

1968-1969 CALENDAR

ARCHIVES

Vancouver Vocational Institute

A DIVISION OF VANCOUVER CITY COLLEGE

PLEASE DO NOT TAKE OUT OF



OUTLINE OF TECHNICAL
AND VOCATIONAL
PROGRAMMES
EFFECTIVE JANUARY 1968

Vancouver Vocational Institute

A DIVISION OF VANCOUVER CITY COLLEGE

250 WEST PENDER STREET
VANCOUVER 3, B.C.
TELEPHONE 681-8111
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ADMINISTERED BY THE VANCOUVER BOARD OF SCHOOL TRUSTEES WITH FINANCIAL ASSISTANCE
FROM THE PROVINCIAL GOVERNMENT.

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Administration and Staff

Mr. S. V. Clarke, Principal

Mr. M. A. A. Harris, Vice-Principal

Mr. G. W. Lidster, Vice-Principal, Night School

Mr. J. T. Moore, Co-ordinator

Mr. C. A. Milligan, Counsellor

Mrs. M. Baigent, Counsellor

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. C. CAMPBELL

MRS. A. CLARK

R. L. LaROCQUE

MRS. A. STRADIOTTI

MRS. J. B. SUTHERLAND

BUILDING CONSTRUCTION AND CABINET MAKING

E. CHURCHILL

W. E. NORRIS

CHEF TRAINING

J. J. NOWACKI

J. A. GNOS

R. JOLICOEUR

F. NASO

COMMERCIAL (GENERAL)

A. S. PICKELL

J. S. KNOX

G. R. McKELVEY

D. L. McLEOD

A. TRAFFORD

COMMERCIAL (SECRETARIAL)

W. H. EMERSON

MRS. L. M. JENKINS

MRS. M. KOWIN

MRS. J. LATTA

MISS A. J. L. MURISON

DENTAL ASSISTING

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

E. A. LAWTON

J. L. McINNES

J. A. McFEGAN

F. G. MITCHELL

M. A. SOMERVILLE

ENGINEERING

T. D. MUNRO

N. C. COEN

P. A. DALE

P. D. HEMM

H. E. JUSTESEN

M. LANE

P. G. MILES

N. B. REID

GRAPHIC ARTS

G. W. SMITH

J. H. ALEXANDER

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 REPAIR

J. PEARSON

TRAINED FAMILY AIDE

MRS. E. WINCKLER

TRAINED HOMEMAKER

MRS. G. GOWER

EDUCATIONAL UPGRADING

B.T.S.D. 10, 12

P. E. LITTLEBOY

MRS. G. E. BROWN

B. BUCHANAN

MRS. H. M. COATES

E. G. FORBES

S. TAI

S. M. TUPPER

MRS. L. WELLS

R. W. WILSON

A. WONGHEN

WAITRESS TRAINING

MISS S. CULLEY

WELDING

A. R. BURNS

G. E. MARTIN

OFFICE STAFF

MISS M. SINCLAIR

MISS D. BIGGS

MISS L. BOON

MRS. P. GRIFFITH

MISS B. HENSON

MRS. D. HOUSEGO

MRS. C. MILLIGAN

MISS S. K. WOYCENKO

CUSTODIAL ENGINEER

D. M. LOCKHART

RECEIVERS

K. JEAYS

R. CONNOLLY

General Information

ADVISORY COMMITTEES

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

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.

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 to 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.

STUDENT HOURS

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

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.

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.

HIGH SCHOOL CREDIT FOR V.V.I. COURSES

Courses taken at Vancouver Vocational Institute may be used to obtain credits towards High School Graduation. Students should check with V.V.I. Counselling Service if credits are required.

VANCOUVER CITY COLLEGE CREDIT FOR VANCOUVER VOCATIONAL INSTITUTE COURSES

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

- (a) if student has completed Grade XII or equivalent;
- (b) if student has successfully completed a training programme at this Institute;
- (c) if student's 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 the V.V.I. course undertaken.

FEE REGULATIONS

Fees are charged for 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 a 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. (Not refundable.)

(i) Locker Fee—\$1.25 (\$1.00 refundable when the lock is returned).

BOOKS AND SUPPLIES

Prices given for books and supplies are approximate and are subject to some change.

APPRENTICESHIP

Students of many of the 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, British Columbia.

Auto Collision 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 preferred.

EDUCATION—No specific educational standing required. Grade X desirable.

GENERAL—Physical fitness and Driver's Licence required. Mechanical aptitude and good color 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, three months in length, is spent on the theory of operation and the construction, maintenance, repair, and adjustment of the various components that make up the typical automobile. The second session, six months in length, is spent doing practical work on selected customers' cars in our fully equipped Auto motive Shop.

ENTRANCE REQUIREMENTS:

AGE—18 to 22 years of age preferred.

EDUCATION—Grade XII with mechanics specialty preferred.

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

LENGTH OF COURSE: 9 months.

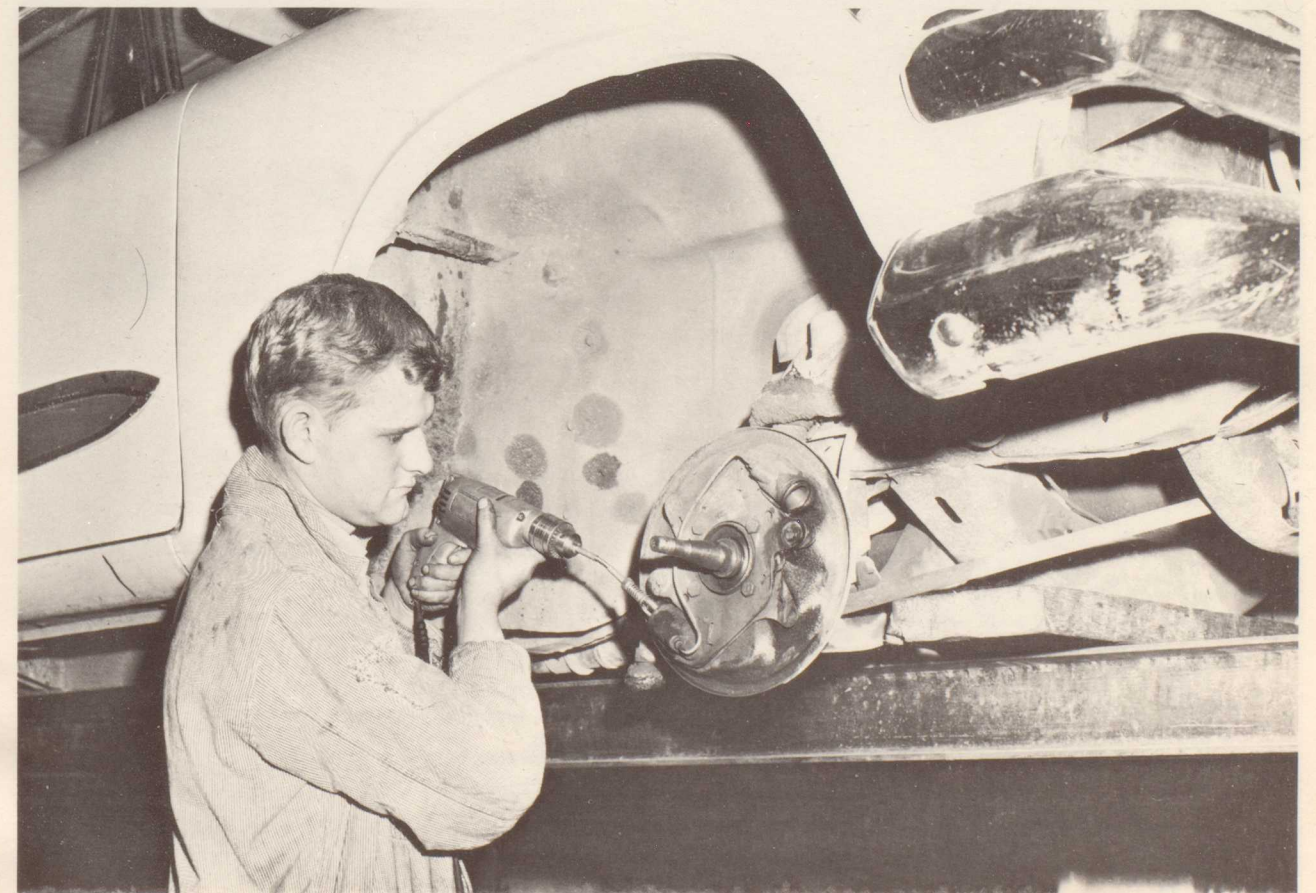
ENROLMENT DATES: January, April, July, October.

