

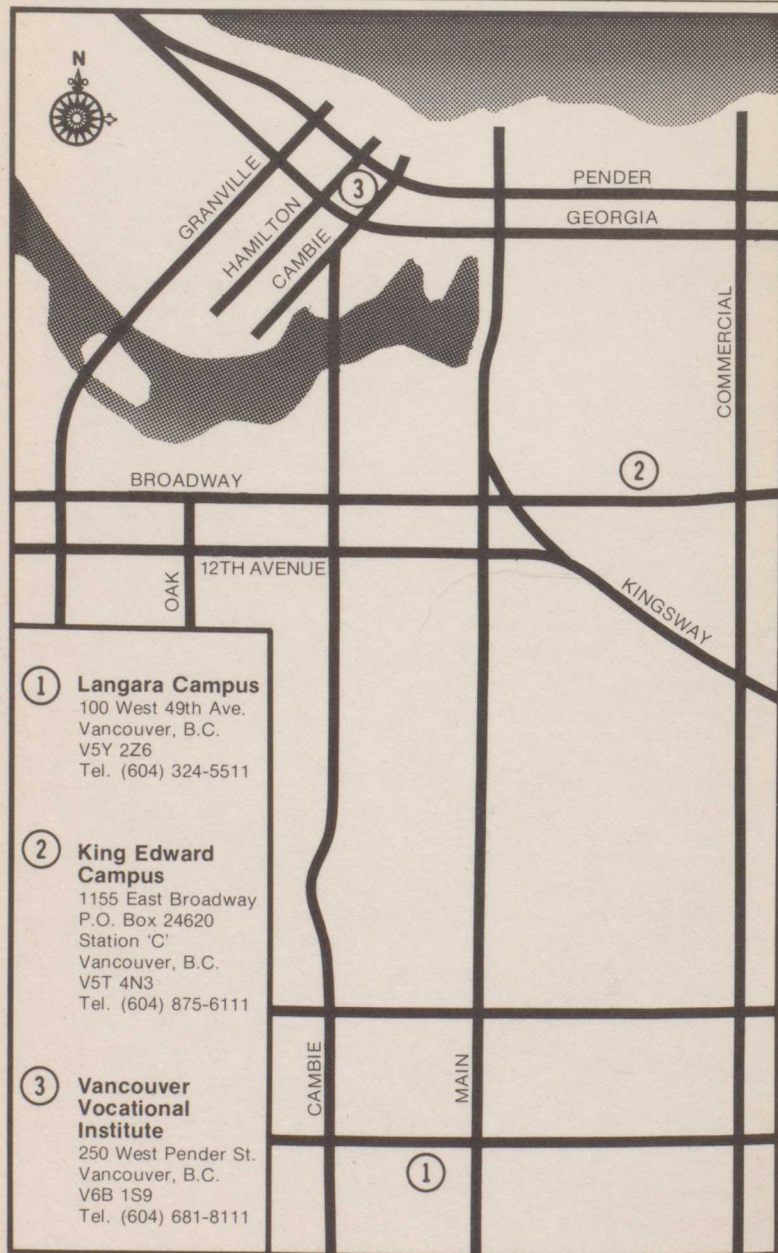
**VANCOUVER
COMMUNITY
COLLEGE**

**Vancouver
Vocational Institute**



1983-1984

PRINCIPAL LOCATIONS OF VANCOUVER COMMUNITY COLLEGE



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



WELCOME

Welcome to Vancouver Community College. Vancouver Community College serves its students through three main campuses, Langara Campus, Vancouver Vocational Institute, and King Edward Campus, as well as several smaller centres throughout the City of Vancouver. Our most recent student count exceeded 20,000; in fact, about one quarter of the instruction provided by the B.C. post-secondary non-university system is delivered by Vancouver Community College.

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

You may be taking a program leading to employment or further education upon graduation, or a course designed to upgrade your job skills or enhance the quality of your life; whatever your goals, it is our job to help you achieve them. We are proud of the success of our graduates but are constantly looking for ways to improve our courses, programs and services. Student feedback is sought and considered not only while attending, but also after leaving the College.

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

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

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

A.S. Manera
President
Vancouver Community College

ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

College Board

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K. Erdman	A. Lee
V. Giles	T. Marxreiter
P. Glass	J. Pearkes
B. Hannay	S. Veitch
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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

A BRIEF HISTORY

VANCOUVER COMMUNITY COLLEGE, formerly Vancouver City College, was established in 1965 by bringing together the Vancouver Vocational Institute (1949), the Vancouver School of Art (1929), the

Vancouver School Board's Night School Program (1909) and the King Edward Senior Matriculation and Continuing Education Centre (1962).

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

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

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

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

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

CAMPUSES

KING EDWARD CAMPUS

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

A unique variety of programs is provided by K.E.C. for its 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.

In the spring of 1983 the campus's three instructional divisions—College Foundations, Communications Arts, and Training and Development—moved into a new facility at 1155 East Broadway. The new King Edward Campus offers a full range of teaching and support services to the more than 7,000 full-time and part-time students who enrol in classes, running five days a week from 8 a.m. to 10 p.m.

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 Hamber. Langara Campus is foremost in the College offerings of general interest courses. In addition, courses for any kind of short-term instruction are operated throughout the city.

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

COLLEGE PROGRAMS

KING EDWARD CAMPUS • autobody repair • auto mechanics • basic job readiness training • basic training for skill development • college foundations • diesel mechanics • employment orientation for women • English language training • homemaker introductory • homemaker/institutional aide • music • pharmacy assistant • programs on 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 • baking—industrial • baking—options • bookkeeping • building construction • clerk typist • cooking—Chinese cuisine • cook training—basic • cook training • data entry operator • dental assisting—dental assisting upgrade • dental technician • dental technician/mechanic apprentice • drafting—architectural, civil, and structural • drafting—architectural, process piping, and materials handling • drafting—architectural and structural steel • electricity & industrial electronics • electronics—basic • computer electronics • electronics technician • hairdressing • hairdressing apprenticeship • hospital unit assistant • industrial records & first aid • junior computer programmer • legal stenographer • machinist • medical office assistant • medical stenographer/transcriptionist • men's hairstyling • merchandising • nursing aide • nursing orderly • power & process engineering • power engineering—general • power engineering—technical • power engineering certification (correspondence) • power engineering certification (tutorial) • power sewing production • practical nursing • printing production • secretarial • shoe repair • skin care (esthetics) • waiter/waitress • welding—basic • welding—intermediate • welding—advanced • welding—upgrade • 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 is dedicated to graduating vocational and technical 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 reaching this objective.

The Vancouver Vocational Institute has enjoyed for many years, and continues to enjoy an excellent reputation as a result of the extraordinary expertise and dedication that our faculty and staff bring to the training situation. 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 in keeping with the diversified needs identified by our community. We at the Vancouver Vocational Institute are proud of our role within the College which allows us to provide our students with the ways and means of broadening their horizon by pursuing current and meaningful training programs.

Our principal perspective is, of course, an economic one. Therefore, we 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
Principal

Calendar

1983-1984

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**
The applicant must be a Canadian Citizen or permanent resident; exceptions are only considered if he/she has applied for permanent residency and is receiving favourable consideration, or if he/she is a member, or direct dependent of a member, of the diplomatic corps. Proof of citizenship, residency, or diplomatic status may be requested.
- b) **Priority**
Qualified applicants to all programs are enrolled 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) **One person** may submit applications to more than one program at the same time.
- 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.
- g) **Conditional Entry**
Entry of applicants who do not fully meet the entrance requirements into programs where no wait list exists, and where space is available, is permitted on a limited basis.
- h) **Disabled Students**
After completing application, disabled applicants may wish to see a Counsellor to discuss their special needs.

EDUCATIONAL REQUIREMENTS

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

Program:	Educational Requirements:
Baking—Industrial	—Grade 10 or equivalent
Baking—Options	—None
Building Construction	—Grade 10 or equivalent
Clerk Typist	—Grade 10 or equivalent
Cooking—Chinese Cuisine	—None
Cook Training—Basic	—Grade 10 or equivalent

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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
Men's Hairstyling	—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—Basic	—Grade 10 or equivalent
Welding Upgrade	—None

MATURE STUDENT STATUS

Applicants 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

Graduates from a Career Preparation program in a secondary school will have access to specific training spaces in each class. Such applicants must, in order to access such training spaces, initiate a request by submitting, along with the application form, 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.

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

MATHEMATICS ASSESSMENT

Applicants for some programs may be required to take a special mathematics assessment test before enrolling. If deficiencies in mathematics are identified, remedial services are available for the applicant.

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ENGLISH LANGUAGE ASSESSMENT

Applicants whose language of education is other than English may be required to write an English Language Assessment examination prior to admission. Persons required to write this test will be so advised. The results of the assessment may affect the applicant's subsequent eligibility for placement on the waitlist.

Further information on the assessment is available from the Counseling or Registration Services Departments.

PROCEDURES

1. To apply for admission to a program, each applicant must:
 - (a) complete and submit an Application Form obtainable from the Registration Services Department;
 - (b) pay \$15.00 which will be applied against fees upon registration, and which is non-refundable except in the case where the College cancels the program;
 - (c) attach official (photocopies accepted) transcripts and records of previous education.
2. The application form may be submitted in person or by mail.
3. Receipt of the application form may require an interview or appraisal as appropriate in meeting the admission requirements of specific programs.
4. At the time when the applicant accepts the offered training space, the payment of fees is required in accordance with the current fee schedules.

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 Vancouver Vocational Institute provides a broad range of courses on an extension (part time) basis. Specific courses related to each extension program are generally available throughout the year in the evenings and on Saturdays. However, not all courses in a program may be offered in a given term or year if insufficient applicants are available to fill the class, or if insufficient funding is available.

Some of the courses in the following programs are available on a part

time basis for the continuing learner:

Accounting	Industrial Records and First Aid
Bookkeeping	Legal Stenographer
Clerk Typist	Medical Office Assistant
Dental Assisting Upgrade	Medical Stenographer/
Dental Receptionist	Transcriptionist
Drafting—Architectural,	Merchandising
Civil, and Structural	Nursing Aide
Drafting—Architectural,	Printing Production
Process Piping and	Secretarial
Materials Handling	Security Officer
Drafting—Architectural	Skin Care—Advanced (Esthetics)
and Structural Steel	Waiter/Waitress
Electronics—Basic	Welding Upgrade
Electronics Technician	Word Processing

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 use, and for proof of student status at community facilities.

CHANGE OF NAME OR ADDRESS

At registration, all students are required to submit a permanent address to which College Certificates, 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 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 prior to registration; otherwise their entry into the training program will be delayed.

All medical examinations are the responsibility of the applicant. The examinations are not covered by the B.C. Medical Services Plan. All Medical Certificates are confidential and should be forwarded to:

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

COUNSELLING

Counsellors provide the following services to students and potential students:

- Assisting people in making decisions on educational goals and career training.
- Personal counselling to students.
- Job Search Workshops for individuals and classes.
- Individual instruction and class presentations in reading and study skills.
- Referral service to outside community services and medical agencies.
- Referral service to other educational centres within the Vancouver Community College and other post-secondary institutions.

FEES

TUITION

1. FEE STRUCTURES AND PAYMENT METHODS ARE SUBJECT TO CHANGE WITHOUT NOTICE. NO NOTICE OF FEES DUE IS MAILED TO ANY STUDENT!
2. Fees are based on the quarterly rate of \$156.00 for full time students (\$52.00 for full calendar month and \$2.55 per day for portions of whole month).
3. Fees are payable in advance of the training provided.
4. Fees may be paid on a quarterly installment basis in advance of the first day in January, April, July, and October.
5. If the fees are paid on an instalment 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 \$52.00 per month.
 - b) Any additional training days at the rate of \$2.55 per day.
6. 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 (refer to insert 5b).
7. Fixed tuition fees for specific certification levels in tutorial courses (see Power Engineering) are payable in advance and remain valid for two years from the day of initial payment of fees.
8. SPECIAL PROJECT PROGRAMS
The College periodically offers special programs requested by

Guidelines

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

9. Tuition Fees for Vocational Credit Programs offered on an extension basis are \$2.00 per hour.
10. Tuition fees for tutorial students in Power Engineering are:

	PART A	PART B	FULL PROGRAM
Boiler Operator B			\$ 52
Boiler Operator A			\$ 52
Fourth Class			\$104
Third Class	\$52	\$52	\$104
Second Class	\$52	\$52	\$104
First Class	\$52	\$52	\$104

11. Fees for correspondence students in Power Engineering are:

	MATERIALS	TUITION	TOTAL FEES
Boiler Operator	\$35	\$26	\$ 49
4th Class	\$60	\$52	\$108
3rd Class	\$75	\$52	\$127
2nd Class	\$70	\$52	\$127
1st Class	\$80	\$52	\$132

(The above fees are presently under review.)

Refunds

Refunds of fees paid are made:

- (a) When a refund is requested as a result of an early graduation or voluntary withdrawal, a service charge of \$15.00 will be deducted.
- (b) When the College cancels a class or discontinues a student from a program or a course, no service charge will be assessed.
- (c) For extension course registrations, a prorated refund less \$10.00 will be granted during the first, second, and third sessions. 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) A Student Services fee of \$5.00 which provides student insurance coverage, incidental costs of graduation ceremonies, a number of student awards, and Student Identification cards;
- (b) The Vancouver Vocational Institute Student Association membership fee, the amount of which depends on the length of registration. This fee is used to carry out the functions normally attributed to such an association, i.e. proper representation within as well as outside the College, emergency assistance to students in personal difficulties, socials, dances, other association/stu-

Guidelines

dent functions, etc. Students are not denied registration if they refuse to pay this fee, but their names 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. B.C. 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

- 1) Applications will be accepted when students receive a confirmed commencement date.
- 2) Applications submitted after the fourth week of classes will have the assessed need prorated.
- 3) 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

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commencement date. However, due to the shorter program length, applications should be submitted no later than four weeks after the commencement of classes.

