

Vancouver Community College

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**VANCOUVER
VOCATIONAL
INSTITUTE
1977~78**

J. Sandy

*Please do
not remove*

**Calendar
1977 - 1978
V.V.I.**

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Vancouver, B.C.
V6B 1S9

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04-54566

SECTION INDEX

- A — Table of Contents
- B — Guidelines for Students
 - Admissions
 - Fees
 - General Information
- C — TECHNICAL PROGRAMS
- D — SERVICE PROGRAMS
- E — BUSINESS & HEALTH PROGRAMS
- F — SCHOLARSHIPS AND AWARDS
- G — OFFICERS, FACULTY, & SUPPORT STAFF

Vancouver Vocational Institute
A Campus of

Vancouver Community College



ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

COLLEGE COUNCIL MEMBERS

J. Baker
W. Brown
B. Fenwick
L. Hobbs
J. M. Kennedy
J. C. M. Scott

COLLEGE EXECUTIVE OFFICERS

Dr. J. J. Denholm, Acting Principal
H. E. Pankratz, Regional Director of Instruction
M. Fleming, Bursar
J. L. McInnis, Principal, Vancouver Vocational Institute Campus
Dr. A. L. Dartnell, Principal, Langara Campus
L. B. Monasch, Principal, King Edward Campus
A. H. Glenesk, Principal, Community Education Services.

VANCOUVER VOCATIONAL INSTITUTE

ADMINISTRATION AND DIVISION CHAIRMEN

J. L. McInnis, Principal
H. W. Rerup, Dean of Administrative and Student Services
J. Sullivan, Dean of Instruction
G. W. Lidster, Administrative Assistant, C.E.S.
A. W. Griffiths, Division Chairman, Technical Programs
J. A. Mitchell, Division Chairman, Business and Health Programs
B. A. Wood, Division Chairman, Service Programs

VANCOUVER COMMUNITY COLLEGE

Vancouver Community College officially came under the authority of the Vancouver Community College Council on December 3, 1970. The College consists of four divisions, each specializing in a different area of instruction:

Vancouver Vocational Institute for Vocational programs; the King Edward Campus for Upgrading and Academic subjects; the Langara Campus for Academic and Technical courses; and the Community Education Services Division for other adult, mainly evening, programs.

V.C.C. is the second largest post-secondary educational facility in British Columbia, with an enrollment in excess of 13,000 students. The College offerings are many and varied, including Diploma and Certificate programs in a wide variety of trades and services, numerous upgrade programs in many fields, personal development courses, and a wide range of University Transfer programs. By virtue of this multiplicity of program offerings, Vancouver Community College can truly be classified as a Comprehensive Community College.

VANCOUVER VOCATIONAL INSTITUTE

In response to a growing awareness for the need of realistic technical and vocational training, the Vancouver Vocational Institute was opened by the Vancouver School Board on November 8, 1949. From a very small beginning the Institute has grown and changed to meet public demand until, at the present time, it comprises 22 departments and 55 identifiable programs. 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.

TABLE OF CONTENTS

	Page
ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE.....	ii
VANCOUVER COMMUNITY COLLEGE HISTORY	iii
VANCOUVER VOCATIONAL INSTITUTE HISTORY	iii
 SECTION "A" — TABLE OF CONTENTS.....	iv
 SECTION "B" — GUIDELINES FOR STUDENTS	
Admissions	
Requirements	1
Educational Requirements	1
Mature Student Status	2
English Language Assessment	2
Procedures	2
Student Card	3
Change of Name or Address	3
Medical Certificate	3
Counselling	3
Fees	
Tuition	4
Refunds	5
Student Services &	
Student Association	5
Additional Costs per Program	5
Financial Assistance	5
General Information	
Responsibility of Students	7
Attendance	7
Transcripts	8
Certificates	8
Withdrawals	8
Transfer to Other Institutions	8
Apprenticeships	9
Safety and Accident Prevention	9
Facilities	
Student Services Centre	9
Health Services	10
Library / Resource Centre	10
Bookstore	11
Cafeteria	11
Parking	11
Canada Manpower Centre On Campus	11
Student Association	12

Table of Contents

	Page
SECTION "C" — TECHNICAL PROGRAMS	
Automotive Body Repair.....	13
Automotive Mechanical Repair	14
Building Construction	15
Diesel Mechanic/Technician	18
Drafting Programs	
Architectural, Structural, Civil.....	20,21
Architectural, Mechanical, Civil	22
Steel Design Detailer.....	22
Electrical Programs	
Electricity and Industrial Electronics.....	24
Electrical-Journeyman Upgrade.....	25
Electronics Programs	
Electronics Technician	26
Electronics — T.V./Radio Technician	28
Electronics — Electro Mechanics.....	29
Graphic Arts Technician	30
Instrumentation Programs	
Computer Maintenance Upgrade.....	32
Upgrade — Engineering Instrumentation and Process Control.....	34
Machinist	35
Machine Operator Upgrading.....	36
Power Engineering Programs	37
Power Engineer's Certificates.....	39
Power and Process Engineering.....	40
Power Engineering — Pre Employment.....	42
Welding — Pre Employment.....	43
Welding Upgrade	45
SECTION "D" — SERVICE PROGRAMS	
Barbering.....	46
Food Trades Programs	
Baking — Industrial	47
Baking — Upgrading and Options	49
Cook Training — Pre Employment.....	50
Cook Training — Short Order	51
Cook Training — Chinese Cuisine	52
Waiter/Waitress Training.....	53
Hairdressing — Pre Employment	55
Facials and Manicuring	57
Homemaker	57
Power Sewing — Pre Employment.....	58
Power Sewing — Production	59
Shoe Repair	60

Table of Contents

	Page
SECTION "E" — BUSINESS AND HEALTH PROGRAMS	
Business Career Programs	
Clerk Typist.....	62
Secretarial	63
Bookkeeping	65
Accounting	66
Medical Office Assistant.....	67
Medical Stenographer	69
Legal Stenographer	71
Data Entry Operator (Key punch).....	72
Upgrading (All Program Options).....	73
Dental Assisting Programs	
Dental Assistant — Basic & Licensing.....	74
Dental Assistant — Upgrading.....	76
Dental Technician / Mechanic.....	77
Practical Nursing — Pre Employment	79
SECTION "F" — SCHOLARSHIPS AND AWARDS..... 81	
SECTION "G" — OFFICERS, FACULTY and SUPPORT STAFF..... 83	

GUIDELINES FOR STUDENTS

ADMISSIONS

Requirements

- (a) **Citizenship**
All applicants must be Canadian citizens or have landed immigrant status in Canada. The definition of landed immigrant status is to be in accordance with regulations of the Ministry of Manpower and Immigration.
- (b) **Priority**
Admission to all programs is on a first-come, first-serve basis.
- (c) **Applications** are accepted from anywhere within Canada.
- (d) **Acceptance of Application**
All applicants must fully meet the requirements of the College and the program that is being sought before being placed on the list for attendance in that program. Applicants must be both currently eligible and available for attendance before being accepted.
- (e) **Multiple Applications** to programs are acceptable.
- (f) **Partial, Incomplete, and Tentative**
applications may be received for assessment by the Admissions Department, Student Services Assistants, or V.V.I. Counsellors.
- (g) **Wait Lists**
When a larger number of acceptable applications are received for a specific program than there are spaces available in the next class of that program, applicants are placed on a wait list in the order of the date at which the applicant applied with full compliance of the requirements for admission.
 - An applicant must be both eligible and available for attendance before that application can be placed on the wait list.
 - Transfers of applications from the wait list for one program to the wait list for another program is permitted on the condition that the admissions requirements are also fully met for the second program in advance of the transfer. The date of the transfer request becomes the date of the application on the new wait list.
- (h) **Conditional Entry**
of applicants who do not fully meet the entrance requirements into programs where no wait list exists and space is available, is permitted on a limited basis.

Educational Requirements

Vancouver Community College, V.V.I., is a post-secondary institution. Educational requirements for entrance to V.V.I. programs vary in accordance with each program offered. For full particulars, refer to the appropriate program you wish to apply for. This information is contained in the Divisions listed later in this calendar.

Guidelines

GENERAL REQUIREMENTS INTO PROGRAMS ARE:

- (a) Grade 12 or equivalent completion
- (b) Grade 10 or equivalent completion
- (c) Mature student status

In many programs, additional education in related subjects is of great benefit towards successful completion of the programs.

Mature Student Status

Prospective students who lack sufficient formal education to meet specific program requirements for admission, may apply for Mature Student Status.

This will take into account work experience, background, previous education, age, or a combination thereof, to determine eligibility. It is within the discretion of the Dean of Administrative and Student Services or his delegate to waive the requirements of regular admission.

Status: age minimum 19 years, with one year out of school, with appropriate background experience evaluated. Such students may be asked to take additional prerequisite courses if required.

English Language Assessment

Applicants for admission whose first language is not English, may be required to write an English Language Assessment examination prior to admission. Persons required to write this test will be advised. The results of the assessment may affect the applicant's subsequent placement in the programs.

The assessment examination is administered at the King Edward Campus of the Vancouver Community College. The schedule for and location of the assessment is available in the Student Services Center, V.V.I.

Procedures

1. To undertake application for admission to a program, each prospective student must;
 - (a) Complete and submit a Program Application Form, obtainable from the Student Services Center, V.V.I.
 - (b) Submit with the completed form an official record of educational standing from previous school or college, together with any other relevant records, certificates, or recommendations.
 - (c) Submission of applications may be made in person or by mail.
2. Following receipt of application, the acknowledgement and report of status of the application is by mail from the Admissions Department.
3. The process of application, selection, and enrollment may require interview or appraisal, as may be appropriate in meeting the admission requirements of specific programs.
4. Within the admission requirements of each program, applicants are accepted on a first-come, first-served basis.

Guidelines

5. At the time of acceptance notification, fee payments are required of the successful applicants in accordance with the schedule shown elsewhere in this calendar.

APPLICATIONS SHOULD BE COMPLETED AND MAILED OR DELIVERED TO THE STUDENT SERVICES DEPARTMENT OF THE V.V.I. WELL IN ADVANCE OF THE PROGRAM COMMENCEMENT DATES.

Student Card

Students will be issued a Student Card containing a V.V.I. registration number, shortly after commencement of training. This card will serve as identification for full Library privileges, for Cafeteria and Bookstore use, and for proof of student status at community facilities.

Change of Name or Address

At registration, all students are required to submit a permanent address to which College Certificates, letters, and Diplomas may be mailed. If a name or permanent mailing address is changed after registration, it is the responsibility of the student to report the change to the Student Records Department.

Medical Certificate

Some programs offered at the V.V.I. require certificates of medical and/or X-ray examinations. The student is advised to have such certificates available to prevent delay in admission procedures.

COUNSELLING

Counsellors at the V.C.C. — Vancouver Vocational Institute are available to assist students and applicants. They are located in the Student Services Area, 8:30 am to 4:30 pm daily, Monday through Friday.

Counsellors provide the following services 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 agencies.
- Provide a referral service to other educational centres within the Vancouver Community College and other post-secondary educational institutions.

FEES

Tuition

1. Fees are based on the monthly rate of \$30.00
2. Fees are payable in advance of the training provided.
3. Fees paid on an installment basis are payable quarterly in advance the first day in: January, April, July, and September.
4. Where program fees are paid on the installment basis and where the program start-day falls on a day other than the first day of a quarter, the amount of the fees will be calculated to consist of:-
 - (a) all complete calendar months within the quarter period at \$30.00 per month;
 - (b) any additional days at the rate of \$1.50 per day.
5. The minimum fees payable at the commencement of a program of a duration longer than a month is \$30.00 and, if at the commencement of a program, for example, the fees due in that quarter are \$15.00, then the amount of fees payable is \$15.00 plus:-
 - (a) \$90.00 for the next quarter, if the program extends beyond the full quarter.

OR

 - (b) the amount of fees payable for the program in that quarter.
6. Corrections of fees payable for the last portion of a program are calculated in the following manner:-
The student will pay \$30.00 per month for all full calendar months attended plus \$1.50 for all additional days which are a portion of a full month.
7. For short programs — duration of less than one month — a rate of \$1.50 per day applies until the total reaches \$30.00.
8. Fixed tuition fees for specific certification levels in tutorial courses are payable in advance and remain valid for two years from the day of initial payment of fees.
9. Fees for part-day attendance is determined from the number of hours of training each day:-
 - (a) For 0-3 hours/day = \$15.00 per month
 - (b) For over 3 hours/day = \$30.00 per month
10. FEE STRUCTURES AND PAYMENT METHODS ARE SUBJECT TO CHANGE WITHOUT NOTICE.
11. SPECIAL PROJECT PROGRAMS
The College periodically offers special programs requested by business, industry, and organizations. The cost of these special project programs is determined by the College, and in such cases the normal schedule of fees may not be applicable.

Refunds

Refunds of fees paid are made . . .

- (a) In the case of an early graduation and voluntary withdrawal according to the item '6' of TUITION FEES; a service charge of \$10.00 will be added.
- (b) In the case of a non-voluntary termination according to the item '6' of TUITION FEES; no service charge would apply.

Student Services and Student Association

In addition to the regular tuition fees, additional fees of \$6.00 are payable at the time of enrollment. These fees are valid for a period of one year and consist of:-

- (a) A Student Services fee of \$1.50 for the purpose of providing for student insurance coverage, incidental costs of graduation ceremonies, and a number of student awards.
- (b) A membership fee in the Vancouver Vocational Institute Student Association of \$4.50 which is used to carry out the functions normally attributed to such an association, i.e.: proper representation within as well as outside the College, emergency assistance to students in personal difficulties, social dances, other association/student functions, etc.

