

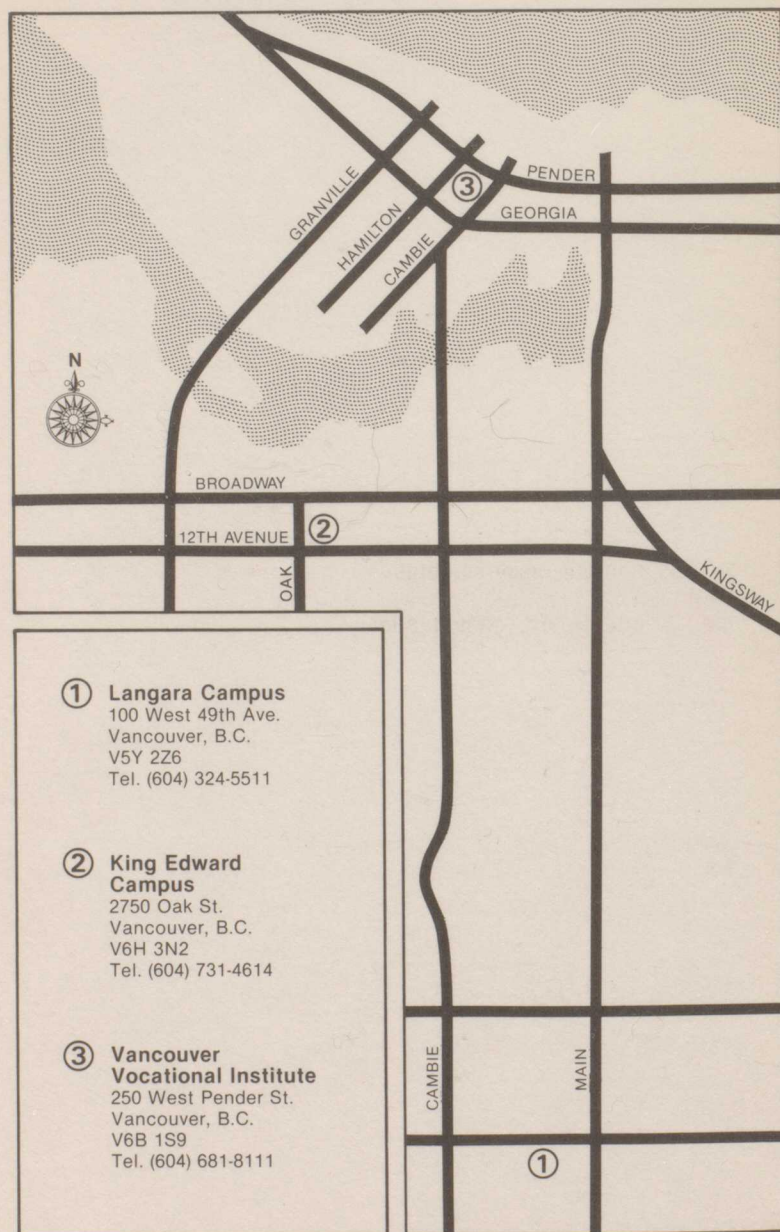
VANCOUVER COMMUNITY COLLEGE

1980/81

VCC

Vancouver Vocational Institute

PRINCIPAL LOCATIONS OF VANCOUVER COMMUNITY COLLEGE



Vancouver Community College offers educational opportunities at more than 30 outreach centres throughout the city.

WELCOME



Welcome to Vancouver Community College. Vancouver Community College serves its students through three main campuses, Langara Campus, Vancouver Vocational Institute, and King Edward Campus, as well as several smaller centres throughout the City of Vancouver. Our most recent student count exceeded 19,000; 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 was completed last year and action plans developed to address its findings.

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
College Principal
Vancouver Community College

ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

College Board

J. Baker
W. Brown
E. W. Dean
N. Divinsky
V. Giles
E. Jarvis
T. Marxreiter
J. C. M. Scott
B. Sleight

College Executive Officers

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

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

A BRIEF HISTORY

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 areas 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 November 18, 1974.

In accordance with the provisions of the College 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, Burnaby and Richmond School Boards 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 is 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 5,000 full-time and part-time students are enrolled in classes, which are held Monday to Friday between 08:00 and 22:00 hours.

LANGARA CAMPUS

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 Campus 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 Campus 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 of the need for 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 day, evening and weekend classes. Twenty of its programs are unique in British Columbia.

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 Campus, Vancouver Vocational Institute and Hamber. Langara Campus 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 Continuing Education begins early September; the Winter term, early January, the Spring term, early April and the Summer term, mid-June.

COLLEGE PROGRAMS

KING EDWARD CAMPUS • basic job readiness training • basic training for skill development • college foundations • employment orientation for women • English language training • homemaker • introductory homemaker/institutional aide • music • pharmacy assistant • programs of deafness • vocational orientation for youth

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

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 many more

Calendar 1980-1981 V.V.I.

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Vancouver Community College
Vancouver Vocational Institute



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GUIDELINES FOR STUDENTS

ADMISSIONS

General Requirements

- (a) **Citizenship**
All applicants must be Canadian citizens or have landed immigrant status in Canada.
- (b) **Priority**
Admission to all programs is on a first-come, first-served basis.
- (c) **Applications** are accepted from anywhere in 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 are permitted on the condition that the admission 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:

Program:	Educational Requirements:
Auto Body	— Grade 10 or equivalent
Baking	— Grade 10 or equivalent
Baking Options	— none
Barbering	— none
Cooking — Chinese Cuisine	— none
Cooking — Short Order	— Grade 10 or equivalent
Cook Training	— Grade 10 or equivalent
Data Entry Operator	— Grade 10 or equivalent
Dental Assistant Upgrade	— none

Guidelines

Manicuring & Facials	— Grade 10 or equivalent
Hairdressing	— Grade 10 or equivalent
Industrial Records & First Aid	— Grade 10 or equivalent
Nursing Aide	— Grade 10 or equivalent
Power Sewing	— none
Shoe Repair	— none
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.

An applicant may be accepted as a mature student if the applicant is at least 19 years of age, one year out of secondary school and the applicant's background and experience are evaluated against the specific program's requirements. Mature applicants, on the basis of the above evaluation, may be required to take pre-requisite courses before entry in the program.

English Language Assessment

Applicants 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 be so 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 Admission Department.

Procedures

1. To apply for admission to a program, each applicant must:
 - (a) Complete and submit an Application Form obtainable from the Student Services Center.
 - (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.
2. The application form may be submitted in person or by mail.
3. Receipt of the application form may require an interview or appraisal as 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.

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.

Guidelines

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 to the Student Admission & Records Department. 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 require that the applicant provide a medical certificate and a satisfactory report of recent chest X-ray examination. In the Nursing Programs immunizations are necessary before permission is granted for entry into hospitals and extended care institutions for the practical training. Applicants should ensure that they have the necessary medical certificates and reports ready for registration as their entry into the training program may be delayed.

All pre-registration medical examinations are the responsibility of the applicant. The examinations are not covered by the B.C. Medical Services Plan. The cost will hence be borne by the applicant.

COUNSELLING

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 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.
9. Tuition Fees for Vocational Credit Programs offered on a part time basis are \$2.00 per 3 hour sessions with a minimum of \$20.00 per course.
10. Tuition fees for tutorial students in Power Engineering are:

	Part A	Part B	Full Program
Blr. Op. B			\$30
Blr. Op. A			\$30
Fourth Class			\$45
Third Class	\$40	\$40	\$80
Second Class	\$60	\$60	\$120
First Class	\$90	\$90	\$180

11. Fees for correspondence students in Power Engineering are:

	Materials	Tuition	Total Fees
1st Class	\$51.00	\$36.00	\$87.00
2nd Class	\$44.00	\$30.00	\$74.00
3rd Class	\$48.00	\$34.00	\$82.00
4th Class	\$36.00	\$24.00	\$60.00

Refunds

Refunds of fees paid are made . . .

