

REFERENCE DESK

VANCOUVER
COMMUNITY
COLLEGE



KING EDWARD CAMPUS

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C A L E N D A R

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VANCOUVER COMMUNITY COLLEGE

KING EDWARD CAMPUS

1992 - 1993 CALENDAR

Vancouver Community College

King Edward Campus

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Vancouver, B.C.

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CONTENTS

Important Dates V

VANCOUVER COMMUNITY COLLEGE 1

Message from the President 1

Message from the Principal 2

A Brief History 3

College Board and Administration 3

Campuses 4

General Information 6

KING EDWARD CAMPUS GUIDELINES FOR STUDENTS 7

Admissions Requirements 7

International Students 8

Adult Basic Education 8

Fees 11

Grading System 13

Policies 13

STUDENT SERVICES AND FACILITIES 17

Assessment Centre 17

Bookstore 18

Cafeteria 18

Counselling 18

Daycare 19

Financial Aid 20

Health Services 21

I.E.P.A. 21

Learning Centre 22

Library 23

Lost and Found 24

Parking 24

Photocopier 24

Student Action Council 24

Student Advocate Program 24

Student Newspaper 24

AN INVITATION FROM THE ALUMNI ASSOCIATION 25

DETAILED COURSE INFORMATION 27

PROGRAMS

ADULT BASIC EDUCATION 28

Adult Basic Education Fundamental Level 28

Adult Basic Education Intermediate Level 28

Adult Basic Education Advanced Level 28

Adult Basic Education Provincial Level 28

BASIC EDUCATION DEPARTMENT 33

BASIC EMPLOYMENT SKILLS TRAINING (B.E.S.T.) 34

BASIC TRAINING FOR SKILL DEVELOPMENT (B.T.S.D.) 34

English and Social Sciences 36

Mathematics and Science 39

BASIC TRAINING FOR SKILL DEVELOPMENT (B.T.S.D. YOUTH) 43

COLLEGE FOUNDATIONS 45

Business and Computer Studies 45

Humanities (English & Social Sciences) 48

Mathematics 54

Science 57

ADULT SPECIAL EDUCATION FOR THE HEARING IMPAIRED 61

ADULT SPECIAL EDUCATION FOR THE VISUALLY IMPAIRED 62

GENERAL EDUCATION DEVELOPMENT (GED) TESTING 63

NATIVE EDUCATION CENTRE 64

CAREER DIVISION	65
CAREER ESL	66
INSTITUTIONAL AIDE	68
MUSIC DIPLOMA PROGRAM	69
PHARMACY TECHNICAL ASSISTANT PROGRAM	71
SIGN LANGUAGE STUDIES	72
TECHNICAL TRAINING PROGRAMS	76
DIESEL TECHNICIAN	83
ENGLISH AS A SECOND LANGUAGE DIVISION	85
E.S.L. COLLEGE PREPARATORY ENGLISH (CPE)	86
E.S.L. ENGLISH LANGUAGE SKILLS (ELS)	90
E.S.L. OUTREACH	92
E.S.L. VOCATIONAL	94
INDEX OF COURSES	95

KING EDWARD CAMPUS

IMPORTANT DATES

PLEASE NOTE:

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

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

MAY 1992

May 1	CF registration
May 4	Classes begin for CF (A & A/B terms)/B.Ed./CPE/ELS/Music/IE
May 4 & 5	Music registration for part-time courses and workshops
May 11	CF last day for registration into "A" term
May 18	Victoria Day (campus closed)
May 19	CF last day for registration into "A/B" term

JUNE 1992

June 19	Classes end for Automotive Painting & Refinishing & Automotive Collision
June 22	CF "A" term exams - Humanities & Science Classes begin for Automotive Collision/Automotive Glass Installer, Automotive Technician
June 23	CF "A" term exams - Business & Computer St. & Math
June 24	Grades due
June 26	Classes end for B.E.S.T./Sign Language (300)/Special Ed. for Deaf and Hard of Hearing/Special Ed. for Visually Impaired/ESL Outreach
June 29	ELS registration for continuing students
June 30	CF "B" term registration ELS registration from waitlist

JULY 1992

July 1	Canada Day (campus closed)
July 2	Classes begin for CF (B Term) & Music Summer Prep Program ELS registration from waitlist
July 3	Classes end for Institutional Aide
July 2 & 3	Registration for Music Summer Prep Program
July 6	Classes begin for ELS
July 9	CF last day for registration into B Term

AUGUST 1992

August 3	B.C. Day (campus closed)
August 17	CF registration (continuing students) Classes begin for Automotive Technician
August 18	CF registration (new & returning students)
August 19	CF registration (new & returning students)
August 20	ELS June registration (continuing Spring students)
August 21	Classes end for Pharmacy Technical Assistant & Automotive Technician/Music Summer Prep Program
August 24	CF "A/B" term exams - Humanities & Science B term exams
August 25	CF "A/B" term exams - Business & Computer St. & Math B term exams
August 26	Classes end for CPE CPE registration (continuing students)
August 27	Grades due CPE registration from waitlist
August 31	ELS registration (continuing Summer students)

SEPTEMBER 1992

September 1	CPE & ELS registration from waitlist ESL Outreach registration (KEC North for returning students)
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September 2	ESL Outreach registration (Canadiana for new students; Community Centres for returning students)
September 1 & 2	Registration for Special Ed. for the Deaf and Hard of Hearing/ Special Ed. for the Visually Impaired
September 3	ESL Outreach registration (KEC North for new students & Community Centres)
September 2 & 3	CF registration
September 1-4	Music registration
September 7	Labour Day (campus closed)
September 8	Classes begin for ELS/CF/ B.ED./CPE/B.E.S.T./Music/Int. Development (400)/ESL Outreach/Special Ed. for Deaf and Hard of Hearing/Special Ed. for Visually Impaired
September 14	Classes begin for Institutional Aide/Sign Language (300)
September 15	CF last day for registration into double block
September 18	Classes end for Automotive Collision/Automotive Glass Installer
September 21	Classes begin for Automotive Collision/Automotive Painting & Refinishing
September 22	CF last day for registration into single block
September 28	Classes begin for Diesel Technician/Pharmacy Technical Assistant

OCTOBER 1992

October 12	Thanksgiving Day (campus closed)
October 13	Classes begin for Automotive Technician
October 16	Classes end for Automotive Technician
October 27	CF first half double block ends CF first half double block exams
October 28	CF second half double block begins

NOVEMBER 1992

November 11	Remembrance Day (campus closed)
November 27	Classes end for B.E.S.T.

DECEMBER 1992

December 1	ESL Outreach registration (Canadiana & Community Centres for continuing students)
December 2	ESL Outreach registration (KEC North & Community Centres for continuing students)
December 4	Classes end for Sign Language (300)
December 9	CF registration (continuing students)
December 10	CF registration (continuing students)
December 11	Class ends for Institutional Aide, Automotive Technician
December 14	CF registration (returning & new students)
December 14-18	Music final exams
December 16	CF exams
December 17	CF exams ELS registration (continuing students)
December 18	ELS registration from waitlist Classes end for Automotive Painting & Refinishing/Automotive Collision/Diesel Technician/Special Ed. for Deaf and Hard of Hearing/Special Ed. for Visually Impaired
December 21	Grades due Classes end for CPE CPE registration (continuing students)
December 22	CPE/ELS registration from waitlist
December 25-31	Christmas closure

JANUARY 1993

January 1	New Year's Day (campus closed)
January 4	Classes begin for CPE/ELS/CF/ B.ED./B.E.S.T./Automotive Collision/Automotive Glass

January 5	Installer/Automotive Technician/Diesel Technician/ Institutional Aide/Sign Language (300)/Music ESL Outreach registration (Canadiana & Community Centres for new students) Late registration starts for Music & CF ESL Outreach registration (KEC North & Community Centres for new students) Classes start for Special Ed. for Deaf and Hard of Hearing/ Special Ed. for Visually Impaired Classes begin for ESL Outreach Last day to register in CF double block Last day to register in CF single block, ELS, CPE
January 6	
January 11	
January 18	

FEBRUARY 1993

February 18	CF first half double block ends
February 22	CF first half double block exams
February 23	CF second half double block begins

MARCH 1993

March 5	Classes end for Automotive Technician
March 12	Classes end for Pharmacy Technical Assistant
March 19	Classes end for Automotive Collision/Automotive Glass Installer
March 22	Classes begin for Automotive Collision/Automotive Painting & Refinishing/Pharmacy Technical Assistant
March 23	ESL Outreach registration (Canadiana & Community Centres for returning students)
March 24	ESL Outreach registration (KEC North & Community Centres for returning students)
March 25	ELS registration (continuing students)
March 26	ELS registration from waitlist Classes end for Sign Language (300)/B.E.S.T.

March 29	ESL Outreach registration (Canadiana & Community Centres for new students)
March 30	ESL Outreach registration (KEC North & Community Centres for new students)
March 31	Classes begin for ELS

APRIL 1993

April 2	Classes end for Diesel Technician/Institutional Aide
April 5	Classes begin for B.E.S.T., Automotive Technician
April 9	Good Friday (campus closed)
April 12	Easter Monday (campus closed)
April 12-16	Music Jury exams & individual exams
April 19-23	Music final exams
April 20	CF exams
April 21	CF exams
April 26	Grades due CPE registration (continuing students)
April 27	CPE registration from waitlist
April 30	Classes end for Automotive Technician

MAY 1993

May 3	Classes begin for: CPE/CF/B.ED
May 24	Victoria Day (campus closed)

JUNE 1993

June 11	Classes end for Automotive Technician
June 18	Classes end for Automotive Painting & Refinishing/Automotive Collision
June 21	CF exams - Humanities & Science
June 22	CF exams - Business & Computer St. & Math
June 25	Classes end for B.E.S.T./ Interpreter Development (400)

DATES ARE SUBJECT TO CHANGE

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

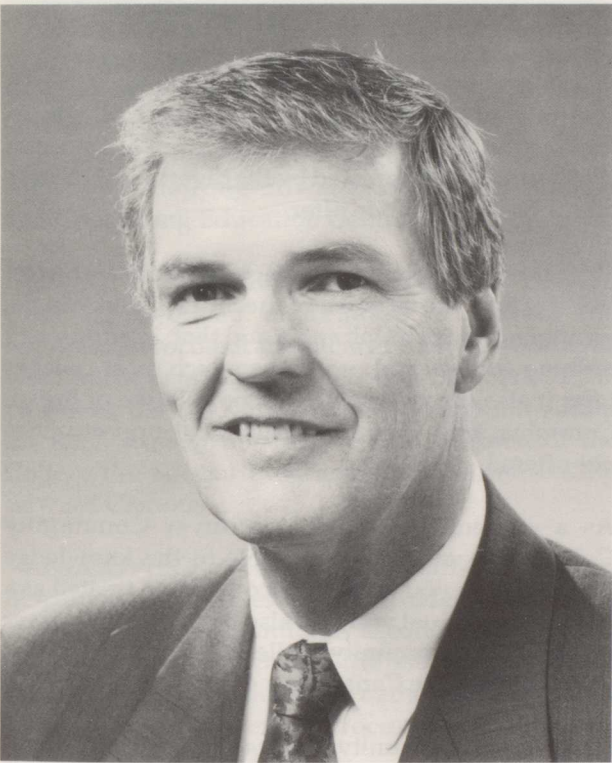
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WELCOME TO VANCOUVER COMMUNITY COLLEGE



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 - King Edward Campus, City Centre, Langara Campus and our Continuing Education Division. 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 makes 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
John Cruickshank
President



MESSAGE FROM THE PRINCIPAL

Thank you for your interest in the King Edward 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 King Edward 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 King Edward Campus of Vancouver Community College.

Sincerely yours,

Joan Horsley

Joan Horsley
Principal

A BRIEF HISTORY

VANCOUVER COMMUNITY COLLEGE, formerly Vancouver City College, was established in 1965 by bringing together the Vancouver Vocational Institute (1949), the Vancouver School of Art (1925), the Vancouver School Board's Night School Program (1909) and the King Edward Senior Matriculation and Continuing Education Centre (1962).

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

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

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

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

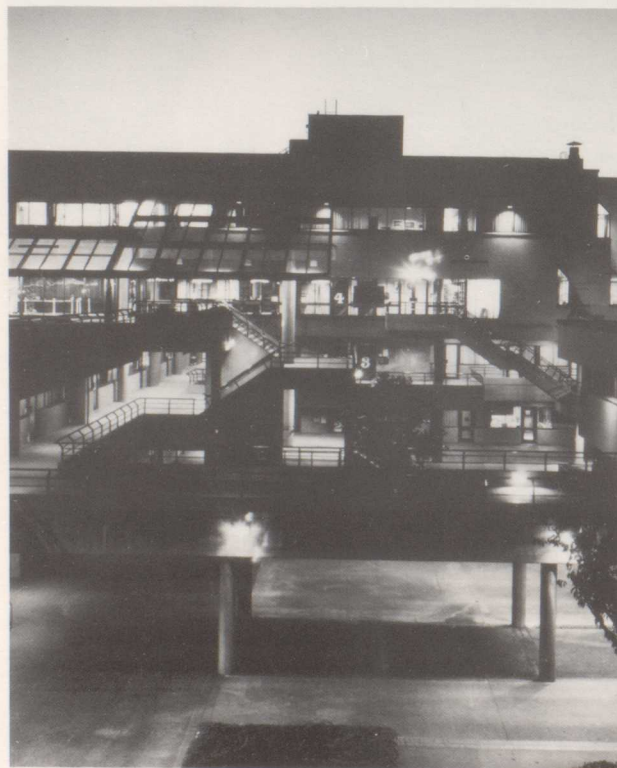
VANCOUVER COMMUNITY COLLEGE BOARD

C.M. Bagon
P. Coyne
B. Hestrin
J.S. Huddart
A. Julien
P. Kelly
S. Learey
E. Lee
B. Makeechak
M. Massie
R. Mathews
G. Mumick
I. Policzer
R. Preston
G. Schwartz
R. F. Smith - Chairman
P. Wagler
F. Yada

CAMPUSES

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

KING EDWARD CAMPUS



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

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

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

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

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

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

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

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

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

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

CITY CENTRE CAMPUS



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

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

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

LANGARA CAMPUS



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

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

Langara Campus offers a broad curriculum designed to serve the needs of most individuals who wish post-secondary education. Through fall and spring terms, it regularly enrolls 6,500 students-5,000 in Arts and Science programs (first and second year) and 1,500 in 31 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.

KING EDWARD CAMPUS OPERATION

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

VANCOUVER COMMUNITY COLLEGE OPERATES ON A TWENTY-FOUR HOUR CLOCK

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

King Edward Campus is open Monday through Friday between 8:00 a.m.-10:00 p.m. The campus will be closed on the following statutory holidays in 1992-93:

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

HOW TO USE THIS CALENDAR

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

or

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

GENERAL INFORMATION

DEFINITION OF TERMS

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

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

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

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

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

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

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

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

Prerequisite: The requirement that must be met before registration into a course. Requirements are included in course or program descriptions. Some prerequisites may be taken along (concurrently) with a course.

KING EDWARD CAMPUS OFFERS PROGRAMS ADMINISTERED BY THREE DIVISIONS

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

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

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

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

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

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

GUIDELINES FOR STUDENTS

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

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

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

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

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

ADMISSION REQUIREMENTS

1. CITIZENSHIP STATUS

Only Canadian citizens and those who have permanent resident (landed immigrant) status in Canada may register at KEC. The definition of "permanent resident status" accords with the definition of the Canada Employment and Immigration Commission. Evidence of citizenship, or permanent residence may be requested by the College. Exceptions are considered only if he/she has applied for permanent residency and is designated as such by the Federal Government; is a member, or direct dependent of a member, of the diplomatic corps; or is being considered under the Foreign Domestic Movement Program (F.D.M.).

2. BASIC QUALIFICATIONS

King Edward Campus is a post-secondary institution committed to educating the adult learner.

1. Applicants must be 18 years of age or older; or
2. Applicants between the ages of 15 and 17 may be considered for admission if they meet the following criteria:

- a) Completed an appropriate secondary school program; or
- b) NOT attended school for one year or more. Students who have been out of school less than one year may be considered for admission upon the written recommendation of the school principal or delegate of the last school attended, except in the case of programs especially designed for the younger student.
- c) Students currently attending a secondary school are required to provide written permission of the principal (or delegate) or counsellor of that school. The principal or counsellor shall identify a KEC program appropriate to the student's needs.

3. Many programs have specific age or technical requirements which must be met. Applicants should check the appropriate program information lists in this calendar.

3. ADMISSIONS APPEAL PROCESS

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

4. ASSESSMENT AND PLACEMENT

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

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

5. INTERNATIONAL STUDENTS

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

HOW TO REGISTER

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

ADULT BASIC EDUCATION

Class schedules are available from the Registrar's office and Counselling Centre approximately one month before the term begins. Students who are new to King Edward Campus should attend an ABE information session to familiarize themselves with the programs, admission procedures and services available for students. Please contact our Counselling Department for orientation times, 871-7500 or 871-7196. New students obtain an admission package at the information section.

