

ARCHIVES

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COMMUNITY  
COLLEGE



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M I N I - C A L E N D A R

250 W. PENDER STREET, VANCOUVER, B.C. V6B 1S9

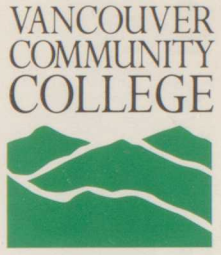
PHONE: 443-8443

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# CITY CENTRE



**Vancouver Community College - City Centre** is conveniently located downtown at 250 West Pender Street, Vancouver. It is one of three campuses of Vancouver Community College, and specializes in preparing students to enter or upgrade their careers in the areas of health sciences, business, tourism & hospitality, and technical training.

This campus first opened its doors in 1949, and ever since has been constantly adapting to meet new employment demands and technological changes in the workplace.

City Centre students get intensive instruction on the latest equipment. Our classrooms operate as they would in the marketplace, with the very best equipment in our computer, nursing, dental and electronics labs. We also operate kitchens, a dining room/lounge, beauty salon, bakery, butcher shop, and delicatessen.

City Centre programs range from part-time evening courses to full, two-year diploma programs like Jewellery Art and Design, Dental Hygiene, Denturist, and Hospitality Administration. The Dental Technician Program is a three-year co-op program. There are also special programs for English as a Second Language students and adults with special learning needs.

## COUNSELLING DEPARTMENT

The Counselling Department is the main source of current information on City Centre programs. The Career Resource area includes videos on City Centre programs, one-page outlines and detailed program content guides. Information on program scheduling and graduate placement is also provided.

Professional Counsellors provide career counselling by appointment. Enroled students receive individual counselling to provide support toward the successful completion of their program. Many group skills workshops are also offered while students are completing their studies.

Specialized services are available for applicants and students with disabilities. Applicants with disabilities should request an appointment with the Coordinator of Services for Students with Disabilities. Please call 443-8451, for further information and an appointment.

## STUDENT ASSOCIATION

The Student Association and its Student Council are responsible for campus clubs, social activities, intramural sports, and liaison between students, faculty and administration. Students pay a Student Association fee to support the operation of the Association.

## LIBRARY

The City Centre Library serves the information needs of students and faculty. We have a selection of books, magazines, pamphlets and audio-visual materials on hospitality, health, business and technical subjects. Library staff are there to help — just ask!

## FOOD SERVICES

City Centre's extensive hospitality training programs give students an added bonus. Our cafeteria and dining room provide excellent meals, snacks and coffee service at a reasonable cost. Our specialties include Asian cuisine, a deli service and a bake shop. You won't go hungry at City Centre!

## HEALTH SERVICES

Health information and advice is available on a daily basis from a doctor, health nurse and first aid staff. Access to first aid is available whenever classes are in session.

*\*Note: The above services are not a substitute for the student's own medical insurance coverage. It is the student's responsibility to ensure that they have proper and adequate medical insurance (e.g. Medical Services Plan of B.C.) while attending Vancouver Community College.*

## BOOKSTORE

City Centre Bookstore is located in the mall at the Hamilton Street entrance. It has all the student necessities, including textbooks, supplies, gifts and novelties.

## APPLICATION PROCEDURE

### IF YOU HAVE ANY QUESTIONS...

The Counselling Department can provide detailed program information and application forms. Applications can be mailed or delivered to City Centre's Admissions Department.

### HOW TO APPLY

Most applications are accepted on a "first come, first served" basis. Most classes are filled according to the date on which an applicant meets all admission requirements. Some programs are filled on a selection basis, such as Dental Hygiene, Computer Graphics and Jewellery Art and Design. For admission information on these programs, contact the Counselling Department.

Secondary school applicants in their graduating year can apply for a full-time program six months before graduation. When the final transcript is ready, the application will be activated as of the initial application date.

