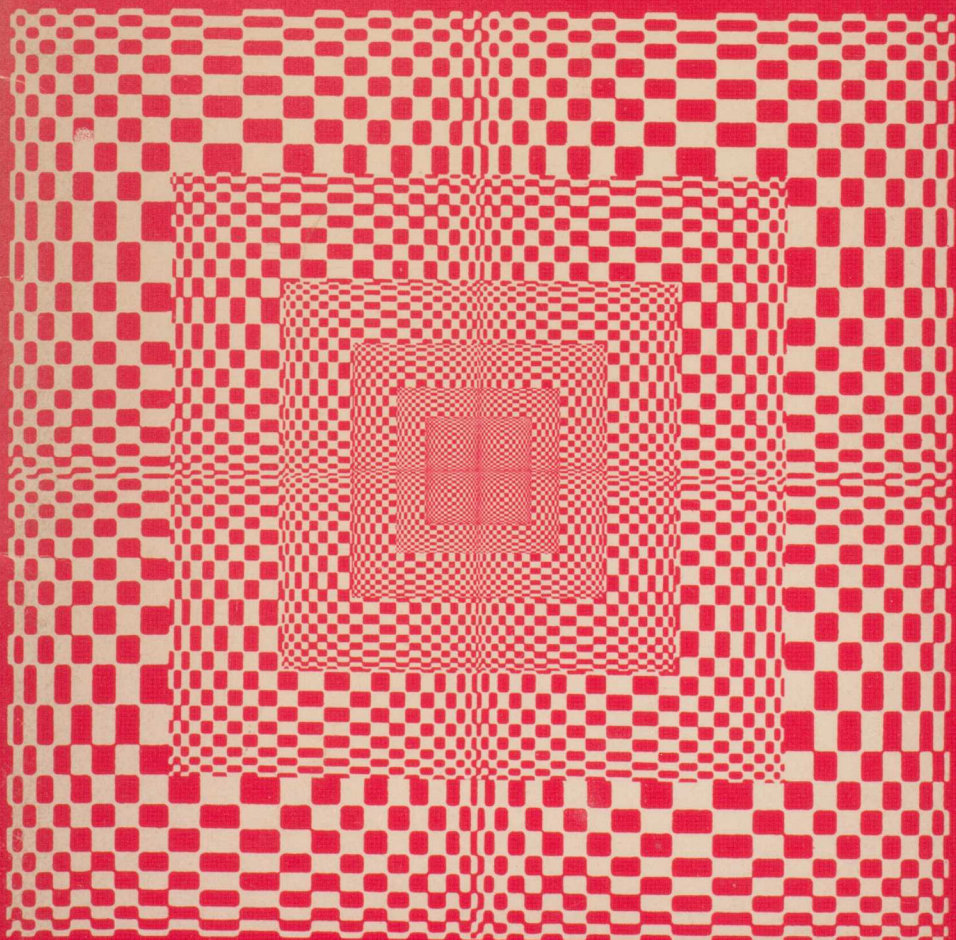


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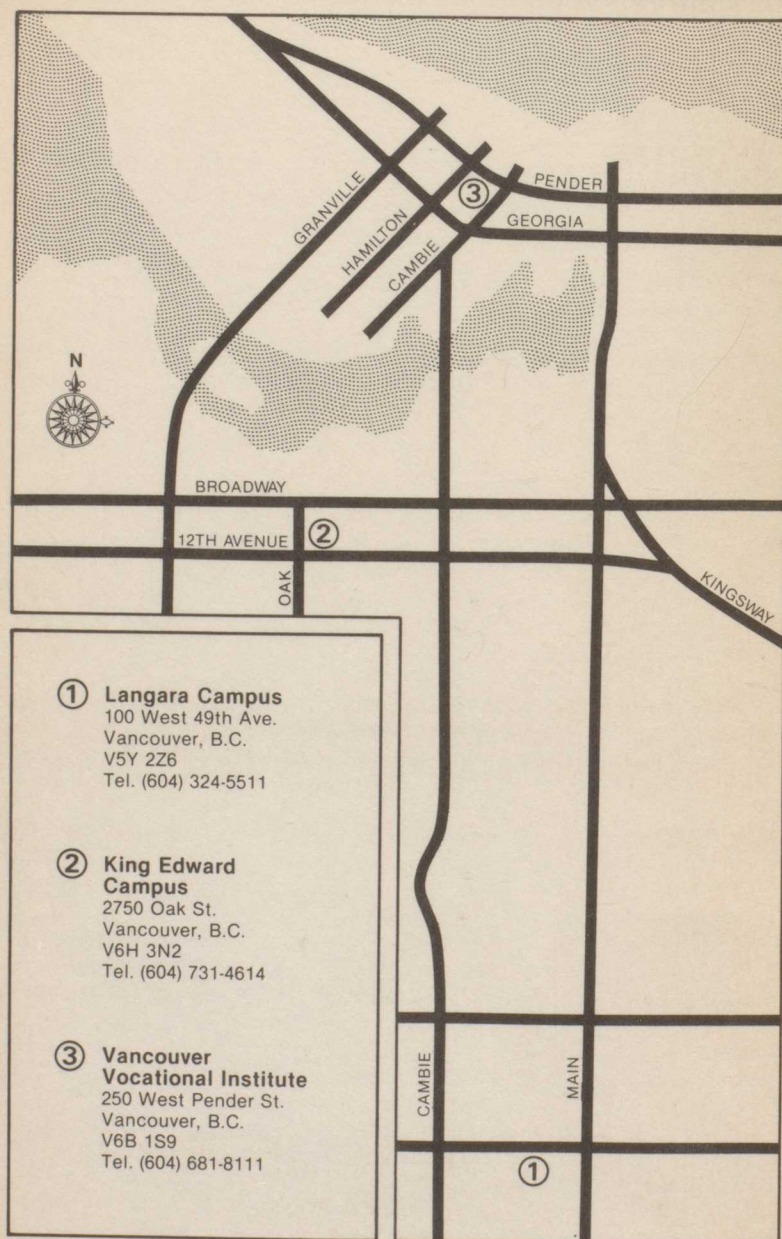
VANCOUVER
VOCATIONAL
INSTITUTE

81-82



Vancouver Community College

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 20,000; in fact, about one quarter of the instruction provided by the B.C. post-secondary non-university system is delivered by Vancouver Community College.

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 available 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. Student feedback is sought and considered not only while attending, but also after leaving the College.

As a student, you should feel free to discuss any questions you may have with an instructor, a counsellor or Dean. The College is committed to deal with student concerns expeditiously through established procedures or to establish special committees where no such procedures exist.

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
President
Vancouver Community College

ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

College Board

J. Baker
W. Brown
E. W. Dean
N. Divinsky
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College Executive Officers

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

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.

CAMPUSES

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-story 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

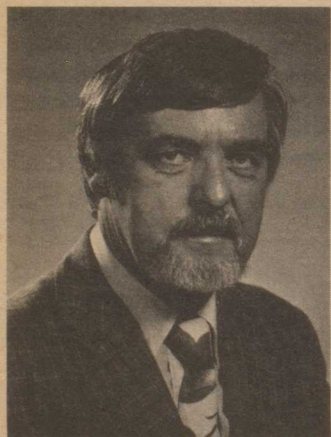
KING EDWARD CAMPUS • basic job readiness training • basic training for skill development • college foundations • employment orientation for women • English language training • homemaker • introductory homemaker/institutional aide • music • pharmacy assistant • programs of deafness • vocational orientation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

LANGARA CAMPUS • accounting • arts & science • 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 • general education

VANCOUVER VOCATIONAL INSTITUTE • accounting • autobody repair • auto mechanics • baking — industrial • baking — options • barbering • bookkeeping • building construction • clerk typist • cooking — chinese cuisine • cooking — basic • cook training • data entry operator • dental assisting — dental assisting upgrade • dental technician/mechanic apprentice — dental technician/mechanic pre-apprentice • diesel mechanics • drafting — architectural, civil, and structural • drafting — architectural, process piping, and materials handling • drafting — architectural and structural steel • electricity & industrial electronics • electro-mechanics 1 (basic) • electro-mechanics 2 (advanced) • electronics technician • hairdressing • hairdressing apprenticeship • hospital clerical worker • industrial records & first aid • junior computer programmer • legal stenographer • long term care resident aide upgrade • machinist • manicuring & facials • medical office assistant • medical stenographer/transcriptionist • merchandising • nursing aide • nursing orderly • power & process engineering • power engineering — general • power engineering — technical • power engineering certification (correspondence) • power engineering certification (tutorial) • power sewing • practical nursing • printing production • secretarial • shoe repair • tv and radio technician • waiter/waitress • welding • welding upgrade • welding midnight • word processing operator

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

A MESSAGE FROM THE PRINCIPAL



The Vancouver Community College, Vancouver Vocational Institute Campus is dedicated to graduating vocational, technical and career students of the highest calibre. The fact that our graduates are extensively and repeatedly sought out by business, industry and the public sector attests to our considerable success in this regard.

The Vancouver Vocational Institute Campus has and continues to enjoy an excellent reputation due to the extraordinary expertise and dedication of our faculty and staff. Indeed, their continuing commitment assures our students and ultimately our community that the urgent training requirements of the 80's will be substantially realized as a result of our determination to continue to provide programs of the highest quality.

Vancouver Community College endorses the principle of providing our students with the best possible career training opportunities in keeping with diversified needs identified by our community. We at the Vancouver Vocational Institute Campus are proud of our role within the College which allows us to provide you, our students, with the ways and means of broadening your horizon by pursuing meaningful training programs.

Our principal perspective is, of course, an economic one. We therefore are vitally interested in the economy of our province, in alleviating some of its problems by helping people achieve satisfaction from their work thereby contributing to the satisfactory and productive growth of our community.

J. L. McINNIS
Principal, V.V.I. Campus

Calendar 1981-1982 V.V.I.

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

Telephone
(604) 681-8111

Telex
04-54566

SECTION INDEX

- A — Table of Contents
- B — Guidelines for Students
 - Admissions
 - Fees
 - General Information
- C — Technical Programs
- D — Service Programs
- E — Industrial Programs
- F — Business & Health Programs
- G — Scholarships and Bursaries
- H — Numeric Course Listing
- I — Instructor Listing

Vancouver Community College
Vancouver Vocational Institute



TABLE OF CONTENTS

	Page
PRESIDENT'S WELCOME	i
ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE	ii
VANCOUVER COMMUNITY COLLEGE HISTORY	ii-iii
VANCOUVER COMMUNITY COLLEGE CAMPUSES	iii-iv
PRINCIPAL'S MESSAGE	v
COLLEGE PROGRAMS	vi
SECTION "A" — TABLE OF CONTENTS	vii-x
SECTION "B" — GUIDELINES FOR STUDENTS	1
Admissions	
Requirements	1
Educational Requirements	1
Procedures	2
Student Identification Card	4
Change of Name or Address	4
Medical Certificate	4
Counselling	5
Fees	
Tuition	5
Tuition Fee Refunds	6
Student Services & Student Association	6
Additional Costs per Program	7
Financial Assistance	7-8
General Information	8
Definitions of Terms	8
Responsibilities of the Student	9
Attendance and Performance Requirements	9
Responsibility to the Student	10
Grade Point System	11
Appeal of Grades	12
General Program Starts	13-15
Transcripts	15
Certificates	15
Withdrawals	15
Transfer to Other Institutions	15
Apprenticeships	16
Safety and Accident Prevention	16
Facilities	
Student Services Centre	16
Health Services	17
Library/Resource Centre	17
Bookstore	18
Cafeteria	18
Parking	18
Canada Employment and Immigration Commission — Manpower Centre	18
Student Association	18

SECTION "C" — TECHNICAL PROGRAMS

Auto Body Repair	18
Auto Mechanics	20
Building Construction	21
Diesel Mechanics	23
Machinist	25
Power Engineering Programs	26
Power Engineering Certification (Tutorial)	28
Power Engineering Certification (Correspondence)	29
Power Engineering — General	31
Power Engineering — Technical	32
Power and Process Engineering	34
Printing Production	36
Welding	37
Welding Upgrade	39

SECTION "D" — SERVICE PROGRAMS

Barbering	41
Food Trades Programs	42
Baking — Industrial	43
Baking — Options	44
Cook Training	45
Cook Training — Basic	47
Cooking - Chinese Cuisine	48
Waiter/Waitress	50
Hairdressing	51
Manicuring and Facials	53
Power Sewing	54
Shoe Repair	55

SECTION "E" — INDUSTRIAL PROGRAMS

Drafting Programs	56
Drafting — Architectural, Civil, & Structural	57
Drafting — Architectural, Process Piping & Materials Handling	58
Drafting — Architectural & Structural Steel	59
Electricity and Industrial Electronics	60
Electronics	61
Electronics Technician	61
T.V. & Radio Technician	63
Electro Mechanics 1 (Basic)	65
Electro Mechanics 2 (Advanced)	66

SECTION "F" — BUSINESS AND HEALTH PROGRAMS

Business Careers Programs	67
Accounting	68
Bookkeeping	70
Clerk Typist	71
Data Entry Operator	71

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 enrolment in that program. Applicants must be both eligible and available for attendance before being accepted.
- e) **Multiple Applications** to more than one program are accepted.
- f) **Wait Lists**
When more 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 fully met for the second program before the transfer. The date of the transfer request becomes the date of the application on the new wait list.
- g) **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.
- h) **Handicapped Students**
Handicapped applicants after completing application should see a Counsellor to discuss their special needs.

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 — Industrial	— Grade 10 or equivalent
Baking — Options	— None
Barbering	— None
Cooking — Chinese Cuisine	— None
Cook Training — Basic	— Grade 10 or equivalent

Hospital Clerical Worker	72
Industrial Records and First Aid	74
Junior Computer Programmer	75
Legal Stenographer	76
Medical Office Assistant	77
Medical Stenographer/Transcriptionist	78
Merchandising	79
Secretarial	80
Word Processing Operator	81
Dental Assisting	83
Dental Assisting — Upgrade	84
Dental Technician/Mechanic	85
Nursing	88
Nursing Aide	88
Nursing Orderly	89
Practical Nursing	90
SECTION "G" — SCHOLARSHIPS AND BURSARIES	92
SECTION "H" — NUMERIC COURSE CODE LISTING	95
SECTION "I" — INSTRUCTOR LISTING	112

Guidelines

Cook Training	— Grade 10 or equivalent
Data Entry Operator	— Grade 10 or equivalent
Dental Assisting Upgrade	— None
Manicuring and Facials	— Grade 10 or equivalent
Hairdressing	— Grade 10 or equivalent
Industrial Records and 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 other than 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 Admissions 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 Centre.
 - 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.

Guidelines

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.

Extension Courses Leading to a Full Time Program Certificate

The College has a commitment and an acknowledged obligation to provide, within available resources, a comprehensive range of educational programs responding to the particular, differing, and valid educational and training needs of adults in the community.

Specifically, it will:

provide educational programs enabling students to continue education through a variety of programs which enhance employment opportunities, and provide personal enrichment or professional upgrading, and provide educational programs for continued skill development.

The above statement is the first goal of the College. The Vancouver Vocational Institute in meeting that goal has expanded its programming to include a broad range of extension programs. Twenty four programs are now available to the part time learner. The specific courses related to each extension program are generally available in the evenings and all day Saturday throughout the whole year.

Programs that now are available on an extension basis for the part time continuing learner are:

Accounting	Drafting — Architectural
Auto Body Repair	and Structural Steel
Baking — Options	Electricity and Industrial Electronics
Bookkeeping	Electronics Technician
Clerk Typist	Esthetician
Cook Training — Basic	Industrial Records and First Aid
Data Entry Operator	Legal Stenographer
Dental Assisting Upgrade	Medical Office Assistant
Dental Mechanics Upgrade	Medical Stenographer/
Dental Technician Upgrade	Transcriptionist
Drafting — Architectural,	Merchandising
Civil, and Structural	Secretarial
Drafting — Architectural	Security Officer
Process Piping and	Welding Upgrade
Materials Handling	

Any interested person is invited to enroll in any course of an extension program for which he/she may be suited.

For further information, contact the Counselling Department.

Continual Learning for the Experienced Worker — the Insert Upgrade Process

The Vancouver Vocational Institute, in order to meet the College's commitment goal to the Community, has instituted a program method for the "insert upgrade student". By this method an individual in the work force who wants to upgrade his or her skills in any one of the more than 60 programs can enter a specific program at an advanced level to acquire the skills and knowledge on a full-time basis.

This unique programming method is allowing many individuals, because of available time away from their jobs, to intensively acquire specific skills and knowledge in a more compressed time period than would normally be available on a part-time extension basis.

If you are interested in participating in this full time upgrade process, please contact Student Services.

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, Transcripts, 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 Admissions and 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 recent satisfactory negative TB skin test report (if the skin test report is positive, a chest X-ray report is required). 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, otherwise 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. All Medical Certificates are confidential and should be forwarded to:

College Health Services
Vancouver Vocational Institute
250 West Pender Street
Vancouver, B.C.
V6B 1S9

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 Job Search Workshops for individuals and classes.
- 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 institutions.

FEES

Tuition

- 1) Fees are based on the monthly rate of \$36.00 for full time students.
- 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 \$36.00 per month.
 - b) Any additional training days at the rate of \$1.80 per day.
- 5) If a program completes on a day other than the last day of a quarter, then the tuition fees for the final quarter shall be calculated as in (refer to insert 4b).
- 6) Fixed tuition fees for specific certification levels in tutorial courses (see Power Engineering) are payable in advance and remain valid for one year 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.

Guidelines

- 9) Tuition fees for Vocational Credit Programs offered on an extension basis are \$.80 per hour.
- 10) Tuition fees for tutorial students in Power Engineering are:

	Part A	Part B	Full Program
Boiler Operator B			\$36
Boiler Operator A			\$36
Fourth Class			\$54
Third Class	\$48	\$48	\$96
Second Class	\$72	\$72	\$144
First Class	\$108	\$108	\$216

- 11) Fees for correspondence students in Power Engineering are:

	Materials	Tuition	Total Fees
1st Class	\$51	\$43	\$94
2nd Class	\$44	\$36	\$80
3rd Class	\$48	\$41	\$89
4th Class	\$36	\$29	\$65
Boiler Operator	\$19	\$13	\$32

Refunds

Refunds of fees paid are made:

- When a refund is requested as a result of an early graduation or voluntary withdrawal, a service charge of \$10.00 will be deducted.
- When the College cancels a class or discontinues a student from a course, no service charge will be assessed.
- For extension course registrations, a full refund will be granted on the day of registration. During the second and third session a refund less \$10.00 will be granted. No refund will be granted after completion of the third session.

