

**Vancouver City College**

**Vancouver Vocational Institute**

*E. Herridge*

CALENDAR 1971/72

**vcc**





# Vancouver City College

Vancouver Vocational Institute

CALENDAR 1971/72



A sage instructing boys said to them: "O darlings of your fathers! Learn a trade, because property and riches of the world are not to be relied upon; also silver and gold are an occasion of danger, because either a thief may steal them at once or the owner spend them gradually but a profession is a living fountain and permanent wealth; and although a professional man may lose riches, it does not matter, because a profession is itself wealth, and wherever he goes he will enjoy respect and sit in high places, whereas he who has no trade will glean crumbs, and see hardships."

*Story CLV from TALES OF THE GULISTAN of the Sheikh  
Sa'di of Shiraz, translated by Sir Richard Burton.*

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## 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 required 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 half-hour day, 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.

### COLLEGE CREDITS AT THE VANCOUVER VOCATIONAL INSTITUTE

Since the Vancouver Vocational Institute is a part of Vancouver City College, Diploma Credits will be awarded to students who have met the following requirements:

- (a) Completion of Grade 12 or equivalent.
- (b) Successful completion of a programme at the Institute.

The amount of credit granted for any program will depend upon the scope, complexity and length of the Vancouver Vocational Institute 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 \$90.00 and \$120.00 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.

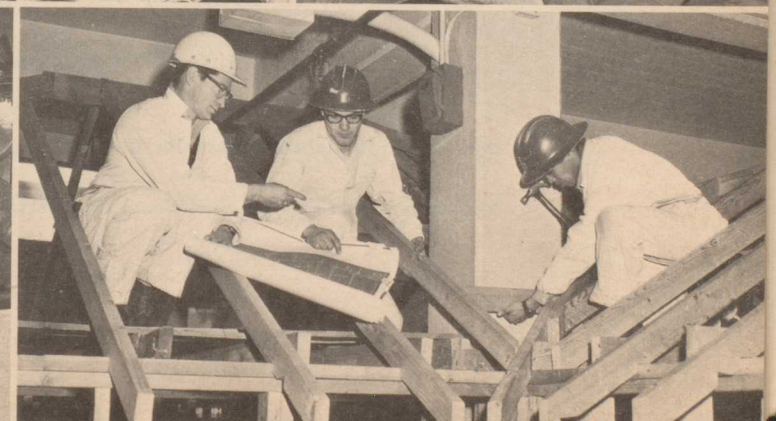
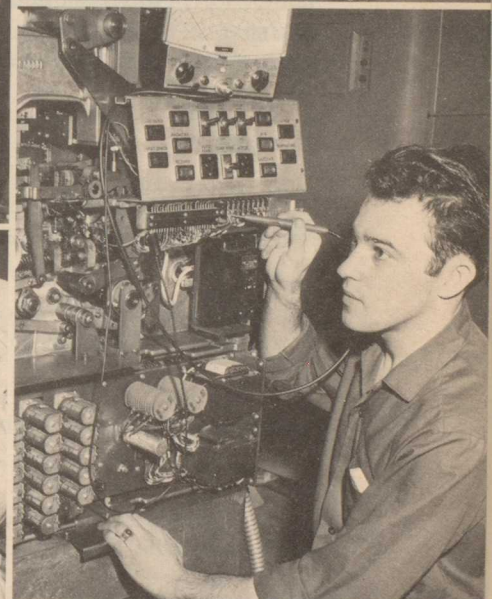
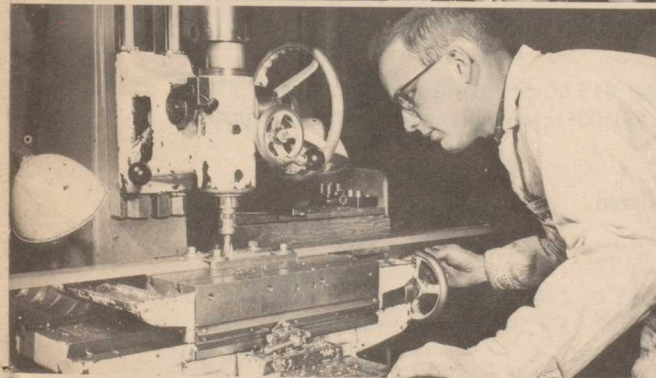
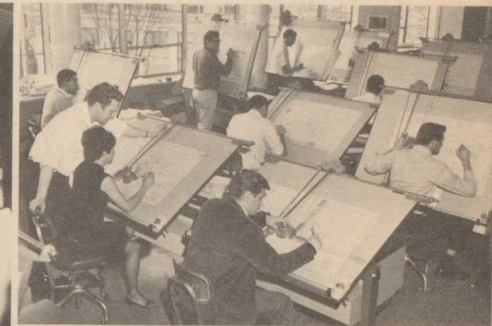
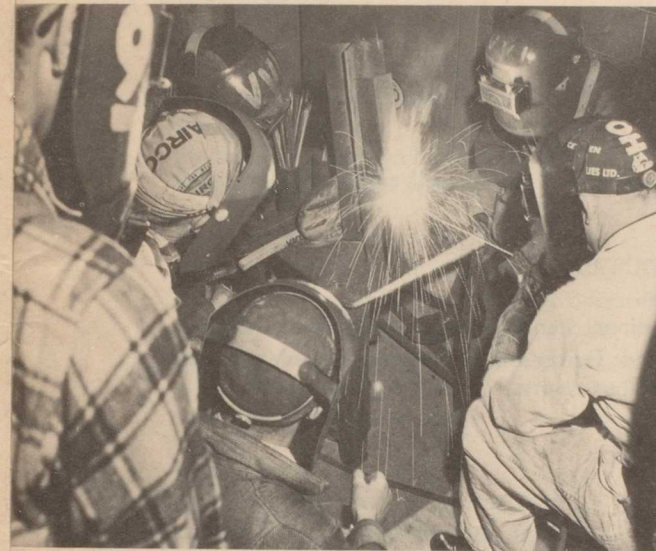