FEES: Registration—\$1.50, Tuition—\$15.00 per month, *Textbooks—\$9.00 approx., *Tool Deposit—\$10.00, Lock—\$1.25 (\$1.00 refundable when lock returned).

DRESS: Coveralls supplied and laundered.

EXAMINATIONS: Examinations given at frequent intervals throughout the course.

*Money for these items must be available on the 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.

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, Tuition—\$15.00 per month, Text—\$7.00, Association Fee—\$2.00, Examination Fee—\$10.00.

DRESS: Smocks supplied and laundered.

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

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

Beauty Culture

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 over.

EDUCATION—No specific educational standing required. Grade X desirable.

GENERAL—Health certificate required.

LENGTH OF COURSE: 1000 hours (7 months) approximately.

ENROLMENT DATES: Every third month: January, April, July, October.

FEES: Registration—\$1.50, Tuition—\$15.00 per month, Examination Fee—15.00,

*Association Fee—\$2.00, Texts—\$5.25, *Supplies—\$30.00,

Uniforms: Men—\$7.00, Women—\$5.00, *Tool Deposit—\$10.00 (refundable), Lock—\$1.25 (\$1.00 refundable when lock is returned).

DRESS: Uniform.

EXAMINATIONS: B.C. Hairdressers' Examination on completion of 1000 hours.



Building Construction and Woodwork



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.

EDUCATION—Grade X minimum. Grade XII with construction specialty preferred.

GENERAL—Physical fitness required.

LENGTH OF COURSE: 9 months.

ENROLMENT DATES: September, January, and March.

FEES: Registration—\$1.50, Tuition—\$15.00 per month, Textbooks—\$26.00, Lock—\$1.25 (\$1.00 refundable when lock returned).

DRESS: Overalls supplied and laundered.

EXAMINATIONS: Examinations periodically throughout the course.

TRANSIT AND LEVEL: \$15.00 for two weeks.

CABINET MAKING: A student may elect to specialize in Cabinet Making only, space permitting.

Chef Training

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.

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.



Chef Training—Bakeshop Option



COURSE CONTENT

BAKESHOP PRACTICE:
Breads, Cookies, Pies
Danish Pastries, Desserts
Cake Decorating

TRAINING PROCEDURE

Lessons, demonstrations and practical experience carried out in a fully operational Bakeshop.

ENTRANCE REQUIREMENTS:

AGE—18 to 30 years of age preferred.

EDUCATION—Grade X minimum, Grade XII with Foods Specialty preferred.

LENGTH OF COURSE: 11 months.

ENROLMENT DATES: Monthly intakes as space permits.

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

DRESS: Uniforms supplied and laundered.

EXAMINATIONS: Examinations given periodically throughout the course.

Commercial—Bookkeeping

COURSE CONTENT

Recordkeeping
Intermediate Bookkeeping
Advanced Bookkeeping
Industrial Payroll
Business Machine Operation
Typewriting
Business Correspondence and
Report Writing

ENTRANCE REQUIREMENTS:

AGE—17 years of age or older.

EDUCATION—Grade XII.

LENGTH OF COURSE: 7 months.

ENROLMENT DATES: Monthly as space permits.

FEES: Registration—\$1.50, Tuition—\$15.00 per month, Textbook—\$11.00.

DRESS: Standard.

EXAMINATIONS: No formal examinations. Each lesson individually evaluated.



Commercial—General



COURSE CONTENT

Various combinations of the following subjects:

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

ENTRANCE REQUIREMENTS:

AGE—17 years of age or older.

EDUCATION—Grade X minimum. Grade XII preferred with Commercial Specialty.

LENGTH OF COURSE: 6 to 7 months.

ENROLMENT DATES: Monthly 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.

Commercial—Secretarial

COURSE CONTENT

Manual and Electric Typewriting
Pitman Shorthand
Shorthand Letter Transcription
Letter Transcribing from Sound
Equipment
Recordkeeping
Office Etiquette and Deportment
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. (Post Secondary.)

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

ENROLMENT DATE: September.

FEES: Registration—\$1.50, Tuition—\$15.00 per month, Supplies—\$30.00 approx. (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 Assisting



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

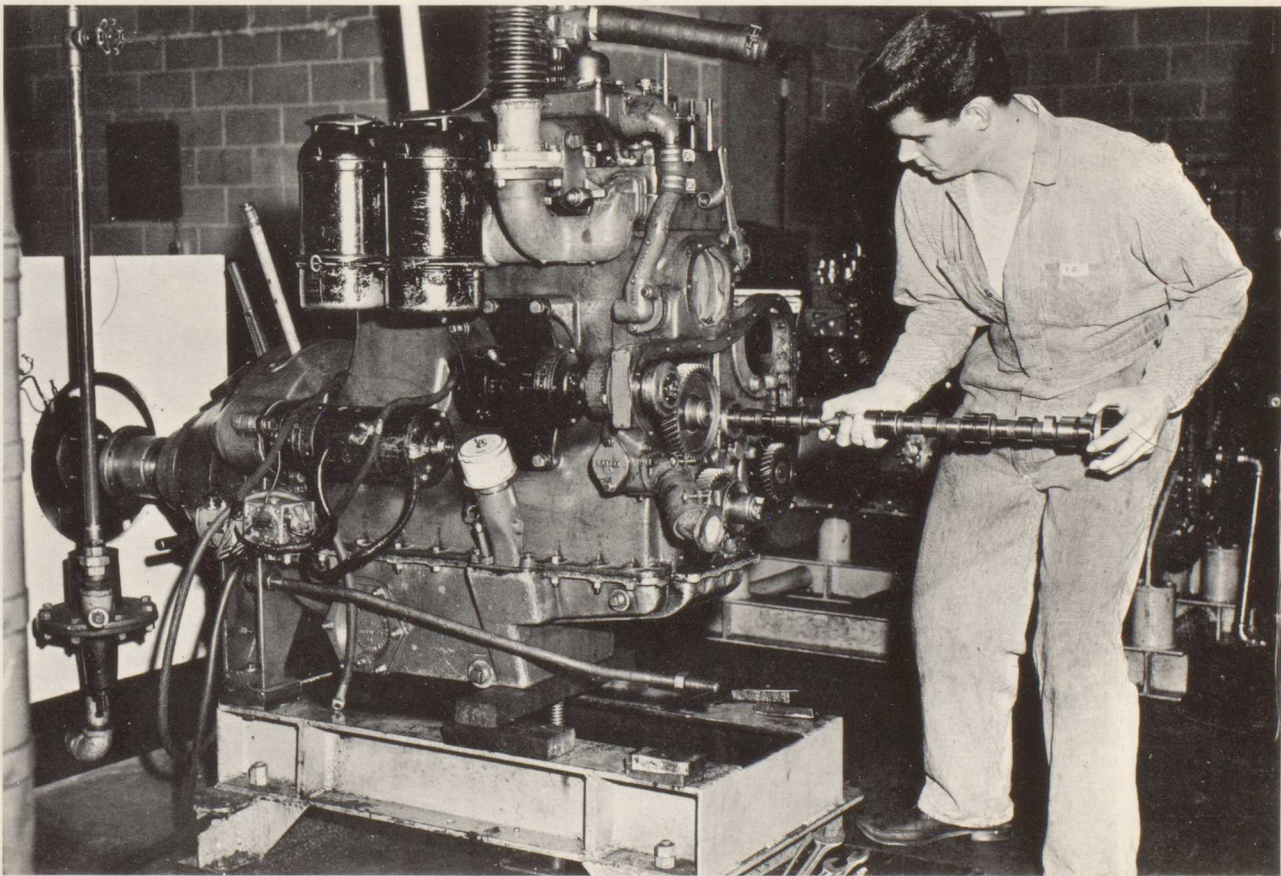
ENTRANCE REQUIREMENTS:
AGE—18 years of age or over.
EDUCATION—Grade XII minimum, typing essential (35 words per minute), biology or chemistry desirable.
GENERAL—Competency in dealing with others. Good manual dexterity and good personal appearance essential. Eyesight 20/20, glasses permitted.
LENGTH OF COURSE: 10 months.
ENROLMENT DATE: September.
FEES: Registration—\$1.50, Tuition—\$15.00 per month, Text—\$12.00, Supplies—\$5.00, Uniforms—\$14.00, Duty Shoes—\$15.00 (approx.), Lock—\$1.25 (\$1.00 refundable when lock is returned).
DRESS: Special uniform to be purchased at V.V.I.

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.
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.

EDUCATION—Grade XII with science, technical or industrial specialty preferred. Effectiveness in mathematics and physics required. (Post Secondary.)

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, Tuition—\$15.00 per month, Supplies—\$12.00, *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.

