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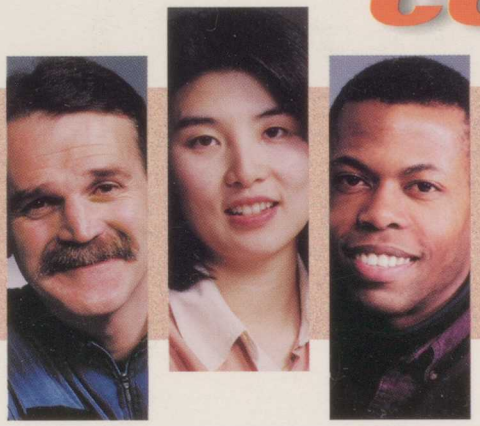
vancouver community college



calendar 1999/2000

directory

Frequently Called Phone Numbers
(area code 604)

General Inquiries/Switchboard: 871-7000

Assessments: 871-7093

Bookstore
- City Centre Campus: 443-8363
- King Edward Campus: 871-7333

Continuing Education: 443-8380

Co-op Education: 443-8517

Counselling/Advising
- City Centre Campus: 443-8453
- King Edward Campus: 871-7191

Day Care: 871-7407

Educational Foundation: 871-7148

Financial Aid
- City Centre Campus: 443-8421
- King Edward Campus: 871-7046

First Nations Coordinator: 871-7020

International Education: 871-7537

Library
- City Centre Campus: 443-8340
- King Edward Campus: 871-7322

Media Relations: 871-7152

Program Development/Teacher Training: 871-7488

Registrar's Office/Admissions
- City Centre Campus: 443-8400
- King Edward Campus: 871-7031

School Community Liaison Office: 443-8442

Security
- City Centre Campus: 443-8361
- King Edward Campus: 871-7335

Student Associations
- City Centre Campus: 443-8467
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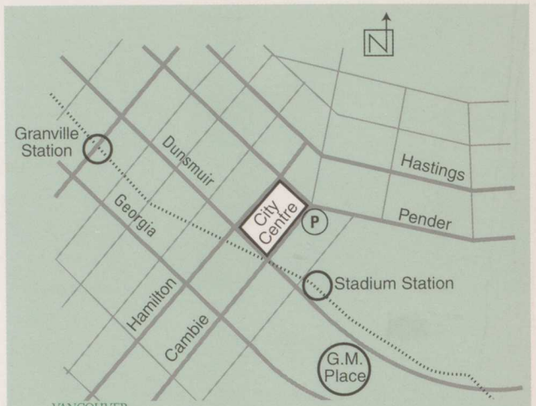
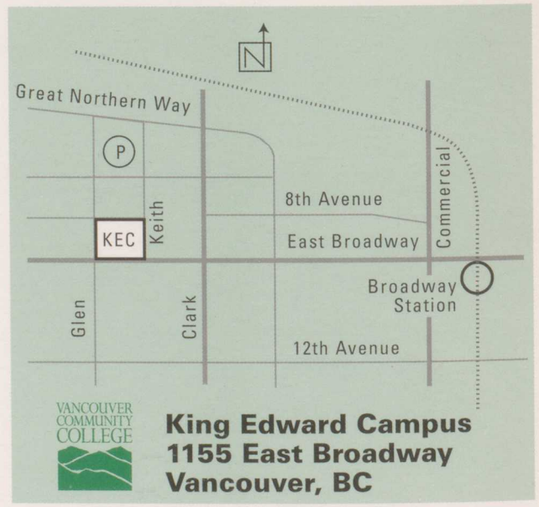


VANCOUVER COMMUNITY COLLEGE

City Centre Campus
250 West Pender Street
Vancouver, BC



VANCOUVER COMMUNITY COLLEGE

King Edward Campus
1155 East Broadway
Vancouver, BC

Calendars are available for pick-up at the Counselling/Advising Offices at City Centre Campus and King Edward Campus.

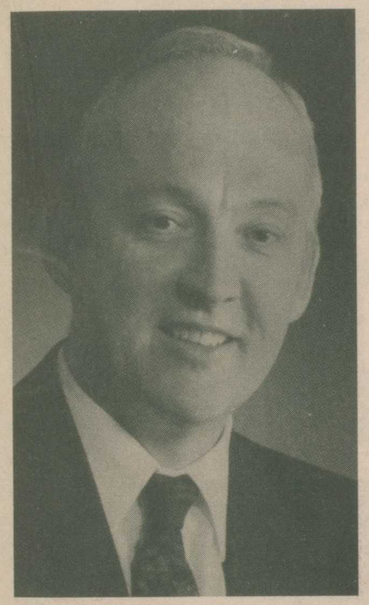
Up to date program information is also available on the Vancouver Community College website **(http://www.vcc.bc.ca)**.

All information in this calendar is subject to change without notice.

Calendar coordinated by:
Sandra North, Associate Registrar
Dale Rasmussen, Marketing & Communications Coordinator

Calendar Design:
Keith Parker, Graphic Designer, Media Services

message from the president



Welcome to Vancouver Community College

At VCC we take your future very seriously. Our Mission is "to provide 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."

Whether your interest is to improve your educational or vocational and technical qualifications, VCC has programs to meet your needs. Courses are designed and delivered to help you gain the personal and employment skills necessary for success. Our wide range of course offerings—full-time, part-time, weekday, evening and weekend—are supported by high quality student services. Access services, ongoing support for learning and transition to the workplace or other learning opportunities are integral parts of what VCC offers.

Interested and committed faculty and service-minded support staff and administrators are dedicated to your success. We invite you to join the Vancouver Community College learning community and wish you great success in achieving your goals.

Dale Dorn • Interim President

CINDY POULIN, CGA

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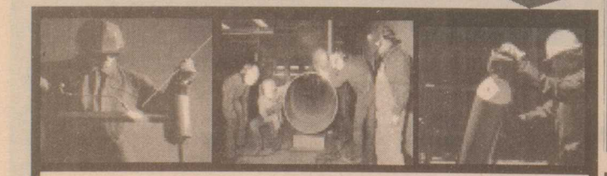

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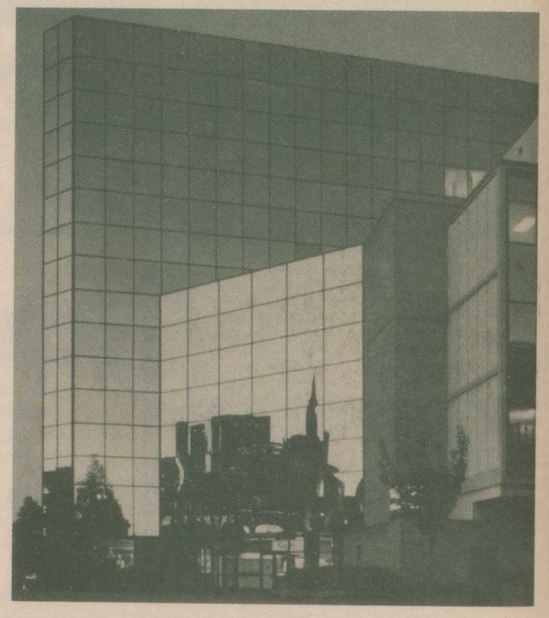
about vancouver community college

Vancouver Community College, situated against a backdrop of snow-capped mountains and sparkling ocean, has for over 30 years provided a learning experience that responds to the educational needs of its diverse communities. VCC classrooms are filled with committed learners from all walks of life and backgrounds, each one seeking a meaningful place in society and the workforce.

Formed in 1965, VCC serves one of the fastest growing communities in Canada, including not only the city of Vancouver, but also areas of greater Vancouver, including Surrey, Richmond, Burnaby and the North Shore.

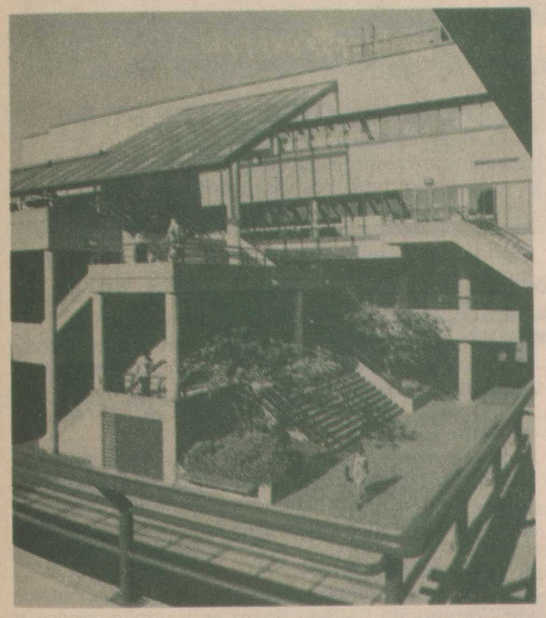
Located within the heart of the city, our two main campuses, City Centre and King Edward Campus, offer a wide range of full-time and part-time programs and courses designed to provide you with the skills you'll need to adapt to a changing society and a changing economy.

Certificate and diploma programs are a blend of theory and hands-on practicality, focusing on industry and employment, with proportionately more hands-on training, including practicums.



City Centre Campus

VCC's downtown campus (formerly known as VVI, Vancouver Vocational Institute), specializes in training for careers in hospitality, health, business and technology and other areas. In many of the programs offered at City Centre, content is primarily one-third theory and two-thirds practical experience gained in working situations.



King Edward Campus (KEC)

Located in vibrant East Vancouver, provides a unique variety of programs for an equally unique clientele. Courses cater to adults of all ages, ethnic and educational backgrounds. KEC offers programs in the areas of adult basic education, adult special education and is also home to a number of career training programs.

VCC also has a strong international focus, welcoming students from Europe, Asia, Latin America, Africa and from other areas throughout the world. The College offers specialized programs designed exclusively for international students, including English as a Second Language (ESL), College Preparatory English, Summer ESL and Recreation, ESL/Tourism and Customer Relations, ESL/Business and Office, Applied Design and First Year University English.

In many of our programs, students gain valuable practical experience at the college's various retail and service outlets, which offer goods and services to the general public. Students of the award-winning Culinary Arts Department prepare lunches and dinners at J.J.'s Restaurant, while students of the Hospitality Management program operate The Four Corners Restaurant. In other areas, the Meat Shop and Deli, Bake Shop, Hairstyling Department and Automotive Technician repair shop all offer exceptional value to the public while providing students with the real-world skills required for today's retail and service sectors.

VCC's Continuing Education Division offers 1,200 part-time courses each year, ranging from arts and design to business and computers, English as a Second Language teacher training, counselling skills, early childhood education, fundraising management, nursing and health care. Continuing Education students take courses to reinvent themselves, by improving career opportunities, exploring new directions, updating job skills, or simply by meeting others with similar interests.

While many VCC programs follow a standard, college-style academic calendar, still more programs and courses are in a more flexible format, one that is highly responsive to the needs of today's adult learners. Many Adult Basic Education programs, for example, are offered on a self-paced, personalized basis, in day or evening classes. These flexible programs fit the students' individual needs and time constraints, rather than requiring the student to adjust to rigid class schedules. This flexibility is extremely valuable to parents and working adults. And now that all adult basic education classes are tuition free at BC colleges, financial need is no longer a barrier for adults whose high school education has been interrupted.

VCC's renowned English as a Second Language program, the largest in Western Canada, is another example of how the College responds to its diverse community. ESL classes are offered from the beginner to advanced levels, and can even take place in the student's home. This is just one more example of why flexible, innovative and responsive instruction is what Vancouver Community College is all about.

City Centre Campus
250 West Pender Street
Vancouver, BC V6B 1S9
Tel: (604) 443-8300
Fax: (604) 443-8444

King Edward Campus
1155 East Broadway
Vancouver, BC V5N 5T9
Tel: (604) 871-7000
Fax: (604) 871-7100

website: http://www.vcc.bc.ca

schedule of events

1999

January 1	Friday	VCC closed	New Years Day
January 4	Monday	First day of classes	
March 3, 4	Wed/Thurs	Graduation	
April 2	Friday	VCC closed	Good Friday
April 5	Monday	VCC closed	Easter Monday
May 21	Friday	Awards Day	
May 24	Monday	VCC closed	Victoria Day
June 15-17	Tues/Thurs	Graduation	
July 1	Thursday	VCC closed	Canada Day
August 2	Monday	VCC closed	British Columbia Day
September 6	Monday	VCC closed	Labour Day
October 11	Monday	VCC closed	Thanksgiving
October 13,14	Wed/Thurs	Graduation	
November 11	Thursday	VCC closed	Remembrance Day
November 19	Friday	Awards Day	
December 23-31		VCC closed	Christmas break

2000

January 1	Sunday	VCC closed	New Years Day
January 3	Monday	VCC closed	
January 4	Tuesday	First day of classes	
March 1, 2	Wed/Thurs	Graduation	
April 21	Friday	VCC closed	Good Friday
April 24	Monday	VCC closed	Easter Monday
May 19	Friday	Awards Day	
May 22	Monday	VCC closed	Victoria Day
June 13-15	Tues/Thurs	Graduation	
July 3	Monday	VCC closed	Canada Day
August 7	Monday	VCC closed	British Columbia Day
September 4	Monday	VCC closed	Labour Day
October 9	Monday	VCC closed	Thanksgiving
October 11,12	Wed/Thurs	Graduation	
November 13	Monday	VCC closed	Remembrance Day
November 17	Friday	Awards Day	
December 23-31		VCC closed	Christmas Break

general information and guidelines

RESPONSIBILITIES OF THE STUDENT

1. To their studies:
Students are responsible for keeping their work assignments up-to-date. Both written tests and practical hands-on assignments determine final grades. Examinations, tests, workshop and laboratory work, essays, reports, and technical reports determine the final standing in any subject.

2. To the faculty:
Students can arrange for a consultation with faculty. Students who take advantage of this extra time will invariably enrich their College learning experience.

3. To the college:
Students have an obligation to maintain a mature and responsible standard of conduct, comportment and dress. For more information consult the VCC Standards of Student Conduct Policy #D.4.3.

4. To the community:
The College is organized and operated by the Vancouver Community College Board as a public service at community expense. The College expects the co-operation of all students in proving the value of such an institution to the community.

RESPONSIBILITY TO THE STUDENT

The College has the responsibility 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. The department involved is the first place for assistance, particularly in relation to instructional and learning problems. The Counselling Department handles other vocational and personal concerns and assists students with learning skills. The Learning Centre is another valuable resource for students.

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. Instructors will provide 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. Students are evaluated in accordance with these criteria.

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STANDARDS OF STUDENT CONDUCT

The Dean of Student Services may initiate disciplinary action when students fail to maintain appropriate standards. 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 engaging 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 by College policy (the procedure for dealing with this conduct is contained in VCC Human Rights 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 offense. Plagiarism occurs when a student represents the work of another person as his or her own. Vancouver Community College condemns all forms of cheating.)

Copies of the complete VCC Standards of Student Conduct Policy #D.4.3 are available from the Registrar's Office 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 cover 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, including name, address, phone number, age, sex, race, and 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. The Registrar's Office keeps all such records. 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), the College will not divulge any information on file 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 loan contain the necessary release consent for the student's agreement. The College protects the information provided and any other information placed in the students' record, and uses such information only in compliance with the Freedom of Information and Protection of Privacy Act (even if a specific waiver has not been included).

SAFETY AND ACCIDENT PREVENTION

Vancouver Community College requires all students to follow safe work procedures and practices that will minimize their risk of injury. Certain programs require students to obtain specific personal protective equipment and to adhere to specific health and safety regulations. The instructors will receive and report unsafe conditions or work practices. Students who fail to follow safe work procedures and practices are subject to disciplinary action under the VCC Standards of Student Conduct Policy #D.4.3.

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.

Workers' Compensation Board (WCB) does not cover students while attending the College. (Exceptions are students in a work practicum or apprenticeship program.)

MEDICAL INSURANCE

While attending College, students are responsible for having proper adequate medical insurance to cover doctor, hospital and other related expenses, should such expenses be incurred.

admissions

GENERAL REQUIREMENTS

1. Citizenship

Applicants must be Canadian citizens or permanent residents (landed immigrants). Exceptions are:

- individuals who are deemed convention refugees as designated by the Federal government
- direct dependents of members of the diplomatic corps
- legal dependents of Canadian citizens or landed immigrants, provided that their dependent status is documented and has been established for more than one year. (The College requires a copy of a spouse's permanent resident status 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.)

The College requires proof of citizenship, residency, diplomatic or refugee status. Refugee claimants do not qualify for admissions to VCC.

2. International students

Every year, more than 1,000 international students attend VCC. They take part in a comprehensive array of programs, including one of the largest English language training programs in Canada. VCC International Education also participates in educational consultancy projects and group training programs.
For more information, please phone (604) 871-7537 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 or a graduate from a secondary school.

HOW TO APPLY TO VCC

All applicants should visit the Counselling Resource Centres at City Centre Campus or King Edward Campus for current program information. Students interested in Adult Basic Education (ABE) should attend an information session scheduled at King Edward Campus through the Counselling Centre. ABE information sessions are held weekly on Tuesdays, 10:00 a.m. and Wednesdays, 6:00 p.m.

1. All students must apply for and be granted admission to Vancouver Community College.

2. The Registrar's Office or Counselling Resource Centres have applications for admission.

3. Applicants must meet the program requirements before their name will be added to a waitlist or registered in a course or program.

4. Applicants may mail or submit their application in person. The application fee must accompany each application or it will be returned.

5. Documents must be official. The College does not accept uncertified photocopies of documents. The College retains replaceable documents submitted in support of an application and will not return or photocopy these documents for students.

6. The admission requirements of specific programs may require assessments, criminal record clearance, medical clearance, personal interviews, portfolio reviews or auditions. Unless otherwise specified, all applications for specific programs must meet all prerequisites and provide all relevant documents within one year or the application will be cancelled.

7. Students should provide a permanent address to which letters, diplomas, certificates and transcripts can be mailed. The student is responsible for advising the Registrar's Office in writing of any changes. If a student fails to do so, the College may cancel the application. Students applying for funding through Human Resources Centres or through the Financial Aid Offices should report 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 Ron Kee at City Centre (443-8445) or Karin Steichele at King Edward (871-7206) or call 443-8455.

CAREER PREPARATION STUDENTS

Students who are graduating 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 as well as a letter from their Counsellor.

ASSESSMENT AND PLACEMENT

The Basic Education, College and Career Access (CCA), and College Foundations (CF) departments may require an assessment to determine an appropriate placement level for students who wish to register in Adult Basic Education.
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. The College may require an assessment of English for students whose first language is NOT English.

CRIMINAL RECORD INFORMATION

Currently some programs at VCC require applicants to provide a criminal record clearance prior to admissions to these programs. The results of the criminal record search will determine the applicant's eligibility to enter the program. The College will not consider applicants who refuse to provide or cannot provide the results of a criminal record search where required. The Admissions Department will mail information regarding the criminal record search (VCC Criminal Record Search Policy #2.4.2.5).

MEDICAL CLEARANCE

Some programs require that the applicant complete a medical questionnaire, provide a recent negative TB skin test report and have appropriate immunizations. If the skin test report is positive, a chest x-ray report is required. Applicants should ensure that they have the necessary medical certificates and reports ready prior to registration; otherwise, entry into their program will be delayed. All medical examinations are the responsibility of the applicant. These 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

The underlying principle of the potential for success within the time limits of the specific courses or programs determines admission and readmission requirements for specific courses and programs.

The VCC Admissions Appeal Policy #2.1.2.6 deals with appeals of admission or readmission decisions.

Individuals should submit an appeal as soon as possible, but no later than 30 days from the date of the original decision. For more information, contact the Registrar's Office for a copy of the College's Admissions Appeal Policy.

registration

Students who apply for programs will receive a letter advising them of the dates to register and pay their fees. Students who do not respond may be dropped from the waitlists and jeopardize their opportunity to register.
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 Registrar's Office 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 their courses. This card serves as identification for Library privileges.

COURSE CHANGES

Students must officially change course sections at the Registrar's Office and pay the applicable fee. The Registrar's Office posts deadlines for course section changes. Forms for requesting course changes are available from the Registrar's Office.

LATE REGISTRATION

Deadlines for registration vary from program to program. VCC students 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

Total program or course fees may consist of tuition fees, graduation fee, a refundable deposit on uniform, tools or equipment, Student Association fees, laundry and/or material fees. For further information contact the Cashier's Office at City Centre Campus, 443-8409 or King Edward Campus, 871-7045.

OUTSTANDING DEBTS

Students who have outstanding debts cannot attend classes, re-enrol in the future or have access to their official records.

PAYMENT OF FEES

The College requires tuition and other fees be paid in full at the time of registration. Students may pay tuition and other fees with cash, personal cheque, Visa, Mastercard, Debit card, Passport to Education, money order or certified cheque.
Registration is not complete until fees are paid. A student who is registered but has not paid for a course or program may be dropped and 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 to pay tuition fees should contact the Financial Aid Office at least eight weeks prior to the start of the class.
Students may request fee deferrals through the Registrar's Office prior to the registration deadline or payment due date.
The College determines tuition fees in instalments for full-time programs of longer than five months. However, the student must pay each instalment on time or a late payment fee will be assessed.
The College will not allow students with outstanding tuition fees to attend classes and will discontinue such students from the program or course. Reinstatement into the program or course will require permission from the department head as well as payment of outstanding debts. The College charges a reinstatement fee in addition to the regular fees.

THE REGISTRAR'S OFFICE MAINTAINS CURRENT FEE SCHEDULES

*NOTE: all fees are subject to change without notice

MISCELLANEOUS FEES

Application Fee for all Programs	$15.00
Assessment/Portfolio Review for Selection Programs	30.00
Replacement Parchment	25.00
Course/Registration Status Change	5.00
Duplicate Registration form/fee receipt	5.00
Grade Appeal	(per grade) 10.00
Graduation Fee	5.00
Income Tax Form Replacement	10.00
I.D. Card Replacement	10.00
Late Payment Fee	40.00
International Education 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

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, including proper representation both within and outside the College, socials and other association/student functions.

SPONSORED STUDENTS

Students receiving funds for training from Human Resources Development Canada, 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 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 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 or program must apply directly to the Registrar's Office for a refund. The date the written notification is received in the Registrar's Office is the date used to determine the refund (see the VCC Refund Policy #D.3.4). Student Withdrawal forms are available at the Registrar's Office.
The student is responsible to obtain a refund schedule and to be aware of refund deadlines.
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 College does not refund the following fees:

- 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 to six 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. The College does not issue refunds for amounts less than $15.

RETURNED CHEQUES

If cheques are not honoured where drawn, the College will immediately exclude a student from class and levy a charge 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. A student must pay any fees owing to the College before reregistering at any campus or obtaining any official record of marks.

TAX RECEIPTS

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

SENIOR CITIZEN TUITION FEE EXEMPTION

Residents of B.C. 65 years of age or over are exempt from payment of tuition fees.
However, automatic admission and tuition fees exemption are not possible in all courses or programs, as some courses and programs have limited registration. The Registrar's Office grants permission for fee waivers.

grading system

A+	Distinguished	4.33
A		4.00
A-		3.67
B+	Above Average	3.33
B		3.00
B-		2.67
C+	Average	2.33
C		2.00
C-		1.67
D	Minimum Pass. May not proceed to next level	1.00
F	Failing Grade	0.00
N	Ceased to attend and did not complete requirements	0.00
S	Satisfactory. In accordance with departmental evaluation procedures	N/A
U	Unsatisfactory. In accordance with departmental evaluation procedures	N/A
W	Official withdrawal	N/A
R	Audit. No credit	N/A
EX	Exempt. Credit granted	N/A
I	Incomplete. Contract agreement for extra time. Recorded as "F" if not fulfilled	N/A
IP	In progress	N/A
@	Non-payment of fees	N/A
RW	Required to withdraw	N/A
NA	No grade available at time of printing	N/A
ANC	Anecdotal evaluation	N/A
TC	Transfer credit	N/A

Grade Point Average (GPA)
1. The course grade points shall be calculated as the product of the course credit value and the grade value.

2. The GPA shall be calculated by dividing the total number of achieved course grade points by the total number of assigned course credit values. This cumulative GPA shall be determined and stated on the Transcript at the end of each program level or semester.

3. Grades shall be assigned to repeated courses in the same manner as are courses taken only once. For the purpose of GPA, calculation of grades for repeated courses will be included in the calculation of the cumulative GPA.

DEFINITIONS

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

AUDIT
Students who wish to audit a course must apply to the department head prior to the start, or within the first two weeks of the start, of the course or program. The department head will notify the Registrar's Office in writing prior to the start, or within the first two weeks of the start, of the course or program. The Registrar's Office will not change an audit status to credit.

EXEMPT
Students who wish to apply for exempt status in a course or program must apply to the Registrar's Office prior to the start of, or within the first two weeks of the start of, the course or program. Criteria for granting exemptions rests with the Instructional Department. Exempt courses are eligible towards a program certificate or diploma.

"I" CONTRACT
Students who are unable to complete a course or program in the scheduled time, due to serious and unavoidable circumstances, may apply to the instructor for an extension. The "I" Contract should indicate the work required, be signed by the student and instructor, and have a completion date of not more than two months beyond the term or program end date. The temporary "I" grade becomes an "F" if the student does not fulfill the contract by the deadline date.

WITHDRAWAL
A student initiates an official withdrawal in the Registrar's Office up until three-quarters of the course has been completed.

TRANSFER CREDIT
Students are granted transfer credit based on successful completion of equivalent course(s) at another institution for which an official transcript is provided.

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.

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.
The student must submit a grade appeal request to the Registrar's Office no later than ten working days after the notification of final statement of grades. Grade Appeal forms and appeal procedures are available from the Registrar's Office.
The Grade Appeal form must clearly state the reason for the appeal and be accompanied by a $10 fee, which will be refunded in the event that the grade is changed to a higher grade.

REQUIRED TO WITHDRAW

The College will require students to withdraw from a program or course when they do not maintain established progress or attendance standards. This action will only be undertaken after appropriate remedial assistance has been attempted and documented. See the VCC Student Required to Withdraw Policy #D.4.4.

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 Marks, Transcript, Diploma or Certificate.

policies

ADVANCE CREDIT OR TRANSFER CREDIT

Credit may be given on the basis of equivalent courses already completed. A student seeking advance or transfer credit is expected to produce the necessary documents (e.g., official transcripts of grades).
To be eligible for a VCC certificate or diploma, students must complete at least 50% of the course credits for the credential at VCC. Forms on which to request advance credit or transfer credit are available from the Registrar's Office.

EXEMPTION

Exemption is defined as credit for a VCC course(s) and may be granted based on successful completion of similar post-secondary courses which, overall, constitute equal content to a course(s) at VCC. Forms on which to request an exemption are available from the Registrar's Office.

APPEALS

VCC provides a number of formal procedures for students to seek resolution of disagreements. The College encourages students 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 a Formal Appeal form from the Registrar's Office. Contact the Registrar's Office or the Dean of Student Services for more information.

ATTENDANCE

Students should attend all scheduled instructional activities. They must have legitimate reasons for absences, such as illness (in some programs, medical notes will be required). Students are responsible for contacting the instructor(s) and informing them of their reasons for non-attendance. Students are expected to complete the required course assignments regardless of their absence. A student who fails to attend the first three classes of a program or course may have to forfeit his/her seat regardless of previous permission to register.

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. Seats in the course or program must be available for a student to register as an audit. 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 after the first two weeks.

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 memo from the department head and submit this to the Registrar's Office. Final permission to audit a course or program is only given when the number of credit students registered in the class is known.

PRIOR LEARNING ASSESSMENT

Vancouver Community College recognizes Prior Learning Assessment as a means for students to complete their course of study. VCC defines Prior Learning as an assessment by some valid and reliable means, by a qualified specialist, of what has been learned through nonformal education/training or experience, that is worth credit in a course or program offered by the institution providing the credit (see the VCC Prior Learning Assessment Policy #D.3.5). Please contact the Registrar's Office or the Counselling Department for more information.

TRANSCRIPTS*

A student must apply for a transcript 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.
*Please note that effective January 1999, all VCC courses and programs which a student has participated in will be listed on a single VCC transcript, rather than on a separate transcript from each campus.

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

The Assessment Centre offers a variety of assessments to help place students into Vancouver Community College courses or programs. These assessments are not examinations; but are a way to determine a student's current educational level. Assessment results may be used in a variety of ways; for entry into educational upgrading programs, to meet specific prerequisites for college programs or as an alternative to school transcripts for admission into courses or programs.

ENGLISH AS A SECOND LANGUAGE (ESL) ASSESSMENTS

The Assessment Centre offers English as a Second Language assessments, which are necessary to enter most VCC ESL programs. Before writing an ESL assessment, applicants must apply for admission to the College through the Registrar's Office. The Assessment Centre will then mail an appointment date and time to the applicant. The cost for this assessment ranges from $15 to $40.

ESL assessments are also part of the entrance requirements for some VCC programs. Applicants are referred to the Assessment Centre for ESL evaluation from the Counselling Department, Program Department or the Registrar's office. The cost for this assessment ranges from $15 to $40.

ESL assessments are done by appointment and referral only. Applicants must go to the Assessment Centre in person with a referral form and picture identification to make an appointment.

ADULT BASIC EDUCATION (ABE) PLACEMENT ASSESSMENT

The Assessment Centre offers Adult Basic Education assessments to determine current educational levels in Reading, Writing and Mathematics. The cost is $15 per assessment. They are not exams or tests; therefore applicants do not pass or fail any assessment they write. The results are used to determine where a student should begin their educational upgrading or to meet specific criteria for entry into VCC programs.
Students do not need appointments for ABE assessments. Samples of the assessments and monthly schedules are available from the Assessment Centre, the Counselling Department at each campus and the Registrar's office.

CITY CENTRE ASSESSMENTS

Prerequisite assessments for specific City Centre programs include ABE, BEAT, English Language Assessment (ELA) and keyboarding assessments. Appointments are required and the costs range from $15 to $20. Assessments are scheduled monthly with appointments made through the Registrar's Office at City Centre.

ASSESSMENTS FOR OTHER INSTITUTIONS

Applicants to other institutions (including Capilano College, BCIT and the B.C. College of Teachers) who are required to write an ELA (English Language Assessment), can do this assessment at VCC. Applicants must bring a referral letter, proof of immigration status, picture identification and a $20 deposit to make an appointment. A sample of the ELA is provided on the day the appointment is made.

Picture identification must be shown on the day of the assessment. All assessment results are confidential and are valid for one calendar year.

The Assessment Centre is located at
King Edward Campus on the 4th floor.
Hours:
Monday, Tuesday, Thursday: 9:00 a.m.-4:00 p.m.
Wednesday 1:00-7:00 p.m.
Friday Closed to the public
Phone: 871-7093

BOOKSTORE

The Campus Bookstores are open to all students, staff and the general public. They carry textbooks, classroom supplies, special tools and equipment required for VCC programs, T-shirts, greeting cards, and candy. The Bookstore arranges a used book buy-back at the end 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.
Regular CC 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 at the King Edward Campus.
Regular KEC Bookstore hours of operation are:
10:00 a.m.-5:00 p.m. Monday, Tuesday, Friday
10:00 a.m.-8:00 p.m. Wednesday, Thursday
11:00 a.m.-3:00 p.m. most Saturdays
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, which provides coffee service, breakfast, lunch and dinner, including full course meals prepared by Culinary Arts students
- The Asian Service Counter, offering luncheon service prepared by Asian Culinary Arts students
- The Second Cup Cappuccino Bar, owned and operated by Vancouver Community College, which provides some of the best coffee and cappuccino beverages in town
- The Bakeshop, which offers high quality products prepared by the Baking and Pastry Arts students
- The Retail Meat Shop, which offers products processed by the Meat Cutting 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, located on the main level of the College as well as in the Cafeteria, which are accessible at all times when the campus is open

KING EDWARD CAMPUS
The student Cafeteria at King Edward Campus, located in the northwest corner of Level 2, serves hot breakfasts, lunches and dinners, and provides a gourmet sandwich bar and fresh salad bar. Check the daily specials. King Edward Campus also has a Second Cup Coffee Bar, located on the 4th floor at KEC.

For more information regarding the KEC or City Centre Cafeterias, please call 443-8480.

CONTINUING EDUCATION (CE)

The Continuing Education Department specializes in serving adult, part-time students at Vancouver Community College. Over 27,000 adults register for the 1,900 classes offered each year by CE.

CE offers more than 35 Certificate Programs to help adults advance in their current 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 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 taking place in the evening or on weekends. Classes are held on all campuses and at convenient locations throughout the city.

For schedule information, please call the Continuing Education Office at 443-8380.

CO-OPERATIVE EDUCATION

Co-operative Education is an integrated approach to education that combines learning in the classroom with learning on the job. Students put their academic knowledge into action through relevant, paid work experience outside the classroom, and then bring the challenges and insights they gain on the job back to class for further analysis and reflection.

Vancouver Community College's Co-op programs follow the guidelines recommended by the Canadian Association for Co-operative Education (CAFCE), and are approved by the B.C. Ministry of Advanced Education, Training and Technology.

The co-op experience gives students the opportunity to test their academic skills and abilities. Each work term is developed and/or approved by the institution as a suitable learning situation and is monitored by a VCC faculty member. The student's performance on the job is supervised by the employer and evaluated by both the employer and VCC faculty.

The Co-op Department makes every effort to provide any information or service that will enhance the educational and employment benefits for both students and employers. It acts as liaison with all parties concerned to facilitate employer-student contact and provides an effective mechanism to assist co-op students in their efforts to secure work term employment. However, since the employer makes the final selection, employment cannot be guaranteed.

Wages are established by the employer and negotiated with the student.

To qualify for co-op, students must successfully complete all study courses. In programs where co-op is an option, a specific cumulative average may be required. The decision about whether or not a student can proceed to the work term will be made by the coordinator in conjunction with the department head.

All co-op students choosing the co-op option must pay a non-refundable commitment fee due three months before the start of the work term. This will become the first month of the co-op tuition fee once a work term has been confirmed. The balance of the work term fee is due two months after the "official" start of the work term. The co-op fee charged is based on the minimum amount of successful employment time required for course credit. Work term fees paid are non-refundable. Each work term month is 50% of the cost of an academic program month.

COUNSELLING SERVICES

City Centre Campus Program Information: 443-8443
Counselling Reception, Pender St. Entrance: 443-8453
King Edward Campus Program Information: 871-7500
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. They provide a variety of services:

Group Information Sessions
Information sessions for some programs are held at each campus to assist new College applicants. Applicants receive help with understanding program prerequisites, application procedures, sources of financial support and other relevant information. Referrals are made for further advising or counselling as required. New applicants are strongly encouraged to attend.

Every Thursday at 2:00 p.m. the City Centre Campus Counselling Department presents a one-hour program information session, providing an overview of all City Centre programs.

Adult Basic Education (ABE) information sessions are held weekly at the King Edward Campus Counselling Centre on Tuesdays, 10:00 a.m. and Wednesdays, 6:00 p.m. For more information, call 871-7500 (for ABE classes only).

English as a Second Language (ESL) information sessions are held every two weeks at King Edward Campus, Room 5025 (5th floor). Dates and times for ESL information sessions are posted on an on-going basis, three months in advance.

