

VANCOUVER VOCATIONAL INSTITUTE

1967 - 1968

CALENDAR



A DIVISION OF VANCOUVER CITY COLLEGE

Bob LaRocque

OUTLINE OF TECHNICAL
AND VOCATIONAL
PROGRAMMES
EFFECTIVE JANUARY 1967

VANCOUVER VOCATIONAL INSTITUTE

A DIVISION OF VANCOUVER CITY COLLEGE

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, night schools:
Mr. G. W. Lidster
Co-ordinator: Mr. J. T. Moore
Counsellors: Mr. C. A. Milligan
Mrs. M. Baigent

AUTO COLLISION REPAIR
R. B. MCCARTHY

AUTO MECHANICS
R. J. BRYANT
W. D. BLAND
N. F. PELKEY

BARBERING
J. L. CONDY

BEAUTY CULTURE
MISS RUTH NICHOLS
(MRS. R. M. ABRAMSON)
K. CAMPBELL
MRS. A. CLARK
R. LaROCQUE
MRS. A. STRADIOTTI
MRS. J. B. SUTHERLAND

BUILDING CONSRUCTION AND
CABINET MAKING
E. CHURCHILL
W. E. NORRIS

CHEF TRAINING
J. J. NOWACKI
R. JOLICOEUR
P. M. RINGBY
W. M. THOMAS

COMMERCIAL (GENERAL)
A. S. PICKELL
J. S. KNOX
G. R. McKELVEY
D. L. McCLEOD
A. TRAFFORD

COMMERCIAL (SECRETARIAL)
W. H. EMERSON
MRS. J. M. BODIE
MRS. L. M. JENKINS
MRS. M. KOWIN
MISS A. J. L. MURISON

DENTAL OFFICE ASSISTANT
MISS M. L. KAUFMANN
MRS. J. MADSEN

DIESEL ENGINEERING
J. A. SANDERS
E. J. DAHL
T. C. SCOTT

DRAFTING
J. D. TAYLOR
R. A. DAWSON
A. W. GRIFFITHS
K. D. URQUHART
R. WREN

ELECTRICITY AND
INDUSTRIAL ELECTRONICS
W. J. WARNER
E. A. FROST
E. D. TULEY

ELECTRONICS
K. L. WHEELER
J. E. DUKE
E. C. CASEY
R. HODGSON
E. F. KLAUS
A. E. LAWTON
J. L. McINNES
J. A. McFEGAN
F. G. MITCHELL
M. A. SOMERVILLE

ENGINEERING
T. D. MUNRO
N. C. COEN
P. A. DALE
H. E. JUSTESEN
M. LANE
N. B. REID

GRAPHIC ARTS
C. T. TAIT
G. W. SMITH

MACHINE SHOP
J. B. LOCK

MEDICAL OFFICE ASSISTANT
R. MAITLAND
MRS. P. DAVIES

NAVIGATION
R. E. S. ARMSTRONG
N. S. P. BRADBURY

POWER SEWING
MRS. L. A. FRIESEN

PRACTICAL NURSING
MRS. K. I. JOHNSTONE
MRS. L. V. DOWNEY
MRS. M. F. McVEIGH
MISS C. G. THOMAS
MRS. K. E. WOBICK

SHOE REPAIRING
J. PEARSON

TRAINED FAMILY AIDE
MRS. E. WINKLER

TRAINED HOMEMAKER
MRS. G. GOWER

VOCATIONAL PREPARATORY
GRADE X
P. E. LITTLEBOY
MRS. G. E. BROWN
R. G. MARTIN
S. M. TUPPER
R. W. WILSON

WAITRESS TRAINING
MISS S. CULLEY

WELDING
A. R. BURNS
G. E. MARTIN

CUSTODIAL ENGINEERS
D. M. LOCKHART
A. CYR
E. GRUENWALD
G. BACKERT

OFFICE STAFF
MISS M. SINCLAIR
MISS D. BIGGS
MISS L. BRADBURY
MISS L. BOONE
MRS. A. J. ARNOLD
MISS P. BRITON
MISS B. HENSON
MRS. C. MILLIGAN

RECEIVERS
K. JEAYS
R. CONNOLLY

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 APPLICANTS FOR TRAINING

The training in the Institute will be of special assistance to the following groups of people:

- (a) Students who have completed their high school education, and who wish to take practical courses or additional Technical Training before entering desired employment.
- (b) People who require training or retraining for employment.
- (c) People who require upgrading in their own particular occupation.

II BASIC QUALIFICATIONS

Applicants for training in the Institute must be at least 16 years of age and have at least Grade X standing, or its equivalent. Educational qualifications of older people are assessed on the basis of personal interview in respect of 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 six and a half-hour day (8:30 a.m. to 4:00 p.m.); five-day week, and a twelve-month year. The courses range from two 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 through study of the principles involved.

V COUNSELLING AND PLACEMENT SERVICE

Students are interviewed before enrolling and are assisted in the selection of suitable courses. 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 CITY COLLEGE CREDIT FOR V.V.I. COURSES

Courses taken at the Vancouver Vocational Institute may be used to obtain up to one half of the credits required for a City College diploma:

1. if he has completed Grade XII or equivalent
2. if he has successfully completed a training programme at this Institute
3. if his standing in this programme is such that the Principal is prepared to recommend him for such credit

The amount of credit granted for any programme will depend upon the scope, complexity and length of the V.V.I. course undertaken.

VII 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 refunds 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 \$1.50 Registration Fee is charged for the Student Fund.
- (i) Locker Fee—\$1.25 (\$1.00 refundable when lock is returned).

VIII APPRENTICESHIP

Students of the Building and Metal Trades Divisions are required to enter apprenticeships in their particular fields after graduation. The apprenticeship Act of British Columbia states that if a person is to commence work in a designated trade he must be apprenticed to his Employer. Graduates of this Institute normally receive time and money credits for their respective courses.