Drafting—Structural Steel

COURSE CONTENT

Techniques of Drafting

BASIC:

Mathematical Tables
Steel and Mechanical Manuals
Engineering Codes

STRUCTURAL STEEL:

Shop Detail Drawings Including
Beams, Columns, Bracing,
Stairs, Handrail, Connections
(Bolted and Welded)
Shop and Field Procedures

MACHINE DRAWING:

Fits, Tolerances, Bearings,
Keys, Shafts
Thread and Screw Fasteners

BOILER AND TANK WORK:

Chutes, Storage Bins, Hoppers

TRAINING PROCEDURE

Classroom Theory is applied to the development of shop fabricating drawings utilizing representative structural and mechanical design drawings. The stress is to develop Draftsmen with sound technical knowledge and techniques in steel fabrication, construction, and other related fields.

ENTRANCE REQUIREMENTS:

AGE—18 to 25 years preferred.

EDUCATION—Grade XII with drafting specialty. (Post Secondary.)

GENERAL—Good eyesight, hand-eye co-ordination and mechanical aptitude. Ability to give continuous careful attention to detail. High degree of accuracy in drawing and in use of figures.

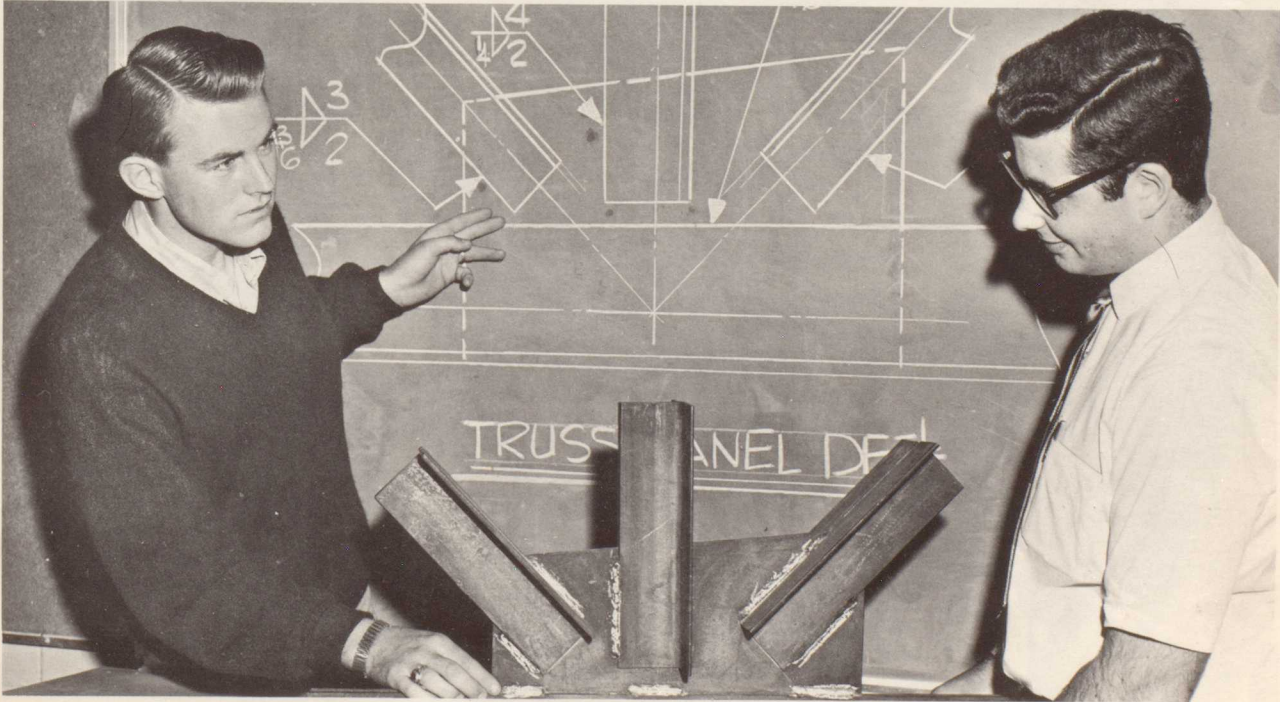
LENGTH OF COURSE: 11 months.

ENROLMENT DATE: August.

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

DRESS: Standard.

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



Educational Upgrading— Basic Training for Skill Development—10 & 12



COURSE CONTENT
Mathematics
English
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.

LENGTHS OF COURSES and ENROLMENT DATES:

1. **"Basic English"**—Up to six months as required. Enrolments weekly as space permits. For immigrants and others who need help in improving their communication skills.
2. **"Up to 10 Program"**—Four months, enrolments monthly as space permits. For those who wish to acquire applied Mathematics, Science, and English to the Grade X level.
3. **"10 to 12 Program"**—Five months, enrolments September and February. 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.

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
Industrial Wiring

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 preferred.
EDUCATION—Grade XII with science, technical or electrical specialty preferred. Effectiveness in mathematics and physics required.
GENERAL—Physically fit, good analytical ability, good manual dexterity and colour vision required.

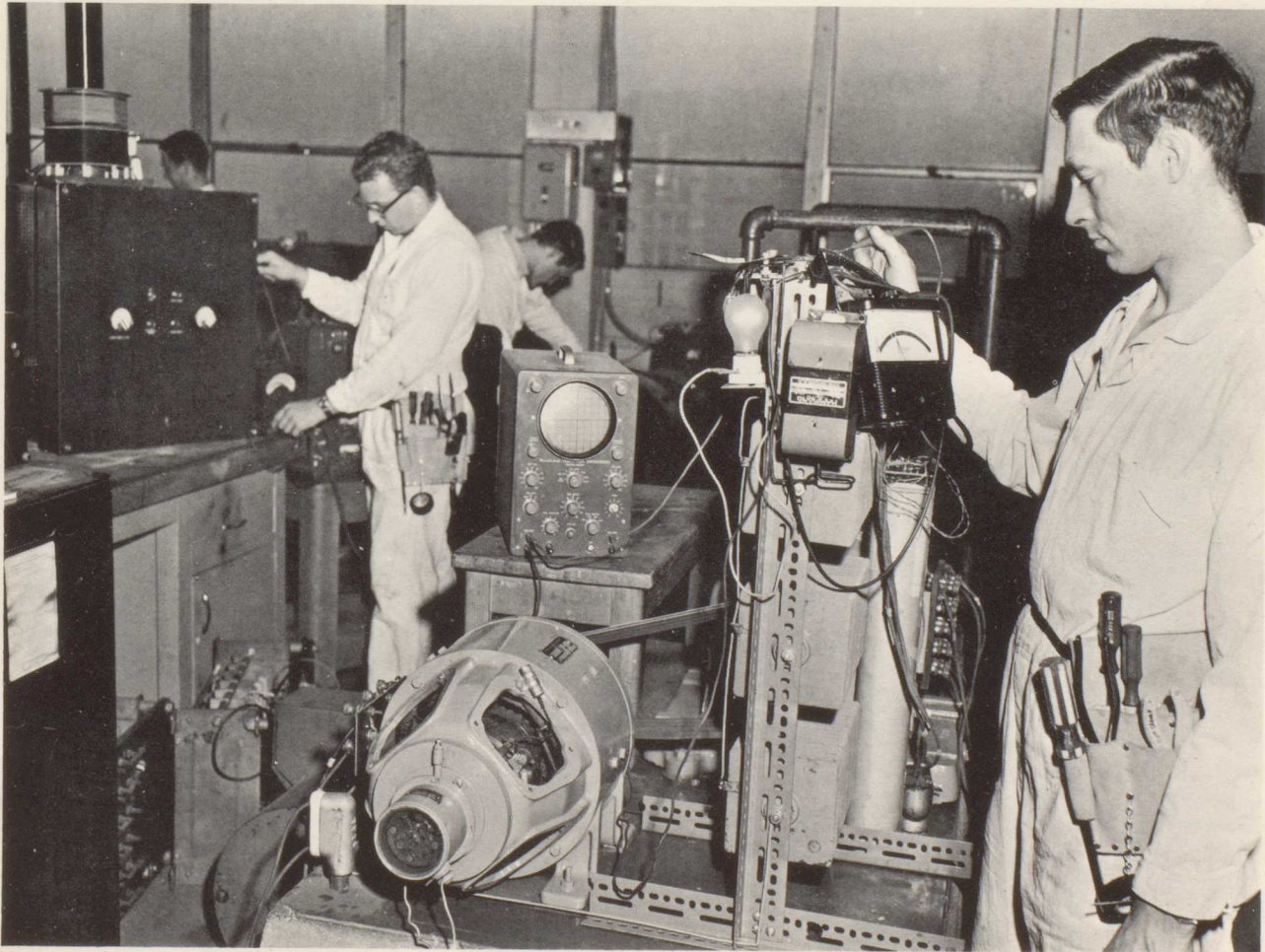
LENGTH OF COURSE: 11 months.

