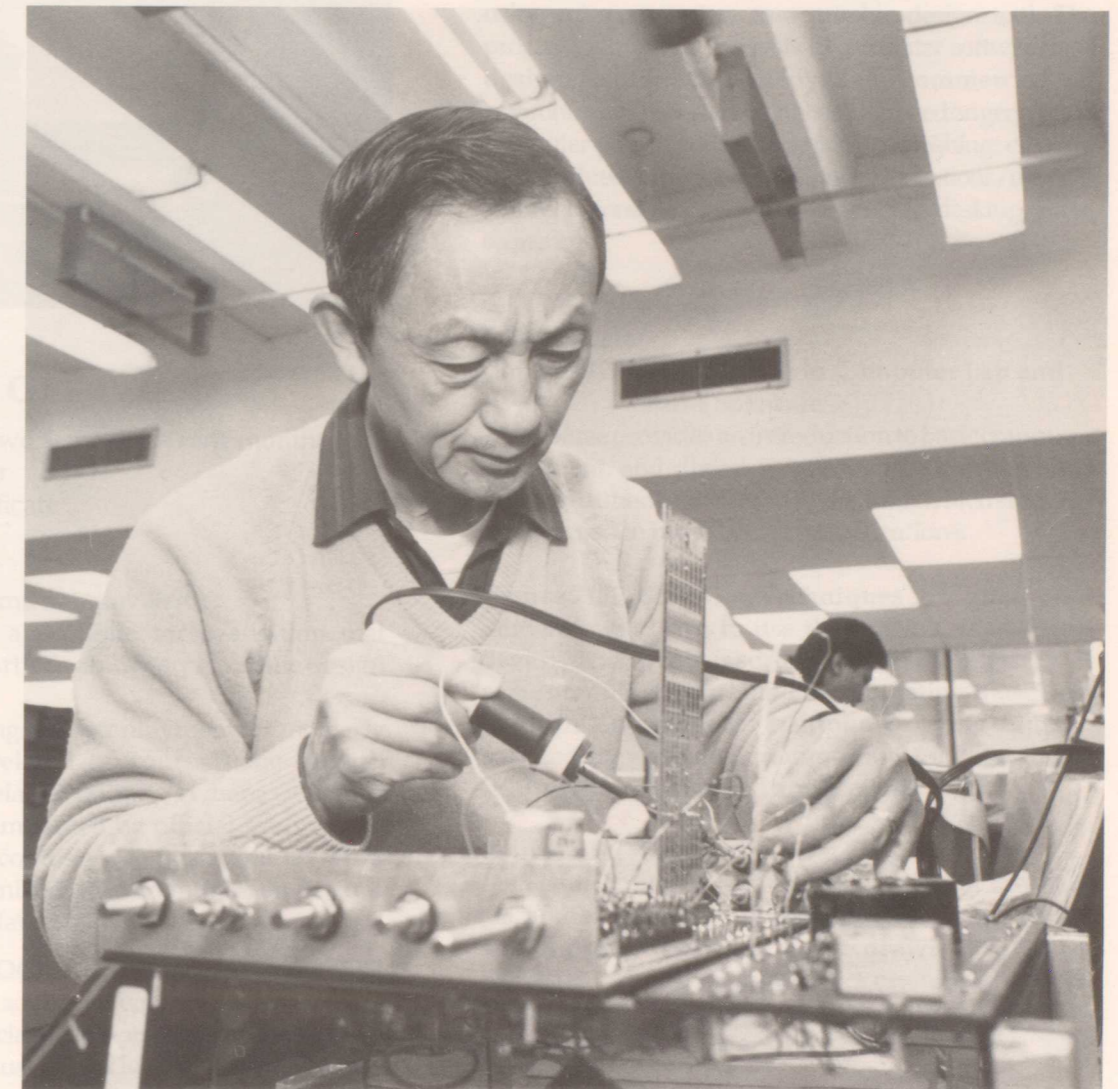
Additional Costs: Under review.

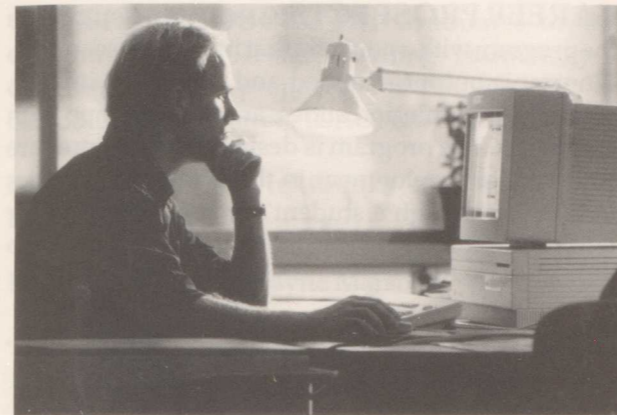
For further information, please contact Counselling

Department Head - Shirley Simms.



## TECHNICAL PROGRAMS





## COMPUTER GRAPHICS

Program Length: Two semesters - nine months total

Starting: September

Certification: Certificate

### PREREQUISITES:

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

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

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

### COURSES:

#### Fall Semester

#### Course 7178 Introduction to Computer Lab and Paint Software

This course provides an introduction to basic computer equipment, and digital painting characteristics. It is designed to be a foundation course from which students can proceed to more complex applications.

#### Course 7179 Scanning Techniques

Students will learn to use the scanner as an input device. This involves sorting out the complexities of computer file formats, and manipulating those files to maintain optimum halftone printing output. Scanned files become an important function in the study of more advanced applications.

#### Course 7219 Digital Drawing 1

This course introduces students to digital drawing (computer generated illustration) using one of the two industry standard color drawing software packages. Topics include object oriented drawing, autotracing, masking, and an introduction to color separation. Various student projects will be undertaken.

#### Course 7220 Desktop Publishing 1

This course introduces the student to one of the two most popular desktop publishing software packages. Skills will be acquired in page layout; the importation of graphics; font and typographic controls; file compression; and a variety of print output options. Students will design and create a variety of publication materials such as newsletters, forms, ads, brochures, and posters.

### Spring Semester

#### Course 7184 Desktop Publishing 11

This is a continuation of Desktop Publishing 1, using the other industry standard desktop publishing software package.

#### Course 7181 Digital Drawing 11

A continuation of Digital Drawing 1, this course uses the other industry standard drawing software to explore digital illustration problems of increased complexity.

#### Course 2945 Presentation Graphics

The preparation of business graphics for overhead projections, 35 mm slide shows and screen based presentations are the topics covered by this course. Students will learn about the common pitfalls in presentation graphics as well as the difficulties of dealing with film recording.

#### Course 2802 3D Modeling

This course provides students with the opportunity to create graphic models in a three dimensional workspace. Students will learn the principles of building complex models; manipulating light sources; and applying environmental maps. Files of these models will be transposed into animated sequences and enhanced with transitions and sound effects.

#### Course 2946 Guided Independent Studies 1

Students may choose between two program directions: (1) film, 3D and animation; or (2) illustration, word processing, and page layout. A proposal for a course of study will be submitted to the instructor for approval. Additional software and projects, reflecting individual directions, will be made available for student use.

#### Course 2804 Portfolio Completion

Final program time will be spent completing portfolio projects and gathering samples in various print, slide and video formats. A resume will be completed during this period as well.

All courses in the program are 'hands on' and project-oriented. There is a 1:1 ratio of students to computers. Each workstation consists of a high-end colour Macintosh computer with the latest versions of industry standard software.

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

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

Coordinator - Judy Roy.

## DRAFTING

### COMPUTER AIDED DESIGN DRAFTING (CADD) TECHNOLOGY 1 (AutoCad)

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

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

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

#### COURSES:

##### Course 1861 CADD Tech 1 (Autocad)

Which includes such topics as CADD system components, data storage, introduction to MS DOS, AutoCad interactive process, AutoCad functions, digitizing and tablet menus, file maintenance, and plotting drawings.

**CAREER PROSPECTS:** Graduates of the Computer Aided Design Drafting Technology 1 Program will be prepared for employment in computer aided drafting (CAD) environments.

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

Department Head - Wayne Marshall.



### DRAFTING - ARCHITECTURAL, CIVIL, STRUCTURAL AND CAD

Program Length: 12 months  
Starting: Twice yearly (April, September)  
Certification: Certificate - students completing an additional six months specialty may be eligible for a Diploma

**PREREQUISITES:** Grade 11 or equivalent.

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

In the final six months of the Architectural, Civil Structural Drafting Program the student will learn to apply concepts of planning and civil technology to produce drawings for the development of an industrial site. Preparation of engineering drawings of structures which incorporate concrete, steel and

timber will also be taught. Resume preparation, along with other related job search skills, is covered in the final level. Computer Aided Drafting will be applied on some drawing projects within the final six months of the program.

#### COURSES:

##### Level 1 - 11 Weeks

Course 1416 Basic Drafting  
Course 1653 Basic Working Drawings

##### Level 2 - 14 Weeks

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

##### Level 3 - 4 Weeks

Course 1542 Computer Aided Drafting (CAD)

##### Level 4 - 9 Weeks

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

##### Level 5 - 16 Weeks

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

**CAREER PROSPECTS:** Graduates of this Drafting program will find employment in many areas of the architectural, construction and engineering industry as team members in consulting engineering firms, architectural firms, municipal, provincial or federal offices, as well as in private industry. Graduates will work on a wide variety of structures and development.

Additional Costs: textbooks and supplies - approximately \$310.

Department Head - Wayne Marshall.

## DRAFTING - ARCHITECTURAL, MECHANICAL AND CAD

Program Length: 12 months

Starting: Once yearly (April)

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

**PREREQUISITES:** Grade 11 or equivalent.

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

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

### COURSES:

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

#### Level 4 - 14 weeks

Course 3354 Site Layout

Course 3355 Sorting Equipment

Course 3356 Transfer Equipment

Course 3411 Roller Conveyors

Course 3358 Belt Conveyors

Course 3412 Hoppers and Chutes

#### Level 5 - 11 weeks

Course 4150 Process Flow Diagrams

Course 4151 Process Piping 1

Course 4152 Process Piping 2

Course 3149 Piping Isometric and Spool Drawings

Course 5040 Job Search Skills

**CAREER PROSPECTS:** Graduates may find employment in many areas of the construction industry. As members of the architectural, engineering or manufacturing team, they will be involved in

industries such as pulp and paper production, mining, forest product manufacturing, and chemical and petrochemical production.

**Additional Costs:** textbooks & supplies - approximately \$245.

Department Head - Wayne Marshall.



## DRAFTING - ARCHITECTURAL, STEEL DETAILING AND CAD

Program Length: 12 months

Starting: Once yearly (September)

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

**PREREQUISITES:** Grade 11 or equivalent.

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

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

### COURSES:

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

#### Level 4 - 13 weeks

Course 3413 Introduction to Structural Steel Framing

Course 3361 Geometry of Steel Structures

Course 3414 Practical Geometry for the Steel Detailer

#### Level 5 - 12 weeks

Course 4154 Steel Truss Detailing

Course 4178 Platework Assemblies

Course 4156 Introduction to Heavy Steel Framing

Course 5040 Job Search Skills

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

**Additional Costs:** textbooks and supplies - approximately \$310.

Department Head - Wayne Marshall.

## ELECTRONICS

### ELECTRONICS BASIC

Program Length: Six months

Starting: Approximately six times per year

Certification: Certificate

**PREREQUISITES:** Grade 12 or equivalent.

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

### COURSES:

#### Level 1 - 8 weeks

Course 1345 DC Circuit Analysis

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

#### Course 1164 AC Basics

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

#### Course 1346 Semiconductor Devices

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

#### Course 1172 Power Supplies

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

#### Level 2 - 8 weeks

Course 2150 Bipolar Small Signal Amplifiers

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

#### Course 2331 Vacuum Tube and FET Small Signal Amplifiers

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

#### Course 2370 Operational Amplifiers

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

#### Course 2371 Power Amplifiers and Power Control

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

### Level 3 - 8 Weeks

#### Course 3426 Digital Electronics

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

#### Course 3427 Microprocessors

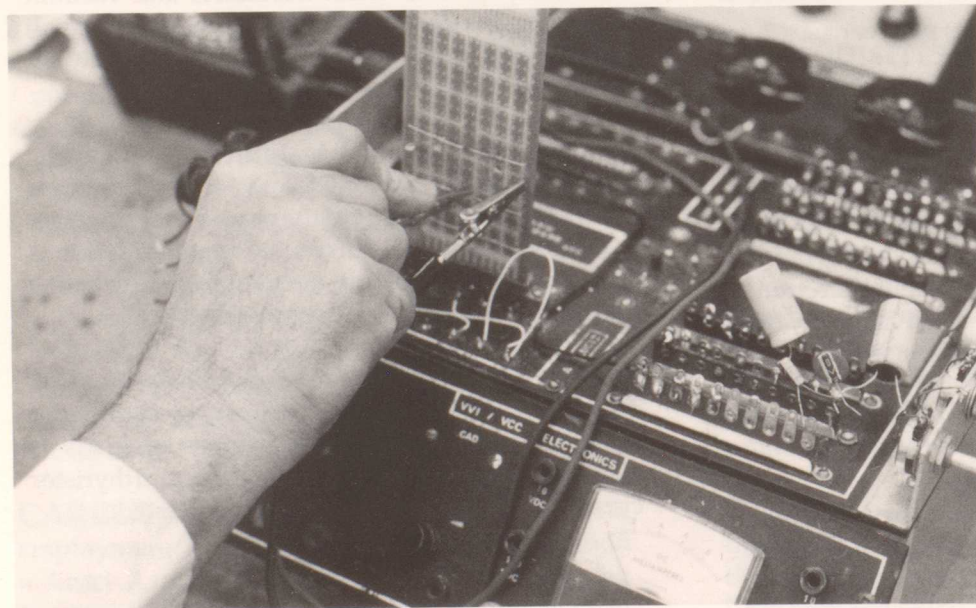
The Microprocessor course introduces the student to microprocessor and single board microcomputer architecture, machine language programming, and hand assembly of programs. In the laboratory, students will complete programming tasks on an 8 bit single board computer, construct simple interfaces, and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

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

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

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

Department Head - Karl Brown.