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, 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. (For GED information, call the GED Information Line, at 443-8611.)
- TOEFL applications
- Apprenticeship and employment training information
- Written publications on careers and occupations
- Job search material
- Community services information
- Information on required admissions tests

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.

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.

Student Success Workshops
A variety of student success skills are taught, including 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.

Access Services for People on Income Assistance
Vancouver Community College is committed to providing specialized services to assist those people who are on Income Assistance (welfare). Services include:
- tours and orientations of VCC
- information on College programs
- advocacy and advice in dealing with the provincial Income Assistance system
- help choosing and planning a career
- assistance with application and admissions procedures
- information on Financial Aid
- help making decisions on College programs
- help resolving transportation and daycare issues
- personal and career counselling
- strategies for student success
- assistance with job search

Applicants and students should call Access Services for Students on Income Assistance:
City Centre Campus: 443-8637
King Edward Campus: 871-7001

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
- Help 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 for Students with Disabilities
Ron Kee, City Centre Campus: 443-8445
(TDD/TDY 443-8323)
Karin Steichele, King Edward Campus: 871-7206
(TDD/TDY 871-7195)

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 and tutoring. 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.

DAYCARE

The McGregor Child Care Centre, located on Glen Drive directly north of KEC, offers daycare to 12 children under three years of age and to 25 children over three years of age. Staffed by Early Childhood Educators, 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

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

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

SOURCES OF FINANCIAL ASSISTANCE

B.C. Student Assistance Program (BCSAP)
This program provides assistance for students studying full-time at a post-secondary level in designated programs that are a minimum of 12 weeks in length. This 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 as determined by the Provincial Authority (Student Services Branch). Students applying for B.C. Student Assistance should be aware that it takes approximately six to eight weeks to process a student loan application. Each applicant is encouraged to have a VCC financial staff member review his/her loan application to ensure that it has been completed correctly. Applications that are incorrectly completed encounter long delays in processing.

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.

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).

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 your campus Financial Aid Office.

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).

Canada Study Grants for High Need Part-Time Students (HNPT)
HNPT is a federally sponsored program established to provide financial aid to students who are in part-time studies and whose income falls below a prescribed minimum. HNPT is limited to students who are enroled in 20-59 percent of a full-time post secondary course load (20-30 percent for students with permanent disabilities).

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 and referral services, orientation, and advocacy as necessary. (The First Nations Academic Advisor is also available to assist with this; call 871-7059 for information.)
- Liaison with band/tribal administrations, sponsoring agencies, community resources, Vancouver Community College programs and 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 at 871-7020.

HEALTH SERVICES

Did You Know?
City Centre and King Edward Campus have a free health clinic staffed by a community nurse. At City Centre a first aid trained Medical Office Assistant (MOA) provides reception and first aid assistance. A nurse is present three and one-half days a week at City Centre (call 443-8336 to confirm nurse availability) and four days a week at KEC. A physician spends two and one-half days a week at each campus.

City Centre Campus (Room 204, Mall level second floor)
Hours:
Medical Office Assistant: Mon-Fri 7:00 a.m.-2:30 p.m.
Nurse: Mon/Tues/Thurs 10:30 a.m.-3:30 p.m.
Fri 9:00 a.m.-3:00 p.m.
Physician: Mon - Afternoon
Wed/Thurs - All day

Telephone:
Doctor: 443-8338
Nurse: 443-8337
Medical Office Assistant: 443-8336

King Edward Campus (Room 3007, third floor)
Hours:
Nurse: Mon-Thurs 9:00 a.m.-3:00 p.m.
Physician: Mon - All morning
Tues - Day and evening
Fri - All day

Telephone:
Nurse: 871-7187
Physician: 871-7186

What Services Are Available?
- First aid attendant at City Centre Campus
- Nursing services and treatment
- Referrals to external services and practitioners
- Treatment of illness and injuries
- Counselling for stress, anxiety and depression
- Sick room
- Vision and blood pressure testing
- Birth control information, pregnancy tests and pregnancy counselling
- Sexually transmitted disease tests and treatment
- Nutrition and weight control counselling
- Birth control methods
- Health information in various languages for ESL students (at KEC)
- TB screening, and Hepatitis A and B vaccinations
- Diphtheria, tetanus, polio and influenza vaccinations
- Mump, measle and rubella (MMR) vaccinations

FIRST AID SERVICE HOURS (KING EDWARD CAMPUS AND CITY CENTRE)

First aid treatment is available when the campus is open. Contact the on-call First Aid Attendant at Emergency Local 4444.
First Aid Hours:
Mon-Fri 7:00 a.m.-10:00 p.m.
Sat 7:00 a.m.-3:00 p.m.

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 implementing the VCC Human Rights Policy #1.1.0.7. For further information and advice, please contact the Human Rights Coordinator at 871-7040 or 443-8310.

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 #1.1.0.7 for further information.

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

Program Offices:
Room 3060, King Edward Campus or
Room 113J, City Centre Campus
Telephone: 871-7220 or 871-7221 (for general enquiries)

This Student Services program provides individualized tutoring for students at VCC who have a documented learning disability and/or attention deficit disorder.
Students who have previously been diagnosed with a learning disability and/or attention deficit disorder should bring a copy of their Psych-Education assessment to the campus Special Needs Counsellor. Current students who feel that they might have a learning disability and/or attention deficit disorder should discuss their case with their instructor, so that the instructor can observe their classroom learning and, if appropriate, refer the student to the I.E.P.A.
After a student is accepted for the testing, a comprehensive Psych-Educational assessment is undertaken. For students who already have a recent Psych-Educational assessment, more testing may be necessary.
Students are accepted into the I.E.P.A. based on the results of their Psych-Educational assessment and are then eligible for specialized, individual tutoring. The twice- weekly tutoring sessions are conducted outside the student's regular classroom hours and are held in the I.E.P.A. department offices.

INTERNATIONAL EDUCATION

International students from Europe, Asia, Latin America and Africa take part in Vancouver Community College's international education program. Special programs designed exclusively for international students include English as a Second Language (ESL), College Preparatory English, Summer ESL and Recreation, ESL/Tourism and Customer Relations, ESL/Business and Office, Applied Design, and FirstYear University English. Qualified international students may also select from some of the offerings featured in this calendar as well as from the Continuing Education calendar which describes programs such as Teaching English as a Second Language. Please note that the application procedures, admission deadlines and visa requirements described herein do not apply to international students. For details on becoming an international student, contact:

Vancouver Community College
International Education
East Broadway
Box 24620, Station F
Vancouver, B.C.
CANADA V5N 5T9
Tel: (604) 871-7537
Fax: (604) 682-2857
E-Mail: intered@vcc.bc.ca
Website: http://www.cmysys.com/vcc/

THE LEARNING CENTRE

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 course work. 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, study skills and basic computer skills
- Small group workshops in English/ESL, study skills and resume writing
- 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)

Hours:
KEC
Mon-Thurs 9:00 a.m.-7:00 p.m.
Fri 9:00 a.m.-5:00 p.m.

City Centre
Mon-Thurs 10:00 a.m.-7:00 p.m.
Fri 10:00 a.m.-5:00 p.m.

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.

LIBRARY

Both Vancouver Community College campus Libraries provide collections of books, newspapers, magazines, pamphlets, slides, audio-cassettes, films, videos, online databases, web resources 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 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.

Services include:

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

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.

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.

Computer Catalogue
Try our easy-to use computer catalogue which lists all books, magazines and audio-visual materials at the VCC Library. You may also access varous other library catalogues and can do research on any topic by accessing the many periodicals indexes made available by the Electronic Library Network. You will find some full-text databases too! You may dial into the computer catalogue from your home computer using a modem.
Phone number: 443-8540
Duplex: Full
Parity: None
Data Bits: 1
Emulation: VT100
Baud Rate: Set for the highest speed of your modem
Once Connected: Press <enter> once or twice to receive a response from our computer. Follow the prompts.

Educational Technologies
Access to the World Wide Web is provided on computers equipped with the Netscape browser. This offers an exciting way to find relevant information from all over the world.

Several CD-ROM encyclopedias and databases are available, allowing you to search and print from popular reference sources.

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

Other Library Services include:
- 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

City Centre Library:
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 Library:
Reference and Information: 871-7326
Circulation: 871-7322/7323
Media: 871-7321
TTY/TDD(for the Deaf and Hard of Hearing): 871-7325

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.

NATIVE EDUCATION CENTRE

The Native Education Centre offers educational and training programs that respond to the expressed needs of adult Aboriginal people. It offers quality education and training within the context of cultural beliefs and values of Aboriginal peoples. The Board, administration, faculty and staff are committed to academic excellence in the Centre's programs and assists and supports its adult learners in achieving their career goals. The high standards are consistent with traditional and contemporary needs of Aboriginal peoples and nations.

The Centre offers culturally relevant and quality Adult Basic Education (ABE) from the Fundamental to Provincial levels. All of these courses have been accredited through VCC and articulated through the ABE Articulation Process of the Province of B.C. Ministry of Advanced Education, Training and Technology. The Centre offers a range of skills training certificate programs that transfer to either local colleges and/or university.

Native Education Centre programs have credit transfer agreements with the B.C. public post-secondary education system. Further information can be obtained by contacting each Program Coordinator.

The Native Education Centre is sponsored by the Urban Native Indian Education Society and has been affiliated with Vancouver Community College since 1987. The affiliation agreement provides accreditation of NEC programs, which are parallel to VCC programs.

Programs offered in 1999-2000:

- Native Adult Basic Education
- Early Childhood Education
- Family and Community Counselling Certificate
- Family and Community Counselling Diploma
- Drug and Alcohol Counsellor Diploma
- Native Criminal Justice Certificate
- Aboriginal Tourism Management Diploma
- Land Stewardship Management Certificate
- Office Administration Program Certificate

Location: 285 East 5th Avenue, Vancouver, B.C. V5T 1H2
Telephone: (604) 873-3761

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 year-round. Anyone parking in the economy parking lot located on the north side, or south side of 7th Avenue must purchase a ticket from the coin/credit card dispenser.
In addition, short-term coin-operated visitor parking is available on the north side of the receiving lot.
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.
KEC is also well-served by public transit. It is on a major bus route, and within walking distance of Skytrain.

STUDENT ASSOCIATIONS

The City Centre Campus (CCSA) and King Edward Campus (KESA) Student Associations represent 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 council and classroom representatives, the Student 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 Student 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

For more detailed information on services and activities specific to each campus please call your Student Association at either 443-8467 or 871-7336.

VANCOUVER COMMUNITY COLLEGE ALUMNI ASSOCIATION

Stay in touch with classmates and instructors through the VCC Alumni Association. The role of the association is to develop and maintain a network for the benefit of graduates, current students and the College itself. The Alumni help raise the profile of VCC and its programs in the community and build an increased sense of pride in the College.

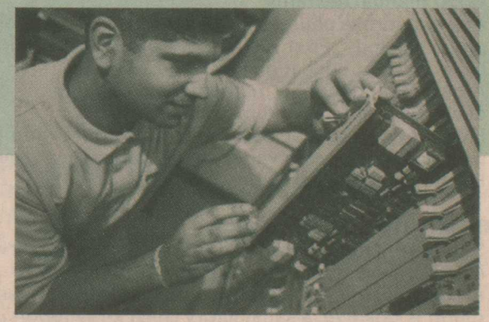
Students benefit directly through the bursaries and scholarships made available from fundraising activities of the Association. Continuing Education courses and services such as Library access are available at discounted rates to members of the VCC Alumni Association.

For more information and to register with the Alumni Association please call 871-7143.

VANCOUVER COMMUNITY COLLEGE EDUCATIONAL FOUNDATION

The Vancouver Community College Educational Foundation is a charitable organization registered under the Society Act. It was incorporated in 1983 to encourage financial support for students and programs at the College. To date the Foundation has raised $6 million to provide scholarships and awards to students who meet the required criteria, and bursaries to students in financial need. In addition, money is raised for major equipment purchases not covered by government funding. The Educational Foundation attracts support from individuals, corporations, foundations and service groups. 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.



www.vcc.bc.ca

All course/program information including course/program content, length, prerequisites, start/end dates, fees, postponement and/or cancellation is subject to change without notice .

access to practical nursing (part-time)

offered at City Centre Campus

Program Length: Two days a week for 28 weeks, plus a three week full-time practicum
Status: PROGRAM UNDER REVIEW

Admission Requirements

NOTE: PROGRAM CONTENT AND ADMISSION REQUIREMENTS ARE CURRENTLY UNDER REVIEW

- Grade 12 Diploma or acceptable equivalent with Biology 12 with a C Grade
- A current CPR Certificate (Basic Life Support C)
- Successful completion of a language and math assessment approved by the City Centre Campus
- Completion of a City Centre Health Questionnaire, and proof of a negative TB skin test. In case of a positive TB skin test, a negative TB chest x-ray is required.
- Acceptable RCA or HSA/RCA Certificate
- Six months work experience as Resident Care Attendant the past two years (confirmed by employer's letter)
- Criminal Record Search that reveals the absence of a relevant criminal record

Recommended Characteristics

- A caring attitude
- A sincere interest in people of all ages who require all levels of care. (This includes individuals who are: mentally or physically disabled, experiencing life threatening situations, confused or requiring rehabilitation.)
- Good command of oral and written English
- Good manual dexterity
- Any supportive courses in human biology, psychology, sociology, First Aid or previous related work experience or education would be an asset
- A basic foundation in mathematical calculations of decimals, fractions and metric conversions
- Flexibility to adjust early morning and evening practicum shifts, to a variety of clinical settings and locations within the Lower Mainland

Health Requirements

- 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.)

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

Level 1
Course 1602 Human Anatomy and Physiology
Course 7588 Health A
Course 7587 Foundations
Course 7588 Healing A
Course 7589 Human Relationships A
Course 7590 Nursing Arts A
Course 7591 Practicum A

Fees and Additional Costs

TBA

accounting

offered at City Centre Campus

Starting: January, May, September
Program Length: Twelve Months
Certification: Certificate

Admission Requirements

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

Recommended Characteristics

- Personal hygiene, grooming and appearance acceptable to a business office
- Good finger and hand dexterity for operating office equipment and machines
- Command of oral and written English
- Ability to understand and follow oral and written instruction
- Numerical aptitude

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, spreadsheet 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.

Career Prospects

Graduates of this program may find employment in a variety of accounting positions in industry, government and service organizations.

Graduates who wish to continue their studies to become professional accountants may go on to take the Accounting Diploma program at City Centre. Others may receive transfer credits for some of these courses from C.A., C.G.A., C.M.A. and other educational institutes (e.g. Douglas College, Open Learning Agency and University College of the Fraser Valley).

Program Topic

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

- Understand the concepts of data processing and the use of a microcomputer with integrated accounting, word processing and spreadsheet software
- Understand and apply the principles of business law
- Enhance human relations skills
- Understand and apply the principles of accounting for proprietorships, partnerships and corporations.
- Understand the principles and concepts of financial statement analysis, manufacturing accounting and departmental accounting
- Understand federal and provincial legislation in recording and preparing manual and computerized payrolls

Program Content

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

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

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $69.60
Graduation Fee: $5.00
Textbooks and supplies: $650.00 (approximately)

accounting (ESL)

offered at City Centre Campus

Starting: January
Program Length: Sixteen months
Certification: Certificate

Admission Requirements

- Grade 12 Diploma or equivalent and keyboarding skills
- Minimum language proficiency is an Upper Advanced placement as set by the English Language Assessment from the King Edward Campus Assessment Department

Recommended Characteristics

- Personal hygiene, grooming and appearance acceptable to a business office
- Good finger and hand dexterity for operating office equipment and machines
- Command of oral and written English
- Ability to understand and follow oral and written instruction
- Numerical aptitude

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, spreadsheet 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 Topic

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

- Understand the concepts of data processing and the use of a microcomputer with integrated accounting, word processing and spreadsheet software
- Understand and apply the principles of business law
- Enhance human relations skills
- Understand and apply the principles of accounting for proprietorships, partnerships and corporations
- Understand the principles and concepts of financial statement analysis, manufacturing accounting and departmental accounting
- Understand federal and provincial legislation in recording and preparing manual and computerized payrolls.

Program Content

Term 1
Course 7556 Bookkeeping - Introduction to Accounting 2
Course 7554 Communication 2
Course 7442 Introduction to Personal Computer Operating Systems
Course 1878 Business Mathematics
Course 8074 Bookkeeping - Introduction to Accounting 1
Course 1909 Accounting Computer Applications 1

Term 2
Course 2950 Word Processing Applications 1
Course 1561 Payroll and Payroll Legislation
Course 1804 Database Applications
Course 7224 Human Relations
Course 1499 Introduction to Word Processing
Course 1877 Introduction to Spreadsheet Management

Term 3
Course 2739 Accounting Computer Applications 2
Course 7358 General Business Law
Course 9030 Fundamental Accounting Principles

Term 4
Course 3295 Fundamental Accounting Principles 2
Course 8086 Communications 3
Course 3686 Accounting Computer Applications 3
Course 3687 Practicum
Course 3688 Accounting Computer Applications 4
Course 8125 English for Accounting

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $2512.00 (16 months)
Student Society Fee: $92.80
Graduation Fee: $5.00
Textbooks and supplies: $650.00 (approximately)

administrative office assistant

offered at City Centre Campus

Starting: January, May, September
Program Length: Eight months
Certification: Certificate

Admission Requirements

- Grade 12 Diploma or equivalent educational and/or work experience
- Successful completion of a keyboarding skills course (25 wpm minimum)

Recommended Characteristics

- Personal hygiene, grooming and appearance acceptable to a business office
- Good command of oral and written English
- Good finger-hand dexterity for operating office equipment and machines
- Ability to understand and follow oral and written instructions

Program Overview

Students acquire the skills and knowledge to use effective oral and written communication techniques, to demonstrate time management techniques determining work priorities to create, revise, transcribe and process business documents using computers. Students will use word processing, spreadsheets and graphics software to perform the full range of secretarial assignments to the standards demanded in an office. In the first semester, the major portion of class time is devoted to practical skills training, with an emphasis on building human relations and business communication skills. The second semester expands hands-on practical skills training with emphasis on advanced secretarial applications on computers and machine transcribers. Students are required to work both in teams and on an individual basis. Theory is presented by means of lectures, demonstrations, videos, and field trips as the subject requires. Program time is set aside for work experience where the student will be placed in a challenging work environment requiring application of the skills learned in the program.

Career Prospects

New technology is changing the role of an administrative office assistant in today's office. Graduates of this program may choose careers requiring not only traditional secretarial skills, but also the ability to use the latest advances in office technology. The scope of job opportunities for administrative assistants is vast and growing—all organizations require skilled support. Employment may be found in industry and the fields of manufacturing, finance, insurance, real estate, transportation, government agencies and service organizations.

Program Content

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

Options
Course 2770 Electronic Transcription 1
Course 2771 Electronic Transcription 2

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1256.00

Student Society Fee: $46.40
Graduation Fee: $5.00
Textbooks and supplies: $500.00 (approximately)

adult basic education (ABE) intermediate program for youth

offered at King Edward Campus

Program Length: Self-paced
Certification: Statement of Completion or ABE Intermediate Certificate

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.

Application Procedure

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

Program Overview

The ABE Intermediate Program for Youth offers a Grade 10 equivalency for youth in an informal, off-campus setting—the Kiwassa Neighbourhood House. The program prepares students for Grade 11 in the college or the public school system, entry into a career program or employment.

The ABE Intermediate Program for Youth offers individualized and self-paced instruction in English, Mathematics, Science and Social Science.

The learning environment is structured to the needs of young adults.

Program Content

Courses
Course 041/051 English
Course 051 Social Science
Course 050/051 Math (Math 10)
Course 051 General Science (Science 10)

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: free
Student Society Fee: $5.50 per month
Some textbooks and instructional materials are provided.

Additional Information

For further information, contact the KEC Counselling Resource Centre at 871-7500 or phone 254-5401 and ask for Russell Porter or Kim Adams.

adult special education (ASE)

Program Overview

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 Student Services Assistant 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)

For more detailed information on this program see page 40.
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.
10 months - certificate - starts Sept (CC) 443-8451
Prerequisites
- Interviews with Student Services Assistant for Student with Disabilities and program staff
- difficulty with learning
- comfortable in an alternative learning environment for students with disabilities

Food Service Careers (Full-time)

For more detailed information on this program see page 70.
After initial assessments and completion of core courses, students are integrated into the food service industry in the area of kitchen preparation, bussing and dishwashing areas.
10 months - certificate - starts late Aug (CC) 443-8451
Prerequisites
- Interview with the Student Service Assistant for Students with Disabilities
- Successful interview with two members of the Community and Career Education Department (including a hands-on assessment). Applicants may be asked to sign a release of information for any reports that will support their application to the program
- Diagnosis or history that identifies a difficulty with learning
- Previous career exploration that supports training in the food service industry
- Grade 5 reading and writing

Office Core Skills (Full-time)

For more detailed information on this program see page 89.

Provides training and work experience for entry level employment as junior clerical workers.
10 months - certificate - starts Sept (CC) 443-8451
Prerequisites:

- Interviews with Student Services Assistant 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)

For more detailed information on this program see page 94.

Specific skill training for employment in grocery and produce departments is introduced in the classroom and then practiced on work experiences in actual food stores in the community.
10 months - certificate - starts Sept (CC) 443-8451
Prerequisites

- Interviews with Student Service Assistant 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
- adequate stamina to work in a physically demanding job
- willingness to do evening and shift work
- ability to work with the public

Community and Career Education Courses (Part-time)

For more detailed information on this program see page 45.

Courses in:

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

Length of courses: three to ten, 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 Student Services Assistant for Students with Disabilities

Please note that some courses also require an instructor's assessment.

adult upgrading and high school completion

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
- 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 a.m. and Wednesdays 6:00 p.m. or call the telephone number for desired course/program listed below.

Grades 1 - 8 Basic Education (KEC)

For more detailed information on this program see page 37.

- 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)

For more detailed information on this program see page 41.

- 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, PharmacyTechnical Assistant, Electronics and Health Care Worker

Grades 9-12 Classroom-based Instruction (KEC)

College Foundations

For more detailed information on this program see page 42.

- 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 four months (one term) or in eight months (two terms). Terms start Jan, May, July, Sept. Drop-in registration begins two 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

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

Tuition is free

Additional Information

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 Registrar's Office
- 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

asian culinary arts - cook training - chinese cuisine

offered at City Centre Campus

Starting: April, September
Program Length: Six months
Certification: Certificate

Recommended Characteristics

- Good hand-eye coordination
- A standard of personal hygiene, grooming and appearance compatible with employment in a public food industry
- Physical condition and stamina to meet the demands of the food service industry

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.

Please note: this is a bilingual program, taught in both English and Cantonese.

Career Prospects
Graduates will be qualified to obtain employment as cooks in restaurants specializing in Chinese cuisine.

Program Content
Level 1
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 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
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
Course 2519 Boil, Braise and Steam (Advanced)

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $942.00
Student Society Fee: $33.60
Graduation Fee: $5.00
Supplies: $150.00 (approximately)

automotive collision repair technician
offered at King Edward Campus

Starting: January, May, September
Program Length: Eight months
Certification: Certificate

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. To make an appointment for this assessment, obtain a referral form from the Registrar's Office. 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, and features modern equipment and techniques. Graduates receive an industry-respected certificate.

On completion of this program graduates can obtain an apprenticeship to complete the Trade Qualification (this program is accredited for apprenticeship).

Program Description
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 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
Application Fee: $15.00
Tuition Fee: $1256.00
Student Society Fee: $44.00
Graduation Fee: $5.00

In addition to regular tuition fees, students are required to pay:
Material fee $20.00 per month
Tool and coverall deposit $50.00
Textbook: $85.00 (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 $150.00, depending on quality and student preference.

automotive glass technician
offered at King Edward Campus

Starting: contact Admissions at King Edward Campus
Program Length: Four months
Certification: Certificate

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 Registrar's Office. 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 Description
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
Application Fee: $15.00
Tuition Fee: $628.00
Student Society Fee: $22.00
Graduation Fee: $5.00

In addition to regular tuition fee, students are required to pay:
Tool and coverall deposit $50.00
Textbook $50.00 (approximately)

The supplies required for this program:
- WCB approved boots
- Gloves
- Pocket knife
- Putty knife
- Charcoal respirator mask

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

automotive painting (ESL)

offered at King Edward Campus

Starting: Contact Admissions at King Edward
Program Length: Six months
Certification: Certificate

Admission Requirement

- Completion of Upper Intermediate Level English

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 Registrar's Office. Appointments must be made in person.

Program Overview

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $942.00
Student Society Fee: $33.00
Graduation Fee: $5.00
Tool and coverall deposit $50.00

automotive painting and refinishing technician

offered at King Edward Campus

Starting: January, May, September
Program Length: Four months
Certification: Certificate

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 Registrar's Office. Appointments must be made in person.

Program Overview

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

Program Topic

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
- Predelivery

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $628.00
Student Society Fee: $22.00
Graduation Fee: $5.00

In addition to regular tuition fees, students are required to pay:
Material fee $20.00 per month
Tool and coverall deposit $50.00
Textbook $85.00 (approximately)

The supplies required for this program:
- WCB approved boots
- Gloves
- Pocket knife
- Putty knife
- Charcoal respirator mask

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

automotive technician

offered at King Edward Campus

Starting: January, April, September
Program Length: Twelve months
Certification: Certificate

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 Registrar's Office. 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 Description

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 and brake system
- Describe the concepts and the methods of trouble-shooting; select and apply appropriate, logical trouble-shooting 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 co-operation with others, all within prescribed time limits.
A group instruction approach is used to prepare students to complete the program. Students learn through lectures and demonstrations, class interaction, audio-visual presentations and some individualized learning units. Students work either individually or in teams or small groups. They must work co-operatively, efficiently, safely and responsibly in workshop environments. Practical work is performed in the fully-equipped automotive shop.

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

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $66.00
Graduation Fee: $5.00

In addition to regular tuition fees, students are required to pay:
Material fee $20.00 per month
Coverall deposit $25.00 (refundable)
Textbooks $175.00 (approximately)
WCB approved work boots ($100.00) and WCB approved safety glasses ($25.00) or WCB approved prescription glasses
Students are required to provide their own set of basic hand tools

bachelor of education degree (adult education route)

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

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

Component 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 arts
offered at City Centre Campus

Starting: January, April, September
Program Length: 10 months
Certification: Certificate

Admission Requirement
- Grade 10 or equivalent

Recommended Characteristics
- Physical condition and stamina to meet the demands of the baking industry
- Good hand-eye coordination
- Oral and written English sufficient for effective communication
- Artistic ability an asset
- Previous experience in the food industry an asset

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, including bread and yeast dough products, puff pastry, pies, tarts, cookies, cake baking, decorating, French pastries, and chocolate.

Career Prospects
Students in the Baking and Pastry Program are trained to obtain entry level positions as baking apprentices or assistants in retail bakeries, supermarkets, department stores, hotels, camps and catering facilities.

Program Content
Level 1
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 - Food Safe Level I
Course 7457 Breads
Course 7458 Oven 1

Level 2
Course 3792 Puff Pastry
Course 3793 Cakes
Course 2014 Theory of Baking and Demonstration 2
Course 3794 Pies, Savoury Products and Quick Breads
Course 3795 Tarts, Cookies and Squares
Course 7595 Oven 2

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

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1570.00
Student Society Fee: $58.00
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $60.00
Textbooks and supplies: $100.00 (approximately)

baking and pastry arts - part-time courses
offered at City Centre Campus

Starting: January, September
Program Length: 10 sessions per course
Certification: credits could be used towards the Baking and Pastry Arts Certificate

Program Overview
The Baking and Pastry Arts department offers part-time courses for general interest to all students. College credits for these courses could be used towards the Certificate in Baking and Pastry Arts. **Please note: students cannot obtain a certificate through part-time studies only.**

Program Content
Level 1
Course 1753 Assorted Breads
Course 1754 Assorted Hard Rolls and Sweet Yeast Dough Products
Course 3489 Cake Baking
Course 3268 Cake Decorating
Course 3491 Chocolate Work
Course 3492 Marzipan Work
Course 7128 Wedding Cake Decorating
Course 3491 Chocolate Making
Course 3794 General Baking
Course 2619 General Baking
Course 7130 Sugar Crafting

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: courses range from $65.27 to $122.77
Uniform Fee: $60.00
Laundry Fee: $60.00
Some courses may require textbooks

baking and pastry arts - upgrade
offered at City Centre Campus

Starting: Continuously
Program Length: One to four months of full-time studies depending on specialty selected
Certification: None

Admission Requirements
- One year baking and/or cooking experience or formal training

Recommended Characteristics
- Good physical condition and stamina
- Good hand-eye coordination
- Oral and written English sufficient for effective communication
- Artistic ability an asset

Program Overview
This program is designed to upgrade the student who has spent at least one year in the baking or cooking field. Each level deals with the practical methods and theoretical background of a particular specialty. Bread, pastry, cake and decorating crafts are covered.

The program is organized into four specialized levels, and students may enrol for any or all of the levels according to their needs. Each of the first two levels is four weeks in length, and Level Three is seven weeks in length.

Level Four is a Trades Qualification (TQ) course which allows individuals currently employed in the bakery industry and who have at least four years practical baking experience (8,000 approved hours) to upgrade and prepare themselves to write the examination leading to the baking trade certificate issued by the B.C. Ministry of Advanced Education and Technical Training.

Courses consist primarily of practical learning in City Centre's modern baking facilities, where conditions are similar to those found in industry. Classroom theory and formal demonstrations prepare students for the program's practical assignments.

Career Prospects
Graduates may obtain employment as baker's helpers, baking apprentices or bakers in retail bakeries, supermarkets, department stores, hotels and camps.

Program Content
Level 1
Course 1753 Assorted Breads
Course 1754 Assorted Hard Rolls and Sweet Yeast Dough Products

Level 2
Course 2618 Pies, Tarts, Cookies and Savoury Products
Course 2298 Puff Pastry and General Baking

Level 3
Course 3489 Cake Baking
Course 3268 Cake Decorating
Course 3490 French Pastries
Course 3491 Chocolate Work
Course 3492 Marzipan Work

Level 4
Course 4184 TQ for Baking Certificate

Fees and Additional Costs
Application Fee: $15.00
Uniform Fee: $60.00
Laundry Fee: $60.00
Textbooks: $60.00
Tools: $25.00

baking and pastry arts (ESL)
offered at City Centre Campus

Starting: Contact Admissions
Program Length: 10 months (under review)
Certification: Certificate
Status: Program courses and length under review

Admission Requirements
Completion of Lower Intermediate English (KEC standard). Determination of English ability may involve an assessment and/or interview

Recommended Characteristics
- Physical condition and stamina to meet the demands of the baking industry
- Good hand-eye coordination
- Artistic ability an asset

Program Overview
This program is designed to prepare graduates to perform the duties of a baking assistant. Students will learn sanitation and hygiene, the use and basic maintenance of bakery machines, the ability to scale accurately and how to 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 2899 Practicum and Job Search Skills

Level 3
Course 3007 Theory of Baking and Demonstration 3
Course 4350 Birthday and Special Occasion Cakes
Course 4351 Wedding Cakes
Course 4353 Chocolates
Course 4354 Cake Baking
Course 4352 French Pastries
Course 4349 Dessert Cakes
Course 2857 English for Baking and Pastry Arts

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1570.00
Student Society Fee: $58.00
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $60.00
Textbooks and supplies: $60.00 (approximately)

baking and pastry arts apprentice
offered at City Centre Campus

Program Length: Three one-month training sessions over a three year period
Certification: Contact Industry Training Apprenticeship Commission—Interprovincial Exam

Admission Requirements
- Referral from the Apprenticeship Branch
- Students who have obtained the Baking and Pastry Arts Certificate at VCC can challenge the first years exam of the Baking and Pastry Arts Apprenticeship program

Recommended Characteristics
- Physical condition to meet the demands of the baking industry
- Good hand-eye coordination
- Oral and written English sufficient for effective communication
- Artistic ability is desirable

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.

Fees and Additional Costs
Student Society Fee: $5.80
Uniform Fee: $60.00
Laundry Fee: $60.00
Textbooks and supplies: $60

basic education - adult basic education fundamental certificate program
offered at King Edward Campus

Starting: January, May, July, September and continuous intake
Program Length: Semester based and continuous intake
Certification: Certificate

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

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.

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.

Phone 871-7369

Program Description
HOURS (seminars are included in these hours)

Day Classes: Monday-Thursday
English - 18 hours per week
Mathematics - Six hours per week

Evening Classes - Monday-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.

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: free
Student Society Fee: $2.00 to $3.75 per month

Additional Information
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
Tuesday, Wednesday, Thursday 10 hours per week, afternoon and evening

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

Starting: January, April, September
Program Length: Four months - 480 hours (30 hours a week for 16 weeks)
Certification: Statement of Completion

Admission Requirements
- 19 years of age or older
- attendance at a BEST Program information session
- participation in a pre-group interview with an instructor
- ESL - advanced level

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.

Application Procedure
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.

Program Overview
The BEST Program is an individualized, re-entry Adult Basic Education Program designed to assist participants in developing a realistic career plan while upgrading their academic and employable skills to a point where each student is ready for suitable employment or for entry into further educational or training programs.

Phone 871-7369

Program Description
• lecture/group interaction /presentations	257 hours
• self paced/research	95 hours
• computer	72 hours
• work study	30 hours
• assessment (academic)	18 hours
• speakers	8 hours

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: free
Student Society Fee: $16.50
Assessment fee: $45

building service worker
offered at City Centre Campus

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

Admission Requirements
- Grade 10 or equivalent

Recommended Characteristics
- Ability to operate and control machinery
- Ability to plan and implement a procedural work schedule
- Meet the required standard of personal hygiene and sanitation of the Department of Health, and the Workers' Compensation Board of B.C.

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.

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.

Program Content
Level 1
Course 1725 Light Housekeeping, Equipment and Supplies
Course 1726 Light Housekeeping (Practical)

Level 2
Course 7341 Hospital Cleaning Procedures
Course 2604 General Housekeeping
Course 7342 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 3852 Carpet Construction and Terminology
Course 3853 Carpet Cleaning, Equipment and Supplies

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $471.00
Student Society Fee: $17.40
Graduation Fee: $5.00
WCB Level One First Aid: $70.00
Supplies: $20.00 (approximately)

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

building service worker (ESL)
offered at City Centre Campus

Starting: February
Program Length: Five months
Certification: Certificate

Admission Requirements
- Completion of Lower Intermediate English

Recommended Characteristics
- Ability to operate and control machinery
- Ability to plan and implement a procedural work schedule
- Meet the required standard of personal hygiene and sanitation of the Department of Health, and the Workers' Compensation Board of B.C.

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

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.