## Notes

## Technical

Auto Collision  
Auto Mechanics  
Building Construction  
Diesel Engineering  
Drafting  
Electricity and  
Industrial Electronics

Electronics  
Engineering  
Graphic Arts  
Machine Shop  
Navigation  
Welding





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## Auto Collision Repairs

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### 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.

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## Auto Mechanics

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### COURSE CONTENT:

General Shop Practice  
Automotive Fundamentals  
Engines  
Clutches and Transmissions  
Rear Axles 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 Automotive Shop.

### ENTRANCE REQUIREMENTS:

AGE: 18 to 22 years of age preferred.

EDUCATION: Grade XII with mechanics specialty preferred.

GENERAL: Physical fitness and Driver's 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.*



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## Building Construction

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### COURSE CONTENT:

Construction Mathematics  
Construction Drafting  
Materials For Construction and Building Codes  
Portable Power Tools  
House Framing  
Finishing  
Rafters and Roof Design  
Stairs and Stair Design  
Form Detail  
Form Design and Form Building  
Theory and Use of Levels  
Trig-Log-Layout  
Theory and Use of Transit  
Specifications and Blueprints  
Estimating  
Scheduling

### TRAINING PROCEDURE:

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

### ENTRANCE REQUIREMENTS:

AGE: 25 years preferred.

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

GENERAL: Physical fitness required.

### LENGTH OF COURSE:

10 months.

### ENROLMENT DATES:

September.

### FEES:

REGISTRATION: \$1.50; TUITION: \$15.00 per month; TEXTBOOKS: \$26.00;  
LOCK: \$1.25 (\$1.00 refundable when returned).

### DRESS:

Overalls supplied and laundered.

### EXAMINATIONS:

Examinations periodically throughout the course.

### TRANSIT and LEVEL:

\$15.00 for two weeks.



## 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 and Structural

### COURSE CONTENT:

#### BASIC:

Orthographic Projection, Auxiliary Views, Sections, Dimensioning, Drafting Techniques, Inking Techniques, Pictorial Representation, Intersections and Developments, Detail and Assembly Drawings, Introduction to Topographical Drafting.

#### ARCHITECTURAL:

Light Construction Methods, Materials of Construction, Building Standards and By-laws, Services, Architectural Symbols and Techniques, Residential Planning, Perspectives and Rendering.

#### STRUCTURAL:

Industrial Property Development, Layout, Railways, Roads; Floor Plans, Foundations, Slabs, Columns, Beams, Concrete Structures (Cast-in-place, Precast), Steel Structures (Trusses, Plate Girders), Timber Structures (Sawn, Glued-Laminated), Masonry Construction, Details for Highway Bridges, Quantity Estimating, Modern Drafting Office Procedures.

