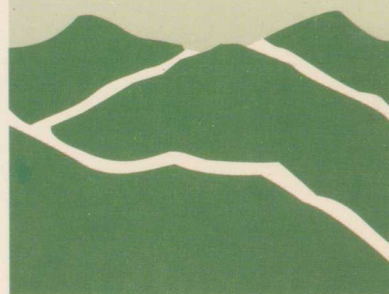




Vancouver
Community
College

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250 West Pender Vancouver, BC V6B 1S9 Tel: (604) 443-8300 Fax: (604) 443-8588

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CITY CENTRE

1994 - 1995 CALENDAR

VANCOUVER COMMUNITY COLLEGE

CITY CENTRE

250 WEST PENDER STREET

VANCOUVER, B.C.

V6B 1S9

TELEPHONE: (604) 443-8300

FAX: 443-8588

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WELCOME TO VANCOUVER COMMUNITY COLLEGE

I have now been at Vancouver Community College for two years. Initially I set out to discover just what makes this institution tick. I learned of its rich and vibrant history, stretching back to 1965 and beyond when Vancouver City College was established as B.C.'s first comprehensive community college.

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

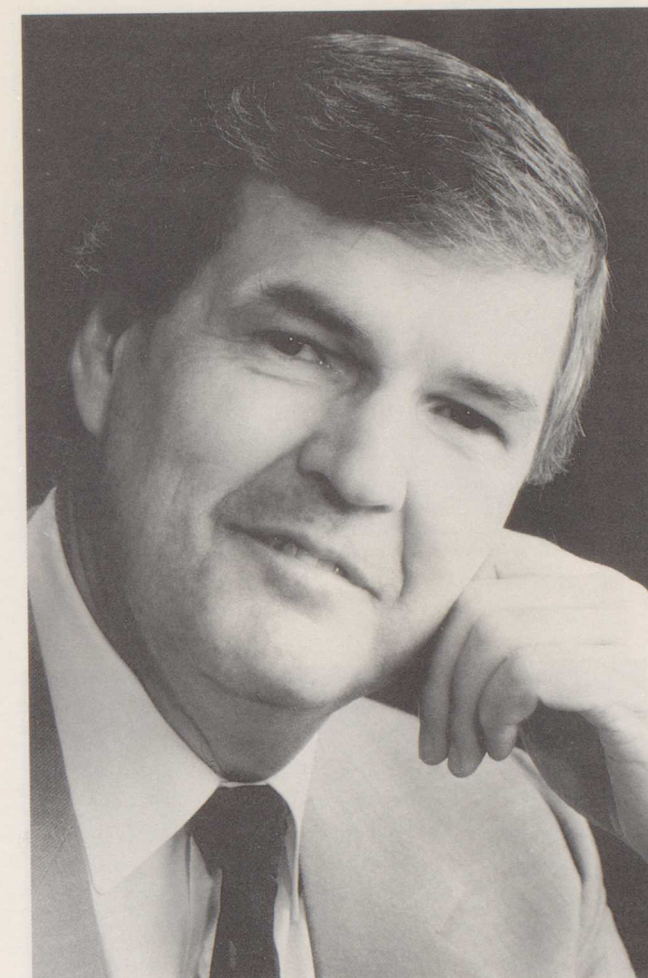
I say people in the broadest sense, because it is not a select few who make this college thrive. It is the energy and dedication of our committed support staff, our expert faculty and our able administrators who approach their duties with passion, purpose and pride. But most of all it is you, our students,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

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

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

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

JOHN CRUICKSHANK
PRESIDENT



A BRIEF HISTORY

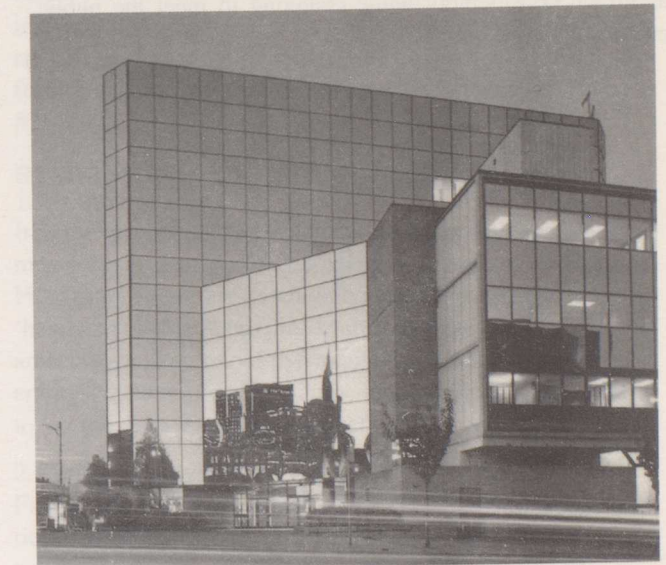
VANCOUVER COMMUNITY COLLEGE, formerly Vancouver City College, was established in 1965 by bringing together the Vancouver Vocational Institute (1949), the Vancouver School of Art (1929), the Vancouver School Board's Night School Program (1909) and the King Edward Senior Matriculation and Continuing Education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

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

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

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

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



CAMPUSES

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

CITY CENTRE

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

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

The growth of City Centre, located at 250 West Pender Street, has been evident in all areas of operation. Through the years it has grown considerably while changing to meet the public demand. New programs continue to be added to meet new

employment demands, and courses are constantly revised and expanded to reflect the continuous changes in business and industry.

KING EDWARD CAMPUS

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

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

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

CITY CENTRE — GUIDELINES FOR STUDENTS

CALENDAR OF EVENTS 1994 – 1995

April 1:	Good Friday — Statutory Holiday
April 4:	Easter Monday — College closed
May 23:	Victoria Day — College closed
June 10:	Graduation for students graduating between February 1, 1994 and July 31, 1994
July 1:	Canada Day — Statutory Holiday
August 1:	British Columbia Day — Statutory Holiday
September 5:	Labour Day — Statutory Holiday
October 10:	Thanksgiving Day — Statutory Holiday
November 11:	Remembrance Day — Classes cancelled
December 22:	Last day of Classes
December 24 –	
January 2:	Campus closed
January 3:	Classes Recommence
January 20:	Graduation for students graduating between August 1, 1994 and January 31, 1995

City Centre is closed on Sundays. Certain facilities are open on Saturdays. Please refer to individual departments for exact hours of operation. City Centre will be closed on Saturdays from July 22, 1994 to September 2, 1994 inclusive.

RESPONSIBILITY OF THE COLLEGE

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

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

The grading and reporting system is designed to measure student progress through the theory and 'hands-on' activities which are to be mastered for satisfactory completion of a program. It is further designed to inform students of the degree of competency that they have achieved in a course relative to the standards expected in that course and program. This system

assumes the formation of a feed-back process fully informing the student of the work that has been completed satisfactorily at each level or semester of the program.

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

HARASSMENT

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

The College considers any form of harassment of an individual involved in College activities to be a serious violation of that individual's fundamental rights. Such a violation is a serious offence which may be subject to a range of resolutions including mediated settlement or, in certain circumstances, disciplinary measures up to and including dismissal or expulsion. For further information please contact the Harassment Officer at 871-7040.

RESPONSIBILITIES OF THE STUDENT

1. To Their Studies:

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

2. To The Faculty:

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

3. To The College:

Acceptance into a College program carries with it an obligation to maintain a mature and responsible standard of conduct, deportment and dress. The College does not condone, nor will it tolerate, acts of cheating, plagiarism or other forms of academic dishonesty. While on campus, it is the responsibility of every student to observe the laws governing the community as well as the rules of Vancouver Community College. A student who fails to do so, or who acts in a manner that reflects unfavourably upon him/herself, the College or the student

body, is subject to disciplinary action which may result in suspension or dismissal. For both safety and health reasons, students are not allowed to bring animals into the College with the exception of guide dogs for the blind, and hearing ear dogs.

4. To The Community:

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

DEFINITIONS OF TERMS

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

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

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

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

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

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

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

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

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

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

GENERAL PROGRAM STARTS

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

PART-TIME COURSES

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

SAFETY AND ACCIDENT PREVENTION

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

A reasonable standard of health, dress and grooming must be maintained as stipulated by the Accident Prevention regulations of the Worker's Compensation Board.

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

MEDICAL INSURANCE

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

FIRST NATIONS STUDENTS

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

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

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

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

For further information contact the Counselling Department.

ADMISSIONS

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

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

GENERAL REQUIREMENTS

1. Citizenship

Applicants must be Canadian citizens or permanent residents. Exceptions are for those individuals who: have applied for permanent residency and can provide proof of approval in principle; are convention refugees as designated by the Federal Government; are members, or direct dependants of members, of the diplomatic corps. Certain work permit holders, who also have a Letter of Acceptance in Principle from Immigration, may also be considered. Proof of citizenship, residency, diplomatic status, refugee status, etc. will be requested by the College.

2. International Students

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

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

3. English Language Proficiency

Applicants must possess a level of English proficiency sufficient to support studies at the College. A referral to the English Language Assessment at King Edward Campus or other testing may be required.

4. Acceptance of Application

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

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

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

- Start date of prerequisite courses at a secondary or other post-secondary institution (not to exceed 6 months maximum).

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

5. Application Lists

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

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

6. Conditional Entry

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

ACADEMIC REQUIREMENTS

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

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

MATURE STUDENT STATUS

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

CAREER PREPARATION STUDENTS

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

Admissions cont'd

AUDIT STUDENTS

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

ADMISSION PROCEDURES

1. To apply for admission to a program, each applicant must complete and submit an application form, obtainable from the Admissions Department. **A \$15.00 Fee must accompany each application.**
2. Photocopies of transcripts and records of previous education, except for those specific programs where an official transcript is required, must accompany the application. All documents received in support of applications will be retained by the College and will not be returned.
3. The application may be submitted to the Admissions Department in person or by mail.
4. Processing of the application may require an interview, testing, or appraisal, as appropriate to meet the admission requirements of specific programs.
5. When the applicant accepts the offered training space, the payment of fees is required in accordance with current fee schedules.

Applications should be completed and submitted to the City Centre Admissions Department well in advance of the program commencement dates. For further information contact Admissions Department.

MEDICAL CERTIFICATE

Some programs require that the applicant complete a medical questionnaire and provide a recent negative Tb skin test report (if the skin test report is positive, a chest X-ray report is required). In nursing programs, immunizations are necessary before permission is granted for entry into hospitals and extended care institutions for practical training purposes. Applicants should ensure that they have the necessary medical

certificates and reports ready prior to registration; otherwise their entry into the training program will be delayed. All medical examinations are the responsibility of the applicant. The examinations are not covered by the B.C. Medical Services Plan. All medical certificates are confidential and should be forwarded to:

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

CRIMINAL RECORD INFORMATION

At the present time Resident Care Attendant and Practical Nursing Programs require that the applicant provide a Criminal Record Clearance prior to entering these programs.

The results of the Criminal Records Search will determine the applicant's eligibility to enter the program.

Applicants who refuse to provide, or cannot provide the results of a Criminal Records Search, will not be considered for the program.

Information regarding the Criminal Records Search will be mailed out to applicants by the Admissions Department.

CHANGE OF NAME OR ADDRESS

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

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

FEES

TUITION

Total program/course fees may consist of tuition fees; graduation fee; a refundable deposit on uniform or tools; and a Student Association fee.

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

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

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

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

Fees cont'd

6. The tuition fee rates are subject to change.

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

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

ADDITIONAL COSTS PER PROGRAM

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

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

STUDENT ASSOCIATION FEES

In addition to the regular tuition fee, a Student Association fee is payable at the time of enrolment. The Student Association membership fee, the amount of which depends on the length of the program, is used to carry out the functions normally attri-

buted to such an association, i.e., for proper representation both within and outside the College, for socials and other association/student functions.

SPONSORED STUDENTS

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

RETURNED CHEQUES

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

REFUNDS

You must apply in writing to the Cashier's office for a refund. The date that written notification is received is used to determine your refund. Please allow 3 weeks for processing.

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

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

FINANCIAL AID

SOURCES

1. B.C. STUDENT ASSISTANCE PROGRAM

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

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

2. B.C. Part-time Student Assistance Program

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

3. ADULT BASIC EDUCATION STUDENT ASSISTANCE PROGRAM

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

4. WORK STUDY PROGRAM

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

5. BURSARY

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

6. SCHOLARSHIP

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

C.E.I.C. – TRAINING ASSISTANCE

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

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

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

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

THE COUNSELLING & ADVISING CENTRE

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

1. DETAILED PROGRAM INFORMATION

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

2. GROUP INFORMATION SESSIONS

Information sessions are held each week on programs at City Centre. Please call 443-8453 to make arrangements to attend an information session.

3. PROGRAM ADVISING

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

4. CAREER COUNSELLING

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

5. PERSONAL COUNSELLING

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

6. STUDENT SUCCESS WORKSHOPS

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

7. SERVICES FOR STUDENTS WITH DISABILITIES

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

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

Verification of your disability may be required.

8. REFERRALS

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

The Counselling & Advising Centre cont'd

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

For PROGRAM INFORMATION call 443-8443.

For an APPOINTMENT for program advising or counselling, call 443-8453.

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

STUDENT RECORDS

GRADE POINT SYSTEM

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

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

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

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

ENGLISH LANGUAGE ASSESSMENT

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

OTHER ASSESSMENTS

Applicants for some programs may be required to take special assessment tests before enrolling. Examples: Math, Typing. Please refer to Specific Program Prerequisites.

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

The following example illustrates the calculation of GPA:

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

GPA is 21.5 divided by 9.5 = 2.26

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

Exempt "E" Grade Designation

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

Audit "R" Grade Designation

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

Student Records cont'd

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

Anecdotal "Z" Grade Designation

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

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

Satisfactory "S" or Unsatisfactory "U" Grade Designation

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

APPEAL OF FINAL COURSE GRADES

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

WITHDRAWALS

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

TRANSFER TO OTHER INSTITUTIONS

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

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

TRANSCRIPTS

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

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

STUDENT IDENTIFICATION CARD

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

STUDENT GRIEVANCE

Vancouver Community College provides procedures to afford individual students the opportunity to register and to resolve grievances or disputes with the College.

At the present time, there are several specific policies in place at each campus. These include policies for appeal of grades, evaluation, harassment, faculty instruction, withdrawal and commencement policies. A College Policy and Procedures Manual is available at the Counselling Department.

If a dispute or grievance is taken to any agency outside the College, the College may suspend action under existing policies.

FACILITIES

STUDENT SERVICES CENTRE

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

- Admissions
- Cashier's Office
- Counselling and Advising
- Financial Aid
- Student Records

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

HEALTH SERVICES

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

Facilities cont'd

Services available are:

- Medical assessment and treatment of illness and injuries.
- First aid.
- Over-the-counter medications.
- Stress management and counselling.
- Tb screening.
- Referrals to medical specialists, medical facilities, etc.
- Hepatitis B vaccine.

Hours:

First Aid: 7:00 a.m. – 10:00 p.m., Monday to Friday
8:00 a.m. – 1:30 p.m., Saturday

Nurse: 8:30 a.m. – 3:00 p.m., Monday to Friday

Physician: 2 1/2 days per week

Phones: EMERGENCY within the building, 4444

Nurse – 8337

Physician – 8338

FIRST AID SERVICE

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

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

LIBRARY AND MEDIA SERVICES

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

Study space, computers, photocopiers, typewriters and audio-visual equipment are also available. Audio-Visual equipment for class presentations can be picked up at the Media Services Department.

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

Hours:

SEPTEMBER - MAY*

Monday/Tuesday 9:00 a.m. – 7:00 p.m.

Wednesday/Thursday 9:00 a.m. – 8:30 p.m.

Friday 9:00 a.m. – 4:00 p.m.

*Phone ahead for summer hours.

PHONES:

Reference & Information 443-8339

Circulation 443-8340

Media 443-8341

BOOKSTORE

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

LOST AND FOUND

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

FOOD SERVICES

The Cafeteria provides coffee service, breakfast, lunch, and dinner (including full course meals) at a reasonable cost. The Second Cup Cappuccino Bar is open 12 hours a day and on Saturdays. Catering and Vending Services are available. Please call 443-8486 or 443-8324.

PARKING

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

STUDENT ASSOCIATION

The City Centre Student Association is an organization made up of all students at City Centre. The Association is administered by an elected student council and its appointed staff. In addition, each class elects a representative to serve as the liaison between the class and the student council. Class Reps meet the first Wednesday of the month in the Student Lounge at 12:00 noon.

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

On-campus services provided by the Student Association include: a Student Ombudsperson; a Student Lounge; a subsidized student pop machine; a free student telephone; a 5¢ student photocopier; a student fridge for lunches; 2 free microwaves; a ping-pong table and video games; notice boards for housing, jobs, sale items and events and a host of information brochures for student use.

Also available in the Student Lounge between 12-1 p.m. & 4-5 p.m. is the B.C. Transit Fast-Trax Sticker. For \$2.00 the sticker

Facilities cont'd

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

The constitution of the City Centre Student Association is available upon request from the Student Association Office. More information about the Student Association is also available from the Student Association office. The CCSA is a full member of the Canadian Federation of Students.

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

DETAILED PROGRAM INFORMATION

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

Program Length: 12 months

Schedule: Three times monthly, January, March, September
Continuation: Certificate

PREREQUISITES

Grade 12 Diploma or equivalent and September date in City Centre Business Education Preparation Certificate or equivalent

ABOUT THE PROGRAM

This management-oriented program is designed to provide students with the skills necessary to understand and apply the principles of accounting for proprietorships, partnerships and corporations. They will learn how to prepare a balance sheet, income statement, departmental accounting and management and cost accounting reports. Students will also learn how to prepare and interpret financial statements. Students will also learn how to prepare and interpret financial statements. Students will also learn how to prepare and interpret financial statements.

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SEMESTER 1

Course 104: Introduction to Word Processing
Course 105: Business Mathematics
Course 106: Programming Microcomputers in BASIC
Course 107: Communications Business
Course 108: Correspondence

BUSINESS EDUCATION PREPARATION

Program Length: Three months

Schedule: Quarterly
Continuation: Certificate

PREREQUISITES

Grade 10 or equivalent

ABOUT THE PROGRAM

Students in this program will receive the grade 12 equivalent preparation for admission to a business program in the College.

SEMESTER 1 - 12 WEEKS

Course 109: Business mathematics
Course 110: Business Mathematics and Accounting

ACCOUNTING

Course 111: Introduction to Microcomputers
Course 112: Accounting Introduction to Accounting
Course 113: Accounting Computer Applications 1
Course 114: Human Relations
Course 115: Word Processing Applications

SEMESTER 2

Course 116: Database Applications
Course 117: Fundamentals Accounting Principles 1
Course 118: Finance and Payroll Legislation
Course 119: Accounting Computer Applications 2
Course 120: Introduction to Small Business Management
Course 121: General Business Law

SEMESTER 3

Course 122: Accounting Computer Applications 3
Course 123: Fundamentals Accounting Principles 2
Course 124: Financial Statement Report Writing
Course 125: Accounting Computer Applications 3
Course 126: Practicum

CAREER OPPORTUNITIES

Students who complete this program will be prepared to enter the accounting field. They will be able to work in a variety of settings, including small business, medium business, large business, government, and education. They will be able to work in a variety of settings, including small business, medium business, large business, government, and education. They will be able to work in a variety of settings, including small business, medium business, large business, government, and education.

ADDITIONAL COSTS

Students will also learn how to prepare and interpret financial statements. Students will also learn how to prepare and interpret financial statements. Students will also learn how to prepare and interpret financial statements.

Course 103: Bookkeeping

Course 104: Introductory Keyboarding
Course 105: Computer Literacy

CAREER OPPORTUNITIES

Students who complete this program will be prepared to enter the accounting field. They will be able to work in a variety of settings, including small business, medium business, large business, government, and education. They will be able to work in a variety of settings, including small business, medium business, large business, government, and education.