Program Content
Level 1
Course 1725 Light Housekeeping, Equipment and Supplies
Course 1726 Light Housekeeping (Practical)

Level 2
Course 7341 Hospital Cleaning Procedures
Course 2604 General Housekeeping
Course 7342 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 3852 Carpet Construction and Terminology
Course 3853 Carpet Cleaning, Equipment and Supplies
Course 8124 English for Building Service Worker

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $785.00
Student Society Fee: $29.00
Graduation Fee: $5.00
WCB Level One First Aid: $70.00
Supplies: $20.00 (approximately)

building service worker (extended)
offered at City Centre Campus

Starting: Twice yearly
Program Length: Six months
Certification: Certificate

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

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 2607 Work Experience in Industry I
Course 2608 Review and Assessment
Course 2606 General Housekeeping

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

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $474.00
Student Society Fee: $34.80
Graduation Fee: $5.00
$100 for supplies and fees over and above tuition fees

business education preparation
offered at City Centre Campus

Starting: Quarterly
Program Length: Three months
Certification: Certificate

Admission Requirements
- Grade 10 or equivalent

Recommended Characteristics
- Clean, presentable appearance
- Good finger and hand dexterity for handling office equipment and machines
- Knowledge of basic mathematics
- Knowledge of oral and written English
- Ability to understand and follow oral and written instructions
- Desire and willingness to learn

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

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.

Program Content
Level 1
Course 1957 Business Communications 1
Course 1630 Business Math and Machines
Course 1631 Recordkeeping
Course 1958 Introductory Keyboarding
Course 3393 Computer Literacy

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: free
Student Society Fee: $17.40
Graduation Fee: $5.00
Textbooks and supplies: $120.00 (approximately)

career awareness (ASE)

offered at City Centre Campus

Starting: September
Program Length: 10 months
Certification: Certificate

Admission Requirements

- Interview with the Student Service Assistant for Students with Disabilities (SSASD) 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

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.

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.

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 I
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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: free
Student Society Fee: $58.00
Graduation Fee: $5.00

caring for persons with dementia (part-time)

offered at City Centre Campus

Starting: Usually two classes per year, February and September
Program Length: 120 hours (two three-hour evenings per week for 15 weeks followed by one week of clinical practice)
Certification: Certificate

Admission Requirements

- A member of the health care team
- At least six months (300 hours) work experience in an intermediate or extended care facility, adult day centre or home support/care agency as validated by an employer
- Completion of a City Centre Health Questionnaire, and proof of a negative TB skin test. In case of a positive TB skin test, a negative TB chest x-ray is required
- Proof of all up-to-date immunizations (polio, tetanus, and diphtheria). It is also recommended that there be immunization against Hepatitis B

NOTE: You MUST attach supporting documents to your application.

Recommended Characteristics

- Effective command of oral and written English
- A caring attitude
- Ability to work under close direction and to act with initiative as a member of the health care team
- High standard of personal hygiene and grooming
- Physical stamina
- Patience and perseverance

Health Requirements

- Completion of a VCC health questionnaire, and a negative TB skin test. (In case of a positive TB skin test, a negative TB chest x-ray report is required.)
- Proof of all up-to-date immunizations (polio, tetanus, and diphtheria). It is also recommended that there be immunization against Hepatitis B

Program Overview

This program is designed for members of the health care team working in continuing care (e.g. RN's, care aides, housekeeping or dietary staff, activity staff, etc.) who are involved in the care of elderly people with behavioural problems. The focus is on caring for, management and communicating with persons who have Alzheimer's disease, but also discusses Organic Brain Syndrome, Schizophrenia, Trauma and Depression. Theory and practice are consolidated with a supervised practicum in a Continuing Care setting.

Career Prospects

This course will assist all individuals seeking employment in the area of continuing care. It is appropriate for caregivers as well as supporting members of the health team who are working with clients/residents with dementia.

Program Content

Level 1
Course 7557 Dementia: Its Causes and Diagnosis
Course 7558 Meeting the Physical Needs of Persons with Dementia
Course 7559 Meeting the Social, Emotional and Spiritual Needs of Persons with Dementia
Course 7560 Dementia Care Clinical

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $39.25 per credit hour
Student Society Fee: $7.77
Textbooks and supplies: $50.00 (approximately)

college and career access

offered at King Edward, City Centre Campus

Starting: continuous
Program Length: varies
Certification: Intermediate or Advanced Certificate or Provincial Grade 12 Diploma

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.

Program Overview

CCA provides flexible opportunities for students to upgrade skills and knowledge at the Grade 9 to 12 levels in English, Mathematics, Science and Social Science. Full-time and part-time instruction is offered in one to four month terms. Guided by an instructor, students work at their own speed and have access to individualized instruction, workshops, seminars, field trips and group discussions. Programs are personalized for learners based on their entry skills, personal or career goals and time available for learning.
All courses in CCA follow a flexible study schedule with one on one instruction and student control over the pace of the program.

Students attend CCA in order to:

- Take credits courses at a Grade 10, 11, or 12
- Prepare for exams such as GED, LPI or CAAT
- Earn prerequisites for other institutions (e.g. BCIT, Langara, Kwantlen, etc)
- Prepare for entry to other VCC courses (e.g. Pharmacy Technician, Practical Nursing, Electronics)

SCHEDULE
King Edward Campus

- Instruction is available throughout the year; students can start at any time.
- Monday through Thursday: 9:00 a.m.-3:30 p.m., evenings 6:00 p.m.-9:00 p.m.
- Friday: 9:00 a.m.-2:30 p.m.
- Hours may change during July and August

City Centre Campus

- Monday through Thursday: 9:00 a.m.-5:00 p.m.
- Friday: 9:00 a.m.-12:00 noon

Vancouver East Community Skill Connection

- Monday through Thursday: 1:00 p.m.-3:30 p.m.

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 continue where they left off.

Program Description

ENGLISH
Areas of study: Reading, Research and Reference, Academic Writing, Applied Writing, Grammar, Spelling, Oral Skills, Study Skills, Vocabulary, Critical Thinking and Media Literacy.
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.
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.

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. Individualized courses that cover topics of interest to a particular student may be developed to address weaknesses or prepare students to enter specific programs.

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.

SOCIAL SCIENCES
The Social Science Department offers Intermediate Social Studies (Grade 9-10) as a self-paced credit course. Other courses may be available upon request. The Social Science Department will design personalized skills courses in the field of Social Sciences to help students meet their academic and personal needs.

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, (KEC) 871-7366 or (CC) 443-8644.
Prerequisite: College Assessments in Reading, Writing and Mathematics may be required.

Program Content

For more detailed course information see pages 113-114.

English courses

Course 041/051	English
Course 061/071	English
Course 081/091	English
Course 081/091	Women's Literature
Course 057	Reading and Study Skills
Course 077	Reading and Study Skills
Course 097	Reading and Study Skills
Course 057	Writing Skills
Course 077	Writing Skills
Course 097	Writing Skills
Course 077	Spelling

Math Courses

Course 050/051	Math (Math 10)
Course 052/053	Math (Business and Consumer Math 10)
Course 061/071	Math (Math 11)
Course 062/072	Math (Business and Consumer Math 11)
Course 063/073	Math (Technical Math 11)
Course 083/093	Math (Math 12)
Course GED Preparation - Math	

Science Courses

Course 051	General Science (Science 10)
Course 061/071	Biology (Biology 11)
Course 061/071	Physics (Physics 11)
Course 061/071	General Science (General Science 11)
Course GED Preparation - Science	

Social Sciences Courses

Course 051	Social Science
Course 057	Social Sciences
Course 081/091	Canadian Viewpoints

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: free
Student Society Fee: $3.75 to $5.50 per month
Some textbooks and instructional materials are provided. Students should check with their instructors before purchasing textbooks.
Assessments may be required prior to registration, fees vary.

Additional Information

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

offered at King Edward Campus

Starting: January, May, September
Program Length: Four months

Admission Requirements

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.

Program Overview

This program is offered through four departments:
- Business and Computer Studies
- Humanities (English and Social Sciences)
- Mathematics
- Science

For detailed course information see pages 114-120.

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.

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.

The **BUSINESS AND COMPUTER STUDIES** department offers courses in Accounting, Computer Keyboarding, Computer Studies, Computer Science, Finance, Law, Data and Word Processing (see pages 114-116). Not all courses 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.
Business and Computer courses offered:

Accounting	062, 072
Applied Accounting	082
Computer Keyboarding	042, 062
Computer Studies	043, 063
Computer Science	083, 093
Data Processing	083, 084
Desktop Publishing	093
Finance	092
Law	082, 092
Word Processing	072, 082

For detailed course information see pages 114-116.

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 programs. Courses offered are Economics, English, Psychology, Reading and Study Skills and Writing Skills.
*If English is your second language and you have not attended academic courses in Canada for a minimum of three years, please refer to English Language Skills or College Prep English programs.
Humanities courses offered:

Economics	094, 095
English	041,051,061,071,081,091,096
Writing Skills	077, 097
Writing Skills for the Workplace	078
Psychology	081, 091
Geography	094, 095, 098
History	094, 095, 098

For detailed course information see pages 116-118.

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.
Mathematics courses offered:

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

For detailed course information see pages 118-119.

The **SCIENCE** Department offers secondary school level courses in biology, chemistry, and physics. Our goals are to satisfy academic requirements, to foster scientific thinking and to encourage an appreciation of the natural world. Emphasis is placed on problem solving and on using logical thinking skills. Students learn through lectures, laboratory sessions, classroom discussions and field trips. ESL students must have completed the ESL Advanced Level Chemistry and Physics, and the English 059 Level for Biology.
Science courses offered:

Biology	061, 071, 083, 093
Chemistry	061, 071, 083, 093
Physics	061, 071, 083, 093

For detailed course information see pages 119-120.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: free
Student Society Fee: $2.00 to $5.50 per month

Additional Information

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.

college preparatory english (CPE)

offered at King Edward Campus

Starting: January, May, September
Certification: Certificate

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 Language 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 beginning in January, May and September.

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. Completion of the CPE credit program has been provincially articulated to be the equivalent of Grade 11 Social Studies and Grade 12 English. This combined credit is based upon the six single skills that make up English 098 and English 099.

Program Description

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 and Oral Skills 067
English 098: Writing 085, Reading 0986 and Oral Skills 087
English 099: Writing 095, Reading 096 and 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 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.

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, and for those who are interested in upgrading one or more skills but do not need credit. One or two single skills may be undertaken each term.

3. UNIVERSITY TRANSFER CREDIT COURSES
University-level English courses with an ESL adjunct component are offered at King Edward Campus. The entrance requirements and credit obtainable are the same as for similar first year English courses in other institutions. These courses are fully articulated with UBC, Simon Fraser University and the University of Victoria. Each of the two levels is worth three credits.

These innovative courses provide the second language learner with an alternative way of obtaining university credit: additional ESL support and practice accompany the regular first year content. At present these courses are being offered on a fast track: each level is an eight week intensive course which meets four days a week for four hours a day, making it possible for students who are determined to really focus on their English to earn six credits in four months.

English 101 begins in January, May and September and English 102 begins in March, July and November. For further information, please call the CPE office at 871-7258.

Program Content

For detailed course information see pages 121-122.

CPE 059
Course 065 Writing
Course 066 Reading
Course 067 Oral Skills

CPE 098
Course 085 Writing
Course 086 Reading
Course 087 Oral Skills

CPE 099
Course 095 Writing
Course 096 Reading
Course 097 Canadian Studies

Other courses
Course 055 Writing
Course TOEFL and TWE Preparation
Pronunciation and Communication Skills
Grammar and Meaning
Course 101 English
Course 102 English

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $116.00 to $580.00 per term
Student Society Fee: $8.00 to $22.00 per term

Additional Information

International Students:
International students are served in special sections of our credit courses.
Some classes (e.g. Pronunciation and Communication Skills, Writing and Editing) are offered in the two month mini-terms beginning March, July and November.

For more information, please call the CPE Department at 871-7258.

community and career education (ASE) - part-time courses

offered at City Centre Campus

Admission Requirements

- Interview with an instructor and the Student Services Assistant 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 prevocational skills that would enhance entry into further education or employment.
There are several part-time courses available. Students may enrol in more than one course at a time.

Program Description

Part-time Community and Career Education Courses

- 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 (10 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. Audiovisual materials are used extensively. Students are also involved in role plays, demonstrations, hands-on experience, group discussions and field trips.

Three to ten months depending on course(s) selected—start times vary (CC) 443-8451

Program Content

Courses
Course 0118 Reading and Writing for Everyday Use - Level 1
Course 0092 You and Your Community
Course 0101 Knowing Yourself: You and Your Relationships
Course 0043 Introduction to Microcomputers
Course 0080 Managing Your Money
Course 0119 Reading and Writing for Everyday Use - Level 2

Tuition free

computer applications support specialist

offered at City Centre Campus

Starting: January, April, August
Program Length: Twelve months
Certification: Certificate

Admission Requirements

- Grade 12 Diploma or equivalent (keyboarding skills recommended)

Recommended Characteristics

- 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 gain a thorough understanding of popular spreadsheet, word processing, database, data communication, network user and troubleshooting microcomputer software. User applications will be programmed in Visual Basic, Access and an Internet language. Students will cover supporting theory in accounting, systems analysis, network support, microcomputer configuring and maintenance, user training, office support, and hardware maintenance.

Career Prospects

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

Program Content

Term 1
Course 1499 Introduction to Word Processing
Course 1877 Introduction to Spreadsheet Management
Course 3804 Introduction to Computers
Course 7442 Introduction to Personal Computer Operating Systems
Course 9030 Fundamental Accounting Principles
Course 7632 Introduction to Networking

Term 2
Course 2727 Advanced Business Applications
Course 3782 Systems Analysis
Course 3805 Productivity Enhancements
Course 7633 Introduction to Database with Microsoft Access
Course 8141 Intermediate Database with Microsoft Access
Course 8096 Fundamental of Programming in Visual Basic

Term 3
Course 3571 Data Communications
Course 4264 User Support and Training
Course 4265 Practicum
Course 7443 Computer Hardware and Installation
Course 8140 Intermediate Networking

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $69.60
Graduation Fee: $5.00
Textbooks and supplies: $600.00 (approximately)

cooking (ESL)
offered at City Centre Campus

Starting: September
Program Length: 10 months
Certification: Certificate

Admission Requirements
- Completion of Lower Intermediate Level or higher as tested at Vancouver Community College
- Food Safe Level 1 Certificate

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 10 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 is provided by an instructor from the ESL Department at King Edward Campus.

Career Prospects
Graduates may find employment in institutions, restaurants, cafeterias and fast food operations. Students receive thorough professional training in cooking breakfast, lunch and dinner. The rapidly expanding hospitality industry is always looking for trained employees in the cooking field.

Program Content
Level 1
Course 7139 Safety, Sanitation and Equipment (Under Review)
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
Course 8128 English for Cooks

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1570.00
Student Society Fee: $58.00
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $60.00
Textbooks and supplies: $300.00 (approximately)

culinary arts
offered at City Centre Campus

Starting: Monthly
Program Length: Twelve months
Certification: Certificate

Admission Requirements
- Grade 10 or equivalent
- Food Safe Certificate Level 1

Recommended Characteristics
- Ability to communicate effectively in oral and written English
- Good motor skill coordination
- Some creativity is an asset

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 applied.

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.

Program Content
Level 1
Course 7139 Safety, Sanitation and Equipment (Under Review)
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 Vegetables, Starches and Soups 1
Course 7475 Entrees and Sauces 1
Course 7476 Cold Kitchen and 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

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $69.60
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $60.00
Textbooks and supplies: $535.00

culinary arts apprentice
offered at City Centre Campus

Starting: Contact Apprenticeship Branch
Program Length: Three one-month training sessions over a three-year period
Certification: Contact Industry Training Apprenticeship Commission

Admission Requirements
- Referral from Apprenticeship Branch

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.

Fees and Additional Costs
Student Society Fee: $5.80
Uniform Fee: $60.00
(All apprentices are required to wear uniforms supplied by the College.)
Laundry Fee: $60.00
Textbooks and supplies: $300.00 (approximately)

deaf and hard of hearing adult programs
offered at King Edward Campus

Starting: Continuous Intake - January, April, September
Program Length: Self-paced (September to June)
Certification: No certificate issued

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
- Must 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

Application Procedure
- 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

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

Speech Reading (Lipreading)
Part of the Deaf and Hard of Hearing Adult Program, this practical course is designed to help students with hearing loss be more successful in day-to-day conversation. Learn to combine what you can see with what you can hear, and how to repair conversational misunderstandings.
12 weeks, once a week - statement of completion - starts Jan, Apr or Sept (KEC)
871-7341 (TTY only)
871-7342 (Voice/Voice mail)
871-7100 (Fax)
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

Program Description
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
- 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).

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: free
Student Society Fee: $2.00 to $5.50 per month

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. 871-7341 (TTY only), 871-7342 (Voice/Voice mail), 871-7100 (Fax). Information about fees, registration dates and class times is also available through the Registrar's Office.

dental assisting
offered at City Centre Campus

Starting: September
Program Length: 10 months
Certification: Certificate

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 City Centre Campus Language Assessment (ELA or ABE)
- Completion of a City Centre Health Questionnaire, and proof of a negativeTB skin test. In case of a positiveTB skin test, a negativeTB chest x-ray is required
- 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* that reveals the absence of a relevant criminal record. (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.
Consent forms and the policy on criminal record search detailing the guidelines that are used to screen records are available from Registrar's Office.
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.

Recommended Characteristics
- Ability to attend to detail, work accurately and neatly, and manage time effectively
- Ability to communicate effectively with people of all ages and from all walks of life
- Ability to take initiative and handle responsibility
- Excellent command of spoken and written English
- Good vision and hand-eye coordination
- Interest in and empathy with people
- Maturity with positive self image and high standards of personal integrity
- Respect for and attentive to the ways in which others prefer to organize and execute their work

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

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.

Program Content
Term 1
Course 7324 Preparation Theory I
Course 7325 Patient Assessment Theory I
Course 7326 Planning, Implementation and Evaluation Theory I
Course 7327 Clinical Practice I

Term 2
Course 2991 Preparation Theory II
Course 2992 Patient Assessment Theory II
Course 2993 Planning, Implementation and Evaluation Theory II
Course 2994 Clinical Practice II

Term 3
Course 3740 Preparation Theory III
Course 3741 Patient Assessment Theory III
Course 3742 Planning, Implementation and Evaluation Theory III
Course 3743 Clinical Practice III

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1570.00
Student Society Fee: $58.00
Graduation Fee: $5.00
Material costs $100.00 (approximately)
Text books, uniforms and supplies, professional dues and licensing fees: $1600.00 (approximately)

dental hygiene
offered at City Centre Campus

Starting: September
Program Length: Two years (10 months per year)
Certification: Diploma
Status: entrance for September 1999

Admission Requirements
PREREQUISITES CURRENTLY UNDER REVIEW*

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 (it does not matter which particular course you take as an elective as long as it is university transferable and constitutes a full academic year). 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 in the evaluation of the GPA.

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

Be advised that specific English and Biology (Anatomy and Physiology) courses will be required for the year 2000 intake.

*Applicants must possess a level of English proficiency sufficient to support studies in the Dental Hygiene program. If English is not your first language and you have foreign documents, successful completion of an English Language Assessment is required.

The 40 applicants with the highest GPA will be required to participate in a structured personal interview in June.

Completion of a City Centre Health Questionnaire, and proof of a negativeTB skin test. In case of a positiveTB skin test, a negativeTB chest x-ray is required.

Upon acceptance, a current "C" certification in Cardiopulmonary resuscitation (CPR) 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.

Recommended Characteristics
- Interest in people and a career in a health profession
- Good command of spoken and written English
- Ability to communicate effectively with the public and members of the health team
- Good health, including good eyesight, hearing and manual dexterity

- Positive self-image with high standards of personal integrity and maturity
- Desire to help others be successful
- Ability to attend to detail, to work accurately and neatly, and to manage time effectively
- Ability to take initiative and handle responsibility

Health Requirements

As dental hygiene practice necessitates close contact with patients, it is strongly recommended that successful applicants consider the following protection for themselves and others: testing for German measles immunity; updating of immunization for polio, tetanus and diphtheria (within the last 10 years); and immunization against hepatitis B.

CAUTIONS
If you have back, wrist or shoulder problems they may be affected by the physical demands of the profession. Those with sensitive skin and conditions such as a sensitivity to latex or other allergies, may be affected by some materials used in oral health care.

Application Procedure*

Applicants are advised to submit only the required documents. Other documents e.g. reference letters are not considered.

1. The Dental Hygiene Application Package can be obtained from the Counselling Department, Vancouver Community College-City Centre (443-8453) on or after October 15, 1998.
2. Applicants who have completed or will complete the academic prerequisites by April 1999 may submit an application.
3. The completed application form, along with the $15.00 application fee and $30.00 document assessment fee ($45.00 TOTAL), must be postmarked or delivered to the Admissions Department by February 12, 1999. The address is:

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

Transcripts

1.a) All post-secondary (college, institute or university) transcripts must be official and all (except for those courses to be completed by April) must be postmarked no later than February 12, 1999. It is your responsibility to ensure that the Registrar's Office of your college, institute or university forwards your official transcript to the Admissions Department in time to meet the February 12, 1999 deadline. This is a critical aspect to the completion of your application.
   In addition, those enroling in post-secondary courses commencing January 1999 must forward a copy of their post-secondary registration form postmarked by February 12, 1999.

1.b) For post-secondary courses completed in April 1999 official transcripts must be postmarked by May 28, 1999.

Transcript Evaluation:
Assessments and evaluations can take several weeks to complete, and should be initiated well in advance of the College's application deadline date.

1. If all of the courses on your transcript are listed in the B.C. Transfer Guide, your transcript may be sent directly to VCC City Centre with your application.
2. If your transcript is from a Canadian or American institution and the courses are not listed in the B.C. Transfer Guide, their transferability for the purposes of applying to the Dental Hygiene program must be assessed by Mr. Hersh Cramer, Open Learning Institute, 4355 Mathissi Place, Burnaby, B.C. V5G 4S8, 431-3062. The cost for this is approximately $60.00.
3. If your documents are not from a Canadian or American institution, they must have a comprehensive Canadian evaluation. (The International Credential Evaluation Service can provide this comprehensive evaluation. For an evaluation application and current fee information, contact the I.C.E.S. at 4355 Mathissi Place, Burnaby, B.C., V5G 4S8, 431-3402).
   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.
4. After the May 28, 1999 closing date, all applicants achieving the minimum first year GPA of 3.0 will be reviewed according to their submitted documents. The 40 applicants with the highest ranking will be required by the College to appear for a personal interview in June 1999.
5. All supporting documentation becomes the property of the College and will not be returned and may not be applied to any other application.

If for any reason selected applicants are offered a seat in the class and are not able to accept it, the applicant must reapply to the program. Seats will not be reserved for a later intake.

INFORMATION SESSION:
The City Centre Counselling Department holds Dental Hygiene Information sessions on a regular basis throughout the year to answer your questions in applying for the Dental Hygiene program. Contact the Counselling Department for dates and times.

APPLICATION PACKAGE:
The 1999 Dental Hygiene Application Package is available from the Counselling Department (443-8453).
***New application packages for September 2000 will be available October 1999. Deadline dates will vary.**

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, ML, Walsh, M.M. Dental Hygiene Theory, Process, and Practice. Philadelphia: W.B. Saunders. 1994).

"The program goals reflect the faculty's input and integrates 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 be able 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 for ever-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

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.

Program Description

The Dental Hygiene Program is based on the integration of the national and provincial standards and a collaborative model for dental hygiene practice. This model includes assessment, diagnosis/decision making, planning, implementation, and evaluation within the parameters of health care environmental factors. In dental hygiene practice these components are not separate entities, but are interdependent and integrated.

There is a heavy focus on basic sciences, dental hygiene science and behavioral 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.

Students will have opportunities to apply knowledge and practice various skills while working with the public in the VCC Dental Clinic. In addition, rotations to a wide variety of health care and community facilities are organized for students to learn and apply skills and knowledge in context.

This diploma program takes two years to complete. The school week consists of 30 hours from 9:00 a.m.-5:00 p.m. Occasionally, instructional activities may be scheduled on evenings or weekends. 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

Level 1
Course 7619 Preparation for Oral Health Care
Course 7620 Professional Practice I
Course 7621 Health Sciences I
Course 7622 Oral Health Sciences I

Level 2
Course 8134 Oral Health Sciences II
Course 8135 Clinical Practice I
Course 8136 Health Sciences II
Course 8137 Dental and Behavioral Sciences
Course 8138 Oral Health Care for Individuals I

Level 3
Course 3862 Oral Health Care for Individuals II
Course 3863 Clinical Practice II

Level 4
Course 4373 Oral Health Sciences III
Course 4374 Oral Health Care for Individuals III
Course 4375 Clinical Practice III
Course 4376 Preparation for Oral Health Care for the Community

Level 5
Course 5122 Clinical Practice IV
Course 5123 Professional Practice II
Course 5124 Oral Health Care for Individuals IV
Course 5125 Oral Health Care for the Community I

Level 6
Course 6079 Professional Practice III
Course 6080 Guided Independent Study
Course 6081 Clinical Practice V

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1570.00 per year
Student Society Fee: $58.00
Graduation Fee: $5.00
Uniform Fee: $30.00
Laundry Fee: $30.00
Selection Review: $30.00

Approximate costs of textbooks and supplies for first year students will be $3,850.00 and for second year students $2,000.00
Material fees: $200.00

Additional Information

Upon graduation, the College of Dental Hygienists of British Columbia requires all applicants to submit to a criminal records search. Conviction of an indictable offense may preclude registration of licensure.

dental reception

offered at City Centre Campus

Starting: February, September
Program Length: Five months
Certification: Certificate

Admission Requirements

- Grade 12 Diploma or equivalent
- Successful completion of a City Centre Campus Language Assessment (ELA or ABE)
- Completion of a City Centre Health Questionnaire, and proof of a negativeTB skin test. In case of a positiveTB skin test, a negativeTB chest x-ray is required
- Documentation of a minimum of six 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* that reveals the absence of a relevant criminal record. (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. Consent forms and the policy on criminal record search detailing the guidelines that are used to screen records, are available from Registrar's Office.
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.

Recommended Characteristics

- Good vision, hearing and physical health
- Ability to give close attention to detail and work quickly, accurately, and neatly
- Good command of oral and written English

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.

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. Opportunities are also available in the dental claims department of insurance companies.

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $785.00
Student Society Fee: $29.00
Graduation Fee: $5.00
Textbooks, uniform and supplies: $375.00 (approximately)

dental technician co-operative education

offered at City Centre Campus

Program Length: Under review
Certification: Diploma
Status: program under review

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

Recommended Characteristics

- Good hearing and good vision
- Manual dexterity and hand-eye coordination
- Ability to give close attention to detail for sustained periods of time
- Those wishing to enter the program are encouraged to visit dental laboratories prior to enrolment in order to familiarize themselves with the role of the Dental Technician in the field of dentistry
- Prospective students who have respiratory problems may be affected by dust from grinding and polishing
- Those with sensitive skin may also be affected by some materials

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, administered by the College.

Program Overview

(Under review)
The three year Dental Technician Co-operative Education Program combines 18 months of academic studies at the campus, and nine 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.

Career Prospects

Graduates will be eligible 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.

Program Content

(Under review)
Level 1
Course 1607 Professionalism I
Course 1608 Dental Science I
Course 1609 Complete Dentures I
Course 1610 Removable Partial Dentures I

Level 2
Course 2596 Professionalism II
Course 2597 Dental Science II
Course 2598 Fixed Prosthodontics I
Course 2599 Orthodontics I

Level 3
Course 3757 Complete Dentures II
Course 3758 Removable Partial Dentures II
Course 3759 Fixed Prosthodontics II
Course 3760 Orthodontics II

Level 4
Course 4338 Co-operative Work Experience I

Level 5
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

Level 6
Course 6073 Dental Science III
Course 6074 Business Management II
Course 6075 Specialty Lab Practice I
Course 6076 Integrative Lab Practice

Level 7
Course 7381 Co-operative Work Experience II

Level 8
Course 0078 Business Management III
Course 8038 Specialty Lab Practice II

Fees and Additional Costs

Application/Assessment Fee: $45.00
Tuition Fee:TBA
All other fees, materials and textbook costs:TBA

denturist

(Program under review; applications to this program are not being accepted at the present time.)

diesel technician

offered at King Edward Campus

Starting: January, May, September
Program Length: Twelve months
Certification: Certificate

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.

ADDITIONAL RECOMMENDATIONS

It is recommended that applicants have:

- Mathematics 11
- Physics 11

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 Registrar's Office. Appointments must be made in person.

Recommended Characteristics

- 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

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:

- commercial transport vehicle mechanic
- heavy duty mechanics
- marine engineering
- diesel engine mechanics
- stationary plants
- specialized component repair
- fuel injection and governor control supply and service

Program Description

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 and cutters
   - boring bar
   - rod reconditioning equipment

2. service and repair
   - hydraulic systems and components
   - 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.

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $66.00
Graduation Fee: $5.00
Material fee: $20.00 per month
Tool and coverall deposit: $55.00

digital graphic design

offered at City Centre Campus

Starting: September
Program Length: Nine months
Certification: Certificate

Admission Requirements

- Grade 12 Diploma or equivalent
- Resume and portfolio submission
- Resume outlining: past employment; art-related training; any awards or contests for which your art work has been recognized
- The program is filled on a competitive selection basis. The highest ranked applicants will fill the available seats

Recommended Characteristics

- Formal art training or related work experience
- Good design and drawing skills
- Demonstrated creativity in art work
- Ability to work in a structured environment
- Good oral and written communication skills

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 application deadline date. 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 and resubmit their documentation. Application packages for the next class will be available from the Counselling Department, Vancouver Community College - City Centre after October 15.

Program Overview

The Digital Graphics Design Program is intended for those individuals with a strong artistic background who wish to explore the possibilities of using the microcomputer as a graphic design tool.
This nine month program combines a creative environment with instruction in Photoshop, Illustrator, web site production (HTML), QuarkXPress, Infini-D (3D modeling and animation), and Director (2D animation). The program emphasizes the development of computer/software skills (Mac) and design techniques. No previous computer experience is required.
Roughly 90% of student work will be done on the computer. The ratio of students to computer is 1:1. Each workstation is equipped with a professional graphics-capable Macintosh computer. Activities consist of "hands-on" projects, lectures, field trips and research.

Career Prospects

Graduates will have the skills and knowledge to:

- Work productively with the software: Photoshop, Illustrator, QuarkXPress, Infini-D, and Director
- Develop a Web site using HTML
- Trouble-shoot the common problems associated with operating a Macintosh computer
- Understand the connectivity and terminology associated with computers, printers, and scanners
- Save computer files in their appropriate formats and resolution for various output at different service bureaus
- Compose a variety of page layouts, adjust and edit scanned images, create 3k-D models, and work with the basics of computer animation
- Record/apply sound files through computer media

Student will generate a portfolio representing the skills they have acquired from each section of the program.

Program Content

Level 1

Course 8100 Computer Basics, Photo Manipulation and Scanning
Course 8101 Digital Illustration

Level 2

Course 8102 Web Page Design
Course 8103 Desktop Publishing
Course 8104 3D Modelling
Course 8105 2D Animation
Course 8106 Guided Independent Studies
Course 8107 Portfolio Completion

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1413.00
Student Society Fee: $52.20
Graduation Fee: $5.00
Books, supplies and printing: $600.00 (approximately)
Portfolio Review: $30.00

diploma in adult education

offered at King Edward Campus

Starting: For a schedule of start dates, contact the Program Development Department at VCC.
Program Length: There are eight courses in this program. Each course is 30 hours in length.
Certification: Diploma

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 transferable 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 transferable 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 Description

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.

Program Content
Course 2983 Contexts for Curriculum and Instruction
Course 2984 Introduction to Development Psychology
Course 2985 Microcomputers in Education
Course 2986 Educational Leadership
Course 2987 Effective Communication Skills for Educators
Course 2989 Practicum
Course 3306 Effective Instructional Strategies for Adult Learners

Additional Information
For further information contact the Program Development Department at VCC - King Edward Campus at 871-7488/7499 or Fax 871-7511.

disabilities - programs and courses

Program Overview
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
For more detailed information on this program see page 47.

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 (Lipreading)
For more detailed information on this program see page 48.

Part of the Deaf and Hard of Hearing Adult Program, this practical course is designed to help students with hearing loss be more successful in day-to-day conversation. Learn to combime what you can see with what you can hear, and how to repair conversational misunderstandings.
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
For more detailed information on this program see page 99.

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) 971-7339

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

drafting
offered at City Centre Campus

Starting: see Drafting Specialties
Program Length: Twelve months
Certification: Certificate or diploma (with additional six month specialty)

Admission Requirements
- Grade 12 or equivalent

Recommended Characteristics
- Drafting 11, Math 11, and Physics 11, or other related work experience an asset
- General good health, good hand-eye coordination and manual dexterity
- Mathematical abilities
- Successful work habits and an ability to work well with others
- Effective communication
- Logical reasoning and an ability to visualize objects for a drawing would definitely be an asset
- An interest in all aspects of architecture, general construction and related fields

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

Note: The specialty is chosen before commencing Level 1 through Level 4 (Common Core). However, there is limited transferability to any of the three specialties based on space availability.

Program Content
Level 1
Course 1417 Basic Drafting
Course 1653 Basic Working Drawings

Level 2
Course 2557 Introduction to Residential Architectural Drafting and Technology
Course 2153 Residential Working Drawings

Level 3
Course 1542 Computer Aided Drafting

Level 4
Course 4337 Introduction to Commercial/Industrial Drafting Technology

Fees and Additional Costs
Tuition Fee: see Drafting Specialties

drafting - architectural, civil, structural, and CADD
offered at City Centre Campus

Starting: March, September
Program Length: Twelve months
Certification: Certificate (or diploma with additional six month specialty)

Admission Requirements
- Grade 12 or equivalent

Recommended Characteristics
- Drafting 11, Math 11, and Physics 11, or other related work experience an asset
- General good health, good hand-eye coordination and manual dexterity
- Mathematical abilities
- Successful work habits and an ability to work well with others
- Effective communication
- Logical reasoning and an ability to visualize objects for a drawing would definitely be an asset
- An interest in all aspects of architecture, general construction and related fields

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.

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.

Program Content
Level 5
Course 3366 Industrial Site Layout
Course 3369 Quantity Estimating
Course 3409 Alignment Detailing
Course 3410 Marine Facilities

Level 6
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

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $69.60
Graduation Fee: $5.00
Textbooks and supplies: $245.00 (approximately)

drafting - architectural, mechanical and CADD
offered at City Centre Campus

Starting: September only
Program Length: Twelve months
Certification: Certificate (or diploma with additional six month specialty)

Admission Requirements
- Grade 12 or equivalent

Recommended Characteristics
- Drafting 11, Math 11, and Physics 11, or other related work experience an asset
- General good health, good hand-eye coordination and manual dexterity
- Mathematical abilities
- Successful work habits and an ability to work well with others
- Effective communication
- Logical reasoning and an ability to visualize objects for a drawing would definitely be an asset
- An interest in all aspects of architecture, general construction and related fields

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.

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.

Program Content
Level 5
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
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

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $69.60
Graduation Fee: $5.00
Textbooks and supplies: $245.00 (approximately)

drafting - architectural, steel detailing and CADD
offered at City Centre Campus

Starting: September only
Program Length: Twelve months
Certification: Certificate (or diploma with additional six month specialty)

Admission Requirements
- Grade 12 or equivalent

Recommended Characteristics
- Drafting 11, Math 11, and Physics 11, or other related work experience an asset
- General good health, good hand-eye coordination and manual dexterity
- Mathematical abilities
- Successful work habits and an ability to work well with others
- Effective communication
- Logical reasoning and an ability to visualize objects for a drawing would definitely be an asset
- An interest in all aspects of architecture, general construction and related fields

Program Overview
This drafting specialty introduces the unique technical drawing realm of structural steel detailing. Drawings of 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 may include field trips to steel fabrication plants.

