

ARCHIVES

VANCOUVER COMMUNITY COLLEGE



95/96 Calendar



VANCOUVER COMMUNITY COLLEGE

1995 – 1996 CALENDAR

KING EDWARD CAMPUS

1155 East Broadway

Vancouver, B.C.

V5N 5T9

Telephone: (604) 871-7000

Fax: 871-7100

CITY CENTRE CAMPUS

250 West Pender

Vancouver, B.C.

V6B 1S9

Telephone: (604) 443-8300

Fax: 443-8588

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.

VANCOUVER COMMUNITY COLLEGE

1995 - 1996 CALENDAR

CITY CENTRE CAMPUS

250 West End
Vancouver, B.C.
V6E 2M9
Telephone: (604) 463-6000
Fax: 463-5255

KING EDWARD CAMPUS

1155 East Broadway
Vancouver, B.C.
V5Y 2T9
Telephone: (604) 671-7000
Fax: 671-7100

The College reserves the right to alter procedures and rules regarding admission and registration, including the right to refuse admission and registration of any student who does not meet the minimum requirements for admission and registration. The College also reserves the right to alter the content of this calendar and the content of any other information published by the College at any time without notice. The College is not responsible for any errors or omissions in this calendar.

CONTENTS

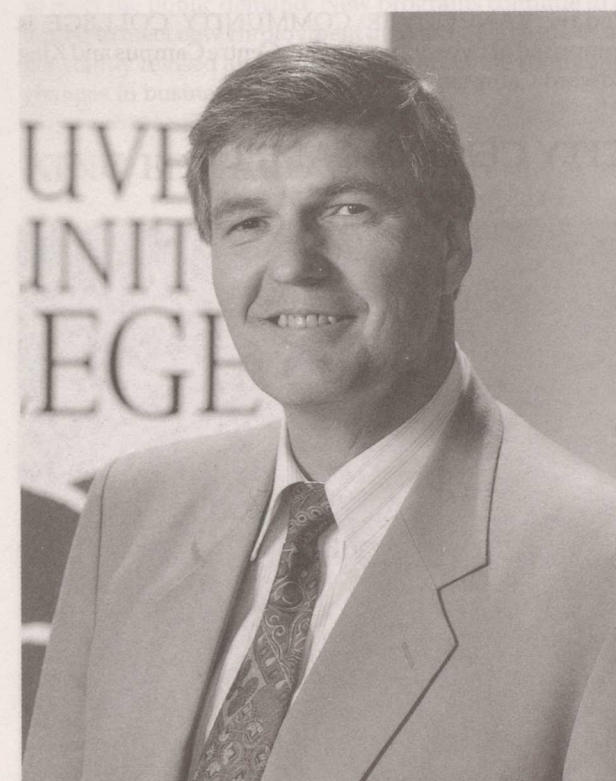
CALENDAR OF EVENTS 1995 - 1996	7
GENERAL INFORMATION AND GUIDELINES	7
GLOSSARY	7
PART-TIME COURSES	8
RESPONSIBILITY TO THE STUDENT	8
RESPONSIBILITIES OF THE STUDENT	8
STANDARDS OF STUDENT CONDUCT	9
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY	9
SAFETY AND ACCIDENT PREVENTION	10
MEDICAL INSURANCE	10
GENERAL PROGRAM INFORMATION	10
ADMISSIONS	10
GENERAL REQUIREMENTS	10
HOW TO APPLY FOR ADMISSION	11
HOW TO REGISTER	12
FEES	12
MISCELLANEOUS FEES	12
TUITION	13
FEE PAYMENT - CONTINUOUS INTAKE	13
ADDITIONAL COSTS	13
STUDENT ASSOCIATION FEES	14
SPONSORED STUDENTS	14
C.E.I.C. - TRAINING ASSISTANCE	14
REFUNDS	14
RETURNED CHEQUES	14
TAX RECEIPTS	14
SENIOR CITIZEN TUITION FEE EXEMPTION	15
VANCOUVER COMMUNITY COLLEGE GRADING SYSTEM	15
GRADE POINT SYSTEM	15
GRADE APPEAL	16
REPETITION OF COURSES	16
STATEMENTS OF GRADES	16
STUDENT IDENTIFICATION CARD	16
POLICIES	16
WITHDRAWALS	16
TRANSFER TO OTHER INSTITUTIONS	16
TRANSCRIPTS	17
ADVANCE CREDIT OR TRANSFER CREDIT	17
APPEALS, PETITIONS AND FORMAL COMPLAINTS	17
APPEALS	17
COMPLAINTS	17
ATTENDANCE	17
COURSE LOAD	17
COURSE CHANGES	17
LATE REGISTRATION	17
OUTSTANDING DEBTS	17
SERVICES FOR STUDENTS	18
ASSESSMENT CENTRE	18

BOOKSTORE	19
CAFETERIA & FOOD SERVICES	19
CONTINUING EDUCATION	20
COUNSELLING SERVICES	20
DAYCARE	21
FINANCIAL AID DEPARTMENT	21
FIRST NATIONS STUDENTS	22
HEALTH SERVICES	22
FIRST AID SERVICE	22
HUMAN RIGHTS COORDINATOR	23
INDIVIDUALIZED EDUCATION PROGRAM FOR ADULTS (I.E.P.A.)	23
THE LEARNING CENTRE	23
LIBRARY	23
LOST AND FOUND	24
PARKING	25
STUDENTS' ASSOCIATION	25
STUDENT ADVOCATE PROGRAM	25
AN INVITATION FROM THE VANCOUVER COMMUNITY COLLEGE ALUMNI ASSOCIATION	25
ACCOUNTING	27
ADULT BASIC EDUCATION PROGRAMS (ABE)	27
BASIC EDUCATION DEPARTMENT	31
ASIAN CULINARY ARTS	33
AUTOMOTIVE COLLISION REPAIR TECHNICIAN	33
AUTOMOTIVE GLASS TECHNICIAN PROGRAM	34
AUTOMOTIVE PAINTING AND REFINISHING TECHNICIAN	35
AUTOMOTIVE PAINTING (ESL)	36
AUTOMOTIVE TECHNICIAN	37
BACHELOR OF EDUCATION DEGREE (Adult Education Route)	38
BAKING AND PASTRY ARTS	38
BAKING AND PASTRY - APPRENTICE	39
BAKING ASSISTANT (E.S.L.)	39
BAKING AND PASTRY - UPGRADE	40
BASIC EMPLOYMENT SKILLS TRAINING (BEST)	40
BUILDING SERVICE WORKER	41
BUILDING SERVICE WORKER (ESL)	41
BUILDING SERVICE WORKER (EXTENDED)	42
BUSINESS EDUCATION PREPARATION	42
BUSINESS OFFICE TRAINING (ESL)	43
CARING FOR PERSONS WITH DEMENTIA (PART-TIME)	43
CAREER AWARENESS	44
COLLEGE AND CAREER ACCESS (C.C.A.)	45
GENERAL EDUCATION DEVELOPMENT (G.E.D.) PREPARATION	51
COLLEGE FOUNDATIONS	51
COLLEGE FOUNDATIONS - BUSINESS & COMPUTER STUDIES	52
COLLEGE FOUNDATIONS - HUMANITIES (ENGLISH & SOCIAL SCIENCES)	55
ENGLISH	55
FRENCH	57
GEOGRAPHY	57
HISTORY	58
MUSIC	59

PSYCHOLOGY	59
SOCIAL SCIENCE	59
COLLEGE FOUNDATIONS - MATHEMATICS	59
COLLEGE FOUNDATIONS - SCIENCE	61
COMMUNITY AND CAREER EDUCATION - PART TIME COURSES	63
COMPUTER APPLICATION SUPPORT SPECIALIST	64
COMPUTER GRAPHICS	64
COOKING (ESL)	66
CULINARY ARTS (professional cooking)	66
CULINARY ARTS - APPRENTICE	67
DENTAL ASSISTING	68
DENTAL HYGIENE	69
DENTAL RECEPTION	73
DENTAL TECHNICIAN CO-OPERATIVE EDUCATION	74
DENTURIST	75
DIESEL TECHNICIAN	76
DINING ROOM AND LOUNGE SERVICE - BASIC	77
DINING ROOM AND LOUNGE SERVICE - ADVANCED	77
DIPLOMA IN ADULT EDUCATION	78
DRAFTING	78
DRAFTING - COMPUTER AIDED DESIGN DRAFTING (CADD) TECHNOLOGY I (Autocad)	79
DRAFTING - ARCHITECTURAL, CIVIL, STRUCTURAL AND CADD	80
DRAFTING - ARCHITECTURAL, MECHANICAL AND CADD	81
DRAFTING - ARCHITECTURAL, STEEL DETAILING AND CADD	82
ELECTRONICS - ACCESS TRAINING	83
ELECTRONICS - COMMON CORE	83
ELECTRONICS - COMMON CORE/ESL	85
ELECTRONICS TRAINING COMMON CORE - FLEXIBLE DELIVERY	85
ELECTRONICS TECHNICIAN (COMPUTER OPTION)	86
ELECTRONICS TECHNICIAN (TELECOMMUNICATIONS OPTION)	87
ELECTRONICS TECHNICIAN (CONSUMER OPTION)	88
ELECTRONICS - COMMON CORE (PART-TIME)	89
ELECTRONICS TECHNICIAN - DIPLOMA PROGRAM	89
ADVANCED ELECTRONICS (PART-TIME)	89
EMPLOYMENT & EDUCATIONAL ACCESS FOR WOMEN (EEAW)	89
ENGLISH AS A SECOND LANGUAGE (E.S.L.) PROGRAMS	90
ENGLISH AS A SECOND LANGUAGE COLLEGE PREPARATORY ENGLISH (CPE)	91
ENGLISH AS A SECOND LANGUAGE: ENGLISH LANGUAGE SKILLS (ELS)	93
ENGLISH AS A SECOND LANGUAGE: OUTREACH	95
ENGLISH AS A SECOND LANGUAGE: VOCATIONAL	96
ESTHETICS (SKIN CARE)	97
FINANCIAL ACCOUNTING & MANAGEMENT COMMUNICATIONS	98
FOOD AND BEVERAGE MANAGEMENT	99
FOOD AND BEVERAGE SERVICE (E.S.L.)	101
FOOD SERVICE CAREERS	101
GRAPHIC ARTS - PRINTING PRODUCTION	102
HAIRSTYLING - WOMEN'S AND MEN'S	104

HAIRSTYLING - WOMEN'S AND MEN'S (E.S.L.)	105
HOME SUPPORT ATTENDANT UPGRADE (PART-TIME)	105
HOSPITALITY ADMINISTRATION	107
INSTITUTIONAL AIDE (ESL)	110
INSTITUTIONAL AIDE	111
JEWELLERY ART AND DESIGN	112
LEGAL SECRETARY	114
LONG TERM CARE AIDE UPGRADE (PART-TIME)	115
MACINTOSH MULTIMEDIA PROGRAM	116
MEDICAL LABORATORY ASSISTANT	117
MEDICAL OFFICE ASSISTANT	117
MEDICAL SECRETARY	118
MEDICAL TRANSCRIPTIONIST	119
MUSIC DIPLOMA PROGRAM	120
NATIVE EDUCATION CENTRE	131
NURSING UNIT CLERK	131
OFFICE CORE SKILLS	132
PHARMACY TECHNICAL ASSISTANT	133
PRACTICAL NURSING	134
DEAF AND HARD OF HEARING ADULTS	136
VISUALLY IMPAIRED ADULTS	137
PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM	138
RESIDENT CARE ATTENDANT	138
RESIDENT CARE ATTENDANT (E.S.L.)	140
RETAIL FOOD AND SUPERMARKET CAREERS	140
RETAIL MEAT PROCESSING	141
RETAIL MEAT CUTTING - APPRENTICESHIP	141
SAUSAGE MAKING AND SMOKED MEATS	141
SECRETARY	142
SIGN LANGUAGE STUDIES	143
PART-TIME EVENING SIGN LANGUAGE PROGRAM	143
SUMMER SESSION IN SIGN LANGUAGE	144
SIGN LANGUAGE STUDIES FULL-TIME PROGRAM	145
TECHNICAL TRAINING ACCESS (ESL)	146
TOURISM PROFESSIONAL PROGRAMS	146
TRAFFIC, CUSTOMS AND TRANSPORTATION	147
TRAVEL AGENT	147
VIETNAMESE CUISINE	148
INDEX OF COURSES	150

WELCOME TO VANCOUVER COMMUNITY COLLEGE



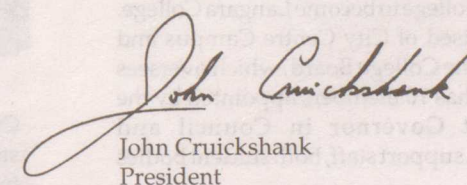
The history of Vancouver Community College stretches back to 1965 and beyond, when Vancouver City College was established as B.C.'s first comprehensive community college. Therefore, 1995 marks the 30th Anniversary and the coming of age of VCC.

The focus at Vancouver Community College is "Education for the Real World". The College welcomes all members of our culturally diverse and global community, irrespective of ability or previous education. Our programs reflect the accessibility and transferability needed by students to reach their educational, personal and professional goals.

We welcome you as a student in our midst. The success of VCC is measured in many ways. Firstly, it is the success of the students who pass through our doors on the road to fulfilling careers and valuable life skills. This success is made possible by the energy and dedication of our committed support staff, our expert faculty and able administrators who approach their duties with passion, purpose and pride and with a real dedication to student success and well-being.

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 the new Vancouver Community College. I wish you every success in the pursuit of your educational and personal goals, and I hope to meet you personally during your time with us.


John Cruickshank
President

A BRIEF HISTORY

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

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

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

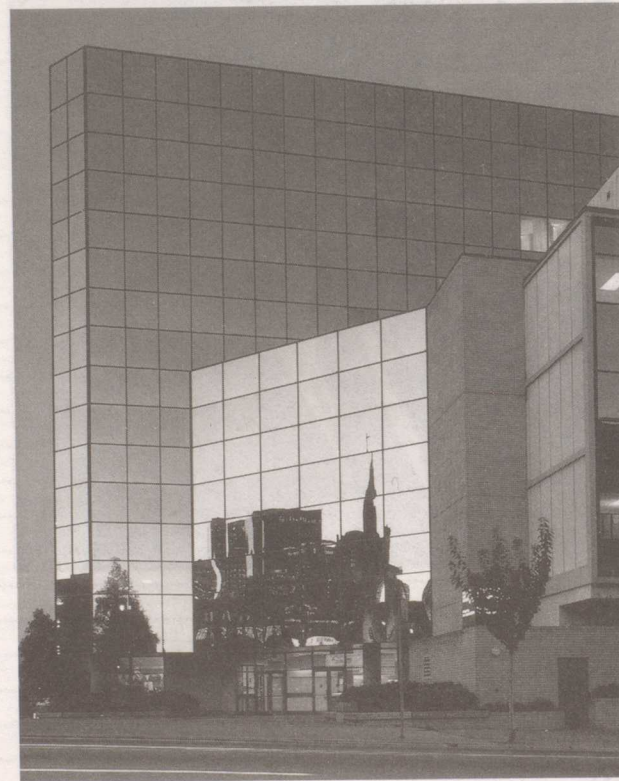
On November 24, 1978, in accordance with the provisions of the College and Provincial Institutes Act, VANCOUVER COMMUNITY COLLEGE was designated by Order-in-Council. This gave the College a corporate life separate from the School Board, permitting the College Board to authorize land holdings, borrowings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

In April, 1994, Langara campus separated from the Vancouver Community College to become Langara College. The New VCC is comprised of City Centre Campus and King Edward Campus. The College Board, which oversees the affairs of the College has 10 members appointed by the Provincial Lieutenant Governor in Council and representation by faculty, support staff, both student bodies and the President.

CAMPUSES

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

CITY CENTRE CAMPUS

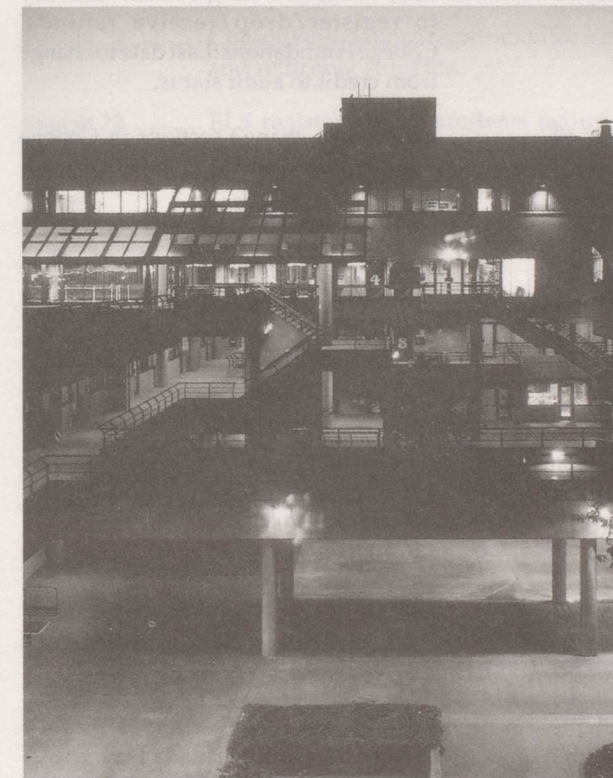


City Centre Campus specializes in the preparation of students to enter or up-grade careers in hospitality, health, business, industry and service. Formerly the Vancouver Vocational Institute, it was opened in 1949 in response to a growing awareness of the need for practical, technical and vocational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

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

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

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

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

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

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

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

King Edward Campus specializes in: Adult Basic Education, English as a Second Language Programs and Applied Arts and Technology.

KING EDWARD CAMPUS

ACADEMIC CALENDAR APRIL, 1995 - APRIL 1996 (Subject to change)

APRIL

- April 1 Outreach registration (Saturday classes)
- April 3 First day of term for Outreach Program
- April 14 College closed for Good Friday.
- April 17 College closed for Easter Sunday (Monday)
- April 18 Last day to register into Outreach or drop & receive any refund.
- College Foundations registration for continuing students.
- April 19 ELS registration for students taking a one term break.
Pre-reg for selected ELS students with letters.
Outreach students registering into CPE or VESL.
- April 20 College foundations registration for new and returning students.
- April 25 ELS registration: Morning, noon, 4:00pm T/Th and Saturday classes
CPE registration: Evening classes.
- April 26 Term end for ELS, CPE, College Foundations, Basic Ed. VESL.
CPE registration: Morning classes
International ESL registration for continuing students.
ELS registration: 4:00 pm M/W and evening classes.
- April 27 ELS registration from the waitlist.
- April 28 CPE open registration for new and returning students.
- #### MAY
- May 1 First day of term for ELS, College Foundations, CPE, VESL, Basic Education.
Late registration begins.

- May 5 College Foundations: Last day to register/drop/receive refund for May/June term.
CPE: Last day to register/drop/receive refund for comprehensive courses; 059, 098, 099.
- May 11 First day to change sections in ELS courses.
- May 12 ELS, VESL, CPE (single skills): Last day to register/drop/receive refunds.
College Foundations: Last date to change from credit to audit status.
- May 19 Last day to change sections in College Foundations courses.
- May 22 College closed for Victoria Day.
- #### JUNE
- June 15 CF: Last day for official withdrawal
- June 27 ESL Outreach registration for Canadiana and City Centre,
- #### July/August term.
- June 28 CF: July/August term registration.
- June 29 CF, ELS, Basic Education : May/June term end.
ESL Outreach: April - June term end.
ESL Outreach registration for July/August term.
- #### JULY
- July 3 College Closed for Canada Day.
- July 4 College Foundations, Basic Education: July/August term starts.
- July 5 ESL Outreach July/August term starts.
- July 10 College Foundations: Last day to register/drop/receive refund for July/August term.
- July 14 College foundations: Last day to change sections.
- July 18 College Foundations: Last day to change from credit to audit status.
- July 24 College Foundations: Last day to change sections.

AUGUST

- August 1 Last day for official withdrawal for ELS, VESL, CPE, Basic Ed.
- August 7 College closed for BC Day.
- August 16 College Foundations: Last day for official withdrawal.
- August 21 College Foundations registration for continuing students.
- August 22 College Foundations registration for new and returning students.
- August 23 ELS registration for students taking a one term break.
Pre-reg for selected ELS students with letters.
Outreach students registering into CPE or VESL.
College Foundations: Evening registration 5 - 7 pm.
- August 24 College Foundations registration (If required).
- August 29 CPE registration: Morning classes.
International ESL registration for continuing students 1 - 3 pm.
ELS registration: 4:00 pm T/Th and evening classes.
- August 30 Term end for College Foundations, ELS, CPE, Basic Ed., VESL ELS registration: Morning, noon, 4:00 pm M/W classes.
CPE registration: Evening classes.
- August 31 ELS registration from the waitlist.
Students will have letters.
Open registration for ELS Lower Advanced, Upper Advanced and single skills classes.
Morning and noon classes register 9:00 - 12:00.
Evening classes register 4:00 - 6:00.
MUSIC registration 12:00 pm - 2:30 pm.
- #### SEPTEMBER
- September 1 CPE open registration for new and returning students.
MUSIC registration 11:00 am - 3:30 pm.
- September 4 College closed for Labour Day.

- September 5 Term begins for College Foundations, ELS, CPE, Basic Ed., VESL ESL.
Outreach registration for continuing and returning students.
- September 7 ESL Outreach registration for new students.
- September 11 College Foundations last day to register/drop/receive refund for first half of double block.
CPE last day for refunds for comprehensive courses, 059, 098, 099.
ELS section changes allowed
ESL Outreach term begins
- September 18 College Foundations last day to register/drop/receive refund for single block classes.
Last day to change from credit to audit status for 1st half of double block.
ESL last day for partial refund ELS, VESL, CPE single skills.
- September 22 ESL Outreach: Last day to register/drop/receive refunds.
- September 25 College Foundations last day for course/section change for 1st half of double block.
- #### OCTOBER
- October 2 College Foundations: Last day to change from credit to audit for single block.
Last day to transfer from 1st half of double block to single block.
- Last day for course/section change for single block.
- October 9 College closed for Thanksgiving Day.
- October 12 College Foundations: Last day to officially withdraw from 1st half of double block.
- October 26 College Foundations: End of term for 1st half of double block.
- October 30 College foundations: First day of term for 2nd half of double block.

NOVEMBER

November 3 College Foundations: Last day to register/drop/receive a refund for 2nd half of double block.

November 10 College Foundations: Last day to change from credit to audit status for 2nd half of double block.

November 13 College closed for Remembrance Day.

November 17 College Foundations: Last day for course/section change for 2nd half of double block.

DECEMBER

December 1 College Foundations: Last day to officially withdraw from single block.

December 6 College Foundations: Last day to officially withdraw from 2nd half of double block.

December 7 ESL Outreach term ends.

December 11 College Foundations: Registration for continuing students.

December 12 College Foundations: Registration for new and returning.

December 13 College Foundations: Registration 5:00 - 7:00 pm.
ELSL registration for students taking a one term break.
Pre-reg for selected ELS students with letters and Lower Beginners.
Outreach students registering into CPE or VESL.

December 14 College Foundations registration if needed.

December 19 ELS registration: Morning, noon, 4:00 pm T/Th and Saturday classes.

CPE registration for evening classes.

December 20 End of term for College Foundations, ELS, CPE, Basic Ed., VESL.
CPE registration for morning classes.
International ESL registration for continuing students. 1:00 - 3:00.
ELSL registration: Evening, 4:00 pm M/W classes.

December 21 ELS registration from waitlist. Students will have letters.
Open registration for Lower and Upper Advanced students and single skills.

December 22 CPE open registration for new and returning students.

COLLEGE CLOSED FOR CHRISTMAS BREAK DECEMBER 23, 1995 - JANUARY 1, 1996

JANUARY 1996

January 2 First day of term for ELS, College Foundations, CPE, Basic Ed, VESL.
CF late registration begins.

January 3 ESL Outreach term begins.

January 8 College Foundations: Last day to register/drop/receive refund for first half of double block.
CPE last day to register/drop/receive refund for comprehensive courses; 059,098,099.

January 15 College Foundations: last day to register/drop/receive refund for single block.
Last day to change from credit to audit status for 1st half of double block.
CPE last day to register/drop/receive refund for single skills
ELSL, VESL last day for refunds.

January 16 ESL Outreach: Last day to register/drop/receive refunds

January 22 College Foundations: last day for course/section change for 1st half of double block.

January 29 College Foundations: Last day for course/section change for single block.
Last day to change from credit to audit status for single block.

FEBRUARY 1996

February 13 College Foundations: Last day to withdraw from double block.

February 27 College Foundations: End of term for 1st half of double block.

February 28 College Foundations: First day of term for 2nd half of double block.

MARCH 1996

March 5 College Foundations: Last day to register/drop/receive a refund for 2nd half of double.

block.

March 12 College Foundations: Last day to change from credit to audit status for 2nd half of double block.

March 19 College Foundations: Last day for course/section change for 2nd half of double block.

APRIL 1996

April 5 College closed for Good Friday.

April 7 College closed for Easter Monday.

April 15 College Foundations: Registration for continuing students.

April 16 College Foundations: Registrations for new and returning.

April 17 ELS registration for students taking a one term break.
Pre-reg for selected ELS students with letters and Lower Beginners.
Outreach students registering into CPE or VESL.

April 18 College Foundations: Registration for new and returning students.

April 23 CPE registration: Morning classes
International ESL registration for continuing students 1- 3 pm.
ELSL registration: 4:00 pm T/Th and evening classes.

April 24 ELS registration: Morning, noon, 4:00 pm M/W.
CPE registration: Evening classes

April 25 ELS registration from waitlist. Students will have letters.
Open registration for Lower and Upper Advanced students and single skills.

April 26 CPE open registration for new and returning students.

April 25 Term end for College Foundations, CPE, ELS, Basic Ed., VESL.

MAY 1996

May 1 Term begins for CF/ CPE/ ELS/ Basic Education.

CALENDAR OF EVENTS 1995 - 1996

June 22 Graduation for students graduating between January 1, 1995 and July 31, 1995

December 22 Last day of Classes

December 23
to January 1 Campus closed

January 2 Classes Recommence

January 22 Graduation for students graduating between August 1, 1995 and December 31, 1995

GENERAL INFORMATION AND GUIDELINES

GLOSSARY

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

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

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

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

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

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

Full time student: A full-time student is registered in a full-time program or taking courses totalling more than twenty hours per week. A part-time student is registered for courses of twenty or less hours per week. Full-time Music student is registered for 15 credits.

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

Semester: A unit of time, usually of four months duration, consisting of a grouping of courses and usually with its own registration and examination period.

Fixed Length: Programs with a set date for commencement and completion. The dates do not usually correspond to the semester periods. An example of fixed length programs: Pharmacy Technician, Denturist.

Single Block Course: Refers to courses offered in the College Foundation or College Preparatory English Programs with classes two days per week.

Double Block: Refers to courses in CF and CPE programs with classes four days per week.

PART-TIME COURSES

The College offers, on a part-time basis, some 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.

RESPONSIBILITY TO THE STUDENT

It is the responsibility of the College to provide every opportunity to assist students in overcoming problems that are affecting both their performance and attendance and to ensure 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 program, course, level or semester, instructors will state clearly and in writing, the criteria they will use in assessing the student's performance. Such criteria include stipulations regarding attendance and completion of assignments and reports. It should include an outline of basic objectives, the schedule of tests and examinations created to measure achievement of these objectives, and the

value of each test and examination in relation to the overall test and examination schedule. It is against such criteria that students are evaluated.

Except in self-paced programs each course or program has a title and a given period of instructional time. The amount of time spent in student contact is also a basis upon which grades will be determined. The grading and reporting system is designed to measure student progress through the theory and 'hands-on' activities which are to be mastered for satisfactory completion of a program. It is further designed to inform students of the degree of competency that they have achieved in a course relative to the standards expected in that course and program. This system assumes the formation of a feedback 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. If examinations are not held, and marks are based only on the accumulated work of the level, then classes will extend into the designated examination period. A student may be excused from taking a scheduled examination only with written permission from the Department Head, for reasons such as illness or bereavement.

RESPONSIBILITIES OF THE STUDENT

1. To Their Studies:

It is the responsibility of students to keep their work assignments up to date. 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:

For specific procedures on student conduct, see section headed Standards of Student Conduct.

Acceptance into a College program carries with it an obligation to maintain a mature and responsible standard of conduct, deportment and dress.

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.

STANDARDS OF STUDENT CONDUCT

Failure by students to maintain appropriate standards of conduct may result in the initiating of disciplinary action by the Dean of Student Services, or delegate. Examples of student conduct which may result in disciplinary action include, but are not limited to, actions by students who;

1. Conduct themselves in a manner that interferes with or endangers the operations of the College, including interference with other students' ability to learn.
2. Conduct themselves in a manner that endangers the health or safety of other students, staff and or clients, on or off campus on College related activities.
3. Use, possess, or sell intoxicating beverages in campus buildings or any other public campus area, unless specific written permission by the College administration is obtained.
4. Falsify or supply false information, or withhold accurate information in order to obtain any College document: for example I.D. card, receipt, transcript, etc., or to obtain admission to a College course or program.
5. Use, possess and/or sell illicit drugs or narcotics on the campus.
6. Engage in disruptive activities, e.g., disorderly conduct, which includes physical or verbal abuse of another person; abusive, indecent, profane or vulgar language; obscene actions; and/or disrespect for the rights and privileges of others; or disrupts or hinders the learning environment.
7. Misuse property, which includes destruction, damage, mutilation or misuse of College property, including but not limited to buildings, library materials, trees and shrubbery, College files and records, safety equipment, including fire alarms and fire equipment.
8. Use, possess or sell fireworks, firearms, knives or other offensive weapons or materials on College property.
9. Fail to comply with reasonable directions of College officials, security personnel or law enforcement officers acting in performance of their duties on campus or affecting conduct on campus.
10. Aid, abet or act as an accomplice in the commission of any of the foregoing offenses.
11. Persistently make inordinate or inappropriate demands for time and attention from faculty and staff.
12. Impersonate a student (applicant) at an examination or assessment.

13. Engage in harassment as defined in the College's policy. (The procedure for dealing with this conduct is contained in Policy 1.1.0.7.).

14. Cheat on assignments or examinations, or plagiarize.

Cheating, which includes plagiarism, occurs where a student or group of students uses or attempts to use unauthorized aids, assistance, materials or methods. Cheating is a serious educational offence. Plagiarism occurs where a student represents the work of another person as his or her own.

Vancouver Community College condemns all forms of cheating. The College will discipline students cheating in the following manner:

1. For most first offenses, a grade of zero will be awarded for the affected assignment, test, paper, analysis, etc.
2. For most second offenses, a failing grade will be assigned in the affected course.
3. Depending upon the circumstances surrounding the first or second offence, a more severe level of discipline may be imposed by the College.
4. For a third offence, the matter must be referred to the College President for the assignment of discipline, which may include suspension or expulsion from the College.

Copies of the complete Vancouver Community College Standards of Student Conduct policy are available from the Office of the Registrar and both the City Centre Campus and KEC libraries.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

In October 1994 the Freedom of Information and Protection of Privacy Act was extended to a range of public sector bodies, including Vancouver Community College. The Act both improves accessibility to information and provides for control of the collection, use and access to personal information.

Personal information is any information about an identifiable individual; name, address, phone number, age, sex, race, educational or employment history, etc. The College may collect such personal information directly from students for purposes of admission, registration and other fundamental activities related to attendance at a public post-secondary institution in British Columbia. Such information will form part of an official student record and all such records are kept in the Office of the Registrar. Except for statistical or institutional research projects approved by the College and official College business or other strictly limited exceptions provided within the Act (e.g. to locate next of kin in an emergency), no information on file is divulged to any agency or person other than the

student without the student's written permission. Various forms used by V.C.C. in the admission process and in application for student loans contain within them the necessary release consent for your agreement. Where such a specific waiver has not been included, it is understood that in signing an application for admission, the information provided and any other information placed into the student record will be protected and used only in compliance with the Freedom of Information and Protection of Privacy Act.