ADULT SPECIAL EDUCATION FOR THE DEAF AND HARD OF HEARING

Please contact Lendre Vlug at 871-7342 or TTY/TDD for the deaf 871-7341.

ADULT SPECIAL EDUCATION FOR THE VISUALLY IMPAIRED

Please contact Gwen Masse at 871-7339.

BASIC EDUCATION

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

To register into this program, please phone 871-7369 or come to room 2127 which is on the 2nd floor of King Edward Campus, 1155 East Broadway, Vancouver.

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

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

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

Potential students may be referred through community agencies such as Employment and Immigration Canada and Ministry of Social Services and Housing. Spaces are also available to fee-paying students. Financial assistance may be available through the K.E.C. Financial Aid Office, 871-7048. To be waitlisted, phone 871-7354.

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

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

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

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

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

Barbara Little	Office 2112 Phone 871-7365
Peter Lear	Office 2089 Phone 871-7358
Barbara Ash	Office 2096 Phone 871-7362

Contact 871-7366, Office 2112 for an appointment.

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

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

CAREER

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

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

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

ENGLISH LANGUAGE SKILLS AND COLLEGE PREPARATORY ENGLISH

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

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

This is what will happen next:

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

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

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

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

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

ENGLISH AS A SECOND LANGUAGE: OUTREACH

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

ENGLISH AS A SECOND LANGUAGE: VOCATIONAL

Applicants who wish to be sponsored by the Canadian Government must apply to a Canada Employment Office. Those currently receiving unemployment insurance benefits may also be eligible to apply. Seats are also available for fee-paying students.

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 KEC are encouraged to contact the First Nations Education Coordinator to access available services. In addition to services provided to all students at the campus, the Coordinator 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 KEC and/or transfer to other post-secondary institutes upon completion of studies at VCC.

For further information phone the First Nations Education Coordinator at 871-7020.

LATE REGISTRATION:

With the exception of continuous intake programs such as Basic Training for Skill Development, Adult Special Education for the Visually Impaired and Adult Special Education for the Deaf and Hard of Hearing, the final date for registration in all Divisions for courses with fixed intake is designated as two weeks after the first day of class. The exception is Double Block Courses in the ABE Division. Registration for Double Block Courses may take place up to one week after the start of class.

SHIFT WORKERS:

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

SPECIAL NEEDS STUDENTS:

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

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

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

STUDENT IDENTIFICATION CARD:

A student I.D. card is attached to your Registration form. On your first registration you will also be given a plastic pouch for this card. Each time you receive a new Registration form simply replace it in the plastic pouch. This is your student identification card. This card is valid only for the dates shown on it. It must be presented upon request when material is taken from the Library Resource Centre. It is also helpful identification outside the Campus. For these reasons it should be guarded carefully. Photo I.D. cards are available through the Registrar's office for a fee of \$5.00 each.

TRANSFER FROM CAMPUS TO CAMPUS OR PROGRAM TO PROGRAM

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

FEES

PAYMENT OF FEES

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

Fees are due and payable upon registration for students in continuous intake courses such as BTSD and BTSD YOUTH. Fees for continuing students are due on the 25th day of the previous month.

Students who are being sponsored by an outside agency must present a letter to that effect from the sponsoring agency before or at the TIME OF REGISTRATION.

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

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

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

FEE DEPOSITS

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

FEE REFUNDS

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

Refundable Fees: a tuition fee schedule is available from the Registrar's office at the beginning of each term. The minimum amount refunded is \$10.00. Refunds to students are only paid by cheque and are issued after a waiting period of two weeks. Where the refund amount exceeds \$500.00, the cheque will have to be issued by the Bursar's Office.

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

FEE RECEIPTS

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

TUITION

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

MISCELLANEOUS FEES

Certificate, Diploma or Statement of completion Replacement\$5.00
Charge for NSF cheque or Stop payment ..\$15.00
Course Audit FeeRegular tuition
Course/Registration Status Change Fee\$4.00

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

Photocopy of transcript tax receipt or duplicate registration form\$1.00
Grade Appeal \$5.00
I.D. Replacement (No Photo) \$1.00
Income Tax Form Replacement \$5.00
Official Transcript Fee \$3.00 each
Photo I.D. Card \$5.00
Student Action Council fee \$2.00 per month
Late payment fee 10.00 per payment

ADDITIONAL COSTS PER PROGRAM

Students entering a program should have sufficient funds to cover the expenses for the full program. A student attending classes and living at home normally would require funds to cover textbooks, transportation, supplies and specific costs required for the program in which the student is registered. Students who are living away from home are responsible for their own board and lodging. No dormitory facilities are available at the College. Textbooks and supplies can be purchased from the Book Store.

SPONSORED STUDENTS

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

SENIOR CITIZEN TUITION FEE EXEMPTION

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

NON-CREDIT COURSES

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

VANCOUVER COMMUNITY COLLEGE GRADING SYSTEM

The following is the college wide grading system.

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

POLICIES

ACADEMIC RECORD AND OFFICIAL TRANSCRIPTS

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

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

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

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

ADVANCE CREDIT OR TRANSFER CREDIT

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

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

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

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

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

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

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

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

ATTENDANCE

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

AUDITING A COURSE

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

Students registered in Double Block classes must change from credit to audit within the first two weeks of the Double Block.

CONDUCT

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

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

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

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

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

CONFIDENTIALITY OF A STUDENT'S RECORD

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

COURSE CHANGES

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

Students may change courses and sections if space is available within the first two weeks of classes. Students in the ABE Division are permitted to transfer to other courses one week beyond this date. All exceptions to this policy must be approved by the Dept. Head and/or Division Chair. Students transferring from a double block to a single block must do so no later than one month into the term.

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

HARASSMENT POLICY

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, Kathryn Thomson at 876-2932.

LIBRARY FINES

Students who have been deemed delinquent library users due to unpaid fines, outstanding and long overdue materials, and other unpaid charges owed to the KEC Library, will NOT be allowed to register for subsequent courses or receive transcripts until the account is settled with the KEC Library. The Library will notify Admissions in writing of satisfactory payment of accounts, and the Library reserves the right to refuse circulation services to students with outstanding library accounts and or long overdue materials.

NAME/ADDRESS CHANGE

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

REPETITION OF COURSES

Registration requirements for specific courses/programs are based on the underlying principle of the potential for success, within the time limits of the specific courses/programs. Normally only one repetition of a particular level is permitted and only if progress is expected. Students receiving an 'N' grade may NOT re-register in the same course or program without the approval of the Registrar or delegate.

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

STATEMENTS OF GRADES

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

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

WITHDRAWALS

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

Students who, for any reason, are unable to continue attending classes should arrange to complete the withdrawal procedure. In order to obtain a partial refund of tuition fees paid, students must officially notify the College that they have withdrawn before the published deadlines. Students who wish to obtain partial tuition refunds must produce fee receipts, or duplicates of them, when withdrawing. Details of deadline dates, amounts of refunds, etc. are available at the time of registration. Students who have to leave classes on short notice should have a member of the family or a friend come to the Campus to complete the withdrawal procedure.

RESPONSIBILITIES OF THE STUDENT

1. To Their Studies:

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

2. To The Faculty:

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

3. To The College:

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

4. To The Community:

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

RESPONSIBILITY TO THE STUDENT

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

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

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

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

SERVICES FOR STUDENTS

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

ASSESSMENT CENTRE

Office: Room 4031

Telephone: 871-7093

ADULT BASIC EDUCATION (ABE) PLACEMENT ASSESSMENT

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

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

READING ASSESSMENT (55 MINUTES)

The Reading assessment determines:

- vocabulary level (20 minutes)
- comprehension level (35 minutes)

WRITING ASSESSMENT (1 HOUR)

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

MATHEMATICS ASSESSMENT (1 HOUR)

Calculators are not permitted. The Mathematics assessment determines skills in the following:

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

TYPING ASSESSMENT (THREE 5-MINUTE TIMINGS)

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

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

ENGLISH AS A SECOND LANGUAGE ASSESSMENT

Students whose first language is not English will need an assessment of English language proficiency before they can register in KEC classes. Students who wish to enrol in KEC English as a Second Language Classes must fill out an application form, available from the Registrar's Office. Students will be contacted for an assessment appointment. Please see page for detailed information regarding admission and registration in ELS and CPE.

The English as a Second Language assessments consist of:

Beginners and Intermediate Placement Test - (approximately 1 1/2 hours)

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

ENGLISH LANGUAGE ASSESSMENT (ELA)

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

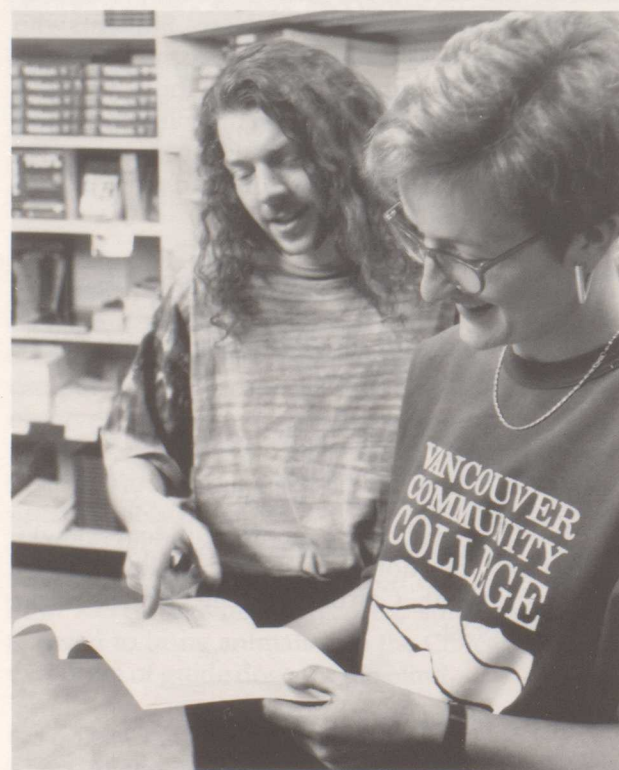
- vocabulary
- reading comprehension
- grammar
- composition
- listening
- speaking

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

- There is a deposit of \$20.
- Results are valid for 1 year.
- Sample booklets are available through the Assessment Centre, Admissions, and the Counselling receptionist.

ELA ASSESSMENTS MAY ONLY BE RE-WRITTEN EVERY SIX MONTHS.

BOOK STORE



The Book Store is open to all students, staff and the general public. It carries text books and classroom supplies. The Book Store offers one of the most extensive collections of English as a Second Language resource materials in North America. T-shirts, greeting cards, postage stamps, photo-finishing, film and public transit tickets can all be bought at the Book Store. A buy back for used books is arranged by the Book Store at the close of each term.

Located on Level 2, the Book Store is open 8:30 a.m. - 5:00 p.m. Monday, Tuesday and Friday and 8:30 a.m. - 8:00 p.m. Wednesday and Thursday. These hours may vary over the summer months. Call 871-7333 or fax 871-7311.

CAFETERIA

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

COUNSELLING SERVICES

Location: Room 3002 (next to the Glen Drive Entrance)
Telephone: Program Information: 871-7500
Counselling Reception: 871-7191

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

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

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

WORKSHOPS

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

INFORMATION SESSIONS (FOR PROSPECTIVE ABE STUDENTS)

These sessions are held twice weekly to orient prospective students to King Edward Campus' ABE programs and to answer questions on such topics as completing an Adult Basic Education program, course selection, registration procedures, assessments, selecting and scheduling courses, and writing the G.E.D. exams. Sessions are held every Wednesday at 6 p.m. and Thursday at 10 a.m. in Room 3002.

COUNSELLING RESOURCE CENTRE

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

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

The staff also assist student groups with career research projects and provide education information sessions.

DAYCARE



The McGregor Child Care Centre, located on Glen Drive directly north of the campus building, offers daycare to 12 children under 3 years of age and 25 children over 3 years of age. The centre, staffed by preschool teachers is available for children of students, employees of the college and members of the community. Call 871-7407.

FINANCIAL AID

Location: Room 4029

Hours:

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

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

Telephone: 871-7048

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

THE MAIN SOURCES OF FINANCIAL AID ARE:

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

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

Programs eligible for B.C.S.A.P. assistance include:

Adult Basic Education (Advanced & Provincial Levels)

B.T.S.D. (Advanced & Provincial Levels)

Automotive Collision Repair Technician

Automotive Technician

Auto Painting & Refinishing

English as a Second Language College Preparatory

English (098 and 099)

Diesel Technician

Music

Pharmacy Technical Assistant

Sign Language Communicator

TESL (summer program)

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

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

STUDENT LOANS:

EQUALIZATION FUND:

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

SUPPLEMENTAL FUND:

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

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

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

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

PROGRAMS ELIGIBLE FOR ABESAP ASSISTANCE ARE:

Adult Special Education for the Deaf and Hard of Hearing

Adult Special Education for the Visually Impaired

Basic Training for Skill Development (BTSD)

Intermediate and Part Time Advanced

Basic Training for Skill Development Youth

Basic Employment Skills Training (BEST)

College Foundations

College Preparatory English 059/098/099

English as a Second Language English Language

Skills

English as a Second Language Vocational (fee payers only)

English as a Second Language Outreach Centres

Institutional Aide

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

3. BURSARIES

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

4. SCHOLARSHIPS

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

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

Bruce and Alexander Andison Memorial Fund

Credit Union Foundation of B.C.

Diane Thompson Memorial Scholarship

Doug Brown Memorial Trust Fund

Elizabeth McLeod Award

Finning Tractor Co. Ltd.

Focus Building Services

Foley, Ingledew, Ross, Strathcona

Fred Holmes' Memorial Award

Howard/Yano Architects

ICL Service

Italian Cultural Centre

Ken and Eileen Cant Memorial Trust

King Edward Campus Book Store

King Edward Campus Music Fund

King Edward Campus Student Action Council

McCarthy and McCarthy

Overseas Chinese Voice Foundation

Ron Fussell Memorial

Shoppers Drug Mart

Simons Foundation

Stanley Pharmaceuticals Ltd.

Vocational Instructors' Association

VCC Alumni Association

VCC Educational Foundation

Should students have questions after having read the calendar, they are advised to make an appointment with the Financial Aid Office at 871-7048.

HEALTH SERVICES

Location: Room 3007 (next to Counselling Services)

Hours: 9:00 a.m. - 4:00 p.m. Monday through Friday also, one evening clinic per week.

Telephone: 871-7187

Staff:

Community Health Nurse

Physician

Psychologist

Psychiatrist

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

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

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

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

Program Office: Room 3060

Telephone: 871-7220, 871-7221

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

Students remain in their regular classroom and attend the I.E.P.A. only for a diagnostic assessment, a post-assessment session and the specialized tutoring sessions. Students who desire more information about this program should contact their counsellor or their classroom instructor.

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

INTRODUCTION TO COLLEGE STUDIES; BECOMING A MASTER STUDENT

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

THE LEARNING CENTRE



Location: Room 3053

Hours:

Monday-Thursday 9:00 a.m. - 7:00 p.m.

Friday 9:00 a.m. - 5:00 p.m.

Telephone: 871-7219

The Learning Centre is a student learning support service for students registered in courses and programs at the King Edward Campus. It provides students with daily assistance with their studies and is staffed by five well-qualified and experienced tutors; Math/Science: Gordon Wong, Tom McDiarmid English/Humanities: Lee Henderson, Karen Jane Hills, Michael Daniel

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

The Learning Centre operates on a drop-in basis and is open year round. Between 200 and 250 students are tutored daily for short periods of time. Services include:

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

The Learning Centre is located on Level 3 near the stairs and elevators. It can also be entered from the upper floor of the Library. The student Computer Lab is adjacent to the Learning Centre.

LIBRARY



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

Hours:

September to April:

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

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

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

May - August: subject to change, so please call ahead
Telephone: 871-7322

TTY/TDD (for the Deaf and Hard of Hearing): 871-7325

The King Edward Campus Library extends free borrowing privileges to all Vancouver Community College students and employees. Similar access and borrowing privileges are available to King Edward Campus students and staff at the Langara Campus and at City Centre Campus Libraries.

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

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



Special student services include:

1. SPECIALIZED MATERIALS:

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

2. MEDIA COLLECTION:

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

3. MICROCOMPUTER LABORATORY:

A computer lab containing IBM compatible and Apple equipment is maintained in the library area for student practice. The available software, which is for use in the library only, includes programs for word processing, typing and keyboard skills, language, mathematics, database management and spreadsheets. The lab is located in the Learning Centre, which may be accessed on the library's 2nd level.

4. TYPING ROOM

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

LOST AND FOUND

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

PARKING

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

PHOTOCOPIER

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

STUDENT ACTION COUNCIL

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

Telephone: 871-7336, 7146 or 7149.