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 are payable at the time of enrolment. These fees are valid for a period of one year, are non-refundable, and consist of:

- A Student Services fee of \$1.50 which provides student insurance coverage, incidental costs of graduation ceremonies, a number of student awards, and Student Identification cards.
- The Vancouver Vocational Institute Student Association membership fee, the amount of which depends on the length of registration. This fee 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.

Guidelines

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.

Sponsored Students

Students receiving funds from C.E.I.C. or U.I.C. for training should make sure that they will have enough money on hand to cover their expenses, including books and supplies during the first month. Delays in receiving initial funds may occur.

FINANCIAL ASSISTANCE

British Columbia Student Assistance Program

The Ministry of Education provides a comprehensive program of assistance to eligible post-secondary students whose resources are insufficient to cover the cost of their studies. Eligibility to apply for assistance is based on residency in British Columbia for one year.

- Funds are provided through the B.C. Student Assistance Program consisting of a combination of Canada Student Loan to a maximum of \$1800.00, and B.C. Provincial Grant to a maximum of \$1700.00.

Certificate Programs of 26 weeks duration or longer qualify for assistance. The amount of assistance awarded is based on assessed need as determined by the Provincial Authority.

- CANADA STUDENT LOANS remain interest free until six months after completion of full-time studies, by which time graduates should complete a repayment agreement with the bank which holds the loan.
 - B.C. PROVINCIAL GRANTS are received at the mid-point of the program and are non-repayable.
- B.C. SPECIAL ASSISTANCE PROGRAM provides assistance to eligible students who are enrolled in Certificate Programs of less than 26 weeks duration. The maximum assistance available under this program is \$300.00 in non-repayable grant, based on assessed need as determined by the Provincial Authority.

Brochures on Government Financial Assistance to students are available in the Counselling Department, where students may also obtain B.C.S.A.P. applications.

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 Westcoast Transmission Company Ltd. These loans are interest free while the student is studying full time and for one year thereafter.

Emergency Loan Funds

Emergency loans to a maximum of \$50.00 are available to students who find themselves in a crisis situation without funds. The loan funds are made available through the following donors:

Doris M. Murray Endowment Fund
Vancouver Foundation Fund
V.V.I. Student Association

These funds are available to students who have demonstrated, by attendance and progress, the capability of completing their program.

Scholarships and Bursaries

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 of each program. These units are the basis for the standard student evaluation system in place for 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) **Extension student:** an extension 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 cooperation 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

Guidelines

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 student's 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 students of the degree of competency that they have 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 are 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 the Department Head, for reasons such as illness or bereavement.

Guidelines

Grade Point System

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:

Percentage Mark		Letter Grade		Grade Points
91-100%	=	A Excellent	=	4
80- 90%	=	B Above Average	=	3
65- 79%	=	C Average	=	2
50- 64%	=	I Incomplete	=	0
0- 49%	=	F Fail	=	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 an "F" Grade are also included in the calculation of the GPA. "I" Grades are not 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	Grade Points
Basic Nursing	4	A	4	16
Human Biology	2	A	4	8
Health & Illness	3	C	2	6
Communications	2	B	3	6
Legal, Ethical and Professional Relationships	1	C	2	2
	12			38
Total Grade Points Earned	38			
No. of Credits attempted	12	= 3.17 Grade Point Average (GPA)		

Guidelines

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 20 instructional days of time following "probational" entry into the next Level.

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

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

The student may appeal directly to the instructor who has made the evaluation under dispute.

If a change in evaluation is agreed upon, the instructor shall record the appeal with a memorandum to Student Records, via the Department Head. If the appeal is not settled, the instructor shall record this in a memorandum to his Department Head, with a copy to the student. If the appeal is not settled by the Instructor, then the student may appeal to the Department Head, who shall conduct an investigation and record the outcome in a memorandum to Student Records in the case of an agreed change in evaluation, or to the Division Chairman if the disagreement remains.

If the appeal is not settled by the Department Head, then the student may appeal to the Division Chairperson, who shall conduct an investigation and record the outcome in a memorandum to Student Records in the case of an agreed change in evaluation, or to the Dean of Instruction if the disagreement remains.

If the appeal is not settled by the Division Chairperson, the student may appeal to the Dean of Instruction, who shall examine the previous appeals, investigations, and outcomes.

Guidelines

The Dean of Instruction shall record his decision by memorandum to Student Records, with a copy to the student, via the Division Chairperson and the Department Head.

If a student remains dissatisfied by the decision of the Dean of Instruction, he/she may file an "Appeal Request" to the Dean of Administrative & Student Services, identifying the specifics of the appeal and attaching copies of the decisions rendered in the previous stages of the appeal.

A fee of \$5.00 shall accompany the "Appeal Request".

- a) The Dean of Administrative & Student Services, or his delegate, shall immediately establish the Appeal Committee which shall consist of:
- a member of the Student Council
 - a non-involved Division Chairperson
 - a non-involved Department Head
 - a Counsellor (non-voting Chairperson)

- b) The "Appeal Committee" shall examine the appeal and render the binding decision within two weeks of being established.

The "Appeal Committee" may request any pertinent documents and may examine any material witnesses, such as the student or instructor.

- c) The binding decision shall be rendered in writing and shall be directed to the Dean of Instruction for implementation.

Copies shall be provided to:

- the student
- the instructor
- the Department Head
- the Division Chairperson

General Program Starts:

Program

Starting Dates (Approximate Program Length)

Accounting	monthly as space permits (4-12 months)
Auto Body Repair	Jan., April, July, Oct. (6 months)
Auto Mechanics	Jan., April, July, Oct. (9 months)
Baking — Industrial	as space permits (10 months)
Baking — Options	as space permits (4-15 weeks)
Barbering	Jan., Apr., Aug. (9 months)
Bookkeeping	monthly as space permits (4-6 months)
Building Construction	(7-10 months)
Level 1	Jan., Feb., July, Sept. (4 months)
Level 2	April, June, July, Nov. (3 months)
Level 3	Jan., Oct. (3 months)
Clerk Typist	monthly as space permits (4-6 months)
Cooking — Chinese Cuisine	Jan., March, July (16 weeks)
Cook Training — Basic	March, June, Aug., Nov. (6 months)
Cook Training	Jan., March, May, July, Sept., Nov. (12 months)

Guidelines

Data Entry Operator	monthly as space permits (2 months)
Dental Assisting	Sept., Nov. (10 months)
Dental Assisting 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, Process Piping & Materials Handling	Feb., July (11 months)
Drafting Architectural, Civil & Structural	April, June, Oct., Nov. (11 months)
Drafting Architectural & Structural Steel	March, August (11 months)
Electricity & Industrial Electronics	Jan., June, August, Oct. (10 months)
Electro-Mechanics 1 (Basic)	Feb., August (5 months)
Electro-Mechanics 2 (Advanced)	Jan., July (5 months)
Electronics Technician	every two months (12 months)
Hairdressing	March, July, Oct. (7 months)
Hairdressing Apprenticeship	apply Apprenticeship Branch (1 months)
Hospital Clerical Worker	Jan., June. (5 months)
Industrial Records & First Aid	Sept., Feb. (5 months)
Junior Computer Programmer	July, Aug. (6 months)
Legal Stenographer	monthly as space permits (4-12 months)
Machinist	Feb., May, Sept., Oct. (9 months)
Manicuring & Facials	Feb., May, Aug., Nov. (12 weeks)
Medical Office Assistant	monthly as space permits (4-12 months)
Medical Stenographer/ Transcriptionist	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 — Technical — General	August (9 months)
Power Engineering Certification (Tutorial)	contact College concerning space (varies)
Power Engineering Certification (Correspondence)	Continuous
Power Sewing	every 4 weeks (8 weeks)
Practical Nursing	Jan., May, Sept. (10 months)

Guidelines

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	August (12 months)
Waiter/Waitress	every three weeks (12 weeks)
Welding	March, June, Aug., Nov. (10 months)
Welding Upgrade	as space permits (varies)
Welding Midnight	August (10 months)
Word Processing Operator	Monthly (5 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.

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 and performance 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.

Guidelines

Similarly, an institution to which an official transcript is sent may evaluate the programs and the student's record of achievements and recompute grades in accordance with its own policies and regulations. Students planning to 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 Worker's Compensation Board. Students of vocational and technical programs are covered by Worker's 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 and Cambie Streets. Housed in this area are:

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

Guidelines

Counsellors assist applicants and students in setting educational 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 the V.V.I.

The Student Admissions and Records Department receives all requests for official Transcripts of Achievement, verification 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 is "FREE" and may provide:

- Medical care and dental referrals.
- Health advice.
- Health education for individuals or groups.
- Confidential health consultations and referrals. For example: birth control, pregnancy tests, and V.D. treatments.
- B.C. Medical Plan Information.
- Worker's Compensation Coverage information.
- Student Accident Insurance information.

First Aid Service

First Aid Attendants are on duty from 07:30 until 22:00 hours, and Saturday 09:00 to 16:00. 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

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 through Thursday, 07:30 to 22:00 hours; Fridays, 07:30 to 20:00 hours; Saturdays, 08:30 to 16:00 hours.

Guidelines

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 campus is available. 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 service 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, coordination 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

Technical Programs

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:

Course Number	Course Description	Course Credit
Level "1"		
1054	Welding, Brazing, and Cutting	2.5
1046	History and Nomenclature of the Automobile	0.5
1052	Shop Practice	0.5
9024	Safety Oriented First Aid	0.5
1053	Types of Fasteners Used in the Trade	0.5
1041	Fitting and Adjusting Methods of the Trade	0.5
1038	Characteristics of Sheet Metal and Shrinking	2.0
1051	Sheet Metal Damage Repair Procedure	1.0
1036	Body Filling Techniques and Fibreglassing	0.5
1047	Panel Forming Techniques	0.5
1034	Automotive Electricity	2.0
1042	Frame Straightening Techniques, Suspension Systems, and Steering Principles	1.5
1049	Refinishing	1.0
Level "2"		
2044	Shop Practice	1.5
2036	Fitting and Adjusting Methods of the Trade	6.0
2043	Sheet Metal Damage Repair	0.5
2031	Automotive Electricity	2.0
2037	Frame Straightening Techniques	2.0
2041	Refinishing Techniques	

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.

Program Requirements:

- Good manual dexterity.
- Normal eyesight and good colour vision.
- Good hand-eye coordination.
- Good mechanical aptitude.
- Sufficient physical strength and stamina to handle the parts and equipment of this trade.
- Previous automotive and/or related training is an asset.

Length of Program: 6 months.

Technical Programs

Hours: First 3 months: 08:30 to 15:30 hours; Final 3 months: 08:00 to 15:00 hours.

Additional Cost Estimate: Tool Deposit \$25.00; Textbooks \$35.00; Coverall Deposit \$15.00; Safety Items \$40.00.

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

Dress: Coveralls are supplied on loan and are laundered.

Safety Requirements: The student is required to supply and wear his/her own safety glasses, safety work boots (canvas or other loose-fitting shoes are not acceptable), and appropriate heavy clothing. Hazardous hair styles must be confined 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, or brake specialist; shop foreman; service manager; service advisor; or can start 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; or a representative for tools, equipment, parts and accessories.

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 some credit towards this apprenticeship and at the completion of their apprenticeship become, qualified journeymen with an inter-provincial Tradesman Qualification Certificate.

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1045	General Shop Practice	1.0
1040	Engines 1	1.5
1055	Automotive Machine Shop 1	1.5
1044	Fuel and Emission Control Systems 1	1.5
1039	Electrical Systems: General	2.0
1048	Power Trains	1.0
1043	Frames, Suspension Systems, and Steering Systems 1	1.0
1037	Brake Systems 1	1.0
1035	Bodies and Accessories 1	0.5
9024	Safety Oriented First Aid	

Technical Programs

Level "2"

2042	Service Floor Practice	2.0
2035	Engines 2	2.0
2047	Automotive Machine Shop 2	2.0
2039	Fuel and Emission Control Systems 2	2.0
2045	Starting and Ignition Systems	2.0
2046	Tune-up	2.0
2040	Lighting and Charging Systems	2.0
2033	Clutches and Transmissions	2.0
2034	Drive-Lines and Rear-Axle Assemblies	2.0
2032	Brake Systems 2	2.0
2038	Front Suspension Systems and Steering Systems 2	3.0
2030	Accessories 2	2.0

Training Procedure: This program is composed of 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 License.

Program Requirements:

- Sufficient physical strength and stamina in order to handle the parts and equipment associated with this trade.
- Normal hearing, normal eyesight and good colour vision.
- Manual dexterity and good hand-eye coordination.
- Good mechanical aptitude, both practical and theoretical.
- Previous automotive experience and/or related training is an asset.

Length of Program: 9 months.

Hours: 08:30 to 15:30 hours.

Additional Cost Estimate: Textbooks \$35.00; Tool Deposit \$25.00; Coverall Deposit \$15.00; Safety Items \$40.00.

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

Dress: Coveralls are supplied on loan and are laundered.

Safety Requirements: Appropriate safety work 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.

Technical Programs

The potential student should have a strong interest in construction together with a sound working knowledge of mathematics, and should ensure that they have sufficient physical strength and stamina to handle the heavy work and adverse weather conditions.

The Program is composed of three levels. During the last month of each level, the student is assessed to determine if he/she has the necessary background and qualifications to proceed to the next level.

Applicants may apply for direct entry into the second or third level. In order to do this the applicant must pass an objective challenge examination, and an assessment interview based on previous job experience and the verbal and written command of the English language.

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
	Safety Oriented First Aid	0.5
	Tools, Materials, and Ethics	1.0
	Foundations	2.0
	Wood Frame Construction — General	2.5
	Wood Frame Construction — Roof	3.0
	Wood Frame Construction - Stairs	2.0
	Finish Carpentry — Interiors	2.0
	Finish Carpentry — Exteriors	2.0
	Survey Instrument 1	1.0
	Blueprint Reading 1	1.0
Level "2"		
	Concrete — Form Details	2.0
	Concrete — Form Construction 1	5.0
	Introduction to Reinforced Concrete	0.5
	Survey Instruments 2	2.0
	Blueprint Reading 2	2.0
	Concrete Technology	1.5
Level "3"		
	Concrete — Form Construction 2	3.0
	Millwork Carpentry	1.5
	Drywall Construction	1.5
	Survey Instruments 3	1.5
	Blueprint Reading 3	3.0
	Specialized Construction Tools	0.5
	Estimating Materials and Costs	0.5
	Scheduling	0.5

Training Procedure: The student will receive classroom instruction in theory and practical training on tools and equipment. The student will perform large-scale practical construction projects in the shop, and outdoors.

Program Requirements:

- Effective written and oral English.
- Readiness and willingness to work.

Technical Programs

- Strong interest in the field of construction.
- Sufficient physical strength and stamina in order to handle building materials and equipment associated with this trade.
- Good eyesight and the ability to work at heights.
- Ability to produce effectively with a minimum of direct supervision.
- Ability and willingness to work under difficult conditions, such as adverse weather, heights and confined spaces.
- Normal hearing and eyesight.
- Manual dexterity and good hand-eye coordination.
- Good mathematical and mechanical aptitudes, both practical and theoretical.
- Previous construction experience and/or related training is an asset.

Length of Program:

- Level 1 — 4 months.
- Level 2 — 3 months.
- Level 3 — 3 months.

Hours: 08:00 to 15:00 hours.

Additional Cost Estimate: Textbooks \$65.00; Safety Items and Tools \$65.00.

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

Dress: Heavy clothing and leather pouches suitable to the trade.

Safety Requirements: Safety work boots must be worn by the student at all times (canvas or other loose-fitting shoes are not acceptable). Hazardous hair styles must be confined in a safe manner according to W.C.B. regulations.

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 repair shops, 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.

This program is comprised of three levels, each consisting of approximately 40% theory and 60% practical application.

Upon completion of the program, up to one year's credit may be granted to the graduate 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.

Technical Programs

The potential student should have a high degree of mechanical aptitude, and should have sufficient physical strength and stamina to handle the heavy work load. In many instances, graduates will work in teams and, therefore, must be able to maintain good working relationships with their fellow mechanics and supervisors.

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1075	History, Familiarization and Basic Engine Principles	2.0
1070	Combustion Systems	0.5
1074	General Shop Practices	1.0
1068	Basic Metallurgy and Arc Welding	1.0
1073	Gas Welding and Flame Cutting	0.5
1076	Machining (Basic)	1.0
1066	Air and Engine Braking Systems	2.0
1067	Air Induction and Exhaust Systems	1.0
1071	Electrical Systems	4.0
1069	Cooling Systems	1.0
1072	Engine Construction	3.0
Level "2"		
2056	Engine Overhaul	8.0
2057	Engine Testing and Tune-up (Basic)	0.5
2059	Hydraulics	3.5
2054	Clutches, Standard Transmissions, P.T.O.'s	2.0
2060	Torque Converters, Automatic/Powershift Transmissions and Marine Gears	2.0
2055	Drive Lines	0.5
2058	Fuels, Lubricants, and Engine Lube Oil Systems	0.5
Level "3"		
3028	Detroit Diesel Allison Fuel Systems	2.0
3032	Woodward Hydraulic Governors	1.0
3026	Caterpillar Fuel Systems	3.0
3027	Cummins Fuel Systems	3.0
3025	American Bosch, Robert Bosch, and Simms Fuel Systems	3.0
3031	Roosa-Master and CAV Fuel Systems	2.0
3030	Engine Tune-up (Final), Trouble shooting and Dynamo Testing	2.0
3029	Diesel Electric Power Generation	1.0

Training Procedure: Classroom theory and demonstration combined with extensive practical work in a well equipped shop.

Program Requirements:

- Good command of oral and written English.
- Sufficient physical strength and stamina in order to handle the parts and equipment associated with this trade.

Technical Programs

- Normal hearing, normal eyesight, and good colour vision.
- Manual dexterity and good hand-eye coordination.
- Good mechanical aptitude, both practical and theoretical.
- Previous automotive, machine shop and/or related mechanical training is an asset.
- Ability to work independently and/or in a group situation.

Length of Program: 12 months.

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

Additional Cost Estimate: Textbooks \$80.00; Coverall Deposit \$15.00; Safety Items \$40.00; Tool Deposit \$25.00.

