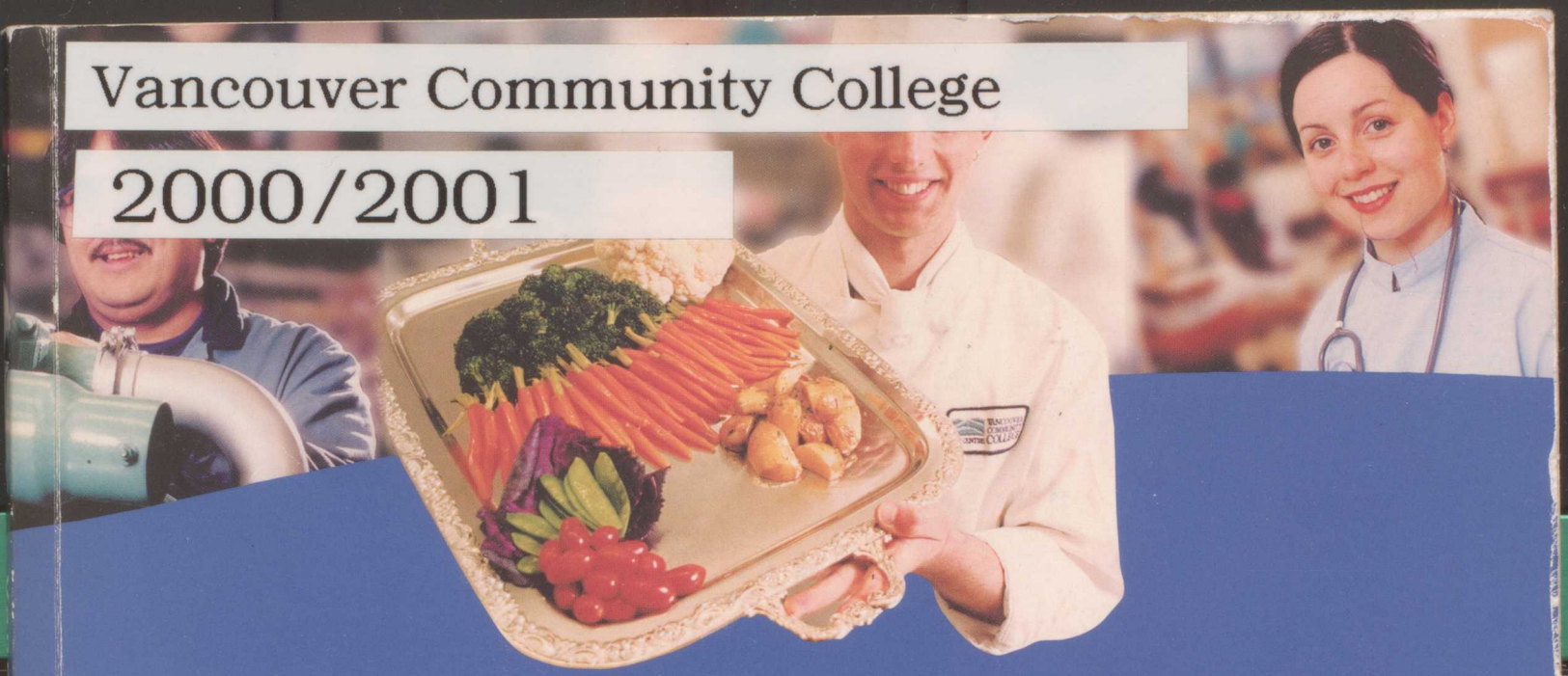
Vancouver Community College

2000/2001



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2000/2001 OPPORTUNITIES

Directory

Frequently Called Phone Numbers
(area code 604)

General Inquiries/Switchboard: 871-7000

Program Information/Advising/Counselling
- City Centre Campus: 443-8443
- King Edward Campus: 871-7550

Assessments
- City Centre Campus: 443-8688
- King Edward Campus: 871-7093

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

City Centre Course/Program Information: 443-8443

Continuing Education: 443-8484

Co-op Education: 443-8517

Day Care: 871-7407

Educational Foundation: 871-7148

Financial Aid
- City Centre Campus: 443-8420
- 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

Marketing & Communications: 871-7152

Program Development/Teacher Training: 871-7488

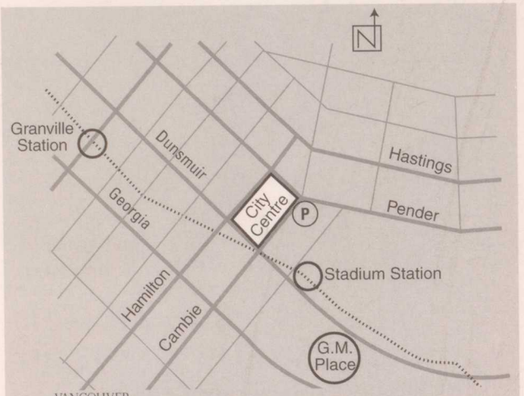
Registrar's Office/Admissions
- City Centre • Admissions: 443-8400
  • Cashiers: 443-8409
  • Records: 443-8411
- King Edward Campus: 871-7031
  • Cashiers: 871-7045

School Community Liaison Office: 443-8442

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

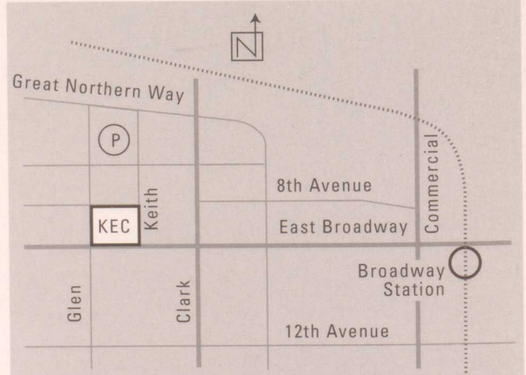
Student Associations
- City Centre Campus: 443-8467
- King Edward Campus: 871-7146

Campus Locations



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

www.vcc.bc.ca

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

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

Cover Design: Keith Parker, Graphic Designer, Media Services
Inside Design & Layout: Helen Babalis and Daniel Rohloff

Message from the President



Message from the President

WELCOME TO VANCOUVER COMMUNITY COLLEGE

Vancouver Community College is committed to providing you with the skills you require to meet current and future needs and to participate effectively in our changing environment. We provide quality learning opportunities, which promote and support personal development, employability and responsible citizenship. "The College offers flexible and responsive instruction."

VCC provides a broad range of programs and courses in order to meet the diverse needs of an equally diverse student body. Learning opportunities are designed to meet the needs of your schedule, with many courses offered full-time, part-time, weekday, evening and weekend. VCC enhances student success by supporting all programs with 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.

Skilled and dedicated faculty, service-minded support staff and administrators are focused on student success in a student-supportive environment. We invite you to join the Vancouver Community College community and hope that you will enjoy learning with us. We wish you great success, whatever your goals.

Dale Dorn
President

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Vancouver Community College

General Information

2000/2001 OPPORTUNITIES

Discover Vancouver Community College

Take a close look at what Vancouver Community College has to offer. You're sure to find a program that's just right for you. For 35 years, we've been training graduates for success in their chosen careers, and beyond.

But we make it even better than that. We combine knowledgeable faculty with their years of real-world experience, with dedicated student support staff that are second to none. That's a recipe for success.

Better programs, at a better price . . .

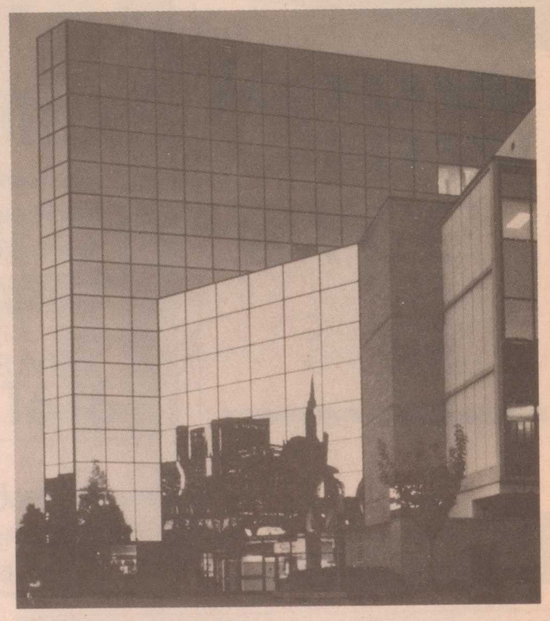
We offer full-time and part-time programs in everything from computer technology to English as a Second Language, from culinary arts to adult basic education. Most employers consider a VCC education of higher value, and because we're a publicly funded institution, our tuition costs are a fraction of most private career colleges.

The jobs you want . . .

We give you the skills to succeed in the fastest-growing careers in the Vancouver area and throughout Canada – health sciences, digital multimedia, hospitality and tourism, arts and design, and so much more. Most applied programs are less than one year in length, so you can get a good job quickly, whatever your area of interest.

The support you deserve . . .

Being a student at VCC means you're part of the family. Dedicated counsellors, student services assistants and tutors help you be the most successful student you can be. If you need help in choosing the career path that's right for you, Counsellors and Advisors will guide you through the process. We carry updates on the latest job trends and can advise you on what employers are looking for when hiring. And in most programs, we'll help you with writing your resume and preparing for an interview.

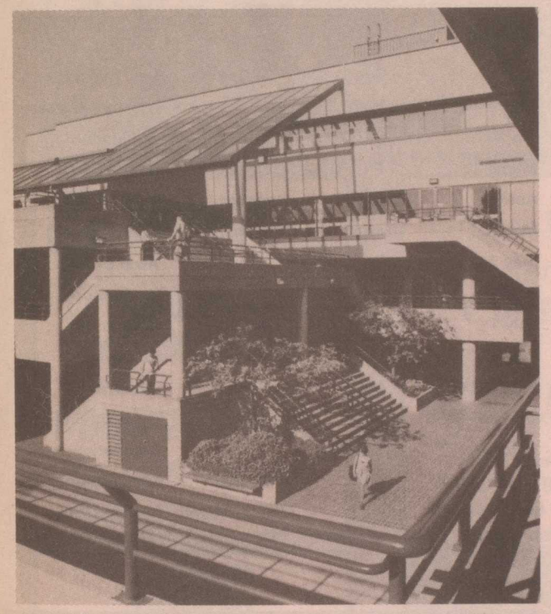


City Centre Campus

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.

City Centre Campus

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



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.

King Edward Campus

1155 East Broadway
Vancouver, BC V5N 5T9
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Fax: (604) 871-7100

People who care . . .

Our faculty love to teach – and it shows. Along with a wealth of real world experience at their fingertips, they also care about their students. They'll help you through any rough spots, providing one-on-one assistance with program-related subjects.

It's what we do best . . .

At VCC, students are at the centre of everything, and we believe that everyone should have the opportunity for success in their lives and careers. We offer a number of programs for students with disabilities, including braille, ASL and career prep.

Conveniently located . . .

We're close to home. Both City Centre Campus and King Edward Campus are centrally located and easily accessible by Skytrain and bus.

In partnership with employers . . .

Our applied programs stay up to speed with today's workplace by working closely with employers from around the region. Through participation on VCC's Program Advisory Committees, they keep us up to date on the skills that today's – and tomorrow's – grads need for success.

At a schedule that fits your life . . .

In addition to full-time day courses, we offer evenings, weekends, and self-paced part-time courses, that fits your schooling around family and job commitments.

Discover what Vancouver Community College can offer you – and get ready for success.

www.vcc.bc.ca

General Information

Schedule of events

2000

January 1	Sat	closed	New Year's Day
January 2	Sun	closed	
January 3	Mon	closed	
January 4	Tue		First day of classes
March 1, 2	Wed/Thu		Graduation
April 21	Fri	closed	Good Friday
April 24	Mon	closed	Easter Monday
May 22	Mon	closed	Victoria Day
May 26	Fri		Awards Day
June 13-15	Tue/Thu		Graduation
July 3	Mon	closed	Canada Day
August 7	Mon	closed	BC Day
September 4	Mon	closed	Labour Day
October 9	Mon	closed	Thanksgiving
October 11, 12	Wed/Thu		Graduation
November 13	Mon	closed	Remembrance Day
November 17	Fri		Awards Day
December 23-31		closed	Christmas Break

2001

January 1	Mon	closed	New Year's Day
January 2	Tue		First day of classes
March 7, 8	Wed/Thu		Graduation
April 13	Fri	closed	Good Friday
April 16	Mon	closed	Easter Monday
May 21	Mon	closed	Victoria Day
May 25	Fri		Awards Day
June 12-14	Tue/Thu		Graduation
July 2	Mon	closed	Canada Day
August 6	Mon	closed	BC Day
September 3	Mon	closed	Labour Day
October 8	Mon	closed	Thanksgiving
October 10, 11	Wed/Thu		Graduation
November 12	Mon	closed	Remembrance Day
November 16	Fri		Awards Day
December 24-31		closed	Christmas Break

2002

January 1	Tue	closed	New Year's Day
January 2	Wed		First day of classes
March	Wed/Thu		Graduation
March 29	Fri	closed	Good Friday
April 1	Mon	closed	Easter Monday
May 20	Mon	closed	Victoria Day
May 24	Fri		Awards Day
June	Tue/Thu		Graduation
July 1	Mon	closed	Canada Day
August 5	Mon	closed	BC Day
September 2	Mon	closed	Labour Day
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October	Wed/Thu		Graduation
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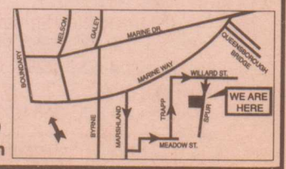
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Guidelines

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 to assess students' 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.

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, and 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(s) 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. Instructors note 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 may require 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.

Please note that the application procedures, admissions deadlines and visa requirements described here do not apply to international students.

For more information, see calendar description for International Students or 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 of 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 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. Applicants are advised to submit only required documents with their application.
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 must 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

It is recommended that students with disabilities who are applying for a course or program should contact City Centre Campus at 443-8458, King Edward Campus at 871-7210, 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 certain programs.

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 and provide a recent negative TB skin test report. If the skin test report is positive, a chest x-ray report is required. All medical examinations are the responsibility of the applicant. These examinations are not covered by the B.C. Medical Services Plan. All medical questionnaires are confidential and should be forwarded to:

College Health Services
Vancouver Community College
City Centre Campus
250 West Pender Street
Vancouver, BC V6B 1S9

Appeal Process: Admissions

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.

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. Students who move must notify the Registrar's Office in person or in writing.

Student Identification Card (I.D.)

Students will be issued a Student Identification Card at commencement of their courses. **Students must provide their current registration form to obtain an I.D. card**. This card serves as identification for Library privileges. Students obtain this card from the Media Services Department. Replacement cost is $10.

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 with outstanding debts cannot attend classes, re-enrol in the future or have access to their official records. Outstanding debts will be sent for collection.

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
Assessment/Portfolio Review for Selection Programs	$30
Replacement Parchment	$25
Course/Registration Status Change	$5
Duplicate Registration Form/Fee Receipt	$5
Grade Appeal (per grade)	$10
Graduation Fee	$5
Income Tax Form Replacement	$10
I.D. Card Replacement	$10
Late Payment Fee	$40
International Education Late Registration Fee	$50
Letters of Enrolment/Registration	$5
Records Requiring Research or for Litigation	$20
Reinstatement Fee	$15
Refund Fee	$15
Returned Cheque	$15
Transcript Official – first copy	$5
– additional copies ordered at same time	$2

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 for obtaining a refund schedule and must 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 make 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 grades.

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 may have their fees waived provided that:

- they are not displacing a fee paying student
- proof of status is available
- applicable prerequisites are met
- a sufficient number of fee paying students are enrolled to warrant running the course or program
- all other applicable fees are paid by the student

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.

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.

Grading Definitions

Anecdotal Grade Designation (ANC)

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 (R)

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. 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.

Exempt (EX)

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 rest with the instructional department. 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. Exempt courses are eligible towards a program certificate or diploma.

'I' Contract (I)

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.

Required to Withdraw (RW)

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.

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.

Transfer Credit (TC)

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). Students who wish to apply for transfer credit(s) in a course or program must apply to the Registrar's Office prior to the start of, or within the first two week of the start of, the course or program

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.

Withdrawal (W)

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

Policies/ Procedures

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. 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.

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.

Duplicate Certificate or Diploma

Requests must be made in writing. Duplicate Certificate or Diploma will be issued only if one of the criteria is met:

1. The original certificate or diploma is returned.
2. The graduate supplies a letter from a Notary Public or Lawyer stating that the certificate/diploma is lost/ destroyed and is not in his/her possession. Letter should also state that if original does surface, then it will be returned to the College.
3. Requests for issuance under a different name must meet one of the above criteria and be supported by proof of legal name change.

There is a fee for this service.

Please note: Duplicate certificates cannot be issued prior to 1985.

Enrolment Letters, Letters of Eligibility

Students requesting enrolment letters, letters of eligibility, etc. must apply in person or in writing to the Registrar's Office. Upon receipt of payment, these letters take approximately one week to proccess.

Grade Appeal

If a student feels that an inaccurate or unfair grade was given, the student should 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.

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 non-formal 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.

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.

Transcripts

A student must apply for an official transcript in person (I.D. required), or by written request. Requests for official transcripts are processed after payment and take approximately one week. 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.

Services for Students

Assessment Centre

City Centre Campus

(3rd floor, Architecture Centre, 440 Cambie Street)

Hours: Monday, Tuesday 9:00 a.m.-4:00 p.m.

Telephone: 443-8688

King Edward Campus

(Room 4027, fourth level, 1155 East Broadway)

Hours: Monday, Tuesday, Thursday 9:00 a.m.-4:00 p.m.; Wednesday 1:00 p.m.-7:00 p.m.

Telephone: 871-7093

The Assessment Centre at KEC and the Centre at 440 Cambie have **different schedules**. Be sure to check the schedules and processes at whichever Centre you plan to write your assessment.

A variety of assessments are offered to help place students into Vancouver Community College courses and programs. Assessments are not examinations, but a way to determine a person's current educational or language level.

Assessment results may be used in a variety of ways: for entry into upgrading programs, as a specific prerequisite for college programs, or as an alternative to school transcripts. Samples of the assessments are available at either of the Assessment Centres, or at the Counselling or Registrar's Offices.

There is a fee for all assessments. Candidates writing assessments must show picture identification at the time of writing. Results of all assessments are valid for one calendar year. Generally, assessments may only be written once every four months. Duplicate copies of results are available for a fee.

Adult Basic Education (ABE) Placement Assessment

General Information

READING, WRITING and MATHEMATICS assessments are available through the Assessment Centre at KEC and 440 Cambie Street. A non-refundable fee of $15 is charged for **each** ABE assessment. Acceptable forms of payment are cash, VISA, MasterCard or Debit Card. Personal Cheques are NOT accepted. ABE assessments may only be rewritten every four months.

Reading Assessment (55 minutes)

The reading assessment determines vocabulary level (20 minutes) and comprehension level (35 minutes).

Writing Assessment (one hour and 30 minutes)

The writing assessment consists of two parts: a multiple-choice portion and a separate short writing section. The multiple-choice assessment determines skills in sentence logic, paragraph development, spelling, sentence recognition, grammar, punctuation and mechanics. The writing sample is a sample of candidates' actual writing on a given topic.

Mathematics Assessment (one hour)

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

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

Keyboarding (approximately one hour)

The keyboarding assessment determines current typing speed and suitability for entry into career/business programs and keyboarding courses offered at King Edward Campus and City Centre Campus. Candidates are given up to six five-minute tests to achieve their required score. This assessment is on a computer keyboard and uses the Cortez-Peters Version 2 and Version 3 programs. The fee for a keyboarding assessment is $15. There is no rewrite restriction on the keyboarding assessment.

English as a Second Language Assessments

General Information

1. For applicants who plan to study ESL at Vancouver Community College.

Applicants whose first language is not English will need an assessment of English language proficiency before they can register in ESL College Preparatory English, ESL English Language Skills or ESL Combined Skills classes. Those not born in Canada must provide proof of status, such as landed immigrant papers or a citizenship card. Applicants complete an assessment application form at the Registrar's office and pay a $15 assessment fee.

After a waiting period, applicants will be contacted by mail to advise them of the time of their appointment. They are required to pay an assessment fee of $15 on the day of the assessment, which can be paid by cash, VISA, MasterCard or Debit Card. No Personal cheques are accepted.

2. For applicants who need to show proof of English level for an applied program at VCC or for other schools or institutions (BCIT, Capilano College, B.C. College of Teachers, etc.)

Applicants will be asked to show a referral letter in order to make an appointment for an English language assessment. Applicants to VCC courses or programs should see the Registrar's office, Counselling Department or instructional department for a referral slip. Applicants to other institutions should contact that institution directly. Appointments must be made in person at either Assessment Centre location. An Assessment fee must be paid at that time. Assessment staff give samples of the assessment when the appointment is made.

ESL – Desk Test

The Desk Test places students from the Literacy level to the Upper Intermediate level of English. It measures the following skill areas: grammar, reading, writing, listening and speaking. The Desk Test is approximately one and one-half hours long, and costs $15. Desk Tests may be rewritten every four months. Results are valid for one year.

English Language Assessment (ELA)

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

1. vocabulary
2. composition
3. reading comprehension
4. listening
5. grammar
6. speaking

The English Language Assessment is approximately three and one-half hours long. An individual 15-minute oral interview is conducted separately. A non-refundable deposit of $20 is required at the time of making the appointment with the balance of $20 due on the day of the test. A sample booklet is available through the Assessment Centre when an appointment is made. ELA assessments may be rewritten every four months. Results are valid for one year.

Adult Basic Education (ABE) Placement Assessment

The Assessments Centre offers adult basic education assessments and 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 CAAT, BEAT, Electronics Math 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.

Bookstore

Open to all students, staff and the general public, the campus Bookstores 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

Website: www.vcc.bc.ca/ccbookstore

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

*Hours of operation extended at the start of term.

Phone: 871-7333

Fax: 871-7311

Website: www.vcc.bc.ca/kecbookstore

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 baked goods, 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, which 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 8,700 adults register for classes offered each year by CE.

CE offers more than 30 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 individual courses to help students succeed in their careers. CE courses are offered year-round, with most classes taking place in the evening or on weekends. Classes are held at both campuses and at convenient locations throughout the city.

For schedule information, please call the Continuing Education Office at 443-8484.

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. All students choosing the co-op option must pay a non-refundable commitment fee. 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, Advising and Information Services

Visit VCC's website at www.vcc.bc.ca for the most current information on programs and services.

For information on courses and programs offered at VCC, phone:

City Centre Campus Program Information: 443-8443 (24 hours)

King Edward Campus Program Information: 871-7550 (and/or 871-7500 during office hours)

Information Services

Each campus has a comprehensive self-help Information Resource Centre to serve the needs of both registered and prospective students. Counselling and Advising staff are available to help you find the information you need.

Group Information Sessions

If you are a new applicant to the College we encourage you to attend one of these sessions:

Career and Developmental Programs

City Centre Campus every Thursday at 1:30 p.m.

City Centre Campus information sessions are held each week to assist potential applicants to VCC. Program prerequisites are explained, application procedures are described, sources of financial support are identified, and other relevant information is provided.

Adult Basic Education (High School Completion and Adult Upgrading Programs)

Group sessions on Adult Basic Education are held twice weekly at King Edward Campus, every Tuesday at 10:00 a.m. and every Wednesday at 6:00 p.m.

English as a Second Language (ESL) Programs

Group information sessions on English as a Second Language are held every two weeks at King Edward Campus, Room 5025 (5th floor). The dates and times for ESL information sessions are listed on the college website, www.vcc.bc.ca.

Specific Program Information

From time to time information sessions are also offered on individual programs or a group of related programs. For upcoming information sessions, phone 443-844 or visit the VCC website at www.vcc.bc.ca/ and click on the "what's new" section.

Counselling and Advising Services

Advisors are available to provide program information and to help prospective students with program planning. This services is available in group sessions and through individual appointments, and includes:

- Information on courses and programs offered at VCC
- Guidance regarding application, assessment and registration procedures
- Clarification of assessment results for admissions to VCC
- Assistance with career and educational research
- Referral to educational and career counselling
- Referral to other College services and resources, and to community resources

Professional Counsellors are committed to working with students and prospective students to help make their experience at Vancouver Community College a successful one. All counselling services are free and strictly confidential.

- Individual career counselling is available by appointment. A professional counsellor will help students choose a career that fits their personal values, interests and abilities.
- Sometimes personal issues interfere with students' studies. Individual personal counselling is available to help with those personal concerns and to provide students with support in meeting their educational and career goals.
- Counsellors provide Student Success instruction on a variety of topics including study skills, stress and time management, communication skills and job search. Workshops may be offered as part of scheduled class time or during non-class time.

To make an appointment with an advisor or a counsellor, phone:

City Centre Counselling Reception: 443-8453

King Edward Counselling Reception: 871-7191

Other Services

Access Services for People on Income Assistance

are available for those persons who are receiving provincial Income Assistance (welfare). Services include:

- Orientation to VCC and campus tours
- Information on College programs
- Advocacy and advice in dealing with the provincial Income Assistance (welfare) system
- Help with application, assessment and registration procedures
- Information on financial assistance
- Help with resolving transportation and daycare issues
- Career and personal counselling
- Instruction in student success skills
- Job search assistance

For more information phone:

City Centre Campus: 443-8637

King Edward Campus: 871-7001

Services for Student with Disabilities

Services for Student with Disabilities provides assistance to students and prospective students who have disabilities. Services include:

- Help with course and program planning
- Orientation to the campus, and designated parking
- Meeting instructors
- Equipment adaptation and exam accommodation
- Help with studying and note taking
- Access to 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 when recommended by learning specialist/ psychologist
- Job search assistance
- Confidential personal and career counselling
- Referral to community resources

For more information phone:

City Centre Campus: 443-8440
(TDD/TDY 443-8323)

King Edward Campus: 871-7210
(TDD/TDY 871-7195)

The Student Advocate program

This program provides students with intensive training in interpersonal communication, helping, and community referral skills so that they can 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 contact with government/community agencies. Selection and training occurs once per year in the fall.

For more information phone:

King Edward Counselling Reception: 871-7191

The Student Advocate Office: 871-7209

Financial Aid Department

King Edward Campus	City Centre Campus
Phone: 871-7046	**Phone: 443-8420**
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 Aid staff-person 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 that 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).

Bursary

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, is 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 Campus 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 days a week at City Centre (call 443-8336 to confirm nurse availability) and five days a week at KEC. A physician spends three days a week at City Centre and two days a week at KEC.

City Centre Campus (Room 204, Mall level second floor)

Hours:

Medical Office Assistant: Monday-Friday 7:00 a.m.-2:30 p.m.

Nurse: Monday, Tuesday 10:30 a.m.-3:30 p.m.
Thursday 10:30 a.m.-3:00 p.m.

Physician: Monday, Wednesday, Friday 7:30 a.m.-2:30 p.m.

Telephone:

Doctor: 443-8338

Nurse: 443-8337

Medical Office Assistant: 443-8336

King Edward Campus (Room 3007, third floor)

Hours:

Nurse: Monday-Thursday 9:00 a.m.-3:00 p.m.

Physician: Monday - All morning
Tuesday - Day and evening
Friday - 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, measles and rubella (MMR) vaccinations

First Aid Services 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:

Monday-Friday 7:00 a.m.-10:00 p.m.

Saturday - 7:00 a.m.-3:00 p.m.

Human Rights Coordinator

The Human Rights Coordinator provides education that 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 and human rights 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. The Human Rights Coordinator has an office in the Counselling Department at each campus.

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 that is free from harassment and discrimination. The College does not condone and will not tolerate harassing behaviour which undermines 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:
King Edward Campus, Room 3060 *or*
City Centre Campus, Room 113J
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, South and Central 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 First Year 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
1155 East Broadway
Box 24620, Station F
Vancouver, BC
CANADA V5N 5T9

Tel: (604) 871-7537 (recorded message) or
(604) 871-7000 (VCC Switchboard)
Fax: (604) 682-2857
E-Mail: intered@vcc.bc.ca

Website: www.vcc.bc.ca

The Learning Centre

The Learning Centre provides learning support services to students registered in courses and programs at Vancouver Community College, and is committed to supporting students in becoming strong, independent learners. Qualified staff assist students with learning strategies, study skills and course work.

Services include:

- One-on-one tutoring in Math, Science, English, study skills and basic computer skills
- Workshops and small group tutorials in English/ESL, study skills and resume writing
- Student computers and educational and application software
- Reference and self-study materials
- Audio tapes and listening carrels

Hours:

King Edward Campus
Monday-Thursday 9:00 a.m.-7:00 p.m.
Friday 9:00 a.m.-5:00 p.m.

City Centre Campus
Monday-Thursday 9:30 a.m.-7:00 p.m.
Friday 9:30 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. It can also be accessed near the Library.

Library

Both Vancouver Community College campus Libraries provide collections of books, newspapers, magazines, pamphlets, slides, audio-cassettes, films, videos, on-line databases, web resources and CD-ROMs. 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 Continuing Education 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 to 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 carry 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 or Reference 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 various 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 or the Internet.

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.

www.vcc.bc.ca/library

Many library resources are available through our website including electronic reference works, journal indexes and/or articles, links to other relevant Webster and self-paced tutorials on searching the World Wide Web.

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

Location: 285 East 5 Avenue, Vancouver, B.C. V5T 1H2

Telephone: (604) 873-3761

Admissions Email: wjustin@helix.net

Currently in their thirty-second year of operation, the Native Education Centre is a post-secondary facility that grew out of the expressed needs of Aboriginal adults and communities. The Centre offers quality education and training within the context of cultural beliefs and values of Aboriginal people and nations. The board, administration staff and faculty are committed to academic excellence in the centre's programs while offering assistance and support to the students in achieving their career goals.

The Centre offers quality courses in Aboriginal Adult Basic Education (AABE) to the Provincial level. All courses have been accredited through Vancouver Community College and articulated through the ABE Articulation Steering Committee process of the Province of B.C. Ministry of Advanced Education, Training and Technology. The Centre offers a range of skills training certificate programs, which are transferable to many local colleges and universities. Further information may be obtained by contacting the Student Admissions Coordinator at 873-3772, extension 313.

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.

Enter the friendly atmosphere at the Native Education Centre located in a tradtional West Coast longhouse and open the door to your future with a high school diploma or college certificate. We believe "The Power is Within."

1999-2000 Programs:

- Aboriginal Adult Basic Education
- Aboriginal Land Stewardship
- Aboriginal Tourism Management
- Family and Community Counselling
- Native Criminal Justice Studies
- Office Administration Training

For further information visit the Native Education Centre's website:

http://www.necvancouver.org/

Location: 285 East 5th Avenue, Vancouver, BC V5T 1H2

Telephone: (604) 873-3761

Parking

City Centre Campus

Daytime student parking is not available on campus at City Centre; however, the Campus is served extremely well by all modes of public transit. Students who wish to bring their own vehicles, rather than use public transit, must make their own parking arrangements.

Evening parking is available inside the college parkade. An access card can be obtained from the Continuing Education Department for a refundable $10 deposit. Parking costs $4 per night and tickets can be purchased from meters inside the parkade. Access is from 5:00 p.m.-10:30 p.m. Monday to Friday, and from 7:00 a.m.-6:00 p.m. on Saturday.

