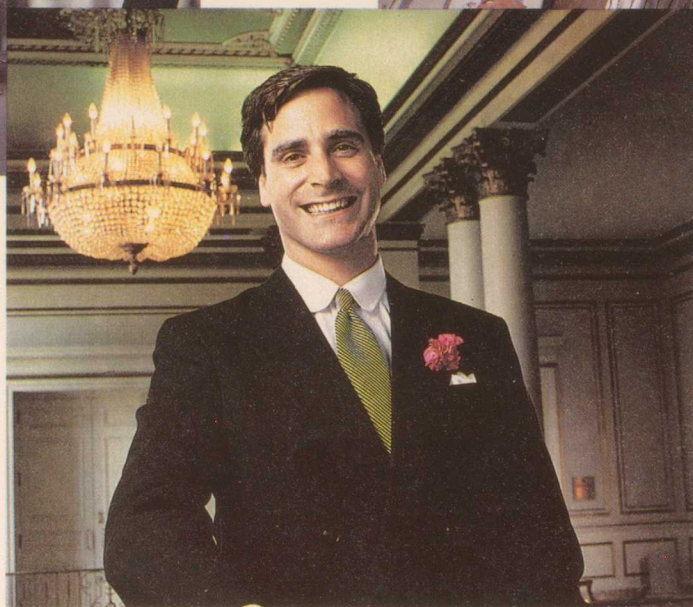
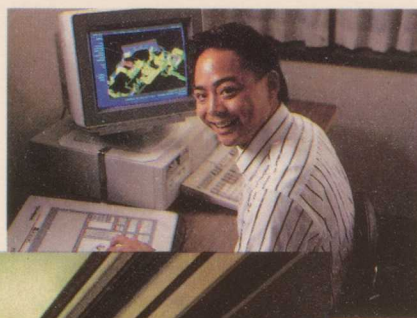


Vancouver

COMMUNITY COLLEGE

CITY CENTRE

1 9 9 3 - 1 9 9 4



CALENDAR

CALENDAR



CONTENTS

VANCOUVER COMMUNITY COLLEGE

CITY CENTRE
1993 - 1994 CALENDAR

VANCOUVER COMMUNITY COLLEGE
CITY CENTRE
250 WEST PENDER STREET
VANCOUVER, B.C.
V6B 1S9
TELEPHONE: (604) 443-8300
FAX: 443-8588

CONTENTS

VANCOUVER COMMUNITY COLLEGE

President's Welcome	1
A Brief History	3
Campuses	4

CITY CENTRE – GUIDELINES FOR STUDENTS

Calendar of Events	5
Responsibility of the College	5
Harassment	5
Responsibilities of the Student	6
Definitions of Terms	6
General Program Starts	6
Part-time Courses	7
Safety and Accident Prevention	7
Medical Insurance	7
First Nations Students	7

ADMISSIONS

General Requirements	8
Academic Requirements	9
Mature Student Status	9
Career Preparation Students	9
Audit Students	9
Admission Procedures	9
Medical Certificate	9
Change of Name or Address	9

FEES

Tuition	10
Additional Costs per Program	10
Student Association Fees	10
Sponsored Students	10
Returned Cheques	10
Refunds	10

FINANCIAL AID

Sources	11
Canada Employment and Immigration Training Assistance	11

COUNSELLING & ADVISING CENTRE

ASSESSMENT CENTRE

Outcomes of the Assessment Process	13
English Language Assessment	13
Other Assessments	13
Fees	13

STUDENT RECORDS

Grade Point System	14
Appeal of Final Course Grades	15
Student Grievance	15
Withdrawals	15
Transfer from Campus to Campus or Program to Program	15
Transfer to Other Institutions	15
Transcripts	15
Student Identification Card	15

FACILITIES

Student Services Centre	16
Health Services	16
First Aid Service	16
Library	16
Bookstore	17
Lost and Found	17
Cafeteria	17
Parking	17
Canada Employment and Immigration Commission – Training Liaison Office	17
Student Association	17
Detailed Program Information	18

DETAILED COURSE INFORMATION

BUSINESS

Accounting	21
Business Education Preparation	22
Computer Application Support Specialist	23
Legal Secretary	24
Medical Office Assistant	25
Medical Secretary	26
Medical Transcriptionist	27
Secretary	28
Traffic, Customs and Transportation Clerk	29

HEALTH SCIENCES

Dental

Dental Assisting	33
Dental Hygiene	35
Dental Reception	39
Dental Technician Co-operative Education	41
Denturist	42

Long Term Care and Allied Health

Caring for the Mentally Fragile Elderly	44
Home Support Aide Upgrade	45
Long Term Care Aide Upgrade	46

Medical Laboratory Assistant	47	Culinary Arts	
Nursing Unit Clerk	48	Culinary Arts	83
Resident Care Attendant	49	Culinary Arts – Apprentice	84
Nursing		Food and Beverage Management	
Practical Nursing	51	Dining Room and Lounge Service – Basic	85
Licensed Practical Nurse Refresher Program	54	Dining Room and Lounge Service – Advanced	85
		Food and Beverage Management	86
TECHNICAL		Hospitality Administration	87
Computer Graphics	57	Programs for the Tourism Professional	91
Drafting	59	Retail Meats	
Computer Aided Design Drafting (CADD) ..		Retail Meat Processing	89
CADD Technology 1 (AutoCadd)	60	Retail Meat Cutting Apprenticeship	90
Drafting – Architectural, Civil, Structural and CADD ..	61	Sausage Making and Smoked Meats	90
Drafting – Architectural, Mechanical and CADD	62	Tourism/Travel	
Drafting – Architectural, Steel Detailing and CADD ..	63	Travel Agent	93
Electronics		English as a Second Language Programs	
Electronics Basic	64	Baking Assistant – E.S.L.	94
Electronics Technician (Computer Option)	65	Culinary Arts/Core and Short Order Cooking – E.S.L.	95
Electronics Technician (Consumer Option)	67	Dining Room and Lounge Service – Basic – E.S.L.	96
Electronics Technician (Telecommunications Option) ..	68		
Electronics Part-time (Credit)		SERVICE PROGRAMS	
Basic Electronics	69	Building Service Worker	97
Advanced Electronics	69	Building Service Worker – E.S.L.	98
Jewellery Art and Design	70	Hairstyling	
Printing Production		Esthetics (Skin Care)	99
Printing Production – Basic	73	Hairstyling – Women's/Men's	100
Printing Production – Advanced	74	Hairstyling – Women's/Men's – E.S.L.	101
Production Planning	74		
Composition	74	PROGRAMS FOR STUDENTS WITH	
Litho-Prep	75	DISABILITIES	
Camera/Scanner	75	Building Service Worker (Extended)	102
Press and Bindery	76	Career Awareness	103
		Food Service Careers	104
TOURISM & HOSPITALITY CENTRE		Job Readiness	105
Asian Culinary Arts		Office Core Skills	105
Chinese Cuisine	79		
Vietnamese Cuisine	80	PROVINCIAL INSTRUCTOR DIPLOMA	
Baking & Pastry Arts		PROGRAM	107
Baking and Pastry – Apprentice	81	AWARDS, BURSARIES AND SCHOLARSHIPS	108
Baking and Pastry Arts	81	FACULTY AND STAFF	115
Baking and Pastry Upgrade	82	PROGRAM ADVISORY COMMITTEES	119

WELCOME TO VANCOUVER COMMUNITY COLLEGE

I have now been at Vancouver Community College for one year. Initially I set out to discover just what makes this institution tick. I 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.

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

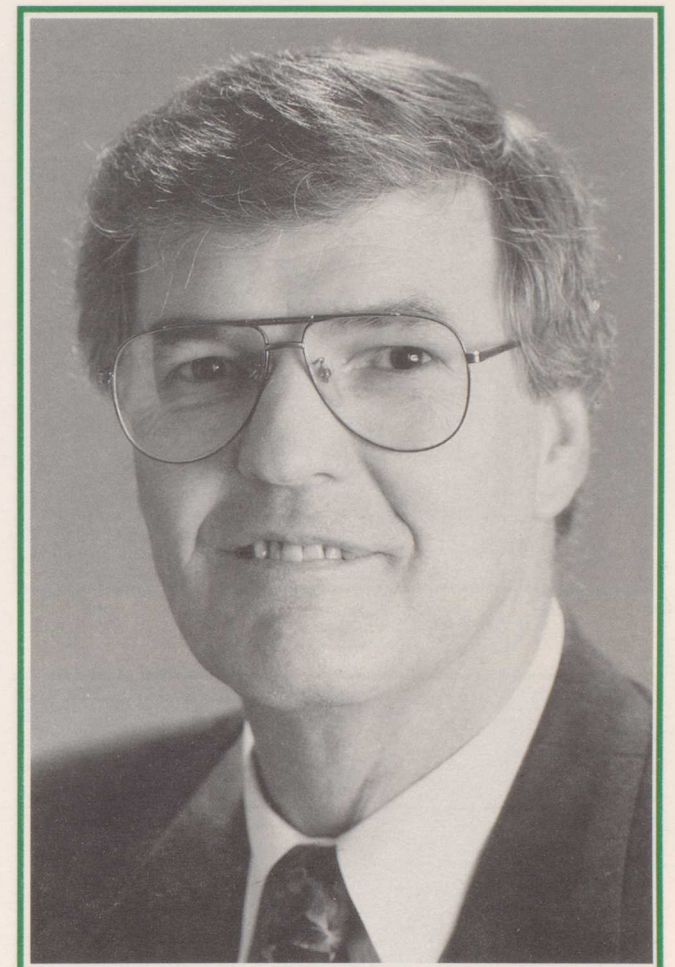
I say people in the broadest sense, because it is not a select few who make this college thrive. It is the energy and dedication of our committed support staff, our expert faculty and our able administrators who approach their duties with passion, purpose and pride. But most of all it is you, our students,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

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

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

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

JOHN CRUICKSHANK
PRESIDENT



A BRIEF HISTORY

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

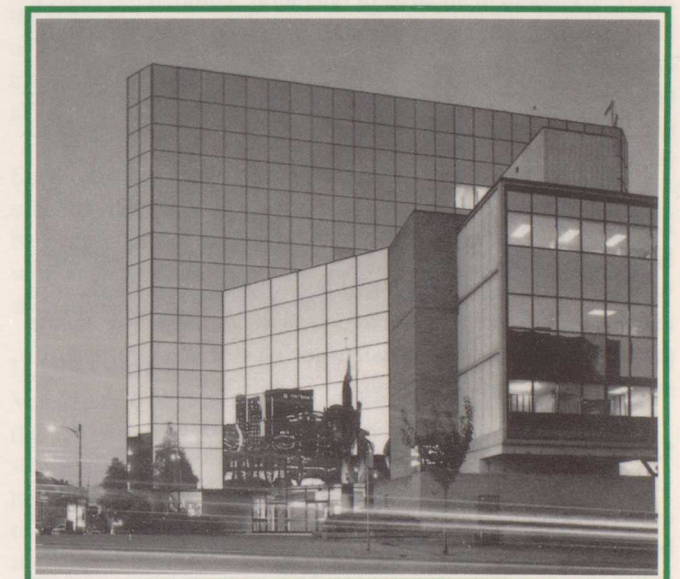
Growing with startling speed, the King Edward Centre proved so inadequate at containing the requirements of the academic areas that a new campus was built at Langara and opened in October of 1970. However, the old King Edward site was not vacant for long; it soon housed the fifth division of the College,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

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

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

The College Board, which oversees the affairs of the College, consists of 18 members appointed by the Provincial Lieutenant Governor in Council.

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



CAMPUSES

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

CITY CENTRE

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

Classes operate on a five-day week over the entire year. In most of the 60 plus programs offered at this campus, content is primarily one-third theory and two-thirds practical experience. In response to the heavy demand for training, some programs are offered on an extended day basis through day, evening and weekend classes. A number of the programs offered at City Centre are unique in British Columbia.

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

KING EDWARD CAMPUS

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

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

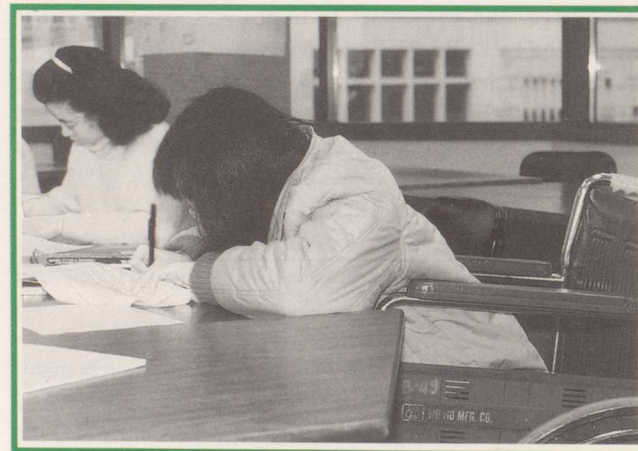
King Edward Campus consists of three instructional divisions: Adult Basic Education, English Language Training and Career. At present, more than 5,000 full-time and part-time students are enrolled in classes which are held Monday to Friday, 0800 – 2200 hours.

LANGARA CAMPUS

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

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

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



CITY CENTRE — GUIDELINES FOR STUDENTS

CALENDAR OF EVENTS 1993 – 1994

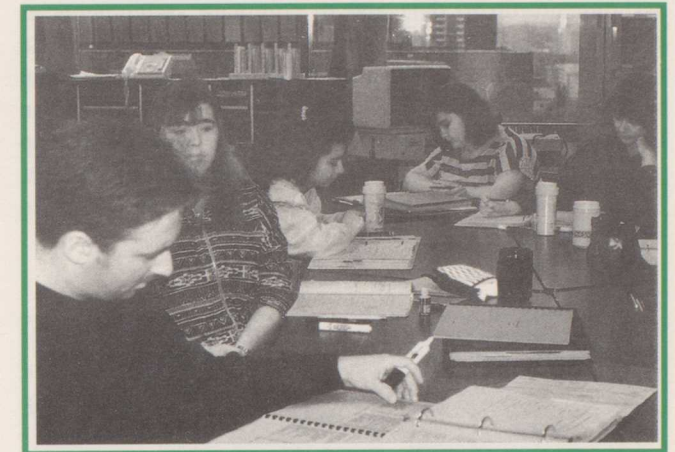
September 6:	Labour Day — Statutory Holiday
October 11:	Thanksgiving Day — Statutory Holiday
November 11:	Remembrance Day — Classes cancelled
November 26:	City Centre Ceremony
December 21:	Last day of Classes
December 24 – January 3:	Campus closed
January 4:	Classes Recommence
January 27:	Graduation for students graduating between August 1, 1993 and January 31, 1994
February 11:	City Centre Day — Campus closed
April 1:	Good Friday — Statutory Holiday
April 4:	Easter Monday — College closed
May 13:	City Centre Ceremony
May 23:	Victoria Day — College closed
June 24:	Graduation for students graduating between February 1, 1994 and July 31, 1994
July 1:	Canada Day — Statutory Holiday
August 1:	British Columbia Day — Statutory Holiday

City Centre is closed on Sundays. Certain facilities are open on Saturdays. Please refer to individual departments for exact hours of operation. From July 23 to September 4 inclusive, City Centre will also be closed on Saturdays.

RESPONSIBILITY OF THE COLLEGE

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

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



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

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

HARASSMENT

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

The College considers any form of harassment of an individual involved in College activities to be a serious violation of that individual's fundamental rights. Such a violation is a serious offence which may be subject to a range of resolutions including mediated settlement or, in certain circumstances, disciplinary measures up to and including dismissal or expulsion. For further information please contact the Harassment Officer at 443-8310 Monday to Friday 0900 to 1700 hours.

RESPONSIBILITIES OF THE STUDENT

1. To Their Studies:

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

2. To The Faculty:

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

3. To The College:

Acceptance into a College program carries with it an obligation to maintain a mature and responsible standard of conduct, deportment and dress. The College does not condone, nor will it tolerate, acts of cheating, plagiarism or other forms of academic dishonesty. While on campus, it is the responsibility of every student to observe the laws governing the community as well as the rules of Vancouver Community College. A student who fails to do so, or who acts in a manner that reflects unfavourably upon him/herself, the College or the student body, is subject to disciplinary action which may result in suspension or dismissal. For both safety and health reasons, students are not allowed to bring animals into the College with the exception of guide dogs for the blind, and hearing ear dogs.

4. To The Community:

The College is organized and operated by the Vancouver Community College Board as a public service at community



expense; the cooperation of all students in proving the value of such an institution to the community is expected at all times.

DEFINITIONS OF TERMS

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

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

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

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

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

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

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

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

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

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

GENERAL PROGRAM STARTS

Classes are scheduled on the basis of a six-hour day, five days a week, twelve months a year. In response to the heavy demand for training, some programs are operated on both a day and an

extended day basis. Vancouver Community College reserves the right to alter class hours, schedules and fees to best serve educational needs.

PART-TIME COURSES

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

SAFETY AND ACCIDENT PREVENTION

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

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

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

MEDICAL INSURANCE

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

FIRST NATIONS STUDENTS

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

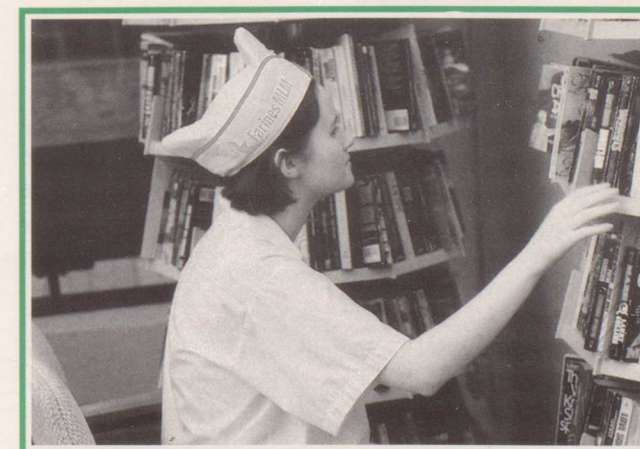
- increasing the participation, retention and success rates among First Nations learners, and,
- providing the support services necessary for First Nations students to succeed in their chosen field of study.

First Nations students, whether currently registered or considering enrolment at City Centre, are encouraged to contact the First Nations Education 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 City Centre and/or transfer to other post-secondary institutes upon completion of studies at VCC.

For further information contact the Counselling Department.



ADMISSIONS

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

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

GENERAL REQUIREMENTS

1. Citizenship

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

2. International Students

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

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

3. English Language Proficiency

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

4. Acceptance of Application

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



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

- Application date at City Centre for a specific program.
- Start date of the prerequisite courses at Vancouver Community College.
- Start date of prerequisite courses at a secondary or other post-secondary institution (not to exceed 6 months maximum).

Note: If a class has been filled prior to City Centre receiving the transcript for the completed prerequisite course, then the applicant will remain on the list for the next class. A person may submit applications to more than one program at the same time.

5. Application Lists

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

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

6. Conditional Entry

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

ACADEMIC REQUIREMENTS

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

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

MATURE STUDENT STATUS

Applicants who lack sufficient formal education to meet specific program requirements for admission may apply for Mature Student status. This will take into account work experience, background, previous education, age, or a combination thereof, to determine eligibility. It is within the discretion of the Registry to waive the requirements of regular admission. An applicant may be accepted as a mature student if the applicant is: at least 19 years of age; one year out of secondary school; and the applicant's background and experience are evaluated against the specific program requirements. Mature applicants, on the basis of the above evaluation, may be required to take prerequisite courses before entering a program.

CAREER PREPARATION STUDENTS

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

AUDIT STUDENTS

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

ADMISSION PROCEDURES

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

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

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

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

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

MEDICAL CERTIFICATE

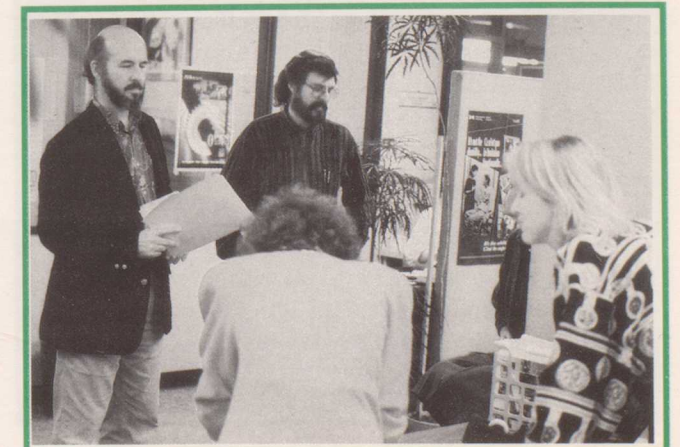
Some programs require that the applicant complete a medical questionnaire and provide a recent negative Tb skin test report (if the skin test report is positive, a chest X-ray report is required). In nursing programs, immunizations are necessary before permission is granted for entry into hospitals and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

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

CHANGE OF NAME OR ADDRESS

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

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



FEES

TUITION

1. The tuition fees for a full-time student shall be based on a monthly tuition fee rate, as set by the College Board. For further information contact the Cashier's Office.

2. The tuition fees for a part-time student shall be based on a tuition fee rate per hour of instruction, as set by the College Board.

3. The College periodically offers special programs requested by business, industry, and community organizations. The cost of these special project programs is determined by the College, and in such cases the normal schedule of fees may not be applicable.

4. Some programs are offered on a cost recovery basis, and fees for these may be substantially higher than for regular programs.

5. All tuition fees shall be payable in advance of training provided.

6. The tuition fee rates are subject to change.

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

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

ADDITIONAL COSTS PER PROGRAM

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

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

STUDENT ASSOCIATION FEES

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

SPONSORED STUDENTS

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

RETURNED CHEQUES

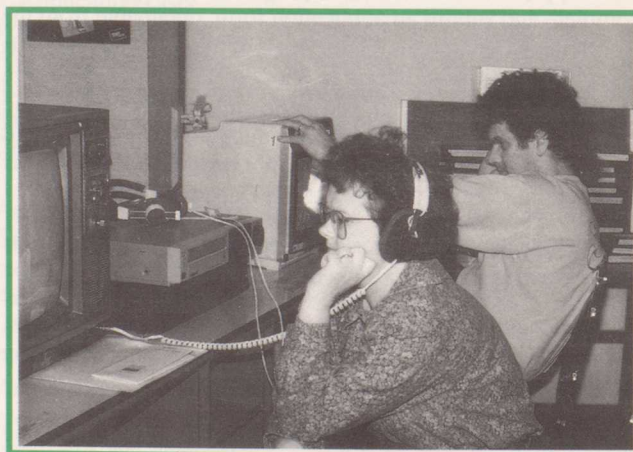
A charge will be levied on all returned cheques. For cheques returned NSF, the Cashier will accept only cash, certified cheque, or money order on all subsequent payments.

REFUNDS

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

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

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



FINANCIAL AID

SOURCES

1. B.C. STUDENT ASSISTANCE PROGRAM

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

Each applicant is encouraged to make an appointment to have an advisor review his/her loan application for corrections and completeness. Appointments can be made between 1:30 and 4:30 Monday through Thursday. Applications that are not completed correctly encounter long delays in processing.

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

P.T.S.A.P. is a provincially sponsored program established to give financial aid to students who are unable to enroll in full-time post-secondary studies. These students may be unable to attend full-time courses because of family responsibilities or other reasons. P.T.S.A.P. assists such students with grants for tuition only.

3. ADULT BASIC EDUCATION STUDENT ASSISTANCE PROGRAM

A.B.E.S.A.P. is a provincially funded program established to provide non-repayable grants to needy students. These grants are directed to the cost of tuition fees. Only students in A.S.E. and E.S.L. vocational programs at City Centre are eligible for this funding.

4. WORK STUDY PROGRAM

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

5. BURSARY

A bursary is a non-repayable award which is made to students who demonstrate financial need and an ability to maintain a satisfactory academic record. Bursary applications will be considered once a student is halfway through his/her program

6. SCHOLARSHIP

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

C.E.I.C. – TRAINING ASSISTANCE

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

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

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

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



THE COUNSELLING & ADVISING CENTRE

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

1. DETAILED PROGRAM INFORMATION

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

2. PROGRAM ADVISING

Program advising is available by appointment. Student services assistants will help you with understanding program prerequisites, application procedures, sources of financial support and other relevant information.

3. GROUP INFORMATION SESSIONS

Information sessions are held from time to time on a variety of programs at City Centre.

4. CAREER COUNSELLING

Individual career counselling is available by appointment. A professional counsellor will help you in choosing a career that fits with your personal values, interests, and abilities.

5. PERSONAL COUNSELLING

Sometimes, personal issues interfere with your studies. Individual counselling is available to help you with those personal concerns and to provide you with support in meeting your educational and career goals. All counselling is strictly confidential.

6. STUDENT SUCCESS WORKSHOPS

We teach a variety of student success skills that include reading and study skills, test taking, stress and time management, assertiveness, and job search. Workshops are offered in class, during lunch hour and after school. Applicants who have met all program prerequisites may also sign up for student success workshops.

7. SERVICES FOR STUDENTS WITH DISABILITIES

We are committed to providing specialized assistance and support services to any student with a disability. Our comprehensive service includes:

- Getting to know City Centre campus.
- Help with application and registration procedures.
- Designated parking.
- Meeting Instructors.
- Equipment adaptation.
- Exam accommodation.
- Help with studying and note taking.
- Interpreting services for persons with a hearing impairment.
- Brailled and / or taped texts for persons with a visual impairment or learning disability.
- Referral for educational assessment, job search assistance, and personal support.
- Personal and confidential counselling.

Verification of your disability may be required.

8. REFERRALS

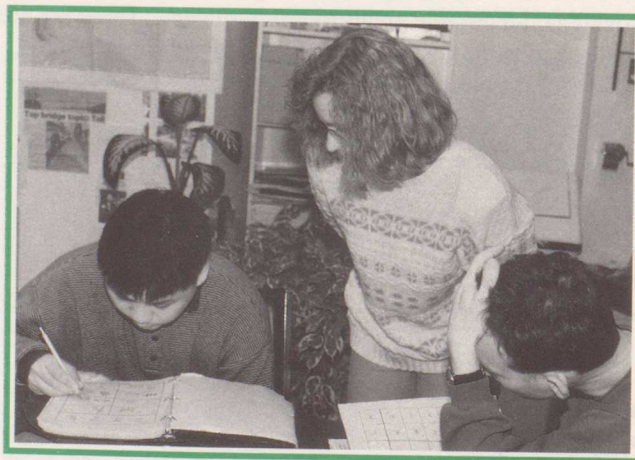
If we are unable to help you at City Centre, we will assist you in finding resources in the community.

The Counselling and Advising Centre is open from 8:00 a.m. to 4:30 p.m. Monday to Friday.

For PROGRAM INFORMATION call 443-8443

For an APPOINTMENT for program advising, call 443-8453

For SERVICES TO STUDENTS WITH DISABILITIES call 443-8451 (TDD/TDY 443-8323)



ASSESSMENT CENTRE

The Assessment Centre serves students and clients who wish to learn more about their academic abilities, interests and aptitudes and assists them in developing a vocational plan. A wide variety of people are tested including those not easily placed in the educational system; people with mental, physical or learning disabilities and those with limited formal education.

Assessments are made using one or more of the following tests:

1. Canadian Adult Achievement Test (CAAT) — results are reported in percentile, stanine and grade equivalent. Administration time varies from 2 to 5 hours.

2. Canadian Achievement Test (CAT) — results are reported in percentile, stanine and grade equivalent. Administration time varies from 1 to 4 hours.

3. Vocational Interest Temperament and Aptitude System (VITAS) — using 21 different work samples, information about a person's aptitudes, interests and work-related temperaments is used when making recommendations for a vocational plan. Administration time is 2 to 3 full days.

4. Microcomputer Evaluation and Screening Assessment /Short Form 2 (MESA-SF2) — using hands-on, paper/pencil and computer exercises, a person's job skills, aptitudes and interests are measured and used in career exploration and finding the appropriate educational program. Administration time is 3 to 5 hours.

5. Pictorial Inventory of Careers (PIC) — using video format and requiring a minimum of reading, a person rates a variety of jobs to learn more about their interest patterns. Administration time is 2 hours.

6. General Aptitude Test Battery (GATB) and the Canadian Occupational Interest Inventory (COII) — using apparatus and paper/pencil tests, a person's interests, aptitudes and general learning abilities are assessed and an appropriate vocational plan developed. Administration time is 3 to 5 hours.

OUTCOMES OF THE ASSESSMENT PROCESS

1. After a person completes any or a combination of the above tests, their results are discussed and interpreted either by the Assessment Centre staff or a member of the Counselling Department. Recommendations are made and assistance with course or vocational planning is provided.

2. For aptitude and interest tests, a confidential written report is prepared which summarizes the results, recommendations and vocational plan.

3. For achievement tests, a confidential report is provided to the applicant and referring counsellor.

ENGLISH LANGUAGE ASSESSMENT

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

OTHER ASSESSMENTS

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

FEES

For information about referrals and fees, please call the Assessment Centre staff:

Coordinator — Don Hume 443-8522
Instructor — Leslie DeConnick 443-8519



STUDENT RECORDS

GRADE POINT SYSTEM

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

LETTER GRADE	NUMERICAL EQUIVALENT
A Excellent	= 4
B Above Average	= 3
C Average	= 2
D Below Average	= 1
F Fail	= 0
S Satisfactory	= No grade point assigned
U Unsatisfactory	= No grade point assigned
E Exempt	= No grade point assigned
R Audit	= No grade point assigned
Z Anecdotal	= No grade point assigned

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

1. First, the student's 'grade points' for each course are determined by multiplying the 'credit hours' allotted to the course by the numerical equivalent of the marks attained by the student (A = 4, etc.).
2. The total grade points are then determined as the sum of these products.
3. This total is then divided by the sum of credit hours for all courses attempted. The result is the GPA.

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

The following example illustrates the calculation of GPA:

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

GPA is 21.5 divided by 9.5 = 2.26

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

Exempt "E" Grade Designation

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



STUDENT RECORDS

Audit "R" Grade Designation

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

Note — Conversion from an audit to a credit basis or from a credit to audit status is possible only by permission of the Department Head and the Registrar.

Anecdotal "Z" Grade Designation

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

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

Satisfactory "S" or Unsatisfactory "U" Grade Designation

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

APPEAL OF FINAL COURSE GRADES

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

STUDENT GRIEVANCE

College policies and procedures exist for the purpose of providing students with an opportunity to protest sexual harassment, or racial or religious discrimination. Such a grievance may be initiated with the Ombudsperson of the Student Association, the Registrar, a Counsellor, or the Harassment Issues Advisor.

