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**VANCOUVER  
COMMUNITY  
COLLEGE  
VANCOUVER  
VOCATIONAL  
INSTITUTE**

**1975/1976**



**VANCOUVER VOCATIONAL INSTITUTE**

250 West Pender Street, Vancouver, B.C., V6B 1S9  
Telephone (604) 681-8111 Telex: 04-54566

**MARINE CENTRE**

2019 Dundas Street V5L 1J5  
Telephone (604) 254-0741

**BUSINESS HEALTH CENTRE**

1190 Melville Street V6E 2X3  
Telephone (604) 684-5921



## ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

### COLLEGE COUNCIL

Mrs. Virginia E. Beirnes  
Mrs. H. Fergusson  
Ernest E. Livesey  
Dr. Peter Oberlander  
Mrs. Margaret Andrew  
William Brown  
Dr. J.A. Lavin  
David W. Pratt  
Jack Say Yee

### COLLEGE EXECUTIVE OFFICERS

DR. T.J. GILLIGAN, Principal, V.C.C.  
H.E. PANKRATZ, Executive Director, *Instruction*  
J.L. McINNIS, Principal, *Vancouver Vocational Institute*  
DR. J.J. DENHOLM, Principal, *Langara*  
L.B. MONASCH, Principal, *Special Programs Division*  
R.C. MAYOR, Principal, *Vancouver School of Art*  
A.H. GLENESK, Principal, *Community Education Services*  
L. BERG, Bursar

### VANCOUVER VOCATIONAL INSTITUTE

#### ADMINISTRATION AND DIVISION CHAIRMEN

G.W. LIDSTER, *Aministrative Assistant*  
R.A. DAWSON, *Division Chairman, Technical*  
J.A. MITCHELL, *Division Chairman, Business and Health Programs*  
B.A. WOOD, *Division Chairman, Service*

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\*These courses will reflect the Provincial Curriculum when the Business Education Department is moved to 1190 Melville Street.

Workingmen we all are so far as we have the desire to make ourselves useful to human society in any way whatever.  
Ferdinand Lasalle

#### FACULTY, SERVICE AND SUPPORT STAFF

##### Department Head

##### Administration

J.L. Melnick — Principal

H.W. Rerup — Assistant Dean

##### Division Chairmen

R.A. Dawson — Technical Programs

J.A. Mitchell — Business & Health

B.A. Wood — Service Programs

##### Counselors and Career Advisors

J.L. Moore

D.H. Kremer

Miss A.A. Winkill

Miss J.H. Williams — Financial Aid Officer

Mrs. S. Wojcicki — Student Service Assist.

##### Automotive Body

R.B. McCarthy

K. Bulmer

##### Automotive Mechanical Repair

R.J. Bryant

W.D. Bland

W.H. Olsen

N. Peckay

J.D. Coxon — Program Assistant

##### Barbering

J.L. Condy

##### Hairstressing

Miss Ruth Nichols

(Mrs. E. Abramson)

K.C. Campbell

Mrs. M.T. Cole

Mrs. M. Don

H.L. Gies

R.L. LaHogue

Mrs. A. Stradoni

##### Building Construction

E.A. Pintar

J.H. Elwell

D. Nowak

##### Business Education

R.G. Strachan

Mrs. N.A. Bate

F.M. Bolton

A. Bowrick

Mrs. C. Callard

Mrs. K. Elliott

Mrs. K.A. Hodgkins

J.S. Knox

D. McLeod

R.H. Mulholland

J.B. Punak

Mrs. S. Tolway

A. Trafford

Miss K.C. Curtis — Program Assistant

##### Business Education

Mrs. M.M. Kowin

Mrs. J.E. Gowler

Mrs. D. Hickok

Mrs. M.G. Horn

Mrs. V.M. Jones

Mrs. J. Latta

Mrs. B.M. Mitchell

Miss A.J.L. Murlison

Miss S.F. Seddon

Mrs. Y. Wiggins

##### Dental Assisting

Mrs. S. Collint

Mrs. V.J. Ciardullo

Mrs. E. Lindsey

Miss L. Rogers

Mrs. D.A. Cowan — Program Assistant

Miss D.C. Rogers — Program Assistant

##### Dental Technician—Mechanics

L. Holoboff

##### Diesel Engineering

J.A. Sandor

R.N. Brady

T.C. Sedli

A. Ispelcor — Program Assistant

##### Drafting

J.D. Taylor



## FACULTY, SERVICE AND SUPPORT STAFF

### † Department Head

#### Administration

J.L. McInnis — Principal  
H.W. Rerup — Assistant Dean

#### Division Chairmen

R.A. Dawson — Technical Programs  
J.A. Mitchell — Business & Health  
B.A. Wood — Service Programs

#### Counsellors and Career Advisors

J.T. Moore  
D.H. Kremer  
Miss A.A. Winskill  
Miss J.H. Williams — Financial Aid Officer  
Miss S. Woycenko — Student Service Assist.

#### Automotive Body

R.B. McCarthy†  
K. Bulmer

#### Automotive Mechanical Repair

R.J. Bryant†  
W.D. Bland  
W.H. Olsen  
N. Pelkey  
J.D. Coxon — Program Assistant

#### Barbering

J.L. Condy†

#### Hairdressing

Miss Ruth Nicholst†  
(Mrs. E. Abramson)  
K.C. Campbell  
Mrs. M.T. Cole  
Mrs. M. Donn  
H.L. Giles  
R.L. LaRocque  
Mrs. A. Stradiotti

#### Building Construction

E.A. Rinta†  
J.H. Ehwalt  
D. Nowak

#### Business Education

R.G. Strachan†

Mrs. N.A. Bate

F.M. Bolton  
A. Bownick  
Mrs. C. Callard  
Mrs. K. Elliott  
Mrs. K.A. Hodgkins  
J.S. Knox  
D. McLeod  
R.H. Maitland  
J.B. Punak  
Mrs. S. Tolway  
A. Trafford  
Miss K.C. Curtis — Program Assistant

#### Business Education

Mrs. M.M. Kowin†  
Mrs. J.E. Gowler  
Mrs. D. Hicock  
Mrs. M.G. Horn  
Mrs. V.M. Jones  
Mrs. J. Latta  
Mrs. B.M. Mitchell  
Miss A.J.L. Murison

Miss S.F. Seddon  
Mrs. Y. Wiggins

#### Dental Assisting

Mrs. S. Collin†  
Mrs. V.J. Ciardullo  
Mrs. E. Lindsay  
Miss L. Rogers  
Mrs. D.A. Cowan — Program Assistant  
Miss D.C. Rogers — Program Assistant

#### Dental Technician-Mechanic

L. Holoboff†

#### Diesel Engineering

J.A. Sanders†  
R.N. Brady  
T.C. Scott  
A. Iapalucci — Program Assistant

#### Drafting

J.D. Taylor†



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

#### **Electricity and Industrial Electronics**

E.A. Frost†  
A. Barnard  
J.N. McMillan  
E.D. Tuley

#### **Electronics**

H.M. Sharp†  
M.S. Bishop  
S.J. Greenwood  
K.T. Gregg  
J.J. Kamm  
J.H. Kirby  
E.F. Klaus  
A.E. Lawton  
K.L. Wheeler  
M.A. Somerville  
T.E. O'Donnell — Program Assistant

#### **Food Trades Department**

J.J. Nowack†  
A.D. Bingley  
H. Ghislieri  
J.A. Gnos  
R. Jolicoeur  
C.A. Kilchenmann  
D. Kok  
R. Mills  
F. Naso  
A. Sauer  
W.D. Smith  
H. Vander Linden  
B. Grey — Program Assistant  
G. Rudolph — Program Assistant

#### **Graphic Arts**

F.E. Frandsen†  
N.A. MacLeod  
B.D. Pinkerton  
G. Smith

#### **Instrumentation — Power Control**

E.R. Stanfield  
J.W. Snell  
P. Lehtiniemi — Program Assistant

#### **Machine Shop**

J.B. Lock†  
C.A. Bisset  
A. Lapalucci — Program Assistant

#### **Marine Engineering**

P.A. Dale  
G.H. Greggor  
F.J. Fenlon  
B.H. Jackson

#### **Medical Office Assistant**

Mrs. E.V. Davis  
Mrs. S.L. Coates

#### **Medical Stenographer**

Miss E. Bartoshewski

#### **Nautical Training**

R.E.S. Armstrong†  
N.S. Bradbury  
J. Hurt  
J.T. Marsh

#### **Power Engineering**

N.B. Reid†  
J. Beaman  
N.C. Coen  
M. Defeyter  
W.L. Edwards  
A.L. Lees  
P.G. Miles  
T.O. Rytter  
A. Smith  
A.M. Wong-Hen

#### **Power Sewing**

Mrs. L. Friesen†  
Mrs. K. Buchanan

#### **Practical Nursing**

Miss C.G. Thomas†  
Miss L. Beaudoin  
Mrs. B. Bradley  
Mrs. M. Clarkson  
Mrs. M. Dressler  
Mrs. D. Fanson  
Mrs. M. Grove  
Mrs. A. Gruenberg  
Mrs. V. Hawkins  
Mrs. A. Houseman  
Mrs. M. Kerr  
Mrs. L. Klassen  
Mrs. R. Mercer

Miss D. Schultz  
Mrs. M. Shellington  
Mrs. S. Simms  
Miss K. Wilde  
Miss E. Fairholm — Program Assistant

#### **Shoe Repair**

J. Pearson†

#### **Trained Homemaker**

Mrs. I. Harvey†

#### **Welding**

A.R. Burns†  
N. Anderson  
W.T. Berry  
G.E. Martin  
E.M. Sukkel  
A. Lapalucci — Program Assistant

#### **Manager Office Services**

T.R. McComb  
Mrs. S. Lockhart

#### **Office Services Staff**

Miss M. Sinclair  
Miss S. Amrolia  
Miss T.F. Anaka  
Mrs. O. Bayliss  
Miss K.A. Berti  
Mrs. M.A. Brown  
Mrs. R. Burman  
Miss D.M. Fister  
Miss C.E. Flynn  
Miss B.L. Gibbins

Mrs. F.E. Gontier  
Mrs. B.E. Hansen  
Miss E. Henson  
Miss C. Herrmann  
Mrs. D. Jenkinson  
J. Krasikow  
Mrs. F. MacGregor  
Mrs. L. Miller  
Mrs. C. Milligan  
Mrs. J.A. Nicol  
Miss M. Rinta  
Mrs. L. Taverner

#### **Audio Visual Services**

B.L. Eston  
L.P. Stanchuk

#### **Computer Programmer**

D.G. Schwenning

#### **First Aid Co-ordinator**

W.F. Dalling

#### **Library**

R.M. Henderson  
Mrs. K.L. Froehlich  
Mrs. L.A. Gow

#### **Engineer — Custodial**

G.J. Schultz

#### **Receivers**

L. Clyne  
R. Holwin  
C.M. Ching



## VANCOUVER COMMUNITY COLLEGE

Vancouver Community College officially came under the authority of the Vancouver Community 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 and Career 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, diploma and 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 Community 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 departments and 90 identifiable courses. On April 1, 1971 the Vancouver School Board officially ceased to administer the Vancouver Vocational Institute when it was incorporated into Vancouver Community 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

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



## CAREER ADVISORS, COUNSELLING, ADMISSIONS AND GENERAL INFORMATION

### Citizenship Requirements

Applicants must be Canadian Citizens; or have landed immigrant status; or must have made application for landed immigrant status and such application must have been accepted for consideration by the Department of Manpower and Immigration. Definition of immigrant status is subject to the regulations of the Department of Manpower and Immigration.

Applicants will be accepted for Pre-employment Programs on a "first come-first served" basis providing they meet the criteria established for entry to the program requested.

### English Language Assessment

Applicants from other countries who are required to write a placement test prior to registration will be so informed. These tests are administered at the College's Special Programs Division. The Schedule is available in the Student Services Centre. Results of the testing may affect the student's placement in courses.

### How to Apply

Applications can be obtained from the Centre in person or by mail or telephone.

An applicant completes the application according to the instructions on the application. The applicant states the date when he/she prefers to begin career training.

- Applicants attending secondary schools, should provide a copy of Grade 11 and 12 marks to date, or latest secondary school marks.
- Applicants out of school or attending a post-secondary institution should provide official transcript of senior secondary school marks and any other educational marks or certificates.

Medical clearances and pre-entry tests are required for many career programs.

When the application is received by the college centre, the application will be acknowledged and placed on the career program list. If the calendar prerequisites for the career program are not met the applicant will be so advised.

The application should be completed and mailed well in advance of career program commencement dates. Applications which have been placed on the class list will be carried forward to the subsequent class list. In a number of career programs, the applicants are interviewed to ensure that he/she has the necessary course prerequisites.



and defined his/her career goals to be able to complete the career program successfully.

### **Mature Student Status or Educational Equivalent**

Where the records from High School indicate a lack of sufficient formal education to meet the specific course requirements the following alternatives will apply.

- a. Mature student status —age minimum 19 years, with one year out of school, with appropriate background experience as evaluated by the College Counselling Services. Such students may be asked to take additional prerequisite courses if required.
- or b. —Basic Training for Skill Development courses at Level 3 or 4.
- or c. —G.E.D. plus additional courses if and as required.

### **Career Programs**

The basic qualifications for entry to each program vary with the course and are explained in detail. Please consult the index for the appropriate page.

### **Counselling**

Counsellors at the VCC-Vancouver Vocational Institute provide the following service to students, potential students and the general public:

- Assist people in making decisions on educational goals and career training.
- Provide personal counselling to students to assist them in making personal decisions regarding their life styles.
- Provide a referral service to outside community services and medical assistance.
- Provide referral service to other educational centres within the Vancouver Community College and other post-secondary educational institutions.

### **Financial Aid**

#### **A. FINANCIAL AID THROUGH CANADA STUDENT LOANS AND B.C. GRANTS-IN-AID**

1. Students enrolled in courses of six or more months duration are eligible to apply for assistance through a combination of Canada Student Loan and B.C. Grant-in-Aid. The Canada Student Loan is repayable by installments at nominal interest commencing six months after completion of training. The B.C.

Grant-in-Aid which is paid in conjunction with the loan, is non-repayable.

2. Students enrolled in courses of five months or less are eligible to apply for "Special Assistance" to defray cost of fees, books, supplies and transportation. This assistance is in the form of a non-repayable B.C. Grant-in-Aid.
3. Eligibility for Government Financial Assistance is based on Residence requirements and Assessment of Financial need. Further information and assistance may be obtained through the Financial Aid Officer located in the Student Services area.

#### **B. AWARDS, BURSARIES AND SCHOLARSHIPS:**

Various awards, bursaries and scholarships are donated by Industry, Unions, Trade Associations, Community Organizations and Individuals, which are available to students upon application. Please direct all enquiries to the Financial Aid Officer.

1. **VANCOUVER MUNICIPAL AND REGIONAL EMPLOYEES' UNION:** An annual bursary in the amount of \$200.00 is open to members of the Vancouver Municipal and Regional Employees' Union, their immediate families and legal dependents, who, at the time the award is made have held membership in the Union for at least two years. Candidates must be enrolled in a full program leading to an advanced Diploma, Technical Certificate or Degree at University. Basis of the award is financial need and progress in their chosen career program. Enquiries should be directed to the Financial Aid Officer.
2. **BUILDING CONSTRUCTION — AMALGAMATED CONSTRUCTION ASSOCIATION of B.C.** Donates an annual amount of \$125.00 to be offered as bursaries to students in the Building Construction program.
3. **DRAFTING — STEEL DESIGN RETAILING — CANADIAN INSTITUTE OF STEEL CONSTRUCTION:** Offers 2 — \$150.00 bursaries only to students enrolled in Steel Design Detailing.
4. **DENTAL ASSISTANT AWARDS ARE OFFERED AS LISTED:**

a) Theory Award	\$30.00 (One-time)	Vancouver Dental Assistants Association
b) Clinical Award	\$50.00 (One-time)	Vancouver Dental Assistants Association
c) Practical Training Award	\$25.00 (Annual)	Vancouver & District Society
d) Dental Materials Award	\$25.00 (Annual)	Dentsply Canada Ltd.
e) Iain McLeod Memorial Trophy	\$25.00 (Annual)	Dentists of Metropolitan Health



- |                                   |                     |  |
|-----------------------------------|---------------------|--|
| f) Radio-graphy Award             | \$25.00<br>(Annual) | Drs. Nacht, Margolese & Krasnoff                             |
| g) Nutrition Award                | \$10.00<br>(Annual) | Dr. J. Sandbrand   |
| h) VCC-VVI Student Progress Award | \$10.00<br>(Annual) | Vancouver Community College — Vancouver Vocational Institute |
5. **ELECTRICITY — INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS and THE BOARD OF ELECTRICAL CONTRACTORS** award 3 — \$50.00 bursaries annually to the top student in each graduating class on the Electricity program.
  6. **ELECTRONICS — XEROX OF CANADA LIMITED FELLOWSHIP AWARDS:** Two awards of \$125.00 each are provided annually by Xerox of Canada Ltd. to graduate students in the field of Electronics. The awards will be made to students on the basis of over-all performance. Information is available through the Financial Aid Officer.
  7. **FOOD TRADES — B.C. CHEF'S ASSOCIATION:** Offers bursaries of \$100.00 annually to assist a deserving student in the Food Trade Programs.  
**EATONS:** Offers bursaries of \$100.00 annually to assist a deserving student in the Food Trade Programs.
  8. **GRAPHIC ARTS — THE MARGARET ANDERSON AWARD FROM PRINTING HOUSE AUXILLIARY:** Offers a \$75.00 annual award to a Graphic Arts student.  
**THE VANCOUVER CLUB OF PRINTING HOUSE CRAFTSMEN:** Offers a \$75.00 annual scholarship to a promising Graphic Arts student.
  9. **MEDICAL OFFICE ASSISTANTS — MEDICAL OFFICE ASSISTANTS ASSOCIATION of B.C. (Vancouver Chapter):** Offers an annual Proficiency award of \$50.00 to a student enrolled in the Medical Office Assistant Program.
  10. **METAL TRADES — AMERICAN SOCIETY FOR METALS:** Offers an annual award of \$75.00 to a promising student enrolled in either the Machine Shop or Welding program.
  11. **JOHN HENDERSON SCHOLARSHIP** of \$100.00 is provided annually by the Vancouver Parent-Teacher Council to a student graduating from a secondary school, who will be enrolling for full-time post-secondary studies at any centre of the Vancouver Community College. Applications are obtainable from Vancouver secondary school Principals.

