

**VCC Vancouver  
Community  
College  
1979-1980**

**Vancouver  
Vocational Institute**





# 1979

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## WELCOME

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Welcome to Vancouver Community College. Vancouver Community College serves its students through three main campuses, Langara, Vancouver Vocational Institute, and King Edward, as well as several smaller centres throughout the City of Vancouver. Our most recent student count exceeded 18,000; in fact, nearly one in four B.C. post-secondary non-university students is a Vancouver Community College student.

The College Board, central administration, campus administration, faculty and support staff exist for the single purpose of providing all students of the College with the best quality of education and training permitted by our resources.

You may be taking a program leading to employment or further education upon graduation, or a course designed to upgrade your job skills or enhance the quality of your life; whatever your goals, it is our job to help you achieve them. We are proud of the success of our graduates but are constantly looking for ways to improve our courses, programs and services. A total college evaluation has recently been completed and a program evaluation system will soon be implemented; in both cases student input is an integral part of the process.

In discharging our responsibility to you, as a student, we must also take into account our responsibility to all taxpayers. Fees cover a very small part of the total operating costs of the college; the bulk of costs is covered by those funds raised through taxes. To ensure the wise and productive expenditure of these funds, we are going to ask and expect from you a serious commitment to your studies. The best efforts of our faculty will be without purpose unless they are matched by such a commitment from you.

I wish you a productive and pleasant association with Vancouver Community College.

A. S. Manera  
Principal  
Vancouver Community College



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## ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

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### **College Board**

J. Baker  
W. Brown  
E. Jarvis  
J. M. Kennedy  
J. C. M. Scott  
E. B. Sleight

### **College Executive Officers**

A. S. Manera, Principal, Vancouver Community College  
K. M. Fleming, Bursar, Vancouver Community College  
Dr. J. J. Denholm, Principal, Langara Campus  
H. E. Pankratz, Principal, King Edward Campus  
J. L. McInnis, Principal, Vancouver Vocational Institute  
A. H. Glenesk, Principal, Continuing Education  
C. R. Carter, Director, College Resources

**Vancouver Vocational Institute  
250 West Pender Street  
Vancouver, B.C. V6B 1S9  
Tel. (604) 681-8111**

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## A BRIEF HISTORY

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VANCOUVER COMMUNITY COLLEGE, formerly Vancouver City College, was established in 1965 by bringing together the Vancouver Vocational Institute (1949), the Vancouver School of Art (1929), the Vancouver School Board's Night School Program (1909) and the King Edward Senior Matriculation and Continuing Education Centre (1962).

Growing with startling speed, the King Edward Centre proved so inadequate to contain the requirements of the academic area, that a new campus was built at Langara and opened in October of 1970. However, the old King Edward site was not vacant for long; it soon housed the fifth division of the College — the Special Programs Division, now King Edward Campus.

VANCOUVER COMMUNITY COLLEGE is unique in many ways. Besides being the oldest community college in Canada and the second largest post-secondary institution in B.C., it offers many programs not available elsewhere. To name a few: Art in Merchandising, Power and Process Engineering, and Interpreters for the Deaf.

A College Council was established as the governing body in December of 1970. Administrative services were provided by the Vancouver School Board until the Spring of 1973, when the College agreed to separate from the Vancouver School Board and established its own Regional Offices which began to function Nov. 18, 1974.

In accordance with the provisions of the Colleges and Provincial Institutes Act, Vancouver Community College was designated by Order-In-Council November 24, 1978. This gave the College a corporate life separate from the School Board, permitting the College Board to authorize land holdings, borrowings and other activities attendant to a corporation.

The College Board which oversees the affairs of the College is comprised of members appointed by the Vancouver School Board and by the Provincial Lieutenant Governor in Council.



**KING EDWARD CAMPUS**

King Edward Campus was created in 1970 to consolidate a variety of programs which had been located previously at a number of different locations. As well as administering on-site programs, K.E.C. is responsible for classes at more than 30 centres throughout Vancouver.

A unique variety of programs are provided by K.E.C., located at 2750 Oak Street, for a unique clientele. K.E.C. caters to adults of all ages and ethnic and educational backgrounds. Primarily, adults requiring preparatory courses — courses leading to other training or up-grading basic skills to enter or re-enter the work force — are accommodated.

King Edward Campus consists of three instructional divisions — College Foundations, Communication Arts, and Training and Development. At present, more than 4,000 full-time and part-time students are enrolled in classes, which are held Monday to Friday between 08:00 and 22:00 hours.

**LANGARA**

Langara is one of the most intensively used education facilities in B.C. On a normal weekday 6,500 people from throughout the Lower Mainland use the campus.

Located at 100 West 49th Avenue, Langara held its first classes in October 1970. The four-storey instructional building, which surrounds a large quadrangle, houses lecture theatres, conference rooms, multi-use classrooms, study and seminar rooms, science laboratories and technical-vocational workrooms and studios for the cultural and performing arts. Covered walkways connect with the library and the gymnasium.

Langara offers a broad curriculum designed to serve the needs of most individuals who wish post-secondary education. Through fall and spring terms it enrolls regularly 5,000 students — 4,000 in arts and science programs (first and second year) and 1,000 in 23 career programs of specific occupational orientation. The academic year is divided into three terms of four months each. Any two terms of enrollment constitute an academic year.

**VANCOUVER VOCATIONAL INSTITUTE**

The Vancouver Vocational Institute specializes in the preparation of students to enter or up-grade their careers in business, industry and service occupations. It was first opened in 1949 in response to a growing awareness for the need of realistic technical and vocational training.

Classes operate on a six-hour, five-day week and twelve month year basis. In response to the heavy demand for training, some programs are offered on an extended day basis in both day, evening and weekend classes. Twenty of its programs are unique in B.C.

Growth in the V.V.I., located at 250 West Pender Street, has been evident in all areas of the operation. Through the years it has grown considerably and changed to meet public demand. New programs have been added to meet new employment demands and courses are constantly being revised and expanded to meet the continuous changes in business and industry. In most of the 90 courses offered, content is primarily one-third theory and two-thirds practical experience.

**CONTINUING EDUCATION**

The adult continuing education arm of the College offers the public a large variety of learning experiences. The Continuing Education program includes over 300 short-term courses for part-time students. It features several major instructional areas: a Business Administration Up-grading program, Vocational and Technical courses, as well as general interest courses.

Continuing Education annually enrolls approximately 20,000 part-time students. Courses are held at three evening centres — Langara, V.V.I. and Hamber. Langara is foremost in the College offerings of general interest courses. In addition, courses for any kind of short term instruction are operated throughout the city.

The Fall program of C.E. begins early in September; the Winter term, early January; Spring term, early April and Summer term, mid-June.



## COLLEGE PROGRAMS

**KING EDWARD CAMPUS** • basic job readiness training • basic training for skill development • college foundations • community and family aide • employment orientation for women • English language training • homemaker • pharmacy assistant • programs on deafness • music • vocational orientation for youth

**LANGARA** • accounting • business management • data processing • finance & investment • marketing & sales • realty appraisal • court reporter • criminal justice • early childhood education • food services technician • library technician • nursing • recreation leadership • teacher assistant • welfare aide • small business • art in merchandising • fine arts • journalism • photography technician • theatre arts • arts & science • general education

**VANCOUVER VOCATIONAL INSTITUTE** • auto body repair • auto mechanics • building construction • diesel mechanics • drafting — architectural & structural • drafting — architectural & mechanical • drafting — steel design detailer • electricity & industrial electronics • electronics technician • tv & radio technician • electro mechanics I (basic) • electro-mechanics II (advanced) • graphic arts technician • machinist • machine operator up-grade • power engineering • power engineer's certificates • power & process engineering • welding • welding up-grade • welding midnight • barbering • baking-industrial • baking-options • cook training • short order cooking • cooking — Chinese cuisine • waiter/waitress • hairdressing • hairdressing apprenticeship • manicuring & facials • power sewing — production • shoe repair • clerk typist • secretarial • bookkeeping • accounting • nursing aide • nursing orderly • medical office assistant • medical transcriptionist • medical stenographer • legal stenographer • retail merchandising • industrial records & first aid • data entry operator (keypunch) • dental assistant • dental assistant up-grade • dental technician/mechanic apprentices • dental technician pre-apprentice • practical nursing

**CONTINUING EDUCATION** • accounting • business administration (general) • communications • managerial supervision • marketing management • personnel management • sales management • small business management • vocational art • movement & visual arts • commercial art & general interest courses — i.e. • afro jazz dancercise • body conditioning • belly dancing • calligraphy • freelance writing • guitar • home canning & freezing • public speaking for the terrified • summer school of languages • photography • tennis • yoga • and so on • and so on

Calendar  
1979-1980  
**V.V.I.**

250 West Pender St.  
Vancouver, B.C.  
V6B 1S9

Telephone  
(604) 681-8111

Telex  
04-54566

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Vancouver Vocational Institute  
A Campus of  
**Vancouver Community College**





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## GUIDELINES FOR STUDENTS

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### ADMISSIONS

#### **General Requirements**

- (a) **Citizenship**  
All applicants must be Canadian citizens or have landed immigrant status in Canada. Permanent resident.
- (b) **Priority**  
Admission to all programs is on a first-come, first-served basis.
- (c) **Applications** are accepted from anywhere within Canada.
- (d) **Acceptance of Application**  
Applicants must fully meet the requirements of the College and the program before being placed on the list for enrollment in that program. Applicants must be both eligible and available for attendance before being accepted.
- (e) **Multiple Applications** to programs are accepted.
- (f) **Wait Lists**  
When a larger number of acceptable applications are received for a specific program than there are training spaces available in the next class of that program, applicants are placed on a wait list in the order of the date on which the applicant *complies with* the requirements for admission.
  - 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**

The Educational requirements for entrance to all programs are Grade 12 or equivalent with the following exceptions:

<b>Program:</b>	<b>Educational Requirements:</b>
Auto Body	— Grade 10 or equivalent
Baking	— Grade 10 or equivalent
Baking Options	— none
Barbering	— none
Cook — Chinese Cuisine	— none
Cook Training	— Grade 10 or equivalent
Data Entry Operator (Key punch)	— none
Dental Assistant Upgrade	— none
Facial & Manicuring	— Grade 10 or equivalent
Hairdressing	— Grade 10 or equivalent
Industrial Records & First Aid	— Grade 10 or equivalent
Machine Operator Up-grade	— none



<b>Program:</b>	<b>Educational Requirements</b>
Power Sewing	— none
Shoe Repair	— none
Short Order Cooking	— Grade 10 or equivalent
Waiter/Waitress	— Grade 10 or equivalent
Welding	— Grade 10 or equivalent
Welding Upgrade	— none

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

The schedule for and location of the assessment is available in the Admissions Department, V.V.I.

### **Procedures**

1. To apply for admission to a program, each prospective student must;
  - (a) Complete and submit an 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 and certificates.

The application form may be submitted in person or by mail.
2. Receipt of the application form will be acknowledged by the College. At the same time the applicant will be informed of the status of the application.
3. The process of admission may require an interview or appraisal, as may be appropriate in meeting the admission requirements of specific programs.
4. At the time the applicant accepts the offered training space, the payment of fees is required according to the fee schedule shown elsewhere.

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

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### **Student Identification Card**

Students will be issued a Student Identification Card at commencement of training. This card will serve as identification for Library privileges, for Cafeteria and Bookstore use, for proof of student status at community facilities, and for bus passes.

### **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. It is the responsibility of all applicants and enrolled students to report any change in name, address, or telephone number. Failure to do so may result in the cancellation of the application and hence loss of a place on the wait list.

### **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.

### **Pre-Entry Medical Examination**

All pre-entry medical examinations are the responsibility of the applicant.

Such examinations are not covered by the B.C. Medical Services Plan, and the cost thereof must hence be borne by the applicant.

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## **COUNSELLING**

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Counsellors and Student Services Assistants are available to assist students and applicants. They are located in the Student Services Area, 08:00 to 20:00 hours daily, Monday through Friday.

Counsellors provide the following services to students and potential students.

