

VANCOUVER  
COMMUNITY  
COLLEGE 

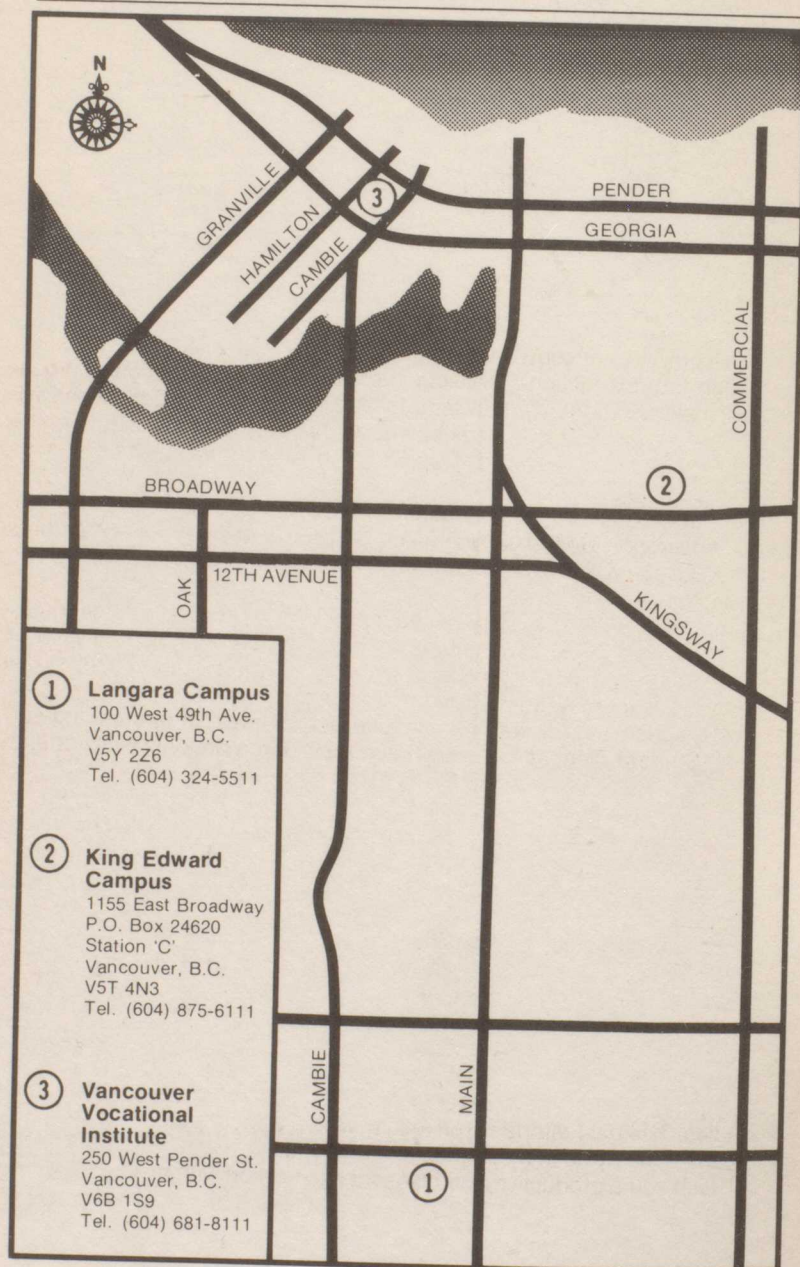
Vancouver  
Vocational Institute

1984-1985  
Calendar





## 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. VCC serves its students through four instructional divisions, Langara Campus, Vancouver Vocational Institute, King Edward Campus, and the Continuing Education Division. Our recent student count exceeded 20,000; in fact, over 20% of the instruction provided by the B.C. post-secondary non-university system is delivered by VCC.

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, particularly during a period of financial restraint, when the most prudent use of scarce resources must be made. Fees cover a very small part of the total operating costs of the college; the bulk of costs is covered by funds raised through taxes. To ensure the 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 VCC.

A. S. Manera  
President  
Vancouver Community College



## ORGANIZATION OF VANCOUVER COMMUNITY COLLEGE

### **College Board**

J. Chapman	E. Jarvis
V. Giles	C. Miller
P. Glass	J. Pearkes
P. Hebb	B. Spitz
B. Irvine	

### **College Executive Officers**

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

### **Central Administration**

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

## 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 nine members appointed by the Provincial Lieutenant Governor in Council.



### **KING EDWARD CAMPUS**

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

A unique variety of programs is provided by K.E.C. 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 King Edward Campus. 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 • carpentry—basic • carpentry—building construction • clerk-typist • computer programmer—junior • cooking—core and short-order • cooking—institutional and camp • cooking—a la carte and banquet • cooking—Chinese cuisine • data entry operator • dental assisting • dental assisting upgrade • dental receptionist • dental technician • dental technician—upgrade • dental technician/mechanic apprenticeship • dining room and lounge service • drafting—basic and architectural • drafting—civil and structural • drafting—materials handling and process piping • drafting—structural steel detailing • electricity—basic • electricity and industrial electronics • electronics—basic • electronics—computer • electronics technician • hairdressing • hairdressing apprenticeships • hairstyling—men's • hospital unit assistant • legal secretary • machinist—basic • machinist—advanced • marketing micro technology • medical office assistant • medical stenographer/transcriptionist (with word processing) • nursing—aide • nursing—long term care aide upgrade • nursing—orderly • nursing—practical • power and process engineering • power engineering—general • power engineering—technical • power engineering certification (correspondence) • power engineering certification (tutorial) • power sewing • printing production • printing production (graphic arts) apprenticeship certificates • secretarial • security officer • skin care—(esthetics) • travel agent—junior • welding—basic • welding—intermediate • welding—advanced • 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, dancercize, 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



## 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

1984-1985

V.V.I.