WITHDRAWALS

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

TRANSFER FROM CAMPUS TO CAMPUS OR PROGRAM TO PROGRAM

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

TRANSFER TO OTHER INSTITUTIONS

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

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

TRANSCRIPTS

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

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

STUDENT IDENTIFICATION CARD

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

FACILITIES

STUDENT SERVICES CENTRE

The Student Services Centre is the first step for persons seeking information regarding programs at City Centre. The Student Services Centre is located at the West Pender Street entrance.

Housed in this area are:

- Admissions
- Cashier's Office
- Counselling
- Financial Aid
- Student Records
- Registrar

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



HEALTH SERVICES

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

Services available are:

- medical assessment and treatment of illness and injuries
- first aid
- over-the-counter medications
- stress management and counselling
- Tb screening
- referrals to medical specialists, medical facilities, etc.
- Hepatitis B vaccine

Hours:

First Aid: 7:00 a.m. – 10:00 p.m., Monday to Friday
8:00 a.m. – 1:30 p.m., Saturday
Nurse: 8:30 a.m. – 3:00 p.m., Monday to Friday
Physician: 2 1/2 days per week
Phones: EMERGENCY within the building, 4444
Nurse – 8337
Physician – 8338

FIRST AID SERVICE

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

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

LIBRARY

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

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

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

Library Hours:

SEPTEMBER - MAY

Monday -
Thursday 7:30 a.m. – 9:00 p.m.
Friday 7:30 a.m. – 4:00 p.m.
Saturday 12:00 noon – 4:00 p.m.
Sunday Closed

FACILITIES

LIBRARY (CONTINUED)

JUNE - AUGUST

Monday & Wednesday 7:30 a.m. – 5:00 p.m.
Tuesday & Thursday 7:30 a.m. – 8:00 p.m.
Friday 7:30 a.m. – 4:00 p.m.
Saturday & Sunday Closed

TELEPHONES:

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

BOOKSTORE

The Bookstore, located in the Mall at the Dunsmuir/Hamilton entrance, sells textbooks, supplementary workbooks, stationary and supplies, and special tools and equipment required in some programs.

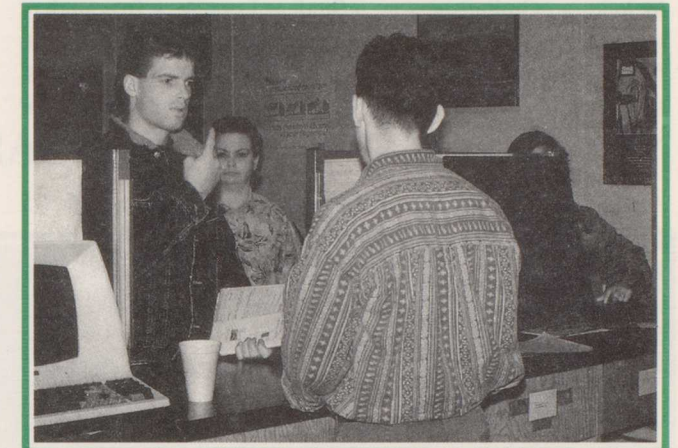


LOST AND FOUND

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

CAFETERIA

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



PARKING

Student parking is not available on campus. City Centre is served extremely well by all modes of public transit. Students wishing to bring their own vehicles, rather than use public transit, must make their own parking arrangements.

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION — TRAINING LIAISON OFFICE

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

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

STUDENT ASSOCIATION

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

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

FACILITIES

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

Also available in the Student Lounge between 12-1 p.m. & 4-5 p.m. is the B.C. Transit Fast-Trax Sticker. For \$2.00 the sticker enables the student to purchase a one-zone farecard, and upon presentation of their validated (with sticker) student I.D. card and their one zone monthly farecard, a student may travel through any zone at any time without having to pay extra.

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



For more information on your Student Association, call 443-8362. Our Office and lounge hours are Monday-Friday 9:00 a.m.-5:00 p.m.

DETAILED PROGRAM INFORMATION

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

BUSINESS PROGRAMS



ACCOUNTING

Program Length: 12 months
 Starting: Three times annually; January, May & September
 Certification: Certificate

PREREQUISITES

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

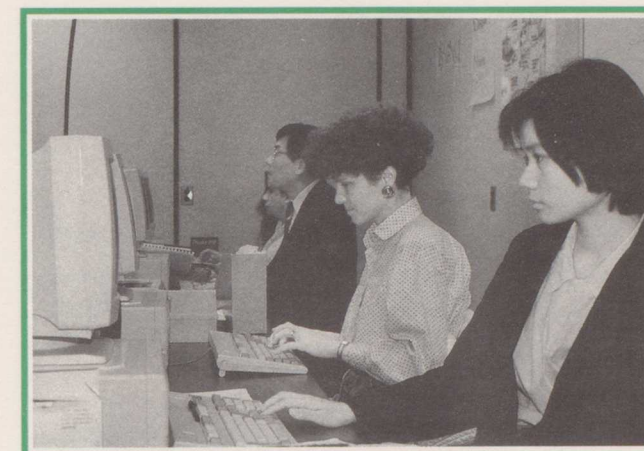
ABOUT THE PROGRAM

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

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

SEMESTER 1

Course 1499 Introduction to Word Processing
 Course 1878 Business Mathematics
 Course 1879 Programming Microcomputers in BASIC
 Course 1568 Communications: Business Correspondence
 Course 1802 Introduction to Microcomputers
 Course 1880 Bookkeeping/Introduction to Accounting
 Course 1909 Accounting Computer Applications 1
 Course 7224 Human Relations
 Course 2950 Word Processing Applications

**SEMESTER 2**

Course 1804 Database Applications
 Course 9030 Fundamental Accounting Principles 1
 Course 1561 Payroll and Payroll Legislation
 Course 2739 Accounting Computer Applications 2
 Course 1877 Introduction to Spreadsheet Management
 Course 1876 General Business Law

SEMESTER 3

Course 3688 Accounting Computer Applications 4
 Course 3295 Fundamental Accounting Principles 2
 Course 1560 Communications: Report Writing
 Course 3686 Accounting Computer Applications 3
 Course 3687 Practicum

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$575

Department Head — Ed Wakulchik

BUSINESS EDUCATION PREPARATION

Program Length: Three months
Starting: Quarterly
Certification: Certificate

PREREQUISITES

Grade 10 or equivalent

ABOUT THE PROGRAM

Graduates of this program will meet the grade 12 equivalency requirements for admission to other programs in the College.

LEVEL 1 — 12 WEEKS

Course 1957 **Business Communication**
Course 1630 **Business Mathematics and Machines**
Course 1631 **Recordkeeping**
Course 1958 **Introductory Keyboarding**
Course 3393 **Computer Literacy**

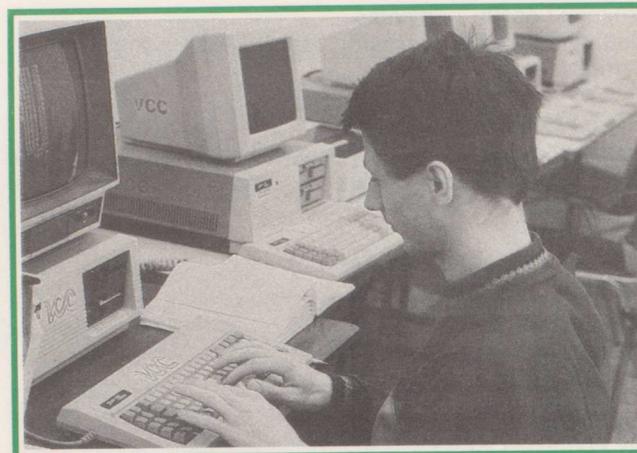
CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$115

Department Head — Barry Kendrick



COMPUTER APPLICATION SUPPORT SPECIALIST

Program Length: 12 months
Starting: April & November, January
Certification: Certificate

PREREQUISITES

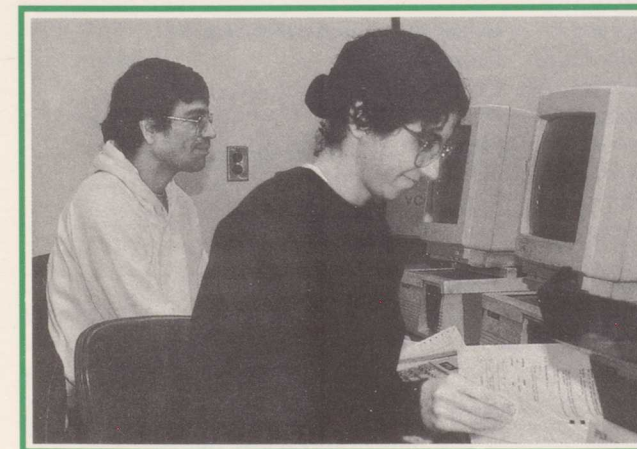
Grade 12 Diploma or equivalent, (keyboarding skills recommended)

RECOMMENDED

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

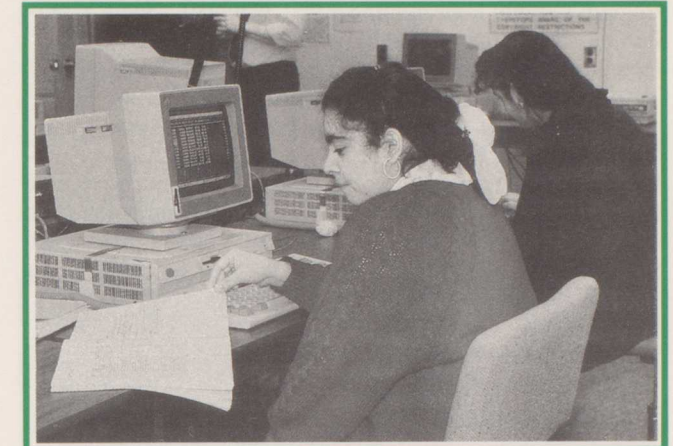
ABOUT THE PROGRAM

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



LEVEL 1 — 12 WEEKS

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



LEVEL 2 — 12 WEEKS

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

LEVEL 3 — 12 WEEKS

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

LEVEL 4 — 12 WEEKS

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$630

Department Head — Ed Wakulchik

LEGAL SECRETARY

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

PREREQUISITES

It is our desire to ensure that you, the potential student, receive greater access to, and success in, the Legal Secretary Program at City Centre. Therefore, the following guidelines, coupled with your life experiences, will be used to determine your eligibility for entrance to the Legal Secretary Program.

1. One year's secretarial experience, and the following:

- A tested keyboarding speed of 55 GWAM for 5 minutes with a maximum of 5 errors on either a computer or electronic typewriter;
- A tested equivalent of Office Dictation 1 (#2874); and
- Certified completion or experience using word processing software (WP 5.1 or MSWord preferred) as verified by an employer.

OR

2. Successful completion of Vancouver Community College/City Centre Secretary Certificate Program or equivalent.



ABOUT THE PROGRAM

This advanced program is intended for graduates of the Secretary Program as well as experienced secretaries wishing to become legal secretaries. Students will acquire the skills and knowledge to apply time management principles and set priorities; create, edit, print, store and retrieve legal documents and correspondence using electronic typewriters and microcomputers; perform legal secretarial duties and procedures in the specialty areas of general law, wills and estates, litigation, conveyancing, family law and corporate



procedures. The main emphasis is on the development of practical skills training including machine transcription. Students will progress through modules and case studies on both a group and individual basis. Where the subject area requires, theory is presented by means of lectures, demonstrations, occasional guest lecturers or films. Both practical and theoretical knowledge is supported by means of field trips to Law Courts, the Land Title Office and to law offices. Time is normally set aside for a practicum towards the end of the program when the student will be placed in a challenging work environment within a law firm or law-related office.

COURSES

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$550

Department Head — Fern Reed

MEDICAL OFFICE ASSISTANT

Program Length: Nine months
 Starting: September
 Certification: Certificate

PREREQUISITES

Grade 12 Diploma or equivalent and a typing speed of 25 gross words per minute with 5 or fewer errors. If prospective students do not have a Grade 12 Diploma, they must have equivalent status and one years related office experience as confirmed by an employer's letter.

ABOUT THE PROGRAM

The complex and detailed nature of working with physicians and allied health care providers in the demanding position of a Medical Office Assistant requires excellent communication and office skills to coordinate quality patient care.

Students acquire skills to use effective oral and written communication techniques; demonstrate office procedures and time management; apply medical terminology in all courses including typing, transcription and word processing; perform bookkeeping, manual and computer medical billing; complete a variety of clinical procedures in accordance with the guidelines and standards of the medical field; understand and adhere to medical-legal aspects in all courses including pharmacology. The program involves extensive direct medical office work experience (practicums) where additional practical application of the program skills are performed to Health Care field standards.

LEVEL 1

Course 1965	Basic Medical Terminology, Anatomy, Physiology and Diseases
Course 1578	Medical Communications
Course 1971	Medical Office Practice
Course 7055	Medical Typing Applications
Course 7115	Speed and Accuracy Development 1

LEVEL 2

Course 7295	Introduction to Microcomputers and Word Processing
Course 7296	Medical Word Processing Applications 1
Course 2839	Introduction to Basic Pharmacology
Course 2840	Medical Billing
Course 7297	Medical Office and Clinical Practices 1
Course 7298	Speed and Accuracy Development 2
Course 7299	Practicum 1

LEVEL 3

Course 3638	Medical Word Processing Applications 2
Course 1583	Medical Bookkeeping and Payroll
Course 3503	Medical Transcription
Course 7300	Medical Office and Clinical Practices 2
Course 7301	Speed and Accuracy Development 3
Course 3646	Practicum 2



CAREER PROSPECTS

The scope of job opportunities for a multi-skilled medical assistant are broad and in demand. Career options include Medical Office Assistant, Medical Receptionist, Medical Bookkeeper/Billing Clerk, Clinical Office Assistant, Outpatients/Ambulatory Clinic Clerk, Admitting Clerk and Medical Typist. Employment is available in family physicians and specialists' offices, clinics, hospitals, universities, allied medical facilities and public health agencies.

ADDITIONAL COSTS

Textbooks, CPR and supplies — approximately \$570

Department Head — Edna Bartoszewski

MEDICAL SECRETARY

Program Length: Nine months
Starting: September
Certification: Certificate

PREREQUISITES

Grade 12 Diploma or equivalent and a typing speed of 25 gross words per minute with 5 or fewer errors. If prospective students do not have a Grade 12 Diploma, they must have equivalent status and one years related office experience as confirmed by an employer's letter.

ABOUT THE PROGRAM

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

This program prepares the learner to perform as an effective team member in a medical office environment.

Special emphasis is on confidential oral and written communication. As well, skills for identifying emergencies, setting priorities, telephone techniques, time management, problem-solving and stress management are emphasized. Practical skills in medical transcription, recordkeeping, billing, preparation of medical manuscripts, research papers and word processing provide additional important components. Also included in the program is a practicum which provides the student with on-the-job experience. Graduates of this program are ideally suited to a variety of positions.



LEVEL 1

- Course 1965 Basic Medical Terminology, Anatomy, Physiology and Diseases
- Course 1578 Medical Communications
- Course 1971 Medical Office Practice
- Course 7055 Medical Typing Applications
- Course 7115 Speed and Accuracy Development 1

LEVEL 2

- Course 7295 Introduction to Microcomputers and Word Processing
- Course 7296 Medical Word Processing Applications 1
- Course 2839 Introduction to Basic Pharmacology
- Course 2840 Medical Billing
- Course 2853 Introduction to Laboratory/Radiology Terminology
- Course 7302 Medical Transcription 1
- Course 7298 Speed and Accuracy Development 2
- Course 2843 Practicum 1

LEVEL 3

- Course 1583 Medical Bookkeeping and Payroll
- Course 3417 Medical Transcription 2
- Course 7303 Medical Secretarial Applications
- Course 3644 Medical Library and Research Procedures
- Course 7304 Introduction to Spreadsheets and Database
- Course 7301 Speed and Accuracy Development 3
- Course 4137 Practicum 2

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$491

Department Head — Edna Bartoszewski

MEDICAL TRANSCRIPTIONIST

Program Length: Nine months
Starting: October
Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

The complex and detailed nature of modern medical science is demonstrated in the duties of a Medical Transcriptionist. A Medical Transcriptionist is a medical language specialist who interprets and transcribes dictation by physicians regarding patient assessment, workup, therapeutic procedure, clinical course, diagnosis, prognosis, etc., in order to document patient care and facilitate delivery of health care services.

This program emphasizes written communication skills using specialized terminology and transcription relating to reports such as history and physical, consultation, radiology, laboratory, oncology, surgery, pathology, discharge summaries. Also included in the program is a practicum which provides the student with on-the-job experience.

LEVEL 1

- Course 1965 Basic Medical Terminology, Anatomy, Physiology and Diseases
- Course 1578 Medical Communications
- Course 1971 Medical Office Practice
- Course 7055 Medical Typing Applications
- Course 7115 Speed and Accuracy Development 1

LEVEL 2

- Course 7295 Introduction to Microcomputers and Word Processing
- Course 7296 Medical Word Processing Applications 1
- Course 2839 Introduction to Basic Pharmacology
- Course 2784 Transcription — History and Physical Reports
- Course 2853 Introduction to Laboratory/Radiology Terminology
- Course 2855 Transcription — Radiology/Nuclear Medicine Reports
- Course 7298 Speed and Accuracy Development 2
- Course 2843 Practicum 1



LEVEL 3

- Course 3647 Transcription — Oncology Reports
- Course 3648 Transcription — Operative Reports
- Course 3649 Transcription — Pathology Reports
- Course 3730 Transcription — Discharge Summary Reports
- Course 3651 Overview of Starting a Small Business
- Course 7301 Speed and Accuracy Development 3
- Course 4137 Practicum 2

CAREER PROSPECTS

The ability to discern diverse accents, adjust to varying dictation styles, and communicate medical information has made the Medical Transcriptionist a career area with many opportunities. Graduates of this program can obtain employment in positions requiring excellent spelling, grammar, proofreading, typing, transcription and word processing skills. The positions include Medical Transcriptionist in Health Records, Radiology, Pathology, Laboratory, Out Patients', Workers' Compensation, Cancer Clinic, Rehabilitation and in specialists' offices or medical faculties in universities. Other career options include Medical Secretary and Medical Word Processing Operator.

With experience and additional courses in business management, it may be possible for graduates to set up a transcription business of their own.

ADDITIONAL COSTS

Textbooks and supplies — approximately \$589

Department Head — Edna Bartoszewski

SECRETARY

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

PREREQUISITES

It is our desire to ensure that you, the potential student, receive greater access to, and success in, the Secretary Program at City Centre. Therefore, the following guidelines, coupled with your life experiences, will be used to determine your eligibility for entrance into the Secretary Program.

- Grade 12 Diploma OR equivalent;
- Office Administration English Language Assessment;
- Successful completion of a keyboarding skills course or experience with touch-typing method (as indicated by applicant).

ABOUT THE PROGRAM

Students acquire the skills and knowledge to use effective oral and written communication techniques; demonstrate time management techniques by determining work priorities; create, revise, transcribe and process business correspondence and documents using a variety of electronic office equipment including microcomputers. Students will use word processing, spreadsheet, and graphics software to perform a variety of secretarial assignments to the standards expected in an office environment. In the first semester, the major portion of class time is devoted to practical skills training, with an emphasis on building business communication skills. The second semester expands hands-on practical skills training with emphasis on advanced secretarial applications on microcomputers and machine transcribers. Students are required to work both in a group and on an individual basis. Where the subject area requires, theory is presented by means of lectures, demonstrations, guest lectures, videos and field trips. Program time is normally set aside for work experience where the student will be placed in a challenging work environment which requires application of the skills learned in the program.

FIRST SEMESTER — 16 WEEKS

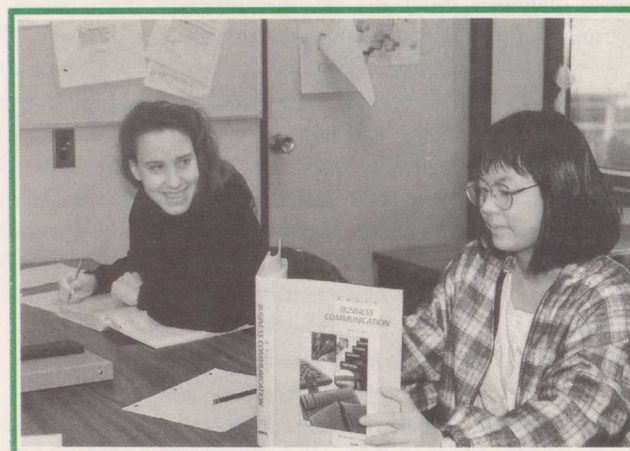
- Course 7133 **Communication 1**
 Course 7114 **Keyboarding Applications**
 Course 7115 **Speed and Accuracy Development 1**
 Course 7116 **Interpersonal Skills**
 Course 7117 **DOS and Word Processing on Microcomputers**
 Course 7118 **Recordkeeping for Secretaries**

SECOND SEMESTER — 16 WEEKS

- Course 2870 **Communications 2**
 Course 2871 **Speed and Accuracy Development 2**
 Course 2872 **Advanced Computer Software and Applications**
 Course 2873 **Introduction to Office Dictation***
 Course 2874 **Office Dictation 1***
 Course 2875 **Office Procedures**
 Course 2876 **Work Experience****

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

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



New technology is changing the role of the secretary in today's office. Graduates of this program may choose a career requiring not only traditional secretarial skills, but also the knowledge to use the latest advances in office technology. The scope of job opportunities for secretaries is endless — all organizations require some form of secretarial support. Employment may be found in industry, manufacturing, finance, insurance, real estate, transportation, government agencies and service organizations.

ADDITIONAL COSTS

Textbooks and supplies — approximately \$500

Department Head — Fern Reed

TRAFFIC, CUSTOMS AND TRANSPORTATION CLERK

Program Length: Nine months
 Starting: September
 Certification: Certificate

PREREQUISITES

Grade 12 Diploma or equivalent and basic keyboarding skills.

ABOUT THE PROGRAM

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

LEVEL 1

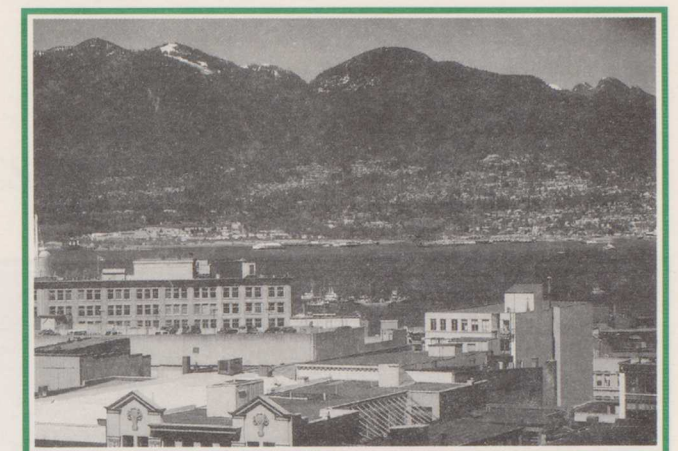
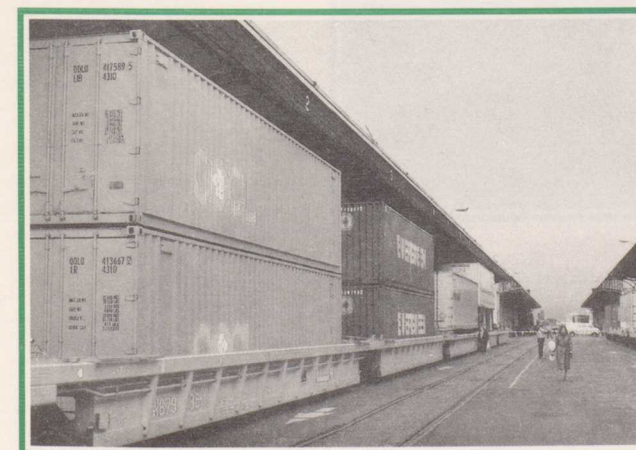
Introduction to Transportation
Geography
Economics
Business Communication
Introduction to Computers

LEVEL 2

Business Law
Introduction to Accounting
Logistics 1
Marketing and Sales
Practical Transportation Study 1

LEVEL 3

Supervisory Skills
Transportation Accounting 1
Logistics 2
Practical Transportation Study 2



CAREER PROSPECTS

The Traffic, Customs and Transportation program graduate will be prepared for employment in entry level positions as Traffic, Customs and Transportation Clerks/Analysis in the transportation industry. Graduates of the program will find challenging careers working in diverse areas with Airlines, Marine Industry, Freight Forwarding, Motor Carriers, Custom Brokers or with companies involved in importing and exporting. In addition, individuals may proceed toward a co-ordinated Pacific Rim Diploma at the College's Langara Campus in order to specialize in that area of international business.

ADDITIONAL COSTS

Textbooks and supplies — approximately \$345

Department Head — Ed Wakulchik

The Business Division also offers specialized programs for students with disabilities. Descriptions of these programs begin on page 102.

TRAFFIC CLERK AND STATION CLERK



The Traffic Clerk and Station Clerk program is designed to prepare students for careers in the transportation industry. The program includes training in customer service, communication, and administrative skills. Students will learn how to manage traffic flow, handle inquiries, and maintain accurate records. The program is ideal for students who are interested in a career in the transportation field and want to gain valuable experience in a professional setting.

The program is a two-year program that leads to a diploma. Students will take a variety of courses, including English, math, science, and transportation-related subjects. They will also have the opportunity to participate in internships and other hands-on learning experiences. The program is designed to provide students with the skills and knowledge they need to succeed in the transportation industry.

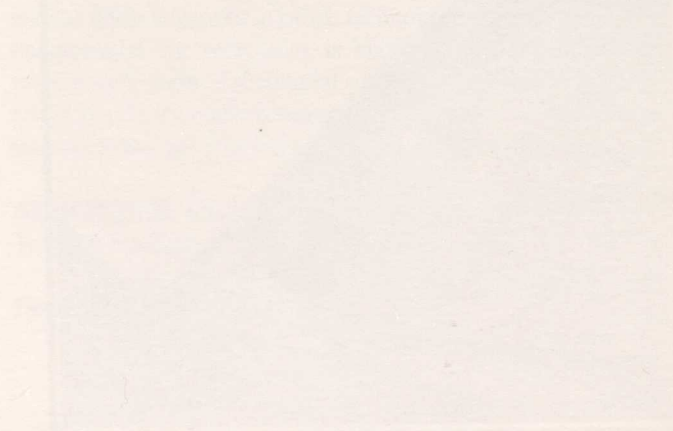
Students who complete the program will be prepared to work as traffic clerks or station clerks in a variety of settings, including airports, train stations, and bus terminals. They will be responsible for managing traffic flow, handling inquiries, and maintaining accurate records. The program is a great way for students to gain valuable experience and prepare for a successful career in the transportation industry.

Program Length: Two years
Credits: 60
Prerequisites: None
Grade 12 Diploma required

ABOUT THE PROGRAM
Students in this program will learn how to manage traffic flow, handle inquiries, and maintain accurate records. They will also have the opportunity to participate in internships and other hands-on learning experiences. The program is designed to provide students with the skills and knowledge they need to succeed in the transportation industry.

CAREER OPPORTUNITIES
Students who complete the program will be prepared to work as traffic clerks or station clerks in a variety of settings, including airports, train stations, and bus terminals. They will be responsible for managing traffic flow, handling inquiries, and maintaining accurate records.

ADDITIONAL INFORMATION
The program is a two-year program that leads to a diploma. Students will take a variety of courses, including English, math, science, and transportation-related subjects. They will also have the opportunity to participate in internships and other hands-on learning experiences.



HEALTH SCIENCES PROGRAMS



The Health Sciences program is designed to prepare students for careers in the healthcare industry. The program includes training in anatomy, physiology, medical terminology, and patient care. Students will learn how to provide quality patient care, maintain accurate records, and work effectively in a team. The program is ideal for students who are interested in a career in the healthcare field and want to gain valuable experience in a professional setting.

DENTAL ASSISTING

Program Length: 10 months
 Starting: September
 Certification: Certificate

PREREQUISITES

- Grade 12 Diploma or equivalent including Biology 11;
- successful completion of a language assessment approved by City Centre;
- completion of the campus Health Services medical questionnaire and submission of a negative Tb skin test report. If the skin test report is positive, a satisfactory chest X-ray report is required.

ABOUT THE PROGRAM

Students in the Dental Assisting Program will spend time in activities directly related to acquiring the specialized knowledge, skills and attitudes required to function as a dental health team member with dependent, interrelated and independent roles. The program is competency-based and is taught in modern clinical facilities shared with other dental programs. The program is structured in three semesters. The clinical competencies, and supporting theory, are organized according to the health model of Preparation for Practice; Patient Assessment; Planning, Implementation and Evaluation of Practice. Semester I focuses on chairside dental assisting aspects of the model; Semester II on certified dental assisting aspects; and Semester III on speciality dental practice aspects.

SEMESTER I

Course 7324 Preparation Theory I

This lecture/seminar course is designed to prepare the student for chairside dental assisting practice. It focuses on concepts and principles relating to the Preparation phase of dental assisting practice.

Course 7325 Patient Assessment Theory I

This lecture/seminar course introduces the student to the Patient Assessment phase of patient care. It provides science-based knowledge related to specific assessment procedures performed in dentistry including inspections performed by a Certified Dental Assistant.

Course 7326 Planning, Implementation and Evaluation Theory I

This lecture/seminar course is designed to introduce the student to theory relating to the Planning, Implementation and Evaluation Phases of dental assisting practice, with a focus on restorative dentistry procedures.

*Course 7327 Clinical Practice I*

The Clinical Practice I course provides an opportunity for the student to integrate theory about all phases of Certified Dental Assisting practice (Preparation, Assessment, Planning, Implementation and Evaluation) into clinical and laboratory settings and during a dental office practicum. The focus is on pre-clinical preparation procedures and chairside assisting techniques for basic restorative dentistry.