- (a) In case of an early graduation or voluntary withdrawal, a service charge of \$10.00 will be deducted.
- (b) In case of a non-voluntary termination, no service charge shall apply.
- (c) For part-time course registrations, a full refund will be granted on the day of registration. No refund will be granted later than three sessions after registration.

Requests for tuition fee refunds by students who have withdrawn 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 fee, additional fees of \$6.00 are payable at the time of enrolment. 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, socials, 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. Student Services and Student Association fees are non-refundable.

Additional Costs Per Program

Students entering training should have sufficient funds to cover the expenses for the full program. 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. The program outlines identify these approximate and detailed costs.

Students who are living away from home are responsible for their own board and lodging. No dormitory facilities are available at the college.

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

FINANCIAL ASSISTANCE

B.C. Student Financial Assistance Program

The Ministry of Education provides 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 in a full-time program leading to a certificate or diploma. The amount of assistance awarded is 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 installments at nominal interest charge commencing six months after completion of the training.

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

- (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", which is available in the Student Services Centre.

INFORMATION AND ASSISTANCE IN COMPLETION OF CANADA STUDENT LOAN APPLICATIONS IS AVAILABLE IN THE COUNSELLING DEPARTMENT.

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 dependents of employees of the West-coast Transmission Company Ltd. These loans are interest-free while the student is studying full-time and for one year thereafter.

Emergency Loan Funds

Short term emergency loans are available for students who suddenly find themselves in a crisis situation without funds. These loans are made available out of the revolving emergency loan funds:

Vancouver Foundation Fund

Doris M. Murray Endowment Fund

Restaurant & Food Services Association of B.C. Fund

Students receiving such emergency loans are expected to repay them as soon as possible. The emergency loans are for a maximum of \$50.00.

A booklet containing a listing of available awards, bursaries and scholarships is available from the Counselling Department.

GENERAL INFORMATION

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 V.V.I.

- (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 college certificate or diploma, e.g. Auto Mechanics Program.
- (d) **Certificate:** A college certificate is normally awarded on the successful completion of a program of one year or less.
- (e) **Diploma:** A college 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, who is carrying a full course load per level (6 hours per day, 5 days a week), 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.

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 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 absence 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 the program.

In order to receive a certificate or diploma a student is required to be registered for at least 50% of the program length, and must also attend for a minimum of 90% of the time registered in the program. A student will only receive an evaluation for a course if he/she has been registered for the full course length.

Responsibility 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 are evaluated.

Each course has a title and a given period of instructional time. This amount

of time spent in student contact is also a basis upon which grades will be determined.

The 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 student 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 feed-back 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

The Grade Point System of evaluation is a 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/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%
B	Above average	80- 90%
C	Average	65- 79%
I	Incomplete	50- 64%
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, 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:

- (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 are determined as 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: Practical Nursing — Level One

Course	No. of Credits in relation to time	Grade	Numerical Equivalent for letter grade	Points
Basic Nursing 1	4	A	4	16
Human Biology 1	2	A	4	8
Health & Illness 1	3	C	2	6
Communications 1	2	B	3	6
Legal, Ethical and Professional Relationships 1	1	C	2	2
	12			38

Total Grade Points Earned 38

No. of Credits attempted 12 = 3.17 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 in 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'.

If the student's work is unsatisfactory or not completed within the agreed to condition, the 'I' grade is changed to an 'F' grade.

E — Grade Designation

Many individuals enter the V.V.I. with previous work experience or schooling which may be equivalent to a course within a program. In order to determine this equivalency a student may "challenge" any course. The evaluation process is developed by the Department concerned. If the student successfully achieves a passing grade, he/she will have an 'E' placed on their Transcript of Achievement to indicate a successful outcome of the "challenged" course.

Appeal of Grades

Grades and evaluations made by an instructor may be appealed by the student. The first step of appeal is for the student to bring the matter to the attention of the department head, who will clarify or, if necessary, rectify the situation. If the department head does not satisfy the student's request, then the student may appeal in the same manner to the division chairman.

If the student's appeal has not been resolved to his/her satisfaction, the final appeal may be made to the Dean of Instruction, who shall make the final decision. It is the hope that all appeals can be resolved at the department head level and that a division chairman and the Dean of Instruction will only be involved in exceptional circumstances.

General Program Starts:

Program	Starting Dates (Approximate Program Length)
Accounting	monthly as space permits (4-12 months)
Auto Body Repair	Jan., March, June, Sept. (6 months)
Auto Mechanics	Jan., March, June, Sept. (9 months)
Baking	as space permits (10 months)
Baking Options	as space permits (4-15 weeks)
Barbering	March, July, Nov. (9 months)
Bookkeeping	monthly as space permits (4-6 months)
Building Construction	(7-10 months)
Level I	Jan., Feb., July, Sept. (4 months)
Level II	April, June, July, Nov. (3 months)
Level III	Jan., Oct. (3 months)
Clerk Typist	monthly as space permits (4-6 months)
Cooking — Chinese Cuisine	Jan., March, July. (16 weeks)
Cooking — Short Order	every two months (16 weeks)
Cook Training	Jan., March, May, July, Sept., Nov. (12 months)
Data Entry Operator	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 month)
Dental Technician/Mechanic Pre-apprentice	July apply Apprenticeship Branch (5 months)
Diesel Mechanics	Jan., March, June, Oct. (12 months)
Drafting Architectural & Mechanical	Feb., July. (10 months)
Drafting Architectural & Structural	April, June, Sept., Nov. (10 months)
Drafting Steel Design Detailer	August (10 months)
Electricity & Industrial Electronics	Jan., March, May, August, Oct. (10 months)

Guidelines

Electro-Mechanics I (Basic)	Feb., August. (5 months)
Electro-Mechanics II (Advanced)	Jan., June. (5 months)
Electronics Technician	every two months (12 months)
Hairdressing	Feb., June, Sept. (7 months)
Hairdressing Apprenticeship	apply Apprenticeship Branch (1 month)
Hospital Clerical Worker	scheduled as required (5 months)
Industrial Records & First Aid	Sept., Feb. (5 months)
Legal Stenographer	monthly as space permits (4-12 months)
Machinist	May, Sept., Nov. (9 months)
Manicuring & Facials	Jan., March, Sept., Nov. (12 weeks)
Medical Office Assistant	monthly as space permits (4-12 months)
Medical Stenographer	monthly as space permits (4-12 months)
Merchandising	Feb., Sept. (5 months)
Nursing Aide	March, July, Nov. (4 months)
Nursing Orderly	September (10 months)
Power & Process Engineering	Sept. (9 months)
Power Engineering	Aug. (9 months)
Power Engineering (Certification)	contact College concerning space (varies)
Power Sewing	every 4 weeks (8 weeks)
Practical Nursing	Jan., May, Sept. (10 months)
Printing Production	July, Aug., Sept., Oct. (10 months)
Secretarial	Monthly as space permits (4-12 months)
Shoe Repair	as space permits (9 months)
T.V. & Radio Technician	September (12 months)
Waiter/Waitress	every six weeks (12 weeks)
Welding	March, June, Sept., Dec. (10 months)
Welding Up-grade	as space permits (varies)
Welding Midnight	August (10 months)

Classes are scheduled on a six hours a day, five days a week and twelve months a year basis. 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 and fees to best serve the training needs of the community.

Part-time Courses

A number of courses in full-time programs are offered on a part-time basis. These are mainly scheduled on Saturdays.

These courses carry full credit towards a College Certificate. The programs which offer courses on a part-time basis are:

- Business Careers Programs
- Dental Assisting Program
- Drafting Programs
- Electronics Technician Program
- Security Guard Program

Guidelines

Part-time courses commence for the fall term at the beginning of September, for the winter term at the beginning of January, and for the spring term at the beginning of April. The term usually contains thirteen sessions of either 3 or 6 hours instruction. Registrations are by term except where a course stretches over more than one term.