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Vancouver, B.C.  
V6B 1S9

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(604) 681-8111

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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 most programs are enrolled on a first-come, first-served basis. Certain programs require a pre-registration interview to assess the suitability of the applicant for the program. In certain programs, attendance of a pre-orientation session may also be mandatory.
- (c) **Applications** are accepted from anywhere in Canada.
- (d) **Acceptance of Application**  
Applicants must meet the requirements of the College and the program before being placed on the list for enrolment in that program. Exceptions can be made for those applicants:
  - i) who are taking pre-requisite courses at VCC
  - ii) who have completed the Career Prep related program in a secondary school or the "TRAC Common Core" at a post-secondary institution.
- (e) **A person** may submit applications to more than one program at the same time but must pay a \$15.00 fee for each application submitted (see Procedures).
- (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 should see a Counsellor to discuss their special needs.

#### EDUCATIONAL REQUIREMENTS

Educational entrance requirements vary from program to program. Please refer to the Program Listing for specific details.

#### 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 prerequisite courses before entry in the program.

## **CAREER PREPARATION OR T.R.A.C. STUDENTS**

Graduates from a Career Preparation program in a secondary school or from a T.R.A.C. program at a post-secondary institution will have access to specific training spaces in each class. Such applicants must, in order to access such training spaces, submit the following documents with the application form:

**Career Preparation Graduates** — a form stating that the applicant has completed such a program

**T.R.A.C. Common Core Graduates** — a T.R.A.C. Transcript.

The names of these applicants will be, if necessary, accumulated on a separate wait list.

## **UPGRADING TO MEET ENTRANCE REQUIREMENTS**

An applicant will have his/her name entered on the active waitlist when proof of registration at a VCC Campus to meet program entrance requirements is received. Proof of successful completion of the prerequisite course is required prior to enrolment in VVI programs.

## **ENGLISH LANGUAGE ASSESSMENT**

Applicants whose first language 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 Counselling Department.

## **OTHER ASSESSMENTS**

Applicants for some programs may be required to take special assessment tests before enrolling. If deficiencies are identified, remedial services are available for the applicant at VCC campuses.

## **ADMISSION 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, testing, 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 and Bookkeeping	Medical Office Assistant
Baking	Medical Stenographer /
Clerk Typist	Transcriptionist
Cooking	Nursing
Dental	Printing Production
Dining Room and Lounge Service	Secretarial
Drafting	Security Officer
Electronics	Skin Care
Junior Computer Programmer	Welding
Marketing Micro Technology	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 application and loss of a place on the wait list, or in students not receiving transcripts after graduation.

## 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 applicants:

- Assisting people in making decisions on educational goals and career training
- Educational/Career Counselling to students
- 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. 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). FEE STRUCTURES AND PAYMENT METHODS ARE SUBJECT TO CHANGE WITHOUT NOTICE. NO NOTICE OF FEES DUE IS MAILED TO ANY STUDENT!
2. Fees are payable in advance of the training provided.
3. Fees may be paid on a quarterly instalment basis in advance of the first day in January, April, July, and October.
4. 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 monthly rate (refer to item 1).
  - b) Additional training days at the daily rate (refer to item 1).
5. If a program completes on a day other than the last day of a quarter, then the tuition fees for the final quarter shall be calculated as in (refer to insert 4b).
6. SPECIAL PROJECT PROGRAMS  
The College periodically offers special programs requested by business, industry, and organizations. The cost of these special project programs is determined by the College, and in such cases the normal schedule of fees may not be applicable.
7. Tuition Fees for Vocational Credit Programs offered on an extension basis are \$2.00 per hour.
8. Fees for "Challenge Exams" to gain exemption from a course are \$10.00 per exam.

### 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 \$20.00 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 \$20.00 will be granted during the first, second, and third sessions of the course. 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.

### RETURNED CHEQUES

A \$5.00 charge will be levied on all returned cheques. For cheques returned NSF, Registration Services reserves the right to accept only cash, certified cheque, or money order on all subsequent payments.



## 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/student 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 costs.

Students who are living away from home are responsible for their own board and lodging. No dormitory facilities are available at the College. Textbooks and supplies can be purchased from the Bookstore.

## SPONSORED STUDENTS

Students receiving funds for training from C.E.I.C., U.I.C., M.H.R., or other agencies, 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

FINANCIAL ASSISTANCE EFFECTIVE AUGUST 1, 1983 TO JULY 31, 1984 INCLUSIVE

### 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 — \$100.00 per week x program length in weeks  
Grant Maximum — \$2,000.00 — single students and married students without dependents  
— \$2,400.00 — married students with dependents and single parent students

- 1) Applications will be accepted when students receive a confirmed commencement date. Processing requires approximately eight to ten weeks.
- 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 \$20.00 per week x the number of program weeks in non-repayable B.C. Government Grant.