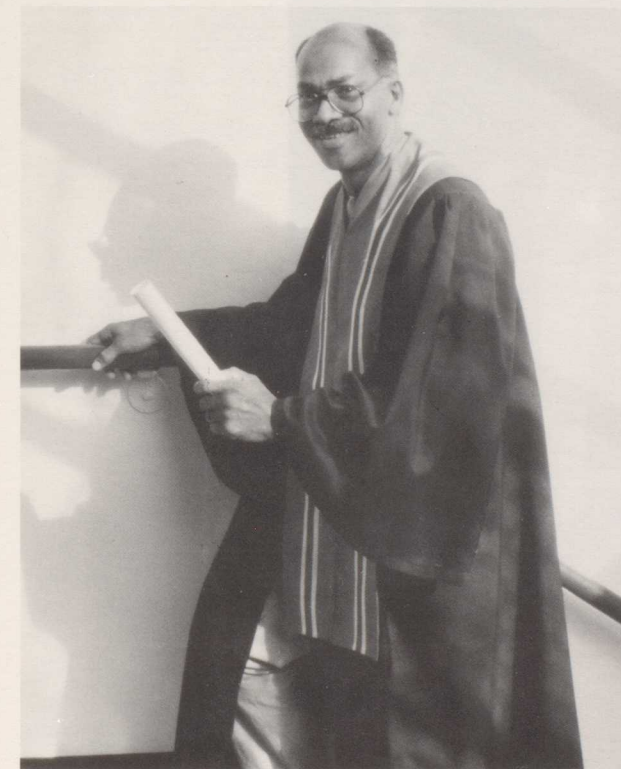
STUDENT ADVOCATE PROGRAM

This program provides intensive training for students in interpersonal communication, helping and community referral skills so that they may become Student Advocates. Student Advocates help other students by providing such services as orientation to King Edward Campus, interpretation, personal support, assistance with financial aid forms and accompaniment to government/community agencies. Interested students may apply in November. Training takes place from October through December each year. For more information, contact the Counselling Department.

STUDENT NEWSPAPER

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

AN INVITATION FROM THE VCC ALUMNI ASSOCIATION



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

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

As well as keeping you in touch with fellow alumni and instructors, an alumni network can help support your career development. Perhaps most importantly, it can help raise the profile of the College and its programs in the community and build an increased sense of pride in VCC.

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

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

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

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

Please accept this invitation to register with the Alumni Association when you complete your studies. For more information call the Alumni Office at 871-7147.

ADULT BASIC EDUCATION DIVISION

Division Chair: B. Nobel, Room 4053
Telephone: 871-7008

PROGRAM INFORMATION

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

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

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

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

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

ADULT BASIC EDUCATION FUNDAMENTAL LEVEL: INSTITUTIONAL CERTIFICATE

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

ADULT BASIC EDUCATION INTERMEDIATE LEVEL: INSTITUTIONAL CERTIFICATE

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

ADULT BASIC EDUCATION ADVANCED LEVEL: INSTITUTIONAL CERTIFICATE

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

ADULT BASIC EDUCATION PROVINCIAL LEVEL: PROVINCIAL DIPLOMA

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

- English with a literature component
- 3 subjects at the Provincial Level, one of which must be academic
- Mathematics or Accounting at the Advanced Level (prerequisite)

CERTIFICATE ELIGIBILITY:

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

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

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

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

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

ADULT BASIC EDUCATION CERTIFICATE AND PROVINCIAL DIPLOMA PROGRAM REQUIREMENTS

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

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

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

A. ADULT BASIC EDUCATION FUNDAMENTAL CERTIFICATE

English 031
Mathematics 031

B. ADULT BASIC EDUCATION INTERMEDIATE CERTIFICATE

Complete the following. (An assessment may indicate what your first course would be in English or Mathematics.)

1. English 041
English 051
2. Social Science 051
3. Math 050 (Algebra)
Math 051 (Algebra)

OR

- Math 052 (Business and Consumer)
Math 053 (Business and Consumer)
4. Science 051

C. ADULT BASIC EDUCATION ADVANCED CERTIFICATE

Prerequisite: ABE Intermediate Level or Grade 10 or equivalent.

Complete the English requirements and one option from lists B, C and D.

LIST A:

1. English 061
English 071

LIST B:

1. Math 061 (Algebra)
Math 071 (Algebra)
2. Math 062 (Business & Consumer)
Math 072 (Business & Consumer)
3. Accounting 062
Accounting 072

LIST C:

- 1. Biology 061
Biology 071
- 2. Chemistry 061
Chemistry 071
- 3. Physics 061
Physics 071
- 4. General Science 061
General Science 071

LIST D:

- 1. Accounting 062
Accounting 072
- 2. Basic Music Theory 003
- 3. Biology 061
Biology 071
- 4. Reading and Study Skills 077
Writing Skills 077
- 5. Chemistry 061
Chemistry 071
- 6. Computer Studies 063
Computer Studies 073
- 7. Computer Keyboarding 062 and either
Computer Studies 063 or
Computer Keyboarding 072
- 8. French 061 (subject to demand)
French 071 (subject to demand)
- 9. General Science 061
General Science 071
- 10. Math 061
Math 071
- 11. Math 062
Math 072
- 12. B.C./Pacific Studies 061 (subject to demand)
B.C./Pacific Studies 071 (subject to demand)
- 13. Physics 061
Physics 071
- 14. Psychology 061
Psychology 071

D. ADULT BASIC EDUCATION
PROVINCIAL DIPLOMA

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

Some Provincial Level courses have Advanced Level prerequisites.

A. Complete the English
requirement from the following
options:

OPTION 1:
Canadian Viewpoints 081 and Canadian Viewpoints 091

OPTION 2:
English 081 and English 091

OPTION 3:
English 096

OPTION 4:
English 098 and English 099 (English as a Second Language)

B. Select three of the following
from 1 to 14:

- 1. Applied Accounting 082
 - 2. Biology 083
Biology 093
 - 3. Chemistry 083
Chemistry 093
 - 4. Computer Science 083
Computer Science 093
 - 5. Select any two from this group:
Data Processing 083
Data Processing 084
Data Processing 093
Word Processing 082
 - 6. Economics 094
Economics 095
 - 7. Literature 083
Literature 093
- 8. Finance 092
Law 092
 - 9. Geography 094 and either
Geography 095 or
Geography 098
 - 10. History 095 and either
History 094 or
History 098
 - 11. Law 082
Law 092
 - 12. Mathematics 083
Mathematics 093
 - 13. Mathematics 096
Mathematics 097
 - 14. Physics 083
Physics 093

ADULT BASIC EDUCATION
COURSE LISTINGS

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

FUNDAMENTAL LEVEL (to grade 8 equivalency)	English 031 Math 031	
	College Foundations Semester Based Classroom Instruction	BTSD Individualized Self-paced Learning
INTERMEDIATE LEVEL (Grades 9 & 10)	Computer Keyboarding 042 Computer Studies 043 English 041 & 051 French 051 Math 050 & 051 Science 051 Social Science 051	English 041 & 051 Math 050 & 051 (Algebra) Math 052 & 053 (Business & Consumer) Math Skills 057 Reading & Study Skills 057 Writing Skills 057 Science 051 Science Skills 057 Social Science 051 Social Science Skills 057

	College Foundations Semester Based Classroom Instruction	BTSD Individualized Self-paced Learning
ADVANCED LEVEL Grade 11*	Accounting 062 & 072 Basic Music Theory 003 Biology 061 & 071 B.C. Pacific Studies 061 & 071 Chemistry 061 & 071 Computer Keyboarding 062 & 072 Computer Studies 063 & 073 English 061 & 071 French 061 & 071 Math 061 & 071 Physics 061 & 071 Psychology 061 & 071 Reading & Study Skills 077 Spelling 077 Writing Skills 077	Accounting 062 & 072 Biology 061 & 071 English 061 & 071 Math 061 & 071 (Algebra) Math 062 & 072 (Business & Consumer) Math Skills 077 Physics 061 & 071 General Science 061 & 071 Reading & Study Skills 077 Science Skills 077 Spelling 077 Writing Skills 077

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

PROVINCIAL LEVEL Grade 12	Applied Accounting 082 Biology 083 & 093 Canadian Viewpoints 081 & 091 Chemistry 083 & 093 Computer Science 083 & 093 Select any two from this group: Data Processing 083, 084 & 093 and Word Processing 082 Economics 094 & 095 Literature 083 & 093 English 096 Geography 094 & 095 or 098 History 094 & 095 or 098 Law 092 and Finance 092 or Law 082 Math 083 & 093 Math 096 & 097 Physics 083 & 093 Reading & Study Skills 097 Writing Skills 097	English 081 & 091 Math 083 & 093 Math Skills 097 Reading & Study Skills 097 Writing Skills 097
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BASIC EDUCATION DEPARTMENT

Department Head Office: Room 2127
Telephone: 871-7369

Instructional Staff:
Boettcher, M., Program Assistant
Delost, J.
Gellard, S.
Gould, L.
Harris, J.
Kolsteren, I.
MacKenzie, E.
Maglaque, P.
Mason, C.
Merkel, R.
Onstad, C.
Richards, G.
Richardson, D.
Stewart, L.
Sutton, A.
Szasz, M.
Waddington, M., Department Head
Weiten, J.

ADULT BASIC EDUCATION FUNDAMENTAL CERTIFICATE PROGRAM

PROGRAM DESCRIPTION:

Basic Education is an adult literacy program offering instruction in English and Mathematics to the Grade 8 level. Students get a Fundamental Certificate when they complete English 031 and Mathematics 031.

INSTRUCTIONAL METHODS:

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

HOURS:

Day Classes - Monday to Thursday
English - 18 hours per week
Mathematics - 6 hours per week

Evening Classes - Monday to Thursday
English - 5 1/2 hours per week
Mathematics - 5 1/2 hours per week

There are also Basic Education classes at:

- First United Church
320 East Hastings Street, Telephone 681-8365
English and Mathematics
10 hours per week
- Mt. Pleasant Neighbourhood House
535 East Broadway, Telephone 879-8208
English and Mathematics
10 hours per week

SEMINARS ARE INCLUDED IN ALL THE ABOVE HOURS.

ADMISSION REQUIREMENTS:

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

REGISTRATION

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

ASSESSMENTS:

An instructor interviews each new student. Then the instructor asks the student to do some reading and writing for placement in an English class. The student also does some math for placement in a math class.

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

ADDITIONAL INFORMATION:

If you want to make an appointment for an interview or get more information phone the Basic Education Department, 871-7369 or Program Information, 871-7500.

COURSE DESCRIPTION:

ENGLISH 031

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

MATHEMATICS 031

Classes from a beginning level of arithmetic to a grade 8 level. Adults can learn or review: whole numbers, decimals, fractions, percent, word problems. Students can also learn the beginning skills which are needed for geometry, metric measurement and algebra.

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

Coordinator's Office: Room 2085
Telephone: 871-7354
Instructional Staff:
Buck, D., Coordinator
Herd, P.

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

PROGRAM DESCRIPTION:

The objectives of the program are:

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

PROGRAM DATES:

This 12 week program will be offered:

- September 8 - November 27, 1992
- January 4 - March 26, 1993
- April 5 - June 25, 1993

A certificate of completion is awarded.

ADMISSION REQUIREMENTS:

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

REGISTRATION:

Potential students may be referred through community agencies such as Employment and Immigration Canada and Ministry of Social Services. Spaces are also available to fee-paying students. Financial assistance may be available through the K.E.C. Financial Aid office, 871-7048. To be waitlisted, phone 871-7041.

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

Department Head Office: Room 2112
Telephone: 871-7365 or 871-7366 (day or night)
Instructional Staff:
Anderson, T.
Ash, B., Coordinator, English & Social Science
Bowie, A.
Herd, P.
Hougham, T.
Johal, B.
Knox, B.
Lear, P., Coordinator, Math & Science
Little, B., Department Head
Nelson, M.
Potter, C.
Potter, J.
Rapson, L.
Taylor, P.
Wang, M., Program Assistant
Yip, P.

ADULT BASIC EDUCATION INTERMEDIATE, ADVANCED AND PROVINCIAL COURSES:

PROGRAM DESCRIPTION:

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

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

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

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

It should be noted that certain B.T.S.D. Advanced Level courses as well as the B.T.S.D. Advanced Certificate (formerly B.T.S.D. 4) are recognized as the Grade 12 requirement for VCC City Centre and many B.C.I.T. courses, as well as by business, industry, unions and others.

HOURS:

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

9:00 a.m. - 3:30 p.m. Monday through Thursday
9:00 a.m. - 2:30 p.m. Friday
6:00 p.m. - 9:00 p.m. Tuesday through Thursday

Students register for a minimum of one month in one of the following categories:

up to 12 hours per week
up to 18 hours per week
up to 24 hours per week
up to 30 hours per week (full time)

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

ADMISSION REQUIREMENTS:

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

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

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

REGISTRATION:

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

FEES AND ADDITIONAL COSTS:

Fees for Basic Training for Skill Development are included in the current fee schedule. Part-time fees are pro-rated. Sponsorship may be available to eligible students (for example: Ministry of Social Services, Employment and Immigration Canada, Bands and Tribal Councils). Students requiring financial assistance should check with Financial Aid, 871-7048.

BOOKS AND SUPPLIES:

Some textbooks and instructional materials are provided.

Students should check with their instructors before purchasing textbooks.

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

Coordinator's Office: Room 2096
Telephone: 871-7362

ENGLISH 041 & 051 (English 10)

English 041 and 051 are ABE Intermediate level English or English 10. Students are offered individualized and group instruction in reading and study skills, spelling and vocabulary, grammar and usage, paragraph and essay writing, summary and letter writing, and oral communication. These courses prepare a student for English 061 or any Advanced level or Grade 11 English course.

ENGLISH 041 (English 10, first half)

English 041 is the first half of the Intermediate or Grade 10 English. The topics covered include spelling, reading and study skills, grammar, descriptive writing, narrative writing, opinion writing, factual writing, news article organization, critical thinking and oral communication.

Prerequisite: Successful completion of Fundamental English or appropriate scores on the College Assessments in Reading and Writing.

ENGLISH 051 (English 10, second half)

English 051 is the second half of the Intermediate or Grade 10 English. The topics covered include spelling, reading and study skills, grammar, narrative writing, descriptive writing, expository writing, essay writing, summary writing, letter writing and oral communication.

Prerequisite: Successful completion of English 041 or appropriate scores on the College Assessments in Reading and Writing.

ENGLISH 061 & 071 (English 11)

English 061 and 071 are ABE Advanced level English or Grade 11 English. Students are offered individualized and group instruction in reading and study skills, spelling and vocabulary, grammar and usage, critical thinking, composition writing, summary writing and business letter writing. These courses prepare students for English 081 and 091 or any Provincial level English or Grade 12 English course.

ENGLISH 061 (English 11, first half)

English 061 is the first half of the Advanced or Grade 11 English. Students develop their writing skills through planning and writing compositions of varying length and mode. Included are paragraphs, essays and reports. Reading and study skills, spelling and grammar are provided as required. Critical analysis and editorial skills are developed through reading, writing and oral work. This course prepares students for English 071.

Prerequisite: Successful completion of English 051 or other Intermediate English course or appropriate scores on the College Assessments in Reading and Writing.

ENGLISH 071 (English 11, second half)

English 071 is the second half of the Advanced or Grade 11 English. Students will continue to develop their writing skills focusing on expository and argumentative paragraph and essay writing, report, summary and business writing. Reading and study skills, spelling and grammar are provided as required. Critical analysis is another component of the program. This course prepares students for entry into English 081 and 091 or any Provincial Level or Grade 12 English course.

Prerequisite: Successful completion of English 061 or appropriate scores on the College Assessments in Reading and Writing.

ENGLISH 081 & 091 (English 12)

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

Prerequisite: Appropriate scores on the College Assessments in Reading and Writing or successful completion of English 071 or other Advanced English course.

READING AND STUDY SKILLS 057

Working in groups and individually with an instructor, students follow their own programs based on assessed needs and future goals. Topics covered may include comprehension (main ideas and inferences), vocabulary, answering techniques and pre-reading skills. Students learn to adjust their reading speed to suit their purpose. Using topical materials students learn to write clear comments about the material they have read. Because this course emphasizes active participation in the reading process, students have ample opportunity to practice and apply techniques that will be useful in future reading and studying tasks. This Intermediate Level course may be taken separately or as part of English 041 or 051 and is based on the individual student's skill level and personal or career goal. Students work at their own speed.

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

READING AND STUDY SKILLS 077

Working in groups and individually with an instructor, students follow their own program based on assessed needs and future goals. Topics covered include those in Reading 057 as well as more intensive work on methods of previewing in order to identify the writer's main points. A variety of techniques help students recognize organization and development of ideas. Students learn how to summarize and outline. Because this course emphasizes active participation in the reading process, students have ample opportunity to practice and apply strategies useful in future reading and study tasks. This Advanced Level course may be taken separately or as part of English 061 or 071.

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

READING AND STUDY SKILLS 097

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

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

SPELLING 077

This is a practical spelling program designed to allow students to work at their own pace on particular spelling problems. It makes use of a phonics and sentence context approach to spelling and emphasizes useful spelling rules. Supplementary workshops cover syllables, consonants and vowels. This course may be taken separately or as part of either English 051, 061 or 071.