## ELECTRONICS TECHNICIAN (COMPUTER OPTION)

Program Length: Six months

Starting: Four times per year

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

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

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

### COURSES:

#### Level 1 - 8 weeks

Course 1840 Introduction to Computers

Course 1841 Computer Circuits

Course 1842 Microcomputer Construction

### Level 2 - 8 weeks

Course 2676 Computer Video Circuits

Course 2677 Mass Storage Devices

Course 2678 Advanced Topics 1

### Level 3 - 8 weeks

Course 3531 Operating Systems

Course 3532 Structured Troubleshooting

Course 3533 Advanced Topics 2

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

Additional Costs: textbooks - approximately \$100; supplies for projects - approximately \$150; tools for continuing students - approximately \$25 - new students - approximately \$125.

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

Department Head - Karl Brown.

## ELECTRONICS TECHNICIAN (CONSUMER OPTION)

Program Length: Six months

Starting: Once yearly

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

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

**ABOUT THE PROGRAM:** This program focuses on the repair and maintenance of television sets, VCRs, compact disk players, electronic musical instruments, MIDI devices, stereo systems AM/FM

receivers, car stereo equipment, audio amplifiers, audio tape recorders, and other electronic equipment found in the home. The student is also introduced to micro computers. Emphasis is on practical 'hands on' troubleshooting and repair. Approximately 75 per cent of the program time is spent in the laboratory which is designed to simulate the environment of an electronics service facility.

### COURSES:

Course 1671 Audio Systems

Course 1672 Radio Systems

Course 1673 Video Systems

Course 1674 Video Cassette Recorders

Course 1675 Personal Computers and Software

Course 1676 Cable & Satellite Systems

Course 1677 Alarm Systems

Course 1678 Structured Troubleshooting

Course 1679 Customer Relations and Job Search Techniques

**CAREER PROSPECTS:** Completion of the Electronics Basic program and the Consumer Electronics Option prepares graduates for entry level positions as electronic technicians with special emphasis on the installation, repair and maintenance of a wide variety of consumer electronic equipment.

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

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



## ELECTRONICS TECHNICIAN (TELECOMMUNICATIONS OPTION)

Program Length: Six months  
Starting: Three times per year  
Certification: Certificate - students completing an additional six months specialty will be eligible for a Diploma.

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

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

### COURSES:

Course 3400 Communication Systems 1  
Course 1703 Microprocessors & Microcomputers  
Course 1704 Video and Video Display Terminals  
Course 1705 Digital Communications 1  
Course 9006 Amplitude Modulation (AM) Radio  
Course 5017 Frequency Modulation (FM) Radio  
Course 5018 Antennas and Transmission Lines  
Course 5045 Very High Frequency (VHF) Radio  
Course 4115 Telephone Carrier Systems  
Course 1706 Digital Communications 2  
Course 3401 Communications Systems 2

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

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

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

Department Head - Karl Brown.

## THE FOLLOWING APPLIES TO ALL FOUR PROGRAMS LISTED PREVIOUSLY:

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

## PART-TIME (CREDIT) ELECTRONICS

### BASIC ELECTRONICS (PART-TIME)

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

**PREREQUISITES:** Grade 12 or equivalent.

**ABOUT THE PROGRAM:** Electronics Basic runs part-time September through June each year (evening lectures and Saturday labs). This is an accelerated version of the day program that allows the student to complete Electronics Basic in 10 months of part-time study. Because of the shortened time frame, considerable maturity and dedication will be required to successfully complete the program.

### COURSES:

#### Level 1

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

#### Level 2

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

#### Level 3

Course 3426 Digital Electronics  
Course 3427 Microprocessors

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



## ADVANCED ELECTRONICS (PART-TIME)

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

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

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

## JEWELLERY ART AND DESIGN

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

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

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

The review will be followed by a personal interview.

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

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

### COURSES:

#### Fall Semester Year 1

Course 7174 Metal Techniques 1

This course is an introduction to techniques, processes, materials and tools. Students will be given specific assignments for learning basic operations and techniques. During the first part of this course an orientation to the studio, its machinery and tools will be given with an emphasis on safety. Students will be expected to keep a written journal on all demonstrations and techniques, safety practices, and other course content covered. A variety of techniques including piercing, doming, texturing, riveting, and enamelling will be explored.

#### Course 7175 Gemology 1

This course provides an introduction to gemstones. The student will learn a wealth of practical knowledge which can be successfully used in the jewellery business. Emphasis is placed on gemstone properties and characteristics. Topics will include: quality and value factors; characteristics that make gemstones beautiful and unique; factors that influence gemstone colour; faceted cut styles; and care and cleaning of gems.

#### Course 7176 Design & Drawing 1

The first course in Design and Drawing acquaints the student with the basic principles of design, stressing an awareness of line, shape, colour, texture, pattern, and space. The course will also cover an introduction to perspective in illustration drawing. Lectures, audio-visual presentation, and studio assignments will comprise the methods of delivery.

#### Course 7177 History of Art 1

An introduction to the study of concepts and problems with an emphasis on aesthetics, style, social context and techniques. Course content will assess progress in art in terms of dynamics and stylistic change. Emphasis will be on the relationship of contemporary art and art of the past. The course will include lectures, audio-visuals, assignments, critiques, and discussions.

#### Spring Semester Year 1

##### Course 2928 Metal Techniques 2

A continuation of Metal Techniques 1, this course will further explore metallurgy, alloys, and working characteristics of metals. Lost wax casting, repoussage, tool making, basic stone setting, and engraving will be introduced, and these techniques

will be applied to projects encouraging creativity and individual exploration as well as project planning and execution.

##### Course 2929 Gemology 2

Gemology 2 introduces the student to the complexities of separating and identifying gem materials. The student will learn to use gem testing instruments, and to observe and determine the identifiable properties that make each gemstone unique. Practical and theoretical knowledge gained from this course will enable the student to conclusively identify gemstones.

##### Course 2930 Design & Drawing 2

A continuation of Design & Drawing 1, this course emphasizes a synthesis of the design elements into totality. The course will cover composition, stylization, and basic communication through the medium of drawing.

##### Course 2931 History of Art 2

This course will continue the survey of the history of art with an emphasis on the development and transformation of costume and ornament design.

##### Course 2932 Display Project

This final first year course will, through group participation, allow students to develop a variety of approaches to Jewellery and its presentation. Research and discussion will lead to a final display, presenting not only their work, but also the techniques, tools and processes that were used.



#### Fall Semester Year 2

##### Course 3673 Metal Techniques 3

This is an advanced jewellery making course. Students must have an understanding of the basic techniques covered in the first year. At this stage, the student is encouraged to approach projects in terms of concept, design, and individual expression; and to perfect the techniques already covered as well as exploring more specialized techniques. These will include stone setting, non-metallic materials, surface ornamentation, basic lapidary, advanced casting, and mold making. Emphasis will be placed on the total project from concept through research, design, planning, and execution.

##### Course 3674 Guided Studies 1

This is a project oriented course. Under individual guidance from the instructor, the student will be encouraged to conduct a research project. The planning and execution of the project will be in the technique of his/her choice, with the emphasis on personal development.

##### Course 3675 Gemology 3

This course provides essential facts about diamonds and contains vital information needed to keep up-to-date with today's changing market. The course materials enables the student to answer customer enquiries with confidence. Students will learn how to identify simulants and synthetics; comprehend the international diamond market; and recognize cutting styles.

##### Course 3676 Design & Drawing 3

This course explores further design possibilities based upon works of prominent designers. An introduction to rapid visualization will be included using a variety of mediums.

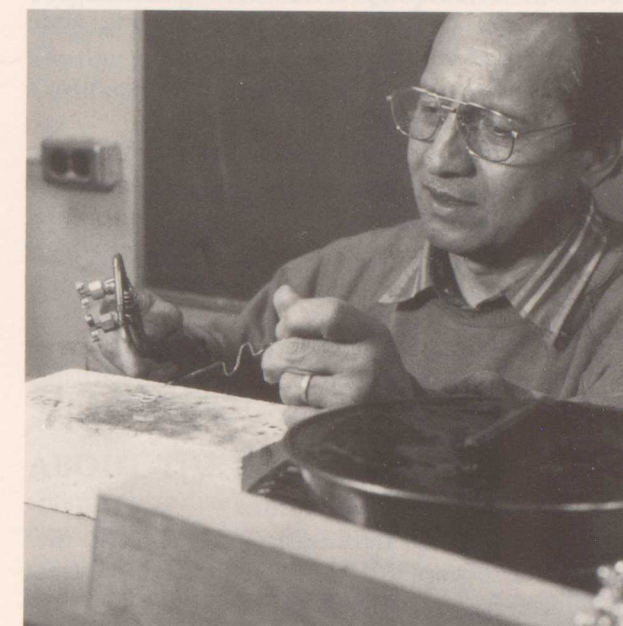
##### Course 3677 History of Art 3

This course assesses the history of art as it enters the modern period. The theoretical bases, techniques and meanings of modern art will be covered.

##### Course 3678 Business Management

The purpose of this course is to give students the knowledge and confidence to run their own business. The course is specifically geared to artist/jewellers who would like to be self employed. A variety of

topics will be covered including business planning, jewellery related laws and regulations, promotional techniques, business ethics, and advertising.



#### Spring Semester Year 2

##### Course 4311 Production Techniques

Production Techniques deals with the means and methods of production. Students will gain deeper understanding of materials and procedures while enhancing technical skills with alternative methods aimed at increasing efficiency and improving time management skills. Problem solving and repair techniques will also be included.

##### Course 4312 Guided Studies 2

The main focus of this course is on the development of the student's artistic individuality and depth of artistic expression. The work undertaken in this course will lay the groundwork for the Diploma Project, creating a sense of continuity and direction between the two. Students will be expected to show self sufficiency in inventiveness, research, and development of ideas, as well as confidence in solving complex problems.

##### Course 4313 Gemology 4

Gemology 4 provides an introduction to diamond grading and practical ways to integrate gemology into the jewellery industry. The skills to grade diamonds effectively will be balanced with information on gem-stone marketing, pricing, and the buying and selling of gems.

#### Course 4314 Design & Drawing 4

The final drawing and design course will focus on design, production, display, and documentation of the student's diploma projects. Individual tutorials and critiques will be given.

#### Course 4315 History of Art 4

A continuation of History of Art 3, this course emphasizes issues common to contemporary artists. The complex set of relationships between the artist and society will be examined in detail.

#### Course 4316 Computer Graphics

This elective course introduces the student to the computer as a graphic design tool. Various projects will be undertaken using a variety of draw, paint, and illustration software. This course requires the permission of the instructor.

#### Course 4317 Diploma Project

Through this final project, the graduating student will be given freedom to work in the techniques of their choice. A general theme will be given by the instructor. From thereon, the student will set his/her own criteria, and work on an individual basis. All students will be expected to set up their own displays for the graduation exhibit. This display will be viewed as part of the project.

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

Graduates should be able to set up their own studio-workshop or find employment as jewellery designers, gold or silversmiths, stone setters, lapidary stone cutters, and jewellery store owner/managers.

Additional Costs: textbook and supplies - approximately \$1650.

Coordinator - Maciej Walentowicz.

## PRINTING PRODUCTION

### PRINTING PRODUCTION - BASIC

Program Length: Five months

Starting: October

Certification: Certificate

#### PREREQUISITES:

- grade 12 Diploma or equivalent with grade 11 English;
- successful completion of a basic mathematics test.

**ABOUT THE PROGRAM:** This five month program is designed to give the student an overview of the five areas of the printing trade which can be studied in greater depth in each of the advanced programs. Placement in an advanced program is dependent on achievement in the Basic program. Specialization areas include: Production Planning; Composition; Litho-Prep; Camera/Scanner; and Press and Bindery. The main emphasis of this and the advanced option programs is on practical hands-on training leading to entry level employment in the printing trade.

#### COURSES:

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

#### Course 7199 Composition - Basic

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

#### Course 7200 Litho-Prep - Basic

Litho-Prep Basic provides an introduction to two main areas: producing camera ready mechanical artwork; and image assembly and platemaking. The course is of a practical nature with the student undertaking projects in layout, design, pasteup, and platemaking.

#### Course 7201 Black and White Camera Scanner - Basic

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

#### Course 7202 Press and Bindery - Basic

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

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

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

Department Head - Doug Gordon.