Orientations are given on a regular basis to assist in the completion of B.C.S.A.P. applications. Further information and applications are available through the Financial Aid Office.

APPLICATIONS AND FURTHER INFORMATION ARE AVAILABLE THROUGH THE FINANCIAL AID OFFICE. THE PROCESSING OF APPLICATIONS REQUIRES APPROXIMATELY EIGHT WEEKS.

## 2. BURSARIES

There are a limited number of funds available to assist students who have financial difficulties. For further information, please contact the Financial Aid Office.

## 3. CANADA EMPLOYMENT & IMMIGRATION (C.E.I.C.) TRAINING ASSISTANCE

(Canada Employment & Immigration Commission):

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.

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## GENERAL INFORMATION

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### Definitions of Terms

The terms defined here are mentioned in order to identify the different curriculum units of each program. These units are the basis for the standard student evaluation system in place for all programs at the V.V.I.:

- (a) **Course:** a specific subject area component, e.g. Anatomy and Physiology.
- (b) **Level:** a period of time consisting of a grouping of courses which reflects the end of a particular training stage in a program.
- (c) **Program:** an organized group of courses leading to a recognized educational objective which, when successfully attained, qualifies a student to receive a College Certificate, 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) **Full time student:** this is a student who is duly registered in a program, who is carrying a full course load (6 hours per day, 5 days a week).
- (f) **Extension student:** an extension student is one who is carrying less than a full course load.
- (g) **Continuing student:** this is a student who, upon completion of one course or program, immediately continues with a new course or program.
- (h) **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 advanced 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 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 feed-back process fully informing the student of the work that has been completed satisfactorily at each level of the program.

Final examinations, if required by the Department, are scheduled for the last week of the Level. If examinations are not held, and marks are based only on the accumulated work of the Level, then classes will extend into the designated examination period. A student may be excused from taking a scheduled examination only with the written permission of the Department Head, for reasons such as illness or bereavement.

## Grade Point System

A Grade Point Average (GPA) will be computed for each student for each Level 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 students '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. If a student repeats a course the original mark is dropped and the new grade is used in the GPA calculation. "I" Grades are not included in the calculation of the GPA, nor does the GPA show when an "I" is included in the level.

### 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 can not 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. Students who have been awarded this grade have 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

Students wishing to have an evaluation reassessed may appeal directly to the instructor. If the appeal is not settled, the student may continue the appeal and should contact the office of the Dean of Administrative and Student Services for the "Detailed Procedure on Appeal of Grades".

### 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.

### General Program Starts:

PROGRAM	LENGTH	INTAKE PATTERN (Approximate)
<b>BAKING</b>		
Baking — Industrial	10 months	continuous as space permits
Baking — Options	5-15 weeks	continuous as space permits
<b>BUSINESS — MEDICAL/COMMERCE</b>		
Accounting	10 months	monthly as space permits
Bookkeeping	6 months	monthly as space permits
Clerk Typist	6 months	monthly as space permits
Data Entry Operator	2 months	monthly as space permits
Hospital Unit Assistant	6 months	twice yearly
Junior Computer Programmer	12 months	twice yearly
Junior Travel Agent	4 months	twice yearly
Legal Secretary	3 months	four times yearly
Marketing Micro Technology	5 months	twice yearly
Medical Office Assistant	12 months	monthly as space permits
Medical Stenographer/ Transcriptionist	12 months	monthly as space permits
Secretarial	10 months	monthly as space permits

<b>CARPENTRY</b>		
Carpentry — Basic	4 months	three times yearly
Carpentry — Building Construction	5 months	four times yearly
<b>COOKING — CHINESE CUISINE</b>		
	6 months	continuous as space permits
<b>COOKING</b>		
Core and Short Order	4 months	eight times yearly
Institutional and Camp	4 months	seven times yearly
A La Carte and Banquet	4 months	five times yearly
<b>DENTAL AUXILIARY</b>		
Dental Assisting	10 months	twice yearly
Dental Receptionist	4 months	
Dental Technician/ Mechanic Apprentice	1 month	apply Apprenticeship Branch
Dental Technician	12 months	once yearly
<b>DINING ROOM AND LOUNGE SERVICE</b>		
	12 weeks	every three weeks
<b>DRAFTING</b>		
Drafting — Basic and Architectural	6 months	nine times yearly
Drafting — Civil and Structural	6 months	four times yearly
Drafting — Materials Handling and Process Piping	6 months	twice yearly
Drafting — Structural Steel Detailing	6 months	once yearly
<b>ELECTRICITY</b>		
Electricity — Basic	6 months	five times yearly
Electricity & Industrial Electronics	6 months	five times yearly
<b>ELECTRONICS</b>		
Electronics — Basic	6 months	ten times yearly
Computer — Electronics	6 months	six times yearly
Electronics Technician	6 months	four times yearly
<b>HAIRDRESSING</b>		
Hairdressing	8 months	
Hairdressing Apprenticeship	1 month	apply Apprenticeship Branch
<b>MACHINIST</b>		
Machinist — Basic	6 months	three times yearly
Machinist — Advanced	5 months	three times yearly
<b>MEN'S HAIRSTYLING</b>		
	9 months	twice yearly
<b>NURSING</b>		
Long Term Care Upgrade	2 months	
Nursing Aide	4 months	three times yearly
Nursing Orderly	10 months	three times yearly
Practical Nursing	10 months	three times yearly



