

VANCOUVER COMMUNITY COLLEGE

Archives

1997/98

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Vancouver Community College

C A L E N D A R

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MISSION AND MANDATE STATEMENT

Vancouver Community College provides 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 our diverse and global community irrespective of ability or previous education, including those encountering barriers to their full participation in society.

Vancouver Community College responds to current community needs as well as to the emerging requirements of education and industry. In cooperation with the community, other educational institutions, licencing and accrediting bodies, employers and governments, the College offers flexible and responsive instruction. Programs reflect the accessibility and transferability needed by students to reach their educational, personal and professional goals.

Vancouver Community College is committed to delivering cost-effective, innovative instruction in developmental education, adult basic education, English language programs, special education, vocational, career, technical and academic programs. Our institution uses creative instructional methods in concert with professional support services which are integral to the success of all students. The College champions a learning environment that maximizes the educational experience by continually improving its resources, technology and facilities.

Vancouver Community College students are given opportunities to develop their personal potential, increase self-esteem, enhance learning and life skills, and further their employment opportunities.

The College fosters a climate of dignity and mutual respect among all members of the College community.

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

VANCOUVER COMMUNITY COLLEGE

1997 – 1998 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

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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
 City Centre
 Library
 550 West Pender Street
 Vancouver, B.C. V6B 1S8

VANCOUVER COMMUNITY COLLEGE

1997 - 1998 CALENDAR



KING EDWARD CAMPUS

1157 East Broadway
 Vancouver, B.C.
 Telephone: (604) 671-5000
 Fax: (604) 671-5100

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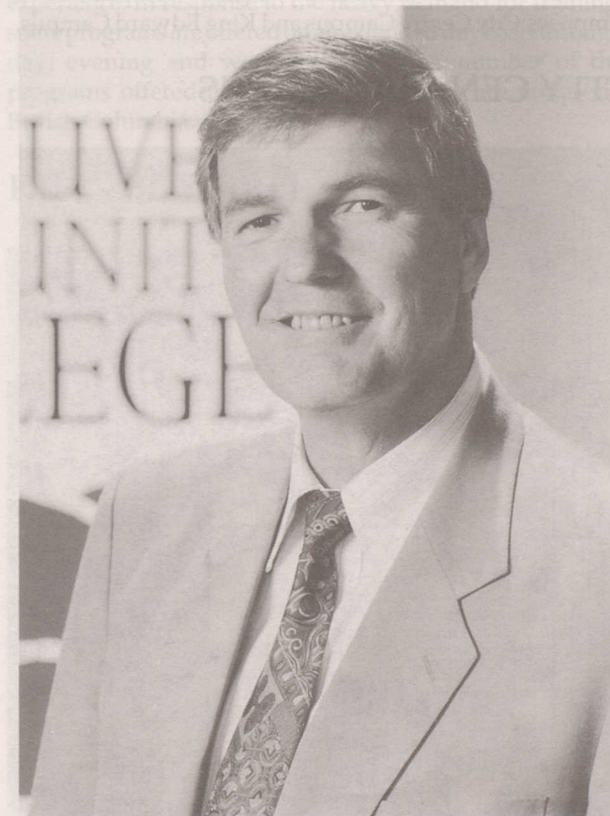
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WELCOME TO VANCOUVER COMMUNITY COLLEGE



In these uncertain economic times your decision to attend Vancouver Community College is an important one, a positive step toward achieving your educational and personal goals.

At Vancouver Community College, we are committed to delivering cost-effective, innovative instruction, 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 our diverse and global community, irrespective of ability or previous education, including those encountering barriers to their full participation in society.

VCC is uniquely positioned in our community to offer students state-of-the-art programs designed to meet current employment needs in careers where skills are in demand. The College delivers creative instructional methods in concert with professional support services which are integral to the success of all students.

The success of Vancouver Community College is measured in many ways. Ultimately, 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 expert faculty, our committed support staff and able administrators who approach their duties with passion, purpose and pride.

Dedication is what Vancouver Community College is all about. As you pursue your educational interests, it is our goal to ensure the learning opportunities at VCC are challenging, meaningful and rewarding. It is our privilege to have you in our midst. Personally, I wish you every success in the pursuit of your dreams, and look forward to meeting you on campus. Welcome to Vancouver Community College!

John Cruickshank
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 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.

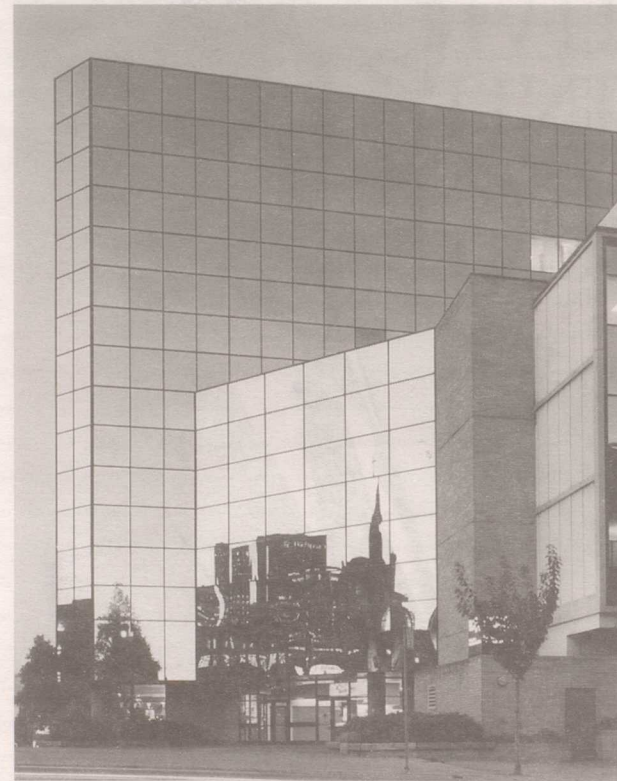
In April 1994, Langara Campus, which offers two-year arts, sciences and career programs, separated from Vancouver Community College to become Langara College.

The new VCC comprises 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 comprises two campuses: City Centre Campus and King Edward Campus.

CITY CENTRE CAMPUS

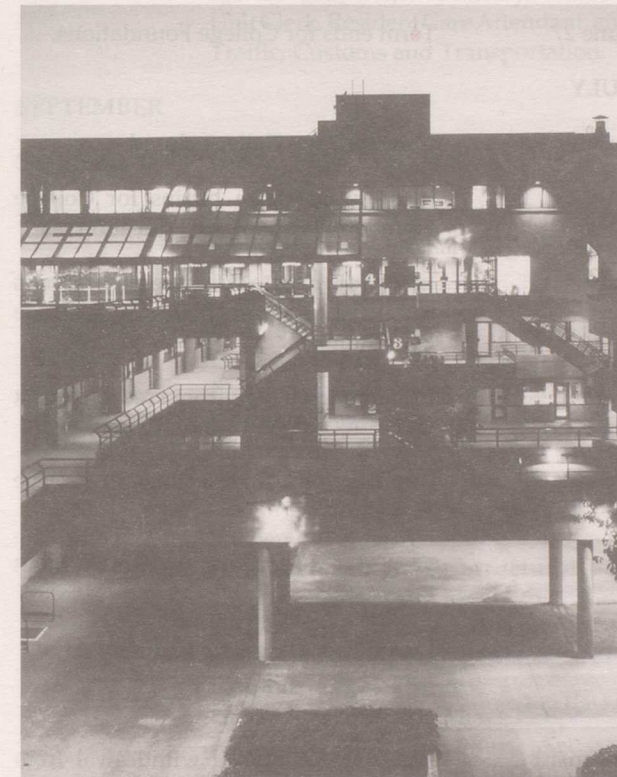


City Centre Campus specializes in the preparation of students to enter or upgrade careers in hospitality, health, business, industry and service. Formerly the Vancouver Vocational Institute, it was opened in 1949 in response to a growing awareness of the need for practical, technical and vocational training.

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.

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.

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.

Originally located at 12th and Oak, 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 1920s. 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 1974, when the College separated from the Vancouver School Board, it became Vancouver Community College.

Since 1983, King Edward Campus has been operating at 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.

ACADEMIC SCHEDULE : 1997 - 1998 (Dates Subject To Change)

APRIL 1997

- April 1 First day of classes for Baking and Pastry (Morning Classes), Building Service Worker, Building Service Worker ESL, CADD, Asian Culinary Arts, Pharmacy Technician and Hairstyling Women's/Men's.
- April 2 Term begins for ESL Outreach
- April 14 First day of classes for Building Service Worker.
- April 28 First day of classes for Accounting, Administrative Office Assistant, Computer Application Support Specialist, Culinary Arts, Electronics Technician - Computer Systems Specialty, Electronics Technician - Consumer Option, Hairstyling ESL and Legal Secretary.

MAY

- May 1 Term begins for Basic Education, College Foundations, ESL College Preparatory English, ESL English Language Skills and ESL Vocational.
- May 7 Last day to register, drop, receive refunds in College Foundations, ESL College Preparatory English comprehensive courses 059, 098, 099, ESL English Language Skills, ESL College Preparatory English (single skills) and ESL Vocational. Last day to change from credit to audit status in College Foundations.
- May 12 First day of classes for Retail Meat Processing.
- May 19 Victoria Day - College closed.
- May 21 Last day to change sections in College Foundations.
- May 26 First day of classes for Business Education Preparation and Diesel Technician.

JUNE

- June 2 First day of classes for Dental Technician Co-operative Education and Macintosh Multimedia.
- June 13 Last day for official withdrawal from College Foundations.
- June 23 First day of class for Culinary Arts.
- June 24 and 25 Final exams for College Foundations.
- June 27 Term ends for College Foundations.

JULY

- July 1 Canada Day - College closed.
- July 2 July/August term begins for College Foundations and Basic Education.
- July 8 Last day to register, drop, receive refunds for July/August term in College Foundations.
- Last day to change from credit to audit status in College Foundations.
- July 22 Last day to change sections in College Foundations.
- First day of classes for Retail Meat Processing.
- July 28 First day of classes for Culinary Arts.

AUGUST

- August 1 Last day for official withdrawal from Basic Education, ESL College Preparatory English, ESL English Language Skills and ESL Vocational.
- August 4 British Columbia Day - College closed.
- August 5 First day of classes for Medical Lab Assistant.
- August 14 Last day for official withdrawal from College Foundations.
- August 20 Registration for ESL English Language Skills students taking a one term break.
- Registration for ESL Outreach students into ESL College Preparatory English and ESL Vocational.

- August 25 and 26 Final exams for College Foundations.

- August 25 Registration for ESL classes.

- First day of classes for Accounting, Administrative Office Assistant (Secretary), Auto Painting, Computer Application Support Specialist, Culinary Arts, Electronics - Core to Computer, Electronics - Core to Telecom, Food Service Careers, Food and Beverage Service ESL, Legal Secretary, Nursing Unit Clerk, Resident Care Attendant, and Traffic, Customs and Transportation.

SEPTEMBER

- September 1 Labour Day - College closed.
- September 2 Term begins for ESL College Preparatory English, ESL English Language Skills and ESL Vocational.

- First day of classes for Automotive Collision Repair Technician, Baking and Pastry Arts (Morning and Afternoon Classes), Baking Assistant ESL, Barbering, BEST, CADD, Career Awareness, Computer Graphics, Cooking ESL, Dental Assisting, Dental Hygiene, Dental Reception, Drafting - Architectural, Civil, Structural and CADD, Drafting - Mechanical and CADD, Drafting - Steel Detailing and CADD, Food and Beverage Management, Graphic Arts - Printing Production, Hairstyling Women's/Men's, Hospitality Administration, Jewellery Art and Design, Office Core Skills, Practical Nursing, Retail Food and Supermarket Careers, Sausage Making and Smoked Meats, and Sign Language Studies (full-time).

- September 3 Term begins for Basic Education and College Foundations.

- First day of classes for Employment and Education Access for Women.

- September 8 First day of classes for Building Service Worker, Asian Culinary Arts and Institutional Aide.

- Last day to register, drop, receive refunds in ESL College Preparatory English comprehensive courses 059, 098, 099.

- September 8 Last day to register, drop, receive refunds in ESL College Preparatory English, ESL, English Language Skills and ESL Vocational.

- September 9 Last day to register, drop, receive refund in College Foundations.

- Last day to change from credit to audit status for first half of double block in College Foundations.

- September 15 First day of classes for Travel Agent and ESL Outreach.

- Term begins for ESL Outreach

- September 16 Last day to change from credit to audit status in single block in College Foundations.

- September 19 Last day to register, drop, receive refunds in ESL Outreach.

- September 22 First day of classes for Business Education Preparation, Culinary Arts, Macintosh Multimedia, Medical Office Assistant, Medical Secretary and Medical Transcriptionist.

- September 23 Last day to change sections in College Foundations.

- September 29 First day of classes for Automotive Technician, Building Service Worker Extended, Diesel Technician, ESL Institutional Aide, Pharmacy Technician and Retail Meat Processing.

- September 30 First day of classes for Graphic Arts - Printing Production.

OCTOBER

- October 6 First day of classes for Building Service Worker ESL.

- October 13 Last day for official withdrawal from first half of double block in College Foundations.

- Thanksgiving Day - College closed.

- October 20 First day of classes for Culinary Arts.

- October 27 First day of classes for Electronics - Core - ESL and Technical Training Access (ESL).

- October 28 First day of term for second half of double block for College Foundations.

NOVEMBER

- November 3 Last day to register, drop, receive refunds for second half of double block in College Foundations.
- Last day to change from credit to audit status for second half of double block in College Foundations.
- November 4 First day of classes for Medical Laboratory Assistant.
- November 11 Remembrance Day - College closed.
- November 17 Last day to change sections in double block in College Foundations.
- First day of classes for Culinary Arts.

DECEMBER

- December 1 Last day for official withdrawal from course based classes (exception is College Foundations double block classes).
- December 5 Last day for official withdrawal from second half of double block in College Foundations.
- December 10 Registration for ESL English Language Skills students taking a one term break.
- December 16 Registration for ESL classes.
- Dec. 16 and 17 Final exams for College Foundations.
- December 24 - January 1, 1998 College closed.

JANUARY 1998

- January 5 First day of classes for Accounting, Accounting ESL, Administrative Office Assistant (Secretary), Automotive Collision Repair Technician, Automotive Painting and Refinishing Technician, Automotive Technician, Baking and Pastry (morning and afternoon classes), Computer Applications Support Specialist, Culinary Arts, Electronics - Core to Computer, Esthetics, Graphic Arts - Printing Production, Hairstyling, Institutional Aide, Practical Nursing, Practical Nursing Access and Retail Meat Processing.
- Term begins for ESL College Preparatory English, ESL English Language Skills and ESL Vocational.

Term begins for Basic Education, BEST and College Foundations classes.

First day of classes for Building Service Worker, CADD, Legal Secretary and Resident Care Attendant ESL.

- January 7 Term begins for ESL Outreach
- January 9 Last day to register, drop, receive refunds for College Foundations.
- Last day to change from credit to audit status for first half of double block in College Foundations.
- January 16 Last day to change from credit to audit in single block in College Foundations.
- January 23 Last day to change sections in single block in College Foundations.
- January 26 First day of classes for Business Education Preparation and Culinary Arts.

FEBRUARY

- February 3 First day of classes for Medical Laboratory Assistant.
- February 9 First day of classes for Dental Receptionist.
- February 13 Last day for official withdrawal in first half of double block in College Foundations.
- February 16 First day of classes for Resident Care Attendant.
- February 23 First day of classes for Culinary Arts and Nursing Unit Clerk.
- February 24 First day of classes for Medical Lab Assistant.

MARCH

- March 2 First day of classes for Drafting - Architectural, Civil, Structural and CADD, Electronics Technician - Consumer Option, Electronics Technician - Computer Systems Specialty/ Telecom, Employment and Education Access for Women, ESL Institutional Aide and Retail Meat Processing.
- March 23 First day of classes for Culinary Arts and Esthetics.

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 20 hours per week. A part-time student is registered for courses of 20 or less hours per week. A full-time Music student is registered for 15 credits.

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

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. Some examples of fixed length programs are Pharmacy Technician and Denturist.

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

Double Block: Refers to courses in College Foundations and ESL College Preparatory English programs with classes four days per week.

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.

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:

Acceptance into a College program carries with it an obligation to maintain a mature and responsible standard of conduct, deportment and dress. For more information consult the Standards of Student Conduct.

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:

- conduct themselves in a manner that interferes with or endangers the operations of the College, including interference with other students' ability to learn;
- 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;
- 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;
- falsify or supply false information, or withhold accurate information in order to obtain any College document

(I.D. card, receipt, transcript) or to obtain admission to a College course or program;

- use, possess and/or sell illicit drugs or narcotics on the campus;
- engage in disruptive activities such as 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 engage in disruptive behaviour which hinders the learning environment;
- misuse property, which includes the 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;
- use, possess or sell fireworks, firearms, knives or other offensive weapons or materials on College property;
- fail to comply with the reasonable directions of College officials, security personnel or law enforcement officers acting in performance of their duties on campus or affecting conduct on campus;
- aid, abet or act as an accomplice in the commission of any of the foregoing offenses;
- persistently make inordinate or inappropriate demands for time and attention from faculty and staff;
- impersonate a student (applicant) at an examination or assessment;
- 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.);
- cheat on assignments or examinations, or plagiarize.

Cheating, which includes plagiarism, occurs when 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 when 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 found cheating in the following manner:

- For most first offenses, a grade of zero will be awarded for the affected assignment, test, paper, analysis or other work.
- For most second offenses, a failing grade will be assigned in the affected course.
- Depending upon the circumstances surrounding the first or second offence, a more severe level of discipline may be imposed by the College.
- 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 Campus libraries.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

In November 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. 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 VCC in the admission process and in application for student loans contain within them the necessary release consent for the student's 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. 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 student's 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.

ADMISSIONS

GENERAL REQUIREMENTS

1. Citizenship

Applicants must be Canadian citizens or permanent residents (landed immigrants). Exceptions are for those individuals who are convention refugees as designated by the Federal government, or direct dependants of members of the diplomatic corps, or legal dependants of Canadian citizens or landed immigrants provided that their dependant status is documented and has been established for more than one year. A copy of a spouse's permanent resident status will be required plus a copy of the marriage certificate. (The applicant must have legal status in Canada). Certain work permit holders, who also have a Letter of Acceptance in Principle from Immigration (Case #27), may also be considered. Proof of citizenship, residency, diplomatic or refugee status will be requested by the College.

2. International Students

Every year, more than 1000 international students attend VCC. They take part in a comprehensive array of programs including one of the largest English language training programs in Canada. A homestay program gives international students the opportunity to live with a local family while studying at VCC. VCC International Education also participates in educational consultancy projects and group training programs.

For more information, please phone 871-7490 or send a fax to the International Education Department, (604) 682-2857.

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 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, except in programs especially designed for the young student. Applicants who are presently attending school may be considered if they provide written permission from the principal or delegate or counsellor of their secondary school. The letter should identify a program appropriate to the student's 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.

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 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 in writing of any changes. Failure to do so may result in the cancellation of applications and loss of position on the waitlist. Students applying for funding through Human Resources Centres or through the Financial Aid Offices are responsible for reporting any changes directly to those offices.

APPLYING TO PROGRAMS AND COURSES FOR STUDENTS WITH DISABILITIES

Applicants who are applying for a course or program for Students with Disabilities should contact the Counsellor for Students with Disabilities at 443-8451.

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.

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 (CF).

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 Dental, Resident Care Attendant and Practical Nursing Programs require that the applicant provide a criminal record clearance prior to entering these programs.

The results of the criminal record search will determine the applicant's eligibility to enter the program.

Applicants who refuse to provide or cannot provide the results of a criminal record search will not be considered for the program.

Information regarding the criminal record 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

APPEAL PROCESS - ADMISSIONS

Admission and readmission requirements for specific courses and programs are based on the underlying principle of the potential for success within the time limits of the specific courses or programs.

The VCC Admissions Appeal Committee deals with appeals of admission or readmission decisions.

Applicants must try to resolve their concerns informally prior to seeking redress through the formal process. The formal procedure can be followed if the informal process is unsuccessful.

Appeals should be submitted as soon as possible, but no later than 30 days from the date of the original decision.

The applicant should complete an Admissions Appeal Form and forward it to the Registrar along with documentation that would be relevant to the appeal. 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, 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.

For further information on procedures for appeals, students should contact the Office of the Registrar at either campus.

REGISTRATION

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 may jeopardize their opportunity to register.

Students who are interested in the Adult Basic Education Program at King Edward Campus are invited to attend orientation sessions held by the Counselling Department. Students should contact the Counselling receptionist at 871-7191 for details. Students will be advised of the procedures to follow for the next registration period.

Students currently registered in classroom based courses are given the opportunity to register before returning or new students. The 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.

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.

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 register late. There is a \$50 late registration fee for International Education students and a \$40 late payment fee for local students.

FEES

Fee rates are subject to change as per College policy.

FEE SCHEDULE

COURSE/PROGRAM	1st Payment	Term Total
ABE Intermediate Youth Program	338.00	338.00
Accounting	699.00	1,955.00
Accounting - ESL	721.00	2,605.00
Administrative Office Assistant	677.00	1,305.00
Asian Culinary Arts	666.00	980.00
Auto Body Painting	785.00	785.00
Automotive Collision Repair	785.00	1,515.00
Automotive Technician	760.00	2,220.00
Baking and Pastry Arts	718.00	1,765.00
Baking Apprentice	65.50	65.50
Baking Assistant - ESL	701.50	1,255.00
Basic Employment Skills Training	253.50	253.50
Building Service Worker	492.50	492.50
Building Service Worker - ESL	660.50	817.50
Building Service Worker - Extended	354.00	512.00
Business Education Preparation	258.50	258.50
CADD (Autocad)	167.50	167.50
Career Awareness	376.00	850.00
College & Career Access (Full-Time)	338.00	338.00
College Foundations (four courses)	338.00	338.00
Computer Applications Support Specialist	699.00	1,955.00
Computer Graphics Technician	682.50	1,467.50
Culinary Arts	739.00	2,125.00
Culinary Arts - ESL	728.00	1,790.00
Culinary Arts Apprentice	75.50	75.50
Deaf & Hard of Hearing Programs for Adults (Full-Time)	338.00	338.00
Dental Assisting	728.00	1,730.00
Dental Hygiene	728.00	3,455.00
Dental Reception	660.50	817.50
Dental Technician (Co-operative Education)	750.75	4,747.50
Denturist	759.00	4,350.00

COURSE/PROGRAM	1st Payment	Term Total
Diesel Technician	790.00	2,250.00
Dining Room and Lounge Service (High School)	100.00	100.00
Drafting - Architectural/Mechanical and CADD	699.00	1,955.00
Drafting - Architectural/Steel Detailing and CADD	699.00	1,955.00
Drafting - Architectural/Civil/Structural and CADD	699.00	1,955.00
Electronics Technician - Common Core	717.00	1,385.00
Electronics Technician - Common Core - ESL	739.00	2,075.00
Electronics Technician Computer	706.00	1,040.00
Electronics Technician Consumer	706.00	1,040.00
Electronics Technician Telecommunications	706.00	1,040.00
Employment and Educational Access for Women	655.00	655.00
English as a Second Language (Full-Time)	602.00	602.00
English as a Second Language (Part-Time)	305.00	305.00
English as a Second Language College Preparatory English (Half-Time)	305.00	305.00
English as a Second Language College Preparatory English (Single Skill)	201.00	201.00
English as Second Language College Preparatory English (Full-Time)	602.00	602.00
English as a Second Language College Preparatory English (TOEFL)	124.00	124.00
English as a Second Language College Outreach (Part-Time)	229.25	229.25
English as a Second Language College Outreach (Full-Time)	451.50	451.50
Esthetics	1,800.00	1,800.00
Food and Beverage Management	688.00	1,630.00
Food and Beverage Service - ESL	667.00	1,305.00
Food Service Careers	416.00	1,010.00
Graphic Arts - Printing Production	688.00	1,630.00
Hairstyling - Women's (Extended hours)	812.00	1,940.00

COURSE/PROGRAM	1st Payment	Term Total
Hairstyling - Men's	682.50	1,467.50
Hairstyling Technician - ESL	812.00	2,714.00
Hospitality Administration	677.00	2,605.00
Institutional Aide	492.50	492.50
Institutional Aide - ESL	660.50	817.50
Jewellery Art and Design	682.50	2,930.00
Legal Secretary	655.00	655.00
Macintosh Multimedia	492.50	492.50
Medical Lab Assistant	655.00	655.00
Medical Office Careers	682.50	1,467.50
Music Department Courses (Average Full-Time)	1,200.00	4,800.00
Nursing Unit Clerk	666.00	980.00
Office Core Skills	376.00	850.00
Pharmacy Technician	920.50	1,077.50
Practical Nursing	699.00	1,955.00
Practical Nursing Access	615.75	615.75
Resident Care Attendant	666.00	980.00
Resident Care Attendant - ESL	682.50	1,467.50
Retail Food and Supermarket Careers	376.00	850.00
Retail Meat Cutting Apprentice	65.50	65.50
Retail Meat Processing	696.00	1,085.00
Sausage Making Level 2	515.00	575.00
Sign Language - Basic (six months, five hrs/week)	377.00	377.00
Sign Language - SSISL (one month, 20 hrs/week)	195.50	195.50
Sign Language Entry Level 300	487.50	487.50
Sign Language Fluency Level 400	655.00	1,630.00
Technical Training Access - ESL	815.50	972.50
Traffic, Customs, Transportation	682.50	1,467.50
Travel Agent	666.00	980.00
Visually Impaired Adult Programs (Full-Time)	338.00	338.00

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, 871-7045.

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.

Fees are subject to change without notice.

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 installments 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. Reinstatement into the program or course will require the payment of outstanding debts and permission from the department and the Associate Dean. The regular tuition fees and a reinstatement 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.

MISCELLANEOUS FEES

Application Fee	15.00
Application Fee - Selection Programs	
Music	30.00
Denturist	30.00
Dental Technician	30.00
Dental Hygiene	30.00
Computer Graphics	30.00
Jewellery Art and Design	30.00
Calendar - mailed	6.00
- in person	4.00
Replacement Parchment	25.00
Course/Registration Status Change	5.00
Duplicate registration form/ fee receipt	5.00
Grade Appeal	10.00*
Graduation Fee	5.00
Income Tax Form Replacement	10.00
I.D. Card Replacement	5.00
Late Payment Fee	40.00
I.E. Late Registration Fee	50.00
Letters of Enrolment/ Registration	5.00
Records requiring research or for Litigation	20.00
Reinstatement Fee	15.00
Refund Fee	15.00
Returned Cheque	15.00
Transcript Official - first copy	5.00
- additional copies ordered at	
same time	2.00

* refundable if grade changed

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 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 registration, all fees are due by the 25th day of the month for the following month. (e.g., fees are due by October 25 for the month of November). Fines will be levied for late payment of fees.

Students with outstanding fees will be discontinued. Discontinued students who wish to be reinstated into the program must get permission from the department. These students will be charged a reinstatement fee in addition to the regular tuition fee and must come to the Office of the Registrar to re-register.

ADDITIONAL COSTS PER PROGRAM

Students entering training should have sufficient funds to cover expenses for the full program. A student attending classes and living at home normally would require funds to cover textbooks, transportation, supplies and specific costs required for the program. 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, e.g., for proper representation both within and outside the College, for socials and other association/student functions.

SPONSORED STUDENTS

Students receiving funds for training from Human Resources Development Canada (formerly CEIC), Employment Insurance Commission, Ministry of Social Services 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.

HUMAN RESOURCES DEVELOPMENT CANADA - TRAINING ASSISTANCE

There are two ways that your Human Resources Centre can help:

1. Income Support Only - if eligible for Employment Insurance benefits, applicants can apply to continue receiving these benefits while going to school. The student pays the course tuition fees and all other training related costs, and there is no assistance for daycare or commuting to and from the College. Sponsorship approval must be received prior to commencing training.
2. Cost Shared Support - if eligible for Employment Insurance the Human Resources Centre may cost share the

course costs and allow you to continue to collect your Employment Insurance benefits while attending training. If you meet the eligibility criteria you may also be able to receive assistance with daycare and commuting costs related to your training. Sponsorship approval must be received prior to commencing training.

Applicants should contact their local Human Resources Centre to attend a group information session on training. Applicants are encouraged to phone ahead to confirm the time and date of these information sessions.

REFUNDS

Students who withdraw from a course(s) or program may be entitled to a partial refund of tuition fees and must apply in writing to the Office of the Registrar for a refund. The date that written notification is received in the Office of the Registrar is the date used to determine the 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 the 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, 871-7045.

The following fees are not refundable:

- Student Association Fees (appeals for refunds should be directed to the Student Association Office)
- Graduation Fee
- Career Program Deposits
- Application Fees
- 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 \$15.00.

RETURNED CHEQUES

If cheques are not honoured where drawn, students will be immediately excluded from class. A charge will be levied on all cheques returned by the bank. Students who pay for tuition or other fees with cheques for which there are insufficient funds 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.

TAX RECEIPTS

T2202A Tuition and Education Credit forms are mailed once a year in February. Students must inform the Office of the Registrar of any change of address by January 31. There is a fee of \$10 for duplicate receipts.

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.

OUTSTANDING DEBTS

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

GRADING SYSTEM

Letter Grade	Grade Points	Description
A+	4.33	Distinguished
A	4.00	
A-	3.67	
B+	3.33	Above average
B	3.00	
B-	2.67	
C+	2.33	Average
C	2.00	
C-	1.67	
D	1.00	Minimum pass
F	0.00	Failing grade
N	0.00	Student has ceased to attend class and did not complete course requirements
W	N/A	Official withdrawal
RW	N/A	Required to withdraw
EX	N/A	Exempt
R	N/A	Audit/ non credit
NA	N/A	Grades not available at time of printing
S	N/A	Satisfactory
U	N/A	Unsatisfactory
Z	N/A	Anecdotal
I	N/A	Incomplete
IP	N/A	In progress
NG	N/A	No grades
@	N/A	Non-payment of fees

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 "EX" GRADE DESIGNATION

Many individuals enter VCC with previous work experience or schooling which may be equivalent to a course within a program. The responsibility for initiating the exemption process rests with the applicant by completing an Exemption Form and submitting it to the Department Head.

AUDIT "R" GRADE DESIGNATION

Students registered on an audit basis will receive a transcript with an "R" grade designation.

Note - Requests to convert from credit to audit status must be submitted in writing to the office of the Registrar before 1/8 of the course or program has elapsed.

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 student's 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 completion is two 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. The result is 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 Grade Point Average (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 the GPA:

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

GPA is 21.5 divided by 9.5 = 2.26

If a student has a grade point average of less than 2.00 for the prior level or has received an "F", "D", "U" grade, or negative anecdotal evaluation in a prerequisite course, the student 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.

Appeal requests must be received in the Office of Registrar no later than ten working days after the notification of final statement of grades. 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.

STATEMENT OF GRADES

Students 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 a name change or permanent mailing address occurs, students should 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.

POLICIES

AUDITING A COURSE OR PROGRAM

Auditors are students who have been granted permission in writing by a Department Head to attend classes in a course or program on the understanding that they may not participate in assignments or examinations. Such permission will be contingent upon seats in the course or program being available. Once the student has registered to audit a course or program, transferring to credit is not permissible. Likewise, a student who has registered for credit in a course or program may not transfer to audit.

Audited courses or programs will be reflected on the student's transcript with an "R" grade. The student may, in succeeding semesters, take any course or program for credit which has previously been audited.

Auditing students must present a signed "Permission to Audit Form" to the Office of the Registrar. Final permission to audit a course or program cannot be given until the number of credit students registered in the class is known.

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 achievement 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. Students must provide written authorization to VCC before information is released to external agencies, or specific individuals. 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 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.

APPEALS

VCC provides a number of formal procedures for students to seek resolution of disagreements. 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.

In addition to the admissions or final grade appeal procedures, students may appeal the interpretation of college policies or pursue other avenues of appeal. 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 and should submit appeals in writing with the form. The Registrar or the Dean of Student Services should be contacted for more information.

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). 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.

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, King Edward Campus
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 is charged for each ABE assessment, Reading \$15; Writing \$15; Mathematics \$15; Typing \$15; acceptable forms of payment are cash, Visa, Mastercard or Debitcard. Personal cheques are NOT accepted.

The assessments are NOT pass or fail examinations - they are assessments 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 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) and comprehension level (35 minutes).

WRITING ASSESSMENT (ONE HOUR)

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

MATHEMATICS ASSESSMENT (ONE HOUR)

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

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

ABE Assessments may only be written every four months.

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 one year.

ENGLISH AS A SECOND LANGUAGE ASSESSMENT

Students whose first language is not English will need an assessment of English language proficiency before they can register in ESL College Preparatory English, ESL English Language Skills or ESL Vocational classes. Students who were not born in Canada must provide proof of status such as a Student Visa, landed immigrant papers or a citizenship card. They will complete an assessment application form and pay a \$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 Beginner or Intermediate Placement Tests (approximately 1 1/2 hours). There is a non-refundable fee of \$15.00 (Cash, Visa, Mastercard or Debitcard). Personal cheques are not accepted. An appointment is necessary. Results are valid for one year.

ENGLISH LANGUAGE ASSESSMENT (ELA)

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

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

The English Language Assessment is approximately three 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 of \$20.00 due on the day of the test.

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

Results are valid for one 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 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 (ABE) Division at King Edward Campus. The College and Career Access (CCA) 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.

For further information on dates and times of testing, listen to the voice message by calling 443-8611.

PRIOR LEARNING ASSESSMENT

Vancouver Community College will soon be introducing Prior Learning Assessment (PLA). PLA is a process by which a student can be given College credit for learning in a non-formal setting. Examples of PLA are on the job training and/or skills and knowledge acquired through life or work experience. If successful, the student will be given College credit for prerequisites and/or courses in the program applied for. Not all programs at VCC are offering PLA credits. To find out more information about PLA, contact Counselling or the Prior Learning Assessment Coordinator.

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 VCC programs, t-shirts, greeting cards and candy. A buy back for used books is arranged by the Bookstore at the close of each term. The KEC Bookstore offers one of the most extensive collections of English as a Second Language resource materials in North America.

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, with extended hours during peak times.

Phone: 443-8363
Fax: 443-8617

The King Edward Campus Bookstore is located on Level 2, and is open as follows:

Monday	8:30 a.m. to 5:00 p.m.
Tuesday	8:30 a.m. to 5:00 p.m.
Wednesday	11:00 a.m. to 8:00 p.m.
Thursday	8:30 a.m. to 8:00 p.m.
Friday	8:30 a.m. to 5:00 p.m.
Saturday	10:00 a.m. to 2:00 p.m.

Summer Hours:

May 15 - August 30, Monday - Friday, 8:30 a.m. - 4:30 p.m.
Phone: 871-7333
Fax: 871-7311

CAFETERIA AND FOOD SERVICES

CITY CENTRE CAMPUS

The City Centre Cafeteria is located on the third level of the campus.

The many services available are:

- The Cafeteria is open from 7:00 a.m. to 7:30 p.m. and provides coffee service, breakfast, lunch and dinner, including full course meals prepared by Culinary Arts students.
- The Asian Service Counter offers luncheon service prepared by Asian Culinary Arts students.
- The Second Cup Cappuccino Bar, owned and operated by Vancouver Community College, provides some of the best coffee and cappuccino beverages in town.
- The Bakeshop is open from 9:00 a.m. to 8:00 p.m. and offers high quality products prepared by the Baking and Pastry Arts students.
- The Retail Meat Shop is open from 9:30 a.m. to 4:15 p.m., Monday to Thursday, and 9:30 a.m. to 3:30 p.m. on Friday, and offers products processed by Retail Meat students.
- Full service dining is offered in JJ's Restaurant and the Four Corners Restaurant; both are operated by students under the supervision of instructors.
- Vending machines are located on the main level of the College as well as in the Cafeteria and are accessible at all times while the campus is open.
- The Catering Department provides a wide range of catering services (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 or call Food Services at 443-8481.

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.

The Cafeteria serves hot breakfasts, lunches and dinners. Check the daily specials. The Cafeteria also provides a gourmet sandwich bar and fresh salad bar. For more information regarding the KEC or City Centre Cafeterias please call the Director of Food Services at 443-8486.

CONTINUING EDUCATION (CE)

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 CE.

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

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

CE 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.

CE 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

SERVICES

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, they provide a variety of services:

1. Group Information Sessions

Weekly information sessions are held at each campus to assist new applicants to the College. Students 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, students should 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 students 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 (GED) 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 students in choosing a career that fits with their personal values, interests and abilities.

4. Personal Counselling

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

5. Student Success Workshops

A variety of student success skills are taught 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

Vancouver Community College is committed to providing quality service to students with disabilities. This comprehensive service includes:

- Assistance with registration and admissions procedures
- Getting to know the 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
- Skills training in job search
- Personal and confidential counselling
- Referral to community resources

The campuses are wheelchair accessible.

Students should call:
Services to Students with Disabilities
Ron Kee, City Centre Campus:
443-8445 (TDD/TDY 443-8323)

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

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 three years of age. Staffed by preschool teachers, the centre is available for children of students, employees of the College and members of the community. Call 871-7407/7408 for information regarding the waiting list and enrolment procedures.

City Centre Campus does not have daycare facilities.

FINANCIAL AID DEPARTMENT

LOCATION AND TELEPHONE

KING EDWARD CAMPUS	CITY CENTRE CAMPUS
Phone: 871-7046	Phone: 443-8421
Fax: 871-7458	Fax: 443-8444

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.**

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 programs that are a minimum of 12 weeks in length. The assistance can be in the form of a Canada Student Loan, 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 for designated programs as determined by the Provincial Authority. Students intending to apply for B.C. Student Assistance should be aware that it will take approximately eight weeks to process a student loan application. **Students are expected to pay tuition fees from their own resources at the time of registration.**

Each applicant is encouraged to have a financial aid 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 cover the cost of tuition fees only. Due to the volume of applications, students are required to apply early and should contact the Financial Aid Office at least two months before registration. Since this is an annual grant, the College does not guarantee funding will be available or that all students who apply will receive assistance.

3. Work Study Program

The Work Study Program is available to full-time students only, whose financial need has not been met through the B.C. Student Assistance Program or ABESAP. Applications are available from the Financial Aid Office(s).

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 (PTSAP)

PTSAP 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. PTSAP assists such students with grants for tuition fees only.

FIRST NATIONS' STUDENTS

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

- increasing the participation, retention and success rates among First Nations' learners
- 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, TELEPHONE 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)

Nurse: 9:00 a.m. - 3:30 p.m. Monday to Friday

Nurse: 871-7187

Physician: 871-7186

King Edward Campus North

Second floor

Hours vary; 2 days per week

Nurse: 871-7439

EMERGENCY within the building: 4444

STAFF

Community Health Nurses

Physician

Psychologist

Psychiatrist

SERVICES

Each campus has a free health clinic staffed by a full-time community health nurse and a physician who spends two days at each campus. A psychiatrist and clinical psychologist are available at the College 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
- Nursing assessment, treatment and services
- Referrals to medical specialists, medical facilities, etc.
- Counselling for stress, anxiety and depression
- Vision and blood pressure testing
- Pregnancy tests
- STD tests and treatment
- Nutrition and weight control counselling
- Birth control methods
- Health information in various languages for ESL students (KEC)
- Sick room
- Tb screening
- Hepatitis A and B vaccines

FIRST AID SERVICE (KING EDWARD CAMPUS AND CITY CENTRE)

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 the injured person cannot reach Health Services, contact the on-call First Aid Attendant at Emergency 4444.

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

The First Aid Attendants hold Occupational First Aid Certificates.

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). Please consult the VCC Human Rights Policy and Procedures for further information.

INDIVIDUALIZED EDUCATION PROGRAM FOR ADULTS (IEPA)

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 specialized individual tutoring program to students with a documented learning disability.

Students remain in their regular classroom and attend IEPA for 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.

SERVICES

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 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 (available at KEC only)

LIBRARY

HOURS AND TELEPHONE 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 and Information	443-8339
Circulation	443-8340
Media	443-8341

TTY/TDD

(for the Deaf and 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.
Saturday	11:00 a.m. - 3:00 p.m.

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

Reference and Information	871-7326
Circulation	871-7322/7323
Media	871-7321

TTY/TDD

(for the Deaf and Hard of Hearing) 871-7325

SERVICES

Both Vancouver Community College campus Libraries provide collections consisting of books, newspapers, magazines, pamphlets, slides, audio-cassettes, films, videos, on-line databases 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 the 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 Vancouver Community College Libraries have a variety of materials available for all subjects taught at the College. The City Centre Library specializes in resources for business, health, technical and hospitality areas of study. King Edward Campus 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. Audiovisual equipment and help is available at each Library. Please ask for assistance at the Library's Media Desk.

4. Computer Catalogue

All books, magazines and audiovisual 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. Additionally, the catalogue provides access to various other library catalogues and periodical indexes through the Electronic Library Network. To access the Vancouver Community College's catalogue using a modem from a home or office computer dial 325-8973 (internal users dial local 5960). Computer settings are:

- Duplex - Full
- Baud Rate - Set for the highest speed of your modem
- Parity - None
- Data Bits - 8
- Stop Bits - 1
- Terminal Emulation - VT100

5. New Technologies

Both Libraries have CD-ROM workstations with access to several databases and multimedia encyclopaedias. These technologies offer an effective and entertaining way to search for information. Several indexes and some full text resources are also available through the Electronic Library Network option on our on-line computer catalogue.

6. Services for Special Needs Students

Students with special needs have access to specialized equipment and resources at both Vancouver Community College Libraries:

- Closed-captioned videos and video players with closed-caption decoders
- Access to a TTY/TDD and tape recorders/players
- Access to an Optolec device at the City Centre Campus Library and an Arkenstone reader at the King Edward Campus Library for visually impaired students
- Access to a large collection of talking books at the King Edward Campus Library

- Provision of a student aide (through the support of the Counselling Department) to assist special needs students at the King Edward Campus Library for a few hours per week

7. Other Library Services

- An efficient inter-library loan system that retrieves materials from other college and university libraries
- Tables and carrels located throughout both Libraries for student research and quiet study
- Access to photocopiers taking coins or cost-saving copy cards for sale at the circulation desk
- Computing facilities either in the City Centre Campus Library or in the adjacent student computer lab at the King Edward Campus Library
- A reserve collection for short term loan of materials in high demand
- A wide variety of materials for various reading levels

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

Student 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 is in effect at KEC Monday to Saturday from 7:00 a.m. to 10:00 p.m. year-round.

Anyone parking in the economy 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 the vehicle. The cost per day is \$1.50 or \$20.00 per month.

The parking lot located on the south side of 7th Avenue is also accessible to those who purchase a ticket from the coin/credit card dispenser. The cost per day is \$2.00 or \$30.00 per month.

In addition, short-term coin operated visitor parking is available on the north side of the receiving lot. The cost for short-term parking is \$.25 per 15 minutes.

Handicapped parking is available on the east side of the campus off Keith Drive. In order to park in this area, a valid SPARC tag must be displayed and a parking ticket must be purchased from the coin/credit card dispenser.

STUDENTS' ASSOCIATIONS

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' Associations 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

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.

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

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 September. Training takes place from October through December each year. For more information, contact the King Edward Campus Counselling Department.

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.

Continuing Education courses and services such as Library access are available at discounted rates to members of the Vancouver Community College Alumni Association.

As a community college, VCC 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.

VCC EDUCATIONAL FOUNDATION

For over ten years, the Vancouver Community College Educational Foundation has served as a vehicle to attract voluntary support for the College. The VCC Educational Foundation works to increase awareness of students and the significant impact they will have on the social, economic and business life of the community. Community involvement is essential to the development, maintenance and provision of educational programs that are both relevant and meaningful to today's student.

The Foundation plays a major role in attracting support from individuals, service groups, foundations and corporations to provide much needed scholarship and bursary funds. Their generous contributions help to ensure that VCC students have the opportunity to develop their full potential and reach their educational goals.

For more information, please call the VCC Educational Foundation at 871-7148.

PROGRAM INFORMATION - GENERAL

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

VCC provides educational opportunities for those who wish to:

- train or retrain for employment
- upgrade skills
- obtain a community college certificate in Adult Basic Education (ABE) or the Ministry of Education, Skills and Training ABE Provincial Diploma (Adult Grade 12)
- write the General Education Development (GED) tests
- complete a Grade 12 program
- upgrade in academic subjects
- learn English as a Second Language
- pursue careers in Technical Training, Trades, Music, Business, Hospitality and Health Sciences areas

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.