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

2. Scholarship and Bursary information is available through the Counselling Department, Library, Student Association Office, and Departmental offices.

3. Canada Employment and Immigration (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

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

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

WESTCOAST TRANSMISSION COMPANY LTD.

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

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.

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- (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 organized group of courses leading to a recognized educational objective which, when successfully attained, qualifies a student to receive a College Certificate or Diploma, e.g. Printing Production 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.
- (h) **Continuing student:** this is a student who, upon completion of one course or program, immediately continues with a new course or program.
- (i) **Returning student:** this is a student who returns to complete a course or program previously interrupted for reasons other than failing to pass such a course or program, or who returns to take other or more advance training.

Responsibilities of the Student

1. To Their Studies:

It is the responsibility of students to keep their work assignments up to date and to complete assignments as required. Final assessments are based on both written tests and practical 'hands-on' assignments. In determining the final standing in any subject, the work of the entire course is taken into consideration, including examinations, tests, workshop and laboratory work, essays, reports, and technical reports.

2. To The Faculty:

Faculty members are available for consultation with students by arrangement. Students who take advantage of this extra time will invariably enrich their College learning experience.

3. To The College:

Acceptance into a College program carries with it an obligation to maintain a mature and responsible standard of conduct, deportment, and dress. On campus, it is the responsibility of every student to observe the laws governing the community as well as the rules of Vancouver Community College. A student who fails to do so, or acts in a manner that will reflect unfavourably upon himself/herself, the College, or the student body, is subject to disciplinary action which may result in suspension or dismissal. For both safety and health reasons, students are not allowed to bring animals into the College with the exception of 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 on 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 assist students in overcoming problems that are affecting both their performance and attendance, and that recommendations regarding discontinuance only be made after appropriate remedial action has been taken. Such assistance is available from the Department involved, particularly in relation to instructional and learning problems and from the Counselling Department which handles the student's other vocational and personal concerns.

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

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

The grading and reporting system is designed to measure student progress through the theory and 'hands-on' activities which are to be mastered for satisfactory completion of a program. It is further designed to inform students of the degree of competency that they

have achieved in a course relative to the standards expected in that course and program. This system assumes the formation of a feedback process fully informing the student of the work that has been satisfactorily completed 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 completed. 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, nor does the GPA show when an "I" is included in the level.

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Example: Practical Nursing — Level One

Course Number	Course Name	No. of Credits in relation to time	Grade	Numerical Equivalent for letter 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	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 any 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 the passing standard (65%) within 20 instructional days 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, before the 'I' may be changed to a 'C'.

If the student's work is unsatisfactory or not completed within the agreed to condition, the 'I' grade becomes 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. The student who successfully achieves a passing grade will have an 'E' placed on the Transcript of Achievement indicating a successful outcome of the "challenged" course.

Appeal of Grades

The student may appeal disputed evaluations directly to the instructor concerned.

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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.

A student who remains dissatisfied by the decision of the Dean of Instruction may file an "Appeal Request" to the Dean of Administrative and 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 and 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

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Student Grievance

A College Policy and Procedure (2.1.0.3) exists for the purpose of providing students an opportunity to deal with any grievance or dispute concerning human rights such as allegations of sexual harassment, or 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.

Program Starts:

Program	Starting Dates (Approximate Program Length)
Accounting	monthly as space permits (10 months)
Baking—Industrial	continuous as space permits (10 months)
Baking—Options	continuous as space permits (5-15 weeks)
Bookkeeping	monthly as space permits (6 months)
Building Construction	April, July, Sept., Jan. (9 months)
Clerk Typist	monthly as space permits (6 months)
Computer—Electronics	July, Aug., Jan., March (6 months)
Cooking—Basic	May, Aug., Nov., Feb. (6 months)
Cooking—Chinese Cuisine	continuous as space permits (16 weeks)
Cook Training	every two months (12 months)
Data Entry Operator	continuous 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)
Drafting—Architectural, Process Piping and Materials Handling	June, Sept., Nov. (11 months)
Drafting—Architectural, Civil, and Structural	April, Aug., Sept., Feb., March (11 months)
Drafting—Architectural and Structural Steel	July, Jan. (11 months)
Electricity & Industrial Electronics	April, May, July, Sept., Dec., Feb., March, (10 months)
Electronics—Basic	May, July, Aug., Oct., Jan., March (6 months)
Electronics Technician	July, Oct., Jan. (6 months)
Hairdressing	May, Sept., Jan. (8 months)
Hairdressing Apprenticeship	apply Apprenticeship Branch (1 month)
Hospital Unit Assistant	Sept., March (5 months)

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Industrial Records and First Aid	Oct., March (5 months)
Junior Computer Programmer	April, Oct. (6 months)
Legal Stenographer	monthly as space permits (12 months)
Machinist	April, Aug., Oct., Jan. (9 months)
Medical Office Assistant	monthly as space permits (12 months)
Medical Stenographer/Transcriptionist	monthly as space permits (12 months)
Men's Hairstyling	June, Oct., March (9 months)
Merchandising	Sept., Feb. (5 months)
Nursing Aide	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 (8 weeks)
Practical Nursing	May, Sept., Jan. (10 months)
Printing Production	July, Aug., Oct., Nov. (10 months)
Secretarial	monthly as space permits (12 months)
Shoe Repair	continuous as space permits (9 months)
Skin Care (Esthetics)	July, Oct., Mar. (16 weeks)
Waiter/Waitress	every three weeks (12 weeks)
Welding—Advanced	May (1 month)
Welding—Basic	July, Aug., Oct., Feb. (7 months)
Welding—Intermediate	May, Jan. (4 months)
Welding—Upgrade	as space permits (varies)
Word Processing Operator	continuous as space permits (4 months)

Classes are scheduled on a six hour 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 a day and an 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

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

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This unique programming method is allowing many individuals, because of time available away from their jobs, to acquire specific skills and knowledge in a more compressed time period than would normally be possible 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 the date it is required.

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 program will be issued a College Certificate. When a student completes courses as a portion of a program, the Registration Services Department will issue a Transcript of Achievement certifying this completion and the student's performance.

Withdrawals

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

Transfer to Other Institutions

Students who anticipate transferring from Vancouver Community College, V.V.I. to another educational institution should consult the Registrar of that Institution. The transferability of courses or 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

Guidelines

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

Safety and Accident Prevention

All students and applicants are advised of the need for full compliance with all safety rules, regulations, and requirements during the training period.

A reasonable standard of health, dress, and grooming must be maintained as stipulated by the Accident Prevention regulations of the Workers' Compensation Board. Students of vocational and technical programs are covered by Workers' Compensation and by a student accident insurance policy during all authorized training periods and operations conducted under the supervision of an instructor.

In certain programs it may be necessary for students to contain their hair in nets or to trim their beards for health and safety reasons. See program descriptions for details.

In some programs the student must take training in Industrial First Aid. Students may also be required to purchase their own safety equipment such as safety glasses, safety boots/shoes, hard hats, etc.

FACILITIES

Student Services Centre

The Student Services Centre is the first step for all persons seeking information regarding programs at the Vancouver Vocational Institute. The Student Services Centre is located at the Pender Street entrance to the Mall. Housed in this area are:

- Counselling
- Registration Services
- Canada Employment & Immigration Commission—Liaison Office
- The Office of the Dean of Administrative and Student Services

Health Services

College Health Services is located in the Mall on the second floor.

Hours: Monday to Friday, 08:30 - 15:30 hours.

First Aid Service

First Aid Attendants are on duty from 07:30 until 22:00 Monday through Friday, and Saturday from 08:00 to 15:30. All accidents must be reported to them. They are available to treat all accidents wherever they may occur on the premises of the V.V.I.

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

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Library & Resource Centre

The Library houses a comprehensive selection of books, periodicals, pamphlets, and audio-visual materials which support the curriculum of programs offered. The staff is available during all hours of Library operation to assist students and faculty.

Monday through Thursday	08:00 to 22:00
Fridays	08:00 to 17:00
Saturdays	08:30 to 16:00

Bookstore

The Bookstore is located on the mall in the Hamilton Building and provides textbooks; supplementary workbooks; some stationery and supplies on a limited basis; and special tools and equipment required in some programs, for sale to attending V.V.I. students.

Cafeteria

The Cafeteria provides coffee service, breakfast, lunch, and dinner (including full course dinner meals) at a reasonable cost. The food is prepared by students in the Cook Training Programs.

Parking

No student parking is available on campus. 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 an annually elected student council. 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, the amount of which depends on the length of registration.

The College encourages students attending V.V.I. 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 or Registration Services.

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 hearing impaired (given sufficient advance notice of the requirement).

AUTO BODY REPAIR

Please contact the King Edward Campus for further information

AUTO MECHANICS

Please contact the King Edward Campus for further information

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 he/she has sufficient physical strength and stamina to handle 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.

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

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1059	Foundations	1.5
1062	Tools, Materials and Safety Regulations	1.0
1399	Frame Construction—General	3.0
1400	Blueprint Reading 1	0.5
Level '2'		
2235	Frame Construction—Roof	3.0
2236	Finish Carpentry—Exteriors	1.5
2237	Finish Carpentry—Interiors	2.0

Technical Programs

2238	Frame Construction—Stairs	1.5
2369	Blueprint Reading 2	1.0
Level '3'		
3185	Builder's Level	1.0
3187	Introduction to Concrete	2.0
3189	Basic Transit	1.5
3329	Blueprint Reading 3	0.5
Level '4'		
4091	Concrete Form Details	1.5
4092	Concrete Form Construction 1	4.5
4136	Blueprint Reading 4	1.0
Level '5'		
5011	Material Take-Off and Basic Work Scheduling	2.5
5013	Steel Stud and Drywall Construction	1.5
5014	Builder's Transit	2.0
5031	Blueprint Reading 5	0.5
Level '6'		
6013	Finish Carpentry—Millwork	2.0
6014	Concrete Form Construction 2	2.5
6022	Blueprint Reading 6	1.0

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 both 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 \$80.00.

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

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

DIESEL MECHANICS

Please contact the King Edward Campus for further information

GRAPHIC ARTS APPRENTICESHIP CERTIFICATE PROGRAMS

The Vancouver Vocational Institute conducts courses leading to sixteen apprenticeship certificates within four major industrial categories: Bookbinding, Composition, Preparatory, and Press.

Each student must have been accepted into the B.C. Ministry of Labour's Provincial Apprenticeship system or be recommended by his or her employer.

Category #1: Bookbinding

Individuals employed in the Graphic Arts industry may take training through the Bookbinding program in one of two specialized apprenticeship certificate areas: Bookbinding 1 and Bookbinding 2. The following operators are classified under the four year Bookbinding 1 area: folder, collator, cutter, stitcher/trimmer and book machine operator. Included under Bookbinding 2 are: feeding/takeoff, sewing machine, and small bindery operators. The specific area of specialization taken by the individual is determined by the indenture contract. Bookbinding 1 constitutes a four year indentured apprenticeship in the Bookbinding program, while Bookbinding 2 is two years in duration. The specific courses in each of these areas are:

Bookbinding 1

Course Number	Course Description	Course Credit
1390	Bindery Operation—4 Year Level 1	4.0
1391	Bindery Operation—4 Year Level 2	4.0
Optional		
1381	Black and White Stripping and Surface Platemaking	4.0
1387	Litho Press Operation 1	4.0
1389	Letterpress Presswork	3.5

Bookbinding 2

Course Number	Course Description	Course Credit
1392	Bindery Operation—2 Year	3.5
Optional		
1390	Bindery Operation—4 Year Level 1	4.0
1391	Bindery Operation—4 Year Level 2	4.0
1381	Black and White Stripping and Surface Platemaking	4.0

Category #2: Composition

There are two areas of specialization in the Composition program resulting in separate Apprenticeship Certificates being issued by the B.C. Ministry of Labour, Apprenticeship Training Programs Branch. Each area constitutes a five year indentured apprenticeship in the

Technical Programs

Composition Program. The areas of specialization and their specific courses are:

Hot Metal

Course Number	Course Description	Course Credit
1383	Typesetting, Composition and Design	2.5
1388	Computer Photo Typesetting	4.0
1380	Lithographic Art and Paste-Up	4.0
1381	Black and White Stripping and Surface Platemaking	4.0

Optional

1389	Letterpress Presswork	3.5
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Cold Type

Course Number	Course Description	Course Credit
1388	Computer Photo Typesetting	4.0
1380	Lithographic Art and Paste-Up	4.0
1381	Black and White Stripping and Surface Platemaking	4.0
1382	Black and White Line Camera and Halftone	4.0

Optional

1387	Litho Press Operation 1	4.0
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Category #3: Preparatory

Individuals employed in the Graphic Arts industry may take training through the Preparatory program in one of six specialized apprenticeship certificate areas: Artist (Mechanical and Creative); Black and White Camera; Colour Camera; Assembler (Paste-Up); Stripper; Plate Maker. The specific area of specialization taken by the individual is determined by the indenture contract. Each area constitutes a five year indentured apprenticeship in the Preparatory program. The areas of specialization and their specific courses are:

Artist (Mechanical and Creative)

