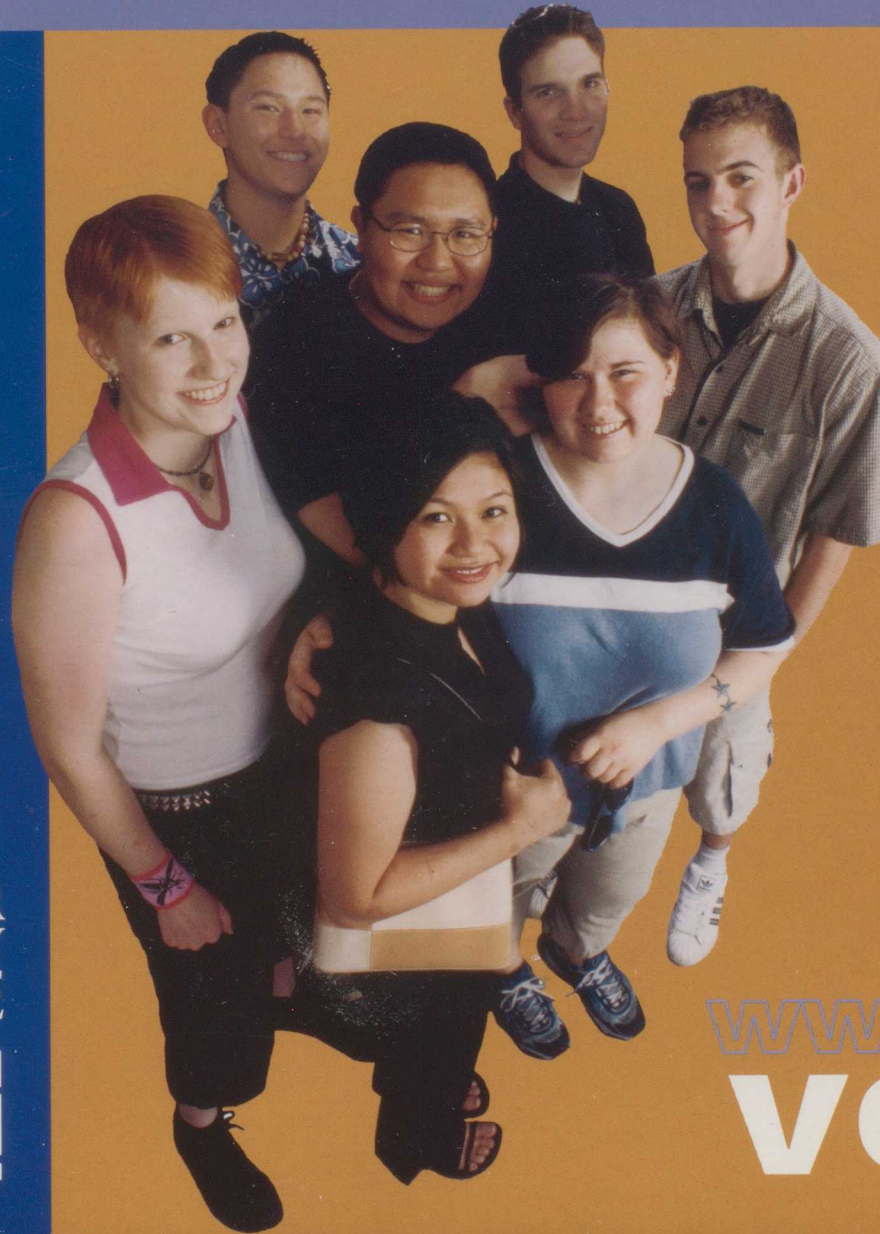


Vancouver Community College

Courses & Programs

VANCOUVER
COMMUNITY
COLLEGE



www
vcc.ca

International Education Centre (IEC)

