

VANCOUVER · VOCATIONAL · INSTITUTE

1982 · 1983

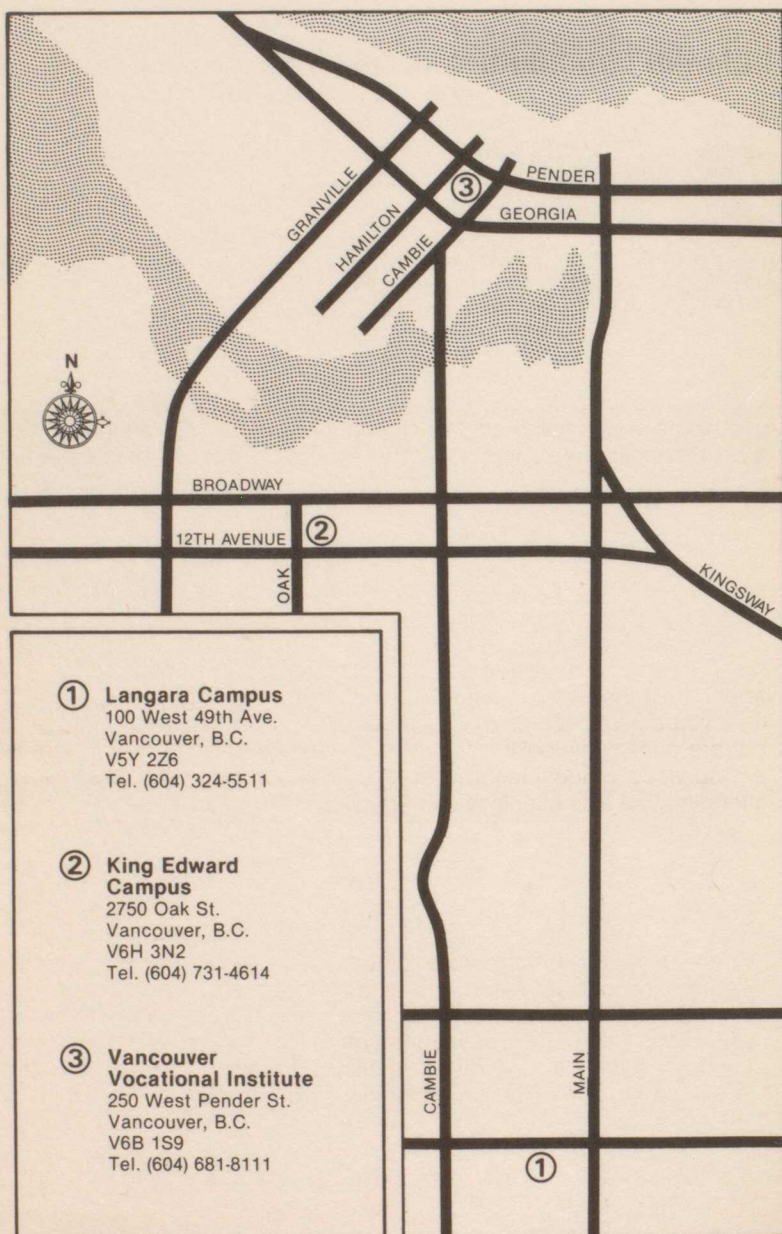


VANCOUVER COMMUNITY COLLEGE

VCC



## PRINCIPAL LOCATIONS OF VANCOUVER COMMUNITY COLLEGE



**① Langara Campus**  
100 West 49th Ave.  
Vancouver, B.C.  
V5Y 2Z6  
Tel. (604) 324-5511

**② King Edward Campus**  
2750 Oak St.  
Vancouver, B.C.  
V6H 3N2  
Tel. (604) 731-4614

**③ Vancouver Vocational Institute**  
250 West Pender St.  
Vancouver, B.C.  
V6B 1S9  
Tel. (604) 681-8111

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



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## ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

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### **College Board**

C. Allevato	M. O'Neill
V. Giles	J. C. M. Scott
P. Hebb	B. Sleight
E. Jarvis	S. Veitch
A. Lee	H. Wai
T. Marxreiter	

### **College Executive Officers**

A. S. Manera, Dipl. Teach., B.Sc.E.E. (Northrup U.), M.Sc.E.E. (U. of So. Calif.), P.Eng. (Ont.), President  
C. R. Carter, B.A., Dipl. Teach. (U.B.C.), M.L. (U. of Wash.), Director of College Resources  
J. J. Denholm, B.A. (Sask.), M.A., B.Ed. (U.B.C.) Ph.D. (Calif. Berk.), Principal, Langara Campus  
K. M. Fleming, B.Sc. (McGill), C.A., Bursar and Director of Administrative Services  
H. E. Pankratz, B.A., B.Ed., M.Ed. (U.B.C.), Principal, King Edward Campus  
H. W. Rerup, B.Sc.E.E. (Pac. Int. Coll. of Arts & Sc.), Acting Principal, Vancouver Vocational Institute  
S. R. Stafford, B.Com., M.Ed. (U. of Ottawa), Director of Continuing Education

### **Central Administration**

C. F. Avery, B.A. (U.B.C.), Director of Public Relations & Advertising Services  
J. R. Goard, B.A.Sc. (U.B.C.), M.Sc.Chem.E., M.Sc.Mgm't.Sci. (U of London), D.I.C. (Imperial Coll.), P.Eng. (B.C.), Director of Systems & Computer Services  
W. Hill, M.C.I.Q.S., M.Q.S.S.B.C., Director of Buildings & Grounds  
N. Hogg, M.B., Ch.B. (Glasgow), Director of College Health Services  
D. D. Jones, Dipl. Pers. Admin., Cert. Pub. Admin. (Sask), Director of Human Resources  
M. B. MacLean, B.A. (U. of Wash.), Cert. Teach. M.A. (U.B.C.), Director of Instructional Media Services  
J. Vandenaeker, M.B.A. (S.F.U.), R.I.A., Assistant Bursar

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## A BRIEF HISTORY

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

Growing with startling speed, the King Edward Centre proved so inadequate to contain the requirements of the academic 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.

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## CAMPUSES

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### **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 re-enter the work force — are accommodated.

King Edward Campus consists of three instructional divisions — College Foundations, Communications Arts, and Training and Development. At present, more than 7,000 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 5,500 students — 4,300 in arts and science programs (first and second year) and 1,200 in 21 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 25,000 part-time students. Courses are held at three evening centres — Langara Campus, Vancouver Vocational Institute and Humber. 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 the 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.

H. W. RERUP  
Acting Principal, V.V.I. Campus

## Calendar 1982-1983 **V.V.I.**

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

Telephone  
(604) 681-8111

Telex  
04-54566

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**Vancouver Community College**  
Vancouver Vocational Institute





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## GUIDELINES FOR STUDENTS

### ADMISSIONS

#### General Requirements

##### a) Citizenship

All applicants must be Canadian citizens or have landed immigrant status in Canada.

##### b) Priority

Admission to all programs is on a first-come, first-served basis.

##### c) Applications are accepted from anywhere in Canada.

##### d) Acceptance of Application

Applicants must fully meet the requirements of the College and the program before being placed on the list for 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, conditional entry is permitted on a limited basis.

##### h) Disabled Students

After completing application, Disabled Applicants should see a Counsellor to discuss their special needs.

##### i) Career Preparation applicants will have their own, preferred waitlist.

### EDUCATIONAL REQUIREMENTS

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

#### Program:

Auto Body  
Baking — Industrial  
Baking — Options  
Barbering

#### Educational Requirements:

— Grade 10 or equivalent  
— Grade 10 or equivalent  
— None  
— Grade 10 or equivalent



### Guidelines

Building Construction	— Grade 10 or equivalent
Clerk Typist	— Grade 10 or equivalent
Cooking — Chinese Cuisine	— None
Cook Training — Basic	— Grade 10 or equivalent
Cook Training	— Grade 10 or equivalent
Data Entry Operator	— Grade 10 or equivalent
Hairdressing	— Grade 10 or equivalent
Industrial Records and First Aid	— Grade 10 or equivalent
Institutional Nursing Attendant	— Grade 10 or equivalent
Nursing Aide	— Grade 10 or equivalent
Power Sewing	— None
Shoe Repair	— None
Skin Care (Esthetics)	— Grade 10 or equivalent
Waiter/Waitress	— Grade 10 or equivalent
Welding	— Grade 10 or equivalent
Welding Upgrade	— None
Word Processing Operator	— Grade 10 or equivalent

### 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 requirements. Mature applicants, on the basis of the above evaluation, may be required to take pre-requisite courses before entry in the program.

### CAREER PREPARATION STUDENTS

Applicants who have graduated from a career preparation program in a secondary school may receive preferred entrance into all programs. The applicant must submit the Career Preparation Exemption form stating that the applicant a) has completed such a program, and b) has in the judgment of the secondary school teacher, the equivalent training to specified first level courses at the V.V.I.

All applicants who identify themselves as career preparation graduates will be, if necessary, accumulated on a separate waitlist. The applicants with identifiable course exemptions will, with the cooperation of the instructional department, be treated as an insert student into a class in progress in order to complete the training program as quickly as possible. All career preparation graduates without exemptions will be assigned training space specifically reserved for them in each class.

### ENGLISH LANGUAGE ASSESSMENT

Applicants whose language of education is other than English may be

### Guidelines

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 Department.
  - b) Submit with the completed form an official record of educational standing from their previous schools or colleges together with any other relevant records and certificates.
- 2) The application form may be submitted in person or by mail.
- 3) After receipt of the application form, an interview or appraisal may be required to determine whether an applicant meets the admission requirements of a specific program.
- 4) At the time the applicant accepts the offered training space, the payment of fees is required according to the fee schedule shown elsewhere.

APPLICATIONS SHOULD BE COMPLETED AND MAILED OR DELIVERED TO THE REGISTRATION SERVICES 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
- provide personal enrichment or professional upgrading
- 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 nine 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 presently available on an extension basis for the part time continuing learner are:

Accounting	Electronics Technician
Baking — Options	Industrial Records and First Aid
Bookkeeping	Institutional Nursing Attendant



## Guidelines

Clerk Typist	Junior Computer Programmer
Cook Training — Basic	Legal Stenographer
Data Entry Operator	Medical Office Assistant
Dental Assisting Upgrade	Medical Stenographer /
Dental Mechanics Upgrade	Transcriptionist
Dental Receptionist	Merchandising
Dental Technician Upgrade	Nursing Aide
Drafting — Architectural,	Secretarial
Civil, and Structural	Security Officer
Drafting — Architectural,	Skin Care — Advanced (Esthetics)
Process Piping, and	Waiter/Waitress
Materials Handling	Welding Upgrade
Drafting — Architectural	Word Processing
and Structural Steel	
Electricity and Industrial	
Electronics	

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.

## 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 uses and for proof of student status at community facilities.

## CHANGE OF NAME OR ADDRESS

At registration, all students are required to submit a permanent address to which College Certificates, 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 Registration Services 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

## Guidelines

## 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 individual instruction and class presentations in reading and study skills.
- 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 quarterly rate of \$126.00 for full time students (\$42.00 for full calendar month and \$2.00 per day for portions of whole month).
- 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 \$42.00 per month.
  - b) Any additional training days at the rate of \$2.00 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. NO NOTICE OF FEES DUE IS MAILED TO STUDENTS!
- 8) SPECIAL PROJECT PROGRAMS  
The College periodically offers special programs requested by busi-



## Guidelines

ness, industry, and organizations. The cost of these special project programs is determined by the College, and in such cases the normal schedule of fees may not be applicable.

9) Tuition Fees for Vocational Credit Programs offered on 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			\$42
Boiler Operator A			\$42
Fourth Class			\$63
Third Class	\$56	\$56	\$112
Second Class	\$84	\$84	\$168
First Class	\$126	\$126	\$252

11) Fees for correspondence students in Power Engineering are:

	MATERIALS	TUITION	TOTAL FEES
Boiler Operator	\$19	\$15	\$34
4th Class	\$36	\$34	\$70
3rd Class	\$48	\$48	\$96
2nd Class	\$44	\$42	\$86
1st Class	\$51	\$50	\$101

## Refunds

Refunds of fees are subject to the following conditions:

- 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 the prorated tuition fees for the time used and a \$10.00 service charge 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,

## Guidelines

socials, dances, other association/student functions, etc. Students are not denied registration if they refuse to pay this fee, but their name will be forwarded to the Student Association.

## 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 and can produce a serious handicap to training.

## FINANCIAL ASSISTANCE

### 1. British Columbia Student Assistance Program

The B.C. Student Assistance Program is a comprehensive program of financial aid to post-secondary students. Student eligibility is based on assessment of need according to guidelines set by the Provincial Authority.

**A** B.C.S.A.P. provides assistance to eligible students in programs of twelve weeks duration or longer, through a combination of repayable Canada Student Loan and non-repayable B.C. Government Grant.