## POWER ENGINEERING

Power & Process Engineering	9 months	once yearly
Power Engineering — General	9 months	once yearly
Power Engineering — Technical	9 months	once yearly
Power Engineering Certification (Correspondence)		continuous
Power Engineering Certification (Tutorial)		continuous
POWER SEWING	8 weeks	continuous as space permits
PRINTING PRODUCTION	10 months	four times yearly
SHOE REPAIR	9 months	continuous as space permits
SKIN CARE (Esthetics)	4 months	three times yearly
WELDING		
Welding — Basic	7 months	five times yearly
Welding — Intermediate	4 months	twice yearly
Welding — Advanced	1 month	twice yearly

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 educational needs.

## **Continual Learning for the Experienced Worker — The Insert Upgrade Process**

The Vancouver Vocational Institute, in order to meet the College's commitment goal to the Community, has instituted 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 65 programs can enter a specific program at an advanced level.

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.

Students with advanced standing will be given preferential treatment.

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 courses, credits, and grades for the period of enrolment, and transcripts are issued to all students attending the Vancouver Vocational Institute. Official transcripts bearing the signature of the Dean of

Administrative and Student Services or his delegate, and the College seal are only issued to students who complete a program, or upon request.

Application for a transcript must be made in person, or by written request, well in advance of the date it is required. There is a fee of \$2.00 for each transcript requested. All information and transcripts of records will only be released with the written authorization of the student.

## **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 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 Worker's Compensation Board. Full time students of vocational and technical programs are covered by Worker's Compensation and by a student accident insurance policy during all authorized training periods and operations conducted under the supervision of an instructor.

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 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 adjacent to the Pender Street entrance to the Mall. Housed in this area are:

- Counselling
- Financial Aid
- Canada Employment & Immigration Commission —  
Liaison and Placement Offices
- Registration Services
- 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.

### **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 whenever they may occur on the premises of the V.V.I.

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

### **Library & Resource Centre**

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

**Hours:**

Monday through Thursday	08:00 to 22:00.
Fridays	08:00 to 17:00.
Saturdays	12:00 to 16:00.

### **Bookstore**

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

### **Lost and Found**

The Lost and Found is in the Security Office located on the second level courtyard. Articles such as clothing will be held for thirty days, while valuables such as purses and wallets will be turned over to the City Police within ten days if the owner can not be identified. Lost items may be claimed upon proper identification.

### **Cafeteria**

The Cafeteria provides coffee service, breakfast, lunch, and dinner (including full course meals) at a reasonable cost. The food is prepared by students in the Cook Training, Chinese Cuisine, and Baking 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 10:00 to 12:00 and 14:00 to 15:45, Monday through Friday.

### **Canada Employment Centre — Placement Office**

The Canada Employment Centre provides job placement services for students seeking part time and full time employment. The job boards display job opportunities and the computer system links us to all jobs posted with the Canada Employment Centres in the lower mainland.

The office is located near the Pender Street Entrance, and is open from 09:00 to 16:00, 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 VVI to participate in the activities supported by the Association.

The constitution of the V.V.I. Student Association is available upon request from the Student Association Office.

### 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)
- Provision of course materials for the blind (given sufficient advance notice of the requirement).

Please contact the Counselling Department for further information.

## ACCOUNTING

Business and Health Division

Graduates of this program will have the skills and knowledge necessary to gain employment in large and small organizations in a variety of positions including: Accounting Clerk, Payroll Clerk, Clerk, Bookkeeper, Junior Accountant, and Financial Trainee.

The Accounting program offers two options to students: the MAINSTREAM option which delivers advanced accounting skills, and the A-STREAM option which delivers a lower level of accounting skills training and emphasizes typing skills.

### Program Content:

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

**Length of Program:** 10 months.

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent.



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

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

**Evaluations:** Student progress is tested on a regular basis by examinations and assessment of practical assignments.

## BAKING—INDUSTRIAL

Service Division

Graduates of the Baking — Industrial program will have acquired the skills and knowledge to aid them in gaining employment as baker's helpers, baking apprentices, or bakers in retail bakeries, supermarkets, department stores, hotels, and camps.

### Program Content:

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

**Length of Program:** 10 months

**Entrance Requirements:** Grade 10 completion or acceptable equivalent. A recent health certificate and negative TB skin test must be submitted to the Registration Services Department before being accepted. In the case of a positive TB skin test, a satisfactory chest X-ray report is required.

**Refer to the end of the BAKING — OPTIONS section for further information.**

## BAKING—OPTIONS

Service Division

The Baking — Options program allows the student to select training in specialized areas of the baking industry as well as to obtain the skills necessary to be a baker's helper, baking apprentice, or a baker in retail bakeries, supermarkets, department stores, hotels, and camps.

### Program Content:

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

**Length of Program:** Varies; 1 month to 4 months depending on the specific courses selected.

**Entrance Requirements:** Related work experience is a necessary prerequisite. A recent health certificate and negative TB skin test must be submitted to the Registration Services Department before being accepted. In the case of a positive TB skin test, a satisfactory chest X-ray report is required.

