

ARCHIVES

FULL-TIME PROGRAMS

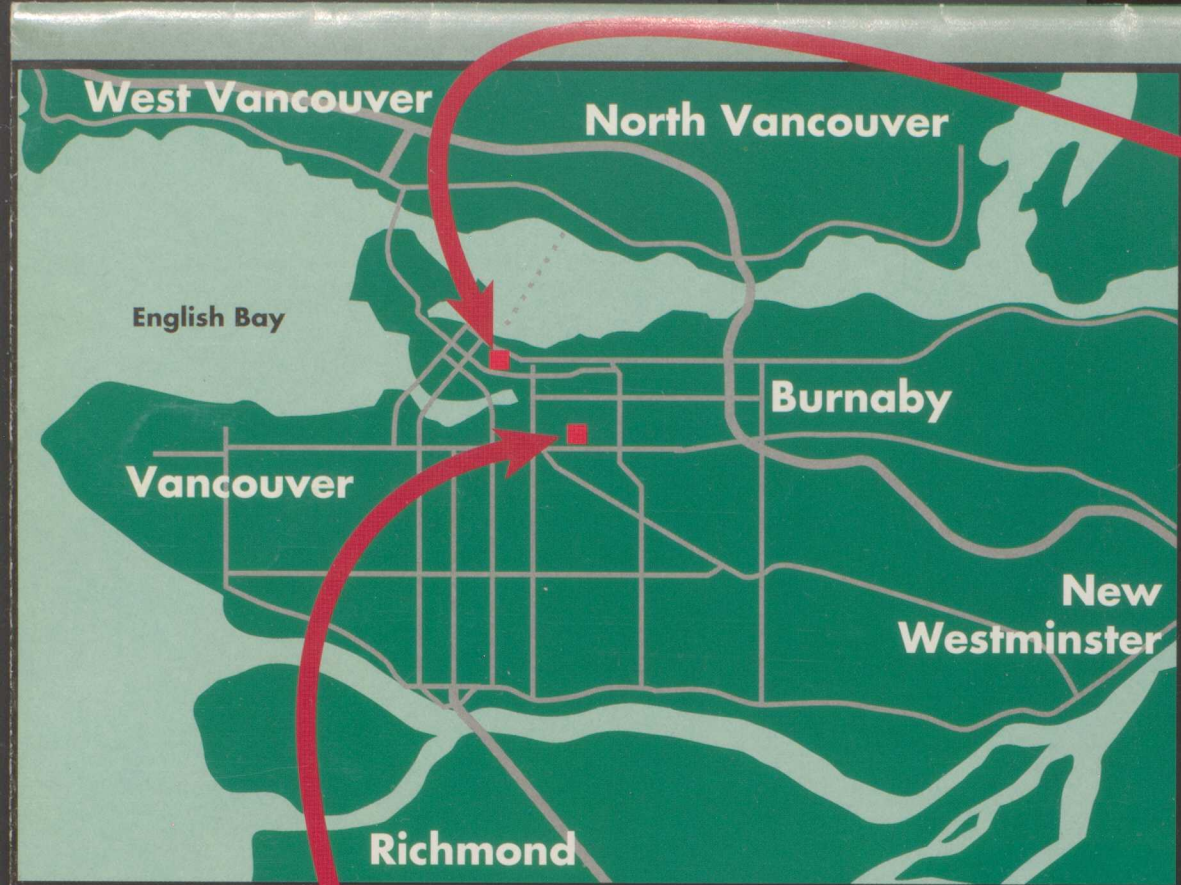
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NOT TO BE
REMOVED FROM LIBRARY

VCC CITY CENTRE LIBRARY

A stylized graphic of a mountain range. The mountains are depicted in three layers of color: the highest peaks are purple, the middle slopes are dark green, and the foreground slopes are a lighter green. The shapes are jagged and layered, creating a sense of depth.

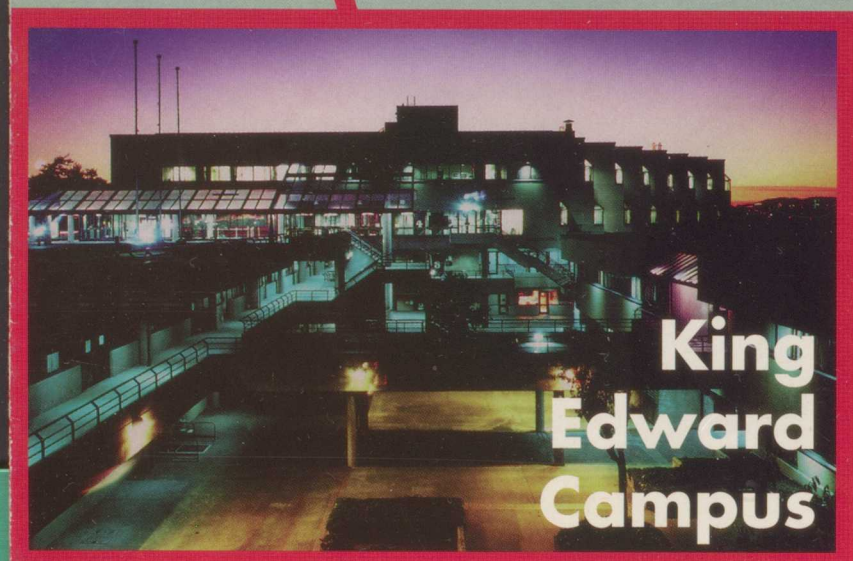
Vancouver
Community
College



City Centre Campus

City Centre Campus
250 West Pender
Vancouver, BC
V6B 1S9

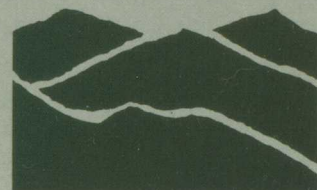
Telephone: (604) 443-8300
Facsimile: (604) 443-8588



