

CC-Programs (branch) Collected
M. A. A. HARRIS. ARCHIVES

1963



VANCOUVER VOCATIONAL INSTITUTE

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OUTLINE OF TECHNICAL
AND VOCATIONAL
PROGRAMMES
EFFECTIVE JULY 1963

VANCOUVER VOCATIONAL INSTITUTE

250 W. PENDER ST.
VANCOUVER 3, B.C.
TEL. MUTUAL 1-8111

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administration and staff

Principal: Mr. S. V. Clarke
Vice-Principal: Mr. M. A. A. Harris
Vice-Principal in charge of night schools:
Mr. G. W. Lidster

Co-ordinator: Mr. J. T. Moore
Counsellor: Mr. C. A. Milligan

AUTO COLLISION REPAIR R.B. MCCARTHY	DENTAL OFFICE ASSISTANT MISS MARY L. KAUFMANN	NAVIGATION R.E.S. ARMSTRONG N.S.P. BRADBURY
AUTO MECHANICS R.J. BRYANT W.D. BLAND N.F. PELKEY	DIESEL ENGINEERING J.A. SANDERS P.A. DALE	POWER SEWING MISS V.L. SPENCER
BARBERING J.L. CONDY	DRAFTING J.D. TAYLOR R.A. DAWSON H.B. HATFIELD	PRACTICAL NURSING MRS. K.I. JOHNSTONE MRS. M.F. MCVEIGH MRS. L.V. DOWNEY MISS C.G. THOMAS MRS. K.E. WOBICK
BEAUTY CULTURE MISS RUTH NICHOLS (MRS. R.M. ABRAMSON) MRS. A. CLARK MRS. J.B. SUTHERLAND MR. K. CAMPBELL MRS. E. TULLIS	ELECTRICAL AND INDUSTRIAL ELECTRONICS W.J. WARNER E.A. FROST E.D. TULEY	RADIO TELECOMMUNICATIONS JOHN E. DUKE R.H.T. HODGSON E.C. CASEY A.E. LAWTON
BUILDING CONSTRUCTION & CABINET MAKING E. CHURCHILL W.E. NORRIS	ELECTRONICS K.L. WHEELER F.G. MITCHELL E.F. KLAUS	SHOE REPAIRING J. PEARSON
CHEF TRAINING B.H. CRUTTENDEN P.M. RINGBY G.H. VALENTE J. BRYSON	ENGINEERING T.D. MUNRO N.C. COEN H.E. JUSTESEN J.L. STEEL R.J. COLLINS N.B. REID	VOCATIONAL PREPARATORY GRADE X K.L. MILLER P.E. LITTLEBOY R.W. WILSON
COMMERCIAL (GENERAL) A.S. PICKELL J.L. KNOX D.L. MCLEOD A.E. WYATT A. TRAFFORD	GRAPHIC ARTS CHARLES T. TAIT G.W. SMITH	WELDING A.R. BURNS G.E. MARTIN
COMMERCIAL (SECRETARIAL) W.H. EMERSON MISS J. JOAN M. GOODWIN MRS. L.M. JENKINS MISS A.J.L. MURISON	MACHINE SHOP J.B. LOCK MEDICAL OFFICE ASSISTANT	

general information ●

ADVISORY COMMITTEES

Each department has its own advisory committee, consisting of representatives of Labour and Management, and these committees assist and advise in all matters pertaining to the training programmes.

I POSSIBLE TRAINEES

The training in the Institute will be of special assistance to three main groups of people :-

- (a) Students who have completed their high school education, and who wish to take short, intensive practical courses or advanced Technical Training before entering desired employment.
- (b) People who require upgrading in their own particular occupation.
- (c) People who, due to injury or lack of interest in their present occupations, wish to rehabilitate themselves in some new line of endeavour.

II BASIC QUALIFICATIONS

Applicants for training in the Institute must be at least 16 years of age and have at least Grade X educational standing, or its equivalent. Educational qualifications of older people are assessed on the basis of personal interview in respect to equivalency of Grade X standing. Grade XII is preferred for a number of occupations.

The main requirements for the Navigation and Engineering Courses are service-time and experience.

III STUDENT HOURS

The Institute operates on a seven-hour day (8:30 a.m. to 4:00 p.m.); five-day week, and a twelve-month year, and the courses range from four months to two years in length.

IV GENERAL COURSE PROCEDURE

In most courses, the number of students is limited so that individual attention and close supervision may be given. All the courses are practical in nature, but all practice is supplemented by a thorough study of the principles involved.

V COUNSELLING AND PLACEMENT SERVICE

Each student is interviewed before enrolling and is given guidance in the selection of a suitable course. While employment is not guaranteed by the Institute, a placement service is maintained to assist students to find employment in their particular fields of work on completion of training.

VI FEE REGULATIONS

Fees are charged on all courses, and range from Fifteen to Twenty Dollars per month. **All fees must be paid in advance** in accordance with the following regulations :-

- (a) If a student commences a course during the first week of the month, he shall pay one month's tuition fee, which will entitle him to instruction up to the end of the month.
- (b) If a student commences a course during the second week of the month, he shall pay three-quarters of a month's fee, which will entitle him to instruction up to the end of the month.
- (c) If a student commences a course during the third week of the month, he shall pay one and one-half month's fees, which will entitle him to instruction up to the end of the following month.
- (d) If a student commences a course during the last week of the month, he shall pay one and one-quarter month's fees, which will entitle him to instruction up to the end of the following month.
- (e) No refund will be made to a student withdrawing from a class during a month.
- (f) When a student completes a course during the month, the fee for the part of the month he is in school will be calculated on a pro-rata basis.
- (g) In certain occupations special fees are charged for short-term courses.
- (h) A \$ 1.00 Registration Fee is charged for the Student Fund.
- (i) Locker Fee — \$ 1.25 (\$1.00 refundable when lock is returned).

VII APPRENTICESHIP

Students in the Building and Metal Trades are encouraged to enter apprenticeships in their particular field. The Apprenticeship Act of British Columbia requires that any person under 21 years of age must be apprenticed to an employer if he is to work in a designated trade. Hence, any person under the age of 21, engaged in one of the above trades, must complete his apprenticeship before qualifying for the status and wage of a journeyman. The person who is 21 years or over may, and should be apprenticed, if he wishes to master the trade and attain recognized status. Graduates of the Institute normally receive time and money credits for their respective courses.

BOARD AND ROOM

Students are responsible for their own arrangements for board and lodging. Information concerning boarding houses in the City is available through contact with the Y.M.C.A. at 955 Burrard Street, Vancouver, B.C. and the Y.W.C.A. at 997 Duns-muir Street, Vancouver, B.C. or at the Institute.

The approximate minimum cost of board and lodging is \$65.00 per month at the present time.

FURTHER INFORMATION

For further information address communications to :-

The Principal, Vancouver Vocational Institute, 250 West Pender St., Vancouver 3

Auto Collision and Repairs

COURSE CONTENT

General Shop Practice
Welding
Fender and Body Repair
Painting
Finishing and Assembly

TRAINING PROCEDURE

Practical work on late model passenger cars in well equipped shop under expert instruction.

ENTRANCE REQUIREMENTS

Age – 18 to 25 years of age preferred

Prerequisites: **Education** – No specific educational standing required. Grade X desirable.

General – Physical fitness and Driver's License required. Mechanical aptitude and good colour vision necessary.

LENGTH OF COURSE – 6 months

ENROLMENT DATES – Monthly intakes as space permits

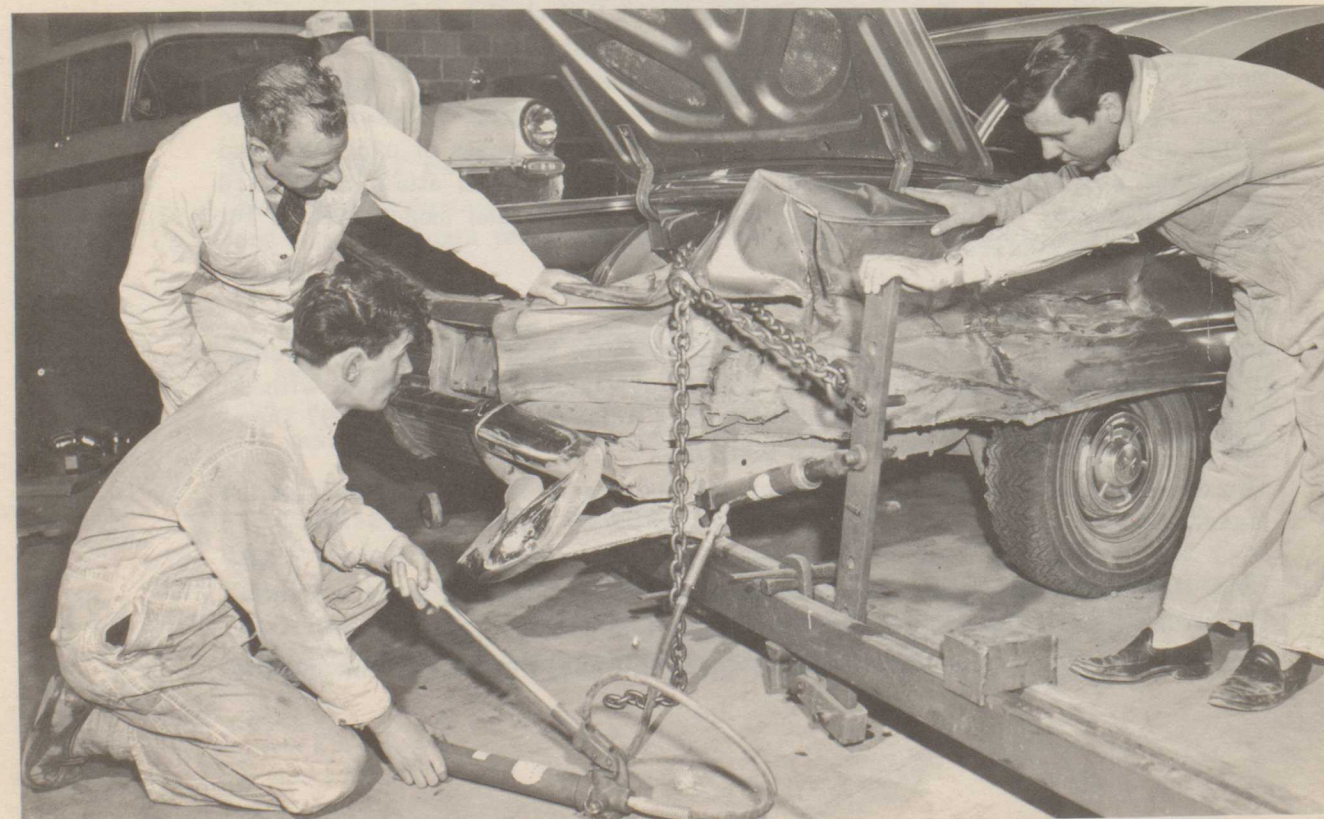
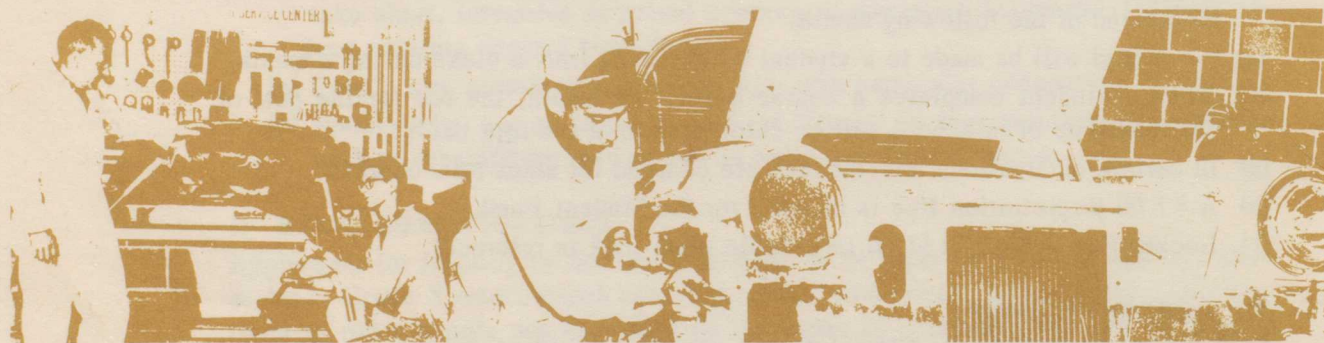
FEES – Registration \$ 1.00

Tuition \$15.00 per month

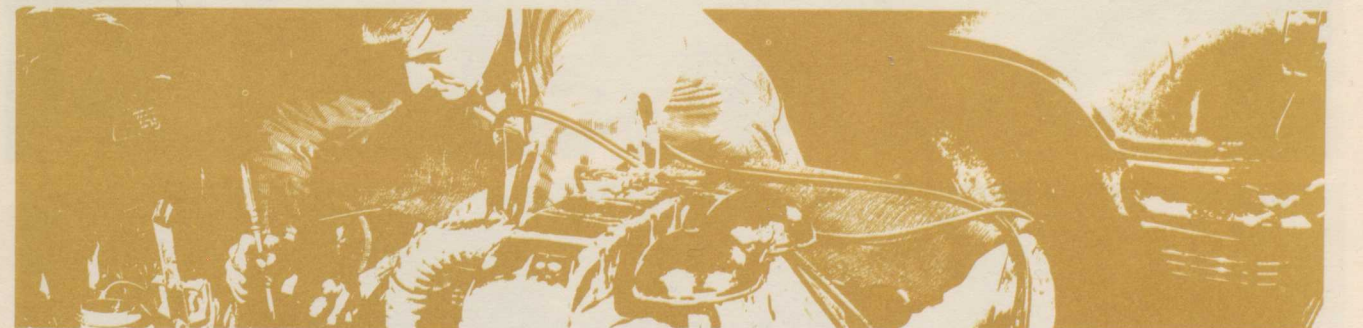
Lock \$ 1.25 (\$1.00 refundable when lock is returned)

DRESS – Coveralls supplied and laundered

OTHER INFORMATION – On leaving school a \$55.00 set of tools should be purchased.