Prerequisite: The desire to become a better speller.

SOCIAL SCIENCE 051 (Social Studies 10)

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

Prerequisite: Successful completion of Fundamental English or appropriate scores on the College Assessments in Reading & Writing.

SOCIAL SCIENCE SKILLS 057

Social Science 057 is a skills course which offers a selection of Intermediate Level Social Science topics. Students choose areas of study to suit their individual needs. Topics include the following: Multiculturalism, Canadian Government, Law and Citizenship, Economics and People and Canadian History.

Prerequisite: Successful completion of Fundamental English or appropriate scores on the College Assessments in Reading and Writing.

WRITING SKILLS 057

This Intermediate Level course helps the student write clearly and correctly. It starts with the basics of grammar and punctuation and leads to the development of skills such as sentence structuring and paragraph writing. Course content is based on the individual's skill level and personal or career goal. Students work at their own speed. This course may be taken separately or as a part of English 041 or 051.

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

WRITING SKILLS 077

This Advanced Level course helps students learn and apply the basic principles of the writing process (brainstorming, organizing, writing and revising). It focuses on individualized instruction and practice in writing paragraphs, summaries and short expository and argumentative essays. The course also includes exercises on sentence structure and the principles of composition. The curriculum evolves from the assessed and personal needs of the student. Students work at their own speed. This course may be taken separately or as part of English 061 or 071.

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

WRITING SKILLS 097

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

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

B.T.S.D: ACCOUNTING, MATHEMATICS AND SCIENCE

Coordinator's Office: Room 2089
Telephone: 871-7358

The Accounting courses offered in the BTSD Department are textbook based. Computer based courses are offered in the Business and Computer Studies Department.

ACCOUNTING 062 & 072

ACCOUNTING 062 (Accounting 11, first half)

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

Prerequisite: Completion of or current enrolment in English 051 or English 059.

ACCOUNTING 072 (Accounting 11, second half)

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

Prerequisite: Accounting 062

MATHEMATICS 050 & 051 (Academic Mathematics 10)

Mathematics 050 and 051 are A.B.E. Intermediate Level Mathematics courses designed for the student who has never studied academic mathematics before or who is lacking a good foundation in basic algebra skills. The content includes a review of basic Math skills, a study of measurement, introductory algebra and geometry. Mathematics 050 must be taken before Mathematics 051.

MATHEMATICS 050 (Academic Mathematics 10, first half)

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

Prerequisite: Mathematics 031, General Mathematics 10, Academic Mathematics 9 or equivalent, or a successful assessment.

MATHEMATICS 051 (Academic Mathematics 10, second half)

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

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

MATHEMATICS 052 & 053
(BUSINESS AND CONSUMER)
(General Mathematics 10)

This Intermediate Level Non-algebraic Mathematics course includes basic arithmetic operations, the metric system, geometry and a very basic introduction to Algebra. This course is for those students who do not want much Algebra but who need a good Grade 10 Math equivalent. This course prepares students for entry into Math 062 & 072 (Business and Consumer).

Prerequisite: College Assessment in Basic Arithmetic or successful completion of a Fundamental Level Mathematics course or a grade 9 mathematics course.

MATHEMATICS 061
(Algebra 11, first half)

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

Prerequisite: Mathematics 051 or Academic Mathematics 10 or Introductory Mathematics 11 or equivalent, or a successful College Assessment.

MATHEMATICS 071
(Algebra 11, second half)

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

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

MATHEMATICS 062 (FIRST HALF) & 063
(SECOND HALF)
(Business and Consumer)
(General Mathematics 11)

This Advanced Level course continues from the basis developed in Math 052 & 053 (Business and Consumer Math) and provides a solid background of knowledge and skills in practical applications of the Mathematics used in business and industry. It includes an arithmetic review, simple interest, pricing, banking, home ownership, insurance, stocks, payroll, discounts, foreign exchange, taxes, depreciation, compound interest, annuities, and bonds. This course prepares students for entry into other programs that require a general Mathematics 11.

Prerequisite: Math 052 & 053 or College Assessment.

MATHEMATICS 083
(Algebra 12, first half)

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

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

MATHEMATICS 093
(Algebra 12, second half)

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

Prerequisite: Mathematics 083 or equivalent, or College Assessment.

MATHEMATICS SKILLS 057
(Academic Mathematics 10 topics)

This skills course offers a selection of Intermediate Level Math topics chosen to suit individual student needs. The topics to be studied are determined by the student's own goals and/or diagnosed areas of weakness in consultation with a BTSD Student Advisor. This skills course is designed for brush-up or remedial work in arithmetic, geometry and/or introductory algebra at the grade 10 level. For details of the topics available please read the listing for Mathematics 050 & 051 in this section.

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

MATHEMATICS SKILLS 077
(Algebra 11 topics)

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

Prerequisite: Mathematics 051, Academic Mathematics 10, or successful College Assessment.

MATHEMATICS SKILLS 097
(Algebra 12 topics)

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

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

SCIENCE 051
(Science 10)

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

Prerequisite: Fundamental Level English or equivalent.

BIOLOGY 061 & 071
(Biology 11)

BIOLOGY 061
(Advanced Biology 11, first half)

This course provides an introduction to biology using an ecological approach. Students study local ecology including biomes, plant identification, succession, energy transfer, ecosystems etc. Other topics include microbiology, the cell, genetics and evolution.

Students will complete individual and group field work relating to topics studied. There are also assignments and labs.

Prerequisites: English 051, Science 051 and Math 051.

BIOLOGY 071

(Advanced Biology 11, second half)

This BTSD course is in the process of being developed. It will include topics on the major phyla of plants and animals as well as aquatic ecology. For further information phone 871-7358 or 871-7362.

Prerequisites: English 051, Science 051, Math 051 and Biology 061.

GENERAL SCIENCE 061 & 071

(Science 11)

This Advanced Level course builds on the knowledge and skills developed in Science 051. It consists of two units each of Biology, Chemistry, and Physics with three additional units of the student's choice taken from a carefully designed selection of 20 topics. These include child development, the cell, ecology, genetics, evolution, first aid, environmental chemistry, energy, simple machines, and other interesting topics. There are also videos, seminars, labs, assignments and five film reports.

Prerequisite: Science 051 or equivalent.

PHYSICS 061 & 071

(Physics 11)

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

Prerequisite: Science 051 or equivalent. Math 061 and 071 should be taken concurrently.

SCIENCE SKILLS 057

(Science 10 topics)

This skills course offers a selection of Intermediate Level Science topics chosen to suit individual student needs. The topics to be studied are determined by the student's own goal and/or diagnosed areas of weakness in consultation with a BTSD Student Advisor. This skills course is designed for brush-up or remedial work in Science at the grade 10 level. For details of the topics available please read the listing for Science 051 in this section.

Prerequisite: Fundamental English or equivalent.

SCIENCE SKILLS 077

(Science 11 topics)

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

Prerequisite: ABE Intermediate Science or equivalent.

GENERAL EDUCATION DEVELOPMENT (G.E.D.) PREPARATION:

Basic Training for Skill Development (BTSD) Offices:
Room 2112, 2089, 2096
Telephone: 871-7365 or 871-7366 day or evening.

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

Prerequisite:
College Assessment in Reading, Writing and Mathematics.

PERSONALIZED UPGRADING PROGRAMS:

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

Telephone: 871-7365 or 871-7366 day or evening.

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

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

Coordinator's Office: Britannia Community Centre

Telephone: 253-4391, Local 34

Instructional Staff:

Porter, R., Coordinator

Adams, K.

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

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

PROGRAM DESCRIPTION:

B.T.S.D. Youth offers individualized and self-paced instruction in English, Mathematics, Science and Social Science in a learning environment that is structured to the needs of young adults.

ADMISSION REQUIREMENTS:

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

REGISTRATION:

Potential students may be referred through community agencies working with youth. Students may be eligible for sponsorship by the Ministry of Social Services or for financial aid through the King Edward Campus Financial Aid office (871-7048). The program operates from September through June, with intake as space becomes available.

LOCATION:

Britannia Community Centre

1661 Napier Street

Telephone: 253-4391, Local 34

FEES AND ADDITIONAL COSTS:

Fees are included in the current fee schedule.

Most textbooks and instructional materials are provided.

ADDITIONAL INFORMATION:

For additional information contact the Counselling Resource Centre at King Edward Campus, 871-7500 or phone 253-4391 and ask for Russell Porter or Kim Adams.

COLLEGE FOUNDATIONS

PROGRAM DESCRIPTION:

This program is offered through four departments:

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

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

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

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

ASSESSMENTS AND DOCUMENTATION:

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

INSTRUCTION AND COURSE LOAD:

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

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

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

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

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

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

TERM WORK:

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

EXAMINATIONS:

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

PROGRAM PLANNING:

Prospective students should first attend an A.B.E. Information Session in the Counselling Centre (Wednesdays at 6 p.m. and Thursdays at 10 a.m.)

The Counselling Centre also provides education counselling and assistance with program planning.

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

BOOKS AND SUPPLIES:

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

COLLEGE FOUNDATIONS - BUSINESS & COMPUTER STUDIES

Department Head Office: Room 2131-C
Telephone: 871-7376

Instructional Staff:

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

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

ASSESSMENTS:

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

COURSE DESCRIPTION:

ACCOUNTING 062
(Accounting 11, half course)

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

Prerequisite: Completion of or current enrollment in English 051 or English 059.

ACCOUNTING 072
(Accounting 11, half course)

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

Prerequisite: Accounting 062

APPLIED ACCOUNTING 082
(Accounting 12, full course)

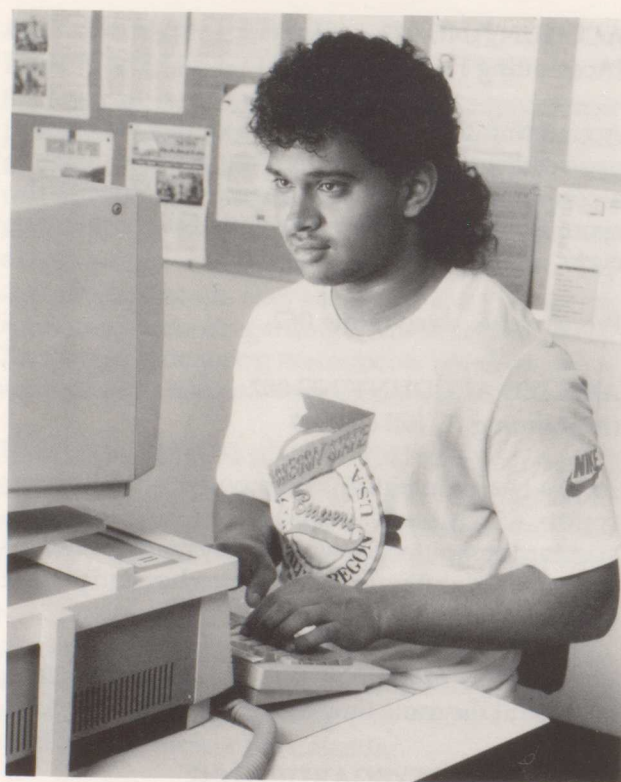
Applied Accounting 082 is a computerized accounting course which enables students to use industry-standard computer software and systems to analyze and solve accounting problems to produce and present accounting reports.

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

COMPUTER KEYBOARDING 042
(Typing 9)

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

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



COMPUTER KEYBOARDING 062
(Typing 11, half course or Computer Studies 11, half course)

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

Prerequisite: Completion of or enrollment in English 051 or ESL Lower Advanced.

COMPUTER KEYBOARDING 072
(Typing 11, half course)

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

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

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

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

COMPUTER STUDIES 063
(Computer Studies 11, half course)

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

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

COMPUTER STUDIES 073
(Computer Studies 11, half course)

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

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

COMPUTER SCIENCE 083
(Computer Science 12, half course)

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

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

COMPUTER SCIENCE 093
(Computer Science 12, half course)

Computer Science 093 is an advanced course in Pascal computer programming. Topics include recursion functions and procedures, pointers, and linked lists. Students are assigned individual projects requiring a systematic approach to problem-solving.
Prerequisite: Computer Science 083



DATA PROCESSING 083
(Data Processing 12, half course)

This is an advanced course in computer applications. Features of an industry-standard data base software package (dBase) are introduced and applied first in guided practical exercises, then in the solution of more complex problems. Emphasis is placed on developing skills and knowledge which are transferable to other programs and activities. It is a course on problem definition and the subsequent organization, processing and reporting of information associated with database management programs.

Prerequisite: Computer Studies 063 or equivalent. Data Processing 083, 084 and 093 may be taken concurrently or in sequence.

DATA PROCESSING 084
(Data Processing 12, half course)

Data Processing 084 is an advanced course in computer applications. Features of an industry-standard spreadsheet software package (Lotus 1-2-3) are introduced and applied in guided practical exercises, then in the solution of more complex problems. Emphasis is placed on developing skills and knowledge which are transferable to other programs and activities. It is a course on the acquisition, organization, processing and representation of information related to solving problems typically addressed by spreadsheet programs.

Prerequisite: Computer Studies 063 or equivalent. Data Processing 083, 084 and 093 may be taken concurrently or in sequence.

DATA PROCESSING 093 (Data Processing 12, half course)

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

Prerequisite: Computer Keyboarding 062 or equivalent. Data Processing 083, 084 and 093 may be taken concurrently or in sequence.

FINANCE 092 (Consumer Education 12, half course)

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

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

LAW 082 (Law 12, half course)

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

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

LAW 092 (Law 12, half course OR Consumer Education 12, half course)

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

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

WORD PROCESSING 082 (Data Processing 12, half course)

Word Processing 082 introduces the student to basic word processing terminology and concepts and the use of professional word processing software. Emphasis is on producing documents used in business offices: business letters, memoranda, reports, and tables.

Prerequisite: Computer Keyboarding 072.

COLLEGE FOUNDATIONS - HUMANITIES (ENGLISH & SOCIAL SCIENCES)

Department Head Office: Room 3230
Telephone: 871-7289



Instructional Staff:
Alton, S., Department Head
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Behnke, W.W.
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Davidson, D.
Malo, L.
Meyer, R.H.
Rike, J.
Shaw, G.

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

ECONOMICS

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

ECONOMICS 094 (Economics 12, half course)

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

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

ECONOMICS 095 (Economics 12, half course)

Macroeconomics in the Canadian Economy

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

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

ENGLISH

ENGLISH 041 AND 051 (English 9 and 10)

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

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

ENGLISH 061 AND 071 (Grade 11 Level)

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

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

English 071 concentrates on essays, including the research essay, and is excellent preparation for the Language Proficiency Index.

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

English 061 and 071 are required for students who have successfully completed Communications 11.

English 071 is required for students who have successfully completed Communications 12.

ENGLISH 096 (English 12)

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

Communications 11 and 12 are not recognized as prerequisites for English 096.

Prerequisite:

- Previous successful completion of Social Studies 11.
 - Previous successful completion of English 11.
- (In some cases, students who have completed Canadian Viewpoints 091 and who wish to upgrade a previous mark may also register.)

CANADIAN VIEWPOINTS 081 AND 091 (English 12 and Social Studies 11)

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

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

LITERATURE 083 AND 093 (Literature 12)

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

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

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

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

READING AND STUDY SKILLS 077

Reading and Study Skills 077 is an Advanced Level course designed to help students become effective and efficient in reading and study skills. Topics covered include note taking, time management, study systems, test taking hints, memory techniques, main idea, outlining and summarizing.

Reading and vocabulary skills are supported through use of the computer. Students work in the ABE Computer Lab.

Prerequisite: Score of 50 or above on the College Reading Assessment or Department Head approval.

READING AND STUDY SKILLS 097

This is a Provincial Level course designed to help students successfully meet the demands of college academic and career programs. Topics include rate flexibility, critical evaluation, summarizing, vocabulary strategies, technical information strategies, library research, rehearsal strategies and examination strategies.

Reading and vocabulary skills are enriched with the computer. Students work in the ABE Computer Lab.

Prerequisite: Score of 60 or above on the College Reading Assessment; or Reading and Study Skills 077; or Department Head approval.

SPELLING, VOCABULARY AND PUNCTUATION 057 (non-credit)

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

Prerequisite: A desire to improve spelling and sentence skills.

WRITING SKILLS 077

Students in this Advanced Level course follow the writing process to write paragraphs, summaries and essays. Students also focus on editing and correcting common writing faults. Additional topics include sentence structure and variety.

Students work in the ABE Computer Lab with a variety of software writing packages.

Prerequisite: Score of 38 or above on the College Writing Assessment; or Department Head Approval.

WRITING SKILLS 097

Students in this Provincial Level course write essays including the research essay. Sentence skills are polished while editing skills are strengthened. These skills help students meet the demands of college academic and university writing requirements.

Students work in the ABE Computer Lab using various software writing packages.

Prerequisite: score of 48 or above on the College Writing Assessment; or Writing Skills 077; or Department Head Approval.