SEMESTER II

Course 2991 Preparation Theory II

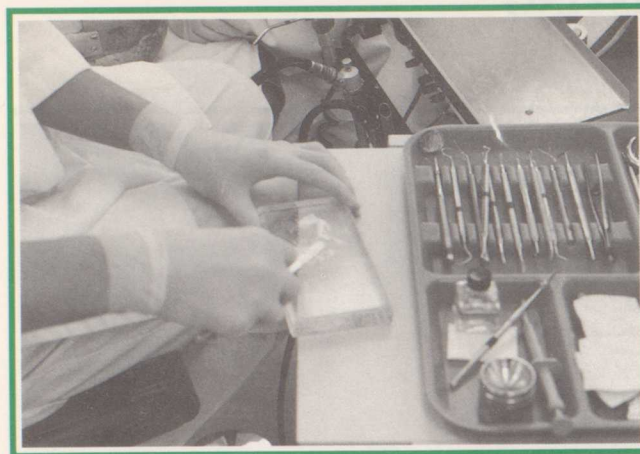
This lecture/seminar course is a continuation of Preparation Theory I. New theory relating to the Preparation phase of dental assisting practice is introduced and some concepts and principles introduced in Semester I are further developed.

Course 2992 Patient Assessment Theory II

This lecture/seminar course is a continuation of Patient Assessment Theory I. It builds on knowledge introduced in Semester I and provides science-based knowledge related to specific diagnostic procedures performed in dentistry by Certified Dental Assistants and other dental team members.

Course 2993 Planning, Implementation and Evaluation Theory II

This lecture/seminar course is a continuation of Planning, Implementation and Evaluation Theory I. It builds on knowledge introduced in Semester I and introduces new theory with a focus on preventive and restorative dentistry procedures.



Course 2994 Clinical Practice II

During this clinical course the student continues to integrate knowledge from the theory courses into clinical and laboratory settings and during a practicum experience. Some clinical competencies introduced in Clinical Practice I are further developed and new competencies are introduced in most phases of dental assisting practice (Preparation, Assessment, Planning, Implementation and Evaluation), with a focus on preventive and restorative procedures for Certified Dental Assistants.

SEMESTER III

Course 3740 Preparation Theory III

This lecture/seminar course is a continuation of Preparation Theory II. Aspects of the Preparation phase of Certified Dental Assisting practice are further developed and new aspects are introduced, focusing on preparation for employment as a graduate CDA.

Course 3741 Patient Assessment Theory III

This lecture/seminar course, which is a continuation of Patient Assessment Theory II, is designed to introduce the student to additional procedures performed by Certified Dental Assistants during the patient assessment phase of patient care.

Course 3742 Planning, Implementation and Evaluation Theory III

This lecture/seminar course is a continuation of Planning, Implementation and Evaluation Theory II. The Planning and Evaluation phases of Certified Dental Assisting practice are further developed and Implementation is expanded into additional preventive, specialty and laboratory procedures.

Course 3743 Clinical Practice III

During this clinical course the student continues to integrate knowledge from the theory courses into clinical and laboratory settings and during a practicum experience. Some clinical competencies introduced in Clinical Practice I and II are further developed and new competencies are introduced in most phases of dental assisting practice with a focus on dental specialty procedures.

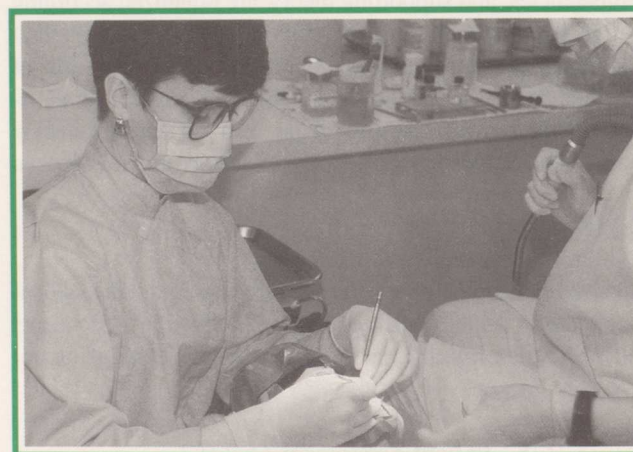
CAREER PROSPECTS

Graduates of the Dental Assisting Program will be eligible for registration and licensure as a Certified Dental Assistant (CDA) with the CDSBC. Most graduates find employment in private practice dental offices (including specialty practices) and clinics. Some have found employment in university and hospital clinics, public health, teaching and other related positions.

ADDITIONAL COSTS

Text books, uniforms and supplies, professional dues and licensing fees — approximately \$1000

Department Head — Sandra Bailey



DENTAL HYGIENE

Program Length: Two years (10 months per year)

Starting: September

Certification: Diploma

PREREQUISITES

Admission to the Dental Hygiene program is on a competitive selection basis. Applicants must have completed the following first year university transfer credit courses with a minimum G.P.A. of 3.0 (70%) (B) grade: English, Biology, Chemistry, Psychology, and an elective. A valid CPR "C" certificate along with emergency first aid is also required. In addition, the selection committee will review:

- health-related work experience, experience working with the public and volunteer experience related to the above;
- information from a structured personal interview.

Applicants are also required to complete the campus Health Services medical questionnaire and provide a negative Tb skin test report. If the skin test report is positive, a satisfactory chest X-ray report is required.

APPLICATION PROCEDURE

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

ABOUT THE PROGRAM

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

Course materials are presented through lectures, seminars, labs, clinical practice sessions, independent study and externships. Students will have opportunities to apply knowledge and practice various skills while working with the public in the City Centre Dental Clinic as well as various hospital, university and community settings.

The development of communication skills and the implementation of teamwork strategies are emphasized throughout the program. Students are organized into teams during clinical sessions and community activities. This team involvement is

designed to foster the development of motivation, professional conduct, and communication skills as a health care provider.

The Dental Hygiene Program is divided into six levels of 14 weeks each.

LEVEL 1

Course 1707 Anatomy and Physiology I

A lecture and seminar course designed to produce an understanding of the function and the anatomical relationships of the human body. Emphasis will be placed on the head and neck regions while continuing to integrate these concepts into the systems of the human body.

Course 7315 Preclinical Dental Hygiene

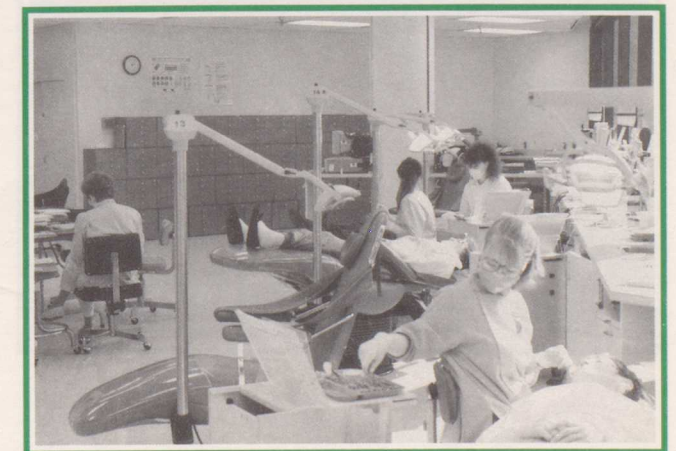
A lecture, seminar and clinical course designed to prepare the dental hygiene students for patient care clinics. It will introduce dental hygiene students to basic knowledge and practical application of the procedures vital to dental hygiene practice.

Course 7316 Professionalism and Communication

A lecture and seminar course designed to provide information relating to current concepts of dental and dental hygiene practice with emphasis on professional communication, ethics and jurisprudence, professional development and the changing role of the dental hygienist in health care delivery.

Course 1864 Histology and Embryology

A lecture and seminar course designed to provide information on general and orofacial histology and embryology for dental hygiene care.



Course 1865 Dental Anatomy

A seminar and laboratory course designed to provide a thorough knowledge of tooth morphology and an understanding of the relationship between structure and function.

LEVEL 2**Course 2592 Anatomy and Physiology II**

A lecture and seminar course designed to produce an understanding of the function and the anatomical relationships of the human body. This course will build on the information from the previous biological science courses.

Prerequisite Courses: 1707, 1864, and 1865.

Course 2814 Preventive Dentistry

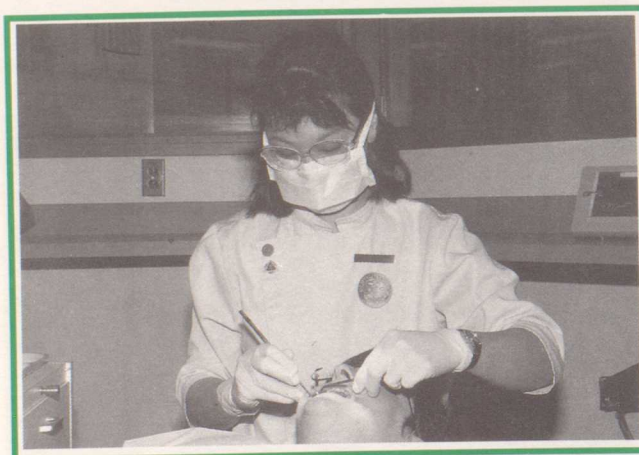
This course is designed to provide the dental hygiene student with information and skills related to promoting self-care on a one-to-one basis in the area of oral health. The emphasis will be on analyzing oral health agents, aids and techniques, designing oral and nutritional self-care strategies, and integrating interpersonal communication skills with a view to maintaining and promoting oral health in patients. The course will also examine principles of teaching and behaviour modification.

Prerequisite Courses: 7315 and 7316

Course 2815 Biochemistry

This course provides related knowledge involved in dietary self-care promotion with the focus on biochemistry as it relates to the field of nutrition. The major catabolic and anabolic processes in the body will be analyzed.

Prerequisite Courses: 1707 and 1864

**Course 2692 Periodontics I**

This course is designed to analyze the structure and function of the periodontium and to introduce basic concepts of periodontal pathologies with emphasis on the signs and symptoms of such pathologies.

Prerequisite Courses: 1707, 1864, and 1865

Course 2595 Patient Care I

This course presents the theory information related to dental hygiene care with a focus on the development of interpersonal skills involved in being an effective health professional.

Prerequisite Courses: 1707, 7315, 7316, 1864, and 1865

Course 2817 Clinical Practice I

This course provides the students with the opportunity to practice clinical skills and to provide dental hygiene care.

Prerequisite Courses: 1707, 7315, 7316, 1864, and 1865

Course 2695 Biomaterials I

This course is designed to provide a thorough knowledge of dental materials within the dental hygienist's scope of practice. This course will also provide an opportunity for students to manipulate a variety of dental materials in preparation for application to a clinical setting.

Prerequisite Courses: 1707, 7315, 1864, and 1865

LEVEL 3**Course 3546 Microbiology**

A lecture and laboratory course based on principles concerned with the growth and control of microorganisms, particularly those related to the oral cavity. Transmission routes and cross-contamination of microbes that cause communicable diseases will also be studied.

Prerequisite Courses: 2592, 2595, 2817, and 2815

Course 3622 Patient Care II

This course presents theory information related to dental hygiene care.

Prerequisite Courses: 2592, 2814, 2815, 2692, 2595, 2817, and 2695

Course 3623 Clinical Practice II

This course provides the students with the opportunity to practice clinical skills and to provide dental hygiene care.

Prerequisite Courses: 2592, 2814, 2815, 2595, 2817, 2692, and 2695

Course 3548 Oral Pathology I

This course is designed to introduce the student to the general principles of pathology including the gross microscopic changes as well as the clinical signs and symptoms. Particular emphasis will be placed on pathologies of the orofacial region.

Prerequisite Courses: 2592, 2692, 2815, 2595, and 2817

Course 3549 Radiology I

A lecture and clinical course designed to prepare dental hygiene students for processing, mounting and exposure of dental radiographs.

Prerequisite Courses: 1865, 2592, 2595, and 2817

Course 3744 Pharmacology I

A lecture, seminar and clinical course designed to prepare dental hygiene students for the integration of pain and anxiety control strategies into dental hygiene care. The main emphasis of the course involves the pharmacology and administration of local anaesthetics including the prevention and handling of complications and emergencies.

Prerequisite Courses: 2592, 2815, 2595, and 2817

Course 3551 Biomaterials II

This course is designed to provide the student with additional knowledge of dental materials and experience in the manipulation of specific materials. This course includes an observation externship in a dental laboratory in the community.

Prerequisite Courses: 2595, 2817, and 2695

LEVEL 4**Course 4245 Pharmacology II**

This course will focus on the study of drugs as they pertain to dental practice in general and to dental hygiene care.

Prerequisite Courses: 3546, 3622, 3623, 3548, and 3744

Course 4246 Periodontics II

A continuation of Periodontics I with an emphasis on advanced knowledge and practical application of clinical periodontology.

Prerequisite Courses: 3546, 3622, 3623, 3548, and 3744

Course 4288 Patient Care III

This course presents the theory information related to dental hygiene care.

Prerequisite Courses: 3546, 3548, 3549, 3744, 3551, 3622, and 3623

Course 4289 Clinical Practice III

This course provides the students with the opportunity to practice clinical skills related to dental hygiene care. This course includes rotations to the University of British Columbia.

Prerequisite Courses: 3546, 3548, 3549, 3744, 3551, 3622, and 3623

Course 4248 Community Dental Health I

A lecture and seminar course designed to provide information relating to community organizations including health care programs with emphasis on those specifically pertaining to dentistry to foster an understanding of the role of the dental hygienist as a community health worker.

Prerequisite Courses: 7316, 2814, 3622, and 3623

Course 4249 Dental Specialties

A lecture and seminar course designed to provide information relating to current concepts of dental and dental hygiene practice with emphasis on dental specialties, patient and practice management, and the changing role of the dental hygienist in health care delivery.

Prerequisite Courses: 3546, 3548, 3622, 3623, 3744, and 3551

LEVEL 5**Course 5092 Patient Care IV**

This course presents the theory information related to dental hygiene care.

Prerequisite Courses: 4245, 4246, 4288, 4289, and 4249

Course 5093 Clinical Practice IV

This course provides the students with the opportunity to practice clinical skills related to dental hygiene services. This course includes a variety of rotations to the University of British Columbia and the dental community.

Prerequisite Courses: 4288, 4289, 4245, 4246, and 4249

Course 5075 Radiology II

A lecture and clinical course designed to provide the background information necessary for dental radiography, and the educational opportunities essential to radiographic interpretation and special exposure techniques.

Prerequisite Courses: 3549, 4288, and 4289

Course 5076 Community Dental Health II

A continuation of Community Dental Health I with an emphasis on practical application of didactic information provided through a variety of field experiences in the community to foster an understanding of the role of the dental hygienist as a community health worker.

Prerequisite Courses: 4248, 4288, and 4289

Course 5077 Professional Issues I

A lecture and seminar course designed to provide a forum for discussion about changes confronting health care professions, with the primary focus on problems unique to the delivery of dental care and to issues facing dental hygienists.

Prerequisite Courses: 7316, 4288, 4289, and 4248

LEVEL 6**Course 6043 Oral Pathology II**

This course is designed to have the student apply the general principles of pathology. Particular emphasis will be placed on pathologies of the orofacial region as they apply to dental hygiene care.

Prerequisite Courses: 3548, 4245, 5092, and 5093

Course 6060 Patient Care V

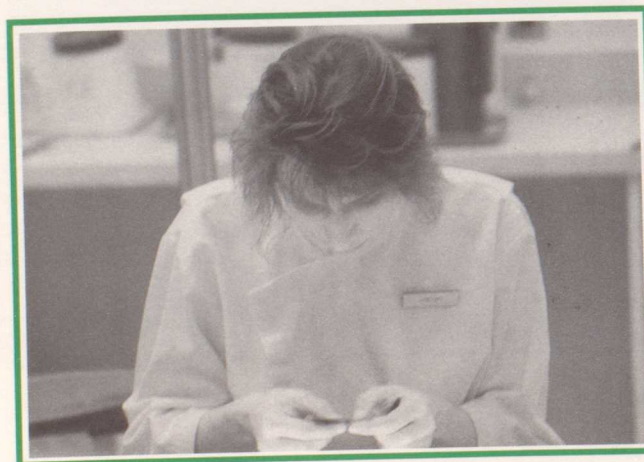
This course analyzes the theory information related to dental hygiene care.

Prerequisite Courses: 5092, 5093, and 5075

Course 6061 Clinical Practice V

This course provides the students with the opportunity to practice clinical skills related to dental hygiene care. This course includes a variety of rotations to the dental community.

Prerequisite Courses: 5092, 5093, and 5075

**Course 6045 Professional Issues II**

A lecture and seminar course designed to provide a forum for discussion about changes confronting health care professions, and to provide information and skills to facilitate the integration of the student into the dental hygiene profession.

Prerequisite Courses: 5092, 5093, 5076, and 5077

Course 6039 Community Dental Health III

A continuation of Community Dental Health I and Community Dental Health II with an emphasis on practical application of didactic information provided through a variety of field experiences in the community to foster an understanding of the role of the dental hygienist as a community health worker.

Prerequisite Courses: 5092, 5093, 5076, and 5077

CAREER PROSPECTS

Graduates will be eligible to apply to Canadian provincial licensing authorities for registration and licensure. Opportunities also exist to obtain licensure in over fifty countries where dental hygiene is an integral component of dental practice.

Graduates will have the opportunity to apply to the University of British Columbia and the University of Toronto, Bachelor of Dental Science Program for dental hygienists. Opportunities for further studies, both at the baccalaureate and masters level, exist also in the United States.

Graduates will demonstrate a scientific understanding of the biological and behavioural sciences which form the basis of the profession; will practice their professional skills with a high degree of competence; and will be prepared ethically to assume professional and social responsibilities in the community.

ADDITIONAL COSTS

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

Department Head — Susanne Sunell

DENTAL RECEPTION

Program Length: Five months

Starting: September and February

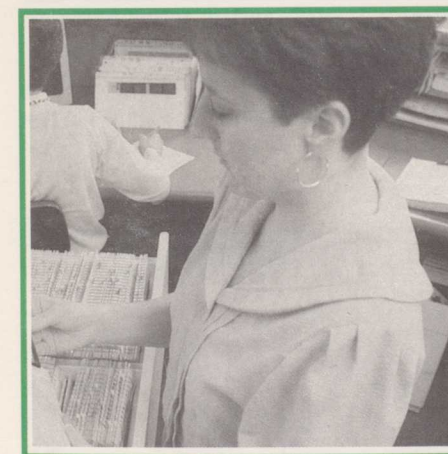
Certification: Certificate

PREREQUISITES

- Grade 12 Diploma or equivalent;
- successful completion of a language assessment approved by City Centre;
- completion of the campus Health Services medical questionnaire and submission of a negative Tb skin test report. If the skin test report is positive, a satisfactory chest X-ray report is required.

ABOUT THE PROGRAM

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

**LEVEL 1****Course 1640 Anatomy and Physiology**

This course introduces the student to basic anatomy, physiology and related terminology. Areas of study include body systems and their functions, head and neck anatomy, and soft and hard tissues of the oral cavity. This course is cored with the Dental Assisting Program and credit or exemption for this course may be given.

Course 7272 Basic Dental Knowledge

This course provides much of the dental information required for the dental office skills taught in Level Two. It focuses on dental terminology, charting terminology and symbols and dental specialties.

Course 7273 Promoting Oral Health

The knowledge acquired in this course will assist students to improve and maintain their own oral hygiene. The course will also provide the information necessary for a receptionist to respond to common inquiries regarding dental and oral health. Areas of study include preventive dentistry for children and nutrition.

LEVEL 2**Course 2961 Dental Office Systems**

The main focus of this course is techniques for the financial management of estimates, the one-write system and dental insurance plans. Other dental office systems included are accounts payable, filing, recall/maintenance systems, banking procedures and payroll.

Course 2962 Time Control Strategies

This course focuses on time management strategies and techniques that will assist the dental receptionist. Exercises in goal setting and personal time management are included.

Course 2963 Conduct and Communication

This course is designed to introduce the dental reception student to basic concepts of verbal and non-verbal interpersonal communication. Stress reduction, assertion, problem-solving and group dynamics are also discussed within the context of the dental office environment.

Course 2549 Appointment Control

This course introduces the student to effective appointment management, including scheduling methods, types of appointments and dealing with special needs and circumstances.

Students participate in a dental office practicum in Level 2.

LEVEL 3**Course 1334 Telephone Communication**

This course is designed to introduce the student to effective telephone communication for the dental office. It focuses on general guidelines for business office telephone communication, the management of calls specific to dentistry, messages and telephone answering machines and services.

Course 3716 Dental Office Computers

In this computer workshop course, dental reception students work individually at computer terminals, using the Dentrack II software system. The emphasis is on daily dental office computer activities and reports, and month end procedures.

Course 3717 Innovations for the Dental Practice

This course introduces the dental reception student to a variety of practice management topics including office policies, office design and professional ethics as well as practice-building and marketing concepts.

Course 3718 Written Communication

This course focuses on general guidelines for effective written communication, the style and format of business letters and an introduction to written communication pertinent to dental practice. Resume writing and mail processing is also included.

Students participate in a dental office practicum in Level 3.

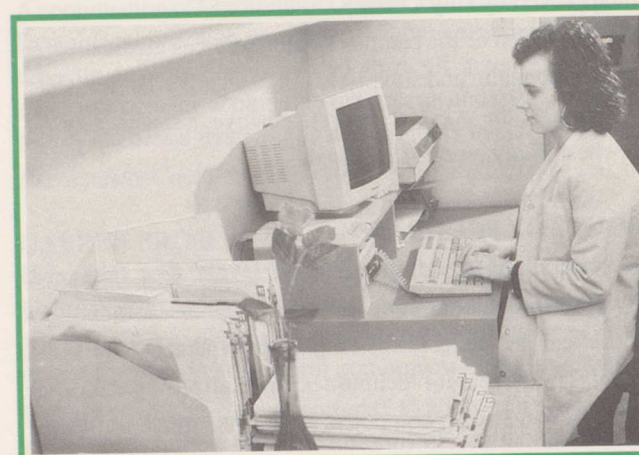
CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks, uniform and supplies — approximately \$300

Department Head — Sandra Bailey

**DENTAL TECHNICIAN CO-OPERATIVE EDUCATION**

Program Length: Three years

Starting: September/June (alternate years)

Certification: Diploma

PREREQUISITES

Admission to the program is based on a competitive selection process.

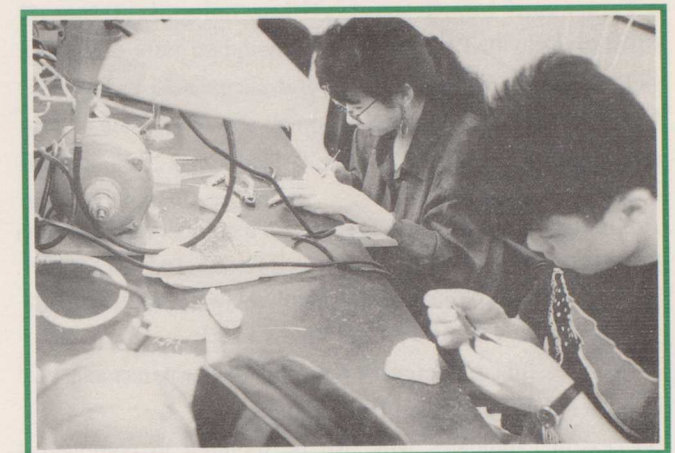
- Grade 12 Diploma or equivalent including Biology 12 and either Chemistry 11 or Physics 11;
- Successful completion of a manual dexterity test administered and evaluated by the college

APPLICATION PROCEDURE

A completed application and official transcript must be received by City Centre Admissions Department. (See application package for deadlines.) Applicants meeting the above requirements will be scheduled for a manual dexterity test which will be administered by the College.

ABOUT THE PROGRAM

The three year Dental Technician Co-operative Education Program combines 18 months of academic studies at the campus, and 18 months of paid work related education in selected laboratories. The theoretical knowledge and necessary skills to construct complete dentures, removable partial dentures, crowns and bridges, ceramics and orthodontic appliances are provided in modern facilities.

**NOTE:**

At the time of printing, all courses were under revision. Contact Counselling for further information.

CAREER PROSPECTS

Graduates will be prepared to sit the B.C. Dental Technician and Denturist Board Licensing Examination after completing the program. Graduates will be able to seek employment with dental laboratories, dental clinics operated by dentists, Ministry of Health Laboratories or manufacturers and suppliers of dental related products.

ADDITIONAL COSTS

Textbooks and supplies — approximately \$1500

Department Head — Jeanette McKay

DENTURIST

Program Length: Two years
 Starting: September (alternate years)
 Certification: Diploma

PREREQUISITES

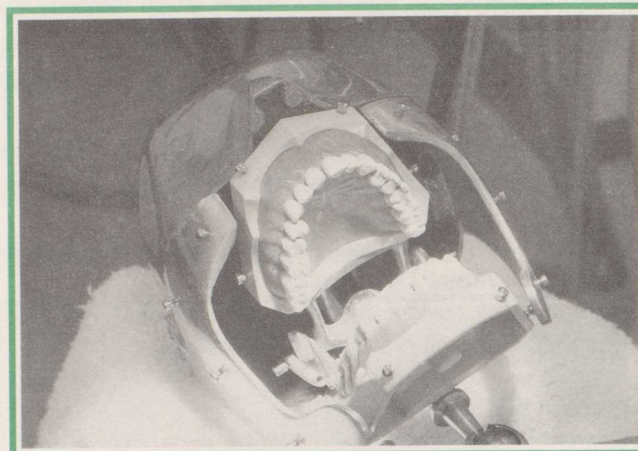
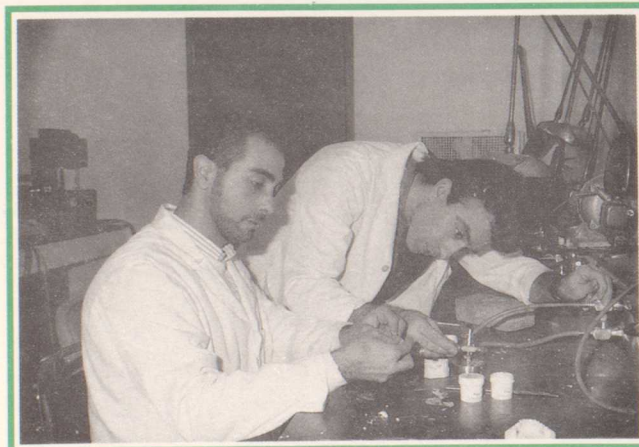
Admission to the program is based on a competitive selection process.

- Grade 12 Diploma or equivalent, including Biology 12 and either Chemistry 11 or Physics 11;
- successful completion of a manual dexterity test administered and evaluated by the College.

Successful candidates will also be required to complete a Campus Health Services medical questionnaire and submit a negative Tb skin test. If the skin test report is positive, a satisfactory chest X-ray report is required.

APPLICATION PROCEDURE

A completed application and official transcript must be received by the City Centre Admissions Department. (See application package for deadlines). Applicants meeting the above requirements will be scheduled for a manual dexterity test which will be administered and evaluated by the College.



ABOUT THE PROGRAM

Over the course of 24 months, students in the Denturist Program master the theory, principals and techniques necessary in the construction of complete dentures. While learning the specifics of various denture treatments, they also practice infection control standards for both laboratory and clinical settings. Included in the program is a three-month practicum in which students are also introduced to external business practices.

COMPLETE DENTURES — COMMON CORE
LEVEL 1 — 5 WEEKS

Course 1761 Complete Dentures — Basic Lab Procedures

Course 1367 Complete Dentures — Theory 1

LEVEL 2 — 20 WEEKS

Course 2822 Complete Dentures Construction

Course 2627 Complete Dentures — Theory 2

Course 2628 Complete Dentures — Immediate Dentures

Course 2629 Complete Dentures — Theory 3

Course 2630 Complete Dentures Maintenance

Course 1373 Complete Dentures — Theory 4

DENTURIST (CONT.)

COMPLETE DENTURES - LAB AND CLINIC
LEVEL 3 — 24.5 WEEKS

Course 3430 Complete Dentures — Laboratory Procedures 1

Course 3431 Complete Dentures — Clinical Procedures 1

Course 3439 Complete Dentures Maintenance — Laboratory Procedures 1

Course 3440 Complete Dentures Maintenance — Clinic Procedures 1

Course 3432 Complete Dentures — Theory 5 General Knowledge

Course 3441 Complete Dentures — Theory 6 (Clinical)

Course 3442 Complete Dentures — Theory 7 (Laboratory)

Course 3443 Complete Dentures — Theory 8 (Management)

LEVEL 4 — 36.5 WEEKS

Course 4291 Complete Dentures — Laboratory Procedures 2

Course 4292 Complete Dentures — Clinical Procedures 2

Course 4200 Complete Dentures Maintenance — Laboratory Procedures 2

Course 4201 Complete Dentures Maintenance — Clinic Procedures 2

PRACTICUM

LEVEL 5 — 12 WEEKS

Course 5094 Complete Dentures — Laboratory Practicum

Course 5095 Complete Dentures — Clinical Practicum

CAREER PROSPECTS

Graduates of the program will be prepared to sit the B.C. Dental Technician and Denturist Board Licensing Examination after completing one and one half years of work experience following the two-year in-school program. Graduates will be able to provide complete denture treatment that meets the technical, anatomical, biological, and physiological needs of the edentulous patient.

ADDITIONAL COSTS

Textbooks and supplies — approximately \$1800

Department Head — Jeanette McKay



CARING FOR THE MENTALLY FRAGILE ELDERLY (PART-TIME)

Program Length: One month (four and a half months part-time)

Starting: Contact Admissions for course schedule.

Certification: Certificate

PREREQUISITES

- A Nursing Aide Certificate or its acceptable equivalent; OR
- At least six months of work experience in an intermediate or extended care facility, adult day care facility or home care agency validated by the employer.

ABOUT THE PROGRAM

This program is designed for those who care for elderly people with behavioural problems. Caring for residents with Alzheimer's disease, Organic Brain Syndrome, Schizophrenia, Trauma, Depression, and Non-acceptance of aging is stressed. Theory and practice are consolidated with a supervised practicum in a continuing care setting.

LEVEL 1 — 4 WEEKS

Course 1901 **Mentally Fragile Elderly 1**

Course 1902 **Mentally Fragile Elderly 2**

Course 1687 **Resident – Oriented Nursing Skills Theory**

Course 1688 **Resident – Oriented Nursing Skills**

Practicum

Clinical Practice

CAREER PROSPECTS

Employment may be found in such health facilities as assessment centres, mental health facilities, group homes, hospices, continuing care facilities, homecare agencies, etc. Those already employed in agencies will be able to more fully realize their potential in caring for older adults with changes in mental functioning.