#### **Manpower Sponsored Students-Christmas/New Year Period**

Students sponsored by Canada Manpower enrolled in courses spanning the Christmas/New Year period may lose their wage-replacement allowance for up to four days because of closure of the College. Students so affected should check with the on-site Canada Manpower office.

#### **Canada Manpower**

For government sponsored training, make application at your local Canada Manpower Centre.

#### **College Health Service**

The aim of the College Health Service is to provide continuing health care in the broadest sense to students and staff while at the college.

Hours: Monday — Friday  
9 a.m. — 12 p.m., 1 p.m. — 4:30 p.m.

Place: Room 250, West Building

Public Health Nurse: Mrs. Clare Bennett

Confidential Services of:

Public Health Nurse  
Psychiatrist  
Psychologist

- Emergency treatment
- Treatment of minor medical and surgical conditions
- Brief Therapy (Psychiatrist, Psychologist)
- Health Education for groups or individuals
- Health Counselling
- B.C. Medical Plan Information
- Student Accident Insurance information
- Worker's Compensation coverage information
- Referral Services

#### **Apprenticeships**

The Apprenticeship Act of British Columbia requires that a person who is to work in a designated trade must indenture as an apprentice with his employer. These apprenticeships are mandatory, but graduates of our pre-apprentice programs receive credits for completion of the applicable courses.

#### **Schedule of Fees**

**TUITION FEES:**

\$15.00 per month — (Refund requests are subject to a Service Charge)

**TUITION SPECIAL SERVICES:**

\$1.00 per day (minimum payment of \$5.00) — to meet individual student upgrade requirements plus the cost of such supplies and materials as may be applicable.

**TUITION—WELDING UPGRADE:**

\$3.00 per shift or \$12.00 per week or \$40.00 per month. Material charges as applicable in addition to tuition fees.



### SPECIAL PROJECTS:

The College periodically offers special courses requested by business, industry and organizations. The cost of special project courses is determined by the College and in such cases the normal schedule of fees is not applicable.

### Student Services Fee

A Student Services fee of \$1.50 is payable at the time of registration. The fee provides funds for accident insurance coverage, incidental costs of graduation ceremonies, participation in athletic events and a limited number of student loans or grants.

Student services fees are payable only once per calendar year. Students are not required to pay an additional fee if the Course completion date extends into the following year.

In some areas specialized course fees are charged; this applies to Power Engineering, Nautical and Marine Engineering. Tool and uniform deposits are required in a number of specified courses.

### Refund of Fees

A schedule of charges for processing refunds is applied in each College centre.

### Student Hours

Classes operate on a six-hour, five day week and a 12 month year. In response to the heavy demand for training, some courses are operated on two or three complete shifts. In addition, individual, technical and career courses are offered between the hours of 6:00 p.m. and 11:00 p.m. Normal school hours are 8:00 a.m. to 4:00 p.m.

Vancouver Community College reserves the right to alter class hours, schedules, fees and duty assignments for staff as required to best serve the training needs of the Community.

### College Co-ordinated Diploma Programs

In general, a program year of eight or more months duration at the Vancouver Vocational Institute will constitute 30 credits or one-half of the requirements 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 qualify for a college diploma. Please provide full transcripts and records of marks if you wish to be enrolled on a co-ordinated program for a college diploma.

### 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 \$100.00 and \$150.00 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. Please check with Student Services.

### Textbooks and Supplies

Most required textbooks and supplies can be purchased at cost from the College Student Service Centre.

NOTE: No free textbooks or supplies are provided by the College for either sponsored or fee-paying students.

### Student Responsibilities

All students and applicants are advised of the need for full compliance with all safety rules, regulations and requirements during the training period. A reasonable standard of health, dress and grooming must be maintained as stipulated by the Accident Prevention Regulations of the Workmen's Compensation Board. Students (Vocational-Technical) are covered by Workmen's Compensation and by a Student Accident Insurance Policy during all authorized training periods conducted under the supervision of an Instructor. For safety or health reasons, it may be necessary to contain hair in nets or to trim beards to avoid unnecessary hazards.

### Career Program Information

Course Duration in Months		Starting Dates January 1975
6	Automotive Body Repair—AM	Monthly as space permits
6	Automotive Body Repair—PM	Monthly as space permits
9	Automotive Mechanical Repair	January, April, July, October
9	Barbering	February, August, November
1	Barbering Upgrade	January, October (Apply in Barber's Assoc. Apprenticeship)
3½	Facials and Manicuring	As space permits
10	Building Construction	September
10	Baking	March, May, September
3	Baking Options	January, April, October
5-10 Mo.	Business Careers — Bookkeeping/Accounting—AM-PM	Monthly as space permits
5-10 Mo.	—Clerk — Typist—AM ? PM	February, April, July, September
5-10 Mo.	—Secretarial — AM	As space permits
12-17 Weeks	—Secretarial Basic Skills — AM & PM	As space permits
Up to 20 Weeks	—Secretarial Upgrade — AM	As space permits
12	Cook Training — AM	January, April, July, October
4	Cooking — Short Order — PM	Jan., Feb., Sept., Oct.
4	Cooking — Chinese Cuisine	



10	Dental Assistant	September
5	Dental Technician/Mechanic	Apply Apprenticeship Branch
12	Diesel Engineering	March, July, November
10	Drafting Architectural & Mechanical	February, September
10	Drafting Architectural & Structural	April, November
10	Drafting Steel Design Detailer — AM & PM	September (AM), October (PM)
10	Electricity & Industrial Electronics	January, April, September
Varies	Electrical Journeyman Upgrade	As space permits
5	Electro-Mechanics	February, September
12	Electronics Technician	January, April, July, October
12	TV-Radio Technician	September
2	Fisherman Upgrade	November
2 Yrs.	Graphic Arts	September
7	Hairdressing	January, April, July, October
1	Hairdressing Upgrade	As space permits
4 Weeks	Instrumentation (Electrical) Upgrading	February, October, November
4 Weeks	Instrumentation (Marine & Power) Upgrading	As space permits
2	Keypunch Operator — AM	January, March, May
10	Machinist	September
5	Machine Operator Upgrade — PM	As space permits
1-3	Marine Engineering Programs	Contact College re: Dates
6	Medical Office Assistant	January, April, July, October
6	Medical Stenographer	March, September
2-5	Nautical Training Programs	Contact College Re: Dates
2-5	Power Engineering Programs (Certification)	Contact College Re: Dates
9½	Power Engineering Pre-Employment	August
2 Yrs.	Power & Process Engineering	September
4	Power Sewing Production — AM & PM	As space permits
10	Practical Nursing	January, May, September
5 Weeks	Practical Nursing Upgrade	As space permits
9	Shoe Repair	As space permits
3	Homemaker	March, April, September, November
3	Waiter/Waitress — AM & PM	Every 6 Weeks
10	Welding — AM	January, April, July, October
Varies	Welding Upgrade 5:30 PM	As space permits
10	Welding Midnight	September

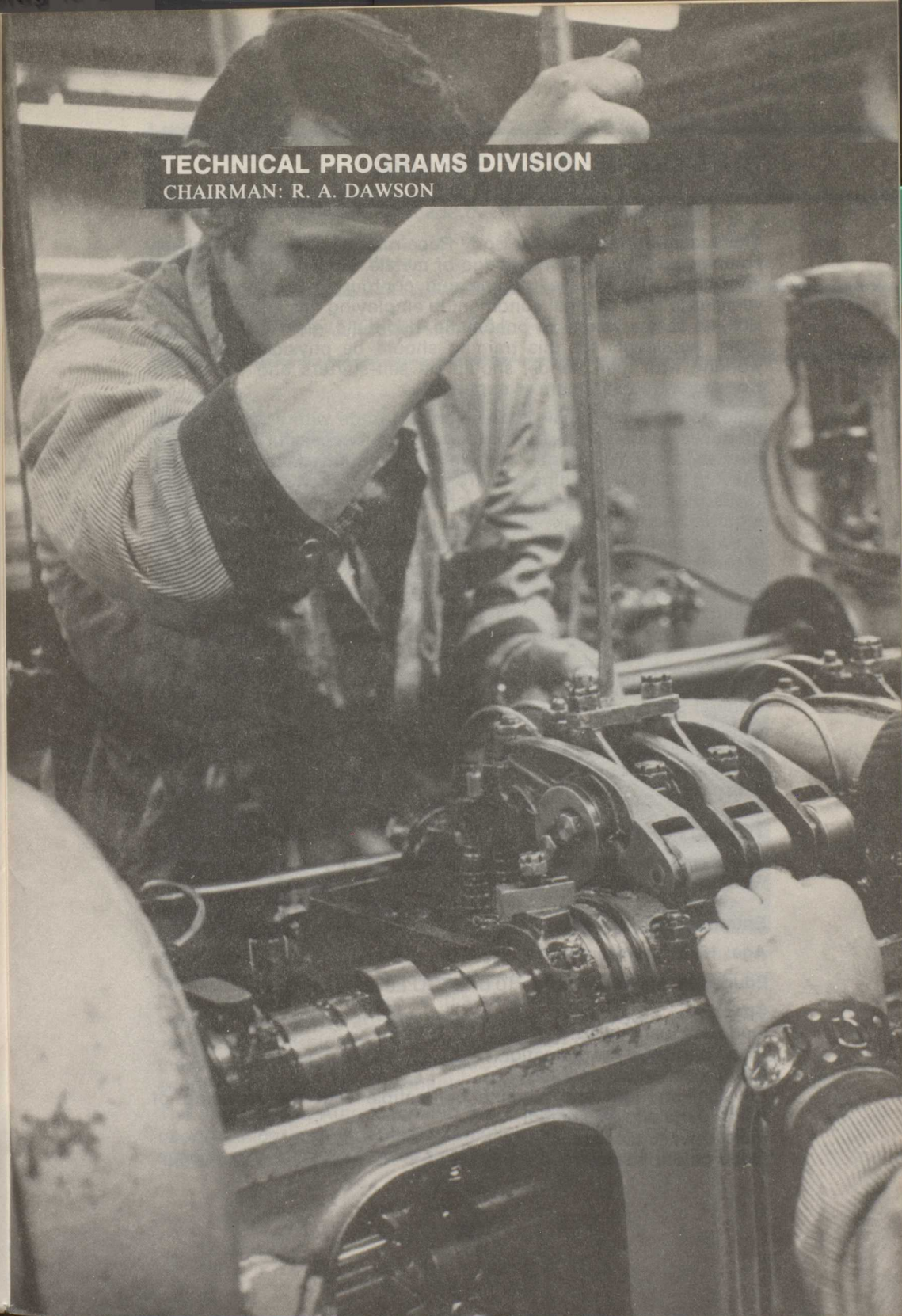
**"THIS INFORMATION IS SUBJECT TO CHANGE WITHOUT NOTICE"**

**Please Note:**

— Vancouver Community College, Vancouver Vocational Institute offers many specialized courses within several study areas at regular intervals in addition to those listed. Additional detailed information through Student Services — Phone 681-8111. Applications should be made well in advance of Career Program commencements.

## TECHNICAL PROGRAMS DIVISION

CHAIRMAN: R. A. DAWSON





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## AUTOMOTIVE BODY REPAIRS

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The successful Automotive Body 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.

Automotive Body 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 and extensive practical work on various late-model cars.

### Entrance Requirements:

**Age:** 18-25 years preferred.

**Education:** Minimum Grade 10 or BTSD Level III, or G.E.D.

### 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. Hours: 8:00 a.m. to 2:45 p.m., 3:00 p.m. to 10:00 p.m.

**Course Cost:** \*Tool Deposit: \$50.00 (refundable).

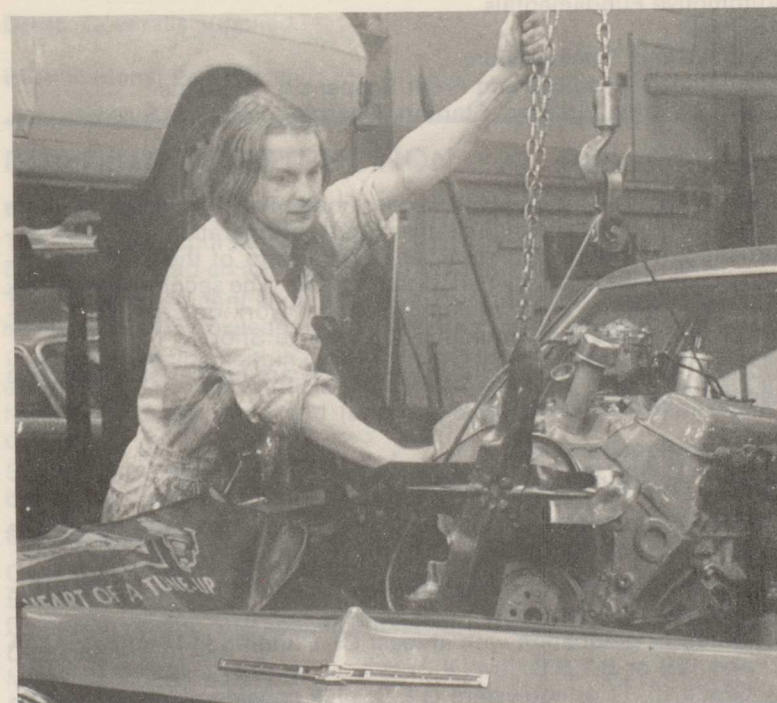
\*Payment for this should be made the first day of attendance.

**Dress:** Coveralls supplied.

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## AUTOMOTIVE MECHANICAL REPAIR

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Applicants for training in this field should have strong interests in mechanics, good physical condition and aptitudes suited to success in this area. The graduates of this nine-month program at the VVI normally will receive at least nine months' credit towards the four-year apprenticeship program. 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 automotive industry. He can become a specialty mechanic, a service salesman, a service manager or he can



start a business of his own in the automotive field. He may also enter one of the related fields, such as an automotive insurance adjuster, or tool and equipment man, factory representative or a parts and accessories representative.

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:** 18-25 years of age preferred.

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

- Grade 12 graduation, Mathematics II plus either shop mechanic courses or related work experience.
- Grade 12 graduation with at least C+ standing in Mechanics 12A and 12B or B.T.S.D. level 4.
- Grade 10, 11 or equivalent G.E.D. plus considerable work experience in the field.

#### **General:**

Effectiveness in both written and oral English  
Normal eyesight and hearing.

#### **Specific:**

Good mechanical aptitude.  
Physically fit with good manual dexterity.  
Valid driver's licence.

Ability to work with others.  
Pre-entry tests required.

**Length of Course:** 9 months.

**Starting Dates:** January, April, July, October.

#### **Course Costs:**

- \*Textbooks: \$10.00 approximately
- \*Tool Deposit: \$25.00 (refundable)
- \*Payment should be made the first day of attendance.