Graduates from a high school Career Preparation program may be given priority access to specific training spaces. These applicants must submit proof of completion of a Career Preparation program.

Students registering for prerequisite courses at another Vancouver Community College campus may immediately apply at City Centre. After successful completion of the prerequisite, the application will be activated as of the initial application date.

Students taking prerequisite courses at any other institution may immediately apply at City Centre and upon completion of all prerequisites be activated as of the initial application date (not to exceed six months).

## TRANSFER FROM CAMPUS TO CAMPUS OR PROGRAM TO PROGRAM

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

## ENTRANCE REQUIREMENTS

Applicants must be Canadian Citizens or permanent residents. Proof of citizenship, residency or diplomatic status may be requested. For information on exceptions, contact the Admissions Department.

Some requirements may be waived for mature students after skill testing or an assessment of relevant experience or training.

Applicants whose first language is not English may be asked to take an English language test. For programs requiring medical clearance, students must provide proof of immunizations, negative T.B. skin tests and/or health certificates before their applications will be activated (Dental Assistants require their medical clearances approximately six months prior to their probable start date).



VISA OR MASTERCARD ACCEPTED

VANCOUVER  
COMMUNITY  
COLLEGE



I am interested in the program: \_\_\_\_\_

\_\_\_\_\_ or \_\_\_\_\_ program

Please send me detailed information with an application ☐

Name (please print) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Province \_\_\_\_\_ Postal Code \_\_\_\_\_

## FEES

Tuition fees, including Student Association fees, **MUST BE PAID IN ADVANCE**. Fees can be paid in instalments for programs longer than four months. Fees are subject to change without notice. Contact the Admissions Department for more information. **CONTACT THE CASHIER'S OFFICE FOR INFORMATION ON REFUND POLICY.**

## FINANCIAL ASSISTANCE

For information, contact the Financial Aid Office located on the first floor in the Student Services area.

The B.C. STUDENT ASSISTANCE PROGRAM gives loans and grants to eligible students in full-time programs of 12 weeks or longer. It may take up to 10 weeks for loans to be processed.

An AWARDS BOOKLET is available at the Financial Aid Office or the Student Association Office and has information on bursaries and scholarships.

The **work study program** gives part-time on-campus work experience to students who have applied for a student loan and who demonstrate financial need. Applications are available at the Financial Aid Office.

## CANADA EMPLOYMENT SPONSORSHIP

For information about Canada Employment Sponsorship, contact your local Canada Employment Centre and ask about training.

## STUDENT CONDUCT

All students at City Centre are expected to abide by the College's rules of conduct, policies and regulations at all times.