King Edward Campus

Pay parking is in effect at KEC year-round. Anyone parking in either parking lot (located on the north side and 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 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:

- Student lounge
- 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. 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 Foundation

The Vancouver Community College 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 over $6 million to provide scholarships, awards and bursaries for students at VCC. In addition, money is raised for major equipment purchases not covered by government funding. The 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 Foundation at 871-7148.

Vancouver Community College

Programs

2000/2001 OPPORTUNITIES

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

Access to Practical Nursing

Offered at City Centre Campus

Starting: January

Program Length: TBA

Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent
2. Biology 12, grade of C or equivalent
3. Acceptable RCA or HSA/RCA Certificate
4. Current CPR Certificate (Basic Life Support C)
5. Minimum six months work experience as Resident Care Attendant (confirmed by employer's letter) within the past two years
6. VCC English Language Assessment (ABE or ELA)
7. VCC Math Assessment
8. Updated immunizations strongly recommended: measles, mumps, rubella, polio, tetanus, diphtheria, hepatitis B vaccine

Upon Acceptance:

9. Completion of the VCC Health Questionnaire, including a negative TB skin test
10. 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, upon acceptance students are required to complete a criminal record search. Each applicant is responsible for any costs incurred. The Criminal Record Search must be received by the Registrar's Office prior to the first day of class. Conviction for relevant offenses may preclude acceptance to the program. 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

- 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

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

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

Fees and Additional Costs

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

Accounting

Offered at City Centre Campus

Starting: January, May, August

Program Length: 12 Months

Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent, or VCC Business Education Preparation Certificate
2. Keyboarding skills

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.

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

2950 Word Processing Applications 1
7224 Human Relations
7554 Communications 2
1499 Introduction to Word Processing
7442 Introduction to Personal Computer Operating Systems
1878 Business Mathematics
7677 Bookkeeping – Introduction to Accounting
1909 Accounting Computer Applications 1

Level 2

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

Level 3

3295 Fundamental Accounting Principles 2
3866 Communications for Accountants
3686 Accounting Computer Applications 3
3687 Practicum
3688 Accounting Computer Applications 4

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 (Douglas College, Open Learning Agency, and University College of the Fraser Valley).

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $70.56
Graduation Fee: $5.00
Textbooks and supplies: $650.00 (approximately)

Accounting - ESL

Offered at City Centre Campus

Program Length: 16 months

Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent
2. Completion of Lower Advanced according to the VCC English Language Assessment

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 pro-

prietorships, 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

Level 1

7556 Bookkeeping – Introduction to Accounting 2
7554 Communications 2
7442 Introduction to Personal Computer Operating Systems
1878 Business Mathematics
7677 Bookkeeping – Introduction to Accounting
1909 Accounting Computer Applications 1

Level 2

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

Level 3

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

Level 4

3295 Fundamental Accounting Principles 2
3866 Communications for Accountants
3686 Accounting Computer Applications 3
3687 Practicum
3688 Accounting Computer Applications 4
8125 English for Accounting

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $2512.00 (16 months)
Student Society Fee: $94.08
Graduation Fee: $5.00
Textbooks and supplies: $650.00 (approximately)

Administrative Office Assistant

Offered at City Centre Campus
Starting: January, May, August
Program Length: Eight months
Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent including English 098/099 or grade 12 English, OR VCC Business Education Preparation Certificate
2. Evidence of successful completion of a keyboarding/typing skills course using the touch-typing method with a minimum speed of 25 g.w.p.m. (gross words per minute)
3. Applicants whose first language is other than English and who have not completed English 098/099, who are presenting foreign documents equivalent to grade 12, must successfully complete a VCC English Language Assessment

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.

Program Content

Level 1

1804 Database Applications
7224 Human Relations
7115 Speed and Accuracy Development 1
7553 Keyboarding Skills
7554 Communications 2
7442 Introduction to Personal Computer Operating Systems
7672 Word Processing 1 (WordPerfect for Windows)
7673 Word Processing 2 (WordPerfect for Windows)
8150 Word Processing 3 (Word for Windows)

Level 2

2871 Speed and Accuracy Development 2
8087 Office Procedures
8088 Office Simulation
2876 Work Experience
1877 Introduction to Spreadsheet Management
2770 Electronic Transcription 1
8086 Communications 3
8151 Word Processing 4 (Word for Windows)

Options

2771 Electronic Transcription 2
8152 Speed and Accuracy 3

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.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1256.00
Student Society Fee: $47.04
Graduation Fee: $5.00
Textbooks and supplies: $500.00 (approximately)

Adult Basic Education (ABE) Intermediate Program for Youth

Offered at Kiwassa and Collingwood Neighbourhood Houses
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, schools, parents or students themselves.

Locations

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

Collingwood Neighbourhood House
5288 Joyce Street
Telephone: 435-0323, Local 259

Program Overview

The ABE Intermediate Program for Youth offers a grade 10 equivalency for youth in an informal, off-campus setting - at Kiwassa Neighbourhood House and Collingwood 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

041/051 English
051 Social Science
050/051 Math (Math 10)
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 & instructional materials are provided.

Additional Information

For further information for Kiwassa Neighbourhood House, phone 254-5401 (local 42) and for Collingwood Neighbourhood House phone 435-0323 (local 259), or contact the KEC Counselling Resource Centre at 871-7500.

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)

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)

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)

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)

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

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.

Part-time Community and Career Education Courses

Courses in:

- Reading and Writing for Every Day Levels 1, 2 and 3
- Relationships and You
- Knowing Yourself: You and Your Relationships
- Introduction to Microcomputers
- Managing Your Money.

Length of courses ten months. 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

Program Description

ABE courses provide opportunities to:

- Obtain prerequisites for entrance to career, technical and university programs
- Earn a grade 10, 11 or 12 (B.C. Adult Graduation Diploma)
- Prepare for career change
- Upgrade specific skills or topics
- Prepare for entry exams
- Prepare for the GED

Flexible programs

- Part-time OR full-time
- Day, evening OR flexible schedule
- Guided flexible instruction AND/OR term-based instructor-led classes
- Start Jan, May, July, Sept OR start any time dependent on seat availability

For more information

Free Information Sessions are held weekly at the KEC Counselling Centre (Main entrance, 1155 E. Broadway): Tuesdays 10:00 a.m. and Wednesdays 6:00 p.m. or call the departmental telephone number for desired course/program listed below.

Basic Education (Grades 1 – 8)

Offered at KEC

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

College and Career Access (Grades 9 – 12)

Self-paced offered at KEC and 440 Cambie

- CCA provides guided 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 (dependent on seat availability) 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)

Students attend CCA in order to:

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

College Foundations (Grades 9 – 12)

Class-based Instruction offered at KEC

- College Foundations offers instructor-led classes on a semester basis. Fully equipped labs, seminars and tutorial assistance support classroom learning.
- 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 six weeks before the start of each term
- Schedule of Courses available at Admissions (4th Floor, KEC) or in the Welcome Centre, Room 4022 KEC.

English (871-7289)

- English 9 - 12 , University Level English
- 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)

- Economics 12
- Geography 12
- History 12
- Law 12
- Psychology 12

Business (871-7376)

- Accounting 11 and 12
- Personal Finance

Computers (871-7376)

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

Fees and Additional Costs

Tuition Fee: free

Student Society Fee: varies

Asian Culinary Arts - Cook Training - Chinese Cuisine

Offered at City Centre Campus

Starting: January, 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.

Program Content

Level 1

7212 Stir-fry, Pan-fry, Deep-fry (Basic)

7213 Boil, Braise and Steam (Basic)

1455 Use of the Wok

1589 Introduction to Chinese Cookery, Utensils and Equipment

7210 Preparation of Meat and Poultry (Basic)

7211 Preparation of Seafood and Vegetables (Basic)

1457 Preparation and Cooking of Soups and Sauces (Basic)

1410 Health, Hygiene and Safety

Level 2

2438 Barbecue Cooking

3265 Kitchen Management

2439 Preparation of Meat, Poultry, Seafood and Vegetables (Advanced)

2520 Preparation and Cooking of Soups and Sauces (Advanced)

2942 Dim Sum

2519 Boil, Braise & Steam Advanced

Career Prospects

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

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: $942.00

Student Society Fee: $35.28

Graduation Fee: $5.00

Supplies: $150.00 (approximately)

ASL and Deaf Studies - Advanced 031

Offered at King Edward Campus

Starting: September

Program Length: Twelve weeks

Certification: Statement of Completion

Admission Requirements

Successful completion of the VCC ten month full-time ASL and Deaf Studies 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 & 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

ASL and Deaf Studies (Full-time)

Offered at King Edward Campus

Starting: September

Program Length: Ten 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 is 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, who require communication support, are mainstreamed into the educational setting. Others work through agencies and social services in diverse settings to facilitate access of deaf Canadians to employment and social services.

Graduates wishing to continue their career path to the professional interpreter level should be able to meet the required ASL competencies or prerequisites at Douglas College or other equivalent professional interpreter programs.

Graduates pursuing a career path in allied health and community services (e.g., early childhood education, special education assistant, practical nursing, recreational worker, long-term care giver, etc.) will bring a highly valued ASL communication skill to the job market in their new career.

Program 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: $1570.00

Student Society Fee: $55.00

Graduation Fee: $5.00

In addition to tuition fees, additional costs are levied. For specific information, please contact the Cashier's Office at 871-7044.

Additional Information

For further program content information about ASL and Deaf Studies (part-time or full-time programs), contact the Department at 871-7443.

ASL and Deaf Studies (Part-time evenings)

Offered at King Edward Campus

Starting: January, April, September

Program Length: 6, 12 and 14 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 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

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 demonstrate 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 Cashier's Office at 871-7044

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.

ASL and Deaf 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. The Registrar in consultation with the Department of American Sign Language and Deaf Studies may consider exceptions.

Recommended Characteristics

- Good manual dexterity
- Good hand-eye coordination
- Visual acuity
- Good hearing

Application Procedure

Applications and registration fees must be received at the Registrar's Office by the end of the third week of June.

Program Overview

The Summer Session in ASL and Deaf Studies 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

Automotive Collision Repair Apprenticeship

Offered at King Edward Campus

Starting: Contact Apprenticeship Board

Program Length: Five week sessions over a three-year period

Certification: Contact Industry Training Apprenticeship Commission

Admission Requirements

Referral from Apprenticeship Branch

Program Overview

The Automotive Collision Repair Apprenticeship is designed for people currently working in the automotive collision repair industry.

Career Prospects

Graduates may obtain employment in the automotive collision repair industry as qualified journey person.

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.

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
- 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

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

Term 1

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

Term 2

- 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

Program Content

Term 1

1000 Safety
1100 Automotive Welding Techniques
1200 Evolution of the Automobile and Auto Body Components
1300 Shop Tools and Safety Equipment 1
1400 Automotive Fasteners
1500 Automotive Fitting and Adjusting 1
1600 Repair Techniques
1700 Automotive Frame Repair
1800 Electrical Components 1
1900 Refinishing Techniques 1

Term 2

2100 Shop Tools and Safety Equipment 2
2200 Automotive Fitting and Adjusting 2
2300 Electrical Components 2
2400 Automotive Panel Repair
2500 Minor Collision Damage
2600 Major Collision Damage
2700 Refinishing Techniques 2

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1256.00
Student Society Fee: $44.00
Graduation Fee: $5.00
Material fee $20.00 per month
Tool and coverall deposit $50.00
Textbooks: $110.00 (approximately)

Supplies required for this program:

- Safety glasses
- 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 Installation Apprentice

Offered at King Edward Campus

Starting: Contact Apprenticeship Branch

Program Length: One week training sessions over a three-year period

Certification: Contact Industry Training Apprenticeship Commission

Admission Requirements

Referral from Apprenticeship Branch

Program Overview

The Automotive Glass Installation Apprenticeship is designed for people currently working in the automotive glass installation industry.

Career Prospects

Graduates may obtain employment in the automotive glass installation industry as qualified journey person.

Automotive Painting and Refinishing Apprentice

Offered at King Edward Campus

Starting: Contact Apprenticeship Branch

Program Length: Four weeks

Certification: Contact Industry Training Apprenticeship Commission

Admission Requirements

Referral from Apprenticeship Branch

Program Overview

The Automotive Painting and Refinishing Apprenticeship is designed for people currently working in the automotive painting and refinishing industry.

Career Prospects

Graduates may obtain employment in the automotive painting and refinishing industry as qualified journey person.

Automotive Refinishing Prep Apprenticeship

Offered at King Edward Campus

Starting: Contact Apprenticeship Branch

Program Length: Four weeks

Certification: Contact Industry Training Apprenticeship Commission

Admission Requirements

Referral from Apprenticeship Branch

Program Overview

The Automotive Refinishing Prep Apprenticeship is designed for people currently working in the automotive refinishing industry.

Career Prospects

Graduates may obtain employment in the automotive refinishing industry as qualified journey person.

Automotive Refinishing Prep 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. 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 Refinishing Prep Technician 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 spot repair)
- Paint repairing and colour matching
- Plastics
- Pre-delivery

Program Content

Level 1

0100 Automotive Refinishing Safety
0400 Refinishing Equipment and Tools
0200 Pre-cleaning Vehicle
0300 Identification of Finishes
0600 Sanding Materials and Techniques
0500 Masking Requirements and Procedures
0700 Undercoats
0800 Topcoats
1000 Refinishing Techniques
0900 Solvents
1100 Pre Delivery Inspection (PDI)

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $628.00
Student Society Fee: $22.00
Graduation Fee: $5.00
Material fee $20.00 per month
Tool and coverall deposit $50.00
Textbook $110.00 (approximately)

Supplies required for this program

- Safety glasses
- 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, March, 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
  - 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 must 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, audiovisual presentations and some individualized learning units. Students work either individually or in

teams or small groups. They must work cooperatively, efficiently, safely and responsibly in workshop environments. Practical work is performed in the fully equipped automotive shop.

Grading Policy

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

Program Content

Level 1

1000 Shop Safety
1001 Project: Build a Shop Tool
1002 Brakes
1003 ABS Brakes and Traction Control
1004 Frame, Suspension and Life Suspension System
1005 Tire and Wheel
1006 Steering and Alignment
1007 Air Induction and Exhaust System
1008 Oxy-Acetylene Cut, Weld and Braze
1009 Practical Skill and Workmanship 1

Level 2

2000 Internal Combustion Engine
2001 Engine Diagnosis and Removal
2002 Engine Service and Repair
2003 Engine Lubrication
2004 Engine Cooling System
2005 Engine Installation and Start Up Procedure
2006 Air Conditioning System Basics and Safety
2007 Practical Skill and Workmanship 2

Level 3

3000 Safety and Work Habits
3001 Clutches
3002 Manual Transmission, Trans-axles and Transfer Cases
3003 Automatic Transmissions
3004 Drive Lines
3005 Differentials and Drive Axles
3006 Practical Skill and Workmanship 3

Level 4

4000 Electrical and Electromagnetic Fundamentals
4001 Wiring, Schematics, Diagrams and Diagnosis
4002 Batteries
4003 Cranking Systems
4004 Charging Systems
4005 Ignition Systems
4006 Carburetion
4007 Fuel Injection
4008 Emission Systems
4009 Computer Controlled Vehicles and Diagnostics

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
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)

Offered at offered in co-operation with the University of Alberta through the internet Campus

Starting: Generally, January and September, for detailed information please contact (604) 871-7510

Program Length: Three years

Certification: Bachelor of Education

Admission Requirements

One year of full-time teaching experience.

Program Overview

This program consists of the following components:

Component 1

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

Component 2

Completion of the B.C. Provincial Instructor Diploma and the Diploma in Adult Education.

Component 3

Nine courses and a practicum delivered over the Internet with three site visits by participants to Edmonton.

Component 4

Ten non-educational university transfer courses from any recognized college in B.C..

Fees and Additional Costs

For information contact (604) 871-7510

Additional Information

Similar arrangements are in place with the University College of the Fraser Valley, Simon Fraser University and the University of Victoria. For more information, contact Program Development and Staff Training Department at King Edward Campus, (604) 871-7510

Baking and Pastry Arts

Offered at City Centre Campus

Starting: January, April, September

Program Length: 10 months

Certification: Certificate

Admission Requirements

Grade 10 graduation 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 would be an asset

Program Overview (under review)

The purpose of this program is to prepare students for a career in the baking industry. The program is divided into three levels that include bread and yeast dough products, puff pastry, pies, tarts, cookies, cake baking, decorating, French pastries and chocolate.

Program Content (under review)

Level 1

7454 Varieties of Hard and Soft Rolls
1000 Sweet Yeast Dough Products
1001 Doughnuts
1002 Danish Pastry
1003 White/Brown Breads
1004 Specialty Breads
1005 Bagels, Croissant, Brioche
1006 Baking Procedures 1
1013 Theory of Baking and Demonstration 1

Level 2

2014 Theory of Baking and Demonstration 2
2000 Puff Pastry
2001 Pies
2002 Quick Breads and Tarts
2003 Cookies and Squares
2004 Pound Cakes
2005 Baking Procedures 2

Level 3

4351 Wedding Cakes
4353 Chocolates
4352 French Pastries
3000 Cake Mixing and Baking Procedures 3
3001 Dessert Cakes
3002 Cake Decorating
3003 Plated Desserts
3007 Theory of Baking and Demonstration 3

Career Prospects

Students in the Baking and Pastry Program are trained to obtain entry-level positions as baking apprentices or assistant in retail bakeries, supermarkets, department stores, hotels, camps and catering facilities, and other food-related businesses.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1570.00
Student Society Fee: $58.80
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $74.80
Textbooks and supplies: $100.00 (approximately)

Baking and Pastry Arts
(Part-time courses)

Offered at City Centre Campus

Starting: January, September

Program Length: Five to ten sessions per course

Certification: Credits could be used towards the Baking and Pastry Arts Certificate

Status: Program and course curriculum under review

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 that students cannot obtain a certificate through part-time studies only.

Program Content

Level 1

1753 Assorted Breads
1754 Assorted Hard Rolls and Sweet Yeast Dough Products
3489 Cake Baking
3268 Cake Decorating
3491 Chocolate Work
3492 Marzipan Work
7128 Wedding Cake Decorating
3794 General Baking
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: TBA
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 speciality. Bread, pastry, cake and decorating crafts are covered. For specialty information, refer to the program content and courses offered in the Baking and Pastry Arts program.

The program is organized into three specialized levels, and students may enrol for any or all of the levels according to their needs.

Courses consist primarily of practical learning in City Centre's modern baking facilities. Conditions there 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, and other food-related businesses.

Fees and Additional Costs

Application Fee: $15.00
Uniform Fee: $60.00
Laundry Fee: $7.50
Textbooks: $60.00
Tools: $25.00

Baking and Pastry Arts (ESL)

Offered at City Centre Campus

Starting: Contact Admissions

Program Length: 11 months (under review)

Certification: Certificate

Status: Program courses and length under review

Admission Requirements

Completion of Lower Intermediate English (VCC). 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. They will learn sanitation and hygiene, the use and basic maintenance of bakery machines, the ability to scale accurately and make basic mixes to a consistent standard. English as a Second Language instruction will develop vocabulary particular to the trade and will be reinforced in classroom demonstrations.

Program Content

Level 1

7454 Varieties of Hard and Soft Rolls
1000 Sweet Yeast Dough Products
1001 Doughnuts
1002 Danish Pastry
1003 White/Brown Breads
1004 Specialty Breads
1005 Bagels, Croissant, Brioche
1006 Baking Procedures 1
1013 Theory of Baking and Demonstration 1

Level 2

2014 Theory of Baking and Demonstration 2
2857 English for Baking & Pastry Arts
2000 Puff Pastry
2001 Pies
2002 Quick Breads and Tarts
2003 Cookies and Squares
2004 Pound Cakes
2005 Baking Procedures 2

Level 3

4351 Wedding Cakes
4353 Chocolates
4352 French Pastries
3000 Cake Mixing and Baking Procedures 3
3001 Dessert Cakes
3002 Cake Decorating
3003 Plated Desserts
3007 Theory of Baking and Demonstration 3

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1727.00
Student Society Fee: $64.68
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $74.80
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 year's 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: $5.88
Uniform Fee: $60.00
Laundry Fee: $7.50
Textbooks and supplies: $60.00 (approximately)

Barber/Stylist

Offered at City Centre Campus

Starting: September, January

Program Length: Nine months

Certification: Certificate

Admission Requirements

1. Grade 10 graduation or equivalent or,
2. Successful completion of an ABE assessment
3. If English is not your first language, completion of Upper Advanced

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

Candidates considering this program are likely to be most successful as graduates if they are in good health and aware that these following health concerns may effect this career:

Asthma, respiratory problems, skin conditions, eczema.

Program Overview

The Barbering program is divided into four levels and is approximately nine months in length. Students attend for 32 hours a week for a total of 1200 hours. The first level of the program is designed to cover all aspects of the industry on a progressive scale, demanding an increase in competence at each level. Theoretical knowledge and practical training is covered in such areas as hair cutting and styling, shaving, client relations, salon management, and treatment of hair and scalp. Business management, bookkeeping, reception and desk functions are also an integral part of this program. The next three levels are specifically designed for the student to complete their chosen course of study. Completion of this program permits the student to sit for the British Columbia Barbering Exam and if successful, receive licensing.

Program Content

Level 1

1622 Shampoo, Instant Conditions Rinses
1664 Client Relations
1665 Hygiene, Bacteriology and Sanitation
1669 Introduction to Selling
1670 Structure of Hair and Skin
1855 Introduction to Barbering and Men's Hairstyling
1857 Hair Cutting 1
1858 Facials and Massage 1
1859 Hair Styling 1
1860 Shaving

Level 2

2570 Communications and Salon Functions
2569 Scalp and Hair Treatments
2568 Disorders and Diseases of Hair and Skin
2687 Shaving 2
2688 Facials and Massage 2
2689 Hair Styling 2
7546 Hair Cutting 2

Level 3

3560 Scalp and Hair Treatments 2
3332 Career Management
3450 Hair Structure and Chemistry
3543 Shaving 3
3545 Facials and Massage 3
3846 Hair Cutting 3
3546 Hair Styling 3

Level 4

4213 Salon Management
4214 Hair Styling 4
4243 Shaving 4
4244 Anatomy and Physiology
4369 Hair Cutting 4

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $4990.00
Student Society Fee: $52.92
Graduation Fee: $5.00
Tool Deposit: $30.00
Barbering Kit $800.00 (approximately)

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

Hours

(seminars are included in these hours):

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

Evening Classes: Monday to Thursday
English - Six hours per week
Mathematics - Six hours per week

Instructional Methods

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

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: free

Student Society Fee: $2.00 to $3.75 per month

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 331-3739
English and Mathematics
Monday, Tuesday, Wednesday, Thursday 10 hours per week, afternoons and evenings

Additional Information

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

Basic Employment Skills Training (BEST)

Offered at King Edward Campus

Starting: February, April, August

Program Length: Four months

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
- Completed ESL at an advanced level or achieved minimum scores on the VCC English Language Assessment of 24 in Speaking and 24 in Listening

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.

Recommended Characteristics

- self-motivated and responsible
- open-minded and willing to learn
- punctual
- able to communicate effectively in oral and written English

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, 871-7046. 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 employability skills to a point where each student is ready either for suitable employment or for entry into further educational or training programs.

Phone 871-7359

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

Building Service Worker

Offered at City Centre Campus
Starting: Six times per year
Program Length: Three months
Certification: Certificate

Admission Requirements

Grade 10 graduation or equivalent

Applicants to this program should be aware that some practicum placements (eg. hospital, schools) may require completion of a Criminal Record Search (CRS) indicating no relevant criminal record. Students who are assigned to a practicum that requires a CRS, will be expected to complete the CRS at their own expense.

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.

Program Content

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

Level 2
7341 Hospital Cleaning Procedures
2604 General Housekeeping
7342 Industry Practicum

Level 3
3447 Wood, Hard and Resilient Floors and Finishes
3449 Floor Cleaning Equipment
3475 General Floor Maintenance (Practical)
3852 Carpet Construction and Terminology
3853 Carpet Cleaning, Equipment and Supplies

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.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $471.00
Student Society Fee: $17.64
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, September
Program Length: Five months
Certification: Certificate

Admission Requirements

Completion of Lower Intermediate English

Applicants to this program should be aware that some practicum placements (eg. hospital, schools) may require completion of a Criminal Record Search (CRS) indicating no relevant criminal record. Students who are assigned to a practicum that requires a CRS, will be expected to complete the CRS at their own expense.

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

Program Content

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

Level 2
7341 Hospital Cleaning Procedures
2604 General Housekeeping
7342 Industry Practicum

Level 3
3447 Wood, Hard and Resilient Floors and Finishes
3449 Floor Cleaning Equipment
3475 General Floor Maintenance (Practical)
3852 Carpet Construction and Terminology
3853 Carpet Cleaning, Equipment and Supplies
8124 English for Building Service Worker

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.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $785.00
Student Society Fee: $29.40
Graduation Fee: $5.00
WCB Level One First Aid: $70.00
Supplies: $20.00 (approximately)

Business Education Preparation

Offered at City Centre Campus
Starting: January, May, September
Program Length: Three months
Certification: Certificate

Admission Requirements

Grade 10 graduation 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 programs at VCC City Centre.

Program Content

Level 1

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

Career Prospects

For students who continue on and successfully complete one of the business, health or tourism programs, careers are available in such areas as government, manufacturing, airlines, travel offices, hospitals, medical offices, real estate and banking.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: free
Student Society Fee: $17.64
Graduation Fee: $5.00
Textbooks and supplies: $120.00 (approximately)

Cafeteria Work Experience Program (ASE)

Offered at City Centre Campus
Starting: March, September
Program Length: Six months
Certification: Certificate

Admission Requirements

1. Interview with the Student Services Assistant for Students with Disabilities
2. 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
3. Diagnosis or history that identifies a difficulty with learning
4. Possess a Grade 5 reading and writing level
5. Foodsafe 1

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 behaviouralproblems
- 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 six-month program prepares students with a disability to work in the food service industry in the area of cafeteria prep person.

Program Content

Courses

1000 Effective Work Habits
1001 Organization Skills
1002 Kitchen and Personal Safety
1003 Personal and Food Service Hygiene
1004 Communication Skills
1005 Customer Relations
1006 Receiving and Storage of Food
1007 Dishwashing and Bussing
1008 Knife Skills
1009 Kitchen Hand Tools and Equipment
1010 Vegetable Preparation
1011 Soups and Sauces
1012 Salad Preparation
1013 Sandwich Preparation
1014 Portioning and Measuring
1015 Meat Preparation
1016 Catering
1017 Food Packaging

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $475.00
Student Society Fee: $35.28
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $60.00

Career Awareness (ASE)

Offered at City Centre Campus
Starting: September
Program Length: 10 months
Certification: Certificate

Admission Requirements

1. Have a diagnosis or history that reflects a difficulty with learning (documentation of disability or prior assessments may be required)
2. Interview with the Student Service Assistant for Students with Disabilities
3. Participate in a successful intake with program staff
4. Proven motivation to work supported by previous reports or assessments
5. A working knowledge of English
6. Ability to use public transit independently
7. Freedom from conditions that would significantly impair learning such as uncontrolled seizures, or severe behaviourial or emotional problems

Recommended Characteristics

- Maturity
- Stable living situation
- Community support
- Working knowledge of spoken English
- Feel comfortable in a learning environment designed for students with disabilities
- Medication stabilized and managed by student
- Ability to manage self-care routines independently

Program Overview

The program provides a supportive environment where students explore employment options, increase their level of job readiness, and gain practical experience in community work settings and set work-related goals.

The training needs of the student are provided through a wide range of experiences including life skills, generic work skills, specific skill training, employment counselling and community work experiences. Reading skills are not required.

The program consists of approximately 26 weeks of classroom activities and 15 weeks of supervised community work experiences matched to the student's interests and abilities.

Program Content

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

Career Prospects

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: free
Student Society Fee: $58.80
Graduation Fee: $5.00

Caring for Persons with Dementia (Part-Time)

Offered at City Centre Campus
Starting: January, 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

1. Member of the health care team
2. 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
3. Updated immunizations strongly recommended: measles, mumps, rubella, polio, tetanus, diphtheria, and hepatitis B vaccine

Upon Acceptance:

4. Completion of the VCC Health Questionnaire including a negative TB skin test

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.

Program Content

Level 1

7557 Dementia: Its Causes and Diagnosis

7558 Meeting the Physical Needs of Persons with Dementia

7559 Meeting the Social, Emotional and Spiritual Needs of Persons with Dementia

7560 Dementia Care Clinical

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 work with clients/ residents with dementia.

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: $157.00

Student Society Fee: $7.77

Graduation Fee: $5.00

Textbooks and supplies: $85.00 (approximately)

College and Career Access
(High School Upgrading)

Offered at King Edward, City Centre Campus

Starting: continuous dependent on seat availability

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.

ESL students wishing to register in:

- CCA Mathematics must have completed an Upper Intermediate Level of English or higher
- Physics completed an Upper Advanced English or higher
- Biology completed an English 059 or higher, and
- General Science completed an Upper Advanced English or higher.

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. Guided by an instructor, students work at their own speed and have access to individualized instruction, workshops, seminars, field trips and goup 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 LET
- Earn prerequisites for other institutions, eg. BCIT, Langara, Kwantlen, etc
- Prepare for entry to other VCC courses, eg. Pharmacy Technician, Practical Nursing, Electronics

Schedule

King Edward Campus

- Instruction is available throughout the year; students can start at any time, depending on seat availability
- 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 (440 Cambie Street)

- Monday through Thursday: 9:00 a.m.-5:00 p.m.
- Friday: 9:00 a.m.-3:00 p.m.

Vancouver East Community Skill Connection

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

Additional Information

CCA offers 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.

CCA 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

CCA 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.

Science

CCA 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 biology, physics and general science.

Social Sciences

CCA 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

CCA 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 Department hours. Continuous entry depending on seat availability.

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

English courses

041/051 English

061/071 English

081/091 English

081/091 Women's Literature

057 Reading and Study Skills

077 Reading and Study Skills

097 Reading and Study Skills

057 Writing Skills

077 Writing Skills

097 Writing Skills

077 Spelling

Social Sciences Courses

051 Social Science

057 Social Sciences

Math Courses

050/051 Math (Math 10)

052/053 Math (Business and Consumer Math 10)

061/071 Math (Math 11)

062/072 Math (Business and Consumer Math 11)

063/073 Math (Technical Math 11)

083/093 Math (Math 12)

GED Preparation - Math

057/077/097 Math Skills

Science Courses

051 General Science (Science 10)

061/071 Biology (Biology 11)

061/071 Physics (Physics 11)

061/071 General Science (General Science 11)
GED Preparation - Science
057/077 Science Skills

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.

College Foundations (High School Upgrading)

Offered at King Edward Campus
Starting: January, May, July, 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 students 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

College Foundations is a series of courses offered through four departments:

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

Courses are offered at the Intermediate (grade 10), Advanced (grade 11) and Provincial Levels (grade 12) for students wishing to earn credit or complete academic prerequisites leading to:

- Secondary school completion
- The B.C. Adult Graduation Diploma
- A College Certificate
- Entrance to a technical institution or college
- Re-entry into the educational system
- Improved job prospects

College Foundations courses are offered in instructor-led classes 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.

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.

Business and Computer Studies

The Business and Computer Studies Department offers courses in Accounting, Computer Keyboarding, Computer Studies, Computer Science, Finance, 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 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
- Word Processing 072, 082

Humanities

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*, History, Law, 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.

