

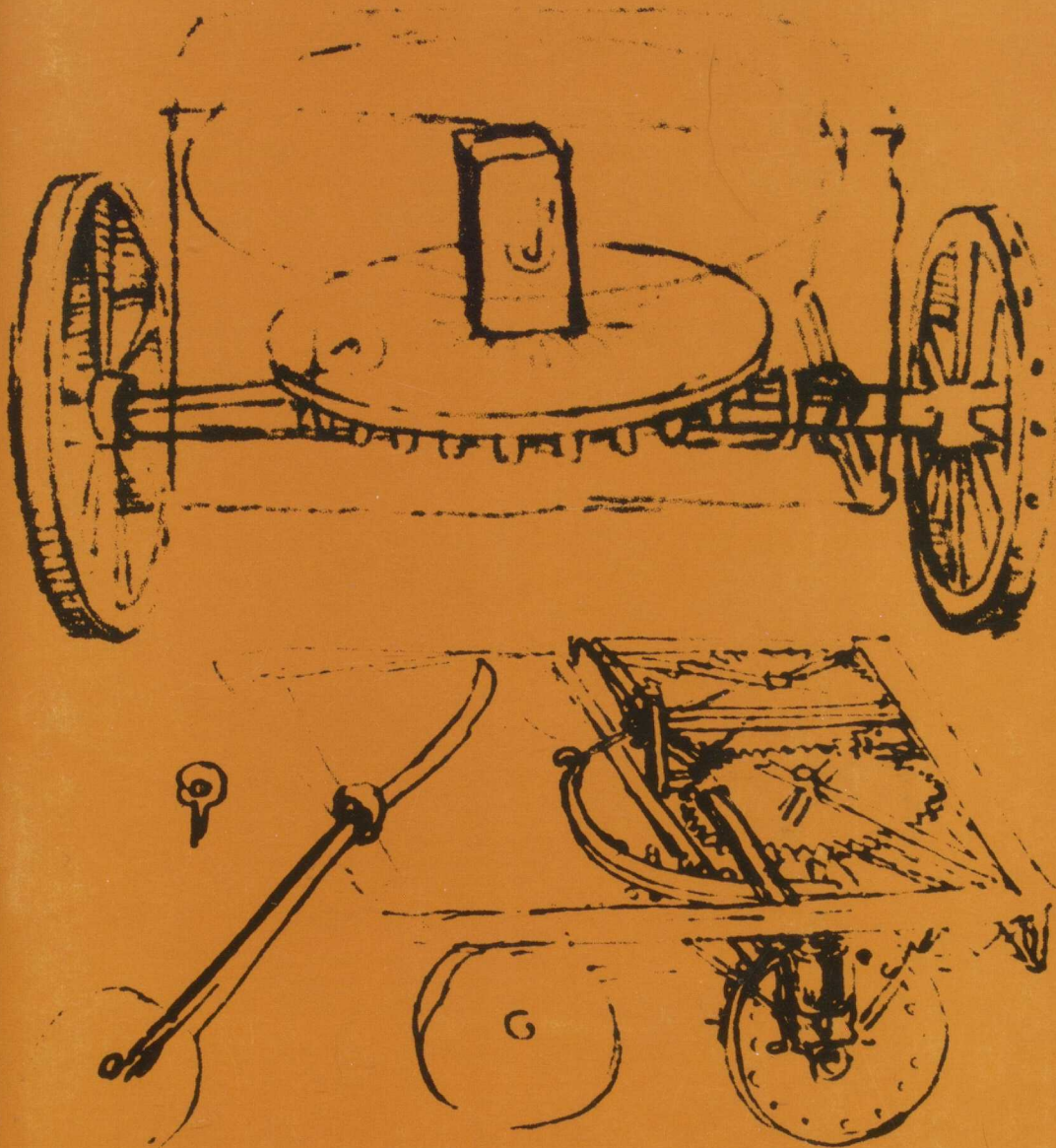
ARCHIVES

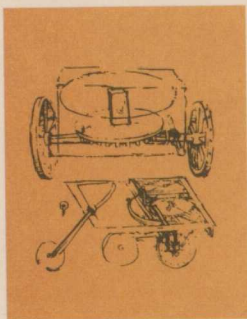
Vancouver City College

Vancouver Vocational Institute



CALENDAR 1972-1973



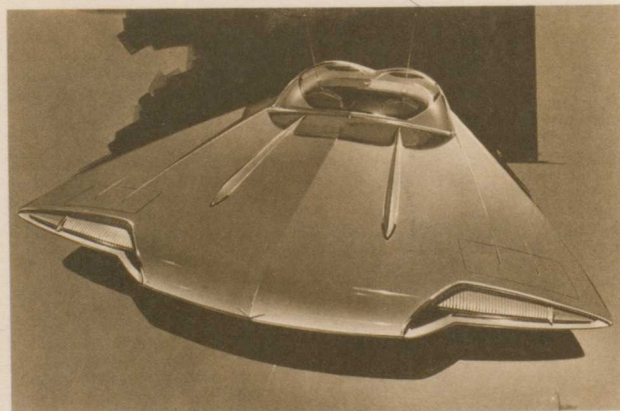


The first man to conceive the idea of a self-propelled "covered chariot, safe and unsailable" was Leonardo da Vinci, some four hundred years before Henry Ford's Model-T. Da Vinci's "automotive wagon" attempted to develop and store within the vehicle itself the energy necessary for motion. This was to be achieved by a system of springs (an idea still tempting to modern technology) geared to independent transmission for each wheel and

an epicyclic wheel arrangement that was the forerunner of today's differential.

Similarly ingenious was a transmission with multiplying ratio for wagon axle, as reproduced on our cover from the original drawing. Each spanner lifted by students of the Vancouver Vocational Institute's automotive programs thus pays unwitting homage to the true father of the automobile.

Drawing inspiration from the past and with pride in its own growing tradition, the VANCOUVER VOCATIONAL INSTITUTE looks forward to a promising future. With the accelerating pace of modern technology, graduates of the automotive programs may soon be working on models such as this advanced design concept of the FORD MOTOR COMPANY.



The AERODYNE, a delta-shaped, aerodynamic car which envisions the use of air brakes to help deceleration and bumpers actuated by proximity sensing devices. (Photo courtesy of the Ford Motor Company of Canada Ltd., Vancouver Regional Office)

Vancouver City College Vancouver Vocational Institute

CALENDAR 1972-1973

250 West Pender Street, Vancouver 3, B.C.
Telephone: (604) 681-8111 Telex: 04-54566



a song for occupations

A song for occupations!

*In the labor of engines and trades and the labor
of fields I find the developments,
And find the eternal meanings.*

Workmen and Workwomen!

*Were all educations practical and ornamental well
display'd out of me, what would it amount to?
. . . . Strange and hard that paradox true I give,
Objects gross and the unseen are one.*

*House-building, measuring, sawing the boards,
Blacksmithing, glass-blowing, nail-making, coopering,
tin-roofing, shingle-dressing,*

Ship-joining, dock-building, fish-curing

The pump, the pile-driver, the great derrick

*Coal-mines and all that is down there, the lamps in
the darkness, echoes, songs*

Iron-works, forge-fires, men around feeling the melt

*Oil-works, silk works, the sugar-house, steam saws,
the great mills and factories*

*Stone-cutting, the mallet, the tooth-chisel, the jib
to protect the thumb*

The work and tools of the rigger, grappler, sail-maker

The veneer and glue-pot, the confectioner's ornaments

*The men and the work of the men on ferries, railroad,
coasters, fish-boats, canals*

*The hourly routine of your own or any man's life,
the shop, yard, store, or factory,*

*These shows all near you by day and night—workman!
whoever you are, your daily life!*

*In them, not yourself—you and your soul enclose
all things regardless of estimation,*

*In them the development good—in them all themes,
hints, possibilities*

Walt Whitman (1855)

A MESSAGE FROM THE PRINCIPAL



Twenty-three years ago the Vancouver Vocational Institute was brought into being by the Vancouver Board of School Trustees. At that time it was a new idea in adult education being dedicated to the concept of equipping adults with the knowledge, skills, and attitudes that would enable them to find gainful employment in an occupation of their own choosing.

In 1949 the Institute started with 30 instructors and 600 students. Today it has 112 instructors, and 2,000 students. It operates 12 months of the year with both day and night classes, and in one department it has four shifts starting at 7:00 a.m. and ending at 6:30 the following morning. Between now and June 1972 the V.V.I. will graduate its 50,000th student.

During the years the staff of this school has dedicated itself to turning out a quality product which has been sought after by business and industry. Our students have not only been able to work with their heads but also with their hands. They have learned how to get along not only with their fellow workers but also with their superiors and the customers whom they serve. They have developed those attitudes and techniques which enable them to respond to, and keep abreast of, the changes that are taking place in our rapidly changing world.

One of the big developments which took place in December of 1970 was the incorporation of the V.V.I. as an integral part of Vancouver City College. This will in no way restrict the objectives of the Institute but will expand the horizons of the student for further development in the other areas of the College.

I shall be retiring as Principal of the V.V.I. this summer and my one wish for the school would be that the dedication that has been demonstrated by both staff and students alike to the achievement of quality performance be continued in the future with renewed vigour.

S. V. Clarke

ORGANIZATION OF VANCOUVER CITY COLLEGE

COLLEGE COUNCIL

MRS. EVA V. NEW, CHAIRMAN
W. GORDON McOUAT, VICE-CHAIRMAN
FRITZ K. BOWERS
DR. PETER BULLEN
FREDERICK N. A. ROWELL
J. C. MELVIN SCOTT
DR. ROBERT F. SHARP
MRS. CONSTANCE SPRING

COLLEGE EXECUTIVE OFFICERS

DR. T. J. GILLIGAN, PRINCIPAL, V.C.C.
H. E. PANKRATZ, EXECUTIVE DIRECTOR, *Instruction*
S. V. CLARKE, PRINCIPAL, *Vancouver Vocational Institute*
J. D. NEWBERRY, PRINCIPAL, *Langara*
L. B. MONASCH, PRINCIPAL, *Special Programs Division*
D. C. STEWART, ACTING PRINCIPAL, *Vancouver School of Art*
J. E. COOPER, PRINCIPAL, *Community Education Services*
J. E. ROBERTSON, BURSAR

VANCOUVER VOCATIONAL INSTITUTE ADMINISTRATION AND DIVISION CHAIRMEN

S. V. CLARKE, *Principal*
M. A. A. HARRIS, *Dean*
G. W. LIDSTER, *Administrative Assistant*
H. E. JUSTESEN, *Division Chairman, Technical*
R. H. MAITLAND, *Division Chairman, Commercial*
B. A. WOOD, *Division Chairman, Service*

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STAFF

Admissions and Counselling

J. T. Moore
Mrs. M. Baigent
D. H. Kremer

Auto Collision Repair

R. B. McCarthy

Automotive Mechanics

R. J. Bryant
W. D. Bland
N. F. Pelkey

Barbering

L. J. Condie

Beauty Culture

Miss Ruth Nichols
(Mrs. R. M. Abramson)
K. C. Campbell
H. L. Giles
R. L. LaRocque
Mrs. A. Stradiotti

Building Construction

E. Churchill
J. H. Ehwalt
E. A. Rinta

Commercial

J. S. Knox
F. M. Bolton
A. A. Bownick
Mrs. K. Hodgson
G. R. McKelvey
D. L. McLeod
J. A. Mitchell
R. C. Phillips
J. B. Punak
A. Trafford
Mrs. Y. Wiggins

Commercial (Secretarial)

Miss A. J. L. Murison
Mrs. J. E. Gowler

Mrs. V. M. Jones
Mrs. M. M. Kowin
Mrs. J. Latta
P. P. Talbot

Dental Assisting

Mrs. M. L. Chase
Mrs. S. Collin
Miss M. Robinson

Diesel Engineering

J. A. Sanders
R. N. Brady
T. C. Scott

Drafting

J. D. Taylor
R. A. Dawson
A. W. Griffiths
W. N. Marshall
K. D. Urquhart
R. J. Wren

Employment Orientation

Mrs. B. McDonald

Electricity and Industrial Electronics

E. A. Frost
A. Barnard
E. D. Tuley

Electronics

K. L. Wheeler
M. S. Bishop
K. T. Gregg
R. Hodgson
J. J. Kamm
E. F. Klaus
E. A. Lawton
H. W. Rerup
H. M. Sharp
M. A. Somerville

Employment Orientation

Mrs. B. McDonald

Engineering

T. D. Munro

N. C. Coen

P. A. Dale

W. A. Harris

P. G. Miles

N. B. Reid

A. Wonghen

Food Trades Department

J. J. Nowacki

A. D. Bingley

H. Ghislieri

J. A. Gnos

D. H. Harris

R. Jolicoeur

F. Naso

R. Rey

A. Sauer

H. Vanderlinden

Graphic Arts

J. H. Alexander

F. E. Frandsen

N. A. MacLeod

Machine Shop

J. B. Lock

C. A. Bisset

Medical Office Assistant

Mrs. P. Davies

Medical Stenographer

Miss M. E. Prefontaine

Nautical Training

R. E. S. Armstrong

N. S. P. Bradbury

P. P. Shives

Power Sewing

Mrs. L. H. Friesen

Mrs. K. Buchanan

Practical Nursing

Mrs. K. I. Johnstone

Mrs. M. V. Clarkson

Mrs. L. V. Downey

Mrs. M. J. Foth

Mrs. M. F. McVeigh

Miss C. G. Thomas

Shoe Repair

J. Pearson

Trained Family Aide

Mrs. E. Winckler

Trained Homemaker

Mrs. I. Harvey

Welding

A. R. Burns

W. T. Berry

G. E. Martin

E. M. Sukkel

Office Manager

T. R. McComb

Office Staff

Miss M. Sinclair

Miss D. Biggs

Miss L. Butler

Miss J. English

Miss D. Fister

Mrs. R. Gledhill

Mrs. B. Hammond

Miss B. Henson

Mrs. D. Hutchinson

Miss F. MacKay

Mrs. S. Meikle

Miss E. Melstner

Mrs. L. Miller

Mrs. C. Milligan

Miss M. Rinta

Miss S. Woycenko

Custodial Engineer

D. M. Lockhart

Receiver

R. Connolly

VANCOUVER CITY COLLEGE

Vancouver City College officially came under the authority of the Vancouver City College Council on December 3, 1970. It consists of five divisions, each specializing in a different area of instruction: Vancouver School of Art for Art Programs; Vancouver Vocational Institute for Technical/Vocational Programs; the Special Programs Division for upgrading and academic subjects; the Langara Campus for Academic and Career Courses; and the Community Education Services Division for all other adult programs.

This is the second largest post secondary operation in British Columbia, with an enrolment in excess of 13,000 students. Its offerings are many and varied, including a four-year program in Art, two-year diploma certificate programs in a wide variety of trades and services, numerous upgrade courses in many fields, personal development courses, as well as a wide range of University Transfer Programs. By virtue of this multiplicity of offerings, Vancouver City College can truly call itself a Comprehensive Community College.