Auto Mechanics



COURSE CONTENT

General Shop Practice
Automotive Fundamentals
Engines
Clutches and Transmissions
Rear Axle Assemblies
Front Suspensions
Brakes, Steering, Ignition, Starting,
Charging and Fuel Systems

TRAINING PROCEDURE

This course is divided into two sessions. The first session, 3 mos. in length, is spent in developing all the fundamental skills required to service a modern car. The second session, 6 mos. in length, is spent doing practical work on selected customers' cars in our fully equipped Automotive Shop.

ENTRANCE REQUIREMENTS

Age – 18 to 25 years of age preferred

Prerequisites: **Education** – Minimum Grade X or equivalent. Grade XII preferred

General – Physical fitness and Driver's License required. Mechanical aptitude imperative.

LENGTH OF COURSE – 9 months

ENROLMENT DATES – January, April, July, October

FEES – Registration \$ 1.00

Tuition \$15.00 per month

*Textbooks \$10.00

*Tool Deposit \$5.00

Supplies – Note book required

DRESS – Coveralls supplied and laundered

EXAMINATIONS – Examinations given at frequent intervals throughout the course.

* Money for these items to be available first day of attendance.

Barbering



COURSE CONTENT

Hair Cutting
Shaving
Scalp Treatments
Facials and Massage
Anatomy
Scalp Diseases
Hygiene and Sanitation
Provincial Health Requirements
Shop Management

TRAINING PROCEDURE

Practical work is performed on customers in our fully equipped barber shop.

ENTRANCE REQUIREMENTS

Age — 18 years of age or older

Prerequisites: Education — No specific educational standing required. Grade X desirable.

General — Health certificate required of selected applicants.
Personal interview with Selection Committee required.

LENGTH OF COURSE — 1000 hours (6½ months)

ENROLMENT DATES — January, April, July, October

FEES — Registration \$ 1.00	Association Fee \$ 2.00
Tuition \$15.00 per month	Examination Fee \$10.00
Supplies \$ 7.00	

DRESS — Smocks supplied and laundered

EXAMINATIONS — B.C. Barbers' Examination at end of course

OTHER INFORMATION — 1 set of tools, approximately \$70.00 should be purchased before entering trade.

Beauty Culture

COURSE CONTENT

Shampoo and Rinses
Permanent Waving
Finger Waving
Cutting Hair
Tint and Bleach
Styling
Scalp and Hair Treatment
Facials, Packs and Eyebrow Arching
Manicuring

TRAINING PROCEDURE

Practical work is performed on customers in our fully equipped Beauty Parlour.

ENTRANCE REQUIREMENTS

Age — 18 years of age or older

Prerequisites: Education — No specific educational standing required. Grade X desirable.
General — Health Certificate required

LENGTH OF COURSE — 1000 hours (7 months)

ENROLMENT DATES — January, April, July, October

FEES — Registration \$ 1.00	Optional Texts \$ 7.50
Tuition \$15.00 per month	* Association Fee \$ 2.00
*Supplies \$15.00	Examination Fee \$15.00
*Textbooks \$ 4.75	* Tool Deposit \$10.00 (refundable)
Lock \$1.25 (\$1.00 refundable when lock is returned)	

DRESS — Uniforms supplied and laundered

EXAMINATIONS — B.C. Hairdressers' Examination at end of course

* Money for these items must be available on first day of attendance.



Building Construction and Woodwork

COURSE CONTENT

Drafting
Safety
Mill Work Shop
Houseframing, Roof Construction
Concrete Form Design
Stair Building
Blueprint Reading, Estimating
Mathematics for Construction Trades
Transit and Level

TRAINING PROCEDURE

Theory, demonstrations and drafting in the classroom.
Practical construction work performed on selected projects in fully equipped shops.

ENTRANCE REQUIREMENTS

Age - 18 to 25 years of age preferred
Prerequisites: **Education** - Grade X or equivalent, minimum. Grade XI or XII preferred
General - Physical fitness required

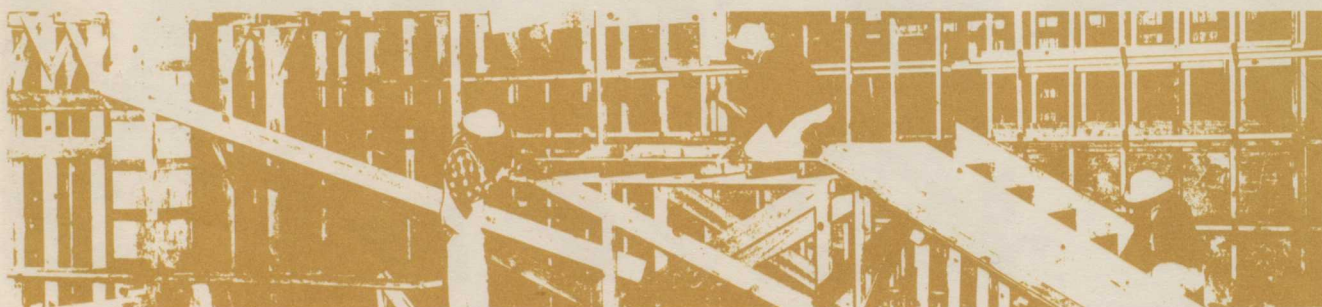
LENGTH OF COURSE - 9 months

ENROLMENT DATES - Monthly intakes as space permits

FEES - Registration \$ 1.00 Textbooks \$17.50
Tuition \$15.00 per month Lock \$1.25 (\$1.00 refundable when lock is returned)

DRESS - Overalls supplied and laundered

EXAMINATIONS - Examinations periodically, throughout the course.



Chef Training



COURSE CONTENT

Stove Work:
Soups and Stocks
Sauces and Entrees
Roasts and Grill Work
Pantry Work:
Meat, fish and poultry butchery
Cold Buffet Work
Salad Work
Bakeshop Practice:
Pies, Cakes, Cookies, Pastries
and Bread

TRAINING PROCEDURE

This division does all the cooking for this Institute. The students and staff are served what is on the training programme for the day.
Training begins at 7:30 a.m. daily.

ENTRANCE REQUIREMENTS

Age - 18 to 30 years of age preferred
Prerequisites: **Education** - No specific educational standing required. Grade X desirable
General - Physical examination required

LENGTH OF COURSE - 9 months

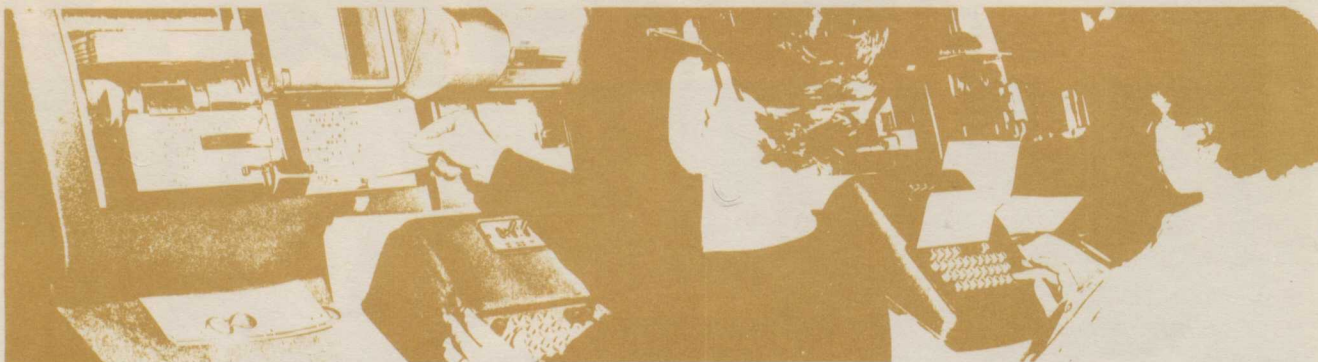
ENROLMENT DATES - Monthly intakes as space permits

FEES - Registration \$ 1.00
Tuition \$20.00 per month (includes Tuition Fee and noon meal)
Textbooks \$11.50

DRESS - Uniforms supplied and laundered

EXAMINATIONS - Examinations given periodically throughout the course

Commercial - general



COURSE CONTENT
Various combinations of the following subjects:

- Recordkeeping
- Elementary Bookkeeping
- Intermediate Bookkeeping
- Machine Bookkeeping
- Advanced Bookkeeping
- Industrial Payroll Records
- Typewriting
- Filing
- Business Correspondence
- Business Letter Writing
- Business Machines
- Office Practice
- Key Punch Machine and Card Verifier

ENTRANCE REQUIREMENTS

Age - 17 years of age or older

Prerequisites: Education - Grade X minimum. Grade XI or higher preferred

LENGTH OF COURSE - Four (4) to seven (7) months depending on course selected and previous training or experience of student

ENROLMENT DATES - Weekly as space permits

FEES - Registration \$ 1.00

Tuition \$15.00 per month

Optional Texts \$11.00 (usually men only)

Lock \$1.25 (\$1.00 refundable when lock is returned)

DRESS - Standard

EXAMINATIONS - No formal examinations. Each lesson individually evaluated.

Commercial - secretarial

COURSE CONTENT

Manual and Electric Typewriting
Pitman Shorthand
Shorthand Letter Transcription
Letter Transcribing from Sound Equipment
The Keeping of Records
Office Etiquette and Department
Industrial Spelling
Verbatim Reporting
Operating of Calculating and Duplicating Equipment
Systems Control
The English of Business
Commercial Law