SAFETY AND ACCIDENT PREVENTION

While attending Vancouver Community College, all students are required to follow safe work procedures and practices that will minimize their risk of injury. 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, students are required to obtain specific personal protective equipment and to adhere to specific health and safety regulations. Unsafe conditions or work practices are to be reported to the student's instructor. Students who fail to follow safe work procedures and practices are subject to the College's disciplinary policy.

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.

GENERAL PROGRAM INFORMATION

- 1) VCC provides educational opportunities for those who wish to:
 - train or retrain for employment
 - upgrade for their present work
 - obtain a community college certificate in Adult Basic Education (ABE) or the Ministry of Skills Training and Labour ABE Provincial Diploma (Adult Grade 12)
 - write the General Education Development (GED) tests
 - complete a Grade 12 program already started
 - upgrade in academic subjects
 - learn English as a second language
 - pursue careers in Technical Training, Trades, Music, Business, Hospitality, Health Sciences areas

- 2) Continuous intake and set term courses and programs are offered throughout the year. Detailed program and course information is also available through the Counselling Centre.
- 3) Except for returning students and competitive selection programs, admission to programs is on a "first-come, first-served" basis for applicants who meet all admission criteria.

ADMISSIONS

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 are admitted to the College on a cost-recovery basis. Applications from outside Canada should be directed to:

Office of the Registrar
Vancouver Community College
1155 East Broadway
Vancouver, British Columbia
V5T 4N3

3. AGE REQUIREMENT

As Vancouver Community College is a post-secondary institution committed to educating adult learners, applicants should be 18 years of age or older.

Applicants who do not meet the age requirements may be considered if:

- a) they have completed an appropriate secondary school program; or
- b) they have NOT attended school for one year or more.

Students who have been out of school less than one year may be considered for admission upon the written recommendation of the school principal or delegate of the last school attended, except in programs especially written for the young student.

- c) they provide written permission of the Principal or delegate or counsellor of the secondary school they are presently attending. The letter should identify a program appropriate to the students needs.

Many programs have specific age or technical requirements. Applicants should check the appropriate program information. Exceptions to the above should be directed to the Registrar who will consult, when necessary, with the appropriate Associate Dean.

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. 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 transcript showing successful completion of the Career Preparation program.

HOW TO APPLY FOR ADMISSION

It is recommended that all applicants visit the Counselling Resource Centres at City Centre Campus or King Edward Campus for current program information. Students interested in Adult Basic Education should attend an orientation session scheduled at King Edward Campus through the Counselling Centre. Adult Basic Education schedules and registration time slips are available approximately one month before the term begins.

1. All students must apply for and be granted admission to Vancouver Community College programs.
2. Applications for admission are available from the Office of the Registrar or Counselling Resource Centres.
3. Applicants must meet the College entrance requirements before an application will be accepted. Applicants must meet the program requirements before their name will be added to the waitlist or registered into the course or program.
4. Applications may be submitted in person or by mail. The application fee must accompany each application or it will be returned.

5. Documents must be official. Uncertified photocopies of documents are not acceptable. Replaceable documents submitted in support of an application become the property of the College and will not be returned or photocopied for students.
6. Processing of the application may require assessments, criminal record clearance, medical clearance, personal interviews, portfolio reviews or auditions as appropriate to meet the admission requirements of specific programs.
7. Students are expected to supply a permanent address to which letters, diplomas, certificates, and transcripts can be mailed. It is the student's responsibility to advise the Office of the Registrar of any changes, in writing. Failure to do so may result in the cancellation of applications and loss of place on the waitlist. Students applying for funding through C.E.I.C. or through the Financial Aid offices are responsible for reporting any changes directly to those offices.

ASSESSMENT AND PLACEMENT

An assessment to determine an appropriate placement level may be required for students who wish to register in Adult Basic Education. This includes courses in Basic Education, College and Career Access (CCA) and College Foundations.

Students applying to some programs must have adequate English language skills to understand class lectures, take part in class discussions and complete written assignments. Prior to considering a student's application for admission, the College may require an evaluation of English skills through the assessment process. An assessment of English Language proficiency is therefore required for students whose first language is NOT English.

CRIMINAL RECORD INFORMATION

At the present time the Resident Care Attendant, Home Support Attendant Upgrade 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.

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 Campus
250 West Pender Street
Vancouver, B.C.
V6B 1S9

ADMISSIONS APPEAL PROCESS

The College provides various formal procedures for applicants to seek resolutions of disagreements. Appeals should be submitted as soon as possible, but in any case no later than 30 days from the date of the original decision.

The applicant completes an Admissions Appeal Form and forwards this along with documentation that would be relevant to the appeal to the Registrar. The Registrar or delegate will review this documentation to determine if the Admissions Appeal Committee will hear the case. Applicants who, in the opinion of the Registrar or delegate, are unable to present reasonable grounds for a change to the original decision based upon that documentation may not receive a hearing before the Admissions Appeal Committee.

In all cases applicants must try to resolve their concerns informally prior to seeking redress through the formal process. The formal procedures can be followed if the informal process is unsuccessful. For further detailed information on procedures for appeals please contact the Office of the Registrar at either campus.

HOW TO REGISTER

Students who are waitlisted for programs, will receive a letter advising them of the dates to register and pay their fees. Students who do not follow the directions may be dropped from the waitlists and jeopardize their chances for registration.

Students who are interested in the Adult Basic Education program at King Edward campus are invited to attend orientations held by the Counselling department each Wednesday evening at 6:00 p.m. or Thursday morning at 10:00 a.m. Students will be advised of the procedures to follow for the next registration period.

ESL information sessions are held twice a month at King Edward Campus. Exact dates and times are available from Admissions, the Assessment Centre or Counselling. Students are told about the different departments, testing, the waitlist and financial aid.

Students currently registered in classroom based courses are given the opportunity to register before returning or new students. Registration period starts approximately two weeks before each semester.

It is the responsibility of the student to ensure that:

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

Students in continuous intake programs may register at any time space is available.

At the time of registration, students should check their registration form. If there is an error, the Office of the Registrar must be advised immediately. Failure to correct the registration record may result in an error on a student's permanent record.

Students who have any outstanding debts with the College are not entitled to register.

FEES

MISCELLANEOUS FEES

Application Fee	15.00
(Music)	25.00
Calendar - mailed outside Canada	5.00
Certificate, Diploma, Statement of Completion Replacement	20.00
Course/Registration Status Change	5.00
Duplicate registration form/fee receipt	3.00
Grade Appeal	10.00 *
Graduation Fee	5.00
Income Tax Form Replacement	10.00
I.D. Card Replacement - No photo	3.00
- Photo	5.00
Late Payment Fee	35.00
Late Registration Fee	50.00
Letters of Enrolment/Registration	5.00

Records requiring research or for Litigation	20.00
Re-instatement Fee	10.00
Returned Cheque	15.00
Transcript Official - first copy	5.00
- additional copies ordered at same time	2.00

* refundable if grade changed

TUITION

Total program or course fees may consist of tuition fees; graduation fee; a refundable deposit on uniform, tools or equipment; and a Student Association fee. Laundry and material fees may be applicable.

Course and Program fees are set by the College Board. For further information contact the Cashier's Office at City Centre Campus 443-8409 and King Edward Campus 871-7044.

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.

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

The tuition fee rates are subject to change.

Unless otherwise authorized, tuition and other fees are payable in full at the time of registration and may be paid with cash, personal cheque, Visa, Mastercard, Debitcard, Passport to Education, money order or certified cheque. The College does not recommend mailing payments in cash.

Registration is not complete until fees are paid. A student who is not registered for a course or program will not receive credit for that course or program.

Students who are being sponsored by an outside agency must present a letter to that effect from the sponsoring agency before or at the time of registration.

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

Requests for fee deferrals must be made through the Office of the Registrar prior to the registration deadline or payment due date.

For full time programs of longer than five (5) months, tuition fees may be paid in instalments as set by the College. However, the onus is on the student to pay each instalment on time or a late payment fee will be levied.

Students with tuition fees in arrears will not be allowed to attend classes and will be discontinued from the program or course. Re-instatement into the program or course will require the payment of outstanding debts and permission from the Department Head and the Associate Dean. The regular tuition fees and a re-instatement fee must then be paid.

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.

CURRENT FEE AND REFUND SCHEDULES ARE AVAILABLE FROM THE OFFICE OF THE REGISTRAR.

FEE PAYMENT - CONTINUOUS INTAKE

All fees must be paid in advance. Students are not considered to be registered and may not attend classes until they have contacted the Office of the Registrar and paid their fees.

Sponsored students must provide their letters of sponsorship at the time of registration.

Students may register at any time of the month. If registration takes place before the 15th of the month, students will pay a pro-rated amount for the first month plus one or three full months' tuition fees. If registration takes place after the 15th of the month, students will be expected to pay the pro-rated amount plus two or four full months' tuition fees. After registration all fees are due by the 25th day of the month for the following month. (eg. fees are due by October 25 for the month of November). Fines will be levied for late payment of fees.

Students with outstanding fees will be discontinued. Discontinued students who wish to be re-instated into the program must get permission from the department to do so. These students will be charged a \$10.00 re-instatement fee in addition to the regular tuition fee, and must come to the Office of the Registrar to re-register.

ADDITIONAL COSTS

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. Most 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 regular tuition fees, all students must pay a Student Association fee at the time of enrolment. The Student Association membership fee provides the necessary funds to allow the association to carry out the functions normally attributed to such an association, i.e., for proper representation both within and outside the College, for socials and other association/student functions.

SPONSORED STUDENTS

Students receiving funds for training from Canada Employment and Immigration Commission, Unemployment Insurance Commission, Ministry of Social Services and Housing or other agencies, should make sure that they will have enough money on hand to cover their expenses, including Student Association fees, uniform deposit, laundry and material fees, books and supplies. Delays in receiving initial funds may occur and can produce a serious handicap to training. Students should ensure all financial agreements are approved in writing well in advance of the start of their program.

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.

REFUNDS

Students who withdraw from a course(s) or program may be entitled to a partial refund of the tuition fees. You must apply in writing to the Cashier's Office for a refund. The date that written notification is received in the Office of the Registrar is used to determine your refund.

It is the student's responsibility to obtain a refund schedule, and to observe refund deadlines,

There will be an administrative fee deducted from your refund. Students wishing to know the amount of refund prior to withdrawal or transferring, should obtain that information only from the Cashier's Office at City Centre Campus 443-8409 or King Edward Campus 871-7044.

The following are not refundable:

- Student Association Fees (appeals for refunds should be directed to the Student Association Office)
- Graduation Fee
- Career program deposits including music program course deposit
- Application Fee
- Assessment Fees

It will take approximately four (4) to six (6) weeks to process a refund cheque. Where tuition fees have been paid by a sponsoring agency, the refund will be written directly to that agency. A full refund will be made in the event the College cancels a course or program. Cash refunds are not available under any circumstances. No refund cheques will be issued for amounts less than \$10.00.

RETURNED CHEQUES

If cheques are not honoured where drawn, students may be excluded immediately from class. A charge will be levied on all cheques returned by the Bank. Students who pay for tuition or other fees with insufficient funds cheques or who place a stop payment order on their cheques will only be permitted to pay for subsequent payments by cash, credit card, money order or certified cheque. Personal cheques will no longer be accepted. Any fees owing to the College must be paid before a student may re-register at any campus or obtain any official record of marks received.

TAX RECEIPTS

T2202A Tuition and Education Credit forms are mailed once a year at the end of February. Students must inform the Office of the Registrar of any change of address by January 31. Duplicate receipts are \$10.00.

SENIOR CITIZEN TUITION FEE EXEMPTION

Exemption from payment of tuition fees is available to residents of B.C. who are 65 years of age or over. Automatic admission and tuition fees exemption may not be possible in all courses or programs as some have limited registration or are specifically employment oriented. Permission from the Registrar is required.

VANCOUVER COMMUNITY COLLEGE GRADING SYSTEM

Letter Grade	Grade Point	Description
A	4.0	Distinguished
B	3.0	Above Average
* C+	2.5	Average
C	2.0	
* C-	1.5	
D	1.0	Credit granted but insufficient mastery to proceed to the next level.
F	0.0	Fail
S	N/A	Satisfactory
U	N/A	Unsatisfactory
E	N/A	Exempt
R	N/A	Audit
Z	N/A	Anecdotal
* I	N/A	Incomplete
* N		Student has ceased to attend class and did not complete course requirements.
*RW		Required to withdraw.
* W		Withdrawal
* #		Grades not available at time of printing.
* X		Duplicate course.
* IP		In Progress
* @		Registration incomplete owing to non payment of fees.

* These grades are not in use for programs offered at City Centre Campus.

The Grading System is currently under review and does not apply to all programs.

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. Non credit ESL classes also use these grades.

EXEMPT "E" GRADE DESIGNATION

Many individuals enter VCC 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.

Note - Conversion 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.

INCOMPLETE "I" GRADE CONTRACT

Students who are unable to complete course requirements, due to serious and unavoidable circumstances, may request an "I" Contract with their instructor. In the "I" Contract, both parties agree to the work required to complete the course and the date for completion. At the end of term, on receipt of the "I" contract in the Office of the Registrar, the students record will reflect an "I" grade until such time as the contract is completed and the correct grade submitted. A contract that is not fulfilled will be recorded as failure. The maximum time allowed for the completion is three months from issuance of the "I" grade.

GRADE POINT SYSTEM

1. For each course the grade point equivalent of the grade is multiplied by the credit value of the course. Resulting in the grade points achieved for each course.
2. The total number of grade points is divided by the total number of credits to obtain the GPA.

Note: Courses in which a student receives an "F" grade are also included in the calculation of the Grade Point Average.

The following example illustrates the calculation of GPA:

Course	Letter Grade	Grade Equivalent	Point Equivalent	Grade Points
No. 1	A	4	2.0	= 8.0
No. 2	B	3	2.0	= 6.0
No. 3	C	2	x 3.0	= 6.0
No. 4	D	1	1.5	= 1.5
No. 5	F	0	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.

GRADE APPEAL

If a student feels that an inaccurate or unfair grade was given, the student must first try to resolve the concern informally by discussing the issue with the instructor. If this step does not lead to a satisfactory resolution, the student may elect to initiate a grade appeal.

There are strict timelines in effect for grade appeals. Grade Appeal forms and a copy of the appeal procedures are available from the Office of the Registrar.

The grade appeal form must clearly state the reason for the appeal and be accompanied by a \$10.00 fee which will be refunded in the event that the grade is changed to a higher grade.

REPETITION OF COURSES

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

Students who have obtained any combination of two actual Incompletes (I) (i.e. students have failed to complete course requirements according to an agreed upon extended deadline), Withdrawals (W) or Failures (F) or Unsatisfactories (U) or Non attendance (N) letter grades or

students who are recommended twice to the same course level in a particular course/program must obtain written permission to re-register in that course/program from the appropriate Department Head and Associate Dean for the third registration.

Students may be required to withdraw if it becomes apparent that they are unable to maintain program performance requirements.

STATEMENTS OF GRADES

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

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

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

POLICIES

WITHDRAWALS

Deadlines for withdrawal may vary from program to program. Please check at the Office of the Registrar. Before withdrawing from a program, City Centre Campus students should discuss their situation with their Instructor or a Counsellor.

KEC students must officially withdraw at the Office of the Registrar. KEC students, who stop attending without officially withdrawing will receive an "N" grade.

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 VCC 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

Application for a transcript must be made in person (I.D. required), or by written request. Release of transcript information will only be made with the written authorization of the student. This includes release to parents, relatives and sponsors. There is a fee for each transcript requested. Official transcripts bear the signature of the Registrar and the College seal. Transcripts from other institutions become the property of Vancouver Community College and will not be copied or returned to the student.

ADVANCE CREDIT OR TRANSFER CREDIT

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

To be eligible for any VCC Certificate or Diploma, students must earn at least 50% of the credit for that credential at VCC.

APPEALS, PETITIONS AND FORMAL COMPLAINTS

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

APPEALS

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

COMPLAINTS

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

ATTENDANCE

Students are expected to attend all scheduled instructional activities. They must have legitimate reasons for absences, such as illness (medical notes will be required) and it is the student's responsibility to contact the instructor(s) and to inform them of their reasons for non-attendance. Students are expected to complete the required course assignments regardless of their absence. Students who fail to attend the first three classes may have their seats given to other students regardless of previous permission to register.

COURSE LOAD

KEC students who wish to register in a combination of programs/courses which will bring their course load commitment to above 36 hours per week will require Associate Dean(s) approval.

COURSE CHANGES

Students must officially change course sections at the Office of the Registrar and pay the applicable fee. Deadlines for course section changes must be observed.

LATE REGISTRATION

Deadlines for registration vary from program to program. VCC students will need Department Head approval to late register. There is a late registration fee.

OUTSTANDING DEBTS

Students who have outstanding debts are not entitled to attend classes, re-enroll in the future or have access to their records.

SERVICES FOR STUDENTS

The following services are provided at Vancouver Community College to help students with their studies and assist them in completing their goals and objectives.

ASSESSMENT CENTRE

Office: Room 4031
Telephone: 871-7093

ADULT BASIC EDUCATION (ABE) PLACEMENT ASSESSMENT

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

A non-refundable fee of \$15.00 (cash or VISA: cheques not accepted) is charged for each ABE assessment (i.e. Mathematics assessment \$15; Reading assessment \$15; Writing assessment \$15). These assessments are not examinations - they are tests designed to help students determine their appropriate placement levels.

Assessment results may be used in lieu of school transcripts for admission to courses or programs that have special prerequisites. The assessment results are recognized at Langara College and by BCIT. Sample questions are available from the Assessment Centre or the Counselling receptionist.

In addition to the Assessment services offered at King Edward Campus, prerequisite testing for certain City Centre Campus programs is offered at the City Centre Campus one day a week. Contact City Centre Campus Admissions 443-8404 for more information.

READING ASSESSMENT (55 MINUTES)

The Reading assessment determines:
vocabulary level (20 minutes)
comprehension level (35 minutes)

WRITING ASSESSMENT (1 hour)

There are two sections to the writing assessment. The multiple choice assessment determines skills in sentence logic, paragraph development, spelling, sentence recognition, grammar, punctuation and mechanics. There is also a written section.

MATHEMATICS ASSESSMENT (1 hour)

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

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

TYPING ASSESSMENT (THREE 5-MINUTE TIMINGS)

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

Results are valid for 1 year.

A.B.E. Assessments may only be written every four months.

ENGLISH AS A SECOND LANGUAGE ASSESSMENT

Students whose first language is not English may need an assessment of English language proficiency before they can register in VCC classes. Students must take their original Immigration papers to the Assessment centre. They will complete an assessment application form and pay \$5.00 non-refundable deposit. Applicants will be contacted by mail to advise them of the time of their assessment appointment. They will be required to pay the balance of \$10.00 on the day of the test.

The English as a Second Language assessments consist of:

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

There is a non-refundable fee of \$15. (Cash or Visa/Mastercard, please no personal cheques)

An appointment is necessary.

Results are valid for 6 months.

ENGLISH LANGUAGE ASSESSMENT (ELA)

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

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

The English Language Assessment is approximately 3 hours. An individual 15 minute oral interview is given separately.

A non-refundable deposit of \$20.00 is required at the time of making the appointment with the balance due on the day of the test.

Sample booklets are available through the Assessment Centre, when appointments are made.

Results are valid for 1 year.

ELA Assessments may only be re-written every four months.

GENERAL EDUCATION DEVELOPMENT (GED) TESTING

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

Applicants must meet the following requirements.

They must:

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

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

BOOKSTORE

The Campus Bookstores are open to all students, staff and the general public. They carry textbooks, classroom supplies, special tools and equipment required in some programs, t-shirts, greeting cards, postage stamps, photo-finishing and film. The KEC Bookstore offers one of the most extensive collections of English as a Second Language resource materials in North America. A buy back for used books is arranged by the Bookstore at the close of each term.

LOCATION AND HOURS:

The City Centre Campus Bookstore is located in the Mall at the Dunsmuir/Hamilton entrance and normal bookstore hours of operation are 10:00 a.m. - 4:00 p.m., Monday to Friday. Extended hours during peak times.

Phone: 443-8363
Fax: 443-8588

The King Edward Campus Bookstore is located on Level 2, and is open 8:30 a.m. - 5:00 p.m. Monday, Tuesday and Friday and 8:30 a.m. - 8:00 p.m. Wednesday and Thursday, Labour Day until May, 15. Summer Hours: May 16 - Labour Day, Monday - Friday, 8:30 a.m. - 4:30 p.m.

Phone: 871-7333
Fax: 871-7311

CAFETERIA & FOOD SERVICES

CITY CENTRE CAMPUS

Why go off campus when City Centre Campus offers it all.

Food Services available are:

- a Cafeteria which provides coffee service, breakfast, lunch, and dinner, (including full course meals prepared by Culinary Arts students)
- an Asian Service Counter which offers luncheon service prepared by Asian Culinary Arts students
- a Second Cup Cappuccino Bar that provides the best coffee in town
- a Bakeshop which offers high quality products prepared by Baking Culinary Arts students
- a Retail Meat Shop filled with products processed by Retail Meat students
- a full service dining room in JJ's Restaurant
- a wide range of vending products
- a Catering Department to meet all your needs (please call 443-8324 and/or 443-8481)

For more details on City Centre Campus Food Services and hours of operation, please pick up an information brochure from one of the Cafeteria Cashiers.

KING EDWARD CAMPUS

The student cafeteria at King Edward is located in the northwest corner of level 2. Hours of operation are 7:00 a.m. - 9:00 p.m. Monday - Thursday, 7:00 a.m. - 3:30 Friday and 8:00 a.m. - 2:30 p.m. Saturday. Hours are adjusted in July and August.

The cafeteria serves hot breakfasts, lunches, and dinners. Check our daily specials. We also have a gourmet sandwich bar and fresh salad bar. Please remember it's your cafeteria so keep it clean.

CONTINUING EDUCATION (C.E.)

Continuing Education is the instructional division specializing in serving adult, part-time students at Vancouver Community College. Over 27,000 adults register for the 1900 classes offered each year by C.E.

C.E. offers more than 35 Certificate Programs to help adults advance in their career or embark on a new career. A C.E. certificate is recognized by business, industry and the professions and marks a student's achievement in a subject.

As well, C.E. works with employers to provide contract education services to local business and industry. A complete array of services is available including skills assessment which determines employee education/training needs; development and delivery of training programs; and follow-up evaluation to determine effectiveness of the training provided.

C.E. also offers a wide range of non-certificate programs just to broaden a student's knowledge and interest in a subject...anything from natural history field trips to wine appreciation.

C.E. courses are offered year round with most classes in the evening or on weekends. Classes are held on all campuses and at convenient locations throughout the city.

COUNSELLING SERVICES

LOCATION AND TELEPHONE:

City Centre Campus - Program Information: 443-8443
Pender Street Entrance - Counselling Reception: 443-8453

King Edward Campus - Program Information: 871-7500
Room 3002 - Counselling Reception: 871-7191

Professional Counsellors and Support Staff 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. GROUP INFORMATION SESSIONS

Weekly information sessions are held at each campus to assist new applicants to the college. You will receive help with understanding program prerequisites, application

procedures, sources of financial support and other relevant information. Referrals will be made for further advising or counselling as required.

New applicants are strongly encouraged to attend an information session. To make arrangements, please call:

King Edward - Program Information Sessions:
(For Adult Basic Education (ABE) classes) 871-7191

City Centre Campus - Program Information Sessions:
443-8453

2. COUNSELLING RESOURCE CENTRES

Each campus has a comprehensive self help resource centre to serve the needs of both registered and prospective students. Staff will help you make effective use of the resources which include:

- Vancouver Community College program brochures and curriculum guides and videos; admission information; and course and fee schedules
- Directories of post-secondary education
- B.C. college and university calendars and admission guides
- Video tapes on programs
- Continuing Education flyers
- General Education Development (G.E.D.) application forms and information
- TOEFL applications
- Apprenticeship and employment training information
- Written publications on careers and occupations
- Job search material
- Community services information
- Information on required admissions tests

3. 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.

4. 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.

5. STUDENT SUCCESS WORKSHOPS

We teach a variety of student success skills that include reading and study skills, test taking, stress and time management, assertiveness, job search and resume writing. Workshops are offered in class, during lunch hour and after classes.

6. SERVICES FOR STUDENTS WITH DISABILITIES

We are committed to providing specialized assistance and support services to students with disabilities. Our comprehensive service includes:

- Assistance with registration and admissions procedures
- Getting to know your 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 who are deaf or hard of hearing
- Brailled and/or taped texts for persons who are blind or who have low vision
- Taped texts for persons with a documented learning disability
- Referral for educational assessment, job search assistance and personal support
- Personal and confidential counselling

The campuses are wheelchair accessible.

Please call:

Wayne Avery
City Centre Campus: 443-8451 (TDD/TDY 443-8323)

Mel Felker

King Edward Campus: 871-7206 (TDD/TDY 871-7195)

7. REFERRALS

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

DAYCARE

The McGregor Child Care Centre, located on Glen Drive directly north of KEC, offers daycare to 12 children under 3 years of age and 25 children over 3 years of age. The centre, staffed by preschool teachers is available for children of students, employees of the college and members of the community. Call 871-7407/7408 for information regarding waiting list and enrolment procedures.

City Centre Campus does not offer this service to registered students or staff.

FINANCIAL AID DEPARTMENT

King Edward Campus

Phone: 871-7046

Fax: 871-7458

City Centre Campus

Phone: 443-8421

Students are encouraged to visit the Financial Aid office on their campus for further information. Students requiring financial assistance for registration should apply well in advance.

THE FOLLOWING ARE SOURCES OF FINANCIAL ASSISTANCE:

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

This program provides assistance for studying at the full time post secondary level, 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 8 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 have an advisor review his/her loan application for correctness and completeness. Applications that are not completed correctly encounter long delays in processing.

2. ADULT BASIC EDUCATION STUDENT ASSISTANCE PROGRAM (ABESAP):

ABESAP is a provincially funded program established to provide non-repayable grants to needy students whose studies are below a post secondary level. These grants are to cover the cost of tuition fees. If funds are needed for enrolment, applications are available one month in advance. Students are advised to apply early, at least one month before registration.

3. 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 from the Financial Aid Office.

4. BURSARIES

A bursary is a non-repayable award which is made to students who demonstrate financial need. Students applying for bursary funds are expected to have exhausted all other avenues of financial support. For more information, please contact the Financial Aid Office at the Campus at which you are studying.

5. SCHOLARSHIPS

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

6. 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.

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 Vancouver Community College, 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:

- Pre-admission advising/referral services, orientation and advocacy as necessary
- Liaison with band/tribal administrations, sponsoring agencies, community resources, Vancouver Community College programs and/or services
- Assistance with transition into Vancouver Community College and/or transfer to other post-secondary institutes upon completion of studies

For further information contact the First Nations Coordinator - 871-7020.

HEALTH SERVICES

LOCATION AND HOURS:

CITY CENTRE CAMPUS

In the City Centre Campus Mall on the second floor
Nurse: 8:30 a.m. - 3:00 p.m., Monday to Friday

Nurse: 443 - 8337
Physician: 443 - 8338

KING EDWARD CAMPUS

Room 3007 (next to Counselling Services)
9:00 a.m. - 3:30 p.m. Monday through Friday
also, one evening clinic per week.
Nurse: 871 - 7187

EMERGENCY within the building, 4444

Staff:
Community Health Nurse
Physician
Psychologist
Psychiatrist

Each campus has a free medical clinic staffed by a full-time community health nurse and a physician who spends two and one half days at each campus. A psychiatrist and clinical psychologist are available off-campus by referral.

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

- medical assessment and treatment of illness and injuries
- referrals to medical specialists, medical facilities, etc.
- counselling for stress, anxiety and depression
- vision and blood pressure testing
- pregnancy tests
- S.T.D. tests and treatment
- nutrition and weight control counselling
- birth control methods
- health information in various languages for E.S.L. students (KEC)
- sick room
- Tb screening
- Hepatitis B vaccine (CC)

FIRST AID SERVICE

HOURS:

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

First Aid treatment is available during campus operating hours. When no one is available in Health Services or the injured person can not reach Health Services, contact the on-call First Aid Attendant at **Emergency Local 4444**

All injuries occurring on campus must be reported to Health Services or the First Aid Attendant.

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

HUMAN RIGHTS COORDINATOR

The Human Rights Coordinator provides education which promotes understanding and awareness of harassment and human rights issues throughout the college community. The Human Rights Coordinator also provides confidential advisory services regarding harassment issues and is responsible for implementation of the Human Rights Policy. For further information and advice, please contact the Human Rights Coordinator at 871-7040.

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).

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

Program Office: Room 3060 King Edward Campus/113J - City Centre Campus

Telephone: 871-7220, 871-7221 (for general enquiries)

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

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

Students who have previously been diagnosed as having learning disabilities (via an assessment) should contact the Special Needs Counsellor when they arrive at the campus for the first time. If possible, the student should bring a copy of his/her most recent assessment to this meeting.

THE LEARNING CENTRE

LOCATION:

- The Learning Centre at City Centre Campus is located across the mall from the library, beside security.
- The Learning Centre at KEC is located on level 3, beside Counselling. It can also be accessed through the library.

The Learning Centre provides learning support services to students registered in courses and programs at Vancouver Community College. Qualified and experienced tutors assist students with general upgrading and with course work. In addition to the drop-in service, students can sign up for free workshops held throughout the week. College mathematics instructors offer additional tutoring through the Learning Centre at KEC. The Learning Centre is committed to supporting students in becoming strong independent learners.

Services include:

- one-on-one drop-in tutoring
- specialized small group workshops
- up-to-date student computers, educational software, both commercially and college produced
- access to current course materials and reference books
- audio tapes and listening carrels
- make up test services
- original, course-related workshops and computer tutorials in English/ESL, math and science.

LIBRARY

HOURS AND PHONE NUMBERS:

CITY CENTRE CAMPUS

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.

* hours are subject to change, especially from May to August.

Reference & Information	443-8339
Circulation	443-8340
Media	443-8341
TTY/TDD	
(for the Deaf & Hard of Hearing)	443-8549

KING EDWARD CAMPUS

Monday	9:00 a.m. - 4:30 p.m.
Tuesday/Wednesday	9:00 a.m. - 9:00 p.m.
Thursday/Friday	9:00 a.m. - 4:30 p.m.

* hours are subject to change, especially from May to August.

Reference & Information 871-7326
Circulation 871-7322/7323
Media 871-7321
TTY/TDD
(for the Deaf & Hard of Hearing) 871-7325

Both Vancouver Community College campus Libraries provide collections consisting of books, newspapers, magazines, pamphlets, slides, audio-cassettes, films, videos, and CD-ROMs. Free borrowing privileges are extended to all Vancouver Community College students and employees. In addition, Vancouver Community College borrowers have privileges at Langara College Library, as well as at various other college libraries. To obtain a library card, students should take their student I.D. or fee receipt to the circulation desk at their respective campus Library.

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

1. FRIENDLY REFERENCE SERVICES

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

2. SPECIALIZED MATERIALS

The City Centre and King Edward Libraries have numerous materials available for all subjects taught at their respective campuses. The City Centre Campus Library specializes in resources for business, health, technical, and hospitality areas of study. King Edward Library specializes in English as a Second Language books and audio-cassettes, career programs such as music and sign language studies, as well as a variety of materials for adult learners.

3. MEDIA COLLECTION

Both Libraries have large and growing media collections, consisting of a multitude of contemporary videos and films on a wide range of subjects of interest to Vancouver Community College borrowers. Audio-visual equipment and help is available at each Library. Please ask for assistance at your Library's media desk.

4. COMPUTER CATALOGUE

All books, magazines and audio-visual materials are accessed via our easy-to-use computer catalogue. The catalogue lists the holdings of the Vancouver Community College Libraries, as well as those of Langara College

Library. Dial-in access to Vancouver Community College's catalogue, as well as the other library catalogues via the Internet is available at each campus Library. Please come to the Library for complete instructions.

5. NEW TECHNOLOGIES

Both Libraries have CD-ROM workstations with access to several databases and multimedia encyclopedias. These technologies offer an effective and entertaining way to search for information.