Except for returning students in some programs, admission to programs is on a "first-come, first-served" basis for applicants who meet all admission criteria. Admission to the Dental Hygiene, Dental Technician, Jewellery Art and Design, Computer Graphics and Denturist Programs is on a competitive selection basis.

ACCOUNTING

offered at City Centre Campus

Program Length: Twelve months
Starting: January, April, August
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 and 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, spreadsheets and database software will be integrated and applied to workplace problems.

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

PROGRAM CONTENT

Term One

Course 1499 Introduction to Word Processing
Course 7554 Communications 2
Course 1878 Business Mathematics
Course 8074 Bookkeeping - Introduction to Accounting 1
Course 7556 Bookkeeping - Introduction to Accounting 2
Course 1909 Accounting Computer Applications 1
Course 2950 Word Processing Applications 1
Course 7224 Human Relations
Course 7442 Introduction to Personal Computer Operating Systems

Term Two

Course 1561 Payroll and Payroll Legislation
Course 1804 Database Applications
Course 1877 Introduction to Spreadsheet Management
Course 2739 Accounting Computer Applications 2
Course 7358 General Business Law
Course 9030 Fundamental Accounting Principles 1

Term Three

Course 8086 Communications 3
Course 3295 Fundamental Accounting Principles 2
Course 3686 Accounting Computer Applications 3
Course 3687 Practicum
Course 3688 Accounting Computer Applications 4

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 Accountants' Association or the Society of Management Accountants and other educational institutes.

ADDITIONAL COSTS

Textbooks and supplies - approximately \$650

ACCOUNTING - ESL

offered at City Centre Campus

Program Length: Sixteen months
Starting: January
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. Minimum language proficiency is an Upper Advanced placement as set by the English Language Assessment from the Kind Edward Campus Assessment Department.

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 and 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, spreadsheets and database software will be integrated and applied to workplace problems.

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

Students will also improve their general language proficiency and develop the necessary vocabulary and grammar to enable them to function in an English-speaking work environment.

PROGRAM CONTENT

Term One

Course 7442 Introduction to Personal Computer Operating Systems
Course 1878 Business Mathematics
Course 8074 Bookkeeping - Introduction to Accounting 1
Course 7556 Bookkeeping - Introduction to Accounting 2
Course 1909 Accounting Computer Applications 1
Course 7554 Communications 2
* English Language Study

Term Two

Course 7224 Human Relations
Course 1877 Introduction to Spreadsheet Management
Course 1499 Introduction to Word Processing
Course 1561 Payroll and Payroll Legislation
Course 2950 Word Processing Applications 1
Course 1804 Database Applications
* English Language Study

Term Three

Course 9030 Fundamental Accounting Principles 1
Course 7358 General Business Law
Course 2739 Accounting Computer Applications 2
* English Language Study

Term Four

Course 3295 Fundamental Accounting Principles 2
Course 3686 Accounting Computer Application 3
Course 3687 Practicum
Course 8086 Communication 3
Course 3688 Accounting Computer Applications 4
* English Language Study

* Each term will also have an English Language Component.

ADDITIONAL COSTS

Textbooks and supplies - approximately \$650

ADMINISTRATIVE OFFICE ASSISTANT

offered at City Centre Campus

Program Length: Eight months
Starting: January, May and September
Certification: Certificate
Department Head: Roberta Collins

ADMISSION REQUIREMENTS

- Grade 12 Diploma or equivalent or Business Education Preparation Certificate
- Successful completion of a keyboarding skills course or experience with touch-typing method

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

Semester 1

Course 7224 Human Relations
Course 7115 Speed and Accuracy Development 1
or
Course 7553 Keyboarding Skills
Course 7554 Communication 2
Course 7442 Introduction to Personal Computer Operating Systems
Course 7555 Microcomputer Activities for the Office
Course 1499 Introduction to Word Processing
Course 2770 Electronic Transcription 1
Course 1565 Keyboarding Applications

Semester 2

Course 2871 Speed and Accuracy Development 2
Course 8086 Communication 3
Course 1877 Introduction to Spreadsheet Management
Course 2950 Word Processing Applications 1
Course 8087 Office Procedures
Course 8088 Office Simulation
Course 2876 Work Experience *
Course 8089 Word Processing Applications 2

* Two weeks on-the-job training in business and/or industry.

CAREER PROSPECTS

New technology is changing the role of an administrative office assistant 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

ADULT UPGRADING AND HIGH SCHOOL COMPLETION

Providing strong support for adult learners in a friendly college setting. Call the individual department telephone numbers listed for course and fee information.

WHY TAKE ABE COURSES AT VCC?

To earn credit for entrance to career, technical and university

programs; earn a grade 10, 11 or 12; prepare for career change; upgrade specific skills or topics; prepare for entry exams or prepare for the GED.

WHAT ARE MY CHOICES?

- Part-time OR full-time
- day, evening OR flexible schedule
- self-paced/personalized programs AND/OR term-based classroom instruction
- start Jan, May, July, Sept OR start any time

WHERE DO I GET MORE INFORMATION?

Free Information Sessions are held weekly at the KEC Counselling Centre (3rd Floor, 1155 E. Broadway): Tuesdays 10:00 am and Wednesdays 6:00 pm or call the telephone number for desired course/program listed below.

GRADES 1 - 8

Basic Education (KEC)

- Reading and Writing; Math (terms start Jan, May, Sept)
- For adults 18 years or older; ability to understand and speak English; interview with advisor needed
- Study in small friendly groups
- Low fees (Basic Education Grades 1-8 only)
- Call 871-7369 to make an appointment.

GRADES 9 - 12

SELF-PACED AND PERSONALIZED INSTRUCTION (KEC)

College and Career Access (CCA)

- CCA provides flexible, personalized upgrading for adults who prefer to learn at their own pace.
- Instruction is a combination of one-to-one tutoring, workshops, seminars, labs and group discussions.
- Start anytime and arrange a study schedule that fits your work and family commitments.
- Previous school records not required; assessments and diagnostics identify past learning.
- Study only what you need to meet your goals.
- For further information on assessments and to arrange an interview call: 871-7366

English (871-7365)

- English 9 - 12
- English Literature (Women's Studies) 12
- Reading and Study Skills
- Spelling
- Writing Skills

Math (871-7358)

- Academic Math 9 - 12
- Business and Consumer Math 9 - 11
- Math Skills (Personalized)
- Technical Math 11

Sciences (871-7358)

- Biology 11
- General Science 9 - 11
- Physics 11
- Science Skills (Personalized)

Social Sciences (871-7365)

- Social Science 10

Personalized Preparation (871-7366)

- Personalized, self-paced preparation for GED, LPI, Pharmacy Technical Assistant, Electronics, and Health Care Worker

GRADES 9 - 12

CLASSROOM-BASED INSTRUCTION (KEC)

College Foundations

College Foundations offers courses in classroom settings on a semester basis. Classroom learning is supported by fully equipped labs, seminars and tutorial assistance. Complete a full course in 4 months (one term) or in 8 months (two terms). Terms start Jan, May, July, Sept. Drop-in registration begins 2 months before the start of each term.

Schedule of Courses available at Admissions (4th Floor, KEC) or in Counselling, Room 3002, KEC.

English (871-7289)

- English 10 - 12
- Reading and Study Skills
- Writing Skills

Math (871-7294)

- Courses from basic math skills to algebra, trigonometry and calculus
- Math 9, 10, 11, 12
- Calculus 12

Sciences (871-7293)

- Biology 11 and 12
- Chemistry 11 and 12
- Physics 11 and 12

Social Sciences (871-7289)

- Canadian Studies 11
- Economics 12
- Geography 12
- History 12
- Psychology 12

Business (871-7376)

- Accounting 11 and 12
- Law 12
- Personal Finance

Computers (871-7376)

- Computer Keyboarding
- Computer Studies 11
- Computer Science 12
- Data Processing 12
- Word Processing

CERTIFICATE ELIGIBILITY

To be eligible for any certificate or the provincial diploma, students must earn at least 50% of the credit for that credential at Vancouver Community College. For example, a student wishing to receive the Advanced Certificate must earn at least 50% of the advanced credit at Vancouver Community College.

To obtain an ABE Certificate or Diploma, College and Career Access (CCA) and College Foundations (CF) 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 Vancouver Community College 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 obtain 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 PROVINCIAL DIPLOMA

(Grade 12)

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

PREREQUISITE

English at the Advanced Level or equivalent, or a Reading and Writing Assessment. Must have completed Mathematics at the Advanced Level or equivalent. These are minimum requirements; some post-secondary programs require completion of additional Advanced Level courses; some Provincial Level courses have Advanced Level prerequisites.

GRADUATION REQUIREMENTS

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 15, one of which must be academic:

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. Women's Studies - Literature 081
Women's Studies - Literature 091

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

** Options may be chosen from academic subjects at the Provincial Level or higher in the areas of Sciences, Languages, Humanities, Social Sciences, Mathematics and Computer Sciences.

ADULT BASIC EDUCATION COURSE LISTINGS

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

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

	COLLEGE FOUNDATIONS SEMESTER BASED CLASSROOM INSTRUCTION	COLLEGE AND CAREER ACCESS INDIVIDUALIZED SELF - PACED LEARNING
PROVINCIAL LEVEL (Grades 12)	Applied Accounting 082 Biology 083 and 093 Canadian Viewpoints 081 and 091 Chemistry 083 and 093 Computer Science 083 and 093 Select any two or four from this group:* Data Processing 083, 084 and 093 Word Processing 082 Economics 094 and 095 Literature 083 and 093 English 096 Geography 094 and 095 or 098 History 095 and 094 or 098 Law 092 and Finance 092 or Law 082 Psychology 081 and 091 Math 083 and 093 Math 096 and 097 Physics 083 and 093 Reading and Study Skills 097 Writing Skills 097 Literature 081 and 091	Women's Studies - Literature 081 and 091 English 081 and 091 Math 083 and 093 Math Skills 097 Reading and Study Skills 097 Writing Skills 097

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

ADULT BASIC EDUCATION (ABE) INTERMEDIATE PROGRAM FOR YOUTH

offered through King Edward Campus at Kiwassa Neighbourhood House

Program Length: Self-paced
Starting: Continuous intake from September through June
Certification: Statement of Completion or ABE Intermediate Certificate
Coordinator: Russell Porter, 253-5401, Local 42

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 any student who has been out of school for at least one year or who has a letter from their secondary school principal confirming the unavailability of a suitable program in the school system.

PROGRAM OVERVIEW

The ABE Intermediate Program for Youth is equivalent to the CCA 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 public education system
- Employment

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

- English
- Mathematics

- Science
- Social Science

The learning environment 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

Kiwassa Neighbourhood House
2425 Oxford Street
Telephone: 254-5401, Local 42

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 254-5401 and ask for Russell Porter.

ADULT UPGRADING FOR STUDENTS WITH DISABILITIES

See: • *Disabilities - Programs and Courses*, Page 63

JOB READINESS PROGRAMS

See: • *Basic Employment Skills Training (BEST)*, Page 43
• *Employment and Educational Access for Women (EEAW)*, Page 71

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 three weeks in length.
Starting: For a schedule of start dates, contact the Program Development Department at Vancouver Community College - King Edward Campus.
Certification: Diploma
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 various degrees including a Bachelor of Arts in Adult Education Degree offered by the University College of the Fraser Valley and

Open University. They are also transferrable to the University of Alberta Bachelor of Education (Adult Education Route) offered here in British Columbia. Students should contact the Program Development and Staff Training Department at VCC 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 (three week placement)

Option - Select one from a number of options including courses such as Effective Instructional Strategies with ESL Learners and Native Adult Learners, Co-operative Learning in Adult Education, and Gender and Diversity issues in Adult Education.

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 Department at VCC - King Edward Campus at 871-7488/7499 or Fax 871-7511.

ASIAN CULINARY ARTS

COOK TRAINING - CHINESE CUISINE

offered at City Centre Campus

Program Length: Six months
Starting: September
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 and 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 COSTS

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

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

- Graduation from an appropriate Career Preparation Program
or
- Relevant trades experience
or
- Mature Student status
or
- English 061 or 071 or Communications 12 or an ABE Reading Score of 60-88 or Reading and Study Skills 077 and
- Math 10 or Math 050 or Math 051 or 80% assessment score in basic Arithmetic

GENERAL ENTRY REQUIREMENTS

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

NOTE:

Students whose previous education was not in the English language will be required 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. Modern 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:

- Employ automotive body and collision repair welding techniques
- Describe the evolution of automobile bodies and identify autobody components and parts
- Identify and describe different shop tools and safety equipment of the autobody repair trade and use them safely

- Describe the characteristics of automotive fasteners and their typical uses in autobody repair procedures
- Describe and perform the various methods of fitting, adjusting, overhauling and installing autobody components
- Describe and employ sheet metal repair techniques
- Describe and employ the techniques of automotive frame repair
- Describe the characteristics of the automotive storage battery and its relationship to the electrical components of the automobile
- Employ refinishing techniques - describe and apply basic paint technology

Level II

- Use shop tools use and safety equipment of automotive body repair trade
- Fit and adjust panels in accordance with safety and manufacturers' standards
- Perform automotive electrical repairs related to collision damage
- Repair panels
- Repair minor collision damage
- Repair major collision damage
- Prepare vehicle for refinishing

FEES AND ADDITIONAL COSTS

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

Material fee \$20 per month; tool deposit \$25; overall deposit \$25; textbook \$85 (approximately)

The supplies required for this program:

- WCB 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 depending on quality and student preference.

AUTOMOTIVE GLASS TECHNICIAN

offered at King Edward Campus

Program Length: Four months
Starting: Contact Admissions
Certification: Certificate
Department Head: Pat Sproston

ADMISSION REQUIREMENTS

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

- Graduation from an appropriate Career Preparation Program
or
- Relevant trades experience
or
- Mature Student status
or
- English 061 or 071 or Communications 12 or an ABE Reading Score of 60-88 or Reading and Study Skills 077 and
- Math 10 or Math 050 or Math 051 or 80% assessment score in basic Arithmetic

GENERAL ENTRY REQUIREMENTS

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

NOTE:

Students whose previous education was not in the English language will be required 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 the 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 (WHMIS)

- 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 NAGS 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; overall deposit \$25; textbook \$50 (approximate)

The supplies required for this program:

- WCB approved boots
- Gloves
- Pocket knife
- Putty knife
- Charcoal respirator mask

Approximate cost of safety items is \$150 depending on quality and student preference.

AUTOMOTIVE PAINTING AND REFINISHING TECHNICIAN

offered at King Edward Campus

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

ADMISSION REQUIREMENTS

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

- Graduation from an appropriate Career Preparation Program
or
- Relevant trades experience
or
- Mature Student status
or

- English 061 or 071 or Communications 12 or an ABE Reading Score of 60-88 or Reading and Study Skills 077 and
- Math 10 or Math 050 or Math 051 or 80% assessment score in basic Arithmetic

GENERAL ENTRY REQUIREMENTS

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

NOTE:

Students whose previous education was not in the English language will be required 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; coverall deposit \$25; textbook \$85 (approximately).

The supplies required for this program:

- WCB approved boots
- Gloves
- Pocket knife
- Putty knife
- Charcoal respirator mask

Approximate cost of safety items is \$150 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

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

- Graduation from an appropriate Career Preparation Program or
- Relevant trades experience or
- Mature Student status or
- English 061 or 071 or Communications 12 or an ABE Reading Score of 60-88 or Reading and Study Skills 077 and
- Math 10 or Math 050 or Math 051 or 80% assessment score in basic Arithmetic

GENERAL ENTRY REQUIREMENTS

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

NOTE:

Students whose previous education was not in the English language will be required 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 paintshops and automotive detailers. Students develop skills in various technical areas including safety and Workplace Hazardous Materials Information Systems (WHMIS).

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 and technical shops, and includes work experience activities in industrial locations.

AUTOMOTIVE TECHNICIAN

offered at King Edward Campus

Program Length: Twelve months
Starting: January, April, September
Certification: Certificate
Department Head: Glen Johnston

ADMISSION REQUIREMENTS

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

- Graduation from an appropriate Career Preparation Program or
- Relevant trades experience or
- Mature Student status or
- English 061 or 071 or Communications 12 or an ABE Reading Score of 60-88 or Reading and Study Skills 077 and
- Math 10 or Math 050 or Math 051 or 80% assessment score in basic Arithmetic

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 coordination
- 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 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

The goal of this program is to develop skills to meet the challenges in service and repair of today's advanced automobiles. Since technological changes in the automotive industry require technicians to be more than general mechanics, 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:

- Brake, suspension and steering service and repair
- Engine service and repair
- Transmission and drive line service and repair
- Fuel and electronic system 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 the industry.

PROGRAM CONTENT

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

- Identify and describe the automotive sub-systems, their components, features of construction and principles of operation
- 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
- Describe the concepts and the methods of troubleshooting; select and apply appropriate, logical troubleshooting techniques; operate diagnostic and repair equipment on various automotive systems
- Perform procedures and tasks commonly required of employees in typical automotive repair shops
- Use generally recognized automotive trade skills and procedures
- Employ clean, safe and orderly work habits
- Identify, appraise and respond to job opportunities within the automotive industry

INSTRUCTIONAL METHODS

Instructional strategies are designed to simulate actual 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, audiovisual presentations and some individualized learning units. Students work either individually or in teams or small groups. They 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 (refundable); textbooks \$150 (approximately)
- WCB approved work boots \$85; WCB approved safety glasses \$20; WCB approved prescription glasses
- Students are required to provide their own set of basic hand tools

GRADING POLICY

For successful completion of the Auto Technician Program 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 cooperating to bring a Bachelor of Education (Adult Education Route) to British Columbia. This four-year degree program came about as a result of adult

educators requesting university credit for the Provincial Instructor Diploma Program and their trades or technology training and experience.

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

Component 1

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

Component 2

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

Component 3

Consists of 10 University of Alberta Adult Education courses delivered in British Columbia.

Component 4

Consists of 10 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 Department at VCC - King Edward Campus at 871-7488/7499 or Fax 871-7511.

BAKING AND PASTRY APPRENTICE

offered at City Centre Campus

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 AND PASTRY ARTS

offered at City Centre Campus

Program Length: Ten months
 Starting: September, January, 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 7454 Varieties of Hard and Soft Rolls
- Course 7455 Sweet Yeast and Doughnut Dough Products
- Course 7456 Danish Pastry and Croissant Dough
- Course 1013 Theory of Baking and Demonstration 1
- Course 7457 Breads
- Course 7458 Oven

Level 2 - 12 weeks

- Course 2014 Theory of Baking and Demonstration 2
- Course 3792 Puff Pastry
- Course 3793 Cakes
- Course 3794 Pies, Savoury Products, and Quick Breads
- Course 3795 Tarts, Cookies, and Squares
- Course 7458 Oven

Level 3 - 16 weeks

- Course 3007 Theory of Baking and Demonstration 3
- Course 4354 Cake Mixing and Oven
- Course 4349 Dessert Cakes
- Course 4350 Birthday and Special Occasion Cakes
- Course 4351 Wedding Cakes
- Course 4352 French Pastries
- Course 4353 Chocolates

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 ARTS (ESL)

offered at City Centre Campus

Program Length: Ten 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 and Croissants
- Course 7136 Sweet Dough and 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 and Squares
- Course 2896 Pastries
- Course 2897 Theory
- Course 2898 Oven Work 2

Course 2857 English Language Training
Course 2899 Practicum and Job Search Skills

Level 3

Course 3007 Theory of Baking and Demonstration 3
Course 4354 Cake Baking
Course 4349 Cake Decorating
Course 4352 French Pastries
Course 4353 Chocolates

CAREER PROSPECTS

Employment opportunities as a baker 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 Campus

Program Length: One to four months depending on specialty selected

Starting: Continuously

Certification: None

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 speciality. 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 TQ for Baking Certificate

CAREER PROSPECTS

Graduates may obtain employment as baker's 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 EDUCATION

offered at King Edward Campus and other community locations

Program Length: Semester-based

Starting: January, May, July, September and continuous intake

Certification: Certificate

Department Head: Vicky Hallett

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 easily so that they can work in a class with other English speaking students.

PROGRAM OVERVIEW

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

PROGRAM CONTENT

English 031
Mathematics 031

HOURS (seminars are included in these hours)

Day Classes - Monday to Thursday

English - 18 hours per week

Mathematics - Six hours per week

Evening Classes - Monday to Thursday

English - Six hours per week

Mathematics - Six hours per week

INSTRUCTIONAL METHODS

Students work in small classes with other adults at the same skill level.

OTHER BASIC EDUCATION CLASS LOCATIONS

- First United Church
320 East Hastings Street, Telephone 681-8365
English and Mathematics
Monday - Thursday 10 hours per week, afternoons
- Mt. Pleasant Neighbourhood House
800 East Broadway, Telephone 879-8208
English and Mathematics
Monday - Thursday 10 hours per week, mornings
- Vancouver Public Library Central Branch
350 W. Georgia, Telephone 331-3600
English and Mathematics
Tues., Wed., Thurs. 10 hours per week, afternoon & evening

ASSESSMENTS

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

ADDITIONAL INFORMATION

To make an appointment for an interview or to obtain more information, phone the Basic Education Department, 871-7371 or leave a message. For program information, call 871-7500 or 871-7369.

BASIC EMPLOYMENT SKILLS TRAINING (BEST)

offered at King Edward Campus

Program Length: Three months

Starting: April, September, January

Certification: Statement of Completion

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 or educational upgrading.

The objectives of the program are:

- To assess the student's personality, strengths, weaknesses, skills, interests and goals, and to develop a realistic and appropriate career plan
- 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 training opportunities
- To assess and develop positive life skills and attitudes including self-confidence, communication skills, self-responsibility, cooperation and goal setting
- To help prepare and organize the student in the development of employment skills, such as interview skills, resume preparation, research skills, computer use, job search, application forms and cover letters

REGISTRATION

Potential students may be referred through community agencies such as Human Resources Development Canada, Ministry of Social Services and Ministry of Education, Skills and Training. 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, call 871-7341. To be waitlisted, phone 871-7033.

BUILDING SERVICE WORKER

offered at City Centre Campus

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 become proficient 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 Workplace Hazardous Materials Information System (WHMIS) and 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 7341 Hospital Cleaning Procedures
Course 2604 General Housekeeping
Course 7342 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 3752 Carpet Construction and Cleaning Equipment
Course 3477 Carpet Cleaning (Practical)

CAREER PROSPECTS

Graduates of the Building Service Worker Program may find employment in health care facilities, plants, school boards, residential complexes and shopping centres. 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 Campus

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 (ESL) Building Service Worker Program is designed for students who need extra ESL training in order to obtain the Building Service Worker Certificate.

The program is five months long and includes training in ESL 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 Campus, and ESL skills by an instructor from the ESL Vocational Department, King Edward Campus.

Students are initially taught skills and techniques in the building service worker practice area, and are then given work assignments throughout the campus to reinforce these skills.

Safety Requirements: Janitorial work shoes (non-slip soles)
Dress: Comfortable, neat work clothing

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 health care facilities, school boards, hotels, residential complexes and shopping centres. Large cleaning firms are looking for trained employees and some of our graduates start their own businesses.

ADDITIONAL COSTS

Supplies - approximately \$100

BUILDING SERVICE WORKER (EXTENDED)

offered at City Centre Campus

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 at an acceptable level is required
- 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 I
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 II
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: Ed Wakulchik

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

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

CAREER AWARENESS

offered at City Centre Campus

Program Length: Ten months
Starting: September
Certification: Certificate
Department Head: Wayne McNiven

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 activities and 15 weeks of supervised community work experiences matched to the student's interests and abilities.

PROGRAM CONTENT

- Course 7534 Career Exploration
- Course 1884 Grooming and Hygiene
- Course 1341 Communication Skills
- Course 7535 Employee Behaviours
- Course 1885 Safety
- Course 2924 Interview Skills
- Course 7536 Work Experience 1
- Course 7537 Legal and Human Rights
- Course 7538 Assertiveness
- Course 7539 Harassment
- Course 2888 Work Experience II
- Course 2712 Vocational Finances
- Course 2713 Time Management
- Course 2711 Stress Management
- Course 2889 Work Experience III
- Course 2885 Decision Making
- Course 3564 Community Resources
- Course 7542 Job Search
- Course 2890 Work Experience IV

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.

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 one 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 behavioural problems. Caring, management and communication with persons who have Alzheimer's disease, Organic Brain Syndrome, Schizophrenia, Trauma or 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
- Course 1902 Mentally Fragile Elderly 2
- Course 1687 Resident-Oriented Nursing Skills Theory
- Course 1688 Resident-Oriented Nursing Skills Practicum

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 \$50

COLLEGE AND CAREER ACCESS (CCA)

offered at King Edward Campus

Program Length: Self-paced
Starting: Continuous Intake
Certification: Courses for individual credit, certificate or diploma

Department Head: Barbara Ash, 871-7362
Math and Science Coordinator: Peter Herd, 871-7358
English and Social Science Coordinator: Ted Hougham, 871-7365

PROGRAM OVERVIEW

CCA 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 CCA 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 College and Kwantlen College
- 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
- Prepare for Vancouver Community College programs such as:
 - Pharmacy Technician
 - Practical Nursing
 - Electronics
- Meet job or union requirements
- Gain confidence and personal growth

CCA offers a combination of individualized and group instruction on a self-paced basis to full - and part-time students. 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 goals, and time available for learning. When appropriate, student assignments are chosen with a consideration for career goals.

It should be noted that certain CCA Advanced Level courses as well as the CCA Advanced Certificate (formerly BTSD 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: ESL students wishing to register in any CCA English course must have completed English 059 or achieve a score of 127 or higher on the English Language Assessment.

ESL students wishing to register in any CCA Mathematics, Physics or General Science course must be at the Upper Intermediate Level of English or higher. ESL students wishing to register in CCA Biology must have completed English 059.

FEES AND ADDITIONAL COSTS

Fees for College and Career Access are included in the current fee schedule. Part-time fees are prorated. Sponsorship may be available to eligible students (for example: Ministry of Education, Skills and Training, Human Resources Development 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.

COLLEGE AND CAREER ACCESS - ENGLISH

Areas of study:

Reading, Research and Reference, Academic Writing, Applied Writing, Grammar, Spelling, Oral Skills, Study Skills, Vocabulary, Critical Thinking and Media Literacy.

CREDIT COURSES

The English Department offers credit courses from the 041 to the 091 levels (grades 9-12). Using college and class assessments, instructors place students in the appropriate level, and the students work through a series of assignments, workshops and tests to achieve college credit.

English 041/051
English 061/071
English 081/091

PERSONALIZED COURSES

Personalized skills courses are also available. With the student, the instructors design course packages and assignments that lead toward an increase in skills and confidence so that the student might successfully meet personal or academic goals.

Reading and Study Skills 057
Reading and Study Skills 077
Reading and Study Skills 097
Spelling 077
Writing Skills 057
Writing Skills 077
Writing Skills 097

COLLEGE AND CAREER ACCESS - LITERATURE

The English Department offers Women's Studies, Literature 081/091. West Coast Women's Literature is a Provincial (grade 12) literature course.

Women's Literature 081/091

COLLEGE AND CAREER ACCESS - MATHEMATICS

The mathematics department offers a wide range of upgrading opportunities for students who wish to develop their skills or achieve a grade 9 to 12. Courses range from basic foundations for those students who have never studied academic mathematics or lack a good skill foundation to basic trigonometry and calculus for those who are BCIT or university bound. Courses in Algebra, Technical mathematics and Business and Consumer Mathematics are available.

COURSES OFFERED

Mathematics 050
Mathematics 051
Mathematics 052
Mathematics 053
Mathematics 061
Mathematics 071

Mathematics 062
Mathematics 072
Mathematics 063
Mathematics 073
Mathematics 083
Mathematics 093
Mathematics Skills 057
Mathematics Skills 077
Mathematics Skills 097

COLLEGE AND CAREER ACCESS - SCIENCES

The science department offers a range of upgrading opportunities for students who wish to develop their skills or complete a grade 9 to 11 level course. Skill courses may be tailored to meet specific student needs. Courses are offered in general science, biology and physics.

COURSES OFFERED

Biology 061
Biology 071
General Science 051
General Science 061
General Science 071
Physics 061
Physics 071
Science Skills 057
Science Skills 077

COLLEGE AND CAREER ACCESS - SOCIAL SCIENCES

CREDIT COURSES

The Social Science Department offers Intermediate Social Studies (grade 9-10) as a self-paced credit course. Other courses may be available upon request as "Guided Independent Study".

Social Science 051
Guided Independent Study

SKILLS COURSES

The Social Science Department will design personalized skills courses in the field of Social Sciences to help students meet their academic and personal needs.

Social Science Skills 057

GENERAL EDUCATION DEVELOPMENT (GED) 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 CCA 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. CCA instructors will design flexible, personalized upgrading programs to meet these needs.

COLLEGE FOUNDATIONS (CF)

Program Length: Depends on program
Starting: September, January, May
Certification: Courses for individual credit, certificates or diploma
Associate Dean: Jean Cockell

PROGRAM OVERVIEW

This program is offered through four departments:

- Business and Computer Studies
- Humanities (English and 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. For most grade level equivalencies, two half courses are required.

DOCUMENTATION AND ASSESSMENTS

Students are expected to produce transcripts or previous school records at the time of application and/or registration. Those whose documents are unavailable may be required

to take the appropriate assessments. It is important to realize that the assessments are NOT examinations. The assessment results will be 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 semester, with classes either in the day or in the evening. Regular attendance is essential. Arrangements can be made with instructors for shift workers to alternate between day and evening classes. Each course consists of four hours per week of class instruction and two hours per week of seminar/labs. Some courses are offered intensively for two months at eight hours per week of class instruction and four hours per week of seminar/labs, particularly in the summer semester which has two terms, May-June and July-August. Please check the semester schedule.

EVALUATION AND EXAMINATIONS

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. In order to receive course credit, each student is required to write the final examination for each course taken. Examinations are written during the last class sessions. 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 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.

PROGRAM PLANNING

Prospective students should first attend an ABE information session in the Counselling Centre at King Edward Campus. Contact the Counselling receptionist at 871-7191 for details.

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 Bookstore, Room 2028. Students should check with their instructors before purchasing textbooks.

COLLEGE FOUNDATIONS - BUSINESS AND COMPUTER STUDIES

offered at King Edward Campus

Department Head: Frank Fornelli, 871-7376

DEPARTMENT OVERVIEW

The Business and 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.

COURSES OFFERED

Accounting 062
Accounting 072
Applied Accounting 082
Computer Keyboarding 042
Computer Keyboarding 062
Computer Keyboarding 072

Computer Studies 043
Computer Studies 063
Computer Studies 073
Computer Science 083
Computer Science 093
Data Processing 083
Data Processing 084
Data Processing 093
Finance 092
Law 082
Law 092
Word Processing 082

COLLEGE FOUNDATIONS - HUMANITIES (ENGLISH AND SOCIAL SCIENCES)

offered at King Edward Campus

Department Head: Joan Rike, 871-7289

DEPARTMENT 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, Geography, History, Literature, Psychology, Reading and Study Skills and Writing Skills.

N.B. Students attend four lecture hours and two seminar hours per course per week. Many courses have 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 economic events and economic policy issues. Students receive the added benefit of participating in state-of-the-art, computer-assisted learning.

COURSES OFFERED

Economics 094
Economics 095

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 minimum grade of C+. Students who do not meet these requirements must see the Department Head for assessment advice.

Students who do not meet their requirements or have taken Communications 11 or 12 must take an assessment test and/or see the Department Head for advice.

COURSES OFFERED

Canadian Viewpoints 081 and 091
English 041 and 051
English 061 and 071
English 096
Literature 083 and 093
Reading and Study Skills 057
Reading and Study Skills 077
Reading and Study Skills 097
Writing Skills 077
Writing Skills 097

GEOGRAPHY

Geography provides an 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.

COURSES OFFERED

Geography 094
Geography 095
Geography 098

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.

COURSES OFFERED

History 094
History 095
History 098

MUSIC

Basic Music Theory 003

PSYCHOLOGY

Psychology 081 and 091

COLLEGE FOUNDATIONS - MATHEMATICS

offered at King Edward Campus

Department Head: Ruth Behnke, 871-7294

PROGRAM OVERVIEW

The mathematics department offers a variety of courses for upgrading or credit, ranging from basic mathematics skills to introductory calculus. The goal of the department is to enable adult students to be successful in obtaining the mathematics skills and knowledge they require as quickly as possible. To achieve this goal, new students must enter the course appropriate to their background. It is recommended that students who have not taken mathematics for the previous three years see a faculty advisor and/or take the appropriate assessment to determine course placement. Students who need detailed instruction in basic arithmetic (whole numbers, fractions, decimals, and percents) should consider taking Mathematics 031, offered through the Basic Education Department. ESL students must be at the Upper Intermediate Level of English or higher.

Courses offered in double block classes (two 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.

COURSES OFFERED

Mathematics 050
Mathematics 051
Mathematics 061
Mathematics 071
Mathematics 083
Mathematics 093
Mathematics 096
Mathematics 097

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. We relate theory to application to theory. Students learn through lectures, laboratory sessions, classroom discussions and field trips. ESL students must have completed the ESL Advanced Level Chemistry and Physics, and the English 059 Level for Biology.

SCIENCE

COURSES OFFERED

Science 051

BIOLOGY

COURSES OFFERED

Biology 061
Biology 071
Biology 083
Biology 093

CHEMISTRY

COURSES OFFERED

Chemistry 061
Chemistry 071
Chemistry 083
Chemistry 093

PHYSICS

COURSES OFFERED

Physics 061
Physics 071
Physics 083
Physics 093

COMMUNITY AND CAREER EDUCATION - PART-TIME

offered at City Centre Campus

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

Starting: Varied times
Certification: Not applicable
Department Head: Wayne McNiven

ADMISSION REQUIREMENTS

- Interview with an instructor and 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 (Six hours a week)
You and Your Community (Six hours a week)
Knowing Yourself: You and Your Relationships (Six hours a week)
Introduction to Microcomputers (Ten hours a week)
Managing Your Money (Six hours a week)

The courses take into account the needs of the individual and the benefits of group involvement and peer instruction. Audio-visual materials are used extensively. Students are also involved in role plays, demonstrations, hands-on experience, group discussions and field trips.

COMPUTER APPLICATIONS SUPPORT SPECIALIST

offered at City Centre Campus

Program Length: Twelve months
Starting: January, end of April, end of August
Certification: Certificate
Department Head: Brock Elliott

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 CASS 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, database, 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 and hardware maintenance.

PROGRAM CONTENT

Term 1

Course 1898 Fundamental Accounting Principles
Course 1499 Introduction to Word Processing
Course 1877 Introduction to Spreadsheet Management
Course 2726 Introduction to dBase
Course 3804 Introduction to Computers
Course 7442 Introduction to Personal Computer Operating Systems

Term 2

Course 2727 Advanced Business Applications
Course 2728 Data Base Programming
Course 3782 Systems Analysis
Course 3783 Introduction to C Programming
Course 3805 Productivity Enhancements

Term 3

Course 3571 Data Communications
Course 4263 Networking
Course 4264 User Support and Training
Course 4265 Practicum
Course 7443 Hardware and Installation

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies - approximately \$650

COMPUTER GRAPHICS

offered at City Centre Campus

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
Course 7179 Scanning Techniques
Course 7395 Digital Drawing
Course 2802 3D Modelling

Spring Semester

Course 7220 Desktop Publishing
Course 7393 2D Animation
Course 2804 Portfolio Completion

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 (black and white 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 Campus

Program Length: Ten months
Starting: Contact Admissions for schedule
Certification: Certificate
Department Head: Gabriel Ferron
Assistant Department Head: Ian Smith

ADMISSION REQUIREMENTS (UNDER REVIEW)

- Completion of Lower Intermediate Level or higher as tested at Vancouver Community College - King Edward Campus
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest x-ray report

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, the program includes training in ESL 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 ESL Department at King Edward Campus.

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 5096 Elementary Kitchen Management and Health Care
Course 5097 Stocks, Sauces and Soups 2
Course 5098 Cold Kitchen 2
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

ESL

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. The rapidly expanding hospitality industry is always looking for trained employees in the cooking field.

ADDITIONAL COSTS

Textbooks and supplies - approximately \$300; uniform deposit - \$60; laundry fee - \$100

CULINARY ARTS

offered at City Centre Campus

Program Length: Twelve months
Starting: Monthly

Certification: Certificate
Department Head: Gabriel Ferron
Assistant Department Head: Ian Smith

ADMISSION REQUIREMENTS (UNDER REVIEW)

- 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 four-month or eight-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 1
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 5096 Elementary Kitchen Management and Health Care
Course 5097 Stocks, Sauces and Soups 2
Course 5098 Cold Kitchen 2
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 3699 Entrees, Sauces, Meats, Poultry and Game
Course 3700 Entrees, Seafood and Shellfish
Course 3701 Hors d'oeuvres, Soups and Salads
Course 3702 Desserts and Sauces
Course 3796 Dining Room Service Procedures
Course 3797 Alcoholic Beverage Service
Course 3798 Kitchen Management and Nutrition 2
Course 7474 Vegetable, Starches and Soups 1
Course 7475 Entrees and Sauces 1
Course 7476 Cold Kitchen, Buffet Preparation
Course 7477 Baking and Desserts 3
Course 7478 Vegetables, Starches and Soups 2
Course 7479 Entrees and Sauces 2
Course 7480 Cold Kitchen 3
Course 7481 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 Campus

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 \$300

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

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

DEAF AND HARD OF HEARING ADULT PROGRAMS

offered at King Edward Campus

Program Length: Self-paced (September to June)

Starting: Continuous intake - September, January, April

Certification: No certification issued

Coordinator: Leonor Vlug, 871-7341 (TTY); 871-7342 (voice mail only); 871-7100 (FAX)

ADMISSION REQUIREMENTS

- Deaf or hard of hearing adults
- Eighteen years of age or older; or out of school for at least one year or more
- Ability to communicate independently in one or more of the following:
 - spoken or written English, American Sign Language (ASL) or another sign language
- An interview with the Program Coordinator
- An assessment may be required

RECOMMENDED CHARACTERISTICS

Applicants must be able to:

- Work independently in a self-paced or group setting
- Demonstrate an ability to understand and follow directions
- Have fundamental literacy skills (recognition of written alphabet and numbers, own name, address, phone numbers and other personal information)
- Work with program instructors to plan their own short- and long-term goals

PROGRAM OVERVIEW

The Program for 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 and literacy skills to enhance employment and/or independent living opportunities
- Special classes or workshops in relevant subjects

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; American Sign Language; and written communication skills.

Instructors will develop Individualized Adult Education Plans (IAEP) for their students. Periodic evaluations will include two month and four month reports from instructor, meeting with students and adjustment of IAEP if needed. Students will receive end of term reports in December and June.

An interpreter/instructional aide is available for students within program hours.

Special evening courses may be offered. (See Speech Reading Course listing in Calendar).

REGISTRATION

While registration is continuous, a September, January or April start date is preferred. Mid-term admission is possible if space permits. Applicants may contact the Program Coordinator directly or be referred by the Counselling Department.

- Applicants must have an interview with the Coordinator
- An assessment may be required
- Applicants for the September term must complete arrangements by the previous June
- Full-time tuition is based upon 30 hours per week, with fees prorated at 24, 18 and 12 hours per week

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 also available through the Office of the Registrar.

SPEECH READING

Course Length: 12 weeks, 2 1/2 hours, once a week
Starting: September, January, April
Certification: Statement of Completion
Coordinator: Leonor Vlug, 871-7341 (TTY); 871-7342 (voice mail only); 871-7100 (FAX)

ADMISSION REQUIREMENTS

- Deaf or hard of hearing individuals. Hard of hearing

- applicants will be given priority (Family members/friends welcome to register with applicant)
- Eighteen years of age or over, or out of school for one year or more
- Good knowledge of oral English (both native speakers and ESL adults welcome)
- Reasonably intelligible speech (able to be understood by another person by hearing alone)
- Applicant must meet the Program Coordinator and receive a Permission to Register Form

COURSE CONTENT

This course presents the basics of speech reading (lip reading) to help students develop skills in understanding what people say by combining what they can see with what they can hear and what they know about the conversation. Each week, the lessons will include drills, structured exercises, videotaped lessons, conversational practice and speech reading strategies. Students will have the opportunity to discuss various aspects of living with a hearing loss.

The course is taught orally in small groups (maximum eight students in class), with various audio-visual materials. Handouts and readings are provided. One-to-one and group conversation is practiced. Course outlines are given at the beginning of the term, and may be modified to suit group needs. Because of the variation in skill level among the students, learning objectives will be personalized for each student.

A Statement of Completion will be given at the end of term.

ADDITIONAL INFORMATION

Please contact L. Vlug, Coordinator, Programs for Deaf and Hard of Hearing Adults for information or to be put on the waitlist. Information about fees, registration dates and class times is also available through the Office of the Registrar.

DENTAL ASSISTING

offered at City Centre Campus

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

ADMISSION REQUIREMENTS

- Grade 12 diploma or equivalent including Biology 11 (a Human Biology course is recommended. This would be Grade 12 Biology or a post-secondary Biology. Contact the Counselling Department for those post-secondary courses that are available)
- Successful completion of a language assessment approved by City Centre Campus

- Completion of a medical questionnaire and submission of a negative Tb skin test or chest x-ray report
- Documentation indicating a minimum of 20 hours of recent observation in a dental office. This observation should take place after formal application to the program has been made
- Criminal record search* (This is valid for one year only. Therefore, it is recommended that candidates do not have this search done until they are notified to do so by the Admissions Department)

The Dental Assisting Program places students on practicum in dental offices and agencies providing dental services. 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 once it has been indicated by the College's Admissions Department that a seat may be available for them in the next Dental Assisting Class. 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 accepted to the program will be responsible for any costs incurred in the criminal record search.

The College of Dental Surgeons of British Columbia may not register or license any individual who has been convicted of an indictable offense. Applicants who have had any criminal convictions should seek advice from the College Registrar or from the Deputy Registrar for Certified Dental Assistants at the College of Dental Surgeons of British Columbia before making application for formal admission to the program.

RECOMMENDATIONS

All applicants should attend the Dental Assisting Program Information Session which is held in the spring of each year.

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 speciality dental practice aspects.

PROGRAM CONTENT

Semester I

Course 7324 Preparation Theory I
Course 7325 Patient Assessment Theory I
Course 7326 Planning, Implementation and Evaluation Theory I
Course 7327 Clinical Practice I

Semester II

Course 2991 Preparation Theory II
Course 2992 Patient Assessment Theory II
Course 2993 Planning, Implementation and Evaluation Theory II
Course 2994 Clinical Practice II

Semester III

Course 3740 Preparation Theory III
Course 3741 Patient Assessment Theory III
Course 3742 Planning, Implementation and Evaluation Theory III
Course 3743 Clinical Practice III

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 \$1600

Material fee - \$100

DENTAL HYGIENE

offered at City Centre Campus

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 GPA of 3.0 (70%) (B)

grade: English, Biology, Chemistry, Psychology and an elective. Applicants are advised to ensure that all academic work undertaken at a community college is transferable to a B.C. university and constitutes a complete university academic year (two semesters). Where the academic standing of applicants who have completed second, third or fourth year courses in the required subject(s) is higher than that of the first year courses, the higher grades will be considered

(NOTE: Completion of a Certified Dental Assistant Program is not equivalent to first year university. All applicants must complete the five prerequisite courses.)

- Applicants must possess a level of English proficiency sufficient to support studies in the Dental Hygiene program. An English Language Assessment may be required of applicants for whom English is a second language
- The 40 applicants with the highest GPA will be required to participate in a structured personal interview
- Upon acceptance, completion of a medical questionnaire and submission of a negative Tb skin test or chest x-ray report
- Upon acceptance, a current "C" certification in BCLS is also required. Courses which lead to this certification can be accessed through St. John Ambulance, the Canadian Red Cross and other community certification programs

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 and 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).

"The program goals reflect the faculty's input and integrate the work of the American Association of Dental Schools Standing Committee of Dental Hygiene Directors." (Report of the Task Force on Dental Hygiene Education 1991.)

Graduates of this program will have acquired the knowledge, skills and attitudes to:

- Apply the dental hygiene process of care model to serve individuals, families, groups and communities

- Integrate theoretical, research, and empirical knowledge from dental hygiene, scientific and humanistic disciplines into the practice situation
- Serve in the roles designed to meet the health needs of a variety of individuals and populations in a changing society
- Accept responsibility and accountability for the evaluation of their dental hygiene interventions
- Evaluate and apply research findings to the various dental hygiene roles
- Collaborate with other health care providers and the public in promoting the health and well being of individuals and society
- Incorporate ethical, moral and legal values into the roles of the dental hygienist
- Innovate forever-changing health care delivery systems and concepts
- Integrate the team concept to provide the highest quality care for all patients and populations
- Participate in lifelong learning, continuing education programs and degree programs as appropriate
- Remain current in dental hygiene issues and technologies
- Participate in self-regulation of the profession
- Integrate self-management strategies

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 is emphasized throughout the program, both within the dental and the general health care setting.