### 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. Ability to work well with others.

### LENGTH OF COURSE:

11 months.

### ENROLMENT DATES:

May and November.



**FEES:**

REGISTRATION: \$1.50; TUITION: \$15.00 per month; SUPPLIES: \$20.00;  
TOOL DEPOSIT: \$10.00 (refundable); LOCK: \$1.25 (\$1.00 refundable  
when lock is returned).

**DRESS:**

Standard.

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**Drafting – Architectural, Process Piping  
and Mechanical**

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**COURSE CONTENT:****BASIC:**

Orthographic Projection, Auxiliary Views, Sections, Dimensioning, Drafting Techniques, Inking Techniques, Pictorial Representation, Intersections and Developments, Detail and Assembly Drawings, Introduction to Topographical Drafting.

**ARCHITECTURAL:**

Light Construction Methods, Materials of Construction, Building Standards and By-laws, Services, Architectural Symbols and Techniques, Residential Planning, Perspectives and Rendering.

**PROCESS PIPING AND MECHANICAL:**

Plant Equipment Layout, Piping Layout and Arrangement, Flow Diagrams, Valves and Fittings, Isometric Piping Drawings, Sawmill Equipment Layout, Materials Handling, Drafting Office Procedures.

**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. Ability to work well with others.

**LENGTH OF COURSE:**

11 months.

**ENROLMENT DATES:**

September and February.



**FEES:**

REGISTRATION: \$1.50; TUITION: \$15.00 per month; SUPPLIES: \$20.00;  
TOOL DEPOSIT: \$10.00 (refundable); LOCK: \$1.25 (\$1.00 refundable  
when lock is returned).

**DRESS:**

Standard.

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## Drafting – Structural Steel and Machine Shop Drafting

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**COURSE CONTENT:****BASIC:**

Techniques of Drafting  
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,  
Key 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 draw-  
ings. 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 apti-  
tude. 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 DATES:**

August 23 and November 1.

**HOURS:**

Classes available on Day or Afternoon Shift.

Day Shift: 8:00 a.m. - 3:00 p.m.

Afternoon Shift: 3:00 p.m. - 10:00 p.m.



**FEES:**

REGISTRATION: \$1.50; TUITION: \$15.00 per month; SUPPLIES: \$20.00;  
\*TOOL DEPOSIT: \$5.00 (refundable); LOCK: \$1.25 (\$1.00 refundable).

**DRESS:**

Standard.

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**Electricity and Industrial Electronics**

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**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 25 years preferred.

EDUCATION: Grade XII: 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:**

January, May, September.

**FEES:**

REGISTRATION: \$1.50; TUITION: \$15.00 per month; TEXTBOOKS: \$25.00;  
\*TOOLS: \$15.00; 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 – Electro-Mechanics Program

### 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 principles 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 Program

### 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 XII. 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 Program

### COURSE CONTENT:

Component and Circuit Theory  
Solid State Switching and Control  
Regulated Power Supplies  
Solid State Amplifier Systems  
Carrier and Line Communications  
Radio Communications  
Closed Circuit Television  
Test and Measurement Equipment  
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 fields.

### 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 course, 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 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.



## 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, 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 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
Full Course 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	
Combined Certificate Part B....	55.00	45.00	30.00	35.00

Fisherman Engineer's Certificate ..... \$15.00

Chief Engineer of Fishinug 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:

	Steam	Diesel	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	
Second Class 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:

Success 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 XI and Chemistry XI 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 DATES:

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 when required.

### EXAMINATIONS:

Periodically throughout the course.



## Graphic Arts

### COURSE CONTENT:

Copy Preparation and Proofreading  
Typographic English  
Typographic Composition  
Job Planning and Intercommunication  
Lithographic Preparation  
Reproduction Camera Operation  
Letterpress Press Production  
Offset Press Production  
Bindery and Finishing Techniques  
Chemistry of Photo-Lithography  
Fine Papermaking Technology  
Typographic Layout and Design  
Proofs and Platemaking  
Printing Ink Technology  
Photographic Optics  
Printing Production Control  
Quality Control Instrumentation  
Mathematics of Costing and Estimating for Printing  
Printing Management  
Printing Sales and Promotion

### TRAINING PROCEDURE:

This technical training course is provided for the pre-apprentice and others seeking entry into the Graphic Arts as Trade Technicians, Craft Apprentices or Junior Management and Sales Personnel.