Students in programs conducted with the co-operation of the Apprenticeship Branch and of one month duration, have a reduced fee of \$2.00 (\$1.50 Student Services Fee, and 50¢ membership fee in the V.V.I. Student Association.)

Additional Costs Per Program

Students entering Vancouver Community College, V.V.I., should have sufficient funds to cover the expenses of a full program-length. A student attending classes and living at home normally would require funds to cover textbooks, transportation, supplies, and specific costs required for the program in which the student is enrolled. See program outline for list of these costs.

Students who are living away from home are responsible for board and lodging. No dormitory facilities are available through the V.V.I. A list of names and addresses of persons who have board and lodging available in the Greater Vancouver Area is maintained. Please check with Switchboard Receptionist.

Most required textbooks and supplies can be purchased from the Student Services Bookstore, located in the North Building, near the Student Services Area.

Financial Assistance

Students enrolled in programs at Vancouver Community College, V.V.I. who are experiencing difficulties of a financial nature, may seek assistance from the following areas:-

(a) The B.C. Student Financial Assistance Program

A comprehensive program of assistance for post-secondary students has been provided by the Ministry of Education to ensure that B.C. residents are not denied the opportunity of achieving their educational objectives owing to financial barriers.

The purpose of this program is to assist students whose resources are insufficient to provide for the cost of full-time studies at the post-secondary level. Funds therefore are granted only where the financial resources available to students from parents, summer work, or other sources are insufficient to meet the estimated educational costs.

Funds will be provided to eligible students on a full-time program of study leading to a certificate, or diploma. The amount of assistance awarded will be based on an Assessed Need as determined by the Provincial Authority.

Further information and a detailed booklet describing the program will be available in the Student Services Area.

(b) B.C. Grant-In-Aid and Canada Student Loan

Students enrolled in programs of six or more months duration are eligible for assistance through a combination of B.C. Grant-in-Aid and Canada Student Loan.

The Canada Student Loan is repayable by installments at nominal interest charges commencing six months after completion of the training. This loan is available as long as the student is a full-time student at application and six months thereafter.

The B.C. Grant-in-Aid, which is paid in conjunction with the Canada Student Loan, is non-repayable.

B.C. Special Assistance may be available to students enrolled in programs of five months or less to defray cost of fees, books, supplies, and transportation. This assistance is in the form of a non-repayable B.C. Grant-in-Aid.

For further details, contact Student Services Area.

(c) B.C. Youth Foundation Loans

Short-term, interest-free loans are offered on a limited basis to students with a demonstrated financial need and academic ability. A suitable adult guarantor is required. Interested students should apply to the Student Services Area.

(d) Westcoast Transmission Company Ltd.

Loans to a maximum of \$1500.00 per year may be available to students under 21 years of age and who are dependants of employees of the Westcoast Transmission Company Ltd. These loans are interest-free as long as the student is studying full-time and for one year thereafter.

(e) Emergency Loan Fund

This is a revolving loan fund of money to help V.V.I. students in emergency situations. The money continues to be loaned out as long as the students repay their loans. A note from the Department

Head of the program in which they are enrolled is required. There is a limit per loan to the amount of \$25.00. Apply to the Student Services Area.

(f) Scholarships, Bursaries, and Awards

A number of outside agencies offer scholarships, bursaries, or awards to students enrolled in the Vancouver Community College. A complete list is provided at the end of this calendar.

GENERAL INFORMATION

Responsibility of Students

1. To their Studies:

It is the responsibility of students to keep their work assignments up-to-date and to complete assignments as required. Final assessments are based on both written tests and practical 'hands-on' assignments.

2. To the Faculty:

Faculty members are available for consultation with students by arrangement. Students should work closely with members of the faculty to enrich their College learning experience.

3. To the College:

Acceptance into a College program carries with it an obligation to maintain a mature and responsible standard of conduct, deportment, and dress. On campus, it is the responsibility of every student to observe the laws governing the community as well as the rules of Vancouver Community College.

A student who fails to do so, or acts in a manner that will reflect unfavourably upon himself/herself, the College, or the student body, is subject to disciplinary action which may result in suspension or dismissal. For both safety and health reasons, students are not allowed to bring animals into the College.

4. To the Community:

The College is organized and operated by the Vancouver Community College Council as a public service at community expense; the co-operation of all students in proving the value of such an institution to the community is expected at all times.

Attendance

Regular attendance is required of students in all classes, lectures, workshops, and plant-tours. Irregular attendance usually results in exclusion of a student from class. Sustained absences of 3 days without notification and reason may result in automatic termination of that student. Absence for any cause in no way relieves a student of the responsibility for completing the work of the program to the satisfaction of the instructor. Regular attendance is essential for success in any program.

Guidelines

Students who are unavoidably absent because of illness or some other acceptable cause are responsible for classwork or assignments missed. If repeated absences are due to illness the student may be requested to submit a medical certificate.

Classes operate on a six-hour, five-day week, and 12 month year. In response to the heavy demand for training, some programs are operated on both day and extended-day basis.

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.

Transcripts

The Student Services Centre maintains a permanent record of each student's achievements and credits for the program in which the student was enrolled.

An official transcript is a copy of a student's permanent record bearing both the signature of the Dean of Administrative and Student Services (or his delegate) and the seal of the College.

Official transcripts are available in the Student Services Centre upon request of the student whose transcript is required. Application for a transcript must be made in person or by written request well in advance of its requirement. Each student is entitled to one transcript free of charge after completion of the program. Beyond this, the fee for transcripts shall be one dollar (\$1.00) for the first and fifty cents (50¢) for each additional copy ordered at one time. Fees are payable in advance. Mail requests and mail deliveries of transcripts usually require at least one week.

Certificates

A student who completes successfully the requirements of a specified program will be issued a Certificate. When a student completes courses as a portion of a program, a letter certifying the completion of such courses will be issued by the Student Records Department.

Withdrawals

A student officially withdrawing from a program must comply with formal withdrawal procedures at the Student Services Centre in order to receive a "W" (withdrawal) standing. Failure to do so will result in an "F" (fail) standing.

Students considering withdrawal should discuss their status in the program with the instructor and/or a counsellor.

Transfer To Other Institutions

Students who anticipate transfer from Vancouver Community College, V.V.I., to another educational institution should consult the Registrar of that Institution. The transferability of programs taken at the V.V.I. is determined solely by the institution to which the student wishes to transfer.

Guidelines

Similarly, an institution to which an official transcript is sent may evaluate the programs and the student's record of achievements and recompute grades in accordance with its own policies and regulations.

Students planning transfer should discuss their plans with a College counsellor, bearing in mind that responsibility for final choice of program or transfer remains with the student.

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 many programs offered at Vancouver Community College, V.V.I., receive credits for completion of the applicable programs towards the indenture time.

Safety and Accident Prevention

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 Workers Compensation Board. Students of vocational and technical programs are covered by Workers Compensation and by a student accident insurance policy during all authorized training periods and operations conducted under the supervision of an instructor. This coverage also extends to field-trips and other training off-campus.

For safety and health reasons, it may be necessary for certain programs to require students to contain hair in nets, or trim beards, to avoid any unnecessary hazards.

Some programs require that the student take training in Industrial First Aid, and may also require students to purchase their own safety equipment such as safety glasses, safety boots/shoes, hard hats, etc.

FACILITIES

Student Services Centre

The Student Services Centre is the first step for all persons seeking information regarding programs at the Vancouver Vocational Institute, or admission to one of the programs offered.

The Student Services Centre is located on the main floor in the North building, adjacent to Pender & Cambie Streets. Housed in this area are the office of the **Dean of Administrative and Student Services, Counsellors, Canada Manpower Centre, Student Records Department, Admissions Department, Student Services Department, and Health Services.**

Guidelines

Counsellors assist people in making decisions in the following:

- Educational goals
- Career planning
- Admission qualification for V.V.I. programs
- Personal life styles
- Interpret aptitude, assessment, and interest surveys
- Liaison with faculty and students; as well as with other educational institutions and community agencies

In addition, Counsellors provide:

- a referral service for students seeking assistance from community services and medical agencies.

The Student Records Department provides the service of a registrar. This department maintains a complete file of admission, achievement, certificate, and other records for all students who have attended or are attending the V.V.I.

The department will receive:

- requests for official transcripts
- inquiries regarding permanent registration numbers and student cards
- change of name and address information
- all other information regarding student records

Health Services

Student Health Services, located in the Student Services Centre, are available to students for emergency medical matters, minor treatment, and consultation of health problems.

HOURS: Monday to Friday, 9:00 am to 12:00 noon; 1:00 pm to 4:30 pm.

This service may provide

- Student accident insurance information
- Worker's Compensation coverage information
- First Aid and Safety
- B.C. Medical Plan information
- Health Education for individuals or groups
- Confidential health consultations and referrals

Library/Resource Centre

Located in Room 220 N, the Library houses a comprehensive selection of books, periodicals, pamphlets, and audio-visual materials supporting the curriculum of programs offered at the V.V.I. The Library staff is available at all times to assist students and faculty.

A **Computer-Assisted Instruction** service is provided by a number of terminals located in the Library area. Students are invited to inquire as to how these facilities may serve their need for remedial instruction.

HOURS: Monday to Thursday, 7:30 am to 8:00 pm;
Friday, 7:30 am to 5:00 pm
Saturday & Sunday, Closed.

Guidelines

Bookstore

The Bookstore, located directly beneath the Student Services Centre, stocks textbooks, supplementary texts, supplies, as well as a limited number of necessary stationery materials.

Cafeteria

The student Cafeteria is located in the south-west corner of the North Building, third floor. Full-course, or short-order hot meals of a varied menu are available at reasonable cost.

Parking

No student parking on the campus is permitted. Students wishing to bring their own vehicles, rather than use the public transit facilities, must make their own parking arrangements.

Canada Manpower Centre On Campus

The Ministry of Manpower and Immigration provides a year-round service for students enrolled at Vancouver Community College, V.V.I.

The Canada Manpower Centre is located in the Student Services Centre.

HOURS: 8:30 am to 4:30 pm Monday through Friday

Placement of graduating students is a primary objective. However, every effort is made to secure employment for students on a part-time basis during the term of a program, provided such employment will not, in the opinion of the instructor, adversely affect the course of study.

Graduating students should complete applications for employment as early as possible nearing the graduation date for their specific program.

Students seeking information about career opportunities should contact this Centre.

Students currently receiving training assistance allowances who wish information regarding these matters should contact this Centre.

Employers are encouraged to write or telephone for further information on the availability of trained personnel to:

CANADA MANPOWER CENTRE ON CAMPUS
VANCOUVER COMMUNITY COLLEGE,
VANCOUVER VOCATIONAL INSTITUTE,
250 West Pender Street,
Vancouver V6B 1S9

Prospective applicants for training who wish to seek government sponsored training, should make application to this Centre or to their local Manpower Office.

Students sponsored by Canada Manpower who are *enrolled in programs spanning the Christmas and 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-campus Canada Manpower Office.

Student Association

The Vancouver Vocational Institute Student Association is a student organization governed by a student executive which is elected annually, or when appropriate for the filling of a vacancy. The Student Association, through its executive, the Student's Council, is responsible for campus clubs, social activities, some participation in publications, intramural sports, co-ordination of events, and liason between students, faculty, and administration.

All students are assessed a Student Association Fee to provide funds for the operation of the Association. A schedule of fees is indicated under "FEES . . . STUDENT SERVICES and STUDENT ASSOCIATION" previously in this calendar.

Students attending V.V.I. are encouraged by the College to participate in the activities supported by the Association.

AUTOMOTIVE BODY REPAIR

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 with extensive practical work on various late-model cars.

Entrance Requirements:

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.
Good colour vision.

VALID DRIVER'S LICENCE REQUIRED

Length of Course: 6 months

Hours: 8:00 am to 2:45 pm

Starting Dates: Monthly, as space permits

Technical Programs

Additional Costs: Tool Deposit \$50.00 (refundable); Safety Items \$35.00 approx.; Coverall Deposit \$10.00 (refundable);

THE STUDENT IS EXPECTED TO PAY THESE COSTS WITHIN THE FIRST WEEK OF ATTENDANCE.

Dress: Coveralls are supplied on loan and laundered.

Safety Requirements: Student is to supply own Safety Glasses, Leather Boots (canvas or other loose-fitting shoes are not acceptable); adequate heavy clothing is necessary. Long hair must be contained in an appropriate manner.

Examinations: Periodically on practical work.

AUTOMOTIVE MECHANICAL REPAIR

The Journeyman Auto Mechanic has a wide range of employment opportunities throughout the automotive industry. They can become specialty mechanics, service salespersons, service managers or can start their own business. Successful graduates may also enter one of the related fields, such as automotive insurance adjuster, tool equipment factory representative or parts and accessories representative. Applicants for training in this field should be in good physical condition and have aptitudes suited to success in this area. The graduates of the 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.