Course Number	Course Description	Course Credit
1380	Lithographic Art and Paste-Up	4.0
1381	Black and White Stripping and Surface Platemaking	4.0
1382	Black and White Line Camera and Halftone	4.0
1383	Typesetting, Composition and Design	2.5

Optional

1384	Introduction to Colour Camera	4.0
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Black and White Camera

Course Number	Course Description	Course Credit
1381	Black and White Stripping and Surface Platemaking	4.0
1382	Black and White Line Camera and Halftone	4.0
1384	Introduction to Colour Camera	4.0

Technical Programs

1385	Advanced Colour Separation	4.0
Optional		
1386	Colour Stripping	4.0

Colour Camera

Course Number	Course Description	Credit	Course
1382	Black and White Line Camera and Halftone	4.0	
1384	Introduction to Colour Camera	4.0	
1385	Advanced Color Separation	4.0	
1386	Colour Stripping	4.0	

Optional

1381	Black and White Stripping and Surface Platemaking	4.0
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Assembler (Paste-Up)

Course Number	Course Description	Course Credit
1380	Lithographic Art and Paste-Up	4.0
1381	Black and White Stripping and Surface Platemaking	4.0
1382	Black and White Line Camera and Halftone	4.0
1383	Typesetting, Composition and Design	2.5

Optional

1384	Introduction to Colour Camera	4.0
1386	Colour Stripping	4.0

Stripper

Course Number	Course Description	Course Credit
1380	Lithographic Art and Paste-Up	4.0
1381	Black and White Stripping and Surface Platemaking	4.0
1382	Black and White Line Camera and Halftone	4.0
1386	Colour Stripping	4.0

Optional

1384	Introduction to Colour Camera	4.0
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Plate Maker

Course Number	Course Description	Course Credit
1380	Lithographic Art and Paste-Up	4.0
1381	Black and White Stripping and Surface Platemaking	4.0
1382	Black and White Line Camera and Halftone	4.0
1386	Colour Stripping	4.0

Optional

1384	Introduction to Colour Camera	4.0
1387	Litho Press Operation 1	4.0

Category#4: Press

Individuals employed in the Graphic Arts industry may take training

Technical Programs

through the Press program in one of six specialized apprenticeship certificate areas: Web, Sheet Fed, Rotary, Gravure, Flexo and Letter Press. The specific area of specialization taken by the individual is determined by the indenture contract. Each area constitutes a four year indentured apprenticeship in the Press program except for Flexo which is two years. The areas of specialization and their specific courses are:

Web, Sheet Fed, Rotary and Gravure

Course Number	Course Description	Course Credit
1387	Litho Press Operation 1	4.0
1393	Litho Press Operation 2	4.0
1394	Litho Press Operation 3	4.0
1381	Black and White Stripping and Surface Platemaking	4.0
Optional		
1389	Letterpress Presswork	3.5
1382	Black and White Line Camera and Halftone	4.0

Flexo

Course Number	Course Description	Course Credit
1387	Litho Press Operation 1	4.0
1393	Litho Press Operation 2	4.0
Optional		
1389	Letterpress Presswork	3.5
1394	Litho Press Operation 3	4.0

Letter Press

Course Number	Course Description	Course Credit
1389	Letterpress Presswork	3.5
1387	Litho Press Operation 1	4.0
1393	Litho Press Operation 2	4.0
1394	Litho Press Operation 3	4.0
Optional		
1381	Black and White Stripping and Surface Platemaking	4.0

Training Procedure:

These program areas are run on a part-time basis throughout the week (in the afternoon) and on Saturdays. A combination of theory and practical assignments are taught.

Specific Entrance Requirements:

Acceptance into the B.C. Ministry of Labour's Provincial Apprenticeship system, or, if there are spaces, a letter from the applicant's employer and recommendation of the Department Head.

Hours: Weekdays: 18:00 to 22:00 hours.

Saturdays: 08:30 to 16:00 hours.

Dress: Shoes with non-slip soles and leather uppers must be worn.

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.

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, mines, etc., located throughout the province. The successful graduate may enter an apprenticeship upon completion of the training.

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

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1077	Benchwork and Shop Practice	2.0
1079	Lathe 1	6.0
1082	Shaper and Planer 1	1.5
1080	Milling Machine 1	2.0
1078	Blueprint Reading 1	1.0
Level '2'		
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
2066	Precision Measurement 1	1.0
Level '3'		
3035	Lathe 3	5.0
3036	Milling Machines 3	2.0
3033	Gear Cutting	2.0
3034	Heat Treatment Practice	1.0
3037	Precision Measurement 2	1.0
3038	Special Machine Set-Ups	1.0

Training Procedure:

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

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

Length of Program: 9 months.

Hours: 08:00-15:00 hours; 15:00-22:00 hours; 22:00-04:30 hours.

Additional Cost Estimate: Textbooks \$80.00; Safety Items \$50.00; Coverall Deposit \$25.00; a nominal monthly laundry cleaning fee may be charged.

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.

POWER ENGINEERING PROGRAMS

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

Preparatory programs for government examinations of all levels of certification are offered in tutorial. Facilities are available for laboratory observation of operating equipment. 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 complete 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 the legislation and mandatory regulations covering Power Engineering.

Applicants to Power Engineering 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 tests 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 Engineer, Second Class (A and B) Power Engineer, and First Class (A and B) Power Engineer. Upon completion of the tutorial program, the student is normally prepared to write the Interprovincial Examinations. A candidate may write the examina-

tions after first completing the appropriate qualifying service prescribed in the British Columbia "Power Engineer's Boiler and Pressure Vessel Act and Regulations", Part VI "Requirements and Qualifications for Certificates of Competency". A copy of the regulations may be obtained from the Boiler Inspection Department's 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 examinations after first completing the appropriate qualifying service prescribed in the British Columbia "Power Engineer's Boiler and Pressure Vessel Act and Regulations", Part VI "Requirements and Qualifications for Certificates of Competency".

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

Close liaison is maintained between the Power Engineering Department and an on-campus job placement office of the Canada Employment and Immigration Commission. An excellent relationship has been established with many employers in the placement of graduates from our Power Engineering programs.

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 Boiler and Pressure Vessel 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's Certificate. For 2nd class Power Engineering Program—a 3rd class Power Engineer's Certificate.

For 1st class Power Engineer Program—a 2nd class Power Engineer's 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 for students attending full-time (6 hours/day):

Boiler Operator	8 to 10 weeks approximately
Fourth Class Power Engineer	10 to 12 weeks approximately
Third Class Power Engineer	
—Part 'A'	10 to 12 weeks approximately
—Part 'B'	10 to 12 weeks approximately
Second Class Power Engineer	
—Part 'A'	12 to 16 weeks approximately
—Part 'B'	12 to 16 weeks approximately
First Class Power Engineer	
—Part 'A'	14 to 20 weeks approximately

—Part 'B' 14 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.

Depending on funding classes may also be held (October to May) on Wednesday evening from 18:00 to 21:00 hours for first, second, and third class students, and (October to May) on Tuesday and Thursday from 18:00 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 reduction in the required period of employment necessary to write the Government Examinations. Reductions in qualifying time are provided as follows:

Boiler Operator —	4 months
Fourth Class —	6 months
Third Class —	6 months
Second Class —	9 months
First Class —	12 months

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 Engineers' Examinations in Canada.

Please note that enrolment is limited by the capacity to serve the student demand.

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

Length of Programs:

	Average Time Taken By Students	Time Allowed For Program
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

Technical Programs

Credits in Lieu of Steam Plant Service:

Successful completion of a Power Engineering Certification (Tutorial) program provides a reduction in the required period of employment necessary to write the Government examinations. Reductions in qualifying time are provided as follows:

Boiler Operator	—	4 months
Fourth Class	—	6 months
Third Class	—	6 months
Second Class	—	9 months
First Class	—	12 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's Certificate

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

For 1st class Power Engineer Program—a 2nd class Power Engineer's 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 the length of service varies for each class of certificate. Details can be obtained from the "Power Engineer's Boiler and Pressure Vessel Act and Regulations", Part VI "Requirements and Qualifications for Certificates of Competency".

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. The graduate will have sufficient background to enable him/her to progress fairly rapidly to 3rd Class Certification.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1022	Steam Laboratory 1	1.0
1025	Plant Training 1	1.0

Technical Programs

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

Level '2'

2110	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

Level '3'

3009	Steam Laboratory 3	1.0
3014	Plant Training 3	1.0
3166	Drafting 3	1.0
3167	General Electricity 3	1.0
3168	Fourth Class Power Engineering 3	1.0
3169	Instrumentation 3	1.0
3170	General Mathematics 3	1.0
3173	Workshop 3	1.5
3276	Applied Science 2	1.5

Level '4'

4004	Steam Laboratory 4	1.0
4005	Plant Training 4	1.0
4072	Drafting 4	1.0
4073	General Electricity 4	1.0
4074	Fourth Class Power Engineering 4	1.0
4075	Instrumentation 4	1.0
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 examinations 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 \$135.00 per year; Overall Deposit \$25.00; Safety Items \$50.00; a nominal monthly laundry cleaning fee may be charged.

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 should expect to supply and wear safety glasses and safety work boots. Hazardous hair styles must be

Technical Programs

confined in a safe manner according to W.C.B. regulations.

Examinations: Internal Examinations to the Program Standard are given regularly. 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, in order to prepare the student for entry into the "Power and Process" program, leading eventually to the highest levels of Power Engineering.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1022	Steam Laboratory 1	1.0
1025	Plant Training 1	1.0
1242	Drafting 1	1.0
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
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
3303	Applied Physics 3	1.0

Technical Programs

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
4117	Applied Physics 4	1.0

Government Certification: Upon the successful completion of the program, the graduate is qualified and prepared to write the examinations 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 \$180.00 per year; Coverall Deposit \$25.00; Safety Items \$50.00; a nominal monthly laundry cleaning fee may be charged.

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 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

V.V.I.'s course of study in Power and Process Engineering 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, in conjunction with 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 Power Engineer.

Technical Programs

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1064	Third Class Power Engineering 1	1.0
1065	Technical Communication 1	0.5
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
1349	Engineering Mechanics 1	1.5
3184	Plant Management 1	1.0
Level '2'		
2048	Third Class Power Engineering 2	1.0
2049	Technical Communication 2	0.5
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
2337	Engineering Mechanics 2	1.5
4090	Plant Management 2	1.0
Level '3'		
1259	Pumps and Compressors 1	1.0
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
Level '4'		
2234	Pumps and Compressors 2	1.0
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

Training Procedure: Classroom theory, lecture, and demonstration are 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

Technical Programs

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 an assessment by the Power Engineering Department.

Length of Program: 9 months.

Hours: 08:00 to 15:15 hours.

Additional Cost Estimate: Textbooks and supplies \$180.00 per year; Coverall Deposit \$25.00; Safety Items \$50.00; a nominal monthly laundry cleaning fee may be charged.

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 should expect to 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. A graduate may wish to pursue further qualification by taking courses in such areas as marketing, administration, or management at V.C.C.

Relations with employers are fostered by student field trips to local printing establishments, and by presentations by guest lecturers from industry.

In addition to this program, further apprenticeship courses are offered as part-time training at the V.V.I. Campus. Please contact the Registration Services Department for a current listing of courses offered.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1358	Manufacture and Selection of Printing Papers	2.0
1359	Basic Technology and Terminology	1.5
1360	Production Control 1	0.5
1361	Practical Bindery 1	0.5

Technical Programs

Level '2'		
2346	Composition 1	4.5
2347	Proofreading	0.5
Level '3'		
3308	Mechanical Artwork	1.5
3309	Black-and-White Line Photography	2.0
3310	Monotone Image Assembly and Basic Plate Making	1.5
Level '4'		
4122	Letterpress 1	1.5
4123	Offset Lithopress 1	3.5
Level '5'		
5023	Introduction to Printing Estimating	20
5024	Printing Sales and Promotion	1.5
5025	Production Control 2	0.5
5026	Practical Bindery 2	1.0
Level '6'		
6018	Composition 2	4.5
6019	Layout and Design	0.5
Level '7'		
7000	Overlay Mechanical Artwork	1.5
7001	Halftone Photography	2.0
7002	Duotone Image Assembly	1.5
Level '8'		
8000	Inks	1.0
8001	Letterpress 2	1.0
8002	Offset Lithopress 2	3.0

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 its allied trades. Students will be expected to perform with a minimum of supervision. 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 \$20.00; textbooks \$60.00.

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

Dress: Shoes with non-slip soles and leather uppers must be worn.

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.

Technical Programs

WELDING—BASIC

Welders are employed by many construction and manufacturing industries. Consequently, employment for welders in the metal trades field is both diverse and widespread. A large number of our graduates find employment in shipyards, pulp and paper mills, fabricating shops, and general production shops. 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 CWB-IGF Welding Test of the Canadian Welding Bureau.

While no employment is guaranteed at the completion of the program, a close liaison between the Instructors and the Industry can usually assist the graduate in finding employment. After a graduate has obtained the required time and experience module, he or she can apply to the Apprenticeship Branch of the Ministry of Labour for a Registered Welder's Qualification Certificate, Level 'C'.

Program Content:

Course Number	Course Description		Course Credit
Level '1'			
1296	Introduction and Shop Safety	P1	1.5
1297	Materials Handling	RK1	1.0
1395	Gas Cutting	P2	2.0
1396	Gas Welding and Braze Welding	P3	4.5
Level '2'			
2365	Shielded Metal Arc Welding 1	P4	11.5
2366	Air Carbon Arc Cutting and Gouging	P5	0.5
Level '3'			
3323	Gas Metal Arc Welding 1 and Flux Core Arc Welding 1	P6	5.0
3324	Blueprint Reading 1 and Applied Mathematics	RK2	2.0
3325	Welding Metallurgy 1	RK3	1.0

* Equivalent module number for the provincial WELDER TRAINING AND REGISTRATION PROGRAM. (The content of the theory module RK4 is integrated into the appropriate practical courses in this program.)