6. SERVICES FOR SPECIAL NEEDS STUDENTS

Students with special needs have access to specialized equipment and resources at both Vancouver Community College Libraries. Many of the videos in the audio-visual collections are closed-captioned, making them accessible to the deaf and hard of hearing. Students have access to a TTY/TDD, tape recorders/players, and video players and closed-caption decoders. With the support of the campus Counselling Department, the King Edward Library is able to provide a student aide to assist all special needs students for a few hours per week. Additionally, an Optolec device is available at the City Centre Campus Library, and the King Edward student computer lab provides access to an Arkenstone reader for visually impaired students. Visually impaired students also have access to a large collection of talking books at the King Edward Library.

7. OTHER LIBRARY SERVICES

The Vancouver Community College Libraries have an efficient inter-library loan system that retrieves materials from other college and university libraries. Tables and carrels are located throughout both Libraries for student research and quiet study. Students have access to photocopiers taking coins or cost-saving copy-cards for sale at the circulation desk. Additionally, both locations provide computing facilities either in the Library (CC) or in the adjacent student computer lab (KEC).

LOST AND FOUND

The City Centre Campus Lost and Found is located in the security office in the Mall on the second floor. The King Edward Campus Lost and Found is located in the security office on Level 2, Room 2035. Lost items may be claimed upon proper proof of identification.

PARKING

CITY CENTRE CAMPUS

Students parking is not available on campus. City Centre Campus 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.

KING EDWARD CAMPUS

Pay parking has been in effect at KEC since January 1994. The only exceptions are handicapped parking and motorcycles. Pay parking is in effect Monday to Saturday from 7:00 am to 10:00 pm year-round.

Anyone parking in the student/public parking lot located on the North side of 7th Avenue must purchase a ticket from the coin/credit card dispenser and visibly display it on their vehicle. The cost per ticket is one dollar.

From 8:00 am to 4:30 pm, Monday to Saturday, the parking lot located on the South side of 7th Avenue is for employees only. After 4:30 pm this lot can be used by students and visitors who purchase a ticket from the coin/credit card dispenser.

Handicapped parking is available on the East side of the campus off Keith Drive. In order to park in this area, a valid handicapped permit must be displayed.

STUDENTS' ASSOCIATION

The City Centre Campus (CCSA) and King Edward Campus (KESA) Students' Associations are organizations representing all registered students of Vancouver Community College. The Associations are administered by an elected student council and its appointed staff. In addition, each class elects a representative to serve as the liaison between the class and the student council.

Through its council and classroom representatives, the Students' Associations are responsible for representing the concerns of Vancouver Community College students to faculty, administration, government and other outside agencies.

SERVICES

On-campus services provided by the Vancouver Community College Students' Association include:

- a student lounge
- a free student telephone
- notice boards for housing, jobs, sale items and events and a host of information brochures for student use

For more detailed information on services and activities specific to each Campus please call your Students' Association.

At City Centre Campus, call 443-8362, office and lounge hours are Monday-Friday 9:00 a.m.-5:00 p.m.

At King Edward Campus, the office is located on the second floor inside the student cafeteria. Look for the red neon sign (KESA).

Telephone: 871-7146, 7336
Fax: 872-4675

The hours are:
8:00 a.m. to 5:00 p.m. on Mondays and Wednesdays,
8:00 a.m. to 9:00 p.m. on Tuesdays and Thursdays and
8:00 a.m. to 4:00 p.m. on Fridays.

STUDENT ADVOCATE PROGRAM

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

AN INVITATION FROM THE VANCOUVER COMMUNITY COLLEGE ALUMNI ASSOCIATION

Don't leave without us!

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

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

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

Students can benefit directly from the alumni network through the bursaries and scholarships made available from our fundraising activities.

Services such as library access and continuing education courses are available at discounted rates to members of the Vancouver Community College Alumni Association.

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

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

PROGRAMS

PLEASE NOTE: APPLICATION AND REGISTRATION MUST TAKE PLACE AT THE CAMPUS WHERE THE COURSES AND PROGRAMS ARE OFFERED

ACCOUNTING

offered at City Centre

Program Length: Twelve months

Starting: Three times annually; January, May & September

Certification: Certificate

Department Head - Ed Wakulchik

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

SEMESTER 1

- Course 1499 Introduction to Word Processing
- Course 1878 Business Mathematics
- Course 1568 Communications: Business Correspondence
- Course 1897 Introduction to Microcomputers (Under Review)
- 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

ADULT BASIC EDUCATION PROGRAMS (ABE)

offered at King Edward Campus

Associate Dean: Jean Cockell

PROGRAM OVERVIEW

Adult Basic Education Programs are designed for adults who wish to upgrade their skills and knowledge for credit or for personal fulfilment. Instruction is offered from the Fundamental Basic Literacy level through to Provincial Adult Secondary School completion (Grade 12). The following programs are included:

1. Adult Basic Education Intermediate Program (ABE) Youth
2. Basic Education
3. Basic Employment Skills Training (BEST)

4. College & Career Access (C.C.A.)
 - English
 - Mathematics
 - Science
 - Social Science
5. College Foundations (C.F.)
 - Business & Computer Studies
 - Humanities (English & Social Sciences)
 - Mathematics
 - Science
6. Programs for Deaf and Hard of Hearing Adults
7. Programs for Visually Impaired Adults
8. General Education Development (G.E.D.)

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

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

Credit courses are offered in four levels as set out by the B.C. Ministry of Skills, Training and Labour. These courses are transferable throughout the B.C. post-secondary system.

CERTIFICATE ELIGIBILITY:

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

To obtain an ABE Certificate or Diploma, College and Career Access (C.C.A.) and College Foundations students must apply to the Office of the Registrar.

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

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

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

ADULT BASIC EDUCATION FUNDAMENTAL LEVEL: INSTITUTIONAL CERTIFICATE

- English
- Mathematics

ADULT BASIC EDUCATION INTERMEDIATE LEVEL: INSTITUTIONAL CERTIFICATE

- English
- Mathematics
- Science
- Social Science

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

1. English 041
English 051
2. Social Science 051
3. Math 050 (Algebra)
Math 051 (Algebra)
- OR
Math 052 (Business and Consumer)
Math 053 (Business and Consumer)
4. Science 051

ADULT BASIC EDUCATION ADVANCED LEVEL: INSTITUTIONAL CERTIFICATE

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

Prerequisite: ABE Intermediate Level or Grade 10 or equivalent.

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

- List A:**
1. English 061
English 071

- List B:**
1. Math 061 (Algebra)
Math 071 (Algebra)
 2. Math 062 (Business & Consumer)
Math 072 (Business & Consumer)
 3. Math 063 (Technical)
Math 073 (Technical)

List C:

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

List D:

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

ADULT BASIC EDUCATION PROVINCIAL LEVEL: PROVINCIAL DIPLOMA

(issued by the College and the Ministry of Skills, Training and Labour)

- English with a literature component
- 3 subjects at the Provincial Level, one of which must be academic
- Mathematics or Accounting at the Advanced Level (prerequisite) (Accounting Option to be removed June 30/96)

Prerequisite: English at the Advanced Level or equivalent, or a Reading and Writing assessment. Must have completed Mathematics or Accounting at the Advanced Level or

equivalent (Accounting Option to be removed June 30/96). These are minimum requirements; some post-secondary programs require completion of additional Advanced Level courses; some Provincial Level courses have Advanced Level prerequisites.

A. Complete the English requirement from the following options:

OPTION 1:
Canadian Viewpoints 081 and Canadian Viewpoints 091

OPTION 2:
English 081 and English 091

OPTION 3:
English 096

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

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

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

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

ADULT BASIC EDUCATION COURSE LISTINGS

FUNDAMENTAL LEVEL (beginner to grade 8 equivalency)	English 031 Math 031 (semester based classroom instruction)	
At King Edward Campus, students may choose between semester based classroom instruction and individualized, self-paced learning.		
	COLLEGE FOUNDATIONS SEMESTER BASED CLASSROOM INSTRUCTION	COLLEGE AND CAREER ACCESS INDIVIDUALIZED SELF - PACED LEARNING
INTERMEDIATE LEVEL (Grades 9 & 10)	Computer Keyboarding 042 Computer Studies 043 English 041 & 051 French 051 Math 050 & 051 Science 051 Social Science 051	English 041 & 051 Math 050 & 051 (Algebra) Math 052 & 053 (Business & Consumer) Math Skills 057 Reading & Study Skills 057 Writing Skills 057 Science 051 Science Skills 057 Social Science 051 Social Science Skills 057
ADVANCED LEVEL Grade 11*	Accounting 062 & 072 Basic Music Theory 003 Biology 061 & 071 B.C. Pacific Studies 061 & 071 Chemistry 061 & 071 Computer Keyboarding 062 & 072 Computer Studies 063 & 073 English 061 & 071 French 061 & 071 Math 061 & 071 Physics 061 & 071 Reading & Study Skills 077 Spelling 077 Writing Skills 077	Accounting 062 & 072 Biology 061 & 071 English 061 & 071 Math 061 & 071 (Algebra) Math 062 & 072 (Business & Consumer) Math 063 & 073 (Technical) Math Skills 077 Physics 061 & 071 General Science 061 & 071 Reading & Study Skills 077 Science Skills 077 Spelling 077 Writing Skills 077

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

ABE Course listings (continued)

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

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

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

BASIC EDUCATION
DEPARTMENT

offered at King Edward Campus and other community locations

Program Length: semester-paced
Starting: January, May, July and September
Certification: Certificate
Department Head: Rene Merkel, 871-7369

ADULT BASIC EDUCATION
FUNDAMENTAL CERTIFICATE
PROGRAM

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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

PROGRAM CONTENT

English 031

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

Mathematics 031

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

INSTRUCTIONAL METHODS

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

HOURS (seminars are included in these hours)

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

THERE ARE ALSO BASIC EDUCATION CLASSES AT:

- First United Church
320 East Hastings Street, Telephone 681-8365
English and Mathematics
5 hours per week
- Mt. Pleasant Neighbourhood House
800 East Broadway, Telephone 879-8208
English and Mathematics
10 hours per week
- Vancouver Public Library Central Branch
350 W. Georgia, Telephone 331-3600
English and Mathematics
10 hours per week

ASSESSMENTS

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

ADDITIONAL INFORMATION

To make an appointment for an interview or get more information, phone the Basic Education Department, 871-7369 or leave a message. For program information, call 871-7500 or 871-7369.

ADULT BASIC EDUCATION (ABE) INTERMEDIATE PROGRAM: YOUTH

offered through King Edward Campus at Britannia Community Centre

Program Length: Self-paced
Starting: Continuous intake from September through June
Certification: Statement of Completion or ABE Intermediate Certificate

Coordinator - Russell Porter, 253-4391 - local 34

ADMISSION REQUIREMENTS

- ABE Youth is available to young adults between the ages of 15 and 17 inclusive who are in need of academic upgrading, but who are unable to enter other educational programs. The program is open to students who have been out of school for at least one year or have letters from their secondary school principals confirming the unavailability of a suitable program in the school system.

PROGRAM OVERVIEW

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

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

The ABE Intermediate Program for Youth offers individualized and self-paced instruction in

- English
- Mathematics
- Science
- Social Science

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

REGISTRATION

Potential students may be referred through community agencies working with youth. Students may be eligible for sponsorship by the Ministry of Social Services or for financial aid through the King Edward Campus Financial Aid office (871-7048).

LOCATION

Britannia Community Centre
1661 Napier Street
Telephone: 253-4391, Local 34

FEES AND ADDITIONAL COSTS

Fees are included in the current fee schedule.
Some textbooks and instructional materials are provided.

ADDITIONAL INFORMATION

For further information, contact the KEC Counselling Resource Centre at 871-7500 or please phone 253-4391 and ask for Russell Porter or Kim Adams.

ASIAN CULINARY ARTS

offered at City Centre

Program Length: Six months
Starting: Generally twice yearly
Certification: Certificate
Department Head - Conrad Leung

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

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

AUTOMOTIVE COLLISION REPAIR TECHNICIAN

offered at King Edward Campus

Program Length: Eight months
Starting: January, May and September
Certification: Certificate
Department Head - Pat Sproston

ADMISSION REQUIREMENTS (Under Review)

In addition to the general Vancouver Community College Admission requirements, the following are required:

- Graduation from an appropriate Career Preparation Program
- OR
- Reading Skills 11 or equivalent and Trades Math 10 or equivalent
- OR
- A licensed tradesman or an individual who has more than 5 years experience or 10,000 hours in the trade may apply with experience as equivalent
- OR
- Mature Student status

GENERAL ENTRY REQUIREMENTS

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

NOTE:

Students whose previous education was not in the English language will be required by College Policy to take an English Assessment. In order to make an appointment for this assessment, obtain a referral form from the Office of the Registrar. Appointments must be made in person.

PROGRAM OVERVIEW

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

PROGRAM CONTENT

LEVEL I

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

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

LEVEL II

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

FEES AND ADDITIONAL COSTS

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

Material fee \$20.00 per month; tool deposit 25.00; overall deposit 25.00; textbook \$85.00 (approximately)

The supplies required as specific to the department:

- W.C.B. approved boots
- Gloves
- Welding goggles
- Striker
- Pocket knife
- Putty knife
- Mixing board
- Charcoal respirator mask
- MIG welding helmet

Approximate cost of safety items is \$150.00 depending on quality and student preference.

AUTOMOTIVE GLASS TECHNICIAN PROGRAM

offered at King Edward Campus

Program Length: Four months
Starting: January and June (based on demand)
Certification: Certificate
Department Head - Pat Sproston

ADMISSION REQUIREMENTS (Under Review)

In addition to the general Vancouver Community College Admission requirements, the following are required:

- Graduation from an appropriate Career Preparation Program
- OR
- Reading Skills 11 or equivalent and Trades Math 10 or equivalent
- OR
- A licensed tradesman or an individual who has more than 5 years experience or 10,000 hours in the trade may apply with experience as equivalent
- OR
- Mature Student status

GENERAL ENTRY REQUIREMENTS

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

NOTE:

Students whose previous education was not in the English language will be required by College Policy to take an English Assessment. In order to make an appointment for this assessment, obtain a referral form from the Office of the Registrar. Appointments must be made in person.

PROGRAM OVERVIEW

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

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

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

PROGRAM CONTENT

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

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

FEES AND ADDITIONAL COSTS

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

Tool deposit \$25.00; overall deposit \$25.00; textbook \$50.00 (approximate)

The supplies required as specific to the Department:

- W.C.B. approved boots
- Gloves
- Pocket knife
- Putty knife
- Charcoal respirator mask

Approximate cost of safety items is \$150.00 depending on quality and student preference.

AUTOMOTIVE PAINTING AND REFINISHING TECHNICIAN

offered at King Edward Campus

Program Length: Four months
Starting: January, May and September
Certification: Certificate
Department Head - Pat Sproston

ADMISSION REQUIREMENTS (Under Review)

In addition to the general Vancouver Community College Admission requirements, the following are required:

- Graduation from an appropriate Career Preparation Program
- OR
- Reading Skills 11 or equivalent and Trades Math 10 or equivalent
- OR
- A licensed tradesman or an individual who has more than 5 years experience or 10,000 hours in the trade may apply with experience as equivalent
- OR
- Mature Student status

GENERAL ENTRY REQUIREMENTS

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

NOTE:

Students whose previous education was not in the English language will be required by College Policy to take an English Assessment. In order to make an appointment for this assessment, obtain a referral form from the Office of the Registrar. Appointments must be made in person.

PROGRAM OVERVIEW

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

PROGRAM CONTENT

This four month program covers the following topics:

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

FEES AND ADDITIONAL COSTS

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

Material fee \$20 per month; tool Deposit \$25.00; coverall deposit \$25.00; textbook \$85.00 (approximately).

The supplies required as specific to the Department:

- W.C.B. approved boots
- Gloves
- Pocket knife
- Putty knife
- Charcoal respirator mask

Approximate cost of safety items is \$150.00 depending on quality and student preference.

AUTOMOTIVE PAINTING (ESL)

offered at King Edward Campus

Program Length: Six Months
Starting: contact Admissions
Certification: Certificate
Department Head - Pat Sproston

ADMISSION REQUIREMENTS (Under Review)

In addition to the general Vancouver Community College Admission requirements, the following are required:

- Graduation from an appropriate Career Preparation Program
- OR
- Reading Skills 11 or equivalent and Trades Math 10 or equivalent
- OR
- A licensed tradesman or an individual who has more than 5 years experience or 10,000 hours in the trade may apply with experience as equivalent
- OR
- Mature Student status

GENERAL ENTRY REQUIREMENTS

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

NOTE:

Students whose previous education was not in the English language will be required by College Policy to take an English Assessment. In order to make an appointment for this assessment, obtain a referral form from the Office of the Registrar. Appointments must be made in person.

PROGRAM OVERVIEW

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

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

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

AUTOMOTIVE TECHNICIAN

offered at King Edward Campus

Program Length: Twelve months
Starting: January, April*, October
Certification: Certificate
Department Head - Glen Johnston

* two class intake

ADMISSION REQUIREMENTS (Under Review)

In addition to the general Vancouver Community College Admission requirements, the following are required:

- Graduation from an appropriate Career Preparation Program
- OR
- Reading Skills 11 or equivalent and Trades Math 10 or equivalent
- OR
- A licensed tradesman or an individual who has more than 5 years experience or 10,000 hours in the trade may apply with experience as equivalent
- OR
- Mature Student status

RECOMMENDED REQUIREMENTS

It is also recommended that applicants have:

- Mathematics 11
- Physics 11

GENERAL ENTRY REQUIREMENTS

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

NOTE:

Students whose previous education was not in the English language will be required by College Policy to take an English Assessment. In order to make an appointment for this assessment, obtain a referral form from the Office of the Registrar. Appointments must be made in person.

PROGRAM OVERVIEW

Develops skills to meet the challenges in service and repair of today's advanced automobiles. Since technological changes in the automotive industry require technicians to be more than general mechanics, this program helps prepare for the future. Diagnostics, electronics, and 'hands-on' training are all part of this twelve month, Apprenticeship accredited program.

The Automotive Mechanics Technician Program covers four distinct automotive specialty areas offered at King Edward Campus.

1. Engine Service and Repair.
2. Transmission and Drive Axle Service and Repair.
3. Brake, Suspension and Steering Service and Repair.
4. Automotive Electronics and Fuel Management Systems Service and Repair.

Each three month specialty area consists of theory, principles, and practical applications of the operation, construction, maintenance, repair, and adjustment of the various systems and components of automobiles.

Students develop skills applicable to a wide range of employment opportunities in the automotive industry or to further specialization and training within that industry.

PROGRAM CONTENT

Students who have successfully completed the Automotive Technician Program will be able to:

1. Identify and describe the automotive sub-systems, their components, features of construction, and principles of operation.
2. Apply the knowledge of the construction and the principles of operation to the maintenance, repair, and adjustment of the following systems:
 - engine
 - emission control
 - electrical and ignition (including automotive electronic management systems)
 - power train
 - front end alignment
 - suspension
 - brake system
3. Describe the concepts and the methods of troubleshooting; select and apply appropriate, logical troubleshooting techniques; operate diagnostic and repair equipment on various automotive systems.

4. Perform procedures and tasks commonly required of employees in typical automotive repair shops.
5. Use generally recognized automotive trade skills and procedures.
6. Employ clean, safe, and orderly work habits.
7. Identify, appraise and respond to job opportunities within the automotive industry.

INSTRUCTIONAL METHODS

Instructional strategies are designed to simulate future work environments. Students are given specific work tasks which need to be completed competently and in cooperation with others, all within prescribed time limits.

A group instruction approach is used to prepare students to complete the program. Students learn through lectures and demonstrations; class interaction; audio-visual presentations; and some individualized learning units. Students, either individually or in teams or small groups, must work cooperatively, efficiently, safely and responsibly in workshop environments. Practical work is performed in the fully-equipped automotive shop.

FEES AND ADDITIONAL COSTS

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

- Material fee \$20 per month; coverall deposit \$25.00 (refundable) textbooks \$150.00 (approximately).
- WCB approved work boots (\$85.00); WCB approved safety glasses (\$20.00); WCB approved prescription glasses.
- Students are required to provide their own set of basic hand tools.

GRADING POLICY

For successful completion of Auto Technician a student must achieve a minimum of 80% in both practical and theory.

BACHELOR OF EDUCATION DEGREE (ADULT EDUCATION ROUTE)

Vancouver Community College and the University of Alberta are co-operating 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.

ADDITIONAL INFORMATION

For more information, contact the program Development and Staff Training Department at VCC - King Edward Campus at 871-7488/7499 or Fax 871-7511.

BAKING AND PASTRY ARTS

offered at City Centre

Program Length: Ten months
Starting: September, January, and April
Certification: Certificate
Department Head - George Rudolph

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

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 - \$60; laundry fee - \$75

BAKING AND PASTRY - APPRENTICE

offered at City Centre

Program Length: Three one-month training sessions over a three-year period.
Starting: Contact Apprenticeship Branch
Certification: Contact Apprenticeship Branch
Department Head - George Rudolph

ADMISSION REQUIREMENTS

- Referral from the Apprenticeship Branch.
- Completion of a medical questionnaire, and submission of a negative Tb skin test or chest x-ray report.

PROGRAM OVERVIEW

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.

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and Supplies - \$60; uniform deposit - \$60

BAKING ASSISTANT (E.S.L.)

offered at City Centre

Program Length: Seven months
Starting: Contact Admissions for schedule
Certification: Certificate
Department Head - George Rudolph

ADMISSION REQUIREMENTS

- Completion of Lower Intermediate English (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.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

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 - \$60; laundry fee \$52.50

BAKING AND PASTRY - UPGRADE

offered at City Centre

Program Length: One to four months depending on specialty selected

Starting: Continuously

Certification: A citation is granted upon completion of each level

Department Head - George Rudolph

ADMISSION REQUIREMENTS

- 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.

PROGRAM OVERVIEW

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 specialty. Bread, pastry, cake and decorating crafts are covered.

PROGRAM CONTENT

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

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 - \$60

BASIC EMPLOYMENT SKILLS TRAINING (BEST)

offered at King Edward Campus

Program Length: Three months

Starting: (a) April 3 - June 23, 1995

(b) September 5 - November 24, 1995

(c) January 2 - March 22, 96

(d) April 1 - June 21, 1996

Certificate: A Certificate of Completion is awarded

Coordinator - Doug Buck, 871-7354

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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

The objectives of the program are:

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

REGISTRATION

Potential students may be referred through community agencies such as Employment and Immigration Canada and Ministry of Social Services. Spaces are also available to fee-paying students. Financial assistance may be available through the King Edward Campus Financial Aid office, 871-7048. For further information or to attend an orientation, call 871-7341. To be waitlisted, phone 871-7033.

BUILDING SERVICE WORKER

offered at City Centre

Program Length: Three months

Starting: Three times per year

Certification: Certificate

Department Head - John DenDaas

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

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 \$100

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

BUILDING SERVICE WORKER (ESL)

offered at City Centre

Program Length: Five months

Starting: Contact Admissions

Certification: Certificate

Department Head - John DenDaas

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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 five months 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. skills by an instructor from the E.S.L. Vocational Department.

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.

PROGRAM CONTENT

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 some 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

BUILDING SERVICE WORKER (EXTENDED)

offered at City Centre

Program Length: Six months
Starting: Twice yearly
Certification: Certificate
Department Head - John DenDaas

ADMISSION REQUIREMENTS

- 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.

PROGRAM OVERVIEW

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 may find employment opportunities in offices, schools, shopping malls, warehouses, supermarkets, restaurants, hotels, transportation centres, hospitals, and private homes.

PROGRAM CONTENT

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 3751 Work Experience in Industry
Course 3482 Final Review and Assessment

ADDITIONAL COSTS

\$100 for supplies and fees over and above tuition fees.

BUSINESS EDUCATION PREPARATION

offered at City Centre Campus

Program Length: Three months
Starting: Quarterly
Certification: Certificate
Department Head - Barry Kendrick

ADMISSION REQUIREMENTS

- Grade 10 or equivalent.

PROGRAM OVERVIEW

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

PROGRAM CONTENT

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

BUSINESS OFFICE TRAINING (ESL)

offered at City Centre Campus

Program Length: Eight months
Starting: contact Admissions
Certification: Certificate
Department Head - Barry Kendrick

ADMISSION REQUIREMENTS

- Completion of the Upper Intermediate Level KEC ESL program or equivalent ELA or passing the VCC Business Language Assessment test.

PROGRAM OVERVIEW

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

Computer and Typewriter Keyboarding
Computer Literacy
Basic Business Math
Recordkeeping

After the completion of the first four 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

CARING FOR PERSONS WITH DEMENTIA (PART-TIME)

offered at City Centre Campus or at Care Facilities

Program Length: 120 hours (two three hour evenings per week for 15 weeks followed by 1 week of clinical practice)
Starting: Contact Admissions for course schedule
Certification: Certificate
Department Head: Pat Bawtinheimer

ADMISSION REQUIREMENTS

a member of the health care team with at least six months work experience, as validated by an employer.

PROGRAM OVERVIEW

This program is designed for those who are involved in the care of elderly people with behaviour problems. Caring, management and communication with persons who have Alzheimer's disease, organic brain syndrome,

schizophrenia, trauma and depression is stressed. Theory and practice are consolidated with a supervised practicum in a continuing care setting.

PROGRAM CONTENT

Course 1901 Mentally Fragile Elderly 1

This course examines normal aging and then progresses to discuss dementia in the elderly. Behaviour of the confused elderly is explored.

Course 1902 Mentally Fragile Elderly 2

This course builds upon content in Mentally Fragile Elderly 1 to assist in the exploration of concepts and approaches applicable to the care of residents experiencing changes in mental functioning.

Course 1687 Resident - Oriented Nursing Skills Theory

This course builds on knowledge of the previous two courses and explores techniques, skills, environmental adaptations, and social programming which are effective in providing care for persons with dementia.

Course 1688 Resident - Oriented Nursing Skills Practicum

During this practical experience in a special care facility, students are able to practice the skills and apply knowledge while providing care for persons with dementia. The focus of this experience is communication and management techniques.

CAREER PROSPECTS

Home Support Attendants may find employment in the continually growing field of Long Term Care. Their work will be mainly with the elderly, although clients of all ages may be seen. Employment is usually with a community Home Support agency.

ADDITIONAL COSTS

Textbooks and supplies - approximately \$100.00

CAREER AWARENESS

offered at City Centre Campus

Program Length: Ten months

Starting: September

Certification: Certificate

Department Head - Holly Cole, 443-8434

ADMISSION REQUIREMENTS

- 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 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.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

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 2711 Stress Management 1
- Course 7122 Employee Behaviours 1
- Course 7123 Work Experience 1
- Course 7125 The Employment Process

LEVEL 2

- Course 2877 Employee Behaviours 2
- Course 2878 Interview Skills 2
- Course 2879 Time Management
- Course 2880 Vocational Finances
- Course 2714 Self-Protection
- Course 2881 Legal and Human Rights

- Course 2882 Communication Skills 2
- Course 2883 Stress Management 2
- Course 2884 Assertiveness 2
- Course 2885 Decision Making
- Course 2886 Human Sexuality
- Course 2887 Community Resources
- Course 2763 Job Search
- Course 2888 Work Experience 2
- Course 2889 Work Experience 3
- Course 2890 Work Experience 4
- Course 2891 Work Experience 5 (optional)

CAREER PROSPECTS

Graduates of the program will be prepared to enter into further education for skill training, competitive employment, supported work options or a volunteer placement.

COLLEGE AND CAREER ACCESS (C.C.A.)

(FORMERLY B.T.S.D.)

offered at King Edward Campus

Program Length: Self-paced

Starting: Continuous Intake

Certification: See the following

Department Head - Barbara Little, 871-7366

PROGRAM OVERVIEW

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

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

- gain confidence and personal growth

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

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

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

SCHEDULE

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

Monday through Thursday: 9:00 a.m. - 3:30 p.m.

Friday: 9:00 a.m. - 2:30 p.m.

Monday through Thursday: 6:00 p.m. - 9:00 p.m.

Students register for two or four month terms in one of the following categories:

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

Opportunities exist for flexible scheduling to accommodate the needs of shift workers and those with other commitments. Students may withdraw to meet job or Family commitments, then return when they are ready and pick up where they left off.

ADMISSION REQUIREMENTS

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

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

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

FEES AND ADDITIONAL COSTS:

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

BOOKS AND SUPPLIES:

Some textbooks and instructional materials are provided.

Students should check with their instructors before purchasing textbooks.

C.C.A.: ENGLISH AND SOCIAL SCIENCES

Coordinator: Barbara Ash 871-7362

PROGRAM CONTENT

English 041 & 051

(English 9 & 10)

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

English 041

(English 9 & 10, first half)

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

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

English 051

(English 10, second half)

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

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

English 061 & 071

(English 11)

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

English 061

(English 11, first half)

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

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

English 071

(English 11, second half)

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

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

English 081 & 091

(English 12)

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

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

Women's Studies - Literature 081 AND 091

Women's Studies - Literature 081 and 091, West Coast Women's Literature, is a Provincial or grade 12 level literature course. Students are offered individualized and group instruction in the study of various genres including poetry, short stories, essays and novels. This course is particularly interesting to women because it suggests that the ways we use language create, endorse, and change ideas about ourselves.

Women's Studies - Literature 081 is the first half of the Provincial or grade 12 literature course. Students will analyze poetry, short stories and essays by west coast women authors.

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

Women's Studies - Literature 091 is the second half of the Provincial or grade 12 literature course. Students will analyze novels by west coast women authors.

Prerequisite: Women's Studies - Literature 081.

Reading and Study Skills 057

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

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

Reading and Study Skills 077

Working in groups and individually with an instructor, students follow their own program based on assessed needs and future goals. Topics covered include those in Reading 057 as well as more intensive work on methods of previewing in order to identify the writer's main points. A variety of techniques help students recognize organization

and development of ideas. Students learn how to summarize and outline. Because this course emphasizes active participation in the reading process, students have ample opportunity to practice and apply strategies useful in future reading and study tasks. This Advanced Level course may be taken separately or as part of English 061 or 071.

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

Reading and Study Skills 097

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

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

Spelling 077

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

Social Science 051

(Social Studies 10)

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

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

Social Science Skills 057

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

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

Writing Skills 057

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

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

Writing Skills 077

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

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

Writing Skills 097

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

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

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

Coordinator: Peter Lear, 871-7358

PROGRAM CONTENT

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

Accounting 062 & 072

Accounting 062

(Accounting 11, first half)

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

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

Accounting 072

(Accounting 11, second half)

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

Prerequisite: Accounting 062

Mathematics 050 & 051

(Academic Mathematics 10)

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

Mathematics 050

(Academic Mathematics 10, first half)

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

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

Mathematics 051

(Academic Mathematics 10, second half)

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

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

Mathematics 052 (first half) and 053 (second half)

(Business and Consumer Math)

(General Mathematics 10)

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

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

Mathematics 061 AND 071

(Academic Mathematics 11)

Mathematics 061 and 071 are A.B.E. Advanced Level Algebraic Mathematics courses designed to give students a good foundation in intermediate algebra and to prepare them for Mathematics 083 and 093.

Mathematics 061

(Academic Mathematics 11, half course)

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

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

Mathematics 071

(Academic Mathematics 11, half course)

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

Prerequisite: Mathematics 061 or equivalent, or a successful assessment.

Mathematics 062 (first half) and 072 (second half)

(Business and Consumer Math)

(General Mathematics 11)

This Advanced Level course continues from the basis developed in Math 052 & 053 (Business and Consumer Math) and provides a solid background of knowledge and skills in practical applications of the Mathematics used in business and industry. It includes an arithmetic review, simple interest, pricing, banking, home ownership, insurance, stocks, payroll, discounts, foreign exchange,

taxes, depreciation, compound interest, annuities, and bonds. This course prepares students for entry into other programs that require a general Mathematics 11.

Prerequisite: Math 052 and 053 or a successful assessment.