ADDITIONAL COSTS

Students will also learn how to prepare and interpret financial statements. Students will also learn how to prepare and interpret financial statements. Students will also learn how to prepare and interpret financial statements.

ACCOUNTING

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

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

SEMESTER 1

- Course 1499 Introduction to Word Processing
- Course 1878 Business Mathematics
- Course 1879 Programming Microcomputers in BASIC
- Course 1568 Communications: Business Correspondence

- Course 1802 Introduction to Microcomputers
- Course 1880 Bookkeeping/Introduction to Accounting
- Course 1909 Accounting Computer Applications 1
- Course 7224 Human Relations
- Course 2950 Word Processing Applications

SEMESTER 2

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

SEMESTER 3

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$575
Department Head — Ed Wakulchik

BUSINESS EDUCATION PREPARATION

Program Length: Three months
Starting: Quarterly
Certification: Certificate

PREREQUISITES

Grade 10 or equivalent

ABOUT THE PROGRAM

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

LEVEL 1 — 12 WEEKS

- Course 1957 Business Communications
- Course 1630 Business Mathematics and Machines

- Course 1631 Recordkeeping
- Course 1958 Introductory Keyboarding
- Course 3393 Computer Literacy

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$120
Department Head — Barry Kendrick

BUSINESS OFFICE TRAINING (ESL)

Program Length: 8 months
Starting: Quarterly
Certification: Certificate

PREREQUISITES

Completion of the Lower Advanced KEC program or equivalent ELA or passing the VCC Business Language Assessment test.

ABOUT THE PROGRAM

This 8 month program is designed to combine the teaching of English with business courses. The courses in the first (4 month) level are:

Computer and Typewriter Keyboarding
Computer Literacy
Basic Business Math
Recordkeeping

After the completion of the first four (4) months students can select between two separate options:

1. Accounting
2. Secretarial

The courses in this second level give the student credit towards an Accounting or Secretarial certificate. Again students will be supported in their English language instruction during this four month period. After completion of the eight month program

students can graduate with a B.O.T. certificate or carry on with advanced credit in the Accounting or Secretarial programs.

The courses in the Accounting option are:

Communications (ESL)
Bookkeeping – Introduction to Accounting
Accounting Computer Applications
Human Relations
Introduction to Word Processing
Word Processing Applications

The courses in the Secretarial option are:

Communications (ESL)
Interpersonal Skills
DOS and Word Processing on Micro Computers
Recordkeeping for Secretaries
Speed and Accuracy

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$300 – \$400

Department Head — Barry Kendrick

COMPUTER APPLICATION SUPPORT SPECIALIST

Program Length: 12 months
Starting: Generally, twice yearly
Certification: Certificate

PREREQUISITES

Grade 12 Diploma or equivalent, (keyboarding skills recommended)

RECOMMENDED

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

ABOUT THE PROGRAM

Graduates of this program will have acquired skills and knowledge in the areas of data processing; microcomputer operations; basic accounting; wordprocessing; data base operations; conversion of files between software applications; database

and COBOL programming; data communications; systems analysis; and C language programming. The theoretical and practical applications of microcomputer networking, user support and training skills are covered in the final level. Also included is a two month practicum which provides the student with on-the-job experience.

LEVEL 1 — 12 WEEKS

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

LEVEL 2 — 12 WEEKS

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

Computer Application Support Specialist cont'd

LEVEL 3 — 12 WEEKS

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

LEVEL 4 — 12 WEEKS

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$630

Department Head — Ed Wakulchik

FINANCIAL ACCOUNTING & MANAGEMENT COMMUNICATIONS

Program Length: Will vary according to individual needs. If one course per semester is studied, it will usually take 2.5 years to complete the program.

Starting: Three times annually; January, May and September
Certification: Certificate. Graduates of the City Centre Accounting Program may be eligible for a diploma.

PREREQUISITES

Completion of the twelve month Accounting certificate program offered by VCC – City Centre or equivalent.

ABOUT THE PROGRAM:

Students will study Intermediate Financial Accounting, Introductory Management Accounting, Finance, Economics, and Computer-based Systems. Instruction will be given to assist students in understanding the content of the accounting courses and to develop strategies and skills required for communicating effectively in the field of accounting. Students will develop their written and verbal communication skills in order to communicate effectively with management, government agencies and customers.

COURSES

Intermediate Financial Accounting 1
Intermediate Financial Accounting 2
Introduction to Management Accounting
Economics
Management Information Systems
Finance
Business Issues
Public Speaking

CAREER PROSPECTS

This program is designed for individuals desiring to enhance their career opportunities in accounting and related fields. Those wishing to continue their studies with a professional accounting body or other post secondary institution may receive transfer credits.

ADDITIONAL COST

Textbooks — approximately \$75.00

Department Head — Ed Wakulchik

ESTHETICS (SKIN CARE)

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

This is a cost recovery program

PREREQUISITES

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

ABOUT THE PROGRAM

Esthetics (Skin Care) is one of the fastest growing industries in North America, and the industry in British Columbia is no exception. To fill this demand, City Centre graduates students twice yearly. Those completing the seven months of training

will be prepared to take the examination of the B.C. Hairdressers' Association Special Beauty Culture License.

LEVEL 1

Course 1871 **Manicure 1**
Course 1974 **Introduction to Esthetics**
Course 1975 **Skin Analysis**
Course 1976 **Hygiene, Bacteriology and Sanitation**
Course 1977 **Footcare**
Course 1978 **Introduction to Cosmetic Massage**
Course 1979 **Anatomy, Physiology and Histology**
Course 1980 **Disorders and Diseases of Skin, Hair and Nails**
Course 1981 **Hair Removal 1**
Course 1982 **Basic Make-up**

*Esthetics (Skin Care) cont'd***LEVEL 2**

- Course 2794 **Cosmetic Massage**
 Course 2795 **Manicure 2**
 Course 2796 **Facials, Special Treatments**
 Course 2797 **Management, Communications and Salon Functions**
 Course 2798 **Specialized Treatment**
 Course 2799 **Introduction to Electrolysis**
 Course 2800 **Advanced Make-up**

CAREER PROSPECTS

Graduates will find employment as estheticians, technicians, cosmetic company representatives, cosmetic demonstrators, make-up artists, nail technicians, or self-employed estheticians.

ADDITIONAL COSTS

Textbook and supplies — approximately \$600
 (Prices subject to change)

Department Head — Bob Malone

HAIRSTYLING — WOMEN'S AND MEN'S

Program Length: 10 months

Starting: Usually September, January and April

Certification: Certificate

PREREQUISITES

- Grade 10 or equivalent/or by successful department interview.
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM

The Hairstyling program — Women's/Men's is divided into four levels. The first three levels of this program are designed to cover all core aspects of the industry on a progressive scale, demanding an increase in competence at each level. Theoretical knowledge and practical training are covered in such areas as client relations, men's and ladies' haircutting, permanent waving, shaving, hair colouring, hair and scalp treatments, facials and manicures and disorders of the scalp and skin. Salon management, bookkeeping, reception and desk functions and business services are also an integral part of this program. The fourth level, or option level, is the level in which the student completes the chosen course of study (Men's or Women's). Upon compliance with the necessary regulations, students are prepared to sit the examination of the B.C. Hairdressers' Association or The Barbers' Association of British Columbia.

LEVEL 1

- Course 8022 **Introduction to Hairstyling Womens'/Mens'**
 Course 1875 **Introduction to Selling**
 Course 1140 **Haircutting 1**
 Course 1667 **Haircoloring 1**
 Course 1869 **Client Relations**
 Course 1670 **Structure of Hair and Skin**
 Course 8023 **Permanent Wave**
 Course 1870 **Hygiene, Bacteriology & Sanitation**
 Course 8024 **Shampoos, Conditioners, & Rinses**

- Course 8025 **Salon Management**
 Course 8026 **Hairstyling 1**

LEVEL 2

- Course 2570 **Communication and Salon Functions**
 Course 8027 **Scalp and Hair Treatments**
 Course 2568 **Disorders and Diseases of Hair and Skin**
 Course 1234 **Permanent Waving 2**
 Course 2367 **Haircoloring 2**
 Course 2571 **Anatomy and Physiology**
 Course 2689 **Haircutting 2**
 Course 8028 **Facials**
 Course 2368 **Practicum 1**
 Course 8029 **Hairstyling 2**

LEVEL 3

- Course 3721 **Haircutting 3**
 Course 4131 **Permanent Wave 3**
 Course 3560 **Scalp and Hair Treatments 2**
 Course 3722 **Wigs and Hairpieces**
 Course 4106 **Haircoloring 3**
 Course 3450 **Hair Structure and Chemistry**
 Course 3723 **Facials 2**
 Course 3559 **Career Management**
 Course 3272 **Hairstyling 3**
 Course 3328 **Practicum 2**

LEVEL 4**MEN'S OPTION**

- Course 4330 **Haircutting 4**
 Course 4329 **Men's Hairstyling 4 (includes Relaxing)**
 Course 4328 **Shaving/Facials**

LADIES' OPTION

- Course 4326 **Haircutting 4**
 Course 4327 **Ladies' Hairstyling 4**
 Course 4325 **Perm Wave 4 (includes Relaxing)**
 Course 4323 **Haircolouring 4**
 Course 4324 **Facials/Manicures/Footcare**
 Course 4216 **Practicum**

*Hairstyling — Women's and Men's cont'd***CAREER PROSPECTS**

Well trained hairstylists are in constant demand in every community.

Graduates specializing in Ladies' Hairstyling who have obtained their provincial license will be qualified to secure employment in large or small salons, or they may wish to open their own business.

Completion of the Mens' Hairstyling program will give graduates the skills to pass the B.C. Barbers' Association Board Examination. A 1000 hour period of in-shop/salon work

experience must be completed before the granting of a provincial license and apprenticeship completion certificate. The training and practical experience obtained in the Men's Hairstyling program gives students the competitive edge needed to succeed in this industry.

ADDITIONAL COSTS

Textbooks and complete supplies — approximately \$600
 (Prices subject to change)

Department Head — Bob Malone

HAIRSTYLING — WOMEN'S AND MEN'S (E.S.L.)

Program Length: 16 months

Starting: Contact Admissions

Certification: Certificate

PREREQUISITES

- Lower Intermediate level of English language training.
- Completion of a medical questionnaire and submission of negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM

The English as a Second Language (E.S.L.) Hairstyling program is designed for students who need language assistance in order to obtain a City Centre Certificate. The additional

sixteen weeks of English Language training are integrated into each level of the program, with approximately four weeks being spent in each level. The remaining 12 months of training are identical to that spent in the regular program.

CAREER PROSPECTS

Graduates who have obtained their Provincial License will be qualified to secure employment in the same areas as those in the regular 12 month program.

ADDITIONAL COSTS

Textbooks and supplies — approximately \$600

Department Head — Bob Malone

LEGAL SECRETARY

Program Length: Four months

Starting: Three times annually — January, May and September

Certification: Legal Secretary Certificate

PREREQUISITES

It is Vancouver Community College's desire to ensure that the potential student receives greater access to, and success in, the Legal Secretary Program at City Centre. Therefore, the following guidelines, coupled with life experiences, will be used to determine eligibility for entrance to the Legal Secretary Program.

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

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

OR

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

ABOUT THE PROGRAM

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

*Legal Secretary cont'd***COURSES**

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$550
 Department Head — Fern Reed

MEDICAL OFFICE ASSISTANT

Program Length: Nine months
 Starting: September
 Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

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

LEVEL 1

- Course 1965 **Basic Medical Terminology, Anatomy, Physiology and Diseases**
 Course 1578 **Medical Communications**
 Course 1971 **Medical Office Practice**

- Course 7055 **Medical Typing Applications**
 Course 7115 **Speed and Accuracy Development 1**

LEVEL 2

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

LEVEL 3

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks, CPR and supplies — approximately \$570
 Department Head — Edna Bartoszewski

MEDICAL SECRETARY

Program Length: Nine months
 Starting: September
 Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

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

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

LEVEL 1

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

LEVEL 2

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

LEVEL 3

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$491
 Department Head — Edna Bartoszewski

MEDICAL TRANSCRIPTIONIST

Program Length: Nine months
 Starting: October
 Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

The complex and detailed nature of modern medical science is demonstrated in the duties of a Medical Transcriptionist. A

Medical Transcriptionist is a medical language specialist who interprets and transcribes dictation by physicians regarding patient assessment, workup, therapeutic procedure, clinical course, diagnosis, prognosis, etc., in order to document patient care and facilitate delivery of health care services.

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

*Medical Transcriptionist cont'd***LEVEL 1**

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

LEVEL 2

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

LEVEL 3

- Course 3647 **Transcription — Oncology Reports**
 Course 3648 **Transcription — Operative Reports**
 Course 3649 **Transcription — Pathology Reports**

- Course 3730 **Transcription — Discharge Summary Reports**
 Course 3651 **Overview of Starting a Small Business**
 Course 7301 **Speed and Accuracy Development 3**
 Course 4137 **Practicum 2**

CAREER PROSPECTS

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

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$589

Department Head — Edna Bartoszewski

SECRETARY

Program Length: Eight months

Starting: Three times annually — January, May and September

Certification: Secretary Certificate

PREREQUISITES

It is Vancouver Community College's desire to ensure that the potential student receives greater access to, and success in, the Secretary Program at City Centre. Therefore, the following guidelines, coupled with life experiences, will be used to determine eligibility for entrance into the Secretary Program.

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

ABOUT THE PROGRAM

Students acquire the skills and knowledge to use effective oral and written communication techniques; demonstrate time management techniques by determining work priorities; create, revise, transcribe and process business correspondence and documents using a variety of electronic office equipment

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

FIRST SEMESTER — 16 WEEKS

- Course 7133 **Communication 1**
 Course 7114 **Keyboarding Applications**
 Course 7115 **Speed and Accuracy Development 1**
 Course 7116 **Interpersonal Skills**

Secretary cont'd

- Course 7117 **DOS and Word Processing on Microcomputers**
 Course 7118 **Recordkeeping for Secretaries**
SECOND SEMESTER — 16 WEEKS
 Course 2870 **Communications 2**
 Course 2871 **Speed and Accuracy Development 2**
 Course 2872 **Advanced Computer Software and Applications**
 Course 2873 **Introduction to Office Dictation***
 Course 2874 **Office Dictation 1***
 Course 2875 **Office Procedures**
 Course 2876 **Work Experience****

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

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$500

Department Head — Fern Reed

TRAFFIC, CUSTOMS AND TRANSPORTATION

Program Length: Nine months

Starting: September

Certification: Certificate

PREREQUISITES

Grade 12 Diploma or equivalent and basic keyboarding skills.

ABOUT THE PROGRAM

Students will study the transportation system and how it relates to International Trade and the economy of Canada. Students will examine the characteristics of each transportation mode that make them ideally and uniquely suited for specific types of commodities. Students will acquire skills and knowledge to select the appropriate transportation system for both domestic and international traffic; use rate and fare directories; interpret customs and transportation regulations and related legislation; prepare customs and transportation documentation; use computer software related to the customs and transportation industry; and become informed buyers and sellers of customs and transportation services.

LEVEL 1

- Introduction to Transportation**
Geography
Economics
Business Communication
Introduction to Computers

LEVEL 2

- Business Law**
Introduction to Accounting

Logistics 1**Marketing and Sales****Practical Transportation Study 1****LEVEL 3****Supervisory Skills****Transportation Accounting 1****Logistics 2****Practical Transportation Study 2****CAREER PROSPECTS**

The Traffic, Customs and Transportation program graduate will be prepared for employment in entry level positions in the Transportation or Customs industry. Graduates will find challenging positions working in diverse areas with the Airline, Marine and Motor Carrier Industries, as well as Custom Brokers, International Freight Forwarders and with the numerous companies now involved with importing and exporting products. On completion, individuals may pursue professional accreditation with followup programs in their specialized area.

ADDITIONAL COSTS

Textbooks and supplies — approximately \$345

Department Head — Ed Wakulchik

The Business Division also offers specialized programs for students with disabilities. Descriptions of these programs begin on page 83.

HEALTH SCIENCES PROGRAMS

DENTAL ASSISTING

Program Length: 10 months

Starting: September

Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

SEMESTER I

Course 7324 Preparation Theory I

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

Course 7325 Patient Assessment Theory I

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

Course 7326 Planning, Implementation and Evaluation Theory I

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

Course 7327 Clinical Practice I

The Clinical Practice I course provides an opportunity for the student to integrate theory about all phases of Certified Dental Assisting practice (Preparation, Assessment, Planning, Implementation and Evaluation) into clinical and laboratory settings

and during a dental office practicum. The focus is on pre-clinical preparation procedures and chairside assisting techniques for basic restorative dentistry.

SEMESTER II

Course 2991 Preparation Theory II

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

Course 2992 Patient Assessment Theory II

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

Course 2993 Planning, Implementation and Evaluation Theory II

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

Course 2994 Clinical Practice II

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

SEMESTER III

Course 3740 Preparation Theory III

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

Course 3741 Patient Assessment Theory III

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

Course 3742 Planning, Implementation and Evaluation Theory III

This lecture/seminar course is a continuation of Planning, Implementation and Evaluation Theory II. The Planning and

Dental Assisting cont'd

Evaluation phases of Certified Dental Assisting practice are further developed and Implementation is expanded into additional preventive, specialty and laboratory procedures.

Course 3743 Clinical Practice III

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

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

Department Head — Sandra Bailey

DENTAL HYGIENE

Program Length: Two years (10 months per year)

Starting: September

Certification: Diploma

PREREQUISITES

Admission to the Dental Hygiene program is on a competitive selection basis. Applicants must have completed the following first year university transfer credit courses with a minimum G.P.A. of 3.0 (70%) (B) grade: English, Biology, Chemistry, Psychology, and an elective. A full academic year (2 semesters) is required for each of the 5 prerequisite courses. A valid CPR "C" certificate along with emergency first aid is also required. The selection process will also include a structured interview.

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

APPLICATION PROCEDURE

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

ABOUT THE PROGRAM

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

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

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

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

LEVEL 1**Course 1707 Anatomy and Physiology I**

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

Course 7315 Preclinical Dental Hygiene

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

Course 7316 Professionalism and Communication

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

*Dental Hygiene cont'd***Course 1864 Histology and Embryology**

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

Course 1865 Dental Anatomy

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

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

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

Prerequisite Courses: 1707, 1864, and 1865.

Course 2814 Preventive Dentistry

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

Prerequisite Courses: 7315 and 7316

Course 2815 Biochemistry

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

Prerequisite Courses: 1707 and 1864

Course 2692 Periodontics I

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

Prerequisite Courses: 1707, 1864, and 1865

Course 2595 Patient Care I

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

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

Course 2817 Clinical Practice I

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

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

Course 2695 Biomaterials I

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

Prerequisite Courses: 1707, 7315, 1864, and 1865

LEVEL 3**Course 3546 Microbiology**

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

Prerequisite Courses: 2592, 2595, 2817, and 2815

Course 3622 Patient Care II

This course presents theory information related to dental hygiene care.