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.

Program Content
Level 5
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
Course 6070 Detailing Using Geometry
Course 6071 Heavy Steel Framing
Course 6072 Steel Truss Detailing
Course 5040 Job Search Skills

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $69.60
Graduation Fee: $5.00
Textbooks and supplies: $310.00 (approximately)

drafting - computer aided design drafting (CADD)
offered at City Centre Campus

Starting: January, April, September, November
Program Length: One month
Certification: Certificate

Admission Requirements
Graduate of City Centre twelve-month Drafting Program or acceptable equivalent

Recommended Characteristics
- Good visual acuity, hand-eye coordination, and manual dexterity
- Good work habits and the ability to work well with others
- Effective oral and written English communication skills, with the ability to understand oral and printed technical material
- Physical and mental stamina suitable to function effectively on a graphics work station for long periods of time
- A positive attitude in acquiring a new technology for producing drawings incorporating computer aided design drafting systems

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.

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

Program Content
Level 1
Course 1861 CADD Tech 1 (AutoCAD)

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $157.00
Student Society Fee: $5.80
Graduation Fee: $5.00
Textbooks and supplies: $40.00 (approximately)

electronics - advanced (part-time)
offered at City Centre Campus

Starting: not currently offered
Program Length: 10 months (14 hours/week)
Certification: Certificate

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

Program Overview
One advanced program will be given on a part-time basis starting each September dependent on demand. Contact the Admissions Department for schedule.

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

electronics - common core
offered at City Centre Campus

Starting: January, March, April, August
Program Length: Eight months
Certification: Certificate

Admission Requirements
- Grade 12 or equivalent (Math 11 recommended)
- 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.

NOTE 1: The Electronics - Common Core consists of four distinct subject areas divided into levels. The applicant will be permitted to enrol 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.

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 specialty.

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1256.00
Student Society Fee: $46.40
Graduation Fee: $5.00
Textbooks and supplies: $650.00 (approximately)
Incidentals: $80.00

electronics - common core (ESL)

offered at City Centre Campus

Starting: TBA
Program Length: Twelve months
Certification: Certificate

Admission Requirements

- Grade 12 or equivalent (Math 11 recommended)
- 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 specialty.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $69.60
Graduation Fee: $5.00
Textbooks, tools and supplies: $650.00 (approximately)
Material fee: $120.00
Additional textbooks for the ESL component: $50.00

electronics technician - diploma program

Program Overview

By completing the Electronics - Common Core and two of the Advanced Electronics Specialties, the student will be eligible for a College diploma. At least 50% of the studies must be at VCC to receive a VCC Diploma.

electronics technician (computer systems specialty)

offered at City Centre Campus

Starting: April, August, October
Program Length: Six months
Certification: Certificate (or diploma with additional six month specialty)

Admission Requirements

- Grade 12 or equivalent
- Electronics Technicians - Common Core

Recommended Characteristics

- Ability to communicate effectively in oral an written English with emphasis on technical English
- Good finger and hand dexterity and hand-eye coordination for working with small electronic components
- Good logical and numerical problem solving aptitude
- Ability to understand and follow oral and written instructions
- Methodical and well organized
- Personal hygiene suitable to a customer service environment
- Punctual and responsible

Program Overview

The six-month Electronics Technician (Computer Specialty) 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.

Career Prospects

The Computer Specialty prepares graduates for positions as entry level electronic technicians with special emphasis on microcomputer systems repair, maintenance, installation, configuration and/or optimization. Skills taught 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.

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 7592 Introduction to PC Hardware

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 3864 Resume, Job Search and Work Experience
Course 3833 Operating Systems (debugging and optimizing)
Course 3834 Local Area Networks (troubleshooting)

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $942.00
Student Society Fee: $34.80
Graduation Fee: $5.00
Textbooks: $125.00 (approximately)
Supplies for projects: $150.00 (approximately)
Tools for continuing students: $25.00 (approximately)
Tools for new students: $125.00 (approximately)
Material fee: $60

electronics technician (consumer specialty)

offered at City Centre Campus

Starting: January
Program Length: Six months
Certification: Certificate (or diploma with additional six month specialty)

Admission Requirements

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

Recommended Characteristics

- Ability to communicate effectively in oral an written English with emphasis on technical English
- Good finger and hand dexterity and hand-eye coordination for working with small electronic components
- Good logical and numerical problem solving aptitude
- Ability to understand and follow oral and written instructions
- Methodical and well organized
- Personal hygiene suitable to a customer service environment
- Punctual and responsible

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.

Career Prospects

The Consumer Electronics Specialty 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.

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

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $942.00
Student Society Fee: $34.80
Graduation Fee: $5.00
Textbooks: $125.00 (approximately)
Supplies for projects: $100.00 (approximately)
Tools for continuing students: $25.00 (approximately)
Tools for new students: $125.00 (approximately)
Lab fees: $60.00 (approximately)

electronics technician (telecommunications specialty)
offered at City Centre Campus

Starting: August, November
Program Length: Eight months
Certification: Diploma

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

Recommended Characteristics
- Ability to communicate effectively in oral an written English with emphasis on technical English
- Good finger and hand dexterity and hand-eye coordination for working with small electronic components
- Good logical and numerical problem solving aptitude
- Ability to understand and follow oral and written instructions
- Methodical and well organized
- Personal hygiene suitable to a customer service environment
- Punctual and responsible

Program Overview
The eight-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.

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.

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 3864 Resume, Job Search and Work Experience
Course 3761 Fibre Optics
Course 3762 Video Systems
Course 3764 Data Communications
Course 3765 Local Area Networks (LANs)

Level 4
Course 4377 Networking Systems
Course 4378 Networking Installation Project
Course 4379 Advanced Data Communications (WANs)
Course 4380 Routing with IP
Course 4381 Wide Area Networks and Protocols

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1256.00
Student Society Fee: $46.40
Graduation Fee: $5.00
Textbooks: $125.00 (approximately)
Supplies for projects: $100.00 (approximately)
Tools for continuing students: $25.00 (approximately)
Tools for new students: $125.00 (approximately)
Material fee: $60.00 (approximately)

employment and educational access for women (EEAW)
offered at City Centre Campus

Starting: March, September
Program Length: Four months
Certification: Certificate

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-term 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
Courses
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 Work/Study Placements
Course 7279 Making Career Decisions and Action Plans
Course 7421 Practical Hands-On Skills
Course 7422 Job Search Techniques
Course 7281 Individual Project

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: free
Student Society Fee: $23.20
Graduation Fee: $5.00
Textbooks: $50.00 (approximately)

english as a second language (ESL) programs

Program Overview
English as a Second Language (ESL) Programs consist of the following departments:
- ESL College Preparatory English (CPE)
- ESL English Language Skills (ELS)
- ESL Outreach, Homefront Learning and Learning Centres
- 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.

ESL outreach department
offered at Canadiana Centre, City Centre, King Edward and other community locations in Vancouver and Burnaby Campus

Starting: January, April, September
Program Length: Three months

Application Procedure
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 Overview
The Outreach Department offers English as a Second Language classes at various levels, times and locations including three large centres and a number of community centres in both Vancouver and Burnaby. All general ESL Outreach classes teach listening, speaking, reading, writing and grammar and take into consideration student needs and interests when planning the specific content for each course.
At the Beginner to Lower Intermediate levels the emphasis is on listening and speaking. At the Upper Intermediate and Advanced levels more emphasis is placed on reading, writing and grammar. Being able to speak English well is important at each level.

Program Description
Literacy Levels:
Literacy classes are for students who have few listening and speaking skills in English and who cannot read or write English. Students learn basic survival English. All literacy classes are held at the Canadiana Centre.

Beginner Levels:
These classes teach English for everyday situations such as work, shopping, Canadian life or other situations which interest the students in the class. Students practice speaking, listening and some reading and writing.

Intermediate Levels:
Intermediate level classes help students improve listening, speaking, reading, writing and grammar skills. Students study topics and activities geared to their needs and interests. Completion of intermediate levels can lead to some Combined Skills or VESL classes.

Advanced Levels:
These classes provide students with a high level of English listening, speaking, reading, writing and grammar. Students participate in a wide variety of activities

and topics according to their needs and interests. Completion of these levels leads to entry into ESL academic or vocational programs.

Special Skills Courses
These classes, such as Reading and Vocabulary or Grammar and Writing, are for students who need to improve specific skills which will be studied in depth. Students' interests are also assessed and included in the course of studies.

Seniors' Classes
The Outreach Department has four classes designed specifically for Seniors.

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $54.00 to $435.00
Student Society Fee: TBA
Seniors' Classes are exempt.

Literacy classes are free.
Seniors' classes are free.

Additional Information
For detailed information about Outreach classes please call 871-7277 or 871-7145.

Vancouver Outreach classes are currently located at:
- Canadiana Centre: part-time day and evening classes; full-time day classes
- City Centre Campus: part-time evening and Saturday classes
- King Edward Campus: part-time Saturday morning classes only
- Douglas Park Community Centre: part-time morning and afternoon classes
- Dunbar Community Centre: part-time morning and afternoon classes
- Killarney Park Church: part-time morning and afternoon classes
- Marpole Oakridge Community Centre: part-time morning and afternoon classes
- Scottish Cultural Centre: part-time morning classes
- West End Community Centre: part-time morning classes

Burnaby Outreach classes are currently located at:
- Edmonds Community Centre: part-time evening class
- Foursquare Activity Centre: part-time morning and evening classes
- Lochdale Community Hall: part-time morning class

Seniors' Classes
- DERA - Tellier Tower
- Solheim Place
- Beulah Place

ESL outreach homefront learning program

Program available to students living in Vancouver or Burnaby

Tutors: Fall Training Sessions; Winter Training Sessions; Spring Training Sessions
Program Length: Volunteer Tutor Training Sessions - 12 hours

Admission Requirements
- For Tutors: Criminal Records Search

Recommended Characteristics
- Tutors: a high level of fluency and accuracy in English

Application Procedure
Interested volunteers can apply to be a Homefront Tutor by contacting the Homefront or Outreach Office. Those who wish to register for the Homefront Program are asked to attend an Orientation and Registration evening. Homefront Tutors are required to have a clear Criminal Records Search and be recommended by two references before they begin tutoring.

Students are either referred to the program or apply to have a tutor by contacting the Homefront or Outreach Office. The Homefront Instructors interview each ESL student to assess needs and level before a tutor is assigned

Program Overview
The Homefront Learning Program trains volunteer tutors to work in the homes of adult learners who cannot attend English as a Second Language classes for any of a number of reasons: physical, cultural, economic or personal.

ESL students, at any level of English, living in Vancouver or Burnaby who meet the Program's criteria are eligible for this program.

Program Description
Tutors: The Homefront Program provides tutors with a 12 hour training course at King Edward Campus which includes a one-on-one tutoring practicum with an ESL student on the last session. Tutors are matched with an ESL student who has been referred to the program. The Homefront Instructor introduces the tutor and student and provides materials and books for the tutor to use.

Tutors receive continued guidance and ongoing support from the Homefront Instructors during the time they are involved in Homefront. Tutors have access to the books, worksheets and tapes available in the Homefront Office/Resource Room as well as the KEC Library. Tutors receive a quarterly Newsletter and can attend Workshops put on by the Instructors.

Tutors are required to volunteer a minimum of 32 hours (approximately four months) at which time they receive a Statement of Completion from Vancouver Community College. Most volunteers continue in the program for varying lengths of time.

ESL Students: The students can study at any level: Literacy, Beginner, Intermediate and Advanced. The tutors use materials and books recommended by the Homefront Instructors based on their assessment of the individual student's needs.

Fees and Additional Costs
Tuition Fee: free
For Tutors: Criminal Records Search - Fees are determined by the Police Departments in each municipality, with some providing this service free for volunteer positions. Any Criminal Records Search fee is reimbursed to volunteers who successfully complete the Homefront Training.

Additional Information
For information about being a volunteer or to refer a student please call:
Homefront Learning Vancouver: 871-7277, 871-7273, or 871-7274
Homefront Learning Burnaby: 871-7277, 871-7287, or 871-7288

ESL outreach learning centres in the libraries

Offered at: Learning Centres, located in Vancouver and Burnaby

Starting: Students may start their individualized program at any time
Program Length: Five of the Learning Centres run all year round and two are open September to June

Application Procedure
- Assessment
- New students are assessed by the Instructional Assistant, using guidelines provided by the Outreach Department.

Registration
Students register at the Learning Centre with the Instructional Assistant.

Program Overview
The Learning Centres in the Libraries Program provides free one-on-one and small group tutoring in English as a Second Language to adults on a drop-in basis. Each Learning Centre has various operating hours and is staffed by experienced Instructional Assistants with ESL training. Workshops are given at each centre on a regular basis by an Outreach Learning Centre Instructor.

Program Description
Students may study at the Literacy, Beginner, Intermediate or Advanced levels in the Learning Centres. After being assessed, a course of studies is outlined for each individual using core and supplemental materials chosen by the Outreach Department. Students use workbooks, worksheets and taped materials extensively. Students may also work in small groups. The Instructional Assistant is available to help at all times.

Workshops on specific topics identified by students at the various Learning Centres are prepared and presented by an Outreach Learning Centre Instructor on a regular basis.

Study time in the Learning Centres is available on a drop-in, "first come first served" basis.

Outreach Learning Centres are currently located at:
- Britannia Library - 1661 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

Additional Information
For Information about the ESL Outreach Learning Centres please call 871-7145, 871-7177 or 871-7275

ESL vocational: language instruction for newcomers to canada (LINC)

offered at King Edward Campus

Starting: monthly
Program Length: variable

Program Overview
Language Instruction for Newcomers to Canada (LINC) offers full-time and part-time Language Instruction for Newcomers to Canada (LINC) classes at Levels 1 (including Literacy), 2 and 3. All students in these classes are sponsored by Citizenship and Immigration Canada. Vancouver residents must apply for LINC at:

Western ESL Services
#102 - 395 W. Broadway
Vancouver, B.C. V5Y 1A7
Telephone: 876-5756

Program Description
1. **Full-Time Program (LINC 1, 2, 3)**
   This program provides adult newcomers with basic English needed to live and work in Canada. Classes are 25 hours a week. New classes begin each month. Study lengths vary depending on the student's entry language level.

2. **Part-time Program (LINC 2, 3)**
   This program provides adult newcomers with basic English needed to live and work in Canada. Classes are 12.5 hours a week, either in the morning, afternoon or evening. Depending on space availability,

new students may start each month. Study lengths vary depending on the student's entry language level.

Fees and Additional Costs
Tuition Fee: free
Student Society Fee: $3.75 to $5.50

ESL vocational: VESL
offered at King Edward Campus

Starting: January, May, September
Program Length: Four months (part-time)

Admission Requirements
- Any Vancouver Community College - ESL Programs student who has successfully completed Upper Intermediate or Lower Advanced, or who has a placement recommendation of Lower Advanced or Upper Advanced from the King Edward Campus Assessment Centre is eligible.

Program Overview
This department offers three Vocational ESL courses (VESL) at the Advanced Level: Advanced ESL/Business and Office; Advanced ESL/Health Care; Advanced ESL/Tourism and Customer Relations.

Program Description
1. **Advanced ESL/Business and Office**
   The emphasis is on improving business and office language skills, such as listening and speaking in a business context, writing basic business letters and memos (using a word processor), and communicating on the telephone. Course material will cover a wide range of business topics such as technology in business, marketing, customer service, employee/employer relations, business ethics and cross-cultural communication.

2 **Advanced ESL/Health Care**
   For general interest or as preparation for career training in the field of health care, students cover topics such as basic physiology and anatomy, nutrition and diets, safety and first aid, and common diseases and conditions. Students look at health care occupations in B.C. as well as study English for communication with co-workers, supervisors and instructors.

3. **Advanced ESL/Tourism and Customer Relations**
   The focus is on speaking and listening skills needed for public contact positions in hotels, restaurants and stores. In addition, students study topics such as accommodation, food and beverage, transportation, and the travel industry.

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $290.00
Student Society Fee: $3.75 to $5.50 per month

ESL vocational: self-paced ESL for professionals
offered at City Centre Campus

Starting: monthly
Program Length: Four months

Program Overview
Self-paced ESL for Professionals is an alternative program for students with professional education and experience from their former countries, who are motivated to move ahead faster than the regular "level-by-level" programs.

Program Description
Language Level: Advanced and College Preparatory

FEATURES:
- Small group COMMUNICATION SEMINARS
- Self-paced GUIDED INDEPENDENT STUDY
- Some STUDY MATERIALS in professional fields
- Individualized TUTORIALS with an instructor
- SPEAKERS AND WORKSHOPS
- Opportunity to challenge LANGUAGE LEVEL TESTS
- Monthly intake of new students

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: Full-time $602.00; Half-time $307.00
Student Society Fee: TBA

ESL: english language skills
offered at King Edward Campus

Starting: January, May, September
Program Length: Four months

Admission Requirements
- In addition to regular VCC admission requirements, all applicants to English Language Skills Department are required to write an assessment. Once tested, assessment results and original immigration documents should be taken to the Registrar's Office to complete an application to attend VCC.

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., 10:30 a.m., 12:45 p.m., 4:00 p.m. and 7:00 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 Description
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 Reading and Writing
- Intensive Reading
- Intensive Writing
- Intensive Listening and Speaking

The following classes are offered on Fridays:
Intensive Grammar, Intermediate
- Intensive Grammar, Advanced
- Speaking and Listening, Beginner
- Speaking and Listening, Intermediate
- Speaking and Listening, Advanced
- Intensive Writing, Beginner
- Intensive Writing, Intermediate
- Intensive Writing, Advanced

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $73.00 to $580.00
Student Society Fee: $8.00 to $22.00

international education in the ELS department

Program Content:
The ELS Program for International Students has seven levels of instruction ranging from Lower Beginner to Upper Advanced. Each level is two months long and integrates the four language skills (listening, speaking, reading and writing) with an emphasis on listening and speaking. Classes make regular use of audio and computer labs to enhance their language skills. Upon completion of Upper Advanced, students are eligible to enter the College Preparatory English Department.

Grading Policy:
Students are assessed throughout the term and have final exams. At the end of every level, students are given a report card with a score for each skill and a level placement. A Certificate of Completion is available to students at the end of their studies at VCC.

Schedule:
International Education classes run from 12:45 p.m. to 5:45 p.m., four days a week.

Admissions Requirements:
- In addition to International Education admission requirements, applicants to the English Language Skills Department are required to write a language assessment.

Application forms and full information are available from:
VCC International Education
1155 East Broadway
Box 24620, Station F
Vancouver, B.C., Canada V5N 5T9
Telephone: (604) 871-7537
Facsimile: (604) 682-2857
E-mail: intered@vcc.bc.ca
http://www.cmysys.com/vcc/

esthetics (skin care)
offered at City Centre Campus

Starting: January
Program Length: Seven months
Certification: Certificate

Admission Requirements
- Grade 10 or acceptable equivalent or departmental assessment/interview.
- Applicants without Grade 10 documentation require a minimum score of 30/88 on the VCC-ABE Reading assessment, OR
- For applicants who don't have English as a first language - successful completion of Lower Advanced ESL

Recommended Characteristics
- Ability to understand instruction in English
- Sincere interest in administering personal services
- Interpersonal and communication skills required for providing customer service
- Pleasant and outgoing personality
- Good hand-eye coordination
- Manual dexterity and creative ability
- Normal colour vision
- Good depth perception and ability to perceive line and form
- Ability to stand for long periods of time
- Ability to plan and work independently
- Self motivated and a sense of responsibility
- Basic writing and numerical skills

Application Procedure
All active applicants to this program are offered seats twice a year. Seats are assigned on a first-come, first-served basis. The first 14 applicants who register and pay the first instalment of $900.00 will receive a seat for each intake.

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.

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

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 8036 Salon Management
Course 2794 Cosmetic Massage 2
Course 2796 Facials - Special Treatments
Course 2798 Specialized Treatments
Course 8037 Electrotherapy
Course 2800 Advanced Make-up

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $3150.00
Textbook and supplies: $900.00* (approximately)
Student Society Fee: $39.20 (included in tuition fee)
Graduation Fee: $5.00
This is a differential fee program and fees are substantially higher than other programs.
*Prices subject to change

executive assistant (part-time)
offered at City Centre Campus

Starting: January, May, September
Program Length: Six 36-hour courses each offered on a part-time basis (approximately two years)
Certification: Certificate

Admission Requirements
- Successful completion of the VCC's Administrative Office Assistant Program or equivalent as determined by the department head of the Office Management and Communications Department
- Note: Applicants whose first language is other than English may be required to take an English language assessment.

Recommended Characteristics
- Personal hygiene, grooming and appearance acceptable to a business office
- Good command of oral and written English, ability to understand and follow oral and written instructions

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 administrator.

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 lie in a variety of business and service sectors—accounting, advertising, engineering, government, insurance, law and medicine.

Program Content
Level 1
Course 7387 Introduction to Accounting
Course 7369 Introduction to Economics
Course 7386 Business Law
Course 7629 Communications and Organizational Behaviour
Course 7630 Administrative Technology
Course 7631 Human Resources Management

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $260.00 per course
Student Society Fee: $7.77 per course
Textbooks and supplies: $100.00 per course (approximately)

financial accounting and management communications (part-time)
offered at City Centre Campus

Starting: Contact Admissions
Certification: Certificate

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.

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.

Program Content
Level 1
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

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $39.25 per credit hour
Student Society Fee: $7.77
Textbooks: $100.00 per course (approximately)

food and beverage management
offered at City Centre Campus

Starting: September
Program Length: 10 months
Certification: Certificate

Admission Requirements
- Grade 12 or equivalent

Recommended Characteristics
- The hospitality industry is primarily a people business. The 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 work effectively as team players and to deal with the public.

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, computer applications, and business communications.

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.

Program Content
Level 1
Course 7153 Business Communications 1
Course 7641 Computer Applications
Course 7155 Accounting 1
Course 7244 Beverage Operations
Course 8097 Accommodations 1
Course 3729 Convention Management
Course 2952 Wine and Wine Service
Course 7362 Introduction to Food and Beverage

Level 2
Course 7312 Introduction to Marketing
Course 3666 Human Resources Management
Course 2917 Business Communications 2
Course 2912 Computers in Business
Course 7483 Food and Beverage Cost Controls
Course 3754 Management Principles
Course 4332 Tour Operations
Course 7482 Food Production Principles 1

Level 3
Course 3670 Food and Beverage Practicum 1
Course 4309 Food and Beverage Practicum 2

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1570.00
Student Society Fee: $58.00
Graduation Fee: $5.00
Textbooks and supplies: $1,120.00 (approximately)
Lab coat: $25.00

Additional Information
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 "B" in both Business Communications 1 and Business Communications 2) may apply for 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 who are accepted may complete the requirements of the diploma over two semesters. A total of 14 additional courses is required.

food service careers (ASE)

offered at City Centre Campus

Starting: August
Program Length: 10 months
Certification: Certificate

Admission Requirements

- Interview with the Student Service Assistant for Students With Disabilities
- Successful interview with two members of the Community and Career Education Department, including a hands-on assessment. Applicants may be asked to sign a release of information for any reports that will support their application to the program
- Diagnosis or history that identifies a difficulty with learning
- Previous career exploration that supports training in the food service industry
- Grade 5 reading and writing

Recommended Characteristics

- Sincere motivation to work
- Maturity
- Stable living situation
- Community support
- Working knowledge of spoken English
- Medication managed by student
- Ability to use public transit independently
- No special needs such as toileting, uncontrolled seizures or severe behavioural problems
- No behaviours or emotional problems that would significantly impair learning
- Ability to work in a demanding and busy work environment under stress or pressure
- Ability to stand for long periods of time
- Ability to work flexible hours (early morning and late evenings) and weekend shifts

Program Overview

This 10 month program prepares students with a disability to work in the food service industry in the area of kitchen preparation, bussing and dishwashing. The program offers basic skill training while establishing effective employee behaviours that are necessary for success as an entry level worker. Graduates will be prepared to enter into competitive employment in the food service industry.

Career Prospects

Graduates may find entry level employment in the hospitality industry.

Program Content

Course Descriptions
Course 7651 Study Skills
Course 7652 Effective Work Habits
Course 2879 Time Management
Course 7653 Organizational Skills
Course 7654 Kitchen and Personal Safety
Course 7655 Personal and Food Service Hygiene
Course 7656 Foodsafe 1
Course 7657 Assertiveness
Course 1504 Communication Skills
Course 7658 Customer Relations
Course 7659 Receiving and Storage of Food
Course 7660 Dish-Washing and Bussing
Course 7661 Interview Skills
Course 7674 Work Experience 1
Course 7662 Kitchen Awareness
Course 7663 Problem Solving
Course 7664 Knife Skills
Course 7665 Kitchen Hand Tools and Equipment
Course 7667 Work Experience 2
Course 2445 Soups and Sauces
Course 7668 Salad Preparation
Course 7669 Sandwich Preparation
Course 7670 Portioning and Measuring
Course 7671 Meat Preparation
Course 7541 Work Experience 3
Course 7666 Vegetable Preparation

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $790.00
Student Society Fee: $58.00
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $60.00
Textbooks, supplies, tools and textbooks for individual career path: $190.00 (approximately)

graphic arts - printing production

offered at City Centre Campus

Starting: September
Program Length: 12 months
Certification: Certificate

Admission Requirements

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

Recommended Characteristics

- Good command of oral and written English
- Comprehension of fractions, percentages, decimal fractions and ratios
- Good physical health, visual acuity and colour vision
- Practical experience with computers
- Detail oriented
- Ability to work effectively with a minimum of direct supervision

Program Overview

The 12-month Graphic Arts Printing Production program is structured in two levels, each of which comprises six 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 typesetting/page layout, black and white image acquisition, colour reproduction and scanner, traditional/electronic prepress, press and finishing, and production planning estimating.
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 facilities and will be involved in group demonstrations conducted by guest lecturers from industry. Job search skills training will also be provided.

Career Prospects

After 12 months of full-time training in the Graphic Arts Printing Production program, graduates may seek entry-level employment in the graphic arts industry in a wide variety of job categories such as estimator, production planner, scheduler, printing sales/coordinator, prepress (image assembly and typesetting, scanning, preflighting, electronic imaging, image manipulation, digital data management, proofing, platemaking), press operator, and bindery worker.

Program Content

Course 7504 Typesetting/Page Layout I
Course 3829 Colour Reproduction and Scanner
Course 3832 Production Planning
Course 7634 Print Production Foundation
Course 7635 Black and White Image Acquisition
Course 7636 Press and Finishing I
Course 7638 Applied Production Planning
Course 7639 Press and Finishing 2
Course 7640 Pre-Press 2
Course 7637 Pre-Press 1

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $69.60
Graduation Fee: $5.00
Materials and tools: $160.00
Textbooks: $200.00 (approximately)

hairstyling - women's and men's

offered at City Centre Campus

Starting: January, April, September
Program Length: 10 months
Certification: Certificate

Admission Requirements

- Grade 10 or equivalent, or by successful department interview
- Applicants without Grade 10 documentation require a minimum score of 30/88 on the VCC-ABE Reading assessment, OR
- For applicants who don't have English as a first language - successful completion of Lower Advanced ESL

The Hairdresser's Association recommends that all graduates have equivalent to Grade 10 eduation

Recommended Characteristics

- Ability to understand instruction in English
- Sincere interest in administering personal services
- Interpersonal and communication skills required for providing customer service
- Pleasant and outgoing personality
- Good hand-eye coordination
- Manual dexterity and creative ability
- Normal colour vision
- Good depth perception and ability to perceive line and form
- Ability to stand for long periods of time
- Ability to plan and work independently
- Self motivated and a sense of responsibility
- Basic writing and numerical skills

Program Overview

The Hairstyling Program - Women's/Men's program is divided into four levels and is 10 months in length. Students attend for 36.5 hours a week for a total of 1,500 hours. The first level of this program is designed to cover all core aspects of the industry on a progressive scale, demanding an increase in competence at each level. The next three levels are specifically designed for the student to complete their chosen course of study.

Theoretical knowledge and practical training are covered in such areas as client relations, men's and ladies' haircutting, permanent waving, shaving, hair colouring, hair and scalp treatments, facials and manicures, and disorders of the scalp and skin. Salon management, bookkeeping, reception and desk functions, and business services are also an integral part of this program. Upon compliance with the necessary regulations, students are prepared to sit the examination of the B.C. Hairdressers' Association or the Barbers' Association of British Columbia.

Those graduates who wish to complete provincial certification in barbering must also complete a six month (1,000 hours) in-salon training period following graduation.

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 Men's Hairstyling program will give graduates the skills needed to complete a six month in-shop training period. Upon completion of this training students are eligible to complete the Barber's Association Exam. A 2,000 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.

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 Communication and Salon Functions
Course 7543 Hair Cutting 1
Course 7544 Hair Styling 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 Hair Styling 2
Course 8070 Hair Cutting 2
Course 4028 Permanent Waving 2
Course 2367 Hair Colouring 2
Course 8142 Beard Trimming/Men's Facials

Level 3
Course 1670 Structure of Hair and Skin
Course 2571 Anatomy and Physiology
Course 3542 Hair Styling 3
Course 3272 Hair Cutting 3
Course 3271 Permanent Waving 3
Course 4106 Hair Colouring 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

Level 4 - Women's Option
Course 4327 Hair Styling 4
Course 4210 Hair Cutting 4
Course 4211 Permanent Waving 4
Course 4382 Facials, Manicures, Footcare and Related Services
Course 4383 Practicum 2
Course 4209 Hair Colouring 4
Course 8025 Salon Management

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1880.00
Student Society Fee: $58.00
Graduation Fee: $5.00
Textbooks and supplies: $800.00 (approximately)

hairstyling - women's and men's (ESL)

offered at City Centre Campus

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

Admission Requirements

- Completion of Lower Intermediate English

Program Overview

The ESL Hairstyling Program - Women's/Men's program is designed for students who need language assistance in order to obtain a City Centre Certificate and complete the requirements for the Hairdressing or Barbering Association. 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.

The ESL Hairstyling Program - Women's/Men's program is divided into four levels and is fourteen months in length. The first level of this program is designed to cover all core aspects of the industry on a progressive scale, demanding an increase in competence at each level. The next three levels are specifically designed for the student to complete their chosen course of study.

Theoretical knowledge and practical training are covered in such areas as client relations, men's and ladies' haircutting, permanent waving, shaving, hair colouring, hair and scalp treatments, facials and manicures, and disorders of the scalp and skin. Salon management, bookkeeping, reception and desk functions, and business services are also an integral part of this program. Upon compliance with the necessary regulations, students are prepared to sit the examination of the B.C. Hairdressers' Association or the Barbers' Association of British Columbia.

Those graduates who wish to complete provincial certification in barbering must also complete a six month (1,000 hours) in-salon training period following graduation.

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 Men's Hairstyling program will give graduates the skills needed to complete a six month in-shop training period. Upon completion of this training students are eligible to complete the Barber's Association Exam. A 2,000 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.

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 Communication and Salon Functions
Course 7543 Hair Cutting 1
Course 7544 Hair Styling 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 Hair Styling 2
Course 8070 Hair Cutting 2
Course 4028 Permanent Waving 2
Course 2367 Hair Colouring 2
Course 8142 Beard Trimming/Men's Facials

Level 3
Course 1670 Structure of Hair and Skin
Course 2571 Anatomy and Physiology
Course 3542 Hair Styling 3
Course 3272 Hair Cutting 3
Course 3271 Permanent Waving 3
Course 4106 Hair Colouring 3
Course 3722 Wigs and Hairpieces
Course 3560 Scalp and Hair Treatments 2
Course 3845 Practicum 1
Course 8126 English for Hairstylists

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

Level 4 - Women's Option
Course 4327 Hair Styling 4
Course 4210 Hair Cutting 4
Course 4211 Permanent Waving 4
Course 4382 Facials, Manicures, Footcare and Related Services
Course 4383 Practicum 2
Course 4209 Hair Colouring 4
Course 8025 Salon Management

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $2632.00
Student Society Fee: $81.20
Graduation Fee: $5.00
Textbooks and supplies: $800.00 (approximately)

home support attendant upgrade (part-time)

offered at City Centre Campus

Starting: Contact Admissions
Program Length: 40 weeks (one six-hour day per week)
Certification: Certificate

Admission Requirements

- Grade 10 or acceptable equivalent
- Must be currently employed by a Home Support Agency
- Completion of a City Centre Health Questionnaire, and proof of a negative TB skin test. In case of a positive TB skin test, a negative TB chest x-ray is required
- Proof of up-to-date immunization (polio, tetanus, diphtheria). It is also recommended that there be testing for German Measles immunity and immunization for Hepatitis B
- Basic First Aid (Red Cross or St. John's Ambulance) to be successfully completed by the end of the program
- Completion of a VCC Home Maintenance Skills Level document by their employing agency
- Criminal Record Search* that reveals the absence of a relevant criminal record.

*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 searches, detailing guidelines used to screen records and consent forms, is available from the Registrar's Office.

Recommended Characteristics

- A genuine concern for the well-being of others
- Ability to work independently under supervision and to act with initiative as a member of the health care team
- Ability to work in environments where standards may be different from one's own
- Flexibility, trustworthiness, and dependability
- Maturity
- Ability to communicate effectively in both written and spoken English
- High standard of personal hygiene and grooming
- Ability to use problem solving approaches
- Personal stamina

Health Requirements

- Completion of the College campus health services medical questionnaire and a negative TB (In the case of a positive TB skin test, a negative chest x-ray is required)
- Proof of up-to-date immunization (polio, tetanus, diphtheria). It is also recommended that there be testing for German Measles immunity and immunization for Hepatitis B

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 safely both home management and personal assistance skills.

The persons the home support attendant may care for include elderly clients, including those with changes in mental functioning; young and mid-life adults with chronic illness and/or physical challenges; and children requiring caregiver assistance.

Program Content
Level 1
Course 7413 Work Role: Introduction to Home Support 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
Course 7410 Health: Lifestyle and Choices
Course 7409 Human Relations: Interpersonal Communications
Course 7411 Health and Healing: Concepts for Practice
Course 7412 Personal Care Skills for Home Support 1

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $39.25 per credit hour
Student Society Fee: $7.77

home support/resident care attendant
offered at City Centre Campus

Starting: February, September
Program Length: Seven months (28 weeks)
Certification: Certificate

Admission Requirements
- Grade 10 or acceptable equivalent
- Completion of a City Centre Health Questionnaire, and proof of a negativeTB skin test. In case of a positiveTB skin test, a negativeTB chest x-ray is required
- Proof of up-to-date immunization (polio, tetanus, diphtheria). It is also recommended that there be testing for German measles immunity and immunization against Hepatitis B
- Basic First Aid (Red Cross or St. John Ambulance)
- Criminal Record Search* that reveals the absence of a relevant criminal record

*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. Consent forms and the policy on criminal record searches, detailing guidelines used to screen records, are available from the Registrar's Office. The criminal record search is valid for one year.