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

Dress: Heavy clothing suitable to the trade. Coveralls are supplied on loan and are laundered.

Safety Requirements: Safety work boots must be worn by the student at all times (canvas or other loose fitting shoes are not acceptable). Hazardous hair styles must be confined 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

This 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. The successful graduate may enter an apprenticeship upon completion of the training.

The potential student should have in his educational background secondary school shop courses in metal work, mechanics and drafting, and should have demonstrated mechanical ability, ability to make logical calculations, and ability with a minimum of direction, to transfer theory to practical projects.

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1077	Benchwork and Shop Practice	2.0
1079	Lathe 1	6.0
1082	Shaper and Planer 1	1.5
1080	Milling Machine 1	2.0
1078	Blueprint Reading 1	1.0
9024	Safety Oriented First Aid	0.5
Level "2"		
2064	Lathe 2	5.0
2067	Shaper and Planer 2	1.0

Technical Programs

2065	Milling Machine 2	2.0
2066	Precision Measurement 1	1.0
2061	Basic Metallurgy	1.0
2062	Blueprint Reading 2	1.0
2063	Grinding Machines	2.0

Level "3"

3035	Lathe 3	5.0
3036	Milling Machines 3	2.0
3033	Gear Cutting	2.0
3034	Heat-Treatment Practice	1.0
3037	Precision Measurement 2	1.0
3038	Special Machine Set-ups	1.0

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 command of oral and written English.
- Sufficient physical strength and stamina in order to handle the material and equipment of the trade.
- Normal hearing and eyesight.
- Manual dexterity and good hand-eye coordination.
- Good mathematical and mechanical aptitude, both practical and theoretical.
- Previous metal work experience and/or related training is an asset.
- Patience to carry to completion exacting and detailed work.

Length of Program: 9 months.

Hours: 08:00 to 15:00 hours; 15:00 to 21:00 hours; 22:00 to 04:30 hours.

Additional Cost Estimate: Textbooks \$70.00; safety items \$50.00; Coverall Deposit \$15.00.

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

Dress: Coveralls are supplied.

Safety Requirements: The students is required to supply and wear his/her own safety glasses, and safety work boots. Hazardous hair styles must be confined in a safe manner according to W.C.B. regulations.

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

POWER ENGINEERING PROGRAMS

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

Technical Programs

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. Students may also receive preparatory programs through our correspondence method.

Pre-Enrolment Counselling

Due to the complexities of Provincial and Inter-Provincial legislation governing acceptable qualifying time served in industry, applicants may wish to discuss their acceptability for certification prior to enrolment. The Power Engineering Department will assist applicants who seek advice regarding their compliance with legislation and mandatory regulations covering Power Engineering.

Applicants to Power Engineering Programs are advised to take prior to submitting an application, the Vocational Placement Analysis test in order to assist them in selecting a program which best meets their career plans and individual needs. The Vocational Placement Analysis includes a test of mathematical and communication skills and is arranged by contacting the Student Admissions and Records Department or Counselling.

The following programs are offered:

1) Power Engineering Certification (Tutorial):

Tutorial Programs are available for upgrading to the level of Boiler Operator, Fourth Class, Third Class (A and B), Second Class (A and B), and First Class (A and B) Power Engineer. Upon completion of the tutorial program the student is normally prepared to write the Provincial Government Examination. 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 Engineering Certification (Correspondence):

Boiler Operator, Fourth, Third, Second and First Class Power Engineering Certification programs 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 operation and maintenance of powerplant equipment, instrumentation, electricity and 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 Engineering Government Examination.

4) Power Engineering — Technical:

This program fulfills the same objectives for training and employment as the Power Engineering — General program, but in addition pro-

Technical Programs

vides 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 suitable 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 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 ENGINEERING CERTIFICATION (TUTORIAL)

The Power Engineering Certification (Tutorial) programs offered are:

- Boiler Operator.
- Fourth Class Power Engineer.
- Third Class Power Engineer (Parts A and B).
- Second Class Power Engineer (Parts A and B).
- First Class Power Engineer (Parts A and B).

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 Safety 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.

Specific Entrance Requirements:

- For 3rd class Power Engineer Program — a 4th Class Power Engineer Certificate
- For 2nd class Power Engineer Program — a 3rd Class Power Engineer Certificate
- For 1st class Power Engineer Program — a 2nd Class Power Engineer Certificate

Program Requirements:

- Good command of oral and written English.
- Sufficient physical strength and stamina in order to withstand the demands associated with this trade.

Technical Programs

- Normal hearing, normal eyesight, and good colour vision.
- Manual dexterity and good hand-eye coordination.
- Good mathematical and mechanical aptitude, both practical and theoretical.

Before enrolling, applicants should have their steam plant service 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 the required steam plant service providing there is assurance of its completion during the training period.

Length of Program: 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 approximately
Fourth Class Power Engineer	6 to 8 weeks approximately
Third Class Power Engineer	
— Part "A"	4 to 8 weeks approximately
— Part "B"	4 to 8 weeks approximately
Second Class Power Engineer	
— Part "A"	8 to 16 weeks approximately
— Part "B"	8 to 16 weeks approximately
First Class Power Engineer	
— Part "A"	10 to 20 weeks approximately
— Part "B"	10 to 20 weeks approximately

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 Steam Plant Service: Successful completion of a Power Engineering Certification (tutorial) 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 CERTIFICATION (CORRESPONDENCE)

The Power Engineering Certification (Correspondence) Programs offered are for Boiler Operator, 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

Technical Programs

own speed. Objectives of the program are to prepare students to write the appropriate government examinations, and to provide the necessary technical information for job advancement.

These programs are approved by the Power Engineering Inter-Provincial Curriculum Committee and the Inter-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 a completed Power Engineering Certification (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 Program:

	Average Time Taken By Students	Time Allowed For Program
Boiler Operator	6 months	12 months
Fourth Class	6 months	12 months
Third Class	12 months	24 months
Second Class	20 months	24 months
First Class	20 months	24 months

Optional V.V.I. Attendance: Upon completion of the college examination for a Correspondence program, the student may attend the regular tutorial program for a one-month period to obtain specialized instruction in any area the student may deem necessary. A separate registration and tuition fee is necessary to attend on this basis.

Specific Entrance Requirements:

For 3rd class Power Engineer Program — a 4th class Power Engineer Certificate

For 2nd class Power Engineer Program — a 3rd class Power Engineer Certificate

For 1st class Power Engineer Program — a 2nd class Power Engineer Certificate

Program Requirements:

- Good command of oral and written English.
- Sufficient physical strength and stamina in order to withstand the demands associated with this trade.
- Normal hearing, normal eyesight and good colour vision.
- Manual dexterity and good hand-eye coordination.
- Good mathematical and mechanical aptitude, both practical and theoretical.

Practical Experience: To write the government examinations of the Boiler Inspection Department, a candidate must have a specified number of months of steam plant service (qualifying time). The type and length of service 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

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:

Course Number	Course Description	Course Credit
Level "1"		
1022	Steam Laboratory 1	1.0
1025	Plant Training 1	1.0
1242	Drafting 1	1.0
1243	General Electricity 1	1.0
1244	Fourth Class Power Engineering 1	1.0
1245	Instrumentation 1	1.0
1246	General Mathematics 1	1.5
1247	Applied Science 1	1.5
1249	Workshop 1	1.5
Level "2"		
2010	Steam Laboratory 2	1.0
2017	Plant Training 2	1.0
2217	Drafting 2	1.0
2218	General Electricity 2	1.0
2219	Fourth Class Power Engineering 2	1.0
2220	Instrumentation 2	1.0
2221	General Mathematics 2	1.5
2222	Applied Science 2	1.5
2224	Workshop 2	1.5
Level "3"		
3009	Steam Laboratory 3	1.0
3014	Plant Training 3	1.0
3166	Drafting 3	1.0
3167	General Electricity 3	1.0
3168	Fourth Class Power Engineering 3	1.0
3169	Instrumentation 3	1.0
3170	General Mathematics 3	1.5
3171	Applied Science 3	1.5
3173	Workshop 3	1.5
Level "4"		
4004	Steam Laboratory 4	1.0
4005	Plant Training 4	1.0
4072	Drafting 4	1.0
4073	General Electricity 4	1.0
4074	Fourth Class Power Engineering 4	1.0
4075	Instrumentation 4	1.0

Technical Programs

4076	General Mathematics 4	1.0
4077	Applied Science 4	1.5
4079	Workshop 4	1.5

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 oral and written English.
- Sufficient physical strength and stamina in order to withstand the demands associated with this trade.
- Normal hearing, normal eyesight and good colour vision.
- Manual dexterity and good hand-eye coordination.
- Good mathematical and mechanical aptitude, both practical and theoretical.
- Previous power generation experience and/or related training is an asset.

Length of Program: 9 months.

Hours: 08:00 to 15:15 hours.

Additional Cost Estimate: Textbooks and supplies \$125.00; Overall Deposit \$15.00; Safety Items \$40.00.

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

Dress: Coveralls are supplied on loan and are laundered.

Safety Requirements: Shop and laboratory assignments may be hazardous, therefore, students must supply and wear safety glasses and safety work boots. Hazardous hair styles must be confined in a safe manner according to W.C.B. regulations.

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:

Course Number	Course Description	Course Credit
Level "1"		
1242	Drafting 1	1.0
1244	Fourth Class Power Engineering 1	1.0
1245	Instrumentation 1	1.0

Technical Programs

1022	Steam Laboratory 1	1.0
1249	Workshop 1	1.5
1025	Plant Training 1	1.0
1260	Technical Electricity 1	1.0
1261	Technical Mathematics 1	1.5
1272	Applied Physics 1	1.0

Level "2"

2217	Drafting 2	1.0
2219	Fourth Class Power Engineering 2	1.0
2220	Instrumentation 2	1.0
2010	Steam Laboratory 2	1.0
2224	Workshop 2	1.5
2017	Plant Training 2	1.0
2239	Technical Electricity 2	1.0
2240	Technical Mathematics 2	1.5
2251	Applied Physics 2	1.0

Level "3"

3166	Drafting 3	1.0
3168	Fourth Class Power Engineering 3	1.0
3169	Instrumentation 3	1.0
3009	Steam Laboratory 3	1.0
3173	Workshop 3	1.5
3014	Plant Training 3	1.0
3190	Technical Electricity 3	1.0
3191	Technical Mathematics 3	1.5
3192	Engineering Mechanics 1	1.0

Level "4"

4072	Drafting 4	1.0
4074	Fourth Class Power Engineering 4	1.0
4075	Instrumentation 4	1.0
4004	Steam Laboratory 4	1.0
4079	Workshop 4	1.5
4005	Plant Training 4	1.0
4093	Technical Electricity 4	1.0
4094	Technical Mathematics 4	1.5
4095	Engineering Mechanics 2	1.0

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 oral and written English.
- Sufficient physical strength and stamina in order to withstand the demands associated with this trade.
- Normal hearing, normal eyesight and good colour vision.
- Manual dexterity and good hand-eye coordination.
- Good mathematical and mechanical aptitude, both practical and theoretical.
- Previous power generation experience and/or related training is an asset.

Technical Programs

Length of Program: 9 months.

Hours: 08:00 to 15:00 hours.

Additional Cost Estimate: Textbooks and supplies \$125.00. Coverall Deposit \$15.00; Safety Items \$40.00.

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

Dress: Coveralls are supplied.

Safety Requirements: Shop and laboratory assignments may be hazardous. Therefore, students should expect to supply and wear their own safety glasses and safety work boots.

Examinations: Examinations and assessments are given regularly throughout the training. External examinations 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 Power Engineer's Certificate examinations.

The program provides the graduate with training in a wide variety of engineering subjects essential for future progression towards becoming a First-Class Engineer.

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1251	Engineering Mechanics 3	1.5
1252	Thermal Engineering 1	2.5
1064	Third Class Power Engineering 1	1.0
1254	Technical Electricity 5	1.0
1255	Fluid Mechanics 1	1.0
1256	Drafting/Workshop 5	1.0
1257	Metallurgy 1	0.5
1065	Technical Communication 1	0.5
1259	Pumps and Compressors 1	1.0
Level "2"		
2226	Engineering Mechanics 4	1.5
2227	Thermal Engineering 2	2.5

Technical Programs

2048	Third Class Power Engineering 2	1.0
2229	Technical Electricity 6	1.0
2230	Fluid Mechanics 2	1.0
2231	Drafting/Workshop 6	1.0
2232	Metallurgy 2	0.5
2049	Technical Communication 2	0.5
2234	Pumps and Compressors 2	1.0

Level "3"

3175	Strength of Materials 1	1.5
3176	Thermal Engineering 3	1.5
3041	Third Class Power Engineering 3	1.0
3178	Technical Electricity 7	1.0
3179	Engineering Laboratory 1	1.0
3180	Drafting/Workshop 7	1.0
3181	Metallurgy 3	0.5
3042	Technical Communications 3	0.5
3183	Electronics and Computer Technology 1	1.0
3184	Plant Management 1	1.0

Level "4"

4081	Strength of Materials 2	1.0
4082	Thermal Engineering 4	2.0
4012	Third Class Power Engineering 4	1.0
4084	Technical Electricity 8	1.0
4085	Engineering Laboratory 2	1.0
4086	Drafting/Workshop 8	1.0
4087	Metallurgy 4	0.5
4013	Technical Communications 4	0.5
4089	Electronics and Computer Technology 2	1.0
4090	Plant Management 2	1.0

Training Procedure:

— Classroom theory, lecture and demonstration combined with laboratory work.

Specific Entrance Requirements: The applicants must have a valid certificate as a 4th Class Power Engineer and in addition have:

— completed 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.).

or

— completed 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.).

Program Requirements:

— Good command of oral and written English.
 — Sufficient physical strength and stamina in order to withstand the demands associated with this trade.
 — Normal hearing, normal eyesight and good colour vision.
 — Manual dexterity and good hand-eye coordination.
 — Good mathematical and mechanical aptitude, both practical and theoretical.

Technical Programs

Length of Program: 9 months.

Hours: 08:00 to 15:15 hours.

Additional Cost Estimate: Textbooks and supplies \$120.00; Coverall Deposit \$15.00; Safety Items \$40.00.

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

Dress: Coveralls are supplied on loan and are laundered.

Safety Requirements: Shop and laboratory assignments may be hazardous. Therefore, students will supply and wear their own safety glasses and safety work boots.

Examinations: Examinations and evaluations are given regularly throughout the training period. (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 about 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:

Course Number	Course Description	Course Credit
Level "1"		
1003	Production Control 1	4.5
1004	Composition 1	5.0
1005	Preparatory 1	5.0
1002	Press Production 1	5.0
9024	Safety Oriented First Aid	0.5
Level "2"		
2003	Production Control 2	5.0
2005	Composition 2	5.0
2006	Preparatory 2	5.0
2002	Press Production 2	5.0

Training Procedure: A modern shop is provided for practical work and application of theory. Students will be given full opportunity to gain the sound technical knowledge and experience required in the commercial

Technical Programs

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 oral and written English.
- Sufficient physical strength and stamina in order to handle the materials, parts, and equipment associated with this trade.
- Normal hearing, normal eyesight and excellent colour vision.
- Manual dexterity and good hand-eye coordination.
- Good mathematical and mechanical aptitude, both practical and theoretical.
- Previous experience in the production printing field and/or related training is an asset.
- Ability to work independently.

Length of Program: 10 months.

Hours: 08:30 to 16:00 hours.

Additional Cost Estimate: Tools \$90.00; Textbooks \$60.00.

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

Dress: Safety work boots must be worn (canvas or other loose fitting shoes are not acceptable). An apron is supplied.

Safety Requirements: Hazardous hair styles must be confined in a safe manner according to W.C.B. regulations.

Examinations: The student's progress is assessed by means of weekly written examinations as well as practical assignments.

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 possess knowledge of blueprint reading, layout work, and light assembly work.

All successful graduates of this program will be eligible to take the Welding Test of the Ministry of Labour, Boiler, and Pressure Vessels Safety Branch.

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 employment. After a graduate has obtained some on-the-job experience to a junior level, further upgrade training is available to provide more advanced skills in order to expand the employment potential of the graduate welder.

Technical Programs

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1086	Gas Welding	7.0
1061	Applied Math, Drafting and Blueprint Reading 1	1.5
9024	Safety Oriented First Aid	0.5
Level "2"		
2075	Carbon Arc Cutting and Gouging	1.0
2076	Machine Flame Cutting	1.0
2077	Shielded Metal Arc Welding (SMAW) 1	9.5
2029	Applied Math and Blueprint Reading 2	0.5
Level "3"		
3049	Flux Core Arc Welding	2.0
3050	Gas Metal Arc Welding (GMAW)	6.5
3040	Applied Math and Blueprint Reading 3	0.5
Level "4"		
4016	Gas Tungsten Arc Welding	1.0
4017	Projects	2.0
4011	Shielded Metal Arc Welding (SMAW) 2	9.0
4010	Applied Math and Blueprint Reading 4	1.0

Training Procedure: Classroom lectures, demonstrations, and individual shop instruction are provided throughout the program. A heavy emphasis is placed on practical skill development and related knowledge.

Program Requirements:

- Good command of oral and written English.
- Sufficient physical strength and stamina in order to handle the material and equipment associated with this trade. (Note: Students who have respiratory problems may be affected by dust from grinding and welding operations.)
- Normal hearing, normal eyesight, and good colour vision.
- Manual dexterity and good hand-eye coordination.
- Good mechanical aptitude, both practical and theoretical.
- Previous metal work experience and/or related training is an asset.

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 Cost Estimate: Textbooks, safety goggles, safety work boots, gloves and helmet, etc. \$185.00.

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

Dress: Students must supply and wear heavy-duty coveralls and/or leather jacket and apron, safety glasses, goggles, safety helmet, gauntlet type gloves, and safety work boots (canvas shoes or other loose-fitting shoes are not acceptable). The student must purchase and supply these items on or before the first day of instruction.

Technical Programs

Safety Requirements: Hazardous hair styles must be confined in a safe manner according to W.C.B. regulations.

Examinations: Students are evaluated by theory examinations and practical assignments on a regular basis throughout the program.

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 to provide evaluation tests, upgrading, and updating as required by the Ministry of Labour, Boiler and Pressure Vessels Safety Branch welding tests numbered 1 through 5, or C.S.A. W-47 Welding Code Tests, and for Company registered welding procedural tests.