There is a heavy focus on basic sciences, dental hygiene science and behavioural sciences in the first year of the program. The second year builds upon the knowledge and skills of the first year and introduces more advanced community and patient care concepts.

The school week consists of 30 hours of instructional activities scheduled between 9:00 a.m. to 5:00 p.m. Occasionally, instructional activities may be scheduled on weekends. Some clinical time (up to two months) may occur between 5:00 p.m. and 9:00 p.m. Students should plan to review, study and complete assignments for approximately three to four hours per night. In addition, weekend time will also be needed to manage course work. The actual time required will vary from student to student.

The Dental Hygiene curriculum is based on the assumption that the student has current knowledge in the prerequisite

subject areas. If your prerequisite courses were taken more than five years ago, we strongly recommend that you review current concepts in Biology and Chemistry to ensure that your knowledge base will complement the program curriculum. This can be accomplished by reading current reference texts, auditing courses or becoming involved in self-directed educational courses such as those provided by the Open Learning Agency.

PROGRAM CONTENT

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

Level 1

Course 1707 Anatomy and Physiology I
 Course 7315 Preclinical Dental Hygiene
 Course 7316 Professionalism and Communication
 Course 1864 Histology and Embryology
 Course 1865 Dental Anatomy

Level 2

Course 2592 Anatomy and Physiology II
 Course 2814 Preventive Dentistry
 Course 2815 Biochemistry
 Course 2692 Periodontics I
 Course 2595 Patient Care I
 Course 2817 Clinical Practice I
 Course 2695 Biomaterials I

Level 3

Course 3546 Microbiology
 Course 3622 Patient Care II
 Course 3623 Clinical Practice II
 Course 3548 Oral Pathology I
 Course 3549 Radiology I
 Course 3744 Pharmacology I
 Course 3551 Biomaterials II

Level 4

Course 4245 Pharmacology II
 Course 4246 Periodontics II
 Course 4288 Patient Care III
 Course 4289 Clinical Practical III
 Course 4248 Community Dental Health I
 Course 4249 Dental Specialties

Level 5

Course 5092 Patient Care IV
 Course 5093 Clinical Practice IV
 Course 5075 Radiology II
 Course 5076 Community Dental Health II
 Course 5077 Professional Issues I

Level 6

Course 6043 Oral Pathology II
 Course 6060 Patient Care V
 Course 6061 Clinical Practice V
 Course 6045 Professional Issues II
 Course 6039 Community Dental Health III

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 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. Specific additional requirements may be necessary depending on the licensing authority. Inquiries concerning registration and licensure in B.C. may be directed to the Registrar, College of Dental Hygienists of B.C. at 1-800-778-8277.

Opportunities for employment exist in general and specialty dental practices throughout the province. Additional employment opportunities exist in public health agencies, hospital dental clinics, related private industry, community colleges and universities with dental faculties.

Opportunities for further studies, both at the baccalaureate and masters level, exist throughout North America. It is in your interest to become thoroughly familiar with the specific details of the admissions process for any degree completion program you wish to pursue.

ADDITIONAL COSTS

Approximate costs of textbooks and supplies for first year students will be \$3,850 and for second year students \$2,000.

Material fees - \$200; tool deposit - \$30

DENTAL RECEPTION

offered at City Centre Campus

Program Length: Five months
 Starting: September, 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
- Documentation of a minimum of 20 hours of recent observation in a dental office. This observation should take place no more than two years prior to formal application to the Dental Reception program
- Criminal record search* (This is valid for one year only. Therefore, it is recommended that candidates do not have this search done until they are notified to do so by the College's Admissions Department)

*The Dental Reception Program places student on practicum in dental offices and agencies providing dental services. 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 once it has been indicated by the College's Admissions Department that a seat may be available for them in the next Dental Reception class. 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 who have had any criminal convictions should seek advice from the Campus Registrar before making application for formal admission to the program.

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

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
Course 7272 Basic Dental Knowledge
Course 7494 Oral Health Promotion

Level 2

Course 2961 Dental Office Systems
Course 3815 Time Management Strategies
Course 3816 Professional Conduct and Communication
Course 2549 Appointment Control

Level 3

Course 1334 Telephone Communication
Course 3716 Dental Office Computers
Course 4355 Procedures and Innovations for the Dental Practice
Course 3718 Written Communication

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 (UNDER REVIEW)

offered at City Centre Campus

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 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 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 Co-operative 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 Co-operative 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

offered at City Centre Campus

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 the current program contents. Topics such as 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, principles 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 four-month practicum in which students are also introduced to external business practices.

PROGRAM CONTENT

Semester 1

Course 7495 General Anatomy and Physiology
Course 7496 Orofacial Anatomy/Physiology I
Course 7497 Professionalism I
Course 7498 Preclinical Prosthetics I

Semester 2

Course 8054 Microbiology and Infection Control
Course 8055 General Science
Course 8056 Orofacial Anatomy II/Physiology
Course 8057 Dental Histology, Embryology
Course 8058 Preclinical Prosthetics II

Semester 3

- Course 3843 Pharmacology and Emergency Care
Course 3818 Oral Pathology
Course 3821 Biomechanics/Prosthodontics
Theory and Application
Course 3844 Preclinical Prosthetics III

Semester 4

- Course 4363 Preventive Oral Care
Course 4357 Dental Psychology and the
Aging Process
Course 4364 Clinical Prosthetics I

Semester 5

- Course 5112 Business Management
Course 5113 Practice Management and
Professional Ethics
Course 5120 Professionalism II
Course 5115 Case Presentation
Course 5116 Public Health, Legislation and Research
Course 5117 Partial Dentures II
Course 5121 Clinical Prosthetics II

Semester 6

- Course 6077 Pregraduate Experience

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 - \$60

DIESEL TECHNICIAN

offered at King Edward Campus

Program Length: Twelve months
Starting: January, April, September
Certification: Certificate
Department Head: Ray Oksanen

ADMISSION REQUIREMENTS

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

- Graduation from an appropriate Career Preparation Program
- or

- Relevant trades experience or
- Mature Student status or
- English 061 or 071 or Communications 12 or an ABE Reading Score of 60-88 or Reading and Study Skills 077 and
- Math 10 or Math 050 or Math 051 or 80% assessment score in basic Arithmetic

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
- Mechanical aptitude and interest
- Good manual dexterity
- Good hand-eye coordination
- Good eyesight and normal colour vision
- Good line, form and depth perception
- Possession of valid B.C. driver's license

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 twelve-month apprenticeship accredited program provides students with the required skills to enter one of the following trades: Commercial Transport, Heavy Duty, Marine Engineering or Diesel Engine Repair.

This program leads to employment as an apprentice, specialist or 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 units

4) perform logical troubleshooting

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 such 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:

- Material fee \$20 per month
- Refundable tool and manual deposit of \$30 and coverall deposit of \$25

GRADING POLICY

The minimum passing grade for theory and practical is 65%.

DINING ROOM AND LOUNGE SERVICE

offered at Picasso Cafe Site

Program Length: Three months (Basic)
Starting: September, January *see below
Certification: Certificate

*Students will be accepted into the appropriate level of the

Food and Beverage Management Program provided space is available.

Contact Gary Parkes or Stephen Ashton, 732-3290

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

- 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

DISABILITIES - PROGRAMS AND COURSES

Specialized services are available for students with disabilities. Applicants should request an appointment with the Coordinator of Services for Students with Disabilities. Call 443-8451 (CC) or 871-7206 (KEC) for information.

DEAF AND HARD OF HEARING ADULT PROGRAMS

Basic skills for further vocational and/or academic training; English, Math, and ESL.

- Varying length; full-time and part-time; self-paced - continuous intake - Sept to June (KEC)
- 871-7341 (TTY only)
- 871-7342 (Voice/Voice Mail)
- Prerequisites: Deaf or hard of hearing adults; 18 years or older or out of school for at least one year; ability to communicate independently in spoken or written English, American Sign Language or another sign language; interview with Program Coordinator. Assessment may be required.

SPEECH READING

Basics of speech reading.

- 12 weeks, once a week - statement of completion - starts Jan, Apr or Sept (KEC)
- 871-7341 (TTY only)
- 871-7342 (Voice/Voice mail)
- Prerequisites: Deaf or hard of hearing adults; 18 years or older or out of school for at least one year; good knowledge of oral English; reasonably intelligible speech; permission to register from Program Coordinator

VISUALLY IMPAIRED ADULT PROGRAMS

Basic skills for further vocational and/or academic training; Braille, keyboarding/WordPerfect for DOS, Intro to Windows, WordPerfect 6.1 for Windows, English, Math and ESL.

- Varying length, full-time and part-time - continuous intake from Sept to June (KEC) 871-7339
- Prerequisites: Visually impaired adults; 18 years and older or out of school for at least one year. Interview with Program Coordinator and Assessment may be required.

FOOD SERVICE CAREERS (FULL-TIME)

After initial assessments and completion of core courses, eligible students are integrated into hospitality training areas. \$1010.00

- 10 months - certificate - starts late Aug (CC) 443-8451
- Prerequisites: Assessment of learning skills and career interests; medical clearance

COMMUNITY AND CAREER EDUCATION

The Community and Career Education Department offers a variety of full time programs and part time courses for persons who have a difficulty with learning. These programs and courses are listed below*. Applicants for programs and courses in the Community and Career Education Department must first meet with the Coordinator of Services for Students with Disabilities to determine entrance criteria. Successful applicants will then meet with an instructor for a program/course interview.

CAREER AWARENESS (FULL-TIME)

Provides students with the opportunity to explore employment options, increase their level of job readiness, gain practical experience in community work settings and set work-related goals. \$850.00

- 10 months - certificate - starts Sept (CC) 443-8451
- Prerequisites: Interviews with Counsellor for Students with Disabilities and program staff; difficulty with learning; comfortable in an alternative learning environment for students with disabilities; medical clearance

OFFICE CORE SKILLS (FULL-TIME)

Provides training and work experience for entry level employment as junior clerical workers. \$850.00

- 10 months - certificate - starts Sept (CC) 443-8451
- Interviews with Counsellor for Students with Disabilities and program staff; difficulty with learning; comfortable in an alternative learning environment for students with disabilities; previous work experience and career exploration in an office setting supporting decision to undertake clerical skills training; grade 5 reading level.

RETAIL FOOD AND SUPERMARKET CAREERS (FULL-TIME)

Specific skill training for employment in grocery and produce departments is introduced in the classroom and then practised on work experiences in actual food stores in the community. \$850.00

- 10 months - certificate - starts Sept (CC) 443-8451
- Prerequisites: Interviews with Counsellor for Students with Disabilities and program staff; difficulty with learning; comfortable in an alternative learning environment for students with disabilities; grade 5 reading and math level; medical clearance; adequate stamina to work in a physically demanding job; willingness to do evening and shift work; ability to work with the public.

PART-TIME COMMUNITY AND CAREER EDUCATION COURSES

Courses in:

Reading and Writing for Every Day
You and Your Community
Relationships and You
Knowing Yourself
Introduction to Microcomputers
Managing Your Money.

- 3 to 10 months depending on course(s) selected - start times vary (CC) 443-8451
- Prerequisites: Difficulty with learning; comfortable in an alternative learning environment for students with disabilities; interview with instructor and Counsellor for Students with Disabilities (some courses also require an instructor's assessment)

For more information and course descriptions on these programs, please refer to the table of contents.

DRAFTING

OVERVIEW OF PROGRAMS

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

Level I	• Basic
Level II	• Architectural
Level III	• CADD
Level IV	• Introduction to Commercial/ Industrial Drafting Technology

SPECIALTIES

CIVIL STRUCTURAL • Level V • Level VI	MECHANICAL PROCESS PIPING • Level V • Level VI	STEEL DETAILING • Level V • Level VI
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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
Course 1653 Basic Working Drawings

Level 2 - 7 Weeks

Course 2557 Introduction to Residential Architectural Drafting and Technology
Course 2153 Residential Working Drawings

Level 3 - 4 Weeks

Course 1542 Computer Aided Drafting

Level 4 - 4 Weeks

Course 4337 Introduction to Commercial/Industrial Drafting Technology

DRAFTING - ARCHITECTURAL, CIVIL, STRUCTURAL AND CADD

offered at City Centre Campus

Program Length: Twelve months

Starting: March, September

Certification: Certificate or diploma (with additional six month specialty)

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
Course 3369 Quantity Estimating
Course 3409 Alignment Detailing
Course 3410 Marine Facilities

Level 6 - 16 Weeks (Structural)

Course 4157 Foundation and Ground Floor Systems
Course 4158 Concrete Suspended Floor Systems
Course 4159 Concrete Column and Beam Detailing

Course 4161 Quantity Estimating - Structural
 Course 4177 Steel Structures
 Course 5040 Job Search Skills

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 developments.

ADDITIONAL COSTS

Textbooks and supplies - approximately \$245

DRAFTING - ARCHITECTURAL, MECHANICAL AND CADD

offered at City Centre Campus

Program Length: Twelve months
 Starting: September
 Certification: Certificate or diploma (with additional six month specialty)
 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
 Course 3355 Sorting Equipment
 Course 3356 Transfer Equipment
 Course 3411 Roller and Chain Conveyor
 Course 3358 Belt Conveyors
 Course 3412 Hoppers and Chutes

Level 6 - 11 Weeks (Piping)

Course 4150 Process Flow Diagrams
 Course 4151 Process Piping 1
 Course 4152 Process Piping 2
 Course 3149 Piping Isometrics and Spool 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 Campus

Program Length: Twelve months
 Starting: September
 Certification: Certificate or diploma (with additional six month specialty)
 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
 Course 5104 Basic Steel Frame Detailing
 Course 3361 Geometry of Steel Structures
 Course 5105 Applied Geometry

Level 6 - 14 Weeks

Course 6070 Detailing Using Geometry
 Course 6071 Heavy Steel Framing
 Course 6072 Steel Truss Detailing
 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

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

offered at City Centre Campus

Program Length: One month
 Starting: April, September, November, January
 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 CONTENT

Course 1861 CADD Tech 1 (Autocad)

CAREER PROSPECTS

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

ADDITIONAL COSTS

Textbooks and supplies - approximately \$40

ELECTRONICS - COMMON CORE

offered at City Centre Campus

Program length: Eight months
 Starting: January, March, April, August
 Certification: Certificate
 Department Head: Bob McAuliffe
 Assistant Department Head: Russ Brendzy

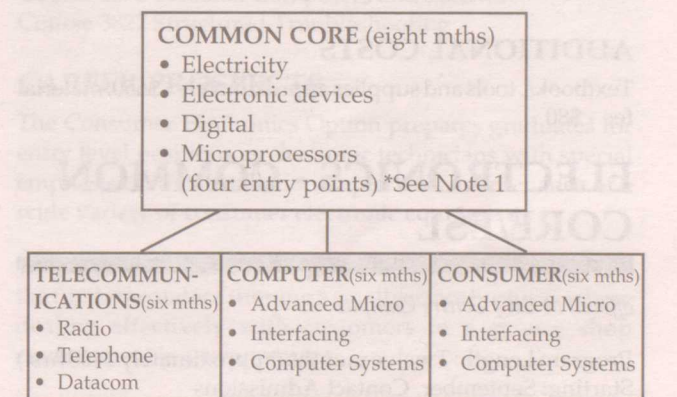
ADMISSION REQUIREMENTS

- Grade 12 or equivalent (Math 11 recommended)
 - Successful completion of a Mathematics Assessment
- Advanced standing will be considered on an individual basis

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 program offered by the Electronics Department. This program is endorsed by the Ministry of Education, Skills, and Training and has the approval of the Electronics Technician Articulation Committee. It is recognized as the prerequisite for all advanced electronics technician programs at other provincial colleges and institutions as well as at several other colleges across Canada.

ELECTRONICS TECHNICIAN



NOTE 1: The Electronics - Common Core consists of four distinct subject areas divided into levels. The applicant will be permitted to enroll into any of these four levels (depending on seat availability) provided the required prerequisite skills and knowledge can be substantiated by an applicable resume and/or transcripts and by writing a departmental placement exam.

PROGRAM CONTENT

Level 1

Course 7439 Technical Skills I
 Course 7440 Direct Current (DC) Circuit Analysis
 Course 1164 Alternating Current (AC) Basics
 Course 7441 Power Supply Fundamentals

Level 2

Course 8046 Bipolar Transistor Small Signal - Amplifiers I
 Course 8047 Bipolar Transistor Small Signal - Amplifiers II
 Course 2370 Operational Amplifiers
 Course 8048 Power Amplifiers and Voltage Regulators

Level 3

Course 3777 Advanced AC Circuits
Course 3776 FET Small Signal Amplifiers
Course 3778 Power Control and Switching Circuits
Course 3779 Digital Circuits I
Course 3780 Digital Circuits II

Level 4

Course 4344 Technical Skills II
Course 4345 DOS and Word Processing
Course 4346 Digital Circuits III
Course 4347 Microprocessors and Machine Language Programming
Course 4348 Microprocessor Interfacing

CAREER PROSPECTS

Although the Electronics - Common Core Program alone does not prepare graduates for employment as electronics 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 Program.

ADDITIONAL COSTS

Textbooks, tools and supplies approximately -\$650; material fee - \$80

ELECTRONICS - COMMON CORE/ESL

offered at City Centre Campus

Program Length: Twelve months (approximately 1400 hrs.)
Starting: September, Contact Admissions
Certification: Certificate
Department Head: Bob McAuliffe
Assistant Department Head: Russ Brendzy

ADMISSION REQUIREMENTS

- Grade 12 or equivalent (Math 11 recommended)
- Successful completion of a mathematics assessment
- Completion 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 with an electronics context. The skills content of the program is identical to that of the Electronics Technician - 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 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 Program.

ADDITIONAL COSTS

Textbooks, tools and supplies approximately -\$650; material fee - \$120; additional textbooks for the ESL component - \$50

ELECTRONICS TECHNICIAN (COMPUTER SYSTEMS SPECIALTY)

offered at City Centre Campus

Program Length: Six months
Starting: January, April, August, October
Certification: Certificate or diploma (upon completion of additional six month specialty)
Department Head: Bob McAuliffe
Assistant Department Head: Russ Brendzy

ADMISSION REQUIREMENTS

- Grade 12 or equivalent
- Electronics Technicians - Common Core

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 7522 Advanced DOS and Windows
Course 7523 Introduction to Data Communications
Course 7524 Microcomputer Architecture
Course 7525 Microcomputer Construction Project
Course 7526 Troubleshooting Part 1
Course 7527 Troubleshooting Part 2

Level 2

Course 8064 Advanced Interfacing and Control
Course 8065 Printers and Printing Devices
Course 8066 Computer Video Systems

Course 8067 Mass Storage Devices
Course 8068 Advanced Data Communications

Level 3

Course 3763 Resume, Job Search and Work Experience
Course 3833 Operating Systems (debugging and optimizing)
Course 3834 Local Area Networks (troubleshooting)

CAREER PROSPECTS

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 \$125; supplies for projects - approximately \$150; tools for continuing students - approximately \$25; new students - approximately \$125; material fee - \$60

ELECTRONICS TECHNICIAN (CONSUMER OPTION)

offered at City Centre Campus

Program Length: Six months
Starting: January
Certification: Certificate or diploma (upon completion of additional six month specialty)
Department Head: Bob McAuliffe
Assistant Department Head: Russ Brendzy

ADMISSION REQUIREMENTS

- Grade 12 or equivalent
- Electronics Technician - Common Core or equivalent

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% of the program time is spent in the laboratory, which is designed to simulate the environment of an electronics service facility.

PROGRAM CONTENT

Level 1

Course 1671 Audio Systems
Course 1672 Radio Systems
Course 7503 Introduction to Troubleshooting Techniques

Level 2

Course 1673 Video Systems
Course 1676 Cable and Satellite Systems
Course 8063 Advanced Troubleshooting

Level 3

Course 1674 Video Cassette Recorders
Course 7484 Compact Disk (CD) Technology
Course 1679 Customer Relations and Job Search Techniques
Course 1675 Personal Computers and Software
Course 3827 Structured Troubleshooting

CAREER PROSPECTS

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 \$125; supplies for projects - approximately \$100; tools for continuing students - approximately \$25; for new students - approximately \$125; lab fees - \$60

ELECTRONICS TECHNICIAN (TELECOMMUNICATIONS OPTION)

offered at City Centre Campus

Program Length: Six months
Starting: August, October
Certification: Certificate or diploma (upon completion of an additional six month specialty)

Department Head: Bob McAuliffe
Assistant Department Head: Russ Brendzy

ADMISSION REQUIREMENTS

- Grade 12 or equivalent
- Electronics Technician - Common Core, or equivalent

PROGRAM OVERVIEW

The six-month Electronics Technician (Telecommunications Systems Specialty) 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 (LANs), modems, fibre optics and two-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
Course 5017 Frequency Modulation (FM) Radio
Course 5018 Antennas and Transmission Lines
Course 5045 Very High Frequency (VHF) Radio

Level 2

Course 3400 Communications Systems I
Course 7388 Telephone Systems I
Course 7389 Telephone Systems II
Course 7390 Telephone Systems Installation

Level 3

Course 3761 Fibre Optics
Course 3762 Video Systems
Course 3763 Resume, Job Search and Work Experience
Course 3764 Data Communications
Course 3765 Local Area Networks (LANs)

CAREER PROSPECTS

The Telecommunication Systems Specialty Program 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 \$125; supplies for projects - approximately \$100; tools for continuing students -

approximately \$25; for new students - approximately \$125; material fee - \$60

ELECTRONICS TECHNICIAN - DIPLOMA PROGRAM

offered at City Centre Campus

Department Head: Bob McAuliffe
Assistant Department Head: Russ Brendzy

PROGRAM OVERVIEW

By completing the Electronics - Common Core and two of the Advanced Electronics Programs, the student will be eligible for a college diploma. Please refer to the sections regarding the Electronics - Common Core Programs and the Advanced 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 Campus

Program Length: 10 months (14 hours/week)

Starting: September
Certification: Certificate
Department Head: Bob McAuliffe
Assistant Department Head: Christine Miller

ADMISSION REQUIREMENTS

- Grade 12 or equivalent
- Successful completion of the Electronics Technician - Common Core Program or equivalent.

PROGRAM OVERVIEW

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

ADDITIONAL INFORMATION

For further information, contact the Electronics Department at 443-8562.

EMPLOYMENT AND EDUCATIONAL ACCESS FOR WOMEN (EEAW)

offered at City Centre Campus

Program Length: Four months
Starting: September, March
Certification: Certificate
Coordinator: Sylvia Patey, 443-8301

ADMISSION REQUIREMENTS

- All applicants must attend an 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. A minimum of the Vancouver Community College Upper Advanced Level completion must be demonstrated, 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 and Esteem Building
Course 7275 Communicating Effectively
Course 7419 Assessment and Career Options
Course 7277 Options For Self-Employment
Course 7420 Trades, Technologies and Science
Course 7280 Workstudy Placement
Course 7279 Making Career Decisions and Action Plans
Course 7421 Practical Hands-On Skills
Course 7422 Job Search Techniques
Course 7281 Individual Project

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAMS

offered at King Edward Campus, City Centre Campus, King Edward Campus North and various community locations

Associate Dean, ESL Programs: Marta Gardiner

GENERAL INFORMATION

English as a Second Language (ESL) Programs consist of the following departments:

- ESL College Preparatory English (CPE)
- ESL English Language Skills (ELS)
- ESL Outreach
- ESL 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: Three four-month terms
Starting: January, May, September
Certification: CPE Certificate
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 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 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 each of the single skill courses making up English 099: Writing 095, Reading 096, and Canadian Studies 097. Completion of English 098 and 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 or 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.

PROGRAM CONTENT

English 059
English 098
English 099

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
Writing 065
Writing 085
Writing 095
Reading 066
Reading 086
Reading 096
Oral Skills 067
Oral Skills 087
Canadian Studies 097
TOEFL Preparation Course
Pronunciation and Communication Skills
Intensive Academic English
Grammar and Meaning

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

offered at King Edward Campus

Program Length: Four months
Starting: January, May, September
Certification: N/A
Department Head: Marilyn Morris

ADMISSION REQUIREMENTS

- In addition to general KEC admission requirements, all applicants to English Language Skills are required to write an 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 may 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 pass/fail 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 Beginner, Upper Beginner and Pre-Intermediate)

INTERMEDIATE LEVELS (Lower Intermediate, Upper Intermediate)

ADVANCED LEVELS (Lower Advanced, Upper Advanced)

2. SPECIAL SKILLS COURSES

Intermediate Pronunciation and Communication
Intermediate Reading and Writing
Intensive Reading
Intensive Writing
Intensive Listening and Speaking
Improve Your Pronunciation

THE FOLLOWING CLASSES ARE OFFERED ON FRIDAYS

Improve Your Pronunciation, Beginner
Improve Your Pronunciation, Intermediate
Intensive Grammar, Beginner
Intensive Grammar, Intermediate
Intensive Grammar, Advanced
Improve Your Vocabulary
Improve Your Reading

ENGLISH AS A SECOND LANGUAGE: OUTREACH

offered through King Edward Campus

Program Length: Three months
Starting: January, April, September
Certification: N/A
Department Head: Colleen van Winkel

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:

- Community Classes, including three large centres: Canadiana Centre, King Edward Campus - North and City Centre Campus, plus Saturday classes at KEC - Broadway and City Centre
- Learning Centres in public libraries: Vancouver, one Burnaby location, and one neighbourhood house
- Homefront Learning

ASSESSMENT

New students are assessed by their instructor at the time of registration at all Outreach class locations.

REGISTRATION

Students register at the location they wish to attend.

PROGRAM CONTENT

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 beginner level who do not speak or write English at all. These classes are held in the evenings at Canadiana Centre.

LOWER BEGINNER, UPPER BEGINNER, INTERMEDIATE, ADVANCED

LOCATIONS

Classes are held at the following centres:

- Canadiana Centre, 499 East Pender Street
- City Centre Campus, 250 West Pender
- DERA, 16 East Hastings Street (Seniors)
- Douglas Park Community Centre, 801 West 22nd Avenue
- Dunbar Community Centre, 4747 Dunbar Street
- 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
- Scottish Cultural Centre, 8886 Udon Street
- Solheim Place, 251 Union Street (Seniors)
- Sunset Community Centre, 404 East 51st Avenue
- West End Community Centre, 870 Denman Street

LEARNING CENTRES IN THE LIBRARIES

Five centres are operated in conjunction with the Vancouver Public Library, and one with the Burnaby Public Library system. The seventh 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
- Burnaby Public Library, Kingsway Branch, 7252 Kingsway

Learning Centre hours may be obtained by phoning 871-7277.

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 statement of 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 (LINC) classes at Levels 1, 2 and 3. All students in these classes are sponsored by Immigration Canada and must apply for LINC 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; Advanced English for Tourism and Customer Relations.

PROGRAM CONTENT

1. Full-Time Basic Program (LINC 1, 2, 3)

This program provides students with basic English needed to live and work in Canada. Classes are offered five hours a day (25 hours a week). New classes begin each month. Study lengths vary depending on student's language level.

Location:

- King Edward Campus North, 2019 Dundas Street

2. Part-Time Basic Program (LINC 2, 3)

This program provides students with basic English needed to live and work in Canada. Classes are offered 12 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 (LINC 1)

This 12-month program offers reading, writing and survival level English skills to students who cannot read, write or speak English, and to those who have limited literacy in their first language. Classes are 12 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 (LINC 3B)

This special six-month course offers instruction in reading and writing to LINC students who have Level 3, 4 or 5 oral skills but whose reading and writing are very limited. The class runs 12 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 and 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. CPE 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 and 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. CPE 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 at 871-7266 well in advance for registration information.

ESTHETICS (SKIN CARE)

offered at City Centre Campus

Program Length: Seven months

Starting: January

Certification: Certificate

Department Head: Bob Malone

This is a differential fee 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' Association Special Beauty Culture License.

PROGRAM CONTENT

Level 1

Course 7354 Manicures 1 and 2
Course 7353 Introduction to Esthetics
Course 1975 Skin Analysis
Course 1976 Hygiene, Bacteriology and Sanitation
Course 7355 Pedicure
Course 7356 Cosmetic Massage 1
Course 1979 Anatomy, Physiology and Histology
Course 7357 Disorders and Diseases of the Skin, Hair and Nails
Course 1981 Hair Removal
Course 1982 Basic Make-up

Level 2

Course 2794 Cosmetic Massage 2
Course 2796 Facials: Special Treatments
Course 2798 Specialized Treatments
Course 8036 Salon Management
Course 8037 Electrotherapy
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)

EXECUTIVE ASSISTANT

offered at City Centre Campus

Course Lengths: Eight 36-hour courses each offered on a part-time basis
Starting: January, May, September
Certification: Certificate
Department Head: Roberta Collins

ADMISSION REQUIREMENT

- Successful completion of the VCC/City Centre Administrative Office Assistant Program or equivalent as determined by the Department Head of the Office Administration Department

PROGRAM OVERVIEW

The Executive Assistant Program provides students with the education and skills required to keep pace with the communication, interpersonal and technological needs of today's rapidly changing office environment.

Professional executive administration skills are further developed in the program by preparing students to write the examinations of Certified Professional Secretary (CPS) when all CPS criteria and prerequisites are met. The CPS designation demonstrates to employers that a secretary has the versatility, professional knowledge and ability demanded of an office administration.

PROGRAM CONTENT

Course 7361 Business Communication
Course 7366 Organizational Behaviour
Course 7387 Introduction to Accounting
Course 7369 Introduction to Economics
Course 7365 Office Technology

Course 7368 Business Management
Course 7386 Business Law
Course 7367 Office Administration

CAREER PROSPECTS

New technology is changing the role of the office assistant in today's office. Graduates of this program will be equipped for career paths leading to professional office administration at the executive level. Career opportunities may be in a variety of business and service sectors - accounting, advertising, engineering, government, insurance, law and medical.

ADDITIONAL COSTS

Textbooks and supplies - approximately \$350

FINANCIAL ACCOUNTING AND MANAGEMENT COMMUNICATIONS

offered at City Centre Campus

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
Certification: Certificate. Graduates of the City Centre Accounting Program may be eligible for a diploma
Department Head: Ed Wakulchik

ADMISSION REQUIREMENTS

- Completion of the Vancouver Community College Accounting Certificate Program 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 per course

FOOD AND BEVERAGE MANAGEMENT

offered at City Centre Campus

Program Length: Ten months
Starting: September
Certification: Certificate
Department Head: Dave Donaldson

ADMISSION REQUIREMENTS

- Grade 12 or equivalent
- Completion of a medical questionnaire and submission of a negative Tb skin test or chest x-ray report

PROGRAM OVERVIEW

Courses in dining room service and supervision, bartending and food preparation are offered along with courses emphasizing management skills, planning and control, human resources, law, data and communications.

PROGRAM CONTENT

Semester 1

Course 7153 Business Communications 1
Course 7154 Introduction to Data Processing
Course 7155 Accounting 1

Course 7312 Introduction to Marketing
Course 7244 Beverage Operations
Course 7157 Rooms Division Operations
Course 3666 Human Resources Management
Course 3729 Convention Management

Semester 2

Course 2917 Business Communications 2
Course 2912 Computers in Business
Course 7483 Food and Beverage Cost Controls
Course 3754 Management Principles
Course 4310 Business Law
Course 4332 Tour Operations
Course 7482 Food Production Principles 1
Course 2952 Wine and Wine Service

Semester 3

Course 3803 Dining Room Operations
Course 3802 Food Production Principles 2
Course 2834 Menu/Design Planning
Course 3801 Managing Service

TRANSFER TO THE HOSPITALITY ADMINISTRATION DIPLOMA

The certificate incorporates a number of courses in the Hospitality Administration Diploma. Students who complete the Food and Beverage Management Certificate (and who obtain a minimum grade of 'C' in both Business Communications 1 and Business Communications 2) may transfer into a second year of studies to complete the requirements of the Hospitality Administration Diploma.

Space is on an as available basis; if space is available, students may complete the requirements of the diploma over two semesters; a total of 14 additional courses are required.

FOOD AND BEVERAGE SERVICE (ESL)

offered at City Centre Campus

Program Length: Eight months
Starting: September
Certification: Certificate
Department Head: Dave Donaldson

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 ESL 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 dining room service, bartending and wine service, menu terminology, sanitary food handling and job search skills. There is more emphasis on English language training for the hospitality industry in the beginning and there is a greater focus on practical service skills at the end of the program.

PROGRAM CONTENT

Level I

Course 7401 Introduction to Hospitality
Course 7402 Customer Relations
Course 7403 Food Safe Level I
Course 7404 Sanitation, Safety and Hygiene
Course 7405 Food and Beverage Equipment

Course 7423 Service Procedures (Breakfast)
Course 7424 Menu Terminology (Breakfast)
Course 7408 Communication Skills Level I*

Level 2

Course 7406 Service Procedures (Lunch)
Course 7407 Menu Terminology (Lunch)
Course 8040 Bar Service and Preparation
Course 8041 Serving it Right
Course 8045 Mixology
Course 2747 Wine and Wine Service
Course 8044 Communication Skills Level II *

Level 3

Course 3771 Host/Cashier
Course 3772 Service Procedures (Advanced)
Course 3773 Menu Terminology (Advanced)
Course 3768 Resume and Job Search Skills
Course 3774 Communication Skills Level III*
Course 3775 Practicum/Industry Experience

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, nightclubs and resorts.

ADDITIONAL COSTS

Textbooks and supplies - approximately \$100
Uniform requirements - black shoes and slacks (skirt), white shirt, bow tie

ADDITIONAL INFORMATION

Please contact Dave Donaldson, Department Head, for further information (443-8378).

FOOD SERVICE CAREERS

offered at City Centre Campus

Program Length: Ten months
Starting: Late August/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 in:

- applying food handler's regulations
- maintaining personal appearance and hygiene
- demonstrating satisfactory work habits, including regular attendance and punctuality
- using 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, January
Certification: Certificate
Department Head: Beth Calahan

ADMISSION REQUIREMENTS

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

PROGRAM OVERVIEW

The ten-month Graphic Arts Printing Production Program is structured in two levels, each of which comprises five courses. Each course is sequenced to facilitate the use of instructional equipment, continuity of subject matter and evaluation of the student's 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/page layout; black and white camera; black and white film assembly; small offset press; bindery; electronic imaging; scanner; colour film assembly; electronic prepress and production planning.

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.

Instruction 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 industry. Job search skills training will also be provided.

PROGRAM CONTENT

Level I

Course 7504 Typesetting / Page Layout I
Course 7505 Black and White Camera
Course 7506 Black and White Film Assembly
Course 7507 Press and Bindery
Course 7508 Electronic Imaging

Level II

Course 3828 Typesetting / Page Layout II
Course 3829 Colour Reproduction/Scanner
Course 3830 Colour Film Assembly
Course 3831 Electronic Prepress
Course 3832 Production Planning

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/coordinators, typesetting/electronic prepress, litho-prep, camera/scanner, and press/bindery workers.

ADDITIONAL COSTS

Materials and tools - \$160; textbooks - approximately \$200

HAIRSTYLING - WOMEN'S AND MEN'S

offered at City Centre Campus

Program Length: Ten months
Starting: September, January, April
Certification: Certificate
Department Head: Bob Malone

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 - Women's/Men's Program 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, haircolouring, 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. Hairdresser's Association or the Barber's Association of British Columbia.

PROGRAM CONTENT

Level 1

Course 8022 Introduction to Hairstyling (Women's/Men's)
Course 1870 Hygiene, Bacteriology and Sanitation
Course 1869 Client Relations
Course 2570 Communications and Salon Functions
Course 7543 Haircutting 1
Course 7544 Hairstyling 1
Course 7545 Shampoos, Conditioners, and Rinses
Course 2569 Scalp and Hair Treatments
Course 3071 Hair Structure and Chemistry
Course 8023 Permanent Waving 1
Course 2300 Hair Colouring 1

Level 2

Course 1875 Introduction to Selling
Course 3559 Career Management
Course 2568 Disorders and Diseases of Hair and Skin
Course 8069 Hairstyling 2
Course 8070 Haircutting 2
Course 4028 Permanent Waving 2
Course 2367 Haircoloring 2
Course 8071 Facial Hair

Level 3

Course 1670 Structure of Hair and Skin
Course 2571 Anatomy and Physiology
Course 3542 Hairstyling 3
Course 3272 Haircutting 3
Course 3271 Permanent Waving 3
Course 4106 Haircoloring 3
Course 3722 Wigs and Hairpieces
Course 3560 Scalp and Hair Treatments 2
Course 3845 Practicum 1

Level 4

MEN'S OPTION

Course 4366 Shaving and Facials
Course 4367 Men's Hairstyling 4
Course 4368 Men's Haircutting 4
Course 8025 Salon Management

WOMEN'S OPTION

Course 4365 Women's Hairstyling 4
Course 4210 Women's Haircutting 4
Course 4209 Haircoloring 4
Course 4211 Permanent Waving 4
Course 4324 Facials, Manicures, Footcare, and Related Services
Course 8025 Salon Management
Course 4216 Practicum 2

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 \$750
(Prices subject to change)

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

offered at City Centre Campus

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 (ESL) 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 one 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 \$750

HOME SUPPORT AIDE UPGRADE (PART-TIME)

offered at City Centre Campus

Program Length: 40 weeks (one six-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) must be successfully completed before the end of the program
- Completion of a college Home Maintenance Skills Level document by employing agency
- Completion and submission of a criminal records search.*
*In order to protect residents in facilities and those served by community agencies, prospective students are required to submit a criminal record search. Each applicant is responsible for any cost incurred. The policy on criminal record search, detailing guidelines used to screen records and consent forms, is available from the Office of the Registrar

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 Communication
- *Course 7410 Health: Lifestyle and Choices
- *Course 7411 Health and Healing: Concepts for Practice
- *Course 7412 Personal Care Skills for Home Support 1

*Successful completion of these courses are prerequisites for the following courses:

Course 7413 Work Role: Introduction to Home Support Attendant Practice
Course 7414 Work Role: Practical Experience 2
Course 7415 Personal Care Skills for Home Support 2
Course 7416 Special Needs in Home Support
Course 7417 Work Role: Practical Experience 3
Course 7418 Clinical and Community Experience

HOSPITALITY ADMINISTRATION

offered at City Centre Campus

Program Length: Two years (eight months per year)
Starting: September
Certification: Diploma
Department Head: Dave Donaldson

ADMISSION REQUIREMENTS

- Grade 12 graduation with English 12 (C+) or acceptable equivalent
- Resume, documenting a minimum of six 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. 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 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 student's 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 and beverage cost controls, human relations, marketing for the hospitality industry, law, tour operations, management principles, labour relations and a directed study course.

The program offers a number of math-related courses including accounting, economics and statistics.

A co-operative education option is also available.

PROGRAM CONTENT

Semester 1

Course 7153 Business Communications 1
Course 7154 Introduction to Data Processing
Course 7155 Accounting 1
Course 7312 Introduction to Marketing
Course 7244 Beverage Operations
Course 7157 Rooms Division Operations
Course 7156 Food Operations Management
Course 7314 Business Mathematics

Semester 2

Course 2917 Business Communication 2
Course 2912 Computers in Business
Course 2918 Accounting 2
Course 2919 Rooms Division Operations 2
Course 3666 Human Resources Management
Course 2977 Public Speaking
Course 7362 Food and Beverage Management
Course 2914 Front Office Accounting

Semester 3

Course 3665 Food and Beverage Labour Cost Control
Course 4304 Labour Relations
Course 3670 Food and Beverage Practicum 1
Course 7467 Microeconomics
Course 4303 Hospitality Management Accounting 3
Course 3753 Engineering and Capital Expenditures
Course 4306 Organizational Behaviour
Course 3729 Convention Management

Semester 4

Course 4310 Business Law
Course 4309 Food and Beverage Practicum 2
Course 3754 Management Principles
Course 4335 Marketing and Sales
Course 4336 Directed Studies
Course 4332 Tour Operations
Course 7346 Industry Practicum
Course 3668 Business Statistics

CO-OPERATIVE EDUCATION

At the end of the first semester, students have the option to apply for the co-operative education option which begins at the end of the second semester. Students will be selected on the basis of academic achievement, industry aptitude and an interview process. The co-operative education option is scheduled as follows:

• September - December	Academic Studies
• January - April	Academic Studies
• May - November	First Work Term
• December	Break
• January - April	Academic Studies
• May - August	Second Work Term
• September - December	Academic Studies

Co-operative Education is a program which formally integrates a student's academic studies with work experience in cooperating employer organizations. Students alternate periods of work experience in the hospitality industry with academic studies. Each co-operative work experience is approved by the department as a suitable learning situation, the student receives remuneration and the progress on the job is monitored by the College.

The advantage to students who opt and are selected for the co-operative education option is the ability to combine the theoretical instruction with practical, hands-on, coordinated work activity.

CAREER PROSPECTS

Hospitality Administration graduates have found employment in hotels, motels, restaurants, food services departments, golf and country clubs, tourist facilities such as ski resorts, private and industrial catering firms, and in a wide variety of other organizations involved in food services such as hospitals, schools and universities. Some graduates also operate their own hospitality businesses such as restaurants, hotels, private catering and convention planning firms.

ADDITIONAL COST

Textbooks and supplies - approximately \$1500

HOSPITALITY SUPERVISION PROGRAM (PART-TIME)

offered at City Centre Campus

Starting: September, January, April
Certification: Certificate
Department Head: Dave Donaldson

ADMISSION REQUIREMENTS

- Grade 12 English 12 (C+) or acceptable equivalent

GRADUATION REQUIREMENTS

Students must successfully complete all four core courses and three courses in a major area (either Food and Beverage, or Accommodation). Additionally, students must demonstrate three years of industry experience or complete a project for each year less than three years.

PROGRAM CONTENT

Core Courses

Course 7489 Hospitality Marketing
Course 7490 Human Resources
Course 3754 Hospitality Management Principles
Course 7510 Finance for Managers

Food and Beverage

(choose three)
Course 2834 Menu Design and Planning
Course 7511 Catering Management
Course 7512 Cost Controls
Course 2913 Beverage Operations
Course 4336 Directed Study
or

Accommodation

(choose three)
Course 3729 Convention Management
Course 4332 Tour Operations
Course 2919 Rooms Division Operations 2
Course 7157 Rooms Division Operations
Course 7513 Projects

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
- 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
- If English is a second language, an English Language Assessment showing completion of Lower Intermediate or higher skill level is required
- 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 Tb skin test or chest x-ray (dated within six months of program start). For convenience, Tb skin testing is offered by the College Health Services at the beginning of each program. Immunization for Hepatitis B is also available

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:

Employers of institutional aides may require that applicants are bondable.

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 two-week practicum in a health care facility.

PROGRAM CONTENT

Skills and topics covered in this program include:

- Nutrition and meal management: Canada's Food Guide, meal planning, shopping, storing, cooking, portioning and serving food; hospital diets
- Housekeeping and laundry: use of techniques, aids and equipment, schedules
- Time management
- Protection: Sanitation - body substance precautions, personal hygiene; Safety - body mechanics, First Aid, CPR
- Communication: basic skills for getting along with patients, clients, co-workers and supervisors in the job setting
- Geriatrics: study of aging
- FOODSAFE - Basic
- St. John Ambulance First Aid: Safety Oriented First Aid; Occupational First Aid - Level 1
- WHMIS
- Job preparation - resumes, job search
- Work experience - on-site 70 hours; off-site - 70 hours in health care facility

INSTRUCTIONAL METHODS

Various instructional techniques and learning experiences are used in classroom, college 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. For registration information, call KEC Admissions at 871-7031.

FEES AND ADDITIONAL COSTS

Program fees for Institutional 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 are due two weeks before the start of class.