ADDITIONAL COSTS

Textbooks and supplies — approximately \$84

Department Head — Shirley Simms



HOME SUPPORT AIDE UPGRADE (PART-TIME)

Program Length: one and a half months (eight months part-time)

Starting: Contact Admissions for course schedule.

Certification: Certificate

PREREQUISITES

- Must be employed* as a Home Support Worker by a home support agency.
(*Proof of employment and statement of recommendation required)
- A Safety Oriented First Aid Course must be successfully completed before graduation from the program.

ABOUT THE PROGRAM

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

Course 7014 Home Support Aide — Roles and Responsibilities

This course introduces the role of the Home Support Aide and its place within the health care system in British Columbia. It also describes the professional responsibilities required in the area of communications, safety, sanitation, housekeeping, time management, and problem-solving.

Course 7015 Life Cycle and Body Functions

Human growth and development from birth through to death is presented in this course. Each stage is examined in terms of physical growth and emotional, social, and intellectual development. Basic human needs are described, and the Home Support Aide's part in meeting these needs is identified. The family is also discussed. In addition, a basic description of the structure and function of the human body is given.

Course 7016 * Personal Care and Hygiene — Lab Skills I

This laboratory course introduces the basic skills required of a Home Support Aide in terms of protecting him/herself in the work environment. It emphasizes the basic personal hygiene skills relating to client care and includes time for practical application.

* Is a prerequisite for Course 7019

Course 7017 Nutrition

In this course, nutrition is examined extensively. A basic introduction to the nutrients and their functions and to Canada's Food Guide is given. Food requirements for the various age groups are considered. As well, wise shopping techniques, food economics and preparation, food safety are also included.

Course 7018 Health

This course introduces the health problems commonly encountered by the Home Support Aide.

Course 7019 Personal Care & Hygiene — Lab Skills II

Personal care skills related to lifting and moving of clients, elimination, feeding skills, and respiration are examined. Time for practical application is included.

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$50

Department Head — Shirley Simms



LONG TERM CARE AIDE UPGRADE (PART-TIME)

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

Starting: Contact Admissions for course schedule.

Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

LONG TERM CARE FACILITY REFERS TO:

- Intermediate and extended care facilities; and
- rehabilitative centers

LEVEL 1

Course 1430 Communications 1

This course introduces study and learning skills to the upgrading student. It provides a basic knowledge of the communication process and focuses upon the interpersonal communication skills required to enable the Long Term Care Aide to function effectively in a facility.

Course 1431 Resident Centered Care Theory 1

Human growth and development is presented in this course, with focus on the aging process. Basic human needs and family patterns are also examined.

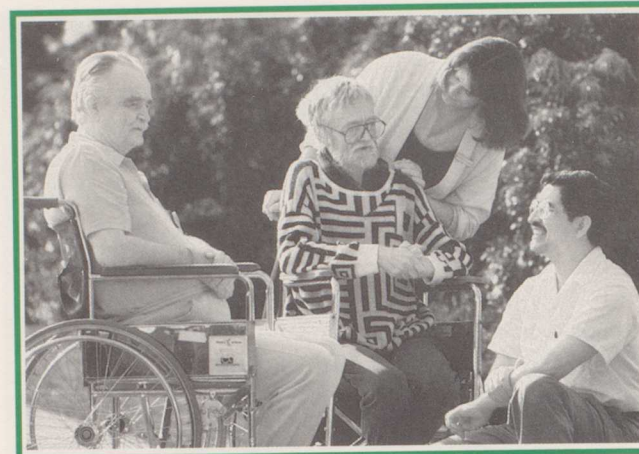
LEVEL 2

Course 2405 Communications 2

The problem solving process and communication within the nursing team are the focus of this course. Ethical, legal and professional issues are also discussed.

Course 2406 Resident Centered Care Theory 2

Structure and function of the human body is introduced in this course, again with a focus on the aging process. Theory relating to nursing skills and developing causing relationships are also presented.



LEVEL 3

Course 1343 Resident Centered Care Skills 1

This course focuses on the application and assessment of nursing skills required for the practice of a Long Term Care Aide. It commences with some demonstration and practice of skills in the campus labs and is followed by a performance assessment in a Long Term Care facility.

The student will provide care for residents as well as demonstrate good communication skills and a caring attitude. If nursing skills are demonstrated successfully during this course, the student will be exempt from Resident Centered Care Skills 2 and 3.

Course 3377 Resident Centered Care Skills 2

Course 3438 Resident Centered Care Skills 3

These courses are provided for those students requiring more time than is provided in Course 1343, to successfully demonstrate the nursing skills required for the practice of a Long Term Care Aide.

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$125

Department Head — Shirley Simms

MEDICAL LABORATORY ASSISTANT

Program Length: Four months

Starting: September, January and March

Certification: Certificate

PREREQUISITES

- Grade 12 or acceptable equivalent;
- successful completion of a language assessment approved by City Centre;
- successful completion of a typing/keyboarding course (or a tested typing speed of 25 gross words a minute with fewer than four errors);
- completion of the Campus Health Services medical questionnaire and submission of a negative Tb skin test or chest X-Ray report.

ABOUT THE PROGRAM

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

LEVEL 1

Course 7012 Foundations 1

In this course, students become acquainted with professionalism, medical legal issues, communications and quality assurance. This course sets professional guidelines that will be followed throughout the program.

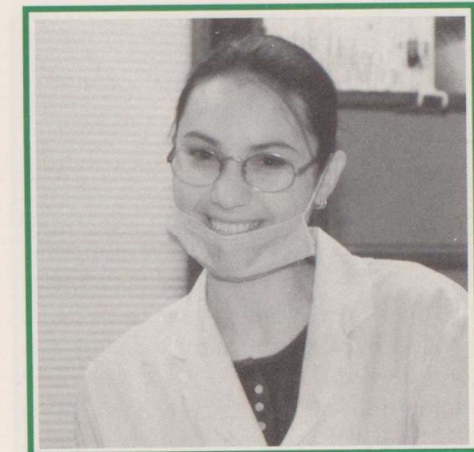
Course 7218 Foundations 2

This course covers physiology, medical laboratory terminology and laboratory safety. It also includes introductions to blood collection and to the ECG (electrocardiograph). The students become familiar with blood collecting techniques and the equipment used.

LEVEL 2

Course 2964 Specimen Collection

This course deals with the collection of blood. The emphasis is on venapuncture. Microcollection is practiced. The process of coagulation is studied. Skills in venapuncture and specimen collection are practiced on classmates. Trouble shooting of difficult blood collection situations is addressed. Conditions which require specialized approaches are identified. In addition, instruction in helping patients collect urine and other biological specimens is given.



Course 2965 Specimen Handling and Distribution

In this course, students are taught the significance of medical laboratory tests. The equipment and procedures for handling these tests, including separation, transport, and storage of specimens are covered. Also included in this course are elements of billing and documentation required by laboratories.

Course 2944 Cardiology

This course looks at the anatomy and conductive system of the heart. This leads to an examination of the ECG equipment and components and their association with the heart's conductive system. Recognition of minor interpretations and analysis is done. Skills in the use of the ECG are practiced on fellow students. Care and maintenance of the electrocardiograph is studied along with simple troubleshooting procedures.

LEVEL 3

Course 5065 Clinical Practice

Students work in two laboratory settings during this one month period, performing the functions of a medical lab assistant. The skills and knowledge of specimen collection, handling, and distribution are practiced, as are those required to do an ECG. Effective communication, professional conduct and adherence to high safety standards are stressed.

CAREER PROSPECTS

Graduates may seek employment as medical laboratory assistants in private and hospital laboratories.

ADDITIONAL COSTS

Uniform textbooks and supplies — approximately \$350

Department Head — Shirley Simms

NURSING UNIT CLERK

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

PREREQUISITES

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

ABOUT THE PROGRAM

This six month certificate program is unique in Western Canada. The primary areas of study are processing of pharmacology, laboratory, surgical, diagnostic and medication orders. Procedures for the admission and discharging of patients is also covered. Clinical assignments provide on the job experience.

LEVEL 1 — 12 WEEKS

Course 7309 **Communication Skills for Nursing Unit Clerks**

This course focuses on the interpersonal communication skills that a nursing unit clerk needs to effectively interact with hospital staff, patients, and visitors. An operational knowledge of communication devices (e.g. telephones, computers) will be provided through descriptions and hands-on practice as available. Effective responses to certain hospital emergencies will be discussed and practiced through simulated exercises.

Course 1750 **Admissions, Transfers and Discharges**

Performing a patient admission, transfer and discharge is the major emphasis of this course. Filing records and maintaining a patient's chart are discussed.

Course 7310 **Processing Laboratory Orders**

This course provides the knowledge, skills and experience needed to understand the principles of processing physicians' orders. In addition, the skills necessary to process orders for commonly requested laboratory tests are stressed.

Course 7311 **Processing Medication Orders**

This course focuses on the skills needed to process orders for commonly used medications. The proficiencies necessary for processing intravenous therapy and total parenteral nutrition orders are also taught.

LEVEL 2 — 8 WEEKS

Course 2969 **Processing Surgical Orders**

This course emphasizes the skills necessary for processing common surgical orders, such as physiotherapy and dressing changes.

Course 2970 **Processing Diagnostic Orders**

This course stresses the skills necessary to process common diagnostic orders.

Course 2976 **Nursing Unit Clinical 1**

This clinical course focuses on the demonstration of skills acquired in the classroom. The learning experiences are scheduled intermittently in selected clinical settings.

LEVEL 3 — 4 WEEKS

Course 3720 **Nursing Unit Clinical 2**

This course focuses on the clinical application of the knowledge and skills learned in the previous levels. Learning experiences are provided in selected hospital nursing units.

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies; approximately \$206

Department Head: Shirley Simms



RESIDENT CARE ATTENDANT

Program Length: Six Months
Starting: September, February
Certification: Certificate

PREREQUISITES

- Grade 10 or acceptable equivalent;
- completion of the campus Health Services medical questionnaire and submission of a negative Tb skin test or chest X-ray report;
- completion and submission of a criminal records search.*
- * In order to protect residents in facilities and those served by community agencies, prospective students are requested to submit a criminal record search. Each applicant is responsible for any cost incurred. The policy on criminal record search detailing guidelines used to screen records and consent forms are available from the registrar.

ABOUT THE PROGRAM

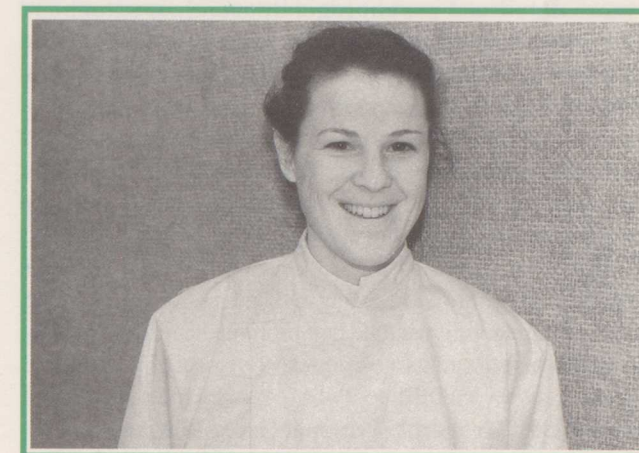
This program is based on a caring philosophy and provides students with the skills to practice as a Resident Care Attendant in an ethical and legal manner; participate in providing a safe environment for residents, health workers, and others; encourage and participate with residents in group activities;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

LEVEL 1 — 9 WEEKS

Course 7319 **Health 1: Lifestyle & Choices**

This course provides an introduction to the idea of health and what makes up a healthy lifestyle. Participants are invited to think about their own health, and to recognize challenges and resources that may influence their lifestyle choices, and consequently, their health.

The interconnections of all aspects of health (physical, psychological, social, spiritual and environmental) is explored. The focus is on how lifestyle choices influence physical health, and, in particular, the influence of nutrition, exercise, weight management strategies, and use of harmful substances on physical well-being.

*Course 7320* **Health & Healing 1: Concepts for practice**

This course provides the opportunity for students to learn the theory required for successful and competent practice. It focuses upon the caring philosophy as it relates to the role of the care provider and introduces concepts and principles related to human needs, health, and healing.

Course 7321 **Personal Care Skills**

This practical course offers participants an opportunity to acquire personal care skills aims at maintaining and promoting comfort, safety and independence of older adults in continuing care settings. The focus is upon personal grooming skills.

Course 7322 **Work Role: Introduction to Resident Care Attendant Practice**

This course builds upon content in other courses to further develop the knowledge, attitude and values required for practice as a Resident Care Attendant. An understanding of the role and the essential components of responsible and accountable behaviour as a care provider are stressed.

Course 7323 **Clinical 1**

This practical and supervised course provides an opportunity to apply the caring philosophy with older adults in an intermediate care facility. It emphasizes the application and integration of knowledge and skills learned in all other courses taken in level 1.

LEVEL 2 — 7 WEEKS**Course 2978 Health 2: Lifestyle and Choices**

This course continues to focus on healthy lifestyle. It explores in more detail and psychological, social, spiritual and environmental influences on health. Learners are encouraged to examine the challenges and resources for positive change in their own lives.

Course 2979 Health & Healing 2: Concepts for Practice

This course provide the opportunity for students to learn the theory required for successful and competent practice. Concepts and principles related to human development and common challenges to health and healing will be examined. As well, aspects of care giving practice that promote health and healing will be discussed.

Course 2980 Healing 2: Personal Care Skills

This practical course is a continuation of Healing 1. It offers participants an opportunity to acquire personal care skills aimed at maintaining and promoting comfort, safety and independence of older adults in continuing care settings.

Course 2981 Healing: Special Needs

This course builds upon content in other RCA courses to assist participants to explore concepts and approaches applicable to the care of residents experiencing changes in mental functioning.

Course 2982 Clinical 2

This practical and supervised component allows the learner to care for older residents experiencing changes in mental functioning.

LEVEL 3 — 7 WEEKS**Course 3731 Clinical 3**

This clinical component takes place in an extended care facility. Six weeks of supervised experience provides students an opportunity to apply the knowledge and skills gained in the programs related to extended care.

Course 3732 Community

The intent of the community component is to provide experiences in alternative settings. This course enables students to use their skills in yet another type of care-giving situation and provides them with opportunities to explore a variety of career options.

CAREER PROSPECTS

Resident Care Attendants may find employment in the continually growing field of Long Term Care. Their work will be mainly with the elderly. Employment may be in agencies such as: intermediate and extended care facilities; special care units for older adults with changes in mental functioning; adult care centres; and private homes.

ADDITIONAL COSTS

Textbooks, uniforms and supplies — approximately \$300

Department Head — Shirley Simms

PRACTICAL NURSING

Program Length: 12 months

Starting: January, September

Certification: Certificate

PREREQUISITES

- Grade 12 Diploma or acceptable equivalent with Biology 11;
- a current C.P.R. Certificate (Basic Life Support C);
- successful completion of a language assessment approved by City Centre;
- completion of the campus Health Services medical questionnaire, and submission of a recent negative Tb skin test report. If the skin test report is positive, a satisfactory chest X-ray report is required.

The Practical Nursing Program places students on practicum in agencies responsible to the Ministries of Social Services & Housing, Health, Education and Advanced Education. In order to protect the people served by these agencies; employees, volunteers and practicum students are required to submit a Criminal Record Search prior to beginning a practicum experience. Prospective students will be requested to complete this criminal record search prior to entry into the Practical Nursing Program. Conviction for relevant offenses may preclude entry to the program. The policy on Criminal Record Search detailing the guidelines that are used to screen records, and Consent Forms are available from the Registrar.

Applicants to the program will be responsible for any costs incurred in the criminal record search.

The B.C. Council of Licensed Practical Nurses may not license any individual who has been convicted of an indictable offense. Applicants who have had any criminal convictions should seek advice from the Campus Registrar or from the Registrar of the B.C. Council of Licensed Practical Nurses before making formal application for admission to the program.

ABOUT THE PROGRAM

This program is offered on a full time basis over twelve months. It is structured in three semesters with a three week preceptorship at the end. Each semester must be successfully completed before the next one can be attempted.

A major emphasis of this program is active student participation. Throughout the program the teacher will encourage the students to become increasingly more self directed and responsible for their own learning. Students are expected to come to class well prepared for active participation in classroom and clinical activities.

All courses are presented in the form of learning packages or self-directed modules. Learning activities guide the student through each package/module. The teacher acts as facilitator and expert to promote an environment conducive for learning through activities, such as guided discussion, debate, audio-visual presentation, and skill building exercises.

The clinical component of the courses provide the learner with the opportunity to integrate practice and theory in a safe and caring way. This clinical practice encompasses a variety of supportive and healing measures.

Semester 1 focuses on health promotion and prevention for individuals from infancy to adulthood. Effective communication skills, orientation to the practice of nursing, and the process of health and healing within the context of the community are examined.

Semester 2 emphasizes adaptations to normal aging as well as support for the older person who experiences a need for nursing care, including the administration of medications. Individuals of all ages who experience major disruptions to health and healing and who require support in an acute care setting is the focus of Semester 3.

Each semester includes a practicum experience related to the particular client population.

A preceptorship at the end of the program prepares the learner for the role and expectations of the graduate.

Graduates of the program are eligible to write the Canadian National Testing Service (CNATS) exams, and to apply for licensure as a Licensed Practical Nurse in British Columbia.



SEMESTER 1**Course 1600 Health 1 – Health Promotion/Prevention**

This course introduces the learner to the concept of health as a process, rather than as a goal. Viewed within the context of Canadian society, health is seen as a process on which our daily choices have significant effect. The integration of body, mind and spirit will be examined in order to develop an appreciation for the idea that everything we do, think, feel, and believe has an impact on our state of health. Health promotion will be examined throughout the life-span.

Course 1601 Professional Growth 1

This course introduces the learner to the evolution of practical nursing as a profession and its position within the health care system. It focuses on the legal, ethical, philosophical and attitudinal basis for practice. The Bill of Rights for both the practitioner and the client is discussed as well as such issues as the health care partnership, delegation, reporting and recording, and working within a team. This course also emphasizes the importance of self-directed learning. Supportive approaches such as time management and the development of effective study skills and problem-solving abilities are examined.

Course 1602 Human Anatomy and Physiology

This course gives an overview of the structure and function of the body systems. It also discusses various health promotion strategies that work toward the optimal function of these systems.

Course 1603 Healing 1 – Health Promotion/Prevention

This course introduces the learner to healing as an holistic concept. This perspective of wholeness emphasizes an individual's conscious power in affecting health and healing. It deals with alternative approaches to healing as well as those that are more traditional. Common challenges that affect healing in our society such as loss, death, role changes, and dysfunctional families are examined. The needs of the physically and mentally challenged as well as the concept of primary health care will be studied.

Course 1604 Human Relationships 1

This course discusses caring as the essence of human relationships. It uses an experiential and self-reflective approach to develop self-awareness and increased understanding of self and how one's interpersonal style affects others. Concepts such as the helping relationship, group communication, and the adaptation of communication skills for physically and mentally challenged individuals are included.

Course 1605 Nursing Arts/Clinical 1

This course emphasizes the development of practical nursing skills that support health promotion. The laboratory component will assist the learner in acquiring basic knowledge and skills in the health promotion interventions of: assessment of health status, environment; promotion of independence, activity, and comfort; personal care skills; and care skills for the mentally and physically challenged. This course is also intended to help learners integrate theory from other courses with selected clients.

Course 1606 Practicum

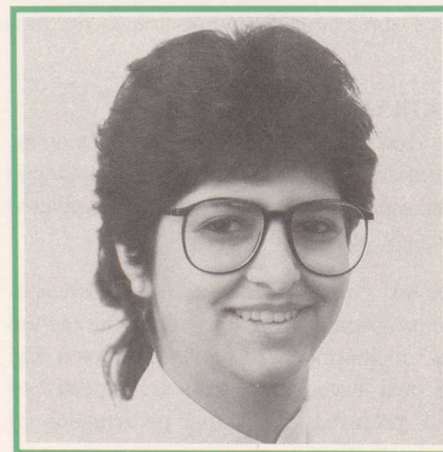
This two-week practicum provides the learner with an opportunity to integrate the theory from Semester one into practice. It offers the learner experience in working with selected individuals who are challenged physically and mentally in a variety of community settings including residential care, palliative care, ambulatory care, day care, and respite care.

SEMESTER 2**Course 2971 Health 2 — Gerontology**

This course discusses aging as a process and some of the theories of aging. It examines the demographic profile of the elderly as well as issues such as the aging family, making personal adjustments to the aging process, and women and aging. Community resources, and the promotion of positive attitudes towards the aged are also discussed.

Course 2972 Healing 2 — Gerontology

This course introduces the learner to gerontology, gerontological caregiving, and the legal/ethical considerations related to caring for the elderly. It examines the age-related changes in all body systems as well as gerontological nursing in all settings. Promotion of healing through the safe use of drugs is discussed.

**Course 2973 Human Relationships 2**

This course focuses on effective communication with the elderly. While it is generally agreed that the ability to communicate is an essential ingredient of being with others, age-related changes often interfere with the process. The caregiver needs to learn not only to communicate effectively with the elderly on a one-to-one basis, but also needs to understand the benefits of group communication/work and the psychosocial care of the elderly. In addition, this course emphasizes the importance of effective communication and leadership skills with co-workers in long-term care settings.

Course 2974 Nursing Arts/Clinical 2

This course emphasizes the development of practical nursing skills in the promotion of health when caring for the elderly in diverse care settings. It is intended to augment the holistic view of care by providing the skills necessary for competent care of the elderly. The focus is on what is believed to be the foundation of care in any practice setting; the accurate and comprehensive assessment of the elderly client as a unique individual. The laboratory component as well as selected experience in actual care settings will permit integration of theory to practice.

Course 2975 Practicum

This five-week practicum is intended to provide the student with a supervised experience which will enhance the learner's ability to integrate theory to practice in caring for the elderly in diverse care settings. These include home care, senior centres, respite/hospice care, adult day care, long-term care, extended care, acute care, and psychogeriatric care.

SEMESTER 3**Course 3724 Health 3 — Acute/Chronic Care**

This course focuses on the promotion of health for individuals in the secondary levels of care (acute care). Approaches such as teaching health promotion programs need to be examined. The caregiver also needs to understand the collaboration between various health sectors in order to support client self-determination and self-care when entering or leaving acute care.

Course 3725 Healing 3 — Acute/Chronic Diseases

This course emphasizes the promotion of health and healing of individuals of all ages who enter the health care system with disruptions to one or more body systems. Management of care requires the caregiver to have a holistic view of the body, mind, and spirit as dimensions of a person's being. By supporting a client's self-determination and self-care, the caregiver is placed in a role of resource person, facilitator/planner, advocate, and partner in the promotion of health and healing.

Course 3726 Professional Growth 2

This course is intended to prepare the student for the role of a licensed practical nurse. It further explores his/her role as an advocate, collaborator, and assistant. Issues such as standards of practice, professional and union affiliations, women/men in practical nursing are discussed. Being a more effective team member is explored as well as change theory and lifelong learning. Emphasis is placed on successful job search techniques including resume writing, interview skills, and personal grooming.

Course 3727 Nursing Arts/Clinical 3

This course emphasizes the development of practical nursing skills in the promotion of health and healing when caring for individuals requiring medical-surgical care. A problem-solving approach to the management of care needs is reinforced. Teaching-learning and technical competencies are stressed in pre-operative, post-operative, and post-natal care. Specific techniques in promoting healing are practised. The laboratory setting as well as work with selected clients provides integration of theory and practice.

Course 3728 Practicum

This five-week practicum is intended to provide the student with a supervised experience which will enhance the learner's ability to integrate theory to practice in caring for individuals of all ages in medical-surgical acute care settings. The choosing of selected clients should be based on the acuity and complexity of the client's situation. Students should care for clients whose outcomes are predictable and whose care requirements are routine and standardized. The student should also be given the opportunity to use team-leading skills in a continuing care setting. The distinct role of the practical nurse as a partner, assistant and a collaborator will be stressed.

Course 4331 Preceptorship

The intent of the preceptorship is to assist the student in making the transition from student to graduate. The student, teacher, and agency need to collaborate on the choice of an available preceptor, i.e., LPN or RN. In making the choice, it is helpful to consider the student's future employment goals and the appropriateness of the preceptor.

CAREER PROSPECTS

This program prepares graduates to provide nursing care in partnership with other health care professionals. Graduates will be able to care for selected clients chosen on the basis of acuity and complexity, for example in medical/surgical or rehabilitation wards of acute-care hospitals. They also are employed in the long term care settings, group homes, public schools, special care units (e.g. Alzheimer units) and home care. In more remote parts of the province LPN's may work in all parts of the hospital including pediatrics and maternity.

ADDITIONAL COSTS

Text books, supplies, uniforms — approximately \$800

Department Head — Pat Hartley

LICENSED PRACTICAL NURSE (REFRESHER PROGRAM)

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

PREREQUISITES

- Current licensure or eligibility for licensure with the B.C. Council of Licensed Practical Nurses. (Applicants whose licence has lapsed must apply for reinstatement.)
- OR
- Have been advised by the B.C. Council of Licensed Practical Nurses that a refresher course is a prerequisite for licensure;
- hold a current C.P.R. Certificate (Basic Life Support- C);
- complete the campus Health Services medical questionnaire;
- provide a recent negative Tb skin test report. If the skin test report is positive, a satisfactory chest X-ray report is required.

ABOUT THE PROGRAM

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

Prior to beginning the program, the student should review:

- a) Basic math and metric systems in preparation for pharmacology;
- b) Anatomy and physiology-review body systems;
- c) Nursing process;
- d) Basic nursing skills, eg: beds, baths, vital signs, etc.

The above information is available in public, hospital, and college libraries.

The student will need the following items during the program:

- a) medical dictionary;
- b) nursing uniform;
- c) white nursing shoes;
- d) nursing scissors;
- e) watch with second hand;
- f) name tag;
- g) depending on the length of time that has elapsed from active clinical practice the student may require a number of updated textbooks, for example: medical-surgical, drug handbook, etc.

LEVEL 1 — 2 WEEKS

Course 1762 Nursing Theory Review

LEVEL 2 — 4 WEEKS

Course 2631 Nursing Skills – Laboratory

Course 2632 Nursing Skills – Clinical

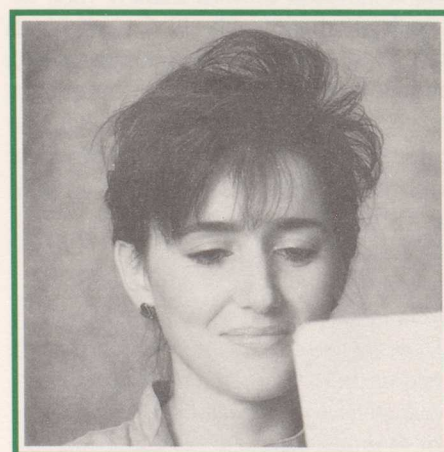
CAREER PROSPECTS

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

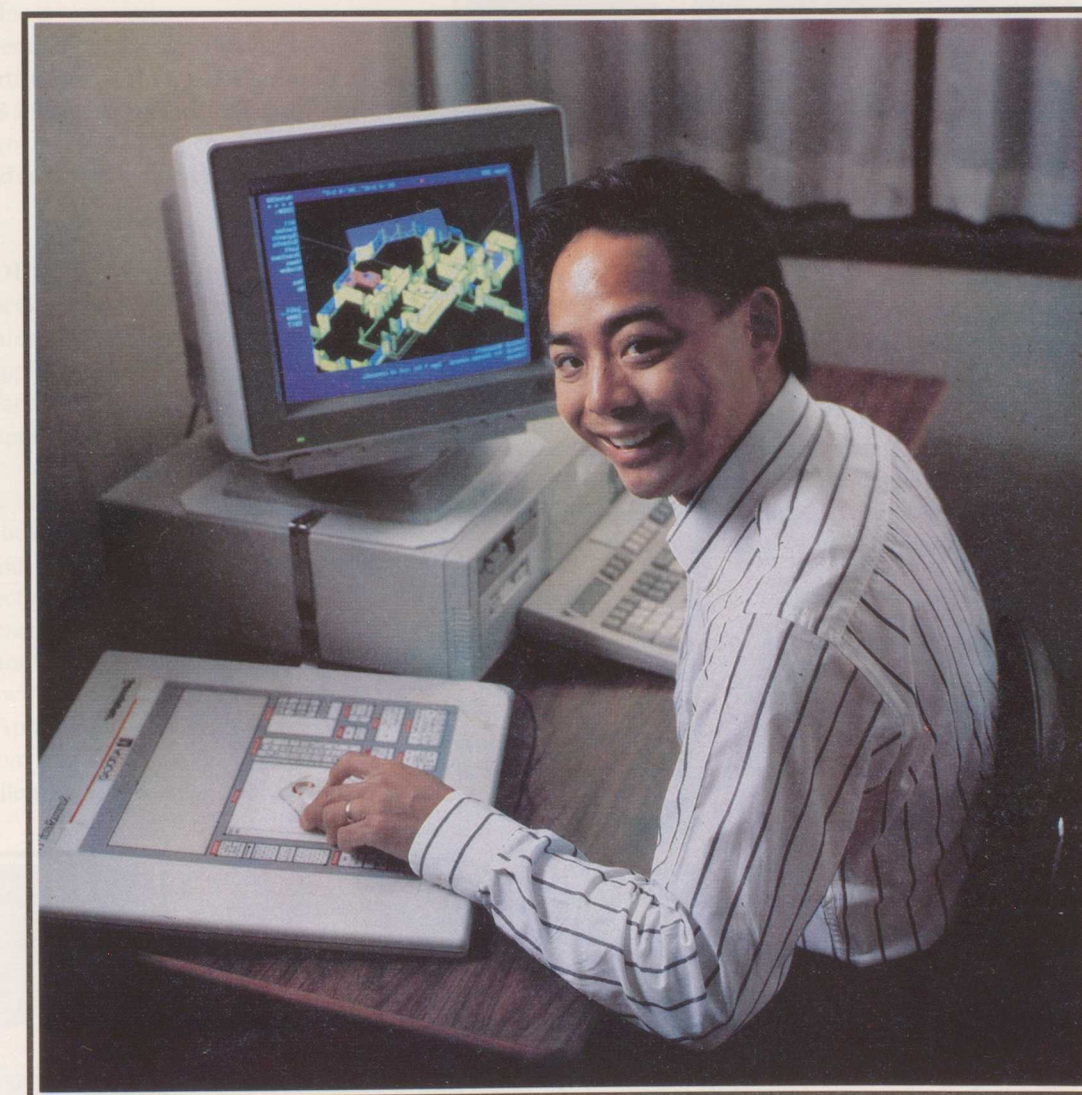
ADDITIONAL COSTS

Textbooks and supplies — approximately \$300

Department Head — Pat Hartley



TECHNICAL PROGRAMS



COMPUTER GRAPHICS

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

PREREQUISITES

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

APPLICATION PROCEDURE

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



ABOUT THE PROGRAM

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

FALL SEMESTER

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

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

Course 7179 **Scanning Techniques**

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

Course 7219 **Digital Drawing I**

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

Course 7220 Desktop Publishing I

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

SPRING SEMESTER**Course 7184 Desktop Publishing II**

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

Course 7181 Digital Drawing II

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

Course 2945 Presentation Graphics

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

Course 2802 3D Modeling

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

Course 2946 Guided Independent Studies I

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

Course 2804 Portfolio Completion

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

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

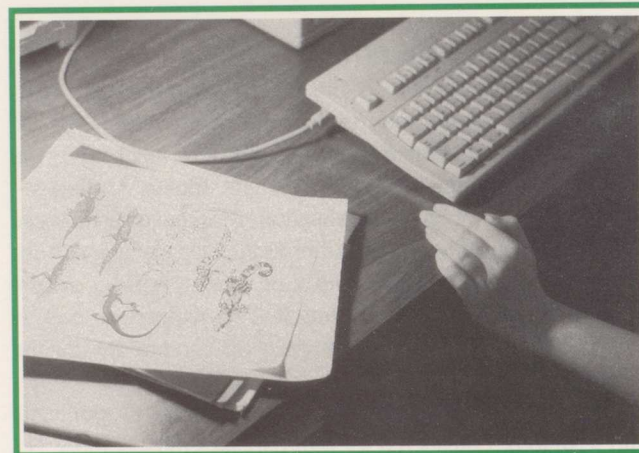
CAREER PROSPECTS

Graduates should leave the program with a portfolio that includes laser prints (B&W, and color), Linotronic output, and 35mm high resolution slides. The program is designed to help prepare students for employment in the computer graphics industry.