Loan Maximum — \$56.25 per week x program length in weeks

Grant Maximum — \$2,000.00 — single students

— \$2,400.00 — married and single parent students

- Applications will be accepted when students receive a confirmed commencement date.
- Applications submitted after the fourth week of classes will have the assessed need prorated.
- The final deadline for submission of applications is ten weeks prior to the end of the educational period.

**B** SPECIAL ASSISTANCE provides assistance to eligible students in programs of less than twelve weeks duration. The maximum assistance is \$300.00 in non-repayable B.C. Government Grant.

Applications will be accepted when students receive a confirmed commencement date. However, due to the shorter program length, applica-



## Guidelines

tions should be submitted no later than four weeks after the commencement of classes.

APPLICATIONS AND FURTHER INFORMATION ARE AVAILABLE THROUGH THE COUNSELLING DEPARTMENT. PROCESSING OF APPLICATIONS REQUIRES APPROXIMATELY EIGHT WEEKS.

**2. Scholarship and Bursary Booklets** are available through the Counselling Department, Library, Student Association Office, and Departmental offices.

### **3. Canada Employment and Immigration Commission (C.E.I.C.) Training Assistance**

Applicants who have been out of school and available for employment, or working, for at least one year, may be eligible for C.E.I.C. Training Assistance. If you require this assistance you should apply directly to your local C.E.I.C. Office.

## Loans

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

### **B.C. YOUTH FOUNDATION**

Interest free loans are available to full-time students with demonstrated financial need. Applicants must be bona-fide B.C. residents under the age of thirty. A suitable adult guarantor is required for all loans.

### **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

V.V.I. Student Association

These funds are available to students who have demonstrated, by attendance of at least one month and progress with training, the capability of completing their program.

## Guidelines

## 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,



### Guidelines

students are not allowed to bring animals into the College except guide dogs for the blind.

#### 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 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.

### Guidelines

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.

### 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.



## Guidelines

### Example: Practical Nursing — Level One

Course Number	Course Name	No. of Credits in relation to time	Grade	Numerical Equivalent for letter grade	Grade Points
1292	Basic Nursing Theory 1	1.0	A	4	4.0
1112	Human Biology 1	2.0	A	4	8.0
1111	Health & Illness 1	3.0	C	2	6.0
1294	Communications	1.5	B	3	4.5
1295	Legal, Ethical and Professional Relationships 1	0.5	C	2	1.0
1293	Basic Nursing Skills 1	4.0	B	3	12.0
		12.0			35.5
Total Grade Points Earned		35.5			
No. of Credits attempted		12	= 2.96 Grade Point Average (GPA)		

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

### "Contract" System for Completion of Levels Graded "Incomplete" (I):

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

## Guidelines

### 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 Registration Services, 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 Registration Services in the case of an agreed change in evaluation, or to the Division Chairperson 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 Registration Services 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.

The Dean of Instruction shall record his decision by memorandum to Registration Services, 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 refundable fee of \$5.00 shall accompany the "Appeal Request".

- 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)
- 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.
- 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
  - the Registration Services Department



## Guidelines

### Student Grievance

A College Policy and Procedure (# 2103) exists for the purpose of providing students an opportunity to deal with any grievance or dispute concerning human rights, e.g., allegations of sexual harassment, racial or religious discrimination.

The initial contact for initiating such a grievance may be with the Ombudsperson of the Student Association, the Dean of Administrative and Student Services, or a counsellor.

A copy of the Student Association constitution is available in the Library and in Registration Services.

### Program Starts:

Program	Starting Dates (Approximate Program Length)
Accounting	monthly as space permits (4-12 months)
Auto Body Repair	April, June, Oct., Jan. (6 months)
Auto Mechanics	April, July, Oct., Jan. (9 months)
Baking — Industrial	continuously as space permits (10 months)
Baking — Options	continuously as space permits (4-15 weeks)
Barbering	May, Sept., Jan. (9 months)
Bookkeeping	monthly as space permits (4-6 months)
Building Construction	Apr., July, Oct., Jan. (9 months)
Clerk Typist	monthly as space permits (4-6 months)
Cooking — Chinese Cuisine	June, Oct., Feb. (16 weeks)
Cooking — Basic	May, Aug., Nov., Feb. (6 months)
Cook Training	every two months (12 months)
Data Entry Operator	monthly as space permits (2 months)
Dental Assisting	Sept., Nov. (10 months)
Dental Technician/Mechanic Apprentice	apply Apprenticeship Branch (1 month)
Dental Technician	July (12 months)
Diesel Mechanics	June, Oct., Jan., Mar. (12 months)
Drafting-Architectural, Process Piping & Materials Handling	June, Oct., Dec. (11 months)
Drafting Architectural, Civil & Structural	April, Sept., Oct., Mar. (11 months)
Drafting Architectural & Structural Steel	August, Jan. (11 months)
Electricity & Industrial Electronics	April, June, July, Nov., Feb. (10 months)
Electro-Mechanics 1 (Basic)	August, Feb. (5 months)
Electro-Mechanics 2 (Advanced)	June, Jan., (5 months)

## Guidelines

Electronics Technician	every two months (12 months)
Hairdressing	May, Sept., Jan. (7 months)
Hairdressing Apprenticeship	apply Apprenticeship Branch (1 month)
Hospital Unit Assistant	July, Jan. (5 months)
Industrial Records & First Aid	Oct., Mar. (5 months)
Institutional Care Nursing	Jan., Aug. (4 months)
Junior Computer Programmer	May, July, Oct., Jan. (6 months)
Legal Stenographer	monthly as space permits (4-12 months)
Machinist	June, July, Nov., Mar. (9 months)
Medical Office Assistant	monthly as space permits (4-12 months)
Medical Stenographer / Transcriptionist	monthly as space permits (4-12 months)
Merchandising	Mar., May, July, Sept., Nov., Feb. (5 months)
Nursing Aide	May, July, Nov., Mar. (4 months)
Nursing Orderly	May, Sept., Jan. (10 months)
Power & Process Engineering	Sept. (9 months)
Power Engineering — Technical	August (9 months)
Power Engineering — General	August (9 months)
Power Engineering Certification (Correspondence)	continuous
Power Engineering Certification (Tutorial)	contact College concerning space (varies)
Power Sewing	continuous Oct. to June (8 weeks)
Practical Nursing	May, Sept., Jan. (10 months)
Printing Production	July, Aug., Sept., Oct. (10 months)
Secretarial	monthly as space permits (4-12 months)
Shoe Repair	continuously as space permits (9 months)
Skin Care (Esthetics)	July, Nov., Mar. (16 weeks)
T.V. & Radio Technician	August (12 months)
Waiter/Waitress	every three weeks (12 weeks)
Welding Basic	May, Aug., Oct., Jan. (7 months)
Welding Upgrade	as space permits (varies)
Welding Basic Midnight	Dec. (7 months)
Welding Intermediate	July, Mar. (4 months)
Welding Advanced	Nov. (4 months)
Word Processing Operator	Monthly as space permits (4 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.



## **Continual Learning For The Experienced Worker — The Insert Up-Grade Process**

Vancouver Vocational Institute, in order to meet the College's commitment goal to the Community has instituted a program method for "the insert up-grade student". By this method an individual in the work force who wants to upgrade his or her skills in any one of the institute's 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.

### **Transcripts**

The Registration Services 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 Registration Services 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 Registration Services Department.

### **Withdrawals**

Students considering withdrawal should discuss their status in the program with the instructor and/or a counsellor. The student shall complete a "withdrawal" form.

### **Transfer to Other Institutions**

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

Similarly, an institution to which an official transcript is sent may evaluate

the programs and the student's record of achievements and recompute grades in accordance with its own policies and regulations. Students planning 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.

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## **FACILITIES**

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### **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
- Registration Services Department
- College Health Services
- First Aid Service
- Canada Employment & Immigration Commission — Liaison Office
- The Office of the Dean of Administrative and Student Services

Counsellors assist applicants and students in setting educational goals,



## **Guidelines**

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 Registration Services 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 Registration Services Department receives all requests for official Transcripts of Achievement, verification of attendance, change of name, address and telephone information, admission and registration.

## **Health Services**

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

**Hours:** Monday to Friday, 08:30 to 15:30 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: including birth control, pregnancy tests, and S.T.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 whenever 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" 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 Registration Services Department.

## **Disabled Students**

The following special services are available to disabled students:

- confidential counselling
- campus accessibility information
- reserved parking
- English Language Assessment tests
- Interpreter for the deaf.



## AUTO BODY REPAIR

The successful Auto Body Repairman is one who effectively combines a thorough knowledge of metals, plastics, putties, paints and fillers with an eye for line and contour to restore damaged vehicles to their original condition. In employing this knowledge and skill, the repairman uses a variety of pneumatic, hydraulic, electrical and hand tools. Applicants for this training should be physically fit, enjoy working with their hands, should be self-starters, and capable of working with a minimum of supervision.

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

Employment opportunities in this trade for qualified graduates are good throughout the province. It is a field in which there is opportunity for promotion to shop foreman or for independent shop operation.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level "1"</b>		
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	0.5
1051	Sheet Metal Damage Repair Procedure	2.0
1036	Body Filling Techniques and Fibreglassing	1.0
1047	Panel Forming Techniques	0.5
1034	Automotive Electricity	0.5
1042	Frame Straightening Techniques, Suspension Systems, and Steering Principles	2.0
1049	Refinishing	1.5
<b>Level "2"</b>		
2044	Shop Practice	1.0
2036	Fitting and Adjusting Methods of the Trade	1.5
2043	Sheet Metal Damage Repair	6.0
2031	Automotive Electricity	0.5
2037	Frame Straightening Techniques	2.0
2041	Refinishing Techniques	2.0

**Training Procedure:** The application of theory with extensive practical work on various late-model cars.

**Length of Program:** 6 months.

**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
<b>Level "1"</b>		
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	1.5
9024	Safety Oriented First Aid	
<b>Level "2"</b>		
2042	Service Floor Practice	2.0



### Technical Programs

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

#### Specific Entrance Requirements:

Possession of a valid B.C. Driver's License.

**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.

**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 MUST BE PREPARED 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 9-month program in Building Construction is a pre-employment program leading to an apprenticeship in carpentry.

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

### Technical Programs

Applicants may apply for direct entry into any 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
<b>Level "1"</b>		
1059	Foundations	1.5
1062	Tools, Materials, and Safety Regulations	1.0
1063	Frame Construction — General	2.5
1203	Blueprint Reading 1	1.5
9024	Safety Oriented First Aid	0.5
<b>Level "2"</b>		
2234	Frame Construction — Roof	3.0
2236	Finish Carpentry — Exteriors	1.5
2237	Finish Carpentry — Interiors	2.0
2238	Frame Construction — Stairs	1.5
<b>Level "3"</b>		
3185	Builder's Level	1.0
3186	Blueprint Reading 2	1.5
3187	Introduction to Concrete	2.0
3189	Basic Transit	1.5
<b>Level "4"</b>		
4091	Concrete Form Details	1.5
4092	Concrete Form Construction 1	4.5
<b>Level "5"</b>		
5011	Material Take-Off and Basic Work Scheduling	2.5
5012	Blueprint Reading 3	1.5
5013	Steel Stud and Drywall Construction	1.5
5014	Builder's Transit	2.0
<b>Level "6"</b>		
6013	Finish Carpentry — Millwork	2.0
6014	Concrete Form Construction 2	2.5

**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.

**Length of Program:** 9 months

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

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

THE STUDENT MUST BE PREPARED 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



## Technical Programs

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 specialist in the field of diesel engine mechanics, 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, maintenance, and trouble shooting 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.

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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
2056	Engine Overhaul	8.0

## Technical Programs

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	1.0
3031	Roosa-Master and CAV Fuel Systems	2.0
3030	Engine Tune-up (Final), Trouble Shooting and Dynamometer 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.

**Length of Program:** 12 months.

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

**Additional Cost Estimate:** Textbooks \$100.00; Coverall Deposit \$15.00; Safety Items \$40.00; Tool Deposit \$25.00.

THE STUDENT MUST BE PREPARED 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



## Technical Programs

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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
2064	Lathe 2	5.0
2067	Shaper and Planer 2	1.0
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
<b>Level "3"</b>		
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.

**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 \$80.00; Safety Items \$50.00; Coverall Deposit \$15.00.

THE STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

**Dress:** Coveralls are supplied.

**Safety Requirements:** The student 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.

## Technical Programs

### POWER ENGINEERING PROGRAMS

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

Preparatory programs for government examinations for all levels of certificates are offered in tutorial form supplemented by regularly scheduled lectures and laboratory observation of operating equipment under test conditions. Organized programs intended for persons planning to write the Provincial Government examinations for a Certificate of Competency are available from Boiler Operator to First-Class Engineer level. Students may also receive preparatory programs through the 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 — Technical and General Programs are advised to take the Vocational Placement Analysis test prior to submitting an application, 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 Registration Services 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 Power Engineer, Third Class (A and B) Power Engineering, 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 candidate may write the examination after first completing the appropriate qualifying service prescribed in the British Columbia Boiler and Pressure Vessel Act, Part VI "Regulations Respecting Stationary Engineers". A copy of the regulations may be obtained from Boiler Inspection Department offices in various centres throughout the Province or from the Queen's Printer, Parliament Buildings, Victoria, British Columbia.