King Edward Campus

King Edward Campus
1155 East Broadway
Box 24620, Station "F"
Vancouver, BC V5N 5T9
Telephone: (604) 871-7000
Facsimile: (604) 871-7100

VANCOUVER
COMMUNITY
COLLEGE



S E R V I C E S

King Edward Campus = KEC • City Centre = CC

ASSESSMENT CENTRE KEC 871-7093

BOOKSTORE

CC Bookstore 443-8363 Fax: 443-8617
KEC Bookstore 871-7333 Fax: 871-7311

COMMUNITY SERVICES

Located at City Centre Campus:

- Bakery (Orders in person only)
- Butcher Shop 443-8351
- Dental Clinic 443-8499
- Denture Clinic 443-8502
- Electronics Repair 443-8566
- Four Corners Restaurant 443-8352
- Hairstyling Salon 443-8332
- JJ's Dining Room 443-8479

CONTINUING EDUCATION

CC 443-8380 • KEC 871-7070 • KEC West 874-9923
Langara College 323-5322
• Adult, Part-time Studies

COUNSELLING SERVICES

CC Program Information 443-8443
Counselling Reception 443-8453
KEC Program Information 871-7500
Counselling Reception 871-7191
• Group Information Sessions
• Counselling Resource Centres
• Career Counselling
• Personal Counselling
• Student Success Workshops
• Services For Students With Disabilities
• Referrals

DAYCARE

McGregor Child Care Centre KEC 871-7407

FINANCIAL AID AND AWARDS

CC 443-8421 Fax: 443-8444
KEC 871-7046 Fax: 871-7458
• Adult Basic Education Student Assistance Program
• B.C. Part-time Student Assistance Program (PTSAP)
• B.C. Student Assistance Program (BCSAP)
• Bursaries
• Scholarships
• Work Study Program

FIRST NATIONS SERVICES

871-7020

FOOD SERVICES CC

- Asian Service Counter
- Bakeshop
- Cafeteria
- Catering 443-8324
- Four Corners Restaurant 443-8352
- JJ's Dining Room 443-8479
- Second Cup Cappuccino Bar
- KEC Cafeteria

HEALTH SERVICES

CC Nurse 443-8337
Physician 443-8338
KEC Nurse 871-7187
Physician 871-7186
KEC North Nurse 871-7439
• Community Health Nurses
• Physicians
• Psychiatrist
• Psychologist

HUMAN RIGHTS

871-7040

INDIVIDUALIZED EDUCATION PROGRAM FOR ADULTS

871-7220
• Individual Tutoring For Students With Learning Disabilities

INTERNATIONAL EDUCATION

871-7490

THE LEARNING CENTRE

CC 443-8607 • KEC 871-7219
• One-on-one Drop-in Tutoring in Math, Science, English and Study Skills
• Small Group Workshops in English/ESL and Study Skills

- Access to Student Computers and Educational and Application Software
- Access to Reference and Self-study Materials
- Audio Tapes and Listening Carrels
- Make Up Test Services

LIBRARY

CC Reference & Information 443-8339
Circulation 443-8340 • Media 443-8341
TTY/TDD (for the Deaf & Hard of Hearing) 443-8549
KEC Reference & Information 871-7326
Circulation 871-7322 • Media 871-7321
TTY/TDD (for the Deaf & Hard of Hearing) 871-7325
• Friendly Reference Services
• Specialized Materials
• Media Collection
• Computer Catalogue
• New Technologies
• Services for Special Needs Students
• Many Other Services

LOST AND FOUND

CC 443-8361 • KEC 871-7335

OFFICE OF THE REGISTRAR

CC Admission 443-8400 Fax: 443-8450
KEC Admission 871-1031 Fax: 871-7458

PUBLIC TRANSIT

521-0400
• Bus and SkyTrain Info

SECURITY

CC 443-8361 • KEC 871-7335

STUDENTS' ASSOCIATION

CC 443-8362 • KEC 871-7146
• Student Lounge
• Free Student Telephone
• Notice Boards for Housing, Jobs, Sale Items and Events
• Information Brochures

STUDENT ADVOCATE PROGRAM

871-7191
ALUMNI ASSOCIATION 871-7147

A D M I S S I O N

WELCOME TO VANCOUVER COMMUNITY COLLEGE!

At Vancouver Community College we are committed to delivering cost-effective, innovative instruction in developmental education, adult basic education, English language programs, special education, vocational, career, technical and academic programs. We are dedicated to providing adults with quality student-centred educational opportunities which promote and support lifelong learning, personal development, employability and responsible citizenship. The College welcomes all members of its culturally diverse and global community irrespective of ability or previous education, including those encountering barriers to their full participation in society.

GENERAL ADMISSION REQUIREMENTS

Applicants must be Canadian citizens or permanent residents (landed immigrants). Exceptions are for those individuals who have applied for permanent residency and can provide proof of approval in principle; convention refugees or members of the diplomatic corps. Certain work permit holders, who also have a Letter of Acceptance in Principle from Immigration may also be considered.

A limited number of international students are admitted to the College on a cost-recovery basis. Applications from outside Canada should be directed to the Office of the Registrar, Vancouver Community College, KEC.

Applicants who do not meet the 18 year age requirement may be considered if they have completed an appropriate secondary school program or 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. Many programs have specific age requirements.

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 and age to determine eligibility. Mature applicants 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.

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.

ADVANCE CREDIT OR TRANSFER CREDIT

Credit may be given on the basis of equivalent courses already completed or on the basis of work experience 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 a VCC Certificate or Diploma, students must earn at least 50% of the credit for that credential at VCC.

HOW TO APPLY FOR ADMISSION

Most applications are accepted on a first come, first served basis. Some programs are filled on a selection basis.



APPLICATIONS

Applications for admission to many programs are accepted year round.