Applicants for training who have extensive qualifying time in the trade already, may write their Tradesmen'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
Drive Shafts and Rear Axle Assemblies
Front Suspension Systems
Brakes and Steering Systems
Fuel and Exhaust Emission Control Systems
Ignition and Starting Systems
Light and Charging Systems

Technical Programs

Training Procedure

This course is divided into two modules. The first module, three months in length, is spent on the theory of operation and the construction, maintenance, repair, and adjustments of the various components that make up the typical automobile. The second module, 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:

Education: Grade 12 graduation, or acceptable equivalent. Mechanics 12 or other shop-mechanic courses or other related work experience would be an asset.

General:

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

Specific:

Good mechanical aptitude.
Physically fit with good manual dexterity.
Ability to work with others.
Pre-entry tests required.

VALID DRIVER'S LICENCE REQUIRED

Length of Course: 9 months

Hours: 8:30 am to 3:30 pm

Starting Dates: January, April, July, October.

Additional Costs: Textbooks \$15.00 approx.; Tool Deposit \$25.00 (refundable); Coverall Deposit \$10.00 (refundable);

THE STUDENT IS EXPECTED TO PAY THESE COSTS WITHIN THE FIRST WEEK OF ATTENDANCE.

Dress: Coveralls are supplied on loan and laundered.

Safety Requirements: Student is to supply own leather boots (canvas or other loose-fitting shoes are not acceptable); adequate heavy clothing is necessary; long hair must be contained in an appropriate manner.

Examinations: Periodically on theory and practical application.

BUILDING CONSTRUCTION

This 10-month course in Building Construction is a pre-apprentice program 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 70% in both theory and shop work throughout the courses.

This program is composed of 3 separate modules — one of 4 months and the next two — 3 months each. For entry into the first module the prerequisites are as indicated under "Entrance Requirements".

For progression into the 2nd and 3rd modules, the following will apply: During the fourth month of module 1 there will be individual progress assessments to establish whether the student has the necessary background and qualifications to proceed to the second module. During the seventh month there will be a second individual progress assessment provided.

Should any applicant wish to apply for direct entry into the second or third module the procedure is:

- a) An objective challenge examination.
- b) An assessment interview based on job experience-motivation and verbal/written command of the English Language.

Course Content:

Module I Basic Carpentry (4 months)

- Ethics, Tools, Safety
- Materials, Fasteners
- Mathematics for the Trade
- Blueprint Reading and Drafting
- Foundation (*site preparation, footings, walls*)
- Builder's Level (*including survey field-books*)
- Light Wood Frame Construction (*floors, walls, ceilings, roof, stairs, scaffolding, doors and windows*)
- Finish Carpentry — Interior and Exterior (*roofing, walls, flooring, trim, laminates*)

Module II Carpentry For Concrete Construction (3 months)

- Site (organization, preparation, safety, and procedures)
- Transit and Level Operations
- Applied Mathematics
- Understanding Concrete and Reinforcing Steel
- Detail Drafting of Formwork
- Formwork Construction (*foundations, walls, pilasters, columns, beams, slabs, and stairs*)
- Scaffolding
- Blueprint Reading (*Including Estimating Costs and Materials*)
- Power Actuated Fasteners

Module III Advanced Construction (3 months)

- Construction Mathematics
- Complex Layout with Transit and Level
- Advanced Concrete Formwork Techniques (*Detailing and Construction*)

- Heavy Timber Construction (*sawn timber, glulams, trusses*)
- Advanced Blueprint Reading
- Advanced Cost Estimating and Material take-off
- Work scheduling, Specifications, and Contracts
- Commercial application of steel studs, suspended ceilings, aluminum siding.

Training Procedure:

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

Entrance Requirements:

Education: Grade 12 graduation, or acceptable equivalent. Construction 11 & 12, Mathematics 11, Drafting 11 or other construction-related training or work experience would be an asset. 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:

MODULE I - 4 months
MODULE II - 3 months
MODULE III - 3 months

Hours: 8:00 am to 3:00 pm

Starting Dates:

MODULE I - April, May, September, February 1978
MODULE II - February, August, October, January 1978
MODULE III - January, February, May, November 1977

*Check with Admissions Department for further possible starting dates.

Additional Costs: Textbooks \$50.00 approx.; Safety items \$35.00 approx.; Additional work aprons, etc. may be required.

THE STUDENT IS EXPECTED TO PAY THESE COSTS WITHIN THE FIRST WEEK OF ATTENDANCE.

Dress: Heavy clothing suitable to the trade. Safety Boots are required (canvas or other loose-fitting shoes are not acceptable).

Technical Programs

Safety Requirements: Safety glasses and safety shoes must be purchased by the student. Long hair must be contained in an appropriate manner.

Examinations: Weekly theory exams. Projects on practical application evaluated individually.

DIESEL MECHANIC/TECHNICIAN

The 12-month Diesel program leads to employment as an apprentice or improver in the field of heavy duty mechanics, marine engineering, transportation/trucking industry, stationary plants, specialty shops, or to training programs with a large heavy-equipment supplier. Another rapidly developing opportunity for graduates is placement in fuel-injection and governor-control supply/service firms where the mechanic applies the precise and accurate work procedures of this field. This program emphasizes the theory, operation, and maintenance of a variety of large and small diesel engines and their related injection and control systems.

The program is organized into three levels consisting of 50% theory and 50% practical application in each.

On graduating, 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.

The potential student should have a high degree of mechanical aptitude, together with a sound working knowledge of mathematics and electricity. In seeking employment in the heavy-duty mechanic field, the students should ensure that they have 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.

Course Content:

- Basic Trade Skills (Machining, Gas/Arc Welding, Pipefitting, etc.)
- Engine Construction, and theory of Combustion
- Cooling and Starting Systems
- Electrical Systems for truck and high-speed Marine Diesels
- Overhaul Procedures
- Component re-build, blowers, turbo-chargers
- Fuel Oils, Lubricating Oils, and Lubricating Systems

Technical Programs

- Truck Transmissions (standard, automatic, and powershift) and Marine Gearing, Clutches, and Drivelines
- Hydraulic systems
- Injection Systems (Operation and Servicing)
- Power Generation - Electrical
- Engine Operation (truck, marine and stationary diesels)
- Overhaul Procedures (Advanced Tune-up and Trouble-shooting)
- Air Brakes (mobile equipment)
- Air Induction Systems
- Automatic Electric and Mechanical Shutdown Systems

Training Procedure:

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

Entrance Requirements:

Education: Grade 12 graduation, or acceptable equivalent, (BTSD Level 4, or GED with Math 11). Mechanics 12, Industrial Science 12, Mathematics 11, Physics 11, or other related shop-mechanic courses or other related work experience would be an asset.

General:

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 am to 4:00 pm

Starting Dates: March, July, November

Additional Costs: Textbooks \$20.00 approx.; Coverall Deposit \$10.00 (refundable); Safety items \$35.00 approx.

THE STUDENT IS EXPECTED TO PAY THESE COSTS WITHIN THE FIRST WEEK OF ATTENDANCE.

Dress: Coveralls supplied on loan and laundered.

Safety Requirements: Student is to supply appropriate leather/safety boots (canvas & rubber-soled shoes are not acceptable). Adequate heavy clothing is necessary.

Long hair must be contained in an appropriate manner.

Examinations: Periodic theory exams; practical work is evaluated individually.

Students are required to maintain at least a 65% average in both theory and practical work throughout the program.

DRAFTING PROGRAMS

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 1976 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: should like to draw, have good eyesight and hand-eye co-ordination; should have a combination of technical, artistic and mechanical aptitudes, be careful and systematic in work habits, and able to work effectively as a member of a technical team. The person 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.

THERE ARE THREE PROGRAMS OFFERED:

1. DRAFTING — Architectural, Structural, and Civil
2. DRAFTING — Architectural, Mechanical, and Civil
3. DRAFTING — Steel Design Detailer

Entrance Requirements (All Drafting Programs):

Education: Grade 12 graduation, or acceptable equivalent (BTSD Level 4 or GED with Math 11). Mathematics 11, Physics 11, Drafting 11, and Industrial 12 or other related training or work experience would be an asset.

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.

Additional Costs: Textbooks \$25.00 approx.; Supplies \$30.00 approx.; Tool Deposit \$15.00 (refundable).

THE STUDENT IS EXPECTED TO PAY THESE COSTS WITHIN THE FIRST WEEK OF ATTENDANCE.

Dress: Standard office apparel.

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.

1. Drafting — Architectural, Structural and Civil

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 the draftsman will be involved.

After completing the basic and architectural parts of the course, the student will concentrate for the final 5 months on the 'Structural' subjects listed below.

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)

Length of Course: 10 months

Hours: 8:30 am to 4:00 pm

Starting Dates: March and September

2. Drafting — Architectural, Mechanical and Civil

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.

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)

Mechanical: Process flow-diagrams, Equipment layout, Pipe and fittings, Valves and Pumps, Piping layout, Isometric Piping-drawings, process related problem-solving.

Sawmill equipment layout, Conveyors, Transfer tables, Mechanical components, Chutes, steel fabrications, Industrial Site Development, Roads. (20 weeks)

Length of Course: 10 months

Hours: 8:30 am to 4:00 pm

Starting Dates: March and September

3. 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

Hours: DAY: 8:00 am to 3:00 pm

or

EXTENDED-DAY: 3:00 pm to 10:00 pm

Starting Dates:

DAY: September

EXTENDED-DAY: October

ELECTRICAL PROGRAMS

Electricians are in demand in most industries throughout British Columbia. They may be employed 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 may commence an apprenticeship program after receiving time and money credits for the time spent in the VVI 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 Mathematics. This course is a combination of theory in lectures, followed by extensive laboratory work where the theory is applied. The students under the direction of an instructor, learn to work effectively on projects both as an individual and as a member of a team. They should be prepared to spend a considerable number of hours each week in home study.

THERE ARE TWO PROGRAMS OFFERED:

1. ELECTRICITY and INDUSTRIAL ELECTRONICS
2. ELECTRICAL-JOURNEYMAN UPGRADE

1. Electricity and Industrial Electronics

Course Content

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

Training Procedure

Classroom lectures followed by shop demonstrations with practical work done on selected projects in fully equipped shops.

Entrance Requirements:

Education: Grade 12 graduation, or acceptable equivalent (BTSD Level 4, or GED with Math 11 and Physics 11), Physics 11, Electricity 11 & 12, Electronics 12, Industrial Power 11, Industrial Science 12, and Math 11, or other related courses or work experience would be an asset.

General

Able to work effectively as a member of a crew.

Specific

Able to communicate effectively in verbal and written English.
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

Hours: 8:00 am to 3:00 pm

Starting Dates: January, September, and November

Additional Costs: Textbooks \$25.00 approx.; Safety items \$35.00 approx.; Tools \$25.00.

THE STUDENT IS EXPECTED TO PAY FOR THESE COSTS WITHIN THE FIRST WEEK OF ATTENDANCE.

Dress: Clothing suitable to the trade. Safety boots or good leather shoes are necessary (canvas or other loose-fitting shoes are not acceptable).

Safety Requirements: Safety boots are recommended for all students. Safety glasses will be required on some hazardous procedures. Long hair must be contained in an appropriate manner.

Examinations: Regular examinations for theory, with continuous and individual evaluation of practical work.

2. Electrical-Journeyman Upgrade

A series of programmed learning packages supported by audio-visual presentations in well-equipped shop facilities are available to Electrical Journeymen, to enable them to upgrade skills and knowledge.

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 trade experience and individual ability. The package courses are offered under the direction of one or more instructors along with the expertise of the Electrical Department as a whole.

The Following Package Courses are Currently Offered:

D.C. Drive Systems	Electrical Estimating
Electrical Fundamentals	Fire Alarm Systems
I.C. & R.C. Determination	Static Control
Cable-splicing	Dynamic Control
Protective Relaying	High-voltage Relaying
Semi-Conductors	Transformer Connections
Marine Engineer Electrics	Motor Winding
Rigging safety	Code study

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

Entrance Requirements:

Journeyman in the Electrical Construction or Maintenance Field.

Length of Course Packages:

1-4 weeks depending upon subject.

Hours: 8:00 am to 3:00 pm

Starting Dates: Weekly, as space permits. Class size is limited, advance enrollment is recommended.

Contact Admissions Department at Vancouver Vocational Institute.

Dress: Standard to trade requirements.

Students to provide coveralls and small hand tools, as required.

Safety Requirements: Same as for "Electricity and Industrial Electronics" course.

ELECTRONICS PROGRAMS

THERE ARE THREE PROGRAMS OFFERED:

1. ELECTRONICS TECHNICIAN
2. ELECTRONICS — T.V./RADIO TECHNICIAN
3. ELECTRONICS — ELECTRO MECHANICS

1. Electronics Technician

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

Circuit Analysis	Operational Amplifiers
A.C. Basics	Differential Amplifiers
Transistors	A.M. & S.S.B. Radio
Power Supplies	F. M. Radio
Vacuum Tubes	Carrier Telephony
Thyristors	Digital Electronics
Small Signal Amplifiers	Microprocessors
Power Amplifiers	V.H.F. Communications
A.C. Theory & R.F. Amplifiers	A.M. & S.S.B. Communications

Oscillators & Multivibrators

Test Equipment

A.M. Radio

Antennas & Transmission Lines

Microwave, Radar & Avionics

Video

Training Procedure: Classroom activity consisting of lectures, demonstrations, audio/visual presentations and exercises that provide a knowledge of electronic theory.

Extensive workshop experience to reinforce the theoretical concepts, develop hand-skills and provide familiarity with a variety of electronic equipment and apparatus is done. This program trains students to a highly knowledgeable level to enable employment as installation and maintenance technicians, primarily for the industrial and communications field.