#### 2) Power 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. A candidate may write the examination after first completing the appropriate qualifying service prescribed in



## Technical Programs

the British Columbia Boiler and Pressure Vessel Act: Part VI "Regulations Respecting Stationary Engineers".

### 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 power plant 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 for the Fourth Class Power Engineering Government Examination, which graduates of this program are eligible to write.

### 4) Power Engineering — Technical:

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

### 5) Power and Process Engineering

This program is available to students who have a 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 Power 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

## Technical Programs

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

No educational prerequisites are necessary for Boiler Operator, or 4th Class Power Engineering students.

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 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

### 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

### Program Description

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

### Program Content:

Course Number	Course Description	Course Credit
<b>Level "1"</b>		
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
1249	Workshop 1	1.5
1323	General Mathematics 1	2.5
<b>Level "2"</b>		
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
2224	Workshop 2	1.5
2310	General Mathematics 2	1.5
2311	Applied Science 1	1.0
<b>Level "3"</b>		
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	1.0
3173	Workshop 3	1.5
3276	Applied Science 2	1.5
<b>Level "4"</b>		
4004	Steam Laboratory 4	1.0
4005	Plant Training 4	1.0



### Technical Programs

4072	Drafting 4	1.0
4073	General Electricity 4	1.0
4074	Fourth Class Power Engineering 4	1.0
4075	Instrumentation 4	1.0
4079	Workshop 4	1.5
4111	Applied Science 3	2.5

#### 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.

**Length of Program:** 9 months.

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

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

THE STUDENT MUST BE PREPARED 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
<b>Level "1"</b>		
1022	Steam Laboratory 1	1.0
1025	Plant Training 1	1.0
1242	Drafting 1	1.0
1244	Fourth Class Power Engineering 1	1.0
1245	Instrumentation 1	1.0
1249	Workshop 1	1.5
1260	Technical Electricity 1	1.0
1261	Technical Mathematics 1	1.5
1272	Applied Physics 1	1.0

### Technical Programs

#### Level "2"

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

#### Level "3"

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

#### Level "4"

4004	Steam Laboratory 4	1.0
4005	Plant Training 4	1.0
4072	Drafting 4	1.0
4074	Fourth Class Power Engineering 4	1.0
4075	Instrumentation 4	1.0
4079	Workshop 4	1.5
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.

**Length of Program:** 9 months.

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

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

THE STUDENT MUST BE PREPARED 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

This is 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
<b>Level "1"</b>		
1064	Third Class Power Engineering 1	1.0
1065	Technical Communication 1	0.5
1251	Engineering Mechanics 3	1.5
1252	Thermal Engineering 1	2.5
1254	Technical Electricity 5	1.0
1255	Fluid Mechanics 1	1.0
1256	Drafting/Workshop 5	1.0
1257	Metallurgy 1	0.5
1259	Pumps and Compressors 1	1.0
<b>Level "2"</b>		
2048	Third Class Power Engineering 2	1.0
2049	Technical Communication 2	0.5
2226	Engineering Mechanics 4	1.5
2227	Thermal Engineering 2	2.5
2229	Technical Electricity 6	1.0
2230	Fluid Mechanics 2	1.0
2231	Drafting/Workshop 6	1.0
2232	Metallurgy 2	0.5
2234	Pumps and Compressors 2	1.0
<b>Level "3"</b>		
3041	Third Class Power Engineering 3	1.0
3042	Technical Communications 3	0.5
3175	Strength of Materials 1	1.5
3176	Thermal Engineering 3	1.5
3178	Technical Electricity 7	1.0
3179	Engineering Laboratory 1	1.0
3180	Drafting/Workshop 7	1.0
3181	Metallurgy 3	0.5
3183	Electronics and Computer Technology 1	1.0
3184	Plant Management 1	1.0

### Level "4"

4012	Third Class Power Engineering 4	1.0
4013	Technical Communications 4	0.5
4081	Strength of Materials 2	1.0
4082	Thermal Engineering 4	2.0
4084	Technical Electricity 8	1.0
4085	Engineering Laboratory 2	1.0
4086	Drafting/Workshop 8	1.0
4087	Metallurgy 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 proof of successful completion of the Power Engineering Technical program or proof of successful completion of the first year of an engineering related post-secondary program at a technical institute or engineering faculty of a university.

Applicants who do not possess the above mentioned qualifications may request individual assessment through the Registration Services Department which shall arrange for the assessment by the Power Engineering Department.

**Length of Program:** 9 months.

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

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

THE STUDENT MUST BE PREPARED 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



### Technical Programs

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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
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 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.

**Length of Program:** 10 months.

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

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

THE STUDENT MUST BE PREPARED 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 — BASIC

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

### Technical Programs

general production shops. These opportunities demand welders who possess knowledge of blueprint reading, layout work, materials handling equipment, and light gauge 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 the required time and experience module, he or she can apply to the B.C. Ministry of Labour for a Registered Welder's Qualification Certificate, Level 'C'.

See the V.V.I. Counsellors for information regarding the new Welding Programs, 'Intermediate' and 'Advanced'. (These programs will be offered sometime in 1982).

#### Program Content:

Course Number	Course Description	Course Credit
<b>Level "1"</b>		
1086	Gas Welding	7.0
1061	Applied Math, Drafting and Blueprint Reading 1	1.5
9024	Safety Oriented First Aid	0.5
<b>Level "2"</b>		
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
<b>Level "3"</b>		
3049	Flux Core Arc Welding	2.0
3050	Gas Metal Arc Welding (GMAW)	6.5
3040	Applied Math and Blueprint Reading 3	0.5
<b>Level "4"</b>		
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.

**Length of Program:** 7 months, approximately.

**Hours:** Morning Program: 07:00 to 13:30 hours.

Afternoon Program: 12:30 to 19:00 hours.

**Additional Cost Estimate:** Textbooks, safety goggles, safety work boots, gloves and helmet, etc. \$200.00.

THE STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.



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**Dress:** Students 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:** 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)

d) Upgrading and/or Updating is available in one or more of the following:

- BCMCA 1 and BCMCA 1A (1 Downhill — 1A Uphill)
- Stick Electrode Welding Techniques

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- Gas Tungsten-Arc Welding
- Gas Metal Arc Welding
- Flux Core Arc Welding — (Self or Dual Shield)
- Plate or Pipe Gas Welding
- Oxy-Acetylene Flame Cutting
- Oxy-Fuel Gas Flame Cutting
- Air Carbon Arc Gouging
- Plasma Arc Cutting and Welding

### Specific Entrance Requirements:

The applicant must meet one of the following requirements:

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

### 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.

Individual Learning Courses from the new Level C — B and A Welding Programs may be taught on the Upgrade Class as they are approved in 1982.

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

A special fee covering time and materials used for all testing of welders



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will become effective as of 1982 04 01. Please contact the Registration Services Department for details of this fee.

**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 a list see "Welding" program list on previous pages.

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

**Dress:** The 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 customize 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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
2109	Service Management 2	0.5
2108	Scalp Treatments 2	0.5
2126	Haircutting 2	3.5

## Service Programs

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
<b>Level "3"</b>		
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
<b>Level "4"</b>		
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:

Classroom theory is combined with practical work performed on customers in our fully equipped Barber Shop. Some home study is required.

### Specific Entrance Requirements:

The applicant must submit a satisfactory medical certificate and recent TB skin test report (if the skin test reaction is positive, a negative chest X-ray report is required) to the Registration Services Department before being accepted.

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

**Additional Cost Estimate:** Textbooks \$40.00; Tools Deposit \$25.00; Uniform Deposit \$15.00.

THE STUDENT MUST BE PREPARED 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:** Continuous evaluation and testing takes place 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
<b>Level "1"</b>		
1013	Theory of Baking and Demonstration 1	2.0
1019	Breads	7.0
1000	Hard Rolls and Sweet Yeast Dough Products	6.0
<b>Level "2"</b>		
2014	Theory of Baking and Demonstration 2	2.0
2025	Pies, Tarts and Cookies	5.0
2291	Puff Pastry and General Baking	5.0
<b>Level "3"</b>		
3007	Theory of Baking and Demonstration 3	2.0
3011	Cake Baking	3.0
3262	Cake Decorating	7.0
3263	French Pastries	4.0

## Service Programs

### Specific Entrance Requirements:

The applicant must submit a satisfactory medical certificate and recent TB skin test report (if the skin test reaction is positive, a negative chest X-ray report is required) to the Registration Services Department before being accepted.

**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 MUST BE PREPARED 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).

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 is 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
<b>Level "1"</b>		
1014	Theory of Baking and Demonstration 1	1.0
1020	Breads	2.0
1188	Hard Rolls; Sweet Yeast Dough Products	2.0
<b>Level "2"</b>		
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
<b>Level "3"</b>		
3008	Theory of Baking and Demonstration 3	0.5
3010	Cake Baking	1.0
3013	Cake Icing and Decorating	2.0
3016	French Pastries, Icings and Fillings	1.5

**Training Procedure:** Theory of baking, demonstrations, and practical experience carried out in an operational bakeshop.



## Service Programs

**Specific Entrance Requirements:** Related work experience is a necessary pre-requisite.

The applicant must submit a satisfactory medical certificate and recent TB skin test report (if the skin test reaction is positive, a negative chest X-ray report is required) to the Registration Services Department before being accepted.

**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 MUST BE PREPARED 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.

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
<b>Level "1"</b>		
1015	Theory of Catering	2.0
1222	General Trade Practice	4.0
1223	Baking	2.0
<b>Level "2"</b>		
2011	Sandwiches	2.0
2198	Appetizers	3.0
2199	Cold Buffet	3.0

## Service Programs

### 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:** The applicant must submit a satisfactory medical certificate and recent TB skin test report (if the skin test reaction is positive, a negative chest X-ray report is required) to the Registration Services Department before being accepted.

**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 MUST BE PREPARED 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



## Service Programs

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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
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

**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:** The applicant must submit a satisfactory medical certificate and recent TB skin test report (if the skin test reaction is positive, a negative chest X-ray report is required) to the Registration Services Department before being accepted.

**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 MUST BE PREPARED 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

## Service Programs

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
<b>Level "1"</b>		
1288	Health, Hygiene, Safety and First Aid	0.5
1029	Introduction to Chinese Cuisine Cookery, Utensils and Equipment	1.0
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
<b>Level "2"</b>		
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:** The applicant must submit a satisfactory medical certificate and recent TB skin test report (if the skin test reaction is positive, a negative chest X-ray report is required) to the Registration Services Department before being accepted.

**Length of Program:** 4 months.

**Hours:** 14:30 to 21:00 hours.

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

THE STUDENT MUST BE PREPARED 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).



## Service Programs

**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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
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:** The applicant must submit a satisfactory medical certificate and recent TB skin test report (if the skin test reaction is positive, a negative chest X-ray report is required) to the Registration Services Department before being accepted.

**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.

## Service Programs

THE STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

**Dress:** 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 colouring 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 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
<b>Level "1"</b>		
1126	Shampoo, Rinses and Conditioners	1.0
1225	General Trade Practice	1.0
1314	Styling 1	2.0
1315	Bacteriology and Sanitation	0.5
1316	Haircutting 1	1.5
1317	Permanent Waving 1	2.0
<b>Level "2"</b>		
2209	Hair Structure	1.0
2210	Disorders and Diseases of Hair and Scalp	1.0
2211	Air-Waving and Ironing	1.0
2213	Scalp Treatments	0.5
2299	Customer Service	0.5
2300	Hair Colouring 1	2.0
2301	Permanent Waving 2	1.0
2302	Styling 2	1.0
2303	Haircutting 2	1.0
<b>Level "3"</b>		
3270	Styling 3	3.0
3271	Permanent Waving 3	2.0
3272	Haircutting 3	2.0
3272	Hair Colouring 2	2.0
<b>Level "4"</b>		
4069	Facials and Manicures	0.5
4071	Practicum	1.0
4106	Hair Colouring 3	1.5
4107	Physiology	0.5
4108	Career Management	1.5
4109	Styling	3.0

### 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:

The applicant must submit a satisfactory medical certificate and recent TB skin test report (if the skin test reaction is positive, a negative chest X-ray report is required) to the Registration Services Department before being accepted.

**Length of Program:** 7 months.

**Additional Cost Estimate:** Textbooks \$16.00; Tool Deposit \$25.00; Tools (Electrical Appliances) \$50.00 (required 6 weeks after first day of attendance); Uniforms and Shoes \$50.00.