## PRINTING PRODUCTION - ADVANCED

Program Length: Each advanced option is four months long

Starting: March

Certification: Certificate

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

### ADVANCED PRODUCTION PLANNING

**ABOUT THE PROGRAM:** The four months spent in this advanced program focuses on analyzing, classifying and planning the step-by-step procedures employed in cost estimating. Manual and computer assisted techniques are employed. The student will learn to select and order materials and select the appropriate production schedule to successfully complete the printing job. The Covalent Production Management Computer System will be utilized.

## COURSES:

### Course 7225 Manual Estimating

This course is an introduction to the field of printing production project estimating. Students will learn to plan, classify and analyze the step by step procedures of new printing job assignments, create a customer docket which describes the nature of the work and probable production strategy, and identify paper stock type, colour and size, utilizing standard swatch samples and pricing manuals.

### Course 7226 Computer Assisted Estimating

Students learn to use the basic principles of project estimating in computerized applications. Topics include: projecting cost-recovery set-up price, recognition of wastage costs, determination of a final cost estimate using standard formulas on the computer and determination of profit.

### Course 7227 Printing Production Planning

This course introduces the student to the basics of production planning. The student will learn the principles of material selection and ordering. In addition, students learn to employ production scheduling techniques in order to complete printing job assignments.

### Course 7228 Printing Sales and Product Knowledge

This course develops the student's customer relation skills while developing a sound management base for production planning. Content of the course covers advertising, marketing, promotion and sales techniques as applied to the printing industry. Also covered are public relations skills and sales techniques such as closing skills, achieving positive results, building enthusiasm and overcoming customer resistance. Guest speakers from the printing industry will provide their views on current product knowledge & sales.

**CAREER PROSPECTS:** Graduates from the Advanced Production Planning program may seek employment in the graphic arts industry in job categories such as junior estimators, junior production planners or junior sales persons.



## ADVANCED COMPOSITION

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

## COURSES:

### Course 7256 Commercial Typesetting 1

This course introduces the student to the MacII where the programs include Claris MacPaint, an upgraded version of the original MacPaint, and PixelPaint which adds colour. The JustText program teaches the basics of PostScript programming. There are drawing projects using FreeHand, some of which are colour as well as projects combining FreeHand and PageMaker. Projects on the Linotronic are also scheduled.

### Course 7257 Commercial Typesetting II

Adobe Illustrator is introduced in this course and is combined with FreeHand and PageMaker. The make-up of two books is scheduled for this course.

### Course 7258 Commercial Typesetting III

This course introduces Image Studio which allows photographs to be re-touched. Photographs may be obtained using a video camera. The page make-up program XPress is also used to create ads, brochures and rule forms. FreeHand, Illustrator and PageMaker are also used to create ads and logos.

### Course 7259 Commercial Typesetting IV

This course involves using Illustrator, FreeHand and PageMaker to create ads which use some of the advanced features of the programs. A series of grocery ads are completed and a series of logos are scheduled.

**CAREER PROSPECTS:** Graduates from the Advanced Composition may seek an apprenticeship in the typesetting area in the graphic arts industry. Some employers may give credit for the program by including it as part of the apprenticeship period.

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

## ADVANCED LITHO-PREP

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

## COURSES:

At the conclusion of the Basic Production Program, successful students may elect to enter the Advanced Litho-Prep Program. This four month program is composed of two courses: Paste-up and Assembly, which are taught over an interval of two two-month terms.

### Course 7232 Paste-up I

In the first term, students will study basic paste-up concepts: producing and handling camera-ready artwork, scaling photographs and breaking them for colour. In general, preparing the artwork for Film Assembly I.

### Course 7231 Film Assembly I

Students will acquire the basic knowledge, skills, care and precision which will prepare them for the Film Assembly II Course. Subjects covered in this course include contacting film, working with screen tints, using halftones and duo-tones, breaking for

colour at the film stage and other procedures. Students work on a practical group project which which they apply their skills to produce a small booklet.

### Course 7287 Paste-up II

This advanced paste-up course is designed to give the students experience in preparing artwork for four colour process printing through to the camera-ready stage.

### Course 7288 Film Assembly II

This second term provides extensive experience in the use of the four colour process. Students will learn to strip four colour separations, match colour with angled screen tints, make composite negatives, do intermediate stripping, run the step-and-repeat machines and round off a practical understanding of the entire pre-press operation. During the course, students work on a practical group project in which they will produce their own four colour student yearbook.

**CAREER PROSPECTS:** Graduates from the Advanced Litho-Prep program may seek an apprenticeship in the graphic arts industry. Some employers may give credit for the program by including it as part of the apprenticeship period.

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

## ADVANCED CAMERA/SCANNER

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

## COURSES:

### Course 7235 Colour Reproduction I (Camera-Back Silver Masking)

This course examines and provides practical experience in all areas of the Colour Masking Process. Topics include: various masking methods, the process lens, selecting and charting areas for colour control, camera lighting, colour notation systems, photographic sensitometry, filter exposures, the use of screens, appraisal of colour quality and colour uniformity.

### Course 7236 Colour Reproduction II (Silver Masking of transparencies)

This course takes the learner through the silver masking process. Topics include: silver masking process, interpreting halftone percentages, contact printing, colour correction, classifying originals, process inks, photomechanical masking, exposure guidelines, calculation of mask numbers, halftone negatives, gray balance, colour balance and production processes.

### Course 7289 Colour Reproduction III (Electronic Dot-Generated Scanning)

This component of the program introduces the learner to a variety of uses on the computerized scanning system. Topics covered are scanner design, output, linearization, and functional description, pre-operational set-up and the production of four screened colour separations.

### Course 7290 Applied Colour Reproduction (Major Project)

At this stage of the program, the students integrate the theory and practical experience gained through earlier exercises and undertake a major project.

**CAREER PROSPECTS:** Graduates of the Advanced Camera/Scanner program may seek an apprenticeship in the graphic arts industry in job categories such as Colour Camera, Scanner Operation, and Colour Proofing.

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

## ADVANCED LITHO-PRESS AND BINDERY

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

## COURSES:

### Course 7291 Lithopress I

The advanced lithopress course will re-introduce the students to the basic theories & practical applications on the small presses (10 X 15 single colour & 11 X 17 two colour hamadas). They then proceed to more advanced applications in process colour printing, plus related technical procedures.

### Course 7292 Lithopress II

This course is designed to enable the students to gain knowledge in the practical application of working on larger printing presses (19 X 25 single colour Harris Offset Press). The students commence printing single colour material, progressing to duotones and finally, advance to 4-colour process printing.

### Course 7293 Lithopress III

In this course the students expand on the knowledge acquired in Lithopress II by applying the theoretical and practical applications to a larger press format (24 X 29 single colour Harris Offset Press).

### Course 7242 Bindery

The advanced bindery course further enhances the basic bindery program, enabling the learner to gain additional skills on the folding, gathering, stitching and trimming, as well as basic bindery techniques. In addition, the students learn to set-up, fold and maintain a full-sized folding machine, used to fold flat-sheet material for multi-page books.

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

Department Head - Doug Gordon.

The Technical Division also offers a program for students with disabilities. Details of this program are on page 87.



## COURSES

### Course 7211 Video Production I (3 credits)

This course provides an introduction to video production. Students will learn the basics of video production, including camera operation, lighting, sound, and editing. The course is designed for students who are interested in video production as a career or as a hobby.

### Course 7212 Video Production II (3 credits)

This course provides an advanced introduction to video production. Students will learn more advanced techniques for video production, including camera operation, lighting, sound, and editing. The course is designed for students who are interested in video production as a career or as a hobby.

### Course 7213 Video Production III (3 credits)

This course provides an advanced introduction to video production. Students will learn more advanced techniques for video production, including camera operation, lighting, sound, and editing. The course is designed for students who are interested in video production as a career or as a hobby.

### Course 7214 Applied Career Development (3 credits)

This course provides an introduction to career development. Students will learn the basics of career development, including self-assessment, job search, and interview techniques. The course is designed for students who are interested in career development as a career or as a hobby.

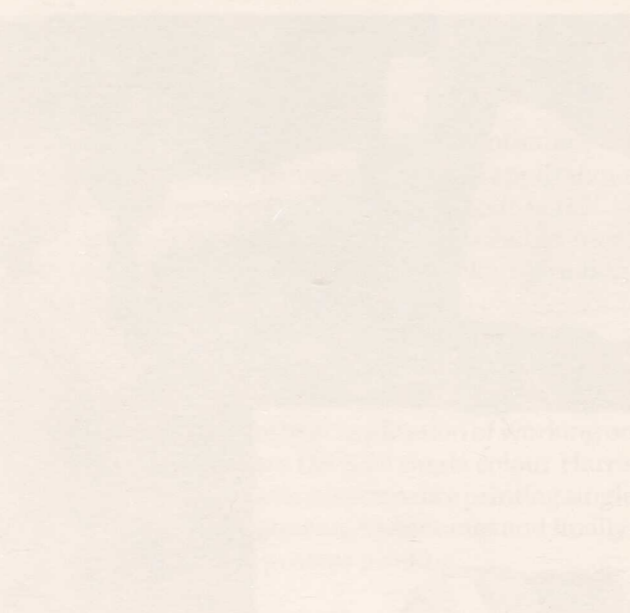
### CAREER DEVELOPMENT (3 credits)

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### Course 7215 Sewing (3 credits)

This course provides an introduction to sewing. Students will learn the basics of sewing, including cutting, stitching, and finishing techniques. The course is designed for students who are interested in sewing as a career or as a hobby.

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## ASIAN CUISINE

### CHINESE CUISINE

Program Length: 12 Weeks  
Starting: Generally in the fall  
Certification: Certificate

### PRE-REQUISITES

questionnaire and a test of chest X-ray

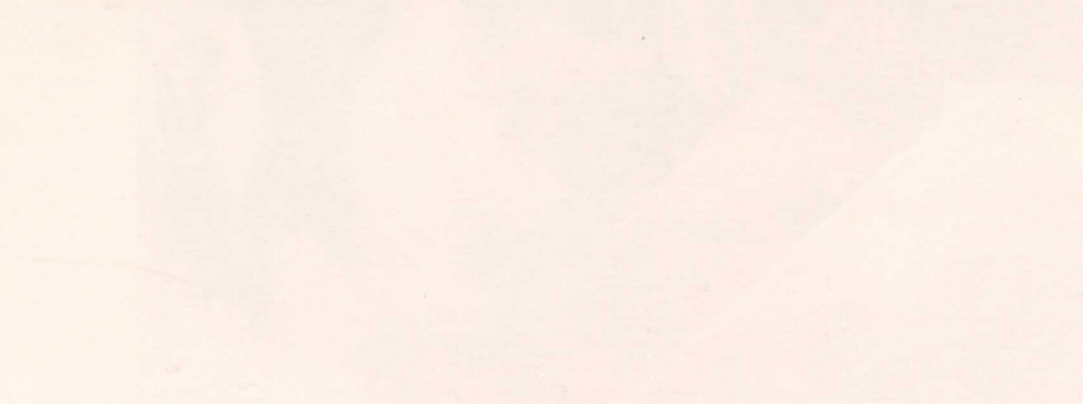
### ABOUT THE PROGRAM

emphasis of this program is on specialized work on and barbecue cooking. Theoretical training in commercial kitchen with a fully operational kitchen. Students wishing to work in the field will be welcomed. Space is available.

### COURSES

Level 1 - 12 Weeks  
Course 7212: Stir-fry  
Course 7213: Broil  
Course 1455: Use of  
Course 1559: Intro to

## TOURISM & HOSPITALITY PROGRAMS



## ASIAN CULINARY ARTS

### CHINESE CUISINE

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

**PREREQUISITES:** Completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

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

#### COURSES:

##### Level 1 - 12 Weeks

Course 7212 Stir-fry, Pan-fry, Deep-fry (Basic)  
Course 7213 Broil, Braise and Steam (Basic)  
Course 1455 Use of the Wok  
Course 1589 Introduction to Chinese Cuisine  
Cookery, Utensils and Equipment

Course 7210 Preparation of Meat, Poultry (Basic)  
Course 7211 Preparation of Seafood and Vegetables (Basic)  
Course 1457 Preparation and Cooking of Soups and Sauces (Basic)  
Course 1410 Health, Hygiene & Safety

##### Level 2 - 12 Weeks

Course 2519 Stir-fry, Pan-fry, Deep-fry, Broil, Braise and Steam (Advanced)  
Course 2438 Barbecue Cooking  
Course 3265 Kitchen Management  
Course 2439 Preparation of Meat, Poultry, Seafood and Vegetables (Advanced)  
Course 2520 Preparation and Cooking of Soups and Sauces (Advanced)  
Course 2942 Dim Sum

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

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

Department Head - Condly Leung.



## VIETNAMESE CUISINE

Program Length: 3 months on a part-time basis  
Starting: September and January  
Certification: Certificate  
Prerequisites: Completion of a medical questionnaire and submission of a negative Tb skin test or chest X-Ray report.

**ABOUT THE PROGRAM:** Vancouver's position as a major city in the Pacific Rim, the changing demographic composition of the city, and the increasing sophistication and internationalism of visitors to the city's hotels and restaurants have resulted in a new emphasis on Asian Culinary Arts. To this end, the Asian Culinary Arts Department is offering a new program - Vietnamese Cuisine.

