

mini-calendar

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VANCOUVER  
COMMUNITY  
COLLEGE





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Vancouver Community College has been serving the educational needs of its communities for over 30 years. The College currently offers full-time programs and part-time courses at two main campuses, City Centre (CC) and King Edward (KEC).

### Does VCC have services for students?

**Yes.** Each campus has a comprehensive library, providing a selection of books, magazines, pamphlets and audio-visual material to support all courses offered. Campus Learning Centres help you with the learning process. Students can purchase textbooks and other necessities at bookstores on both campuses. VCC also has an on-staff doctor and two nurses. The Counselling Departments at City Centre and King Edward Campus are the main source of current information on VCC programs and courses. Professional counsellors provide career counselling by appointment. There are regular information sessions on application procedures. Contact 443-8453 or 871-7500 for dates and times. **Please apply early, as some programs have wait lists.**

### What are the entrance requirements?

Applicants must be Canadian citizens or permanent residents. Entrance requirements are as stated for each program. Admission requirements for mature students may vary. **For more information contact Admissions at 443-8400 (CC) or 871-7031 (KEC).**

Applicants whose first language is not English may be asked to take an English language test. For programs requiring medical clearance, students must provide proof of immunizations, negative TB skin tests and/or health certificates before their applications will be processed.

### How much does it cost?

Tuition fee prices vary with the type of program/course that you may be interested in. Fees for certain courses may not be listed. For more information, please contact the Cashier's Office at the campus where the program/course is offered.

### Fee Information only:

City Centre Campus 443-8409  
King Edward Campus 871-7045

*The information in this flyer is subject to change without notice.*

Tuition fees, Student Association fees, etc. are payable in advance. Fees can be paid in instalments for MOST PROGRAMS longer than four months. An Application Fee will be charged. For MOST programs/courses the fee is \$15. Prices quoted in this calendar include tuition, graduation fee (if applicable), Student Association fees and materials/equipment costs that are charged through the Cashier's Office.

*Note: Please be aware that fees listed may change without notice.*

### Is there financial assistance available?

**Yes.** The B.C. Student Assistance Program gives loans and grants to eligible students in full-time post-secondary programs of 12 weeks or longer. It may take up to 10 weeks for loans to be processed.

**Adult Basic Education Student Assistance Program (ABESAP) and TAB (Training Assistance Benefits)** funding may be available to assist needy students in paying costs for ESL courses or courses up to the Grade 12 level. Funding is limited so students are advised to apply early.

The **Work Study program** gives part-time, on-campus work experience to students who have applied for a student loan and who demonstrate financial need. Applications are available at the Financial Aid Office. For information, contact the Financial Aid Offices, located at City Centre and King Edward Campus in the Student Services area.

### Human Resources Development Canada

For certain programs, Human Resources Canada can provide sponsorship to eligible trainees. For further information please arrange to attend a group information session at your local Human Resources Centre of Canada as soon as possible.

### Where is VCC located?

The College currently offers full-time programs and part-time courses at two main campuses:

**City Centre (CC)**  
250 West Pender Street, Vancouver and  
King Edward (KEC)  
1155 East Broadway, Vancouver

## 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 information.

### Why take ABE courses at VCC?

To earn credit for entrance to career, technical and university programs; earn 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 instructor-led classes
- 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, Writing and Math
- day, afternoon, evening
- full-time or part-time
- small group and self-paced programs

Classes offered at:

- KEC - 871-7369 (terms start January, May, September)
- Learning Centres (start anytime)  
First United Church - 681-8365  
Mount Pleasant Neighbourhood House - 879-8208  
Vancouver Public Library (Central Branch) - 331-3739  
Van East Community Skills Connection - 606-6554

### Grades 9 - 12

#### Self-paced and Personalized classroom-based Instruction (KEC and CC)

#### 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-on-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.
- Flexible and/or structured classes.
- For further information on assessments and to arrange an interview call: 871-7366 for King Edward Campus OR 443-8644 for City Centre Campus

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### 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 KEC#(871-7366), CC#(443-8644)

- Personalized, self-paced preparation for GED, LPI, and other tests as well as preparation for Health Care, Business and Technical programs.

### Grades 9 - 12

#### Instructor-led Term Based Classes (KEC)

#### College Foundations

- College Foundations departments have instructor-led classes offered day/evening on a term 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 January, May, July, September.
- Drop-in registration begins 2 months before the start of each term.
- Schedule of Courses is available at Admissions (4th Floor) or in Counselling, Room 3002, KEC.
- To determine Course Placement or for more information contact the appropriate department.

### English (871-7289)

- English 9 - 12
- Reading and Study Skills
- Writing Skills
- Writing for the Workplace (new)

### 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 Fundamentals
- Computer Keyboarding
- Computer Science 12
- Database Management
- Desktop Publishing
- Spreadsheets and Charts
- Word Processing

For program information phone 871-7550 (KEC) or 443-8443 (CC)

Visit our website - <http://www.vcc.bc.ca>



## ABE for Youth

### Adult Basic Education Intermediate Program: Youth (254-5401, local 42)

Personalized, self-paced instruction; academic upgrading (Grade 10 equivalency) in a learning environment structured to meet the needs of young adults.