THE STUDENTS MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

## Service Programs

**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.

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.

## SKIN CARE (ESTHETICS)

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 Hairdresser's Association of B.C. examination.

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.

### Training Procedure:

Course Number	Course Description	Course Credit
<b>Level '1'</b>		
1128	Skin Analysis	1.0
1298	General Trade Practice	0.5
1299	Bacteriology — Sanitation	1.0
1300	Manicure — Nail Diseases	1.0
1301	Foot Care	0.5
1302	Facial Treatment 1	1.0
<b>Level '2'</b>		
2115	The Circulatory and Endocrine System	0.5
2116	Waxing and Removal of Superfluous Hair	0.5
2120	Cell and Bone Structure	0.5
2129	Muscle and Nerve Systems	0.5
2283	Facial Treatment 2	2.5
2284	Skin and Skin Disorders	1.0
2285	Basic Make-Up	0.5
<b>Level '3'</b>		
3002	Small Business Management	1.0
3061	Specialized Treatments	1.0



## Service Programs

3063	Practicum	0.5
3068	Facial Masks	1.0
3073	Light Therapy	0.5
3207	General Trade Application	1.0
3253	Evening Make-Up	0.5
3254	Cosmetic Chemistry	1.0

### Specific Entrance Requirements:

The applicant must submit a satisfactory medical certificate and recent TB skin test report (if the skin test reaction is positive, a negative chest X-ray report is required) to the Registration Services Department before being accepted.

**Length of Program:** 4 months.

**Additional Cost Estimate:** Textbooks \$31.00; Tools, etc. \$100.00; Uniform and Shoes \$70.00.

THE STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

**Dress:** White uniforms

## 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
<b>Level "1"</b>		
1119	Machine Operations 1	4.0
<b>Level "2"</b>		
2105	Machine Operations 2	4.0

### Training Procedure:

Instruction and demonstration leading explicitly to practical production work.

**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 MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

**Dress:** Apron.

## Service 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
<b>Level "1"</b>		
1212	Men's Heel Bases	2.0
1213	Men's Heel Lifts	2.0
<b>Level "2"</b>		
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
<b>Level "3"</b>		
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
<b>Level "4"</b>		
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 \$23.00.



## Industrial Programs

THE STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

**Dress:** A standard apron of the trade is supplied. Comfortable, closed, leather shoes are necessary.

**Tools:** The College provides all necessary tools.

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

## DRAFTING PROGRAMS — GENERAL

The 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; have mathematical skills in numerical reasoning as well as some algebra, trigonometry and geometry; 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. The person considering a drafting career should have a good command of the English language, both verbal and written.

### THERE ARE THREE PROGRAMS OFFERED:

Drafting — Architectural, Civil, and Structural.

Drafting — Architectural, Process Piping, and Materials Handling.

Drafting — Architectural and Structural Steel.

**Additional Cost Estimate:** Supplies \$155.00; Tool deposit \$25.00.

THE STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

**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

## Industrial Programs

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
<b>Level "1"</b>		
1224	Introduction to Drafting	6.0
1084	Introduction to Working Drawings	4.0
<b>Level "2"</b>		
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
<b>Level "3"</b>		
3150	Industrial Site Development	4.0
3151	Alignment Detailing	1.5
3152	Marine Facilities	1.5
3153	Quantity Estimating 1	1.0
<b>Level "4"</b>		
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



## Industrial Programs

team which is involved in the design 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 architectural, and design concepts, standards and codes, application, maintenance, finishing, and shipping of all materials involved.

The curriculum has been designed to give students a sound knowledge in both drafting techniques and design fundamentals so that they can function productively in architectural, process piping, and material handling drafting offices.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level "1"</b>		
1224	Introduction to Drafting	6.0
1084	Introduction to Working Drawings	4.0
<b>Level "2"</b>		
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
<b>Level "3"</b>		
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
<b>Level "4"</b>		
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.

## Industrial Programs

### 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, architectural, engineering, or 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
<b>Level "1"</b>		
1224	Introduction to Drafting	6.0
1084	Introduction to Working Drawings	4.0
<b>Level "2"</b>		
2200	Introduction to Architectural Drafting and Technology	6.0
2201	Residential Working Drawings	4.0
2202	Perspective and Rendering	4.0
2203	Commercial Architectural Drafting and Technology	
<b>Level "3"</b>		
3154	Beam and Column Framing	4.0
3155	Math Tables and Calculations	2.0
3156	Sloping Members	4.0
3157	Complex Framing	2.0
<b>Level "4"</b>		
4049	Storage Tanks	
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.



## Industrial Programs

**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
<b>Level "1"</b>		
1007	Fundamentals of Electricity	4.5
1006	Building Wiring and Codes	4.5
1010	Standard First Aid	1.0
<b>Level "2"</b>		
2008	Direct Current (D.C.) Machines	5.0
2007	Alternating Current (A.C.) Circuit Analysis 1	5.0
<b>Level "3"</b>		
3004	A.C. Circuit Analysis 2	4.0
3005	A.C. Machines	4.0
3006	Transformers	2.0
<b>Level "4"</b>		
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.

**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 \$140.00.

THE STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

## Industrial Programs

**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
<b>Level "1"</b>		
1165	Circuit Analysis	2.0
1164	A.C. Basics	2.0
1175	Semi-Conductors	2.0
1172	Power Supplies	2.0
<b>Level "2"</b>		
2150	Bipolar Small Signal Amplifiers	3.0
2161	Vacuum Tube/FET Small Signal Amplifiers	2.0
2154	Operational Amplifiers	1.5



## Industrial Programs

2155	Power Amplifiers	2.0
2157	Thyristors	0.5
<b>Level "3"</b>		
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
<b>Level "4"</b>		
9007	Digital Electronics	2.0
4035	Serial Data Systems	3.0
9001	Microprocessors	3.0
<b>Level "5"</b>		
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
<b>Level "6"</b>		
9010	Standard First Aid	1.0
6008	Very High Frequency (V.H.F.) Communications	3.0
6005	Single Side Band (S.S.B.) Communications	3.0
9010	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 fields.

**Length of Program:** 12 months.

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

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

THE STUDENT MUST BE PREPARED 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

## Industrial Programs

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
<b>Level "1"</b>		
1165	Circuit Analysis	2.0
1164	Alternating Current (A.C.) Basics	2.0
1175	Semi-Conductors	2.0
1172	Power Supplies	2.0
<b>Level "2"</b>		
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
<b>Level "3"</b>		
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
<b>Level "4"</b>		
9006	Amplitude Modulation (A.M.) Radio	3.0
9008	Frequency Modulation (F.M.) Radio	3.0
4034	Basic Television System	2.0
<b>Level "5"</b>		
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
<b>Level "6"</b>		
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



### Industrial Programs

workshop experience to develop skills and familiarity with a wide variety of entertainment equipment and apparatus is provided.

**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 MUST BE PREPARED 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.

## 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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
2160	Vacuum Tube Basics	1.0
2149	Bipolar Transistors, Small Signal Amplifiers	2.0
2158	Thyristors and Electronic Switching	2.0

### Industrial Programs

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.

**Length of Program:** 5 months.

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

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

THE STUDENT MUST BE PREPARED 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 electronics mechanic installs and maintains minicomputers, microprocessors, peripheral devices and business machines. Employers may be public utilities, such as railroads, airlines, telephone and electric companies, equipment manufacturing organizations, equipment users such as data centers, arcade games 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
<b>Level "1"</b>		
1273	6800 - 6502 Based Microprocessors	4.0



## Industrial Programs

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

**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.

**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 MUST BE PREPARED 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 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:

1. Those requiring primarily general office skills such as typing, transcribing, recordkeeping, and business machines.
2. Bookkeeping-Accounting positions where a thorough knowledge of this discipline is essential for success.
3. Those requiring stenographic or secretarial skills (i.e. Shorthand and Typing as a major focus).

Within these three major divisions there are many classifications ranging from File Clerk up to Executive Secretary, Accounting Clerk, or Accounting Trainee. The type of training an individual selects should depend on his or her major field of interest.

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

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

## Business and Health Programs

If the main strength and interest is English, a Secretarial or Legal 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 Programs are:

Accounting  
Bookkeeping  
Clerk Typist  
Legal Stenographer  
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.

## 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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
9009	Bookkeeping to Trial Balance	4.0
9002	Office Practices and Procedures	2.0
2132	Business Math and Machines 2	2.0



## Business and Health Programs

### 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

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

**Length of Program:** 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 \$150.00

THE STUDENTS MUST BE PREPARED 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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
9009	Bookkeeping to Trial Balance	4.0
9002	Office Practices and Procedures	2.0
2132	Business Math and Machines 2	2.0

**Length of Program:** 6 months.

## Business and Health Programs

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

**Additional Cost Estimate:** Textbooks \$75.00.

THE STUDENTS MUST BE PREPARED 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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
2146	Typing 3	4.0
2137	Machine Transcription 1	2.0
9002	Office Practices and Procedures	2.0

**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 \$100.00.

THE STUDENTS MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

**Examinations:** Each Lesson is evaluated individually.

## 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.



## Business and Health Programs

### Program Content:

Course Number	Course Description	Course Credit
<b>Level "1"</b>		
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
<b>Level "2"</b>		
2146	Typing 3	4.0
2137	Machine Transcription 1	2.0
9002	Office Practices and Procedures	2.0
<b>Level "3"</b>		
3234	Shorthand 1	3.0
3078	Business Communications 3	2.0
3219	Conveyancing	1.5
3237	Corporate Procedures	1.5
3218	Divorce Procedures	1.5
3238	General Legal Procedures	1.5
3216	Litigation	1.5
3235	Shorthand 2	2.5
3236	Shorthand 3	2.5
3217	Wills and Estates	1.5
3231	Introduction to Word Processing Equipment	3.0
3240	Legal Secretarial Office Practice	4.0

**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 \$75.00.

THE STUDENTS MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

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

## 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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
2146	Typing 3	4.0
2137	Machine Transcription 1	2.0
9002	Office Practices and Procedures	2.0
<b>Level "3"</b>		
3078	Business Communications 3	2.0
3090	Machine Transcription 2	2.0
3213	Secretarial Practices and Procedures	2.0
3234	Shorthand 1	3.0
3235	Shorthand 2	2.5
3236	Shorthand 3	2.5
3231	Introduction to Word Processing Equipment	3.0

**Length of Program:** 10 months.

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

**Additional Cost Estimate:** Supplies \$75.00.

THE STUDENTS MUST BE PREPARED 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 competent 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 word processing equipment, 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.



## Business and Health Programs

### Program Content:

Course Number	Course Description	Course Credit
<b>Level "1"</b>		
1269	Introduction to Word Processing	3.0
1270	Communications for Word Processing	2.0
1271	Document Formatting/Machine Transcription	2.0
<b>Level "2"</b>		
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.

**Length of Program:** 4 months (17 weeks)

**Hours:** 12:00 to 19:00 hours.

**Additional Cost Estimate:** Miscellaneous textbooks and diskette \$65.00.

THE STUDENTS MUST BE PREPARED 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.

## MEDICAL / COMMERCE PROGRAMS

The medical and commercial (MedCom) Department offers many training opportunities for people with commercial skills and aptitudes. There is some over-lapping, but in general, these training opportunities fall into three main categories:

- 1) Those seeking employment which requires commerce skills such as typing, transcribing, recordkeeping, business machines, management, finance, marketing, law and computer programming.
- 2) Those requiring medical and commerce skills where a thorough knowledge of both medical and commercial disciplines are essential for success.

## Business and Health Programs

3) Those requiring specific medical/clerical skills.

Within these three major divisions there are many classifications including Hospital/Clerical, Medical Assistant, Industrial First Aid, Commerce and Computer Programming. Selection of training should be based on an individual's career interest.

If mathematics is a strong area, a Junior Computer Programmer, Merchandising, or Industrial Records and First Aid program might be the choice.

If the main strength and interest is English, one of the Medical programs would probably be enjoyed.

Although these programs train for specific skill areas, the program can be adapted as students can enter the work place at a variety of levels.

### The Medical/Commerce Programs are:

Data Entry Operator  
Hospital Unit Assistant  
Industrial Records & First Aid  
Junior Computer Programmer  
Medical Office Assistant  
Medical Stenographer/Transcriptionist  
Merchandising

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 under the supervision of instructors.

**Program Requirements:** Basic requirements for all operations include a demonstrated ability in English comprehension (both written and oral), numerical aptitude, and manual dexterity. Some programs may require pre-testing of skill and theory ability. Appearance and manners compatible with current standards in the business world are encouraged. Satisfactory health standards are required in some programs. Ability to relate to and work with people.

## DATA ENTRY OPERATOR PROGRAM

The graduate of this program will be prepared to enter a Data Processing department in a variety of firms. The student will learn to operate data entry machines with the degree of proficiency required by employers. The program stresses a thorough knowledge of machine functions and programming as well as speed and accuracy in practical operations.