Welding 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 and 5G
- D.P.W. #1 — Downhill 2G and 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. — C.S.A. 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 and Gouging
- Plasma Arc Cutting and Welding

Technical Programs

Specific Entrance Requirements: The applicant must meet one of the following requirements.

- have one or more letters of reference from a previous employer(s) attesting to approximately 1200 hours of welding experience and ability.
- already have a D.P.W. certificate, and/or a WPQR (Welding Procedure Qualification Record) booklet.
- have a C.W.B. certificate.
- have an M.C.A. certificate.
- have a Ministry of Labour Certificate from another Province.
- have a company procedure test result ticket, for example, from: Bechtel, U.S. Navy, Dominion Bridge, B.C. Hydro, Combustion Engineering, Cannon, Ebco, Brittain Steel, etc.
- provide confirmation and/or authorization from a company along with their WPS (Welding Procedure Specification) sheet.

and be reasonably conversant in both oral and written English.

Program Requirements:

- Good command of oral and written English.
- Sufficient physical strength and stamina in order to handle the material and equipment associated with this trade. (Note: Students who have respiratory problems may be affected by dust from grinding and welding operations.)
- Normal hearing, normal eyesight, and good colour vision.
- Good mechanical aptitude, both practical and theoretical.

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, Storage and Handling Care.
Material Specifications.
Relationship and Effect of Voltage and Amperage.
Load Capacity of Welded Joints.

Hours: 18:30 to 01:00 hours.

Additional Cost Estimate: 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.

Technical Programs

Tools such as striker, chipping hammer, helmet, and scratch brush must be supplied by the student, on the first day of attendance.

Dress: Student must supply and wear heavy-duty coveralls and/or leather jacket and apron, safety glasses, goggles, safety helmet, leather jacket and apron, gauntlet type gloves, and safety work boots (canvas shoes or other loose-fitting shoes are not acceptable). The student must purchase and supply these items on or before the first day of instruction.

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 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:

Course Number	Course Description	Course Credit
Level "1"		
1124	Service Management 1	0.5
1133	Bacteriology and Sanitation	1.0
1131	Tools	0.5
1125	Shampoo	1.5
1123	Scalp Treatments 1	0.5
1140	Haircutting 1	3.5
1144	Blow-Waving 1	0.5
1127	Shaving 1	1.0
1137	Facials and Massage 1	1.0
Level "2"		
2109	Service Management 2	0.5
2108	Scalp Treatments 2	0.5
2126	Haircutting 2	3.5
2118	Blow-Waving 2	1.0
2110	Shaving 2	1.5
2122	Facials and Massage 2	1.0
2112	Skin and Scalp Diseases	1.0
2128	Hairstyling 1	0.5
9024	Safety Oriented First Aid	0.5

Service Programs

Level "3"

3059	Service Management 3	0.5
3072	Hairstyling 2	4.5
3075	Permanent Waving 1	1.5
3064	Blow-Drying 1	0.5
3066	Curling Irons 1	0.5
3071	Hair Structure and Chemistry	1.0
3069	Hair Coloring 1	1.0
3067	Electricity and Light Therapy	0.5

Level "4"

4027	Hairstyling 3	3.5
4028	Permanent Waving 2	1.5
4024	Hair Coloring 2	0.5
4021	Blow-Drying 2	0.5
4023	Curling Irons 2	0.5
4025	Hair Replacements	1.0
4020	Anatomy and Nutrition	1.0
4022	Business Management	0.5

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

Specific Entrance Requirements: All students are required to provide a medical certificate and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

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 Program: 9 months. An apprenticeship of 9 months follows this training program.

Additional Cost Estimate: Textbooks \$30.00; Tools Deposit \$25.00; Uniform Deposit \$15.00.

THE STUDENT IS EXPECTED TO PAY THESE COSTS ON THE FIRST DAY 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 PROGRAM — 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 Programs

service. Present-day emphasis on leisure-time activities and participation in new experiences have resulted in food service to the public becoming the second largest industry in North America.

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

The Canadian Hospitality Industry is working constantly to improve the level of food service in Canada. In response to this growing demand, the Food Trades Department has developed individual programs to meet the needs for entry into the varied positions within the industry.

The Following Programs Are Offered:

BAKING — Industrial

BAKING — Options

COOK TRAINING

COOK TRAINING — Basic

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:

Course Number	Course Description	Course Credit
Level "1"		
1013	Theory of Baking and Demonstration 1	2.0
1019	Breads	7.0
1000	Hard Rolls and Sweet Yeast Dough Products	6.0
Level "2"		
2014	Theory of Baking and Demonstration 2	2.0
2025	Pies, Tarts and Cookies	5.0
2009	Quick Breads, Puff Pastries and General Baking	5.0
Level "3"		
3007	Theory of Baking and Demonstration 3	2.0
3011	Cake Baking	3.0

Service Programs

3012	Cake Icing and Decorating	7.0
3015	French Pastries — Icing and Filling	4.0

Specific Entrance Requirements:

Health: All students are required to provide a medical certificate and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

Program Requirements:

- Physical condition and stamina to meet the demands of the Food Service Industry.
- Previous experience in the Food Industry would be an asset.
- Oral and written English sufficient for effective communication.
- Artistic ability desirable.
- Good hand-eye coordination.
- 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 Cost Estimate: Textbooks \$10.00, Tool Kit \$15.00; Uniform Deposit \$15.00.

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

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

Long hair must be contained in a safe manner according to W.C.B. regulations.

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:

Course Number	Course Description	Course Credit
Level "1"		
1014	Theory of Baking and Demonstration 1	1.0
1020	Breads	2.0
1188	Hard rolls and Sweet Yeast Dough Products	2.0

Service Programs

Level "2"

2015	Theory of Baking and Demonstration 2	1.0
2026	Pies, Tarts and Cookies	2.0
2170	Quick breads — Puff Pastries and General Baking	2.0

Level "3"

3008	Theory of Baking and Demonstration 3	0.5
3010	Cake baking	1.0
3013	Cake Icing and Decorating	2.0
3016	French Pastries — Icing and Fillings	1.5

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: All students are required to provide a medical certificate and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

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 Program: Varies; 4 weeks to 15 weeks.

Hours: 14:30 to 21:30 hours.

Additional Cost Estimate: Textbook \$10.00; Baker's Tool Kit \$15.00; Uniform Deposit \$15.00.

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

Dress: A white uniform is supplied on loan and is 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.

Service Programs

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:

Course Number	Course Description	Course Credit
Level "1"		
1015	Theory of Catering	2.0
1222	General Trade Practice	4.0
1223	Baking	2.0
Level "2"		
2011	Sandwiches	2.0
2198	Appetizers	3.0
2199	Cold Buffet	3.0
Level "3"		
3142	Potato and Vegetable Cookery	3.0
3143	Breakfast Cookery, Pasta	3.0
3144	Desserts	2.0
Level "4"		
9025	Stocks and Soups	3.0
9026	Grill and Roast	3.0
4048	Entrees (Main Dishes) and Sauces	3.0
Level "5"		
5009	Meat Cutting	3.0
5000	Fish and Poultry	3.0
5010	Larder	2.0
Level "6"		
6009	Cold Kitchen ("To Order")	4.0
6010	Hot Kitchen ("To Order")	4.0
6011	Elementary Kitchen Management	1.0

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: All students are required to provide a medical certificate and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

Program Requirements:

- Physical condition and stamina to meet the demands of the Food Service Industry.
- Previous experience in the Food Industry would be an asset.
- Oral and written English sufficient for effective communication.
- Artistic ability desirable.
- Good hand-eye coordination.

Service Programs

— 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 to 16:00 hours; Level 2: 07:30 to 14:30 hours; Level 3: 07:00 to 14:00 hours; Level 4: 07:30 to 14:30 hours; Level 5: 09:00 to 16:00 hours; Level 6: 14:30 to 21:30 hours.

Additional Cost Estimate: Textbooks \$30.00; Tools \$65.00; Uniform Deposit \$15.00.

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

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

Examinations: Continuous evaluations are made throughout the program.

COOK TRAINING — BASIC

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 person that has been 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:

Course Number	Course Description	Course Credit
Level "1"		
1208	Theory of Catering and General Trade Practices	2.0
1209	Breakfast Cookery	2.0
1210	Sandwiches	3.0
1211	Appetizers and Cold Buffet	5.0
Level "2"		
2180	Potato, Vegetable, and Pasta Cookery	3.0
9025	Stocks and Soups	3.0
9026	Grill and Roast	3.0
2183	Entrees (Main Dishes) and Related Sauces	3.0

Service Programs

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 basic cook to enter the Hospitality Industry.

Specific Entrance Requirements: All students are required to provide a medical certificate and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

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.

Length of Program: 6 months.

Hours: 14:30 to 21:30 hours.

Additional Cost Estimate: Textbooks \$30.00; Tools \$65.00; Uniform Deposit \$15.00.

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

Dress: White uniforms are supplied on loan and are 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.

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
9024	Safety and First Aid	0.5
1029	Introduction to Chinese Cuisine Cookery, Utensils and Equipment	1.0

Service Programs

1016	Use of the Wok	0.5
1191	Preparation of Meat, Poultry, Seafood and Vegetables 1	2.0
1011	Stir-frying, Pan-frying, Deep-frying, Broiling and Braising 1	2.5
1192	Preparation and Cooking of Soups and Sauces 1	1.5
Level "2"		
2018	Barbecue Cooking	2.0
2172	Preparation of Meat, Poultry, Seafood and Vegetables 2	1.5
2013	Stir-frying, Pan-frying, Deep-frying, Broiling and Braising 2	2.0
2173	Preparation and Cooking of Soups and Sauces 2	1.0
2023	Kitchen Management	1.5

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: All students are required to provide a medical certificate and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

Program Requirements:

Specifics: Good hand-eye coordination 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 21:00 hours.

Additional Cost Estimate: Uniform Deposit \$15.00; Tools \$30.00.

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

Dress: White uniform is supplied on loan and is 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 waiters and waitresses 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:

Course Number	Course Description	Course Credit
Level "1"		
1024	Food and Beverage Equipment	0.5
1030	Menu Terminology	2.0
1023	Customer Relations	0.5
1010	Service Procedures 1	2.0
1018	Beverage Service	0.5
1031	Personal Hygiene and Sanitation	0.5
Level "2"		
2016	Wine and Bar Service	3.0
2020	Cash Register	1.0
2012	Service Procedures 2	1.0
2189	Management	1.0

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

Specific Entrance 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 coordination to move and work effectively in all types of service areas.

All students are required to provide a medical certificate and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

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 Cost Estimate: Textbooks \$10.00; uniform Deposit \$15.00.

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

Dress: Uniforms are supplied on loan and are 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 can not 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.

Service Programs

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1126	Shampoo, Rinses and Conditioners	1.0
1135	Basic Setting and Comb Outs	1.5
1139	Haircutting	2.5
1143	Permanent Waving	2.5
1225	General Trade Practice	1.0
Level "2"		
2208	Bacteriology and Sanitation	1.0
2209	Hair Structure	1.0
2210	Disorders and Diseases of Hair and Scalp	1.0
2211	Air-Waving and Ironing	1.0
2212	Finger Waving	1.0
2213	Scalp Treatments	0.5
Level "3"		
3158	Hair Colouring	3.0
3159	Styling Basics	4.0
3160	Physiology	0.5
Level "4"		
4068	Styling	4.5
4069	Facials and Manicures	0.5
4070	Career Management	0.5
4071	Practicum	1.0

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

Apprenticeship: One year following training with a final qualifying examination at the end of apprenticeship period.

Specific Entrance Requirements: All students are required to provide a medical certificate and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

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 to use hands with speed and efficiency. Outgoing personality, enthusiasm, and good grooming.

Length of Program: 7 months.

Additional Cost Estimate: Textbooks \$15.00; Tool Deposit \$25.00; Tools (Electrical Appliances) \$40.00 (required 6 weeks after first day of attendance); Uniforms and Shoes \$50.00.

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

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

- washable solid colour top, combined with navy or black slacks.
- washable solid colour top, combined with navy or black skirt.
- full white or solid coloured uniform.

Service Programs

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

Examinations: Continuous evaluation and testing takes 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

The Beauty Industry recognizes the demand for persons trained in the art of manicures and facials. Upon successful completion of this program, a certificate will be given and a license provided for those passing the Hairdressers' Association of B.C. exam.

The prospective student should realize that further training will be required in order to qualify as an esthetician. The prospective student must enjoy working with the public and realize that a personal service such as this requires patience, tact, and have a willingness to adapt to individual differences.

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1121	Sanitation-Hygiene-Bacteriology	0.5
1142	Manicure and Footcare	0.5
1128	Skin Analysis	1.0
Level "2"		
2123	Facial Treatments	2.5
2120	Cell and Bone Structure	0.5
2129	Muscle and Nerve Systems	0.5
2115	The Circulatory and Endocrine System	0.5
2111	Skin	0.5
2116	Waxing and Removal of Superfluous Hair	0.5
Level "3"		
3068	Facial Masks	1.0
3063	Practicum	0.5
3061	Specialized Treatments	1.0
3073	Light Therapy	0.5
3065	Cosmetic Chemistry	0.5
3002	Small Business Management	0.5
3207	General Trade Application	1.0

Dress: White uniforms.

Specific Entrance Requirements: All students are required to provide a medical certificate and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

Service Programs

Program Requirements:

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

Length of Program: 3 months.

Additional Cost Estimate: Textbooks \$27.00; Tools, etc. \$100.00; Uniforms and Shoes \$50.00.

THE STUDENT IS EXPECTED TO PAY THESE COSTS ON 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.

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1119	Machine Operations 1	4.0
Level "2"		
2105	Machine Operations 2	4.0

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 coordination.
- 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 to 15:00 hours.

Additional Cost Estimate: Textbooks and supplies and tools \$20.00.

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

Dress: Apron.

Industrial Programs

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:

Course Number	Course Description	Course Credit
Level "1"		
1212	Men's Heel Bases	2.0
1213	Men's Heel Lifts	2.0
Level "2"		
2184	Machinery 1	1.0
2185	Men's Shoes 1	3.0
2186	Men's Shoes 2	3.0
2187	Men's Boots 1	3.0
2188	Women's Shoes 1	2.0
Level "3"		
3137	Machinery 2	1.0
3138	Men's Shoes 3	3.0
3139	Men's Boots 2	3.0
3140	Women's Shoes 2	3.0
3141	Uppers 1	1.5
9023	Safety Oriented First Aid	0.5
Level "4"		
4043	Machinery 3	1.0
4044	Men's Shoes 4	3.0
4045	Women's Shoes 3	3.0
4046	Uppers 2	2.0
4047	Career Management	3.0

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 Cost Estimate: Textbooks \$17.00.

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

Industrial Programs

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

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

DRAFTING PROGRAMS — GENERAL

The drafter 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 drafter, starting at a junior level, will follow successive stages, and after approximately five years may become a Senior Drafter. In ensuing years, he may progress through further stages to group leader, design drafter, and on up to Chief Drafter. With the realization of computer assisted drafting systems now being implemented in industry, the drafter's role has become more important in our ever changing technological world.

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., Western Canada, and the North West United States.

A person considering becoming a drafter should bear in mind the following criteria: should like to draw; have good eyesight and hand-eye coordination; should have a combination of technical, artistic, and mechanical aptitudes; be careful and systematic in work habits; and be 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, Civil, and Structural.

Drafting — Architectural, Process Piping, and Materials Handling.

Drafting — Architectural and Structural Steel.

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 coordination.
- 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 Cost Estimate: Supplies \$110.00; Tool deposit \$25.00.

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

Industrial Programs

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

Training Procedure:

Practical projects and related theory are covered throughout the four level programs. The student will develop working drawings utilizing representative Architectural or Engineering design information.

DRAFTING — ARCHITECTURAL, CIVIL AND STRUCTURAL

The graduate of this program will find opportunities for employment as a drafter 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:

Course Number	Course Description	Course Credit
Level "1"		
1224	Introduction to Drafting	6.0
1084	Introduction to Working Drawings	4.0
Level "2"		
2200	Introduction to Architectural Drafting and Technology	3.0
2201	Residential Working Drawings	5.0
2202	Perspective and Rendering	1.0
2203	Commercial Architectural Drafting and Technology	5.0
Level "3"		
3150	Industrial Site Development	4.0
3151	Alignment Detailing	1.5
3152	Marine Facilities	1.5
3153	Quantity Estimating 1	1.0
Level "4"		
4055	Foundation Systems and Slabs-on-grade	4.0
4056	Concrete Suspended Floor System	4.0
4057	Concrete Columns	1.5
4058	Concrete Beams	1.5
4059	Steel Structures	4.0
4060	Quantity Estimating 2	1.0

Length of Program: 11 months.

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

DRAFTING — ARCHITECTURAL, PROCESS PIPING AND MATERIALS HANDLING

Graduates from this program will become members 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, and Petrochemical, to name a few.

In this program, the drafter must have an appreciation of the many technical facets covering engineering and design concepts, standards and codes, application, maintenance, finishing, and shipping of all materials involved.

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:

Course Number	Course Description	Course Credit
Level "1"		
1224	Introduction to Drafting	6.0
1084	Introduction to Working Drawings	4.0
Level "2"		
2200	Introduction to Architectural Drafting and Technology	3.0
2201	Residential Working Drawings	5.0
2202	Perspective and Rendering	1.0
2203	Commercial Architectural Drafting and Technology	5.0
Level "3"		
3145	Process Flow Diagrams	2.0
3146	Process Piping Drafting, Part 1	3.0
3147	Process Piping Drafting, Part 2	3.0
3148	Service Piping	1.0
3149	Piping Isometrics and Spool Drawings	2.0
Level "4"		
4061	Site Layout	1.0
4062	Sorting Equipment	1.0
4063	Transfer Decks	2.0
4064	Drag Chain Conveyors	2.0
4065	Plant Arrangement Drawings	2.0
4066	Belt and Screw Conveyors	3.0
4067	Hoppers and Chutes	2.0

Length of Program: 11 months.