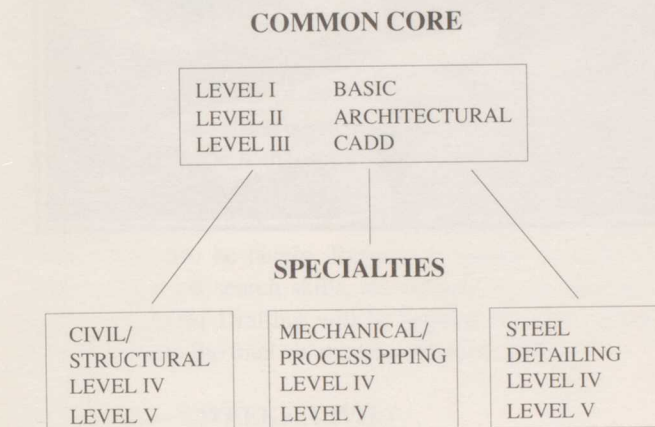
ADDITIONAL COSTS

Books, supplies and printing — approximately \$800

Coordinator — Judy Roy

**DRAFTING****ABOUT THE PROGRAMS**

The first 6 months of each of the three drafting programs is identical and covers the study of concepts, techniques, and accepted practices in the drafting industry. Included in this section is the study of residential working drawings. Computer aided drafting is also included in this section of the program.

**NOTE**

The specialty is chosen before commencing Level I through Level III (Common Core). However, there is limited transferability to any of the three specialties based on availability.

COMMON CORE**LEVEL 1 — 11 WEEKS****Course 1416 Basic Drafting**

Students are shown how to use drafting instruments and materials, as well as the necessity and requirements of good drafting techniques. The theory and applications of orthographic projection, auxiliary views, sections and conventions in engineering drawings will be introduced and developed. The basic skills and knowledge acquired here are further developed in Course 1653.

Course 1653 Basic Working Drawings

This course introduces the student to three-dimensional drawings and drawings for manufacturing purposes, providing further development of the basic skills and knowledge acquired in the previous course, Basic Drafting. The drafting techniques and conventions of working drawings are introduced with references to the industry where the drawings might be used.

LEVEL 2 — 10 WEEKS**Course 2557 Introduction to Residential Architectural Drafting and Technology**

This course provides an introduction to the architectural drafting process and familiarizes the student with Residential Wood Frame Construction.

Course 2414 Residential Working Drawings

Students will achieve competence in the preparation of residential working drawings, exhibiting acceptable standards of architectural drafting and a working knowledge of light construction.

Course 2415 Perspective and Rendering

A two point residential perspective drawing is generated based on project drawings completed in course 2414.

LEVEL 3 — 4 WEEKS**Course 1542 Computer Aided Drafting**

This course will give students hands-on computer aided drafting experience. Students will be able to use a variety of peripheral computer aided drafting equipment productively.



DRAFTING (CADD) CADD TECHNOLOGY 1 (AUTOCAD)

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

COURSES

Course 1861 CADD Tech 1 (Autocad)

Includes such topics as CADD system components, data storage, introduction to MS DOS, AutoCad interactive process, AutoCad functions, file maintenance, and plotting drawings.

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$40

Department Head — Wayne Marshall



DRAFTING — ARCHITECTURAL, CIVIL, STRUCTURAL AND CAD

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

PREREQUISITES

Grade 12 or equivalent.

ABOUT THE PROGRAM

In the final 6 months of the Architectural, Civil, Structural Drafting Program the student will learn to apply concepts of planning and civil technology to produce drawings for the development of an industrial site. Preparation of engineering drawings of structures which incorporate concrete, steel and timber will also be taught. Resume preparation, along with other related job search skills, are covered in the final level. Computer Aided Drafting will be applied on some drawing projects within the final six months of the program.

LEVEL 4 — 9 WEEKS (CIVIL)

Course 3366 Industrial Site Layout

In this course, the student will develop an industrial site layout which will include roads, railway tracks, site drainage, parking facilities, and mapping techniques.

Course 3369 Quantity Estimating

This course introduces the student to some of the quantity estimating conventions used to establish areas, volumes, quantity, etc. of excavation, concrete, as well as estimating some general construction materials such as reinforcing steel and structural steel.

Course 3409 Alignment Detailing

This course will focus on the calculations, and drafting conventions required to produce an alignment drawing which includes such features as a road, railway, pipeline, monorail, etc.

Course 3410 Marine Facilities

This course will introduce the student to the problems encountered, and solutions used, to layout and detail marine facilities such as wharves.

LEVEL 5 — 16 WEEKS (STRUCTURAL)

Course 4157 Foundation and Ground Floor Systems

The student will draft structural building foundations and floor systems for an industrial plant considering such things as equipment bases, drainage, reinforcing and construction methods.



Course 4158 Concrete Suspended Floor Systems

The student will work from simulated notes to produce working drawings of a suspended concrete floor system by applying the principles, concepts and configurations used in industry (by arranging beams, girders, floor slabs, hatchways, trenches, etc.).

Course 4159 Concrete Column and Beam Detailing

This course expands on the previous course. Industry techniques and conventions will be used to detail the components of reinforced concrete beams and columns.

Course 4161 Quantity Estimating — Structural

In this course the student will accurately estimate quantities of reinforced concrete and structural steel used on a project that they have completed detailing.

Course 4177 Steel Structures

This course introduces the student to structural steel engineering drafting by applying the conventions, and standards, connections and loading concepts in steel framed structures.

Course 5040 Job Search Skills

This course introduces the student to the planning and implementation processes necessary for an effective job search.

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$310

DRAFTING — ARCHITECTURAL, MECHANICAL AND CAD

Program Length: 12 months

Starting: Once yearly (April)

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

PREREQUISITES

Grade 12 or equivalent.

ABOUT THE PROGRAM

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

LEVEL 4 — 14 WEEKS (MECHANICAL)

Course 3354 Site Layout

This course is designed to introduce the student to the preparation of a civil drawing for a site arrangement of a small log sawmill, and the processes and equipment involved.

Course 3355 Sorting Equipment

This course is designed to introduce the student to the preparation of drawings necessary in the detailing of sorting equipment used in a small log sawmill. It elaborates on basic principles already acquired and serves as a basis on which further drawings in this field are prepared.

Course 3356 Transfer Equipment

This course serves to introduce the student to different types of transfer equipment and machinery for a small log sawmill. While reinforcing and expanding on previously acquired knowledge, the student will produce detail drawings of this equipment.

Course 3411 Roller and Chain Conveyor

The student will deal with problems in the design and detailing of roller and chain conveyors and apply knowledge gained from previous courses.

Course 3358 Belt Conveyors

The process, terminology, and components of belt conveyors used in the mining field is the focus of this course. The student will learn to identify and select components used to detail a belt conveyor.

Course 3412 Hoppers and Chutes

This course will introduce the students to the problems encountered in handling mining materials by the use of hoppers and chutes and the methods used in the preparation of drawings.

LEVEL 5 — 11 WEEKS (PIPING)

Course 4150 Process Flow Diagrams

This course introduces the student to piping drafting process for a pulp mill, and the various components and equipment required in the preparation of a process flow diagram.

Course 4151 Process Piping 1

Piping terms, specifications and assembly of piping systems from components are included in this course which familiarizes the student with the equipment used in a pulp mill. The student will also learn to draw a general arrangement of this mill.

Course 4152 Process Piping 2

The students prepare piping drawings for a pulp mill using the flow diagram and general arrangement drawings previously prepared.

Course 3149 Piping Isometrics and Spool Drawings

This course will introduce the student to the techniques necessary in the preparation of piping spools and isometric drawings from general arrangement drawings.

Course 5040 Job Search Skills

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$245

Department Head — Wayne Marshall



DRAFTING — ARCHITECTURAL, STEEL DETAILING AND CAD

Program Length: 12 months

Starting: Once yearly (September)

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

PREREQUISITES

Grade 12 or equivalent.

ABOUT THE PROGRAM

Steel framing, the geometry of steel structures, steel truss detailing and platework assemblies are some of the subjects covered in the final six months of this program. Also during this time, Computer Aided Drafting (CAD) will be applied on some drawing projects.

LEVEL 4 — 13 WEEKS

Course 3413 Introduction to Structural Steel Framing

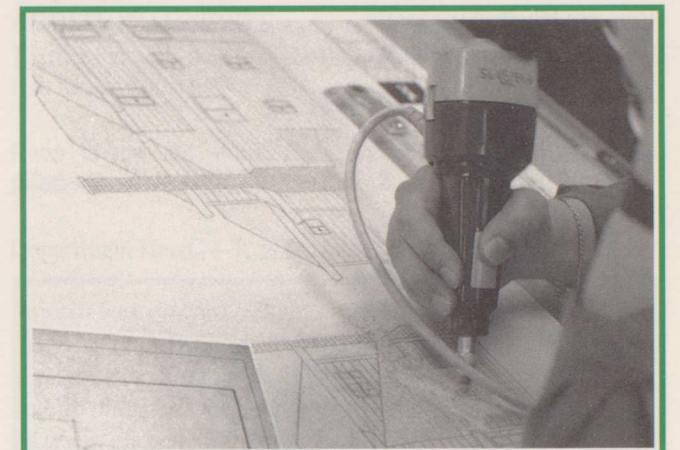
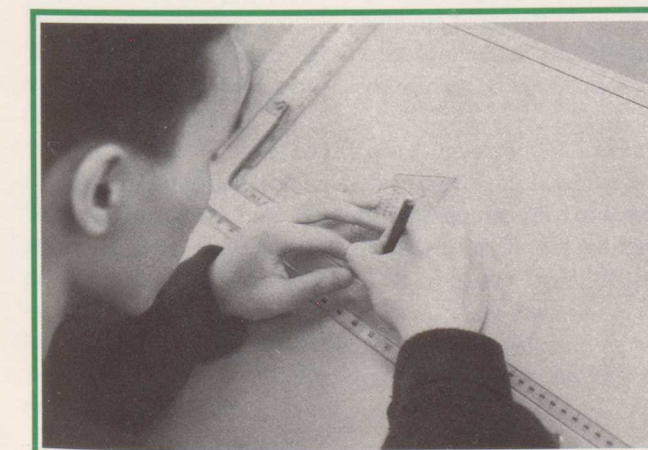
This course provides an introduction to structural steel shapes and fabrication processes, and the techniques and conventions of detailing constituent members of square-framed steel structures. The principles and techniques taught in this course will be applied throughout the remainder of the program.

Course 3361 Geometry of Steel Structures

This course introduces the students to the geometric configurations and solutions of mathematical problems they will likely encounter as structural steel detailers. An understanding of principles taught in this course is essential to complete subsequent courses in the program.

Course 3414 Practical Geometry for the Steel Detailer

The concepts and techniques learned in the two previous courses, Introduction to Structural Steel Framing and Geometry of Steel Structures, are further developed to enable the student to perform the calculations required when detailing structural steel members which are not perpendicular to each other.



LEVEL 5 — 12 WEEKS

Course 4154 Steel Truss Detailing

This course prepares the student to read and interpret data relating to steel trusses on engineering drawings and to produce from this information detail drawings of welded steel trusses.

Course 4178 Platework Assemblies

This course introduces the student to large shop assemblies, fabricated mainly from steel plate rather than mill shapes. Three-dimensional geometric configurations and fabrication techniques peculiar to platework assemblies are outlined in the course.

Course 4156 Introduction to Heavy Steel Framing

This course makes use of techniques and concepts taught in previous courses, expanding upon these to enable the student to detail more complex and more heavily stressed structural components than those encountered this far.

Course 5040 Job Search Skills

This course introduces the student to the planning and implementation processes necessary for an effective job search.

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$310

Department Head — Wayne Marshall

ELECTRONICS — BASIC

Program length: Six months
Starting: Approximately six times per year
Certification: Certificate

PREREQUISITES

Grade 12 or equivalent & successful completion of a basic mathematics test.

ABOUT THE PROGRAM

The Electronics Basic program provides fundamental theoretical and practical training in analysis, troubleshooting, repair and construction of analog and digital electronic circuits. It is the prerequisite for every advanced speciality program offered by the Electronics Department. As well, this program meets all the requirements of the Ministry of Advanced Education's Electronics Technician — Common Core program. It is recognised as the prerequisite for all advanced speciality electronics programmes at other provincial colleges and institutions.

LEVEL 1 — 8 WEEKS

Course 1345 DC Circuit Analysis

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



Course 1164 AC Basics

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

Course 1346 Semiconductor Devices

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

Course 1172 Power Supplies

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

LEVEL 2 — 8 WEEKS

Course 2150 Bipolar Small Signal Amplifiers

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

Course 2331 Vacuum Tube and FET Small Signal Amplifiers

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

Course 2370 Operational Amplifiers

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

Course 2371 Power Amplifiers and Power Control

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

LEVEL 3 — 8 WEEKS

Course 3426 Digital Electronics

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

Course 3427 Microprocessors

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

CAREER PROSPECTS

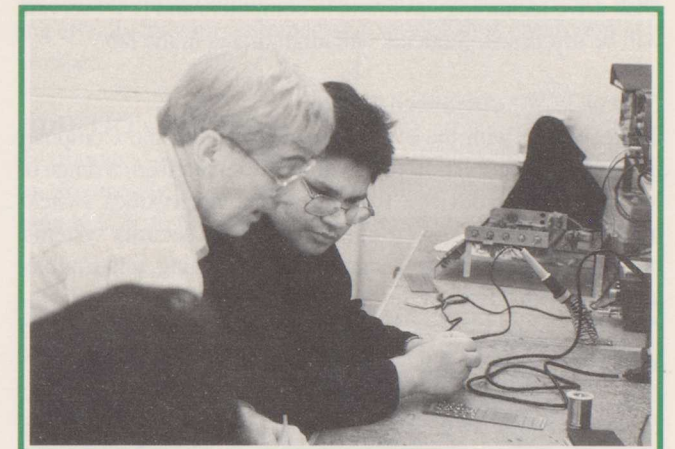
Although the Electronics Basic program alone does not prepare graduates for employment as electronic technicians, it may be sufficient for those requiring only a basic knowledge of electronics to be applied in other fields.

ADDITIONAL COSTS

Textbooks, tools and supplies approximately \$200
Lab fee — \$60

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

Department Head — Karl Brown



ELECTRONICS TECHNICIAN (COMPUTER OPTION)

Program Length: six months
Starting: Four times per year
Certification: Certificate — students completing an additional six month speciality will be eligible for a Diploma.

PREREQUISITES

Successful completion of Electronics Basic, Electronics Common Core or equivalent. Advanced standing will be considered on an individual basis.

ABOUT THE PROGRAM

The six-month Electronics Technician (Computer Option) program is an advanced course of studies designed to train persons for entry level positions as computer maintenance, installation, and/or repair technicians. It is oriented primarily towards microcomputer hardware troubleshooting and repair. Approximately 50% of the program time is spent on 'hands-on' practical activities.

LEVEL 1 — 8 WEEKS

Course 1840 Introduction to Computers

This course provides an operational overview the MS-DOS operating system; an introduction to word-processing; and an introduction to serial data communications.

Course 1841 Computer Circuits

A block-level analysis of computers is presented. Memory; address decoders; address and data buses; and input and output circuits will be covered.

Course 1842 Microcomputer Construction

Students will plan, design, purchase the parts for, build and troubleshoot their own microcomputer. This computer will be the instructional vehicle for further laboratory work.

LEVEL 2 — 8 WEEKS**Course 2676 Computer Video Circuits**

Horizontal sync., vertical sync., composite video signals, and high speed timing circuits are presented here. Video monitor circuits will be explored. In the lab, students will construct circuits and write programs which generate video information.

Course 2677 Mass Storage Devices

Disk drive technology as found in computers and LAN servers will be discussed. Students will align drives in the lab.

Course 2678 Advanced Topics I

To keep pace with the ever-changing needs of the Computer industry, a selection of topics will be presented from a range of technologies and devices. Topics may include: robotics, switching power supplies, digital signal processing, security systems, power control, assembly language programming, and troubleshooting with advanced test equipment.

LEVEL 3 — 8 WEEKS**Course 3531 Operating System**

In this course, the advanced commands of the MS-DOS operating system are presented. Labs include Debugging at the assembly, and/or compiled, and/or interpreted language level. In addition, other popular operating systems are explored in a classroom and lab setting.

Course 3532 Structured Troubleshooting

Teamwork, troubleshooting techniques, tips, and tools are explored in this course. Troubleshooting labs may include application software, data recovery, hardware, and customer relations.

Course 3533 Advanced Topics II

Advanced topics will be selected from a list which may include: printer technology, networks, modems, digitizers, troubleshooting software, applications, and will include state-of-the-art developments as appropriate.

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks — approximately \$100; supplies for projects — approximately \$150; tools for continuing students — approximately \$25; new students approximately \$125; lab fee — \$60

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

Department Head — Karl Brown

**ELECTRONICS TECHNICIAN (CONSUMER OPTION)**

Program Length: Six months

Starting: Once yearly

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

Course 1671 Audio Systems

Course 1672 Radio Systems

Course 1673 Video Systems

Course 1674 Video Cassette Recorders

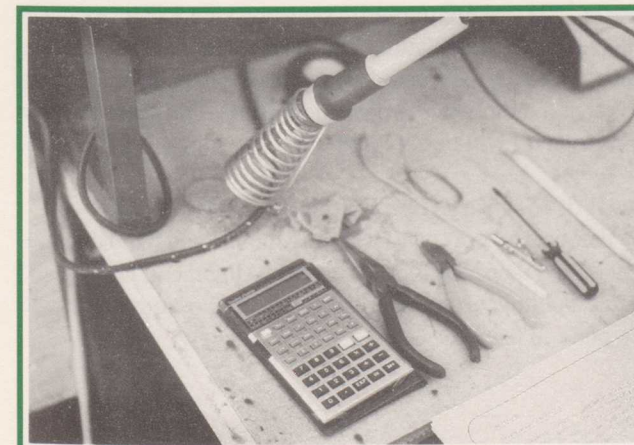
Course 1675 Personal Computers and Software

Course 1676 Cable & Satellite Software

Course 1677 Alarm Systems

Course 1678 Structured Troubleshooting

Course 1679 Customer Relations and Job Search Techniques

**CAREER PROSPECTS**

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

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

ADDITIONAL COSTS

Textbooks — approximately \$100; supplies for projects — approximately \$100; tools for continuing students — approximately \$25; for new students — approximately \$125



ELECTRONICS TECHNICIAN (TELECOMMUNICATIONS OPTION)

Program Length: Six months

Starting: Three times per year

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

PREREQUISITES

Completion of Electronics Basic, Electronics Technician Common Core, or equivalent. Advanced standing may be considered on an individual basis.

ABOUT THE PROGRAM

The six month Electronics Technician (Telecommunications Option) is an advanced course of studies designed to train persons for entry level positions as radio technicians, data and/or voice communications technicians, and general service, installation and service technicians. 50% or more of program time is spent on 'hands-on' practical activities.

Course 1703 Microprocessors & Microcomputers

Computers control much of today's telecommunications. In this course, the computer as a controller is explored. Machine language programming, serial I/O computer chips and interfacing are examined in a lab setting where students will construct computers of their own design.

Course 1704 Video and Video Display Terminals

The Video Display is the window on most of today's telecommunication data. Here the VDT circuitry and signals, troubleshooting video circuits, as well as synthesizing video signals is explored.

Course 1705 Digital Communications I

Serial Data interface standards, connectors, and digital signal transmission and reception are investigated in this course.



Course 3400 Communications Systems I and

Course 3401 Communications Systems II

To meet the rapidly changing demands of the telecommunications industry, topics will be chosen from one or more of the following important areas: data communications; satellite communications; personal computer hardware and software; advanced digital systems; cellular radio; packet switching; networks; electronics manufacturing and quality control; microwave systems; radar; avionics; and advanced telephony.

Course 1706 Digital Communications II

The theory and application of Pulse Code Modulation and Time Division Multiplex techniques will be presented in this course.

Course 4115 Telephone Carrier Systems

The exploration of the telephone system, covering 'voice grade' telephone lines from the telephone handset to the main exchange and forward will take place in this course. In the lab, students will install, test, and commission systems using actual telephone equipment.

Course 9006 Amplitude Modulation (AM) Radio

In this course, the principles, theory, and applications of Amplitude Modulation are explored. In the lab, students will construct, align, troubleshoot, and test an AM band receiver. Transmitter analysis and single side band systems are also covered.

Course 5017 Frequency Modulation (FM) Radio

The principles of FM modulation are presented with applications in commercial monaural and stereo broadcasting.

Course 5018 Antennas and Transmission Lines

Antenna theory, calculations, and design are introduced, along with the related concepts of impedance matching, standing waves, and radio wave propagation. In the lab, Time Domain Reflectometry will be explored.

Course 5045 Very High Frequency (VHF) Radio

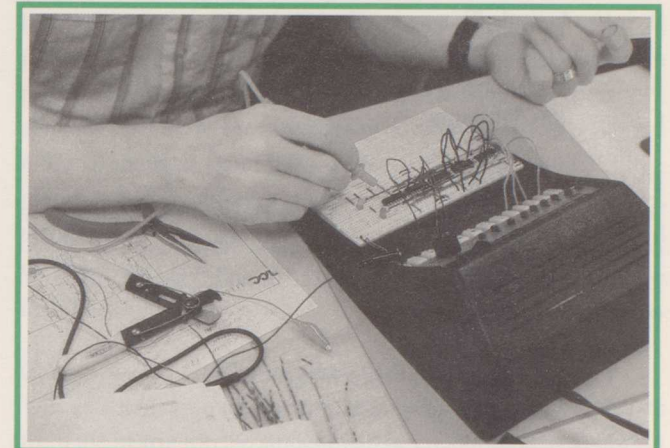
The practical aspects of VHF 2-way mobile and fixed communication are developed in this course. Alignment, testing, and troubleshooting of commercial 2-way radio equipment will take place in the lab.

CAREER PROSPECTS

The Telecommunication Option prepares graduates for entry level positions as Electronic Technicians with special emphasis on telecommunication system repair, maintenance, and installation. Because the industry is so diverse, there are extraordinary opportunities to choose one's working environment. As well, individuals who already possess other work related skills may find employment in electronic sales, customer relations, purchasing, or management.

ADDITIONAL COSTS

Textbooks approximately \$100; tools for continuing students — approx. \$25; for new students — approx. \$125; supplies for projects — approx. \$100; lab fee — \$60



ELECTRONICS PART-TIME (CREDIT)

BASIC ELECTRONICS (PART-TIME)

Program Length: 10 months (14 hours/week)

Starting: Generally September

Certification: Certificate

PREREQUISITES

Grade 12 or equivalent.

ABOUT THE PROGRAM

Electronics basic runs part-time September through June each year (evening lectures and Saturday labs). This is an accelerated version of the day program that allows the student to complete Electronic Basic in 10 months of part-time study. Because of the shortened time frame, considerable maturity and dedication will be required to successfully complete the program. For course descriptions and career prospects, please refer to Electronic Basic.

ADVANCED ELECTRONICS (PART-TIME)

Program Length: 10 months (14 hours/week)

Starting: Generally in September

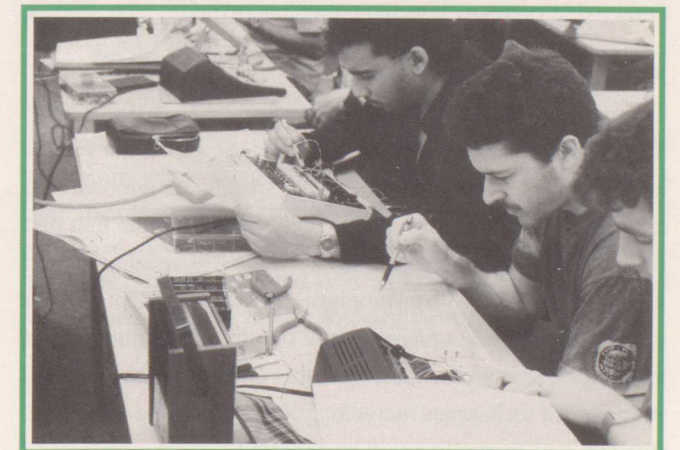
Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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



JEWELLERY ART AND DESIGN

Program Length: Two years (four semesters — 18 months total)

Starting: September

Certification: Diploma

PREREQUISITES

Admission to the Jewellery Art and Design program is on a competitive selection basis. Applicants must have completed grade 12 or acceptable equivalent. In addition, the selection committee will review:

- Portfolio demonstrating artistic ability;
- Post-secondary art related courses or equivalent experience.

The review will be followed by a personal interview.

ABOUT THE PROGRAM

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

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

FALL SEMESTER YEAR 1

Course 7174 Metal Techniques 1

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

Course 7175 Gemology 1

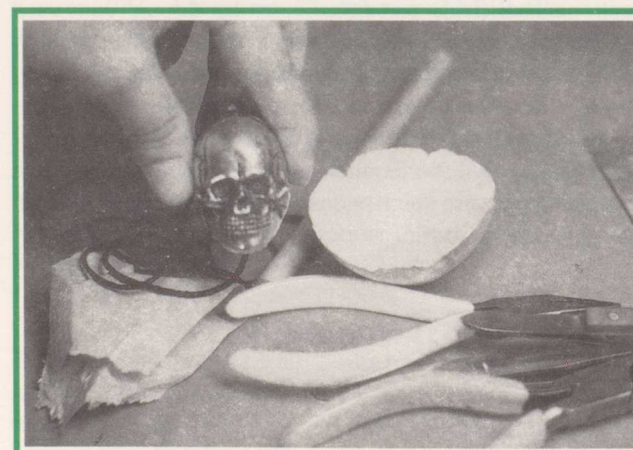
This course provides an introduction to gemstones. The student will learn a wealth of practical knowledge which can be successfully used in the jewellery business. Emphasis is placed on gemstone properties and characteristics. Topics will include: quality and value factors; characteristics that make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

Course 7176 Design & Drawing 1

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

Course 7177 History of Art 1

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



SPRING SEMESTER YEAR 1

Course 2928 Metal Techniques 2

A continuation of Metal Techniques 1, this course will further explore metallurgy, alloys, and working characteristics of metals. Lost wax casting, repoussage, tool making, basic stone setting, and engraving will be introduced, and these techniques will be applied to projects encouraging creativity and individual exploration as well as project planning and execution.

Course 2929 Gemology 2

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

Course 2930 Design and Drawing 2

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

Course 2931 History of Art 2

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

Course 2932 Display Project

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



FALL SEMESTER YEAR 2

Course 3673 Metal Techniques 3

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

Course 3674 Guided Studies 1

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

Course 3675 Gemology 3

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

Course 3676 Design and Drawing 3

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

Course 3677 History of Art 3

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

Course 3678 Business Management

The purpose of this course is to give students the knowledge and confidence to run their own business. The course is specifically geared to artist/jewellers who would like to be self employed. A variety of topics will be covered including business planning, jewellery related laws and regulations, promotional techniques, business ethics, and advertising.

SPRING SEMESTER YEAR 2**Course 4311 Production Techniques**

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

Course 4312 Guided Studies 2

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

Course 4313 Gemology 4

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

Course 4314 Design and Drawing 4

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

Course 4315 History of Art 4

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

Course 4316 Computer Graphics

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

Course 4317 Diploma Project

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

CAREER PROSPECTS

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

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

ADDITIONAL COSTS

Textbook and supplies — approximately \$1650

Coordinator — Maciej Walentowicz

**ART & DESIGN FOUNDATION COURSE**

It is anticipated that an Art & Design Foundation course (120 hrs.) will be offered in the Fall semester. This course will be of interest to potential applicants to the Jewellery Program who need exposure to the tools, materials, methods and ideas that will enable an entrant to build a 'sound' portfolio.