INSTITUTIONAL AIDE (ESL)

offered at King Edward Campus

Program Length: Five months (21 weeks)
Starting: March, 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 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 Tb skin test or chest x-ray (dated within six months of program start). For convenience, Tb skin testing is offered by the College Health Services at the beginning of each program. Immunization for Hepatitis B is also available

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:

Employers of Institutional Aides may require that applicants are bondable

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 two-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:

- Nutrition and meal management: Canada's Food Guide, meal planning, shopping, storing, cooking, portioning and serving food; hospital diets
- Housekeeping and laundry: techniques, aids and equipment, schedules
- Time management
- Protection: sanitation - body substance precautions, personal hygiene; safety - body mechanics, first aid, CPR
- Communication: basic skills for getting along with patients, clients, co-workers and supervisors in the job setting
- Geriatrics: study of aging
- FOODSAFE - Basic
- St. John Ambulance First Aid: Safety Oriented First Aid; Occupational First Aid - Level 1
- WHMIS
- Job preparation: resumes, job search
- Work experience: on-site - 96 hours, off-site - 70 hours in a health care facility

INSTRUCTIONAL METHODS

Various instructional techniques and learning experiences are used in classroom, college 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. For registration information, call Admissions at 871-7031.

FEES AND ADDITIONAL COSTS:

Program fees for Institutional 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.

JEWELLERY ART AND DESIGN

offered at City Centre Campus

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 combined with a variety of creative techniques within the context of art and costume.

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
Course 7175 Gemmology 1
Course 7176 Design and Drawing 1
Course 7177 History of Art 1

Spring Semester Year 1

Course 2928 Metal Techniques 2
Course 2929 Gemmology 2
Course 2930 Design and Drawing 2
Course 2931 History of Art 2
Course 2932 Display Project

Fall Semester Year 2

Course 3673 Metal Techniques 3
Course 3674 Guided Studies 1
Course 3675 Gemmology 3
Course 3676 Design and Drawing 3
Course 3677 History of Art 3
Course 3678 Business Management

Spring Semester Year 2

Course 4311 Production Techniques
Course 4312 Guided Studies 2
Course 4313 Gemmology 4
Course 4314 Design and Drawing 4
Course 4315 History of Art 4
Course 4316 Computer Graphics
Course 4317 Diploma 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

Textbooks and supplies - approximately \$1800

ART AND DESIGN FOUNDATION COURSE

An Art and 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 Campus

Program Length: Four months
Starting: January, May, September
Certification: Certificate
Department Head: Roberta Collins

ADMISSION REQUIREMENTS

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.

One year's secretarial experience, and the following:

- A tested keyboarding speed of 55 GWAM for five minutes with a maximum of five errors on either a computer or electronic typewriter
 - A tested equivalent of Office Dictation 1 (#2874) and
 - Certified completion or experience using word processing software (WP 5.1 or MSWord preferred) as verified by an employer
- or
- Successful completion of Vancouver Community College Administrative Office Assistant Certificate Program or equivalent

PROGRAM OVERVIEW

This advanced program is intended for graduates of the Administrative Office Assistant 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 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 any one of 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

MACINTOSH MULTIMEDIA

offered at City Centre Campus

Program Length: Three months
Starting: September, February, June
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
Course 7397 Designing and Planning For Dynamic Multimedia
Course 7398 Media Production
Course 7399 Media Integration and Testing
Course 7400 Final Presentation

ADDITIONAL COSTS

Textbooks and supplies - approximately \$400

MEDICAL LABORATORY ASSISTANT

offered at City Centre Campus

Program Length: Four months
Starting: August, November, February
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 three 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
Course 7218 Foundations 2

Level 2

Course 2964 Specimen Collection
Course 2965 Specimen Handling and Distribution
Course 2944 Cardiology

Level 3

Course 5065 Clinical Practice

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 Campus

Program Length: Eight 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 five 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
- For some hospitals, institutions and health care facilities, a Grade 12 Diploma is mandatory

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

Semester 1

Course 7547 Medical Communications
Course 7548 Medical Administrative Assistant Procedures
Course 7549 Medical Terminology 1
Course 7550 Medical Terminology 2
Course 7551 Introduction to Basic Pharmacology
Course 7442 Introduction to Personal Computer Operating Systems
Course 7552 Medical Document Processing 1
Course 7115 Speed and Accuracy Development 1
Course 2770 Electronic Transcription 1

Semester 2

Course 8072 Medical Document Processing 2
Course 8073 Medical Transcription 1
Course 3233 Medical Billing
Course 1631 Recordkeeping
Course 8075 Clinical Procedures 1
Course 8076 Clinical Procedures 2
Course 2871 Speed and Accuracy Development 2
Course 8091 Speed and Accuracy Development 3

Course 7299 Practicum 1
Course 4137 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: Eight 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 five 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
- For some hospitals, institutions and health care facilities, a Grade 12 Diploma is mandatory

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 student 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

Semester 1

Course 7547 Medical Communications
Course 7548 Medical Administrative Assistant Procedures
Course 7549 Medical Terminology 1
Course 7550 Medical Terminology 2
Course 7551 Introduction to Basic Pharmacology
Course 7442 Introduction to Personal Computer Operating Systems
Course 7552 Medical Document Processing 1
Course 7115 Speed and Accuracy Development 1
Course 2770 Electronic Transcription 1

Semester 2

Course 8072 Medical Document Processing 2
Course 8078 Medical Document Processing 3
Course 8092 Medical Document Processing 4
Course 8073 Medical Transcription 1
Course 3417 Medical Transcription 2
Course 3233 Medical Billing
Course 1631 Recordkeeping
Course 2871 Speed and Accuracy Development 2
Course 8091 Speed and Accuracy Development 3

Course 8079 Practicum

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 facilities at universities, hospital departments or specialists' offices.

ADDITIONAL COSTS

Textbooks and supplies - approximately \$600

MEDICAL TRANSCRIPTIONIST

offered at City Centre Campus

Program Length: Eight 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 or fewer errors
- For some hospitals, institutions and health care facilities, a Grade 12 Diploma is mandatory

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 and discharge summaries. Also included in the program is a practicum which provides the student with on-the-job experience.

PROGRAM CONTENT

Semester 1

Course 7547 Medical Communications
Course 7548 Medical Administrative Assistant Procedures
Course 7549 Medical Terminology 1
Course 7550 Medical Terminology 2
Course 7551 Introduction to Basic Pharmacology
Course 7442 Introduction to Personal Computer Operating Systems
Course 7552 Medical Document Processing 1
Course 7115 Speed and Accuracy Development 1
Course 2770 Electronic Transcription 1

Semester 2

Course 8072 Medical Document Processing 2
Course 8080 Medical Transcription - History and Physical Reports
Course 8081 Medical Transcription - Radiology, Diagnostic Imaging and Nuclear Medicine

Course 8082 Medical Transcription - Operative Reports
Course 8083 Medical Transcription - Oncology
Course 8084 Medical Transcription - Discharge Summaries
Course 8085 Medical Transcription - Pathology
Course 2871 Speed and Accuracy Development 2
Course 8091 Speed and Accuracy Development 3

Course 8090 Practicum 1

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 patient's, 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

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 equivalent or
- Mature student as defined by the College or
- Not be deficient in more than two College Foundations or grade 12 completion courses and
- 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 student's 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 practicing 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, 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.

Kodaly Solfege 001
Basic Theory 003
Music Literature 005
Rhythmic Notation 008
Class Piano 053
Performance Ensembles 000
Applied Music
Minor Instrument Study
Commercial Ear Training 300 and 400
Kodaly Solfege 101 and 201
Kodaly Solfege 301 and 401
Materials and Structures of Music 103 and 203
Materials and Structures of Music 303 and 403

*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 and 603
 Performance Techniques 104 and 204
 Performance Techniques 304 and 404
 Performance Techniques 504 and 604
 History and Literature of Music 105
 History and Literature of Music 205
 History and Literature of Music 305 and 405
 Jazz History 206
 Career Opportunities in Music 207
 World Music 307 and 407
 Rhythm Studies 108
 Advanced Ensemble Musicianship (Conducting) 313 and 413
 Jazz Theory 315 and 415
 Demo Production 416
 Improvisation 217, 317 and 417
 Advanced Improvisation 517 (2) and 617 (2):2:0:0
 Arranging 318 and 418
 Digital and Analog Tools (DATS) 119
 DATS 219
 DATS 319 and 419
 Vocal Arranging 326 and 426
 Vocal Coaching 335 and 435
 Classical Guitar Ensemble 143 and 243
 Classical Guitar Ensemble 343 and 443
 Class Piano 153 and 253
 Class Piano 353 and 453

*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 and 254
 Keyboard Studies 354 and 454
 Piano Pedagogy 355 and 455
 Class Jazz Piano 363 and 463
 Contemporary Guitar Sight Reading 168
 Concert Choir 190 and 290
 Concert Choir 390 and 490
 Madrigal Singers 191 and 291
 Madrigal Singers 391 and 491
 Orchestra 192 and 292
 Orchestra 392 and 492
 Wind Ensemble 193 and 293
 Wind Ensemble 393 and 493
 New Music Ensemble 194 and 294
 New Music Ensemble 394 and 494
 Early Music Ensemble 195 and 295
 Early Music Ensemble 395 and 495
 Primetime 196 and 296
 Primetime 396 and 496
 Soundwave 197 and 297
 Soundwave 397 and 497
 Jazz Orchestra 198 and 298
 Jazz Orchestra 398 and 498
 Jazz Ensemble 199 and 299
 Jazz Ensemble 399 and 499

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	49/249/349/449
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 and 609, and Classical Voice Concentration 530 and 630

English 127
 English 229
 Music Thesis 505 and 605
 Concert Choir 590 and 690
 Madrigal Singers 591 and 691
 Orchestra 592 and 692
 Wind Ensemble 593 and 693
 New Music Ensemble 594 and 694
 Early Music Ensemble 595 and 695
 Primetime 596 and 696
 Soundwave 597 and 697
 Jazz Orchestra 598 and 698
 Jazz Ensemble 599 and 699

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 (i)	1	
Electives	0 - 3	
Total Credits	17 - 20	

Second Term

Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Music History	205	3
Career Opportunities	207	1
Applied Music	230	3
Lyric Diction	234	1
Large Ensemble (i)	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 (i)	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 (i)	1	
Electives	3 - 6	
Total Credits	17 - 20	

(i:) Students 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 (i)	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 (i)	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 (i)	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 (i)	1	
Electives	3 - 6	
Total Credits	17 - 20	

(i:) Students 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 (i)	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 (i)	1	
Electives	0 - 3	
Total Credits	17 - 20	

Third Term

Kodaly Solfege	301	2
Materials of Music	303	3
Performance Techniques	304	2
Music History	305	3
Applied Music	350	3
Keyboard Studies	354	2
Piano Pedagogy (ii)	355	1
Large Ensemble (i)	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 (ii)	455	1
Large Ensemble (i)	1	
Electives	0 - 3	
Total Credits	17 - 20	

(i:) Students 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.

(ii:) 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
VCC Concert Choir (i)	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
VCC Concert Choir (i)	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
VCC Concert Choir (i)	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
VCC Concert Choir (i)	490	1
New Music Ensemble	494	1
Electives	0 - 3	
Total Credits	17 - 20	

(i.) Students may substitute a different ensemble upon application to the Music Department Head.

*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.

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
VCC Concert Choir (i)	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
VCC Concert Choir (i)	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
VCC Concert Choir (i)	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
VCC Concert Choir (i)	490	1
New Music Ensemble	494	1
Electives	1 - 4	
Total Credits	17 - 20	

(i:) A jazz ensemble may be substituted for VCC Concert Choir.

*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 (i)	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 (i)	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 (i)	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 (i)	1	
Electives	3 - 6	
Total Credits	17 - 20	

(i:) Students 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 (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 (i)		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 (i)		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 (i)		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 (i)		1
Electives		0 - 3
Total Credits		17 - 20

(i:) Students 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 within the cultural values and beliefs of Native people. Since the Centre is located in an urban environment, these cultural perspectives reflect many First 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 First Nations and the contemporary needs of Native people. The developments associated with the Native 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 1997-1998 are:

- Native Literacy Centre
- Native Adult Basic Education (NABE) Levels 1-4
- College Preparation/Health Sciences
- Office Administration Training
- Native Early Childhood Education
- Native Criminal Justice Training
- Native Public Administration
- Family and Community Counselling
- Native Tourism Development

NETWORK SUPPORT PROFESSIONAL

offered at City Centre Campus

Program Length: Four months (part-time evening and weekends)

Starting: Three times per year

Certification: Certificate

Department Head: Paul Hunt

ADMISSION REQUIREMENTS

- Grade 12 diploma or equivalent
- Successful completion of a short computer knowledge test

RECOMMENDED

- Familiarity with basic DOS, Windows and hardware functions
- Good problem solving skills

PROGRAM OVERVIEW

The Network Support Professional Program is a four-month part-time program designed for people who use computers on a regular basis. The program provides students with additional and relevant skills needed to function in today's computing environment.

The program is designed for people who are:

- Currently employed as computer support professionals
- Seeking employment as computer support professionals
- General computer users seeking enhanced skills

Today, a vast majority of organizations are using micro-computer based Novell networks with Windows applications. As such, the Network Support Professional Program focuses upon these areas and provides training which leads to Novell and Microsoft certification.

The program provides a great deal of practical, hands-on training to ensure that graduates can perform effectively in the workplace.

The program consists of 14 courses offered on a part-time basis (evenings and weekends) over a four-month time frame. Providing course prerequisites are met, students may vary the order in which courses are taken.

Classroom activities include lectures, extensive hands on training, project work, and Novell and Microsoft exam preparation. Students can expect to be intensively engaged in study, both in class and with homework for the duration of this program.

Students will make extensive use of the CNA Study Guide and the Microsoft Resource kit.

PROGRAM CONTENT

Level 1

Course 7499 Hardware I (PC Assembly/Disassembly)

Course 7500 Novell CNA Preparation I

Course 7501 Microsoft Certified Professional Preparation I

Course 7502 Industry Practices

Level 2

Course 8059 Hardware II (Advanced PC Configuration)

Course 8060 Software Installation I (Stand Alone)

Course 8061 Novell CNA Preparation II (Network)

Course 8062 Microsoft Certified Professional Preparation II

Level 3

Course 3823 Hardware III

Course 3824 Software Installation II (Network)

Course 3825 Novell CNA Preparation III

Course 3826 Microsoft Certified Professional Preparation III

Level 4

Course 4361 Final CNA Exam Preparation

Course 4362 Professional Exam Preparation Final Project / Exam

CAREER PROSPECTS

Graduates may seek employment in such areas as computer support, Local Area Network support and consulting.

Graduates currently employed in these positions will acquire skills and knowledge necessary for career advancement.

COSTS

This program is offered on a recovery basis and as such fees are considerably higher than for other programs.

NURSING UNIT CLERK

offered at City Centre Campus

Program Length: Six months

Starting: Generally September, November, February

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 the College
- 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
Course 1750 Admissions, Transfers and Discharges
Course 7310 Processing Laboratory Orders
Course 7311 Processing Medication Orders

Level 2 - 8 Weeks

Course 2969 Processing Surgical Orders
Course 2970 Processing Diagnostic Orders
Course 2976 Nursing Unit Clinical 1

Level 3 - 4 Weeks

Course 3720 Nursing Unit Clinical 2

CAREER PROSPECTS

Successful completion of this 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: Wayne McNiven

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 a decision to undertake skills training in the clerical field is required. All applicants will be assessed on reading ability, clerical knowledge and previous career exploration. A minimum of a Grade 5 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 7343 Basic Business Communications
Course 7344 Basic Business Math and Machines

CAREER PROSPECTS

Graduates will be prepared to pursue further education and skills training, and/or competitive employment in the public and private sectors.

PHARMACY TECHNICIAN

offered at King Edward Campus

Program Length: Five months

Starting: March, September

Certification: Certificate

Coordinator: Susan Aro

ADMISSION REQUIREMENTS

(Under Review)

- Grade 12 completion or equivalent
- All applicants are required to take the following assessments and meet the following requirements. Contact the KEC 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

Recommended Characteristics

Candidates considering this program are most successful if they possess the following:

- Ability to work independently
- Good manual dexterity
- Good hand-eye coordination
- An interest in working with people as a member of a team
- Employers of pharmacy technicians may require that applicants be bondable
- Ability to work under stress
- Ability to follow instructions (written and verbal)

PROGRAM OVERVIEW

The Pharmacy Technician 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
- 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

Material fees - \$20 per month (there are additional costs for textbooks, calculator and stationery)

Human Resources Development Canada may sponsor eligible students. Inquiries about such sponsorship should be made at your nearest Human Resources Centre.

ADDITIONAL INFORMATION

For further information, contact the Pharmacy Technician 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 CPR Certificate (Basic Life Support C)
- Successful completion of a language assessment approved by City Centre Campus

- Completion of the College Health Services medical questionnaire and submission of a recent negative Tb skin test report. If the skin test report is positive, a satisfactory chest x-ray report is required
- Criminal record search*

*The Practical Nursing Program places students on practicum in agencies responsible to the Ministries of Social Services, Health and Education, Skills and Training. 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. A criminal record search is valid for one year. 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 the Office of the Registrar.

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

The B.C. College of Licensed Practical Nurses requires applicants seeking licensure to submit a criminal record search and 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 College Registrar or from the Registrar of the B.C. College 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 12 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 instructor acts as facilitator and expert learner to promote an environment conducive to learning through activities such as guided discussion, debate, audio-visual presentation and skill building exercises.

The clinical component of the courses provides 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. Semester 3 focuses on individuals of all ages who experience major disruptions to health and healing and who require support in an acute care setting.

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
 Course 1601 Professional Growth 1
 Course 1602 Human Anatomy and Physiology
 Course 1603 Healing 1 - Health Promotion/Prevention
 Course 1604 Human Relationships 1
 Course 1605 Nursing Arts/Clinical 1
 Course 1606 Practicum

Semester 2

Course 2971 Health 2 - Gerontology
 Course 2972 Healing 2 - Gerontology
 Course 2973 Human Relationships 2
 Course 2974 Nursing Arts/Clinical 2
 Course 2975 Practicum

Semester 3

Course 3724 Health 3 - Acute/Chronic Care
 Course 3725 Healing 3 - Acute/Chronic Diseases
 Course 3726 Professional Growth 2
 Course 3727 Nursing Arts/Clinical 3
 Course 3728 Practicum
 Course 4331 Preceptorship

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

Textbooks, supplies, uniforms - approximately \$800

PRACTICAL NURSING ACCESS

offered at City Centre Campus

Program Length: Four months

Starting: January

Certification: None

Department Head: Dianne Westwood

ADMISSION REQUIREMENTS

- Grade 12 Diploma or acceptable equivalent with Biology 11
- A current CPR Certificate (Basic Life Support C)
- Successful completion of a language assessment approved by City Centre Campus
- Successful completion of the College Health Services medical questionnaire and submission of a recent negative Tb skin test report. If the skin test report is positive, a satisfactory chest x-ray report is required
- RCA or HSA/RCA Certificate
- Six months work experience as RCA (confirmed by employer's letter)
- Criminal record search

PROGRAM OVERVIEW

This program was initiated in response to the need for recognizing the past education, training and work experience of applicants to the Practical Nursing Program who have a Resident Care Attendant (RCA) Certificate, or the Combined Home Support/Resident Care Attendant (HSA/RCA) Certificate. Upon completion of the program students will then be able to enter the third semester of the Practical Nursing Program. Entrants will receive 15 weeks credit for their RCA or HSA/RCA Certificate.

The underlying assumption of this program is that learners enter the program with an education background equivalent to current provincial "standards." That is, those entering with an education other than the RCA or HSA/RCA Certificate will need to demonstrate their eligibility prior to entrance.

PROGRAM CONTENT

Course 7468 Foundations A
 Course 7469 Health A
 Course 7470 Healing A
 Course 1602 Human Anatomy and Physiology 1
 Course 7471 Human Relationships A
 Course 7472 Nursing Arts A
 Course 7473 Practicum A

PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

Program Length: 180 hours plus Final Assignment

Starting: Contact the Program Development and Staff Training Department at Vancouver Community College - King Edward Campus for a schedule of courses in your area
 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

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 Final Assignment required for the Provincial Instructor Diploma until such time as they are employed as instructors or able to complete a practicum experience.

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 is offered by Vancouver Community College under contract with the Ministry of Education, Skills and Training. It has been in existence for 27 years.

The program is designed to provide instructors with the opportunity to increase their skills in the following areas:

- Planning and development of effective adult education courses and programs
- Delivery of instruction using a variety of methods and techniques
- Adult education psychology and philosophy
- Design and use of instructional media
- Evaluation of learning
- Evaluation of instruction

The emphasis is on helping participants to learn practical instructional skills they can use in their adult education class.

PROGRAM CONTENT

Level 1

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

Level 2

Course 2612 Final Assignment

Courses may be taken in any sequence, but it is recommended that ID 101 be the first course if possible. The Final Assignment can only be completed 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 College Health Services medical questionnaire and submission of a negative Tb skin test or chest x-ray report
- Completion and submission of a criminal record search*
- 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. The criminal record search is valid for one year.

PROGRAM OVERVIEW

This program is based on a caring philosophy and provides the student 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

Course 7318 Human Relations: Interpersonal Communications

Course 7319 Health 1: Lifestyle and Choices

Course 7320 Health and Healing 1: Concepts for Practice

Course 7321 Healing 1: Personal Care Skills

Course 7322 Work Role: Introduction to Resident Care Attendant Practice

Course 7323 Clinical 1

Level 2 - 7 Weeks

Course 2978 Health 2: Lifestyle and Choices

Course 2979 Health and Healing 2: Concepts for Practice

Course 2980 Healing 2: Personal Care Skills

Course 2981 Healing: Special Needs

Course 2982 Clinical 2

Level 3 - 7 Weeks

Course 3731 Clinical 3

Course 3732 Community

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 day centres, private homes and home support agencies.

ADDITIONAL COSTS

Textbooks, uniforms and supplies - approximately \$385

RESIDENT CARE ATTENDANT (ESL)

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. The criminal record search is valid for one year.

PROGRAM OVERVIEW

This program is a combined skills course and is patterned after our regular six-month Resident Care Attendant Program with an added ESL component.

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

CAREER PROSPECTS

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

RESIDENT CARE ATTENDANT UPGRADE (PART-TIME)

offered at City Centre Campus

Program Length: Level I - five months (one six-hour day per week for 20 weeks plus minimum two weeks full-time days clinical). Level II - four months (one six-hour day per week for 15 weeks plus one week full-time days for clinical)

Starting: Contact Admissions for course schedule

Certificate: Certificate

Department Head: Pat Bawtinheimer

ADMISSION REQUIREMENTS

- Grade 10 or acceptable equivalent
- Applicants whose first language is other than English may be required to take an English Language Assessment test
- Presently working as an aide with at least eight months of experience in a continuing care facility or agency, as certified by a letter from the employer
- Those presently employed as home support workers must have had at least eight months experience within the last three years in a care facility (intermediate or extended care, as certified by the employer) or previous experience to be assessed by Department Head
- For Level II courses, only applicants must have completed Level I or possess a Long Term Care Aide, Nurse Aide, Continuing Care Aide or equivalent certificate
- Completion of the College Health Services medical questionnaire and submission of a negative Tb skin test or chest x-ray report
- Proof of all up-to-date immunizations (polio, tetanus, diphtheria). Testing for German Measles immunity and immunization for Hepatitis B are also recommended
- Completion and submission of a criminal record search*

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

PROGRAM OVERVIEW

This program is designed to provide training to those caregivers presently working as an aide in a continuing care setting. It is designed to meet the educational needs of learners with a variety of backgrounds and experiences. For those who are presently working and have had no formal training, the program provides a comprehensive curriculum which will provide them with the knowledge base and skills necessary to function effectively. These students take the entire program (Levels I and II). For those who are working and have previously been certified as a nursing aide, long term care aide or equivalent, the program provides an opportunity to upgrade to the current standards. These students take Level II of the program only.

PROGRAM CONTENT

Level 1

Course 7409 Human Relations: Interpersonal Communications

Course 7320 Health and Healing: Concepts for Practice

Course 7322 Work Role: Introduction to Resident Care Attendant Practice

Course 7491 Healing: Personal Care Skills*

* Successful completion of these courses are prerequisites for the following courses:

Course 7492 Clinical 1A

Course 7493 Clinical 1B

Level 2

Course 3812 Introduction to Caring

Course 7410 Health: Lifestyle and Choices

Course 3813 Healing: Special Needs*

* Successful completion of this course is a prerequisite for the following course:

Course 3814 Clinical II (Special Needs)

RETAIL FOOD AND SUPERMARKET CAREERS

offered at City Centre Campus

Program Length: Ten months

Starting: September

Certification: Certificate

Department Head: Wayne McNiven

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
- Desire and willingness to work with customers in a retail setting
- Willingness to work shift work including weekends and evenings

RECOMMENDED CHARACTERISTICS

Applicants must be highly motivated to work, be comfortable serving the public, have a working knowledge of spoken English and be able to use public transportation independently.

PROGRAM OVERVIEW

This program provides training as a service clerk while building familiarity with other aspects of the retail food industry such as the grocery and produce departments. Each student benefits from a core curriculum that reflects the standards of industry for hygiene and grooming, safe food handling, safety, employee conduct and interpersonal skills. Strong emphasis is placed on superior customer service. Training is introduced in the classroom and practiced through work experiences in local retail food outlets.

The program consists of approximately 29 weeks of classroom training and 12 weeks of supervised community work experiences matched to the student's interests and abilities.

PROGRAM CONTENT

Level 1

Course 7444 Hygiene and Grooming

Course 7445 Foodsafe

Course 7164 Effective Communication I

Course 7165 Assertiveness I

Course 7166 Stress Management I

Course 7122 Employee Behaviours I

Course 7167 Interview Skills I

Course 7446 Resumes

Course 7447 Safety

Course 7448 Introduction to Retail Food Industry

Course 7528 Customer Service 1

Course 7529 Service Clerk Skills 1

Course 7530 Work Experience 1

Level II

Course 3784 Employee Behaviours II

Course 3785 Effective Communication II

Course 3786 Assertiveness II

Course 3787 Stress Management II

Course 3788 Interview Skills II

Course 3835 Customer Service 2

Course 3836 Service Clerk Skills II

Course 3837 Introduction to the Grocery Department

Course 3838 Introduction to the Produce Department

Course 3841 Job Search

Course 3842 Work Experience 2

Course 3839 Work Experience 3

Course 3840 Work Experience 4

CAREER PROSPECTS

Graduates will be prepared to pursue competitive employment in retail food and supermarket outlets.

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

- Referral 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 one-month training sessions over a three-year period.

A list of courses is available from the Counseling 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 COSTS

Textbooks- approximately \$100; uniform deposit - \$60

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 three weeks on-the-job training in the industry.

PROGRAM CONTENT

Level 1

Course 7430 Sanitation and Safety / Food Safe Level 1

Course 7431 Beef Cutting

Level 2

Course 7432 Pork Cutting

Course 2868 Chicken, Lamb and Veal Cutting

Course 7433 Meat Merchandising and 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 - \$60; laundry fee - \$45

SAUSAGE MAKING AND SMOKED MEATS

offered at City Centre Campus

Program Length: Six months*

Starting: Contact Admissions

Certification: Certificate

Department Head: Doug Mauger

*Three months with the completion of Level I Retail Meat

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 manufacture of sausage and smoked meats for wholesale and retail stores and delicatessens is a highly specialized skill. All aspects 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 Basics
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 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

Textbooks and supplies - approximately \$150; uniform deposit - \$60; laundry fee - \$7.50 per month

SIGN LANGUAGE STUDIES

offered through King Edward Campus

Department Office: King Edward Campus West

The following programs are offered:

- Sign Language Studies (Full-Time)
- Sign Language Studies (Part-Time Evening)
- Sign Language Studies (Summer Session)

Classes are held at King Edward West (Broadway and Fraser), four blocks west of the main campus.

Registration, financial aid services, records and administration are located at the main campus: 1155 East Broadway, Vancouver, V5N 5T9. 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.

SIGN LANGUAGE STUDIES (FULL-TIME)

Program Length: Ten months
Starting: September
Certification: Certificate
Department Head: Roger Ofield, 871-7443 (Voice), 871-7444 (TTY)

ADMISSION REQUIREMENTS

- Successful completion of:
American Sign Language (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 hand-eye 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
- 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 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.

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

Applicants 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 second week of classes. Registration is on a first-come-first-served basis 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 the Cashier's Office at 871-7044.

Human Resources and Development Canada may sponsor eligible students. Inquiries about such sponsorship should be made at your nearest Human Resources 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.

SIGN LANGUAGE STUDIES (PART-TIME EVENINGS)

Program Length: Six weeks or 12 weeks
Starting: April (Six weeks), September, January (12 weeks)
Certification: Certificate
Department Head: Roger Ofield

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 hand-eye coordination
- Visual acuity
- Good hearing

PROGRAM OVERVIEW

Upon successful completion of all levels of this part-time evening program, students who started with no prior knowledge of Sign Language will be able to function comfortably in social settings where ASL/Sign is the language of communication being used or required (e.g. with Deaf persons).

Through a variety of situations and settings, the student 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 subdivided into four components or sub-levels as follows:

Level 1 PREP (011,012,013,014) or FAST TRACK 010
Level 2 BASIC I (021,022,023,024) or FAST TRACK 020
Level 3 BASIC II (031,032,033,034)
Level 4 BASIC III (041,042,043,044)

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 and BASIC 020, a wide variety of interactive functions are modelled by deaf instructors using the appropriate ASL structure and grammar.

FAST TRACK

Students who wish to take PREP 011, 012, 013 and 014 or PREP 021, 022, 023 and 024 over a six-month period from September to March or January to June may choose to enroll in PREP 010 or 020.

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, meets 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 and BASIC 020 (fast-track) meet 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.

SIGN LANGUAGE STUDIES (SUMMER SESSION)

Program Length: One month

Starting: July

Certification: Certificate

Department Head: Roger Ofield

Note: This is a general interest program or career path prerequisite for students planning on full-time study in Sign Language Studies.

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 hand-eye 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, recreational, 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.

The 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. e.g. PREP 012/013 is not available and there are no offerings 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.

TECHNICAL TRAINING ACCESS (ESL)

offered at King Edward Campus

Program Length: Five months

Starting: May, October

Certification: Certificate

Department Head: Ray Oksanen

ADMISSION REQUIREMENTS

- Completion of Upper Intermediate Level English

PROGRAM OVERVIEW

This five-month program is designed to provide entry level skills training and language development focused on accessing Automotive Technician, Auto Collision, Auto Painting, and Diesel Technician Programs. Graduates of this program will receive a certificate and will be considered as having met the admission requirements of the Automotive Technician, Auto Collision, Auto Painting and Diesel Technician 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 and Hospitality Centre at Vancouver Community College - City Centre Campus is pleased to be a partner with the Pacific Rim Institute of Tourism (PRIT) in tourism education and in 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:

- Food and Beverage
- Rooms Division

- Marketing and Sales
 - Accounting and Finance
- (Note: not all specialty courses will be offered each semester.)

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 or Business Education Preparation Program

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 makes it 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 7330 Introduction to Computers

Level 2

Course 2663 Business Law
Course 2995 Introduction to Accounting
Course 2996 Logistics I
Course 3667 Marketing and Sales
Course 2997 Practical Transportation Study I

Level 3

Course 3745 Supervisory Skills
Course 3746 Transportation Accounting I
Course 3747 Logistics II
Course 3748 Practical Transportation Study II

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 follow-up programs in their specialized area.

ADDITIONAL COSTS

Textbooks and supplies - approximately \$700

TRAVEL AGENT

offered at City Centre Campus

Program Length: Six months
Starting: September, 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 LEVEL ONE 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 7363 Destinations I
Course 7561 Introduction to the Reservation Computer Systems
Course 7028 Communications
Course 7562 Travel Tourism Components I
Course 7090 Introduction to Air Travel

Level 2

Course 2968 Destinations II
Course 7563 Basic Reservation Computer Training I
Course 7564 Travel Tourism Components II
Course 7364 Domestic Airline Tariffs and Ticketing
Course 7026 Package Tours

Level 3

Course 2966 Cruises
Course 3719 Destinations III
Course 3847 Basic Reservation Computer Training II
Course 7092 Sales and Services
Course 2215 Office Procedures
Course 3756 International Airline Tariffs and Ticketing
Course 7042 Practicum

*Foundation Courses that 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

VISUALLY IMPAIRED ADULT PROGRAMS

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 Visually Impaired Adult Programs are 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 closed circuit television (CCTV) for print magnification 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 the Visually Impaired Adults Program and 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 prorated 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 Gwen Masse, Coordinator for the Visually Impaired Adult Programs 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 Office of the Registrar.

COURSE DESCRIPTIONS

ACCOUNTING

1499 Introduction to Word Processing

This course is designed to introduce word processing concepts using WordPerfect 5.1 for DOS commands to input, process, and retrieve data to produce business documents to a professional business standard.

7554 Communications 2

This course is designed to develop effective writing, listening, and speaking skills for career success. The writing component concentrates on fundamental skills at the note, memo, and letter levels. As well, the course includes elements of grammar, punctuation, and spelling review. Students also learn effective oral communication techniques and telephone skills.

1878 Business Mathematics

This course is designed to develop mathematical skills used in business. There will be specific attention placed on business math, percentages, ratios, and proportion. The course also teaches students fundamentals of calculators and applies this knowledge to calculating interest, annuities, discounts, depreciation, and tariffs.

8074 Bookkeeping - Introduction to Accounting 1

This course is designed to familiarize the student with analysing and recording basic transactions, posting journal entries to ledgers and preparing a trial balance, and a review of ledgers. Specific emphasis will be placed on petty cash, payroll, and general banking procedures such as reconciliation of accounts.

7556 Bookkeeping - Introduction to Accounting 2

This course is a continuation of Bookkeeping - Introduction to Accounting 1. Students will prepare worksheets, financial statements, and closing entries. Emphasis will be placed on a merchandising business.

1909 Accounting Computer Applications 1

This is the first course using accounting software to process transactions. Students will cover start-up procedures, chart of accounts, designing and setting up general ledger and subsidiary ledgers. The student will also spend considerable time coding documents and entering data into the four ledgers: general, receivable, payable, and payroll. The student will then print out financial statements and spend some time locating and correcting errors. At the end of the course, the student should have completed an accounting project.

2950 Word Processing Applications 1

This course is designed for students to learn to produce business documents using Word for Windows software commands to produce documents that will meet the comprehensive demands of present-day offices.

7224 Human Relations

This course will enhance the students ability to work alone or with others with or without supervision. Emphasis will be on the development of professional attitude, cooperation,

and effective interpersonal communication skills. Some emphasis will also be placed on developing your own supervisory skills.

7442 Introduction to Personal Computer Operating Systems

This course is designed to familiarize students with the basic features of three operating systems (environments) for IBM compatible micro-computers. Students will practise using DOS, Microsoft Windows, and Novell Netware commands in our departments networked micro-computer lab.

1561 Payroll and Payroll Legislation

This course introduces the forms and procedures used in preparing payrolls. Normal statutory and non-statutory deductions as well as costing and accounting will be covered. Year end payroll procedures and computer applications will be applied as well as discussion of the status.

1804 Database Applications

This course deals specifically with the latest database software. File creation, record manipulation, sorting, indexing, and reporting are covered. Data will be examined in all phases including inserting, editing, reviewing, and printing.

1877 Introduction to Spreadsheet Management

This course provides an introduction to and the use of spreadsheets in an accounting environment. Spreadsheets will be used to develop accounting concepts and to graphically show changes due to financial management.

2739 Accounting Computer Applications 2

This course follows Computer Applications 1, emphasizing adjusting entries and corrections in the normal accounting and bookkeeping applications. Financial statements will be covered as well as bank reconciliations, petty cash, amortization, and depreciation.

7358 General Business Law

This course is designed to give the student an understanding of basic concepts of the Canadian legal system, including common law and statutory principles; the Canadian Constitution; the court system and civil court procedures. Some of the topics studied are the sale of goods, partnerships, corporations, negotiable instruments, secured transactions, contracts of employment, bankruptcy and insolvency, and insurance law.

3295 Fundamental Accounting Principles 2

This is the second course in Accounting Principles. It examines the three different types of organizational accounting - partnerships, proprietorships, and limited companies. Financial adjustments and statement analysis will also be examined.

8086 Communications 3

This course emphasizes report writing skills; employment access skills including preparation of resumes, resume cover letters, and interview skills and addresses the basics of intercultural communication.

3295 Fundamental Accounting Principles 2

This is the second course in Accounting Principles. It examines the three different types of organizational accounting - partnerships, proprietorships, and limited companies. Financial adjustments and statement analysis will also be examined.

3686 Accounting Computer Applications 3

In this course, students using an alternate accounting software package will develop the computer procedures for general ledger, accounts receivable, and accounts payable. In each case, the student will have to set up, enter and transfer data as well as prepare financial reports, month end, and year end cycle procedures. A procedure for analyzing accounts will also be developed.

3687 Practicum

Students will be placed in an office or accounting environment for four weeks of work experience designed to give them practical experience in applying the knowledge and skills they have learned throughout the program.

3688 Accounting Computer Applications 4

Students will work with advanced features of software learned in other courses. Importing and exporting files to create financial documents will also be covered.

ADMINISTRATIVE OFFICE ASSISTANT

7224 Human Relations

This course will enhance the students ability to work alone or with others with or without supervision. Emphasis will be on the development of professional attitude, cooperation, and effective interpersonal communication skills. Some emphasis will also be placed on developing your own supervisory skills.

7115 Speed and Accuracy 1

This course will develop the students keyboarding speed and accuracy by means of selected timed writings and drills on a microcomputer. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 40 gross words per minute for 5 minutes with a maximum of 5 errors.

7553 Keyboarding Skills

This course is designed for students to learn the alphabetic keyboard, numeric keyboard, and symbols. This course introduces the student to horizontal and vertical centring, formatting tables, word division, and a short introduction to office documents.

7554 Communication 2

This course is designed to develop effective writing, listening, and speaking skills for career success. The writing component concentrates on fundamental skills at the note, memo, and letter levels. As well, the course includes elements of grammar, punctuation, and spelling review. Students also learn effective oral communication techniques and telephone skills.

7442 Introduction to Personal Computer Operating Systems

This course is designed to familiarize students with the basic features of three operating systems (environments) for IBM compatible micro-computers. Students will practise using DOS, Microsoft Windows, and Novell Netware commands in our departmental networked micro-computer labs.

7555 Microcomputer Activities for the Office

This introductory course will review basic math skills which are specifically related to business documents and activities; introduce double entry accounting theory; handle petty cash procedures, banking procedures and forms; payroll calculations and records.

1499 Introduction to Word Processing

This course is designed to introduce word processing concepts using WordPerfect 5.1 for DOS commands to input, process, and retrieve data to produce business documents to a professional business standard.

2873 Introduction to Electronic Transcription

This course develops vocabulary and skills in listening, editing, spelling, proofreading, and punctuation. Students who successfully complete this course will be able to produce business documents to a professional standard from dictation.

1565 Keyboarding Applications

This course is designed for students to learn formatting skills on a microcomputer that will meet the comprehensive demands of present-day offices.

2871 Speed and Accuracy 2

This course develops the student's keyboarding speed and accuracy on the microcomputer, using selected timed writings and drills. The computer scores all timings and charts the results on screen. This allows students to analyse weaknesses and work on corrective practices. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 55 gross words per minute for 5 minutes with a maximum of 5 errors.

8086 Communication 3

This course emphasized report writing skills; employment access skills including preparation of resumes, resume cover letters, and interview skills; and addresses the basics of intercultural communication.

1877 Introduction to Spreadsheet Management

This course provides an introduction to and the use of spreadsheets in an accounting environment. Spreadsheets will be used to develop accounting concepts and to show graphically, changes due to financial management. This course will also cover database creation and file manipulation.

2950 Word Processing Applications 1

This course is designed for students to learn to produce business documents using Word for Windows software commands to produce documents that will meet the comprehensive demands of present-day offices.

COURSE DESCRIPTIONS

8087 Office Procedures

This course teaches the student a variety of office procedural skills in order to be effective in a modern technological office environment. Topics include: time management; communication techniques; records management, office image, travel arrangements, preparing minutes and conference notes; preparing and checking financial forms; and preparing reports. Students who successfully complete this course will be able to apply these and other skills developed throughout the program to an integrated office system.

8088 Office Simulation

This course is a simulation project that brings students into the age of information management. Students will be utilizing their word processing and spreadsheet knowledge, as well as their decision making, prioritizing, and other management skills.

2876 Work Experience

Students will be placed in an office for two weeks of work experience designed to give them practical experience in applying the knowledge and skills they have learned throughout the program. This placement takes place in the last month of the program. Students who successfully complete this portion of the program will be able to demonstrate application of program content skills, appropriate business related interpersonal skills, and attendance and punctuality patterns suitable to the sponsoring firm. The criteria for practicum placement are based on the successful completion of all courses in Semesters 1 and 2 of the program.

Instructors, in consultation with practicum sponsors, will supervise the practicum.

Students must, at all times, maintain the integrity and confidentiality of the work to which they are exposed during the practicum.

Students may be withdrawn from a practicum without notice if it is determined that student has divulged confidential information or has failed to meet the expectations of the instructor and/or the practicum sponsor (ie. lateness, lack of attendance, poor attitude and lack of initiative, etc.—guidelines as outlined on practicum evaluation).

8089 Word Processing Applications 2

This course is designed for students to learn to produce business documents using WordPerfect for Windows software commands to produce documents that will meet the comprehensive demands of present-day offices.

ADULT EDUCATION

For Level 1 course descriptions please refer to the Provincial Instructor Diploma Program.

2983 Contexts for Curriculum and Instruction

Learners will compare and contrast various adult education philosophies and examine how these philosophies influence program planning. They will examine how instructors can

plan programs in a manner congruent with appropriate philosophies in various contexts.

Upon successful completion of this course, the learner will have the knowledge and skills to explain the various philosophies of adult education commonly found in colleges and other adult education settings, describe how instructors can adapt curriculum planning processes to suit various philosophies, choose appropriate philosophical approaches in various adult education settings and develop curriculum using a variety of approaches.

2984 Introduction to Development Psychology

This course will provide learners with an overview of the field of psychology with a particular emphasis on adult developmental issues. Learners are expected by the end of the course to have a demonstrated ability to apply the ideas and theories presented in the course in the context of designing and delivering instruction in an adult education setting.

Upon successful completion of this course, the learner will have the knowledge and skills to describe the field of psychology from a historical perspective; explain the key concepts in psychology and how they relate to education; outline the important concepts in human physical development; outline the key concepts in human cognitive development; outline the key concepts in human psychosocial development throughout the lifespan; and a broad understanding of learning theory and the ability to apply it appropriately with adults in an educational setting.

2985 Microcomputers in Education

This microcomputer course provides conceptual and practical learning experiences related to education. The learners will use and evaluate computer assisted instruction materials, computer managed learning materials, presentation software, spreadsheet applications, and word processing and desktop publishing software.

Depending on their individual computer skills upon entry, learners may individually focus their energies on some or all of the following: designing a class recordkeeping spreadsheet incorporating statistical analysis; creating, editing and printing several classroom information hand-out sheets; using the mail merge word processing function to quickly format and produce student reports; producing a newsletter with graphics using a desktop publishing program; producing instructional materials using a presentation program; and using computer based instructional programs effectively.

2986 Educational Leadership

This course will examine the latest theories and trends in the field of educational leadership. It is designed to assist learners to improve their administrative and leadership skills and provide simulated experiences in managing people and programs.

Upon successful completion of the course, the learner will have the knowledge and skills to discuss several management theories and their relevance to various

educational settings, manage curriculum, develop educational plans, conduct effective meetings, appraise programs and people, use conflict management procedures, prepare and manage budgets.

2987 Effective Communication Skills for Educators

This course gives instructors greater knowledge and understanding of the communication processes that occur in a classroom. As well, means of enhancing written, verbal and non-verbal communication are practiced.

Upon successful completion of this course, the learner is expected to have the knowledge and skill to define communication; explain three primary models of communication; identify how imprecise uses of language affect communications; interpret a variety of non-verbal messages and respond to them appropriately; distinguish between five types of questioning and give examples of each; use appropriate facilitation skills for the participant's classroom situation; practice effective presentation skills for small and large groups; and use effective communication techniques for written materials.

2988 Effective Instructional Strategies with Adult Learners

This course will look at recent research in the field of instructor effectiveness and recent innovations in the field of adult education. Learners will practice using effective instructional strategies in various settings and increase their effectiveness as instructors by providing feedback to each other.

Upon successful completion of the course, the learner will have the knowledge and skills to describe different models of effective teaching; select direct and indirect instructional techniques appropriately; use questioning strategies effectively; give clear presentations; use appropriate levels of enthusiasm in classroom presentations; and use variety in the design of classroom activities.

2989 Practicum

The practicum gives learners an opportunity to gain practical experience in an educational setting other than their usual one.