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

DRAFTING — ARCHITECTURAL AND STRUCTURAL STEEL

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 building technology, steel structures and their components with a view to finding successful employment within the steel construction 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:

Course Number	Course Description	Course Credit
Level "1"		
1224	Introduction to Drafting	6.0
1084	Introduction to Working Drawings	4.0
Level "2"		
2204	Basic Architectural Drafting	6.0
2205	Commercial Architectural	4.0
2206	Industrial Architectural	4.0
Level "3"		
3154	Beam and Column Framing	4.0
3155	Math Tables and Calculations	2.0
3156	Sloping Members	4.0
3157	Complex Framing	2.0
Level "4"		
4049	Storage Tanks	1.5
4050	Chutes and Hoppers	1.5
4051	Detailing Bents and Towers	2.0
4052	Truss Detailing	2.0
4053	Conveyor Systems	3.0
4054	Bridge Detailing	2.0

Training Procedure: Classroom theory is applied to the development and shop fabrication drawings, utilizing representative architectural and engineering layouts and diagrams. The objective is to develop design detailers with sound technical knowledge and techniques in steel fabrication, construction, and other related fields.

Length of Program: 11 months.

Hours: Day: 08:00 to 15:00 hours or Extended Day: 15:00 to 22:00 hours.

ELECTRICITY AND INDUSTRIAL ELECTRONICS

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 V.V.I. 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:

Course Number	Course Description	Course Credit
Level "1"		
1007	Fundamentals of Electricity	4.5
1006	Building Wiring and Codes	4.5
9010	Standard First Aid	1.0
Level "2"		
2008	D.C. Machines	5.0
2007	Alternating Current A.C. Circuit Analysis 1	5.0
Level "3"		
3004	A.C. Circuit Analysis 2	4.0
3005	A.C. Machines	4.0
3006	Transformers	2.0
Level "4"		
4000	Magnetic Controls	5.0
4001	Static Controls	5.0

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 colour vision.
- Good mechanical aptitude and manual dexterity.
- Good visual imagery and ability to conceptualize abstract functions.
- Good analytical ability, able to transfer theoretical concepts to practical solutions.

Length of Program: 10 months.

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

Additional Cost Estimate: Textbooks \$50.00; Tools \$90.00.

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

Safety Requirements: Appropriate leather shoes or safety work boots must be worn at all times (canvas or other loose fitting shoes are not acceptable). Hazardous hair styles must be confined in a safe manner 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. and 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:

Course Number	Course Description	Course Credit
Level "1"		
1165	Circuit Analysis	2.0
1164	A.C. Basics	2.0

Industrial Programs

1175	Semi-Conductors	2.0
1172	Power Supplies	2.0
Level "2"		
2150	Bipolar Small Signal Amplifiers	3.0
2161	Vacuum Tube/FET Small Signal Amplifiers	2.0
2154	Operational Amplifiers	1.5
2155	Power Amplifiers	2.0
2157	Thyristors	0.5
Level "3"		
3119	Resonance and Radio Frequency (R.F.) Amplifiers	2.0
3117	Oscillators and Multivibrators	3.0
3121	Test Equipment	2.0
3116	Carrier Telephone Systems	2.0
Level "4"		
9007	Digital Electronics	2.0
4035	Serial Data Systems	3.0
9001	Microprocessors	3.0
Level "5"		
9006	Amplitude Modulation (A.M.) Radio	3.0
9008	Frequency Modulation (F.M.) Radio	3.0
5004	Antennas and Transmission Lines	1.0
5008	Video	2.0
Level "6"		
9010	Standard First Aid	1.0
6008	Very High Frequency (V.H.F.) Communications	3.0
6006	Single Side Band (S.S.B.) Communications	3.0
6005	Microwave, Radar and Avionics	1.0

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 coordination 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.

Industrial Programs

Additional Cost Estimate: Textbooks, Tools, and Supplies \$100.00.

THE STUDENT IS EXPECTED TO PAY THESE COSTS ON THE FIRST DAY 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). Hazardous hair styles must be confined according to W.C.B. regulations.

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

T.V. AND RADIO TECHNICIAN

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

T.V. and 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 license, 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:

Course Number	Course Description	Course Credit
Level "1"		
1165	Circuit Analysis	2.0
1164	Alternating Current (A.C.) Basics	2.0
1175	Semi-Conductors	2.0
1172	Power Supplies	2.0
Level "2"		
2150	Bipolar Small Signal Amplifiers	3.0
2161	Vacuum Tube/Field Effect Transistor (F.E.T.) Small Signal Amplifiers	2.0
2154	Operational Amplifiers	1.5
2155	Power Amplifiers	2.0
2157	Thyristors	0.5

Industrial Programs

Level "3"

3120	Resonance and Radio Frequency (R.F.) Amplifiers	3.0
3118	Oscillators and Multivibrators	2.0
3121	Test Equipment	2.0
3115	Audio Systems	2.0

Level "4"

9006	Amplitude Modulation (A.M.) Radio	3.0
9008	Frequency Modulation (F.M.) Radio	3.0
4034	Basic Television System	2.0

Level "5"

5006	T.V. Receiver Signal Processing Circuits	2.0
5007	T.V. Receiver Sweep and Synchronizing Circuits	3.0
5005	High Voltage Circuits	2.0
9010	Standard First Aid	1.0

Level "6"

6004	Colour Television Picture Tubes	1.0
6003	Colour Processing Circuits	3.0
9007	Digital Electronics	2.0
6007	Troubleshooting and Repair	3.0

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 Cost Estimate: Textbooks \$55.00; Handtools \$50.00; Safety items \$15.00.

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

Safety Requirements: Safety glasses and leather type shoes (canvas shoes are not acceptable) may be necessary for hazardous operations. Hazardous hair styles must be confined according to W.C.B. regulations.

Examinations: Regular theory examinations with individual assessment of practical assignments are provided throughout the program.

Industrial Programs

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:

Course Number	Course Description	Course Credit
Level "1"		
1165	Circuit Analysis	2.0
1164	Alternating Current (A.C.) Basics	2.0
1169	Mechanical Switching Fuses and Relays	1.0
1176	Test Equipment Operations	2.0
1174	Semiconductors	1.0
1172	Power Supplies	2.0
Level "2"		
2160	Vacuum Tube Basics	1.0
2149	Bipolar Transistors, Small Signal Amplifiers	2.0
2158	Thyristors and Electronic Switching	2.0
2159	Trouble-shooting and Schematic Reading	2.0
2152	Linear Circuits	2.0
2148	Basic Telephony	2.0

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 Cost Estimate: Textbooks and supplies \$60.00; Safety Items \$15.00.

Industrial Programs

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

Safety Requirements: Safety glasses and leather-type shoes (canvas shoes are not acceptable) may be necessary for some hazardous operations. Hazardous hair styles must be confined in a safe manner according to W.C.B. regulations.

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

ELECTRO-MECHANICS II (ADVANCED)

The electro-mechanic installs and maintains minicomputers, microprocessors, peripheral devices and business machines. Employers may be public utilities, such as railroads, airlines, telephone and electric companies, equipment manufacturing organizations, equipment users such as data centers, arcade games 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:

Course Number	Course Description	Course Credit
Level "1"		
1273	6800 - 6502 Based Microprocessors	4.0
1274	Z80 - 8080 Based Microprocessors	2.0
1275	PDP 11 Minicomputer Systems	4.0
Level "2"		
2253	Input/Output Devices	4.0
2254	Mass Storage Devices	5.0
2255	Business/Consumer Digital Systems	2.0

Industrial Programs

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 Cost Estimate: Textbooks and supplies \$70.00; Safety items \$15.00.

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

Safety Requirements: Safety glasses and leather type shoes (canvas shoes are not acceptable) are necessary for some hazardous operations. Hazardous hair styles must be confined in a safe manner according to W.C.B. regulations. 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.

Business and Health Programs

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
Junior Computer Programmer
Legal Stenographer
Medical Office Assistant
Medical Stenographer/Transcriptionist
Merchandising
Secretarial
Word Processing Operator

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

Upon 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 work with people.

ACCOUNTING

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:

Course Number	Course Description	Course Credit
Level "1"		
1161	Typing 1	2.0
1162	Typing 2	3.0
1146	Business Communications 1	2.0
1147	Business Communications 2	2.0
1149	Business Mathematics 1	2.0
1148	Business Machines 1	2.0
1159	Recordkeeping	3.0
Level "2"		
9009	Bookkeeping to Trial Balance	4.0
9002	Office Practices and Procedures	2.0
2132	Business Math and Machines 2	2.0
Level "3"		
3076	Accounting for Financial Statement Preparation	4.0
3078	Business Communications 3	2.0
3080	Business Mathematics 3	2.0
3087	Introduction to Data Processing	3.0
3079	Business Law	3.0
9003	Payroll and Legislation	2.0

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 Programs: 10 months.

Hours: For the first six months, day or afternoon classes:

08:00 to 15:00 hours or
15:00 to 22:00 hours.

For Level 3:

08:00 to 15:00 hours.

Additional Cost Estimate: Textbooks \$100.00

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:

Course Number	Course Description	Course Credit
Level "1"		
1161	Typing 1	2.0
1162	Typing 2	3.0
1146	Business Communications 1	2.0
1147	Business Communications 2	2.0
1149	Business Mathematics 1	2.0
1148	Business Machines 1	2.0
1159	Recordkeeping	3.0
Level "2"		
9009	Bookkeeping to Trial Balance	4.0
9002	Office Practices and Procedures	2.0
2132	Business Math and Machines 2	2.0

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.

Length of Program: 6 months.

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

Additional Cost Estimate: Textbooks \$50.00.

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

Examinations: Each lesson is evaluated individually.

CLERK TYPIST

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:

Course Number	Course Description	Course Credit
Level "1"		
1161	Typing 1	2.0
1162	Typing 2	3.0
1146	Business Communications 1	2.0
1147	Business Communications 2	2.0
1149	Business Mathematics 1	2.0
1148	Business Machines 1	2.0
1159	Recordkeeping	3.0
Level "2"		
2146	Typing 3	4.0
2137	Machine Transcription 1	2.0
9002	Office Practices and Procedures	2.0

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 Cost Estimate: Textbooks \$40.00.

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

Examinations: Each Lesson is evaluated individually.

DATA ENTRY OPERATOR

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

Business and Health Programs

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:

Course Number	Course Description	Course Credit
Level "1"		
1155	Keystrokes and Accuracy	3.0
1150	Card Punch Machine — Machine Set-up and Applications	1.0
1153	Key to Diskette — Machine Set-up and Applications	2.0
1154	Key to Disk (Cluster) — Machine Set-up and Applications	2.0

Specific Entrance Requirements: All applicants must pass a pretest consisting of a five minute typing test with a minimum of 40 w.p.m. and less than five errors, and a keypunch aptitude test with a score of 98 out of 160 possible. The tests are arranged through the Student Admissions and Records Department.

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 education 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 Cost Estimate: Textbooks and supplies \$25.00.

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 with

Business and Health Programs

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:

Course Number	Course Description	Course Credit
Level "1"		
1145	Basic Anatomy and Physiology and Medical Terminology 1	0.5
1157	Pharmacology 1	0.5
1160	The Working Environment	1.0
1163	Typing Upgrading 1	1.0
Level "2"		
2130	Basic Anatomy and Physiology and Medical Terminology 2	2.0
2140	Pharmacology 2	1.0
2145	Routine Hospital, Ward and Patient Records	1.0
2141	Patient Centered Activities	1.0
2147	Typing Upgrading 2	2.0
2135	Hospital Departments 1	1.0
Level "3"		
3077	Basic Anatomy and Physiology and Medical Terminology 3	1.0
3086	Human Relation Skills	1.0
3097	Pharmacology 3	1.5
3084	Hospital Departments 2	1.5
3103	Transcription of Physician's Orders	2.0
9024	Safety Oriented First Aid	0.5
3085	Hospital Emergency Procedures	0.5
Level "4" — Two courses of the following:		
4031	Nursing Ward — Medical	2.0
4032	Nursing Ward — Surgical	2.0
4029	Admitting Department	2.0
4030	Medical Records Department	2.0
4033	Radiology Department	2.0

Training Procedure: Practical and classroom assignments are done in a local hospital.

Specific Entrance Requirements: All students are required to provide a medical certificate and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required. The applicant must also supply proof of passing a typing speed of 45 w.p.m.

Length of Program: 5 months.

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

Additional Cost Estimate: 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.

Business and Health Programs

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

Evaluation: The student's progress is examined on a regular basis by examination and assessment 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:

Course Number	Course Description	Course Credit
Level "1"		
1149	Business Mathematics 1	2.0
1159	Recordkeeping	3.0
9009	Bookkeeping to Trial Balance	4.0
1161	Typing 1	2.0
1148	Business Machines 1	2.0
Level "2"		
9003	Payroll and Legislation	2.0
2143	Safety and Accident Prevention	2.0
2136	Industrial First Aid	4.0

Program Requirements: All students are required to provide a medical certificate and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

Length of Program: 5 months.

Hours: 15:00 to 22:00 hours.

Additional Cost Estimate: 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 Worker's 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 Worker's Compensation Board, in person, to obtain the necessary application and medical forms.

Business and Health Programs

JUNIOR COMPUTER PROGRAMMER

This program is designed to prepare the student to understand data processing concepts and terminology; have a working knowledge of the COBOL programs and perform program maintenance; be familiar with standards, procedures, and controls of the data processing environment and be able to readily interpret work specifications set out by the system analyst.

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1009	General Concepts of Data Processing	1.5
1012	COBOL Programming 1	1.5
1017	Business Arithmetic and Business Machines	1.5
1021	Introduction to Accounting	1.5
Level "2"		
2256	COBOL Programming 2	8.0
2257	Structured Programming and Program Documentation	2.0
2258	Report Writing	1.0
Level "3"		
3003	COBOL Programming 3	8.0

Training Procedure: Students work and study on an individual basis so that they progress through the program at their own speed. The students are given theory in a classroom setting and perform their practical assignments on computer terminals.

Program Requirements:

- Applicants whose language of education is other than English may be required to take an English Language Assessment Test.
- High aptitudes in mathematics, reasoning ability, and logical problem solving ability.
- In order to perform competently on the job, a good command of oral and written English is essential.

Length of Program: 6 months.

Hours: 08:00 to 15:00 Hours.

Additional Cost Estimate: \$65.00 for textbooks; \$10.00 for supplies.

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

Examinations: Evaluation is by periodic theory examination and assessment of practical assignments.

LEGAL STENOGRAPHER

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:

Course Number	Course Description	Course Credit
Level "1"		
1161	Typing 1	2.0
1162	Typing 2	3.0
1146	Business Communications 1	2.0
1147	Business Communications 2	2.0
1149	Business Mathematics 1	2.0
1148	Business Machines 1	2.0
1159	Recordkeeping	3.0
Level "2"		
2146	Typing 3	4.0
2137	Machine Transcription 1	2.0
2144	Shorthand 1	2.0
Level "3"		
3078	Business Communications 3	2.0
3104	Typing 4	4.0
3100	Shorthand 2	4.0
3101	Shorthand 3	2.0
9002	Office Practices and Procedures	2.0
3088	General Legal Procedures	2.0
3105	Wills and Estates	2.0
3089	Litigation	2.0
3081	Conveyancing	2.0
3083	Divorce Procedures	2.0
3082	Corporate Procedures	2.0

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: Day or afternoon classes, for the first six months: 08:00 to 15:00 hours or 15:00 to 22:00 hours. Level 3 — day classes only: 08:00 to 15:00 hours.

Additional Cost Estimate: Textbooks and supplies \$50.00.

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

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

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1161	Typing 1	2.0
1162	Typing 2	3.0
1146	Business Communications 1	2.0
1147	Business Communications 2	2.0
1149	Business Mathematics 1	2.0
1148	Business Machines 1	2.0
1159	Recordkeeping	3.0
Level "2"		
9005	Basic Medical Terminology, Anatomy and Physiology and Disease Process	3.0
2146	Typing 3	4.0
2137	Machine Transcription 1	2.0
9004	Medical Transcription 1 — Histories/Consults	2.0
Level "3"		
3091	Medical Bookkeeping	1.5
3106	Medical Billing	3.0
3092	Medical Clinical Practices	4.0
3093	Medical Office Practices	4.0
9010	Standard First Aid	1.0

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.

Business and Health Programs

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: For the first four months: 08:00 to 15:00 hours or 15:00 to 22:00 hours. Levels 2 and 3 — day classes only: 08:00 hours to 15:00 hours.

Additional Cost Estimate: Textbooks and uniform \$60.00.

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 STENOGRAPHER/ TRANSCRIPTIONIST

Training as a Medical Transcriptionist leads primarily to positions in the stenographic areas 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. However, some positions offer a variety of tasks other than transcription. 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:

Course Number	Course Description	Course Credit
Level "1"		
1161	Typing 1	2.0
1162	Typing 2	3.0
1146	Business Communications 1	2.0

Business and Health Programs

1147	Business Communications 2	2.0
9005	Basic Medical Terminology; Anatomy, Physiology, and Disease Process	3.0

Level "2"

2146	Typing 3	4.0
2137	Machine Transcription 1	2.0

Level "3"

3107	Integumentary/Mammary	1.5
3108	Musculoskeletal	1.5
3109	Cardiovascular, Hemic and Lymphatic	1.5
3111	Genitourinary	1.5
3112	Endocrine	1.5
3110	Digestive and Respiratory	1.5
3113	Nervous	1.5
3114	Special Senses (Eye and Ear)	1.5
9004	Medical Transcription I — Histories/Consults	2.0
3094	Medical Transcription II — General	2.0
3095	Medical Transcription III — Specialities	2.0
3096	Medical Transcription IV — Hospital	4.0
3098	Stenographer/Transcriptionist Practices	2.0

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: 08:00 to 15:00 hours.

Additional Cost Estimate: Textbooks and supplies \$150.00.

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.

Business and Health Programs

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:

Course Number	Course Description	Course Credit
Level "1"		
1152	Introduction to Marketing	1.0
1151	Economics of Business	2.0
1156	Marketing Communications	2.0
1158	Psychology of Salesmanship	3.0
Level "2"		
2138	Marketing Fundamentals	4.0
2133	Contract Law	1.5
2134	Financial Management	1.5
2142	Psychology of Management	3.0
2131	Advertising Sales Promotion	2.0

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

Length of Program: 5 months.

Hours: 15:00 to 22:00 hours.

Additional Cost Estimate: Textbooks \$50.00 and \$10.00 for supplies.

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

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.

Business and Health Programs

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1161	Typing 1	2.0
1162	Typing 2	3.0
1146	Business Communications 1	2.0
1147	Business Communications 2	2.0
1149	Business Mathematics 1	2.0
1148	Business Machines 1	2.0
1159	Recordkeeping	3.0
Level "2"		
2146	Typing 3	4.0
2137	Machine Transcription 1	2.0
2144	Shorthand 1	2.0
Level "3"		
3104	Typing 4	4.0
3078	Business Communications 3	2.0
3090	Machine Transcription 2	2.0
9002	Office Practices and Procedures	2.0
3100	Shorthand 2	4.0
3101	Shorthand 3	2.0

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.