This three-month program will be offered on a part-time basis to allow both beginning students and students who have a culinary background the opportunity to access this training. Part-time scheduling increases the opportunity for chefs in the Greater Vancouver area to augment their skills while still retaining full-time employment.

A fully equipped Asian commercial kitchen is available for the students as a lab. During the program, participants will have the opportunity to practice the skills they are learning by preparing food for service to the public in the City Centre Cafeteria. The emphasis in the program is hands-on training.

The students will apply their knowledge of basic bindery methods to more advanced projects such as eight, sixteen and thirty-two page booklets.

**CAREER PROSPECTS:** Employment opportunities exist in the growing number of restaurants which specialize in Vietnamese Cuisine and in major hotels which are now offering this dining options to their customers.

## COURSES:

### Level 1

- Course 7250 Introduction to Vietnamese cookery, utensils and equipment
- Course 7251 Health, Hygiene and Safety
- Course 7252 Preparation of Meat, Poultry, Seafood and Vegetables (Basic)
- Course 7253 Cooking Methods (Basic).
- Course 7254 Preparation of Soups and Sauces (Basic)

### Level 2

- Course 2958 Preparation of Meat, Poultry, Seafood and Vegetables (Intermediate)
- Course 2959 Cooking Methods (Intermediate)
- Course 2960 Preparation of Soups and Sauces (Intermediate)

### Level 3

- Course 3711 Preparation of Meat, Poultry and Seafood (Advanced)
- Course 3712 Cooking Methods (Advanced)
- Course 3713 Preparation of Soups and Sauces (Advanced)
- Course 3714 Dessert Cookery

Additional costs - uniform deposit \$25.

Department Head - Condly Leung

## BAKING

### BAKING AND PASTRY - APPRENTICE

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

Starting: Contact Apprenticeship Branch

Certification: Contact Apprenticeship Branch

#### PREREQUISITES:

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

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

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

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

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

Department Head - George Rudolph.



## BAKING AND PASTRY

Program Length: 10 months

Starting: Quarterly

Certification: Certificate

#### PREREQUISITES:

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

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

## COURSES:

### Level 1 - 15 Weeks

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

### Level 2 - 12 Weeks

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

### Level 3 - 16 Weeks

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

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

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

Department Head - George Rudolph.

## BAKING AND PASTRY UPGRADE

Program Length: One to four months depending on specialty selected

Starting: Continuously

Certification: A citation is granted upon completion of each level

#### PREREQUISITES:

- One year baking and/or cooking experience or formal training;
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

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

#### COURSES:

##### Level 1 - 4 Weeks

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

##### Level 2 - 4 Weeks

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

##### Level 3 - 7 Weeks

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

##### Level 4 - 1 Week

- Course 4184 T.Q. for Baking Certificate

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

Additional Costs: textbooks and supplies - approximately \$100; uniform deposit - \$25.

Department Head - George Rudolph.



### BAKERY SUPERVISOR

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

Starting: Contact Admissions for schedule

Certification: Certificate

#### PREREQUISITES:

- A Vancouver Community College Baking and Pastry Program Certificate;
- OR
- a Provincial Baking Trades Qualification Certificate;
- OR
- evidence of several years experience as a successful member of the industry.

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

#### COURSES:

##### Level 1

- Course 7207 Introduction to the Baking Industry  
Course 2908 Supervisory Leadership  
Course 7208 Human Relations  
Course 7209 Principles of Financial Controls

##### Level 2

- Course 2939 Marketing  
Course 2940 Production Management  
Course 2941 Computer Applications

##### Level 3

- Course 3682 Human Resource Development  
Course 3683 Foodsafe 2  
Course 3684 Facilities and Equipment  
Course 3685 Directed Independent Study Project

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

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

Department Head - George Rudolph.

### PASTRY CHEF

Program Length: Four months

Starting: Offered on a part-time basis only

Certification: Certificate

#### PREREQUISITES:

- Baking and Pastry Certificate or equivalent or Trades Qualification certificate;
- completion of a medical questionnaire and submission of a negative Tb skin test or chest x-ray report.

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

#### COURSES:

##### Level 1

- Course 7126 French Pastries  
Petits Fours  
Course 7127 Specialty Gateaux and Tortes  
Course 7128 Advanced Cake Decorating  
Course 3494 Candies.

##### Level 2

- Course 7129 Chocolates  
Course 7130 Sugar Artistry  
Course 7131 Centre or Showpieces  
Course 2621 Hot and Cold Desserts  
Course 7132 Ice Cream and Sherbets

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

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

Department Head - George Rudolph.

### CULINARY ARTS

### CULINARY ARTS

Program Length: 12 months

Starting: Monthly

Certification: Certificate

#### PREREQUISITES:

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

**ABOUT THE PROGRAM:** During the first four months, studies will include the preparation of salads, sandwiches, vegetables, deep fried foods, breakfasts, grills, roasts, sauces and simple desserts.

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

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

Students who wish to leave the program after the first four months may request a certificate in "Cooking - Core and Short Order", or they may wish to continue for another four months and complete "Cooking -

Institutional and Camp" and request this certificate. Only students completing the entire 12 months will receive the "Culinary Arts" certificate.

Students wishing to complete their studies at the 4 month or 8 month term, must advise the Cashier's Office 1 month prior to completion; otherwise a service charge is applicable.

### COURSES:

#### Level 1 - Cooking Core and Short Order

- Course 7139 Safety, Sanitation and Equipment
- Course 7140 Basic Food Service Skills
- Course 2951 Basic Cold Kitchen
- Course 3657 Baking and Desserts 1
- Course 3658 Egg and Breakfast Cooking/Hot Sandwiches
- Course 4293 Vegetable and Starch Cooking 1
- Course 4294 Meat and Poultry Cooking 1
- Course 4295 Seafood Cooking 1
- Course 4296 Stocks, Sauces and Soups 1

#### Level 2 - Cooking - Institutional and Camp

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

#### Level 3 - Cooking - A La Carte and Banquet

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

**CAREER PROSPECTS:** Graduates will find excellent opportunities for employment in all areas of the food service industry, including positions such as assistant cooks or apprentices in restaurants, hotels, aircraft flight kitchens, trains, cruise ships, kitchens in institutions, camps and other food service-related areas in the hospitality industry.

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

Department Head - Ulrich Falter.



### CULINARY ARTS - APPRENTICE

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

Starting: Contact Apprenticeship Branch

Certification: Contact Apprenticeship Branch

#### PREREQUISITES:

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

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

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

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

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

### DINING ROOM AND LOUNGE SERVICE - BASIC

Program Length: Three months offered on a part-time basis only. Students will normally take six months of part-time training to achieve a certificate. Starting: \*see below

Certification: Certificate

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

Contact Stephen Stafford, Department Head, Food & Beverage Management, for more information.

#### PREREQUISITES:

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

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

### COURSES:

#### Level 1 - 12 weeks

- Course 1910 Introduction to Hospitality
- Course 1911 Sanitation, Safety and Hygiene
- Course 1418 Customer Relations
- Course 1912 Food and Beverage Equipment
- Course 1913 Basic Cash Procedures
- Course 1010 Service Procedures 1
- Course 1440 Menu Terminology 1
- Course 1914 Host and Hosting 1
- Course 1915 Bar Service and Preparation 1

**CAREER PROSPECTS:** Graduates will be qualified to obtain employment as service personnel in fast food chains, family restaurants, catering companies, hotel banquet departments, lounges or cocktail bars.

Additional Costs: textbooks and supplies - approximately \$65.

Department Head - Stephen Stafford.

### DINING ROOM AND LOUNGE SERVICE - ADVANCED

Program Length: Three months offered on a part-time basis only. Students will normally take six months of part-time training to achieve a certificate. Starting: Students will be accepted into the appropriate level of the Food & Beverage Management program provided space is available.

Contact Stephen Stafford, Department Head, Food & Beverage Management, for more information.

Certification: Certificate

#### PREREQUISITES:

- Dining Room and Lounge Service - Basic or equivalent;
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

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

## COURSES:

Course 2744 Opening and Closing Procedures  
Course 2745 Service Procedures 2  
Course 2746 Menu Terminology 2  
Course 2747 Wine and Wine Service  
Course 2748 Bar Service and Preparation 2  
Course 2749 Host and Hosting 2  
Course 1504 Communication Skills  
Course 2750 Job Search Skills

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

Additional Costs: textbooks and supplies - approximately \$65.

Department Head - Stephen Stafford.



## FOOD AND BEVERAGE MANAGEMENT

Program Length: One year  
Starting: September, January  
Certification: Certificate

### PREREQUISITES:

- Grade 12 or equivalent;
- completion of a medical questionnaire and submission of a negative Tb skin test or or chest X-ray report.

The first semester is common for Food and Beverage Management and Hospitality Administration. Food & Beverage Management students who have re-evaluated their career path and wish to enter the Hospitality Administration Program after first semester, may do so with permission of the department head, space permitting.

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

**ABOUT THE PROGRAM:** Courses in dining room service, bartending (Mixology) and food preparation are offered along with courses emphasizing supervisory skills, production planning and control, personnel selection, interviewing and appraisals, and management functions.

## COURSES:

### Semester 1

Course 7150 From Tourism to Tourist  
Course 7153 Business Communications 1  
Course 7243 Service Procedures I  
Course 7154 Introduction to Data Processing  
Course 7155 Accounting I  
Course 2915 Introduction to Marketing  
Course 7244 Beverage Operations  
Course 7157 Rooms Division Operations  
Course 7152 Human Relations in Tourism

### Semester 2

Course 2954 Dining Room Operations  
Course 2906 Food Production Principles  
Course 2952 Wine/Wine Service  
Course 2953 Advanced Bar/Mixology

Course 2908 Supervisory Leadership in Tourism  
Course 2836 Service Procedures II  
Course 2835 Principles of Financial Controls in Tourism.  
Course 2912 Computers in Business

### Semester 3

Course 3630 Sanitation Management  
Course 2675 Human Resources Development in Tourism.  
Course 3659 Food and Beverage Cost Controls  
Course 3660 Managing Conventions  
Course 2834 Menu Design and Planning  
Course 3661 Bar Supervision  
Course 3662 Food Production Principles  
Course 3663 Dining Room Supervision  
Course 3664 Practicum

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

Additional Costs: textbooks and supplies - approximately \$665.

Department Head - Stephen Stafford.

## HOSPITALITY ADMINISTRATION

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

### PREREQUISITES:

- Grade 12 Diploma or equivalent, with a minimum grade of C+ in English 12;
- a minimum of six months' work experience in the hospitality industry;
- submission of a resume;

- submission of a 500 word essay outlining career goals and interest in the program;
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

The first semester is common for Food and Beverage Management and Hospitality Administration. Hospitality Administration students who have re-evaluated their career path and wish to enter the Food and Beverage Management Program, after first semester, may do so with permission of the department head space permitting.

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

## COURSES:

### Semester 1

Course 7150 From Tourism to Tourist  
Course 7153 Business Communications 1  
Course 7243 Service Procedures 1  
Course 7154 Introduction to Data Processing  
Course 7155 Accounting 1  
Course 2915 Introduction to Marketing  
Course 7244 Beverage Operations  
Course 7157 Rooms Divisions Operations  
Course 7152 Human Relations in Tourism

### Semester 2

Course 2911 Economics  
Course 2917 Business Communications 2  
Course 2912 Computers in Business  
Course 2918 Accounting 2  
Course 2919 Rooms Division Operations 2  
Course 2914 Front Office Accounting  
Course 7161 Business Mathematics  
Course 7156 Food Operations Management  
Course 7158 Hospitality Communications

#### Semester 3

Course 3665 Food, Beverage & Labour Cost Controls  
Course 4304 Labour Relations  
Course 3667 Marketing & Sales  
Course 3668 Business Statistics

Course 3669 Basic Management Engineering  
Course 3670 Food and Beverage Practicum 1  
Course 3708 Food and Beverage Management 1  
Course 3672 Facilities Planning & Design

#### Semester 4

Course 4310 Business Law  
Course 4308 Food and Beverage Management 2  
Course 4309 Food and Beverage Practicum 2  
Course 4305 Marketing, Sales, Promotion and Advertising  
Course 4303 Hospitality Management Accounting 3  
Course 3666 Human Resources Management  
Course 4306 Organizational Behaviour  
Course 4307 Directed Studies

**CAREER PROSPECTS:** Hospitality Administration graduates may be employed in hotels, motels, restaurants, food services departments, golf and country clubs, tourist facilities such as ski resorts, private and industrial catering firms, and in a wide variety of other organizations involved in food services such as hospitals, schools and universities. Some graduates also operate their own hospitality businesses such as restaurants, hotels, private catering and convention planning firms.

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

Department Head - David Donaldson.

## RETAIL MEATS

### RETAIL MEAT PROCESSING

Program Length: Six months  
Starting: Every 10 Weeks  
Certification: Certificate

#### PREREQUISITES:

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

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

#### COURSES:

##### Level 1

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

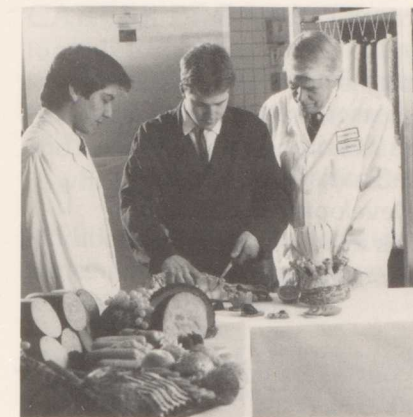
##### Level 2

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

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

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

Department Head - Sid Heringer.