**The following applies to the BAKING — INDUSTRIAL and BAKING — OPTIONS programs:**

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

**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).

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

**Evaluations:** Continuous evaluations are made throughout the program.

## BOOKKEEPING

Business and Health Division

This program provides students with training to gain employment in large and small organizations in a variety of positions including Bookkeeper, Accounting Clerk, Payroll Clerk or General Clerk.



This program offers two options to students: The MAINSTREAM option which delivers introductory accounting skills, and the A-STREAM option which delivers bookkeeping skills and emphasizes typing skills.

**Program Content:**

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

**Length of Program:** 6 months.

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent.

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

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

**Evaluations:** Student progress is examined on a regular basis by examinations and assessment of practical assignments.

## CARPENTRY—BASIC

Technical Division

This program is equivalent to the combined provincial (B.C.) TRAC programs of Occupational Core for Carpentry/Joinery and Carpentry Specialty. Upon graduation, students are qualified to enter the advanced level of the Carpentry — Building Construction program offered by VCC/VVI and may also qualify for credit towards their apprenticeship standing, or they may continue training in the building construction industry through an indentureship in the apprenticeship system.

Employment opportunities are found in the areas of basic residential framing, carpentry maintenance and repairs, remodelling, and other related occupations.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1059	Foundations	1.5
1062	Tools, Materials, and Safety Regulations	1.0
1399	Frame Construction — General	3.0
1400	Blueprint Reading 1	0.5
2235	Frame Construction — Roof	3.0
3185	Builder's Level	1.0
<b>Level 2</b>		
2236	Finish Carpentry — Exteriors	1.5
2237	Finish Carpentry — Interiors	2.0
2238	Frame Construction — Stairs	1.5
6013	Finish Carpentry — Millwork	2.0

**Length of Program:** 4 months.

**Entrance Requirements:** Grade 10 completion or Common Core (TRAC), or acceptable equivalent.

**Refer to the end of the CARPENTRY — BUILDING CONSTRUCTION section for further information.**

## CARPENTRY—BUILDING CONSTRUCTION

Technical Division

Graduates from this advanced program may further their career in the construction industry through an indentureship in the Apprenticeship system, and may also qualify for advanced standing within the system. Employment could be in the following fields: Residential or Commercial framing, concrete formwork construction, renovation projects, and other related occupations.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
2369	Blueprint Reading 2	1.0
3187	Introduction to Concrete	2.0
3189	Basic Transit	1.5
3329	Blueprint Reading 3	0.5
4091	Concrete Form Details	1.5
4092	Concrete Form Construction 1	4.5
4136	Blueprint Reading 4	1.0
<b>Level 2</b>		
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
6014	Concrete Form Construction 2	2.5
6022	Blueprint Reading 6	1.0



**Length of Program:** 5 months.

**Entrance Requirements:** Completion of VCC/VVI Carpentry — Basic program, or both the Carpentry Occupational and Specialty Cores of the TRAC program, or acceptable equivalent.

**The following applies to both the CARPENTRY — BASIC and CARPENTRY — BUILDING CONSTRUCTION programs:**

**Training Procedure:** Students will receive classroom instruction in theory and will apply this knowledge in practical application on tools and equipment both inside and outside the shop. Job search skills will be taught, and a portion of the program may be set aside for student practice involving the temporary placement of students in challenging work environments.

**Additional Cost Estimate:** Textbooks \$30.00 in each program; Safety Items and Tools \$80.00 (the same Safety Items and Tools are used in both programs and need only be purchased once).

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

**Dress:** Heavy protective clothing 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.

**Evaluations:** Students are evaluated by periodic theory examination and on their individual practical work projects.

## CLERK-TYPIST

Business and Health Division

This program trains students in the skills and knowledge that will lead to a wide variety of employment opportunities in the business field including Clerk-Typist, Copy Typist, Dictatypist, and Receptionist in both large and small organizations.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
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
1161	Typing 1	2.0
1162	Typing 2	3.0
<b>Level 2</b>		
2137	Machine Transcription 1	2.0
2146	Typing 3	4.0
9002	Office Practices and Procedures	2.0

**Length of Program:** 6 months.

**Entrance Requirements:** Grade 10 completion or acceptable equivalent.

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

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

**Evaluations:** Student progress is tested on a regular basis by examinations and assessment of practical assignments.

## COMPUTER PROGRAMMER—JUNIOR

Medcom Division

This program is designed to prepare students to gain employment as Junior Computer Programmers in entry level positions.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1313	COBOL Programming 1	2.5
3078	Business Communications 3	2.0
3087	Introduction to Data Processing	3.0
<b>Level 2</b>		
2394	COBOL Programming 2	5.0
9030	Fundamental Accounting Principles 1	4.0
<b>Level 3</b>		
3338	COBOL Programming 3	4.0
3339	Structured Programming and Program Documentation 1	4.0
<b>Level 4</b>		
4142	COBOL Programming 4	4.0
4143	Structured Programming and Program Documentation 2	4.0
<b>Level 5</b>		
5034	COBOL Programming 5	2.0
5035	Systems Analysis 1	3.0
5036	Data Base	1.0
5037	Job Control Language (JCL)	1.0
5038	BASIC Programming 1 (Micro Computer)	1.0
<b>Level 6</b>		
6026	Systems Analysis 2	4.0
6027	Report Program Generator (RPG)	3.0
6028	PASCAL Programming	1.0
6029	BASIC Programming 2 (Micro Computer)	1.0

**Length of Program:** 12 months.

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent.



