

VANCOUVER  
COMMUNITY  
COLLEGE



KING EDWARD CAMPUS

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C A L E N D A R

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# VANCOUVER COMMUNITY COLLEGE

## KING EDWARD CAMPUS

### 1993 - 1994 CALENDAR

Vancouver Community College

King Edward Campus

1155 East Broadway

Vancouver, B.C.

V5N 5T9

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Registrars office Fax: 871-7458

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# KING EDWARD CAMPUS

## IMPORTANT DATES

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

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

### APRIL 1993

April 1	Last day for official withdrawal CF singleblock/2nd half double block
April 2	Classes end for Diesel Technician/ Institutional Aide
April 5	Classes begin for B.E.S.T.
April 6-8	Music Jury Exams & individual exams
April 9	Good Friday (Campus Closed)
April 12	Easter Monday (Campus Closed)
April 13-15	Music final exams
April 19	Last day class CF CF registration (continuing)
April 20	CF registration (new & returning)
April 20-21	CF exams
April 21	Classes end for Basic Ed
April 26	Grades due
April 26	CPE registration (continuing)
April 27	CPE registration from waitlist
April 28-29	Music registration
April 30	Classes end for Automotive Collision/Automotive Painting& Refinishing

### MAY 1993

May 3	CF late registration Classes begin for CF (A &A/B terms) B.Ed./CPE/Music/IE/ Automotive Collision/ Automotive Painting & Refinishing
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May 7	CF last day for registration into "A" term/last day to drop "A" term registration
May 14	CF last day for registration into "A/B" term /last day to drop "A/B" term
May 24	Victoria Day (Campus closed)

### JUNE 1993

June 1	CF Last day for official withdrawal "A" term CF Last day to transfer from double block to single block
June 5	Classes end for Automotive Technician
June 18	Last day of class "A" term
June 21-22	CF exams
June 23	CF "B" term registration
June 24	Classes end for Basic Ed
June 25	Classes end for B.E.S.T./Sign Language (400)
June 28	ELS registration (continuing)
June 29	ELS registration (students taking one term break)
June 29-30	Summer Music registration
June 30	Classes end for Special Ed. for Deaf and Hard of Hearing/ Special Ed. for Visually Impaired/SignLanguage (300)/ A.B.E. INT. (Youth) ELS registration from waitlist

### JULY 1993

July 1	Canada Day (Campus closed)
July 5	Classes begin for CF "B" term/ELS/Music "B" term/ Basic Ed Registration for Music Summer Prep Program Classes end for Institutional Aide
July 9	CF last day for registration into "B" term Last day to drop "B" term registration

## AUGUST 1993

August 2	B.C. Day (Campus closed)
August 3	Last day for official withdrawal in "B" and "A/B" term
August 16	CF registration (continuing)
August 17-18	CF registration (new & returning)
August 20	Classes end for Pharmacy Technical Assistant/Music Prep Program
August 23	CF Last day of classes
August 24-25	CF exams
August 25	CPE registration (continuing)
August 26	CPE registration from waitlist
August 30	Classes end for Basic Ed Grades due ELS registration (continuing) Classes end for Automotive Collision/Automotive Painting & Refinishing
August 31	ESL returning from break KEC North Continuing registration

## SEPTEMBER 1993

September 1	ELS registration from waitlist ESL Outreach registration (returning students)
September 2	ESL Outreach registration for new students; Community Centres & Canadiana
Sept 1-2	Registration for Special Ed. for the Deaf and Hard of Hearing/ Special Ed. for the Visually Impaired CF late registration
Sept 1-3	Music pre-registration
September 6	Labour Day (Campus closed)
September 7	Music registration Classes begin for ELS/CF/ B.ED./CPE/B.E.S.T./Sign Language (400)/ESL Outreach/ Special Ed. for the Deaf and Hard of Hearing/ Special Ed. for the Visually Impaired/ A.B.E. INT. (Youth)/Auto Collision/ Auto Painting

September 8	Classes begin for Music
September 13	Classes begin for Institutional Aide/Sign Language (300)
September 13	Last day to add/drop CF double block/CPE comprehensive
September 20	Last day to add/drop single block CF/CPE
September 21	Last day to add/drop Music
September 24	Classes end for Automotive Technician/Diesel Technician
September 27	Classes begin for Diesel Technician/Pharmacy Technical Assistant/Automotive Technician

## OCTOBER 1993

October 1	Last day for official withdrawal 1st half double block CF/Last day to transfer from double block to single block
October 11	Thanksgiving Day (Campus closed)
October 25	CF first half double block ends
October 26	CF first half double block exams
October 27	CF second half double block begins

## NOVEMBER 1993

November 11	Remembrance Day (Campus closed)
November 26	Classes end for B.E.S.T.

## DECEMBER 1993

December 1	Last day for official withdrawal single block/2nd half double block CF
December 3	Classes end for Sign Language (300)/Music
Dec 6-7	ESL Outreach registration for continuing students
December 8-9	CF registration (continuing)
Dec 8-10	Music final exams
December 9	Last day of classes CF

December 10	Classes end for Institutional Aide
December 13	CF registration (returning & new)
December 14	Music registration/Last day of classes CF
Dec 15-16	CF exams
Dec 15-16	ELS registration (continuing)
December 16	Classes end for Basic Ed
December 17	Last day of class Diesel Technician/ELS registration (students taking one term break) CPE registration (continuing) Grades due
December 20	ESL/CPE registration from waitlist
Dec 21-22	Classes end for Automotive Collision/Automotive Painting & Refinishing/Automotive Technician
December 21	

## JANUARY 1994

January 3	New Year's Day (Campus closed)
January 4	Classes begin for CPE/ELS/CF/ B. ED/B.E.S.T. Automotive Technician/ Automotive Glass Installer/ Automotive Collision/Automotive Technician/Diesel Technician/Institutional Aide/ Sign Language (300)/Special Ed. for Deaf and Hard of Hearing/ Special Ed. for Visually Impaired ESL Outreach registration (Canadiana & Community Centres for new students) Late registration begins for CF/Music
January 5	ESL Outreach registration Community Centres for new students) Classes begin for Music Classes begin for ESL Outreach
January 10	Last day to add/drop in CF double block/CPE comprehensive

January 17	Last day to register in single block CF/ELS/CPE
	Last day to drop CF & CPE single block
January 18	Last day to drop Music course

## FEBRUARY 1994

February 1	Last day for official withdrawal 1st half double block
	Last day to transfer from double block to single block
February 23	CF first half double block ends
February 24	CF first half double block exams
February 28	CF second half double block begins

## MARCH 1994

March 11	Classes end for Pharmacy Technical Assistant
March 21	Classes begin for Pharmacy Technical Assistant
March 24	ESL Outreach registration for returning students)
March 24-28	ELS registration (continuing)
March 25	Classes end for B.E.S.T./Auto Tech
March 28	Classes begin for Automotive Technician
March 28-29	Outreach registration (continuing)
March 29	ESL registration (returning from Dec)
March 29	ESL Outreach registration (Canadiana & Community Centres for new students)
March 30-31	ELS registration (from waitlist)
March 31	Classes end for Diesel Technician/Sign Language (300)/Institutional Aide

## APRIL 1994

April 1	Good Friday (Campus closed)
April 4	Easter Monday (Campus closed)
April 5	ELS classes begin Outreach classes begin
April 5	Last day for official withdrawal CF single block/2nd half double block/Music

April 5 Classes begin for B.E.S.T  
April 11 Classes begin Sign 300/Diesel  
Tech/Inst Aide  
April 11-15 Music Jury exams & individual  
exams  
April 13-15 Music final exams  
April 18 CF registration (continuing)  
April 19 CF registration (new & returning)  
April 19 Last day class CF  
April 20-21 CF exams  
April 21 Classes end for Basic Ed  
April 25 Grades due  
CPE registration (continuing)  
April 26 CPE registration from waitlist  
April 29 Classes end for Automotive  
Collision/Auto Glass Installer

## MAY 1994

May 2 CF late registration  
Classes begin for CF (A & A/B  
terms) CPE/B.ED/Music/IE/  
Automotive Collision/  
Automotive Painting &  
Refinishing  
May 2-3 Music registration for part time  
courses and workshops  
May 6 Last day for registration into  
"A" term/last day to drop  
"A" term registration/CPE  
comprehensive  
May 13 Last day for registration into  
"A/B" term/last day to  
drop "A/B" term reg/CPE single  
skill  
May 23 Victoria Day (Campus closed)

## JUNE 1994

June 1 Last day for official  
withdrawal "A" term  
June 16 Last day of class "A" term  
June 20-21 CF exams  
June 23 CF "B" term registration  
June 24 Classes end for Automotive  
Technician/B.E.S.T/  
SignLanguage (400)  
June 27 ELS registration (continuing)/  
Auto Tech begins  
June 28 ELS registration  
Students returning from break

June 28 Outreach classes end  
ELS registration (continuing)  
Classes end for outreach  
June 29 ELS registration (returning from  
March)  
June 30 ELS registration from waitlist  
Classes end for Special Ed.  
for Deaf and Hard of Hearing/  
Special Ed. for Visually  
Impaired/SignLanguage 300/  
A.B.E.INT. (Youth)

## DATES ARE SUBJECT TO CHANGE

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

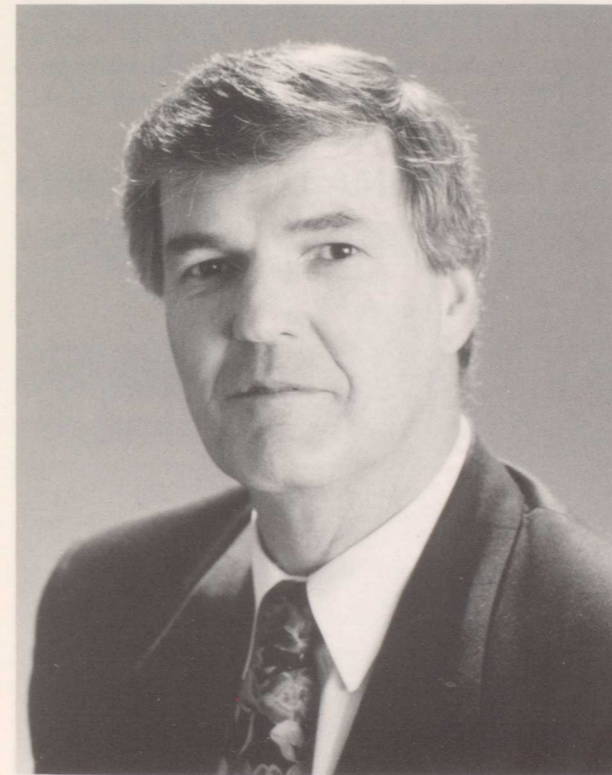
# 1993

January 1993	February 1993	March 1993	April 1993
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30 31			
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	31		

# 1994

January 1994	February 1994	March 1994	April 1994
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30 31			
May 1994	June 1994	July 1994	August 1994
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22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27
29 30 31	26 27 28 29 30	24 25 26 27 28 29 30	28 29 30 31
		31	
September 1994	October 1994	November 1994	December 1994
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
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4 5 6 7 8 9 10	2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10
11 12 13 14 15 16 17	9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17
18 19 20 21 22 23 24	16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24
25 26 27 28 29 30	23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31
	30 31		

## WELCOME TO VANCOUVER COMMUNITY COLLEGE



The history of Vancouver Community College stretches back to 1965 and beyond, when Vancouver City College was established as B.C.'s first comprehensive community college.

VCC's individual identities are revealed in our three campuses - King Edward Campus, City Centre, Langara Campus and our Continuing Education Division and our greatest strength continues to be - people.

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

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

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

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

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

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

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

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

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

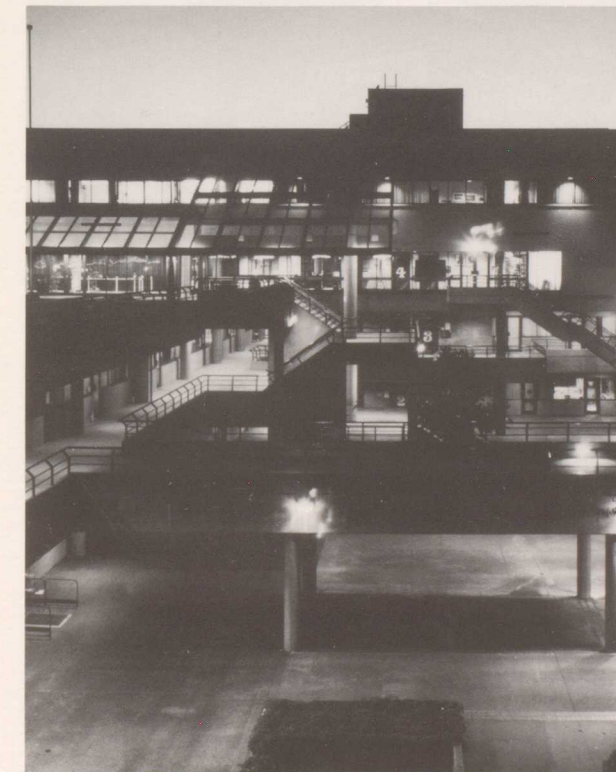
## VANCOUVER COMMUNITY COLLEGE BOARD

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

## CAMPUSES

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

### KING EDWARD CAMPUS



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

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

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

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

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

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

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

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

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

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

## CITY CENTRE CAMPUS



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

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

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

## LANGARA CAMPUS



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

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

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

## KING EDWARD CAMPUS OPERATION

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

### VANCOUVER COMMUNITY COLLEGE OPERATES ON A TWENTY-FOUR HOUR CLOCK

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

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

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

### HOW TO USE THIS CALENDAR

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

or

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

## GENERAL INFORMATION

### DEFINITION OF TERMS

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

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

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

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

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

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

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

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

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

Semestered and Non-semestered Programs: Courses and programs at the King Edward Campus are offered in a number of different term lengths. Courses and programs can be either semester based usually beginning in September, January or May and completing in December, April and August, respectively. ESL is one exception to this with program intakes in September (4 months), January (3 months), March OR April (3 months) and June (2 months - this is under review). Each semester has its own registration and examination period.

Continuous Intake - self-paced programs operate on a system of continuous intakes. Students who meet program requirements may register and begin studies at any time that seats are available. Students in the self-paced program must make sure that their registration and fee payment is always up-to-date. Students who are not currently registered may not use college services. College and Career Access is an example of a Continuous Intake program.

Fixed Length - non-semestered programs have a set date for commencement and completion but these start and end dates may not correspond to the semester start dates and deadlines. Sign Language Studies, Pharmacy, Institutional Aid and the Technical Trade programs are examples of fixed length - non-semestered programs.

## KING EDWARD CAMPUS OFFERS PROGRAMS ADMINISTERED BY THREE DIVISIONS

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

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

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

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

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

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

## GUIDELINES FOR STUDENTS

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

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

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

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

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

## ADMISSION REQUIREMENTS

### 1. CITIZENSHIP STATUS

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

### 2. BASIC QUALIFICATIONS

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

1. Applicants should be 18 years of age or older.

2. Applicants between the ages of 15 and 17 may be considered for admission if:

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

3. Many programs have specific age or technical requirements. Applicants should check the appropriate program information lists in this calendar. Exceptions to the above should be directed to the Registrar who will consult, when necessary, with the appropriate Division Chair.

## HOW TO APPLY FOR ADMISSION

It is recommended that all applicants visit the Counselling Resource Centre for current program information. Students interested in Adult Basic Education should attend an orientation session scheduled through the Counselling Centre.

1. All students must apply for and be granted admission to the King Edward Campus programs.

2. Applications for admission are available from the Registrar's Office or Counselling Resource Centre, and an application fee or deposit may be required.

3. Students will be admitted to and registered into courses and programs on the basis of documents of previous educational attainments and/or assessments which meet entrance criteria as set out in this calendar.

4. Transcripts of all appropriate school records and/or assessments must be submitted before an application will be accepted.

5. Documents must be official. Uncertified photocopies of documents are not acceptable. Replaceable documents submitted in support of an application become the property of the College and will not be returned.

6. Assessments may be required for students who have been away from an educational setting for three years or more and/or for students who have prerequisites with grades of C or lower.

**\* This does not apply to career/technical programs. Refer to individual program information in the calendar.**

7. Students applying to some programs must have adequate English language skills to understand class lectures, take part in class discussions and complete written assignments. Prior to considering a student's application for admission, the College may require an evaluation of English skills through the assessment process.

8. Additional admission criteria and procedures such as age, personal interviews, auditions, etc. required for specific programs are listed in this calendar.

### 3. ADMISSIONS APPEAL PROCESS

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

### 4. ASSESSMENT AND PLACEMENT

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

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

### 5. INTERNATIONAL STUDENTS

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

### HOW TO REGISTER

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

### ADULT BASIC EDUCATION

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

### ADULT SPECIAL EDUCATION FOR THE DEAF AND HARD OF HEARING

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

### ADULT SPECIAL EDUCATION FOR THE VISUALLY IMPAIRED

Please contact Gwen Masse at 871-7339.

### BASIC EDUCATION

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

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

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

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

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

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

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

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

### CAREER AND TECHNICAL PROGRAMS

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

### COLLEGE AND CAREER ACCESS (C.C.A.) SELF-PACED COURSES

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

College Assessments in Reading, Writing and Mathematics may be required.

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

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

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

Contact 871-7366, Office 2112 for an appointment.

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

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

### ENGLISH LANGUAGE SKILLS AND COLLEGE PREPARATORY ENGLISH

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

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

This is what will happen next:

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

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

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

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

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

### ENGLISH AS A SECOND LANGUAGE: OUTREACH

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

### ENGLISH AS A SECOND LANGUAGE: VOCATIONAL

Applicants who wish to be sponsored by the Canadian Government must apply to ALINC (telephone: 876-5756). Those currently receiving unemployment insurance benefits may also be eligible to apply. Seats are also available for fee-paying students.

## LATE REGISTRATION AND COURSE CHANGES:

With the exception of continuous intake programs such as College and Career Access, Adult Special Education for the Visually Impaired and Adult Special Education for the Deaf and Hard of Hearing, the final dates for registration are outlined below:

1. Students who wish to change from credit to audit status must request such a change within the first four weeks of classes, (first two weeks for double block classes). The transcript will indicate when a course has been audited.

2. Semestered Programs - the final date for registration into a semestered program or course is designated as ten instructional days from the first class. This applies to the following departments:

College Foundations (single block)  
English Language Skills  
Music  
Outreach  
CPE Single Skills

Exceptions are:

a) Registration into comprehensive College Preparatory English and double block courses in College Foundations may take place up to five instructional days from the first class.

b) Transfer of courses **among** different disciplines will be accepted up to and including the final date for registration.

c) Transfer of courses **within** programs such as Music and College Foundations may be permitted for up to two weeks following the final date for registration. This includes transfers from double block to single block courses.

\* Transfer of courses or sections within CPE may be permitted up to and including the final date for CPE registration.

d) Transfer of courses between the CCA and College Foundations programs may be permitted as above if course numbers are parallel.

e) Registration into Basic Education may take place up to the end of the second month of the term.

3. Non-semestered Programs - the final date for registration into a non-semestered program is designated as five instructional days from the start date. Insert start dates will be determined upon consultation with the Department Head.

Exceptions are at the discretion of the Registrar upon consultation with the Division Chair as recommended by the Department Head.

## FIRST NATIONS STUDENTS:

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

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

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

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

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

## LATE REGISTRATION:

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

## SHIFT WORKERS:

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

## SPECIAL NEEDS STUDENTS:

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

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

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

## STUDENT IDENTIFICATION CARD:

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

## FEES

### PAYMENT OF FEES

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

**REGISTRATION IS NOT COMPLETE UNTIL FEES ARE PAID. A STUDENT WHO IS NOT REGISTERED FOR A COURSE OR PROGRAM WILL NOT RECEIVE CREDIT FOR THAT COURSE OR PROGRAM.**

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

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

### FEE PAYMENT - CONTINUOUS INTAKE

CCA (formerly B.T.S.D.) Registration and Fee Information

All fees must be paid in advance. Students are not considered to be registered and **MAY NOT ATTEND CLASSES UNTIL THEY HAVE CONTACTED THE REGISTRAR'S OFFICE AND PAID THEIR FEES**. Sponsored students should contact the cashier's office to make arrangements for fee payment.