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.

All information and transcripts of records will only be released with the written authorization of the student.

Certificates

A student who successfully completes the requirements of a specified program will be issued a College Certificate. When a student completes courses as a portion of a program, a Transcript of Achievement 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. The student shall complete a "withdrawal" form.

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/her 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.

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:

- Counselling Department
- Student Admissions & Records Department
- Student Health Services
- First Aid Service
- Canada Employment & Immigration Commission - Liaison Office
- The Office of the Dean of Administrative and Student Services

Counsellors assist applicants and students in setting education goals, career planning, meeting the admission requirements for a program, interpreting aptitudes, assessments and interest surveys, and establishing a liaison with faculty and students at the V.V.I., as well as with other educational institutions and community services. In addition counsellors provide a referral service for students seeking assistance from community services and medical agencies.

The Student Admissions and Records Department provides the services of a registrar's office. It maintains a complete file on student admission, registration, achievement, certificate and enrolment for all students who have attended or are attending at the V.V.I.

The Student Admissions and Records Department receives all requests for official Transcripts of Achievement, certification of attendance, change of name, address and telephone information, admission and registration.

Health Services

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

HOURS: Monday to Friday, 08:00 to 21:00 hours;

This service may provide

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

First Aid Service

First Aid Attendants are on duty from 07:30 until 22:00 hours. All accidents are required to be reported to them. They are available to treat all accidents wherever they may occur on the premises of the V.V.I.

The First Aid Attendants hold Industrial First Aid Certificates and are complemented by the Health Nurses and the other members of the Health Team.

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 Friday, 07:30 to 20:00 hours;
Saturdays, 08:30 to 16:30 hours

Bookstore

The Bookstore is located directly below the Student Services Centre. It provides textbooks, supplementary workbooks, stationery supplies on a limited basis, and special tools and equipment required in some programs, for sale to students.

Cafeteria

The Cafeteria is located on the third floor in the middle of the building complex. It provides breakfast, lunch, dinner, and coffee service including full course dinner meals at a reasonable cost. The food is prepared by students in the cook training programs. Vending machines provide an added service during those hours when the cafeteria service is closed.

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 - Training Liaison Office

The C.E.I.C. Training Liaison Office provides services to all students, who receive a training allowance or unemployment insurance while enrolled in a training program. The Training Liaison Office is open to students from 08:00 to 16:00 hours, Monday through Friday.

Student Association

The Vancouver Vocational Institute Student Association is a student organization governed by a student council which is elected annually, or when appropriate for the filling of a vacancy. The Student Association through the Student 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.

The constitution of the V.V.I Student Association is available upon request from the Counselling Department and Admissions.

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'

Welding, Brazing, and Cutting
History and Nomenclature of the Automobile
General Shop Practice 1
Safety Oriented First Aid
Types of Fasteners
Fitting and Adjusting Methods 1
Characteristics of Sheet Metal and Shrinking.
Sheet Metal Damage Repair Procedure 1
Body Filling Techniques and Fiberglassing
Panel Forming Techniques
Automotive Electricity 1
Frame Straightening, Suspension Systems, and Steering
Refinishing Techniques 1

Level '2'

General Shop Practice II
Fitting and Adjusting Methods II
Sheet Metal Damage Repair Procedure II
Automotive Electricity II
Frame Straightening
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. Driver's 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; Textbooks \$30.00 approx.; Coverall Deposit \$15.00; Safety Items \$35.00.

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

Dress: Coveralls are supplied on loan and laundered.

Safety Requirements: The student is required to supply his/her own safety glasses, leather boots (canvas or other loose-fitting shoes are not acceptable), and appropriate heavy clothing. Long hair is dangerous and must be contained in a safe manner according to W.C.B. regulations.

Examinations: Students are evaluated by periodic theory examinations and their individual, practical work projects.

AUTO MECHANICS

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, brake specialist, shop foreman, service manager, service advisor, or initiate a business of one's own in the automotive field. Some enter one of the related fields and become factory-representatives, automotive insurance-adjusters, salespersons, tool and equipment or parts and accessories representatives.

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'

General Shop Practice
Engines I
Automotive Machineshop I
Fuel and Emission Control Systems I
Electrical Systems; General
Power Trains
Frames, Suspension Systems, & Steering Systems I
Brake Systems I
Bodies & Accessories I
Safety Oriented First Aid

Level '2'

Service Floor Practice
Engines II
Automotive Machineshop II
Fuel and Emission Control Systems II
Starting and Ignition Systems
Tune-up
Lighting and Charging Systems
Clutches and Transmissions
Drive-Lines and Rear-Axle Assemblies
Brake Systems II
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. Driver's 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 \$32.00 approx.; Tool Deposit \$25.00; Coverall Deposit \$15.00; Safety Items \$35.00.

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

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: Students are evaluated by periodic theory examinations and their individual, practical work projects.

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 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 he/she must pass:

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

Program Content:

Level '1'

Safety Oriented First Aid
Tools, Materials, and Ethics
Foundations
Wood Frame Construction — General
Wood Frame Construction — Roof
Wood Frame Construction — Stairs
Finish Carpentry — Interiors
Finish Carpentry — Exteriors
Survey Instrument I
Blueprint Reading I

Level '2'

Concrete — Form Details
Concrete — Form Construction I
Introduction to Reinforced Concrete
Survey Instruments II
Blueprint Reading II
Concrete Technology

Level '3'

Concrete — Form Construction II
Millwork Carpentry
Drywall Construction
Survey Instruments III
Blueprint Reading III

Specialized Construction Tools
Estimating Materials & Costs
Scheduling

Training Procedure:

The student will receive classroom instruction in theory, demonstrations of equipment and their operation, and training in detailing and sketching. The student will do the practical construction projects 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 and 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: Students are evaluated by periodic theory examinations and their individual, practical work projects.

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'

- History, Familiarization and Basic Engine Principles
- Combustion Systems
- General Shop Practices
- Basic Metallurgy and Arc Welding
- Gas Welding and Flame Cutting
- Machining (Basic)
- Air and Engine Braking Systems
- Air Induction and Exhaust Systems
- Electrical Systems
- Cooling Systems
- Engine Construction
- Safety Oriented First Aid

Level '2'

- Engine Overhaul
- Engine Testing and Tune-up (Basic)
- Hydraulics
- Clutches, Standard Transmissions, P.T.O.'s
- Torque Convertors, Automatic/Powershift Transmissions and Marine Gears
- Drive Lines and Differentials
- Fuel and Lubricants and Engine Lube Oil Systems

Level '3'

- Detroit Diesel Allison Fuel Systems
- Woodward Hydraulic and Electronic Governors
- Caterpillar Fuel Systems
- Cummins Fuel Systems
- American and Robert Bosch Fuel Systems
- Roosa-Master, CAV Fuel Systems
- Engine Tune-up (Final), Trouble-shooting and Dynamometer Testing
- 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; 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: The student is required to supply his/her own leather boots (canvas or other loose fitting shoes are not acceptable), and appropriate heavy clothing. Long hair is dangerous and must be contained in a safe manner according to W.C.B. regulations.

Examinations: Students are evaluated by periodic theory examinations and their individual, practical work projects.

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 shipyards, pulp-mills, 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'

- Benchwork and Shop Practice
- Lathe I
- Shaper and Planer I
- Milling Machines I
- Blueprint Reading I
- Safety Oriented First Aid

Level '2'

Lathe II
Shaper and Planer II
Milling Machines II
Precision Measurement I
Basic Metallurgy
Blueprint Reading II
Grinding Machines

Level '3'

Lathe III
Milling Machines III
Gear Cutting
Heat-Treatment Practice
Precision Measurement II
Special Machine Set-ups

Training Procedure: 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; 15:00 to 21:00 hours.