**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.

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

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

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

## COOKING—CORE AND SHORT-ORDER

Service Division

Graduates of this program will have obtained experience in preparing salads, sandwiches, vegetables, deep fried foods, breakfasts, grills, roasts, sauces, simple desserts, and butchery, and will find employment opportunities in restaurants, cafeterias, and fast food operations as short order cooks. This program is the prerequisite to further training in the Cooking — Institutional and Camp program.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1458	Kitchen Safety and Hygiene	1.0
1459	Basic Food Service Skills 1	1.0
1460	Methods of Cookery	2.0
1461	Practical Cooking Skills	4.0
<b>Level 2</b>		
2441	Basic Food Service Skills 2	1.0
2442	Vegetable Cookery	1.0
2443	Meat, Poultry and Seafood Cutting	1.0
2444	Meat, Poultry and Seafood Cookery	1.0
2445	Soups and Sauces	1.5
2446	Baking and Desserts	1.0
2447	Egg and Breakfast Cookery	1.5

**Length of Program:** 4 months.

**Entrance Requirements:** Grade 10 completion or acceptable equivalent. A recent health certificate and negative TB skin test must be submitted to the Registration Services Department before being accepted. In the case of a positive TB skin test, a satisfactory chest X-ray report is required.

**Additional Cost Estimate:** Textbooks and Recipes \$48.00; 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.

Refer to the end of the **COOKING — CHINESE CUISINE** section for further information.

## COOKING—INSTITUTIONAL AND CAMP

Service Division

Graduates of this program will have obtained experience in preparing salads, vegetables, deep frying, grills, roasts, sauces, butchery, and baking desserts, and may obtain employment, including an apprenticeship, in restaurants, aircraft flight kitchens, trains, cruise ships, kitchens in institutions, camps, and many other food service related areas in the hospitality industry. This program is the prerequisite to further training in the Cooking — A La Carte and Banquet program.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1462	Basic Food Service Skills	1.0
1463	Vegetables and Farinaceous Foods	1.0
1464	Meat, Poultry and Seafood Cutting	2.0
1465	Meat and Poultry Cookery	2.0
1466	Seafood Cookery	2.0
<b>Level 2</b>		
2448	Stocks, Sauces and Soups	2.0
2449	Cold Kitchen	2.0
2450	Baking and Desserts	4.0

**Length of Program:** 4 months.

**Entrance Requirements:** Successful completion of the Cooking — Core and Short Order program or a letter from an employer establishing at least one year of related industry experience and a VCC/VVI Food Trades Department interview. A recent health certificate and negative TB skin test must be submitted to the Registration Services Department before being accepted. In the case of a positive TB skin test, a satisfactory chest X-ray report is required.

**Additional Cost Estimate:** Textbooks and Recipes \$48.00; 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.

Refer to the end of the **COOKING — CHINESE CUISINE** section for further information.

## COOKING—A LA CARTE AND BANQUET

Service Division

Graduates of this program will have gained experience in the following areas: preparing and cooking food to order, organizing and cooking for banquets, hors d'oeuvres, salads, fancy sandwiches, vegetables, deep



frying, grills, roasts, sauces, butchery, and specialty desserts. Graduates may obtain employment leading to the position of Assistant Cook or as an apprentice in restaurants, hotels, aircraft flight kitchens, and train and cruise ship kitchens.

#### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1467	Food Service Skills 1	1.0
1468	Vegetable Cookery 1	1.0
1469	Cutting Meat and Poultry 1	1.0
1470	Meat and Poultry Cookery 1	1.0
1471	Cutting and Cooking Seafood 1	1.0
1472	Stocks, Soups and Sauces 1	1.0
1473	Cold Kitchen 1	1.0
1474	Baking and Desserts 1	1.0
<b>Level 2</b>		
2451	Food Service Skills 2	1.0
2452	Vegetable Cookery 2	1.0
2453	Cutting Meat and Poultry 2	1.0
2454	Meat and Poultry Cookery 2	1.0
2455	Cutting and Cooking Seafood 2	1.0
2456	Stocks, Soups and Sauces 2	1.0
2457	Cold Kitchen 2	1.0
2458	Baking and Desserts 2	1.0

**Length of Program:** 4 months.

**Entrance Requirements:** Successful completion of the Cooking — Institutional and Camp program or a letter from an employer establishing at least two years of related industry experience plus a VCC/VVI Food Trades Department interview. A recent health certificate and negative TB skin test must be submitted to the Registration Services Department before being accepted. In the case of a positive TB skin test, a satisfactory chest X-ray report is required.

**Additional Cost Estimate:** Textbooks and Recipes \$48.00; 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.

Refer to the end of the **COOKING — CHINESE CUISINE** section for further information.

## COOKING—CHINESE CUISINE

Service Division

Chinese Cuisine students are taught the major techniques required for cooks in restaurants specializing in Chinese Cuisine. Students wishing to upgrade present training are welcomed into the program at any level.

#### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1029	Introduction to Chinese Cuisine Cookery, Utensils & Equipment	1.0
1410	Health, Hygiene, and Safety	0.5
1454	Stir-fry, Pan-fry, Deep-fry, Broil, and Braise	3.5
1455	Use of the Wok	1.0
1456	Preparation of Meat, Poultry, Seafood, and Vegetables	4.0
1457	Preparation and Cooking of Soups and Sauces	2.0
<b>Level 2</b>		
2023	Kitchen Management	1.5
2437	Stir-fry, Pan-fry, Deep-fry, Broil, and Braise	3.0
2438	Barbecue Cooking	3.0
2439	Preparation of Meat, Poultry, Seafood, and Vegetables	2.5
2440	Preparation and Cooking of Soups and Sauces	2.0

**Length of Program:** 6 months.

**Entrance Requirements:** A recent health certificate and negative TB skin test must be submitted to the Registration Services Department before being accepted. In the case of a positive TB skin test, a satisfactory chest X-ray report is required.

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

#### The Following Applies To All Four Cooking Programs:

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

**Evaluations:** Continuous evaluations are made throughout the program.

## DATA ENTRY OPERATOR

Medcom Division

The graduates of this program will be prepared to enter Data Processing Departments as Data Entry Operators in government offices, industry, retail business, banks, insurance companies, and service agencies.



**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1153	Key to Diskette — Machine Set-up and Applications	2.0
1154	Key to Disk (Cluster) — Machine Set-up and Applications	3.0
1155	Keystrokes and Accuracy	3.0

**Length of Program:** 2 months.

**Entrance Requirements:** Grade 10 completion or acceptable equivalent. 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 Key punch Aptitude Test with a score of 98 out of 160 possible. The tests are arranged through Registration Services.

**Additional Cost Estimate:** Textbooks and supplies: \$5.00.

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

## DENTAL ASSISTING

Business and Health Division

Graduates will be eligible to write the College of Dental Surgeons of B.C. examination for licensing and registration as Certified Dental Assistants (C.D.A.)\* After acquiring their C.D.A., graduates will have the technical knowledge, manual skills, clinical techniques, and communication skills necessary to obtain employment in dental offices, university or hospital clinics, dental public health, research, and related positions.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1180	Dental Health Education 1	1.0
1181	Dental Materials	1.0
1186	Practice Management 1	2.0
1204	Head and Neck Anatomy	2.0
1214	Oral Embryology and Histology	0.5
1215	Operative Dental Assisting	3.0
1216	Equipment and Armamentaria	2.0
1217	Microbiology	0.5
<b>Level 2</b>		
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	3.5

**Level 3**

3124	Dental Radiology 2	1.0
3128	Nutrition	1.0
3129	Pathology	2.0
3130	Pharmacology	0.5
3131	Pre-Clinical Intraoral	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 Intraoral	5.0
4110	Human Behaviour and Organization	0.5

\*NOTE: Prior to licensing by the College of Dental Surgeons of B.C., graduates must supply proof of Grade 12 graduation, G.E.D., or B.T.S.D. Level IV.

**Length of Program:** 10 months.

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent. 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.

**Additional Cost Estimate:** Uniforms, textbooks, and safety supplies: \$300.00.

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

**Evaluations:** 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

Business and Health Division

This part time program prepares individuals who are presently employed in dental offices to write the College of Dental Surgeons of B.C. examination for licensing and registration as Certified Dental Assistants (C.D.A.).



After acquiring their C.D.A., graduates will have the technical knowledge, manual skills, clinical techniques, and communication skills necessary to obtain or maintain employment in dental offices, university or hospital clinics, dental public health, and other related positions.

**Program Content:**

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

\*NOTE: Prior to licensing by the College of Dental Surgeons of B.C., graduates must supply proof of Grade 12 graduation, G.E.D., or B.T.S.D. Level IV.

**Length of Program:** The entire program may be completed over a three year period, but there is no time limit.

**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 taking courses 4008 and 4009.

The applicant must be working in a dental office and be prepared to supply proof of employment initially and prior to entering Level 4. A minimum of one year's Canadian or American dental office experience within three years of the date of application as confirmed by a letter from employer (dentist).

**Evaluations:** Same as for the full time Dental Assisting Program.

## DENTAL RECEPTIONIST

Business and Health Division

This program provides graduates with the training necessary to gain employment as receptionists in general, group, and specialty dental practices, as well as institutional dental clinics located in hospitals, universities, community colleges, and public health agencies. The program emphasizes the development of interpersonal communication skills, time management, and specialized dental office skills.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1180	Dental Health Education 1	1.0
1204	Head and Neck Anatomy	2.0
1441	Dental Knowledge	2.0
<b>Level 2</b>		
2315	Appointment Control	1.0
2320	Time Management	1.5
2424	Interpersonal Communication Skills	1.5
2425	Records Management	2.0
<b>Level 3</b>		
2317	Written Communications	1.5
3363	Telephones, Office Machines and Computers	2.0
3364	Office Environment	1.5

**Length of Program:** 4 months.

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent.

**Additional Cost Estimate:** Textbooks, materials, and uniforms: \$125.00.

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

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

## DENTAL TECHNICIAN

Business and Health Division

Graduates are prepared to enter employment for further on-the-job training in order to qualify for the practical examinations conducted by the Dental Technician's Board of British Columbia. Graduates may also gain



employment in commercial dental laboratories, dental clinics, dentist offices, or Ministry of Health laboratories.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
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
<b>Level 2</b>		
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
2361	Partial Dentures Lab 3	3.0
<b>Level 3</b>		
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
<b>Level 4</b>		
4124	Ceramics Theory 1	1.0
4125	Ceramics Lab 1	3.0
4126	Ceramics Theory 2	0.5
4127	Ceramics Lab 2	1.5
<b>Level 5</b>		
5027	Orthodontics Theory 1	1.0
5028	Orthodontics Lab 1	2.0
5029	Orthodontics Theory 2	1.0
5030	Orthodontics Lab 2	2.0

**Length of Program:** 12 months.

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent.