**NEW AND RETURNING STUDENTS** must pay fees at the time of registration **BEFORE** attending class. Students registering before the 15th of the month will be charged the pro-rated fee to the end of that month. Students registering after the 15th of the month must pay tuition fees for the balance of that month in addition to the next month's fees. After registration **ALL FEES ARE DUE BY THE 25th DAY OF THE MONTH FOR THE FOLLOWING MONTH** (e.g. fees are due by October 25 for the month of November).

Fines will be levied for late payment of fees. Requests for fee deferrals must be made through the Registrar's Office.

Students with outstanding fees will be discontinued. Discontinued students who wish to be re-instated into the program must get permission from the department to do so. These students will be charged a \$10 re-instatement fee in addition to the regular tuition fee, and must come to the Registrar's Office to re-register.

Refunds and Withdrawals

**OFFICIAL WITHDRAWAL FORMS MUST BE COMPLETED IN THE REGISTRAR'S OFFICE.** The date the form is received will be used in determining the eligibility for a refund. Refunds are normally processed by cheque within four weeks of receipt of the withdrawal form. Cash refunds are not available under any circumstances.

New and returning students who register and then **OFFICIALLY** withdraw before their start date will be given a 100% refund less a \$10 administration fee. Students Society fees are non-refundable after the start of classes.

New, returning and continuing students who **OFFICIALLY** withdrew within the first five instructional days of the month will receive a 50% refund less a \$10 administration fee. Students who withdraw after the fifth instructional day of the month are not entitled to receive a refund for that month and their termination date will be effective as of the last day of that month.

Registration:

1. Students need an official permission slip from office 2111 to
  - register or re-register
  - change hours
  - withdraw

All of the above transactions are not **COMPLETE** until students bring their permission slips to the Registrar's Office. This must be done **BEFORE** students attend classes.

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

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

**FEE DEPOSITS**

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

**FEE REFUNDS**

Students who withdraw from a course(s) or program may be entitled to a partial refund of the paid tuition fee, according to the following:

Non-refundable Fees:

- A non-refundable administration fee is charged per student withdraw.
- There will be no refunds of deposits for career programs which have been paid for in advance. This includes the Music program course deposit. Students may appeal to the Registrar to apply their deposit only to the next intake of the program, provided the request is made prior to the two weeks before the start of the program.
- Student Society fees are non-refundable as of the first day of term. Appeals for refunds of Student Society fees should be directed to the Student Society.
- All other fees are non-refundable.
- No refund cheques will be issued for amounts less than \$10.

Refundable Fees:

- Registered students who drop a course(s) or withdraw from a program prior to the first day of class will be entitled to a 100% refund less the administration fee and/or deposit as outlined above. (This includes the Student Society Fee.)
- Registered students who drop or withdraw from a career program from the first day of class to the second day of class are entitled to receive a 80% tuition refund. Students dropping or withdrawing after the second instructional day up to and including

the fifth instructional day are entitled to a 50% refund. Students withdrawing after the fifth instruction day are not entitled to a refund.

- Registered students withdrawing from or dropping a course(s) from the first day of classes up to and including the fifth instructional day of the term are entitled to receive a 80% tuition refund. Students withdrawing from or dropping a course(s) after the fifth instructional day up to and including the 10th instructional day are entitled to a 50% refund. Students withdrawing after the 10th instructional day are not entitled to a refund. Students withdrawing from or dropping a Double Block course(s) after the first day of classes up to and including the second instructional day of the course are entitled to receive a 80% tuition refund. Students withdrawing from or dropping a Double Block course(s) after the second instructional day up to and including the fifth instructional day are entitled to a 50% refund. Students withdrawing from Double Block course(s) after the fifth instructional day are not entitled to a refund.

- Shop and material fees for career programs in excess of \$10.00 will be refunded for the balance of the program.
- There will be no pro-rating of fees for students who register after the first day of class. The exception to this will be those career program students considered to be inserts. These inserts will be charged pro-rated fees.
- When a student transfers courses or programs within a term of equal length and before the last day to add a course or program, the fees paid will be applied to the tuition value of the new course or program. Where there is a difference in the cost of the two programs the student will receive a refund or pay the outstanding balance whichever is appropriate.

Where full or partial tuition fees have been paid by an agency, the appropriate refund will be paid directly to that agency.

A full refund of tuition fees will be made in the event that the College cancels a course or program. Or, if due to an administrative error a student has been incorrectly registered into a course or program.

If your cheques are not honoured where drawn, you will be excluded immediately from classes. You will have to pay any fees owing plus an additional \$15.00 fee with cash, money order or certified cheque prior to readmission to your classes. Any fees owing to the College must be paid before you may register at any

campus in the future. In following registrations, you will be required to pay your fees with cash, money order or certified cheque. Students who wish to appeal their registration status should direct their appeal to the office of the Registrar on the 4th Floor of King Edward Campus.

**FEE RECEIPTS**

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

**TUITION**

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

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

**MISCELLANEOUS FEES**

Certificate, Diploma or Statement of completion Replacement .....	\$5.00
Charge for NSF cheque or Stop payment ..	\$10.00
Course Audit Fee .....	Regular tuition
Course/Registration Status Change Fee .....	\$4.00

Photocopy of duplicate registration form ...	\$1.00
Grade Appeal .....	\$5.00
I.D. Replacement (No Photo) .....	\$1.00
Income Tax Form Replacement .....	\$10.00
Official Transcript Fee .....	\$3.00 each
Unofficial Transcript Fee .....	\$1.00 each
Photo I.D. Card .....	\$5.00
Ré-instatement fee .....	\$10.00
Late payment fee .....	10.00 per payment
Records for Litigation .....	\$20.00
Fax copies:	

- Local
  - (first page) .....\$2.00
  - (second page) .....\$1.00
- North America
  - (first page) .....\$4.00
  - (second page) .....\$3.00
- International
  - (first page) .....\$6.00
  - (second page) .....\$5.00

\*request for records must be accompanied by a current release form signed by the student.

ADDITIONAL COSTS PER PROGRAM

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

SPONSORED STUDENTS

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

SENIOR CITIZEN TUITION FEE EXEMPTION

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

VANCOUVER COMMUNITY COLLEGE GRADING SYSTEM

The following is the college wide grading system.

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

POLICIES

ACADEMIC RECORD AND OFFICIAL TRANSCRIPTS

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

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

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

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

ADVANCE CREDIT OR TRANSFER CREDIT

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

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

APPEALS, PETITIONS AND FORMAL COMPLAINTS

King Edward Campus provides a number of formal procedures for students to seek resolutions of disagreements. There is a process for appeals and a process for complaints. Students are encouraged to resolve their concerns informally prior to pursuing the formal process. It may be helpful for students to consult with a Counsellor for assistance and guidance in these matters.

Appeal of Final Grades

The appeal of a final grade must be initiated immediately upon receipt of the grade in question and no later than within one month following the end of the term in which the disputed grade was assigned. The following is the recommended grade appeal procedure:

1. The student should discuss the problem with the instructor. If the student is not satisfied with the outcome of this discussion, they should then discuss the problem with the Dept. Head. If the student is not satisfied with this outcome he/she should follow the formal appeal process.
2. A student who wishes to make a formal grade appeal should obtain an Appeal Form from the Registrar's Office or Counselling Centre, complete it, and return it to the Registrar's office by the deadline listed above with the current grade appeal fee.

Appeals

In addition to the grade appeal, students may appeal decisions on admission procedures or the interpretation of college policies. Examples of appeals are changes to refunds, records and registrations past campus deadlines. Appeals must be initiated as soon as possible and no later than one month after the event has occurred. Students may obtain an Appeal Form from the Registrar's Office. All appeals must be submitted in writing.

Complaints

The complaint procedure should be used in matters of misconduct, incompetence, discrimination and verbal or sexual harassment, etc. Students should attempt to resolve complaints informally or consult with a Counsellor. If the informal complaint process is unsuccessful, formal complaints may be registered, in writing, with the appropriate Division Chair, or the Dean of Instruction.

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

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

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

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

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

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

## ATTENDANCE

Successful completion of and progress through courses/programs is based on evaluation of class assignments, examinations, participation and attendance. Students are expected to attend all scheduled instructional activities (i.e. lectures, laboratories, workshops, seminars, field trips, etc.), related to courses and programs.

Students who fail to attend the first three classes of a course may have their seats in that course given to other students regardless of previous permission to register. It is the student's responsibility to contact the instructor and to establish legitimate reasons for absence in order to secure a seat in the class.

Students who do not attend classes may be asked by an Instructor or Department Head to officially withdraw through the Registrar's Office or be assigned a grade of "N" for non-attendance on their permanent record. An "N" grade is equivalent to a value of zero.

Students must have legitimate reasons for absences such as illness, hospitalization, bereavement, accidents. It is the student's responsibility to contact the instructor(s) when these circumstances arise, and to officially withdraw from courses through the Registrar's Office. Work completion by the student to the satisfaction of the Instructor is required regardless of absences.

If withdrawal or course drop procedures are not complete, the grade of "N" (non-attendance/unofficial withdrawal) is recorded. An "N" grade counts as zero in the grade point average.

## AUDITING A COURSE

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

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

The transcript will indicate when a course has been audited.

## CONDUCT

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

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

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

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

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

## CONFIDENTIALITY OF A STUDENT'S RECORD

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

## COURSE CHANGES

Students are required to officially change courses and sections. Course change forms are available at the Registrar's Office. Refer to the sections on Late Registration, Auditing and Withdrawals for details.

## HARASSMENT POLICY

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

The College considers any form of harassment of an individual involved in College activities to be a serious violation of that individual's fundamental rights. Such a violation is a serious offence which may be subject to a range of resolutions including mediated settlement or, in certain circumstances, disciplinary measures up to and including dismissal or expulsion.

For further information please contact the Harassment Issues Advisor.

## LIBRARY FINES

Students who have been deemed delinquent library users due to unpaid fines, outstanding and long overdue materials, and other unpaid charges owed

to the KEC Library, will NOT be allowed to register for subsequent courses or receive transcripts until the account is settled with the KEC Library. The Library will notify Admissions in writing of satisfactory payment of accounts, and the Library reserves the right to refuse circulation services to students with outstanding library accounts and or long overdue materials.

## NAME/ADDRESS CHANGE

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

## REPETITION OF COURSES

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

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

## STATEMENTS OF GRADES

Grades will not be released without a student's written permission. You must meet all obligations relating to fees, library books or fines, and borrowed equipment before the college will release a Statement of Grades,

Transcript, Diploma or Certificate. If you change your name or permanent mailing address, please report the change to the Registrar's Office.

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

## WITHDRAWALS

Students must officially withdraw from courses. Withdrawal forms are available through the Registrar's Office. Students who stop attending class without withdrawing will receive an "N" grade.

A student may withdraw from courses or programs. Deadlines for withdrawal may vary from program to program.

Withdrawal notations are not included in the calculation of the grade point average.

### Semestered Programs:

A student may withdraw from a semestered course(s), (i.e. single block College Foundations, College Preparatory English - single skill, Music, ESL and Outreach), up to and including the tenth (10) instructional day from the first day of classes without a withdrawal ("W") notation appearing on the permanent record. Subsequent to this period, a student may withdraw up to and including the first instructional day of the last month of the course and receive a withdrawal ("W") notation. Withdrawals are not permitted past this deadline.

Students may withdraw from a double block College Foundations and comprehensive College Preparatory English course(s) up to and including the fifth (5) instructional day from the first day of classes without a withdraw ("W") notation appearing on the transcript. Subsequent to this period, a student may withdraw up to and including the first instructional day of the second month of the semester and receive a withdrawal ("W") notation. Withdrawals are not permitted past this deadline.

### Non-semestered Programs:

Students in Career Programs may withdraw up to and including the fifth (5) instructional day without a withdrawal ("W") notation appearing on their

permanent record. Withdrawals after this time and up to the first instructional day of the last month of the program will receive a withdrawal ("W") notation.

### Continuous Intake Courses and Programs:

Students may withdraw from a Continuous Intake Program up to and including the fifth (5) instructional day from the first day of instruction without a withdrawal notation on his/her permanent record. Withdrawals after this time will receive a withdrawal ("W") notation.

To withdraw, a student is required to complete a "Withdrawal Form" available from the Registrar's Office. Students who are unable to withdraw in-person, may withdraw by mail. The request for withdrawal must be signed and postmarked prior to the final withdrawal date. Copies of the Withdrawal Forms will be distributed to the Cashiers, the Department Head and the student. The original will be retained by the Registrar's Office.

Requests for withdrawals after the deadline date will only be permitted under extenuating circumstances for medical or compassionate reasons and must be approved by the Registrar. The Registrar will consult with the Department Head or Instructor before approving a late withdrawal.

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

## RESPONSIBILITIES OF THE STUDENT

It is the responsibility of the student to ensure that:

- registration is accurate and complete;
- tuition fees are paid at the appropriate time;
- all library materials are returned and any fines owing are paid.

### Course Verification

It is the responsibility of the student to ensure that their registration is accurate and complete. After each registration a student should carefully check his/her registration form to make sure that all courses are listed. If there is an error on the registration a student must take their registration form to the Registrar's office before the deadline for course changes. Failure to correct the registration form may result in an error on a student's permanent record.

### 1. To Their Studies:

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

### 2. To The Faculty:

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

### 3. To The College:

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

### 4. To The Community:

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

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

## RESPONSIBILITY TO THE STUDENT

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

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

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

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

## SERVICES FOR STUDENTS

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

### ASSESSMENT CENTRE

Office: Room 4031  
Telephone: 871-7093

### ADULT BASIC EDUCATION (ABE) PLACEMENT ASSESSMENT

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

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

#### READING ASSESSMENT (55 MINUTES)

The Reading assessment determines:

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

#### WRITING ASSESSMENT (1 HOUR)

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

### MATHEMATICS ASSESSMENT (1 HOUR)

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

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

### TYPING ASSESSMENT (THREE 5-MINUTE TIMINGS)

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

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

### ENGLISH AS A SECOND LANGUAGE ASSESSMENT

Students whose first language is not English will need an assessment of English language proficiency before they can register in KEC classes. Students who wish to enrol in KEC English as a Second Language Classes must fill out an application form, available from the Registrar's Office. Students will be contacted for an assessment appointment. Please see page 9 for detailed information regarding admission and registration in ELS and CPE.

The English as a Second Language assessments consist of:  
Beginners and Intermediate Placement Test - (approximately 1 1/2 hours)

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

### ENGLISH LANGUAGE ASSESSMENT (ELA)

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

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

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

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

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

### BOOK STORE

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

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

### CAFETERIA

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

### COUNSELLING SERVICES

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

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

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

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

### WORKSHOPS

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

### INFORMATION SESSIONS (FOR PROSPECTIVE ABE STUDENTS)

These sessions are held twice weekly to orient prospective students to King Edward Campus' ABE programs and to answer questions on such topics as completing an Adult Basic Education program, course selection, registration procedures, assessments, selecting and scheduling courses, and writing the G.E.D. exams. Contact the Counselling Department at 871-7500 for days/times.

## COUNSELLING RESOURCE CENTRE

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

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

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

## DAYCARE

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

## FINANCIAL AID

Location: Room 4029

Hours:

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

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

Telephone: 871-7048

Fax: 871-7458

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

## THE MAIN SOURCES OF FINANCIAL AID ARE:

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

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

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

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

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

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

## STUDENT LOANS:

### EQUALIZATION FUND:

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

### SUPPLEMENTAL FUND:

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

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

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

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

### PROGRAMS ELIGIBLE FOR ABESAP ASSISTANCE ARE:

Adult Special Education for the Deaf and Hard of Hearing  
Adult Special Education for the Visually Impaired  
Basic Training for Skill Development (BTSD)  
Intermediate and Part Time Advanced  
Basic Training for Skill Development Youth  
Basic Employment Skills Training (BEST)  
College Foundations  
College Preparatory English 059/098/099  
English as a Second Language English Language Skills  
English as a Second Language Vocational (fee payers only)  
English as a Second Language Outreach Centres  
Institutional Aide

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

## 3. BURSARIES

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

## 4. SCHOLARSHIPS

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

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

Bruce and Alexander Andison Memorial Fund  
Credit Union Foundation of B.C.  
Diane Thompson Memorial Scholarship  
Doug Brown Memorial Trust Fund  
Elizabeth McLeod Award  
Finning Tractor Co. Ltd.  
Focus Building Services  
Foley, Ingledew, Ross, Strathcona  
Fred Holmes' Memorial Award  
Howard/Yano Architects  
ICL Service  
Italian Cultural Centre  
Ken and Eileen Cant Memorial Trust  
King Edward Campus Book Store  
King Edward Campus Music Fund  
King Edward Campus Student Action Council  
McCarthy and McCarthy  
Overseas Chinese Voice Foundation  
Ron Fussell Memorial  
Shoppers Drug Mart  
Simons Foundation  
Stanley Pharmaceuticals Ltd.  
Vocational Instructors' Association  
VCC Alumni Association  
VCC Educational Foundation

Bob Smith Jazz Tribute Committee -

Bob Smith Award  
Chris Gage Award  
Jack Cullen Award  
Tom Lee Scholarship  
CHQM Bursary and Endowment  
Yamaha Music Canada Scholarship  
Maria J. Brown Scholarship  
IMASCO Scholarship  
Ray Smith Scholarship  
Kevin Stokes Memorial Award  
Phoenix Engineers Scholarship

There are several general music scholarships awarded by the Music Department annually, in addition to the above. Applications for music scholarships are available in the Music Department administration office.

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

## HEALTH SERVICES

Location: Room 3007 (next to Counselling Services)  
Hours: 9:00 a.m. - 4:00 p.m. Monday through Friday  
also, one evening clinic per week.  
Telephone: 871-7187

Staff:  
Community Health Nurse      Psychologist  
Physician                      Psychiatrist

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

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

- counselling for stress, anxiety and depression
- vision and blood pressure testing
- pregnancy tests
- VD tests and treatment
- nutrition and weight control counselling
- birth control methods

- health information in various languages for E.S.L. students
- sick room

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

Program Office: Room 3060  
Telephone: 871-7220, 871-7221

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

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

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

## INTRODUCTION TO COLLEGE STUDIES; BECOMING A MASTER STUDENT

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

## THE LEARNING CENTRE

Location: Room 3053/3054

Hours:

Monday & Thursday      9:00 a.m. - 7:00 p.m.  
Tuesday & Wednesday      9:00 a.m. - 8:00 p.m.  
Friday                      9:00 a.m. - 5:00 p.m.

Telephone: 871-7219

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

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

The Learning Centre operates on a drop-in basis and is open year round. Between 200 and 250 students are tutored daily and attend workshops. The Learning Centre is committed to supporting students in becoming independent learners.

Services include:

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

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

## LIBRARY

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

Hours:

September to April:

Monday to Wednesday      8:30 a.m. - 9:30 p.m.  
Thursday                      10:30 a.m. - 9:30 p.m.  
Friday                          10:30 a.m. - 4:30 p.m.

May to August: subject to change, so please call ahead.  
Telephone: 871-7322  
TTY/TDD (for the Deaf and Hard of Hearing): 871-7325

The King Edward Campus Library extends free borrowing privileges to all King Edward Campus students and employees. Similar access and borrowing privileges are available to King Edward Campus students and staff at the Langara Campus and at City Centre Campus Libraries. To obtain a library card, students should have their student I.D. barcoded at the Library's Circulation Desk.

The Library collection consists of over 50,000 books, magazines and audio-visual items including support materials for all subjects taught at King Edward Campus. In addition, the Library has a good collection of materials for students' reading pleasure.

The Library has an efficient inter-library loan system that retrieves materials from the City Centre and Langara Libraries and other college and university libraries. In addition, braille and taped materials for the visually impaired can be ordered from the campus system as well as from other institutions throughout North America.

Special student services include:

### 1. FRIENDLY REFERENCE SERVICES:

Helpful librarians and staff are available at all times at the Information Desk to assist students find the materials that they need. Students are encouraged to ask for help in all areas of their studies or information needs.