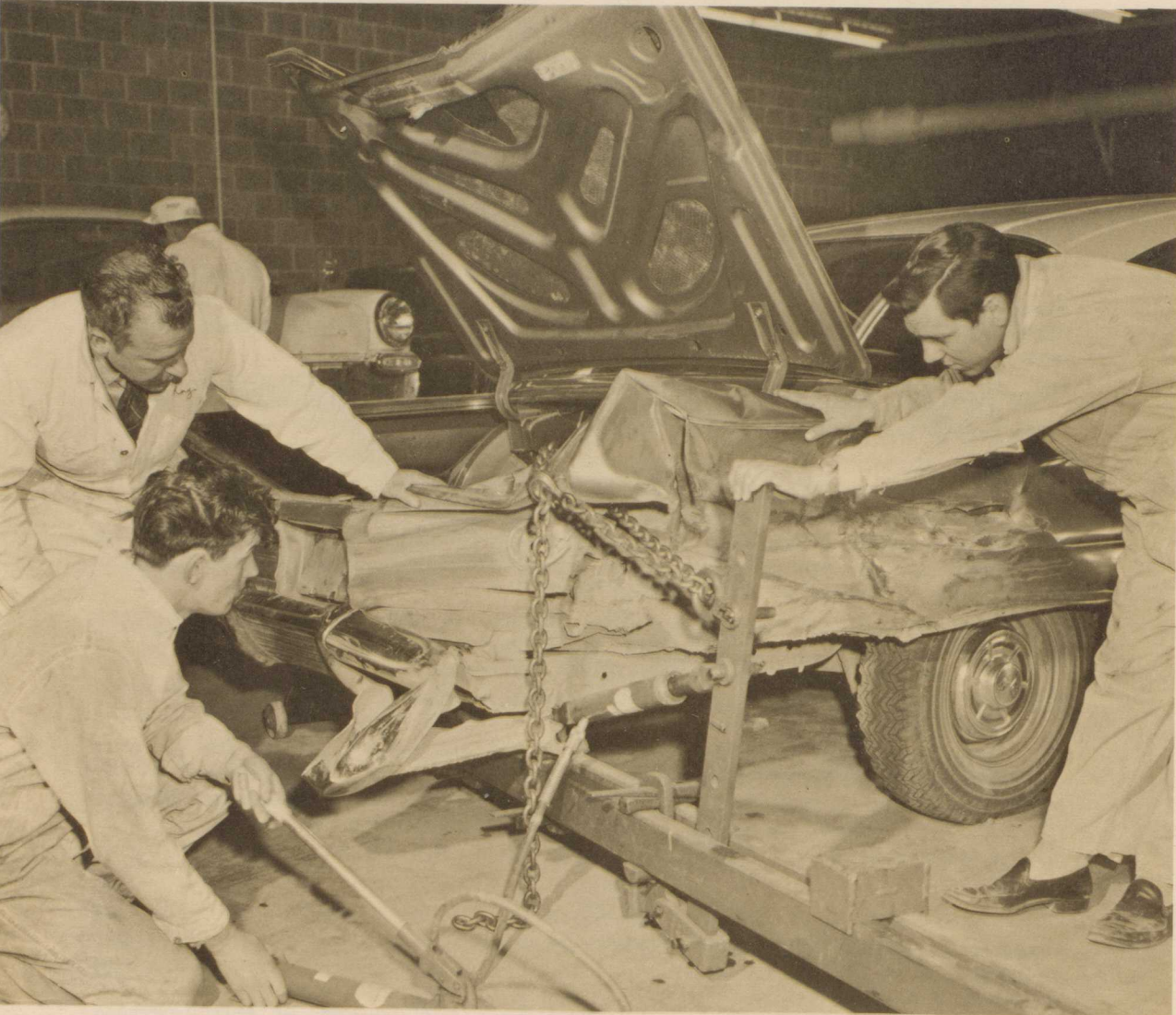
BOARD AND ROOM

Students are responsible for their own arrangements for board and lodging. The approximate minimum cost of board and lodging in Vancouver is between \$70.00 and \$80.00 per month at the present time.

FURTHER INFORMATION

For further information address communications to:
The Principal, Vancouver Vocational Institute, 250 West Pender Street, 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 as space permits

FEES—Registration \$ 1.50

Tuition \$15.00 per month

Tool Deposit \$50.00 (Refundable)

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

DRESS—Coveralls supplied and laundered

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 customer's cars in our fully equipped Automotive Shop.

ENTRANCE REQUIREMENTS

Age—18 to 22 years of age preferred

Prerequisites:

Education—Minimum Grade XII with mechanics specialty preferred.

General—Physical fitness and Drivers' Licence required. Mechanical aptitude imperative.

LENGTH OF COURSE—9 months

ENROLMENT DATES—January, April, July, October

FEES—Registration \$ 1.50

Tuition \$15.00 per month

*Textbooks \$9.00

*Tool Deposit \$10.00

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.





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	\$ 1.50	Association Fee	\$ 2.00
Tuition	\$15.00 per month	Examination Fee	\$10.00
Text	\$ 7.00		

DRESS—Smocks supplied and laundered

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

OTHER INFORMATION—1 set of tools, approximately \$100.00 should be purchased prior to graduation.

COURSE CONTENT

- Shampoo and Rinses
- Permanent Waving
- Finger Waving
- Hair Cutting
- Tinting and Bleaching
- Styling
- Scalp and Hair Treatments
- Facials, Packs, 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—Every second month - Jan., March, May, etc.

FEES —Registration	\$ 1.50	Examination Fee	\$15.00
Tuition	\$15.00 per month	Optional Texts	\$ 7.50
*Supplies	\$25.00	*Association Fee	\$ 2.00
		*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 the end of course.

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

FACIALS AND MANICURE COURSE—500 hours—\$15.00 per month.





COURSE CONTENT

Shopwork Layout
Drafting
Material Lists
Mill Work
Machine Operations
Houseframing, Roof Construction
Stair Building
Concrete Form Design
Blueprint Reading, Estimating
Mathematics
For Construction Trades
Use of Trigonometry and
Logarithm Tables
Transit and Level
Building Layout

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 preferred
Prerequisites: Education—
Grade X minimum. Grade XII with construction specialty preferred.
General—Physical fitness required.

LENGTH OF COURSE—9 months

ENROLMENT DATES—Monthly intakes as space permits.

FEES—Registration \$ 1.50 Textbooks \$26.00
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.

TRANSIT AND LEVEL—\$15.00 for 2 weeks.

COURSE CONTENT

Basic Fundamentals of Cooking
Short Order:
Cooking and Counter Work
Cold Meat Preparation:
Fish, Poultry, Meat Cutting,
Hors d'Oeuvres, Salads,
Pickling, Buffet Decoration
Stove Work:
Vegetable and Fry Cooking
Roasts and Grill Work
Soups, Sauces, and Entrees
Bakeshop Practice:
Breads, Cookies, Pies
Danish Pastries, Desserts
Cake Decorating

TRAINING PROCEDURE

Lessons, demonstrations and practical experience in fully operational Coffee Bar, Cafeteria, Dining Room and Banquet facilities. The Programme covers basic fundamentals of cooking and is designed to prepare potential chefs to enter the Catering Industry.

ENTRANCE REQUIREMENTS

Age—18 to 30 years of age preferred
Prerequisites: Education—Grade X minimum, Grade XII with Foods Specialty preferred.

LENGTH OF COURSE—12 months.

ENROLMENT DATES—Monthly intakes as space permits.

FEES—Registration \$ 1.50
Tuition \$20.00 per month (includes Tuition Fee and noon meal)
Textbooks \$10.00
Lock \$ 1.25 (\$1.00 refundable when lock is returned)

DRESS—Uniforms supplied and laundered.

EXAMINATIONS—Examinations given periodically throughout the course.

BAKESHOP—A student may elect to specialize in Bakeshop Practice only, space permitting.





COURSE CONTENT

Various combinations of the following subjects:

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

ENTRANCE REQUIREMENTS

Age—17 years of age or older.

Prerequisites: Education—Grade X minimum. Grade XII preferred with a commercial specialty.

LENGTH OF COURSE—6 to 7 months.

ENROLMENT DATES—Weekly as space permits.

FEES—Registration \$ 1.50
Tuition \$15.00 per month
Optional Texts \$11.00 (usually men only)
Lock \$.25

DRESS—Standard

EXAMINATIONS—No formal examinations. Each lesson individually evaluated.

COURSE CONTENT

- Manual and Electric Typewriting
- Pitman Shorthand
- Shorthand Letter Transcription
- Letter Transcribing from Sound Equipment
- Recordkeeping
- Office Etiquette and Department
- Industrial Spelling
- Verbatim Reporting Shorthand
- Business Machines and Duplicating Equipment
- Systems Control
- Filing
- The English of Business
- Commercial Law

ENTRANCE REQUIREMENTS

Age—17 years of age or older.

Prerequisites: Education—Grade XII preferred.

LENGTH OF COURSE—9 to 10 months depending on ability.

ENROLMENT DATE—September.

FEES—Registration \$ 1.50 Supplies \$30.00 approx. (to be available first day of attendance)
Tuition \$15.00 per month
Lock \$ 1.25 (\$1.00 refundable when lock is returned)

DRESS—Standard

EXAMINATIONS—Each lesson individually evaluated.



Dental Office Assistant



COURSE CONTENT

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

TRAINING PROCEDURE

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

ENTRANCE REQUIREMENTS

Age—18 years of age or over.

Prerequisites: Education—Grade XII minimum, typing essential (35 wpm.) Biology or chemistry desirable.

General—Competency in dealing with others. Good manual dexterity, and good personal appearance essential. Eyesight 20/20, glasses permitted.

LENGTH OF COURSE—10 months.

ENROLMENT DATE—September.

FEES —Registration	\$ 1.50	Supplies	\$ 5.00
Tuition	\$15.00 per month	Uniforms	\$14.00
Text	\$12.00	Duty Shoes	\$15.00 (Approx.)
Lock	\$ 1.25 (\$1.00 refundable when lock is returned)		

DRESS—Special Uniforms — Purchase at V.V.I.

EXAMINATIONS—Periodically throughout the course.

Diesel Engineering

COURSE CONTENT

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

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 XII with mechanics specialty preferred.

General—Physical maturity; good physical strength; mechanical aptitude imperative.