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, welding jacket, gloves, and helmet, etc. \$225.00.

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

Dress: Student must supply and wear: heavy-duty coveralls and/or leather jacket and apron, safety glasses, goggles, safety helmet, 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: In addition to the safety clothing outlined above, 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—INTERMEDIATE

This program is the second of three Welding programs (i.e. Welding—Basic, Welding—Intermediate, and Welding—Advanced) that provide the college training components for the three qualification levels (C, B, and A), required for provincial welder certification. Each of these qualification levels is followed by a job experience requirement to be completed before certification can be awarded through the B.C. Ministry of Labour.

See the V.V.I. Counselling Department for information regarding the Welding—Advanced program to be offered in mid-1983.

Program Content:

Course Number	Course Description		Course Credit
Level '1'			
1352	Welding Inspection Procedures	RK5	0.5
1353	Welding Codes and Qualification Procedures	RK6	0.5
1354	Welding Metallurgy 2	RK8	0.5
1355	Shielded Metal Arc Welding 2	P7	8.0
1356	Gas Tungsten Arc Welding 1	P10	2.0
Level '2'			
2339	Gas Metal Arc Welding 2	P8	2.0
2340	Flux Core Arc Welding 2	P9	1.5
2341	Blueprint Reading 2	RK7	1.0

* Equivalent module number for the provincial REGISTERED WELDER TRAINING PROGRAM.

Length of Program: 4 months, approximately.

Hours: 12:30 to 19:00 hours.

Additional Cost Estimate: approximately \$200.00.

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

Dress: Student must supply and wear heavy-duty coveralls and/or leather jacket and apron, safety glasses, goggles, safety helmet, 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: In addition to the safety clothing outlined above, 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 designed to serve three purposes: one, to provide general upgrading; two, to provide upgrading/testing as required for the Ministry of Labour grandfathering system, and three, for specific P or RK modules from the Level C (Basic), B (Intermediate), and A (Advanced) programs.

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

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- 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) BCMCA 1 and BCMCA 1A (1 Downhill—1A Uphill)

Note: There will be a charge for welding test materials used which is payable at the time of registration. Receipts are required by the instructor prior to taking tests.

Welding Upgrade Test Material Fees:

Test

DPW #1—Uphill 2G and 5G	\$80.00
DPW #1—Downhill 2G and 5G	80.00
DPW #1—Uphill 6G	40.00
DPW #1—Downhill 6G	40.00
DPW #2—2G and 5G	80.00
DPW #3—2G, 3G, and 4G	20.00
DPW #4—2G and 5G	20.00
DPW #5—2G and 5G	80.00

CWB Tests

"F"	\$10.00
"V"	10.00
"O"	30.00

MCA Tests

2G and 5G; 2", 6"	\$100.00
6G; 2", 6"	50.00

Evaluation Tests

DPW #1	\$40.00
DPW #2	40.00
DPW #3	10.00
DPW #4	10.00
DPW #5	40.00

Re-Test Per Position

DPW #1	\$40.00
DPW #2	40.00
DPW #3	10.00
DPW #4	10.00
DPW #5	40.00
CWB "F"	10.00
CWB "V"	10.00
CWB "O"	10.00

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

Stick Electrode Welding Techniques
 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

Technical Programs

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 form, 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 10 weeks for upgraders. The first half-hour of each day is usually devoted to general and/or specific welding theory.

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 Configuration
 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 1983.

Hours: 18:30 to 01:00 hours.

Part-time upgrading is also taught on Saturdays between 08:00 and 14:30 hours.

Additional Cost Estimate: If a student does not already possess all necessary safety equipment and clothing, it will be necessary for the student to purchase these items. For a list see the "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, 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: In addition to the safety clothing outlined above, hazardous hair styles must be confined in a safe manner according to W.C.B. regulations.

FOOD TRADES PROGRAMS—GENERAL

The Hospitality Industry is a vital part of Canadian culture. As that culture becomes more sophisticated, so does its demands for excellent hospitality service. Present day emphasis on leisure-time activities and participation in new experiences, has resulted in food service to the public becoming the second largest industry in North America.

One has only to compare the large number 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 needed to meet current standards.

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

THE FOLLOWING PROGRAMS ARE OFFERED:

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

BAKING — INDUSTRIAL

Industrial baking, an integral part of the entire food and hospitality industry, is growing and expanding at a rate comparable to the other areas. Today's graduates do not need to limit themselves to a neighbourhood bake shop although some can and do open their own small

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

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1013	Theory of Baking and Demonstration 1	2.0
1019	Breads	7.0
1000	Hard Rolls and Sweet Yeast Dough Products	6.0
Level '2'		
2014	Theory of Baking and Demonstration 2	2.0
2025	Pies, Tarts and Cookies	5.0
2291	Puff Pastry, and General Baking	5.0
Level '3'		
3007	Theory of Baking and Demonstration 3	2.0
3011	Cake Baking	3.0
3262	Cake Decorating	7.0
3263	French Pastries	4.0

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: 10 months.

Hours: 07:30 - 14:30 hours.

Additional Cost Estimate: Textbooks \$10.00; Equipment Cost \$10.00; Uniform Deposit \$25.00; a nominal monthly laundry cleaning fee may be charged.

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. regulation.

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

BAKING — OPTIONS

The Baking - Options program allows the student to select training in specialized areas of the baking industry. The length of a student's

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training depends on the specific courses selected out of the total range of courses shown below.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1014	Theory of Baking and Demonstration 1	1.0
1020	Breads	2.0
1188	Hard Rolls; Sweet Yeast Dough Products	2.0
Level '2'		
2015	Theory of Baking and Demonstration 2	1.0
2026	Pies, Tarts, and Cookies	2.0
2298	Puff Pastry and General Baking	2.0
Level '3'		
3008	Theory of Baking and Demonstration 3	0.5
3010	Cake Baking	1.0
3268	Cake Decorating	2.0
3269	French Pastries	1.5

Training Procedure:

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

Specific Entrance Requirements:

Related work experience is a necessary pre-requisite.

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; 5 weeks to 15 weeks.

Hours: 14:30 to 21:30 hours

Additional Cost Estimate: Textbook \$10.00; Tools \$10.00; Uniform Deposit \$25.00; a nominal monthly laundry cleaning fee may be charged.

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

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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
Level '1'		
1015	Theory of Catering	2.0
1222	General Trade Practice	4.0
1223	Baking	2.0
Level '2'		
2011	Sandwiches	2.0
2198	Appetizers	3.0
2199	Cold Buffet	3.0
Level '3'		
3320	Vegetable and Farinaceous Cookery	3.0
3321	Potato and Vegetable Preparation	3.0
3322	Breakfast Cookery and Desserts	3.0
Level '4'		
4128	Stocks and Soups	3.0
4129	Entrees (Moist Cooking) and Sauces	3.0
4130	Entrees (Dry Cooking) and Sauces	3.0
Level '5'		
5000	Fish and Poultry	3.0
5009	Meat Cutting	3.0
5010	Larder	2.0
Level '6'		
6011	Elementary Kitchen Management	1.0
6020	Cold Kitchen (a la Carte)	3.0
6021	Hot Kitchen (a la Carte)	4.0

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

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Department before being accepted.

Length of Program: 12 months.

Hours:

Level 1: 09:00 - 16:00 hours; Level 2: 07:30 - 14:30 hours;

Level 3: 07:00 - 14:00 hours; Level 4: 07:00 - 14:00 hours;

Level 5: 09:00 - 16:00 hours; Level 6: 14:30 - 21:30 hours

Additional Cost Estimate: Textbooks \$55.00; Tools \$65.00; Uniform Deposit \$25.00; a nominal monthly laundry cleaning fee may be charged.

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 — BASIC

The complexity of the food industry demands a great variety of personnel in order to serve the public. While large hotels and exclusive restaurants require fully qualified chefs, they also have a need for well trained cooks to work under the supervision of the chef. A large number of restaurants, resorts, camps, and marine vessels are utilizing convenience foods such as pre-cut meats and prepared packaged vegetables in their operations. Where this is the practice, the person that has been trained specifically in the preparation of these foods will find excellent employment opportunities. For these positions, potential chefs and graduates can anticipate good prospects for advancement as they gain practical experience and continued education.

Program Content:

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

Training Procedure:

Theory, demonstrations, and practical experience are provided in conjunction with an operational Cafeteria. The program covers all

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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 \$55.00; Tools \$65.00; Uniform Deposit \$25.00; a nominal monthly laundry cleaning fee may be charged.

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.

COOKING—CHINESE CUISINE

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

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

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1011	Stir-frying, Pan-frying, Deep-frying, Broiling and Braising 1	2.5
1016	Use of the Wok	0.5
1029	Introduction to Chinese Cuisine Cookery, Utensils and Equipment	1.0
1191	Preparation of Meat, Poultry, Seafood and Vegetables 1	2.0
1192	Preparation and Cooking of Soups and Sauces 1	1.5
1410	Health, Hygiene, and Safety	0.5
Level '2'		
2023	Kitchen Management	1.5
2172	Preparation of Meat, Poultry, Seafood and Vegetables 2	1.5

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2173	Preparation and Cooking of Soups and Sauces 2	1.0
2388	Stir-frying, Pan-frying, Deep-frying, Broiling and Braising 2	1.0
2389	Barbecue Cooking	1.0

Students are trained through theory lessons, demonstrations, and practical experience. The program covers all basic fundamentals of Chinese cookery, and is designed to prepare potential future cooks to enter the Hospitality Industry.

Specific Requirements:

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

Length of Program: 4 months.

Hours: 08:30 to 15:30 hours.

Additional Cost Estimate: Textbook \$6.00; Uniform Deposit \$25.00; Tools \$30.00; a nominal monthly laundry cleaning fee may be charged.

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).

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

- Hair be contained with hair nets, if necessary
- 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 training institutions 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.

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Program Content

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

Training Procedures:

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

Specific Entrance Requirements:

The applicant must submit a satisfactory medical certificate and recent TB skin test report (if 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 07:00 to 14:00 hours

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

Additional Cost Estimate: Textbooks \$12.00.

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 class, to have a white shirt, black tie, black or dark pants, and black shoes. Female students are required to have a white blouse and black skirt.

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,

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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 the willingness to adapt to individual differences, and the ability to accept and master 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:

- they have satisfactorily completed an apprenticeship;
- they are eighteen (18) years of age;
- they have passed the Hairdressing Examination administered by the Hairdressers' Association of British Columbia.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1126	Shampoos, Rinses and Conditioners	1.0
1225	General Trade Practice	1.0
1228	Permanent Waving 1	1.0
1314	Styling 1	2.0
1315	Bacteriology and Sanitation	0.5
1398	Haircolouring 1	0.5
1403	Haircutting 1	2.0
Level '2'		
2213	Scalp Treatments	0.5
2299	Customer Service	0.5
2303	Haircutting 2	1.0
2367	Hair Colouring 2	1.0
2368	Practicum 1	1.0
2378	Hair Structure	0.5
2379	Disorders and Diseases of Hair and Scalp	0.5
2380	Permanent Waving 2	2.0
2381	Styling 2	2.0
Level '3'		
3270	Styling 3	3.0

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3272	Haircutting 3	2.0
3326	Permanent Waving 3	1.0
3327	Hair Colouring 3	1.0
3332	Career Management	1.0
Level '4'		
4132	Facials and Manicures	1.0
4134	Hair Colouring 4	1.5
4135	Anatomy	0.5
4137	Practicum 2	2.0
4138	Haircutting 4	1.5
4139	Styling 4	2.5

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 the 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: 8 months.

Additional Cost Estimate: Textbooks \$45.00; Equipment Cost \$175.00 (required 6 weeks after first day of attendance); Uniforms and Shoes \$50.00.

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

Dress: Closed, comfortable shoes with low heels and non-skid soles, 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. A fee of \$15.00 is payable to the B.C. Hairdressers' Association approximately one month prior to examination.

HAIRDRESSING APPRENTICESHIP YEAR ONE

The Hairdressing Apprenticeship Year One program prepares students to enter the Hairdressing Apprenticeship Year Two program, in addition to developing learned skills which are applied in supervised practise in industry where students will be taught to colour, cut, style, and permanent wave hair.

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Program Content:

Course Number	Course Description	Course Credit
Level '1'		
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	Haircutting 1	0.5
1231	Hair Styling and Design 1	1.0

Training Procedure:

Classroom theory combined with practical skill training in a fully operational hairdressing salon.

Specific Entrance Requirements: The applicant must have been accepted into the Ministry of Labour's Provincial Apprenticeship program and must have been working in a hairdressing salon for at least one year.

Length of Program: 1 month

Hours: 13:00 to 20:00 hours

Additional Cost Estimate: Textbooks \$17.00; students must possess salon tools as per Ministry of Labour checklist.

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

Dress: Closed, comfortable shoes with low heels and non-skid soles, such as white nursing Oxford types, are recommended.

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

HAIRDRESSING APPRENTICESHIP YEAR TWO

The Hairdressing Apprenticeship Year Two program grooms students in the development of the skills of colouring, cutting, styling, and permanent waving hair.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
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	Haircutting 2	0.5
1237	Hair Styling and Design 2	1.0

Service Programs

Training Procedure:

Classroom theory combined with practical skill training in a fully operational hairdressing salon.