- English, Math, Science and Social Science
- Adult Basic Education Intermediate Certificate or Statement of Completion
- Ages 15 to 17 inclusive. Out of school for at least one year or letter from secondary school required.
- Start anytime, Sept through June (Kiwassa Neighbourhood House, 2425 Oxford St., Vancouver)

## Job Readiness Programs

### B.E.S.T. Basic Employment Skills Training (871-7354)

Personalized, re-entry program designed to assist students in assessing and upgrading basic skills for employment, or further preparation for employment, including interview skills, resume preparation, research skills and computer use. The learner will also assess and develop positive life skills and attitudes including self-confidence, communication skills and goal setting.

- must be 19 years or older
- 3 months; starts Jan, Apr, Sept (KEC)
- Certificate is awarded

### Employment and Educational Access for Women (443-8301)

An educational, career exploration and planning program designed to help women achieve their occupational goals.

- 4 months; starts Mar, Sept (CC)
- Attendance at Information Session required
- Interview with Instructor recommended

## Business

### Full-time

#### Accounting

A microcomputer accounting program designed to provide the skills necessary to understand and apply accounting principles. Includes Business Law, Human Relations and Communication courses. Transferable to professional accounting associations and other post-secondary institutions. \$1956.20

- 12 months - certificate - starts Jan, May, Sept (CC) 443-8540
- Prerequisites: Grade 12 or equivalent and keyboarding skills, or CC Business Education Preparation Certificate or equivalent

#### Administrative Office Assistant

"Hands-on" training using a variety of software; includes office procedures, interpersonal skills and business communications. \$1305.80

- 8 months - Certificate - starts Jan, May, Sept (CC) 443-8525
- Prerequisites: Grade 12 or equivalent; successful completion of a keyboarding skills course with 25 wpm, or CC Business Education Preparation Certificate or equivalent

#### Business Education Preparation

Introductory program emphasizing keyboarding, math, record-keeping, communications and computer literacy. \$258.80

- 3 months - certificate - starts Jan, May, Sept (CC) 443-8513
- Prerequisites: Grade 10 required

#### Legal Secretary

General legal, litigation, corporate, divorce, wills and estates and conveyancing. \$655.40

- 4 months - certificate - starts Jan, May, Sept (CC) 443-8525
- Prerequisites: One year's secretarial experience as well as key-

boarding speed of 50 GWAM with minimum of 5 errors on computer or electronic typewriter; tested equivalent of Office Dictation 1; verifiable experience using word processing software or completion of VCC Administrative Office Assistant Certificate

#### Traffic, Customs and Transportation

Focus on international movement of cargo; importing, exporting, buying and selling transportation services. \$1468.40

- 9 months - certificate - starts Sept (CC) 443-8540
- Prerequisites: Grade 12 or equivalent; basic keyboarding skills, or CC Business Education Preparation Certificate or equivalent

## Part-time

### Executive Assistant

Learn advanced communications skills, business admin concepts, human relations and supervisory techniques. Prepares graduates to write exams of the Certified Professional Secretary. \$267.50

- eight 36-hour courses - certificate - starts Jan, May, Sept (CC) 443-8525
- Prerequisites: Completion of VCC Administrative Office Assistant Program or departmental approval

### Financial Accounting and Management Communications

This evening program is designed for people who wish to continue their studies in accounting at an intermediate level, either with a professional accounting body or through transfer to other post-secondary institutions. Graduates will acquire the skills and knowledge to work with accounting systems. Students will study intermediate financial accounting, introductory management accounting, management information systems, public speaking, business issues, finance, economics and computer-based introductory systems. \$320 plus textbook.

- 60 hours, 12 weeks, classes are held twice weekly - starts Jan, May, Sept (CC)
- For prerequisites and course schedule information, contact Ed Wakulchik, 443-8540

## Computer Certificate Programs

### Computer Applications Support Specialist

Practical training in Windows software, networking, data communications/internet, computer maintenance, programming and office support. \$1956.20

- 12 months - certificate - starts Jan, May, Sept (CC) 443-8546
- Prerequisites: Grade 12 or equivalent; home computer and keyboarding skills recommended, or CC Business Education Preparation Certificate or equivalent

### Computer Graphics

Provides in-depth training in a range of graphic software, allowing individuals to explore their design skills in several areas: photo manipulation, illustration and page layout; 2D animation and 3D modelling; web page design. Emphasizes hands-on experience with hardware connections, systems operations and file resolution, as well as interaction with local service bureaus and computer related businesses. \$1,269.00 plus approximately \$600 for expenses.

- 9 months - certificate - starts Sept (CC) 443-8443
- Prerequisites: Grade 12 or equivalent and resume. Acceptance is based on art/graphic design portfolio evaluations, taking place in mid May. Highest scoring applicants will be offered a seat. No computer skills are required.