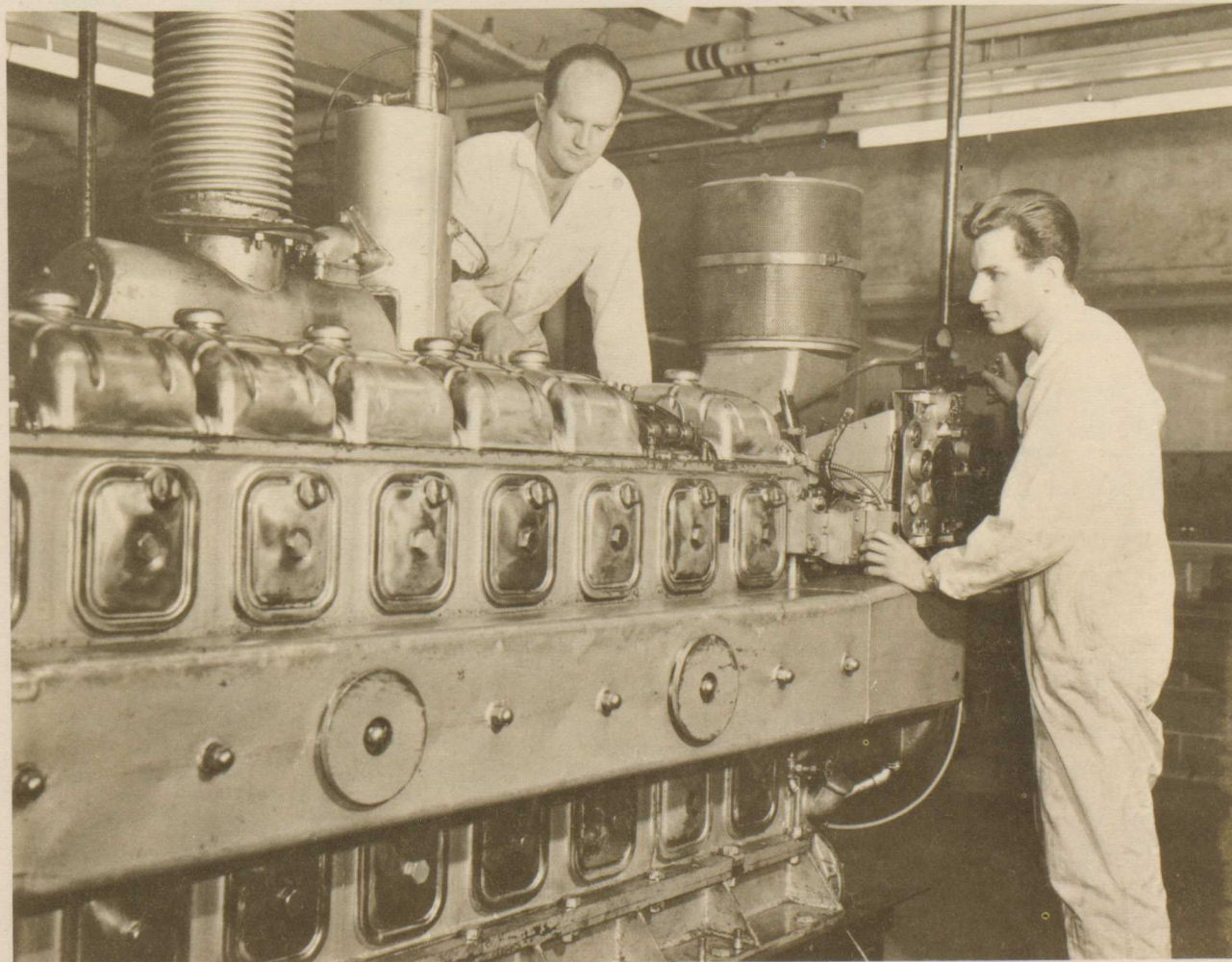
LENGTH OF COURSE—12 months

ENROLMENT DATES—March, July, November

FEES —Registration	\$ 1.50
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, structural and mechanical



COURSE CONTENT

Basic:
Techniques of Drafting
Construction Details
Interpretation of Codes and Engineering Manuals

Architectural:
Residential Planning
Industrial Buildings
Perspectives

Structural:
Reinforced Concrete Detailing
Structural Steel, Timber
Scheduling Methods

Mechanical:
Process Piping and Isometrics
Materials Handling

TRAINING PROCEDURE
Classroom theory is applied to the development of working drawings, utilizing representative Architectural or Engineering design information. The stress is to develop draftsmen with sound technical knowledge and techniques to work in the Architectural or Engineering fields.

ENTRANCE REQUIREMENTS

Age—18 to 25 years of age preferred

Prerequisites: Education—Grade XII with Science, Technical or Industrial specialty, Mathematics and appropriate Science at the Grade XII level preferred.

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

LENGTH OF COURSE—11 months

ENROLMENT DATES—September, November, February, May

FEES—Registration \$ 1.50 *Tool Deposit \$5.00 (refundable)
Tuition \$15.00 per month Lock \$1.25 (\$1.00 refundable when lock is returned)
Supplies \$12.00

DRESS—Standard

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

Electricity and Industrial Electronics

COURSE CONTENT

Fundamentals of Alternating and Direct Current Circuitry
Magnetism and Electro-Magnetism
Motor Rewinding
Analysis of AC and DC Circuits
Instruments and Test Equipment
Three-Phase Circuitry
Solid State Devices
Industrial Electronics
Programming of Automatic Control Systems

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 with Science, Technical or Electrical specialty preferred and with Mathematics and appropriate Science at the Grade XII level.

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

LENGTH OF COURSE—11 months.

ENROLMENT DATES—September and March

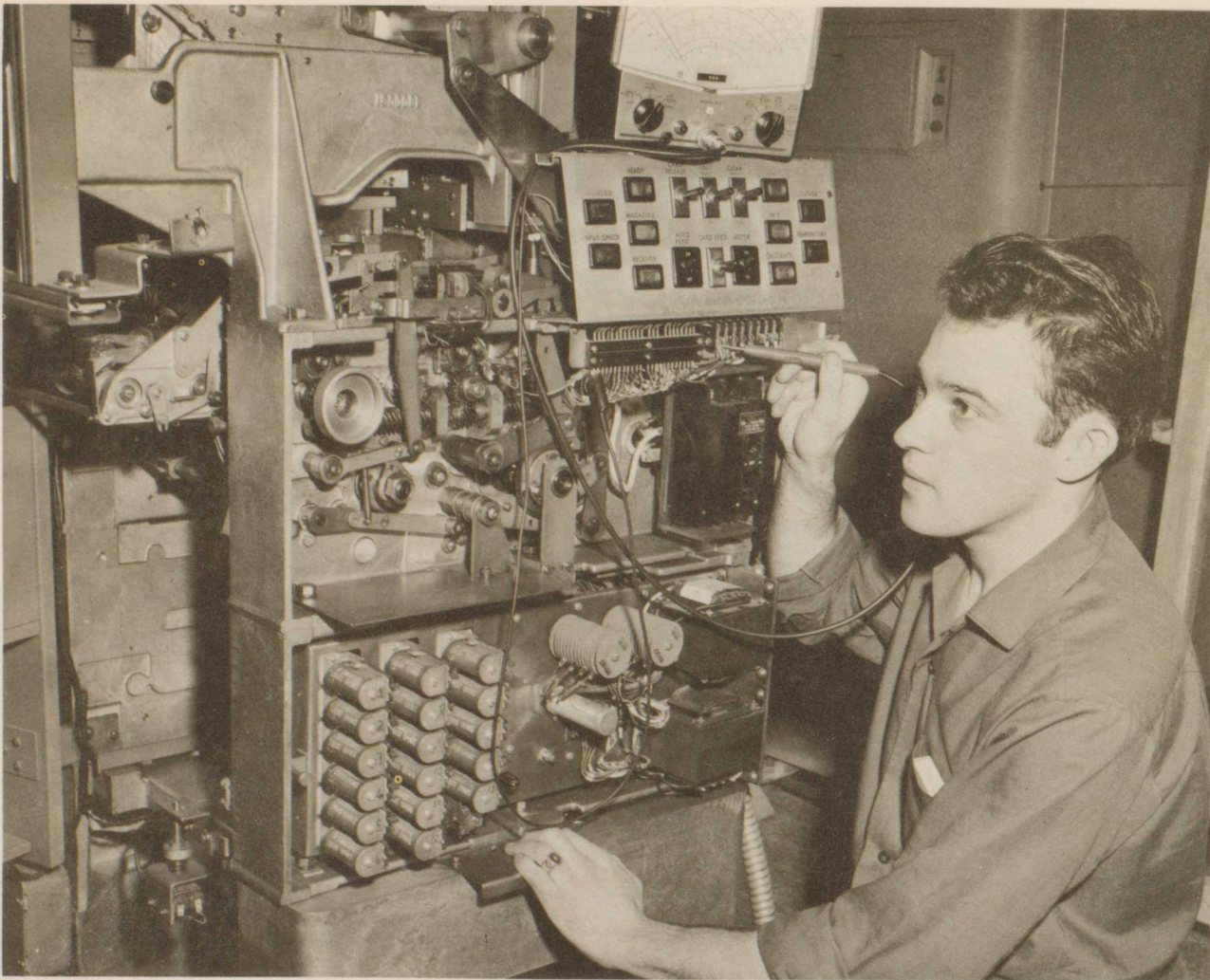
Fees—Registration \$ 1.50 *Tool Deposit \$5.00 (refundable)
Tuition \$15.00 per month Lock \$1.25 (\$1.00 refundable when lock is returned)
Textbooks \$25.00