VANCOUVER VOCATIONAL INSTITUTE

In response to a growing awareness of the need for realistic technical and vocational training, the Vancouver Vocational Institute was opened by the Vancouver School Board on November 8th, 1949. From a very small beginning the Institute has grown and changed to meet public demand until, at the present time, it comprises 35 individual divisions and 85 identifiable courses. On April 1, 1971 the Vancouver School Board officially relinquished control, and the Vancouver Vocational Institute was incorporated into Vancouver City College as the division specializing in the preparation of students to enter careers in business, industry and service occupations.

Closure of the College During Potential Emergencies Such As Snowstorms, Strikes and Power Failures

All instructional divisions of the College will remain open during normal operating hours unless the College Principal makes a specific announcement to the contrary through the news media.

ADMISSIONS AND COUNSELLING

All students are interviewed before enrolment and are assessed as to their qualifications and aptitudes in relation to the area they wish to enter. Pre-entry tests will be required where necessary and all applicants should be prepared to provide a high school record of marks and a full employment resumé.

A comprehensive counselling service is offered by a staff of professional counsellors, all of whom have broad background not only in teaching and counselling but also in business and industry. One of the major needs of people today is realistic guidance in the selection of, and training for, suitable vocations. Counselling at the Vancouver Vocational Institute is primarily oriented to meeting this need. Counsellors are also available for personal counselling of students whenever necessary. Every assistance is given to applicants in planning for a realistic future in terms of attainable goals and, if indicated, referrals are made to other sources of specialized services.

BASIC QUALIFICATIONS

The basic qualifications for entry to the school vary with the course desired and are explained in detail under each course heading.

STUDENT HOURS

The classes operate on a six-hour, five-day week and a 12-month year. In response to the heavy demand for training, the school operates on two or three complete shifts in some areas. In addition, individual technical night school courses are offered between the hours of 6:00 p.m. and 11:00 p.m. Normal school hours are 8:30 a.m. to 4:00 p.m. Deviations from this are outlined under individual course descriptions.

COLLEGE CO-ORDINATED DIPLOMA PROGRAMS

In general, a program year of 8 or more months duration at the Vancouver Vocational Institute will constitute 30 credits or one half the necessary credits for a college diploma. When these 30 credits are used in conjunction with a full program year completed at any other recognized post-secondary institution in British Columbia or, where applicable, from other provinces, the combined credits may be used to fulfill the requirements for a college diploma. Please provide the counselling offices with full transcripts and records of marks if you wish to be enrolled on a co-ordinated program for a college diploma.

FEE REGULATIONS

Fees are charged for all courses and range from \$45.00 to \$60.00 per quarter.

Quarterly terms are from:

- 1 January — 31 March
- 1 April — 30 June
- 1 July — 30 September
- 1 October — 24 December

Where a student commences or completes part way through a quarter, the fees will be adjusted on a pro-rata basis. No refunds will be made if the period is less than one school week.

Students who wish to withdraw from class during any calendar month will receive no refund for that month, but will receive on a pro-rata basis the fees from the remaining full months.

In some areas specialized course fees are charged; this applies to Engineering, Navigation and special short courses.

Food Trades Courses, Trained Family Aide and Trained Homemaker are \$60.00 per quarter—which fee includes a noon or mid-shift meal. A Registration Fee of \$1.50 is charged for the Student Fund. Locker Fee: \$2.25 (\$2.00 refundable when the lock is returned). Tool Deposits and Uniform Deposits are required in a number of specified courses where tools or uniforms are provided for use during the course.

FINANCIAL AID

All post-secondary courses and most of the courses of eight months or more duration at the Vancouver Vocational Institute are open to applications for Canada Student Loans. The maximum amount is fourteen hundred dollars in any one year and is repayable starting six months after the completion of the training program. Ask at the Main Office for further information.

CANADA MANPOWER

Persons available to the work force for a period of one or more years may be eligible for Canada Manpower Assistance to undertake their training. If they require assistance they should contact their local Canada Manpower Office to make application.

APPRENTICESHIPS

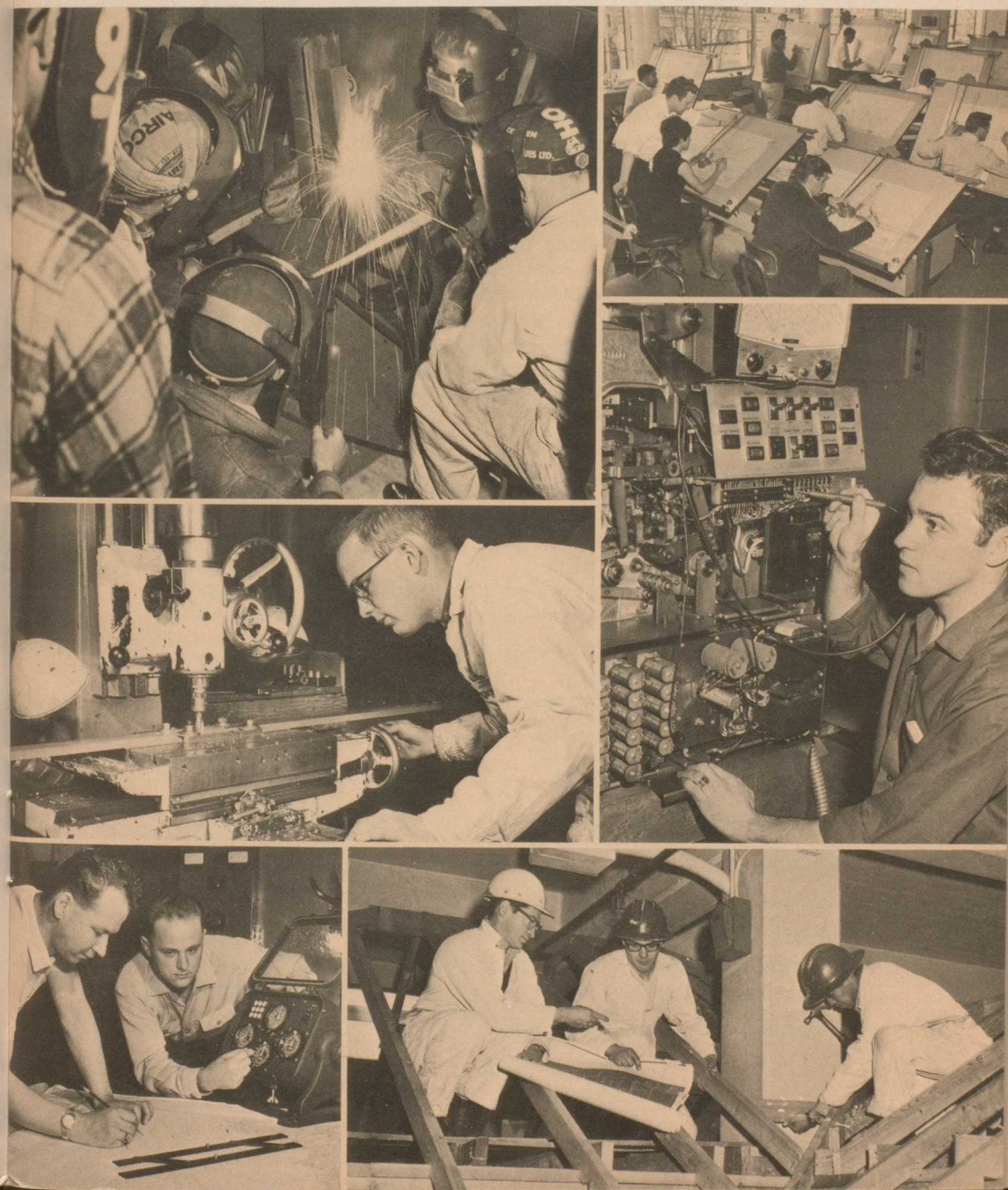
The Apprenticeship Act of British Columbia requires that a person who is to commence work in a designated trade must indenture himself as an apprentice to his employer. These apprenticeships are mandatory, but graduates of this institute receive time and money credits for their respective courses.

BOARD AND ROOM

Students are responsible for their own arrangements for board and lodging. No dormitory or other facilities are available through the Institute. The approximate minimum cost of board and lodging in Vancouver is between \$90.00 and \$120.00 per month at the present time. A list of names and addresses of persons who have board and lodging available in the Greater Vancouver Area is maintained at the switchboard of the Institute. Check with the receptionist for listed services.

TECHNICAL DIVISION

CHAIRMAN: MR. H. E. JUSTESEN



AUTO COLLISION REPAIR

The successful Auto Collision Repairman is one who effectively combines a thorough knowledge of metals, plastics, putties, paints and fillers with an eye for line and contour to restore damaged vehicles to their original condition. In employing this knowledge and skill, he uses a variety of pneumatic, hydraulic, electrical and hand tools. Applicants for this training should be physically fit, enjoy working with their hands, should be self-starters and capable of working with a minimum of supervision.

Auto Collision Repair is a designated trade with a four-year apprenticeship leading to Journeyman status. Successful graduates of the Vancouver Vocational Institute program undertake this apprenticeship following training and are normally granted one-year credit. While they are completing the remaining three years, they will be required to attend night school courses each year to improve their knowledge and skills and keep abreast of the changing techniques of the trade.

Employment opportunities in the field for qualified graduates are good throughout the province. It is a field in which there is opportunity for promotion to shop foreman or for independent shop operation.

COURSE CONTENT:

General Shop Practices

Welding

Fender and Body Repair

Painting—Colour Matching

Finishing and Assembly

TRAINING PROCEDURE:

The application of theory covered in lectures in doing extensive practical work on various late-model cars.

ENTRANCE REQUIREMENTS:

Age: 18-25 years preferred.

Education: Grade 10 or better.

Specific:

Good manual dexterity.

Good hand-eye co-ordination.

Good mechanical aptitude.

Physical strength and stamina compatible with the handling of heavy parts and equipment.

Valid Driver's License.

Good colour vision.

LENGTH OF COURSE: 6 months.

COURSE COSTS: *Tool Deposit: \$50.00 (refundable).

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

DRESS: Coveralls supplied and laundered.

AUTOMOTIVE MECHANICS

The Auto Mechanic, using a variety of hand and power tools, adjusts, maintains and repairs automotive vehicles. The graduates of this nine-month program at the V.V.I. will receive at least nine months' credit towards the four-year apprenticeship program. The apprenticeship requires night school courses each year in order to improve knowledge and skills and to keep abreast of changes in technical data. On completion of the apprenticeship, the graduate will become a qualified Journeyman and will be accorded inter-provincial auto mechanic transferability. The Journeyman Auto Mechanic has a wide range of employment opportunities throughout the automobile industry, and during the course of his career he may hope to become a shop foreman, service manager, or may wish to operate his own independent garage business.

Applicants for training in this field should have strong interests in mechanics, good physical condition and aptitudes suited to success in this area. They should be able to work well with or without supervision and be ever-attentive to minute mechanical details.

Applicants for training who have extensive qualifying time in the trade already may write their Tradesman's Qualification Examinations upon completion of the training program without further requirements in the apprenticeship field.

COURSE CONTENT:

General Shop Practice

Automotive Fundamentals

Engines

Clutches and Transmissions

Rear Axles Assemblies and Front Suspension Systems

Brake, 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.

Working conditions throughout the course are typical of automotive service procedures.

ENTRANCE REQUIREMENTS:

Age: 18-22 years of age preferred.

Education: Preference will be given to applicants with one of the following backgrounds:

Grade 12 Academic plus either shop mechanic courses or related work experience.

Grade 12 graduation, Auto Mechanics Specialty with at least a C+ in Auto Mechanics 12A and 12B.

Grade 10 or 11 plus considerable work experience in the field.

General:

Effectiveness in both written and verbal English.

Normal eyesight and hearing.

Specific:

Good mechanical aptitude.

Physically fit.

Good manual dexterity and hand-eye co-ordination.

Valid driver's license.

LENGTH OF COURSE: 9 months.

ENROLMENT DATES: January, April, July, October.

COURSE COSTS:

*Textbooks: \$9.00 approximately

*Tool Deposit: \$25.00 (refundable)

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

DRESS: Coveralls supplied and laundered.

EXAMINATIONS: Examinations given at frequent intervals throughout the course.



BUILDING CONSTRUCTION

Building Construction is a rapidly expanding industry with a great demand for qualified personnel. The 10-month course in Building Construction is designed to prepare the student to meet the basic demand for qualified men.

Students who are successful in completing this training program and the following Carpentry apprenticeship will find themselves well suited to contend for advancement to positions such as Construction Foreman or Construction Superintendent. Other related positions are Instrument Man, Estimator, Concrete Form Designer, Concrete Detailer, Contractor and Building Inspector.

COURSE CONTENT:

Construction Mathematics

Builder's Levels

Blueprint Reading

Building and Materials Specifications

Construction Drafting

Materials, Codes, Safety, Speakers

House Framing

Trusses, Rafters and Stairs

Timber Construction Details

Estimating

Concrete Form Design

Concrete Form Building

Transit Layout for Construction

Scheduling

TRAINING PROCEDURE:

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

ENTRANCE REQUIREMENTS:

Age: 18-25 years preferred. Older students will be considered where employment probability is good.

Education: Grade 12 preferred on one of the following programs: Academic-Technical Program with "C" standing in Mathematics 11 and elective courses in construction, drafting and related subjects. Industrial program on the construction specialty with C+ or better grades in Construction 11, 12A, and 12B, general mathematics 11 and drafting 11.

NOTE: Successful completion of B.C. High School Correspondence course "Frame-house Construction 11," Government Offices, Victoria, B.C. is valuable as a preparation for all applicants especially those above the age level preference indicated under "Entrance Requirements—(1)."

General:

Effectiveness in verbal communicative skills.
Readiness and willingness to work as a member of a construction team.
Strong interest in the field of Building Construction.

Specific:

Physical fitness, strength and stamina suitable for the demands of this trade.

Good eyesight and the ability to work at heights.

Ability to produce effectively with a minimum of direct supervision.

Ability to work under all types of conditions, as well as readiness to adapt to changing and sometimes adverse conditions.

LENGTH OF COURSE: 10 months

ENROLMENT DATES: September

COURSE COSTS: *Textbooks: \$26.00

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

DRESS: Overalls supplied and laundered.

EXAMINATIONS:

Examinations periodically throughout the course. Projects individually evaluated.



DIESEL ENGINEERING

The 12-month Diesel Engineering course leads to employment as an apprentice or improver in the field of heavy duty mechanics, marine engineering or in training programs with one of the larger industrial heavy equipment companies. A developing area for a number of graduates is placement in fuel-injection firms where the mechanic learns the precise and accurate work related to fuel-injection systems.

The course emphasizes the theory, maintenance and operation of various heavy duty diesel engines and their fuel-injection systems. The course consists of three sections with approximately 50% theory and 50% practical work in each section.

The potential student should have a high degree of mechanical aptitude and interest together with a sound working knowledge of mathematics and electricity. In seeking employment in the heavy-duty mechanic field, he should ensure that he has sufficient physical strength and stamina to handle the heavy work load. In many instances, workers find that they are working in teams and therefore must have the ability to maintain good working relationships with their fellow-workers and supervisors.

Students are required to maintain at least a 60% or better average in both theory and practical work throughout the course.

On graduation, where an apprenticeship is followed, one year's credit is usually granted on the four-year apprenticeship program. In the marine field, the graduate is allowed 12 months' sea-time toward his 4th Class Marine Engineers' Certificate.