- Applications for admission are available from the Office of the Registrar or Counselling Resource Centres.

- Applicants must meet the College entrance requirements and the program requirements before their name will be added to the waitlist or registered into the course or program.

- Applications may be submitted in person or by mail. The application fee must accompany each application.

- Documents must be official.

- Processing of the application may require assessments, criminal record clearance, medical clearance, personal interviews, portfolio reviews or auditions as appropriate to meet the

FEES AND EXPENSES

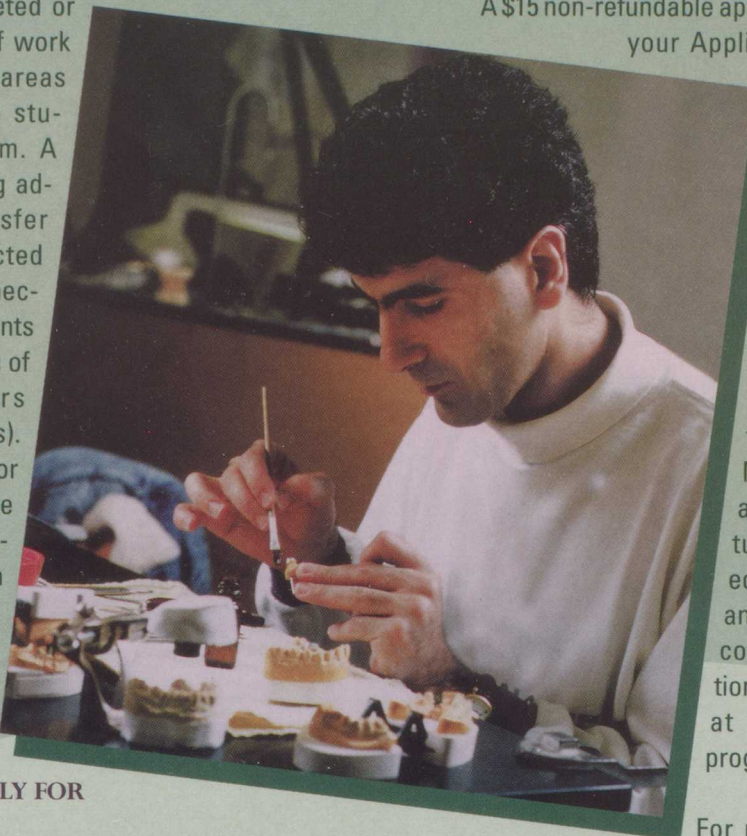
Application Fee

A \$15 non-refundable application fee must accompany your Application for Admission form.

Certain courses have a \$30 non-refundable application fee. Please contact the Cashier's office to confirm the amount of the application fee for a specific program.

Tuition

Tuition fee prices vary with the type of program or course. Most full-time program costs are based on \$157 a month tuition. Books, supplies and equipment are additional costs and vary with each program or course. For up to date information contact the Cashier's office at the Campus where the program or course is offered.



For most full time programs of longer than four months, tuition fees may be paid in instalments as set by the College. For programs less than four months long, 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.

Registration is not complete until fees are paid. Tuition fee rates are subject to change without notice.

Student Association Fee

In addition to regular tuition fees, all students must pay a Student Association fee at the time of enrolment.

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

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. Permission from the Registrar is required.

FEE PAYMENT - CONTINUOUS INTAKE PROGRAMS

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 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 prorated amount for the first month plus one or three full months of tuition fees. If registration takes place after the 15th of the month, students will be expected to pay the prorated amount plus two or four full months of tuition fees. After



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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.

COUNSELLING

It is recommended that all applicants visit the Counselling Resource Centres at City Centre Campus or King Edward Campus for current program information. At City Centre Campus the Counselling Centre is located just inside the Pender Street entrance; Counselling at King Edward Campus is located on the third level, one level below the Broadway street entrance, and is easily accessed by elevator.

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 and College Foundations.

Assessments in Reading, Writing, Mathematics, Typing and Accounting are available through the Assessment Centre. A non-refundable fee of \$15 is charged for each ABE assessment.

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 BCIT.

Applicants whose first language is not English may be asked to take an English language test.



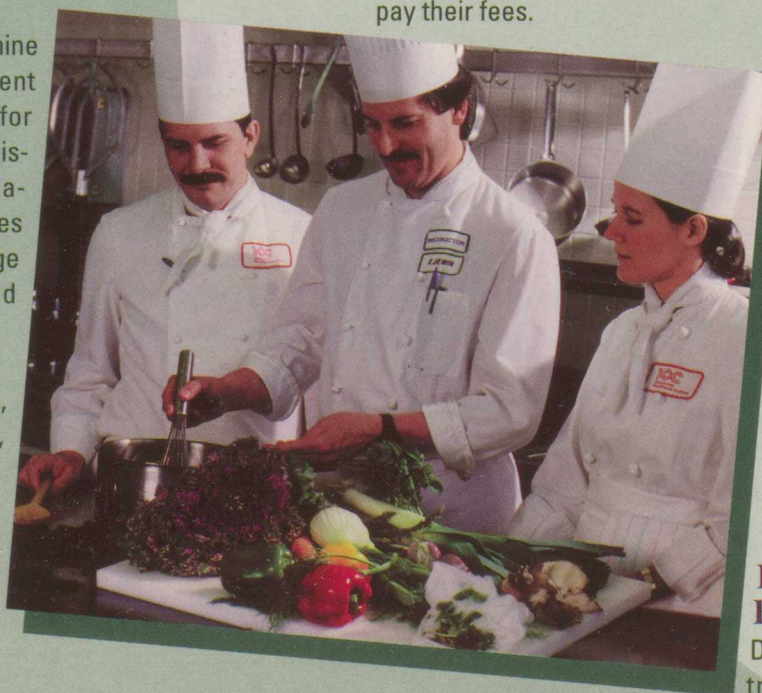
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- Applications may be submitted in person or by mail. The application fee must accompany each application.
- Documents must be official.
- Processing of the application may require assessments, criminal record clearance, medical clearance, personal interviews, portfolio reviews or auditions as appropriate to meet the admission requirements of specific programs.
- Students are expected to supply a permanent address to which letters, diplomas, certificates, and transcripts can be mailed.