ENROLMENT DATES: September and March.

FEES: Registration—\$1.50, 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.



Electronics

This department consists of three main divisions each with its own course content and shop facilities, and each directed towards its own job placement areas.

1. **ELECTRO MECHANICS.** This course is designed to meet today's growing demand for effective repair men and maintenance men in the field of electrically and electronically controlled equipment and machinery. A very wide range of abilities, knowledge and experience is needed for effectiveness in this work.

2. **RADIO OPERATOR.** The objective of this programme is

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.

3. **TECHNICAL PROGRAMME.** The objective of this programme is to train effective personnel for installation, maintenance, modification, and operation of all types of industrial and communications equipment. A high degree of efficiency on a wide range of electronics equipment is necessary.

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, and intercomms, etc.

ENTRANCE REQUIREMENTS:

AGE—18 and over.

EDUCATION—Grade X minimum, Grade XI or XII preferred. Effectiveness in use of mathematics and basic principals of physics. Other comparable background considered.

GENERAL—Good manual dexterity and visual imagery. Good eyesight and ability to give close attention to detail.

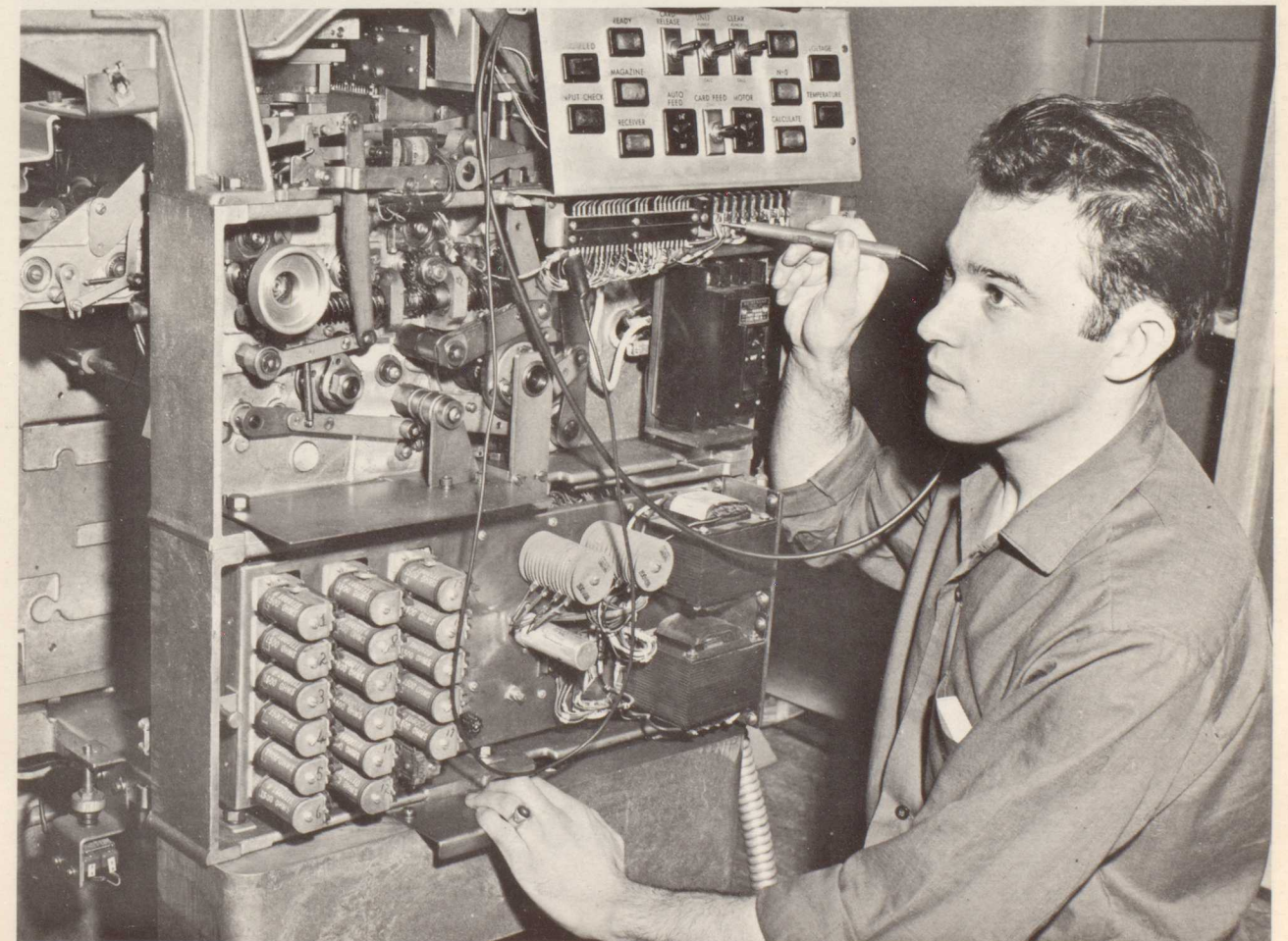
LENGTH OF COURSE: 6 months.

ENROLMENT DATES: October, January, April, July.

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

DRESS: Standard.

EXAMINATIONS: Periodically throughout the course.



Electronics—Radio Operator Programme



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.
 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 DATES: October and March.

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.

Electronics—Technician Programme

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 Laboratory 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.
 EDUCATION—Grade XII with science, technical or electronics specialty preferred. Effectiveness in mathematics and physics required.
 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, Tuition—\$15.00 per month, Textbooks and Supplies—\$25.00, Lock—\$1.25 (\$1.00 refundable when lock is returned).

DRESS: Standard.

EXAMINATIONS: Examinations periodically throughout the course.



Engineering

The Engineering Department consists of four 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 & PROCESS ENGINEERING. This course, of two 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.

4. INDUSTRIAL INSTRUMENTATION. Training is given in the fundamentals of industrial process control systems and equipment. In the instrument shop the student—working with standard instruments commonly found in industry—learns calibration, installation and maintenance techniques.

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.

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, by lecture and tutorial, augmented by laboratory work as is necessary.

Engineering—Marine

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. Application for enrolment may be made prior to the completion of qualifying time, provided there is reasonable assurance of completion of time during the training period. It is recommended that each candidate possess a copy of "Regulations Relating to the Examination of Engineers" which may be obtained from the Queen's Printer, 657 Granville Street, Vancouver 2, B.C.

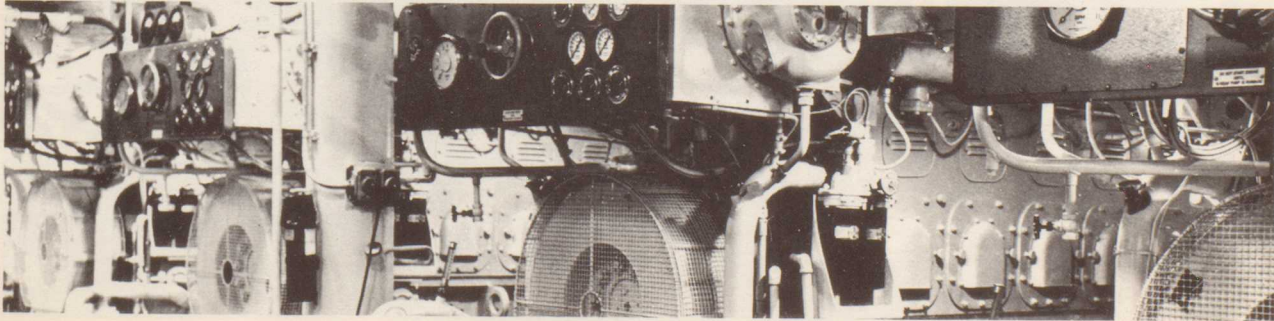
LENGTH OF COURSE: Attendance is possible on an hourly or full time basis. The section is open from 8:30 a.m. until 4:00 p.m. five days per week. The length of the course depends largely on the ability, application, and attendance of the candidate.

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).