To facilitate the two-year college diploma program, a modern, fully equipped shop is provided for practical work under competent instructors. Applicants will be given full opportunity to gain sound technical knowledge and experience required for employment careers in the Commercial Printing Industry and Allied Trades.

### ENTRANCE REQUIREMENTS:

AGE: 18 to 25 years of age preferred.

EDUCATION: Grade XII minimum, with good command of the English Language. Good mathematics, 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: \$20.00 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 Science, Technical or Mechanical Specialty preferred. (Post Secondary).

GENERAL: Good physical health, hand-eye co-ordination and mechanical aptitude required.

### LENGTH OF COURSE:

11 months.

### ENROLMENT DATES:

September and March.

### FEES:

REGISTRATION: \$1.50; TUITION: \$15.00 per month; TEXTBOOKS: \$15.00; GOGGLES: \$2.00; SUPPLIES: \$2.50; LOCK: \$1.25 (\$1.00 refundable when lock returned).

### DRESS:

Coveralls supplied and laundered.

### EXAMINATIONS:

Continuous evaluation of classroom and shop projects.

## 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 Building, 325 Granville Street, Vancouver, B.C., for his approval. In addition they should undergo the eyesight test to be taken at the Examiner's Office.

### TRAINING PROCEDURE:

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

### ENTRANCE REQUIREMENTS:

AGE: 18 years of age or over.

PREREQUISITES: See left hand column.

### LENGTH OF COURSE:

Courses vary in length according to the different grades of certificates for which students wish to qualify.

### ENROLMENT DATES:

Weekly intakes.

	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



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## Welding

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### COURSE CONTENT:

Acetylene Welding — three months;

Includes:

Plate Welding — all positions

Pipe Fabrication

Toban Bronze

Non Ferrous Metals and Sheet Metal Welding

Arc Welding — seven months;

Includes:

Plate Welding — all positions (all types of electrodes)

Cast Iron, Aluminum (with inert gas)

Pipe Welding — basic

MIG., TIG., Welding

### 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:

10 months.

### HOURS:

Acetylene Welding — 3 months; 7:00 a.m. to 1:00 p.m.

Arc Welding — 3 months; 7:00 a.m. to 1:00 p.m.; last 4 months, 12 noon to 6:15 p.m.

### ENROLMENT DATES:

October, January, April and July.

### FEES:

REGISTRATION: \$1.50; TUITION: \$15.00 per month; TEXTBOOKS: \$10.70; GOGGLES: \$3.00; GLOVES: \$4.00; LOCK: \$1.25 (\$1.00 refundable when lock is returned).

### DRESS:

Work clothes (coveralls).

### EXAMINATIONS:

Continuous job evaluation throughout the course. D.P.W. 3 and D.P.W. 4

Tests at end of course.



## Notes

## Service

Barbering  
Beauty Culture  
Chef Training  
Cooking, Waiter/Waitress  
Power Sewing

Practical Nursing  
Trained Family Aide  
Trained Homemaker  
Shoe Repair





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## Barbering

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### 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.

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## Beauty Culture

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### 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; UNIFORMS: Men: \$7.00, Women: \$5.00; \*TOOL DEPOSIT: \$10.00 (refundable); LOCK: \$1.25 (\$1.00 refundable when lock is returned).

### DRESS:

Uniform.

### APPRENTICESHIP:

1 year following course.

### EXAMINATIONS:

B.C. Hairdressers' Examination on completion of apprenticeship.



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## Chef Training

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### COURSE CONTENT:

Basic Fundamentals of Cooking — Preparatory; Pantry; Vegetable Preparation and Cookery; Soups and Stocks; Fry Cooking; Roast Cooking and Grilling; Entrees and Main Dishes; Larder Produce; Fish and Poultry; Butchery; and Desserts.

### TRAINING PROCEDURE:

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

### ENTRANCE REQUIREMENTS:

AGE: 18 to 30 years of age preferred.

EDUCATION: Grade X minimum; Grade XII with Foods Specialty preferred.

HEALTH: Recent Health Certificate required upon entry.