PRINTING PRODUCTION — BASIC

Program Length: Five months

Starting: October

Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

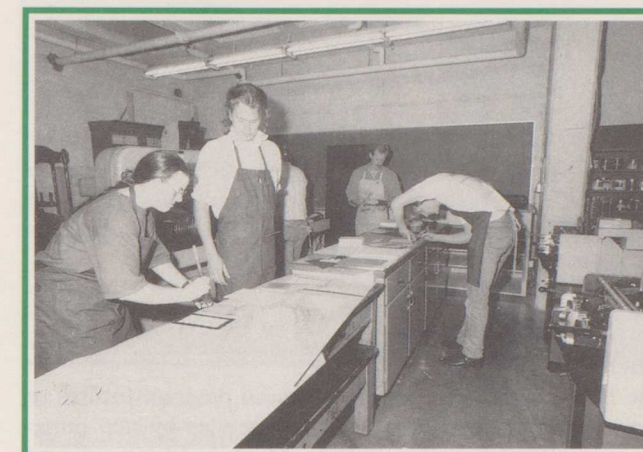
This five month program is designed to give the student an overview of the five areas of the printing trade which can be studied in greater depth in each of the advanced programs. Placement in an advanced program is dependent on achievement in the Basic Program. Specialization areas include: Production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

Course 7198 Production Planning Estimating — Basic

This course introduces the student to the terminology of the trade and the concepts behind the step-by-step procedures used for planning and executing a printing job. Manual and computer assisted estimating are introduced.

Course 7199 Composition — Basic

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

**Course 7200 Litho-Prep — Basic**

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

Course 7201 Black and White Camera/Scanner — Basic

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

Course 7202 Press and Bindery — Basic

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

CAREER PROSPECTS

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

Department Head — Doug Gordon

PRINTING PRODUCTION — ADVANCED

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

PREREQUISITES

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

PRODUCTION PLANNING

ABOUT THE PROGRAM

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

Course 7225 Manual Estimating

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

Course 7226 Computer Assisted Estimating

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

Course 7227 Printing Production Planning

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

Course 7228 Printing Sales and Product Knowledge

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

speakers from the printing industry will provide their views on current product knowledge and sales.

CAREER PROSPECTS

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

COMPOSITION

ABOUT THE PROGRAM

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

Course 7256 Commercial Typesetting I

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

Course 7257 Commercial Typesetting II

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

Course 7258 Commercial Typesetting III

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

Course 7259 Commercial Typesetting IV

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

CAREER PROSPECTS

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

LITHO — PREP

ABOUT THE PROGRAM

At the conclusion of the Basic Printing Production program, successful students may elect to enter the Advanced Litho-Prep Program. This four month program is composed of two courses: Paste-up and Assembly, which are taught over an interval of two two-month terms. Most aspects of paste-up including imposition and basic design layout are covered in this four-month advanced program. The film assembly includes black and white as well as multi-colour stripping, film contacting, step-and-repeat methods and four colour process stripping. Various methods of colour proofing will be covered, and platemaking will be studied in detail.

Course 7232 Paste-up I

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

Course 7231 Film Assembly I

Students will acquire the basic knowledge, skills, care and precision which will prepare them for the Film Assembly II Course. Subjects covered in this course include contacting film, working with screen tints, using halftones and duotones, breaking for colour at the film stage and other procedures. Students work on a practical group project which they apply their skills to produce a small booklet.

Course 7287 Paste-up II

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

Course 7288 Film Assembly II

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

CAREER PROSPECTS

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



CAMERA/SCANNER

ABOUT THE PROGRAM

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

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

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

Course 7236 Colour Reproduction II (Silver Masking of Transparencies)

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

Course 7289 Colour Reproduction II (Electronic Dot-Generated Scanning)

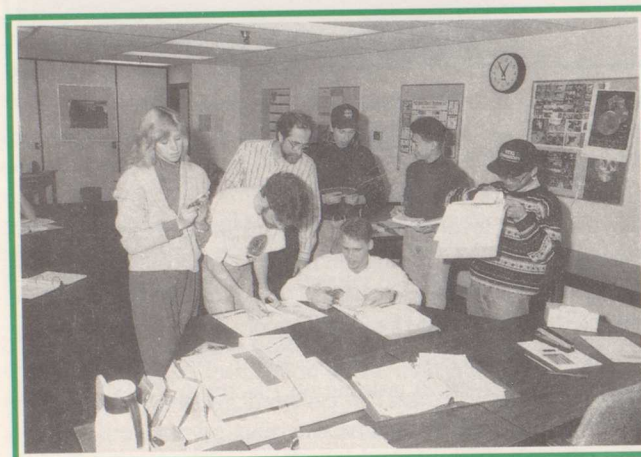
This component of the program introduces the learner to a variety of uses on the computerized scanning system. Topics covered are scanner design, output, linearization and functional description, pre-operational set-up and the production of four screened colour separations.

Course 7290 Applied Colour Reproduction (Major Project)

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

CAREER PROSPECTS

Graduates from the Advanced Camera/Scanner program may seek an apprenticeship in the graphic arts industry in job categories such as Colour Camera and Scanner Operation and Colour Proofing.



PRESS AND BINDERY

ABOUT THE PROGRAM

This advanced level program develops the knowledge attained by the student in the basic program. It expands on methods and procedures to include duotones, four-colour process, eight page signatures, varied stocks and sizes on single colour presses (L-125C Harris), with an accent on safety, quality and production to industry standards. Students produce both projects and live work.

Course 7291 Lithopress I

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

Course 7292 Lithopress II

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

Course 7293 Lithopress III

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

Course 7242 Bindery

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

CAREER PROSPECTS

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

Department Head — Doug Gordon

The Technical Division also offers a program for students with disabilities. Details of these programs start on page 102.

ADDITIONAL COSTS — TOOLS AND TEXTBOOKS

Production Planning	\$150
Composition	150
Litho-Prep	200
Camera/Scanner	200
Lithopress & Bindery	200



TOURISM & HOSPITALITY PROGRAMS



CHINESE CUISINE

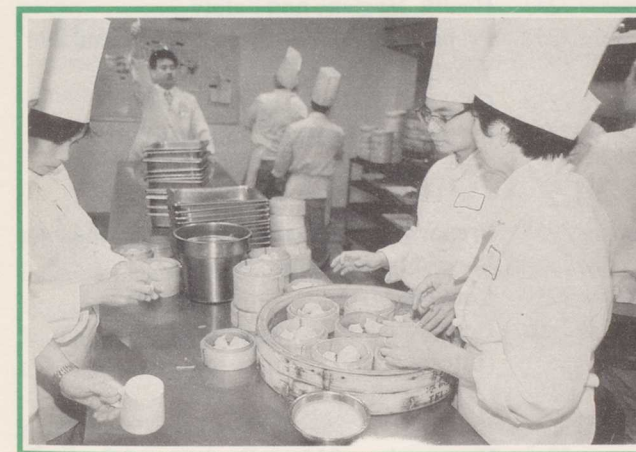
Program Length: Six months
 Starting: Generally twice yearly
 Certification: Certificate

PREREQUISITES

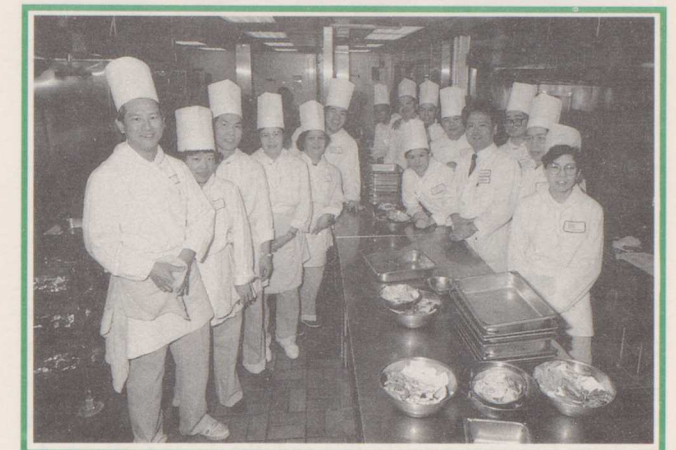
Completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM

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

**LEVEL 1 — 12 WEEKS**

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

**LEVEL 2 — 12 WEEKS**

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

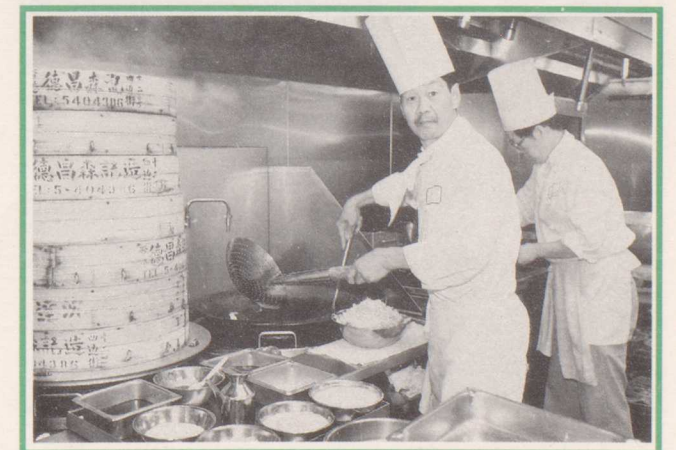
CAREER PROSPECTS

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

ADDITIONAL COST

Supplies — \$75,
 Uniform deposit — \$25

Department Head — Condly Leung



VIETNAMESE CUISINE

Program Length: 3 months on a part-time basis
 Starting: September and January
 Certification: Certificate

PREREQUISITES

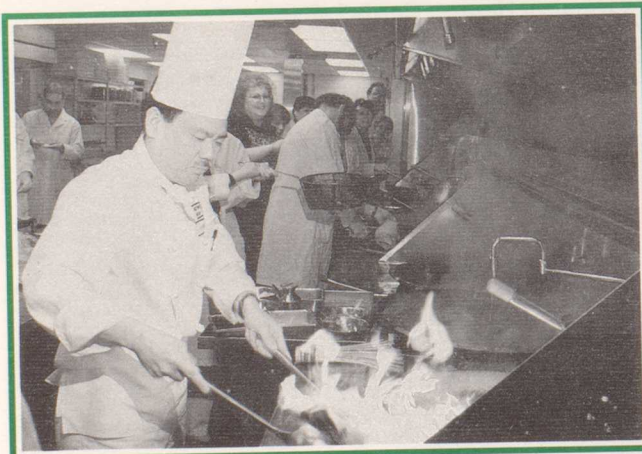
Completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM

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

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

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



LEVEL 1

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

LEVEL 2

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

LEVEL 3

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

ADDITIONAL COST

Uniform deposit — \$25

Department Head — Condly Leung

CAREER PROSPECTS

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

BAKING AND PASTRY — APPRENTICE

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

Starting: Contact Apprenticeship Branch
 Certification: Contact Apprenticeship Branch

PREREQUISITES

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

ABOUT THE PROGRAM

The Baking and Pastry — Apprentice program is designed for people currently working in the baking industry. The program consists of three one-month training session over a three-year period.

A list of courses is available from the Counselling department.

CAREER PROSPECTS

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



Department Head — George Rudolph

ADDITIONAL COSTS

Textbooks and Supplies — \$60;
 Uniform deposit — \$25

BAKING AND PASTRY ARTS

LEVEL 1 — 15 WEEKS

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

LEVEL 2 — 12 WEEKS

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

LEVEL 3 — 16 WEEKS

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

ADDITIONAL COSTS

Textbooks and Supplies — approximately \$150
 Uniform deposit — \$25

Department Head — George Rudolph

Program Length: 10 months

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

Starting: Quarterly (September, January, and April)

Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

CAREER PROSPECTS

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

CULINARY ARTS — APPRENTICE

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

Starting: Contact Apprenticeship Branch

Certification: Contact Apprenticeship Branch

PREREQUISITES

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

ABOUT THE PROGRAM

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

COURSES

A description of courses is available from the Counselling department.

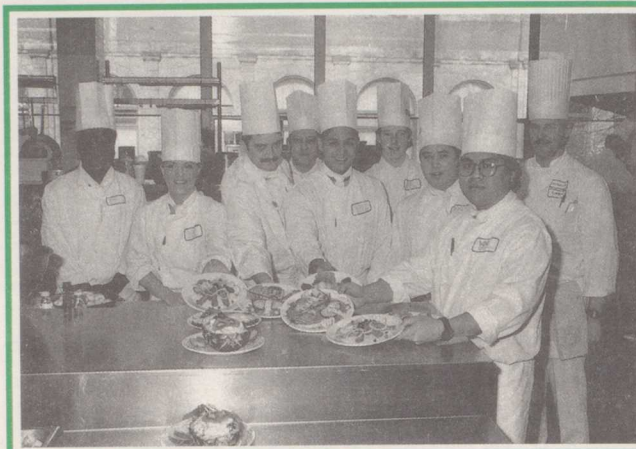
CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$60

Uniform deposit — \$25



DINING ROOM AND LOUNGE SERVICE — BASIC

Program Length: 3 months (Basic)

Starting: September and January *see below

Certification: Certificate

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

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

PREREQUISITES

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

ABOUT THE PROGRAM

The Dining Room and Lounge Service program introduces students to the fast growing hospitality industry. Restaurant equipment, menu terminology, and effective customer relations are covered in the first month of the program. Serving breakfast, lunch, banquets, preparing and serving non-alcoholic beverages and cocktails and bar drinks are covered in the

second month. The student will also learn to operate a cash register, check the cash float, handle credit card transactions, and perform closing procedures.

LEVEL 1 — 12 WEEKS

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

CAREER PROSPECTS

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

Department Head — Stephen Stafford

ADDITIONAL COSTS

Textbooks and supplies — approximately \$65

DINING ROOM AND LOUNGE SERVICE — ADVANCED

Program Length: 3 months

Starting: Students will be accepted into the appropriate level of the Food and Beverage Management program provided space is available. September and January

Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

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

CAREER PROSPECTS

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

Department Head — Stephen Stafford

ADDITIONAL COSTS

Textbooks and Supplies — approximately \$65

FOOD AND BEVERAGE MANAGEMENT

Program Length: 1 year
Starting: September and January
Certification: Certificate

PREREQUISITES

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

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

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

ABOUT THE PROGRAM

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

SEMESTER 1

Course 7150 From Tourism to Tourist
Course 7153 Business Communications 1
Course 7243 Managing Service
Course 7154 Introduction to Data Processing
Course 7155 Accounting
Course 2915 Introduction to Marketing
Course 7244 Beverage Operations/ Serving It Right
Course 7157 Rooms Division Operations
Course 3630 Sanitation Management and Food Safe 1 and 2

SEMESTER 2

Course 2952 Wine/Wine Service
Course 2908 Supervisory Leadership in Tourism
Course 7152 Human Relations in Tourism
Course 3660 Convention Management
Course 3659 Food and Beverage Cost Controls
Course 2835 Principles of Financial Controls in Tourism

Course 2912 Computers in Business
Course 2834 Menu Designs and Planning
Course 2953 Advance Bar / Mixology

SEMESTER 3

Course 2836 Service Procedures II
Course 2675 Human Resources Development in Tourism
Course 3661 Bar Supervision
Course 3662 Food Production Principles
Course 3663 Dining Room Supervision
Course 3664 Practicum/Work Experience
Course 2954 Dining Room Operations

CAREER PROSPECTS

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

Department Head — Stephen Stafford

ADDITIONAL COSTS

Textbooks and Supplies — approximately \$950
Uniform deposit — \$25



HOSPITALITY ADMINISTRATION

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

PREREQUISITES

- Grade 12 graduation with English 12 (C+) or acceptable equivalents.
- resume, documenting a minimum of 6 months (1,000 hours) of industry-related practical work experience
- completion of a medical questionnaire, and submission of a negative medical Tb test or chest X-ray report.

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

RECOMMENDED CHARACTERISTICS

The hospitality industry is, first and foremost, a people business. Thus the Hospitality Administration Program has been designed to strengthen and encourage interpersonal skills and a team approach to course work. Students work with fellow students, industry representatives, members of the college community and the public. Students must have the desire to serve guests and work effectively as team players.

In addition to a strong "people-focus", familiarity with computers, basic keyboarding skills and fluency in a second language are further assets that will strengthen the students' success in this program.

High school graduates who have successfully completed the Career Preparation Program in Hospitality and Tourism should so indicate on their application.

ABOUT THE PROGRAM

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

SEMESTER 1

Course 7153 Business Communication 1
Course 7154 Introduction to Data Processing
Course 7155 Accounting 1
Course 7312 Introduction to Marketing
Course 7244 Beverage Operations
Course 7157 Rooms Division Operation
Course 7152 Human Relations in Tourism
Course 7313 Food and Beverage Management
Course 7314 Business Math

SEMESTER 2

Course 2917 Business Communications 2
Course 2912 Computers in Business
Course 2918 Accounting 2
Course 2919 Rooms Division Operation 2
Course 2914 Front Office Accounting
Course 7156 Food Operations Management
Course 2977 Public Speaking
Course 3666 Human Resources Management

SEMESTER 3

Course 3665 Food and Beverages Cost Control
Course 4304 Labour Relations
Course 3667 Marketing and Sales
Course 3668 Business Statistics
Course 3670 Food and Beverage Practicum 1
Course 7150 Tourism to Tourist
Course 3729 Convention Management
Course 2911 Economics



SEMESTER 4

Course 4310	Business Law
Course 4309	Food and Beverage Practicum 2
Course 4305	Marketing, Sales, Promotion and Advertising
Course 4303	Hospitality Management Accounting 3
Course 4306	Organizational Behaviour
Course 4307	Directed Studies
Course 3672	Facilities Planning and Design
Course 4333	Cultural Exchange
Course 4332	Tour Operations
Course 4334	Industry Practicum

CAREER PROSPECTS

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

ADDITIONAL COST

Textbooks and supplies — approximately \$1,800
Uniform deposit — \$25

Department Head — David Donaldson

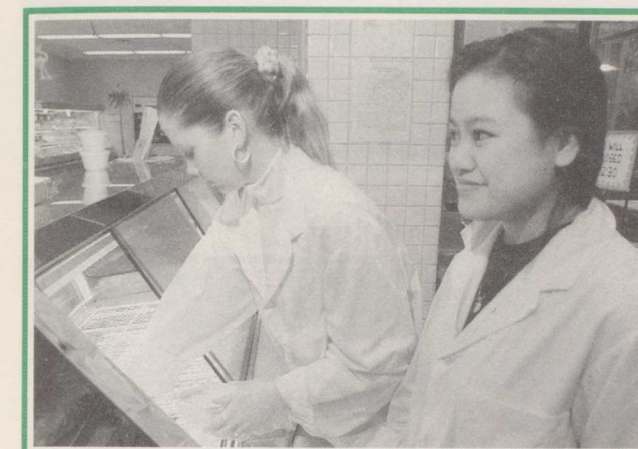


RETAIL MEAT PROCESSING

Program Length: 6 months
Starting: Every 10 Weeks
Certification: Certificate

PREREQUISITES

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



CAREER PROSPECTS

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

Department Head — Sid Heringer

ADDITIONAL COSTS

Textbooks and supplies — approximately \$140
Uniform deposit — \$25

ABOUT THE PROGRAM

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

LEVEL 1

Course 7095	Sanitation and Safety
Course 7203	Meat Theory
Course 7068	Primal Cuts
Course 7204	Block Ready Cutting
Course 7205	Freezer Orders Processing
Course 7206	Fresh Sausage Making

LEVEL 2

Course 2867	Pork Cutting
Course 2868	Chicken, Lamb and Veal Cutting
Course 2937	Retail Beef Cutting
	Fish Cutting and Merchandising
Course 7103	Customer Service
Course 2938	Merchandising
Course 7042	Practicum



RETAIL MEAT CUTTING — APPRENTICESHIP

Program length: Two one-month training periods a year
 Starting: Contact Apprenticeship Branch
 Certification: Contact Apprenticeship Branch

PREREQUISITES

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

ABOUT THE PROGRAM

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

A list of courses is available from the Counselling Department.

CAREER PROSPECTS

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



Department Head — Sid Heringer

ADDITIONAL COST

Text — approximately \$25
 Uniform deposit — \$25

SAUSAGE MAKING AND SMOKED MEATS

Program length: Six months*
 Starting: Contact Admissions
 Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

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

LEVEL 1

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

LEVEL 2

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

CAREER PROSPECTS

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

Department Head — Sid Heringer

ADDITIONAL COST

Text and supplies — approximately \$150
 Uniform Deposit — \$25

PROGRAMS FOR THE TOURISM PROFESSIONAL

Program Length: Offered on a part-time basis only
 Starting: Usually twice yearly, Fall and Winter semester
 Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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



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



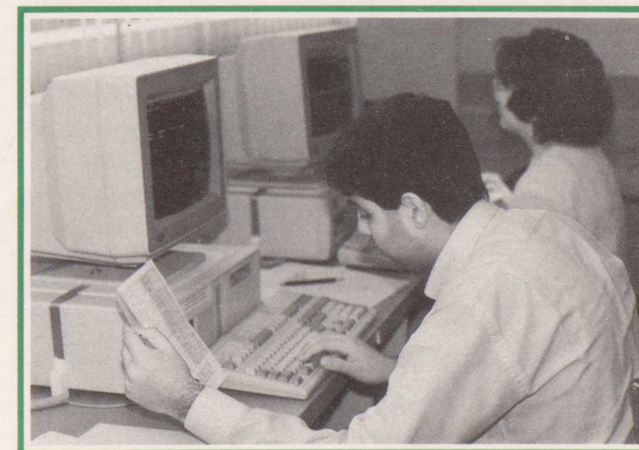
CORE COURSES

Course 3580 Tourism: An Industry Perspective
 Course 4270 Marketing and Customer Service
 Course 2672 Human Relations in Tourism
 Course 4269 Leadership Skills in Tourism
 Course 2675 Human Resource Development in Tourism
 Course 2674 Operational Controls in Tourism
 Course 3530 Computer Application in Tourism

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

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

Food and Beverage
 Rooms Division
 Marketing and Sales
 Accounting and Finance



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

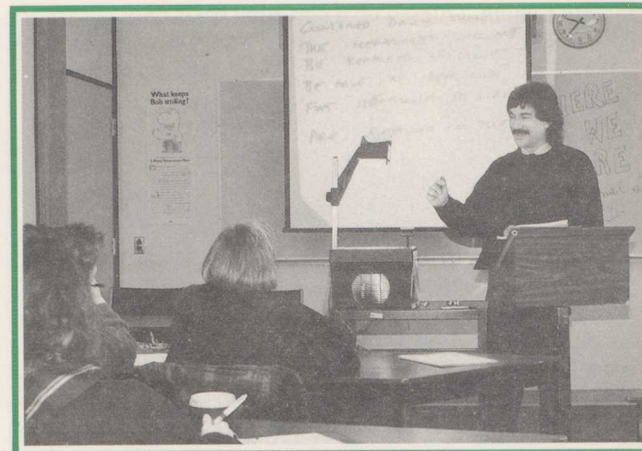
CAREER PROSPECTS

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

ADDITIONAL COSTS

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

Contact Jackie Sandy, Division Chair, Tourism and Hospitality.



TRAVEL AGENT

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

PREREQUISITES

- Grade 12 Diploma or equivalent;
- keyboarding skills.

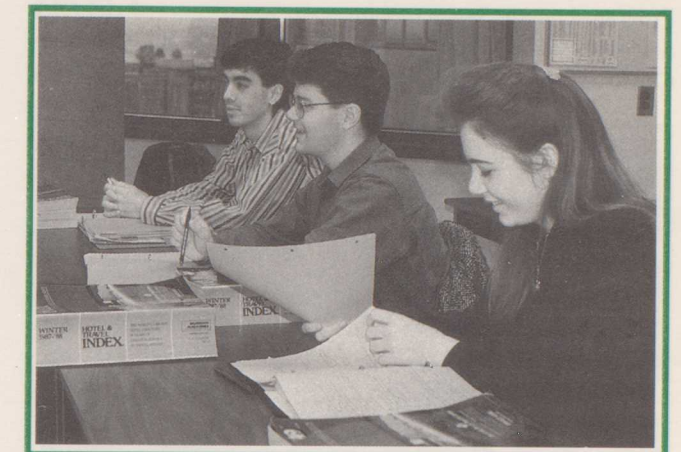
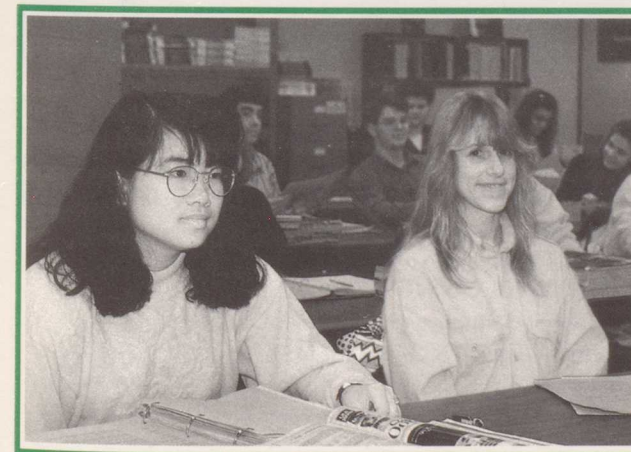
ABOUT THE PROGRAM

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

This program meets the ACCESS educational standards; it is therefore fully endorsed by CITC (Canadian Institute of Travel Counsellors) and ATCA (Alliance of Canadian Travel Associations).

LEVEL 1

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



LEVEL 2

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

LEVEL 3

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

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

CAREER PROSPECTS

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

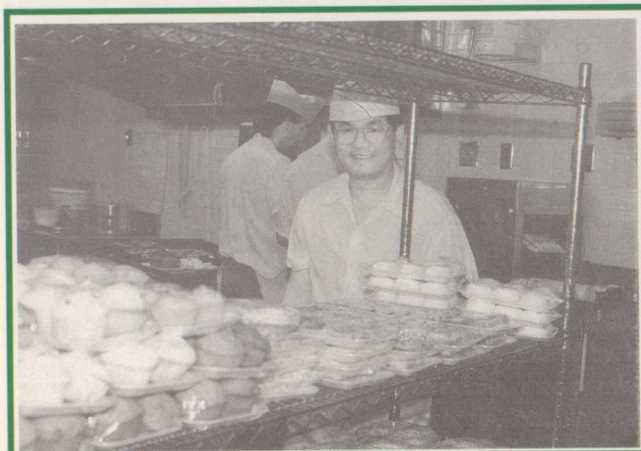
ADDITIONAL COSTS

Textbooks and supplies — approximately \$294

Coordinator — Jackie Kinnersley

BAKING ASSISTANT — E.S.L.

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



PREREQUISITES

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

ABOUT THE PROGRAM

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

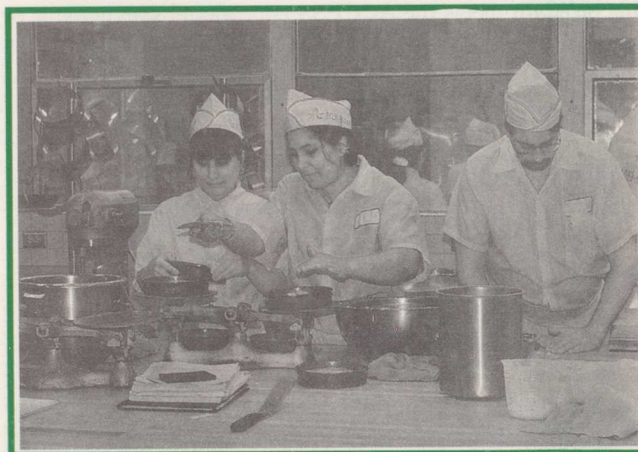


LEVEL 1

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

LEVEL 2

- Course 2893 Pastry and Savoury Goods
- Course 2894 Shop Maintenance
- Course 2895 Cookies/Squares
- Course 2896 Pastries
- Course 2897 Theory
- Course 2878 Oven Work 2
- Course 2857 English Language Training
- Course 2899 Practicum and Job Search Skills



CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$60;
 Uniform — deposit \$25

Department Head — George Rudolph

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



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

PREREQUISITES

- English language ability at Upper Beginners level or higher as tested at Vancouver Community College — King Edward Campus.
- may involve an assessment or interview;
- completion of a medical questionnaire, and submission of a negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM

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

LEVEL 1

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

E.S.L.

English Language Training
 Industry Practicum and Job Search Skills

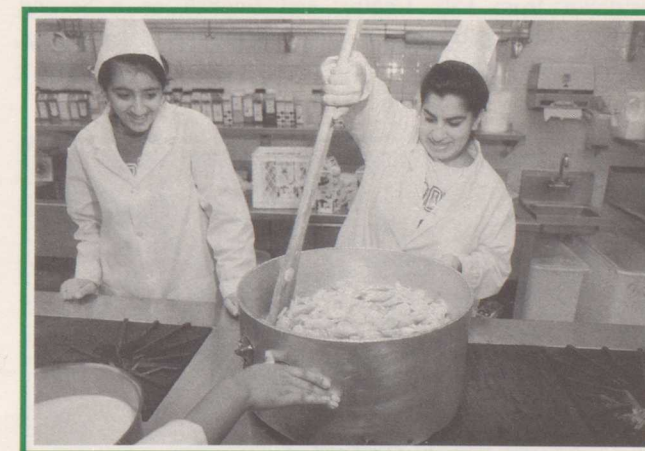
CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$150;
 Uniform — deposit \$25

Department Head — Ulrich Falter



DINING ROOM AND LOUNGE SERVICE — BASIC/E.S.L.

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

PREREQUISITES

- English language ability at Upper Beginner's level or higher as tested at King Edward Campus
- may involve assessment or interview;
- completion of medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM

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

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



LEVEL 1

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



LEVEL 2

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

E.S.L.

English Language Training
 Industry Practicum and Job Search Skills

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$65

Department Head — Stephen Stafford

The Tourism & Hospitality Division also offers a program for students with disabilities. Details of this program are on page 104.

BUILDING SERVICE WORKER

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

PREREQUISITES

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

ABOUT THE PROGRAM

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



LEVEL 1 — 3 WEEKS

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

LEVEL 2 — 4 WEEKS

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

LEVEL 3 — 5 WEEKS

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



CAREER PROSPECTS

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

ADDITIONAL COSTS

Supplies — approximately \$125

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

Department Head — John DenDaas

BUILDING SERVICE WORKER — E.S.L.

Program Length: 5 months
Starting: Contact Counselling
Certification: Certificate

PREREQUISITES

- Lower Intermediate level of English language training;
- completion of a medical questionnaire and submission of negative Tb test or chest X-ray.