- Assist people in making decisions on educational goals and career training.
- Provide personal counselling to students.
- 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 may be paid on a quarterly installment basis in advance of the first day in January, April, July and October.
4. If the fees are paid on an installment basis and an enrolment date falls on a day other than the first day of a quarter, then the tuition fee payable for full-time students will be calculated on the following basis:
  - a) All complete calendar months within the quarter at the rate of \$30.00 per month.
  - b) Any additional training days at the rate of \$1.50 per day.
5. If a program completes on a day other than the last day of a quarter, then the tuition fee for the final quarter shall be calculated as in (refer to insert for 4 b)).
6. Fixed tuition fees for specific certification levels in tutorial courses (see Power Engineering) are payable in advance and remain valid for two years from the day of initial payment of fees.
7. FEE STRUCTURES AND PAYMENT METHODS ARE SUBJECT TO CHANGE WITHOUT NOTICE.
8. 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.

Tuition Fees for Vocational Credit Programs offered on a part time basis are \$2.00 per 3 hour sessions.

### Refunds

Refunds of fees paid are made . . .

- (a) In the case of an early graduation and voluntary withdrawal a service charge of \$10.00 will be deducted.
- (b) In the case of a non-voluntary termination no service charge shall apply.

Requests for tuition fee refunds by students who have withdrawn from a training program at the V.V.I. will not be accepted if the date of such a claim is more than one month after the last day of attendance.

### 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 (\$1.00 Student Services Fee, and \$1.00 membership fee in the V.V.I. Student Association.)

Part time students are only required to pay \$1.00 for the Student Services and V.V.I. Student Association fees, which is valid for 13 sessions.

### 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 their own board and lodging. No dormitory facilities are available through the V.V.I.

Most required textbooks and supplies can be purchased from the Bookstore.

### Financial Assistance

#### I B.C. Student Financial Assistance Program

The Ministry of Education has provided a comprehensive program of assistance to post-secondary students whose resources are insufficient to cover the cost of their studies.

- (a) Funds will be provided through Canada Student Loans and B.C. Grants-in-Aid, 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. Minimal program length to qualify for assistance is six months or twenty-six weeks.

Canada Student Loan — is repayable by instalments at nominal interest charge commencing six months after completion of the training.

B.C. Grant-in-Aid — is a non-repayable Grant which is paid in conjunction with the Canada Student Loan, to the student who has been resident for one year in British Columbia.



- (b) **B.C. Special Assistance** is provided to students who are enrolled in programs of five months or less, to defray cost of fees, books and supplies. It is offered as a non-repayable Grant to eligible students.
- (c) **Other sources of assistance** through the B.C. Government are listed in their brochure "Student Financial Assistance 1978-79," which is available in the Student Services Resource area.

INFORMATION AND ASSISTANCE IN COMPLETION OF C.S.L. APPLICATIONS IS AVAILABLE THROUGH STUDENT SERVICE ASSISTANTS.

## II Loans

The following loans are available to assist eligible post-secondary students while completing their training programs:

### B.C. YOUTH FOUNDATION:

Short-term, interest-free loans are offered on a limited basis to students with a demonstrated financial need and achievement. A suitable Guarantor is required.

### VANCOUVER BUSINESS AND PROFESSIONAL WOMEN'S CLUB:

The Educational Loan Fund is available to women students only. Loans to a maximum of \$300.00 are available on an interest-free basis, repayment to begin not later than one year after commencement of employment. Recipients of loans will be asked to sign a Promissory Note and a Guarantor is required.

### WESTCOAST TRANSMISSION COMPANY LTD.:

Loans to a maximum of \$1,500.00 per year may be available to students under 21 years of age, who are dependants of employees of the Westcoast Transmission Company Ltd. These loans are interest-free while the student is studying full-time and for one year thereafter.

INFORMATION AND APPLICATIONS ARE AVAILABLE THROUGH THE STUDENT SERVICE ASSISTANTS.

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## GENERAL INFORMATION

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### Grading and Evaluation Revisions

#### Definitions of Terms

The terms defined here are mentioned in order to identify the different curriculum units which have been determined for each program. These units are the basis for the standardization of the student evaluation system in all programs at the VVI.

- (a) **Course:** A specific subject area component, e.g. Anatomy and Physiology.

- (b) **Level:** A period of time consisting of a grouping of courses which reflects the end of a particular training stage in a program.
- (c) **Program:** An organization of courses leading to a recognized educational objective, which when successfully attained, qualifies a student to receive a VCC certificate or diploma, e.g. Auto Mechanics Program.
- (d) **Certificate:** A VCC/VVI certificate is normally awarded on the successful completion of a program of one year or less.
- (e) **Diploma:** A VCC diploma is normally awarded upon the successful completion of a program of more than one year.
- (f) **Full-time student:** This is a student who is duly registered in a program offered by VVI, who is carrying a full course load per level (6 hours per day, 5 days a week), as determined by the department concerned, and who is proceeding towards a certificate or diploma.
- (g) **Part-time student:** A part-time student is one who is carrying less than a full course load per level as determined by the department concerned.

## Responsibilities of the Student

### 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. In determining the final standing in any subject, the work of the entire course is taken into consideration, including examinations, tests, workshop and laboratory work, essays, reports, and technical research reports.

### 2. To the faculty:

Faculty members are available for consultation with students by arrangement. Students who take advantage of this extra time will invariably 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 Board 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 and Performance Requirements

Regular attendance is essential for success in any program, and is required of students in all classes, lectures, workshops, and plant-tours. Irregular attendance usually results in exclusion of a student from class. If repeated absences are due to illness, the student is requested to submit a medical certificate. Absence for any cause does not relieve a student from the responsibility of completing the work of the program to the satisfaction of the instructor. Sustained absences of three days without notification and reason is considered a voluntary withdrawal by that student, who is then removed from the register.

Students may also be discontinued from training when it is apparent and duly recorded that they are unable to maintain the performance requirements of VVI.

## Responsibilities to the Student

It is the responsibility of the College that every opportunity for assistance be provided to students to assist them in overcoming problems that are affecting both their performance and attendance, and that recommendations regarding discontinuance only be made after appropriate remedial action has been taken. Such assistance is available from the Department involved, particularly in relation to instructional and learning problems, and from the Counselling Department which handles the students' other vocational and personal concerns.

At the beginning of each level, instructors will state clearly and in writing the criteria they will use in assessing the student's performance during the following level. Such criteria can include an attendance stipulation and also a stipulation regarding the completion of assignments and reports. It should include an outline of basic course objectives, and the schedule of tests and examinations created to measure achievement of these objectives. The value of each test and examination in relation to the overall test and examination schedule is to be indicated. It is against such criteria that students will be evaluated.

Each course will have a title and a given period of instructional time. This amount of time spent in student contact will also be a basis upon which grades will be determined.

VVI's grading and reporting system is designed to measure student progress through the theory and 'hands-on' activities which are to be mastered for satisfactory completion of a program. It is further designed to inform the students of the degree of competency that he/she has achieved in a course relative to the standards expected in that course and program. This system assumes the formation of a feedback process, fully informing the student of the work that has been completed satisfactorily at each level of the program.

Final examinations, if required by the Department, are scheduled for the last week of the Level. If examinations are not held, and marks based only on the accumulated work of the Level, then classes will

extend into the designated examination period. A student may be excused from taking a scheduled examination only with the written permission of his Department Head, for reasons such as illness or bereavement.

## Grade Point System

VVI has been developed over the years by a pioneering handful of instructors and students into a well-respected training institute. With the increasing numbers of students being trained and the subsequent growth of instructional faculty, it has become necessary to build common systems of evaluation and grading across the departments of the College in order to effectively and objectively measure not only just the students' training, but to be able to assess the College's programs in relation to those of other colleges, and to effectively discuss College standards with industry and government in relation to future planning. It will also enable students to easily carry and transfer credit for work achieved at VVI to other Colleges and Institutes.

The Grade Point System of evaluation is another way by which the standards of excellence established from the beginning of VVI can continue to be maintained. A Grade Point Average (GPA) will be computed for each student for each Level he or she completes. The final GPA will be computed for all Levels at the completion of a Program.

Students in all certificate programs will have their examinations graded A,B,C, etc. by their instructor. A numerical value is assigned each grade for the purpose of implementing the grade point system. For example:

Grade	Description	Numerical equivalent	
A	Excellent	91 - 100%	4
B	Above average	80 - 90%	3
C	Average	65 - 79%	2
I	Incomplete	50 - 64%	0
F	Fail	0 - 49%	0

Each Department assigns a number of 'credits' to each course taught depending on the amount of time that a student spends in classes, labs, and workshops or labs, and on the importance of the course in relation to the total program. The more importance given, or the more time spent, the more credits are assigned to the course.

To determine the Grade Point Average for each student for a Level, three calculations are made by the Student Records Department:

- (1) First, the student's 'grade points' for each course are determined by multiplying the 'credit hours' allotted to the course by the numerical equivalent of the marks obtained by the student. (A = 4, etc.)
- (2) Then, the total grade points is the sum of these products.



(3) This total is divided by the sum of credit hours for all courses attempted. The Grade Point Average is the result.

Note: Courses in which a student receives a grade of 'I' or 'F' are also included in the calculation of the GPA.

**Example: Licensed Practical Nurse — Level One**

Course	No. of Credits in relation to time	Grade	Numerical Equivalent grade	Points
Anatomy & Physiology	4	A	4	16
Med. Surg. Nursing I	6	A	4	24
Personal & Community Health	1	C	2	2
Psychology of Behaviour	2	B	3	6
Communications Skills	2	C	2	4
Nursing Procedures—Theory	14	A	4	56
Nursing Procedures—Clinical	7	C	2	14
	36			122

Total Grade Points Earned 122

No. of Credits attempted 36 = 3.38 Grade Point Average (GPA)

Progress from one Level to the next follows the achievement of a Grade Point Average of at least 2.0 for all courses of the prior Level. A student cannot progress to the next training Level with an 'F' grade in a course.

**'Contract' system for completion of Levels graded 'Incomplete' (I):**

A student who receives an 'I' grade has not adequately completed the work required for a course, and yet, has achieved at least 50% of the course requirements. This grade is only awarded to those students who in the opinion of the instructor have the motivation and ability, either by re-writing the examination or by completing practical assignments, to meet passing standards (65%) within a reasonable period of time following 'probational' entry into the next Level.

In this 'probational' arrangement, a written 'contract' is drawn up between the student and the instructor, as a representative of the Department, for the purpose of enabling a student graded 'I' in a required course to advance to the next Level. This contract will include a time limit for the student's completion of the work required to bring the mark of the 'I' course to a 'C' or better mark, or to the standard set by the instructor.

**General Program Starts:**

Program	Starting Dates (approximate) Program Length
Auto Body Repair	Apr., July, Oct., Jan. (6 months)
Auto Mechanics	Apr., July, Oct., Jan. (9 months)
Baking	as space permits (10 months)

Program	Starting Dates (approximate) Program Length
Baking Options	as space permits (4-15 weeks)
Barbering	June, Dec., March (9 months)
Building Construction	(7-10 months)
Level I	June, Aug., Jan. (4 months)
Level II	April, Jul., Oct., Nov. (3 months)
Level III	Oct., Jan. (3 months)
Business Careers	(4-12 months)
Accounting	monthly as space permits
Bookkeeping	monthly as space permits
Clerk/Typist	monthly as space permits
Secretarial	monthly as space permits
Legal Stenographer	monthly as space permits
Medical/Dental Office Assistant	monthly as space permits
Medical Transcriptionist	monthly as space permits
Cook Training	March, May, Jul., Sept., Oct., Jan. (12 months)
Cooking — Short Order	every two months (16 weeks)
Cooking — Chinese Cuisine	Jul., Nov., Mar. (16 weeks)
Data Entry (Key punch)	monthly as space permits (2 months)
Dental Assistant	Sept., Nov. (10 months)
Dental Assistant Upgrade	every two months (2-20 months)
Dental Technician/Mechanic Apprentice	apply Apprenticeship Branch (1 months)
Dental Technician — Pre-Apprentice	July apply Apprenticeship Branch (5 months)
Diesel Mechanics	July, Nov., Jan., Mar. (12 months)
Drafting Architectural & Mechanical	Aug., Feb. (10 months)
Drafting Architectural & Structural	June, Nov. (10 months)
Drafting Steel & Design Detailer	September, October (10 months)
Electricity & Industrial Electronics	June, Aug., Oct., Jan., Mar. (10 months)
Electro-Mechanics (Basic)	September, February (5 months)
Electronics Technician	May, July, Sept., Nov., Jan., Mar. (12 months)
T.V./Radio Technician	September (12 months)
Graphic Arts	July, Aug., Oct., Nov. (10 months)
Hairdressing	April, July, Nov., Feb. (7 months)
Hairdressing Apprenticeship	apply Apprenticeship Branch (1 month)



Program	Starting Dates (approximate) Program Length
Industrial Records & First Aid	Sept., Feb. (5 months)
Machinist	Nov. (9 months)
Machine Operator Upgrade	as space permits (varies)
Manicuring & Facials	April, Sept., Jan. (12 weeks)
Nursing Aide	April, July, Nov. (4 months)
Nursing Orderly	July (10 months)
Power Engineering (Certification)	contact College concerning space (varies)
Power Engineering Pre-employment	Aug. (9 months)
Power & Process Engineering	Sept. (9 months)
Power Sewing	every 8 weeks (8 weeks)
Practical Nursing	May, Sept., Jan. (10 months)
Retail Merchandising	Sept., Feb. (5 months)
Shoe Repair	as space permits (9 months)
Waiter/Waitress	every six weeks (12 weeks)
Welding	June, Sept., Dec. (10 months)
Welding Upgrade	as space permits (varies)
Welding Midnight	August (10 months)

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 Records Department 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 Records Department 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

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.