Recommended Characteristics
- Ability to work under direction and to act with initiative as a member of the health care team
- A genuine concern for the well-being of others
- Patience and perseverance
- Flexibility, trustworthiness, and dependability
- Maturity
- Ability to communicate effectively in both written and spoken English
- High standard of personal hygiene and grooming
- Ability to use problem-solving approach
- Physical stamina
- No sensitivity or allergy to latex
- Ability to work in environments where standards may be different from one's own

Health Requirements
- Proof of up-to-date immunization (polio, tetanus, diphtheria). It is also recommended that there be testing for German measles immunity and immunization against Hepatitis B

Program Overview
This program is based on a caring philosophy and provides the student with the knowledge, skills and values to practice as front line care providers in continuing care. Students learn to provide residents/clients assistance with personal grooming and provide a safe environment. They are prepared to function in a variety of settings, including intermediate care, special needs, extended care, home support and some adult day centres.

Career Prospects
Home Support/Resident Care Attendants may find employment in the continually growing field of continuing care. Their work will be mainly with the elderly but may also include working with children, young adults, and families. Employment may be in agencies such as intermediate and extended care facilities, special care units for persons with dementia, adult day centres, private homes and home support agencies.

Program Content
Level 1
Course 7317 Foundations
Course 7643 Interpersonal Communications
Course 7644 Lifestyle and Choices
Course 7645 Work Role: Introduction to Home Support/Resident Care Attendant Practice
Course 7646 Health and Healing: Concepts for Practice
Course 7647 Personal Care Skills 1

Level 2
Course 8143 Personal Care Skills 2
Course 8144 Special Needs
Course 8145 Home Management Skills
Course 8146 Clinical 1

Level 3
Course 3865 Clinical 2

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1099.00
Student Society Fee: $40.60
Graduation Fee: $5.00
Textbooks, uniforms and supplies: $385.00 (approximately)

hospital unit coordinator
offered at City Centre Campus

Starting: February, August, November
Program Length: Seven months (30 weeks)
Certification: Certificate

Admission Requirements
- Level of Education equivalent to successful completion of Grade 12, including completion of Math 10 or other equivalent (high school) and English 12 (high school)
- Successful completion of VCC (City Centre) Basic Medical Anatomy, Physiology and MedicalTerminology Course #2513 with a C+ or a minimum of 64% Grade, or equivalent
- Successful completion of a keyboarding/typing course with a typing speed of 25 gwpm with a maximum of five errors (or equivalent) in a five minute testing
- Completion of a City Centre Health Questionnaire, and proof of a negativeTB skin test. In case of a positiveTB skin test, a negativeTB chest x-ray is required.
- Successful completion of an English Language AssessmentTest
- Criminal Record Search that reveals the absence of a relevant criminal record

Recommended Characteristics
- Ability to work accurately with details and manage time effectively in a fast paced environment
- Ability to take initiative and accept responsibility
- A concern for the welfare of others
- Ability and willingness to adjust to changing shifts, different clinical settings and hospital locations, and to provide own transportation to work sites
- Physical stamina
- Free from latex sensitivity or allergy
- Adaptable to change
- Maturity and self confidence to meet the demands of a health care environment
- Good human relations skills
- Excellent command of written and spoken English

Health Requirements
Recommended:
- Testing for German measles (rubella) immunity
- Updating of immunization for polio, tetanus and diphtheria (within the last 10 years)
- Immunization against hepatitis B
- Free from latex sensitivity or allergy

Program Overview
This is a seven 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
Course 7623 Work Role: Introduction to Hospital Unit Coordinator Practice
Course 7624 Human Relations Skills
Course 7625 Managing Admissions, Transfers and Discharges
Course 7626 Foundations for Processing and Laboratory Orders
Course 7627 Processing Medication and Intravascular Orders
Course 7628 Basic Computer Skills

Level 2
Course 7115 Speed and Accuracy Development 1
Course 8117 Hospital Unit Clinical 1
Course 2827 Processing Surgical Orders
Course 8139 Processing Diagnostic Orders

Level 3
Course 3855 Hospital Unit Clinical 2

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1099.00
Student Society Fee: $40.60
Graduation Fee: $5.00

hospitality management
offered at City Centre Campus

Starting: September
Program Length: Two years (eight months per year)
Certification: Diploma

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

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 resources, marketing for the hospitality industry, law, tour operations, management principles, labour relations and a Hotel Simulation course.
The program offers a number of math-related courses including accounting, economics and statistics.
A co-operative education option is also available.

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, and private catering and convention planning firms.

Program Content

Term 1
Course 7153 Business Communications 1
Course 7641 Computer Applications
Course 7155 Accounting 1
Course 7312 Introduction to Marketing
Course 7244 Beverage Operations
Course 8097 Accommodations 1
Course 7642 Food Production Principles
Course 7314 Business Mathematics

Term 2
Course 3666 Human Resources Management
Course 2917 Business Communications 2
Course 2912 Computers in Business
Course 2914 Front Office Accounting
Course 2918 Accounting 2
Course 2977 Public Speaking
Course 8098 Accommodations 2
Course 8099 Introduction to Food and Beverage Management

Term 3
Course 3729 Convention Management
Course 3754 Management Principles
Course 3665 Food and Beverage Labour Cost Control
Course 4304 Labour Relations
Course 3670 Food and Beverage Practicum 1
Course 7467 Microeconomics
Course 3753 Engineering and Capital Expenditures
Course 4306 Organizational Behaviour

Term 4
Course 4310 Business Law
Course 4303 Hospitality Management Accounting 3
Course 4309 Food and Beverage Practicum 2
Course 4335 Marketing and Sales
Course 7346 Industry Practicum
Course 3668 Business Statistics
Course 7600 Hotel Management Simulation
Course 4370 Tourism and Group Operations

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $2512.00 (two years)
Student Society Fee: $92.80 (two years)
Graduation Fee: $5.00
Textbooks and supplies: $1,500.00 (approximately)
Lab coat: $25.00

Additional Information

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.
Co-operative Education is a program which formally integrates a student's academic studies with work experience in co-operating 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 student's 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.

hospitality supervision program (part-time)

offered at City Centre Campus

Starting: January, April, September
Certification: Certificate

Admission Requirements

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

Program Content

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

Food and Beverage
Course 2834 Menu/Design Planning
Course 4336 Directed Studies
Course 7511 Catering Management
Course 7512 Cost Controls
Course 2913 Beverage Operations

Accommodation
Course 8097 Accommodations 1
Course 3729 Convention Management
Course 4332 Tour Operations
Course 7513 Projects
Course 8098 Accommodations 2

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: TBA
Graduation Fee: $5.00

Additional Information

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.

institutional aide

offered at City Centre Campus

Starting: January, April, September
Program Length: Three months (14 weeks)
Certification: Certificate

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 applicants must have basic reading, writing and math 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 City Centre Health Services at the beginning of each program. Immunization for Hepatitis B is also available

Please note:
Employers of institutional aides may require that applicants are bondable and may require a criminal record search.

The prerequisites for the Institutional Aide Program are currently under revision and are subject to change. If you have any questions, please contact the Registrar's Office at 443-8400.

Recommended Characteristics

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

Application Procedure

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 CC Admissions at 443-8400.

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 and FOODSAFE - Basic.
Program work experience includes weekly on-site training and a two-week practicum in a health care facility.

Program Description

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, CPR
- Communication: basic skills for getting along with patients, clients, co-workers and supervisors in the job setting
- Geriatrics: study of aging
- FOODSAFE - Basic
- WHMIS
- Job preparation - resumes, job search
- Work experience - on-site 70 hours; off-site - 70 hours in health care facility

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.

Program Content

Level 1
Course 7613 Food Management 1
Course 7614 Institutional Cleaning
Course 7615 WHIMS
Course 7616 Institutional Sanitation/Infection Control
Course 7617 Institutional Safety
Course 7618 Gerontology

Level 2
Course 8129 Laundry
Course 8131 Foodsafe

Course 8132 Job Search
Course 8133 Food Management 2
Course 3861 English for Institutional Aide

Level 3
Course 3860 Work Experience

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $471.00
Student Society Fee: $17.40
Graduation Fee: $5.00

institutional aide (ESL)
offered at City Centre Campus

Starting: March, September
Program Length: Five months (21 weeks)
Certification: Certificate

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 applicants must have basic reading, writing and math 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 City Centre Health Services at the beginning of each program. Immunization for Hepatitis B is also available

Please note:
Employers of Institutional Aides may require that applicants are bondable and may require a criminal record search.

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 Registrar's Office at 443-8400.

Recommended Characteristics
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

Application Procedure
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 CC Admissions at 443-8400.

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 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 Description
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, CPR
- Communication: basic skills for getting along with patients clients, co-workers and supervisors in the job setting
- Geriatrics: study of aging
- FOODSAFE - Basic
- WHMIS
- Job preparation: resumes, job search
- Work experience: on-site - 96 hours, off-site - 70 hours in a health care facility

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.

Program Content
Level 1
Course 7613 Food Management 1
Course 7614 Institutional Cleaning
Course 7615 WHMIS
Course 7616 Institutional Sanitation/Infection Control
Course 7617 Institutional Safety
Course 7618 Gerontology

Level 2
Course 8129 Laundry
Course 8130 Nutrition/Hospital Diets
Course 8131 Foodsafe
Course 8132 Job Search
Course 8133 Food Management 2

Level 3
Course 3860 Work Experience

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $785.00
Student Society Fee: $29.00
Graduation Fee: $5.00

jewellery art and design
offered at City Centre Campus

Starting: September
Program Length: Two years (18 months)
Certification: Diploma

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 tradition 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.

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.

Program Content
Term 1
Course 7174 Metal Techniques 1
Course 7175 Gemmology 1
Course 7176 Design and Drawing 1
Course 7177 History of Art 1

Term 2
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

Term 3
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

Term 4
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

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $2,826.00 (18 months)
Student Society Fee: $104.40 (18 months)
Graduation Fee: $5.00
Textbooks and supplies: $1,800.00 (approximately)
Portfolio Review: $30.00

legal secretary
offered at City Centre Campus

Starting: January, May, September
Program Length: Four months
Certification: Certificate

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:

Minimum of one year's secretarial experience, and the following:
- A tested keyboarding speed of 50 gwpm for five minutes with a maximum of five errors on a computer, OR
- Successful completion of Vancouver Community College's Administrative Office Assistant Certificate Program or equivalent
- A pass of the VCC Business Language Assessment Test
- Certified completion or experience using word processing software (WordPerfect or MSWord preferred) as verified by an employer
- Interview with the Legal Secretary Instructor/department head

Recommended Characteristics
- Competency and effectiveness in the use of written and oral English
- Ability to accept responsibility and to plan and reason logically
- Ability to follow instructions and work under pressure
- Good organizational skills
- Adaptable to change
- Ability to work co-operatively with others

Program Overview
This program is intended for experienced secretaries or graduates of the Administrative Office Assistant Program wishing to become legal secretaries. Students acquire the skills and knowledge to apply time management principles and set priorities to create, edit, store and retrieve legal documents and correspondence using computers. They also 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, including machine transcription. Students are required to work both in teams and on an individual basis. Theory is presented by means of lectures, demonstrations, videos and field trips as the subject requires. Program time is set aside for work experience where the student may be placed in a challenging work environment within a law firm or law-related office.

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.

Program Content
Level 1
Course 3088 General Legal Procedures
Course 7382 Conveyancing
Course 7383 Corporate
Course 7384 Family Law
Course 7385 Litigation
Course 3105 Wills and Estates
Course 7648 Practicum
Course 8091 Speed and Accuracy Development 3

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $628.00
Student Society Fee: $23.20
Graduation Fee: $5.00
Textbooks and supplies: $300.00 (approximately)

macintosh multimedia
offered at City Centre Campus

Starting: February, June, September
Program Length: Three months
Certification: Certificate

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

Recommended Characteristics
- Proficiency with image manipulation software
- Ability to work in a structured, team oriented environment
- Strong organizational and detailing abilities
- Good oral and written communication skills

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 specialty.

Program Content
Level 1
Course 7396 Multimedia Basics
Course 7397 Designing and Planning For Dynamic Media
Course 7398 Media Production
Course 7399 Media Integration and Testing
Course 7400 Final Presentation

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $471.00
Student Society Fee: $17.40
Graduation Fee: $5.00
Textbooks and supplies: $400.00 (approximately)

meat cutting
offered at City Centre Campus

Starting: Every 10 weeks
Program Length: Six months
Certification: Certificate

Admission Requirements
- Grade 10 or equivalent

Recommended Characteristics
- Good health
- Ability to lift heavy objects
- Effective communication skills in dealing with people
- Ability to work in cold conditions for long periods of time

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.

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.

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 Customer Service and Merchandising
Course 7434 Practicum

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $942.00
Student Society Fee: $34.80
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $60.00
Textbooks and supplies: $200.00 (approximately)

meat cutting - apprentice
offered at City Centre Campus

Starting: Contact Apprenticeship Branch
Program Length: Two one-month training periods a year
Certification: Contact Apprenticeship Branch

Admission Requirements
- Referral from Apprenticeship Branch

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 Counselling Department.

Career Prospects
Graduates may obtain employment in packing houses, block-ready shops, locker plants and small butcher shops or supermarkets as journeyed meatcutters.

Fees and Additional Costs
Application Fee: $15.00
Uniform Fee: $60.00
Laundry Fee: $60.00
Textbooks: $100.00 (approximately)

medical laboratory assistant
offered at City Centre Campus

Starting: February, August, November
Program Length: Four months (under review)
Certification: Certificate

Admission Requirements
- Grade 12 or acceptable equivalent
- Successful completion of a City Centre Campus Language Assessment (ELA or ABE)
- 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 a City Centre Health Questionnaire, and proof of a negative TB skin test. In case of a positive TB skin test, a negative TB chest x-ray is required

Recommended Characteristics
- Students should have an ability to perform fine motor skills
- Students should show an interest in laboratory sciences. A biology background or an upgrade course in human biology and/or medical terminology is strongly recommended
- Students should demonstrate a caring, confident, and thoughtful approach to people
- Students should be free of any tendency to develop dermatitis when wearing thin protective barrier gloves
- Students should have excellent spoken English skills
- Students should be free of latex allergy or sensitivity
- Students should not have any back problems

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.

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

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

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $628.00
Student Society Fee: $23.20
Graduation Fee: $5.00
Assessment fees: $35.00
Textbooks, supplies and uniform: $330.00 (approximately)

medical office assistant
offered at City Centre Campus

Starting: September
Program Length: Nine months
Certification: Certificate

Admission Requirements
- Grade 12 Diploma or equivalent, OR
- English 098/099/Grade 12 English/BEP, AND
- Successful completion of a keyboard/typing skills test with a typing speed of 25 net words per minute for 5 minutes
- Applicants with foreign documents equivalent to Grade 12 must successfully complete an English Language Assessment

Recommended Characteristics
- Ability to deal with clients, colleagues and staff in a tactful and courteous manner
- Personal hygiene, grooming and appearance acceptable to a medical environment
- High standard of honesty, intergrity and professionalism
- Maturity and discretion in handling confidential matters
- Good hearing in order to be able to interpret medical dictation
- Attention to detail, accuracy, patience and ability to work well under pressure
- Good command of oral and written English in order to communicate effectively, both verbally and in writing
- Ability to organize, problem solve and set priorities
- Ability to manage medical emergencies appropriately
- Ability to work effectively in a team environment

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 keyboarding, 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.

Career Prospects
The scope of job opportunities for a multi-skilled medical assistant is broad. Career options include medical office assistant, medical receptionist, medical bookkeeper/billing clerk, clinical office assistant, outpatient/ambulatory clinic clerk, and admitting clerk. Employment is available in family physicians' and specialists' offices, clinics, hospitals, universities, allied medical facilities and public health agencies.

Program Content
Level 1
Course 7115 Speed and Accuracy Development 1
Course 2871 Speed and Accuracy Development 2
Course 7547 Medical Communications
Course 7548 Medical Administrative Assistant Procedures
Course 7549 Medical Terminology 1
Course 7550 Medical Terminology 2
Course 7551 Introduction to Pharmacology
Course 7552 Medical Document Processing 1
Course 8073 Medical Transcription 1

Level 2
Course 8072 Medical Document Processing 2
Course 3233 Medical Billing
Course 8075 Clinical Procedures 1
Course 8076 Clinical Procedures 2
Course 7299 Practicum 1
Course 3417 Medical Transcription 2
Course 7599 Medical Bookkeeping and Payroll
Course 8147 Practicum 2
Course 7305 Speed and Accuracy Development 3
Course 8153 Career Development

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1,413.00
Student Society Fee: $52.20
Graduation Fee: $5.00
Textbooks and supplies: $700.00 (approximately)

medical secretary
offered at City Centre Campus

Starting: September
Program Length: Nine months
Certification: Certificate

Admission Requirements
- Grade 12 Diploma or equivalent, OR
- English 098/099/Grade 12 English/BEP, AND
- Successful completion of a keyboard/typing skills test with a typing speed of 25 net words per minute for 5 minutes
- Applicants with foreign documents equivalent to Grade 12 must successfully complete an English Language Assessment

Recommended Characteristics
- Ability to deal with clients, colleagues and staff in a tactful and courteous manner
- Personal hygiene, grooming and appearance acceptable to a medical environment
- High standard of honesty, integrity and professionalism
- Maturity and discretion in handling confidential matters
- Good hearing in order to be able to interpret medical dictation
- Attention to detail, accuracy, patience and ability to work well under pressure
- Good command of oral and written English in order to communicate effectively
- Ability to organize, problem solve and set priorities
- Ability to remain seated for the majority of a working day
- Ability to work effectively in a team environment

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.

Career Prospects
Graduates of this program may obtain employment in positions requiring excellent communication and organizational skills, and a knowledge of medical office procedures and computers. These positions include medical secretary, clinical or administrative secretary, undergraduate and post-graduate secretary, and medical word processing operators in medical faculties at universities, hospital departments or specialists' offices.

Program Content*
Term 1
Course 7115 Speed and Accuracy Development 1
Course 2871 Speed and Accuracy Development 2
Course 7547 Medical Communications
Course 7548 Medical Administrative Assistant Procedures
Course 7549 Medical Terminology 1
Course 7550 Medical Terminology 2
Course 7551 Introduction to Pharmacology
Course 7552 Medical Document Processing 1
Course 8073 Medical Transcription 1

Term 2
Course 8072 Medical Document Processing 2
Course 3233 Medical Billing
Course 8078 Medical Document Processing 3
Course 8092 Medical Document Processing 4
Course 3417 Medical Transcription 2
Course 8079 Practicum
Course 7599 Medical Bookkeeping and Payroll
Course 3851 Medical Transcription 3
Course 7305 Speed and Accuracy Development 3
Course 8153 Career Development

* Some courses may change for September 99 intake.

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1,413.00
Student Society Fee: $52.20
Graduation Fee: $5.00
Textbooks and supplies: $700.00 (approximately)

medical transcriptionist
offered at City Centre Campus

Starting: September
Program Length: Nine months
Certification: Certificate

Admission Requirements
- Grade 12 Diploma or equivalent, OR
- English 098/099/Grade 12 English/BEP, AND
- Successful completion of a keyboard/typing skills test with a typing speed of 25 net words per minute for 5 minutes
- Applicants with foreign documents equivalent to Grade 12 must successfully complete an English Language Assessment

Recommended Characteristics

- Ability to deal with clients, colleagues and staff in a tactful and courteous manner
- Personal hygiene, grooming and appearance acceptable to a medical environment
- High standard of honesty, integrity and professionalism
- Ability to maintain confidentiality
- Good hearing in order to be able to interpret medical dictation
- Attention to detail, accuracy, patience and ability to work well under pressure
- Good command of oral and written English
- Ability to remain seated for the majority of a working day
- Ability to work effectively in a team environment

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.

Career Prospects

The ability to discern diverse accents, adjust to varying dictation styles and communicate medical information has made the medical transcriptionist career area one 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, workers' compensation, cancer clinic, rehabilitation offices and in specialists' offices. 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.

Program Content*

Term 1
Course 7115 Speed and Accuracy Development 1
Course 2871 Speed and Accuracy Development 2
Course 7547 Medical Communications
Course 7548 Medical Administrative Assistant Procedures
Course 7549 Medical Terminology 1
Course 7550 Medical Terminology 2
Course 7551 Introduction to Pharmacology
Course 7552 Medical Document Processing 1
Course 8073 Medical Transcription 1

Term 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 8090 Practicum
Course 7305 Speed and Accuracy Development 3
Course 8153 Career Development

* Some courses may change for September 99 intake.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1,413.00
Student Society Fee: $52.20
Graduation Fee: $5.00
Textbooks and supplies: $700.00 (approximately)

music diploma

offered at King Edward Campus

Starting: September
Program Length: Two years
Certification: Diploma

Admission Requirements

- Grade 12 completion or equivalent or, 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.

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.

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.

Program Overview

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.

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 Description

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
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
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.

COURSE DESCRIPTIONS
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.

Program Content

Academic	
Course 103+203	Materials and Structures of Music
Course 303+403	Materials and Structures of Music
Course 503+603	Materials and Structures of Music
Course 105	History and Literature of Music
Course 205	History and Literature of Music
Course 305+405	History and Literature of Music
Course 206	Jazz History
Course 207	Career Opportunities in Music
Course 307+407	World Music
Course 315+415	Jazz Theory
Course 154,254,354+454	Keyboard Studies
Course 355+455	Piano Pedagogy
Course 127	English
Course 229	English
Course 136+236	Vocal Pedagogy
Course 337+437	Vocal Repertoire

Ensembles	
Course 190,290,390+490	Concert Choir
Course 191,291,391+491	Madrigal Singers
Course 192,292,392+492	Orchestra
Course 193+293	Wind Ensemble
Course 393+493	Wind Ensemble
Course 194,294,394+494	New Music Ensemble
Course 197,297,397+497	Soundwave
Course 198,298,398+498	Jazz Orchestra
Course 199,299,399+499	Jazz Ensembles
Course 114,214,314+414	Latin Percussion Ensemble

Skills	
Course 053	Class Piano
Course 300+400	Commercial Ear Training (CET)
Course 301+401	Kodaly Solfege
Course 313+413	Advanced Ensemble Musicianship
Course 416	Demo Production
Course 217, 317+417	Improvisation
Course 517	Advanced Improvisation
Course 318+418	Arranging
Course 119	Digital and Analog Tools (DATS)
Course 219	Digital and Analog Tools (DATS)
Course 319+419	Digital and Analog Tools (DATS)
Course 153+253	Class Piano
Course 353+453	Class Piano
Course 363+463	Class Jazz Piano
Course 168	Contemporary Guitar Sight Reading
Course 530+630	Classical Voice Concentration
Course 101+201	Kodaly Solfege
Course 108	Rhythm Studies

Individual Instruction	
Course	Applied Music
Course	Minor Instrument Study
Course 104,204,304+40	Performance Techniques
Course 509+609	Private Instruction

Preparatory	
Course 001	Kodaly Solfege
Course 003	Basic Theory
Course 008	Rhythmic Notation

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $42.00 credit hour
Graduation Fee: $5.00
Assessment fee: $30

office core skills (ASE)
offered at City Centre Campus

Starting: September
Program Length: 10 months
Certification: Certificate

Admission Requirements
- Interview with the Student Services Assistant 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 required

Recommended Characteristics
- Maturity
- Stable living conditions
- Community support
- Good finger and hand dexterity for handling office equipment and machines
- Medication managed by student
- Independent transportation skills
- A level of independence that allows the student to make routine daily decisions on their own
- Ability to attend to personal care needs
- No behaviours, emotional problems or medical concerns that would significantly impair learning

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.

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

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 2924 Interview Skills
Course 2888 Work Experience II
Course 2889 Work Experience III
Course 1334 Telephone Communication
Course 2920 Employee Behaviours 2
Course 2921 Effective Communication 2
Course 2922 Assertiveness 2
Course 2923 Stress Management 2
Course 2925 Advanced Keyboarding
Course 2926 Filing Systems
Course 2763 Job Search
Course 2927 Work Experience 1

Electives
Course 7343 Basic Business Communications
Course 7344 Basic Business Math and Machines

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $790.00
Student Society Fee: $58.00
Graduation Fee: $5.00

pharmacy technician

offered at City Centre Campus

Starting: March, September
Program Length: Five months
Certification: Certificate

Admission Requirements

- Grade 12 completion or acceptable equivalent
- Successful completion of a language assessment approved by VCC
- Successful completion of a mathematics assessments approved by VCC
- Keyboarding speed of 35 correct words per minute with five or fewer errors
- Basic computer or word processing skills

Recommended Characteristics

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

- Ability to attend to detail, work accurately and neatly and to manage time effectively
- Ability to work independently and/or willing to take directions
- Ability to take initiative and handle responsibility
- Ability to communicate effectively
- Excellent command of spoken and written English
- Good vision and hand/eye coordination
- Good health with the ability to stand for a full working day
- Be dependable and reliable

Health Requirements

- Good vision and hand/eye coordination
- Good health, the ability to stand for a full working day

Applicants with repetitive stress injury should contact the Department regarding the physical requirements of this program

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.

Career Prospects

Graduates have the specialized knowledge and skills to function as Pharmacy Technicians. Most graduates obtain employment in either community or hospital pharmacies. Some seek careers as Pharmaceutical Sales Representatives.

Please note that some employers may require eligibility for bonding or the completion of a Criminal Record Search.

Program Description

The topics covered include:

- job orientation
- community pharmacy procedures
- mathematical skills in pharmacy
- purchasing and inventory control systems
- pharmaceutical products
- compounding procedures
- sterile product handling
- hospital pharmacy procedures
- computer skills
- communication skills
- job preparation

The program includes theory, demonstrations and practice in the classroom. Students will be assigned to a practicum in a community and hospital pharmacy. During the practicum, the hours of attendance will vary and students must be prepared to travel to various locations in the Lower Mainland.

Program Content

Level 1
Course 7576 Pharmacy Practice
Course 7577 Pharmacy Products
Course 7578 Community Pharmacy
Course 7580 Hospital Pharmacy
Course 7582 Pharmacy Calculations
Course 7583 Sterile Products
Course 7584 Communications in Pharmacy
Course 7585 Practicum - Community Pharmacy
Course 7586 Practicum - Hospital Pharmacy

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $785.00
Student Society Fee: $29.00
Graduation Fee: $5.00
Material fees: $20.00 per month
Textbooks, calculator and stationery: $260.00 (approximately)

Additional Information

For further information, contact the Pharmacy Technician Office at 443-8425.

practical nursing

offered at City Centre Campus

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

Admission Requirements

Grade 12 or equivalent

- Biology 12 Grade of C or equivalent
- All students must complete a language assessment
- All students must complete a math assessment
- Completion of a City Centre Health Questionnaire, and proof of a negativeTB skin test. In case of a positiveTB skin test, a negativeTB chest x-ray is required
- Criminal Record Search that reveals the absence of a relevant criminal record
- A current CPR Certificate (Basic Life Support C)

Recommended Characteristics

- A caring attitude, and a sincere interest in people of all ages who require all levels of care. This includes individuals who are mentally or physically challenged, experiencing life threatening situations, confused or requiring rehabilitation
- Good command of oral and written English
- Good manual dexterity
- Any supportive courses in human biology, psychology, sociology, First Aid or previous work experience or education would be an asset
- A basic foundation in mathematical calculations of decimals, fractions and metric conversions
- Flexibility to adjust to early morning and evening practicum shifts, to a variety of clinical settings and locations within the Lower Mainland

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, audiovisual 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.

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 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, LPNs may work in all parts of the hospital, including pediatrics and maternity.

Program Description

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

Term 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 1

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

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1,884.00
Student Society Fee: $69.60
Graduation Fee: $5.00
Textbooks, supplies, uniforms: $1,000.00 (approximately)

provincial instructor diploma program

Starting: Contact the Program Development and Staff Training Department at VCC
Program Length: 180 hours plus Final Assignment
Certification: Certificate or diploma depending on courses completed and employment status

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 Topic

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.
Course 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.

Program Content

Level 1
Course 1729 Instructional and Curriculum Design
Course 1730 Elements of Instruction Part A
Course 1731 Elements of Instruction Part B
Course 1732 Use and Design of Instructional Media
Course 1733 Evaluation of Learning and Instruction Part A
Course 1734 Evaluation of Learning and Instruction Part B

Level 2
Course 2612 Final Assignment

resident care attendant (ESL)

offered at City Centre Campus

Starting: January, September
Program Length: Nine months (38 weeks)
Certification: Certificate

Admission Requirements

- Candidates should have completed Grade 10 in their own country
- Completion of Upper Intermediate English (KEC)
- Completion of a City Centre Health Questionnaire, and proof of a negative TB skin test. In case of a positive TB skin test, a negative TB chest x-ray is required
- Proof of up-to-date immunization (polio, tetanus, diphtheria)
- Criminal Record Search* that reveals the absence of a relevant criminal record

*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. Consent forms and the policy on criminal record searches, detailing guidelines used to screen records, are available from the Registrar's Office. The criminal record search is valid for one year.

Health Requirements

- Proof of up-to-date immunization (polio, tetanus, diphtheria)
- Testing for German measles immunity and immunization against Hepatitis B is recommended

Program Overview

This program is a combined skills course and is patterned after our regular seven-month Home Support/Resident Care Attendant Program with an added ESL component.
The faculty teaching in the program include both a caregiving skills instructor and an ESL instructor.

Career Prospects

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

Program Content

Level 1
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 I: Personal Care Skills
Course 7322 Work Role: Introduction to Resident Care Attendant Practice
Course 7323 Clinical 1

Level 2
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

Level 3
Course 3731 Clinical 3
Course 3732 Community
Course 8127 English for Resident Care Attendants

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1,413.00
Student Society Fee: $52.20
Graduation Fee: $5.00
Textbooks and supplies: $360.00 (approximately)

resident care attendant upgrade (part-time)

offered at City Centre Campus

Starting: Contact Admissions
Certification: Certificate

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, applicants must have completed Level I or possess a Long Term Care Aide, Nurse Aide, Continuing Care Aide or equivalent certificate
- Completion of a City Centre Health Questionnaire, and proof of a negative TB skin test. In case of a positive TB skin test, a negative TB chest x-ray is required
- Proof of all up-to-date immunizations (polio, tetanus, diphtheria). Testing for German Measles immunity and immunization for Hepatitis B are also recommended
- Criminal Record Search* that reveals the absence of a relevant criminal record

*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. Consent forms and the policy on criminal record searches, detailing guidelines used to screen records, are available from the Registrar's Office. The criminal record search is valid for one year.

Recommended Characteristics

- Effective command of oral and written English
- Ability to work under close direction and to act with initiative as a member of a health care team
- A genuine concern for the well-being of others
- Flexibility, trustworthiness, and dependability
- Maturity
- High standards of personal hygiene and grooming
- Patience and perseverance
- Physical stamina, absence of back problems
- Ability and willingness to adjust to shifts, clinical settings, and different hospital locations, and to provide own transportation
- It is also recommended that there be testing for German measles immunity and immunization against Hepatitis B

Program Overview

This program is designed to provide training to those care-givers presently working as aides 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.

Career Prospects
Resident Care Attendants may find employment in the growing field of continuing care. Their work will be mainly with the elderly. They may work in intermediate and extended care facilities, in special care units for older adults with changes in mental functioning, in adult day centres, private homes and home support agencies.

Program Content
Level 1
Course 7320 Health and Healing 1: Concepts for Practice
Course 7322 Work Role: Introduction to Resident Care Attendant Practice
Course 7492 Clinical 1A
Course 7493 Clinical 1B
Course 7409 Human Relations: Interpersonal Communications
Course 7491 Healing: Personal Care Skills

Level 2
Course 3812 Introduction to Caring
Course 7410 Health: Lifestyle and Choices
Course 3814 Clinical II (Special Needs)
Course 3813 Healing: Special Needs

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $39.25 per credit hour
Student Society Fee: $7.77

retail food and supermarket careers (ASE)
offered at City Centre Campus

Starting: September
Program Length: Nine 1/2 months (26 weeks)
Certification: Certificate

Admission Requirements
- Interview with the Student Services Assistant 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
- Grade 5 reading and math level
- Stamina to work in a physically demanding job
- Desire and willingness to work with customers in a retail setting
- Willingness to work shift work including weekends and evenings

Recommended Characteristics
- Motivation to be employed in a retail food setting
- Previous career exploration in the retail food industry
- Willingness to work different shifts and on weekends
- Maturity
- Stable living conditions
- Community support
- Good finger and hand dexterity for handling goods and equipment
- Medication managed independently by student
- Independent transportation skills
- A level of independence that allows the student to make routine daily decisions
- Ability to attend to personal care needs
- No behaviours, emotional problems or medical concerns that would significantly impair learning

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 industry standards 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 13 weeks of supervised community work experiences matched to the student's interests and abilities.

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

Program Content
Level 1
Course 7164 Effective Communication 1
Course 7165 Assertiveness 1
Course 7166 Stress Management 1
Course 7122 Employee Behaviours 1
Course 7444 Hygiene and Grooming
Course 7594 Foodsafe
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 2
Course 3784 Employee Behaviours 2
Course 3785 Effective Communication 2
Course 3787 Stress Management 2
Course 3788 Interview Skills 2
Course 3835 Customer Service 2
Course 3836 Service Clerk Skills 2
Course 3849 Introduction to the Grocery Department
Course 3850 Introduction to the Produce Department
Course 3841 Job Search
Course 3842 Work Experience 2
Course 3839 Work Experience 3
Course 3840 Work Experience 4

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $790.00
Student Society Fee: $58.00

Graduation Fee: $5.00
Textbooks: $35.00
Uniform: up to $200.00 for black pants, black shoes, white shirts

sausage making and smoked meats
offered at City Centre Campus

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

Admission Requirements
- Grade 10 or equivalent
- Successful completion of Level 1 of Meat Cutting, OR
- Equivalent industry experience (with approval of department head)

Recommended Characteristics
- Good health
- Ability to lift heavy objects
- Effective communication skills in dealing with people
- Ability to work in cold conditions for long periods of time

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' 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.

Career Prospects
Upon successful completion of the program, students may seek employment in sausage companies, retail meat shops, delicatessens and other related shops.

Program Content
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 8148 Practicum

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $471.00
Student Society Fee: $17.40
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $60.00
Textbooks, supplies and equipment: $150.00 (approximately)

sign language studies - advanced 031
offered at King Edward Campus

Starting: January
Program Length: Twelve weeks
Certification: Statement of Completion

Admission Requirements
- Successful completion of the VCC 10 month full-time Sign Language Program or evaluation by the department head.

Recommended Characteristics
- Good manual dexterity
- Good hand-eye coordination
- Visual acuity
- Good hearing

Application Procedure
Prospective students may register for these courses by contacting the Registrar's Office at King Edward Campus prior to the commencement of classes. ONLY payment of fees constitutes registration. Seats cannot be reserved. Class size is limited and registration is on a "first come first served" basis only.

Program Overview
- Finger spelling review (receptive and expressive)
- Vocabulary enrichment
- ASL signs
- Real-world uses of ASL in various settings
- Reinforcement of ASL syntax

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $190.00
Student Society Fee: $6.00

sign language studies (full-time)
offered at King Edward Campus

Starting: September
Program Length: 10 months
Certification: Certificate

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

Recommended Characteristics
- 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

Application Procedure
Applicants meeting all of the admission requirements (including both the Grade 12 completion or equivalent, and the ASL prerequisites) may register at the Registrar's Office 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.