Learners will be expected to plan, deliver and evaluate instruction during their practicum. The practicum is three weeks in length.

It is important that the learner take the practicum in a setting other than his or her regular instructional setting.

The learner will work with a cooperating teacher who will give a written evaluation to the learner at the end of the practicum.

If learners plan to complete the Bachelor of Education (Adult Education Route) Degree, offered cooperatively here in British Columbia by Vancouver Community College and the University of Alberta, this practicum must be taken in a secondary school because of teacher certification requirements. In the degree program, an additional practicum is required as one of the University of Alberta courses, and it is taken in an adult education setting.

Option (ID400) Effective Instructional Strategies with ESL Learners

Effective Instructional Strategies with ESL Learners will focus on developing an understanding of the language related issues inherent in a multicultural, multilingual student body. Learners will discuss the development of effective strategies for instructing career, vocational and academic program students who do not speak English as their first language.

Upon successful completion of the course, the learner will be able to explain the culture of Canadian education; describe those things foreign born students share with Canadians in the classroom and those things they do not share; identify and describe the characteristics of ESL learners in the college environment; define patterns of immigrating and demographic change and their impact both on college clientele and the educational process; examine adult language acquisition: theories and practices; examine language and the brain; define limited English proficiency and its impact on performance; identify learning styles and their impact on the ESL learner; use productive instructional techniques in the integrated classroom; identify approaches to adapting instruction; use language proficiency assessment; examine curriculum adaptation: accessibility without compromise; identify methods for assisting language acquisition; examine instructing abroad: vocational education through the medium of English.

ASIAN CULINARY ARTS COOK TRAINING - CHINESE CUISINE

7212 Stir-fry, Pan-fry, Deep-fry (Basic)

The techniques of stir-frying, pan-frying and deep-frying are learned in this course. Emphasis will be placed on the proper use of equipment, temperature control and timing of dishes.

7213 Broil, Braise and Steam (Basic)

The techniques of broiling, braising and steaming are learned in this course. As in the stir-fry course, emphasis will be placed on the proper use of equipment, temperature control and timing of dishes.

1455 Use of the Wok

Wok cooking is central to Chinese cuisine. The students will be introduced to different types of woks and their uses. Students will develop skills in the most effective use of stirring techniques, cooking techniques, temperature control and the organization of tools.

1589 Introduction to Chinese Cookery, Utensils and Equipment

This course is a general introduction to Chinese cuisine and the equipment and utensils involved in its preparation. The student will learn about history and styles of Chinese cuisine and the popular types that are served. Emphasis will be placed upon developing skills in maintaining and properly using equipment and utensils.

7210 Preparation of Meat and Poultry (Basic)

Students develop basic proficiency in the area of choosing proper ingredients for Chinese dishes in the course. Particular emphasis is placed upon identifying cuts of meat

to be used, quality of ingredients, cutting methods for various dishes and deboning.

7211 Preparation of Seafood and Vegetables (Basic)

In this course, students develop skills in using seafood and vegetables in Chinese dishes. Particular emphasis is placed upon identifying the types of seafood to be used, quality of ingredients, cutting methods for various dishes and selection of vegetables.

1457 Preparation and Cooking of Soups and Sauces (Basic)

Students learn the basics of soup and sauce preparation in this course. They are introduced to the types of soups and sauces commonly used in Chinese cuisine, the proper presentation, ingredients and spices, as well as appropriate menu combinations.

1410 Health, Hygiene and Safety

This course introduces the student to the importance of sanitary practices in the industry. Topics learned include personal hygiene, food handling and the effects of bacteria on food. Students will develop skills in the proper and safe handling of food.

2519 Stir-fry, Pan-fry, Deep-fry, Boil, Braise and Steam (Advanced)

This course provides the student with an opportunity to work with more specialty items and to build on the skills learned in Level I. Emphasis will be placed on advanced deboning and trimming techniques; the proper use of different kinds of shellfish and seafood; techniques for choosing and using ingredients; advanced cooking techniques and the presentation and garnishing of food.

2438 Barbecue Cooking

In this course, the student will learn the proper handling of food to be barbecued, spices to be used, marinades, proper cooking temperatures, barbecuing techniques, sauces and storage items.

3265 Kitchen Management

How to organize an effectively run kitchen is introduced in this course. Students will develop skills in menu planning and composition; food purchasing and inventory procedures; how to calculate cost and profit.

2439 Preparation of Meat, Poultry, Seafood and Vegetables (Advanced)

This course builds on the skills acquired in Level I. The students learn advanced techniques in the use of spices, marinades, choosing of ingredients and storage of food.

2520 Preparation and Cooking of Soups and Sauces (Advanced)

This course builds upon the skills developed in Level I. The student has the opportunity to work with more specialty ingredients and to create more complex soups and sauces.

2942 Dim Sum

This course begins with the history of Dim Sum and progresses into appearance of dishes, ingredients, portioning, and concludes with cooking and serving techniques.

BAKING AND PASTRY ARTS

7454 Varieties of Hard and Soft Rolls

7455 Sweet Yeast and Doughnut Dough Products

7456 Danish Pastry and Croissant Dough

Topics covered in this course include hard rolls, bread sticks, sweet buns, yeast raised doughnuts, hot cross buns, croissants, Danish pastries, coffee cakes and Danish pastry fillings.

1013 Theory of Baking and Demonstration 1 - Food Safe Level I

The student will learn the principles of sanitation and hygiene, safety and first aid, and baking equipment (hand tools and utensils). The student will also learn the correct handling of ingredients in baking, milling and classification of flours, fermentation of yeast doughs, sour doughs, sweet yeast doughs, specialty breads, formula conversions and staling of breads.

7457 Breads

7458 Oven

This course enables the student to identify pan breads, sole breads, bread bases and mixes, sourdough breads, fruit breads, chemically leavened breads, seasonal breads, braided breads, and bread plaques and sculptures. The oven component consists of proofing, baking, and finishing of the various breads and yeast dough products.

3792 Puff Pastry

3793 Cakes

The student will learn various methods of making puff pastry. In the puff pastry section, the preparing and making of sausage rolls and different strudels will be practised. In general baking, the student will be able to cook meat for pie filling and a variety of savoury items. This course also includes the mixing of various loaf cakes, pound cakes, carrot cakes and various cheesecakes.

2014 Theory of Baking and Demonstration 2

Topics discussed in this course include ingredients in baking, pie dough, sweet short pastry (German dough), puff pastry, muffins, quick breads, cookies, meringues and savoury foods.

3794 Pies, Savoury Products and Quick Breads

3795 Tarts, Cookies and Squares

7458 Oven

Topics covered in this course include pie dough, fruit pie fillings, fruit pies, cream and chiffon pies, lemon meringue pies, as well as savoury products, sweet short pastry (German dough), tarts, cookies, and meringues. The oven component in this course includes baking the products produced in the general lab such as pies, tarts, cookies, puff pastries, etc.

3007 Theory of Baking and Demonstration 3

Topics discussed in this course include food colours, cocoa and chocolates, creams, icing and fillings, choux paste, French pastries, and cooking of sugar. Cakes will also be covered. Topics include classification of cakes, measuring heat and density, high altitude baking and balancing cake formulas. In addition, bakery management principles are introduced.

4354 Cake Baking

The instructor will introduce and demonstrate the baking of cakes. Topics discussed will be angel food cakes, sponge cakes, layer cakes, pound cakes, fruit cakes, mousse cakes, and cheese cakes. The oven component includes the baking of all the varieties of cakes produced.

4349 Dessert Cakes

4350 Birthday and Special Occasion Cakes

4351 Wedding Cakes

The instructor will introduce and demonstrate the making of dessert, birthday and wedding cakes. The students will practise the art of cake decorating. Piping of cake borders and the making of roses are included in this course.

4352 French Pastries

4353 Chocolates

Topics covered in this course include French pastries and petit fours, butter creams and icings, and pastry fillings. Topics covered include the tempering of chocolates, techniques in filling chocolates, dipping chocolates, molding chocolate, the various fillings and the making of chocolate decorations.

BAKING AND PASTRY ARTS (ESL)

1998 Sanitation and Hygiene

In this course, students will learn about bacteria and their effect on food, and the fundamentals of safe food handling. Numerous videos help to illustrate these topics.

7134 Bread and Buns

Mixing and molding of basic bread doughs into loaves and buns are presented in this course. Hand molding and machine molding will both be taught, but the emphasis will be on the student acquiring proper hand molding techniques.

7135 Danish and Croissants

In this course, the principles of fat-layered or "laminated" doughs will be shown. Students will learn to make both kinds of dough, and then will fashion numerous products from the dough. The student will prepare and use fillings in Danish pastries.

7136 Sweet Dough and Doughnuts

The student will first learn to make this versatile dough and then use the dough for various products. Deep frying and finishing cake and yeast doughnuts will be taught.

7137 Oven Work 1

In this course, the student will learn how to determine whether a product is ready for the oven, as well as the ideal moment to take it out of the oven. Topics covered include the finishing of sweet dough items as well as the slicing of bread.

7138 Wrapping and Packaging

In addition to hand bagging and wrapping of buns, the student will learn to use a simple shrink wrapper and a tunnel wrapper.

2893 Pastry and Savoury Goods

The student will learn various methods of making pie pastry and sweet pastry. Covered and open faced pies will be made, as well as an assortment of cream pies and tarts. While the emphasis will be on hand rolling, the student will also be taught to use the automatic roller or "sheeter". The student will also prepare and bake numerous savoury items such as quiches, sausage rolls, meat pies and pizza.

2894 Shop Maintenance

The cleaning of the shop is a task which is essential both for safety and for work efficiency and enjoyment. The student will be expected to work as cleanly as possible while performing each task. At the end of the day, a thorough cleaning of the baking lab is carried out, followed by a pooling of labour to clean common areas such as refrigerators, machines and cupboards. Periodically, machines must be dismantled, cleaned, and where applicable, oiled. This is an important component of the bakery assistant's responsibilities.

2895 Cookies and Squares

Cookie shops are becoming increasingly popular. This section will cover the various types of cookies and their methods of production: piped, scooped or rolled. The student will also learn to make various squares and slices, such as brownies and date squares.

2896 Pastries

The student will learn to prepare a selection of basic pastries, such as chocolate eclairs, rum balls, nanaimo bars and strawberry tarts. Hand skills, the use of the piping bag and the basic use of the palate knife will be taught.

2897 Theory

The student will learn the properties and correct handling of raw materials such as flour, dairy products and yeast.

2898 Oven Work 2

In this course, the student will learn how to determine whether a product is ready for the oven, as well as the ideal moment to take it out of the oven. Topics covered include the finishing of sweet dough items as well as the slicing of bread.

2857 English Language Training

During this course, students will concentrate on learning effective communications skills as related to the functions of a baking assistant. Job-related vocabulary is taught every day and reinforced immediately in the laboratory.

2899 Practicum and Job Search Skills

Students will be scheduled for a brief industry practicum where they will demonstrate the skills learned in the College setting. In addition, students will also work on job search skills such as preparing a resume, preparing for interviews, and finding leads in newspapers and trade magazines.

3007 Theory of Baking and Demonstration 3

Topics discussed in this course include food colours, cocoa and chocolates, creams, icing and fillings, choux paste, French pastries, and cooking of sugar.

Cakes will also be covered in this course. Topics include classification of cakes, measuring heat and density, high altitude baking and balancing cake formulas. In addition, bakery management principles are introduced.

4354 Cake Baking

The instructor will introduce and demonstrate the baking of cakes. Topics discussed will be angel food cakes, sponge cakes, layer cakes, pound cakes, fruit cakes, mousse cakes, and cheese cakes. The oven component includes the baking of all the varieties of cakes produced.

4349 Cake Decorating

The instructor will introduce and demonstrate the making of dessert, birthday, and wedding cakes. The students will practise the art of cake decorating. Piping of cake borders and the making of roses are included in the course.

4352 French Pastries

Topics covered in this course include French pastries and petit fours, butter creams and icings, and pastry fillings. Topic covered include the tempering of chocolates, techniques in filling chocolates, dipping chocolates, molding chocolate, the various fillings and the making of chocolate decorations.

BAKING AND PASTRY - PART-TIME

The following courses may be offered on a part-time basis in September and January.

1753 Assorted Breads

This course covers assorted breads, bread bases and mixes, sour dough breads, fruit breads, chemically leavened breads, seasonal breads and braided breads.

1754 Assorted Hard Rolls and Sweet Yeast Dough Products

In this course the student will learn to make assorted bread rolls, sweet buns, yeast raised doughnuts, hot cross buns, croissants, danish pastries, coffee cakes and danish pastry fillings.

2618 Pies, Tarts, Cookies and Savoury Products

This course covers pie dough, fruit pie fillings, fruit pies, cream and chiffon pies, lemon meringue pies, savoury products, sweet short pastry, tarts, cookies and meringues.

2298 Puff Pastry and General Baking

Tea biscuits and scones, puff pastries, muffins, cake donuts, date squares, brownies, slices, shortbread, gingerbread men and florentines are covered in this course.

3489 Cake Baking

This course concentrates on angel food cakes, sponge cakes, layer cakes, pound cakes, fruit cakes and cheese cakes.

3268 Cake Decorating

Dessert cakes, birthday cakes and wedding cakes are covered in this course.

3490 French Pastries

Topics covered are French pastries and petit fours, butter creams and icings, and pastry fillings.

3491 Chocolate Work

This course includes the history of chocolate, the tempering of chocolate, chocolate creams and fillings, chocolate truffles and chocolates.

3492 Marzipan Work

Almond paste, marzipan, modelling and flowers are covered in this course.

4184 TQ for Baking Certificate

Covers baking ingredients and metric conversion, sourdoughs, fermentation, pastry doughs and quick breads, hygiene, sanitation and equipment, baking ingredients and icing, cake and pastry making methods and basic bakery management.

BASIC EDUCATION

English 031

Reading and writing classes from beginners to the end of the Grade 8 level. The Bridge Class is one of the reading and writing classes. It is a special ESL/ABE class.

Mathematics 031

Classes from a beginning level of arithmetic to the end of Grade 8 level. Adults can learn or review whole numbers, decimals, fractions, percent, ratio and proportion and problem solving with all operations.

BUILDING SERVICE WORKER

1725 Light Housekeeping, Equipment and Supplies

An orientation to industry and the program is covered in this course. It also includes types of soils and micro-organisms, chemical cleaners, Workers' Compensation Board regulations, sweeping and dusting, material regulations and procedures, types and uses of vacuums, wet mopping equipment, wet mopping procedures and an introduction to WHMIS regulations.

1726 Light Housekeeping (Practical)

This course concentrates on scaffolds, swing stages, ladders, window cleaning by hand, window cleaning extension pole, wall washing equipment, ceiling and wall cleaning, telephone and elevator cleaning, office maintenance, venetian blinds, furniture cleaning and cleaning of light fixtures, safety practices, types and maintenance of chalkboards, and maintenance of sanitary facilities.

7341 Hospital Cleaning Procedures

In this course, micro-organisms and biocides, waste disposal, contaminated items and linen removal from hospitals are covered. Also, methods and equipment used for disinfecting floors and walls, isolation room cleaning procedures, operating room cleaning, care in working around life support equipment, hand washing procedures, and bed making and bed disinfecting procedures will be covered.

2604 General Housekeeping

In this course fire prevention, fire extinguishers and building security are covered. Also included are various floor care methods using standard floor machines, auto scrubbers, high speed floor machines, and burnishers.

7342 Industry Practicum

The two week practicum in the building service industry provides students with the opportunity to practice newly acquired skills and gives them a realistic view of the industry in which they plan to be employed.

3447 Wood, Hard and Resilient Floors and Finishes

Natural waxes, polymer finishes, thermoplastics, and resilient floorings are covered. In addition, load limits, buffable, non-buffable (dry bright), semi-buffable, shelf life, storage, temperature and area coverage of floor finishes and water emulsion sealers and solvents are studied. Application of sealer - resilient floors, penetrating and surface sealers, polyurethanes, oil and water cure finishes, and application of sealer to hard floors and wood floors are also studied.

3449 Floor Cleaning Equipment

In this course super- and ultra-high speed buffing machines, power sources, variable speed machines, gloss restorer and high speed floor machine, machine accessories, driving block, spray unit, floor cleaning pads, steel wool floor pads, and maintenance and storage of cleaning machines are covered.

3475 General Floor Maintenance (Practical)

This course concentrates on automatic floor machines, area coverage, high speed spray buffing system, floor maintenance methods, scrub and apply finish (one coat), strip, completely re-furbish, etching and sealing, concrete floors, preparation of floor sealing and sealing hard floors.

3752 Carpet Construction and Cleaning Equipment

In this course carpet mopping, spray-clean, spray-mist (micro), dry extraction method, hydro brush, shampoo and extraction, bonnet cleaning-dry and wet, rotary machine, liquid shampoo, dry-foam shampoo, hot water extraction and plant cleaning are covered. Anti-static sprays, spot and stain removal, upright beater bar vacuum, mechanical hand sweeper, pile brush, electric broom, beater strap vacuum, canister vacuum, spot and stain removal chemicals, rug shampoos and deodorizers, and pre-spraying are also studied.

3477 Carpet Cleaning (Practical)

This course covers all carpet cleaning including oriental rugs and carpets, hand looming and dyeing, rug making established in Europe, power looms, braided rugs, North America and jacquard loom and colours. Carpeting; carpet construction; Wilton and Axminster looms; tufted, cut, uncut, needle-punched and flocked carpet pile, carpet backing, underlays and advantages, fibres - wool, nylon, polypropylene, acrylic; carpet function and values; entrance walk-off mats and preventative maintenance; restoration and drying of carpets; and protective coatings for carpet fibres are also covered.

BUILDING SERVICE WORKER (EXTENDED)

1727 Light Housekeeping

This course covers orientation to the College and program, working in the building service industry, personal hygiene, work schedules, building security and Workers' Compensation Board regulations. Soils and micro-organisms, dusting material, equipment and methods, types of vacuums and care, cleaning and storage of vacuums are introduced. Scaffolds, ladders and safety factors, soaps and detergents, abrasive cleaners, stripping chemicals (floor finishes) and biocides are covered. Portable building service worker carts, sweeping equipment, sweeping methods (practical), wet mopping equipment, wet mopping methods (practical), wall washing equipment and wall washing methods (practical) are also studied.

2606 General Housekeeping

In this course the students will study office cleaning, cleaning fluorescent light fixtures, non-upholstered furniture cleaning, washroom cleaning, window cleaning, ward and room cleaning (hospitals), working around life support equipment, fire prevention and fire extinguishers, floor machines pads and brushes, light scrubbing and spray buffing.

2607 Work Experience in Industry I

Students are placed in work experience locations for three weeks according to the following criteria:

- Skill level and ability
- Interest in certain areas of the building service industry
- Possibility of future employment at certain work sites
- Accessibility from home
- Compatibility of student with work experience placement

During the three weeks of work experience, students will return to the College campus one day per week to participate in class and to have an opportunity to discuss with the instructor, areas of strength and weakness discovered on the job.

2608 Review and Assessment

This course covers review, assessment, resume preparation and job search skills.

3478 Types of Floors and Finishes

This course reviews Level I and concentrates on natural floor wax, resilient floor sealers and finishes, buffable and non-buffable finishes, finishes shelf line, storage, area coverage, application of resilient sealers and finishes, wood floor sealers and finishes, and hard floor (stone) sealers.

3479 Floor Maintenance (Practical)

Floor maintenance methods, scrub and apply one coat of finish, strip and completely refurbish, use and care of automatic floor machines, high speed floor machines and accessories, high speed floor maintenance and cleaning, and storage of floor cleaning equipment are covered in this course.

3480 Carpet Cleaning Equipment

In this course carpet pile, carpet construction, type of

vacuums and soil removal, bonnet cleaning equipment, dry foam shampoo machine, rotary machine and hot water extractor are also covered.

3481 Carpet Cleaning (Practical)

Dry soil removal - vacuuming, dry powder shampoo, dry and wet bonnet shampooing, dry foam shampooing, wet shampooing - rotary machine and hot water extraction are studied in this course.

3751 Work Experience in Industry II

Students are placed in work experience locations for three weeks according to the following criteria:

- skill level and ability
- interest in certain areas of the building service industry
- possibility of future employment in certain worksites
- accessibility from home
- compatibility of student with work experience placement

During the three weeks of work experience, students will return to the College campus one day per week to participate in class and to have an opportunity to discuss with the instructor, areas of strength and weakness discovered on the job.

3482 Final Review and Assessment

This course is a final review and assessment. It also covers resume preparation and job search skills.

BUSINESS EDUCATION PREPARATION

1957 Business Communications 1

This course deals with grammar concepts from fundamentals to paragraph and business letter preparation. An oral presentation is required.

1630 Business Math & Machines

This course reviews math concepts from percent to metric. Electronic Calculators are used to develop data entry skills (10 key pad). Students integrate math concepts with functions such as constants and accumulators.

1631 Recordkeeping

This course helps students develop an understanding of the production of source documents used in business. Paper flows and control concepts are demonstrated for Cash, Payroll, Sales and Purchases transactions.

1958 Introductory Keyboarding

Keyboard drills and speed development are taught. Proofreading and machine care skills are developed. Students are required to produce some basic documents.

3393 Computer Literacy

Introductory theory and hands on applications relating to the personal computer are taught and developed. Students are introduced to the operating system, spreadsheets, word processing and database applications.

CAREER AWARENESS

7534 Career Exploration

Extensive career exploration is offered to help students decide the types of work and work environments that interest them. Videos, books, job descriptions, hands-on activities and tours enhance this exploration. Employment related terms and vocabulary are emphasized during classroom discussion. With the assistance of program staff, students compile their education and work histories to produce up-to-date resumes for their use in interviews (for the work experiences).

1884 Grooming and Hygiene

This course provides information on hygiene, posture and selecting clothing appropriate to college and the work site.

1341 Communication Skills

This course introduces the student to the basics of conversational skills. Appropriate greetings and introductions, the use of eye contact, non-verbal behaviour, and listening skills are practised as a prerequisite to job interview skills. Topics covered include: handling criticism and conflict, being a good listener, knowing the difference between public and private information, initiating and maintaining conversations, and choosing suitable topics of conversation. Students learn how to plan social activities as a way to form friendships.

7535 Employee Behaviours

What is an employee? What is an employer? This course discusses the types of professional relationships that exist at the work place. The importance of regular attendance, punctuality, following break routines and displaying a proper attitude are emphasized. Students discuss their concepts of good employee behaviour and compare it to their performance during work experience. Emphasis is placed on working with co-workers and taking direction from supervisors. Students also learn what is meant by quality work, productivity and the role of unions.

1885 Safety

Being aware of the need for safety is important on every work site. Students will learn to identify safety signs, symbols, and equipment. Basic safety measures, procedures, to follow in case of an accident, and the role of Worker's Compensation Board will be emphasized.

2924 Interview Skills

Students learn to prepare themselves for a job interview, how to present their strengths and qualifications, and to ask and answer questions relevant to the interview. Students practice their skills through role plays which are videotaped.

7536 Work Experience I

This first work experience provides an opportunity for the student to work in local business and industry. This three week work experience helps the student and program staff assess the student's aptitudes and abilities, generic work habits, social skills and work interests.

7537 Legal and Human Rights

Students become acquainted with the legal rights of workers in British Columbia as well as the human rights they have as citizens, customers, and employees and consumers. Students are prepared to recognize violations of their human rights and responsibilities that come with being an adult are also discussed.

7538 Assertiveness

Students learn to discriminate between passive, assertive and aggressive behaviours and to understand how each behaviour will affect co-workers and supervisors at the work place. Students learn to talk about how feelings and emotions affect their performance and attitude at work. Topics include: building self-confidence and self-esteem, identifying personal strengths and areas that need improvement, becoming a self-advocate, building friendships and consumer awareness.

7539 Harassment

This course helps students understand different forms of harassment and abuse (physical or verbal, and sexual abuse). Special emphasis is placed on the issue of sexual abuse in the workplace. Fraud prejudice and the misuse of drugs and alcohol are also discussed.

2888 Work Experience II

Students are given an opportunity attend a work experience in an industry or business for which they expressed an interest. This work experience is up to four weeks in length. Students are given a site orientation, informed of how they will be evaluated, trained to perform an entry level position, and informed of industry standards and production rates. Upon completion of the work experience students review their interest and aptitudes and whether they are compatible with this type of work.

2712 Vocational Finances

Understanding the "statement of earnings" and payroll deductions are introduced in this course. Student are given a better understanding of how wages are made and the importance of a budget.

2713 Time Management

This importance of being organized around a work schedule is applied to situations where students must use schedules, time cards, time sheets and punch clocks.

2711 Stress Management

Starting a new job or handling all the demands of being employed is stressful. Students are given an understanding of what brings on stress, how to identify its symptoms and what to do to relax. Nutrition, exercise and the use of support systems are discussed. Students are given an opportunity to discuss stressful events in their lives and what they found stressful while in the community based work experiences. Problem solving as individuals and in groups is performed to reduce anxieties and increase relaxation.

2889 Work Experience III

This work experience continues the career exploration and generic skill training for students. It is four weeks in length.

2885 Decision Making

The objective of this course is to assist students in the decisions they will be making about events in their lives, especially those related to employment. Goal setting and action plans are introduced. Students practice strategies to use when immediate decisions need to be made on the job.

3564 Community Resources

To increase their independence in the community, students become familiar with resources that provide medical, legal and recreational services. The importance of counselling in personal crises is emphasized, and mental health issues are discussed. Students may visit community resources as assignments or field trips.

7542 Job Search

When the student is prepared to seek employment, s/he must know how to find a job. The roles of employment agencies, and Canada Employment centres are explained. Students make contact with agencies that will assist them after graduation. Students learn job search techniques by working with classified ads and application forms. The hidden job market is discussed.

2890 Work Experience IV

This work experience provides students with the opportunity to consolidate the career exploration and skill training completed in the course. It is up to five weeks in length.

CARING FOR PERSONS WITH DEMENTIA (PART-TIME)

7557 Dementia: Its Causes and Diagnosis

Dementia, and the processes causing dementia, are the focus of this course. Learners will also explore depression and schizophrenia. Communication with the person with dementia is examined and opportunity to practice communication skills will be given. As well, behaviour, behaviour assessment and intervention aimed at promoting comfort, safety and independence of persons with dementia is explored.

7558 Meeting the Physical Needs of Persons with Dementia

Provision of care to meet the physical needs of an individual with dementia is examined in this course. The role of the caregiver in meeting needs and understanding behaviours related to meeting of physical needs is the focus.

7559 Meeting the Social, Emotional and Spiritual Needs of Persons with Dementia

This course focuses on the environment of the person with dementia and meeting their social, emotional and spiritual needs. As well, understanding and assisting family members is included. Aspects of the professional caregiver role will be examined.

7560 Dementia Care Clinical

This practical course builds upon content from the previous courses to assist participants to explore concepts and approaches applicable to the care of persons with dementia. Opportunities will be given to practice the skills learned.

COLLEGE AND CAREER ACCESS (CCA) AND COLLEGE FOUNDATIONS (CF)

BUSINESS

Accounting 062 (CF) (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. It also includes an introduction to electronic spreadsheets using Excel computer software.

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

Accounting 072 (CF) (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 (CF) (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

Finance 092 (CF) (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 enrolment 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 (CF) (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 enrolment 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 (CF)
(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 enrolment 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 (CF) (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 the business office: business letters, memoranda, reports and tables.

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

COMPUTER STUDIES

Computer Keyboarding 042 (CF) (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 enrolment in ESL Upper Intermediate or Department Head approval.

Computer Keyboarding 062 (CF) (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 enrolment in, English 041 or ESL Lower Advanced.

Computer Keyboarding 072 (CF) (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 enrolment in, English 051 or English 059 and Computer Keyboarding 062 or a typing assessment (minimum 25 words per minute).

Computer Studies 043 (CF)
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 word processing and spreadsheets.

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

Computer Studies 063 (CF) (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 of, or current enrolment 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 (CF) (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 enrolment in, English 041 or ESL Lower Advanced. Mathematics 051 is mandatory and Mathematics 061 and 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 (CF) (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 (CF) (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 (CF) (Data Processing 12, half course)

Data Processing 083 is an advanced course in computer applications. Features of an industry-standard database software package (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 (CF) (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 (CF) (Data Processing 12, half course)

Data Processing 093 is an introduction to desktop publishing and 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.

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 to produce and distribute goods and services desired. These two ABE Provincial Level courses enable students to discover, state and employ basic tools of economic reasoning and analysis applicable to understanding and responding to everyday economical events and economic policy issues. Students receive the added benefit of participating in state-of-the-art, computer-assisted learning.

Economics 094 (CF)
(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 (CF)
(Economics 12, half course)

Macroeconomics

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

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

ENGLISH

English 041 and 051(CF)
(English 9 and 10)

English 041 and 051 help improve and develop communication skills in speech, reading and 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, Fundamental English, or equivalent, or an assessment.

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

English 041 and 051 (CCA)
(English 9 and 10)

English 041 and 051 are ABE Intermediate Level English or

English 9 and 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 (CCA)
(English 9 and 10, first half)

English 041 is the first half of the Intermediate or Grade 9/10 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. There is equal emphasis on writing and grammar improvement.

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

English 051 (CCA)
(English 9 and 10, second half)

English 051 is the second half of the Intermediate or Grade 9/10 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. The main focus of this course is improvement of writing skills.

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

English 061 and 071 (CF)
(Grade 11)

English 061 and 071 help prepare the student for Grade 12 level courses. 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. Students who have successfully completed Communications 11 will be required to take both English 061 and 072. Students who have successfully completed Communications 12 will be required to take only English 071.

English 061 and 071 (CCA)
(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 (CCA)
(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 (CCA)
(English 11, second half)

English 071 is the second half of the Advanced or Grade 11 English. Students will continue to develop their writing skills focusing on expository and argumentative paragraph and essay writing; report, summary and business writing; and critical analysis. Reading and study skills, spelling and grammar are provided as required. 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 and 091 (CCA)
(English 12)

This course shows the student how to interpret poetry, movies and novels, and how to present interpretations in Modern Language Association (MLA) standards reports, essays and research papers. Instructors coach in skills that can be applied to any post-secondary study: relying on the student's critical judgement, carrying out the strategy of close reading, generating interpretive theses, planning and writing academic papers. If a skills brush-up is required, the course provides optional practice in Grade 12 level grammar, writing and reading.

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

English 096 (CF)
(English 12)

English 096 provides credit for English 12. This is a concentrated course in writing various types of essays and

reading and analyzing poetry, plays, short stories and novels.

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

Prerequisite: Successful completion of Social Studies 11 and English 11 or equivalent, or appropriate scores on the College Assessments in Reading and Writing.

Students who have successfully completed Canadian Viewpoints 081 and 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 (CF)
(English 12 and Social Studies 11)

Canadian Viewpoints (CV)081 and 091 introduce students to their unique national heritage as well as strengthen their communication skills. Canadian Viewpoints 081 provides a general introduction to the field of Canadian studies. CV 081 also provides an introduction to highlights of Canadian history up to the twentieth century and to Canadian literature in the form of the short story and drama. CV091 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, CV081 and CV091 may be taken concurrently.

Literature 081 and 091 (CCA)

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.

Literature 083 and 093 (CF)
(Literature 12)

Literature 083 and 093 allow the student to read and appreciate some of the greatest writers in the English language such as Chaucer, Shakespeare, Milton and many others. The student acquires skills that will help to analyze poetry, develop an appreciation of the theatre by reading plays and seeing them performed, and discover why literature, written many years ago, is so widely read and enjoyed today. 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 (CF)
(Grade 10)

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 057 (CCA)

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 (CF)
(Grade 11)

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 077 (CCA)

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 are used to 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 (CF)
(Grade 12)

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.

Reading and Study Skills 097 (CCA)

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 (CCA)

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.

Writing Skills 057 (CCA)

This Intermediate Level course helps students 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. 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 (CF)
(Grade 11)

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 077 (CCA)

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 (CF)

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.

Writing Skills 097 (CCA)
(Grade 12)

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 and 091.

GEOGRAPHY

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

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

Geography 094 (CF)
(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 an 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 (CF)
(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 (CF)
(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.

History 094 (CF)
(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 (CF)
(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 (CF)
(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, religions, philosophies, culture, art, 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.

MATHEMATICS

Mathematics 050 and 051 (CF)
(ABE Intermediate Level Mathematics - Grade 10 Level)
Note: content subject to implementation of learning outcomes for Adult Applied Intermediate Mathematics.

Mathematics 050 and 051 are courses designed for the student who needs a basic knowledge of algebra and geometry to enter career/vocational programs which require Grade 10 level mathematics, or to prepare for Mathematics 061 and 071 (Grade 11 level). It is recommended that Mathematics 050 be taken before Mathematics 051, but both courses may be taken concurrently with departmental approval.

Mathematics 050 (CF)
(Intermediate Level Mathematics, half course)

Mathematics 050 is intended to give the student a good foundation in basic mathematics skills and concepts needed for studying algebra and geometry. The course content includes: learning to use the calculator, applying basic arithmetic skills in problem solving, signed numbers, words and symbols used in algebra, exponents, equations, ratio and proportion, metric and imperial measurement, perimeter, area, surface area and volume.

Prerequisite: Mathematics 031, Mathematics 8, General Mathematics 9, or equivalent, or Basic Arithmetic Assessment.

Mathematics 051 (CF)
(Intermediate Level Mathematics, half course)

Mathematics 051 gives students a good foundation in both introductory algebra and geometry. The algebra section includes: equations, signed numbers, word problems, exponents, scientific notation, operations with polynomials and simple factoring. The geometry section 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 Mathematics 050 taken concurrently with Mathematics 051 with department approval, or Basic Arithmetic and Basic Algebra Assessment.

Mathematics 050 and 051 (CCA)
(ABE Intermediate Level Mathematics - Grade 10 Level)
Note: content currently under review; changes subject to implementation of learning outcomes for Adult Applied Intermediate Mathematics.

Mathematics 050 and 051 are courses designed for the student who needs a basic knowledge of algebra and geometry to enter career/vocational programs which require Grade 10 level mathematics, or to prepare for Mathematics 061 and 071 (Grade 11 level). It is recommended that Mathematics 050 be taken before Mathematics 051, but both courses may be taken concurrently with departmental approval.

Mathematics 050 (CCA)
(Intermediate Level Mathematics, half course)

Mathematics 050 is intended to give the student a good foundation in basic mathematics skills and concepts needed for studying algebra and geometry. The course content includes learning to use the calculator, applying basic arithmetic skills in problem solving, signed numbers, words and symbols used in algebra, exponents, equations, ratio and proportion, metric and imperial measurement, perimeter, area, surface area and volume.

Prerequisite: Mathematics 031, Mathematics 8, General Mathematics 9, or equivalent, or Basic Arithmetic Assessment.

Mathematics 051 (CCA)
(Intermediate Level Mathematics, half course)

Mathematics 051 gives students a good foundation in both introductory algebra and geometry. The algebra section includes equations, signed numbers, word problems, exponents, scientific notation, operations with polynomials and simple factoring. The geometry section 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 Mathematics 050 taken concurrently with Mathematics 051 with department approval, or Basic Arithmetic and Basic Algebra Assessment.

Mathematics 052 (first half) and 053 (second half) (CCA)
(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. It is designed for those students who do not wish to focus on Algebra but need a Grade 10 Math course. This course prepares students for entry into Math 062 and 072 (Business and Consumer).

Prerequisite: College Assessment in Basic Arithmetic or successful completion of Mathematics 031 or a Grade 9 Mathematics course.

Mathematics 061 and 071 (CF)
(ABE Advanced Level Mathematics - Grade 11 Level)

Mathematics 061 and 071 are algebraic mathematics courses designed to give students a good foundation in the intermediate algebra needed to enter post-secondary academic, technical or vocational programs which require Grade 11 level mathematics, or to prepare for Mathematics 083 and 093 (Grade 12 level). It is recommended that Mathematics 061 be taken before Mathematics 071, but both courses can be taken concurrently if the student has previously taken Mathematics 11 or equivalent. Both courses can be completed in one semester by taking a double block class.

Mathematics 061 (CF)
(Advanced/Grade 11 Level Mathematics, half course)
Mathematics 061 includes: a review of basic algebra and real numbers' properties, solving equations and inequalities, graphing linear equations, problem solving, system of equations and basic trigonometry.

Prerequisite: Mathematics 051, Academic Mathematics 10, Intro Math 11 or equivalent, or Basic Algebra Assessment.

Mathematics 071 (CF)
(Advanced/Grade 11 Level Mathematics, half course)

Mathematics 071 includes: polynomials and factoring, algebraic fractional expressions, problem solving, variation, polynomial division, exponents and radicals, complex numbers and quadratic equations.

Prerequisite: Mathematics 061 or equivalent, or Intermediate Algebra Assessment.

Mathematics 061 AND 071 (CCA)
(ABE Advanced Level Mathematics - Grade 11 Level)

Mathematics 061 and 071 are algebraic mathematics courses designed to give students a good foundation in the intermediate algebra needed to enter post-secondary academic, technical or vocational programs which require Grade 11 level mathematics, or to prepare for Mathematics 083 and 093 (Grade 12 level). It is recommended that Mathematics 061 be taken before Mathematics 071, but both courses can be taken concurrently if the student has previously taken Mathematics 11 or equivalent. Both courses can be completed in one semester by taking a double block class.

Mathematics 061 (CCA)
(Advanced/Grade 11 Level Mathematics, half course)

Mathematics 061 includes: a review of basic algebra and real numbers' properties, solving equations and inequalities, graphing linear equations, problem solving, system of equations and basic trigonometry.

Prerequisite: Mathematics 051, Academic Mathematics 10, Introductory Math 11 or equivalent, or Basic Algebra Assessment.

Mathematics 071 (CCA)
(Advanced/Grade 11 Level Mathematics, half course)

Mathematics 071 includes polynomials and factoring, algebraic fractional expressions, problem solving, variation, polynomial division, exponents and radicals, complex numbers and quadratic equations.

Prerequisite: Mathematics 061 or equivalent, or Intermediate Algebra Assessment.

Mathematics 062 (first half) and 072 (second half) (CCA)
(Business and Consumer Math)
(General Mathematics 11)

This Advanced Level course continues from the basis developed in Math 052 and 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) (CCA)
(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.

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

Mathematics 063 (CCA)
(Technical Math 11, first half)

Topics covered include arithmetic review, introduction to algebra, equations and inequalities, exponents, roots and logs. There are also two math labs and a final exam.

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

Mathematics 073 (CCA)
(Technical Math 11, second half)

Topics include measurement, introduction to geometry, graphs and systems of equations, advanced geometry and trigonometry. There are also two math labs and a final exam.

Prerequisites: Math 063

Mathematics 083 and 093 (CF)
(ABE Provincial Level Mathematics - Grade 12 Level)

Mathematics 083 and 093 are pre-calculus courses designed to prepare students with the advanced algebra skills and trigonometry necessary to enter post-secondary academic, technical or vocational programs which require Grade 12 level mathematics. 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 (CF)
(Provincial/Grade 12 Level Mathematics, half course)

Mathematics 083 includes: a 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 Intermediate Algebra Assessment.

Mathematics 093 (CF)
(Provincial/Grade 12 Level Mathematics, half course)

Mathematics 093 includes: basic principles of trigonometry, trigonometric identities, graphs of trigonometric functions, sine and cosine laws, circular functions and their inverses, vectors, systems of equations and their graphs, sequences and series. The CCA Department also offers an optional introduction to calculus unit.

Prerequisite: Mathematics 083 or equivalent.

Mathematics 083 and 093 (CCA)
(ABE Provincial Level Mathematics - Grade 12 Level)

Mathematics 083 and 093 are pre-calculus courses designed to prepare students with the advanced algebra skills and trigonometry necessary to enter post-secondary academic, technical or vocational programs which require Grade 12 level mathematics. 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 (CCA)
(Provincial/Grade 12 Level Mathematics, half course)

Mathematics 083 includes a 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 Intermediate Algebra Assessment.

Mathematics 093 (CCA)
(Provincial/Grade 12 Level Mathematics, half course)

Mathematics 093 includes basic principles of trigonometry, trigonometric identities, graphs of trigonometric functions, sine and cosine laws, circular functions and their inverses, vectors, systems of equations and their graphs, sequences and series. The CCA Department also offers an optional introduction to calculus unit.

Prerequisite: Mathematics 083 or equivalent.

Mathematics 096 and 097 (CF)
(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 (CF)
(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 with department approval.

Mathematics 097 (CF)
(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

Mathematics Skills 057 (CCA)
(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 CCA 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 and 051 in this section.

Prerequisite: Mathematics 031, Mathematics 9 or successful assessment.

Mathematics Skills 077 (CCA)
(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 CCA 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 (CCA)
(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 CCA 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.

MUSIC

Basic Music Theory 003 (CF)
(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 and 091 (CF)
(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. The two courses constitute Psychology 12.

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 everyday life.

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.

SCIENCE

Science 051 (CF)
(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 Grade 9 level English.

Science 051 (CCA)
(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

Biology 061 and 071 (CF)
(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: field trips replace seminar times, or are taken outside of class time.

It is recommended that Biology 061 be taken either prior to or at the same time as Biology 071. If necessary, students may take Biology 071 before Biology 061.

Biology 061 (CF)
(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 10, English 051, or English 059 for ESL students or an ELA score of 127 or higher.

Biology 071 (CF)
(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 10, English 051 or English 059 for ESL students or an ELA score of 127 or higher.

Biology 061 and 071 (CCA)
(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 (CCA)
(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 (CCA)
(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

Biology 083 and 093 (CF)
(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 (CF)
(Biology 12, half course)

Biology 083 introduces the student to the study of the cell - its components, chemistry, functioning and genetics. Students examine the cell, which holds 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, Biology 071, Chemistry 061 or Physics 061. It is recommended that Chemistry 061 be taken before or at the same time as Biology 083.

Biology 093 (CF)
(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, Biology 071, Chemistry 061 or Physics 061. It is recommended that Biology 083 be taken at the same time as or before Biology 093. If necessary, students may take Biology 093 before Biology 083.

CHEMISTRY

Chemistry 061 and 071 (CF)
(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 two courses may be taken at the same time or individually with Chemistry 061 preceding Chemistry 071.

Chemistry 061 (CF)
(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: For ESL students, ESL Advanced Level completion or an ELA score of 104. No previous chemistry is required. Mathematics 061 must be taken before, or at the

same time as Chemistry 061. Chemistry 071 may be taken at the same time as Chemistry 061.

Chemistry 071 (CF)
(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 properties of solutions and acids and bases. 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 at the same time as Chemistry 071; Mathematics 061 is required before, or at the same time.

Chemistry 083 and 093 (CF)
(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 while working in the laboratory. Chemistry 083 and 093 may be taken together or in reverse order.

Chemistry 083 (CF)
(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 (CF)
(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 the gas laws will be reviewed.

Prerequisites: Chemistry 071 and Mathematics 061.

General Science 061 and 071 (CCA)

This Advanced Level course provides an overview of different areas of science. It offers students a chance to become familiar with laboratory techniques 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.)

PHYSICS

Physics 061 and 071 (CF)
(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 at the same time or individually, with Physics 061 preceding Physics 071.

Physics 061 (CF)
(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. The content includes mechanics, momentum and energy, and an introduction to Special Relativity.

Prerequisite: For ESL students, ESL Advanced Level completed or ELA score of 104. No previous physics is required. Mathematics 061 must be taken before, or at the same time as Physics 061.

Physics 071 (CF)
(Physics 11, half course)

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

Prerequisite: Mathematics 061. Physics 061 is required if it is not taken at the same time as Physics 071. For ESL students, the ESL Advanced Level must be completed, or an ELA score of 104 is required.

Physics 061 and 071 (CCA)
(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 (CCA)
(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. Content includes Newtonian mechanics, momentum and energy.

Prerequisite: English 051, Science 051 or equivalent. Math 061 should be taken before or concurrently.

Physics 071 (CCA)
(Physics 11, second half)

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

Prerequisite: Physics 061

Physics 083 and 093 (CF)
(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 at the same time or individually, in either order.

Physics 083 (CF)
(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 (or Physics 11), and Mathematics 061 and 071 (or Math 11).

Physics 093 (CF)
(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 (or Physics 11) and Mathematics 061 and 071 (or Math 11).

Science Skills 057 (CCA)
(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 CCA 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: English 031 or equivalent.

Science Skills 077 (CCA)
(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 CCA Student Advisor. This skills 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 and 071 and Physics 061 and 071 in this section.

Prerequisite: ABE Intermediate Science or equivalent.

SOCIAL SCIENCE

Social Science 051 (CF)
(Grade 10 Level)

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 enrolment in a course offered by the English as a Second Language (ESL) Division.