COURSE CONTENT:

- Basic Trade Skills
- Engine Construction
- Cooling and Starting Systems
- Industrial Electricity—Theory and Systems
- Overhaul Procedure
- Components
- Engines
- Fuel Oils, Lubricating Oils and Lubricating Systems
- Marine and Heavy Duty Transmissions
- Hydraulics
- Operation and Servicing of Injection Systems
- Theory of Combustion and its Application
- Operation of Heavy Duty and High Speed Marine Engines and Stationary Diesel Engines
- Power Generation
- Operation and Servicing of Injection Systems
- Overhaul Procedure Advanced.

TRAINING PROCEDURE:

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

ENTRANCE REQUIREMENTS:

Age: 18-30 years of age preferred.

Education: Grade 12 graduation on one of the following:
Academic-Technical program with at least "C" standing in mathematics 11 and with appropriate shop courses as electives. Physics 11 desirable.

Industrial specialty with C+ or better standing in Mechanics 12A and 12B, Industrial Science 12 and General Mathematics 11.

General:

Readiness and willingness to work under all types of conditions.

Physical maturity.

Ability to maintain close attention to minute detail.

Specific:

Good mechanical aptitude—both practical and theoretical.

Physical fitness, strength and stamina to meet the demands in handling the parts and equipment associated with this trade.

Good colour vision if anticipating work in operational areas.

Ability to work effectively as a member of a team, and at times with a minimum of supervision.

Good visual imagery and hand-eye co-ordination.

LENGTH OF COURSE: 12 months

HOURS: 8:30 a.m. - 4:00 p.m., Monday to Friday.

ENROLMENT DATES: March, July, November

DRESS: Coveralls supplied and laundered.

EXAMINATIONS:

Periodic examinations throughout the course. Practical work is evaluated step by step. 60% or better average required.

DRAFTING

The draftsman is a vital member of the engineering or architectural team, sharing fully in the creative process, with all its satisfactions. He or she—for women are adopting the career in increasing numbers—links the creative world of the engineer and architect with the productive world of the workman. The draftsman, starting as a Junior, will follow successive stages, and after approximately five years may become a Senior Draftsman. In ensuing years, he may progress through successive stages to group leader, designer, and on up to Chief Draftsman. Many draftsmen will spend most of their careers at a drawing board, but others will advance to administrative positions in the engineering departments of large firms or will go into technical sales with the self assurance which comes from their familiarity with technical drawings. In 1971 an estimated 8,000 to 10,000 draftsmen were employed in the province of B.C. alone.

The purpose of any technical-vocational training program is to fulfill the needs of industry for qualified personnel. The Drafting Department of the Vancouver Vocational Institute maintains close and cordial relations with industry, not merely to ensure that the course is kept abreast of innovations, but also to assist qualified graduates in finding employment. Over the past twenty-three years, the graduates of the Vancouver Vocational Institute have built a solid reputation in business, industry and consulting engineering offices throughout B.C. and Western Canada.

A person considering whether or not to become a draftsman should bear in mind the following criteria: he should like to draw, have good eyesight and hand-eye co-ordination; he should have a combination of technical, artistic, and mechanical aptitudes, be meticulous and systematic in his work habits, and able to work effectively as a member of a technical team. He should also be a self-starter capable of working with a minimum of supervision and be fully proficient in both oral and written English.

All students are expected to do home study on both theory and individual projects.

ENTRANCE REQUIREMENTS:

Age: 18-25 years of age preferred.

Older applicants without related trade experience may have difficulty in handling the training program and in finding employment as draftsmen.

Education: Grade 12 graduation on one of the following:

(a) Academic-Technical Program with at least a "C" lettergrade in Mathematics 11. Physics 11 an asset.

(b) Industrial Program with C+ or better lettergrades in the follow-

ing courses: General Mathematics 11, Industrial Power 11, Industrial Science 12 and Art or Drafting specialty.

General:

A keen desire to be a draftsman.

No health, personal or family problems which might interfere with attendance or performance.

Neat and meticulous appearance and work habits.

Be able to work well with others as a member of an integrated technical team.

Be able to communicate effectively in both written and oral English.

Able to maintain close attention to detail.

Specific:

Good eyesight and hand-eye co-ordination.

Good manual dexterity and the ability to manipulate instruments to fine settings.

Good mechanical comprehension.

The ability to work under pressure to meet project deadlines.

The ability to describe in words and drawings the shape and dimensions of objects.

Visual imagery to see two dimensional drawings as three dimensional objects.

Ability in mathematical and logical reasoning; (artistic ability is desirable but not essential).

LENGTH OF COURSE: Eleven Months

COURSE COSTS: *Supplies: \$12.00 *Textbooks: \$25.00

*Tool Deposit: \$10.00 (refundable)

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

DRESS: Standard

EXAMINATIONS:

Periodically throughout the course. Projects individually evaluated.

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.

DRAFTING—ARCHITECTURAL AND MECHANICAL

The Architectural Mechanical graduate will become a member of an engineering team which is involved in the complete layout of a total design. He may be employed by a consulting engineer or architectural firm. In piping, as in other types of drafting, he must have an appreciation of the life size situation in order to design the installation, and to allow sufficient room for modifications and maintenance of equipment. Given a number of specific requirements and using his ability to think for himself, he must produce the appropriate drawings.

On graduation from the course many graduates continue their professional development through courses in Design Detailing offered in various continuing education programs.

COURSE CONTENT:

Basic: Orthographic Projection, Auxiliary Views, Sections, Dimensioning, Drafting Techniques, Inking Techniques, Pictorial Representation, Intersections and Developments, Detail and Assemble 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.

ENROLMENT DATES: February and August



DRAFTING—ARCHITECTURAL AND STRUCTURAL

The graduate of this program will find opportunities for employment as a draftsman in any of a wide variety of firms within the fields of architectural, structural or civil engineering, in private, municipal, provincial or federal organizations. He will serve his employer as a worthy and respected team-member where the ability to think for himself combined with an analytical attitude will be of great advantage. A keen interest in all related aspects of the engineering, architectural and construction world (together with an appreciation of the practical and aesthetic needs of people) is essential to the effective designing of bridges, roads, buildings and industrial plants with which he will be involved.

After completing the basic and architectural parts of the course, the student will concentrate for the final 5½ months on the 'Structural' subjects listed below. For their continuing education graduates are encouraged to take advantage of the many courses offered such as: *Reinforced Concrete Design, Structural Steel Design, Structural Timber Design, or Practical Surveying.*

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 Developing, 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.

ENROLMENT DATES: May and November

DRAFTING—STRUCTURAL STEEL

Structural steel is the backbone of the heavy construction industry. It is used in the construction of transmission towers, dams, pulp mills and building of all types. The Structural Steel Draftsman has a vital part in the steel building process. The successful graduate of the Steel Drafting program could be employed by any one of a number of local steel fabricators, but may seek employment anywhere in Canada where steel fabricators are located.

The program provides the student with basic drafting skills, mathematical competence and general knowledge necessary to ensure success in this field. Basic drafting principles and techniques are taught at the beginning of the course. Mathematics (trigonometry and geometry) involving the extensive use of Smoleys tables (logarithms, bevels and segmental functions) is an important part of the course. Discussion, films, and field trips provide the student with a fundamental knowledge of the steel industry.

The Structural Steel Drafting Program at the Vancouver Vocational Institute is designed to train draftsmen to begin working at a Junior capacity. When the graduate joins a company he will become part of a team working to the rigid requirements of architects, engineers and construction personnel. He will be working to set schedules and have to meet the demands and pressures of this type of work. There are also opportunities to branch off into other related areas of steel construction such as estimating, industrial engineering etc.

COURSE CONTENT:

Basic: Techniques of Drafting, Mathematical Tables, Steel and Mechanical Manuals and 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 drawings. The stress is to develop Draftsmen with sound technical knowledge and techniques in steel fabrication, construction and other related fields.

LENGTH OF COURSE: 11 months

Shift Hours: 8:00 a.m.— 3:00 p.m.

3:00 p.m.—10:00 p.m.

ENROLMENT DATES: Late August and Early October.

ELECTRICITY AND INDUSTRIAL ELECTRONICS

The Electrician is in demand in most industries throughout British Columbia. He may find himself with a construction firm, chemical plant, airline, public utility or industrial installation company handling elevators, heavy lift equipment, or may find employment as a representative in sales with a wholesale electrical supply firm. Graduates will follow an apprenticeship program following completion of the course, receiving time and money credits for the time spent in the training program. Journeyman status is obtained by completing a total of 8,000 hours (4 years) in the field and passing the inter-provincial examination which permits the Journeyman to work anywhere in Canada without further apprenticeship requirements.

The potential student for this training should have a background in Mathematics and Physics or extensive courses with accompanying good marks in Electricity, Electronics, Industrial Science and General Mathematics. This course is a combination of theory in lectures, followed by extensive laboratory work where the theory is applied. The student, under the direction of his instructors, learns to work effectively on projects both as an individual and as a member of a team. He should be prepared to spend a considerable number of hours each week in home study.

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: 18-25 years preferred. Older applicants accepted where the probability of employment is good.

Education: Grade 12 graduation on one of the following—
Academic-Technical Program with at least "C" standing in Mathematics 11 and Physics 11.

Industrial Program—Electricity and Electronics Specialty with letter-grade of C+ or better in Electricity 11 and 12, Electronics 12, Industrial Power 11, Industrial Science 12 and General Mathematics 11.

General:

Able to work effectively as a member of a crew.
Readiness, willingness and ability to follow instructions.
Fully effective in verbal and written English.

Specifics:

Physical strength, health and stamina to handle all equipment and materials used in this trade.
Ability to work at heights.
Good eyesight and colour vision.
Good mechanical aptitude and manual dexterity.
Good visual imagery and ability to conceptualize abstract functions.
Good analytical ability, able to transfer theoretical concepts to practical solutions.

LENGTH OF COURSE: 11 months

ENROLMENT DATES: January, May, September

COURSE COST: *Textbooks: \$25.00 *Tools: \$15.00

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

DRESS: Coveralls supplied and laundered.



ELECTRONICS—ELECTRO-MECHANICS

The Electro-Mechanic installs and maintains a wide variety of industrial and business equipment. His employers may be in such fields as business machines, elevators, telephones, intercoms, burglar and fire alarms, etc. Shift work and overtime are not uncommon. Most of the jobs are in maintaining and installing electro-mechanical equipment where knowledge of electronics is a requirement.

The Electro-Mechanic requires an analytical mind in order to be competent in diagnosing faults by observing symptoms and making measurements with various pieces of test equipment. While he works in industry, he may on occasions find working conditions unglamorous. A good deal of maturity is required, as supervision may be limited and responsibility great. He should furthermore, be a self starter and have a good deal of patience and perseverance in order to maintain a methodical and logical approach to his work. The course covers a large amount of theory and laboratory work, requiring constant attention and effort.

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 intercoms, etc.

ENTRANCE REQUIREMENTS:

Age: Minimum age 18 years. Students over the age of 35 may have difficulty in finding employment.

Education: Grade 10 minimum with proven mathematics and science aptitude. Preference given to grade 12 graduates on either Academic-Technical with effectiveness in Mathematics and Physics.

or

Industrial Program on the Electricity or Electronics Specialty. Effectiveness needed in the areas of Mathematics (ratios, proportions, square roots, and simple algebra) and physics (sound and light).

General:

Effective in the use of English, both written and oral
Ability to give close attention to detail for sustained periods of time.

Specifics:

Good mechanical aptitude.
Good eyesight and colour vision.
Manual dexterity sufficient to handle sub-miniature components.
Good hearing.

LENGTH OF COURSE: 6 months.

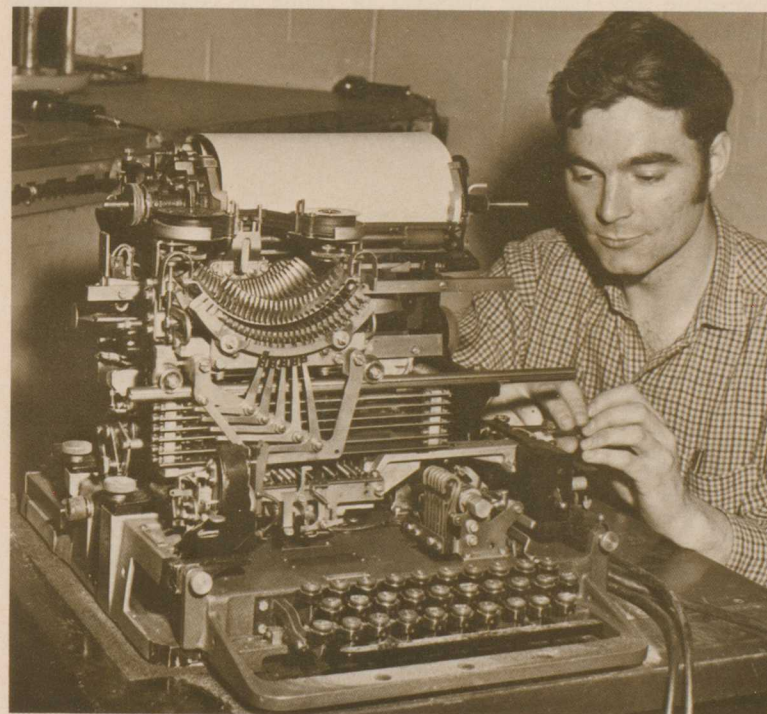
ENROLMENT DATES: October, January, April, July.

COURSE COSTS: *Textbooks and Supplies: \$25.00.

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

DRESS: Standard

EXAMINATIONS: Weekly and quarterly examinations.



ELECTRONICS TECHNICIAN

The Electronics Technician installs, maintains and modifies industrial, medical, business and communications equipment. His employers may be public utilities such as telephone companies, railroads, electric companies or airlines, manufacturing organizations, sales agencies, government or educational institutions. An Electronics Technician may work in highly industrialized urban centres, smaller residential areas, or scattered rural areas. His work often includes some manual labour and at times may require considerable travel, shift work and overtime.

This work is basically in the installation, maintenance and repair of complex electronic and electro-mechanical equipment. Most of the work will be performed in the field using test equipment rather than in the design office with the aid of a slide rule. The Electronics Technician requires an analytical approach in order to be effective in the immediate and accurate diagnosis of faults in complex electronic equipment.

COURSE CONTENT:

Component and Circuit Theory
Solid-State Switching and Control
Regulated Power Supplies
Solid-State Amplifier 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 program produces highly knowledgeable installation and maintenance technicians, primarily for the industrial and communications field.

ENTRANCE REQUIREMENTS:

Age: 18-30 years. Students over this age may have difficulty in finding employment—acceptance will be based on employment probability.

Education: Grade 12 graduation on one of the following:

Academic-Technical with at least "C" standing in Mathematics 11 and Physics 11.

Industrial Program with lettergrades of C+ or better on the electricity and electronics specialty, industrial science 12 and general mathematics 11.

Note: Effectiveness in mathematics covering ratios, proportions, square roots and simple algebra and in physics in the areas of sound and light.

General:

Good eyesight and colour vision.

Good hearing.

Effectiveness in both written and verbal English.

Specifics:

Manual dexterity and hand-eye co-ordination sufficient to handle sub-miniature components.

Ability to write clear and precise reports.