ABOUT THE PROGRAM

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

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

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

LEVEL 1

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

LEVEL 2

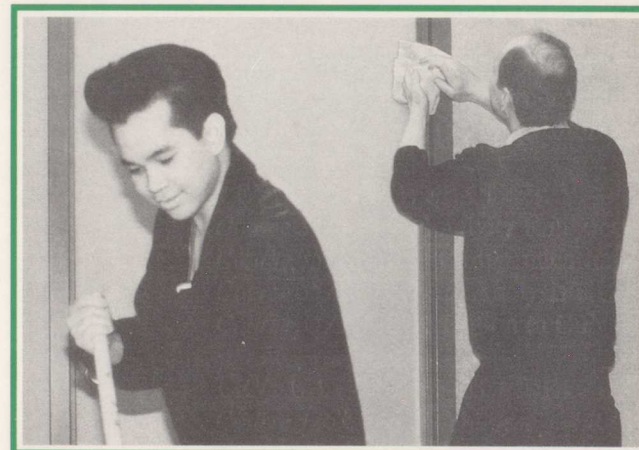
Course 2683 **Hospital Cleaning Procedures**
Course 2604 **General Housekeeping**
Course 2605 **Industry Practicum**

LEVEL 3

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

CAREER PROSPECTS

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



ADDITIONAL COSTS

Supplies — approximately \$100
Safety Requirements: Janitorial work shoes (non-slip soles)
Dress: Comfortable, neat work clothing

Department Head — John DenDass

ESTHETICS (SKIN CARE)

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

This is a cost recovery program

PREREQUISITES

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

ABOUT THE PROGRAM

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

LEVEL 1

Course 1871 **Manicure 1**
Course 1974 **Introduction to Esthetics**
Course 1975 **Skin Analysis**
Course 1976 **Hygiene, Bacteriology and Sanitation**
Course 1977 **Footcare**
Course 1978 **Introduction to Cosmetic Massage**
Course 1979 **Anatomy, Physiology and Histology**
Course 1980 **Disorders and Diseases of Skin, Hair and Nails**
Course 1981 **Hair Removal 1**
Course 1982 **Basic Make-up**



LEVEL 2

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbook and supplies — approximately \$600
(Prices subject to change)

Department Head — Bob Malone

HAIRSTYLING — WOMEN'S AND MEN'S

Program Length: 10 months
 Starting: Usually September, January and April
 Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

The Hairstyling program — Women's/Men's is divided into four levels. The first three levels of this program are designed to cover all core aspects of the industry on a progressive scale, demanding an increase in competence at each level. Theoretical knowledge and practical training is covered in such areas as client relations, men's and ladies' haircutting, permanent waving, shaving, hair colouring, hair and scalp treatments, facials and manicures and disorders of the scalp and skin. Salon management, bookkeeping, reception and desk functions and business services are also an integral part of this program. The fourth level, or option level, is the level in which the student completes their chosen course of study (Men's or Women's). Upon compliance with the necessary regulations, students are prepared to sit the examination of the B.C. Hairdresser's Association or The Barbers Association of British Columbia.

CAREER PROSPECTS

Well trained hairstylists are in constant demand in every community.



LEVEL 1

- Course 8022 Introduction to Hairstyling Women's/Men's
- Course 1875 Introduction to Selling
- Course 1140 Haircutting 1
- Course 1667 Haircoloring 1
- Course 1869 Client Relations
- Course 1670 Structure of Hair and Skin
- Course 8023 Permanent Wave
- Course 1870 Hygiene, Bacteriology & Sanitation
- Course 8024 Shampoos, Conditioners, & Rinses
- Course 8025 Salon Management
- Course 8026 Hairstyling 1

LEVEL 2

- Course 2570 Communication and Salon Function
- Course 8027 Scalp and Hair Treatments
- Course 2568 Disorders and Diseases of Hair and Skin
- Course 1234 Permanent Waving 2
- Course 2367 Haircoloring 2
- Course 2571 Anatomy and Physiology
- Course 2689 Haircutting 2
- Course 8028 Facials
- Course 2368 Practicum 1
- Course 8029 Haircutting 2

LEVEL 3

- Course 3721 Haircutting 3
- Course 4131 Permanent Wave 3
- Course 3560 Scalp and Hair Treatments 2
- Course 3722 Wigs and Hairpieces
- Course 4106 Haircoloring 3
- Course 3450 Hair Structure and Chemistry
- Course 3723 Facial 2
- Course 3559 Career Management
- Course 3272 Haircutting 3
- Course 3328 Practicum 2

LEVEL 4

- MEN'S OPTION**
- Course 4330 Haircutting 4
- Course 4329 Men's Hairstyling 4 (includes Relaxing)
- Course 4328 Shaving/Facial
- LADIES OPTION**
- Course 4326 Haircutting 4
- Course 4327 Ladies' Hairstyling 4 (includes Relaxing)
- Course 4325 Perm Wave 4
- Course 4323 Hair Color 4
- Course 4324 Facials/Manicures/Footcare
- Course 4216 Practicum

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

Completion of the Men's Hairstyling program will give graduates the skills to pass the B.C. Barber's Association Board Examination. A 1000 hour period of in-shop/salon work experience must be completed before the granting of a provincial license and apprenticeship completion certificate. The training and practical experience you get from the Men's Hairstyling program gives you the competitive edge needed to succeed in this industry.

ADDITIONAL COSTS

Textbooks and complete supplies — approximately \$600
 (Prices subject to change)



Department Head — Bob Malone

HAIRSTYLING — WOMEN'S AND MEN'S — E.S.L.

Program Length: 16 months
 Starting: Occasionally
 Certification: Certificate

PREREQUISITES

- Lower Intermediate level of English language training;
- completion of a medical questionnaire and submission of negative Tb skin test or chest X-ray report.



ABOUT THE PROGRAM

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$600

Department Head — Bob Malone

PROGRAMS FOR STUDENTS WITH DISABILITIES

Applicants to the following programs must have difficulties with learning and would benefit from, and be comfortable in, an alternative learning environment for students with disabilities. Students with disabilities who do not require such an

environment are encouraged to contact *Services for Students With Disabilities* in the counselling department for counselling and support in traditional programming.

BUILDING SERVICE WORKER (EXTENDED)

Program Length: Six months
Starting: Twice yearly
Certification: Certificate



PREREQUISITES

- Satisfactory completion of screening interview and hands-on assessment. There is no minimum education standard. The ability to read and write would be an asset.
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

RECOMMENDED CHARACTERISTICS

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

ABOUT THE PROGRAM

This specialized program prepares students with disabilities to gain employment in the building service industry. Students have the opportunity to develop their practical skills to a level of competency acceptable by the industry. Graduates will find employment opportunities in offices, schools, shopping malls, warehouses, supermarkets, restaurants, hotels, transportation centres, hospitals, and private homes.

LEVEL 1

Course 1727 Light Housekeeping

LEVEL 2

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

LEVEL 3

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

ADDITIONAL COSTS

\$125 for supplies and fees over and above tuition fees.

Department Head — John DenDaas

CAREER AWARENESS

Program Length: 10 months
Starting: September
Certification: Certificate

PREREQUISITES

- Interview with the Counsellor for Students with Disabilities followed by an interview with two members of the Career Awareness program. Applicants must have difficulties with learning and be comfortable in an alternative learning environment for students with disabilities.
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray are required.

RECOMMENDED CHARACTERISTICS

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

ABOUT THE PROGRAM

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

The training needs of the student are provided through a wide range of experiences including life skills, generic work skills, specific skill training, employment counselling and community work experiences. Reading skills are not required.

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



LEVEL 1

Course 1884 Grooming and Hygiene
Course 1885 Safety
Course 7124 Introduction to Work
Course 1504 Communication Skills 1
Course 2709 Assertiveness 1
Course 7121 Tai Chi
Course 2711 Stress Management 1
Course 7122 Employee Behaviours 1
Course 7123 Work Experience 1
Course 7125 The Employment Process

LEVEL 2

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

CAREER PROSPECTS

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

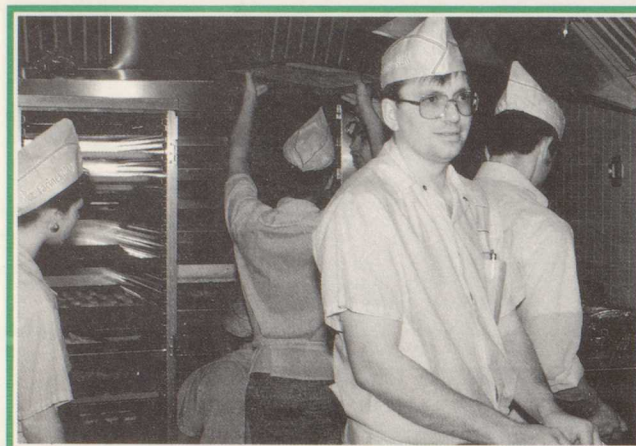
Department Head - Holly Cole

FOOD SERVICE CAREERS

Program Length: 10 months

Starting: September

Certification: Certificate



PREREQUISITES

- all students will have an initial assessment of learning skills and career interests;
- completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM

The Food Service Careers program prepares adults with disabilities for entry-level employment in various sectors of the hospitality industry. The structure of the program is flexible and provides opportunities for integration into regular programs where possible.

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

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

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

COURSES

Course 7162 **Introduction to Food Service Assistant**

Course 1885 **Safety**

Course 1998 **Sanitation and Hygiene**

Course 1418 **Communication/Customer Relations**

(These four courses are introduced and taught in the first month of the program. Progress through each of these courses will depend upon the abilities of each individual student.)

Course 2901 **Food Service Careers** (Advanced)

CAREER PROSPECTS

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

ADDITIONAL COSTS

Texts and supplies — \$50

Uniform deposit — \$25

Coordinator — Sherry Rutledge



JOB READINESS

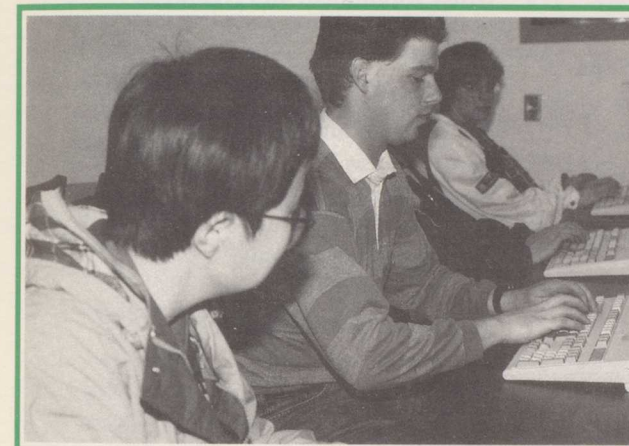
Program Length: Three to ten months depending on course selected.

Starting: September, January, April

Certification: not applicable

PREREQUISITES

- Interview with the Counsellor for Students with Disabilities. Applicants must have difficulties with learning and be comfortable in an alternative learning environment for students with disabilities. Some courses may require an assessment by the instructor to determine whether the course is suitable for the applicant.



ABOUT THE PROGRAM

The Job Readiness program is designed for students with a disability who wish to establish and/or upgrade pre-vocational skills that would enhance entry into further education or employment.

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

COURSES

Reading for Independence (6 hours a week)

Being with People (5 hours a week)

Relationships and You (5 hours a week)

Communicating through Sign Language (5 hours a week)

Human Sexuality (5 hours a week)

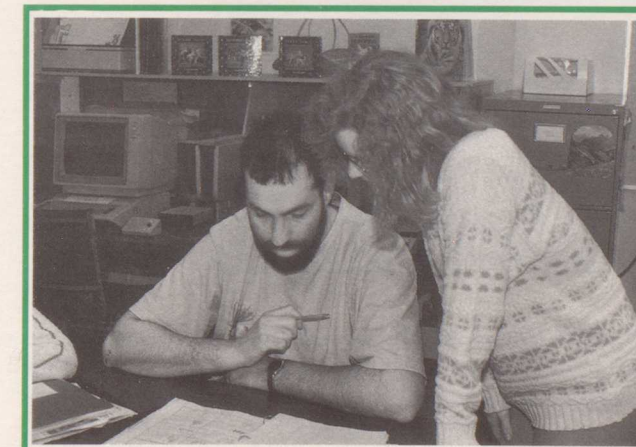
Introduction to Microcomputers (10 hours a week)

Introduction to Word Perfect 5.1 (5 hours a week)

Expression through Art (3 hours a week)

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

Department Head — Holly Cole



OFFICE CORE SKILLS

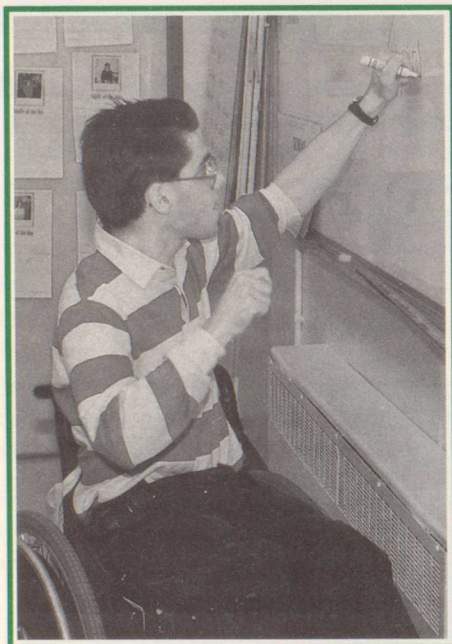
Program Length: 10 months

Starting: September

Certification: Certificate

PREREQUISITES

- Interview with the Counsellor for Students with Disabilities followed by an interview with two members of the Office Core Skills program. Applicants must have difficulties with learning and be comfortable in an alternative learning environment for students with disabilities.
- Previous career exploration which supports decision to undertake skills training in the clerical field is required. All applicants will be assessed on reading ability, clerical knowledge and previous career exploration. A minimum of a grade five reading level is desired.



RECOMMENDED CHARACTERISTICS

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

ABOUT THE PROGRAM

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

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

LEVEL 1

- Course 1884 **Grooming and Hygiene**
 Course 7214 **Introduction to Clerical Careers**
 Course 7164 **Effective Communication 1**
 Course 7165 **Assertiveness 1**
 Course 7166 **Stress Management 1**
 Course 7122 **Employee Behaviours 1**
 Course 7216 **The Employment Process**
 Course 7215 **Keyboarding and Computer Basics**
 Course 7170 **Alpha-Numeric Filing**
 Course 7171 **Mail Preparation and Distribution**
 Course 7172 **Photocopying**
 Course 7173 **Office Equipment and Resources**

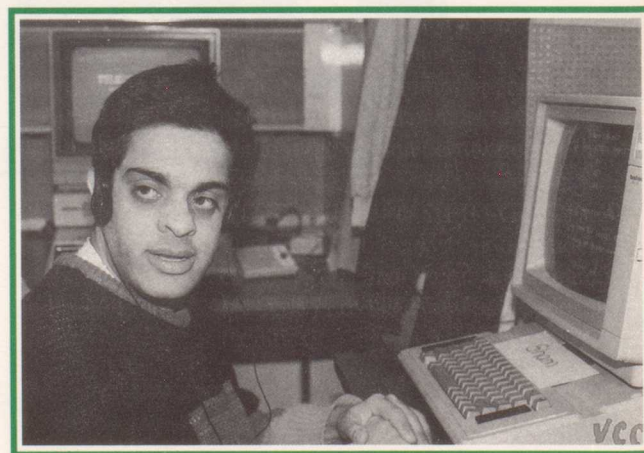
LEVEL 2

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

CAREER PROSPECTS

Graduates will be prepared to pursue further education and skill training and/or competitive employment in the public and private sectors.

Department Head — Holly Cole



PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

Starting: Contact the Program Development & Staff Training department at Vancouver Community College — City Centre for a schedule.

Certification: Certificate or Diploma depending on courses completed and employment status.

PREREQUISITES

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

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

To be formally accepted in the program, candidates must complete the Employer Recommendation form and an Admission to the Instructor Diploma form obtainable from the Program Development & Staff Training department.

Applicants who are not currently employed as instructors may be admitted to the program if they meet the other admission requirements, and if they can provide evidence of related work experience that would qualify them to be eligible for employment as instructors in their specialty areas. However, applicants who are not presently employed as instructors must note that they will not be able to complete the Major Assignment required for the Provincial Instructor Diploma until such time as they are employed as instructors.

Individuals who are not presently employed as instructors may request the Vancouver Community College — Train the Trainer Certificate through City Centre upon completion of courses ID 101, ID 102A, and ID 104A. If, after completing these courses plus the remaining courses in the Provincial Instructor Diploma Program (ID102B, ID103, and ID104B) individuals are still not employed as instructors, they may apply for the Vancouver Community College Instructor Training Certificate, also through City Centre.

ABOUT THE PROGRAM

The Provincial Instructor Diploma Program encompasses two fundamental and interrelated components:

- 1) the development of instructional competencies in the design, management and evaluation of effective learning activities; and
- 2) the development of a foundation for continuing professional growth by individuals involved in instruction.



COURSES

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

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

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

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

Department Head — Robert Aitkin

AWARDS, BURSARIES AND SCHOLARSHIPS

ALUMNI ASSOCIATION BURSARIES

Two awards of \$500 are provided to students in any full-time program. These bursaries are to be awarded on the recommendation of the Financial Aid Advisor on the basis of need. They should be awarded to those students most urgently requiring assistance to continue their education.

ALUMNI ASSOCIATION SCHOLARSHIP

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

THE MARGARET ANDERSON AWARD

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

THE B.C. BAKERS' ASSOCIATION AWARDS

Awards are available annually to recognize promising students enrolled in the full-time Baking programs at City Centre. The awards are \$300. Selection is based on achievement, need and the recommendation of the Department Head.

B.C. LIONS SOCIETY

BURSARIES FOR DISABLED STUDENTS

Four awards are available annually. These awards should cover tuition. A student must be a resident of B.C., have a developmental or physical disability and be 19 years of age or younger. Students in Career Awareness will have first access to this award.

THE B.C. TELEPHONE COMPANY

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

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

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

RITA BEDARD SCHOLARSHIP FUND

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

HAZEL BEZEAU ENDOWMENT FUND

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

FRANK BOUTILIER AWARD

Two bursaries of \$250 have been made available by the family of Frank Boutilier, former Department Head of the Building Service Worker Program. These bursaries are offered to the students in the "special needs" Building Service Worker Program.

C.K.N.W. ORPHAN'S FUND BURSARY

The C.K.N.W. Orphans' Fund was set up to provide Bursaries to assist single parents at Vancouver Community College. Satisfactory progress and financial need will be the determining factors. The amount of each Bursary can be up to \$400. In exceptional circumstances slightly larger bursaries may be possible.

BRITISH COLUMBIA CHEFS' ASSOCIATION

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

BRITISH COLUMBIA DENTAL HYGIENISTS' ASSOCIATION AWARDS

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

AWARDS, BURSARIES AND SCHOLARSHIPS

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

THE JOAN VORIS AWARD for Clinical Excellence of a gold BCDHA logo pin with a one point diamond and appropriately engraved will be awarded to the graduating Dental Hygiene student who has demonstrated the highest clinical proficiency and who is a student member of the BCDHA. This prize will be made on the recommendation of the faculty.

THE BCDHA STUDENT TABLE CLINIC AWARD, the amount to be determined on an annual basis, shall be presented to the BCDHA student member(s) selected, provided that there are at least two table clinics presented by Dental Hygiene students.

KARL BROWN ENDOWMENT FUND

This endowment is awarded to a student in Electronics on the basis of hard work, achievement and financial need.

THE BUSINESS DEPARTMENT ENDOWMENT FUND

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

CANADIAN HOSPITALITY FOUNDATION MERIT AWARD

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

THE CANADIAN NATIONAL RAILWAY SCHOLARSHIP FOR WOMEN IN TRADES

The Canadian National Railway gives a \$500 scholarship annually. This scholarship is available to female students in Electronics, Drafting, Printing Production, Culinary Arts, and Retail Meat Processing/Sausage Making. Selection is to be made in the summary by the City Centre Awards Committee. Application deadline is usually July 31st.

CANFOR AWARD

Canfor has established an award which is open to all students. Amount of award: \$300.

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

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

CERTIFIED GENERAL ACCOUNTANTS OF BRITISH COLUMBIA

This fund offers awards of up to \$600 towards C.G.A. tuition fees to a graduate of the Accounting program. The award is based on highest achievement and will normally go to students graduating from the program between January and June.

DANIEL CHAN AWARDS

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

EDWARD CHESKO AWARD

The Edward Chesko award is to be presented to a second year dental student who demonstrates financial need and consistent competency in advanced periodontal treatment including all phases of the process of dental hygiene care.

GEORGE CLARK CARE AND SHARE TRUST FUND

This trust fund was established to provide bursaries at Christmas for needy City Centre students and their children. It is open to students in all programs. Students should have applied for student loans and be attending full-time. These awards will be initiated by the Financial Aid Advisor.

THE CLUB MANAGERS' ASSOCIATION OF AMERICA DOGWOOD CHAPTER (LOUIS STERVINOUS MEMORIAL AWARDS)

The Club Managers' Association of America has donated a \$150 scholarship to be given to a student in the Hospitality Administration Program. Financial need as well as academic achievement need as well as academic achievement is taken into consideration.

AWARDS, BURSARIES AND SCHOLARSHIPS

COAST PAPER SCHOLARSHIPS

These scholarships are awarded to students graduating from the Printing Production Program. This is principally based on academic achievement, with some consideration given to financial need.

COLLEGE OF DENTAL SURGEONS

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

COLUMBIA MEATS AWARD

Awards of \$200 and \$250 respectively have been made available by Columbia Meats to reward students for the best lamb meat cuts and the best pork meat cuts. Selection will be by the Faculty and the Department Head of the Retail Meat Department.

CREDIT UNION FOUNDATION BURSARIES

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

CREDIT UNION PIONEERS' MEMORIAL BURSARIES

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

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

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

ESPERIA BAKER EQUIPMENT B.C. LTD. AWARD

Esperia Baker Equipment Ltd. gives an annual award of \$300 to a Baking student. The recipient will be selected by the Baking Department or the Awards Committee.

FIRST CITIZENS' FUND BURSARY

Incentive bursaries are available to British Columbia-born status, non-status and Metis Indians who are attending two-year programs at post-secondary provincial institutions on a full-time basis. Non-funded Native Indian students who rely on Canada Student Loans can qualify for a bursary of up to \$2,000 per academic year.

Funded students are eligible for a bursary up to a maximum of \$700 per academic year. Student applicants must be recommended by a Band Council or bona fide native organization. Students living at home while attending college or university and who are financially dependent upon their parents, guardian or sponsor are ineligible.

JACK GOODALE MEMORIAL AWARD (WHISTLER MOUNTAIN SKI CORPORATION)

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

HEALTH CARE GRANT — DENTAL HYGIENE

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

HONG KONG BANK AWARD

Open to students in all programs. Amount of award: \$150.

J & K PRODUCTS LTD.

J & K Products Ltd. provides an entrance award of \$250. This award is available to assist students to pay tuition fees in order to enter the Chinese Cuisine Program. Selection will be based on the recommendation of the Department Head, Asian Culinary Arts Department, and the recommendation of the financial Aid Advisor.

AWARDS, BURSARIES AND SCHOLARSHIPS

KIRKLAND AND ROSE LTD. ENDOWMENT FUND

Through this fund annual awards are offered to the Baking students who demonstrate outstanding performance in decorating.

THE KIWANIS CLUB OF BRITISH COLUMBIA

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

OTTO ALBERT KLOSS TRUST FUND

Through provisions in his will, funds were left by Otto Albert Kloss to be used for those students of capability who, for financial reasons, would be unable to pursue an education in a trade-related field. Determination as to qualification is at the sole discretion of Vancouver Community College. Applications will be adjudicated by the City Centre Awards Committee.

ROD LAROCQUE AWARD

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

CONDY LEUNG ENDOWMENT FUND

This fund was established to provide awards to students in City Centre's Cooking programs.

LENTIA ENTERPRISES LTD. AWARD

Offers a \$250 scholarship to Baking students.

LIEUTENANT GOVERNOR'S SILVER MEDAL

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

LYK NOODLES FACTORY ENTRANCE AWARDS

LYK Noodles Factory provides numerous awards of \$250. These awards are available to assist students to pay tuition fees in order to enter the Chinese Cuisine Program. Selection will be based on the recommendation of the Department Head, Asian Culinary Arts Department, and the recommendation of the Financial Aid Advisor.

MAINLAND MEAT LTD.

Mainland Meat Ltd. provides an entrance award of \$250. This award is available to assist students to pay tuition fees in order to enter the Chinese Cuisine Program. Selection will be based on the recommendation of the Department Head, Asian Culinary Arts Department, and the recommendation of the Financial Aid Advisor.

MAPLE LEAF MILLS

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

MC MENAMON/RICHARDSON ENDOWMENT FUND

The scholarship is open to students in all programs. Amount of award: \$200.

ROSE MERCER MEMORIAL AWARD

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

THE PETER MUNNS SCHOLARSHIP

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

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

An annual scholarship of \$400 is available for an enrolled student who is related to a member of N.A.B.E.T., Local #83. Otherwise, the scholarship may be awarded to a student currently nearing completion of an advanced electronics program.

NATIVE HEALTH BURSARY PROGRAM

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

AWARDS, BURSARIES AND SCHOLARSHIPS

THE NATIVE INDIAN SERVICE COUNCIL AWARD

This fund provides for an annual scholarship to acknowledge effort, talent and citizenship of a native student.

BRUCE NICOLL MEMORIAL SCHOLARSHIP

This is a memorial award set up by the Nicoll family to encourage excellence. Numerous awards of \$500 are available to students in all of City Centre's full-time programs.

J.J. NOWACKI ENDOWMENT FUND

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

NUNWEILER'S FLOUR CO.

Has donated a \$100 Scholarship to be given to an outstanding Baking student. Selection will be made by the Department Head.

PACIFIC AREA (ASIA) TRAVEL ASSOCIATION

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

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

PACE provides funds for bursaries to assist students in part-time or short-term courses. Students must demonstrate financial need. Applications with proof of registration, must be forwarded to the PACE Bursary Committee at the following address, on or before September 30th:

*PACE Bursary Committee
c/o Dr. Richard M. Pearce
Vancouver Community College,
1155 East Broadway,
P.O. Box 24785, Stn. C
Vancouver, B.C.
V5T 4N5.*

Bursary awards will be announced during the month of November. All applications will be acknowledged.

PACIFIC PRESS AWARD

This award was established to benefit students enrolled in the Computer Graphics Technician Program. Amount of Award: \$300.

VAL PEARSON AWARD

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

THE STAN PHIPPS SCHOLARSHIP FUND

Scholarship awards are provided to the students in City Centre's Architectural, Mechanical and CAD Drafting programs. The scholarships will be awarded to the two top students depending on the recommendation of the Department Head. The awards total \$600.

THE PRINCIPAL'S AWARD

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

READ, JONES, CHRISTOFFERSEN LTD.

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

ELLEN LOW YING ROETS SCHOLARSHIP/BURSARY

This is to be an Award which alternates between the City Centre and Langara Campuses. The monetary value is approximately \$500. In odd years this award is to go to a Langara Nursing student. In even years, this award is to go to a second year Dental Hygiene student. Selection will be made by the Dental Hygiene Department or the Awards Committee.

THE ROTARY CLUB OF VANCOUVER SUNRISE

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

AWARDS, BURSARIES AND SCHOLARSHIPS

ROYAL CANADIAN LEGION PACIFIC COMMAND

Bursaries ranging from \$500 — \$1,000 are awarded based on financial need. The awards are provided for high school graduates who intend to continue their education in programs for which high school graduation is required. Preference is given to the children of deceased, disabled or other veterans. Application forms are available from local Legion branches or command offices and should be submitted to:

*Pacific Command
The Royal Canadian Legion
3026 Arbutus Street,
Vancouver, B.C.,
V6J 4P7.*

RUSSELL FOOD SERVICE EQUIPMENT LTD. SCHOLARSHIP

Russell Food Service provides for an annual award to a Culinary Arts student. The award is to be based on achievement, need, and the recommendation of the Department Head.

SEASPAN INTERNATIONAL LTD. VANCOUVER SHIPYARDS CO. LTD.

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

THE ELLEN SHELLINGTON ENDOWMENT FUND

To honour the hard work and dedication of a former Nursing Department Head, this endowment fund provides bursary awards to students in the final level of the Practical Nursing / Orderly and Nursing Aide programs. Three awards of \$250 are available annually. Awards are based on achievement, need and the recommendation of the Department Head.

SIMONS FOUNDATION BURSARIES

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

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

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

SNOW CAP ENTERPRISES LTD.

An Endowment Fund has been set up to provide Awards, as interest permits, to outstanding apprenticeship Baking students. Selection will be made by the Department Head.

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

This fund offers a \$500 scholarship which is applied toward C.M.A. fees. The recipient is selected by the Accounting and Computers Management Department.

LORD STRATHCONA BURSARIES

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

VAN BOURNE CONSTRUCTION AWARDS — DRAFTING STUDENTS

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

VANCOUVER CLUB OF PRINTING HOUSE CRAFTSMEN AWARDS

The Vancouver Club of Printing House Craftsmen established two awards to be given to two deserving students in the Printing Production program. Amounts of awards: one at \$500 and one at \$250.

VANCOUVER CLUB OF THE SOROPTIMIST INTERNATIONAL OF THE AMERICAS AWARDS

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

LOUIS STERVINU MEMORIAL SCHOLARSHIP

Two second year Hospitality Administration Program students will be selected by the V.C.C Awards Committee. The awards will be based on academic accomplishment, industry/career ambition and a keen desire to play a leadership role in the Industry. Award: \$800. (approximately)

AWARDS, BURSARIES AND SCHOLARSHIPS

SUN LIFE GROUP TRUST AWARD

Sun Life offers an award to a student in the Practical Nursing Program. The award is based on excellence and need. Award: \$300.

FLUOR DANIEL WRIGHT (ENGINEERS)

Offers a \$500 scholarship to students in the Architectural, Mechanical, and C.A.D. Drafting Programs.

VANCOUVER COMMUNITY COLLEGE BURSARIES

These bursaries vary from \$100 to \$300 depending on request and need. In order to qualify for these bursaries students must indicate financial need and their "reasons" for request and also demonstrate good achievement, as evidenced by the Department Report (Section II on Bursary Form). Open to all students in full-time programs.

VANCOUVER COMMUNITY COLLEGE FACULTY ASSOCIATION

Each year the V.C.C.F.A. provides and presents two \$300 achievement awards to students in each Division at City Centre and K.E.C. All applications and nominations will be considered by the Awards Committee.

VANCOUVER EXECUTIVES' ASSOCIATION FUND

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

VANCOUVER FOOD AND BEVERAGE DIRECTORS' ASSOCIATION SCHOLARSHIP FUND

This scholarship is awarded to a student in the Hospitality Administration program entering the second year. It is based on excellence, need, and the Department Head's recommendation. The Awards Committee may also consider the student's reason for requesting the award. Award: \$400.