## 2. SPECIALIZED MATERIALS:

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

## 3. MEDIA COLLECTION:

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

## 4. COMPUTER CATALOGUE:

Our easy-to-use computer catalogue lists all books, magazines and audio-visual materials available from VCC libraries. Students are encouraged to sign up at the Information Desk for a short tutorial on how to use our computer catalogue.

## 5. OTHER LIBRARY SERVICES:

Tables and carrels are located throughout the Library for student research and quiet study. The Library has two excellent photocopiers for student use taking coins or cost-saving copycards for sale at the Circulation Desk. The Library also maintains a small typing room with IBM Selectrics for student use.

## LOST AND FOUND

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

## PARKING

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

## PHOTOCOPIER

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

## KING EDWARD STUDENTS' ASSOCIATION

King Edward Student Association (KESA) is directed and managed by the students of the three King Edward Campuses through elected representatives from each program area. As a member of the Canadian Federation of Students (CFS), KESA provides a variety of services for students. Some of those services include a housing registry, a tutor registry, the studentsaver discount card, etc. KESA also sponsors a number of activities on the three campuses. Some of those activities include dances, lunchtime music events and speaker's forums. KESA is a large contributor to bursaries and scholarships available to all students of KEC campuses.

Telephone: 871-7336, 7146 or 7149.

## STUDENT ADVOCATE PROGRAM

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

## STUDENT NEWSPAPER

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

## AN INVITATION FROM THE VCC ALUMNI ASSOCIATION

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

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

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

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

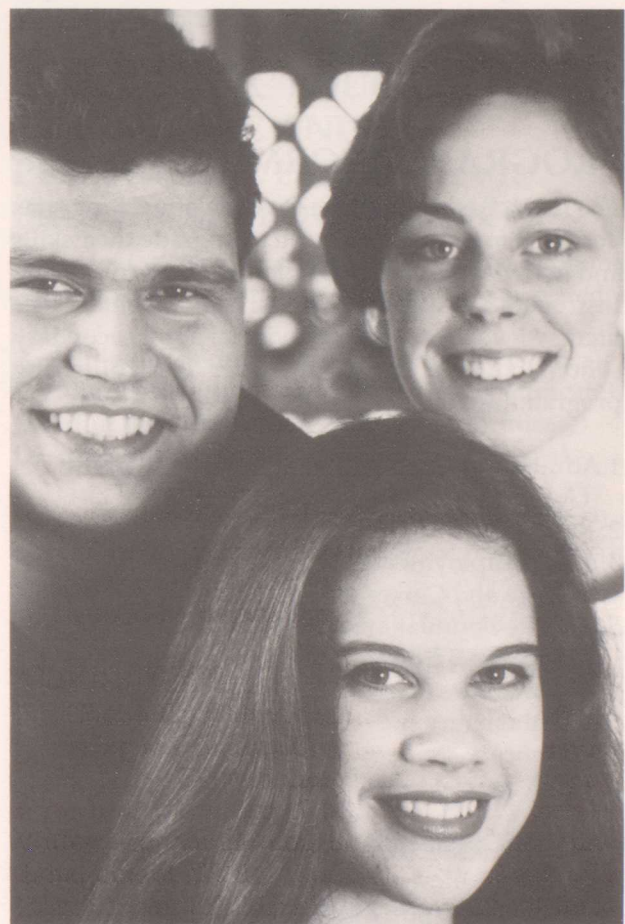
As a student, you can benefit directly from the alumni network through the bursaries and scholarships made available from our fundraising activities.

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

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

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

## ADULT BASIC EDUCATION DIVISION



## ADULT BASIC EDUCATION DIVISION

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

### PROGRAM INFORMATION

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

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

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

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

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

### ADULT BASIC EDUCATION FUNDAMENTAL LEVEL: INSTITUTIONAL CERTIFICATE

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

### ADULT BASIC EDUCATION INTERMEDIATE LEVEL: INSTITUTIONAL CERTIFICATE

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

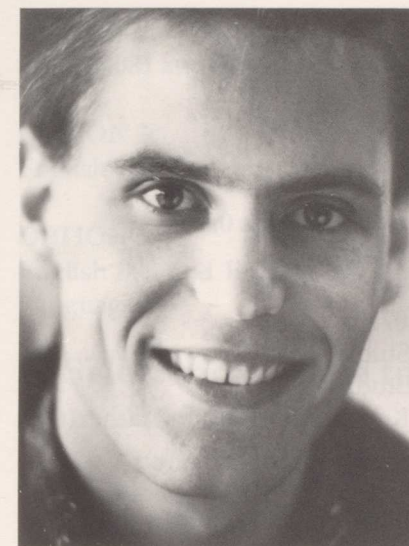
### ADULT BASIC EDUCATION ADVANCED LEVEL: INSTITUTIONAL CERTIFICATE

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

### ADULT BASIC EDUCATION PROVINCIAL LEVEL: PROVINCIAL DIPLOMA

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

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



### CERTIFICATE ELIGIBILITY:

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

To obtain an ABE Certificate or Diploma, College and Career Access (C.C.A.) and College Foundations students must apply to the Student Records office at least two weeks prior to completion.

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

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

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

### ADULT BASIC EDUCATION CERTIFICATE AND PROVINCIAL DIPLOMA PROGRAM REQUIREMENTS

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

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

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

### A. ADULT BASIC EDUCATION FUNDAMENTAL CERTIFICATE

English 031  
Mathematics 031

### B. ADULT BASIC EDUCATION INTERMEDIATE CERTIFICATE

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

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

OR

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

C. ADULT BASIC EDUCATION  
ADVANCED CERTIFICATE

Prerequisite: ABE Intermediate Level or Grade 10 or equivalent.

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

LIST A:

- 1. English 061  
English 071

LIST B:

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

LIST C:

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



LIST D:

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

D. ADULT BASIC EDUCATION  
PROVINCIAL DIPLOMA

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

Some Provincial Level courses have Advanced Level prerequisites.

A. Complete the English  
requirement from the following  
options:

OPTION 1:

Canadian Viewpoints 081 and Canadian Viewpoints 091

OPTION 2:

English 081 and English 091

OPTION 3:

English 096

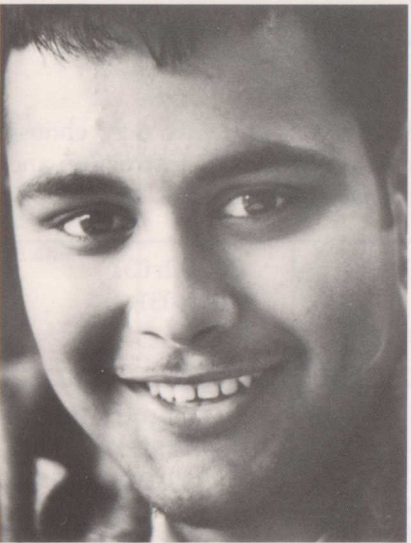
OPTION 4:

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

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

- 1. Applied Accounting 082
- 2. Biology 083  
Biology 093
- 3. Chemistry 083  
Chemistry 093
- 4. Computer Science 083  
Computer Science 093
- 5. Select any two or four from this group:\*
- 6. Data Processing 083  
Data Processing 084  
Data Processing 093  
Word Processing 082
- 6. Economics 094  
Economics 095
- 7. Literature 083  
Literature 093
- 8. Geography 094 and either  
Geography 095 or  
Geography 098
- 9. History 095 and either  
History 094 or  
History 098
- 10. Law 092 and either  
Law 082 or Finance 092
- 11. Mathematics 083  
Mathematics 093
- 12. Mathematics 096  
Mathematics 097
- 13. Physics 083  
Physics 093
- 14. Psychology 081  
Psychology 091

\* Completion of two courses is counted as one selection; completion of four courses is counted as two selections.



ADULT BASIC EDUCATION  
COURSE LISTINGS

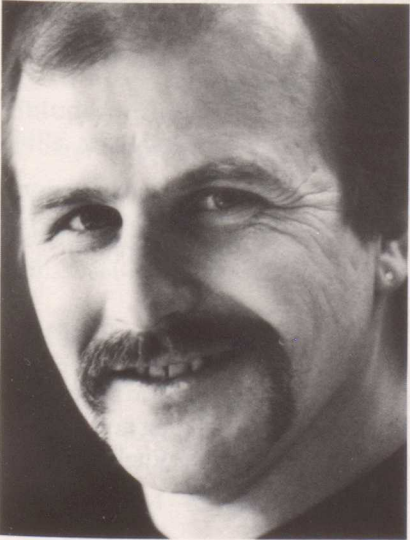
At King Edward Campus, students may choose between semester based classroom instruction and individualized, self-paced learning.

FUNDAMENTAL LEVEL (to grade 8 equivalency)	English 031 Math 031	
	College Foundations Semester Based Classroom Instruction	College and Career Access Individualized Self-paced Learning
INTERMEDIATE LEVEL (Grades 9 & 10)	Computer Keyboarding 042 Computer Studies 043 English 041 & 051 French 051 Math 050 & 051      Science 051  Social Science 051	English 041 & 051  Math 050 & 051 (Algebra) Math 052 & 053 (Business & Consumer) Math Skills 057 Reading & Study Skills 057 Writing Skills 057 Science 051 Science Skills 057 Social Science 051 Social Science Skills 057
ADVANCED LEVEL  Grade 11*	Accounting 062 & 072 Basic Music Theory 003 Biology 061 & 071 B.C. Pacific Studies 061 & 071 Chemistry 061 & 071 Computer Keyboarding 062 & 072 Computer Studies 063 & 073 English 061 & 071 French 061 & 071 Math 061 & 071   Physics 061 & 071   Reading & Study Skills 077  Spelling 077 Writing Skills 077	Accounting 062 & 072  Biology 061 & 071     English 061 & 071  Math 061 & 071 (Algebra) Math 062 & 072 (Business & Consumer) Math Skills 077 Physics 061 & 071   General Science 061 & 071 Reading & Study Skills 077 Science Skills 077 Spelling 077 Writing Skills 077

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

PROVINCIAL LEVEL  Grade 12	Applied Accounting 082 Biology 083 & 093 Canadian Viewpoints 081 & 091 Chemistry 083 & 093 Computer Science 083 & 093 Select any two or four from this group: Data Processing 083, 084 & 093 and Word Processing 082 Economics 094 & 095 Literature 083 & 093 English 096 Geography 094 & 095 or 098 History 094 & 095 or 098 Law 092 & Finance 092 or Law 082 Psychology 081 & 091  Math 083 & 093 Math 096 & 097 Physics 083 & 093 Reading & Study Skills 097 Writing Skills 097	English 081 & 091         Math 083 & 093 Math Skills 097  Reading & Study Skills 097 Writing Skills 097
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\* Completion of two courses is counted as one selection; completion of four courses is counted as two selections.



## BASIC EDUCATION DEPARTMENT

Department Head Office: Room 2127

Telephone: 871-7369

Instructional Staff:

Delost, J.

Gellard, S.

Gould, L.

Harris, J.

Hallett, V.

Kolsteren, I.

MacKenzie, E.

Maglaque, P.

Mason, C.

Merkel, R., Department Head

Onstad, C.

Potter, J.

Richards, G.

Richardson, D.

Rider, L.

Stewart, L.

Szasz, M.

Vuch, D., Program Assistant

Weiten, J.

## ADULT BASIC EDUCATION FUNDAMENTAL CERTIFICATE PROGRAM

### PROGRAM DESCRIPTION:

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

### INSTRUCTIONAL METHODS:

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

### HOURS:

Day Classes - Monday to Thursday

English - 18 hours per week

Mathematics - 6 hours per week

Evening Classes - Monday to Thursday

English - 5 1/2 hours per week

Mathematics - 5 1/2 hours per week

There are also Basic Education classes at:

- First United Church

320 East Hastings Street, Telephone 681-8365

English and Mathematics

10 hours per week

- Mt. Pleasant Neighbourhood House

535 East Broadway, Telephone 879-8208

English and Mathematics

10 hours per week

**SEMINARS ARE INCLUDED IN ALL THE ABOVE HOURS.**

### ADMISSION REQUIREMENTS:

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

### REGISTRATION

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

### ASSESSMENTS:

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

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

### ADDITIONAL INFORMATION:

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

### COURSE DESCRIPTION:

#### ENGLISH 031

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

#### MATHEMATICS 031

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

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

Coordinator's Office: Room 2085

Telephone: 871-7354

Instructional Staff:

Buck, D., Coordinator

Herd, P.

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

### PROGRAM DESCRIPTION:

The objectives of the program are:

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

(b) To assess the student's learning potential and to assist the student in upgrading Math and English skills in preparation for entrance to chosen career programs or opportunities.

(c) To assess and develop positive life skills and attitudes including self-confidence, communication skills, and goal setting.

(d) To help prepare and organize the student in the development of employment skills (e.g. interview skills, resume preparation, research skills).

### PROGRAM DATES:

This 12 week program will be offered:

(a) April 5 - June 25, 1993

(b) September 7 - November 26, 1993

(c) January 4 - March 25, 1994

A certificate of completion is awarded.

## ADMISSION REQUIREMENTS:

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

## REGISTRATION:

Potential students may be referred through community agencies such as Employment and Immigration Canada and Ministry of Social Services. Spaces are also available to fee-paying students. Financial assistance may be available through the K.E.C. Financial Aid office, 871-7048. To be waitlisted, phone 871-7039.

## C.C.A. - COLLEGE AND CAREER ACCESS

(FORMERLY B.T.S.D.)

Department Head Office: Room 2112

Telephone: 871-7365 or 871-7366 (day or night)

Instructional Staff:

Anderson, T.

Ash, B., Coordinator, English & Social Science

Herd, P.

Hougham, T.

Johal, B.

Knox, B.

Lear, P., Coordinator, Math & Science

Little, B., Department Head

Nelson, M.

Potter, C.

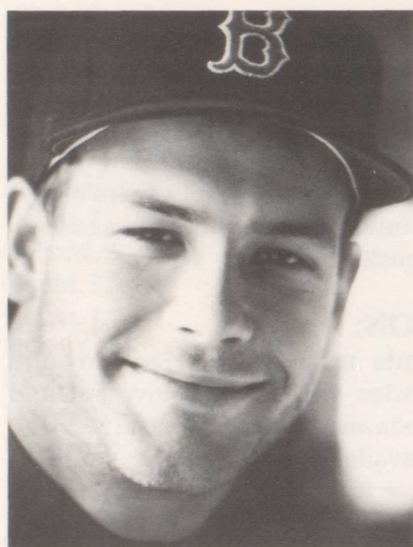
Potter, J.

Rapson, L.

Taylor, P.

Wang, M., Program Assistant

Yip, P.



## ADULT BASIC EDUCATION INTERMEDIATE, ADVANCED AND PROVINCIAL COURSES:

### PROGRAM DESCRIPTION:

College and Career Access provides flexible opportunities for students to upgrade skills and knowledge or to earn credit in English, Mathematics, Science and Social Science at the Intermediate, Advanced and Provincial levels (9-12). Students attend C.C.A. in order to:

- obtain the intermediate Certificate, Advanced Certificate or the Provincial Diploma
- earn a grade 10, 11, or 12 equivalency
- complete prerequisite courses for colleges and institutes such as BCIT, Langara, Kwantlen
- upgrade a specific skill or topic
- prepare for career change
- prepare for exams such as:
  - General Educational Development (GED)
  - Language Proficiency Index (LPI)
  - Police Entry Exam
  - English Composition Test
- prepare for Vancouver Community College courses such as:
  - Pharmacy Technical Assistant
  - Nursing
  - Electronics
  - Early Childhood Education
- meet job or union requirements
- gain confidence and personal growth

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

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

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

### HOURS:

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

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

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

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

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

### ADMISSION REQUIREMENTS:

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

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

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

### REGISTRATION:

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

### FEES AND ADDITIONAL COSTS:

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

### BOOKS AND SUPPLIES:

Some textbooks and instructional materials are provided. Students should check with their instructors before purchasing textbooks.

## C.C.A.: ENGLISH AND SOCIAL SCIENCES

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

### ENGLISH 041 & 051 (English 10)

English 041 and 051 are ABE Intermediate level English or English 10. Students are offered individualized and group instruction in reading and study skills, spelling and vocabulary, grammar and usage, paragraph and essay writing, summary and

letter writing, and oral communication. These courses prepare a student for English 061 or any Advanced level or Grade 11 English course.

### ENGLISH 041

(English 10, first half)

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

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

### ENGLISH 051

(English 10, second half)

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

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

### ENGLISH 061 & 071

(English 11)

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

### ENGLISH 061

(English 11, first half)

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

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

### ENGLISH 071

(English 11, second half)

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

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

### ENGLISH 081 & 091

(English 12)

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

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

### READING AND STUDY SKILLS 057

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

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



### READING AND STUDY SKILLS 077

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

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

### READING AND STUDY SKILLS 097

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

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

### SPELLING 077

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

Prerequisite: The desire to become a better speller.

### SOCIAL SCIENCE 051

(Social Studies 10)

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

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

### SOCIAL SCIENCE SKILLS 057

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

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

### WRITING SKILLS 057

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

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

## WRITING SKILLS 077

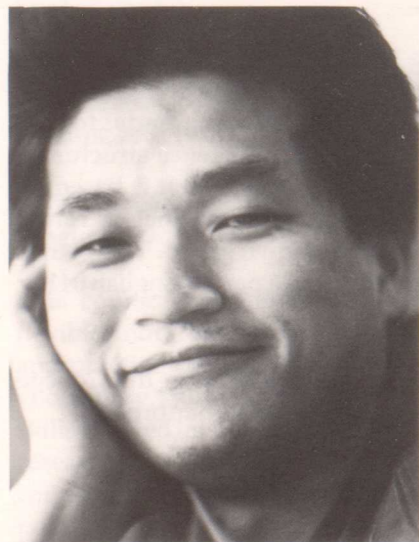
This Advanced Level course helps students learn and apply the basic principles of the writing process (brainstorming, organizing, writing and revising). It focuses on individualized instruction and practice in writing paragraphs, summaries and short expository and argumentative essays. The course also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

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

## WRITING SKILLS 097

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

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



## C.C.A: ACCOUNTING, MATHEMATICS AND SCIENCE

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

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

### ACCOUNTING 062 & 072

**ACCOUNTING 062**  
(Accounting 11, first half)

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

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

**ACCOUNTING 072**  
(Accounting 11, second half)

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

Prerequisite: Accounting 062

**MATHEMATICS 050 & 051**  
(Academic Mathematics 10)

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

**MATHEMATICS 050**  
(Academic Mathematics 10, first half)

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

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

**MATHEMATICS 051**  
(Academic Mathematics 10, second half)

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

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

**MATHEMATICS 052 & 053**  
(Business and Consumer)  
(General Mathematics 10)

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

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

**MATHEMATICS 061**  
(Algebra 11, first half)

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

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

**MATHEMATICS 071**  
(Algebra 11, second half)

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

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

**MATHEMATICS 062 (first half) & 072 (second half)**  
(Business and Consumer)  
(General Mathematics 11)

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

Prerequisite: Math 052 & 053 or College Assessment.

**MATHEMATICS 083**

(Algebra 12, first half)

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

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

**MATHEMATICS 093**

(Algebra 12, second half)

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

Prerequisite: Mathematics 083 or equivalent, or College Assessment.

**MATHEMATICS SKILLS 057**

(Academic Mathematics 10 topics)

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

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

**MATHEMATICS SKILLS 077**

(Algebra 11 topics)

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

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

**MATHEMATICS SKILLS 097**

(Algebra 12 topics)

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

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

**SCIENCE 051**

(Science 10)

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

Prerequisite: Fundamental Level English or equivalent.

**BIOLOGY 061 & 071**

(Biology 11)

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

**BIOLOGY 061**

(Advanced Biology 11, first half)

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

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

ESL students must have completed English 059 or equivalent or have a score of 127 or higher on ELA.

Prerequisites: English 051, Science 051 and Math 051.