**If English is your second language, please refer to English Language Skills or College Prep English programs.*

Humanities courses offered:

- English 041,051,061,071,081,091,096
- University Level English 127, 229
- Reading and Study Skills 057, 077
- Writing Skills 057, 077, 097
- Economics 094, 095
- Geography 094, 095, 098
- History 094, 095, 098
- Law 082, 092
- Psychology 081, 091

Mathematics

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

Science

The Science Department offers secondary school level courses in biology, chemistry, physics and general science. Through a variety of effective, supportive teaching/learning methods, graduates gain understandings of how science works, meaningful scientific knowledge, tools of scientific practice, improved study and communications skills, and a desire and ability to learn more about science. Students can expect to:

- Practice and improve scientific method including observation, description, questioning, hypothesizing, research, record-keeping, logical reasoning, problem-solving, critical analysis, and reporting
- Explore the relevance of science to personal and societal goals, careers, and quality of life
- Discuss issues of science, technology, society and our environment

ESL students must have completed the ESL Advanced Level for Chemistry and Physics, and CPE 059 Level for Biology.

Science courses offered:

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

Program Content

Business and Computer Studies

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

Humanties-English and Social Sciences

057 Reading and Study Skills
077 Reading and Study Skills
057 Writing Skills
127 English
229 English
082 Law
092 Law
041 English 9
051 English 10
094 Economics 12
095 Economics 12
061 English 11
071 English 11
081 English 12
091 English 12
096 English 12
077 Writing Skills 11
097 Writing Skills 12
081 Psychology
091 Psychology
094 Geography 12
095 Geography 12
098 Geography 12
094 History 12
095 History 12
098 History 12
061/071 English 11
081/091 English 12

Mathematics

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

Sciences

- 061/071 Biology
- 083/093 Biology
- 061/071 Chemistry
- 083/093 Chemistry
- 061/071 Physics
- 083/093 Physics

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: free

Student Society Fee: $2.00 to $5.50 per month

Additional Information

Course 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 course 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 086 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 two 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 3 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 8 week intensive course which meets 4 days a week for 4 hours a day, making it possible for students who are determined to really focus on their English to earn 6 credits in 4 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 Department at 871-7258.

Program Content

English 059

- Course Writing 065
- Reading 066
- Oral Skills 067

English 098

- Writing 085
- Reading 086
- Oral Skills 087

English 099

- Writing 095
- Reading 096
- Canadian Studies 097

Other courses

- Writing 055
- Pronunciation and Communication Skills
- Grammar and Meaning

University Transfer

- English 101
- English 102

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

Assessment fee (if required) $40.00

Additional Information

International Students:

International students are served in special sections of our credit courses. Registration into local sections is allowed, space permitting.

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

Community and Career Education (ASE) - Part Time

Offered at City Centre Campus

Admission Requirements

1. Interview with an instructor and the Student Services Assistant for Students with Disabilities
2. Applicants must have difficulties with learning and be comfortable in an alternative learning environment for students with disabilities
3. Some courses may require an assessment by the instructor to determine whether the course is suitable for the applicant

Program Overview

The courses are designed for students with a disability who wish to establish and/or upgrade pre-vocational skills that would enhance entry into further education or employment.

There are several part-time courses available. Students may enrol in more than one course at a time.

Program Description

Part-time Community and Career Education Courses

- Reading and Writing for Every Day Use Levels 1, 2, 3 (Six hours a week)
- Knowing Yourself: You and Your Relationships (Four hours a week)
- Introduction to Microcomputers (10 hours a week)
- Managing Your Money (Four 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.

Ten months in length. All courses begin in September. Start times vary (CC) 443-8451

Program Content

Courses

0118 Reading and Writing for Everyday Use – Level 1

0101 Knowing Yourself: You and Your Relationships

0043 Introduction to Microcomputers

0080 Managing Your Money

0119 Reading and Writing for Everyday Use – Level 2

0134 Reading and Writing for Everyday Use – Level 3

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: free

Student Society Fee: $7.77

Computer Applications Support Specialist

Offered at City Centre Campus

Starting: January, May, August

Program Length: 12 months

Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent
2. Keyboarding skills recommended

Applicants to this program should be aware that some practicum placements (e.g. hospital, schools) may require completion of a Criminal Record Search (CRS) indicating no relevant criminal record. Students who are assigned to a practicum that requires a CRS will be expected to complete the CRS at their own expense.

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, and office support and hardware maintenance.

Program Content

Level 1

1499 Introduction to Word Processing

1877 Introduction to Spreadsheet Management

3804 Introduction to Computers

7442 Introduction to Personal Computer Operating Systems

3571 Data Communications

1898 Fundamental Accounting Principles

Level 2

2727 Advanced Business Applications

3782 Systems Analysis

3805 Productivity Enhancements

7633 Introduction to Database with Microsoft Access

8141 Intermediate Database with Microsoft Access

8096 Fundamental of Programming in Visual Basic

Level 3

4264 User Support and Training

4265 Practicum

7443 Computer Hardware and Installation

7632 Introduction to Networking

8140 Intermediate Networking

Career Prospects

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

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: $1884.00

Student Society Fee: $70.56

Graduation Fee: $5.00

Textbooks and supplies: $600.00 (approximately)

Cooking (ESL)

Offered at City Centre Campus

Starting: August

Program Length: 10 months

Certification: Certificate

Admission Requirements

Completion of VCC Lower Intermediate English Level or higher.

Program Overview

The Cooking ESL Program is designed for students who need extra English as a Second Language training in order to obtain the Vancouver Community College - City Centre Certificate. The program is ten months long. In addition to practical training covering the Professional Cooking Level I and II, the program includes training in ESL communication skills for the hospitality industry as well as basic technical vocabulary for theory content. Skill training is provided by a Culinary Arts instructor from City Centre, and English as a Second Language support by an instructor from the ESL Department at King Edward Campus.

Program Content

Level 1

7139 Safety, Sanitation and Equipment

7140 Basic Food Service Skills

2951 Cold Kitchen 1

3657 Baking and Desserts 1

3658 Egg and Breakfast Cooking

4293 Vegetable and Starch Cooking

4294 Meat and Poultry Cooking 1

4295 Seafood Cooking 1

4296 Stocks, Sauces and Soups 1

Level 2

5096 Elementary Kitchen Management and Health Care

5097 Stocks, Sauces and Soups 2

5098 Cold Kitchen 2

6062 Vegetable and Starches and Egg Cooking

6063 Meat, Poultry and Seafood Cooking 2

7141 Meat, Poultry and Seafood Cutting 1

2450 Baking and Desserts 2

8128 English for Cooks

Career Prospects

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

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: $1570.00

Student Society Fee: $58.80

Graduation Fee: $5.00

Uniform Fee: $60.00

Laundry Fee: $100.00

Textbooks and supplies: $370.00 (approximately)

Culinary Arts

Offered at City Centre Campus

Starting: Monthly

Program Length: 12 months

Certification: Certificate

Admission Requirements

1. Grade 10 graduation or equivalent
2. 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.

Program Content

Level 1

7139 Safety, Sanitation and Equipment
7140 Basic Food Service Skills
2951 Cold Kitchen 1
3657 Baking and Desserts 1
3658 Egg and Breakfast Cooking
4293 Vegetable and Starch Cooking
4294 Meat and Poultry Cooking 1
4295 Seafood Cooking 1
4296 Stocks, Sauces and Soups 1

Level 2

5096 Elementary Kitchen Management and Health Care
5097 Stocks, Sauces and Soups 2
5098 Cold Kitchen 2
6062 Vegetable and Starches and Egg Cooking
6063 Meat, Poultry and Seafood Cooking 2
7141 Meat, Poultry and Seafood Cutting 1
2450 Baking and Desserts 2

Level 3

3699 Entrees Sauces, Meats, Poultry and Game
3700 Entrees, Seafood and Shellfish
3701 Hors d'oeuvres, Soups and Salads
3702 Desserts and Sauces
3796 Dining Room Service Procedures
3797 Alcoholic Beverage Service
3798 Kitchen Management and Nutrition
7474 Vegetables, Starches and Soups 1
7475 Entrees and Sauces 1
7476 Cold Kitchen and Buffet Preparation
7477 Baking and Desserts 3
7478 Vegetables, Starches and Soups 2
7479 Entrees and Sauces 2
7480 Cold Kitchen 3
7481 Baking and Desserts 4

Career Prospects

Graduates will find excellent opportunities for employment in all areas of the food service industry, including positions such as assistant cooks or apprentices in restaurants, hotels, aircraft flight kitchens, trains, cruise ships, kitchens in institutions, camps and other food service related areas in the hospitality industry.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $70.56
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $110.00
Textbooks and supplies: $410.00 (approximately)

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: $5.88

Uniform Fee: $60.00

Laundry Fee: $10.00

Textbooks and supplies: $300.00 (approximately)

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

Deaf and Hard of Hearing Adult Programs

Offered at King Edward Campus

Starting: Continuous intake in January, April, and September

Program Length: Varying length (full-time and part-time)

Certification: No certificate issued

Admission Requirements

- Deaf or hard of hearing adults
- Eighteen years of age or older
- Ability to communicate independently in one or more of the following:
  - Spoken or written English,
  - American Sign Language (ASL), or
  - Another sign language
- An interview with the Program Coordinator
- An assessment may be required

Recommended Characteristics

Applicants must be able to:

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

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 two to three months prior to applying
- Applicants for the September term must complete arrangements by the previous June
- Full-time status is 30 hours per week, part-time status is 24, 18 or 12 hours per week

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
- ASL (American Sign Language) and ESL (English as a Second Language) for Deaf Newcomers to Canada
- Basic skills to grade 10 level for further academic and/or vocational training: English Grammar, Reading, Vocabulary and Writing, and Mathematic Skills

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 and written communication skills

Students will receive end of term reports in December and June. An interpreter/instructional aide is available for students within program hours. Special evening or summer courses may be offered (see Speechreading course and ASL for Deaf Newcomers course).

Additional Courses

- Speechreading
- ASL for Deaf Newcomers to Canada (Prep 100)

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: free

Student Society Fee: $2.00 to $5.50 per month

Additional Information

For program information, contact:

- 871-7341 (TTY only)
- 871-7342 (Voice/Voice mail)
- 871-7000 (Fax)

Dental Assisting

Offered at City Centre Campus

Starting: August

Program Length: 10 months

Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent including Biology 11 (a Human Biology course is recommended, this would be Grade 12 Biology or a post-secondary Biology)
2. Successful completion of a VCC Language Assessment (ELA or ABE)
3. Observation in a dental office strongly recommended
4. Updated immunizations strongly recommended: measles, mumps, rubella, polio, tetanus, diphtheria, and hepatitis B vaccine

Upon Acceptance:

5. Completion of the VCC Health Questionnaire including a negative TB skin test.
6. Criminal Record Search that reveals the absence of a relevant criminal record

The Dental Assisting Program places students on practicum in dental offices and agencies providing dental services. To protect the people served by these agencies, upon acceptance to the Dental Assisting program students are required to complete a criminal record. The CRS must be received by the Registrar's Office prior to the first day of 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 the Registrar's Office. Students are responsible for any costs incurred in the criminal record search. The criminal record search is valid for one year.

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
- Respectful of 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 for functioning as a dental health team member with dependent, interrelated and independent roles. The program is competency-based and is taught in modern clinical facilities shared with other dental programs. The program is structured in three semesters. The clinical competencies and supporting theory are organized according to the health model of Preparation for Practice, Patient Assessment, Planning, Implementation and Evaluation of Practice. Semester I focuses on chairside dental assisting aspects of the model; Semester II on certified dental assisting aspects; and Semester III on specialty dental practice aspects.

Program Content

Term 1

7324 Preparation Theory I

7325 Patient Assessment Theory I

7326 Planning, Implementation and Evaluation Theory I

7327 Clinical Practice I

Term 2

2991 Preparation Theory II

2992 Patient Assessment Theory II

2993 Planning, Implementation and Evaluation Theory II

2994 Clinical Practice II

Term 3

3740 Preparation Theory III

3741 Patient Assessment Theory III

3742 Planning, Implementation and Evaluation Theory III

3743 Clinical Practice III

Career Prospects

The Dental Assisting graduate will be eligible for registration and licensure as a Certified Dental Assistant (CDA) with the College of Dental Surgeons of B.C. (CDSBC). Most graduates find employment in private practice dental offices (including specialty practices) and clinics. Some have found employment in university and hospital clinics, public health, teaching and other related positions.

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: $1570.00

Student Society Fee: $58.80

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

Admission Requirements

Admission to the Dental Hygiene Program is a competitive selection basis. The 40 applicants with the highest GPA will be required to participate in a structured personal interview in June, of which only 20 applicants will be admitted to the program.

1. Applicants must have completed the following first year university transfer credit courses with a minimum GPA of 3.3 (77%) (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 Biology (Anatomy and Physiology) course(s) may be required for the 2001 intake pending approval of the VCC Education Council. English course(s) that focus on composition and writing are strongly recommended.

2. 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 a VCC English Language Assessment is required plus an ICES evaluation

3. Updated immunizations are strongly recommended: measles, mumps, rubella, polio, tetanus, diphtheria, and hepatitis B vaccine

   The top 40 applicants will participate in a structured personal interview, the 20 applicants with the highest scores will be offered seats

Upon acceptance:

4. Completion of the VCC Health Questionnaire including a negative TB skin test.
5. Applicants required to produce a current "C" certification in Cardiopulmonary resuscitation (CPR). Courses that lead to this certification can be accessed through St. John Ambulance, the Canadian Red Cross and other community certification programs
6. Criminal Record Search that reveals the absence of a relevant criminal record

The Dental Hygiene Program places students on practicum in dental offices and agencies providing dental services. To protect the people served by these agencies, upon acceptance to the Dental Hygiene program students are required to complete a criminal record. The CRS must be received by the Registrar's Office prior to the first day of 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 the Registrar's Office. Students are responsible for any costs incurred in the criminal record search. The criminal record search is valid for one year.

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 applying for formal admission to the program.

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 ten 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. Some materials used in oral health care may affect those with sensitive skin and conditions such as sensitivity to latex or other allergies.

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, 1999.
2. Applicants who have completed or will complete the academic prerequisites by April 2000 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 15, 2000. The address is:

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

Transcripts

1. All post-secondary (college, institute or university) transcripts must be official and all (except for those courses to be completed by April 2000) must be postmarked no later than February 15, 2000. 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 15, 2000 deadline. This is a critical aspect to the completion of your application.

In addition, those enroling in post-secondary courses commencing January 2000 must forward a copy of their post-secondary registration form postmarked by February 15, 2000.

2. For post-secondary courses completed in April 2000 official transcripts must be postmarked by May 26, 2000.

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 documents are not from a Canadian or American institution, they must have a comprehensive Canadian evaluation. The International Credential Evaluation Service can provide this. 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. Advise I.C.E.S. you require a Dental Hygiene Supplemental Report.
3. 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 a VCC English Language Assessment is required.
4. After the May 26, 2000 closing date, all applicants achieving the minimum first year G.P.A. of 3.3 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 2000.
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 Sessions

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 2000 Dental Hygiene Application Package will be available from the Counselling Department (443-8453) after October 15, 1999.

New application packages for September 2001 will be available October 2000. Deadlines 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, M.L., Walsh, M.M. Dental Hygiene Theory, Process, and Practice. Philadelphia: W.B. Saunders.1994).

"The program goals reflect the faculty's input and 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

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

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

Level 2

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

Level 3

3862 Oral Health Care for Individuals II
3863 Clinical Practice II

Level 4

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

Level 5

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

Level 6

6079 Professional Practice III
6080 Guided Independent Study
6081 Clinical Practice V

Career Prospects

Graduates will demonstrate a scientific understanding of the biological and behavioural sciences that 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.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1570.00 per year
Student Society Fee: $58.80
Graduation Fee: $5.00
Tool Deposit: $30.00
Selection review: $30.00
Material fees: $200.00

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

Additional Information

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

Dental Laboratory Technology

Offered at City Centre Campus

Starting: September

Program Length: 20 months

Certification: Diploma

Admission Requirements

1. Grade 12 graduation or equivalent including:
   - Academic English 12 with C+ or better
   - Human Biology 12 with C+ or better
   - Chemistry 11 or Physics 11 with C+ or better
2. Valid First Aid Certificate including Basic CPR
3. 4 hours of observation
4. If English is not your first language and you have foreign documents, successful completion of a VCC English Language Assessment is required

Competitive Selection Process Top 40 applicants required to take a manual dexterity test, the 16 applicants with highest scores will be offered seats.

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 Laboratory 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, which will be administered by the College.

Program Overview

The Dental Laboratory Technology Program is a two-year or twenty-month program. The theoretical knowledge and necessary skills to construct complete dentures, removable partial dentures, crowns and bridges, ceramics and orthodontic appliances are provided in modern facilities.

Program Content

Level 1

1869 Dental Anatomy and Morphology
1867 Professionalism 1
1866 Anatomy and Physiology 1
1868 Health and Safety
1870 Introduction to Complete Dentures
1871 Introduction to Partial Dentures
1872 Introduction to Orthodontics

Level 2

2004 Orthodontics I
2003 Partial Dentures 1
2000 Dental Laboratory Science
2001 Oral Pathology
2005 Introduction to Fixed Prosthodontics
2002 Complete Dentures 1
2006 Practicum 1 – Dental Laboratory Technology

Level 3

3004 Fixed Prosthodontics 1
3003 Orthodontics 2
3000 Professionalism 2
3001 Complete Dentures 2
3002 Partial Dentures 2

Level 4

4004 Fixed Prosthodontics 2
4003 Orthodontics 3
4000 Business Management
4001 Complete Dentures 3
4002 Partial Dentures 3
4005 Practicum 2 – Dental Laboratory Technology

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.

Fees and Additional Costs

Application Fee: $45.00
Tuition Fee: $1570.00 per year
Student Society Fee: $58.80
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $50.00
Textbooks and supplies: $1350.00 (approximately)
Tool Kits: $1600.00 (1st year) plus approx. $500.00 (2nd year)
Materials Fee: $200.00 ($10.00 per month)

Dental Reception

Offered at City Centre Campus

Starting: January, August

Program Length: Five months

Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent
2. Successful completion of a VCC Language Assessment (ELA or ABE)
3. Observation in a dental office strongly recommended
4. Updated immunizations strongly recommended: measles, mumps, rubella, polio, tetanus, diphtheria, and hepatitis B vaccine

Upon Acceptance:

5. Completion of the VCC Health Questionnaire including a negative TB skin test.
6. Criminal Record Search that reveals the absence of a relevant criminal record

The Dental Reception Program places students on practicum in dental offices and agencies providing dental services. To protect the people served by these agencies, upon acceptance to the Dental Reception program students are required to complete a criminal record. The CRS must be received by the Registrar's Office prior to the first day of 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 the Registrar's Office. Students are responsible for any costs incurred in the criminal record search. The criminal record search is valid for one year.

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.

Program Content

Level 1

1640 Anatomy and Physiology
7272 Basic Dental Knowledge
7494 Oral Health Promotion

Level 2

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

Level 3

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

Career Prospects

Graduates find employment as receptionists in general, group and specialty dental practices, as well as institutional dental clinics located in hospitals, universities, community colleges and public health agencies. Opportunities are also available in the dental claims department of insurance companies.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $785.00
Student Society Fee: $29.40
Graduation Fee: $5.00
Textbooks, uniform and supplies: $375.00 (approx.)

Denturist

Offered at City Centre Campus

Status: Program and course curriculum 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
- 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

- Interest in and empathy with people
- Excellent command of spoken and written English
- Ability to communicate effectively with people of all ages from and from all walks of life
- Skilled in problem solving and analysis
- Mature with positive self image and high standards of personal integrity

- Desire to help others be successful
- Ability to take initiative and handle responsibility
- Good vision and hand-eye coordination

Application Procedure

The City Centre Admissions Department must receive a completed application and official transcript. (See application package for deadlines). Applicants meeting the above requirements will be scheduled for a manual dexterity test, which will be administered and evaluated by the College.

Program Overview

The Denturist Program is being revised. The new curriculum will continue to focus on the current program contents. Topics such as Gerontology, Nutrition etc. will be added. There may also be changes to the curriculum based on anticipated changes to legislation that is currently in cabinet. This will not affect the length of the program but may result in an expanded scope of practice.

Over the course of 24 months, students in the Denturist Program master the theory, principles and techniques necessary in the construction of complete dentures. While learning the specifics of various denture treatments, they also practice infection control standards for both laboratory and clinical settings. Included in the program is a four-month practicum in which students are also introduced to external business practices.

Program Content (under review)

Level 1

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

Level 2

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

Level 3

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

Level 4

4363 Preventative Oral Care
4357 Dental Psychology and the Aging Process
4358 Health Promotion/Nutrition
4364 Clinical Prosthetics I

Level 5

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

Level 6

3819 Radiographic Pattern Recognition
3820 Periodontology
6077 Pregraduate Experience
2003 Partial Dentures 1
5117 Partial Dentures 2
5118 Implant Prosthesis

Career Prospects

Graduates of the program will be eligible to sit the B.C. Dental Technician and Denturist Board Licensing Examination after completing one-and-one-half years of work experience following the two-year in-school program. Graduates will be able to provide complete denture treatment that meets the technical, anatomical, biological and physiological needs of the edentulous patient.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1884.00 per year
Student Society Fee: $70.56 per year
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $120.00
Tool Deposit: $25.00
Textbooks and supplies: $2400.00 (approximately)
Material fee: $240.00
Assessment Review: $30.00

Additional Information

The Denturist Program is in a revision phase. The new curriculum will continue to focus on the current program contents. Topics such as Gerontology, Nutrition etc. will be added. There may also be changes to the curriculum based on anticipated changes to legislation that is currently in cabinet. This will not affect the length of the program but may result in an expanded scope of practice.

Diesel Technician

Offered at King Edward Campus
Starting: January, May, September
Program Length: 12 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 by College Policy to take an English Assessment. To make an appointment for this assessment obtains 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 that 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
In addition to regular tuition fees, students are required to pay:
Material fee $20.00 per month
Refundable tool and manual deposit: $30.00
Coverall deposit: $25.00

Digital Graphic Design

Offered at City Centre Campus

Starting: September

Program Length: Nine months

Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent
2. Resume
3. Portfolio submission

This program is filled on a competitive selection basis. The highest ranked applicants will be offered 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 ration 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.

Program Content

Level 1

8100 Computer Basics, Photo Manipulation and Scanning

7703 Web Page Design

Level 2

7650 Desktop Publishing

7704 3D Modelling

8106 Guided Independent Studies

8107 Portfolio Completion

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
- Troubleshoot 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 bureaux
- 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.

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: $1413.00

Student Society Fee: $52.92

Graduation Fee: $5.00

Books, supplies and printing: $600.00 (approximately)

Digital Multimedia Technology

Offered at City Centre Campus

Starting: January, September

Program Length: Four and a half months

Certification: Certificate

Admission Requirements

Graduation from VCC Digital Graphic Design program,

or

Graphics Arts training/experience, with strong MacIntosh background and interview with department head or instructor

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, which will assess previous experience. Successful candidates will then apply through the Admissions Department.

Program Overview

This program is intended for individuals who wish to apply their creative expertise and computer knowledge to one of the newest and fastest growing communication industries - an industry commonly referred to as "Multimedia." The program, with its project-oriented curriculum, is designed to expose students to all facets of a multimedia project. Upon completion, graduates will be qualified for entry-level positions in a multimedia production environment, and/or be able to use these skills in their employment speciality.

Program Content

Level 1

7690 Multimedia Basics

7691 Designing and Planning for Dynamic Media

7692 Media Production

7693 Media Integration and Testing

7694 Final Presentation

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: $706.50

Student Society Fee: $26.46

Graduation Fee: $5.00

Textbooks and supplies: $400.00 (approximately)

Diploma in Adult Education

Offered at King Edward Campus, City Centre Campus, selected locations in the province Campus

Starting: Continuous intake throughout the year, phone (604) 871-7510.

Program Length: Seven 30-hour courses and a practicum

Certification: Diploma

Admission Requirements

B.C. grade 12 or equivalent life experience. ID104B of the British Columbia Provincial Instructor Diploma is a prerequisite for the AD304. Can be taken in conjunction with the B.C. Provincial Instructor Diploma or as an independent diploma.

Program Overview

This program is an advanced qualification for instructors of adult learners in industry, public institutions or private sectors. The Diploma in Adult Education provides skills training in adult learning, educational management, communications and curriculum design.

Credits are transferable to the University of Alberta Bachelor of Education degree in Adult Education and the Bachelor of Arts in Adult Education offered by the University College of the Fraser Valley and Open University. Successful completion can lead to consideration for Simon Fraser University's Masters in Education program.

Program Description

AD 301	Reflective Practice: Contexts for Curriculum & Instruction
AD 302	Introduction to Developmental Psychology
AD 303	Microcomputers in Education
AD 304	Educational Leadership
AD 305	Effective Communication Skills for Educators
AD 306	Cooperative Learning
AD 390	Practicum (three week placement)

Options (one of the following):

AD 400	Native Adult Learner
AD 401	Instructing ESL Students in Content Courses
AD 480	Gender & Diversity Issues in Education

Courses need not be taken in sequence. Courses are offered weekends and weeknights. They are offered on a full-time basis during the summer and winter sessions in Vancouver. Courses may be scheduled at selected locations outside Vancouver. Please contact Program Development Department.

Program Content

AD 302 Introduction to Developmental Psychology

AD 303 Microcomputers in Education

AD 301 Reflective Practice: Contexts for Curriculum and Instruction

AD 304 Educational Leadership

AD 305 Effective Communication Skills for Educators

AD 306 Cooperative Learning

AD 390 Practicum

Options:

AD 401 Instructing ESL Students in Content Courses

AD 480 Gender and Diversity Issues in Education

AD 400 Native Adult Learner

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.

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 (Ten hours a week)

Managing Your Money (Six hours a week)

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

3 to 10 months depending on course(s) selected - start times vary (CC) 443-8451

Deaf and Hard of Hearing Adult Programs

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

- Varying length; full-time and part-time; self-paced - continuous intake - Sept to June (KEC)
- 871-7341 (TTY only)
- 871-7342 (Voice/Voice Mail)

Prerequisites:

- Deaf or hard of hearing adults
- 18 years or older or out of school for at least one year
- Ability to communicate independently in spoken or written English, American Sign Language or another sign language
- Interview with Program Coordinator
- Assessment may be required

Speech Reading

Basics of speech reading.

- 12 weeks, once a week - statement of completion - starts Jan, Apr or Sept (KEC)
- 871-7341 (TTY only)
- 871-7342 (Voice/Voice mail)

Prerequisites

- Deaf or hard of hearing adults
- 18 years or older or out of school for at least one year
- Good knowledge of oral English
- Reasonably intelligible speech
- Permission to register from Program Coordinator.

Visually Impaired Adult Programs

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

Varying length, full-time and part-time - continuous intake from Sept. to June (KEC) 971-7339

Prerequisites

- Visually impaired adults
- 18 years and older or out of school for at least one year
- Interview with Program Coordinator
- Assessment may be required

Drafting

Offered at City Centre Campus

Starting: see Drafting Specialties

Program Length: 12 months

Certification: Certificate or diploma

Admission Requirements

Grade 12 graduation 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 specialities in the Introduction to Commercial/ Industrial Drafting Technology Course. Computer aided drafting is also included in this section of the program.

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

Program Content

Level 1

1417 Basic Working Drawings

1000 Basic Drafting

Level 2

1542 Computer Aided Drafting

Level 3

3000 Introduction to Residential Architectural Drafting and Technology

Level 4

4000 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: 12 months

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

Admission Requirements

Grade 12 graduation 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 specialities in the introduction to Commercial/ Industrial Drafting Technology Course. Computer aided drafting is also included in this section of the program.

In the final six months of the Architectural, Civil, Structural Drafting Program the student will learn to apply concepts of planning and civil technology to produce drawings for the development of an industrial site. Preparation of engineering drawings of structures, which incorporate concrete, steel and timber will also be taught. Resume preparation, along with other related job search skills, are covered in the final level. Computer Aided Drafting will be applied on some drawing projects within the final six months of the program.

Program Content

Level 5

3366 Industrial Site Layout

5007 Alignment Detailing

5008 Municipal Services

Level 6

4157 Foundation and Ground Floor Systems
4177 Steel Structures
5040 Job Search Skills
6000 Concrete Suspended Floor Systems
6001 Concrete Column and Beam Detailing
6002 Timber Structures and Systems

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.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $70.56
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: 12 months

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

Admission Requirements

Grade 12 graduation 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 specialities in the introduction to Commercial/ Industrial Drafting Technology Course. Computer aided drafting is also included in this section of the program.

In last six months of Architectural, Mechanical Drafting, the Materials Handling segment will cover site layout, sorting equipment, transfer equipment and conveyors, chutes, hoppers, etc. In the final 11 weeks, Mechanical Process Piping, the focus will be on flow diagrams, process piping, piping isometrics and spool drawings, and job search skills. Computer aided drafting (CAD) will be applied on some drawing projects within the final six months of the program.

Program Content

Level 5

5000 Sorting Equipment
5001 Transfer Equipment
5003 Roller Conveyors
5005 Sawdust Chain Conveyors and Chutes
5002 Belt Conveyors
5004 Hoppers and Chutes

Level 6

4150 Process Flow Diagrams
4151 Process Piping 1
4152 Process Piping 2
3149 Piping Isometrics and Spool Drawings
5040 Job Search Skills

Career Prospects

Graduates may find employment in many areas of the construction industry. As members of the architectural, engineering or manufacturing team, they will be involved in industries such as: pulp and paper production, mining, forest product manufacturing, and chemical and petrochemical production.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $70.56
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: 12 months

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

Admission Requirements

Grade 12 graduation 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 is the study of residential working drawings. Students are introduced to specialities in the introduction to Commercial/Industrial Drafting Technology Course. Computer aided drafting is also included in this section of the program.

The final six months of this drafting speciality 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.

Program Content

Level 5

5103 Structural Steel Properties and Fabricating Processes
5104 Basic Steel Frame Detailing
5006 Geometry of Steel Structures

Level 6

6070 Detailing Using Geometry
6071 Heavy Steel Framing
5040 Job Search Skills
6073 Steel Trusses

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.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $70.56
Graduation Fee: $5.00
Textbooks and supplies: $310.00 (approximately)

Drafting - Computer Aided Design Drafting (CADD)

Offered at City Centre Campus

Starting: February, April, September, November

Program Length: One month

Certification: Certificate

Admission Requirements

Completion of VCC Drafting program or 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 AutoCadd software.

Program Content

Level 1

1861 CADD Tech 1 (Autocad)

Career Prospects

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $157.00
Student Society Fee: $5.88
Graduation Fee: $5.00
Textbooks and supplies: $40.00 (approximately)

Electronics - Common Core

Offered at City Centre Campus
Starting: January, March, April, August, November
Program Length: Eight months
Certification: Certificate

Admission Requirements

Grade 12 graduation 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: 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.

Program Content

Level 1

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

Level 2

8046 Bipolar Transistor Small Signal - Amplifiers I
8047 Bipolar Transistor Small Signal - Amplifiers II
8154 Operational Amplifiers
8048 Power Amplifiers and Voltage Regulators

Level 3

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

Level 4

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

Career Prospects

Although the Electronics - Common Core Program alone does not prepare graduates for employment as electronics technicians, it may be sufficient for those requiring only a basic knowledge of electronics to be applied in other fields. Graduates of this program normally proceed to an advanced Electronics specialty.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1256.00
Student Society Fee: $47.04
Graduation Fee: $5.00
Textbooks and supplies: $650.00 (approximately)
Incidentals: $80.00

Electronics Technician (Computer Systems Specialty)

Offered at City Centre Campus
Starting: January, May
Program Length: Eight months
Certification: Diploma

Admission Requirements

1. Grade 12 graduation or equivalent
2. Completion of Electronics Common Core program 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 (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.