## Business and Health Programs

### Program Content:

Course Number	Course Description	Course Credit
<b>Level "1"</b>		
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 speed 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 Registration Services Department.

**Program Requirements:** Applicants who do not possess the minimum educational requirement, but who have worked for several years, may have their experience assessed in lieu of the stated educational minimum.

**Length of Program:** 2 months.

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

**Additional Cost Estimate:** Textbooks and supplies \$25.00.

THE STUDENTS MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

## HOSPITAL UNIT ASSISTANT

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 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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
2130	Basic Anatomy and Physiology and Medical Terminology 2	2.0

## Business and Health Programs

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	0.5
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:** The applicant must submit a satisfactory medical certificate and recent TB skin test report (if the skin test reaction is positive, a negative chest X-ray report is required) to the Registration Services Department before being accepted. The applicant must also supply proof of passing a typing speed of 30 w.p.m.

**Length of Program:** 5 months.

**Hours:** Classes run from 08:00 to 15:00 for Levels I to III. 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.

THE STUDENTS MUST BE PREPARED 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.



## Business and Health Programs

### Program Content:

Course Number	Course Description	Course Credit
<b>Level "1"</b>		
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
<b>Level "2"</b>		
9003	Payroll and Legislation	2.0
2143	Safety and Accident Prevention	2.0
2136	Industrial First Aid	4.0

**Program Requirements:** The applicant must submit a satisfactory medical certificate and recent TB skin test report (if the skin test reaction is positive, a negative chest X-ray report is required) to the Registration Services Department before being accepted.

**Length of Program:** 5 months.

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

**Additional Cost Estimate:** Textbook and Supplies \$50.00.

THE STUDENTS MUST BE PREPARED 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.

## 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
<b>Level "1"</b>		
1289	General Concepts of Data Processing 1	2.0
1313	COBOL Programming 1	2.5
1291	Introduction to Business Mathematics and Machines	1.0
1021	Introduction to Accounting	1.5
2258	Report Writing	1.0

## Business and Health Programs

### Level "2"

2273	Concepts of Data Processing 2	1.5
2297	COBOL Programming 2	5.5
2275	Structured Programming and Program Documentation 1	2.0

### Level "3"

3241	COBOL Programming 3	6.0
3242	Structured Programming and Program Documentation 2	2.0

**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.

**Length of Program:** 6 months.

**Hours:** 08:00 to 15:00 Hours.

**Additional Cost Estimate:** Textbooks and Supplies \$100.00.

THE STUDENTS MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

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

## 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
<b>Level "1"</b>		
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
<b>Level "2"</b>		
2127	Medical Bookkeeping	1.5
2137	Machine Transcription 1	2.0
2146	Typing 3	4.0
9005	Basic Anatomy, Physiology, Terms and Disease Process	3.0



## Business and Health Programs

### Level "3"

3233	Medical Billing	2.0
3092	Medical Clinical Practices	4.0
3232	Medical Office Practices	5.0
3221	Standard First Aid and C.P.R.	1.5
9004	Medical Transcription 1 — Histories/Consults	2.0

**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.

**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 to 15:00 hours.

**Additional Cost Estimate:** Textbooks and uniform \$60.00.

THE STUDENTS MUST BE PREPARED 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
<b>Level "1"</b>		
1161	Typing 1	2.0
1162	Typing 2	3.0
1146	Business Communications 1	2.0
1147	Business Communications 2	2.0
9005	Basic Medical Terminology, Anatomy, Physiology, and Disease Process	3.0

## Business and Health Programs

### 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 — Specialties	2.0
3096	Medical Transcription IV — Hospital	4.0
3098	Stenographer/Transcriptionist Practices	2.0

**Length of Program:** 10 months.

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

**Additional Cost Estimate:** Textbooks and supplies \$150.00.

THE STUDENTS MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

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

## MERCHANDISING

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

The three main goals of the program are:

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

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

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



## Business and Health Programs

### Program Content:

Course Number	Course Description	Course Credit
<b>Level "1"</b>		
1152	Introduction to Marketing	1.0
1151	Economics of Business	2.0
1156	Marketing Communications	2.0
1158	Psychology of Salesmanship	3.0
<b>Level "2"</b>		
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 \$75.00 and \$15.00 for supplies.

THE STUDENTS MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

## 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
<b>Level "1"</b>		
1180	Dental Health Education 1	1.0
1181	Dental Materials	1.0
1186	Practice Management 1	2.0
1204	Head and Neck Anatomy	2.0
1214	Oral Embryology and Histology	0.5
1215	Operative Dental Assisting	3.0
1216	Equipment and Armamentaria	2.0
1217	Microbiology	0.5

## Business and Health Programs

### Level "2"

2162	Dental Laboratory Procedures	2.0
2163	Dental Radiology 1	2.0
2164	Endodontics	0.5
2166	Oral Surgery	0.5
2167	Orthodontics	1.0
2168	Periodontics	1.5
2169	Prosthodontics	1.0
2252	Clinical Dental Assisting	2.5
9010	Standard First Aid	1.0

### Level "3"

3124	Dental Radiology 2	1.0
3128	Nutrition	1.0
3129	Pathology	2.0
3130	Pharmacology	0.5
3131	Pre-Clinical Intra-Oral	3.0
3222	Emergencies — Prevention and Management	0.5

### Level "4"

4039	Dental Health Education 2	0.5
4040	Dental Radiology 3	1.5
4042	Practice Management 2	0.5
4101	Clinical Intra-Oral	5.0
4110	Human Behavior and Organization	0.5

**Entrance Requirements:** The applicant must submit a satisfactory medical certificate and recent TB skin test report (if the skin test reaction is positive, a negative chest X-ray report is required) to the Registration Services Department before being accepted.

**Length of Program:** 10 months.

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

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

THE STUDENTS MUST BE PREPARED 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 ASSISTING UPGRADE

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."

Program requirements are the same as for the full time Dental Assisting 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.

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 Content

Course Number	Course Description	Course Credit
<b>Level "1"</b>		
1033	Anatomy	1.0
1050	Equipment, Armamentaria and Dental Materials	1.5
1057	Operative Dental Assisting	1.5
1058	Microbiological Control	1.0
1060	Dental Health Education	1.0
<b>Level "2"</b>		
2019	Dental Radiology	2.0
2021	Practice Management	1.0
2022	Dental Laboratory Procedures	1.0
2024	Nutrition	1.0
2107	Pharmacology	1.0
2028	Emergencies: Prevention and Management	0.5
<b>Level "3"</b>		
3020	Oral Surgery	0.5
3021	Endodontics	0.5
3022	Periodontics	1.0
3023	Orthodontics	1.0
3024	Prosthodontics	1.0
3039	Pathology	2.0
9010	Standard First Aid	1.0
<b>Level "4"</b>		
4008	Pre-Clinical Intraoral	1.5
4009	Clinical Intraoral	3.5

**Entrance 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. The applicant must be work-

ing in a dental office and be prepared to supply proof of employment initially and prior to entering Level 4.

**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 or in the dental mechanic 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

### Dental Mechanic Program:

#### Method # 1

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



## Business and Health Programs

### 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
<b>Level "1"</b>		
1263	Complete Dentures	8.0
1264	Crowns and Bridges	8.0
1265	Removable Partial Dentures	6.0

### Dental Technician Apprenticeship Program:

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

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

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

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

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

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

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

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

### Dental Mechanic Apprenticeship Program:

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

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

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

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

## Business and Health Programs

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

3193	Complete Dentures — Lab	1.5
3194	Intra-oral Procedures — Clinic	3.0
3195	Complete Dentures Theory	1.0
9024	First Aid (S.O.F.A.)	0.5

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

4096	Complete Dentures — Lab	2.0
4097	Intra-oral Procedures — Clinic	3.0
4098	Complete Dentures Theory	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.

**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 \$100.00; Tool Deposit \$25.00.

THE STUDENT MUST BE PREPARED 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.

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

## NURSING PROGRAMS

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

### The programs offered are:

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

A career as a NURSING AIDE, INSTITUTIONAL NURSING ATTENDANT, 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.



## INSTITUTIONAL NURSING ATTENDANT

The Institutional Nursing Attendant prepares students for employment in Long Term Care Facilities, Senior Citizens Housing Developments, Children's Hospitals (chronically ill) and homes. An Institutional Nursing Attendant usually works with elderly and handicapped people under the supervision of a Registered Nurse.

**Length of Program:** 4 months.

**Program Requirements:** Grade 10 or acceptable equivalent.

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

**Hours:** 08:00 to 15:00 or 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:** \$60.00 and up for a uniform, \$40.00 for duty shoes, and \$6.85 for a graduation pin. Transportation costs to and from various health agencies in the lower mainland.

THE STUDENTS MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

**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 nursing 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 appropriate 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
<b>Level "1"</b>		
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

### 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:** The applicant must submit a satisfactory medical certificate and a recent TB skin test report (if the skin test reaction is positive, a negative X-ray report is required) to the Registration Services Department before being accepted.

**Hours:** 08:00 to 15:00 or 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:** \$45.00 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. Information will be given on arrival regarding the program standards regarding the uniforms to be purchased. Only hospital oxford type duty shoes with laces are to be worn.

THE STUDENTS MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

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

## NURSING ORDERLY

This program is also offered as the "Practical Nursing Program". All details for that program apply equally to the "Nursing Orderly Program". For details, please refer to 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
<b>Level "3"</b>		
3243	Senior Acute Care Nursing Theory	1.5
3244	Senior Acute Care Nursing Skills	2.5
3245	Extended Care Nursing Theory	1.5
3246	Obstetrical Nursing Skills	2.5
3247	Obstetrical Nursing Theory	2.0
3249	Paediatric Nursing Theory	2.0
3250	Paediatric Nursing Skills	2.5

## PRACTICAL NURSING

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



**Business and Health Programs**

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
<b>Level "1"</b>		
1112	Human Biology 1	2.0
1292	Basic Nursing Theory 1	1.0
1293	Basic Nursing Skills 1	4.0
1111	Health and Illness 1	3.0
1294	Communications 1	1.5
1295	Legal, Ethical, and Professional Relationships 1	0.5
<b>Level "2"</b>		
2276	Basic Nursing Skills 2	4.5
2277	Basic Nursing Theory 2	1.5
2278	Human Biology 2	0.5
2279	Health and Illness 2	2.0
2280	Communications 2	2.0
2101	Legal, Ethical, and Professional Relationships 2	0.5
9010	Standard First Aid	1.0
<b>Level "3"</b>		
3243	Senior Acute Care Nursing Theory	1.5
3244	Senior Acute Care Nursing Skills	2.5
3245	Extended Care Nursing Theory	1.5
3246	Extended Care Nursing Skills	2.5
3247	Obstetrical Nursing Theory	2.0
3248	Obstetrical Nursing Skills	2.5
3249	Paediatric Nursing Theory	2.0
3250	Paediatric Nursing Skills	2.5

Students must be prepared to accept shifts during training.

Applicants must submit a satisfactory medical certificate and recent TB skin test report (if the skin test reaction is positive, a negative chest X-ray report is required) to the Registration Services Department before being accepted.

**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; \$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 STUDENTS MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

**Dress:** Uniform according to Department standards may be rented 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.)

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## AWARDS, SCHOLARSHIPS, AND BURSARIES

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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. A booklet listing these awards is available in each department, the Library, and the Counselling Department. 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:



## Scholarships and Bursaries

- a) completed the program within the last twelve months or is in the last level of the program and who is expected to graduate;
- b) 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.

**Executive Women's International** — has established a bursary to be made available to a female student in a ten month Business Careers Program who wishes to pursue a career in the secretarial field. Applications are available in the Counselling Department. To support their application, candidates should submit a letter outlining their career plans and relevant history and obtain a statement of achievement and attendance from the Business Careers Department.

**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.

**M. C. Robinson and Donald Buckland Memorial Fund** — The M. C. Robinson and Donald Buckland Memorial Fund is sponsored by the Canadian National Institute for the Blind. Captain Merrill C. Robinson, blinded since 1917, was the Director of the Canadian National Institute for the Blind, B.C.-Yukon Division, from 1929 to 1964. His contribution towards the development of CNIB and services to the blind of B.C.-Yukon will long be remembered. Donald Channing Buckland, a graduate and distinguished faculty member of the University of British Columbia, was himself overtaken by blindness a few years before his untimely death. An annual award of \$200.00 is available from this fund to any blind, full-time university or post-secondary student, having established permanent residence in British Columbia. Requests should be directed to the Executive Director of the B.C.-Yukon Division, CNIB, 350 East 36th Avenue, Vancouver, B.C. V5W 1C6.

**P.E.O. Continuing Education Grants** — The P.E.O. Sisterhood has established two \$150 bursaries available for mature, female, single parent students at V.V.I. Application forms are available in the Counselling Department. To support their application, candidates should submit a statement of achievement and attendance in their program and a letter

## Scholarships and Bursaries

outlining any other relevant information. Return completed applications to Counselling by May 15.