DRESS—Coveralls supplied and laundered.

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



Electronics—electro-mechanics programme



COURSE CONTENT

Electricity and Magnetism
Basic Electronics
Controls, Switching and Timing
Reading Schematic Diagrams
Test Equipment
Trouble-shooting Techniques
Record-keeping, Customer Relations

TRAINING PROCEDURE

Theory, demonstration and extensive shopwork covering the knowledge and the skills required in the installation and repair of telephone equipment, business machines, alarm systems intercomms, etc.

ENTRANCE REQUIREMENTS

Age—18 and over.
Prerequisites: Education—Grade X minimum, Grade XI or XII preferred. Effectiveness in use of Mathematics and basic principals of Physics.
General—Good manual dexterity and visual imagery. Good eyesight and ability to give close attention to detail.

LENGTH OF COURSE—6 months.

FEES—Registration \$ 1.50
Lock \$ 1.25 (\$1.00 refundable when lock is returned)
Tuition \$15.00 per month
Books and Supplies \$15.00

DRESS—Standard

ENROLMENT DATES—October, January, April, July

EXAMINATIONS—Periodically throughout the course.

Electronics—radio operator

COURSE CONTENT

Basic:
Electricity and Magnetism
Electrical Machines
Primary and Secondary Cells
Inductance and Capacitance
Measuring and Test Equipment
Transformers, Tubes, Transistors
Code Sending and Receiving
International Regulations and Operational Procedures
Station Operation
Wave Propagation
Antenna Systems
Transmitters and Receivers
Direction Finding
Automatic Alarms
Auto Keyer
Lifeboat Equipment
Electronic Circuits and Analysis
Typing and Teletypewriting

ENTRANCE REQUIREMENTS

Age—17 years of age or over.
Prerequisites: Education—Grade X minimum, Grade XII preferred. Typing an asset.
General—Physically fit, no hearing limitations, good colour vision.

LENGTH OF COURSE—12 months, divided into 4 terms.

ENROLMENT DATE—September

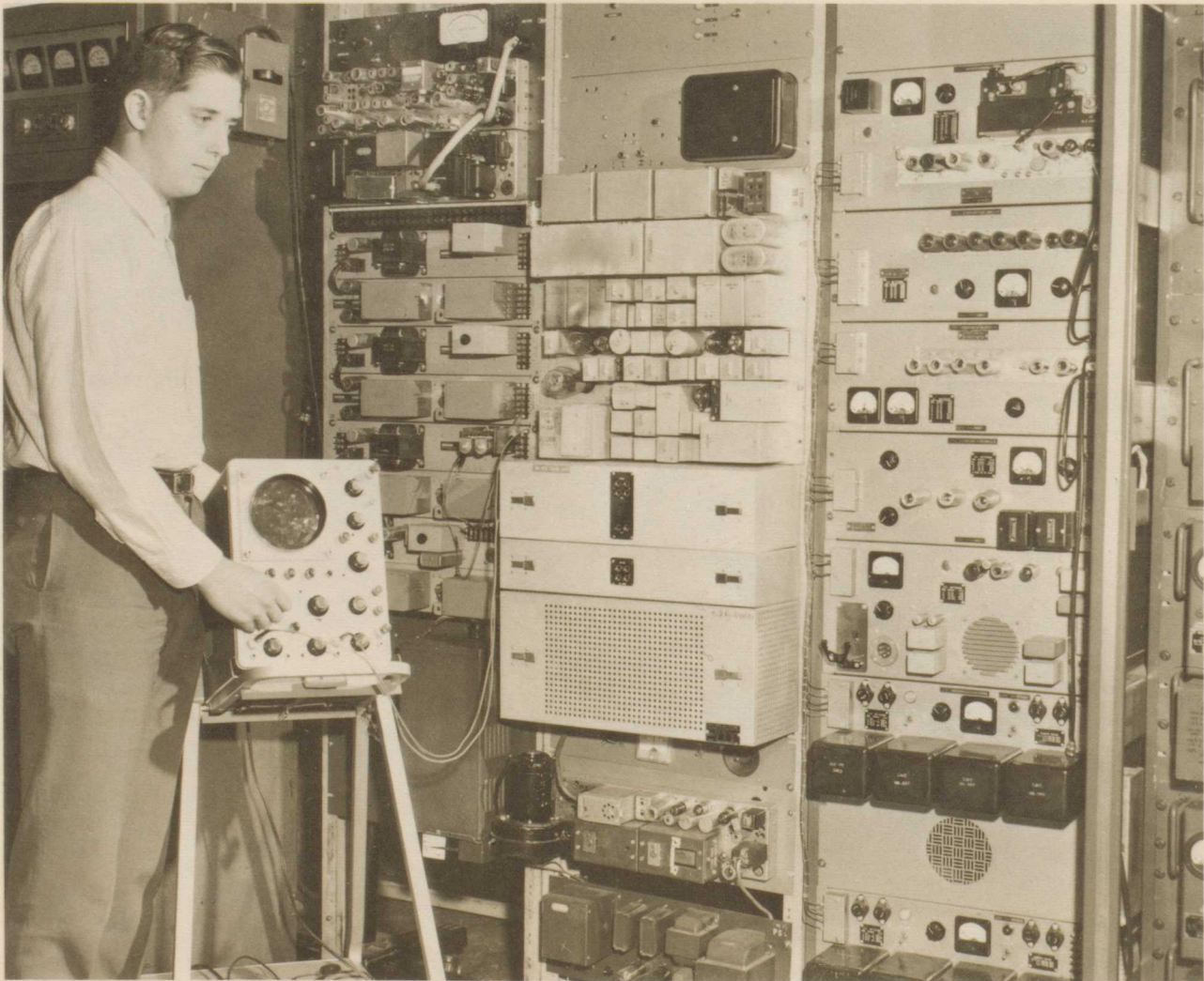
FEES—Registration \$ 1.50
Tuition \$15.00 per month
Texts and Supplies \$20.00
Equipment Fee \$ 3.50

DRESS—Standard.

EXAMINATIONS—Regular monthly and section tests. Final tests to qualify for Federal Government Examinations.

Programme Objective—To train men in the fundamentals of electricity and electronics as well as radio-telegraphy and station operation preparatory to the Federal Certificate examination for Marine Radio Officer, Land Radio Operator and other Telecommunications positions.





COURSE CONTENT

Component and Circuit Theory
Solid-State Switching and Control
Regulated Power Supplies
Solid-State Amplifiers Systems
Multivibrators and LC Oscillators
Carrier and SSB Systems
Closed Circuit Television
Test Equipment Circuitry
Digital and Pulse Techniques

TRAINING PROCEDURE

Classroom Theory with extensive individual Lab. work. This programme produces highly knowledgeable Installation and Maintenance Technicians, primarily for the Industrial and Communications Field.

ENTRANCE REQUIREMENTS

Age—18 to 26 years of age preferred.