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

Course 3623 Clinical Practice II

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

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

Course 3548 Oral Pathology I

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

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

Course 3549 Radiology I

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

Prerequisite Courses: 1865, 2592, 2595, and 2817

Course 3744 Pharmacology I

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

Prerequisite Courses: 2592, 2815, 2595, and 2817

*Dental Hygiene cont'd***Course 3551 Biomaterials II**

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

Prerequisite Courses: 2595, 2817, and 2695

LEVEL 4**Course 4245 Pharmacology II**

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

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

Course 4246 Periodontics II

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

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

Course 4288 Patient Care III

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

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

Course 4289 Clinical Practice III

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

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

Course 4248 Community Dental Health I

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

Prerequisite Courses: 7316, 2814, 3622, and 3623

Course 4249 Dental Specialties

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

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

LEVEL 5**Course 5092 Patient Care IV**

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

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

Course 5093 Clinical Practice IV

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

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

Course 5075 Radiology II

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

Prerequisite Courses: 3549, 4288, and 4289

Course 5076 Community Dental Health II

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

Prerequisite Courses: 4248, 4288, and 4289

Course 5077 Professional Issues I

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

Prerequisite Courses: 7316, 4288, 4289, and 4248

LEVEL 6**Course 6043 Oral Pathology II**

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

Prerequisite Courses: 3548, 4245, 5092, and 5093

Course 6060 Patient Care V

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

Prerequisite Courses: 5092, 5093, and 5075

*Dental Hygiene cont'd***Course 6061 Clinical Practice V**

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

Prerequisite Courses: 5092, 5093, and 5075

Course 6045 Professional Issues II

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

Prerequisite Courses: 5092, 5093, 5076, and 5077

Course 6039 Community Dental Health III

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

Prerequisite Courses: 5092, 5093, 5076, and 5077

DENTAL RECEPTION

Program Length: Five months

Starting: September and February

Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

LEVEL 1**Course 1640 Anatomy and Physiology**

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

CAREER PROSPECTS

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

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

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

ADDITIONAL COSTS

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

Department Head — Susanne Sunell

Course 7272 Basic Dental Knowledge

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

Course 7273 Promoting Oral Health

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

LEVEL 2**Course 2961 Dental Office Systems**

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

Course 2962 Time Control Strategies

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

*Dental Reception cont'd***Course 2963 Conduct and Communication**

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

Course 2549 Appointment Control

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

Students participate in a dental office practicum in Level 2.

LEVEL 3**Course 1334 Telephone Communication**

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

Course 3716 Dental Office Computers

In this computer workshop course, dental reception students work individually at computer terminals, using the Dentrack II

software system. The emphasis is on daily dental office computer activities and reports, and month end procedures.

Course 3717 Innovations for the Dental Practice

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

Course 3718 Written Communication

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks, uniform and supplies — approximately \$300

Department Head — Sandra Bailey

DENTAL TECHNICIAN CO-OPERATIVE EDUCATION

Program Length: Three years

Starting: September/June (alternate years)

Certification: Diploma

PREREQUISITES

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

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

APPLICATION PROCEDURE

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

ABOUT THE PROGRAM

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

PROGRAM DESIGN**SEMESTER I (17 WEEKS)**

Professionalism I

Dental Science I

Complete Dentures I

Removable Partial Dentures I

SEMESTER II (17 WEEKS)

Professionalism II

Dental Science II

Fixed Prosthodontics I

Orthodontics I

SEMESTER III (8 WEEKS)

Complete Dentures II

Removable Partial Dentures II

Fixed Prosthodontics II

Orthodontics II

SEMESTER IV

Cooperative Work Experience I

SEMESTER V (17 WEEKS)

Business Management I

Complete Dentures III

Removable Partial Dentures III

Fixed Prosthodontics III

Orthodontics III

*Dental Technician Co-operative Education cont'd***SEMESTER VI (17 WEEKS)**

Dental Science III

Business Management II

Specialty Lab Practice I

Integrative Lab Practice

SEMESTER VII

Cooperative Work Experience II

SEMESTER VIII (4 WEEKS)

Business Management III

Specialty Lab Practice II

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$1500

Department Head — Jeanette McKay

DENTURIST**LEVEL 2 — 20 WEEKS**

Course 2822 Complete Dentures Construction

Course 2627 Complete Dentures — Theory 2

Course 2628 Complete Dentures — Immediate Dentures

Course 2629 Complete Dentures — Theory 3

Course 2630 Complete Dentures Maintenance

Course 1373 Complete Dentures — Theory 4

COMPLETE DENTURES - LAB AND CLINIC LEVEL 3 — 24.5 WEEKS

Course 3430 Complete Dentures — Laboratory Procedures 1

Course 3431 Complete Dentures — Clinical Procedures 1

Course 3439 Complete Dentures Maintenance — Laboratory Procedures 1

Course 3440 Complete Dentures Maintenance — Clinic Procedures 1

Course 3432 Complete Dentures — Theory 5 General Knowledge

Course 3441 Complete Dentures — Theory 6 (Clinical)

Course 3442 Complete Dentures — Theory 7 (Laboratory)

Course 3443 Complete Dentures — Theory 8 (Management)

LEVEL 4 — 36.5 WEEKS

Course 4291 Complete Dentures — Laboratory Procedures 2

Course 4292 Complete Dentures — Clinical Procedures 2

Course 4200 Complete Dentures Maintenance — Laboratory Procedures 2

Course 4201 Complete Dentures Maintenance — Clinic Procedures 2

Program Length: Two years

Starting: September (alternate years)

Certification: Diploma

PREREQUISITES

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

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

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

APPLICATION PROCEDURE

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

ABOUT THE PROGRAM

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

COMPLETE DENTURES — COMMON CORE**LEVEL 1 — 5 WEEKS**

Course 1761 Complete Dentures — Basic Lab Procedures

Course 1367 Complete Dentures — Theory 1

Denturist cont'd

PRACTICUM

LEVEL 5 — 12 WEEKS

Course 5094 Complete Dentures — Laboratory

Practicum

Course 5095 Complete Dentures — Clinical

Practicum

CAREER PROSPECTS

Graduates of the program will be prepared to sit the B.C. Dental Technician and Denturist Board Licensing Examina-

tion after completing one and one half years of work experience following the two-year in-school program. Graduates will be able to provide complete denture treatment that meets the technical, anatomical, biological, and physiological needs of the edentulous patient.

ADDITIONAL COSTS

Textbooks and supplies — approximately \$2400

Department Head — Jeanette McKay

CARING FOR THE MENTALLY FRAGILE ELDERLY (PART-TIME)

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

Starting: Contact Admissions for course schedule.

Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

LEVEL 1 — 4 WEEKS

Course 1901 Mentally Fragile Elderly 1

Course 1902 Mentally Fragile Elderly 2

Course 1687 Resident — Oriented Nursing Skills Theory

Course 1688 Resident — Oriented Nursing Skills

Practicum

Clinical Practice

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$84

Department Head — Shirley Simms

HOME SUPPORT AIDE UPGRADE (PART-TIME)

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

Starting: Contact Admissions for course schedule.

Certification: Certificate

PREREQUISITES

- Must be employed* as a Home Support Worker by a home support agency.
- *Proof of employment and statement of recommendation required
- A Safety Oriented First Aid Course must be successfully completed before the end of Level 1.

ABOUT THE PROGRAM

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

Course 7014 Home Support Aide — Roles and Responsibilities

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

Course 7015 Life Cycle and Body Functions

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

Home Support Aide Upgrade (Part-time) cont'd

Course 7016 * Personal Care and Hygiene — Lab Skills I

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

* Is a prerequisite for Course 7019

Course 7017 Nutrition

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

Course 7018 Health

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

Course 7019 Personal Care & Hygiene — Lab Skills II

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$100

Department Head — Shirley Simms

LONG TERM CARE AIDE UPGRADE (PART-TIME)

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

Starting: Contact Admissions for course schedule.

Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

LONG TERM CARE FACILITY REFERS TO:

- Intermediate and extended care facilities
- Rehabilitative centers.

LEVEL 1

Course 1430 Communications 1

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

Course 1431 Resident Centered Care Theory 1

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

LEVEL 2

Course 2405 Communications 2

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

Course 2406 Resident Centered Care Theory 2

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

LEVEL 3

Course 1343 Resident Centered Care Skills 1

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

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

*Long Term Care Aide Upgrade (Part-time) cont'd***Course 3377 Resident Centered Care Skills 2****Course 3438 Resident Centered Care Skills 3**

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

CAREER PROSPECTS

Graduates of the Long Term Care Aide Upgrade program may find employment in Long Term Care facilities such as per-

sonal, intermediate and extended care facilities, rehabilitation centres, mental health facilities, and private agencies involved in personal care in home settings.

ADDITIONAL COSTS

Textbooks and supplies — approximately \$125

Department Head — Shirley Simms

MEDICAL LABORATORY ASSISTANT

Program Length: Four months

Starting: September and January

Certification: Certificate

PREREQUISITES

- Grade 12 or acceptable equivalent.
- Successful completion of a language assessment approved by City Centre.
- Successful completion of a typing/keyboarding course (or a tested typing speed of 25 gross words a minute with fewer than 3 errors).
- Completion of the Campus Health Services medical questionnaire and submission of a negative Tb skin test or chest X-Ray report.

ABOUT THE PROGRAM

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

LEVEL 1**Course 7012 Foundations 1**

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

Course 7218 Foundations 2

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

LEVEL 2**Course 2964 Specimen Collection**

This course deals with the collection of laboratory specimens. Students learn theory and skills for all aspects of blood collection including an emphasis on venipuncture and microcollection. Skills in venipuncture are practised on classmates. Trouble shooting of difficult blood collection is addressed. Another aspect of this course is teaching students to provide patients with instructions for collecting other required specimens.

Course 2965 Specimen Handling and Distribution

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

Course 2944 Cardiology

This course looks at the anatomy and conductive system of the heart. This leads to an examination of the ECG equipment and components. Some aspects of interpretations and analysis are included. Care and maintenance of the electrocardiograph is studied along with the procedures.

LEVEL 3**Course 5065 Clinical Practice**

Students work both in private lab and hospital settings during this one month period, performing the functions of a medical laboratory assistant. The skills and knowledge of specimen collection, handling, and distribution are practised, as are those required to do an ECG. Optimal patient care, effective communication, professional conduct and adherence to high safety standards is stressed.

CAREER PROSPECTS

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

ADDITIONAL COSTS

Uniform textbooks and supplies — approximately \$350

Department Head — Shirley Simms

NURSING UNIT CLERK

Program Length: Six months

Starting: Generally three times yearly

Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

This is a 6 month certificate program. The primary areas of study are processing of laboratory, surgical, diagnostic and medication orders. Procedures for the admission and discharging of patients are also covered. Clinical assignments provide on the job experience.

LEVEL 1 — 12 WEEKS**Course 7309 Communication Skills for Nursing Unit Clerks**

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

Course 1750 Admissions, Transfers and Discharges

Performing a patient admission, transfer and discharge is the major emphasis of this course. Maintaining a patient's chart is also practiced.

Course 7310 Processing Laboratory Orders

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

Course 7311 Processing Medication Orders

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

LEVEL 2 — 8 WEEKS**Course 2969 Processing Surgical Orders**

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

Course 2970 Processing Diagnostic Orders

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

Course 2976 Nursing Unit Clinical 1

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

LEVEL 3 — 4 WEEKS**Course 3720 Nursing Unit Clinical 2**

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies; approximately \$206

Department Head: Shirley Simms

PRACTICAL NURSING

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

PREREQUISITES

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

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

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

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

ABOUT THE PROGRAM

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

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

All courses are presented in the form of learning packages or self-directed modules. Learning activities guide the student through each package/module. The teacher acts as facilitator

and expert to promote an environment conducive for learning through activities, such as guided discussion, debate, audio-visual presentation, and skill building exercises.

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

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

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

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

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

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

SEMESTER 1

Course 1600 Health 1 – Health Promotion/Prevention

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

Course 1601 Professional Growth 1

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

*Practical Nursing cont'd**Course 1602 Human Anatomy and Physiology*

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

Course 1603 Healing 1 – Health Promotion/Prevention

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

Course 1604 Human Relationships 1

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

Course 1605 Nursing Arts/Clinical 1

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

Course 1606 Practicum

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

SEMESTER 2

Course 2971 Health 2 – Gerontology

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

Course 2972 Healing 2 – Gerontology

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

Course 2973 Human Relationships 2

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

Course 2974 Nursing Arts/Clinical 2

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

Course 2975 Practicum

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

SEMESTER 3

Course 3724 Health 3 – Acute/Chronic Care

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

Course 3725 Healing 3 – Acute/Chronic Diseases

This course emphasizes the promotion of health and healing of individuals of all ages who enter the health care system with disruptions to one or more body systems. Management of care

Practical Nursing cont'd

requires the caregiver to have a holistic view of the body, mind, and spirit as dimensions of a person's being. By supporting a client's self-determination and self-care, the caregiver is placed in a role of resource person, facilitator/planner, advocate, and partner in the promotion of health and healing.

Course 3726 Professional Growth 2

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

Course 3727 Nursing Arts/Clinical 3

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

Course 3728 Practicum

This five-week practicum is intended to provide the student with a supervised experience which will enhance the learner's

ability to integrate theory to practice in caring for individuals of all ages in medical-surgical acute care settings. The choosing of selected clients should be based on the acuity and complexity of the client's situation. Students should care for clients whose outcomes are predictable and whose care requirements are routine and standardized. The distinct role of the practical nurse as a partner, assistant and a collaborator will be stressed.

Course 4331 Preceptorship

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Text books, supplies, uniforms — approximately \$800

Department Head — Pat Hartley

LICENSED PRACTICAL NURSE (REFRESHER PROGRAM)

Program Length: Six weeks

Starting: Generally twice yearly

Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

Prior to beginning the program, the student should review:

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

Licensed Practical Nurse (Refresher Program) cont'd

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

The student will need the following items during the program:

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

RESIDENT CARE ATTENDANT

Program Length: Six Months

Starting: September, February

Certification: Certificate

PREREQUISITES

- Grade 10 or acceptable equivalent.
- Completion of the campus Health Services medical questionnaire and submission of a negative Tb skin test or chest X-ray report.
- Completion and submission of a criminal records search.*

* In order to protect residents in facilities and those served by community agencies, prospective students are required to submit a criminal record search. Each applicant is responsible for any cost incurred. The policy on criminal record search, detailing guidelines used to screen records and consent forms, is available from the registrar.

ABOUT THE PROGRAM

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

LEVEL 1 — 9 WEEKS**Course 7319 Health 1: Lifestyle & Choices**

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

LEVEL 1 — 2 WEEKS**Course 1762 Nursing Theory Review****LEVEL 2 — 4 WEEKS****Course 2631 Nursing Skills — Laboratory****Course 2632 Nursing Skills — Clinical****CAREER PROSPECTS**

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$300

Department Head — Pat Hartley

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

Course 7320 Health & Healing 1: Concepts for Practice

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

Course 7321 Personal Care Skills

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

Course 7322 Work Role: Introduction to Resident Care Attendant Practice

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

Course 7323 Clinical 1

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

*Resident Care Attendant cont'd***LEVEL 2 — 7 WEEKS****Course 2978 Health 2: Lifestyle and Choices**

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

Course 2979 Health & Healing 2: Concepts for Practice

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

Course 2980 Healing 2: Personal Care Skills

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

Course 2981 Healing: Special Needs

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

Course 2982 Clinical 2

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

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

This clinical component takes place in an extended care facility. Six weeks of supervised experience provide students an opportunity to apply the knowledge and skills gained in the program as they relate to extended care.

Course 3732 Community

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks, uniforms and supplies — approximately \$300

Department Head — Shirley Simms

RESIDENT CARE ATTENDANT (E.S.L.)

Program Length: 8 months

Starting: January

PREREQUISITES

- Candidates should have completed grade 10 in their own country and be enrolled in English Advanced Level (KEC).
- Completion of the campus Health Services medical questionnaire and submission of a negative Tb skin test or chest X-ray report.
- Completion and submission of a criminal record search.*

*In order to protect residents in facilities and those served by community agencies, prospective students are required to submit a criminal record search. Each applicant is responsible for any costs incurred. The policy on criminal record search, de-

tailoring guidelines used to screen records and consent forms, are available from the registrar.

ABOUT THE PROGRAM

This program is a combined skills course and is patterned after our regular 6 months Resident Care Attendant program with an added E.S.L. component.

The faculty teaching in the program include both a care-giving skills instructor and an E.S.L. instructor.

CAREER PROSPECTS

Graduates may seek the same employment opportunities as those who graduate from the regular Resident Care Attendant program.

Department Head: Shirley Simms

TECHNICAL PROGRAMS

BUILDING SERVICE WORKER

Program Length: Three months
Starting: Three times per year
Certification: Certificate

PREREQUISITES

- Grade 10 or equivalent.
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray Report.

ABOUT THE PROGRAM

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

LEVEL 1 — 3 WEEKS

Course 1725 Light Housekeeping, Equipment and Supplies

Course 1726 Light Housekeeping (Practical)

LEVEL 2 — 4 WEEKS

Course 2683 Hospital Cleaning Procedures

Course 2604 General Housekeeping

Course 2605 Industry Practicum

LEVEL 3 — 5 WEEKS

Course 3447 Wood, Hard, and Resilient Floors and Finishes

Course 3449 Floor Cleaning Equipment

Course 3475 General Floor Maintenance (Practical)

Course 3476 Carpet Construction and Cleaning Equipment

Course 3477 Carpet Cleaning (Practical)

CAREER PROSPECTS

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

ADDITIONAL COSTS

Supplies — approximately \$125

Safety requirements: Janitorial work shoes (non-slip soles)

Department Head — John DenDaas

BUILDING SERVICE WORKER (E.S.L.)

Program Length: 5 months
Starting: Contact Admissions
Certification: Certificate

PREREQUISITES

- Lower Intermediate level of English language training.
- Completion of a medical questionnaire and submission of negative Tb test or chest X-ray.

ABOUT THE PROGRAM

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

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

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

LEVEL 1

Course 1725 Light Housekeeping, Equipment and Supplies

Course 1726 Light Housekeeping (Practical)

LEVEL 2

Course 2683 Hospital Cleaning Procedures

Course 2604 General Housekeeping

Course 2605 Industry Practicum

LEVEL 3

Course 3447 Wood, Hard, and Resilient Floors and Finishes

Course 3449 Floor Cleaning Equipment

Course 3475 General Floor Maintenance (Practical)

Course 3476 Carpet Construction and Cleaning Equipment

Course 3477 Carpet Cleaning (Practical)

CAREER PROSPECTS

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

ADDITIONAL COSTS

Supplies — approximately \$100

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

Dress: Comfortable, neat work clothing

Department Head — John DenDaas

COMPUTER GRAPHICS

Program Length: Two semesters — nine months total

Starting: September

Certification: Certificate

PREREQUISITES

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

APPLICATION PROCEDURE

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

ABOUT THE PROGRAM

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

FALL SEMESTER

Course 7178 Introduction to Computer Lab and Paint Software

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

Course 7179 Scanning Techniques

Students will learn to use the scanner as an input device. This involves sorting out the complexities of computer file formats,

and manipulating those files to maintain optimum halftone printing output. Scanned files become an important function in the study of more advanced applications.

Course 7219 Digital Drawing I

This course introduces students to digital drawing using one of the industry's top colour illustration applications. Topics include vector oriented drawing, masking, blending, compounding and the manipulation of text as a graphic object. This course includes two sub-sections (a) the creation and design of graphs (b) the basics of trapping and colour separation.

Course 2802 3D Modelling

This course provides students with the opportunity to create graphic illustrations in a three dimensional workspace. Students will learn the principles of building models, extruding text, altering surface properties, manipulating light sources and mapping the artwork.

SPRING SEMESTER

Course 7184 Desktop Publishing II

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

Course 2945 Presentation Graphics

In this course students will design and create a screen based (slide format) presentation from written text. Topics include production skills related to presentation consistency and colour connotations; and the translation of text into graphs, charts, diagrams, maps, and word slides. Students will also learn how to use transitions and build sequences that simulate animation.

Course 7393 2D Animation

This course provides students with an introduction to two-dimensional computer generated cell animation. Students will learn about character cloning, registration, motion paths, backgrounds and overlays. Animation files will then be enhanced with sound effects and recorded onto videotape.

Course 2946 Guided Independent Studies I

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

Course 2804 Portfolio Completion

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

Computer Graphics cont'd

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

CAREER PROSPECTS

Graduates should leave the program with a portfolio that includes laser prints (B&W, and colour), Linotronic output,

and 35mm high resolution slides. The program is designed to help prepare students for employment in the computer graphics industry.