### Macintosh Multimedia

A project-oriented curriculum designed to expose students to all facets of multimedia production. \$492.80

- 3 months - certificate - starts Feb, June, Sept (CC) 443-8443
- Prerequisites: Grade 12; strong Macintosh skills with paint, draw, page-layout and image manipulation software; visual arts training

## ESL Combined Skills

### Job skills training plus English language training (ESL)

#### Accounting (ESL)

A microcomputer accounting program designed to provide the skills necessary to understand and apply principles of accounting. Students will also improve their general language proficiency and develop English vocabulary and grammar relative to the profession. Transferable to professional accounting associations and post-secondary institutions. \$2606.60

- 16 months - certificate - starts Sept 1998 (CC) 443-8540
- Prerequisites: Grade 12 or equivalent; keyboarding skills; completion of Lower Advanced English skill level

#### Baking and Pastry Arts (ESL)

English as a second language is offered and reinforced in classroom demonstration. Comprehensive training is given in baking procedures and techniques. Includes Food Safe Basic. Focuses on breads, rolls, sweet dough products, pies, cookies, puff pastry, savoury items, quick breads, cakes, cake decorating, dessert cakes, wedding cakes, chocolate and pastry. \$1766.00

- 10 months - certificate - starts Sept (CC) 443-8443
- Prerequisites: Completion of Lower Intermediate English skill level; medical clearance

#### Building Service Worker (ESL)

English language training plus practical skills and theory of procedures required for the building service/housekeeping/janitorial industry. \$818.00

- 5 months - certificate - starts Jan, Sept (CC) 443-8579
- Prerequisites: Completion of Lower Intermediate English skill level; medical clearance

#### Cooking (ESL)

Practical training covering Professional Cooking Level I and II. Includes training in ESL communication skills for the hospitality industry. \$1791.00

- 10 months - certificate - starts Sept (CC) 443-8443
- Prerequisites: Completion of Lower Intermediate English skill level or higher; medical clearance, FoodSafe Level 1

#### Electronics Technician - Common Core (ESL)

Designed to prepare you for employment as a junior level electronics technician or for entry into one of our advanced electronics specialty programs. Topics include analog and digital electronics fundamentals, personal computer skills and use of test equipment. Employment opportunities include assembly, installation and sales of electronics parts and equipment. Includes English language development. \$2076.20

- 12 months - certificate - starts Sept, 1998 (CC) 443-8562
- Prerequisites: Grade 12 or equivalent (Math 11 recommended); successful Math test. Completion of Upper Intermediate English skill level.

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## Hairstyling - Women's and Men's (ESL)

Training in hair cutting, perming, colouring, styling, anatomy, physiology and small business management plus ESL. \$2715.40

- 14 months - certificate (CC) 443-8400
- Prerequisites: Completion of Lower Intermediate English skill level and/or departmental interview; medical clearance

### Institutional Aide (ESL)

Training for kitchen helpers, dietary, housekeeping and laundry aides in health care institutions, hotels, restaurants, laundries and private business, with an added ESL component. \$817.50

- 5 months - certificate - starts Mar, Sept (KEC) 871-7345
- Prerequisites: Basic reading, writing and arithmetic skills, sufficient oral skills for effective communication. Good health, completion of Pre-Intermediate English skill level, 18 years of age or older or out of school for one year.

### Resident Care Attendant (ESL)

Training in direct patient care in continuing care facilities, which include special care units, intermediate and extended care, plus ESL. \$1468.40

- 9 months - certificate - starts May, Oct (CC) 443-8443
- Prerequisites: Equivalent of Grade 10, completion of Upper Intermediate English skill level, criminal record search, medical clearance.

### Technical Training Access (ESL)

Preparation for entry into Auto Technician, Diesel Technician and Auto Collision Repair Technician programs. \$972.50

- 5 months - certificate - starts May, Oct (KEC) 871-7393
- Prerequisites: Completion of Upper Intermediate English skill level

## English as a Second Language

### English as a Second Language: College Preparatory English (CPE)

Full and part-time preparation for college, technical and university studies. English 059, English 098 and 099 (English 12 and Social Science 11), TOEFL Preparation.

- three 4 month terms - Certificate on completion of Eng 098 and 099 - starts Jan, May, Sept (KEC) 871-7258
- Prerequisites: English language assessment of 105, or completion of Upper Advanced, or for TOEFL Prep, a TOEFL score of 500.

### Grammar and Meaning

Sophisticated grammar course which examines grammar in speaking, reading and writing.

- 4 months - starts Jan, May, Sept, (KEC) 871-7258
- Prerequisites: English language assessment of 127, 18 in composition or English 059 or Writing 065

### Intensive Academic English

Improve reading and writing skills before college.

- 6 weeks - starts July (KEC) 871-7258
- Prerequisites: Communications 11, English 11, LPI 3

### Pronunciation and Communications Skills

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

- 4 months - starts Jan, May, Sept (KEC) 871-7258
- Prerequisites: English language assessment of 105 or completion of Advanced level courses or permission of Department Head.

**For program information phone 871-7550 (KEC) or 443-8443 (CC)**

**Visit our website - <http://www.vcc.bc.ca>**



**English as a Second Language: English Language Skills (ELS)**  
Part-time and full-time courses from Lower Beginner to Upper Advanced. Special skills classes including Improve Your Pronunciation and Intensive Grammar.

- 4 months - starts Jan, May, Sept (KEC) 871-7241
- Prerequisite: English assessment

#### English as a Second Language: Outreach

ESL classes in many community locations at Literacy, Beginner, Intermediate and Advanced levels; morning, afternoon, evening and Saturdays. Three month terms, January, April and September. Learning Centres in Public Libraries offer free help to adult students in seven Greater Vancouver locations. The Homefront Learning Program provides volunteers who tutor in the homes of those who cannot go to classes.

- Class information - 871-7145
- Homefront Learning and Learning Centres - 871-7277

#### English as a Second Language: Vocational

(Advanced ESL/Business and Office, Advanced ESL/Health Care and Advanced ESL/Tourism & Customer Relations) These language classes develop speaking, listening, reading, writing and grammar skills at the Lower and Upper Advanced levels while working with the vocabulary of business, health care or tourism.