ENTRANCE REQUIREMENTS

Age - 17 years of age or older

Prerequisites: Education - Grade XI minimum, Grade XII preferred

LENGTH OF COURSE - 9 to 12 months depending on ability

ENROLMENT DATE - September

FEES - Registration \$ 1.00

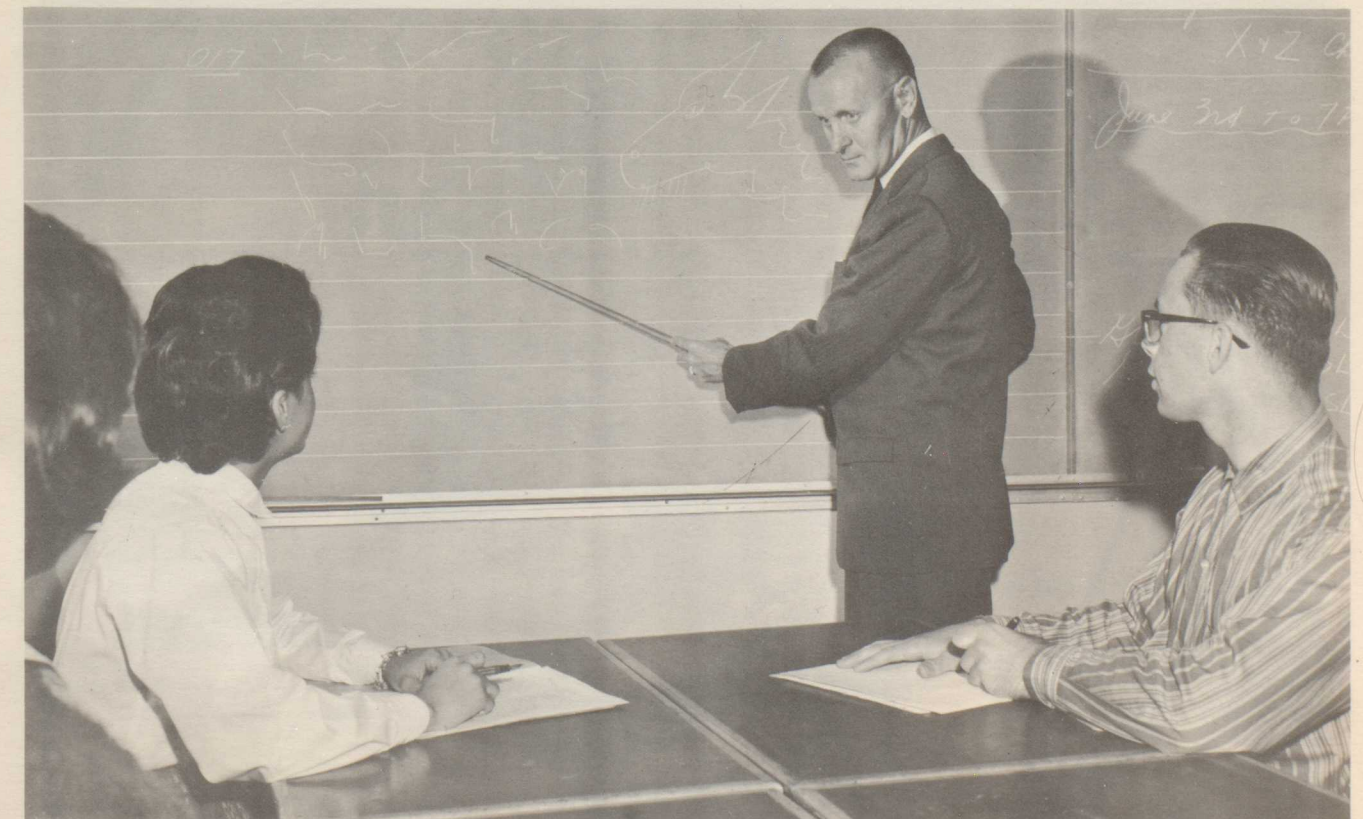
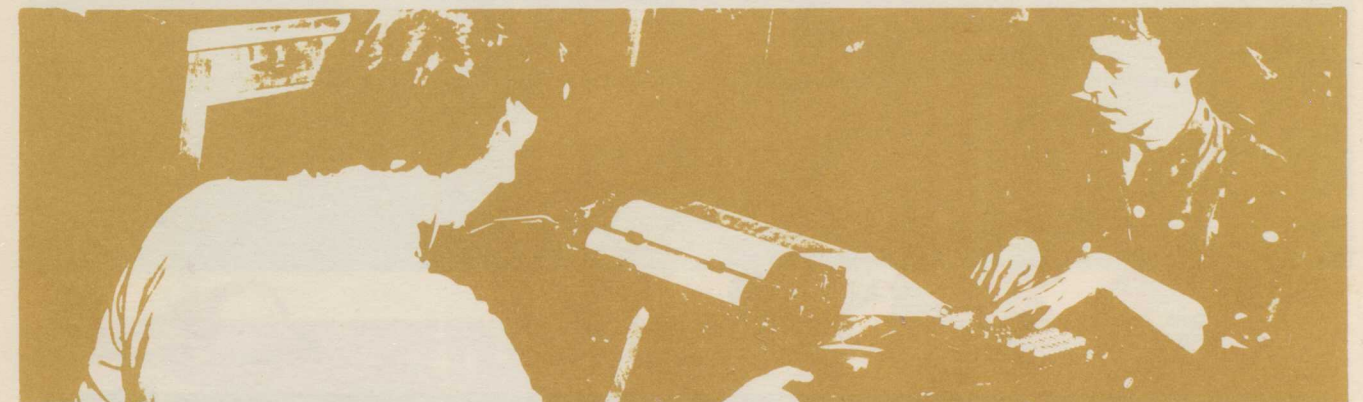
Tuition \$15.00 per month

Supplies \$25.00 (to be available first day of attendance)

Lock \$ 1.25 (\$1.00 refundable when lock is returned)

DRESS - Standard

EXAMINATIONS - Each lesson individually evaluated.



Dental Office Assistant

COURSE CONTENT

Anatomy and Physiology
Equipment and Dental Materials
Chairside Assisting
Anesthesia
First Aid
Bacteriology
Nutrition
Specialty Branches
Pathology - Diseases
Pharmacology
X-ray Techniques
Office Management

TRAINING PROCEDURE

Classroom demonstrations and practice coupled with field work in offices of Metropolitan Health.

ENTRANCE REQUIREMENTS

Age - 18 years of age or over

Prerequisites: Education - Grade XII required; no specific course requirements. (Typing required)

General - Competency in dealing with others. Good manual dexterity, maturity, and good personal appearance essential.

LENGTH OF COURSE - 8 - 10 months

ENROLMENT DATES - September, January, May

FEES - Registration \$ 1.00

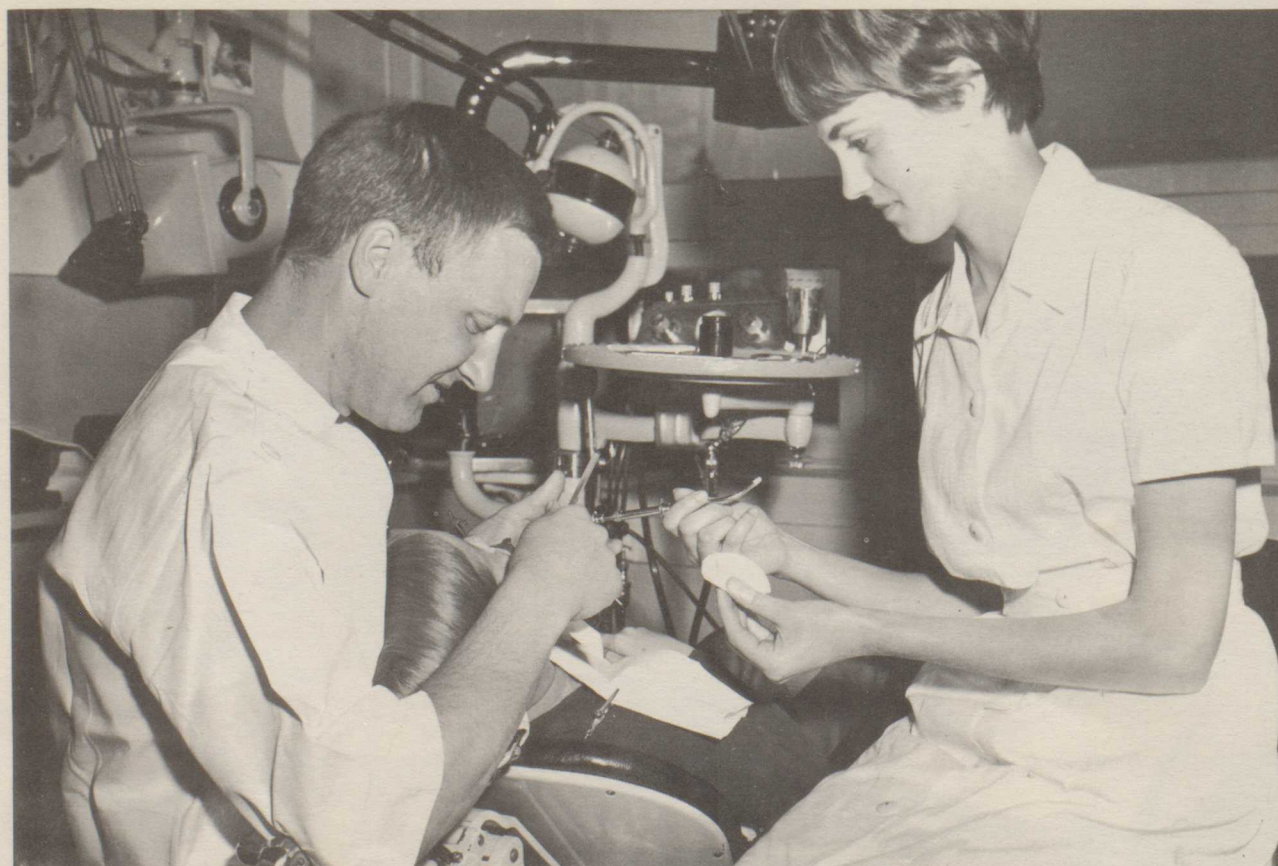
Tuition \$15.00 per month

Text - \$8.50

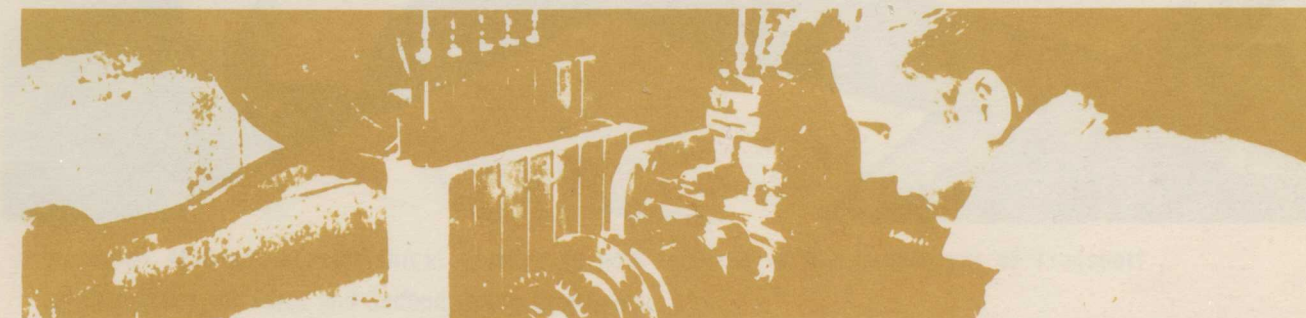
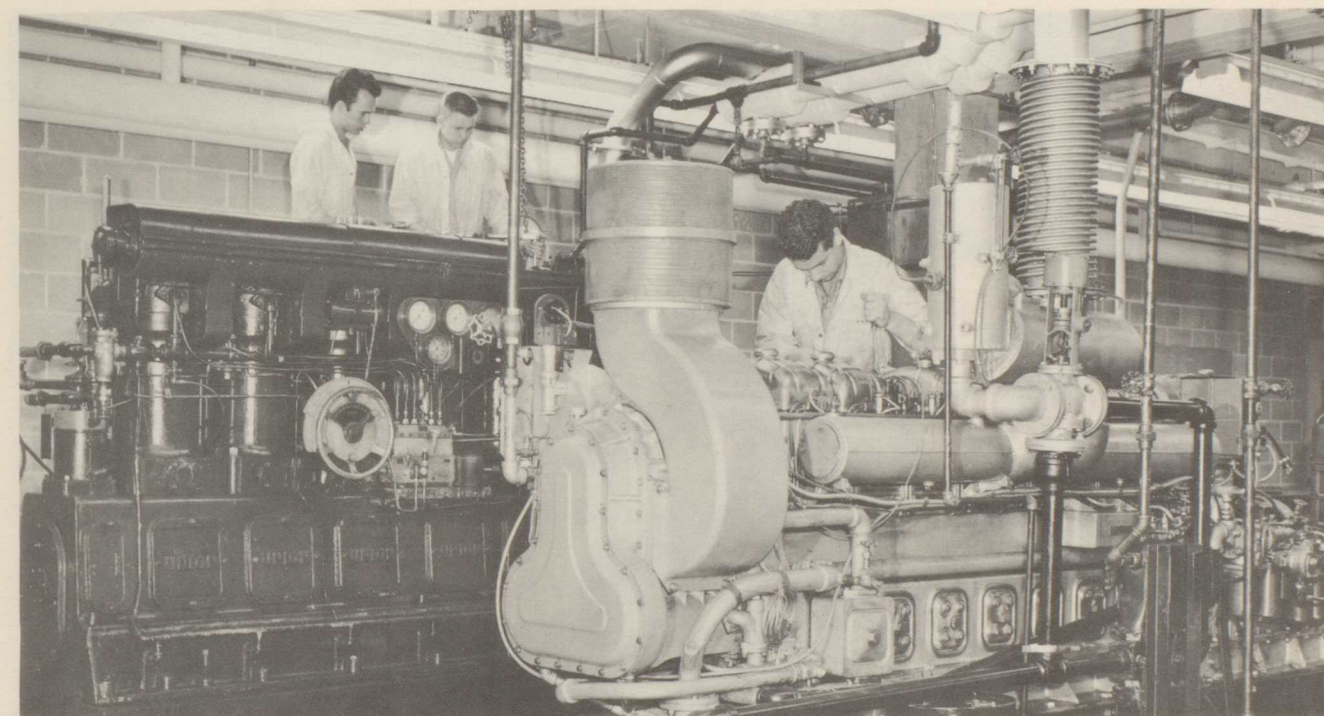
Lock - \$1.25 (\$1.00 refundable)

DRESS - Uniforms supplied and laundered

EXAMINATIONS - Periodically throughout the course.