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 requiring 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 Topic
- 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

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $1,570.00
Student Society Fee: $55.00
Graduation Fee: $5.00

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)
offered at King Edward Campus

Starting: September, January and April
Program Length: 6, 12 and 24 weeks
Certification: Statement of Completion

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).

Recommended Characteristics
- Good manual dexterity
- Good hand-eye coordination
- Visual acuity
- Good hearing

Application Procedure
Prospective students may register for these courses by contacting the Registrar's Office at King Edward Campus prior to commencement of classes. ONLY payment of fees constitutes registration. Seats cannot be reserved. Class size is limited and registration is on a first come first served basis only.

Program Overview
Upon successful completion of all levels of the 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. Through a variety of situations and settings, the student will be able to demonstate appropriate awareness of and respect for deaf culture when interacting with deaf persons.

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: Varies depending on format. Contact the Registrar's Office at 871-7030
Student Society Fee: TBA

Additional Information
The Preparatory Level is offered in a variety of formats. Preparatory Fast Track allows the student to complete the 120 hour level in 24 weeks, two nights a week. Single 30 hour levels of Preparatory are offered in 12 week formats one night a week and in the Apr/May term six weeks, two nights a week. The Basic Level is only offered in the Fast Track format every September.

sign language studies (summer session)
offered at King Edward Campus

Starting: July
Program Length: One month
Certification: Statement of Completion

Admission Requirements
- General VCC admission requirements apply. Exceptions may be considered by the Registrar in consultation with the Department of Sign Language Studies.

Recommended Characteristics
- Good manual dexterity
- Good hand-eye coordination
- Visual acuity
- Good hearing

Application Procedure
Applications and registration fees must be received by the Registrar's Office by the end of the third week of June.

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 Topic
- 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

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $190.00
Student Society Fee: $3.75

technical training access (ESL)
offered at King Edward Campus

Starting: May, October
Program Length: Five months
Certification: Certificate

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.

Fees and Additional Costs
Application Fee: $15.00
Tuition Fee: $785.00
Student Society Fee: $27.50
Graduation Fee: $5.00
Tool and coverall deposit: $55.00

traffic, customs and transportation

offered at City Centre Campus

Starting: September
Program Length: Nine months
Certification: Certificate

Admission Requirements

- Grade 12 Diploma or equivalent and basic keyboarding skills or City Centre Business Education Preparation Program

Recommended Characteristics

- Personal hygiene, grooming and appearance acceptable to a business office
- Good keyboarding skills
- Good command of oral and written English
- Ability to understand and follow oral and written English is essential
- Numerical aptitude

Program Overview

Students will study the transportation system and how it relates to international trade and the economy of Canada. Students will examine how the characteristics of each transportation mode make it ideally and uniquely suited for specific types of commodities. Students will also 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.

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 numerous companies now involved with importing and exporting products. On completion, individuals may pursue professional accreditation with follow-up programs in their specialized area.

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 1
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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1,413.00
Student Society Fee: $52.20
Graduation Fee: $5.00
Textbooks and supplies: $700.00 (approximately)

travel agent

offered at City Centre Campus

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

Admission Requirements

- Grade 12 graduation
- Typing or word processing skills
- Basic geography recommended
- Applicants may be required to take an English language assessment test.

Recommended Characteristics

- Ability to relate effectively with the public
- Effective communication skills in both spoken and written English
- Previous experience dealing with the public and handling financial transactions would be an asset
- Excellent organizational skills
- Accuracy and attention to detail

Program Overview

Each of the eighteen 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 TWO educational standards, and is, therefore, fully endorsed by CITC (Canadian Institute of Travel Counsellors) and ATCA (Alliance of Canadian Travel Associations).

Career Prospects

Graduates may find employment in retail travel agencies as entry level travel agents or as reservations agents with tour wholesalers.

Program Content

Semester 1
Course 7027 Introduction to the Tourism Travel Industry
Course 7601 Destinations I
Course 7602 Introduction to Reservation Computer Systems
Course 7028 Communications
Course 7562 Travel Tourism Components I
Course 7090 Introduction to Air Travel

Semester 2
Course 2968 Destinations II
Course 8120 Basic Reservation Computer Training I
Course 7564 Travel Tourism Components II
Course 7364 Domestic Airline Tariffs and Ticketing
Course 7026 Package Tours
Course 2215 Office Procedures

Semester 3
Course 2966 Cruises
Course 3847 Basic Reservation Computer Training II
Course 3858 Sales and Service
Course 3859 International Airline Tariffs and Ticketing
Course 7042 Practicum
Course 3857 Consultative Selling
Course 3856 Destinations III

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1,099.00
Student Society Fee: $40.60
Graduation Fee: $5.00
Textbooks and supplies: $405.00 (approximately)

Additional Information

Students graduating from the ACCESS LEVEL TWO program, who successfully pass the ACCESS Entry Level Exam, receive 24 advance level credits out of a required 48 credits and one year towards their three years of employment to become a certified CTC.

visually impaired adult programs

offered at King Edward Campus

Starting: Continuous intake from September to June
Program Length: Self-paced
Certification: No certificate issued

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

Application Procedure

Continuous registration, as space permits, is possible for full-time or part-time students from September to June. Programs are tuition free.
If Brailling 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 arrangement of services, contact Karin Steichele, Coordinator of Services for Students with Disabilities at King Edward Campus, 871-7206.

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.

Career Prospects

Employability skills may lead to employment in secretarial, customer service or other careers.

Program Description

Classes of individualized instruction are available in subjects ranging from English and mathematics, to training in communication skills such as Braille and keyboarding. Computer courses include Windows 95, Microsoft Word, using the scanner and Internet training using speeck, Braille and large print access. Instruction is also provided in the use and care of adaptive equipment such as closed circuit television (CCTV) for print magnification. Students at advanced levels will normally be encouraged to integrate into regular upgrading or training programs at Vancouver Community College.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: Free
Student Society Fee: $3.75 to $5.50 per month

Additional Information

Please contact the 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 Registrar's Office.

course descriptions

www.vcc.bc.ca

Access to Practical Nursing (part-time)

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.

7588 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, and psychosocial, cognitive, and moral development (fetal stage to middle adulthood).

7587 Foundations
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.

7588 Healing 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 and moral development (fetal stage to middle adulthood).

7589 Human Relationships A
This is an experiential course designed to enhance the participant's interpersonal communication. The major themes of the course will be: interpersonal style and how it affects others; caring within the context of human relationships; acquisition of strategies to adapt communication with individuals of all ages who are physically and/or mentally disabled; skills needed to work with co-workers in providing care to the elderly; skills needed for dealing with conflict and aggression.

7590 Nursing Arts A
This course emphasizes the expansion of practical nursing skills in the promotion of health and healing when caring for clients in community, home and continuing care settings. It is intended to augment the holistic view of care by providing the skills necessary for competent care of mentally and/or physically disabled clients and 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 clients as unique individuals. The laboratory component as well as selected clinical experience in actual care settings will permit integration of theory to practice.

7591 Practicum A
This practicum is intended to provide the learner with a supervised experience to practice in an expanded role as a practical nursing student, to increase clinical knowledge, and foster greater insight and awareness when caring for the elderly in intermediate and extended care settings.

Accounting

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.

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 student's ability to work alone or with others, with or without supervision. Emphasis will be on the development of professional attitudes, co-operation and effective interpersonal communication skills. Some emphasis will also be placed on developing supervisory skills.

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.

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.

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 practice using DOS, Microsoft Windows and Novell Netware commands in our departmental networked microcomputer lab.

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 analyzing 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.

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.

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. It will cover the file creation, record manipulation, sorting, indexing and reporting. Data will be examined in all phases including inserting, editing, reviewing and printing.

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.

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.

9030 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.

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 resumés, resumé cover letters and interview skills) and addresses the basics of intercultural communication.

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.

Accounting - ESL

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.

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 microcomputer lab.

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 analyzing 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.

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 use Word for Windows software commands to produce bubisness documents that meet the comprehensive demands of present-day offices.

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. It will cover the file creation, record manipulation, sorting, indexing and reporting. Data will be examined in all phases including inserting, editing, reviewing and printing.

7224 Human Relations
This course will enhance the student's ability to work alone or with others, with or without supervision. Emphasis will be on the development of professional attitudes, co-operation and effective interpersonal communication skills. Some emphasis will also be placed on developing supervisory skills.

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.

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.

9030 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.

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 resumés, resumé cover letters, and interview skills) and addresses the basics of intercultural communication.

3686 Accounting Computer Applications 3
Using an alternate accounting software package, students 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.

8125 English for Accounting
This course provides ongoing language support which assists students in building a professional vocabulary. The course also develops effective communication skills and cultural competence for employment, develops reading writing skills relevant to training needs and job requirements, and prepares students to conduct a successful employment search.

Administrative Office Assistant

7224 Human Relations
This course will enhance the student's ability to work alone or with others, with or without supervision. Emphasis will be on the development of professional attitudes, co-operation and effective interpersonal communication skills. Some emphasis will also be placed on developing supervisory skills.

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 analyze 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 five minutes.

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.

7555 Microcomputer Activities for the Office
This introductory course will review basic math skills specifically related to business documents and activities, introduce double entry accounting theory, petty cash procedures, banking procedures and forms, payroll calculations, and records.

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.

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.

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 networked micro-computer lab.

2770 Electronic Transcription 1
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.

2771 Electronic Transcription 2
This course includes a high level of vocabulary development, spelling, proofreading, punctuation and editing skills. Students who successfully complete this course will be able to produce a variety of business documents to a professional standard from dictation. (Based on their performance in Communication 2, students are required to take either Electronic Transcription 1 or Electronic Transcription 2).

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.

8086 Communications 3
This course emphasizes report writing skills, employment access skills (including preparation of resumés, resumé cover letters and interview skills) and addresses the basics of intercultural communication.

2871 Speed and Accuracy Development 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 analyze weaknesses and work on corrective practices. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 50 gross words per minute for five minutes.

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 (i.e. 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.

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.

Adult Basic Education (ABE) Intermediate Program for Youth

041/051 English
This is a Grade 9 and 10 level course with major focus on writing, grammar and reading. The student undertakes individualized study and some workshops on specific skills. Students are assessed and placed carefully and receive one-on-one instruction to help them move smoothly through their assignments.

051 Social Science
This is an intermediate level course in history and geography. The student completes a series of assignments on Multiculturalism, Economics and People. This course is equivalent to Grade 10 Social Studies and is useful for those preparing to write the GED.

050/051 Math (Math 10)
The math course begins with an assessment to place students appropriately. Course content includes percent, ratio, statistics, measurement, basic algebra and geometry, graphing, and calculator use.

051 General Science (Science 10)
Topics covered include science and scientists, scientific method, human biology, chemistry, nutrition, drugs, ecology, energy, and force. Students choose the topics they will study and work at their own speed.

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 Boil, Braise and Steam (Basic)
The techniques of boiling, 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. Students will be introduced to different types of woks and their uses, and 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, 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 include personal hygiene, food handling and the effects of bacteria on food. Students will develop skills in the proper and safe handling 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, and 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
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.

7455 Sweet Yeast and Doughnut Products
The student will learn to make sweet yeast dough and use it to make various products such as sweet buns, coffee cakes, hamburger and hotdog buns. Deep frying of yeast and cake doughnuts will be taught.

7456 Danish Pastry and Croissant Dough
In this course the student will learn how to make a laminated dough and use it to make various Danish pastries. Students will also learn how to produce various croissants such as plain, whole wheat and filled.

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 scaling of ingredients.

7457 Breads
This course enables the student to identify pan breads, sole breads, bread bases and mixed, sour dough breads, fruit bread, chemically leavened breads, seasonal breads, braided breads, and bread plaque and sculptures.

7458 Oven 1
At the end of this course, students will be able to use appropriate baking procedures for various products, glaze and cool products and package products and price for sale.

3792 Puff Pastry
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 practiced.

3793 Cakes
At the end of the course, students will be able to bake various types of pound cakes, bake cheese cakes and linzer tortes, finish and decorate cakes accordingly, and apply appropriate decorating skills.

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
Topics covered in this course include pie dough, fruit pie fillings, fruit pies, cream and chiffon pies, and 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 and puff pastries.

3795 Tarts, Cookies and Squares
Topics covered in this course include pie dough, fruit pie fillings, fruit pies, cream and chiffon pies, and 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.

7595 Oven 2
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.

4350 Birthday and Special Occasion Cakes
The instructor will introduce and demonstrate the making of dessert and birthday cakes. The students will practise the art of cake decorating. Piping of cake borders and the making of roses are included in this course.

4351 Wedding Cakes
The instructor will introduce and demonstrate Royal icing and rolled fondant type wedding cakes. The students will practise the art of decorating. Piping of cake borders and the making of roses are included in this course.

4353 Chocolates
At the end of this course, students will be able to do explain the difference between chocolate, couverture and compound, use various tempering techniques, prepare various ganaches and fillings, make various chocolate using different molds, make hand dipped chocolates, create chocolate box, explain the use of various chocolate, and will acquire an understanding of theoretical aspects of chocolate making.

4354 Cake Baking
This course includes the mixing of various types of cakes such as layer cakes, sponges, specialty cakes as well as the baking, cooling and storing.

4352 French Pastries
Topics covered in this course include French pastries and petit fours, butter creams, and icings.

4349 Dessert 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.

Baking and Pastry Arts - part-time courses

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.

3489 Cake Baking
This course concentrates on angel food cakes, sponge cakes, layer cakes, pound cakes, fruit cakes and cheese cakes, as well as other specialty cakes.

3268 Cake Decorating
This course includes learning techniques of icing cakes, piping flowers, figure piping, and the decoration of theme and special occasion cakes.

3491 Chocolate Work
This course includes the history of chocolate, the tempering of chocolate, chocolate creams and fillings, chocolate truffles, and varieties chocolates.

3492 Marzipan Work
Marzipan paste and marzipan modelling of flowers, animals, fruits and vegetables are covered in this course.

7128 Wedding Cake Decorating
This is a hands-on course using rolled fondant for covering of cakes, crimping, ribbon insertion, frills, piping and extension work.

3491 Chocolate Making
This course includes the history of chocolate, the tempering of chocolate, chocolate creams and fillings, chocolate truffles, and varieties chocolates.

3794 General Baking
This course includes quick breads, muffins, slices, pies, puff pastry items, savoury products and seasonal items.

2619 General Baking
This course includes cookies, quick breads, slices, pies, puff pastry, savoury items and seasonal items.

7130 Sugar Crafting
This hands-on course includes the cooking of sugar, sugar casting, sugar pulling, sugar blowing and the making of display pieces.

Baking and Pastry Arts - Upgrade

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
This course covers tea biscuits and scones, puff pastries, muffins, cake donuts, date squares, brownies, slices, shortbread, gingerbread men, and Florentines.

3489 Cake Baking
This course concentrates on angel food cakes, sponge cakes, layer cakes, pound cakes, fruit cakes and cheese cakes, as well as other specialty cakes.

3268 Cake Decorating
This course includes learning techniques of icing cakes, piping flowers, figure piping, and the decoration of theme and special occasion cakes.

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 varieties chocolates.

3492 Marzipan Work
Marzipan paste and marzipan modelling of flowers, animals, fruits and vegetables 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.

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 use appropriate baking procedures for various products and glaze and cool various products

7138 Wrapping and Packaging
In addition to hand bagging and wrapping of buns, the student will learn to use a simple shrink 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 employee'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, including piped, scooped or rolled cookies. 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, and fruit 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
At the end of this course students will be able to do use appropriate baking methods and procedures for various products, glaze and finish products, and cool, package and price products for sale.

2899 Practicum and Job Search Skills
Students will be scheduled for a three week 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. Topics include classification of cakes, measuring heat and density, high altitude baking, and balancing cake formulas. In addition, bakery management principles are introduced.

4350 Birthday and Special Occasion Cakes
The instructor will introduce and demonstrate the making of dessert and birthday cakes. The students will practise the art of cake decorating. Piping of cake borders and the making of roses are included in this course.

4351 Wedding Cakes
The instructor will introduce and demonstrate Royal icing and rolled fondant type wedding cakes. Students will practise the art of decorating. Piping of cake borders and the making of roses are also included in this course.

4353 Chocolates
At the end of this course, students will be able to explain the difference between chocolate, couverture and compound, use various tempering techniques, prepare various ganaches and fillings, make various chocolate using different molds, make hand dipped chocolates, create chocolate box, explain the use of various chocolate, and have an understanding of theoretical aspects of chocolate making.

4354 Cake Baking
This course includes the mixing, baking, cooling and storing of various types of cakes such as layer cakes, sponges and specialty cakes.

4352 French Pastries
Topics covered in this course include French pastries and petit fours, butter creams, and icings.

4349 Dessert 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.

2857 English for Baking and Pastry Arts
This course provides ongoing language support to assist students in building a professional vocabulary. The course also develops effective communication skills and cultural competence for employment, develops reading writing skills relevant to training needs and job requirements, and prepares students to conduct a successful employment search.

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 by 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
This 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 refurbish, etching and sealing, concrete floors, preparation of floor sealing, and sealing hard floors.

3852 Carpet Construction and Terminology
This course covers all carpet cleaning including oriental rugs and carpets, hand looming and dyeing, European rug making, power looms, braided rugs, and 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.

3853 Carpet Cleaning, Equipment and Supplies
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 prespraying are also studied.

Building Service Worker (ESL)

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.

3852 Carpet Construction and Terminology
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 prespraying are also studied.

3853 Carpet Cleaning, Equipment and Supplies
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.

8124 English for Building Service Worker
This course provides ongoing language support to assist students in building a professional vocabulary. The course also develops effective communication skills and cultural competence for employment, develops reading writing skills relevant to training needs and job requirements, and prepares students to conduct a successful employment search.

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, and 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.

2607 Work Experience in Industry I
Students are placed in work experience locations for three weeks according to:
- 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.

2606 General Housekeeping
In this course 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.

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:
- 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 and 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 (ASE)

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 and selecting clothing appropriate to 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 practiced 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 is a three week work experience which 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, employees and consumers. Students are prepared to recognize violations of their human rights and responsibilities that come with being an adult.

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, verbal and sexual). 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 another opportunity to experience a community employment site. This work experience is up to five weeks in length. Students are given a site orientation, informed of how they will be evaluated, and informed of industry standards and production rates. Upon completion of the work experience students review their interest and aptitudes.

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
The 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 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 is up to five 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 students are prepared to seek employment, they 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 are 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

ENGLISH

041/051 English
This is a Grade 9 and 10 level course with major focus on writing, grammar and reading. The student undertakes individualized study and some workshops on specific skills. Students are assessed and placed carefully and receive one-on-one instruction to help them move smoothly through their assignments.

061/071 English
This is a Grade 11 level course with major focus on writing, grammar, critical thinking and reading. The student undertakes individualized study and some workshops on specific skills. Students are assessed and placed carefully and receive one-on-one instruction to help them move smoothly through their assignments.

081/091 English
This is a Grade 12 level course. The student learns a method of literary analysis and then applies that method to poetry, movies and novels. Good writing and reading skills are a prerequisite for success in this course. Some students may be asked to do skills improvement work in order to handle the high level of writing expected for this course. This course is equivalent to Grade 12 English.

081/091 Women's Literature
A Grade 12 level study of poetry, essays, and novels by women. This course focuses on language and gender using works from Canadian women authors. Good writing and reading skills are a prerequisite for success in this course. Some students may be asked to do skills improvement work in order to handle the high level of writing expected for this course. This is a literature course that can be used as one of the credits needed for the Provincial Diploma.

057 Reading and Study Skills
This is a Grade 9/10 level skills course that focuses on basic reading skills like finding the main idea, skimming and scanning, developing vocabulary etc. The course is available both through scheduled workshops and individual study or a combination of the two.

077 Reading and Study Skills
This is a Grade 11 level skills course that focuses on basic reading skills like finding the main idea, skimming and scanning, developing vocabulary etc. The course is available both through scheduled workshops and individual study or a combination of the two. One of the major assignments asks for a book report.

097 Reading and Study Skills
This is a Grade 12 level skills course that focuses on provincial level reading skills including comprehension techniques, note taking skills, handling texts, skimming and scanning, making inferences and developing vocabulary. The course is available both through scheduled workshops and individual study or a combination of the two. One of the major assignments asks for a book report on a literary text.

057 Writing Skills
This is a Grade 9/10 level non-credit course which focuses on intermediate writing skills in narration, description, exposition, argument, essay writing and grammar. The student and instructors may develop additional individual programs to suit present needs and future plans.

077 Writing Skills
This is a Grade 11 level non-credit course which focuses on advanced writing skills in narration, description, exposition, argument, essay writing, summary and grammar. The student and instructors may develop additional individual programs to suit present needs and future plans.

097 Writing Skills
This is a Grade 12 level non-credit course which focuses on provincial writing skills in narration, description, exposition, argument, essay writing, including the academic research essay, summary and grammar. The student and instructors may develop additional individual programs to suit present needs and future plans.

077 Spelling
This is a specific skills development course for students wanting Intermediate and Advanced level spelling improvement.

MATHEMATICS
050/051 Math (Math 10)
The math course begins with an assessment to place students appropriately. Course content includes percent, ratio, statistics, measurement, basic algebra and geometry, graphing, and calculator use.

052/053 Math (Business and Consumer Math 10)
Course content includes percent, ratio, statistics, measurement, basic algebra, simple and compound interest, and calculator use.

061/071 Math (Math 11)
Course content includes linear equations, inequalities, graphing, systems of equations, trigonometry, polynomials, rational and radical expressions, and quadratic equations.

062/072 Math (Business and Consumer Math 11)
Course content includes retail, banking, insurance, stocks, payroll, taxes, depreciation and compound interest applications.

063/073 Math (Technical Math 11)
Course content includes linear equations, inequalities, graphs, systems of equations, measurement, exponents, logarithms, geometry and trigonometry.

083/093 Math (Math 12)
Course content includes equations, inequalities, functions, graphs, transformations, polynomials, exponents, logarithms, trigonometric identities and applications, systems of equations, conic section, sequences, and series.

GED Preparation - Math
Course content includes whole numbers, fractions, decimals, percents, graphs, algebra, geometry and solving word problems.

SCIENCES
051 General Science (Science 10)
Topics covered include science and scientists, scientific method, human biology, chemistry, nutrition, drugs, ecology, energy and force. Students choose the topics they will study and work at their own speed.

061/071 Biology (Biology 11)
Course content includes biosphere, ecology, evolution, microbes, plants, animals, vertebrates, mammals, experiments and field work.

061/071 Physics (Physics 11)
Course content includes motion, Newton's laws, vectors, momentum, energy, heat, waves, sound, electricity and experiments.

061/071 General Science (General Science 11)
Course content includes chemistry, nutrition, drugs, first aid, simple machines, cells, conception to birth, human biology and microbes.

GED Preparation - Science
Course content includes cells, reproduction, body systems, kingdoms of life, evolution, geology, climate, chemistry, physics, interpreting charts and diagrams.

SOCIAL SCIENCES
051 Social Science
This is an intermediate level course in history and geography. The student completes a series of assignments on Multiculturalism, Economics and People. This course is equivalent to Grade 10 Social Studies and is useful for those preparing to write the GED.

057 Social Sciences
This is an intermediate level non-credit course in history and geography. The student completes some of the assignments on Multiculturalism, Economics and People. A student could practice skills in map reading and dealing with charts and graphs in order to prepare for the GED test

081/091 Canadian Viewpoints
This is a course which covers Social 11 and English 12. The student studies selected issues in Canadian history and politics as well as covering the basics of Canadian government and law. The written assignments are at a Grade 12 English level, including a major research paper. At the moment this course is available only through special permission from the coordinator.

College Foundations

Business and Computer Studies
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.

BUSINESS AND COMPUTER STUDIES
062 Accounting
Accounting 062 introduces students to accounting concepts. It 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 spreadsheets using Excel for Windows software.
Prerequisite: Completion of English 041 or ESL Upper Advanced.

072 Accounting
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 spreadsheet concepts (Excel) learned in Accounting 062.
Prerequisite: Accounting 062

082 Applied Accounting
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

042 Computer Keyboarding
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 or ESL Lower Intermediate.

062 Computer Keyboarding
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 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 English 041 or ESL Upper Advanced.

043 Computer Studies
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. The basic features of the Windows operating system are applied. Microsoft Works computer software is used for word processing, spreadsheets, and databases.
Prerequisite: Completion of English 031 or ESL Lower Intermediate.

063 Computer Studies
Computer Studies 063 is an introductory course on how a computer works and how to use it. The focus is on developing a foundation of skills and knowledge for common computer applications. The basic functions of word processing, spreadsheets and charts, and database management are applied using Works for Windows software. It includes an introduction to the Internet, operating systems, and file management using Windows. Fundamental concepts and terminology of microcomputer components and technology are covered.
Prerequisite: Completion of English 041 or ESL Upper Advanced. An ability in touch-typing is highly recommended (refer to Computer Keyboarding 062).

083 Computer Science
Computer Science 083 is a first course in computer programming. It introduces the student to the Pascal programming language and computer science concepts. Although programming syntax and structures are used throughout the course, emphasis is placed on a systematic approach to problem solving. Topics include data structures, input and output techniques, repetition, decision making, data files, and modular programming.
Prerequisite: Computer Studies 063 and English 041 or ESL Upper Advanced and Mathematics 051, or the equivalent courses.

093 Computer Science
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

083 Data Processing
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 and English 041 or ESL Upper Advanced. Data Processing 083 and 084 may be taken at the same time or in any order.

084 Data Processing
Data Processing 084 is an advanced course in computer applications. Features of an industry-standard spreadsheet software package, Excel for Windows, 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 and English 041 or ESL Upper Advanced. Data Processing 083 and 084 may be taken at the same time or in any order.

093 Desktop Publishing
Desktop Publishing 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 Studies 063 and English 041 or ESL Upper Advanced.

092 Finance
Finance 092 is an introductory course in personal money management. Topics include budgeting, government services and income tax, money and banking services, savings and investment options, pensions and retirement income planning, consumer credit and home mortgages, and shopping for major items.
Prerequisite: Completion of English 041 or ESL Upper Advanced. Finance 092, Law 082 and Law 092 may be taken at the same time or in any order.

082 Law
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 English 041 or ESL Upper Advanced. Law 082, 092 and Finance 092 may be taken at the same time or in any order.

092 Law
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 English 041 or ESL Upper Advanced. Law 092, 082 and Finance 092 may be taken at the same time or in any order.

072 Word Processing
Word Processing 072 is an intermediate course where students further develop basic word processing skills using Word for Windows. Personal and academic documents are created, edited and formatted. These

include letters, resumes, essays, research papers, and reports. Keyboarding drills and exercises focus on speed development.
Prerequisite: English 041 or ESL Upper Advanced and Computer Keyboarding 062 or a typing assessment (minimum 25 words per minute).

082 Word Processing
Word Processing 082 is an advanced course in word processing and the use of professional word processing software, Word for Windows. Emphasis is on producing documents used in the business office: business letters, memoranda, reports, tables, and form letters with mail merge. Keyboarding drills and exercises focus on speed development.
Prerequisite: Completion of English 041 or ESL Upper Advanced, a typing speed of 35 w.p.m. and previous experience with a word processing program.

HUMANTIES (ENGLISH AND SOCIAL SCIENCES)

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 programs. Courses offered are Economics, English, Psychology, Reading and Study Skills, and Writing Skills.
Note: 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.

094 Economics 12 Microeconomics
Following an introduction to the universal economic problem of society 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 an economic sector trends; an selected policy issues.
Prerequisite:
English – Grade 10 or equivalent, or an assessment. Economics 094 and 095 may be taken concurrently or in any order.

095 Economics 12 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
Prerequisite:
English – Grade 10 or equivalent, or an assessment. Economics 094 and 095 may be taken concurrently or in any order.

ENGLISH

Normally, English courses must be taken sequentially. Permission may be given by the department to take certain English courses concurrently. Students need to have completed a prerequisite English course within the last three years with a minimum Grade of C+. Students who do not meet these requirements must see the department head for assessment advice.
Students who do not meet these requirements or who have taken Communications 11 or 12, must take an assessment test and/or see the Department head for advice.

***English**
These English courses are not suitable for students who have English as a second language (ESL) and who have not attended academic courses in Canada for a minimum of three years. ESL Students who have not attended academic courses in Canada for a minimum of three years refer to English Language Skills or College Preparatory English programs.

041 English 9 and 10
Intermediate Level English
English 9 (041) is the first half of the Intermediate or Grade 9/10 English. This course helps 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.
Prerequisite for English 9 (041):
English 8, Fundamental English, English 031, or equivalent, or appropriate scores on the College Assessments in Reading and Writing.

051 English 9 and 10
Intermediate Level English
English 10 (051) is the second half of the Intermediate or Grade 9/10 English. This course helps 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.
Prerequisite for English 10 (051):
English 9, English 041 , or equivalent, or appropriate scores on the College Assessments in Reading and Writing.

***061/071 English 11**
Advanced Level English
English 061 and 071 are ABE Advanced Level English or Grade 11 English. These courses prepare students for any Grade 12 or Provincial Level English or English 081 and 091. Students progress from writing paragraphs to planning and writing essays. Students develop critical reading and editorial skills by combining writing tasks with reading and discussing poetry, short stories, novels and plays.

***061 English 11**
English 061 is the first half of Advanced or Grade 11 English. Students develop their writing skills through planning and writing compositions of varying length and mode. This course concentrates on grammar, punctuation, paragraphs and short essays.
Prerequisite for English 11 (061):
English 10, English 051, or equivalent, or Reading and Study Skills 077, or Intermediate English or appropriate scores on the College Assessments in Reading and Writing.

***071 English 11**
English 071 is the second half of Advanced or Grade 11 English. Students continue to develop their writing skills focusing on expository and argumentative essay writing and critical analysis. This course concentrates on essays, including the research essay, and is excellent preparation for the Language Proficiency Index.
Prerequisite English 11 (071):
English 061, or appropriate scores on the College Assessments in Reading and Writing, or Departmental Permission.
*Students who have successfully completed Communications 11 will be required to take both English 061 and 071 (English 11, Parts I & II).
Students who have successfully completed Communications 12 will be required to take only English 071 (English 11, Part II)

***081/091 English 12**
Provincial Level English
English 081 and 091 are ABE Provincial Level English or Grade 12 English. Students refine critical reading and editorial skills by combining writing tasks with reading and discussing poetry, short stories, novels and plays.

***081 English 12**
English 081 is the first half of Provincial Level or Grade 12 English. Students study and discuss Canadian novels, plays, and short stories. The course concentrates on drama and literary terminology. Students edit and revise various types of essays and are introduced to various types of writing. There is a brief review of grammar, punctuation, basic essay structure, and the writing of memos and proposals.
Prerequisite for English 12 (081):
English 071 or equivalent Advanced Level English, English 11, or appropriate scores on the College Assessments in Reading and Writing.

***091 English 12**
English 091 is the second half of Provincial Level or Grade 12 English. Students study and discuss non-Canadian novels, plays, and short stories. The course concentrates on drama and literary terminology. Students write and edit varying types of essays including a research essay for which you will learn how to document sources as well as use the library, the Internet, and CD-ROMs. There is a brief review of grammar and the writing as well as an introduction to various types of writing not covered in English 081.
Prerequisite for English 12 (091):
English 081, or equivalent, or appropriate scores on the College Assessments in Reading and writing, or departmental permission.

***096 English 12 Review**
Provincial Level English
English 096 provides credit for ABE Provincial Level or Grade 12 English. This is a concentrated and intensive review of writing various types of essays (including a research essay) and reading and analyzing poetry, plays, short stories and novels.
Prerequisite for English 12 (096):
English 12 (with a minimum grade of C-), English 091, English 099 or equivalent.
*Communications 11 and 12 are not recognized as prerequisites for English 12 Review (096)

077 Writing Skills 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.

097 Writing Skills 12
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.

078 Writing Skills for the Workplace
Develop and practice the skills of effective and computer-generated letter, memo, report, log, summary and resume writing as well as oral communication skills in a workshop setting.

081 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.
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.

091 Psychology 12
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.

094 Geography 12
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.

095 Geography 12
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.

098 Geography 12
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.

094 History 12
The Age of Revolution and the Nineteenth Century
This course helps the student understand how events and ideas dating from the early nineteenth century have shaped the basic framework of the modern world. 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.

095 History 12
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.

098 History 12
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.

2007 Mathematics (College Foundations)
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.

MATHEMATICS
050/051 Mathematics
(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.

050 Mathematics
(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.

051 Mathematics
(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.

061/071 Mathematics
(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.

061 Mathematics
(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.

071 Mathematics
(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.

083/093 Mathematics
(ABE Provincial Level Mathematics - Grade 12 Level)
Mathematics 083 and 093 are precalculus 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.

083 Mathematics
(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.

093 Mathematics
(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.

096/097 Mathematics
(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.

096 Mathematics
(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.

097 Mathematics
(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

2008 Science (College Foundations)
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 using logical thinking skills. 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
061/071 Biology 11
We recommend that you enroll in Biology 061 either prior to or at the same time as Biology 071. If necessary, you may take Biology 071 before Biology 061.
Prerequisite: English 10, English 051, or English 059 for ESL students or an ELA score of 127 or higher. Both Biology 061 and 071 are required for Grade 11 Biology equivalency.

061 Biology 11
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.

071 Biology 11
Biology 071 students study plants and animals, including humans, and examine their structures, functions, evolution and environments, including our interactions with selected species.

083/093 Biology 12
Biology 083 and 093 may be taken together or in either order.
Prerequisite: Mathematics 051, English 051 or 059 (for ESL students) and one of the following: Biology 061/071, Chemistry 061 or Physics 061. It is strongly recommended that Chemistry 061 be taken before or at the same time as Biology 083. Both Biol-

ogy 083 and 093 are required for Grade 12 Biology equivalency.

083 Biology 12
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.

093 Biology 12
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.

CHEMISTRY
061/071 Chemistry 11
(Chemistry 061 must be taken before or at the same time as Chemistry 071)
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 061 and 071 are both required for Grade 11 Chemistry equivalency.

061 Chemistry 11
Chemistry 061 is 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.

071 Chemistry 11
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.

083/093 Chemistry 12
Chemistry 083 and 093 may be taken together or in reverse order.
Prerequisites: Chemistry 071 and Mathematics 061. Chemistry 083 and 093 are both required for Grade 12 Chemistry equivalency.

083 Chemistry 12
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.

093 Chemistry 12
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.
Chemistry 083 and 093 may be taken together or in reverse order.

PHYSICS
061/071 Physics 11
Physics 061 and 071 may be taken at the same time or individually. We recommend that Physics 061 precede Physics 071.
Prerequisites: 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 061 and 071 are both required for Grade 11 Physics equivalency.

061 Physics 11
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.

071 Physics 11
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.

083/093 Physics 12
Physics 083 and 093 may be taken at the same time or individually, in either order.
Prerequisites: Physics 061 and 071 (or Physics 11), and Mathematics 061 and 071 (or Math 11). Physics 083 and 093 are both required for Grade 12 Physics equivalency.

083 Physics 12
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.

093 Physics 12
Physics 093 begins with the study of electrostatics. CoulombÆs 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.