**THE INFORMATION IN THIS FLYER IS SUBJECT TO CHANGE WITHOUT NOTICE**

## COUNSELLING DEPARTMENT

250 W. Pender Street  
Vancouver, B.C. V6B 1S9  
Phone: 443-8443  
Fax: 443-8444



PROGRAM NAME	ENTRANCE REQUIREMENTS	LENGTH	PROGRAM DESCRIPTION
<b>BUSINESS PROGRAMS</b>			
BUSINESS EDUCATION PREPARATION	Grade 10	3 months	An introductory program that provides the basic skills required for further training in City Centre's Business Programs. It emphasizes keyboarding, communications, and computer literacy, and an overview of math and recordkeeping.
ACCOUNTING	Grade 12, Keyboarding skills	12 months	In this micro-computer based program, students will journalize, record, post and analyze business transactions using an integrated accounting software package to create financial statements. Students will use ACCPAC and LOTUS 1-2-3, create data base files using dBase IV and use word processing for business applications. Also included are the principles of business law, human relations, accounting theory and the preparation of payrolls. A practicum may be included.
COMPUTER APPLICATIONS SUPPORT SPECIALIST	Grade 12 (Basic keyboarding skills recommended)	12 months	This entry-level program offers data processing theory and computer languages (COBOL, C, dBase), Data Communications, Networking and Systems Analysis. Also covered are spreadsheets, word processing, accounting theory and data base concepts for microcomputers. A practicum is included.
TRAFFIC, CUSTOMS AND TRANSPORTATION	Grade 12 (Basic keyboarding skills recommended)	9 months	For those interested in a career in transportation and related fields. This program studies the movement of goods within Canada and between Canada and international trading partners. The practicum includes direct experience with operating companies.
SECRETARY	Grade 12, Office Administration English Language Assessment, Keyboarding skills	8 months	This program provides a strong foundation in business communications. It teaches students to perform a variety of secretarial duties and to determine work priorities. Includes "hands on" training on word processing equipment and microcomputers using a variety of software. Work experience is included.
LEGAL SECRETARY	CC Secretary Certificate or equivalent	4 months	An advanced program geared specifically to the demands of a legal office. Students or equivalent will become familiar with legal terminology and obtain a thorough knowledge of general legal procedures such as: litigation, corporate, divorce, wills & estates and conveyancing.
MEDICAL SECRETARY	Grade 12, Typing 25 w.a.m.	9 months	Through this program students will acquire skills in advanced medical terminology, word processing, database and spreadsheets. Emphasis is on preparing medical research papers, medical manuscripts and projection slides for presentation and publication appropriate to hospital and university medical departments. A practicum is included.
MEDICAL TRANSCRIPTIONIST	Grade 12, Typing 25 w.a.m.	9 months	This specialized program offers training in advanced medical terminology, anatomy, physiology and disease processes involving all specialties of medicine including radiology, pathology, oncology and surgical procedures. Emphasis is on transcribing medical reports and word processing to prepare students for entry level into large clinics, hospitals and public health agencies. A practicum is included.
MEDICAL OFFICE ASSISTANT	Grade 12, Typing 25 w.a.m.	9 months	Emphasizes interaction with the doctor, patient and medical team. Medical terminology, pharmacology, bookkeeping, medical billing, clinical procedures, word processing, typing and basic transcription are covered. A practicum is included.
CAREER AWARENESS	Needs Assessment, medical clearances	10 months	Designed to assist students with disabilities to develop vocational goals and skills for competitive employment and enhancement of integration into the community. Work experience is included.
OFFICE CORE SKILLS	Needs Assessment	10 months	Designed for students with disabilities who wish to develop vocational skills that will lead to employment as a junior clerical worker. A practicum is included.

<b>HEALTH SCIENCES PROGRAMS</b>			
DENTAL ASSISTING	Grade 12, Biology 11, Language Assessment approved by City Centre, medical clearance	10 months	A wide range of courses prepares students for employment in a general dentistry practice, either chairside assisting or in the area of prevention. Graduates are eligible for licensure in B.C. as Certified Dental Assistants.
DENTAL HYGIENE	First year university transfer courses in the following: Biology, Chemistry, Psychology, English and elective; medical clearance interview	2 years	Students will acquire knowledge and develop the skills required to use preventive, educational and therapeutic methods to control oral diseases and promote dental health. Graduates are eligible for licensure in B.C. as Dental Hygienists.
DENTAL RECEPTION	Grade 12, medical clearances, Language Assessment approved by City Centre	5 months	A knowledge of dental terminology, appointment control, time and records management and communication skills required in a dental office is stressed.
DENTURIST	Grade 12 with Biology 12, either Physics 11 or Chemistry 11, plus dexterity test, medical clearances	2 years	The main aim of this program is to provide students with the knowledge required to handle the construction and maintenance of complete dentures. In addition to laboratory and clinical procedures, students are also taught management practices.
DENTAL TECHNICIAN (Cooperative Education)	Grade 12 with Biology 12, either Physics 11, or Chemistry 11, and dexterity test	3 years	This program trains technicians to work with the dentist in the construction and repair of complete dentures, removable partial dentures, crowns, fixed bridges and orthodontic appliances.
LICENSED PRACTICAL NURSE REFRESHER PROGRAM	A recommendation from the B.C. Council of Nurses, medical clearances, CPR (level C)	6 weeks	Full-time training to refresh the skills of Practical Nurses who: a) Are returning to nursing or b) Who qualify but have never been licensed in B.C.
MEDICAL LABORATORY ASSISTANT	Grade 12, Language Assessment approved by City Centre, Typing 25 w.a.m., medical clearances	4 months	Through a combination of study and practical experience, this program prepares students to operate as assistants in private labs, hospitals and scientific research labs. Includes a four-week practicum.
NURSING UNIT CLERK	Grade 12, Medical Terminology with minimum "C" grade, Language Assessment approved by City Centre, typing 25 w.a.m., medical clearances	6 months	Students prepare for a career as a unit clerk in a hospital ward. The program stresses the knowledge required to process physicians' orders and maintain patients' records, as well as the procedures necessary to deal with patients, visitors and members of the health care team.
PRACTICAL NURSING	Grade 12, with Biology 11, CPR (Level C), Language Assessment approved by City Centre, criminal record search, medical clearances	12 months	Graduates of this program will be prepared to work in hospital medical areas, rehabilitation units, long term care facilities and home environments for the child, adult or elderly client. Students will be prepared to write the practical nurse licensing exams.
RESIDENT CARE ATTENDANT (revised NURSING AIDE program)	Grade 10, criminal record search, medical clearances	6 months	Prepares students for direct patient care in long term care residences and facilities, special care units for older adults with changes in mental functioning, adult day care centres and private homes.