**Dress:** Coveralls supplied.

**Examinations:** Periodically.

## **BUILDING CONSTRUCTION**

The 10-month course in Building Construction is a pre-apprentice course leading to an apprenticeship in carpentry.

The potential student should have a strong interest, together with a sound working knowledge of mathematics in the construction trade.

In seeking employment in the Building Construction field, he should ensure that he has sufficient physical strength and stamina to handle the heavy work load (at times under adverse weather conditions.)

Students are required to maintain at least an average of 65% in both theory and shop work throughout the course.

#### **Course Content:**

Construction mathematics  
Builders levels  
Blueprint reading and specifications  
Detailing  
Materials, codes, safety  
House framing  
Rafters  
Stairs  
Quantity take-off  
Concrete form detailing  
Concrete form building  
Transit — construction layout  
Scheduling

#### **Training Procedure:**

Theory, demonstrations, detailing and sketching in the classroom.  
Practical construction work performed in the shop.



**Entrance Requirements:**

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

**Education:** Grade 12 or one of the following programs:

- Academic-Technical with elective courses in construction, drafting and related subjects and "C" standing in Math 11.
- Industrial or the Construction specialty with "C+" standing in Construction 11, 12A and 12B, General Mathematics 11, and Drafting 11.

The applicant must pass an aptitude test and an eligibility examination.

**General:**

Effective written and oral English.

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

**Starting Date:** September

**Course Costs:** Textbooks: \$30.00 (approximately)

**Examinations:** Theory weekly. Projects individually evaluated.

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## DIESEL ENGINEERING

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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 operations 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 by the Ministry of Transport, Marine Regulations Branch.

**Course Content:**

Basic Trade Skills  
Engine Construction  
Cooling and Starting Systems  
Electrical Systems for Truck and High Speed Marine Diesels  
Overhaul Procedure  
Components  
Engines  
Fuel Oils, Lubricating Oils and Lubricating Systems  
Truck Transmissions and Marine Gears  
Hydraulics  
Operation and Servicing of Injection Systems  
Theory of Combustion and its Application  
Operation of Truck, Marine and Stationary Diesels  
Power Generation — Electrical  
Overhaul Procedure Advanced  
Air Brakes

**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:**

- a) Grade 12 graduation with at least "C" standing in Mathematics 11 and with appropriate shop courses as electives. Physics 11 desirable.
- b) Grade 12 graduation with at least "C+" standing in Mechanics 12A and 12B, Industrial Science 12 and General Mathematics 11.
- c) Grade 12 equivalent — B.T.S.D. Level 4, or G.E.D. with 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

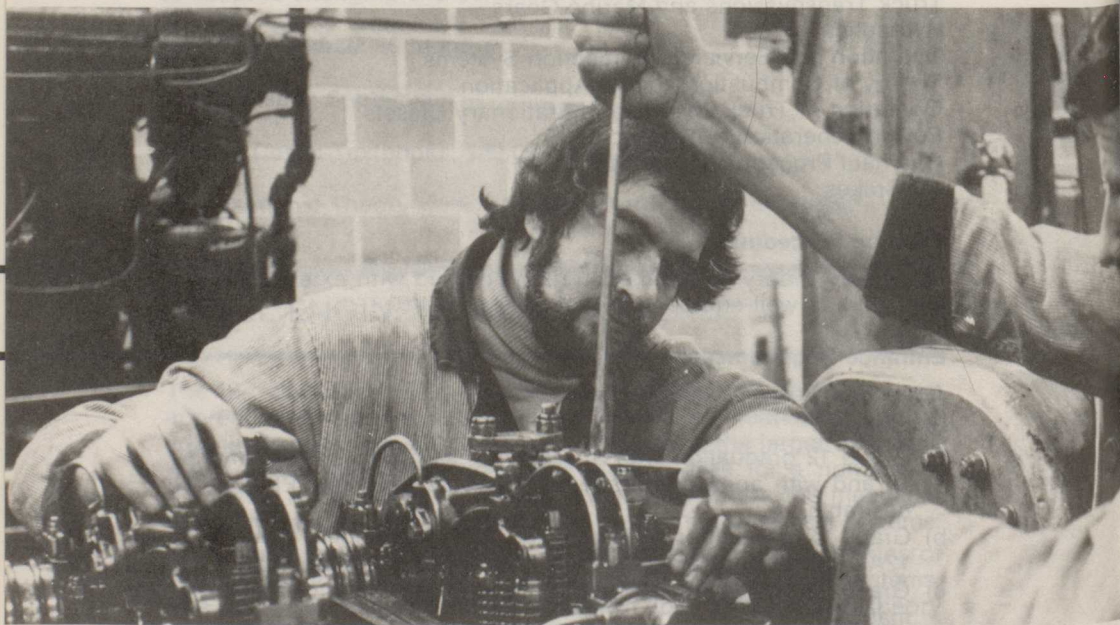
**Hours:** 8:30 a.m. — 4:00 p.m., Monday to Friday.

**Starting Dates:** March, July, November

**Dress:** Coveralls supplied

**Examinations:**

Periodically. Practical work is evaluated step by step. 60% or better average required.



## DRAFTING

**Entrance Requirements:**

**Age:** 18-25 years of age preferred.

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

**Education:**

- Grade 12 graduation with at least a "C" lettergrade in Mathematics 11. (Physics 11 an asset)
- Grade 12 graduation with at least "C+" standing in General Mathematics 11, Drafting 11 (Drafting 12 and Industrial Science 12 desirable), Industrial Power 11.
- Grade 12 equivalent — B.T.S.D. Level 4 or G.E.D. with Mathematics 11.

**General:**

Systematic and careful work habits.  
Ability to work well with others as a member of a technical team.  
Be able to communicate effectively in both written and oral English.

**Specific:**

Good eyesight and hand-eye co-ordination.  
Good manual dexterity.  
Good mechanical comprehension.  
The ability to work under pressure to meet project deadlines.  
The ability to visualize an object from a drawing.  
Ability in mathematical and logical reasoning.

**Length of Course:** 10 months.

**Course Costs:** Supplies: \$25.00 Textbooks: \$25.00.

Tool Deposit: \$10.00 (refundable)

Payment for these should be made the first day of attendance.

**Dress:** Standard

**Examinations:** Periodically. Projects individually evaluated.

**Training Procedure:**

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



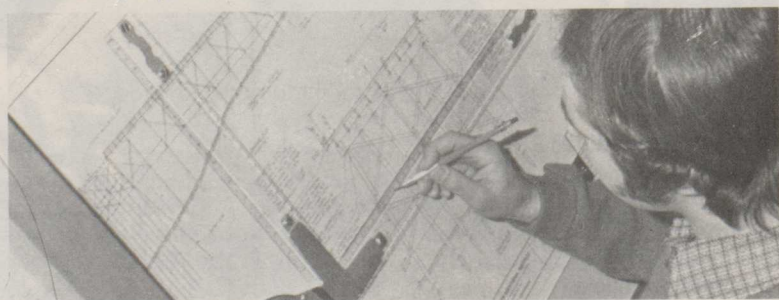
## DRAFTING DEPARTMENT

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 move to administrative positions in the engineering departments of large firms or will go into technical sales with self confidence which comes from their familiarity with technical drawings. In 1974 an estimated 9,000 to 12,000 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 technical developments, but also to assist qualified graduates in finding employment. Over the past twenty-six 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 careful 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.





## DRAFTING—ARCHITECTURAL AND MECHANICAL

The Architectural Mechanical graduate will become a member of an engineering team which is involved in the designing of a variety of industrial projects. Successful graduates may find employment in the drafting departments of one of the following industries: Pulp and Paper, Forest Products Manufacturing, Chemical, Petrochemical, Process Piping and Materials Handling, to name a few.

In Mechanical, 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. (10 weeks)

**Architectural:** Light Construction Methods, Materials of Construction, Building Standards and By-Laws, Services, Architectural Symbols and Techniques, Residential Planning, Perspectives and Rendering. (10 weeks)

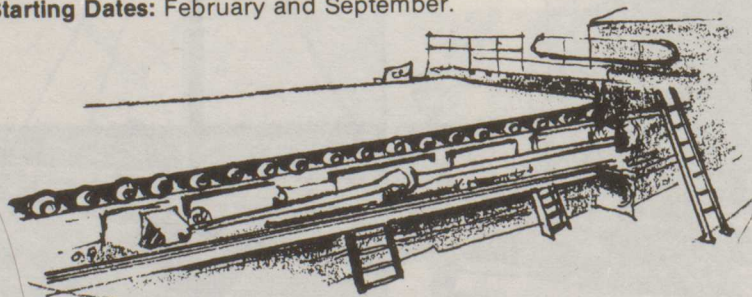
**Mechanical:** Sawmill equipment layout and detail.

**Materials Handling:** Transfers, Rollcases conveyors, chutes.

**Site Plan:** Introduction to Site Preparation.

**Piping Layout and Arrangement:** Flow diagrams, Process Equipment, Valves and Fittings and Isometric Piping Drawings. (20 weeks)

**Starting Dates:** February and September.



## 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 architecture, structural or civil engineering, as well as with private, municipal, provincial or federal organizations. He will serve his employer as a 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 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. 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*, which are offered in the evenings by various continuing education programs.

### Course Content:

**Basic:** Orthographic Projection, Auxiliary Views, Sections, Dimensioning, Drafting Techniques, Inking Techniques, Pictorial Representation, Intersections and Developments, Detail and Assembly Drawings. (10 weeks)

**Architectural:** Light Construction Methods, Materials of Construction, Building Standards and By-Laws, Services, Architectural Symbols and Techniques, Residential Planning, Perspectives and Rendering. (10 weeks)

**Structural:** Industrial Site Development, 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. (20 weeks)

**Starting Dates:** May and November.



## DRAFTING—STEEL DESIGN DETAILER

The steel design detailer plays a vital role in the steel building process. The graduate of this program may seek employment locally or anywhere in North America.

Along with the drafting skills, the program provides the student with a sound knowledge of design and the mathematical competence necessary to assure successful and continued employment in the steel fabricating industry.

Upon graduation a student will be employed in a junior capacity and will become part of a "team" working to the requirements of architects, engineers, shop and field personnel.

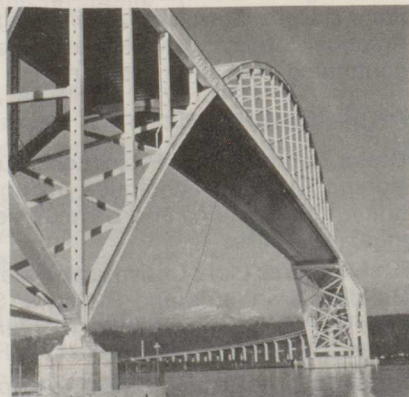
Other areas where the successful graduate could be employed are, estimating, industrial engineering, sales, etc.

### Course Content:

**Basic:** Techniques of Drafting, Mathematical Tables, Steel and Mechanical Manuals and Engineering Codes.

**Structural Steel:** Shop Detail Drawing and Design including Beams, Columns, Bracing, Stairs, Handrail, Connections (bolted and welded), Shop and Field Procedures.

**Boiler and Tank Work:** Chutes, Storage Bins.



### Training Procedure:

Classroom theory is applied to the development of design and shop fabrication-drawings, utilizing representative structural and mechanical drawings. The objective is to develop design detailers with sound technical knowledge and techniques in steel fabrication, construction and other related fields.

**Length of Course:** 10 months.

Shift Hours: 8:00 a.m. — 3:00 p.m.

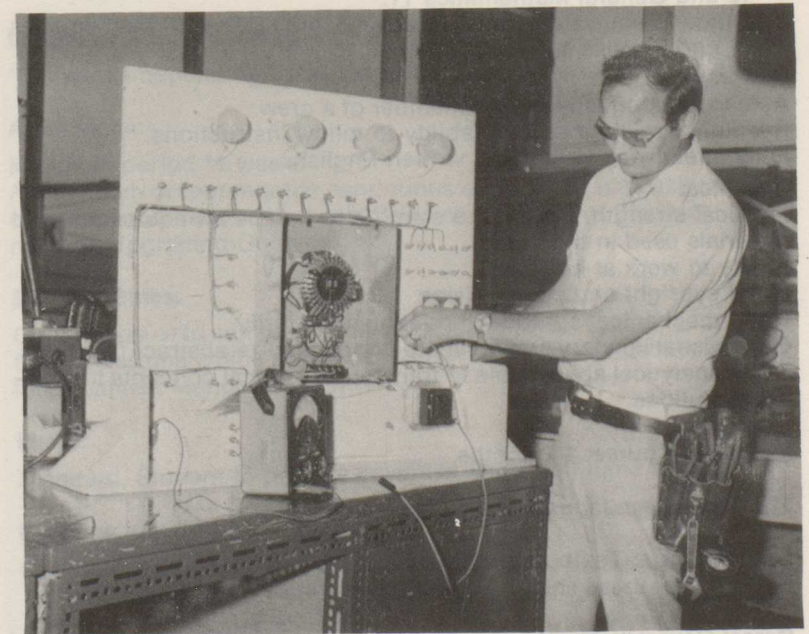
Shift Hours: 3:00 p.m. — 10:00 p.m.

**Starting Dates:** September and 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, with at least "C" standing in Mathematics 11 and Physics 11.
- Grade 12 graduation with at least "C+" or better in Electricity 11 and 12, Electronics 12, Industrial Power 11, Industrial Science 12 and General Mathematics 11.
- Grade 12 equivalent: B.T.S.D. Level 4, or G.E.D. with Mathematics 11 and Physics 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:** 10 months.

**Starting Dates:** January, April, September.

**Course Costs:** Textbooks: \$25.00 Tools: \$15.00.  
Payment for these should be made the first day of attendance.

**Dress:** Coveralls supplied.

## ELECTRICAL JOURNEYMAN UPGRADING

A series of programmed learning packages supported by audio visual presentations and well equipped shop facilities are being developed for Electrical Journeymen.

Package Courses to be offered:

Electrical Estimating	Fire Alarm Systems
Dynamic Control	Static Control
Transformer Connections	Rigging Safety
High Voltage Relaying	Motor Winding
Illumination	Metering and Measurement

and others for which there is a trade-determined need.

All course Packages are intended to expand upon the knowledge and skill requirements of the Electrical Journeyman on the job. Students progress on a self-paced learning basis governed mainly by their experience in the trade and individual ability. The courses are offered under the direction of one or more instructors along with the capabilities and expertise of the Electrical Department as a whole.

**Entrance Requirements:**

Journeyman in the Electrical Construction or Maintenance Field.

**Length of Course Packages:**

\*1-4 weeks depending upon subject.

**Attendance:**

Minimum period \*1 week.

A maximum of four months continuous attendance is possible when circumstances require the completion of a number of Electrical Journeyman Upgrading Courses.

**Starting Dates:**

Continuous — to suit the needs and availability of students. Contact the Admissions Office at the Vancouver Vocational Institute or your local Canada Manpower Centre.

**Dress:**

Standard. Student to provide coveralls and small hand tools.

**Examinations:**

Continuous evaluation of student progress.

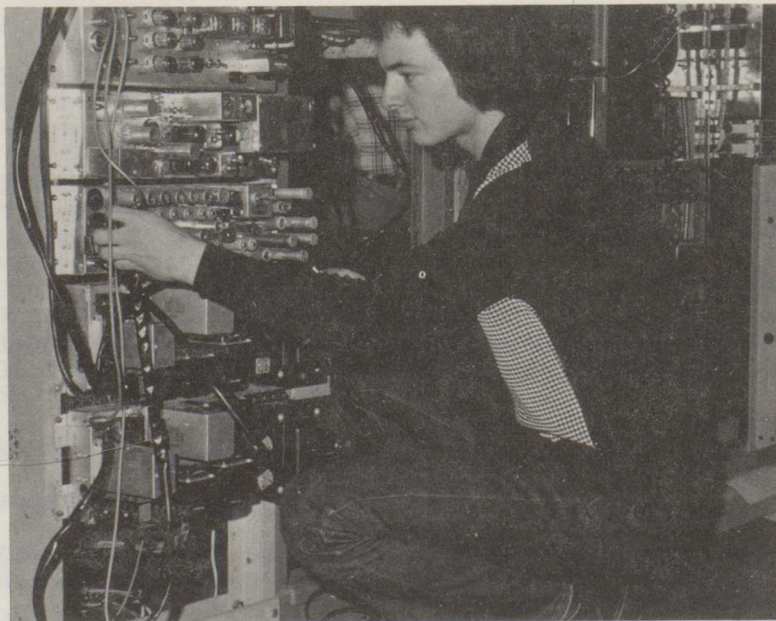
\*Full time, 6 hour instructional day.



## 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. A number of employers have indicated a preference for such applicants having a complete Grade 12 or equivalent such as G.E.D. or B.T.S.D. Level 4.