- 4 months, part-time - starts Jan, May, Sept (KEC) 871-7265
- Prerequisite: English assessment

#### Language Instruction for Newcomers to Canada (L.I.N.C.)

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

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

#### Did you know?

VCC's ESL (English as a Second Language) program is the largest in British Columbia.

## Hairstyling and Esthetics

#### Esthetics (Skin Care)

Training in facial treatments, make-up, skin analysis, cosmetic chemistry, manicures, pedicures, waxing and small business management. \$3150.00

- 7 months - certificate - contact Admissions for start dates (CC) 443-8400
- Prerequisites: Grade 10 or equivalent or interview with department head; medical clearance

#### Hairstyling Women's and Men's

Training in haircutting, perming, colouring, styling, anatomy, physiology and small business management. \$1941.00

- 10 months - certificate - starts Jan, Apr, Sept (CC) 443-8443
- Prerequisites: Grade 10 or equivalent or interview with department head; medical clearance

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## Health Sciences

#### Full-time

##### Dental Assisting

Wide range of courses prepares students for licensure with the College of Dental Surgeons and employment in general, specialty, hospital or community dental practice, providing chairside assisting support and direct patient care. \$1731.00

- 10 months - certificate - starts Sept (CC) 443-8443
- Prerequisites (under review): Grade 12 diploma or equivalent including Biology 11; English language assessment; criminal record search; medical clearance; 20 hours of recent observation in a dental office

##### Dental Hygiene

Prepares graduates for licensure with the College of Dental Hygienists of BC as self regulating professionals. Dental hygienists work with other health care professionals to assess client needs, develop dental hygiene decisions/diagnosis, plan, implement and evaluate dental hygiene services and manage the practice environment. \$3457.00 (plus approximately \$3450.00 in additional fees for books and materials)

- 2 years - diploma - starts Sept (CC) 443-8443
- Prerequisites: First year university transfer courses: Biology, Chemistry, Psychology, English and an elective with a minimum GPA of 3.0 (B) grade; sufficient English proficiency; interview. Upon acceptance, medical clearance, current "C" certification in B.C.L.S., hepatitis vaccine recommended. The CDHBC requires criminal record search for licensure.

##### Dental Reception

Acquire dental knowledge, organizational and communication skills, financial management and knowledge of specialized dental office procedures. \$818.00

- 5 months - certificate - starts Feb, Sept (CC) 443-8492
- Prerequisites (under review): Grade 12 or equivalent; English language assessment; medical clearance; 20 hours of recent observation in a dental office; criminal record search

##### Hospital Unit Coordinator

(Formerly Nursing Unit Clerk)

Prepares students for employment in a hospital nursing unit or outpatient department. Unit coordinators are responsible for organizing and processing detailed procedures related to medications, diagnostic tests and therapeutic procedures through verbal, written and computer communication. \$980.60

- 6 months - certificate - starts Mar, Aug, Nov (CC) 443-8443
- Prerequisites: Grade 12 or equivalent; Medical Terminology (min. C+ grade); English Language Assessment test; typing 40 wpm; medical clearance

##### Institutional Aide

Training for kitchen helpers, dietary, housekeeping and laundry aides in health care institutions, hotels, restaurants, laundries and private business. \$492.50

- 3 months - certificate - starts Jan, Apr, Sept (KEC) 871-7345
- Prerequisites: Basic reading, writing and arithmetic skills; good oral skills; good health; medical clearance; completion of Lower Intermediate English skill level; 18 years of age or older or out of school for one year

#### Medical Laboratory Assistant

Prepares students as assistants in private medical labs and hospital labs. \$655.40

- 4 months - certificate - starts Feb, Aug, Nov (CC) 443-8443
- Prerequisites: Grade 12 or equivalent; English language assessment; typing 40 wpm; medical clearance

#### Medical Office Assistant

Training to work in public health care as a front line communicator and organizer. Emphasizes interaction with patients, doctors and medical teams. \$1468.40

- 9 months - certificate - starts Sept (CC) 443-8519
- Prerequisites: Grade 12 or equivalent or one year's related office experience; 25 net wpm typing speed preferred, or CC Business Education Preparation Certificate or equivalent.

#### Medical Secretary

Studies in advanced medical terminology, word processing, database, spreadsheets; preparing medical research documents, medical manuscripts and transcription. \$1468.40

- 9 months - certificate - starts Sept (CC) 443-8519
- Prerequisites: Grade 12 or equivalent or one year's related office experience; 25 net wpm typing speed preferred, or CC Business Education Preparation Certificate or equivalent.

#### Medical Transcriptionist

Studies in advanced medical terminology, anatomy, physiology and disease processes; medical transcription in numerous specialties. \$1468.40

- 9 months - certificate - starts Aug (CC) 443-8519
- Prerequisites: Grade 12 or equivalent or one year's related office experience; 25 net wpm typing speed preferred, or CC Business Education Preparation Certificate or equivalent.