Entrance Requirements:

Education: Grade 12 graduation, or acceptable equivalent (BTSD level 4 or GED with Math 11 and Physics 11); Mathematics 11, Physics 11, Industrial Science 12, Electricity or Electronics 11 or other related training or work experience would be an asset.

Note: Effectiveness is needed in mathematics covering ratios, proportions, square roots, and simple algebra. Equal effectiveness in physics is needed in sound and light.

General:

Good eyesight and colour vision.

Good hearing.

Proficiency in both written and verbal English. Report writing.

Specific

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.

A VALID DRIVER'S LICENCE IS REQUIRED BY A NUMBER OF THE EMPLOYERS IN THIS FIELD.

Length of Course: 12 months

Hours: 8:00 am to 3:00 pm

Starting Dates: January, March, May, July, November

Additional Costs: Textbooks \$80.00 approx.

Dress: Standard to the trade

Safety Requirements: For certain hazardous operations, students may be required to supply safety glasses and safety shoes. Leather shoes are required (canvas or other loose-fitting shoes are not acceptable).

Long hair must be contained in an appropriate manner.

2. Electronics — T.V./Radio Technician

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

Service Technicians must constantly sell themselves and their services. Frequently this is done in the customer's home, where it is necessary to create a favourable impression both by appearance and 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.

Course Content

Operation and testing of components
Analysis of all basic circuits
Operation and maintenance of test equipment
Stereo equipment, AM and FM radios
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

Training Procedure: Classroom activity consisting of lectures, demonstrations, audio/visual presentations and exercises that provide a knowledge of home entertainment equipment and related theory. Extensive workshop experience to develop skills and familiarity with a wide variety of entertainment equipment and apparatus is provided.

Entrance Requirements:

Education: Grade 12 graduation, or acceptable equivalent (BTSD Level 4 or GED with Math 11 and Physics 11). Mathematics 11, Physics 11, Industrial Science 12, Electricity or Electronics 11, or other related training or work experience would be an asset.

General

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

Hours: 8:00 am to 3:00 pm

Starting Date: September

Additional Costs: Textbooks \$40.00 approx.; Handtools \$25.00 to \$50.00; Safety items \$7.00 approx.

Dress: Standard to the trade

Safety Requirements: Safety glasses (\$6.00 approx.) and Leather-type shoes (canvas shoes are not acceptable) may be necessary for hazardous operations.

Long hair must be contained in an appropriate manner.

Examinations: Regular theory exams, with individual assessment of practical assignments.

3. Electronics — Electro Mechanics

The Electro-Mechanic installs and maintains a wide variety of industrial business equipment. Employers may be in such fields as business machines, elevators, telephones, intercoms, burglar and fire alarms, etc. Shift work and overtime is common. Most of the jobs are in maintaining and installing electro-mechanical equipment where knowledge of electronics is a requirement.

The Electro-Mechanic requires an analytical mind in order to be competent in diagnosing faults by observing symptoms and making measurements with test equipment. Graduates in industry may on occasion find working conditions unglamorous. A good deal of maturity is required, as supervision may be limited and responsibility great. Furthermore, patience and perseverance in order to maintain a methodical and logical approach to work is necessary.

This program covers a large amount of theory and practical work, requiring constant attention and effort.

Course Content:

Electricity & Magnetism	Record Keeping
Basic Electronics	Customer Relations
Controls, Switching & Timing	Basic Digital Techniques
Telephony	
Reading Schematic Diagrams	
Test Equipment & Procedures	
Trouble-Shooting Techniques	

Training Procedure: Theory, demonstrations, and extensive shop-work to cover the knowledge and skills required in the installation and repair of telephone equipment, security systems, control systems, intercoms, etc.

Entrance Requirements:

Education: Grade 12 graduation, or acceptable equivalent (BTSD Level 4 or GED with Math 11 and Physics 11). Mathematics 11, Physics 11, Electricity or Electronics 12 or related training or work experience would be an asset.

General:

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

Specific:

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

Length of Course: 5 months

Hours: 8:00 am to 3:00 pm

Starting Dates: February and September

Additional Costs: Textbooks and supplies \$50.00 approx.; Safety items approx. \$7.00.

Dress: Standard to the trade

Safety Requirements: Safety glasses (\$6.00 approx.) and Leather-type shoes (canvas shoes are not acceptable) may be necessary for some hazardous operations.

Long hair must be contained in an appropriate manner.

Examinations: Periodically. Practical assignments individually assessed.

GRAPHIC ARTS TECHNICIAN

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 10 month 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.

Course Content:

Job Planning and Production Control
Selection and Use of Paper for Printing
Printing Sales and Marketing
Quality Control
Mathematics of Costing and Estimating for Printing
Printing Sales
Composition Equipment and Materials

Typographical English, Copy Preparation and Proofreading

Typographic Measurement and Copy-fitting

Typographic Layout and Design

Lithographic Preparation, Equipment and Materials

Chemistry of Photo-lithography

Photographic Optics and Illumination

Process Camera Technology for Colour Reproduction

Press Production, Equipment and Materials

Instrumentation

Binding Production, Equipment, Materials and Finishing Technology

Paper and Ink Technology

Press Technology for Colour Reproduction

Training Procedure:

A modern shop is provided for practical work and theory. Students will be given full opportunity to gain sound technical knowledge and experience required in the commercial printing industry and allied trades. This training is also suitable for those persons seeking entry into the graphic arts field as Trade Technicians, Craft Apprentices, or Junior Management and Sales Personnel.

Entrance Requirements:

Education: Grade 12 graduation, or acceptable equivalent (BTSD Level 4 or GED with English 12). English 12, Mathematics 11, Art 11, Commercial Design 11, Applied Design 11, Graphic Design 11, or other related training or work experience would be an asset.

General

Good command of the English language both written and oral.
Good Mathematics Comprehension of fractions, percentages, decimals and ratios.
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: 10 months

Hours: 8:00 am to 3:00 pm

Starting Dates: August, September, and October

Additional Costs: Tools \$80.00 approx. (student to purchase); Textbooks \$50.00 approx.

Dress: Standard to the trade. Leather shoes are necessary (canvas or other loose-fitting shoes are not acceptable).
Apron is supplied.

Safety Requirements: Long hair must be contained in an appropriate manner.

A height of at least 5'-6" is recommended due to safety in working on industry equipment.

Examinations: Regular exams for theory, with regular assessment of practical assignments.

INSTRUMENTATION PROGRAMS

The Instrumentation, Process Control, and Computer Technology Department offers comprehensive training programs in Instrumentation, Process Control and Digital Logic Systems. These programs are designed 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.

THERE ARE TWO PROGRAMS OFFERED:

1. INSTRUMENTATION — Computer Maintenance Upgrade
2. INSTRUMENTATION — Upgrade for Engineering Instrumentation and Process Control.

1. Computer Maintenance Upgrade

This course is primarily for plant personnel concerned and involved in the installation, operation and maintenance of Digital Logic Systems. This covers from the simple hardwired package to the micro-processor-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 job consists of the responsibility of calibrating, installing, maintaining, and sometimes operating minicomputer and micro-computer systems. These systems have wide usage throughout B.C. since they encompass from small data processing units to the larger numerical

and supervisory control gear. In order to calibrate, service and maintain these computer and digital logic systems, modern test equipment is used. The best techniques and trouble-shooting procedures must be followed in order to successfully repair any fault within the system.

This job involves steady 'year-round' work, and much of the time will be spent working alone. People who work in this field must be prepared to accept responsibility, and to make decisions quickly and effectively. It will be necessary to associate with managerial, engineering, technical and clerical staff members as well as the people who have to operate these systems.

Course Content:

Computer Systems & Organization

Computer peripherals (paper tape, high-speed printer, CRT terminals, disk drives, magnetic tapes, card punch/reader, Decawriter 11, other miscellaneous terminals)

Test Equipment & Service Procedures

System Trouble-shooting techniques

Fault Analysis & Correction

Training Procedures:

Time in the classroom and practical 'hands-on' training is equally divided. Emphasis is placed on practical skills required on the job. Good customer relations and how to work harmoniously with other people is stressed. Students will make use of modern test equipment and will work on the following equipment:-

2 Minicomputers (Foxboro-2) (DEC PDP 11 & 8)

Micro processor (Motorola 6800)

Disk Operating Data Processing System (GE 115)

Paper Tape Reader/Punch

CRT and other computer terminals

Analog/Digital converters

Fixed and moving head Disk Drives

Entrance Requirements:-

Education: Grade 12 graduation, or acceptable equivalent (BTSD Level 4 or GED with Math 11 and Physics 11), Mathematics 11, Physics 11, Electricity 11, Electronics 11, Industrial Science 12, Mechanics 11, Industrial Power 11, or other related training or work experience would be an asset.

General: A good command of communicative English (written and oral), good health, eyesight, colour vision, and hearing, are necessary. A person should have an analytical approach to problem solving to be a success in this field.

Length of Course: 3 months (12 weeks)

Hours: 8:30 am to 4:00 pm

Starting Dates: January, April, September

Additional Costs: Textbooks \$17.00 approx.; Supplies \$10.00 per month approx.

Examinations: Continuous evaluation of classroom work shop projects and activities.

2. UPGRADE—Engineering Instrumentation and Process Control

The course varies from one week to ten 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 seven levels:

Level	Description
1	Basic Fundamentals
2	Calibration of Instruments
3	a) Process Control Basics b) Electronics and Measurements
4	Process Control Systems
5	Control Logic and Computers
6	Process Control, Digital Computer Systems
7	Process Control, Digital Computer Maintenance

Training Procedures: Facilities available for providing practical experience related to theory are:

- a complete flow laboratory complete with sensors and control valves;
- a simulated full scale power boiler complete with instrumentation. (This is a working model similar to units being used in B.C. Industry);
- a complete process control computer.

Entrance Requirements:

Education: Grade 12 graduation, or acceptable equivalent. Mature persons with extensive practical trade experience related to power engineering, may apply for assessment in meeting equivalency.

General: Electrical Journeymen, Instrument Mechanics, Technicians or Technologists, Power and/or Marine Engineers, plant or process personnel, and maintenance personnel are invited to apply.

Length of Course: 4 weeks per package

Hours: 8:30 am to 4:00 pm

Starting Dates: Monthly, as space permits

Additional Costs: Textbooks \$20.00 approx.

Examinations: Continuous evaluation.

Special Courses: Companies who wish either special training programs and/or in-plant on-site courses are invited to consult the staff of this Department regarding their special needs.

MACHINIST

The Machine Shop program 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. This is a pre-employment program and on completion the graduate enters industry to complete an apprenticeship. The course is recognized by both industry and the Ministry 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. Students 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.

Training Procedure

A modern 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. Students progress according to their ability.

Course Content:

Basic Trade Skills (Bench Work, Layout, Measurement, Sawing, Drilling, Drawing)

Shop Safety procedures

Machine Shop Practices (Fits, tolerances, clearances, screw threads, fastenings)

Basic Metallurgy

Basic Machine Tool Operation (speeds, feeds, tool grinding) *Lathes, Shapers, Planers, Drilling machines*

Special Machine-tool set up and operation (*Lathes, gear-cutters, milling machines*)

Precision grinding

Use of precision measuring equipment

Heat Treatment

Welding

Training Procedures: A well-equipped modern shop provides hands-on practical experience in order to develop the skills required for the graduate to seek employment in the Machinist Trades.

Classroom theory is followed by practical work assignments using a wide variety of machines.

Entrance Requirements:

Education: Grade 12 graduation, or acceptable equivalent (BTSD Level 4 or GED with Math 11). Mathematics 11, Physics 11, Mechanics 11, Industrial Science 12, or other related training or work experience would be an asset.

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

Hours: 8:00 am to 3:00 pm

Starting Date: September

Additional Costs: Textbooks \$30.00 approx.; Safety items \$50.00 approx.; Tool Deposit \$15.00 (refundable); Coverall Deposit \$10.00 (refundable).

THE STUDENT IS EXPECTED TO PAY THESE COSTS WITHIN THE FIRST WEEK OF ATTENDANCE.

Dress: Coveralls supplied on loan and laundered.

Safety Requirements: Student is to supply own safety glasses, Leather Boots (canvas or other loose-fitting shoes are not acceptable), safety-toe preferred. Long hair must be contained in an appropriate manner.

Examinations: Periodically on practical and theory.

MACHINE OPERATOR UPGRADING

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

The course is intended to expand Machine Shop skills and enables machinists 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: Continuous intake, as space permits.

Hours: 3:00 pm to 9:30 pm

Additional Costs: Textbooks & supplies \$30.00 approx.; Coverall Deposit \$10.00 (refundable).

THE STUDENT IS EXPECTED TO PAY THESE COSTS WITHIN THE FIRST WEEK OF ATTENDANCE.

Dress: Coveralls supplied on loan and laundered.

Safety Requirements: Student is to supply own safety glasses (approx. \$6.00), and Leather Safety-toe Boots (approx. \$25.00). Canvas shoes are not acceptable.

Long hair must be contained in an appropriate manner.

Examinations: Periodically on practical and theory.

POWER ENGINEERING PROGRAMS

The Engineering Department offers comprehensive training programs for **all grades of Power Engineer's Certificates**, a two-year **Power and Process Engineering Program**, a **Pre-employment Power Engineering Program** and 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.

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.