### LENGTH OF COURSE:

12 months.

### ENROLMENT DATES:

Quarterly intake 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); TOOLS: \$35.00.

### DRESS:

Uniforms supplied and laundered.

### EXAMINATIONS:

Examinations given periodically throughout the course.

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## Restaurant Cooking

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### COURSE CONTENT:

Basic fundamentals of Restaurant Cooking — Preparatory. Soups, Stocks, Fry Cooking, Grill Work, Entrees and Main Dishes.  
The above emphasize use of pre-package and prepared foods.

### ENTRANCE REQUIREMENTS:

AGES 18 years of age or older.

EDUCATION: Grade 10 minimum; Grade 12 preferred.

HEALTH: Recent health certificate required.

### LENGTH OF COURSE:

6 months.

### ENROLMENT DATES:

Quarterly 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.



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## Commercial Baking

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### COURSE CONTENT:

Breads, Cookies, Pies, Danish Pastries, Desserts, Cake Decorating, Industrial Processing.

### TRAINING PROCEDURE:

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

### ENTRANCE REQUIREMENTS:

AGE: 17 to 30 years of age preferred.

EDUCATION: Grade X minimum; Grade XII with Foods Specialty preferred.

HEALTH: Recent Health Certificate required upon entry.

### LENGTH OF COURSE:

10 months.

### ENROLMENT DATES:

As space permits.

### FEES:

REGISTRATION: \$1.50; TUITION: \$20.00 per month (includes Tuition, noon meal and coffee); LOCK: \$1.25 (\$1.00 refundable when lock is returned); TEXTBOOKS: \$10.00.

### DRESS:

Uniforms supplied and laundered.

### EXAMINATIONS:

Examinations given periodically throughout the course.

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## Commercial Baking Upgrade

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### COMMERCIAL BAKING UPGRADE:

Details generally the same as above.

### EXCEPTIONS:

Length of Course: 3 Months.

Prerequisite: Successful cooking experience required.

It is recommended that prospective students for Baking training telephone the Institute at 681-8111 for further information concerning admission.

If you require assistance in taking this training, contact your local Canada Manpower Office.



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## Waiter-Waitress Training

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### COURSE CONTENT:

Personal Hygiene and Grooming  
Menu Terminology  
Customer Contact, Table Setting  
Dining Room Service (100 Capacity)  
Cashiering and Hostessing Duties  
Liquor and Wine Service

### ENTRANCE REQUIREMENTS:

AGE: 16 years of age minimum; 18 or older preferred.

### LENGTH OF COURSE:

3 months.

### HOURS:

Morning Shift: 7:30 a.m. - 2:30 p.m.  
Afternoon Shift: 2:30 p.m. - 9:30 p.m.

### ENROLMENT DATES:

Every 6 weeks.

### FEES:

REGISTRATION: \$1.50; TUITION: \$20.00 (includes Tuition Fee and Noon Meal, Coffee Breaks); TEXTBOOK: \$2.00; LOCK: \$1.25 (\$1.00 refundable when lock is returned).

### DRESS:

Uniforms provided and laundered.

### EXAMINATIONS:

Periodically throughout the course.

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## Power Sewing

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### 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.

It is recommended that prospective students for this training telephone the Institute at 681-8111 for further information concerning admission. If you require assistance in taking this training, contact your local Canada Manpower Office.



## 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 year 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.

Satisfactory medical clearance and current immunizations required after acceptance and prior to entry.

### LENGTH OF COURSE:

12 months approximately. (Four 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: \$11.00; 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 12-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. During the hospital training period students will be required to work all shifts.



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## Shoe Repair

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### 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.

It is recommended that prospective students for training telephone the Institute at 681-8111 for further information concerning admission.

If you require assistance in taking this training, contact your local Canada Manpower Office.

*This prog. was begun by DJa  
& was taken over by VCC. Sts  
are mainly native Indians*

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## Trained Family Aide

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### 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:

5 months.

### ENROLMENT DATES:

September and February.

### FEES:

REGISTRATION: \$1.50; TUITION: \$20.00 per month (includes tuition and noon meal); TEXTBOOKS: \$3.00.

### DRESS:

Uniforms supplied.

### EXAMINATIONS:

Continual job evaluation throughout the course.



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## **Trained Homemaker**

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### **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 programme is designed to prepare women to fill the role of homemaker in the 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 house-keeping.