FRENCH

FRENCH 051 (Grade 10 Level)

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

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

FRENCH 061 AND 071 (French 11)

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

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

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

GEOGRAPHY

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

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

GEOGRAPHY 094 (Geography 12, half course)

Physical Geography

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

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

GEOGRAPHY 095 (Geography 12, half course)

Human Geography

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

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

GEOGRAPHY 098 (Geography 12, half course)

Geography of Cities (Urban Geography)

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

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

HISTORY

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

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

HISTORY 094 (History 12, half course)

The Revolutionary Age of the Nineteenth Century

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

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

HISTORY 095 (History 12, half course)

The Twentieth Century Modern World

• Nine Decades of Change

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

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

HISTORY 098 (History 12, half course)

The Oriental Heritage and Asia Today

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

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

B.C./PACIFIC STUDIES 061

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

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

Prerequisite: English 051, Intermediate English or equivalent.

British Columbia/Pacific Studies 061 and 071 may be taken concurrently or in sequence.

B.C./PACIFIC STUDIES 071

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

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

Prerequisite: English 051, Intermediate English or equivalent.

British Columbia/Pacific Studies 061 and 071 may be taken concurrently or in sequence.

MUSIC

BASIC MUSIC THEORY 003

(Offered through the Music Department)

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

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

PSYCHOLOGY

PSYCHOLOGY 061 & 071

(Psychology 11)

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

Prerequisite: (one of the following)

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

Psychology 061 and 071 may be taken concurrently or in sequence.

SOCIAL SCIENCE

SOCIAL SCIENCE 051

(Grade 10 Level Course)

Social Science 051 introduces the student to some of the basic concepts and methods of the Social Sciences, particularly in the subject areas of Economics and Geography. The basic theme of the course is the "Functioning of Canadian Society" within the setting of social, cultural, economic and natural environments. The course is designed to be of practical value to students facing a very complex world. The course also serves as a preparation for students planning to enter higher level social science courses.

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

COLLEGE FOUNDATIONS - MATHEMATICS

Department Head Office: Room 3235
Telephone: 871-7294

Instructional Staff:

Behnke, R.

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Rudolph, G.

Tio, K.

Wilson, W.

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

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

Students who need a detailed review of arithmetic (whole numbers, fractions, decimals, percentages) along with introductory skills needed for geometry, metric measurement and algebra should see Mathematics 031.

MATHEMATICS 050 AND 051

(Academic Mathematics 10)

Mathematics 050 and 051 are A.B.E. Intermediate Level Mathematics courses designed for the student who has never studied academic mathematics before or who is lacking a good foundation in basic algebraic skills. The content includes: a review of basic Math skills; a study of measurement; introductory algebra and geometry. Mathematics 050 must be taken before Mathematics 051; both courses can be completed in one semester by taking a double-block class.

MATHEMATICS 050

(Academic Mathematics 10, half course)

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

Prerequisite: Mathematics Skills 037, General Mathematics 10, Academic Mathematics 9 or equivalent, or a successful assessment.

MATHEMATICS 051

(Academic Mathematics 10, half course)

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

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

MATHEMATICS 061 AND 071

(Academic Mathematics 11)

Mathematics 061 and 071 are A.B.E. Advanced Level Algebraic Mathematics courses designed to give students a good foundation in intermediate algebra and to prepare them for Mathematics 083 and 093. It is recommended that Mathematics 061 be taken before Mathematics 071. However, both courses can be completed in one semester by either taking a double-block class, or by taking both courses concurrently.

MATHEMATICS 061

(Academic Mathematics 11, half course)

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

Prerequisite: Mathematics 051, Academic Mathematics 10, Introductory Math 11 or equivalent, or a successful assessment.

MATHEMATICS 071

(Academic Mathematics 11, half course)

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

Prerequisite: Mathematics 061 or equivalent, or an assessment.

MATHEMATICS 083 AND 093

(Algebra 12)

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

MATHEMATICS 083

(Algebra 12, half course)

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

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

MATHEMATICS 093

(Algebra 12, half course)

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

Prerequisite: Mathematics 083 or equivalent.

MATHEMATICS 096 AND 097

(Calculus 12)

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

MATHEMATICS 096

(Calculus 12, half course)

Mathematics 096 is designed to ease the transition from Algebra 12 to post-secondary calculus courses. The course content covers the basics of single variable calculus: limits; rates of change; optimization problems; curve sketching; derivatives and their applications; an introduction to areas and integration.

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

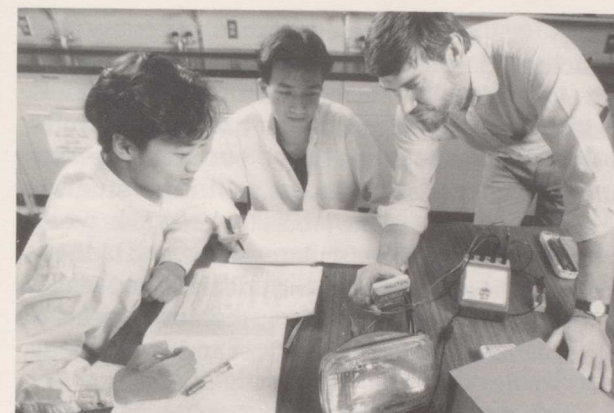
MATHEMATICS 097

(Calculus 12, half course)

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

Prerequisite: Mathematics 096 or equivalent.

COLLEGE FOUNDATIONS - SCIENCE



Department Head Office: Room 3234

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Instructional Staff:

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Chan-Henry, E.

Funk, J.D. Department Head

Hopkinson, P.

Johnstone, J.J.,

Mackenzie, M.J.

Pawelchak, G.A.

The Science Department offers secondary school level courses in biology, chemistry, physics and general science. Our goals are to satisfy academic requirements, to foster scientific thinking, and to encourage an appreciation of the natural world. Emphasis is placed on problem solving and on using logical thinking skills. Students learn through lectures, laboratory sessions, classroom discussions and field trips. A math assessment is recommended for students who have not taken a math course in the last three years. ESL students must be at the English 059 level or higher.

SCIENCE

SCIENCE 051

(Science 10)

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

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

Prerequisite: Mathematics 051, English 051 and/or Reading and Study Skills 057 must be taken before or concurrently.

BIOLOGY

BIOLOGY 061 AND 071

(Biology 11)

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

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

BIOLOGY 061

(Biology 11, half course)

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

Prerequisite: English 051, Science 051 and Mathematics 051.

BIOLOGY 071
(Biology 11, half course)

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

Prerequisite: English 051, Science 051 and Mathematics 051.

BIOLOGY 083 AND 093
(Biology 12)

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

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

BIOLOGY 083
(Biology 12, half course)

Biology 083 introduces the student to the study of the cell - its components, its chemistry, its functioning and its genetics. Students examine the cell, which hold the secrets unifying all life. Students study diets and link them to cellular metabolism. Students examine their family histories and link them to the blueprint of life itself - DNA. Topics discussed include nutrition, cancer, immunology, human genetics, genetic engineering, and bioenergetics.

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

BIOLOGY 093
(Biology 12, half course)

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

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

CHEMISTRY

CHEMISTRY 061 AND 071
(Chemistry 11)

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

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

CHEMISTRY 061
(Chemistry 11, half course)

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

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

CHEMISTRY 071
(Chemistry 11, half course)

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

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

CHEMISTRY 083 AND 093
(Chemistry 12)

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

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

CHEMISTRY 083
(Chemistry 12, half course)

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

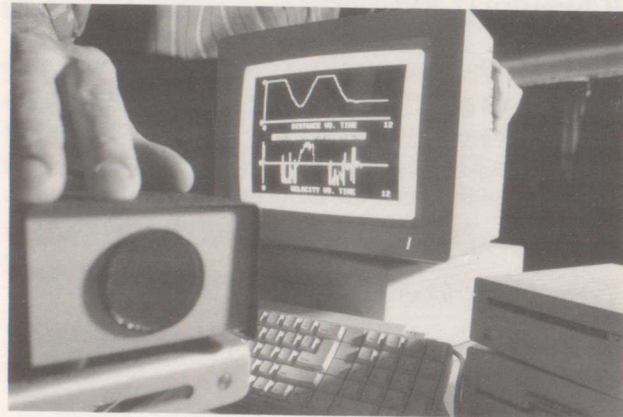
Prerequisite: Chemistry 071 and Mathematics 061.

CHEMISTRY 093
(Chemistry 12, half course)

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

Prerequisite: Chemistry 071 and Mathematics 061.

PHYSICS



PHYSICS 061 AND 071 (Physics 11)

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

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

PHYSICS 061 (Physics 11, half course)

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

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

PHYSICS 071 (Physics 11, half course)

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

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

PHYSICS 083 AND 093 (Physics 12)

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

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

PHYSICS 083 (Physics 12, half course)

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

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

PHYSICS 093 (Physics 12, half course)

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

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

ADULT SPECIAL EDUCATION FOR THE DEAF AND HARD OF HEARING



Program Office: 2043
Telephone (VOICE): 871-7342
(TTY/TDD FOR DEAF): 871-7341

Instructional Staff:
Chan, H.S.,
Nielsen, A.
Vlug, L., Coordinator
Williams, L.

PROGRAM DESCRIPTION:

The program for the deaf and hard of hearing is designed to

1) provide deaf or hard of hearing students the basic education or skills required for admission to further career or academic training and/or to increase their opportunities for employment.

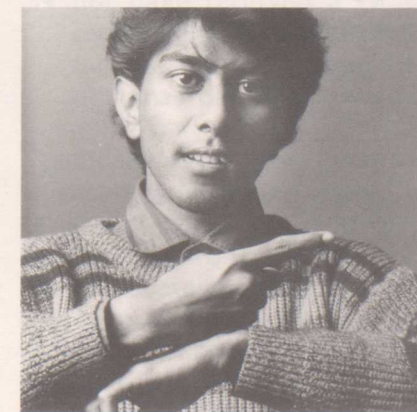
2) provide additional life skills and communication skills for increased employment opportunities and/or independent living.

PROGRAM CONTENT:

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

2) Special services

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



ADMISSION REQUIREMENTS:

Deaf and hard of hearing students should be 18 years old or older; applicants 17 years old must contact the program coordinator.

REGISTRATION:

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

If an interpreter or other support service is required, King Edward Campus should be notified at least two months prior to registration. Otherwise, assistance may not be available. For arrangement of services, contact Terry Reid, Coordinator of Special Education Services at 324-5509 or the Special Needs Counsellor in the Counselling Department at 871-7191.

ADDITIONAL INFORMATION:

Please contact the Program Coordinator or Special Needs Counsellor at King Edward Campus for information. Information about fees, registration dates and class times is available through the Registrar's Office.

ADULT SPECIAL EDUCATION FOR THE VISUALLY IMPAIRED



Program Office: Room 2041
Telephone: 871-7339

Instructional Staff:
Masse, G., Coordinator
Morley, A.
Rose, P.

PROGRAM DESCRIPTION:

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

PROGRAM CONTENT:

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

ADMISSION REQUIREMENTS:

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

REGISTRATION:

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

If braille or other support services are required for students wishing to attend regular classes, King Edward Campus should be notified at least two months prior to registration. Otherwise, assistance may not be available. For arrangements of services, contact Terry Reid, Coordinator of Special Education Services at 324-5509 or the Special Needs Counsellor in the Counselling Department at KEC, 871-7191.



ADDITIONAL INFORMATION:

Please contact the Co-ordinator or Special Needs Counsellor at King Edward Campus for additional program information. Information about fees, registration dates and class times is available through the Registrar's office.

GENERAL EDUCATION DEVELOPMENT (GED) TESTING

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

Applicants must meet the following requirements.

They must:

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

Candidates may prepare for these tests by registering in appropriate courses offered by the Adult Basic Education Division at King Edward Campus. The B.T.S.D. Department provides a flexible program that includes assessment, personalized prescription and appropriate skills instruction and review. Additional information and application forms may be obtained by contacting the Counselling Resource Centre at 871-7500.

NATIVE EDUCATION CENTRE



The Native Education Centre is an affiliate of Vancouver Community College.
Location: 285 East 5th Avenue, Vancouver, B.C. V5T 1H2
Telephone: (604) 873-3761

The Native Education Centre offers educational and training programs which respond to the needs of adult Native people. The Centre believes that quality educational and training programs can be delivered to Native people within the cultural values and beliefs of Indian people. Since the Centre is located in an urban environment, these cultural perspectives reflect many Indian Nations throughout North America. Overall, the Centre stresses quality in all its programs and expects that students share this attitude. These high standards are consistent with the traditional demands of Indian Nations and the contemporary needs of Native people. The developments associated with the Indian self-government demand that Native people acquire educational and training skills within the context of pride and strength in their culture. The Native Education Centre's programs are directed at these goals.

The programs being offered in 1992-1993 are:

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



CAREER DIVISION



CAREER DIVISION

Division Chair: Lewindon, S., Room 4059
Telephone: 871-7012

GENERAL INFORMATION

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

1. Career (ESL)
2. Institutional Aide
3. Music Diploma Program
4. Pharmacy Technical Assistant Program
5. Sign Language Studies:
 - Part-time Evening Sign Language Program (100)
 - Summer Session in Sign Language
 - Entry Level Interpreter Development (300)
 - Fluency Level Interpreter Development (400)
6. Technical Training Programs:
 - Automotive Collision Repair Technician
 - Automotive Glass Installer
 - Automotive Painting and Refinishing Technician
 - Automotive Technician
 - Diesel Technician

CAREER (ESL)

Program Office: Room 4054
Telephone: 871-7012

PROGRAM DESCRIPTION:

This department provides students the opportunity to register in courses that combine Career training and ESL.

ADMISSION REQUIREMENTS AND REGISTRATION:

English skills at the Upper Beginner (or higher) level as tested at the King Edward Campus. Some programs require applicants to submit a recent health certificate and negative T.B. skin test. (A satisfactory chest x-ray will be required in case of a positive skin test.) For more information contact the Counselling Resource Centre at City Centre (443-8443) or the Counselling Resource Centre at King Edward Campus (871-7500).

AUTOMOTIVE BRAKES AND STEERING ASSISTANT (ESL)



This 24 week program is designed to provide entry level skills training and language development focused on accessing job opportunities in automotive specialty repair businesses. Curriculum is drawn from the automotive technician program. Graduates of this program will receive a certificate for automotive brakes, steering and suspension service repair.

This program includes a two week work practicum with an automotive specialty repair company.



AUTOMOTIVE PAINT PREPARATION/DETAILING (ESL)



In this program students learn the basic skills for employment in automotive collision repair shops, dealerships, automotive paint shops and automotive detailers. Students develop skills in various technical areas including safety and Workplace Hazardous Materials Information Systems.

This program is designed for students who need ESL support in order to complete the program and find employment.

Training takes place in classrooms, technical shops and this program also includes work experience activities in industrial locations.

Program Duration: 24 weeks

INSTITUTIONAL AIDE (ESL)

Program Office: Room 2071
Telephone: 871-7345

Instructional Staff:
Green, N.C., Coordinator
Reed, G.
Tao, F., Program Assistant

PROGRAM OVERVIEW:

The Institutional Aide ESL Program deals with basic skills required for food handling, cleaning and laundry. Graduates may be employed as kitchen helpers, housekeeping aides, or laundry assistants in a variety of institutions such as personal care homes, hospitals, lodges, hotels, and motels. Graduates of the program will have qualified for the "Safety Oriented First Aid" and "FOODSAFE" certificate, and have received WHMIS training. There is a 2 week work experience in a local health care facility.

The program includes ESL communication skills for the workplace, as well as basic technical vocabulary for course content. Vocational training (theory and practice) is provided by an Institutional Aide instructor and an ESL vocational instructor.

PROGRAM CONTENT:

Skills and topics covered in this program include:

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

INSTRUCTIONAL METHODS:

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

ATTENDANCE:

Students are expected to attend classes daily, Monday through Friday from 8:30 a.m. to 3:30 p.m. for a period of 20 weeks.

ADMISSION REQUIREMENTS:

Prospective students must:

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

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

REQUIRED QUALIFICATIONS:

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

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

REGISTRATION:

There are two sessions per year beginning in April and October. To apply for admission contact the Registrar's Office at King Edward Campus, 871-7000.

FEES AND ADDITIONAL COSTS:

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

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

ADDITIONAL INFORMATION:

Additional information and applications may be obtained by contacting 871-7346. Applicants will be invited to an orientation which is held prior to the start of each program.

INSTITUTIONAL AIDE

Program Office: Room 2071

Telephone: 871-7345

Instructional Staff:

Green, N.C., Coordinator

Reed, G.

Tao, F., Program Assistant

PROGRAM OVERVIEW:

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

PROGRAM CONTENT:

Skills and topics covered in this program include:

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

INSTRUCTIONAL METHODS:

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

ATTENDANCE:

Students are expected to attend classes daily, Monday through Friday from 8:30 a.m. to 3:30 p.m. for a period of 13 weeks.

ADMISSION REQUIREMENTS:

Prospective students must:

- be 18 years of age or older, or have been out of school for at least one year
- be in good general health as is required to perform work functions
- have sufficient oral skills for effective communication.
- take an English Language Assessment, Upper Intermediate level.
- have basic reading, writing and arithmetic skills (an assessment test may be required).