THE FOLLOWING PROGRAMS ARE OFFERED:

1. Power Engineer's Certificates:

Courses are available for students having completed the qualifying service required by Part IV 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.

2. 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.

3. Pre-Employment Program: Power Engineering

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

The course will include, among other things, maintenance of powerhouse 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.

4. Engineering Instrumentation (see page 34)

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 shooting practice.

College Certificate

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

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.

1. Power Engineer's Certificates**PROGRAMS ARE OFFERED LEADING TO THE FOLLOWING 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)

Course Content:

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

Training Procedure:

Classroom theory and demonstration, lectures, assignments, and tutorials augmented by laboratory work and 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.

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

Length of Course: (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)	10-20 weeks
Second-Class (Part A)	8-16 weeks
Third Class	8-16 weeks
Fourth-Class	6- 8 weeks
First-Class (Part B)	10-20 weeks
Second-Class (Part B)	8-16 weeks
Boiler Operators	3- 6 weeks

Attendance:

Attendance is possible on a full or part-time basis during regular class hours of 8:00 a.m. to 3:15 p.m., Monday through Friday, year round.

Classes are also held on Tuesdays and Thursdays from 6:00 p.m. to 9:00 p.m. for *first, second, and third-class* students;

Classes are also held on Monday through Thursday from 6:00 p.m. to 9:00 p.m. for *fourth-class and boiler-operator* students.

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 month's credit is allowed.

***Fees**

	First- Class	Second- Class	Third- Class	Fourth- Class	Blr. Op. A	Blr. Op. B
Part A	\$ 90	\$ 60				
Part B	90	60				
Full Course	\$180	\$120	\$75	\$75	\$30	\$30

*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: \$45. 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. Call the Vancouver Community College, Community Education Services Office (688-1111).

2. 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.

A College Diploma is awarded to graduates of the full program.

Graduation from the second year and four months of applicable plant experience allows the student to write the Third-Class Engineer's Certificate examinations.

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 future progression towards becoming a First-Class Engineer.

Course Content**1st Year (September-June)**

Mathematics
Physics
Chemistry
Basic Electricity
Basic Electronics
Basic 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
Industrial 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:

Education: Grade 12 graduation, or acceptable equivalent (BTSD Level 4 or GED with Math 12 and Physics 11).
Mathematics 12, Physics 12, and Chemistry 11 an asset.

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.

Length of Course:

First Year = 9 months full time attendance
Second Year = 9 months full time attendance

Hours: 8:00 am to 3:15 pm

Starting Dates: September

Additional Costs: Textbooks and supplies \$100.00 per year approx.;
Coverall Deposit \$10.00 (refundable); safety items \$30.00 approx.

THE STUDENT IS EXPECTED TO PAY THESE COSTS WITHIN THE FIRST WEEK OF ATTENDANCE.

Dress: Coveralls are supplied on loan and laundered.

Safety Requirements: Shop/laboratory assignments may be hazardous, therefore students should expect to supply their own safety glasses (\$6.00 approx.) and Leather Safety-Toe Boots (\$23.00 approx.)

Examinations: Internal examinations to Engineering Department standards are regularly given. External examinations for Fourth-Class Engineer's Certificate are in June, following completion of the First Year of the program.

3. 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.

Course Content

Power Engineering 4th (Certificate Program)	Drafting & Blueprint Reading
Mathematics	Steampant Training
Applied Science	Boiler Operation
Instrumentation	Electricity
Workshop	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.

Entrance Requirements:

Education: Grade 12 graduation, or acceptable equivalent (BTSD Level 4 or GED with Math 11). Mathematics 11, Electricity 11, Industrial Science 11, Drafting 11, Industrial Power 11, Mechanics 11, or other related training or work experience would be an asset.

General:

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

Length of Course: 9½ months.

Hours: 8:00 am to 3:15 pm

Starting Date: August

Additional Costs: Textbooks and supplies \$100.00 per year (approx.); Coverall Deposit \$10.00 (refundable); safety items \$30.00 approx.

THE STUDENT IS EXPECTED TO PAY THESE COSTS WITHIN THE FIRST WEEK OF ATTENDANCE.

Dress: Coveralls are supplied on loan and laundered.

Safety Requirements: Shop/laboratory assignments may be hazardous, therefore students should expect to supply their own safety glasses (\$6.00 approx.) and Leather Safety-Toe Boots (\$23.00 approx.)

Examinations: Internal Examinations to Engineering Department Standards are regularly given. External examinations for Fourth-Class Engineer's Certificate are in June.

WELDING — PRE EMPLOYMENT

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 some fitting.

Some graduates are hired directly by employers on a probationary basis, while others are hired through Union Hiring Halls.

All successful graduates from this 10 month program will be eligible to take the Ministry of Public Works examination to obtain their M.P.W. 3 ticket.

After completing a period of time on-the-job, or vocational-training plus time on-the-job, a welder can continue to upgrade to meet the requirements of the Boiler Inspection Department of the Safety Engineering Division of the Ministry of Public Works to obtain a M.P.W. 2 ticket; subsequently leading to a M.P.W. 1 certification.

Course Content:

- OXY-ACETYLENE WELDING (plate welding on all types of welds and weld joints, in all positions. Pipe fabrication and welding. Brazing of ferrous and non-ferrous metals. Gauge metal welding.)
- MANUAL CUTTING (Oxy-acetylene, and Oxy-natural gas)
- MANUAL METALLIC ARC WELDING (plate welding in all positions, all types of welds and weld joints. Stick electrodes. Pipe welding. Welding of Cast Iron and Aluminum. Fillet, groove, and bead welds.)
- SEMI-AUTOMATIC WELDING PROCESSES (Gas Tungsten Arc on ferrous and non-ferrous metals. Gas Metal Arc — short circuit. Flux Core Arc — both Dual shielded Flux core and Self shielded Flux core. Oxy-acetylene cutting — automatic.)

- RELATED THEORY (Fundamentals of Blue Print Reading, Welding Symbols, Safety Procedures, Heat Treatment, Basic Metallurgy, Multi-Media First Aid Course (St. John's)

Training Procedure

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

Entrance Requirements:

Education: Grade 10 completion, or acceptable equivalent (BTSD Level 3 or GED with Math 10). A knowledge of mathematics relating to fractions, decimals, and basic geometry is an asset. Those applicants who do not possess the minimum educational requirement, but who have worked for several years in a related work experience may have their experience assessed in lieu of an acceptable equivalent in education level.

General

General good health and physical stamina to be able to endure tedious repetitive tasks in order to reach levels of required competence. Some related metal work experience is desirable.

High degree of interest in the welding field.

Normal vision and hearing.

Reasonably conversant in both spoken/written English.

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:

Gas Welding (3 months at 7:00 am to 1:00 pm)

Arc Welding (3 months at 7:00 am to 1:00 pm)

Last 4 months at 12:00 noon to 6:30 pm.

or

Midnight classes (10 months at 12 midnight to 6:30 am)

Starting Dates:

Day Programs: January, April, July, and October.

Midnight program: October.

Additional Costs: Textbooks, safety goggles, gloves, and helmet \$90.00 approx.

Dress: Student to supply heavy-duty coveralls, as well as safety glasses, goggles, safety helmet, Leather jacket and apron, gauntlet type gloves, and safety-toe boots (canvas shoes or other loose-fitting shoes are not acceptable).

Safety Requirements: Student is to supply the items listed above within the first week of attendance.

Long hair must be contained in an appropriate manner.

Examinations: Are conducted regularly for theory and practical assignments. M.P.W. test will follow after completion of program.

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 designed to evaluation tests, upgrading, updating and biennial testing of the Ministry of Public Works tickets number 1 through 5, and for 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 and power sources are available.

Prerequisites

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

Length of Course

Continuous intake, maximum 14 weeks for upgraders.

Hours: 5:30 pm to 11:30 pm

Starting Dates: As space permits.

Apply to Admissions Department of V.V.I. for further information.

Additional Costs: If student does not already possess all necessary safety equipment and clothing, it will be necessary for the student to purchase these items. For list see "Welding" program listed on previous pages.

Tools such as Striker, chipping hammer, and scratch brush are to be supplied by student, on first night of attendance.

Dress: As noted above.

Safety Requirements: As listed for "Welding" on previous pages.

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.

These skills are developed by an intensive period of instruction and practise followed by experience. The Barbering program 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 self-employment.

Course Content:

Hair Cutting	Anatomy
Shaving	Scalp Diseases
Scalp Treatments	Hygiene and Sanitation
Shampooing	Provincial Health
Facials and Massage	Regulations
Hairstyling	Shop Management

Training Procedure:

Practical work is performed on customers in our fully equipped Barber Shop.

Entrance Requirements:

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 repetitious 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.

Length of Course: 9 months. Apprenticeship of 9 months follows the training program

Hours: 8:00 am to 3:00 pm

Starting Dates: January, March, September, and November.

Additional Costs: Textbooks \$20.00 approx.; Tools \$200.00 approx. (to be purchased prior to graduation).

Dress: Standard Barber's Smock.

Examinations: Evaluation periodically throughout the program. B.C. Barbers Association examination at end of the apprenticeship period. This examination leads to a B.C. Barbering Licence. (Cost of examination is \$10.00 plus \$10.00 processing fee.)

FOOD TRADES PROGRAMS

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 Hospitality Industry 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 successfully complete 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.

THE FOLLOWING PROGRAMS ARE OFFERED:

1. BAKING — Industrial
2. BAKING — Upgrading and Options
3. COOK TRAINING — Pre Employment
4. COOK TRAINING — Short Order
5. COOK TRAINING — Chinese Cuisine
6. WAITER/WAITRESS TRAINING

1. Baking — Industrial

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 graduates do not need to limit themselves 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 bak-

eries 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

Basic yeast doughs, breads, rolls and buns.
Quick breads, muffins and doughnuts.
Basic short pastries, puff pastries, pies, tarts, and cookies.
Cake-baking, icing, decorating, French pastries and Petit Fours.

Training Procedure

Theory of baking, demonstrations, practical experience and skill development carried out in an operational bakeshop.

Entrance Requirements:

Education: Grade 10 completion, or acceptable equivalent.

Health: 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 experience in the Food Industry would be an asset.
Oral and written English sufficient for effective communication.
Artistic ability desirable.

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: 10 months

Hours: 7:30 am - 2:30 pm

Starting Date: As space permits.

Additional Costs: Textbooks \$10.00 approx.; Tool Kit \$15.00 approx.; Uniform Deposit \$10.00 (refundable); THE STUDENT IS EXPECTED TO PAY THESE COSTS WITHIN THE FIRST WEEK OF ATTENDANCE.

Dress: White Uniform supplied on loan and laundered. Comfortable closed leather shoes are required (sandal and canvas runners are not acceptable).

Long hair must be contained in an appropriate manner.

Examinations: Continuous evaluation throughout the program of theory and practical assignments.

2. Baking — Upgrading and Options

Baking — Options are designed for students who desire training in specialized aspects of the baking industry. The length of the courses varies to suit individual student requirements. Students may take any of the following options:

Course Content:

- MODULE 1 — Identify Ingredients; know functions and use of ingredients; classify bakery products.
- MODULE 2 — Prepare proof and bake. Bread (including French, Fruit, Whole Wheat, White, and Rye). Rolls (including soft and crusty).
- MODULE 3 — Prepare and bake quick breads, shortcakes, muffins, baking-powder biscuits.
- MODULE 4 — Prepare and bake Pastries (including short, french, danish, sweet, choux, and puff).
Prepare and bake cakes, basic cookies, and pies.
Prepare and apply icings, and cake decorations.

Training Procedure

Theory of baking, demonstrations, and practical experience carried out in an operational bakeshop.

Entrance Requirements:

Education: No specific educational requirements. Related work experience is a necessary pre-requisite.

Health: A recent health certificate and Chest X-ray report required on admission. Physical condition and stamina to meet the demands of the Food Industry.

General

Oral and written English sufficient for effective communication.
Artistic ability desirable.

Specific

Good hand-eye co-ordination. A high standard of personal hygiene, grooming and appearance compatible with employment in the food industry.

Length of Course: Varies; 4 weeks to 15 weeks.

Hours: 2:30 pm to 9:30 pm

Starting Dates: Monthly, as space permits.

Additional Costs: Textbook "Baker's Manual" \$9.00 approx.; Baker's Tool Kit \$15.00 approx.; Uniform Deposit \$10.00 (refundable).

THE STUDENT IS EXPECTED TO PAY THESE COSTS WITHIN THE FIRST WEEK OF ATTENDANCE preferably available on the first day of attendance.

Dress: White Uniform supplied on loan and laundered. Comfortable closed leather shoes are required (sandal and canvas runners are not acceptable).

Examinations: Continuous evaluation throughout the program.

3. Cook Training — Pre Employment

The Cook Training Program at the Vancouver Vocational Institute provides students with 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 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 consider this training as only a beginning of their education and be prepared to monitor the advances in the industry by means of apprenticeship courses, reading and participation in trade organizations.

Course Content:

The program is divided into 4 modules

MODULE 1 — Introduction and Theory of Catering.

Pantry Work
Appetizers
Salads
Sandwiches

MODULE 2 — Vegetable Preparation and Cookery

Fry Cooking
Pasta
Desserts
Basic Baking

MODULE 3 — Stocks

Soups
Sauces
Roasting
Grilling
Entrees

MODULE 4 — Larder

Fish
Poultry and Meat Cutting

Training Procedures:

Lessons, demonstrations and practical experience in an operational Cafeteria/Dining Room facilities. The program covers all basic fundamentals of cookery and is designed to prepare potential future cooks to enter into the Hospitality Industry.