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, Counselling, Canada Employment and Immigration Commission — Manpower Centre, Student Records Department, Admissions Department, Student Services Department, and Health Services.**

Counsellors assist people in making decisions in the following:

- Educational goals
- Career planning
- Admission qualification for V.V.I. programs
- 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
- change of name and address information
- all 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, 09:00 to 12:00 hours; 13:00 to 16:30 hours

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 216/218, the Library houses a comprehensive selection of books, periodicals, pamphlets, and audio-visual materials supporting the curriculum of programs offered. 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, 07:30 to 20:00 hours;

Friday, 07:30 to 17:00 hours

Saturdays, 08:30 to 16:30 hours

Sunday, Closed.

### **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 Employment and Immigration Commission — Manpower Centre On Campus**

The Manpower Centre on campus provides a year-round service for students.

The Manpower Centre is located in the Student Services Centre.

HOURS: 08:30 to 16:30 hours 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 EMPLOYMENT & IMMIGRATION COMMISSION — MAN-POWER CENTRE ON CAMPUS

VANCOUVER COMMUNITY COLLEGE,  
VANCOUVER VOCATIONAL INSTITUTE,  
250 West Pender Street,  
Vancouver V6B 1S9

Students sponsored by C.E.I.C. 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 Manpower Centre.

### 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 liaison 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.

## 1. AUTO BODY REPAIR

The successful Auto 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, the repairman uses a variety of pneumatic, hydraulic, electrical and hand tools. Applicants for this training should be physically fit, enjoy working with their hands, should be self-starters and capable of working with a minimum of supervision.

Auto Body Repair is a designated trade with a four-year apprenticeship leading to Journeyman status.

Employment opportunities in this trade 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.

### Program Content:

#### Level '1'

- 1.1 Welding, Brazing, and Cutting
- 1.2 History and Nomenclature of the Automobile
- 1.3 General Shop Practice I
- 1.4 Safety Oriented First Aid
- 1.5 Types of Fasteners
- 1.6 Fitting and Adjusting Methods I
- 1.7 Characteristics of Sheet Metal and Shrinking
- 1.8 Sheet Metal Damage Repair Procedure I
- 1.9 Body Filling Techniques and Fibreglassing
- 1.10 Panel Forming Techniques
- 1.11 Automotive Electricity I
- 1.12 Frame Straightening, Suspension Systems, and Steering
- 1.13 Refinishing Techniques I

#### Level '2'

- 2.1 General Shop Practice II
- 2.2 Fitting and Adjusting Methods II
- 2.3 Sheet Metal Damage Repair Procedure II
- 2.4 Automotive Electricity II
- 2.5 Frame Straightening
- 2.6 Refinishing Techniques II

### Training Procedure:

The application of theory with extensive practical work on various late-model cars.

### Specific Entrance Requirements:

A valid B.C. Drivers Licence.  
Certified good colour vision.

### Program Requirements:

Good manual dexterity.  
Good hand-eye co-ordination.  
Good mechanical aptitude.  
Physical strength and stamina compatible with the handling of heavy parts and equipment.



**Length of Program:** 6 months

**Hours:** First 3 Months: extended-day: 12:00 to 19:00 hours.

Final 3 Months: day: 08:00 to 15:00 hours.

**Additional Costs:** Tool Deposit \$25.00 (refundable); Textbooks \$30.00 approx.; Coverall Deposit \$15.00 (refundable); Safety Items \$35.00;

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

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**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 a safe manner.

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

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## 2. AUTO MECHANICS

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Mechanics have a wide range of employment opportunities. Positions are available in service stations, repair shops, vehicle dealers, vehicle assembly plants and a variety of other service establishments. One can become a tune-up, automatic-transmission, front-end, or brake specialist, shop foreman, service manager, service advisor, or initiate a business of ones' own in the automotive field. Some enter one of the related fields and become a factory-representative as an automotive insurance-adjuster, a salesperson, or a tool and equipment or parts and accessories representative.

In British Columbia, Auto Mechanics is a designated trade with a four-year apprenticeship leading to Journeyman status. Graduates of the Auto Mechanics program normally receive nine months credit towards this apprenticeship and at the completion of their apprenticeship become a qualified journeyman with an inter-provincial Tradesman Qualification Certificate.

### Program Content:

#### Level '1'

- 1.1 General Shop Practice
- 1.2 Engines I
- 1.3 Fuel and Emission Control Systems I
- 1.4 Electrical Systems; General
- 1.5 Power Trains
- 1.6 Frames, Suspension Systems, & Steering Systems I
- 1.7 Brake Systems I
- 1.8 Bodies & Accessories I
- 1.9 Safety Oriented First Aid

#### Level '2'

- 2.1 Service Floor Practice
- 2.2 Engines II
- 2.3 Fuel and Emission Control Systems II
- 2.4 Starting and Ignition Systems
- 2.5 Tune-up
- 2.6 Lighting and Charging Systems
- 2.7 Clutches and Transmissions
- 2.8 Drive-Lines and Rear-Axle Assemblies
- 2.9 Brake Systems II
- 2.10 Front Suspension Systems, & Steering Systems II  
— Accessories II

#### Training Procedure:

This program is divided into two levels. Level 1 is three months in length and is spent on the theory of operation and the construction, maintenance, repair and adjustments of the various components that make up the typical automobile. Level 2 is six months in length and is spent doing practical work on selected customers' cars in our fully-equipped Automotive Shop. The student must successfully pass Level 1 before being accepted into Level 2.

#### Specific Entrance Requirements:

A valid B.C. Drivers Licence.

Certified good colour vision.

Applicants are advised that previous automotive experience, related mechanical courses, or a definite mechanical ability and dexterity will be an asset in completing the program successfully.

#### Program Requirements:

Effectiveness in both written and oral English.

Normal eyesight, with good colour-vision and normal hearing.

Good mechanical aptitude, with good hand-eye co-ordination.

Physically fit with good manual dexterity.

**Length of Program:** 9 months

**Hours:** 08:30 to 15:30 hours

**Additional Costs:** Textbooks \$30.50 approx.; Tool Deposit \$25.00 (refundable); Coverall Deposit \$15.00 (refundable); Safety Items \$35.00;

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

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**Dress:** Coveralls are supplied on loan and laundered.

**Safety Requirements:** Appropriate leather shoes, or safety boots, must be worn at all times (canvas or other loose-fitting shoes are not acceptable). Hazardous hair styles must be confined according to W.C.B. regulations.

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



## BUILDING CONSTRUCTION

This 10-month program in Building Construction is a pre-employment program leading to an apprenticeship in carpentry.

The potential student should have a strong interest in construction together with a sound working knowledge of mathematics. In seeking employment in the Building Construction field, graduates should ensure that they have sufficient physical strength and stamina to handle the heavy work load (at times under adverse weather conditions.)

This program is composed of 3 separate levels — one of 4 months and the next two — 3 months each. For entry into the first level the prerequisites are as indicated.

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

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

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

### Program Content:

#### Level '1' (Basic Carpentry)

- 1.1 Safety Oriented First Aid
- 1.2 Tools, Materials, and Ethics
- 1.3 Foundations
- 1.4 Wood Frame Construction — General
- 1.5 Wood Frame Construction — Roof
- 1.6 Wood Frame Construction — Stairs
- 1.7 Finish Carpentry — Interiors
- 1.8 Finish Carpentry — Exteriors
- 1.9 Survey Instrument I
- 1.10 Blueprint Reading I

#### Level '2'

- 2.1 Concrete — Form Details
- 2.2 Concrete — Form Construction I
- 2.3 Job Site Organization
- 2.4 Survey Instruments II
- 2.5 Blueprint Reading II
- 2.6 Concrete Technology

#### Level '3'

- 3.1 Concrete — Form Construction II
- 3.2 Millwork Carpentry

- 3.3 Drywall Construction
- 3.4 Survey Instruments III
- 3.5 Blueprint Reading III
- 3.6 Specialized Construction Tools
- 3.7 Estimating Materials & Costs

### Training Procedure:

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

### Program Requirements:

Effective written and oral English.

Readiness and willingness to work.

Strong interest in the field of Construction.

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 Program:

- Level 1 - 4 months
- Level 2 - 3 months
- Level 3 - 3 months

**Hours:** 08:00 to 15:00 hours

**Additional Costs:** Textbooks \$65.00 approx.; Safety items \$40.00 approx.; Additional leather nail-pouches, etc. are required at a cost of approx. \$10.00.

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

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

**Safety Requirements:** Work boots must be purchased by the student. Long hair must be contained in a safe manner according to W.C.B. requirements.

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

## DIESEL MECHANICS

This 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, training programs with a large heavy-equipment supplier, or with fuel-injection and governor-control supply/service firms. This program emphasizes theory, operation, and maintenance of a variety of large and small diesel engines, their related injection and control systems, and assorted equipment on a variety of diesel applications.



The program is organized into three levels each consisting of approximately 40% theory and 60% practical application.

On graduating, where an apprenticeship is followed, one year's credit may be granted on the four-year apprenticeship program. In the marine field, the graduate may be 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. In seeking employment in the heavy-duty mechanics 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.

#### Program Content:

##### Level '1'

- 1.1 History, Familiarization and Basic Engine Principles
- 1.2 Combustion Systems
- 1.3 General Shop Practices
- 1.4 Basic Metallurgy and Arc Welding
- 1.5 Gas welding and Flame Cutting
- 1.6 Machining (Basic)
- 1.7 Air and Engine Braking Systems
- 1.8 Air Induction and EXH Systems
- 1.9 Electrical Systems
- 1.10 Cooling Systems
- 1.11 Engine Construction
- 1.12 Safety Oriented First Aid

##### Level '2'

- 2.1 Engine Overhaul
- 2.2 Engine Testing and Tune-up (Basic)
- 2.3 Hydraulics
- 2.4 Clutches, Standard Transmissions, P.T.O.'s
- 2.5 Torque Convertors, Automatic/Powershift Transmission and Marine Gears
- 2.6 Drive Lines
- 2.7 Fuel and Lubricants
- 2.8 Lube Oil Systems

##### Level '3'

- 3.1 Detroit Allison Diesel Fuel Systems
- 3.2 Woodward Hydraulic Governors
- 3.3 Caterpillar Fuel Systems
- 3.4 Cummins Fuel Systems
- 3.5 American and Robert Bosch, Simms Fuel Systems
- 3.6 Roosa-Master, CAV Fuel Systems
- 3.7 Engine Tune-up (Final), Trouble-shooting and Dynamometer Testing
- 3.8 Diesel Electric Power Generation

#### Training Procedure:

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

#### General Program Requirements:

Ability to maintain close attention to detail.

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 Program:** 12 months.

**Hours:** Day: 08:00 to 15:00 hours. Extended-Day: 11:30 to 18:30 hours.

**Additional Costs:** Textbooks \$70.00 approx.; Coverall Deposit \$15.00 (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 a safe manner.