Ability to give close attention to detail for sustained periods of time.

Ability to accept and deal with the challenge of unexpected complex problems.

LENGTH OF COURSE: 12 months.

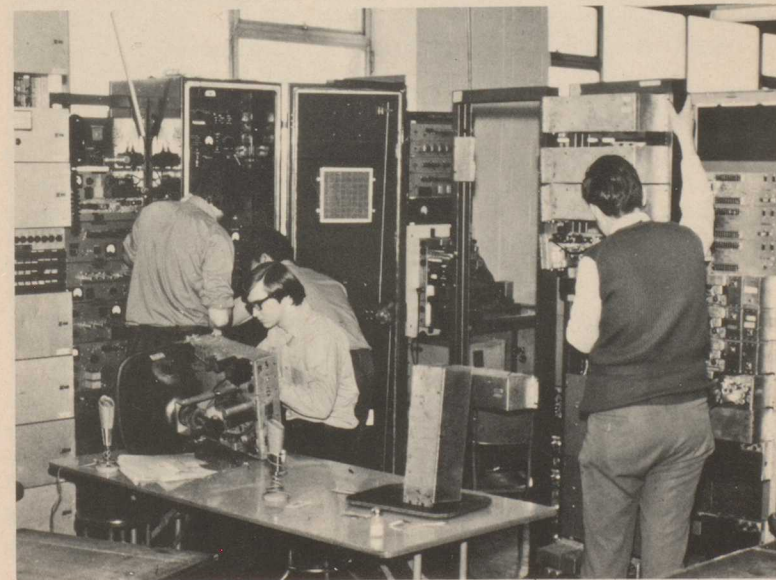
ENROLMENT DATES: October, January, April, July.

COURSE COSTS: *Textbooks and Supplies: \$25.00

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

DRESS: Standard

EXAMINATIONS: Weekly and quarterly examinations.



ENGINEERING DEPARTMENT

The Engineering Department offers comprehensive training programs for all grades of Stationary and Marine Engineer Certificates, a two-year Power and Process Engineering Program, Engineering Instrumentation and in addition, courses such as Industrial Refrigeration, Mathematics Upgrading and Marine Firefighting. The Department may also offer remedial courses, as required, by special arrangement with employers, organizations or individuals.

STATIONARY ENGINEERING

These courses for all certificates are offered in tutorial form supplemented by regularly scheduled lectures and laboratory observation of operating equipment under test conditions. Organized courses intended for persons planning to write the Provincial Government examinations for a Certificate of Competency as a Stationary Engineer are available from Boiler Operator to First-Class Engineer level.

MARINE ENGINEERING

Classes for all certificates are offered by regularly scheduled lecture courses and in tutorial form for persons who intend to write the Federal Ministry of Transport examinations toward initial certification or higher certification in the marine engineering field. Advance information regarding starting dates for the regularly scheduled lecture courses is available on request. A brochure entitled "How To Become A Marine Engineer" is available from the Department.

POWER AND PROCESS ENGINEERING

A two-year program with the purpose of introducing the student to a wide range of engineering subjects providing both theoretical and practical training. Many graduates have reached higher levels of Stationary Engineer certification in a shortened time while others are assisting to fill the need for Engineering Technicians. Graduates of the Program have proven to be readily employable within several major industries of the Province. A special brochure describing the Power and Process Engineering Program is available upon request.

ENGINEERING INSTRUMENTATION

Practical instruction is given in the operation, performance and fundamentals of instrumentation and process control as applied to the stationary and marine engineering fields, utilities and industrial process control plants. Electrical, electronic, hydraulic, mechanical and pneumatic instrumentation and control systems are covered during these instructional periods. Instruction is by lectures, demonstrations, laboratory sessions and trouble location testing practice.

EMPLOYMENT REFERRAL SERVICES (FOR STATIONARY ENGINEERS)

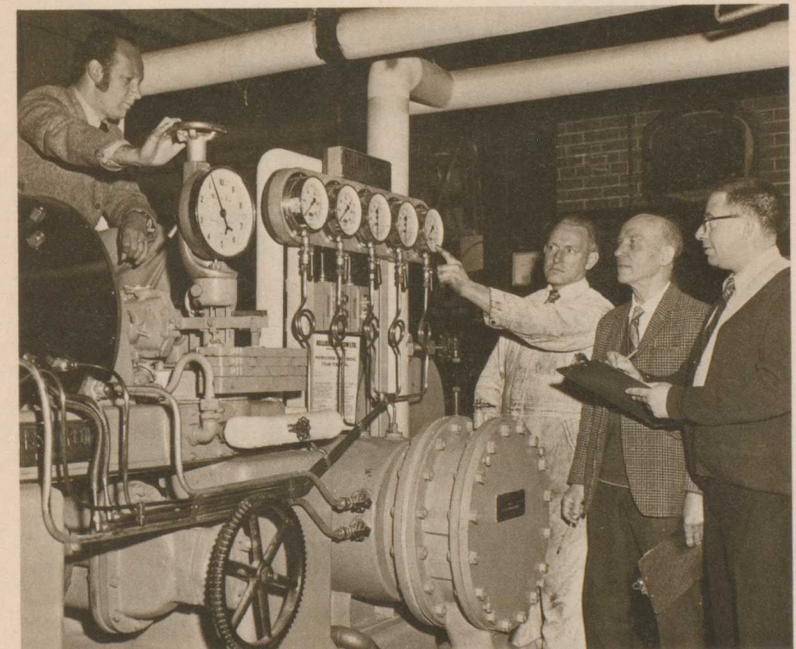
The Engineering Department has established an excellent relationship with many employers and as a result can often refer students to employment leading to higher certification following completion of training.

PRE-ENROLMENT COUNSELLING

Due to the complexities of Federal and Provincial legislation governing acceptable qualifying time served in industry or in the marine field, prospective students may wish to discuss their acceptability for certification prior to enrolment. The Engineering Department staff offer their assistance to students seeking advice regarding the prerequisites for compliance with legislation and mandatory regulations.

COLLEGE CERTIFICATE

A College Certificate is awarded to students who have completed the program to Engineering Department standards of achievement.



STATIONARY ENGINEERING

Certificates of Competency
FIRST-CLASS ENGINEER
SECOND-CLASS ENGINEER
THIRD-CLASS ENGINEER
FOURTH-CLASS ENGINEER

Boiler Operators Certificates
BOILER OPERATOR "A"
BOILER OPERATOR "B" HIGH PRESSURE
BOILER OPERATOR "B" LOW PRESSURE

Available for students having completed the qualifying service required by Part VI of the Regulations respecting Stationary Engineers. A copy of the regulations may be obtained from Boiler Inspection Department offices in various centres throughout the Province or from the Queen's Printer, Parliament Buildings, Victoria, British Columbia.

COURSE CONTENT:

Engineering knowledge, engineering science, mathematics, drafting and other subject areas as applicable for the class of Certificate of Competency sought following examinations by the Boilers and Pressure Vessels Branch of the British Columbia Department of Public Works.

TRAINING PROCEDURE:

Classroom theory and demonstration, lectures, assignments and tutorial augmented by laboratory work along with field trips.

ENTRANCE REQUIREMENTS:

Before enrolling, applicants should have their credentials checked by the Boiler Inspection Department in their home community or at the Department's Vancouver offices located at 501 West 12th Avenue, Vancouver 9, B.C.

Application for enrolment may be made prior to completion of qualifying time providing there is reasonable assurance of its completion during the training period.

LENGTH OF COURSES (approximate)

The length of time required for completion of the course to Engineering Department standards depends largely upon the ability, experience, application and attendance of the candidate. The following may be used as a general guide:

First-Class Part A—20 weeks
Second-Class Part A—16 weeks
Third-Class—16 weeks
Fourth-Class—8 weeks
First-Class Part B—20 weeks

Second-Class Part B—16 weeks
Boiler Operators—3-6 weeks
depending upon class of Certificate.

Attendance is possible on a full or part time basis during class hours of 8:30 A.M.-4:00 P.M. Monday through Friday, year round. Classes are also held on Tuesdays and Thursdays from 6:00-9:00 P.M.

Shortened Courses—In cooperation with certain industries, shortened courses may be allowed providing appropriate prior studies have been satisfactorily completed.

CREDIT IN LIEU OF PLANT SERVICE:

Successful completion of a Stationary Engineer's course provides a six-month credit in lieu of steam plant service with the exception of Boiler Operators "B" low pressure where only three months' credit is allowed.

FEES*

	First- Class	Second- Class	Third- Class	Fourth- Class	Blr Op A	Blr Op 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

*Subject to change without prior notice.

INDUSTRIAL REFRIGERATION:

A course in Industrial Refrigeration is offered under much the same conditions as those for Stationary Engineers. The course is primarily intended for Stationary Engineers employed in plants where refrigeration is a part of the process. A school certificate is awarded for satisfactory completion of the program. Fee: \$25.00. Length of course: 6-8 weeks.

OTHER COURSES OF INTEREST

The Community Education Services Division of Vancouver City College/Vancouver School Board offers a wide range of courses at several locations and times. Several courses of interest to Stationary Engineers such as: Welding, Mathematics, Instrumentation, Heating and Ventilating, Refrigeration, Motor Controls and Relays, Drafting and others too numerous to list are available. Call the Vancouver City College, Community Education Services Office (731-1131/Local 337).

MARINE ENGINEERING

Classes for all Certificates of Competency as a Marine Engineer are offered by regularly scheduled lecture courses and in tutorial form. Available for students having completed the qualifying service required and who satisfy the provisions of the regulations. It is recommended that each candidate obtain a copy of the "Regulations Relating to the Examination of Engineers" available from Information Canada, 714 West Hastings Street, Vancouver 2, British Columbia.

COURSE CONTENT:

Engineering knowledge, applied mechanics, thermodynamics, drafting, electrotechnology, naval architecture and other subject areas as applicable for the class of Certificate sought, to the level required by Ministry of Transport regulations.

TRAINING PROCEDURE:

Classroom theory and demonstration, lectures, assignments and tutorial augmented by laboratory work, along with field trips.

ENTRANCE REQUIREMENTS:

Before enrolling, applicants should have their credentials checked by the Ministry of Transport, Marine Regulation Branch, Room 606, 325 Granville Street, Vancouver 2, British Columbia.

Application for enrollment may be made prior to completion of qualifying time providing there is reasonable assurance of its completion during the training period.

LENGTH OF COURSES (approximate):

The length of the regular lecture courses varies from one to six months duration depending upon the grade of Certificate or endorsement. The length of the tutorial courses depends largely upon the ability, experience, application and attendance of the candidate.

Attendance is possible on a full or part time basis during class hours of 8:30 a.m.-4:00 p.m. Monday through Friday. Extension classes from 4:00 p.m.-7:00 p.m. are held Monday through Thursday when applicable.

CREDIT TIME:

The Marine Engineering Division is recognized by the Ministry 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 division 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
Chief Engineer of Fishing Vessel		\$20.00		
Fisherman Engineer's Certificate		\$15.00		

CORRESPONDENCE COURSES (for Marine Engineers only):

Courses compiled by the Superintendent of Training of the Federal Ministry of Transport are available for Fourth-Class, Third-Class and Second-Class Mathematics upgrading, for study at sea and at home. These courses are intended primarily for those who cannot attend regular courses.

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 Mathematics Upgrading			\$20.00
Endorsement for Fourth and Third-Class Certificates			\$10.00

OTHER REGULAR COURSES:

MARINE FIRE FIGHTING COURSE

(1) A five-day Marine fire fighting course in conjunction with the Fire Marshal's office is offered regularly. The course is officially approved by the Ministry of Transport for the Marine Emergency Duties (M.E.D.) Certificate, Part B, Fire Fighting. This course is mandatory for certain grades of deck certificates. Enrolment is arranged in co-operation with individual groups and organizations.

REFRIGERATION FOR MARINE ENGINEERS

(2) This course is offered for Certificated Marine Engineers who wish to upgrade their knowledge in this field. Courses scheduled well in advance permitting interested candidates an opportunity to attend. Length of course: two weeks.

MATHEMATICS UPGRADING COURSE

(3) An intensive two-week course to bridge the gap between the Third and Second-Class Mathematics. Also of interest for Stationary Engineers and those planning to commence studies for higher grades of Deck Certificates.

INSTRUMENTATION FOR MARINE ENGINEERS

(4) This course is intended for Certificated Marine Engineers and Marine Electricians. Content includes:

Pressure Measurement, Manometers and Gauges
Temperature Measurement, Electrical, Electronic and Fuel Systems
Flow Measurement, including pump controls
Level Measurement and Controls
Basic Control Theory
Basic Control Mechanisms
Pneumatic Instrumentation Installation and Application
Electronic Instrumentation Installation and Application
Control Valves, diaphragm and piston operated
Alarm Systems, Monitoring and Interlocked
Automatic Control of Boilers, Power Plants and Shipboard Machinery

PLEASE NOTE: Additional courses may be offered in other subject areas as demands and conditions change.

(5) See other Courses of Interest listed under Stationary Engineering Division.

POWER AND PROCESS ENGINEERING

A Two-Year Technical Career Program

A broadly based technical program which introduces the student to a wide range of engineering subjects. The program provides both theoretical and practical training along with in-plant industrial training leading to employment in the Stationary Engineering field or in other technical occupations.

Completion of the first year of the program, in addition to regular curriculum requirements may result in obtaining Fourth-Class Engineer's Certificate. First-year students in possession of a Fourth-Class Engineer's Certificate are referred to employment for the summer months by Engineering Department staff.

Graduation from the second year and four months of applicable plant experience allows the student to write the Third-Class Engineer's Certificate examinations. A College Diploma is awarded to graduates of the full program.

COURSE CONTENT

1st Year (September-June)

Mathematics
Physics
Chemistry
Basic Electricity
Basic Electronics
Power Plant Instrumentation
Workshop Projects
Engineering Drafting
Steam Plant Training in local Plants
Students may write Examination at Boiler
Inspection Department for Fourth Class
Engineer's Certificates in June

2nd Year (September-June)

Engineering Mechanics
Strength of Materials
Thermal Engineering
Elementary Metallurgy
Refrigeration
Air Compression
Fluid Mechanics
Electrical Machines
Power Plant Instrumentation
Engineering Drafting
Workshop Projects
Third Class Engineering Knowledge

TRAINING PROCEDURE:

Classroom theory, lecture and demonstration augmented by laboratory work and on the job training in industry.

ENTRANCE REQUIREMENTS:

Age: 18-25 years.

Education: Grade 12 with Science or Technical Specialty with at least "C" lettergrade and mathematics, physics and chemistry. Physics 11 and Chemistry 11 required.

LENGTH OF COURSES:

1st Year—10 months Full time attendance

2nd Year—10 months Full time attendance

Applications for enrollment accepted 6-8 months prior to class starting date in September each year.

General:

Good command of communicative English both written and oral.

Good physical health, eyesight and hearing.

Specific:

Good mechanical aptitude and hand-eye co-ordination.

Analytical ability and capacity for ready transfer of technical knowledge to practical work situations.

COURSE COST: Texts and supplies \$35.00 per year.

DRESS: Coveralls supplied and laundered as required.

EXAMINATIONS:

Internal to Engineering Department standards—PERIODICALLY.