Additional Costs: Textbooks \$60.00 approx.; Safety Items \$50.00 approx.; Tool Deposit \$25.00; Coverall Deposit \$15.00.

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

Dress: Coveralls are supplied on loan and laundered.

Safety Requirements: Students must supply their own safety glasses. Leather Boots (with steel safety toe if possible) are required. Hair styles must be confined according to W.C.B. regulations.

Examinations: Students are evaluated by periodic theory examinations and their individual, practical work projects.

POWER ENGINEERING PROGRAMS - GENERAL

The Power Engineering Department offers comprehensive training programs for all grades of Power Engineering.

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 Power Engineering Department offers its 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.

2. 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, prior to writing the Government Examinations.

3. Power Engineering — General:

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

The program includes maintenance of powerplant equipment, instrumentation, electricity & engineering sciences, as well as other courses. 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 Engineering — Technical

This program fulfills the same objectives for training and employment as the Power Engineering — General program, but in addition provides the student with the more advanced Mathematics/Science content necessary to proceed to higher Power Engineer's Certificates. Completion of this program is a pre-requisite for entry into the Power and Process Engineering program.

5. Power and Process Engineering:

This program is available to students who have a good background in Mathematics and Science and who possess a fourth class Power Engineer's Certificate

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.

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 Labour.

Training Procedure:

Classroom theory and demonstration, lectures, assignments, and tutorials are 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 enrolment may be made prior to completion of qualifying time providing there is 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 (Oct. to May), on Tuesdays and Thursdays from 15:15 to 21:00 hours for *first*, *second*, and *third-class* students;

Classes are also held (Oct. 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 a Power Engineer's Certificate 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.

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. Objectives of the programs are:

- a) To prepare students to write the appropriate government examinations, and
- b) 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.

Credits: Six months' credit in lieu of practical experience is given by the Boiler Inspection Department for the completed correspondence program. A statement of completion is only given by the Power Engineering Correspondence Department after the student has passed the final examination.

Program Material: Upon registration all necessary program material is mailed to the student at no additional cost.

Length of Programs

	Average time Taken by Students	Time Allowed For Program
Fourth Class	5 - 8 months	12 months
Third Class	10 - 15 months	24 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.

Prerequisites:

Students wishing to enroll in 1st, 2nd and 3rd Class correspondence programs must have the next lower certificate, unless exempted by the Boiler Inspection Department. No prerequisites are necessary for 4th class students.

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.

Power Engineering — General

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

Level '2'

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

Level '3'

- Drafting III
- General Electricity III
- Fourth Class Power Engineering III
- Instrumentation III
- General Mathematics III
- Applied Science III
- Steam Laboratory and Plant Training III
- Workshop III

Level '4'

- Drafting IV
- General Electricity IV
- Fourth Class Power Engineering IV
- Instrumentation IV
- General Mathematics IV
- Applied Science IV
- Steam Laboratory & Plant Training IV
- Workshop IV

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; Safety Items \$30.00 approx.

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

Dress: Coveralls are supplied on loan and laundered.

Safety Requirements: Shop/laboratory assignments may be hazardous, therefore students should expect to supply their own safety glasses and Leather Safety Boots.

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

Power Engineering — Technical

This program is similar to the Power Engineering General Program in that the student takes the same courses in Drafting, Fourth Class Power Engineering Workshop, Steam Laboratory and Plant Training; however, the courses in Mathematics, Physics and Electricity are at a more advanced level.

Program Content

Level '1'

Drafting I
Technical Electricity I
Fourth Class Power Engineering I
Instrumentation I
Technical Mathematics I
Applied Physics I
Steam Laboratory and Plant Training I
Workshop I

Level '2'

Drafting II
Technical Electricity II
Fourth Class Power Engineering II
Instrumentation II
Technical Mathematics II
Applied Physics II
Steam Laboratory and Plant Training II
Workshop II

Level '3'

Drafting III
Technical Electricity III
Fourth Class Power Engineering III
Instrumentation III
Technical Mathematics III
Applied Physics III
Steam Laboratory and Plant Training III
Workshop III

Level '4'

Drafting IV
Technical Electricity IV
Fourth Class Power Engineering IV
Instrumentation IV
Technical Mathematics IV
Applied Physics IV
Steam Laboratory & Plant Training IV
Workshop IV

Government Certification

Upon the successful completion of the 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 15:00 hours

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

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

Dress: Coveralls are supplied on loan and laundered.

Safety Requirements: Shop/laboratory assignments may be hazardous, therefore students should expect to supply their own safety glasses (\$8.00 approx.) and Leather Safety-Toe Boots (\$23.00 approx.)

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

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 for future progression towards becoming a First-Class Engineer.

Program Content

First year Level '1'

Engineering Mechanics I
Thermal Engineering I
Instrumentation V
Technical Electricity V
Fluid Mechanics I
Drafting V
Metallurgy I
Technical Communications I

Level '2'

Engineering Mechanics II
Thermal Engineering II
Instrumentation VI
Technical Electricity VI
Fluid Mechanics II
Drafting VI
Metallurgy II
Technical Communications II

Level '3'

Strength of Materials I
 Thermal Engineering III
 Instrumentation VII
 Technical Electricity VII
 Engineering Laboratory I
 Drafting VII
 Metallurgy III
 Technical Communications III
 Strength of Materials II
 Thermal Engineering IV
 Instrumentation VIII
 Technical Electricity VIII
 Engineering Laboratory II
 Drafting VIII
 Metallurgy IV
 Technical Communications IV

Training Procedure:

— Classroom theory, lecture and demonstration augmented by laboratory work.

Program Requirements:

This program is available to students who have educational qualifications equal to: —

- Completion of one year in an Engineering program at an approved University or College.
 Examples: U.B.C., B.C.I.T., V.C.C. "Power Engineering — Technical", S.A.I.T.
- Completion of two years in a Mathematics and/or Science program at an approved university or college
 Examples: U.B.C., S.F.U., V.C.C.

In addition to the above the candidate must have a valid certificate as a 4th Class Power Engineer and good English language skills. Good eyesight, health and hearing essential. Should have good mechanical aptitude, hand/eye co-ordination and manual dexterity.

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; Safety Items 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 and Leather Safety-Toe Boots.

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

PRINTING PRODUCTION

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 and by presentation of guest lecturers from industry.

Program Content:

Level '1'

Production Control I
 Composition I
 Preparatory I
 Press Production I
 Safety Oriented First Aid

Level '2'

Production Control II
 Composition II
 Preparatory II
 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 printing 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 is essential.
- 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.

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

Dress: Leather shoes are necessary (canvas or other loose-fitting shoes are not acceptable). An 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 progress will be assessed through weekly written examinations as well as practical examinations on equipment in the department.

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 examinations.

While no employment is guaranteed at the completion of the program, a close liaison between the Instructors and the Industry usually can assist the graduate to find opportunities. 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'

Safety Oriented First Aid
Gas Welding
Applied Math, Drafting and Blueprint Reading I

Level '2'

Machine Flame Cutting
Shielded Metal Arc Welding I
Carbon Arc Cutting and Gouging
Applied Math, and Blueprint Reading II

Level '3'

Gas Metal Arc Welding
Flux Core Arc Welding
Applied Math, and Blueprint Reading III

Level '4'

Gas Tungsten Arc Welding
Shielded Metal-Arc Welding II
Projects
Applied Math, and Blueprint Reading IV

Training Procedure:

Classroom lectures and discussions, demonstrations and on the shop floor, individual instruction are provided 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 five months: 07:00 to 13:30 hours. Next five 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.

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

Dress: Student is 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 to W.C.B. requirements.

Examinations: Are conducted regularly for theory and practical assignments.

WELDING UPGRADE

The Welding Upgrade 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 Company Welding Tests.