Prerequisites: Education—Grade XII with Science, Technical or Electronics specialty and with Mathematics and appropriate Science at the Grade XII level

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

LENGTH OF COURSE—12 months.

ENROLMENT DATES—October, January April, July.

FEES—Registration	\$ 1.50	Textbooks and Supplies	\$20.00
Tuition	\$15.00 per month.	Lock	\$ 1.25
		(\$1.00 refundable when lock is returned)	

DRESS—Standard.

EXAMINATIONS—Examinations periodically throughout the course.

Engineering

The Engineering Department consists of three sections:

1. Stationary Engineering: These courses, for all classes, are offered in tutorial form to men who intend to write Provincial Government Examinations toward initial certification or higher certification in the Stationary Engineering field.
2. Marine Engineering: These courses, for all classes, are offered in tutorial form to men who intend to write Government of Canada Examinations toward initial certification or higher certification in the Marine Engineering field.
3. Power and Process Engineering: This course, of 2 years duration, has for its purpose, the introduction of the student to a wide range of engineering subjects and provides both theoretical and practical training. Graduates will assist in filling the need for Engineering Technicians, so vital in this day of increasing industrial technology.

The department has classrooms for lectures, tutorials and drafting for the various classes in each section. A well equipped modern textbook and pamphlet library is available to all.

There are three laboratories and a workshop in service for the investigation of basic physics and chemistry facts and laws and for power plant testing, operation and maintenance.

Engineering—marine



COURSE CONTENT

Mathematics, Drafting and Engineering knowledge to the appropriate level as required by the Department of Transport are covered in these programmes.

TRAINING PROCEDURE

Classroom theory and demonstration, usually on a tutorial basis, augmented by laboratory work as necessary.

ENTRANCE REQUIREMENTS

Before enrolling at the Institute, applicants wishing to qualify for certificates, should have their credentials checked at the Steamship Inspection Service, Department of Transport, 325 Granville Street, Vancouver 2, B.C. It is recommended that each candidate possess a copy of "Regulations Relating to the Examination of Engineers" which may be obtained from Queen's Printer, 657 Granville Street, Vancouver 2, B.C.

LENGTH OF COURSE—Attendance is possible on an hourly or full time basis. The section is open from 8:30 a.m. until 4:00 p.m. five days per week. The length of the course depends largely on the ability, application and attendance of the candidate.

CREDIT TIME—This section is recognized by the Department of Transport as a "Technical School" in accordance with the Regulations relating to the Examination of Engineers. Such recognition permits three months attendance in this section to be accepted as one month of sea service (up to a maximum of three months sea service.)

FEES		First Class	Second Class	Third Class	Fourth Class
Full Course	Part A	\$45.00	\$30.00	\$20.00	\$25.00
	Part B	45.00	30.00	20.00	15.00
Endorsement		25.00	20.00	15.00	15.00
One Subject		25.00	20.00		
Combined Certificate					
	Part A	45.00	30.00	20.00	
	Part B	55.00	45.00	30.00	35.00

Fisherman Engineer's Certificate—\$15.00
Chief Engineer of Fishing Vessel—\$20.00
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.

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			

Engineering—stationary

ENTRANCE REQUIREMENTS

Before enrolling at the Institute, applicants wishing to qualify for certificates, should have their credentials checked at the Boiler and Pressure Vessel Branch, Department of Public Works, 501 West 12th Avenue, Vancouver 9, B.C. Application for enrolment may be made prior to the completion of qualifying time provided a reasonable assurance of its completion is possible during the training period. It is recommended that each candidate purchase a copy of "Regulations Respecting Stationary Engineers" which may be obtained at the above address.

LENGTH OF COURSE—Attendance is possible on an hourly or a full time basis. The section is open from 8:30 a.m. until 4:00 p.m. five days per week and also on certain evenings during the week from 6:00 p.m. to 9:00 p.m. The length of the course depends largely on the ability, application and attendance of the candidate.

CREDIT TIME—Successful completion of chosen course at the Institute provides a credit of six months in lieu of steam plant service with the exception of Boiler Operation (B) Course where three months credit is allowed.

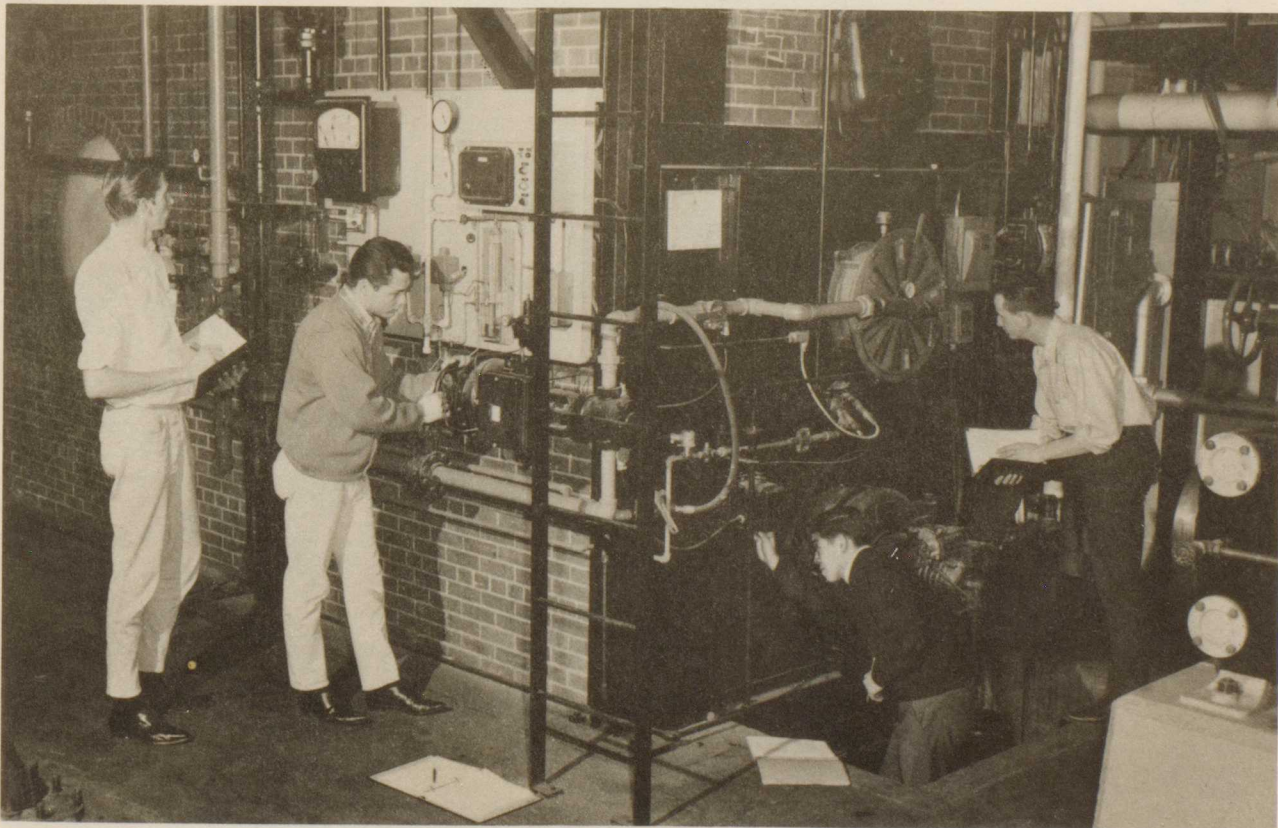
FEES	First Class	Second Class	Third Class	Fourth Class	Blr. Op. Class A	Blr. Op. Class B
Part A	\$45.00	\$30.00				
Part B	45.00	30.00				
Full Course	90.00	60.00	40.00	25.00	15.00	15.00