REGISTRATION

Students who are waitlisted for programs, will receive a letter advising them of the dates to register and pay their fees.



Registration period starts approximately two weeks before each semester. Students in continuous intake programs may register at any time space is available.

LATE REGISTRATION

Deadlines for registration vary from program to program. Students will need Department Head approval to late register. There is a late registration fee of \$50.00.

through the Counselling Centre. Contact the Counselling receptionist at 871-7191 for details. Adult Basic Education schedules and registration time slips are available approximately one month before the term begins.

Tuition fee rates are subject to change without notice.

Student Association Fee

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are due by October 25 for the month of November). Fines will be levied for late payment of fees.

FINANCIAL AID

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. Financial Aid offices are located adjacent to the Office of the Registrar.

STUDENTS WITH DISABILITIES

VCC provides programs for students with specific disabilities as well as offering integration into existing programs. There is also assistance available for eligible students who require additional support in regular programming. In order to establish effective support, contact Services for Students with Disabilities in the Counselling Department well in advance of the program start date.

**ORDER A VANCOUVER
COMMUNITY COLLEGE 96/97
CALENDAR FOR A COMPLETE
LISTING OF COURSE AND PROGRAM
INFORMATION. PLEASE CALL
871-7500 (KEC) OR
443-8443 (CC)**

TRADES AND TECHNICAL

AUTO COLLISION REPAIR TECHNICIAN

- 8 months - certificate - starts Jan, Apr, Sept (KEC) 871-7415

AUTO COLLISION REPAIR TQ UPGRADING

Prepares people working in the Auto Collision trade to write the Provincial Auto Collision TQ exam.

- 10 weeks - statement of completion (KEC) 871-7415

AUTO PAINTING AND REFINISHING TECHNICIAN

Basic job preparation for entry to Automotive Painting Apprenticeship.

- 4 months - certificate - starts Jan, Apr, Sept (KEC) 871-7415

AUTOMOTIVE TECHNICIAN

Basic automotive repair. One year credit towards apprenticeship.

- 12 months - certificate - starts Jan, Apr, Sept (KEC) 871-7417 / 871-7416

BUILDING SERVICE WORKER

Skills required for the building service/housekeeping/janitorial industry.

- 3 months - certificate - starts Jan, Apr, Sept (CC) 443-8579

DIESEL TECHNICIAN

Apprenticeship accredited training for commercial, transport, heavy duty, marine and engine repair.

- 12 months - certificate - starts Jan, Apr, Sept (KEC) 871-7393

DRAFTING: ARCHITECTURAL, CIVIL, STRUCTURAL AND CADD

Basic drafting concepts, residential building design through industry site development and engineering drawings of complex structures. AutoCad software used.

- 12 months - certificate (or diploma with additional 6 month specialty) - starts Mar, Sept (CC) 443-8536

DRAFTING: ARCHITECTURAL, MECHANICAL AND CADD

Basic drafting concepts (residential design and specialization in process flow systems, piping and material handling). AutoCad software used.

- 12 months - certificate (or diploma with additional 6 month specialty) - starts March (CC) 443-8536

DRAFTING: ARCHITECTURAL, STEEL DETAILING AND CADD

Analysis of structural engineering drawings, stress diagrams, shop fabrication detailing and contract specifications. AutoCad software used.

- 12 months - certificate (or diploma with additional 6 month specialty) - starts Sept (CC) 443-8536

DRAFTING: COMPUTER AIDED DESIGN DRAFTING (CADD) TECHNOLOGY I (AUTOCAD)

Enables experienced drafters, engineers and architects to obtain "hands-on" computer aided drafting experience.

- 1 month - certificate - contact Admissions for start date (CC) 443-8400

ELECTRONICS TECHNICIAN - COMMON CORE

Basic concepts for troubleshooting and repair of analog and digital circuits.

- 8 months - certificate - starts Jan, Mar, Apr, Aug (CC) 443-8562

ELECTRONICS TECHNICIAN - COMPUTER OPTION

Focus on microcomputer systems.

- 6 months - certificate or diploma with additional 6 month specialty - starts Jan, Apr, Aug, Oct (CC) 443-8562

ELECTRONICS TECHNICIAN - CONSUMER OPTION

Emphasis on consumer and retail equipment.

- 6 months - certificate or diploma with additional 6 month specialty - starts Jan (CC) 443-8562

ELECTRONICS TECHNICIAN - TELECOMMUNICATIONS OPTION

Emphasis on telecommunication systems, fibre optics, radio, VHF and data communications.

- 6 months - certificate or diploma with additional 6 month specialty - starts Aug, Oct (CC) 443-8562

ELECTRONICS TECHNICIAN - DIPLOMA PROGRAM

By completing Electronics-Common Core and two of the Electronics specialty options, students are eligible for diploma (CC) 443-8562

ADVANCED ELECTRONICS (PART-TIME)

Advanced program given in September. Contact Admissions for schedule (CC) 443-8400

GRAPHIC ARTS - PRINTING PRODUCTION

Entry level skills for the Graphic Arts trades; estimating, typesetting, electronic prepress, press and bindery.

- 10 months - certificate - starts Jan, Sept, Oct, Nov (CC) 443-8443

PROGRAMS

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Vancouver Community College

BUSINESS PROGRAMS

FULL-TIME

ACCOUNTING

A microcomputer based program includes Business Law, Human Relations and Payroll Preparation. Transferrable to Professional Accounting Associations and other post-secondary institutions.