1080 Alberni Street
Vancouver, BC, V6E 1A3



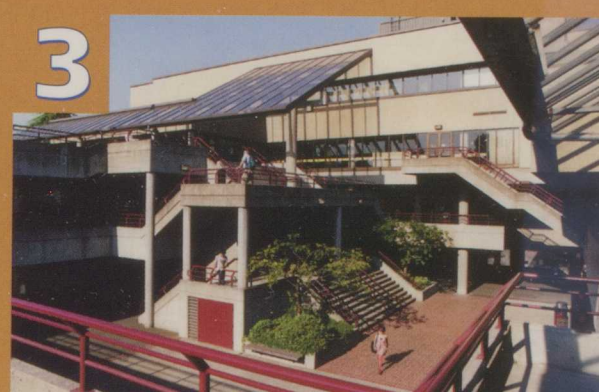
City Centre Campus (CC)

250 West Pender Street
Vancouver, BC,
V6B 1S9



King Edward Campus (KEC)

1155 East Broadway
Vancouver, BC,
V5T 4V5



General Information

What are the entrance requirements?

Applicants must be Canadian citizens or permanent residents. Entrance requirements for each program are available through the online College calendar at www.vcc.ca.

For more information, contact Program Information at 604-443-8443 (CC) or 604-871-7550 (KEC). Apply early, as some programs have waiting lists.

How much does it cost?

Tuition fees vary with the type of program or course. For more information, please consult the online College calendar at www.vcc.ca.

Tuition fees, Student Association fees and some other costs are payable in advance. A \$30 application fee is required for most programs.

Is there financial assistance available?

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

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

For certain programs, Human Resources Development Canada can provide sponsorship to eligible trainees. Contact HRDC for more information.

For information on financial aid, contact the Financial Aid offices located at City Centre (604-443-8420) or King Edward Campus (604-871-7046).



www.vcc.ca

Services for Students

What services does VCC offer to students?

Assessment Centres

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

For more information, call City Centre (604-443-8688) or King Edward Campus (604-871-7093).

Bookstores

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.

City Centre: 604-443-8363

King Edward Campus: 604-871-7333

International Education Centre: 604-628-5911

Continuing Education

The Continuing Education department specializes in serving adults, part-time. CE offers more than 30 certificate programs to help adults advance in their current career or embark on a new career. Additionally, CE works with employers to provide contract education services to local business and industry. For schedule information, please call the Continuing Education office at 604-443-8484.

Counselling, Advising and Information Services

The Counselling and Advising departments at City Centre and King Edward Campus offer current information on VCC programs and courses and provide career counselling by appointment. There are regular information sessions on application procedures. Contact 604-443-8453 (CC) or 604-871-7500 (KEC) for more information.

Daycare

The McGregor Child Care Centre, located on Glen Drive directly north of KEC, offers daycare to 12 children under three years of age and to 25 children over three years of age. Staffed by Early Childhood Educators, the Centre is available for children of students, employees of VCC and members of the community. Call 604-871-7407/7408 for information.

First Nations Students

VCC, together with First Nations communities, is committed to increasing the success of First Nations learners. For more information, please contact

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, pizza and fresh salad bar. Check the daily specials. KEC also has a Second Cup coffee bar, located on the 4th floor.

For more information regarding the KEC or CC cafeterias, please call 604-443-8480.

Health Services

City Centre Campus and King Edward Campus have a health clinic staffed by a physician.

For more information, call CC at 604-443-8336 or KEC at 604-871-7187.

Human Rights and Diversity Office

The Coordinator of Human Rights and Diversity is available to meet with students who feel they have been discriminated against or harassed. The Coordinator also talks to classes about harassment, discrimination, the human rights policy and options for resolving such problems.

Contact the Coordinator of Human Rights and Diversity, at KEC (604-871-7040) or CC (604-443-8310) to make an appointment or come to the Human Rights and Diversity Office in the Counselling department to discuss the problem in confidence.

International Education

Special programs are designed exclusively for international students. Students from around the world take part in VCC's International Education program designed to give students a rich educational and cultural experience in Canada. For more information, call 604-871-7537.

Interpreting and Braille Services

Deaf, deaf-blind, hard of hearing and visually impaired students can access a number of services through the Interpreting and Braille Services department.