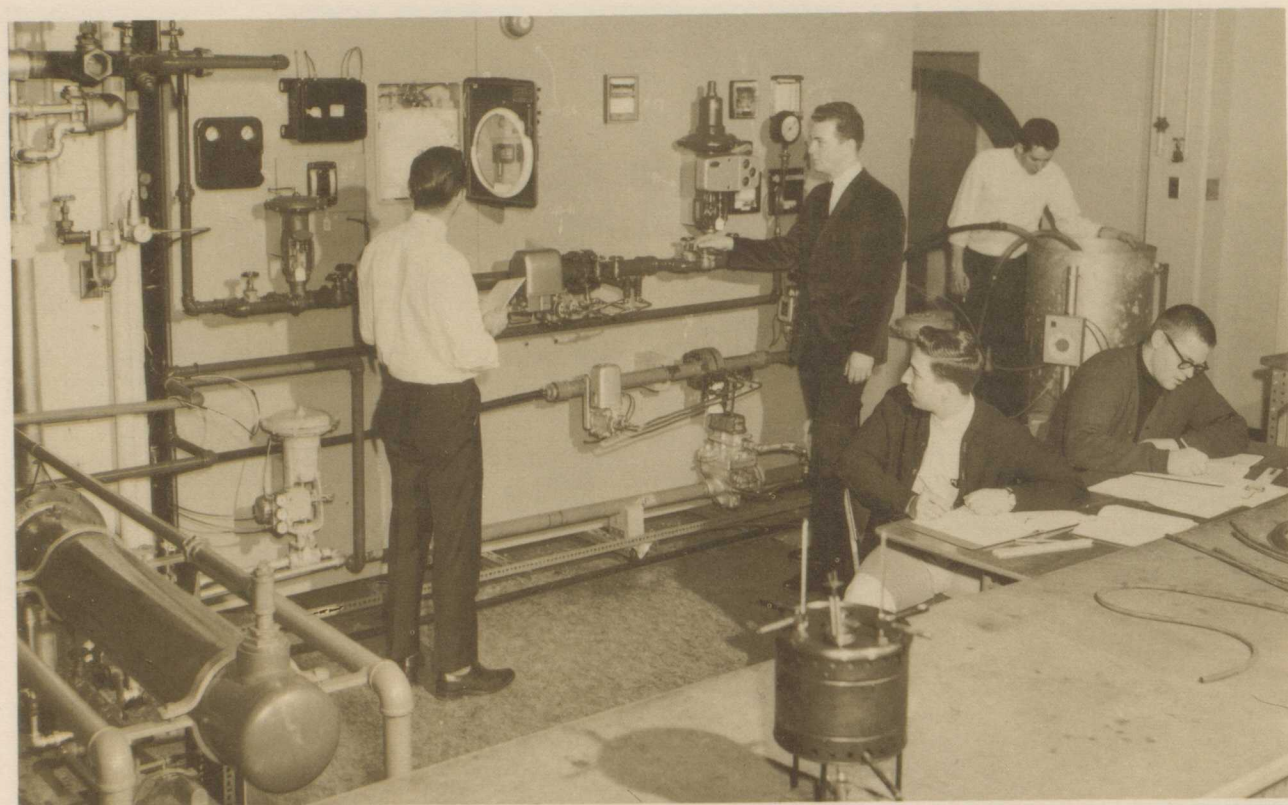
INDUSTRIAL REFRIGERATION

A course is offered under the same terms as those for Stationary Engineering. This course is primarily intended for Stationary Engineers employed in plants where refrigeration is a part of the process.

LENGTH OF COURSE—6-8 weeks.

Fee—\$25.00





COURSE CONTENT

- 1st year (September to June)
Mathematics, Physics
Chemistry, Electricity
Drafting
- Workshop:
Machines
Fitting
Erecting
Testing
Welding
- 4th Class Stationary Engineering
- 2nd year (September to June)
Engineering Mechanics
Thermodynamics
Strength of Materials
Hydraulics
Air Compression
Refrigeration
Basic Instrumentation
Electric Machinery
Engineering Drafting
Workshop Projects
- 3rd Class Stationary Engineering

ENTRANCE REQUIREMENTS

Age—18 to 25 years of age
Prerequisites: Grade XII with Science or Technical Specialty. Physics 11 and Chemistry 11 required.

LENGTH OF COURSE—2 years (2-10 month sessions.) At the end of the first session, plus 2 months of practical experience the student must be prepared to write successfully the 4th Class Stationary Engineers Examination. Graduates from this two year course will be eligible to write the 3rd Class Stationary Engineers Examinations following a further 4 months power plant experience after graduation.

ENROLMENT DATE—September

FEES AND REQUIREMENTS	First Year	Second Year
Registration	\$ 1.50	
Fees—per month	\$15.00	\$15.00
Texts and Supplies	\$30.00	\$15.00
Lock—\$ 1.25 (\$1.00 refundable when lock is returned)		

DRESS—Coveralls supplied and laundered where required.

EXAMINATIONS—Periodically throughout the course.

TRAINING PROCEDURE

Classroom theory and demonstration, augmented by laboratory work as necessary.

COURSE CONTENT

- Composing Room Techniques
Letterpress Operation
Reproduction Camera Operation
Lithographic Preparatory Work
Lithographic 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 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, with good command of English Language. Good mechanical and/or art aptitudes.
General—Normal health required. Good colour vision and eyesight.

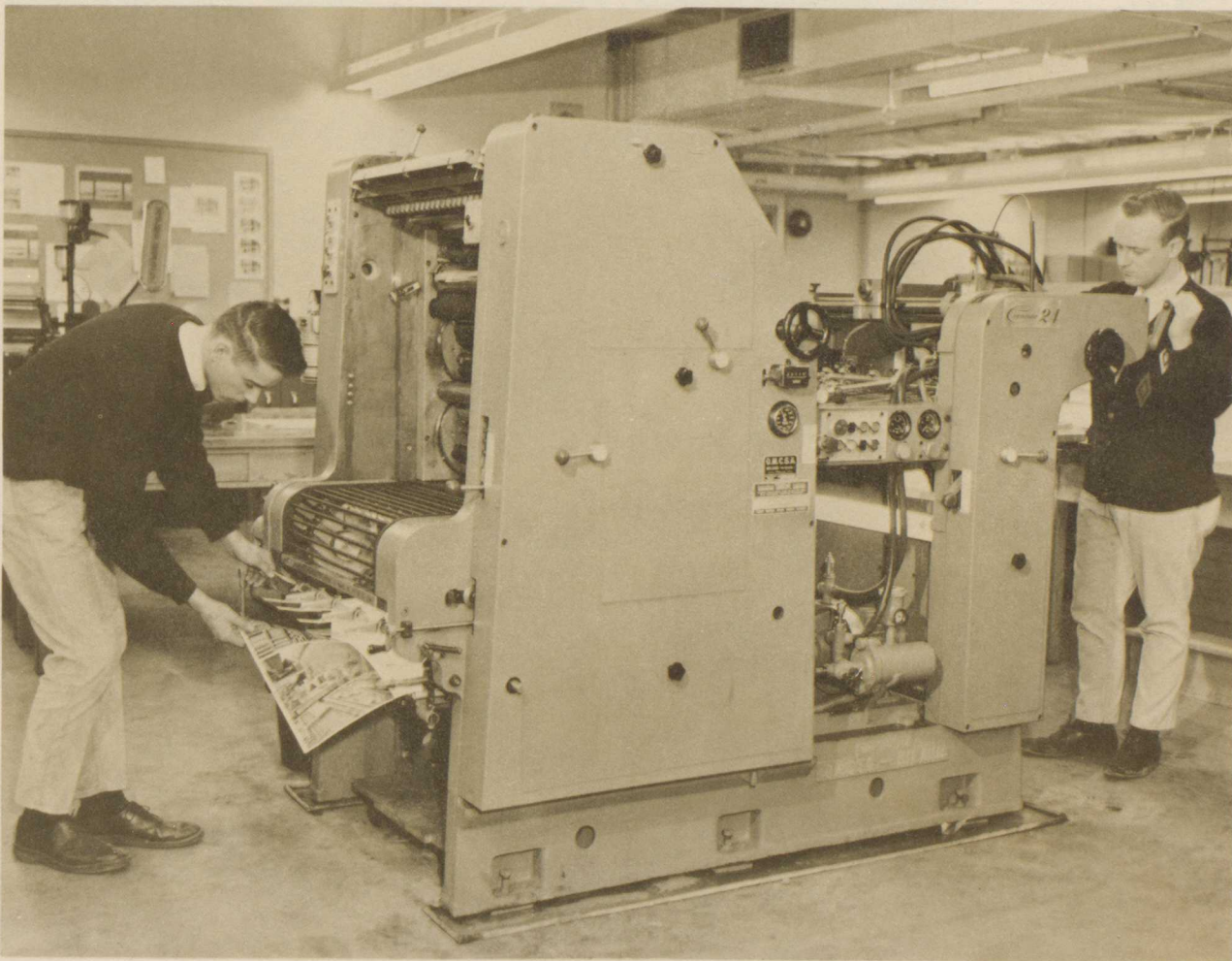
LENGTH OF COURSE—2 years (2—11 month sessions)