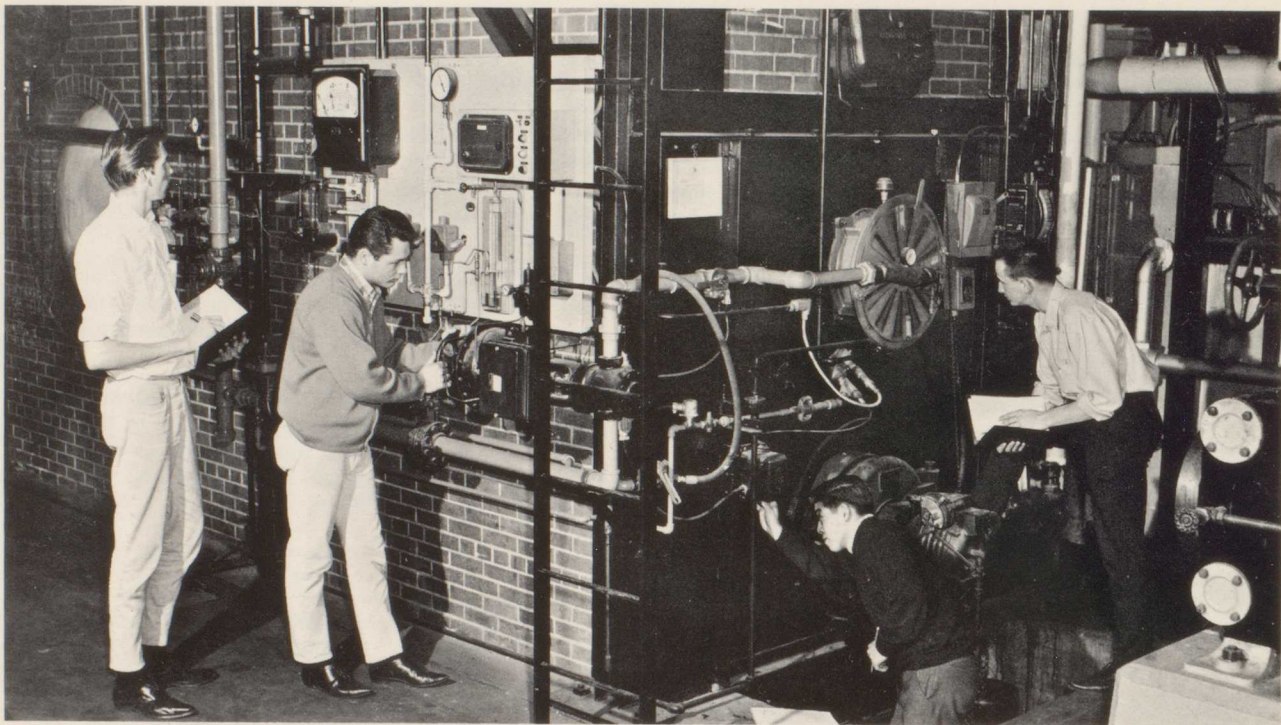
FEES:	First Class	Second Class	Third Class	Fourth Class
Full Course Part A	\$45.00	\$30.00	\$20.00	\$25.00
Part B	45.00	30.00	20.00	
Endorsement	25.00	20.00	15.00	15.00
One Subject	25.00	20.00		
Combined Certificate Part A	45.00	30.00	20.00	
Part B	55.00	45.00	30.00	35.00
Fisherman Engineer's Certificate—\$15.00				
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
Second Class Part A	20.00	20.00	
Part B	20.00	20.00	
Endorsement for Fourth and Third Class Certificates—\$10.00			



Engineering—Stationary



COURSE CONTENT

Mathematics, Drafting, and Engineering knowledge to the appropriate level as required by the Boilers and Pressure Vessel Branch of the Department of Public Works are covered in these programmes.

TRAINING PROCEDURE

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

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.

FEES: \$25.00.

Engineering—Power and Process

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

TRAINING PROCEDURE

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

ENTRANCE REQUIREMENTS:

AGE—18 to 25 years of age.

EDUCATION—Grade XII with Science or Technical Specialty. Physics 11 and Chemistry 11 required.

GENERAL—Good mechanical aptitude.

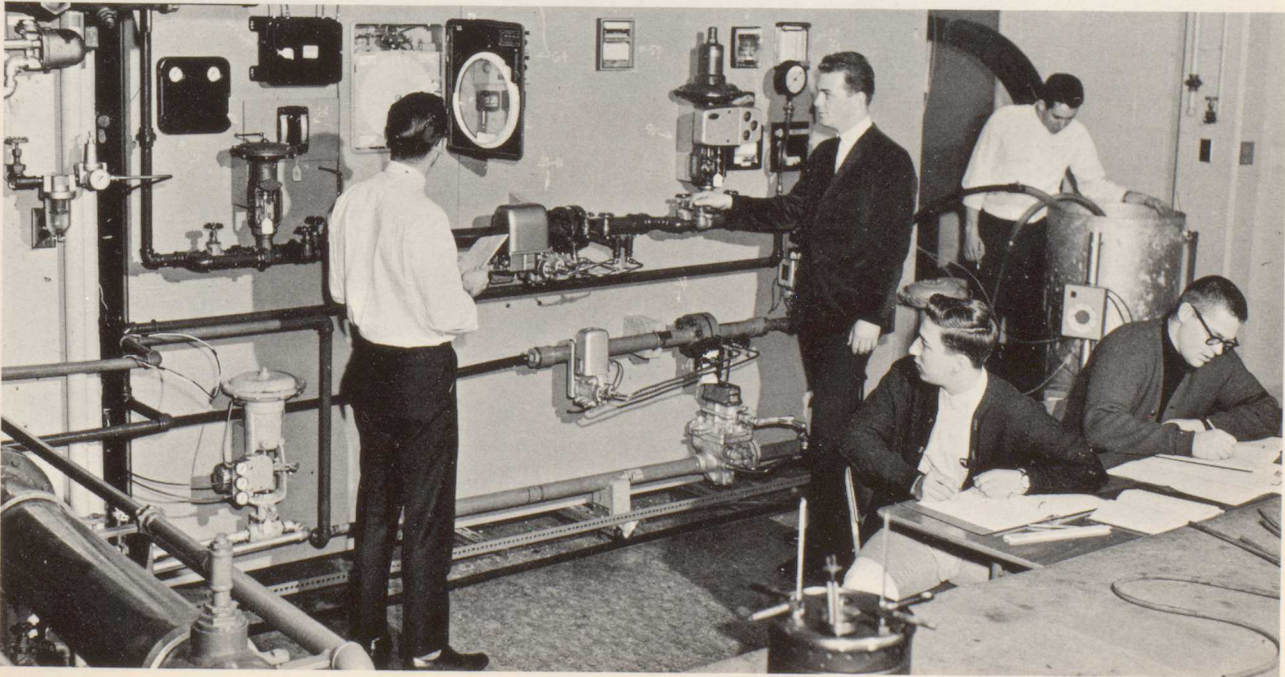
LENGTH OF COURSE: 2 years (two 10-month sessions.) At the end of the first session, plus 2 months of practical experience, the student must be prepared to write successfully the 4th Class Stationary Engineers Examination. Graduates from this two-year course will be eligible to write the 3rd Class Stationary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

ENROLMENT DATE: September.

FEES: Registration—\$1.50, Tuition—\$15.00 per month, Texts and Supplies—\$30.00 per year, Lock—\$1.25 (\$1.00 refundable when lock is returned).

DRESS: Coveralls supplied and laundered where required.

EXAMINATIONS: Periodically throughout the course.



Engineering—Industrial Instrumentation



COURSE CONTENT

Instrumentation Fundamentals
Measurement and Control Devices
Reading Instrumentation Drawings
Instrument Applications and Systems
Calibration and Testing Procedures
Installation Standards
Trouble Shooting

TRAINING PROCEDURE

Classroom theory and demonstrations coupled with extensive practical laboratory and shop work.

This programme is for Stationary Engineers, Marine Engineers, and Power & Process Engineers. Course length will vary in accordance with the background of each individual and will range from 2 to 6 months.

FEES: Tuition—\$15.00 per month, Textbooks—\$10.00.

Graphic Arts

COURSE CONTENT

Typographic Layout and Type Composition
Letterpress Presswork
Reproduction Camera Operation
Lithographic Preparatory Work
Lithographic Presswork
Bindery Operations
Paper and Ink Technology
General Production Techniques
Costing and Estimating for Printers

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 industry.

ENTRANCE REQUIREMENTS:

AGE—18 to 25 years of age preferred.

EDUCATION—Grade XII minimum, with good command of the English Language.
Good mechanical and art aptitudes.