Prior to registration an orientation and/or personal interview may be held.

REQUIRED QUALIFICATIONS:

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

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

REGISTRATION:

There are three sessions per year beginning in January, April and September. To apply for admission contact the Registrar's Office at King Edward Campus, 871-7000.

FEES AND ADDITIONAL COSTS:

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

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

ADDITIONAL INFORMATION:

Please contact the Program Coordinator at King Edward Campus for additional program information. Information about fees, registration dates and class times is available through the Registrar's Office.

MUSIC DIPLOMA PROGRAM



Program Office: Room 3271
Telephone: 871-7297

Instructional Staff:

Branter, D. Department Head

Cuthbertson, M.

Domer, J.,

Duke, D.

Ehling, M.

Greene, T.

Gunn, S.

Hamm, J.

Kidd, K.

Koch, T.

Matheson, A.

McKenzie, R.

Regier, M.

Smith, T., Program Coordinator

Taylor, P.

Van Wyck, G.

Instrumental and Voice teachers listed in department publication.

PROGRAM DESCRIPTION:

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

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

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

OPTIONS AVAILABLE INCLUDE:

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

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



ADMISSION REQUIREMENTS.

1) ACADEMIC REQUIREMENTS

Each applicant must:

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

2) MUSIC REQUIREMENTS:

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

Audition requirements to enter the Music Program differ for each instrument, and vary from option to option.

Prospective students should contact the Music Department at 871-7297, to arrange for an interview, and to receive a calendar of course and Music Program requirements.

Registrations are in September and January.

PHARMACY TECHNICAL ASSISTANT PROGRAM



Program Office: Room 2099/2121

Telephone: 871-7367

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

PROGRAM OVERVIEW:

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

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

PROGRAM CONTENT:

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

INSTRUCTIONAL METHODS:

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

ATTENDANCE:

Students are expected to attend classes daily, Monday through Friday between 8:30 a.m. and 3:30 p.m. for 5 months.

ADMISSION REQUIREMENTS:

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

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

Mathematics - Basic Arithmetic score of 80%.

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

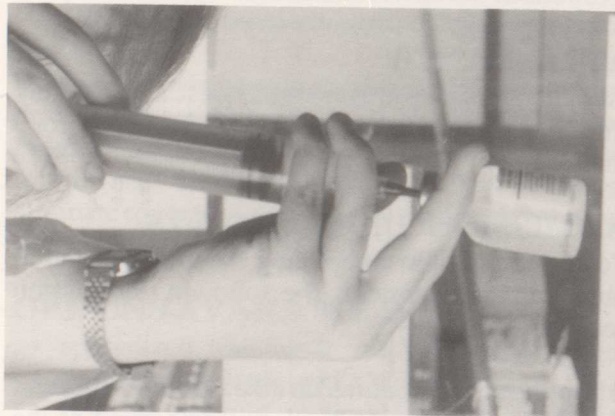
- excellent communication skills
- an acceptable equivalent to grade 12 completion (applicants with English as a second language must have successfully completed College Preparatory English 099 or have a score of 145 or higher with a minimum of 18 in composition on the English Language Assessment)

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

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

REQUIRED QUALIFICATIONS:

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



REGISTRATION:

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

To apply for admission contact the KEC Registrar's Office at 871-7000.

FEES AND ADDITIONAL COSTS:

Books and Supplies:

- calculator

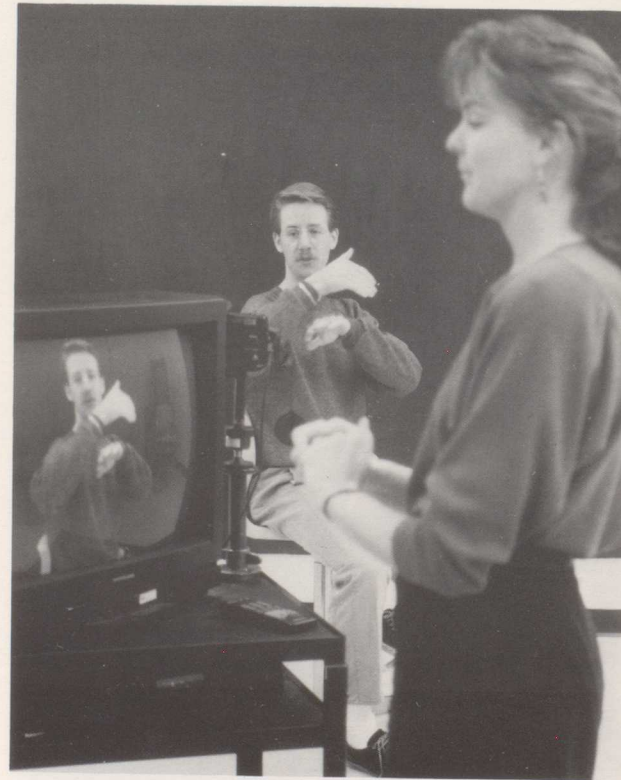
Program fees are subject to change. In addition to tuition fees, additional costs are levied. For specific information refer to the current fee schedule.

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

ADDITIONAL INFORMATION:

For further information, contact the KEC Counselling Resource Centre (Room 3002) at 871-7500.

SIGN LANGUAGE STUDIES



Department Office: Satellite Centre,
KEC WEST, Broadway & Fraser, RM."A"
Telephone: 871-7443 Voice
871-7444 Voice & T.T.Y.

Instructional Staff:

Evensen-Flanjak, A., Instructional Assistant
Hussey, J., Instructional Assistant
MacFayden, S.
Ofield, R., Coordinator
Warren, J., Instructional Assistant

Classes are held at King Edward West (Broadway & Fraser) 4 blocks west of the main campus.

Registration, financial aid services, records and administration are located at the main campus: 1155 East Broadway, Vancouver, V5T 4T9. This is also the mailing address for the Sign Language Studies Department.

Detailed Interpreter Career Planning information is available on request from the Registrar's Office.

INTERPRETER AND SIGN LANGUAGE DEVELOPMENT PROGRAMS

PART-TIME EVENING SIGN LANGUAGE PROGRAM

Note: This is a general interest program or career path prerequisite for students planning on full-time study in the ENTRY LEVEL (300) of the 13 month Interpreter Development Program.

PROGRAM OVERVIEW:

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

Upon successful completion of all four basic levels (101, 102, 103 and 104) the student will be able to meet the prerequisites for ENTRY LEVEL (300), should they wish to pursue the career path through Vancouver Community College and Douglas College. Career path studies begin with ENTRY LEVEL (300), a full-time day program at King Edward Campus.

PROGRAM CONTENT:

There are four 24-hour levels in the program: Basic 101, 102, 103 and 104.

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

SCHEDULE:

Each of the levels meets for two hours, once per week for 12 weeks, from September to December and from January to March; classes meet twice per week for six weeks from April to May.

ADMISSION REQUIREMENTS:

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

REQUIRED QUALIFICATIONS:

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

REGISTRATION:

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

PART-TIME EVENING INTERPRETING SKILLS DEVELOPMENT

As sufficient public interest demands part-time professional development programs will be offered to enable working interpreters to continue their skill development at the professional level.

Program content will be designed to meet specific professional skills as determined from surveying the professional interpreting community as to its needs.

SUMMER SESSION IN SIGN LANGUAGE

PROGRAM OVERVIEW:

The Summer Session in Sign Language is designed to take the student who has little or no knowledge of American Sign Language (ASL) to the point where he/she can function basically in a variety of settings in the Deaf community.

Native signers model appropriate language (functions and grammar) and cultural behaviours in various situations.

Emphasis is on interpersonal communication and aims to achieve basic communication competence.

The program focuses on the functions or communicative purposes of people's everyday interaction.

This is especially important to provide basic American Sign Language for specific groups using Sign Language Communication in educational settings, recreational settings, dormitory and group home settings. Parents of deaf children would benefit from this summer program. In addition, high school students nearing graduation may find it very useful to research the field of deafness and/or interpreting through this short program.

Successful completion of the 60-hour program will enable the student to:

- Introduce him/herself by asking for and giving names and confirming information;
- Exchange personal information through appropriate questioning form and response;
- Talk about surroundings;
- Tell where one lives by asking, telling and orienting to the real-world;
- Talk about family and relationships;
- Tell about activities in terms of time, location, reasons, opinions and questioning;
- Give and receive directions;
- Describe others;
- Make requests;
- Talk about occupations;
- Demonstrate the ability to initiate, conduct and terminate a short context-specific conversation using American Sign Language, with the teacher or with a deaf guest who uses American Sign Language.

PROGRAM CONTENT:

This program includes:

- sign vocabulary development
- manual alphabet of American Sign Language
- basic structures of American Sign Language
- basic grammatical forms of American Sign Language
- insight into the culture of Deaf people
- laboratory and group practice drills, exercises and dialogues to develop the basic grammatical forms and sentence structures of American Sign Language

Content curriculum follows the VISTA Level 1, "Signing Naturally" and would be of value to students endeavouring to complete prerequisites toward ENTRY LEVEL (300).

There are 2.5 levels in this summer program: Basic 101, 102 and half of 103. The balance of VISTA Level 1 (the balance of Basic 103 and all of Basic 104) must be completed through the evening Sign program.

SCHEDULE:

Annually, during the month of July only. Monday through Friday, 9:00 a.m. to 12:00 p.m., for a total of 60 hours.

ADMISSION REQUIREMENTS:

General KEC admission requirements apply. Exceptions may be considered by the Registrar in consultation with the Department of Sign Language Studies.

REQUIRED QUALIFICATIONS

- good manual dexterity
- good eye-hand coordination;
- good visual acuity; and
- good hearing

REGISTRATION:

Applications and registration fees must be received by the Registrar's Office by the end of the third week of June.

INTERPRETER DEVELOPMENT, ENTRY LEVEL (300)

(full time, 3 months)

PROGRAM OVERVIEW:

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

Upon successful completion, the student should be able to apply some of the appropriate behaviours, showing awareness of and respect for Deaf culture.

PROGRAM CONTENT:

This program includes:

- sign vocabulary development
- developmental usage of fingerspelling in American Sign Language;
- functional structures/syntax of American Sign Language;
- grammatical forms of functional American Sign Language;
- insight into the culture of Deaf people;
- laboratory and group practice drills, exercises and dialogues to develop the basic grammatical forms, sentence structures and vocabulary of functional American Sign Language; and,
- oral and written English development (public speaking, impromptu, prepared, and written expression)

ADMISSION REQUIREMENTS:

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

- completion of the 100-hour VISTA Level 1 curriculum entitled "Signing Naturally", which is offered at King Edward Campus through the part-time (evening) Sign Language Classes - Basic 101, 102, 103 and 104. Successful completion of each of these four consecutive levels fulfills the prerequisite requirement for the full-time level 300 program.
- Equivalent levels will be considered (where applicable) as long as the VISTA functional/notional approach has been used. Other community programs may be considered for evaluating prospective students. Some prerequisites may be acquired from associating with the Deaf community. **Consideration of credit for equivalency will be at the discretion of the Department of Sign Language Studies.**
- grade 12 completion or equivalent, or successful completion of CPE 099 or an English Language Assessment score of 175 or higher. Applicants may be required to take an Academic English Assessment or an English Language Assessment prior to registration. Assessment test scores must be at the College Entrance Level.
- an interview may be required to assess exceptional applications.

REQUIRED QUALIFICATIONS:

- good manual dexterity;
- good hand-eye coordination
- good visual acuity; and,
- good hearing (an audiological assessment may be required);
- ability to deal with conflict resolution;
- ability to deal with stress.

REGISTRATION:

There are three program intakes per year for Entry Level (300) Language Acquisition: September, January and April. The Level (400) Program only has one intake per year in September.

INTERPRETER DEVELOPMENT, FLUENCY LEVEL (400)

(full time, 10 months)

PROGRAM OVERVIEW:

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

Graduates wishing to continue their career path to the professional interpreter level should be able to meet the required competencies or pre-requisites at Douglas College or other equivalent professional programs.

PROGRAM CONTENT:

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

ADMISSION REQUIREMENTS:

To be successful in completing the level 400 program and in obtaining employment, the following admission requirements apply:

- successful completion of the Entry Level (300) Sign Language Acquisition program with a B+ standing or equivalent signing skills.
- Grade 12 completion or equivalent, or successful completion of CPE 099 or an English Language Assessment score of 175 or higher. Applicants may be required to take an Academic English Assessment or an English Language Assessment and English grammar assessment prior to registration. Assessment test scores must be at the College Entrance Level.

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

REQUIRED QUALIFICATIONS:

- good manual dexterity;
- good eye-hand coordination;
- good visual acuity; and,
- good hearing (an audiological assessment may be required).
- ability to deal with conflict resolution
- ability to deal with stress

REGISTRATION:

Students meeting the admission requirements will be advised by mail approximately 6 to 8 weeks in advance of the start date of classes by the Registrar's Office. A deposit payable to Vancouver Community College, King Edward Campus is required by the date advised in the notice to secure placement.

Classes begin the Tuesday after Labour Day.

FEES AND ADDITIONAL COSTS:

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

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

ADDITIONAL INFORMATION:

Information regarding application forms, admission, fee schedules and registration are available through the Registrar's Office at King Edward Campus, 871-7000.

For further program content information about Interpreter Development Levels 300 and 400 and the part-time Summer Sign Language Development programs, contact the Department of Sign Language Studies at 871-7443.

TECHNICAL TRAINING PROGRAMS

Vancouver Community College, King Edward Campus has one of the largest Mechanical Trades Training Centres in British Columbia. Our spacious and modern shops duplicate the working conditions students would find in the industry. Programs in this area are designed to provide skill training in a variety of specialized trades.

AUTOMOTIVE COLLISION REPAIR TECHNICIAN

Intakes occur in January, May and September

AUTOMOTIVE PAINTING AND REFINISHING TECHNICIAN

Intakes occur in January, May and September

AUTOMOTIVE GLASS INSTALLER

Intakes occur in January and June (based on demand)

AUTOMOTIVE TECHNICIAN

Intakes occur January, April, July, October

DIESEL TECHNICIAN

Intakes occur in January, April and September

ADMISSION REQUIREMENTS

In addition to the general King Edward Admission requirements, the following are required:

- Graduation from an appropriate Career Preparation Program

OR

- Reading Skills 11 or equivalent and Trades Math 10 or equivalent

OR

- A licensed tradesman or an individual who has more than 5 years experience or 10,000 hours in the trade may apply with experience as equivalent.

MATURE STUDENT APPLICANTS:

- Students without the necessary Academic qualifications or transcripts yet have two or more years experience in the trade are referred to the appropriate Department for evaluation.

INSERT

- Applicants with a minimum of three years experience in the trade should be referred to the appropriate Department for evaluation.

RECOMMENDED FOR AUTOMOTIVE TECHNICIAN AND DIESEL TECHNICIAN PROGRAMS:

- Mathematics 11
- Physics 11

GENERAL ENTRY REQUIREMENTS:

- Good general health and respiratory condition
- Physical strength and stamina compatible with the handling of heavy parts and equipment as required by the program
- Ability to tolerate noise and vibration
- Mechanical aptitude and interest
- Good manual dexterity
- Good hand-eye coordination
- Good eyesight and normal colour vision
- Good line, form, and depth perception
- Possession of valid B.C. driver's license

CAREER PREPARATION STUDENTS

- May apply for the program 6 months prior to completing their graduation/secondary schooling year with a letter of reference from their program coordinator or school Administration proving they are in the program, are doing well, and will successfully complete their academic year.

NOTE:

Students whose previous education was not in the English language may be required by College Policy to take an English Assessment. In order to make an

appointment for this assessment, obtain a referral form from the Registrar's Office located on the 4th level by the Broadway entrance. Appointments must be made in person.

ADMISSION PROCEDURES:

To apply for the Technical programs, please submit a copy of your secondary school transcripts or assessment/equivalents along with an application to the Registrar's Office, if applicable, and be contacted by mail when a space is available. Admission is normally on a first-come, first-served basis and applicants should apply early to avoid delays. Once eligible for a program students will be put on a waitlist.

REGISTRATION AND ATTENDANCE:

Students are expected to attend class daily, Monday through Friday on a regular, full time basis as stated by the department.

ADDITIONAL SUPPLIES:

These safety items are to be supplied by the student:

- WCB approved boots
- Gloves
- WCB approved safety glasses

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

For specific textbook requirements please refer to the appropriate Instructor or Department Head.