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

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## DRAFTING PROGRAMS

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The draftsman is a vital member of the engineering or architectural team, sharing fully in the creative process which 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 further 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.

The Drafting Department of the Vancouver Vocational Institute maintains close and cordial relations with industry, not merely to ensure that the program is kept abreast of technical developments, but also to assist qualified graduates in finding employment. Over the past thirty 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 becoming 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.

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

#### **THERE ARE THREE PROGRAMS OFFERED:**

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

#### **Program Requirements:**

Systematic and careful work habits.

Ability to work well with others.

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

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 \$45.00 approx.; Supplies \$40.00 approx.; Tool Deposit \$20.00 (refundable).

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

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

#### **Training Procedure:**

Classroom theory is applied to the development of working drawings, utilizing representative Architectural or Engineering design information.

### **1. Drafting — Architectural and Structural**

The graduate of this program will find opportunities for employment as a draftsman in any of a wide variety of firms within the fields of architecture, structural or civil engineering, as well as with private, municipal, provincial or federal organizations. A keen interest in all aspects of the engineering, architectural and construction world is essential to the effective designing of bridges, roads, buildings and industrial plants.

#### **Program Content:**

##### **Level '1'**

- 1.1 Introduction to Drafting
- 1.2 Introduction to Working Drawings

##### **Level '2'**

- 2.1 Residential Building Construction and Technology
- 2.2 Architectural Drafting

##### **Level '3'**

- 3.1 Structures: Planning and Framing
- 3.2 Civil Drafting; Industrial Sites

##### **Level '4'**

- 4.1 Structural Drafting: Concrete
- 4.2 Structural Drafting: Steel
- 4.3 Structural Drafting: Timber
- 4.4 Job Orientation and Office Procedures

**Length of Program:** 10 months

**Hours:** Day: 08:00 to 15:00 hours, or Extended-Day: 15:00 to 22:00 hours

### **2. Drafting — Architectural and Mechanical**

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

In Mechanical, as in other types of drafting, he must have an appreciation of many technical facets in order to design the installation, allowing for modifications and maintenance of equipment.

#### **Program Content:**

##### **Level '1'**

- 1.1 Introduction to Drafting
- 1.2 Introduction to Working Drawings

##### **Level '2'**

- 2.2 Residential Building Construction and Technology
- 2.2 Architectural Drafting

##### **Level '3'**

- 3.1 Process Flow Diagrams
- 3.2 Process Piping Drafting
- 3.3 Piping Isometrics

##### **Level '4'**

- 4.1 Site Development: Plant Layout
- 4.2 Materials-Handling Drafting
- 4.3 Job Orientation and Office Procedures



**Length of Program:** 10 months

**Hours:** 08:00 to 15:00 hours or extended day: 15:00 - 22:00 hours.

### 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.

#### Program Content:

##### Level '1'

- 1.1 Introduction to Drafting
- 1.2 Introduction to Working Drawings

##### Level '2'

- 2.1 Introduction to Steelwork
- 2.2 Square Framed Beams
- 2.3 Simple Columns
- 2.4 Introduction to Welding

##### Level '3'

- 3.1 Complex Beams — Multi Storey Columns
- 3.2 Mathematical Tables, Calculations, and Design
- 3.3 Bracing: Horizontal and Vertical
- 3.4 Storage Tanks

##### Level '4'

- 4.1 Trusses
- 4.2 Transfer Chutes
- 4.3 Bridge Girders
- 4.4 Project Review
- 4.5 Job Orientation and Office Procedures

#### 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 Program:** 10 months

**Hours:** Day: 08:00 to 15:00 hours or Extended-Day: 15:00 to 22:00 hours

## ELECTRICITY AND INDUSTRIAL ELECTRONICS PROGRAM

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. The potential student for this training should have a background in Mathematics and Physics or extensive courses with accompanying good marks in Electricity, Electronics and Industrial Science. This program is a combination of theory followed by extensive laboratory work where the theory is applied. Students should be prepared to spend a considerable number of hours each week in home study.

#### Program Content

##### Level '1'

- 1.1 Electrical Fundamentals
- 1.2 Building Wiring and Codes
- 1.3 Standard First Aid

##### Level '2'

- 2.1 D.C. Machines
- 2.2 A.C. Circuit Analysis I

##### Level '3'

- 3.1 A.C. Circuit Analysis II
- 3.2 A.C. Machines
- 3.3 Transformers

##### Level '4'

- 4.1 Magnetic Controls
- 4.2 Static Controls

#### Training Procedure

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

#### Program Requirements:

- Able to work effectively as a member of a group.
- 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 Program:** 10 months



**Hours:** Day: 08:00 to 15:00 hours or Extended-Day: 12:00 to 19:00 hours.

**Additional Costs:** Textbooks \$85.00 approx.; Tools \$35.00 approx. 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 a safe manner.

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

## ELECTRONICS PROGRAMS

### THE PROGRAMS OFFERED ARE:

1. ELECTRONICS TECHNICIAN
2. T.V./RADIO TECHNICIAN
3. ELECTRO MECHANICS I (BASIC)
4. ELECTRO MECHANICS II (ADVANCED)

### 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. The Electronics Technician requires an analytical approach in order to be effective in the immediate and accurate diagnosis of faults in complex electronic equipment.

#### Program Content:

##### Level '1'

- 1.1 Circuit Analysis
- 1.2 A.C. Basics
- 1.3 Transistors
- 1.4 Power Supplies

##### Level '2'

- 2.1 Bipolar Small Signal Amplifiers
- 2.2 Vacuum Tube/FET Small Signal Amplifiers
- 2.3 Operational Amplifiers
- 2.4 Power Amplifiers
- 2.5 Thyristors

##### Level '3'

- 3.1 Resonance & Radio Frequency Amplifiers
- 3.2 Oscillators & Multivibrators
- 3.3 Test Equipment
- 3.4 Carrier Telephone Systems

##### Level '4'

- 4.1 Digital Electronics
- 4.2 Serial Data Systems
- 4.3 Microprocessors

##### Level '5'

- 5.1 AM Radio
- 5.2 FM Radio
- 5.3 Antennas & Transmission Lines
- 5.4 Video

##### Level '6'

- 6.1 First Aid
- 6.2 VHF Communications
- 6.3 SSB Communications
- 6.4 Microwave Radar & Avionics

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

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

#### Program Requirements:

Good eyesight and colour vision.

Good hearing.

Proficiency in both written and oral English.

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

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

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

**Length of Program:** 12 months

**Hours:** 08:00 to 15:00 hours

**Additional Costs:** Textbooks and supplies \$100.00 approx.

**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 a safe manner.

## 2. 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.

T.V./Radio 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 may be followed by an additional three-year apprenticeship.

### Program Content

#### Level '1'

- 1.1 Circuit Analysis
- 1.2 A.C. Basics
- 1.3 Transistors
- 1.4 Power Supplies

#### Level '2'

- 2.1 Bipolar Small Signal Amplifiers
- 2.2 Vacuum Tube/FET Small Signal Amplifiers
- 2.3 Operational Amplifiers
- 2.4 Thyristors

#### Level '3'

- 3.1 Resonance & Radio Frequency Amplifiers
- 3.2 Oscillators & Multivibrators
- 3.3 Test Equipment

#### Level '4'

- 4.1 Audio Systems
- 4.2 AM Radio
- 4.3 FM Radio & TV Sound
- 4.4 Antennas
- 4.5 Basic Television System

#### Level '5'

- 5.1 TV Signal Processing Circuits
- 5.2 TV Sweep & Sync Circuits
- 5.3 TV High Voltage Circuits

#### Level '6'

- 6.1 Picture Tubes
- 6.2 TV Color Processing Circuits
- 6.3 Digital Electronics, Television Applications
- 6.4 Troubleshooting & Repairs

**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.

### Program Requirements:

Ability to organize and work without supervision.  
Ability to concentrate on small details for extended periods.  
Normal hearing, eyesight and good colour vision.

**Length of Program:** 12 months

**Hours:** 08:00 to 15:00 hours

**Additional Costs:** Textbooks \$55.00 approx.; Handtools \$50.00 approx.; Safety items \$15.00 approx.

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

Long hair must be contained in a safe manner.

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

## 3. Electro Mechanics I (Basic)

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.

### Program Content:

#### Level '1'

- 1.1 Circuit Analysis
- 1.2 A.C. Basics
- 1.3 Mechanical Switching Fuses and Relays
- 1.4 Test Equipment Operation and Applications
- 1.5 Semiconductors
- 1.6 Power Supplies and Regulators

#### Level '2'

- 2.1 Vacuum Tube Basics
- 2.2 Bipolar Transistors, Small Signal Amplifiers



- 2.3 Thyristors and Electronic Switching
- 2.4 Trouble-Shooting and Schematic Reading
- 2.5 Linear Circuits
- 2.6 Introduction to Basic Telephony

**Training Procedure:** Theory, demonstrations, and extensive shop-work.

**Program Requirements:**

Effective use of English, both written and oral  
 Ability to give close attention to detail for sustained periods of time.  
 Good mechanical aptitude.  
 Good eyesight and colour vision.  
 Manual dexterity sufficient to handle sub-miniature components.  
 Good hearing.

**Length of Program:** 5 months

**Hours:** 08:00 to 15:00 hours

**Additional Costs:** Textbooks and supplies \$60.00 approx.; Safety items approx. \$15.00.

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

Long hair must be contained in a safe manner.

**Examinations:** Periodically. Practical assignments individually assessed.

#### 4. Electro-Mechanics II (Advanced)

The electronics mechanic installs and maintains minicomputers, microprocessors, peripheral devices and business machines. Employers may be public utilities, such as railroads, airlines, telephone and electric companies, equipment manufacturing organizations, equipment users such as data centers, arcade games manufactures, business machine sales and service organizations, government or educational institutions. A graduate may work in highly industrial urban centres, smaller residential areas or scattered rural areas. The work often includes some manual labour and periodically may require considerable travel, shift work and overtime.

The job concerns the installation, maintenance, and repair of computer operated business, and amusement machines, large minicomputer systems, and complex microcomputer systems. Most of the work will be performed in the field using test equipment rather than in the design office. The Electro-Mechanics student requires and analytical approach in order to be effective in the immediate and accurate diagnosis of faults in complex electronic equipment.

Electro-Mechanics II is a 5 month program in 2 levels. Level 1 consists of 10 weeks of instruction and workshop activity. Level 2 consists of 11 weeks of instruction and workshop activity. Entry into Level 2 is achieved by successful completion of Level 1. The program consists mainly of lectures and is divided on a ratio of  $\frac{2}{3}$  lectures and  $\frac{1}{3}$  workshop.

**Program Content:**

**Level '1'**

- 1.1 Digital Electronics & Numbering Systems
- 1.2 Computer Basics
- 1.3 Instruction Sets
- 1.4 Microprogram Logic
- 1.5 Minicomputers
- 1.6 Programs

**Level '2'**

- 2.1 Microcomputers
- 2.2 Memories
- 2.3 Terminals & Keyboards
- 2.4 Data Entry Devices

**Training Procedure:** Classroom and Lab activity that consists of; lectures, demonstrations, audio/visual presentations, and exercises to provide a knowledge of electro-mechanical business machines and computer systems.

**Program Requirements:**

Effective use of English, both written and oral.  
 Ability to give close attention to detail for sustained periods of time.  
 Good mechanical aptitude.  
 Good eyesight and colour vision.  
 Manual dexterity sufficient to handle sub-miniature components.  
 Good hearing.

**Length of Program:** 5 months

**Hours:** 08:00 to 15:00 hours

**Additional Costs:** Textbooks and supplies \$70.00 approx.; Safety items approx. \$15.00.

**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 a safe manner.

Finger rings may not be worn when working on equipment.

**Examinations:** Periodically. Practical assignments individually assessed.

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## GRAPHIC ARTS

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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.

**Program Content:**

**Level '1'**

- 1.1 Production Control I
- 1.2 Composition I
- 1.3 Preparatory I
- 1.4 Press Production I

**Level '2'**

- 2.1 Production Control II
- 2.2 Composition II
- 2.3 Preparatory II
- 2.4 Press Production II

**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.

**Program Requirements:**

- 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.
- Good 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 Program: 10 months

**Hours:** 08:30 to 16:00 hours

**Additional Costs:** Tools \$80.00 approx.; Textbooks \$60.00 approx.

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

**Safety Requirements:** Long hair must be contained in a safe manner. A height of at least 5'-6" is recommended due to safety in working on industry equipment.