Entrance Requirements:

Applicants will be assessed individually as to suitability for employment in this field.

Education: Grade 12 graduation, or acceptable equivalent (BTSD Level 4 or GED with work experience related to the trade).

Health: 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 experience in the Food Industry would be an asset. Oral and written English sufficient for effective communication. Artistic ability desirable.

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: Vary according to schedule

Starting Dates: January, April, July and October

Additional Costs: Textbooks \$30.00 approx.; Tools \$65.00 approx.; Uniform Deposit \$10.00 (refundable); THE STUDENT IS EXPECTED TO PAY THESE COSTS THE FIRST DAY OF ATTENDANCE.

Dress: White Uniforms supplied on loan and laundered. Comfortable closed leather shoes are required (sandal and canvas runners are not acceptable).

Examinations: Continuous evaluation throughout program.

4. Cook Training — 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 potential chefs and graduates can anticipate good prospects for advancement as they gain practical experience and continued education.

Course Content:

MODULE 1 — Pantry Work: Appetizers, Salads, Sandwiches, Vegetable Cookery, Fry Cooking

MODULE 2 — Soups, Roasting, Grilling, and Entrees. Pre-packaged and Convenience Foods in the Hospitality Industry.

Training Procedure

Lessons, demonstrations and practical experience in an 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:

Education: Grade 10 completion, or acceptable equivalent. Mature students may have related work experience considered in determining equivalent status.

Health: 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 pm to 9:30 pm

Starting Dates: February, October

Additional Costs: Textbooks \$30.00 approx.; Tools \$65.00 approx.; Uniform Deposit \$10.00 (refundable).

THE STUDENT IS EXPECTED TO PAY THESE COSTS THE FIRST DAY OF ATTENDANCE.

Dress: White Uniforms supplied on loan and laundered. Comfortable closed leather shoes are required (sandal and canvas runners are not acceptable).

Examinations: Continuous evaluations throughout the program.

5. Cook Training — Chinese Cuisine

The objective of this program is to train suitable persons for employment as cooks in restaurants specializing in CHINESE CUISINE.

Chinese Cuisine students are taught the major techniques of Chinese food preparation utilizing the wok. Theory is demonstrated in a restaurant setting whereby students gain practical experience in the kitchen. Different dishes are introduced each week enabling every student to develop his or her potential in the art of Chinese cooking. The complete program is taught in Cantonese.

Course Content:

1. Food Selection
2. Marketing
3. Food Preparation
4. Ordering
5. Cooking Processes
6. Food Presentation
7. Hygiene

Training Procedures:

Training is conducted in a restaurant located in the Chinese community. All aspects of the Chinese restaurant/food preparation are conducted in this program.

The public is invited to dine on the premises.

Lessons, demonstrations and practical experience in conjunction with a fully operational Dining Room. The program covers all basic fundamentals of cookery and is designed to prepare potential future cooks to enter into the Hospitality industry.

Entrance Requirements:

Must have sincere interest in Chinese cookery for employment purposes.

Applicants must also be able to *read, write, and speak* Cantonese fluently.

Specific: Good hand-eye co-ordination is an asset. A standard of personal hygiene, grooming and appearance compatible with employment in a public food service industry is required of all applicants.

Health: 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.

Length of Course: 4 months

Hours: 3:00 pm to 10:00 pm

Starting Dates: August

Apply to any Canada Manpower Center or Vancouver Vocational Institute.

Additional Costs: Uniform Deposit \$10.00 (refundable); Textbooks and Tools \$30.00 approx.

Dress: White Uniform supplied on loan and laundered. Comfortable closed leather shoes are required (sandal and canvas runners are not acceptable).

Safety Requirements: These are set by the Accident Prevention Act and by the Health Requirements of the Food Service Industry, requiring:

- Hair to be contained
- Closed uppers on shoes
- No loose clothing
- Full uniforms to be worn.

6. Waiter/Waitress Training

Waiters and Waitresses are the ambassadors of the food industry, for it is they who present the food product to the public. Sophistication in both preparation and serving of food and beverages are necessary to maintain the standards of the industry.

Individual restaurants and hotels can no longer cope with the task of training their own personnel, and they are turning to graduates of recognized schools to meet their needs for waiters and waitresses.

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

Course Content:

MODULE 1 — LABORATORY INSTRUCTION

- (Theory and Practice)
 - Develop personal skills
 - Apply safety and accident prevention procedures
 - Maintain personal hygiene and apply sanitary food service procedures
 - Identification and use of food and beverage equipment
 - Effective menu usage and selling techniques
 - Customer contact and public relations procedures
 - Coffee Shop and Dining Room service procedures for both food and beverages

MODULE 2 — ADVANCED DINNER SERVICE

- Russian, French, and American service procedures
- Wine service and Bar service
- Guest check procedures, operation of cash registers

Training Procedures

Classroom lectures and demonstrations with practical experience in an operational dining room.

Entrance Requirements:

Education: Grade 10 completion, or acceptable equivalent (BTSD Level 3 or GED).

English comprehension is vitally important.

Health: Medical clearance and recent chest X-Ray report required on admission.

General: Good appearance, grooming and personal hygiene. Ability to communicate effectively with customers and fellow workers.

Specific: Outgoing 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:

The program is twelve weeks duration;

MODULE 1 is six weeks with hours from 7:30 am to 2:30 pm

MODULE 2 is six weeks with hours from 2:30 pm to 9:30 pm

Starting Dates: Every six weeks; contact Admissions Department for further information.

Additional Costs: Textbooks \$10.00 approx.; Uniform Deposit \$10.00 (refundable);

THE STUDENT IS EXPECTED TO PAY THESE COSTS THE FIRST DAY OF ATTENDANCE.

Dress: Uniform supplied on loan and laundered. Comfortable closed leather shoes are required (sandals and canvas runners are not acceptable).

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

— Female students are required to have hair off the collar or contained; shoes should be of the nurse-style non-slip type.

— Male students must have hair off the collar or contained in an appropriate manner.

Examinations: Continuous evaluation throughout program.

HAIRDRESSING — PRE EMPLOYMENT

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 dependant upon the hairdressing trade to help her maintain a high standard of personal grooming.

At the same time, recent advances in hair coloring and styling have created a need for highly trained personnel — knowledgeable, creative, and flexible to meet the demands of the public. The Hairdressing program at the Vancouver Vocational Institute is designed to equip students with the basic skills in hairdressing and the related knowledge to enable them to enter this growing field of employment.

The prospective Hairdressing student must enjoy working with people; have patience, tact, and the willingness to give the little extra services that will attract and hold customers. Students must have an open mind to both people and style; have a willingness to adapt to individual differences, and to accept and master the changing styles with enthusiasm.

Hairdressers must be able to use their hands effectively and be willing to spend long hours of practice to gain the skills necessary for both rapid and creative work. For the student who develops these qualities and who is willing to keep aware of new developments, the future is indeed bright.

This Pre-Employment program is 7 months duration, and will prepare the student to enter a one-year apprenticeship where they will use their skills in a professional salon under the guidance of a qualified hairdresser. At the end of the year's apprenticeship, the apprentice

Service Programs

will return to the V.V.I. for a one-month review before writing 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.

Course Content:

Shampoo and Rinses	Blow Waving and Iron Curling
Permanent Waving	Styling
Finger Waving	Scalp and Hair Treatments
Tinting and Bleaching	Facials, Packs, Eyebrow Arching
Hair Cutting	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:

Education: Completion of Grade 10, or acceptable equivalent.

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: 7 months

Starting Dates: May, August, December

Additional Costs: Tool Deposit \$10.00 (refundable); Textbooks \$12.00 approx.; Supplies \$40.00 approx.;

THE STUDENT IS EXPECTED TO PAY THESE COSTS WITHIN THE FIRST WEEK OF ATTENDANCE.

Dress: Some option is acceptable in mode of uniform:

- (a) White top combined with black or navy slacks;
- (b) White top combined with black or navy skirt;
- (c) Full white uniform.

Closed comfortable shoes (white nursing type Oxfords preferred) with low heels.

Examinations: B.C. HAIRDRESSERS Examination on completion of apprenticeship. (Fee is \$15.00). Continuous evaluation and testing throughout program.

Service Programs

FACIALS AND MANICURING

Increasing numbers of beauty salons are recognizing the need for persons trained in the art of giving manicures and facials to supplement 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.

Training Procedure:

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

Entrance Requirements:

Education: Completion of Grade 10, or acceptable equivalent.

A limitation exists with regard to age eligibility for writing the examination for the Hairdressers' Association of B.C. See "HAIRDRESSING — PRE EMPLOYMENT" for particulars.

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: 3½ months approximately

Starting Date: As space permits; enrolment is limited.

Additional Costs: Textbooks and Supplies \$25.00 approx.

Dress: Same uniform as for "Hairdressing — Pre Employment"

HOMEMAKER

There is a growing need in the community for the services of understanding, 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.

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.

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 Procedures:

Theory, demonstration and practice in the classroom supplemented by practical experience and by visits to community agencies. Some practical experience in a variety of home situations during training.

Entrance Requirements:

Education: Grade 10 completion, or acceptable equivalent. Applicant must have good comprehension of English to Intermediate Level 4.

General

Understanding and the ability to communicate.
Ability to accept a flexible schedule of working hours.
A general health level compatible with housework and care of children.
Maturity, responsibility, dependability, and discretion.
Ability to work with other members of Health Team.

Length of Course: 3 months

Starting Dates: Contact Admissions Department for further information.

Additional Costs: Textbook \$6.00 approx.; Uniform or smock \$12.00 approx.

STUDENT IS EXPECTED TO PAY THESE COSTS WITHIN FIRST WEEK OF ATTENDANCE.

Dress: Uniform or smock, comfortable low-heel shoes.

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

POWER SEWING — PRE EMPLOYMENT

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

Education: No specific educational requirements.

General:

Command of English sufficient to readily understand verbal instructions.

No physical problems in hands, arms, shoulders, or back.
Ability to tolerate highly repetitious work.

Specific:

A high level of physical strength and endurance.
Capacity to work in a seated position for long periods.
Good eyesight and hand-eye co-ordination.
Good manual and finger dexterity.
Ability to work quickly and efficiently as wages are often dependent on production.

Length of Course: 4 months

Hours: 8:00 am to 3:00 pm

Starting Dates: As space permits. Interested applicants should apply through their local Canada Manpower Office.

Additional Costs: Textbooks and supplies and tools \$20.00 approx.

Dress: Smock.

POWER SEWING — PRODUCTION

This is a "Speed Intensive Course" with emphasis on developing speed and accuracy skills to enable the graduate to obtain work in the production of factory-made garments.

Training is concentrated on the Single Needle Machine.

An ever-increasing demand for new and inexpensive garments for the public has required garment manufacturers to seek graduates of programs such as this one.

Entrance Requirements:

Applicants must meet the General Criteria listed for "POWER SEWING — PRE EMPLOYMENT" and be able to speak enough English to understand and benefit from instruction.

Length of Course: 8 weeks

Hours: 3:00 pm to 10:00 pm

Starting Dates: Every 8 weeks, September, November, January, March

Additional Costs, and Dress: Same as for "POWER SEWING — PRE EMPLOYMENT"

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

Care and attention to the personal preferences, 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:

Re-soling	Hand-Tool Techniques
Heeling	Power-Machine Techniques
Nailing	Use of Stitchers
Patching	Use of Finishers

Training Procedure:

Theory and demonstration coupled with extensive practical bench work, repairing shoes provided by the public, all done in our Shoe Repairing Shop.

Entrance Requirements:

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.

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 standing or sitting positions.

Length of Course: 9 months

Hours: 8:00 am to 3:30 pm

Starting Dates: Monthly, as space permits

Additional Costs: Textbooks \$12.00 approx.

Dress: Standard Apron of the Trade (supplied) Comfortable closed leather shoes.

Tools: Provided

Examinations: Continuous evaluation of practical work.

BUSINESS CAREER PROGRAMS

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 and Typing 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 work, with the possibility of becoming a "Girl Friday", would find the necessary background in the Clerk-Typist Program.

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

If the main strength and interest is English, Stenographer or 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 Education Department that they can train all individuals to their capacity so they can gain worthwhile employment in the field of their choice.

THE BUSINESS EDUCATION DEPARTMENT OFFERS THE STUDENT A VARIETY OF PROGRAMS WHICH INCLUDE:

1. CLERK TYPIST
2. SECRETARIAL
3. BOOKKEEPING
4. ACCOUNTING
5. MEDICAL OFFICE ASSISTANT
6. MEDICAL STENOGRAPHER
7. LEGAL STENOGRAPHER
8. DATA ENTRY OPERATOR (Key punch)
9. UPGRADING (All Program options)

Program options are designed to allow for maximum flexibility and freedom of choice on the part of the student.

EACH PROGRAM CONSISTS OF A COMBINATION OF REQUIRED COURSES with ELECTIVE COURSES ALSO AVAILABLE . . .

a complete listing is given for each program shown on the following pages.

CERTIFICATION IN ANY PROGRAM REQUIRES ALL STUDENTS TO COMPLETE, OR BE EXEMPTED FROM, THE DESIGNATED "CORE" REQUIREMENTS FOR THAT PROGRAM.

On enrollment, a suitable period of time is allowed for evaluation of individual interests and aptitudes.