Specific Entrance Requirements:

The applicant must have been accepted into the Ministry of Labour's Provincial Apprenticeship program and must have been working in a hairdressing salon for at least two years, or have successfully completed a seven month pre-employment training program.

Length of Program: 1 month.

Hours: 13:00 to 20:00 hours.

Additional Cost Estimate: Textbooks \$17.00; students must possess salon tools as per Ministry of Labour checklist.

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

Dress: Closed, comfortable shoes with low heels and non-skid soles, such as white nursing Oxford types, are recommended.

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

JUNIOR TRAVEL AGENT

The Junior Travel Agent program is an intensive one which provides students with the opportunity to build up their skills through practical exercises, roleplays, and presentations in a simulated employment environment. Throughout the program students perform the duties of a junior travel agent, enabling them to develop a professional manner as employees.

The program, which is supported by the alliance of Canadian Travel Associations — B.C. Chapter, and the Canadian Institute of Travel Counsellors — B.C., gives six months credit towards writing the Certified Travel Counsellor (C.T.C.) examination.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
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
Level '2'		
2214	Geography	1.0
2215	Office Procedures	1.0
2216	Domestic Air	3.0
Level '3'		
3161	Ancillary Services	2.5
3162	Practicum	1.0

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3163	Package Tours	1.0
3164	Sales and Service	1.5
3165	Reinforcement Module	1.0

Training Procedure:

Classroom instruction in a simulated employment environment.

Specific Entrance Requirements:

The required level of performance must be attained in the following three tests:

	Required Performance
A 20 minute, multiple choice test on North American Geography	15/20
A 20 minute math test	12/16
A typing test	speed: 20w.p.m. net

Length of Program: 14 weeks

Hours: Available on part-time during the day.

Additional Cost Estimate: \$25.00 for text and materials.

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

Examinations: Continuous evaluations are made throughout the program.

MENS' HAIRSTYLING

Today's successful mens' hairstylist needs vastly different skills than those needed ten or even five years ago. Current styles have created a demand for professional hairstylists who are not only proficient in the skills of haircutting, shaving, and massage, but who have the perception and creativity to customize their work to meet the personal grooming needs and desires of a wide variety of clients.

These skills are developed through an intensive period of instruction and practice followed by experience. The Mens' hairstyling program is designed to equip the student with the necessary skills and knowledge to enter into the nine month apprenticeship. The graduate of this program who has perfected these skills, and who also has the social manner to attract customers, can anticipate good employment opportunities with the possibility of self-employment.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1124	Service Management 1	0.5
1133	Bacteriology and Sanitation	1.0
1131	Tools	0.5
1125	Shampoo	1.5
1123	Scalp Treatments 1	0.5
1140	Haircutting 1	3.5
1144	Blow-Waving 1	0.5

Service Programs

1127	Shaving 1	1.0
1137	Facials and Massage 1	1.0
Level '2'		
2109	Service Management 2	0.5
2108	Scalp Treatments 2	0.5
2126	Haircutting 2	3.5
2118	Blow-Waving 2	1.0
2110	Shaving 2	1.5
2122	Facials and Massage 2	1.0
2112	Skin and Scalp Diseases	1.0
2128	Hairstyling 1	0.5
2364	Permanent Waving 1	0.5

Level '3'

3059	Service Management 3	0.5
3072	Hairstyling 2	4.5
4028	Permanent Waving 2	1.5
3064	Blow-Drying 1	0.5
3066	Curling Irons 1	0.5
3071	Hair Structure and Chemistry	1.0
3069	Hair Colouring 1	1.0
3067	Electricity and Light Therapy	0.5

Level '4'

4027	Hairstyling 3	3.5
4131	Permanent Waving 3	1.5
4024	Hair Colouring 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 \$41.00; Tool Deposit \$25.00; Uniform and Tool Kit \$185.00.

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

Dress: Dress pants or skirt, and closed leather shoes with low heels are required.

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

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 a number of work orders, sufficient to give a continuous-run operation, received from external agencies.

Program Content:

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

Training Procedure:

Instruction and demonstration leading explicitly to practical production work.

Length of Program: 8 weeks.

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

Additional Cost Estimate: Tools \$22.00.

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

SECURITY OFFICER

This program is intended for people who are planning employment in the security industry, and provides an opportunity for development of the basic skills and knowledge that newly recruited security personnel require for the performance of their jobs.

Program Content:

Course Number	Course Description	Course Credit
Level '1A'		
1336	Professionalism and the Security Officer	1.0
1337	Access Control and Patrolling	1.0
1338	Fire Prevention and Building Safety	0.5
Level '1B'		
1336	Professionalism and the Security Officer	1.0

1338	Fire Prevention and Building Safety	0.5
1339	Retail Security	1.0

Training Procedure:

Classroom theory combined with guest instructors and field trips which provide practical contact with actual security situations.

Specific Entrance Requirements:

The applicant may be expected to satisfy the requirements of current federal and provincial legislation relating to employment in the security field, for example, being required to be licensed, be bonded, pass a medical examination, have a three-year residency requirement, be 19 years or age, etc.

Length of Program: 3 weeks.

Hours: Available on part time during the day.

Additional Cost Estimate: \$25.00 for text and materials.

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

Examinations: Continuous evaluations are made throughout the program.

SHOE REPAIR

Since people consider their footwear essential for protection, health, comfort, and appearance, the shoe repair trade has been vital to man through untold generations.

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 program go into manufacturing, while others go into operating shoe repair shops as employees or as shop owners.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1212	Men's Heel Bases	2.0
1213	Men's Heel Lifts	2.0
Level '2'		
2184	Machinery 1	1.0
2185	Men's Shoes 1	3.0
2186	Men's Shoes 2	3.0
2187	Men's Boots 1	3.0
2188	Women's Shoes 1	2.0
Level '3'		
3137	Machinery 2	1.0
3138	Men's Shoes 3	3.0

Service Programs

3139	Men's Boots 2	3.0
3140	Women's Shoes 2	3.0
3141	Uppers 1	1.5
Level '4'		
4043	Machinery 3	1.0
4044	Men's Shoes 4	3.0
4045	Women's Shoes 3	3.0
4046	Uppers 2	2.0
4047	Career Management	3.0

Training Procedure:

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

Length of Program: 9 months.

Hours: 08:00 to 15:30 hours.

Additional Cost Estimate: Textbooks \$25.00.

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

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

Tools: The College provides all necessary tools.

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

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 and the passing of the Hairdresser's Association of B.C. examination, the student will receive a license issued by the above association.

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 a willingness to adapt to individual differences.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
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

Service Programs

Level '2'		
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 System	0.5
2283	Facial Treatment 2	2.5
2284	Skin and Skin Disorders	1.0
2285	Basic Make-Up	0.5
Level '3'		
3002	Small Business Management	1.0
3061	Specialized Treatments	1.0
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: 17 weeks.

Additional Cost Estimate: Textbooks \$31.00; Tools, etc. \$150.00; Uniform and Shoes \$70.00.

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

Dress: White uniform.

SKIN CARE — ADVANCED (ESTHETICS)

Upon successful completion of this program, graduates are prepared for employment as qualified estheticians, cosmetic company representatives, cosmetic demonstrators, and make-up artists.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1193	Orientation	0.5
1194	Physiology — Histology	1.0
1196	Aromatherapy — Herbs	0.5
1287	Electrolysis — Pilithermology	2.0
Level '2'		
2174	Safety Precautions or Awareness	0.5
2286	Electrotherapy 1	2.5
2287	Cellulite Treatments	1.0

Level '3'

3133	Muscle—Toning	1.0
3135	Facial Treatments with the Aid of Machines	1.0
3136	Professional Trade Application	0.5
3255	Skin Analysis — Enemies of the Skin	0.5
3256	Electrotherapy 2	1.0

Specific Entrance Requirements:

The applicant must possess a Special Beauty license issued by the Hairdressing Association of British Columbia. 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: 3 months.

Hours: Available on a part time basis.

Additional Cost Estimate: \$50.00 for text and materials.

Dress: White uniform.

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: the individual should like to draw, should 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: Books and Supplies \$155.00.

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-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 and structural or civil engineering, as well as with private, municipal, provincial, or federal organizations. A keen interest in all aspects of the engineering, architectural, and construction world is essential to the effective designing of bridges, roads, buildings, and industrial plants.

Program Content:

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

Industrial Programs

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 or architectural 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 of both drafting techniques and design fundamentals, so that they can function productively in architectural, process piping, and materials handling drafting offices.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1224	Introduction to Drafting	6.0
1084	Introduction to Working Drawings	4.0
Level '2'		
2200	Introduction to Architectural Drafting and Technology	3.0
2201	Residential Working Drawings	5.0
2202	Perspective and Rendering	1.0
2203	Commercial Architectural Drafting and Technology	5.0
Level '3'		
3145	Process Flow Diagrams	2.0
3146	Process Piping Drafting, Part 1	3.0
3147	Process Piping Drafting, Part 2	3.0
3148	Service Piping	1.0
3149	Piping Isometrics and Spool Drawings	2.0
Level '4'		
4061	Site Layout	1.0
4062	Sorting Equipment	1.0

Industrial Programs

4063	Transfer Decks	2.0
4064	Drag Chain Conveyors	2.0
4065	Plant Arrangement Drawings	2.0
4066	Belt and Screw Conveyors	3.0
4067	Hoppers and Chutes	2.0

Length of Program: 11 months.

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

DRAFTING—ARCHITECTURAL AND STRUCTURAL STEEL

The steel design detailer plays a vital role in the steel building process. The graduate of this program may seek employment locally, or anywhere in North America.

Along with drafting skills, the program provides the student with a sound knowledge of building technology, steel structures and their components, with a view of 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
Level '1'		
1224	Introduction to Drafting	6.0
1084	Introduction to Working Drawings	4.0
Level '2'		
2200	Introduction to Architectural Drafting and Technology	3.0
2201	Residential Working Drawings	5.0
2202	Perspective and Rendering	1.0
2203	Commercial Architectural Drafting and Technology	5.0
Level '3'		
3154	Beam and Column Framing	4.0
3155	Math Tables and Calculations	2.0
3156	Sloping Members	4.0
3157	Complex Framing	2.0
Level '4'		
4049	Storage Tanks	1.5
4050	Chutes and Hoppers	1.5
4051	Detailing Bents and Towers	2.0
4052	Truss Detailing	2.0
4053	Conveyor Systems	3.0
4054	Bridge Detailing	2.0

Training Procedure:

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

Length of Program: 11 months.

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

ELECTRICITY AND INDUSTRIAL ELECTRONICS

Electricians are in demand in most industries throughout British Columbia. They may be employed with a construction firm, a chemical plant, an airline, a public utility, or an industrial installation company handling elevators or heavy lift equipment, or they may find employment as a representative in sales with a wholesale electrical supply firm. Graduates may commence an apprenticeship program after receiving time and money credits for the time spent in the V.V.I. training program. The potential student for this training should have a background in Mathematics and Physics, or extensive courses with accompanying good marks in Electricity, Electronics, and Industrial Science. This program is a combination of theory followed by extensive laboratory work where the theory is applied. Students should be prepared to spend a considerable number of hours each week in home study.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1404	Fundamentals of Electricity	4.0
1405	Fundamentals of Magnetism	1.0
Level '2'		
2382	Wiring Materials	1.0
2383	Wiring Methods	2.5
2384	Canadian Electrical Code and B.C. Amendments	1.5
Level '3'		
3333	Direct Current Machine Principles	2.0
3334	Applications of Direct Current Machine Principles	3.0
Level '4'		
4140	Single-Phase Principles	5.0
4141	Polyphase Principles	4.0
Level '5'		
5032	Alternating Current Machines	4.0
5033	Transformers	2.0

Level '6'

6023	Magnetic Control	5.0
6024	Principles of Static Devices	2.0
6025	Static Control	3.0

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

Extended Day - 12:00 to 19:00 hours or 15:00 to 22:00 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.

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

ELECTRONICS PROGRAMS — GENERAL

THE PROGRAMS OFFERED ARE:

Electronics - Basic
Electronics Technician
Computer Electronics

ELECTRONICS — BASIC

Graduates will be prepared for employment installing, maintaining, and repairing a variety of electronic equipment. Employment opportunities are available in organizations dealing with such equipment as business machines, elevators, telephone and intercom systems, burglar and fire alarm systems, etc.

This program is the prerequisite for the Electronics Technician and Computer Electronics Programs.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1345	Direct Current (DC) Circuit Analysis	2.5
1164	Alternating Current (AC) Basics	2.0
1346	Semiconductor Devices	2.0

Industrial Programs

1172	Power Supplies	2.0
Level '2'		
2150	Bipolar Small Signal Amplifiers	3.0
2331	Vacuum Tube/FET Small Signal Amplifiers	1.5
2370	Operational Amplifiers	3.0
2371	Power Amplifiers and Power Control	1.0
Level '3'		
3330	Digital Electronics	4.0
3331	Microprocessors	4.0

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 theoretical concepts, develop hand skills, and provide familiarity with a variety of electronic equipment and apparatus.

Length of Program: 6 months.

Hours: 08:00 to 15:00 hours.

Additional Cost Estimate: Textbooks \$75.00; Tools \$85.00; and supplies \$15.00.

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 hairstyles must be confined according to W.C.B. regulations.

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

ELECTRONICS TECHNICIAN

The Electronics Technician installs and maintains industrial, business, medical, and data processing equipment. Employers may be telephone companies, railroads, manufacturers, airlines, government agencies, radio and TV stations, computer service organizations, hospitals, cable-TV companies, universities, sales organizations, and local electronic repair shops.