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 occasion 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 and teletype equipment, control 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 12 graduation with effectiveness in Mathematics and Physics.
- Grade 12 graduation with courses in Electricity or Electronics. Effectiveness needed in the areas of Mathematics (ratios, proportions, square roots and simple algebra) and Physics (sound and light).
- Grade 12 equivalent: B.T.S.D. Level 4, or G.E.D.

### 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:** 5 months.

**Starting Dates:** February and September.

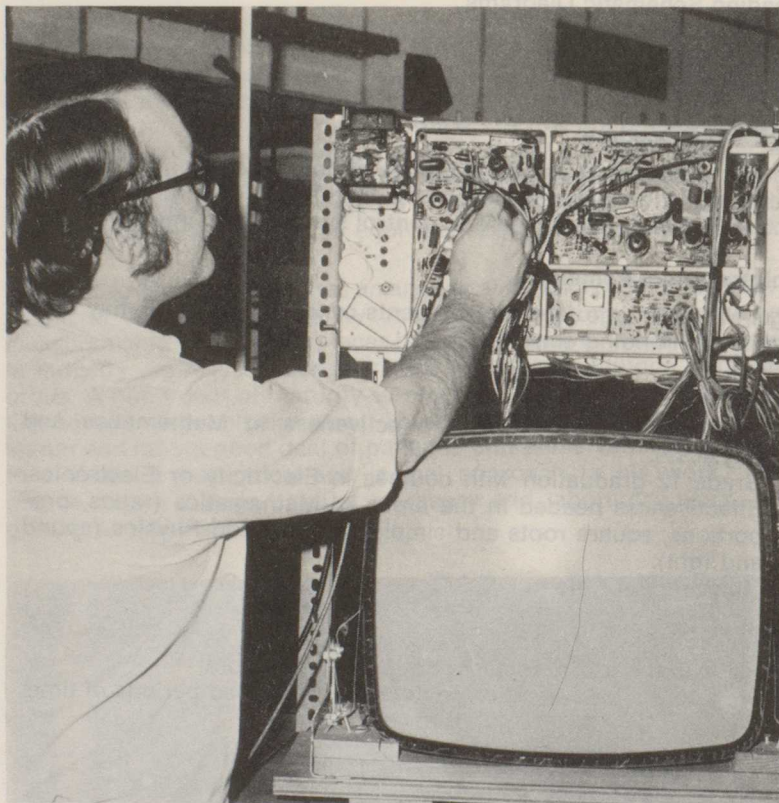
**Course Costs:** Textbooks and Supplies approximately \$35.00.

**Dress:** Standard.

**Examinations:** Periodically.



## TV—RADIO TECHNICIAN



The Home Entertainment Equipment Technician will diagnose and repair a wide variety of Electronic equipment such as: Radios, Stereo Systems, Tape Recorders, B/W TV, Color TV, Video Tape Equipment, etc.

The Service Technician must constantly sell himself and his services. Frequently this is done in the customer's home, where it is necessary to create a favourable impression both by his appearance and his actions.

In addition to technical expertise, the technician will require a valid driver's licence, a knowledge of record-keeping and basic business practices.

This is a designated trade and as such the pre-employment training course may be followed by an additional three-year apprenticeship.

### Entrance Requirements:

**Age:** 18-25 years preferred.

### Education:

- Grade 12 graduation with at least a "C" standing in Mathematics 11 and Physics 11.
- Grade 12 graduation with at least a "C+" or better standing in Electricity and Electronics, Industrial Science 12 and General Mathematics 11.
- Grade 12 equivalent: B.T.S.D. Level 4, or G.E.D. with Mathematics 11 and Physics 11.

**General:** Longstanding interest in Radio and Television.

Ability to organize and work without supervision.

Ability to concentrate on small details for extended periods.

Normal hearing, eyesight and good colour vision.

Valid driver's licence (prior to graduation).

**Length of Course:** 12 months.

**Starting Date:** September.

**Course Costs:** Textbooks: \$35.00 (approximately) Handtools: \$25.00.

**Dress:** Standard.

**Examinations:** Periodically.

### Course Content:

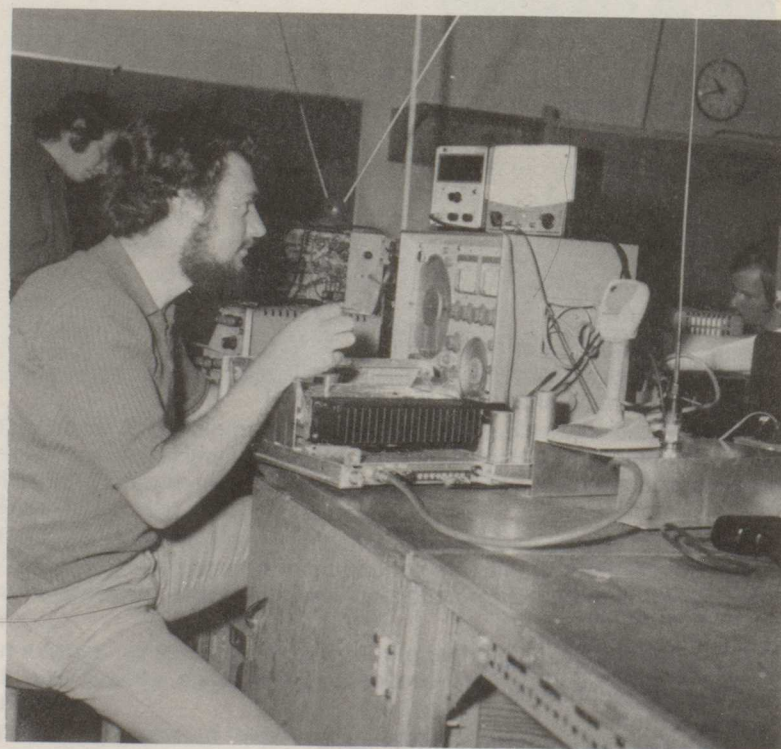
Operation and testing of components  
Analysis of all basic circuits  
Operation and maintenance of test equipment  
AM and FM radios  
Stereo equipment  
Tape recorders  
B/W television  
Colour television  
Video tape systems  
Record-keeping and stock control  
Mechanical repairs  
Replacing components  
Adjustments and alignment  
Fault-finding techniques  
Parts substitution  
Extensive benchwork on modern chassis



## ELECTRONICS TECHNICIAN

The Electronics Technician installs, maintains and modifies industrial, medical, business and telecommunications 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:

Solid State Circuit Theory  
Switching and Control Systems  
Test Equipment Circuitry and Applications  
Telephone, Teletype and Multiplex Systems  
FM and SSB Radio Communications  
Digital and Pulse Techniques  
Microwave Systems

### 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 with at least "C" standing in Mathematics 11 and Physics 11.
- Grade 12 graduation with letter grades of "C+" or better on the Electricity and Electronics courses, Industrial Science 12 and General Mathematics 11.
- Grade 12 equivalent: B.T.S.D. Level 4, or G.E.D. plus Mathematics 11 and Physics 11.

**Note:** Effectiveness needed 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.

Proficiency in both written and verbal English. Report writing

### Specifics:

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

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.

**Starting Dates:** October, January, April, July. 8:00 a.m. — 5:00 p.m.

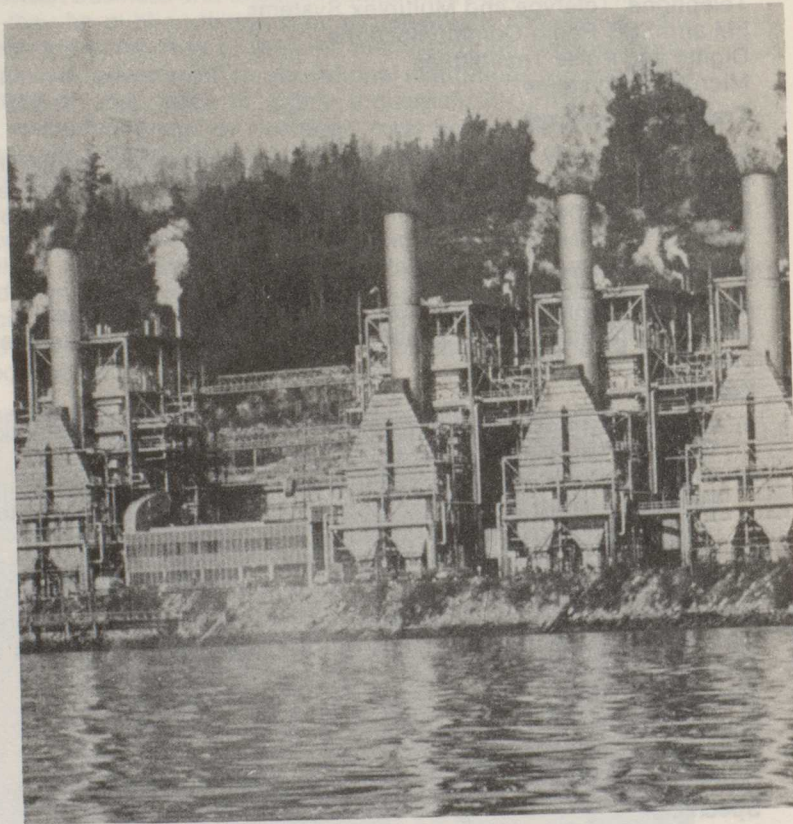
**Course Costs:** Textbooks and Supplies: \$35.00.

**Dress:** Standard.

**Examinations:** Periodically.



## POWER ENGINEERING DEPARTMENT



The Engineering Department offers comprehensive training programs for all grades of Power Engineer's Certificates, a two-year Power and Process Engineering Program, Pre-employment Power Engineering Program, Engineering Instrumentation and in addition, courses such as Industrial Refrigeration, and Mathematics Upgrading. The Department may also offer remedial courses, as required, by special arrangement with employers, organizations or individuals. 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 are available from Boiler Operator to First-Class Engineer level.

### **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 Power 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.

### **Pre-Employment Program: Power Engineering**

A pre-employment program intended to prepare young men for a career in Power Plant operation and maintenance.

The course will include, among other things, maintenance of power-house equipment, instrumentation, electricity, engineering sciences and water conditioning. While emphasis will be upon the practical application of the basic principles, sufficient theory will be covered to prepare students to write the Fourth Class Power Engineer's Examinations. A special brochure describing the Pre-Employment Power 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 Power 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 Provincial and inter-Provincial legislation governing acceptable qualifying time served in industry, 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.



## POWER ENGINEERING

### Certificates of Competency

FIRST-CLASS ENGINEER  
SECOND-CLASS ENGINEER  
THIRD-CLASS ENGINEER  
FOURTH-CLASS ENGINEER  
BOILER OPERATOR CLASS A  
BOILER OPERATOR CLASS B (High Pressure)  
BOILER OPERATOR CLASS B (Low Pressure)

Courses are 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.

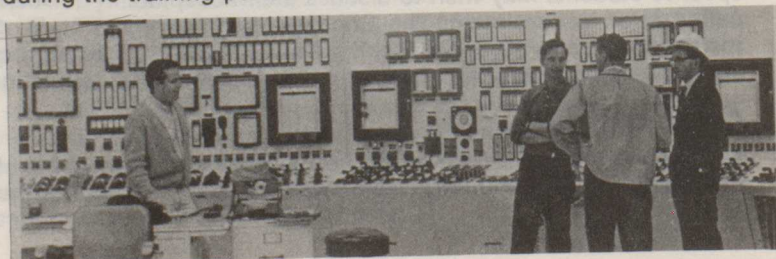
### Training Procedure:

Classroom theory and demonstration, lectures, assignments and tutorials 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, 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 Power Engineer's course provides a six-month credit in lieu of steam plant service with the exception of Boiler Operators 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 Power Engineers. The course is primarily intended for Power 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 Community College offers a wide range of courses at several locations



and times. Several courses of interest for Power Engineers are: Welding, Mathematics, Instrumentation, Heating and Ventilating, Refrigeration, Motor Controls and Relays, Drafting and others too numerous to list are available. Call the Vancouver Community College, Community Education Services Office (688-1111).

## POWER ENGINEERING: Pre-Employment Program

A 10 month Technical Career Program.

Power Engineering is a field of employment in which promotion is governed by the grade of the certificate. In other words, your initiative and study will determine the level at which you work.

### Program Description

This program is offered to fill a need for entrants into the Power Engineering Field at the Fourth Class Level. The course has been structured to provide the graduate with the practical and theoretical knowledge required for him to fulfill, with confidence, the duties of a Fourth Class Power Engineer.

### Length of Course

10 months starting in August 1975. Completion May 1976.

### Entrance Requirements

**Age:** 18-30 years preferred.

a) For the recent high school graduate, several of the following courses are desirable:

General Math II

Electricity II

Industrial Science II

Drafting II

Industrial Power II

Mechanics 11, 12 A & B

with at least a C+ average.

b) For the young adult not having high school but who has completed Basic Training for Skill Development Level IV with at least a C letter grade or G.E.D.

or:

c) For the mature person with considerable work experience in a related field.

### General:

Good command of communicative English, written and oral; good health, eyesight and hearing; good mechanical aptitude.

### Course Content:

- |   |                                  |
|---|----------------------------------|
| 1. Power Engineering<br>(Certificate Program) | 5. Sketching & Blueprint Reading |
| 2. Mathematics — Applied<br>Science           | 6. Steamplant Training           |
| 3. Instrumentation                            | 7. Boiler Operation              |
| 4. Workshop                                   | 8. Electricity                   |
|   | 9. Report writing                |

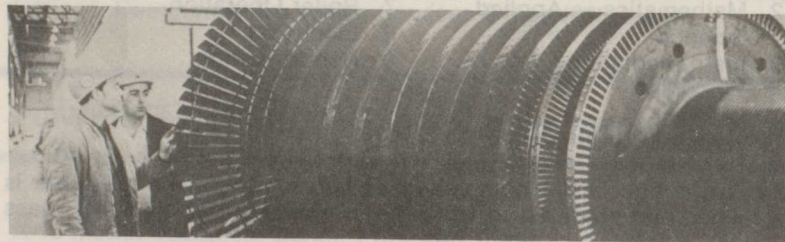
### Government Certification:

Upon the successful completion of this program, the graduate is qualified and prepared to write the examination for a Fourth Class Power Engineer's Certificate.





## 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 training leading to employment in the Power 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.

The program provides the graduate with (in addition to entry to the Power Engineering field as outlined above) a wide variety of engineering subjects essential to his future progression towards becoming a First-Class Engineer.

### 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  
Technical Communications  
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 preferred.

**Education:** Grade 12 preferred with at least "C" lettergrade and Mathematics 11, Mathematics 12. Physics 11 and Chemistry 11 required, Physics 12 is desirable.

### Length of Courses:

1st Year — 10 months full time attendance  
2nd Year — 10 months full time attendance  
Applications for enrollment regularly accepted for 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 Costs:** Texts and supplies \$70.00 per year. (approximately)

**Dress:** Coveralls supplied.

### Examinations:

Internal to Engineering Department standards — PERIODICALLY.  
External examination for Fourth Class Engineer's Certificate — June following completion of First Year Program.



## INSTRUMENTATION AND PROCESS CONTROL COMPUTER TECHNOLOGY DEPARTMENT

The Instrumentation, Process Control, and Computer Technology Dept. offer comprehensive training programs in Instrumentation, Process Control and Digital Logic Systems. These programs are geared for those individuals involved in installation, operation and/or maintenance of mechanical-electrical-electronic equipment used in industrial processes, plants and commercial enterprises. This includes simple control equipment to Digital computers.

Courses are offered regularly for upgrading the knowledge of experienced personnel who are being outpaced by advancing technology. Also, courses are available for introducing inexperienced personnel to these fields. Employers and organizations may request and make arrangements to obtain special courses tailored to their specific needs. All courses offered are in tutorial form, supplemented by lectures, and assignments with hands-on laboratory experience. Emphasis will be on the practical application of the designated material covered.

### COURSES

#### Engineering-Instrumentation and Process Control Computer Technology

The course varies from 1 week to 10 months depending on which course attended. (Semester Period, Upgrading, or specialized)

- Power Engineering Semester Programs. 1st and 2nd year.
- Pre-Employment Power Engineering Semester Program.
- Special Power Engineering Upgrading courses: 4th, 3rd, 2nd, and 1st class.
- Electrical Journeymen and maintenance Electricians Upgrading.
- Instrumentation Technicians, technologists and mechanics upgrading.
- Process Control Engineers, Supervisors and Operators Upgrading.