**BIOLOGY 071**

(Biology 11, second half)

This advanced level course includes topics on the major phyla of plants and animals as well as on pollution and aquatic ecology. The course includes labs, tests, assignments and field work projects.

Prerequisite: Biology 061

**GENERAL SCIENCE 061 & 071**

(Science 11)

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

Prerequisite: Science 051 or equivalent.

**PHYSICS 061 & 071**

(Physics 11)

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

**PHYSICS 061**

(Physics 11, half course)

Physics 061 is an advanced level course designed to introduce the student to the basic concepts of physics. Motion is introduced in a common sense manner, drawing on everyday experiences. Gradually, mathematical models are developed allowing the student to qualify observations and predictions. Course content includes motion, Newton's Laws, Vectors/momentum and energy. Each topic has a lab.

Prerequisite: English 051, Science 051 or equivalent. Math 061 should be taken before or concurrently. ESL students must have completed English 059 or equivalent or have a score of 127 or higher on the ELA.

#### **PHYSICS 071**

(Physics 11, half course)

Physics 071 focuses on sound, light and electricity. Course topics include heat, waves/sound, electrostatics and electric circuits. Each topic has a lab.

Prerequisite: Physics 061

#### **SCIENCE SKILLS 057**

(Science 10 topics)

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

Prerequisite: Fundamental English or equivalent.

#### **SCIENCE SKILLS 077**

(Science 11 topics)

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

Prerequisite: ABE Intermediate Science or equivalent.

### **GENERAL EDUCATION DEVELOPMENT (G.E.D.)**

#### **PREPARATION:**

College and Career Access (C.C.A.) Offices: Room 2112, 2089, 2096

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

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

Prerequisite: College Assessment in Reading, Writing and Mathematics.

### **PERSONALIZED UPGRADING PROGRAMS:**

C.C.A. Offices: Room 2112, 2089, 2096

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

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



### **ADULT BASIC EDUCATION INTERMEDIATE PROGRAM: YOUTH**

Coordinator's Office: Britannia Community Centre

Telephone: 253-4391, Local 34

Instructional Staff:

Porter, R., Coordinator

Adams, K.

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

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

#### **PROGRAM DESCRIPTION:**

The A.B.E. Intermediate Program for Youth offers individualized and self-paced instruction in

- English
- Mathematics
- Science
- Social Science

in a learning environment that is structured to the needs of young adults.

#### **ADMISSION REQUIREMENTS:**

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

#### **REGISTRATION:**

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

#### **LOCATION:**

Britannia Community Centre

1661 Napier Street

Telephone: 253-4391, Local 34

#### **FEES AND ADDITIONAL COSTS:**

Fees are included in the current fee schedule.

Most textbooks and instructional materials are provided.

#### **ADDITIONAL INFORMATION:**

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

### **COLLEGE FOUNDATIONS**

#### **PROGRAM DESCRIPTION:**

This program is offered through four departments:

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

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

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

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

#### **ASSESSMENTS AND DOCUMENTATION:**

Students are expected to produce transcripts of their previous academic records at the time of application and/or registration. Those whose documents are unavailable will be directed to take the appropriate

assessments. It is important to realize that the assessments are NOT examinations in the conventional sense. They are used to assist in making recommendations regarding course level placement. For details concerning assessments required please see the individual course descriptions.

### INSTRUCTION AND COURSE LOAD:

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

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

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

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

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

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

### TERM WORK:

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

### EXAMINATIONS:

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

### PROGRAM PLANNING:

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

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

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

### BOOKS AND SUPPLIES:

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



## COLLEGE FOUNDATIONS - BUSINESS & COMPUTER STUDIES

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

### Instructional Staff:

Behnke, W.  
Fornelli, F.  
Hughes, J.  
Kawas, N., Instructional Assistant  
McElroy, A.  
Malo, L.  
Mar, K.  
Marshall, J.  
Panganiban, N., Program Assistant  
Tolsma, C., Department Head

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

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

### ACCOUNTING 062

(Accounting 11, half course)

Accounting 062 includes analysis of transaction, double-entry accounting, formal journalizing and posting, preparation of financial statements, and subsidiary ledger accounting. Includes an introduction to electronic spreadsheets using Lotus 1-2-3 computer software.

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

### ACCOUNTING 072

(Accounting 11, half course)

Accounting 072 includes the five-journal system, accounting for a merchandising business, cash and banking activities, payroll accounting, adjustments

to financial statements, the synoptic journal, and completion of the accounting cycle. Also, it includes a continuation of the electronic spreadsheet concepts (Lotus 1-2-3) learned in Accounting 062.

Prerequisite: Accounting 062

### APPLIED ACCOUNTING 082

(Accounting 12, full course)

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

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

### COMPUTER KEYBOARDING 042

(Typing 9)

An introductory keyboarding (typing) course which will provide students with skills and techniques necessary to keyboard by touch. Proofreading, editing, and correcting techniques are included, as well as an introduction to word processing with WordPerfect computer software.

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

### COMPUTER KEYBOARDING 062

(Typing 11, half course or Computer Studies 11, half course)

Computer Keyboarding 062 is a beginning course in touch keyboarding covering alphabetic, numeric, and symbol keys. This course includes an introduction to word processing with WordPerfect computer software. Computer Keyboarding 062 is highly recommended for students intending to register for Computer Studies, Computer Science, and Applied Accounting courses.

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

### COMPUTER KEYBOARDING 072

(Typing 11, half course)

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

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

### COMPUTER STUDIES 043

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

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

### COMPUTER STUDIES 063

(Computer Studies 11, half course)

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

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

### COMPUTER STUDIES 073

(Computer Studies 11, half course)

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

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

### COMPUTER SCIENCE 083

(Computer Science 12, half course)

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

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

### COMPUTER SCIENCE 093

(Computer Science 12, half course)

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

Prerequisite: Computer Science 083

### DATA PROCESSING 083

(Data Processing 12, half course)

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

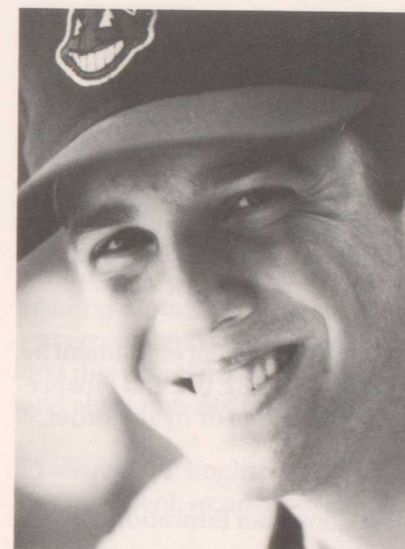
Prerequisite: Computer Studies 063 or equivalent. Data Processing 083, 084 and 093 may be taken at the same time or in any order.

### DATA PROCESSING 084

(Data Processing 12, half course)

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

Prerequisite: Computer Studies 063 or equivalent. Data Processing 083, 084 and 093 may be taken at the same time or in any order.



### DATA PROCESSING 093

(Data Processing 12, half course)

Data Processing 093 is an advanced course in word processing and page layout. It introduces the student to desktop publishing features of WordPerfect software, including graphics and boxes. Students design newsletters and other documents then produce them on a laser printer.

Prerequisite: Computer Keyboarding 062 or equivalent. Data Processing 083, 084 and 093 may be taken at the same time or in any order.

### FINANCE 092

(Consumer Education 12, half course)

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

Prerequisite: Completion of or current enrollment in English 051 or English 059. Finance 092, Law 082 and Law 092 may be taken at the same time or in any order.

## **LAW 082** (Law 12, half course)

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

**Prerequisite:** Completion of or current enrollment in English 051 or English 059. Law 082, 092 and Finance 092 may be taken at the same time or in any order.

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

Law 092 is an introduction to Canadian law with particular emphasis on consumer issues. Topics include family law, contracts, landlord and tenant law, employment law and consumer law.

**Prerequisite:** Completion of or current enrollment in English 051 or English 059. Law 092, 082 and Finance 092 may be taken at the same time or in any order.

## **WORD PROCESSING 082** (Data Processing 12, half course)

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

**Prerequisite:** Computer Keyboarding 072.

## **COLLEGE FOUNDATIONS - HUMANITIES (ENGLISH & SOCIAL SCIENCES)**

Department Head Office: Room 3230  
Telephone: 871-7289

**Instructional Staff:**  
Alton, S., Department Head  
Andrews, A.R.  
Behnke, W.W.  
Burnett, J., Instructional Assistant  
Chiko, R.E.  
Davidson, D.  
Malo, L.  
Meyer, R.H.  
Rike, J.  
Shaw, G.

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

**N.B.** Students must attend four lecture hours and one seminar hour per course per week. Most courses require extra computer lab and/or field trip time.



## **ECONOMICS**

Every individual and every society exists in an "economic" world, a world in which people cannot have everything they want. Each person, business and society must choose between one thing or another: what is wanted more than something else; what to use up and what to save; what to do and what to make; and what to trade for what. Economics is the study of how people of every society organize a system by which to produce and distribute goods and services desired. These two ABE Provincial Level courses enable students to discover state and employ basic tools of economic reasoning and analysis applicable to understanding and responding to everyday economical events and economic policy issues. Students receive the added benefit of participating in state-of-the-art, computer-assisted learning.

## **ECONOMICS 094** (Economics 12, half course)

### **Microeconomics**

Following an introduction to the universal economic problem of scarcity and an overview of economic systems, the course focuses on microeconomic topics such as: business organization in Canada; the working of markets and competition (demand and supply, equilibrium and government intervention in markets); income distribution; employment and economic sector trends; and, selected policy issues.

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

## **ECONOMICS 095** (Economics 12, half course)

### **Macroeconomics**

Following a review of basic, general economic concepts, this course focuses on macroeconomic topics such as: measures of economic performance; the circular flow of the economy; the output and spending sides of the economy; money and banking; economic instability and stabilization techniques; international trade and trade policy issues.

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

## **ENGLISH**

## **ENGLISH 041 AND 051** (English 9 and 10)

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

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

## **ENGLISH 061 AND 071** (Grade 11 Level)

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

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

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

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

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

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

## ENGLISH 096 (English 12)

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

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

### Prerequisite:

- Previous successful completion of Social Studies 11.
- Previous successful completion of English 11. (In some cases, students who have completed Canadian Viewpoints 091 and who wish to upgrade a previous mark may also register.)
- Assessments may be required for students who have been away from an educational setting for three years or more and/or for students who have prerequisites with grades of C or lower.

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

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

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

## LITERATURE 083 AND 093 (Literature 12)

Literature 083 and 093 allow the student to read and appreciate some of the greatest writers in the English language such as Chaucer, Shakespeare, Milton and

many others. The student acquires skills that will help to analyze poetry, develop an appreciation of the theatre by reading plays and seeing them performed, and discover why literature, written many years ago, is so widely read and enjoyed today. These courses cover the literature chronologically.

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

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

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

## READING AND STUDY SKILLS 077

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

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

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



## READING AND STUDY SKILLS 097

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

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

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

## SPELLING, VOCABULARY AND PUNCTUATION 057 (non-credit)

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

Prerequisite: A desire to improve spelling and sentence skills.

## WRITING SKILLS 077

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

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

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

## WRITING SKILLS 097

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

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

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

## FRENCH

### FRENCH 051 (Grade 10 Level)

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

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

### FRENCH 061 AND 071 (French 11)

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

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

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

## GEOGRAPHY

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

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

### GEOGRAPHY 094

(Geography 12, half course)

#### Physical Geography

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

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

### GEOGRAPHY 095

(Geography 12, half course)

#### Human Geography

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

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

### GEOGRAPHY 098

(Geography 12, half course)

#### Geography of Cities (Urban Geography)

This course helps the student understand the environment in which most people live - cities and urban areas. The course deals with general themes

such as the growth of cities; why cities are where they are; how cities are structured; what happens in different parts of cities and why. Field studies will be carried out in the Vancouver area.

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

## HISTORY

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

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

### HISTORY 094

(History 12, half course)

#### The Age of Revolutionary and the Nineteenth Century

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

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

### HISTORY 095

(History 12, half course)

#### The Twentieth Century Modern World

- Nine Decades of Change

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

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

### HISTORY 098

(History 12, half course)

#### The Oriental Heritage and Asia Today

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

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

### B.C./PACIFIC STUDIES 061

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

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

Prerequisite: English 051, Intermediate English or equivalent.

B.C./Pacific Studies 061 and 071 may be taken concurrently or in sequence.

### B.C./PACIFIC STUDIES 071

The focus of this course is on British Columbia's development from a Pacific perspective. To a great extent, the province's growth has been historically, economically, and geographically related either to Pacific Rim nations or European nations which

approached it via the Pacific. Many of the industries and other important economic activities in British Columbia, as well as many of the people involved in these, are tied to countries across the Pacific.

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

Prerequisite: English 051, Intermediate English or equivalent.

B.C./Pacific Studies 061 and 071 may be taken concurrently or in sequence.



## MUSIC

### BASIC MUSIC THEORY 003

(Offered through the Music Department)

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

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

## PSYCHOLOGY

### PSYCHOLOGY 081 & 091

(Psychology 12)

Psychology 081 and 091 are an introduction to the science of behaviour and mental process, reflecting roots of philosophy and biology. Students will gain insight into how behaviour can be explained, predicted and controlled.

Psychology 081 provides an overview of psychology and a historical perspective. Topics include personality theory, stress management, loss, communication skills, cognition, language and intelligence, motivation and emotion.

Psychology 091 reviews stress management and covers child and adult development, life stages, family systems, approaches to psychotherapy, depression, alcohol and drug problems, child abuse and communication skills. With a theoretical and experimental approach, students can become more self-aware and able to apply psychological concepts to every day life.

The two courses constitute Psychology 12.

Prerequisite: Completion of or current enrolment in English 071 (English 11) or equivalent.



## SOCIAL SCIENCE

### SOCIAL SCIENCE 051

(Grade 10 Level Course)

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

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

## COLLEGE FOUNDATIONS - MATHEMATICS

Department Head Office: Room 3235  
Telephone: 871-7294

Instructional Staff:

Behnke, R.

Burnett, J., Instructional Assistant

Cockell, J.,

Hwang, M.

Ko, W.

MacLeod, J., Department Head

Rudolph, G.

Tio, K.

Wilson, W.

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

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

Students who need a detailed review of arithmetic (whole numbers, fractions, decimals, percentages) along with introductory skills needed for geometry, metric measurement and algebra should see Mathematics 031. (See page 36)

### MATHEMATICS 050 AND 051

(Academic Mathematics 10)

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

### MATHEMATICS 050

(Academic Mathematics 10, half course)

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

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

### MATHEMATICS 051

(Academic Mathematics 10, half course)

Mathematics 051 is one half of the A.B.E. Intermediate Level Algebraic Mathematics and builds on the concepts developed in Mathematics 050 in both algebra and geometry. The algebra section includes:

equations, signed numbers, word problems, exponents, scientific notation, operations with polynomials, simple factoring. The geometry section of the course includes: a study of plane figures; basic constructions; angle relationships and measurements; parallel lines, congruent and similar triangles; Pythagoras' Theorem; basic trigonometric ratios; graphing in the plane.

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

### MATHEMATICS 061 AND 071

(Academic Mathematics 11)

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

### MATHEMATICS 061

(Academic Mathematics 11, half course)

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

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

### MATHEMATICS 071

(Academic Mathematics 11, half course)

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

Prerequisite: Mathematics 061 or equivalent, or an assessment.

### MATHEMATICS 083 AND 093 (Algebra 12)

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

### MATHEMATICS 083 (Algebra 12, half course)

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

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

### MATHEMATICS 093 (Algebra 12, half course)

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

Prerequisite: Mathematics 083 or equivalent.

### MATHEMATICS 096 AND 097 (Calculus 12)

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

### MATHEMATICS 096 (Calculus 12, half course)

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

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

### MATHEMATICS 097 (Calculus 12, half course)

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

Prerequisite: Mathematics 096 or equivalent.

## COLLEGE FOUNDATIONS - SCIENCE

Department Head Office: Room 3234  
Telephone: 871-7293

Instructional Staff:  
Ballin, P.J.  
Brockley, J., Lab Demo 1  
Chan-Henry, E.  
Funk, J.D. Department Head  
Hopkinson, P.  
Johnstone, J.J.,  
Mackenzie, M.J.  
Pawelchak, G.A.

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



## SCIENCE

### SCIENCE 051 (Science 10)

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

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

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

## BIOLOGY

### BIOLOGY 061 AND 071 (Biology 11)

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

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

### BIOLOGY 061 (Biology 11, half course)

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

Prerequisite: English 051, Science 051 and Mathematics 051.

### BIOLOGY 071 (Biology 11, half course)

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

Prerequisite: English 051, Science 051 and Mathematics 051.

### BIOLOGY 083 AND 093 (Biology 12)

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

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

### BIOLOGY 083

(Biology 12, half course)

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

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

### BIOLOGY 093

(Biology 12, half course)

Biology 093 encompasses human anatomy and physiology. Emphasis is placed on students studying their own bodies, linking the academic to the practical. The students become the subject of the laboratory sessions which include: senses, cardiovascular systems, and kidneys. Additional topics explored include male and female reproduction, brain and mind, medical aspects of organ physiology, digestion, stress and embryology.

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

## CHEMISTRY

### CHEMISTRY 061 AND 071

(Chemistry 11)

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

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

### CHEMISTRY 061

(Chemistry 11, half course)

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

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

### CHEMISTRY 071

(Chemistry 11, half course)

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

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

### CHEMISTRY 083 AND 093

(Chemistry 12)

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

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

### CHEMISTRY 083

(Chemistry 12, half course)

Chemistry 083 examines the structure and properties of matter. Topics include atomic structure, nuclear chemistry, chemical bonding, properties of aggregates, thermochemistry, redox reactions and electrochemistry.

Prerequisite: Chemistry 071 and Mathematics 061.

### CHEMISTRY 093

(Chemistry 12, half course)

Chemistry 093 investigates WHY and HOW chemical reactions take place. Reaction kinetics and chemical equilibrium (qualitative and quantitative aspects) are studied, followed by acid-base systems. This course provides an insight into the role of chemistry in industry and its role in the explanation of natural phenomena encountered in everyday life. Stoichiometry and gas laws will be reviewed.

Prerequisite: Chemistry 071 and Mathematics 061.



## PHYSICS

### PHYSICS 061 AND 071

(Physics 11)

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

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

### PHYSICS 061

(Physics 11, half course)

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

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

### PHYSICS 071

(Physics 11, half course)

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

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

### PHYSICS 083 AND 093 (Physics 12)

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

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

### PHYSICS 083 (Physics 12, half course)

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

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

### PHYSICS 093 (Physics 12, half course)

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

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

## ADULT SPECIAL EDUCATION FOR THE DEAF AND HARD OF HEARING

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

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

### PROGRAM DESCRIPTION:

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

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

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

### PROGRAM CONTENT:

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

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

### ADMISSION REQUIREMENTS:

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

### REGISTRATION:

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

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

### ADDITIONAL INFORMATION:

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



## ADULT SPECIAL EDUCATION FOR THE VISUALLY IMPAIRED

Program Office: Room 2041  
Telephone: 871-7339

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

### PROGRAM DESCRIPTION:

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

### PROGRAM CONTENT:

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

### ADMISSION REQUIREMENTS:

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

### REGISTRATION:

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

If braille or other support services are required for students wishing to attend regular classes, King Edward Campus should be notified at least two

months prior to registration. Otherwise, assistance may not be available. For arrangements of services, contact Terry Reid, Coordinator of Special Education Services at 324-5509 or the Special Needs Counsellor in the Counselling Department at KEC, 871-7191.

### ADDITIONAL INFORMATION:

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

### GENERAL EDUCATION DEVELOPMENT (GED) TESTING

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

Applicants must meet the following requirements.

They must:

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

Candidates may prepare for these tests by registering in appropriate courses offered by the Adult Basic Education Division at King Edward Campus. The C.C.A. Department provides a flexible program that includes assessment, personalized prescription and

appropriate skills instruction and review. Additional information and application forms may be obtained by contacting the Counselling Resource Centre at 871-7500.