Diesel Engineering



COURSE CONTENT

Basic Trade Skills
Engine Construction
Cooling
Starting Systems etc.
Operation and Servicing of
Injection Systems
Theory of Combustion and its
Application
Overhaul Procedure and its
Operation on Heavy Duty and
High Speed Marine, and
Stationary Diesel Engines

TRAINING PROCEDURE

Classroom theory and demonstration coupled with extensive practical work in well-equipped Diesel Shops.

ENTRANCE REQUIREMENTS

Age - 18 to 30 years of age preferred

Prerequisites: Education - Grade X minimum, Grade XI or XII preferred

General - Physical maturity; good physical strength; minimum weight 150 lbs; mechanical aptitude imperative.

LENGTH OF COURSE - 11 months

ENROLMENT DATES - September and February

FEES - Registration \$ 1.00

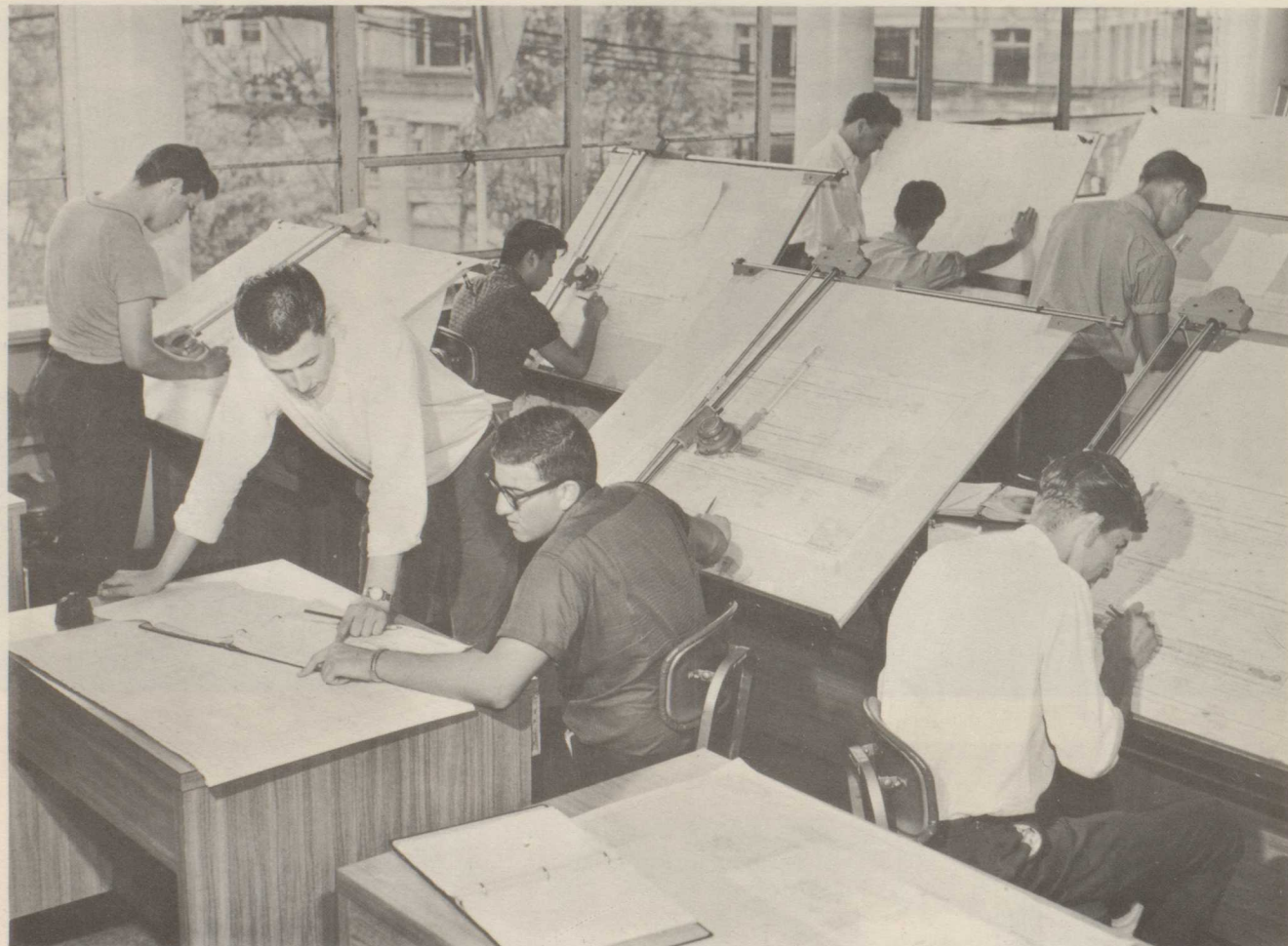
Tuition \$15.00 per month

Lock \$ 1.25 (\$1.00 refundable when lock is returned)

DRESS - Coveralls supplied and laundered

EXAMINATIONS - Periodic examinations throughout the course. Practical work is evaluated step by step.

Drafting - architectural and structural



COURSE CONTENT

Basic
Drafting Techniques
Construction
Architectural Design and
Drawing
Reinforced Concrete
Detailing
Heavy Construction
Other Materials (Timber,
Steel, etc.)

ENTRANCE REQUIREMENTS

Age – 18 to 25 years of age preferred

Prerequisites: Education – Grade XII preferred, with Mathematics and Science background. Prefer Mathematics 91 and Physics 91

General – Good eyesight and hand-eye co-ordination. Careful attention to detail and above average analytical and problem solving ability

LENGTH OF COURSE – 11 months

ENROLMENT DATES – September, November, February, April

FEES – Registration \$ 1.00	* Tool Deposit \$5.00 (refundable)
Tuition \$15.00 per month	Lock \$1.25 (\$1.00 refundable when lock
Supplies \$ 6.50	is returned)

DRESS – Standard

* Money for this item to be available first day of attendance.

Drafting-machine and mechanical

COURSE CONTENT

Basic Drafting Techniques
Production of Design Layouts
Development of Working Drawings
Production of Detail,
End Assembly and
Final Assembly Drawings
Use of Flow Diagrams,
Equipment Drawings,
Manuals, etc.
Plot Plans and
Working Drawings
Dimensioning for
Equipment Location
Types of Pipe, Valves,
Fittings and Standards

ENTRANCE REQUIREMENTS

Age – 18 to 25 years of age preferred

Prerequisites: **Education** – Grade XII preferred, with Mathematics and Science background. Prefer Mathematics 91 and Physics 91

General – Good eyesight and hand-eye co-ordination. Careful attention to detail and above average analytical and problem solving ability

LENGTH OF COURSE – 11 months

ENROLMENT DATES – September, January

FEEs – Registration \$ 1.00

Tuition \$15.00 per month

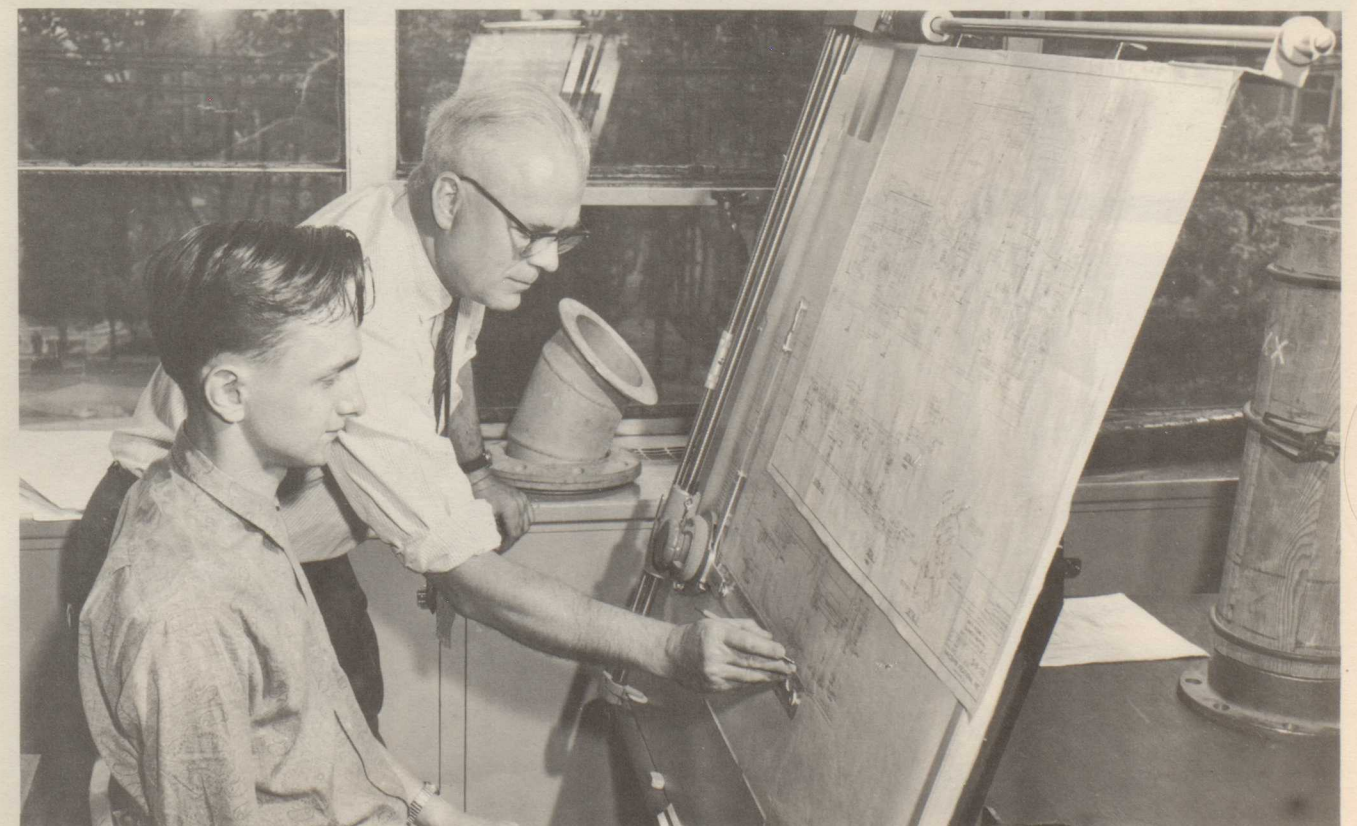
Supplies \$ 6.50

*Tool Deposit \$5.00 (refundable)

Lock \$1.25 (\$1.00 refundable when lock is returned)

DRESS – Standard

* Money for this item to be available first day of attendance.



Electricity and Industrial Electronics

Electronics

COURSE CONTENT

Fundamentals of Direct Current Circuits
Magnetism and Electro-Magnetism
House and Industrial Wiring
Fundamentals and Analysis of Alternating Current Circuits, Instruments, Appliances, Transformers, Motors and Controls
Three-phase Circuitry
Industrial Electronics

TRAINING PROCEDURE

Classroom lectures followed by shop demonstrations with practical work done on selected projects in fully equipped shops.

ENTRANCE REQUIREMENTS

Age - 18 to 26 years of age preferred

Prerequisites: Education - Grade XII preferred. Mathematics 91 and Physics 91 preferred.

General - Physically fit, good analytical ability, good manual dexterity and colour vision required.