Basically the program consists of 8 levels as follows:

Level	Description
1	Basic Fundamentals
2	Calibration of Instruments
3	Process Control Basics
4	Electronics and measurements
5	Process Control Systems
6	Control Logic and Computers
7	Process Control Digital Computer Systems
8	Process Control Digital Computer Maintenance

#### Training Facilities

The facilities available for providing hands-on experience in the above courses are as follows:

1. A complete flow laboratory with everything from sensors to control valves.

2. A simulated large scale power boiler with complete instrumentation. This is a working model of one of the units used in a B.C. industry.
3. A complete process control computer with all necessary hardware (Digital-in-out, A/D Converters, D/A Converters).

#### Digital Logic Systems Course

This course is primarily aimed at all those plant personnel concerned and involved in the installation, operation and maintenance of Digital Logic Systems. This covers from the simple hardwired package to the microprocessor-minicomputer. The basic emphasis of the course will be on the latest solid state techniques used today. The intent of the course is to give plant personnel practical training as well as hands-on experience in the use of special test equipment required to install, operate and maintain digital systems. Special attention in the course is paid to maintenance philosophy, approach, and techniques.

The course is presently set up in four, two week sessions. An individual may take 1 to 4 sessions at a time depending on his own requirements.

The sessions are as follows:

SESSION	DESCRIPTION
I	Introduction to Digital Theory and Computer Theory
II	Introduction to Basic Computer Maintenance
III	Maintenance of Mini-Computer Central Processors
IV	Maintenance of Computer Peripherals

#### Training Facilities:

The following equipment will be used in the above course:

- a) 2 large minicomputer systems complete with disk memory, A/D converters, digital contact interfaces, process control interfaces as well as communications interfaces.
- b) assorted computer peripherals — teletype, video screen, etc.
- c) maintenance equipment consisting of oscilloscopes, Logic probes, pulsers, X-OR testers, DVM'S.
- d) digital logic trainers.

#### Entrance Requirements

Secondary school graduation preferred for students entering any of the programs of courses without considerable practical or trade experience.

Mature student from industry with extensive practical or trade experience as qualified electrical journeymen, instrument mechanics, technicians or technologists, power and/or marine engineers or plant process or maintenance personnel are invited to apply for any/all courses offered by the department.

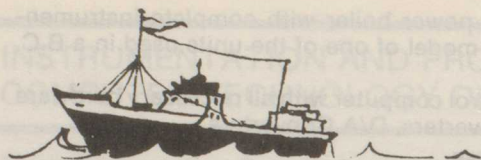
#### Fees

As stipulated for each particular course.

#### Special Courses

Interested employers and organizations who wish either special training programs and/or in-plant on-site courses are invited to consult the Institute staff regarding their special needs.





## MARINE SERVICES

### Marine Engineer and Nautical Programs Prerequisites:

Admission to courses leading to Certificates of Competency as deck and engineer officer issued by the Federal Ministry of Transport is possible only with M.O.T. approved qualifying service.

Deck officer candidates should obtain a copy of The Examination of Masters and Mates (EXN. 1) and engineer officer candidates a copy of the "Regulations relating to the examination of Engineers." Both publications may be obtained from:

INFORMATION CANADA  
800 Granville Street  
Vancouver, B.C. V6Z 1K4

Public libraries throughout the country usually have copies available. Potential applicants should first present their credentials to the Ministry of Transport for approval. In B.C. they should apply to:

THE EXAMINER  
MARINE REGULATIONS  
Ministry of Transport  
P.O. Box 10060  
Pacific Centre Ltd.  
700 West Georgia Street  
Vancouver, B.C. V7Y 1E1  
Tel. No. 666-3636

Deck officer candidates will under go eyesight test at the Examiner's Office.



## MARINE ENGINEERING

Classes for all Certificates of Competency as a Marine Engineer are offered regularly by scheduled lecture courses and in tutorial form. Available for students having completed the qualifying service required and who satisfy the provisions of the regulations.

### Course Content:

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

### Training Procedures:

Regularly scheduled lecture courses are offered throughout each year to cover all certificate grades. Students are advised to arrange to attend the lecture courses as they have proved to be the most effective way to prepare for the M.O.T. examinations. Schedules are available on application. For those unable to attend the lecture courses, a tutorial class is operated for all grades of certificates.

### Fees:

Effective — February 1, 1975

NOTE: All Fees to be valid for a fixed number of consecutive months from date of enrolment as follows:

4th Class & Fishing Vessel Engineers .....	2 months	\$25.00
		/15.00
3rd Class (A) .....	2 months	\$20.00
3rd Class (B) .....	2 months	\$20.00
2nd Class (A) .....	6 months	\$30.00
2nd Class (B) .....	6 months	\$30.00
1st Class (A) .....	6 months	\$45.00
1st Class (B) .....	6 months	\$45.00

### Endorsements:

4th Class .....	1 month	\$15.00
3rd Class .....	1 month	\$15.00
2nd Class .....	2 months	\$20.00
1st Class .....	2 months	\$25.00
Marine Fire Fighting .....	5 days	\$40.00

### Entrance Requirements:

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 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 p.m. Monday through Friday. Extension classes from 4:00 — 7:00 p.m. are held Monday through Thursday when applicable.

**Credit Time:**

The Marine Engineering Department 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 department to be accepted as one month of sea service (up to a maximum of three months's sea service).

**Other Regular Courses****Marine Fire Fighting Course:**

A five-day Marine fire fighting course is offered regularly. The course is officially approved by 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.

**Refrigeration for Marine Engineers:**

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

**Mathematics:**

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

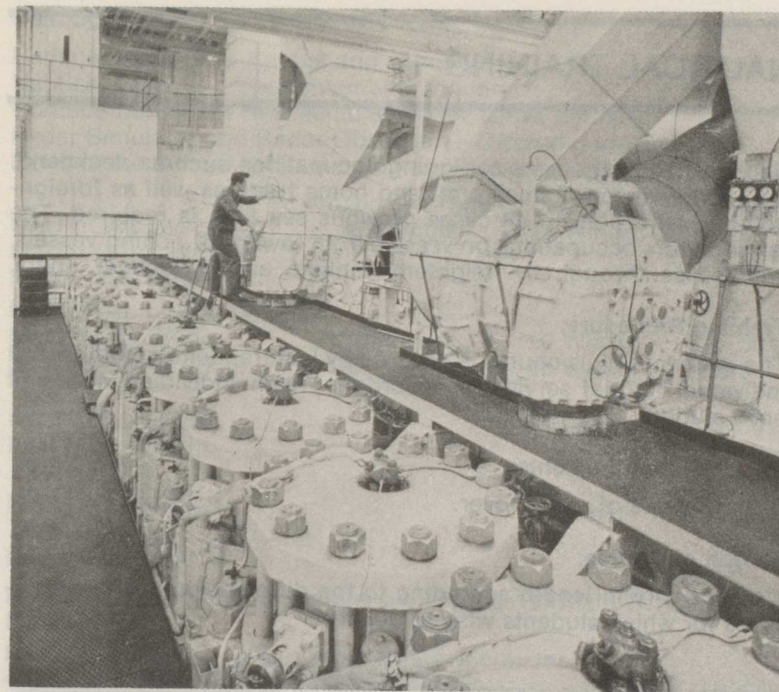
**Instrumentation for Marine Engineers:**

This course is intended for Certified Marine Engineers and Marine Electricians. This course is offered by the Engineering Department.

**Gas Welding:**

An intensive 2 week course to provide Marine Engineers with a knowledge of Gas Welding as applied to the Marine Engineering Industry. For dates contact Marine Training Centre.

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





## 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.

### 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.



### Starting Dates:

Nautical Level IV — August and January.

Nautical Level V — September and January.

Contact the School re specific dates for above courses.

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 III	36 Months	14 Weeks	\$50.00
Master Minor Waters			
Master 350 Tons			
NAUTICAL LEVEL IV			
Mate Home Trade	36 Months	20 Weeks	75.00
Second Mate Foreign	48 Months	20 Weeks	75.00
Going			
NAUTICAL LEVEL V		20 Weeks	75.00
First Mate Foreign			
Going			
MASTER FOREIGN		Tutorial	90.00

### Radar Courses:

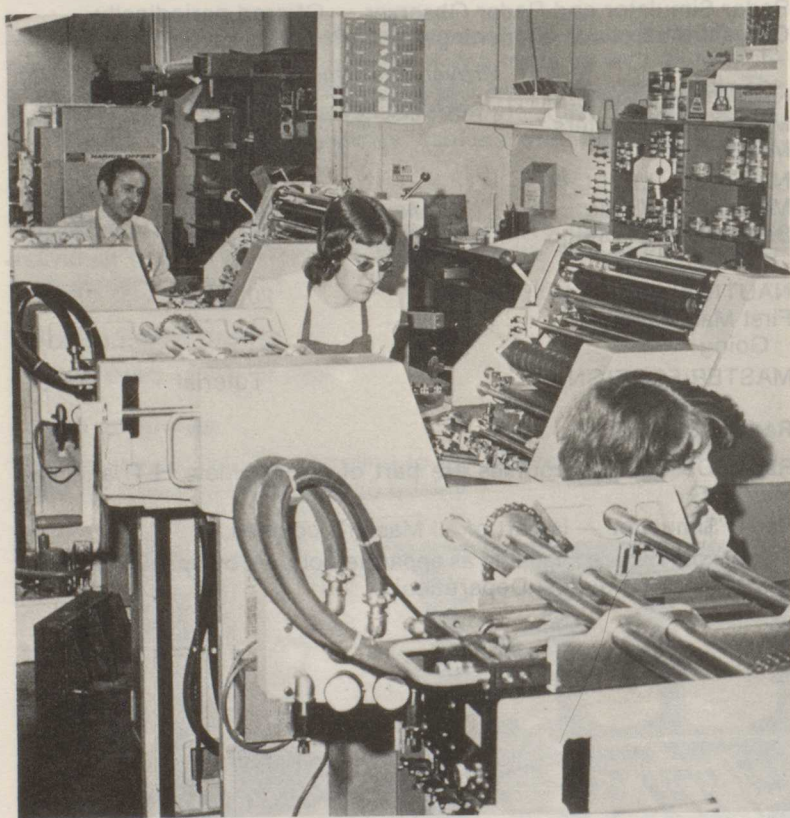
Radar Observer — courses are part of the 1st Mate H.T. and 2nd Mate F.G.

Radar Simulator — is part of all Master's courses.

These courses are available as separate courses by special arrangement with the Nautical Department.



## 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 Community College.

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

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



### Course Content:

Copy Preparation and Proofreading  
 Typographic English  
 Typographic Composition  
 Phototypesetting  
 Job Planning and Intercommunication  
 Lithographic Preparation  
 Graphic Arts 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 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 preferred.

### Education:

- a) Grade 12 graduation with at least "C" lettergrade in English 12 and with related shop and/or art courses.
- b) Grade 12 graduation with Industrial course 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.
- c) Grade 12 Equivalent — B.T.S.D. Level 4.

### General:

Good command of the English language both written and oral.

Good Mathematics Comprehension.

Good physical health, eyesight and hearing.

### Specific:

Demonstrated mechanical aptitude

Good numerical and verbal aptitude

Good visual acuity and colour vision

Physical fitness, strength and stamina suitable for the demands of the industry. **Ability to produce effectively with a minimum of direct supervision.**

**Length of Course:** 2 — 10 month session

**Note:** Course revisions may result in the offering of a one year program, with the second year available on an optional basis.

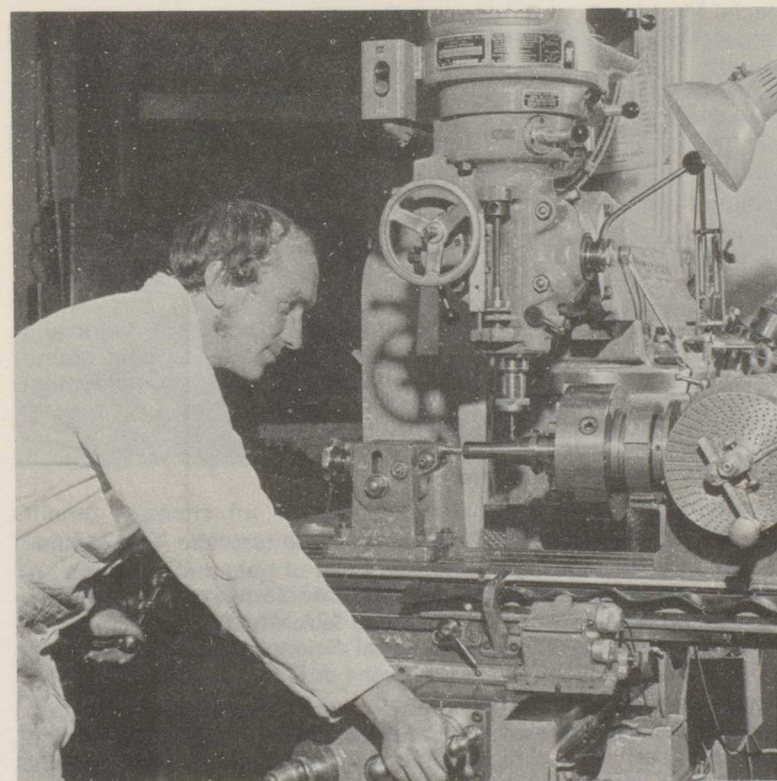
**Starting Date:** September

**Course Costs:** \*Tools approximately \$60.00. (Students to purchase)  
Textbooks \$50.00 first year, \$20.00 second year. (approximately)

**Dress:** Apron supplied.

**Examinations:** Periodically.

## MACHINIST



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 may become a portion of the four-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. The student progresses according to his own ability.

A modern fully-equipped shop is provided for practical work and theory. Applicants will be given a full opportunity to gain sound technical knowledge and experience required for employment careers in machine shops and other related industries.

**Entrance Requirements:**

**Age:** 18-25 years of age preferred.

**Education:**

- Grade 12 graduation with at least "C" lettergrade and Mathematics 11. Physics 11 desirable.
- Grade 12 graduation with Industrial course with "C+" or better marks in: Mechanics 11, Mechanics 12A, Mechanics 12B, General Mathematics 11, and Industrial Science 12.
- Grade 12 Equivalent, B.T.S.D. Level 4 or G.E.D. with Math. 11.

**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:** 10 months

**Starting Date:** September

**Course Costs:**

Textbooks: 15.00. Goggles and Supplies: approximately \$50.00.

**Dress:** Coveralls are supplied.

**Examinations:**

Continuous evaluation of classroom work and shop projects.

**MACHINE OPERATOR UPGRADING**

Offered regularly for experienced Machinist requiring additional training and preparation for Journeyman examinations.

The course is intended to expand Machine Shop skills and enables men to compete in the local employment market. Students progress according to their individual ability. Lectures accompany practical demonstrations to assist students in fully understanding machine operation.

Machines to be operated include Engine lathes, Shaper, Planer, Horizontal Boring Mill, Milling Machines, Hobbing Machines, Grinders, Drilling Machines, etc.

**Entrance Requirements:**

Potential students must have experience in the Machine Shop trade and be proficient in at least one area of the trade; also sufficient education to calculate shop problems mathematically and with trade logic. He must be able to converse in English and take written notes.

**Length of Course:** Maximum of 6 months.

**Starting Dates:** First Monday of each month.

**Dress:** Coveralls supplied.

**Examinations:** Continuous evaluation of classroom and shop progress.



## 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 equivalent B.T.S.D. Level 3 or G.E.D. desirable. A knowledge of mathematics relating to fractions, decimals, and basic geometry is also 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 — 6:30 p.m.

**Dress:** Coveralls and work boots are required.

**Course Costs:** Textbooks, goggles, gloves and helmet — approximately \$50.00.

**Note:** The Department operates around the clock on a three-shift basis.



## WELDING UPGRADE

The Welding Upgrading program is offered on a continuous intake basis for welders presently or recently employed in the welding field.

The program is specifically geared to evaluation tests, upgrading, updating and biennial testing of the Department of Public Works Number 1 — 5 tickets and C.S.A. W-47 Welding Code Tests.

Evaluation tests and upgrading time requirements are evaluated and determined by the Instructor.

Trade related safety practice and theory are taught as required to meet individual student or examinee needs as assessed by the Instructor.

Updating will be given in Gas Metal Arc, Flux Core Arc and Gas Tungsten Arc Welding when facilities are available.

### Prerequisites:

- a) In possession of one or more letters of reference attesting to approximately 1200 hours of welding experience and ability from a previous employer(s).
- b) Already possessing a D.P.W. Certificate.
- c) Holder of a C.W.B. Certificate.
- d) Holding a Department of Labour Certificate from other provinces.
- e) Holder of a manufacturers procedure test result ticket, such as from: Bechtol, U.S. Navy, Dominion Bridge, B.C. Hydro, Combustion Engineering, etc.
- f) Confirmation and/or authorization from a manufacturer or contractor for C.W.B. test.
- g) Reasonably conversant in both spoken and written English.