Evaluation tests and upgrading time requirements are 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 & Welding

Entrance Requirements:

The applicant must have one of the following requirements:

- a) be in the 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 possess a D.P.W. certificate
 - c) hold a C.W.B. certificate
 - d) hold a Ministry of Labour Certificate from other Provinces
 - e) hold a company procedure test result ticket, such as from: Bechtel, U.S. Navy, Dominion Bridge, B.C. Hydro, Combustion Engineering, Canron, Ebco, Brittain, etc.
 - f) provide confirmation and/or authorization from a company along with their WPS sheet.
- and be reasonably conversant in both oral 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).

Upgrade instruction is also given in:

- General Shop Regulations
- General Shop Safety
- Specific Process Related Safety (as required)
- Weld Defects
- Welding Symbols
- Welding Codes
- Welding Test Specifications
- Joint Configurations
- Welding Processes
- A.C. Circuits (Basic)
- D.C. Circuits (Basic)
- Electrode Classifications and Storage Care
- Material Specifications
- Relationship and Effect of Voltage and Amperage
- Load Capacity of Welded Joints

Hours: 18:30 to 01:00 hours

Additional Costs: If a 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 list on previous pages.

Tools such as striker, chipping hammer, helmet and scratch brush are to be supplied by the 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 haircutting, shaving, and massage, but who 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'

Service Management 1
Bacteriology and Sanitation
Tools
Shampoo
Scalp Treatments 1
Haircutting 1
Blow-Waving 1
Shaving 1
Facials and Massage 1

Level '2'

Service Management 2
Scalp Treatments 2
Haircutting 2
Blow-Waving 2
Shaving 2
Facials and Massage 2
Skin and Scalp Diseases
Hairstyling 1
Safety Oriented First Aid

Level '3'

Service Management 3
Hairstyling 2
Permanent Waving 1
Blow-Drying 1
Curling Irons 1
Hair Structure & Chemistry
Hair Coloring 1
Electricity and Light Therapy

Level '4'

Hairstyling 3
Permanent Waving 2
Hair Coloring 2
Blow-Drying 2
Curling Irons 2
Hair Replacements
Anatomy & Nutrition
Business Management

Training Procedure:

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

Specific Entrance Requirements:

The applicant to this program must provide a medical certificate certifying that he/she is free from communicable diseases and must provide a recent and satisfactory report of a chest x-ray examination.

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.
- Ability 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 Deposit \$25.00; Uniform Deposit \$15.00

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

Dress: Dress pants and closed leather shoes with low heels required. A barber smock is supplied.

Examinations: Evaluation is periodic throughout the program.

FOOD TRADES PROGRAMS — GENERAL

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.

Service Programs

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:

BAKING — Industrial
BAKING — Options
COOK TRAINING
COOKING — SHORTORDER
COOKING — Chinese Cuisine
WAITER/WAITRESS

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'

Theory of Baking and Demonstration
Breads
Hard Rolls

Level '2'

Theory of Baking and Demonstration
Pies — Tarts — Cookies
Quick Breads — Puff Pastries and General Baking

Level '3'

Theory of Baking and Demonstration
Cake Baking
Cake Icing and Decorating
French Pastries — Icing & Filling

Specific Entrance Requirements:

Health: The applicant to this program must provide a medical certificate certifying that he/she is free from communicable diseases and must provide a recent and satisfactory report of a chest X-ray examination.

Service Programs

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.

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

Dress: White Uniform supplied on loan and laundered. Comfortable, closed leather shoes are required (sandals 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.

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'

Theory of baking and demonstration 1
Breads
Hard rolls - sweet yeast dough products.

Level '2'

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

Level '3'

Theory of baking and demonstration 3
Cake baking
Cake icing and decorating
French pastries — icings & 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: The applicant to this program must provide a medical certificate certifying that he/she is free from communicable diseases and must provide a recent and satisfactory report of a chest X-ray examination.

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 \$10.00 approx.; Baker's Tool Kit \$15.00 approx.; Uniform Deposit \$15.00.

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

Dress: A white uniform is supplied on loan and laundered. Comfortable, closed leather shoes are required (sandals and canvas runners are not acceptable).

Examinations: Continuous evaluations are made throughout the program.

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'

Theory of Catering
General Trade Practise
Baking

Level '2'

Sandwiches
Appetizers
Cold Buffet

Level '3'

Potato and Vegetable Cookery
Breakfast Cookery, Pasta
Desserts

Level '4'

Stocks, Soups making
Grill, Roast & Bake
Entrees (Main Dishes), Sauces

Level '5'

Meat Cutting
Fish & Poultry
Larder

Level '6'

Cold Kitchen ("to order")
Hot Kitchen ("to order")
Elementary Kitchen Management

Training Procedures:

Lessons, demonstrations and practical experience are provided in 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:

The applicant to this program must provide a medical certificate certifying that he/she is free from communicable diseases and must provide a recent and satisfactory report of a chest X-ray examination.

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 1: 09:00 - 16:00 hrs; Level 2: 07:30 - 14:30 hrs; Level 3: 07:30 - 14:30 hrs; Level 4: 07:30 - 14:30 hrs; Level 5: 09:00 - 16:00 hrs; Level 6: 14:30 - 21:30 hrs.

Additional Costs: Textbooks \$30.00 approx.; Tools \$65.00 approx.; Uniform Deposit \$15.00

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

Service Programs

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

Examinations: Continuous evaluations are made throughout the program.

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 packaged 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'

Trade Practices
Sandwiches, Salads
Vegetables

Level '2'

Convenience Foods
Breakfast and Cereals
Grill — Broil — Panfry

Training Procedure:

Theory, demonstrations and practical experience are provided in conjunction with an operational Cafeteria. 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:

The applicant to this program must provide a medical certificate certifying that he/she is free from communicable diseases and must provide a recent and satisfactory report of a chest X-ray examination.

Program Requirements:

Students should be able to work and stand for extended periods. Previous work experience in some phase of food preparation or service is 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.

Service Programs

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

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

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

Examinations: Continuous evaluations are made throughout the program.

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'

Health, Hygiene, Safety and First Aid
Introduction to Cooking — Chinese cuisine cookery, utensils and equipment
Use of the Wok
Preparation of Meat, Poultry, Seafood, Vegetables I
Stir-frying, Pan-frying, Deep-frying, Broiling and Braising I
Preparation and Cooking of Soups and Sauces I

Level '2'

Barbecue Cooking
Preparation of Meat, Poultry, Seafood, Vegetables II
Stir-frying, Pan-frying, Deep-frying, Broiling and Braising II
Preparation and Cooking of Soups and Sauces II
Kitchen Management

Training Management:

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:

The applicant to this program must provide a medical certificate certifying that he/she is free from communicable diseases and must provide a recent and satisfactory report of a chest X-ray examination.

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 are necessary.

Length of Program: 4 months

Hours: 14:30 to 21:30 hours

Additional Costs: Uniform Deposit \$15.00; Tools \$30.00 approx.

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

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

Safety Requirements: The Accident Prevention Act and the Health Requirements of the Food Service Industry require that:

- Hair be contained
- Shoes with closed uppers be worn
- No loose clothing be worn
- Full uniforms be worn.

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 and waitress who are proficient in the trade and enjoy the work can anticipate a steady demand for their services with remuneration and advancement determined by their skill and manner.

Program Content:**Level '1'**

- Food and Beverage Equipment
- Menu Terminology
- Customer Relations
- Service Procedures I
- Beverage Service

Level '2'

- Wine and Bar Service
- Cash Register
- Service Procedures II
- Management

Training Procedures:

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

Specific Entrance Requirements:

The applicant to this program must provide a medical certificate certifying that he/she is free from communicable diseases and must provide a recent and satisfactory report of a chest X-ray.

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 1 is six weeks from 07:30 to 14:30 hours

LEVEL 2 is six weeks from 14:30 to 21:30 hours

Additional Costs: Textbooks \$10.00 approx.; Uniform Deposit \$15.00.