### RETAIL MEAT CUTTING APPRENTICESHIP

Program Length: Two one-month training periods a year.

Starting: Contact Apprenticeship Branch

Certification: Contact Apprenticeship Branch

#### PREREQUISITES:

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

**ABOUT THE PROGRAM:** The Retail Meat Cutting apprenticeship program is designed for people currently employed in the retail meat industry. The Program consists of two 1 month training sessions over a three year period.

#### COURSES:

A list of courses is available from the Counselling Department.

**CAREER PROSPECTS:** Graduates may obtain employment in packing houses, block-ready shops, locker plants and small butcher shops or supermarkets as journeyed meatcutters.

Additional Costs: Text - approximately \$25.00, uniform deposit - \$25.00

Department Head - Sid Heringer

## SAUSAGE MAKING AND SMOKED MEATS

Program Length: Six months\*  
Starting: Contact Admissions  
Certification: Certificate

#### PREREQUISITES:

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

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

\* Note: VCC City Centre will normally offer only Level Two of the Sausage Making and Smoked Meats program. Admission requirements for Level Two consist of successful completion of Level One in Retail Meat Processing, or equivalent industry experience as determined by the instructor.

#### COURSES:

##### Level 1

Course 7095 Sanitation and Safety  
Course 7203 Meat Theory  
Course 7221 Sausage Making Basics  
Course 7222 Pork Cutting and Preparation  
Course 7223 Beef Cutting and Preparation  
Course 7101 Fresh Sausage Making

##### Level 2

Course 2947 Smoked Meat, Hams and Bacon  
Course 2948 Smoked and Cooked Sausages  
Course 2949 Cold Smoked, Cured and/or Dried Sausages  
Course 7103 Customer Service  
Course 2938 Merchandising  
Course 7042 Practicum

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

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

Department Head - Sid Heringer.

## PROGRAMS FOR THE TOURISM PROFESSIONAL

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

Certification: Certificate

**PREREQUISITES:** Program information, published for the January and September semesters will list specific prerequisites.

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

The Tourism & Hospitality Centre at Vancouver Community College - City Centre is pleased to be a partner with the Pacific Rim Institute of Tourism (PRIT) in tourism education and the drive to increase professionalism in the tourism industry. PRIT recognizes the Supervisory Development and Supervisory Speciality courses as a program that, with appropriate specialty training and experience, will lead to association membership and professional credentials. These recognized credentials will be offered through a new industry association due to commence operation in 1992. For further information, contact the PRIT Director of Membership Services, (604) 682-8000

## COURSES:

### Core Courses

Tourism: An Industry Perspective  
Marketing and Customer Service  
Human Relations in Tourism  
Leadership Skills in Tourism  
Human Resource Development in Tourism  
Operational Controls in Tourism  
Computer Applications in Tourism

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

Courses in the following specialty areas are available from time-to-time: (Note: Not all specialty courses will be offered each semester.)

Food and Beverage  
Rooms Division  
Marketing and Sales  
Accounting and Finance

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



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

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

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

## TRAVEL AGENT

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

### PREREQUISITES:

- Grade 12 Diploma or equivalent;
- keyboarding skills.

**ABOUT THE PROGRAM:** Each of the sixteen courses in this intensive, performance based program is designed to cover specific areas of study in the travel agency field. Students build up their skills through practical exercises, assignments, role plays, presentations, films, guest lecturers and 'hands on' computerized reservation training. As part of the training, students will be placed on a practicum with employers to obtain practical agency experience.

## COURSES:

### Level 1

Course 7027 \*Introduction to the Tourism/Travel Industry  
Course 7285 \*Destinations 1  
Course 7286 Travel Tourism Components  
Course 7090 Introduction to Air Travel

### Level 2

Course 7026 Package Tours  
Course 7091 Domestic Airline Tariffs and Ticketing  
Course 2966 Cruises  
Course 7028 Communications  
Course 2967 Introduction to Airline Reservation Computer Training  
Course 2968 Destinations 2

### Level 3

Course 3719 Destination 3  
Course 2215 Office Procedures  
Course 7092 Sales and Service  
Course 7093 Basic Airline Reservation Computer Training  
Course 7094 Introduction to International Tariffs and Ticketing  
Course 7042 Practicum

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

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

Additional Costs: textbooks and supplies - approximately \$294.



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

### BAKING ASSISTANT - E.S.L.

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

### PREREQUISITES:

- English language ability at Upper Beginner's level or higher (KEC standard). Determination of English ability may involve an assessment and/or interview;

- completion of a medical questionnaire and proof of a negative Tb skin test or chest X-ray report.

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

#### COURSES:

##### Level 1 - 2 months

Course 1998 Sanitation and Hygiene  
Course 7134 Bread and Buns  
Course 7135 Danish and Croissants  
Course 7136 Sweet Dough & Doughnuts  
Course 7137 Oven Work 1  
Course 7138 Wrapping and Packaging

##### Level 2 - 2 months

Course 2893 Pastry and Savoury Goods  
Course 2894 Shop Maintenance  
Course 2895 Cookies/Squares  
Course 2896 Pastries  
Course 2897 Theory  
Course 2898 Oven Work II

##### E.S.L. - 3 months

Course 2857 English Language Training  
Course 2899 Practicum and Job Search Skills

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

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

Department Head - George Rudolph.

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

Program Length: Six months

Starting: Contact Admissions for schedule

Certification: Certificate

#### PREREQUISITES:

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

**ABOUT THE PROGRAM:** The E.S.L. Core and Short Order Cooking Program is designed for students who need extra English as a Second Language training in order to obtain the Vancouver Community College - City Centre certificate. The program is six months long. In addition to practical training covering the core and short order curriculum, the program includes training in E.S.L. communication skills for the hospitality industry as well as basic technical vocabulary for theory content. Skills training is provided by a Culinary Arts instructor from City Centre, and English as a Second Language support by an instructor from the E.S.L. department at King Edward Campus.

#### COURSES:

##### Level 1

Course 7139 Safety, Sanitation & Equipment  
Course 7140 Basic Food Service Skills  
Course 2951 Basic Cold Kitchen  
Course 3657 Baking and Desserts 1  
Course 3658 Egg and Breakfast Cooking / Hot Sandwiches  
Course 4293 Vegetable and Starch Cooking 1  
Course 4294 Meat and Poultry Cooking 1  
Course 4295 Seafood Cooking 1  
Course 4296 Stocks, Sauces and Soups 1

##### E.S.L.

English Language Training  
Industry Practicum and Job Search Skills

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

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

Department Head - Ulrich Falter.

## FOOD SERVICE ASSISTANT - E.S.L.

Program Length: Five months

Starting: Generally twice yearly

Certification: Certificate

#### PREREQUISITES:

- Sufficient communication skills in English to understand instruction of cafeteria procedures (Beginners level at King Edward Campus or higher);
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

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

#### COURSES:

##### Level 1

Course 7192 Introduction to Food Service Assistant  
Course 9023 Safety and First Aid  
Course 7195 Sanitation and Hygiene  
Course 7193 Communication for the Workplace  
Course 7196 Food Service Assistant Training  
Course 3563 Job Search Skills  
Course 7194 Nutrition

##### E.S.L.

Course 2857 English Language Training  
Course 7042 Industry Practicum

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

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

Department Head - Steve Stafford.

## DINING ROOM AND LOUNGE SERVICE - BASIC/ E.S.L.

Program Length: Five months

Starting: Generally twice yearly

Certification: Certificate

#### PREREQUISITES:

- Sufficient communication skills in English to understand instruction of cafeteria procedures (upper beginners level at King Edward Campus or higher);
- Completion of a medical questionnaire and submission of a negative TB skin test or chest X-ray report.

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

The program is five months long and is divided into two levels. In addition to practical training covering the dining room and lounge service - basic curriculum, the program includes training in E.S.L. communication skills for the hospitality industry as well as basic technical vocabulary for theory content. Skills training is provided by a dining room and lounge service instructor from City Centre, and English as a Second Language support by an instructor from the E.S.L. department at King Edward Campus.

## COURSES:

### Level 1

Course 1910 Introduction to Hospitality  
Course 1911 Sanitation, Safety & Hygiene  
Course 1418 Customer Relations

### Level 2

Course 1912 Food and Beverage Equipment  
Course 1913 Basic Cash Procedures  
Course 1010 Service Procedures  
Course 1440 Menu Terminology 1  
Course 1914 Host and Hosting 1  
Course 1915 Bar Service and Preparation 1

### E.S.L.

English Language Training  
Industry Practicum and Job Search Skills

**CAREER PROSPECTS:** Graduates will be qualified to obtain employment as service personnel in fast food chains, family restaurants, catering companies, hotel banquet departments, lounges or cocktail bars.

Additional Costs: textbooks and supplies - approximately \$65.

Department Head - Stephen Stafford.

**The Tourism and Hospitality Division also offers a program for students with disabilities. Details of this program are on page 88.**



## SERVICE PROGRAMS

### BUILDING SERVICE WORKER

Program Length: Three months

Starting: Three times per year

Certification: Certificate

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

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

### COURSES:

#### Level 1 - 3 Weeks

Course 1725 Light Housekeeping, Equipment and Supplies

Course 1726 Light Housekeeping (Practical)

#### Level 2 - 4 Weeks

Course 2683 Hospital Cleaning Procedures

Course 2604 General Housekeeping

Course 2605 Industry Practicum

#### Level 3 - 5 Weeks

Course 3447 Wood, Hard, and Resilient Floors and Finishes

Course 3449 Floor Cleaning Equipment

Course 3475 General Floor Maintenance (Practical)

Course 3476 Carpet Construction and Cleaning Equipment

Course 3477 Carpet Cleaning (Practical)

**CAREER PROSPECTS:** Graduates of the Building Service Worker Program may find employment in such areas as hospitals, plants, apartment buildings, and department stores. Large cleaning firms are looking for trained employees and many of our graduates start their own businesses.

Additional Costs: supplies - approximately \$125.

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

Department Head - John DenDaas.



### BUILDING SERVICE WORKER - E.S.L.

Program Length: 20 weeks

Starting: Contact Counselling

Certification: Certificate

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

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

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

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

### COURSES:

#### Level 1

Course 1725 Light Housekeeping, Equipment and Supplies

Course 1726 Light Housekeeping (Practical)

#### Level 2

Course 2683 Hospital Cleaning Procedures

Course 2604 General Housekeeping

Course 2605 Industry Practicum

#### Level 3

Course 3447 Wood, Hard, and Resilient Floors and Finishes

Course 3449 Floor Cleaning Equipment

Course 3475 General Floor Maintenance (Practical)

Course 3476 Carpet Construction and Cleaning Equipment

Course 3477 Carpet Cleaning (Practical)

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

Additional Costs: supplies - approximately \$100.

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

Dress: Comfortable, neat work clothing.

Department Head - John DenDaas.



## HAIRSTYLING

### ESTHETICS (SKINCARE)

Program Length: Seven months

Starting: Generally twice yearly

Certification: Certificate

#### PREREQUISITES:

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

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

#### COURSES:

##### Level 1 - 15.5 Weeks

Course 1871 Manicure 1

Course 1974 Introduction to Esthetics

Course 1975 Skin Analysis

Course 1976 Hygiene, Bacteriology and Sanitation

Course 1977 Footcare

Course 1978 Introduction to Cosmetic Massage

Course 1979 Anatomy, Physiology and Histology

Course 1980 Disorders and Diseases of Skin, Hair and Nail

Course 1981 Hair Removal 1

Course 1982 Basic Make-Up

#### Level 2 - 11.5 Weeks

Course 2794 Cosmetic Massage

Course 2795 Manicures 2

Course 2796 Facials, Special Treatments

Course 2797 Management, Communications and Salon Functions

Course 2798 Specialized Treatment

Course 2799 Introduction to Electrolysis

Course 2800 Advanced Make-Up

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

Additional Costs: textbook and supplies - approximately \$500. (Prices subject to change).

Department Head - Bob Malone.

### HAIRSTYLING - WOMEN'S/ MEN'S

Program Length: 10 months; 36.5 Hrs/week

Starting: Usually September and January (April 1992)

Certification: Certificate

#### PREREQUISITES:

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

**ABOUT THE PROGRAM:** The Hairstyling program - Women's/Men's is divided into four levels. The first three levels of this program are designed to cover all core aspects of the industry on a progressive scale, demanding an increase in competence at each level. Theoretical knowledge and practical training is covered in such areas as client relations, men's and ladies' haircutting, permanent waving, shaving, hair

colouring, hair and scalp treatments, facials and manicures and disorders of the scalp and skin. Salon management, bookkeeping, reception and desk functions and business services are also an integral part of this program. The fourth level, or option level, is the specific level in which the student completes their chosen course of study. Upon compliance with the necessary regulations, students are prepared to sit the examination of the B.C. Hairdresser's Association or The Barbers Association of British Columbia.