**Length of Course:** Continuous intake, maximum 14 weeks for upgraders.

**Daily Instruction Period:** 5:30 p.m. to 12:00 midnight.

### Mode of Dress:

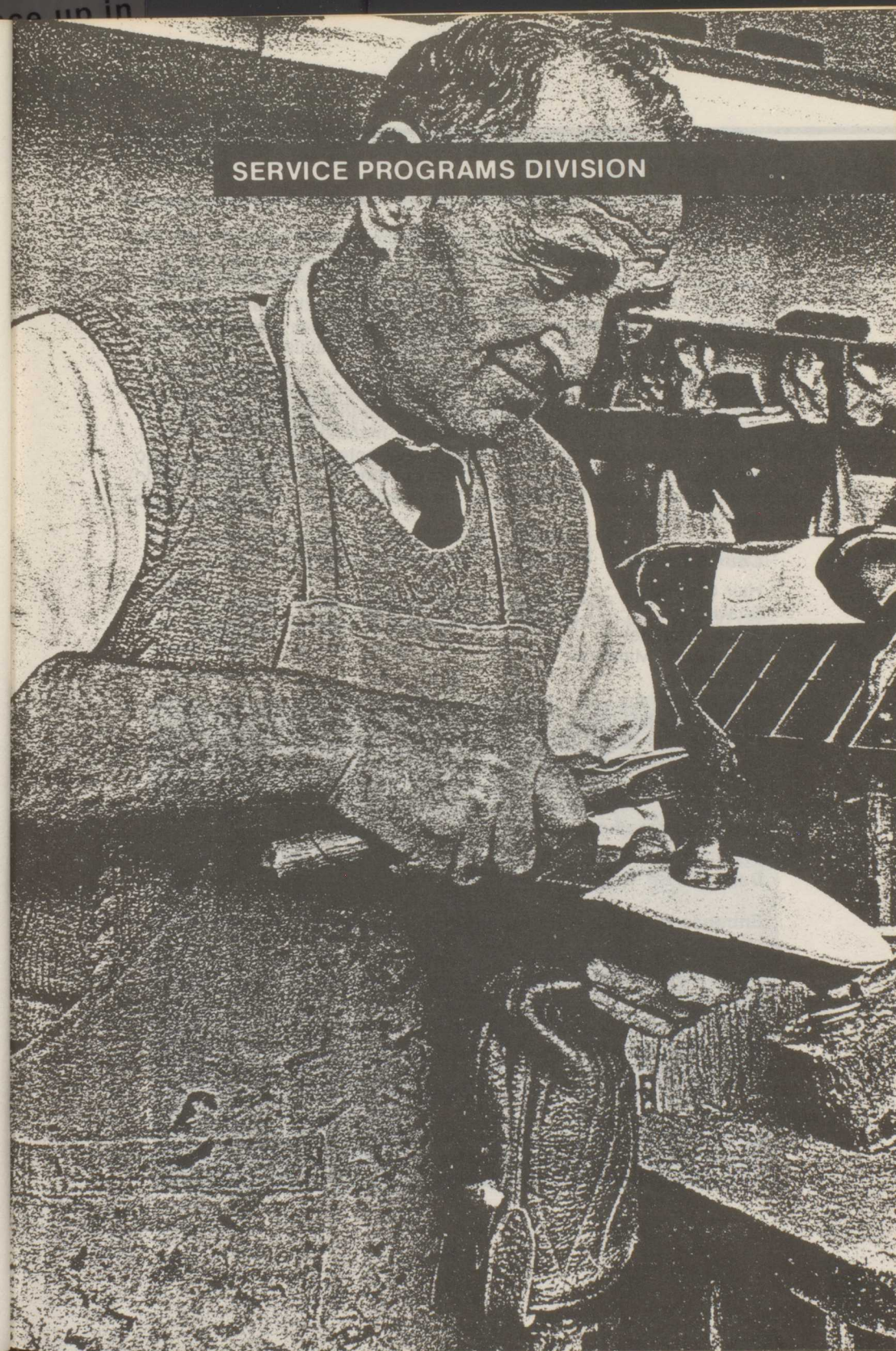
Work clothes  
Work boots  
Gauntlet gloves  
Welding jacket  
Welding helmet  
Cutting goggles

### Tools:

Striker  
Chipping hammer  
Scratch brush

Please make sure that you bring the above items on the first evening of instruction.

## SERVICE PROGRAMS DIVISION





## 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 9 month 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
- Hairstyling
- 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.
- Ability to tolerate repetitive work under periods of steady pressure and at times to endure slack periods.

Able to work for extended periods in standing position.  
Medical certificate required prior to admission.

### Starting Dates:

Check with counsellors for starting dates.

### Length of Course:

9 months

Apprenticeship of 9 months follows the training program.

### Course Costs:

Textbooks: Approximately \$13.00.

Tools: Approximately \$170.00 (to be purchased prior to graduation).

**Dress:** Standard — Barber's Smock

### Examinations:

Evaluation periodically throughout the course.

B.C. Barbers' Association examination at end of the apprenticeship period.

This examination leads to B.C. Barbering Licence.

B.C. Barbers' Association Examination Cost \$10.00 plus \$10.00 processing fee.





## 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 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.

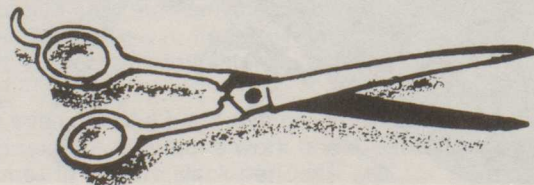
The prospective Beauty Culture student must have a real desire to work with people, patience, tact and the willingness to give the little extra services that will create and hold customers. She must have a mind open to both people and style, willing to adapt to individual differences and to accept and 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 1000 hours (7 months) 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.

All Students entering the hairdressing occupation must be aware that they cannot obtain a fully qualified licence from the Hairdressers' Association of British Columbia until:

- a) they have satisfactorily completed an apprenticeship;
- b) They are eighteen (18) years of age;
- c) they have passed the Hairdressing Examination administered by the Hairdressers' Association of British Columbia;
- d) they become a member of the Hairdressers' Association.

An apprentice is not eligible to write the hairdressers' examination earlier than sixty (60) days before completion of the apprenticeship.



### Course Content:

Shampoo and Rinses  
Permanent Waving  
Finger Waving  
Blow Waving and Iron Curling  
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:** Must be 18 before receiving fully qualified certificate.

**Education:** Grade 10. 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. Artistic aptitude with the ability to visualize and use hands with speed and efficiency. Outgoing personality, enthusiasm, and good grooming. Recent Chest X-Ray and Medical Statement certifying freedom from infectious diseases required on entry.

**Length of Course:** 1000 hours (7 months)

**Starting Dates:** January, April, July and October.

### Course Costs:

Tool Deposit: \$10.00 (refundable). Association Fee: \$2.00  
Supplies: \$35.00. Textbook; approximately \$8.00.  
Payment for these should be made 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:

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





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## DENTAL TECHNICIAN—MECHANIC

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Dental Technology is a combination of science and craftsmanship. Scientific in that it involves the use of metals, plastic, porcelains and many other materials. Craftsmanship in that it requires an artistic hand and creative ability.

The 22 week pre-apprentice course prepares the student for employment in a commercial dental laboratory — dealing with the dental profession; or employment with a dental mechanic — dealing with the public. In the dental laboratory the apprentice may be placed in one of several departments, including dentures, crown and bridge, cast partials, ceramics or orthodontics. The dental mechanic field is restricted to complete dentures only.

Students are taught both theory and practical work in dentures, crown and bridge and cast partials.

On completion of the pre-apprentice course and after finding employment, regulations of the Dental Technician's Act requires the student to attend one month of classes each year for the remaining three years of apprenticeship.

### **Course Content:**

Dentures — Pouring models, bite rims, trays, repairs, waxing up, processing trimming and polishing.

Crown and Bridge — Pouring models, transfer copings, die making, acrylic jackets, waxing, casting and finishing gold crowns and bridges.

Cast partials — Surveying, designing, blocking out, duplicating, refractory models, investing, casting in chrome, trimming and polishing.

### **Training Procedure:**

Theory and demonstration carried out on practical models. Dentists, dental technicians and dental mechanics as guest lecturers. Facilities include a well equipped dental laboratory-classroom which approximates working conditions within a learning environment.

### **Health:**

Good health and stability. Students with skin conditions or asthma may have a problem. Good eyesight essential.

### **Specific:**

Excellent hand and eye co-ordination. Neatness in work habits and personal hygiene essential. Artistic talent with ability to work under the pressure of speed and accuracy. Able to communicate with the dental profession and the public.



**Length of Course:** 22 weeks

5 days per week — 8:00 a.m. — 3:00 p.m.

For admission requirements and starting dates, contact the Apprenticeship Branch of the Department of Labour, 4211 Kingsway, Burnaby, B.C. V5G 3Y6, Canada Manpower Offices or the counselling offices at the Vancouver Vocational Institute.

**Course Costs:**

Sponsored by the Apprenticeship Branch and Canada Manpower.

**Entrance Requirements:**

Age 18-25 preferred.

Education — Grade 12.



## 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 Costs:**

Textbooks and Supplies: \$20.00 approximately.

Association Fee: \$2.00

B.C. Hairdressers' Association Examination Fee: \$15.00

Payment for these should be made 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 appearance, grooming and personal hygiene.

**Length of Course:** 500 hours (3 months approximately).

**Starting Date:** As space permits; enrolment is limited.

**Dress:** Uniform.

**Examinations:**

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





## FOOD TRADES DEPARTMENT



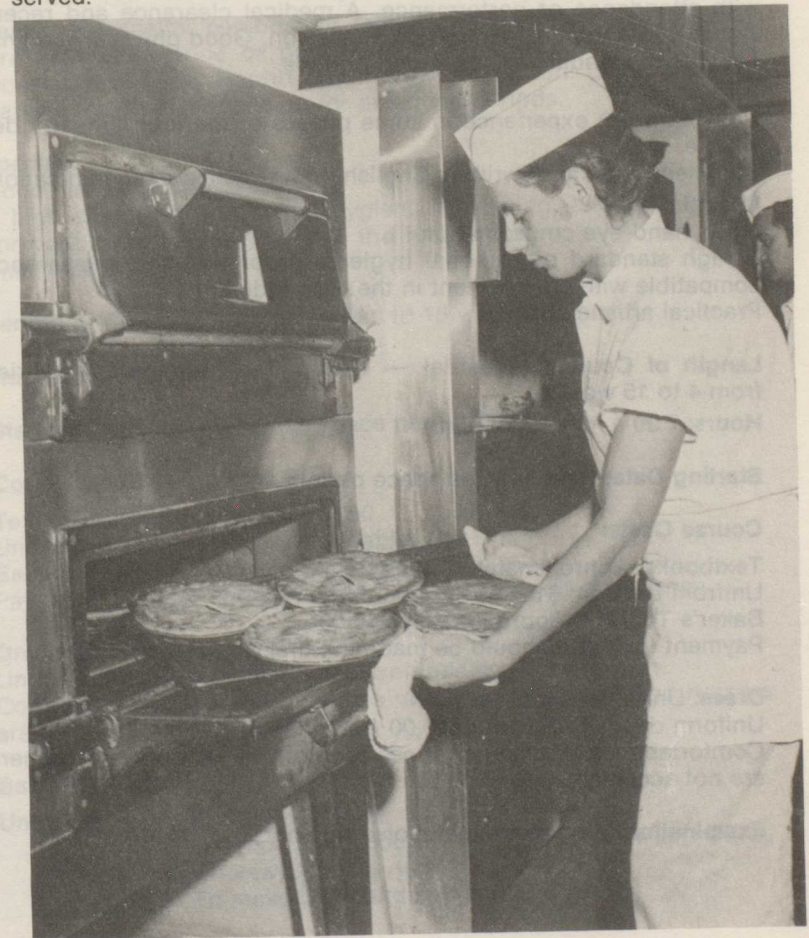
Food is a vital part of Canadian culture. As that culture becomes more sophisticated, so does its demands for a total hospitality service. Present-day emphasis on leisure-time activities and participation in new experiences have resulted in food service to the public becoming the second largest industry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

Bread, Rolls, Danish Pastries, Muffins, Puff-Pastry, Cakes, Pies, Tarts, Cookies, French Pastries, Decorating, etc.

**Training Procedures:**

Theory of baking, 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:** Industrial — 10 months. Upgrading — varies from 4 to 15 weeks.

**Hours:** 7:30 a.m. — 2:30 p.m.

**Starting Date:** Regularly, as space permits.

**Course Costs:**

Textbooks: Approximately \$10.00

Uniform Deposit: \$10.00 (refundable)

Baker's Tool Kit: Approximately \$15.00

Payment for these should be made the first day of attendance.

**Dress:** Uniforms supplied.

Uniform deposit required: \$10.00 (refundable)

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

**Examination:** Written examinations monthly.

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**BAKING — OPTIONS**

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**Course Content:**

Bread, Rolls, Danish Pastries, Muffins, Puff Pastry, Cakes, Pies, Tarts, Cookies, French Pastries, Decorating, etc.

**Training Procedures:**

Theory of baking, demonstrations, and practical experience carried out in a fully operational Bakeshop.

**Entrance Requirements:** Related experience.

**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.

**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 Courses:** Varies 4 weeks to 15 weeks.

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

**Starting Dates:** Regularly as space permits.

**Course Costs:**

Textbooks: Approximately \$10.00

Uniform Deposit: \$10.00 (refundable)

Baker's Tool Kit: Approximately \$15.00

Payment for these should be made the first day of attendance.

**Dress:** Uniforms supplied

Uniform deposit required: \$10.00 refundable

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

**Baking — Options****Unit One****Bread Rolls Buns**

To mix and mould break (french, fruit, white, wholewheat and rye)

To make crisp and soft rolls



## Unit Two

To have a good comprehension of the fermentation process

### Oven

To load and unload oven  
To bake and supervise proofer  
To apply icing and glazing to baked products  
To be fully comprehensive of oven temperatures

## Unit Three

### Bench

To make danish puff paste and muffins  
To roll dough and achieve portion control  
To understand fermentation and retardation of danish dough

## Unit Four

### Pie and Cookies

To make short, sweet, puff and choux pastry  
To make ten kinds of cookies  
To make brownies and date squares  
To make drop batter  
To make German Dough  
To make jelly rolls

## Unit Five

### Decorating

To make icings and cream fillings  
To make french pastries  
To make birthday cakes  
To make petit fours  
To make wedding cakes

## Unit Six

### Desert Section

To fry and ice doughnuts  
To make and ice eight different kinds of dessert cakes.  
To make four kinds of cream pies

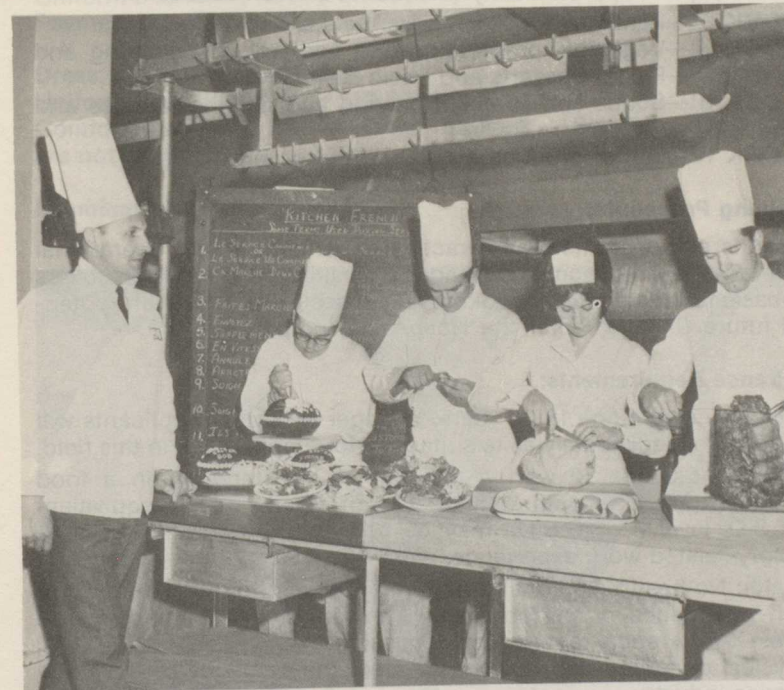
## Unit Seven

### Theory

Purchasing, Sales and Accounting



## COOK TRAINING



In the Cook 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 —Entrees

**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 a minimum "C+" standing on a food course. Applicants with a minimum of Grade 10 or equivalent B.T.S.D. level 3 or G.E.D., 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.