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

Dress: Uniforms are 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 their hair off the collar or contained.

Examinations: Continuous evaluations are made throughout the 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 in duration, and will prepare students 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'

Salon Department
Permanent Waving
Shampoo Rinses and Conditioners
Bacteriology, Sanitation, and Sterilization
Haircutting
Hair Structure
Disorders and Diseases of Hair and Scalp
Air Waving and Ironing
Finger Waving
Scalp Treatments
Basic Setting and Comb Outs

Level '2'

Hair Coloring
Styling Basics
Physiology
Styling
Facials and Manicures
Hair Pieces and Wigs
Career Management
General Trade Application

Training Procedure

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

Apprenticeship:

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

Specific Entrance Requirements:

The applicant to this program must provide a medical certificate certifying that he/she is free from communicable diseases and must provide a recent and satisfactory report of a chest X-ray examination.

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 \$25.00; Tools (Electrical appliances) \$40.00; Uniforms & shoes approx. \$50.00.

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

Dress: Some freedom within the guidelines below is permitted in the mode of dress:

- a) washable solid colour top, combined with navy or black slacks
- b) washable solid colour top, combined with navy or black skirt
- c) full white or solid coloured uniform

Closed comfortable shoes with low heels such as white nursing Oxford types are recommended.

Examinations: Continuous evaluation and testing take place throughout the program.

Upon completion of the apprenticeship training the B.C. Hairdressers' Examination is required. The fee of \$15.00 is at that time payable to the B.C. Hairdressers' Association approximately one month prior to examination.

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 manicuring and facials

Service Programs

Training Procedure:

Level '1'

Sanitation — Hygiene — Bacteriology
Manicure and footcare
Skin analysis

Level '2'

Facial treatments
Cell and bone structure
Muscle and nerve systems
The circulatory and endocrine system
Skin
Waxing removal of superfluous hair

Level '3'

Facial masks
Specialized treatments
Light therapy
Cosmetic chemistry
High frequency treatments
Small business management.
General Trade Application

Dress: White uniforms

Specific Entrance Requirements:

The applicant to this program must provide a medical certificate certifying that he/she is free from communicable diseases and must provide a recent and satisfactory report of a chest X-ray examination.

Program Requirements:

- Good general health.
- Ability to communicate freely with customers.
- Good appearance, grooming and personal hygiene.

Length of Program: 3 months

Additional Costs: Textbooks \$18.00; Tools, etc. \$100.00 approx.; Uniform & Shoes approx. \$50.00.

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

POWER SEWING

The program 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. The program is operated like a small factory with students being taught production-line techniques on work orders from external agencies sufficient to give a continuous-run operation.

Service Programs

Program Content:

Level '1'

Orientation to Power Sewing Production
Machine Operations I

Level '2'

Machine Operations II

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 with 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 piece work production.

Length of Program: 8 weeks

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

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

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

Dress: Apron.

SHOE REPAIR

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

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

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

Some graduates of this course go into manufacturing, others into operating shoe repair shops as employees or as shop owners.

Program Content:

Level '1'

Safety and First Aid
Men's Shoes

Industrial Programs

Level '2'

Women's Shoes
Western and Work Boots
Customer Relationships

Level '3'

Uppers
Hand Sewing
Small Business Management
Maintenance of Machinery

Training Procedure:

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

Length of Program: 9 months

Hours: 08:00 to 15:30 hours

Additional Costs: Textbook \$17.00 approx.

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

Dress: A Standard Apron of the Trade is supplied. Comfortable, closed, leather shoes are necessary.

Tools: The College provides all necessary tools.

Examinations: Continuous evaluation is made by the instructor of practical work.

DRAFTING PROGRAMS — GENERAL

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.

Industrial Programs

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.

THERE ARE THREE PROGRAMS OFFERED:

DRAFTING — Architectural and Structural

DRAFTING — Architectural and Mechanical

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 \$25.00.

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

Examinations: The student is evaluated periodically on his/her assigned projects as well as written examinations.

Training Procedure:

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

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'

Introduction to Drafting
Introduction to Working Drawings

Level '2'

Residential Building Construction and Technology
Architectural Drafting

Level '3'

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

Level '4'

- Structural Drafting: Concrete
- Structural Drafting: Steel
- Structural Drafting: Timber
- 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.

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, Mining, 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'

- Introduction to Drafting
- Introduction to Working Drawings

Level '2'

- Residential Building Construction and Technology

Level '3'

- Process Flow Diagrams
- Process Piping Drafting
- Piping Isometrics

Level '4'

- Site Development: Plant Layout
- Materials-Handling Drafting
- 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.

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'

- Introduction to Drafting
- Introduction to Working Drawings

Level '2'

- Introduction to Steelwork
- Square Framed Beams
- Simple Columns
- Introduction to Welding

Level '3'

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

Level '4'

- Trusses
- Transfer Chutes
- Bridge Girders
- Project Review
- 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'

- Electrical Fundamentals
- Building Wiring and Codes
- Standard First Aid

Level '2'

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

Level '3'

- A.C. Circuit Analysis II
- A.C. Machines
- Transformers

Level '4'

- Magnetic Controls
- Static Controls

Training Procedure:

Classroom lectures are 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 color 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 \$50.00 approx.; Tools \$90.00 approx.

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

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: Regular examinations for theory, with continuous and individual evaluation of practical work, take place throughout the program.

ELECTRONICS PROGRAMS — GENERAL

THE PROGRAMS OFFERED ARE:

- ELECTRONICS TECHNICIAN
- T.V. & RADIO TECHNICIAN
- ELECTRO MECHANICS I (BASIC)
- ELECTRO MECHANICS II (ADVANCED)

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'

- Circuit Analysis
- A.C. Basics
- Transistors
- Power Supplies

Level '2'

- Bipolar Small Signal Amplifiers
- Vacuum Tube/FET Small Signal Amplifiers
- Operational Amplifiers
- Power Amplifiers
- Thyristors

Level '3'

- Resonance & Radio Frequency Amplifiers
- Oscillators & Multivibrators
- Test Equipment
- Carrier Telephone Systems

Level '4'

- Digital Electronics
- Serial Data Systems
- Microprocessors

Level '5'

- AM Radio
- FM Radio
- Antennas & Transmission Lines
- Video

Level '6'

- First Aid
- VHF Communications
- SSB Communications
- Microwave Radar & Avionics

Training Procedure: Classroom activity consists 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, Tools and supplies \$100.00 approx.

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

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.

Examinations: Regular theory exams with individual assessments of practical assignments are provided throughout the program.

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'

- Circuit Analysis
- A.C. Basics
- Transistors
- Power Supplies

Level '2'

- Bipolar Small Signal Amplifiers
- Vacuum Tube/FET Small Signal Amplifiers
- Operational Amplifiers
- Thyristors

Level '3'

- Resonance & Radio Frequency Amplifiers
- Oscillators & Multivibrators
- Test Equipment

Level '4'

Audio Systems
AM Radio
FM Radio & TV Sound
Antennas
Basic Television System

Level '5'

TV Signal Processing Circuits
TV Sweep & Sync Circuits
TV High Voltage Circuits

Level '6'

Picture Tubes
TV Color Processing Circuits
Digital Electronics, Television Applications
Troubleshooting & Repairs

Training Procedure: Classroom activity consists 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.

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

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 are provided throughout the program.

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 are necessary.

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

Program Content:

Level '1'

Circuit Analysis
A.C. Basics
Mechanical Switching Fuses and Relays
Test Equipment Operation and Applications
Semiconductors
Power Supplies and Regulators

Level '2'

Vacuum Tube Basics
Bipolar Transistors, Small Signal Amplifiers
Thyristors and Electronic Switching
Trouble-Shooting and Schematic Reading
Linear Circuits
Introduction to Basic Telephony

Training Procedure: Theory, demonstrations, and extensive shopwork.

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: Regular theory exams with individual assessments of practical assignments are provided throughout the program.