### COURSES:

#### Level 1 - 11 weeks (approx.)

Introduction to Men's/Ladies' Hairstyling

Hygiene, Bacteriology and Sanitation

Shampoos, Rinses and Conditioners

Introduction to Selling

Haircutting 1

Hairstyling 1

Hair Color 1

Client Relations

Structure of Hair and Skin

Perm Wave

Salon Management

#### Level 2 - 9 weeks (approx.)

Communication and Salon Function

Scalp and Hair Treatments

Disorders and Diseases of Hair and Skin

Hair Color 2

Anatomy and Physiology

Haircutting 2

Perm Wave 2

Hairstyling 2

Shaving/Facial 1

Practicum 1

#### Level 3 - 8 weeks (approx.)

Career Management

Haircutting 3

Styling 3

Perm Wave 3

Scalp and Hair Treatments 2

Wigs and Hairpieces

Hair Color 3

Hair Structure and Chemistry

Shaving/Facial 2

Practicum 2

**Level 4 - 13 weeks (approx.)**

**MEN'S OPTION**

Haircutting 4

Men's Hairstyling 4 (includes Relaxing)

Shaving/Facial 3

**LADIES' OPTION**

Haircutting 4

Ladies' Hairstyling 4 (includes Relaxing)

Perm Wave 4

Hair Color 4

Facials/Manicures/Footcare

Practicum

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

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

Completion of the Men's Hairstyling program will give graduates the skills to pass the B.C. Barber's Association Board Examination. A 1000 hour period of in shop/salon work experience must be completed before the granting of a provincial license and apprenticeship completion certificate. The training and practical experience you get from the Men's Hairstyling program gives you the competitive edge needed to succeed in this industry.

Additional Costs: textbooks and complete supplies - approximately \$710. (Prices subject to change).

Department Head - Bob Malone.

**HAIRSTYLING - WOMEN'S/  
MEN'S - E.S.L.**

Program Length: 16 months

Starting: Occasionally

Certification: Certificate

**PREREQUISITES:**

- Lower Intermediate level of English language training;
- completion of a medical questionnaire and submission of negative Tb skin test or chest X-ray report.

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

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

Additional Costs: textbooks and supplies - approximately \$620.

Department Head - Bob Malone.



**PROGRAMS FOR  
STUDENTS WITH  
DISABILITIES**



**BUILDING SERVICE WORKER  
(EXTENDED)**

Program Length: Six months

Starting: Twice yearly

Certification: Certificate

**PREREQUISITES:** Satisfactory completion of screening interview and 'hands on' assessment. There is no minimum education standard but students must have a good working knowledge of spoken English. The ability to read and write would be an asset.

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

**ABOUT THE PROGRAM:** This special needs program prepares students with learning handicaps to gain employment in the building service industry. Students have the opportunity to raise their practical skills to a level of competency acceptable by the industry. Graduates will find employment

opportunities in offices, schools, shopping malls, warehouses, supermarkets, restaurants, hotels, transportation centres, hospitals, and private homes.

**COURSES:**

**Level 1 - 4 Weeks**

Course 1727 Light Housekeeping

**Level 2 - 8 Weeks**

Course 2606 General Housekeeping

Course 2607 Work Experience in Industry

Course 2608 Review and Assessment

**Level 3 - 12 Weeks**

Course 3478 Types of Floors and Finishes

Course 3479 Floor Maintenance (Practical)

Course 3480 Carpet Cleaning Equipment

Course 3481 Carpet Cleaning (Practical)

Course 2607 Work Experience in Industry

Course 3482 Final Review and Assessment

**CAREER PROSPECTS:** Career prospects vary. Contact Counselling for further information.

Additional Costs: \$125 for supplies and fees over and above tuition fees.

Department Head - John DenDaas.

**CAREER AWARENESS**

Program Length: 10 months

Starting: September

Certification: Certificate

**PREREQUISITES:** Interview with the Counsellor for Students with Disabilities followed by an interview with two members of the Career Awareness program. Applicants must have a learning difficulty that prevents successful participation in a regular college program.

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

**RECOMMENDED CHARACTERISTICS:**

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

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

The training needs of the student are provided through a wide range of experiences including life skills, generic work skills, specific skill training, employment counselling and community work experiences. Reading skills are not required.

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

### COURSES:

#### Level 1

- Course 1884 Grooming and Hygiene
- Course 1885 Safety
- Course 7124 Introduction to Work
- Course 1504 Communication Skills 1
- Course 2709 Assertiveness 1
- Course 7121 Tai Chi
- Course 2711 Stress Management 1
- Course 7122 Employee Behaviours 1
- Course 7123 Work Experience 1
- Course 7125 The Employment Process

#### Level 2

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

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

Department Head - Holly Cole.



### FOOD SERVICE CAREERS

Program Length: 10 months

Starting: September

Certification: Certificate

#### PREREQUISITES:

- all students will have an initial assessment of learning skills and career interests;
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

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

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

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

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

### COURSES:

- Course 7162 Introduction to Food Service Assistant
- Course 1885 Safety
- Course 1998 Sanitation and Hygiene
- Course 1418 Communication/Customer Relations (These four courses are introduced and taught in the first month of the program. Progress through each of these courses will depend upon the abilities of each individual student.)

Course 2901 Food Service Careers (Advanced)

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

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

Coordinator - Sherry Rutledge.

### JOB READINESS

Program Length: Three to five months depending on course selected

Starting: generally three times a year

Certification: not applicable

**PREREQUISITES:** Interview with the Counsellor for students with disabilities. Applicants must have a learning difficulty that prevents successful participation in a regular college program. Some courses may require an assessment by the instructor to determine whether the course is suitable for the applicant.

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

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

### COURSES:

- Reading for Independence (5 hours a week)
- Being with People (5 hours a week)
- Relationships and You (5 hours a week)
- Communicating through Sign Language (5 hours a week)
- Human Sexuality (5 hours a week)
- Introduction to Microcomputers (10 hours a week)

The courses take into account the needs of the individual and the benefits of group involvement and peer instruction. Depending on the course, students will use educational software to learn through computer assisted instruction. Audio-visual materials are used extensively. Students are also involved in role plays, demonstration, 'hands on' experience, group discussions, and field trips.

Department Head - Holly Cole.



## OFFICE CORE SKILLS

Program Length: 10 months  
Starting: September  
Certification: Certificate

**PREREQUISITES:** Interview with the Counsellor for students with disabilities followed by an interview with two members of the Office Core Skills program. Applicants must have a learning difficulty that prevents successful participation in a regular college program.

Previous career exploration which supports decision to undertake skill training in the clerical field is required. All applicants will have a 'hands on' assessment to evaluate reading ability, clerical knowledge and previous career exploration.

### RECOMMENDED CHARACTERISTICS:

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

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

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

### COURSES:

#### Level 1

Course 1884 Grooming and Hygiene  
Course 7214 Introduction to Clerical Careers  
Course 7164 Effective Communication 1  
Course 7165 Assertiveness 1  
Course 7166 Stress Management 1  
Course 7122 Employee Behaviours 1  
Course 7216 The Employment Process  
Course 7215 Keyboarding and Computer Basics  
Course 7170 Alpha-Numeric Filing  
Course 7171 Mail Preparation and Distribution  
Course 7172 Photocopying  
Course 7173 Office Equipment and Resources

#### Level 2

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

**CAREER PROSPECTS:** Graduates will be prepared to pursue further education and skill training and/or competitive employment in the public and private sectors.

Department Head - Holly Cole



## PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

Program Length: 180 hours plus a major assignment.

Starting: Contact the Program Development & Staff Training department at Vancouver Community College - City Centre for a schedule.

Certification: Certificate or Diploma depending on courses completed and employment status.

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

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

To be formally accepted in the program, candidates must complete the Employer Recommendation form and an Admission to the Instructor Diploma form obtainable from the Program Development & Staff Training department.

Applicants who are not currently employed as instructors may be admitted to the program if they meet the other admission requirements, and if they can provide evidence of related work experience that would qualify them to be eligible for employment as instructors in their specialty areas. However, applicants who are not presently employed as instructors must note that they will not be able to complete the Major Assignment required for the Provincial Instructor Diploma until such time as they are employed as instructors.

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

**ABOUT THE PROGRAM:** The Provincial Instructor Diploma Program encompasses two fundamental and interrelated components:

- 1) the development of instructional competencies in the design, management and evaluation of effective learning activities; and
- 2) the development of a foundation for continuing professional growth by individuals involved in instruction.

### COURSES:

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

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

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

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

Department Head - Robert Aitkin.



## AWARDS, BURSARIES AND SCHOLARSHIPS

### ALUMNI ASSOCIATION BURSARIES

Two awards of \$500 are provided to students in any full-time program. These bursaries are to be awarded on the recommendation of the Financial Aid Advisor on the basis of need. They should be awarded to those students most urgently requiring assistance to continue their education.

### ALUMNI ASSOCIATION SCHOLARSHIP

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

### THE MARGARET ANDERSON AWARD

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

### THE B.C. BAKERS' ASSOCIATION AWARDS

Awards are available annually to recognize promising students enrolled in the full-time Baking programs at City Centre. The awards are \$300. Selection is based on achievement, need and the recommendation of the Department Head.

### B.C. LION'S SOCIETY BURSARIES FOR DISABLED STUDENTS

Four awards are available annually. These awards should cover tuition. A student must be a resident of B.C., have a developmental and or physical disability and be 19 years of age or younger. Students in Career Awareness will have first access to this award.

### THE B.C. TELEPHONE COMPANY

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

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

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

### RITA BEDARD SCHOLARSHIP FUND

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

### HAZEL BEZEAU ENDOWMENT FUND

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



### FRANK BOUTILIER AWARD

Two bursaries of \$250 have been made available by the family of Frank Boutilier, former Department Head of the Building Service Worker Program. These bursaries are offered to the students in the "special needs" Building Service Worker Program.

### BRITISH COLUMBIA CHEFS' ASSOCIATION

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

### BRITISH COLUMBIA DENTAL HYGIENISTS' ASSOCIATION AWARDS

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

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

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

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

### KARL BROWN ENDOWMENT FUND

This endowment is awarded to a student in Electronics on the basis of hard work, achievement and financial need.

### THE BUSINESS DEPARTMENT ENDOWMENT FUND

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

### CANADIAN HOSPITALITY FOUNDATION MERIT AWARD

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

### THE CANADIAN NATIONAL RAILWAY SCHOLARSHIP FOR WOMEN IN TRADES

The Canadian National Railway gives a \$500 scholarship annually. This scholarship is available to female students in Electronics, Drafting and Printing Production Culinary Arts, Retail Meat Processing/Sausage Making. Selection is to be made in the summer by the City Centre Awards Committee. Application deadline is usually July 31st.



### CANFOR AWARD

Canfor has established an award which is open to all students. Amount of award: \$300.

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

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

### CERTIFIED GENERAL ACCOUNTANTS OF BRITISH COLUMBIA

This fund offers awards of up to \$600 toward C.G.A. tuition fees to a graduate of the Accounting program. The award is based on highest achievement and will normally go to a student graduating from the program between January and June.

### DANIEL CHAN AWARDS

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

### EDWARD CHESKO AWARD

The Edward Chesko award is to be presented to a second year dental student who demonstrates financial need and consistent competency in advanced periodontal treatment including all phases of the process of dental hygiene care.

### GEORGE CLARK CARE AND SHARE TRUST FUND

This trust fund was established to provide bursaries at Christmas for needy City Centre students and their children. It is open to students in all programs. Students should have applied for student loans and be attending full-time. These awards will be initiated by the Financial Aid Advisor.

### THE CLUB MANAGERS' ASSOCIATION OF AMERICA DOGWOOD CHAPTER (LOUIS STERVINOUS MEMORIAL AWARD)

The Club Managers' Association of America has donated a \$150 scholarship to be given to a student in the Hospitality Administration Program. Financial need as well as academic achievement is taken into consideration.

### COAST PAPER SCHOLARSHIPS

These scholarships are awarded to students graduating from the Printing Production Program. This is principally based on academic achievement, with some consideration given to financial need.

### COLLEGE OF DENTAL SURGEONS

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

### COLUMBIA MEATS AWARD

Awards of \$200 and \$250 respectively have been made available by Columbia Meats to reward students for the best lamb meat cuts and the best pork meat cuts. Selection will be the Faculty and the Department Head of the Retail Meat Department.

### CREDIT UNION FOUNDATION BURSARIES

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

### CREDIT UNION PIONEERS' MEMORIAL BURSARIES

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

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

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

### FIRST CITIZENS' FUND BURSARY

Incentive bursaries are available to British Columbia-born status, non-status and Metis Indians who are attending two-year programs at post-secondary provincial institutions on a full-time basis. Non-funded Native Indian Students who rely on Canada Student Loans can qualify for a bursary of up to \$2,000 per academic year.

Funded students are eligible for a bursary up to a maximum of \$700 per academic year. Student applicants must be recommended by a Band Council or bona fide native organization. Students living at home while attending college or university and who are financially dependent upon their parents, guardian or sponsor are ineligible.

### JACK GOODALE MEMORIAL AWARD (WHISTLER MOUNTAIN SKI CORPORATION)

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



## HEALTH CARE GRANT - DENTAL HYGIENE

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

## HONG KONG BANK AWARD

Open to students in all programs. Amount of award: \$150.

## KIRKLAND AND ROSE LTD. ENDOWMENT FUND

Through this fund annual awards are offered to the Baking students who demonstrate outstanding performance in decorating.

## THE KIWANIS CLUB OF BRITISH COLUMBIA

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

## OTTO ALBERT KLOSS TRUST FUND

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



## ROD LAROCQUE AWARD

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

## CONDY LEUNG ENDOWMENT FUND

This fund was established to provide awards to students in City Centre's Cooking programs.