**Examinations:** Student evaluation will be assessed through weekly written examinations as well as practical examinations on equipment in the department.

## MACHINIST

The Machinist program prepares the graduate for a variety of employment opportunities in industrial plants engaged in the manufacture, repair and maintenance of all types of machinery associated with ship-yards, pulpmills, sawmills, mining, etc., located throughout the province. This is a pre-employment program and on completion the graduate may enter industry to serve an 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.

**Program Content:**

**Level '1'**

- 1.1 Benchwork and Shop Practice
- 1.2 Lathe I
- 1.3 Shaper and Planerwork I
- 1.4 Milling Machines I
- 1.5 Blueprint Reading I
- 1.6 Safety Oriented First Aid

**Level '2'**

- 2.1 Lathe II
- 2.2 Shaper II
- 2.3 Milling Machines II
- 2.4 Precision Measurement I
- 2.5 Basic Metallurgy
- 2.6 Blueprint Reading II
- 2.7 Grinding Machines

**Level '3'**

- 3.1 Lathe III
- 3.2 Milling Machines III
- 3.3 Gear Cutting
- 3.4 Heat-Treatment Practice
- 3.5 Precision Measurement II
- 3.6 Special Machine Set-ups

**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.

**Program Requirements:**

- Good physical health, stamina and eyesight.
- Patience to carry to completion exacting and detailed work.
- Effectiveness in written and spoken English.
- A high degree of mechanical aptitude and hand-eye co-ordination.
- Effectiveness in the use of mathematics.



Ability to visualize mechanical problems and to make effective transfer to practical solutions.

**Length of Program:** 9 months

**Hours:** 08:00 to 15:00 hours

**Additional Costs:** Textbooks \$60.00 approx.; Safety items \$50.00 approx.; Tool Deposit \$15.00 (refundable); Coverall Deposit \$15.00 (refundable).

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

**Dress:** Coveralls supplied on loan and laundered.

**Safety Requirements:** Students must supply their own safety glasses (available at V.V.I., approx. \$8.00). Suitable footwear must be worn — steel safety-toe — recommended. Hair styles must be confined according to W.C.B. regulations.

**Examinations:** Periodically on practical projects and theory.

## MACHINE OPERATOR UPGRADE

Offered regularly for experienced machine-operators requiring additional training.

This program is intended to expand Machine Shop skills of machine-operators, which will enable them to compete in the local employment market. Students progress according to their individual ability. Instruction, with practical demonstrations, assist students in understanding machine operations.

### Upgrade Programs Offered:

#### Level '1'

- Workshop Practice
- Lathe Operations I
- Support Machines I
- Milling Operations I

#### Level '2'

- Lathe Operations II
- Milling Operations II
- Support Machines II
- Gear Cutting I
- Gear Measurement I

#### Level '3'

- Lathe Operations III
- Milling Operations III
- Support Machines III
- Gear Cutting II
- Gear Measurement II

### 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. He must be able to converse in English and make written notes.

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

**Hours:** 15:00 to 22:00 hours

**Additional Costs:** Textbooks & supplies \$35.00 approx.; Coverall Deposit \$15.00 (refundable).

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

**Dress:** Coveralls supplied on loan and laundered.

**Safety Requirements:** Students must supply their own safety glasses (available at V.V.I., approx. \$8.00). Suitable footwear must be worn — steel safety-toe — recommended. Hair styles must be confined according to W.C.B. regulations.

**Examinations:** Periodically on practical projects and theory.

## POWER ENGINEERING PROGRAMS

The Power Engineering Department offers comprehensive training programs for all grades of Power Engineers' certificates, Correspondence Programs for all levels of Power Engineering, a Power Engineering Pre-employment Program, and a Power and Process Engineering Program.

Preparatory programs for government examinations for all levels of certificates are offered in tutorial form supplemented by regularly scheduled lectures and laboratory observation of operating equipment under test conditions. Organized programs 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:

Programs 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.

## Power Engineer's Certificates (Correspondence):

Fourth, Third, Second, and First Class certificate-preparation courses are available through correspondence. Upon successful completion of one of these programs, the student may apply to attend regular classes at the College and a special monthly rate, prior to writing the Government Examinations.

## Power Engineering; Pre-Employment:

This program is intended to prepare the student for a career in Power Plant Operation and Maintenance.

The program includes maintenance of powerhouse equipment, instrumentation, electricity, engineering sciences, and water conditioning, as well as other topics listed in the 'Program Content'. 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.

## 4. Power and Process Engineering:

This program is available to students who have completed the 'Power Engineering Pre-Employment' program (or an acceptable equivalent) with recommendation to continue to this advanced program.

Many graduates of this program have reached higher levels of Power Engineer's Certificates in a much shorter time, while others are filling a need for well-qualified engineering technicians in the industry.

Graduates of this program have proven to be readily employable within several major industries within British Columbia and Alberta.

## Employment Referral Services

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 IN PREPARATION FOR THE FOLLOWING CERTIFICATES OF COMPETENCY:

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

## Program Content:

Engineering knowledge, engineering science, mathematics, drafting, and other courses as applicable for the class of Certificate of Competency sought, followed by examinations at 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 Program: (approximate)

The length of time required for completion of the program 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:

Boiler Operator .....	3 to 6 weeks
Fourth Class Power Engineer .....	6 to 8 weeks
Third Class Power Engineer	
— Level '1' .....	4 to 8 weeks
— Level '2' .....	4 to 8 weeks
Second Class Power Engineer	
— Level '1' .....	8 to 16 weeks
— Level '2' .....	8 to 16 weeks
First Class Power Engineer	
— Level '1' .....	10 to 20 weeks
— Level '2' .....	10 to 20 weeks

## Attendance:

Attendance is possible on a full or part-time basis during regular class hours of 08:00 to 15:15 hours, Monday through Friday, year round.

Classes are also held (Sept. to May), on Tuesdays and Thursdays from 15:15 to 21:00 hours for *first, second, and third-class* students; Classes are also held (Sept. to May), on Monday through Thursday from 15:15 to 21:00 hours for *fourth-class and boiler-operator* students.

## Credit in Lieu of Plant Service

Successful completion of Power Engineer's program 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	\$ 40			
Part B	90	60	40			
Full Program	\$180	\$120	\$ 80	\$45	\$30	\$30

\*Subject to change without prior notice.



## 2. Power Engineer's Certificates (Correspondence)

The Correspondence Programs offered are for Fourth Class, Third Class, Second Class, and First Class certification and are designed to assist candidates in preparing to write the provincial government examinations for the Power Engineering certificates. These programs allow students to study at home at their own speed. Some objectives of the programs are:

- To prepare students to write the appropriate government examinations, and
- To provide the necessary technical information for job advancement.

These programs are approved by the Power Engineering Inter-provincial Curriculum Committee and the Provincial Chief Inspectors' Association Committee for the Standardization of Power Engineer's Examinations in Canada.

### Credit in Lieu of Plant Service:

Successful completion of any of the above Correspondence Programs provides the student with six months credit in lieu of steam plant service.

### Cost of the Program:

Fourth Class — \$ 45.00  
 Third Class — 70.00  
 Second Class — 125.00  
 First Class — 170.00

Plus a \$1 registration fee.

**Program Material:** Is included in the fee and is mailed out upon completion of registration.

### Length of Programs

	Average time Taken by Students	Time Allowed For Program
Fourth Class	5 - 8 months	12 months
Third Class	6 - 9 months	12 months
Second Class	18 - 24 months	24 months
First Class	18 - 24 months	24 months

### Optional VVI Attendance:

Upon completion of the college examination for a Correspondence program, the student may attend the Vancouver Vocational Institute for a one-month period for specialized instruction in any area the student may deem necessary. The fee for this optional attendance is \$30.

### Pre-Requisites:

Students wishing to enroll in 1st, 2nd, and 3rd Class correspondence programs must have the next lower certificate, unless exempt by the Boiler Inspection Department.

### Practical Experience:

To write the government examinations of the Boiler Inspection Department, a candidate must have a specified number of months practical experience (qualifying time). The type of experience and the length of

experience varies for each class of certificate. Details can be obtained from the Boiler Inspection branch in the student's area of residence or from Part VI of the regulations respecting Stationary Engineers. Generally, the length of experience required is:

Fourth Class — 12 months  
 Third Class — 24 to 48 months as a 4th Class engineer  
 Second Class — 36 to 48 months as a 3rd Class engineer  
 First Class — 36 to 48 months as a 2nd Class engineer.

## 3. Power Engineering (Pre-employment):

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 program 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.

### Program Content

#### Level '1'

- Drafting I
- Electricity I
- Fourth Class Power Engineering I
- Instrumentation I
- Mathematics I
- Applied Science I
- Steam Lab I
- Steam Plant Training I
- Workshop I

#### Level '2'

- Drafting II
- Electricity II
- Fourth Class Power Engineering II
- Instrumentation II
- Mathematics II
- Applied Science II
- Steam Lab II
- Steam Plant Training II
- Workshop II

### 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.

### Program Requirements:

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

**Length of Program:** 9 months

**Hours:** 08:00 to 15:15 hours



**Additional Costs:** Textbooks and supplies \$125.00 per year (approx.); Coverall Deposit \$15.00 (refundable); safety items \$30.00 approx.

THE STUDENT IS EXPECT 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 (\$8.00 approx.) and Leath Safety-Tow Boots (\$23.00 aprox.)

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

#### 4. Power and Process Engineering:

A broadly based technical program which introduces the student to a wide range of engineering courses. The program provides both theoretical and practical training, leading to employment in the Power Engineering field or in other technical occupations.

A College Diploma is awarded to graduates of the program.

Graduation 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.

#### Program Content

##### First year Level '1'

- 1.1 Engineering Mechanics I
- 1.2 Thermal Engineering I
- 1.3 Third Class Stationary Engineering I
- 1.4 Instrumentation III
- 1.5 Electrical Machines I
- 1.6 Fluid Mechanics I
- 1.7 Drafting III
- 1.8 Metallurgy I
- 1.9 Technical Communications I

##### Level '2'

- 2.1 Strength of Materials I
- 2.2 Thermal Engineering II
- 2.3 Third Class Stationary Engineering II
- 2.4 Instrumentation IV
- 2.5 Electrical Machines II
- 2.6 Engineering Labs I
- 2.7 Drafting IV
- 2.8 Metallurgy II
- 2.9 Technical Communications II

#### Training Procedure

Classroom theory, lecture and demonstration augmented by laboratory work.

#### Program Requirements:

This program is available to students who have completed the 'Power Engineering Pre-Employment' program (or an acceptable equivalent) with recommendation to continue to this advanced program.

Good command of communicative English both written and oral.

Good physical health, eyesight and hearing.

Good mechanical aptitude and hand-eye co-ordination.

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

#### Length of Program:

9 months

**Hours:** 08:00 to 15:15 hours

**Additional Costs:** Textbooks and supplies \$110.00 per year approx.; Coverall Deposit \$15.00 (refundable); Safety item approx. \$30.00.

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 (\$8.00 approx.) and Leather Safety-Toe Boots (\$23.00 approx.)

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

#### WELDING

Welders are employed by many construction and manufacturing industries. Consequently, employment in the metal trades field for welders is both diverse and widespread. A large number of our graduates find employment in shipyards, pulp and paper mills, fabricating shops, and general production shops, etc. These opportunities demand welders who can effectively weld, and who possess knowledge of blueprint reading, layout work, and light assembly-work.

All successful graduates of this program will be eligible to take the Ministry of Public Works practical examination D.P.W. #3 (the first pressure welding certificate).

While no employment is guaranteed at the completion of the program, a close liason between the Instructors and the Industry usually can assist the graduate to find opportunity. After a welder has obtained some on-the-job experience to a Junior level, further upgrade-training is available to permit more advanced skills to expand the welder's employment potential.