ELECTRO-MECHANICS II (ADVANCED)

The electronics mechanic installs and maintains minicomputers, micro-processors, 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 manufacturers, 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 an 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.

Program Content:

Level '1'

Digital Electronics & Numbering Systems
Computer Basics
Instruction Sets
Microprogram Logic
Minicomputers
Programs

Level '2'

Microcomputers
Memories
Terminals & Keyboards
Data Entry Devices

Training Procedure: The training consists of 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.

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

Safety Requirements: Safety glasses and leather-type shoes (canvas shoes are not acceptable) are 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: Students are evaluated by periodic theory examinations and their individual, practical work projects.

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:

ACCOUNTING
BOOKKEEPING
CLERK TYPIST
DATA ENTRY OPERATOR
HOSPITAL CLERICAL WORKER
INDUSTRIAL RECORDS AND FIRST AID
LEGAL STENOGRAPHER
MEDICAL OFFICE ASSISTANT
MEDICAL STENOGRAPHY (TRANSCRIPTIONIST)
MERCHANDISING
SECRETARIAL

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

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

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

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 are encouraged.

Satisfactory health standards are required in some programs.

Ability to relate to and work with people.

ACCOUNTING PROGRAM

The Accounting Program is designed 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 in this program are in great demand and prospects for employment and advancement are excellent.

Program Content

Level '1'

Typing 1

Typing 2

Business Communications 1

Business Communications 2

Business Mathematics 1

Business Machines 1

Recordkeeping

Level '2'

Bookkeeping to Trial Balance

Office Practices & Procedures

Business Mathematics & Machines II

Level '3'

Accounting to Financial Statement Preparation

Business Communications III

Business Law

Business Mathematics III

Introduction to Data Processing

Payroll and Legislation

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 \$100.00 (approximately)

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

Examinations: Each lesson is evaluated individually.

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'

Typing 1

Typing 2

Business Communications 1

Business Communications 2

Business Mathematics 1

Business Machines 1

Recordkeeping

Level '2'

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 \$50.00 (approximately)

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

Examinations: Each lesson is evaluated individually.

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'

Typing I

Typing II

Business Communications I

Business Communications II

Business Mathematics I

Business Machines I

Recordkeeping

Level '2'

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 business 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 \$40.00 approx.

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

Examinations: Each lesson is evaluated individually.

DATA ENTRY OPERATOR 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 program stresses a thorough knowledge of machine functions and programming as well as speed and accuracy in practical operations.

Program Content

Keystrokes and accuracy

Card punch machine - machine set-up and applications

Key to diskette - machine set-up and applications

Key to disk (cluster) machine set-up and 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.

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)

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

Examinations: Evaluation is by final theory examination and testing on practical work skills.

HOSPITAL CLERICAL WORKER

This program is intended for persons wishing to seek employment in Hospitals as Unit Nursing Clerks, Admitting Clerks, Medical Records Clerks and Radiology Clerks. The program provides the student skills and knowledge of basic body systems, basic medical terminology, ability to interact effectively between patients, visitors and medical staff, and to act as the clerical and receptionist person on medical wards.

Program Content

Level '1'

Basic Anatomy and Physiology and Medical Terminology 1
Typing Upgrading 1
Pharmacology 1
The Working Environment

Level '2'

Basic Anatomy and Physiology and Medical Terminology 2
Typing Upgrading 2
Pharmacology 2
Hospital Departments 1
Patient Centered Activities
Routine Hospital, Ward and Patient Records

Level '3'

Basic Anatomy and Physiology and Medical Terminology 3
Human Relation Skills
Pharmacology 3
Hospital Departments 2
Transcription of Physician's Orders
Safety Oriented First Aid
Hospital Emergency Procedures

Level '4'

Two courses of the following:

Nursing Ward - Medical
Nursing Ward - Surgical
Admitting Department
Medical Records Department
Radiology Department

Training Procedure: Students will take their typing training at the V.V.I. and all other practical and classroom assignments in a local hospital.

Specific Entrance Requirements:

The applicant must submit a satisfactory medical certificate and recent chest X-ray report to the Student Admissions and Records Department before being accepted. The applicant must also supply proof of passing a typing speed of 30 w.p.m.

Length of Program: five months

Hours:

Classes run from 08:00 to 15:00 for Levels I to IV. In Level V, the student must adapt to the schedules of the hospital.

Additional Costs:

On the first day of attendance the student is expected to be prepared to meet the following costs: \$46.00 for books, \$18.00 for a uniform and \$1.50 for a student name pin.

Evaluation:

The student's progress is examined on a regular basis by examination and assessments of practical projects.

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'

Business Mathematics
Record Keeping
Bookkeeping to Trial Balance
Typing I
Business Machines

Level '2'

Payroll and Legislation
Safety and Accident Prevention
Industrial First Aid

Program Requirements:

The applicant to this program must provide a medical certificate certifying that he/she is free from communicable diseases and must provide a recent and satisfactory report of a chest X-ray examination.

Program Length: 5 months

Hours: 15:00 to 22:00 hours.

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

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

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. In order to become licensed it is necessary to contact the Workers' Compensation Board in person to obtain the necessary application and medical forms.

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 performing 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 1
Typing 2
Business Communications 1
Business Communications 2
Business Mathematics 1
Business Machines 2
Recordkeeping

Level '2'

Typing III
Machine Transcription I
Shorthand I

Level '3'

Business Communications III
Typing IV
Shorthand II & III
Office Practices & Procedures
General Legal Procedures
Wills & Estates
Litigation
Conveyancing
Divorce & Family Law
Corporate Procedures

Program Requirements:

- High spelling aptitude essential.
- 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: 12 months

Hours: 15:00 to 22:00 hours.

Additional Costs: Textbooks and supplies \$50.00 (approximately)

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

Evaluations:

Each assignment is individually evaluated. Reviews and final examinations are provided.

MEDICAL OFFICE ASSISTANT PROGRAM

This Program leads primarily to positions in all types of medical 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'**

Typing 1
 Typing 2
 Business Communications 1
 Business Communications 2
 Business Mathematics 1
 Business Machines 1
 Recordkeeping

Level '2'

Basic Medical Terminology
 Typing III
 Machine Transcription I
 Medical Transcription I

Level '3'

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

Training Procedure:

Business Career classroom training is integrated with training in the Health Section including lectures, demonstrations and discussions, field trips and 10 days' orientation in a medical 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 \$60.00 (approximately).

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

Evaluations: Each assignment is individually evaluated. Reviews and final examinations are scheduled.

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
 Basic Medical Terminology
 Business Communications 1
 Business Communications 2

Level '2'

Typing III
 Machine Transcription I

Level '3'

Integumentary/Mammary
 Musculoskeletal
 Cardiovascular, Hemic and Lymphatic
 Digestive and Respiratory
 Genitourinary
 Endocrine
 Nervous
 Special Senses
 Medical Transcription 1
 Histories/Consults
 Medical Transcription 2 — General
 Medical Transcription 3 — Specialties
 Medical Transcription 4 — Hospital
 Stenographer/Transcriptionist Practices

Program Requirements:

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

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

Evaluations:

Each transcription assignment is individually evaluated. Reviews and final examinations are provided.

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'

Introduction to Marketing
Economics of Business
Marketing Communications
Psychology of Salesmanship

Level '2'

Marketing Fundamentals
Contract Law
Financial Management
Psychology of Management
Advertising 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 to 22:00 hours.

Additional Costs: Textbooks: \$50.00 approx., and \$10.00 for supplies.

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

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.

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'

Typing I
Typing II
Business Communications I
Business Communications II
Business Mathematics I
Business Machines I
Recordkeeping

Level '2'

Typing III
Machine Transcription I
Shorthand I

Level '3'

Typing IV
Business Communications 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 \$50.00 (approximately)

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

Examinations: Each lesson is individually evaluated.