ENROLMENT DATE—September

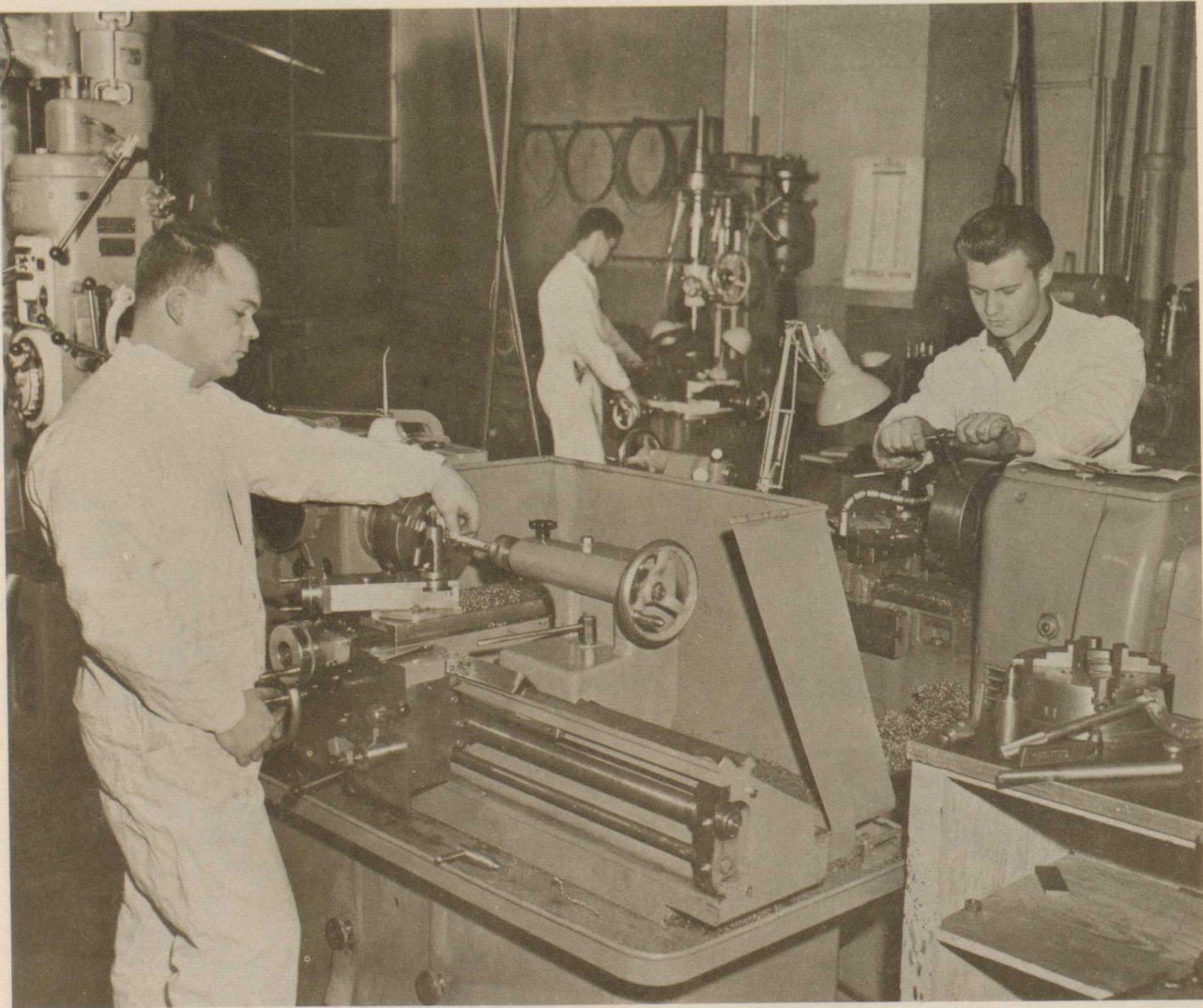
FEES—Registration	\$ 1.50	Textbooks—1st YR. \$15.00
Tuition	\$15.00 per month	2nd YR. \$17.00
Lock	\$ 1.25 (\$1.00 refundable when lock is returned)	

TOOL DEPOSIT—\$10.00 refundable

EXAMINATIONS—Periodically throughout the course.



Machine Shop



COURSE CONTENT

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

TRAINING PROCEDURE

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

ENTRANCE REQUIREMENTS

Age—18 to 25 years of age preferred.
Prerequisites: Education—Grade XII with Science, Technical or Mechanical
specialty preferred.
General—Good physical health, hand-eye co-ordination and mechanical apti-
tude required.

LENGTH OF COURSE—11 months.

ENROLMENT DATES—Beginning of September and thereafter monthly as space
permits.

FEES—Registration	\$ 1.50	Goggles	\$2.00
Tuition	\$15.00 per month	Supplies	\$2.50
Textbook	\$15.00	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
Machine Transcription

TRAINING PROCEDURE

Commercial classroom training fol-
lowed by training in the Medical
Section involves lectures, demon-
strations and discussions.

ENTRANCE REQUIREMENTS

Age—18 to 35 years of age preferred.
Prerequisites: Education—Grade XII minimum, Typing 35 wpm. net.
General—Good appearance, maturity, poise and pleasant manner.
Capacity for dealing with others.
LENGTH OF COURSE—6 months—2 months clerical, 3 months medical clerical
and medical transcription, 1 month clinical.

ENROLMENT DATES—Bi-monthly.

FEES—Registration	\$ 1.50
Tuition	\$15.00 per month
Textbooks	\$ 6.00
Lock	\$.25

DRESS—Standard white uniform of suitable style and duty shoes to be purchased
individually by students.

EXAMINATIONS—Each lesson individually evaluated, with examinations in clerical,
medical clerical and clinical.





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 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	TUGBOAT
	MASTER	MATE	Second MATE	under 350 tons	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			

SPECIAL COURSES—Fees depend upon course

Gyro Compass Course—\$12.50 Radar Simulator Course— 15.00

COURSE CONTENT

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

- Cutting
- Layout
- 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 \$ 1.50

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

Behaviour and Working Relationships
Body Structure and Function
Communicable Disease Nursing
Drugs and Solutions
First Aid
Nursing Skills
Geriatric Nursing
Housekeeping Skills
Individual and Community Health
Maternity Nursing
Medical Surgical Nursing
Nursing of Children
Nutrition
Psychiatric Aspects of Nursing in General Hospitals
Psychology for Practical Nurses

ENTRANCE REQUIREMENTS

Age—18 to 45 years of age.
Prerequisites: Education—Grade X minimum, Grade XII preferred.
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, end of August.

FEES—Registration \$ 1.50 Supplies \$12.00
Tuition \$60.00 (course fee) Graduation Fee \$ 7.00
Lock \$ 1.25 (\$1.00 refundable when lock is returned)
Shoes prior to entering hospital—approximately \$15.00 (good grade hospital shoes)

DRESS—Uniforms supplied and laundered.

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

OTHER INFORMATION—During the 8 months of hospital training the student will be paid \$22.00 per week.

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.