LENGTH OF COURSE - 11 months

ENROLMENT DATES - September and March

FEES - Registration \$ 1.00

Tuition \$15.00 per month

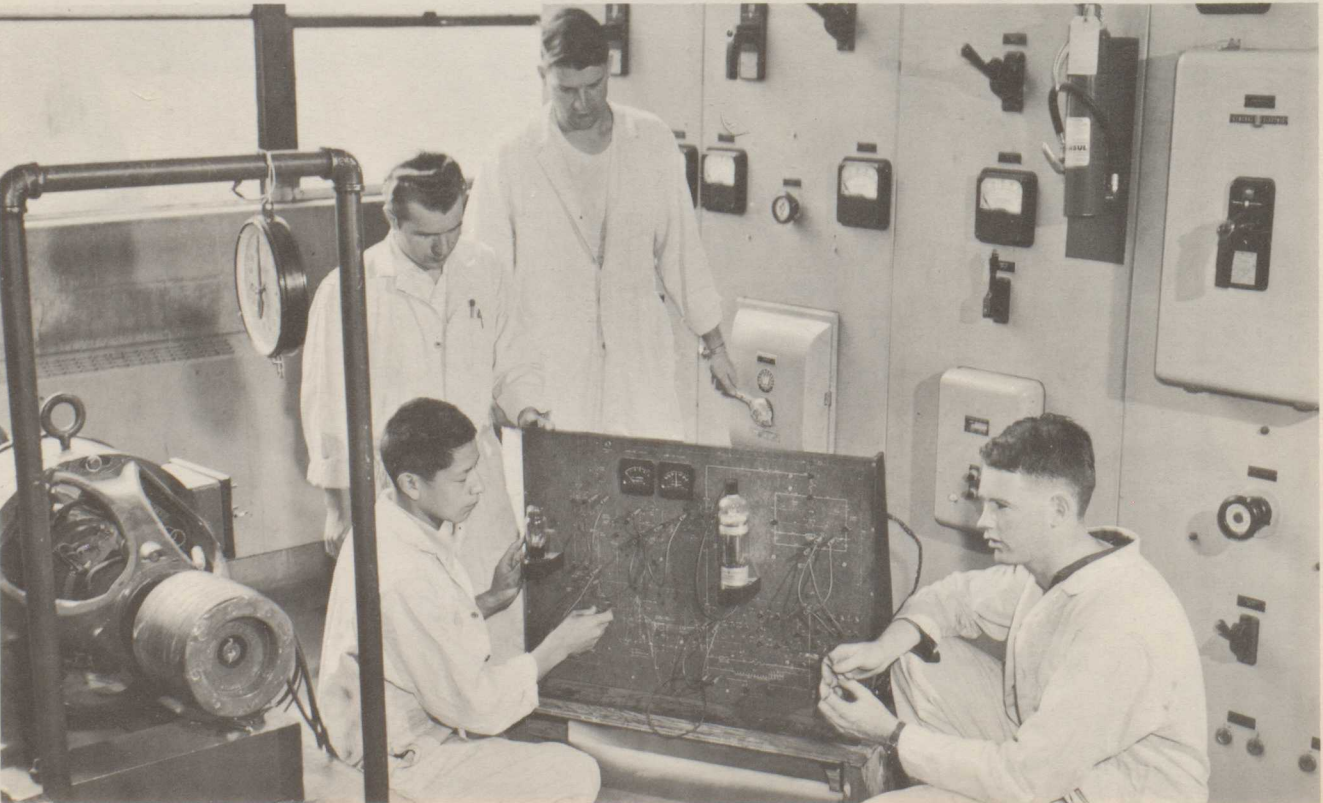
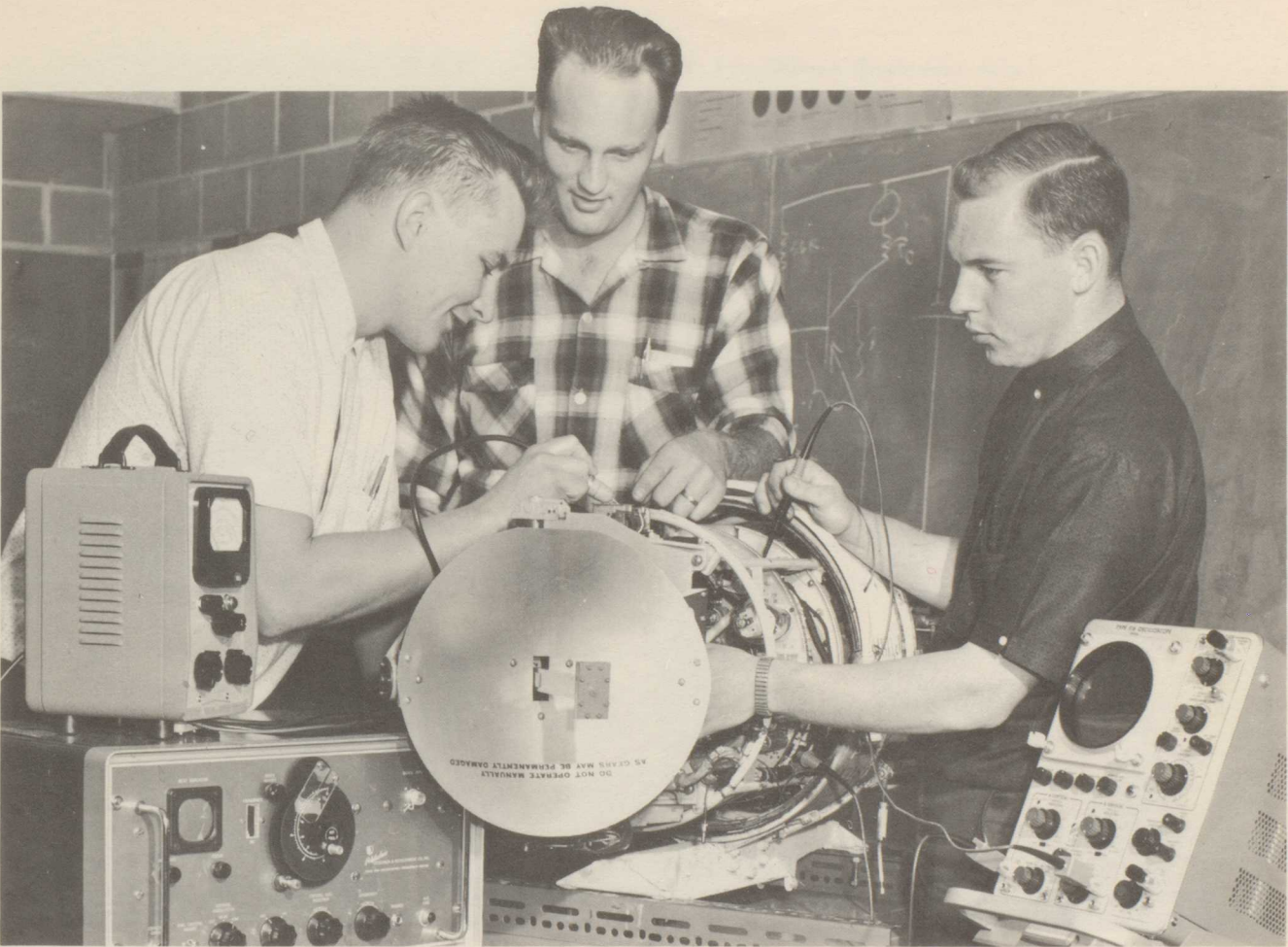
Textbooks \$25.00

*Tool Deposit \$5.00 (refundable)

Lock \$1.25 (\$1.00 refundable when lock is returned)

DRESS - Coveralls supplied and laundered

* Money for these items to be available first day of attendance.



COURSE CONTENT

Fundamentals of D.C. and A.C.
Current
Vacuum Tubes
Semi-Conductor Circuits
H.F., V.H.F., U.H.F., and Micro-Wave Communications
Multiplex
Radar
Test Equipment

TRAINING PROCEDURE

Theory, demonstration and practice coupled with intensive laboratory work on fault finding, construction, modification and testing of equipment.

ENTRANCE REQUIREMENTS

Age - 18 to 26 years of age preferred

Prerequisites: Education - Grade XII or better preferred. Mathematics 91 and Physics 91 required.

General - Good manual dexterity, high analytical ability, good visual imagery. Good colour vision and ability to give continuous close attention to detail required.

LENGTH OF COURSE - 11 months, optional post grad work on a monthly basis

ENROLMENT DATES - September, January, May

FEES -Registration \$ 1.00

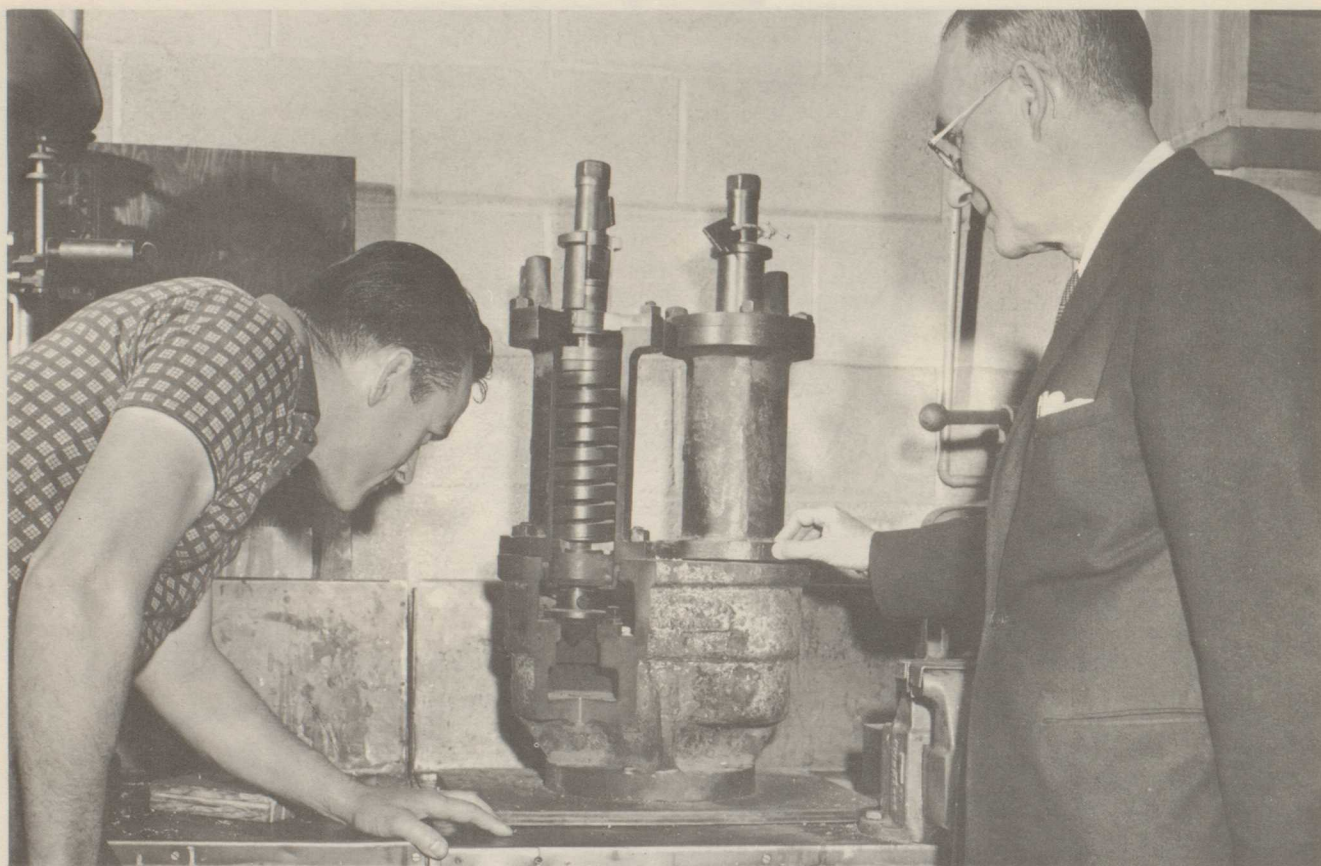
Tuition \$15.00 per month

Textbooks and Supplies \$25.00

Lock \$1.25 (\$1.00 refundable on return of lock)

DRESS - Standard

EXAMINATIONS - Examinations periodically throughout the course.



COURSE CONTENT

All Engineering knowledge and Mathematics required by the Department of Transport are covered in these programmes.

Time and attention will vary with individual requirements.

TRAINING PROCEDURE

Classroom theory, demonstration, problem solving, and practical shop work to supplement on-the-job skills and knowledge.

ENTRANCE REQUIREMENTS

Before enrolling at the Institute, applicants wishing to qualify for certificates should have their credentials checked by the Steamship Inspector, Department of Transport, 325 Granville Street, Vancouver 2, B.C.

LENGTH OF COURSE

Attendance in marine courses is possible on an hourly, or full-time basis. The division is open from 8:30 a.m. to 4:00 p.m. five days a week, and also from 6:00 p.m. to 9:00 p.m. on specified evenings. The length of each course depends largely upon the ability and progress of the candidate.

MARINE ENGINEERING CERTIFICATES

	First Class	Second Class	Third Class	Fourth Class
Full Course Part A	\$ 40.00	\$ 30.00	\$ 20.00	\$ 25.00
Part B	35.00	30.00	20.00	
Endorsement	25.00	20.00	15.00	15.00
One subject	25.00	20.00		
Combined Certificate				
Part A	40.00	30.00	20.00	
Part B	50.00	45.00	30.00	35.00

Fisherman Engineer's Certificate - \$ 15.00
All the above fees are payable in advance

correspondence courses (for Marine Engineers only)

Courses, compiled by the Superintendent of Training of the Federal Department of Transport are now available for Fourth and Third Class Certificates for study at sea and at home. Carefully planned questions indicate a syllabus and promote channelled study from recommended standard texts. When each paper is completed it should be mailed to the school for correction so that the instructor can guide and assist in further studies.

FEES:

DIESEL	STEAM	COMBINED STEAM AND DIESEL
Fourth Class - \$ 15.00	\$ 15.00	\$ 20.00
Third Class - \$ 25.00	\$ 25.00	\$ 30.00
Endorsement of any Certificate in Force - \$ 10.00		

It is hoped that candidates will make full use of the Institute and attend laboratory sessions which are available to them. Even a short attendance at the school will greatly assist the student in overcoming difficulties which may have arisen during the home study period. Fees for additional service can be arranged.

mechanical drawing

A higher standard of mechanical drawing is now required in the Department of Transport Examinations for First and Second Class Engineers.

To assist our students to attain this standard, all First and Second Class candidates are given a short course by our Drafting Department in the elements of this subject.