Counselling is available to assist students in selecting the most appropriate program to meet their career goals.

Those students with previous training and/or work experience may select individual courses from any of the programs; this is provided for in the program entitled "UPGRADING".

Training Procedure:

Each student progresses independently, under supervision of instructors.

Entrance Requirements: (ALL BUSINESS PROGRAMS)

Education: Varies with program selected. Academic qualifications, vocational training, and work experience are considered.

Aptitudes and Skills:

Basic requirements for all operations include a demonstrated ability in English comprehension (both written and oral), numerical aptitude and manual dexterity. Some programs may require pre-testing of skill and theory ability. Good standards of personal appearance, hygiene, and grooming.

Satisfactory health standards are required in some programs.

Ability to relate to and work with people.

Responsible attitude.

Ability to conduct an individual, disciplined training procedure.

1. Clerk Typist Program

This Program trains students in the skills and knowledge that will lead to a wide variety of employment opportunities in the business field. Graduates may expect to find work in businesses ranging from large corporations to one-worker offices and in classifications varying from Clerk Typist to Payroll Clerk.

Course Content:

Required

- *Typing 1 — Basic
- *Adding Machines & Calculators
- *Business Communications 1
- *Business Arithmetic
- *Filing
- *Record Keeping
- Typing 2 — Production Applications
- Duplicating Equipment
- Mail Services
- Receptionist Duties

Electives:

- Dicta-Typing 1
- Dicta-Typing 2
- Bookkeeping to Trial Balance
- Typing 3 — Advanced Applications

***Core Subjects**

Entrance Requirements:

Education:

Grade 12 graduation or acceptable equivalent (B.T.S.D. Level 4 or G.E.D.). 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.

Specific

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: 4 to 6 months, as required

Hours: Available on day or afternoon shift 8:00 am to 3:00 pm or 3:05 pm to 9:50 pm

Starting Dates: Monthly as space permits.

Additional Costs: Textbooks \$15.00 approx.

Dress: Standard office dress.

Examinations: Each lesson evaluated individually.

2. Secretarial Program

The successful graduate of the Secretarial Program may not qualify immediately for a full secretarial position. However, the graduate will have the background training to progress to this senior level when maturity and experience have been added to the secretarial skills. For the graduate who attains good secretarial skills and has desirable attitudes, personality, poise and work habits, the prospects for advancement are excellent.

Course Content:

Required

- *Typing 1 — Basic
- *Adding Machines & Calculators
- *Business Communications 1
- *Business Arithmetic
- *Filing
- *Record Keeping
- Typing 2 — Production Applications
- Dicta-Typing 1
- Duplicating Equipment
- Mail Services
- Receptionist Duties
- Typing 3 — Advanced Applications
- Shorthand 1 — Basic
- Shorthand 2 — 80 W.P.M.

Electives

- Dicta-Typing 2
- Shorthand 3 — 100 W.P.M.
- Commercial Law
- Business Communications 2
- Bookkeeping to Trial Balance

- *Core Subjects

Entrance Requirements:

Education:

Grade 12 Graduation or acceptable equivalent (B.T.S.D. Level 4 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 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 6 months training on the recommendation of the instructors.

Hours: Available on day or afternoon shift 8:00 a.m. to 3:00 p.m. or 3:05 p.m. to 9:50 p.m.

Starting Date: Monthly as space permits.

Additional Costs: Supplies \$20.00 (approximately)

STUDENT IS EXPECTED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

Dress: Standard — normal to a business office.

Examinations: Each lesson individually evaluated

3. Bookkeeping Program

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 more responsible positions.

Course Content:

Required:

- *Typing 1 — Basic
- *Adding Machines & Calculators
- *Business Communications 1
- *Business Arithmetic
- *Filing
- *Record Keeping
- Bookkeeping to Trial Balance
- Bookkeeping to Financial Statement Preparation
- Payroll

Electives

- Typing 2 — Production Applications

- *Core Subjects

Entrance Requirements:

Education:

Grade 12 Graduation or acceptable equivalent (B.T.S.D. Level 4 or G.E.D.). Bookkeeping and/or accounting courses in High School an asset. High numerical aptitude. Students wishing to proceed to Accountancy will find Academic Mathematics 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: 4 to 6 months, as required.

Hours: Available on day or afternoon shift. 8:00 a.m. to 3:00 p.m. or 3:05 p.m. to 9:50 p.m.

Starting Dates: Monthly as space permits.

Additional Costs: Textbooks \$25.00 (approximately)

STUDENT IS EXPECTED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

Dress: Standard office apparel.

Examinations: Each lesson evaluated individually.

4. Accounting Program

The 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 accounting field a career, as recommended graduates are allowed to take the first year examinations of The Society of Industrial Accountants without prejudice. If successful, as they gain business experience in daytime employment, they may continue studying toward a professional accountancy designation in the evening.

Course Content:

Required

- *Typing 1 — Basic
- *Adding Machines & Calculators
- *Business Communications 1
- *Business Arithmetic
- *Filing
- *Record Keeping
- Bookkeeping to Trial Balance
- Bookkeeping to Financial Statement Preparation
- Payroll
- Accounting Fundamentals

Electives

- Commercial Law
- Mathematics of Finance
- Introduction to Data Processing
- Business Communications 2
- *Core Subjects

Entrance Requirements:

Education

Grade 12 Graduation or acceptable equivalent (B.T.S.D. Level 4 or G.E.D.). 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.

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

Length of Course: 4 months basic with a possibility of an additional 6 months, on the recommendation of the instructors.

Hours: Available on day or afternoon shift.

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

3:05 p.m. to 9:50 p.m.

Starting Dates: Monthly as space permits.

Additional Costs: Textbooks \$75.00 (approximately)

STUDENT IS EXPECTED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

Dress: Standard office apparel.

Examinations: Each lesson evaluated individually.

5. Medical Office Assistant Program

This Program leads primarily to positions in all types of medical offices. In most cases, the Medical Office Assistant will have a three-fold duty — as a 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.

Business and Health Programs

Course Content:**Required**

- *Typing 1 - Basic
- *Adding Machines & Calculators
- *Business Communications 1
- *Business Arithmetic
- *Filing
- *Record Keeping
- Typing 2 - Production Applications
- Dicta-Typing 1
- Duplicating Equipment
- Mail Services
- Receptionist Duties
- Medical Transcription 1
- Medical Terminology
- Anatomy & Physiology 1
- Medical Office Practices
- Medical Billing Procedures
- Clinical Procedures
- First Aid Practicum

Electives

- Bookkeeping to Trial Balance
- Typing 3 - Advanced Applications
- Dicta-Typing 2
- Medical Transcription 2
- Medical Transcription 3
- *Core Subjects

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:**Education:**

- Grade 12 Graduation or acceptable equivalent (B.T.S.D. Level 4 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, after completion or exemption from "Core" pre-requisites (1 to 4 months required to meet pre-requisites).

Hours: Available on day or afternoon shift.

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

3:05 p.m. to 9:50 p.m.

Starting Dates: Monthly, as space permits.

Additional Costs:

Textbooks and uniform \$40.00 (approximately); First Aid Course: \$9.00

STUDENT IS EXPECTED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

Dress: Standard office apparel.

Evaluations: Each assignment is individually evaluated. Review and final examinations.

6. Medical Stenographer Program

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 dictation equipment 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 dicta-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:**Required**

- *Typing 1 - Basic
- *Business Communications 1
- *Filing
- *Typing 2 - Production Applications
- *Mail Services
- Dicta-Typing 1
- Receptionist Duties
- Medical Transcription 1
- Medical Transcription 2

Medical Transcription 3
 Medical Terminology
 Anatomy & Physiology 1
 Anatomy & Physiology 2
 Medical Essentials 1
 Medical Essentials 2
 Practicum

Electives

Record Keeping
 Typing 3 - Advanced
 Applications
 Dicta-Typing 2
 Shorthand 1 - Basic
 Shorthand 2 - 80 W.P.M.
 Shorthand 3 - 100 W.P.M.
 Medical Office Practices
 Medical Billing Procedures

*Core Subjects

Entrance Requirements:

Education:

Grade 12 Graduation or acceptable equivalent (B.T.S.D. Level 4 or G.E.D.).

General:

Good command of oral and written English, including spelling.
 No health problems that would cause frequent absences from work
 Good hearing and eyesight.
 Clerical aptitude and neatness.
 Ability to accept responsibility.
 The ability to accept and profit from correction.

Specific:

Typing - 55 words per minute at 98% accuracy. Selected Students will be tested prior to entry for typing and spelling ability.
 The maturity 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, after completion or exemption from "Core" pre-requisites.

Hours: 3:05 p.m. to 9:50 p.m.

Starting Dates: Monthly, as space permits

Additional Costs:

Textbooks and supplies \$60.00 (approximately)

STUDENT IS EXPECTED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

Dress: Standard office apparel.

Evaluations:

Each transcription assignment individually evaluated.
 Review and final examinations.

7. Legal Stenographer Program

Training as a Legal Stenographer can lead primarily to employment in the offices of lawyers and many other facets of the legal profession. The work of the Legal Stenographer is essentially the preparation of letters and legal documents, as well as providing normal business office and receptionist functions. This is a position of responsibility and requires superior personal qualities of maturity, stability, and personality.

Course Content:

Required

*Typing 1 - Basic
 *Adding Machines & Calculators
 *Business Communications 1
 *Business Arithmetic
 *Filing &
 *Record Keeping
 *Typing 2 - Production
 Applications
 *Mail Services
 *Shorthand 1 - Basic
 Dicta-Typing 1
 Duplicating Equipment
 Receptionist Duties
 Typing 3 - Advanced Applications
 Dicta-Typing 2
 Shorthand 2 - 80 W.P.M.
 Business Communications 2
 Practicum
 Legal Transcription
 Legal Office Practice
 Points of Law
 *Core Subjects

Electives

Bookkeeping to Trial Balance
 Commercial Law
 Shorthand - 100 W.P.M.

Entrance Requirements:

Education;

Grade 12 Graduation or acceptable equivalent (B.T.S.D. Level 4 or G.E.D.). High spelling aptitude essential.

General:

Good command of oral and written English. Free of health or family problems which could cause frequent absences from work. Good hearing and eyesight. Clerical aptitude and neatness. Ability to accept responsibility.

Specific:

The maturity, personality and personal stability to concentrate on intricate transcription material and produce copy with speed and accuracy.

Length of Course: 6 months, after completion or exemption from "Core" pre-requisites.

(1 month to 4 months required to meet "core" pre-requisites.)

Hours: 3:05 p.m. to 9:50 p.m.

Starting Dates: Monthly, as space permits.

Additional Costs:

Textbooks and supplies \$30.00 (approximately)

STUDENT IS EXPECTED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

Dress: Standard office apparel.

Evaluations:

Each assignment is individually evaluated. Review and final examinations.

8. Data Entry Operator (Keypunch) Program

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 data entry machines. The course stresses a thorough knowledge of machine functions and programming as well as speed and accuracy in practical operations.

Course Content:

Required

- *Typing 1 - Basic
- *Adding Machines & Calculators
- *Business Arithmetic
- Data Entry
- Machine Operation
- Production Applications

*Core Subjects

Electives

- Record Keeping
- Introduction to Data Processing

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:

Education:

Completion of Grade 11 or some work experience.
40 W.P.M. typing at 98% accuracy. 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.

Specific:

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.

Adult applicants who do not possess the minimum educational requirement but who have worked for several years, may have their experience assessed in lieu of the stated educational minimum.

Length of Course: 2 months after completion of or exemption from "Core" pre-requisites.

Hours: Available on day or afternoon shift.

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

3:05 p.m. to 9:50 p.m.

Starting Dates: Monthly, as space permits.

Additional Costs: Textbooks and supplies \$25.00 (approximately)

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

9. Upgrading Program (All Program Options)

The Upgrading program is designed to meet the needs of persons who wish to improve their business skills.

Upgrading can provide the person with the qualifications necessary to pursue a job change, a promotion, or to re-enter the work force after a prolonged absence.

Select Your Course Content:

- Machine Transcription
- Typing
- Shorthand
- Bookkeeping
- Payroll
- Accounting
- Secretarial
- Legal Secretarial
- Medical Secretarial
- Data Entry (Key Punch)

Entrance Requirements:

Previous office experience or business courses taken elsewhere.

Length of Course: Varies to suit individual's needs.

Hours: Full time or part time as required between 3:00 p.m. and 10:00 p.m. Select your own hourly class schedule as space and instructional schedule permits.

Fees:

\$15.00/month for 3 hours per day

\$30.00/month for 6 hours per day

DENTAL ASSISTING PROGRAMS

THERE ARE TWO PROGRAMS OFFERED:

1. DENTAL ASSISTANT - Level 1, Basic
- Level 2, Licensing
2. DENTAL ASSISTANT - Upgrading

1. Dental Assistant — Basic and Licensing

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 are that the Dental Assistant must be capable of qualifying for licensing and post-graduate study.

Until recently the Dental Assistants 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 are carried out independently. For this reason they must have the poise, maturity, and stability to manage patients with ease; the ability to work with others; as well as the initiative to perform individually. They must be able to tolerate the sight of blood, be willing to have hands inside mouths which may be infected or neglected; have the manual dexterity to work effectively in the confined area of the mouth. For the applicants who have these qualities, this is a very interesting and rewarding career with excellent employment opportunities and prospects for advancement.