College Preparatory English (CPE)

065 Writing
For students who need to improve their writing skills before entering English 098 or Writing 085, this course includes an intensive grammar review, paraphrasing, planning and organizing compositions, as well as expository paragraphs.

Entrance Requirements:
1. Overall ELA score of at least 105, OR
2. Minimum C in Writing 055, OR
3. At least 14/30 on the ELA Composition Test

066 Reading
This course is equivalent to the reading component of English 059. It includes comprehension work at a Grade 10 level, vocabulary development, speed training and study skills. Students read a variety of fiction and non-fiction material and make use of computer assisted reading in the ESL Computer Labs.

Entrance Requirements:
1. Combined ELA Vocabulary and Comprehension score of at least 35/70, OR
2. Completion of an Upper Advanced or Intensive Reading course at VCC

067 Oral Skills
Academic speaking and listening skills covered in this course include note-taking, asking and answering questions in class, expressing opinions appropriately, preparing and giving brief talks and individual and group oral reports, and individualized work on pronunciation.

Entrance Requirements:
1. ELA Listening minimum 18/30 and Speaking minimum 24/30, OR
2. Completion of a VCC Upper Advanced course

085 Writing
This is an advanced essay 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. English 085 includes some grammar review in context as well as additional practice in paraphrasing. Essays are based on assigned readings.

Entrance Requirements:
1. At least 18/30 on the ELA Composition Test, OR
2. Minimum of C in English 059, OR
3. Minimum of C in Writing 065

086 Reading
This course is equivalent to the reading component of English 098, and includes reading at Grade 11 level, textbook study, building vocabulary, increasing speed, and reading and understanding literature.

Entrance Requirements:
1. Combined ELA Vocabulary and Comprehension tests of at least 43/70, OR
2. Minimum of C in Reading 066

087 Oral Skills
A combination of Oral Skills and Canadian Studies, this course provides practice in participating in class discussion, taking lecture notes, and giving researched individual and group oral reports. The course includes Canadian geography, pre-20th Century Canadian history, and an introduction to Canadian literature, with emphasis placed on discussing and giving oral reports on various aspects of works of literature.

Entrance Requirements:
1. ELA Listening minimum 23/30 and Speaking minimum 26/30, OR
2. Minimum of C in English 059 or Oral Skills 067

095 Writing
Writing 095 is equivalent to the writing component of English 099, and includes summary writing, report writing, argumentation, and research paper writing. Compositions are based on assigned reading.

Entrance Requirements:
1. At least 23/30 on the ELA Composition Test, OR
2. Minimum of C in Writing 085

096 Reading
Our most advanced reading course, this is equivalent to the reading component of English 099. Passages read are at the Grade 12 level and college level. Skills taught include understanding college textbooks, analyzing literature, developing speed, tailoring reading approach to reader's purpose, understanding purpose and tone, looking at evidence of bias and the structure of propaganda in texts and expanding vocabulary, with an emphasis on the connotations of certain words in certain contexts.

Entrance Requirements:
1. Combined ELA Vocabulary and Comprehension scores of at least 50/70, OR
2. Minimum of C in Reading 086

097 Canadian Studies
Topics studied are chosen from Canadian Government, history, literature, the arts and current affairs. Skills include book reporting, giving oral presentations, debating, discussing a novel and taking lecture notes.

Entrance Requirements:
1. Minimum of C in Oral Skills 087, OR
2. Permission of the College Preparatory English department head

055 Writing
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, this course includes grammar, usage, punctuation, guided writing, and an introduction to writing narrative and descriptive paragraphs.

Entrance Requirement: Overall ELA score of at least 105, with a minimum composition score of 11.

TOEFL and TWE Preparation
The TOEFL and TWE Preparation course is a test-taking practice and strategy course. Students gain experience in doing TOEFL-like and TWE-like tasks in time frames comparable to those used in the actual exam. It is strongly recommended that students wait to take this course until they have already written the TOEFL once, or have definite plans to write it. This course may be taken only once, and is not designed for people who still need time to improve their reading and writing fluency before being ready to sit such an exam.

Entrance Requirements
1. CBT (new) TOEFL score of 173 with a minimum of 3 on TWE (essay), OR
2. ELA of 127, OR
3. Completion of English 059 or English 065, OR
4. Old TOEFL score of 500 with a minimum 3 on TWE or an acceptable writing sample done in the department in 30 minutes

Pronunciation and Communication Skills
This course is a practically-oriented combination of work on pronunciation and communication skills. As it is not for credit, individual students are encouraged to ask their instructors to provide work in areas in which they feel they have specific needs.

Grammar and Meaning
The Grammar and Meaning course is an upper level grammar course which examines grammar in speaking and reading as well as writing. It provides an overview of all verb tenses and moods, concentrating on the perfect tenses, passives and the subjunctive mood. It also introduces stylistic variation, and levels of formality. Practice is provided in manipulation of complex grammatical structures, in emphasizing and de-emphasizing ideas through use of grammatical structures, and in using transitional expressions correctly.

Entrance Requirements
1. Completion of English 059 or Writing 065, OR
2. ELA score of 127 with a minimum of 18 in Composition

101 English
Prerequisites
ENGLISH 101:
1. An LPI score of 4 or better with an overall score of 24, and 5 in English usage, OR
2. Successful completion of Grade 12 English with a score of at least 80% on the provincial examination, OR
3. A VCC English Language Assessment score of 145 or better, with a 25 in composition, OR
4. A CBT TOEFL of 220 with 5 in the essay portion
5. 102 English

Community and Career Education (ASE) - part-time courses

0118 Reading and Writing for Everyday Use - Level 1
This ten month course provides participants the opportunity to develop functional literacy skills. Content includes increasing vocabulary, reading simple sentences, reading community signs, using a supermarket flyer, completing contest entry forms and sending postcards and greeting cards.

0092 You and Your Community
This part-time course is for adults with intellectual disabilities who would like to learn how to get along better with people, to develop friendships and be more involved in the community. Participants will plan and take part in community events and activities as a way of practicing their new social skills.

0101 Knowing Yourself: You and Your Relationships
This part-time course is about people becoming more comfortable with their bodies and expressing sexuality. Designed for adults with intellectual disabilities, students follow a general slide presentation that guides discussion and role-play. This course deals with how the human body works and the differences between men and women. Participants will gain knowledge that will help them make informed choices about how they conduct themselves sexually.

0043 Introduction to Microcomputers
This ten month course is designed for anyone who wants to learn how to use popular computer applications but has difficulty with other courses that are too fast-paced. Content includes computer literacy, terminology, Typing Tutor 7, Microsoft Word, Windows 95, Microsoft Office, CD ROM programs, tutorials and games.

0080 Managing Your Money
This six month course is designed to help students become more skillful in counting and handling money. Participants will be introduced to some of their rights and responsibilities as consumers. Content includes matching money with prices, counting money, counting back change, reading cash register receipts, estimating prices and purchasing power, using coupons, using banking machines and understanding ads and sales flyers.

0119 Reading and Writing for Everyday Use - Level 2
This ten month course is designed for students who can read simple sentences but would like to increase both their reading and writing ability. Content includes locating and reading information in newspapers, writing a letter, making a grocery list, using the library and selecting a book, reading simple stories, and discussing current affairs.

Computer Applications Support Specialist

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.

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 and 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 practice using DOS, Microsoft Windows, and Novell Netware commands in our networked micro-computer lab.

9030 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.

7632 Introduction to Networking
This course will provide students with an overview of networking concepts using Novell's Netware 4.11 Intranet Operating System. The course will be hands-on, with opportunities to explore and demonstrate skills using the College's Novell Networks. Students will learn many networking administrative functions, including creating objects, designing file systems, implementing the NDS, and file system security. This course will provide an overview of general networking concepts and will serve as a first stage if students wish to pursue Certified Netware Administrator (CNA) certification.

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.

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.

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.

7633 Introduction to Database with Microsoft Access
This course is designed to show students the concepts of database management using Microsoft Access. Students will learn how to create relational database tables, maintain the database, view data through queries, perform data editing with screen forms and generate formal output with report generation. On completion of this course students will be able to create a complete database system.

8141 Intermediate Database with Microsoft Access
This course is designed to add to the understanding of database operations covered in the introductory course. Students will learn to perform complicated search procedures. Database usage will be enhanced through merging of tables of data. Database upkeep and reporting will be made efficient and faster through macro automation. On completion of the course students will be able to create a complete, automated database system.

8096 Fundamentals of Programming in Visual Basic
This course introduces students to the standards of programming a graphical user interface using Visual Basic programming language. Emphasis will be placed on problem solving using appropriate Object Oriented algorithms. Students will write programs to solve a variety of isolated problems and to use Visual Basic to interface with other Microsoft applications.

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.

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.

7443 Computer 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. Student will cover troubleshooting concepts. Students will use configuration software. Students will handle basic micro-computer repair tasks on department microcomputers.

8140 Intermediate Networking
This course will provide students with an extended view of networking concepts using Novell's Netware 4.11 Intranet Operating System. The course will be hands-on, with opportunities to explore and demonstrate skills using the College's Novell Networks. Students will learn many networking administrative functions, including implementing network printing, using electronic mail systems, customizing the login scripts, building user menus and handling console operations. This course adds to the student's general knowledge of networks, emphasizes network management activities and will be of benefit to students wishing to pursue Certified Netware Administrator (CNA) certification.

Cooking (ESL)

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, sauté, deep fry and puree vegetables, cook and prepare pastas, and 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
This 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 panfry, 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, consommé, 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, consommé, 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 sauté, 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.

8128 English for Cooks
This course provides ongoing language support to assist students in building a professional vocabulary. The course also develops effective communication skills and cultural competence for employment, develops reading writing skills relevant to training needs and job requirements, and prepares students to conduct a successful employment search.

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, sauté, deep fry, and puree vegetables, cook and prepare pastas, and 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 panfry, 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, consommé, 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, consommé, 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 sauté, 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
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 artistic presentation.

3699 Entrees, Sauces, Meats, Poultry and Game
Students will begin the process of cooking an a 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 Entrees, 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, flambé 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 planning, designing and costing an a la carte menu and how to apply food cost control procedures to gain a firm understanding of dining room service. 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 a la carte menu as well as specialty starches and soups.

7475 Entrees and Sauces 1
Building from the skills previously developed, the students begin creating main entrees with appropriate sauces for customers.

7476 Cold Kitchen and Buffet Preparation
Students 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 a 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 a la carte menu as well as specialty starches and soups.

7479 Entrees and Sauces 2
The student will build upon previous lab skills and create a 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

7619 Preparation for Oral Health Care
This course will enable the student to gain introductory knowledge and psychomotor skills essential to begin clinical dental hygiene therapy under supervision.

7620 Professional Practice I
This course will assist the student in gaining introductory knowledge and skills pertaining to professionalism, professional responsibility and communication to dental hygiene practice.

7621 Health Sciences I
This course will enable the student to gain foundation knowledge about biochemistry, histology and embryology relevant to general and oral health care.

7622 Oral Health Sciences I
This course will enable the student to gain integrated knowledge about the structural and functional anatomical relationships of the human body with an emphasis on oral and peri-oral structures.

8134 Oral Health Sciences II
This course will give the student the opportunity to gain integrated knowledge about structural and functional relationships in health and disease of the oral tissue.
Prerequisite courses: Oral Health Sciences I, Health Sciences I

8135 Clinical Practice I
This course will give the student the opportunity to gain knowledge and experience in providing basic clinical dental hygiene services to individuals while practicing in an oral health team.
Prerequisite courses: Preparation for Oral Health Care, Professional Practice, Dental Health Sciences, Health Sciences

8136 Health Sciences II
This course will enable the student to gain integrated knowledge about the physiological and anatomical relationships of the human body, with an emphasis on the systems of the body in differing states of health.
Prerequisite courses: Health Sciences I, Oral Health Sciences I

8137 Dental and Behavioral Sciences
This course will assist the student in gaining knowledge about the materials and strategies used for oral therapeutic, preventive and health promotion services for individual clients.
Prerequisite courses: Oral Health Sciences I, Health Sciences I

8138 Oral Health Care for Individuals I
This course will provide opportunities for the student to gain knowledge about clinical decision making based on the process of dental hygiene care model. The student will also gain knowledge and experience in providing basic clinical services including radiographs, impressions, and local anesthesia.
Prerequisite courses: Preparation for Oral Health Care for Individuals, Oral Health Sciences II, Professional Practice I, Health Sciences II

3862 Oral Health Care for Individuals II
This course will assist the student in gaining knowledge and experience in basic clinical decision making related to oral care.
Prerequisite course: Oral Health Care for Individuals I

3863 Clinical Practice II
This course will give the student the opportunity to gain knowledge and experience in providing basic clinical dental hygiene services to individuals while practicing in an oral health team.
Prerequisite courses: Clinical Practice I, Oral Health Services, Health Sciences I

4373 Oral Health Sciences III
This course will give the student the opportunity to gain knowledge of the impact of periodontal conditions and pharmacological agents on oral and general health, as well as the treatment modalities to promote oral health. Application of knowledge will relate to provision of dental hygiene services and referral into the dental community.
Prerequisite courses: Oral Health Sciences II, Health Sciences II

4374 Oral Health Care for Individuals III
This course will enable the student to gain knowledge about providing care for clients with compromised general and oral conditions using the process of dental hygiene care.
Prerequisite course: Oral Health Care for Individuals II

4375 Clinical Practice III
This course will give the student the opportunity to gain knowledge and experience in providing clinical dental hygiene services to individuals while practicing as part of an oral health team.
Prerequisite courses: Clinical Practice II, Oral Health Care for Individuals II

4376 Preparation for Oral Health Care for the Community
This course will assist the student in gaining knowledge and experience in community health strategies and principles which enable individuals and communities to improve their health.
Prerequisite course: Oral Health Care for Individuals II

5122 Clinical Practice IV
This course will provide an opportunity for the student to gain knowledge and experience in providing immediate clinical dental hygiene services to individuals while practicing in an oral health team. The student will have the opportunity to gain experience with diverse clients while working in a variety of clinical practice settings.
Prerequisite courses: Clinical Practical III, Oral Health Care for Individuals III

5123 Professional Practice II
This course will enable the student to gain knowledge about current health issues and gain skills in decision making as they relate to dental hygiene practice and licensure.
Prerequisite Course: Professional Practice I

5124 Oral Health Care for Individuals IV
This course will give the student the opportunity to gain knowledge about the integration of clinical, pathological and other human needs into oral care.
Prerequisite course: Oral Health Care for Individuals III

5125 Oral Health Care for the Community I
This course will assist the student in gaining knowledge and experience in providing community health programs.
Prerequisite courses: Preparation for Oral Health Care for the Community, Oral Health Care for Individuals III, Clinical Practice III

6079 Professional Practice III
This course will enable the student to gain knowledge and skills in the transition and integration into varied dental hygiene practice settings.
Prerequisite course: Professional Practice II

6080 Guided Independent Study
This course will assist the student in gaining knowledge and skills in integrating theoretical and practical knowledge in an area of interest which relates to dental hygiene practice.
Prerequisite courses: Clinical Practice IV, Professional Practice II, Oral Health Care for Individuals IV, Oral Health Care for the Community I, Oral Health Sciences III

6081 Clinical Practice V
This course will give the student the opportunity to gain knowledge and experience in providing clinical dental hygiene services to individuals while practicing in an oral health team. They will be providing clinical services at an entry-to-practice level for diverse clients in a variety of clinical practice settings.
Prerequisite courses: Clinical Practice IV, Oral Health Care for Individuals IV, Professional Practice II

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 inter-personal 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
Telephone etiquette and the business of the telephone is discussed. Students practise answering phones, taking messages and handling inquiries. Efficient use of white and yellow pages is practiced.

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

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, as well as 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, 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

(Program under review; applications to this program are not being accepted at the present time.)

Digital Graphic Design

8100 Computer Basics, Photo Manipulation and Scanning
This course introduces the student to the Macintosh platform, the operating system and various software including Adobe Photoshop. The scanning of images, image manipulation and output in various file formats will be undertaken. The course is designed as a foundation from which students can proceed to more complex applications.

8101 Digital Illustration
This course introduces students to digital drawing using one of the industry's top colour illustration applications, Adobe Illustrator. Topics include: vector drawing, masks, blends, compounds, graphs and text distortion.

8102 Web Page Design
Student will acquire the skills to create well designed, content rich Web sites. Topics include introduction to the Internet, story-boarding, HTML, links, writing style, file formats, colour usage and layout. A small web site will be produced as a project.

8103 Desktop Publishing
Students are introduced to page layout through the use of QuarkXPress. Topics include importation of graphics, font and typographic controls, file compression, and a variety of print output options. A number of publication assignments of increasing complexity will be undertaken as student projects.

8104 3D Modelling
This course presents the opportunity to create graphic illustrations in a three dimensional workspace. Topics include the structure of models, extruded text, surface properties, light sources, cameras and mapped artwork. Designs can be animated and saved as Quicktime movies.

8105 2D Animation
Students are introduced to two-dimensional animation through the use of Macromedia Director. Topics include motion paths, registration, sound effects, tempos and transitions. Files can be recorded to video tape or made into Quicktime movies.

8106 Guided Independent Studies
This section provides an opportunity for students to strengthen their portfolios, review software or study new applications. At the beginning of the course students will, in consultation with the instructor, design the course of studies they wish to undertake.

8107 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.

Diploma in Adult Education

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 psycho-social development throughout the life span, and have 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 and word processing applications, 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, and 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.

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.

AD 306 Cooperative and Collaborative Learning
This course examines the fundamentals of cooperative and collaborative learning. Learners will experience cooperative learning lessons and have an opportunity to increase their effectiveness as instructors in using cooperative and collaborative learning structures.
Goals: Upon successful completion of the course, the learner will be able to:

- select cooperative and collaborative learning structures and strategies that enhance learning
- structure cooperative and collaborative learning lessons
- make teaching and curriculum decisions regarding the use of cooperative learning
- utilize groups to their potential and assist group development and process

Drafting

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 specialty 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 and monorail.

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, students 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 process 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)

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 amplifiers classes. Measurements will be made to determine input and output impedance and frequency response characteristics. The use of test equipment to analyze and troubleshoot various circuits will be developed.

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 revisited 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, multi-plexers, 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)

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 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.

7592 Introduction to PC Hardware
Troubleshooting techniques involved in the testing and diagnosis of PC peripherals and ports are 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 and 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, establish interface with a distant host computer, and learn required troubleshooting and debugging skills.

3864 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.

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 Specialty)

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 as used in stereo and home theatre systems are studied. Audio distribution systems and automotive audio systems will be covered, depending on industry requirements.

1672 Radio Systems
Radio receiver (or tuner) theory, as is widely used for the reception of stereo and television signals in the home, is introduced, including AM (amplitude modulation) and FM (frequency modulation). 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 hand tools 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 they apply 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
This course introduces personal computer and applications 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. 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 Specialty)

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.

3864 Resume, Job Search and Work Experience
Job search techniques including "networking", telephone manner, calling cards and interview conduct are introduced. Résumé 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.

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.

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.

4377 Networking Systems
An ideal network system is presented and the limitations and trade-offs are discussed. Using the ISO-OSI reference model, the general concepts used in networked systems are discussed and the advantages and disadvantages of various implementations are compared. Concepts presented will include public vs. private networks, connection vs. connectionless, packets vs. frames vs. cells, packet switched vs. circuit switched, delays, jitter, security, addressing, bandwidth, error detection, error correction and flow control. The World Wide Web will be used for obtaining various software drivers, tools, and information.

4378 Networking Installation Project
Install a Server and an ethernet Local Area Network and/or Windows NT environment. This group project will be used later to implement various WAN connections. This hands-on project consists of all aspects of basic LAN hardware and server installation procedures including wiring standards, punchdowns, hubs, jacks, and NICs (Network interface cards), as well as server software installation, including computer preparation, the NOS installation, and initial setup. Lab reports and other documentation will be produced using HTML. Teamwork skills are developed.

4379 Advanced Data Communications (WANs)
Analog communications devices (MODEMS) are further investigated. Dial-up and leased lines including POTS, ISDN, T1/E1, T3/E3, and fibre are presented. Several physical connections will be implemented and tested. TDM (time division multiplexing) and PCM (pulse code modulation) is reviewed and a DSU/CSU will be configured. an Internet connection using the PPP (point to point protocol) will be implemented.

4380 Routing with IP
The IP addressing definition is presented. Network addresses, subnets, sub-subnets, hosts and reserves and addresses are covered. MAC addresses and IP addresses are compared and address resolution techniques are studied including ARP and RARP. Routing techniques are presented including absolute routes, next-hop routing, fixing routes and dynamic router tables. Troubleshooting utilities are presented.

4381 Wide Area Networks and Protocols
Previous knowledge is applied in a project based group environment. A complex routing project is implemented using the TCP/IP protocol. Various workstations in a LAN environment are interconnected using state of the art WAN technologies such as Frame relay, TI, PPP, V.35, ISDN and fibre optics. teamwork skills are further developed. Lab reports and other documentation will be produced using HTML.

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 are viable alternatives 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 Work/Study Placements
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.

Esthetics (Skin Care)

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.

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.

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.

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 (part-time)

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.

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.

7629 Communications and Organizational Behaviour
This course teaches how to research, prepare, edit, revise and present final formations of detailed business correspondence, reports and statistical documents to clients and co-workers; and teaches how to understand and apply the principles of human relations in the workplace. Topics include interpersonal communication, management of change and conflict, image, ethics, team work, and both written and oral communication skills.

7630 Administrative Technology
This course teaches students how to exercise initiative and judgement in setting priorities, making decisions, and delegating workload; and to understand and apply knowledge related to information processing, telecommunications, records management, and integrated office systems. Topics include office management, executive travel, records management, cultural and community affairs, networking, and implementing advanced automated office systems.

7631 Human Resources Management
This course teaches students how to understand and apply the principles of organizational, production, and marketing management in the workplace. Topics include personnel selection and development, compensation and benefits, training and development, employees safety and health, performance appraisal, employee/labour relations, grievances, discipline, counselling, and employee separation processes.

Financial Accounting and Management Communications (part-time)

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 include 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 will give students insights into current business issues and an overview of management techniques. Topics of current importance such as cultural diversity of the workforce, social responsibility, higher standards of business ethics, human rights issues and managing in the global environment are covered. Current management techniques will include the planning process, marketing issues, strategic management and related tools.

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.

7641 Computer Applications
Upon completion of this course, the student will have skills in computer application principles and be able to apply these principles in industry. The major functions of computer applications will be illustrated and practiced with the microcomputer operating interactively. Students will be able to achieve basic computer literacy and use DOS, Windows 95, and Microsoft Office 95 components Word 7, PowerPoint 7 and Excel 7. Topics include an introduction to hardware and software, data processing, input-output devices, storage devices and communications. Students will be required to demonstrate competency by completing assignments using selected computer software applications.

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.

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.

8097 Accommodations 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, 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.

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.

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.

7362 Introduction to Food and Beverage
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.

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.

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.

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 student's experiences.

4332 Tour Operations
This course covers tour operations, including packaging and marketing of tours, product descriptions, meal and room bookings, policies and guarantees. 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.

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.

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.

Food Service Careers (ASE)

7651 Study Skills
Students are taught how to effectively use the library and how to develop study skills that will make college a more rewarding learning experience. The College Learning Centre will be utilized for students who require assistance with upgrading their reading.

7652 Effective Work Habits
This course discusses the characteristics that make effective work habits. 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. Emphases is placed on working with co-workers and taking direction from supervisors. Students also learn what is meant by quality work and productivity.

2879 Time Management
The importance of being organized around a work schedule is applied to situations where students must use schedules, time cards and time sheets. Day-timers are used throughout the program.

7653 Organizational Skills
Good organizational skills are an asset to an efficiently run kitchen. Students will learn how to set up their work stations and maintain a well organized kitchen throughout the day.

7654 Kitchen and Personal Safety
Being aware of the need for safety is important on every work site; however, working in a kitchen can often be a dangerous environment. From knives to hot pots, following safe practices is essential. Students will learn to safely operate kitchen equipment. Basic safety measures and procedures to follow in case of an accident will be covered.

7655 Personal and Food Service Hygiene
Good hygiene and grooming are mandatory in a kitchen. Students are expected to demonstrate excellent hygiene and grooming throughout the program. The importance of keeping a clean uniform will be emphasized.

7656 Foodsafe 1
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 borne illness.

7657 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.

1504 Communication Skills
This course introduces the student to the basics of effective communication. Appropriate greetings and introductions, the use of eye contact, non-verbal behaviour, and listening skills are practiced. Topics covered include handling criticism and conflict, being a good listener, knowing the difference between public and private information, and communicating your needs effectively. Students will also learn about their rights and responsibilities in the workplace.

7658 Customer Relations
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 mean and by developing a positive and professional attitude.

7659 Receiving and Storage of Food
In this course students will learn the proper procedures for receiving and storage of food. Knowledge gained from Foodsafe will be applied. Students will have the opportunity to practice these methods throughout the program.

7660 Dish-Washing and Bussing
Students are trained in the proper procedures and practice of operating both a standard and industrial dishwasher. All students will learn how to properly bus a table. The importance of replenishing condiments and general cleaning are emphasized.

7661 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 videotaped role plays.

7674 Work Experience 1
This first work experience provides an opportunity for the student to work in the food service industry as a dishwasher/bus person. This three week work experience helps the student and program staff assess the student's aptitudes and abilities, speed and stamina, and other generic work habits and social skills.

7662 Kitchen Awareness
Kitchen awareness and kitchen safety go hand-in-hand. When a hot pot is being transferred across the kitchen, it is important that students are alert and respond quickly. Developing good kitchen awareness will be stressed throughout the program.

7663 Problem Solving
The objective of this course is to assist students in solving problems, especially those related to employment. Students practice strategies to use when immediate decisions need to be made on the job.

7664 Knife Skills
Students will learn how to use kitchen knives safely and efficiently. Proper identification, respect and care of knives and their different uses will be stressed.

7665 Kitchen Hand Tools and Equipment
Students will learn how to identify and use a variety of kitchen hand tools and equipment. From the balloon whisk to convection ovens, important hand tools and types of equipment that are used in kitchens everywhere will be covered.

7667 Work Experience 2
Students are given an opportunity to attend a work experience in the food service industry as a prep person. This work experience is 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.

2445 Soups and Sauces
In this course students will learn how to prepare soup stocks and learn how to make a variety of soups. Clear soups, cream soups, meat soups and vegetarian soups will all be on the menu. How to make "roux" and basic sauces will also be taught.

7668 Salad Preparation
Students will get further opportunity to utilize their knife cutting skills when preparing for salads. A variety of salads and dressings will be prepared.

7669 Sandwich Preparation
Students will learn how to identify different types of bread, build a variety of sandwiches, and prepare them for the consumer.

7670 Portioning and Measuring
Students will learn how to accurately portion food using both the metric and imperial systems. Measuring of dry and liquid ingredients will be taught and used throughout the program.

7671 Meat Preparation
Students will learn how to safely store and prepare a variety of meats. Various methods of meat cookery will be introduced.

7541 Work Experience 3
This work experience provides the student with an opportunity to practice most of the skills acquired throughout the program. With information and input from the student, sites will be chosen that best suite the abilities and interests of each individual. This work experience is five weeks in duration.

7666 Vegetable Preparation
In this course students will gain in-depth knowledge about vegetable preparation. From the origin of the vegetable, storage of the vegetable and how to properly clean the vegetable, students will learn valuable information that every kitchen employee should know. Students will learn many ways to chop vegetables along with a variety of cooking methods. Whenever possible, vegetables in season will be used. Students will also be introduced to cooking with grains, legumes and starch products (such as pasta).

Graphic Arts - Printing Production

7504 Typesetting/Page Layout I
This course focuses on typesetting traditions and modern technology—using computers to generate type and page layout. There will be an emphasis on typesetting, proofreading, and typographic and layout detail. QuarkXPress and Illustrator are the programs used, and while computer or typing skills are not prerequisites, they are an asset.

3829 Colour Reproduction and Scanner
This course will focus on the theory of colour reproduction with an emphasis on the relationship between four-colour printing and the subtractive colour process. Students will acquire the skills to identify the gray balance, tone compression, perform colour separation, operate overlay and laminate proofing systems and the knowledge to scan and colour correct a variety of images. Traditional and digital image capture devices will be used.

3832 Production Planning
This introduction to production planning is intended to ground the students in the terminology and conceptual understanding of the estimating and scheduling processes associated with the printing industry. Overview of the manufacturing process and the relationship of variables such as paper, ink, equipment and people. This course will introduce estimating, scheduling and docket writing. After four weeks the student will be prepared for the Applied Production Planning course.

7634 Print Production Foundation
This course is made up of a series of modules to provide knowledge the student will require in the program and the graphic arts industry in general. Modules include: on-the-job math computations, critical thinking and problem solving, the graphic arts process, Macintosh basics, QuarkXPress basics, and Photoshop basics.

7635 Black and White Image Acquisition
This course provides the basics of black and white line photography as well as introduction to halftone and duotone processes, including both shooting and processing. Students will produce black and white line negative and halftones. An introduction to digital image acquisition for black and white reproduction.

7636 Press and Finishing I
The press portion of this course will prepare students to set up and run a variety of one and two colour jobs on the small offset presses. The finishing section allows the students to complete finishing operations including cutting, folding and stitching. Students will be expected to print a project initiated earlier in the program.

7638 Applied Production Planning
This course will allow the student to apply the principles learned in production planning. Assignments are used to develop expertise in production planning and translating the information into a work docket. An overview of job categories such as estimator, production planner and CSR (customer service rep.). This course will include either an industry practicum or related research component. A practicum gives the student the feel of what it is like to work with real deadlines and real customers. Research projects will allow the student to undertake a project of personal interest.

7639 Press and Finishing 2
This course provides an introduction to large press, with an emphasis on the technical process of paper through a press. Theory includes press halftones dots, ink and ink colour and paper. Students will have the opportunity to run a four-colour process job. Discussion and demonstration on die-cutting, numbering, perforating and scoring.

7637 PrePress 1
This course offers a background in the basics of film assembly and platemaking procedures. The student will develop a hands-on, practical knowledge of traditional prepress methods with an introduction to electronic prepress.

7640 PrePress 2
This course provides the opportunity to study advanced traditional prepress methods. It includes film contacting, trapping and working with screens and process negatives used in four-colour printing. Electronic processes allow the student to acquire skills, knowledge and experience to create custom colours, produce accurate blends, and draw exact clipping paths. In addition, the student will learn how to prepare files for output to film and print colour separations.

Hairstyling - Women's and 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 Hair Cutting 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 scissors and clipper techniques are introduced. Safety precautions are highlighted.

7544 Hair Styling 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
This 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 Hair Colouring 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 Hair Styling 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 Hair Cutting 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 Hair Colouring 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.

8142 Beard Trimming/Men's Facials
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 Hair Styling 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 Hair Cutting 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, 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 these 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.

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 Men's 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 Men's 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.

4327 Hair Styling 4
This course makes use of concepts and methods taught in levels 1, 2 and 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 Hair Cutting 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.

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 are identified. Procedures and safety precautions are stressed.

4382 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.

4383 Practicum 2
For a period of one week and 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.

4209 Hair Colouring 4
This course is a continuation of Haircolouring 3. In addition to Haircolouring 3 content, emphasis is placed on fashion colour coordination relative to skin tone, eye colour, and fashion and lifestyle needs.

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.

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

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 Hair Cutting 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 scissors and clipper techniques are introduced. Safety precautions are highlighted.

7544 Hair Styling 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
This 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 Hair Colouring 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 Hair Styling 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 Hair Cutting 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 Hair Colouring 2
This course focuses on the use of hair lightening products, and 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.

8142 Beard Trimming/Men's Facials
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 Hair Styling 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 Hair Cutting 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.

8126 English for Hairstylists
This course provides ongoing language support to assist students in building a professional vocabulary, develops effective communication skills and cultural competence for employment, develops reading writing skills relevant to training needs and job requirements, and prepares students to conduct a successful employment search.

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 Men's 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 Men's 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.

4327 Hair Styling 4
This course makes use of concepts and methods taught in levels 1, 2 and 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, provides the practical knowledge of this course.

4210 Hair Cutting 4
This 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.

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 are identified. Procedures and safety precautions are stressed.

4382 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.

4383 Practicum 2
For a period of one week and 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.

4209 Hair Colouring 4
This course is a continuation of Haircolouring 3. In addition to Haircolouring 3, content emphasis is placed on fashion colour coordination relative to skin tone, eye colour and fashion and lifestyle needs.

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.

Home Support Attendant Upgrade (part-time)

7413 Work Role: Introduction to Home Support Practice
This course provides the learner with an overview of community care and the home support industry. The role of the Home Support worker within the care system is reviewed. In addition, students are given an opportunity to acquire the basic home management skills needed for Home Support Attendant practice.

7414 Work Role: Practical Experience 2
Practical Experience 2 offers participants an opportunity to acquire and apply knowledge and skills associated with meal planning and preparation during this 15 hour course. Learners also have an opportunity to demonstrate proficiency in basic cooking skills.

7415 Personal Care Skills for Home Support 2
This practical course draws on the knowledge and skills learned in course 7412. It offers participants an opportunity to acquire personal assistance skills required by the Home Support Attendant working within the framework of the recognized provincial Personal Assistance guidelines.

7416 Special Needs in Home Support
Building on other course materials, this course introduces learners to the basic concepts and approaches involved in caring for clients with changes occurring in mental functioning. The Home Support Attendant's role in working with families in crisis is also explored.

7417 Work Role: Practical Experience 3
This course consists of practical experience and provides the participants with an opportunity to apply the caring philosophy in giving care to clients in an intermediate care setting. It also encourages them to integrate the knowledge and skills learned in all the other courses.

7418 Clinical and Community Experience
This course consists of hands-on and observational experiences in extended care settings and community agencies such as Adult Day Care. Learners have an opportunity to continue to apply the caring philosophy when working with clients. Students provide personal hygiene for individuals requiring total or practical assistance. Exposure to the use of mechanical lifts and special tubs is included. Integration of the knowledge and skills obtained in all the other courses will take place.

7410 Health: Lifestyle and Choices
The intent of this course is to introduce the learner to the concept of health and the components of 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 environmental—is explored. The focus is on how lifestyle choices influence all aspects of health.

7409 Human Relations: Interpersonal Communications
This course provides learners with an opportunity to increase their understanding of interpersonal communication. It focuses on the development of self-awareness and increased understanding of others. Students explore the basic concepts of effective interpersonal communication and practical skills which contribute to effective caring interpersonal relationships. In addition, they are encouraged to examine how self-awareness, self-concept and self-esteem affect the communication process.

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 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.

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 that relate to protecting themselves in the work environment. In addition, emphasis is placed on basic personal hygiene skills required in providing client care.

Home Support/ Resident Care Attendant

7317 Foundations
This course introduces the concept of caring and the caregiving role. It also assists in preparing students for their role as a Home Support/Resident Care Attendant student. Some key issues within this role such as caring for self, ethics and multiculturalism are introduced.

7643 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. The inter-relationship between self-awareness, self-caring and effective interpersonal communication is examined. Students will also be given the opportunity to develop specific behaviours which will enhance their social competence in the health care culture.