Mathematics 063 (first half) and 073 (second half) New course anticipated start date September 1995

(Technical Math 11)

These advanced level courses are intended for students who wish to enter a technical or trade program that requires a knowledge of math applications without the depth of Algebra 11. Topics include basic algebra, formula manipulation, problem solving, measurement in 2 and 3 dimensions, and trigonometry. There is also a laboratory component to this course.

Prerequisites: Mathematics 051 or equivalent, English 051 or equivalent.

Mathematics 083 and 093

(Math 12)

Mathematics 083 and 093 are A.B.E. Provincial Level Mathematics courses designed to prepare students with the advanced algebra skills and trigonometry necessary for entry to post-secondary academic technical or vocational programs.

Mathematics 083

(Math 12, first half)

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

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

Mathematics 093

(Math 12, second half)

This course is the second half of A.B.E. Provincial Level Mathematics. Topics covered include: basic principles of trigonometry, trigonometric problems involving identities, graphs of trigonometric functions, sine and cosine laws, circular functions and their inverses, vectors, systems of equations, second degree equations and their graphs, sequences and series, and an optional brief introduction to calculus.

Prerequisite: Mathematics 083 or equivalent.

Mathematics Skills 057

(Academic Mathematics 10 topics)

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

Prerequisite: Mathematics 031, Mathematics 9, or successful assessment.

Mathematics Skills 077

(Algebra 11 topics)

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

Prerequisite: Mathematics 051, Academic Mathematics 10, or successful assessment.

Mathematics Skills 097

(Algebra 12 topics)

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

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

Science 051

(Science 10)

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

Prerequisite: Fundamental Level English or equivalent.

Biology 061 and 071

(Biology 11)

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

Biology 061

(Biology 11, first half)

Biology 061 provides an introduction to biology using an ecological approach. Students study local ecology including biomes, plant identification, succession, energy transfer, ecosystems etc. Other topics include microbiology, the cell, and evolution.

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

Prerequisite: English 051 or equivalent. ESL students must have completed English 059 or equivalent or have a score of 127 or higher on the ELA.

Prerequisites: English 051, Science 051 and Math 051.

Biology 071

(Biology 11, second half)

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

Prerequisite: Biology 061

General Science 061 & 071

(Science 11)

This Advanced Level course provides an overview of different areas of science. It offers students a chance to become familiar with laboratory technique and practical applications of science to everyday life. This course was designed to help students prepare themselves for entry into science and health career programs, such as dental assisting or medical office training. (Topics include nutrition, drugs, first aid skills, chemical reactions and equations, simple machines, human biology, the cell, conception to birth, and microbes.)

Prerequisite: Science 051 or equivalent OR English 051 or equivalent. ESL students must have completed English 059 or equivalent or have a score of 127 or higher on the ELA.

Physics 061 and 071

(Physics 11)

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

Physics 061

(Physics 11, first half)

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

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

Physics 071

(Physics 11, second half)

Physics 071 focuses on heat, sound, electrostatics and electrical circuits.

Prerequisite: Physics 061

Science Skills 057

(Science 10 topics)

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

Prerequisite: Fundamental English or equivalent.

Science Skills 077

(Science 11 topics)

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

Prerequisite: ABE Intermediate Science or equivalent.

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

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

For more information contact the CCA Department, 871-7366.

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

PERSONALIZED UPGRADING PROGRAMS

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

COLLEGE FOUNDATIONS

PROGRAM OVERVIEW

This program is offered through four departments:

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

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

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

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

ASSESSMENTS AND DOCUMENTATION

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

INSTRUCTION

Instruction in most courses is based on a four-month term, with classes either in the day or in the evening. Each course consists of 4 hours per week of lecture and 2 hours per week of seminar/labs. Some courses are offered intensively for two months at 8 hours per week of lecture and 4 hours per week of seminar/lab, particularly in the summer semester, May to August. Please check the semester schedule.

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

TERM WORK

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

EXAMINATIONS

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

PROGRAM PLANNING

Prospective students should first attend an ABE information session in the Counselling Centre at King Edward Campus (Wednesdays at 6 p.m. and Thursdays at 10 a.m.)

The Counselling Centre also provides education counselling and assistance with program planning. Final responsibility for choice of program or courses rests with the student.

BOOKS AND SUPPLIES

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

COLLEGE FOUNDATIONS - BUSINESS & COMPUTER STUDIES

offered at King Edward Campus

Department Head - Frank Fornelli, 871-7376

PROGRAM OVERVIEW

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

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

PROGRAM CONTENT

Accounting 062

(Accounting 11, half course)

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

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

Accounting 072

(Accounting 11, half course)

Accounting 072 includes the five-journal system, accounting for a merchandising business, cash and banking activities, payroll accounting, adjustments to financial statements, the synoptic journal, and completion of the accounting cycle. Also, it includes a continuation of the electronic spreadsheet concepts (Excel) learned in Accounting 062.

Prerequisite: Accounting 062

Applied Accounting 082

(Accounting 12, full course)

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

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

Computer Keyboarding 042

(Typing 9)

An introductory keyboarding (typing) course for students who do not have the English skills required for Computer Keyboarding 062. It will provide students with skills and techniques necessary to keyboard by touch. Proofreading, editing, and correcting techniques are included, as well as an introduction to word processing.

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

Computer Keyboarding 062

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

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

Prerequisite: Completion of or enrollment in English 041 or ESL Lower Advanced.

Computer Keyboarding 072

(Typing 11, half course)

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

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

Computer Studies 043

Computer Studies 043 is an introductory course for students who have no previous microcomputer experience and do not have the English skills required for Computer Studies 063. It includes hands-on training with the DOS operating system. Microsoft Works computer software is used for wordprocessing and spreadsheets.

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

Computer Studies 063

(Computer Studies 11, half course)

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

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

Computer Studies 073

(Computer Studies 11, half course)

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

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

Computer Science 083

(Computer Science 12, half course)

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

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

Computer Science 093

(Computer Science 12, half course)

Computer Science 093 is an advanced course in Pascal computer programming. Topics include arrays, records, binary files, and linked lists. Students are assigned individual projects requiring a systematic approach to problem-solving.

Prerequisite: Computer Science 083

Data Processing 083

(Data Processing 12, half course)

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

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

Data Processing 084

(Data Processing 12, half course)

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

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

Data Processing 093

(Data Processing 12, half course)

Data Processing 093 is an introduction to desktop publishing page layout. It introduces the student to desktop publishing features of Microsoft Publisher software, including graphics and boxes. Students design newsletters and other documents then produce them on a laser printer.

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

Finance 092

(Consumer Education 12, half course)

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

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

Law 082

(Law 12, half course)

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

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

Law 092

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

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

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

Word Processing 082

(Data Processing 12, half course)

Word Processing 082 is an advanced course in word processing and the use of professional word processing software. Emphasis is on producing documents used in business offices: business letters, memoranda, reports, and tables.

Prerequisite: Completion of or current enrollment in English 051 or English 059, a typing speed of 35 w.p.m., and previous experience with a word processing program

COLLEGE FOUNDATIONS - HUMANITIES (ENGLISH & SOCIAL SCIENCES)

offered at King Edward Campus

Department Head - Joan Rike, 871-7280

PROGRAM OVERVIEW

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

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

ECONOMICS

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

PROGRAM CONTENT

Economics 094

(Economics 12, half course)

Microeconomics

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

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

Economics 095

(Economics 12, half course)

Macroeconomics

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

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

ENGLISH

Normally, English courses must be taken sequentially. Permission may be given by the Department to take certain English courses concurrently.

Students need to have completed a prerequisite English course within the last three years with a C+ or higher mark. Students who do not meet these requirements must see the Department Head for assessment advice.

PROGRAM CONTENT

English 041 and 051

(English 9 and 10)

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

English 041 Prerequisite: English 031; or Fundamental English, or equivalent; or an assessment.

English 051 Prerequisite: English 041 or equivalent; or an assessment.

English 061 and 071

(Grade 11 Level)

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

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

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

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

Prerequisite: The prerequisite for English 071 is English 061; or an assessment; or departmental permission.

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

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

English 096

(English 12)

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

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

Prerequisite:

1. Previous successful completion of Social Studies 11 and English 11 or equivalent.
2. A VCC Reading and Writing Assessment

Students who have successfully completed Canadian Viewpoints 081 & 091 and who wish to upgrade their English mark may also register in English 096.

In some instances a Language Proficiency Index score may be accepted with departmental permission.

Canadian Viewpoints 081 AND 091

(English 12 and Social Studies 11)

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

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

In some instances with Departmental permission Canadian Viewpoints 081 and Canadian Viewpoints 091 may be taken concurrently.

Literature 083 and 093

(Literature 12)

Literature 083 and 093 allow the student to read and appreciate some of the greatest writers in the English language such as Chaucer, Shakespeare, Milton and many others. The student acquires skills that will help to analyze poetry, develops an appreciation of the theatre by reading plays and seeing them performed, and discovers why literature, written many years ago, is so widely read and enjoyed today. The courses cover the literature chronologically. Literature 083 and 093 provide a valuable foundation for anyone who plans to take an English course at College or University.

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

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

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

Reading and Study Skills 057

Reading and Study Skills 057 is an Intermediate Level course designed to give students reading and study skill strategies in order to be successful in college studies. Topics covered include: pre-reading, comprehension (main idea and inference), vocabulary and rate flexibility.

Reading and vocabulary skills are supported through use of the ABE Computer Lab.

Prerequisite: Score of 30 or above on the College Reading Assessment or Department Head approval.

Reading and Study Skills 077

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

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

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

Reading and Study Skills 097

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

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

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

Spelling, Vocabulary and Punctuation 057

(non-credit)

This course helps the student overcome poor spelling habits, expand vocabulary, and improve spelling and sentence skills. Prerequisite: A desire to improve spelling and sentence skills.

Writing Skills 077

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

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

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

Writing Skills 097

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

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

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

FRENCH

PROGRAM CONTENT

French 051

(Grade 10 Level)

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

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

French 061 and 071

(French 11)

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

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

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

GEOGRAPHY

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

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

PROGRAM CONTENT

Geography 094

(Geography 12, half course)

Physical Geography

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

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

Geography 095

(Geography 12, half course)

Human Geography

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

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

Geography 098

(Geography 12, half course)

Geography of Cities (Urban Geography)

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

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

HISTORY

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

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

PROGRAM CONTENT

History 094

(History 12, half course)

The Age of Revolution and the Nineteenth Century

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

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

History 095

(History 12, half course)

The Twentieth Century Modern World

Nine Decades of Change

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

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

History 098

(History 12, half course)

The Oriental Heritage and Asia Today

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

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

B.C./Pacific Studies 061

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

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

Prerequisite: English 051, Intermediate English or equivalent.

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

B.C./Pacific Studies 071

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

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

Prerequisite: English 051, Intermediate English or equivalent.

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

MUSIC

Basic Music Theory 003

(Offered through the Music Department)

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

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

PSYCHOLOGY

Psychology 081 & 091

(Psychology 12)

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

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

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

The two courses constitute Psychology 12.

Prerequisite: Completion of or current enrolment in English 071 (English 11) or equivalent. Psychology 081 and 091 may be taken concurrently or in either order.

SOCIAL SCIENCE

Social Science 051

(Grade 10 Level Course)

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

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

COLLEGE FOUNDATIONS - MATHEMATICS

offered at King Edward Campus

Department Head - Ruth Behnke, 871-7294

PROGRAM OVERVIEW

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

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

Students who need a detailed review of arithmetic (whole numbers, fractions, decimals, percentages) along with introductory skills needed for geometry, metric measurement and algebra should consider Mathematics 031 offered by the Basic Education Department.

PROGRAM CONTENT

Mathematics 050 and 051

(Academic Mathematics 10)

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

Mathematics 050

(Academic Mathematics 10, half course)

Mathematics 050 is one half of the ABE Intermediate Level Algebraic Mathematics and is intended to give the student a good foundation in elementary algebra and measurement. The algebra section of the course includes: signed numbers, words and symbols used in algebra, variable expressions,

exponents, equations, ratio and proportion, problem-solving. The measurement section includes: metric measurement, perimeter, area, volume.

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

Mathematics 051

(Academic Mathematics 10, half course)

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

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

Mathematics 061 and 071

(Academic Mathematics 11)

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

Mathematics 061

(Academic Mathematics 11, half course)

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

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

Mathematics 071

(Academic Mathematics 11, half course)

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

Prerequisite: Mathematics 061 or equivalent, or an assessment.

Mathematics 083 and 093

(Mathematics 12)

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

Mathematics 083

(Mathematics 12, half course)

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

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

Mathematics 093

(Mathematics 12, half course)

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

Prerequisite: Mathematics 083 or equivalent.

Mathematics 096 and 097

(Calculus 12)

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

Mathematics 096

(Calculus 12, half course)

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

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

Mathematics 097

(Calculus 12, half course)

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

Prerequisite: Mathematics 096 or equivalent.

COLLEGE FOUNDATIONS - SCIENCE

offered at King Edward Campus

Department Head - Jim Funk, 871-7293

PROGRAM OVERVIEW

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

SCIENCE

PROGRAM CONTENT

Science 051

(Science 10)

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

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

Prerequisite: Fundamental level English or equivalent.

BIOLOGY

PROGRAM CONTENT

Biology 061 and 071

(Biology 11)

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

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

Biology 061

(Biology 11, half course)

Biology 061 provides an introduction to Biology using an ecological approach. Students study evolution, the origin of life, micro-organisms, local land and aquatic ecology, plant identification and selected topics in applied ecology.

Prerequisite: English 051, or English 059 for ESL students or an ELA score of 127 or higher.

Biology 071

(Biology 11, half course)

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

Prerequisite: English 051 or English 059 for ESL students or an ELA score of 127 or higher.

Biology 083 AND 093

(Biology 12)

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

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

Biology 083

(Biology 12, half course)

Biology 083 introduces the student to the study of the cell - its components, its chemistry, its functioning and its genetics. Students examine the cell, which hold the secrets

unifying all life. Students study diets and link them to cellular metabolism. Students examine their family histories and link them to the blueprint of life itself, DNA. Topics discussed include nutrition, cancer, immunology, human genetics, genetic engineering, and bioenergetics.

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

Biology 093

(Biology 12, half course)

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

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

CHEMISTRY

PROGRAM CONTENT

Chemistry 061 and 071

(Chemistry 11)

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

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

Chemistry 061

(Chemistry 11, half course)

Chemistry 061 is essentially an introduction to the basic concepts and skills required for the study of chemistry. Topics include: the manipulation of scientific notation and significant figures, the balancing of equations, problem solving procedures based on chemical reactions and the behaviour of gases. Hands-on laboratories are included.

The student is encouraged to ask questions and to participate in class discussions. In-class problem solving sessions are held.

Prerequisites: English 051, English 059 (for ESL students) must be taken before or concurrently with Chemistry 061. No previous chemistry is required. Mathematics 061 must be taken before, or concurrently with, Chemistry 061. Chemistry 071 may be taken concurrently with Chemistry 061.

Chemistry 071

(Chemistry 11, half course)

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

Prerequisites: Chemistry 061 must be taken before or concurrently with Chemistry 071; Mathematics 061 is required.

Chemistry 083 and 093

(Chemistry 12)

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

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

Chemistry 083

(Chemistry 12, half course)

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

Prerequisites: Chemistry 071 and Mathematics 061.

Chemistry 093

(Chemistry 12, half course)

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

Prerequisites: Chemistry 071 and Mathematics 061.

PHYSICS

PROGRAM CONTENT

Physics 061 and 071

(Physics 11)

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

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

Physics 061

(Physics 11, half course)

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

Prerequisite: English 051, English 059 (for ESL students) must be taken before or concurrently with Physics 061. No previous physics is required. Mathematics 061 must be taken before, or concurrently with, Physics 061.

Physics 071

(Physics 11, half course)

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

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

Physics 083 and 093

(Physics 12)

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

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

Physics 083

(Physics 12, half course)

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

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

Physics 093

(Physics 12, half course)

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

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

COMMUNITY AND CAREER EDUCATION - PART TIME COURSES

offered at City Centre

Course Lengths: Three to ten months depending on course selected.

Starting: varied times

Certification: not applicable

Department Head - Holly Cole, 443-8434

ADMISSION REQUIREMENTS

- 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.

PROGRAM OVERVIEW

The courses are 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.

PROGRAM CONTENT

Reading and Writing for Every Day (6 hours a week)
Reading for Independence (6 hours a week)
Being with People (6 hours a week)
Relationships and You (6 hours a week)
Human Sexuality (6 hours a week)
Introduction to Microcomputers (10 hours a week)
Managing Your Money (6 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.

COMPUTER APPLICATION SUPPORT SPECIALIST

offered at City Centre

Program Length: Twelve months
Starting: January, May, September
Certification: Certificate
Department Head - Ed Wakulchik

ADMISSION REQUIREMENTS

- 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.

PROGRAM OVERVIEW

Graduates will acquire the skills and knowledge to work with computer business systems. Students will have a thorough understanding of popular spreadsheet, word processing, data base, data communication, network user and troubleshooting microcomputer software. User applications will be programmed in C, Access and an xBase language. Students will cover supporting theory in

accounting, systems analysis, network support, microcomputer configuring and maintenance, user training and office support.

PROGRAM CONTENT

LEVEL 1 - 17 WEEKS

Course 1896 Introduction to Computers
Course 1897 Disk Operating System
Course 1898 Fundamental Accounting Principles
Course 1899 Word Processing
Course 1900 Spreadsheet
Course 2726 Introduction to Data Base
Course 2727 Advanced Business Applications

LEVEL 2 - 17 WEEKS

Course 2728 Data Base Programming
Course 3570 Productivity Enhancements
Course 3572 Systems Analysis
Course 3573 Introduction to C Programming

LEVEL 3 - 17 WEEKS

Course 3571 Data Communications
Course 4263 Networking
Course 4264 User Support & Training
Course Computer Maintenance
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

COMPUTER GRAPHICS

offered at City Centre

Program Length: Two semesters - nine months total
Starting: September
Certification: Certificate
Coordinator - Judy Roy

ADMISSIONS REQUIREMENTS

- 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 May 12. 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.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

FALL SEMESTER

Course 7394 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 7395 Digital Drawing

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 7220 Desktop Publishing

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.

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

COOKING (ESL)

offered at City Centre

Program Length: Ten months

Starting: Contact Admissions for schedule

Certification: Certificate

Department Head - Gabriel Ferron

Assistant Department Head - Ian Smith

ADMISSION REQUIREMENTS

- Completion of Lower Intermediate level ESL 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.

PROGRAM OVERVIEW

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 Professional Cooking Level I and II 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.

PROGRAM CONTENT

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

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 Professional Cooking Level I and II. The rapidly expanding hospitality industry is always looking for trained employees in the cooking field.

ADDITIONAL COSTS

Textbooks and supplies - approximately \$250; uniform deposit - \$60; laundry fee \$100

CULINARY ARTS (PROFESSIONAL COOKING)

offered at City Centre

Program Length: Twelve months

Starting: Monthly

Certification: Certificate

Department Head - Gabriel Ferron

Assistant Department Head - Ian Smith

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

During the first four months, studies will include the preparation of salads, sandwiches, vegetables, deep fried foods, breakfast, 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 Professional Cooking Level I, or they may wish to continue for another four months and complete Professional Cooking Level II and request this certificate. Only students completing the entire 12 months will receive the Culinary Arts - Professional Cooking 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.

PROGRAM CONTENT

LEVEL 1

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

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 *

Course 3796 **Dining Room Service Procedures**
Course 3797 **Alcoholic Beverage Service**
Course 3695 **Entrées and Sauces 1**
Course 3696 **Stocks and Soups 3**
Course 3697 **Cold Kitchen, Buffet Preparation**
Course 3698 **Baking and Dessert 3**
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 and Nutrition 2**
Course 3704 **Vegetables, Starches and Soups**
Course 3705 **Entrées and Sauces 2**
Course 3706 **Cold Kitchen 3**
Course 3707 **Baking and Desserts 4**

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 \$500; uniform deposit - \$60; laundry fee - \$110

CULINARY ARTS - APPRENTICE

offered at City Centre

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

Starting: Contact Apprenticeship Branch

Certification: Contact Apprenticeship Branch

Department Head - Gabriel Ferron

Assistant Department Head - Ian Smith

ADMISSION REQUIREMENTS

- Referral from Apprenticeship Branch.
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest x-ray report.

PROGRAM OVERVIEW

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.

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies - approximately \$60

All apprentices are required to wear uniforms supplied by the college.

Uniform Deposit - \$60; laundry fee -\$10

DENTAL ASSISTING

offered at City Centre

Program Length: Ten months
Starting: September
Certification: Certificate
Department Head - Sandra Bailey

ADMISSION REQUIREMENTS (Under Review)

- Grade 12 Diploma or equivalent including Biology 11.
- Successful completion of a language assessment approved by City Centre.
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest x-ray report.
- Criminal Record search may be required pending legislative changes.

PROGRAM OVERVIEW

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 specialty dental practice aspects.

PROGRAM CONTENT

SEMESTER I

Course 7324 Preparation Theory I

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

Course 7325 Patient Assessment Theory I

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

Course 7326 Planning, Implementation and Evaluation Theory I

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

Course 7327 Clinical Practice I

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

SEMESTER II

Course 2991 Preparation Theory II

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

Course 2992 Patient Assessment Theory II

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

Course 2993 Planning, Implementation and Evaluation Theory II

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

Course 2994 Clinical Practice II

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

SEMESTER III

Course 3740 Preparation Theory III

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

Course 3741 Patient Assessment Theory III

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

Course 3742 Planning, Implementation and Evaluation Theory III

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

Course 3743 Clinical Practice III

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

CAREER PROSPECTS

The Dental Assisting graduate will be eligible for registration and licensure as a Certified Dental Assistant (CDA) with the College of Dental Surgeons of B.C. (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 \$1400

Material fee \$100

DENTAL HYGIENE

offered at City Centre

Program Length: Two years (Ten months per year)
Starting: September
Certification: Diploma
Department Head - Lynn Smith

ADMISSION REQUIREMENTS

- 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.
- If applicants are considering dental hygiene education beyond the diploma level, they will need to ensure that the specific chemistry and biology courses they will be taking, can be transferred to a science faculty. Applicants may contact the University of British Columbia or other universities with baccalaureate opportunities in Dental Hygiene to ensure that their prerequisite courses will be accepted.
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest x-ray report.

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.

PROGRAM OVERVIEW

Vancouver Community College provides a two-year Dental Hygiene Diploma program leading to a career in dental hygiene. Graduates of the program will have acquired the specialized knowledge, skills, and attitudes comprising the scope of dental hygiene practice. "Dental hygiene involves assessment, diagnosis, planning of interventions, and evaluation through oral disease prevention, treatment, oral health promotion, and collaboration. Thus, the study of management of the oral health behaviours in which human beings engage is the unique feature of dental hygiene

which delineates its knowledge base from all other disciplines." (Darby, M.L., Walsh, M.M. Dental Hygiene Theory, Process, and Practice. Philadelphia: W.B. Saunders (1994).

This is a competency-based program which prepares graduates for registration and licensure through Provincial regulatory bodies. This program is also accredited by the Commission on Dental Accreditation of Canada

Course materials are presented through seminars, tutorials, lectures, laboratory activities, clinical practice sessions, rotations into community health care settings, and independent study. The instructional setting is designed to promote research awareness, problem solving skills, and the development of professional skills and attitudes. Students will have opportunities to apply their knowledge and skills in the VCC dental hygiene 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.

PROGRAM CONTENT

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

Course 1864 Histology and Embryology

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

Course 1865 Dental Anatomy

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

LEVEL 2

Course 2592 Anatomy and Physiology II

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

Prerequisite Courses: 1707, 1864, and 1865.

Course 2814 Preventive Dentistry

This course is designed to provide the dental hygiene student with information and skills related to promoting self-care on a one-to-one basis in the area of oral health. The emphasis will be on analyzing oral health agents, aids and techniques, designing oral and nutritional self-care strategies, and integrating 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 within the scope of dental hygiene practice. 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 comprehensive 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

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 Faculty of Dentistry.

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 care. This course includes a variety of rotations to the University of British Columbia Faculty of Dentistry and the dental community.

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

Course 5075 Radiology II

A lecture and clinical course designed to provide information relating to theory of X-ray generation and biological effects of radiation as well as, educational opportunities essential to radiographic interpretation and special exposure techniques.

Prerequisite Courses: 3549, 4288, and 4289

Course 5076 Community Dental Health II

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

Prerequisite Courses: 4248, 4288, and 4289

Course 5077 Professional Issues I

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

Prerequisite Courses: 7316, 4288, 4289, and 4248

LEVEL 6

Course 6043 Oral Pathology II

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

Prerequisite Courses: 3548, 4245, 5092, and 5093

Course 6060 Patient Care V

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

Prerequisite Courses: 5092, 5093, and 5075

Course 6061 Clinical Practice V

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

Prerequisite Courses: 5092, 5093, and 5075

Course 6045 Professional Issues II

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

Prerequisite Courses: 5092, 5093, 5076, and 5077

Course 6039 Community Dental Health III

A continuation of Community Dental Health I and Community Dental Health II with an ongoing 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 and educator.

Prerequisite Courses: 5092, 5093, 5076, and 5077

CAREER PROSPECTS

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.

Graduates will be eligible to apply to a variety of licensing authorities for registration and licensure. Opportunities exist to obtain licensure in over fifty countries where dental hygiene is an integral component of health care.

Opportunities for further studies, both at the baccalaureate and masters level, exist throughout North America.

ADDITIONAL COSTS

Approximate costs of textbooks and supplies for first year students will be \$3,900 and for second year students \$1,700.

Material fees - \$200

DENTAL RECEPTION

offered at City Centre

Program Length: Five months
Starting: September and February
Certification: Certificate
Department Head - Sandra Bailey

ADMISSION REQUIREMENTS

- Grade 12 Diploma or equivalent.
- Successful completion of a language assessment approved by City Centre.
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest x-ray report.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

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.

Course 7272 Basic Dental Knowledge

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

Course 7273 Promoting Oral Health

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

LEVEL 2

Course 2961 Dental Office Systems

The main focus of this course is techniques for the financial management of estimates, the one-write system and dental

insurance plans. Other dental office systems included are accounts payable, filing, recall/maintenance systems, banking procedures and payroll.

Course 2962 Time Control Strategies

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

Course 2963 Conduct and Communication

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

Course 2549 Appointment Control

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

Students participate in a dental office practicum in Level 2.

LEVEL 3

Course 1334 Telephone Communication

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

Course 3716 Dental Office Computers

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

Course 3717 Innovations for the Dental Practice

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

Course 3718 Written Communication

This course focuses on general guidelines for effective written communication, the style and format of business letters and an introduction to written communication pertinent to dental practice. Resume writing and mail processing 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 \$400

DENTAL TECHNICIAN CO-OPERATIVE EDUCATION

offered at City Centre

Program Length: Three years
Starting: September/June (alternate years)
Certification: Diploma
Department Head - Jeanette McKay

ADMISSION REQUIREMENTS

- 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.

PROGRAM OVERVIEW

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 CONTENT

SEMESTER I (17 WEEKS)

Course 1607 Professionalism I
Course 1608 Dental Science I
Course 1609 Complete Dentures I
Course 1610 Removable Partial Dentures I

SEMESTER II (17 WEEKS)

Course 2596 Professionalism II
Course 2597 Dental Science II
Course 2598 Fixed Prosthodontics I
Course 2599 Orthodontics I

SEMESTER III (8 WEEKS)

Course 3757 Complete Dentures II
Course 3758 Removable Partial Dentures II
Course 3759 Fixed Prosthodontics II
Course 3760 Orthodontics II

SEMESTER IV

Course 4338 Cooperative Work Experience I

SEMESTER V (17 WEEKS)

Course 5106 Business Management I
Course 5107 Complete Dentures III
Course 5108 Removable Partial Dentures III
Course 5109 Fixed Prosthodontics III
Course 5110 Orthodontics III

SEMESTER VI (17 WEEKS)

Course 6073 Dental Science III
Course 6074 Business Management II
Course 6075 Specialty Lab Practice I
Course 6076 Integrative Lab Practice

SEMESTER VII

Course 7381 Cooperative Work Experience II

SEMESTER VIII (4 WEEKS)

Course 0078 Business Management III
Course 8038 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;

DENTURIST (Under Review)

offered at City Centre

Program Length: Two years
Starting: September (alternate years)
Certification: Diploma
Department Head - Jeanette McKay

The Denturist Program is in a revision phase. The new curriculum will continue to focus on all the existing material. Topics in Gerontology, Nutrition etc. will be added. There may also be changes to the curriculum based on anticipated changes to legislation that is currently in cabinet. This will not affect the length of the program but may result in an expanded scope of practice.

ADMISSION REQUIREMENTS

(Under review)

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

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.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

COMPLETE DENTURES - COMMON CORE

LEVEL 1 - 5 WEEKS

Course 1761 Complete Dentures - Basic Lab Procedures
Course 1367 Complete Dentures - Theory 1

LEVEL 2 - 20 WEEKS

Course 2822 Complete Dentures Construction
Course 2627 Complete Dentures - Theory 2
Course 2628 Complete Dentures - Immediate Dentures
Course 2629 Complete Dentures - Theory 3
Course 2630 Complete Dentures Maintenance
Course 1373 Complete Dentures - Theory 4

COMPLETE DENTURES - LAB AND CLINIC LEVEL 3 - 24.5 WEEKS

Course 3430 Complete Dentures
- Laboratory Procedures 1
Course 3431 Complete Dentures - Clinical Procedures 1
Course 3439 Complete Dentures Maintenance
- Laboratory Procedures 1
Course 3440 Complete Dentures Maintenance
- Clinic Procedures 1
Course 3432 Complete Dentures
- Theory 5 General Knowledge
Course 3441 Complete Dentures - Theory 6 (Clinical)
Course 3442 Complete Dentures - Theory 7 (Laboratory)
Course 3443 Complete Dentures
- Theory 8 (Management)

LEVEL 4 - 36.5 WEEKS

Course 4291 Complete Dentures
- Laboratory Procedures 2
Course 4292 Complete Dentures - Clinical Procedures 2
Course 4200 Complete Dentures Maintenance
- Laboratory Procedures 2
Course 4201 Complete Dentures Maintenance
- Clinic Procedures 2

PRACTICUM

LEVEL 5 - 12 WEEKS

Course 5094 Complete Dentures - Laboratory Practicum
Course 5095 Complete Dentures - Clinical Practicum

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies - approximately \$2400; laundry fee - \$120; material fee - \$240; uniform deposit - \$50

DIESEL TECHNICIAN

offered at King Edward Campus

Program Length: Twelve months
Starting: January, April and September
Certification: Certificate
Department Head - Ray Oksanen

ADMISSION REQUIREMENTS

(Under Review)

In addition to the general Vancouver Community College Admission requirements, the following are required:

- Graduation from an appropriate Career Preparation Program
- OR
- Reading Skills 11 or equivalent and Trades Math 10 or equivalent
- OR
- A licensed tradesman or an individual who has more than 5 years experience or 10,000 hours in the trade may apply with experience as equivalent
- OR
- Mature Student status

GENERAL ENTRY REQUIREMENTS

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

NOTE:

Students whose previous education was not in the English language will be required by College Policy to take an English Assessment. In order to make an appointment for this assessment, obtain a referral form from the Office of the Registrar. Appointments must be made in person.

ADDITIONAL RECOMMENDATIONS

It is recommended that applicants have:

- Mathematics 11
- Physics 11

PROGRAM OVERVIEW

Through classroom and hands-on training this exciting twelve month apprenticeship accredited program provides students with the required skills to enter one of the following trades: Commercial Transport, Heavy Duty Marine Engineering and Diesel Engine Repair.