Engineering - stationary

COURSE CONTENT

All Engineering knowledge and Mathematics required by the Boiler Inspection Department are covered in these programmes.

Time and attention will vary with individual requirements.

TRAINING PROCEDURE

Classroom theory, demonstration, problem solving, and practical shop work to supplement on-the-job skills and knowledge.

ENTRANCE REQUIREMENTS

Before enrolling in class at the Institute, persons wishing to qualify for certificates should have their credentials checked by the Boiler Inspector, 501 West 12th Ave., Vancouver 9, B.C.

LENGTH OF COURSE

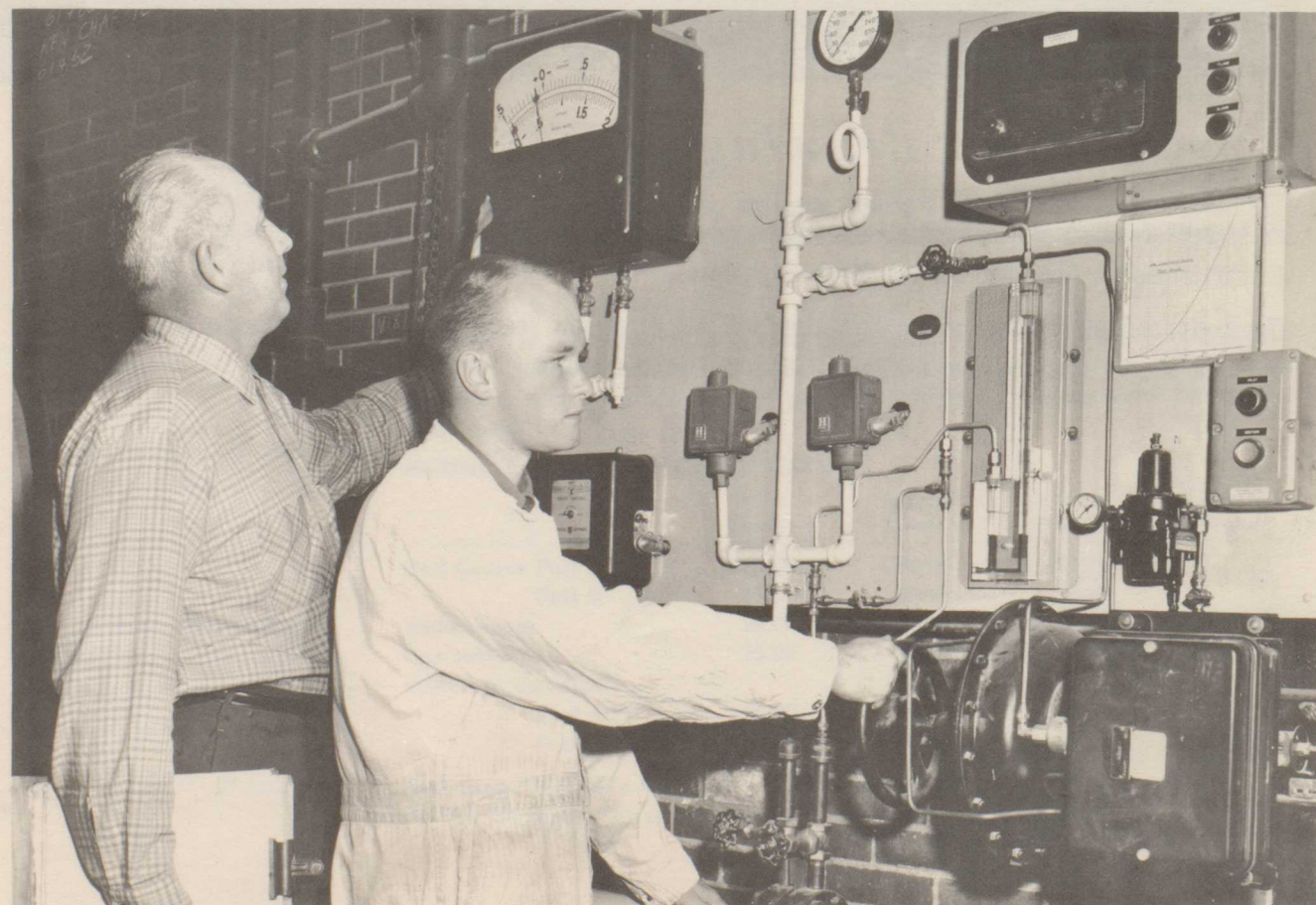
Attendance is possible on an hourly, or full-time basis. The division is open from 8:30 a.m. to 4:00 p.m. five days a week, and also from 6:00 p.m. to 9:00 p.m. on specified evenings. The length of each course depends largely upon the ability and progress of the candidate.

STATIONARY ENGINEERING CERTIFICATES

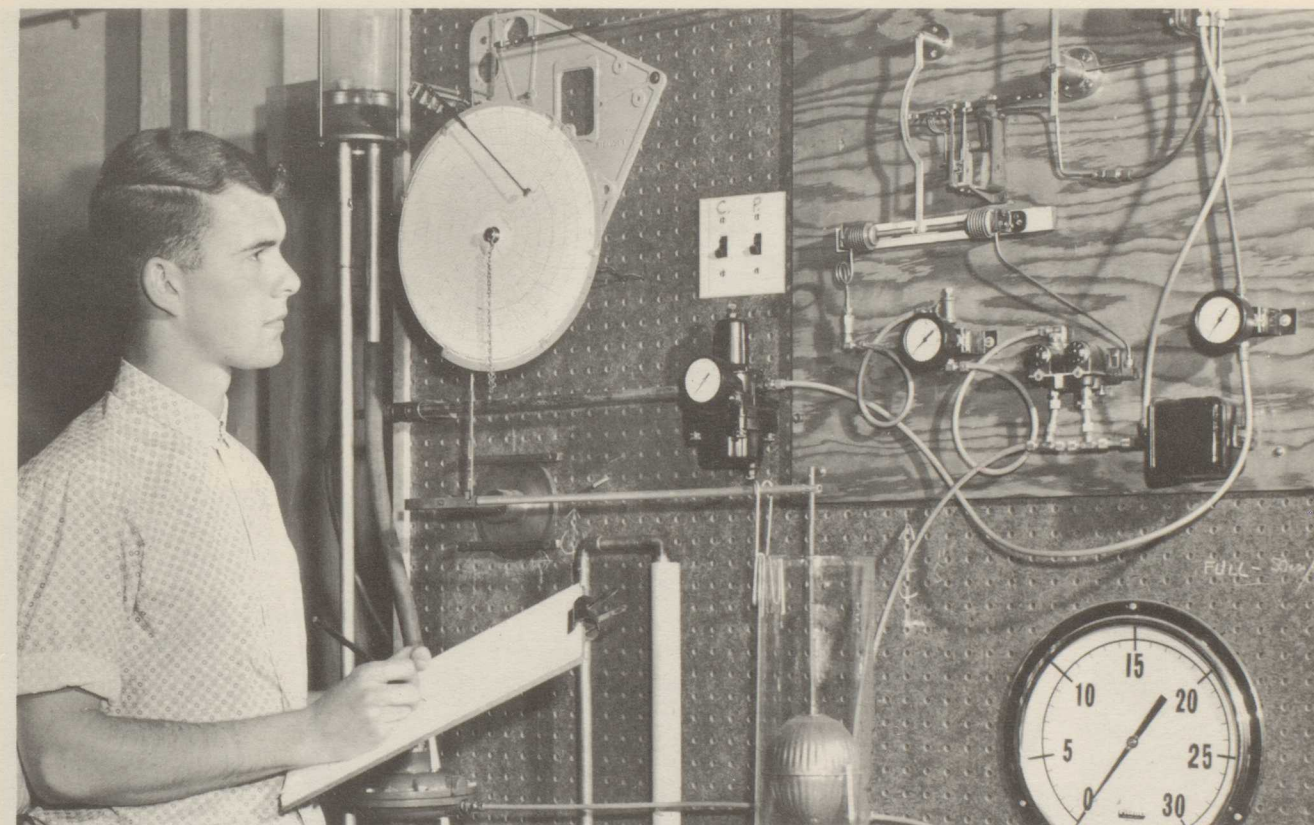
	First Class	Second Class	Third Class	Fourth Class
Full Course Part A	\$ 45.00	\$ 30.00	\$ 40.00	\$ 25.00
Part B	\$ 45.00	\$ 30.00		
Boiler Operating Certificate Part A	- \$ 15.00		Part B - \$ 15.00	
Refrigeration Course (for Engineers only)	- \$ 15.00			

All the above fees are payable in advance

EXAMINATIONS - Formal examination with Boiler Inspector required for each level.



Engineering - technical programme



COURSE CONTENT

1st year - September to June:

Mathematics 101, Physics 101, Chemistry 101

Practical Shop Work:

Electricity, Mechanical Fitting, Mechanical Drawing, Machine Shop, Welding

2nd year - September to June:

Applied Mechanics, Strength of Materials, Metallurgy, Thermodynamics, Basic Electronics, Oral and Written Reports

Practical Shop Work:

Power Plant Laboratory, Mechanical Drafting, Machine Shop, Electricity, Welding

TRAINING PROCEDURE

Classroom lessons and demonstration coupled with extensive practical training in a wide variety of shops.

ENTRANCE REQUIREMENTS

Age - 18 to 25 years of age

Prerequisites: Education - Grade XII including Mathematics 91, Physics 91, Chemistry 91

General - Physically fit, good technical ability, high analytical ability. Capacity to absorb a large volume of mechanical and technical knowledge.

LENGTH OF COURSE - 2 years (2, 10-month sessions)

At the end of 12 months a student is eligible to write his 4th Class Stationary Engineer's Examination.

ENROLMENT DATE - September

FEES - Registration \$ 1.00

Texts & Supplies \$30.00 (1st year)

Tuition \$15.00 per month

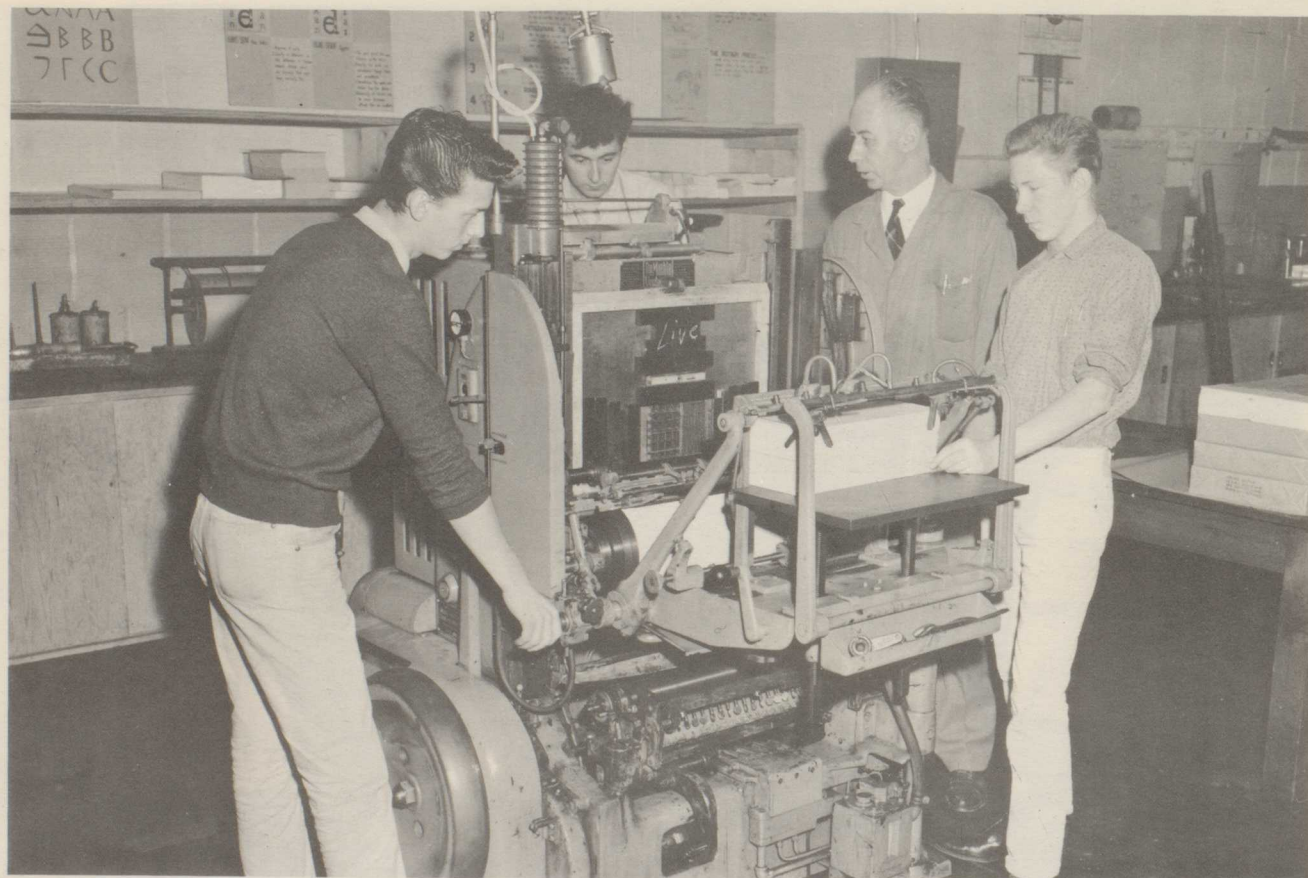
Texts & Supplies \$13.25 (2nd year)

Lock \$ 1.25 (\$1.00 refundable when lock is returned)

DRESS - Standard. Coveralls supplied and laundered where required

EXAMINATIONS - Periodically throughout the course. Final examinations in Mathematics 101, Physics 101, Chemistry 101, at end of first year.