ADDITIONAL COSTS

Books, supplies and printing — approximately \$800

Coordinator — Judy Roy

MACINTOSH MULTIMEDIA PROGRAM

Program Length: 2 months

Starting: Contact Admissions

Certification: Certificate

PREREQUISITES

- Grade 12 diploma or equivalent.
- Strong Macintosh skills with paint, draw, page-layout and image manipulation software.
- Training in the visual arts.

APPLICATION PROCEDURE

Applicants must make an appointment through Counselling for a personal interview with the Computer Graphics department head who will assess previous experience. Successful candidates will then apply through the Admissions Department.

ABOUT THE PROGRAM

This program is intended for individuals who wish to apply their creative expertise and computer knowledge to one of the newest and fastest growing communication industries — an industry commonly referred to as "Multimedia." The program, with its project-oriented curriculum, is designed to expose students to all facets of a multimedia project. Upon completion, graduates will be qualified for entry level positions in a multimedia production environment, and/or be able to use these skills in their employment speciality.

MULTIMEDIA BASICS

This foundation course introduces students to the elements, evolution, and market potential of multimedia. It covers the

impact of recent advances in technology. Students will be introduced to a number of 'authoring' software packages, completing assignments for each.

DESIGNING & PLANNING FOR DYNAMIC MULTIMEDIA

The unique challenges of interface design and project planning will be explored. Through guided independent projects, students will develop skills in conceptual design, creative and technical specifications, scripting and storyboarding.

MEDIA PRODUCTION

The tools and technology of multimedia production are considered in depth. Students will explore graphics, animation, photo, video and sound technology and apply these technologies to their individual projects.

MEDIA INTEGRATION AND TESTING

This course stresses the importance of the integration and testing stages of a multimedia project. Students will develop innovative solutions for common integration problems. Critiques will come from class discussions and from industry professionals.

ADDITIONAL COSTS

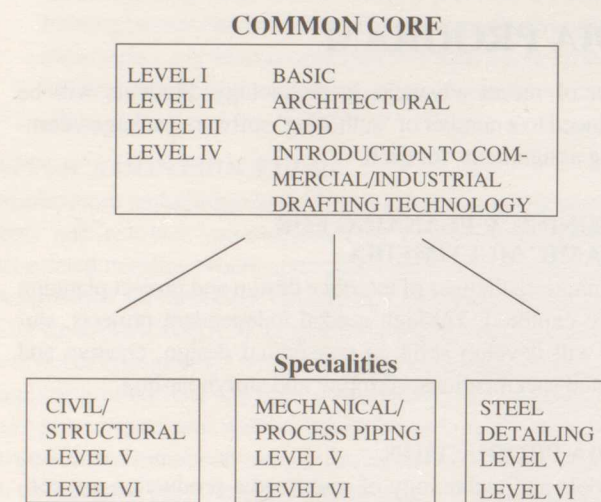
Textbooks and supplies — approximately \$250

Coordinator — Judy Roy

DRAFTING

ABOUT THE PROGRAMS

The first 6 months of each of the three drafting programs is identical and covers the study of concepts, techniques, and accepted practices in the drafting industry. Included in this section is the study of residential working drawings. Students are introduced to specialities in the introduction to Commercial/Industrial Drafting Technology Course. Computer aided drafting is also included in this section of the program.



NOTE

The speciality is chosen before commencing Level I through Level IV (Common Core). However, there is limited transferability to any of the three specialities based on space availability.

COMMON CORE

LEVEL 1 — 10 WEEKS

Course 1417 Basic Drafting

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

Course 1653 Basic Working Drawings

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

LEVEL 2 — 7 WEEKS

Course 2557 Introduction to Residential Architectural Drafting and Technology

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

Course 2153 Residential Working Drawings

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

LEVEL 3 — 4 WEEKS

Course 1542 Computer Aided Drafting

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

LEVEL 4 — 4 WEEKS

Course 4337 Introduction to Commercial/Industrial Drafting Technology

Introduction to commercial/industrial drafting technology is a preparation course for the speciality drafting programs. Students will become familiar with Architectural, Structural and Mechanical elements of project drawings. Emphasis will be placed on interpreting and recognizing symbols and conventions from a variety of drafting/engineering disciplines. Extensive applied math review will be undertaken during this course.

Students will examine the organization and presentation of existing drawings from intermediate size projects.

DRAFTING (CADD)

Program Length: One month

Starting: Periodically throughout the year

Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

COURSES

Course 1861 CADD Tech 1 (Autocad)

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$40

Department Head — Wayne Marshall

DRAFTING — ARCHITECTURAL, CIVIL, STRUCTURAL AND CADD

Program Length: 12 months

Starting: Twice yearly (April, September)

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

PREREQUISITES

Grade 12 or equivalent.

ABOUT THE PROGRAM

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

LEVEL 5 — 9 WEEKS (CIVIL)

Course 3366 Industrial Site Layout

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

Course 3369 Quantity Estimating

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

Course 3409 Alignment Detailing

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

Course 3410 Marine Facilities

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

LEVEL 6 — 16 WEEKS (STRUCTURAL)

Course 4157 Foundation and Ground Floor Systems

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

Course 4158 Concrete Suspended Floor Systems

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

Course 4159 Concrete Column and Beam Detailing

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

Course 4161 Quantity Estimating — Structural

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

Drafting — Architectural, Civil, Structural and CADD cont'd

Course 4177 **Steel Structures**

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

Course 5040 **Job Search Skills**

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

CAREER PROSPECTS

Graduates of the Drafting program may find employment in many areas of the architectural, construction and engineering

industry as team members in consulting engineering firms, architectural firms, municipal, provincial or federal offices, as well as in private industry. Graduates will work on a wide variety of structures and development.

ADDITIONAL COSTS

Textbooks and supplies — approximately \$245

Department Head — Wayne Marshall

DRAFTING — ARCHITECTURAL, MECHANICAL AND CADD

Program Length: 12 months

Starting: Once yearly (April)

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

PREREQUISITES

Grade 12 or equivalent.

ABOUT THE PROGRAM

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

LEVEL 5 — 14 WEEKS (MECHANICAL)

Course 3354 **Site Layout**

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

Course 3355 **Sorting Equipment**

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

Course 3356 **Transfer Equipment**

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

Course 3411 **Roller and Chain Conveyor**

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

Course 3358 **Belt Conveyors**

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

Course 3412 **Hoppers and Chutes**

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

LEVEL 6 — 11 WEEKS (PIPING)

Course 4150 **Process Flow Diagrams**

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

Course 4151 **Process Piping 1**

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

Course 4152 **Process Piping 2**

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

Course 3149 **Piping Isometrics and Spool Drawings**

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

Course 5040 **Job Search Skills**

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$245

Department Head — Wayne Marshall

DRAFTING — ARCHITECTURAL, STEEL DETAILING AND CADD

Program Length: 12 months

Starting: Once yearly (September)

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

PREREQUISITES

Grade 12 or equivalent.

ABOUT THE PROGRAM

This drafting speciality introduces the unique technical drawing realm of structural steel detailing. A variety of steel-framed structures will be broken down into components that can be transported from the fabrication plant for assembly at the erection site. During the last four months structural and geometric calculations will be used extensively in problem solving. Projects used will simulate "real world" structures. The first and last courses in this program include "Field trips" to steel fabrication plants.

LEVEL 5 — 11 WEEKS

Course 5103 **Structural Steel Properties and Fabricating Processes**

Students will be introduced to the unique properties of steel as a construction material as well as its availability in a wide variety of shapes and sizes. The use of equipment and machinery in fabrication of steel components will be explained. Following a visit to a fabrication plant, students will design their own basic "shops" using lecture notes and industry examples.

Course 5104 **Basic Steel Frame Detailing**

This course will provide students with a solid grounding in the fundamentals of steel detailing. Basic structural components such as beams and columns will be the main focus. Standard reference manuals will be used to design simple beam to column and beam to beam connections. The final project in this course is the drawing of a small commercial building and detailing its components.

Course 3361 **Geometry of Steel Structures**

Students are introduced to the type of calculations routinely used by detailers to solve geometric problems. First, the geometric layout of the structure is discussed, using several examples of braced frames, towers, trusses and the like. Then, the

focus switches to the geometry at the connections between the various members. Finally, steel stairways are laid out and their dimensions calculated.

Course 5105 **Applied Geometry**

Employing problem solving techniques learned in the previous course, students will lay out and dimension a series of braced-frame connections and stairways.

LEVEL 6 — 14 WEEKS

Course 6070 **Detailing Using Geometry**

This course consists of a major project which will apply principles and methods covered during the three previous courses. A large braced structure will be used as the detailing project.

Course 6071 **Heavy Steel Framing**

In this course students will detail their final major project. This is a large heavily-loaded structure that encompasses theory and drafting procedures covered to date. As well, several additional topics will be included: complex bracing connections, intermediate welding technology, moment connections and heavy framing connections.

Course 6072 **Steel Truss Detailing**

The student begins this course by making a geometric layout of a truss from structural engineering drawings. Complete detailing of the truss then proceeds from the layout. Much of this course deals with fabrication methods and terminology particular to truss manufacturing.

Course 5040 **Job Search Skills**

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$310

Department Head — Wayne Marshall

ELECTRONICS — BASIC

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

LEVEL 1 — 8 WEEKS

Course 1345 DC Circuit Analysis

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

Course 1164 AC Basics

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

Course 1346 Semiconductor Devices

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

Course 1172 Power Supplies

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

LEVEL 2 — 8 WEEKS

Course 2150 Bipolar Small Signal Amplifiers

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

Course 2331 Vacuum Tube and FET Small Signal Amplifiers

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

Course 2370 Operational Amplifiers

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

Course 2371 Power Amplifiers and Power Control

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

LEVEL 3 — 8 WEEKS

Course 3426 Digital Electronics

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

Course 3427 Microprocessors

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks, tools and supplies approximately \$500/Lab fee — \$60

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

Department Head — Karl Brown

ELECTRONICS (ESL)

Program Length: Nine months
Starting: Contact Admissions
Certificate: Certificate

PREREQUISITES

Candidates should have completed grade 12 in their own country and have an Upper Intermediate language placement (KEC) or equivalent. Applicants will be required to write a basic mathematics test.

ABOUT THE PROGRAM

This program will be of interest to those with a high degree of literacy and numeracy in their own language who wish to start a career in Electronics.

ELECTRONICS TECHNICIAN (COMPUTER OPTION)

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

LEVEL 1 — 8 WEEKS

Course 1840 Introduction to Computers

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

Course 1841 Computer Circuits

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

Course 1842 Microcomputer Construction

Students will plan, design, purchase the parts for, build and troubleshoot their own single-board microcomputer. Microcomputer Address, DATA and Control Bus operation will be examined as applied to I/O device interfacing and small memory systems. Machine language programming and bus cycles will be investigated.

Electronics ESL, "Combined Skills" program, integrates the Electronics Basic program with specialized English Language training geared for Electronics. The skills content of the program is identical to that of the Electronics Basic (Provincial Core) program, and an Electronics Basic certificate will be issued upon successful completion.

CAREER PROSPECTS

Graduates may seek employment, or proceed to any one of the "advanced" option programs described below.

ADDITIONAL COSTS

See Electronics — Basic

Department Head — Karl Brown

LEVEL 2 — 8 WEEKS

Course 2676 Computer Video Circuits

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

Course 2677 Mass Storage Devices

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

Course 2678 Advanced Topics I

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

LEVEL 3 — 8 WEEKS

Course 3531 Operating System

In this course, the advanced commands of the MS-DOS operating system are presented. Labs include Debugging at the assembly, and/or compiled, and/or interpreted language level. Other popular operating systems such as Windows and Novell will be investigated depending on current industry requirements. Network operating systems and interconnection will be examined.

Course 3532 Structured Troubleshooting

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

Electronics Technician (Computer Option) cont'd

Course 3533 Advanced Topics II

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

CAREER PROSPECTS

Completion of Electronics Basic and the Computer Option prepares graduates for positions as entry level Electronic Technicians with special emphasis on microcomputer systems repair and maintenance. Skills acquired will include: installation, maintenance, troubleshooting and repair of a wide variety of personal computers and associated peripherals; use of diag-

nostic software to isolate hardware and software problems; installations and use of various application software; installation and configuration of networking software; and the production of industry standard documentation.

ADDITIONAL COSTS

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

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

Department Head — Karl Brown

ELECTRONICS TECHNICIAN (CONSUMER OPTION)

Program Length: Six months

Starting: Once yearly

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

Course 1671 **Audio Systems**

Course 1672 **Radio Systems**

Course 1673 **Video Systems**

Course 1674 **Video Cassette Recorders**

Course 1675 **Personal Computers and Software**

Course 1676 **Cable & Satellite Software**

Course 1677 **Alarm Systems**

Course 1678 **Structured Troubleshooting**

Course 1679 **Customer Relations and Job Search**

CAREER PROSPECTS

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

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

ADDITIONAL COSTS

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

Department Head — Karl Brown

ELECTRONICS TECHNICIAN (TELECOMMUNICATIONS OPTION)

Program Length: Six months

Starting: Three times per year

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

LEVEL 1 — 8 WEEKS

Course 1703 **Microprocessors & Microcomputers**

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

Course 1704 **Video and Video Display Terminals**

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

Course 1705 **Digital Communications I**

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

LEVEL 2 — 8 WEEKS

Course 9006 **Amplitude Modulation (AM) Radio**

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

Course 5017 **Frequency Modulation (FM) Radio**

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

Course 5018 **Antennas and Transmission Lines**

Antenna theory, calculations, and design are introduced, along with the related concepts of impedance matching, standing

waves, and radio wave propagation. In the lab, Time Domain Reflectometry will be explored.

Course 5045 **Very High Frequency (VHF) Radio**

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

LEVEL 3 — 8 WEEKS

Course 3400 **Communications Systems I and**

Course 3401 **Communications Systems II**

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

Course 1706 **Digital Communications II**

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

Course 4115 **Telephone Carrier Systems**

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

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

Department Head — Karl Brown

ELECTRONICS PART-TIME (CREDIT)

BASIC ELECTRONICS (PART-TIME)

Program Length: 10 months (14 hours/week)
Starting: Generally September
Certification: Certificate

PREREQUISITES

Grade 12 or equivalent.

ABOUT THE PROGRAM

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

ADVANCED ELECTRONICS (PART-TIME)

Program Length: 10 months (14 hours/week)
Starting: Generally in September
Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

Department Head — Karl Brown

EMPLOYMENT & EDUCATIONAL ACCESS FOR WOMEN (EEAW)

Program Length: 15 weeks
Starting: Contact Admissions
Certification: Certificate

PREREQUISITES

All applicants must attend an information session scheduled by the College.

RECOMMENDED CHARACTERISTICS

You must be self motivated and reliable. You should have a genuine interest in learning about all occupations, enthusiasm for learning in general, and a willingness to try new and different things.

ABOUT THE PROGRAM

The Employment and Educational Access for Women program gives women information and hands-on experience exploring careers in trades, technical fields, and small business. EEAW will help students prepare for employment or select appropriate training. Through a process of exploring the student's own interests and by assessing opportunities in the labour market, graduates will be able to make informed career and training choices.

SELF DISCOVERY & ESTEEM BUILDING

Designed to promote the process of self discovery, this course will focus on developing self-awareness, self-acceptance, personal power, and taking responsibility.

COMMUNICATING EFFECTIVELY

The focus on this course is on improving verbal and non-verbal communication skills in everyday life situations. Included are assertion techniques, effective listening and speaking, speaking before a group, and non-verbal communications.

EFFECTIVE PROBLEM SOLVING

This course will assist the student to improve problem solving and decision making skills through the application of a variety of techniques. Each student will learn her 'preferred' problem solving approach and how to apply alternative approaches to problem-solving.

OPTIONS FOR SELF-EMPLOYMENT

A home-based business is a viable alternative to working for an employer. This course will provide basic information on how to start and succeed in a home-based business.

ASSESSMENT AND CAREER OPTIONS

This course is designed to assist the student in gathering and evaluating the information needed to set realistic career goals. Students will have the opportunity to use assessment tools, previous experiences and information gathered through personal interviews.

MAKING CAREER DECISIONS & ACTION PLANS

This course is designed to assist the student in setting goals and designing action plans to implement those goals.

WORK PLACEMENT

This is a full-time, on the job, career exploration for the student. This process will be repeated three times during the program.

INDIVIDUAL PROJECT

Students will conduct individual work in an area decided upon by the student and the instructor.

Coordinator — Jerome Schatten

GRAPHIC ARTS — PRINTING PRODUCTION

Program Length: Ten months
Starting: September, October, November, December
Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

The ten month Graphic Arts Printing Production program is structured in eight levels; each of which comprises one or more courses. Each course is sequenced to facilitate the use of instructional equipment, continuity of subject matter and evaluation of the students' progress.

This program provides an opportunity to acquire the basic skills and related knowledge necessary to enter the graphic arts field of employment through exposure to the following areas: Typesetting/Typography; Electronic PrePress; Image Assembly/Platemaking; B/W Camera; Colour Image Assembly; Scanner; Press/Bindery and Production Planning, Estimating and Sales Co-ordinating.

Students will receive an orientation to the program and to College facilities. Textbooks and tools are to be purchased by each student when indicated by the instructor during the program.

The 25 hours of instruction, plus 5 hours of supervision by the Technical Assistant includes classroom and shop activities. The necessary theoretical knowledge is integrated with the practical activity. An extensively equipped shop area is used to provide suitable learning outcomes and work environment for this training.

Students will also take part in a variety of on-site tours of local graphic arts production plants and will be involved in group demonstrations conducted by guest lecturers from the industry. Job search skills training will also be provided.

LEVEL ONE

Course 7373 Commercial Typesetting/Typography I

Electronic typesetting and page layout are introduced using Macintosh computers and laser printers. The course is "hands-on" in orientation with the students using FreeHand, Page-Maker, MS Word and MacPaint on projects of increasing complexity. No previous computer experience is assumed; however, keyboarding skills are an asset.

LEVEL TWO

Course 7370 Black and White Camera

Course 7375 Film Assembly I/Platemaking

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

Image Assembly/Platemaking provides an introduction to two main areas: production of camera-ready-mechanical artwork and image assembly and platemaking. Students will acquire the basic knowledge, skills, care and precision which will prepare them for the Film Assembly II course. Subjects covered in this course include contacting film, working with screen tints, using halftones and duotones, breaking for colour at the film stage and other procedures. The course is of a practical nature with the students undertaking hands-on projects in layout, design, pasteup and platemaking.

LEVEL THREE

Course 7202 Press/Bindery

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

LEVEL FOUR

Course 7198 Production Planning/Estimating

This course introduces the student to the terminology of the trade and the concepts behind the step-by-step procedures used for planning and executing printing jobs. The student will select and order materials and acquire the ability to choose the appropriate production schedule to complete the printing job assignments. Manual and computer assisted estimating are introduced.

LEVEL FIVE

Course 7376 Commercial Typesetting/Typography II

Course 7377 Electronic Prepress (Basic)

In this course the students will learn commercial typesetting utilizing a Macintosh with a colour monitor, with output to laser printers and a Linotronic 300 Imagesetter. Commercial Typesetting II includes the FreeHand, Quark XPress and Adobe Illustrator applications. Ads, brochures and rule forms are created. Electronic Typesetting/Prepress (Basic): this course introduces the student to the terminology of the trade and the concepts behind the step-by-step procedures used in the PrePress area. Topics include: electronic image scanning; typesetting; gradations; trapping; colour separation; screen angles; registration; image assembly; and film output. It also offers hands-on experience with Illustrator and Adobe Photoshop.

LEVEL SIX

Course 7378 Pasteup

Course 7379 Film Assembly II(Colour Stripping)

Course 7380 Colour Reproduction/Scanner

This paste-up course is designed to give the students experience in preparing artwork for four colour process printing through to the camera-ready stage. Film Assembly (Colour Stripping) provides extensive experience in the use of the four

Graphic Arts - Printing Production cont'd

colour process. Students will learn to strip four colour separations, match colour with angled screen tints, make composite negatives, do intermediate stripping and run the step-and-repeat machine. Colour Reproduction (Electronic Dot-Generated Scanning) will introduce the students to a variety of uses of the computerized scanning system. Topics covered are scanner design, output, linearization and functional description, pre-operational set-up and the production of four screened colour separations. In Applied Colour Reproduction, the student will integrate the theory and practical experience gained through earlier exercises and undertake a major project.