Length of Program: 10 months.

Hours: Day or afternoon classes, for the first six months: 08:00 to 15:00 hours or 15:00 to 22:00 hours. Level 3 — day classes only: 08:00 to 15:00 hours.

Additional Cost Estimate: Supplies \$50.00

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

Examinations: Each lesson is individually evaluated.

WORD PROCESSING OPERATOR

The modern business office demands an ever increasing amount of sophisticated equipment in order to meet the communication needs of today. Word processing is one of the methods employed to increase the efficiency of the office. The Word Processing Operator is not only a com-

Business and Health Programs

petent clerical office worker, but one who in quick order can create new documents, revise existing documents, retrieve older communications, and can efficiently search electronic files. The Word Processing Operator must be able to organize and file documents electronically rather than in file cabinets.

The objective of the program is to prepare and train students to use several types of word processing equipment and their application, documentation, and methods of producing work efficiently. The graduate will also have an understanding of the basic concepts of analyzing work flow and office procedures.

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1269	Introduction to Word Processing	3.0
1270	Communications for Word Processing	2.0
1271	Document Formatting / Machine Transcription	2.0
Level "2"		
2248	Word Processing Theory and Concepts	2.0
2249	Word Processing Applications (Record and Playback)	3.0
2250	Advanced Word Processing Applications	5.0

Training Procedure: The training will be on modern Word Processing systems such as A.E.S. and Wang Systems. The major portion of the training is designed to achieve full efficiency on the equipment. Each student will store his/her work on a diskette for continued reference.

Specific Entrance Requirements: V.V.I. Clerk-Typist Certificate or equivalent certificate from another post-secondary institution, or two year's work experience as shown by letter from employer. A tested typing speed of 50 w.p.m. for five minutes with a maximum of five errors, if the applicant does not have a recent certificate attesting to the 50 w.p.m. criteria. A transcription machine production speed test of 20 w.p.m., if the applicant does not have a recent certificate attesting to the 20 w.p.m. criteria.

Applicants whose language of education is other than English may be required to take an English Language Assessment Test.

Program Requirements: The following are recommended characteristics for entrance: adaptability to change, machine oriented, good finger and hand dexterity, ability to accept responsibility and to plan and reason logically, persistence in problem solving, systematic work habits, ability to transcribe basic business correspondence from machines into mailable form, ability to type letters, memoranda and reports to an office standard, and good command of oral and written English.

Length of Program: 4 months.

Hours: 12:00 to 19:00 hours.

Additional Cost Estimate: Miscellaneous textbooks and diskette \$20.00.

Business and Health Programs

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

Evaluation: Regular examination on theory and assessment of practical projects take place throughout the program.

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:

Course Number	Course Description	Course Credit
Level "1"		
1177	Anatomy	2.0
1183	Equipment	1.0
1184	Instruments and Armamentaria	2.0
1181	Dental Materials	1.0
1182	Diagnostic, Pre-operative and Restorative Technique	2.5
1185	Micro-Biological Control	0.5
1186	Practice Management 1	2.0
1180	Dental Health Education 1	1.0
Level "2"		
9010	Standard First Aid	1.0
2162	Dental Laboratory Procedures	2.0
2163	Dental Radiology 1	2.0
2166	Oral Surgery	0.5
2164	Endodontics	0.5
2168	Periodontics	1.5
2169	Prosthodontics	1.0
2167	Orthodontics	1.0
2252	Clinical Dental Assisting	2.5
Level "3"		
3124	Dental Radiology 2	1.0
3128	Nutrition	1.0
3129	Pathology	2.0
3125	Dental Office Emergencies — Prevention and Management	0.5
3130	Pharmacology	0.5
3131	Pre-Clinical Intra-Oral	3.0
Level "4"		
4040	Dental Radiology 3	1.5
4042	Practice Management 2	0.5
4039	Dental Health Education 2	0.5
4036	Clinical Intra-Oral	5.5

Business and Health Programs

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 negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

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 to 15:00 hours or 15:00 to 22:00 hours.

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

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

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: 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 should arrange for ongoing practice in general chairside assisting duties, while enrolled in the program.

Business and Health Programs

Anatomy is offered on a regular basis and is the recommended first course in the program.

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. All students are required to provide a medical certificate and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

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 which may be complete dentures, crown and bridge, removable partial dentures, ceramics, or orthodontics. The dental mechanic field is restricted to complete dentures.

Students are taught both theory and practical work in complete dentures, crown and bridge, and removable partial dentures.

The program covers a period of four (4) years. The pre-apprenticeship level prepares the student to enter employment as an apprentice in the dental technician field. The apprenticeship levels combine "on the job" practical experience with theory and demonstrations in the classroom.

The schedule of training over four years takes one of the following methods with the levels as indicated:

Dental Technician Program:

Method #1

- Dental Technician/Mechanic Pre-Apprenticeship 1
- Dental Technician/Mechanic Apprenticeship 2
- Dental Technician Apprenticeship 3
- Dental Technician Apprenticeship 4

Method #2

- Dental Technician/Mechanic Apprenticeship 1A
- Dental Technician/Mechanic Apprenticeship 2
- Dental Technician Apprenticeship 3
- Dental Technician Apprenticeship 4

Business and Health Programs

Dental Mechanic Program:

Method # 1

Dental Technician/Mechanic Pre-Apprenticeship 1
Dental Technician/Mechanic Apprenticeship 2
Dental Mechanic Apprenticeship 3
Dental Mechanic Apprenticeship 4

Method # 2

Dental Technician/Mechanic Apprenticeship 1A
Dental Technician/Mechanic Apprenticeship 2
Dental Mechanic Apprenticeship 3
Dental Mechanic Apprenticeship 4

Levels 1, 1A, and 2 of the program are common for apprentices in the Dental Technician and Dental Mechanic fields. The two career goals are separated in levels 3 and 4.

The apprentice must be employed for a complete year before entering the next level of training.

The Apprenticeship Branch of the Ministry of Labour monitors the student's progress and notifies the apprentice when to attend each level of training.

Program Content: Dental Technician/Mechanic Pre-apprenticeship Program (22 Weeks).

Course Number	Course Description	Course Credit
Level "1"		
1263	Complete Dentures 1	8.0
1264	Crowns and Bridges 1	8.0
1265	Removable Partial Dentures 1	6.0

Dental Technician Apprenticeship Program:

Level "1A" — Dental Technician/Mechanic Apprenticeship (4 weeks).

9027	Complete Dentures 1A	1.5
9028	Crown and Bridge 1A	1.5
9029	Removable Partial Dentures 1A	1.0

Level "2" — Dental Technician/Mechanic Apprenticeship II (4 weeks).

2242	Complete Dentures 2	1.5
2243	Crown and Bridge 2	1.5
2244	Removable Partial Denture 2	1.0

Level "3" — Dental Technician Apprenticeship III (4 weeks).

3018	Complete Dentures 3	1.5
3210	Crown and Bridge 3	1.5
3209	Removable Partial Dentures 3	1.0

Level "4" — Dental Technician Apprenticeship IV (4 weeks).

4007	Complete Dentures 4	1.5
4099	Crown and Bridges 4	1.5
4100	Removable Partial Denture 4	1.0

Business and Health Programs

Dental Mechanic Apprenticeship Program:

Level "1A" — Dental Technician/Mechanic Apprenticeship (4 weeks).

9027	Complete Dentures 1A	1.5
9028	Crown and Bridge 1A	1.5
9029	Removable Partial Dentures 1A	1.0

Level "2" — Dental Technician/Mechanic Apprenticeship II (4 weeks).

2242	Complete Dentures 2	1.5
2243	Crown and Bridge 2	1.5
2244	Removable Partial Denture 2	

Level "3" — Dental Mechanic Apprenticeship III (6 weeks).

3193	Complete Dentures — Lab 3	1.5
3194	Intra-oral Procedures — Clinic 1	3.0
3195	Complete Denture Theory 1	1.0
9024	Safety Oriented First Aid	0.5

Level "4" — Dental Mechanic Apprenticeship IV (6 weeks).

4096	Complete Dentures — Lab 4	2.0
4097	Intra-oral Procedures — Clinic 2	3.0
4098	Complete Denture Theory 2	1.0

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:

- Grade 12 graduation or acceptable equivalent.
- An Arts and Science program at the Secondary School level would be desirable.
- Good eye and hand coordination is necessary.
- Good manual and digital dexterity are essential. A pre-test may be given in this area. Hours: 08:00 to 15:00 hours.
- Good health and stability is required in order to function under pressure with a demand for perfection.
- Prospective students who have respiratory problems may be affected by dust from grinding and polishing. Those with sensitive skin may also be affected by some materials.
- A good command of the English language is essential, so that the student may be able to understand lectures, directions given during demonstrations, and comprehend technical instructional resources.

Hours: 08:00 to 15:00 hours.

For enrolment: apply to the Apprenticeship Branch, B.C. Ministry of Labour, or in the case of Level 1 — Pre-Apprenticeship, one may apply to C.E.I.C.

Additional Cost Estimate: Textbooks \$50.00; 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. Jewelry and rings must not be worn for safety reasons. Safety glasses are provided.

Business and Health Programs

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

NURSING PROGRAMS — GENERAL

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

A career as a NURSE AIDE/PRACTICAL NURSE/OR NURSE ORDERLY is a very rewarding one for the man or woman who wishes to work with and help others. Good health and personal strength and stability are required to be able to assist people in stress situations. The person choosing these careers should be prepared to function as a team member and accept direction. He or she will be required to adapt to changing shifts (hours of work). Students must be prepared to travel to various Health Agencies in the Lower Mainland for clinical experience.

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

NURSING AIDE

The Nursing Aide Program prepares students for employment in long term care facilities, (personal, intermediate, and extended care) rehabilitation centres, mental health settings and homes. A nurse aide usually works with selected elderly and handicapped people under the direct supervision of a Registered Nurse.

The program is designed to provide the student with the knowledge and skills needed to perform minimal nursing skills under direct supervision, to communicate effectively with residents and other members of the health care team in an ethical and professional manner, to recognize the residents' or patients' daily living needs, and to respond appropriately to those needs.

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1115	Nursing Needs and Skills 1	5.0
1109	Communications and Ethics	1.0
9024	Safety Oriented First Aid	0.5
1116	Patient Centred Care 1	2.5

Business and Health Programs

Level "2"

2102	Nursing Needs and Skills 2	2.0
2100	Interpersonal Interactions	
2103	Patient Centred Care 2	5.0

Length of Program: 4 months.

Program Requirements: All students are required to provide a medical certificate of immunizations and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

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 Cost Estimate: \$65.00 for textbooks, \$60.00 and up for a uniform, \$40.00 for duty shoes, and \$9.00 for a graduation pin. Transportation costs to and from various health agencies in the lower mainland. THE STUDENT IS EXPECTED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

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

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 the section on "Practical Nursing".

The minor deviation from Practical Nursing occurs during Level "3" of the program which is as follows:

Course Number	Course Description	Course Credit
Level "3"		
3058	Senior Acute Care (Urology and Orthopaedic Nursing)	7.0
3051	Extended Care	3.0
3053	Obstetrical Nursing	3.0
3055	Paediatric Nursing	3.0

Specific Entrance Requirement: All students are required to provide a medical certificate of immunizations and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

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 or Nursing Orderly today is personal patient care in a hospital setting. The Practical Nurse is responsible, under the supervision of a registered nurse or qualified physician, for the greater part of the bedside nursing (with the exception of very technical procedures). This can be a very rewarding career for the man or woman who wishes to work with and help others, 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.

The programs prepare the student, under the supervision of a registered nurse or qualified physician, to give basic nursing care to selected patients or residents in acute and chronic care hospitals, home settings, and long term care facilities. Graduates will be eligible to write the C.N.A.T.S. (national exam) arranged for by the Council of Practical Nurses of B.C.

A qualified practical nurse may be licensed by the Council of Practical Nurses of British Columbia as authorized by the Nurses (Practical) Act of British Columbia and the Regulations under the Act.

Program Content:

Course Number	Course Description	Course Credit
Level "1"		
1107	Basic Nursing 1	4.0
1112	Human Biology 1	2.0
1111	Health and Illness 1	3.0
1108	Communications 1	2.0
1114	Legal, Ethical, and Professional Relationships 1	1.0
Level "2"		
2096	Basic Nursing 2	4.0
2099	Human Biology 2	1.0
2098	Health and Illness 2	3.0
2097	Communications 2	2.5
2101	Legal, Ethical, and Professional Relationships 2	0.5
9010	Standard First Aid	1.0
Level "3"		
3057	Senior Acute Care Nursing	4.0
3052	Extended Care Nursing	4.0
3054	Obstetrical Nursing	4.0
3056	Paediatric Nursing	4.0

Specific Entrance 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.

All students are required to provide a medical certificate of immunizations and a negative TB skin test. If the skin test reaction is positive, a negative X-ray report is required.

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 or 15:00 to 22:00 hours. However, the student must be willing and able to adjust times of attendance to vary according to hospital scheduling, including afternoon and evening work.

Additional Cost Estimate: Textbooks \$150.00; Uniforms \$55.00; \$40.00 for duty shoes; Cap and Pin before graduation \$11.00; and a \$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 IS EXPECTED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

Dress: Uniform according to Department standards may 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

Listed below are those Awards, Bursaries and Scholarships which relate directly to Vancouver Vocational Institute students. Various other Awards, Bursaries and Scholarships are donated by industry, unions, trade associations, community organizations and individuals, which are available to students upon application. Please direct all inquiries to the Counselling Department.

American Society for Metals — annually offers an award of \$150.00 to provide book prizes for the top graduating students in the MACHINIST and WELDING programs. Recipients are recommended by the respective department.

B.C. Telephone Company — offers two awards of \$200.00 each to eligible students according to the following criteria:

Each program area shall select and submit the name of a student who has:

- completed the program within the last twelve months or is in the last level of the program and who is expected to graduate;
- achieved the highest overall performance in both practical as well as theoretical subjects of training.

The names shall be drawn on a random basis from the approximately forty names submitted.

Credit Union Foundation of British Columbia — has donated to Vancouver Community College bursary funds of \$400.00, to be divided between the three campuses. It is the desire of the Foundation that the bursary funds be granted to students who might otherwise have difficulty completing their studies by reason of financial hardship. The recipients are to be Canadian Citizens residing in British Columbia and in attendance at Vancouver Community College.

D. H. Goard Trust Fund — is an annual donation by D. H. Goard, to be divided equally between the three campuses and to be awarded in a manner designated by the Campus Administration.

Edelweiss Credit Union — annually offers two bursaries of \$250.00 each, to students 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.

Native Indian Service Council Award — provides a perpetual scholarship of \$50.00 which is to be awarded annually to acknowledged effort, talent and citizenship of a native student.

Rose Mercer Memorial Award — is a donation made by Vivian Patricia Carter in memory of the late Rose Mercer, to provide a \$50.00 award to the student achieving the highest grade point average in the theory portion of the PRACTICAL NURSING PROGRAM. There are to be three awards annually, one for each graduating class.

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

Royal Canadian Legion — Pacific Branch #44 — offers bursary funds in the amount of \$300.00 each to students in the NURSING AIDE program. These funds are to be dispersed at the discretion of the Institute.

Royal Canadian Legion — South Vancouver Branch #16 — offers two bursaries of \$300.00 each to students in the NURSING AIDE program. Applicants must be achieving at a satisfactory level and able to prove relationship to a war veteran.

Van Bourne Group Scholarship — provides for a perpetual scholarship fund. The criteria for awarding the scholarship is established by the Building Construction Department at the Vancouver Vocational Institute.

Van City Savings 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 to the **Craftsmen Club** — provides 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.

Vocational Instructor's Association — has established Achievement Awards of up to \$250.00 semi-annually for each Division. Students may obtain further information by contacting the Awards Committee of the Vocational Instructor's Association.

Women of the Moose, Vancouver Chapter 130 — offers a bursary for students in Licensed Practical Nursing or Nursing Aide programs. The recipient of this award will receive \$20.00 monthly while enrolled in the program. Interested students are advised to contact the Department Head, Nursing, who will then recommend candidates to the Women of

Scholarships and Bursaries

the Moose, Vancouver Chapter 130. Recommended candidates will then be interviewed by delegates of the sponsoring organization. At any time, there will be only one recipient for the \$20.00 monthly bursary. Entry criteria is:

- 1) Applicants who have relatives in the Women of the Moose, Chapter 130, will receive first consideration;
- 2) Applicants must be making satisfactory progress in their program and have identifiable financial need.