External examination for Fourth Class Engineer's Certificate—June following completion of First Year Program.

ENGINEERING INSTRUMENTATION

Courses are offered regularly for upgrading the knowledge of experienced personnel who are being outpaced by advancing technology. Courses are also regularly available for introducing inexperienced personnel to instrumentation and process control techniques.

COURSE CONTENT:

Classification of Instrument Types and Systems
Instrument Flow Sheet, Symbols, Schematics and Identifications
The Units and Dimensions of Measurements, and Methods of Testing
The Function Instruments Perform and Principles of Operation
Pneumatic Instruments and Controls
Electronic Instruments and Controls
Pressure Measurement and Controls
Temperature Measurement and Controls
Liquid-Level Measurement and Controls
Flow Measurement and Controls
Measurement and Control of Other Process Variables
Transducers and Special Measuring Instruments
Panel Mounted Instruments and Related Control Functions
Field Mounted Instruments and Related Control Functions
Telemetering Systems and Signal Transmission Systems
Application and Use of Automatic Control Systems and Responses in Industrial Process, and Power Generating Plants

TRAINING PROCEDURE:

Classroom theory and demonstration, practical application of actual equipment to process control, trouble location testing, assignments and tutorial augmented by laboratory work as required for understanding the principles involved.

LENGTH OF COURSES:

3 weeks to 8 months depending upon course attended and the course objectives.

FEES:

As stipulated for each particular course.

Interested employers, organizations and students are invited to consult the Institute staff regarding their special needs and requests. A time table of courses and starting dates is available upon request.

GRAPHIC ARTS

The Graphic Arts Industry in British Columbia is continually expanding and employs almost 3,000 persons in greater Vancouver along with several hundred more scattered throughout the rest of the province. Graduates of this two-year program will find job satisfaction through the many opportunities for creative self-expression available in this field. Successful graduates may add further qualifications in marketing, administration or management provided in other divisions of Vancouver City College.

Relations with employers are fostered by student field trips to local printing establishments, by presentation of guest lecturers from the industry, School/Industry Liaison Week and by Student Placement Visitations.

Successful graduates of this two year course will receive a Vancouver City College Diploma in "Graphic Arts Technology".

COURSE CONTENT:

Copy Preparation and Proofreading
Typographic English
Typographic Composition
Job Planning and Intercommunication
Lithographic Preparation
Reproduction Camera Operation
Letterpress Press Technology
Offset Press Technology
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

With the above course outline, the potential student must be prepared to put in the required hours of study, which includes homework involving written reports and assigned reading. This will also mean he will develop an ability to gather, assimilate and communicate a great amount of visual and verbal detail.

TRAINING PROCEDURE:

A modern fully-equipped shop is provided for practical work and theory 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 and is suitable for those persons seeking entry into the graphic arts field as Trade Technicians, Craft Apprentices, or Junior Management and Sales Personnel.

ENTRANCE REQUIREMENTS:

Age: 18-25 years preferred.

Education: Grade 12 graduation on one of the following:

Academic Technical Program with at least "C" lettergrade in English 12 and with related shop and/or art courses.

Industrial Program Specialty with C+ or better average in Graphics 11 or 12, or Art 11 or 12, and English 12, General Mathematics 11 and Industrial Science 12.

General:

Good command of the English language both written and oral.
Good physical health.

Specific:

Demonstrated mechanical aptitude.
Good numerical and verbal aptitude.
Good visual acuity and colour vision.
Good manual dexterity and hand-eye co-ordination.

LENGTH OF COURSE: 2 years.

ENROLMENT DATE: September.

COURSE COSTS:

*Tool Deposit: \$10.00 (refundable)

*Textbooks: \$20.00 first year; \$20.00 second year.

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

EXAMINATIONS:

Periodically throughout the course.

MACHINE SHOP

The Machine Shop course prepares the graduate for a variety of employment opportunities in the following areas: industrial plants engaged in the manufacture, repair and maintenance of all types of machinery associated with shipyards, pulp mills, sawmills, mining, etc., located throughout the province. The course is a pre-employment program and on completion the graduate enters industry to complete his apprenticeship. The course is recognized by both Industry and the Department of Labour and becomes a portion of the five-year apprenticeship.

The potential student should have in his educational background secondary school shop courses in metal work, mechanics and drafting. He should have demonstrated mechanical ability and be able to make detailed calculations using logical thought processes and be able, with a minimum of direction, to transfer theory to actual projects.

COURSE CONTENT:

Bench Work
Basic Machine Tool Operation—Lathe, Shaper, Planer, Drilling Machines
Special Machine Tool Set-Up and Operation
(Lathes, Gear-Cutters, Milling Machines, etc.)
Grinding
Use of Precision Measuring Equipment
Basic Metallurgy
Heat Treatment
Welding

TRAINING PROCEDURE:

The theory portion is reinforced with extensive practical work in a well-equipped shop.

ENTRANCE REQUIREMENTS:

Age: 18-25 years of age preferred.

Education: Grade 12 graduation on one of the following:

Academic-Technical Program with at least "C" lettergrade and Mathematics 11. Physics 11 desirable.

Industrial Program on Mechanics Specialty with C+ or better marks in: Mechanics 11, Mechanics 12A, Mechanics 12B, General Mathematics 11, and Industrial Science 12.

General:

Good physical health, stamina and eyesight.
Patience to carry to completion exacting and detailed work.
Effectiveness in written and spoken English.

Specifics:

A high degree of mechanical aptitude and hand-eye co-ordination.
Effectiveness in the use of mathematics and mathematical concepts.
Ability to visualize mechanical problems and to make effective transfer to practical solutions.

LENGTH OF COURSE: 11 months

ENROLMENT DATES: September

COURSE COSTS:

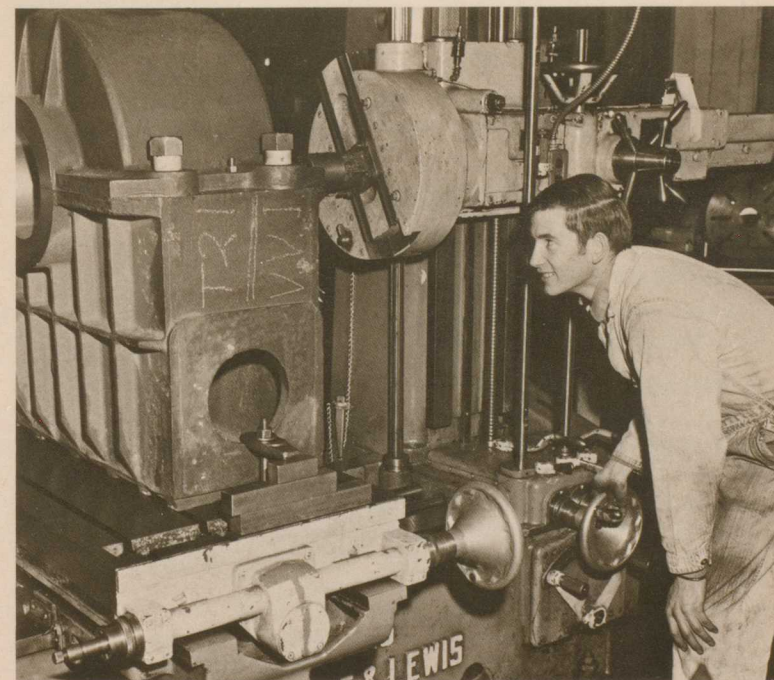
*Textbooks: \$15.00 *Goggles: \$4.50 *Supplies: \$2.50

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

DRESS: Coveralls are supplied and laundered.

EXAMINATIONS:

Continuous evaluation of classroom work and shop projects.



NAUTICAL TRAINING

Nautical Training covers sea-going occupations such as deckhand, mate, and master of small craft and home trade as well as foreign-going certification. In all cases previous sea time is required. The range covers occupations on vessels from towboats, fishing vessels, and ferries through to freighters, tankers and passenger liners.

PREREQUISITES:

Admission to Nautical Training courses is possible only with Ministry of Transport approved sea-time. The Certification of Masters and Mates Publication ExN 1 is available at 'Information Canada' and public libraries throughout the country.

Potential applicants should first present their credentials to the Ministry of Transport for approval.

In B.C. they should apply to:

Examiner of Masters and Mates,

Ministry of Transport,

Federal Building,

Vancouver 1, British Columbia.

All applicants will undergo the eyesight test 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 of each student.

ENTRANCE REQUIREMENTS:

Age: 18 years of age or over.

LENGTH OF COURSE:

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

ENROLMENT DATES:

Nautical Level I & II—Periodically as required.

Contact the school re next scheduled date.

Nautical Level III—August, November, March, June.

Contact the School re specific dates.

Nautical Level IV—August and January.

Contact the School re specific dates.

Nautical Level V—September and January.

Contact the School re specific dates.

Radar Simulator and Radar Observer—Offered periodically.

Contact the School re opening dates (Probable waiting list).

Proven Sea Time Course Length Fee Cost

NAUTICAL LEVEL I

Deckhand Training	3 Months	4 Weeks	\$15.00
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NAUTICAL LEVEL II

Master Small Craft Master or Mate Ferry (Short Runs) Fishing Master or Mate Mate 350 Tons (Proposed Certificate)	18 Months	8 Weeks	30.00
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NAUTICAL LEVEL III

Master Minor Waters Master 350 Tons	36 Months	14 Weeks	50.00
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NAUTICAL LEVEL IV

Mate Home Trade	36 Months	20 Weeks	75.00
Second Mate Foreign Going	48 Months	20 Weeks	75.00

NAUTICAL LEVEL V

Master Home Trade First Mate Foreign Going		19 Weeks	75.00
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MASTER FOREIGN GOING

		Tutorial	90.00
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SPECIAL SHORT COURSES

Radar Simulator		1 Week	15.00
Radar Observer		2 Weeks	15.00

WELDING

The metal trades industry provides employment for a large number of our graduates, with the majority finding employment in metal fabricating plants, factories, general shops etc. in the lower mainland area. Industry is seeking welders who can weld, supported by a knowledge of blue-print reading and ability to do fitting. Some employers hire graduates of our program on a "permit" basis, while others are hired directly through Union Hiring Halls.

All successful graduates of the ten-month program, in addition to doing four months' preparatory work in the oxy-acetylene welding field will be eligible to take the Department of Public Works examination to obtain their D.P.W. 3 Ticket.

After completing stated periods of time on-the-job, or vocational training plus time on-the-job, a welder continues to upgrade to meet the requirements of the Boiler Inspectors of the Safety Engineering Division of the Department of Public Works to obtain his D.P.W. 2 and then D.P.W. 1 tickets.

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

Metallic Inert Gas, Tungsten Inert Gas Welding

TRAINING PROCEDURE:

Theory and practical work throughout the course. There is more emphasis on theory examinations in the last four months.

ENTRANCE REQUIREMENTS:

Age: 18 years or older preferred.

Education: No specific educational standing required. Grade 10 or better desirable.

General:

General good health and physical stamina to be able to endure tedious repetitive tasks in order to reach levels of required competence.

Some work experience desirable before entering training.

High degree of interest in the welding field.

Normal vision and hearing.

Specific:

Good hand-eye co-ordination.

Good manual dexterity.

Physical strength sufficient to handle tools and materials of the trade.

No respiratory ailments.

LENGTH OF COURSE: 10 months

Hours:

Acetylene Welding—3 months

7:00 a.m.-1:00 p.m.

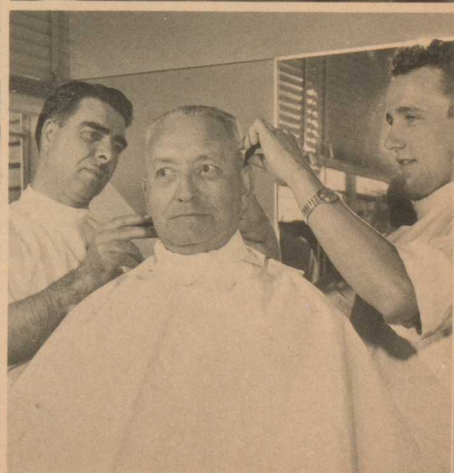
Arc Welding—3 months

7:00 a.m.-1:00 p.m. Last 4 months 12:00 noon to 6:30 p.m.



SERVICE DIVISION

CHAIRMAN: MR. B. A. WOOD



BARBERING

The successful barber of today is a vastly different person from the barber of ten or even five years ago. Current styles have created a demand for a barber who is not only proficient in the skills of hair-cutting, shaving, and massage, but who also has the perception and creativity to custom his work to meet the personal grooming needs and desires of a wide variety of clients. This facility is only developed by an intensive period of instruction and practice followed by experience. The Barbering Course at the Vancouver Vocational Institute is designed to equip the student with the necessary skills and knowledge to enter into the one-year mandatory apprenticeship. The graduate of this program who has perfected these skills and who also has the social manner to attract customers can anticipate good employment opportunities with the possibility of ownership of his own business.

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 and up preferred.

Education: No specific educational requirements.

General:

- A warm and outgoing personality.
- Inter-personal communicative skills.
- No physical problems in fingers, hands, arms or back.
- A sincere interest in administering personal service.

Specific:

- Effective eyesight and hand-eye co-ordination.
- Good manual and finger dexterity.
- Ability to tolerate repetitious work under periods of steady pressure and at times to endure slack periods.
- Able to work for extended periods in standing position.

ENROLMENT DATES:

Third Week In: January, April, July and October.

LENGTH OF COURSE:

6½ months (1,000 hours approximately).

Apprenticeship of one year follows the training program.

COURSE COSTS:

*Textbooks: \$7.00

*Tools: \$125.00 (To be purchased prior to graduation).

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

DRESS: Standard—Barber's Smock

EXAMINATIONS:

Evaluation periodically throughout the course.

Provincial Government examination at end of training period and formal qualifying examination at the end of the apprenticeship period. This examination leads to B.C. Barbering Licence.

Provincial Examination Cost: \$10.00.



BEAUTY CULTURE

The expanding scope of the modern woman's life makes her appearance even more important today than it was in previous generations. More than ever before she is dependent upon the beauty culture trade to help her to maintain a high standard of personal grooming. At the same time, recent advances in hair colouring and styling have created a need for highly trained personnel—knowledgeable, creative, and flexible to meet the demands of the public. The Beauty Culture program at the Vancouver Vocational Institute is designed to equip students with the basic background in hairdressing and related skills to enter this growing field.

The prospective Beauty Culture student must have a real desire to work with people, patience, tact and the willingness to give the little extra services that will create and hold customers. She must have a mind open to both people and style, willing to adapt to individual differences and to accept and master the changing styles with enthusiasm. She must be able to use her hands effectively and be willing to spend long hours of practice to gain the skills necessary for quick and creative work. For the student who has these qualities and who is willing to keep on top of new developments, the future is bright and each individual sets her own upper limits.

The Beauty Culture program is 7 months (1000 hours) long and prepares the student to enter a one-year apprenticeship where she will use her skills in a professional salon under the guidance of a qualified hairdresser. At the end of the year she will return to the school for a one-month review and the government licensing examination.

During her school training, she will be working under the close supervision of highly qualified instructors. Here she will learn the theoretical aspects of hairdressing and practise manipulative procedures such as pin-curling and finger-waving on both mannikins and customers in the school beauty salon.