For more information phone:

CC: 604-443-8583 or TTY 604-443-8594

KEC: 604-871-7089 or TTY 604-871-7464

Learning Centres

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

City Centre Library

Reference and Information: 604-443-8339

Circulation: 604-443-8340

Media: 604-443-8341

TTY (for the deaf and hard of hearing): 604-443-8549

King Edward Campus Library

Reference and Information: 604-871-7326

Circulation: 604-871-7322/7323

Media: 604-871-7321

TTY (for the deaf and hard of hearing): 604-871-7325

Services for Students with Disabilities

VCC provides assistance to students and prospective students who have disabilities. For more information, please contact the appropriate campus office at CC 604-443-8448 (TTY 604-443-8323) or

KEC 604-871-7210 (TTY 604-871-7195).

Peer Helper Program

Peer Helpers provide services to VCC students including orientation, assistance with registration and applying for financial aid, personal support and accompaniment to government agencies. An advocate who speaks a student's first language is usually available. Please call 604-871-7209.

Student Associations

The City Centre and King Edward Students' Associations represent all registered students of Vancouver Community College. The associations are administered by an elected student council and 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.

On-campus services provided by the Vancouver Community College student associations include: a student lounge, a free student telephone, notice boards for housing, jobs, sale items and events, and a host of information brochures for student use. For more detailed information on services and activities specific to each campus, please call the student association at either CC (604-443-8467) or KEC (604-871-7336).

Vancouver Community College

For more information, please contact the First Nations Academic Advisor at 604-871-7059.

Food Service Outlets

City Centre 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.
- A cappuccino bar, operated by Vancouver Community College Food Services department, provides some of the best coffee and cappuccino beverages in town. This is located in the main mall area.
- The Bakeshop, located on the third level, offers high-quality baked goods, prepared by the Baking and Pastry Arts students.
- Full service dining is offered in JJ's Restaurant (604-443-8479) and the Four Corners Restaurant (604-443-8352). Students operate these restaurants under the supervision of instructors.

WWW
VCC.ca

work.

Services include:

- One-on-one tutoring in math, science, English and study skills
- Workshops and small group tutorials in English/ESL, study skills and résumé writing
- Student computers with educational and productivity software
- Reference and self-study materials
- Audio tapes and listening carrels

Call KEC at 604-871-7219, CC at 604-443-8607 or IEC at 604-628-5908 for more information.

Libraries

Both the City Centre and King Edward campuses have a comprehensive library, providing a selection of books, magazines, pamphlets and audio-visual material to support all courses offered.



COURSE CALENDAR ONLINE
visit us on the Web...for the latest information
on programs, prerequisites and fees.

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 VCC. To date, the Foundation has raised more than \$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 604-871-7148.

All information is subject to change without notice.

Vancouver Community College

Courses and Programs

BUSINESS



FULL-TIME

Accounting

A microcomputer-oriented program designed to provide the necessary skills to understand and apply the principles of accounting for proprietorships, partnerships and corporations. Includes instruction in oral and written communication and business law.

• 12 months • Certificate (Accounting ESL also available - 16 months)

Administrative Assistant

Training in essential computer software packages to prepare students for today's office environment as well as communications and time management skills.

• 8 months • Certificate

Legal Administrative Assistant

Designed for administrative assistants; training in general legal procedures, litigation, law, corporate law, family law, wills and estates, and conveyancing.

• 4 months • Certificate

Traffic, Customs and Transportation

Study of the transportation system with a focus on the international movement of cargo, importing, exporting, buying and selling transportation services.

• 9 months • Certificate

PART-TIME

Applied Business Technology Core

Web-based training in office management. Develop effective oral and written communication and time management techniques; create, revise, transcribe and process business correspondence and documents.

Executive Assistant

Learn advanced communications skills, business administration concepts, human relations and supervisory techniques. Prepares graduates for the CAP® certification exam.

• Six 36-hour courses • Certificate

Financial Management

Intermediate financial accounting, introduction to management accounting, finance, economics, and computer-based systems.

• 9 courses • Certificate

HEALTH SCIENCES continued

PART-TIME

Caring for Persons with Dementia

Designed for persons already working as part of a health care team in continuing care. Total 120 hours of class time plus one week of clinical practice.