LEVEL SEVEN*Course 7291 Lithopress I**Course 7292 Lithopress II**Course 7293 Lithopress III**Course 7242 Bindery*

Lithopress I will re-introduce the students to the basic theories and practical applications on the small presses (10x15 single colour and 11x17 two colour Hamada Offset Press) as well as expanding on the methods and procedures of printing duotones, four colour process, eight page signatures, running varied stocks and sizes on the single colour presses (L-125C Harris) with an emphasis on safety, quality and production to industry standards. Students produce both projects and live work. Lithopress II has been designed to enable the students to gain knowledge in the practical application of working on larger printing presses (19x25 single colour Harris Offset Press). The students begin with printing single colour material, progressing to duotones and finally to four colour process printing. In the Lithopress III course, the students expand on the knowledge acquired in Lithopress II by applying the theoretical and practical applications to a large press format (24x29) single colour Harris Offset Press.

The Bindery course will enable the student to gain additional skills in the folding, gathering, stitching and trimming, as well as basic bindery techniques. In addition, students learn to set-up, fold and maintain a full sized folding machine used to fold flat-sheet material for multi-page books.

LEVEL EIGHT*Course 7225 Manual Estimating**Course 7226 Computer Assisted Estimating**Course 7227 Production Planning**Course 7228 Printing Sales/Co-ordinating*

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

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

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

In Printing Sales/Co-ordinating, the students develop their customer relation skills while developing a sound management base for production planning. Content of the course covers advertising, marketing, promotion and sales techniques, achieving positive results, building enthusiasm and overcoming customer resistance. Guest speakers from the printing industry will provide industry views on current product knowledge and sales.

CAREER PROSPECTS

After ten months of full-time training in the Graphic Arts program, graduates may seek employment in the Graphic Arts Industry in a wide variety of job categories such as Junior Estimators, Junior Production Planners, Junior Printing Sales/Co-ordinators, Typesetting/Electronic Prepress, Litho-Prep, Camera/Scanner, and Press/Bindery workers.

ADDITIONAL COSTS

Materials and Tools: \$160.00

Textbooks: \$200.00 approx.

Department Head — Doug Gordon

JEWELLERY ART AND DESIGN

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

Starting: September

Certification: Diploma

PREREQUISITES

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

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

The review will be followed by a personal interview.

ABOUT THE PROGRAM

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

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

FALL SEMESTER YEAR 1*Course 7174 Metal Techniques 1*

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

Course 7175 Gemology 1

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

Course 7176 Design & Drawing 1

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

Course 7177 History of Art 1

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

SPRING SEMESTER YEAR 1*Course 2928 Metal Techniques 2*

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

Course 2929 Gemology 2

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

Course 2930 Design and Drawing 2

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

Course 2931 History of Art 2

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

Course 2932 Display Project

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

*Jewellery Art and Design cont'd***FALL SEMESTER YEAR 2****Course 3673 Metal Techniques 3**

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

Course 3674 Guided Studies 1

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

Course 3675 Gemology 3

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

Course 3676 Design and Drawing 3

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

Course 3677 History of Art 3

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

Course 3678 Business Management

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

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

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

Course 4312 Guided Studies 2

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

Course 4313 Gemology 4

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

Course 4314 Design and Drawing 4

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

Course 4315 History of Art 4

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

Course 4316 Computer Graphics

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

Course 4317 Diploma Project

Through this final project, the graduating student will be given freedom to work in the techniques of their choice. A general theme will be given by the instructor. From there on, the

Jewellery Art and Design cont'd

student will set his/her own criteria, and work on an individual basis. All students will be expected to set up their own displays for the graduation exhibit. This display will be viewed as part of the project.

CAREER PROSPECTS

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

Graduates should be able to set up their own studio-workshop or find employment as jewellery designers, gold or silver-

smiths, stone setters, lapidary stone cutters, and jewellery store owner/managers.

ADDITIONAL COSTS

Textbook and supplies — approximately \$1650

Coordinator — Maciej Walentowicz

ART & DESIGN FOUNDATION COURSE

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

PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

Program Length: 180 hours plus Final Assignment

Starting: Contact the Program Development & Staff Training department at Vancouver Community College — City Centre for a schedule.

Certification: Certificate or Diploma depending on courses completed and employment status.

PREREQUISITES

Candidates must be formally accepted into the Provincial Instructor Diploma Program and satisfy the following basic requirements:

- Have completed British Columbia Grade 12 or its equivalent including proficiency in the English language.
- Be currently employed as a full-time or part-time instructor in a public or private setting.
- Be able to provide evidence of competency in their professional content area.

To be formally accepted in the program, candidates must complete the Employer Recommendation form and an Admission to the Instructor Diploma form obtainable from the Program Development & Staff Training department.

Applicants who are not currently employed as instructors may be admitted to the program if they meet the other admission requirements, and if they can provide evidence of related work experience that would qualify them to be eligible for employment as instructors in their specialty areas. However, applicants who are not presently employed as instructors must note that they will not be able to complete the Major Assignment required for the Provincial Instructor Diploma until such time as they are employed as instructors.

Individuals who are not presently employed as instructors may request the Vancouver Community College — Train the Trainer Certificate through City Centre upon completion of courses ID 101, ID 102A, and ID 104A. If, after completing these courses plus the remaining courses in the Provincial Instructor Diploma Program (ID102B, ID103, and ID104B) individuals are still not employed as instructors, they may apply for the Vancouver Community College Instructor Training Certificate, also through City Centre.

ABOUT THE PROGRAM

The Provincial Instructor Diploma Program encompasses two fundamental and interrelated components:

- 1) the development of instructional competencies in the design, management and evaluation of effective learning activities; and
- 2 the development of a foundation for continuing professional growth by individuals involved in instruction.

COURSES

Course 1729	ID 101 — Instructional and Curriculum Design
Course 1730	ID 102A — Elements of Instruction Part A
Course 1731	ID 102B — Elements of Instruction Part B
Course 1732	ID 103 — Use and Design of Instructional Media
Course 1733	ID 104A - Evaluation of Learning and Instruction Part A
Course 1734	ID 104B — Evaluation of Learning and Instruction Part B
Course 2612	Major Assignment

Provincial Instructor Diploma Program cont'd

Courses may be taken in any sequence but it is recommended that ID 101 be the first course if possible. The Major Assignment can only be taken by Diploma students on the successful completion of the other six courses listed.

Courses are offered throughout the year at various locations throughout the province.

Courses are offered on a weekend, evening, day and full-time summer school basis to accommodate individual requirements.

Department Head — Robert Aitkin

For more information Contact Program Development and Staff Training at 443-8424

DIPLOMA IN ADULT EDUCATION

Program Length: There are eight courses in this program. Each course is 30 hours in length with the exception of the Practicum which is 3 weeks in length.

Starting: For a schedule of start dates, contact the Program Development and Staff Training Department at Vancouver Community College – City Centre.

Certification: The Diploma in Adult Education is awarded upon completion of the program.

PREREQUISITES

Candidates must meet the same entrance requirements as candidates entering the Provincial Instructor Diploma Program. Some of the courses in the Diploma in Adult Education have as prerequisites, courses in the Provincial Instructor Diploma Program.

ABOUT THE PROGRAM

The Diploma in Adult Education is designed for people who have taken the Provincial Instructor Diploma Program and wish to continue with the study of adult education. Courses in both diplomas are transferrable to a Bachelor of Education (Adult Education Route) offered in British Columbia by the University of Alberta. Block transfer credit of 30 credits is available for graduates of both diplomas to the University of Alberta E.Ed. program. These courses are also transferrable to other university programs. Contact the Program Development and Staff Training Department at VCC – City Centre for more information.

COURSES

Course 2983 **ID 301 – Contexts for Curriculum and Instruction**

Course 2984 **ID 302 – Introduction to Development Psychology**

Course 2985 **ID 303 – Microcomputers in Education**

Course 2986 **ID 304 – Educational Leadership**

Course 2987 **ID 305 – Effective Communication Skills for Educators**

Course 2988 **ID 306 – Effective Instructional Strategies with Adult Learners**

Course 2989 **ID 390 – Practicum (3 week placement)**
Option **You may select one from a number of options including courses such as Effective Instructional Strategies with ESL Learners and the Native Adult Learner.**

Courses may be taken in any sequence. They are offered at various locations around the province.

Courses are offered on a part-time basis, weekends and evenings. They are also offered on a full-time basis during summer sessions.

For information: Contact the Program Development and Staff Training Department at VCC – City Centre at 443-8424.

BACHELOR OF EDUCATION DEGREE (ADULT EDUCATION ROUTE)

Vancouver Community College and the University of Alberta are cooperating to bring a Bachelor of Education (Adult Education Route) to British Columbia. This four year degree program came about as a result of adult educators requesting university credit for the Provincial Instructor Diploma Program and their trades or technology training and experience.

This four year degree program consists of four components as follows:

Component One: Students may receive up to one year of university credit for their training and experience in their field of practice.

Component Two: Participants complete the Provincial Instructor Diploma Program and the Diploma in Adult Education or equivalent programs.

Component Three: Consists of ten University of Alberta Adult Education courses delivered here in British Columbia.

Component Four: Consists of ten non-education university transfer courses which may be taken from any recognized college.

Courses are offered at different locations around the province on a part-time basis.

For more information, contact the program Development and Staff Training Department at VCC – City Centre at 443-8424.

TOURISM & HOSPITALITY PROGRAMS

CHINESE CUISINE

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

LEVEL 1 — 12 WEEKS

- Course 7212 **Stir-fry, Pan-fry, Deep-fry (Basic)**
 Course 7213 **Boil, Braise and Steam (Basic)**
 Course 1455 **Use of the Wok**
 Course 1589 **Introduction to Chinese Cuisine Cookery Utensils and Equipment**
 Course 7210 **Preparation of Meat and Poultry (Basic)**

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

LEVEL 2 — 12 WEEKS

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

CAREER PROSPECTS

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

ADDITIONAL COST

Uniform and supplies — approximately \$120

Department Head — Condly Leung

VIETNAMESE CUISINE

Program Length: 3 months on a part-time basis
 Starting: Contact Admissions
 Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

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

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

LEVEL 1

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

LEVEL 2

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

Vietnamese Cuisine cont'd

LEVEL 3

Course 3711 **Preparation of Meat, Poultry and Seafood (Advanced)**

Course 3712 **Cooking Methods (Advanced)**

Course 3713 **Preparation of Soups and Sauces (Advanced)**

Course 3714 **Dessert Cookery**

CAREER PROSPECTS

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

ADDITIONAL COST

Supplies — \$120

Department Head — Condly Leung

BAKING AND PASTRY ARTS

Program Length: 10 months

Starting: Quarterly (September, January, and April)

Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

LEVEL 1 — 15 WEEKS

Course 1000 **Hard rolls and Sweet Yeast Dough Products**

Course 1013 **Theory of Baking and Demonstration 1**

Course 1019 **Breads**

LEVEL 2 — 12 WEEKS

Course 2291 **Puff Pastry and General Baking**

Course 2014 **Theory of Baking and Demonstration 2**

Course 2619 **Pies, Tarts, Cookies, Quick Bread and Savoury Products**

LEVEL 3 — 16 WEEKS

Course 3007 **Theory of Baking and Demonstration 3**

Course 3011 **Cake Baking**

Course 3262 **Cake Decorating and Wedding Cakes**

Course 3263 **French Pastries and Chocolate**

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and Supplies — approximately \$100

Uniform deposit — \$50

Department Head — George Rudolph

BAKING AND PASTRY — APPRENTICE

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

Starting: Contact Apprenticeship Branch

Certification: Contact Apprenticeship Branch

PREREQUISITES

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

ABOUT THE PROGRAM

The Baking and Pastry — Apprentice program is designed for people currently working in the baking industry. The program

consists of three one-month training sessions over a three-year period.

A list of courses is available from the Counselling department.

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and Supplies — \$60

Uniform deposit — \$50

Department Head — George Rudolph

BAKING ASSISTANT (E.S.L.)

Program Length: Seven months

Starting: Contact Admissions for schedule

Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

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

LEVEL 1

Course 1998 **Sanitation and Hygiene**

Course 7134 **Bread and Buns**

Course 7135 **Danish & Croissants**

Course 7136 **Sweet Dough & Doughnuts**

Course 7137 **Oven Work 1**

Course 7138 **Wrapping and Packaging**

LEVEL 2

Course 2893 **Pastry and Savoury Goods**

Course 2894 **Shop Maintenance**

Course 2895 **Cookies/Squares**

Course 2896 **Pastries**

Course 2897 **Theory**

Course 2878 **Oven Work 2**

Course 2857 **English Language Training**

Course 2899 **Practicum and Job Search Skills**

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$60

Uniform deposit — \$50

Department Head — George Rudolph

BAKING AND PASTRY — UPGRADE

Program Length: One to four months depending on specialty selected

Starting: Continuously

Certification: A citation is granted upon completion of each level

PREREQUISITES

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

LEVEL 1 — 4 WEEKS

Course 1753 **Assorted Breads**

Course 1754 **Assorted Hard Rolls and Sweet Yeast Dough Products**

LEVEL 2 — 4 WEEKS

Course 2618 **Pies, Tarts, Cookies and Savoury Products**

Course 2298 **Puff Pastry and General Baking**

LEVEL 3 — 7 WEEKS

Course 3489 **Cake Baking**

Course 3268 **Cake Decorating**

Course 3490 **French Pastries**

Course 3491 **Chocolate Work**

Course 3492 **Marzipan Work**

LEVEL 4 — 1 WEEK

Course 4184 **T.Q. for Baking Certificate**

ABOUT THE PROGRAM

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies approximately — \$100

Uniform deposit — \$50

Department Head — George Rudolph

CULINARY ARTS

Program Length: 12 months
Starting: Monthly
Certification: Certificate

PREREQUISITES

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

ABOUT THE PROGRAM

During the first four months, studies will include the preparation of salads, sandwiches, vegetables, deep fried foods, break-fast, grills, roasts, sauces and simple desserts.

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

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

Students who wish to leave the program after the first four months may request a certificate in "Cooking — Core and Short Order", or they may wish to continue for another four months and complete "Cooking — Institutional and Camp" and request this certificate. Only students completing the entire 12 months will receive the "Culinary Arts" certificate.

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

LEVEL 1 COOKING CORE AND SHORT ORDER

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

LEVEL 2 COOKING — INSTITUTIONAL AND CAMP

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

LEVEL 3 COOKING — A LA CARTE AND BANQUET

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and Supplies — approximately \$250
Uniform deposit — \$50
Department Head — Graham Pepper

CULINARY ARTS — APPRENTICE

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

Starting: Contact Apprenticeship Branch

Certification: Contact Apprenticeship Branch

PREREQUISITES

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

ABOUT THE PROGRAM

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

COURSES

A description of courses is available from the Counselling department.

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$60

Apprentices are to provide and care for their own uniform.

Department Head — Graham Pepper

COOKING (ESL)

Program Length: Ten months

Starting: Contact Admissions for schedule

Certification: Certificate

PREREQUISITES

- Completion of Lower intermediate level or higher as tested at Vancouver Community College — King Edward Campus.
- Completion of a medical questionnaire, and submission of a negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM

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

LEVEL 1

- Course 7139 **Safety, Sanitation & Equipment**
Course 7140 **Basic Food Service Skills**
Course 2951 **Basic Cold Kitchen**
Course 3657 **Baking and Desserts 1**
Course 3658 **Egg and Breakfast Cooking / Hot Sandwiches**

- Course 4293 **Vegetable and Starch Cooking 1**
Course 4294 **Meat and Poultry Cooking 1**
Course 4295 **Seafood Cooking 1**
Course 4296 **Stocks, Sauces and Soups 1**

LEVEL 2 COOKING — INSTITUTIONAL AND CAMP

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

E.S.L.

English Language Training
Industry Practicum and Job Search Skills

CAREER PROSPECTS

Graduates may find employment in institutions, restaurants, cafeterias, and fast food operations. Students receive thorough professional training in breakfast, lunch and dinner cooking. This program covers both Core and Short Order Cooking and Camp and Institutional Cooking. The rapidly expanding hospitality industry is always looking for trained employees in the cooking field.

ADDITIONAL COSTS

Textbooks and supplies — approximately \$150
Uniform deposit — \$50
Department Head — Graham Pepper

DINING ROOM AND LOUNGE SERVICE — BASIC

Program Length: 3 months (Basic)
Starting: September and January *see below
Certification: Certificate

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

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

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

LEVEL 1 — 12 WEEKS

Introduction to Hospitality
Sanitation, Safety and Hygiene
Customer Relations
Food and Beverage Equipment
Basic Cash Procedures
Service Procedures
Menu Terminology
Host and Hosting
Bar Service and Preparation

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$65
Department Head — Stephen Stafford

DINING ROOM AND LOUNGE SERVICE — ADVANCED

Program Length: 3 months
Starting: September and January *see below
Certification: Certificate

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

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

Opening and Closing Procedures
Service Procedures 2
Menu Terminology
Wine and Wine Service
Bar Service and Preparation 2
Host and Hosting 2
Communication Skills
Job Search Skills

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and Supplies — approximately \$65
Department Head — Stephen Stafford

FOOD AND BEVERAGE MANAGEMENT

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

PREREQUISITES

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

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

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

ABOUT THE PROGRAM

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

SEMESTER 1

Sanitation Management

The student will study the causes of food poisoning, and learn the principles of food protection, pest control, and housekeeping schedules and controls. Foodsafe Level I and Foodsafe Level II Advanced will be completed in this course. First Aid and fire prevention are also included in this course.

From Tourism to Tourist

This course provides the student with an introduction to the tourism industry. Emphasis will be placed on the tourism products of B.C., hospitality development potential, hospitality language and terminology, structure and organization of the industry, revenues and costs, and the legal aspects of the industry. Students will be able to identify tourism's role in the economy, the scale, impact and major sectors of the tourism industry.

Business Communications 1

This is an applied writing course concentrating on writing effective letters and memos. Selected topics and case studies are used to assist students in developing the skills necessary for successful management communication in the hospitality and tourism industries.

Managing Service

In this course, the student will learn the concepts of guest service for the food and beverage industry. Selected topics include American and French service, facility layout and design, planning staff schedules, quality control and customer satisfaction.

Introduction to Data Processing

Upon completion of this course, the student will have skills in data processing principles, and be able to apply these principles in industry. The major functions of data processing will be illustrated and practised with a microcomputer operating interactively. Students will be able to achieve basic computer literacy and be able to use DOS and WordPerfect.

Accounting 1

This course provides students with a foundation in accounting. It permits persons with little or no accounting background to become familiar with the techniques of working through the full accounting cycle. Students develop skills in both the theoretical and practical application of accounting. Topics include: accounting as an information system, introduction to accounting theory, income measurement, traditional record-keeping procedures, the accounting cycle, special journals, cash and investments.

Introduction to Marketing

This course is designed to involve the students in a detailed study of basic marketing functions and their impact on the hospitality industry. Students will develop proficiency in marketing research, product planning, selection of trade channels, merchandising, advertising, sales promotion and salesmanship. Marketing of consumer goods as well as industrial goods will be covered.

Beverage Operations

Operating the bar and lounge is an essential part of any food and beverage establishment. In this course the students will examine the areas of bar layout and design, B.C. Liquor Act, liquor classification and the manufacture of spirits, wine and beer. In addition, students will develop practical skills in preparation of cocktails, using proper pouring techniques, garnishing drinks, creating mixes and setting up the bar. "Serving It Right" is also included in this course.

Rooms Division Operations

The procedures used in hotel front office operations are explored in this course. The student will develop basic competency in the areas of front desk design and location, check-in/check-out procedures, reservation systems, cash and credit, form designs and how they are used, equipment and materials.