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:

Classroom theory combined with practical work on mannikins and customers. Some home study required.

Apprenticeship:

1 year following training with final qualifying examination at end of apprenticeship period.

ENTRANCE REQUIREMENTS:

Age: 18 and over.

Education: Grade 10 preferred. Applicants 16 or 17 years of age or with less than a Grade 10 education assessed on an individual basis.

General:

Good health and the ability to stand for long hours.

Sufficient English for good communication and study.

Mechanical as well as artistic aptitude. The ability to visualize and use hands with speed and efficiency.

Outgoing personality, enthusiasm, and good grooming.

Ability to accept and benefit from criticism.

Habits and attitude compatible with working to an appointment system.

Recent Chest X-Ray and Medical Statement certifying freedom from infectious diseases required on entry.

LENGTH OF COURSE: 7 months (1000 hours)

ENROLMENT DATES: January, April, July, and October.

COURSE COSTS:

*Tool Deposit: \$10.00 (refundable)

*Association Fee: \$2.00

*Supplies: \$25.00 approximately

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

DRESS: Options—

White top combined with black or navy pants or skirt.

Full white uniform.

Closed comfortable shoes (white nursing type of oxfords preferred).

EXAMINATIONS:

Periodically throughout training program.

B.C. Hairdresser's Examination on completion of apprenticeship.

FACIALS AND MANICURING

Increasing numbers of beauty salons are recognizing the need for persons trained in the art of giving manicures and facials to round out the service the hairdressing staff is able to offer to customers. Since they will be working in the same environment and serving the same clients, the qualities which will produce a good hairdresser will also be required for a student training to work in facials and manicuring.

COURSE COST:

Textbooks and Supplies: \$20.00 approximately.

Association Fee: \$2.00.

Provincial Examination Fee: \$15.00.

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

TRAINING PROCEDURE:

Classroom theory plus practical work on customers in our fully-equipped Beauty Salon.

ENTRANCE REQUIREMENTS:

Age. Must be 18 years of age by graduation.

Education: Grade 10 preferred.

General:

Good general health (X-Ray and medical clearance for infectious diseases required on entry).

Ability to communicate freely with customers.

Good manual dexterity.

Desire and ability to get along with all types of people.

Good appearance, grooming and personal hygiene.

LENGTH OF COURSE: 500 hours (3 months approximately).

ENROLMENT: As space allows. Enrolment limited.

DRESS: Uniform.

EXAMINATIONS:

B.C. Hairdressers' Association Examination on completion of course.

DENTAL ASSISTANT

Dental Assisting is an expanding field which is rapidly becoming more technical and demanding as the entire dental profession is being re-evaluated. All indications point to the fact that the Dental Assistant of today must be capable of qualifying for licensing and post-graduate study.

Until recently the Dental Assistant worked primarily as an extra pair of hands for the dentist at the chairside. Some, however, have had the added responsibility of office management. Recent legislation has expanded the range of duties to include intra-oral procedures which she will carry out independently. For this reason she must have the warmth, poise, maturity, and stability to manage patients with ease, the ability to work with others, as well as the initiative to perform individually. She must be able to tolerate the sight of blood and be willing to have her hands inside mouths which may be infected or neglected. She must have the manual dexterity to work effectively in the confined area of the mouth. For the young woman who has these qualities as well as a true liking for and a desire to serve people, this is a very interesting and rewarding career with excellent employment opportunities and prospects for advancement, the upper levels of which have not yet been determined.

COURSE CONTENT:

Basic:

Chairside Assisting

Manipulative Skills

Equipment and Dental Materials

Dental Practice Management

Dental Speciality Branches

Anatomy and Physiology (general and dental)

Pathology (general and dental)

Bacteriology

Dental Laboratory Procedures

Radiology—Processing

Intra-Oral Procedures:

Coronal Cup Polishing and Fluoridation

Patient Counselling

Radiography—Exposure

Impression Taking

Rubber Dam Application

TRAINING PROCEDURE:

Classroom laboratory and clinical demonstrations. Clinical field work in private dental offices, hospitals and public health units.

ENTRANCE REQUIREMENTS:

Age: Minimum 18 years.

Education: Grade 12 graduation. At least a "C" average in Chemistry 11 and/or Biology 11.

Typing: 35 w.p.m. net.

Health:

Freedom from health, personal or family problems that would interfere with attendance or performance. Normal, close and distant vision—glasses allowed. Selected applicants advised to have vision checked prior to entry as any defect can impede progress. Dental and Health certificates required prior to entry.

General:

Ability to communicate freely with all types of people.

Good grooming, personal hygiene and appearance.

Pleasant, out-going personality.

Must be able to work under close direction.

Ability to accept and profit from correction.

Ability to work both as a team member and independently.

Previous experience in working with the public very desirable.

Specific:

Manual dexterity essential. Above average hand-eye co-ordination. Selected applicants will be tested prior to entry.

Warmth, poise, and maturity for effective management of patients.

High degree of responsibility.

Desire to serve others. Stability to cope with TOTAL patient care.

Interested applicants are advised to spend at least one day of observation in a dental office to gain a true picture of the work of the assistant.

LENGTH OF COURSE: 11 months.

ENROLMENT DATES: September.

COURSE COSTS:

*Textbooks: \$16.00

*Supplies: \$5.00

*Uniforms: \$10.00 (purchased at the school)

*Graduation Fee: \$10.00

*Instrument Deposit: \$20.00 (refundable on return of instruments in good condition)

Duty Shoes: \$20.00 (purchased after entry)

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

DRESS: Uniform which can be purchased at the Vancouver Vocational Institute.

EXAMINATIONS:

Weekly evaluation given on both theory and practical assignments. Christmas and final examinations.

FOOD TRADES DEPARTMENT

Food is a vital part of Canadian culture. As that culture becomes more sophisticated, so does its demands for a total hospitality service. Present-day emphasis on leisure-time activities and participation in new experiences have resulted in food service to the public becoming the second largest industry in North America.

One has only to compare the wealth of food outlets in Vancouver today with the limited number ten years ago to realize the demand for well trained personnel that has been created. Individual establishments are no longer capable of conducting adequate on-the-job training and must turn to the educational system to produce personnel with the wide range of skills to meet current standards.

The Canadian Restaurant Association is working constantly to improve the level of food service in Canada. In the near future, all indications point to employment within the food industry being controlled by a system of apprenticeship certification. It will then be mandatory for the person who wishes a career in foods to complete successfully a training program at a recognized school. In response to this growing demand the Vancouver Vocational Institute has developed individual programs within the Food Trades Department to meet the standards for entry into the varied positions within the industry.



BAKING

Commercial baking, an integral part of the entire food and hospitality industry, is growing and expanding at a rate comparable to the other areas. Today's graduate does not need to confine himself to a neighbourhood bakeshop, although some can and do open their own small businesses with considerable success. Others, however, will find excellent employment opportunities as apprentices in industrial bakeries or in the larger hotels and restaurants. The fully qualified baker, trained in all aspects of the trade from basic breads to elaborate confections, is in demand wherever good food is served.

COURSE CONTENT:

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

TRAINING PROCEDURES:

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

ENTRANCE REQUIREMENTS:

Age: 18-30 years preferred. Younger and older applicants are assessed individually as to suitability for employment in baking.

Education: Grade 10 minimum. Grade 12 with a Foods specialty preferred.

Health: No health, personal or family problems that would interfere with attendance or performance. A medical clearance and recent Chest X-Ray Report required on admission. Good physical stamina, capable of standing for extended periods.

General:

Previous work experience in some phases of the food industry desirable.

Sufficient oral and written English for effective communication.

Specific:

Good hand-eye co-ordination.

A high standard of personal hygiene, grooming, and appearance compatible with employment in the food industry.

Practical artistic ability.

LENGTH OF COURSE: 10 months

Hours: 7:30 a.m.-2:30 p.m.

ENROLMENT DATES: As space permits.

COURSE COSTS:

*Textbooks: \$10.00

*Uniform Deposit: \$10.00 (refundable)

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

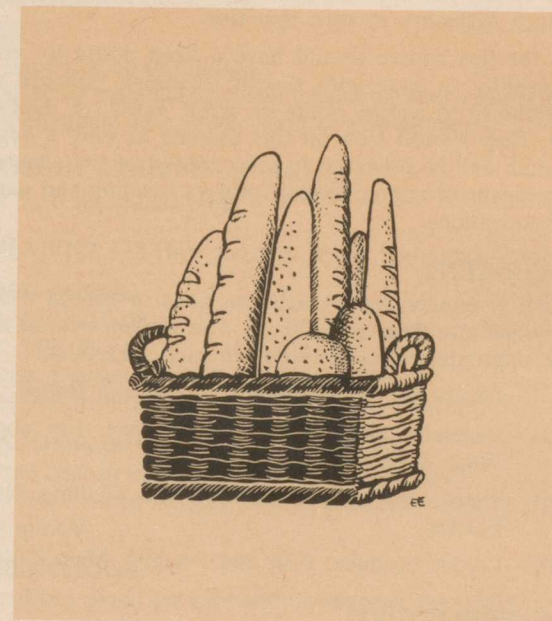
DRESS: Uniforms supplied and laundered.

(Uniform deposit required: \$10.00) (refundable)

Comfortable closed leather shoes required—Sandals and runners are not acceptable.

EXAMINATIONS:

Examinations given periodically throughout the course.



CHEF TRAINING

The dictionary definition of the word "*Chef*" is *Head* or *Chief*. The food industry has adopted this term and, in popular usage, it now means Head or Chief of a kitchen.

In the Chef Training Program at the Vancouver Vocational Institute the students are given a broad basic background in the fundamentals of classical food preparation. In this context the word "classical" means total preparation from basic ingredients to completion of the finished product. It is not anticipated that all graduates will have the personal qualities to enable them to become masters in the field but they will find excellent employment opportunities at all levels. Those with a high degree of aptitude and ambition, while they will not graduate as Chefs, can combine this training with the extensive practical experience necessary to earn that title.

Applicants for this course should have a keen desire to work in the field, the stability to cope with rapidly changing pressure situations, and the flexibility to accept hours of work based on public demand for service. They should look on this training as only a beginning of their education and be prepared to keep abreast of the advances in the industry by means of apprenticeship courses, reading and participation in trade organizations.

COURSE CONTENT:

The program is divided into 4 main sections or blocks with each of these subdivided into three subsections. The student will, at the present time, spend approximately one month in each subsection.

BLOCK I—Pantry Work, Appetizers, Salads and Buffet

BLOCK II—Vegetable preparation and cookery, Fry cooking and Pasta, Desserts and Basic Baking

BLOCK III—Soups and stocks, Roasting and Grilling, Sauces and Entrées

BLOCK IV—Larder produce, Fish and Poultry, Meat Cutting.

TRAINING PROCEDURE:

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

ENTRANCE REQUIREMENTS:

Age: Preferred range 18-30 years. Younger and older applicants will be assessed individually as to suitability for employment in this field.

Education: Grade 12 with either academic-technical graduation or

minimum C+ standing on a food specialty. Applicants with a minimum of Grade 10 may be considered if they have satisfactory related work experience.

Health: No health, personal or family problems that would interfere with attendance or performance. A recent health certificate and Chest X-Ray report required on admission.

Physical condition and stamina to meet the demands of the Food Service industry.

General:

Previous work experience in some aspect of the restaurant business very helpful to determine whether the applicant can adjust to the specialized working conditions of this trade.

Oral and written English sufficient for effective communication.

Some artistic ability desirable.

Temperament to work in pressure situations and as a member of a total production team.

Specific:

Good hand-eye co-ordination.

A standard of personal hygiene, grooming and appearance compatible with employment in a public food service situation.

LENGTH OF COURSE: 12 months

Hours: 7:30 a.m.-2:30 p.m.

ENROLMENT DATES: January, April, July and October

COURSE COSTS:

*Textbooks: \$10.00

*Tools: \$35.00

*Uniform Deposit: \$10.00 (refundable)

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

DRESS: Uniforms supplied and laundered.

(Uniform deposit required: \$10.00) (refundable)

Comfortable closed leather shoes required—Sandals and runners are not acceptable.

EXAMINATIONS:

Examinations given periodically throughout the course.

COOKING—RESTAURANT

The immense complexity of the food industry needs a great variety of personnel if it is to meet the demands of the public. While large hotels and exclusive restaurants require fully qualified chefs they also have a need for well trained cooks to work under the supervision of the chef. A large number of restaurants, resorts, camps, and marine vessels are utilizing convenience foods such as pre-cut meats and prepared package vegetables in their operations. Where this is the practice, the restaurant cook, trained specifically in the preparation of these foods, will find excellent employment opportunities. For these positions he does not require the complete background of the potential chef and he can anticipate good prospects for advancement as he gains in practical experience and continuing formal and informal education.

COURSE CONTENT:

Pantry Work, Appetizers, Salads, Vegetable Cookery, Fry Cooking, Simple Desserts, Soups, Roasting and Grilling, and Entrees.
(The use of pre-packaged and convenience foods is stressed in all areas of Restaurant Cooking.)

TRAINING PROCEDURE:

Lessons, demonstrations and practical experience in fully operational Cafeteria, Dining Room and Banquet facilities. The program covers all basic fundamentals of cooking and is designed to prepare the Restaurant Cook to enter the Hospitality Industry.

ENTRANCE REQUIREMENTS:

Age: No fixed limits as suitability for employment is main requirement.

Education: Grade 10 or higher. Mature students may have satisfactory work experience considered in meeting this requirement.

Health: No health, personal or family problems that would interfere with attendance or performance. Students should be able to work and stand for extended periods. Medical clearance and recent Chest X-Ray report required on admission.

General:

Previous work experience in some phase of food preparation or service an asset.

The temperament to work well with others under pressure situations. Good standards of personal appearance, grooming and hygiene.

Specific:

Good hand-eye co-ordination.

Sufficient oral and written English to communicate freely.

The ability to maintain high production during sustained periods of demand.

LENGTH OF COURSE: 6 months

Hours: 2:30 p.m.-10:00 p.m.

ENROLMENT DATES: September, October, February, March

COURSE COSTS:

*Textbooks: \$10.00

*Tools: \$35.00

*Uniform Deposit: \$10.00 (refundable)

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

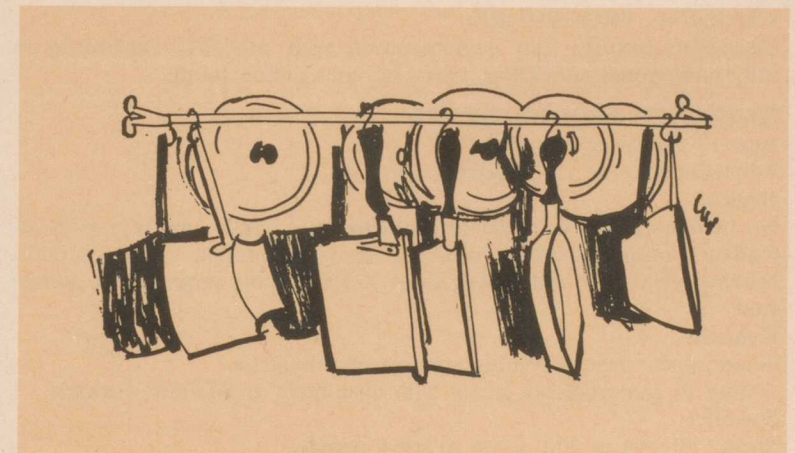
DRESS: Uniforms supplied and laundered.