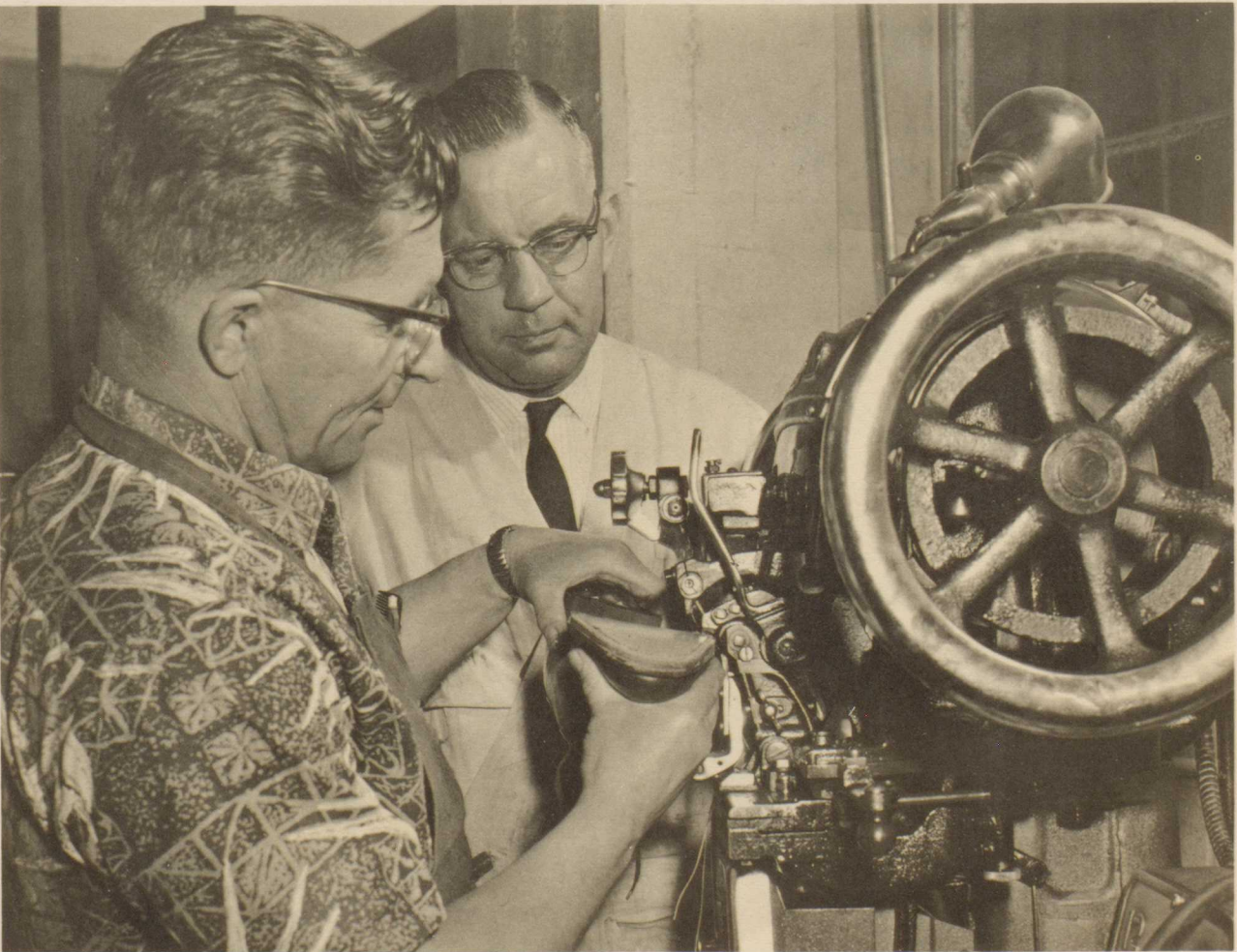
LENGTH OF COURSE—9 months

ENROLMENT DATES—Weekly as space permits.

FEES—Registration \$ 1.50
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.



Trained Family Aide



COURSE CONTENT

Food Preparation and Serving
Menu Planning
Food and Supplies Purchasing
Budget Control
Household Cleaning and Laundry
Procedures
Care and Use of Appliances
Care of Children
Care of the Aged

TRAINING PROCEDURE

Lessons, demonstrations and practical work in large residence with field practice in a variety of selected homes.

ENTRANCE REQUIREMENTS

Age—No specific age, 18 years minimum
Prerequisites: Education—No specific educational standing required. Grade X desirable.
General—Health certificate required.

LENGTH OF COURSE—4 months

ENROLMENT DATES—January, May, September

FEES—Registration \$ 1.50
Tuition \$20.00 per month (includes tuition fee and noon meal)
Texts \$ 3.00

DRESS—Uniforms supplied

EXAMINATIONS—Continual job assessment throughout the course.

Trained Homemaker

COURSE CONTENT

Human Behaviour in normal and stress situations
The Homemaker's relationship in the family
Nutrition
Home management
Health supervision of the family
Community orientation

TRAINING PROCEDURE

Theory, demonstration and practice in the classroom supplemented by visits to community agencies. The program is designed to prepare women to fill the role of homemaker in a home that requires this service.

ENTRANCE REQUIREMENTS

Age—25 years and up preferred
Prerequisites: Education—No specific level
General—Maturity and dependability with experience in general house-keeping

LENGTH OF COURSE—6 weeks

ENROLMENT DATES—As space permits

FEES—Registration \$ 1.50
Tuition \$22.50 course fee
Texts \$ 5.00

DRESS—Smocks provided

EXAMINATIONS—No formal examination. Progress evaluated on a day to day basis



Vocational Preparatory

Basic Training for Skill Development



COURSE CONTENT

Applied Mathematics
Communicative English
General Science

TRAINING PROCEDURE

Training through these programs will assist individuals to meet employer requirements for job opportunities or to enable them to qualify for further vocational training if required.

ENTRANCE REQUIREMENTS

The applicant should be 18 years of age and out of school at least one year. The applicant should have the ability to profit from the instruction offered, an earnest desire to achieve, and willingness to put forward the necessary effort.

Length of Courses and Enrolment Dates:

- | | |
|-----------------------|--|
| 1. Basic English | Up to six months as required.
Enrolments weekly as space permits. |
| 2. "Up to 10 Program" | 4 months, enrolment monthly as space permits. |
| 3. "10 to 12 Program" | 5 months, enrolments September and February. |

These day classes include:

1. The Basic English Program for immigrants and others who need help in improving their communication skills.
2. The "up to 10" program for those who wish to acquire applied Mathematics, Science and English to the Grade X level.
3. The "10 to 12" program for those who wish to acquire applied Mathematics, Science and English to the Grade XII level.

FEES—Registration	\$ 1.50
Tuition	\$15.00 per month
Supplies	\$ 5.00 (approximately)
Lock	\$ 1.25 (\$1.00 refundable when lock is returned)

DRESS—Standard

EXAMINATIONS—Short tests given periodically throughout the course with final examination

Waiter—Waitress Training

COURSE CONTENT

Personal Development
Treatment of the Guest
Menus
Fountain and Coffee Bar Service
Dining Room and Banquet Service
French Service
Cashiering
Hostess Duties
Food Controls

TRAINING PROCEDURE

Classroom lectures and demonstration with practical experience in fully operational coffee bar, cafeteria, dining room and banquet facilities.

ENTRANCE REQUIREMENTS

Age—16 years of age minimum, 18 or older preferred.
Prerequisites: Education—Grade X desirable.

LENGTH OF COURSE—2 months

ENROLMENT DATES—Monthly

FEES—Registration	\$ 1.50
Tuition	\$20.00 per month (includes Tuition Fee and noon meal.)
Uniforms	\$ 8.00
Textbook	\$ 3.00
Lock	\$ 1.25 (\$1.00 refundable when lock is returned)

EXAMINATIONS—Periodically throughout the course.





COURSE CONTENT

Acetylene Welding—three months
Includes Plate Welding—all
Positions
Pipe Fabrication
Toban Bronze
Non Ferrous Metals
and Sheet Metal Welding
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 minimum, 18 or older preferred.
Prerequisites: Education—No specific educational standing required. Grade XII
with mechanical specialty desirable.
General—Physical Fitness, good hand-eye co-ordination, and manual dexterity
required. High degree of interest in welding field necessary.

LENGTH OF COURSE—6 months

ENROLMENT DATES—October, January, April and July.

FEES—Registration	\$ 1.50	Goggles	\$ 3.00
Tuition	\$15.00 per month	Gloves	\$ 4.00
Textbooks	\$ 4.00	Lock	\$ 1.25 (1.00 refundable when lock is returned)

DRESS—Work clothes.

EXAMINATIONS—Continuous job evaluation throughout the course.

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 completed..... Where 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 Application..... Signature.....