7644 Lifestyle and Choices
This course focuses on health and what makes up a healthy lifestyle. Participants are invited to think about their own health to recognize challenges and resources that influence their lifestyle choices, and consequently, their health. The interconnectedness of all aspects of health—physical, psychological, social, and spiritual—is explored and the influence of environmental factors is examined. In physical health, we look at nutrition, exercise, weight management strategies and harmful substances, and how they influence our health. The psychological (emotional and cognitive), social and spiritual components of health will be discussed. Learners are encouraged to examine the challenges to their health and resources for positive change in their lives.

7645 Work Role: Introduction to Home Support/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 Home Support Attendant or Resident Care Attendant. An understanding of the role and the essential components of responsible and accountable behaviour as a care provider are stressed.

7646 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. Concepts and principles related to human basic structure and function of the human body will be examined. Human growth and development and common challenges to health and healing are also discussed.

7647 Personal Care Skills 1
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.

8143 Personal Care Skills 2
This practical course is a continuation of Personal Care Skills 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.

8144 Special Needs
Building on other course materials, this course introduces learners to the basic concepts and approaches involved in caring for residents/clients with changes occurring in mental functioning. Common mental health problems are discussed, and the caregiver role in working with families in crisis is also explored.

8145 Home Management Skills
Basic home management skills required for work in home support and group home settings are introduced in this course. Participants have an opportunity to acquire and apply knowledge and skills associated with meal planning and preparation and housekeeping. Learners also have an opportunity to demonstrate proficiency in basic cooking skills. Knowledge and skills learned in this class will be applied in the clinical experience.

8146 Clinical 1
This practical and supervised course provides an opportunity to apply the caring philosophy with older adults in an intermediate care facility including a Special Care Unit, and with clients of all ages in home support settings. It will emphasize the application and integration of knowledge and skills learned in all other areas. Some experience in community settings such as adult day centres will also be provided.

3865 Clinical 2
This clinical component takes place in an extended care facility. This six week experience provides students an opportunity to apply—under supervision—all the knowledge and skills gained in the program.

Hospital Unit Coordinator

7623 Work Role: Introduction to Hospital Unit Coordinator Practice
This course provides a wide range of topics that develop foundational skills required of all health care workers, and in particular the Hospital Unit Coordinator. It is designed to acquaint the student with the hospital and its departments, members of the health care team, and the role of the Hospital Unit Coordinator. The values and professional attitude required to work successfully in the health care setting are examined. An operational knowledge of hospital communication devices and effective responses to hospital emergencies will be discussed and practiced through simulated exercises. Included will be procedures for requesting maintenance services and ordering supplies for the nursing units. Basic theory, skills and practice necessary for safe performance in a health care environment are also studied.

7624 Human Relations Skills
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 interpersonal relationships.

7625 Managing Admissions, Transfers and Discharges
This course provides the knowledge and skills necessary to compile and maintain a patient's chart and the knowledge to understand the legal and ethical guidelines that influence its usage. The procedures for performing and managing patient admissions, transfers, and discharges in an acute hospital are the primary focus of this course. Included in the course will be timekeeping and staffing procedures.

7626 Foundations for Processing and Laboratory Orders
This course introduces the principles of processing physicians' orders. Students are able to apply these principles by processing currently ordered laboratory tests used in an acute tertiary hospital.

7627 Processing Medication and Intravascular Orders
This course is designed to provide the hospital unit coordinator students with an extensive knowledge of both the generic and trade names of currently ordered medications. Skill development is primarily focused on the procedures required to process orders for currently ordered medications, intravascular therapy and total parenteral nutrition used in an acute tertiary hospital.

7628 Basic Computer Skills
Development of accurate keyboarding skills and an introduction to the use of Windows programs are the focus of this course. Students are given an opportunity to practice their keyboarding and to maintain entrance level speed. Windows 95 and the use of the mouse will prepare students for practice with hospital information systems. Students will also gain experience in writing a business letter.

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 analyze 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 five minutes.

8117 Hospital Unit Clinical 1
This course is designed to give the student an opportunity to apply and practice the skills learned in the classroom. Students are placed in hospital units where they will learn, develop, and master at a beginning level those skills.

2827 Processing Surgical Orders
This course emphasizes the skills and knowledge necessary to process current surgical orders and builds on the knowledge and skills gained in Level One courses. The principal focus will be on post operative orders such as tubes and drains, patient controlled analgesia, intravascular therapy and physiotherapy.

8139 Processing Diagnostic Orders
This course develops knowledge of test procedures and related patient preparation and builds on the knowledge and skills gained in Level One courses. Skills in unit coordinator procedures to process current orders related to radiology, CT, MRI, Nuclear Medicine and endoscopy are the significant areas of instruction.

3855 Hospital Unit Clinical 2
Students have an opportunity to further practice the skills learned in the classroom, and to further develop and master those skills. This course provides students refine skills to the level of competency required to work in an acute hospital.

Hospitality 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.

7641 Computer Applications
Upon completion of this course, the student will have skills in computer application principles and be able to apply these principles in industry. The major functions of computer applications will be illustrated and practiced with the microcomputer operating interactively. Students will be able to achieve basic computer literacy and use DOS and Windows 95 and Microsoft Office 95 components Word 7, PowerPoint 7 and Excel 7. Topics include an introduction to hardware and software, data processing, input-output devices, storage devices and communications. Students will be required to demonstrate competency by completing assignments using selected computer software applications.

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.

8097 Accommodations 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, 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.

7642 Food Production Principles
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. Students will also complete the Food Safe 1 program.

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.

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.

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.

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.

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.

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.

8098 Accommodations 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.

8099 Introduction to 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.

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.

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.

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.

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.

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.

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 the impact how these accounting areas have on the hospitality industry.

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.

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.

7346 Industry Practicum
Successful completion of 500 hours of related industry work, undertaken during the course of studies in the Hospitality Management 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.

7600 Hotel Management Simulation
The Management Simulation Exercise is a capstone course which encompasses all the learning developed in the first three semesters of the Hospitality Management program. Working in small "executive" teams, students direct the operation of a small convention hotel, handling normal management tasks as well as a number of unexpected emergencies. Team building, time management and application of previous course material are critical for success.

4370 Tourism and Group Operations
This course covers tour operations, including packaging and marketing of tours, product descriptions, meal and room bookings, policies, and guarantees. 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.

Hospitality Supervision Program (part-time)

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.

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.

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 Planning
This purpose of this course is to prepare students to design a usable a la carte menu for a restaurant. The student will produce a menu consisting of three appetizers, two soups, three salads, six entrees and three desserts. The menu must have eye appeal, proper recipes, food descriptions and include a selling price to reflect a reasonable profit.

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.

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, B.C. 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.

8097 Accommodations 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, 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.

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.

4332 Tour Operations
This course covers tour operations, including packaging and marketing of tours, product descriptions, and bookings (including meals and rooms, policies and guarantees). 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.

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).

8098 Accommodations 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.

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, riveting 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, audiovisuals, 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 Family Law
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 B.C. 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.

7648 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).

8091 Speed and Accuracy Development 3
This course enhances keyboarding speed and accuracy on the microcomputer, using selected timed writings and drills. Students will reinforce their typing skills and concentration to a minimum speed of 60 gross words per minute for five minutes.

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 digital content software packages.

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.

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. Critiques will also come from industry professionals.

Meat Cutting

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.

Medical Laboratory Assistant

7012 Foundations 1
In this course, students become acquainted with professionalism, medical legal issues, communications and quality assurance. 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 blood. Although the emphasis is on venipuncture, microcollection is also practiced. The process of coagulation is studied. Skills in venipuncture and specimen collection are practiced on classmates. Trouble shooting of difficult blood collection situations is addressed. Conditions which require specialized approaches are identified. In addition, instruction in helping patients collect urine and other biological specimens is given.

2965 Specimen Handling and Distribution
In this course, students are taught the significance of a number of 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 and their association with the heart's conductive system. Recording of minor interpretations and analysis is done. Care and maintenance of the electrocardiograph is studied along with simple troubleshooting 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

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 analyze 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 five minutes.

2871 Speed and Accuracy Development 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 analyze weaknesses and work on corrective practices. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 50 gross words per minute for five minutes.

7547 Medical Communications
This course is designed to promote the concept of self-awareness as a prerequisite 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 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.

7552 Medical Document Processing 1
In this course students will learn introductory word-processing 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.

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, and the use of medical reference materials to verify dictation. Grammar, punctuation, accuracy and speed are important components of this course. Students will transcribe medical correspondence.

8072 Medical Document Processing 2
In this course students will learn intermediate word-processing concepts to enhance the student's efficiency by processing documents from handwritten, keyed, rough-draft and simulated dictated copy.

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.

8075 Clinical Procedures 1
The student will learn clinical concepts and skills required by a MOA through theory and practical experience. Lectures and labs will emphasize medical and surgical asepsis, microbiology, sterilization techniques and the importance of preventing cross contamination in the medical office. Students are introduced to the purpose of laboratory testing, related requisitions, patient preparation and arranging appointments. The aging processes and needs of the aging and Alzheimer patient will be addressed in preparation for practicum. Students will present a research paper to the class on a disease of their choice.

8076 Clinical Procedures 2
The student will learn clinical and office concepts and skills required by a MOA through theory and practical experience. Lectures and labs will emphasize assisting with physical examination including taking and charting vital signs, specimen collecting and testing, preparation for specialty examinations, radiology, eye chart testing, ECG testing and minor surgical procedures. An important component of this course is the MOA's role of liaison and coordinator. Students will be required to prepare a policy and procedure manual.

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.

3417 Medical Transcription 2
Further proficiency in the transcription of medical specialty 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.

7599 Medical Bookkeeping and Payroll
This course introduces the student to methods of handling business monetary aspects in a medical office. Paper flows and control concepts are instructed in recordkeeping, basic bookkeeping, double entry, special journal entries, petty cash procedures, payroll calculations and records as they relate to a medical office.

8147 Practicum 2
Students will further apply their knowledge and skills in a medical office or allied health office setting to obtain, confirm and acquire more practical experience. Emphasis will be on confidentiality, professionalism, related correspondence and job search skills. An opportunity to share the experience gained will be offered.

7305 Speed and Accuracy Development 3
This course enhances keyboarding speed and accuracy on the microcomputer. Using selected timed writings and drills, students will reinforce their typing skills and concentration.

8153 Career Development
This course focuses on job-seeking skills, researching the job site, preparing resumes and cover letters, preparing for an interview, thank-you letters, rights and responsibilities of employees and employers, employment standards, and job-seeking skills.

Medical Secretary

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 analyze 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 five minutes.

2871 Speed and Accuracy Development 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 analyze weaknesses and work on corrective practices. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 50 gross words per minute for five minutes.

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This course is designed to promote the concept of self-awareness as a prerequisite 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 appoint-

ments, 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 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 prepa rations, immunizations and pharmaceutical abbreviations.

7552 Medical Document Processing 1
In this course students will learn introductory word-processing 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.

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, and the use of medical reference materials to verify dictation. Grammar, punctuation, accuracy and speed are important components of this course. Students will transcribe medical correspondence.

8072 Medical Document Processing 2
In this course students will learn intermediate word-processing concepts to enhance the student's efficiency by processing documents from handwritten, keyed, rough-draft and simulated dictated copy.

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.

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.

3417 Medical Transcription 2
Further proficiency in the transcription of medical specialty 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.

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.

7599 Medical Bookkeeping and Payroll
This course introduces the student to methods of handling business monetary aspects in a medical office. Paper flows and control concepts are instructed in recordkeeping, basic bookkeeping, double entry, special journal entries, petty cash procedures, payroll calculations and records as they relate to a medical office.

3851 Medical Transcription 3
Students will further enhance their transcription skills and be introduced to documents related to several additional specialties. Accuracy, speed, and proofreading skills will continue to be reinforced in this course.

7305 Speed and Accuracy Development 3
This course enhances keyboarding speed and accuracy on the microcomputer. Using selected timed writings and drills, students will reinforce their typing skills and concentration.

8153 Career Development
This course focuses on job-seeking skills, researching the job site, preparing resumes and cover letters, preparing for an interview, thank-you letters, rights and responsibilities of employees and employers, employment standards, and job-seeking skills.

Medical Transcriptionist

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 analyze 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 five minutes.

2871 Speed and Accuracy Development 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 analyze weaknesses and work on corrective practices. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 50 gross words per minute for five minutes.

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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.

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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 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.

7552 Medical Document Processing 1
In this course students will learn introductory word-processing 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.

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, and the use of medical reference materials to verify dictation. Grammar, punctuation, accuracy and speed are important components of this course. Students will transcribe medical correspondence.

8072 Medical Document Processing 2
In this course students will learn intermediate word-processing concepts to enhance 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.

8090 Practicum
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.

7305 Speed and Accuracy Development 3
This course enhances keyboarding speed and accuracy on the microcomputer. Using selected timed writings and drills, students will reinforce their typing skills and concentration.

8153 Career Development
This course focuses on job-seeking skills, researching the job site, preparing resumes and cover letters,

preparing for an interview, thank-you letters, right and responsibilities of employees and employers, employment standards, and job-seeking skills.

Music Diploma

103 and 203 Materials and Structure of Music
A team taught course which provides an overview of academic music theory and basic skills including review of basic terms and materials, counterpoint and harmonic skills. The course combines systems, terms and approaches from both classical and jazz repertoires. Classes include large-group lectures, labs and extensive skill-building testing.
Prerequisite: Basic Theory of Music 003 or equivalent. 103 - 3:1:0 203 - 3:0:1

303 and 403 Materials and Structures of Music
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.
Prerequisite: Materials and Structures of Music 103/203. 3:1:0
*Note: For the purpose of transferability to many post-secondary institutions, Kodaly Solfege 101/201 and 301/401 must be taken in conjunction with Materials and Structures of Music 103/302 and 303/403.

503 and 603 Materials and Structures of Music
Selected topics on theory and analysis. Specific content to be announced by semester.
Prerequisite: Materials and Structures of Music 403. 2:2:0

105 History and Literature of Music
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. 3:1:0

205 History and Literature of Music
A chronological history of western music from the middle ages through the early Baroque.
Prerequisite: History and Literature of Music 105. 3:0:1

305 and 405 History and Literature of Music
The history of music from the middle Baroque to the present.
Prerequisite: History and Literature of Music 105 or Jazz History 206. 3:0:1

206 Jazz History
The history of jazz, introducing important stylistic developments and 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

207 Career Opportunities in Music
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

307 and 407 World Music
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

315 and 415 Jazz Theory
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

154, 254, 354, and 4 Keyboard Studies
Keyboard Studies will be comprised of a study of style and interpretation of all major repertoire for the keyboard (17th - 20th Century) for solo piano, four hand and concerto repertoire. Extensive listening and in class projects will be required.
Prerequisite for 354/454 - Keyboard Studies 154/254. 2:0:0

355 and 455 Piano Pedagogy
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

127 English
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.

229 English
This course introduces students to the modern novel, to a selection of poems from the Twentieth Century and to a sampling of modern drama. Writing assignments are related to the literary works studied.

190, 290, 390, 490 Concert Choir
A small choral ensemble, primarily for VCC music majors. While no audition is necessary to join VCC, 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.

191, 291, 391, 491 Madrigal Singers
Small 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.

192, 292, 392, 492 Orchestra
Full-time students may be given credit for performance in the Vancouver Symphony, Vancouver Philharmonic, Vancouver Youth Symphony and the Vancouver Academy Orchestra by the Music Department head.

193 and 293 Wind Ensemble
The largest wind performance ensemble. Open by audition to all students and interested members of the general public. 0:0:3

393 and 493 Wind Ensemble
A continuation of Wind Ensemble 193/293. 0:0:3

194, 294, 394, 494 New Music Ensemble
A performance group for contemporary music which explores new music techniques in composition, improvisation and performance.

197, 297, 397, 497 Soundwave
A vocal jazz ensemble open, by audition, to eight singers and a rhythm section.

198, 298, 398, 498 Jazz Orchestra
Entrance is by audition only. Positions are open primarily to full-time music students. Part-time students will be accepted for vacant positions.

199, 299, 399, 499 Jazz Ensembles
Groups 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.

053 Class Piano
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

300 and 400 Commercial Ear Training (CET)
Includes the study of intervals, rhythms, melodic, harmonic and rhythmic dictation, progressions, chord recognition, and simple song transcription. Examples are drawn from the jazz and pop repertoire. Transcribing is emphasized, root movement is stressed and method is based on a numerical system. Each student must provide one blank 90 minute high quality cassette tape onto which assigned study materials may be recorded.
Prerequisite: Kodaly Solfege 101/201 or equivalent. 1:0:2

301 and 401 Kodaly Solfege
An extension of Kodaly Solfege 101 and 201. Chromaticism to atonality in melodic context. Diatonic harmony with inversions, 7th chords and simple modulation, as well as melodic and harmonic form and analysis. Sight singing and dictation includes examples from 20th century repertoire.
Prerequisite: Kodaly Solfege 101/201 or equivalent. 1:0:2
*Note: For the purpose of transferability to most post-secondary institutions, Kodaly Solfege 101/201 and 301/401 must be taken in conjunction with Materials and Structures of Music 103/203 and 303/403.

313 and 413 Advanced Ensemble Musicianship
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

416 Demo Production
A one-term course that covers the complete demo process: from choosing what kind of demo you need, to budgeting and applying for funding; how to shop for recording studios, as well as what to ask for and what to expect from them; preproduction 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

217, 317, 417 Improvisation
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. This 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. 2:0:0

517 Advanced Improvisation
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

318 and 418 Arranging
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: JazzTheory 315 and 415. 3:0:0

119 Digital and Analog Tools (DATS)
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. 1:0:1

219 Digital and Analog Tools (DATS)
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

319 and 419 Digital and Analog Tools (DATS)
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

153 and 253 Class Piano
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

353 and 453 Class Piano
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 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.

363 and 463 Class Jazz Piano
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.

168 Contemporary Guitar Sight Reading
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

530 and 630 Classical Voice Concentration
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 preapproved by the private instructor at least six weeks in advance of the scheduled performance.

101 and 201 Kodaly Solfege
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. Includes form and analysis of folk music material, and sight-singing and dictation. 1:0:2

108 Rhythm Studies
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

Applied Music
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. 0:1:0

Minor Instrument Study
With the permission of the department, students may receive credit for individual instruction on a second instrument. This credit may be granted over several terms provided satisfactory progress is made. 0:.5:0

104, 204, 304, 404, Performance Techniques
A study of all aspects of musical performance, including rehearsal techniques, psychology of performance, stage deportment and technical factors. The course is a requirement for all full-time music students. All students are assigned, after a placement audition, to supervised small ensembles, each of which will be required to perform at least once during the academic year. Attendance at weekly student recitals is mandatory. 0:0:5

509 and 609 Private Instruction
Each student must, in the third year of the program, present a 45 minute solo performance as part of the Performance Concentration requirement. It will normally occur in the sixth term although exceptions may be allowed with Departmental approval by request of the private instructor. Instrumental and voice students in the Classical Program may include chamber music as part of the recital, but a substantial portion of the performance must present the student as a soloist. In the Contemporary Music Program, students may use combos in the same way that classical students use chamber music ensembles. Composers will be required to present a 45 minute program of compositions, and will be responsible for the musical presentation, the organization and rehearsal of the performers. The recitals may be scheduled during Performance Techniques, or combined with another student to produce an evening recital. All recital material must be preapproved by the private instructor at least six weeks in advance of the scheduled performance.

001 Kodaly Solfege
Designed to help the student develop aural skills such as interval recognition and sightsinging, using the methods of the Hungarian composer-teacher Zoltan Kodaly. 1:0:2

003 Basic Theory
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

008 Rhythmic Notation
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

Office Core Skills (ASE)

1884 Grooming and Hygiene
This course provides information on hygiene and selecting clothing appropriate to the work site.

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 ease 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. Relaxation techniques, balance of lifestyle and community resources 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 computers. Students will also be introduced to uses of computers in business, where they will develop elementary word processing and data entry 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's first impressions involves 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. Students learn the importance of the postal code and practise coding addresses using Canada Post directories in both book and Internet form.

7172 Photocopying
The student will learn photocopier capabilities and how to use a small office copier. Students will learn to collate/sort, staple and present completed photocopying tasks. Fulfilling departmental photocopying tasks will allow students to familiarize themselves with a variety of expectations and tasks.

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.

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.

2888 Work Experience II
Students are given another opportunity to experience a community employment site. This work experience is up to five weeks in length. Students are given a site orientation, informed of how they will be evaluated, and informed of industry standards and production rates. Upon completion of the work experience students review their interest and aptitudes.

2889 Work Experience III
This work experience is up to five weeks in length.

1334 Telephone Communication
Telephone etiquette and the business of the telephone is discussed. Students practice answering phones, taking messages and handling inquiries. Efficient use of the White and Yellow Pages is practiced.

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. Discussions include labor relations rights and responsibilities.

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 good working relationships.

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.

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
Using alphanumeric skills, students will file documents according to title or name, subjects, geographical area or date. Students will see how certain standard filing systems are established and will be responsible for maintaining a personal filing system as part of their program.

2763 Job Search
When the student is prepared to seek employment, they 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.

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.

Pharmacy Technician

7576 Pharmacy Practice
This course provides an introduction to the pharmacy profession, the role of the Pharmacist and Pharmacy Technician, prescription and medical terminology, and federal and provincial legislation pertaining to the practice of Pharmacy. Safety and occupational standards are also covered.

7577 Pharmacy Products
This course introduces the learner to general concepts of how drugs affect the body, how drugs are classified, and routes of drug administration. Pertinent anatomy, physiology and pathology are discussed. A major goal of the course is to familiarize the learner with generic names, brand names and therapeutic uses of approximately 300 commonly used drugs.

7578 Community Pharmacy
This course covers the role of community pharmacy in providing health care services to the public. A variety of topics are covered, including prescription and record keeping requirements, provincial and federal agreements, customer relations, merchandising, marketing and inventory control.

7579 Dispensing - Community
The goal of this lab course is to familiarize the learner with community pharmacy dispensing procedures. Initially, prescriptions and record keeping will be completed manually and then computers equipped with the Zadall aps pharmacy software program will be used. Common techniques used to prepare compounds such as ointments, creams and solutions will be demonstrated and practiced.

7580 Hospital Pharmacy
This course deals with the practice of Pharmacy in an institutional setting. Hospital policies and procedures involving drug distribution will be covered as well as purchasing and inventory control systems.

7581 Dispensing - Hospitals
The goal of this lab course is to introduce the learner to common systems of drug distribution used in hospitals. The learner will be required to fill prescriptions, repackage medications and complete all necessary records.

7582 Pharmacy Calculations
In this course, the learner will be required to practice and master accurate computation required for the dispensing and compounding of prescriptions. The learner will have a working knowledge of the various systems of weights and measures and strength designations needed to accurately fill prescriptions.

7583 Sterile Products
The theory of aseptic techniques will be discussed and the learner will also receive individual instruction in the actual preparation of sterile products using aseptic techniques. The special techniques involved in preparing cytotoxic drugs will also be presented and practiced.

7584 Communications in Pharmacy
Written and oral communication skills required for the work setting will be covered in this course. Workshops and seminars on Time Management, Conflict Resolution, Assertiveness Skills, Customer Service and Resume Writing will be scheduled.

7585 Practicum - Community Pharmacy
This two week practicum provides the learner with an opportunity to apply their knowledge and skills in a community pharmacy. Eligibility to enter the Practicum experience is dependent upon the successful completion of Pharmacy Practice, Pharmacy Products, Community Pharmacy, Dispensing—Community, Hospital Pharmacy, Dispensing—Hospital, Pharmacy Calculations, Sterile Products and Communications in Pharmacy.

7586 Practicum - Hospital Pharmacy
This three week practicum provides the learner with an opportunity to apply their knowledge and skills in a hospital pharmacy. Eligibility to enter the Practicum experience is dependent upon the successful completion of Pharmacy Practice, Pharmacy Products, Community Pharmacy, Dispensing—Community, Hospital Pharmacy, Dispensing—Hospital, Pharmacy Calculations, Sterile Products and Communications in Pharmacy.

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 lifespan.

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, 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 1
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 II- 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 II- 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 II
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 II
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 II
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 III - 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 III - 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 II
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 III
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 preoperative, 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 III
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.

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 discussed. Following this, 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 (ESL)

7317 Foundations
This course introduces the concept of caring and the caregiving role. It also assists in preparing students for their role as a Home Support/Resident Care Attendant student. Some key issues within this role such as caring for self, ethics and multiculturalism are introduced.

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. The inter-relationship between self-awareness, self-caring and effective interpersonal communication is examined.

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 and 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 the essential components and accountable behaviour as a care provider are 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 the 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.

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.

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.

8127 English for Resident Care Attendants
This course provides ongoing language support which assists students in building a professional vocabulary, develops effective communication skills and cultural competence for employment, develops reading writing skills relevant to training needs and job requirements, and prepares students to conduct a successful employment search.

Resident Care Attendant Upgrade (part-time)

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.

7322 Work Role: Introduction to Resident Care Attendant Practice
This course builds upon content in other courses to further develop the knowledge, attitude and values required for practice as a resident care attendant. An understanding of the role and the essential components and accountable behaviour as a care provider are stressed.

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.

7409 Human Relations: Interpersonal Communications
This course provides learners with an opportunity to increase their understanding of interpersonal communication. It focuses on the development of self-awareness and increased understanding of others. Students explore the basic concepts of effective interpersonal communi-

cation and practical skills which contribute to effective caring interpersonal relationships. In addition they are encouraged to examine how self-awareness, self-concept and self-esteem affect the communication process.

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.

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
The intent of this course is to introduce the learner to the concept of health and the components of 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.

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.

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.

Retail Food and Supermarket Careers (ASE)

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 ease 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. Relaxation techniques, balance of lifestyle and community resources 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.

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.

7594 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-borne illnesses.

7167 Interview Skills I
Students learn how to prepare themselves for a job interview, how to present their strengths and qualifications, and 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 three 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. Students' areas of strengths and needed improvement are identified. This work experience provides an opportunity for students 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 students 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, co-operation 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 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.

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.

3849 Introduction to the Grocery Department
This course is an introduction to dry good products, bulk foods, dairy, frozen food and over the counter health products. Students learn about pricing, UPC 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.

3850 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.

Sausage Making and Smoked Meats

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
Through lecture and hands-on experience, students will learn cubing and grinding procedures; how to prepare lean doughs, spices, casings, and emulsions, smoking and cooking techniques, and 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.

8148 Practicum
Students will spend two weeks in a sausage kitchen where they will put into practice the skills acquired in the program. This practical industry experience will give students a realistic impression 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 regional characteristics and 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, PC 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 analyzing and recording basic transactions, posting journal entries to ledgers, and preparing a trial balance and review of ledgers. Specific emphasis will be placed on petty cash, payroll and general banking procedures such as reconciliation of accounts.

2996 Logistics 1
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 ever-changing 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 that provide 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.

7601 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. 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 as well as memorize the I.A.T.A. (International Air Transport Association) city and airport codes, and ISO country and currency codes used within the Computer Reservation Systems and for the issuance of airline tickets.

7602 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 the Apollo reservation system and travel directory, complete the basic functions required to build a basic PNR (Passenger Name Record), display and interpret airline schedules, as well as link to other computer systems.

7028 Communications
Effective communications skills are essential for the travel agent. This 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 as well as 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 travel insurance companies. This course provides the student with an understanding of the terminology, booking procedures, processing of documents required by the traveller, collection of funds from the client and processing of payments to the supplier.

7090 Introduction to Air Travel
This course is designed for students to become familiar with airline companies, types of aircraft, flight service and airport facilities. The student will learn to interpret I.A.T.A. (International Airline Transport Association) terminology, interpret and use the Official Airline Guides and other related manuals in order to determine airline routing and schedules. 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, students will continue to develop a systematic approach to travel planning on behalf of their clients and memorize the I.A.T.A. city and airport codes as well as the ISO country and currency codes. The specific areas of study during this course will cover Great Britain, Europe, the Mediterranean, Middle East and Africa as they relate to I.A.T.A. area #2.

8120 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 Semester One of the Travel Agent Program. This course is designed for the students to advance their computer skills by learning how to source and interpret airline fares, routing and rules; store airline fares to the PNR, convert Canadian Dollars into other currencies, construct GFAX computer messages known as OSIs (Other Service Information), SSRs (Special Service Requests) and Remark fields on the PNR, allocate seats to airline reservations, as well as create, source and handle Queue messages for proper handling of existing reservations on behalf of their clients.

7564 Travel Tourism Components II
Students 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, processing of documents, collection of funds from the client, and processing of payments to the travel supplier.

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 and taxes, and complete airline tickets and documents to meet the standards of the industry. In addition to issuing manual tickets, the student will learn how to process and handle electronic airline tickets in a ticket-less environment. Upon completion of the 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.

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, effectively handling the office telephone, taking accurate telephone messages, and composing and typing business letters. The student will also learn to apply salesmanship to the workplace and handle customer complaints.

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.

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 Semester One and the Basic Computer Training I course offered in Semester 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, access products and make reservations through "Leisure Link", complete basic insurance policies, package tour and cruise transactions, as well as build Pro-Files in the Apollo Computer System. The student will also learn the transaction codes and procedures for issuing airline tickets on a ticket printer.

3858 Sales and Service
The Sales and Service course provides the student with techniques used by travel counsellors to build future sales with their existing customers. Follow-up selling skills are very important when developing future sales. Topics covered will include service fees, telephone handling when completing a follow-up telephone call to your client, developing repeat and referral business, using the Internet to build business, personalizing passenger itineraries, and developing a management system to build future business.

3859 International Airline Tariffs and Ticketing
This course is a continuation of the Domestic Airline Tariffs and Ticketing course, offered in Semester Two. The student will calculate International Airline Fares and issue tickets on scheduled airlines to major international gateway cities, and source and calculate fares for ABC Charter flights available through the airlines and package tour companies. The learner will identify the role of a consolidator and practice the purchasing of airline tickets through this channel of distribution on behalf of their clients.

7042 Practicum
Students will be scheduled for a two-week work experience in a travel office where they will practice the skills learned during the Travel Agent Program. 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.

3857 Consultative Selling
The Consultative Selling course provides the student with a hands-on approach to the consultative sales process utilized by travel counsellors in the travel industry. Topics covered include qualifying a prospect client, diagnosing a client's needs and wants, benefit selling, overcoming sales resistance and closing the sale.

3856 Destinations III
During this course the learner will continue to develop a systematic approach to travel planning on behalf of their clients and memorize the I.A.T.A. city and airport codes as well as the ISO country and currency codes. The specific areas of study during this course will cover Asia, Australia and New Zealand, as well as the South Pacific as they relate to I.A.T.A. area three.

For program information phone 871-7550 (KEC) or 443-8443 (CC)
Visit our website - http://www.vcc.bc.ca

VANCOUVER COMMUNITY COLLEGE

know how @VCC

Application *for* Admission

❍ **City Centre Campus**
250 W Pender St, Vancouver,
BC V6B 1S9 Tel: 604 443-8400
Fax: 604 443-8450

❍ **King Edward Campus**
1155 E Broadway, Bx 24620,
Station F, Vancouver, BC
V5N 5T9 Tel: 604 871-7000
Fax: 604 871-7100

1 ID Number

Have you ever been a Vancouver Community College (VCC) student or have contacted VCC for program information?
❑ yes ❑ no

If known, please enter student number here

Birthdate (day / month / year)

Sex ❑ female ❑ male

Social Insurance Number (for tax records only)

2 Program Choice

A non-refundable $15 application fee* ***must*** be submitted with this form.

Name of Program .....
or
❑ Adult Basic Education (upgrading)
or
❑ English as a Second Language

* Additional $30 assessment fee required for Dental Hygiene, Digital Graphic Design, Jewellery and Music

Office use only Date
❑ Active
❑ Pending
❑ Accepted
❑ Postponed

3 Personal Information

Last Name (Family Name)
First Name
Middle Name(s)
Previous Last Name
Apt No./Address
Town/City
Province Postal Code
Country
( ) Home phone ( ) Work phone

All official VCC correspondence will be mailed to this address. We cannot be held responsible for misdirected mail. Change of name/address/tel no. must be made in writing to the Registrar's Office. Legal proof of name change required for all documents submitted.

Who should be contacted in case of emergency?
Name .....
.....
Relationship to you .....
Phone number .....

Your citizenship status is:
❑ Canadian Citizen
❑ Landed Immigrant
❑ Other (please specify) .....
Country of birth .....
First language .....

Voluntary Disclosure
Do you wish to declare yourself as being of First Nations ancestry?
❑ yes ❑ no

If yes, do you wish to receive information on services available to First Nations students? ❑ yes ❑ no

PROGRAM
LAST NAME
FIRST NAME

4 Education History

(Legal proof of name change is required for all documents submitted.)

Last high school attended

.....

Last date attended high school

month ..... year .....

Did you graduate from high school in Canada? ❑ yes ❑ no

City and province

.....

Check highest grade completed

❑ 7 or less ❑ 11
❑ 8 ❑ 12
❑ 9 ❑ 13
❑ 10

BC examination or PEN number (Personal Education Number) if known

.....

Previous Post-Secondary

If you have previously taken courses at another post-secondary institution that directly relates to this application, please complete the following (you may be required to submit official transcripts):

Name of Institution	Location	Program	Last date attended Month	Year

5 Recent Activity

Educational and Statistical Information (VCC is required to provide this information to the Ministry of Education.)

Indicate your main activity during the past year (one only).

❑ Attending high school
❑ Attending college or institute
❑ Attending university
❑ Other education not listed above
❑ In labour force, or looking for work
❑ None of the above

Where were you living most of the time during the past year?

❑ In BC
❑ In another province
❑ In another country

A Note for Students with Disabilities

To support you more effectively during your course of studies at VCC, we require your assistance in identifying any special arrangements you might need. If you have a disability or special learning requirement (e.g. sign language interpreter), notify Services for Students with Disabilities who will then contact you regarding your particular needs. All information received will be treated as confidential. Please contact (604) 443-8440 (voice) or 443-8323 (TTY) at the City Centre Campus or (604) 871-7210 (voice) or 871-7195 (TTY) at the King Edward Campus.

Please read the following before signing

1. The information on this form is collected under the authority of the College and Institute Act. I understand that this information, along with subsequent information placed in my student records, will be used for purposes of admission, registration, research, and other purposes consistent with the mandate of the institution. The use of this information will be in compliance with the Freedom of Information and Protection of Privacy Act. Any questions concerning the collection and use of this information should be directed to the Registrar.
2. I understand that submission of this application in no way guarantees admission to a program or course, and that admission is subject to meeting VCC Program or Course prerequisites and space availability.
3. I agree to abide by the rules and regulations of VCC as published in the Calendar, and those of the department and program in which I shall be registered, and any changes which may be made while I am a student at VCC.
4. The information contained in this application is, to the best of my knowledge, complete and accurate.

Signature **Date**

For office use only

Registration Clerk's Intials .....

Documents: Required Received
Transcripts yes/no yes/no
Assessment test yes/no yes/no

❑ BEAT ❑ CAAT ❑ ELA ❑ Math ❑ Typing ❑ DEXT ❑ Mterm ❑ Other requirements yes/no

❑ Last minute seat offered ..... intake

Accepted ❑ yes ❑ no Payment due ..... ***Fees are subject to change without notice***

Notes .....
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VANCOUVER COMMUNITY COLLEGE

MS H4022 JL98

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