**Starting Dates:** January, April, July and October

**Course Costs:**

Textbooks: Approximately \$15.00

Tools: Approximately \$40.00

Uniform Deposit: \$10.00 (refundable)

Payment for these should be made the first day of attendance.

**Dress:** Uniforms supplied.

Uniform deposit required: \$10.00 (refundable)

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

**Examinations:** Periodically.





## COOKING — SHORT ORDER

The 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 short order 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 short order 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:** 4 months

**Hours:** 2:30 p.m. — 10:00 p.m.

**Starting Dates:** February, March, September and October

### Course Costs:

Textbooks: approximately \$10.00

Tools: approximately \$40.00

Uniform Deposit: \$10.00 (refundable)

Payment for these should be made the first day of attendance.

**Dress:** Uniforms supplied

Uniform deposit required: \$10.00 (refundable)

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

**Examinations:** Written examinations monthly.





## 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 or 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  
Customer Contact, Table Setting  
Menu Terminology  
Dining Room Service (100 capacity)  
Cashiering and Hostessing Duties  
Wine Service

### Training Procedure:

Classroom lectures and demonstrations with practical experience in fully operational 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. — Level I

**Hours:** 2:00 p.m. — 9:00 p.m. — Level II

**Starting Dates:** Every 6 weeks.

### Course Costs:

Textbooks: Approximately \$8.00

Uniform Deposit: \$10.00 (refundable)

Payment of these should be made the first day of attendance.

**Dress:** Uniforms supplied

Uniform deposit required: \$10.00 (refundable)

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

Male students are required before acceptance, to have a white shirt, black tie, black or dark pants, black shoes.

Grooming — hair off the collar or contained.

Female students are required to have hair off the collar or contained and nurse-type, non-slip shoes.

**Examinations:** Periodically.





## 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: Stitching, Finishing and 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. 8:00 a.m. — 3:00 p.m.

### Starting Dates:

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

## Power Sewing (Production)

**3:00 p.m. — 10:00 p.m.**

This is a "Speed Intensive Course". Training is concentrated on the Single Needle Machine. The objective of this course is to obtain enough speed to work in a Garment Factory. Applicants must meet the general criteria and be able to speak enough English to understand Instruction.

### Examinations:

No formal examinations. Work evaluated step by step.





## SHOE REPAIR

This trade has been vital to man down through untold generations. Footwear 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.

### 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.

**Starting Dates:** Monthly as space permits.

**Length of Course:** 9 months.

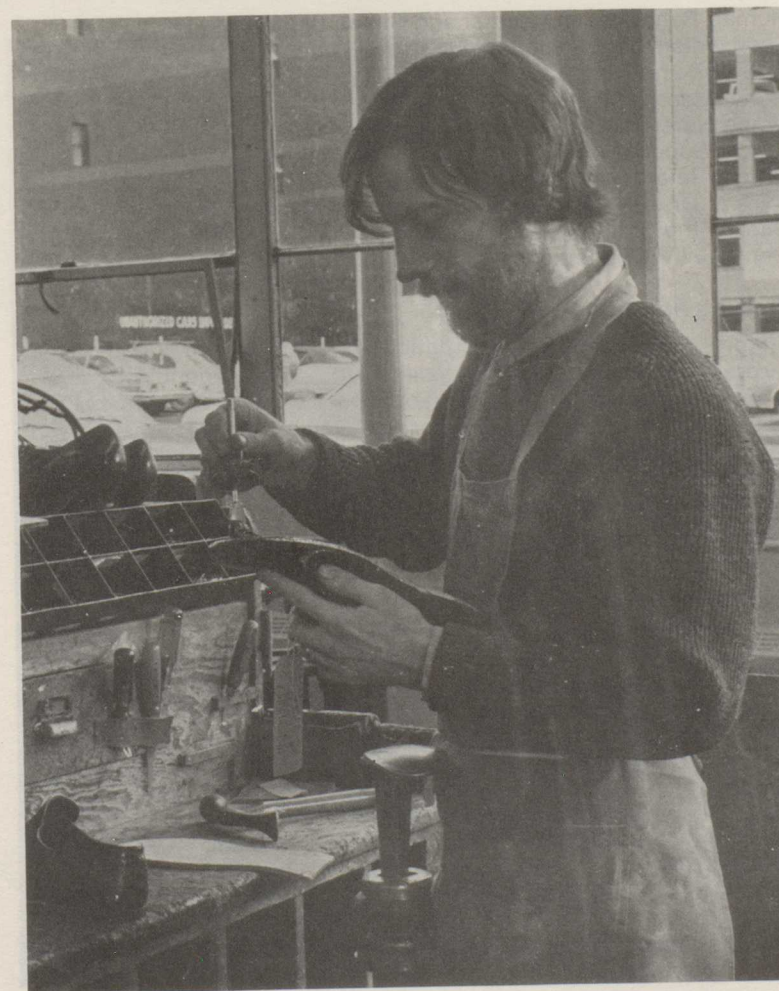
**Dress:** Standard — Apron of Trade.

**Tools:** Supplied

### Examinations:

Step by step.

Practical evaluation of all operations.





## HOMEMAKER

There is a growing need in the community for the services of warm, responsible people 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.

### Course Content:

- Human Behaviour in Normal and Stress Situations
- The Homemaker's Relationship in the Family
- Nutrition and Budgeting
- Home Management
- Home Nursing and Personal Care
- Health Supervision of the Family
- Care of Infants and Children
- Care of Disabled Patients
- Care of the Elderly
- Community Orientation

### Training Procedure:

Theory, demonstration and practice in the classroom supplemented by practical experience and by visits to community agencies. The program is designed to prepare people to fill the role of homemaker in the home that requires this service. Some practical experience in a variety of home situations during training.

### Entrance Requirements:

**Age:** Age is relatively unimportant, but generally 25 years or older is preferred.

**Education:** Grade 10 or a satisfactory equivalent in terms of education and experience.

#### 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 house work and care of children.
- Maturity, responsibility and dependability and discretion.
- Ability to work with other members of Health Team.

**Length of Course:** 12 weeks.

**Starting Dates:** As space permits. Contact Canada Manpower or the Admissions Office.

**Course Cost:** Textbook: \$5.00.

Payment for this item should be made the first day of attendance.

**Examinations:** Progress evaluated on a day-to-day basis.

### Job Opportunities:

Homemaker services are being used in many new ways and it is possible to work in homes primarily with the elderly, with children or with chronically ill persons.

The mature person, particularly if he or she has a grown family, will find this a very worthwhile kind of work in satisfying personal needs and also those of the community.





## BUSINESS & HEALTH PROGRAMS DIVISION



## BUSINESS CAREERS PROGRAM

### 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.

- Those requiring primarily general office skills such as typing, transcribing, recordkeeping, and business machines.
- Bookkeeping-Accounting positions where a thorough knowledge of this discipline is essential for success.
- 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.

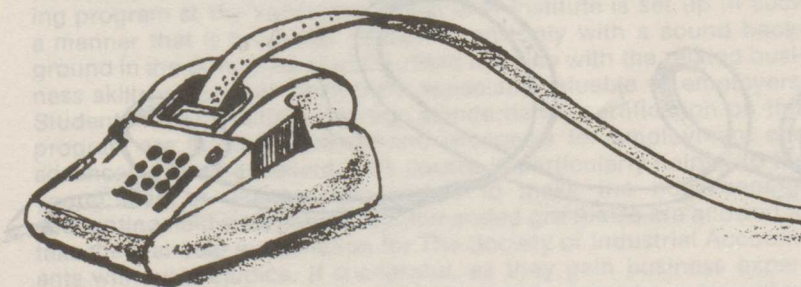
The young person who would like variety in her work, with the possibility of becoming a "Girl Friday", would find the necessary background in the Clerk-Typist Programs.

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

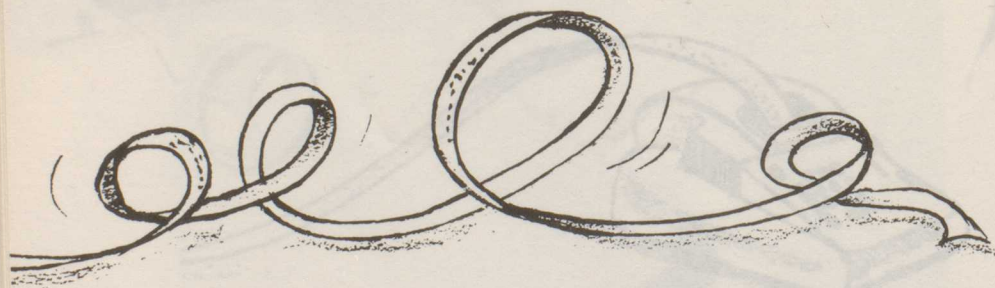
If the main strength and interest is English, Secretarial Training would probably be enjoyed.

It should be stressed that there are job opportunities available at many levels. It is the hope of the Business Training Department that they can train all individuals to their capacity so that they can gain worthwhile employment in the field of their choice.

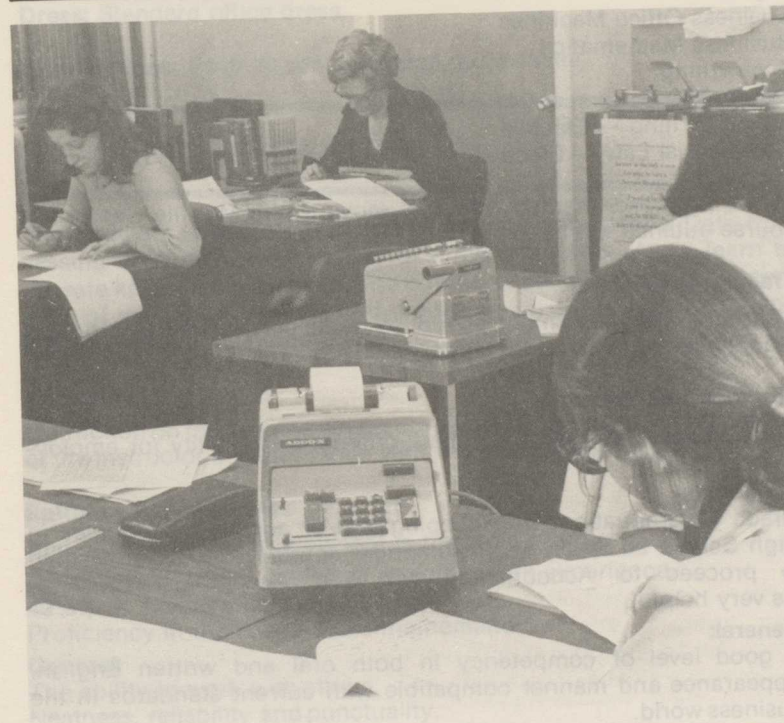
As the programs marked with an \* move to the Melville Centre the course outlines will be revised.







## \*BOOKKEEPING/ACCOUNTING



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 Bookkeeping/Accounting 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 accounting 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 The Society of Industrial Accountants without prejudice. If successful, as they gain business experience in daytime employment, they may continue studying toward an accountancy designation in the evening.



**Course Content:**

Bookkeeping to Trial Balance  
Bookkeeping to Financial Statement Preparation  
Payroll  
Business Office Machines  
Business Mathematics  
Typewriting  
Accounting Fundamentals — Elective  
Report Writing — Elective  
Commercial Law — Elective

As the programs marked with an \* move to the Melville Centre the course outlines will be revised.

**Training Procedure:**

After an initial assessment period, students are allowed to progress independently, but under supervision.

**Entrance Requirements:**

**Age:** Minimum 18 years. The main criteria is suitability for employment.

**Education:**

Grade 12 graduation. Bookkeeping and/or accounting courses in High School an asset. High numerical aptitude. Students wishing to proceed to Accountancy will find Academic Mathematics very helpful.

**General:**

A good level of competency in both oral and written English. 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 work quickly with accuracy and neatness.

**Specific:**

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.

The testing of candidates in the above will be at the discretion of the Department.

**Length of Course:** 5 month basic with a possibility of an additional 5 months — Intermediate/Advanced.

**Hours:** 8:00 a.m. — 3:00 p.m. or 3:05 p.m. — 9:50 p.m.

**Starting Dates:** Monthly as space permits.

**Course Costs:** Textbooks: approximately \$25.00.

**Dress:** Standard office dress.

**Examinations:** Each lesson evaluated individually.

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**\*KEYPUNCH OPERATOR**

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The graduate of this program will be prepared to enter a Data Processing department in a variety of firms. The student will learn to operate keypunch machines. The course stresses a thorough knowledge of machine functions and programming as well as speed and accuracy in practical operations.

**Advanced:**

Instruction on the diskette data recorder will be given at the discretion of the instructor in accordance with the student's progress.

**Entrance Requirements:**

**Age:** Suitability for employment is the main criteria.

**Education:** Grade 11 preferred or some work experience.

40 w.p.m. typing a must.

Proficiency in the use of basic mathematics.

**General:**

The ability to work with others.

Neatness, reliability and punctuality.

Ability to maintain close attention to detail.

**Specifics:**

Good finger and hand dexterity for handling machines.

Good command of oral and written English.

Good clerical aptitudes, verbal and numerical.

Selected applicants may be tested prior to entry.

**Length of Course:**

2 months.

Hours: 8:00 a.m. — 3:00 p.m. Monday to Friday.

**Course Cost:** \$15.00 month.

**Examinations:** Practical requirements to be met by end of two month period. Final theory examination.

As the programs marked with an \* move to the Melville Centre the course outlines will be revised.



## \*CLERK TYPIST PROGRAM



This program is composed of training in the skills that will lead to a wide variety of employment opportunities in the 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:

- Basic Bookkeeping
- Payroll Basic
- Typing
- Machine Transcription — Elective
- Business Office Machines
- Business Mathematics
- Office Practice
- Business English

### Training Procedure:

Independently under supervision.

### Entrance Requirements:

**Age:** Suitability for employment is the main criteria.

### Education:

Grade 12 graduation or G.E.D. 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.

The testing of candidates in the above will be at the discretion of the Department.

**Length of Course:** 5 months basic with a possibility of an additional 5 months on recommendation of the instructor.

**Hours:** Available on day or afternoon shift.

**Hours:** 8:00 a.m. — 3:00 p.m. or

**Hours:** 3:05 p.m. — 9:50 p.m.

**Starting Dates:** Monthly as space permits.

### Course Costs:

Textbooks: \$15.00.

**Dress:** Standard office dress.

**Examinations:** Each lesson evaluated individually.

As the programs marked with an \* move to the Melville Centre the course outlines will be revised.



## \*SECRETARIAL PROGRAM

The Secretarial program at the Vancouver Vocational Institute is designed to give the young person 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, the graduate will have the background training to progress to this senior level when these qualities have been developed. 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:

#### \*Clerk/Typing — Core Subjects

Basic typing  
Dicta-typing (option)  
Office Practice  
Business English

#### Options

Basic Bookkeeping  
MTST

#### \*Forkner/Stenographer — Core Subjects

Applied Typing  
Shorthand Transcription  
Office Practice  
Business Machines  
Business English  
Forkner, Alphabetic Shorthand

#### Options

Dicta-typing  
Basic Bookkeeping  
MTST

#### \*Pitman Stenographer — Core Subjects

Applied Typing  
Shorthand Transcription  
Office Practice  
Business Machines  
Business English  
Pitman Classic Shorthand

#### Options

Dicta-typing  
Basic Bookkeeping  
MTST

Students on Clerk/Typist Program may continue to one of the Stenographic Programs if they wish, upon attaining the prerequisites.

#### Notes:

1. Entry to Clerk/Typist on basis of current criteria.
2. Direct entry to Forkner or Pitman Programs — current criteria plus: Typing 25 w.p.m. Passing grade on English Paper (Grade X). No Pre-Testing for shorthand aptitude or manual dexterity. Assessment to be made by Secretarial Department.
3. Following enrolment, students will have the right to "challenge" any subject area by use of qualification tests.
4. As required, students will participate in field trips and on-the-job training.

#### Entrance Requirements:

**Age:** 17 years or older.

#### Education:

Grade 12 graduation or G.E.D. 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 willingness 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.

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.

**Length of Course:** 4 months basic with a possibility of additional training on recommendation of the instructor. 2 months clerk-typist and up to 4 months for senior levels.

**Starting Date:** Monthly as space permits.

**Course Costs:** Supplies \$20.00 (approximately)  
Payment for these should be made the first day of attendance.

**Dress:** Standard — normal to a business office.

**Examinations:**

Each lesson individually evaluated. At termination of course student should have attained a minimum standard of 100 words per minute in Shorthand if applicable, and 50 words per minute net in typing on both manual and electric typewriters.