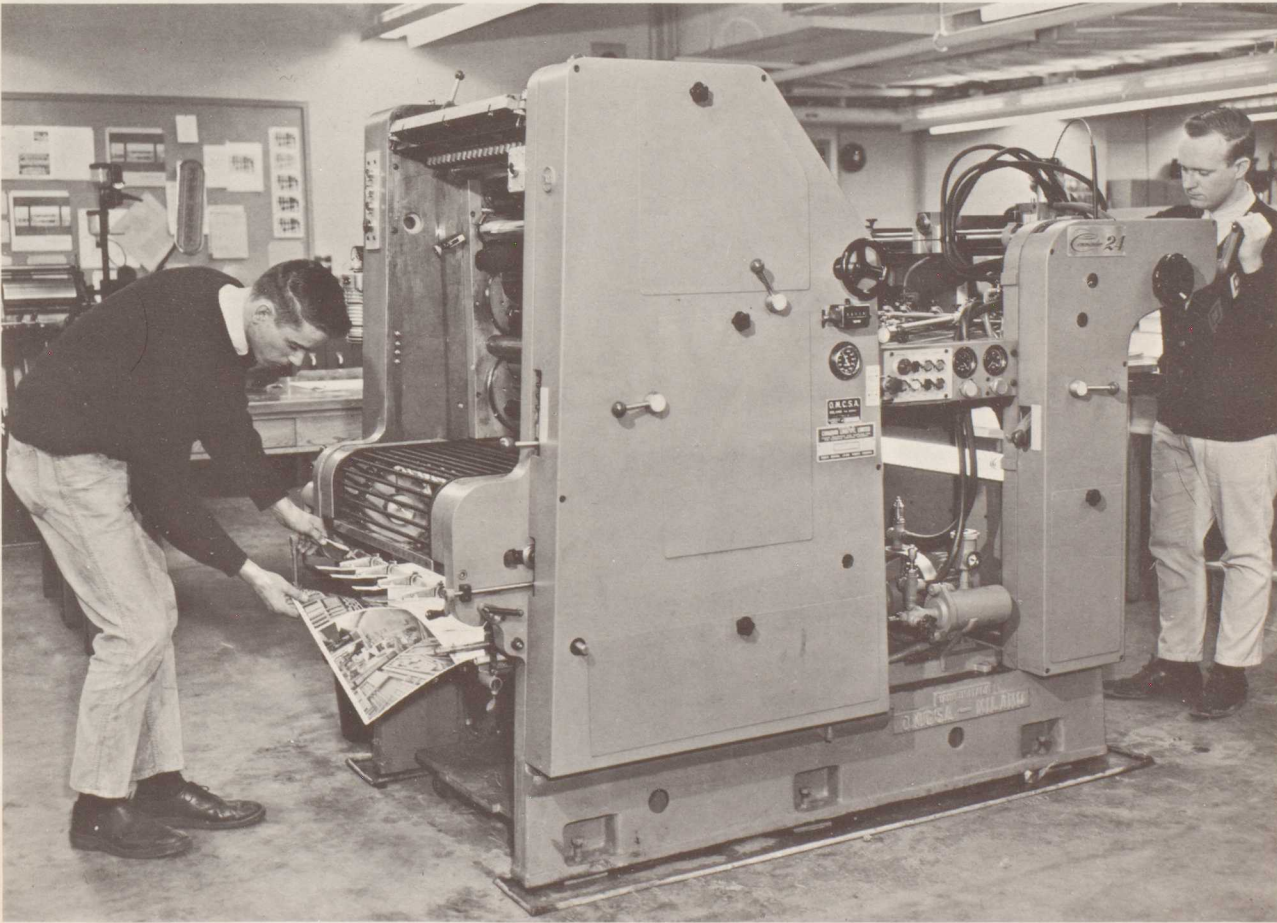
GENERAL—Normal health required. Good color vision and eyesight.

LENGTH OF COURSE: 2 years (two 11-month sessions).

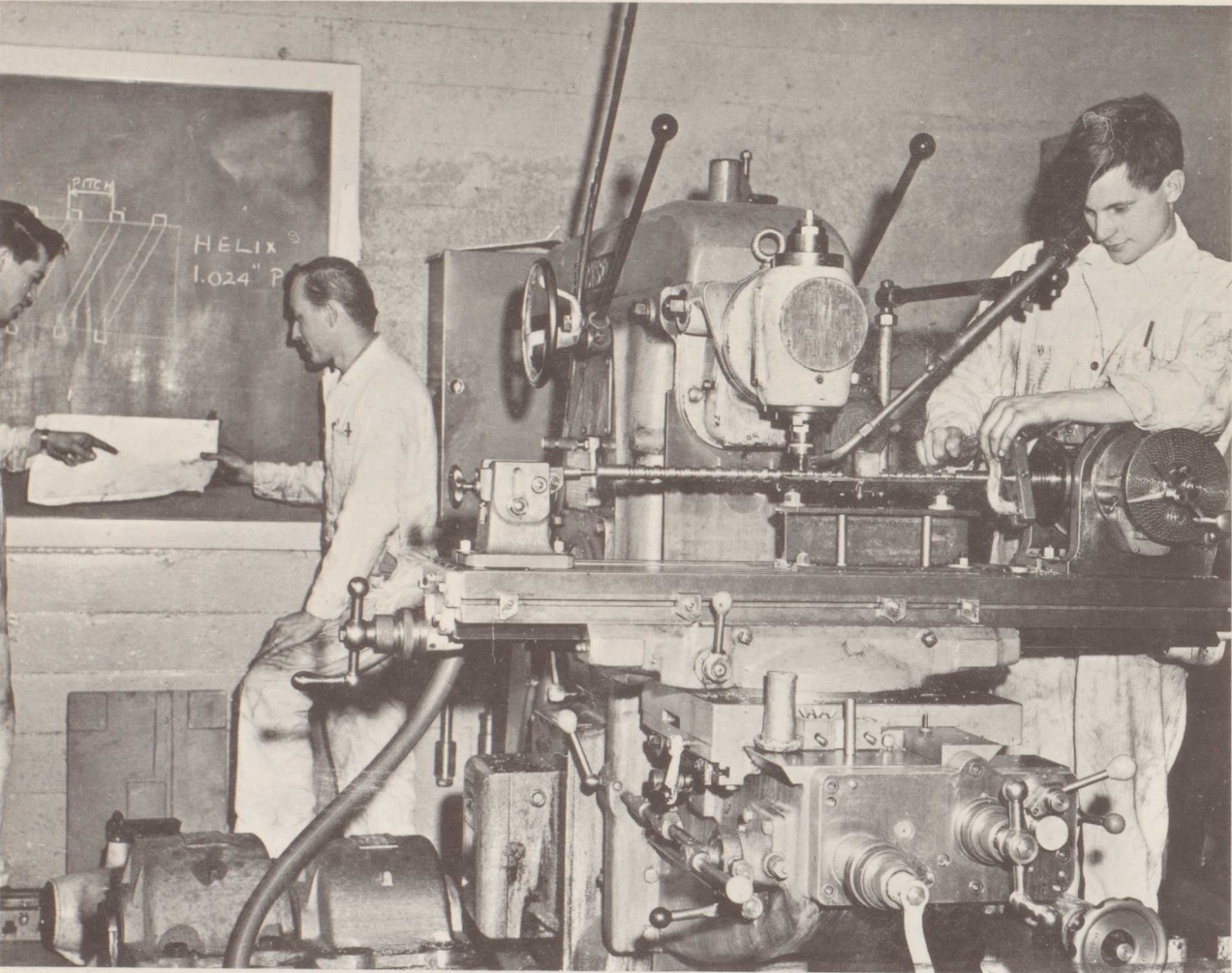
ENROLMENT DATE: September.

FEES: Registration—\$1.50, Tuition—\$15.00 per month, Tool Deposit—\$10.00 (refundable), Lock—\$1.25 (\$1.00 refundable when lock is returned).
Textbooks—\$25.00 first year, \$20.00 second year.

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

ENTRANCE REQUIREMENTS:

AGE—18 to 25 years of age preferred.
EDUCATION—Grade XII with Science. Technical or Mechanical specialty preferred.
GENERAL—Good physical health, hand-eye co-ordination and mechanical aptitude required.

LENGTH OF COURSE: 11 months.

ENROLMENT DATES: Beginning of September and thereafter as space permits.

FEES: Registration—\$1.50, Tuition—\$15.00 per month, Textbook—\$15.00, Goggles—\$2.00, Supplies—\$2.50, 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
Bookkeeping
Receptionist Duties
MEDICAL:
Procedures
Vocabulary
Machine Transcription

TRAINING PROCEDURE

Commercial classroom training followed by training in the Medical Section including lectures, demonstrations and discussions, field trips and five days orientation in a medical office.

ENTRANCE REQUIREMENTS:

AGE—18 to 35 years of age preferred.
EDUCATION—Grade 12 minimum, typing 35 words per minute, net.
GENERAL—Good appearance, maturity, poise and pleasant manner. Capacity for dealing with others. Experience in field of adult work before enrolment is desirable.