## LIEUTENANT GOVERNOR'S SILVER MEDAL

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

## MAPLE LEAF MILLS

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

## MCMENAMON/RICHARDSON ENDOWMENT FUND

The Scholarship is open to students in all programs. Amount of award: \$200.

## ROSE MERCER MEMORIAL AWARD

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

## THE PETER MUNNS SCHOLARSHIP

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

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

An annual scholarship of \$400 is available for an enrolled student who is related to a member of N.A.B.E.T., Local #83. Otherwise, the scholarship may be awarded to a student currently nearing completion of an advanced electronics program.

## NATIVE HEALTH BURSARY PROGRAM

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

## THE NATIVE INDIAN SERVICE COUNCIL AWARD

This fund provides for an annual scholarship to acknowledge effort, talent and citizenship of a native student.

## BRUCE NICOLL MEMORIAL SCHOLARSHIP

This is a memorial award set up by the Nicoll family to encourage excellence. Numerous awards of \$500 are available to students in all of City Centre's full-time programs.

## J.J. NOWACKI ENDOWMENT FUND

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

## NUNWEILER'S FLOUR CO.

Has donated \$100 Scholarship to be given to an outstanding Baking Student. Selection will be made by the Department/Head.

## PACIFIC AREA (ASIA) TRAVEL ASSOCIATION

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



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

PACE provides funds for bursaries to assist students in part-time or short-term courses. Students must demonstrate financial need. Applications with proof of registration, must be forwarded to the PACE Bursary Committee at the following address, on or before September 30:

PACE Bursary Committee  
c/o Dr. Richard M. Pearce  
Vancouver Community College,  
1155 East Broadway,  
P.O. Box 24785, Stn. C  
Vancouver, B.C.  
V5T 4N5.

Bursary awards will be announced during the month of November. All applications will be acknowledged.

## **PACIFIC PRESS AWARD**

Was established to benefit students enrolled in the Computer Graphics Technician program. Amount of Award: \$200-\$250.

## **VAL PEARSON AWARD**

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

## **THE PHIPPS SCHOLARSHIP FUND**

Scholarship awards are provided to the students in City Centre's Drafting - Architectural, Mechanical, CAD programs. The scholarships will be awarded to the two top students or the top student depending on the recommendation of the Department Head. The awards total \$600.

## **THE PRINCIPAL'S AWARD**

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



## **READ, JONES, CHRISTOFFERSEN LTD.**

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

## **THE ROTARY CLUB OF VANCOUVER SUNRISE**

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

## **ROYAL CANADIAN LEGION PACIFIC COMMAND**

Bursaries ranging from \$500 - \$1,000 are awarded based on financial need. The awards are provided for high school graduates who intend to continue their education in programs for which high school graduation is required. Preference is given to the children of deceased, disabled or other veterans. Application forms are available from local Legion branches or command offices and should be submitted to:

Pacific Command  
The Royal Canadian Legion  
3026 Arbutus Street,  
Vancouver, B.C.  
V6J 4P7.

## **RUSSELL FOOD SERVICE EQUIPMENT LTD.**

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

## **SEASPAN INTERNATIONAL LTD./VANCOUVER SHIPYARDS CO. LTD.**

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

## **THE ELLEN SHELLINGTON ENDOWMENT FUND**

To honour the hard work and dedication of a former Nursing Department Head, this endowment fund provides bursary awards to students in the final level of the Practical Nursing/Orderly and Nursing Aide programs. Three awards of \$250 are available annually. Awards are based on achievement, need and the recommendation of the Department Head.

## **SIMONS FOUNDATION BURSARIES**

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

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

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

## **SNOW CAP ENTERPRISES LTD.**

An Endowment Fund has been set up to provide Awards, as interest permits, to outstanding apprenticeship Baking Students. Selection will be made by the Department Head.

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

This fund offers a \$500 scholarship which is applied toward C.M.A. fees. The recipient is selected by the Accounting and Computers Management Department.

## **LORD STRATHCONA BURSARIES**

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

## **VAN BOURNE CONSTRUCTION AWARDS - DRAFTING STUDENTS**

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

## **VANCOUVER CLUB OF PRINTING HOUSE CRAFTSMEN AWARDS**

The Vancouver Club of Printing House Craftsmen established two awards to be given to two deserving students in the Printing Production program. Amounts of awards: one at \$500 and one at \$250.

### **VANCOUVER CLUB OF THE SOROPTIMIST INTERNATIONAL OF THE AMERICAS AWARDS**

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

### **VANCOUVER COMMUNITY COLLEGE BURSARIES**

These bursaries vary from \$100 to \$300 depending on request and need. In order to qualify for these bursaries students must indicate financial need in their "reasons" for request and also demonstrate good achievement, as evidenced by the Department Report (Section II on Bursary Form). Open to all students in full-time programs.

### **VANCOUVER COMMUNITY COLLEGE FACULTY ASSOCIATION**

Each year the V.C.C.F.A. provides and presents two \$300 achievement awards to students in each Division at City Centre and K.E.C.. All applications and nominations will be considered by the Awards Committee.

### **VANCOUVER EXECUTIVES' ASSOCIATION FUND**

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

### **VANCOUVER FOOD AND BEVERAGE DIRECTORS' ASSOCIATION SCHOLARSHIP FUND**

This scholarship is awarded to a student in the Hospitality Administration program entering the second year. It is based on excellence, need, and the Department Head's recommendation. The Awards Committee may also consider the student's reasons for requesting the awards.

### **VANCOUVER HOTEL ASSOCIATION SCHOLARSHIPS**

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

### **VANCOUVER MUNICIPAL AND REGIONAL EMPLOYEES' UNION**

An annual bursary of 75 per cent of tuition is available to a City Centre student in a certificate program. The award is available to members of the Union, or the sons, daughters, or legal dependents of members who, at the time of application, are current members in the Union and have held membership for the past two years. Selection will be made by the Awards Committee in consultation with the donor.

### **VANCOUVER TRANSPORTATION CLUB AWARD**

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

### **THE KEN WHEELER ENDOWMENT FUND**

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

### **THE J. H. WILLIAMS ENDOWMENT FUND**

This fund provides an annual award to a student who demonstrates high achievement as well as financial need. It may be used as a supplementary award for a student in the final levels of his or her program. This bursary was initiated on the occasion of the retirement of Ms. Jenny Williams, former Financial Aid Advisor, by her friends and co-workers.

### **WOMEN'S EQUALITY BURSARY**

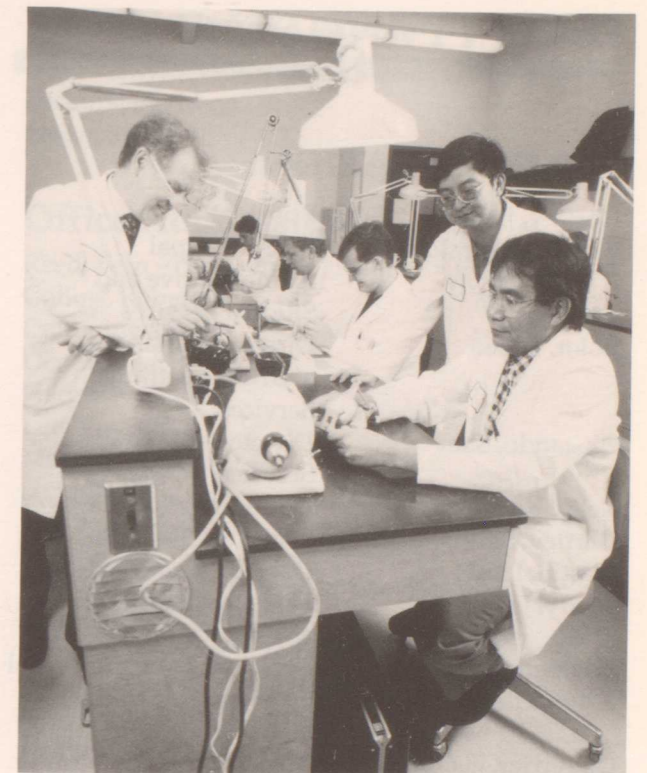
This \$500 is provided by the Provincial government, and is intended to support women enrolled in full or part-time programs in women's studies or related course work, or fields in which women have not traditionally sought post-secondary training, leading to a degree, diploma or certificate.

### **THE UNITED FOOD AND COMMERCIAL WORKERS' UNION (AFL - CIO & CLC LOCAL 2000) AWARD**

An annual Scholarship of \$500 is to be awarded to the top student in the Retail Meat Processing Program.

### **THE CHAIM ZBAR ENDOWMENT FUND**

This fund was established by Mr. Zbar to provide an annual award to a Dental Assistant student. The award is to be based on academic achievement, financial need and the recommendation of the Department Head.



## FACULTY AND STAFF

### ADMINISTRATION

|                      |  |
|----------------------|--|
| Horsley, Joan        | Principal  |
| Vandenakker, John    | Vice-Principal                                     |
|                      | Administrative and Student Services                |
| Kolot, David         | Director - Financial and Administrative Services   |
| DiGiando, Sam        | Director - Student Services                        |
| Kelly, Karen         | Administrative Manager                             |
| Hartley, Syd         | Division Chair - Business                          |
| Martin, Linda        | Division Chair - Health                            |
| Sandy, Jackie        | Division Chair - Tourism & Hospitality             |
| Schatten, Jerome     | Division Chair - Technical                         |
| Ashworth, Roseanne   | Secretary - Business Division                      |
| DeVerrier, Gabriella | Mail Clerk/Switchboard                             |
| Dyton, Jane          | Secretary, Student Services                        |
| Hewer, Kay           | Switchboard  |
| Jewell, Stephanie    | Research Assistant                                 |
| Lalji, Parviz        | Secretary - Administrative Manager                 |
| McFadden, Lila       | Switchboard and First Aid                          |
| Paterson, Suzanne    | Secretary - Vice-Principal                         |
|                      | Administrative and Student Services                |
| Robson, Brian        | Accounting Clerk                                   |
| Stoneberg, Carey     | Switchboard & First Aid                            |
| Sutherland, Margaret | Secretary - Tourism & Hospitality                  |
| Virani, Tazeem       | Secretary - Technical Division                     |
| Walker, Norma        | Financial Management Clerk                         |
| Wiebe, David         | External Communications Officer - Public Relations |
| Wong, Hilary         | Secretary - Health Division                        |

### ADMISSIONS

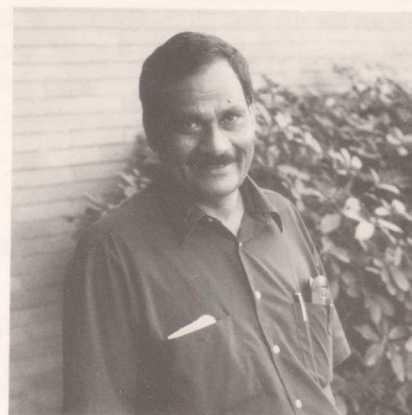
Keenan, Wynn - Supervisor  
Friesen, Blair  
Granger, Joanne  
McComb, Fiona  
Sproston, Leah  
Yung, Lina

### BOOKSTORE

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

### BUILDING SERVICES, RECEIVING

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



## BUSINESS DIVISION

### Accounting Computers Management

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

### Business Education Preparation

Kendrick, Barry - Department Head  
Gallie, Jean

### Community and Career Education

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

### Hairdressing

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

## Medical Office Careers

Bartoszewski, Edna - Department Head  
Lacoursiere, Irene  
Lesko, Susan

### Office Administration

Reed, Fern - Department Head  
Collins, Roberta  
Cummings, Sally  
Dennis, Margaret  
Hargreaves, Joy  
Lee, Virginia  
MacIsaac, Marion  
Seddon, Sally  
Woycenko, Shirley  
Zomer, Joyce

## COUNSELLING

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



## Vocational Assessment Centre

Hume, Don - Coordinator II  
De Coninck, Leslie

## FINANCIAL AID

Fister, Dana - Financial Aid Officer  
Kapoor, Anita  
Toporowski, Brenda

## FOOD SERVICES / CAFETERIA

Gillespie, John - Director  
Subasinghe, Henry - Supervisor  
Athwal, Manjit  
Bachana, Kamal  
Camara, Maria  
Choi, Raymond  
Chung, Patrick  
Dragutinovich, Mira  
Fearn, Mark  
Goodenough, Teresa  
Grinnis, Gerd  
Kelly, William  
Lai, Pin-Lien  
Lee, Ah Yan  
Liu, Benny  
Losna, Antonia  
Mak, Ruth  
Millas, Helen  
McLean, Elaine  
Morris, Eugenie  
Morris, Hedley  
Scmalholz, Tony  
Wickramasekera, Sita  
Yu, Francis

## HEALTH SCIENCES DIVISION

### Dental Assisting/Reception

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

## Dental Hygiene

Sunell, Susanne - Department Head  
Brown, Lorna  
Cathcart, Ginny  
Chaisson, Shelley  
Czerniecki, Dan  
Holmes, Trudy  
Hughes, Tricia  
Jenkins, Janice  
Keselyak, Nancy  
Lunn, Ruth  
Martin, Lexie  
Maschak, Linda  
Milton, Keith  
Nann, Douglas  
Prescott, Mike  
Schmitz, Susan  
Smith, Lynn  
Stojak, Dianne  
Tavares, Francis  
Zorkin, Robin