Program Content

Level 1

7522 Advanced DOS and Windows
7523 Introduction to Data Communications
7524 Microcomputer Architecture
7525 Microcomputer Construction Project
7526 Troubleshooting Part 1
7592 Introduction to PC Hardware

Level 2

8064 Advanced Interfacing and Control
8065 Printers and Printing Devices
8066 Computer Video Systems
8067 Mass Storage Devices
8068 Advanced Data Communications

Level 3

3833 Operating Systems (debugging and optimizing)
3834 Local Area Networks (troubleshooting)
3848 Resume, Job Search and Work Experience

Level 4

4384 Network Implementation
4385 Help Desk Set-up and Operation
4386 Security and RAS
4387 Thin client and WWW/intranet server

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; set-up and use of data communications software and modems; laser printer interfacing; and the production of industry standard documentation.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1256.00
Student Society Fee: $47.04
Graduation Fee: $5.00
Textbooks: $125.00 (approximately)
Supplies for projects: $150.00 (approximately)
Tools for continuing students: $25.00 (approximately)
New students: $125.00 (approximately)
Material fee: $80.00

Electronics Technician (Consumer Specialty)

Offered at City Centre Campus
Starting: TBA
Program Length: Six months (under review)
Certification: Certificate (under review)
Status: Program length and certification under review

Admission Requirements

1. Grade 12 graduation or equivalent
2. Completion of Electronics Common Core program 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.

Program Content

Level 1

1671 Audio Systems
1672 Radio Systems
7503 Introduction to Troubleshooting Techniques

Level 2

1673 Video Systems
1676 Cable and Satellite Systems
8155 Advanced Troubleshooting

Level 3

1674 Video Cassette Recorders
7484 Compact Disk (CD) Technology
1679 Customer Relations and Job Search Techniques
1675 Personal Computers and Software
8156 Structured Troubleshooting

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.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $942.00
Student Society Fee: $35.28
Graduation Fee: $5.00
Textbooks: $125.00 (approximately)
Supplies for projects: $100.00 (approximately)
Tools for continuing students: $25.00 (approximately)
New students: $125.00 (approximately)
Lab fees: $60.00

Electronics Technician (Telecommunications Specialty)

Offered at City Centre Campus
Starting: May, August
Program Length: Eight months
Certification: Diploma

Admission Requirements

1. Grade 12 graduation or equivalent
2. Completion of Electronics Common Core program 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 are 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 program time is spent on hands-on practical activities.

Program Content

Level 1

9006 Amplitude Modulation (AM) Radio
5017 Frequency Modulation (FM) Radio
5018 Antennas and Transmission Lines
5045 Very High Frequency (VHF) Radio

Level 2

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

Level 3

3761 Fibre Optics
3762 Video Systems
3764 Data Communications
3765 Local Area Networks (LANs)
3848 Resume, Job Search and Work Experience

Level 4

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

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.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1256.00
Student Society Fee: $47.04
Graduation Fee: $5.00
Textbooks: $125.00 (approximately)
Supplies for projects: $150.00 (approximately)
Tools for continuing students: $25.00 (approximately)
New students: $125.00 (approximately)
Material fee: $80.00

Employment and Educational Access for Aboriginal People (EEAA)

Offered at City Centre Campus
Starting: September
Program Length: Three months
Certification: Certificate

Admission Requirements

Anyone over 19 years of age regardless of academic level who is of aboriginal descent.

Program Overview

Employment and Educational Access for Aboriginal People (EEAA) has been designed to meet the growing needs of the urban First Nations community. EEAA takes the students on a journey of personal exploration and awareness, providing a chance to recognize their abilities and strengths, as well as areas requiring improvement.

The program offers a combination of personal and cultural awareness for the development of a positive self-image, which is essential for achievement and success in one's educational and career pursuits. These are areas that are not traditionally cultivated as part of the educational process, but which First Nations deem to be vital aspects of learning.

Program Content

7566 Self Discovery
7567 Communicating Effectively
7568 Effective Thinking and Problem-Solving
7569 Aboriginal Cultural Development
7570 Assessment and Career Options
7571 Self-Employment Options
7572 Career Decisions and Action Plans
7573 Experience Placement

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: free
Student Society Fee: $23.52
Graduation Fee: $5.00

Additional Information

Contact Robert Kiyoshk at 871-7020 or 443-8638, or Brenda Andrews at 871-7059.

Employment and Educational Access for Women (EEAW)

Offered at City Centre Campus
Starting: March, September
Program Length: Four months
Certification: Certificate

Admission Requirements

1. All applicants must attend an information session scheduled by the College
2. 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 English Language Assessment. A minimum of VCC 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

7274 Self-Discovery and Esteem Building
7275 Communicating Effectively
7419 Assessment and Career Options
7277 Options for Self-Employment
7420 Trades, Technologies and Science
7280 Work/Study Placements
7279 Making Career Decisions and Action Plans
7421 Practical Hands-On Skills
7422 Job Search Techniques
7281 Individual Project

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: free
Student Society Fee: $23.52
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.

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, BC, Canada V5N 5T9
Telephone: (604) 871-7537
Facsimile: (604) 682-2857
E-mail: intered@vcc.bc.ca
http://www.vcc.bc.ca

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

An instructor assesses new students 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 evening classes and are held at the Canadiana Centre.

Beginner Levels

These classes teach English for everyday situation such as work, shopping, Canadian life or other situations, which interest the students in the class. Students practise 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 appropriate 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. Student 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
Literacy classes have a nominal free.
Seniors' classes pay application fee only.

Additional Information

For detailed information about Outreach classes please call:
871-7277 or 871-7145

Vancouver Outreach classes are currently located at:

- Canadiana Centre near Chinatown: 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 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. Campus

Starting: Tutors: Fall Training Sessions; Winter Training Sessions; Spring Training Sessions

Program Length: Volunteer Tutor Training Sessions - 12 hours

Admission Requirements

Tutors: a clear Criminal Records Search and two references

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 are located in Vancouver and Burnaby. Campus

Starting: Students may start their individualized program at any time.

Program Length: Five of the Learning Centres run all year round and seven 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. An Outreach Learning Centre Instructor gives workshops at each centre on a regular basis.

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.

Additional Information

For Information about the ESL Outreach Learning Centres please call:

871-7145, 871-7177 or 871-7275

Outreach Learning Centres are currently located at:

- Britannia Library - 1661 Napier Street
- Gordon Neighbourhood House - 1019 Broughton St.
- 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

ESL Vocational: English Language Services for Adults (formerly LINC)

Offered at King Edward Campus

Starting: January, March, May, July, September, November

Program Length: variable

Program Overview

English Language Services for Adults (ELSA) offers full-time and part-time English language instruction for immigrants to Canada at Levels 1 (including Literacy), 2 and 3 (including Bridge Literacy). All students in these classes are sponsored by B.C. the Ministry Responsible for Multiculturalism and Immigration, Settlement and Integration Program.

Immigrants who are NOT yet Canadian citizens must apply for ELSA classes at:

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

Program Description

1. Full-Time Program (Levels 1, 2, 3)

This program provides adult immigrants with basic English needed to live and work in Canada. Classes are 25 hours a week, Monday to Friday. New classes begin in January, March, May, July, September and November. Study lengths vary depending on the student's entry language level.

2. Part-Time Program (Levels 1, Literacy, 2, 3, Bridge Literacy)

This program provides adult immigrants with basic English needed to live and work in Canada. Classes are 12.5 hours a week, Monday to Friday, either in the morning, afternoon, late afternoon, or evening. New students may start each month depending on space availability. Study lengths vary depending on the student's entry language level.

Fees and Additional Costs

Tuition Fee: free

Student Society Fee: $3.75 per month part-time; $5.50 per month full-time

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

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: 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 skill 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:

VCC International Education
1155 East Broadway
Box 24620, Station F
Vancouver, BC, 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, April, September

Program Length: Seven months

Certification: Certificate

Admission Requirements

Grade 10 graduation or equivalent*

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 education.*

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.

Program Content

Level 1

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

Level 2

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

Career Prospects

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $3151.96
Student Society Fee: $41.16 (included in tuition fee)
Graduation Fee: $5.00 (included in tuition fee)
This is a differential fee program and fees are substantially higher than other programs.
Textbook and supplies: $900.00 (approximately)

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 2 years)
Certification: Certificate

Admission Requirements

Successful completion of the VCCs' 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(r)) when all CPSR CRITERIA and prerequisites are met. The CPS(r) designation demonstrates to employers that a secretary has the versatility, professional knowledge, and ability demanded of an office administrator.

Program Content

Level 1

7387 Introduction to Accounting
7369 Introduction to Economics
7386 Business Law
7629 Communications & Organizational Behaviour
7630 Administrative Technology
7631 Human Resources Management

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.

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: January, May, September
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.

Program Content

Level 1

7349 Intermediate Financial Accounting 1
7350 Intermediate Financial Accounting 2
7351 Introduction to Management Accounting
7352 Economics
8031 Management Information Systems
8032 Finance
8033 Business Issues
8034 Public Speaking

Career Prospects

This program is designed for individuals desiring to enhance their career opportunities in accounting and related fields. Those wishing to continue their studies with a professional accounting body or other post-secondary institution may receive transfer credits.

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 graduation 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 a team player 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.

Program Content

Level 1

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

Level 2

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

Level 3

3670 Food and Beverage Practicum 1
4309 Food and Beverage Practicum 2

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.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1570.00
Student Society Fee: $58.80
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 are required.

Food Service Careers (ASE)

Offered at City Centre Campus
Starting: September
Program Length: 10 months
Certification: Certificate

Admission Requirements

1. Interview with the Student Service Assistant for Students with Disabilities
2. Successful interview with two members of the Community and Career Education Department, which includes 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
3. Diagnosis or history that identifies a difficulty with learning
4. Previous career exploration that supports training in the food service industry
5. 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 ten-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.

Program Content

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

Career Prospects

Graduates may find entry-level employment in the hospitality industry.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $790.00
Student Society Fee: $58.80
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $100.00
Textbooks, supplies, and tools for individual career path: $190.00

Graphic Communications and Production Technology-Year 1

Offered at City Centre Campus
Starting: September
Program Length: 12 months
Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent with English 11
2. 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
- Keyboarding and basic Macintosh computer skills are an asset
- Ability to work effectively with a minimum of direct supervision

Program Overview

The Graphic Communications and Production Technology Year 1 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.

Program Content

Level 1

7678 Print Production Foundation
7504 Typesetting/Page Layout I
3832 Production Planning
7635 Black & White Image Acquisition
7636 Press & Finishing I
7679 Prepress 1

Level 2

3828 Typesetting/Page Layout 2
3829 Colour Reproduction and Scanning
7639 Press & Finishing 2
7680 Prepress 2
7638 Applied Production Planning
7681 Applied Print Production

Career Prospects

After 12 months of full-time training in the Graphic Communications and Production Technology program, graduates may seek entry-level employment in the graphic arts industry in a wide variety of job categories. These include 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.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $70.56
Graduation Fee: $5.00
Materials and tools: $160.00
Textbooks: $200.00 (approximately)

Graphic Communications and Production Technology-Year 2

Offered at City Centre Campus
Starting: November
Program Length: 10 months
Certification: Diploma

Admission Requirements

Successful completion of VCC Graphic Communications and Production Technology-Year 1 (formerly Graphic Arts-Printing Production program) or equivalent

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
- Keyboarding and basic Macintosh computer skills are an asset
- Ability to work effectively with a minimum of direct supervision

Program Overview

Opportunities for careers in the graphic arts are wide-ranging and versatile. Some of the job titles to be considered are: computer typesetter, colour proofer, scanner operator, electronic image assembler, film stripper, press operator, bindery worker, manager, sales person, estimator and production coordinator. The program also offers invaluable information to those interested in design and art careers.

Program Content (under review)

7682 File Assembly 1 and 2
7683 Image Acquisition 1 and 2
7684 Output 1 and 2
7685 Advanced Planning/Estimating 1 and 2
7686 Lithopress 1 and 2

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1570.00
Student Society Fee: $58.50
Graduation Fee: $5.00

Hair Styling – Women's and Men's

Offered at City Centre Campus
Starting: January, April, August
Program Length: 10 months
Certification: Certificate

Admission Requirements

- Grade 10 graduation or equivalent
- 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 education

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 1500 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 (1000 hours) in-salon training period following graduation.

Program Content

Level 1

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

Level 2

1875 Introduction to Selling
3559 Career Management
2568 Disorders and Diseases of Hair and Skin
8069 Hair Styling 2
8070 Hair Cutting 2
4028 Permanent Waving 2
2367 Hair Colouring 2
8142 Beard Trimming/Men's Facials

Level 3

2571 Anatomy and Physiology
3542 Hair Styling 3
3272 Hair Cutting 3
3271 Permanent Waving 3
4106 Hair Colouring 3
3722 Wigs and Hairpieces
3560 Scalp and Hair Treatments 2
3845 Practicum 1

Level 4 - Barbering Option

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

Level 4 - Cosmetology Option

4327 Hair Styling 4
4210 Hair Cutting 4
4209 Hair Colouring 4
4211 Permanent Waving 4
4382 Facials, Manicures, Footcare and Related Services
4383 Practicum 2
8025 Salon Management

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. The training and practical experience obtained in the Men's Hairstyling Program gives students the competitive edge needed to succeed in this industry.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1880.00
Student Society Fee: $58.80
Graduation Fee: $5.00
Textbooks and supplies: $1100.00 (approximately)

Hair Styling - Women's and Men's (ESL)

Offered at City Centre Campus
Starting: January
Program Length: 14 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 throughout the 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 (1000 hours) in-salon training period following graduation.

Program Content

Level 1

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

Level 2

1875 Introduction to Selling
3559 Career Management
2568 Disorders and Diseases of Hair and Skin
8069 Hair Styling 2
8070 Hair Cutting 2
4028 Permanent Waving 2
2367 Hair Colouring 2
8142 Beard Trimming/Men's Facials

Level 3

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

Level 4 – Barbering Option

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

Level 4 – Cosmetology Option

4327 Hair Styling 4
4210 Hair Cutting 4
4209 Hair Colouring 4
4211 Permanent Waving 4
4382 Facials, Manicures, Footcare and Related Services
4383 Practicum 2
8025 Salon Management

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. The training and practical experience obtained in the Men's Hairstyling Program gives students the competitive edge needed to succeed in this industry.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $2632.00
Student Society Fee: $82.32
Graduation Fee: $5.00
Textbooks and supplies: $1100.00 (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

1. Grade 10 graduation or equivalent
2. Must be currently employed by a Home Support Agency
3. Basic First Aid (Red Cross or St. John's Ambulance) to be successfully completed by the end of the program
4. Completion of a VCC Home Maintenance Skills Level document by their employing agency
5. Updated immunizations strongly recommended: measles, mumps, rubella, polio, tetanus, diphtheria, and hepatitis B vaccine

Upon Acceptance:

6. Completion of the VCC Health Questionnaire including a negative TB skin test
7. Criminal Record Search that reveals the absence of a relevant criminal record

To protect residents in facilities and those served by community agencies, upon acceptance students are required to complete a criminal record search. Each applicant is responsible for any costs incurred. The CRS must be received by the Registrar's Office prior to the first day of class. Conviction for relevant offenses may preclude acceptance to the program. 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

- 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

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

7413 Work Role: Introduction to Home Support Practice
7414 Work Role: Practical Experience 2
7415 Personal Care Skills for Home Support 2
7416 Special Needs in Home Support
7417 Work Role: Practical Experience 3
7418 Clinical and Community Experience
7410 Health: Lifestyle and Choices
7409 Human Relations: Interpersonal Communications
7411 Health & Healing: Concepts for Practice
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, August

Program Length: Seven months

Certification: Certificate

Status: **TWO YEAR WAIT LIST**

Admission Requirements

1. Grade 10 graduation or equivalent
2. Basic First Aid (Red Cross or St. John Ambulance)
3. Updated immunizations strongly recommended: measles, mumps, rubella, polio, tetanus, diphtheria, and hepatitis B vaccine

Upon Acceptance:

4. Completion of the VCC Health Questionnaire and proof of a negative TB skin test.
5. Criminal Record Search that reveals the absence of a relevant criminal record

To protect residents in facilities and those served by community agencies, upon acceptance students are required to complete a criminal record search. Each applicant is responsible for any costs incurred. The CRS must be received by the Registrar's Office prior to the first day of class. Conviction for relevant offenses may preclude acceptance to the program. 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.

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.

Program Content

Level 1

7317 Foundations

7643 Interpersonal Communications

7644 Lifestyle and Choices

7645 Work Role: Introduction to Home Support/ Resident Care Attendant Practice

7646 Health and Healing: Concepts for Practice

7647 Personal Care Skills 1

Level 2

8143 Personal Care Skills 2

8144 Special Needs

8145 Home Management Skills

8146 Clinical 1

Level 3

3865 Clinical 2

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.

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: $1099.00

Student Society Fee: $41.16

Graduation Fee: $5.00

Textbooks, uniforms and supplies: $325.00 (approximately)

Hospital Unit Coordinator

Offered at City Centre Campus

Starting: January, May, September

Program Length: Seven months

Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent, including Math 10 and English 12

2. Successful completion of VCC (City Centre) Basic Medical Anatomy, Physiology and Medical terminology Course #2513 with a C+ or a minimum of 64% grade, or equivalent
3. Successful completion of a keyboarding/typing course with a typing speed of 25 g.w.p.m. with a maximum of 5 errors (or equivalent) in a five minute testing
4. Successful completion of a VCC English Language Assessment
5. Updated immunizations strongly recommended: measles, mumps, rubella, polio, tetanus, diphtheria, and hepatitis B vaccine

Upon Acceptance:

6. Completion of the VCC Health Questionnaire, including a negative TB skin test
7. Criminal Record Search that reveals the absence of a relevant criminal record

To protect residents in facilities and those served by community agencies, upon acceptance students are required to complete a criminal record search. Each applicant is responsible for any costs incurred. The CRS must be received by the Registrar's Office prior to the first day of class. Conviction for relevant offences may preclude acceptance to the program. 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 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:

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

7623 Work Role: Introduction to Hospital Unit Coordinator Practice

7624 Human Relations Skills

7625 Managing Admissions, Transfers and Discharges

7626 Foundations for Processing and Laboratory Orders

7627 Processing Medication and Intravascular Orders

7628 Basic Computer Skills

Level 2

7115 Speed and Accuracy Development 1

8117 Hospital Unit Clinical 1

2827 Processing Surgical Orders

8139 Processing Diagnostic Orders

Level 3

3855 Hospital Unit Clinical 2

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: $1099.00

Student Society Fee: $41.16

Graduation Fee: $5.00

Textbooks and Supplies: $500.00

Hospitality Management

Offered at City Centre Campus

Starting: September

Program Length: Two years (eight months per year)

Certification: Diploma

Admission Requirements

1. Grade 12 graduation or equivalent with a C+ or better in English 12
2. 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 ork. 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 that 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.

Program Content

Term 1

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

Term 2

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

Term 3

3729 Convention Management
3754 Management Principles
3665 Food and Beverage Labour Cost Control
4304 Labour Relations
3670 Food and Beverage Practicum 1
7467 Microeconomics
4306 Organizational Behaviour
4370 Tourism & Group Operations

Term 4

4310 Business Law
4303 Hospitality Management Accounting 3
3753 Engineering and Capital Expenditures
4309 Food and Beverage Practicum 2
4335 Marketing and Sales
7346 Industry Practicum
3668 Business Statistics
7600 Hotel Management Simulation

Career Prospects

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1,256.00 per year
Student Society Fee: $47.04
Graduation Fee: $5.00
Textbooks and supplies: $1500.00 (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 that formally integrates a student's academic studies with work experience in cooperating employer organizations. Students alternate periods of work experience in the hospitality industry with academic studies. Each co-operative work experience is approved by the department as a suitable learning situation. The student receives remuneration and the progress on the job is monitored by the College.

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

Institutional Aide

Offered at City Centre Campus
Starting: January, April, September
Program Length: Three months (14 weeks)
Certification: Certificate
Status: **APPLICATIONS ACCEPTED FEBRUARY 2001**

Admission Requirements

- 18 years of age or older, or have been out of school for at least one year
- All applicants must attend an information session scheduled by the department.
- 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, a VCC English Language Assessment showing completion of Lower Intermediate or higher skill level is required
- Must be in good health and have the physical ability to stoop, lift and stretch compatible with the performance of required duties and be able to stand for a full working day
- Be free of allergies or conditions which may be aggravated by work in cleaning, laundry and food handling

Students are required to have proof of a TB skin test or chest x-ray (dated within six months of program start). For convenience, TB skin testing is offered by the College Health Services at the beginning of each program. Immunization for Hepatitis B is also available.

Applicants to this program should be aware that some practicum placements (eg. hospital, schools) may require completion of a Criminal Record Search (CRS) indicating no relevant criminal record. Students who are assigned to a practicum that requires a CRS, will be expected to complete the CRS at their own expense.

Note:

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

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 in an institutional setting
- A responsible approach to work
- An interest in working around/with the elderly

Health Requirements

- 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 that may be aggravated by work in cleaning, laundry and food handling

Application Procedure

Prior to registration, an information session 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.

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

7613 Food Management 1
7614 Institutional Cleaning
7615 WHIMS
7616 Institutional Sanitation/Infection Control

7617 Institutional Safety
7618 Gerontology

Level 2

8129 Laundry
8131 Foodsafe 1
8132 Job Search
8133 Food Management 2
3861 English for Institutional Aide

Level 3

3860 Work Experience

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $471.00
Student Society Fee: $17.64
Graduation Fee: $5.00

Institutional Aide (ESL)

Offered at City Centre Campus
Starting: March, September
Program Length: Five months (21 weeks)
Certification: Certificate
Status: **APPLICATIONS ACCEPTED FEBRUARY 2001**

Admission Requirements

- 18 years of age or older, or have been out of school for at least one year
- All applicants must attend an information session, scheduled by the department
- 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 College Health Services at the beginning of each program. Immunization for Hepatitis B is also available

Applicants to this program should be aware that some practicum placements (eg. hospital, schools) may require completion of a Criminal Record Search (CRS) indicating no relevant criminal record. Students who are assigned to a practicum that requires a CRS, will be expected to complete the CRS at their own expense.

Note:

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

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 in an institutional setting
- A responsible approach to work
- An interest in working around/with the elderly

Health Requirements

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 that may be aggravated by work in cleaning, laundry and food handling

Application Procedure

Prior to registration an information session 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.

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. 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. English training is provided by an ESL vocational instructor.

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

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

Level 2

8129 Laundry
8130 Nutrition/Hospital Diets
8131 Foodsafe 1
8132 Job Search
8133 Food Management 2

Level 3

3860 Work Experience
3861 English for Institutional Aide

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $785.00
Student Society Fee: $29.40
Graduation Fee: $5.00

Jewellery Art and Design

Offered at City Centre Campus
Starting: September
Program Length: Two years
Certification: Diploma

Admission Requirements

Admission to the Jewellery Art and Design Program is a competitive selection based on:

1. Grade 12 graduation or equivalent

In addition, the selection committee will review:

2. Portfolio demonstrating artistic ability. Post-secondary art-related courses or equivalent experience
3. 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 knowledge of retail jewellery merchandising.

Program Content

Term 1

7174 Metal Techniques 1
7175 Gemmology 1
7176 Design and Drawing 1
7177 History of Art 1

Term 2

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

Term 3

3673 Metal Techniques 3
3674 Guided Studies 1

3675 Gemmology 3
3676 Design and Drawing 3
3677 History of Art 3
3678 Business Management

Term 4

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

Career Prospects

This program is designed to provide comprehensive training for creative individuals who wish to develop their skills and understanding of jewellery as an artistic expression with commercial viability.

Graduates should be able to set up their own studio-workshop or find employment as jewellery designers, gold or silversmiths, stone setters, lapidary stone cutters and jewellery store owner/managers.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1,413.00 per year
Student Society Fee: $52.92
Graduation Fee: $5.00
Textbooks and supplies: $1800.00 (approximately)
Portfolio review: $30.00

Legal Secretary

Offered at City Centre Campus
Starting: January, May, August
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.

Successful completion of the VCC Administrative Office Assistant Program or equivalent program completed in the English Language, *or*

Minimum of one year's secretarial experience as verified by employer, and the following:

1. Grade 12 graduation or equivalent
2. A tested keyboarding speed of 50 g.w.p.m. for five minutes with a maximum of five errors on a computer
3. Certified completion or experience using word processing software (WordPerfect or MS WORD preferred) as verified by an employer
4. Applicants whose first language is other than English and who have not completed English 098/099, who are presenting foreign documents equivalent to grade 12, must successfully complete a VCC English Language Assessment

Recommended Characteristics

- Competency in business arithmetic
- 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 cooperatively with others

Program Overview

This specialist program is intended for graduates of the Administrative Office Assistant program as well as experienced secretaries wishing to work in the legal field. 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.

Program Content

Level 1

3088 General Legal Procedures
7382 Conveyancing
7383 Corporate
7700 Family Law
7385 Litigation
3105 Wills and Estates
7648 Practicum
8091 Speed and Accuracy Development 3

7433 Customer Service and Merchandising
7434 Practicum

Career Prospects

Graduates may find employment in a variety of positions including junior legal secretary, legal secretary or as a legal office support employee in any one of the following organizations: law firms, legal departments of large corporations, real estate companies, insurance companies, financial organizations and government agencies.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $628.00
Student Society Fee: $23.52
Graduation Fee: $5.00
Textbooks and supplies: $300.00 (approximately)

Meat Cutting

Offered at City Centre Campus
Starting: Every 14 weeks
Program Length: Six months
Certification: Certificate

Admission Requirements

- Grade 10 graduation or equivalent, *or*
- Mature student status with Department Head approval

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.

Program Content

Level 1

7430 Sanitation and Safety/Food Safe Level 1
7431 Beef Cutting

Level 2

7432 Pork Cutting
2868 Chicken, Lamb and Veal Cutting

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
Student Society Fee: $5.88
Uniform Fee: $60.00
Laundry Fee: $7.50
Textbooks: $100.00 (approximately)

Medical Laboratory Assistant

Offered at City Centre Campus

Starting: January, June, October

Program Length: Five months

Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent with Math 10 and English 12
2. Successful completion of a typing/keyboarding test with a standard typing speed of 40 g.w.p.m. with a maximum of five errors
3. a. Completion of VCC (City Centre) Basic Medical Anatomy, Physiology and Medical Terminology Course (#2513) with a C+ or better or a minimum of 64% grade, *or*
   b. Successful completion of a Human Biology course with a C or better (e.g. Biology 12), *or*
   c. Previous related education/training in a Health Care field (e.g. Registered Nurse, Practical Nursing, Medical Laboratory Technologist, Biochemistry)
4. Successful completion of a VCC English Language Assessment (ELA or ABE)
5. Updated immunizations strongly recommended including measles, mumps, rubella, polio, tetanus, diphtheria, hepatitis B vaccine

Upon Acceptance:

6. Completion of a VCC Health Questionnaire, including a recent negative TB skin test
7. Criminal Record Search that reveals the absence of a relevant criminal record

To protect residents in facilities and those served by community agencies, upon acceptance students are required to complete a criminal record search. Each applicant is responsible for any costs incurred. The CRS must be received by the Registrar's Office prior to the first day of class. Conviction for relevant offenses may preclude acceptance to the program. 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 perform fine motor skills
- A caring, confident, and thoughtful approach to people
- Excellent English written, oral and listening skills
- Free of any tendency to develop dermatitis. Students should not have latex allergies.
- Freedom from back problems

Program Overview

This program consists of a combination of theory and practical experience designed for graduates to function effectively as medical laboratory assistants. Students learn how to obtain, handle and distribute various body specimens, including blood, and perform electrocardiograms. Students have the opportunity to apply their knowledge and practice various skills in private laboratory and hospital laboratory settings.

Program Content

Level 1

7624 Human Relations Skills

7695 Work Role: Introduction to Medical Laboratory Assistant Practice

7696 Laboratory Fundamentals

7697 Specimen Collection

7698 Specimen Handling

7699 Electrocardiography

Level 2

5065 Clinical Practice

Career Prospects

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

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: $785.00

Student Society Fee: $29.40

Graduation Fee: $5.00

Assessment fees: $35.00

Textbooks, supplies and uniform: $330.00 (approx.)

Medical Office Assistant

Offered at City Centre Campus

Starting: September

Program Length: Nine months

Certification: Certificate

Admission Requirements

1. Grade 12 Diploma or equivalent, *OR*
   English 098/099/grade 12 English/BEP
2. Successful completion of a keyboard/typing skills test with a typing speed of 35 net words per minute for 5 minutes
3. Applicants with foreign documents equivalent to grade 12 must successfully complete a VCC English Language Assessment

Applicants to this program should be aware that some practicum placements (e.g. hospital, schools) may require completion of a Criminal Record Search (CRS) indicating no relevant criminal record. Students who are assigned to a practicum that requires a CRS, will be expected to complete the CRS at their own expense.

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, 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; and understand and adhere to medical/legal aspects in all courses including pharmacology. The program involves extensive direct medical office work experience (practicums) where additional practical application of the program skills are performed to health care field standards.

Program Content

Level 1

7115 Speed and Accuracy Development 1

7547 Medical Communications

7548 Medical Administrative Assistant Procedures

7549 Medical Terminology 1

7550 Medical Terminology 2

7551 Introduction to Pharmacology

7552 Medical Document Processing 1

8072 Medical Document Processing 2

8073 Medical Transcription 1

Level 2

2871 Speed and Accuracy Development 2

3233 Medical Billing

8075 Clinical Procedures 1

8076 Clinical Procedures 2

7299 Practicum 1

3417 Medical Transcription 2

7599 Medical Bookkeeping and Payroll

8147 Practicum 2

7305 Speed and Accuracy Development 3

8153 Career Development

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.

Fees and Additional Costs

Application Fee: $15.00

Tuition Fee: $1413.00

Student Society Fee: $52.92

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

1. Grade 12 Diploma or equivalent, *OR*
   English 098/099/grade 12 English/BEP
2. Successful completion of a keyboard/typing skills test with a typing speed of 35 net words per minute for 5 minutes
3. Applicants with foreign documents equivalent to grade 12 must successfully complete a VCC English Language Assessment

Applicants to this program should be aware that some practicum placements (e.g. hospital, schools) may require completion of a Criminal Record Search (CRS) indicating no relevant criminal record. Students who are assigned to a practicum that requires a CRS, will be expected to complete the CRS at their own expense.

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, both verbally and in writing
- Ability to organize, problem solve, and set priorities
- Ability to remain seated for a 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.

Program Content

Level 1

7115 Speed and Accuracy Development 1
7547 Medical Communications
7548 Medical Administrative Assistant Procedures
7549 Medical Terminology 1
7550 Medical Terminology 2
7551 Introduction to Pharmacology
7552 Medical Document Processing 1
8072 Medical Document Processing 2
8073 Medical Transcription 1

Level 2

2871 Speed and Accuracy Development 2
3233 Medical Billing
8078 Medical Document Processing 3
8092 Medical Document Processing 4
3417 Medical Transcription 2
8079 Practicum
7599 Medical Bookkeeping and Payroll
3851 Medical Transcription 3
7305 Speed and Accuracy Development 3
8153 Career Development

Career Prospects

Graduates of this program may obtain employment in positions requiring excellent communication and organizational skills, and 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.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1413.00
Student Society Fee: $52.92
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

1. Grade 12 Diploma or equivalent, *OR*
   English 098/099/grade 12 English/BEP
2. Successful completion of a keyboard/typing skills test with a typing speed of 35 net words per minute for 5 minutes
3. Applicants with foreign documents equivalent to grade 12 must successfully complete a VCC English Language Assessment

Applicants to this program should be aware that some practicum placements (e.g. hospital, schools) may require completion of a Criminal Record Search (CRS) indicating no relevant criminal record. Students who are assigned to a practicum that requires a CRS, will be expected to complete the CRS at their own expense.