This twelve month program leads to employment as an apprentice, a specialist, or a trainee in the fields of:

- transportation/trucking maintenance
- heavy duty mechanics
- marine engineering
- diesel engine mechanics
- stationary plants
- specialized component repair
- fuel injection and governor control supply and service

PROGRAM OBJECTIVES

Students completing the twelve month Diesel Technician program will be able to:

- 1) Operate basic machine shop equipment which would include:
 - lathes
 - electric welders
 - oxy-acetylene welders
 - cylinder hones
 - valve and seat grinders
 - boring bar
 - rod reconditioning equipment
- 2) Service and repair:
 - electrical components including starters, alternators and related circuits
 - air, hydraulic and engine braking systems
 - diesel engines
 - standard powershift and automatic transmissions, marine gears, clutches, drivelines, differentials, suspension systems and steering systems
 - mechanical and electronic fuel systems
 - Woodward hydraulic and electronic governors
- 3) Operate power generation unit.
- 4) Perform logical trouble shooting.
- 5) Employ clean, safe and orderly work habits.
- 6) Demonstrate professional attitudes towards work.

NOTE:

The program is divided into major competencies which may be combined to produce units of special instruction to meet special training needs. For example, as skill upgrading for engine overhaul, transmission overhaul, hydraulics, air brakes, or basic electricity.

FEES AND ADDITIONAL COSTS

In addition to regular tuition fees, students are required to pay a:
Material fee \$20 per month; tools and manual deposit \$30.00; coverall deposit \$25.00

GRADING POLICY

The minimum passing grade for theory and practical is 65%.

DINING ROOM AND LOUNGE SERVICE - BASIC

offered at City Centre

Program Length: Three months (Basic)
Starting: September and January *see below
Certification: Certificate
Department Head - Stephen Stafford

*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.

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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.

PROGRAM CONTENT LEVEL 1 - 12 WEEKS

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies - approximately \$65

DINING ROOM AND LOUNGE SERVICE - ADVANCED

offered at City Centre

Program Length: Three months
Starting: September and January *see below
Certification: Certificate
Department Head - Stephen Stafford

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.

ADMISSION REQUIREMENT

- 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.

PROGRAM OVERVIEW

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

PROGRAM CONTENT

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and Supplies - approximately \$65

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 - King Edward Campus.

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

Department Head - Robert Aitken

ADMISSION REQUIREMENTS

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.

PROGRAM OVERVIEW

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 - King Edward Campus for more information.

PROGRAM CONTENT

- 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.

ADDITIONAL INFORMATION

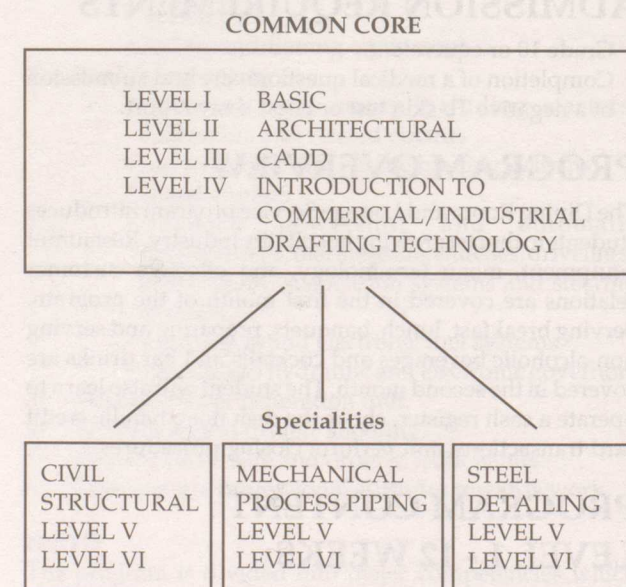
For further information contact the Program Development and Staff Training Department at VCC - King Edward Campus at 871-7488/7499 or Fax 871-7511.

DRAFTING

PROGRAMS OVERVIEW

The first six 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.

COMMON CORE



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.

PROGRAM CONTENT

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 - COMPUTER AIDED DESIGN DRAFTING (CADD) TECHNOLOGY I (AUTOCAD)

offered at City Centre

Program Length: One month

Starting: contact Admissions

Certification: Certificate

Department Head - Wayne Marshall

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

Designed for the City Centre twelve-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.

PROGRAM CONTENTS

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 I Program will be prepared for employment in computer aided drafting (CAD) environments.

ADDITIONAL COSTS

Textbooks and supplies - approximately \$40

DRAFTING - ARCHITECTURAL, CIVIL, STRUCTURAL AND CADD

offered at City Centre

Program Length: Twelve months
Starting: Twice yearly (April, September)
Certification: Certificate - students completing an additional six month specialty may be eligible for a Diploma.
Department Head - Wayne Marshall

ADMISSION REQUIREMENTS

- Grade 12 or equivalent.

PROGRAM OVERVIEW

In the final six 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.

PROGRAM CONTENT

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.

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

DRAFTING - ARCHITECTURAL, MECHANICAL AND CADD

offered at City Centre

Program Length: Twelve months
Starting: Once yearly (April)
Certification: Certificate - students completing an additional six month specialty may be eligible for a Diploma.
Department Head - Wayne Marshall

ADMISSION REQUIREMENTS

- Grade 12 or equivalent.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

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

DRAFTING - ARCHITECTURAL, STEEL DETAILING AND CADD

offered at City Centre

Program Length: Twelve months
Starting: Once yearly (September)
Certification: Certificate - students completing an additional six month specialty may be eligible for a Diploma.
Department Head - Wayne Marshall

ADMISSION REQUIREMENTS

- Grade 12 or equivalent.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

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

ELECTRONICS - ACCESS TRAINING

(Under Development)

offered at City Centre

PROGRAM OVERVIEW

This program, currently under development, is designed for potential students who do not meet the entrance requirements or prerequisites for the Electronics Technician - Common Core program. Students who successfully complete the Electronics Access program shall be considered as having met the entrance requirements for the Common Core.

Mathematics, technical writing skills, study skills, verbal communication skills will be developed. An introduction to Electronics, the use of a computer and library skills are presented.

ADDITIONAL INFORMATION

In order to receive full information about this program, call the Electronics Department at 443-8562 and ask to be placed on the information mailing list for the Electronics Access program.

ELECTRONICS - COMMON CORE

offered at City Centre

Program length: Eight months (Approximately 950 hrs.)
Starting: Generally January, March, May, September, November, contact Admissions.

Certification: Certificate

Department Head - Bob McAuliffe

Assistant Department Head - Christine Miller

ADMISSION REQUIREMENTS

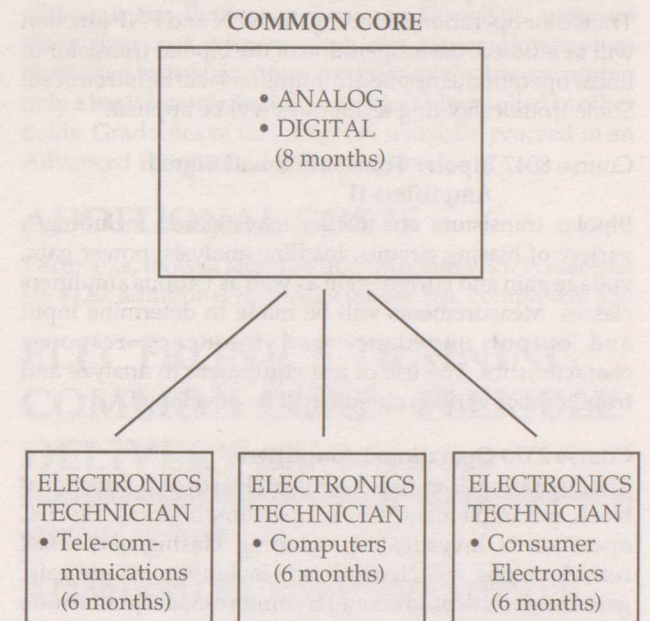
- Grade 12 completion or an acceptable equivalent, (Math 11 recommended) and
- Successful completion of a mathematics assessment.

PROGRAM OVERVIEW

The Electronics - Common Core 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 option program offered by the Electronics

Department. This program is endorsed by the Ministry of Skills, Training and Labour and has the approval of the Electronics Technician Articulation Committee. It is recognized as the prerequisite for all advanced speciality electronics programs at other provincial colleges and institutions as well as at several other colleges across Canada.

ELECTRONICS



PROGRAM CONTENT

LEVEL I

Course 7439 Technical Skills I

Several technical skills will be introduced that will be applied throughout the program. This includes a keyboarding introduction, soldering skills, circuit layout and construction as well as identification and use of various hand tools and components.

Course 7440 Direct Current (DC) Circuit Analysis

This course introduces the student to Basic Electrical Laws and Circuits. Series parallel and complex DC circuits are investigated as well as basic electrical laws and theories. The use of basic hand tools and hardware identification will be introduced and some schematic drawing and interpretation will be covered.

Course 1164 Alternating Current (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 7441 Power Supply Fundamentals

Knowledge from DC Circuit Analysis and AC Basics is applied in this course and the understanding of a complete DC power supply is developed including transformers, rectifiers and filtering. Simple regulators are introduced. Troubleshooting techniques will be applied.

LEVEL II

Course 8046 Bipolar Transistor Small Signal

Transistor operation including the NPN and PNP junction will be studied. Basic operation of the bipolar transistor in linear operation as applied to amplifiers will be introduced. Some troubleshooting techniques will be applied.

Course 8047 Bipolar Transistor Small Signal Amplifiers II

Bipolar transistors are further investigated including a variety of biasing circuits, loadline analysis, power gain, voltage gain and current gain as well as various amplifiers classes. Measurements will be made to determine input and output impedance and frequency response characteristics. The use of test equipment to analyze and troubleshoot various circuits will be developed.

Course 2370 Operational Amplifiers

The operational amplifier is introduced as a functional block and implemented in various amplifier circuits. DC operation is investigated including biasing and offset considerations. AC characteristic including voltage gain, gain-bandwidth product and common mode rejection ratio are investigated. Studies include amplifiers, active filters as well as non linear applications. The general concept of negative feedback will be developed.

Course 8048 Power Amplifiers and Voltage Regulators

The study of power amplifiers brings together previous concepts such as amplification, the operational amplifier, and the use of power transistors in the development of a complete power amplifier circuit. Various amplifier configurations are investigated including class A, class B, class AB, and class C type amplifiers. Power amplifier circuits will be constructed, and used to drive an end-load such as a loud speaker. This course also covers voltage regulator circuits using negative feedback. Troubleshooting and fault finding techniques are further investigated.

LEVEL III

Course 3777 Advanced AC Circuits

AC circuits are re-visited and investigated at an advanced level. Analysis using J-operators will be used to investigate RLC filters as well as RLC resonant circuits. The use of vector analysis using J-operators is applied.

Course 3776 FET Small Signal Amplifiers

Field effect transistors are studied including biasing, amplifier configurations, loadline analysis, and device characteristic curves. The application of FET's will be investigated including input and output impedance characteristics and multi-stage transistor circuits. MOSFET transistors are introduced. Troubleshooting techniques are further strengthened.

Course 3778 Power Control & Switching Circuits

The transistor is introduced as a switch. Thyristors are examined in power control applications. Troubleshooting techniques are applied.

Course 3779 Digital Circuits I

Digital electronics will be introduced including number systems and codes as well as binary math. Various logic families including TTL and CMOS will be introduced including basic logic gates. Logic analysis will be introduced including boolean algebra and Karnaugh mapping. Combinational logic is studied.

Course 3780 Digital Circuits II

Digital logic is studied further including various combinational and sequential logic circuits. Included in the circuits investigated are decoders, displays and drivers, various types of latches, shift registers, counters, multiplexers, demultiplexers and dividers.

LEVEL IV

Course 4344 Technical Skills II

More advanced technical skills are presented including soldering and desoldering, keyboard review, identification and use of various connectors and crimping tools, assembly and construction practices as well as the use of different fasteners.

Course 4345 DOS & Word Processing

Introductory DOS concepts are developed including the command line format, the boot process, and the role of DOS in the computing environment. The most common DOS commands are studied and Word Processing software is introduced. It is intended that the student will then be able to use a computer to produce lab reports.

Course 4346 Digital Circuits III

Previous digital techniques are brought together in this course in the study of more advanced digital circuits. Advanced use of test equipment will be applied, and circuits investigated will include serial data transmission and reception as well as D/A conversion and A/D conversion.

Course 4347 Microprocessors & Machine Language Programming

Microprocessor architecture is introduced and various 8-bit microprocessors are compared. An introduction to the bus structure of a microprocessor is presented. Flow charts are developed and machine language programming of an 8-bit microprocessor will be practiced.

Course 4348 Microprocessor Interfacing

Microprocessor hardware is further investigated. Bus structure knowledge will be applied to the interfacing of microcomputer support devices including memory circuits as well as various I/O circuits. In the lab the students will construct a simple interface as well as test and troubleshoot their circuits.

CAREER PROSPECTS

Although the Electronics-Common Core 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. Graduates of this program normally proceed to an Advanced Electronics option program.

ADDITIONAL COSTS

Textbooks, tools and supplies approximately \$575; material fee - \$80

ELECTRONICS - COMMON CORE/ESL

offered at City Centre

Program Length: Twelve months

(Approximately 1400 hrs.)

Starting: Generally January and September,

Contact Admissions

Certification: Certificate

Department Head - Bob McAuliffe

Assistant Department Head - Christine Miller

ADMISSION REQUIREMENTS

- Grade 12 completion or an acceptable equivalent, (Math 11 recommended) and
- Successful completion of a math assessment, and
- Completion of Upper Intermediate English (KEC) or ELA score of 90.

PROGRAM OVERVIEW

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.

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

CAREER PROSPECTS

Although the Electronics-Common Core/ESL program alone does not prepare graduates for employment as electronics technician, it may be sufficient for those requiring only a basic knowledge of electronics to be applied in other fields. Graduates of this program normally proceed to an Advanced Electronics option program.

ADDITIONAL COSTS

Textbooks, tools & supplies approximately \$575; material fee \$120; additional textbooks for the ESL component \$50

ELECTRONICS TRAINING COMMON CORE - FLEXIBLE DELIVERY (Under Development)

offered at City Centre

ADMISSION REQUIREMENTS

- See Electronics Technician - Common Core admission requirements.

PROGRAM OVERVIEW

This programs is specifically designed for those wanting Electronics training, but for whom attending regularly scheduled classes is not possible.

Presently under development, it is expected that by late 1995, the Electronics Department will be offering components of the Common Core program on a flex-paced, modularized basis incorporating components of CAI (computer assisted instruction). Students will register for, and complete, individual modules working at their own pace, under the guidance of skilled department personnel.

The curriculum is the same as in the regular Common Core program; and completion of all the modules in the program earns the student the Ministry approved Electronics Technician - Common Core certificate.

ADDITIONAL INFORMATION

Contact the Electronics Department at 443-8562 for further details.

ELECTRONICS TECHNICIAN (COMPUTER OPTION)

offered at City Centre

Program Length: Six months
Starting: Four times per year (Approximately)
Certification: Certificate - students completing an additional six month specialty will be eligible for a College Diploma.
Department Head - Bob McAuliffe
Assistant Department Head - Christine Miller

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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

PROGRAM CONTENT

LEVEL 1

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.

LEVEL 2

Course 2676 Computer Video Circuits

Horizontal sync., vertical sync., composite video signals, and high speed timing circuits are presented here. Microcomputer video configurations will be explored. In the lab, students will construct circuits and write programs which generate video information. Various video cards for pc's will be investigated.

Course 2677 Mass Storage Devices

Disk drive technology as found in computers and LAN servers will be discussed. Students will install 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

Course 3531 Operating Systems

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.

Course 3533 Advanced Topics II

Advanced topics will be selected from a list which may include: printer technology (including Laser printers), LANS (Local Area Networks), networks, modems (including internet access), digitizers, troubleshooting software, applications, and will include state-of-the art developments as appropriate.

CAREER PROSPECTS

Completion of Electronics-Common Core or equivalent and the Computer Option prepares graduates for positions as entry level Electronic Technicians with special emphasis on microcomputer systems repair, maintenance, installation, configuration and/or optimization. Skills required will include: installation, maintenance,

troubleshooting and repair of a wide variety of personal computers and associated peripherals; use of diagnostic software to isolate hardware and software problems; installations and use of various application software; installation and configuration of networking software; setup and use of data communications software and modems; laser printer interfacing; 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; material fee - \$60

ELECTRONICS TECHNICIAN (TELECOMMUNICATIONS OPTION)

offered at City Centre

Program Length: Six months

Starting: Three times per year

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

Department Head - Bob McAuliffe

Assistant Department Head - Christine Miller

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

The six month Electronics Technician (Telecommunications Option) is an advanced program designed to train persons for entry level positions as telecommunications systems technicians. The installation, testing, repair and maintenance of a wide variety of radio, telephone and data communications equipment is studied. AM and FM radio receivers, antenna systems, satellite downlinks, video systems cellular telephones, local area networks (LAN's), MODEMS, fibre optics and 2 way VHF radio are among the topics covered. Approximately 50% of the program time is spent on "hands on" practical activities.

PROGRAM CONTENT

LEVEL 1

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. Paging systems are introduced.

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 2

Course 3400 Communications Systems I

To meet the rapidly changing demands of the telecommunications industry, topics will be chosen from one or more of the following areas: satellite communications systems, cellular telephone systems, frequency division multiplex (FDM) systems, microwave systems, radar systems and avionics.

Course 4115 Telephone Carrier Systems

The exploration of the telephone system, covering 'voice grade' telephone lines to/from the telephone handset will take place in this course. In the lab, students will configure, test and commission systems using actual telephone equipment. Key service units and the Private Branch Exchange (PBX) will be introduced. Various system measurement techniques will be practiced.

Course 1706 Digital Communications II

The telephone system is further examined covering telephone multiplex systems, the central office switch and the telephone interconnect. A more indepth study of the telephone system and its uses and limitations is covered. Modulation techniques used in the telephone industry are examined including amplitude modulation (AM), Pulse/amplitude modulation (PAM), and Pulse code modulation (PCM).

Course 3401 Communications Systems II

This course is primarily a lab course where a telephone system is installed and tested. Previous telephone system knowledge is applied in a practical "hands on" lab project. The proper use of cabling, termination blocks and connectors is developed with emphasis on high quality workmanship standards. Industry quality documentation standards are required.

LEVEL 3

FIBRE OPTICS*

The use of fibre optic transmission lines is introduced. The advantages and disadvantages of fibre optics as a transmission line are studied. Splicing and connector installation techniques as well as methods for testing fibre optic line loss will be covered.

Course 1704 Video Systems

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 a video circuit that will produce an image on a video monitor.

Course 1705 Data Communications I

The use of MODEMS for communicating over telephone lines with a computer is presented. The EIA serial interface standard, various MODEM modulation techniques as well as transmission speed capabilities and limitations are covered. Communications software as used in a personal computer (PC) is introduced. In the Lab the student will interconnect and debug a variety of data communication links.

LOCAL AREA NETWORKS (LANS)*

The use of Local Area Networks (LAN's) to allow high speed local communication of personal computers (PCs) is covered. Commonly used topologies are investigated including advantages and disadvantages and types of commercially available LAN systems. In the lab the student will install, configure and test a small LAN system.

* anticipated implementation September 1995

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; material fee - \$60

ELECTRONICS TECHNICIAN (CONSUMER OPTION)

offered at City Centre

Program Length: Six months

Starting: Once yearly

Certification: Certificate - students completing an additional six month specialty will be eligible for a College Diploma.

Department Head - Bob McAuliffe

Assistant Department Head - Christine Miller

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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 50 percent of the program time is spent in the laboratory which is designed to simulate the environment of an electronics service facility.

PROGRAM CONTENT

Course 1671 Audio Systems (Including CD players)

Course 1672 Radio Systems

Course 1673 Video Systems

Course 1674 Video Cassette Recorders (VCR's)

Course 1675 Personal Computers and Software

Course 1676 Cable & Satellite Systems

Course 1678 Structured Troubleshooting

Course 1679 Customer Relations and Job Search

CAREER PROSPECTS

Completion of the Electronics - Common Core program or equivalent 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 a requirement.

ADDITIONAL COSTS

Textbooks - approximately \$100; supplies for projects - approximately \$100; tools for continuing students - approximately \$25; for new students - approximately \$125; lab fees - \$60

ELECTRONICS - COMMON CORE (PART-TIME)

offered at City Centre

Program Length: Fifteen months (14 hours/week)

Starting: Generally September, contact Admissions

Certification: Certificate

Department Head - Bob McAuliffe

Assistant Department Head - Christine Miller

ADMISSION REQUIREMENTS

1. Grade 12 completion or an acceptable equivalent (math 11 recommended), and
2. Successful completion of a mathematics assessment.

PROGRAM OVERVIEW

Electronics - Common Core courses run part-time, September through June each year (evening lectures and Saturday labs). This accelerated version of the day program allows students to complete Electronics - Common Core in 15 months of part-time study. Considerable maturity and dedication will be required to successfully complete this program. For course descriptions refer to Electronics - Common Core.

ELECTRONICS TECHNICIAN - DIPLOMA PROGRAM

offered at City Centre

Department Head - Bob McAuliffe

Assistant Department Head - Christine Miller

PROGRAM OVERVIEW

By completing the Electronics - Common Core and two of the Electronics specialty option programs, the student will be eligible for a college diploma. Please refer to the sections regarding the Electronics - Common Core programs and the specialty option programs offered. At least 50% of the studies must be at VCC to receive a VCC Diploma.

ADVANCED ELECTRONICS (PART-TIME)

offered at City Centre

Program Length: 10 months (14 hours/week)

Starting: Generally in September

Certification: Certificate

Department Head - Bob McAuliffe

Assistant Department Head - Christine Miller

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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

ADDITIONAL INFORMATION

For further information contact the Electronics Department at 443-8562.

EMPLOYMENT & EDUCATIONAL ACCESS FOR WOMEN (EEAW)

offered at City Centre

Program Length: Four months

Starting: Contact Admissions

Certification: Certificate

Coordinator - Sylvia Patey, 443-8301

ADMISSION REQUIREMENTS

- All applicants must attend a program information session scheduled by the College.
- Grade 9 English.

* Those who lack this specific program requirement may apply for Mature Student Status.

* If English is not the first language, applicants may be required to take an ESL Assessment of English language proficiency, to demonstrate a minimum of the Vancouver Community College upper advanced level completion, prior to admission in the program.

RECOMMENDED CHARACTERISTICS

- Self-motivated and reliable
- A genuine interest in learning about all occupations
- Enthusiasm for learning in general
- A willingness to try new and different things

PROGRAM OVERVIEW

The Employment and Educational Access for Women program is designed to assist women in identifying and acting on realistic short and long-term educational and career goals. It provides information and hands-on experience in a number of occupations including trades, science and technical careers as well as self-employment options. By extensive career, educational and self exploration, and by assessing opportunities in the labour market, graduates will be able to make informed training and career choices and prepare for employment.

PROGRAM CONTENT

Course 7274 Self Discovery & Esteem Building

This course is designed to promote the process of self discovery. It will focus on developing self-awareness, self-acceptance, personal power, and taking responsibility.

Course 7275 Communicating Effectively

The focus of 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 conflict resolution.

Course 7419 Assessment & Career Options

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

Course 7277 Options For Self-Employment

Small business and, in particular, 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.

Course 7420 Trades, Technologies and Science

Students will have an opportunity for in depth exploration of training and careers in the trades, technologies, sciences and blue collar work so they too become viable occupational choices.

Course 7280 Work/Study Placement

This is a full-time, on the job, career exploration for the student in her area of interest. Alternatively, it can be a full-time, in the classroom overview of a particular training course. This process will be repeated three times during the course.

Course 7279 Making Career Decisions & Action Plans

This course will assist the student to improve her problem-solving and decision-making skills through the application of a variety of techniques. It will also assist students in setting goals and designing action plans to achieve those goals.

Course 7421 Practical "Hands-On" Skills

Students will learn First Aid, Self-Defence, exercise and stress management techniques, basic computer skills and library usage.

Course 7422 Job Search Techniques

The focus of this course is to learn effective ways to secure employment through skills assessment, job analysis, resume and employment letter writing, employer calls, interview preparation and practice, negotiating and evaluating job offers and other job search tools.

Course 7281 Individual Project

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

ENGLISH AS A SECOND LANGUAGE (E.S.L.) PROGRAMS

offered at King Edward Campus

Associate Dean, ESL Programs - Marta Gardiner

GENERAL INFORMATION

English as a Second Language (E.S.L.) Programs consists of the following departments:

- 1) E.S.L. College Preparatory English
- 2) E.S.L. English Language Skills (ELS)
- 3) E.S.L. Outreach
- 4) E.S.L. Vocational

These programs are designed for those who wish to learn English as a Second Language. Unless otherwise noted, classes offered at the Beginner, Intermediate, Advanced and College Preparatory levels give practice in listening, speaking, reading and writing English. All programs provide orientation to Canadian life and culture, and prepare students for Canadian Citizenship.

ENGLISH AS A SECOND LANGUAGE: COLLEGE PREPARATORY ENGLISH (CPE)

offered at King Edward Campus

Program Length: Four months

Starting: January, May and September

Certification: See below

Department Head - Helen Spencer

ADMISSION REQUIREMENTS

- In addition to the general KEC admission requirements, students entering College Preparatory English courses should have a good general educational foundation. Completion of Grade 10 or equivalent is recommended as a minimum standard.
- Students who wish to enrol in the College Preparatory English Program will first need to obtain an English assessment.
- Once tested, students will be told of the next date for registration. Registration is on a first come basis. In addition to the course fees, there is a \$15.00 application fee. Please bring assessment results and appropriate immigration documents to registration.

PROGRAM OVERVIEW

College Preparatory English courses are for advanced level students of English as a Second Language who wish to prepare for study at Canadian colleges, universities, or other post-secondary educational institutions.

Students may choose between full-time comprehensive courses, which include all the language skills, and part-time single-skill courses, which focus on one language skill (e.g. writing).

Morning, afternoon, and evening classes operate twelve months a year.

CERTIFICATE

The CPE Certificate is granted on completion of the program. It states that the certificate holder is proficient enough in English to undertake post-secondary level studies. Students become eligible for the certificate upon receiving a "C" grade or higher in English 099 or in each of the equivalent single-skill courses, Writing 095, Reading 096, and Canadian Studies 097. Completion of English 099 has been provincially articulated to be the equivalent of Grade 11 Social Studies and Grade 12 English.

PROGRAM CONTENT

1. COMPREHENSIVE COURSES

English 059, English 098 and English 099 are comprehensive courses. Each course is divided into three (3) components as follows:

English 059

- Writing 065
- Reading 066
- Oral Skills 067

English 098

- Writing 085
- Reading 086
- Oral Skills 087

English 099

- Writing 095
- Reading 096
- Canadian Studies 097

These are full-time courses and are recommended for students who are not working full-time or who are not taking more than one additional course. These courses are most suitable for students whose proficiency in reading, writing, speaking and listening is approximately equal.

College Preparatory students registered in English 059, 098, 099 or in three CPE single skill courses, may register, without special permission, in two single blocks or one double block course in Math, Science, Business and Computer Studies or Humanities as set out in the Calendar.

The descriptions below include the main topics covered in the courses.

PROGRAM CONTENT

English 059

The writing class includes advanced grammar, English usage, paragraph writing and paraphrasing. Reading includes comprehension of passages at the Grade 10 level, vocabulary building, increasing reading speed, and improving study skills. The oral class includes taking lecture notes, participating in class discussions, expressing opinions, making oral presentations and other skills.

Prerequisite:

An overall English Language Assessment (ELA) score of 105 with at least 14 in Composition; or successful completion of the Upper Advanced course at Vancouver Community College.

English 059/Health Care

This course is designed to prepare ESL students to attain Grade 10 equivalency in English while working with terminology, written and oral conventions, and a systematic selection of topics from the field of health care. Students of English 059/Health Care will meet the same standards in writing, reading, and oral/aural skills as students of the regular English 059 course while working largely on appropriate material from the health care field.

Prerequisite:

An overall English Language Assessment (ELA) score of 105 with at least 14 in Composition; or successful completion of the Upper Advanced course at Vancouver Community College.

English 098

The writing class covers remediation of grammar problems, paraphrasing, summary writing and essay writing. Reading includes comprehension of passages at the Grade 11 level, improving textbook reading skills, and continued work on speed and vocabulary. Oral Skills and Canadian Studies include the development of speaking and listening skills through an introduction to Canadian Literature and Social Studies.

Prerequisite:

Overall English Language Assessment score of 127 with at least 18 in Composition; or completion of English 059; or a minimum of C- grades in Writing 065, Reading 066, and Oral Skills 067.

English 099

The writing class covers summary writing, formal argumentation and research report/essay writing. The reading class is designed to improve comprehension to the Grade 12 level, to develop skills in reading college textbooks, and to improve speed and vocabulary. Canadian Studies topics are chosen from Canadian Government, History, Literature, Arts and Current Affairs.

Prerequisites:

Completion of English 098; or a minimum of C- grades in Writing 085, Reading 086, and Oral Skills 087.

Credit:

The English 098-099 sequence is equivalent to English 12 and Socials 11.

2. SINGLE SKILL COURSES

These courses are recommended for students who are working full-time or who are taking more than one high school equivalent or university transfer course. Single skill courses are also advised for students whose proficiency in reading, writing, speaking and listening is unequal.

Writing 055

An intensive, remedial writing course for students who need to improve their writing before entering English 059 or who wish to concentrate on writing only. Grammar, usage, punctuation, guided writing, and an introduction to writing narrative and descriptive paragraphs are included in this course.

Prerequisite:

Overall English Language Assessment score of at least 105 and an ELA Composition score below 14, or successful completion of Upper Advanced course.

Writing 065

A course for students who need to improve their writing skills before entering English 098 or Writing 085. It includes an intensive grammar review, paraphrasing, planning and organizing compositions and writing expository paragraphs.

This course is equivalent to the writing component of English 059.

Prerequisite:

At least 14/30 on ELA Composition test; or a minimum of C- in Writing 055; or successful completion of Upper Advanced course.

Writing 085

An advanced intensive writing course equivalent to the writing component of English 098 for students who need to improve their writing before entering English 099 or Writing 095. It includes grammar review, summary writing, paraphrasing, and writing expository essays. Essays are based on assigned readings.

Prerequisite:

At least 18/30 on ELA Composition test; or completion of English 059; or a minimum of C- in Writing 065.

Writing 095

Our most advanced writing course, equivalent to the writing component of English 099. It includes summary writing, report writing, argumentation and research paper writing. Compositions are based on assigned readings.

Prerequisite:

At least 23/30 on ELA Composition test; or completion of English 098; or a minimum of C- in Writing 085.

Reading 066

This course is equivalent to the reading component of English 059. It includes comprehension work at the Grade 10 level, vocabulary development, speed training and study skills. Students read a variety of fiction and non-fiction and make use of computer assisted reading.

Prerequisite:

Combined ELA Vocabulary and Comprehension score of at least 35/70; or successful completion of the Upper Advanced course.

Reading 086

This course is equivalent to the reading part of English 098. It covers reading at the Grade 11 level, textbook study, building vocabulary, increasing speed and reading literature.

Prerequisite:

Combined ELA Vocabulary and Comprehension score of at least 43/70; or completion of English 059; or a minimum of C- in Reading 066.

Reading 096

This advanced course is equivalent to the reading part of English 099. Passages read are at the Grade 12 and College level. It includes understanding college textbooks, analyzing literature, developing speed and expanding vocabulary.

Prerequisites:

Combined ELA Vocabulary and Comprehension scores of at least 50/70; or completion of English 098; or a minimum of C- in Reading 086.

Oral Skills 067

This course is equivalent to the oral skills part of English 059. Academic speaking and listening skills covered in this course include note-taking, expressing opinions, and giving oral reports. Among class activities are debates, plays, video-taped reports, and individualized work on pronunciation.

Prerequisite:

ELA Listening test score of at least 18/30 and Speaking score of at least 24/30; or successful completion of Upper Advanced course.

Oral Skills 087

A combination of oral skills and Canadian Studies, this course is equivalent to the oral skills part of English 098. This course covers participating in class discussions, taking lecture notes, and making oral reports. Content includes an introduction to Canadian Literature and Social Studies.

Prerequisite:

ELA Listening score of at least 23/30 and Speaking score of 26/30; or completion of English 059; or a minimum of C- in Oral Skills 067.