Uniform deposit required: \$10.00 (refundable)

Comfortable closed leather shoes required. Sandals or runners are not acceptable.

EXAMINATIONS:

Given periodically throughout the course.



WAITER/WAITRESS TRAINING

Waiters and Waitresses are the ambassadors of the food industry, for it is they who present the product to the public. Sophistication in both preparation and service of food are necessary to maintain the standards of the industry. Individual restaurants and hotels can no longer cope with the task of training personnel, and they are turning to the graduates of recognized schools to meet their needs.

Job opportunities in this area are many, and dining rooms, hotels, restaurants, and coffee shops are all potential employers. The well trained waiter or waitress who is proficient in the trade and enjoys the work can anticipate a steady demand for his or her services, with remuneration and advancement determined by his or her skill and manner.

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

TRAINING PROCEDURE:

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

ENTRANCE REQUIREMENTS:

Age: 17 and older preferred.

Education: Grade 10 preferred.

Health:

No health, family or personal problems that would interfere with attendance or performance; physical strength, stamina and endurance. Medical clearance and recent chest X-Ray report required on admission.

General:

Good appearance, grooming and personal hygiene.

Ability to communicate freely with customers and fellow workers.

Specific:

Strong interest in and desire to serve people.

Out-going personality.

Ability to work well with others during periods of sustained pressure.

Good physical co-ordination to move and work effectively in all types of service areas.

LENGTH OF COURSE: 3 months

Hours: 7:30 a.m.-2:30 p.m.

2:00 p.m.-9:00 p.m.

ENROLMENT DATES: Every 6 weeks.

COURSE COSTS:

*Textbooks: \$5.00

*Uniform Deposit: \$10.00 (refundable)

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

DRESS: Uniforms supplied and laundered.

(Uniform deposit required: \$10.00) (refundable)

Comfortable closed leather shoes required—Sandals and runners are not acceptable.

EXAMINATIONS:

Periodically throughout the course.

POWER SEWING

The course in power sewing is designed to equip successful graduates with specific skills to gain employment in the needle trades. Vancouver has a growing garment industry, and there is a steady demand for fast reliable personnel to work in a factory-line production capacity.

During the school program approximately 80% of the time is spent on power sewing machines of various types with emphasis on single-needle and serging machines. The course is operated like a small factory with students being taught production-line techniques on work orders from outside sufficient to give a continuous-run operation.

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: 18 years of age and up preferred.

Education: No specific educational requirements.

General:

Interest in sewing.

Command of English sufficient to readily understand verbal instructions.

No physical problems in hands, arms, shoulders, or back.

Ability to tolerate highly repetitious work.

Specific:

A high level of physical strength and endurance.

Capacity to work in a seated position for long periods.

Good eyesight and hand-eye co-ordination.

Good manual and finger dexterity.

Ability to work quickly and efficiently as wages are often dependent on production.

LENGTH OF COURSE: 4 months

Hours: 8:00 a.m.- 3:00 p.m.

or 3:00 p.m.-10:00 p.m.

ENROLMENT DATES:

Monthly as space permits. Interested applicants should apply through their local Canada Manpower Office.

DRESS: Uniforms supplied and laundered.

EXAMINATIONS:

No formal examinations. Work evaluated step by step.

PRACTICAL NURSING

The work of the Practical Nurse of today is personal patient care in a hospital setting. She is responsible, under the supervision of a registered nurse, for the major part of bedside nursing (with the exception of very technical procedures). For the woman who has a real desire to work with and help others, the personal strength and stability to serve people in stress situations, the ability to work as a team member, to accept direction and to adapt to changing shifts, this is a very rewarding occupation and employment opportunities are excellent. The prospective nurse should consider her final goals very carefully before deciding on the particular type of nursing training she undertakes, and those who wish to advance to the more technical or administrative branches would be well advised to enter that type of training directly.

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: Minimum 18. Preferred age range 19-45 years.

Education: Grade 12 preferred.

Courses in Biology, Child Care, Foods and Nutrition a definite asset.

Mature students will be assessed on an individual basis.

General:

Freedom from health or family problems which would interfere with regular attendance or be detrimental to either the nurse or the patient.

A satisfactory medical clearance and current immunizations will be required after acceptance and before entry to the course.

Maturity and the ability to accept responsibility essential.

Good study and work habits to handle intensive theory and practice.

Specific:

Must have a sincere desire to nurse and the willingness and stamina to cope with the less aesthetic aspects of patient care.

Experience in working with the public and/or previous hospital exposure in some capacity desirable.

Ability to get along with others and readiness to work effectively under supervision in a disciplined setting.

Sufficient finances to complete the program as the intensity and hours of the course will not allow part-time employment. There is no provision for room and board and the student must arrange and finance her own living accommodations.

Ability to adapt to new situations as the student may be sent to any hospital in the Greater Vancouver Area and will probably receive training in at least five hospitals before graduation. She must be prepared to accept all shifts even during training and overcome public transportation limitations.

LENGTH OF COURSE: 12 months approximately.

3½ months of intensive theory and practice at the Institute followed by 8 months of practical training in various hospitals; the student then returns to the school for 2 weeks for review, school and licencing examinations, and nursing graduation.

ENROLMENT DATES:

Beginning of January, middle of April, end of August.

ENROLMENT PROCEDURE:**"Interviewing Periods"**

For the April Class—2 weeks starting on the 2nd Monday in February.

For the September Class—2 weeks starting on the 2nd Monday in June.

For the January Class—2 weeks starting on the 2nd Monday in October.

All applicants who meet entrance requirements will be asked to return for entrance tests. Students from outside of the Greater Vancouver Area, should apply on a Wednesday or Friday morning so they may complete the entrance interview and tests on the same day.

Selected students then will be required to have a medical examination and placement in the next class is determined by the date on which the completed medical form is returned to the school. Students whose medicals are not received in time will be guaranteed placement on the following class.

Students from outside the lower mainland should apply at the Regional School or College nearest their place of residence. The course is offered in Victoria, Nanaimo, Kelowna, Nelson and Prince George.

COURSE COST:

The total cost of entering training is about \$150.00. This includes—General Fees, Graduation Fee, Books and Supplies.

Good grade hospital shoes will be necessary before entering hospital training. During the hospital training period additional expenses will be incurred for incidental items, transportation costs to the various hospitals etc.—the student should allow for these.

DRESS: Uniforms supplied.

EXAMINATIONS:

Frequent examinations throughout the course. Final school and licencing examinations held at end of 12-month training period.



SHOE REPAIR

This trade has been vital to man down through untold generations. Footware has been essential to people through the ages for protection, health, comfort and appearance.

Today's shoe repairman uses a variety of modern power and hand tools to cut, sew, fasten, form and shape all types of leather, rubber and plastic footwear. He will replace and repair heels, soles, straps, buckles and fasteners on shoes, belts and leather goods.

Care and attention to the personal likes, needs and comforts of all ages and types of people are essential to success in this trade.

Some graduates of this course go into manufacturing, others into operating shoe repair shops as employees or as shop owners, while others specialize in the manufacture of custom and orthopedic shoes.

COURSE CONTENT:

Heeling

Nailing

Patching

Use of Basic Hand Tools and Power Machines

Stitchers

Finishers

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: 18 years or older.

Education: No specific educational requirements.

General:

Command of English required for effective communication.

Personality to meet and deal warmly and effectively with the general public.

An appreciation of the individual needs and requirements of customers.

Specific:

Good hand-eye co-ordination.

Physical strength in the fingers, hands, arms and wrists.

Mechanical aptitude for effectiveness in the use of all types of power and hand tools.

Ability to maintain high production on repetitious and exacting work using a wide variety of materials.

Ability to work for long hours in a standing or sitting position.

ENROLMENT DATES: Monthly as space permits.

LENGTH OF COURSE: 9 months.

DRESS: Standard—Apron of Trade.

TOOLS: Supplied.

EXAMINATIONS:

Step-by step.

Practical evaluation of all operations.



TRAINED FAMILY AIDE

The Trained Family Aide is a course in basic housekeeping skills designed to prepare the successful graduate for work either in homes as homemaking assistants or in rest homes, convalescent homes, hospital lodges and motels as kitchen helpers or housekeeping staff. The content of the course is also valuable as a preparation for effective management of their own homes and children.

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: Minimum 18 years.

Education: No specific educational standard required.

Grade 10 desirable.

Should have the basic skills in reading, writing, and simple arithmetic.

General:

A trainee should be of good character with a strong sense of responsibility, be neat and clean in personal appearance and habits and be in good physical and mental health. She should have a sincere interest in homemaking skills, and in working with adults and children in health and in illness. She should be able to give and follow directions.

LENGTH OF COURSE: 5 months.

ENROLMENT DATES: September and February.

COURSE COSTS: *Textbooks: \$3.00.

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

DRESS: Uniforms supplied.

EXAMINATIONS:

Continual job evaluation throughout the course.

TRAINED HOMEMAKER

There is a growing need in the community for the services of warm, responsible women to go into homes that are troubled and assist the family until the crisis is resolved. They may do this on either a daily or live-in basis. Many homemakers are employed by social agencies but they can undertake this work on a private basis. The mature woman, particularly if she has a grown family, will find this a very worthwhile kind of work for she will be serving not only her own needs but also those of the community.

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 the home that requires this service.

ENTRANCE REQUIREMENTS:

Age: 25 years and over.

Education: No specific level required.

General:

A true desire to serve others.

Warmth, understanding, the ability to communicate.

Ability to accept a flexible schedule of working hours.

A general health level compatible with light house work and care of children.

Maturity, responsibility and dependability.

LENGTH OF COURSE: 8 weeks.

ENROLMENT DATES: As space permits.

COURSE COSTS: *Textbook: \$5.00

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

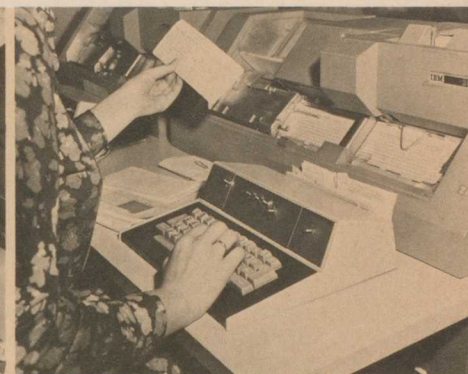
DRESS: Standard.

EXAMINATIONS:

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

COMMERCIAL DIVISION

CHAIRMAN: MR. R. H. MAITLAND



COMMERCIAL

PROGRAMS FOR OFFICE PERSONNEL

The world of business offers many varied and diverse employment opportunities to people with commercial skills and aptitudes. There is some over-lapping but, in general, these positions fall into three main categories.

A—Those requiring primarily general office skills such as typing, transcribing, recordkeeping, and business machines.

B—Bookkeeping—Accounting positions where a thorough knowledge of this discipline is essential for success.

C—Those requiring stenographic or secretarial skills (i.e. Shorthand as a major focus).

Within these three major divisions there are many classifications ranging from File Clerk up to Executive Secretary, Accounting Clerk, or Accounting Trainee. The type of training an individual selects should depend on his or her major field of interest.

The young person who would like variety in her work with the possibility of becoming a "Girl Friday" would find the necessary background in Commercial General.

If mathematics is a strong area, Commercial Bookkeeping would be the choice.

If the main strength and interest is English, Secretarial Training would probably be enjoyed.

It should be stressed that there are job opportunities at all levels and that not everyone could or should aspire to the top positions. It is the hope of the Commercial Department that they can train all individuals to their capacity so that they can gain worthwhile employment in the field of their choice.

COMMERCIAL BOOKKEEPING

There is a constant demand in business for personnel with a good knowledge of bookkeeping to work as bookkeeping clerks or accounting trainees. Initially these people may be required to work in a much broader sphere while they gain the experience and maturity necessary for these responsible positions. The Commercial Bookkeeping program at the Vancouver Vocational Institute is set up in such a manner that it produces graduates not only with a sound background in the principles of bookkeeping but also with the related business skills which will make them especially valuable to employers. Students who can attain the high standards for certification on this program are in great demand and prospects for employment and advancement are excellent. This course is particularly helpful to the young man or woman who wishes to make the bookkeeping-accounting field a career, as recommended graduates are allowed to take the first-year examination for Registered Industrial Accountancy without prejudice. If successful, as they gain business experience in daytime employment, they may continue studying toward an accountancy certificate in the evening.

COURSE CONTENT:

Basic Bookkeeping

Intermediate Bookkeeping

Advanced Bookkeeping

Industrial Payroll

Business Machine Operation

Typewriting

Business Correspondence and Report Writing

In addition to the above, students who show above-average aptitude and have reached the level for certification in the standard curriculum may be selected by the instructors for advance training in one of the following options:

Bookkeeping Machines

Introductory Computer Programming

Receptionist Training (PABX)

Key Punch—10,000 key strokes per hour with 98% accuracy.

Machine Transcription.

TRAINING PROCEDURE:

After an initial assessment period students are allowed to progress at their own speed.

ENTRANCE REQUIREMENTS:

Age: Minimum 18 years. No fixed upper limits as the main criteria is suitability for employment.

Education:

Grade 12 graduation. Academic-technical or accountancy specialty preferred.

High aptitude for Mathematics. Students wishing to proceed to Accountancy will find Academic Mathematics very helpful.

General:

A good level of competency in both oral and written English.

Some previous typing an asset.

Appearance and manner compatible with current standards in the business world.

Freedom from health, personal or family problems which would interfere with attendance or performance.

A liking for and desire to work with mathematics in a business setting.

Ability to pay close attention to detail and to work quickly with accuracy and neatness.

Specifics:

Effectiveness in the use of written and communicative English.

Accuracy and effectiveness in mathematics and statistics.

High level of Numerical and Verbal reasoning.

Ability to maintain continuous close attention to detail over considerable periods of time.

LENGTH OF COURSE: 8 months.

Hours: 8:00 a.m.- 3:00 p.m.

or

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

ENROLMENT DATES: Monthly as space permits.

COURSE COSTS: *Textbooks: \$45.00

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

DRESS: Standard Office Dress.

EXAMINATIONS:

No formal examinations. Each lesson evaluated individually and students are only allowed to proceed when they have reached a fully acceptable standard in the completed lessons.

COMMERCIAL GENERAL

This program is composed of training in the skills that will lead to a wide variety of employment opportunities in the general commercial field. Graduates may expect to find work in business ranging from large corporations to one-girl offices and in classifications varying from Clerk-Typist to Payroll Clerk.

Within this course the Vancouver Vocational Institute attempts to train each individual to full potential and students will leave with varying levels of competency which will indicate the level at which they can expect to enter employment. For a student with a sound educational background, a willingness to work, and a personality and attitude compatible with a business environment, the opportunities for gainful employment are excellent, with good prospects for advancement.

COURSE CONTENT:

Recordkeeping

Payroll

Typing, Manual and Electric Typewriters

Machine Transcription

Business English

Business Mathematics

Filing

Business Letter Writing and Composition

Office Practice.

ADDITIONAL OPTIONS:

Students selected by instructors on the basis of aptitude and performance.