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'

Anatomy
Equipment
Instruments, Armamentaria
Dental Materials
Diagnostic, Pre-operative and Restorative Technique
Micro-Biological Control
Practice Management I
Dental Health Education I

Level '2'

First Aid I (Standard First Aid)
Dental Laboratory Procedures
Dental Radiology I
Oral Surgery
Endodontics
Periodontics
Orthodontics
Prosthodontics

Level '3'

Dental Radiology II
Nutrition
Pathology
First Aid II
Pharmacology
Pre-Clinical Intra-Oral

Level '4'

Dental Radiology III
Practice Management II
Dental Health Education II
Clinical Intra-Oral

Program Requirements:

Completion of the secondary schools' Academic program with emphasis on sciences is a definite asset. 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.

Length of Program: 10 months

Hours: Day or afternoon classes, 08:00 - 15:00 or 15:00 - 22:00

Additional Costs: \$210.00 for uniforms, textbooks and safety supplies.

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 evaluations are given on both theory and practical assignments. Students completing the program must pass the 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.

DENTAL ASSISTANT: Upgrading

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

The program content 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.

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.

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.

Program Requirements:

A letter from the employer (Dentist) stating that the applicant has been employed as a dental assistant (auxiliary) for a minimum of one year in the last three years.

Hours:

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

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

Examinations:

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 require 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)

Complete Dentures
Crowns and Bridges
Removable Partial Dentures

Dental Technician Apprenticeship Program:

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

Complete Dentures I
Crown & Bridge I
Removable Partial Dentures I

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

Complete Dentures II
Crown & Bridge II
Removable Partial Denture II

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

Complete Dentures III
Crown & Bridge III
Removable Partial Dentures III

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

Complete Dentures IV
Crown and Bridges IV
Removable Partial Denture IV

Dental Mechanic Apprenticeship Program:

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

Complete Dentures I
Crowns & Bridges I
Removable Partial Bridges I

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

Complete Dentures II
Crowns & Bridges II
Removable Partial Dentures II

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

Complete Dentures — Lab III
Intra-oral Procedures — Clinic I
Complete Denture Theory I

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

Complete Dentures — Lab IV
Intra-oral Procedures — Clinic II
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.
- Ability 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 \$50.00 approx.; Tool Deposit \$25.00.

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

Dress: Students are provided with a 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.

Jewelry 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.

NURSING PROGRAMS

The Nursing Department offers programs which combine classroom instruction with practical, clinical work in hospitals and extended care institutions.

The programs offered are:

- Nursing Aide Program
- Nursing Orderly Program
- Practical Nursing Program

Both the Nursing Orderly and the Practical Nursing Programs prepare the student for licensing as a "Licensed Practical Nurse". A Licensed Practical Nurse may work in acute care as well as extended care clinical situations. The Nursing Aide works in extended care institutions.

NURSING AIDE

This program trains students for employment in long term care facilities, personal care homes, extended care centres, rehabilitation centres and homes.

The program has the objectives to provide the student with the skills and knowledge to perform minimal nursing skills under direct supervision and to communicate effectively with residents and other members of the health care team in an ethical and professional manner. The Nursing Aide is expected to initiate first aid in any clinical setting, recognize the residents' or patients' need for oxygen and sensory satisfaction and to respond to those needs.

Program Content

Level '1'

Nursing Needs and Skills 1
Communications and Ethics
Safety Oriented First Aid
Patient Centred Care 1

Level '2'

Nursing Needs and Skills 2
Interpersonal Interactions
Patient Centred Care 2

Program Length: 4 months

Program Requirements:

Applicants must provide the necessary medical clearance certificate and obtain the necessary current immunizations.

Hours: 15:00 to 22:00 hours at the V.V.I.

The hours in the extended care institutions depend on their internal schedules.

Additional Costs: \$65.00 for textbooks, \$60.00 for a uniform, \$30.00 for shoes, and \$6.50 for a graduation pin. These costs are approximate only, and the student is expected to pay them within the first week of attendance.

Dress:

Uniforms according to the program's standards are required to be purchased by the student; in addition, a good grade of hospital shoes will be required before entering the extended care institutions for clinical work.

Examinations:

Examinations take place throughout the program. Final College examinations are held at the end of the program.

NURSING ORDERLY

This program is also offered as the "Practical Nursing Program". All details for that program apply equally to the "Nursing Orderly Program". For details please refer to Page 82 under "Practical Nursing".

The minor deviation from Practical Nursing occurs during the clinical practise in the hospital.

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.

Program Content

Level '1'

Basic Nursing I
Human Biology I
Health & Illness I
Communications I
Legal, Ethical and Professional Relationships I

Level '2'

Basic Nursing II
Human Biology II
Health & Illness II
Communications II
Legal, Ethical and Professional Relationships II
First Aid (Standard)

Level '3'

Senior Acute Care Nursing
Extended Care Nursing
Obstetrical Nursing
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:

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 hospital may be located anywhere in the Lower Mainland, and the students are required to provide their own transportation. 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 - 22:00 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 \$150.00 approx.; Uniforms \$55.00 approx.; Cap and pin before graduation \$11.00, \$15.00 uniform deposit. 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.

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

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

Examinations: Frequent examinations take place throughout the program. Final college exams are held at the end of the program. Students must pass these examinations before writing the licensing examinations as set by the Council of Practical Nurses. The cost of the licensing examination is \$50.00.

AWARDS, SCHOLARSHIPS AND BURSARIES

Various awards, scholarships and bursaries are donated by industry, unions, trade associations, community organizations and individuals, which are available to students upon application. Please direct all enquiries to the Counselling Department.

American Society for Metals — annually offers two awards of \$75.00 each to recognized outstanding students in the MACHINIST and WELDING program. Recipients are recommended by the respective departments.

Credit Union Foundation of B.C. — annually awards a \$100.00 bursary to a student who is making satisfactory progress in a program, and who is a relative of a member of a B.C. credit union.

Dental Assistant bursaries are offered, as listed below:

- | | |
|------------------------|----------|
| (a) C. GALLERY Bursary | \$ 50.00 |
| (b) E. HYDE Bursary | \$75.00 |

Rose Mercer Award — offers three \$50.00 awards annually, to the most outstanding student in each LICENSED PRACTICAL NURSING graduating class.

Native Indian Service Council — annually offers a \$50.00 award to the outstanding student in any program. Candidates are nominated by faculty members.

Restaurant & Food Services Association of B.C. — provides funds for the awarding of five \$100.00 bursaries annually to students in FOOD TRADES programs, particularly in short term programs, who are achieving at a satisfactory level.

Royal Canadian Legion — Mount Pleasant Branch — annually offers three bursaries of up to \$300.00 each, to applicants in the NURSING AIDE program. Applicants must be achieving at a satisfactory level and able to prove relationship to a war veteran.

Van City Saving Credit Union — provides an award of \$250.00 annually to a student in any program who is achieving at a satisfactory level and who is related to a member of the Union.

Vancouver Club of Printing House Craftsmen and Margaret Anderson Award by the Ladies' Auxiliary of the **Craftsmen Club** — provide four \$75.00 scholarships annually to graduating students in the PRINTING PRODUCTION program. The award recipients are selected by nominations from the graduating class and instructor recommendations.

Vancouver Foundation — Bursaries and Loans of varying amounts are available to students through funds donated by the Vancouver Foundation. Achieving students in any program area may obtain further information from the Counselling Department.

Vancouver Kiwanis Foundation — annually offers \$500.00 for bursaries to students in the FOOD TRADES programs, who are achieving at a satisfactory level.

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.

Xerox of Canada Limited — provides two awards of \$125.00 annually to graduates in the ELECTRONICS program, on the basis of over-all performance.

The following awards are available to V.V.I. students, by direct application:

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.

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 and Student Services at V.V.I. prior to January 28 of each year. The applicant must clearly indicate eligibility.