- 12 months - certificate - starts Jan, Apr, Aug (CC) 443-8540

ADMINISTRATIVE OFFICE ASSISTANT

Includes a variety of software; office procedures, interpersonal skills and business communication.

- 8 months - certificate - starts Jan, May, Sept (CC) 443-8525

BUSINESS EDUCATION PREPARATION

Introductory keyboarding, math, record-keeping, communications and computer literacy.

- 3 months - certificate - starts quarterly (CC) 443-8513

COMPUTER APPLICATIONS SUPPORT SPECIALIST

Practical training in data processing theory, computer languages (C, dBase), data communications and networking.

- 12 months - certificate - starts Jan, Apr, Aug (CC) 443-8540

LEGAL SECRETARY

General legal, litigation, corporate, divorce, wills and estates and conveyancing.

- 4 months - certificate - starts Jan, May, Aug (CC) 443-8525

MEDICAL OFFICE ASSISTANT

Emphasizes interaction with patients, doctors and medical teams.

- 9 months - certificate - starts Aug (CC) 443-8514

MEDICAL SECRETARY

Advanced medical terminology, computer skills; preparing medical research papers, medical manuscripts and transcription.

- 9 months - certificate - starts Aug (CC) 443-8514

MEDICAL TRANSCRIPTIONIST

Advanced medical terminology, anatomy, physiology and disease processes; medical transcription.

- 9 months - certificate - starts Aug (CC) 443-8514

TRAFFIC, CUSTOMS AND TRANSPORTATION

International movement of cargo; importing, exporting, buying and selling transportation services.

- 9 months - certificate - starts Sept (CC) 443-8540

PART-TIME

EXECUTIVE ASSISTANT

Advanced communications skills, business admin concepts, human relations and supervisory techniques. Preparation for Certified Professional Secretary exams.

- Eight 36-hour courses - certificate - starts Jan, May, Sept (CC) 443-8380

FINANCIAL ACCOUNTING AND MANAGEMENT COMMUNICATIONS

Written and verbal communication skills developed for communicating effectively with management, government and customers.

- length varies according to individual needs - certificate - starts Jan, May, Sept (CC) 443-8540

FINANCIAL MANAGEMENT: PUBLIC SPEAKING AND PRESENTATION

Public speaking, multimedia and presentation software skills.

- 12 weeks - contact Admissions for start date (CC) 443-8400

NETWORK SUPPORT PROFESSIONAL

For those employed or seeking employment as computer support professionals or general computer users.

- 4 months - certificate - contact Admission for start date (CC) 443-8440

HEALTH PROGRAMS

FULL-TIME

DENTAL ASSISTING

Preparation for licensure with the College of Dental Surgeons and employment in general, specialty, hospital or community dental practice.

- 10 months - certificate - starts Sept (CC) 443-8443

DENTAL HYGIENE

Specialized knowledge, skills and professional attributes to assist people to attain and maintain optimum dental and general health.

- 2 years - diploma - starts Sept (CC) 443-8443

DENTAL RECEPTION

Dental knowledge, organizational and communication skills, financial management and specialized dental office procedures.

- 5 months - certificate - starts Feb and Sept (CC) 443-8492

DENTAL TECHNICIAN CO-OPERATIVE EDUCATION

Preparation for working with a dentist to construct and repair dentures, crowns, bridges and orthodontic appliances.

- 3 years - diploma - starts Sept/June (CC) 443-8443

PHARMACY TECHNICIAN

Preparation for employment as a Pharmacy Technician in community and hospital pharmacies.

- 5 months - certificate - starts Mar, Sept (KEC) 871-7367

PRACTICAL NURSING

Prepares graduates to work in hospital medical areas, long term care facilities and community facilities.

- 12 months - certificate - starts Jan, Sept (CC) 443-8443

PRACTICAL NURSING ACCESS PROGRAM

Prepares applicants with previous education to enter the Practical Nursing Program at an advanced level.

- 15 weeks - starts Jan (CC) 443-8443

RESIDENT CARE ATTENDANT

Direct patient care in long term care residences and facilities, adult day care centres and special care units.

- 6 months - certificate - starts Feb, Aug (CC) 443-8443

PART-TIME

BASIC MEDICAL TERMINOLOGY

Medical terminology associated with the body systems.

- 12 sessions (72 hours) - starts Mar, Sept, Nov (CC) 443-8443



"The program is terrific! The instructors are professional and willing to help each student. And the class size is just right for learning!"

DENTURIST

Knowledge of construction and maintenance of complete dentures; lab and clinical procedures and management practices.

- 2 years - diploma - starts Sept, alternate years (CC) 443-8443

INSTITUTIONAL AIDE

Training for kitchen helpers, dietary, housekeeping and laundry aides in health care institutions, hotels, restaurants, laundries and private business.

- 3 months - certificate - starts Jan, Apr, Sept (KEC) 871-7039

MEDICAL LABORATORY ASSISTANT

Prepares students as assistants in private labs, hospitals and scientific research labs.

- 4 months - certificate - starts Feb, Aug and Nov (CC) 443-8443

NURSING UNIT CLERK

Preparation for employment in a hospital nursing unit or outpatient department; organizing and processing detailed procedures related to medications, diagnostic tests and therapeutic procedures.

- 6 months - certificate - starts Feb, Aug, Nov (CC) 443-8443

CARING FOR PERSONS WITH DEMENTIA

For care-givers involved in the care of elderly people with behaviour problems. Offered at VCC or at care facilities.

- 120 hours - contact Admissions for course schedule (CC) 443-8400

HOME SUPPORT AIDE UPGRADE

Basic knowledge, skills and attitudes to provide assistance to individuals and families in the community.

- 40 weeks, one day per week - certificate - contact Admissions for course schedule (CC) 443-8400

RESIDENT CARE ATTENDANT UPGRADE

Training to care-givers presently working as Aides in a continuing care setting. Meets the educational needs of learners with a variety of backgrounds and experiences.