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.

Program Content

Level 1

7115 Speed and Accuracy Development 1
7547 Medical Communications
7548 Medical Administrative Assistant Procedures
7549 Medical Terminology 1
7550 Medical Terminology 2
7551 Introduction to Pharmacology
7552 Medical Document Processing 1
8072 Medical Document Processing 2
8073 Medical Transcription 1

Level 2

2871 Speed and Accuracy Development 2
8080 Medical Transcription - History and Physical Reports
8081 Medical Transcription - Radiology, Diagnostic Imaging, and Nuclear Medicine
8082 Medical Transcription - Operative Reports
8083 Medical Transcription - Oncology
8084 Medical Transcription - Discharge Summaries
8085 Medical Transcription - Pathology
8090 Practicum
7305 Speed and Accuracy Development 3
8153 Career Development

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.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1413.00
Student Society Fee: $52.92
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*
- 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. Students who have completed a term of college English or achieved an A grade in English 12 are exempted from writing the LPI, provided documentation is submitted

Music Requirements

Audition requirements 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 (phone 871-7297).

Entrance auditions and musicianship examinations are held in the spring and summer. 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.

Minimum standards are equivalent to Rhythm Studies 001, Kodaly Solfege 001 and Rhythmic Notation 008.

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

Promising students with deficiencies may be admitted on a probationary basis at the recommendation of the audition committees.

Such students' performances will be evaluated by a jury evaluation at the end of the first term. The probation committee will evalute academic work. Recommendations for continuance in the program or changes in the course load are based on these evaluations.

Program Overview

The Music Diploma Program:

- Provides professional training for potential and practising musicians
- Provides 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

Our faculty includes some of Canada's finest musicians whose years of training and experience guide students into the professional music community. Students are encouraged to participate in public and educational performances.

Music Diploma

Students must complete the minimum number of credits required for their major study areas and a minimum grade point average of 2.00 to be 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.

Major Study Areas

All full-time students choose a discipline for major-Study from the following:

1. Instrumental Studies
2. Composition
3. Classical Voice
4. Contemporary Voice
5. Composition/Arranging
6. Keyboard Studies
7. Contemporary Instrumental Music

Electives

Students will 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 two terms of English.

While the normal course load in the Music Diploma Program varies from option to option, 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 minimum full-time course load is 12 credits per term may have the balance of private instruction for the term discontinued.

Jury Examinations

Near the end of each term, each student enroled in individual instruction is required to perform for a faculty committee. 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.

Guidelines to the Course Numbering System

100-400 / 109-409	Core Curriculum
112-412 / 119-419	Conducting and Contemporary Studies
120-420 / 129-429	Contemporary Voice
130-430 / 139-439	Classical Voice
140-440 / 149-449	Fretted Instruments
150-450 / 159-459	Keyboard Instruments
160-460 / 169-469	Contemporary Keyboard
170-470 / 179-479	Orchestral Instruments
180-480 / 189-489	Contemporary Instruments
190-490 / 199-499	Ensembles

Courses not in the area of the Core Curriculum may be cancelled because of insufficient enrolment.

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
Class Piano (i)	153	1
Large Ensemble (ii)		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
Class Piano (i)	253	1
Large Ensemble (ii)		1
Electives		1-4
Total Credits		**17- 20**
Third Term		
Kodaly Solfege	301	2
Materials of Music	303	3
Performance Techniques	304	2
Music History	305	3
Applied Music	330	3
Class Piano (i)	353	1
Large Ensemble (ii)		1
Electives		3 -6
Total Credits		**17-20**
Fourth Term		
Kodaly Solfege	401	2
Materials of Music	403	3
Performance Techniques	404	2
Music History	405	3
Applied Music	430	3
Large Ensemble (ii)		1
Electives		3-6
Total Credits		**17- 20**

(i) 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.

(ii) 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.

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
Class Piano (i)	153	1
Large Ensemble (ii)		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		3
Class Piano (i)	153	1
Large Ensemble (ii)		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		3
Large Ensemble (ii)		1
Electives		3-6
Total Credits		**17 -20**
Fourth Term		
Kodaly Solfege	401	2
Materials of Music	403	3
Performance Techniques	404	2
Music History	405	3
Applied Music		3
Large Ensemble (ii)		1
Electives		3-6
Total Credits		**17 -20**

(i)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.

(ii) 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.

Major Study Area Keyboard 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	150	3
Keyboard Studies	154	2
VCCCC (iii)		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
VCCCC (iii)		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 (ii)		1
Electives		0-3
Total Credits		**17-20**
Fourth Term		
Kodaly Solfege	401	2
Materials of Music	403	3
Performance Techniques	404	2
Music History	405	3
Applied Music	450	3
Keyboard Studies	454	2
Piano Pedagogy	455	1
Large Ensemble (ii)		1
Electives		0-3
Total Credits		**17-20**

(ii) 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.

(iii) or other approved directed ensemble

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
Class Piano	153	1
VCCCC*	190	1
New Music Ensemble	194	1
Electives		0-3
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	210	3
Class Piano	153	1
VCCCC*	290	1
New Music Ensemble	294	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	310	3
DATS	319	2
VCCCC	390	1
New Music Ensemble	394	1
Electives		0-3
Total Credits		**17-20**
Fourth Term		
Kodaly Solfege	401	2
Materials of Music	403	3
Performance Techniques	404	2
Music History	405	3
Applied Music	410	3
DATS	419	2
VCCCC	490	1
New Music Ensemble	494	1
Electives		0-3
Total Credits		**17-20**

*Students in this discipline are required to perform a proficiency exam to indicate all keyboard proficiency requirements have been met. Class Piano may be used to upgrade skills when necessary. Composition majors may, having proven keyboard proficiency, should elect to study a minor instrument as an alternate to Class Piano. Note: Students may substitute a different ensemble upon application to the Music department head.

Major Study Area Composition/Arranging

First Term		
Kodaly Solfege	101	2
Materials of Music	103	3
Performance Techniques	104	2
Music History	105	3
Rhythm Studies	108	2
Applied Music	110	3
Class Piano	153	1
VCCCC*	190	1
New Music Ensemble	194	1
Electives		0-3
Total Credits		**17-20**
Second Term		
Kodaly Solfege	201	2
Materials of Music	203	3
Performance Techniques	204	2
Contemporary History	206	3
Career Opportunities	207	1
Applied Music	210	3
Class Piano	253	1
VCCCC*	290	1
New Music Ensemble	294	1
Electives		1-4
Total Credits		**17-20**
Third Term		
DATS	119	1
Commercial Ear Training	300	2
Performance Techniques	304	2
Applied Music	310	3
Jazz Theory	315	2
Arranging	318	3
VCCCC	390	1
New Music Ensemble	394	1
Electives		2-5
Total Credits		**17-20**
Fourth Term		
DATS	219	1
Commercial Ear Training	400	2
Performance Techniques	404	2
Applied Music	410	3
Demo Production	416	1
Jazz Theory	415	2
Arranging	418	3
VCCCC	490	1
New Music Ensemble	494	1
Electives		1-4
Total Credits		**17-20**

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
Class Piano	153	1
Large Ensemble		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	294	1
Electives		2-5
Total Credits		**17-20**
Third Term		
Commercial Ear Training	300	2
Performance Techniques	304	2
Jazz Theory	315	2
Arranging	318	3
Applied Music	320	3
Large Ensemble	394	1
Electives		5-8
Total Credits		**17-20**
Fourth Term		
Commercial Ear Training	400	2
Performance Techniques	404	2
Jazz Theory	415	2
Demo Production	416	2
Arranging	418	3
Applied Music	420	3
New Music Ensemble		1
Electives		1-4
Total Credits		**17-20**

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.

Note: Students in this discipline are required to perform a proficiency exam to indicate all keyboard re-quirements have been met. Class Piano may be used to upgrade skills when necessary.

Major Study Area Contemporary Music Instrument
(including guitar, bass winds, bass percussion and latin percussion)

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
Class Music	153	1
Large Ensemble*		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
Jazz Improvisation	217	2
Applied Music		3
Class Piano	153	1
Large Ensemble*		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 *		1
Electives		0-3
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 *		1
Electives		0-3
Total Credits		**17-20**

*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.

Note: Students 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.

Program Content

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

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

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

Individual Instruction
- Applied Music
- Minor Instrument Study
- 104,204,304,404,504/ Performance Techniques
- 509 and 609 Private Instruction

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $42.00 credit hour
Graduation Fee: $5.00
Additional Costs
Assessment fee: $30.00

Office Core Skills (ASE)

Offered at City Centre Campus
Starting: September
Program Length: 10 months
Certification: Certificate

Admission Requirements

1. Interview with the Student Services Assistant for Students with Disabilities followed by an interview with two members of the Office Core Skills Program
2. Applicants must have difficulties with learning and be comfortable in an alternative learning environment for students with disabilities.
3. Previous career exploration that supports a decision to undertake skills training in the clerical field is required
4. All applicants will be assessed on reading ability, clerical knowledge and previous career exploration
5. 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.

Program Content

Level 1
- 1884 Grooming and Hygiene
- 7214 Introduction to Clerical Careers
- 7164 Effective Communication 1
- 7165 Assertiveness 1
- 7166 Stress Management 1
- 7122 Employee Behaviours 1
- 7216 The Employment Process
- 7215 Keyboarding and Computer Basics
- 7170 Alphanumeric Filing
- 7171 Mail Preparation and Distribution
- 7172 Photocopying
- 7173 Office Equipment and Resources

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

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

Career Prospects

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $790.00
Student Society Fee: $58.80
Graduation Fee: $5.00

Pharmacy Technician

Offered at City Centre Campus
Starting: March, September
Program Length: Five months
Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent
2. Keyboarding speed of 35 correct words per minute or higher, with 5 or less errors
3. Basic computer or word processing skills
4. Successful completion of a VCC English Language Assessment
5. Successful completion of a VCC Math Assessment

Upon acceptance

6. Criminal Record Search that reveals the absence of a relevant criminal record

The Pharmacy Technician Program places students on practicum in hospital pharmacies and community pharmacies. To protect the people served by these agencies, upon acceptance to the Pharmacy Technician program students are required to complete a criminal record. The CRS must be received by the Registrar's Office prior to the first day of 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 the Registrar's Office. Students are responsible for any costs incurred in the criminal record search. The criminal record search is valid for one year.

Recommended Characteristics

- Excellent communication skills, both written and oral
- Ability to follow instructions, both written and oral
- Ability to work independently
- Good eye-hand co-ordination
- Ability to work with people as a member of a team
- Ability to work under stress
- Employers of Pharmacy Technicians may require that applicants be bondable
- Good health with the ability to stand for a full working day

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.

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

7576 Pharmacy Practice
7577 Pharmacy Products
7675 Community Pharmacy
7676 Hospital Pharmacy
7582 Pharmacy Calculations
7583 Sterile Products
7584 Communications in Pharmacy
7585 Practicum - Community Pharmacy
7586 Practicum - 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.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $785.00
Student Society Fee: $29.40
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 Department at 443 8425.

Practical Nursing

Offered at City Centre Campus
Starting: January, September
Program Length: 12 months
Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent
2. Biology 12 grade of C or equivalent
3. A current C.P.R. Certificate (Basic Life Support Level C)
4. Successful completion of a VCC English Language Assessment (ABE or ELA)
5. Successful completion of a VCC Math Assessment
6. Updated immunizations strongly recommended: measles, mumps, rubella, polio, tetanus, diphtheria, and hepatitis B vaccine

Upon Acceptance:

7. 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.
8. Criminal Record Search that reveals the absence of a relevant criminal record

To protect residents in facilities and those served by community agencies, upon acceptance students are required to complete a criminal record search. Each applicant is responsible for any costs incurred. The CRS must be received by the Registrar's Office prior to the first day of class. Conviction for relevant offenses may preclude acceptance to the program. 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

- 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 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.

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 (CNTS) exams and to apply for licensure as a Licensed Practical Nurse in British Columbia.

Program Content

Term 1

1600 Health 1 – Health Promotion/Prevention
1601 Professional Growth 1
1602 Human Anatomy and Physiology
1603 Healing 1 – Health Promotion/Prevention
1604 Human Relationships 1
1605 Nursing Arts/Clinical 1
1606 Practicum 1

Term 2

2971 Health II – Gerontology
2972 Healing II – Gerontology
2973 Human Relationships II
2974 Nursing Arts/Clinical II
2975 Practicum II

Term 3

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

Career Prospects

This program prepares graduates to provide nursing care in partnership with other health care professionals. Graduates will be able to care for selected clients chosen on the basis of acuity and complexity, for example in medical, surgical or rehabilitation wards of acute care hospitals. They also are employed in the long-term care settings, group homes, public schools, special care units (e.g., Alzheimer units) and home care. In more remote parts of the province, LPN's may work in all parts of the hospital including pediatrics and maternity.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1884.00
Student Society Fee: $70.56
Graduation Fee: $5.00
Textbooks, supplies, uniforms: $1000.00 (approx.)

Provincial Instructor Diploma Program

Offered at King Edward, City Centre and over 30 locations in B.C., Alberta and Yukon Campus

Starting: Continuous intake, phone (604) 871-7510

Program Length: Six 30-hour courses and a final assignment.

Certification: Certificate or diploma depending on courses completed and employment status

Admission Requirements

1. Completion of British Columbia grade 12 or equivalent
2. Evidence of competency in an area of specialty
3. Employed as a full-time or part-time instructor in a public or private setting.

Applicants not currently employed as instructors may commence with the program, but will not able to complete the final assignment until they are teaching. Applicants who are not teaching may request for the Vancouver Community College Train the Trainer certificate on completion of the ID101, ID102A and ID104A.

Program Overview

Vancouver Community College under contract with the Ministry of Advanced Education, Technology and Training offers the B.C. Provincial Instructor Diploma.

The program emphasizes on practical instructional skills for teaching adults. It is designed to provide instructors with the opportunity to increase their skills in:

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

Courses need not be taken in sequence, but we strongly recommend students take ID101 before ID104A. Courses are offered on weekends and weeknights and on a full-time basis during the summer and winter sessions in the Lower Mainland. Courses outside of the Lower Mainland are offered on weekends only. Please contact Program Development Department.

Program Content

Courses

ID 101 Instructional and Curriculum Design
ID 102A Elements of Instruction - Part A
ID 102B Elements of Instruction - Part B
ID 103 Use and Design of Instructional Media
ID 104A Evaluation of Learning and Instruction - Part A
ID 104B Evaluation of Learning and Instruction - Part B
ID 105 Final Assignment

Resident Care Attendant (ESL)

Offered at City Centre Campus

Starting: January, August

Program Length: Nine and one half months

Certification: Certificate

Status: **WAITLIST minimum two years**

Admission Requirements

1. Applicants should have completed grade 10 in their own country
2. Completion of Upper Intermediate English (VCC)
3. Updated immunizations strongly recommended: measles, mumps, rubella, polio, tetanus, diphtheria, and hepatitis B vaccine

Upon Acceptance:

4. Completion of the VCC Health Questionnaire including a recent negative TB skin test.
5. Criminal Record Search that reveals the absence of a relevant criminal record

To protect residents in facilities and those served by community agencies, upon acceptance students are required to complete a criminal record search. Each applicant is responsible for any costs incurred. The CRS must be received by the Registrar's Office prior to the first day of class. Conviction for relevant offenses may preclude acceptance to the program. 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 includes both a care-giving skills instructor and an ESL instructor.

Program Content

Level 1

7317 Foundations
7318 Human Relations: Interpersonal Communications
7319 Health 1: Lifestyle and Choices
7320 Health and Healing 1: Concepts for Practice
7321 Healing I: Personal Care Skills
7322 Work Role: Introduction to Resident Care Attendant Practice
7323 Clinical 1

Level 2

2978 Health 2: Lifestyle and Choices
2979 Health and Healing 2: Concepts for Practice
2980 Healing 2: Personal Care Skills
2981 Healing: Special Needs
2982 Clinical 2

Level 3

3731 Clinical 3
3732 Community
8127 English for Resident Care Attendants

Career Prospects

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1413.00
Student Society Fee: $52.92
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

1. Grade 10 or acceptable equivalent
2. 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

3. 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
4. Those entering to take Level 2 courses only must have completed Level I or possess a Long Term Care Aide, Nurse Aide, Continuing Care Aide or equivalent certificate
5) Applicants whose first language is other than English may be required to take an English Language Assessment test
6. Updated immunizations strongly recommended: measles, mumps, rubella, polio, tetanus, diphtheria, and hepatitis B vaccine

Upon Acceptance:

7. 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.
8. Criminal Record Search that reveals the absence of a relevant criminal record

To protect residents in facilities and those served by community agencies, upon acceptance students are required to complete a criminal record search. Each applicant is responsible for any costs incurred. The CRS must be received by the Registrar's Office prior to the first day of class. Conviction for relevant offenses may preclude acceptance to the program. 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 caregivers 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.

Program Content

Level 1

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

Level 2

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

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.

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 and one half months
Certification: Certificate

Admission Requirements

1. 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
2. Applicants must have difficulties with learning and be comfortable in an alternative learning environment for students with disabilities
3. Possess a grade 5 reading and math level
4. Possess the stamina to work in a physically demanding job
5. Desire and willingness to work with customers in a retail setting
6. 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 the standards of industry for hygiene and grooming, safe food handling, safety, employee conduct and interpersonal skills. Strong emphasis is placed on superior customer service. Training is introduced in the classroom and practised 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.

Program Content

Level 1

7164 Effective Communication 1
7165 Assertiveness 1
7166 Stress Management 1
7122 Employee Behaviours 1
7444 Hygiene and Grooming
7594 Foodsafe
7167 Interview Skills I
7446 Resumes
7447 Safety
7448 Introduction To Retail Food Industry
7528 Customer Service 1
7529 Service Clerk Skills 1
7530 Work Experience 1

Level 2

3784 Employee Behaviours II
3785 Effective Communication II
3787 Stress Management II
3788 Interview Skills II
3835 Customer Service 2
3836 Service Clerk Skills II
3849 Introduction to the Grocery Department
3850 Introduction to the Produce Department
3841 Job Search
3842 Work Experience 2
3839 Work Experience 3
3840 Work Experience 4

Career Prospects

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

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $790.00
Student Society Fee: $58.80
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: October
Program Length: Three months
Certification: Certificate

Admission Requirements

1. Grade 10 or equivalent
2. Successful completion of Meat Cutting Level 1 OR
3. 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, uses and care of equipment, and hand tools are stressed. The student will also be introduced to merchandising, shop management and customer relations.

Program Content

2947 Smoked Meat, Ham and Bacon
2948 Smoked and Cooked Sausages
2949 Cold Smoked, Cured and/or Dried Sausages
7103 Customer Service
2938 Merchandising
8148 Practicum

Career Prospects

Upon successful completion of the program, students may seek employment in sausage companies, retail meat shops, delicatessen and other related shops.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $471.00
Student Society Fee: $17.64
Graduation Fee: $5.00
Uniform Fee: $60.00
Laundry Fee: $22.44
Textbooks, supplies and equipment: $150.00 (approximately)

Technical Training Access (ESL)

Offered at King Edward Campus
Starting: April, 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 Deposit: $55.00

Traffic, Customs and Transportation

Offered at City Centre Campus
Starting: August
Program Length: Nine months
Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent or VCC Business Education Preparation Program
2. Basic keyboarding skills

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 the characteristics of each transportation mode that makes 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.

Program Content

Level 1
7328 Introduction to Transportation
1824 Geography
7329 Economics
1513 Business Communication
7330 Introduction to Computers

Level 2
2663 Business Law
2995 Introduction to Accounting
2996 Logistics 1
3667 Marketing and Sales
2997 Practical Transportation Study I

Level 3
3745 Supervisory Skills
3746 Transportation Accounting I
3747 Logistics II
3748 Practical Transportation Study II

Career Prospects

The Traffic, Customs and Transportation Program graduate will be prepared for employment in entry-level positions in the transportation or customs industry. Graduates will find challenging positions working in diverse areas with the airline, marine and motor carrier industries, as well as custom brokers, international freight forwarders and with the numerous companies now involved with importing and exporting products. On completion, individuals may pursue professional accreditation with follow-up programs in their specialized area.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1413.00
Student Society Fee: $52.92
Graduation Fee: $5.00
Textbooks and supplies: $700.00 (approximately)

Travel Agent

Offered at City Centre Campus
Starting: April, October
Program Length: Seven months
Certification: Certificate

Admission Requirements

1. Grade 12 graduation or equivalent
2. Keyboarding skills
3. Basic geography recommended

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
- Attention to detail and accuracy

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; it is, therefore, fully endorsed by CITC (Canadian Institute of Travel Counsellors) and ATCA (Alliance of Canadian Travel Associations).

Program Content

Semester 1
7027 Introduction to the Tourism Travel Industry
7601 Destinations I
7602 Introduction to Reservation Computer Systems
7028 Communications
7562 Travel Tourism Components I
7090 Introduction to Air Travel

Semester 2
2968 Destinations II
8120 Basic Reservation Computer Training I
7564 Travel Tourism Components II

7364 Domestic Airline Tariffs and Ticketing
7026 Package Tours
2215 Office Procedures

Semester 3

2966 Cruises
3847 Basic Reservation Computer Training II
3858 Sales and Service
3859 International Airline Tariffs and Ticketing
7042 Practicum
3857 Consultative Selling
3856 Destinations III

Career Prospects

Graduates may find employment in retail travel agencies as entry-level travel agents or as reservations agents with tour wholesalers.

Fees and Additional Costs

Application Fee: $15.00
Tuition Fee: $1099.00
Student Society Fee: $41.16
Graduation Fee: $5.00
Textbooks and supplies: $600.00 (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.

An interview with the Program Co-ordinator is required prior to registration.

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 arrangements 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.

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, Microsoft Excel, using the Scanner and Internet training using speech, braille and large print access. Students at advanced levels will normally be encouraged to integrate into regular upgrading or training programs at Vancouver Community College.

Classes are held from 8:30 a.m. to 4:00 p.m. Monday to Friday. An evening class in computer training is available Monday and Tuesday evenings from 5:00 p.m. to 8:00 p.m.

Career Prospects

Employability skills may lead to employment in secretarial, customer service or other careers.

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 (871-7339) 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.

Vancouver Community College

Course Descriptions

2000/2001 OPPORTUNITIES



VANCOUVER COMMUNITY COLLEGE

Your Specialist in English as a Second Language

International Education Programs

Beginners to Advanced ESL
High School Completion
ESL/Toursim ◆ ESL/Business
Summer ESL/Recreation ◆ Teaching ESL

Plus University Transfer Music, English & Hospitality Management/Secretary/Culinary Arts/ Accounting/Applied Design/Travel Agent & more

- Government accredited and funded public school
- Established in 1965
- Language & Computer Labs, free internet access
- Homestay Program
- Tutoring at no extra cost
- Conditional admission to bachelor degree programs in Tourism and Hospitality or Business or Computers
- ESL classes begin in January, March, May, July, September and November

(604) 871-7537
www.vcc.bc.ca e-mail: intered@vcc.bc.ca

KEC BOOKSTORE

Visit our King Edward Campus Bookstore to view Canada's largest selection of ESL materials for students and instructors

TOEFL ◆ TOEIC ◆ CAE
Grammar ◆ Dictionaries ◆ Teacher Resources
Listening/Speaking books & cassettes

2nd level – King Edward Campus
1155 East Broadway, Vancouver, BC

(604) 871-7333
www.vcc.bc.ca/kecbookstore

www.vcc.bc.ca

Access to Practical Nursing

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 practise 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.

7649 Health A

This course explores the concept of health as a process on which our daily choices have a significant effect. The integration of body, mind, and spirit will be examined in order to develop an appreciation for the idea that everything we do, think, feel and believe has an impact on our state of health. Health promotion will be examined throughout the life span. The learner will have the opportunity to examine: health promotion as an approach to improving health physical growth, psychosocial, cognitive, moral development (fetal stage to middle adulthood).

7588 Healing A

This course will focus on the experience of healing by people of all ages with chronic challenges and/or disability. Students will integrate theory and concepts of normal anatomy and physiology and health as they relate to healing. A variety of activities will be offered to allow students to examine the Practical Nurse's role in promoting health and healing with others.

1602 Human Anatomy and Physiology

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.

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; and 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 practise 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 practise.

7591 Practicum A

This practicum is intended to provide the learner with a supervised experience to practise 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 and Accounting ESL

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.

7554 Communications 2

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

1878 Business Mathematics

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

7677 Bookkeeping – 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 a review of ledgers. Specific emphasis will be placed on petty cash, payroll and general banking procedures such as reconciliation of accounts. Students will prepare worksheets, financial statements and closing entries. Emphasis will be placed on a merchandizing business.

1909 Accounting Computer Applications 1

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

2950 Word Processing Applications 1

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

7224 Human Relations

This course will enhance the 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.

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 microcomputers. Students will practise using DOS, Microsoft Windows and Novell Netware commands in our departmental networked microcomputer lab.

1561 Payroll and Payroll Legislation

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

1804 Database Applications

This course deals specifically with the latest database software. 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.

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.

3866 Communications for Accountants

This course develops writing skills essential for success in academic studies and business. The course includes a review of basic grammar, spelling, mechanics, sentence structures and paragraphing. Students will practise report writing (focusing on content, organization, structure and methodology), develop academic writing skills (with emphasis on the critical essay and exam writing) and learn and apply research methodologies.

3295 Fundamental Accounting Principles 2

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

3686 Accounting Computer Applications 3

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

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.

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.

8125 English for Accounting

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.

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 practises. 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 centering, formatting tables, word division, and a short introduction to office documents.

7554 Communications 2

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

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 microcomputers. Students will practise using DOS, Microsoft Windows and Novell Netware commands in our departmental networked microcomputer lab.

7672 Word Processing 1 (WordPerfect for Windows)

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

7673 Word Processing 2 (WordPerfect for Windows)

This course is designed for students to learn to use WordPerfect for Windows software to produce business documents including formal and informal reports incorporating graphs and charts, newsletters and administrative documentation.

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.

8150 Word Processing 3 (Word for Windows)

This course is designed for students to learn to produce business documents using Word for Windows software to produce documents that will meet the comprehensive demands of today's offices.

8086 Communications 3

This course emphasizes memo, letter writing, report writing and research skills using case studies.

8151 Word Processing 4 (Word for Windows)

This course is designed for students to learn to produce complex business documents using Word for Windows including formal and informal reports incorporating graphs, charts, newsletters and administrative documentation.

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.

8087 Office Procedures

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

8088 Office Simulation

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

2876 Work Experience

Students will be placed in an office for two weeks of work experience designed to give them practical experience in applying the knowledge and skills they have learned throughout the program. This placement takes place in the last month of the program. Students who successfully complete this portion of the program will be able to demonstrate application of program content skills, appropriate business related interpersonal skills, and attendance and punctuality patterns suitable to the sponsoring firm. The criteria for practicum placement are based on the successful completion of all courses in Semesters 1 and 2 of the program. Instructors, in consultation with practicum sponsors, will supervise the practicum. Students must at all times maintain the integrity and confidentiality of the work to which they are exposed during the practicum. Students may be withdrawn from a practicum without notice if it is determined that student has divulged confidential information or has failed to meet the expectations of the instructor and/or the practicum sponsor (ie. lateness, lack of attendance, poor attitude and lack of initiative, etc.—guidelines as outlined on practicum evaluation).

No certificate will be granted to students in the event of a failed practicum.

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.

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 practises. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 50 gross words per minute for five minutes.

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 Communications 2, students are required to take either Electronic Transcription 1 or Electronic Transcription 2).

8152 Speed and Accuracy 3

This course provides the student with keyboarding speed and accuracy on the computer, using selected timed writings and drills. This allows students to reinforce their typing skills and concentration.

Adult Basic Education (ABE) Intermediate Program

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

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.

1410 Health, Hygiene and Safety

This course introduces the student to the importance of sanitary practises in the industry. Topics learned include personal hygiene, food handling and the effects of bacteria on food. Students will develop skills in the proper and safe handling of food.

1455 Use of the Wok

Wok cooking is central to Chinese cuisine. The students will be introduced to different types of woks and their uses. Students will develop skills in the most effective use of stirring techniques, cooking techniques, temperature control and the organization of tools.

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.

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.

1457 Preparation and Cooking of Soups and Sauces (Basic)

Students learn the basics of soup and sauce preparation in this course. They are introduced to the types of soups and sauces commonly used in Chinese cuisine, the proper presentation, ingredients and spices, as well as appropriate menu combinations.

2439 Preparation of Meat, Poultry, Seafood and Vegetables (Advanced)

This course builds on the skills acquired in Level I. Students learn advanced techniques in the use of spices, marinades, choosing of ingredients and storage of food.

2519 Boil, Braise & Steam Advanced

This course provides the student with an opportunity to work with more specialty items and to build on the skills learned in Level One. Emphasis will be placed on advanced deboning and trimming techniques; the proper use of different kinds of shellfish and seafood; techniques for choosing and using ingredients; advanced cooking techniques and the presentation and garnishing of food.

2438 Barbecue Cooking

In this course, the student will learn the proper handling of food to be barbecued, spices to be used, marinades, proper cooking temperatures, barbecuing techniques, sauces and storage items.

3265 Kitchen Management

How to organize an effectively run kitchen is introduced in this course. Students will develop skills in menu planning and composition; food purchasing and inventory procedures; how to calculate cost and profit.

2520 Preparation and Cooking of Soups and Sauces (Advanced)

This course builds upon the skills developed in Level I. Students have 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.

Automotive Collision Repair Technician

1000 Safety

All aspects of safety in the collision shop will be covered including W.H.M.I.S. A W.H.M.I.S. completion cared will be awarded.

1100 Automotive Welding Techniques

This course introduces the student to the theory and practical application of oxyacetylene and M.I.G. welding to auto collision industry standards.

1200 Evolution of the Automobile and Auto Body Components

This course introduces the student to the characteristics, applications and functions of various materials used in the automotive industry.

1300 Shop Tools and Safety Equipment 1

The student will learn the characteristics, procedures and safe use of collision repair equipment.

1400 Automotive Fasteners

The student will learn the characteristics and application of automotive fasteners.

1500 Automotive Fitting and Adjusting 1

The student will perform various methods of component adjusting, fitting, overhauling and installing on a variety of vehicles.

1600 Repair Techniques

The student will describe the characteristics and repair methods of metals and plastics used in the auto industry.

1700 Automotive Frame Repair

The student will identify, analyze and measure the various types of frames. Using frame straightening techniques the student will straighten a frame to industry specifications. The student will describe wheel alignment principles.

1800 Electrical Components 1

The student will learn the characteristics of the battery and electrical components of the automobile. The student will describe the function and purpose of electrical testing tools.

1900 Refinishing Techniques 1

The student will learn the purpose and function of refinishing equipment and the characteristics and use of refinishing materials.

2100 Shop Tools and Safety Equipment 2

The student will apply their knowledge in the use of collision repair equipment and safety protection.