Social Science 051 (CCA)
(Social Studies 10)

This Intermediate Level course provides an introduction to some of the basic concepts and methods of the social sciences. The curriculum promotes an analytical and critical approach to these topics: multiculturalism, Canadian government, law and citizenship, economics and people. 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 and Writing.

Social Science Skills 057 (CCA)

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.

**COMPUTER APPLICATIONS
SUPPORT SPECIALIST**

1898 Fundamental Accounting Principles

This course introduces the accounting concepts of recording transactions. The course will cover all documentation including adjusting entries and preparing financial statements.

Practical applications will include merchandising, inventory and cash systems involving notes and accounts receivable. Plant and equipment will also be covered.

1499 Introduction to Word Processing

This course introduces the basics of word processing and preparation of printer generated output. The student will create, format, edit and print a variety of documents. Also covered will be search and replace, mail merge, special presentation effects and tables.

1877 Introduction to Spreadsheet Management

This course introduces the use of a popular spreadsheet software package. The student will create, format, edit, print and graph numeric data arranged in tabular spreadsheet form. Macro and data base concepts will be introduced.

2726 Introduction to dBase

This course will familiarize the student with the operation of a microcomputer data base software package. Processing will include creating, editing, printing, and sorting units of information. Programming and multi-file processing will be introduced.

3804 Introduction to Computers

This course is designed to familiarize the student with computer terminology and applications. The student will be made aware of current trends in computer hardware, software, use, and support.

7442 Introduction to Personal Computer Operating Systems

This course is designed to familiarize students with the basic features of three operating systems (environments) for IBM compatible micro-computers. Students will practise using DOS, Microsoft Windows, and Novell Netware commands in our departmental networked micro-computer lab.

2727 Advanced Business Applications

This course is designed to familiarize students with advanced applications involving a variety of business software. Topics will include integrating software (sharing files), using macros, and documentation.

2728 Data Base Programming

Programming in an xBase environment will be covered in this course. Programs for a variety of business user applications will be analyzed and produced. These will include report generation and file maintenance. Programs will use graphic user interfaces (GUIs).

3782 Systems Analysis

Systems analysis theory will be introduced in this course. The political, economic and human issues of business problem solving will be examined. A variety of methods and tools to aid in systems analysis will be covered.

3783 Introduction to C Programming

This course is an introduction to the C programming language. A variety of programs will be examined and

produced to update files, control screen interaction, do calculations, and provide conditional control of operations.

3805 Productivity Enhancements

A variety of techniques and software meant to improve computer performance and user/programmer productivity will be covered in this course. Topics will be selected based on current trends and software availability.

3571 Data Communications

This course will familiarize students with concepts and terminology used in the data communications field. Practice will involve using communication hardware and software to transmit and receive messages and files of information from off-campus locations.

4263 Networking

An efficient way to manage a number of computers is to wire them in a (LAN) Local Area Network. This course will familiarize students with concepts and terminology used in the design, setup and support of LANs. Practice as users and supervisors will be included.

4264 User Support and Training

A variety of user support issues will be covered in this course. Training of users will be practiced after an examination of teaching problems and techniques. The economic, physical, and human elements of user/office support will be covered.

4265 Practicum

Students will work on practical applications chosen from a variety of environments using: programming, user support and training, data communications, or network support and systems analysis. Qualified students will be placed in an office or programming environment for eight weeks of work experience. All students will apply knowledge and skills learned throughout the program.

Course 7443 Hardware and Installation

This course is designed to familiarize students with basic hardware maintenance. Students will be introduced to theory covering the components and internal operation of IBM compatible micro-computers. Students will cover troubleshooting concepts. Students will use configuration software. Students will handle basic micro-computer repair tasks on provided microcomputers.

COMPUTER GRAPHICS

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.

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.

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 and (b) the basics of trapping and colour separation.

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.

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.

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.

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.

CULINARY ARTS

7139 Safety, Sanitation and Equipment (Under Review)

This course provides the student with an introduction to the principles of work safety, hygiene and health regulations. First aid, fire safety, and safe operation and maintenance of kitchen equipment will be stressed. Special emphasis will be placed on the practice of personal hygiene and appearance. 'Food Safe' is taught in the first month.

7140 Basic Food Service Skills

This course provides the student with kitchen terminology, weights and measures conversion, merchandising, cost comparison study involving the use of convenience foods, and receiving and storing inventory. These topics are covered by lectures, assignments and tests.

2951 Basic Cold Kitchen 1

This course enables the student to identify, handle and prepare all types of salads, fruits and cheese products. The student will prepare sandwiches and salad dressings. Emphasis will be placed on workmanship, design and creativity.

3657 Baking and Desserts 1

This course provides the student with a basic knowledge of baking and pastry ingredients. The student will bake pies, quick breads and desserts, and prepare fruit desserts and puddings. Emphasis will be placed on methods of preparation and artistic presentation.

3658 Egg and Breakfast Cooking/Hot Sandwiches

This course provides the student with the practical skills of breakfast cooking. The student will boil, poach, fry and scramble eggs, and prepare omelettes, breakfast meats, fruits and cereals, hot cakes, French toast, and waffles. Emphasis will be placed on efficient work methods and quality of the finished product. Students will prepare all types of hot sandwiches for customer service.

4293 Vegetable and Starch Cooking 1

This course will instruct the student to select, store and handle, clean, prepare and cut vegetables. The student will blanch, boil and steam, saute, deep fry and puree vegetables, and cook and prepare pastas, cook rice and potatoes. Emphasis will be placed on correct cooking techniques.

4294 Meat and Poultry Cooking 1

This course provides an introduction to the principles of meat and poultry cooking. The student will learn to identify cuts of meat and poultry, and to simmer, bake, grill, broil, roast, pan fry and deep fry meat and poultry. The student will prepare basic sauces and learn to carve and portion meat and poultry. Emphasis will be placed on techniques for cutting and cooking meat and poultry.

4295 Seafood Cooking 1

The seafood cooking course will provide the student with a basic knowledge of identifying and storing all types of fresh, frozen or cooked seafood. The student will learn to poach, grill or pan fry, broil and deep fry seafood. Emphasis will be placed on proper techniques for cutting and cooking seafood.

4296 Stocks, Sauces and Soups 1

This course provides an introduction to the principles of basic stocks, sauces and soup cooking. The student will learn to prepare white stock, beef stock, fish stock, brown stock, vegetable stock and thickening agents. The student will prepare brown sauce, tomato sauce, veloute sauce cream sauce, clear sauce and clear soup, consomme, cream soups, puree soups and chowders. Emphasis will be placed on preparation, work methods and the finished product.

5096 Elementary Kitchen Management and Health Care

This course continues the study of food grades and qualities, yield testing, costing and menu planning, recipe conversions, and efficient receiving and storing procedures. The students will learn these principles through lectures and practical assignments.

5097 Stocks, Sauces and Soups 2

This course introduces the student to the secondary sauces and soups prepared using the basic sauces, stocks and soups covered in Stocks, Sauces and Soups I. Preparation of

clear, consomme, cream, puree, and specialty soups and chowders are continued in this level. Emphasis is placed on work methods, preparation and presentation.

5098 Cold Kitchen 2

The student will continue to prepare salads for salad bars. At this level, hors d'oeuvres, gelatin salads and mousses are introduced. The student will also learn to prepare a variety of individual meat, fish and fruit platters.

6062 Vegetable, Starches and Egg Cookery 2

The student will saute, stuff, braise, glaze and gratinate a variety of vegetables, and prepare and cook pasta and rice dishes. Emphasis will be placed on method of preparation, colour coordination and presentation.

6063 Meat, Poultry and Seafood Cooking 2

The students will learn to identify cuts of meat, poultry and seafood, and also learn to stew, braise, bake, grill, broil, roast, pan fry and deep fry meat, fish and poultry. The student will prepare au jus and pan gravies, variety meats, carve and portion meat, fish and poultry.

7141 Meat, Poultry and Seafood Cutting 2

This course provides the students with advanced methods and techniques of cutting primary and secondary cuts of beef, veal, pork and lamb. The student will acquire knowledge of variety meats, and portion cutting, work methods, weights and measures, cutting techniques and safety. The student will cut and bone poultry products, and identify, clean, scale, fillet and portion cut seafood.

2450 Baking and Desserts 2

Students will prepare cream pies, puff pastry, choux pastry, yeast goods, cakes and cookies. Puddings, baked desserts, fruit desserts and gelatin desserts are introduced at this level. Emphasis will be based on methods of preparation and on artistic presentation.

3699 Entrées, Sauces, Meats, Poultry and Game

Students will begin the process of cooking an à la carte menu. Emphasis is placed upon cooking with specialty meats and poultry, such as lamb, veal, quail, venison and rabbit. The creation of suitable sauces is part of this process.

3700 Entrées, Seafood and Shellfish

In this course, the students develop and increase their skill in seafood cookery. Emphasis is placed upon the proper preparation and presentation of dishes such as scampi, crab, frog legs and other seafood and shellfish specialties.

3701 Hors d'oeuvres, Soups and Salads

The creation of hot and cold hors d'oeuvres, specialty buffet items (pates and terrines), specialty soups and main course salads are emphasized. The student will build upon the skills developed in previous courses and create similar dishes for menus.

3702 Desserts and Sauces

Student will create specialty desserts such as sabayon, flambe and frozen desserts.

(In the Dining Room and Alcoholic Beverage Service

Component, student evaluation consists of 50% practicum and 50% theoretical)

3796 Dining Room Service Procedures

In the Dining Room Service Procedures Component, Culinary Arts students will be introduced to the skills and techniques of Dining Room Service. The knowledge acquired in this program is through practical and theoretical daily service in JJ's Dining Room. In this way, Culinary Arts students will round out their training by becoming knowledgeable about "front of house" operations and participating in the teamwork necessary for a career in the culinary field.

3797 Alcoholic Beverage Service

In the second component covering Alcoholic Beverage Service, the Culinary Arts students will be introduced to alcoholic beverages including wines, distilled spirits and malt beverages. Bar procedures and services will also be presented.

3798 Kitchen Management and Nutrition 2

In this course, the students will shift their focus from the food to the control side of cooking. They will further develop skill in the planning, design and costing of an à la carte menu; how to apply food cost control procedures to gain a firm understanding of dining room service; and elements of nutrition will be presented in greater detail.

7474 Vegetables, Starches and Soups 1

In this course the student will create specialty vegetable dishes for the luncheon à la carte menu as well as specialty starches and soups.

7475 Entrées and Sauces 1

Building from the skills previously developed, the students begin creating main entrées with appropriate sauces for customers.

7476 Cold Kitchen and Buffet Preparation

Student will build upon previous work to prepare appetizers, main course salads and specialty dressings. Emphasis is also placed upon set up and preparation of hot and cold buffet items. The creation of appropriate food centrepieces is also taught.

7477 Baking and Desserts 3

Specialty desserts, cakes and icings are prepared by the students for consumption by the customers for the à la carte luncheon service. Special emphasis is placed upon decoration and presentation.

7478 Vegetables, Starches and Soups 2

In this course, the student will create specialty vegetable dishes for the evening à la carte menu as well as specialty starches and soups.

7479 Entrées and Sauces 2

The student will build upon previous lab skills and create à la carte dishes for the evening service with appropriate garnishes.

7480 Cold Kitchen 3

In this course, the student will develop skill in the preparation and presentation of fancy appetizers, salads, jellies and aspics, marinated vegetables and pates.

7481 Baking and Desserts 4

In addition to the skills in dessert making the student has already developed, this course emphasizes specialty cakes and icings for the evening menu.

DENTAL ASSISTING

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.

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.

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.

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 preclinical preparation procedures and chairside assisting techniques for basic restorative dentistry.

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.

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.

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.

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.

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.

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.

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.

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 practicum experiences. 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.

DENTAL HYGIENE

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.

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.

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.

1864 Histology and Embryology

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

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.

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.

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 interpersonal 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

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

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

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

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

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

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

3622 Patient Care II

This course presents theory information related to dental hygiene care.

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

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

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

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

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

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 rotation to a dental laboratory in the community.

Prerequisite Courses: 2595, 2817 and 2695

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

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

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

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

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

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

5092 Patient Care IV

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

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

5093 Clinical Practice IV

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

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

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

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

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

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

6060 Patient Care V

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

Prerequisite Courses: 5092, 5093 and 5075

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

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

6039 Community Dental Health III

A continuation of Community Dental Health I and 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

DENTAL RECEPTION

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.

7272 Basic Dental Knowledge

This course provides much of the dental information required to support the dental office skills taught in Level 2. It focuses on dental terminology, charting terminology, and symbols and dental specialties.

7494 Oral Health Promotion

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.

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.

3815 Time Management 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.

3816 Professional 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.

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.

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.

3716 Dental Office Computers

In this computer workshop course, Dental Reception students work individually at computer terminals using a dental software system. The emphasis is on daily dental office computer activities and reports, and month-end procedures.

4355 Procedures and 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.

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.

DENTAL TECHNICIAN CO-OPERATIVE EDUCATION (UNDER REVIEW)

1607 Professionalism I

This course is designed to introduce the Dental Technician student to the profession of dentistry, members of the dental team and to dental technician regulation, ethics and jurisprudence. Oral and written communication skills are included as well as concepts of health promotion, problem solving, self-evaluation and time management.

1608 Dental Science I

This course provides science-based information which forms the foundation of dental technology practice. Areas of study include human biology, head and neck anatomy, oral and dental anatomy, occlusion and microbiology.

1609 Complete Dentures I

This theory and practice course is designed to introduce the Dental Technician student to basic dental laboratory procedures related to the fabrication and repair of complete dentures. The student will learn to box, pour and trim preliminary and master casts, construct custom trays using various materials, fabricate baseplates and occlusion rims using various materials, and set up a central bearing device. Theory relating to all aspects of practice is included as well as applicable dental materials.

1610 Removable Partial Dentures I

This theory and practice course is designed to introduce the Dental Technician student to wrought wire/acrylic and cast partial dentures. The student will learn basic laboratory procedures and techniques relating to the fabrication of

removable partial dentures. Theory includes applicable dental materials, principles relating to all aspects of fabrication, and the role of the dentist as a team member for the fabrication of partial dentures.

2596 Professionalism II

This course is a continuation of Professionalism I. It focuses on dental technician employment options and strategies including job search skills, resume preparation, interviews and work satisfaction. Information relating to student preparation for Co-operative Work Experience I in Semester IV is also provided.

2597 Dental Science II

This course builds on information introduced in Dental Science I and focuses on functional anatomy and physiology of the dentulous and edentulous mouth. TMJ and occlusal function and dysfunction, and principles of equilibration are included as well as basic concepts of physics and chemistry as they pertain to dental prosthetics.

2598 Fixed Prosthodontics I

This course is designed to introduce the Dental Technician student to theory and practice relating to the fabrication of single unit metal restorations. Basic laboratory procedures are included as well as techniques used to fabricate and repair metal inlays, onlays and crowns.

2599 Orthodontics I

This theory and practice course is designed to introduce the Dental Technician student to skeletal and occlusal abnormalities and principles for orthodontic correction, as well as to basic laboratory procedures relating to the fabrication of orthodontic appliances.

3757 Complete Dentures II

This theory and practice course builds on information and skills introduced in Complete Dentures I. The focus of the course is on denture maintenance including re-lining and re-basing dentures.

3758 Removable Partial Dentures II

This laboratory course is a continuation of Removable Partial Dentures I. It focuses on the fabrication of various cast partial denture frameworks and provides an opportunity for the student to gain proficiency while working independently and with instructor guidance.

3759 Fixed Prosthodontics II

This course builds on information and procedures presented in Fixed Prosthodontics I. The student is introduced to theory relating to dental ceramics including characteristics and composition of porcelain, esthetics, colour and shading, and the manipulation and firing of porcelain. In addition, the student learns to fabricate single unit ceramo/metal restorations and to correct dental porcelain defects and faults.

3760 Orthodontics II

This theory and practice is a continuation of Orthodontics I. Further principles and techniques relating to the movement of teeth and the fabrication of fixed and removable orthodontic appliances is included, as well as appliance repair.

4338 Co-operative Work Experience I

Semester IV work experience takes place over 35 weeks at selected dental laboratories. Employers wanting to participate in the program develop a job description which is assessed by the Program Coordinator. A competitive placement process matches the student to an appropriate laboratory. Employers are encouraged in their role as supervisors and are responsible for on-site evaluation of the Dental Technician student. The student is also expected to self-evaluate his/her progress.

The student is paid during the co-operative work semester. Wages are comparable to those of regular employees with equivalent skills engaged in similar work.

5106 Business Management I

This course is designed to introduce the Dental Technician student to basic concepts of business management. Discussions include profit, loss and a method for costing production, as well as employee management and relations, and concepts of marketing.

5107 Complete Dentures III

This theory and practice course is a continuation of Complete Dentures I and II. The Dental Technician student learns to fabricate complete and immediate dentures including mounting casts, selecting and arranging teeth, waxing up, investing, processing and finishing techniques. The fabrication of surgical templates for immediate dentures is also included, and a discussion of over dentures and implants for complete dentures.

5108 Removable Partial Dentures III

In this theory and practice course, knowledge and skills presented in Removable Partial Dentures I and II are further developed as the dental technician student focuses on the competent fabrication of cast partial dentures. Maintenance and repair techniques are introduced and, in addition, guest lecturers provide information and demonstrations on a variety of related topics.

5109 Fixed Prosthodontics III

This theory and practice course is a continuation of Fixed Prosthodontics I and II. Information and techniques are expanded into the study of multiple unit restorations as the Dental Technician student learns to fabricate various types of metal and ceramo/metal bridges. Additional prosthodontics and porcelain techniques are also discussed.

5110 Orthodontics III

This theory and practice course builds on knowledge and skills introduced in Orthodontics I and II. It provides further information relating to orthodontic techniques and functional appliance design and focuses on the fabrication of various fixed and removable orthodontic appliances.

6073 Dental Science III

This course builds on science-based information introduced in Semesters I and II. Basic principles of pathology are introduced as well as gross microscopic changes, clinical signs and symptoms, and treatment of common oral pathologies.

6074 Business Management II

This course continues from Business Management I and focuses on the dental technician as a business owner. Students explore personal and market factors that affect a successful business, and discuss components of a business plan. In addition, students discuss information relating to Work Experience II in Semester VII.

6075 Specialty Lab Practice I

This laboratory course provides an opportunity for the Dental Technician student to acquire further knowledge and skills in his/her chosen specialty area of Complete Dentures, Removable Partial Dentures, Fixed Prosthodontics or Orthodontics. The student will primarily work independently while fabricating dental prostheses for unique practical cases.

6076 Integrative Lab Practice

This laboratory course enables the Dental Technician student to maintain knowledge and skills in areas outside his/her chosen specialty. The student is required to work independently on assigned cases in three non-specialty areas. For example, if the student specializes in Complete Dentures, cases will be assigned for completion by the end of the semester in Partial Dentures, Fixed Prosthodontics and Orthodontics.

7381 Co-operative Work Experience II

This work experience semester provides an opportunity for the student to further develop his/her knowledge and skills over 42 weeks in a practical environment and to become more aware of management and ownership aspects of operating a dental laboratory. The student self-evaluates his/her progress and is also evaluated by the employer and the Program Coordinator.

0078 Business Management III

This non-credit seminar course continues from Business Management I and II. It provides an opportunity for the student to discuss responsibilities relating to the provincial licensing examination as well as concerns relating to dental laboratory ownership and current professional issues.

8038 Specialty Lab Practice II

This final laboratory course in the Dental Technician Co-operative Education Program provides an opportunity for the student to consolidate knowledge and skills acquired during the program, particularly in his/her specialty area. Students are required to work independently on assigned cases and on cases they select in order to prepare themselves for the provincial licensing examinations.

DENTURIST

7495 General Anatomy and Physiology

This course provides learners with a comprehensive understanding of the structures and functions of the body systems. Content focuses on the interaction of these systems in maintaining homeostasis.

7496 Orofacial Anatomy/Physiology I

This course is designed to concentrate on dental terminology

and the anatomy and physiology of the normal and abnormal orofacial structures.

7497 Professionalism I

Students have an opportunity to adapt to the role of a learner. They practice oral and written communication, and time management skills. They will also become familiar with the ethical and regulatory component involved in the profession of the dentist.

7498 Preclinical Prosthetics I

The theoretical knowledge and practical experience related to the fabrication of complete dentures is introduced. This course also includes safety issues, preparation of materials and the use of equipment.

8054 Microbiology and Infection Control

This course gives an overview of the basic principles concerned with the growth and control of micro-organisms. Personal hygiene and infection control procedures are emphasized.

8055 General Science

The basic principles in chemistry and physics as they pertain to dental prosthetics are examined.

8056 Orofacial Anatomy II/Physiology

This course builds on the knowledge from Orofacial Anatomy/Physiology I. It includes embryology, tooth morphology and the limited study of gnathology.

8057 Dental Histology and Embryology

General embryological principles that govern the formation of the face, oral cavity and teeth are included in this course. Changes in the oral tissues resulting from tooth extraction and the use of dentures are examined.

8058 Preclinical Prosthetics II

This course is an introduction to the arrangement of artificial teeth on articulated edentulous casts. It is designed to provide the skills and related theory for arranging teeth with different degrees of cuspal inclinations.

3843 Pharmacology and Emergency Care

This course prepares the student to respond to emergency situations and to become familiar with the action and effect of common drugs that clients in a Denturist practice may use.

3818 Oral Pathology

A knowledge of the fundamental principles governing the disease process is provided in this course. An appreciation of the importance of disease prevention through prosthodontics treatment planning is emphasized.

3819 Radiographic Pattern Recognition

This course focuses on the ability to recognize common biological conditions which are only manifested on radiographs and which influence prosthodontics design.

3820 Periodontology

This course considers the structure and function of

periodontal tissues, the disease processes and predisposing conditions which affect these tissues. Approaches to disease control are considered.

3821 Biomechanics/Prosthodontics Theory and Application
The focus of this course is on the biomechanical principles associated with functional occlusion. Normal function of the temporomandibular joint and associated musculature and mastication are considered.

3844 Preclinical Prosthetics III
This course is designed to build on the knowledge and skills in Preclinical Prosthetics I and II. The focus for this course will be on the knowledge and skills for fabricating single dentures to opposing natural dentition, immediate dentures, duplicate dentures, and arrangement of complete dentures using semi-adjustable articulators.

4363 Preventative Oral Care
This course focuses on the concepts of personal oral care and the development of strategies and techniques to reinforce oral care for the patient.

4357 Dental Psychology and the Aging Process
This course focuses on the psychological aspects of a Denturist practice, including the understanding of the largest client group; the elderly person.

4358 Health Promotion/Nutrition
The basic concepts of health promotion and nutrition for all age groups are discussed, with an emphasis on the elderly client.

4364 Clinical Prosthetics I
This course provides a beginning experience for the students in a clinical setting. All phases of denture fabrication from initial patient contact to oral health maintenance are examined.

5112 Business Management
This course covers the basic business principles and processes that are involved in the successful management of a Denturist practice.

5113 Practice Management and Professional Ethics
The course includes the consideration of ethical values, norms and standards of ethical conduct and reflection; and the development of professionalism.

5120 Professionalism II
The focus of this course is on employment options and strategies for the Denturist.

5115 Case Presentation
This lecture and seminar course assists the student to articulate their proficiency in fabricating complete dentures for an edentulous patient.

5116 Public Health, Legislation, and Research
This course is designed to introduce the Denturist to their role in public health, research and the legislation affecting them.

5121 Clinical Prosthetics II
This course builds on the Theory and skills developed in Clinical Prosthetics I. All phases of denture fabrication will be practised in a clinical setting.

6077 Pregraduate Experience
This course focuses on the movement of students from the lab and clinic setting of VCC to practice experience with a licenced Denturist practice.

DINING ROOM AND LOUNGE SERVICE

1910 Introduction to Hospitality
This course introduces the student to the hospitality industry and career opportunities for food and beverage personnel. Other areas of discussion involve employee/employer relationships and house policies.

1911 Sanitation, Safety and Hygiene
This course introduces the student to the importance of cleanliness in the food and beverage business. Topics of discussion include grooming and personal hygiene, food handling and storage procedures. In addition, students will learn about fire safety and first aid. The Foodsafe program includes instruction about bacteria and their effect on food.

1418 Customer Relations
In the hospitality industry, knowing how to deal effectively with people is critical. This course covers difficult and unusual situations and provides students with appropriate responses to these situations. To complement the communication process with the customer, this course also deals with employee communications and the importance of an establishment's rules.

1912 Food and Beverage Equipment
This course introduces the student to the "hardware" of the food and beverage industry. Topics include the identification of tableware and glassware. The student will learn how to hand and carry plates and trays. Students will also learn to use the many different types of equipment commonly found in an eating or drinking establishment.

1913 Basic Cash Procedures
Basic Cash Procedures introduces the student to one of the newer cash register systems used in the hospitality industry. Students learn how to operate an electronic cash register and how to handle cash and credit cards during a business period. Typically, the course also covers the area of "closing and opening" procedures to enable students to prepare proper records of business, and to clear the cash register for a new business cycle.

1010 Service Procedures
In this practical course, students learn about the various types of service available and how to perform them. Instruction covers table settings, order of service, as well as the proper use of cutlery. Banquet and beverage service are included. Much of the above instruction will take place in the dining room of the College, where students will put their newly gained knowledge to practice.

1440 Menu Terminology
This course provides the student with an introduction to the principles of menu construction, and allows the student to become familiar with menu terminology as it relates to meat cuts, food preparation, condiments and methods of service.

1914 Host and Hosting
This course examines the important link between the customer and the management of an establishment. Students learn about the specific duties and responsibilities of a host, such as making table plans, assigning seats, greeting the guest, ordering supplies and rotating menus.

1915 Bar Service and Preparation
This course prepares the student to work in a bar, lounge or any establishment which serves alcoholic beverages. It introduces the student to bar equipment, mixology, varieties of non-alcoholic drinks and the art of bartending in general. There is a special section on wines and how to serve them. The College dining room, bar and lounge, and specially designed laboratories will give students ample opportunities to test new skills and recipes.

ESL OPTION

2857 English Language Training
During this course, students will concentrate on learning effective communication skills related to Dining Room and Lounge Service. They will learn job-related vocabulary to allow them to greet guests, take orders, and understand and explain menu items.

2858 Job Search Skills, Practicum
Students will perform a brief industry practicum where they will show the skills learned in the College setting. During this time, students will also work on job search skills such as preparing a resume, preparing for interviews, and finding leads in newspapers and trade magazines.

DRAFTING - COMMON CORE

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 1653.

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 Basic Drafting. The drafting techniques and conventions of working drawings are introduced with references to the industry where the drawings might be used.

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.

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.

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.

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 - ARCHITECTURAL, CIVIL, STRUCTURAL AND CADD

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.

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.

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.

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.

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.

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.).

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.

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.

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.

5040 Job Search Skills

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

DRAFTING - ARCHITECTURAL, MECHANICAL AND CADD

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.

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.

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.

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.

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.

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.

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.

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.

4152 Process Piping 2

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

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.

5040 Job Search Skills

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

DRAFTING - ARCHITECTURAL, STEEL DETAILING AND CADD

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.

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.

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.

5105 Applied Geometry

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

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.

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.

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.

5040 Job Search Skills

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

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

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.

ELECTRONICS - COMMON CORE

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.

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.

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.

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.

8046 Bipolar Transistor Small Signal - Amplifiers I

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.

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 amplifier 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.

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.

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.

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.

3776 FET Small Signal Amplifiers

Field effect transistors are studied including biasing, amplifier configurations, loadline analysis and device characteristic curves. The application of FETs will be investigated including input and output impedance characteristics and multi-stage transistor circuits. MOSFET transistors are introduced. Troubleshooting techniques are further strengthened.

3778 Power Control and Switching Circuits

The transistor is introduced as a switch. Thyristors are examined in power control applications. Troubleshooting techniques are applied.

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.

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.

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.

4345 DOS and 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.

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.

4347 Microprocessors and 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.

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.

ELECTRONICS TECHNICIAN (COMPUTER SYSTEMS SPECIALTY)

Level 1

7522 Advanced DOS and Windows

DOS is investigated and Windows is developed to a level that will allow the student to navigate through various DOS and Windows related functions. A network account will be assigned and basic network operations will be presented.

7523 Introduction to Data Communications

The standard serial data interconnect is investigated. Serial communications based on the EIA serial interface standard are developed. Concepts including data framing and handshake are presented. In the lab the student will construct, test and troubleshoot various serial data interface links.

7524 Microcomputer Architecture

Internal microcomputer architecture is presented here including reset circuits, clock circuits, and various memory circuits and configurations. The bus structure as is used in microcomputers is presented. Circuit advantages and limitations are investigated. In the lab, the student will build and test various memory, including both RAM and ROM memory circuits as well as program and EPROM.

7525 Microcomputer Construction Project

This is a project course where the student will build and document a complete microcomputer project. A circuit board will be assembled, tested and debugged and subsequently used for various fault finding and interfacing projects. As this is a project oriented course, full industry standard documentation is required and hand skills are strengthened.

7526 Troubleshooting Part 1

In this course the student will develop microprocessor based circuit troubleshooting techniques, tricks and tips. This course is primarily practical activities, therefore significant lab time is spent in the development of troubleshooting techniques.

7527 Troubleshooting Part 2

Troubleshooting techniques involved in the testing and diagnosis of IBM-PC peripherals and ports is presented. The student will be presented with introductory high level language programming to facilitate the strengthening of fault-finding and troubleshooting techniques.

8064 Advanced Interfacing and Control

Students will use their previously constructed microcomputer in the control of a small robot based project. Concepts developed include interfacing, programming, real-time considerations of a microcomputer control system, as well as the wiring and industry standard documentation development that is required. As well, the students will be introduced to vectored interrupts as used on high end microprocessors/microcomputers. A lab project will be undertaken to develop the understanding of real-time events as handled by interrupt hardware on a microcomputer. The interrupt system on the standard IBM-PC will be introduced.

8065 Printers and Printing Devices

The standard dot-matrix printer and printer operation and communication are presented in this course. The paper transport and alignment of both the dot-matrix as the laser printer transports will be studied. Various control functions as issued by the controlling computer as applied to the printers operation will be introduced.

8066 Computer Video Systems

This course is an introduction to video circuits as found in a microcomputer. The basic operation and timing of the video is presented and related to more advanced video systems as found in modern day microcomputers such as the IBM-PC and compatibles. Time permitting, the internal working a video monitor will be introduced. Various video adapter cards and connector identification will be discussed.

8067 Mass Storage Devices

This course is intended to introduce hard drives and their operation as related to stand alone microcomputers as well as related to network disk drives as found in local area networks. Various formats, interfaces, data compression techniques and cable and connector types as used will be presented.

8068 Advanced Data Communications

Serial data as applied to data communications using the modems and a telephone system are presented in this course with the application of modems in a wide area network being introduced as time permits. Telecommunications software will be presented and the student will have the opportunity to install, and connect a modem and establish interface with a distant host computer as well as the troubleshooting and debugging that is required.

3763 Resume, Job Search and Work Experience

Job search techniques including 'networking', telephone manner, calling cards and interview conduct are introduced. Resume and cover letter writing skills are developed. Practical aspects of maintaining employability in the workplace are studied. Short visits to a practical workplace environment will be provided depending on availability.

3833 Operating Systems (debugging and optimizing)

Advanced operating systems concepts are presented with emphasis on the optimization, configuration and debugging of more complex problems found when various peripherals, networks and software are combined. A large portion of the course is on the exploration of a local area network based operating system and the problems and requirements for optimizing the operation of both Windows and DOS machines while running on a network. As well, other operating systems are introduced, discussed and compared.

3834 Local Area Networks (troubleshooting)

The hardware configuration of commonly used local area networks is presented with emphasis on problems and solutions of various topologies, types, data rates, and cable types. The use of the internet and its protocol is introduced. The emphasis in this course is with practical hands on troubleshooting and fault finding techniques in a relatively

complex interconnected microcomputer system. Account, administration and printer configuration on a network are introduced. Network traffic considerations are also introduced.

ELECTRONICS TECHNICIAN (CONSUMER OPTION)

1671 Audio Systems

Audio preamplifiers, power amplifiers and audio tape machines are presented as applied to home audio including high end audio systems. Maintenance and repair procedures are introduced and practiced in the lab. Loudspeaker characteristics and applications are studied as used in stereo and home theatre systems. Audio distribution systems and automotive audio systems will be covered depending on industry requirements.

1672 Radio Systems

Radio receiver (or tuner) theory is introduced including AM (amplitude modulation) and FM (frequency modulation) as is widely used for the reception of stereo and television signals in the home. The theory of operation covered includes general principles such as modulation, demodulation, both AM and FM stereo encoding/decoding and superheterodyne receivers. In the lab, both AM and FM radio receivers will be aligned, tested and repaired. Radio troubleshooting techniques are developed.

7503 Introduction to Troubleshooting Techniques

This is a laboratory course presented in an environment that simulates an actual service facility in which troubleshooting and repair techniques are introduced as applied to a variety of consumer electronics equipment. The identification and use of various fasteners and handtools is presented. Equipment disassembly and reassembly procedures are developed and practiced as applied to a variety of electronics equipment under repair. During this course, students may be selected for a practicum in the service industry.

1673 Video Systems

The principles of television are presented including the tuner, demodulation, colour separation, video amplifiers and beam deflection as applied to the colour television and television systems found in the home. The operation of the television camera is introduced. In the lab, the student will develop skills in the testing, alignment, troubleshooting and servicing of the television.

1676 Cable and Satellite Systems

Antennas, satellite receivers and cable transmission line characteristics are presented as applied to the reception of television signals into the home. Cable distribution considerations including signal propagation, termination and signal splitting are covered. The principles of satellite orbits are introduced. Various measurement and testing procedures are practiced in the lab depending on equipment availability.

8063 Advanced Troubleshooting

This is a laboratory course presented in an environment

that simulates an actual service facility in which advanced troubleshooting and repair techniques are presented and developed. Students will work on more complex consumer electronics equipment and will begin to work independently. During this course, students may be selected for a practicum in the service industry.

1674 Video Cassette Recorders

The operation, repair and maintenance of the Video Cassette Recorder (VCR) is developed. Alignment is performed on both the electronic and mechanical subsystems. The operation of the tape transport system is developed in detail including complete alignment procedures of modern day VCRs. Servo theory is introduced. Troubleshooting, testing, alignment and repair operations are performed in the lab.

7484 Compact Disk (CD) Technology

The theory of CD technology is studied and the CD player is tested, repaired and aligned in a lab/shop environment. Digital audio, servo tracking systems and encoding formats are investigated.

1679 Customer Relations and Job Search Techniques

Job search techniques including networking, telephone manner, calling cards and interview conduct are introduced. Resume and cover letter writing skills are developed. Practical aspects of maintaining employability in the workplace are presented.

1675 Personal Computers and Software

The personal computer and applications are introduced as may be found in a modern day consumer electronics workshop. Several application programs are introduced including word processing and customer billing.

3827 Structured Troubleshooting

This is a laboratory course presented in an environment that simulates an actual service facility in which advanced troubleshooting and repair techniques are further developed and practiced. Students will work independently and begin to work expediently and efficiently while tracking, recording and comparing their speed, efficiency and effectiveness on a job by job basis. During this course, students may be selected for a practicum in the service industry.

ELECTRONICS TECHNICIAN (TELECOMMUNICATIONS OPTION)

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.

5017 Frequency Modulation (FM) Radio

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

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.

5045 Very High Frequency (VHF) Radio

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

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.

7388 Telephone Systems I

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.

7389 Telephone Systems II

The telephone system is further examined covering telephone multiplex systems, the central office switch and the telephone interconnect. A more in-depth 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).

7390 Telephone Systems Installation

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.

3761 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.

3762 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.

3763 Resume, Job Search and Work Experience

Job search techniques including networking, telephone manner, calling cards and interview conduct are introduced. Resume and cover letter writing skills are developed. Practical aspects of maintaining employability in the workplace are studied. Short visits to a practical workplace environment will be provided depending on availability.

3764 Data Communications

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.

3765 Local Area Networks (LANs)

The use of Local Area Networks (LANs) 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.

EMPLOYMENT AND EDUCATIONAL ACCESS FOR WOMEN (EEAW)

7274 Self-Discovery and 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.

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.

7419 Assessment and 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.

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.

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.

7280 Workstudy 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.

7279 Making Career Decisions and Action Plans

This course will assist the student in improving 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.

7421 Practical Hands-On Skills

Students will learn first aid, self-defence, exercise and stress management techniques, basic computer skills and library usage.

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.

7281 Individual Project

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

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

1. Comprehensive Courses

English 059

The writing class includes advanced grammar, English usage, paragraph writing and paraphrasing. Reading includes comprehension of passages at the Grade 10 level, vocabulary building, increasing reading speed and improving study skills. The oral class includes taking lecture notes, participating in class discussions, expressing opinions, making oral presentations and other skills.

Prerequisite: An overall English Language Assessment (ELA) score of 105 with at least 14 in Composition, or successful completion of the Upper Advanced course at 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 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 ELA 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 Social Studies 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.

Grammar and Meaning 052

An upper level College Preparatory Course which examines grammar in speaking and reading as well as writing. Course includes an introduction to stylistic variation and register.

Prerequisite: English 059 or Writing 065.

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 ELA score of at least 105 and an ELA Composition score below 14, or successful completion of the 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 the 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, completion of English 059, or a minimum of C- in Reading 066.

Reading 096

This advanced reading 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, videotaped 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 the 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

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.

Pronunciation and Communication Skills

This non-credit course teaches practical communication skills, including pronunciation and intonation, telephone skills and interpersonal conversation skills.

Prerequisites: Completion of Advanced level courses or an ELA score of 105, or permission of CPE Department Head. ABE or Health Division students who meet these requirements may also take this course.

Intensive Academic English

This is a six-week non-credit summer course for ESL students who wish to pursue a college education but who need to improve their reading and writing skills. Topics include academic writing skills, readings which emphasize Canadian content and culture, and individualized grammar and editing strategies.

Prerequisites: Completion of English 11 or Communications 11 or Level 3 score on the LPI with an essay score of 20.

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

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 and 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 television.

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

Literacy

These classes are designed for Beginner Level students 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 abilities 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.

ESTHETICS

7354 Manicures 1 and 2

These courses introduce the learner to the basic fundamentals of manicuring, artificial nail applications and nail repair. They provide a foundation of skills and knowledge needed to perform the basic manicuring functions including: anatomy, nail composition, structure and function of nails, as well as nail disorders and diseases, selection of materials and application of various techniques. Students will be able to identify various shapes of nails; prepare nails for nail extension; carry out procedures for nail overlays and sculptured nails using specific products; and follow safety procedures. The students apply massage techniques and basic care of the nails. The student will determine the needs of the client, and show a basic understanding of the actions and procedures of the selected products.

7353 Introduction to Esthetics

This broad introduction highlights the history of the trades of esthetics and hairdressing, and the relationship between them including the current legislation that governs this industry. Safety precautions and procedures become basic when using this knowledge on clients. Students will identify the tools and the purpose of each. Image projection, client relations, motivation, first aid, personal development, communication, sales and service promotion, and client data and goal setting are covered. In addition, the attendance requirements are stressed.

1975 Skin Analysis

This course introduces the learner to the basic fundamentals of analyzing the skin using analysis equipment. Emphasis is placed on the individual skin type of each client. This

course provides a foundation of skills and knowledge necessary to perform basic manicure and facial procedures under supervision.

1976 Hygiene, Bacteriology and Sanitation

This course provides the opportunity to acquire a basic foundation of personal and public hygiene related to everyday customer services through the study of bacteriology, sanitation and sterilization, and a basic knowledge of diseases and disorders of the hair, nails and skin.

7355 Pedicure

Learners will also identify the anatomy of the feet, recognize disorders and diseases, and learn how to work with instruments to groom the toes and feet. Safety precautions will be taken at all times. Foot massage will also be taught in this course.

7356 Cosmetic Massage 1

Students will be introduced to various massage techniques for specific areas as well as the appropriate selection of tools, equipment and products. Massage techniques are taught in this course and continuous practice is required before becoming proficient. The identification of skin problems, diseases and disorders plays a very important role in this course. Analysis of the client's skin and their needs will allow the student to develop their massage techniques. The appropriate selection of tools, equipment and products is covered.

1979 Anatomy, Physiology and Histology

The study of anatomy concentrates on the structure and functions of the human body, including physiology and histology. Highlights include the structure, function and composition of cells and body tissue. Specific attention will be paid to identifying the facial muscles and their location.

7357 Disorders and Diseases of the Skin, Hair and Nails

Learners will identify disorders and diseases of the skin in order to prevent the spreading of infection. They will identify those medical conditions which must be treated by a physician and recognize disorders and diseases of the skin which can be treated by the esthetician.

1981 Hair Removal

This course will introduce the learner to various methods of hair removal and eyebrow arching. They will learn the function, composition and structure of hair, in addition to the regrowth and renewal of the hair cycle, and prepare the skin for application and removal of wax. Students will carry out waxing procedures under the supervision of the instructor according to standard safety procedures.

1982 Basic Make-up

Learners will identify facial shapes and be introduced to colour analysis and coordination. They will select make-up for a client's skin tone. With a selection of foundations, blushes, eyeliners, mascara, lip colour, powder and various types of brushes, the student will apply a basic day make-up under the supervision of the instructor.

2794 Cosmetic Massage 2

The learner will identify areas of the body to perform specialized massage techniques such as motor points of the face, lymph drainage and aromatherapy with the use of electrical equipment. Students will be able to describe the psychological effects of herbs on the body. Students will be able to select products and techniques for various purposes under the supervision of the instructor.

2796 Facials Special Treatments

The learner will continue to practice applied skills on specific skin types and make accurate recommendations for facial treatments for particular skin types with the use of equipment and specific products. Knowing precautions and safety measures, and advising and recommending home treatments for the clients are also covered.

2798 Specialized Treatments

Learners will select special treatment products and apply appropriate treatments for specific skin problems. The student will be able to select specific equipment and use it in connection with the treatment.

8036 Salon Management

This course on salon management will cover the basic skills in all aspects relating to the management and operation of a salon business. Financial aspects include initial capitalization, business planning and daily operation. Also included in this course is basic business law and accounting procedures related to salon operation. Other highlights include the identification of salon operation policies, dispensary, reception and desk operations. Client communications, data processing, job search, resume writing and portfolio preparation are also part of this course.

8037 Electrotherapy

Learners will analyze skin and select appropriate treatments. They will select appropriate equipment and perform treatments using different products and equipment following safety procedures. This course is a theoretical introduction to electrolysis.

2800 Advanced Make-up

Students will learn to carry out interviews with clients that will enable them to identify appropriate make-up techniques for the client. They will learn to choose appropriate cosmetics for clients and apply a variety of cosmetics for various occasions. Special effects (cover up and advanced make-up applications) are part of this course.

EXECUTIVE ASSISTANT

7361 Business Communication

This course teaches how to research, prepare, edit, revise and present final formats of detailed business correspondence, reports and statistical documents to clients and co-workers.

7366 Organizational Behaviour

How to understand and apply the principles of human relations and organizational dynamics in the workplace are covered in this course. Topics include groups and

organizations, leadership, interpersonal communication, management of change and conflict, image, ethics, personnel selection and development, training for learning, and human capabilities and limitations.

7387 Introduction to Accounting

In this course, the student will learn how to understand and apply fundamental accounting principles in order to prepare, summarize and interpret financial data. Topics include the accounting cycle, theory and classification of accounts, accounting procedures, managerial accounting, budget requirements, credit and banking, government services and taxes, investment and stock options, and analysis and interpretation of financial statements.

7369 Introduction to Economics

How to understand basic economics and management concepts and principles as they apply to business organizations is the main focus of this course. Topics include national income and determinants, financial systems, social and economic programs, and international trade.

7365 Office Technology

This course focuses students on how to understand and apply knowledge related to information processing, telecommunications, records management technology and integrated office systems. Topics include communication, records management, graphics technology, networking, integrating and merging of functions, planning, evaluating and implementing advanced automated office systems.

7368 Business Management

This course teaches students how to maintain high professional standards in the performance of administrative procedure tasks. Topics include functions of management, industrial relations, employment standards, labour code, public relations, personnel, production and marketing management.

7386 Business Law

An understanding of business law and the implications of governmental controls as they impact upon business and office operations is covered in this course. Legal systems, contracts, property, business entities, local statutes, domestic policy, and tariffs and quotas are some of the topics studied.