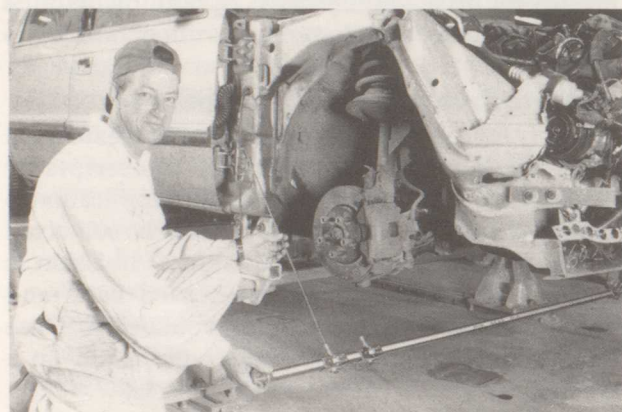
ADDITIONAL INFORMATION:

For further information about the Technical Training Programs, feel free to contact the counselling program information line at 871-7500. For questions on the admissions process, contact the Registrar's Office at 871-7041. Current fees for the program(s) may be obtained through the Cashier's Office at 871-7044. If you require Financial Aid, the following are a list of possible sponsors:

- CEIC
- Financial Aid
- Bands
- WCB
- BCSAP

Please contact the Financial Aid Office at 871-7046 for information.

AUTOMOTIVE COLLISION REPAIR TECHNICIAN



Program Office: Room 1019
Shop Location: Room 1005

Telephone: 871-7415

Instructional Staff:
Bloomingdale, L. Instructor
Baon, D. Instructor
MacPherson, R. Instructional Assistant
Sproston, P.J., Department Head
Tsay, A. Data Entry
Wutke, T. Instructor

**ATTENTION AUTOMOTIVE COLLISION
REPAIR TECHNICIAN APPLICANTS: PLEASE
NOTE THAT THIS PROGRAM IS UNDER
REVIEW. IT IS PROPOSED THAT THE
PROGRAM BE EXPANDED TO EIGHT
MONTHS-DURATION. FURTHER
INFORMATION IS AVAILABLE THROUGH
THE REGISTRAR'S OFFICE AT 871-7000.**

OVERVIEW:

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

PROGRAM DESCRIPTION:

LEVEL I

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

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

LEVEL II

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

REGISTRATION AND ATTENDANCE

Courses start January, May and September. Students are expected to attend classes daily, Monday through Friday from 8:00 to 15:00 hours on a regular full-time basis.

FEES AND ADDITIONAL COSTS:

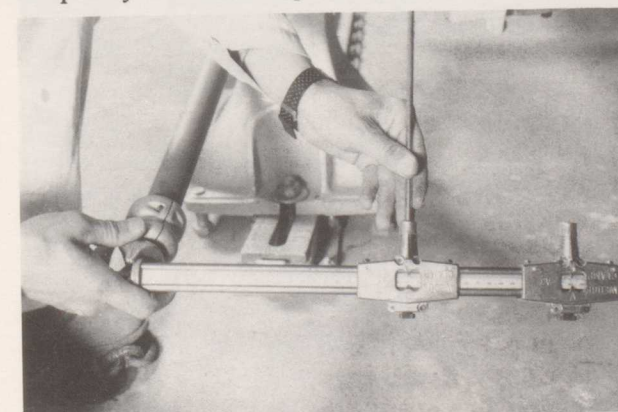
In addition to regular tuition fees, students are required to pay:

Tool Deposit 25.00 (refundable)
Coverall Deposit 25.00 (refundable)
Text Book \$50.00 (approximately)

The supplies required as specific to the Department:
W.C.B. approved Boots

Gloves
Safety Glasses
Welding Goggles
Striker
Pocket Knife
Putty Knife
Mixing Board

Approximate cost of safety items is \$100.00 depending on quality and student preference.



GRADING POLICY:

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

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

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

ADDITIONAL INFORMATION:

For further information about the Automotive Collision Repair Technician Program, telephone the KEC Counselling Resource Centre (Room 3002) at 871-7500

AUTOMOTIVE GLASS INSTALLER PROGRAM

Program Office: Room 1019
Shop Location: Room 1005
Telephone: 871-7415

Staff:

Sproston, P.J. Department Head
Wutke, T. Instructor

OVERVIEW:

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

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

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

PROGRAM DESCRIPTION:

The program is four months long and covers a variety of topics pertaining to the industry including:

- Safety and Liability
- Workplace Hazardous Materials Information System
- Basic Mathematics
- Hand and Power Tools
- Product Identification
- Body Style Identification
- Glass Characteristics
- Cutting and Grinding
- Laminated Safety Glass
- Tempered Safety Glass
- Sealers and Chemicals
- Use of N.A.G.S. and Other Information Books
- Glass Removal, Preparation and Installation of Butyl, Gasket, and Urethane Sealed Glass
- Door, side and Back Lite Glass Removal and Placement
- Use of Templates
- Sunroof Installation
- Bulls Eye and Crack Repairs
- Future Industry and Glass Design Changes

REGISTRATION AND ATTENDANCE:

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

FEES AND ADDITIONAL COSTS:

In addition to regular tuition fee, students are required to pay:

Tool deposit \$25.00 (refundable)
Coverall Deposit \$25.00 (refundable)
Textbook \$50.00 (Approximate)

GRADING POLICY

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

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

All evaluation of completion levels are reported to a Student Records Staff, who will prepare a Transcription of Achievement.

ADDITIONAL INFORMATION:

For further information about the automotive Glass Installer Program, telephone the KEC Counselling Resource Centre (Room 3002) at 871-7500.

AUTOMOTIVE PAINTING AND REFINISHING TECHNICIAN



Program Office: 1019
Shop Location: 1005
Telephone: 871-7415

Staff:

Bloomington, L. Instructor
Boan, D. Instructor
MacPherson, R. Instructor
Sproston, P.J. Department Head
Tsay, A. Data Entry
Wutke, T. Instructor

OVERVIEW:

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

PROGRAM DESCRIPTION:

This four month program covers the following topics:

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

FEES AND ADDITIONAL COSTS:

In addition to regular tuition fees, students are required to pay:

Tool Deposit \$25.00
Coverall deposit \$25.00
Textbook \$50.00 (approximately)

REGISTRATION AND ATTENDANCE:

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

(four months)

Program intakes: Jan, May, Sept.

GRADING POLICY

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

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

All evaluation of completion levels are reported to a Student Records Staff, who will prepare a Transcription of Achievement.

ADDITIONAL INFORMATION:

For further information about the Automotive Painting and Refinishing Program, telephone the KEC Counselling Resource Centre (Room 3002) at 871-7500.

AUTOMOTIVE TECHNICIAN



Program Office: Room 1506
Shop Location: Room 1040
Telephone: 871-7417 or 871-7416

Staff:

Adler, Eric Instructor
Chapman, R. instructional Assistant
Grimann, F. Instructor
Johnston, G.M., Department Head
McGowan, C. Program Assistant
O'Neill, D.B. Instructor
Olsen, W.H. Instructor
Weigel, G. Instructor

OVERVIEW:

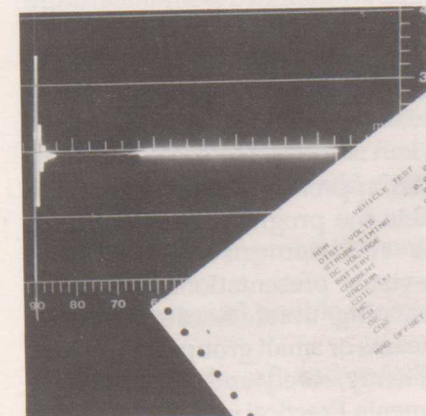
Develop skills to meet the challenges in service and repair of today's advanced automobiles. Since Technological changes in the automotive industry require technicians to be more than general mechanics, our program helps prepare for the future. Diagnostics, electronics, and 'hands-on' training are all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

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

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

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

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



PROGRAM DESCRIPTION:

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

1. Identify and describe the automotive sub-systems, their components, features of construction, and principles of operation.
2. Apply the knowledge of the construction and the principles of operation to the maintenance, repair, and adjustment of the following systems:
 - engine
 - emission control
 - electrical and ignition (including automotive electronic management system)
 - power train
 - front end alignment
 - suspension
 - brake system
3. Describe the concepts and the methods of troubleshooting; select and apply appropriate, logical troubleshooting techniques; operate diagnostic and repair equipment on various automotive systems.
4. Perform procedures and tasks commonly required of employees in typical automotive machine shops.
5. Use generally recognized automotive trade skills and procedures.
6. Employ clean, safe, and orderly work habits.
7. Identify, appraise and respond to job opportunities within the automotive industry.

INSTRUCTIONAL METHODS:

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

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

REGISTRATION AND ATTENDANCE:

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

FEES AND ADDITIONAL COSTS

In addition to regular tuition fees, students are required to pay:

Coverall deposit \$50.00 (refundable)

Textbooks \$100.00 (approximately)

WCB approved work boots (\$85.00)

WCB approved safety glasses (\$20.00)

WCB approved perscription glasses

Students are required to provide their own set of basic hand tools.

GRADING POLICY

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

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

All evaluation of completion of levels are reported to Student Records staff, who will prepare a transcript of achievement.

- Theory 80% minimum

- Practical 80% minimum

ADDITIONAL INFORMATION:

For further information about the Automotive Technician Program, telephone the KEC Counselling Resource Centre (Room 3002) at 871-7500.

DIESEL TECHNICIAN



Program Office: Room 1503 - Level R
Shop Location: Room 1072 - Level 1
Telephone: 871-7393

Instructional Staff:

Brady, R.N. Instructor

Cheng, K. Program Assistant

Keyes, D.R. Instructor

Meadows, C.H. Instructor

Niessen, D. Instructor

Oksanen, R. Department Head

OVERVIEW:

Through classroom and hands-on training this exciting twelve month apprenticeship accredited program provides students with the required skills to enter one of the following four trades: Commercial Transport, Diesel Engine Repair, Heavy Duty and Marine Engineering.

This apprenticeship accredited program has intakes in January, April and September.

The program leads to employment as an apprentice, a specialist, or a trainee in the field of:

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

PROGRAM OBJECTIVES:

Students completing the twelve month Diesel Technician program will be able to:

1) Operate basic machine shop equipment which would include a:

- lathe
- electric welder
- oxy-acetylene welders
- cylinder hones
- valve and seat grinders
- boring bar
- rod re-conditioning equipment

2) Service and repair:

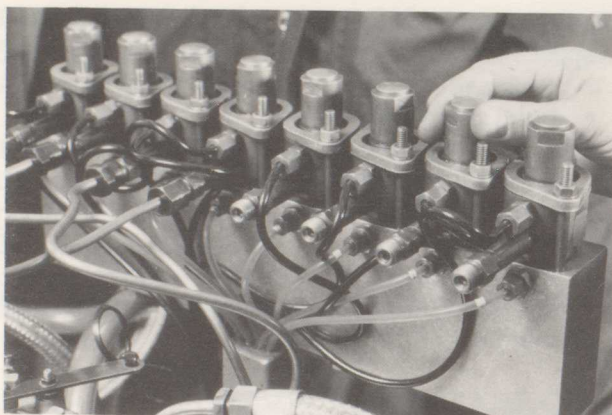
- electrical components including starters, alternators and related circuits
- air, hydraulic and engine braking systems
- diesel engines, and describe the operation of air conditioning systems
- standard powershift and automatic transmissions, marine gears, clutches, drivelines, differentials suspension systems and steering geometry
- mechanical and electronic fuel systems
- woodward hydraulic and electronic governors

3) Operate power generation unit.

4) Perform logical trouble shooting.

5) Employ clean, safe and orderly work habits.

6) Demonstrate a professional attitude which is in keeping with a Diesel Technician.



NOTE:

The program is divided into major competencies which may be combined to produce units of special instruction to meet special training needs. For example, as skill upgrading for engine overhaul, transmission overhaul, hydraulics, airbrakes, or basic electricity.

REGISTRATION AND ATTENDANCE:

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

FEES AND ADDITIONAL COSTS:

In addition to regular tuition fees, students are required to pay:

Tool deposit \$30.00 (refundable)

Coverall deposit \$25.00 (refundable)

GRADING POLICY:

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

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

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

Theory - 65% minimum

Practical - 65% minimum

ADDITIONAL INFORMATION:

For further information about the Diesel technician Program, telephone the KEC Counselling Resource Centre (Room 3002) at 871-7500.

ENGLISH AS A SECOND LANGUAGE DIVISION



ENGLISH AS A SECOND LANGUAGE DIVISION

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



Division Chair: Dorn, D., Room 4063
Telephone: 871-7024

GENERAL INFORMATION

The English as a Second Language (E.S.L.) Division consists of the following departments:

- 1) E.S.L. College Preparatory English
- 2) E.S.L. English Language Skills (ELS)
- 3) E.S.L. Outreach
- 4) E.S.L. Vocational

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

ENGLISH AS A SECOND LANGUAGE: COLLEGE PREPARATORY ENGLISH (CPE)



Program Office: Room 3165
Telephone: 871-7258
Spencer, H., Department Head
Whelan, J., Assistant Department Head
Yarbrough, H. Program Assistant

PROGRAM DESCRIPTION:

College Preparatory English courses are for advanced level students of English as a Second Language who wish to prepare for study at Canadian colleges, universities, or other post-secondary educational institutions.

Students may choose between full-time comprehensive courses, which include all the language skills, and part-time single-skill courses, which focus on one language skill (e.g. writing).

Morning, afternoon, and evening classes operate twelve months a year. There are three terms, beginning in January, May and September.

ADMISSION REQUIREMENTS:

In addition to the general KEC admission requirements, students entering College Preparatory English courses should have a good general educational foundation. Completion of Grade 10 or equivalent is recommended as a minimum standard.

REGISTRATION:

Obtain an APPLICATION FOR ADMISSION form from the Registrar's Office. Fill out and return the form ALONG WITH the required immigration documents to the Registrar's Office. You have now applied for admission to the CPE Program.

There is currently a waitlist for testing and course access. Therefore, you will be contacted when there is an assessment appointment available for you. PLEASE REMEMBER TO NOTIFY THE REGISTRAR'S OFFICE of a change of address or phone number IF YOU MOVE OR CHANGE YOUR PHONE NUMBER.

Once you have been tested you will be asked to complete an INTENT TO REGISTER form. Your name will then be placed on the waitlist for CPE courses and you will be contacted regarding registration.

Students are required to bring their assessment results or previous report card and appropriate immigration documents to registration.

CERTIFICATE:

The CPE Certificate is granted on completion of the program. It states that the certificate holder is proficient enough in English to undertake post-secondary level studies. Students become eligible for the certificate upon receiving a "C-" grade or higher in English 099 or in each of the equivalent single-skill courses, Writing 095, Reading 096, and Canadian Studies 097. Completion of English 099 has been provincially articulated to be the equivalent of Grade XI Social Studies and Grade XII English.

COURSE DESCRIPTIONS:

1. COMPREHENSIVE COURSES

English 059, English 098 and English 099 are comprehensive courses. Each course is divided into three (3) components as follows:

English 059

- Writing 065
- Reading 066
- Oral Skills 067

English 098

- Writing 085
- Reading 086
- Oral Skills 087

English 099

- Writing 095
- Reading 096
- Canadian Studies 097

These are full-time courses and are recommended for students who are not working full-time or who are not taking more than one additional course. These courses are most suitable for students whose proficiency in reading, writing, speaking and listening is approximately equal.

College Preparatory students registered in English 059 or 098/099 or in three CPE single skill courses, may register, without special permission, in two single blocks of one double block course in Math, Science, Business and Computer Studies or Humanities as set out in the Calendar.

The descriptions below include the main topics covered in the courses.

ENGLISH 059

This Writing class includes advanced grammar, English usage, paragraph writing and paraphrasing. Reading includes comprehension of passages at the Grade 10 level, vocabulary building, increasing reading speed, and improving study skills. The Oral class includes taking lecture notes, participating in class discussions, expressing opinions, making oral presentations and other skills.

Prerequisite:

An overall English Language Assessment (ELA) score of 105 with at least 14 in Composition; Successful completion of the Upper Advanced course in the English Language Skills Department at VCC.

ENGLISH 098

This Writing class covers remediation of grammar problems, paraphrasing, and essay writing. Reading includes comprehension of passages at the Grade 11 level, improving textbook reading skills, and continued work on speed and vocabulary. Oral Skills and Canadian Studies include the development of speaking and listening skills through an introduction to Canadian Literature and Social Studies.

Prerequisite:

Overall English Language Assessment score of 127 with at least 18 in Composition; or C- grade in English 059; or C-grades in Writing 065, Reading 066, and Oral Skills 067; or D in English 059 and C- grade in one of Writing 065, Reading 066, or Oral Skills 067.*

ENGLISH 099

This Writing class covers summary writing, formal argumentation and research report/essay writing. The reading class is designed to improve comprehension to the Grade 12 level, to develop skills in reading college textbooks, and to improve speed and vocabulary. Canadian Studies topics are chosen from Canadian Government, History, Literature, Arts and Current Affairs.

Prerequisites:

C- grade in English 098; or C-grades in Writing 085, Reading 086, and Oral Skills 087; or D in English 098 and C- in one of Writing 085, Reading 086 or Oral Skills 087.*

Credit:

The English 098-099 sequence is equivalent to English 12 and Socials 11.

*Single skill course must be equivalent to course component not successfully completed in English 059 or 098.