### NATIVE EDUCATION CENTRE

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

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

Telephone: (604) 873-3761

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

The programs being offered in 1992-1993 are:

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

## CAREER DIVISION



## CAREER DIVISION

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

### GENERAL INFORMATION

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

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

### CAREER (ESL)

Program Office: Room 4054  
Telephone: 871-7012

### PROGRAM DESCRIPTION:

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

### ADMISSION REQUIREMENTS AND REGISTRATION:

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

## AUTOMOTIVE BRAKES AND STEERING ASSISTANT (ESL)

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

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



## AUTOMOTIVE PAINT PREPARATION/DETAILING (ESL)

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

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

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

Program Duration: 24 weeks

## INSTITUTIONAL AIDE (ESL)

Program Office: Room 2070  
Telephone: 871-7345

### Instructional Staff:

Johnson, N., Coordinator, Institutional Aide Instructor  
Hunt, P., ESL Instructor  
Tao, F., Program Assistant

### PROGRAM OVERVIEW:

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

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

### PROGRAM CONTENT:

Skills and topics covered in this program include:

1. Nutrition and meal management: meal planning, shopping, storing, cooking and serving food; therapeutic diets.
2. Housekeeping and laundry: techniques, aids and equipment, schedules.
3. Protection: sanitation and safety procedures, personal hygiene.
4. Communication: basic skills for getting along with patients/clients, co-workers and supervisors in the job setting.
5. Geriatrics: study of aging, care of the elderly.
6. FOODSAFE: Basic.
7. St. John Ambulance First Aid.
8. WHMIS.
9. Work experience: Onsite - daily, off site - 2 weeks in a health care facility

### INSTRUCTIONAL METHODS:

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

### ATTENDANCE:

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

### ADMISSION REQUIREMENTS:

Applicants who meet the admission requirements will have their names placed on our waitlist. Prospective students must:

- be 18 years of age or older, or have been out of school for at least one year.
- be in good general health as is required to perform work functions.
- have an English Language Assessment showing a Pre-Intermediate or Lower-Intermediate skill level.
- no specific level of previous education is required but candidates must have basic reading, writing and arithmetic skills.

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

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

### REGISTRATION:

There are two sessions per year beginning in April and October. To apply for admission contact the Registrar's Office at King Edward Campus, 871-7345.

Prior to registration an orientation and/or interview is held. Applicants will be contacted by mail to attend the orientation. Those who do not respond will have their names removed from the waitlist.

### FEES AND ADDITIONAL COSTS:

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

A non-refundable deposit is required at the time of registration and the balance of fees are due two weeks before the start of class. Applicants may ask to have their registration and deposit deferred to a future session one time only, provided the request is made two weeks before the start of class.

Sponsorship may be available from the Ministry of Social Services and Housing.

### ADDITIONAL INFORMATION:

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



### INSTITUTIONAL AIDE

Program Office: Room 2071  
Telephone: 871-7345

Instructional Staff:  
Johnson, N., Coordinator  
Reed, G.  
Hofmann, D.  
Tao, F., Program Assistant

### PROGRAM OVERVIEW:

The Institutional Aide Program deals with basic skills required for food handling, cleaning and laundry. Graduates may be employed as kitchen helpers, housekeeping aides, or laundry assistants in a variety

of institutions such as care homes, hospitals, lodges, hotels, and motels. Graduates of the program receive the Institutional Aide Certificate. They may also qualify for certificates in WHMIS, "Safety Oriented First Aid" and FOODSAFE - BASIC.

### PROGRAM CONTENT:

Skills and topics covered in this program include:

1. Nutrition and meal management: meal planning and shopping, storing, cooking and serving food; therapeutic diets.
2. Housekeeping and Laundry: use of techniques, aid and equipment, schedules.
3. Protection: sanitation and safety procedures and personal hygiene.
4. Communication: basic skills for getting along with patients/clients, co-workers and supervisors in the job setting.
5. Geriatrics: study of aging, care of the elderly.
6. FOODSAFE - Basic.
7. St. John Ambulance First Aid.
8. WHMIS
9. Work experience: On site - daily, off site - 1 day weekly.

### INSTRUCTIONAL METHODS:

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

### ATTENDANCE:

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

### ADMISSION REQUIREMENTS:

Prospective students must:

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

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

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

### REGISTRATION:

There are three sessions per year beginning in January, April and September. To apply for admission contact the Registrar's Office at King Edward Campus, 871-7345.

Prior to registration an orientation will be held. Applicants will be contacted by mail to attend the orientation. Those who do not respond will have their names removed from the waitlist.

### FEES AND ADDITIONAL COSTS:

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

A non-refundable deposit is required at the time of registration and the balance of fees are due two weeks before the start of class. Applicants may ask to have their registration and deposit deferred to a future session one time only, provided the request is made two weeks before the start of class.

Sponsorship may be available from the Ministry of Social Services and Housing.

### ADDITIONAL INFORMATION:

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

### MUSIC DIPLOMA PROGRAM

Department Office: Room 3271  
Telephone: (604) 871-7297

#### Administrative Staff:

A.J. (Sam) Lewindon, Division Chairman/Acting Dean of Instruction  
David A. Branter, Department Head  
Terence F. Smith, Administrative Coordinator  
Susan Everett, Program Assistant

#### Full time and Regular Staff:

Branter, D.,	Dept. Head, Saxophone, Jazz Improvisation, Jazz/Contemporary History, Jazz/Contemporary Ensembles
Cuthbertson, M.,	Kodaly Solfege, aural skills
Domer, J.,	Oboe, Conducting, Wind Ensemble, Secondary School Liaison
Duke, D.,	Theory, History, Composition, Academic Coordinator
Ehling, M.,	Classical Piano, History
Ferreras, S.,	World Music, Percussion
Greene, T.,	Computer Skills, Theory, Prep Program Coordinator
Gunn, S.,	Contemporary/Jazz Ear Training, Jazz Voice
Hamm, J.,	Classical Voice
Hannan, P.,	New Music Ensemble, Early Music Ensemble, Composition
Koch, T.,	Jazz Guitar, Jazz/Contemporary Improvisation
Matheson, A.,	Jazz Piano, Trumpet, Jazz/Contemporary History, Jazz/Contemporary Ensembles
McKenzie, R.,	Theory, Jazz Theory, Jazz/Contemporary Arranging, Composition, Trombone, Jazz Contemporary Coordinator
Taylor, P.,	Contemporary Vocal Ensembles, Class Piano, Class Jazz Piano, Contemporary Vocal Arranging
Van Wyck, G.,	Classical Choral Ensembles, History, Collegium
Sessional Staff:	
Brown, D.,	Classical Double Bass
Creber, M.,	Accompanist, Contemporary Keyboard
Fedoruk, B.,	Flute
Head, S.,	Contemporary Voice
Hominick, E.,	Accompanist, Piano
Kidd, K.,	Jazz/Contemporary Piano
Kilburn, R.,	Jazz Double Bass, Demo Production
Plumley, P.,	Accompanist, Piano, Class Piano
Ramsbottom, G.,	Clarinet
Rinehart, A.,	Classical Guitar
Rudolph, K.,	Flute
Sabourin, D.,	Tuba
Schreiber, P.,	Voice
Scott, J.,	Jazz/Contemporary Voice
Ursan, G.,	Drums
Wang, I.,	Harp
Wilkes, S.,	Viola

## PURPOSE:

The Music Diploma Program is designed to:

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

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

Other available options include:

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

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

## DEPOSIT:

All new students, upon notification of acceptance into the full-time program, are required to pay a \$100 non-refundable deposit. This deposit will be deducted from tuition fees at the Fall Term registration.

## ACADEMIC REQUIREMENTS:

Each applicant must:

- a: have grade 12 completion or its equivalent; or,
- b: be a mature student as defined by the College; or,
- c: not be deficient in more than two College Foundations or grade 12 completion courses.
- d: write the provincial Literary Proficiency Index (LPI) exam or show proof of having done so within the past 12 month of application



## MUSIC REQUIREMENTS:

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

Audition requirements to enter the Music Diploma Program differ for each instrument and vary from option to option. Prospective students should request the applicable information for their major study area from the Music Department Office.

## PROBATIONARY STATUS:

Students who show promise, but who have marginal skills at the time of audition, may be admitted on a probationary basis at the recommendation of the audition committees.

At the end of the first term, the students' performance will be evaluated by a jury evaluation committee (see below). Academic work will be evaluated by the probation committee. Recommendations, as to continuance in the program or changes in the course load, will be made to the student based on these evaluations.

## JURY EXAMINATIONS:

Near the end of each term, each student in the Music Diploma program is required to perform for a faculty committee. This performance is called a jury. The committee members will each submit a written analysis of the performance to the individual instructor, who will discuss the analysis with the student. Jury exams are mandatory to receive a Performance Concentration grade.

## MUSIC DIPLOMA:

Students who complete the program with the minimum number of credits required for their major study areas and a minimum grade point average of 2.00 are eligible for the Vancouver Community College Fine Arts Diploma. Requirements include:

Basic Musicianship:

A core curriculum taken by all students.

Major Study:

Required courses (including individual instruction, ensembles, and pedagogic studies) vary according to the student's major instrument and/or chosen area of specialization.

Electives:

Students may select courses to complete their program from (i) music electives, or (ii) English. Students intending to continue their studies at a university are advised to take one English course each term. Students desiring additional humanities courses may register for them at the Langara Campus of Vancouver Community College.

The normal course load in the Music Diploma Program varies from option to option, but an average load is 17 credits. Students may not register for more than the maximum number of credits in their option without written permission from the Department Head. A full-time student who drops below 12 credits per term may have the balance of private instruction for the term discontinued.

## GUIDELINES TO THE COURSE NUMBERING SYSTEM:

Numbers 100 - 400/109 - 409	Core Curriculum
Numbers 112 - 412/119 - 419	Conducting and Contemporary Studies
Numbers 120 - 420/129 - 429	Contemporary Voice
Numbers 130 - 430/139 - 439	Classical Voice
Numbers 140 - 440/149 - 449	Fretted Instruments
Numbers 150 - 450/159 - 459	Keyboard Instruments
Numbers 160 - 460/169 - 469	Contemporary Keyboard
Numbers 170 - 470/179 - 479	Orchestral Instruments
Numbers 180 - 480/189 - 489	Contemporary Instruments
Numbers 190 - 490/199 - 499	Ensembles

Courses not in the area of the Core Curriculum may be cancelled because of insufficient enrolment. This is determined by the Department at the beginning of each term.

Major Study Areas

All full-time students choose a discipline for Major Study from the following:

1. Orchestral Instruments
2. Composition
3. Voice (Classical)
4. Voice (Contemporary)
5. Classical Guitar
6. Keyboard Instruments
7. Contemporary Music

Course will vary according to the students' chosen area of specialization.

The College reserves the right to alter procedures and rules regulating admission and registration, or instruction in and graduation from the College, and to change any other regulations affecting the student body.

The number of hours of lectures, seminars or tutorials, and laboratory/rehearsal work per week is shown following the course description. It is given as a series

of three numbers. For example: 2:0:0 indicates that a course consists of 2 hours of lecture, 0 hours of seminar, and 0 hours of laboratory/rehearsal time per week. The number of credits is shown in brackets following the course number.

#### KODALY SOLFEGE 001 (2)

Designed to help the student develop aural skills such as interval recognition and sight-singing, using the methods of the Hungarian composer-teacher, Zoltan Kodaly. 1:0:2

#### BASIC THEORY 003 (3)

A one-term course which examines the elementary non-performance skills of music and is designed to give the student the opportunity to gain knowledge of music theory necessary for further advancement in music. It will help the student gain facility in reading and writing music through the study of notation, time, scales, intervals, chords and cadences, terms and forms. 2:0:2

#### MUSIC LITERATURE 005 (2)

An introduction to western music of the Common Practice Period (1700 - present), which will include descriptions and examples of music of the Baroque, Rococo, Classical, Romantic, early Twentieth Century, and Modern periods. Emphasis will be placed on the development of listening skills. 2:0:0

#### RHYTHMIC NOTATION 008 (2)

Designed to systematically introduce the student to the fundamental concepts of western musical notation, time, and meter. Classes will include sight-reading and rhythmic dictation. 1:0:1

#### CLASS PIANO 053 (1)

To provide students with a basic level of skill in piano technique, improvisation, sight reading, keyboard harmony and transposition. Students will be encouraged to use the piano as a tool instrument which they can use to consolidate theory knowledge and solfege skills acquired at the preparatory level.

#### PERFORMANCE ENSEMBLES 000 (1)

The Department normally has spaces available for non-music majors, and the general public to participate in performance ensembles on an audit

basis. With the exception of Willan Choir 090, which has an open door policy, the permission of the ensemble director is required before registration. The ensembles available are:

Willan Choir 090 (1)	0:0:3	large community choir
Madrigal Singers 091 (1)	0:0:3	small classical choral ensemble
Wind Ensemble 093 (1)	0:0:3	full size wind ensemble
PrimeTime 096 (1)	0:0:4	vocal jazz ensemble
Soundwave 097 (2)	0:0:5	vocal jazz ensemble
Jazz Orchestra 098 (1)	0:0:3	standard size 'big band'
Jazz Ensemble 099 (1)	0:0:3	small ensemble with varying instruments

#### APPLIED MUSIC (3)

Individual instruction in the student's major performance area. Included in this area, in addition to private lessons, will be a master class for all students in the performance area. A jury exam must be performed each term, and will form part of the credit. For actual course numbers of individual instruments/voices, see the listing at the back of the course description area. 0:1:0



#### MINOR INSTRUMENT STUDY (1)

With the permission of the Department, students may receive credit for individual instruction on a second instrument not covered by regular fees. This credit may be granted over several terms provided satisfactory progress is made. Students must have prior approval to begin studies in order to receive credit. 0:5:0

#### COMMERCIAL EAR TRAINING 300 (2) AND 400 (2)

Includes the study of intervals, rhythms, melodic, harmonic, and rhythmic dictation, progressions, chord recognition, and simple song transcription. Examples are drawn from the jazz and pop repertoire. Transcribing is emphasized, root movement is stressed and method is based on a numerical system. Each student must provide one blank 90 minute high quality cassette tape onto which assigned study materials may be recorded.

Pre-requisite: Kodaly Solfege 101/201 or equivalent 1:0:2

#### KODALY SOLFEGE 101 (2) AND 201 (2)

Aural perception through vocal musicianship according to the concept of Zoltan Kodaly. Basic melodic and harmonic function in pentatonic and diatonic modes through the use of relative sol-fa. Form and analysis of folk music material. Sight-singing and dictation. 1:0:2

#### KODALY SOLFEGE 301 (2) AND 401 (2)

An extension of Kodaly Solfege 101 and 201. Chromaticism to atonality in melodic context. Diatonic harmony with inversions, 7th chords and simple modulation, as well as melodic and harmonic form and analysis. Sight singing and dictation includes examples from 20th Century repertoire.

Pre-requisite: Kodaly Solfege 101/201 or equivalent 1:0:2

\*Note: For the purpose of transferability to most post-secondary institutions, Kodaly Solfege 101/201 and 301/401 must be taken in conjunction with Materials and Structures of Music 103/203 and 303/403.

#### MATERIALS AND STRUCTURES OF MUSIC 103 (3) AND 203 (3)

A preliminary team taught course which provides an overview of academic music theory and basic skills. Following an initial unit which comprehensively reviews basic terms and materials students are introduced to basic counterpoint and harmonic skills. Throughout, the course combines systems, terms and approaches from both classical and jazz repertoires.

Classes include formal large-group lectures, small group labs and extensive skill-building testing. Computer-based tutorial sessions are also provided.

Pre-requisite: Basic Theory of Music 003 or equivalent 3:1:0

#### MATERIALS AND STRUCTURES OF MUSIC 303 (3) AND 403 (3)

A continuation of Materials and Structures of Music 103/203. Topics covered include: contrapuntal forms, 20th Century harmony and serial counterpoint. Detailed study of major works in the classical and contemporary repertoire is required. Formerly Materials of Music 303 and 403.

Pre-requisite: Materials and Structures of Music 103/203 3:1:0

\*Note: For the purposes of transferability to most other post-secondary institutions, Kodaly Solfege 101/201 and 301/401 must be taken in conjunction with Materials and Structures of Music 103/203 and 303/403.

#### MATERIALS OF MUSIC 503 (3) AND 603 (3)

Selected topics on theory and analysis. Specific content to be announced by semester.

Pre-requisite: Materials and Structures of Music 403 2:2:0

#### PERFORMANCE TECHNIQUES 104 (2) AND 204 (2)

A study of all aspects of musical performance, including rehearsal techniques, psychology of performance, stage deportment and technical factors. The course is a requirement for all full-time music students.

All students are assigned, after a placement audition, to supervised small ensembles, each of which will be required to perform at least once during the academic year. Attendance at weekly student recitals is mandatory. 0:0:5

#### PERFORMANCE TECHNIQUES 304 (2) AND 404 (2)

A continuation of Performance Techniques 104/204. 0:0:5

#### PERFORMANCE TECHNIQUES 504 (2) AND 604 (2)

A continuation of Performance Techniques 304/404. 0:0:5

#### HISTORY AND LITERATURE OF MUSIC 105 (3)

A three-part survey of music: European classical music, history of Jazz and non-European music. Emphasis is on the development of aural perception through listening to representative works from each area. Seminars are held in addition to lectures. 3:1:0

#### HISTORY AND LITERATURE OF MUSIC 205 (3)

A chronological history of western music from the middle ages through the early Baroque.

Pre-requisite: History and Literature of Music 105 3:0:1

#### HISTORY AND LITERATURE OF MUSIC 305 (3) AND 405 (3)

A continuation of the first year program. The history of music from the middle Baroque to the present.

Pre-requisite: History and Literature of Music 205 or Contemporary History 206 3:0:1

#### JAZZ HISTORY 206 (3)

This course will cover the history of jazz in three sections, introducing the important stylistic developments that took place in each era focusing on major innovators such as Louis Armstrong, Duke Ellington, Coleman Hawkins, Charlie Parker, Miles Davis and John Coltrane. Their work will be examined through recordings, transcriptions and scores. As well, literature and social history from each period

will be introduced. The three eras covered will be circa 1896 - 1930; 1930 - 1960; and 1960 - present. Formerly Jazz History.

Pre-requisite: History and Literature of Music 105 3:0:0

#### CAREER OPPORTUNITIES IN MUSIC 207 (1)

A study of music career opportunities in Canada, and an examination of the activities of Canadian institutions which are related to the performance of music or the employment of professional musicians. Students are also given information on the requirements for various careers in music, through a series of guest lecturers from the professional music world. 1:0:0

#### WORLD MUSIC 307 (3) AND 407 (3)

An intensive overview of world music. Instrumental development, cultural migration and modern fusion in traditional and pop music cultures.

Pre-requisite: History and Literature of Music 105 3:0:0

#### RHYTHM STUDIES 108 (2)

A class designed to develop rhythmic reading skills. Includes principles of modern and traditional rhythmic notation, and includes drills and rhythmic dictation. 2:0:0



#### ADVANCED ENSEMBLE MUSICIANSHIP (CONDUCTING) 313 (3) AND 413 (3)

An advanced course combining the traditional areas of choral and instrumental conducting, instrumentation and orchestration.

Pre-requisite: Materials and Structures of Music 203 and History and Literature of Music 105 2:1:1

#### JAZZ THEORY 315 (2) AND 415 (2)

An in depth study of skills and techniques involved in jazz and popular music. Topics include scales, modes, formal aspects of melody, chords, chord progressions, and style. Typical recorded performances are analyzed and discussed.

Pre-requisite: Materials and Structures of Music 203 2:0:0

#### DEMO PRODUCTION 416 (2)

A one term course that covers the complete Demoing process: from choosing what kind of demo you need, to budgeting and applying for funding; how to shop for recording studios, as well as what to ask for and what to expect from them; pre-production and listening to demos; the actual demo recording and assembling of a promotion package will complete the course. Class time will be one hour per week, until recording begins. 1:0:3

#### IMPROVISATION 217 (2), 317 (2) AND 417 (2)

The purpose of this course is to equip the learner with the skills necessary to improvise (solo) over any given set of chord changes, in a wide variety of musical styles.