This work is usually the "field service" type and consists of the maintenance and installation of complex electronic and electro-mechanical equipment.

The Electronics Technician must have good mechanical skills and a logical approach to problem solving.

Entry into the six month Electronics Technician program is dependent on the successful completion of the Electronics-Basic program or equivalent.

Industrial Programs

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
3299	Multivibrators	2.0
4113	Resonance and Radio Frequency (RF) Amplifiers	1.0
4114	Oscillators	2.0
4115	Telephone Carrier Systems	3.5
Level '2'		
9006	Amplitude Modulation (AM) Radio	3.0
5017	Frequency Modulation (FM) Radio	1.5
5018	Antennas and Transmission Lines	0.5
5019	Video	3.5
Level '3'		
6015	Very High Frequency (VHF) Communications	3.5
6066	Single Side Band (SSB) Communications	3.0
3337	Microwave and Aviation Electronics	1.5

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 theoretical concepts, develop hand skills, and provide familiarity with a variety of electronic equipment and apparatus.

Length of Program: 6 months.

Hours: 08:00 to 15:00 hours.

Additional Cost Estimate: Textbooks \$80.00 and Tools \$95.00. Graduates from the Electronics - Basic program will need only \$27.00 for books and supplies.

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.

COMPUTER ELECTRONICS

A technician in the Computer Electronics field installs, maintains, and repairs, computer based systems and peripherals. Employers may be computer service organizations, manufacturers, sales organizations, telephone companies, railroads, airlines, government agencies, universities, hospitals, and local personal computer stores.

The work is usually "field service" type and consists of trouble shooting, repair and adjustment of computer systems and peripherals such as disc drives, video terminals, printers, and modems.

A technician in this field must have good mechanical skills, the ability to give close attention to detail for extended periods of time, and the ability to accept and deal with unexpected complex problems.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1401	6800/6502 Based Microprocessors	6.0
1402	Z-80/8080 Based Microprocessors	4.0
Level '2'		
2372	Control of Servos (Robotics)	3.5
2373	Video Display Terminals	3.0
2374	Hardcopy Terminals and Line Printers	2.0
2375	Mass Storage Devices	1.5
2376	Personal Computers	3.0
2377	Mini-Computers	2.0

Training Procedure:

Classroom activity consists of lectures, demonstrations, audio/visual presentations, and exercises. These provide the theoretical concepts of "computer control", and acquaint the student with the relationship of hardware and software. Handskills and troubleshooting are taught on a practical level through the use of projects such as the construction of a microcomputer system.

Specific Entrance Requirements:

Entry into the six month Computer Electronics program is dependant on successful completion of the Electronics - Basic program or equivalent.

Length of Program: 6 months.

Hours: 08:00 to 15:00 hours.

Additional Cost Estimate: Textbooks \$75.00 and Tools \$105.00. Graduates from the Electronics - Basic program will need only \$27.00 for books and supplies.

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.

BUSINESS PROGRAMS

The world of business offers many varied and diverse employment opportunities to people with commercial skills and aptitudes. There is some overlapping 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.

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.

Applicants may have the equivalent knowledge and skills for some courses as a result of previous training and/or experience. If applicants have an appropriate background, they may enter directly into the second or third levels of their program.

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 with not only a sound background in the principles of accounting but also 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.

Two program options, the MAINSTREAM option and the A-STREAM option are available to Accounting students. The MAINSTREAM option offers more advanced accounting skills training than the A-STREAM option. The A-STREAM option delivers accounting skills training but emphasizes the attainment of the intermediate level typing skills.

Program Content:

Course Number	Course Description	Course Credit
MAINSTREAM AND A-STREAM		
Level '1'		
1161	Typing 1	2.0
1146	Business Communications 1	2.0
1147	Business Communications 2	2.0
1149	Business Mathematics 1	2.0
1148	Business Machines 1	2.0
1324	Bookkeeping/Introduction to Accounting	4.0
MAINSTREAM Level '2'		
2132	Business Math and Machines 2	2.0
9030	Fundamental Accounting Principles 1	4.0
2312	Office Records Management	4.0
A-STREAM Level '2'		
2132	Business Math and Machines 2	2.0
1162	Typing 2	3.0
2313	Introduction to Data and Word Processing Concepts	1.0
2312	Office Records Management	4.0
MAINSTREAM Level '3'		
3295	Fundamental Accounting Principles 2	4.0
3080	Business Mathematics 3	2.0
3078	Business Communications 3	2.0
3079	Business Law	3.0
9003	Payroll and Legislation	2.0
3087	Introduction to Data Processing	3.0
A-STREAM Level '3'		
9030	Fundamental Accounting Principles 1	4.0
3080	Business Mathematics 3	2.0
3078	Business Communications 3	2.0
3079	Business Law	3.0
9003	Payroll and Legislation	2.0

3087 Introduction to Data Processing 3.0

Length of Program: 10 months.

Hours: 08:00 to 15:00 hours.

Additional Cost Estimate: Textbooks \$150.00.

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

Examinations: The student's progress is examined on a regular basis by examination and assessment of practical assignments.

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.

Two program options, the MAINSTREAM option and the A-STREAM option are available to Bookkeeping students. The MAINSTREAM option offers bookkeeping and introductory accounting skills training. The A-STREAM option delivers bookkeeping skills training and emphasizes the attainment of intermediate level typing skills.

Program Content:

Course Number	Course Description	Course Credit
MAINSTREAM AND A-STREAM		
Level '1'		
1161	Typing 1	2.0
1146	Business Communications 1	2.0
1147	Business Communications 2	2.0
1149	Business Mathematics 1	2.0
1148	Business Machines 1	2.0
1324	Bookkeeping/Introduction to Accounting	4.0
MAINSTREAM Level '2'		
2132	Business Math and Machines 2	2.0
9030	Fundamental Accounting Principles 1	4.0
2312	Office Records Management	4.0
A-STREAM Level '2'		
2132	Business Math and Machines 2	2.0
1162	Typing 2	3.0
2313	Introduction to Data and Word Processing Concepts	1.0
2312	Office Records Management	4.0

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: The student's progress is examined on a regular basis by examination and assessment of practical assignments.

CLERK-TYPIST

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

Program Content:

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

Length of Program: 6 months.

Hours: 08:00 to 15:00 hours or 10:00 to 17:00 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: The student's progress is examined on a regular basis by examination and assessment of practical assignments.

LEGAL STENOGRAPHER

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

Program Content:

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

Training Procedure:

This is a continuous intake program where each student progresses independently, and is tested when ready to advance into the next course in the program. As part of the training, students may be placed on practicum with employers to obtain practical office experience. Field trips and guest speakers are frequently used to supplement the regular training process.

Length of Program: 12 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: The student's progress is examined on a regular basis by examination and assessment of practical assignments.

SECRETARIAL PROGRAM

There are many job opportunities for highly skilled secretaries in business, government, and industry. Secretaries must possess

decision-making skills and be able to take initiative and exercise judgment in order to fulfill their position as part of the management team.

The objective of the secretarial program is to provide students with comprehensive training in business procedures and communications, and to develop the skills and abilities required to enable the graduates to progress to senior secretarial positions.

As part of their training, students are placed in various business offices for one week of practical, on-the-job experience.

Program Content:

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

Training Procedure:

This is a continuous intake program where each student progresses independently, and is tested when ready to advance into the next course in the program. As part of the training, students may be placed on practicum with employers to obtain practical office experience. Field trips and guest speakers are frequently used to supplement the regular training process.

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.

Examinations: The student's progress is examined on a regular basis by examination and assessment of practical assignments.

WORD PROCESSING OPERATOR

A dramatic change in the traditional structure of the office, its equipment, and procedures has occurred in order to meet the communication needs of the modern office. This has created new and exciting career opportunities, one of which is word processing.

The objective of this program is to provide the student with an understanding of word processing concepts and how they fit into information processing; in addition to hands-on training on sophisticated word processing equipment. Emphasis will be placed on the acquisition of production typing and English skills, both of which are essential for the word processing operator.

As part of their training, students are placed in various offices for one week of practical, related experience.

Graduates of this program will find employment opportunities in business, industry, and government.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1269	Introduction to Word Processing	3.0
1270	Communications for Word Processing	2.0
1379	Machine Transcription for Word Processing	2.0
Level '2'		
2248	Word Processing Theory and Concepts	2.0
2249	Word Processing Applications (Record and Playback)	3.0
2250	Advanced Word Processing Applications	5.0

Training Procedure:

This is a continuous intake program where each student progresses independently, and is tested when ready to advance into the next course in the program. As part of the training, students may be placed on practicum with employers to obtain practical office experience. Field trips and guest speakers are frequently used to supplement the regular training process. The training will be on sophisticated word processing systems such as A.E.S. Plus and Wang. 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: A required 50 w.p.m. typing speed and 20 w.p.m. transcription speed, in addition to one of the following:

Grade 12

2 years office experience

a Clerk Typist Certificate

or an equivalent certificate.

Length of Program: 4 months (17 weeks).

Hours: 09:00 to 16:00 hours or 15:00 to 22:00 hours.

Additional Cost Estimate: Textbooks and supplies \$50.00.

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/COMMERCIAL 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 is essential for success.
- 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 the choice.

Although these programs train for specific skill areas, the program can be adapted since 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 programs 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 and work with people may prove a definite asset.

DATA ENTRY OPERATOR PROGRAM

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

Program Content:

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

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 Registration Services.

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 and 15:00 to 22:00 hours.

Additional Cost Estimate: Textbooks and supplies \$50.00.

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

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skills and knowledge of basic body systems, basic medical terminology, the ability to interact effectively between patients, visitors and medical staff as well as act as the clerical and receptionist person on medical wards.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1145	Basic Anatomy and Physiology and Medical Terminology 1	0.5
1157	Pharmacology 1	0.5
1357	Orientation to Health Care	3.0
Level '2'		
2342	Basic Anatomy and Physiology and Medical Terminology 2	1.0
2140	Pharmacology 2	1.0
2343	Hospital Records	1.5
2344	Admissions, Transfers and Discharges	1.5
2345	Transcription of Physicians' Orders 1	3.0
Level '3'		
3077	Basic Anatomy and Physiology and Medical Terminology 3	1.0
3086	Human Relation Skills	1.0
3097	Pharmacology 3	0.5
3305	Transcription of Physicians' Orders 2	3.5
9024	Safety Oriented First Aid	0.5
3085	Hospital Emergency Procedures	0.5
3304	Communication with Service Departments	1.0
Level '4'		
4118	Medical Nursing Ward Practicum	2.0
4119	Surgical Nursing Ward Practicum	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 a typing speed of at least 25 w.p.m. with no more than five errors.

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.

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Additional Cost Estimate: On the first day of attendance the student is expected to be prepared to meet the following costs: \$75.00, 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.

Program Content:

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

Program Requirements:

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: 08:00 to 15:00 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 Workers' Compensation Board of B.C. leading to Certification as an Industrial First Aid Attendant. In order to become licensed it is necessary to contact the Workers' Compensation Board, in person, to obtain the necessary application and medical forms.

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, to be familiar with standards, procedures, and controls of the data processing environment, to be able to readily interpret work specifications set out by the systems analyst.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1289	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
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: 07:00 to 14:00, 12:00 to 19:00 and 17:00 to 22:00 hours.

Additional Cost Estimate: \$100.00 for textbooks and supplies.

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
Level '1'		
1146	Business Communications 1	2.0
1350	Mathematics - MOA	1.0
1159	Recordkeeping	3.0
1161	Typing 1	2.0
1351	Business Machines MOA	1.0
Level '2'		
1147	Business Communications 2	2.0
1162	Typing 2	3.0
2127	Medical Bookkeeping	1.5
2338	Anatomy, Physiology, Terms and Disease Process	4.0
Level '3'		
2146	Typing 3	4.0
2137	Machine Transcription 1	2.0
3233	Medical Billing	2.0
Level '4'		
9004	Medical Transcription 1—Histories/Consults	2.0
4116	Medical Clinical Practices	5.0
3232	Medical Office Practices	5.0
3221	Standard First Aid and C.P.R.	1.5

Training Procedure:

Business Career classroom training is integrated with training in the Health Section and includes lectures, demonstrations, and discussions, field trips, and a 10 day long orientation in a medical office.

Length of Program: 10 months.

Hours: 08:00 to 15:00.

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 of medical records, reports, and correspondence from dictation equip-

ment. However, some positions offer a variety of tasks other than transcription. It is very exacting work and complete accuracy is mandatory. To be successful in the field, the Medical Transcriptionist must have excellent machine transcription skills, an extensive knowledge of lay and medical vocabulary, and the ability to pay close attention to detail for extended periods of time. The responsible nature of this work leads to above-average salaries for stenographic work.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1161	Typing 1	2.0
1162	Typing 2	3.0
1146	Business Communications 1	2.0
1147	Business Communications 2	2.0
9005	Basic Medical Terminology: Anatomy, Physiology, and Disease Process	3.0
Level '2'		
2146	Typing 3	4.0
2137	Machine Transcription 1	2.0
Level '3'		
3278	Integumentary/Mammary System	1.5
3279	Musculoskeletal System	1.5
3280	Cardiovascular, Hemic and Lymphatic Systems	1.5
3282	Genitourinary System	1.5
3283	Endocrine System	1.5
3281	Digestive and Respiratory Systems	1.5
3284	Nervous System	1.5
3114	Special Senses (Eye and Ear)	1.5
9004	Medical Transcription I - Histories/Consults	2.0
3285	Medical Transcription II - Specialities	2.0
3286	Medical Transcription III - Hospital	2.0
3287	Medical Transcription IV - Hospital/Speciality	2.0
3288	Word Processing Introduction	1.0
3289	Medical Word Processing Applications	1.0
3290	Stenography/Transcription/Word Processing 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 and hence to provide the student with skills and a comprehensive knowledge of the field out of which creative decisions can be taken for particular sales situations.