- 9 months - certificate - contact Admissions for course schedule (CC) 443-8400

ESL COMBINED SKILLS

JOB SKILLS TRAINING PLUS ENGLISH LANGUAGE TRAINING (ESL)

ALL PROGRAMS BLEND ESL WITH PRACTICAL TRAINING

ACCOUNTING (ESL)

(See also Business Programs)

- 16 months - certificate - starts Jan (CC) 443-8540

BAKING AND PASTRY ARTS (ESL)

(See also Hospitality, Tourism and Services)

- 10 months - certificate - starts Sept (CC) 443-8443

BUILDING SERVICE WORKER (ESL)

(See also Trades and Technical Programs)

- 5 months - certificate - starts Jan, Apr, Sept (CC) 443-8579

FOOD AND BEVERAGE SERVICE (ESL)

Service techniques for dining rooms and lounges.

- 8 months - certificate - starts Aug (CC) 443-8443

HAIRSTYLING - WOMEN'S AND MEN'S (ESL)

(See also Hospitality, Tourism and Services)

- 14 months - certificate - starts Apr; contact Admissions for future start dates (CC) 443-8440

INSTITUTIONAL AIDE (ESL)

(See also Health Programs)

- 5 months - certificate - starts Mar, Oct (KEC) 871-7345



"Intensive, challenging and fun. My course at VCC marked the beginning of a rewarding career."

COOKING (ESL)

Practical training covering Professional Cooking Levels I and II.

- 10 months - certificate - starts Sept (CC) 443-8443

ELECTRONICS - COMMON CORE (ESL)

(See also Trades and Technical Programs)

- 12 months - certificate - starts Oct (CC) 443-8443

RESIDENT CARE ATTENDANT (ESL)

(See also Health programs)

- 9 months - certificate - starts Jan (CC) 443-8443

TECHNICAL TRAINING ACCESS (ESL)

Preparation for entry into Auto Technician, Diesel Technician and Auto Collision Repair Technician Programs.

- 5 months - certificate - starts May, Oct (KEC) 871-7393

MUSIC, ART AND DESIGN

MACINTOSH MULTIMEDIA

Students learn all facets of multimedia production.

- 3 months - certificate - starts February, June, September (CC) 443-8443

COMPUTER GRAPHICS

Introduces artists to computer design, computer graphics, drawing, painting, animation and page layout.

- 9 months (2 semesters) - certificate - starts Sept (CC) 443-8443

JEWELLERY ART AND DESIGN

Traditional European jewellery-making skills fused with the latest creative techniques.

- 2 years - diploma - starts Sept (CC) 443-8571

MUSIC DIPLOMA

Professional training in contemporary jazz and classical music.

- 2 years - diploma - starts Sept (KEC) 871-7297

ADULT UPGRADING AND HIGH SCHOOL COMPLETION

Providing strong support for adult learners in a friendly college setting.

- earn credit for entrance to career, technical and university programs
- earn a grade 10, 11, or 12 (certificate or diploma)
- prepare for career change
- upgrade specific skills or topics
- prepare for entry exams or the GED

GRADES 9-12

Continuous intake or term-based: the choice is yours

- attend classes part-time or full-time
- day, evening, flexible schedule
- self paced, personalized continuous intake programs (start anytime) and/or structured term-based classes, starting Jan, May, July, Sept

English (including Reading and Study Skills and

ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE: COLLEGE PREPARATORY ENGLISH (CPE)

Full and part-time preparation for college, technical and university studies. English 099 (English 12 and Social Science 11), TOEFL Preparation.

- three 4 month terms - Certificate on completion of Eng 098 and 099 - starts Jan, May, Sept (KEC) 871-7258

INTENSIVE ACADEMIC ENGLISH

Improve reading and writing skills before college.

- 6 weeks - starts July (KEC) 871-7258

PRONUNCIATION AND COMMUNICATIONS SKILLS

Learn practical skills to help you speak confidently and be understood.

- 4 months - starts Jan, May, Sept (KEC) 871-7258

ENGLISH AS A SECOND LANGUAGE: ENGLISH LANGUAGE SKILLS (ELS)

Part-time and full-time courses from Lower Beginner to Upper Advanced; including Improve Your Pronunciation.

- 4 months - starts Jan, May, Sept (KEC) 871-7241

ENGLISH AS A SECOND LANGUAGE: OUTREACH

Classes in 13 community locations at all levels; a.m.s, p.m.s and Saturdays. Learning Centres in Public Libraries offer free help to adult students in seven locations. Homefront Learning program provides volunteers who tutor in people's homes.

- 3 months - starts Jan, Apr

ESL COMBINED SKILLS

JOB SKILLS TRAINING PLUS ENGLISH LANGUAGE TRAINING (ESL) ALL PROGRAMS BLEND ESL WITH PRACTICAL TRAINING

ACCOUNTING (ESL)

(See also Business Programs)

- 16 months - certificate - starts Jan (CC) 443-8540

BAKING AND PASTRY ARTS (ESL)

(See also Hospitality, Tourism and Services)

- 10 months - certificate - starts Sept (CC) 443-8443

BUILDING SERVICE WORKER (ESL)

(See also Trades and Technical Programs)

- 5 months - certificate - starts Jan, Apr, Sept (CC) 443-8579

FOOD AND BEVERAGE SERVICE (ESL)

Service techniques for dining rooms and lounges.

- 8 months - certificate - starts Aug (CC) 443-8443

HAIRSTYLING - WOMEN'S AND MEN'S (ESL)

(See also Hospitality, Tourism and Services)

- 14 months - certificate - starts Apr; contact Admissions for future start dates (CC) 443-8440

INSTITUTIONAL AIDE (ESL)

(See also Health Programs)

- 5 months - certificate - starts Mar, Oct (KEC) 871-7345



"Intensive, challenging and fun. My course at VCC marked the beginning of a rewarding career."