The course will concentrate on having the learner incorporate the elements of theory, melody, harmony, rhythm, ear training, and playing proficiency into a coherent approach to performance and improvisation over musical selections drawn from several styles and eras. 217 - 1:5:1/ 317, 417 2:0:0

#### ADVANCED IMPROVISATION 517 (2) AND 617 (2)

An ensemble for improvisers of an approved level of development. Repertoire will be explored in depth and fundamental vocabulary and mental skills will be emphasized. May not be offered in 1992/93.

Pre-requisite: By audition 2:0:0

#### ARRANGING 318 (3) AND 418 (3)

Arranging techniques for jazz, commercial music ensembles and stage band. Advanced students are assigned arranging projects for performing ensembles in the College.

Pre-requisite: Materials of Music 203 or equivalent

Co-requisite: Jazz Theory 315 and 415 3:0:0

#### DIGITAL AND ANALOG TOOLS (DATS) 119 (1)

An introduction to electronic musical components: sound wave creation and theory; analog, modular and FM sound synthesis. Students will become aware of software applications for recording music with computers, using programs such as sequencers and notation programs on the MacIntosh, Atari and DOS platform. 1:0:1

#### DATS 219 (1)

A number of MIDI modules will be utilized, as well as audio mixing consoles, 4 track tape recorders, etc. Students will also be introduced to Microcomputing for performance education and composition. 1:0:1

#### DATS 319 (2) AND 419 (2)

A continuation of utilizing MacIntosh and Atari based sequencing software, MIDI file, multi-timbral waveform modules, digital sampling, sample dumps and sample editing. A thorough exploration of the technology and history of electronic music in the 20th Century. Students must "perform" at least one piece of music in the 400 term to obtain credit. 2:0:0

#### VOCAL ARRANGING 326 (2) AND 426 (2)

Arranging concepts and techniques for solo and vocal ensemble. Advanced students will be assigned projects for performing ensembles in the Department or approved extra curricular projects. Instruction will be divided between class and tutorial time.

Pre-requisite: Materials and Structures of Music 203 2:0:0

#### VOCAL COACHING 335 (1) AND 435 (1)

With the approval of the Department, students will be permitted to include a program of individual coaching with a specialist in the field. 1:0:0

**CLASSICAL GUITAR ENSEMBLE 143 (1) AND 243 (1)**

An ensemble class designed to develop awareness in material that cannot be performed on solo guitar, covering published and original material. 0:0:2

**CLASSICAL GUITAR ENSEMBLE 343 (1) AND 443 (1)**

A continuation of Guitar Ensemble 143/243 0:0:2

**CLASS PIANO 153 (1) AND 253 (1)**

A practical course to implement basic piano skills for beginning and elementary keyboard students. Includes sight-reading, transposition, technique, keyboard harmony, and improvisation. Proficiency examination determines completion. 0:0:2

**CLASS PIANO 353 (1) AND 453 (1)**

A continuation of Class Piano 153/253 with the addition of score reading and figured bass realization. Proficiency examination determines completion.

Pre-requisite: Class Piano 153/253 0:0:2

\*Note: All full-time students must complete the Class Piano or Class Jazz Piano sequence, or demonstrate skill at an appropriate level to keyboard faculty.



**KEYBOARD STUDIES 154 (2) AND 254 (2)**

Keyboard Studies will be comprised of a study of style and interpretation of all major repertoire for the keyboard (17th to 20th Century) for solo piano, four hand and concerto repertoire. Extensive listening and in class projects will be required. 2:0:0

**KEYBOARD STUDIES 354 (2) AND 454 (2)**

A continuation of Keyboard Studies 154/254.

Pre-requisite: Keyboard Studies 154/254 2:0:0

**PIANO PEDAGOGY 355 (1) AND 455 (1)**

A seminar course which will include: a survey and analysis of methods, teaching repertoire (17th - 20th Century); instructional techniques; pedagogical methodology, suitable for the teaching of keyboard music to children, adults, groups, and in early childhood education. 1:0:5

**CLASS JAZZ PIANO 363 (1) AND 463 (1)**

A continuation of Class Jazz Piano 263. A proficiency examination determines completion.

Pre-requisite: Class Jazz Piano 263 0:0:2

\*Note: All full-time students must complete the Class Piano or Class Jazz Piano sequence, or demonstrate skill at an appropriate level to keyboard faculty.

**CONTEMPORARY GUITAR SIGHT READING 168 (1)**

A practical course for all guitarists. Designed to develop sight reading and rhythmic skills. Reading material will include selections from Jazz, Classical, Rock and Fusion Styles. The course will also discuss scales, arpeggios, modes, right and left hand technique, chord structure and chord progressions. A must for the modern freelancing guitarist. 0:1:0

**CONCERT CHOIR 190 (1) AND 290 (1)**

A smaller choral ensemble, primarily for VCC music majors. While no audition is necessary to join VCCCC, students will be examined periodically in small groups, in the performance of material assigned to the choir. The ensemble will perform several times throughout the year, in conjunction with the Willan Choir and as a separate ensemble unit. 0:0:3

**CONCERT CHOIR 390 (1) AND 490 (1)**

A continuation of CC 190/290 0:0:3

**MADRIGAL SINGERS 191 (1) AND 291(1)**

The Departments' smaller, more select choral ensemble. Most of the 25 members are full-time music students, although part-time students may be invited to fill vacant positions. A placement interview or audition is required, with entrance at the discretion of the instructor. 0:0:3

**MADRIGAL SINGERS 391 (1) AND 491 (1)**

A continuation of Madrigal Singers 191/291. 0:0:3

**ORCHESTRA 192 (1) AND 292 (1)**

Full-time students may be given credit for membership in the Vancouver Symphony, Vancouver Philharmonic, Vancouver Youth Symphony and the Vancouver Academy Orchestra by the Music Department Head. 0:0:3

**ORCHESTRA 392 (1) AND 492 (1)**

A continuation of Orchestra 192/292. 0:0:3

**WIND ENSEMBLE 193 (1) AND 293 (1)**

The largest wind performance ensemble is open, by audition, to all students and interested members of the general public. 0:0:3

**WIND ENSEMBLE 393 (1) AND 493 (1)**

A continuation of Wind Ensemble 193/293. 0:0:3

**NEW MUSIC ENSEMBLE 194 (1) AND 294 (1)**

A performance group for contemporary music which explores new music techniques in composition, improvisation and performance. 0:0:3

**NEW MUSIC ENSEMBLE 394 (1) AND 494 (1)**

A continuation of New Music Ensemble 194/294. 0:0:3

**EARLY MUSIC ENSEMBLE 195 (1) AND 295 (1)**

Performance of pre-classical music; emphasis on practical application of earlier performance practices in relation to both well known composers and repertoire, as well as neglected areas of the repertoire. Some work with early instruments. Open to all instrumentalists. 0:0:4

**EARLY MUSIC ENSEMBLE 395 (1) AND 495 (1)**

A continuation of Early Music Ensemble 195/295. 0:0:4

**PRIMETIME 196 (1) AND 296 (1)**

This ensemble, open by audition to all students and interested members of the general public, is designed to give students an opportunity to learn the jazz choir repertoire and performance medium. 0:0:4

**PRIMETIME 396 (1) AND 496 (1)**

A continuation of PrimeTime 196/296. 0:0:4

**SOUNDWAVE 197 (2) AND 297 (2)**

One of the premier vocal jazz ensembles in North America, this group is open, by audition, to eight singers and a rhythm section. The ensemble is one of the major performing groups in the Department, and members are expected to contribute considerable time to the group. Most members are full-time students, although part-time students may be permitted to fill vacant positions. 0:0:5

**SOUNDWAVE 397 (2) AND 497 (2)**

A continuation of Soundwave 197/297. Returning students will be expected to re-audition. 0:0:5

**JAZZ ORCHESTRA 198 (1) AND 298 (1)**

Entrance is by audition only. Positions are open primarily to full-time music students. Part-time students will be accepted for vacant positions. 0:0:3

**JAZZ ORCHESTRA 398 (1) AND 498 (1)**

A continuation of Jazz Orchestra 198/298. 0:0:3

**JAZZ ENSEMBLE 199 (1) AND 299 (1)**

Entrance by audition only. This select group will rehearse and perform original material written and arranged for, and by, the members of the ensemble. A placement interview or audition is required, with entrance at the discretion of the instructor. 0:0:3

**JAZZ ENSEMBLE 399 (1) AND 499 (1)**

A continuation of Jazz Ensemble 199/299. 0:0:3

APPLIED MUSIC - PRIVATE INSTRUCTION

Composition	110/210/310/410
Contemporary Voice	120/220/320/420
Classical Voice	130/230/330/430
Fretted Instruments	140/240/340/440
Classical Keyboard	150/250/350/450
Contemporary Keyboard	160/260/360/460
Violin/Viola	170/270/370/470
Cello/Double Bass	172/272/372/472
Flute	173/273/373/473
Oboe	174/274/374/474
Clarinet	175/275/375/475
Saxophone	176/276/376/476
Bassoon	177/277/377/477
French Horn	178/278/378/478
Trumpet	180/280/380/480
Trombone/Tuba	182/282/382/482
Wind Instrument Contemporary	183/283/383/483
Brass Contemporary	184/284/384/484
Guitar Contemporary	185/285/385/485
Bass Contemporary	186/286/386/486
Percussion	187/287/387/487
Harp	188/288/388/488

MINOR INSTRUMENT STUDY

Composition	109/209/309/409
Contemporary Voice	129/229/329/429
Classical Voice	139/239/339/439
Classical Guitar	149/249/349/449
Classical Keyboard	159/259/359/459
Contemporary Keyboard	169/269/369/469
Minor Instrument Orchestral	179/279/379/479
Minor Instrument Contemporary	189/289/389/489

PRIVATE INSTRUCTION 509 (3) AND 609 (3) AND CLASSICAL VOICE CONCENTRATION 530 (3) AND 630 (3)

Each student must, in the third year of the program, present a 45 minute solo performance as part of the Performance Concentration requirement. It will normally occur in the sixth term although exceptions may be allowed with Departmental approval by request of the private instructor.

Instrumental and voice students in the Classical Program may include chamber music as part of the recital, but a substantial portion of the performance must present the student as a soloist.

In the Contemporary Music Program, students may use combos in the same way that classical students use chamber music ensembles.

Composers will be required to present a 45 minute program of compositions, and will be responsible for the musical presentation ... the organization and rehearsal of the performers.

The recitals may be scheduled for Performance Techniques recitals, or combined with another student to produce an evening recital.

All recital material must be pre-approved by the private instructor at least six weeks in advance of the scheduled performance.

Recitals will be graded by a faculty committee, and the marks given will constitute a percentage of the final grade in the student's performance concentration for the term.

ENGLISH 127 (3)

An introduction to modern fiction, with particular emphasis on the short story form. In addition, the course stresses the basics of essay writing and encourages students to develop and express a critical response to fiction in general. Recommended for students who intend to continue at another post-secondary institution. May not be offered in 1992/93.

ENGLISH 229 (3)

This course introduces students to the modern novel, to a selection of poems from the Twentieth Century and to a sampling of modern drama. Writing assignments are related to the literary works studied. May not be offered in 1992/93.



COURSES AVAILABLE STARTING FALL 1993.

MUSIC THESIS 505 (5) AND 605 (5)	5:0:0
Pre-requisite: History 405.	
CONCERT CHOIR 590 (1) AND 690 (1)	0:0:3
A continuation of CC 390/490	
MADRIGAL SINGERS 591 (1) AND 691(1)	0:0:3
A continuation of Madrigal Singers 391/491.	
ORCHESTRA 592 (1) AND 692 (1)	0:0:3
A continuation of Orchestra 392/492.	
WIND ENSEMBLE 593 (1) AND 693 (1)	0:0:3
A continuation of Wind Ensemble 393/493.	
NEW MUSIC ENSEMBLE 594 (1) AND 694 (1)	0:0:4
A continuation of New Music Ensemble 394/494.	
EARLY MUSIC ENSEMBLE 595 (1) AND 695 (1)	0:0:3
A continuation of Early Music Ensemble 395/495.	
PRIMETIME 596 (1) AND 696 (1)	0:0:4
A continuation of PrimeTime 396/496.	
SOUNDWAVE 597 (2) AND 697 (2)	0:0:5
A continuation of Soundwave 397/497. Returning students will be expected to re-audition.	
JAZZ ORCHESTRA 598 (1) AND 698 (1)	0:0:3
A continuation of Jazz Orchestra 398/498.	
JAZZ ENSEMBLE 599 (1) AND 699 (1)	0:0:3
A continuation of Jazz Ensemble 399/499.	

MAJOR STUDY AREA CLASSICAL VOICE

First Term		
Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music	130	3
Lyric Diction	134	1
Large Ensemble (ii)		1
Electives	0	- 3
Total Credits	17	- 20
Second Term		
Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Music History	205	3
Career Opportunities	207	1
Applied Music	230	3
Lyric Diction	234	1
Large Ensemble (ii)		1
Electives	1	- 4
Total Credits	17	- 20
Third Term		
Kodaly Solfege	301	2
Materials of Music	303	3
Performance Techniques	304	2
Music History	305	3
Applied Music	330	3
Class Piano (i)	353	1
Large Ensemble (ii)		1
Electives	3	- 6
Total Credits	17	- 20
Fourth Term		
Kodaly Solfege	401	2
Materials of Music	403	3
Performance Techniques	404	2
Music History	405	3
Applied Music	430	3
Large Ensemble (ii)		1
Electives	3	- 6
Total Credits	17	- 20

ii: Student may participate in any large ensemble, subject to audition. The ensemble chosen in the fall term should be continued through the spring term, in order to obtain proper credit.

\*Students in this discipline are required to perform a proficiency exam to indicate all keyboard requirements have been met. Class Piano should be used to upgrade skills when necessary.

MAJOR STUDY AREA  
INSTRUMENTAL STUDIES

First Term		
Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music		3
Large Ensemble (ii)		1
Electives	1 -	4

Total Credits 17 - 20

Second Term		
Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Music History	205	3
Career Opportunities	207	1
Applied Music		3
Large Ensemble (ii)		1
Electives	2 -	5

Total Credits 17 - 20

Third Term		
Kodaly Solfege	301	2
Materials of Music	303	3
Performance Techniques	304	2
Music History	305	3
Applied Music		3
Large Ensemble (ii)		1
Electives	3 -	6

Total Credits 17 - 20

Fourth Term		
Kodaly Solfege	401	2
Materials of Music	403	3

Performance Techniques	404	2
Music History	405	3
Applied Music		3
Large Ensemble (ii)		1
Electives	3 -	6

Total Credits 17 - 20

ii: Student may participate in any large ensemble, subject to audition. The ensemble chosen in the fall term should be continued through the spring term, in order to receive proper credit.

\*Students in this discipline are required to perform a proficiency exam to indicate all keyboard requirements have been met. Class Piano should be used to upgrade skills when necessary.

MAJOR STUDY AREA  
KEYBOARD

First Term		
Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music	150	3
Keyboard Studies	154	2
Large Ensemble (ii)		1
Electives	0 -	2

Total Credits 18 - 20

Second Term		
Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Music History	205	3
Career Opportunities	207	1
Applied Music	250	3
Keyboard Studies	254	2
Large Ensemble (ii)		1
Electives	0 -	3

Total Credits 17 - 20

Third Term		
Kodaly Solfege	301	2
Materials of music	303	3
Performance Techniques	304	2
Music History	305	3
Applied Music	350	3
Keyboard Studies	354	2
Piano Pedagogy (iv)	355	1
Large Ensemble (ii)		1
Electives	0 -	3

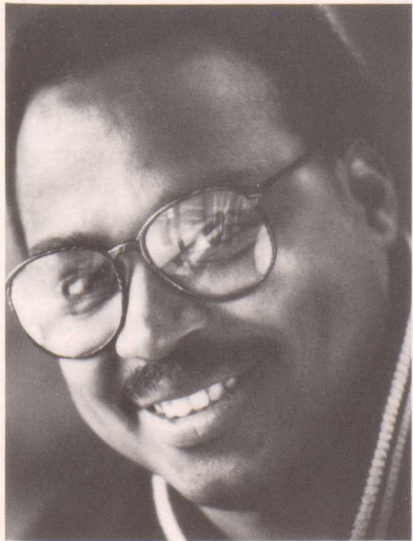
Total Credits 17 - 20

Fourth Term		
Kodaly Solfege	401	2
Materials of Music	403	3
Performance Techniques	404	2
Music History	405	3
Applied Music	450	3
Keyboard Studies	454	2
Piano Pedagogy (iv)	455	1
Large Ensemble (ii)		1
Electives	0 -	3

Total Credits 17 - 20

ii: Student may participate in any large ensemble, subject to audition. The ensemble chosen in the fall term should be continued through the spring term, in order to receive proper credit.

iv: Keyboard Pedagogy will be offered every second year. Keyboard majors will take the course in the year offered, regardless of their level, first or second year.



MAJOR STUDY AREA  
COMPOSITION

First Term		
Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music	110	3
**VCCCC	190	1
New Music Ensemble	194	1
Electives	0 -	3

Total Credits 17 - 20

Second Term		
Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Music History	205	3
Career Opportunities	207	1
Applied Music	210	3
**VCCCC	290	1
New Music Ensemble	294	1
Electives	1 -	4

Total Credits 17 - 20

Third Term		
Kodaly Solfege	301	2
Materials of Music	303	3
Performance Techniques	304	2
Music History	305	3
Applied Music	310	3
DATS	319	2
**VCCCC	390	1
New Music Ensemble	394	1
Electives	0 -	3

Total Credits 17 - 20

**Fourth Term**

Kodaly Solfege	401	2
Materials of Music	403	3
Performance Techniques	404	2
Music History	405	3
Applied Music	410	3
DATS	419	2
**VCCCC	490	1
New Music Ensemble	494	1
Electives	0 -	3

Total Credits 17 - 20

\*Students in this discipline are required to perform a proficiency exam to indicate all keyboard proficiency requirements have been met. Class Piano may be used to upgrade skills when necessary. Composition majors may, having proven keyboard proficiency, elect to study a minor instrument as an alternate to Class Piano.

\*\*Students may substitute a different ensemble upon application to the Music Department Head.

**MAJOR STUDY AREA  
COMPOSITION/ARRANGING****First Term**

Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music	110	3
VCCCC (vi)	190	1
New Music Ensemble	194	1
Electives	0 -	3

Total Credits 17 - 20

**Second Term**

Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Contemporary History	206	3
Career Opportunities	207	1
Applied Music	210	3
VCCCC (vi)	290	1
New Music Ensemble	294	1
Electives	1 -	4

Total Credits 17 - 20

**Third Term**

DATS	119	1
Commercial Ear Training	300	2
Performance Techniques	304	2
Applied Music	310	3
Jazz Theory	315	2
Arranging	318	3
VCCCC (vi)	390	1
New Music Ensemble	394	1
Electives	2 -	5

Total Credits 17 - 20

**Fourth Term**

DATS	219	1
CET	400	2
Performance Techniques	404	2
Applied Music	410	3
Demo Production	416	1
Jazz Theory	415	2
Arranging	418	3
VCCCC (vi)	490	1
New Music Ensemble	494	1
Electives	1 -	4

Total Credits 17 - 20

vi: A jazz ensemble may be substituted for VCCCC.

\*Students are required to perform a proficiency exam to indicate all keyboard proficiency requirements have been met. Class Piano may be used to upgrade skills when necessary. Composition majors may, having proven keyboard proficiency, elect to study a minor instrument as an alternate to Class Piano.

**MAJOR STUDY AREA  
CONTEMPORARY VOICE****First Term**

Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music	120	3
Large Ensemble (ii)	1	
Electives	1 -	4

Total Credits 17 - 20

**Second Term**

Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Contemporary History	206	3
Career Opportunities	207	1
Applied Music	220	3
Large Ensemble	1	
Electives	2 -	5

Total Credits 17 - 20

**Third Term**

Commercial Ear Training	300	2
Performance Techniques	304	2
Jazz Theory	315	2
Applied Music	320	3
Vocal Arranging	326	2
Large Ensemble (ii)	1	
Electives	5 -	8

Total Credits 17 - 20

**Fourth Term**

CET 400	2	
Performance Techniques	404	2
Jazz Theory	415	2
Demo Production	416	2
Applied Music	420	3
Vocal Arranging	426	2
Large Ensemble (ii)	1	
Electives	3 -	6

Total Credits 17 - 20

ii: Student may participate in any large ensemble, subject to audition. The ensemble chosen in the fall term should be continued through the spring term, in order to receive proper credit.