7367 Office Administration

This course teaches the student how to exercise initiative and judgement in setting priorities, making decisions, and delegating workload. Topics include office management, time management, executive travel, records management, supervision, project management, and cultural and community affairs.

FINANCIAL ACCOUNTING AND MANAGEMENT COMMUNICATIONS

7349 Intermediate Financial Accounting 1

Intermediate Financial Accounting 1 analyzes the asset accounts of a balance sheet. These include future and present values, current and capital assets, and temporary and long-term investments.

7350 Intermediate Financial Accounting 2

Intermediate Financial Accounting 2 covers the liabilities and equities of a balance sheet. These include long-term and short-term liabilities, accounting for income taxes, accounting for pensions, legal and financial aspects of partnerships and corporations, capital structure and earnings per share, statement of changes in financial positions and the analysis of financial statements.

7351 Introduction to Management Accounting

Introduction to Management Accounting introduces the concepts and practices of management accounting. These include cost accounting fundamentals, job and process costings, cost-volume-profit analysis, budgeting and control, inventory costings and information for management control and decision analysis.

7352 Economics

This course covers the issues, concepts and theories of microeconomics and macroeconomics. It provides practice in applying economic reasoning to decisions and forecasting problems in business, industry and government. This course will help students gain an understanding of how the Canadian economy functions and interacts with the global economy. Topics covered are supply, demand, price elasticity, production costs and decisions, market structures and pricing, national economic issues, performance, policy, money, banking and interest.

8031 Management Information Systems

This is an introductory course in the use of computer based information systems in management and accounting. Included are topics on computer applications in business, computing hardware, programming languages, operating systems and packaged software, concepts of management information, decision support, expert systems, system audit and control.

8032 Finance

Students learn the foundations of managerial finance with emphasis on the major decisions made by the financial executive. Topics include analysis of the financial environment and its components, security valuation, capital budgeting, cost of capital, working capital management, strategic decision-making and financial planning.

8033 Business Issues

This course prepares the student to handle customer oriented service issues. Topics such as how to handle GST, WCB, municipal, provincial and federal government agency requirements are covered. The students examine system and communication methods which would maximize financial returns and enhance relationships with financial institutions, suppliers and customers.

8034 Public Speaking

Students will learn how to introduce a speech, develop the body of the speech and conclude effectively. Topics covered will include being a Master of Ceremonies, how to organize impromptu speeches and presenting a toast. The importance of gestures, body language and audience contact is emphasized.

FOOD AND BEVERAGE MANAGEMENT

7153 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.

7154 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 the microcomputer operating interactively. Students will be able to achieve basic computer literacy and use DOS and WordPerfect.

7155 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.

7312 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.

7244 Beverage Operations

Operating the bar and lounge is an essential part of any food and beverage establishment. In this course, 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.

7157 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, forms design, 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 salesmanship and the handling of customer complaints.

3666 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 descriptions, job specifications, job analysis, performance appraisal, training and development, human rights, employment standards and quality of working life.

3729 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.

2917 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.

2912 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.

7483 Food and Beverage Cost Controls

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 costs 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.

3754 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 and simulations, wherever possible, utilizing actual practical examples from the students' experiences.

4310 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 creditors' remedies, employment law, business organizations, negotiable instruments, real estate and administrative law.

4332 Tour Operations

This course covers tour operations, including packaging and marketing of tours, product descriptions, bookings - meals and rooms, policies, guarantees, etc. In addition to examining the development of tours generally, the student will also be introduced to the needs of tour operations for specific ethnic groups.

7482 Food Production Principles 1

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; and classify and prepare soups, stocks, sauces, fish and shellfish, meat, poultry, vegetables and egg dishes.

2952 Wine and Wine Service

Restaurant patrons are becoming increasingly aware of the importance of wine to a full dining experience. This course will introduce the student to wine classifications and wine regions of the world. Wine service and customs, tasting and appreciation will also be included.

3803 Dining Room Operations

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, covering such topics as: short order, meats, fish, shellfish, vegetables, salads, soups, stocks and sauces.

3802 Food Production Principles 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, covering such topics as short order, meats, fish, shellfish, vegetables, salads, soups, stocks and sauces.

2834 Menu/Design Planning

This purpose of this course is to prepare students to design a usable à la carte menu for a restaurant. The student will produce a menu consisting of three appetizers, two soups, three salads, six entrées and three desserts. The menu must have eye appeal, proper recipes, food descriptions and include a selling price to reflect a reasonable profit.

3801 Managing Service

In this course, the student will learn the concepts of guest service for the food and beverage industry. Selected topics include American and French service, facility layout and design, planning staff schedules, quality control and customer satisfaction.

FOOD AND BEVERAGE SERVICE (ESL)

7401 Introduction to Hospitality

This course introduces the student to the hospitality industry

and the career opportunities for service personnel. Other areas cover employee/employer relationships and house policies.

7402 Customer Relations

This course concentrates on effective communication with guests, covering skills in dealing with difficult and unusual situations and providing students with the appropriate responses. There is heavy emphasis on customer relations and problem solving in the service industry. The students will build their English skills and develop the self-confidence necessary to deal effectively with people.

7403 Food Safe Level I

This course covers the B.C. Government's required curriculum regarding the safe handling, storage and service of food and beverage products. Students will learn the chemical and bacterial agents that must be controlled in order to ensure the safety of guests and staff. Students will write a Food Safe Level I exam and receive a certificate if successful.

7404 Sanitation, Safety and Hygiene

This course covers the importance of sanitation and cleanliness in the food and beverage industry. Topics of discussion include grooming and personal hygiene, fire safety, security concerns and first aid.

7405 Food and Beverage Equipment

This course introduces the student to the "hardware" of the food and beverage industry. Topics include the identification of tableware and glassware. The student will learn how to handle and carry plates and trays. Students will also learn to use the many different types of equipment commonly found in an eating and drinking establishment.

7423 Service Procedures (Breakfast)

This course covers the service techniques required to serve breakfast in a typical North American dining room. Specific table set-up, order of service, and the proper use of cutlery will be covered. Much of the instruction will occur in the dining room at the VCC City Centre Campus, where the students will put their newly gained knowledge to practice. The students will learn and use the Restaurant Point of Sales (POS) machine to ring in the customer's order.

7424 Menu Terminology (Breakfast)

This course covers menu organization and structure, and allows the student to become familiar with the terms and items found on North American breakfast menus.

7408 Communication Skills Level I

This course is made up of English language components selected from each of the above skills courses. Students also gain increased confidence in their use of English. Evaluation is done on a continuous basis.

7406 Service Procedures (Lunch)

This course covers the service techniques required to serve lunch in a typical North American dining room. Specific table set up, order of service, and the proper use of cutlery will be covered. Banquet and beverage service are included.

Much of the instruction will occur in the dining room at the VCC City Centre Campus, where the students will put their newly gained knowledge to practice. The students will learn and use the restaurant POS machine to ring in the customer's order.

7407 Menu Terminology (Lunch)

This course covers menu organization and structure, and allows the student to become familiar with the terms and items found on North American lunch menus. The students will learn menu items covering beef, poultry, pork, fish and shellfish, as well as other common food items. A broad range of areas are covered including appetizers, soups, salads, main courses and desserts.

8040 Bar Service and Preparation

This course prepares the student to work in a bar, lounge or any establishment which serves alcoholic beverages. It will introduce the student to bar equipment, principles of mixology, varieties of non-alcoholic products and the art of bartending in general. The students will be using the 24 station bar lab at the VCC City Centre Campus.

8041 Serving It Right

The required curriculum will be covered in order that the students may write the test for Serving It Right. Topics covered include the responsible service of alcohol, how to deal with problem situations and server liability in the serving of alcohol.

8045 Mixology

This course concentrates on the recipes and methods required for bartending. Topics covered include types of alcohol and various drink preparation techniques (built, shake, blend). The College dining room and bar lab will give students ample opportunity to test new skills and recipes.

2747 Wine and Wine Service

This course covers types of wines, the most popular grape varieties and wine producing countries. Also covered are the making of wines, matching wines with food, suggestive selling, and proper opening and pouring of wine.

8044 Communication Skills Level II

This course is made up of English language components selected from each of the above skills courses. Students also gain increased confidence in their use of English. Evaluation is done on a continuous basis.

3771 Host/Cashier

This course examines the important link between the customer and the management of an establishment. Students will learn the specific duties and responsibilities of a host, such as making a table plan, assigning seats, greeting the guests, taking reservations, ordering the supplies and rotating menus. The students will also cover cashier duties and responsibilities, settling checks on the restaurant POS system, balancing the cashout, making up the float and opening/closing the restaurant. The students will also learn to handle cash and credit card transactions during a business period. The computer system used is a common electronic cash register used in the hospitality industry.

3772 Service Procedures (Advanced)

This course covers the service techniques required to serve dinner in a typical North American dining room. The specific table set-up and order of service, as well as the proper use of cutlery, will be covered. Banquet and beverage service are included. Much of the instruction will occur in the dining room at the VCC City Centre Campus, where the students will put their newly gained knowledge to practice. The students will learn and use the restaurant POS machine to ring in the customer's order. The students will also cover formal dining service including tableside preparations common in French service.

3773 Menu Terminology (Advanced)

This course covers menu construction, and allows the student to become familiar with the terms and the items found on North American dinner menus. The students will learn menu items covering beef, poultry, pork, fish and shellfish, as well as other common food items. A broad range of areas is covered including appetizers, soups, salads, main courses and desserts. The students will also cover formal dinner menus including recipes for tableside preparations common in French service.

3768 Resume and Job Search Skills

The course topics include self-assessment and description, preparing a resume, reading the help wanted ads, accessing CEC services, application forms and procedures and interview skills. The students are guided and encouraged to actively seek employment in the hospitality industry.

3774 Communication Skills Level III

Each of the above course descriptions includes an ESL component consisting of vocabulary, terminology, problem solving and/or interactive communication skills for effective customer service. Students will learn industry related vocabulary and structure in order to greet guests, take orders, deal with guests' requests and concerns, and explain North American and European cuisine.

3775 Practicum/Industry Experience

The student will learn and experience activity and business flow on a job placement in the industry. The students already employed in the hospitality industry may request that their employer complete the evaluation form according to College guidelines.

FOOD SERVICE CAREERS

7162 Introduction to Food Service Assistant

This course introduces the student to the theory and practice of a variety of entry level positions such as cafeteria bussing and dishwashing within the hospitality and tourism industry. Some of the topics covered include career opportunities, employer/employee relations, co-workers relations and time management skills.

1885 Safety

This course discusses a variety of safety procedures in the workplace. These include kitchen safety as well as personal safety. Other topics include fire prevention and procedures, electrical hazards and basic first aid procedures.

1998 Sanitation and Hygiene

This course stresses the importance of both personal and food service hygiene. Topics covered include Foodsafe, warewashing and storage methods, and individual grooming and presentation.

1418 Communication/Customer Relations

This course deals with effective communication skills. These include listening skills, verbal and non-verbal communication, job vocabulary, responsibilities and agreements in the workplace and problem solving as it relates to difficult and unusual situations.

7345 Life Skill Cooking

This course covers safe and correct use of hand tools, small/large equipment, accurate weighing and measuring of items, and converting of recipes. It enables the student to learn methods of cooking and baking and equips them to follow directions while preparing basic recipes such as soups, sandwiches, muffins and pies. The course demonstrates time management as it relates to cooking and baking and helps the student organize kitchen layout and design. Students will learn correct procedures for receiving and storing food safely according to Foodsafe rules.

2901 Food Service Careers (Advanced)

The content of Level 2 will depend on the individual student and his/her abilities. Students will be placed in specific Tourism and Hospitality Career Programs that they have identified as their career path. While in the regular program, the student will concentrate upon individualized tasks related to the program content of that specific area. Emphasis will be placed on the abilities of each student.

GRAPHIC ARTS - PRINTING PRODUCTION

7504 Typesetting/Page Layout I

This course provides an introduction to typesetting and page layout using the Macintosh computer and QuarkXpress. Documents, from simple word processing to advertisements, are generated using this industry standard page layout program. The basics of typography and proofreading, instrumental in creating professional looking documents, are presented and built upon. Practical hands-on project work is the focus for this course.

7505 Black and White Camera

This course serves to introduce the student to a variety of film classifications, lighting systems and hybrid chemical processing. The student will construct lighting conditions, calibrate exposure units, identify processing tolerances and maintain records of exposures and processing techniques. The student will acquire skills and knowledge in the preparation of line, halftone and duotone processes, both from the point of view of shooting and processing.

7506 Black and White Film Assembly

This course deals with the introduction of basic film assembly, and is designed to give the student a good understanding of prepress procedures leading to the actual printing of a job. The curriculum covers paste-up, film

assembly and colour breaks at the paste-up and film assembly stage, creating windows, basic imposition, using screen tints, producing blue-line proofs, colour proofs and learning proper platemaking procedures. Theory and practical projects will be the main emphasis for this course.

7507 Press and Bindery

This course will introduce the student to small offset press and bindery through hands-on projects. The student will learn how to run a variety of small offset printing and bindery jobs, while acquiring a comprehensive theoretical understanding that supports the practical applications.

7508 Electronic Imaging

This course will introduce the student to the unlimited creative possibilities of electronic photo manipulation using Adobe Photoshop. An intensive hands-on approach will guide the student through flat-bed scanning, making editable selections, painting, creating vignettes and shadows, designed gradients and washes, retouching old and new photographs and adding type to an image. The student will acquire the practical experience of saving selections in channels, colouring grayscale images, blending images at varying opacities into complicated composites and close cropping photos for output to other programs. Printing duotones, tritones and quadratones will also be examined.

3828 Typesetting/Page Layout II

This course is a continuation of Typesetting/Page Layout I and includes both QuarkXpress and Adobe Illustrator. Projects of increased complexity are undertaken including electronic drawing. No previous drawing/design experience is necessary.

3829 Colour Reproduction/Scanner

In this course, the principles, theory and applications of colour reproduction are explored in depth. The theoretical experience gained in this course will enable the student to conclusively identify colour reproduction processes from initial set-up calibrations to appraisal of colour uniformity on the press sheet. Through discussion and practical applications, the student will address problems with originals, copy evaluation, photographic characteristics and the scanner's response to colour. Both input and output calibrations will be considered.

3830 Colour Film Assembly

This course builds on the concepts and skills required in black and white film assembly. In this course, more complicated procedures will be addressed, including knockouts, spreads, chokes, master marks, advanced imposition, placing colour separations and producing colour from screen tints. This course will also include the production of an industry quality Fuji Laminate proof. Also covered will be the transition of traditional film assembly to the expanding digital environment. This course builds a strong foundation knowledge based on film transferable to the electronic prepress area.

3831 Electronic Prepress

Through hands-on practical applications, students will acquire the skills, knowledge and experience to create

custom colours, produce accurate blends, specify colour corrections and draw exact clipping paths. In addition, preparing files for output, printing colour separations, specifying duotone line screens and creating traps will be covered. File management, font management and the determination of correct storage formats will be stressed. QuarkXpress, Illustrator and Photoshop software packages will be used.

3832 Production Planning

This course introduces the student to the terminology of the trade, paper families, grades of paper, paper math 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. Comprehensive docket writing will be introduced.

HAIRSTYLING - WOMEN'S/MEN'S

8022 Introduction to Hairstyling Women's/Men's

This broad introduction highlights the history of the trades and relationship between them through an examination of current legislation that governs industry. Safety precautions become basic when using the tools of the trades on clients. Students will identify the tools and the purpose of each. Image, motivation and goal setting are stressed in addition to the attendance requirements.

1870 Hygiene, Bacteriology and Sanitation

This course provides the opportunity to acquire a basic foundation of personal and public hygiene related to everyday customer services through the study of bacteriology, sanitation and sterilization, and basic knowledge of diseases and disorders of hair and the scalp.

1869 Client Relations

The identification of client needs and the communication between the hairstylist and client is essential to success. This course introduces identification of needs along with general trade practices relating to various services. Another important topic is the recording of various data for future recall and use.

2570 Communication and Salon Functions

Reception services and telephone use is introduced in this course. Various types of communication and knowledge of salon operating policies will assist an individual in the daily operation of the reception desk of a salon, including processing client information.

7543 Haircutting 1

The essential basics of the industry are introduced in this important course which includes consultation with clients using the terminology of business. Hair sectioning, the use of different guidelines and outlines, and both scissor and clipper techniques are introduced. Safety precautions are highlighted.

7544 Hairstyling 1

This basic course provides the foundation of styling skills.

Included are client consultation, analysis, terminology, the use of pin curls and rollers, comb-out skills, blow drying and curling iron manipulation, all emphasizing appropriate safety precautions.

7545 Shampoos, Conditioners and Rinses

The broad course includes determining client needs, analyzing hair and scalp conditions, preparation of clients for services and selection of appropriate products for shampooing and conditioning in an efficient and safe manner.

2569 Scalp and Hair Treatments

Identification and analysis of hair and scalp conditions is yet another service offered in the salon. Selection of products and the performance of specific manipulations for different hair and skin types enhance the services offered. Naturally the above is not possible without an understanding of muscles and motor nerves of the head.

3071 Hair Structure and Chemistry

In this complex course, the basic chemical structure of hair and skin and the chemical compatibility with other cosmetic products are examined. Study includes the physical and chemical properties of hair and skin, the nature of proteins, and how proteins relate to hair, skin and other body parts.

8023 Permanent Waving 1

This course introduces the learner to basic fundamentals of permanent waving. These fundamentals include selection of materials and physical wrapping of hair. Emphasis is placed on determining the needs of clients and understanding the basic chemical action of the products selected. The use of chemicals in all courses necessitates a strong emphasis on safety precautions and procedures. The course provides a foundation of skills and knowledge necessary to perform basic procedures of permanent waving under supervision.

2300 Haircolouring 1

This introductory course stresses the importance of consultation with clients about haircolouring needs and analysis of hair and scalp conditions. The hands-on application of temporary, semi-permanent and permanent colour addresses proper preparation and safety.

1875 Introduction to Selling

Retailing various products in the salon is an integral part of the hairstyling industry and a supplement to business and personal income. In this introductory course, the importance of gaining product information and selecting appropriate products or services for clients' needs is stressed. This information and analysis is then supplemented with retail techniques used in business.

3559 Career Management

This course is intended to assist the individual in career planning with the production of a two-year career goal plan, the procedure for effective job search and the production of a resume containing the essential components for the purpose of gaining employment.

2568 Disorders and Diseases of Hair and Skin

In order to safeguard clients and stylists, the familiarization with common hair and skin diseases and disorders is a valuable asset. Identifying contagious and non-contagious diseases along with various forms of baldness are included.

8069 Hairstyling 2

Building on previously acquired knowledge, this course explores more advanced concepts and techniques in hairstyling methodology. The student will perform more advanced comb out and finishing techniques. Based on directional setting techniques, the student will acquire increasing artistic flexibility. Techniques for blow drying and curling irons, and techniques for long hair are introduced at this point of the program.

8070 Haircutting 2

At this level the student will be supervised in adapting skills and knowledge from the previous course. Students will utilize their knowledge in finishing various haircuts, using different equipment and meeting the needs of the clients. Topics include demonstrating various line combinations and connections, and applying various design principles.

4028 Permanent Waving 2

This course is a continuation of Permanent Waving 1 and includes the use of permanent waving tools, client consultation, and analysis of hair and scalp. It also covers selection of appropriate products, describing the chemical action of various permanent waving solutions and demonstrating various style design methods.

2367 Haircolouring 2

This course focuses on the use of hair lightening products, their application and removal in a safe and proper manner. The use of these products is determined by client consultation and analysis of client needs. Subsequent courses will provide more in depth knowledge.

8071 Facial Hair

The purpose of this course is to introduce the learner to various facial forms and features so they can design hair around the face to produce optimum effect.

1670 Structure of Hair and Skin

Hair and skin structure includes such topics as the functions of hair and skin, the physical and chemical properties, components of both hair and skin and how various products affect hair and skin. Other courses will supplement this course.

2571 Anatomy and Physiology

This relatively complex study of anatomy and physiology concentrates on the structure and functions of the human body, including form. Highlights include the structure and composition of cells and body tissue, identifying the functions of the body's systems and basic nutritional requirements.

3542 Hairstyling 3

This course provides an introduction to the techniques and concepts of styling long hair. Topics include client consultation and analysis, using the principles of directional styling, using various techniques for long and short hair design. Also included in the course are competition procedures, techniques and judging procedures.

3272 Haircutting 3

Haircutting 3 is designed to adapt skills and knowledge from previous courses in utilizing various finishing techniques and equipment. Topics include applying design principles, razor cutting techniques and weight lines and line connection.

3271 Permanent Waving 3

At this stage of the program the more advanced design wrapping concepts and techniques for the permanent waving systems for long hair are introduced and practiced. Potential problems and corrective treatments are also explored. At this point, a detailed chemistry of permanent waving process is presented.

4106 Hair Colouring 3

Hair Colouring 3 provides an understanding of colour selection relative to the needs of the client. The basics of the theory of colour, colour selection, application of special colouring effects and colour correction are also performed in this and subsequent levels.

3722 Wigs and Hairpieces

The areas covered in the course include the recognition of different types of wigs and hairpieces and the materials from which they are made, the procedures used in the measuring and fitting of wigs and hair pieces, and the servicing of the hairgoods. A portion of the course deals with the needs of the client related to hairgoods.

3560 Scalp and Hair Treatments 2

This course will introduce the use of high frequency, steam, infra-red rays and vibration as options when selecting specialized hair and scalp treatments. These performances follow hair and scalp analysis and are conducted using appropriate products, equipments and safety precautions.

3845 Practicum 1

The Practicum 1 course introduces the individual to an overview of the hairstyling industry by assigning students to a commercial professional salon for a period of two weeks. In these weeks, the student will perform basic trade skills, demonstrate professional behaviour and utilize various techniques in a commercial setting.

Men's Option

4366 Shaving and Facials

This course covers terminology, identification and use of tools for shaving and the position, strokes, preparation and procedure for shaving in a safe and sanitary manner. Topics related to the basic facial include preparation, massage manipulations, product identification and use, and safety precautions and procedures.

4367 Hairstyling 4

Hairstyling 4 makes use of concepts and methods acquired in previous levels, expanded to enable individuals to perform both basic and creative contemporary design. Other topics include competition procedures and techniques, judging methodology and incorporating various principles of creative design for short and long hair.

4368 Haircutting 4

This practical course will provide further understanding of hair design in contemporary, creative and competitive hair cutting. Various design variations, shaping techniques, and head and face analysis are performed in a salon situation.

8025 Salon Management

This course on salon management will provide the learner with basic skills in all aspects relating to the management and operation of a salon business in this diversified industry. Financial aspects include initial capitalization, business planning and daily operation. Also included in this course are basic business law and accounting procedures related to salon operation. Other highlights include the identification of salon operating policies, and most importantly, reception and front desk operations.

Women's Option

4365 Women's Hairstyling 4

This course makes use of concepts and methods taught in levels 1-3. The concepts and methods are expanded to enable the student to do more high fashion work as required for competitive and formalized hairstyling with short or long hair. Other topics include client consultation and the method and techniques of competitive judging. Through client consultation, hair and scalp analysis, and a knowledge of the chemical actions, this advanced course introduces hair relaxing. The demonstrated use of various products following safety precautions and procedures provide the practical knowledge of this course.

4210 Women's Haircutting 4

The practical course will provide further understanding of hair design in contemporary, creative and competitive haircutting. Design variations, shaping techniques, and head and face analysis are performed in a salon situation.

4209 Women's Hair Colouring 4

This course is a continuation of Haircolouring 3. Content emphasis is placed on fashion colour coordination relative to skin tone, eye colour, and fashion and lifestyle.

4211 Permanent Waving 4

Various permanent waving systems are explored in this course, such as weave, root, pin curl support and current fashion designs. As different permanent wave products are utilized, the chemistry and chemical changes associated with permanent waving is identified. Procedures and safety precautions are stressed.

4324 Facials, Manicures, Footcare and Related Services

This course will acquaint individuals with a broader spectrum of services that can be offered in the salon. Topics such as manicure and pedicure, make-up application,

eyebrow shaping and identification of various face shapes are examined.

4137 Practicum 2

For a period of two weeks under the supervision of salon management, the individual will continue the reinforcement of learning in the commercial setting by performing the skills attained to date. Attendance in all practicums will be monitored by instructors.

HOME SUPPORT AIDE UPGRADE (PART-TIME)

*7409 Human Relations: Interpersonal Communication

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.

*7410 Health: Lifestyle and 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.

*7411 Health and 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.

*7412 Personal Care Skills for Home Support 1

This practical course offers the opportunity for participants to acquire the skills required of the home support attendant in terms of protecting him/her in the work environment. It also emphasizes the basic personal hygiene skills relating to client care.

*Successful completion of these courses are prerequisites for the following courses.

7413 Work Role: Introduction to Home 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.

7414 Work Role: Practical Experience 2

This practical course offers students an opportunity to apply knowledge and skills associated with meal planning and preparation. The student is expected to plan, prepare and serve a meal, as well as demonstrate proficiency in basic cooking skills.

7415 Personal Care Skills for Home Support 2

This practical course offers the opportunity for participants to acquire personal assistance skills - in line with the Personal Assistance Guidelines - required by the home support attendant. Personal Care Skills for Home Support 1 is a prerequisite for this course which builds upon those tasks learned. An introduction to Section 2 skills is provided.

7416 Special Needs in Home Support

This course builds on other 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.

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.

7418 Clinical and 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

7153 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.

7154 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.

7155 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.

7312 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 and industrial goods will be covered.

7244 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.

7157 Rooms Division Operation 1

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, equipment and materials. The people side of front office procedures is also examined, with emphasis on guest services, the psychology of dealing with guests, rooms salesmanship and the handling of customer complaints.

7156 Food Operations Management

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 shellfish, meat, poultry, vegetables and egg dishes.

7314 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.

2917 Business Communication 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.

2914 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.

2912 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.

2918 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.

2919 Rooms Division Operations 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 control path and to design and carry out personnel functions in a housekeeping department.

3666 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 descriptions, job specifications, job analysis, performance appraisal, training and development, human rights and employment standards, and quality of working life.

2977 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.

7362 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.

3665 Food and Beverage Labour 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 controls methods are explained and discussed.

4304 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.

3670 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 such as short order, meats, fish, shellfish, vegetables, salads, soups, stocks and sauces.

7467 Microeconomics

This course provides the learner with an understanding of the basic principles of microeconomics: the study of how individual consumer and producer agents within a market make the optimal choices with respect to consumption and production. Topics include supply and demand and the operation of the market system.

4303 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 and investment decision-making. Constant emphasis will be placed on how these accounting areas impact on the hospitality industry.

3753 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.

4306 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 dynamics and behaviour, leadership, conflict resolution, power, politics, values and attitudes, perception, stress and personality theory, and motivation.

3729 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 organization of ancillary conferences and convention activities.

4310 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 creditors' remedies, employment law, business organizations, negotiable instruments, and real estate and administrative law.

4309 Food and Beverage Practicum 2

Students concentrate on 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 including short order, meats, fish, shellfish, vegetables, salads, soups, stocks and sauces.

3754 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. Wherever possible, theoretical overviews will be supplemented with practical applications and simulations, utilizing actual practical examples from the students' experiences.

4335 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.

4336 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.

4332 Tour Operations

This course covers tour operations, including packaging and marketing of tours, product descriptions, bookings, meals and rooms, policies, guarantees, etc. In addition to examining the development of tours generally, the student will also be introduced to the needs of tour operations for specific ethnic groups.

7346 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 supervising member of faculty is required for this credit.

3668 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.

HOSPITALITY SUPERVISION PROGRAM (PART-TIME)

7489 Hospitality Marketing

Marketing principles and concepts specifically geared to the hospitality industry are covered. Topics include the marketing mix, planning (including occupancy projections), industry trends, product differentiation, promotion on a limited budget, sales through conferences and associations, public relations and the role of the marketing department with other back-to-the-house departments.

7490 Human Resources

This course covers hiring, interviewing skills and employee discipline (including termination). Content also includes the Employment Standards Act, Liquor Laws and hotel organizational structure.

3754 Hospitality Management Principles

Topics covered include managing, controlling, influencing and planning as they apply to the industry. The 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.

7510 Finance for Managers

Content of this course includes cost controls, expenditure controls, renovations and repairs, financial management, spreadsheets, inventory and cost benefit analysis.

2834 Menu Design and Planning

Upon completion of this course, the student will be able to successfully develop and design a menu, including costing, and understand the integration of the menu with overall image and segmentation.

7511 Catering Management

This course is intended to provide the student with an understanding of the planning, control and management of catering and special events.

7512 Cost Controls

In this course, students will explore the internal controls and information systems used in food and beverage operations. The student will develop techniques for effective purchasing, receiving and production control, sales control, food and beverage cost calculation and utilization of sales mix. Emphasis is placed upon interpretation of data for effective and profitable decision-making. Labour cost control methods are explained and discussed.

2913 Beverage Operations

Operating the bar and lounge is an essential part of any food and beverage establishment. In this course, the student will examine the areas of bar layout and design, BC Liquor Act, liquor classification, and manufacture of spirits, wine and beer. In addition, students will develop practical skills in the preparation of cocktails, using proper pouring techniques, garnishing drinks, creating mixes and setting up the bar.

4336 Directed Study

It is anticipated that some students may wish to conduct a major project for their employer. Students select a project that is related to the hospitality industry and, under the guidance and tutelage of a faculty advisor, 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. This course is to be based on VCC's Hospitality Administration Directed Studies course.

3729 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 organization of ancillary conferences and convention activities.

4332 Tour Operations

This course will cover 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.

2919 Rooms Division Operations 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 control path and to design and carry out personnel functions in a housekeeping department.

7157 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, forms design, equipment and materials. The people side of front office procedures is also examined, with emphasis on guest services, the psychology of dealing with guests, rooms salesmanship and the handling of customer complaints.

7513 Projects

Projects must be completed to compensate for less than minimum supervisory experience (i.e. three years). Projects areas will include sales practicum, training manual, planning and design, marketing plan and spotter's report (Silent Shopper).

JEWELLERY ART AND DESIGN

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, rivetting, and basic stone setting will be explored.

7175 Gemmology 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.

7176 Design and Drawing 1

Through demonstrations and assignments, this course acquaints the student with the basic principles of drawing and design, stressing an awareness of line, shape, colour, texture, pattern and space. The course will also include an introduction to perspective illustration.

7177 History of Art 1

An introduction to the study of concepts and problems with an emphasis on aesthetics, style, social context and techniques. 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.

2928 Metal Techniques 2

This course will focus on tool making, repoussage and a variety of casting techniques. Through lectures, demonstrations and assignments, the student will continue to develop an understanding of the many materials and processes available to the contemporary jeweller using techniques that are more applicable to sculptural form.

2929 Gemmology 2

Gemmology 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.

2930 Design and Drawing 2

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

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.

2932 Display Project

This final first-year course will 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.

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 and basic lapidary. Emphasis will be placed on the total project from concept through research, design, planning and execution.

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.

3675 Gemmology 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.

3676 Design and Drawing 3

This course explores jewellery illustration using a variety of techniques and mediums. Pen and ink, water colour paints, coloured pencils and markers will be introduced.

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.

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.

4311 Production Techniques

This course introduces a series of specialized techniques such as metal forming and a variety of surface treatments and ornamentation. Students will gain a broader knowledge of materials and processes as well as expanding technical skills. Problem solving and repair techniques will also be introduced.

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.

4313 Gemmology 4

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

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.

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.

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.

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 and from there 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.

LEGAL SECRETARY

3088 General Legal Procedures

This course provides the student with the skills necessary for effectiveness in a law office. Topics covered include federal and provincial legislative processes and court systems, legal documents, legal correspondence, legal fees and billings, bookkeeping procedures, research, vocabulary and machine transcription.

7382 Conveyancing

Land Title Office procedures such as real property transactions, mortgage financing and Statement of Adjustments will be covered in this course. Conveyancing files, including preparation of correspondence and documents acceptable for filing at the Land Title Office will also be covered. Assignments will include vocabulary, machine transcription and a research project relevant to conveyancing law.

7383 Corporate

This course will cover corporate structure, Incorporation Procedures, Interim Corporate Procedures, Annual Procedures and Dissolution Procedures. Also covered will be the preparation of documents acceptable for filing with the Registrar of Companies. The student will handle files as a corporate legal secretary including preparation of correspondence. Vocabulary with respect to corporate law as well as machine transcription and preparation of a research project relevant to corporate law are included in this course.

7384 Divorce

Family law agreements and arrangements, uncontested divorce proceedings, joint divorce proceedings, contested divorce proceedings and reversion to maiden name will be included in this course. The student will prepare documents acceptable for filing with the Divorce Registry of the Supreme Court of BC and will work on files as a divorce legal secretary. Assignments will include preparation of legal correspondence, vocabulary, machine transcription and researching a topic relevant to divorce.

7385 Litigation

This course will cover the Canadian and British Columbia Court System, including an introduction to Small Claims Court proceedings. Assignments will include preparing and filing of Supreme Court documents, handling files as a litigation legal secretary, preparing correspondence, vocabulary, machine transcription and researching a topic relevant to litigation law.

3105 Wills and Estates

Included in this course will be the procedures and preparation of Wills, Codicils, Letters Probate and Letters of Administration. Students will prepare documents acceptable to the Probate Registry for filing, followed by transmission and distribution of estates. Files will be handled as a Wills and Estate legal secretary including vocabulary and machine transcription. A research project with respect to Wills and Estates law will be prepared.

7041 Legal Machine Transcription

Students will operate transcription equipment to produce legal correspondence from dictation. Students will achieve high levels of vocabulary development, formatting, spelling, proofreading, punctuation and editing skills. Correspondence specific to each legal module is given in each course.

7042 Practicum

During this period, the student is assigned to a two-week practicum in a law office or legal department of government or business to provide practical experience in applying the knowledge and skills acquired throughout the program. Instructors will supervise the practicum in consultation with the practicum sponsors. Criteria for practicum placement is based on successful completion of all legal modules.

Student must, at all times, maintain the integrity and confidentiality of the legal work to which they are exposed during this practicum.

Students may be withdrawn from a practicum without notice if it is determined that the student has divulged confidential information or has failed to meet the expectations of the instructor and/or practicum sponsor (i.e. lateness, lack of attendance, poor attitude, lack of initiative, etc. - guidelines as outlined on practicum evaluation).

MACINTOSH MULTIMEDIA

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 and explores current research and development. Students will be introduced to a number of "authoring" software packages, completing assignments for each.

7397 Designing and Planning For Dynamic Media

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.

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.

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.

7400 Final Presentation

This course concentrates on how to package and market the multimedia projects and expertise to potential employers.

Students will be expected to prepare their computer files and supporting documentation for CD-ROM mastering, as well as design and produce the final packaging. An independent presentation by each student will be followed by a group discussion on successful strategies and attitudes in the multimedia industry.

MEDICAL LABORATORY ASSISTANT

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.

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.

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. Troubleshooting of difficult blood collection is addressed. Students will also learn to provide patients with instructions for collecting other required specimens.

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.

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.

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 are stressed.

MEDICAL OFFICE ASSISTANT

7547 Medical Communications

This course is designed to promote the concept of self-awareness as a pre-requisite to understanding others. It focuses on psychology, communication, and the therapeutic responses for allied health professions. Topics discussed

are the therapeutic responses to clients who may be frightened, angry, aggressive, suicidal, sexually suggestive, drug-dependent, abusive, or abused. Further topics are the therapeutic responses to clients experiencing loss, grief, dying, and death. Emphasis will be on medical ethics and legal issues.

7548 Medical Administrative Assistant Procedures

This course will prepare the student for reception and booking appointments, patient record management, telephone calls, mail, hospital records and requisitions, ordering medical supplies, procedures manual, health association codes of ethics, and the legal aspects of medicine. Emphasis will be on telephone techniques and handling medical emergencies while maintaining confidentiality. Students will research a medical office environment.

7549 Medical Terminology 1

This course is designed to introduce medical terminology and provide a working knowledge of anatomy, physiology, and disease processes. Students will become familiar with basic word structure, prefixes, suffixes, terms pertaining to the body as a whole, and those relating to general body systems. Emphasis will be on spelling, definition, and pronunciation.

7550 Medical Terminology 2

This course continues to introduce the medical terminology, anatomy, physiology, and disease processes of specialty body systems. Proficiency in spelling, definition, and pronunciation will continue to be the main focus.

7551 Introduction to Basic Pharmacology

Upon completion of this course the student will be able to identify and spell commonly used medications and explain their classifications, laws controlling drug use, mechanisms of drug action, types of drug preparations, immunizations, and pharmaceutical abbreviations.

7442 Introduction to Personal Computer Operating Systems

This course is designed to familiarize students with the basic features of three operating systems (environments) for IBM compatible micro-computers. Students will practise using DOS, Microsoft Windows, and Novell Netware commands in our departments networked microcomputer labs.

7552 Medical Document Processing

In this course students will learn introductory wordprocessing concepts using a variety of current software applications to process medical documents including memos, letters, and envelopes. Emphasis will be on accuracy and maintaining confidentiality of patient information.

7115 Speed and Accuracy Development 1

The student will develop keyboarding speed and accuracy by means of selected timed writings and drills on a microcomputer. The computer scores all timings and charts the results on screen. This allows students to analyse weaknesses and work on corrective practices. Students who successfully complete this course will demonstrate a

minimum keyboarding speed of 40 gross words per minute for 5 minutes with a maximum of five errors.

2873 Introduction to Electronic Transcription

This course develops vocabulary and skills in listening, editing, spelling, proofreading, and punctuation. Students who successfully complete this course will be able to produce business documents to a professional standard from dictation.

8072 Medical Document Processing 2

In this course students will learn intermediate wordprocessing concepts to enhance the student's efficiency by processing documents from handwritten, keyed, rough-draft, and simulated dictated copy.

Course 8073 Medical Transcription 1

This course introduces the interesting and challenging field of medical transcription. It includes the importance of confidentiality, the purpose and content of medical reports, medical report formats, medical transcription rules, case studies, and the use of medical reference materials to verify dictation. Grammar, punctuation, accuracy, and speed are important components of this course.

3233 Medical Billing

The emphasis of this course is on using correct fee item numbers and amounts as they apply to medical services rendered by the physician and which are submitted for payment to the Medical Services Plan, Workers' Compensation Board, ICBC, as well as out-of-province insurance claims and private billing. Students will apply correct patient data entry skills in the preparation of day sheets and appointment schedules as required for both manual and computer medical billing. Students will also perform billing procedures using a one-write system.

1631 Recordkeeping

This course helps students develop an understanding of the production of source documents used in business. Paper flows and control concepts are demonstrated for Cash, Payroll, Sales and Purchases transactions.

8075 Clinical Procedures 1

This course is designed to give students both theory and practical experience with emphasis on medical and surgical asepsis. Some topics include microbiology and sterilization techniques. Students will be introduced to clinical laboratory procedures focusing on the purpose of laboratory and radiologic testing, handling requisitions, and arranging appointments relating to these tests.

8076 Clinical Procedures 2

This course prepares the student to assist the medical staff with physical assessment of the patient including the taking of vital signs. Focus will be on preparing clients for specialty examinations, ECG testing, and minor surgical procedures.

2871 Speed and Accuracy Development 2

This course further develops the student's keyboarding speed and accuracy on the microcomputer, using selected timed writings and drills. The computer scores all timings

and charts the results on screen. This allows students to analyse weaknesses and work on corrective practices. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 55 gross words per minute for 5 minutes with a maximum of five errors.

8091 Speed and Accuracy Development 3

This course provides the student with keyboarding speed and accuracy on the microcomputer, using selected English and/or medical timed writings and drills. This allows students to reinforce their typing skills and concentration.

7299 Practicum 1

In this course students will use their communications skills to obtain, confirm, and acquire practicum experience in a medical office setting. Students will have the opportunity to take Standard First Aid and CPR training. Students will be placed to obtain experience in an Adult Day Care facility. Emphasis will be on confidentiality and professionalism.

4137 Practicum 2

Students will further apply their knowledge and skills in a medical office setting to acquire more practical experience. An important component of this course is employment preparation including a cover letter, resume, and preparing for an interview.

MEDICAL SECRETARY

7547 Medical Communications

This course is designed to promote the concept of self-awareness as a pre-requisite to understanding others. It focuses on psychology, communication, and the therapeutic responses for allied health professions. Topics discussed are the therapeutic responses to clients who may be frightened, angry, aggressive, suicidal, sexually suggestive, drug-dependent, abusive, or abused. Further topics are the therapeutic responses to clients experiencing loss, grief, dying, and death. Emphasis will be on medical ethics and legal issues.

7548 Medical Administrative Assistant Procedures

This course will prepare the student for reception and booking appointments, patient records management, telephone calls, mail, hospital records and requisitions, ordering medical supplies, procedures manual, health association codes of ethics, and the legal aspects of medicine. Emphasis will be on telephone techniques and handling medical emergencies while maintaining confidentiality. Students will research a medical office environment.

7549 Medical Terminology 1

This course is designed to introduce medical terminology and provide a working knowledge of anatomy, physiology, and disease processes. Students will become familiar with basic word structure, prefixes, suffixes, terms pertaining to the body as a whole, and those relating to general body systems. Emphasis will be on spelling, definition, and pronunciation.

7550 Medical Terminology 2

This course continues to introduce the medical terminology, anatomy, physiology, and disease processes of specialty body systems. Proficiency in spelling, definition, and pronunciation will continue to be the main focus.

7551 Introduction to Basic Pharmacology

Upon completion of this course the student will be able to identify and spell commonly used medications and explain their classifications, laws controlling drug use, mechanisms of drug action, types of drug preparations, immunizations, and pharmaceutical abbreviations.

7442 Introduction to Personal Computer Operating Systems

This course is designed to familiarize the student with the basic features of three operating systems (environments) for IBM compatible micro-computers. Students will practise using DOS, Microsoft Windows, and Novell Netware commands in our department's networked microcomputer labs.

7552 Medical Document Processing 1

In this course students will learn introductory wordprocessing concepts using a variety of current software applications to process medical documents including memos, letters, and envelopes. Emphasis will be on accuracy and maintaining confidentiality of patient information.

7115 Speed and Accuracy Development 1

The student will develop keyboarding speed and accuracy by means of selected timed writings and drills on a microcomputer. The computer scores all timings and charts the results on screen. This allows students to analyse weaknesses and work on corrective practices. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 40 gross words per minute for 5 minutes with a maximum of five errors.

2873 Introduction to Electronic Transcription

This course develops vocabulary and skills in listening, editing, spelling, proofreading, and punctuation. Students who successfully complete this course will be able to produce business documents to a professional standard from dictation.

8072 Medical Document Processing 2

In this course students will learn intermediate wordprocessing concepts to enhance the student's efficiency by processing documents from handwritten, keyed, rough-draft, and simulated dictated copy.

8078 Medical Document Processing 3

This advanced course will prepare the student to process medical documents such as staff schedules, overhead transparencies, projection slides, curriculum vitae, lecture notes, presentations, brochures and workshop materials.

8092 Medical Document Processing 4

Students will also process documents related to abstracts and manuscripts for submission to medical journals. All documentation relating to medical research will also be included in this course.

8073 Medical Transcription 1

This course introduces the interesting and challenging field of medical transcription. It includes the importance of confidentiality, the purpose and content of medical reports, medical report formats, medical transcription rules, case studies, and the use of medical reference materials to verify dictation. Grammar, punctuation, accuracy, and speed are important components of this course.

3417 Medical Transcription 2

Further proficiency in the transcription of medical specialty letters, medical legal letters, and reports will be achieved in this course along with additional medical terminology relating to those specialties. Students will apply medical transcription rules with emphasis on accuracy, speed, and proofreading skills. All documents will be prepared to meet medical and legal standards.

3233 Medical Billing

The emphasis of this course is on using correct fee item numbers and amounts as they apply to medical services rendered by the physician and which are submitted for payment to the Medical Services Plan, Workers' Compensation Board, ICBC, as well as out-of-province insurance claims and private billing. Students will apply correct patient data entry skills in the preparation of day sheets and appointment schedules as required for both manual and computer medical billing. Students will also perform billing procedures using a one-write system.

1631 Recordkeeping

This course helps students develop an understanding of the production of source documents used in business. Paper flows and control concepts are demonstrated for Cash, Payroll, Sales and Purchases transactions.

2871 Speed and Accuracy Development 2

This course further develops the student's keyboarding speed and accuracy on the microcomputer, using selected timed writings and drills. The computer scores all timings and charts the results on screen. This allows students to analyse weaknesses and work on corrective practices. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 55 gross words per minute for 5 minutes with a maximum of five errors.