2. SINGLE SKILL COURSES

These courses are recommended for students who are working full-time or who are taking more than one high school equivalent or university-transfer course. Single skill courses are also advised for students whose proficiency in reading, writing, speaking, and listening is unequal.

WRITING 055

An intensive, remedial writing course for students who need to improve their writing before entering English 059 or who wish to concentrate on writing only. Grammar, usage, punctuation, guided writing, and an introduction to writing narrative and descriptive paragraphs are included in this course.

Prerequisite:

Overall English Language Assessment score of at least 105 and an ELA Composition score below 14, or Successful completion of Upper Advanced ELS course.

WRITING 065

A course for students who need to improve their writing skills before entering English 098 or Writing 085. It includes an intensive grammar review, paraphrasing, planning and organizing compositions and writing expository paragraphs.

This course is equivalent to the writing component of English 059.

Prerequisite:

At least 14/30 on ELA Composition test; or C- in Writing 055; or D in English 059; or Successful completion of Upper Advanced ELS course.

WRITING 085

An advanced intensive writing course equivalent to the writing component of English 098 for students who need to improve their writing before entering English 099 or Writing 095. Includes grammar review, paraphrasing, and writing expository essays. Essays are based on assigned readings.

Prerequisite:

At least 18/30 on ELA Composition test; or C- in English 059; or C- in Writing 065; or D in English 098.

WRITING 095

Our most advanced writing course, equivalent to the writing component of English 099. Includes summary writing, report writing, argumentation and research paper writing. Compositions are based on assigned readings.

Prerequisite:

At least 23/30 on ELA Composition test; or C- in Writing 085 or English 098; or D in English 099.

READING 066

This course is equivalent to the reading component of English 059. It includes comprehension work at the a Grade 10 level, vocabulary development, speed training and study skills. Students read a variety of fiction and non-fiction and make use of computer assisted reading.

Prerequisite:

Combined ELA Vocabulary and Comprehension score of at least 35/70; or D in English 059; or Successful completion of the ELS Upper Advanced course.

READING 086

This course is equivalent to the reading part of English 098. It covers reading at the Grade 11 level, textbook study, building vocabulary, increasing speed and reading literature.

Prerequisite:

Combined ELA Vocabulary and Comprehension score of at least 43/70; or C- in English 059 or Reading 066; or D in English 098.

READING 096

The most advanced reading course, this is equivalent to the reading part of English 099. Passages read are at the Grade 12 and College level. Includes understanding college textbooks, analyzing literature, developing speed and expanding vocabulary.

Prerequisites:

Combined ELA Vocabulary and Comprehension scores of at least 50/70; or C- in English 098 or Reading 086; or D in English 099.

ORAL SKILLS 067

This course is equivalent to the oral skills part of English 059. Academic speaking and listening skills covered in this course include note-taking, expressing opinions, and giving oral reports. Among class activities are debates, plays, video-taped reports, and individualized work on pronunciation.

Prerequisite:

ELA Listening test score of at least 18/30 and Speaking score of at least 24/30; or D grade in English 059; or Successful completion of Upper Advanced ELS course.

ORAL SKILLS 087

A combination of oral skills and Canadian Studies, this course is equivalent to the oral skills part of English 098. This course covers participating in class discussions, taking lecture notes, and making oral reports. Content includes an introduction to Canadian Literature and Social Studies.

Prerequisite:

ELA Listening score of at least 23/30 and Speaking score of 26/30; or C- in English 059 or Oral Skills 067.

CANADIAN STUDIES 097

An advanced combination of oral skills and Canadian Studies, this course is equivalent to the Canadian Studies part of English 099. Topics studied are chosen from Canadian government, history, literature, the arts and current affairs. Skills include book reporting, debating, discussing a novel and taking lecture notes.

Prerequisites:

C- grade in English 098 or Oral Skills 087; or
D in English 099; or
Permission of College Preparatory English Department Head.

ENGLISH AS A SECOND LANGUAGE: ENGLISH LANGUAGE SKILLS (ELS)



Program Office: Room 3141

Telephone: 871-7241

Gardiner, M., Assistant Department Head

Lennig, L., Intermediate Coordinator

MacLeod, M., Department Head

Morris, M., Beginners Coordinator

Scholefield, S., Advanced Coordinator

Woo, Anna, Program Assistant

PROGRAM DESCRIPTION:

The English Language Skills Department at King Edward Campus offers part-time and full-time courses in ESL from Lower Beginners to Upper Advanced. Classes focus on oral and written communication in English. Special skills classes that focus on one or two skills are also offered. At the end of each term students are assessed to determine an appropriate placement for the following semester. Students completing Upper Advanced are eligible to enter the College Preparatory English Department.

GRADING POLICY:

All courses are non-credit. At the end of each term students are issued a report card with a score for each skill studied. In addition, an overall grade is kept on record.

SCHEDULE:

Courses run January to March, April to June, July & August, September to December.

Classes begin at 8:30 a.m., 12:00 noon, 5:00 p.m. and 7:00 p.m. and run 4 days or evenings a week. Special skills classes are not available in every time slot. Courses are offered two to four days per week.

ADMISSION REQUIREMENTS:

In addition to general KEC admission requirements, all applicants to ELS are required to write an assessment. Please follow the registration procedure listed below.

REGISTRATION:

Obtain an APPLICATION FOR ADMISSION form from the Registrar's Office. Fill out and return the form ALONG WITH the required immigration documents to the Registrar's Office. You have now applied for admission to the ELS Program.

There is currently a waitlist for testing and course access. Therefore, you will be contacted when there is an assessment appointment available for you. PLEASE REMEMBER TO NOTIFY THE REGISTRAR'S OFFICE of a change of address or phone number IF YOU MOVE OR CHANGE YOUR PHONE NUMBER.

Once you have been tested you will be asked to complete an INTENT TO REGISTER form. Your name will then be placed on the waitlist for ELS courses and you will be contacted regarding registration.

Students are required to bring their assessment results or previous report card and appropriate immigration documents to registration.

COURSE DESCRIPTIONS:

1. Integrated Skills Courses

Instruction in these courses integrates the 4 language skills, listening, speaking, reading and writing with appropriate grammar and language functions.

BEGINNER LEVELS (LOWER BEGINNERS, UPPER BEGINNERS & PRE-INTERMEDIATE):

The aim of these courses is to help students use English in everyday situations. Each course includes the grammar necessary to understand and talk about self, family, social needs, jobs, shopping, education and living in Canada. Students work on listening and speaking approximately 60% of the time and reading and writing approximately 40% of the time.

INTERMEDIATE LEVELS (LOWER INTERMEDIATE, UPPER INTERMEDIATE):

The aim of these courses is to improve listening, speaking, reading and writing skills. Students learn to communicate in their roles as consumers, learners, citizens, workers, family members and community members. They read various types of material ranging from brief instructions to newspaper and magazine articles. They write sentences, paragraphs and short stories.

ADVANCED LEVELS (LOWER ADVANCED, UPPER ADVANCED):

The aim of these courses is to increase proficiency in listening, speaking, reading and writing to a level which will enable students to enter College Preparatory English or a vocational training program. The focus is on extending knowledge beyond personal, family and educational situations to a community and universal context. Students use a wide range of materials including newspapers, radio and T.V.

2. Special Skills Courses

INTERMEDIATE PRONUNCIATION AND COMMUNICATION

This course is for Pre-Intermediate or Lower Intermediate Level students who are weak in listening, speaking and/or pronunciation. Students participate in paired work, small group discussions, storytelling, interviews and contact assignments.



INTERMEDIATE READING AND WRITING

This course is for Pre-Intermediate and Lower Intermediate students who need to concentrate on reading and writing. In reading, students will study phonetics, develop vocabulary and practise comprehension skills. In writing, students learn the basic rules of spelling and concentrate on writing correct sentences with good punctuation. They study grammar of the Pre-Intermediate and Lower Intermediate levels.

INTENSIVE READING

This course is for Upper Intermediate and Advanced students who need concentrated reading practice. Students work on speed reading, vocabulary development, context clues, phrase reading, dictionary skills, as well as topic, main idea, and details of paragraphs.

INTENSIVE WRITING

This course is for Upper Intermediate and Advanced Level students who need practice in writing and additional instruction and practise in sentence structure. Students write free compositions, guided compositions, journals, summaries, letters and resumes.

INTENSIVE LISTENING AND SPEAKING

This course is for Upper Intermediate and Advanced Level students who are weak in listening and/or speaking. Students can expect to improve their fluency, vocabulary and oral grammar.

IMPROVE YOUR PRONUNCIATION

This 10-months course is for Advanced and Post Advanced Level students who want to improve their pronunciation. The aim of this course is to identify students' pronunciation errors and correct them. Entry is in September, January and April.

ENGLISH AS A SECOND LANGUAGE: OUTREACH



Program Office: Room 3196

Telephone: 871-7277

Akin, G., Program Assistant

Dragman, J., Assistant Department Head

Sou, P., Program Assistant

Watson, R.M., Department Head

PROGRAM DESCRIPTION:

The department's purpose is to teach English as a Second Language near or in student's homes. At the time of registration, students are assessed as to their language ability and interests and then taught at that level with language and content to meet their needs. The level of classes offered at any one centre depends on the number and ability of the students registering. Instruction through Homefront Learning and the Learning Centres is individualized.

The department is composed of three parts:

1. Community Classes including the Canadiana Centre and K.E.C. North
2. Learning Centres in Vancouver Public Libraries
3. Homefront Learning

ASSESSMENT:

Students are assessed by their instructor at the time of registration at Community Centre locations.

REGISTRATION:

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

COURSE DESCRIPTIONS:

1. Community Classes

Classes are offered at the Beginner, Intermediate and Advanced levels. There are morning, afternoon and evening classes. Students may register in classes held two to four times a week. There are three terms: January, April and September.

LITERACY

This class is designed for students at the beginners level who do not speak or write English at all.

LOWER BEGINNER

The lower beginner classes provide a comfortable place to begin to learn English. The student will have many chances to speak English and build a large vocabulary. The student will also do some writing and reading, as well as learn about Canada.

UPPER BEGINNER

The upper beginner classes provide many opportunities to improve spoken and written English. The student will increase his/her vocabulary, ability to speak with Canadians and function in Canada.

INTERMEDIATE

The intermediate classes will improve listening and speaking ability. The student will understand and enjoy reading and begin to write clear, correct English passages while learning more about life in Canada.

ADVANCED

The advanced classes will continue to improve the student's listening and speaking ability while devoting more time to improving reading and writing skills. The student will gain a deeper knowledge of English grammar and vocabulary and write clear, simple compositions while improving his/her ability to communicate with Canadians.

LOCATIONS:

Classes are held at the following centres:

- Canadiana Centre 499 East Pender Street
- D.E.R.A. 16 East Hastings Street
- Douglas Park Community Centre 801 West 22nd Avenue
- Dunbar Community Centre 4747 Dunbar Street
- Gordon House 1019 Broughton Street
- Jewish Community Centre 950 West 41st Avenue
- Killarney Community Centre 6260 Killarney Street
- Killarney Park Mennonite Church 6426 Kerr Street
- King Edward Campus North 2019 Dundas Street
- Marpole/Oakridge Community Centre 990 West 59th Avenue
- Mount Pleasant Community Centre 3161 Ontario Street
- Sunset Community Centre 404 East 51st Avenue
- West End Community Centre 870 Denman Street

2. Learning Centres in the Libraries

Five centres are operated in conjunction with the Vancouver Public Library, and one operates in conjunction with Canadiana Centre. The centres offer free help to adult students learning English as a second language. The learning centres also provide help to students who wish to upgrade their skills in basic arithmetic, reading, and writing. The centres are open at the following locations at the times noted.

Office hours for the Learning Centre Outreach programs may be obtained by phoning 871-7277.

Britannia Library
1161 Napier Street

Central Library
750 Burrard Street

Mount Pleasant Library
370 East Broadway

South Hill Library
6076 Fraser Street

Hastings Library
2674 East Hastings Street

Canadiana Centre
499 East Pender Street

3. Homefront Learning

The Homefront Learning program is designed to provide free English language instruction to non-English speaking individuals who are unable to attend existing classes for physical, cultural or personal reasons.

Instruction takes place in the student's home and is designed to suit the needs of the individual learner.

Students are taught individually by professionally trained volunteer tutors, at times mutually convenient to both students and tutors.

Volunteer tutors will take part in a free professional training program and will receive a certificate upon completion. Continued guidance and support from Homefront Learning staff will be given, as well as all the necessary instructional materials.

For further information on any of the above Outreach Programs, and for information about training starting dates and fees, call 871-7277.

ENGLISH AS A SECOND LANGUAGE: VOCATIONAL



Program Office: Room 3174
Telephone: 871-7265

Breslauer, K., Program Assistant
Caldwell, R., Department Head

PROGRAM DESCRIPTION:

This department offers a fulltime basic English as a Second Language program and a part-time pre-literacy ESL program.

Applicants who wish to be sponsored by the Canadian Government must apply to L.I.N.C. The telephone is 443-8470.

COURSE DESCRIPTIONS:

1. FULL TIME BASIC PROGRAM

This program provides students with English to live and work in Canada. Classes are offered 6 hours a day (thirty hours a week). This program begins each month. The course is usually 3 or 5 months in length.

2. PRE-LITERACY ESL

This 12 month program offers reading, writing and survival level English skills to students who cannot read, write or speak English. Classes are three hours a day (fifteen hours a week). This program begins each month.

Class times: 12:30 p.m. - 3:30 p.m.
2:30 p.m. - 5:30 p.m.
6:00 p.m. - 9:00 p.m.

Locations:

King Edward Campus, 1155 E. Broadway
King Edward Campus North, 2019 Dundas St.

3. Career (ESL)

For course descriptions, please refer to pages 77-79.

INDEX OF COURSES

Accounting 062	45	English 041 & 051	36
Accounting 072	45	English 061 & 071	36
Applied Accounting 082	45	English 081 & 091	37
Automotive Collision Repair Technician	78	ESL Institutional Aide	67
Automotive Glass Installer Program	79	ESL Automotive Detailer/Paint Preparation	67
Automotive Painting and Refinishing	80	ESL Automotive Brakes & Steering Assistant	66
Automotive Technician	81	French 051	51
Basic Music Theory 003	54	French 061	52
Biology 061	57	French 071	52
Biology 071	57	Finance 092	48
Biology 083	58	GED Preparation	42
Biology 093	58	GED Testing	63
B.C. Pacific Studies 061	53	General Science 061 & 071	42
B.C. Pacific Studies 071	53	Geography 094	52
Canadian Viewpoints 081	50	Geography 095	52
Canadian Viewpoints 091	50	Geography 098	52
Canadian Studies 097	90	History 094	53
Chemistry 061	59	History 095	53
Chemistry 071	59	History 098	53
Chemistry 083	59	HomeFront Learning	93
Chemistry 093	88	Institutional Aide	68
College Preparatory English 059	88	Intensive Reading	91
College Preparatory English 098	88	Intensive Writing	91
College Preparatory English 099	88	Intensive Listening/Speaking	92
Computer Keyboarding 042	45	Improve your Pronunciation	92
Computer Keyboarding 062	46	Intermediate Pronunciation and Communication	91
Computer Keyboarding 072	46	Intermediate Reading and Writing	91
Computer Studies 063	46	International Education	08
Computer Studies 073	47	Law 082	48
Computer Studies 083	47	Law 092	48
Computer Studies 093	47	Literature 083	50
Data Processing 083	47	Literature 093	50
Data Processing 084	47	Mathematics 031	33
Data Processing 093	48	Mathematics 050	55
Diesel Engine Service & Overhaul	83	Mathematics 051	55
Diesel Technician	83	Mathematics 061	55
Economics 094	49	Mathematics 071	56
Economics 095	49	Mathematics 083	56
English Language Skills		Mathematics 093	56
Beginners	91	Mathematics 050 & 051	55
Intermediate	91	Mathematics 052 & 053	40
Advanced	91	Mathematics 062 & 063	40
English 031	33	Mathematics Skills 057	41
English 041	49	Mathematics Skills 077	41
English 051	49	Mathematics Skills 097	41
English 061	50	Music Courses	69
English 071	50	Native Education Centre Courses	64
English 096	50	Oral Skills 067	89

Oral Skills 087	89	Science Skills 057	42
Outreach		Science Skills 077	42
Lower Beginner	92	Sign Language Entry Level 300	74
Upper Beginner	92	Sign Language Fluency Level 400	75
Intermediate	93	Sign Language - Part-time evening	73
Advanced	93	Sign Language - Summer sessions	73
Physics 061	60	Social Science 051	54
Physics 071	60	Spelling 057	51
Physics 083	60	Spelling 077	38
Physics 093	61	Word Processing 082	48
Psychology 061	54	Writing 055	88
Psychology 071	54	Writing 065	88
Reading 066	89	Writing 085	89
Reading 086	89	Writing 095	89
Reading 096	89	Writing Skills 097	51
Reading and Study Skills 077	51	Writing Skills 057	38
Reading and Study Skills 097	51	Writing Skills 077	38
Science 051	41	Writing Skills 097	39

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