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

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1375	Marketing Fundamentals	3.0
1376	Business Economics	2.0
1377	Psychology of Salesmanship	2.5
1378	Introduction to Data Processing	0.5
Level '2'		
2131	Advertising and Sales Promotion	2.0
2134	Financial Management	1.5
2142	Psychology of Management	3.0
2362	Business Law	1.5
2363	Marketing Research	4.0

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: 08:00 to 15:00 or 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

Graduates will be capable of performing routine reception and chair-side assisting duties, as well as designated intra-oral procedures which will allow them to be licensed by the College of Dental Surgeons of British Columbia.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
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
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 Behaviour 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 13:00 to 20:00.

Additional Cost Estimate: \$250.00 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 Assistant Program's Basic and Intra-Oral sections with the exception of observation in a dental office and a dental assisting program.

Students entering the upgrading program with reception or specialty experience should arrange for ongoing practice in general chairside assisting duties while enrolled in the program.

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
Level '1'		
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
Level '2'		
2019	Dental Radiology	2.0
2021	Practice Management	1.0
2022	Dental Laboratory Procedures	1.0

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2024	Nutrition	1.0
2107	Pharmacology	1.0
2028	Emergencies: Prevention and Management	0.5
Level '3'		
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
Level '4'		
4008	Pre-Clinical Intra-oral	1.5
4009	Clinical Intra-oral	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 working 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 RECEPTIONIST

This program is offered on a full-time and part-time basis and trains students in communication, time management, and business skills as related to dental office reception.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1204	Head and Neck Anatomy	2.0
1331	Interpersonal Communication Skills 1	1.0
1332	Dental Knowledge 1	0.5
1180	Dental Health Education 1	1.0
1333	Records Management 1	1.0
1334	Telephone Communications	1.0
9010	Standard First Aid	1.0
1335	Office Environment 1	0.5
1161	Typing 1	2.0
Level '2'		
2315	Appointment Control	1.0
2316	Operation and Maintenance of Office Machines	1.0
2317	Written Communications	1.5
2318	Records Management 2	2.5

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2319	Dental Knowledge 2	1.0
2320	Time Management	1.5
2313	Introduction to Data and Word Processing Concepts	1.0
2321	Computers in Dentistry	1.0
2322	Office Environment 2	0.5
2323	Interpersonal Communication Skills 2	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: 22 weeks.

Additional Cost Estimate: \$50.00 for texts and materials.

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

DENTAL TECHNICIAN

The Dental Technician pre-employment program is twelve months long and prepares graduates to enter employment for further on the job training in Dental Laboratories following a period of indenture-ship. Tradesmens' examinations will be conducted by the Dental Technicians' Board of British Columbia prior to licensing. Given space, the student may enter the program at the beginning of any one of the five levels.

A student may seek employment in the field as a laboratory assistant after completing one or more of the levels.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
1367	Complete Dentures Theory 1	1.0
1368	Complete Dentures Lab 1	2.5
1369	Complete Dentures Theory 2	1.0
1370	Complete Dentures Lab 2	2.0
1371	Complete Dentures Theory 3	0.5
1372	Complete Dentures Lab 3	1.5
1373	Complete Dentures Theory 4	1.0
1374	Complete Dentures Lab 4	3.0
Level '2'		
2356	Partial Dentures Theory 1	1.0
2357	Partial Dentures Lab 1	2.5
2358	Partial Dentures Theory 2	1.0
2359	Partial Dentures Lab 2	3.0
2360	Partial Dentures Theory 3	1.5

Business and Health Programs

2361	Partial Dentures Lab 3	3.5
Level '3'		
3314	Crown and Bridge Theory 1	1.0
3315	Crown and Bridge Lab 1	2.5
3316	Crown and Bridge Theory 2	1.0
3317	Crown and Bridge Lab 2	3.0
3318	Crown and Bridge Theory 3	1.5
3319	Crown and Bridge Lab 3	3.5
Level '4'		
4124	Ceramics Theory 1	1.0
4125	Ceramics Lab 1	3.0
4126	Ceramics Theory 2	0.5
4127	Ceramics Lab 2	1.5
Level '5'		
5027	Orthodontics Theory 1	1.0
5028	Orthodontics Lab 1	2.0
5029	Orthodontics Theory 2	1.0
5030	Orthodontics Lab 2	2.0

Training Procedure:

Theory, demonstrations and lab assignments are carried out on practical models. Facilities include a well equipped dental laboratory-classroom which approximates working conditions within a learning environment. Dental Mechanic Levels 3 and 4 will carry out intra-oral procedures on patients in the dental clinic.

Length of Program: 12 months.

Hours: 08:00 to 15:00 hours.

Additional Cost Estimate: Textbooks \$75.00; Tool Deposit \$25.00. THE STUDENTS MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

Dress: Students are provided with lab coats, on loan.

Long hair should be tied back, contact lenses are discouraged, and jewelry and rings may not be worn for safety reasons. Safety glasses and dust masks are provided.

Evaluations: Each practical assignment is individually evaluated. There are review and final theory examinations. A College certificate is given upon successful completion of all five levels.

DENTAL TECHNICIAN/MECHANIC APPRENTICESHIP

The Dental Technician/Mechanic Programs are designed to provide technical training to apprentices employed in each of the two areas. Each apprentice will be required to attend four levels of training approximately twelve months apart.

The first two levels are common to both and are of four weeks duration. The Dental Technician Levels 3 and 4 are also four weeks long.

Business and Health Programs

The Dental Mechanic Levels 3 and 4 are of six weeks duration.

The Apprenticeship Branch of the Ministry of Labour monitors the student's progress and notifies the apprentice when to attend each level of training. Upon successful completion of the fourth level, the Dental Technician's Board of British Columbia conducts qualifying exams prior to licensing.

Program Content:

Course Number	Course Description	Course Credit
Dental Technician/Mechanic Apprenticeship Programs (Common Core):		
Level '1'—Dental Technician/Mechanic Apprenticeship 1A (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 Dentures	1.0

Dental Technician Apprenticeship Program:

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 Bridge	1.5
4100	Removable Partial Dentures	1.0

Dental Mechanic Apprenticeship Program:

Level '3'—Dental Mechanic Apprenticeship III (6 weeks)		
3193	Complete Dentures Lab 3	1.5
3194	Intra-Oral Procedures Clinic 1	3.0
3195	Complete Dentures Theory 1	1.0
9024	First Aid (S.O.F.A.)	0.5
Level '4'—Dental Mechanic Apprenticeship IV (6 weeks)		
4096	Complete Dentures Lab 4	2.0
4097	Intra-Oral Procedures Clinic 2	3.0
4098	Complete Dentures Theory 2	1.0

Training Procedure:

Theory, demonstrations and lab assignments are carried out on practical models. Facilities include a well equipped dental laboratory-classroom which approximates working conditions within a learning environment. Dental Mechanic Levels 3 and 4 will carry out intra-oral procedures on patients in the dental clinic.

Hours: 12:00 to 18:50 hours.

For Enrolment: Apply to the Apprenticeship Branch, B.C. Ministry of Labour.

Business and Health Programs

Additional Cost Estimate: Textbooks \$75.00; Tool Deposit \$25.00. THE STUDENTS MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

Dress: Students are provided with lab coats, on loan. Long hair should be tied back, contact lenses are discouraged, and jewelry and rings must not be worn for safety reasons. Safety glasses and dust masks 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, PRACTICAL NURSE, OR NURSING 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. A person choosing one of 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.

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
Level '1'		
1342	Resident Centered Care Theory 1	2.0
1343	Resident Centered Care Skills 1	2.5

Business and Health Programs

1344	Communication Skills 1	0.5
Level '2'		
2328	Resident Centered Care Theory 2	1.5
2329	Resident Centered Care Skills 2	3.0
2330	Communication Skills 2	1.0
9026	Safety Oriented First Aid	0.5
Level '3'		
3296	Resident Centered Care Theory 3	1.0
3297	Resident Centered Care Skills 3	4.5
3298	Communication Skills 3	0.5

Length of Program: 4 months.

Program Requirements:

The applicant must submit a satisfactory medical certificate, immunization 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.

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, \$9.00 for a graduation pin, as well as transportation costs to and from various health agencies in the Lower Mainland. Information will be given on arrival regarding the program standards concerning 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.

PRACTICAL NURSING/ NURSING ORDERLY

Today, the work of the Practical Nurse or Nursing Orderly is personal patient care in a hospital setting. The Practical Nurse or Nursing Orderly 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,

Business and Health Programs

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 or nursing orderly may be licensed by the Council of Practical Nurses of British Columbia as authorized by the Nurses (Practical) Act of British Columbia and the Regulations under the Act.

Program Content:

Course Number	Course Description	Course Credit
Level '1'		
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
Level '2'		
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
Level '3'		
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 irregular hours in hospitals during training.

Specific Entrance Requirements:

The applicant must submit a satisfactory medical certificate, immunization 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. A valid first aid certificate would be an asset.

Scholarships and Bursaries

Length of Program: 10 months.

General Information: 3 months of intensive theory with practice concentrated in the laboratory setting and some integrated clinical experience is 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 students are required to provide their own transportation.

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 accordingly to hospital scheduling, including afternoon and evening work.

Additional Cost Estimate: Textbooks \$150.00; \$40.00 for duty shoes; Pin before graduation \$11.00; and \$50.00 to \$60.00 for a uniform.

During the hospital training period, additional expenses will be incurred for incidental items, transportation costs to the various hospitals, etc. Information regarding the purchase of a uniform will be given during the first week of the course.

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

Dress: A good grade of hospital shoes will be required before entering hospital training.

Examinations: Frequent examinations take place throughout the program. College exams are held at the end of each level. 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 and is subject to change.)

AWARDS, SCHOLARSHIPS, AND BURSARIES

Listed below are those Awards, Bursaries, and Scholarship which relate directly to Vancouver Vocational Institute students. Various other Awards, Bursaries and Scholarships donated by industry, unions, trade associations, community organizations, and individuals, are available to students upon application. A booklet listing these awards is available in each department, the Library, and the Counseling Department. PLEASE DIRECT ALL INQUIRIES TO THE COUNSELLING DEPARTMENT.

The American Society for Metals—\$150.00 annual book prize for Machinists and Welders.

Scholarships and Bursaries

The B.C. Telephone Company—two, \$200.00 awards for highest overall performing students.

The Credit Union Foundation of British Columbia—\$400.00 bursary for financial hardship.

The D.H. Goard Trust Fund—one annual award.

Edelweiss Credit Union—two, \$250.00 bursaries to relatives of members.

Executive Women's International—bursary for a woman in a Business Program.

The Native Indian Service Council Award—\$50.00 award for a native student.

The M.C. Robinson and Donald Buckland Memorial Fund—\$200.00 for a blind student.

The P.E.O. Continuing Education Grants—two, \$150 bursaries for single female parents.

The Rixon Rafter Scholarship Fund—\$150.00 to \$300.00 for needy blind students.

The Rose Mercer Memorial Award—\$50.00 award for highest G.P.A. Nursing student.

Royal Canadian Legion—Mount Pleasant Branch—up to \$300.00 to needy Nursing Aides.

Royal Canadian Legion—Pacific Branch #44—\$300.00 for needy Nursing Aides.

Royal Canadian Legion—South Vancouver Branch #16—two, \$300.00 bursaries for needy Nursing Aides.

The Van Bourne Group Scholarship—for graduates of the Building Construction program.

The Van City Savings Credit Union—\$250.00 award to a student (relative of a member).

Vancouver Club of Printing House Craftsmen and Margaret Anderson Award by the Ladies' Auxiliary to the **Craftsmen Club**—four, \$100.00 scholarships.

The Vancouver Foundation—varying amounts to needy students.

The Vancouver Kiwanis Foundation—\$500.00 in bursaries for Food Trades students.

The Vancouver Municipal and Regional Employees' Union—\$200.00 to members and relatives.

The Vocational Instructors' Association—Achievement Awards of up to \$250.00 semi-annually.

Women of the Moose, Vancouver Chapter 130—\$20.00 monthly award to Practical Nursing or Nursing Aide students.

Xerox of Canada Limited—two, \$125.00 annual awards for Electronics graduates.

ADMINISTRATOR AND FACULTY LISTING VANCOUVER VOCATIONAL INSTITUTE

ADMINISTRATORS

Rerup, H.W.	Principal
Vandenakker, J.	Dean of Administrative and Student Services
Strachan, R.G.	Assistant Dean of Administrative and Student Services
Lamoureaux, M.E.	Dean of Instruction
Dunbar, K.	Assistant Director (Vocational) Continuing Education
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

COUNSELLORS

Armstrong, L.	
Clarkson, A.	
Kremer, D.H.	Department Head
Pellatt, A.	
Sandy, J.	