8091 Speed and Accuracy Development 3

This course provides the student with keyboarding speed and accuracy on the microcomputer, using selected English and/or medical timed writings and drills. This allows students to reinforce their typing skills and concentration.

8079 Practicum

Through this course, work experience is provided in a medical office setting where the knowledge and skills learned throughout the program can be applied. An important component of this course is employment preparation, including a cover letter, resume, and preparing for an interview.

MEDICAL TRANSCRIPTIONIST

7547 Medical Communications

This course is designed to promote the concept of self-awareness as a pre-requisite to understanding others. It focuses on psychology, communication, and the therapeutic responses for allied health professions. Topics discussed are the therapeutic responses to clients who may be frightened, angry, aggressive, suicidal, sexually suggestive, drug-dependent, abusive, or abused. Further topics are the therapeutic responses to clients experiencing loss, grief, dying, and health. Emphasis will be on medical ethics and legal issues.

7548 Medical Administrative Assistant Procedures

This course will prepare the student for reception and booking appointments, patient records management, telephone calls, mail, hospital records and requisitions, ordering medical supplies, procedures manual, health association codes of ethics, and the legal aspects of medicine. Emphasis will be on telephone techniques and handling medical emergencies while maintaining confidentiality. Students will research a medical office environment.

7549 Medical Terminology 1

This course is designed to introduce medical terminology and provide a working knowledge of anatomy, physiology, and disease processes. Students will become familiar with basic word structure, prefixes, suffixes, terms pertaining to the body as a whole, and those relating to general body systems. Emphasis will be on spelling, definition, and pronunciation.

7550 Medical Terminology 2

This course continues to introduce the medical terminology, anatomy, physiology, and disease processes of specialty body systems. Proficiency in spelling, definition, and pronunciation will continue to be the main focus.

7551 Introduction to Basic Pharmacology

Upon completion of this course the student will be able to identify and spell commonly used medications and explain their classifications, laws controlling drug use, mechanisms of drug action, types of drug preparations, immunizations, and pharmaceutical abbreviations.

7442 Introduction to Personal Computer Operating Systems

This course is designed to familiarize students with the basic features of three operating systems (environments) for IBM compatible micro-computers. Students will practise using DOS, Microsoft Windows, and Novell Netware commands in our departments networked microcomputer labs.

7552 Medical Document Processing 1

In this course students learn introductory wordprocessing concepts using a variety of current software applications to process medical documents including memos, letter, and envelopes. Emphasis will be on accuracy and maintaining confidentiality of patient information.

7115 Speed and Accuracy Development 1

The student will develop keyboarding speed and accuracy by means of selected timed writings and drills on a microcomputer. The computer scores all timings and charts the results on screen. This allows students to analyse weaknesses and work on corrective practices. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 40 gross words per minute for 5 minutes with a maximum of five errors.

2873 Introduction to Electronic Transcription

This course develops vocabulary and skills in listening, editing, spelling, proofreading, and punctuation. Students who successfully complete this course will be able to produce business documents to a professional standard from dictation.

8072 Medical Document Processing 2

This course enhances the student's efficiency by processing documents from handwritten, keyed, rough-draft, and simulated dictated copy.

8080 Medical Transcription - History and Physical Reports

Upon completion of this course the student will be able to transcribe history and physical reports of various specialties using acceptable transcription guidelines, medical abbreviations, drug names, medical terminology and reference books. Medical transcription guidelines are emphasized as well as familiarization with antonyms, eponyms and homonyms, nouns and adjectives, and singular and plural endings.

8081 Medical Transcription - Radiology, Diagnostic Imaging, and Nuclear Medicine

This course includes transcription of x-ray reports, CT scans, nuclear medicine reports and stress tests applying correct use of medical terminology and abbreviations.

8082 Medical Transcription - Operative Reports

In this course students will learn surgical terminology including names of operative procedures, surgical instruments, types of anaesthetics, dressings, names of incisions and incision sites, positions and directions and suture materials. This knowledge will be applied in the transcription of operative reports.

8083 Medical Transcription - Oncology

In this course students are provided with the medical terminology, anatomy, physiology and disease process relating to the field of oncology including oncologic medications. Students will apply this knowledge in the transcription of consultations and surgical reports.

8084 Medical Transcription - Discharge Summaries

Upon completion of this course, students will have the ability to transcribe discharge summaries with particular attention to a high rate of speed and accuracy.

8085 Medical Transcription - Pathology

This course provides the student with medical terminology related to laboratory and pathologic procedures. Upon completion students will have the ability to transcribe pathology and autopsy reports.

2871 Speed and Accuracy Development 2

This course further develops the student's keyboarding speed and accuracy on the microcomputer, using selected timed writings and drills. The computer scores all timings and charts the results on screen. This allows students to analyse weaknesses and work on corrective practices. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 55 gross words per minute for 5 minutes with a maximum of five errors.

8091 Speed and Accuracy Development

This course provides the student with keyboarding speed and accuracy on the microcomputer, using selected English and/or medical timed writings and drills. This allows students to reinforce their typing skills and concentration.

8090 Practicum 1

This course is designed to provide work experience in a medical office setting. Some topics include preparing for an interview, composing cover letters, and compiling a resume. A basic information session regarding the elements, opportunities, and advantages of a home-based transcription business is an important component of this course.

MUSIC DIPLOMA

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 equivalent1:0:2

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 equivalent1:0:2

*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 equivalent103 - 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 103/203:1:0

*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 403:2:0

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.

After a placement audition, all students are assigned 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, including 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, including 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 needed, 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.

Prerequisite: Keyboard Studies 154/254.2:0:0

Piano Pedagogy 355 (1) and 455 (1)

A seminar course which will include: a survey and analysis of methods, teaching repertoire (17th - 20th century), instructional techniques 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 VCC Concert Choir (CC), 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 department's 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. 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

Private Instruction 509 (3) and 609 (3) and Classical Voice Concentration 530 (3) and 630 (3).0:1:0

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, organization and rehearsal of the performers.

The recitals may be scheduled for Performance Techniques recitals, or combined with another student to produce an evening recital.

All recital material must be pre-approved by the private instructor at least six weeks in advance of the scheduled performance.

Recitals will be graded by a faculty committee, and the marks given will constitute a percentage of the final grade in the student's performance concentration for the term.

English 127 (3)

An introduction to modern fiction, with particular emphasis on the short story form. In addition, the course stresses the basics of essay writing and encourages students to develop and express a critical response to fiction in general. Recommended for students who intend to continue at another post-secondary institution.3:1:0

Prerequisite: Minimum LPI score of 4 with 24/40 and minimum English Usage Score of 5.

English 229 (3)

This course introduces students to the modern novel, to a selection of poems from the 20th century and to a sampling of modern drama. Writing assignments are related to the literary works studied.3:1:0

Prerequisite: English 127 or equivalent.

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

NETWORK SUPPORT PROFESSIONAL**7499 Hardware I (PC Assembly/Disassembly)**

Hardware I (PC Assembly / Disassembly) gives students a practical working knowledge of basic computer systems. A theoretical overview is reinforced through a comprehensive series of hands-on exercises in which students assemble/disassemble basic computer components.

Specific issues addressed include theory of PC systems, basic safety procedures and tools, diagnostics/troubleshooting, product knowledge/options, common PC repair/upgrade tasks such as installing/removing memory, installing/removing hard drives/floppy drives and installing/removing I/O and other miscellaneous adapters.

7500 Novell CNA Preparation I

Novell CNA Preparation I begins to prepare students to write Novell's Certified Network Administrator exam. Basic networking theory using the CNA study guide is presented along with practice and regular drill. Specific issues addressed include theory of Local Area Networks, basic network administration including directory structure, drives and mapping, user/group creation, rights/security configuration, printing, login scripts, menus, batch files and command line utilities.

Prerequisites: Hardware I.

7501 Microsoft Certified Professional Preparation I

Microsoft Certified Professional Preparation I begins to prepare students to write Microsoft's first Certified Professional exam. Microsoft's certification program is considered an important asset for the computing professional. Students will work with the relevant Windows Resource Kit and receive regular drill and hands-on self-paced Windows exercises.

Specific issues addressed includes advanced DOS concepts including drives, memory management, caching/RAM drive. Also, intermediate Windows engineering, review of basic GUI elements of Windows and basic Windows configuration issues such as control panel and Windows setup are studied.

Prerequisites: Hardware I

7502 Industry Practices

Industry Practices addresses the need for computing professionals to deal with more than technical issues. Specific issues addressed include work style, customer relations/service attitude, time management, contract work and documentation.

8059 Hardware II (Advanced PC Configuration)

Building on skills learned in Hardware I and Microsoft Certified Professional Preparation I, students will review advanced configuration issues and then put theory into practice through a series of hands-on projects. Specific issues addressed include drive/memory management and installation of SCSI adapters, tape drive, multimedia, modem, network adapters and laser printer maintenance.

Prerequisites: Hardware I, Microsoft Certified Professional/Preparation I

8060 Software Installation I - Stand Alone

Software Installation I addresses installation issues for stand alone PCs. Specific issues addressed include installation of DOS programs and installation of Windows programs.

Prerequisites: Hardware I

8061 Novell CNA Preparation II (Network)

Novell CNA Preparation II continues to prepare students to take Novell's Certified Network Administrator exam. Intermediate level networking theory and practice cover advanced Novell programming, complex menus, advanced security and Windows on the network

Prerequisites: Novel CNA Preparation I

8062 Microsoft Certified Professional Preparation II

Microsoft Certified Professional Preparation II continues to train students to take Microsoft's first Certified Professional exam. Topics include behind the scenes installation, operating modes, configuration files, win.ini, system.ini, progman.ini and fonts.

Prerequisites: Microsoft Certified Professional/Preparation I

3823 Hardware III

This module gives students a practical introduction to voice and data cabling. Students will cable working LAN and telephone systems.

Specific issues addressed include tools and safety practices, theory of data cabling, LAN cabling practical exercises including terminations, cable pulling tips, tricks and traps, punchdown blocks and LAN cabling practical project. Voice cabling including telecommunications review, theory of voice systems PBX, key and voice cabling practical projects are also covered.

Prerequisites: Hardware II.

3824 Software Installation II (Network)

Software Installation II (Network) addresses software installation in a networked environment. Specific issues addressed include operating system integration DOS/Windows, application installation, network-unaware standard applications, network-aware standard applications and Groupware.

Prerequisites: Software Installation I.

3825 Novell CNA Preparation III

This module will cover basic server installation and maintenance issues. Specific issues addressed include server management, server installation, server startup and shutdown, server monitoring utilities, server emergency procedures and network management tools - indexing software.

Prerequisites: Novel CNA Preparation II

3826 Microsoft Certified Professional Preparation III

This course will cover advanced Windows topics including DDE, OLE, Enhanced Mode Operation, Optimization Techniques and PIF files.

Prerequisites: Microsoft Certified Professional Preparation II

4361 Final CNA Exam Preparation

This is an intensive seminar modelled after the LSAT and MCAT preparation courses. The topics that most stump CNA candidates will be highlighted and students will be drilled with questions modelled after those they will face when writing their CNA exam.

Prerequisites: All previously listed courses.

4362 Professional Exam Preparation

Final Project/Exam
This is an intensive seminar modelled after the LSAT and MCAT preparation courses. The topics that most stump Microsoft certification candidates will be highlighted and students will be drilled with questions modelled after those they will face when writing their core Microsoft certification exam.

Prerequisites: All previously listed courses.

NURSING UNIT CLERK

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.

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.

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.

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.

2969 Processing Surgical Orders

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

2970 Processing Diagnostic Orders

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

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.

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.

OFFICE CORE SKILLS

1884 Grooming and Hygiene

This course provides information on body hygiene, oral and nasal hygiene, posture and choosing clothes appropriate to the College and worksite.

7214 Introduction to Clerical Careers

An extensive career exploration is offered to help students decide the types of clerical work and clerical environments that interest them. Films, books, job descriptions, hands-on activities and tours enhance this experience. Students develop their personal objective for working. Employment

related terms and vocabulary are emphasized during classroom discussions.

7164 Effective Communication 1

This course covers the basics of conversational skills. Appropriate greetings and introductions, the use of eye contact, non-verbal behaviour and listening skills are practiced as a prerequisite to job interview skills.

7165 Assertiveness 1

Students learn to discriminate between passive, assertive and aggressive behaviours and how each behaviour will affect their co-workers and supervisors at the workplace.

7166 Stress Management 1

Starting a new job or handling all the demands of being employed can be stressful. In order to alleviate or reduce that stress, students are given an understanding of what brings on stress, how to identify its symptoms and what to do to relax. Nutrition, exercise and the use of support systems are discussed.

7122 Employee Behaviours 1

This course discusses the types of professional relationships that exist at the workplace. The importance of regular attendance, punctuality, following break routines and displaying a proper attitude are emphasized.

7216 The Employment Process

With the assistance of program staff, the students compile their education and work histories to produce up-to-date resumes. These resumes will be used in the interviews for work experiences. Students will learn to prepare themselves for a job interview. They will also learn how to ask and answer questions relevant to the interview. The role of a variety of employment agencies is explained. Students will make contact with an agency that will assist them with job placement after graduation.

7215 Keyboarding and Computer Basics

Students will practice proper hand positioning on the keys and use correct posture and seating. Touch typing techniques are encouraged. The alphabet, numbers and symbols are learned through drill and practice. Keyboarding is practiced on electric typewriters and computers. Students will also be introduced to uses of computers in business, where they will develop elementary word processing skills.

7170 Alphanumeric Filing

Students will learn how to file according to letters and numbers and a combination of both. File cards, file folders, invoices and order forms are used to practice the skill.

7171 Mail Preparation and Distribution

Students learn that a letter starts with proper folding, stuffing and addressing of the envelope. Different types of business correspondence, how to direct incoming mail and how to prepare outgoing mail are presented. Labelling, sorting and delivery are performed along with using a weigh scale and postage meter machine.

7172 Photocopying

The student will learn photocopier capabilities and how to use a small office copier. As a class, they will operate a small mock business that will handle the photocopying needs of the department. Students will see and use different sizes and colours of paper, and learn to collate and sort.

7173 Office Equipment and Resources

Students will learn to identify and use standard office supplies and business forms. Quick and efficient use of phone books and the postal code directory is emphasized. Students will be given an opportunity to use calculators, adding machines and a fax machine.

2920 Employee Behaviours 2

This course allows students to discuss their concepts of good employee behaviour and compare it to their performance during work experience. Emphasis is placed on working with co-workers and taking direction from supervisors. Students also learn about what is meant by quality work, productivity and the role of unions.

2921 Effective Communication 2

This course continues with the basics of the Level 1 course. Topics that are covered include handling criticism and conflict, being a good listener, knowing the difference between public and private information, confidentiality, initiating and maintaining conversations, and choosing suitable topics of conversation.

2922 Assertiveness 2

Students learn to talk about how feelings and emotions affect their performance and attitude at work. Topics include building self-confidence and self-esteem, identification of personal strengths and areas that need improvement, how to be a self-advocate and some tips on how to build friendships.

2923 Stress Management 2

Students are given the opportunity to discuss stressful events in their lives and what they found stressful in the community work experiences. Problem solving as individuals and in groups is performed to reduce anxieties and tension.

2924 Interview Skills

This course takes the introductory job search one step further and spends time assisting students with becoming more independent in their work experience or job interview. Students practice their skills through role plays which are filmed on video. Proper use of the telephone for making calls to employers to set up their interview is emphasized.

2925 Advanced Keyboarding

At this level students practice to increase accuracy and speed. Students proceed to using margins, tabs, typing letters and labels and proofreading their work.

2926 Filing Systems

Students will file documents according to title or name, subjects, geographical area or date, utilizing alphanumeric

skills. Students will see how certain standard filing systems are established and will be responsible for maintaining a filing system as part of their program.

1334 Telephone Communication

Telephone etiquette and the business uses of the telephone are discussed. Students practice answering phones, taking messages and handling inquiries.

2763 Job Search

When preparing to seek employment the student must know how to find a job. The classified ads are used, application forms are obtained and completed, vocabulary used in ads and applications is presented and how to pursue a job lead is provided.

2927 Work Experience 1

This first three-week work experience provides an opportunity for students to work in the community. This work experience is used to assist the students in assessing their aptitudes and abilities, generic work habits and social skills. The students' areas of strength and needed improvement are identified.

2888 Work Experience 2

Students are given the opportunity to experience another community employment site. This work experience is up to five weeks in length. Students are given a site orientation, informed on how they will be evaluated given their work tasks, and informed on industry standards and any production rates. Upon completion of the work experience, students review their interest and aptitudes.

2889 Work Experience 3

This work experience is up to five weeks in length.

7343 Basic Business Communications

This course introduces the student to basic grammar and spelling concepts involved in written communication.

7344 Basic Business Math and Machines

This course introduces fundamental math and measurement concepts. Electronic calculators are used to develop numeric skills.

PRACTICAL NURSING

1600 Health 1 - Health Promotion/Prevention

This course introduces the student 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.

1601 Professional Growth 1

This course introduces the student 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.

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.

1603 Healing 1 - Health Promotion/Prevention

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

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.

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 and environment; promotion of independence, activity and comfort; and 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.

1606 Practicum

This two-week practicum provides the student with an opportunity to integrate the theory from Semester One into practice. It offers experience in working with selected individuals with physical and/or mental disabilities in a variety of community settings including residential care, hospice care, ambulatory care, day care and respite care.

2971 Health 2 - Gerontology

This course discusses aging as a normal 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.

2972 Healing 2 - Gerontology

This course introduces the student 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.

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 care giver 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 with co-workers in long-term care settings.

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.

2975 Practicum

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

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.

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.

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, and 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.

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.

3728 Practicum

This five-week practicum is intended to provide the student with 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 is based on the acuity and complexity of the client's situation. Students 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 is stressed.

4331 Preceptorship

The intent of the preceptorship is to assist the student in making the transition from student to graduate. Where possible, the student, teacher and agency collaborate on the choice of an available preceptor, i.e., LPN or RN. In making the choice, consideration is given to the student's future employment goals, the appropriateness of the preceptor and the learning needs of the student.

PRACTICAL NURSING ACCESS

7468 Foundations A

This course sets the scene for the changing role from Resident Care Attendant to Practical Nurse. The learner will be introduced to the evolution of Practical Nursing as a profession and its position within the health care system. The attitudinal, philosophical, ethical and legal bases for practice will be explained and explored through the matrices of student as life-long learner, practitioner changing role, and member of the health care team providing a service to the public. Learning self-direction will be a major focus and many supportive approaches will be used to enable the learner to move from high teacher structure to high student structure in interactions.

7469 Health A

This course explores the concept of health as a process on which our daily choices have a 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. The learner will have the opportunity to examine: health promotion as an approach to improving health physical growth, psychosocial, cognitive, moral development (fetal stage to middle adulthood).

7470 Healing A

This course will focus on promotion of health and healing for people of all ages with chronic challenges and/or disability. Students will integrate theory and concepts of normal anatomy and physiology and health as they relate to healing. A variety of activities will be offered to allow students to examine the Practical Nurse's role in promoting health and healing with others.

1602 Human Anatomy and Physiology 1

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.

7471 Human Relationships A

This course revisits basic communication from the RCA program and adds strategies for communicating with persons with disabilities and broadens skills required to deal with aggression effectively.

7472 Nursing Arts A

This course emphasizes the expansion of nursing skills. Included concepts are assessment, administration of medications, and caring for infants and children. Includes lab and clinical practice.

7473 Practicum A

This clinical experience in continuing care will assist the learner in making the change from RCA to the student Practical Nurse role when caring for the elderly.

PROVINCIAL INSTRUCTOR DIPLOMA PROGRAM

1729 Instructional and Curriculum Design

The course prepares the learner to plan and develop curriculum materials at the program, course and lesson levels. It introduces the learner to the spectrum of post-secondary programming and to various approaches to the curriculum development process.

1730 Elements of Instruction Part A

The course provides the learner with the knowledge, skills and experience necessary to prepare lesson plans and to practice basic instructional skills.

1731 Elements of Instruction Part B

Learning how to learn is a crucial skill for everyone to have in this age of information. This course examines adult learning and the internal and external elements that influence it. Factors which affect different types of adult education are looked into first, and the implications they have for the basic skills of learning are gone over. Then some of the more common components of individual development that affect

learning are addressed. The influence of climate setting and group dynamics on the learning process is explored. Finally, the importance of reflection-in-practice and on-going professional development are examined.

1732 Use and Design of Instructional Media

This course provides the learner with the knowledge and skills to select a medium or a group of media that are best suited to delivering a particular instructional message. The course emphasizes the application of instruction theory in the selection and development of instructional media.

On successful completion of this course, the learner will have the knowledge and skills to describe basic theories of media and instruction; carry out systematic planning for the use of media; operate and troubleshoot audiovisual equipment commonly available in the instructional environment; design, produce and use instructional media appropriate to the instructional setting; make a presentation using instructional media; use the library to locate media resources; explain copyright considerations with media; and evaluate media software and hardware.

1733 Evaluation of Learning and Instruction Part A

The course is designed to provide knowledge and skills in the practice of measurement in education. The course deals with the planning, construction and analysis of test instruments to measure various learning outcomes.

1734 Evaluation of Learning and Instruction Part B

This course has a dual focus. In the first half of the course, the focus is on the role of educational evaluation. Various approaches to program evaluation are examined to determine their characteristics and philosophical underpinnings. Practical methods and guidelines for planning and conducting an evaluation study are examined, together with the necessary interpersonal relations between the evaluator and stakeholders. Ethical standards for conducting evaluation studies are discussed to encourage participants to become cognizant of their social responsibilities. The second part of the course focuses on the characteristics of the effective instructor in the learning environment using informal and formal processes.

2612 Final Assignment

The Final Assignment provides instructors who are presently instructing on a full-time or part-time basis with the opportunity to integrate into their regular teaching, the knowledge and skills which have been gained while completing the six courses of the Provincial Instructor Diploma Program. To complete the Final Assignment, instructors will prepare a package of curriculum materials describing a thirty-hour (30) unit of their present instructional activities. This package of curriculum material comprises interrelated elements from each of the six diploma courses.

RESIDENT CARE ATTENDANT

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 multiculturalism.

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.

7319 Health 1: Lifestyle and 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; in particular, the influence of nutrition, exercise, weight management strategies and use of harmful substances on physical well-being.

7320 Health and Healing 1: Concepts for Practice

This course provides the opportunity for students to learn the theory required for successful and competent practice. It focuses on 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.

7321 Healing I: 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 on personal grooming skills.

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 essential components of responsible and accountable behaviour as a care provider is stressed.

7323 Clinical 1

This practical and supervised course provides an opportunity to apply the caring philosophy to 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.

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.

2979 Health and 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 caregiving practice that promote health and healing will be discussed.

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.

2981 Healing: Special Needs

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

2982 Clinical 2

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

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.

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 caregiving situation and provides them with opportunities to explore a variety of career options.

RESIDENT CARE ATTENDANT UPGRADE (PART-TIME)

*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.

*7320 Health and Healing: Concepts for Practice

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

*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 essential components of responsible and accountable behaviour as a care provider is stressed.

*7491 Healing: 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, but includes the skills needed to meet day to day needs of the older adult.

*Successful completion of these courses are prerequisites for the following courses.

7492 Clinical 1A

This practical and supervised course provides an opportunity to apply the caring philosophy to older adults in a care facility. It will emphasize the application and integration of knowledge and skills learned in all other areas. During this course, students' skills will be assessed. Where more clinical practice is required, students will move the Clinical 1B. If care skills are satisfactory, students will be exempt from Clinical 1B.

7493 Clinical 1B

This practical and supervised course provides an opportunity for those students who require continued practice in application and integration of knowledge and skills, and whose assessment in Clinical 1A indicated that further practice was required.

3812 Introduction to Caring

This course introduces the caring philosophy and discusses the integration of caring into both theory and practice within continuing care. Students who completed Level 1 of this program will be exempt from this course.

7410 Health: Lifestyle and 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 interconnectedness of all health—physical, psychological, social, spiritual and the environment—is explored. The focus is on how lifestyle choices influence all aspects of health.

*3813 Healing: Special Needs

This course assists participants to explore concepts and approaches applicable to the care of residents experiencing changes in mental functioning. Students who hold certificates in **Caring for the Mentally Fragile Elderly** or **Caring for Persons with Dementia** are exempt from this course.

*Successful completion of this course is a prerequisite for the following course.

3814 Clinical II (Special Needs)

This practical and supervised component allows the student to apply theory in caring for residents experiencing changes in mental functioning. The focus of this clinical practice is on communication and behaviour management of the person with dementia. Students who hold certificates in **Caring for the Mentally Fragile Elderly** or **Caring for Persons with Dementia** are exempt from this course.

RETAIL FOOD AND SUPERMARKET CAREERS

7444 Hygiene and Grooming

This course provides information on body hygiene, oral and nasal hygiene, posture, choosing clothes appropriate to the College and the work site, and care of uniforms.

7445 Foodsafe

This component follows the course dealing with personal hygiene and health as students learn the basics of sanitary food handling and the procedures and conditions necessary for the prevention of food born illnesses.

7164 Effective Communication I

This course covers the basics of conversational skills. Appropriate greetings and introductions, the use of eye contact, non-verbal behaviour and listening skills are practiced.

7165 Assertiveness I

Students learn to discriminate between passive, assertive and aggressive behaviours, and how each behaviour will affect their co-workers and supervisors at the workplace.

7166 Stress Management I

Starting a new job or handling all the demands of being employed can be stressful. In order to alleviate or reduce that stress, students are given an understanding of what brings on stress, how to identify its symptoms and what to do to relax. Nutrition, exercise and the use of support systems are discussed.

7122 Employee Behaviours I

This course discusses the types of professional relationships that exist in the workplace. The importance of regular attendance, punctuality, following break routines and displaying a proper attitude are emphasized. Students also learn about time management and using time cards.

7167 Interview Skills I

Students learn how to prepare themselves for a job interview, how to present their strengths and qualifications, along with how to ask and answer questions relevant to the interview. The role of job placement, employment agencies and Human Resources Centres are explained and students make contacts with an agency that will assist them after graduation.

7446 Resumes

With the assistance of program staff, the students compile their education and work histories to produce up-to-date resumes for their use in interviews for the work experiences.

7447 Safety

Being aware of the need for safety is important on every work site. This course will provide the student with the knowledge and skills to comply with safety policies. Students will learn emergency procedures, personal safety, safe use of equipment, proper lifting and handling of stock, the basics of WHMIS, and how to perform lockout.

7448 Introduction To Retail Food Industry

Students discuss their reasons for working and their personal

objectives. Employment and industry-related terms and vocabulary will be emphasized. Tours are arranged with a variety of retail food stores and supermarkets to give the student information about the diversity of food store environments. Students view how different departments operate, the qualifications to work in each area and the types of entry level work performed.

7528 Customer Service 1

Every retail food store wants their customers to enjoy their shopping experience and be completely satisfied. In this course, students learn how to provide superior customer service.

7529 Service Clerk Skills 1

In this course students learn about bagging groceries with paper and plastic, general clean up of the front end area and parking lot, performing wet and dry clean ups, handling bottle returns, performing price checks and exchanges, gathering carts and hand baskets, providing carry out service, and returning perishable items. Students are also provided with the policies, procedures and forms that they will use in their first work experience with one of the program's industry partners.

7530 Work Experience 1

Students are given the opportunity to experience their first community employment site. This work experience is up to two weeks in length. Students are given a site orientation, informed on how they will be evaluated, given their work tasks and informed of industry standards and any production rates. Upon completion of the work experience, students review their interest and aptitudes. The student's areas of strengths and needed improvement are identified. This work experience provides an opportunity for the student to observe workers in retail food environments, observe the skills of current industry workers and to obtain an understanding of the day-to-day operations of a retail food store. The first work experience is used also to assist the student in assessing their aptitudes and abilities, generic work habits and social skills.

3784 Employee Behaviours II

This course allows students to discuss their concepts of good employee behaviour and compare it to their performance during work experience. Emphasis is placed on team building, cooperation and taking direction from supervisors. Students also learn about what is meant by quality work, productivity and the role of unions.

3785 Effective Communication II

This course continues with the basics of the Level I course. Topics that are covered include handling criticism and conflict, being a good listener, knowing the difference between public and private information, confidentiality, initiating and maintaining conversations, and choosing suitable topics of conversation.

3786 Assertiveness II

Students learn to talk about how feelings and emotions affect their performance and attitude at work. Topics include building self-confidence and self-esteem, identification of

personal strengths and areas that need improvement, how to be a self-advocate, tips on how to build friendships and responding to sexual harassment.

3787 Stress Management II

Students are given an opportunity to discuss stressful events in their lives and what they found stressful while in the community work experience. Problem solving as individuals and in groups is performed to reduce anxieties and increase relaxation.

3788 Interview Skills II

This course takes the introductory course one step further and spends time assisting students with becoming more independent in their work experience or job interview. Students practice their skills through role plays which are filmed on video. Proper use of the telephone for making calls to employers is introduced.

3835 Customer Service 2

This course takes the introductory course one step further by discussing real concerns and experiences that students have brought back from their work experiences. This course builds on the student's sense of pride in his/her work by building an awareness and understanding of what effective customer relations means and by developing a positive and professional attitude.

3836 Service Clerk Skills II

In this course students continue to develop their skill at bagging groceries by combining both quality and speed. Students continue to improve their skills in the general clean up of the front end area and parking lot, performing wet and dry clean ups, handling bottle returns, performing price checks and exchanges, gathering carts and hand baskets, providing carry out service, and returning perishable items. Students are also provided with the policies, procedures and forms that they will use in their second and third work experiences with two of the program's industry partners.

3837 Introduction to the Grocery Department

This course is an introduction dry good products, bulk foods, dairy, frozen food and over the counter health products. Students learn about pricing, UPI symbols, facing and rotating stock, refrigeration and the basics of dry and liquid measurement. This course continues building the student's knowledge of grocery clerking by introducing facing and rotating, case opening, pricing sale items, grocery stocking, dealing with damaged goods, being aware of shoplifters, departmental maintenance and assisting with merchandise displays.

3838 Introduction to the Produce Department

This course introduces the student to working in a produce department. Students gain the knowledge to identify and care for the vast array of fruits and vegetables available to the customer. Students are given a basic overview of produce receiving and storage, departmental maintenance, preparation of product for display, rotation, trimming, turnover and spoilage is learned along with reconditioning produce and refrigeration.

3841 Job Search

When prepared to seek employment, the student must know how to find a job. The classified ads are used, application forms are obtained and completed, vocabulary used in ads and applications is presented, and information on how to pursue a job lead is provided.

3842 Work Experience 2

This work experience is three weeks in length and is provided by one of the program's industry partners.

3839 Work Experience 3

This work experience is three weeks in length and is provided by one of the program's industry partners.

3840 Work Experience 4

This work experience is up to four weeks in length and is provided by one of the program's industry partners or by one of the variety food stores found in the lower mainland.

RETAIL MEAT PROCESSING

7430 Sanitation and Safety/Food Safe Level 1

This course introduces the student to the importance of sanitary practices in the meat industry. Topics covered include personal hygiene, food handling and the effects of bacteria on meat products. Students will learn the proper methods of receiving, with particular emphasis on safe and sanitary handling. Special attention will be given to safe operation of all power and hand tools. Food Safe Level 1 is included in this section. Successful students will receive a certificate for Food Safe.

7431 Beef Cutting

Upon completion of this course, the student will be able to cut and identify all wholesale and retail ready beef cuts. The student will also learn how to use merchandising techniques used in the meat industry.

7432 Pork Cutting

Upon completion of this course the student will be able to identify the anatomy of the pork carcass and the primal cuts. Hands-on skills such as boning, trimming and traying of pork products will be acquired.

2868 Chicken, Lamb and Veal Cutting

In this course, the student will learn the anatomy of chicken, veal and lamb, and the primal cuts for each. Once again, direct experience will be acquired in boning, trimming and traying of these products.

7433 Customer Service and Merchandising

This course provides the student with skills and abilities in the areas of interpersonal communications, conflict resolution, dealing with other cultures, customer complaints, stress management and time management. Students will also learn techniques such as advertising, costing and pricing, counter layout and basic management. Students will spend a large portion of their time working with customers in the fully operational retail meat shop on campus.

7434 Practicum

Students are assigned a three-week practicum in a meat shop in the industry. The practicum placement gives the student an opportunity to practice and demonstrate the skills acquired in the program. Students should expect to work various shifts as required by the shop. In this way, students will be exposed to the full operation of a meat shop.

SAUSAGE MAKING AND SMOKED MEATS

7095 Sanitation and Safety

This course introduces the student to the importance of sanitary practices in the sausage industry. Topics learned include personal hygiene, food handling and the effects of bacteria on meat products. Students will learn the proper methods of receiving with particular emphasis on safe and sanitary handling. Special attention will be given to the safe operation of all power and hand tools.

7203 Meat Theory

In this course, the student will learn government inspection techniques such as meat grading, handling of meat prior to arrival for cutting stage, anatomy of meat carcass, including beef, pork, muscle and skeletal structure of various animals, and the major break lines for cutting.

7221 Sausage Making Basics

The student will learn to recognize meat from different animals and determine the suitability of different meats for various sausage products. The students will also learn the basic techniques of sausage and smoked meat production.

7222 Pork Cutting and Preparation

In this course, the student will learn the steps in the preparation of pork for sausage making. Special emphasis will be given to acquiring proper meat terminology, learning boning skills, product handling and product conversion. The student will also be introduced to primal cuts, trimming and traying. Most of the course will take place in the sausage kitchen, allowing students to develop these basic hands-on skills.

7223 Beef Cutting and Preparation

In this course, the student will learn the steps in the preparation of beef for sausage. Special emphasis will be given to acquiring proper meat terminology, learning boning skills, product handling and product conversion. The student will also be introduced to primal cuts, trimming and traying. Most of the course will take place in the sausage kitchen, allowing students to develop these basic hands-on skills.

7101 Fresh Sausage Making

This course will teach the students the basics of fresh sausage making. This will include the identification of spices, binding agents and casing types, in addition to learning the techniques of cooking, handling, stuffing and linking sausage products.

2947 Smoked Meat, Ham and Bacon

Students in this course will learn the principles of curing, smoking and/or cooking of meat products. Special attention is given to hygiene, curing and proper storage of items to be cured, smoking and/or drying procedures, smoke house

technology and the proper handling of finished products. Most of the course will take place in the sausage kitchen.

2948 Smoked and Cooked Sausages

Students will learn through lecture and hands-on experience, cubing and grinding procedures; preparing of lean doughs, spices, casings, and emulsions; smoking and cooking techniques; packaging, labelling and storing procedures.

2949 Cold Smoked, Cured and/or Dried Sausages

Students are given an introduction to "Special Old World Products". Students will also have a hands-on opportunity to learn about choosing materials, curing and ripening procedures, proper fermentation and storage.

7103 Customer Service

This course provides the student with skills and abilities in the areas of interpersonal communications, conflict resolution, dealing with other cultures, customer complaints, stress management and time management.

2938 Merchandising

In this course, the student will learn the techniques of advertising, costing and pricing, counter layout and basic management. Students will spend a large portion of their time working with customers in the deli section throughout this course.

7042 Practicum

Students will spend two weeks in a sausage kitchen where they will put to practice the skills acquired in the program. This practical industry experience will give students a realistic understanding of the industry.

TRAFFIC, CUSTOMS AND TRANSPORTATION

7328 Introduction to Transportation

Introduction to Transportation provides the Traffic, Customs and Transportation student with an overview of the transportation system and related industries. Students will research transportation-related businesses and interview personnel to increase their knowledge of the transportation network. Students will examine the characteristics of each mode of transportation that makes it unique and ideally suited for specific types of commodities.

1824 Geography

This course examines the geography of Canada with emphasis on the regional characteristics, social, political and economic issues. The course identifies our trading partners' major trading routes and ports, with special emphasis on the European Economic Community and the growing economic and cultural ties with the Pacific Rim.

7329 Economics

Students will become familiar with basic economic concepts and terminology. They will study supply and demand, scarcity, how production costs vary and how prices are determined in various market structures. The students will examine the organization and operation of the Canadian economy.

1513 Business Communication

The business communication segment demonstrates the importance of good communication skills. The course also explores the gathering and evaluating of data, collaborating with other employees, and reporting and presenting information and ideas in written and oral form. This course will provide guidelines for future written and oral class submissions.

7330 Introduction to Computers

The student will become familiar with the use of the IBM-PC and its MS-DOS operation system. This course will cover terminology, the PC's hardware, the keyboard, directories and the basic DOS commands to manage disks and files. As a result, the students will develop a working fluency with Microsoft Word, a word processing software. This course also develops a working skill in Lotus 123 for electronic spreadsheets and filing and graphics applications. Throughout the program, students will examine up-to-date customs and transportation software available in the industry.

2663 Business Law

This condensed course acquaints the student with a basic knowledge of Canadian law including the legal system, contracts, torts, sale of goods and consumer protection, employment law and negotiable instruments.

2995 Introduction to Accounting

This course is designed to familiarize the student with analysing and recording basic transactions, posting journal entries to ledgers, and preparing a trial balance and a review of ledgers. Specific emphasis will be placed on petty cash, payroll and general banking procedures such as reconciliation of accounts.

2996 Logistics I

The Logistics I component systematically examines the supplying and receiving of transportation services. This segment focuses on methods for cost reduction and control while increasing customer service and market position. Some specific techniques include protective packaging, inventory control, warehousing, routing, damage prevention, claims handling and the transportation of dangerous goods. Students will examine transportation pricing principles including the skill of locating and interpreting this information.

3667 Marketing and Sales

This course presents an overview of marketing concepts and how they can be applied to customs brokers and transportation firms. Students will examine the mechanics of salesmanship and study the role of sales within various businesses.

2997 Practical Transportation Study I

This is the first of two work experience sections for the student. This active on-site learning section provides an opportunity to integrate theory and practice.

3745 Supervisory Skills

This course examines the various roles of supervisors in business. Students will have the opportunity to examine leadership styles, motivation, communication, individual and group behaviour, morale and productivity in a business setting.

3746 Transportation Accounting I

In this sequential course, students will examine the accounting concepts of recording transactions. The course will cover all documentation including adjusting entries and preparing financial statements. They will become familiar with accounting applications for merchandising, inventory and cash systems including notes and accounts receivable. Plant and equipment will also be covered.

3747 Logistics II

Logistics II familiarizes the students with the everchanging rules and regulations governing transportation at regional, provincial and federal levels.

The Logistics II component examines a variety of customs and transportation services and cost factors. By studying the costing methods of various modes of transportation, students determine what constitutes a profitable rate making policy.

Students will study the practicality of international trade and explore the role of government to encourage international trade. Students will be introduced to the fundamentals of importing and exporting, sourcing, financing, costing, clearing customs and other related topics.

3748 Practical Transportation Study II

Students will be placed in a customs and transportation environment for four weeks of work experience designed to give them practical experience in applying the knowledge and skills they have learned throughout the program.

TRAVEL AGENT

7027 Introduction to the Tourism Travel Industry

The tourism travel industry is made up of a number of business sections and associations providing different services to the travelling public. This course provides the student with an insight into this fast growing industry, together with a better understanding of the role of a travel counsellor. The business sectors of the tourism travel industry and the role of associations and government will be covered in this course, together with an understanding of why people travel.

7363 Destinations I

This course is designed to increase the student's knowledge of tourist destinations for future travel planning. In the study of tourist destinations, emphasis is placed on those areas in the world that Canadian travellers usually visit as tourists. The student will become familiar with the location as well as significant features and activities offered by key destinations within Canada, the United States (including Hawaii), Mexico, the Caribbean and South America.

The specific areas of study will help students develop a systematic approach to travel planning on behalf of their clients.

7561 Introduction to Reservation Computer Systems

The Introduction to Reservation Computer Systems course familiarizes students with the basic transactions and

functions of a Reservation Computer System used in the travel industry. The student will learn to describe the various types of Reservation Computer Systems; sign in and out of the system; source and display reference information from a travel dictionary; complete the basic functions required to build a basic PNR (Passenger Name Record); as well as display and interpret airline schedules.

7028 Communications

Effective communications skills are essential for the travel agent. This introductory course has been designed to promote agent professionalism and enhance the student's personal communication skills. In this course students will examine the communication process from a theoretical perspective and then apply their understanding of effective communication skills to the practical work setting.

7562 Travel Tourism Components I

The student will become familiar with the products and services offered by accommodation and insurance companies. This course provides the student with an understanding of the terminology, booking procedures and documentation required by the travel and tourism supplier.

7090 Introduction to Air Travel

The student will learn to interpret I.A.T.A. (International Air Transport Association) terminology, interpret and use the Official Airline Guides and other related manuals in order to determine airline routing and schedules. An emphasis will be placed on procedures used by the travel counsellor when completing an airline reservation on behalf of a client.

2968 Destinations II

During this course, the learner will continue to develop a systematic approach to travel planning on behalf of their clients. The specific areas of study during this course will cover Europe, the Mediterranean and Africa as they relate to I.A.T.A. area two.

7563 Basic Reservation Computer Training I

The Basic Reservation Computer Training I course is a continuation from the Introduction to Reservation Computer Systems training offered in Level One of the Travel Agent Program. This course is designed for the learner to advance their computer skills. Students will learn how to source and interpret airline fares, routings and rules; change and/or cancel client information as well as reservations constructed on a PNR; convert Canadian Dollars into other currencies; and construct GFAX computer messages known as OSIs (Other Service Information), SSRs (Special Service Requests) and Remark fields on behalf of their passengers.

7564 Travel Tourism Components II

The student will become familiar with the products and services offered by the car rental, rail and ferry/marine service companies. This course provides the student with an understanding of the terminology, booking procedures and documentation required by travel and tourism suppliers.

7364 Domestic Airline Tariffs and Ticketing

This course is designed to develop the basic skills necessary to handle airline information, book reservations, calculate air fares, complete airline tickets and documents to meet the standards of the industry. Upon completion of this course, the student will be able to complete domestic airline tickets with limited supervision.

7026 Package Tours

The selling, handling and marketing of tours are major activities within the travel industry. Tour sales can be the largest single source of income and profit for the retail travel agent. In this course, the student will become familiar with the wide variety of tours offered, as well as learning the proper interpretation of suppliers' terms and conditions and the methods used to secure travel documents on behalf of a client or clients.

2966 Cruises

The Cruises course is designed to familiarize the student with the variety and scope of the cruise industry. This course provides the student with an insight into the many cruise companies and cruise ships. A special emphasis will be placed on cruise routings and ports of call. Material from the C.L.I.A. (Cruise Lines International Association) will be used to assist the student to understand the terminology, booking procedures and reference facilities available to make the client's cruise vacation a success.

3719 Destinations III

This course will be a continuation from Destinations I and II, and will cover the countries in Asia and the South Pacific within I.A.T.A. area three. A strong emphasis will be placed on Australia and New Zealand.

3847 Basic Reservation Computer Training II

The Basic Reservation Computer Training II course is a continuation from the Introduction to Reservation Computer Systems course offered in Level One and the Basic Computer Training I course offered in Level Two of the Travel Agent Program.

This course is designed to enable learners to advance their computer skills. Students will learn to source international airline fares and rules; make hotel and car rental reservations; practice seat selection on flights; handle Queue messages; complete basic insurance and package tour transactions as well as viewing Pro-Files in the Apollo by Gemini Computer System.

7092 Sales and Service

The Sales and Service course provides the student with a hands-on approach to the consultative sales process utilized by travel agents in the industry. Topics covered include diagnosing needs, benefit selling, overcoming sales resistance, closing the sale as well as follow-up selling.

2215 Office Procedures

The Office Procedures course identifies the tasks involved in performing office duties as a travel counsellor. The travel counsellor's responsibilities go beyond the issuing of tickets

and encompass several accounting procedures to assure that the travel agency is handling cash accurately. This course gives students practice in prioritizing tasks; composing and typing business letters and accurately completing customer itineraries. Students will also learn to apply salesmanship to the workplace and handle customer complaints.

3756 International Airline Tariffs and Ticketing

This course is a continuation of the Domestic Airline Tariffs and Ticketing course, offered in level two of the Travel Agent Program. Students will calculate International Airline Fares and issue tickets on scheduled airlines to major international gateway cities. Students will also source and calculate fares for ABC Charter flights available through the airlines and package tour companies. Learners will determine the role of a consolidator and how this affects the fares to international gateway cities.

7042 Practicum

Students will be scheduled for a two-week practicum in a travel agency where they will demonstrate the skills learned in the college setting. Although duties will vary according to individual practicum placements, all students will be expected to handle telephones effectively, prepare itineraries, make simple reservations, and perform routine office duties.

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