### **LENGTH OF COURSE:**

8 weeks.

### **ENROLMENT DATES:**

As space permits.

### **FEES:**

REGISTRATION: \$1.50; TUITION: \$30.00 course fee; TEXTBOOKS: \$5.00.

### **DRESS:**

Standard.

### **EXAMINATIONS:**

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



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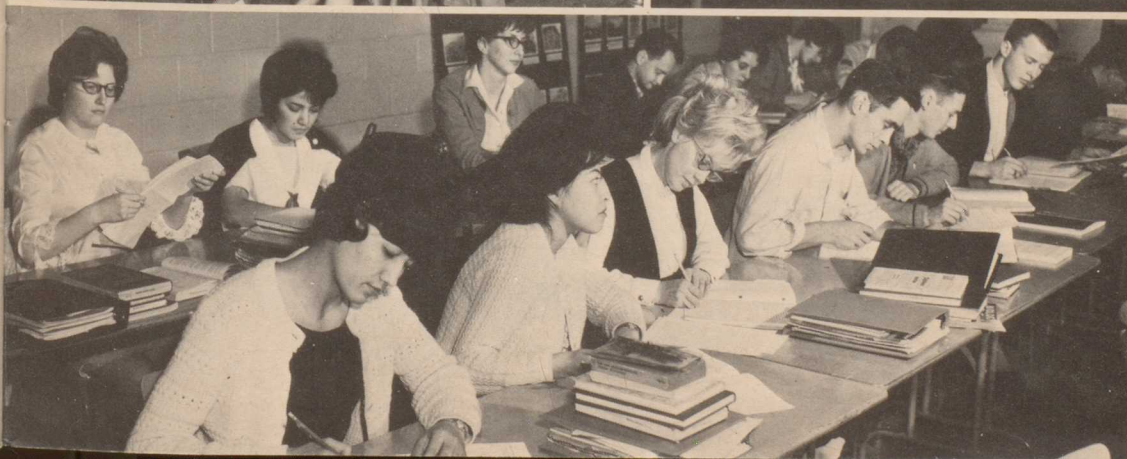
## Notes

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## Commercial and Upgrading

Commercial Bookkeeping  
Commercial General  
Commercial Secretarial  
Commercial Upgrading  
Dental Assisting  
Medical Office Assistant

Medical Stenographer  
Basic Training for Skill  
Development  
Level 3: Grade 10 or equivalent  
Level 4: Grade 12 or equivalent  
Orientation for Women





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## Commercial Bookkeeping

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### COURSE CONTENT:

Basic Bookkeeping  
Intermediate Bookkeeping  
Advanced Bookkeeping  
Industrial Payroll  
Commercial Law  
Business Machine Operation  
Typewriting  
Business Correspondence and Report Writing

### ENTRANCE REQUIREMENTS:

AGE: 17 years of age or older.  
EDUCATION: Grade XII.  
LENGTH OF COURSE: 8 months.

### HOURS:

Classes available on Day or Afternoon Shift.  
Day Shift: 8:00 a.m. - 3:00 p.m.  
Afternoon Shift: 3:00 p.m. - 10:00 p.m.

### FEES:

REGISTRATION: \$1.50; TUITION: \$15.00 per month; TEXTBOOKS: \$20.00.

### DRESS:

Standard.

### EXAMINATIONS:

No formal examinations. Each lesson individually evaluated.

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## Commercial General

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### COURSE CONTENT:

Recordkeeping  
Industrial Payroll  
Typewriting  
Machine Transcription (Dictaphone)  
Filing  
Business Correspondence  
Business Letter Writing  
Office Practice  
Bookkeeping Machines  
IBM Key Punch

### 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.

### HOURS:

Classes available on Day or Afternoon Shift.  
Day Shift: 8:00 a.m. - 3:00 p.m.  
Afternoon Shift: 3:00 p.m. - 10:00 p.m.

### FEES:

REGISTRATION: \$1.50; TUITION: \$15.00 per month; TEXTBOOKS: \$10.00.

### 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 DATES:

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.

## Commercial Upgrading

### COURSE CONTENT:

OPTION I — "SECRETARIAL BASIC SKILLS"

Typing, Recordkeeping, Business Office Machines, Machine Transcription, Letter Set-up.