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—\$7.20, 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.



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 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:					
LENGTH OF COURSE:	MASTER 4 MONTHS	MATE 4 MONTHS	SECOND MATE 4 MONTHS	MASTER (under 350 tons) 3 MONTHS	
Foreign Going	\$75.00	\$60.00	\$50.00		
Home trade	55.00	45.00	35.00	\$35.00	
Inland Waters	35.00	30.00		30.00	
Minor Waters	30.00				
Licensed Ferry					
Steamships—					
Home Trade	25.00	20.00			

SPECIAL ONE-WEEK COURSES: Gyro Compass—\$12.50, Radar Simulator—\$15.00

Power Sewing

COURSE CONTENT

Operation of standard power machines used in Needle Trades Industry. It 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.

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.

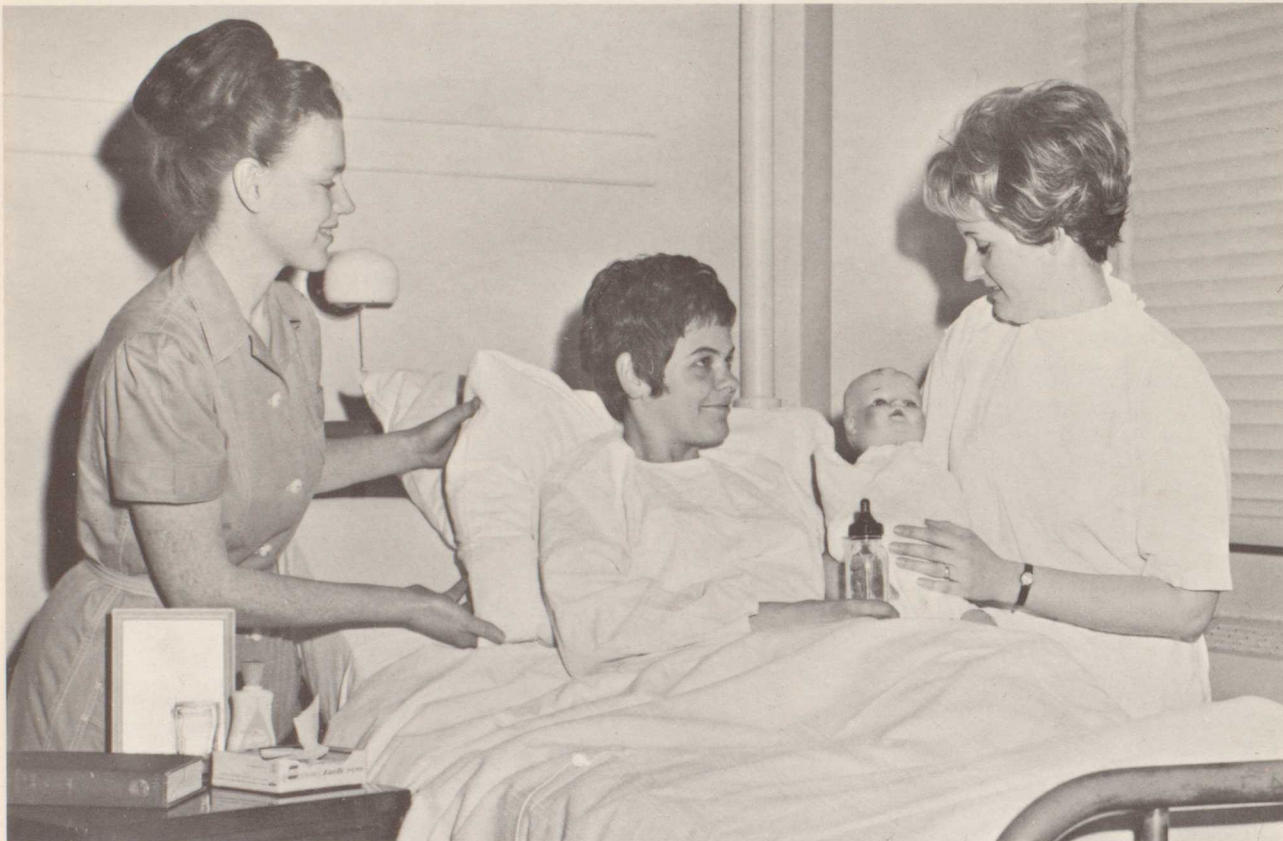
FEES: Registration—\$1.50, Tuition—\$15.00 per month, Lock—\$1.25 (\$1.00 refundable when lock is returned).

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.

EDUCATION—Grade X minimum, Grade XII preferred.

GENERAL—Must have a sincere desire to nurse. Maturity and ability to accept responsibility necessary. Ability to get along with other people. Work experience before enrolment is desirable.

LENGTH OF COURSE: 12 months approximately, (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, Tuition—\$60.00 (course fee), Graduation Fee—\$7.00, Books and Supplies—\$19.00, 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 held at end of twelve-month training period.

OTHER INFORMATION: During the 8 months of hospital training the student will be paid \$22.00 per week. During the 4 months at the Institute students will be required to make field trips to hospitals at 7:00 a.m.

Shoe Repair

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.

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.

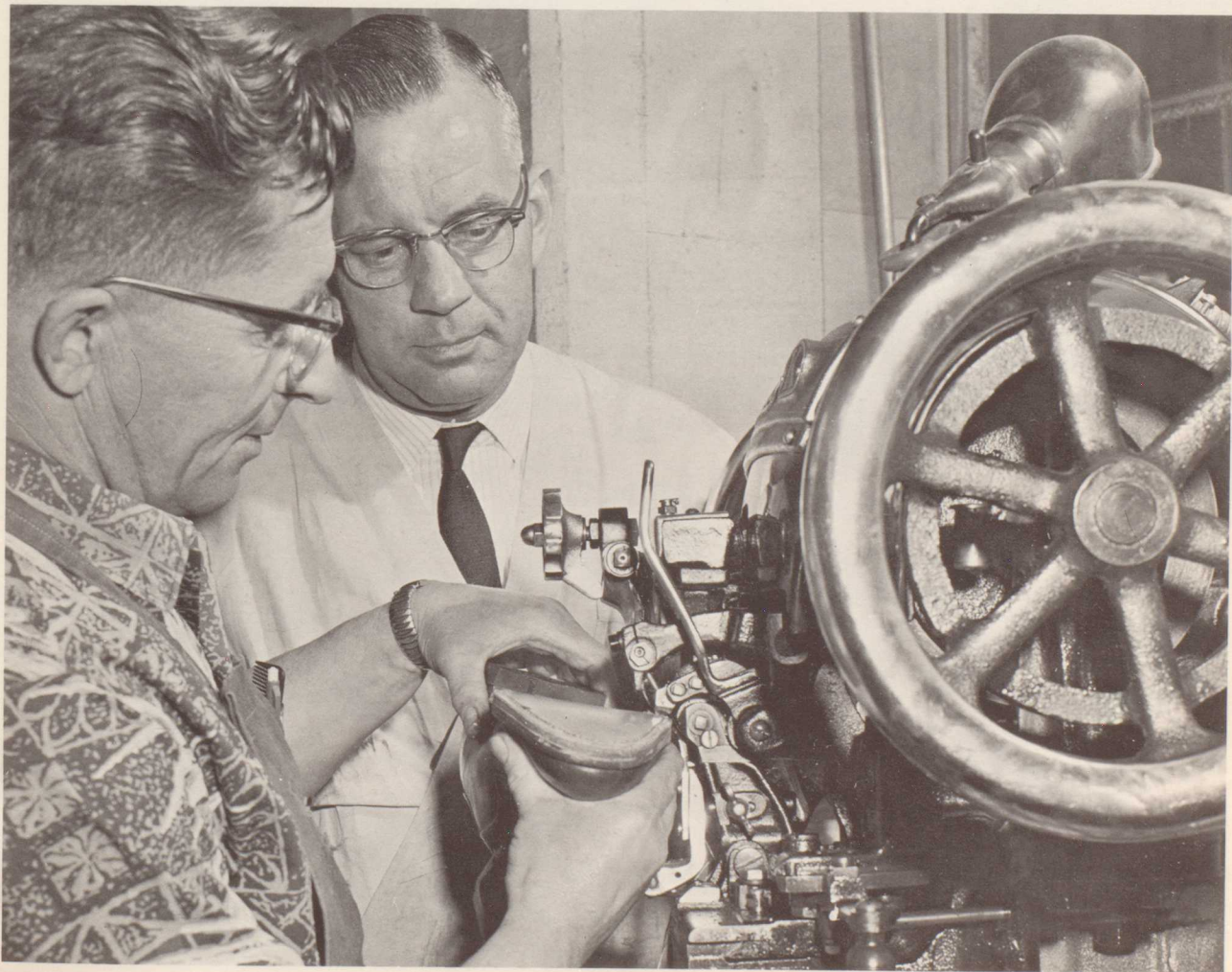
ENROLMENT DATES: Weekly as space permits.