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

Vancouver Community College VANCOUVER VOCATIONAL INSTITUTE

NUMERIC COURSE LISTING

1981 04 01

1000	Hard Rolls and Sweet Yeast Dough Products
1001	Introduction and Shop Safety
1002	Press Production 1
1003	Production Control 1
1004	Composition 1
1005	Preparatory 1
1006	Building Wiring and Codes
1007	Fundamentals of Electricity
1008	Materials Handling
1009	General Concepts of Data Processing
1010	Service Procedures 1
1011	Stir-Fry, Pan-Fry, Deep-Fry, Broil and Braising 1
1012	Cobol Programming 1
1013	Theory of Baking and Demonstration 1
1014	Theory of Baking and Demonstration 1
1015	Theory of Catering
1016	Use of the Wok
1017	Business Arithmetic and Business Machines
1018	Beverage Service
1019	Breads
1020	Breads
1021	Introduction to Accounting
1022	Steam Laboratory 1
1023	Customer Relations
1024	Food and Beverage Equipment
1025	Plant Training 1
1026	Heat Engine Theory
1029	Introduction to Chinese Cuisine Cookery, Utensils and Equipment
1030	Menu Terminology
1031	Personal Hygiene and Sanitation
1032	Operative Dental Assisting
1034	Automotive Electricity
1035	Bodies and Accessories 1
1036	Body Filling Techniques and Fibreglassing
1037	Brake Systems 1
1038	Characteristics of Sheet Metal and Shrinking
1039	Electrical Systems: General
1040	Engines 1
1041	Fitting and Adjusting Methods of the Trade
1042	Frame Straightening Techniques, Suspension Systems, Steering Principles

1043 Frames, Suspension Systems and Steering Systems 1
 1044 Fuel and Emission Control Systems 1
 1045 General Shop Practice
 1046 History and Nomenclature of the Automobile
 1047 Panel Forming Techniques
 1048 Power Trains
 1049 Refinishing
 1051 Sheet Metal Damage Repair Procedure
 1052 Shop Practice
 1053 Types of Fasteners Used in the Trade
 1054 Welding, Brazing and Cutting
 1055 Automotive Machine Shop 1
 1056 Steam Turbines
 1059 Foundations
 1061 Applied Math, Drafting and Blueprint Reading 1,
 1062 Tools, Materials and Safety Regulations
 1063 Wood Frame Construction-General
 1064 Third Class Power Engineering 1
 1065 Technical Communications 1
 1066 Air and Engine Braking Systems
 1067 Air Induction and Exhaust Systems
 1068 Basic Metallurgy and Arc Welding
 1069 Cooling Systems
 1070 Combustion Systems
 1071 Electrical Systems
 1072 Engine Construction
 1073 Gas Welding and Flame Cutting
 1074 General Shop Practices
 1075 History, Familiarization and Basic Engine Principles
 1076 Machining (Basic)
 1077 Benchwork and Shop Practice
 1078 Blueprint Reading 1
 1079 Lathe 1
 1080 Milling Machine 1
 1081 A.S.M.E. Code Calculations
 1082 Shaper and Planer 1
 1083 Thermodynamic Cycles
 1084 Introduction to Working Drawings
 1085 Internal Combustion Engines, Fire Prevention
 1086 Gas Welding
 1087 Applied Mechanics 1
 1088 Steam Turbines
 1089 Condensing Equipment
 1090 Internal Combustion Engines and Gas Turbines
 1091 Fire Prevention and Plant Safety
 1092 Applied Mechanics 1
 1093 Applied Mechanics 2
 1094 Applied Mechanics 3
 1095 Applied Mechanics 4
 1096 A.S.M.E. Code Calculations
 1097 Water Treatment

1099 Pumps, Welding, Water Treatment
 1100 Boiler Operation and Control
 1101 Heating, Air Conditioning
 1102 Applied Mathematics
 1103 Applied Mechanics
 1104 Thermodynamics
 1105 Applied Science
 1106 Mathematics, Mechanics
 1107 Basic Nursing 1
 1108 Communications 1
 1109 Communications and Ethics
 1110 Fundamentals of Human Relations and Ethics
 1111 Health and Illness
 1112 Human Biology 1
 1113 Individual and Family Growth Development
 1114 Legal, Ethical and Professional Relationships 1
 1115 Nursing Needs and Skills 1
 1116 Patient Centered Care 1
 1117 Resident Oriented Life Skills
 1118 Thermodynamics Drawing
 1119 Machine Operations 1
 1120 Boiler Construction, Piping
 1121 Sanitation — Hygiene — Bacteriology
 1122 Combustion
 1123 Scalp Treatments 1
 1124 Service Management 1
 1125 Shampoo
 1126 Shampoo Rinses and Conditioners
 1127 Shaving 1
 1128 Skin Analysis
 1129 Electricity, Instrumentation
 1130 Maintenance, Safety
 1131 Tools
 1132 Low Pressure Boiler Construction and Operation
 1133 Bacteriology and Sanitation
 1134 Pumps, Piping, Heating
 1135 Basic Setting and Comb Outs
 1136 Auxiliary Subjects
 1137 Facials and Massages 1
 1138 Thermodynamic Cycles C
 1139 Haircutting
 1140 Haircutting 1
 1141 Steam Turbine C
 1142 Manicure and Footcare
 1143 Permanent Waving
 1144 Blow-Waving 1
 1145 Basic Anatomy, Physiology and Medical Terminology 1
 1146 Business Communications 1
 1147 Business Communications 2
 1148 Business Machines 1
 1149 Business Mathematics 1

1150 Card Punch Machine — Machine Set-up and Applications
 1151 Economics of Business
 1152 Introduction to Marketing
 1153 Key to Diskette — Machine Set-up and Applications
 1154 Key to Disk (Cluster) Machine Set-up and Applications
 1155 Keystrokes and Accuracy
 1156 Marketing Communications
 1157 Pharmacology 1
 1158 Psychology of Salesmanship
 1159 Recordkeeping
 1160 The Working Environment
 1161 Typing 1
 1162 Typing 2
 1163 Typing Upgrade 1
 1164 Alternating Current (A.C.) Basics
 1165 Circuit Analysis
 1166 Condensing Equipment C
 1167 Internal Combustion Engines and Gas Turbines C
 1168 Fire Prevention and Plant Safety C
 1169 Mechanical Switching, Fuses and Relays
 1170 Applied Mechanics 1 C
 1171 Applied Mechanics 2 C
 1172 Power Supplies
 1173 Applied Mechanics 3 C
 1174 Semiconductors
 1175 Semiconductors
 1176 Test Equipment Operations
 1177 Anatomy
 1178 Applied Mechanics 4 C
 1179 A.S.M.E. Code Calculations C
 1180 Dental Health Education 1
 1181 Dental Materials
 1182 Diagnostic, Pre-operative and Restorative Techniques
 1183 Equipment
 1184 Instruments and Armamentaria
 1185 Micro-Biological Control
 1186 Practice Management 1
 1187 Water Treatment C
 1188 Hard Rolls — Sweet Yeast — Dough Products
 1189 Applied Mechanics 2
 1190 Heat Engine Theory C
 1191 Preparation of Meat, Poultry, Seafood and Vegetables 1
 1192 Preparation and Cooking of Soups and Sauces 1
 1193 Orientation
 1194 Physiology — Histology
 1195 Steam Turbines C
 1196 Aromatherapy — Herbs
 1197 Internal Combustion Engines, Fire Prevention C
 1198 Applied Mechanics 1 C
 1199 Applied Mechanics 2 C
 1200 Applied Mechanics 3 C

1201 Applied Mechanics 4 C
 1202 A.S.M.E. Code Calculations C
 1205 The Security Officer's Roles, Responsibilities and the Law
 1206 Access Control, Security Inspections and Common Security Situations
 1207 Fire Prevention, Building Safety and First Aid
 1208 Theory of Catering and General Trade Practices
 1209 Breakfast Cookery
 1210 Sandwiches
 1211 Appetizers and Cold Buffet
 1212 Men's Heel Bases
 1213 Men's Heel Lifts
 1222 General Trade Practice
 1223 Baking
 1224 Introduction to Drafting
 1225 General Trade Practice
 1226 General Trade Practice 1
 1227 General Theory of Hairdressing 1
 1228 Permanent Waving 1
 1229 Hair Colouring and Lightening 1
 1230 Hair Cutting 1
 1231 Hair Styling and Design 1
 1232 General Trade Practice 2
 1233 General Theory of Hairdressing 2
 1234 Permanent Waving 2
 1235 Hair Colouring and Lightening 2
 1236 Hair Cutting 2
 1237 Hair Styling and Design 2
 1238 Orientation to the Travel Industry
 1239 Job Duties of a Travel Agent
 1240 Information Retrieval Skills
 1241 Communication Skills
 1242 Drafting 1
 1243 General Electricity 1
 1244 Fourth Class Power Engineering 1
 1245 Instrumentation 1
 1246 General Mathematics 1
 1247 Applied Science 1
 1248 Applied Mechanics 31
 1249 Workshop 1
 1251 Engineering Mechanics 3
 1252 Thermal Engineering 1
 1253 Third Class Engineering 1
 1254 Technical Electricity 5
 1255 Fluid Mechanics 1
 1256 Drafting/Workshop 5
 1257 Metallurgy 1
 1258 Applied Mechanics 4
 1259 Pumps and Compressors 1
 1260 Technical Electricity 1
 1261 Technical Mathematics 1

1263 Complete Dentures
 1264 Crown and Bridge
 1265 Removable Partial Dentures
 1266 Complete Denture Theory — Pre-Licensing
 1267 Intra Oral Procedures — Pre-Licensing
 1268 Complete Dentures — Pre-Licensing
 1269 Introduction to Word Processing
 1270 Communications for Word Processing
 1271 Document Formatting/Machine Transcription
 1272 Applied Physics 1
 1273 6800 — 6502 Based Micro Processors
 1274 Z80 — 8080 Based Micro Processors
 1275 PDP11 Minicomputer Systems
 1280 Complete Dentures — Pre-Licensing
 1281 Crown and Bridge — Pre-Licensing
 1282 Removable Partial Dentures — Pre-Licensing
 1287 Electrolysis — Pilithermology
 2000 Gas Cutting
 2001 Gas Welding and Brazing
 2002 Press Production 2
 2003 Production Control 2
 2005 Composition 2
 2006 Preparatory 2
 2007 Alternating Current (A.C.) Circuit Analysis 1
 2008 Direct Current (D.C.) Machines
 2009 Quick Breads — Puff Pastries and General Baking
 2010 Steam Laboratory 2
 2011 Sandwiches
 2012 Service Procedures 2
 2013 Stir-Fry, Pan-Fry, Deep-Fry, Broil and Braising 2
 2014 Theory of Baking and Demonstration 2
 2015 Theory of Baking and Demonstration 2
 2016 Wine and Bar Service
 2017 Plant Training 2
 2018 Barbecue Cooking
 2020 Cash Register
 2023 Kitchen Management
 2025 Pies, Tarts, Cookies
 2026 Pies, Tarts, Cookies
 2029 Applied Mathematics and Blueprint Reading 2
 2030 Accessories 2
 2031 Automotive Electricity
 2032 Brake Systems 2
 2033 Clutches and Transmissions
 2034 Drive-Lines and Rear Axle Assemblies
 2035 Engines 2
 2036 Fitting and Adjusting Methods of the Trade
 2037 Frame Straightening Techniques
 2038 Front Suspension Systems and Steering Systems 2
 2039 Fuel and Emission Control System 2
 2040 Lighting and Charging Systems

2041 Refinishing Techniques
 2042 Service Floor Practice
 2043 Sheet Metal Damage Repair
 2044 Shop Practice
 2045 Starting and Ignition Systems
 2046 Tune-Up
 2047 Automotive Machine Shop 2
 2048 Third Class Power Engineering 2
 2049 Technical Communications 2
 2050 Feedwater, Pumps
 2051 Heating Boilers
 2052 Turbines, Engines
 2053 Refrigeration, Air Compression
 2054 Clutches, Standard Transmissions, P T O's
 2055 Drive Lines
 2056 Engine Overhaul
 2057 Engine Testing and Tune-Up (Basic)
 2058 Fuels, Lubricants and Engine Lube Oil Systems
 2059 Hydraulics
 2060 Torque Converters, Automatic/Power Transmissions, and
 Marine Gears
 2061 Basic Metallurgy
 2062 Blueprint Reading 2
 2063 Grinding Machines
 2064 Lathe 2
 2065 Milling Machine2
 2066 Precision Measurement 1
 2067 Shaper and Planer 2
 2068 Plants, Lubrication
 2069 Safety, Legislation and Codes
 2070 Administration, Combustion, Piping
 2071 Electricity
 2072 Types of Plants, Instrumentation
 2073 Lubrication, Steam Turbines
 2074 Thermodynamics 1
 2075 Carbon Arc Cutting and Gouging
 2076 Machine Flame Cutting
 2077 Shielded Metal Arc Welding 1
 2078 Gas Turbines, Internal Combustion Engines
 2079 Air Compression
 2080 Refrigeration
 2081 Thermodynamics 1
 2082 Thermodynamics 2
 2083 Fuels and Combustion
 2084 Compressors
 2085 Refrigeration and Air Conditioning
 2086 Types & Arrangement of Industrial Plants, Mechanical Drawings
 2087 Compressors C
 2088 Refrigeration and Air Conditioning C
 2089 Types of Industrial Plants, Mechanical Drawing C
 2090 Thermodynamics 1 C

2091 Thermodynamics 2 C
 2092 Fuels and Combustion C
 2093 Metallurgy, Welding C
 2094 power Plant Erection and Developments C
 2095 Lubrication C
 2096 Basic Nursing 2
 2097 Communications 2
 2098 Health and Illness 2
 2099 Human Biology 2
 2100 Interpersonal Interactions
 2101 Legal, Ethical, and Professional Relationships 2
 2102 Nursing Needs and Skills 2
 2103 Patient Centered Care 2
 2104 Thermodynamics 1 C
 2105 Machine Operations 2
 2106 Thermodynamics 2 C
 2108 Scalp Treatments 2
 2109 Service Management 2
 2110 Shaving 2
 2111 Skin
 2112 Skin and Scalp Diseases
 2115 The Circulatory and Endocrine System
 2116 Waxing Removal of Superfluous Hair
 2118 Blow-Waving 2
 2120 Cell and Bone Structure
 2122 Facials and Massages 2
 2123 Facial Treatments
 2126 Haircutting 2
 2128 Hair Styling 1
 2129 Muscle and Nerve Systems
 2130 Basic Anatomy, Physiology, and Medical Terminology 2
 2131 Advertising Sales Promotion
 2132 Business Math and Machines 2
 2133 Contract Law
 2134 Financial Management
 2135 Hospital Departments 1
 2136 Industrial First Aid
 2137 Machine Transcription 1
 2138 Marketing Fundamentals
 2140 Pharmacology 2
 2141 Patient-Centered Activities
 2142 Psychology of Management
 2143 Safety and Accident Prevention
 2144 Shorthand 1
 2145 Routine Hospital, Ward, and Patient Records
 2146 Typing 3
 2147 Typing Upgrade 2
 2148 Basic Telephony
 2149 Bipolar Transistors, Small Signal Amplifiers
 2150 Bipolar Small Signal Amplifiers
 2152 Linear Circuits

2154 Operational Amplifiers
 2155 Power Amplifiers
 2157 Thyristors
 2158 Thyristors and Electronic Switching
 2159 Trouble Shooting and Schematic Reading
 2160 Vacuum Tube Basics
 2161 Vacuum Tube/Field Effect Transistor SS Amplifiers
 2162 Dental Laboratory Procedures
 2163 Dental Radiology 1
 2164 Endodontics
 2166 Oral Surgery
 2167 Orthodontics
 2168 Periodontics
 2169 Prosthodontics
 2170 Quick Breads, Puff Pastries, and General Baking
 2172 Preparation of Meat, Poultry, Seafood, and Vegetables 2
 2173 Preparation and Cooking of Soups and Sauces 2
 2174 Safety Precaution or Awareness
 2175 Electrotherapy
 2176 Different Types of Current
 2180 Potato, Vegetable, and Pasta Cookery
 2183 Entrees (Main Dishes) Related Sauces
 2184 Machinery 1
 2185 Men's Shoes 1
 2186 Men's Shoes 2
 2187 Men's Boots 1
 2188 Women's Shoes 1
 2189 Management
 2198 Appetizers
 2199 Cold Buffet
 2200 Introduction to Architectural Drafting and Technology
 2201 Residential Working Drawings
 2202 Perspective and Rendering
 2203 Commercial Architectural Drafting and Technology
 2204 Basic Architectural Drafting
 2205 Commercial Architectural
 2206 Industrial Architectural
 2207 Thermodynamics 2
 2208 Bacteriology and Sanitation
 2209 Hair Structure
 2210 Disorders and Disease of Hair and Scalp
 2211 Air Waving and Irons
 2212 Finger Waving
 2213 Scalp Treatments
 2214 Geography
 2215 Office Procedures
 2216 Domestic Air
 2217 Drafting 2
 2218 General Electricity 2
 2219 Fourth Class Power Engineering 2
 2220 Instrumentation 2

2221 General Mathematics 2
 2222 Applied Science 2
 2223 Metallurgy Welding
 2224 Workshop 2
 2225 Power Plant Erection and Developments
 2226 Engineering Mechanics 4
 2227 Thermal Engineering 2
 2228 Lubrication
 2229 Technical Electricity 6
 2230 Fluid Mechanics 2
 2231 Drafting/Workshop 6
 2232 Metallurgy 2
 2233 Boilers
 2234 Pumps and Compressors 2
 2235 Wood Frame Construction — Roof
 2236 Finish Carpentry — Exteriors
 2237 Finish Carpentry — Interiors
 2238 Wood Frame Construction — Stairs
 2239 Technical Electricity 2
 2240 Technical Mathematics 2
 2242 Complete Dentures
 2243 Crown and Bridge
 2244 Removable Partial Dentures
 2245 Pathology 1 — Post Basic
 2246 Intra Oral Procedures 1 — Post Basic
 2247 Complete Dentures 1 — Post Basic
 2248 Word Processing Theory and Concepts
 2249 Word Processing Applications (Record and Playback)
 2250 Advanced Word Processing Applications
 2251 Applied Physics 2
 2252 Clinical Dental Assisting
 2253 Input/Output Devices
 2254 Mass-Storage Devices
 2255 Business/Consumer Digital Systems
 2256 Cobol Programming 2
 2257 Structured Programming and Program Documentation
 2258 Report Writing
 2259 Complete Dentures — Intermediate
 2260 Crown and Bridge — Intermediate
 2261 Ceramics — Intermediate
 2262 Removable Partial Dentures — Intermediate
 2263 Orthodontics — Intermediate
 2264 Pathology — Intermediate
 2271 Skin Analysis — Enemies of the Skin
 3000 Shielded Metal Arc Welding
 3001 Carbon Arc Gouging
 3002 Small Business Management
 3003 Cobol Programming 3
 3004 A.C. Circuit Analysis 2
 3005 A.C. Machines
 3006 Transformers

3007 Theory of Baking and Demonstration 3
 3008 Theory of Baking and Demonstration 3
 3009 Steam Laboratory 3
 3010 Cake Baking
 3011 Cake Baking
 3012 Cake Icing and Decorating
 3013 Cake Icing and Decorating
 3014 Plant Training 3
 3015 French Pastries — Icings and Fillings
 3016 French Pastries — Icings and Fillings
 3017 Instrumentation, Piping C
 3018 Complete Dentures
 3019 Industrial Administration
 3025 American Bosch, Robert Bosch, and Simms Fuel Systems
 3026 Caterpillar Fuel Systems
 3027 Cummins Fuel Systems
 3028 Detroit Diesel Allison Fuel Systems
 3029 Diesel Electric Power Generation
 3030 Engine Tune-Up (Final), Trouble-Shoot, and Dynamo Test
 3031 Roosa-Master and CAV Fuel Systems
 3032 Woodward Hydraulic Governors
 3033 Gear Cutting
 3034 Heat Treatment Practice
 3035 Lathe 3
 3036 Milling Machine 3
 3037 Precision Measurement 2
 3038 Special Machine Set-Ups
 3040 Applied Math and Blueprint Reading 3
 3041 Third Class Power Engineering 3
 3042 Technical Communication 3
 3043 Boilers
 3044 Pumps, Piping
 3045 Instrumentation
 3046 Metallurgy, Welding, Lubrication
 3047 Electricity 1 C
 3048 Refrigeration, Airconditioning
 3049 Flux Core Arc Welding
 3050 Gas Metal Arc Welding
 3051 Extended Care
 3052 Extended Care Nursing
 3053 Obstetrical Nursing
 3054 Obstetrical Nursing
 3055 Paediatric Nursing
 3056 Paediatric Nursing
 3057 Senior Acute Care Nursing
 3058 Senior Acute Care (Urology and Orthopedic Nursing)
 3059 Service Management 3
 3060 Electricity 2 C
 3061 Specialized Treatments
 3062 Types and Arrangements of Industrial Plants
 3063 Practicum