**Program Content:**

**Level '1'**

- 1.1 Safety Oriented First Aid
- 1.2 Gas Welding
- 1.3 Mathematics
- 1.4 Drafting & Blueprint Reading I

**Level '2'**

- 2.1 Gas Metal Arc Welding
- 2.2 Flux Core Arc Welding
- 2.3 Blueprint Reading II

**Level '3'**

- 3.1 Machine Flame Cutting
- 3.2 Shielded Metal-Arc Welding I
- 3.3 Carbon-Arc Cutting and Gouging
- 3.4 Blueprint Reading III

**Level '4'**

- 4.1 Gas Tungsten Arc Welding
- 4.2 Shielded Metal-Arc Welding II
- 4.3 Projects
- 4.4 Blueprint Reading IV

**Training Procedure**

Classroom lectures and discussions, demonstrations and on the shop floor individual instruction throughout the program, with heavy emphasis on practical skill development and related knowledge.

**Program Requirements:**

General good health and physical stamina to be able to endure tedious repetitive tasks. Some related metal work experience is desirable.

Normal vision and hearing.

Reasonably conversant in both spoken/written English.

Good hand-eye co-ordination.

Good manual dexterity.

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

No respiratory ailments.

**Length of Program:** 10 months

**Hours:**

**Daytime Program:** First month; 09:00 to 16:00 hours. Next six months; 07:00 to 13:30 hours. Final three months; 12:30 to 19:00 hours.

**Midnight Program:** First two months; 19:00 to 01:30 hours; last eight months; 00:00 to 06:30 hours.

**Additional Costs:** Textbooks, safety goggles, gloves, and helmet \$175.00 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 day of instruction.

Long hair must be contained in a safe manner.

**Examinations:** Are conducted regularly for theory and practical assignments. D.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 for evaluation tests, upgrading, updating and biennial testing of the Ministry of Public Works tickets number 1 through 5, for C.S.A. W-47 Welding Code Tests, and for tests to Mechanical Contractors Association of B.C. (M.C.A., B.C.).

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

An upgrader may be required to take one of the evaluation tests listed below in order to determine exact upgrading time requirements prior to final testing.

a) Evaluation Tests — D.P.W. # 1

D.P.W. # 2

D.P.W. # 3

D.P.W. # 4

D.P.W. # 5

b) Straight Tests — D.P.W. # 1 — Uphill 2G & 5G

D.P.W. # 1 — Downhill 2G & 5G

D.P.W. # 1 — Uphill 6G

D.P.W. # 1 — Downhill 6G

D.P.W. # 2

D.P.W. # 3

D.P.W. # 4

D.P.W. # 5

c) C.W.B. — CSA. Standard W.47.1 Test

— Class "F" Certificate (T or S Classification)

— Class "V" Certificate (T or S Classification)

— Class "O" Certificate (T or S Classification)

Upgrading and/or Updating is Available in one or more of the Following:

- Stick Electrode Techniques
- Gas Tungsten-Arc Welding
- Gas Metal Arc Welding
- Flux Core Arc Welding
- Plate or Pipe Gas Welding
- Oxy-Acetylene Flame Cutting
- Oxy-Fuel Gas Flame Cutting
- Carbon Arc Cutting & Gouging
- Plasma Arc Cutting



Each course is offered individually and will contain some or all of the following topics of instruction along with the major practical learning components.

**Entrance Requirements:**

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

**Length of Program**

Continuous intake, maximum 14 weeks for upgraders.  
The first half-hour of each day is usually devoted to general and/or specific welding theory. (A notebook and pencil is required).

**General Shop and Process Related Safety**

1. General Shop Regulations
2. General Shop Safety
3. Process Related Safety

**Welding Upgrade Theory**

1. Weld Defects
2. Welding Symbols
3. Welding Codes
4. Welding Test Specifications
5. Joint Configurations
6. Welding Processes
7. A.C. Circuits (Basic)
8. D.C. Circuits (Basic)
9. Electrode Classification and Storage Care
10. Material Specifications
11. Relationship and Effect of Voltage and Amperage
12. Load Capacity of Welded Joints

**Hours:** 18:30 to 01:00 hours

**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, helmet 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 needs vastly different skills 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 practice followed by experience. The Barbering program 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.

**Program Content:**

**Level '1'**

- 1.1 Hygiene and Sanitation
- 1.2 Tools
- 1.3 Shampoo
- 1.4 Scalp Treatments
- 1.5 Haircutting
- 1.6 Shaving

**Level '2'**

- 2.1 Hairstyling I
- 2.2 Permanent Waving
- 2.3 Blow Waving — Curling Irons
- 2.4 Skin and Scalp Diseases
- 2.5 Facials and Massages
- 2.6 Electricity — Light Therapy

**Level '3'**

- 3.1 Hairstyling II
- 3.2 Hair Coloring
- 3.3 Anatomy
- 3.4 Hair Replacements
- 3.5 Safety and First Aid
- 3.6 Business Management

**Training Procedure:**

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

**Specific Entrance Requirements:**

Chest X-ray and medical certificate.



**Program Requirements:**

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

**Length of Course:** 9 months. An apprenticeship of 9 months follows this training program

**Additional Costs:** Textbooks \$30.00 approx.; Tools \$200.00 approx. (to be purchased prior to graduation).

**Dress:** Standard Barber's Smock.

**Examinations:** Evaluation periodically throughout the program.

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## FOOD TRADES PROGRAMS

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The Hospitality Industry 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 response to this growing demand, the Food Trades Department has developed individual programs to meet the needs for entry into the varied positions within the industry.

**THE FOLLOWING PROGRAMS ARE OFFERED:**

1. BAKING — Industrial
2. BAKING — Options
3. COOK TRAINING
4. SHORT ORDER COOKING
5. COOKING — Chinese Cuisine
6. WAITER/WAITRESS

## 1. Baking — Industrial

Industrial 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 will find excellent employment opportunities as apprentices in industrial bakeries or in the larger hotels and restaurants. The fully qualified baker, trained in all aspects of the trade from basic breads to elaborate confections, is in demand wherever good food is served.

**Program Content**

**Level '1'**

- 1.1 Theory of Baking and Demonstration
- 1.2 Breads
- 1.3 Hard Rolls

**Level '2'**

- 2.1 Theory of Baking and Demonstration
- 2.2 Pies — Tarts — Cookies
- 2.3 Quick Breads — Puff Pastries and General Baking

**Level '3'**

- 3.1 Theory of Baking and Demonstration
- 3.2 Cake Baking
- 3.3 Cake Icing and Decorating
- 3.4 French Pastries — Icing & Filling

**Specific Entrance Requirements:**

**Health:** A recent health certificate and Chest X-ray report required on admission.

**Program Requirements:**

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

Previous experience in the Food Industry would be an asset.

Oral and written English sufficient for effective communication.

Artistic ability desirable.

Good hand-eye co-ordination.

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

**Length of Program:** 10 months

**Hours:** 07:30 to 14:30 hours

**Additional Costs:** Textbooks \$10.00 approx.; Tool Kit \$15.00 approx.; Uniform Deposit \$15.00 (refundable).

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

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**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 a safe manner.



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

## 2. Baking — 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:

### Program Content:

#### Level '1'

- 1.1 Theory of baking and demonstration 1
- 1.2 Breads
- 1.3 Hard rolls — sweet yeast dough products.

#### Level '2'

- 2.1 Theory of baking and demonstration 2
- 2.2 Pies — Tarts — Cookies
- 2.3 Quick breads — puff pastries & general baking

#### Level '3'

- 3.1 Theory of baking and demonstration 3
- 3.2 Cake baking
- 3.3 Cake icing and decorating
- 3.4 French pastries — icing & fillings

### Training Procedure

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

### Specific Entrance 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.

#### Program Requirements:

Oral and written English sufficient for effective communication. Artistic ability desirable. 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:** 14:30 to 21:30 hours

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

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

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**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

The Cook Training Program 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 program 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.

### Program Content:

#### Level '1'

- 1.1 Theory of Catering
- 1.2 Cold Kitchen
- 1.3 Hot Kitchen
- 1.4 Butchery
- 1.5 Baking and Desserts

#### Level '2'

- 2.1 Sandwiches
- 2.2 Salads
- 2.3 Hors d'oeuvre

#### Level '3'

- 3.1 Vegetables
- 3.2 Deep Fry — Pasta
- 3.3 Breakfast Cookery

#### Level '4'

- 4.1 Stocks — Soups — Sauces
- 4.2 Roast & Grill
- 4.3 Entrees

#### Level '5'

- 5.1 Cutting Meats
- 5.2 Fish & Poultry
- 5.3 Larder — Buffet

#### Level '6'

- 6.1 A La Carte
- 6.2 Elements of Kitchen Management
- 6.3 Baking and Desserts

### 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 future cooks to enter into the Hospitality Industry.



### Specific Entrance Requirements:

A recent health certificate and Chest X-ray report required.

### Program Requirements:

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

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

Good hand-eye co-ordination. A standard of personal hygiene, grooming and appearance compatible with employment in a public food service situation.

**Length of Program:** 12 months

**Hours:** Level I 09:00 — 16:00 hrs; Level II 07:30 — 14:30 hrs; Level III 07:30 — 14:30 hrs; Level IV 07:30 — 14:30 hrs; Level V 09:00 — 16:00 hrs; Level VI 14:30 — 21:30 hrs.

**Additional Costs:** Textbooks \$30.00 approx.; Tools \$65.00 approx.; Uniform Deposit \$15.00 (refundable).

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

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**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. Short Order Cooking

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.

### Program Content:

#### Level '1'

- 1.1 Trade Practices
- 1.2 Sandwiches, Salads
- 1.3 Vegetables

#### Level '2'

- 2.1 Convenience Foods
- 2.2 Breakfast and cereals
- 2.3 Grill — Broil — Panfry

### Training Procedure

Theory, demonstrations and practical experience in conjunction with an operational Cafeteria and Dining Room. The program covers all basic fundamentals of cooking and is designed to prepare the short order cook to enter the Hospitality Industry.

### Specific Entrance Requirements:

A recent chest X-ray and a medical certificate.

### Program Requirements:

Students should be able to work and stand for extended periods. 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.

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 Program:** 4 months

**Hours:** 14:30 to 21:30 hours

**Additional Costs:** Textbooks \$30.00 approx.; Tools \$65.00 approx.; Uniform Deposit \$15.00 (refundable).

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

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**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. Cooking — 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.

### Course Content:

#### Level '1'

- 1.1 Health, Hygiene, Safety and First Aid
- 1.2 Introduction to Cooking — Chinese cuisine cookery, utensils and equipment
- 1.3 Use of the Wok
- 1.4 Preparation of Meat, Poultry, Seafood, Vegetables (1).
- 1.5 Stir-frying, Pan-frying, Deep-frying, Broiling and Braising (1)
- 1.6 Preparation and Cooking of Soup and sauces (1)



## Level '2'

- 2.1 Barbecue Cooking
- 2.2 Preparation of Meat, Poultry, Seafood, Vegetables (2)
- 2.3 Stir-frying, Pan-frying, Deep-frying, Broiling and Braising (2)
- 2.4 Preparation and Cooking of Soup and Sauces (2)
- 2.5 Kitchen Management

### Training Procedures:

Training is conducted in a restaurant. All aspects of the Chinese restaurant/food preparation are conducted in this program. The public is invited to dine on the premises.

Students are trained through theory 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.

### Specific Entrance Requirements:

It is an asset if the applicants can read and speak Cantonese. A recent health certificate and Chest X-Ray report required.

### Program Requirements:

**Specifics:** 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. Physical condition and stamina to meet the demands of the Food Service Industry.

**Length of Program:** 4 months

**Hours:** 14:30 to 21:30 hours

**Additional Costs:** Uniform Deposit \$15.00 (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

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 is 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.

### Program Content:

#### Level '1'

- 1.1 Food and Beverage Equipment
- 1.2 Menu Terminology
- 1.3 Customer Relations
- 1.4 Service Procedures I
- 1.5 Beverage Service

#### Level '2'

- 2.1 Wine and Bar Service
- 2.2 Cash Register
- 2.3 Service Procedures II
- 2.4 Management

### Training Procedures

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

### Specific Entrance Requirements:

A recent chest X-Ray and a medical certificate.