Graphic Arts



COURSE CONTENT

Composing room techniques
Letterpress operation
Litho preparatory work
Industrial camera operations
Litho presswork
Bindery operations
General production techniques
Costing

TRAINING PROCEDURE

This programme will give complete coverage of Graphic Arts Training in a well-equipped shop doing practical work under competent instruction. It will provide a sound technical background and experience for entry to the printing field.

ENTRANCE REQUIREMENTS

Age – 18 to 25 years of age preferred
Prerequisites: **Education** – Grade XII minimum. Good English required
General – Normal health required

LENGTH OF COURSE – 2 years

ENROLMENT DATES – September

FEES – Registration \$ 1.00
Tuition \$15.00 per month
Lock \$ 1.25 (\$1.00 refundable when lock is returned)

DRESS – Aprons supplied and laundered

EXAMINATIONS – Examinations given periodically throughout the course

Machine Shop

COURSE CONTENT

Bench Work
Basic Machine Tool Operation
Special Machine Tool Set-up and Operation (Lathes, Milling Machines, Gear-cutters, etc.)
Grinding
Use of Precision Equipment
Basic Metallurgy
Welding
Heat Treatment

TRAINING PROCEDURE

Classroom theory and demonstration with extensive practical work conducted in a well-equipped Machine Shop.

ENTRANCE REQUIREMENTS

Age – 18 to 25 years of age preferred
Prerequisites: **Education** – Grade XI or XII preferred. Mathematics 91, Physics 91, Industrial Arts 92 an asset.
General – Good physical health, hand-eye co-ordination and mechanical aptitude required.

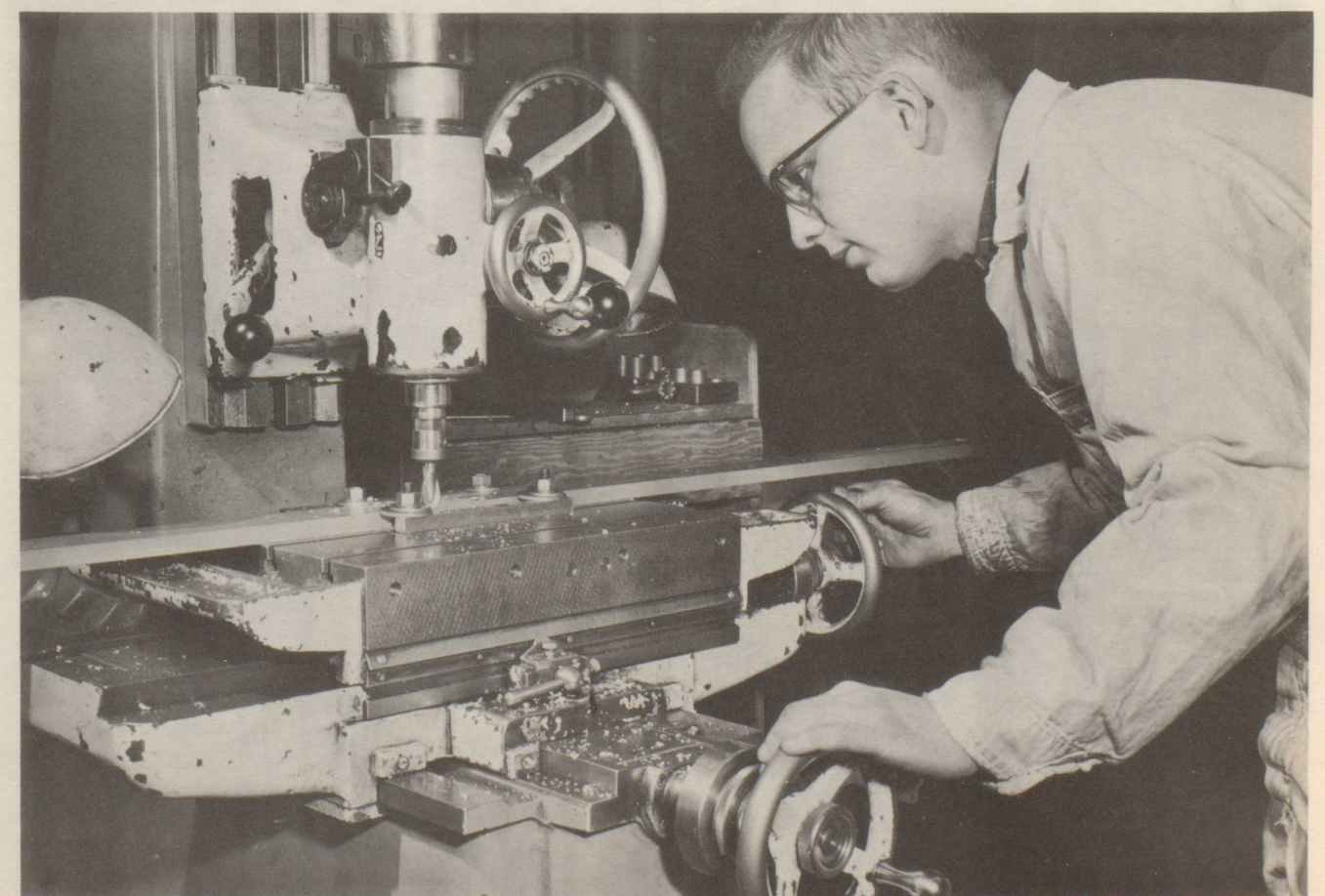
LENGTH OF COURSE – 9 months

ENROLMENT DATES – Beginning of September and thereafter monthly as space permits

FEES – Registration \$ 1.00
Tuition \$15.00 per month
Textbook \$10.00
Supplies \$3.50
Lock \$1.25 (\$1.00 refundable when lock is returned)

DRESS – Coveralls supplied and laundered

EXAMINATIONS – Continuous evaluation of classroom and shop projects.



Medical Office Assistant

COURSE CONTENT

Clerical:

Typing
Filing
Billing
Bookkeeping
Receptionist Duties

Medical:

Procedures
Vocabulary
Transcription, from either
Shorthand or Recordings

TRAINING PROCEDURE

Commercial classroom training followed by training in the Medical Section involves lectures, demonstrations and discussions.

ENTRANCE REQUIREMENTS

Age - 18 to 25 years of age preferred

Prerequisites: Education - Grade XII minimum

General - Good appearance, maturity, poise and pleasant manner. Capacity for dealing easily with others.

LENGTH OF COURSE - 5 months (approximately) 3 months clerical, 2 months medical

ENROLMENT DATES - The medical section starts March, June and November

FEES - Registration \$ 1.00

Tuition \$15.00 per month

Textbooks \$ 1.30

Supplies \$3.50 (white smock)

Lock \$1.25 (\$1.00 refundable when lock is returned)

DRESS - Standard - White smock required for medical section

EXAMINATIONS - No formal examinations. Each lesson individually evaluated.



Navigation



PREREQUISITES

Sea time is required before the courses may be taken. Potential applicants should first present their credentials to the examiner of Masters and Mates, Department of Transport, Federal Bldg., 325 Granville Street, Vancouver, B.C., for his approval.

In addition they should undergo the eyesight test to be taken at the Examiner's Office.

TRAINING PROCEDURE

The material of this course is covered by lecture, demonstration and individual tutorial service in accordance with individual needs.

ENTRANCE REQUIREMENTS

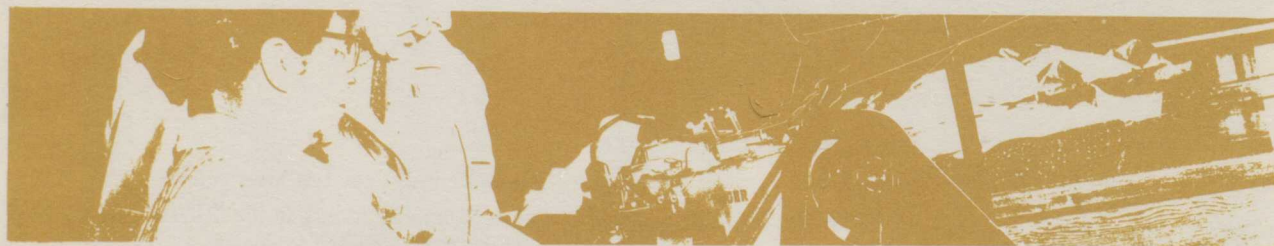
Age - 18 years of age or over. Prerequisites - see left hand column

LENGTH OF COURSE - Courses vary in length according to the different grades of certificates for which students wish to qualify

ENROLMENT DATES - Weekly intakes

CERTIFICATES	- MASTER	MATE	Second MATE	MASTER under 350 tons	TUGBOAT MASTER
Foreign Going	\$75.00	\$60.00	\$50.00		
Home Trade	55.00	45.00	35.00	\$35.00	\$30.00
Inland Waters	35.00	30.00		22.50	22.50
Minor Waters	22.50	17.50		12.50	12.50
Licensed Ferry Steamships - Home Trade	22.50	17.50			
Gyro Compass Course - \$12.50			SPECIAL COURSES - Fees depend upon course		

Power Sewing



COURSE CONTENT

Operation of standard power machines used in Needle Trades Industry. Involves the following:

- Cutting
- Lay-out
- Use of Patterns
- Stitching
- Finishing
- Production Line Techniques

TRAINING PROCEDURE

Instruction and demonstration leading explicitly to practical production work. Course 80% practical work on a variety of machines.

ENTRANCE REQUIREMENTS

Age – 16 years of age or over

Prerequisites: Education – No specific educational requirements

General – Good hand-eye co-ordination and manual dexterity required. Requires ability to perform repetitive tasks continuously at high rate of production.

LENGTH OF COURSE – 4 months

ENROLMENT DATES – Weekly as space permits

FEES – Registration \$ 1.00

Tuition \$15.00 per month

Lock \$ 1.25 (\$1.00 refundable when lock is returned)

DRESS – Smocks supplied and laundered

EXAMINATIONS – No formal examinations. Work evaluated step by step.

Practical Nursing

COURSE CONTENT

Personal Hygiene
Community Health
The Human Body
Nutrition
Elementary Procedures in the Care of the Sick
First Aid
Care of Children
Home Care of Mothers and New Born,
Chronic, Aged and Convalescent
Prevention and Control of Infections
Medical Nursing

TRAINING PROCEDURE

Theory and practice in classroom and ward, Practical experience in local hospitals.

ENTRANCE REQUIREMENTS

Age – 18 to 45 years of age

Prerequisites: Education – Grade X or better

General – Must have a sincere desire to nurse. Maturity and the ability to accept responsibility necessary. Ability to get along with others, especially patients.

LENGTH OF COURSE – 12 months (4 months' instruction at the Institute; 8 months' training in hospitals)

ENROLMENT DATES – Beginning of January, Middle of April, Beginning of September

FEES – Registration \$ 1.00

Tuition \$60.00 (course fee)

Textbooks \$ 1.30

Supplies \$12.00

Graduation Fee \$7.00

Lock \$1.25 (\$1.00 refundable when lock is returned)

Shoes prior to entering hospital – approximately \$15.00 (good grade hosp. shoes)

DRESS – Uniforms supplied and laundered

EXAMINATIONS – Periodic examinations throughout the course. Final examination at end of twelve-month training period.

OTHER INFORMATION – During the 8 months of hospital training the student receives:

\$14.00 per week for the first two months

\$16.00 per week for the second two months

\$18.00 per week for the third two months and

\$20.00 per week for the last two months



Radio Telecommunications - basic programme

COURSE CONTENT

Basic Electricity and Magnetism
D.C. and A.C. Generators and Motors
Induction
Measuring Instruments
Code Sending and Receiving
International Regulations and Operational Procedures
Station Operation

TRAINING PROCEDURE

Classroom theory and demonstration coupled with laboratory and practice periods. Intensive Code Practice.