COOKING (ESL)

Practical training covering Professional Cooking Levels I and II.

- 10 months - certificate - starts Sept (CC) 443-8443

ELECTRONICS - COMMON CORE (ESL)

(See also Trades and Technical Programs)

- 12 months - certificate - starts Oct (CC) 443-8443

RESIDENT CARE ATTENDANT (ESL)

(See also Health programs)

- 9 months - certificate - starts Jan (CC) 443-8443

TECHNICAL TRAINING ACCESS (ESL)

Preparation for entry into Auto Technician, Diesel Technician and Auto Collision Repair Technician Programs.

- 5 months - certificate - starts May, Oct (KEC) 871-7393

MUSIC, ART AND DESIGN

MACINTOSH MULTIMEDIA

Students learn all facets of multimedia production.

- 3 months - certificate - starts February, June, September (CC) 443-8443

COMPUTER GRAPHICS

Introduces artists to computer design, computer graphics, drawing, painting, animation and page layout.

- 9 months (2 semesters) - certificate - starts Sept (CC) 443-8443

COMMUNICATIONS

Written and verbal communication skills developed for communicating effectively with management, government and customers.

- length varies according to individual needs - certificate - starts Jan, May, Sept (CC) 443-8540

FINANCIAL MANAGEMENT: PUBLIC SPEAKING AND PRESENTATION

Public speaking, multimedia and presentation software skills.

- 12 weeks - contact Admissions for start date (CC) 443-8400

NETWORK SUPPORT PROFESSIONAL

For those employed or seeking employment as computer support professionals or general computer users.

- 4 months - certificate - contact Admission for start date (CC) 443-8440

JEWELLERY ART AND DESIGN

Traditional European jewellery-making skills fused with the latest creative techniques.

- 2 years - diploma - starts Sept (CC) 443-8571

MUSIC DIPLOMA

Professional training in contemporary jazz and classical music.

- 2 years - diploma - starts Sept (KEC) 871-7297

ADULT UPGRADING AND HIGH SCHOOL COMPLETION

Providing strong support for adult learners in a friendly college setting.

- earn credit for entrance to career, technical and university programs
- earn a grade 10, 11, or 12 (certificate or diploma)
- prepare for career change
- upgrade specific skills or topics
- prepare for entry exams or the GED
- students are placed at their most suitable level based on assessment or previous school record
- classes are held at King Edward Campus (KEC) unless otherwise noted

FOR MORE INFORMATION:

Attend a **free information session**, held weekly at Counselling Centre, 3rd Floor, KEC - Tuesdays 10:00 a.m. and Wednesdays 6:00 p.m. or call the department telephone numbers listed.

GRADES 1-8

Reading, Writing and Math

- starts Jan, May, Sept 871-7369
- For adults 18 years or older; ability to understand and speak English; interview with advisor needed

GRADES 9-12

Continuous intake or term-based: the choice is yours

- attend classes part-time or full-time
- day, evening, flexible schedule
- self paced, personalized continuous intake programs (start anytime) and/or structured term-based classes, starting Jan, May, July, Sept

English (including Reading and Study Skills and Writing Skills)

Term-based: 871-7289

Continuous intake: 871-7366

Social Sciences

Term-based 871-7289

Continuous intake: 871-7366

Math

Term-based: 871-7294

Continuous intake: 871-7366

Sciences

(including Biology, Chemistry and Physics)

Term-based: 871-7293

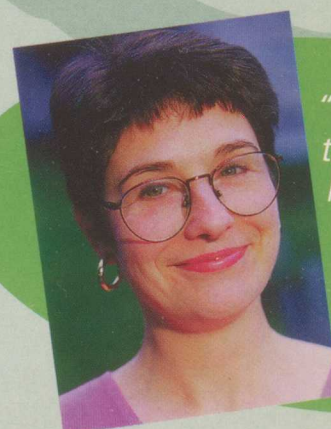
Continuous intake: 871-7366

Business

(term-based only) 871-7376

Computers

(term-based only) 871-7376



"The courses are thorough and well laid out, the facilities excellent and the instructors remarkable in their expertise. I hope to return to VCC as an apprentice"

ADULT BASIC EDUCATION INTERMEDIATE PROGRAM: YOUTH

Grade 10 English, Math, Science and Social Science for 15-17 year olds

- Start anytime, Sept through June - Adult Basic Education Intermediate Certificate (Kiwassa Neighbourhood House) 254-5401, local 42

BASIC EMPLOYMENT SKILLS TRAINING (BEST)

Personalized, re-entry program to assist students in assessing and upgrading skills for employment or further preparation for employment.

- 3 months - certificate - starts Jan, Apr, Sept (KEC) 871-7354

EMPLOYMENT AND EDUCATIONAL ACCESS FOR WOMEN

Educational and career exploration and planning to help women achieve their occupational goals.

- 4 months - certificate - starts Sept, Mar (CC) 443-8301

STUDENT SERVICES

KEC (604) 871-7500 • CC (604) 443-8443

Training in the various duties of a housekeeper and laundry aides in health care institutions, hotels, restaurants, laundries and private business.

- 3 months - certificate - starts Jan, Apr, Sept (KEC) 871-7039

MEDICAL LABORATORY ASSISTANT

Prepares students as assistants in private labs, hospitals and scientific research labs.

- 4 months - certificate - starts Feb, Aug and Nov (CC) 443-8443

NURSING UNIT CLERK

Preparation for employment in a hospital nursing unit or outpatient department; organizing and processing detailed procedures related to medications, diagnostic tests and therapeutic procedures.

- 6 months - certificate - starts Feb, Aug, Nov (CC) 443-8443

HOME SUPPORT AIDE UPGRADE

Basic knowledge, skills and attitudes to provide assistance to individuals and families in the community.