<b>SERVICE PROGRAMS</b>			
BUILDING SERVICE WORKER	Grade 10 and medical clearances	3 months	Modern methods of building cleaning, including maintenance of floors and carpets, and hospital cleaning procedures, as well as the W.C.B. First Aid Survival Course and the new W.H.M.I.S regulations
BUILDING SERVICE WORKER (EXTENDED)	Needs Assessment, medical clearances	6 months	Modern methods of building cleaning including maintenance of floors and carpets, and hospital cleaning procedures, as well as the W.C.B. First Aid Survival Course and the new W.H.M.I.S. regulations. This extended version of the program is intended for students with disabilities. Work experience is included.
ESTHETICS	Grade 10, medical clearances	7 months	For those wishing to qualify as a licensed Esthetician. Highlights of the program include facial treatments, personalized make-up, skin analysis, cosmetic chemistry, manicures and foot care, hair removal and small business management.
HAIRSTYLING - LADIES / MEN	Grade 10, medical clearances	10 months	Prepares students to be ladies' or men's stylists after passing the Hairdressers' or Barbers' Association exam. Training includes haircutting

PROGRAM NAME	ENTRANCE REQUIREMENTS	LENGTH	PROGRAM DESCRIPTION
<b>TECHNICAL PROGRAMS</b>			
COMPUTER GRAPHICS TECHNICIAN	Grade 12, portfolio, resume	9 months	This program teaches students to use computer graphics in their area of expertise. Includes an introduction to micro-computers, selection of graphics-related hardware and software, and advanced computer topics.
DRAFTING - ARCHITECTURAL CIVIL, STRUCTURAL, CAD	Grade 12	12 months	This comprehensive program moves from basic drafting concepts and techniques through residential building design to industrial site development and engineering drawings of complex structures, students will acquire skills in computer aided drafting using Autocad software.
DRAFTING - ARCHITECTURAL, MECHANICAL, CAD	Grade 12	12 months	In addition to basic drafting concepts and techniques for residential design, students will acquire skills in computer aided drafting using Autocad software. Specialization will be in process flow systems and piping arrangements, and material handling systems.
DRAFTING - ARCHITECTURAL, STEEL DESIGN, CAD	Grade 12	12 months	Residential building design and basic drafting concepts are incorporated into a program that specializes in the analysis of structural engineering drawings, stress diagrams, shop fabrication detailing, and contract specifications. Students will acquire skills in computer aided drafting using Autocad software.
DRAFTING - COMPUTER AIDED DESIGN DRAFTING, CADD (AUTOCAD)	1 year of drafting or related experience	1 month	This specialized program is designed to enable drafters, engineers, architects and others with related work experience to translate their skills from traditional board drafting to electronic drafting, using micro-based hardware and Autocad software.
ELECTRONICS - BASIC	Grade 12, Math test	6 months	An introductory program in basics such as use of hand tools, test equipment and electronic circuits. Troubleshooting and repairing are a major focus.
A) ELECTRONICS TECHNICIAN (TELECOMMUNICATIONS OPTIONS)	Electronics Basic or equivalent	6 months	This program includes testing, troubleshooting and repair functions, applied to a wide variety of electronic equipment. The emphasis for this program is towards telecommunications, e.g. telephone carrier systems, AM/FM radio, VHF and data communications.
B) ELECTRONICS TECHNICIAN (COMPUTER OPTION)	Electronics Basic or equivalent	6 months	The focus of this program is on micro-computer systems and micro-processor-based controllers. It also includes testing, troubleshooting and repair functions as applied to a wide variety of electronic equipment.
C) ELECTRONICS TECHNICIAN (CONSUMER OPTION)	Electronics Basic or equivalent	6 months	In addition to teaching testing, troubleshooting and repairing a wide variety of electronic equipment, this program emphasizes the repair of a range of consumer and retail equipment, e.g. audio, video, VCR, and color T.V.