#### Pharmacy Technician

Preparation for employment as a Pharmacy Technician in community and hospital pharmacies. (Note: This program is now offered at our City Centre Campus). \$918.00

- 5 months - certificate - starts Mar, Sept (CC) 443-8443
- Prerequisites: Grade 12 completion or equivalent; English and Math assessments; typing 35 wpm; excellent communication skills and computer literacy or word processing skills; good health

#### Practical Nursing

Prepares graduates to work in hospital medical areas, long term care facilities and community facilities. \$1956.20

- 12 months - certificate - starts Jan, Sept (CC) 443-8443
- Prerequisites: Grade 12 or equivalent with Biology 11; current CPR (Level C); English language assessment; criminal record search; medical clearance

#### Resident Care Attendant

Focuses on direct patient care in continuing care facilities which include special care units, intermediate and extended care. \$980.60

- 6 months - certificate - starts Feb, Sept (CC) 443-8443
- Prerequisites: Grade 10 or equivalent; criminal record search; medical clearance

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#### Part-time

##### Access to Practical Nursing

Prepares applicants with previous education to enter the Practical Nursing Program at an advanced level. Contact Admissions for start dates 443-8400. \$537.65

- 31 weeks (28 weeks at 2 days/week, 3 weeks: Monday - Thursday) (CC)
- Prerequisites: Grade 12 or equivalent; RCA or RCA/HSA certificate or equivalent, 6 months work experience; current CPR level C; English language assessment; criminal record search; medical clearance

##### Basic Medical Terminology

Focuses on medical terminology and basic anatomy and physiology. \$99.65

- 12 sessions (72 hours) - starts Mar, Sept, Nov (CC) 443-8443
- No prerequisites

##### Caring for Persons with Dementia

Designed for those caregivers involved in the care of elderly people with dementia. Offered at VCC or at care facilities. \$161.65

- 120 hours - contact Admissions for course schedule (CC) 443-8400
- Prerequisites: Open to all members of the health care team with at least 6 months work experience as validated by an employer.

##### Home Support Aide Upgrade

Provides participants with opportunities to acquire the basic knowledge, skills and attitudes necessary to provide assistance to individuals and families in the community. \$314.65

- 40 weeks, one day per week - certificate - contact Admissions for course schedule (CC) 443-8400
- Prerequisites: Grade 10 or equivalent; currently employed by a Home Support agency; medical clearance; completion of a campus Home Maintenance Skills document by employing agency; criminal record search; Basic First Aid (to be successfully completed by end of the program)

##### Resident Care Attendant Upgrade

Provides training to caregivers presently working as an Aide in a continuing care setting. Designed to meet the educational needs of learners with a variety of backgrounds and experiences.

- 9 months, one day per week - certificate - contact Admissions for course schedule and price information (CC) 443-8400
- Prerequisites: Grade 10 or equivalent; presently working as an aide with 8 months of experience in continuing care facility or agency; medical clearance; criminal record search

## Hospitality and Tourism

#### Full-time

##### Asian Culinary Arts Cook Training - Chinese Cuisine

Learn techniques such as stir-fry, pan-fry, wok and barbecue. Leads to employment in restaurants featuring Chinese cuisine. \$980.60

- 6 months - certificate - starts Apr, Sept (CC) 443-8473
- Prerequisite: Medical clearance

##### Baking and Pastry Apprentice

3 one-month training sessions over a three-year period \$73.10

- contact Apprenticeship Branch for start dates (CC) 660-7213
- Prerequisites: Referral from the Apprenticeship Branch; medical clearance



### Baking and Pastry Arts

Comprehensive training in baking procedures and techniques. Includes Food Safe Basic course. Focuses on breads, rolls, sweet dough products, pies, cookies, puff pastry, savoury items, quick breads, cake baking, cake decorating, dessert cakes, wedding cakes, chocolate and pastries. \$1766.00

- 10 months - certificate - starts Jan, Apr, Sept (CC) 443-8443
- Prerequisites: Grade 10; medical clearance

### Baking and Pastry Upgrade

Provides experienced bakers with specialized training. Contact Admissions for price information 443-8400

- 1 to 4 months depending on specialty selected - citation - starts continuously (CC) 443-8443
- Prerequisites: One year baking or cooking experience or formal training, or Department Head approval

### Culinary Arts

Comprehensive training in all aspects of modern North American and classical cuisine. \$2126.20

- 12 months - certificate - starts monthly (CC) 443-8443
- Prerequisites: Grade 10; medical clearance; Food Safe Level 1

### Culinary Arts Apprentice

Designed for people currently working in the cooking industry. Graduates may obtain employment in the cooking industry as qualified journey cooks. \$75.60

- 3 one-month training sessions over a 3-year period - contact Apprentice Branch for start dates (CC) 660-7213
- Prerequisites: Referral from Apprenticeship Branch; medical clearance

### Food and Beverage Management

Students gain practical and supervisory skills for employment in hotels, restaurants and other food and beverage facilities. \$1631.00

- 10 months - certificate - starts Sept (CC) 443-8443
- Prerequisites: Grade 12; medical clearance

### Hospitality Management

Hospitality management and general business management courses; includes food, beverage, accommodation, human resources, marketing and business skills. \$2606.60

- Cooperative Education Option - At the end of the first semester, students have the option to apply for the cooperative education option which begins at the end of the second semester.
- 2 years - diploma - starts Sept (CC) 443-8443
- Prerequisites: Grade 12 or equivalent with English 12 (C+ grade); resume documenting minimum of 1,000 hours industry related practical work experience; medical clearance

### Retail Meat Processing (Meat Cutting)

Training in all aspects of retail meat cutting. \$1085.60

- 6 months - certificate - starts every 10 weeks (CC) 443-8464
- Prerequisites: Grade 10 or equivalent; medical clearance