- 40 weeks, one day per week - certificate - contact Admissions for course schedule (CC) 443-8400

RESIDENT CARE ATTENDANT UPGRADE

Training to care-givers presently working as Aides in a continuing care setting. Meets the educational needs of learners with a variety of backgrounds and experiences.

- 9 months - certificate - contact Admissions for course schedule (CC) 443-8400

ENGLISH AS A SECOND LANGUAGE

ENGLISH AS A SECOND LANGUAGE: COLLEGE PREPARATORY ENGLISH (CPE)

Full and part-time preparation for college, technical and university studies. English 099 (English 12 and Social Science 11), TOEFL Preparation.

- three 4 month terms - Certificate on completion of Eng 098 and 099 - starts Jan, May, Sept (KEC) 871-7258

INTENSIVE ACADEMIC ENGLISH

Improve reading and writing skills before college.

- 6 weeks - starts July (KEC) 871-7258

PRONUNCIATION AND COMMUNICATIONS SKILLS

Learn practical skills to help you speak confidently and be understood.

- 4 months - starts Jan, May, Sept (KEC) 871-7258

ENGLISH AS A SECOND LANGUAGE: ENGLISH LANGUAGE SKILLS (ELS)

Part-time and full-time courses from Lower Beginner to Upper Advanced; including Improve Your Pronunciation.

- 4 months - starts Jan, May, Sept (KEC) 871-7241

ENGLISH AS A SECOND LANGUAGE: OUTREACH

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- 3 months - starts Jan, Apr, Sept (KEC) 871-7277

ENGLISH AS A SECOND LANGUAGE: VOCATIONAL

(Advanced Business and Office, Health Care and Tourism & Customer Relations). Develop speaking, listening, reading, writing and grammar skills at Lower and Upper Advanced levels while working with vocabulary of industry.

- 4 months, part-time - starts Jan, May, Sept (KEC) 871-7265

LANGUAGE INSTRUCTION FOR NEWCOMERS TO CANADA (LINC)

Beginners English classes for adult newcomers to Canada. Sponsored by Citizenship and Immigration Canada.

- starts monthly (Apply at Western ESL Services, 876-5756)

HOSPITALITY, TOURISM AND SERVICES

FULL-TIME

ASIAN CULINARY ARTS COOK TRAINING (CHINESE CHUISHI)

Techniques such as stir-fry, pan-fry, wok and barbecue. Leads to employment in restaurants featuring Chinese cuisine.

- 6 months - certificate - starts Sept (CC) 443-8473

BAKING AND PASTRY APPRENTICE

3 one-month training sessions over a three-year period. contact Apprenticeship Branch for start dates (CC)

BAKING AND PASTRY ARTS

Comprehensive training in baking procedures and techniques.

- 10 months - certificate - starts Jan, Apr, Sept (CC) 443-8443

BAKING AND PASTRY UPGRADE

Provides experienced bakers with specialized training.

- 1 to 4 months depending on specialty selected - citation - starts continuously (CC) 443-8443

CULINARY ARTS

Comprehensive training in all aspects of modern North American and classical cuisine.

- 12 months - certificate - starts monthly (CC) 443-8443

CULINARY ARTS APPRENTICE

For people currently working in the cooking industry but lacking journeyed status.

- 3 one-month training sessions over a 3-year period - contact Apprenticeship Branch for start dates (CC)

ESTHETICS (SKIN CARE)

Training in facial treatments, make-up, skin analysis, cosmetic chemistry, manicures, foot care, hair removal and small business management.

- 7 months - certificate - starts Jan (CC) 443-8443

FOOD AND BEVERAGE MANAGEMENT

Practical and supervisory skills for employment in hotels, restaurants and other food and beverage facilities.

- 10 months - certificate - starts Sept (CC) 443-8443

HAIRSTYLING WOMEN'S AND MEN'S

Training in haircutting, perming, colouring, styling, anatomy, physiology and small business management.

- 10 months - certificate - starts Jan, Apr, Sept (CC) 443-8443

HOSPITALITY ADMINISTRATION

Hospitality management and general business management courses; includes food, beverage, accommodation, human resources, marketing and business skills.

- 2 years - diploma - starts Sept (CC) 443-8443

RETAIL MEAT PROCESSING (MEAT CUTTING)

Training in all aspects of retail meat cutting.

- 6 months - certificate - starts every 10 weeks (CC) 443-8464

RETAIL MEAT CUTTING - APPRENTICESHIP

For people currently employed in the retail meat industry, but lacking journeyed status.

- 2 one-month training periods a year - contact Apprenticeship branch for start dates (CC)

SAUSAGE MAKING AND SMOKED MEATS

Training in the highly specialized skill of sausage making.

- 6 months - certificate - contact Admissions for start date (CC) 443-8443

TRAVEL AGENT

Includes communications, destinations, tours, cruises, ticketing and sales.

- 6 months - certificate - starts Mar, Oct (CC) 443-8521

PART-TIME COURSES

PART-TIME BAKING COURSES ARE OFFERED IN THE FOLLOWING AREAS:

Cake Baking and Decorating, Chocolate Making, Marzipan Modelling, General Baking, Sugar Crafting, Wedding Cakes and Rolled Fondant, Yeast Dough Products. Ten sessions per course.

- FOR MORE INFORMATION CALL 443-8443.

CULINARY ARTS TRADES QUALIFICATION THEORY

For people employed in food service kitchens with no journeyed status. Covers all areas of the professional kitchen.

- 24 part-time sessions - starts Jan (CC) 443-8487

HOSPITALITY SUPERVISION PROGRAM

Industry-specific training in food, beverage and accommodation.

- 7 courses (one or two per term) - certificate - starts Jan, Apr, Sept (CC) 443-8443

PROFESSIONAL COOKING LEVEL I

Provides the equivalent of the first four months of the full-time, one-year program.

- 2 years, 40 sessions per year - certificate - starts Feb (CC) 443-8443