JEWELLERY ART AND DESIGN	Grade 12 or equivalent, portfolio and interview	2 years	Traditional jewellery-making skill training combined with state-of-the-art computer-generated design techniques provides the student with the knowledge and skills to produce artistic jewellery for the retail trade.
PRINTING PRODUCTION (BASIC)	Grade 12 or equivalent with English 11, and math assessment	5 months	Designed to give an overview of the five areas of specialization which will be studied in greater depth in each of the advanced programs. Placement in advanced programs is dependent on student achievement in the basic program.
PRINTING PRODUCTION (ADVANCED)	Completion of Printing Production - Basic with "B" average in proposed specialization area	4 months	Specialization areas include Production Planning, Composition, Litho-Prep, Camera/Scanner, and Press/Bindery. Emphasis is on "hands on" training.

<b>TOURISM &amp; HOSPITALITY PROGRAMS</b>			
BAKING AND PASTRY	Grade 10, medical clearances	10 months	A comprehensive training program in baking procedures and techniques. Focus is on products such as bread, rolls, pies, cookies, cakes and French pastries.
BAKING AND PASTRY UPGRADE	Experience, medical clearances	1-4 months	Designed to provide experienced students with specialized training in this field, space permitting.
CHINESE CUISINE	Medical clearances	6 months	Prepares graduates for employment in restaurants specializing in Chinese cuisine. Techniques learned include stir-fry, pan-fry, use of the wok, and barbecue.
CULINARY ARTS	Grade 10, medical clearances	12 months	Combining Culinary Arts Foundations with Cooking A La Carte & Banquet, this 12 month program teaches the preparation of sandwiches, salads, vegetables and desserts, as well as breakfast cookery and Food Safe. Training includes butchery, cooking of meat, poultry and seafood, and dessert preparation.
DINING ROOM & LOUNGE SERVICE (BASIC & ADVANCED)	Grade 10, medical clearances	3 months	These programs teach all aspects of food and beverage service in preparation for employment as waiters or waitresses in various dining facilities.
FOOD & BEVERAGE MANAGEMENT	Grade 12, medical clearances	12 months	Graduates of this program will be qualified to seek employment in appropriate supervisory and entry level managerial positions.
HOSPITALITY ADMINISTRATION	Grade 12 with English 12 (C+), 6 months related work experience, medical clearances	2 years	Hospitality management courses combined with general business management courses, applied to a hospitality and tourism setting. Includes food, beverage, and labour cost controls, human resources, and marketing. Industry practicum included.
RETAIL MEAT PROCESSING (MEAT CUTTING)	Grade 10, medical clearances	6 months	This program teaches the many aspects of meat cutting, stressing efficiency and economics. Equipment maintenance, safety and sanitation are emphasized. Shop management and a practicum are included
SAUSAGE MAKING AND SMOKED MEATS	Completion of 3 months Retail Meat Processing or equivalent	3 months	This program teaches the highly specialized skill of sausage making, using both sausage making equipment and hand tools. Safety, sanitation, equipment maintenance, shop management and a practicum are included.
TRAVEL AGENT	Grade 12, keyboarding skills	6 months	This program trains students for employment as domestic travel agents or as reservations agents with tour wholesalers. Major topics covered include communications, destinations, tours, cruises, ticketing and sales.
FOOD SERVICE CAREERS	Needs Assessment, medical clearances	10 months	After an initial assessment of skill levels, abilities and interests, and completion of core courses, eligible students are integrated into hospitality training areas related to food preparation and service. Includes industry-based work experience.