Canadian Studies 097

An advanced combination of oral skills and Canadian Studies, this course is equivalent to the Canadian Studies part of English 099. Topics studied are chosen from Canadian government, history, literature, the arts and current affairs. Skills include book reporting, debating, discussing a novel and taking lecture notes.

Prerequisites:

Completion of English 098; or a minimum of C- in Oral Skills 087; or permission of College Preparatory English Department Head.

TOEFL Preparation Course

This course will help students improve syntax, listening, vocabulary and reading skills. Practice tests and study strategies are included.

Prerequisites:

Completion of Lower Advanced or an ELA of 97; or permission of College Preparatory English Department Head.

ENGLISH AS A SECOND LANGUAGE: ENGLISH LANGUAGE SKILLS (ELS)

offered at King Edward Campus

Program Length: Four months

Starting: January, May* and September

Certification: N/A

Department Head - Marilyn Morris

* a two month term is offered in May

ADMISSION REQUIREMENTS

- In addition to general KEC admission requirements, all applicants to ELS are required to write an assessment. Please follow the registration procedure listed below.
- Students who wish to enrol in KEC English Language Skills will first need to obtain an English assessment.
- Once tested assessment results and original immigration documents should be taken to the Office of the Registrar to complete an application to attend King Edward Campus. Applicants will also be asked to complete an INTENT TO REGISTER form to add their name to the waitlist for English classes and will then be contacted by letter or telephone to tell them the time and date of registration.

PROGRAM OVERVIEW

The English Language Skills Department at King Edward Campus offers part-time and full-time courses in ESL from Lower Beginner to Upper Advanced. Classes focus on the

four basic language skills, listening, speaking, reading and writing. Special skills classes that focus on one or two skills are also offered. At the end of each term students are assessed to determine an appropriate placement for the following semester. Students completing Upper Advanced are eligible to enter the College Preparatory English Department.

GRADING POLICY

All courses are non-credit. At the end of each term students are issued a report card with a score for each skill studied. In addition, an overall grade is kept on record.

SCHEDULE

Classes begin at 8:15 a.m., 12:00 noon, 4:00 p.m. and 6:45 p.m. Special skills classes are not available in every time slot. Courses are offered two to four days per week. Friday and Saturday classes are also offered.

PROGRAM CONTENT

1. INTEGRATED SKILLS COURSES

Instruction in these courses integrates the four language skills, listening, speaking, reading and writing with appropriate grammar and language functions.

BEGINNER LEVELS (Lower Beginners, Upper Beginners & Pre-Intermediate):

The aim of these courses is to help students use English in everyday situations. Each course includes the basic language necessary to understand and talk about self, family, social needs, jobs, shopping, education and living in Canada. Students work on listening and speaking approximately 60% of the time and reading and writing approximately 40% of the time.

INTERMEDIATE LEVELS (Lower Intermediate, Upper Intermediate):

The aim of these courses is to improve listening, speaking, reading and writing skills. Students learn to communicate in their roles as consumers, learners, citizens, workers, family members and community members. They read various types of material ranging from brief instructions to newspaper and magazine articles. They write sentences, paragraphs and short stories.

ADVANCED LEVELS (Lower Advanced, Upper Advanced):

The aim of these courses is to increase proficiency in listening, speaking, reading and writing to a level which will enable students to enter College Preparatory English or a vocational training program. The focus is on extending knowledge beyond personal, family and educational situations to a community and universal context. Students use a wide range of materials including newspapers, radio and T.V.

2. SPECIAL SKILLS COURSES

Intermediate Pronunciation and Communication

This course is for Pre-Intermediate or Lower Intermediate Level students who are weak in listening, speaking and/or pronunciation. Students participate in paired work, small group discussions, story-telling, interviews and contact assignments.

Intermediate Reading and Writing

This course is for Pre-Intermediate and Lower Intermediate students. In this course students concentrate on reading and writing. In reading, students practice reading strategies and comprehension skills. In writing, students practice communicating through writing at the sentence and paragraph level. Students learn the basic spelling and punctuation rules. Students practice grammar at the Pre-Intermediate and Lower Intermediate levels.

Intensive Reading

This course is for Advanced students who need concentrated reading practice. Students work on speed reading, vocabulary development, context clues, phrase reading, dictionary skills, as well as topic, main idea, and details of paragraphs.

Intensive Writing

This course is for Upper Intermediate and Advanced Level students who need practice in writing and additional instruction and practice in sentence structure. Students write free compositions, guided compositions, journals, summaries, letters and resumes.

Intensive Listening and Speaking

This course is for Upper Intermediate and Advanced Level students who are weak in listening and/or speaking. Students can expect to improve their fluency, vocabulary and spoken grammar.

Improve Your Pronunciation

This 10-month course is for Advanced and Post Advanced Level students who want to improve their pronunciation. The aim of this course is to identify students' pronunciation errors and correct them.

THE FOLLOWING CLASSES ARE OFFERED ON FRIDAYS

Improve Your Pronunciation, Beginner

This course helps Beginner Level students improve pronunciation and intonation.

Improve Your Pronunciation, Intermediate

This course helps Intermediate Level students with their pronunciation and intonation problems.

Intensive Grammar, Beginner

This course provides help with grammar problems at the Beginner Level.

Intensive Grammar, Intermediate

This course provides a review of Beginner Level grammar and help with grammar problems at the Intermediate Level.

Intensive Grammar, Advanced

This course provides a review of Intermediate Level grammar and help with grammar problems at the Advanced Level.

Improve Your Vocabulary

This course is for Pre-Intermediate and Lower Intermediate students who want to improve and practice their vocabulary.

Improve Your Reading

This course is for Intermediate students who want to improve and practice their reading skills.

ENGLISH AS A SECOND LANGUAGE: OUTREACH

offered through King Edward Campus

Program Length: Three months

Starting: January, April and September*

Certification: N/A

Department Head - Colleen van Winkel

* a summer course during July and August if also offered

PROGRAM OVERVIEW

The department's purpose is to teach English as a Second Language in community - based settings. At the time of registration, students are assessed as to their language ability and interests and then taught at that level with language and content to meet their needs. The level of classes offered at any one centre depends on the number and ability of the students registering. Instruction through Homefront Learning and the Learning Centres is individualized.

The department is composed of three parts:

1. Community Classes including the Canadiana Centre, King Edward Campus - North and City Centre Campus
2. Learning Centres in Vancouver Public Libraries
3. Homefront Learning

ASSESSMENT

Students are assessed by their instructor at the time of registration at Community Centre locations.

REGISTRATION

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

PROGRAM CONTENT

1. COMMUNITY CLASSES

Classes are offered at the Beginner, Intermediate and Advanced levels. There are morning, afternoon and evening classes. Students may register in classes held two or four times a week. There are also classes once a week on Saturdays at KEC.

LITERACY

These classes are designed for students at the beginners level who do not speak or write English at all.

LOWER BEGINNER

The lower beginner classes provide a comfortable place to begin to learn English. Students will have many chances to speak English and build a large vocabulary. Students will also do some writing and reading, as well as learn about Canada.

UPPER BEGINNER

The upper beginner classes provide many opportunities to improve spoken and written English. Students will increase their vocabulary, improve their ability to speak with Canadians and learn to function in Canada.

INTERMEDIATE

The intermediate classes will improve listening and speaking ability. Students will understand and enjoy reading and begin to write clear, correct English passages while learning more about life in Canada.

ADVANCED

The advanced classes will continue to improve students' listening and speaking ability while devoting more time to improving reading and writing skills. Students will gain a

deeper knowledge of English grammar and vocabulary and write clear, simple compositions while improving their ability to communicate with Canadians.

LOCATIONS

Classes are held at the following centres:

- Canadiana Centre 499 East Pender Street
- D.E.R.A. 16 East Hastings Street (Seniors)
- Douglas Park Community Centre 801 West 22nd Avenue
- Dunbar Community Centre 4747 Dunbar Street
- Jewish Community Centre 950 West 41st Avenue
- Killarney Community Centre 6260 Killarney Street
- Killarney Park Mennonite Brethren Church 6426 Kerr Street
- King Edward Campus North 2019 Dundas Street
- Marpole/Oakridge Community Centre 990 West 59th Avenue
- Solheim Place 251 Union Street
- Sunset Community Centre 404 East 51st Avenue
- West End Community Centre 870 Denman Street

2. LEARNING CENTRES IN THE LIBRARIES

Five centres are operated in conjunction with the Vancouver Public Library. The sixth is located at Gordon Neighbourhood House. The centres offer free help to adult students learning English as a second language. The learning centres also provide help to students who wish to upgrade their skills in basic arithmetic, reading, and writing. The centres are open at the following locations:

Britannia Library

1161 Napier Street

Gordon Neighbourhood House

1019 Broughton Street

Mount Pleasant Library

370 East Broadway

Renfrew Library

2969 East 22nd Avenue

South Hill Library

6076 Fraser Street

Hastings Library

2674 East Hastings Street

Learning Centre hours may be obtained by phoning 871-7277.

3. HOMEFRONT LEARNING

The Homefront Learning program is designed to provide free English language instruction to non-English speaking individuals who are unable to attend existing classes for physical, cultural or personal reasons.

Instruction takes place in the student's home and is designed to suit the needs of the individual learner.

Students are taught individually by professionally trained and supervised volunteer tutors, at times mutually convenient to both students and tutors.

Volunteer tutors take part in a free professional training program, are matched with a Homefront learner and receive a certificate upon completion. Continued guidance and support from Homefront Learning instructors is given, as well as necessary instructional materials.

For information about tutor training or to refer an ESL student please contact: 871-7273, 871-7274 or 871-7277.

For further information on any of the above Outreach Programs, or for information about starting dates and fees, call 871-7277.

ENGLISH AS A SECOND LANGUAGE: VOCATIONAL

offered at King Edward Campus

Program Length: Four months

Starting: see below

Certification: N/A

Department Head - Chris Clark

PROGRAM OVERVIEW

This department offers full time and part time Language Instruction for Newcomers to Canada (L.I.N.C.) classes at levels 1, 2 and 3. All students in these classes are sponsored by Immigration Canada and must apply for L.I.N.C. at:

Western ESL Services

#102 - 395 W. Broadway

Vancouver, B.C.

V5Y 1A7

Telephone: 876-5756

The ESL-Vocational Department also offers Vocational ESL courses (VESL) at the Advanced Level - i.e. Advanced English for Business and Office; Advanced English for Health Care. These courses run from time to time dependent on demand.

PROGRAM CONTENT

1. Full Time Basic Program (L.I.N.C. 1, 2, 3)

This program provides students with English to live and work in Canada. Classes are offered 5 hours a day (25 hours a week). New classes begin each month. Students study varying lengths of time depending on their language level.

Location:

King Edward Campus North

2019 Dundas Street

2. Part-Time Basic Program (L.I.N.C. 2, 3)

This program provides students with English to live and work in Canada. Classes are offered 12 1/2 hours a week, Monday - Thursday, either in the morning, afternoon or evening. New students are accepted between September and June.

Location:

King Edward Campus North

2019 Dundas Street

3. Pre-Literacy ESL (L.I.N.C. 1)

This 12 month program offers reading, writing and survival level English skills to students who cannot read, write or speak English and those who have limited literacy in their first language. Classes are 12 1/2 hours a week, Monday - Thursday, either in the afternoon or evening. New students are accepted each month.

Location:

King Edward Campus

1155 E. Broadway

4. Bridge Literacy (L.I.N.C. 3B)

This special 6-month course offers instruction in reading and writing to L.I.N.C. students who have Level 3, 4 or 5 oral skills but whose reading and writing are very limited. The class runs 12 1/2 hours a week in the evenings. New students are accepted from September to June.

Location:

King Edward Campus North

2019 Dundas Street

5. Advanced ESL/Business & Office I

Students will develop their speaking, listening, reading and writing skills at the advanced level while working with the vocabulary, language functions, and written conventions appropriate to finding employment and working in the cultural context of the Canadian business and office environment.

Any Vancouver Community College - ESL Programs student who has successfully completed Upper Intermediate or higher or who has a placement recommendation of Lower Advanced from the King Edward Campus Assessment Centre is eligible. C.P.E. students may register in this course with the permission of the Department Head. Those who are not current students of the ESL Programs at KEC should contact the Department Head at 871-7266 well in advance for registration information.

6. Advanced ESL/Health Care I

Students will develop their speaking, listening, reading, writing and grammar skills at the advanced level while working with the vocabulary, language functions, and written conventions appropriate to working in a variety of occupations in the field of health care. Topics will include:

- a biology refresher
- nutrition and health

- health and safety
- mental health
- health and healing: ailments, remedies and prevention
- dental health
- the health care system in B.C.
- current issues in health care

7. Advanced ESL/Tourism & Customer Relations

Students will develop their speaking, listening, reading, writing and grammar skills at the advanced level while working with the vocabulary, language functions and written conventions appropriate to working in a variety of occupations in the field of hospitality, retail and customer service. The emphasis will be on improving communication skills needed for public contact employment positions and topics will include:

- customer relations; including B.C. Superhost Program
- telephone communications skills
- workplace relations, communicating with co-workers and supervisors
- the tourism/hospitality industry in B.C.
- finding work and succeeding in the B.C. workplace

Any ESL Division student who has successfully completed Upper Intermediate or higher or who has a placement recommendation of Lower Advanced from the KEC Assessment Centre is eligible. C.P.E. students may register in this course with the permission of the Department Head. Those who are not current students of the ESL Division at King Edward Campus should contact the Department Head 871-7266 well in advance for registration information.

ESTHETICS (SKIN CARE)

(Under Review)

offered at City Centre

Program Length: Seven months

Starting: Generally twice yearly

Certification: Certificate

Department Head - Bob Malone

This is a **COST RECOVERY** program and fees are substantially higher than other programs.

ADMISSION REQUIREMENTS

- 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.

PROGRAM OVERVIEW

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's Association Special Beauty Culture License.

PROGRAM CONTENT

LEVEL 1

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

LEVEL 2

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbook and supplies - approximately \$900

(Prices subject to change)

FINANCIAL ACCOUNTING & MANAGEMENT COMMUNICATIONS

offered at City Centre

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.

Department Head - Ed Wakulchik

ADMISSION REQUIREMENTS

- Completion of the twelve month Accounting certificate program offered by Vancouver Community College - City Centre Campus or equivalent.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

- Course 7349 **Intermediate Financial Accounting 1**
- Course 7350 **Intermediate Financial Accounting 2**
- Course 7351 **Introduction to Management Accounting**
- Course 7352 **Economics**
- Course 8031 **Management Information Systems**
- Course 8032 **Finance**
- Course 8033 **Business Issues**
- Course 8034 **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 \$100.00

FOOD AND BEVERAGE MANAGEMENT (Under Review)

offered at City Centre

Program Length: Ten months
Starting: September and January
Certification: Certificate
Department Head - Mike Tittel

ADMISSION REQUIREMENTS

- Grade 12 or equivalent.
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest x-ray report.

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.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

SEMESTER ONE

September - December

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.

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

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.

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 conventions activities.

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. The people side of front office procedures is also examined; with emphasis on guest services, the psychology of dealing with guests, room sales, and the handling of customer complaints.

Human Resources 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 analysis, performance appraisal, training and development, human rights and employment standards, and quality of working life.

SEMESTER 2

January - April

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.

Tourism and Group 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.

Food Production Principles 1

The student will acquire the basic fundamentals of food preparation in this course. A firm foundation will be established for the next semester when they will staff a kitchen and produce for dining room customers. Students will learn to operate kitchen equipment safely, apply sanitation procedures, read, follow and prepare recipes, classify and prepare soups, stocks, sauces, fish and shellfish, meat, poultry, vegetables and egg dishes. The class will develop/design a menu to be used in the follow semester. Food Safe - Level 1 is covered in this course.

Wine and Wine Service

Restaurant patrons have become 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.

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.

Hospitality Law

This is a condensed course aimed at acquainting the Food and Beverage Management student with a basic knowledge of Canadian law. Topics covered include: the legal system, contracts, torts, sale of goods and consumer protection, secured transactions and creditors' remedies, employment law, business organizations, negotiable instruments, real estate and administrative law.

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.

SEMESTER 3

May - June

Managing Service

Upon completion of this course, the student will be able to identify menu types, design and terminology, cutlery uses, French menu terminology, types and orders of service including French, Russian, American, banquet and beverage service, stock control and cash control. The students will develop and implement a control system to track the sales and product costs for the restaurant operated by the class during the third semester.

Food Production Principles 2

This course continues and builds upon the knowledge acquired in the previous semester. Under the instruction of a chef, students will learn and practice the principles of food preparation, including the preparation of meats, poultry, fish, hot and cold sauces and desserts. They will operate the kitchen for the dining room, track product inventories and develop food cost information.

Food and Beverage Practicum/Dining Room Operations

This course emphasizes the application of theory in practical laboratory sessions that take place in a public dining room. Students are responsible for the operation of a restaurant and rotate through all areas of operation. Areas covered include serving, cashiering, hosting, bartending and management.

Menu Design/Planning

This course builds on the menu that has been developed for the dining room/kitchen practical component. The students will cost the menu, using actual sales information from the

restaurant & inventory usage amounts. They will develop a report on the activities and productivity of the operation. The students will learn to use a computer based system to build ingredient and recipe files, and will create an individual menu for evaluation.

FOOD AND BEVERAGE SERVICE (E.S.L.) (Under Review)

offered at City Centre

Program Length: Eight months

Starting: September

Certification: Certificate

Department Head - Stephen Stafford

ADMISSION REQUIREMENTS

- Completion of Upper Intermediate English or permission of Department Head.
- Completion of a medical questionnaire and submission of a negative Tb skin test or x-ray report.

PROGRAM OVERVIEW

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.

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:

Sept. - Nov. (3 Months)	Dec. - Apr. (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

PROGRAM CONTENT

LEVEL 1

Customer Relations
Food Safe Level 1
Food and Beverage Equipment
Basic Cash Procedures
Service Procedures (Lunch)
Menu Terminology (Lunch)
Hosting

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.

Students wishing to enrol in the 12 month Food and Beverage Management program will be given credit for approximately 3 months of the program.

ADDITIONAL INFORMATION

Please contact Stephen Stafford, Department Head, for further information (443-8476).

FOOD SERVICE CAREERS

offered at City Centre

Program Length: Ten months

Starting: September

Certification: Certificate

Coordinator - Sherry Rutledge

ADMISSION REQUIREMENTS

- 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.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

Course 7162 **Introduction to Food Service Assistant**
Course 1885 **Safety**
Course 1998 **Sanitation and Hygiene**
Course 1418 **Communication/Customer Relations**
Course 7345 **Life Skill Cooking**

(These five courses are introduced and taught in the first three months 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 - \$350

Uniform Deposit -\$60; laundry - \$100

GRAPHIC ARTS - PRINTING PRODUCTION (Under Review)

offered at City Centre Campus

Program Length: Ten months
Starting: September, October, November, December
Certification: Certificate
Department Head - Grant Gibson

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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.

This program is currently under redevelopment.

PROGRAM CONTENT

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, PageMaker, 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 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 _at-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.

HAIRSTYLING - WOMEN'S AND MEN'S (Under Review)

offered at City Centre

Program Length: Ten months
Starting: September, January and April
Certification: Certificate
Department Head - Bob Malone

Students are required to attend 36.5 hours/week

ADMISSION REQUIREMENTS

- 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.

PROGRAM OVERVIEW

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 women's haircutting, permanent waving, shaving, haircoloring, 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.

PROGRAM CONTENT

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**

WOMEN'S OPTION

Course 4326 **Haircutting 4**
Course 4327 **Women's Hairstyling 4**
Course 4325 **Perm Wave 4 (includes Relaxing)**
Course 4323 **Haircoloring 4**
Course 4324 **Facials/Manicures/Footcare**
Course 4216 **Practicum**

CAREER PROSPECTS

Well trained hairstylists are in constant demand in every community.

Graduates specializing in Women's 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 2000 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 \$700

(Prices subject to change)

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

offered at City Centre

Program Length: Fourteen months
Starting: Contact Admissions
Certification: Certificate
Department Head - Bob Malone

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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. English Language training is integrated into each level of the program, with approximately 1 month being spent in each level. The remaining 10 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 10 month program.

ADDITIONAL COSTS

Textbooks and supplies - approximately \$700

HOME SUPPORT ATTENDANT UPGRADE (PART-TIME)

offered at City Centre Campus

Program Length: 40 weeks (one 6-hour day per week)
Starting: Contact admissions for course schedule
Certification: Certificate
Department Head: Pat Bawtinheimer

ADMISSION REQUIREMENTS

- Grade 10 or acceptable equivalent
- Must be currently employed by a Home Support Agency
- Completion of the campus Health Services medical questionnaire and submission of a negative Tb skin test or chest x-ray report.
- Proof of up-to-date immunization (polio, tetanus, diphtheria). Testing for German Measles immunity and immunization for Hepatitis B are also recommended.
- Basic First Aid (Red Cross or St. John's Ambulance) to be completed by the end of the program.
- Completion of a campus Home Maintenance Skills Level document by employing agency.
- Completion and submission of a criminal record search.

PROGRAM OVERVIEW

This program is designed to provide participants with opportunities to acquire the basic knowledge, skills and attitudes necessary to provide assistance to individuals and families in the community. The environment in which the Home Support Attendant usually functions is the client's home. This program is based on a caring philosophy and provides students with the skills to practice as a Home Support Attendant in an ethical and legal manner and to participate in performing both home management and personal assistance skills safely.

PROGRAM CONTENT

*Course 7409 Human Relations:

Interpersonal Communications

This course focuses on the development of self-awareness and increased understanding of others. Participants explore basic communication concepts and practical skills which contribute to effective, caring interpersonal relationships.

*Course 7410 Health: Lifestyle & Choices

Health and the components of healthy lifestyle are introduced in this course. The physical, psychological, social and spiritual aspects of health will be discussed, as well as the environmental influences. Students are given an opportunity to examine challenges to their health and to take charge of the change in their lives.

*Course 7411 Health & Healing: 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. Human development and common challenges to health are also examined.

*Course 7412 Personal Care Skills for Home Support I

This practical course offers the opportunity for participants to acquire the skills required of the Home Support Attendant in terms of protecting him/herself in the work environment. It also emphasizes the basic personal hygiene skills relating to client care.

* Successful completion of these courses are pre-requisites for the following courses.

Course 7413 Work Role: Introduction to Support Attendant Practice

This course provides an introduction to community care, the home support industry and the role of the Home Support Worker. The course also offers the opportunity to acquire the basic home management skills necessary for beginning home support practice.

Course 7414 Work Role: Practical Experience 2

This practical course provides students with an opportunity to apply knowledge and skills relating to meal planning and preparation. The student is expected to plan, prepare and serve a meal, as well as demonstrate proficiency in basic cooking skills.

Course 7415 Personal Care Skills for Home Support 2

This practical course offers the opportunity for participants to acquire the personal assistance skills - in line with the Personal Assistance Guidelines - required of the Home Support Attendant. "Personal Care Skills for Home Support I" is a pre-requisite for this course which builds upon those tasks learned. An introduction to Section 2 skills is provided.

Course 7416 Special Needs in Home Support

This course builds another course materials to provide an introduction to the basic concepts and approaches involved in the care of clients experiencing changes in mental functioning. The course also explores the role of the Home Support Attendant in Special Needs family situations.

Course 7417 Work Role: Practical Experience 3

This practical experience provides an opportunity to apply the caring philosophy with individuals in an intermediate care setting. Integration of knowledge and skills obtained in all other courses will take place.

Course 7418 Clinical & Community Experience

This practical experience provides students with an opportunity to apply the caring philosophy with individuals in an extended care setting and in the community. Students will be providing personal hygiene to individuals requiring partial and total assistance. Exposure to the use of mechanical lifts and special tubs is also included. Integration of knowledge and skills obtained in all other courses will take place.

HOSPITALITY ADMINISTRATION

offered at City Centre

Program Length: Two years

Starting: Annually - September

Certification: Diploma

Department Head - Dave Donaldson

ADMISSION REQUIREMENTS

- 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.

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.

PROGRAM OVERVIEW

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.

This program will include a co-operative education option to commence May 1996 for first year students registered as of September 1995.

PROGRAM CONTENT

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 practiced 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 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, room sales, 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 Vancouver Community College - 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.

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.

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.

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 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.

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.

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.

Tourism and Group 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.

The program offers additional educational opportunities after graduation, including OLA and the proposed degree at University of Victoria.

ADDITIONAL COST

Textbooks and supplies - approximately \$1,500

INSTITUTIONAL AIDE (ESL)

offered at King Edward Campus

Program Length: Five Months (21 weeks)

Starting: March and October

Certification: Certificate

Coordinator - Nadine Johnson

ADMISSION REQUIREMENTS:

- 18 years of age or older, or have been out of school for at least one year.
- No specific level of previous education is required but candidates must have basic reading, writing and arithmetic skills and sufficient oral skills for effective communication.
- English Language Assessment showing completion of Pre-Intermediate skill level.
- Must be in good health and have the physical ability to stoop, lift and stretch compatible with the performance of required duties and be able to stand for a full working day.
- Be free of allergies or conditions which may be aggravated by work in cleaning, laundry and food handling.
- Students are required to have proof of a T.B. skin test or chest x-ray (dated within 6 months of program start). For convenience T.B. skin testing is offered by the college health services at the beginning of each program. Immunization for Hepatitis B is also available.
- Employers of Institutional Aides may require that applicants are bondable.

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

- an interest in cleaning, laundry and food services
- an interest in working with people as a team
- a willingness to work under supervision
- a responsible approach to work

Please note:

The prerequisites for the Institutional Aide (ESL) Program are currently under revision and are subject to change. If you have any questions please contact the Office of the Registrar at 871-7037.

PROGRAM OVERVIEW

This program is designed to provide skills training and language development for job opportunities as kitchen helpers or dietary, housekeeping and laundry aides in institutions such as long term care facilities, hospitals, hotels, cleaning companies and commercial laundries.

Graduates receive training in, and qualify for, certificates in WHMIS, "Safety Oriented First Aid", Occupational First Aid - Level 1 and FOODSAFE - Basic.

Program work experience includes weekly on site training and a 2 week practicum in a health care facility.

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

PROGRAM CONTENT

Skills and topics covered in this program include:

1. Nutrition and meal management: Canada's Food Guide, meal planning, shopping, storing, cooking, portioning and serving food; hospital diets.
2. Housekeeping and laundry: techniques, aids and equipment, schedules.
3. Time Management.
4. Protection: sanitation - body substance precautions, personal hygiene; safety - body mechanics, first aid, CPR.
5. Communication: basic skills for getting along with patients/clients, co-workers and supervisors in the job setting.
6. Geriatrics: study of aging.
7. FOODSAFE: Basic.
8. St. John Ambulance First Aid.
9. WHMIS.
10. Job preparation: resumes, job search.
11. Work experience: On site - 96 hrs., off site - 70 hrs. in a health care facility.

INSTRUCTIONAL METHODS

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

REGISTRATION

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

FEES AND ADDITIONAL COSTS

Program fees for Instructional Aide (ESL) are subject to change. In addition to tuition fees, additional costs are levied. For specific information please contact the Cashier's Office at 871-7044.

A non-refundable deposit is required at the time of registration and the balance of fees are due two weeks before the start of class.

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

INSTITUTIONAL AIDE

offered at King Edward Campus

Program Length: Three months (14 weeks)

Starting: January, April & September

Certification: Certificate

Coordinator - Nadine Johnson

ADMISSION REQUIREMENTS

- 18 years of age or older, or have been out of school for at least one year.
- If English is a second language an English Language Assessment showing completion of Lower Intermediate or higher skill level is required.
- No specific level of previous education is required but candidates must have basic reading, writing and arithmetic skills and sufficient oral skills for effective communication.
- Have basic reading, writing and arithmetic skills (an assessment test may be required).
- Have sufficient oral skills for effective communication.
- Must be in good health and have the physical ability to stoop, lift and stretch compatible with the performance of required duties and be able to stand for a full working day.
- Be free of allergies or conditions which may be aggravated by work in cleaning, laundry and food handling.
- Students are required to have proof of a T.B. skin test or chest x-ray (dated within six months of program start). For convenience T.B. skin testing is offered by the college health services at the beginning of each program. Immunization for Hepatitis B is also available.
- Employers of Institutional Aides may require that applicants are bondable.

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

- an interest in cleaning, laundry and food services
- an interest in working with people as a team
- a willingness to work under supervision
- a responsible approach to work

Please note:

The prerequisites for The Institutional Aide Program are currently under revision and are subject to change. If you have any questions please contact the Office of the Registrar at 871-7037.

PROGRAM OVERVIEW

This program is designed to provide skills training for job opportunities as kitchen helpers or dietary, housekeeping and laundry aides in institutions such as long term care facilities, hospitals, hotels, restaurants, cleaning companies and commercial laundries.

Graduates receive training in, and qualify for, certificates in WHMIS, "Safety Oriented First Aid", Occupational First Aid - Level 1 and FOODSAFE - Basic.

Program work experience includes weekly on site training and a 2 week practicum in a health care facility.

PROGRAM CONTENT

Skills and topics covered in this program include:

1. Nutrition and meal management: Canada's Food Guide, meal planning, shopping, storing, cooking, portioning and serving food; hospital diets.
2. Housekeeping and Laundry: use of techniques, aids and equipment, schedules.
3. Time management.
4. Protection: sanitation - body substance precautions, personal hygiene; safety - body mechanics, First Aid, CPR.
5. Communication: basic skills for getting along with patients/clients, co-workers and supervisors in the job setting.
6. Geriatrics: study of aging.
7. FOODSAFE: Basic.
8. St. John Ambulance First Aid: emergency, CPR-level A.
9. WHMIS
10. Job preparation - resumes, job search.
11. Work experience - on site 70 hrs.; off site - 70 hrs. in health care facility.

INSTRUCTIONAL METHODS

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

REGISTRATION

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

FEES AND ADDITIONAL COSTS

Program fees for Instructional Aide are subject to change. In addition to tuition fees, additional costs are levied. For specific information please contact the Cashier's Office at 871-7044.

A non-refundable deposit is required at the time of registration and the balance of fees is due two weeks before the start of class.

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

JEWELLERY ART AND DESIGN

offered at City Centre

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

Starting: September

Certification: Diploma

Coordinator - Maciej Walentowicz

ADMISSION REQUIREMENTS

- 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.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

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 basic stone setting 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, enamelling, and engraving will be introduced, and these techniques will be applied to projects encouraging creativity and individual exploration as well as project planning and execution.

Course 2929 Gemology 2

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

Course 2930 Design and Drawing 2

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

Course 2931 History of Art 2

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

Course 2932 Display Project

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

FALL SEMESTER YEAR 2

Course 3673 Metal Techniques 3

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

Course 3674 Guided Studies 1

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

Course 3675 Gemology 3

This course provides essential facts about diamonds and contains vital information needed to keep up-to-date with today's changing market. The course materials 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 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 silversmiths, stone setters, lapidary stone cutters, and jewellery store owner/managers.

ADDITIONAL COSTS

Textbook and supplies - approximately \$1800

ART & DESIGN FOUNDATION COURSE

An Art & Design Foundation course (120 hrs.) will usually 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.

LEGAL SECRETARY

offered at City Centre

Program Length: Four months

Starting: January, May and September

Certification: Certificate

Department Head - Roberta Collins

ADMISSION REQUIREMENT

- 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 (WordPerfect or MSWord preferred) as verified by an employer.

OR

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

PROGRAM OVERVIEW

This advanced program is intended for graduates of the Secretary Program as well as experienced secretaries wishing to become legal secretaries. Students will acquire the skills and knowledge to apply time management principles and set priorities; create, edit, print, store and retrieve legal documents and correspondence using electronic typewriters and microcomputers; perform legal secretarial duties and procedures in the specialty areas of general law, wills and estates, litigation, conveyancing, family law, and corporate procedures. The main emphasis is on the development of practical skills training including machine transcription. Students will progress through modules and case studies on both a group and individual basis. Where the subject area requires, theory is presented by means of lectures, demonstrations, or films. Both practical and theoretical knowledge is supported by means of field trips. Time is 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.