**Rixon Rafter Scholarship Fund** — This fund was established in honour of the late Rixon Rafter, a graduate of the Ontario School for the Blind (now the W. Ross McDonald School in Brantford, Ontario). Mr Rafter became a successful newspaper publisher. Interest from the fund is intended to provide assistance to needy, registered blind students involved in academic or educational pursuits. In most instances, an amount of \$150.00 to \$300.00 is provided; under exceptional circumstances, this may be increased to a maximum of \$500.00. In British Columbia, applications are to be directed to The Canadian National Institute for the Blind, Vocational Counselling and Employment Services Department, 350 East 36th Ave., Vancouver, B.C. V5W 1C6.

**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 \$100.00 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.



## Scholarships and Bursaries

**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 Instructors' 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 Instructors' 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 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 are:

- 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 01 26

		Credit
1000	Hard Rolls and Sweet Yeast Dough Products	6.0
1002	Press Production 1	5.0
1003	Production Control 1	4.5
1004	Composition 1	5.0
1005	Preparatory 1	5.0
1006	Building Wiring and Codes	4.5
1007	Fundamentals of Electricity	4.5
1010	Service Procedures 1	2.0
1011	Stir-Fry, Pan-Fry, Deep-Fry, Broil and Braising 1	2.5
1013	Theory of Baking and Demonstration 1	2.0
1014	Theory of Baking and Demonstration 1	1.0
1015	Theory of Catering	2.0
1016	Use of the Wok	0.5
1018	Beverage Service	0.5
1019	Breads	7.0
1020	Breads	2.0
1021	Introduction to Accounting	1.5
1022	Steam Laboratory 1	1.0
1023	Customer Relations	0.5
1024	Food and Beverage Equipment	0.5
1025	Plant Training 1	1.0
1026	Heat Engine Theory	1.0
1029	Introduction to Chinese Cuisine Cookery, Utensils and Equipment	1.0
1030	Menu Terminology	2.0
1031	Personal Hygiene and Sanitation	0.5
1033	Anatomy	1.0
1034	Automotive Electricity	0.5
1035	Bodies and Accessories 1	1.0
1036	Body Filling Techniques and Fibreglassing	1.0
1037	Brake Systems 1	1.0
1038	Characteristics of Sheet Metal and Shrinking	0.5
1039	Electrical Systems: General	2.0
1040	Engines 1	1.5
1041	Fitting and Adjusting Methods of the Trade	0.5
1042	Frame Straightening Techniques, Suspension Systems, Steering Principles	2.0
1043	Frames, Suspension Systems and Steering Systems 1	1.0
1044	Fuel and Emission Control Systems 1	1.5



1045	General Shop Practice	1.0
1046	History and Nomenclature of the Automobile	0.5
1047	Panel Forming Techniques	0.5
1048	Power Trains	1.0
1049	Refinishing	1.5
1050	Equipment, Armamentaria & Dental Materials	1.5
1051	Sheet Metal Damage Repair Procedure	2.0
1052	Shop Practice	0.5
1053	Types of Fasteners Used in the Trade	0.5
1054	Welding, Brazing and Cutting	2.5
1055	Automotive Machine Shop 1	1.5
1056	Steam Turbines	3.0
1057	Operative Dental Assisting	1.5
1058	Microbiological Control	1.0
1059	Foundations	1.5
1060	Dental Health Education	1.0
1061	Applied Math, Drafting and Blueprint Reading 1	1.5
1062	Tools, Materials and Safety Regulations	1.0
1063	Frame Construction-General	2.5
1064	Third Class Power Engineering 1	1.0
1065	Technical Communications 1	0.5
1066	Air and Engine Braking Systems	2.0
1067	Air Induction and Exhaust Systems	1.0
1068	Basic Metallurgy and Arc Welding	1.0
1069	Cooling Systems	1.0
1070	Combustion Systems	0.5
1071	Electrical Systems	4.0
1072	Engine Construction	3.0
1073	Gas Welding and Flame Cutting	0.5
1074	General Shop Practices	1.0
1075	History, Familiarization and Basic Engine Principles	2.0
1076	Machining (Basic)	1.0
1077	Benchwork and Shop Practice	2.0
1078	Blueprint Reading 1	1.0
1079	Lathe 1	6.0
1080	Milling Machine 1	2.0
1081	A.S.M.E. Code Calculations	2.0
1082	Shaper and Planer 1	1.5
1083	Thermodynamic Cycles	1.0
1084	Introduction to Working Drawings	4.0
1085	Internal Combustion Engines, Fire Prevention	2.0
1086	Gas Welding	7.0
1087	Applied Mechanics 1	1.0
1088	Steam Turbines	1.5
1089	Condensing Equipment	1.0
1090	Internal Combustion Engines and Gas Turbines	1.5
1091	Fire Prevention and Plant Safety	1.0
1092	Applied Mechanics 1	1.0
1093	Applied Mechanics 2	1.0
1094	Applied Mechanics 3	1.0
1095	Applied Mechanics 4	1.0

1096	A.S.M.E. Code Calculations	1.0
1097	Water Treatment	1.0
1098	Boilers	1.0
1099	Pumps, Welding, Water Treatment	1.0
1100	Boiler Operation and Control	1.0
1101	Heating, Air Conditioning	1.0
1102	Applied Mathematics	1.0
1103	Applied Mechanics	1.0
1104	Thermodynamics	1.0
1105	Applied Science	1.0
1106	Mathematics, Mechanics	1.0
1109	Communications and Ethics	1.0
1110	Fundamentals of Human Relations and Ethics	1.0
1111	Health and Illness	3.0
1112	Human Biology 1	2.0
1113	Individual and Family Growth Development	1.0
1115	Nursing Needs and Skills 1	5.0
1116	Patient Centered Care 1	2.5
1117	Resident Oriented Life Skills	3.0
1118	Thermodynamics, Drawing	0.5
1119	Machine Operations 1	4.0
1120	Boiler Construction, Piping	1.0
1121	Sanitation — Hygiene — Bacteriology	0.5
1122	Combustion	1.0
1123	Scalp Treatments 1	0.5
1124	Service Management 1	0.5
1125	Shampoo	1.5
1126	Shampoo Rinses and Conditioners	1.0
1127	Shaving 1	1.0
1128	Skin Analysis	1.0
1129	Electricity, Instrumentation	1.0
1130	Maintenance, Safety	0.5
1131	Tools	0.5
1132	Low Pressure Boiler Construction and Operation	2.5
1133	Bacteriology and Sanitation	1.0
1134	Pumps, Piping and Heating	3.5
1135	Basic Setting and Comb Outs	1.5
1136	Auxiliary Subjects	2.0
1137	Facials and Massages 1	1.0
1139	Haircutting	2.5
1140	Haircutting 1	3.5
1142	Manicure and Footcare	0.5
1143	Permanent Waving	2.5
1144	Blow-Waving 1	0.5
1145	Basic Anatomy, Physiology and Medical Terminology 1	0.5
1146	Business Communications 1	2.0
1147	Business Communications 2	2.0
1148	Business Machines 1	2.0
1149	Business Mathematics 1	2.0
1150	Card Punch Machine — Machine Set-up and Applications	1.0
1151	Economics of Business	2.0



1152	Introduction to Marketing	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
1155	Keystrokes and Accuracy	3.0
1156	Marketing Communications	2.0
1157	Pharmacology 1	0.5
1158	Psychology of Salesmanship	3.0
1159	Recordkeeping	3.0
1160	The Working Environment	1.0
1161	Typing 1 — Speed, W.P.M., Errors	2.0
1162	Typing 2	3.0
1163	Typing Upgrade 1 — Speed, W.P.M., Errors	1.0
1164	Alternating Current (A.C.) Basics	2.0
1165	Circuit Analysis	2.0
1169	Mechanical Switching, Fuses and Relays	1.0
1172	Power Supplies	2.0
1174	Semiconductors	1.0
1175	Semiconductors	2.0
1176	Test Equipment Operations	2.0
1180	Dental Health Education 1	1.0
1181	Dental Materials	1.0
1186	Practice Management 1	2.0
1188	Hard Rolls — Sweet Yeast — Dough Products	2.0
1189	Applied Mechanics 2	1.0
1191	Preparation of Meat, Poultry, Seafood and Vegetables 1	2.0
1192	Preparation and Cooking of Soups and Sauces 1	1.5
1193	Orientation	0.5
1194	Physiology — Histology	1.0
1196	Aromatherapy — Herbs	0.5
1203	Blueprint Reading 1	1.5
1204	Head and Neck Anatomy	2.0
1205	The Security Officer's Roles, Responsibilities and the Law	1.0
1206	Access Control, Security Inspections and Common Security Situations	1.0
1207	Fire Prevention, Building Safety and First Aid	1.0
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
1212	Men's Heel Bases	2.0
1213	Men's Heel Lifts	2.0
1214	Oral Embryology and Histology	0.5
1215	Operative Dental Assisting	4.0
1216	Equipment and Armamentaria	2.0
1217	Microbiology	0.5
1222	General Trade Practice	4.0
1223	Baking	2.0
1224	Introduction to Drafting	6.0
1225	General Trade Practice	1.0
1226	General Trade Practice 1	0.5
1227	General Theory of Hairdressing 1	0.5

1228	Permanent Waving 1	1.0
1229	Hair Colouring and Lightening 1	0.5
1230	Hair Cutting 1	0.5
1231	Hair Styling and Design 1	1.0
1232	General Trade Practice 2	0.5
1233	General Theory of Hairdressing 2	0.5
1234	Permanent Waving 2	1.0
1235	Hair Colouring and Lightening 2	0.5
1236	Hair Cutting 2	0.5
1237	Hair Styling and Design 2	1.0
1238	Orientation to the Travel Industry	0.5
1239	Job Duties of a Travel Agent	0.5
1240	Information Retrieval Skills	0.5
1241	Communication Skills	0.5
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	1.0
1247	Applied Science 1	1.5
1248	Applied Mechanics 3	1.0
1249	Workshop 1	1.5
1251	Engineering Mechanics 3	1.5
1252	Thermal Engineering 1	2.5
1254	Technical Electricity 5	1.0
1255	Fluid Mechanics 1	1.0
1256	Drafting /Workshop 5	1.0
1257	Metallurgy 1	0.5
1258	Applied Mechanics 4	1.0
1259	Pumps and Compressors 1	1.0
1260	Technical Electricity 1	1.0
1261	Technical Mathematics 1	1.5
1263	Complete Dentures	8.0
1264	Crown and Bridge	8.0
1265	Removable Partial Dentures	6.0
1266	Complete Denture Theory — Pre-Licensing	1.0
1267	Intra Oral Procedures — Pre-Licensing	1.0
1268	Complete Dentures — Pre-Licensing	0.5
1269	Introduction to Word Processing	3.0
1270	Communications for Word Processing	2.0
1271	Document Formatting /Machine Transcription	2.0
1272	Applied Physics 1	1.0
1273	6800 — 6502 Based Micro Processors	4.0
1274	Z80 — 8080 Based Micro Processors	2.0
1275	PDP11 Minicomputer Systems	4.0
1280	Complete Dentures — Pre-Licensing	1.5
1281	Crown and Bridge — Pre-Licensing	1.5
1282	Removable Partial Dentures — Pre-Licensing	1.0
1287	Electrolysis — Piliethermology	2.0
1288	Health, Hygiene, Safety and First Aid	0.5
1289	Concepts of Data Processing 1	2.0



1291	Introduction to Business Math and Machines	1.0
1292	Basic Nursing Theory 1	1.0
1293	Basic Nursing Skills 1	4.0
1294	Communications 1	1.5
1295	Legal, Ethical and Professional Relationships 1	0.5
1296	Introduction to Shop Safety	1.5
1297	Materials Handling	1.0
1298	General Trade Practice	0.5
1299	Bacteriology — Sanitation	1.0
1300	Manicure — Nail Diseases	1.0
1301	Foot Care	0.5
1302	Facial Treatment 1	1.0
1313	Cobol Programming 1	2.5
2002	Press Production 2	5.0
2003	Production Control 2	5.0
2005	Composition 2	5.0
2006	Preparatory 2	5.0
2007	Alternating Current (A.C.) Circuit Analysis 1	5.0
2008	Direct Current (D.C.) Machines	5.0
2010	Steam Laboratory 2	1.0
2011	Sandwiches	2.0
2012	Service Procedures 2	1.0
2013	Stir-Fry, Pan-Fry, Deep-Fry, Broil and Braising 2	2.0
2014	Theory of Baking and Demonstration 2	2.0
2015	Theory of Baking and Demonstration 2	1.0
2016	Wine and Bar Service	3.0
2017	Plant Training 2	1.0
2018	Barbecue Cooking	2.0
2019	Dental Radiology	2.0
2020	Cash Register	1.0
2021	Practice Management	1.0
2022	Dental Laboratory Procedures	1.0
2023	Kitchen Management	1.5
2024	Nutrition	1.0
2025	Pies, Tarts, Cookies	5.0
2026	Pies, Tarts, Cookies	2.0
2028	Emergencies — Prevention and Management	0.5
2029	Applied Math and Blueprint Reading 2	0.5
2030	Accessories 2	2.0
2031	Automotive Electricity	0.5
2032	Brake Systems 2	2.0
2033	Clutches and Transmissions	2.0
2034	Drive-Lines and Rear Axle Assemblies	2.0
2035	Engines 2	2.0
2036	Fitting and Adjusting Methods of the Trade	1.5
2037	Frame Straightening Techniques	2.0
2038	Front Suspension Systems and Steering Systems 2	3.0
2039	Fuel and Emission Control System 2	2.0
2040	Lighting and Charging Systems	2.0
2041	Refinishing Techniques	2.0