Bookkeeping Machines

Receptionist Training (PABX)

Key Punch—10,000 key strokes per hour with 98% accuracy.

TRAINING PROCEDURE:

After an initial assessment period students are allowed to proceed at their own speed.

ENTRANCE REQUIREMENTS:

Age: Minimum 18 years. Younger applicants accepted only if they have a full grade 12 standing. No fixed upper limit as suitability for employment is the main criteria.

Education:

Grade 12 on either a commercial or academic-technical program preferred. Some previous typing desirable but not required. Proficiency in handling of the fundamentals of arithmetic.

General:

Freedom from physical, personal or family problems that would interfere with regular attendance or progress.

Normal eyesight and hearing.

Good standards of personal hygiene, grooming and appearance.

The ability to work with others.

High standards of neatness, reliability and punctuality.

Ability to maintain close attention to detail.

Specifics:

Good finger and hand dexterity for handling office equipment and machines.

Good command of oral and written English.

Effectiveness in the use of basic mathematics.

Good clerical aptitudes, verbal and numerical.

LENGTH OF COURSE: 6-7 months.

Hours: Available on day or afternoon shift.

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

or

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

ENROLMENT DATES: Monthly as space permits.

COURSE COSTS:

*Textbooks: \$10.00

*Supplies: \$5.00

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

DRESS: Standard office dress.

EXAMINATIONS:

No formal examinations. Each lesson evaluated individually.

COMMERCIAL GENERAL UPGRADE

This is a program designed to prepare students with prior training and work experience in the general commerce field either to return to the work force or to upgrade their skills so that they will be eligible for promotion. On successful completion of this course, they would be eligible to apply for the same types of positions as the graduates of the full Commercial General Program.

COURSE CONTENT:

Recordkeeping

General Bookkeeping

Payroll

Typing—Manual and Electric

Office Practice

Business Correspondence

Business Office Machines

ENTRANCE REQUIREMENTS:

Age: No fixed limits. Employment suitability the main criteria.

Education:

Grade 12 preferred. Grade 10 minimum.

Previous typing experience essential.

Proficiency in handling the fundamentals of Arithmetic.

A good command of oral and written English.

General:

No health, family or personal problems that would interfere with performance or attendance.

Good standard of personal appearance, hygiene and grooming.

Specific:

Successful completion of post-high school commercial course of at least 6 months duration within the past 5 years AND/OR

Two years successful office experience in typing, bookkeeping, and business machines within the past 10 years.

LENGTH OF COURSE: 12 weeks.

Hours: 3:00 p.m.-10:00 p.m.

ENROLMENT DATES:

Monthly as space permits. Interested applicants should apply to their local Canada Manpower Office.

COURSE COSTS: *Textbooks: \$10.00

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

DRESS: Standard office dress.

EXAMINATIONS:

No formal examinations. Each lesson evaluated individually and students allowed to progress at own speed.

COMMERCIAL SECRETARIAL

The Secretarial program at the Vancouver Vocational Institute is designed to give the young woman who chooses the secretarial field as a career the background to reach that goal. For this reason the training is broad in scope and high standards of performance and work habits are expected.

The successful graduate will probably not qualify immediately for a full secretarial position as most employers are looking for maturity and experience as well as secretarial skills in the person who is going to fill this important role. However, she will have the background training to progress to this senior level when she develops these qualities. For the graduate who attains good secretarial skills and has desirable attitudes, personality, poise and work habits, the prospects are excellent for advancement from an initial stenographic level to career secretary.

COURSE CONTENT:

Manual and Electric Typewriting
Pitman Shorthand—Theory and Dictation
Transcription from Shorthand
Transcription from Sound Equipment
Recordkeeping
Filing
Office Practices
Business Correspondence
The English of Business
Business Machines and Duplicating Equipment
Industrial Spelling and Vocabulary
Business Familiarization
(Medical, Legal etc.)

ENTRANCE REQUIREMENTS:

Age: 17 years or older.

Education:

Grade 12 graduation on Academic-Technical or Commercial Specialty preferred. Typing helpful but not required. A good command of oral and written English is essential. Spelling, vocabulary (formal and colloquial), grammar and composition are all-important. Students more than one year out of school will be assessed on an individual basis.

General:

A general health level that is compatible with this type of work. No serious eye, ear or manual defect, or any condition that would prevent sitting for long periods. Good standards of personal hygiene, grooming and appearance. Normal manual dexterity.

Specific:

Patience and endurance to spend many repetitious hours acquiring the basic skills of typing and shorthand that will ultimately lead to peak performance levels. Considerable home study may be required to maintain satisfactory progress.

N.B. Only Pitman Shorthand is taught in this program.

A sincere desire to do this type of work, recognizing that the Secretary must be willing to act as an assistant to her employer and to perform a variety of duties if she is to be successful.

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

ENROLMENT DATE: September

COURSE COSTS: *Supplies: \$30.00 (approximately)

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

DRESS: Standard

EXAMINATIONS:

Each lesson individually evaluated. At termination of course student should have attained a minimum standard of 100 words per minute in Shorthand and 50 words per minute net in typing.



COMMERCIAL SECRETARIAL BASIC

This four-month program is designed to give the students the basic skills required for junior positions in offices and business. It is also valuable as a means of acquiring the skills necessary to perform office work which is supplementary to another job responsibility. Students may use this course as a basis for more extensive training, possibly acquired at night school, while gaining work experience during the day.

COURSE CONTENT:

Manual and Electric Typewriting
Business Letter Writing
Dictaphone Transcription
Recordkeeping
Office Practices
Duplicating Machines

ENTRANCE REQUIREMENTS:

Age: No fixed limits. Employment suitability the main criteria.

Education:

Grade 12 preferred. Some typing experience helpful but not required. A good command of oral and written English. Vocabulary (formal and colloquial), spelling, grammar and composition are important.

General:

No health, personal or family problems that would interfere with regular attendance and progress.
A valid interest in office work.
Good standards of personal appearance, hygiene and grooming.
Good finger and hand dexterity.

LENGTH OF COURSE: 17 weeks.

Hours: 3:00 p.m.-10:00 p.m.

ENROLMENT DATES: Monthly as space permits.

Interested applicants should apply to their local Canada Manpower Office.

DRESS: Standard office dress.

EXAMINATIONS:

Frequent evaluation of work in relation to current office standards.

COMMERCIAL SECRETARIAL UPGRADE

The Secretarial Upgrade program is designed to meet the needs of women who wish to improve their office skills as clerks, stenographers or secretaries.

Commercial Upgrading Training, on an individual basis, can provide the qualifications necessary to consider a job change, pursue promotion, or re-enter the work force after a prolonged absence.

COURSE CONTENT:

Manual and Electric Typewriting
Shorthand Theory—"Take 30"
Shorthand Speed Development and Transcription—all systems
Dictaphone Transcription
Business Machines
Duplicating Machines
Business Correspondence
Recordkeeping
Office Practices

TRAINING PROCEDURES:

Individualized instruction based on the aptitudes, interest, and background of the student with emphasis on production. Adherence to office standards of attendance, attitude and conduct are expected.

ENTRANCE REQUIREMENTS:

Age: No fixed limit.

Suitability for employment main criteria.

Education:

Previous commercial training—high school, college, or commercial school.

A good command of oral and written English essential. Vocabulary (both formal and colloquial), spelling, grammar, and composition are all important.

Typewriting skill.

General:

At least two years of office, or related work experience in the past ten years.

No health, personal, or family problems that would interfere with regular attendance and progress.

A valid interest in office work.

Good standards of personal appearance, hygiene, and grooming.

LENGTH OF COURSE: 16 weeks.

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

ENROLMENT DATES: Monthly, as space permits.
Interested applicants should consult their local Canada Manpower Office.

DRESS: Standard Office Dress.

EXAMINATION:
Continuous evaluation of work in relation to current office standards.



MEDICAL OFFICE ASSISTANT

This course leads primarily to positions as Nurse-Receptionist in all types of doctors' offices. In most cases the Medical Office Assistant will have a threefold duty—as receptionist, clinical assistant and general office assistant. The emphasis on each of these roles will vary with the individual office, but in each case it is a position of responsibility and requires superior personal qualities of maturity, stability and personality.

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 field.

ENTRANCE REQUIREMENTS:

Age: 18 years minimum. Preferred age range 19-45 years.

Education:

Minimum complete Grade 12.

Academic-technical or commercial specialty preferred.

High spelling aptitude essential.

Bookkeeping background an asset.

Typing: 35 words per minute net. Selected candidates will have this tested prior to entry.

General:

Good command of oral and written English.

Free of health or family problems which could cause frequent absences.

Ability to relate to and work with people.

Work experience with the public (full or part time) desirable.

Specific:

Good eyesight and manipulative skills for nursing procedures.

Clerical interest and aptitude for billing reports and correspondence as this is the major emphasis of the program.

High standards of personal integrity, hygiene, appearance, poise, speech and maturity.

Ability to make decisions and to work under pressure.

Ability to accept responsibility and take initiative as required.

LENGTH OF COURSE: 6 months.

1 month clerical, 3½ months medical, clerical and medical transcription, 1½ months clinical.

Hours: 8:00 a.m.-3:00 p.m.

ENROLMENT DATES: January, March, May, July, September, November.

COURSE COSTS: *Textbooks: \$26.00

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

DRESS:

Standard white uniform of suitable style and duty shoes to be purchased individually by students not later than the end of the second month of the course.

EXAMINATIONS:

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



MEDICAL STENOGRAPHER

Training as a Medical Stenographer leads primarily to positions in the Medical Records Clerical Pool of hospitals although some graduates may find employment in the offices of medical specialists or clinics. The work of the medical stenographer is essentially the transcribing from dictaphone of medical records, reports, and correspondence. It is very exacting work and complete accuracy is mandatory. To be successful in the field the Medical Stenographer must have excellent dictaphone—typing skills, an extensive knowledge of lay and medical vocabulary and the ability to pay close attention to detail for extended periods of time. The responsible nature of this work leads to above-average salaries for clerical work.

COURSE CONTENT:

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

ENTRANCE REQUIREMENTS:

Age: Minimum 18 years. 19-30 years preferred.

Education:

Grade 12 with Academic-Technical or Commercial Specialty preferred. Chemistry and Biology very desirable as a background to medical vocabulary. Previous transcriber experience an asset but not mandatory.

General:

Good command of oral and written English.
Able to undertake training on an afternoon shift.
No health problems that would cause frequent absences from work or difficulties in sitting for long periods.
Good hearing and eyesight.
Clerical aptitude and neatness.
Ability to accept responsibility.
The ability to accept and profit from correction.

Specific:

Typing—minimum 40 words per minute net. Selected students will be tested prior to entry.

The maturity, personality and personal stability to concentrate on intricate transcription material and produce copy with speed and accuracy. Auditory discrimination to be able to differentiate accurately between minor variations in terminology.

LENGTH OF COURSE: 6 months

Hours: 3:00 p.m. to 10:30 p.m.

ENROLMENT DATES: September and March

COURSE COSTS: *Textbooks: \$33.00

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

DRESS: Standard

EXAMINATIONS:

Each lesson individually evaluated.

**NOTES**

VANCOUVER CITY COLLEGE

TEL.

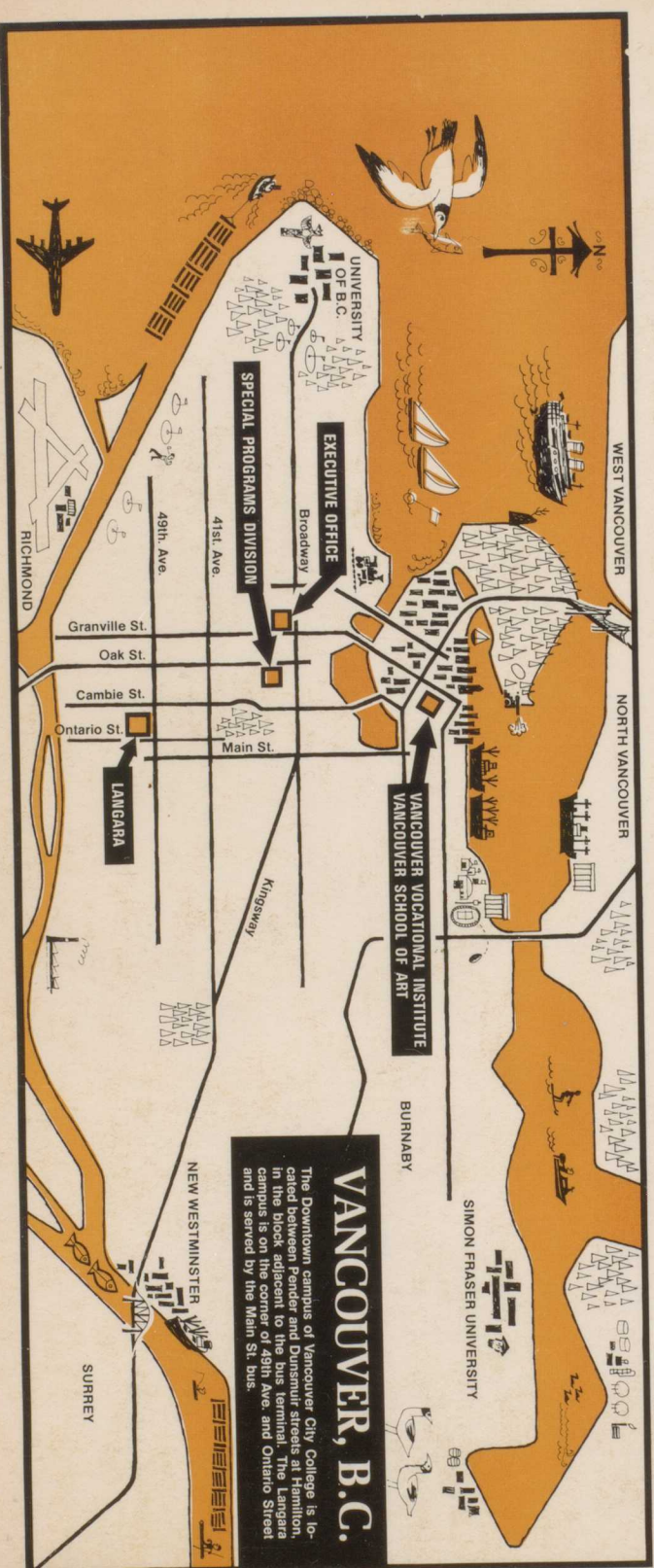
VANCOUVER VOCATIONAL INSTITUTE
250 WEST PENDER STREET, VANCOUVER 3, B.C. (604) 681-8111



Vancouver City College is an educational complex consisting of five divisions:

- The Langara Campus,
- The Vancouver School of Art,
- The Vancouver Vocational Institute,
- The Special Programs Division,
- The Community Education Services Division.

In morning, afternoon and evening classes held in centres throughout Vancouver, the College offers the most flexible arrangements whereby those in the community who wish to further their education may undertake studies to obtain a variety of diplomas or certificates.



VANCOUVER, B.C.

The Downtown campus of Vancouver City College is located between Pender and Dunsen streets at Hamilton, in the block adjacent to the bus terminal. The campus is on the corner of 15th Ave. and Ontario Street and is served by the Main St. bus.