### Retail Meat Cutting - Apprenticeship

Designed for people currently employed in the retail meat industry, but lacking journeyed status. \$73.10

- 2 one-month training periods a year - contact Apprenticeship Branch for start dates (CC) 660-7213
- Prerequisites: Referral from Apprenticeship Branch; medical clearance

### Sausage Making and Smoked Meats

Training in the highly specialized skill of sausage making; two levels. \$575.30 per level

- 3 months - certificate - starts Jan (CC) 443-8400 / 443-8464
- Prerequisites: Grade 10 or equivalent; medical clearance

### Travel Agent

Major topics include communications, computer reservation systems, tariffs and ticketing, sales and insurance, destinations, tours and cruises. (ACCESS Level 1 Endorsed) \$980.60

- 6 months - certificate - starts Oct, Apr (CC) 443-8521
- Prerequisites: Grade 12 or equivalent; keyboarding skills; basic geography recommended (see below)

### Part-time

#### Baking

Cake Baking and Decorating  
Cake Decorating  
Chocolate Making  
Marzipan Modelling  
General Baking  
Sugar Crafting  
Wedding Cakes and Rolled Fondant  
Yeast Dough Products.

- Ten sessions per course.
- Prerequisites: Medical clearance is required for all baking courses. (Negative TB test and completed health questionnaire)
- For more information call 443-8443.

### Hospitality Supervision Program

Provides industry-specific knowledge and training in the disciplines of food, beverage and accommodation. \$267.50

- 7 courses (one or two per term) - certificate - starts Jan, Apr, Sept (CC) 443-8443
- Prerequisite: Successful completion of Grade 12 or equivalent

### Professional Cooking Level 1

Provides the equivalent of the first four months of the full-time, one-year program. \$343.65

- 2 year program, 40 sessions per year, held on Saturdays - starts Feb (CC) 443-8443
- Prerequisite: Medical clearance; Grade 10; Food Safe Level 1 (beginning Jan 1998)

### Introduction to Basic Geography for Travel and Tourism

Recommended before enrollment to the full-time program.

- For more information call 443-8443

## Instructor Training

### Provincial Instructor Diploma Program

A Ministry of Education, Skills and Training program to provide instructional skills for individuals teaching or wanting to teach adults in private and public colleges in BC.

- Continuous intake - diploma - 6 weeks fulltime, 6-12 months part-time 871-7510
- Prerequisites: Grade 12 or equivalent including proficiency in English, proof of competency in an area of expertise

### Train the Trainer Certificate Program

Designed for part-time and full-time training professionals wanting to acquire new skills or enhance existing ones. Credits are applicable towards the Provincial Instructor Diploma.

- Continuous intake - certificate - 3 weeks fulltime, 3-6 months part-time 871-7510
- Prerequisites: Grade 12 or equivalent

### Diploma in Adult Education

Provides advanced training for educational professionals in the private and public sector in adult learning, educational management, communications and curriculum design. Credits are applicable towards Bachelor and Masters in Education programs.

- Continuous intake - diploma - 8 weeks fulltime, 9-12 months part-time 871-7510
- Prerequisites: Grade 12 or equivalent including proficiency in English, proof of competency in an area of expertise

### Bachelor of Education

A career ladder for instructors in adult education. This program accepts credits for prior learning, work experience and qualifications, as well as the Provincial Instructor Diploma and the Diploma in Adult Education. 871-7510

- Prerequisites: 9 years of training or working in one's field of expertise, 1 year of instruction

## Music, Art and Design

### Full-time

#### Jewellery Art and Design

This unique program provides training that emphasizes both the artistic and technical aspects of jewellery making. \$2931.80

- 2 years - diploma - starts Sept (CC) 443-8571
- Prerequisites: Grade 12; portfolio demonstrating artistic ability; post-secondary arts related courses or equivalent experience; interview

### Music Diploma

University transferable program offering professional training in Classical, Contemporary and World Music.

- 2 years - diploma - starts Sept (KEC) Auditions in April and June
- Part-time: preparatory courses, core curriculum and performance ensembles
- Prerequisites: Grade 12 or equivalent, or mature student status, or not deficient in more than two Grade 12 completion courses; entrance audition and musicianship assessments.

For applicable information on major study areas and part-time courses phone 871-7301 (Program Information) or 871-7297 (Reception).

### Part-time

#### Music Courses

Preparatory courses in Theory; Solfege and Rhythmic Notation; Wind Ensemble; Willan Choir (community based, classical repertoire). Other jazz and classical ensembles open by audition.

For details phone: 871-7301 (Program Information) or 871-7297 (Reception)

## Programs for Students with Disabilities

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.

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## 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. \$851.00

- 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.

### Food Service Careers (Full-time)

After initial assessments and completion of core courses, eligible students are exposed or integrated into hospitality training areas and/or continue practicing skills in a specific area. \$1011.00

- 10 months - certificate - starts late Aug (CC) 443-8451
- Prerequisites: Interview and practical assessment with program staff; difficulty with learning; comfortable in an alternative learning environment for students with disabilities; career interests assessment; grade 5 reading and math level; medical clearance; adequate stamina to work in a physically demanding job.