2042	Service Floor Practice	2.0
2043	Sheet Metal Damage Repair	6.0
2044	Shop Practice	1.0
2045	Starting and Ignition Systems	2.0
2046	Tune-Up	2.0
2047	Automotive Machine Shop 2	2.0
2048	Third Class Power Engineering 2	1.0
2049	Technical Communications 2	0.5
2050	Feedwater, Pumps	1.0
2051	Heating Boilers	0.5
2052	Turbines, Engines	1.0
2053	Refrigeration, Air Compression	1.0
2054	Clutches, Standard Transmissions, P T O's	2.0
2055	Drive Lines	0.5
2056	Engine Overhaul	8.0
2057	Engine Testing and Tune-Up (Basic)	0.5
2058	Fuels, Lubricants and Engine Lube Oil Systems	0.5
2059	Hydraulics	3.5
2060	Torque Converters, Automatic/Power Transmissions, and Marine Gears	2.0
2061	Basic Metallurgy	1.0
2062	Blueprint Reading 2	1.0
2063	Grinding Machines	2.0
2064	Lathe 2	5.0
2065	Milling Machine 2	2.0
2066	Precision Measurement 1	1.0
2067	Shaper and Planer 2	1.0
2068	Plants, Lubrication	0.5
2069	Safety Legislation and Codes	1.0
2070	Administration, Combustion, Piping	1.0
2071	Electricity	1.0
2072	Types of Plants, Instrumentation	1.0
2073	Lubrication, Steam Turbines	1.0
2074	Thermodynamics 1	2.0
2075	Carbon Arc Cutting and Gouging	1.0
2076	Machine Flame Cutting	1.0
2077	Shielded Metal Arc Welding 1	9.5
2078	Gas Turbines, Internal Combustion Engines	1.0
2079	Air Compression	1.0
2080	Refrigeration	1.0
2081	Thermodynamics 1	1.0
2082	Thermodynamics 2	1.0
2083	Fuels and Combustion	2.0
2084	Compressors	1.0
2085	Refrigeration and Air Conditioning	1.5
2086	Types & Arrangement of Industrial Plants, Mechanical Drawing	1.5
2100	Interpersonal Interactions	1.0
2101	Legal, Ethical, and Professional Relationships 2	0.5
2102	Nursing Needs and Skills 2	2.0



2103	Patient Centered Care 2	5.0
2105	Machine Operations 2	4.0
2107	Pharmacology	1.0
2108	Scalp Treatments 2	0.5
2109	Service Management 2	0.5
2110	Shaving 2	1.5
2111	Skin	0.5
2112	Skin and Scalp Diseases	1.0
2115	The Circulatory and Endocrine Systems	0.5
2116	Waxing Removal of Superfluous Hair	0.5
2118	Blow-Waving 2	1.0
2120	Cell and Bone Structure	0.5
2122	Facials and Massages 2	1.0
2123	Facial Treatments	2.5
2126	Haircutting 2	3.5
2127	Medical Bookkeeping	1.5
2128	Hair Styling 1	0.5
2129	Muscle and Nerve Systems	0.5
2130	Basic Anatomy, Physiology, and Medical Terminology 2	2.0
2131	Advertising Sales Promotion	2.0
2132	Business Math and Machines 2	2.0
2133	Contract Law	1.5
2134	Financial Management	1.5
2135	Hospital Departments 1	1.0
2136	Industrial First Aid	4.0
2137	Machine Transcription 1	2.0
2138	Marketing Fundamentals	4.0
2140	Pharmacology 2	1.0
2141	Patient-Centered Activities	1.0
2142	Psychology of Management	3.0
2143	Safety and Accident Prevention	2.0
2145	Routine Hospital, Ward, and Patient Records	1.0
2146	Typing 3 — Speed, W.P.M., Errors	4.0
2147	Typing Upgrade 2 — Speed, W.P.M., Errors	2.0
2148	Basic Telephony	2.0
2149	Bipolar Transistors, Small Signal Amplifiers	2.0
2150	Bipolar Small Signal Amplifiers	3.0
2152	Linear Circuits	2.0
2154	Operational Amplifiers	1.5
2155	Power Amplifiers	2.0
2157	Thyristors	0.5
2158	Thyristors and Electronic Switching	2.0
2159	Trouble Shooting and Schematic Reading	2.0
2160	Vacuum Tube Basics	1.0
2161	Vacuum Tube/Field Effect Transistor SS Amplifiers	2.0
2162	Dental Laboratory Procedures	2.0
2163	Dental Radiology 1	2.0
2164	Endodontics	0.5
2166	Oral Surgery	0.5
2167	Orthodontics	1.0
2168	Periodontics	1.5

2169	Prosthodontics	1.0
2170	Quick Breads, Puff Pastries, and General Baking	2.0
2172	Preparation of Meat, Poultry, Seafood, and Vegetables 2	1.5
2173	Preparation and Cooking of Soups and Sauces 2	1.0
2174	Safety Precaution or Awareness	1.0
2180	Potato, Vegetable, and Pasta Cookery	3.0
2183	Entrees (Main Dishes) Related Sauces	3.0
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
2189	Management	1.0
2198	Appetizers	3.0
2199	Cold Buffet	3.0
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
2207	Thermodynamics 2	2.0
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 Irons	1.0
2212	Finger Waving	1.0
2213	Scalp Treatments	0.5
2214	Geography	1.0
2215	Office Procedures	1.0
2216	Domestic Air	3.0
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	1.0
2222	Applied Science 2	1.5
2223	Metallurgy, Welding	2.0
2224	Workshop 2	1.5
2225	Power Plant Erections and Developments	1.0
2226	Engineering Mechanics 4	1.5
2227	Thermal Engineering 2	2.5
2228	Lubrication	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
2233	Boilers	1.0
2234	Pumps and Compressors 2	1.0
2235	Frame Construction — Roof	3.0
2236	Finish Carpentry — Exteriors	1.5
2237	Finish Carpentry — Interiors	2.0
2238	Frame Construction — Stairs	1.5



2239	Technical Electricity 2	1.0
2240	Technical Mathematics 2	1.5
2242	Complete Dentures	1.5
2243	Crown and Bridge	1.5
2244	Removable Partial Dentures	1.0
2245	Pathology 1 — Post Basic	1.0
2246	Intra Oral Procedures 1 — Post Basic	1.0
2247	Complete Dentures 1 — Post Basic	0.5
2248	Word Processing Theory and Concepts	2.0
2249	Word Processing Applications (Record and Playback)	3.0
2250	Advanced Word Processing Applications	5.0
2251	Applied Physics 2	1.0
2252	Clinical Dental Assisting	2.5
2253	Input/Output Devices	4.0
2254	Mass Storage Devices	5.0
2255	Business/Consumer Digital Systems	2.0
2258	Report Writing	1.0
2259	Complete Dentures — Intermediate	0.5
2260	Crown and Bridge — Intermediate	0.5
2261	Ceramics — Intermediate	0.5
2262	Removable Partial Dentures — Intermediate	0.5
2263	Orthodontics — Intermediate	0.5
2264	Pathology — Intermediate	1.0
2272	Emergencies and Environmental Control	1.0
2273	Concepts of Data Processing 2	1.5
2275	Structured Programming and Program Documentation 1	2.0
2276	Basic Nursing Skills 2	4.5
2277	Basic Nursing Theory 2	1.5
2278	Human Biology 2	0.5
2279	Health & Illness 2	2.0
2280	Communications 2	2.0
2281	Gas Cutting	2.0
2282	Gas Welding and Braze Welding	4.0
2283	Facial Treatment 2	2.5
2284	Skin and Skin Disorders	1.0
2285	Basic Make-up	0.5
2286	Electrotherapy 1	2.5
2287	Cellulite — Treatments	1.0
2291	Puff Pastry and General Baking	5.0
2297	Cobol Programming 2	5.5
3002	Small Business Management	0.5
3004	A.C. Circuit Analysis 2	4.0
3005	A.C. Machines	4.0
3006	Transformers	2.0
3007	Theory of Baking and Demonstration 3	2.0
3008	Theory of Baking and Demonstration 3	0.5
3009	Steam Laboratory 3	1.0
3010	Cake Baking	1.0
3011	Cake Baking	3.0
3013	Cake Icing and Decorating	2.0

3014	Plant Training 3	1.0
3016	French Pastries — Icings and Fillings	1.5
3018	Complete Dentures	1.5
3019	Industrial Administration	1.0
3020	Oral Surgery	0.5
3021	Endodontics	0.5
3022	Periodontics	1.0
3023	Orthodontics	1.0
3024	Prosthodontics	1.0
3025	American Bosch, Robert Bosch, and Simms Fuel Systems	3.0
3026	Caterpillar Fuel Systems	3.0
3027	Cummins Fuel Systems	3.0
3028	Detroit Diesel Allison Fuel Systems	2.0
3029	Diesel Electric Power Generation	1.0
3030	Engine Tune-Up (Final) Trouble-Shoot and Dynamo Test	2.0
3031	Roosa-Master and CAV Fuel Systems	2.0
3032	Woodward Hydraulic Governors	1.0
3033	Gear Cutting	2.0
3034	Heat Treatment Practice	1.0
3035	Lathe 3	5.0
3036	Milling Machine 3	2.0
3037	Precision Measurement 2	1.0
3038	Special Machine Set-Ups	1.0
3039	Pathology	2.0
3040	Applied Math and Blueprint Reading 3	0.5
3041	Third Class Power Engineering 3	1.0
3042	Technical Communication 3	0.5
3043	Boilers	3.0
3044	Pumps, Piping	1.0
3045	Instrumentation	2.0
3046	Metallurgy, Welding, Lubrication	1.5
3048	Refrigeration, Air Conditioning	1.5
3049	Flux Core Arc Welding	2.0
3050	Gas Metal Arc Welding	6.5
3059	Service Management 3	0.5
3061	Specialized Treatments	1.0
3062	Types and Arrangements of Industrial Plants	1.5
3063	Practicum	0.5
3064	Blow-Drying 1	0.5
3065	Cosmetic Chemistry	0.5
3066	Curling Irons 1	0.5
3067	Electricity and Light Therapy	0.5
3068	Facial Masks	1.0
3069	Hair Colouring 1	1.0
3071	Hair Structure and Chemistry	1.0
3072	Hairstyling 2	4.5
3073	Light Therapy	0.5
3075	Permanent Waving 1	1.5
3076	Accounting for Financial Statement Preparation	4.0
3077	Basic Anatomy, Physiology, and Medical Terminology 3	1.0



3078	Business Communications 3	2.0
3079	Business Law	3.0
3080	Business Mathematics 3	2.0
3084	Hospital Departments 2	1.5
3085	Hospital Emergency Procedures	0.5
3086	Human Relation Skills	1.0
3087	Introduction to Data Processing	3.0
3090	Machine Transcription 2	2.0
3092	Medical Clinical Practice	4.0
3094	Medical Transcription 2 — General	2.0
3095	Medical Transcription 3 — Specialities	2.0
3096	Medical Transcription 4 — Hospital	4.0
3097	Pharmacology 3	0.5
3098	Stenographer / Transcriptionist Practices	2.0
3100	Shorthand 2	4.0
3101	Shorthand 3	2.0
3103	Transcription of Physician's Orders	2.0
3107	Integumentary / Mammary	1.5
3108	Musculoskeletal	1.5
3109	Cardiovascular, Hemic, and Lymphatic	1.5
3110	Digestive and Respiratory	1.5
3111	Genitourinary	1.5
3112	Endocrine	1.5
3113	Nervous	1.5
3114	Special Senses (Eye and Ear)	1.5
3115	Audio Systems	2.0
3116	Carrier Phone Systems	2.0
3117	Oscillators and Multivibrators	3.0
3118	Oscillators and Multivibrators	2.0
3119	Resonance and Radio Frequency (R.F.) Amplifiers	2.0
3120	Resonance and Radio Frequency (R.F.) Amplifiers	3.0
3121	Test Equipment	2.0
3124	Dental Radiology 2	1.0
3128	Nutrition	1.0
3129	Pathology	2.0
3130	Pharmacology	0.5
3131	Pre-Clinical Intra-Oral	3.0
3133	Muscle-Toning	1.0
3135	Facial Treatments With the Aid of Machines	1.0
3136	Professional Trade Application	0.5
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
3142	Potato and Vegetable Cookery	3.0
3143	Breakfast Cookery, Pasta	3.0
3144	Desserts	2.0
3145	Process Flow Diagrams	2.0
3146	Process Piping, Part 1	3.0
3147	Process Piping, Part 2	3.0