\*Students in this discipline are required to perform a proficiency exam to indicate all keyboard requirements have been met. Class Piano may be used to upgrade skills when necessary.

**MAJOR STUDY AREA  
CONTEMPORARY MUSIC  
PROGRAM (INSTRUMENTAL)****First Term**

Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music	3	
Large Ensemble (ii)	1	
Electives	1 -	4

Total Credits 17 - 20

**Second Term**

Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Contemporary History	206	3
Career Opportunities	207	1
Jazz Improvisation	217	2
Applied Music	3	
Large Ensemble (ii)	1	
Electives	0 -	3

Total Credits 17 - 20

**Third Term**

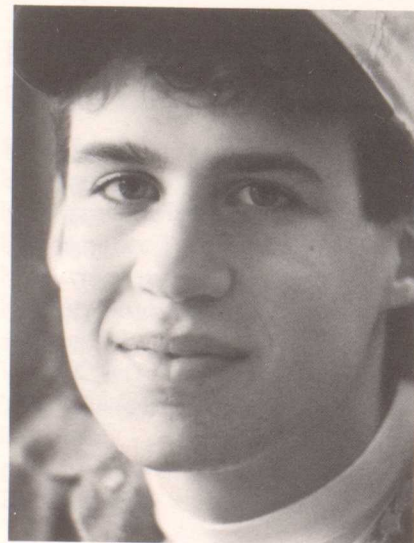
DATS 119	1	
Commercial Ear Training	300	2
Performance Techniques	304	2
Jazz Theory	315	2
Jazz Improvisation	317	2
Arranging	318	3
Applied Music	3	
Large Ensemble (ii)	1	
Electives	1 -	4

Total Credits 17 - 20

<b>Fourth Term</b>		
DATS 219		1
CET 400		2
Performance Techniques	404	2
Jazz Theory	415	2
Demo Production	416	1
Jazz Improvisation	417	2
Arranging	418	3
Applied Music		3
Large Ensemble (ii)		1
Electives	0 -	3
Total Credits	17 -	20

ii: Student may participate in any large ensemble, subject to audition. The ensemble chosen in the fall term should be continued through the spring term in order to ensure proper credit.

\*Students in this discipline are required to perform a proficiency exam to determine that all keyboard requirements have been met sufficiently. Class Piano may be used to upgrade skills when necessary.



## PHARMACY TECHNICAL ASSISTANT PROGRAM

Program Office: Room 2099/2121  
Telephone: 871-7367

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

### PROGRAM OVERVIEW:

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

This 22 week program includes a practicum in a community and hospital pharmacy.

### PROGRAM CONTENT:

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

### INSTRUCTIONAL METHODS:

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

### ATTENDANCE:

Students are expected to attend classes daily, Monday through Friday between 8:30 a.m. and 3:30 p.m. for 22 weeks.

### ADMISSION REQUIREMENTS:

To enable students to successfully complete the program and obtain employment, the following admission requirements apply:

1. Grade 12 completion or equivalent
2. All applicants are required to take the following assessments and meet the following requirements.

Appointments for assessments are made through the KEC Assessment Centre.

#### i) Mathematics:

- Basic Arithmetic - score 80% or higher
- Basic Algebra - a raw score of 72 or higher

#### ii) English:

- Reading - a raw score of 60 or higher or equivalent
- Writing - a raw score of 55 or higher or equivalent

- **APPLICANTS WITH ENGLISH AS A SECOND LANGUAGE MUST HAVE A SCORE OF 145 OR HIGHER WITH A MINIMUM OF 18 IN COMPOSITION ON THE ENGLISH LANGUAGE ASSESSMENT.**

- **APPLICANTS WHO HAVE COMPLETED CPE 099 MUST TAKE THE READING AND WRITING ASSESSMENTS.**

#### iii) Typing:

- 35 correct words per minute or higher

3. Excellent communication skills, both written and oral.

4. Basic computer literacy skills or word processing skills.

5. Good health, with the ability to stand for a full working day.

#### PLEASE NOTE:

**THE PROGRAM PREREQUISITES FOR THE PHARMACY TECHNICAL ASSISTANT PROGRAM ARE CURRENTLY UNDER REVISION AND ARE SUBJECT TO CHANGE.**

**IF YOU HAVE ANY QUESTIONS OR CONCERNS, PLEASE CONTACT THE REGISTRAR'S OFFICE AT 871-7031**

### REQUIRED QUALIFICATIONS:

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

### REGISTRATION:

Registration for this 22 week program is in March and September.

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

### FEES AND ADDITIONAL COSTS:

Books and Supplies:

- calculator
- stationery

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

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

### ADDITIONAL INFORMATION:

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

## SIGN LANGUAGE STUDIES

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

Instructional Staff:

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

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

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

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

## INTERPRETER AND SIGN LANGUAGE DEVELOPMENT PROGRAMS

### PART-TIME EVENING SIGN LANGUAGE PROGRAM

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

#### PROGRAM OVERVIEW:

Students without any prior knowledge of Sign Language will be able to function comfortably in ASL and Sign upon successful completion of all levels of this part-time evening program.

Through a variety of situations and settings, the learner will be able to demonstrate appropriate awareness of and respect for Deaf culture when interacting with Deaf persons.

#### PROGRAM CONTENT:

There are four levels which follow the full content of the VISTA "Signing Naturally" curriculum within this program. Each level is sub-divided into four components or sub-levels as follows:

- Level 1 (101,102,103,104)
- Level 2 (201,202,203,204)
- Level 3 (301,302,303,304)
- Level 4 (401,402,403,404)

Each of these components or sub-levels (e.g. 101) is 24 hours in duration. To successfully complete all four levels, a minimum of 400 hours of instruction (plus personal study and practice) is required.

In each of these sub-levels, a wide variety of interactive functions are modelled by Deaf instructors using the appropriate ASL structure and grammar.

Upon successful completion of all four components, or sub-levels, of Basic Level 1, the student will then meet the ASL pre-requisite for the Entry Level (300) Sign program. Students may then pursue the full-time career path through Vancouver Community College and Douglas College to the professional interpreter level.

#### SCHEDULE:

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

#### ADMISSION REQUIREMENTS:

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

#### REQUIRED QUALIFICATIONS:

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

#### REGISTRATION:

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



### PART-TIME EVENING INTERPRETING SKILLS DEVELOPMENT

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

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

### SUMMER SESSION IN SIGN LANGUAGE

#### PROGRAM OVERVIEW:

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

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

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

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

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

Successful completion of the 80-hour program will enable the student to:

- Introduce him/herself by asking for and giving names and confirming information;
- Exchange personal information through appropriate questioning form and response;

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

#### PROGRAM CONTENT:

This program includes:

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

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

There are three components, or sub-levels, completed during this summer program: Basic 101, 102, and 103. The balance of VISTA Level 1 (Basic 104) must be completed through the evening Sign program in order to complete the pre-requisite for the Entry Level 300 program.

#### SCHEDULE:

Annually, during the month of July only. Monday through Friday, 8:30 a.m. to 12:30 p.m., for a total of 80 hours.

#### ADMISSION REQUIREMENTS:

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

## REQUIRED QUALIFICATIONS

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

## REGISTRATION:

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



## INTERPRETER DEVELOPMENT, ENTRY LEVEL (300)

(full time, 3 months)

### PROGRAM OVERVIEW:

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

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

### PROGRAM CONTENT:

This program includes:

- sign vocabulary development
- developmental usage of fingerspelling in American Sign Language;
- functional structures/syntax of American Sign Language;

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

### ADMISSION REQUIREMENTS:

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

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

### REQUIRED QUALIFICATIONS:

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

## REGISTRATION:

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

## INTERPRETER DEVELOPMENT, FLUENCY LEVEL (400)

(full time, 10 months)

### PROGRAM OVERVIEW:

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

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

### PROGRAM CONTENT:

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

### ADMISSION REQUIREMENTS:

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

- successful completion of the Entry Level (300) Sign Language Acquisition program with a B+ standing or equivalent signing skills.
- Grade 12 completion or equivalent, or successful completion of CPE 099 or an English Language Assessment score of 175 or higher. Applicants may be required to take an Academic English Assessment or an English Language Assessment

and English grammar assessment prior to registration. Assessment test scores must be at the College Entrance Level.

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

### REQUIRED QUALIFICATIONS:

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

## REGISTRATION:

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

Classes begin the Tuesday after Labour Day.

### FEES AND ADDITIONAL COSTS:

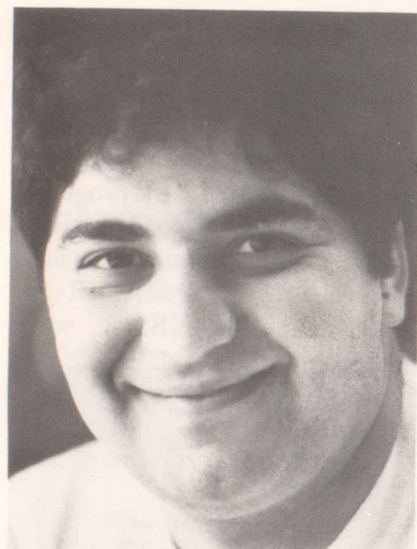
Program fees for Sign Language Studies are subject to change. In addition to tuition fees, additional costs are levied. For current information refer to the current fee schedule.

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

### ADDITIONAL INFORMATION:

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

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



## TECHNICAL TRAINING PROGRAMS

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

### AUTOMOTIVE COLLISION REPAIR TECHNICIAN

Intakes occur in January, May and September

### AUTOMOTIVE PAINTING AND REFINISHING TECHNICIAN

Intakes occur in January, May and September

### AUTOMOTIVE GLASS INSTALLER

Intakes occur in January and June (based on demand)

### AUTOMOTIVE TECHNICIAN

Intakes occur January, April, July, October

### DIESEL TECHNICIAN

Intakes occur in January, April and September

### ADMISSION REQUIREMENTS

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

- Graduation from an appropriate Career Preparation Program
- OR
- Reading Skills 11 or equivalent and Trades Math 10 or equivalent
- OR
- A licensed tradesman or an individual who has more than 5 years experience or 10,000 hours in the trade may apply with experience as equivalent.

### MATURE STUDENT APPLICANTS:

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

### INSERT

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

### RECOMMENDED FOR AUTOMOTIVE TECHNICIAN AND DIESEL TECHNICIAN PROGRAMS:

- Mathematics 11
- Physics 11

### GENERAL ENTRY REQUIREMENTS:

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

### CAREER PREPARATION STUDENTS

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

### NOTE:

Students whose previous education was not in the English language may be required by College Policy to take an English Assessment. In order to make an appointment for this assessment, obtain a referral form from the Registrar's Office located on the 4th level by the Broadway entrance. Appointments must be made in person.

### ADMISSION PROCEDURES:

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

### REGISTRATION AND ATTENDANCE:

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

### ADDITIONAL SUPPLIES:

These safety items are to be supplied by the student:

- WCB approved boots
- Gloves
- WCB approved safety glasses

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

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

### ADDITIONAL INFORMATION:

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

- CEIC
- Financial Aid
- Bands
- WCB
- BCSAP

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

## AUTOMOTIVE COLLISION REPAIR TECHNICIAN

Program Office: Room 1019

Shop Location: Room 1005

Telephone: 871-7415

Instructional Staff:

Bloomingdale, L. Instructor

Baon, D. Instructor

MacPherson, R. Instructional Assistant

Sproston, P.J., Department Head

Tsay, A. Data Entry

Wutke, T. Instructor

### OVERVIEW:

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



### PROGRAM DESCRIPTION:

#### LEVEL I

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

1. Employ automotive body and collision repair welding techniques.

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

#### LEVEL II

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

#### REGISTRATION AND ATTENDANCE

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

#### FEES AND ADDITIONAL COSTS:

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

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

The supplies required as specific to the Department:  
 W.C.B. approved Boots  
 Gloves  
 Safety Glasses  
 Welding Goggles

Striker  
 Pocket Knife  
 Putty Knife  
 Mixing Board

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

#### GRADING POLICY:

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

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

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

#### ADDITIONAL INFORMATION:

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

### AUTOMOTIVE GLASS INSTALLER PROGRAM

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

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

#### OVERVIEW:

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

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

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

#### PROGRAM DESCRIPTION:

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

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

#### REGISTRATION AND ATTENDANCE:

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

#### FEES AND ADDITIONAL COSTS:

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

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

#### GRADING POLICY

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

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

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

#### ADDITIONAL INFORMATION:

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

### AUTOMOTIVE PAINTING AND REFINISHING TECHNICIAN

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

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

#### PROGRAM OVERVIEW:

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

#### PROGRAM DESCRIPTION:

This four month program covers the following topics:

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

#### FEES AND ADDITIONAL COSTS:

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

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

### REGISTRATION AND ATTENDANCE:

Students are expected to attend classes daily, Monday through Friday from 8:00 a.m. to 15:00 hours on a regular full-time basis.  
(four months)  
Program intakes: Jan, May, Sept.

### GRADING POLICY

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

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

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

### ADDITIONAL INFORMATION:

For further information about the Automotive Painting and Refinishing Program, telephone the KEC Counselling Resource Centre (Room 3002) at 871-7500.



## AUTOMOTIVE TECHNICIAN

Program Office: Room 1506  
Shop Location: Room 1040  
Telephone: 871-7417 or 871-7416

### Staff:

Adler, Eric Instructor  
Chapman, R. instructional Assistant  
Davies, J., Instructor  
Grimann, F. Instructor  
Johnston, G.M., Department Head  
McGowan, C. Program Assistant  
O'Neill, D.B. Instructor  
Olsen, W.H. Instructor  
Weigel, G. Instructor

### PROGRAM OVERVIEW:

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

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

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

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

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

### PROGRAM DESCRIPTION:

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

1. Identify and describe the automotive sub-systems, their components, features of construction, and principles of operation.
2. Apply the knowledge of the construction and the principles of operation to the maintenance, repair, and adjustment of the following systems:
  - engine
  - emission control
  - electrical and ignition (including automotive electronic management systems)
  - power train
  - front end alignment
  - suspension
  - brake system
3. Describe the concepts and the methods of troubleshooting; select and apply appropriate, logical troubleshooting techniques; operate diagnostic and repair equipment on various automotive systems.
4. Perform procedures and tasks commonly required of employees in typical automotive repair shops.
5. Use generally recognized automotive trade skills and procedures.
6. Employ clean, safe, and orderly work habits.
7. Identify, appraise and respond to job opportunities within the automotive industry.

### INSTRUCTIONAL METHODS:

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

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

### REGISTRATION AND ATTENDANCE:

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

### FEES AND ADDITIONAL COSTS

In addition to regular tuition fees, students are required to pay:  
Coverall deposit \$50.00 (refundable)  
Textbooks \$100.00 (approximately)  
WCB approved work boots (\$85.00)  
WCB approved safety glasses (\$20.00)  
WCB approved prescription glasses  
Students are required to provide their own set of basic hand tools.

### GRADING POLICY

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

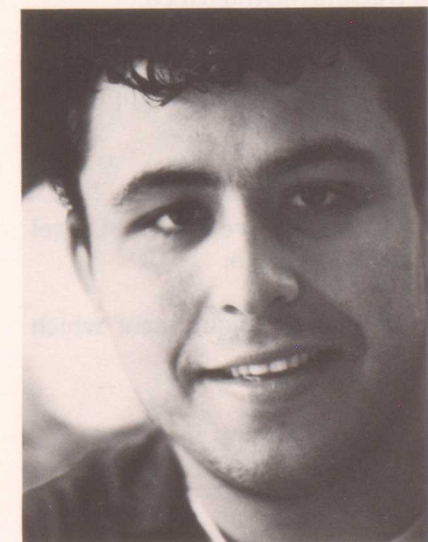
This evaluation is by theory examination and assessment of practical projects.

All evaluation of completion of levels are reported to Student Records staff, who will prepare a transcript of achievement.

- Theory 80% minimum
- Practical 80% minimum

### ADDITIONAL INFORMATION:

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



## DIESEL TECHNICIAN

Program Office: Room 1503 - Level R  
Shop Location: Room 1072 - Level 1  
Telephone: 871-7393

### Instructional Staff:

Brady, R.N. Instructor  
Cheng, K. Program Assistant  
Keyes, D.R. Instructor  
Meadows, C.H. Instructor  
Niessen, D. Instructor  
Oksanen, R. Department Head

### PROGRAM OVERVIEW:

Through classroom and hands-on training this exciting twelve month apprenticeship accredited program provides students with the required skills to enter one of the following four trades: Commercial Transport, Diesel Engine Repair, Heavy Duty and Marine Engineering.

There are three intakes a year, January, April and September.

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

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

### PROGRAM OBJECTIVES:

Students completing the twelve month Diesel Technician program will be able to:

- 1) Operate basic machine shop equipment which would include a:
  - lathe
  - electric welder
  - oxy-acetylene welders
  - cylinder hones
  - valve and seat grinders
  - boring bar
  - rod re-conditioning equipment

### 2) Service and repair:

- electrical components including starters, alternators and related circuits
- air, hydraulic and engine braking systems
- diesel engines, and describe the operation of air conditioning systems
- standard powershift and automatic transmissions, marine gears, clutches, drivelines, differentials suspension systems and steering geometry
- mechanical and electronic fuel systems
- woodward hydraulic and electronic governors

### 3) Operate power generation unit.

### 4) Perform logical trouble shooting.

### 5) Employ clean, safe and orderly work habits.

### 6) Demonstrate a professional attitude which is in keeping with a Diesel Technician.

### NOTE:

The program is divided into major competencies which may be combined to produce units of special instruction to meet special training needs. For example, as skill upgrading for engine overhaul, transmission overhaul, hydraulics, air brakes, or basic electricity.

### REGISTRATION AND ATTENDANCE:

Students are expected to attend classes daily, Monday through Friday from 0800 to 1500 hours on a regular full time basis.

### FEES AND ADDITIONAL COSTS:

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

Tool deposit \$30.00 (refundable)  
Coverall deposit \$25.00 (refundable)

### GRADING POLICY:

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

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

All evaluation of completion reported to Student Records staff, who will prepare a Transcript of Achievement.

The minimum passing grade for theory and practical is 65%.

### ADDITIONAL INFORMATION:

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

## ENGLISH AS A SECOND LANGUAGE DIVISION



**ADMISSION REQUIREMENTS:**  
In addition to the general K-12 admission requirements, students entering the English as a Second Language Division must meet the following criteria:

- Be a native speaker of a language other than English.
- Have a minimum grade point average of 2.5 on a 4.0 scale.
- Be at least 15 years old by the start of the school year.

**YOU MOVE OR CHANGE YOUR PHONE NUMBER?**  
Once you have been tested and found to be eligible for the program, you will be placed on the waiting list. You will be contacted regarding testing and you will be contacted regarding testing.

**STUDENT RESPONSIBILITIES:**  
Students are expected to bring their own materials and supplies to class. They are also expected to bring their own materials and supplies to class.

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**GRADING POLICY:**  
All students are graded on a 4.0 scale. The minimum passing grade is 2.5. Students who receive a grade of 2.5 or higher are eligible for the program.

**ADDITIONAL INFORMATION:**  
For further information, please contact the English as a Second Language Division at (555) 555-5555.

**STUDENT RESPONSIBILITIES:**  
Students are expected to bring their own materials and supplies to class. They are also expected to bring their own materials and supplies to class.

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**ENGLISH AS A SECOND LANGUAGE DIVISION**  
The English as a Second Language Division is a program designed to help students who are not native speakers of English learn the language and succeed in school.

**ADMISSION REQUIREMENTS:**  
In addition to the general K-12 admission requirements, students entering the English as a Second Language Division must meet the following criteria:

- Be a native speaker of a language other than English.
- Have a minimum grade point average of 2.5 on a 4.0 scale.
- Be at least 15 years old by the start of the school year.