## Dental Technician/Denturist

McKay, Jeanette - Department Head  
Devison, Sue  
Hicks, Victor  
Hoffmann, Karol  
Oberreich, Richard  
Odwin, Steve  
Izumi, Ken

## Long Term Care & Allied Health

Simms, Shirley - Department Head  
Adams, Ina  
Brodie, Marg  
Brown, Evi  
Bawtinheimer, Pat  
deGeest, Gwendolyn  
Gross, Melisse  
Eng, Jacki  
Hamend, Moreah  
Jensen, Fay  
Keen, Lillian  
Keet, Eleanor  
Louie, Wilson  
McCarthy, Jeannine  
Mina, Homa  
Morrow, Marg  
Northy, Esther  
Olson, Jim  
Williams, Linda

## Nursing

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

## HEALTH SERVICES

Burns, Graham - MD  
Smith, Pat - Nurse

## INFORMATION AND COMPUTING SERVICES

Roberts, John  
Szeto, Tom  
Wagner, Christie

## INSTRUCTIONAL MEDIA SERVICES

McIntosh, Malcolm  
Pfahl, Chris

## PROGRAM DEVELOPMENT

Aitken, Bob - Department Head  
Dwyer, Brian  
Dooley, Norm  
Gregg, Karl  
Hector, Carole  
Knowles, Kristina  
Luk, Corinna  
MacArthur-Blair, Joan  
Moher, Louise

## STUDENT ASSOCIATION

Rose, Abby - Ombudsperson

## STUDENT RECORDS

Ho, Dorothy - Supervisor  
Armstrong, Teresa  
Austin, Donna  
Jung, May



## TECHNICAL DIVISION

### Building Service Worker

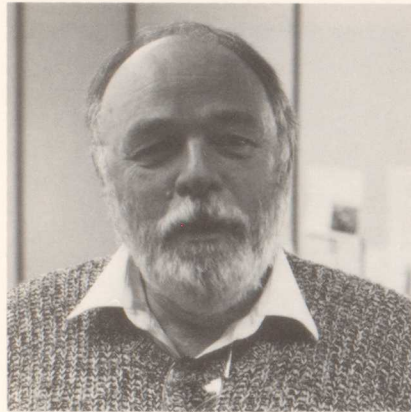
DenDaas, John - Department Head  
Clark, Don  
Clark, Peter  
Grose, William  
Vautour, John

### Computer Graphics

Roy, Judy - Coordinator  
Clay, Jamie

## Drafting

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



## Electronics

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

## Jewellery Art & Design

Walentowicz, Maciek - Coordinator  
Bebel, Derek  
Remnant, Susan  
Phillips, Jon

## Printing Production

Gordon, Doug - Department Head  
Bassani, John  
Callahan, Beth  
Fletcher, Douglas  
Fielder, Ronald  
Gibson, Grant  
Gislason, Curtis  
Greene, Ralph  
Kouwenhoven, Peter  
Pinkerton, Brian  
Robinson, Melanie  
Rose, Nancy

## TOURISM & HOSPITALITY DIVISION

### Asian Culinary Arts

Leung, Condy - Department Head  
Fu, Felix

### Baking & Pastry Arts

Rudolph, George - Department Head  
Chernen, Joann  
Leber, Hans  
Leisch, Wilhelm  
Schroedter, Eberhardt  
Sohm, Kenneth  
Van de Ven, Marlie  
Van Grol, Anthony  
Warje, Lars  
Zemp, Luzia - Co-ordinator

### Culinary Arts

Falter, Ulrich - Department Head  
Sicoli, Settimio - Assistant Department Head  
Horst  
Bingley, Alan  
Bingley, John  
Bonkowski, Harald  
Feist, Bob  
Ferron, Gabriel (on leave)  
Grey, Barry  
Hubbert, Eric  
Hunt, Pam  
Hutton, James  
Baltzer, Wayne

Irwin, Rick  
Knebel, Reinhard  
Larsen, Steen  
McCorkell, Derek  
Mooney, Sandra  
Naso, Fred  
Pepper, Graham  
Petit, Paul  
Pinter, Michael  
Sauer, Axel  
Sinclair, Ryun  
Smith, Ian  
Thoeny, Christian  
Vanderlinden, Hans  
Wallgram, Ernst  
Yanagawa, Keiju

## Food and Beverage Management

Stafford, Stephen - Department Head  
Cryer, Gail  
Kilchenmann, Charles  
McNamee, Cameron  
Obeck, Hans  
Sawkins, Tannis  
Wood, Tony

## Food Service Careers

Rutledge, Sherry - Coordinator  
Defert, Ingrid

## Hospitality Administration

Hives, Art - Department Head  
Atherton, Murray  
Fernandez, Benny  
Gammon, Sally  
Garritt, Noreen  
Donaldson, David  
McNeill, Bert  
Morelli, Carmine  
Oliver, Robert  
Rodgers, Tom

## Retail Meat Processing

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

## Travel Agent

Kinnersley, Jacqueline - Coordinator

## VOCATIONAL INSTRUCTORS ASSOCIATION

Kremer Dalton

## WORDPROCESSING

Voon, Ngee-Moi  
Yam, Pamela



## PROGRAM ADVISORY COMMITTEES

### MEMBERSHIP LIST

#### BUSINESS PROGRAMS

##### Accounting

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

##### Computer Programmer

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

#### Community & Career Education

Mr. Dale Alexander, Simon Fraser Society of  
Community Living  
Mr. Bradford Bentley, Disability Resource Centre  
Ms. Elaine Baxter, B.C. Telephone Company  
Ms. Gene Errington, B.C.G.E.U.  
Ms. Bonita Holman, North Shore Association for the  
Mentally Handicapped  
Mr. Bob Logelin, Vancouver-Richmond Association  
of the Mentally Handicapped  
Ms. Lorna McCreath, Vancouver City Hall  
Mr. Ray Pummell, Burnaby Association of the  
Mentally Handicapped  
Ms. Bridget Speer, Fraserside Community Services  
Ms. Noel Schacter, B.C. Federation of Labour  
Ms. Carol Sterzik, Manager of Office Services  
Ms. Pat Turner, Comcare (Canada) Ltd.

#### Legal Secretary

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

#### Medical Office Assistant

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

#### Medical Secretary/Transcriptionist

Ms. Lin Rooks, Children's Hospital  
Ms. Madeleine Bicknell, Vancouver General Hospital  
Ms. Susan Broadbear, Cancer Control Agency of B.C.  
Mrs. Jill Buchan, Peach Arch District Hospital  
Mrs. Grace Chandy, Burnaby Hospital  
Ms. Kathleen Cheng, University of British Columbia  
Ms. Sandy Duffas, Delta Hospital  
Ms. Laura Muzin, Vancouver General Hospital  
Ms. Dian Haigh, Children's Hospital  
Ms. Susan Hill, University Hospital  
Ms. Diana Jones, Royal Columbian Hospital  
Ms. Karen Kaplan, Vancouver General Hospital  
Mrs. Margaret McKay, Cancer Control Agency of  
B.C.  
Ms. Sharon Delalla, UBC Sports Medicine  
Ms. Barbara Smith, University Hospital, UBC Site

#### Secretarial

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

#### Traffic, Customs and Transportation

Mr. Martin Askew, Pac-Ex Services Ltd.  
Mr. Gordon Boleen, Consultant  
Mr. John Bourbonniere, Yellow Freight Systems of  
B.C. Inc.  
Mr. Ronald Carter, Adanac Customs Brokers Ltd.  
Mr. Ed Ryan, B.C. Rail  
Mr. Reg Der, Consultant  
Ms. Sue Harte, C.P. Rail  
Mr. Bruce MacDonald, Empire Stevedoring  
Mr. Gordon Murray, C.N. Station  
Ms. Arline Neufeld, Adanac International Forwarders  
Ltd.

Mr. Wayne Poole, Seaspan Ltd.  
Mr. Glen Grant, United Parcel Service  
Mr. Roy Stringer, Stringer Air Services  
Mr. Bruce Young, Balfour Guthrie

### HEALTH SCIENCES PROGRAMS

#### Dental Assisting/Reception

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

#### Dental Hygiene

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

#### Denturist

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

## Dental Technician

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

## Medical Laboratory Assistant

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

## Nursing Unit Clerk

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

## Practical Nursing

Mrs. Ann Callegarine, St. Vincent's Hospital  
Ms. Linda Ruiz, Vancouver City Health Department  
Ms. Eileen Garvey, Pearson Hospital  
Ms. Ruth Gray, University Hospital Shaughnessy  
Ms. Joan Howey, Vancouver General Hospital  
Ms. Shirley Kerry, Registered Nurses Association of B.C.  
Ms. Margaret Lennon, Holy Family Hospital  
Ms. Barbara McWilliams, Metropolitan Health Services  
Ms. Billy Meadows, Lions Gate Hospital  
Ms. Anne Semerdjian, St. Paul's Hospital  
Ms. Crista Omand, Practical Nurse Graduate  
Ms. Margaret Emberton, LPN Association of B.C.

## Continuing Care Programs

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

## TECHNICAL PROGRAMS

### Computer Graphics

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

## Drafting

Mr. Lucio Grave, H.A. Simons (International) Ltd.  
Mr. Les Metcalf Read, Jones Christoffersen Ltd.  
Mr. Glen Tait, Wright Engineers Ltd.  
Mr. Peter Whitelegg, Jones Kerr Whitelegg Ltd.  
Mr. Stan Phipps, Engineering Consultant  
Mr. Ted Broekhuizen, Sandwell Swan Wooster Div.  
Mr. Don Klobchar, Caroll Hatch (Intl.) Ltd.  
Mr. Rick Kreisch, Kerr Wood Leidal Assoc.  
Mr. Scott Mackay, N.C. Engineering Co. Ltd.  
Mr. Rick Vandusen, Ton Line Drafting

## Electronics

Mr. Russ Andronek, C.N.C. Maintenance Service Corp.  
Dr. Karl Brackhaus, Dynapro Systems Inc.  
Mr. Dave Carter, Xerox Service Centre  
Mr. David Forst, Pacific Sound Services Ltd.  
Mr. Dennis Keller, Transport Canada  
Mr. Jim Rae, BTE  
Mr. Jim A. Ramsay, Teleglobe Canada  
Mr. Don Stubel, Nexus Energy Corp.  
Mr. Bill Tracey, Systek Engineering Ltd.  
Mr. Ron Webb, B.C. Rail Ltd.

## Jewellery Art & Design

Ms. Catherine Broderick-Lockhart, Art Instructor, VCC Langara  
Ms. Louise McCall, Vancouver Art Gallery  
Carsten-Sorenson, Brinkhaus Jewelers  
Mr. Chris Czartoryski, Emily Carr College of Art & Design  
Mr. Bill Reid Artist, Jeweller  
Mr. Karl Stitgen, Goldsmith  
Ms. Martha Sturdy, Jeweller, Designer  
Ms. Michela Frosch, Canadian Craft Museum  
Mr. Tom Hudson, Emily Carr College of Art & Design  
Ms. Pernilla Ahmstedt, Artist/Jeweler  
Mr. George Rammell, Capilano College

## Printing Production/Graphic Arts

Mr. Donald T. Brown, Consultant  
Mr. Dick Byzitter, Shears Printing Ltd.  
Mr. Warren Campbell, B.C. Printing Industries Association  
Mr. Steve Cobb, Benwell-Atkins Ltd.  
Mr. John Elworthy, Coast Paper Ltd.

Ms. Shirley Forrest, Thunderbird Press Ltd.  
Mr. Alan Green, Vancouver Typographical Union  
Mr. Wendell Green, Broadway Printers Ltd.  
Mr. David McPhail, Mitchell Press Ltd.  
Mr. Gordon Nex, Coast Trade Bindery Ltd.  
Mr. Peter Oostlander, Hemlock Printers Ltd.  
Mr. Tom Schoenewolf, Thunderbird Press  
Mr. Doug Seto, Agency Press  
Mr. Jeff Taylor, Total Graphics

## TOURISM & HOSPITALITY PROGRAMS

### Asian Cuisine

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

### Baking and Pastry Arts

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

### Culinary Arts

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

## Food & Beverage Management

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

## Hospitality Administration

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

## Retail Meat Processing

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

## Sausage Making & Smoked Meats

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

## Travel Agent

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

## SERVICE PROGRAMS

### Building Service Worker

Mr. Donald Etherington, G.H. Wood & Company  
Mr. John Furey, Vancouver City Hall  
Mr. Jagindar Girm, The Bay  
Mr. Ernie Kiniski, B.C. Building Corporation  
Mr. Bob May, Janitor's Warehouse  
Mr. John Neuls, West Vancouver School Board  
Mr. Steve Norman, Associated Building Maintenance of Canada Ltd.  
Mr. Eric Rottmeister, Granville Carpet Cleaning Ltd.  
Mr. Pat Von Bremem, Komcan Inc.  
Mr. Jim McIlargey, Janitor's Warehouse  
Mr. Raj Rai, Service Employee International Union  
Mr. wally Glavind  
Mr. Casey Yeung, Dust Bane Products

### Skin Care (Esthetics)

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

## Hairstyling - Ladies

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

## Hairstyling - Men's

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