VANCOUVER HOTEL ASSOCIATION SCHOLARSHIPS

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

VANCOUVER MUNICIPAL AND REGIONAL EMPLOYEES' UNION

An annual bursary of 75 per cent of tuition is available to a City Centre student in a certificate program. The award is available to members of the Union, or the sons, daughters, or legal dependants of members who, at the time of application,

are current members in the Union and have held membership for the past two years. Selection will be made by the Awards Committee in consultation with the donor.

VANCOUVER TRANSPORTATION CLUB AWARD

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

WHITE SPOT LTD. AWARD

A White Spot Ltd. award is available annually to a student in the Hospitality Administration Program. The award will be based on achievement and need and the successful candidate must be recommended by the Department Head. Award: \$500.

THE KEN WHEELER ENDOWMENT FUND

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

THE J.H. WILLIAMS ENDOWMENT FUND

This fund provides an annual award to a student who demonstrates high achievement as well as financial need. It may be used as a supplementary award for a student in the final levels of his or her program. This bursary was initiated on the occasion of the retirement of Ms. Jenny Williams, former Financial Aid Advisor, by her friends and co-workers.

WOMEN'S EQUALITY BURSARY

This \$500 is provided by the Provincial government, and is intended to support women enrolled in full or part-time programs in women's studies or related course work, or fields in which women have not traditionally sought post-secondary training, leading to a degree, diploma or certificate.

THE UNITED FOOD AND COMMERCIAL WORKERS' UNION (AFL - CIO & CLC LOCAL 2000) AWARD

An annual Scholarship of \$500 is to be awarded to the top student in the Retail Meat Processing Program.

THE CHAIM ZBAR ENDOWMENT FUND

This fund was established by Mr. Zbar to provide an annual award to a Dental Assistant student. The award is to be based on academic achievement, financial need and the recommendation of the Department Head.

FACULTY AND STAFF

— ADMINISTRATION & SERVICES —

ADMINISTRATION

Martin, Linda	Vice President
Kolot, David	Instruction & Student Services
	Director — Financial and Administrative Services
DiGiando, Sam	Registrar
Kelly, Karen	Administrative Manager
Hartley, Syd	Division Chair — Business
Martin, Linda	Division Chair — Health Sciences
Sandy, Jackie	Division Chair — Tourism & Hospitality
Schatten, Jerome	Division Chair — Technical
Ashworth, Roseanne	Secretary — Business Division
DeVerrier, Gabriella	Mail Clerk/Switchboard
Dyton, Jane	Secretary — Registrar's Office
Hewer, Kay	Switchboard
Higgins, Lorna	Secretary — Tourism & Hospitality
Lalji, Parviz	Secretary — Administrative Manager
Paterson, Suzanne	Secretary — Director of Financial and Administrative Services
Robson, Brian	Accounting Clerk
Voon, Ngee-Moi	Word Processing Operator
Walker, Norma	Financial Management Clerk
Wong, Hilary	Secretary — Health Division

ADMISSIONS

Keenan, Wynn — Supervisor	
Alvarado, Ivette	Sproston, Leah
Friesen, Blair	Yung, Lina
Granger, Joanne	McComb, Fiona

BOOKSTORE

Schmidt, Sheila — Manager	
Bach, Shelley	Faye, Mandie
Campbell, Helen	Pardalis, Vivian

BUILDING SERVICES, LAUNDRY & RECEIVING

Iapallucci, Angelo — Department Head	
Cheung, Ken	Fierheller, Joan
Milton, Dennis	Jadranin, Debbie
Saviozzi, George	

COUNSELLING

Pearson, Hilary — Department Head	
Avery, Wayne — Services to Students with Disabilities	
Alliston, Janeen	Callaghan, Dolores
Clarkson, Allan	Feist, Maggie
Forsyth, Ian	Hives, Rick
LaFrance, Wendy	Love, Dilys
Montigny, Vickki	Parrish, Mary
Perret, Cathy	Sohi, Sukhi
Wilson, Mary	

FINANCIAL AID

Fister, Dana — Financial Aid Officer	
Kapoor, Anita	Toporowski, Brenda

FOOD SERVICES — CAFETERIA

Ehlert, Jackie — Director	
Athwal, Manjit	Bachana, Kamal
Camara, Maria	Chung, Patrick
Cortez, Ted	Dragutinovich, Mira
Fearn, Mark	Gaddu, Aui
Gan, William	Grinnis, Gerd
Gutierrez, Maria	Lai, Pin-Lien
Lee, Ah Yan	Liu, Benny
Millas, Helen	McLean, Elaine
Morris, Eugenie	Morris, Hedley
Scmalhoz, Tony	Subasinghe, Henry
Wickramasekera, Sita	Yu, Francis

HEALTH SERVICES

Burns, Graham	Medical Doctor
MacFadden, Lila	First Aid
Smith, Pat	Nurse
Stoneberg, Carey	First Aid

INFORMATION & COMPUTING SERVICES

Roberts, John	Szeto, Tom
Wagner, Christie	Ross, Ron

FACULTY AND STAFF

INSTRUCTIONAL MEDIA SERVICES

McIntosh, Malcolm Pfahl, Chris

LIBRARY

Butler, Phyllis — Department Head
Anagnostopoulos, Penny Bahry, Andrew
Canty, Pamela Douglas, Mary-Jean
Fell, Susan Froberg, Marnie
Jones, Sandra Lazar, Tom
Ramji, Nizam Sharell, Eva
Wurzbach, Janet

STUDENT ASSOCIATION

Rose, Abby
Ombudsperson — City Centre
Office Manager — Student Association

STUDENT RECORDS

Ho, Dorothy — Supervisor
Armstrong, Teresa Austin, Donna
Jung, May Hartley, Nadeene
Chan, Paulette

VANCOUVER COMMUNITY COLLEGE FACULTY ASSOCIATION

Kremer, Dalton — President

VOCATIONAL ASSESSMENT CENTRE

Hume, Don — Coordinator II
De Coninck, Leslie

WORD PROCESSING

Voon, Ngee-moi Yam, Pamela

— BUSINESS DIVISION —

ACCOUNTING COMPUTERS MANAGEMENT

Wakulckik, Ed — Department Head
Cauldwell, Rhyon Chung, Ray
Elliott, Brock Haw, Awk
Hodgkins, Karen Hunt, Paul
Lee, Stan Mills, Terry
Mitchell, Jim Mullings, Gus
Punak, John Thom, George

BUSINESS EDUCATION PREPARATION

Kendrick, Barry — Department Head
Gallie, Jean

MEDICAL OFFICE CAREERS

Bartoszewski, Edna — Department Head
Lacoursiere, Irene Lesko, Susan

OFFICE ADMINISTRATION

Reed, Fern — Department Head
Collins, Roberta Cummings, Sally
Hargreaves, Joy Kirmis, Brigitte
Lee, Virginia MacIsaac, Marion
Seddon, Sally Woycenko, Shirley
Zomer, Joyce

— HEALTH SCIENCES DIVISION —

DENTAL ASSISTING — RECEPTION

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

DENTAL HYGIENE

Sunell, Susanne — Department Head
Brown, Lorna Cathcart, Ginny
Holmes, Trudy Hughes, Tricia
Jenkins, Janice Lunn, Ruth
Martin, Lexie Maschak, Linda
Milton, Keith Nann, Doug
Norbury, Steve Raper, Marc
Smith, Lynn Stojak, Dianne
Tavares, Francis Zorkin, Robin

DENTAL TECHNICIAN — DENTURIST

McKay, Jeanette — Department Head
Devison, Sue Hoffmann, Karol
Izumi, Ken Oeberrich, Richard
Odwin, Steve Moraga, Victor

FACULTY AND STAFF

LONG TERM CARE & ALLIED HEALTH

Simms, Shirley — Department Head
Adams, Ina Brown, Evi
Bawtinheimer, Pat deGeest, Gwendolyn
Gross, Melisse Hamend, Moreah
Jensen, Faye Keen, Lillian
Hooley, Eleanor Mina, Homa
Northey, Esther Olson, Jim
Williams, Linda

NURSING

Hartley, Pat — Department Head
Ashcroft, Anne Beaudoin, Lucille
Connor, Della Eriesen, Leona
Heyman, Lynn Mackie, June
Oxholm, Sheila Parker, Barbara
Smith, Roberta Steinke, Les
Thompson, Dianne Wittal, Muriel
Waterhouse, Mary

— TECHNICAL DIVISION —

COMPUTER GRAPHICS

Roy, Judy — Coordinator
Clay, Jamie

DRAFTING

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

ELECTRONICS

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

JEWELLERY ART & DESIGN

Walentowicz, Maciek — Coordinator
Bebel, Derek Remnant, Susan
Phillips, Jon

PRINTING PRODUCTION

Gordon, Doug — Department Head
Bassani, John Callahan, Beth
Fletcher, Douglas Gibson, Grant
Gislason, Curtis Robinson, Melanie
Rose, Nancy Mante, Sabea

— TOURISM & HOSPITALITY — DIVISION

ASIAN CULINARY ARTS

Leung, Condy — Department Head
Fu, Felix Tsang, Marcus

BAKING AND PASTRY ARTS

Rudolph, George — Department Head
Zemp, Luzia - Co-ordinator
Leber, Hans Leisch, Wilhelm Pohl,
Roland Schroedter, Eberhardt
Sohm, Kenneth Tse, Toby
Van Grol, Anthony Van de Ven, Marlie
Warje, Lars

CULINARY ARTS

Falter, Ulrich — Department Head
Sicoli, Settimio — Assistant Department Head
Baxter, Wayne Horst, Baltzer
Bingley, Alan Bingley, John
Bonkowski, Harald Raymond, Choi
Feist, Bob Ferron, Gabriel
Gammon, Sally Grey, Barry
Hubbert, Eric Hutton, James
Irwin, Rick Knebel, Reinhard
Larsen, Steen McCorkell, Derek
Mooney, Sandra O'Flanerty, Glen
Pepper, Graham Pinter, Michael
Sauer, Axel Schillinger, Kurt
Sinclair, Ryun Smith, Ian
Thoeny, Christian Wallgram, Ernst
Yanagawa, Keiju

FACULTY AND STAFF

FOOD AND BEVERAGE MANAGEMENT

Stafford, Stephen — Department Head
 Kilchenmann, Charles Obeck, Hans
 Wood, Tony

FOOD SERVICE CAREERS

Rutledge, Sherry — Coordinator
 Defert, Ingrid

HOSPITALITY ADMINISTRATION

Donaldson, David — Department Head
 Fernandes, Benny Garritt, Noreen
 McBride, John Morelli, Carmine
 Oliver, Robert Rodgers, Tom
 Sacks, Allan

RETAIL MEAT PROCESSING

Heringer, Sid — Department Head
 Audette, Robert Balthes, Horst
 Chisnall, Ian Mauer, Douglas
 Stacey, Jack

TRAVEL AGENT

Kinnersley, Jacqueline — C.T.C. Coordinator

— PROGRAMS FOR STUDENTS — WITH DISABILITIES

COMMUNITY AND CAREER EDUCATION

Cole, Holly — Department Head
 Downie, Lorna Jordon, Don
 McMillian, Susan McNiven, Wayne Mills,
 Maureen Ross, Lotte
 Schultz, Barb Stiver, Arleen

FOOD SERVICE CAREERS

Rutledge, Sherry Ann — Coordinator

— PROVINCIAL INSTRUCTOR — DIPLOMA PROGRAM

PROGRAM DEVELOPMENT

Aitken, Bob — Department Head
 Dwyer, Brian Dooley, Norm
 Gregg, Karl Hector, Carole
 Knowles, Kristina MacArthur-Blair, Joan

— SERVICE PROGRAMS —

BUILDING SERVICE WORKER

DenDaas, John — Department Head
 Clark, Don Clark, Peter
 Grose, William Vautour, John

HAIRSTYLING

Malone, Bob — Department Head
 Bullen, Harry Cole, Molly
 Cullimore, Colin Griffiths, Karen
 Janssen, Hanneke Kuster, Dagmar
 Mahe, Robert Persson, David
 Suga, Marion Wheeler, Eroca

PROGRAM ADVISORY COMMITTEES

— BUSINESS PROGRAMS —

ACCOUNTING

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

COMPUTER APPLICATION SUPPORT SPECIALIST

Mr. Owen Coppin, City of Vancouver
 Mr. Jamie Fear, Lignum Sales Ltd.
 Mr. Bernie Hoglie, Systemwise Enterprises Inc.
 Mr. Peter Lincoln, High Order Systems
 Ms. Betty MacDonald, A.B.C. Technology
 Mr. Chuck Mohamed, Seaboard Life Insurance Comp.
 Ms. June Piry, B.C. Real Estate Association
 Mr. Peter Underwood, City of Vancouver
 Mr. Nick Faiola, R & D Business Systems
 Mr. Seann Lancaster, CEIC

COMMUNITY & CAREER EDUCATION

Mr. Jim Casey, Simon Fraser Society of Community Living
 Mr. Bradford Bentley, Disability Resource Centre
 Ms. Donna Inaba, B.C. Telephone Company
 Ms. Mary Mullen, North Shore Association of the Mentally Handicapped
 Ms. Kelly Rainsforth, Vancouver-Richmond Association of the Mentally Handicapped
 Ms. Lorna McCreath, Vancouver City Hall
 Mr. Ray Pummell, Burnaby Association of the Mentally Handicapped
 Ms. Bridget Speer, Fraserside Community Services
 Ms. Pat Turner, Comcare (Canada) Ltd.

LEGAL SECRETARY

Ms. Karen Vallee Farris, Vaughan, Willis & Murphy
 Mr. George Geraghty, Barrister & Solicitor
 Ms. Mary Ann Booth, UBC
 Ms. Janet Dean, West Coast Title Search
 Ms. Evelyn Gingrich, Ladner Downs
 Ms. Kathy Loutit, Davis & Co.
 Ms. Terri Salter, Boughton, Peterson, Yang, Anderson
 Ms. Bev Bennett, Alexander, Holburn, Beaudin & Lang
 Ms. Karen Vallee, Farris, Vaughan, Willis & Murphy

MEDICAL OFFICE ASSISTANT

Dr. Lawson Baird, General Practitioner
 Dr. R.D. Bennett, Seymour Medical Centre
 Ms. Shirley Dawson, MOA Association of B.C.
 Dr. R.C. Greenwood, General Practitioner
 Ms. Hilke Heckerot, Medical Office Assistant
 Dr. John Mail, General Practitioner
 Dr. Mark Schonfeld, General Practitioner
 Dr. H.C. Slade, Retired Physician
 Ms. Joanne Wallace, Burnaby General Hospital
 Ms. Norma Steel, PS Regent Health Care Systems
 Ms. Suzanne Mackinnon, Medical Office Assistant
 Ms. Sharon Reagan, Medical Office Assistant
 Ms. Natalie Roosdahl, Registered Medical Office Assistant
 Ms. Maria Schaperon, Registered Nurse

MEDICAL SECRETARY/TRANSCRIPTIONIST

Ms. Livette Atkinson, University of B.C.
 Ms. Madeleine Bicknell, University of B.C., VGH Site
 Ms. Susan Broadbear, B.C. Cancer Agency
 Mrs. Jill Buchan, Peace Arch Hospital
 Ms. Louise Curtis, University Hospital
 Ms. Sharon Delalla, Allan McGavin Sports Medicine
 Ms. Sue-Ann Fischer, Shaughnessy Hospital
 Ms. Diane Haigh, B.C. Children's Hospital
 Ms. Susan Hill, University of B.C., VGH Site
 Ms. Diana Jones, Royal Columbian Hospital
 Mrs. Margaret McKay, B.C. Cancer Agency
 Ms. Phasela Omaid, Vancouver General Hospital
 Ms. Colleen Poore, Burnaby Hospital
 Ms. Lorna Reed, Eye Care Centre
 Ms. Lin McLean, B.C. Children's Hospital
 Ms. Karen Scott, Burnaby Hospital
 Ms. Barb Smith, University Hospital
 Ms. Winnie Wong, Vancouver General Hospital

PROGRAM ADVISORY COMMITTEES

SECRETARIAL

Ms. Lyn Bailey, Lyn Bailey Assoc.
Ms. Elaine Baxter, B.C. Telephone
Ms. Sherrie Colpitts, MacMillan Bloedel
Ms. Louise Cook, W.C.B.
Ms. Karen Kelly, Vancouver Community College
Ms. Joan MacMaster, Sports B.C.
Ms. Norma Lanstrom, The Assoc. of Professional Engineers of B.C.
Ms. Kate Lidderdale, C.U.&C.
Ms. Debbie May, B.C. Hydro
Ms. Janice Pass, L.O.M. Western Securities
Ms. Linda Pavin, Rogers Cable TV
Ms. Moninna Running, Transport Canada

— HEALTH SCIENCES PROGRAMS —

DENTAL ASSISTING/RECEPTION

Ms. Mary Banford, College of Dental Surgeons of B.C.
Dr. Patricia Bentley, Dentist
Ms. Wendy Cooney, Dental Hygienist
Dr. John G. Lee, Dentist
Dr. Alex Liebllich, Vancouver & District Dental Society
Ms. Linda MacDonald, Certified Dental Assistants' Society of B.C.
Ms. Susan Schmitz, B.C. Dental Hygienist Association
Ms. Marilyn Summersgill, Certified Dental Assistant
Ms. Rosalind Tobias, Certified Dental Assistants' Society of B.C.
Ms. Pam Waller, Administrator, Pediatric Dental Group
Dr. Bruce Ward, College of Dental Surgeons of B.C.
Dr. Malcolm Williamson, Dental Health Services

DENTAL HYGIENE

Ms. Mary Banford, College of Dental Surgeons of B.C.
Ms. Shelly Chaisson, Dental Hygienist
Ms. Bonnie Craig, Faculty of Dentistry, U.B.C.
Ms. Cindy Ewen, Metropolitan Health Services
Ms. Mary Ann Hayes, Dental Health Services
Dr. Anne McMillan, Faculty of Dentistry, U.B.C.
Dr. Suzanne Phillip, Dentist
Ms. Susan Schmitz, B.C. Dental Hygienist Association
Dr. John Silver, Faculty of Dentistry, U.B.C.
Ms. Carmela Steel, Dental Hygienist
Dr. Bruce Ward, College of Dental Surgeons of B.C.
Dr. Malcolm Williamson, Dental Health Services

DENTURIST

Ms. Rosemary Ishkanian, Dental Technicians' Board of B.C.
Ms. Carol R. le Vasseur, Denturist

TRAFFIC, CUSTOMS AND TRANSPORTATION

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

Dr. Michael I. MacEntee, College of Dental Surgeons of B.C.

Mr. John Mayr, Denturist
Mr. John Moore, Denturist
Mr. Warren Trask, Denturist
Dr. Malcolm Williamson, Dental Health Services

DENTAL TECHNICIAN

Mr. Joe Birner, Dentex Dental Laboratories
Mr. Maurice De Groot, Heron Orthodontic Laboratory
Ms. Rosemary Ishkanian, Dental Technicians' Board of B.C.
Dr. Michael I. Macentee, College of Dental Surgeons of B.C.
Mr. Tom Novak, Tri-Tech Dental Laboratory Inc.
Ms. Kumi Shanahan, Shanto Dental Ceramics
Mr. Gabor Szombathy, G.A. Orthodont Craft Laboratory
Mr. Keith Takei, Allstar Dental Laboratory
Mr. Greg Tamkin, Artech Dental Ceramics Laboratory
Mr. Farron Ward, Fine Arts Dental Laboratories
Dr. Malcolm Williamson, Dental Health Services

MEDICAL LABORATORY ASSISTANT

Ms. Rita Bell, B.C. Bio-Medical Laboratories
Ms. Nancy Clarkson, Bio-Medical Laboratories Ltd.
Ms. Janet Cozens, B.C. Society of Medical Technologists
Ms. Alida Crowe, St. Paul's Hospital
Ms. Marilyn Fraser, St. Paul's Hospital
Ms. Elaine Grenon, St. Paul's Hospital
Ms. Carol McCallum, Burnaby Hospital
Ms. Joan Mitchell, Camosun College
Ms. Terry Murray, Metro-McNair Clinical Laboratories
Ms. Karen Nicolson, B.C. Institute of Technology
Ms. Jackie Pickerell, B.C. Bio-Medical Laboratories Ltd.
Ms. Cheryl Rice, Royal Inland Hospital

PROGRAM ADVISORY COMMITTEES

NURSING UNIT CLERK

Ms. Ester Brisch, Vancouver General Hospital
Ms. Sharon Cartwright, University Hospital (UBC Site)
Ms. Paule Deschenes, Lions Gate Hospital
Ms. Beth Fitzpatrick, Richmond General Hospital
Ms. Cecilia Hachlaf, Vancouver General Hospital
Mrs. Mary-Lou Hales, St. Paul's Hospital
Ms. Elaine Hall, Surrey Memorial Hospital
Ms. Karen Jardine, St. Mary's Hospital
Ms. Evelyn MacLean, Royal Columbian Hospital
Ms. Diane Robinson, University Hospital (UBC Site)
Mr. Keith Wilkinson, University Hospital (Shaughnessy Site)
Ms. Katrina Whitehouse, Hospital Unit Clerk

PRACTICAL NURSING

Ms. Ann Callegarini, St. Vincent's Hospital
Mr. John Con, Home Support Programs
Ms. Eileen Dion, Practical Nurse Graduate
Ms. Margaret Emberton, LPN Association of B.C.
Ms. Eileen Garvey, Pearson Hospital
Ms. Joan Howey, Vancouver General Hospital
Ms. Margaret Giske, Holy Family Hospital

Ms. Jean Havens, University Hospital (Shaughnessy Site)
Ms. Billy Meadows, Lions Gate Hospital
Ms. Linda Ruiz, Vancouver City Health Department
Ms. Anne Semerdjian, St. Paul's Hospital
Ms. Sydney Tomchenko, Registered Nurses Association of B.C.

CONTINUING CARE PROGRAMS

Ms. Trish Anderson, Community Support Services Assoc.
Dr. Jane T. Auman, Health Care Consultant
Ms. Maggie Burwash, Cedar Cottage Adult Day Care
Ms. Mary T. Crooks, Victorian Order of Nurses, Richmond-Vancouver Branch
Ms. Barbara Donnelly, Haro Park Centre Society
Ms. Jan Fisher, Vancouver Health Department
Ms. Myrna Leslie, Holy Family Hospital
Ms. Linda Lunny, Richmond Lions Manor
Ms. Sherry Masters, Association of Neighbourhood Houses
Ms. Victoria McAndry, Lions Gate Hospital
Ms. Trudi Ruiterman, Para-Med Health Services
Mrs. Pat Turner, Comcare (Canada) Ltd.
Ms. Pat Wall, Three Links Care Centre
Ms. Doris Whalen, Cooper Place

— TECHNICAL PROGRAMS —

COMPUTER GRAPHICS

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

DRAFTING

Mr. Lucio Grave, H.A. Simons (International) Ltd.
Mr. Les Metcalf Read, Jones Christoffersen Ltd.
Mr. Glen Tait, Wright Engineers Ltd.
Mr. Stan Phipps, Engineering Consultant
Mr. Ted Broekhuizen, Sandwell Swan Wooster Div.
Mr. Don Klobchar, Caroll Hatch (Intl.) Ltd.
Mr. Rick Kreisch, Kerr Wood Leidal Assoc.
Mr. Scott Mackay, N.C. Engineering Co. Ltd.
Mr. Rick Vandusen, Ton Line Drafting

ELECTRONICS

Mr. Russ Andronek, C.N.C. Maintenance Service Corp.
Dr. Karl Brackhaus, Dynapro Systems Inc.
Mr. Dave Carter, Xerox Service Centre
Mr. David Forst, Pacific Sound Services Ltd.
Mr. Dennis Keller, Transport Canada
Mr. Jim Rae, BTE
Mr. Jim A. Ramsay, Teleglobe Canada
Mr. Don Stubel, Nexus Energy Corp.
Mr. Bill Tracey, Systek Engineering Ltd.
Mr. Ron Webb, B.C. Rail Ltd.

JEWELLERY ART & DESIGN

Ms. Louise McCall, Vancouver Art Gallery
Carsten-Sorenson, Brinkhaus Jewelers
Mr. Chris Czartoryski, Emily Carr College of Art & Design
Mr. Bill Reid Artist, Jeweller
Mr. Karl Stitgen, Goldsmith
Ms. Martha Sturdy, Jeweller, Designer
Ms. Michela Frosch, Canadian Craft Museum
Mr. Tom Hudson, Emily Carr College of Art & Design
Ms. Pernilla Ahmstedt, Artist/Jeweller
Mr. George Rammell, Capilano College

PROGRAM ADVISORY COMMITTEE

PRINTING PRODUCTION/GRAPHIC ARTS

Mr. Warren Campbell, B.C. Printing Industries Assoc.
Mr. Garry Baines, B.C. Printing Industries Assoc.
Mr. Dick Byzitter, Shears Printing Ltd.
Mr. Steve Cobb, Benwell-Atkins Ltd.
Ms. Shirley Forrest, Thunderbird Press Ltd.
Mr. Alan Green, Communication Workers of America
Mr. Wendell Green, Broadway Printers Ltd.

Mr. David McPhail, Mitchell Press Ltd.
Mr. Gordon Nex, Coast Trade Bindery Ltd.
Mr. Peter Oostlander, Hemlock Printers Ltd.
Mr. Tom Schoenewolf, Benwell-Atkins Ltd.
Mr. Doug Seto, Hemlock Printers Ltd.
Mr. Jeff Taylor, Total Graphics
Mr. Ernst Vegt, Lithotech Canada Ltd.

— TOURISM & HOSPITALITY PROGRAMS —

ASIAN CUISINE

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

BAKING AND PASTRY ARTS

Mr. Fred Abraham, Gourmet Baker Ltd.
Mr. James Bennett, Baker & Confectionary International Union
Mr. Egon Roth, Kirkland & Rose
Mr. Allan Hains, Bakers' Association of B.C.
Mr. Jack Kuyer, Valley Bakery Ltd.
Mr. Pat Grover, Canada Safeway Ltd.
Mr. R.S. Miller, Miller Baking Ltd.
Mr. Dave Morrison, Maple Leaf Mills Ltd.

CULINARY ARTS

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

FOOD & BEVERAGE MANAGEMENT

Mr. Sergio Simard, Hotel Vancouver
Mr. Samir Zeitoun, Delta River Inn
Mr. Arthur Achian, English Bay Cafe
Mr. Jose Cerqueira, Ramada Renaissance
Mr. Mario Corsi, Park Royal Hotel
Mr. Adolf A. Eitzenberger, Shaughnessy Golf and Country Club
Mr. Peter McElligot, Keg Caesar's
Ms. Karen Green, Ramada Renaissance
Mr. Hans Kummer, Vancouver Club
Mrs. Fran Sainas, Open Learning Agency
Mr. Bill Greaves, Vancouver Trade and Convention Centre
Mr. Jurgan Sjoelsma, Hyatt Regency Hotel
Mr. Tony Wood, Serving It Right
Mr. Kelly Sinclair, United Food & Commercial Worker's Union

HOSPITALITY ADMINISTRATION

Ms. Edelle Forristal, Vancouver Trade and Convention Centre
Mr. Dennis Forristal, Westin Bayshore Hotel
Mr. Kevin Frid, Delta Pacific Resort & Conference Centre
Mr. John Nicholson, O'Douls Hotel
Mr. Barry West, B.C. Motel, Resort & Campground Assoc.
Ms. Sarah Stanger, Pan-Pacific Hotel
Mr. Mark Andrews, Hyatt Regency Hotel
Mr. Gordon Barber, ICL Services
Mr. Fred Lawlor, Hotel Vancouver
Ms. Brenda Locke, Neighbourhood Pub Owners Assn. of B.C.
Mr. Calvin Mak, CTEW Hospitality Inc.
Ms. Fran Sainas, Open Learning Agency
Mr. Jack Swaboda
Mr. Tony Wood, Serving It Right - Hosp. Industry ED ADV CMTE
Mr. Siegmund Brown, Fish House in Stanley Park
Ms. Carole Misericordia, Waterfront Centre Hotel
Ms. Carolyn Jones, Four Seasons

PROGRAM ADVISORY COMMITTEE

RETAIL MEAT PROCESSING & SAUSAGE MAKING

Mr. Russ Haddad
Mr. Kelly Sinclair, United Food & Commercial Workers' Union
Mr. Peter Black, Peter Black & Sons
Mr. Bob Coughlan, Stongs
Mr. Marv Sayers, Overwaitea
Mr. Brian Jackson, Jackson's Fine Cut Meats
Mr. Gary Semple, Canada Safeway
Mr. Mike McAree, Extra Foods
Mr. Lorne Stapleton, Farm Town Meats
Mr. Peter Steinfeld, Newton Hi Quality Meats
Mr. Larry Stoughton, Kelly Douglas
Mr. Win McIntyre - IGA

TRAVEL AGENT

Ms. Libby Brown, Air Canada
Ms. Susan Davis, P. Lawson Travel
Mrs. Ellie Hender, Travel Experts
Mr. Douglas Moore, Holiday House
Mrs. Nancy Nederlof, Thomas Cook Travel Ltd.
Mr. George Hughes, Uniglobe
Ms. Sue Urie, Fiesta West
Ms. Madeleine Barry, Gemini Group
Ms. Nicole Bertic, Rail Europe
Ms. Gail Johansen, Voyageur Insurance
Ms. Cathy Denroche, Royal Viking Line
Ms. Corea McCallems, Skybridge Holidays, Inc.
Ms. Dawn McNamara, McNamara Marketing & Comm.

— SERVICE PROGRAMS —

BUILDING SERVICE WORKER

Mr. Donald Etherington, Consultant
Mr. Jagindar Girm, Supervisor, Western Region, Building Services, The Bay
Mr. Ernie Kiniski, Cleaning Consultant, B.C. Building Corp.
Ms. Deborah MacAdam, Staffing Office, Vancouver General Hospital
Mr. Bob May, General Manager, Janitor's Warehouse
Mr. Steve Norman, Project Manager, Bentall Centre, Associated Building Maintenance
Mr. Eric Rottmeister, Granville Carpet Cleaning Ltd.
Mr. Pat Von Bremen, Komcan Inc.

SKIN CARE (ESTHETICS)

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

NOTES