### Office Core Skills (Full-time)

Provides training and work experience for entry level employment as junior clerical workers. \$851.00

- 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. \$851.00

- 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

- **Introduction to Microcomputers** (5 months) - starts Feb, Sept  
Course content includes: computer literacy, terminology, Typing Tutor 7, Microsoft Word, Windows '95, some database and other applications.
- **Knowing Yourself: You and Your Relationships** (10 months) - starts Sept  
This course is about people becoming more comfortable with their bodies and expressing their sexuality.
- **Managing Your Money** (6 months) - starts Jan  
This course is designed to help students become more skilful in counting and handling money.

- **Reading and Writing for Everyday** (10 months) - starts Sept  
Basic reading and writing based on community topics such as supermarket flyers, fast food menus, sending postcards and other functional literacy needs.
- Prerequisites for part-time Community and Career Education Courses: Difficulty with learning; interview with instructor and Counsellor for Students with Disabilities.

## Sign Language Studies

- Phone: 871-7030, 871-7500, 871-7443 (Voice) or 871-7444 (TTY)
- e-mail: vchauvet@vcc.bc.ca

### Sign Language Studies - ASL (Part-time/evenings only)

Preparatory and Basic Levels offered. Follows the VISTA "Signing Naturally" curriculum. Call the numbers listed above for price information.

- Varying lengths - Statement of Completion - starts Jan, Apr, Sept
- Prerequisite: 18 years of age

### Sign Language Studies - ASL (Summer session/mornings only)

First or second half of Preparatory Level only. Follows the VISTA "Signing Naturally" curriculum. \$195.50

- 1 month - Statement of Completion - starts July (KEC)
- Prerequisite: 18 years of age. Applicants between the ages of 15 to 17 may be recommended with the written approval of the Department Head.

### Sign Language Studies - ASL (Full-time)

1,000 hours of ASL to the Advanced Plus Level of the ASL Language Proficiency Index; Deaf Culture and Community; Public Speaking; Introduction to Interpreting. Call the numbers listed above for price information. \$1630.00

- 10 months - certificate - starts Sept (KEC)
- Prerequisites: Successful completion of ASL Preparatory or equivalent, Grade 12 completion or equivalent (English assessment may be required with scores resulting at the College entrance level)

## Trades and Technical

### Automotive and Diesel

#### Automotive Collision Repair Technician

Provides skills for today's automotive collision repair industry. \$1515.00

- 8 months - certificate - starts Jan, May, Sept (KEC) 871-7415
- Prerequisites: English 061 or 071, or Communications 12, or Reading Study skills 077, or equivalent; and Math 10, or equivalent or graduation from an appropriate Career Preparation Program, or mature student status or relevant trades experience.

#### Automotive Painting and Refinishing Technician

Provides basic skills for automotive painting occupation and entry to Automotive Painting Apprenticeship. \$785.00

- 4 months - certificate - starts Jan, May, Sept (KEC) 871-7415
- Prerequisites: English 061 or 071, or Communications 12, or Reading Study skills 077, or equivalent; and Math 10, or equivalent or graduation from an appropriate Career Preparation Program, or mature student status or relevant trades experience.

### Automotive Technician

Training for entry level automotive repair. One year credit towards apprenticeship. \$2220.00

- 12 months - certificate - starts Jan, Apr, Sept (KEC) 871-7417 or 871-7416
- Prerequisites: English 061 or 071, or Communications 12, or Reading Study skills 077, or equivalent; and Math 10, or equivalent or graduation from an appropriate Career Preparation Program, or mature student status or relevant trades experience.

### Commercial Technician

Apprenticeship accredited training for commercial transport, heavy machinery, marine engineering and diesel engine repair. \$2,250.00

- 12 months - certificate - starts Jan, May, Sept (KEC) 871-7393
- Prerequisites: English 061 or 071, or Communications 12, or Reading Study skills 077, or equivalent; and Math 10, or equivalent or graduation from an appropriate Career Preparation Program, or mature student status or relevant trades experience.

### Building Maintenance Cleaning Service Worker

Students gain practical and theory skills in all procedures required for the building service/housekeeping/janitorial industry. Covers modern methods of building cleaning, including floor and carpet maintenance and cleaning products. \$492.80

- 3 months - certificate - starts Jan, Apr, Sept (CC) 443-8579
- Prerequisites: Grade 10 or equivalent; medical clearance

### Drafting

#### Drafting, Architectural, Civil, Structural and CADD

Basic drafting concepts, residential building design through industry site development and engineering drawings of complex structures. AutoCad software used. \$1956.20

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

#### Drafting: Architectural, Mechanical and CADD

Basic drafting concepts for residential design through to specialization in process flow systems, piping and material handling. AutoCad software used. \$1956.20

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

#### Drafting: Architectural, Steel Detailing and CADD

Analysis of structural engineering drawings, stress diagrams, shop fabrication detailing and contract specifications. AutoCad software used. \$1956.20

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

#### Drafting: Computer Aided Design Drafting (CADD) Technology I (AUTOCAD)

Enables experienced drafters, engineers and architects to obtain "hands-on" computer aided drafting experience. \$167.60

- 1 month - certificate - contact Admissions for start date (CC) 443-8443
- Prerequisite: Graduate of City Centre 12-month Drafting Program or equivalent

## Electronics

### Electronics Technician - Common Core

Designed to prepare you for employment as a junior level electronics technician or for entry into one of our advanced electronics specialty programs. Topics include analog and digital electronics fundamentals, personal computer skills and use of test equipment. Employment opportunities include: assembly, installation and sales of electronics parts and equipment. \$1385.80