• Certificate

Pathology Attendant

This home-study program is designed to provide students with opportunities to develop the knowledge, skills and values necessary to assist in autopsy services.

• 2 years (part-time) • Certificate

Resident Care Attendant Upgrade

Provides training to caregivers currently working as an aide in a continuing care setting.

• 10 courses • Certificate

HIGH SCHOOL Completion & Upgrading



Adult Basic Education (ABE) Intermediate Program for Youth (Grade 10 equivalency)

Personalized, self-paced instruction; academic upgrading in a learning environment structured to meet the needs of young adults 15-18 years old.

• Self-paced • Certificate

Basic Education - ABE Fundamental Certificate Program (up to end of Grade 8 level)

Adult literacy program with classes in reading, writing and mathematics.

• Self-paced • Certificate

Basic Employment Skills Training (BEST)

Personalized, re-entry program designed to assist students in assessing and upgrading basic skills for employment, or further preparation for employment, including interview skills, résumé preparation, research skills and computer use.

• 4 months • Certificate

Deaf and Hard of Hearing Adults

ART and DESIGN, MUSIC Programs



Digital Graphic Design

Provides in-depth training in a range of graphics software; students develop skills in several areas: photo manipulation, illustration and page layout; 2D animation and 3D modelling; Web page design.

• 9 months • Certificate

Graphic Communications and Production Technology

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

• 1st year: Certificate • 2nd year: Diploma

Jewellery Art and Design

A unique program that emphasizes both the artistic and technical aspects of jewellery-making.

• 2 years • Diploma

Music Diploma

University-transferable program offering professional training in classical, contemporary and world music.

• 2 years • Diploma

SIGN LANGUAGE Studies



ASL and Deaf Studies (Full-time)

Graduates will reach the advanced fluency level of the ASL language proficiency index; deaf culture and community; public speaking; introduction to interpreting.

• 10 months • Certificate

ASL and Deaf Studies - Advanced 031

Available to students who have completed the certificate program or by evaluation.

• 12 weeks

ASL and Deaf Studies (Part-time evenings or summer session available)

Preparatory and basic levels offered.

ENGLISH as a SECOND LANGUAGE



College Preparatory English (CPE)

Suitable for advanced-level ESL students to prepare for study at Canadian colleges and universities. Morning and evening classes available.

- 4 months • Certificate

English Language Skills (ELS)

Part-time and full-time courses for all levels from Lower Beginner to Upper Advanced.

- 3 months

ESL Outreach

Classes available at all levels and are held in many locations throughout Vancouver and Burnaby.

- 3-month programs
- Learning Centres in public libraries and a Neighbourhood House offer free help to adult ESL students.
- The Homefront Learning Program provides volunteers who tutor in a student's home, open to students who cannot go to regular classes. Available in Vancouver and Burnaby.

ESL Vocational: English Language Services for Adults (ELSA)

Full-time and part-time English language instruction for immigrants to Canada.

ESL Vocational: Self-paced for Professionals

An alternative program for students with professional education and experience from other countries.

ESL Vocational: VESL

Two courses at the advanced level: Advanced ESL/Business and Office; Advanced ESL/Health Care.

- 4 months (part-time)

International Education ELS

Special programs designed exclusively for international students.

COSMETOLOGY



Esthetics (Skin Care)

Training for one of North America's fastest-growing industries, including skin care, manicures, make-up and facials.

- 7 months • Certificate

Hair Styling - Women's and Men's

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

- 10 months • Certificate (Hair Styling - Women's and Men's ESL also available - 14 months)

HEALTH SCIENCES



FULL-TIME

Access to Practical Nursing

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

- 8 months • Certificate

Dental Assisting

Prepares students for licensing with the College of Dental Surgeons and employment providing chairside assisting support and direct patient care.

- 10 months • Certificate

Dental Hygiene

Prepares graduates for registration with the College of Dental Hygienists of BC as self-regulating professionals. Students have the opportunity to apply knowledge and skills in the VCC Dental Clinic as part of their training.

- 2 years • Diploma

Dental Laboratory Technology

Training in the technical skills of constructing dentures, crowns and bridges, ceramics and orthodontic appliances.