**ADDITIONAL INFORMATION:**  
For further information, please contact the English as a Second Language Division at (555) 555-5555.

**STUDENT RESPONSIBILITIES:**  
Students are expected to bring their own materials and supplies to class. They are also expected to bring their own materials and supplies to class.

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## ENGLISH AS A SECOND LANGUAGE DIVISION

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

Division Chair: Dorn, D., Room 4063  
Telephone: 871-7024

### GENERAL INFORMATION

The English as a Second Language (E.S.L.) Division consists of the following departments:

- 1) E.S.L. College Preparatory English
- 2) E.S.L. English Language Skills (ELS)
- 3) E.S.L. Outreach
- 4) E.S.L. Vocational

These programs are designed for those who wish to learn English as a Second Language. Unless otherwise noted, classes offered at the Beginner, Intermediate, Advanced and College Preparatory levels give practice in listening, speaking, reading and writing English. All programs provide orientation to Canadian life and culture, and prepare students for Canadian Citizenship.

## ENGLISH AS A SECOND LANGUAGE: COLLEGE PREPARATORY ENGLISH (CPE)

Program Office: Room 3165  
Telephone: 871-7258  
Spencer, H., Department Head  
Whelan, J., Assistant Department Head  
Yarbrough, H. Program Assistant

### PROGRAM DESCRIPTION:

College Preparatory English courses are for advanced level students of English as a Second Language who wish to prepare for study at Canadian colleges, universities, or other post-secondary educational institutions.

Students may choose between full-time comprehensive courses, which include all the language skills, and part-time single-skill courses, which focus on one language skill (e.g. writing).

Morning, afternoon, and evening classes operate twelve months a year. There are three terms, beginning in January, May and September.

### ADMISSION REQUIREMENTS:

In addition to the general KEC admission requirements, students entering College Preparatory English courses should have a good general educational foundation. Completion of Grade 10 or equivalent is recommended as a minimum standard.

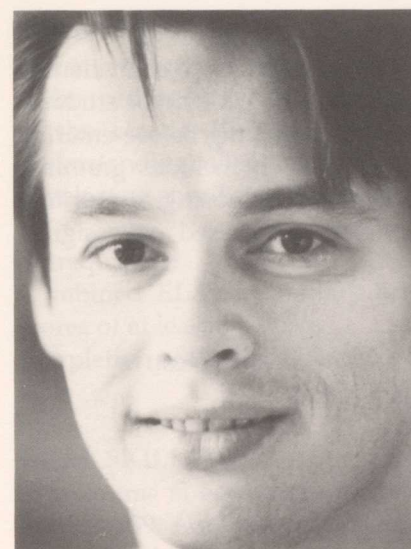
### REGISTRATION:

Obtain an APPLICATION FOR ADMISSION form from the Registrar's Office. Fill out and return the form ALONG WITH the required immigration documents to the Registrar's Office. You have now applied for admission to the CPE Program.

There is currently a waitlist for testing and course access. Therefore, you will be contacted when there is an assessment appointment available for you. PLEASE REMEMBER TO NOTIFY THE REGISTRAR'S OFFICE of a change of address or phone number IF YOU MOVE OR CHANGE YOUR PHONE NUMBER.

Once you have been tested you will be asked to complete an INTENT TO REGISTER form. Your name will then be placed on the waitlist for CPE courses and you will be contacted regarding registration.

Students are required to bring their assessment results or previous report card and appropriate immigration documents to registration.



### CERTIFICATE:

The CPE Certificate is granted on completion of the program. It states that the certificate holder is proficient enough in English to undertake post-secondary level studies. Students become eligible for the certificate upon receiving a "C-" grade or higher in English 099 or in each of the equivalent single-skill courses, Writing 095, Reading 096, and Canadian Studies 097. Completion of English 099 has been provincially articulated to be the equivalent of Grade XI Social Studies and Grade XII English.

### COURSE DESCRIPTIONS:

#### 1. COMPREHENSIVE COURSES

English 059, English 098 and English 099 are comprehensive courses. Each course is divided into three (3) components as follows:

English 059

- Writing 065
- Reading 066
- Oral Skills 067

English 098

- Writing 085
- Reading 086
- Oral Skills 087

English 099

- Writing 095
- Reading 096
- Canadian Studies 097

These are full-time courses and are recommended for students who are not working full-time or who are not taking more than one additional course. These courses are most suitable for students whose proficiency in reading, writing, speaking and listening is approximately equal.

College Preparatory students registered in English 059 or 098/099 or in three CPE single skill courses, may register, without special permission, in two single blocks of one double block course in Math, Science, Business and Computer Studies or Humanities as set out in the Calendar.

The descriptions below include the main topics covered in the courses.

### ENGLISH 059

The writing class includes advanced grammar, English usage, paragraph writing and paraphrasing. Reading includes comprehension of passages at the Grade 10 level, vocabulary building, increasing reading speed, and improving study skills. The Oral class includes taking lecture notes, participating in class discussions, expressing opinions, making oral presentations and other skills.

#### Prerequisite:

An overall English Language Assessment (ELA) score of 105 with at least 14 in Composition; or successful completion of the Upper Advanced course at VCC.

### ENGLISH 098

The writing class covers remediation of grammar problems, paraphrasing, summary writing and essay writing. Reading includes comprehension of passages at the Grade 11 level, improving textbook reading skills, and continued work on speed and vocabulary. Oral Skills and Canadian Studies include the development of speaking and listening skills through an introduction to Canadian Literature and Social Studies.

#### Prerequisite:

Overall English Language Assessment score of 127 with at least 18 in Composition; or completion of English 059; or C-grades in Writing 065, Reading 066, and Oral Skills 067.

### ENGLISH 099

The writing class covers summary writing, formal argumentation and research report/essay writing. The reading class is designed to improve comprehension to the Grade 12 level, to develop skills in reading college textbooks, and to improve speed and vocabulary. Canadian Studies topics are chosen from Canadian Government, History, Literature, Arts and Current Affairs.

#### Prerequisites:

Completion of English 098; or C- grades in Writing 085, Reading 086, and Oral Skills 087.

#### Credit:

The English 098-099 sequence is equivalent to English 12 and Socials 11.

## 2. SINGLE SKILL COURSES

These courses are recommended for students who are working full-time or who are taking more than one high school equivalent or university-transfer course. Single skill courses are also advised for students whose proficiency in reading, writing, speaking and listening is unequal.

### WRITING 055

An intensive, remedial writing course for students who need to improve their writing before entering English 059 or who wish to concentrate on writing only. Grammar, usage, punctuation, guided writing, and an introduction to writing narrative and descriptive paragraphs are included in this course.

#### Prerequisite:

Overall English Language Assessment score of at least 105 and an ELA Composition score below 14, or successful completion of Upper Advanced course.

### WRITING 065

A course for students who need to improve their writing skills before entering English 098 or Writing 085. It includes an intensive grammar review, paraphrasing, planning and organizing compositions and writing expository paragraphs.

This course is equivalent to the writing component of English 059.

#### Prerequisite:

At least 14/30 on ELA Composition test; or C- in Writing 055; or successful completion of Upper Advanced course.

### WRITING 085

An advanced intensive writing course equivalent to the writing component of English 098 for students who need to improve their writing before entering English 099 or Writing 095. It includes grammar review, summary writing, paraphrasing, and writing expository essays. Essays are based on assigned readings.

#### Prerequisite:

At least 18/30 on ELA Composition test; or completion of English 059; or C- in Writing 065.

### WRITING 095

Our most advanced writing course, equivalent to the writing component of English 099. It includes summary writing, report writing, argumentation and research paper writing. Compositions are based on assigned readings.

#### Prerequisite:

At least 23/30 on ELA Composition test; or completion of English 098; or C- in Writing 085.

### READING 066

This course is equivalent to the reading component of English 059. It includes comprehension work at the Grade 10 level, vocabulary development, speed training and study skills. Students read a variety of fiction and non-fiction and make use of computer assisted reading.

#### Prerequisite:

Combined ELA Vocabulary and Comprehension score of at least 35/70; or successful completion of the Upper Advanced course.

### READING 086

This course is equivalent to the reading part of English 098. It covers reading at the Grade 11 level, textbook study, building vocabulary, increasing speed and reading literature.

#### Prerequisite:

Combined ELA Vocabulary and Comprehension score of at least 43/70; or completion of English 059 or C- in Reading 066.

### READING 096

Our most advanced reading course, this is equivalent to the reading part of English 099. Passages read are at the Grade 12 and College level. Includes understanding college textbooks, analyzing literature, developing speed and expanding vocabulary.

#### Prerequisites:

Combined ELA Vocabulary and Comprehension scores of at least 50/70; or completion of English 098; or C- in Reading 086.

### ORAL SKILLS 067

This course is equivalent to the oral skills part of English 059. Academic speaking and listening skills covered in this course include note-taking, expressing opinions, and giving oral reports. Among class activities are debates, plays, video-taped reports, and individualized work on pronunciation.

#### Prerequisite:

ELA Listening test score of at least 18/30 and Speaking score of at least 24/30; or successful completion of Upper Advanced course.

### ORAL SKILLS 087

A combination of oral skills and Canadian Studies, this course is equivalent to the oral skills part of English 098. This course covers participating in class discussions, taking lecture notes, and making oral reports. Content includes an introduction to Canadian Literature and Social Studies.

#### Prerequisite:

ELA Listening score of at least 23/30 and Speaking score of 26/30; or completion of English 059 or C- in Oral Skills 067.

### CANADIAN STUDIES 097

An advanced combination of oral skills and Canadian Studies, this course is equivalent to the Canadian Studies part of English 099. Topics studied are chosen from Canadian government, history, literature, the arts and current affairs. Skills include book reporting, debating, discussing a novel and taking lecture notes.

#### Prerequisites:

Completion of in English 098 or C- in Oral Skills 087; or permission of College Preparatory English Department Head.

## ENGLISH AS A SECOND LANGUAGE: ENGLISH LANGUAGE SKILLS (ELS)

Program Office: Room 3141

Telephone: 871-7241

Gardiner, M., Assistant Department Head

Lennig, L., Intermediate Coordinator

MacLeod, M., Department Head

Morris, M., Beginners Coordinator

Scholefield, S., Advanced Coordinator

Woo, Anna, Program Assistant

### PROGRAM DESCRIPTION:

The English Language Skills Department at King Edward Campus offers part-time and full-time courses in ESL from Lower Beginners to Upper Advanced. Classes focus on oral and written communication in English. Special skills classes that focus on one or two skills are also offered. At the end of each term students are assessed to determine an appropriate placement for the following semester. Students completing Upper Advanced are eligible to enter the College Preparatory English Department.

### GRADING POLICY:

All courses are non-credit. At the end of each term students are issued a report card with a score for each skill studied. In addition, an overall grade is kept on record.



## SCHEDULE:

Courses run January to March, April to June, July & August, September to December.

Classes begin at 8:30 a.m., 12:00 noon, 5:00 p.m. and 7:00 p.m. and run 4 days or evenings a week. Special skills classes are not available in every time slot. Courses are offered two to four days per week.

## ADMISSION REQUIREMENTS:

In addition to general KEC admission requirements, all applicants to ELS are required to write an assessment. Please follow the registration procedure listed below.

## REGISTRATION:

Obtain an APPLICATION FOR ADMISSION form from the Registrar's Office. Fill out and return the form ALONG WITH the required immigration documents to the Registrar's Office. You have now applied for admission to the ELS Program.

There is currently a waitlist for testing and course access. Therefore, you will be contacted when there is an assessment appointment available for you. PLEASE REMEMBER TO NOTIFY THE REGISTRAR'S OFFICE of a change of address or phone number IF YOU MOVE OR CHANGE YOUR PHONE NUMBER.

Once you have been tested you will be asked to complete an INTENT TO REGISTER form. Your name will then be placed on the waitlist for ELS courses and you will be contacted regarding registration.

Students are required to bring their assessment results or previous report card and appropriate immigration documents to registration.

## COURSE DESCRIPTIONS:

### 1. Integrated Skills Courses

Instruction in these courses integrates the 4 language skills, listening, speaking, reading and writing with appropriate grammar and language functions.

### BEGINNER LEVELS (LOWER BEGINNERS, UPPER BEGINNERS & PRE-INTERMEDIATE):

The aim of these courses is to help students use English in everyday situations. Each course includes the grammar necessary to understand and talk about

self, family, social needs, jobs, shopping, education and living in Canada. Students work on listening and speaking approximately 60% of the time and reading and writing approximately 40% of the time.

### INTERMEDIATE LEVELS (LOWER INTERMEDIATE, UPPER INTERMEDIATE):

The aim of these courses is to improve listening, speaking, reading and writing skills. Students learn to communicate in their roles as consumers, learners, citizens, workers, family members and community members. They read various types of material ranging from brief instructions to newspaper and magazine articles. They write sentences, paragraphs and short stories.

### ADVANCED LEVELS (LOWER ADVANCED, UPPER ADVANCED):

The aim of these courses is to increase proficiency in listening, speaking, reading and writing to a level which will enable students to enter College Preparatory English or a vocational training program. The focus is on extending knowledge beyond personal, family and educational situations to a community and universal context. Students use a wide range of materials including newspapers, radio and T.V.

### 2. Special Skills Courses

### INTERMEDIATE PRONUNCIATION AND COMMUNICATION

This course is for Pre-Intermediate or Lower Intermediate Level students who are weak in listening, speaking and/or pronunciation. Students participate in paired work, small group discussions, storytelling, interviews and contact assignments.

### INTERMEDIATE READING AND WRITING

This course is for Pre-Intermediate and Lower Intermediate students who need to concentrate on reading and writing. In reading, students will study phonetics, develop vocabulary and practise comprehension skills. In writing, students learn the basic rules of spelling and concentrate on writing correct sentences with good punctuation. They study grammar of the Pre-Intermediate and Lower Intermediate levels.

## INTENSIVE READING

This course is for Upper Intermediate and Advanced students who need concentrated reading practice. Students work on speed reading, vocabulary development, context clues, phrase reading, dictionary skills, as well as topic, main idea, and details of paragraphs.

## INTENSIVE WRITING

This course is for Upper Intermediate and Advanced Level students who need practice in writing and additional instruction and practise in sentence structure. Students write free compositions, guided compositions, journals, summaries, letters and resumes.

## INTENSIVE LISTENING AND SPEAKING

This course is for Upper Intermediate and Advanced Level students who are weak in listening and/or speaking. Students can expect to improve their fluency, vocabulary and oral grammar.

## IMPROVE YOUR PRONUNCIATION

This 10-months course is for Advanced and Post Advanced Level students who want to improve their pronunciation. The aim of this course is to identify students' pronunciation errors and correct them. Entry is in September, January and April.

## ENGLISH AS A SECOND LANGUAGE: OUTREACH

Program Office: Room 3196

Telephone: 871-7277

Akin, G., Program Assistant

Dragman, J., Assistant Department Head

Sou, P., Program Assistant

Van Winkel C., Department Head

## PROGRAM DESCRIPTION:

The department's purpose is to teach English as a Second Language near or in students' homes. At the time of registration, students are assessed as to their language ability and interests and then taught at that level with language and content to meet their needs. The level of classes offered at any one centre depends

on the number and ability of the students registering. Instruction through Homefront Learning and the Learning Centres is individualized.

The department is composed of three parts:

1. Community Classes including the Canadiana Centre and K.E.C. North
2. Learning Centres in Vancouver Public Libraries
3. Homefront Learning

## ASSESSMENT:

Students are assessed by their instructor at the time of registration at Community Centre locations.

## REGISTRATION:

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

KEC North - New students wishing to register at KEC North must currently place their name on the waitlist at KEC Broadway.

## COURSE DESCRIPTIONS:

### 1. Community Classes

Classes are offered at the Beginner, Intermediate and Advanced levels. There are morning, afternoon and evening classes. Students may register in classes held two to four times a week. There are three terms: January, April and September.

## LITERACY

These classes are designed for students at the beginners level who do not speak or write English at all.

### LOWER BEGINNER

The lower beginner classes provide a comfortable place to begin to learn English. The student will have many chances to speak English and build a large vocabulary. The student will also do some writing and reading, as well as learn about Canada.

### UPPER BEGINNER

The upper beginner classes provide many opportunities to improve spoken and written English. The student will increase his/her vocabulary, ability to speak with Canadians and function in Canada.



### INTERMEDIATE

The intermediate classes will improve listening and speaking ability. The student will understand and enjoy reading and begin to write clear, correct English passages while learning more about life in Canada.

### ADVANCED

The advanced classes will continue to improve the student's listening and speaking ability while devoting more time to improving reading and writing skills. The student will gain a deeper knowledge of English grammar and vocabulary and write clear, simple compositions while improving his/her ability to communicate with Canadians.

### LOCATIONS:

Classes are held at the following centres:

- Canadiana Centre 499 East Pender Street
- D.E.R.A. 16 East Hastings Street (Seniors)
- Douglas Park Community Centre 801 West 22nd Avenue
- Dunbar Community Centre 4747 Dunbar Street
- Gordon House 1019 Broughton Street
- Jewish Community Centre 950 West 41st Avenue
- Killarney Community Centre 6260 Killarney Street
- Killarney Park Mennonite Brethren Church 6426 Kerr Street
- King Edward Campus North 2019 Dundas Street
- Marpole/Oakridge Community Centre 990 West 59th Avenue

- Mount Pleasant Community Centre 3161 Ontario Street
- Sunset Community Centre 404 East 51st Avenue
- West End Community Centre 870 Denman Street

### 2. Learning Centres in the Libraries

Four centres are operated in conjunction with the Vancouver Public Library. The others are located at Canadiana Centre and Gordon Neighbourhood House. The centres offer free help to adult students learning English as a second language. The learning centres also provide help to students who wish to upgrade their skills in basic arithmetic, reading, and writing. The centres are open at the following locations:

Britannia Library  
1161 Napier Street

Gordon Neighbourhood House  
1019 Broughton Street

Mount Pleasant Library  
370 East Broadway

South Hill Library  
6076 Fraser Street

Hastings Library  
2674 East Hastings Street

Canadiana Centre  
499 East Pender Street

Learnig Centre hours may be obtained by phoning 871-7277.

### 3. Homefront Learning

The Homefront Learning program is designed to provide free English language instruction to non-English speaking individuals who are unable to attend existing classes for physical, cultural or personal reasons.

Instruction takes place in the student's home and is designed to suit the needs of the individual learner.

Students are taught individually by professionally trained and supervised volunteer tutors, at times mutually convenient to both students and tutors.

Volunteer tutors take part in a free professional training program, are matched with a Homefront learner and receive a certificate upon completion. Continued guidance and support from Homefront Learning instructors is given, as well as necessary instructional materials.

For information about tutor training or to refer an ESL student please contact: 871-7273, 871-7274 or 871-7277.

For further information on any of the above Outreach Programs, or for information about starting dates and fees, call 871-7277.

## ENGLISH AS A SECOND LANGUAGE: VOCATIONAL

Program Office: Room 3174  
Telephone: 871-7265

Breslauer, K., Program Assistant  
Clark, C., Department Head

### PROGRAM DESCRIPTION:

This department offers a fulltime basic English as a Second Language program and a part-time pre-literacy ESL program.

All students in this program are sponsored by Immigration Canada and must apply to L.I.N.C.

Contact: Western ESL Services,

763 E. Broadway

Telephone: 876-5756

### COURSE DESCRIPTIONS:

#### 1. FULL TIME BASIC PROGRAM (L.I.N.C. 2, 3)

This program provides students with English to live and work in Canada. Classes are offered 5 hours a day (25 hours a week). This program begins each month. The course varies in length.

### 2. PRE-LITERACY ESL (L.I.N.C. 1)

This 12 month program offers reading, writing and survival level English skills to students who cannot read, write or speak English. Classes are three hours a day (fifteen hours a week). This program begins each month. 15 places in this program are available to students not sponsored by Immigration Canada.

#### Locations:

King Edward Campus, 1155 E. Broadway  
King Edward Campus North, 2019 Dundas St.



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