OPTION II — "SECRETARIAL UPGRADE"

Typing, Take 30 Shorthand (*or*) Machine Transcription, Business Office Machines, Business Letter Writing, Recordkeeping.

OPTION III — "COMMERCIAL GENERAL UPGRADE"

Recordkeeping, General Bookkeeping, Industrial Payroll, Typing—Manual and Electric, Office Practice, Business Correspondence, Business Office Machines.

### ENTRANCE REQUIREMENTS:

AGE: 18 years or older.

EDUCATION: Grade 10 minimum; Grade 12 preferred.

### FOR OPTIONS II AND III — PREREQUISITES:

(a) Successful completion of post high school commercial course — 6 months duration. *AND/OR*

(b) Two years successful office experience in typing, bookkeeping and business machines — this to be completed within the past 10 years.

### LENGTH OF COURSE:

3 to 4 months as required.

### HOURS:

Classes available on Day or Afternoon Shift.

Day Shift: 8 a.m. - 3 p.m. Afternoon Shift: 3 p.m. - 10 p.m.

### ENROLMENT DATES:

As space permits. Applications for space should be made to your local Canada Manpower Office.

### FEES:

REGISTRATION FEE: \$1.50; TUITION FEE: \$15.00 per month; TEXTBOOKS: \$20.00; LOCK: \$1.25 (\$1.00 refundable when lock is returned).

### DRESS:

Standard.

### EXAMINATIONS:

No formal examination; 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 private offices, hospitals, and office of Metropolitan Health.

### 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.

HEALTH: Recent health certificate required upon entry.

### LENGTH OF COURSE:

10 months.

### ENROLMENT DATES:

September.

### FEES:

REGISTRATION: \$1.50; TUITION: \$15.00 per month; TEXT: \$16.00;

SUPPLIES: \$5.00; UNIFORMS: \$15.00; DUTY SHOES: \$15.00 (approx.);

LOCK: \$1.25 (\$1.00 refundable when lock is returned).

GRADUATION FEE: \$80.00.

### DRESS:

Special uniform to be purchased at V.V.I.

## 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 10 days orientation in a medical office.

### ENTRANCE REQUIREMENTS:

AGE: 18 to 35 years of age preferred.

EDUCATION: Grade XII 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 — 1 month clerical, 3½ months medical, clerical and medical transcription, 1½ months clinical.

### ENROLMENT DATES:

January, March, May, July, September, November.

### HOURS:

8:00 a.m. to 3:00 p.m.

### FEES:

REGISTRATION: \$1.50; TUITION: \$15.00 per month; TEXTBOOKS: \$8.00; 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.

*6-week long prog. is under way in B.C. to train D-as for in-the-month work. begun '71.*



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## Medical Stenographer

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### COURSE CONTENT:

Business English  
Medical Terminology  
Medical Essentials  
Anatomy and Physiology  
Medical Transcription  
Ethics  
Hospital Orientation  
Medical Transcription  
Medical Transcription (Advanced)

### ENTRANCE REQUIREMENTS:

AGE: 18 to 30 preferred.  
EDUCATION: Grade XII minimum; Biology and Chemistry desirable.  
Typing Speed: 40 WPM. Good command of English required.

### LENGTH OF COURSE:

6 months.

### ENROLMENT DATES:

September and March.

### CLASS HOURS:

3 p.m. to 10 p.m. Monday to Friday.

### FEES:

REGISTRATION: \$1.50; TUITION: \$15.00 per month; TEXTBOOKS: \$26.00;  
LOCK: \$1.25 (\$1.00 refundable when lock is returned).

### DRESS:

Standard.

### EXAMINATIONS:

Each lesson individually evaluated.

*all at SPD now*

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## Educational Upgrading – Basic Training For Skill Development – Levels 3 and 4

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### 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:

#### LEVEL 3 — GRADE 10 EQUIVALENCY

Four months, enrolments monthly as space permits.

#### LEVEL 4 — GRADE 12 EQUIVALENCY

Five months, enrolments September and February.

### 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.

### ENROLMENT:

Contact your local Canada Manpower Office or the Special Programs Division of the Vancouver City College, 951 West 12th Avenue, Vancouver, B.C.

*These programs  
now given at  
SPD*



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# Vancouver City College

Vancouver Vocational Institute  
250 WEST PENDER STREET  
VANCOUVER 3, B.C.