FEES: Registration—\$1.50, Tuition—\$15.00 per month.

DRESS: Aprons supplied.

EXAMINATIONS: Continual job assessment throughout the course.

This course is specially suited for those who wish to be self-employed.



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.
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), Textbooks—\$3.00.

DRESS: Uniforms supplied.

EXAMINATIONS: Continual job evaluation 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.
EDUCATION—No specific level.
GENERAL—Maturity and dependability with experience in general housekeeping.

LENGTH OF COURSE: 6 weeks.

ENROLMENT DATES: As space permits.

FEES: Registration—\$1.50, Tuition—\$22.50 course fee, Textbooks—\$5.00.

DRESS: Standard.

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



Waiter—Waitress Training



COURSE CONTENT

Personal Development
Treatment of the Guest
Fountain and Coffee Bar Service
Dining Room
Menu Construction and Terminology
Cashiering and Hostessing Duties
Sanitation
Food Controls

TRAINING PROCEDURE

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

ENTRANCE REQUIREMENTS:
AGE—16 years of age minimum, 18 or older preferred.
EDUCATION—Grade X desirable.
LENGTH OF COURSE: 2 months minimum, 3 months if required.
ENROLMENT DATES: Monthly.
FEES: Registration—\$1.50, Tuition—\$20.00 per month (includes tuition fee, lunches, and coffee), Textbook—\$3.00, Lock—\$1.25 (\$1.00 refundable when lock is returned).
DRESS: Uniforms provided and laundered.
EXAMINATIONS: Periodically throughout the course.

Welding

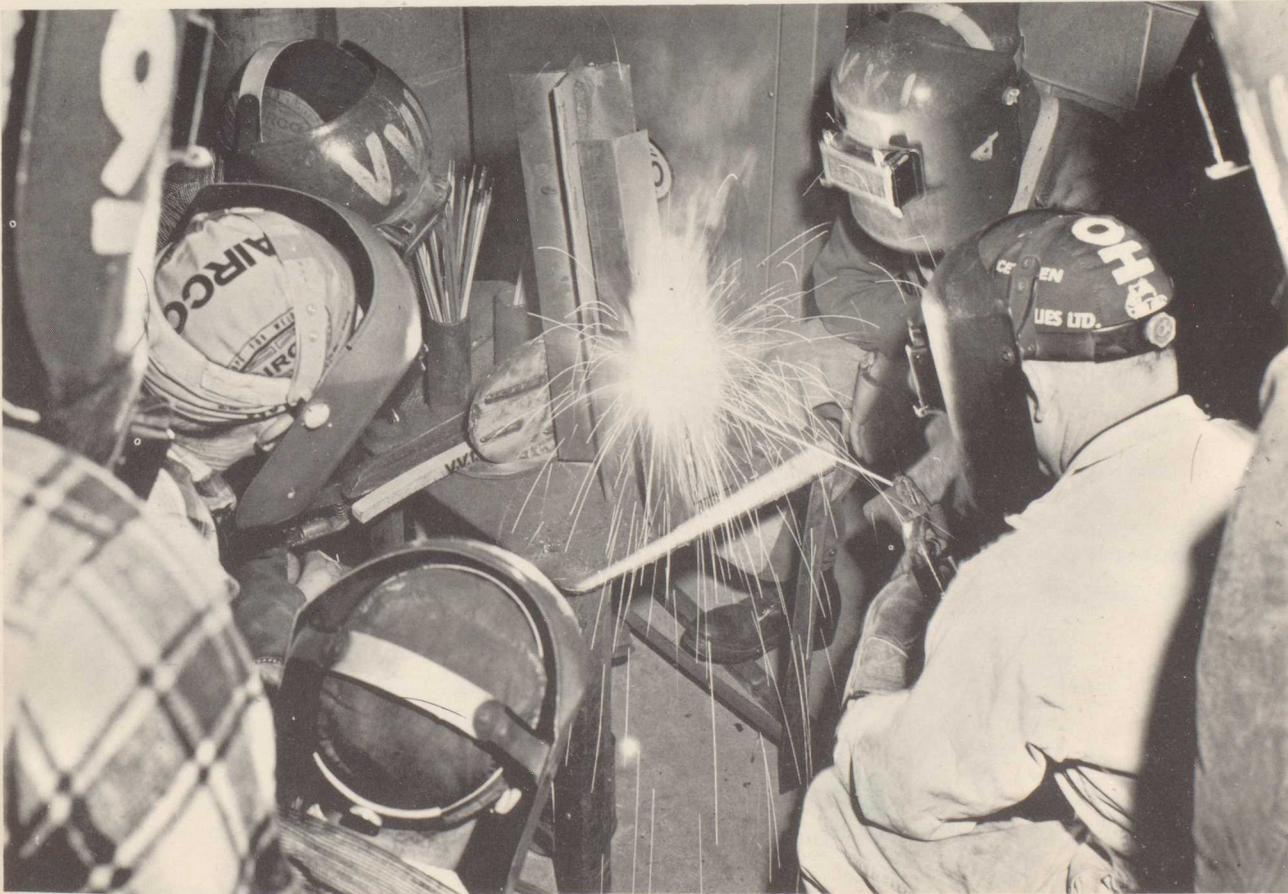
COURSE CONTENT

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—18 or older preferred.
EDUCATION—No specific educational standing required. Grade X or better desirable.
GENERAL—Physical fitness, good hand-eye co-ordination and manual dexterity required. Some work experience desirable before entering training. High degree of interest in welding field necessary.
LENGTH OF COURSE: 6 months.
ENROLMENT DATES: October, January, April and July.
FEES: Registration—\$1.50, Tuition—\$15.00 per month, Textbooks—\$7.20, Goggles—\$3.00, Gloves—\$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

To: VANCOUVER VOCATIONAL INSTITUTE, 250 West Pender Street, Vancouver 3, B.C.

Course Desired:

Name:

Address: Phone:

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:

Student Application Form

To: VANCOUVER VOCATIONAL INSTITUTE, 250 West Pender Street, Vancouver 3, B.C.

Course Desired:

Name:

Address: Phone:

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	
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:

VANCOUVER VOCATIONAL INSTITUTE NIGHT SCHOOL

250 WEST PENDER, VANCOUVER, B.C. 681-8111

NIGHT SCHOOL OFFICE HOURS

MONDAY—THURSDAY:

2:00 p.m. — 4:30 p.m.

6:00 p.m. — 9:30 p.m.

FRIDAY:

9:00 a.m. — 4:30 p.m.

Classes are held Monday to Thursday evening
and Saturday mornings.

Arrangements can be made to run special programs.

**FOR INFORMATION
CALL 681-8111 AND ASK FOR
"NIGHT SCHOOL"**

CERTIFICATE PROGRAMS

Data Processing

Drafting, Structural, Mechanical (piping)

Electronics Technical Program

UPGRADING PROGRAMS

AUTOMOTIVE COURSES—

Automatic Transmissions, Carburetion, Electricity, Electronics, Front End Alignment, Junior Partsman, Service Salesmanship, Tune-up, Painting, Refresher.

BUILDING CONSTRUCTION COURSES—

Building Construction Estimating, Concrete Form Design, Construction Foremanship, Critical Path Scheduling Techniques, Mathematics for Construction.

COMMERCIAL COURSES—

Bookkeeping, Business English and Correspondence, Business Machines, Machine Transcription, Shorthand Speed Refresher, Typewriting Elementary and Advanced, IBM Key Punch Operations.

ELECTRICITY COURSES—

Motor Controls and Relays, Electric Motor Maintenance.

ELECTRONICS COURSES—

Color Television, Semi-Conductor Circuit Analysis, Television Servicing Advanced, Industrial Electronics Troubleshooting.

ENGINEERING COURSES—

Heating Ventilating, Air Conditioning, Stationary Engineering for 4th, 3rd, 2nd and 1st Class. Refrigeration, Oil Burner Service, Hydraulics Oil, Gas Installation, Plumbing Journeyman, Diesel Engineering.

HAIRSTYLING COURSES—

Advanced classes for Certified Hairdressers only.

WAITRESS TRAINING

WELDING, ELECTRIC and GAS

GENERAL COURSES

Meat Cutting, Navigation for Pleasure Boat Owners, Cake Decorating, Celestial Navigation, Radio Amateur Licence Course, Sandwich Making, French Cuisine, English for New Canadians.