3148	Service Piping	1.0
3149	Piping Isometrics and Spool Drawings	2.0
3150	Industrial Site Development	4.0
3151	Alignment Detailing	1.5
3152	Marine Facilities	1.5
3153	Quantity Estimating 1	1.0
3154	Beam and Column Framing	4.0
3155	Math Tables and Calculations	2.0
3156	Sloping Members	4.0
3157	Complex Framing	2.0
3158	Hair Colouring	3.0
3159	Styling Basics	4.0
3160	Physiology	0.5
3161	Ancillary Services	2.5
3162	Practicum	1.0
3163	Package Tours	1.0
3164	Sales and Service	1.5
3165	Reinforcement Module	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	1.0
3171	Applied Science 3	1.5
3172	Boilers	2.0
3173	Workshop 3	1.5
3174	Instrumentation, Piping	2.0
3175	Strength of Materials 1	1.5
3176	Thermal Engineering 3	1.5
3177	Electricity 1	1.5
3178	Technical Electricity 7	1.0
3179	Engineering Laboratory 1	1.0
3180	Drafting / Workshop 7	1.0
3181	Metallurgy 3	0.5
3182	Electricity 2	1.5
3183	Electronics and Computer Technology 1	1.0
3184	Plant Management 1	1.0
3185	Builder's Level	1.0
3186	Blueprint Reading 2	1.5
3187	Introduction to Concrete	2.0
3189	Basic Transit	1.5
3190	Technical Electricity 3	1.0
3191	Technical Mathematics 3	1.5
3192	Engineering Mechanics 1	1.0
3193	Complete Dentures Lab 3	1.5
3194	Intra Oral Procedures Clinic 1	3.0
3195	Complete Dentures Theory 1	1.0
3197	Complete Dentures — Advanced	0.5
3198	Crown and Bridges — Advanced	0.5
3199	Ceramics — Advanced	0.5
3200	Removable Partial Dentures — Advanced	0.5



3201	Orthodontics — Advanced	0.5
3207	General Trade Application	1.0
3208	Electricity 3	1.5
3209	Removable Partial Dentures	1.0
3210	Crown and Bridge	1.5
3211	Shorthand 1	2.0
3213	Secretarial Practices and Procedures	2.0
3216	Litigation	1.5
3217	Wills and Estates	1.5
3218	Divorce	1.5
3219	Conveyancing	1.5
3221	Standard First Aid and C.P.R.	0.5
3222	Emergencies: Prevention and Management	3.0
3231	Introduction to Word Processing Equipment	5.0
3232	Medical Office Practices	2.0
3233	Medical Billing	1.5
3237	Corporate Procedures	1.5
3238	General Legal Procedures	4.0
3240	Legal Secretarial Office Practice	6.0
3241	COBOL Programming 3	2.0
3242	Structured Programming and Program Documentation 2	1.5
3243	Senior Acute Care Nursing Theory	2.5
3244	Senior Acute Care Nursing Skills	1.5
3245	Extended Care Nursing Theory	2.5
3246	Extended Care Nursing Skills	2.0
3247	Obstetrical Nursing Theory	2.5
3248	Obstetrical Nursing Skills	2.0
3249	Paediatric Nursing Theory	2.5
3250	Paediatric Nursing Skills	11.5
3251	Shielded Metal Arc Welding 1	0.5
3252	Air Carbon Arc Gouging	0.5
3253	Evening Make-Up	2.0
3254	Cosmetic Chemistry	0.5
3255	Skin Analysis — Enemies of the Skin	1.0
3256	Electrotherapy 2	7.0
3262	Cake Decorating	4.0
3263	French Pastries	5.0
4000	Magnetic Control	5.0
4001	Static Control	1.0
4004	Steam Laboratory 4	1.0
4005	Plant Training 4	1.5
4007	Complete Dentures	1.5
4008	Pre-Clinical Intra Oral	3.5
4009	Clinical Intra Oral	1.0
4010	Applied Math and Blueprint Reading 4	9.0
4011	Shielded Metal Arc Welding (SMAW) 2	1.0
4012	Third Class Power Engineering 4	0.5
4013	Technical Communication 4	1.0
4014	Pumps	2.0
4015	Electrotechnology 1	

4016	Gas Tungsten Arc Welding	1.0
4017	Projects	2.0
4018	Electrotechnology 2	2.0
4020	Anatomy and Nutrition	1.0
4021	Blow-Drying 2	0.5
4022	Business Management	0.5
4023	Curling Irons 2	0.5
4024	Hair Colouring 2	0.5
4025	Hair Replacements	1.0
4027	Hairstyling 3	3.5
4028	Permanent Waving 2	1.5
4029	Admitting Department	2.0
4030	Medical Records Department	2.0
4031	Nursing Ward — Medical	2.0
4032	Nursing Ward — Surgical	2.0
4033	Radiology Department	2.0
4034	Basic Television System	2.0
4035	Serial Data Systems	3.0
4039	Dental Health Education 2	0.5
4040	Dental Radiology 3	1.5
4042	Practice Management 2	0.5
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
4048	Entrees (Main Dishes) and Sauces	3.0
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
4055	Foundation Systems and Slabs-on-Grade	4.0
4056	Concrete Suspended Floor Systems	4.0
4057	Concrete Columns	1.5
4058	Concrete Beams	1.5
4059	Steel Structures	4.0
4060	Quantity Estimating 2	1.0
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
4068	Styling	4.5
4069	Facials and Manicures	0.5
4070	Career Management	0.5
4071	Practicum	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
4076	General Mathematics 4	1.5
4077	Applied Science 4	2.0
4078	Compressors, Nuclear Power	1.5
4079	Workshop 4	2.0
4080	Fuels and Combustion	1.0
4081	Strength of Materials 2	2.0
4082	Thermal Engineering 4	1.0
4084	Technical Electricity 8	1.0
4085	Engineering Laboratory 2	1.0
4086	Drafting/Workshop 8	0.5
4087	Metallurgy 4	2.0
4088	Water Treatment	1.0
4089	Electronics and Computer Technology 2	1.0
4090	Plant Management 2	1.5
4091	Concrete-Form Details	4.5
4092	Concrete-Form Construction 1	1.0
4093	Technical Electricity 4	1.5
4094	Technical Mathematics 4	1.0
4095	Engineering Mechanics 2	2.0
4096	Complete Dentures Lab 4	3.0
4097	Intra Oral Procedures Clinic 2	1.0
4098	Complete Dentures Theory 2	1.5
4099	Crown and Bridge	1.0
4100	Removable Partial Dentures	5.0
4101	Clinical Intra Oral	5.0
4102	Gas Metal Arc Welding 1 and Flux Core Arc Welding 1	0.5
4110	Human Behaviour and Organization	3.0
5000	Fish and Poultry	1.0
5004	Antennas and Transmission Lines	2.0
5005	High Voltage Circuits	2.0
5006	T.V. Receiver Signal Processing Circuits	3.0
5007	T.V. Receiver Sweep and Synchronizing Circuits	2.0
5008	Video	3.0
5009	Meat Cutting	2.0
5010	Larder	2.5
5011	Material Take-Off and Basic Work Scheduling	1.5
5012	Blueprint Reading 3	1.5
5013	Steel Stud and Drywall Construction	2.0
5014	Builder's Transit	2.0
5015	Blueprint Reading 1 and Applied Mathematics	1.0
5016	Welding Metallurgy 1	3.0
6003	Colour Processing Circuits	1.0
6004	Colour Television Picture Tubes	1.0
6005	Microwave, Radar, and Avionics	3.0
6006	SSB Communications	3.0
6007	Troubleshooting and Repair	3.0

6008	VHF Communications	3.0
6009	Cold Kitchen ("to order")	4.0
6010	Hot Kitchen ("to order")	4.0
6011	Elementary Kitchen Management	1.0
6013	Finish Carpentry — Millwork	2.0
6014	Concrete — Form Construction 2	2.5
9001	Microprocessors	3.0
9002	Office Practices and Procedures	2.0
9003	Payroll and Legislation	2.0
9004	Medical Transcription 1 — Histories/Consults	2.0
9005	Basic Anatomy, Physiology, Terms and Disease Process	3.0
9006	Amplitude Modulation (AM) Radio	3.0
9007	Digital Electronics	2.0
9008	Frequency Modulation (FM) Radio	3.0
9009	Bookkeeping to Trial Balance	4.0
9010	Standard First Aid	1.0
9023	Safety and First Aid	0.5
9024	Safety Oriented First Aid	0.5
9025	Stocks and Soups	3.0
9026	Grill and Roast	3.0
9027	Complete Dentures	1.5
9028	Crown and Bridge	1.5
9029	Removable Partial Dentures	1.0



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McComb, T. R. R.	Office Manager

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

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Clarkson, A.	
Kremer, D. H.	Department Head
Pallet, A.	
Sandy, J.	

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+ Assistant Department Head  
-Coordinator

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		O'Neill, D. B.	Automotive
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-Lemon, R. H.	B.C. Hospitality Industry Resource Centre		
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### Membership List

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Rory Vickery	Les Vickery Collision
Maury Corday	Auto Plan Autobody
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Gary Hackett	International Collision Repairs Ltd.
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D. Duffy	International Brotherhood of Electrical Workers, Local 213

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Gerry Schryvers	Sheraton Villa Inn
Ivan Wheatley	The Vancouver Club
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Ulrich Ludwig	Emilios Restaurant

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Victor Louie	Marco Polo Restaurant
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C. C. Sun	Capilano Heights Chinese Restaurant
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Mario Felicella	Italian Coiffures
Josee Maurice	Place Vendom
Marie Ruiz	Marie Ruiz Cosmetique
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Lawrence Iwasaki	Maison Lawrence
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Rollie O'Dell	The Bay
G. McCarthy	Uniguard
D. Ray	MacMillan Bloedel
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Cathy Matak	Knight Security
Arthur F. Missler	Dome Security
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Graham Fenner	Armour Security Systems Ltd.
John Grady	Executive Services Ltd.
G. Nagel	Uniguard
Ken Strachan	Hub City Security
Barry Young	Security Group
Constable Ken Nixon	Vancouver Police Department
Al Markle	Four Seasons Hotel

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Peter Brandvold	P & L Shoe Renew
Joe Bono	Shoe Repair Dept, Eaton's
Alf Antunes	Parsons Shoe Re-New
Peter Panichelli	Parsons Shoe Re-New
Charles Messina	Victoria Shoe Repair
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Glen Anderson	Kettle of Fish Restaurant
Lutz Wolf	1066 Restaurant
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Dr. Jack Lee	Practising Dentist
Dr. Brian N. Rocky	Practising Dentist
Debbie Payne	Practising C.D.A.
Darlene Munro	Dental Auxiliary Employment Service
Linda Olsen	Practising C.D.A.
Bev Arduini	Vancouver Dental Assistants' Assoc.
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Joan Voris, R.D.H.	Faculty of Dentistry, U.B.C.

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Alan White	Dental Technicians Board of B.C.
Frank Way	Federated Legislative Council
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Gary Stewart	Practising Dental Mechanic
Diane Livingstone	Practising Dental Mechanic
Walter Duguay	Practising Dental Mechanic
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Leona Doduck	St. Paul's Hospital
Lee White	Hospital Employees Union, Local 180
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Rosalyn Smith	Children's Hospital

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Sharon Thew	Cancer Control Agency of B.C.
Marion Robbins	Vancouver General Hospital
Marcia Taggart	Health Sciences Hospital, U.B.C.
Jeannette Taylor	Vancouver General Hospital



Mavis Wall	Grace Hospital
Diane Campbell	Royal Columbia Hospital
Hazel Norrish	Lion's Gate Hospital
Deborah Grant	Shaughnessy Hospital
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Representative	Hospital Employees Union, Local 180
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Marueen Veinotte	B.C. Hydro
D. Phillips	Capilano College
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Holly Mattison	Toronto Dominion Bank
Heather Tamboline	Daon Development Corporation
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Marion Belke	False Creek Residence of Disabled
Jill Weis	Coalition of the Disabled
Mrs. Turner	Community Care
Agda Watson	Cordova House
Kathy Finch	Holy Family Hospital
Christina Lynn	Villa Cathay Care Home Society
Dr. Sheilah Thompson	Private Consultant
Margaret Mericko	T.C.L.