3064 Blow-Drying 1
 3065 Cosmetic Chemistry
 3066 Curling Irons 1
 3067 Electricity and Light Therapy
 3068 Facial Masks
 3069 Hair Colouring 1
 3070 Electricity 3 C
 3071 Hair Structure and Chemistry
 3072 Hairstyling 2
 3073 Light Therapy
 3074 Metallurgy, Welding, Lubrication C
 3075 Permanent Waving 1
 3076 Accounting for Financial Statement Preparation
 3077 Basic Anatomy, Physiology, and Medical Terminology 3
 3078 Business Communications 3
 3079 Business Law
 3080 Business Mathematics 3
 3081 Conveyancing
 3082 Corporate Procedures
 3083 Divorce Procedures
 3084 Hospital Departments 2
 3085 Hospital Emergency Procedures
 3086 Human Relation Skills
 3087 Introduction to Data Processing
 3088 General Legal Procedures
 3089 Litigation
 3090 Machine Transcription 2
 3091 Medical Bookkeeping
 3092 Medical Clinical Practice
 3093 Medical Office Practices
 3094 Medical Transcription 2 — General
 3095 Medical Transcription 3 — Specialities
 3096 Medical Transcription 4 — Hospital
 3097 Pharmacology 3
 3098 Stenographer / Transcriptionist Practices
 3100 Shorthand 2
 3101 Shorthand 3
 3102 Boilers C
 3103 Transcription of Physician's Orders
 3104 Typing 4
 3105 Wills and Estates
 3106 Medical Billing
 3107 Integumentary / Mammary
 3108 Musculoskeletal
 3109 Cardiovascular, Hemic, and Lymphatic
 3110 Digestive and Respiratory
 3111 Genitourinary
 3112 Endocrine
 3113 Nervous
 3114 Special Senses (Eye and Ear)
 3115 Audio Systems

3116 Carrier Phone Systems
 3117 Oscillators and Multivibrators
 3118 Oscillators and Multivibrators
 3119 Resonance and Radio Frequency (R.F.) Amplifiers
 3120 Resonance and Radio Frequency (R.F.) Amplifiers
 3121 Test Equipment
 3122 Pumps, Piping C
 3123 Instrumentation C
 3124 Dental Radiology 2
 3125 Dental Office Emergencies — Prevention and Management
 3126 Industrial Administration C
 3127 Refrigeration, Air Conditioning C
 3128 Nutrition
 3129 Pathology
 3130 Pharmacology
 3131 Pre-Clinical Intra-Oral
 3132 Types and Arrangements of Industrial Plants C
 3133 Muscle-Toning
 3134 Cellulite — Treatments
 3135 Facial Treatments with the Aid of Machines
 3136 Professional Trade Applications
 3137 Machinery 2
 3138 Men's Shoes 3
 3139 Men's Boots 2
 3140 Women's Shoes 2
 3141 Uppers 1
 3142 Potato and Vegetable Cookery
 3143 Breakfast Cookery, Pasta
 3144 Desserts
 3145 Process Flow Diagrams
 3146 Process Piping, Part 1
 3147 Process Piping, Part 2
 3148 Service Piping
 3149 Piping Isometrics and Spool Drawings
 3150 Industrial Site Development
 3151 Alignment Detailing
 3152 Marine Facilities
 3153 Quantity Estimating 1
 3154 Beam and Column Framing
 3155 Math Tables and Calculations
 3156 Sloping Members
 3157 Complex Framing
 3158 Hair Colouring
 3159 Styling Basics
 3160 Physiology
 3161 Ancillary Services
 3162 Practicum
 3163 Package Tours
 3164 Sales and Service
 3165 Reinforcement Module
 3166 Drafting 3

3167 General Electricity 3
 3168 Fourth Class Power Engineering 3
 3169 Instrumentation 3
 3170 General Mathematics 3
 3171 Applied Science 3
 3172 Boilers
 3173 Workshop 3
 3174 Instrumentation, Piping
 3175 Strength of Materials 1
 3176 Thermal Engineering 3
 3177 Electricity 1
 3178 Technical Electricity 7
 3179 Engineering Laboratory 1
 3180 Drafting/Workshop 7
 3181 Metallurgy 3
 3182 Electricity 2
 3183 Electronics and Computer Technology 1
 3184 Plant Management 1
 3185 Survey Instruments 1 — Builder's Level
 3186 Blueprint Reading 2
 3187 Introduction to Reinforced Concrete
 3188 Concrete Technology
 3189 Survey Instruments 2 — Basic Transit
 3190 Technical Electricity 3
 3191 Technical Mathematics 3
 3192 Engineering Mechanics 1
 3193 Complete Dentures Lab 3
 3194 Intra Oral Procedures Clinic 1
 3195 Complete Dentures Theory 1
 3196 Boilers C
 3197 Complete Dentures — Advanced
 3198 Crown and Bridges — Advanced
 3199 Ceramics — Advanced
 3200 Removable Partial Dentures — Advanced
 3201 Orthodontics — Advanced
 3207 General Trade Applications
 3208 Electricity 3
 3209 Removable Partial Dentures
 3210 Crown and Bridge
 4000 Magnetic Control
 4001 Static Control
 4002 Gas Metal Arch Welding 1 and Flux Core Arc Welding 1
 4003 Gas Metal Arc Welding 2
 4004 Steam Laboratory 4
 4005 Plant Training 4
 4006 Pumps C
 4007 Complete Dentures
 4010 Applied Math and Blueprint Reading 4
 4011 Shielded Metal Arc Welding (SMAW) 2
 4012 Third Class Power Engineering 4
 4013 Technical Communication 4

4014 Pumps
 4015 Electrotechnology 1
 4016 Gas Tungsten Arc Welding
 4017 Electrotechnology 2
 4018 Shielded Metal Arc Welding 2
 4019 Electrotechnology 1 C
 4020 Anatomy and Nutrition
 4021 Blow-Drying 2
 4022 Business Management
 4023 Curling Irons 2
 4024 Hair Colouring 2
 4025 Hair Replacements
 4026 Electrotechnology 2 C
 4027 Hair Styling 3
 4028 Permanent Waving 2
 4029 Admitting Department
 4030 Medical Records Department
 4031 Nursing Ward — Medical
 4032 Nursing Ward — Surgical
 4033 Radiology Department
 4034 Basic Television System
 4035 Serial Data Systems
 4036 Clinical Intra-Oral
 4037 Compressors, Nuclear Power C
 4038 Fuels and Combustion C
 4039 Dental Health Education 2
 4040 Dental Radiology 3
 4041 Water Treatment C
 4042 Practice Management 2
 4043 Machinery 3
 4044 Men's Shoes 4
 4045 Women's Shoes 3
 4046 Uppers 2
 4047 Career Management
 4048 Entrees (Main Dishes) and Sauces
 4049 Storage Tanks
 4050 Chutes and Hoppers
 4051 Detailing Bents and Towers
 4052 Truss Detailing
 4053 Conveyor Systems
 4054 Bridge Detailing
 4055 Foundation Systems and Slabs-on-Grade
 4056 Concrete Suspended Floor Systems
 4057 Concrete Columns
 4058 Concrete Beams
 4059 Steel Structures
 4060 Quantity Estimating 2
 4061 Site Layout
 4062 Sorting Equipment
 4063 Transfer Decks
 4064 Drag Chain Conveyors

4065 Plant Arrangement Drawings
 4066 Belt and Screw Conveyors
 4067 Hoppers and Chutes
 4068 Styling
 4069 Facials and Manicures
 4070 Career Management
 4071 Practicum
 4072 Drafting 4
 4073 General Electricity 4
 4074 Fourth Class Power Engineering 4
 4075 Instrumentation 4
 4076 General Mathematics 4
 4077 Applied Science 4
 4078 Compressors Nuclear Power
 4079 Workshop 4
 4080 Fuels and Combustion
 4081 Strength of Materials 2
 4082 Thermal Engineering 4
 4084 Technical Electricity 8
 4085 Engineering Laboratory 2
 4086 Drafting/Workshop 8
 4087 Metallurgy 4
 4088 Water Treatment
 4089 Electronics and Computer Technology 2
 4090 Plant Management 2
 4091 Concrete-Form Details
 4092 Concrete-Form Construction 1
 4093 Technical Electricity 4
 4094 Technical Mathematics 4
 4095 Engineering Mechanics 2
 4096 Complete Dentures Lab 4
 4097 Intra Oral Procedures Clinic 2
 4098 Complete Dentures Theory 2
 4099 Crown and Bridge
 4100 Removable Partial Dentures
 5000 Fish and Poultry
 5001 Blue Print Reading 1 and Applied Mathematics
 5002 Metallurgy 1
 5004 Antennas and Transmission Lines
 5005 High Voltage Circuits
 5006 T.V. Receiver Signal Processing Circuits
 5007 T.V. Receiver Sweep and Synchronizing Circuits
 5008 Video
 5009 Meat Cutting
 5010 Larder
 5011 Estimating and Scheduling
 5012 Blueprint Reading 3
 5013 Steel Stud, Drywall, Powder and Air — Actuated Tools
 5014 Survey Instruments 3 — Advanced Transit
 6003 Colour Processing Circuits
 6004 Colour Television Picture Tubes

6005 Microwave, Radar, and Avionics
 6006 SSB Communications
 6007 Troubleshooting and Repair
 6008 VHF Communications
 6009 Cold Kitchen ("to order")
 6010 Hot Kitchen ("to order")
 6011 Elementary Kitchen Management
 6013 Finish Carpentry — Millwork
 6014 Concrete — Form Construction 2 — Advanced
 6015 Survey Instruments 4 — Review
 9001 Microprocessors
 9002 Office Practices and Procedures
 9003 Payroll and Legislation
 9004 Medical Transcription 1 — Histories/Consults
 9005 Basic Medical Term., Anatomy and Physiology, and Disease Process
 9006 Amplitude Modulation (AM) Radio
 9007 Digital Electronics
 9008 FM Radio
 9009 Bookkeeping to Trial Balance
 9010 Standard First Aid
 9023 Safety and First Aid
 9024 Safety Oriented First Aid
 9025 Stocks and Soups
 9026 Grill and Roast
 9027 Complete Dentures
 9028 Crown and Bridge
 9029 Removable Partial Dentures

ADMINISTRATORS

McInnis, J. L.	Principal
Rerup, H. W.	Dean of Administrative and Student Services
Strachan, R. G.	Assistant Dean
	Administrative and Student Services
Lamoureux, M. E.	Dean of Instruction
Dunbar, K.	Assistant Director (Vocational) Continuing Education
McComb, T. R. R.	Office Manager

DIVISION CHAIRMEN

Griffiths, A. W.	Technical Division
Hartley, S. F.	Business & Health Division
Wood, B. A.	Service Division
Wren, R. J.	Industrial Division

MANAGERS

Clark, G. B.	Building Services Manager
Muir, K.	Saturday Manager
Renaud, A.	Assistant Office Manager

COUNSELLORS

Clarke, K.	
Clarkson, A.	
Kremer, D. H.	Department Head
Moore, T. J.	
Sandy, J.	

INSTRUCTORS

Code: *Department Head
+ Assistant Department Head
-Coordinator

Anderson, J.	Welding
Anderson, N. V.	Welding
-Andrew, P. L.	Shoe Repair
Appleton, B.	Library
Ashcroft, E.	Nursing
*Atkinson, R. A.	Drafting
*Barnard, A.	Power Engineering
Bartoszewski, E.	Business Education
Basford, J. A.	Dental Auxiliary
Bath, B.	Automotive
Beaudoin, L.	Nursing
*Bedford, J.	Business Education
Berry, W. T.	Welding
Bingley, A. D.	Food Trades
Bingley, J. A.	Food Trades
Birtch, D. W.	Building Construction
Bishop, M. S.	Electronics
Bisset, C. A.	Machine Shop

Bolton, F. M.
Bownick, A. A.
*Brady, R. N.
Briscoe, A.
Breikss, M. J.
Brooks, G.
Brown, K.

Ciardullo, V.
Coates, S. L.
Coen, N. C.
Cole, M. T.
Condon, A. F.
Copson, H.
Cummings, S.

Dalling, F. W.
DeFeyter, M.
Della Savia, B.
Denham, G.
Dennay, E.
Doad, H.
Donn, M.
Dwyer, B.

Edwards, W. L.
Ehwalt, J. H.

Fairholm, E.
Fanson, D.
Fehr, R.
Ferguson, L. A.
Ferron, G.
*Frandsen, F. E.
Franklin, D.
+ Freisen, L.
*Frost, E. A.

George, P. J.
Giles, H. L.
Gnos, J. A.
Gordon, D.
Gowler, J. E.
Greenwood, S. J.
*Gregg, K. T.
Grove, M. J.

Hajer, F.
Hanney, S. C.
Hawkins, V.
*Henderson, R. M.
Heyman, E.
Hicock, W. D.
Hodgkins, K. A.

Business Education
Business Education
Diesel
Nursing
Dental Auxiliary
Hairdressing
Barbering

Dental Auxiliary
Nursing
Power Engineering
Hairdressing
Dental Auxiliary
Power Sewing
Business Education

Program Development
Power Engineering
Drafting
Electrical
Business Education
Power Engineering
Hairdressing
Program Development

Power Engineering
Building Construction

Nursing
Nursing
Power Engineering
Power Engineering
Food Trades
Printing Production
Business Education
Power Sewing
Electrical

Power Engineering
Hairdressing
Food Trades
Printing Production
Business Education
Electronics
Program Development
Business Education

Power Engineering
Dental Auxiliary
Nursing
Librarian
Nursing
Business Education
Business Education

-Holoboff, L.	Dental Technician
Hughes, J. R.	Welding
Hughes, L.	Hairdressing
Humphrey, B. T.	Drafting
Janssen, J. M.	Hairdressing
Jensen, F.	Business Education
Johnston, E.	B.C. Hospitality Industry Resource Centre
Johnston, G. M.	Auto Mechanics
Jolicoeur, R.	Food Trades
Jones, O.	Electronics
Jones, V.	Business Education
Kamm, J. J.	Electronics
Kannemeyer, M.	Drafting
Kendrick, H. B.	Business Education
Kennedy, S.	Drafting
Kerr, D. W.	Program Development
Kerr, R. M.	Nursing
Kerridge, C.	Food Trades
Keyes, D. R.	Diesel Mechanics
Kilchenmann, C. A.	Food Trades
Kirby, J. H.	Electronics
Kitchener, D. M.	Hairdressing
Klaus, E. F.	Electronics
Knox, J. S.	Business Education
Kok, D.	Food Trades
Kool, C.	Power Engineering
Kuster, D.	Hairdressing
LaRocque, R. L.	Hairdressing
Larsen, S. H.	Food Trades
Lawton, A. E.	Electronics
Lees, A. L.	Engineering
-Lemon, R. H.	B.C. Hospitality Industry Resource Centre
Lesko, S. L.	Business Education
-Leung, C. P.	Food Trades
*Lewindon, A. J.	Hairdressing
*Lindsay, E. A.	Dental Auxiliary
Lock, J.	Business Education
-Lock, J. B.	Machine Shop
Lowe, K. E.	Nursing
MacIsaac, M.	Business Education
McKelvey, G. R.	Business Education
MacLeod, N. A.	Printing Production
MacNeill, J.	Electrical
McPhee, E.	Business Education
McWilliams,	Practical Nursing
Mackie, L.	Nursing
Maitland, R. H.	Business Education
-Malone, R. J.	Barbering
Marshall, W. N.	Drafting

Meadows, C. H.	Diesel Engineering
Miles, P. G.	Engineering
Mills, P. A.	Nursing
Mills, R.	Food Trades
Mitchell, B. M.	Business Education
Mullings, G. C.	Business Education
Naso, F.	Food Trades
Ng, H.	Business Education
*Nowacki, J.	Food Trades
Nowak, J.	Building Construction
Nucich, D.	Business Education
Obeck, H.	Food Trades
O'Donnell, T.	Electronics
Oksanen, R.	Diesel Engineering
*Olsen, W. H.	Automotive
Olson, J. E.	Nursing
O'Neill, D. B.	Automotive
Page, E.	Drafting
Parker, B.	Nursing
Petit, P.	Food Trades
Pinkerton, B. D.	Printing Production
+ Piry, J.	Business Education
Punak, J. B.	Business Education
Reed, F.	Business Education
Reed, P.	Business Education
*Rinta, E. A.	Building Construction
Robson, L.	Drafting
Rogers - Unger, L.	Dental Auxiliary
Robertson, P.	Dental Auxiliary
Sauer, A.	Food Trades
Schatten, J. S.	Electronics
Scott, T. C.	Diesel Engineering
Seddon, S. F.	Business Education
Shahki, G.	Business Education
*Sharp, H. M.	Electronics
*Shellington, M. E.	Nursing
Simms, S.	Nursing
Smith, A.	Engineering
Somerville, M. A.	Electronics
Spencer, A.	Machinist
Spink, C.	Electrical
Sproston, P. J.	Automotive
Stephenson, H. O.	Welding
Stelzl, A.	Business Education
*Sukkel, E. M.	Welding
Theony, C.	Food Trades
Thomas, P. R.	Machinist
Tickner, D.	Program Development Department

Tuley, E. D.

Urquhart, K. D.

Vander Linden, H.

Vestvik, J.

Wanstall, Michael

Weigel, G.

West, W.

Wheeler, E.

Whitehead, N. R.

Whittal, M.

Woycenko, S.

Electrical

Drafting

Food Trades

Dental Auxiliary

Electrical

Automotive

Drafting

Hairdressing

Electronics

Nursing

Business Education

NOTES