Food and Beverage Management cont'd

The people side of front office procedures is also examined; with emphasis on guest services, the psychology of dealing guests, rooms salespersonship, and the handling of customer complaints.

SEMESTER 2**Computers in Business**

The objective of this course is to provide students with an opportunity to learn more enhanced features of WordPerfect and to understand and use Lotus 123 spreadsheet applications. Students will gain a specific understanding of the use of spreadsheets and a general understanding of computerized financial applications in the tourism and hospitality industry.

Human Relations in Tourism

Through role-play, theory and practical application, the students will develop interpersonal communication skills. Instruction is targeted at the supervisory level and includes conflict resolution strategies, techniques for dealing with other cultures, customer complaints, stress and time management.

Human Resources Development in Tourism

This course is designed to provide the student with the planning and administrative skills to perform personnel related functions. Included in the course are the principles of recruiting, hiring, orientation, training, performance appraisal and guidance and termination.

Food and Beverage Cost Controls

The student will learn to take charge of the complexities of controlling foods, beverages, labour, and sales income. Covers standards determination, the operating budget, and income cost control, as well as control systems, the basics of computers and applications in planning and control functions.

Managing Conventions

This course defines the scope of the convention market, including discussion of associations, corporations, and types of meetings held. The student will learn to plan, manage, service and sell conventions. The student will also be introduced to catered functions and special events, meeting technology, and the organization of ancillary conferences and convention activities.

Principles of Financial Controls in Tourism

Students will become familiar with the theory and application basics of financial recording, reporting and control. Students will learn the concepts of how financial information may be used in making business and operating decisions. Attention is given to costs and controls, employee scheduling, payroll, loss prevention, accounting applications, financial statements, cash credit transactions, basic financial planning.

Supervisory Leadership in Tourism

This course is designed to increase students' supervisory skills. Students will develop confidence in performing supervisory roles. Each student will practice taking on responsibilities, motivating staff and negotiating. Students will become familiar with leadership styles, leadership development, role-modelling, team-building, group dynamics, and dealing with organizational change.

Menu Designs and Planning

The purpose of this course is to prepare students to design a usable a la carte menu for a restaurant. Using knowledge acquired in previous courses and using French terminology, the student will produce a menu consisting of three appetizers, two soups, three salads, six entrées and three desserts. The menu must have eye appeal, proper recipes, food descriptions and include a selling price to reflect a reasonable profit.

SEMESTER 3**Dining Room Operations**

Upon completion of this course the student will be able to identify and properly apply menu types, design and terminology, cutlery uses, French menu terminology, types and order of service including French, Russian, banquet and beverage service, stock control and cash control.

Food Production Principles

All Food and Beverage Management students spend a total of two months in the kitchen. Under the instruction of a chef, students will learn and practise the principles of food preparation, including the preparation of meats, poultry, fish, hot and cold sauces and desserts.

Service Procedures II

The student will develop service skills during the lunch and evening service at J.J.'s Dining Room. The student will take on the responsibilities of host, bar manager, maitre d', or wine steward. Advanced tableside service, such as presenting flambe dishes, carving and deboning will be practised. Emphasis will be placed upon the integration of skills, presentation and the taking on of responsibility.

Wine/Wine Service

Restaurant patrons are becoming increasingly aware of the importance of wine to a full dining experience. This course will introduce the student to wine classifications and wine regions of the world. Wine service and customs, tasting and appreciation will also be included.

Advance Bar/Mixology

The student will build on the skills learned in Semester One. The student will focus on the production and classification of brandies and liqueurs and the preparation of flaming cocktails.

Food and Beverage Management cont'd

Much of this course will take place in J.J.'s restaurant and adjoining pub. Advanced principles of mixology and bar service, the classification of alcoholic and non-alcoholic beverages, liquor regulations and inventory control will be applied. Purchasing, receiving and storage are also covered.

Practicum

The student will have the opportunity to practice the management skills learned during the program, usually in an outside food service operation. Although duties will vary according to the practicum placement, in general, the student will be expected to organize table reservations, supervise dining room service and operation, perform closing duties, side duties and cash out procedures. The student will also handle complaints and practise marketing techniques.

Bar Supervision and Management

The student will use his/her knowledge from the bar and wine courses to supervise other students preparing drinks, taking bar inventory and ordering and receiving alcoholic beverages and bar supplies. The student will also learn how to prepare a cocktail/wine list and how to calculate which prices reflect suitable profits.

Dining Room Supervision

The student will learn to supervise the actual operation of J.J.'s Dining Room. The student will supervise the flaming of des-

serts and coffees, table-side preparations (e.g. filleting sole, cutting a rack of lamb, chateaubriand or Beef Wellington). As supervisors, students will be responsible for making table plans, section plans, menu rotation, taking reservations and doing bank deposits. Assigning job duties and making out requisitions for restaurant supplies are also included in this program.

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and Supplies — approximately \$1200

Uniform deposit — \$50

Department Head — Stephen Stafford

FOOD AND BEVERAGE SERVICE (E.S.L.)

Program Length: 8 months

Stating: September

Certification: Certificate

PREREQUISITES:

- E.S.L. Language Level, Lower Intermediate or Equivalent.
- Completion of a Medical questionnaire and submission of a negative Tb skin test or X-ray report.

WHO IS THE PROGRAM FOR?

The E.S.L. Food and Beverage Service Program is designed to teach service techniques for Dining Rooms and Lounges to students who want employment in the Hotel/Restaurant Industry.

ABOUT THE PROGRAM

The program blends English Language instruction with Practical training in Basic Dining Room Service (Lunch), Advanced Dining Room Service (Dinner), Bartending and Wine Service, Menu Terminology, Sanitary Food Handling and Job Search Skills. In the beginning there is more emphasis on English Language Training for the Hospitality Industry and at the end of the program there is a greater focus on practical service skills.

PROGRAM TIMES

The students will attend class in the first 3 months in the daytime from 8:30 a.m. to 3:00 p.m. In the last five months the class will split and students will be required to perform evening service. A sample schedule follows:

September – November (3 Months)	December – April (5 months)
8:30 a.m. – 3:00 p.m.	1/2 Class Lunch Service 9:30 – 1:30
	All Class Lecture 2:00 – 4:00
	1/2 Class Dinner Service 4:30 – 8:30

LEVEL 1**Customer Relations****Food Safe Level I****Food and Beverage Equipment****Basic Cash Procedures****Service Procedures (Lunch)****Menu Terminology (Lunch)****Hosting**

Food and Beverage Service (E.S.L.) cont'd

LEVEL 2

Bar Service and Preparation

Mixology

Wine and Wine Service

LEVEL 3

Service procedures II (Dinner)

Menu Terminology II (Dinner)

Opening and Closing Procedures

Hosting II

Bar Service and Preparation II

Resume and Job Search Skills

Basic Computer Applications

Communications Skills

CAREER PROSPECTS

After completing this program students may find employment as Servers, Cashiers, Hosts, Room Service Attendants and

Bartenders in Restaurants, Hotels, Convention and Banquet Facilities, Night Clubs and Resorts.

ADDITIONAL COSTS

Textbooks and Supplies — approximately \$100

Uniform Requirements — Black Shoes and Slacks (skirt), White Shirt, Bow Tie.

Department Head — Stephen Stafford

Students wishing to enrol in the 12 month Food and Beverage Management program will be given credit for approximately 3 months of the program.

Please contact Stephen Stafford, Department Head, for further information (443-8476).

HOSPITALITY ADMINISTRATION

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

PREREQUISITES

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

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

RECOMMENDED CHARACTERISTICS

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

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

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

ABOUT THE PROGRAM

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

SEMESTER 1

Business Communication 1

This is an applied writing course concentrating on writing effective letters and memos. Selected topics and case studies are used to assist students in developing the skills necessary for successful management communication in the hospitality and tourism industries.

Introduction to Data Processing

Upon completion of this course, the student will have skills in data processing principles, and be able to apply these principles in industry. The major functions of data processing will be illustrated and practised with a microcomputer operating interactively. Students will be able to achieve basic computer literacy and be able to use DOS and WordPerfect.

Hospitality Administration cont'd

Accounting 1

This course provides students with a foundation in accounting. It permits persons with little or no accounting background to become familiar with the techniques of working through the full accounting cycle. Students develop skills in both the theoretical and practical application of accounting. Topics include: accounting as an information system, introduction to accounting, theory, income measurement, traditional record-keeping procedures, the accounting cycle, special journals, cash and investments.

Introduction to Marketing

This course is designed to involve the students in a detailed study of basic marketing functions and their impact on the hospitality industry. Students will develop proficiency in marketing research, product planning, selection of trade channels, merchandising, advertising, sales promotion and salesmanship. Marketing of consumer goods as well as industrial goods will be covered.

Beverage Operations

Operating the bar and lounge is an essential part of any food and beverage establishment. In this course the students will examine the areas of bar layout and design, B.C. Liquor Act, liquor classification and the manufacture of spirits, wine and beer. In addition, students will develop practical skills in preparation of cocktails, using proper pouring techniques, garnishing drinks, creating mixes and setting up the bar. "Serving It Right" is included in this course.

Rooms Division Operation

The procedures used in hotel front office operations are explored in this course. The student will develop basic competency in areas of front desk design and location, check-in/check-out procedures, reservation systems, cash and credit, form designs, equipment and materials. The people side of front office procedures is also examined, with emphasis on guest services, the psychology of dealing with guests, rooms salesmanship, and the handling of customer complaints.

Human Relations in Management

This course provides the student with an understanding of human resource management concepts on a theoretical and practical level. Special emphasis is placed on recruitment and selection, employment equity, job descriptions, job specification, job analysis, performance appraisal, training and development, human rights and employment standards and quality of working life.

Business Mathematics

This course is a review of the basic mathematics applicable to business and industry. The student will develop skill in solving practical financial and mathematical problems encountered in business. Emphasis will be placed upon relevant problems

involving retail operations, discounts, simple and compound interest and annuities.

Career Passport of Hospitality and Tourism Experiences

During the first month of Term 1, Year 1, each student will receive a "Career Passport of Hospitality and Tourism Experience" in which practical industry work experience will be recorded. The objective of recording work experience is to ensure that each student has a minimum of 500 hours of proven work experience in the industry prior to graduation. Some credit may be given for work experience prior to registering at VCC – City Centre. While no grade is assigned to this practicum, work experience must be successfully completed in order to obtain the program diploma.

SEMESTER 2

Business Communications 2

In this course, report design techniques are added to the skills the students developed in Business Communications in semester one. Students write several types of informational, periodic and analytical reports designed to meet specific management needs.

Computers in Business

The objective of this course is to provide students with an opportunity to learn more enhanced features of WordPerfect and to understand and use Lotus 123 spreadsheet applications. Students will gain a specific understanding of the use of spreadsheets and a general understanding of computerized financial applications in the tourism and hospitality industry.

Accounting 2

This course builds on the skills acquired in Accounting 1. Topics include inventory, long-lived assets, liabilities, forms of business organizations, cash-flow and working capital analysis, manufacturing accounting, management accounting, consolidated statements, analysis of financial statements and price level changes.

Rooms Division Operation 2

Understanding the terminology, workings and fundamental procedures of a Housekeeping Department in the lodging industry is essential in Hospitality Administration. The student will become fully conversant with the terminology, techniques and forms used in Housekeeping. The student will be able to write a critical path for the control and to design and carry out personnel functions in a Housekeeping Department.

Front Office Accounting

This course allows students to develop skills in all aspects of front office accounting. Topics include: initial setting up of guest accounts, posting procedures and correction, settling accounts and night audit procedures. The student will first be instructed in the manual system followed by demonstrations on mechanical and electronic systems.

*Hospitality Administration cont'd***Food Operations**

The student will acquire the basic skills of food preparation in this course. A firm foundation will be established for the advanced skills taught in the second year. Students will learn to operate kitchen equipment safely, apply sanitation procedures, read, follow and prepare recipes, classify and prepare soups, stocks, sauces, fish and shell fish, meat, poultry, vegetables and egg dishes.

Public Speaking

To be effective in oral and written communication is essential at all levels of management. This course provides students with an opportunity to develop the public speaking and written communication skills required by industry. Students will explore narrative, descriptive, persuasive and demonstrative speaking styles. In addition, students will have an opportunity to develop and practice interviewing techniques and create a resume.

Food and Beverage Management

This course covers the theoretical application of food service management through lectures, assignments and seminars. Students develop theoretical competency in the elements of management, training, personnel management, menu making, purchasing requirements for food service systems, various types of restaurants (specialty, fast food, dining rooms, etc.) payroll systems, catering establishments, merchandising and promotional techniques.

SEMESTER 3**Food and Beverages Cost Control**

In this course students will explore the internal controls and information systems used in food and beverage operations. The students will develop the techniques of effective purchasing, receiving and production control; sales control; food and beverage cost calculation; and the utilization of the sales mix. Emphasis is placed upon interpretation of data for effective and profitable decision making. Labour cost control methods are explained and discussed.

Labour Relations

The labour relations process within the hospitality industry is examined in this course. Students develop a solid appreciation of issues commonly found in the collective bargaining process and why labour and management behave as they do. Topics range from the historical evolution of Canadian unionism, the impact of trade unions on the hospitality sector, collective bargaining and labour-management relations, to existing labour legislation, mediation and arbitration.

Business Statistics

This course provides students with an introduction to statistics and how they apply to the hospitality industry. There is major emphasis on descriptive statistics, including survey planning,

questionnaire design, numerical and graphical presentation of data, measures of central tendency and dispersion. Students are given an introduction to statistical inference through sampling, confidence intervals, hypothesis testing and linear regression. Particular emphasis is placed upon managerial applications in industry.

Food and Beverage Practicum 1

This course emphasizes the application of theory in practical laboratory sessions that take place in a public dining room. Areas covered include serving, cashiering, hosting, bartending and food preparation. Students rotate through various stations in the kitchen; short order, meats, fish and shellfish, vegetables, salads, soups, stocks, and sauces.

Convention Management

This course defines the scope of the meeting market, including discussion of associations, corporations, and types of meetings held. The student will learn to plan, manage, service and sell meetings. The student will also be introduced to catered functions and special events, meeting technology and the organizations of ancillary conferences and convention activities.

Economics

The major economic influence examined is the product and resource market. Students will develop skills in analyzing supply and demand, how production costs vary and how prices are determined in various market structures. In addition, resource allocation and economic policy implications are explored.

SEMESTER 4**Engineering and Capital Expenditures**

The modern hospitality manager needs to understand the key components of maintenance and the decision-making process to make a repair or replace decision. Systematic problem solving techniques, budgeting and capital expenditure planning and cost-benefit analysis of repair or replace decisions are examined.

Management Principles

This course provides the student with background on how to apply the effective use of resources to make and implement decisions, utilizing specific management tools. The key areas of time management, strategic planning, organizational design, queuing theory, productivity improvement and supervisory training will be examined. Theoretical overviews will be supplemented with practical applications, wherever possible, utilizing actual practical examples from the students' experiences.

Business Law

This is a condensed course aimed at acquainting the Hospitality Administration student with a basic knowledge of Canadian law. Topics covered include: the legal system, contracts, torts, sale of goods and consumer protection, secured transactions

Hospitality Administration cont'd

and creditor's remedies, employment law, business organizations, negotiable instruments, real estate and administrative law.

Food and Beverage Practicum 2

Students concentrate upon the application of theory in practical laboratory sessions in a public dining room. Areas covered include serving, cashiering, hosting, bartending and food preparation. Students rotate through various stations in the kitchen; short order, meats, fish, shellfish, vegetables, salads, soups, stocks and sauces.

Marketing and Sales

The Marketing and Sales course provides students with the skills required to apply the fundamentals of marketing to the hospitality, tourism and food service industry. Market segmentation, analysis and trend projection, market research and product strategy are explored. During the Sales portion of this course, emphasis will be placed on product positioning, setting up the sales office, development of sales tools and brochure advertising, promotions, public relations, in-house sales, external sales, sales planning, media planning and budgeting.

Hospitality Management Accounting 3

In this course students will prepare, interpret and analyze balance sheets and profit and loss statements; ratio analysis, budgeting and forecasting; feasibility studies, financing and cash-flow; cost-volume-profit analysis; investment decision-making. Constant emphasis will be placed on how these accounting areas impact on the hospitality industry.

Organizational Behaviour

This study of Organizational Behaviour assists students in developing an understanding of the concepts that either influence or are influenced by people in the hospitality sector. The course focuses on micro and macro factors such as organizational structure, technology and environment, group dynamics and behaviour, leadership, conflict resolution, power, politics, values and attitudes, perception, stress and personality theory and motivation.

Directed Studies

This course provides students with an opportunity to explore an area of particular interest to them. Students pick a project that is related to the Hospitality Industry and, under the guidance and tutelage of their chosen faculty member, will prepare a thesis or alternate type of report on their chosen subject. Students are expected to utilize and demonstrate knowledge, skills and understanding gained from the courses previously taken.

Tour Operations

This course covers tour operations, including packaging and marketing of tours, product descriptions, bookings — meals and rooms, policies, guarantees, etc. In addition to examining the development of tours generally, the student will also be introduced to the needs of tour operations for specific ethnic groups.

Industry Practicum

Successful completion of 500 hours of related industry work, undertaken during the course of studies in the Hospitality Administration program, is required for granting of a diploma. The completion of the "Career Passport of Hospitality and Tourism" experience and acceptance by the invigilating member of faculty is required for this credit.

CAREER PROSPECTS

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

ADDITIONAL COST

Textbooks and supplies — approximately \$1,800

Department Head — Dave Donaldson

RETAIL MEAT PROCESSING

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

LEVEL 1

Course 7095 **Sanitation and Safety**
Course 7099 **Beef Cutting**

LEVEL 2

Course 2867 **Pork Cutting**
Course 2868 **Chicken, Lamb and Veal Cutting**
Course 2937 **Retail Beef Cutting**
Fish Cutting and Merchandising
Course 7103 **Customer Service**
Course 2869 **Meat Merchandising**
Course 7042 **Practicum**

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$180
Uniform deposit — \$50

Department Head — Doug Mauger

RETAIL MEAT CUTTING — APPRENTICESHIP

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

A list of courses is available from the Counselling Department.

CAREER PROSPECTS

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

ADDITIONAL COST

Text — approximately \$50

Uniform deposit — \$50

Department Head — Doug Mauger

SAUSAGE MAKING AND SMOKED MEATS

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

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

LEVEL 1

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

LEVEL 2

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

CAREER PROSPECTS

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

ADDITIONAL COST

Text and supplies — approximately \$150
Uniform Deposit — \$50

Department Head — Doug Mauger

TOURISM PROFESSIONAL PROGRAMS

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

PREREQUISITES

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

ABOUT THE PROGRAM

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

The Tourism & Hospitality Centre at Vancouver Community College — City Centre is pleased to be a partner with the Pacific Rim Institute of Tourism (PRIT) in tourism education and the drive to increase professionalism in the tourism industry. PRIT recognizes the Supervisory Development and Supervisory Specialty courses as a program that, with appropriate specialty training and experience, will lead to association membership and professional credentials. These recognized creden-

tials are offered through a new industry association, the Association of Tourism Professionals (ATP). For further information, contact the PRIT Director of Memberships Services, (604) 682-8000.

CORE COURSES

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

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

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

Food and Beverage
Rooms Division
Marketing and Sales
Accounting and Finance

Tourism Professional Programs cont'd

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

CAREER PROSPECTS

Graduates will be able to apply for supervisory positions in various tourism and hospitality areas of employment, e.g. hotels,

restaurants, tourism marketing agencies, motels, food and beverage operations, cruise lines, etc., in the areas in which they have specialized.

ADDITIONAL COSTS

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

Contact Jackie Sandy, Tourism and Hospitality.

TRAVEL AGENT

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

PREREQUISITES

- Grade 12 Diploma or equivalent.
- Keyboarding skills.
- Basic geography recommended.