2200 Automotive Fitting and Adjusting 2

The student will perform practical tasks of fitting, adjusting and overhauling vehicle assemblies.

2300 Electrical Components 2

The student will test and perform electrical repairs to batteries, wires, lights and components.

2400 Automotive Panel Repair

The student will perform repairs on vehicle panels using state-of-the-art methods and materials. Repairs will be performed on metal, S.A.C. and plastic components.

2500 Minor Collision Damage

The student will analyze, estimate and repair minor collision damage employing minor pulling, jacking and straightening methods.

2600 Major Collision Damage

The student will analyze, measure and repair major collision damage using modern frame and measuring systems.

2700 Refinishing Techniques 2

The student will sand, mask, prime and prepare the vehicle for refinishing.

Automotive Refinishing Prep Technician

0100 Automotive Refinishing Safety

All aspects of safety in the refinishing shop will be covered including W.H.M.I.S. A W.H.M.I.S. completion card will be awarded.

0200 Pre-cleaning Vehicle

The student will learn the proper methods and standards of pre-cleaning a vehicle.

0300 Identification of Finishes

The student will learn the methods of determining the type of finish on the vehicle.

0400 Refinishing Equipment and Tools

This segment covers the safe operation of all shop equipment and their functions.

0500 Masking Requirements and Procedures

The student will learn all methods of masking a vehicle and the usage of different products.

0600 Sanding Materials and Techniques

The student will cover the characteristics of different types of sandpaper and the proper methods of sanding a vehicle.

0700 Undercoats

The student will learn the characteristics, procedures and safe use of all type of undercoats.

0800 Topcoats

The student will learn the characteristics, procedures and safe use of topcoats.

0900 Solvents

The student will learn the characteristics and functions of the solvents used in the refinishing industry.

1000 Refinishing Techniques

The student will learn preparation and techniques of spray equipment.

1100 Pre Delivery Inspection (PDI)

The student will learn the procedures and methods of P.D.I. to industry and customer standards.

Automotive Technician

1000 Shop Safety

Shop safety issues, practises, WHMIS, and the

following items are covered in this course:

- basic shop rules.
- hazardous substances and their safe disposal
- WHMIS course
- fire prevention practises and fire extinguisher use
- safe lifting and jacking procedure
- good housekeeping practises
- power tools and their safe use
- hand tools and their safe use
- emergency procedure

1001 Project: Build a Shop Tool

Interpreting drawings, the student fabricates to precise measurements, a useful shop tool.

1002 Brakes

Numerous brake designs, system operation, repair and diagnostics is the profile of this course.

1003 ABS Brakes and Traction Control

Function and operation of different Antilock Braking Systems are addressed with and without Traction Control or Acceleration Slip Regulation (ASR) systems.

1004 Frame, Suspension and Life Suspension System

Basic to sophisticated suspension systems are explored with modern computer controlled ride quality control.

1005 Tire and Wheel

At the end of this course, students will be able to identify and describe wheel design, measure wheel runout, offset and mounting distortions, describe tire constructions, coding, sizing and rating, and tire repair, wheel balance, and mounting with safety.

1006 Steering and Alignment

A comprehensive course on vehicle handling characteristics in response to cornering, acceleration, deceleration and road irregularities.

1007 Air Induction and Exhaust System

The study, service and repair of conventional and computer controlled air induction and exhaust system, and its affect on performance, economy, and emission control.

1008 Oxy-Acetylene Cut, Weld and Braze

The course covers basic knowledge and skills to cut metal, weld various thicknesses of metal, and braze with safety. Various alternate methods of oxy-acetylene applications, such as heat expansion for installation or removal, are demonstrated.

1009 Practical Skill and Workmanship 1

A subjective evaluation of practical skills acquired, workmanship, quality of repair, cleanliness and professional ethical conduct.

2000 Internal Combustion Engine

Numerous internal combustion engines are studied, including latest technological innovations.

2001 Engine Diagnosis and Removal

Students will be involved in the testing and evaluating engines.

2002 Engine Service and Repair

The major core of this module is the disassembly, measuring, evaluating damage, machining and re-assembly of engine.

2003 Engine Lubrication

At the end of this course, students will be able to identify and select appropriate engine lubricants and the disposal of lubricants; check and service different oil pumps; test and service lubrication system; describe, check and service positive crankcase ventilation system; purpose and service of engine oil coolers, and identify and repair oil pressure warning systems.

2004 Engine Cooling System

At the end of this course, students will be able to describe cooling system and its importance for computer controlled engine management, troubleshoot and service cooling system, and identify and repair temperature warning systems.

2005 Engine Installation and Start Up Procedure

The importance of proper engine installation is stressed due to the unique modern systems suffering form false inductive signals. Engine start up procedure and break-in method is also part of the course.

2006 Air Conditioning System Basics and Safety

At the end of this course, students will be familiar with basic refrigeration system and operation, safety, rules and regulations in regards to refrigerant storage, recovery and disposal, and check for leaks, discharge, evacuate and recharge refrigerant.

2007 Practical Skill and Workmanship 2

A subjective evaluation of practical skills acquired, workmanship, quality of repair, cleanliness and professional ethical conduct.

3000 Safety and Work Habits

At the end of this course, students will be able to identify major causes of accidents, recognize unsafe conditions in the shop, give examples of unsafe work procedure, use personal protective equipment and handle dangerous fluids.

3001 Clutches

The major portion of this course is practical dealing with diagnosis, adjustments and replacement of clutches and related component.

3002 Manual Transmission, Trans-axles and Tranfer Cases

This course covers front, rear and all wheel drive manual torque multipliers and transfer system.

3003 Automatic Transmissions

The study, service and repair of hydraulic and electronic controlled automatic transmissions.

3004 Drive Lines

The study of torque transfer mechanisms from transmission, transfer case and/or differential.

3005 Differentials and Drive Axles

The study and service of differentials in trans-axles, transfer cases and rear wheel drive vehicles.

3006 Practical Skill and Workmanship 3

A subjective evaluation of practical skills acquired, workmanship, quality of repair, cleanliness and professional ethical conduct.

4000 Electrical and Electromagnetic Fundamentals

An intensive course on theory, application, and practical. The course also concentrates on diagnostics with various electronic test equipment and interpretation of the various reading.

4001 Wiring, Schematics, Diagrams and Diagnosis

This course looks at the study and interpretation of circuits and their application in diagnostics.

4002 Batteries

At the end of this course, students will be able to explain purpose and design of vehicle batteries, describe and apply battery ratings, battery test and charge procedure, and service batteries.

4003 Cranking Systems

At the end of this course, students will be able to describe cranking systems and operation, explain operating principles of DC motors, describe starter designs, operation and service, diagnose starter malfunction, and identify and diagnose cranking circuits.

4004 Charging Systems

At the end of this course, students will be able to describe the purpose and operation of the charging systems, explain alternator and regulator designs, operation and service, diagnose charging system malfunction, and identify and diagnose charging system circuits.

4005 Ignition Systems

The course covers all makes, designs, service and diagnostics of ignition systems.

4006 Carburetion

A small part of the program includes carburetion since it is still manufactured for industrial, marine and farm equipment.

4007 Fuel Injection

A thorough study of modern computer controlled fuel delivery systems.

4008 Emission Systems

The study of engine emission management of numerous emission control devises with or without computer control.

4009 Computer Controlled Vehicles and Diagnostics

Basic operation and diagnostics with scanners is the core of this course.

Baking and Pastry Arts and Baking and Pastry Arts ESL

(course curriculum under review)

1000 Sweet Yeast Dough Products

At the end of this course, students will be able to bake coffee cakes, hamburger buns, hot dog buns, and varieties of other sweet dough products including bake stollens, bake Easter breads and other seasonal breads and bake gugelhopfs.

1001 Doughnuts

At the end of this course students will be able to use deep fryers, explain safety precautions using deep fryers, make cake doughnuts, yeast doughnuts, French crullers, and glaze and finish products.

1002 Danish Pastry

At the end of this course students will be able to make laminated yeast doughs and bake a variety of Danish pastries including Copenhagen.

1003 White/Brown Breads

At the end of this course students will be able to bake white bread, brown bread, sole breads, braided breads, create and bake bread sculptures, and bake chemically leavened breads.

1004 Specialty Breads

At the end of this course, students will be able to make seasonal breads, bake sour breads using sponge methods and sour methods, bake artisan breads, focaccia breads, and bake naturally and chemically leavened breads.

1005 Bagels, Croissant, Brioche

At the end of this course students will be able to bake bagels using boiling and steam methods, bake various croissants, plain and fillings, and bake brioche.

1006 Baking Procedures 1

At the end of this course, students will be able to use appropriate baking procedures for various products, glaze and cool various products, and package, store and price products.

1013 Theory of Baking and Demonstration 1

At the end of this course students will be able to explain the principles of sanitation and hygiene, work in a safe manner in the bakery, carry out basic first aid procedures, operate equipment in the bakery including hand tools, utensils, mixers, ovens, fryers, and scales, explain the proper use of ingredients and their functions, explain the milling process of various flours, their uses and various fermentation methods, use appropriate mixing methods for various products, convert metric to imperial and imperial to metric measurements, and store various products safely.

7454 Varieties of Hard and Soft Rolls

At the end of this course students will be able to make hard rolls from sour dough and rye doughs, make soft rolls from white and whole wheat doughs, and make specialty buns using various make up procedures.

2000 Puff Pastry

At the end of this course students will be able to make various laminated puff doughs, bake various puff pastries, sweet and savoury, prepare appropriate fillings for puff pastries and sausage rolls, and bake Viennese apple/fruit strudel using the appropriate dough and make up procedure.

2001 Pies

At the end of this course students will be able to prepare pie doughs applying different methods, baking various types of pies, double and single crust, open faced pies, prepare fillings for various types of pies, make fruit pies, cream pies, chiffon and lemon meringue pies, decorate pies accordingly, bake pizzas and quiches, and bake chicken, meat and vegetarian pies.

2002 Quick Breads and Tarts

At the end of this course students will be able to prepare biscuit base, make various biscuits and scones, prepare appropriate fillings for savoury and sweet yeast dough buns, make various tarts, such as almond, egg tarts, coconut tarts, and make various muffins using proper mixing method.

2003 Cookies and Squares

At the end of this course students will be able to bake various types of cookies, use mixing techniques according to types of cookies, use appropriate piping/dropping techniques for various cookies, make various squares, and cut and package squares in a professional manner.

2004 Pound Cakes

At the end of this course students will be able to bake various types of pound cakes, bake cheese cakes and linzer tortes, finish and decorate cakes, and apply appropriate decorating skills.

2005 Baking Procedures 2

At the end of this course students will be able to use appropriate baking methods and procedures for various products, glaze and finish products, and cool, package and price products for sale.

2014 Theory of Baking and Demonstration 2

At the end of this course students will be able to explain the principle of ingredients and their functions, explain the differences of various batters, mixes, and doughs, and laminated doughs, categorize various doughs, mixes and batters, explain shelf life of all the products, explain the usage of various leavening and thickening agents and methods, and explain the characteristics of fats and oil.

3000 Cake Mixing and Baking Procedures 3

At the end of this course students will be able to bake various layer cakes, bake various sponges, bake basic specialty and seasonal cakes, and cool, package and store baked products.

3001 Dessert Cakes

At the end of this course students will be able to prepare and decorate various butter cream cakes, prepare and decorate various mousse cakes, prepare various fillings and creams, and package, price and store products.

3002 Cake Decorating

At the end of this course students will be able to assemble and decorate birthday cakes, prepare cakes for various occasions, follow instructions given by customers, apply different decorating techniques using various mediums, prepare piped flowers, and package, price and store products.

3003 Plated Desserts

At the end of this course students will be able to prepare various desserts suitable for plating, prepare baked custards and souffles, prepare decorative materials using appropriate mediums, apply plating techniques according to shapes of plates, and prepare various sauces and coulis.

3007 Theory of Baking and Demonstration 3

At the end of this course students will be able to explain the proper use of ingredients and their functions, explain the differences between layer cakes, sponges, hot and cold method sponges, and sunshine sponges, explain various meringues, explain the classification of cakes, explain various butter creams, icings and mousses, explain procedures of inventory control, costing and pricing, and explain the basics of business operation and management.

4351 Wedding Cakes

At the end of this course students will be able to make various wedding cakes using royal icing, cake icing and butter cream, make artificial and real wedding cakes to order, read and follow cake orders, assemble various types of wedding cakes, make Australian type wedding cakes, prepare various flowers, apply various piping techniques required for appropriate cakes, and package cakes properly.

4352 French Pastries

At the end of this course students will be able to prepare various types of French pastries and petit fours, use appropriate assembling and finishing methods, apply glazes, fondant creams in a professional manner, use decorating techniques required to appropriate products, make various fillings, creams and glazes, apply cutting techniques in a professional manner, and package, price and store products properly.

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 figurines, make various chocolates using different moulds, make hand dipped chocolates, create chocolate box using a template, explain use of various chocolate, and have an understanding of the theoretical aspect of chocolate making.

2857 English for Baking & Pastry Arts

During this course, students will concentrate on learning effective communication skills as related to the functions of baking. Job related vocabulary is taught every day and reinforced immediately in the laboratory.

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, 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.

3794 General Baking

This course includes quick breads, muffins, slices, pies, puff pastry items, savory products 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 are covered in this course.

3489 Cake Baking

This course concentrates on angel food cakes, sponge cakes, layer cakes, pound cakes, fruitcakes and cheesecakes, 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, marzipan modelling of flowers, animals, fruits and vegetables are covered in this course.

4184 Trades Qualification 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.

Barber/Stylist

1622 Shampoo, Instant Conditions 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.

1664 Client Relations

The identification of client needs and the communication between the Hair Stylist and client is essential to success. This course introduces identification of needs along with general trade practises relating to various services. Another important topic is the recording of various data for future recall and use.

1665 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 hair and the scalp.

1669 Introduction to Selling

Retailing various products in the salon is an integral part of the barbering 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 client need is stressed. This information and analysis is then supplemented with retail techniques used in business.

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.

1855 Introduction to Barbering and Men's Hairstyling

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.

1857 Hair Cutting 1

The essential basics of the industry are introduced in this important course. This lengthy course includes consultation with clients using the terminology of business. Hair sectioning, the use of different guidelines and outlines and of course, both scissor and clipper techniques are introduced, and safety precautions are highlighted.

1858 Facials and Massage 1

Topics related to basic facial include preparation, massage manipulations, product identification and use and safety precautions and procedures.

1859 Hair Styling 1

The basic course provided the foundation of styling skills. Included are client consultation, analysis, terminology, the use of blow drying and demonstrating appropriate safety precautions.

1860 Shaving

This lengthy course is to introduce the learner to various facial forms and features. It covers terminology, identifications and use of tools. The student will learn the position, strokes, preparation and procedures for shaving and beard trimming in a safe and sanitary manner. This enables students to remove or design facial hair to produce optimum effect.

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.

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.

2570 Communications 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.

2687 Shaving 2

Building on previous knowledge, this course explores more advanced concepts and techniques in shaving and beard trimming methodology.

2688 Facials and Massage 2

At this level, the student will be supervised in adapting skills and knowledge from the previous course.

2689 Hair Styling 2

This course makes use of concepts and methods taught in level one. Competition blow dry styling will be introduced in this level.

7546 Hair Cutting 2

Hair Cutting 2 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.

3332 Career Management

This course is intended to assist the individual with career planning with the production of a two-year career goal plan, the procedure for effective job search and producing a resume containing the essential components for the purpose of gaining employment.

3450 Hair Structure and Chemistry

In this complex course the basic chemical structure of hair and skin and the chemical compatibility with other cosmetic products is examined. Study includes the physical and chemical properties of hair and skin and the nature of proteins, and how proteins relate to the formation of hair, skin and other body parts.

3546 Hair Styling 3

Men's hair styling 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.

3543 Shaving 3

This course makes use of concepts and methods acquired in previous levels, and expands on them enabling students a chance to refine techniques.

3545 Facials and Massage 3

This course will enable students to refine techniques need for exam preparation.

3560 Scalp and Hair Treatments 2

This course will introduce the use of high frequency, steam, infrared 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, equipment and safety precautions.

3846 Hair Cutting 3

This course provides the introduction to styling long hair, techniques and concepts. 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 competitive procedures, techniques and judging procedures.

4213 Salon Management

This course on salon management will prepare 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 is 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.

4241 Hair Styling 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.

4243 Shaving 4

This course is designed to enable students' in-depth training and needed practise aimed at examination requirements.

4244 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.

4369 Hair Cutting 4

This course enable students to practise and refine hair cutting techniques learned in the previous levels and need for successful completion of the 6 month in salon apprenticeship on the Barbering Exam.

Building Service Worker and 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 practises, types and maintenance of chalkboards, and maintenance of sanitary facilities.

7341 Hospital Cleaning Procedures

In this course, microorganisms 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 practise 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

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.

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.

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 is 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.

Cafeteria Work Experience Program

1000 Effective Work Habits

Emphasis is placed on the characteristics that make effective work habits - the importance of regular attendance, punctuality, following break routines and displaying a proper attitude. Students will receive continuous feedback regarding good employee behaviour, working with co-workers and taking direction from supervisors. Students also learn what is meant by quality work and productivity.

1001 Organization Skills

Good organizational skills are an asset to an efficiently run kitchen. Students will be expected to set up their workstations daily and maintain a well-organized kitchen throughout the day.

1002 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 practises is essential. Students will receive regular feedback on safely operating kitchen equipment.

1003 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.

1004 Communication Skills

Effective communication is important in a busy kitchen. Students will be evaluated on handling criticism and conflict, being a good listener, assertiveness, and communicating their needs effectively.

1005 Customer Relations

Students will work towards an increased 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.

1006 Receiving and Storage of Food

Students will learn the proper procedures for receiving and storage of food. Students are involved in the receiving and proper storage of food throughout the program.

1007 Dishwashing and Bussing

Students will be expected to operate a standard dishwasher and properly bus tables. Through a rotating schedule, students will be given the opportunity to manage both the dishwashing and dining areas independently.

1008 Knife Skills

Students will be evaluated on how they use kitchen knives both safely and efficiently. Proper identification, respect and care of knives and their different uses will be stressed.

1009 Kitchen Hand Tools and Equipment

Kitchen hand tools and equipment will be used throughout the program. Students will be evaluated on identification, proper use and efficiency.

1010 Vegetable Preparation

Students will gain in-depth knowledge about vegetable preparation. Students will be expected to know a variety of ways to chop vegetables along with different cooking methods.

1011 Soups and Sauces

Preparing soup from different stocks will be a daily expectation in the cafeteria. Students will also participate in making several types of sauces for the daily special.

1012 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 both for operational hours and for the vending machines.

1013 Sandwich Preparation

Students will learn how to identify different types of bread, build a variety of sandwiches, and prepare them for the customer.

1014 Portioning and Measuring

Students will be evaluated on 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.

1015 Meat Preparation

Students will learn how to safely store and prepare a variety of meats. Various methods of meat cookery will be introduced.

1016 Catering

Students will have ongoing opportunities to develop skills for working in a catering environment. E-COMM has regular meetings and training functions that will require catering services. Food presentation will be stressed.

1017 Food Packaging

As part of the program, students will be responsible to maintain vending machines with fresh food products. As E-COMM is a 24 hour operation, employees will expect quality food around the clock. Students will continuously be involved in both the preparation and packaging of food for vending machines.

Career Awareness

7534 Career Exploration

Extensive career exploration is offered to help students decide the types of work and work environments that interest them. Videos, books, job descriptions, hands-on activities and tours enhance this exploration. Employment related terms and vocabulary are emphasized during classroom discussion. With the assistance of program staff, students compile their education and work histories to produce up-to-date resumes for their use in interviews (for the work experiences).

1884 Grooming and Hygiene

This course provides information on hygiene 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 practised as a prerequisite to job interview skills. Topics covered include: handling criticism and conflict, being a good listener, knowing the difference between public and private information, initiating and maintaining conversations, and choosing suitable topics of conversation. Students learn how to plan social activities as a way to form friendships.

7535 Employee Behaviours

What is an employee? What is an employer? This course discusses the types of professional relationships that exist at the work place. The importance of regular attendance, punctuality, following break routines and displaying a proper attitude is 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 practise their skills through role-plays which are videotaped.

7536 Work Experience I

This first work experience provides an opportunity for the student to work in local business and industry. This three-week work experience helps the student and program staff assess the student's aptitudes and abilities, generic work habits, social skills and work interests.

7537 Legal and Human Rights

Students become acquainted with the legal rights of workers in British Columbia as well as the human rights they have as citizens, customers, 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 or verbal, and sexual abuse). Special emphasis is placed on the issue of sexual abuse in the workplace. Fraud, prejudice and the misuse of drugs and alcohol are also discussed.

2888 Work Experience II

Students are given 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. Students 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 the community based work experiences. Problem solving as individuals and in-groups is performed to reduce anxieties and increase relaxation.

2889 Work Experience III

This work experience 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 practise 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 provides medical, legal and recreational services. The importance of counselling in personal crises is emphasized, and mental health issues are discussed. Students may visit community resources as assignments or field trips.

7542 Job Search

When the student is prepared to seek employment, 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, is the focus of this course. Learners will also explore depression and schizophrenia. Communication with the person with dementia is examined and opportunity to practise communication skills will be given. As well, behaviour, behaviour assessment and intervention aimed at promoting comfort, safety and independence of persons with dementia is explored.

7558 Meeting the Physical Needs of Persons with Dementia

Provision of care to meet the physical needs of an individual with dementia is examined in this course. The role of the caregiver in meeting needs and understanding behaviours related to meeting of physical needs is the focus.

7559 Meeting the Social, Emotional and Spiritual Needs of Persons with Dementia

This course focuses on the environment of the person with dementia and meeting their social, emotional and spiritual needs. As well, understanding and assisting family members is included. Aspects of the professional caregiver role will be examined.

7560 Dementia Care Clinical

This practical course builds upon content from the previous courses to assist participants to explore concepts and approaches applicable to the care of persons with dementia. Opportunities will be given to practise the skills learned.

College and Career Access

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 skill course that focuses on basic reading skills like finding the main idea, skimming and scanning, developing vocabulary etc.

077 Reading and Study Skills

This is a grade 11 level skill 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 like comprehension techniques, note taking skills, handling texts, skimming and scanning, making inferences, 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 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 skill development course for students wanting Intermediate and Advanced level spelling improvement.

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 practise skills in map reading and dealing with charts and graphs in order to prepare for the GED test

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.

057/077/097 Math Skills

Selected topics in mathematics. We can develop an individualized course to help you address areas of general interest, prepare for an

assessment test, or provide additional help in an existing course. Topics can range from basic number skills to calculus.

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 fieldwork.

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.

057/077 Science Skills

Selected topics in science. We can develop an individualized course to help you address areas of general interest or provide additional help in an existing course. Topics may include the scientific method, laboratory technique, report writing, and anything from our existing grade 10 or 11 level general science, biology, and physics courses.

College Foundations (High School Upgrading)

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 a comprehensive introduction to Access, the relational database management component of Microsoft Office. Topics include tables, forms, reports, querying, filtering, sorting, one-to-many relationships, many-to-many relationships, macros and modules. Emphasis is on developing a strong conceptual foundation and building knowledge and skills through problem solving.

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 intermediate spreadsheet application course using Excel, the spreadsheet and charting component of Microsoft Office. Topics include report formatting, statistical and financial functions, complex formula construction, decision making and looking at tables, creation of charts, database management tools, and an introduction to macro programming.

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.

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.

041 English 9

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 practise 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 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 practise in speaking, reading aloud, reading silently, and 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 VCC ABE 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 Intermediate English or appropriate scores on the VCC ABE Assessments in Reading and Writing. Students who have successfully completed Communications 11 will be required to take both English 061 and 071.

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 12 will be required to take only English 071.

*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.

*This English course is 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.

096 English 12

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)

*This English course is 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.

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.

057 Reading and Study Skills

This is a grade 9/10 level skill course that focuses on basic reading skills like finding the main idea, skimming and scanning, developing vocabulary etc.

077 Reading and Study Skills

This is a grade 11 level skill 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.

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 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.

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, and economic sector trends and a 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, and international banking.

Prerequisite: English - Grade 10 or equivalent, or an assessment. Economics 094 and 095 may be taken concurrently or in any order.

094 Geography 12

Physical Geography

This course helps the student understand the physical processes that 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.

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.

081 Psychology

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

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.

050/051 Mathematics

(ABE Intermediate Level Mathematics - Grade 10 Level)

Mathematics 050 and 051 are courses designed for students entering programs, which require Math 10 equivalency. Mathematics 050 provides a good foundation in basic mathematics skills. Mathematics 051 gives students a basic knowledge of algebra and geometry. It is particularly suitable for those who never studied algebra before or who need to upgrade before taking Math 11 equivalency courses, Mathematics 061 and 071. Both courses may be taken concurrently with departmental approval.

050 Mathematics

Mathematics 050 begins with a review of basic arithmetic skills and their application in problem solving. Other topics include ratio and proportion, percent notation and problems, describing data using graphs and statistics, metric measurement, basic geometry and measures including perimeter, area, volume, angles and triangles, signed numbers, algebraic expressions, exponents, equations and problem-solving.

Prerequisite: Mathematics 031, Math 8, Math 9A or equivalent, or Basic Arithmetic Assessment.

051 Mathematics

Mathematics 051 gives students a good foundation in both introductory algebra and geometry. The algebra section includes real numbers, equations, word problems, exponents, scientific notation, operations with polynomials, 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 Basic Arithmetic and Algebra Assessment. May be taken concurrently with Mathematics 050 with departmental approval.

061/071 Mathematics

(ABE Advanced Level Mathematics - Grade 11 Level)

Mathematics 061 and 071 are algebraic mathematics courses designed for students entering post-secondary academic, technical or vocational programs, which require Math 11 equivalency. These courses also provide upgrading in algebraic skills needed for Math 12 equivalency courses, Mathematics 083 and 093. It is recommended that Mathematics 061 be taken before Mathematics 071, but both courses can be taken concurrently if upgrading Math 11. Both courses can be completed in one semester by taking a double-block class.

061 Mathematics

Mathematics 061 includes a review of basic algebra, solving linear equations and inequalities, graphing equations, functions and applications, system of equations, and introduction to trigonometry.

Prerequisite: Mathematics 051, Math 10, Intro Math 11 or equivalent, or Algebra Assessment.

071 Mathematics

Mathematics 071 includes polynomials and factoring, rational expressions and equations, variation, roots, radical expressions and equations, rational exponents and complex numbers, solving and graphing quadratic equations and functions.

Prerequisite: Mathematics 061 or equivalent. May be taken concurrently with Mathematics 061.

083/093 Mathematics

(ABE Provincial Level Mathematics - Grade 12 Level)

Mathematics 083 and 093 are precalculus courses, which prepare students with the algebra and trigonometry skills needed for post-secondary academic, technical or vocational programs which require Math 12 equivalency. It is recommended that Mathematics 083 be taken before Mathematics 093, but both courses can be taken concurrently if upgrading Math 12. Both courses can be completed in one semester by taking a double-block class.

083 Mathematics

Mathematics 083 includes a review of basic algebra concepts, 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, Math 11 or equivalent, or Intermediate Algebra Assessment.

093 Mathematics

Mathematics 093 includes trigonometric functions and their inverses, graphs of circular functions, trigonometric identities and equations, solving triangles using sine and cosine laws, systems of equations, conic sections, sequences and series.

Prerequisite: Mathematics 083 or equivalent. May be taken concurrently with Mathematics 083.

096/097 Mathematics

(Calculus 12)

Mathematics 096 and 097 are introductory calculus courses designed to ease the transition from Math 12 to first year calculus at college/university. It is highly recommended for students who plan to go on to post-secondary academic or technical programs which require calculus.

096 Mathematics

Mathematics 096 covers the basics of single variable calculus: limits, rates of change, optimization problems, curve sketching, derivatives and their applications, and an introduction to areas and integration.

Prerequisite: Mathematics 083/093, Math 12 or equivalent, or may be taken concurrently with Mathematics 093 with department approval.

097 Mathematics

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

Prerequisite: Mathematics 096 or equivalent.

061/071 Biology

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.

Biology 061

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

Biology 071

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

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

Prerequisite: Mathematics 051, English 051 or 059 (for ESL students) and Biology 11 or Biology 061/071. It is strongly recommended that Chemistry 061/071 be taken before Biology 083, if not, it is recommended that Chemistry be taken concurrently with Biology 083/093. Both Biology 083 and 093 are required for Grade 12 Biology equivalency.

Biology 083

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.

Biology 093

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 subjects of the laboratory sessions that 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.

061/071 Chemistry

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.

Chemistry 061

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.

Chemistry 071

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

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.

Chemistry 083

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.

Chemistry 093

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.

061/071 Physics

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.

Physics 061

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.

Physics 071

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

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.

Physics 083

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.

Physics 093

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

College Preparatory English (CPE)

Writing 065

A course 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

Reading 066

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 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

Oral Skills 067

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

Writing 085

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 practise 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

Reading 086

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

Oral Skills 087

A combination of Oral Skills and Canadian Studies, this course provides practise 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

Writing 095

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

Reading 096

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

Canadian Studies 097

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

Writing 055

An intensive, remedial writing course for students who need to improve their writing before entering English 059, or who wish to concentrate on writing only, this course includes grammar, usage, punctuation, guided writing, and an introduction to writing narrative and descriptive paragraphs.

Entrance Requirements: Overall ELA score of at least 105, with a minimum composition score of 11.

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. Practise 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

English 101

This course concentrates on editing and proofreading, note-taking and summary writing. Composition deals with the general analysis essay and short paragraph compositions responding to short literary topics. Out-of-class essays are given both for practise and credit. Time is also set aside for refining grammar, stylistic devices, organization, documentation and SAT vocabulary. The skills of recognition, understanding, and application of literary terminology are practised. The seminars and workshops are devoted to using appropriate terminology in oral and written contexts, and to refining composition skills.

English 102

This course introduces students to a selection of poetry and to a sampling of modern drama. Some short stories are also included. Students compose analytical essays dealing with the method of presenting the content of a literary piece. A video adaptation of a play or novel is viewed and discussed. Short lectures provide information about literary schools and their social, political and creative backgrounds. Composition also includes an original piece of research on a particular author or

authors or an approved topic selected by the student. This research is presented in both an informal presentation and a formal research essay.

Community and Career Education – Part-time

0118 Reading and Writing for Everyday Use – Level 1

This part-time 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.

0119 Reading and Writing for Everyday Use – Level 2

This part-time 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.

0134 Reading and Writing for Everyday Use – Level 3

This part-time course is designed for adults with intellectual disabilities who want to increase their reading and writing skills. By developing functioning literacy skills, participants will increase their independence in community life and prepare for future learning and employment opportunities.

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 part-time 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 and CD Rom programs, tutorials and games.

0080 Managing Your Money

This part-time 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.

Computer Applications Support Specialist

1898 Fundamental Accounting Principles

This course introduces the accounting concepts of recording transactions. The course will cover all documentation including adjusting entries and preparing financial statements. Practical applications will include merchandising, inventory and cash systems involving notes and accounts receivable. Plant and equipment will also be covered.

1499 Introduction to Word Processing

This course introduces the basics of word processing and preparation of printer generated output. The student will create, format, edit and print a variety of documents. Also covered will be search and replace, mail merge, special presentation effects and tables.

1877 Introduction to Spreadsheet Management

This course introduces the use of a popular spreadsheet software package. The student will create, format, edit, print and graph numeric data arranged in tabular spreadsheet form. Macro and data base concepts will be introduced.