PROGRAM CONTENT

Course 3088 **General Legal Procedures**

Course 7382 **Conveyancing**

Course 7383 **Corporate**

Course 7384 **Divorce**

Course 7385 **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 as 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 \$300

LONG TERM CARE AIDE UPGRADE (PART-TIME)

offered at City Centre

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

Starting: Contact Admissions for course schedule.

Certification: Certificate

Department Head - Pat Bawtinheimer

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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 centres.

PROGRAM CONTENT

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.

Course 3377 **Resident Centered Care Skills 2**
Course 3438 **Resident Centered Care Skills 3**

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies - approximately \$125

MACINTOSH MULTIMEDIA PROGRAM

offered at City Centre

Program Length: Three months
Starting: Contact Admissions
Certification: Certificate
Coordinator - Judy Roy

ADMISSION REQUIREMENTS

- 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.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

Course 7396 **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.

Course 7397 **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.

Course 7398 **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.

Course 7399 **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.

Course 7400 **Final Presentation**

ADDITIONAL COSTS

Textbooks and supplies - approximately \$400

MEDICAL LABORATORY ASSISTANT

offered at City Centre

Program Length: Four months
Starting: September, January and March
Certification: Certificate
Department Head - Pat Bawtinheimer

ADMISSION REQUIREMENTS

- 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 40 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.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

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 practiced 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 practiced, 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 \$385

MEDICAL OFFICE ASSISTANT

offered at City Centre

Program Length: Nine months
Starting: September
Certification: Certificate
Department Head - Edna Bartoshewski

ADMISSION REQUIREMENTS

- 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.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

LEVEL 1

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

LEVEL 2

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

LEVEL 3

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

CAREER PROSPECTS

The scope of job opportunities for a multi-skilled medical assistant 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 \$600

MEDICAL SECRETARY

offered at City Centre Campus

Program Length: Nine months
Starting: September
Certification: Certificate
Department Head - Edna Bartoszewski

ADMISSION REQUIREMENTS

- 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.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

LEVEL 1

- Course 1965 Basic Medical Terminology, Anatomy, Physiology and Diseases
- Course 1578 Medical Communications

- Course 1971 Medical Office Practice
- Course 7055 Medical Typing Applications
- Course 7115 Speed and Accuracy Development 1

LEVEL 2

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

LEVEL 3

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies - approximately \$500

MEDICAL TRANSCRIPTIONIST

offered at City Centre Campus

Program Length: Nine months
Starting: September
Certification: Certificate
Department Head - Edna Bartoszewski

ADMISSION REQUIREMENTS

- 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.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

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 \$600

MUSIC DIPLOMA PROGRAM

offered at King Edward Campus

Program Length - Two Years
Starting: September
Certification: Diploma
Department Head - David A. Branter

ADMISSION REQUIREMENTS ACADEMIC REQUIREMENTS

- grade 12 completion or its equivalent; or,
- mature student status as defined by the College; or,
- not be deficient in more than two College Foundations or grade 12 completion courses;
- write the provincial Literary Proficiency Index (LPI) exam or show proof of having done so within the past 12 months of application.

MUSIC REQUIREMENTS

- Entrance auditions and musicianship examinations are held during April and June. Applicants for admission to the Music Diploma Program will be required to write an entrance examination in theory and aural perception. The theory entrance examination will cover the equivalent of the course content of the Basic Theory of Music 003.
- Audition requirements to enter the Music Diploma Program differ for each instrument and vary from option to option. Prospective students should request the applicable information for their major study area from the Music Department Office.

PROBATIONARY STATUS

Students who show promise, but who have marginal skills at the time of audition, may be admitted on a probationary basis at the recommendation of the audition committees.

At the end of the first term, the students' performance will be evaluated by a jury evaluation committee (see below). Academic work will be evaluated by the probation committee. Recommendations, as to continuance in the program or changes in the course load, will be made to the student based on these evaluations.

PURPOSE

The Music Diploma Program is designed to:

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

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

Other available options include:

- specialized training in individual courses for part-time students (space permitting);
- professional and pedagogical upgrading for teachers wishing to enrich their musical knowledge and broaden their skills;
- College community ensembles such as the Willan Choir, Wind Ensemble, Jazz Orchestra, and various small ensembles.

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

DEPOSIT

All new students, upon notification of acceptance into the full - time program, are required to pay a \$100 non-refundable deposit. This deposit will be deducted from tuition fees at the Fall Term registration.

JURY EXAMINATIONS

Near the end of each term, each student in the Music Diploma program is required to perform for a faculty committee. This performance is called a jury. The committee

members will each submit a written analysis of the performance to the individual instructor, who will discuss the analysis with the student. Jury exams are mandatory to receive a Performance Concentration grade.

MUSIC DIPLOMA

Students who complete the program with the minimum number of credits required for their major study areas and a minimum grade point average of 2.00 are eligible for the Vancouver Community College Fine Arts Diploma. Requirements include:

BASIC MUSICIANSHIP

A core curriculum taken by all students.

MAJOR STUDY

Required courses (including individual instruction, ensembles, and pedagogic studies) vary according to the student's major instrument and/or chosen area of specialization.

ELECTIVES

Students may select courses to complete their program from (i) music electives, or (ii) English. Students intending to continue their studies at a university are advised to take one English course each term.

The normal course load in the Music Diploma Program varies from option to option, but an average load is 17 credits. Students may not register for more than the maximum number of credits in their option without written permission from the Department Head. A full-time student who drops below 12 credits per term may have the balance of private instruction for the term discontinued.

PROGRAM CONTENT

GUIDELINES TO THE COURSE NUMBERING SYSTEM

Numbers 100 - 400/109 - 409	Core Curriculum
Numbers 112 - 412/119 - 419	Conducting and - Contemporary Studies
Numbers 120 - 420/129 - 429	Contemporary Voice
Numbers 130 - 430/139 - 439	Classical Voice
Numbers 140 - 440/149 - 449	Fretted Instruments
Numbers 150 - 450/159 - 459	Keyboard Instruments
Numbers 160 - 460/169 - 469	Contemporary Keyboard
Numbers 170 - 470/179 - 479	Orchestral Instruments
Numbers 180 - 480/189 - 489	Contemporary Instruments
Numbers 190 - 490/199 - 499	Ensembles

Courses not in the area of the Core Curriculum may be cancelled because of insufficient enrolment. This is determined by the Department at the beginning of each term.

Major Study Areas

All full-time students choose a discipline for Major Study from the following:

- Orchestral Instruments
- Composition
- Voice (Classical)
- Voice (Contemporary)
- Classical Guitar
- Keyboard Instruments
- Contemporary Music

Course will vary according to the students' chosen area of specialization.

The College reserves the right to alter procedures and rules regulating admission and registration, or instruction in and graduation from the College, and to change any other regulations affecting the student body.

The number of hours of lectures, seminars or tutorials, and laboratory/rehearsal work per week is shown following the course description. It is given as a series of three numbers. For example: 2:0:0 indicates that a course consists of 2 hours of lecture, 0 hours of seminar, and 0 hours of laboratory/rehearsal time per week. The number of credits is shown in brackets following the course number.

Kodaly Solfege 001 (2)

Designed to help the student develop aural skills such as interval recognition and sight-singing, using the methods of the Hungarian composer-teacher, Zoltan Kodaly. 1:0:2

Basic Theory 003 (3)

A one-term course which examines the elementary non-performance skills of music and is designed to give the student the opportunity to gain knowledge of music theory necessary for further advancement in music. It will help the student gain facility in reading and writing music through the study of notation, time, scales, intervals, chords and cadences, terms and forms. 2:0:2

Music Literature 005 (2)

An introduction to western music of the Common Practice Period (1700 - present), which will include descriptions and examples of music of the Baroque, Rococo, Classical, Romantic, early Twentieth Century, and Modern periods. Emphasis will be placed on the development of listening skills. 2:0:0

Rhythmic Notation 008 (2)

Designed to systematically introduce the student to the fundamental concepts of western musical notation, time, and meter. Classes will include sight-reading and rhythmic dictation. 1:0:1

Class Piano 053 (1)

To provide students with a basic level of skill in piano technique, improvisation, sight reading, keyboard harmony and transposition. Students will be encouraged to use the piano as a tool instrument which they can use to consolidate theory knowledge and solfege skills acquired at the preparatory level. 0:0:2

Performance Ensembles 000 (1)

The Department normally has spaces available for non-music majors, and the general public to participate in performance ensembles on an audit basis. With the exception of Willan Choir 090, which has an open door policy, the permission of the ensemble director is required before registration. The ensembles available are:

Willan Choir 090 (1)	0:0:3	large community choir
Madrigal Singers 091 (1)	0:0:4	small classical choral ensemble
Wind Ensemble 093 (1)	0:0:3	full size wind ensemble
PrimeTime 096 (1)	0:0:4	vocal jazz ensemble
Soundwave 097 (2)	0:0:5	vocal jazz ensemble
Jazz Orchestra 098 (1)	0:0:3	standard size 'big band'
Jazz Ensemble 099 (1)	0:0:3	small ensemble with varying instruments

Applied Music (3)

Individual instruction in the student's major performance area. Included in this area, in addition to private lessons, will be a master class for all students in the performance area. A jury exam must be performed each term, and will form part of the credit. For actual course numbers of individual instruments/voices, see the listing at the back of the course description area. 0:1:0

Minor Instrument Study (1)

With the permission of the Department, students may receive credit for individual instruction on a second instrument not covered by regular fees. This credit may be granted over several terms provided satisfactory progress is made. Students must have prior approval to begin studies in order to receive credit. 0:5:0

Commercial Ear Training 300 (2) and 400 (2)

Includes the study of intervals, rhythms, melodic, harmonic, and rhythmic dictation, progressions, chord recognition, and simple song transcription. Examples are drawn from the jazz and pop repertoire. Transcribing is emphasized, root movement is stressed and method is based on a

numerical system. Each student must provide one blank 90 minute high quality cassette tape onto which assigned study materials may be recorded.

Prerequisite: Kodaly Solfege 101/201 or equivalent. 1:0:2

Kodaly Solfege 101 (2) and 201 (2)

Aural perception through vocal musicianship according to the concept of Zoltan Kodaly. Basic melodic and harmonic function in pentatonic and diatonic modes through the use of relative sol-fa. Form and analysis of folk music material. Sight-singing and dictation. 1:0:2

Kodaly Solfege 301 (2) and 401 (2)

An extension of Kodaly Solfege 101 and 201. Chromaticism to atonality in melodic context. Diatonic harmony with inversions, 7th chords and simple modulation, as well as melodic and harmonic form and analysis. Sight singing and dictation includes examples from 20th Century repertoire.

Prerequisite: Kodaly Solfege 101/201 or equivalent. 1:0:2

***Note:** For the purpose of transferability to most post-secondary institutions, Kodaly Solfege 101/201 and 301/401 must be taken in conjunction with Materials and Structures of Music 103/203 and 303/403.

Materials and Structures of Music 103 (3) and 203 (3)

A preliminary team taught course which provides an overview of academic music theory and basic skills. Following an initial unit which comprehensively reviews basic terms and materials students are introduced to basic counterpoint and harmonic skills. Throughout, the course combines systems, terms and approaches from both classical and jazz repertoires.

Classes include formal large-group lectures, small group labs and extensive skill-building testing. Computer-based tutorial sessions are also provided.

Prerequisite: Basic Theory of Music 003 or equivalent. 103 - 3:1:0, 203 - 3:0:1

Materials and Structures of Music 303 (3) and 403 (3)

A continuation of Materials and Structures of Music 103/203. Topics covered include: contrapuntal forms, 20th Century harmony and serial counterpoint. Detailed study of major works in the classical and contemporary repertoire is required. Formerly Materials of Music 303 and 403.

Prerequisite: Materials and Structures of Music 103/203 3:1:0

***Note:** For the purposes of transferability to most other post-secondary institutions, Kodaly Solfege 101/201 and 301/401 must be taken in conjunction with Materials and Structures of Music 103/203 and 303/403.

Materials of Music 503 (3) and 603 (3)

Selected topics on theory and analysis. Specific content to be announced by semester.

Prerequisite: Materials and Structures of Music 403. 2:2:0

Performance Techniques 104 (2) and 204 (2)

A study of all aspects of musical performance, including rehearsal techniques, psychology of performance, stage deportment and technical factors. The course is a requirement for all full-time music students.

All students are assigned, after a placement audition, to supervised small ensembles, each of which will be required to perform at least once during the academic year. Attendance at weekly student recitals is mandatory. 0:0:5

Performance Techniques 304 (2) and 404 (2)

A continuation of Performance Techniques 104/204. 0:0:5

Performance Techniques 504 (2) and 604 (2)

A continuation of Performance Techniques 304/404. 0:0:5

History and Literature of Music 105 (3)

A three-part survey of music: European classical music, history of Jazz and non-European music. Emphasis is on the development of aural perception through listening to representative works from each area. Seminars are held in addition to lectures. 3:1:0

History and Literature of Music 205 (3)

A chronological history of western music from the middle ages through the early Baroque.

Prerequisite: History and Literature of Music 105. 3:0:1

History and Literature of Music 305 (3) and 405 (3)

A continuation of the first year program. The history of music from the middle Baroque to the present.

Prerequisite: History and Literature of Music 205 or Contemporary History 206 3:0:1

Jazz History 206 (3)

This course will cover the history of jazz in three sections, introducing the important stylistic developments that took place in each era focusing on major innovators such as Louis Armstrong, Duke Ellington, Coleman Hawkins, Charlie Parker, Miles Davis and John Coltrane. Their work will be examined through recordings, transcriptions and scores. As well, literature and social history from each period will be introduced. The three eras covered will be circa 1896 - 1930; 1930 - 1960; and 1960 - present.

Prerequisite: History and Literature of Music 105. 3:0:0

Career Opportunities in Music 207 (1)

A study of music career opportunities in Canada, and an examination of the activities of Canadian institutions which are related to the performance of music or the employment of professional musicians. Students are also given information on the requirements for various careers in music, through a series of guest lecturers from the professional music world. 1:0:0

World Music 307 (3) and 407 (3)

An intensive overview of world music. Instrumental development, cultural migration and modern fusion in traditional and pop music cultures.

Prerequisite: History and Literature of Music 105. 3:0:0

Rhythm Studies 108 (2)

A class designed to develop rhythmic reading skills. Includes principles of modern and traditional rhythmic notation, and includes drills and rhythmic dictation. 2:0:0

Advanced Ensemble Musicianship (Conducting) 313 (3) and 413 (3)

An advanced course combining the traditional areas of choral and instrumental conducting, instrumentation and orchestration.

Prerequisite: Materials and Structures of Music 203 and History and Literature of Music 105 2:1:1

Jazz Theory 315 (2) and 415 (2)

An in depth study of skills and techniques involved in jazz and popular music. Topics include scales, modes, formal aspects of melody, chords, chord progressions, and style. Typical recorded performances are analyzed and discussed.

Prerequisite: Materials and Structures of Music 203. 3:0:0

Demo Production 416 (2)

A one term course that covers the complete Demoing process: from choosing what kind of demo you need, to budgeting and applying for funding; how to shop for recording studios, as well as what to ask for and what to expect from them; pre-production and listening to demos; the actual demo recording and assembling of a promotion package will complete the course. Class time will be one hour per week, until recording begins. 1:0:3

Improvisation 217 (2), 317 (2) and 417 (2)

The purpose of this course is to equip the learner with the skills necessary to improvise (solo) over any given set of chord changes, in a wide variety of musical styles.

The course will concentrate on having the learner incorporate the elements of theory, melody, harmony, rhythm, ear training, and playing proficiency into a coherent

approach to performance and improvisation over musical selections drawn from several styles and eras.

217 - 2:0:0/ 317, 417 2:0:0

Advanced Improvisation 517 (2) and 617 (2)

A class for improvisers of an approved level of development. Repertoire will be explored in depth and fundamental vocabulary and mental skills will be emphasized.

Prerequisite: By audition\improvisation 417. 2:0:0

Arranging 318 (3) and 418 (3)

Arranging techniques for jazz, commercial music ensembles and stage band. Advanced students are assigned arranging projects for performing ensembles in the College.

Prerequisite: Materials of Music 203 or equivalent.

Corequisite: Jazz Theory 315 and 415. 3:0:0

Digital and Analog Tools (DATS) 119 (1)

An introduction to electronic musical components: sound wave creation and theory, analog, modular and FM sound synthesis. Students will become aware of software applications for recording music with computers, using programs such as sequencers and notation programs on the MacIntosh, Atari and DOS platform. 1:0:1

DATS 219 (1)

A number of MIDI modules will be utilized, as well as audio mixing consoles, 4 track tape recorders, etc. Students will also be introduced to Microcomputing for performance education and composition. 1:0:1

DATS 319 (2) and 419 (2)

A continuation of utilizing MacIntosh and Atari based sequencing software, MIDI file, multi-timbral waveform modules, digital sampling, sample dumps and sample editing. A thorough exploration of the technology and history of electronic music in the 20th Century. Students must "perform" at least one piece of music in the 400 term to obtain credit. 1:0:2

Vocal Arranging 326 (2) and 426 (2)

Arranging concepts and techniques for solo and vocal ensemble. Advanced students will be assigned projects for performing ensembles in the Department or approved extra curricular projects. Instruction will be divided between class and tutorial time.

Prerequisite: Materials and Structures of Music 203. 2:1:0

Vocal Coaching 335 (1) and 435 (1)

With the approval of the Department, students will be permitted to include a program of individual coaching with a specialist in the field. 1:0:0

Classical Guitar Ensemble 143 (1) and 243 (1)

An ensemble class designed to develop awareness in material that cannot be performed on solo guitar, covering published and original material. 0:0:2

Classical Guitar Ensemble 343 (1) and 443 (1)

A continuation of Guitar Ensemble 143/243. 0:0:2

Class Piano 153 (1) and 253 (1)

A practical course to implement basic piano skills for beginning and elementary keyboard students. Includes sight-reading, transposition, technique, keyboard harmony, and improvisation. Proficiency examination determines completion. 0:0:2

Class Piano 353 (1) and 453 (1)

A continuation of Class Piano 153/253 with the addition of score reading and figured bass realization. Proficiency examination determines completion.

Prerequisite: Class Piano 153/253 0:0:2
or demonstrated skill

***Note:** All full-time students must complete the Class Piano or Class Jazz Piano sequence, or demonstrate skill at an appropriate level to keyboard faculty.

Keyboard Studies 154 (2) and 254 (2)

Keyboard Studies will be comprised of a study of style and interpretation of all major repertoire for the keyboard (17th to 20th Century) for solo piano, four hand and concerto repertoire. Extensive listening and in class projects will be required. 2:0:0

Keyboard Studies 354 (2) and 454 (2)

A continuation of Keyboard Studies 154/254. 2:0:0
Prerequisite: Keyboard Studies 154/254.

Piano Pedagogy 355 (1) and 455 (1)

A seminar course which will include: a survey and analysis of methods, teaching repertoire (17th - 20th Century), instructional techniques and pedagogical methodology, suitable for the teaching of keyboard music to children, adults, groups, and in early childhood education. 1:0:5

Class Jazz Piano 363 and 463

A practical course dealing with the development of awareness and skill in playing scales, voicings, progressions and repertoire of jazz and contemporary music.

Prerequisite: Class Piano 153/253 or demonstrated skill. 0:0:2

***Note:** All full-time students must complete the Class Piano or Class Jazz Piano sequence, or demonstrate skill at an appropriate level to keyboard faculty.

Contemporary Guitar Sight Reading 168 (1)

A practical course for all guitarists. Designed to develop sight reading and rhythmic skills. Reading material will include selections from Jazz, Classical, Rock and Fusion Styles. The course will also discuss scales, arpeggios, modes, right and left hand technique, chord structure and chord progressions. A must for the modern freelancing guitarist. 0:1:0

Concert Choir 190 (1) and 290 (1)

A smaller choral ensemble, primarily for VCC music majors. While no audition is necessary to join VCCCC, students will be examined periodically in small groups, in the performance of material assigned to the choir. The ensemble will perform several times throughout the year. 0:0:3

Concert Choir 390 (1) and 490 (1)

A continuation of CC 190/290 0:0:3

Madrigal Singers 191 (1) and 291 (1)

The Departments' smaller, more select choral ensemble. Most of the members are full-time music students, although part-time students may be invited to fill vacant positions. A placement interview or audition is required, with entrance at the discretion of the instructor. 0:0:4

Madrigal Singers 391 (1) and 491 (1)

A continuation of Madrigal Singers 191/291. 0:0:4

Orchestra 192 (1) and 292 (1)

Full-time students may be given credit for membership in the Vancouver Symphony, Vancouver Philharmonic, Vancouver Youth Symphony and the Vancouver Academy Orchestra by the Music Department Head. 0:0:3

Orchestra 392 (1) and 492 (1)

A continuation of Orchestra 192/292. 0:0:3

Wind Ensemble 193 (1) and 293 (1)

The largest wind performance ensemble is open, by audition, to all students and interested members of the general public. 0:0:3

Wind Ensemble 393 (1) and 493 (1)

A continuation of Wind Ensemble 193/293. 0:0:3

New Music Ensemble 194 (1) and 294 (1)

A performance group for contemporary music which explores new music techniques in composition, improvisation and performance. 0:0:4

New Music Ensemble 394 (1) and 494 (1)

A continuation of New Music Ensemble 194/294. 0:0:4

Early Music Ensemble 195 (1) and 295 (1)

Performance of pre-classical music; emphasis on practical application of earlier performance practices in relation to

both well known composers and repertoire, as well as neglected areas of the repertoire. Some work with early instruments. Open to all instrumentalists. 0:0:4

Early Music Ensemble 395 (1) and 495 (1)

A continuation of Early Music Ensemble 195/295. 0:0:4

Primetime 196 (1) and 296 (1)

This ensemble, open by audition to all students and interested members of the general public, is designed to give students an opportunity to learn the jazz choir repertoire and performance medium. 0:0:4

Primetime 396 (1) and 496 (1)

A continuation of PrimeTime 196/296. 0:0:4

Soundwave 197 (2) and 297 (2)

One of the premier vocal jazz ensembles in North America, this group is open, by audition, to eight singers and a rhythm section. The ensemble is one of the major performing groups in the Department, and members are expected to contribute considerable time to the group. Most members are full-time students, although part-time students may be permitted to fill vacant positions. 0:0:5

Soundwave 397 (2) and 497 (2)

A continuation of Soundwave 197/297. Returning students will be expected to re-audition. 0:0:5

Jazz Orchestra 198 (1) and 298 (1)

Entrance is by audition only. Positions are open primarily to full-time music students. Part-time students will be accepted for vacant positions. 0:0:3

Jazz Orchestra 398 (1) and 498 (1)

A continuation of Jazz Orchestra 198/298. 0:0:3

Jazz Ensemble 199 (1) and 299 (1)

Entrance by audition only. This select group will rehearse and perform original material written and arranged for, and by, the members of the ensemble. A placement interview or audition is required, with entrance at the discretion of the instructor. 0:0:3

Jazz Ensemble 399 (1) and 499 (1)

A continuation of Jazz Ensemble 199/299. 0:0:3

APPLIED MUSIC - PRIVATE INSTRUCTION

Composition	110/210/310/410
Contemporary Voice	120/220/320/420
Classical Voice	130/230/330/430
Fretted Instruments	140/240/340/440
Classical Keyboard	150/250/350/450
Contemporary Keyboard	160/260/360/460
Violin/Viola	170/270/370/470
Cello/Double Bass	172/272/372/472
Flute	173/273/373/473
Oboe	174/274/374/474
Clarinet	175/275/375/475
Saxophone	176/276/376/476
Bassoon	177/277/377/477
French Horn	178/278/378/478
Trumpet	180/280/380/480
Trombone/Tuba	182/282/382/482
Wind Instrument Contemporary	183/283/383/483
Brass Contemporary	184/284/384/484
Guitar Contemporary	185/285/385/485
Bass Contemporary	186/286/386/486
Percussion	187/287/387/487
Harp	188/288/388/488

MINOR INSTRUMENT STUDY

Composition	109/209/309/409
Contemporary Voice	129/229/329/429
Classical Voice	139/239/339/439
Classical Guitar	149/249/349/449
Classical Keyboard	159/259/359/459
Contemporary Keyboard	169/269/369/469
Minor Instrument Orchestral	179/279/379/479
Minor Instrument Contemporary	189/289/389/489

Private Instruction 509 (3) and 609 (3) and Classical Voice Concentration 530 (3) and 630 (3)

Each student must, in the third year of the program, present a 45 minute solo performance as part of the Performance Concentration requirement. It will normally occur in the sixth term although exceptions may be allowed with Departmental approval by request of the private instructor.

Instrumental and voice students in the Classical Program may include chamber music as part of the recital, but a substantial portion of the performance must present the student as a soloist.

In the Contemporary Music Program, students may use combos in the same way that classical students use chamber music ensembles.

Composers will be required to present a 45 minute program of compositions, and will be responsible for the musical presentation ... the organization and rehearsal of the performers.

The recitals may be scheduled for Performance Techniques recitals, or combined with another student to produce an evening recital.

All recital material must be pre-approved by the private instructor at least six weeks in advance of the scheduled performance.

Recitals will be graded by a faculty committee, and the marks given will constitute a percentage of the final grade in the student's performance concentration for the term.
0:1:0

English 127 (3)

An introduction to modern fiction, with particular emphasis on the short story form. In addition, the course stresses the basics of essay writing and encourages students to develop and express a critical response to fiction in general. Recommended for students who intend to continue at another post-secondary institution.
3:1:0

English 229 (3)

This course introduces students to the modern novel, to a selection of poems from the Twentieth Century and to a sampling of modern drama. Writing assignments are related to the literary works studied.
3:1:0

Music Thesis 505 (5) and 605 (5)

Prerequisite: History 405.
5:0:0

Concert Choir 590 (1) and 690 (1)

A continuation of CC 390/490
0:0:3

Madrigal Singers 591 (1) and 691 (1)

A continuation of Madrigal Singers 391/491.
0:0:4

Orchestra 592 (1) and 692 (1)

A continuation of Orchestra 392/492.
0:0:3

Wind Ensemble 593 (1) and 693 (1)

A continuation of Wind Ensemble 393/493.
0:0:3

New Music Ensemble 594 (1) and 694 (1)

A continuation of New Music Ensemble 394/494.
0:0:4

Early Music Ensemble 595 (1) and 695 (1)

A continuation of Early Music Ensemble 395/495.
0:0:4

Primetime 596 (1) and 696 (1)

A continuation of PrimeTime 396/496.
0:0:4

Soundwave 597 (2) and 697 (2)

A continuation of Soundwave 397/497. Returning students will be expected to re-audition.
0:0:5

Jazz Orchestra 598 (1) and 698 (1)

A continuation of Jazz Orchestra 398/498.
0:0:3

Jazz Ensemble 599 (1) and 699 (1)

A continuation of Jazz Ensemble 399/499.
0:0:3

MAJOR STUDY AREA CLASSICAL VOICE

FIRST TERM

Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music	130	3
Lyric Diction	134	1
Large Ensemble (ii)	1	
Electives		0 - 3
Total Credits		17 - 20

SECOND TERM

Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques204	2	
Music History	205	3
Career Opportunities	207	1
Applied Music	230	3
Lyric Diction	234	1
Large Ensemble (ii)	1	
Electives		1 - 4
Total Credits		17 - 20

THIRD TERM

Kodaly Solfege	301	2
Materials of Music	303	3
Performance Techniques	304	2
Music History	305	3
Applied Music	330	3
Class Piano (i)	353	1
Large Ensemble (ii)	1	
Electives		3 - 6
Total Credits		17 - 20

FOURTH TERM

Kodaly Solfege	401	2
Materials of Music	403	3
Performance Techniques	404	2
Music History	405	3
Applied Music	430	3
Large Ensemble (ii)	1	
Electives		3 - 6
Total Credits		17 - 20

ii: Student may participate in any large ensemble, subject to audition. The ensemble chosen in the fall term should be continued through the spring term, in order to obtain proper credit.

*Students in this discipline are required to perform a proficiency exam to indicate all keyboard requirements have been met. Class Piano should be used to upgrade skills when necessary.

MAJOR STUDY AREA INSTRUMENTAL STUDIES

FIRST TERM

Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music		3
Large Ensemble (ii)		1
Electives		1 - 4
Total Credits		17 - 20

SECOND TERM

Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Music History	205	3
Career Opportunities	207	1
Applied Music		3
Large Ensemble (ii)	1	
Electives		2 - 5
Total Credits		17 - 20

THIRD TERM

Kodaly Solfege	301	2
Materials of Music	303	3
Performance Techniques	304	2
Music History	305	3
Applied Music		3
Large Ensemble (ii)		1
Electives		3 - 6
Total Credits		17 - 20

FOURTH TERM

Kodaly Solfege	401	2
Materials of Music	403	3
Performance Techniques	404	2
Music History		405
3		
Applied Music		3
Large Ensemble (ii)		1
Electives		3 - 6
Total Credits		17 - 20

ii: Student may participate in any large ensemble, subject to audition. The ensemble chosen in the fall term should be continued through the spring term, in order to receive proper credit.

*Students in this discipline are required to perform a proficiency exam to indicate all keyboard requirements have been met. Class Piano should be used to upgrade skills when necessary.

MAJOR STUDY AREA KEYBOARD

FIRST TERM

Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music	150	3
Keyboard Studies	154	2
Large Ensemble (ii)		1
Electives		0 - 2

Total Credits 18 - 20

SECOND TERM

Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Music History		205
3		
Career Opportunities	207	1
Applied Music	250	3
Keyboard Studies	254	2
Large Ensemble (ii)		1
Electives		0 - 3
Total Credits		17 - 20

THIRD TERM

Kodaly Solfege	301	2
Materials of music	303	3
Performance Techniques304	2	
Music History	305	3
Applied Music	350	3
Keyboard Studies	354	2
Piano Pedagogy (iv)	355	1
Large Ensemble (ii)		1
Electives		0 - 3
Total Credits		17 - 20

FOURTH TERM

Kodaly Solfege	401	2
Materials of Music	403	3
Performance Techniques	404	2
Music History	405	3
Applied Music	450	3
Keyboard Studies	454	2
Piano Pedagogy (iv)	455	1
Large Ensemble (ii)		1
Electives		0 - 3
Total Credits		17 - 20

ii: Student may participate in any large ensemble, subject to audition. The ensemble chosen in the fall term should be continued through the spring term, in order to receive proper credit.

iv: Keyboard Pedagogy will be offered every second year. Keyboard majors will take the course in the year offered, regardless of their level, first or second year.

MAJOR STUDY AREA COMPOSITION

FIRST TERM

Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music	110	3
**VCCCC 190		1
New Music Ensemble	194	1
Electives		0 - 3
Total Credits		17 - 20

SECOND TERM

Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Music History	205	3
Career Opportunities	207	1
Applied Music	210	3
**VCCCC	290	1
New Music Ensemble	294	1
Electives		1 - 4
Total Credits		17 - 20

THIRD TERM

Kodaly Solfege	301	2
Materials of Music	303	3
Performance Techniques	304	2
Music History	305	3
Applied Music	310	3
DATS	319	2
**VCCCC	390	1
New Music Ensemble	394	1
Electives		0 - 3
Total Credits		17 - 20

FOURTH TERM

Kodaly Solfege	401	2
Materials of Music	403	3
Performance Techniques	404	2
Music History	405	3
Applied Music	410	3
DATS	419	2
**VCCCC	490	1
New Music Ensemble	494	1
Electives		0 - 3
Total Credits		17 - 20

*Students in this discipline are required to perform a proficiency exam to indicate all keyboard proficiency requirements have been met. Class Piano may be used to upgrade skills when necessary. Composition majors may, having proven keyboard proficiency, elect to study a minor instrument as an alternate to Class Piano.