ABOUT THE PROGRAM

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

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

LEVEL 1

Course 7027	Introduction to the Tourism/Travel Industry*
Course 7285	Destinations 1*
Course 7286	Travel Tourism Components*
Course 7090	Introduction to Air Travel*
Course 2967	Introduction to Airline Reservation Computer Training
Course 7028	Communications

LEVEL 2

Course 7026	Package Tours
Course 7091	Domestic Airline Tariffs and Ticketing
Course 2966	Cruises
Course 2968	Destinations 2
Course 7093	Basic Airline Reservation Computer Training I

LEVEL 3

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

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies — approximately \$294

Coordinator — Jackie Kinnersley

PROGRAMS FOR STUDENTS WITH DISABILITIES

Applicants to the following programs must have difficulties with learning and would benefit from, and be comfortable in, an alternative learning environment for students with disabilities. Students with disabilities who do not require such an

environment are encouraged to contact *Services for Students With Disabilities* in the Counselling Department for counselling and support in traditional programming.

BUILDING SERVICE WORKER (EXTENDED)

Program Length: Six months
Starting: Twice yearly
Certification: Certificate

PREREQUISITES

- Satisfactory completion of screening interview and hands-on assessment. There is no minimum education standard. The ability to read and write would be an asset.
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

RECOMMENDED CHARACTERISTICS

Applicants must be highly motivated to work, have a working knowledge of spoken English and be able to use public transportation independently.

ABOUT THE PROGRAM

This specialized program prepares students with disabilities to gain employment in the building service industry. Students have the opportunity to develop their practical skills to a level of competency acceptable by the industry. Graduates will find employment opportunities in offices, schools, shopping malls,

warehouses, supermarkets, restaurants, hotels, transportation centres, hospitals, and private homes.

LEVEL 1

Course 1727 **Light Housekeeping**

LEVEL 2

Course 2606 **General Housekeeping**
Course 2607 **Work Experience in Industry**
Course 2608 **Review and Assessment**

LEVEL 3

Course 3478 **Types of Floors and Finishes**
Course 3479 **Floor Maintenance (Practical)**
Course 3480 **Carpet Cleaning Equipment**
Course 3481 **Carpet Cleaning (Practical)**
Course 2607 **Work Experience in Industry**
Course 3482 **Final Review and Assessment**

ADDITIONAL COSTS

\$125 for supplies and fees over and above tuition fees.

Department Head — John DenDaas

CAREER AWARENESS

Program Length: 10 months
Starting: September
Certification: Certificate

PREREQUISITES

- Interview with the Counsellor for Students with Disabilities followed by an interview with two members of the Career Awareness program. Applicants must have difficulties with learning and be comfortable in an alternative learning environment for students with disabilities.
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray are required.

RECOMMENDED CHARACTERISTICS

Applicants must be highly motivated to work, have a working knowledge of spoken English and be able to use public transportation independently.

ABOUT THE PROGRAM

The program provides a supportive environment where students explore employment options, increase their level of job

readiness, gain practical experience in community work settings and set work-related goals.

The training needs of the student are provided through a wide range of experiences including life skills, generic work skills, specific skill training, employment counselling and community work experiences. Reading skills are not required.

The program consists of approximately 26 weeks of classroom and 15 weeks of supervised community work experiences matched to the student's interests and abilities.

LEVEL 1

Course 1884 **Grooming and Hygiene**
Course 1885 **Safety**
Course 7124 **Introduction to Work**
Course 1504 **Communication Skills 1**
Course 2709 **Assertiveness 1**
Course 7121 **Tai Chi**
Course 2711 **Stress Management 1**
Course 7122 **Employee Behaviours 1**

Career Awareness cont'd

Course 7123 **Work Experience 1**
Course 7125 **The Employment Process**

LEVEL 2

Course 2877 **Employee Behaviours 2**
Course 2878 **Interview skills 2**
Course 2879 **Time Management**
Course 2880 **Vocational Finances**
Course 2714 **Self-Protection**
Course 2881 **Legal and Human Rights**
Course 2882 **Communication Skills 2**
Course 2883 **Stress Management 2**
Course 2884 **Assertiveness 2**
Course 2885 **Decision Making**

Course 2886 **Human Sexuality**
Course 2887 **Community Resources**
Course 2763 **Job Search**
Course 2888 **Work Experience 2**
Course 2889 **Work Experience 3**
Course 2890 **Work Experience 4**
Course 2891 **Work Experience 5 (optional)**

CAREER PROSPECTS

Graduates of the program will be prepared to enter into further education for skill training, competitive employment, supported work options or a volunteer placement.

Department Head - Holly Cole

FOOD SERVICE CAREERS

Program Length: 10 months
Starting: September
Certification: Certificate

PREREQUISITES

- All students will have an initial assessment of learning skills and career interests.
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest X-ray report.

ABOUT THE PROGRAM

The Food Service Careers program prepares adults with disabilities for entry-level employment in various sectors of the hospitality industry. The structure of the program is flexible and provides opportunities for integration into regular programs where possible.

Students will first receive instruction in a core set of courses applicable to all areas of the hospitality industry. These courses will instruct students to:

- apply food handlers' regulations;
- maintain personal appearance and hygiene;
- demonstrate satisfactory work habits, including regular attendance and punctuality;
- use hand tools and kitchen equipment safely.

A student who successfully completes the core courses will participate in a hands-on career exploration in one or more of

the following areas: Baking; Culinary Arts; Dining Room and Lounge Service; and Food Service Assistant. Student integration into career programs will be determined by the results of the career exploration, the student's identified career objective, and space availability.

COURSES

Course 7162 **Introduction to Food Service Assistant**
Course 1885 **Safety**
Course 1998 **Sanitation and Hygiene**
Course 1418 **Communication/Customer Relations**

(These four courses are introduced and taught in the first month of the program. Progress through each of these courses will depend upon the abilities of each individual student.)

Course 2901 **Food Service Careers (Advanced)**

CAREER PROSPECTS

Graduates may find entry-level employment in all areas of the hospitality industry.

ADDITIONAL COSTS

Textbooks, Supplies, Tool and Textbooks for individual career path — \$50

Uniform deposit — \$50

Laundry Fee — \$10 per month

Coordinator — Sherry Rutledge

JOB READINESS

Program Length: Three to ten months depending on course selected.

Starting: September, January, April

Certification: not applicable

PREREQUISITES

- Interview with the Counsellor for Students with Disabilities. Applicants must have difficulties with learning and be comfortable in an alternative learning environment for students with disabilities. Some courses may require an assessment by the instructor to determine whether the course is suitable for the applicant.

ABOUT THE PROGRAM

The Job Readiness program is designed for students with a disability who wish to establish and/or upgrade pre-vocational skills that would enhance entry into further education or employment.

There are several part-time courses available. Students may enroll in more than one course at a time.

COURSES

Reading for Independence (6 hours a week)
Being with People (5 hours a week)
Relationships and You (5 hours a week)
Human Sexuality (5 hours a week)
Introduction to Microcomputers (10 hours a week)

The courses take into account the needs of the individual and the benefits of group involvement and peer instruction. Depending on the course, students will use educational software to learn through computer assisted instruction. Audio-visual materials are used extensively. Students are also involved in role plays, demonstrations, hands-on experience, group discussions, and field trips.

Department Head — Holly Cole

OFFICE CORE SKILLS

Program Length: 10 months

Starting: September

Certification: Certificate

PREREQUISITES

- Interview with the Counsellor for Students with Disabilities followed by an interview with two members of the Office Core Skills program. Applicants must have difficulties with learning and be comfortable in an alternative learning environment for students with disabilities.
- Previous career exploration which supports a decision to undertake skills training in the clerical field is required. All applicants will be assessed on reading ability, clerical knowledge and previous career exploration. A minimum of a grade five reading level is desired.

RECOMMENDED CHARACTERISTICS

Applicants must be highly motivated to work, have a working knowledge of spoken and written English and be able to use public transportation independently.

ABOUT THE PROGRAM

The program prepares students with disabilities for entry level employment as a junior clerical workers.

The program consists of approximately 28 weeks of classroom and 13 weeks of supervised community work experiences matched to the student's interests and abilities.

LEVEL 1

Course 1884 **Grooming and Hygiene**
Course 7214 **Introduction to Clerical Careers**
Course 7164 **Effective Communication 1**
Course 7165 **Assertiveness 1**

Course 7166 **Stress Management 1**
Course 7122 **Employee Behaviours 1**
Course 7216 **The Employment Process**
Course 7215 **Keyboarding and Computer Basics**
Course 7170 **Alpha-Numeric Filing**
Course 7171 **Mail Preparation and Distribution**
Course 7172 **Photocopying**
Course 7173 **Office Equipment and Resources**

LEVEL 2

Course 2920 **Employee Behaviours 2**
Course 2921 **Effective Communication 2**
Course 2922 **Assertiveness 2**
Course 2923 **Stress Management 2**
Course 2924 **Interview Skills**
Course 2925 **Advanced Keyboarding**
Course 2926 **Filing Systems**
Course 1334 **Telephone Communication**
Course 2763 **Job Search**
Course 2927 **Work Experience 1**
Course 2888 **Work Experience 2**
Course 2889 **Work Experience 3**

ELECTIVES COURSE

Course 7343 **Basic Business Communications**
Course 7344 **Basic Business Math and Machines**

CAREER PROSPECTS

Graduates will be prepared to pursue further education and skill training and/or competitive employment in the public and private sectors.

Department Head — Holly Cole

AWARDS, BURSARIES AND SCHOLARSHIPS

ALUMNI ASSOCIATION BURSARIES

Two awards of \$500 are provided to students in any full-time program. These bursaries are to be awarded on the recommendation of the Financial Aid Advisor on the basis of need. They should be awarded to those students most urgently requiring assistance to continue their education.

ALUMNI ASSOCIATION SCHOLARSHIP

The Vancouver Community College Alumni Association provides scholarships of \$300 to be awarded for academic excellence and contribution to the College/Campus. Students who apply for this award must have a G.P.A. (of at least) 3.0.

THE MARGARET ANDERSON AWARD

One award is provided annually, as interest on the fund permits, to Printing Production students in the final levels of their program. Students must be achieving and performing well in the program and demonstrate financial need.

THE B.C. BAKERS' ASSOCIATION AWARDS

Awards are available annually to recognize promising students enrolled in the full-time Baking programs at City Centre. The awards are \$300. Selection is based on achievement, need and the recommendation of the Department Head.

B.C. LIONS SOCIETY BURSARIES FOR DISABLED STUDENTS

Four awards are available annually. These awards should cover tuition. A student must be a resident of B.C., have a developmental or physical disability. Students in Career Awareness will have first access to this award.

THE B.C. TELEPHONE COMPANY

This fund offers five \$250 achievement awards to City Centre students every third year. Students must demonstrate high overall performance. Open to students in any program area, the funds may be used as either bursaries or scholarships.

BAKERY, CONFECTIONERY AND TOBACCO WORKERS' INTERNATIONAL UNION AWARD, LOCAL #468

This provides an annual bursary of \$200 and a trophy to a City Centre Baking student. Recommendations for the award will be made by the Department Head and selection will be based on satisfactory achievement and performance.

RITA BEDARD SCHOLARSHIP FUND

A scholarship fund has been established to honour the memory of Rita Bedard, a former Student Services Assistant in the City Centre Counselling department. The award is available to a student in the final level of his/her program. Eligibility will be based on academic achievement and financial need.

DON BELLAMY AWARD

This award is granted annually to a student graduating from the Food and Beverage Management Program. Selection is based on academic achievement and financial need.

HAZEL BEZEAU ENDOWMENT FUND

To honour the memory of a founding member of the Canadian Association of Medical Transcriptionists, funds have been donated by the Association and Mr. Bezeau for a bursary for Medical Transcriptionist students.

FRANK BOUTILIER AWARD

Two bursaries of \$250 have been made available by the family of Frank Boutilier, former Department Head of the Building Service Worker Program. These bursaries are offered to the students in the "special needs" Building Service Worker Program.

C.K.N.W. ORPHAN'S FUND BURSARY

The C.K.N.W. Orphans' Fund was set up to provide Bursaries to assist single parents at Vancouver Community College. Satisfactory progress and financial need will be the determining factors. The amount of each Bursary can be up to \$400. In exceptional circumstances slightly larger bursaries may be possible.

BRITISH COLUMBIA CHEFS' ASSOCIATION

Secondary school students whose Cooking instructors are members of the B.C. Chefs' Association may apply through their instructors for B.C. Chef Association Scholarships. These scholarships, amounting to approximately three months' tuition fees, are offered to students proceeding into a Food Trades program at any post-secondary institution.

BRITISH COLUMBIA DENTAL HYGIENISTS' ASSOCIATION AWARDS

The BCDHA Clinical Scholarship of \$200 will be made annually to a Dental Hygiene student who, at the completion of the first year course of study, has demonstrated proficiency in clinical dental hygiene and who is a student member of the BCDHA. The scholarship will be made on the recommendation of the faculty.

The BCDHA SCHOLARSHIP of \$200 will be awarded annually to a Dental Hygiene student who has obtained a good academic record during the first year course of study and who is a student member of the BCDHA. This scholarship will be made on the recommendation of the faculty.

THE JOAN VORIS AWARD for Clinical Excellence of a gold BCDHA logo pin with a one point diamond and appropriately engraved will be awarded to the graduating Dental Hygiene student who has demonstrated the highest clinical proficiency and who is a student member of the BCDHA. This prize will be made on the recommendation of the faculty.

AWARDS, BURSARIES AND SCHOLARSHIPS

THE BCDHA STUDENT TABLE CLINIC AWARD,

the amount to be determined on an annual basis, shall be presented to the BCDHA student member(s) selected, provided that there are at least two table clinics presented by Dental Hygiene students.

KARL BROWN ENDOWMENT FUND

This endowment is awarded to a student in Electronics on the basis of hard work, achievement and financial need.

THE BUSINESS DEPARTMENT ENDOWMENT FUND

From this fund bursaries are provided annually for Business Department students. The awards will be based on achievement, need and the recommendation of the Department Head.

CANADIAN HOSPITALITY FOUNDATION MERIT AWARD

The foundation provides for a merit award of \$250 to a student in the second year of the Hospitality Administration Program. Selection will be made by the faculty based on leadership, professional promise and ability to get along with others.

THE CANADIAN NATIONAL RAILWAY SCHOLARSHIP FOR WOMEN IN TRADES

The Canadian National Railway gives a \$500 scholarship annually. This scholarship is available to female students in Electronics, Drafting, Printing Production, Culinary Arts, and Retail Meat Processing/Sausage Making. Selection is to be made in the summer by the City Centre Awards Committee. Application deadline is usually July 31st.

CANFOR AWARD

Canfor has established an award which is open to all students. Amount of award: \$300.

CARPENTRY APPRENTICESHIP AWARDS — DRAFTING STUDENTS (FOR CARPENTRY-RELATED TRADES)

The Carpentry Apprenticeship Board of B.C. established an endowment fund for the purpose of providing annual bursaries to students who demonstrate respect for their fellow students. The student must also make a concerted effort to gain superior drafting skills. Several awards of \$200 are available annually.

CERTIFIED GENERAL ACCOUNTANTS OF BRITISH COLUMBIA

This fund offers awards of up to \$600 towards C.G.A. tuition fees to a graduate of the Accounting program. The award is based on highest achievement and will normally go to students graduating from the program between January and June.

DANIEL CHAN AWARDS

The purpose of this fund is to provide bursaries to students in order to enter the Chinese Cuisine Program. Decisions will be made based on the Department Head's assessment for career success.

EDWARD CHESKO AWARD

The Edward Chesko award is to be presented to a second year dental student who demonstrates financial need and consistent competency in advanced periodontal treatment including all phases of the process of dental hygiene care.

CHEVRON CANADA LTD. ENDOWMENT FUND

An annual award from the Chevron Endowment fund is available to a Traffic, Customs and Transportation Program student. The criteria for selection includes a "focus on the Towboat industry".

GEORGE CLARK CARE AND SHARE TRUST FUND

This trust fund was established to provide bursaries at Christmas for needy City Centre students and their children. It is open to students in all programs. Students should have applied for student loans and be attending full-time. These awards will be initiated by the Financial Aid Advisor.

THE CLUB MANAGERS' ASSOCIATION OF AMERICA DOGWOOD CHAPTER (LOUIS STERVINOUS MEMORIAL AWARDS)

The Club Managers' Association of America has donated a \$150 scholarship to be given to a student in the Hospitality Administration Program. Financial need as well as academic achievement are taken into consideration.

COAST PAPER SCHOLARSHIPS

These scholarships are awarded to students graduating from the Printing Production Program. The awards are principally based on academic achievement, with some consideration given to financial need.

COLLEGE OF DENTAL SURGEONS

Bursary and scholarship funds of up to \$2,000 are provided for students in the Dental Hygiene program. As well, there is a gold medal which is to be presented to the top graduating student.

COLUMBIA MEATS AWARD

Awards of \$200 and \$250 respectively have been made available by Columbia Meats to reward students for the best lamb meat cuts and the best pork meat cuts. Selection will be by the faculty and the Department Head of the Retail Meat Department.

CREDIT UNION FOUNDATION BURSARIES

The Credit Union Foundation of British Columbia annually offers bursaries totalling \$500 to academic, technical or vocational students. Students who might otherwise have difficulty completing their studies by reason of financial hardship are eligible to apply for these bursaries. The recipients are to be Canadian citizens residing in British Columbia and in full-time attendance at Vancouver Community College.

AWARDS, BURSARIES AND SCHOLARSHIPS

CREDIT UNION PIONEERS' MEMORIAL BURSARIES

The Credit Union Foundation of British Columbia, through the Credit Union Pioneers' Memorial Fund, offers bursaries annually totalling \$300 to a student or students in trades training programs. Students who might otherwise have difficulty completing their studies by reason of financial hardship are eligible to apply for these bursaries. The recipients are to be Canadian citizens residing in British Columbia and in attendance at Vancouver Community College.

DENTURISTS' SOCIETY OF B.C. AWARD — IN MEMORY OF GEORGE CONNOLLY

This award goes to the student with the highest performance and academic record at the completion of second year Denturist program. In alternate years it may assist an achieving student in second year who demonstrates financial need.

ESPERIA BAKER EQUIPMENT B.C. LTD. AWARD

Esperia Baker Equipment Ltd. gives an annual award of \$300 to a Baking student. The recipient will be selected by the Baking Department or the Awards Committee.

FIRST CITIZENS' FUND BURSARY

Incentive bursaries are available to British Columbia-born status, non-status and Metis Indians who are attending two-year programs at post-secondary provincial institutions on a full-time basis. Non-funded Native Indian students who rely on Canada Student Loans can qualify for a bursary of up to \$2,000 per academic year.

Funded students are eligible for a bursary up to a maximum of \$700 per academic year. Student applicants must be recommended by a Band Council or bona fide Native organization. Students living at home while attending college or university and who are financially dependent upon their parents, guardian or sponsor are ineligible.

JACK GOODALE MEMORIAL AWARD (WHISTLER MOUNTAIN SKI CORPORATION)

Friends and co-workers of the late Jack Goodale established this fund to honour the memory of Jack Goodale, former employee of the Whistler Mountain Ski Corporation. The fund provides an annual award to assist a student who is an employee or a near relative of an employee of the Whistler Mountain Ski Corporation. Otherwise, the award may go to a student from Whistler, Pemberton or Squamish areas. Selection is made by the donor in consultation with the Financial Aid Advisor.

HEALTH CARE GRANT — DENTAL HYGIENE

The Health Care Grant program is designed to provide an incentive to attract health care professionals into areas of British Columbia that have regularly had difficulty filling such positions. In exchange for an annual grant of \$5,000, applicants are obligated to accept employment for one year for each grant received, at any location designated by the ministry of Health within the province. Information pamphlets and application forms are available at Awards Offices of selected educational institutions. The initial application deadline for students enrolled in the fall semester is June 30th.