### Program Requirements:

English comprehension is vitally important. Good appearance, grooming and personal hygiene. Ability to communicate effectively with customers and fellow workers. 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 Program:

The program is twelve weeks in duration;

LEVEL I is six weeks from 07:30 to 14:30 hours

LEVEL II is six weeks from 14:30 to 21:30 hours

**Additional Costs:** Textbooks \$10.00 approx.; Uniform Deposit \$15.00 (refundable);

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

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

- Male students are required on the first day of classes to have a white shirt, black tie, black or dark pants, black shoes.
- Both male and female students are required to have the hair off the collar or contained.

**Examinations:** Continuous evaluation throughout program.



## HAIRDRESSING

The expanding scope of the modern woman's life makes her appearance even more important today than it was in previous generations. More than ever before she is dependent upon the 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 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 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 will return to the V.V.I. for a one-month review before writing the government licensing examination.

All students entering the Hairdressing trade 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.

### Program Content:

#### Level '1'

- 1.1 Salon Department
- 1.2 Permanent Waving
- 1.3 Shampoo Rinses and Conditioners
- 1.4 Bacteriology, Sanitation, and Sterilization
- 1.5 Haircutting
- 1.6 Hair Structure
- 1.7 Disorders and Diseases of Hair and Scalp
- 1.8 Air Waving and Ironing
- 1.9 Finger Waving
- 1.10 Scalp Treatments
- 1.11 Basic Setting and Comb Outs

#### Level '2'

- 2.1 Hair Coloring
- 2.2 Styling Basics
- 2.3 Physiology
- 2.4 Styling
- 2.5 Facials and Manicures
- 2.6 Hair Pieces and Wigs
- 2.7 Career Management

### 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.

### Specific Entrance Requirements:

A recent chest X-ray and a medical certificate.

### Program Requirements:

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.

**Length of Program:** 7 months

**Additional Costs:** Textbooks \$12.00 approx.; Tool deposit \$15.00; Tools (Electrical appliances) \$40.00; Uniforms & shoes approx. \$50.00.

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.

## MANICURING AND FACIALS

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:**

**Level '1'**

- 1.1 Sanitation — Hygiene — Bacteriology
- 1.2 Manicure and footcare
- 1.3 Skin analysis

**Level '2'**

- 2.1 Facial treatments
- 2.2 Cell and bone structure
- 2.3 Muscle and nerve systems
- 2.4 The circulatory and endocrine system
- 2.5 Skin
- 2.6 Waxing removal of superfluous hair

**Level '3'**

- 3.1 Facial masks
- 3.2 Specialized treatments
- 3.3 Light therapy
- 3.4 Cosmetic chemistry
- 3.5 High frequency treatments
- 3.6 Small business management

**Costs:** Textbook \$12.00, supplies approx. \$25.00

**Dress:** White uniforms

**Specific Entrance Requirements:**

A recent chest X-ray and medical certificate.

**Program Requirements:**

Good general health.

Ability to communicate freely with customers.

Good appearance, grooming and personal hygiene.

**Length of Program:** 3½ months

**Additional Costs:** Textbooks \$10.00; Tools, etc. \$32.00 approx.; Uniform & shoes approx. \$50.00

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## POWER SEWING

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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 program approximately 80% of the time is spent on power sewing machines of various types. 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.

**Program Content:**

**Level '1'**

- 1.1 Basic Arithmetic and Communication Skills
- 1.2 Safety Oriented First Aid
- 1.3 Orientation to Power Sewing Production
- 1.4 Machine Operations I

**Level '2'**

- 2.1 Machine Operations II
- 2.2 Serging Machines

**Training Procedure:**

Instruction and demonstration leading explicitly to practical production work.

**Program Requirements:**

Command of English sufficient to readily understand verbal instructions.

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

Ability to tolerate highly repetitious work.

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 Program:** 8 weeks

**Hours of Operation:** 08:00 - 15:00 hours.

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

**Dress:** Apron.

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## SHOE REPAIR

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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.



Program Content:

**Level '1'**

- 1.1 Safety and First Aid
- 1.2 Men's Shoes

**Level '2'**

- 2.1 Women's Shoes
- 2.2 Western and Work Boots
- 2.3 Customer Relationships

**level '3'**

- 3.1 Uppers
- 3.2 Hand Sewing
- 3.3 Small Business Management
- 3.4 Maintenance of Machinery

**Training Procedure:**

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

**Program Requirements:**

Command of English required for effective communication.  
Personality to meet and deal warmly and effectively with the general public.

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 Program:** 9 months

**Hours:** 08:00 to 15:30 hours

**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

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 person who would like variety in work, with the possibility of becoming a "Person Friday", would find the necessary training in the Clerk-Typist Program.

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

If the main strength and interest is English, a Secretarial, legal or medical stenography program would probably be enjoyed.

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

### THE BUSINESS CAREER PROGRAMS ARE:

1. CLERK TYPIST
2. SECRETARIAL
3. BOOKKEEPING
4. ACCOUNTING
5. MEDICAL OFFICE ASSISTANT
6. MEDICAL STENOGRAPHY (TRANSCRIPTIONIST)
7. LEGAL STENOGRAPHER
8. DATA ENTRY OPERATOR (Key punch)
9. RETAIL MERCHANDISING
10. INDUSTRIAL RECORDS AND FIRST AID

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



CERTIFICATION IN ANY PROGRAM REQUIRES ALL STUDENTS TO COMPLETE, OR TO 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.

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

**Training Procedure:**

Each student progresses independently, under supervision of instructors.

**Program Requirements:**

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

Satisfactory health standards are required in some programs.

Ability to relate to and work with people.

**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.

**Program Content:**

**Level '1' — 16 weeks**

Typing I

Typing II

Business Mathematics & Machines I

Record Keeping

Communication I

Communication II

**Level '2' — 8 weeks**

Typing III

Machine Transcription I

Office Practices & Procedures

**Program Requirements:**

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.

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.

**Length of Program (6 months)**

**Hours:** Day or afternoon classes 08:00 to 15:00 hours or 15:00 to 22:00 hours

**Additional Costs:** Textbooks \$15.00 approx.

**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 and work habits, the prospects for advancement are excellent.

**Program Content:**

**Level '1' — 16 weeks**

Typing I

Typing II

Business Mathematics & Machines I

Record Keeping

Business Communication I

Business Communication II

**Level '2' — 8 weeks**

Typing III

Machine Transcription I

Shorthand I

**Level '3' — 16 weeks**

Typing IV

Business Communication III

Machine Transcription II

Office Practices & Procedures

Shorthand II

Shorthand III

**Program Requirements:**

Typing helpful but not essential. A good command of oral and written English is essential. Spelling, vocabulary (formal and colloquial), grammar and composition are important. Appearance and manner compatible with current standards in the business world.

Good manual dexterity.

Patience and willingness to spend many repetitious hours acquiring the basic skills of typing and shorthand 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 Program:** 10 months



**Hours:** Day or afternoon classes 08:00 to 15:00 hours or 15:00 to 22:00 hours.

**Additional Costs:** Supplies \$20.00 (approximately)

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

**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.

#### Program Content:

##### Level '1' — 16 weeks

Business Mathematics & Machines I  
Record Keeping  
Typing I  
Typing II  
Business Communication I  
Business Communication II

##### Level '2' — 8 weeks

Bookkeeping to Trial Balance  
Office Practices & Procedures  
Business Mathematics & Machines II

#### Program Requirements:

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

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

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

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.

Effectiveness in the use of written and communicative English.

Accuracy and effectiveness in mathematics.

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 instructor.

**Length of Program:** 6 months

**Hours:** Day or afternoon classes 08:00 to 15:00 hours or 15:00 to 22:00 hours.

**Additional Costs:** Textbooks \$25.00 (approximately)

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

**Examinations:** Each lesson evaluated individually.

### 4. Accounting Program

The Accounting Program is constructed 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 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.

#### Program Content:

##### Level '1' — 16 weeks

Business Mathematics & Machines I  
Record Keeping  
Typing I  
Typing II  
Business Communications I  
Business Communications II

##### Level '2' — 8 weeks

Book Keeping to Trial Balance  
Office Practices & Procedures  
Business Mathematics & Machines II

##### Level '3' — 16 weeks

Accounting to Financial Statement Preparation  
Payroll  
Business Communication III  
Business Law  
Business Mathematics III  
Introduction to Data Processing  
Fundamentals of Accounting (Elective)

#### Program Requirements:

A good level of competency in both oral and written English. Appearance and manner compatible with current standards in the business world.

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.

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 instructor.

**Length of Program:** 10 months

**Hours:** Day or afternoon classes.  
08:00 to 15:00 hours or  
15:00 to 22:00 hours



**Additional Costs:** Textbooks \$75.00 (approximately)

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

**Examinations:** Each lesson evaluated individually.

### 5. Medical/Dental Office Assistant Program

This Program leads primarily to positions in all types of medical/dental offices. In most cases, the Medical/Dental 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.

#### Program Content:

##### Level '1'

Business Mathematics & Machines I  
Record Keeping  
Typing I  
Typing II  
Business Communications I  
Business Communications II

##### Level '2'

Medical/Dental Terminology  
Typing III  
Machine Transcription I  
Medical Transcription I

##### Level '3'

Medical/Dental Bookkeeping & Billing  
Medical/Dental Clinical Practices  
Medical Office Practices  
First Aid & Practicum

#### Training Procedure:

Business Career classroom training integrated with training in the Health Section including lectures, demonstrations and discussions, field trips and 10 days orientation in a medical/dental office.

#### Program Requirements:

High spelling aptitude essential.  
Bookkeeping background an asset.  
Legible handwriting.  
Good command of oral and written English.  
Ability to relate and work with people.  
Work experience with the public (full or part time) desirable.  
Good eyesight and manipulative skills for clinical procedures.  
Clerical interest and aptitude for billing reports and correspondence.  
High standards of personal integrity, hygiene, speech and maturity.  
Ability to make decisions and to work under pressure.  
Ability to accept responsibility and take initiative as required.

**Length of Program:** 10 months

**Hours:** Day or afternoon classes.  
08:00 to 15:00 hours or  
15:00 to 22:00 hours

#### Additional Costs:

Textbooks and uniform \$40.00 (approximately).

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

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

### 6. Medical Stenography (Transcriptionist) Program

Training as a Medical Transcriptionist 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 Transcriptionist 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 Transcriptionist must have excellent machine transcription 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 stenographic work.

#### Program Content:

##### Level '1'

Typing I  
Typing II  
Business Mathematics & Machines I  
Record Keeping  
Business Communications I  
Business Communications II

##### Level '2'

Typing III  
Machine Transcription I  
Office Practices & Procedures

##### Level '3'

Medical Transcription I, II & III  
Medical Terminology I, II  
— Anatomy & Physiology  
— Medical Essentials  
Shorthand (Elective)  
Practicum

#### Program Requirements:

Good command of oral and written English, including spelling.  
Clerical aptitude and neatness.  
Ability to accept responsibility.



## *Business and Health Programs*

The ability 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 Program:** 10 months

**Hours:** 15:00 to 22:00 hours

**Additional Costs:**

Textbooks and supplies \$125.00 (approximately)

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

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**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 as well as 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.

**Program Content:**

**Level '1'**

Typing I

Typing II

Business Mathematics & Machines I

Record Keeping

Business Communications I

Business Communications II

**Level '2'**

Typing III

Machine Transcription I

Shorthand I

**Level '3'**

Business Communications III

Typing IV

Shorthand II & III

Legal Procedures

- Wills & Estates
- Corporate Law
- Litigation
- Divorce & Family Law
- Conveyancing
- Legal Transcription

**Program Requirements:**

High spelling aptitude essential.

## *Business and Health Programs*

Good command of oral and written English. Good hearing and eyesight. Clerical aptitude and neatness. Ability to accept responsibility. The maturity, personality and personal stability to concentrate on intricate transcription material and produce copy with speed and accuracy.

**Length of Program:** 10 months

**Hours:** 15:00 to 22:00 hours

**Additional Costs:**

Textbooks and supplies \$30.00 (approximately)

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

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**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 with the degree of proficiency required by employers. The course stresses a thorough knowledge of machine functions and programming as well as speed and accuracy in practical operations.

**Program Content:**

Card Punch Machine Operation

Production Applications

Key-to-Disc Operation

Key-to-Disc Applications

**Specific Entrance Requirements:**

40 W.P.M. typing at 98% accuracy.

**Program Requirements:**

Proficiency in the use of basic mathematics.

The ability to work with others.