ENTRANCE REQUIREMENTS

Age - 16 years of age or older
Prerequisites: **Education** - Grade X minimum, higher grade preferred
General - Physically fit, no hearing limitations

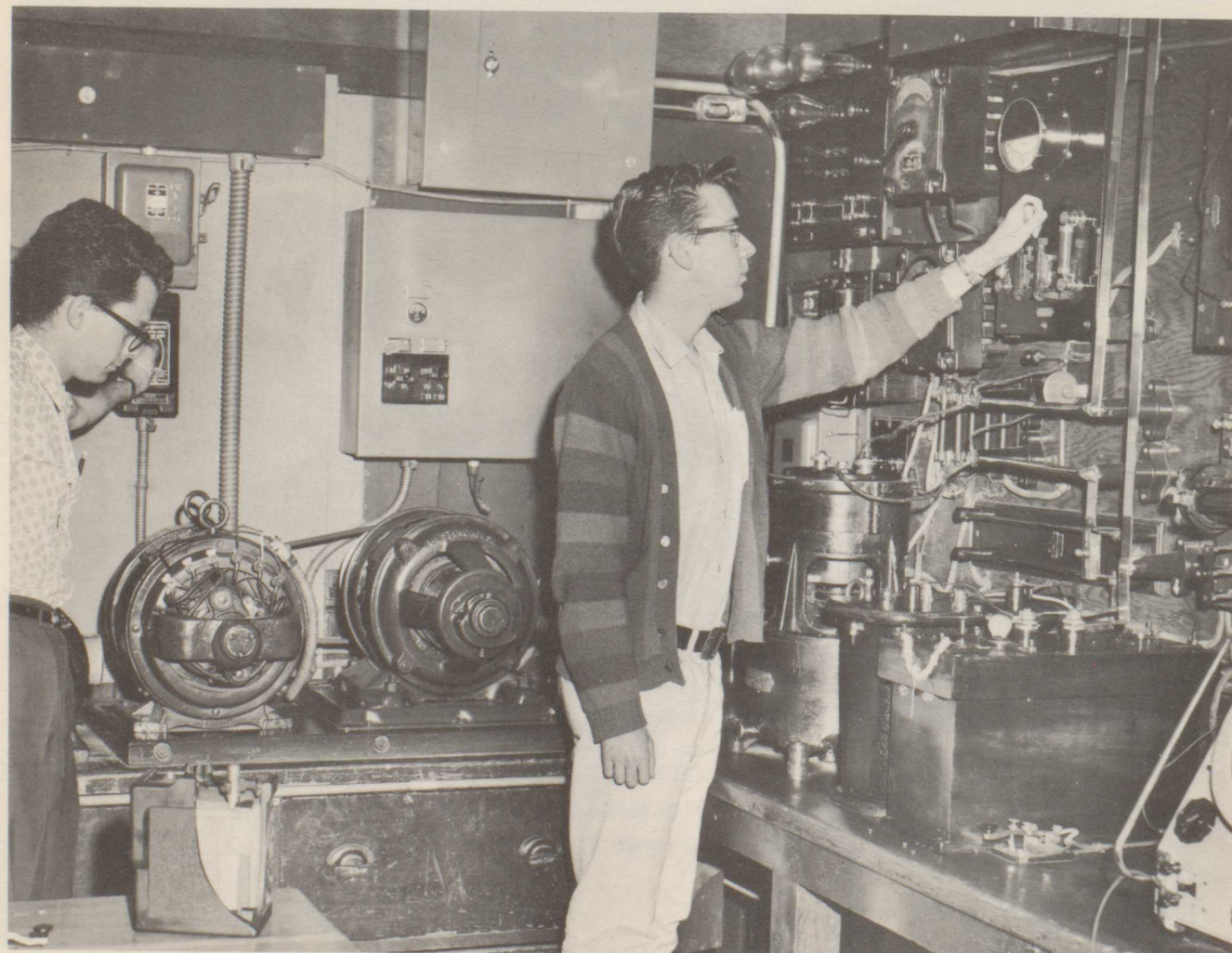
LENGTH OF COURSE - 6 months

ENROLMENT DATES - October and February

FEES - Registration & Equipment fee \$ 5.00
Tuition \$15.00 per month
Supplies \$10.00
Lock \$ 1.25 (\$1.00 refundable when lock is returned)

DRESS - Standard

EXAMINATIONS - Periodic examinations throughout the course, and final promotional exams.



Radio Telecommunications - certificate programme



COURSE CONTENT

Inductance and Capacitance
Transformers, Tubes & Transistors
Wave Propagation
Test Equipment
Antenna Systems
Superheterodyne Receivers
Marine Telecommunication Equipment as required for Second Class Certificate
Code Sending, Receiving & Typing
International Regulations and Operational Procedures
Station Operation
Teletypewriting

TRAINING PROCEDURE

Classroom theory and demonstration with intensive laboratory and practice periods. Advanced Code practice.

ENTRANCE REQUIREMENTS

Age - 17 years of age or older
Prerequisites: **Education** - Grade X minimum, higher grade preferred. Radio Telecommunications basic programme or equivalent prerequisite.
General - Physically fit, no hearing limitations, typing ability desirable

LENGTH OF COURSE - 12 months

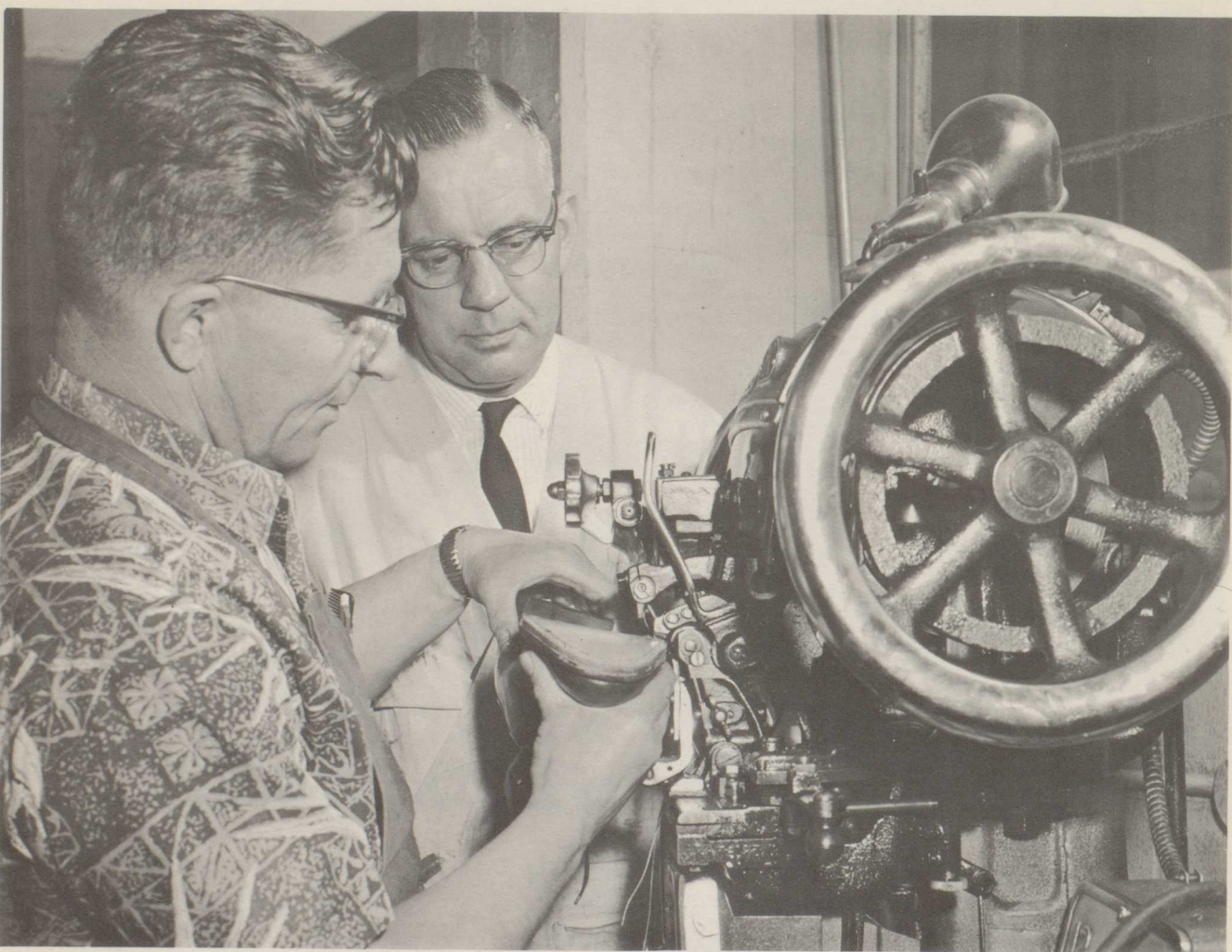
ENROLMENT DATES - October and April

FEES - Registration and Equipment fee \$ 5.00
Tuition \$15.00 per month
Supplies \$10.00
Lock \$ 1.25 (\$1.00 refundable when lock is returned)

DRESS - Standard

EXAMINATIONS - Periodic examinations throughout the course. Final Department of Transport Certificate Examination.

Shoe Repairing



COURSE CONTENT

Use of basic hand tools and
Power Machines
Stitchers
Finishers
Heeling
Nailing
Patching

TRAINING PROCEDURE

Theory and demonstration coupled with extensive practical bench work. Repairing shoes provided by the public, all done in our fully-equipped Shoe Repairing Shop.

ENTRANCE REQUIREMENTS

Age – 16 years of age or older
Prerequisites: Education – No specific educational standing required. Grade X desirable.
General – Interest in the Shoe Repair Trade. Good manual dexterity. Good physical strength – hand and wrist.

LENGTH OF COURSE – 9 months
ENROLMENT DATES – Weekly as space permits

FEES – Registration – \$ 1.00
Tuition \$15.00 per month
Lock \$ 1.25 (\$1.00 refundable when lock is returned)

DRESS – Aprons supplied
EXAMINATIONS – Continual job assessment throughout the course

Vocational Preparatory Programme-Grade X

COURSE CONTENT

Mathematics 20 or 21
English 21
Social Studies 20
General Science 10 and 20
Commerce 24 –
(Business Fundamentals)

OPTIONAL COURSES:

Commercial

Course contents meet full Department of Education standards.

ENTRANCE REQUIREMENTS

Age – 18 years of age or over, away from school at least one year
Prerequisites: Education – Grade VIII or IX complete
General – Earnest desire to achieve Grade X standing and willingness to put forth great effort to accomplish a full Grade X course in 4½ months.

LENGTH OF COURSE – 4½ months
ENROLMENT DATES – October and February

FEES – Registration \$ 1.00
Tuition \$15.00 per month
Supplies \$ 5.00 (approximately)
Lock \$ 1.25 (\$1.00 refundable when lock is returned)

DRESS – Standard

EXAMINATIONS – Quarterly examinations and finals plus short tests given periodically throughout the course



Welding

COURSE CONTENT

Acetylene Welding – three months:

Includes Plate Welding – all Positions

Pipe Fabrication

Toban Bronze Welding

Non Ferrous Metals

Sheet Metal

Arc Welding – three months:

Includes Plate Welding – all Positions –

(all types of electrodes)

Cast Iron, Aluminum (with inert gas)

Pipe Welding – basic

TRAINING PROCEDURE

Practical shop work throughout the course.

ENTRANCE REQUIREMENTS

Age – 16 years of age and older

Prerequisites: Education – No specific educational standing required. Grade X desirable.

General – Good hand-eye co-ordination, and manual dexterity required. High degree of interest in welding field necessary.

LENGTH OF COURSE – 6 months

ENROLMENT DATES – Beginning of January, April, July and October

FEES – Registration \$ 1.00

Tuition \$15.00 per month

Textbooks \$ 4.00

Goggles \$2.75

Gloves \$3.00

Lock \$1.25 (\$1.00 refundable when lock is returned)

DRESS – Coveralls supplied and laundered

EXAMINATIONS – Continuous job evaluation throughout the course.



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student application form

VANCOUVER VOCATIONAL INSTITUTE
250 WEST PENDER STREET
VANCOUVER 3, B.C.

Course Desired

Name
(Surname) (Christian or Given Names)

Address Phone Number

Age Date of Birth 19 Married Single

Last School Grade completedWhere completed
(Please attach a transcript of high school marks)

In School now? Yes / No
(Show present courses below as well as courses completed)
Indicate last completed course by number:

	Completed	Taking Now		Completed	Taking Now
MATHEMATICS	ENGLISH
SCIENCE	SOC. STUDIES
SHOPS	COMMERCE

Physical Disability Yes / No General Health
(If Yes, describe below)

Height Weight Eyesight

Give details of previous employment, if any, beginning with your last position held.
State nature of duties in each instance.

- 1)
- 2)
- 3)

Have you taken any vocational or technical training of any kind, either during or since leaving school?
If so, give nature of training and state where taken.

Date of ApplicationSignature