Course Content:

LEVEL 1, BASIC (Successful completion leads to a Certificate and is a pre-entry requirement for LEVEL 2).

Personal and Professional Skills & Development
Communication Skills
Anatomy and Physiology
Pathology
Pharmacology
Disease Control
Nutrition
Dental Specialties
First Aid
Dental Equipment (Instruments and Materials)
Chairside Assisting Techniques
Dental Radiography; Exposing & Processing Techniques
Dental Laboratory Procedures
Dental Practice Management
Patient Counselling Techniques

LEVEL 2, LICENSING (Successful completion and passing of Licensing Examination leads to a "Certified Dental Assistant" Certificate and registration with the College of Dental Surgeons of B.C.).

Polishing and cleaning of Coronal Crowns of teeth
The topical application of Anticariogenic Agents
The taking of Impressions for Study Casts

Training Procedure:

Classroom, laboratory, and clinical demonstrations are combined with practise to meet specific objectives. Clinical field-work and/or observation is performed in Private-practice Dental Offices, Specialty practices, community clinics, or Dental Laboratories.

Entrance Requirements:

Education: Grade 12 graduation, or acceptable equivalent (BTSD Level 4 or GED with Chemistry 11 or Biology 11). Chemistry 11 or Biology 11 or related work experience would be an asset.

Health: Normal close and distant vision is required; glasses permitted. Selected applicants are advised to have vision checked prior to attendance as any defect can impede progress. A health certificate and recent chest X-ray report is required prior to entry.

General

Ability to communicate effectively 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 (Basic = 6 months minimum;) (Licensing = 10 months)

Hours: 8:00 am to 3:00 pm

Starting dates: September

Additional Costs: Textbooks and supplies \$50.00 approx.; Uniforms to be purchased by student.

Dress: A uniform and duty shoes are to be purchased by each student within 2 weeks of start of attendance.

Examinations: Weekly evaluation given on both theory and practical assignments. Students taking the Level 2 (Licensing) must pass Provincial Licensing Examination to obtain a Certified Dental Assistant certificate and registration by the College of Dental Surgeons of British Columbia.

Students taking Level 1 (Basic) are required to meet specific performance criteria when in practical training in order to gain credit for Chair-side-Assisting, Level '1'.

2. Dental Assistant — Upgrading

Many persons who are presently working in the field of Dental Assisting have not been able to obtain their "Certified Dental Assistant" status. This UPGRADE program is designed to assist those persons who have been working a number of years in the field but who have not yet complied with the regulation calling for completion of a formal college-training curriculum as specified by the College of Dental Surgeons of B.C.

Course Content:

Students may choose those portions of the program "DENTAL ASSISTANT - BASIC & LICENSING" shown on previous pages . . . to meet specific requirements. Since students must satisfy requirements specified by the College of Dental Surgeons, it is recommended that students interested in an Upgrading program contact the Department Head for Dental Assisting at the Vancouver Vocational Institute for assistance.

Entrance Requirements:

1. Grade 12 graduation prior to entry, or acceptable equivalent status before entering licensing Level 2.
2. Employed in a Dental office for a minimum of one year.
3. Must take a 'challenge' examination (which will allow credit for knowledge and skills acquired during employment in Dental office or other related experience).

A health certificate and recent chest X-ray report is required prior to entry.

General & Specific: As for "DENTAL ASSISTANT - BASIC & LICENSING"

Length of Course:

- The program is offered in one-month packages.
- The student must enroll as a full-time student . . . or one month periods.
- The student must complete the requirements for formal training by taking the required packages in one month terms as the packages become available at the Vancouver Vocational Institute. (This will enable the candidate to Up-grade without going to regular day-classes for 10 months).
- Packages may be taken out of sequence and over a number of months, or years.
- The number of packages taken will be dependent upon the candidate's needs and ability to attend.
(it may be necessary for the candidate to take a leave of absence from work to facilitate attendance).

Training Procedures: Same as for "DENTAL ASSISTANT — BASIC & LICENSING"

Hours: 3:00 pm to 10:00 pm

Starting Dates: As packages become available, Contact Department Head of Dental Assisting Department at Vancouver Vocational Institute.

Monthly, as space permits

Additional Costs: Students should expect to purchase or supply suitable uniforms and duty shoes within the first days of attendance. Textbooks will be loaned to the student during their attendance of packages.

Examinations: Same as for "DENTAL ASSISTANT — BASIC & LICENSING"

NOTE: Enrollment will be regulated on a first-come, first-served basis and the identified needs for the various packages.

DENTAL TECHNICIAN/MECHANIC

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:

- COMPLETE 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 & bridges.

—PARTIAL DENTURES:

Surveying, designing, blocking out, duplicating, construction of refractory models, investing, casting in chrome — cobalt alloy, 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.

Entrance Requirements:

Education: Grade 12 graduation, or acceptable equivalent (BTSD Level 4 or GED).

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.

Health:

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

***Length of Course:** 22 weeks (5 days per week).

*It is expected that this program may soon become of 9 months length.

Hours: 8:00 am to 3:00 pm

Starting Dates: Apply to Apprenticeship Branch, B.C. Ministry of Labour. (January — June).

Additional Costs: Textbooks \$40.00 approx.; Tool Deposit \$10.00 (refundable).

Dress: Students are provided with white smock, on loan, Student must provide white clinical shoes.

Safety Requirements: Some materials used may cause skin irritation; protective gloves may be required.

Those persons with respiratory problems may be affected by dust from finishing and polishing procedures.

Jewelry and rings must not be worn due to hazardous operations.

Evaluations: Each assignment is individually evaluated. Review and final examinations.

PRACTICAL NURSING — PRE EMPLOYMENT

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 wishes to work with and help others; and has the personal strength and stability to serve people in stress situations; the ability to work as a team member; and can accept direction and adapt to changing shifts, this is a very rewarding career.

Course Content:

Interpersonal Relations
Anatomy & Physiology
Basic Pharmacology
First Aid
Extended Care Nursing
Individual and Community Health
Obstetrical Nursing
Medical Surgical Nursing
Pediatrics
Nursing Skills
Psychiatric Aspects of Nursing in General Hospitals
Growth and Development

Entrance Requirements:

Education: Grade 12 graduation, or acceptable equivalent (BTSD Level 4 or GED with Biology 11). Biology 11 is a definite asset. Mature students may be assessed on an individual basis as meeting equivalent educational requirement.

General:

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:

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.

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

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.

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

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.

Hours: Generally, hours while at the Vancouver Vocational Institute will be between 8:00 am and 3:00 pm; BUT the student must be willing and able to adjust times of attendance to vary according to hospital scheduling.

Starting Dates: January, May, September

Additional Costs: Textbooks \$75.00 approx.; Uniforms \$40.00 approx.; Cap and pin before graduation \$7.00.

During the hospital training period, additional expenses will be incurred for incidental items, transportation costs to the various hospitals, etc.; the student should provide for these costs.

Dress: Uniform to Department standards is to be purchased by student; in addition, a good grade of hospital shoes will be necessary before entering hospital training.

Examinations: Frequent examinations throughout program. Final college exams held at end of program. Student must pass these examinations before writing the licensing examinations as set by the Council of Practical Nurses.

SCHOLARSHIPS AND AWARDS

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 DETAILER; CANADIAN INSTITUTE OF STEEL CONSTRUCTION** awards \$500.00 each year to students to assist in supply of Steel Construction Manuals.
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) Radiography Award	\$25.00 (Annual)	Drs. Nacht, Margolese & Krasnoff
(g) Nutrition Award	\$10.00 (Annual)	Dr. J. Sandbrand
(H) VCC-VVI Student Progress Award	\$10.00 (Annual)	Vancouver Community College — Vancouver Vocational Institute

Scholarships and Awards

5. **ELECTRICITY — INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS and THE BOARD OF ELECTRICAL CONTRACTORS** award three — \$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 AUXILIARY:** 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.
12. **SOROPTIMIST CLUB OF VANCOUVER** provides a \$200.00 award to the woman chosen to represent the Club in the Western Canada Region Finals. This award is available upon application.
13. **EDELWEISS CREDIT UNION BURSARY** in the amount of \$150.00 is available annually to a student attending Vancouver Vocational Institute. In order to be eligible, an applicant must be an active member, or the son or daughter of an active member of the Edelweiss Credit Union. Students wishing to be considered must make application to the Dean of Student Services at V.V.I. prior to January 28 of each year. The applicant must clearly indicate eligibility.

Officers, Faculty, Support Staff

OFFICERS, FACULTY, AND SUPPORT STAFF

ADMINISTRATION

J. L. McInnis - Principal
H. W. Rerup - Dean of Administrative and Student Services
J. A. Sullivan - Dean of Instruction
G. W. Lidster - Administrative Assistant

Division Chairmen

A. W. Griffiths - Technical Programs
B. A. Wood - Service Programs
J. A. Mitchell - Business and Health Programs

Counsellors

D. H. Kremer*
J. T. Moore
A. A. Winskill

*indicates "Department Head"

Auto Body Repair

R. B. McCarthy*

Automotive Mechanical Repair

R. J. Bryant*
G. M. Johnston
W. H. Olsen
D. B. O'Neill
N. F. Pelkey
B. F. Hartwell - Program Assistant

Building Construction

E. A. Rinta*
J. H. Ehwalt
J. Nowak

Diesel

R. N. Brady*
R. Oksanen
T. C. Scott
A. Iapalucci - Program Assistant

Drafting

J. D. Taylor*
R. A. Atkinson
D. J. Klobchar
W. N. Marshall
K. D. Urquhart
R. J. Wren

Electricity

E. A. Frost*
H. Meikle
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

Officers, Faculty, Support Staff

Electronics (continued)

A. E. Lawton
T. E. O'Donnell
M. A. Somerville
K. Wheeler

Graphic Arts

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

Instrumentation

J. Snell*
E. R. Stanfield

Machine Shop

C. A. Bissett*
T. Wadd
A. Iapalucci
- Program Assistant

Power Engineering

N. B. Reid*
A. Barnard
J. Beaman
N. C. Coen
M. Defeyter
W. L. Edwards
L. A. Ferguson
F. Hager
A. L. Lees
P. G. Miles
A. Smith

Welding

E. M. Sukkel*
N. V. Anderson
W. T. Berry
D. McGowan
G. E. Martin
H. Stephenson
A. Iapalucci
- Program Assistant

Barbering

J. L. Condy*

Food Trades

J. Nowacki*
A. D. Bingley
J. A. Bingley

Food Trades (continued)

H. Ghislieri
J. A. Gnos
R. Jolicoeur
C. A. Kilchenmann
D. Kok
C. P. Leung
R. Mills
F. Naso
A. Sauer
H. Vander Linden
T. D. Dickson
- Food Services Supervisor
B. Grey - Program Assistant
S. H. Larsen - Program Assistant
G. Rudolph - Program Assistant
G. Grinnis - Stores Clerk

Hairdressing

R. L. LaRocque*
K. C. Campbell
M. T. Cole
M. Donn
H. L. Giles
A. Stradiotti

Power Sewing

L. Friesen*
K. Buchanan

Shoe Repair

J. Pearson*

Homemaker

I. J. Cornish*

Business Office Education

M. M. K. Kowin*
J. Latta
- Assistant Department Head
J. B. Punak
- Assistant Department Head
R. Agostinis
J. Bedford
E. Bartoshewski
F. M. Bolton
A. A. Bownick
J. Crowe
S. Cummings
K. Elliott
D. Franklin
J. E. Gowler

Business Office (continued)

M. Grove
S. Hartley
W. D. Hicock
K. Hodgkins
V. M. Jones
B. Kendrick
J. S. Knox
G. R. McKelvey
R. H. Maitland
B. M. Mitchell
J. Murray
S. Seddon
R. G. Strachan
S. E. Tolway
M. McLeod - Program Assistant
S. Kliman - Program Assistant
M. Wise - Program Assistant

Dental Assistant

S. Collin*
E. A. Lindsay
L. Rogers
F. Condon
D. C. Rogers - Program Assistant

Dental Technician/Mechanic

L. Holoboff*

Practical Nursing

C. G. Thomas*
L. Beaudoin
A. Briscoe
S. Coates
M. Clarkson
M. Dressler
D. Fanson
V. Hawkins
R. M. Kerr
L. J. Mackie
R. K. Mercer
D. A. Schultz
M. Shellington
S. Simms
E. Fairholm - Program Assistant

Manager Office Services

T. R. McComb*
N. Jamal - Assistant

Student Services

J. H. Williams
S. Woycenko
L. Miller

Officers, Faculty, Support Staff

Admissions

W. Keenan*
O. Bayliss
Dana Fister
B. Stewart
- Community Education
Services

Student Records

C. Schofield*
S. Amrolia

Accounting

C. Milligan
D. Ross
L. Stewart

General Office

M. Sinclair
K. Berti
L. Crellin
F. Gontier
S. Leonard
F. M. MacGregor
M. Morlin
C. Simpson
P. Tupper

Bookstore

E. Henson*
M. Delaire
J. Krasikow
M. Rinta (Marshall)

Receivers

L. Clyne*
C. M. Ching
R. Holwin

Audio Services

P. Jiwani
T. Mead

Computer Programmer

D. G. Schwenning

First Aid Co-Ordinator

W. F. Dalling

Officers, Faculty, Support Staff

Library

R. M. Henderson*

C. Cooper

S. F. Fordham

C. Mitchell

Student Health Services

D. Nelson

D. Savage

*indicates 'Department Head'