**Students may substitute a different ensemble upon application to the Music Department Head.

MAJOR STUDY AREA COMPOSITION/ARRANGING

FIRST TERM

Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music	110	3
VCCCC (vi)	190	1
New Music Ensemble	194	1
Electives		0 - 3
Total Credits		17 - 20

SECOND TERM

Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Contemporary History	206	3
Career Opportunities	207	1
Applied Music	210	3
VCCCC (vi)	290	1
New Music Ensemble	294	1
Electives		1 - 4
Total Credits		17 - 20

THIRD TERM

DATS	119	1
Commercial Ear Training	300	2
Performance Techniques	304	2
Applied Music	310	3
Jazz Theory	315	2
Arranging	318	3
VCCCC (vi)	390	1
New Music Ensemble	394	1
Electives		2 - 5
Total Credits		17 - 20

FOURTH TERM

DATS	219	1
CET	400	2
Performance Techniques	404	2
Applied Music	410	3
Demo Production	416	1
Jazz Theory	415	2
Arranging	418	3
VCCCC (vi)	490	1
New Music Ensemble	494	1
Electives		1 - 4
Total Credits		17 - 20

vi: A jazz ensemble may be substituted for VCCCC.

*Students are required to perform a proficiency exam to indicate all keyboard proficiency requirements have been met. Class Piano may be used to upgrade skills when necessary. Composition majors may, having proven keyboard proficiency, elect to study a minor instrument as an alternate to Class Piano.

MAJOR STUDY AREA
CONTEMPORARY VOICE
FIRST TERM

Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music	120	3
Large Ensemble (ii)		1
Electives		1 - 4
Total Credits		17 - 20

SECOND TERM

Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Contemporary History	206	3
Career Opportunities	207	1
Applied Music	220	3
Large Ensemble		1
Electives		2 - 5
Total Credits		17 - 20

THIRD TERM

Commercial Ear Training	300	2
Performance Techniques	304	2
Jazz Theory	315	2
Applied Music	320	3
Vocal Arranging	326	2
Large Ensemble (ii)		1
Electives		5 - 8
Total Credits		17 - 20

FOURTH TERM

CET	400	2
Performance Techniques	404	2
Jazz Theory	415	2
Demo Production	416	2
Applied Music	420	3
Vocal Arranging	426	2
Large Ensemble (ii)		1
Electives		3 - 6
Total Credits		17 - 20

ii: Student may participate in any large ensemble, subject to audition. The ensemble chosen in the fall term should be continued through the spring term, in order to receive proper credit.

*Students in this discipline are required to perform a proficiency exam to indicate all keyboard requirements have been met. Class Piano may be used to upgrade skills when necessary.

MAJOR STUDY AREA
CONTEMPORARY MUSIC
PROGRAM (INSTRUMENTAL)
FIRST TERM

Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music		3
Large Ensemble (ii)		1
Electives		1 - 4
Total Credits		17 - 20

SECOND TERM

Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Contemporary History	206	3
Career Opportunities	207	1
Jazz Improvisation	217	2
Applied Music		3
Large Ensemble (ii)		1
Electives		0 - 3
Total Credits		17 - 20

THIRD TERM

DATS	119	1
Commercial Ear Training	300	2
Performance Techniques	304	2
Jazz Theory	315	2
Jazz Improvisation	317	2
Arranging	318	3
Applied Music		3
Large Ensemble (ii)		1
Electives		1 - 4
Total Credits		17 - 20

FOURTH TERM

DATS	219	1
CET	400	2
Performance Techniques	404	2
Jazz Theory	415	2
Demo Production	416	1
Jazz Improvisation	417	2
Arranging	418	3
Applied Music	3	
Large Ensemble (ii)	1	
Electives		0 - 3
Total Credits		17 - 20

ii: Student may participate in any large ensemble, subject to audition. The ensemble chosen in the fall term should be continued through the spring term in order to ensure proper credit.

*Students in this discipline are required to perform a proficiency exam to determine that all keyboard requirements have been met sufficiently. Class Piano may be used to upgrade skills when necessary.

NATIVE EDUCATION
CENTRE

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

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

Telephone: (604) 873-3761

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

The programs being offered in 1995-1996 are:

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

NURSING UNIT CLERK

offered at City Centre Campus

Program Length: Six months
Starting: Generally three times yearly
Certification: Certificate
Department Head: Pat Bawtinheimer

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

This is a six 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.

PROGRAM CONTENT

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 Campus 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 \$275

OFFICE CORE SKILLS

offered at City Centre Campus

Program Length: Ten months
Starting: September
Certification: Certificate
Department Head - Holly Cole

ADMISSION REQUIREMENTS

- Interview with the Counsellor for students with disabilities followed by an interview with two members of the Office Core Skills program. Applicants must have difficulties with learning and be comfortable in an alternative learning environment for students with disabilities.

- Previous career exploration which supports decision to undertake skill 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.

PROGRAM OVERVIEW

The program prepares students with disabilities for entry level employment as 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.

PROGRAM CONTENT

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 Alphanumeric 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.

PHARMACY TECHNICAL ASSISTANT

offered at King Edward Campus

Program Length: Five months (22 weeks)

Starting: March and September

Certification: Certificate

Coordinator - Susan Aro

ADMISSION REQUIREMENTS

- Grade 12 completion or equivalent
- ALL applicants are required to take the following assessments and meet the following requirements. Contact the King Edward Campus Assessment Centre at 871-7093.

i) Mathematics:

Basic Arithmetic - score 80% or higher

Basic Algebra - 72% or higher

ii) English:

Reading - a raw score of 60 or higher or equivalent

Writing - a raw score of 55 or higher or equivalent

- Applicants who have completed CPE 099 must take the Reading and Writing Assessments.
- Applicants with English as a Second Language must have a score of 145 or higher with a minimum of 18 in composition on the English Language Assessment.

iii) Typing:

35 correct words per minute or higher. Contact the assessment centre to make an appointment for a typing assessment or provide results from other institutions e.g. Vancouver School Board, etc.

iv) Other:

- Excellent communication skills, both written and oral.
- Basic computer literacy skills or word processing skills.
- Good health, with the ability to stand for a full working day.

Please Note: The program prerequisites for the Pharmacy Technical Assistant program are currently under revision and are subject to change.

Candidates considering this program are most successful if they possess the following:

- ability to work independently
- good manual dexterity
- good eye-hand coordination
- an interest in working with people as a member of a team
- employers of Pharmacy Technical Assistants may require that applicants be bondable
- ability to work under stress
- ability to follow instructions (written & verbal)

PROGRAM OVERVIEW

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

This program includes a practicum in a community and hospital pharmacy.

PROGRAM CONTENT

The topics covered include:

- job orientation;
- legal, ethical and occupational standards;
- pharmacy equipment;
- prescription preparation;
- mathematical skills in pharmacy;
- purchasing and inventory control;
- record keeping;
- pharmaceutical products;
- compounding;
- sterile product handling;
- hospital pharmacy procedures;
- Safety-Oriented First Aid, WHMIS;
- computer skills
- communication skills;
- job preparation.

INSTRUCTIONAL METHODS

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

FEES AND ADDITIONAL COSTS

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

- Material fees \$52 per month
- Textbooks
- Calculator
- Stationery

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

ADDITIONAL INFORMATION:

For further information contact the Pharmacy Technical Assistant Office at 871-7367.

PRACTICAL NURSING

offered at City Centre Campus

Program Length: Twelve months
Starting: September, January
Certification: Certificate
Department Head - Dianne Westwood

ADMISSION REQUIREMENTS

- 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 Campus.
- Completion of a medical questionnaire and submission of a recent negative Tb skin test or x-ray report.
- 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 Office of the Registrar.

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

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

PROGRAM OVERVIEW

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 learner 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.

PROGRAM CONTENT

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 bases for practice. The Bill of Rights for both the practitioner and the client is discussed as well as such issues as the health care partnership, delegation, reporting and recording, and working within a team. This course also emphasizes the importance of self-directed learning. Supportive approaches such as time management and the development of effective study skills and problem-solving abilities are examined.

Course 1602 Human Anatomy and Physiology

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

Course 1603 Healing 1 - Health Promotion/Prevention

This course introduces the learner to healing as an holistic concept. This perspective of wholeness emphasizes an individual's conscious power in affecting health and healing. It deals with alternative approaches to healing as well as those that are more traditional. Common challenges that affect healing in our society such as loss, death, role changes, and dysfunctional families are examined. The needs of individuals with physical and/or mental disabilities 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 disabled persons 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 persons with mental and physical disabilities. 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 1 into practice. It offers the learner experience in working with selected individuals with physical and/or mental disabilities 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, adult day care, long-term care, extended care, and psychogeriatric care.

SEMESTER 3

Course 3724 Health 3 - Acute/Chronic Care

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

Course 3725 Healing 3 - Acute/Chronic Diseases

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

Course 3726 Professional Growth 2

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

Course 3727 Nursing Arts/Clinical 3

This course emphasizes the development of practical nursing skills in the promotion of health and healing when caring for individuals requiring medical-surgical care. A problem-solving approach to the management of care needs is reinforced. Teaching-learning and technical competencies are stressed in pre-operative, post-operative, and post-natal care. Specific techniques in promoting healing are practiced. 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

PROGRAMS FOR DEAF AND HARD OF HEARING ADULTS

offered at King Edward Campus

Program Length: Self-paced

Starting: Continuous intake at the beginning of each term, January, September and April

Certification: N/A

Coordinator - Leanor Vlug, 871-7341 (TTY)

ADMISSION REQUIREMENTS

- Deaf and hard of hearing adults, 18 years old or older; or out of school for at least one year. An interview and assessment may be required.

PROGRAM OVERVIEW

The program for the Deaf and Hard of Hearing Adults is designed to provide deaf or hard of hearing students with:

- basic educational skills for access to further vocational and academic training.
- English as a Second Language skills and daily lifeskills to enhance their employment or independent living opportunities.
- special classes or workshops as needed.

PROGRAM CONTENT

Day classes and individualized instruction are available from a basic entry level to an advanced level in:

English language skills, including Grammar, Reading, Vocabulary, and Writing; Mathematics skills; Communication skills, including American Sign Language; and Special evening courses:

Speechreading

Classes are taught by manual or oral/aural communication methods, suitable to the individual student's needs. Students at the more advanced level are encouraged to integrate into regular College Foundation and vocational classes in the College.

Interpreting and other support services are available for students.

REGISTRATION

Students will be required to register until the end of the term. Full-time tuition is based upon 30 hours per week, with fees pro-rated at 24, 18 and 12 hours per week.

If an interpreter or other support service is required, the College should be notified at least two months prior to registration. Otherwise, assistance may not be available. For arrangement of services, contact Mel Felker, Coordinator of Services for Students with Disabilities at King Edward Campus, 871-7206, TTY 871-7195.

ADDITIONAL INFORMATION

Please contact L. Vlug, Coordinator, Programs for Deaf and Hard of Hearing Adults or the Coordinator of Services for Students with Disabilities at King Edward Campus for information. Information about fees, registration dates and class times is available through the Office of the Registrar.

PROGRAMS FOR VISUALLY IMPAIRED ADULTS

offered at King Edward Campus

Program Length: Self-paced

Starting: Continuous Intake from September to June

Certificate: N/A

Coordinator - Gwen Masse 871-7339

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

The Program for Visually Impaired Adults is designed to give both blind and low vision students the basic education required for admission to further career and/or academic training in order to enhance their employability.

PROGRAM CONTENT

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

REGISTRATION

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

If braille or other support services are required for students wishing to attend regular classes, King Edward Campus should be notified at least two months prior to registration. Otherwise, assistance may not be available. For arrangements of services, contact Mel Felker, Coordinator of Services for Students with Disabilities at King Edward Campus, 871-7206.

ADDITIONAL INFORMATION

Please contact G. Masse, Coordinator, Programs for Visually Impaired Adults or the Coordinator of Services for students with Disabilities at King Edward Campus for additional program information. Information about fees, registration dates and class times is available through the Registrar's office.

PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

Program Length: 180 hours plus Final Assignment
Starting: Contact the Program Development & Staff Training Department at Vancouver Community College - King Edward Campus for a schedule.
Certification: Certificate or Diploma depending on courses completed and employment status.
Department Head - Robert Aitkin

ADMISSION REQUIREMENTS

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 at King Edward Campus.

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 King Edward Campus 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 King Edward Campus.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

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

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

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

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

For more information Contact Program Development and Staff Training at 871-7488/7499 or Fax 871-7511.

RESIDENT CARE ATTENDANT

offered at City Centre Campus

Program Length: Six Months
Starting: September, February
Certification: Certificate
Department Head - Pat Bawtinheimer

ADMISSION REQUIREMENTS

- 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.*
- Proof of up-to-date immunization (polio, tetanus, diphtheria)

* 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 Office of the Registrar.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

LEVEL 1 - 9 WEEKS

Course 7317 Foundations

This course introduces the concept of caring and the caregiving role. It also focuses upon many key issues within the role of a Resident Care Attendant, such as caring for self, ethics, and multi-culturalism.

Course 7318 Human Relations: Interpersonal Communications

This course focuses on the development of self-awareness and increased understanding of others. Participants will explore basic communication concepts and practical skills which contribute to effective, caring interpersonal relationships.

Course 7319 Health 1: Lifestyle & Choices

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

The interconnection 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.

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 Resident Care Attendant 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 \$385

RESIDENT CARE ATTENDANT (E.S.L.)

offered at City Centre Campus

Program Length: Nine months (38 weeks)

Starting: January

Certification: Certificate

Department Head: Pat Bawtinheimer

ADMISSION REQUIREMENTS

- Candidates should have completed grade 10 in their own country.
- Completion of Upper Intermediate English (KEC).
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest x-ray report.

- Completion and submission of a criminal record search.*
- Proof of up-to-date immunization (polio, tetanus, diphtheria)

* 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, detailing guidelines used to screen records and consent forms, are available from the Office of the Registrar.

PROGRAM OVERVIEW

This program is a combined skills course and is patterned after our regular six month 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.

RETAIL FOOD AND SUPERMARKET CAREERS

offered at City Centre Campus

Program Length: Ten months

Starting: September

Certification: Certificate

Department Head - Holly Cole, 443-8434

ADMISSION REQUIREMENTS

- Interview with the Counsellor for students with disabilities followed by an interview with two members of the Retail Food and Supermarket Careers program. Applicants must have difficulties with learning and be comfortable in an alternative learning environment for students with disabilities.
- Possess a grade 5 reading and math level.
- Possess the stamina to work in a physically demanding job.
- 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.

PROGRAM OVERVIEW

The program provides training in service clerking, grocery (dry goods, general merchandise, dairy and frozen food) and produce. Each student benefits from a core curriculum of hygiene and grooming, dress code, Foodsafe, WHMIS, equipment and personal safety, bulk food handling, food storage, rotation and refrigeration, customer relations and interpersonal skills. Specific skill training for employment in grocery and produce departments is introduced in the classroom and then practiced on work experiences in actual food stores in the community.

The program consists of approximately 28 weeks of classroom and 12 weeks of supervised community work experiences matched to the student's interests and abilities.

CAREER PROSPECTS

Graduates will be prepared to pursue competitive employment in retail food and supermarket outlets.

RETAIL MEAT PROCESSING

offered at City Centre Campus

Program Length: Six months

Starting: Every Ten Weeks

Certification: Certificate

Department Head - Doug Mauger

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

LEVEL 1

Course 7430 Sanitation and Safety

Course 7431 Beef Cutting

LEVEL 2

Course 7432 Pork Cutting

Course 2868 Chicken, Lamb and Veal Cutting

Course 7433 Meat Merchandising/Customer Service

Course 7434 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 \$200; uniform deposit - \$50; laundry fee \$45

RETAIL MEAT CUTTING - APPRENTICESHIP

offered at City Centre Campus

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

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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

SAUSAGE MAKING AND SMOKED MEATS

offered at City Centre Campus

Program length: Three months*
Starting: Contact Admissions
Certification: Certificate
Department Head - Doug Mauger

ADMISSION REQUIREMENTS

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

* Completion of Level 1 Retail Meat or Department Head approval.

PROGRAM OVERVIEW

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 Campus'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.

PROGRAM CONTENT

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; laundry fee - \$7.50 per month

SECRETARY

offered at City Centre Campus

Program Length: Eight months
Starting: January, May and September
Certification: Secretary Certificate
Department Head - Roberta Collins

ADMISSION REQUIREMENTS

Grade 12 Diploma OR equivalent.

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

PROGRAM OVERVIEW

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, videos, and field trips. Program time is 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.

PROGRAM CONTENT

FIRST SEMESTER - 16 WEEKS

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

SECOND SEMESTER - 16 WEEKS

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

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

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

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

SIGN LANGUAGE STUDIES

offered through King Edward Campus

Department Office: Satellite Centre,
King Edward Campus - WEST, Broadway & Fraser, RM."A"

Program Length: See Below
Starting: See below
Certification: Certificate
Department Head - Roger Ofield, 871-7443 (voice)
871-7444 (TTY)

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

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

Detailed Interpreter Career Planning information is available on request from the Office of the Registrar or the Department of Sign Language Studies.

PART-TIME EVENING SIGN LANGUAGE PROGRAM

Note: This is a general interest program or career path prerequisite for students planning on full-time study in Sign Language Studies.

ADMISSION REQUIREMENTS

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

REQUIRED QUALIFICATIONS

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

PROGRAM OVERVIEW

Students without any prior knowledge of Sign Language will be able to function comfortably in social settings in ASL and Sign upon successful completion of all levels of this part-time evening program.

Through a variety of situations and settings, the learner will be able to demonstrate appropriate awareness of and respect for Deaf culture when interacting with Deaf persons.

PROGRAM CONTENT

There are four levels which follow the full content of the VISTA "Signing Naturally" curriculum within this program. Each level is sub-divided into four components or sub-levels as follows:

Level 1 PREP	(011,012,013,014)
Level 2 BASIC I	(021,022,023,024)
Level 3 BASIC II	(031,032,033,034)
Level 4 BASIC III	(041,042,043,044)
PREP 010 (Fast-Tracking of 011,012,013,014)	

Each of these components or sub-levels (e.g. PREP 011) is 30 hours in duration. To successfully complete all four levels, a minimum of 480 hours of instruction (plus personal study and practice) is required.

In each of these sub-levels and in PREP 010, a wide variety of interactive functions are modelled by Deaf instructors using the appropriate ASL structure and grammar.

Upon successful completion of PREP 010 or all four components, or sub-levels, of PREP Level 1, the student will then meet the ASL prerequisite for the full-time Sign Language Studies program. Students may then pursue the full-time career path through Vancouver Community College and Douglas College to the professional interpreter level.

SCHEDULE

Each of the components, or sub-levels, meet for two and one half hours once per week for 12 weeks, from September to December and from January to March; classes meet twice per week for six weeks from April to May. PREP 010 (fast-track) meets twice per week from September to the end of March and twice per week from January to the end of June.

REGISTRATION

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

SUMMER SESSION IN SIGN LANGUAGE

ADMISSION REQUIREMENTS

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

REQUIRED QUALIFICATIONS

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

PROGRAM OVERVIEW

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

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

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

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

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

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

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

PROGRAM CONTENT

This program includes:

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

Content curriculum follows the VISTA Level 1, "Signing Naturally". Summer Session is offered in two levels, PREP 011/012, and PREP 013/014.

PREP 011/012 is for those with little or no ASL background at all.

Basic 013/014 is for those who have successfully completed the VCC part-time evening program Basic 011/012 or equivalent.

Summer Session is not intended at all as a method of achieving the full prerequisite hours for the VCC full-time Sign Language Studies Program if the student is a beginner in the 011/012 level. However, those qualified to register in PREP 013/014 will complete the prerequisite hours upon successful completion of 013/014.

NO OTHER LEVELS OR COMBINATION OF LEVELS WILL BE OFFERED IN THE SUMMER SESSION. eg. PREP 012/013 is not available and no offerings at all at the VISTA 2 BASIC (021, 022, etc.) levels.

SCHEDULE

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

REGISTRATION

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

SIGN LANGUAGE STUDIES FULL-TIME PROGRAM

Ten months commencing every September

This is a revised program as of September 1995.

ADMISSION REQUIREMENTS

Successful completion of:

- ASL PREP 010 (120 hrs)
or, ASL PREP 011 to 014 (120 hrs)
or, equivalent (assessed by the department).
- ASL prerequisites can be completed through the part-time (evening) programs offered at King Edward Campus.
- Grade 12 completion or equivalent is required. Applicants may be required to take an English Assessment prior to registration. Assessment test scores must be at the College Entrance Level.

Candidates considering this program are most successful if they possess the following:

- good manual dexterity;
- good eye-hand coordination;
- good visual acuity;
- good hearing (an audiological assessment may be required);
- ability to work with people as a team member;
- ability to work under stress; and,
- ability to resolve one's own interpersonal conflicts.

PROGRAM OVERVIEW

Graduates of this program should meet the Advanced Fluency Level of the ASL Proficiency Index.

Graduates of this program are qualified to work in a wide variety of entry-level positions where advanced ASL fluency skills and communication are required to serve Deaf Canadians. Many are employed directly by the public school system or post-secondary institutions where Deaf students, who require communication support, are mainstreamed into the educational setting. Others work through agencies and social services in diverse settings to facilitate access of Deaf Canadians to employment and the social services.

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

And, graduates pursuing a career path in allied health and community services (e.g. Early Childhood Education, Special Education Assistant, Practical Nursing, Recreational Worker, Long Term Care Giver, etc.) will bring a highly valued ASL communication skill to the job market in their new career.

PROGRAM CONTENT

This program thoroughly studies:

- American Sign Language of the Deaf (ASL); its acquisition, grammar and structure;
- Deaf History, Culture and Community;
- Public Speaking I and II;
- Introduction to Interpreting.

REGISTRATION

Vancouver Community College students meeting all of the admission requirements (including both the Grade 12 completion or equivalent, and the ASL prerequisites) may register at the Office of the Registrar on an on-going basis any time throughout the year, up to and including the Thursday of the third week of July (that is, July 20 in 1995 - and July 18 in 1996). Registration is on a first-come-first-served basis until capacity is reached. There will be no waitlisting.

NOTE: VCC students in Summer Session In Sign Language PREP Level 013/014 (with written approval of the Department of Sign Language Studies) may register PROVISIONALLY during the third week of their course between Monday and Thursday inclusive. Provisional registration is contingent upon the availability of seats and is on a first-come-first-served basis. Upon successful completion of the PREP 013/014 the PROVISION will be removed. There will be no waitlisting.

After the Thursday of the third week of July, and up to the first day of class (given that seats remain open) registration is open to any person meeting all of the admission requirements, until capacity is reached. There will be no waitlisting.

Classes begin the Tuesday after Labour Day.

FEES AND ADDITIONAL COSTS

Program fees for Sign Language Studies are subject to change. In addition to tuition fees, additional costs are levied. For specific information please contact Cashier's Office at 871-7044.

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

ADDITIONAL INFORMATION

For further program content information about Sign Language Studies (part-time or full-time programs) contact the Department of Sign Language Studies at 871-7443.

TECHNICAL TRAINING ACCESS (ESL)

offered at King Edward Campus

Program Length: Five Months
Starting: contact Admissions
Certification: Certificate
Department Head - Ray Oksanen

ADMISSION REQUIREMENTS

- Completion of Upper Intermediate level English.

PROGRAM OVERVIEW

This program is designed to provide entry level skills training and language development focused on accessing Automotive Technician, Auto Collision, Diesel Technician programs. Graduates of this program will receive a certificate and will be considered as having met the admission requirements for the Automotive, Collision, Painting and Diesel programs.

TOURISM PROFESSIONAL PROGRAMS (Under Review)

offered at City Centre Campus

Program Length: Offered on a part-time basis only
Starting: Usually twice yearly, Fall and Winter semester
Certification: Certificate
Contact Associate Dean of Hospitality, Tourism and Services

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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

PROGRAM CONTENT

CORE COURSES

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

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

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

**Food and Beverage
Rooms Division
Marketing and Sales
Accounting and Finance**

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

CAREER PROSPECTS

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

ADDITIONAL COSTS

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

TRAFFIC, CUSTOMS AND TRANSPORTATION

offered at City Centre Campus

Program Length: Nine months
Starting: September
Certification: Certificate
Department Head - Ed Wakulchik

ADMISSION REQUIREMENTS

- Grade 12 Diploma or equivalent and basic keyboarding skills.

PROGRAM OVERVIEW

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.

PROGRAM CONTENT

LEVEL 1

Course 7328 **Introduction to Transportation**
Course 1824 **Geography**
Course 7329 **Economics**
Course 1513 **Business Communication**
Course 1897 **Introduction to Computers**

LEVEL 2

Course 2663 **Business Law**
Course 2995 **Introduction to Accounting**
Course 2996 **Logistics 1**
Course 3667 **Marketing and Sales**
Course 2997 **Practical Transportation Study 1**

LEVEL 3

Course 3745 **Supervisory Skills**
Course 3746 **Transportation Accounting 1**
Course 3747 **Logistics 2**
Course 3748 **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

TRAVEL AGENT

offered at City Centre Campus

Program Length: Six months
Starting: September and March
Certification: Certificate
Coordinator - Jackie Kinnersley

ADMISSION REQUIREMENTS

- Grade 12 Diploma or equivalent.
- Keyboarding skills.
- Basic geography recommended.

PROGRAM OVERVIEW

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).

PROGRAM CONTENT

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

VIETNAMESE CUISINE

offered at City Centre Campus

Program Length: 3 months on a part-time basis
Starting: Contact Admissions
Certification: Certificate
Department Head - Conrad Leung

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

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 Campus cafeteria. The emphasis in the program is hands-on training.

PROGRAM CONTENT

LEVEL 1

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

LEVEL 2

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

LEVEL 3

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

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 COSTS

Supplies - \$120

INDEX OF PROGRAMS

ACCOUNTING 27

ADULT BASIC EDUCATION PROGRAMS (ABE) 27

BASIC EDUCATION DEPARTMENT 31

ASIAN CULINARY ARTS 33

AUTOMOTIVE COLLISION REPAIR TECHNICIAN 33

AUTOMOTIVE GLASS TECHNICIAN PROGRAM 34

AUTOMOTIVE PAINTING AND REFINISHING TECHNICIAN 35

AUTOMOTIVE PAINTING (ESL) 36

AUTOMOTIVE TECHNICIAN 37

BACHELOR OF EDUCATION DEGREE (Adult Education Route) 38

BAKING AND PASTRY ARTS 38

BAKING AND PASTRY - APPRENTICE 39

BAKING ASSISTANT (E.S.L.) 39

BAKING AND PASTRY - UPGRADE 40

BASIC EMPLOYMENT SKILLS TRAINING (BEST) 40

BUILDING SERVICE WORKER 41

BUILDING SERVICE WORKER (ESL) 41

BUILDING SERVICE WORKER (EXTENDED) 42

BUSINESS EDUCATION PREPARATION 42

BUSINESS OFFICE TRAINING (ESL) 43

CARING FOR PERSONS WITH DEMENTIA (PART-TIME) 43

CAREER AWARENESS 44

COLLEGE AND CAREER ACCESS (C.C.A.) 45

GENERAL EDUCATION DEVELOPMENT (G.E.D.) PREPARATION 51

COLLEGE FOUNDATIONS 51

COLLEGE FOUNDATIONS - BUSINESS & COMPUTER STUDIES 52

COLLEGE FOUNDATIONS - HUMANITIES (ENGLISH & SOCIAL SCIENCES) 55

ENGLISH 55

FRENCH 57

GEOGRAPHY 57

HISTORY 58

MUSIC 59

PSYCHOLOGY 59

SOCIAL SCIENCE 59

COLLEGE FOUNDATIONS - MATHEMATICS 59

COLLEGE FOUNDATIONS - SCIENCE 61

COMMUNITY AND CAREER EDUCATION - PART TIME COURSES 63

COMPUTER APPLICATION SUPPORT SPECIALIST 64

COMPUTER GRAPHICS 64

COOKING (ESL) 66

CULINARY ARTS (professional cooking) 66

CULINARY ARTS - APPRENTICE 67

DENTAL ASSISTING 68

DENTAL HYGIENE 69

DENTAL RECEPTION 73

DENTAL TECHNICIAN CO-OPERATIVE EDUCATION 74

DENTURIST 75

DIESEL TECHNICIAN 76

DINING ROOM AND LOUNGE SERVICE - BASIC 77

DINING ROOM AND LOUNGE SERVICE - ADVANCED 77

DIPLOMA IN ADULT EDUCATION 78

DRAFTING 78

DRAFTING - COMPUTER AIDED DESIGN DRAFTING (CADD) TECHNOLOGY I (Autocad) 79

DRAFTING - ARCHITECTURAL, CIVIL, STRUCTURAL AND CADD 80

DRAFTING - ARCHITECTURAL, MECHANICAL AND CADD 81

DRAFTING - ARCHITECTURAL, STEEL DETAILING AND CADD 82

ELECTRONICS - ACCESS TRAINING 83

ELECTRONICS - COMMON CORE 83

ELECTRONICS - COMMON CORE/ESL 85

ELECTRONICS TRAINING COMMON CORE - FLEXIBLE DELIVERY 85

ELECTRONICS TECHNICIAN (COMPUTER OPTION) 86

ELECTRONICS TECHNICIAN (TELECOMMUNICATIONS OPTION) 87

ELECTRONICS TECHNICIAN (CONSUMER OPTION) 88

ELECTRONICS - COMMON CORE (PART-TIME) 89

ELECTRONICS TECHNICIAN - DIPLOMA PROGRAM 89

ADVANCED ELECTRONICS (PART-TIME) 89

EMPLOYMENT & EDUCATIONAL ACCESS FOR WOMEN (EEAW) 89

ENGLISH AS A SECOND LANGUAGE (E.S.L.) PROGRAMS 90

ENGLISH AS A SECOND LANGUAGE COLLEGE PREPARATORY ENGLISH (CPE) 91

ENGLISH AS A SECOND LANGUAGE: ENGLISH LANGUAGE SKILLS (ELS) 93

ENGLISH AS A SECOND LANGUAGE: OUTREACH 95

ENGLISH AS A SECOND LANGUAGE: VOCATIONAL 96

ESTHETICS (SKIN CARE) 97

FINANCIAL ACCOUNTING & MANAGEMENT COMMUNICATIONS 98

FOOD AND BEVERAGE MANAGEMENT 99

FOOD AND BEVERAGE SERVICE (E.S.L.) 101

FOOD SERVICE CAREERS 101

GRAPHIC ARTS - PRINTING PRODUCTION 102

HAIRSTYLING - WOMEN'S AND MEN'S 104

HAIRSTYLING - WOMEN'S AND MEN'S (E.S.L.) 105

HOME SUPPORT ATTENDANT UPGRADE (PART-TIME) 105

HOSPITALITY ADMINISTRATION 107

INSTITUTIONAL AIDE (ESL) 110

INSTITUTIONAL AIDE 111

JEWELLERY ART AND DESIGN 112

LEGAL SECRETARY 114

LONG TERM CARE AIDE UPGRADE (PART-TIME) 115

MACINTOSH MULTIMEDIA PROGRAM 116

MEDICAL LABORATORY ASSISTANT 117

MEDICAL OFFICE ASSISTANT 117

MEDICAL SECRETARY 118

MEDICAL TRANSCRIPTIONIST 119

MUSIC DIPLOMA PROGRAM 120

NATIVE EDUCATION CENTRE	131
NURSING UNIT CLERK	131
OFFICE CORE SKILLS	132
PHARMACY TECHNICAL ASSISTANT	133
PRACTICAL NURSING	134
DEAF AND HARD OF HEARING ADULTS	136
VISUALLY IMPAIRED ADULTS	137
PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM	138
RESIDENT CARE ATTENDANT	138
RESIDENT CARE ATTENDANT (E.S.L.)	140
RETAIL FOOD AND SUPERMARKET CAREERS	140
RETAIL MEAT PROCESSING	141
RETAIL MEAT CUTTING - APPRENTICESHIP	141
SAUSAGE MAKING AND SMOKED MEATS	141
SECRETARY	142
SIGN LANGUAGE STUDIES	143
PART-TIME EVENING SIGN LANGUAGE PROGRAM	143
SUMMER SESSION IN SIGN LANGUAGE	144
SIGN LANGUAGE STUDIES FULL-TIME PROGRAM	145
TECHNICAL TRAINING ACCESS (ESL)	146
TOURISM PROFESSIONAL PROGRAMS	146
TRAFFIC, CUSTOMS AND TRANSPORTATION	147
TRAVEL AGENT	147
VIETNAMESE CUISINE	148