Neatness, reliability and punctuality.

Ability to maintain close attention to detail.

Good finger and hand dexterity for handling machines.

Good command of oral and written English.

Good clerical aptitudes, verbal and numerical.

**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 Program:** 2 months

**Hours:** 08:00 to 15:00 hours

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

**Examinations:** Practical requirements to be met by end of 8 weeks.  
Final theory examination.



## 9. Retail Merchandising

The Merchandising Program provides practical training for students whose career goals require knowledge and skills in supervisory or technical sales work related to the field of marketing and product distribution.

The three main goals of the program are:

- 1) To provide balanced, comprehensive training in product distribution and marketing.
- 2) To prepare students for advancement in their chosen field of distribution.
- 3) To provide students with fundamental marketing skills to enable lateral and vertical mobility in the job market.

The Merchandising Program is divided into two levels. The first level is of two months duration. The second level is of three months duration. The program is designed to cover those areas of marketing and sales listed below to provide the student with skills and a comprehensive knowledge of the field out of which creative decisions can be taken for particular sales situations.

The Merchandising Program is of five months duration and offers theoretical and practical training in the following general areas:

### Program Content

#### Level '1'

- 1.1 Introduction to Marketing
- 1.2 Economics of Business
- 1.3 Communications
- 1.4 Psychology of Salesmanship

#### Level '2'

- 2.1 Marketing Fundamentals
- 2.2 Fundamentals of Business Management
- 2.3 Advertising and Sales Promotion

Related theory course content is taught in a classroom and practical training is provided in cooperation with businesses in the Vancouver area. (This major cooperative externship with business is intended as an integral component of the program).

**Length of Program:** 5 months

**Hours:** 15:00 - 22:00 hours

**Additional Costs:** Textbooks: \$30.00 approx.

**Examinations:** A progress evaluation of each student is reported to the Student Records Department at the completion of each level. This evaluation will be by theory examination and practical project assessment.

## 10. Industrial Records and First Aid

This program trains students to obtain and maintain employment as Industrial First Aid Attendants where an employer desires clerical skills as a secondary job requirement, i.e. any industry covered under the W.C.B. Act.

### Program Content:

#### Level '1'

- 1.1 Business Mathematics and Machines
- 1.2 Record Keeping
- 1.3 Bookkeeping to Trial Balance
- 1.4 Typing
- 1.5 Safety & Accident Prevention
- 1.6 Payroll & Related Legislation

#### Level '2'

- 2.1 Industrial First Aid

### Program Requirements

Grade 10 completion or acceptable equivalent, physically fit and free from communicable diseases.

**Program Length:** 5 months

**Hours:** 15:00 - 22:00 hours

**Additional Costs:** Textbook \$9.00; Supplies \$10.00

**Examinations:** Upon recommendation, the student will sit for Licensing Examinations as set by the Workers Compensation Board of B.C. leading to Certification as an Industrial First Aid Attendant.

## DENTAL ASSISTING

The program is offered on a full-time and part-time basis. Graduates will be capable of performing routine reception and chairside assisting duties, as well as designated intra-oral procedures which will allow them to be licensed by the College of Dental Surgeons of British Columbia.

### Program Content

#### Level '1' — Chairside Dental Assisting I

- 1.1 Anatomy
- 1.2 Equipment
- 1.3 Instruments, Armamentaria
- 1.4 Dental Materials
- 1.5 Diagnostic, Pre-operative and Restorative Technique
- 1.6 Micro-Control
- 1.7 Practice Management I
- 1.8 Dental Health Education I

#### Level '2' — Chairside Dental Assisting II

- 2.1 First Aid I (Standard First Aid)
- 2.2 Dental Laboratory Procedures
- 2.3 Dental Radiology I
- 2.4 Oral Surgery
- 2.5 Endodontics
- 2.6 Periodontics
- 2.7 Orthodontics
- 2.8 Prosthodontics



**Level '3' — Clinical Dental Assisting I**

- 3.1 Dental Radiology II
- 3.2 Nutrition
- 3.3 Pathology
- 3.4 First Aid II
- 3.5 Pharmacology
- 3.6 Pre-Clinical Intra-Oral

**Level '4' — Clinical Dental Assisting II**

- 4.1 Dental Radiology III
- 4.2 Practice Management II
- 4.3 Dental Health Education II
- 4.4 Clinical Intra-Oral

**Training Procedure:**

The Dental Assisting program is sequenced in four (4) levels, to facilitate the maximum use of instructional equipment, continuity of subject matter, and professional evaluation of student progress.

Course theory is given in the form of "packages", and the students are required to complete assigned theoretical work. The theory is then reinforced, applied practically, and evaluated in a classroom workshop or a clinical or laboratory setting as appropriate to each topic.

Practical experience in private dental offices is arranged, the externships are a minimum of two (2) weeks each. Observational days at specialty dental offices and dental laboratories are also organized. Student attendance at all of these sessions is essential in order to complete the program.

Level three (3) is designed to prepare the student for clinical work with selected children and adults in designated intra-oral procedures. Students are required to satisfactorily demonstrate skill and competence, first on mannequins and then with one another before they are recommended to level four (4). Level four (4) is the clinical application of level three (3) skills, on patients.

**Program Requirements:**

Academic program with emphasis on sciences is a definite asset. A standard First Aid Certificate is required before entry into Level four (4).

Students entering the upgrading program with reception or specialty experience only, will be required to attend a two to three week practicum in general chairside assisting duties, following the restorative section of the program.

Anatomy, Orientation and Terminology courses may be a pre-requisite to any other course within the part-time program.

All students are required to provide a medical certificate and a report from a recent chest X-ray, both of which should indicate that the applicant is free from communicable diseases.

An excellent command of verbal and written English is essential in addition to listening skills which prove an understanding of the English language.

An ability to communicate effectively is desirable in order to effectively become part of a dental team and to manage patients with tact and courtesy. Previous experience in working with the public is therefore an asset. In addition, candidates must be able to work under close direction and to act with initiative while a member of the team.

Manual dexterity is essential to meet the requirements of all levels of the program.

Applicants are encouraged to spend at least one day of observation in a dental office and to visit a dental assisting program, in order to gain a realistic view of the responsibilities of an assistant.

**Examinations:** Weekly evaluation given on both theory and practical assignments. Students completing the program, must pass Provincial Licensing Examination to obtain a Certified Dental Assistant certificate and registration by the College of Dental Surgeons of British Columbia. An evaluation of the learning progress of each student is prepared by the instructor at the completion of each level of the program.

This evaluation is by theory examination and assessment of practical projects.

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## DENTAL ASSISTANT; Upgrading

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Upgrading is available to meet the needs of persons who have been working as a dental assistant for one or more years and who wish to continue working while they gain credits toward becoming a "Certified Dental Assistant."

The program is the same as for the full time program.

Program requirements are the same as for the full time Dental Assistant Program's Basic and Intra-Oral sections with the exception of observation in a dental office and a dental assisting program.

Length of program depends on the level of previous training and experience. The program is offered on a part-time basis during evening hours, twice a week from 19:00 hours to 22:00 hours.

**Training Procedures:**

Same as for the full time Dental Assisting Programs. Practical externship for evaluation will take place in office of employment unless duties in that office do not allow full evaluation.

**Hours:**

19:00 hours to 22:00 hours, Monday and Wednesday  
19:00 hours to 22:00 hours, Tuesday and Thursday

**Additional Costs:**

Students supply their own uniform and duty shoes within first days of attendance. Textbooks will be loaned to the student during their attendance of courses.

**Examination:**

Same as for the full time Dental Assisting Program.



## 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 program 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.

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

On completion of the pre-apprentice program 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.

### Program Content:

#### Dental Technician/Mechanic Preapprenticeship Program (22 Weeks)

**Level '1'** — Complete Dentures

**Level '2'** — Crowns and Bridges

**Level '3'** — Removable Partial Dentures

#### Dental Technician Apprenticeship Program:

**Level '1'** — Dental Technician Apprenticeship I: (4 weeks)

Complete Dentures I

Crown & Bridge I

Removable Partial Dentures

**Level '2'** — Dental Technician Apprenticeship II (4 weeks)

Complete Dentures II

Crown & Bridge II

Removable Partial Denture

**Level '3'** — Dental Technician Apprenticeship III (4 weeks)

Complete Dentures II

Crown & Bridge III

Removable Partial Dentures

**Level '4'** — Dental Technician Apprenticeship IV (4 weeks)

Complete Dentures

Crown and Bridges

Removable Partial Denture

## Dental Mechanic Apprenticeship Program:

**Level '1'** — Dental Mechanic Apprenticeship I (4 weeks)

1.1 Complete Dentures

1.2 Crowns & Bridges

1.3 Removable Partial Bridges

**Level '2'** — Dental Mechanic Apprenticeship II (4 weeks)

2.1 Complete Dentures — Lab I

2.2 Crowns & Bridges

2.3 Removable Partial Dentures

**Level '3'** — Dental Mechanic Apprenticeship III (6 weeks)

3.1 Complete Dentures — Lab III

3.2 Intra-oral Procedures — Clinic I

3.3 Complete Denture Theory I

**Level '4'** — Dental Mechanic Apprenticeship IV (6 weeks)

4.1 Complete Dentures — Lab IV

4.2 Intra-oral Procedures — Clinic II

4.3 Complete Denture Theory II

### Training Procedure:

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

### Program Requirements:

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.  
Good health and stability.  
Good eyesight essential.

**Hours:** 08:00 to 15:00 hours

**Starting Dates:** Apply to Apprenticeship Branch, B.C. Ministry of Labour.

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

**Dress:** Students are provided with white smock, on loan.

**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 grinding and polishing procedures.

Jewellery and rings must not be worn for safety reasons. Safety glasses are provided and must be worn during grinding and polishing operations.

**Evaluations:** Each assignment is individually evaluated. There are review and final examinations.



## PRACTICAL NURSING

This program is also offered as the "Nursing Orderly Program", for which all the following information applies equally.

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 the greater part of the bedside nursing (with the exception of very technical procedures). This is a very rewarding career 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.

### Course Content:

#### Level '1'

- 1.1 Basic Nursing I
- 1.2 Human Biology I
- 1.3 Health & Illness I
- 1.4 Communications I
- 1.5 Legal, Ethical and Professional Relationships I

#### Level '2'

- 2.1 Basic Nursing II
- 2.2 Human Biology II
- 2.3 Health & Illness II
- 2.4 Communications II
- 2.5 Legal, Ethical and Professional Relationships II
- 2.6 First Aid (Standard)

#### Level '3'

- 3.1 Senior Acute Care Nursing
- 3.2 Extended Care Nursing
- 3.3 Obstetrical Nursing
- 3.4 Pediatric Nursing

### Specific Entrance Requirements:

Satisfactory medical clearance and current immunizations.

### Program Requirements:

Ability to accept responsibility essential.  
Good study and work habits to handle intensive theory and practice.  
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.  
Ability to adapt to new situations as the student may be sent to any hospital in the Greater Vancouver Area and will receive training in several hospitals before graduation. Students must be prepared to accept shifts during training.

**Length of Program:** 10 months.

### General Information:

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

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 08:00 to 15:00 hours (15:00 - 24:00 hours for Nursing Orderly); but the student must be willing and able to adjust times of attendance to vary according to hospital scheduling.

**Additional Costs:** Textbooks \$120.00 approx.; Uniforms \$55.00 approx.; Cap and pin before graduation \$11.00.

During the hospital training period, additional expenses will be incurred for incidental items, transportation costs to the various hospitals, etc.; the student must 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 required 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 BURSARIES

Various 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 dependants, 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) Practical Training Award	\$25.00 (Annual)	Vancouver & District Society
(b) Dental Materials Award	\$25.00 (Annual)	Dentsply Canada Ltd.
(c) Iain McLeod Memorial Trophy	\$25.00 (Annual)	Dentists of Metro-politan Health
(f) Radiography Award	\$25.00 (Annual)	Drs. Nacht, Margolese & Krasnoff
5. **ELECTRICITY — INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS and THE BOARD OF ELECTRICAL CONTRACTORS** award — \$50.00 bursaries to the student with the highest achievement in each graduating class of 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 Administrative Student Services at V.V.I. prior to January 28 of each year. The applicant must clearly indicate eligibility.