- 8 months - certificate - starts Jan, Mar, May, Sept (CC) 443-8562
- Prerequisites: Grade 12 or equivalent (Math 11 recommended); successful Math Test

### Electronics Technician - Computer Systems Specialty

Focus on microcomputer systems, testing, installation, troubleshooting and repair, LANs (including Network) and WANs. \$1040.60

- 6 months - certificate (or diploma with additional 6 month specialty) - starts May, Aug, Nov (CC) 443-8562
- Prerequisites: Grade 12 or equivalent; successful completion of Electronics Technician - Common Core program or equivalent

### Electronics Technician - Consumer Specialty

Emphasis on troubleshooting/repairing consumer and retail equipment such as audio, video, VCR and TV. \$1040.60

- 6 months - certificate (or diploma with additional 6 month specialty) - starts Jan (CC) 443-8562
- Prerequisites: Grade 12 or equivalent; successful completion of Electronics Technician - Common Core program or equivalent

### Electronics Technician - Telecommunications Systems Specialty

Emphasis on telecommunication systems, fibre optics, radio, VHF, networks and data communications. \$1040.60

- 6 months - certificate (or diploma with additional 6 month specialty) - starts Jan, May, Aug (CC) 443-8562
- Prerequisites: Grade 12 or equivalent; successful completion of Electronics Technician - Common Core program or equivalent

### Electronics Technician - Diploma Program

By completing Electronics - Common Core and two of the Electronics Specialty Programs, students are eligible for diploma. At least 50% of the studies must be at VCC to receive a VCC diploma.

- Contact Admissions for course schedule and price information (CC) 443-8400

## Printing

### Graphic Arts - Printing Production

Prepares students for entry level employment in the Graphic Arts trades. Includes typesetting, camera/scanner, litho-prep, electronic imaging and pre-press, press and bindery and production planning. \$1631.00

- 10 months - certificate - starts Sept, Oct, Nov (CC) 443-8576
- Prerequisites: Grade 12 or equivalent with English 11; successful Math test

### Introduction to Careers in Electronics and Computers

Take this course to become familiar with the requirements of becoming a technician in electronics and/or computers. You will complete various fundamental electronics lab activities, work with a personal computer and explore several career options. \$250.00

- 30 hours. Mon & Wed eves. 5 weeks. CAPP credit (high school). Starts Jan 19 (CC) 443-8561
- for current high school students in grade 10-12. Math 9 and Science 9 required. 443-8400

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

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**Mail to:** Vancouver Community College  
Counselling Department  
Box 24620, Station "F"  
Vancouver, BC V5N 5T9

**Fax to:** 871-7100  
or  
443-8444

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**Vancouver Community College**

### King Edward Campus

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

### City Centre Campus

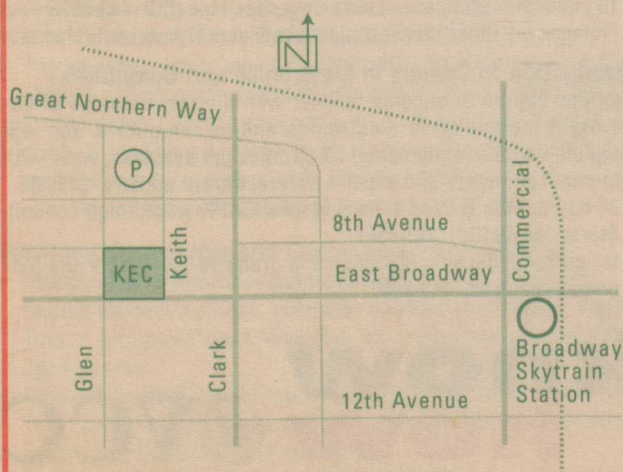
250 West Pender  
Vancouver, BC V6B 1S9  
Telephone: (604) 443-8300  
Facsimile: (604) 443-8588

How to find us

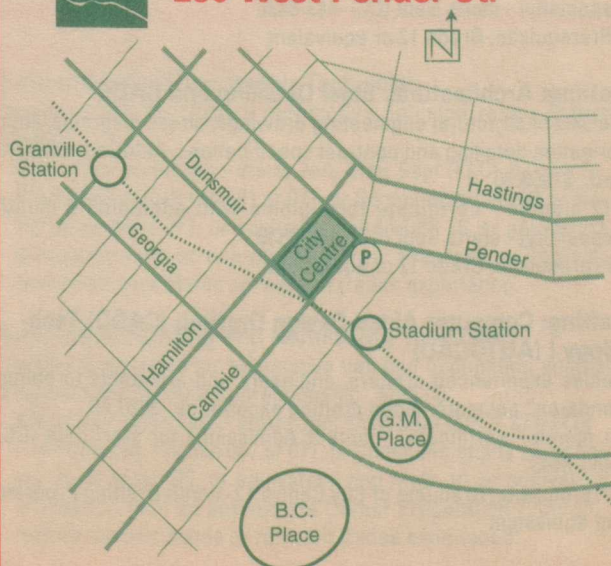
Visit our website - <http://www.vcc.bc.ca>



### King Edward Campus 1155 East Broadway



### City Centre 250 West Pender St.



MSK2680 NO97 360M

For program information phone 871-7550 (KEC) or 443-8443 (CC)