HONG KONG BANK AWARD

Open to students in all programs. Amount of award: \$150.

J & K PRODUCTS LTD.

J & K Products Ltd. provides an entrance award of \$250. This award is available to assist students to pay tuition fees in order to enter the Chinese Cuisine Program. Selection will be based on the recommendation of the Department Head, Asian Culinary Arts Department, and the recommendation of the Financial Aid Advisor.

KIRKLAND AND ROSE LTD. ENDOWMENT FUND

Through this fund annual awards are offered to the Baking students who demonstrate outstanding performance in decorating.

THE KIWANIS CLUB OF BRITISH COLUMBIA

A bursary fund has been established to provide awards for students in Food Trades programs. Awards are based on achievement and the recommendation from the Department Head.

OTTO ALBERT KLOSS TRUST FUND

Through provisions in his will, funds were left by Otto Albert Kloss to be used for those students of capability who, for financial reasons, would be unable to pursue an education in a trade-related field. Determination as to qualification is at the sole discretion of Vancouver Community College. Applications will be adjudicated by the City Centre Awards Committee.

ROD LAROCQUE AWARD

To honour the hard work and dedication of former Hairdressing Department Head and Instructor Rod Larocque, this endowment fund provides an annual award of \$200 to a student in the Hairdressing Department in the final level(s) of his/her program. The award is based on achievement, need and the recommendation of the Department Head.

CONDY LEUNG ENDOWMENT FUND

This fund was established to provide awards to students in City Centre's Cooking programs.

AWARDS, BURSARIES AND SCHOLARSHIPS

LENTIA ENTERPRISES LTD. AWARD

Offers a \$250 scholarship to Baking students.

LIEUTENANT GOVERNOR'S SILVER MEDAL

The Lieutenant Governor's Silver Medal is awarded for academic excellence and contribution to both the College and the community at large.

LYK NOODLES FACTORY ENTRANCE AWARDS

LYK Noodles Factory provides numerous awards of \$250. These awards are available to assist students to pay tuition fees in order to enter the Chinese Cuisine Program. Selection will be based on the recommendation of the Department Head, Asian Culinary Arts Department, and the recommendation of the Financial Aid Advisor.

MAINLAND MEAT LTD.

Mainland Meat Ltd. provides an entrance award of \$250. This award is available to assist students to pay tuition fees in order to enter the Chinese Cuisine Program. Selection will be based on the recommendation of the Department Head, Asian Culinary Arts Department, and the recommendation of the Financial Aid Advisor.

MAPLE LEAF MILLS

An annual award of \$200 and a trophy are presented to the top student in Bread Production.

McMENAMON/RICHARDSON ENDOWMENT FUND

The scholarship is open to students in all programs. Amount of award: \$200.

ROSE MERCER MEMORIAL AWARD

This is a donation made in memory of the late Rose Mercer, former Practical Nursing Instructor. The award is to go to the student achieving the highest grade point average in the theory portion of the Practical Nursing Program. There are awards of approximately \$200, one for each graduating class.

THE PETER MUNNS SCHOLARSHIP

This scholarship is to recognize the second year Dental Hygiene student who has consistently demonstrated the highest clinical skills in scaling and root planing in first and second year.

NATIONAL ASSOCIATION OF BROADCASTING EMPLOYEES AND TECHNICIANS' UNION LOCAL #83

An annual scholarship of \$400 is available for an enrolled student who is related to a member of N.A.B.E.T., Local #83. Otherwise, the scholarship may be awarded to a student currently nearing completion of an advanced electronics program.

NATIVE HEALTH BURSARY PROGRAM

Financial assistance is available to B.C. Native students enrolled in health care related programs at the post-secondary level. For the purpose of this bursary program, "health care-related studies" is given a broad definition. Applicants must be Native Canadians who are residents of B.C. They may be status, non-status, or Metis. Students must have been accepted for, or currently enrolled in a health care-institution in B.C. or Yukon. Proof of registration validated by the post-secondary institution must be included with the application. A letter of recommendation from a band or tribal council, friendship centre or other recognized Native organization must accompany the registration. The amount of a bursary will depend on individual need.

THE NATIVE INDIAN SERVICE COUNCIL AWARD

This fund provides for an annual scholarship to acknowledge effort, talent and citizenship of a Native student.

FRED NASO AWARD

This trust fund was established in memory of Fred Naso, a former Department Head of the Culinary Arts Programs. This award is granted annually to student(s) graduating from the Culinary Arts Program. Selection is based on academic achievement and financial need.

BRUCE NICOLL MEMORIAL SCHOLARSHIP

This is a memorial award set up by the Nicoll family to encourage excellence. Numerous awards of \$500 are available to students in all of City Centre's full-time programs.

J.J. NOWACKI ENDOWMENT FUND

An endowment fund has been named to honour the memory of Mr. J.J. Nowacki, a former Food Trades Department Head at City Centre. Awards will be made as funds permit. Awards are to be based on achievement and the recommendation of the Culinary Arts Department Head.

NUNWEILER'S FLOUR CO.

Has donated a \$100 Scholarship to be given to an outstanding Baking student. Selection will be made by the Department Head.

PACIFIC AREA (ASIA) TRAVEL ASSOCIATION

This association has established two scholarships, one for each graduating class of the Travel Agent program. The awards are based on highest academic achievement.

AWARDS, BURSARIES AND SCHOLARSHIPS

**THE PACIFIC ASSOCIATION
FOR CONTINUING EDUCATION (P.A.C.E.)**

PACE provides funds for bursaries to assist students in part-time or short-term courses. Students must demonstrate financial need. Applications with proof of registration, must be forwarded to the PACE Bursary Committee at the following address, on or before September 30th:

*PACE Bursary Committee
c/o Dr. Richard M. Pearce
Vancouver Community College,
1155 East Broadway,
P.O. Box 24785, Stn. C
Vancouver, B.C.
V5T 4N5.*

Bursary awards will be announced during the month of November. All applications will be acknowledged.

PACIFIC PRESS AWARD

This award was established to benefit students enrolled in the Computer Graphics Technician Program. Amount of Award: \$300.

VAL PEARSON AWARD

This grant of \$250 has been made possible through a donation to the Credit Union Foundation by the United Services Credit Union in memory of Val Pearson. Mr. Pearson was one of the pioneers in the Credit Union movement. His dedication and efforts did much to assure the success of the movement.

THE STAN PHIPPS SCHOLARSHIP FUND

Scholarship awards are provided to the students in City Centre's Architectural, Mechanical and CAD Drafting programs. The scholarships will be awarded to the two top students depending on the recommendation of the Department Head. The awards total \$600.

THE PRINCIPAL'S AWARD

The Principal's Award is presented to a graduating student with a first class standing who has a record of active participation in student and community activities, including ones that have brought recognition to the College.

READ, JONES, CHRISTOFFERSEN LTD.

A \$200 scholarship is offered to the top student in the Drafting Civil Structural, C.A.D. program.

**ELLEN LOW YING ROETS
SCHOLARSHIP/BURSARY**

This is to be an Award which alternates between the City Centre and Langara Campuses. The monetary value is approximately \$500. In odd years this award is to go to a Langara

Nursing student. In even years, this award is to go to a second year Dental Hygiene student. Selection will be made by the Dental Hygiene Department or the Awards Committee.

THE ROTARY CLUB OF VANCOUVER SUNRISE

A fund has been established to provide bursaries and scholarships for needy students in all full-time programs at Vancouver Community College — City Centre. The amount of the award will depend on annual interest from the fund.

ROYAL CANADIAN LEGION PACIFIC COMMAND

Bursaries ranging from \$500 — \$1,000 are awarded based on financial need. The awards are provided for high school graduates who intend to continue their education in programs for which high school graduation is required. Preference is given to the children of deceased, disabled or other veterans. Application forms are available from local Legion branches or command offices and should be submitted to:

*Pacific Command
The Royal Canadian Legion
3026 Arbutus Street,
Vancouver, B.C.,
V6J 4P7.*

**RUSSELL FOOD SERVICE
EQUIPMENT LTD. SCHOLARSHIP**

Russell Food Service provides for an annual award to a Culinary Arts student. The award is to be based on achievement, need, and the recommendation of the Department Head.

KEN ROTHWELL MEMORIAL ENDOWMENT FUND

This trust fund was established in memory of Ken Rothwell, a former Department Head of the Dental Technician/Denturist Program(s). Interest is to be used for Scholarships and Bursaries for Dental Technician/Denturist students

**RESTAURANT AND FOOD SERVICES ASSOCIATION
OF B.C.**

Awards totalling \$1000 are provided annually by the Restaurant and Food Services Association of B.C. These achievement awards are to be presented in May — one award of \$500 for a first year Hospitality Administration student and one award of \$500 for a second year Hospitality Administration student. The criteria for selection are high achievement, financial need and contribution to the program or college may be taken into consideration

**SEASPAR INTERNATIONAL LTD.
VANCOUVER SHIPYARDS CO. LTD.**

An award of \$500 is available to a deserving student in the Traffic, Customs and Transportation Program. The award is based on high achievement or outstanding progress. Financial need may be considered at the discretion of the Awards Committee.

AWARDS, BURSARIES AND SCHOLARSHIPS

THE ELLEN SHELLINGTON ENDOWMENT FUND

To honour the hard work and dedication of a former Nursing Department Head, this endowment fund provides bursary awards to students in the final level of the Practical Nursing and Nursing Aide programs. Three awards of \$250 are available annually. Awards are based on achievement, need and the recommendation of the Department Head.

SIMONS FOUNDATION BURSARIES

The Simons Foundation supports needy students attending Vancouver Community College — City Centre through Bursary awards. These awards are open to all students in full-time programs.

**LINDA SINGER (VANCOUVER
A.M. TOURIST SERVICE) AWARD**

This award is provided for students in the Tourism and Hospitality fields. Two \$250 awards are available annually to deserving students in the final levels of their program.

SNOW CAP ENTERPRISES LTD.

An Endowment Fund has been set up to provide Awards, as interest permits, to outstanding apprenticeship Baking students. Selection will be made by the Department Head.

**SOCIETY OF MANAGEMENT
ACCOUNTANTS OF B.C. (C.M.A.)**

This fund offers a \$500 scholarship which is applied toward C.M.A. fees. The recipient is selected by the Accounting and Computers Management Department.

LORD STRATHCONA BURSARIES

The bursaries provide financial assistance for women students enrolled in post-secondary studies at Vancouver Community College — City Centre.

**VAN BOURNE CONSTRUCTION AWARDS
— DRAFTING STUDENTS**

Funds were donated for the purpose of assisting students in construction related programs. The funds are to be used for scholarships for students nearing the completion of City Centre's Drafting programs. Awards will be based on achievement, need and the recommendation of the Department Head. Several awards of \$250 are available.

**VANCOUVER CLUB OF PRINTING
HOUSE CRAFTSMEN AWARDS**

The Vancouver Club of Printing House Craftsmen established two awards to be given to two deserving students in the Printing Production program. Amounts of awards: one at \$500 and one at \$250.

**VANCOUVER CLUB OF THE SOROPTIMIST
INTERNATIONAL OF THE AMERICAS AWARDS**

The awards, totalling \$1,500, are intended to assist women to complete undergraduate, university or college programs, or to enter vocational or technical training. Preference is given to single women who are heads of households and in need of financial assistance. Applications are available from the City Centre Financial Aid Office in November. The completed application form is usually required by the donor no later than December 15th.

LOUIS STERVINO MEMORIAL SCHOLARSHIP

Two second year Hospitality Administration Program students will be selected by the V.C.C. Awards Committee. The awards will be based on academic accomplishment, industry/career ambition and a keen desire to play a leadership role in the Industry. Award: \$800. (approximately)

SUN LIFE GROUP TRUST AWARD

Sun Life offers an award to a student in the Practical Nursing Program. The award is based on excellence and need. Award: \$300.

FLUOR DANIEL WRIGHT (ENGINEERS)

Offers a \$500 scholarship to students in the Architectural, Mechanical, and C.A.D. Drafting Programs.

VANCOUVER COMMUNITY COLLEGE BURSARIES

These bursaries vary from \$100 to \$300 depending on request and need. In order to qualify for these bursaries students must indicate financial need and their "reasons" for request and also demonstrate good achievement, as evidenced by the Department Report (Section II on Bursary Form). Open to all students in full-time programs.

**VANCOUVER COMMUNITY COLLEGE
FACULTY ASSOCIATION**

Each year the V.C.C.F.A. provides and presents two \$300 achievement awards to students in each Division at City Centre and K.E.C. All applications and nominations will be considered by the Awards Committee.

VANCOUVER EXECUTIVES' ASSOCIATION FUND

This association provides scholarships and bursaries, as interest permits, to students enrolled in Business, Printing and Hospitality Administration programs at City Centre.

**VANCOUVER FOOD AND BEVERAGE
DIRECTORS' ASSOCIATION SCHOLARSHIP FUND**

This scholarship is awarded to a student in the Hospitality Administration program entering the second year. It is based on excellence, need, and the Department Head's recommendation. The Awards Committee may also consider the student's reason for requesting the award. Award: \$400.

AWARDS, BURSARIES AND SCHOLARSHIPS

VANCOUVER HOTEL ASSOCIATION SCHOLARSHIPS

The Vancouver Hotel Association provides Scholarships of \$500 to students in the Hospitality Administration Program. Students must maintain an 80 percent average and have worked in the hospitality industry during the summer.

VANCOUVER MUNICIPAL AND REGIONAL EMPLOYEES' UNION

An annual bursary of 75 per cent of tuition is available to a City Centre student in a certificate program. The award is available to members of the Union, or the sons, daughters, or legal dependants of members who, at the time of application, are current members in the Union and have held membership for the past two years. Selection will be made by the Awards Committee in consultation with the donor.

VANCOUVER TRANSPORTATION CLUB AWARD

The Vancouver Transportation Club has provided funds to benefit students in City Centre's Traffic, Customs and Transportation Program. The award(s) will be based on academic achievement and financial need.

WHITE SPOT LTD. AWARD

A White Spot Ltd. award is available annually to a student in the Hospitality Administration Program. The award will be based on achievement and need and the successful candidate must be recommended by the Department Head. Award: \$500.

THE KEN WHEELER ENDOWMENT FUND

To honour the hard work and dedication of former Electronic Department Head Ken Wheeler, this endowment fund provides bursaries and scholarships for Electronics students. The awards are based on achievement, need and the recommendation of the Department Head.

THE J.H. WILLIAMS ENDOWMENT FUND

This fund provides an annual award to a student who demonstrates high achievement as well as financial need. It may be used as a supplementary award for a student in the final levels of his or her program. This bursary was initiated on the occasion of the retirement of Ms. Jenny Williams, former Financial Aid Advisor, by her friends and co-workers.

WOMEN'S EQUALITY BURSARY

This \$500 is provided by the Provincial government, and is intended to support women enrolled in full or part-time programs in women's studies or related course work, or fields in which women have not traditionally sought post-secondary training, leading to a degree, diploma or certificate.

THE UNITED FOOD AND COMMERCIAL WORKERS' UNION (AFL - CIO & CLC LOCAL 2000) AWARD

An annual Scholarship of \$500 is to be awarded to the top student in the Retail Meat Processing Program.

THE CHAIM ZBAR ENDOWMENT FUND

This fund was established by Mr. Zbar to provide an annual award to a Dental Assistant student. The award is to be based on academic achievement, financial need and the recommendation of the Department Head.

FACULTY AND STAFF

— ADMINISTRATION & SERVICES —

ADMINISTRATION

Martin, Linda	Vice President Instruction & Student Services
Kolot, David	Director — Financial and Administrative Services
Kelly, Karen	Administrative Manager
Hartley, Syd	Acting Dean — Business
Sandy, Jackie	Acting Dean — Tourism & Hospitality and Student Services
Schatten, Jerome	Acting Dean — Technical
Ashworth, Roseanne	Senior Secretary — Business Division
Bullock, Peter	Accounting Clerk
DeVerrier, Gabriella	Office Assistant (Mailroom)
Higgins, Lorna	Senior Secretary — Tourism & Hospitality
Lalji, Parviz	Senior Secretary — Administrative Manager
Montigny, Vickki	Telephone Operator
Paterson, Suzanne	Receptionist
	Senior Secretary — Director of Financial and Administrative Services
Voon, Ngee-Moi	Senior Word Processing Operator
Walker, Norma	Financial Management Clerk
Wong, Hilary	Senior Secretary — Vice President Instruction and Student Services

ADMISSIONS

Keenan, Wynn — Supervisor	McComb, Fiona
Alvarado, Ivette	Sproston, Leah
Friesen, Blair	Yung, Lina
Granger, Joanne	

BOOKSTORE

Silver, Cheryl — Senior Bookstore Assistant	Pardalis, Vivian
Campbell, Helen	

BUILDING SERVICES, LAUNDRY & RECEIVING

Iapalucci, Angelo — Department Head	
Cheung, Ken	Jadranin, Debbie
Fierheller, Joan	Mooney, Sandra

COUNSELLING

Pearson, Hilary — Department Head	
Avery, Wayne — Services to Students with Disabilities	
Boutillier, Angela	Lafrance, Wendy
Callaghan, Dolores	Parrish, Mary
Clarkson, Allan	Wilson, Mary
Forsyth, Ian	

FINANCIAL AID

Fister, Dana — Financial Aid Officer	
Kapoor, Anita	Toporowski, Brenda

FOOD SERVICES

CAFETERIA • CATERING • VENDING • SECOND CUP

Ehlert, Jackie — Director of Food Services	
Athwal, Manjit	Lai, Pin-Lien
Bachana, Kamal	Lee, Ah Yan
Camara, Maria	Liu, Benny
Choe, Raymond	Martin, Wynn
Chung, Patrick	Matias, Cecilia
Cortez, Ted	McGowna, Shane
Dragutinovich, Mira	McLean, Elaine
Fearn, Mark	Millas, Helen
Ford, Ann	Morris, Eugene
Gaddu, Aui	Morris, Hedley
Gan, William	Scmalhoz, Tony
Grinnis, Gerd	Wickramasekera, Sita
Guttierrez, Maria	Kovacs, Shirley
Yu, Francis	

HEALTH SERVICES

Burns, Graham	Medical Doctor
MacFadden, Lila	First Aid
Smith, Pat	Nurse
Stoneberg, Carey	First Aid

INFORMATION & COMPUTING SERVICES

Roberts, John	Szeto, Tom
Ross, Ron	Tse, Amy
Wagner, Christie	

FACULTY AND STAFF

LIBRARY AND MEDIA SERVICES

Butler, Phyllis — Department Head

Altwein, Bob	McIntosh, Malcolm
Canty, Pamela	Paris, Cecil
Fell, Susan	Ramji, Nizam
Froberg, Marnie	Sharell, Eva
Jones, Sandra	Wurzbach, Janet
Lazar, Tom	

STUDENT ASSOCIATION

Rose, Abby

Student Ombudsperson — City Centre
Office Manager — Student Association

STUDENT RECORDS

Ho, Dorothy — Supervisor

Armstrong, Teresa	Hartley, Nadeene
Chan, Paulette	Jung, May

VANCOUVER COMMUNITY COLLEGE

FACULTY ASSOCIATION

Kremer, Dalton — President

— BUSINESS DIVISION —

ACCOUNTING COMPUTERS

MANAGEMENT

Wakulchik, Ed — Department Head

Cauldwell, Rhyon	Lee, Stan
Chung, Kay	Mills, Terry
Elliott, Brock	Mitchell, Jim
Haw, Awk	Mullings, Gus
Hodgkins, Karen	Punak, John
Hunt, Paul	Thom, George

BUSINESS EDUCATION PREPARATION

Kendrick, Barry — Department Head
Gallie, Jean

MEDICAL OFFICE CAREERS

Bartoszewski, Edna — Department Head

Lacoursiere, Irene Lesko, Susan

BUSINESS OFFICE TRAINING, E.S.L.

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