- 2 years • Diploma

Dental Reception Coordinator

Training in dental knowledge, organizational and communications skills, financial management, and knowledge of specialized dental office procedures.

- 4 months • Certificate

Denturist

Students acquire the specialized knowledge, skills and professional attributes to launch a career in this field including the provision of complete dentures, partial dentures and overdentures.

- 2 years • Diploma

Home Support/Resident Care Attendant

Focuses on direct patient care in continuing care, including special care units, intermediate and extended care, and home support.

- 7 months • Certificate (Resident Care Attendant ESL also available - 9 1/2 months)

Hospital Unit Coordinator

Prepares students for employment in a hospital nursing unit or outpatient department.

- 7 1/2 months • Certificate

Institutional Aide

Training for kitchen helpers, dietary aides, housekeepers and laundry aides.

- 4 1/2 months • Certificate

Medical Laboratory Assistant

Prepares students as assistants in private medical labs and hospital labs.

- 5 months • Certificate

Medical Office Assistant

Prepares students for employment in private physicians' offices, hospital departments, walk-in medical clinics and public health agencies.

- 9 months • Certificate

Medical Secretary

Studies in advanced medical terminology, word processing, databases, spreadsheets; preparing medical research documents, medical manuscripts and transcription.

- 9 months • Certificate

Medical Transcriptionist

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

- 9 months • Certificate

Pharmacy Technician

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

- 5 1/2 months • Certificate

Practical Nursing

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

- 12 months • Certificate

Basic skills to Grade 10 level for further academic and/or vocational training: English grammar, reading, vocabulary and writing; mathematics skills; speechreading; American sign language and English as a Second Language for deaf newcomers to Canada.

Employment and Educational Access for Women (EEAW)

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

- 4 months • Certificate

High School Completion and Upgrading (Grades 9 - 12)

Courses include: English, mathematics, business and computers, social sciences, and General Education Development (GED).

- Class-based and self-paced classes available.

Visually Impaired Adult Programs

Basic skills for further vocational and/or academic training including Braille, computer software, keyboarding, English and mathematics.

- Self-paced

HOSPITALITY and TOURISM Programs



FULL-TIME

Asian Culinary Arts Cook Training - Chinese Cuisine

Learn techniques such as stir-fry, pan-fry, wok and barbecue. This is a bilingual program taught in both English and Cantonese.

- 6 months • Certificate

Baking and Pastry Arts - Breads (General Baking)

Training to work in the baking industry in an entry-level position.

- 10 months • Certificate

Baking and Pastry Arts - Patisserie (Cakes and Pastries)

Training to work in the baking industry in an entry-level position.

- 10 months • Certificate

Baking and Pastry Arts ESL

Designed to train English as a Second Language students as baking assistants. Patisserie and bread specialties available.

- 12 months • Certificate

Baking and Pastry Apprentice

• Three one-month training sessions over a three-year period

Cooking ESL

Professional training in breakfast, lunch and dinner cooking for English as a Second Language students.

- 10 months • Certificate

Culinary Arts

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

- 12 months • Certificate

Culinary Arts Apprentice

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

- Three one-month training sessions over a three-year period

Hospitality Management

Focuses on food and beverage, accommodation, human resources, marketing and business skills. Cooperative education option also available.

- 2 years • Diploma

Meat Cutting - Apprentice

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

- Two one-month training sessions over a three-year period

Travel Agent

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

- 7 months • Certificate

PART-TIME

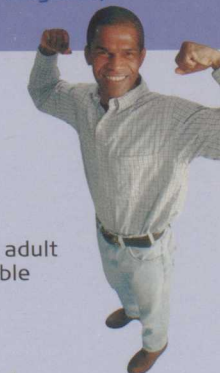
Baking and Pastry Upgrade

Provides experienced bakers with specialized training.

- 1 to 4 months depending on specialty selected

INSTRUCTOR TRAINING

(Certificate, Diploma, Bachelor & Master Programs)



Bachelor of Education Degree

A career ladder for instructors in adult education. Offered online with the University of Alberta.