INSTRUCTORS

Code: * Department Head
+ Assistant Department Head
- Coordinator

Anderson, J.	Welding	Briscoe, A.	Nursing
—Andrew, P.L.	Shoe Repair	Brooks, G.	Men's Hairstyling
Ashcroft, A.	Nursing	Brown, J.	Power Engineering
*Atkinson, R.A.	Drafting		
Austin, E.	Medcom	Brown, K.	Electronics
Baltzer, H.	Food Trades	Cawston, R.	Medcom
*Barnard, A.	Power Engineering	Coates, S.L.	Nursing
		Coen, N.C.	Power Engineering
Bartoszewski, E.	Medcom		
Basaraba, D.	Business	Cole, M.T.	Hairdressing
Beaudoin, L.	Nursing	Condon, A.F.	Dental Auxiliary
Bedford, J.	Business	Copson, H.	Power Sewing
Bingley, A.D.	Food Trades	Cummings, S.	Business
Bingley, J.A.	Food Trades	Dalling, F.W.	Program Development
Birtch, D.W.	Building Construction	DeFeyter, M.	Power Engineering
Bishop, M.S.	Electronics	Della Savia, B.	Drafting
Bishopp, C.	Welding	Denham, G.	Electrical
Bisset, C.A.	Machine Shop	Doad, H.	Power Engineering
Bolton, F.M.	Business		
Bownick, A.A.	Business	Dollan, P.	Drafting
Breiks, M.J.	Dental Auxiliary		

Donn, M.	Hairdressing	—Kilchenmann, C.A.	Food Trades
Dwyer, B.	Program Development	Kirby, J.H.	Electronics
Edwards, W.L.	Power	Kirkham, R.	Drafting
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	Building	Knox, J.S.	Business
	Construction	Kok, D.	Food Trades
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Fairholm, E.	Nursing	LaRocque, R.L.	Hairdressing
Fanson, D.	Nursing	Larsen, S.	Food Trades
Farley, J.	Business	Lawson, R.	Drafting
Ferguson, L.A.	Power	Lawton, A.E.	Electronics
	Engineering	Lees, A.L.	Power
Ferron, G.	Food Trades		Engineering
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	Production	—Leung, C.P.	Food Trades
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Fraser, R.	Electrical	*Lindsay, E.A.	Dental Auxiliary
*Frost, E.A.	Electrical	Lock, J.	Business
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—Gnos, J.A.	Food Trades	MacLeod, N.A.	Printing
Goode, M.	Drafting		Production
Gordon, D.	Printing	MacNeill, J.	Electrical
	Production	Mackie, L.	Nursing
Gowler, J.E.	Business	Maitland, R.H.	Medcom
Graham, E.	B.C. Hospitality	Mallon, T.	Dental Auxiliary
	Industry	—Malone, R.J.	Men's Hairstyling
	Resource Centre	Marshall, W.N.	Drafting
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		McLarnin, R.	Electrical
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	Engineering	McWilliams, B.	Nursing
Hamend, M.	Medcom	—Miles, P.G.	Power
Harrison, P.	Building		Engineering
	Construction	Mills, P.A.	Nursing
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+Reed, F.	Business	Stewart-Williams, J.	
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	Engineering	*Sukkel, E.M.	Welding
Rink, H.	Machinist	Sullivan, S.	Printing
Rinta, E.A.	Building		Production
	Construction	Sunell, S.	Dental Auxiliary
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Rogers-Unger, L.	Dental Auxiliary	Thom, G.	Business
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+Sauer, A.	Food Trades	Tickner, D.	Program Development
*Schatten, J.S.	Electronics		
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Seddon, S.F.	Business	Wanstall, M.	Electrical
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PROGRAM ADVISORY COMMITTEES

Membership List

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G. Thorne	Woodwards Stores
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Joseph Codispodi	The Bay
Lawrence Iwasaki	Maison Lawrence
Eric Hessleman	Eric's Beautyland Ltd.
Lloyd Betschova	Lloyd's Unisex
Rafael Coricone	Elegant Lady
Lee Ramsey	Lougheed Coiffures
Don Eamer	Hairdressing Association of B.C.
Richard Jeha	Hairdressing Association of B.C.

Men's Hairstyling Program Advisory Committee

Jim Rattee	Rattee Hairstyling for Men
Peter Nash	Trimmers Hair Design
Corky Knight	Corky's Hair Styling
E. Gygli	Five Chairs Hair Design
Len Carmichael	B.C. Barbers Association
Peter Johnson	Peter Johnson Hair Design
Erling Gross	Lord Executive Hairgoods
Calvin Brisseau	Wesley's Hairstyling for Men

Power Sewing Program Advisory Committee

Joseph Grosso	Drapeshire Clothes Ltd.
R.E. Hughes	Gordon Campbell Ltd.
Robin Hafting	Jantzen of Canada Ltd.
Bill Hannah	Lounge Fashion Clothes Ltd.
Tony Ormond	Neto Industries Ltd.
Paul Byfield	Western Fibres Ltd.
Grant Pearson	Townline Sportswear Ltd.

A. Li	Jantzen of Canada Ltd.
J. Cook	Townline Sportswear Ltd.
K. Jothen	Provincial Industrial Training Consultant, Douglas College

Security Officer Program Advisory Committee

R.A. Farion	Uniguard
Rollie O'Dell	The Bay
G. McCarthy	Uniguard
D. Ray	MacMillan Bloedel
R.J. McLuckie	B.C. Telephone
J. Smith	Local 105, Security Officers Union
Cathy Matak	Security West
D.A. Knight	B.C. Hydro & Power Authority
Graham Fenner	Armour Security Systems Ltd.
John Grady	Executive Services Ltd.
G. Nagel	Uniguard
Ken Strachan	Hub City Security
Barry Young	Security Group
Al Markle	Four Seasons Hotel
Bruce Dunne	Base-Fort Patrol Ltd.

Shoe Repair Program Advisory Committee

Sandy Csaladi	Shoe Repair Department, The Bay
Peter Brandvold	P & L Shoe Renew
Joe Bono	Shoe Repair Department, Eatons
Alf Antunes	Parsons Shoe Re-New
Peter Panichelli	Parsons Shoe Re-New
Charles Messina	Victoria Shoe Repair
Lorne Labelle	Labell Supply Co. Ltd.
Ivan Gillespie	J.R. Donald Shoe Repair
Ralph Chiavaci	Ralph's Shoe Service

Skin Care Program Advisory Committee

Inge Rau	Esthetique Biological Skin Care
Mario Felicella	Italian Coiffures
Josee Maurice	Place Vendom
Marie Ruiz	Marie Ruiz Cosmetique
Claudette Quinn	About Face
Collette Lavis	Chatelaine Skin Care
Lawrence Iwasaki	Maison Lawrence
Marie-Therese	Marie-Therese Skin Care
G. Zenk	University House of Beauty
Christiane Schwend	
Linda Kozaczuk	

Waiter/Waitress Program Advisory Committee

Erwin Dobeli	William Tell Restaurant
Glen Anderson	Kettle of Fish Restaurant
Lutz Wolf	1066 Restaurant
Catherine B. Bower	C.B. Tours Co. Ltd.
Myrna Young	Emilios
Pat Parker	McDonalds
Terry Toffin	Eatons Rotisserie Restaurant

BUSINESS & HEALTH DIVISION

Dental Auxiliary Program Advisory Committee

Anne Stroh	
Dr. Marcia A. Boyd	Faculty of Dentistry, U.B.C.
Dr. P.G.R. Thordarson	College of Dental Surgeons of B.C.
Marlane Paquin	U.B.C.
Carole Kline	U.B.C., Department of Oral Hygiene
Dr. Brian N. Rocky	Practising Dentist
Debbie Payne	Practising C.D.A.
Darlene Munro	Dental Auxiliary Employment Service
Bev Arduini	Vancouver Dental Assistants' Association
Dr. Keith Lim	Practising Dentist
Dr. C.W. Gardner	Practising Dentist
Joan Voris, R.D.H.	Faculty of Dentistry, U.B.C.
Dr. R.E. Patton	Practising Dentist
Dr. Mel Sawyer	Vancouver and District Dental Society
Dr. R.W. Forman	Practising Dentist
Dr. Ed Slakov	Vancouver and District Dental Society

Dental Mechanic Program Advisory Committee

Larry Lewis	Practising Dental Mechanic
R. Hunter	Dental Technicians Board of B.C.
Alan White	Dental Technicians Board of B.C.
Frank Way	Federated Legislative Council
David Duguay	Practising Dental Mechanic
Gary Stewart	Practising Dental Mechanic
Diane Livingstone	Practising Dental Mechanic
Walter Duguay	Practising Dental Mechanic
George Connolly	Practising Dental Mechanic
Steve Odwin	Practising Dental Mechanic

Dental Technician Program Advisory Committee

Barry Morley	Dental Laboratory Assoc. of B.C.
Bob Luey	Island Gold Dental Laboratory
Paul Scheirer	Teamsters Union, Local 351
Russel Henderson	Ando Dental Laboratories
Charlotte Graham	Dental Technician's Board of B.C.
Lance Yates	Rosso-Elder Dental Laboratories
Joe Birner	Dentex Dental Laboratories

Hospital Unit Assistant Program Advisory Committee

Donna Fitzsimmons	Practising Unit Nursing Clerk
Phyllis Johnson	Royal Columbian Hospital
Eleanor Lawson	Lion's Gate Hospital
Beth Fitzgerald	Health Sciences Centre Hospital, UBC
Anna May Roy	Burnaby General Hospital
Leona Doduck	St. Paul's Hospital
Lee White	Hospital Employee's Union, Local 180
Fern Kucyckix	St. Vincent's Hospital
K. Ross	Vancouver General Hospital
Rosalyn Smith	Children's Hospital
Deborah Grant	Shaughnessy Hospital
Linda Gibson	St. Vincent's Hospital

Junior Computer Programmer Program Advisory Committee

K. Clothier	B.C. Forest Products
C. Johannsen	B.C. Teacher's Federation
D. George	CPS Computer Services Ltd.
N. Hagman	B.C. Systems Corporation
J. Harvey	B.C. Systems Corporation
B. Morris	Robert Hall of Vancouver Ltd.
N. Riverin	Finning Tractor & Equipment Ltd.
Bill Brolly	Transfer Services

Medical Office Assistant Program Advisory Committee

Dr. H.C. Slade	Department of Family Practice
Una Leard	MOAA of B.C.
Dr. J.D. Blanchard	Practising M.D.
Dr. Hugh Stanfield	B.C. Medical Association
Frauke Ziebell	Practising M.O.A.
Hope Shaw	Practising M.O.A.
Susan Letkeman	Practising M.O.A.
Dr. John Mail	Practising Physician
Dr. R.D. Bennett	Practising Physician
Mavis Dunsford	U.B.C.

Medical Stenographer/Transcriptionist Program Advisory Committee

Monique Jean	Royal Columbian Hospital
Margaret Bradley	St. Paul's Hospital
Madeleine Bicknell	Faculty of Medicine, U.B.C.
Joan Davies	Radiologists Clinic
Rosaline Chin	Surrey Memorial Hospital
Heather Croll	Victoria General Hospital
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 Columbian Hospital
Hazel Norrish	Lion's Gate Hospital
Deborah Grant	Shaughnessy Hospital
Margaret Woytowich	Health Records Assoc. of B.C.
Representative	Hospital Employee's Union, Local 180

Merchandising Program Advisory Committee

Len Pheasey	Simpsons Sears Ltd.
Doug Loughran	Reliable Parts Ltd.
Russ Reeve	Reliable Parts Ltd.
Bob Jang	Cavco Carpets Ltd.
Louanna Pearson	Rogell Enterprises Ltd.
Don Rose	Carling O'Keefe Breweries Ltd.
Dean Urquhart	Eaton's Sporting Goods Department
Dawn Charneski	Simpsons Sears Ltd.
Representative	Vancouver Board of Trade

Nursing Aide/Institutional Nursing Program Advisory Committee

Barry Shaw	Central City Mission
Barbara Donnelly	Haro Park Centre Society
Flora Hayward	Grace Hospital
Ms. Komiya	Holy Family Hospital
Sophia Fung	Villa Cathay Care Home Society
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
Margaret Mirko	J.C.L.
Dr. John Dick	Practising Physician
Sue Harris	B.C. Coalition of the Disabled
Mrs. Lenge	St. James Service
Jenny Butler	St. Vincent's Hospital
Dean Armstrong	Evergreen House
Norah Stevens	Mt. St. Joseph's Hospital
Myrtle Tregunna	St. Vincent's Hospital

Practical Nursing/Nursing Orderly Program Advisory Committee

B.J. Deans, R.N.	Pearson Hospital
L. Hamblin	Grace Hospital
J. Howden, R.N.	Lion's Gate Hospital
M. Whitney, R.N.	St. Paul's Hospital
T. Bara, R.N.	Vancouver General Hospital
Sister Thirise Kergoat	St. Vincent's Hospital
Helen Burritt	B.C. Council of Practical Nursing
Sally McLean	Registered Nursing Association of B.C.
L. Thordarson	Vancouver Health Department
G. Clark, L.P.N.	Practising L.P.N.
Lauri Ann Jodouin	Shaughnessy Hospital
Dorothy Jennings	R.P.N.A.B.C.
Alice Hoswell	Riverview Hospital
Bea Le Moignan	Licensed Practical Nurses Association of B.C.
P. Raferty	Continuing Education/VCC

Word Processing Operator Program Advisory Committee

Doug Mason	C.P. Air
Barbara Hurst	MacMillan Bloedel Ltd.
Shirley Sutherland	Price Waterhouse & Co.
Gary Young	Insurance Corporation of B.C.
Maureen Veinotte	B.C. Hydro
Brian Redway	H.A. Simons (International) Ltd.
Lenora Wright	B.C. Telephone Co.
Judy Johnson	The Bay
Martin Crocker	City of Vancouver
Ann McMorran	Sport B.C.

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JANUARY	FEBRUARY	MARCH	APRIL
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