3571 Data Communications

This course will familiarize students with concepts and terminology used in the data communications field. Practise will involve using communication hardware and software to transmit and receive messages and files of information from off-campus locations.

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 microcomputers. Students will practise using DOS, Microsoft Windows and Novell Netware commands in our departmental networked microcomputer lab.

2727 Advanced Business Applications

This course is designed to familiarize students with advanced applications involving a variety of business software. Topics will include integrating software (sharing files), using macros and documentation.

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.

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.

8096 Fundamental of Programming in Visual Basic

This course introduces students to the standards of programming a graphical user interface with the Visual Basic programming language. An 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.

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 colleges 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 purse Certified Netware Administrator (CNA) certification.

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, use of electronic mail systems, customizing the login scripts, building user menus and handling console operations. This course adds to the students general knowledge of networks, emphasizes network management activities and will be of benefit if students wish to pursue Certified Netware Administrator (CNA) certification.

4264 User Support and Training

A variety of user support issues will be covered in this course. Training of users will be practised 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 microcomputers. Student will cover troubleshooting concepts, use configuration software and handle basic microcomputer repair tasks on provided microcomputers.

Cooking (ESL)

7139 Safety, Sanitation and Equipment

This course provides the student with an introduction to the principles of work safety, hygiene and health regulations. Fire safety and safe operation and maintenance of kitchen equipment will be stressed. Special emphasis will be placed on the practise of personal hygiene and appearance.

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. Lectures, assignments and tests cover these topics.

2951 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.

3658 Egg and Breakfast Cooking

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

This course will instruct the student to select, store and handle, clean, prepare and cut vegetables. The student will blanch, boil and steam, saute, deep fry and puree vegetables, and cook and prepare pastas, cook rice and potatoes. Emphasis will be placed on correct cooking techniques.

4294 Meat and Poultry Cooking 1

This course provides an introduction to the principles of meat and poultry cooking. The student will learn to identify cuts of meat and poultry, and to simmer, bake, grill, broil, roast, pan fry and deep fry meat and poultry. The student will prepare basic sauces and learn to carve and portion meat and poultry. Emphasis will be placed on techniques for cutting and cooking meat and poultry.

4295 Seafood Cooking 1

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, consomme, cream soups, puree soups and chowders. Emphasis will be placed on preparation, work methods and the finished product.

5096 Elementary Kitchen Management and Health Care

This course continues the study of food grades and qualities, yield testing, costing and menu planning, recipe conversions, and efficient receiving and storing procedures. The students will learn these principles through lectures and practical assignments.

5097 Stocks, Sauces and Soups 2

This course introduces the student to the secondary sauces and soups prepared using the basic sauces, stocks and soups covered in Stocks, Sauces and Soups I. Preparation of clear, consomme, cream, puree, and specialty soups and chowders are continued in this level. Emphasis is placed on work methods, preparation and presentation.

5098 Cold Kitchen 2

The student will continue to prepare salads for salad bars. At this level, hors d'oeuvres, gelatin salads and mousses are introduced. The student will also learn to prepare a variety of individual meat, fish and fruit platters.

7141 Meat, Poultry and Seafood Cutting 1

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.

6062 Vegetable and Starches and Egg Cooking

The student will saute, stuff, braise, glaze and gratinate a variety of vegetables, and prepare and cook pasta and rice dishes. Emphasis will be placed on method of preparation, colour coordination and presentation.

6063 Meat, Poultry and Seafood Cooking 2

The students will learn to identify cuts of meat, poultry and seafood, and also learn to stew, braise, bake, grill, broil, roast, pan fry and deep fry meat, fish and poultry. The student will prepare au jus and pan gravies, variety meats, carve and portion meat, fish and poultry.

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, 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.

Culinary Arts

7139 Safety, Sanitation and Equipment

This course provides the student with an introduction to the principles of work safety, hygiene and health regulations. Fire safety and safe operation and maintenance of kitchen equipment will be stressed. Special emphasis will be placed on the practise of personal hygiene and appearance.

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. Lectures, assignments and tests cover these topics.

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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.

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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.

6062 Vegetable and Starches and Egg Cooking

The student will saute, stuff, braise, glaze and gratinate a variety of vegetables, and prepare and cook pasta and rice dishes. Emphasis will be placed on method of preparation, colour coordination and presentation.

6063 Meat, Poultry and Seafood Cooking 2

The students will learn to identify cuts of meat, poultry and seafood, and also learn to stew, braise, bake, grill, broil, roast, pan fry and deep fry meat, fish and poultry. The student will prepare au jus and pan gravies, variety meats, carve and portion meat, fish and poultry.

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.

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.

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. The creation of suitable sauces is part of this process. The students will build upon the skills developed in previous blocks and create similar dishes as the dining room menu.

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. The students will build upon the skills developed in previous blocks and create similar dishes as the dining room menu.

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 as the dining room menu.

3702 Desserts and Sauces

Student will create specialty desserts such as souffle, sabayon, frozen desserts, sweet dessert sauces, and specialty cakes.

3798 Kitchen Management and Nutrition

In this course, the students will shift their focus from the food to the control side of cooking. They will further develop skill in the planning, design and costing of an a la carte menu and how to apply food cost control procedures. Elements of nutrition will be presented in greater detail, including cook chill and cook free elements and special diet.

7474 Vegetables, Starches and Soups 1

Building from the skills previously developed, students will create specialty vegetable and starch dishes for dining room customers.

7475 Entrees and Sauces 1

Building from the skills previously developed, the students begin creating main entrees with appropriate sauces for dining room customers.

7476 Cold Kitchen and Buffet Preparation

Student will build upon previous work to prepare appetizers, main course salads and specialty dressings.

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 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 and salads. Emphasis is placed upon set up and preparation of hot and cold buffets.

7481 Baking and Desserts 4

In addition to the skills in dessert making the student has already developed, this course emphasizes specialty cakes and sweet dessert sauces for the evening menu.

Deaf and Hard of Hearing Adult Programs

ASL for Deaf Newcomers to Canada (Prep 100)

This is an introductory level course in American Sign Language (ASL), designed for Deaf Newcomers to Canada (or those long-term Deaf residents who have a different written or signed first language). The daily, month-long course aims to provide the students with basic communicative signing skills and cultural awareness needed in an educational, vocational or social environment. This course is designed for Deaf Newcomers to Canada, or long term Deaf residents who have not learned American Sign Language (ASL). Students should be 18 years of age or older (youth 15 to 17 years old with permission of Coordinator and Department Head). This course is offered in July for four weeks (three hours daily).

Speechreading

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 misunderstand-ings. Offered once a week for 12 weeks, classes start January, April, and September. Friends and family members are also encouraged to enrol.

Dental Assisting

7324 Preparation Theory I

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

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 practise, 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 you to gain introductory knowledge and psychomotor skills essential to begin clinical dental hygiene therapy under supervision.

7620 Professional Practice I

This course will assist you 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 you 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 you 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 you 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 you 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 you 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 you 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 you to gain knowledge about clinical decision making based on the process of dental hygiene care model. You will also gain knowledge and experience in providing basic clinical services including radiographs, impressions, and local anaesthesia.

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 you 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 you 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 you 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 you 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 you 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 you 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 you to gain knowledge and experience in providing immediate clinical dental hygiene services to individuals while practicing in an oral health team. You 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 you 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 you 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 you 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 you 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 you 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 Com-munity I, Oral Health Sciences III.

6081 Clinical Practice V

This course will give you 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 specialities.

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 practised.

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.

Denturist

(program under review)

7495 General Anatomy and Physiology

This course provides learners with a comprehensive understanding of the structures and functions of the body systems. Content focuses on the interaction of these systems in maintaining homeostasis.

7496 Orofacial Anatomy/ Physiology I

This course is designed to concentrate on dental terminology and the anatomy and physiology of the normal and abnormal orofacial structures.

7497 Professionalism I

Students have an opportunity to adapt to the role of a learner. They practice oral and written communication, and time management skills. They will also become familiar with the ethical and regulatory component involved in the profession of the denturist.

7498 Preclinical Prosthetics I

The theoretical knowledge and practical experience related to the fabrication of complete dentures is introduced. This course also includes safety issues, preparation of materials and the use of equipment.

8054 Microbiology and Infection Control

This course gives an overview of the basic principles concerned with the growth and control of microorganisms. Personal hygiene and infection control procedures are emphasized.

8055 General Science

The basic principles in chemistry and physics as they pertain to dental prosthetics are examined.

8056 Orofacial Anatomy II/ Physiology

This course builds on the knowledge from Orofacial Anatomy/ Physiology I. It includes embryology, tooth morphology and the limited study of gnathology.

8057 Dental Histology and Embryology

General embryological principles that govern the formation of the face, oral cavity and teeth are included in this course. Changes in the oral tissues resulting from tooth extraction and the use of dentures are examined.

8058 Preclinical Prosthetics II

This course is an introduction to the arrangement of artificial teeth on articulated edentulous casts. It is designed to provide the skills and related theory for arranging teeth with different degrees of cuspal inclinations.

3843 Pharmacology and Emergency Care

This course prepares the student to respond to emergency situations and to become familiar with the action and effect of common drugs that clients in a Denturist practice may use.

3818 Oral Pathology

Knowledge of the fundamental principles governing the disease process is provided in this course. An appreciation of the importance of disease prevention through prosthodontics treatment planning is emphasized.

3819 Radiographic Pattern Recognition

This course focuses on the ability to recognize common biological conditions which are only manifested on radiographs and which influence prosthodontics design.

3820 Periodontology

This course considers the structure and function of periodontal tissues, the disease processes and predisposing conditions, which affect these tissues. Approaches to disease control are considered.

3821 Biomechanics/Prosthodontics Theory and Application

The focus of this course is on the biomechanical principles associated with functional occlusion. Normal function of the temporomandibular joint and associated musculature and mastication are considered.

3844 Preclinical Prosthetics III

This course is designed to build on the knowledge and skills in Preclinical Prosthetics I and II. The focus for this course will be on the knowledge and skills for fabricating single dentures to opposing natural dentition, immediate dentures, duplicate dentures, and arrangement of complete dentures using semi-adjustable articulators.

4363 Preventative Oral Care

This course focuses on the concepts of personal oral care and the development of strategies and techniques to reinforce oral care for the patient.

4357 Dental Psychology and the Aging Process

This course focuses on the psychological aspects of a Denturist practice, including the understanding of the largest client group; the elderly person.

4358 Health Promotion/Nutrition

The basic concepts of health promotion and nutrition for all age groups are discussed, with an emphasis on the elderly client.

4364 Clinical Prosthetics I

This course provides a beginning experience for the students in a clinical setting. All phases of denture fabrication from initial patient contact to oral health maintenance are examined.

5112 Business Management

This course covers the basic business principles and processes that are involved in the successful management of a Denturist practice.

5113 Practice Management and Professional Ethics

The course includes the consideration of ethical values, norms and standards of ethical conduct and reflection; and the development of professionalism.

5120 Professionalism II

The focus of this course is on employment options and strategies for the Denturist.

5115 Case Presentation

This lecture and seminar course assists the student to articulate their proficiency in fabricating complete dentures for an edentulous patient.

5116 Public Health, Legislation, and Research

This course is designed to introduce the Denturist to their role in public health, research and the legislation affecting them.

5121 Clinical Prosthetics II

This course builds on the Theory and skills developed in Clinical Prosthetics I. All phases of denture fabrication will be practised in a clinical setting.

6078 Pregraduate Experience

This course focuses on the movement of students from the lab and clinic setting of VCC to practice experience with a licensed Denturist practice.

4360 Partial Dentures 1

This theory and practice course is designed to provide the introductory skills for fabricating removable partial dentures.

5117 Partial Dentures 2

This course builds on Partial Dentures 1 and assists in the further development of the biological and biomechanical information necessary in the design and fabrication of removable partial dentures.

5118 Implant Prosthesis

The design of osseintegrated treatment of fully edentulous patients is introduced. Theory and lab practice prepares the student to construct implant supported dentures. Emphasis will be placed on the team approach of the denturist, oral surgeon, periodontist, dentist and other dental health professionals.

Digital Graphic Design

8100 Computer Basics, Photo Manipulation and Scanning

This section is designed to give students a foundation from which they can proceed to more complex applications. Students will be introduced to the Macintosh computer and the software Adobe Photoshop. Basic skills include operation of the computer, storage devices, CDS and colour scanners. Photoshop topics include image manipulation, alpha channels, masks, filters, colour modes, resolution levels and file formats.

7703 Web Page Design

Although the World Wide Web is a relatively new medium, artists are expected to know how to design for it. In this course students will learn the basics of creating a Web site. They will explore and critique existing sites, develop a storyboard, prepare the content and produce a small Web site. Topics include writing/editing for the Web, file compression techniques, colour usage and layout. HTML helper software will be utilized in the construction of the site.

7650 Desktop Publishing

Page layout software is the foundation of all electronic publishing. This course introduces students to page layout through the use of QuarkXPress. Topics include font style/size, leading, kerning, tracking and hyphenation. Variations in paragraph structure and the use of rules and tabs will be explored. Good page design will be emphasized and students will work on single to multi-page projects. This course includes a section on design and creation of business graphics, i.e. 35mm slides and overheads.

7704 3D Modelling

3D is becoming an essential tool for the graphic designer. The focus of this course is to help students become familiar with designing and animating in the 3D world. Topics include the construction of models, extruded text, surface properties, light sources, cameras and mapped artwork. Designs can be printed or made into Director or 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 this section, individuals must submit their intended course of study.

8107 Portfolio Completion

Students are expected to complete the program by printing files, writing resumes and assembling portfolios.

Digital Multimedia Technology

7690 Multimedia Basics

This foundation course introduces students to the elements, evolution and market potential of multimedia. It covers the impact of recent advances in technology and explores current research and development. Students will be introduced to a number of authoring software packages (eg. Photoshop) and will complete in-class assignments for each.

7691 Designing and Planning for Dynamic Media

This course examines the unique challenges of interface design and project planning. Through guided independent projects, students will develop skills in conceptual design, creative and technical specifications, scripting and storyboarding. Students will be expected to prepare supporting documentation at each stage of their projects. An example of software used is QuickTime VR.

7692 Media Production

This course immerses students in the tools and technology of multimedia production. It begins with a studio tour followed by a practical discussion on current hardware, software and production methods. Students will then explore graphics, animation, photo, video and sound technology and apply this knowledge to their independent projects. An example of software used is Infini-D.

7693 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 and initiate alpha and beta testing for their independent projects. Critiques will come from class discussions and input from industry professionals. An example of software used is ShockWave.

7694 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.

Diploma in Adult Education

AD 301 Reflective Practice: Contexts for Curriculum and Instruction

This course provides opportunities for experienced teachers to reflect upon their teaching practice and to further develop and refine aspects of their teaching. The course will provide learners with opportunities to reflect upon their work in the context of current educational theory and practice, in particular, concepts and methods of reflective practice. Participants learn to develop their own skills in the practice of reflection, using their own teaching situations as the basis for addressing concerns and issues about teaching and learning.

AD 302 Introduction to Developmental Psychology

This course provides 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.

AD 303 Microcomputers in Education

This course provides learners with knowledge and skills in the application of technology in teaching and learning situations. Emphasis will be placed on the inter-relationship between learning, teaching and technology.

AD 304 Educational Leadership

This course examines the latest theories and trends in the field of educational leadership. It provides simulated experiences in managing human resources and programs and is designed to assist learners improve their administrative and leadership skills.

AD 305 Effective Communication Skills for Educators

This course provides instructors with further knowledge and skills in-group, written and oral communication processes. Learners will utilize communication skills to enhance inter-personal and classroom communication, and practice effective presentation skills.

AD 306 Cooperative Learning

This course examines the fundamentals of cooperative and collaborative learning. Learners will experience cooperative learning lessons and increase their effectiveness as instructors using cooperative and collaborative learning structures.

AD 390 Practicum

This three-week practicum gives learners an opportunity to gain practical experience in an educational setting other than their regular one. Learners will be expected to plan, deliver and evaluate instruction during their practicum. A cooperating teacher will provide a written evaluation at the end of the practicum.

AD 400 Native Adult Learner

This course is designed to help instructors acquire the knowledge, skills and attitudes to assist First Nations Learners achieve success in a college environment. Upon successful completion, the learner will be able to design curriculum that is inclusive and relevant for First Nations learners. They will develop administrative and classroom management strategies to assist First Nation's learners overcome the obstacles to success.

AD 401 Instructing ESL Students in Content Courses

This course focuses on developing an understanding of language related issues inherent in multi-cultural, multi-lingual students. Learners will discuss the development of effective strategies for instructing career, vocational and academic programs to students who do not speak English as their first language.

AD 480 Gender and Diversity Issues in Education

This course provides instructors and trainers an opportunity to develop an understanding of gender and diversity issues in education and develop effective strategies for a diverse student population.

Drafting

1000 Basic Drafting

Included in this course is drafting instruments and materials, drafting techniques - linework and lettering, geometric terms and constructions, orthographic projection, dimensioning, auxiliary views, and sections and conventions.

1417 Basic Working Drawings

This course introduces the student to Isometric drawings, detail and assembly drawings and developments.

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.

3000 Introduction to Residential Architectural Drafting and Technology

Included in this course is architectural drafting techniques, conventions and symbols, building codes and bylaws, foundation, floor and wall construction, roof styles, stairs, area planning, floor and foundation plans, site plans, elevations and sections.

4000 Introduction to Commercial/ Industrial Drafting Technology

Included in this course is mathematics for the drafting technologies, advanced construction drawing reading and CAD conventions.

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.

5007 Alignment Detailing

Included in this course is rail layout, horizontal and vertical alignment, road layout and highway intersection layout.

5008 Municipal Services

Included in this course is subdivision of property, introduction to master municipal specifications, residential road, drainage, water and sanitary, sewer layout and quantity trace off.

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.

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.

6000 Concrete Suspended Floor Systems

Included in this course are structure types and components, miscellaneous embedded steel, stair systems and reinforcing steel schedules.

6001 Concrete Column and Beam Detailing

Included in this course are concrete column and beam systems, column detailing, beam detailing and provision for adjacent structural components.

6002 Timber Structures and Systems

Included in this course is the introduction to timber structures, heavy industrial timber framing, timber connections and timber quantity take-off.

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

5000 Sorting Equipment

This course includes sawmill process and equipment, structural steel, bearings and shafts, pneumatic and hydraulic cylinders, welding, and drafting conventions and techniques.

5001 Transfer Equipment

This course includes structural steel, bearings, chains and sprockets, shafts, and drive arrangements.

5003 Roller Conveyors

This course includes pipe rolls, reducers, and structural frames.

5005 Sawdust Chain Conveyors and Chutes

This course includes chain conveyors, sawdust troughs, sawdust chutes, drive bases and reducers.

5002 Belt Conveyors

This course includes mining processes and equipment, idlers, pulleys, drives, transfer, loading and unloading devices, and discharge trajectories.

5004 Hoppers and Chutes

This course includes fabrication, installation requirements, material flow, liners and scrapers.

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.

5006 Geometry of Steel Structures

This course includes the geometry of structures, connections and stairways, and applying structural geometry to detailing.

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.

6073 Steel Trusses

This course includes engineering drawing interpretation, truss geometry and truss detailing.

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.

8154 Operational Amplifiers

The operational amplifier is introduced as a functional block and implemented in various amplifier circuits. DC operation is investigated including biasing and offset considerations. AC characteristic including voltage gain, gain-bandwidth product and common mode rejection ratio are investigated. Studies include amplifiers, active filters as well as non-linear applications. The general concept of negative feedback will be developed.

8048 Power Amplifiers and Voltage Regulators

The study of power amplifiers brings together previous concepts such as amplification, the operational amplifier, and the use of power transistors in the development of a complete power amplifier circuit. Various amplifier configurations are investigated including class A, class B, class AB, and class C type amplifiers. Power amplifier circuits will be constructed, and used to drive an end-load such as a loud speaker. This course also covers voltage regulator circuits using negative feedback. Troubleshooting and fault finding techniques are further investigated.

3777 Advanced AC Circuits

AC circuits are re-visited and investigated at an advanced level. Analysis using J-operators will be used to investigate RLC filters as well as RLC resonant circuits. The use of vector analysis using J-operators is applied.

3776 FET Small Signal Amplifiers

Field effect transistors are studied including biasing, amplifier configurations, loadline analysis and device characteristic curves. The application of FETs will be investigated including input and output impedance characteristics and multi-stage transistor circuits. MOSFET transistors are introduced. Troubleshooting techniques are further strengthened.

3778 Power Control and Switching Circuits

The transistor is introduced as a switch. Thyristors are examined in power control applications. Troubleshooting techniques are applied.

3779 Digital Circuits I

Digital electronics will be introduced including number systems and codes as well as binary math. Various logic families including TTL and CMOS will be introduced including basic logic gates. Logic analysis will be introduced including boolean algebra and Karnaugh mapping. Combinational logic is studied.

3780 Digital Circuits II

Digital logic is studied further including various combinational and sequential logic circuits. Included in the circuits investigated are decoders, displays and drivers, various types of latches, shift registers, counters, multiplexers, demultiplexers and dividers.

4344 Technical Skills II

More advanced technical skills are presented including soldering and desoldering, keyboard review, identification and use of various connectors and crimping tools, assembly and construction practises 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 practised.

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 is presented. The student will be presented with introductory high level language programming to facilitate the strengthening of faultfinding and troubleshooting techniques.

8064 Advanced Interfacing and Control

Students will used 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.

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.

8065 Printers and Printing Devices

The standard dot-matrix printer and printer operation and communication are presented in this course. The paper transport and alignment of both the dot-matrix as the laser printer transports will be studied. Various control functions as issued by the controlling computer as applied to the printers operation will be introduced.

8068 Advanced Data Communications

Serial data as applied to data communications using the modems and a telephone system are presented in this course with the application of modems in a wide area network being introduced as time permits. Telecommunications software will be presented and the student will have the opportunity to install, and connect a modem and establish interface with a distant host computer as well as the troubleshooting and debugging that is required.

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 used will be presented.

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 configurations on a network are introduced. Network traffic considerations are also introduced.

3848 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.

4384 Network Implementation

Topics in this course include network design; procuring and testing components; assembling and testing media; installing, connecting and testing network components; installing server software; installing client shell; testing server and clients; and opening accounts and setting security.

4385 Help Desk Set-up and Operation

Topics in this course include setting the scope of the Help Desk, the Help Desk model, setting up a Help Desk, performing Help Desk duties, Help Desk staff issues and evaluating the Help Desk.

4386 Security and RAS

Topics in this course include security issues, security methods and levels, firewalls, implementing security, testing security, Remote Access Systems (RAS), RAS server, RAS over the telephone, RAS over the internet, RAS management, RAS scripts and RAS implementation and testing.

4387 Thin client and WWW/ intranet server

Topics in this course include the client/server model, thin clients, thin client shells, security issues, implementing thin clients, intranet server(s), design and specifying, intranet software, server installation and setup, and testing intranets.

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 practised in the lab. Loudspeaker characteristics and applications are studied as used in stereo and home theatre systems. Audio distribution systems and automotive audio systems will be covered depending on industry requirements.

1672 Radio Systems

Radio receiver (or tuner) theory is introduced including AM (amplitude modulation) and FM (frequency modulation) as is widely used for the reception of stereo and television signals in the home. The theory of operation covered includes general principles such as modulation, demodulation, both AM and FM stereo encoding/decoding and superheterodyne receivers. In the lab, both AM and FM radio receivers will be aligned, tested and repaired. Radio troubleshooting techniques are developed.

7503 Introduction to Troubleshooting Techniques

This is a laboratory course presented in an environment that simulates an actual service facility in which troubleshooting and repair techniques are introduced as applied to a variety of consumer electronics equipment. The identification and use of various fasteners and handtools is presented. Equipment disassembly and reassembly procedures are developed and practised as applied to a variety of electronics equipment under repair. During this course, students may be selected for a practicum in the service industry.

1673 Video Systems

The principles of television are presented including the tuner, demodulation, colour separation, video amplifiers and beam deflection as applied to the colour television and television systems found in the home. The operation of the television camera is introduced. In the lab, the student will develop skills in the testing, alignment, troubleshooting and servicing of the television.

1676 Cable and Satellite Systems

Antennas, satellite receivers and cable transmission line characteristics are presented as applied to the reception of television signals into the home. Cable distribution considerations including signal propagation, termination and signal splitting are covered. The principles of satellite orbits are introduced. Various measurement and testing procedures are practised in the lab depending on equipment availability.

8155 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.

8156 Structured Troubleshooting

This is a laboratory course presented in an environment that simulates an actual service facility in which advanced troubleshooting and repair techniques are further developed and practised. 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 practised.

7389 Telephone Systems II

The telephone system is further examined covering telephone multiplex systems, the central office switch and the telephone interconnect. A more in-depth study of the telephone system and its uses and limitations is covered. Modulation techniques used in the telephone industry are examined including amplitude modulation (AM), Pulse/amplitude modulation (PAM), and Pulse code modulation (PCM).

7390 Telephone Systems Installation

A telephone system is installed and tested. Previous telephone system knowledge is applied in a practical hands-on lab project. The proper use of cabling, termination blocks and connectors is developed with emphasis on high quality workmanship standards. Industry quality documentation standards are required.

3761 Fibre Optics

The use of fibre optic transmission lines is introduced. The advantages and disadvantages of fibre optics as a transmission line are studied. Splicing and connector installation techniques as well as methods for testing fibre optic line loss will be covered.

3762 Video Systems

Horizontal sync., vertical sync., composite video signals and high speed timing circuits are presented here. Video monitor circuits will be explored. In the lab, students will construct a video circuit that will produce an image on a video monitor.

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.

3848 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.

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 WWW 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 Aboriginal People (EEAA)

7566 Self Discovery

This course is designed primarily to assist students in developing increased self-awareness, self-confidence and personal power. Students will have an opportunity to examine factors in one's life that have contributed to low self-esteem and identify specific strategies for enhancing and developing a positive self-concept.

7567 Communicating Effectively

This course is aimed at assisting students in developing effective communication skills including written communication, oral presentations, understanding non-verbal communications, giving and receiving feedback, and employment interviews.

7568 Effective Thinking and Problem-Solving

This course will assist the student in improving problem solving and decision making skills through the application of a variety of techniques. Each student will learn their preferred problem solving approach and how to apply alternative approaches to problem solving.

7569 Aboriginal Cultural Development

This course assists the student in learning the historical and cultural aspects of traditional Aboriginal roles in work and in society. The course includes an historical overview, a review of traditional educational tools, exposure to a variety of ceremonies and a look at current social issues affecting Aboriginal people today.

7570 Assessment and Career Options

This course assists students 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 informational interviews as a basis for goal setting.

7571 Self-Employment Options

This course will provide the student with the basic information needed to start and succeed in a home-based business or other self-employment. Students will identify opportunities and research ideas.

7572 Career Decisions and Action Plans

This course presents effective career decision making through the use of several models. Each student will learn to identify, obtain and evaluate the information required to formulate and execute a plan of action to reach desired career goals. Student will be able to create career action plans that can adapt to the ever changing labour market.

7573 Experience Placement

This component is designed to provide the student with an opportunity to explore various career options by either participating in an on-the-job placement/training, or academic/vocational program auditing as chosen by the student and approved by the instructors. Students will be able to obtain a clear indication of employer and/or academic expectations and skills required in today's workforce.

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 student in gathering and evaluating the information needed to set and achieve realistic career goals. Students will have the opportunity to use assessment tools, previous experiences and information gathered through personal interviews, networking, resource people and research.

7277 Options for Self-Employment

Small business and, in particular, home-based business is a viable alternative to working for an employer. This course will provide basic information on how to start and succeed in a home-based business.

7420 Trades, Technologies and Science

Students will have an opportunity for in-depth exploration of training and careers in the trades, technologies, sciences and blue collar work so they too become viable occupational choices.

7280 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 practise, 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)

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.

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.

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 practise 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 Disorder and Diseases of the Skin, Hair and Nails

Learners will identify disorders and diseases of the skin in order to prevent the spreading of infection. They will identify those medical conditions which must be treated by a physician and recognize disorders and diseases of the skin which can be treated by the esthetician.

1981 Hair Removal

This course will introduce the learner to various methods of hair removal and eyebrow arching. They will learn the function, composition and structure of hair, in addition to the regrowth and renewal of the hair cycle, and prepare the skin for application and removal of wax. Students will carry out waxing procedures under the supervision of the instructor according to standard safety procedures.

1982 Basic Make-up

Learners will identify facial shapes and be introduced to colour analysis and coordination. They will select make-up for a client's skin tone. With a selection of foundations, blushes, eyeliners, mascara, lip colour, powder and various types of brushes, the student will apply a basic day make-up under the supervision of the instructor.

2794 Cosmetic Massage 2

The learner will identify areas of the body to perform specialized massage techniques such as motor points of the face, lymph drainage and aromatherapy with the use of electrical equipment. Students will be able to describe the psychological effects of herbs on the body. Students will be able to select products and techniques for various purposes under the supervision of the instructor.

2795 Facials – Special Treatments

The learner will continue to practise 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.

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.

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.

2799 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 are 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 & 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, teamwork, and both written and oral communication skills.

7630 Administrative Technology

This course teaches 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 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 practises 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 practise in applying economic reasoning to decisions and forecasting problems in business, industry and government. This course will help students gain an understanding of how the Canadian economy functions and interacts with the global economy. Topics covered are supply, demand, price elasticity, production costs and decisions, market structures and pricing, national economic issues, performance, policy, money, banking and interest.

8031 Management Information Systems

This is an introductory course in the use of computer based information systems in management and accounting. Included are topics on computer applications in business, computing hardware, programming languages, operating systems and packaged software, concepts of management information, decision support, expert systems, system audit and control.

8032 Finance

Students learn the foundations of managerial finance with emphasis on the major decisions made by the financial executive. Topics include analysis of the financial environment and its components, security valuation, capital budgeting, cost of capital, working capital management, strategic decision making and financial planning.

8033 Business Issues

This course 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 the 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 practised 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.

7362 Introduction to Food & 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 (speciality, 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.

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.

3666 Human Resources Management

This course provides the student with an understanding of human resource management concepts on a theoretical and practical level. Special emphasis is placed on recruitment and selection, employment equity, job descriptions, job specifications, job analysis, performance appraisal, training and development, human rights, employment standards and quality of working life.

3729 Convention Management

This course defines the scope of the meeting market, including discussion of associations, corporations and types of meetings held. The student will learn to plan, manage, service and sell meetings. The student will also be introduced to catered functions and special events, meeting technology and the organizations of ancillary conferences and convention activities.

2917 Business Communications 2

In this course, report design techniques are added to the skills the students developed in Business Communications in semester one. Students write several types of informational, periodic and analytical reports designed to meet specific management needs.

2912 Computers in Business

The objective of this course is to provide students with an opportunity to learn more enhanced features of WordPerfect and to understand and use Lotus 123 spreadsheet applications. Students will gain a specific understanding of the use of spreadsheets and a general understanding of computerized financial applications in the tourism and hospitality industry.

7483 Food and Beverage Cost Controls

In this course, students will explore the internal controls and information systems used in food and beverage operations. The students will develop the techniques of effective purchasing, receiving and production control; sales control; food and beverage costs calculation; and the utilization of the sales mix. Emphasis is placed upon interpretation of data for effective and profitable decision making. Labour cost control methods are explained and discussed.