- 3 years

Diploma in Adult Education

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

- 8 weeks full-time, 9-12 months part-time

Master of Education

A non-traditional Master of Education degree through Simon Fraser University in 'Curriculum and Instruction' or 'Leadership Administration'.

- 2 years part-time

Provincial Instructor Diploma Program

A Ministry of Advanced Education program to provide instructional skills for individuals teaching or wanting to teach adults in private and public colleges in B.C.

- 6 weeks full-time, 6-12 months part-time • Certificate or Diploma

Train the Trainer Certificate Program

Designed for training professionals wanting to acquire new skills. Credits are applicable towards the Provincial Instructor Diploma.

- 3 weeks full-time, 3-6 months part-time

STUDENTS with DISABILITIES



FULL-TIME

Career Awareness

Students explore employment options, increase their level of job readiness, gain practical experience in community work settings and set work-related goals.

- 10 months • Certificate

Food Service Careers

Provides training and work experience in the food service industry in food preparation.

- 10 months • Certificate

Office Core Skills

Provides training and work experience for entry-level employment as junior clerical workers.

- 10 months • Certificate

Retail Food and Supermarket Careers

Specific skills training for employment in grocery and produce departments with work experiences in food stores in the community.

- 9 1/2 months • Certificate

PART-TIME COMMUNITY AND CAREER EDUCATION COURSES

Students develop skills for entry into further education or employment.

Introduction to Microcomputers

Knowing Yourself: You and Your Relationships

Managing Your Money

Reading and Writing for Everyday: Level 1, 2, 3 and 4

TECHNOLOGY and TRADES Programs



Automotive Collision Repair Technician

Provides training skills for today's automotive collision repair industry.

- 8 months • Certificate

Automotive Collision Repair Apprentice

Designed for people currently working in the automotive collision repair industry.

- Five-week sessions over a three-year period

Automotive Refinishing Prep Technician

Provides basic skills and entry to apprenticeship including sanding, masking, and refinishing techniques.

- 4 months • Certificate

Automotive Painting and Refinishing Apprentice

Designed for people currently working in the industry.

- 4 weeks

Automotive Refinishing Prep Apprentice

Designed for people currently working in the industry.

- 4 weeks

Automotive Technician

Training for entry-level automotive service and repair including brakes, engine, transmission and fuel service and repair.

- 12 months • Certificate

Building Service Worker

Students gain practical and theoretical skills in all procedures required for the building service/housekeeping/janitorial industry.

- 3 months • Certificate (Building Service Worker ESL also available - 5 months)

Diesel Technician

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

- 12 months • Certificate

Drafting - Architectural, Civil, Structural and CADD

Basic drafting concepts, residential building design to industrial site development and engineering drawings of complex structures. AutoCAD software used.

- 12 months • Certificate (or Diploma with additional 6-month specialty)

Drafting - Architectural, Mechanical and CADD

Basic drafting concepts, residential design through to specialization in process flow systems, piping and material handling. AutoCAD software used.

- 12 months • Certificate (or Diploma with additional 6-month specialty)

Drafting - Architectural, Steel Detailing and CADD

Basic drafting concepts, residential design to analysis of structural engineering drawings, stress diagrams, shop fabrication detailing and contract specifications. AutoCAD software used.

- 12 months • Certificate (or Diploma with additional 6-month specialty)

Electronics - Common Core

Topics include analog and digital electronics fundamentals, personal computer skills and use of test equipment.

- 8 months • Certificate

Electronics Technician - Computer Systems Specialty

Focuses on microcomputer systems, testing, installation, troubleshooting and repair, and on system configuration, optimization and testing.

- 8 months • Diploma

Electronics Technician - Telecommunications Systems Specialty

This leading-edge program focuses on telecom systems (including two-way radio), telephone systems, fibre optics, local-area and wide-area networks, as well as the TCP/IP family of protocols, Web server installation using HTML, frame relay and remote access dial-up.

- 8 months • Diploma

Information Technology Specialist

Practical training in Windows software, networking, data communications/Internet, computer maintenance, programming and office support.

- 12 months • Certificate

COURSE CALENDAR ONLINE

visit us on the Web...for the latest information on programs, prerequisites and fees.

WWW
VCC.ca