As the programs marked with an \* move to the Melville Centre the course outlines will be revised.

## \* SECRETARIAL BASIC SKILLS

This 12 — 17 week 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:**

Typing  
Business Letter Writing  
Dictaphone Transcription  
Recordkeeping  
Office Practices  
Duplicating Machines

**Entrance Requirements:**

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

**Education:**

Grade 12 or G.E.D. 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:** 12 — 17 weeks.

**Hours:** 8:00 — 3:00 p.m. or 3:05 p.m. — 9:50 p.m.

**Starting Dates:** At regular intervals.

Interested applicants should apply to their local Canada Manpower Office.

**Dress:** Standard — normal to business office.

**Examinations:**

Frequent evaluation of work in relation to current office standards.

As the programs marked with an \* move to the Melville Centre the course outlines will be revised.



## \*SECRETARIAL UPGRADE

The Secretarial Upgrade program is designed to meet the needs of people who wish to improve their office skills as clerk-typists, stenographers or secretaries.

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

Electric Typewriting — Standard, Selectric and Executive machines.  
Shorthand Theory — "Program 21" (formerly "Take 30"), a simplified system.

Shorthand Speed Development & Transcription — all systems  
Machine Transcription — cassette tape and belt machines.  
10-Key Electronic Business Machine  
Duplicating Machines — photo, stencil and fluid processes.  
Business Correspondence  
Recordkeeping  
Office Practices

### Training Procedures:

Individual instruction based on the aptitudes, interest and background of the student with emphasis on self-directed learning and 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 — a demonstrated knowledge of the keyboard — to be tested prior to entry.

### General:

A valid interest in obtaining office employment and ability to undertake an individually disciplined training program.

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

Good standards of personal appearance, hygiene and grooming.

**Length of Course:** Up to 20 weeks.

**Hours:** 8:00 a.m. — 3:00 p.m.

**Starting Dates:** At regular intervals.

Interested applicants should consult their local Canada Manpower Office.

**Dress:** Standard — normal to a business office.

### Examination:

Individual, continuous evaluation of work in relation to production ability, current office standards, and satisfactory performance.

As the programs marked with an \* move the Melville Centre the course outlines will be revised.



## \*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 to day 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 Specialty Branches
- Anatomy and Physiology (general and dental)
- Pathology (general and dental)
- Patient Counselling
- Radiography — Exposure
- Rubber Dam Application
- Bacteriology
- Dental Laboratory Procedures
- Radiology — Processing

#### Advanced:

- Coronal Cup Polishing and Fluoridation
- Impression Taking

#### Training Procedure:

Classroom laboratory and clinical demonstrations. Clinical field work

in private dental offices, hospitals and public health units. Following this course, each student must successfully complete an examination for the B.C. College of Dental Surgeons.

### Entrance Requirements:

**Age:** Minimum 18 years. (Birth Certificate required.)

### Education:

- a) Grade 12 graduation. At least a "C" average in Chemistry 11 and/or biology 11.
- b) G.E.D. with at least a "C" average in Chemistry 11 and/or Biology 11.

**Typing:** 35 w.p.m. net.

### Health:

Normal close and distant vision — glasses allowed. Selected applicants advised to have vision checked prior to entry as any defect can impede progress. Health certificate required prior to entry.

### General:

Ability to communicate freely with people.  
Good grooming, personal hygiene and appearance.  
Pleasant, out-going personality.  
Must be able to work under close direction.  
Ability to work both as a team member and independently.  
Previous experience in working with the public is desirable.

### Specific:

Manual dexterity essential.  
Selected applicants may be tested prior to entry.  
Poise and maturity for effective management of patients.  
High degree of responsibility.  
Interested applicants are required to spend at least one day of observation in a dental office and a dental assisting program, to gain a true picture of the work of an assistant.

**Length of Course:** 10 months.

**Starting Date:** September.

### Course Costs:

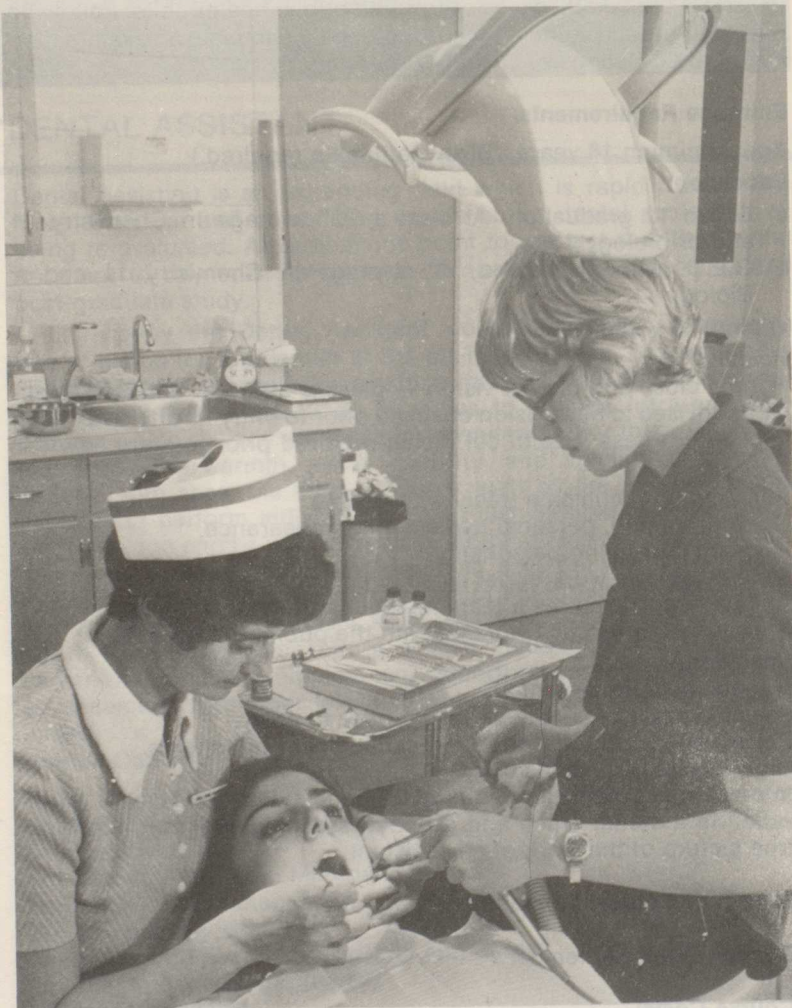
Textbooks and supplies: approximately \$40.00.  
First Aid Course: \$9.00.  
Uniforms: Uniform and duty shoes of specified style to be purchased by each student.

### Examinations:

Weekly evaluation given on both theory and practical assignments.  
Monthly examinations.

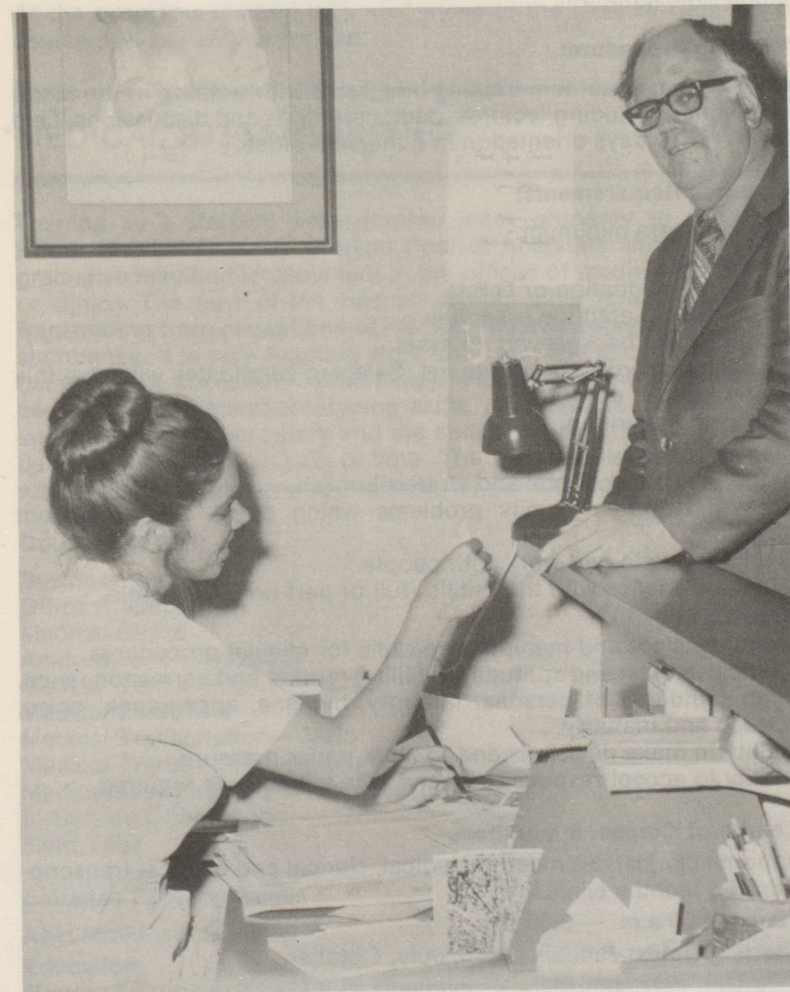
As the programs marked with an \* move to the Melville Centre the course outlines will be revised.





Textbooks and supplies: approximately \$40.00  
First Aid Course: \$9.00  
Uniforms, Uniform and duty shoes of specified style to be purchased by each student.  
Examinations:  
Weekly evaluation given on both theory and practical assignments.  
Monthly examinations.  
As the program moves with an \* move to the Melville Centre the course outlines will be revised.

## \*MEDICAL OFFICE ASSISTANT



This course leads primarily to positions in all types of doctor's offices. In most cases the Medical Office Assistant will have a three-fold 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:** Clinical Procedures, Terminology, Anatomy, First Aid, Machine Transcription.

**Training Procedure:**

Commercial classroom training integrated with training in the Medical Section including lectures, demonstrations and discussions, field trips and 10 days orientation in a medical office.

**Entrance Requirements:**

**Age:** 19 years minimum.

**Education:**

Grade 12 graduation or G.E.D.

High spelling aptitude essential.

Bookkeeping background an asset.

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

Legible handwriting.

**General:**

Good command of oral and written English.

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

Ability to relate and work with people.

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

**Specific:**

Good eyesight and manipulative skills for clinical procedures.

Clerical interest and aptitude for billing reports and correspondence.

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.

**Starting Dates:** January, April, July, October.

**Course Costs:**

\*Textbooks: approximately \$12.50. First Aid Course: \$9.00.

\*Payment for this should be made the first day of attendance.

**Dress:**

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

**Examinations:**

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

As the programs marked with an \* move to the Melville Centre the course outlines will be revised.

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**\*MEDICAL STENOGRAPHER**

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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

Office Practice

Medical Ethics

Anatomy and Physiology

Medical Terminology

Medical Essentials

Medical Transcription—Basic

Medical Transcription—Intermediate

Medical Transcription—Advanced

In-Service Orientation

Field Trips

**Entrance Requirements:**

**Age:** Minimum 19 years.

**Education:**

Grade 12 graduation or G.E.D. 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, including spelling. 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 — 50-60 words per minute net. Selected students will be tested prior to entry for typing and spelling ability.

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:** 1:30 p.m. — 8:15 p.m.

**Starting Dates:** September and March.

**Course Costs:** Textbooks and supplies: approximately \$30.00.  
Payment for these should be made the first day of attendance.

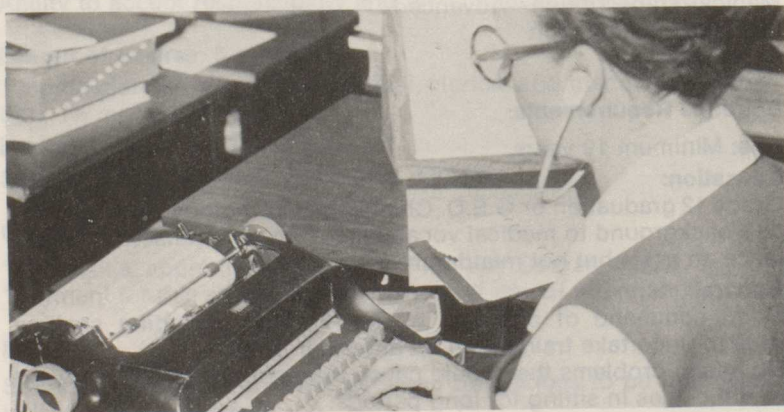
**Dress:** Standard office dress.

**Evaluations:**

Each transcription assignment individually evaluated.  
Review and final examinations.

Attainment of a typing speed of approximately 65 words per minute is a prerequisite for employment in the medical stenographic field.

As the programs marked with an \* move to the Melville Centre the course outlines will be revised.



## PRACTICAL NURSING

The work of the Practical Nurse of today is personal patient care in a hospital setting. The Practical Nurse is responsible, under the supervision of a registered nurse, for a large part of bedside nursing (with the exception of very technical procedures). For the man or 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 students should consider the final goals very carefully before deciding on the particular type of nursing training undertaken, 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  
Anatomy & Physiology  
Drugs and Solutions  
First Aid  
Extended Care Nursing  
Individual and Community Health  
Obstetrical Nursing  
Medical Surgical Nursing  
Pediatrics  
Nursing Skills  
Psychiatric Aspects of Nursing in General Hospitals  
Psychology for Practical Nurses

**Entrance Requirements:**

**Age:** Minimum 18.

**Education:** Grade 12 or equivalent.

Courses in Biology, a definite asset.

Mature students will be assessed on an individual basis.

**General:**

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

A satisfactory medical clearance and current immunizations will be required for acceptance into this program.

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 students must arrange and finance their own living accommodation and transportation.

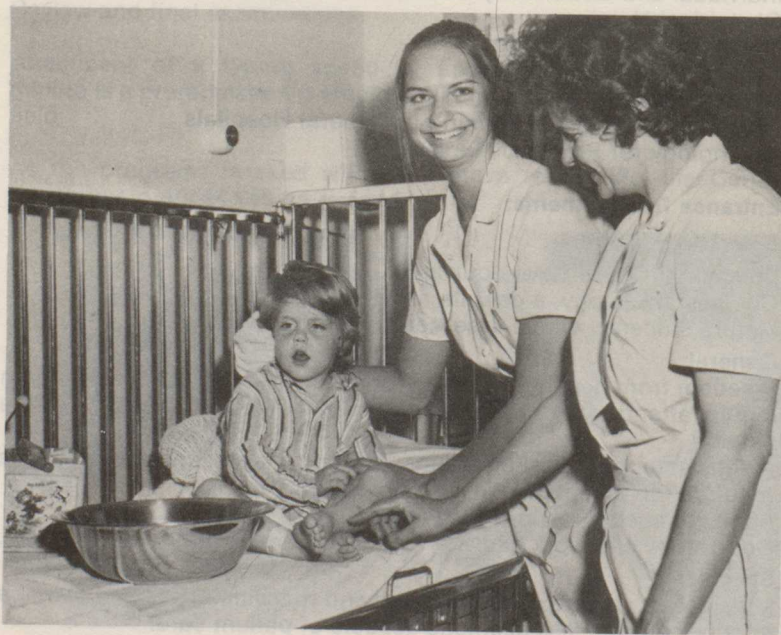
Ability to adapt to new situations as the student may be sent to any hospital in the Greater Vancouver Area and will receive training in several hospitals before graduation. Students must be prepared to accept shifts during training.

**Length of Course:** 10 months.

3 months of intensive theory with practice concentrated in the laboratory setting and some integrated clinical experience followed by 7 months of integrated theory and clinical experience in various hospitals under the direction of instructors. The student then returns to the school for 1 week of review, licensing examinations and nursing graduation.

**Starting Dates:**

Beginning of January, May and September.



**Enrolment Procedure:**

Selected students will be required to have a medical examination, chest X-Ray and complete series of immunizations.

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. 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 and board and room.

**Dress:** Uniforms required.

**Examinations:**

Frequent examinations throughout the course. Final school and licensing examinations held at end of 10-month training period.

**Note:** A few weeks prior to graduation, a fee is required for the purchase of cap and nursing pin.

Each student will receive a bursary of \$150.00 per month for the duration of the 10 month program.





Now that you have looked through our Calendar, we sincerely hope it has proven to be of assistance. It is not easy to provide all of the information you may have been seeking. Perhaps you have questions?

Please feel free to accept our invitation to visit us at 250 West Pender Street, Vancouver, B.C., V6B 1S9. If you wish an appointment with our Career Advisors, Counsellors or Department Heads, telephone (604) 681-8111. We are at your service when it comes to planning a career — Vancouver Community College.