3754 Management Principles

This course provides the student with background on how to apply the effective use of resources to make and implement decisions, utilizing specific management tools. The key areas of time management, strategic planning, organizational design, queuing theory, productivity improvement and supervisory training will be examined. Theoretical overviews will be supplemented with practical applications and simulations, wherever possible, utilizing actual practical examples from the student's experiences.

4332 Tour Operations

This course covers tour operations, including packaging and marketing of tours, product descriptions, meal and room booking, 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.

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.

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

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 proper attitudes 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 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 practises 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 practised. 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 practise these methods throughout the program.

7660 Dishwashing and Bussing

Students are trained in the proper procedures and practise 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 practise 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 practise 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.

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).

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 practise 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.

Graphic Communications and Production Technology (Year 1)

7678 Print Production Foundation

This course is made up of a series of modules, which provide knowledge the student will require both within the program and in the graphic arts industry. Modules include Career and Com-munication Skills, Macintosh Basics and QuarkXPress, and Photoshop Basics.

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 pre-requisites, they are an asset.

3832 Production Planning

This introduction to production planning is intended to ground the students with 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.

7635 Black & 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 & 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.

7679 Prepress 1

This course offers a background in the basics of file construction in order to produce rip-ready and rip-efficient files. In essence, the course covers the bridging area between designer and press. Students will output film, strip to plate ready flats, and make plates which they will later use in the Press and Finishing courses. The course is weighted in favour of the theory of the entire printing process that is required to build files that work.

3828 Typesetting/Page Layout 2

QuarkXPress and Illustrator are the focus of this course to further the student's knowledge of commercial typesetting. Complex ad work, multiple page documents and digitizing logos are included in the project work, with an emphasis on production rather than design.

3829 Colour Reproduction and Scanning

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.

7639 Press & 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 4- colour process job. Discussion and demonstration on die-cutting, numbering, perforating and scoring.

7680 Prepress 2

This course is a follow-up to Prepress 1, with more hands-on emphasis. Students will acquire a thorough understanding of trapping, imposition and the use of emerging technologies relating to the output of digital files.

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. There is 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.

7681 Applied Print Production

This course prepares the student for employment by having them prepare and print live jobs. Every student will have the opportunity to apply each and any of the prepress, press and finishing processes as required by the specific job. Planning and estimating functions will also be completed. Systematic plant operation (including production meetings, appointment of supervisors and job creation) will be the focus, to give students an opportunity to see and try as many as possible job positions as possible.

Graphic Communications and Production Technology (Year 2)

7682 File Assembly 1 and 2

This course deals specifically with assembling page elements for output. Operators review the layout, text, and graphic images, build the file according to the layout, and ready the files for output (preflight). Also covered are font management, skills and use of related software, image libraries, and archiving.

7683 Image Acquisition 1 and 2

The Image Acquisition area encompasses functions related to preparing graphic images for incorporation in the layout design. Specifically imaging operators use process photography to produce images, they operate scanning equipment to convert images from analog to digital form, and they edit images to conform with the layout design.

7684 Output 1 and 2

Output encompasses functions relating to producing output. This includes trapping of files, imposition of pages or job components,

creation and inspection of proofs, conventional film stripping, operation of output devices, plate-making and trouble-shooting output problems.

7685 Advanced Planning/ Estimating 1 and 2

Students in this area will plan, estimate and schedule step-by-step procedures of multi-component printing jobs, employing cost estimates, using manual and computer assisted methods and techniques. They will select and order materials as well as select the appropriate production schedule to complete the job. (The use of advanced material knowledge and consideration of variables as fulfilment, digital prepress, digital printing, repurposing for web page creation).

7686 Lithopress 1 and 2

Students will identify and resolve basic press and bindery problems related to equipment and production, find sources of information to resolve technical production problems, discuss the requirements for supervising a press or bindery crew and specific tasks, and identify and supervise equipment maintenance and the tasks involved.

Hair Styling – Women's and Men's and Hair Styling Women's and Men's ESL

8022 Introduction to Hairstyling (Women's and Men)

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 practises relating to various services. Another important topic is the recording of various data for future recall and use.

2570 Communications 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 hair colouring 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 practised. 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, infrared 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, equipment 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.

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 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 is performed in a salon situation.

4209 Hair Colouring 4

This course is a continuation of Haircolouring 3. Content emphasis is placed on fashion colour coordination relative to skin tone, eye colour, and fashion and lifestyle.

4211 Permanent Waving 4

Various permanent waving systems are explored in this course, such as weave, root, pin curl support and current fashion designs. As different permanent wave products are utilized, the chemistry and chemical changes associated with permanent waving is identified. Procedures and safety precautions are stressed.

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.

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 is 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.

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. Instructors will monitor attendance in all practicums.

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.

8126 English for Hairstylists

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.

Home Support Attendant Upgrade (part-time)

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.

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.

7411 Health & Healing: Concepts for Practice

This course provides the opportunity for students to learn the theory required for successful and competent practice. It focuses 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 him/herself in the work environment. In addition, emphasis is placed on basic personal hygiene skills that are required in providing client care.

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 Attendants 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.

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 that 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 practised 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 focussed 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.

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 1 courses. The principal focus will be on postoperative 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 1 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.

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.

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 practised 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.

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.

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, classify and prepare soups, stocks, sauces, fish and shellfish, meat, poultry, vegetables and egg dishes. Students will also complete the Food Safe 1 program.

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.

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.

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.

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.

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.

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 practise interviewing techniques and create a resume.

8099 Introduction to Food & 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 (speciality, fast food, dining rooms, etc.) payroll systems, catering establishments, merchandising and promotional techniques.

3665 Food and Beverage Labour Cost Control

In this course, students will explore the internal controls and information systems used in food and beverage operations. The students will develop the techniques of effective purchasing, receiving and production control, sales control, food and beverage cost calculation, and the utilization of the sales mix. Emphasis is placed upon interpretation of data for effective and profitable decision making. Labour cost controls methods are explained and discussed.

4304 Labour Relations

The labour relations process within the hospitality industry is examined in this course. Students develop a solid appreciation of issues commonly found in the collective bargaining process and why labour and management behave as they do. Topics range from the historical evolution of Canadian unionism, the impact of trade unions on the hospitality sector, collective bargaining and labour-management relations, to existing labour legislation, mediation and arbitration.

3670 Food and Beverage Practicum 1

This course emphasizes the application of theory in practical laboratory sessions that take place in a public dining room. Areas covered include serving, cashiering, hosting, bartending and food preparation. Students rotate through various stations in the kitchen such as short order, meats, fish, shellfish, vegetables, salads, soups, stocks and sauces.

7467 Microeconomics

This course provides the learner with an understanding of the basic principles of microeconomics: the study of how individual consumer and producer agents within a market make the optimal choices with respect to consumption and production. Topics include supply and demand and the operation of the market system.

4370 Tourism & 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.

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.

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.

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.

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.

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.

4303 Hospitality Management Accounting 3

In this course, students will prepare, interpret and analyze balance sheets and profit and loss statements ratio analysis, budgeting and forecasting feasibility studies, financing and cash-flow, cost-volume-profit analysis and investment decision making. Constant emphasis will be placed on how these accounting areas impact on the hospitality industry.

4335 Marketing and Sales

This 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 is 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.

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.

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.

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.

Institutional Aide and Institutional Aide ESL

7613 Food Management 1

This course provides the opportunity for learners to apply this knowledge of menu planning to food preparation. The major goal is to prepare menu items safely within the allotted time. Learners use recipes and practise food measurements, food storage and time management. Common menu items included are breakfast food, beverages, nourishments, sandwiches, eggs and baked products. The focus is on applying the principles of Foodsafe and physical safety and practising appropriate communication for the workplace.

7614 Institutional Cleaning

This course provides the opportunity for students to learn the theory and practical skills required for successful and competent practise of light housekeeping in an institutional setting. A major goal is to familiarize the learner with generic products, equipment and techniques. The principles of safe body mechanics are stressed. The course focuses on the concept of working as an aide with minimal supervision.

7615 WHIMS

This course provides learners the opportunity to develop the knowledge and skills required to safely handle common cleaning and laundry products used in an institutional setting. The learner will acquire worker education about the WHIMS system including product labelling, hazard symbols and MSDS. It will emphasize an understanding of responsibility of the worker.

7616 Institutional Sanitation/ Infection Control

This practical course provides learners the opportunity to acquire the theory, practical skills and attitudes required to carry out job duties in a safe and accountable manner. The principles of safe food handling and the application of the principles of universal precautions to cleaning and laundry tasks are emphasized. The course focuses

on the protection of self and others from microbiological hazards while performing job duties in the institutional setting.

7617 Institutional Safety

This practical course provides learners the opportunity to acquire the theory, practical skills and attitudes required to carry out job duties in a safe and accountable manner. It emphasizes prevention of accidents and the protection of self and others from physical hazards while performing job duties in an institutional setting.

7618 Gerontology

This course provides learners the opportunity to explore the physical, emotional, psychological and social challenges facing the older adult in continuing care. Concepts and principles related to human development are examined. The focus is on the physical and communication skills required in maintaining the comfort and safety of older adults while working around them.

8129 Laundry

This practical course provides learners the opportunity to acquire the theory and skills required for successful and competent practise. Generic products, equipment and techniques are covered. A major goal is to apply the principles of infection control to the laundry function. The focus is on working independently in a continuing care laundry facility.

8130 Nutrition/Hospital Diets

This course provides learners the opportunity to acquire the theory and practical skills required for an assisting role in the production of hospital diets in a continuing/acute care institution. Aspects of metabolism, weight control and allergies are discussed. The learner practises food preparation for the continuing/acute care client. Major goals are to apply the concepts of Canada's Guide to Healthy Eating to basic menu planning and to recognize standard diets, food modification and abbreviations.

8131 Foodsafe 1

This is a provincially set course. This course provides learners the opportunity to acquire the theory and skills required to prevent food borne illness. Learners practise the concepts and principles of safe food handling and protection during food handling experiences throughout the Institutional Aide Program. Following good practises of personal hygiene is stressed.

8132 Job Search

This course provides learners the opportunity to practise the skills required for job search. The learner is required to fill out application forms, prepare cover letters and practise interviewing. Students conduct a job search and maintain a journal. The focus is on personal presentation.

8133 Food Management 2

This course provides the opportunity for learners to apply this knowledge of menu planning to food preparation. The major goal is to prepare menu items safely within the allotted time. Learners use recipes and practise food measurements, food storage and time management. Common menu items included are soups, salads, meats, entrees, vegetarian, desserts, cakes, biscuits and pastry. The focus is on applying the principles of Foodsafe and physical safety and practising appropriate communication for the workplace.

3860 Work Experience

A two-week work experience provides the learner the opportunity to apply their knowledge and skills in an institutional setting. This practical and supervised component allows the learner to carry out routine cleaning, laundry and food service duties, with minimal supervision, around, and for, a variety of clients.

3861 English for Institutional Aide

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.

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 practises 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

This course is 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 queries 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 basis, 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.

7700 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.

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 5 minutes.

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 are 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).

Meat Cutting

7430 Sanitation and Safety/Food Safe Level 1

This course introduces the student to the importance of sanitary practises 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 practise 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

7695 Work Role: Introduction to Medical Laboratory Assistant Practise

This course focuses on the roles, obligations and responsibilities of the Medical Laboratory Assistant in both the public and private health sectors. Students will learn about the inter-relationships of the laboratory and other members of the health care team. Professional, medical-legal and ethical aspects of the Medical Laboratory are introduced and the Medical Lab Assistant is asked to look at his/her characteristics that will influence their role in the field of laboratory medicine. The student will be introduced to safe laboratory practices and infection control.

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.

7696 Laboratory Fundamentals

This course gives students an overview of the anatomy and physiology of the human body with emphasis on the circulatory systems and parts of the systems that are relevant to the required practice of the Medical Laboratory Assistant. Medical terminology and measurement as required are also presented.

7697 Specimen Collection

This course focuses on the collection of all laboratory specimens with emphasis on blood collection, including venipuncture and microcollection. Urine, stool and other miscellaneous collection procedures are also examined. Trouble shooting for difficult blood collection situations is addressed. Conditions that require specialized approaches are identified. The course includes preparation and instructions for patients, performance of procedures, and care of patients before, during and after collection. The student is provided with knowledge of conditions and complications that may be present or arise and which may affect the performance of the procedures or care of a patient.

7698 Specimen Handling

This course focuses on the procedures and protocols for preparation, handling and transport of laboratory specimens for testing. Knowledge, correct use and maintenance of laboratory equipment as well as basic billing and documentation procedures are covered. Students are also taught the significance of many routine laboratory tests.

7699 Electrocardiography

This course introduces students to the anatomy and electrical conductive system of the heart. Knowledge of the correct procedure for performance of 12/15 lead electrocardiogram, use and maintenance of equipment, and analysis of electrocardiogram tracings is provided. Students are trained to recognize tracings that require the immediate attention of a physician. Skills in the use of the ECG are practiced on fellow students. Care and maintenance of the electrocardiogram is studied along with simple troubleshooting procedures. Techniques/procedures used in the correct application of an ambulatory electrocardiogram monitor with emphasis on knowledge and proper skin preparation and electrode application on proper technique in activating, recording device is discussed and practiced.

5065 Clinical Practice

Students work in two laboratory settings during this one-month period, performing the functions of a Medical Laboratory Assistant. The skills and knowledge of specimen collection, handling and distribution and electrocardiograms are practiced. Effective communication, professional conduct and adherence to high safety standards are stressed.

Medical Office Assistant

7547 Medical Communications

This course is designed to promote the concept of self-awareness as a 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.

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 practises. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 40 gross words per minute for five minutes.

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.

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.

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.

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.

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.

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.

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 practises. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 50 gross words per minute for five minutes.

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.

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.

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.

Medical Secretary

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.

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 practises. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 40 gross words per minute for five minutes.

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.

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.

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.

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.

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.

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.

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.

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.

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 practises. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 50 gross words per minute for five minutes.

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.

8079 Practicum

Through this course, work experience is provided in a medical office setting where the knowledge and skills learned throughout the program can be applied. An important component of this course is employment preparation, including a cover letter, resume, and preparing for an interview.

Medical Transcriptionist

7547 Medical Communications

This course is designed to promote the concept of self-awareness as a 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.

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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.

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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.

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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 practises. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 40 gross words per minute for five minutes.

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.

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.

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.

8080 Medical Transcription – History and Physical Reports

Upon completion of this course the student will be able to transcribe history and physical reports of various specialties using acceptable transcription guidelines, medical abbreviations, drug names, medical terminology and reference books. Medical transcription guidelines are emphasized as well as familiarization with antonyms, eponyms and homonyms, nouns and adjectives, and singular and plural endings.

8081 Medical Transcription – Radiology, Diagnostic Imaging, and Nuclear Medicine

This course includes transcription of x-ray reports, CT scans, nuclear medicine reports and stress tests applying correct use of medical terminology and abbreviations.

8082 Medical Transcription – Operative Reports

In this course students will learn surgical terminology including names of operative procedures, surgical instruments, types of anaesthetics, dressings, names of incisions and incision sites, positions and directions and suture materials. This knowledge will be applied in the transcription of operative reports.

8083 Medical Transcription – Oncology

In this course students are provided with the medical terminology, anatomy, physiology and disease process relating to the field of oncology including oncologic medications. Students will apply this knowledge in the transcription of consultations and surgical reports.

8084 Medical Transcription – Discharge Summaries

Upon completion of this course, students will have the ability to transcribe discharge summaries with particular attention to a high rate of speed and accuracy.

8085 Medical Transcription – Pathology

This course provides the student with medical terminology related to laboratory and pathologic procedures. Upon completion students will have the ability to transcribe pathology and autopsy reports.

2871 Speed and Accuracy Development 2

This course 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 practises. Students who successfully complete this course will demonstrate a minimum keyboarding speed of 50 gross words per minute for five minutes.

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.

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.

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's 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 1053:0:0

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

Corequisites: CET 300/400, Arranging 315/415

154, 254, 354, 454 Keyboard Studies

This course is a study of style and interpretation of major repertoire for the keyboard (17th to 20th Century) for solo piano, four hand and concerto repertoire. Extensive listening and in class projects will be required.

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 (VCCCC)

A small choral ensemble, primarily for VCC music majors. While no audition is necessary to join VCCCC, students will be examined periodically in small groups, in the performance of material assigned to the choir. The ensemble will perform several times throughout the year.

191, 291, 391, 491 Madrigal Singers

This is a 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

The Music Department Head may give full-time students credit for performance in the Vancouver Symphony, Vancouver Philharmonic, Vancouver Youth Symphony and the Vancouver Academy Orchestra.

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

This is 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 Demoing process from choosing what kind of demo you need, to budgeting and applying for funding. How to shop for recording studios, as well as what to ask for and what to expect from them; pre-production and listening to demos; the actual demo recording and assembling of a promotion package will complete the course. Class time will be one hour per week, until recording begins. 1:0:3

517 Advanced Improvisation

This is 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: Improvisation 417 and/or audition. 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: Jazz Theory 315/415. 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 stu-

dents. Includes sight-reading, transposition, technique, keyboard harmony and improvisation. Proficiency examination determines completion.

Prerequisite: Class Piano 153/253 or audition. 0:0:2

353 and 453 Class Piano

This course is 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 audition. 0:0:2

*Note: All full-time students must complete the Class Piano 253 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 audition. 0:0:2

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 pre-approved 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. Form and analysis of folk music material. 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

217 Improvisation

An introductory level course focusing on jazz swing and latin standards Major scale modes and arpeggios, chord progression analysis, major and minor cadences will be emphasized; the harmonic minor scale and its application to altered dominant chords will be explored. 2:0:0

317 Improvisation

An intermediate level course focusing on jazz and latin standards and some jazz fusion repertoire. Facility with all scales/modes/arpeggios, key modulations, chord/plural substitutes, pan modal concepts and certain modes of the jazz melodic minor scale and their application to altered dominant chords. 2:0:0

417 Improvisation

An intermediate/advanced level course with selected repertoire drawn from bebop, jazz and latin standards, and contemporary jazz compositions. Modes/arpeggios of the jazz melodic minor, diminished whole step and diminished half step scales. 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

104,204,304,404,504/ 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 pre-approved 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

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 practised 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 coworkers and supervisors at the workplace.

7166 Stress Management 1

Starting a new job or handling all the demands of being employed can be stressful. 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 is emphasized.

7215 Keyboarding and Computer Basics

Students will practise 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 practise. Keyboarding is practised 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 practise the skill.

7171 Mail Preparation and Distribution

Students learn that a letter's first impressions involve 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.

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.

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 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.

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 practise their skills through role-plays, which are videotaped.

2925 Advanced Keyboarding

At this level students practise to increase accuracy and speed. Students proceed to using margins, tabs, typing letters and labels and proofreading their work.

2926 Filing Systems

Students will file documents according to title or name, subjects, geographical area or date, utilizing alphanumeric skills. Students will see how certain standard filing systems are established and will be responsible for maintaining a personal filing system as part of their program.

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 practised.

2763 Job Search

When the student is prepared to seek employment, she/he must know how to find a job. The classified ads are used, application forms are obtained and completed, vocabulary used in ads and applications is presented and how to pursue a job lead is provided.

2927 Work Experience 1

This first three-week work experience provides an opportunity for students to work in the community. This work experience is used to assist the students in assessing their aptitudes and abilities, generic work habits and social skills. The students' areas of strength and needed improvement are identified.

2888 Work Experience 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.

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, 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.

7675 Community Pharmacy

This course covers the role of the 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. Students will have the opportunity to practice prescription filling procedures and compounding techniques during the lab portion of the course.

7676 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. Students will have an opportunity to practice dispensing and compounding procedures during the lab portion of the course.

7582 Pharmacy Calculations

In this course, the learner will be required to practise 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 practised.

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

A 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 all previous courses having achieved a C letter grade or higher in each course.

7586 Practicum – Hospital Pharmacy

A 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 successful completion of all previous courses, achieving a C letter grade or higher in each course.

Practical Nursing

1600 Health 1 – Health Promotion/ Prevention

This course introduces the student to the concept of health as a process, rather than as a goal. Viewed within the context of Canadian society, health is seen as a process on which our daily choices have significant effect. The integration of body, mind and spirit will be examined in order to develop an appreciation for the idea that everything we do, think, feel and believe has an impact on our state of health. Health promotion will be examined throughout the life span.

1601 Professional Growth 1

This course introduces the student to the evolution of practical nursing as a profession and its position within the health care system. It focuses on the legal, ethical, philosophical and attitudinal bases for practice. The Bill of Rights for both the practitioner and the client is discussed as well as such issues as the health care partnership, delegation, reporting and recording, and working within a team. This course also emphasizes the importance of self-directed learning. Supportive approaches such as time management and the development of effective study skills and problem solving abilities are examined.

1602 Human Anatomy and Physiology

This course gives an overview of the structure and function of the body systems. It also discusses various health promotion strategies that work toward the optimal function of these systems.

1603 Healing 1 – Health Promotion/Prevention

This course introduces the student to healing as a holistic concept. This perspective of wholeness emphasizes an individual's conscious power in affecting health and healing. It deals with alternative approaches to healing as well as those that are more traditional. Common challenges that affect healing in our society such as loss, death, role changes and dysfunctional families are examined. The needs of the physically and mentally disabled as well as the concept of primary health care will be studied.

1604 Human Relationships 1

This course discusses caring as the essence of human relationships. It uses an experiential and self-reflective approach to develop self-awareness and increased understanding of self and how one's interpersonal style affects others. Concepts such as the helping relationship, group communication, and the adaptation of communication skills for physically and mentally disabled persons are included.

1605 Nursing Arts/Clinical 1

This course emphasizes the development of practical nursing skills that support health promotion. The laboratory component will assist the learner in acquiring basic knowledge and skills in the health promotion interventions of assessment of health status and environment, promotion of independence, activity and comfort, and personal care skills and care skills for persons with mental and physical disabilities. This course is also intended to help learners integrate theory from other courses with selected clients.

1606 Practicum 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 caregiver needs to learn not only to communicate effectively with the elderly on a one-to-one basis, but also needs to understand the benefits of group communication/ work and the psychosocial care of the elderly. In addition, this course emphasizes the importance of effective communication 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 pre-operative, post-operative and post-natal care. Specific techniques in promoting healing are practiced. The laboratory setting as well as work with selected clients provides integration of theory and practice.

3728 Practicum 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

ID 101 Instructional and Curriculum Design

This course prepares participants to design and develop curriculum materials at the course level, including lesson plans. Participants also develop skills, which can be used when working at the broader program levels or when developing short workshops. The ID 101 introduces participants to various curriculum design approaches; notably competency-based and outcomes-based models. During the lesson planning section of ID 101, participants are introduced to various methods of instructional design and delivery.

ID 102A Elements of Instruction – Part A

This course provides the learner with the knowledge, skills, and experience necessary to prepare lesson plans and to deliver instruction using a variety of techniques. On successful completion of this course, the participant will have developed the knowledge, skills, and attitudes to prepare lesson plans, use simple techniques to evaluate learning, describe techniques to enhance learning, conduct highly participatory classroom lessons, use basic instructional media, use effective questioning techniques, give objective behavioural feedback, and reflect and integrate new learning.

ID 102B Elements of Instruction – Part B

This course outlines characteristics of the adult learner, why adults are involved in learning, and how adults learn. The course focuses on the effective use of direct and indirect instructional processes and methods in learning environments where employability skills and learning outcomes are major concerns. In addition, while the focus of the ID102B course will be on understanding the adult learner and the development of teaching methods, there will also be opportunities to explore more general issues related to teaching and learning.

ID 103 Use and Design of Instructional Media

This course provides learners with the knowledge and skills to select media that are best suited to delivering a particular instructional message. The course emphasizes the application of instructional theory in the selection and development of instructional media.

ID 104A Evaluation of Learning and Instruction Part A

This course deals with the practices of measurement and evaluation in education and training. It provides the knowledge and skills needed to design and implement a comprehensive strategy for obtaining information that can be used to inform learners about their progress and guide them to successful completion. The course will enable participants to plan, construct, and use assessment instruments that are appropriate to both the context of instruction and the learners involved.

ID 104B Evaluation of Learning and Instruction Part B

This course provides students with an overview of the purpose and roles of evaluation. A central focus in ID104B is instructor evaluation. Approaches to institutional and program evaluation are also explored; specifically those relevant to accreditation initiatives. Students will be asked to define their vision of instructional excellence, design and administer feedback mechanisms and plan a professional development strategy. Other topics, which may be addressed, include the role and purpose of ethics in evaluation, current issues for educators, and self-directed learning.

ID 105 Final Assignment

The Final Assignment is intended to integrate and consolidate the knowledge, skills and attitudes acquired during the Provincial Instructor Diploma Program. The Final Assignment emphasizes reflection by participants on their teaching and on the documents and materials used in their courses. The Final Assignment Advisor will be looking for evidence that participants have taken time to reflect on their instruction.

Participants may register for the Final Assignment only when they have successfully completed all six courses with a GPA of 2.5 or better and have met all other admission requirements. The Final Assignment involves the design, delivery and management of a course, the evaluation of student learning outcomes, and the evaluation of instruction. At the time of registration, an Advisor will be designated by Program Development & Staff Training Department to work individually with each participant.

Participants are asked to contact their Advisor before they begin work on their Final Assignment in order to clarify the work necessary to complete the assignment.

To complete the Final Assignment, participants will deliver a course or unit of instruction to a group of students. While teaching this unit, participants are expected to apply the knowledge, skills, and attitudes developed in all six courses of the PIDP. The suggested length of this course or unit is approximately thirty (30) hours. The course length is negotiable with your Advisor. All participants (regardless of when they first enrolled in the ID Program) are required to provide a videotape (VHS format) documenting their delivery of one lesson from the course on which their Final Assignment is based.

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 interconnections 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.

2982 Clinical 2

This practical and supervised component allows the learner to care for 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)

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.

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.

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.

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, student skills will be assessed. Where more clinical practice is required, students will move to Clinical 1B. If care skills are satisfactory, students will be exempt from Clinical 1B.

7493 Clinical 1B

This practical and supervised course provides an opportunity for those students who require continued practice in application and integration of knowledge and skills, and whose assessment in Clinical 1A indicated that further practice was required.

3812 Introduction to Caring

This course introduces the caring philosophy and discusses the integration of caring into both theory and practice within continuing care. Students who completed Level 1 of this program will be exempt from this course.

7410 Health: Lifestyle and Choices

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.

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.

3814 Clinical II (Special Needs)

This practical and supervised component allows the student to apply theory in caring for residents experiencing changes in mental functioning. The focus of this clinical practice is on communication and behaviour management of the person with dementia. Students who hold certificates in Caring for the Mentally Fragile Elderly or Caring for Persons with Dementia are exempt from this course.

Retail Food and Supermarket Careers

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 practised 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 coworkers and supervisors at the workplace.

7166 Stress Management 1

Starting a new job or handling all the demands of being employed can be stressful. 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 is 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-born illnesses.

7167 Interview Skills I

Students learn how to prepare themselves for a job interview, how to present their strengths and qualifications, along with how to ask and answer questions relevant to the interview. The role of job placement, employment agencies and Human Resources Centres are explained and students make contacts with an agency that will assist them after graduation.

7446 Resumes

With the assistance of program staff, the students compile their education and work histories to produce up-to-date resumes for their use in interviews for the work experiences.

7447 Safety

Being aware of the need for safety is important on every work site. This course will provide the student with the knowledge and skills to comply with safety policies. Students will learn emergency procedures, personal safety, safe use of equipment, proper lifting and handling of stock, the basics of WHMIS, and how to perform lockout.

7448 Introduction to Retail Food Industry

Students discuss their reasons for working and their personal objectives. Employment and industry-related terms and vocabulary will be emphasized. Tours are arranged with a variety of retail food stores and supermarkets to give the student information about the diversity of food store environments. Students view how different departments operate, the

qualifications to work in each area and the types of entry-level work performed.

7528 Customer Service 1

Every retail food store wants their customers to enjoy their shopping experience and be completely satisfied. In this course, students learn how to provide superior customer service.

7529 Service Clerk Skills 1

In this course students learn about bagging groceries with paper and plastic, general clean up of the front end area and parking lot, performing wet and dry clean ups, handling bottle returns, performing price checks and exchanges, gathering carts and hand baskets, providing carry out service, and returning perishable items. Students are also provided with the policies, procedures and forms that they will use in their first work experience with one of the program's industry partners.

7530 Work Experience 1

Students are given the opportunity to experience their first community employment site. This work experience is 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. The student's areas of strengths and needed improvement are identified. This work experience provides an opportunity for the student to observe workers in retail food environments, observe the skills of current industry workers and to obtain an understanding of the day-to-day operations of a retail food store. The first work experience is used also to assist the student in assessing their aptitudes and abilities, generic work habits and social skills.

3784 Employee Behaviours II

This course allows students to discuss their concepts of good employee behaviour and compare it to their performance during work experience. Emphasis is placed on team building, 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 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.

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 practise 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

Students will learn through lecture and hands-on experience, cubing and grinding procedures, preparing of lean doughs, spices, casings, and emulsions, smoking and cooking techniques, packaging, labelling and storing procedures.

2949 Cold Smoked, Cured and/or Dried Sausages

Students are given an introduction to "Special Old World Products." Students will also have a hands-on opportunity to learn about choosing materials, curing and ripening procedures, proper fermentation and storage.

7103 Customer Service

This course provides the student with skills and abilities in the areas of interpersonal communications, conflict resolution, dealing with other cultures, customer complaints, stress management and time management.

2938 Merchandising

In this course, the student will learn the techniques of advertising, costing and pricing, counter layout and basic management. Students will spend a large portion of their time working with customers in the deli section throughout this course.

8148 Practicum

Students will spend two weeks in a sausage kitchen where they will put to practise 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 the regional characteristics, social, political and economic issues. The course identifies our trading partners' major trading routes and ports, with special emphasis on the European Economic Community and the growing economic and cultural ties with the Pacific Rim.

7329 Economics

Students will become familiar with basic economic concepts and terminology. They will study supply and demand, scarcity, how production costs vary and how prices are determined in various market structures. The students will examine the organization and operation of the Canadian economy.

1513 Business Communication

The business communication segment demonstrates the importance of good communication skills. The course also explores the gathering and evaluating of data, collaborating with other employees, and reporting and presenting information and ideas in written and oral form. This course will provide guidelines for future written and oral class submissions.

7330 Introduction to Computers

The student will become familiar with the use of the IBM-PC and its MS-DOS operation system. This course will cover terminology, the PC's hardware, the keyboard, directories and the basic DOS commands to manage disks and files. As a result, the students will develop a working fluency with Microsoft Word. 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 a 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, ISO country and currency codes to be 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, 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 Great Britain, Europe, the Mediterranean, Middle East and Africa as they relate to I.A.T.A. area two.

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 learner 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

The student will become familiar with the products and services offered by the car rental, rail and ferry/marine service companies. This course provides the student with an understanding of the terminology, booking procedures, 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 airfares and taxes, 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 ticketless 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' practise 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.

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.

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, practise 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.

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.

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 Inter-Net 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 practise 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 practise 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.

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

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Application *for* Admission

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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 (optional)
For record verification purposes only

PROGRAM

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 selection fee required for Dental Hygiene, Digital Graphic Design, Jewellery and Music

Office use only Date
❑ Active _____
❑ Pending _____
❑ Accepted _____
❑ Postponed _____

LAST NAME

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 .....

FIRST NAME

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

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

Notes .....
.....
.....
.....
.....

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

VANCOUVER COMMUNITY COLLEGE

MS D6531 Mar.2000/forCalendar

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