<b>PROGRAMS AND SERVICES FOR STUDENTS WITH DISABILITIES</b>	
Programs for students with specific disabilities are listed under Business (Career Awareness, Office Core Skills), Tourism and Hospitality (Food Service Careers) and on the back page with Specially Designed Programs. Integration is also possible into existing programs. In addition, there is help available for eligible students who require additional support in regular programming. In order to establish effective support, contact Services For Students with Disabilities in the Counselling Department (443-8451) well in advance of the program start date.	
*FOR FURTHER INFORMATION, please call 443-8443.	





# SPECIALLY DESIGNED PROGRAMS

In addition to those full-time programs described on the reverse side of this 'mini-calendar', we offer from time to time a number of other programs. Listed below are examples of programs designed to meet the specific needs of applicants:

## **For qualified employees wishing to upgrade their skills on a part-time basis . . . . .**

- Accounting Diploma Program
- Long Term Care Upgrade
- Home Support Aide Upgrade
- Adult Day Care Worker
- Care of the Mentally Fragile Elderly

- Printing Production Management
- Advanced Graphic Arts
- Electronic Typesetting (Desktop Publishing)
- Computer Graphics
- Micro-Computer Maintenance
- Basic Electronics
- Electronics Technician  
(Telecommunications & Computer)

- Tourism Supervisory Development  
& Specialty Programs
- Hospitality Administration  
(limited offerings)
- Bakeshop Supervisor
- Pastry Chef
- Bartending
- Core and Short Order Cooking
- Vietnamese Cuisine
- Dining Room & Lounge Service

## **For students who need extra training in English combined with their skill training. . . . .**

- Baking Assistant E.S.L.
- Building Service Worker E.S.L.
- Business Office Training E.S.L.
- Cooking E.S.L.
- Electronics E.S.L.
- Food and Beverage Service E.S.L.
- Hairstyling Technician E.S.L.
- Meatcutting Assistant E.S.L.
- Resident Care Attendant E.S.L.

## **For students with disabilities . . . . .**

In addition to full-time programs (Career Awareness, Office Core Skills, Food Service Careers, Job Readiness), part-time courses designed to develop and increase interests and habits are available:

- Reading for Independence
- Introduction to Microcomputers
- Human Sexuality
- Relationships & You
- Being with People
- Sign Language for Non-Verbal Adults

## **For those who are teaching or wish to teach in an adult academic, technical, vocational or career program...**

### **Provincial Instructor's Diploma Program**

This program consists of six courses, plus a major assignment, and is offered in a number of formats and locations to make it as convenient as possible for individuals to fit their particular schedules.

**For owners and operators of small businesses, to assist in developing effective business practices through corporate and professional training, contact Glen Witter at 682-0725.**

## FOR MORE INFORMATION PLEASE CALL 443-8443