**Training Procedure:** Theory, demonstrations and lab assignments are carried out on practical models. Facilities include a well equipped dental lab-classroom which approximates working conditions within a learning environment.

**Refer to the end of the DENTAL TECHNICIAN/MECHANIC APPRENTICESHIP section for further information.**

## DENTAL TECHNICIAN/MECHANIC APPRENTICESHIP

Business and Health Division

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. 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
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**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



**Length of Program:** 4 years to complete.

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

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

**The following applies to the DENTAL TECHNICIAN and DENTAL TECHNICIAN/MECHANIC APPRENTICESHIP programs:**

**Additional Cost Estimate:** Textbooks \$75.00; Hand Instruments \$250.00.

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

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

**Safety Requirements:** 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.

## DENTAL TECHNICIAN—UPGRADE

Business and Health Division

This program is designed to assist those who have completed apprenticeship technical training, achieve licensed journeyman status, and to allow journeyman dental technicians and dental mechanics to advance their competency and specialization in skill and theory areas.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1 — PRE-LICENSING</b>		
1280	Complete Dentures — Pre-Licensing	1.5
1281	Crown and Bridge — Pre-Licensing	1.5
1282	Removable Partial Dentures — Pre-Licensing	1.0
<b>Level 2 — POST-BASIC INTERMEDIATE</b>		
2259	Complete Dentures — Intermediate	0.5
2260	Crown and Bridge — Intermediate	0.5
2261	Ceramics — Intermediate	0.5
2262	Removable Partial Dentures — Intermediate	0.5
2263	Orthodontics — Intermediate	0.5
2264	Pathology — Intermediate	1.0
<b>Level 3 — POST-BASIC ADVANCED</b>		
3197	Complete Dentures — Advanced	0.5
3198	Crown and Bridges — Advanced	0.5
3199	Ceramics — Advanced	0.5
3200	Removable Partial Dentures — Advanced	0.5
3201	Orthodontics — Advanced	0.5

**Length of Program:** Upgrade courses are of various lengths and are offered on a part-time basis.

**Entrance Requirements:** The applicant may enter the program at any Level depending on professional status and related work experience. It will be expected that the applicant is or has been actively employed in the field with the full knowledge and permission of the Dental Technician's Board of B.C.

**Level 1** — Completion of the 4th Level Dental Technician Apprenticeship Training, as proven by a letter from the Ministry of Labour Apprenticeship Branch plus written proof of current employment by a Dental Technician, OR written permission from the Dental Technician's Board.

**Level 2** — Possess either a valid B.C. Dental Technician's License or Dental Mechanic's License.

**Level 3** — Possess either a valid B.C. Dental Technician's License or a valid B.C. Dental Mechanic's License and completion of the related Level 2 course. (Note: the applicant may be exempted from the Level 2 prerequisite depending on the specialty area specified on the license).

**Training Procedure:** Theory, demonstrations and lab assignments are carried out on practical models. Facilities include a well equipped dental lab-classroom which approximates working conditions within a learning environment.

**Additional Cost Estimate:** Students must supply their own hand instruments and safety glasses.

**Safety Requirements:** Long hair should be tied back, contact lenses are discouraged, and jewelry and rings may not be worn. Dust masks are provided.

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

## DINING ROOM AND LOUNGE SERVICE

Service Division

This program trains students to gain employment as waiters or waitresses in licensed dining rooms, restaurants, hotels, and coffee shops, and as bartenders in various hospitality and tourist facilities, private clubs, and other institutions holding liquor licenses.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1010	Service Procedures 1	2.0
1023	Customer Relations	0.5
1024	Food and Beverage Equipment	0.5
1031	Personal Hygiene and Sanitation	0.5
1440	Menu Terminology	1.5
2020	Cash Register	1.0



## Level 2

2420	Service Procedures 2	2.0
2421	Wines	1.5
2422	Bartending	2.0
2423	Tourism	0.5

**Length of Program:** 3 months.

**Entrance Requirements:** Grade 10 completion or acceptable equivalent. 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.

**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.

**Evaluations:** Continuous evaluations are made throughout the program.

## DRAFTING—BASIC AND ARCHITECTURAL

Industrial Division

Graduates of this program will have obtained a basic knowledge of drafting concepts and techniques. This program is the prerequisite for any one of the advanced drafting programs.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1416	Basic Drafting	6.0
1417	Basic Working Drawings	4.0
<b>Level 2</b>		
2413	Introduction to Residential Architectural Drafting and Technology	3.0
2414	Residential Working Drawings	5.0
2415	Perspective and Rendering	1.0
2416	Commercial Architectural Drafting and Technology	5.0

**Entrance Requirements:** Grade 12 graduation, or "TRAC" Common Core, or acceptable equivalent.

**Refer to the end of the DRAFTING — STRUCTURAL STEEL DETAILING section for further information.**

## DRAFTING—CIVIL AND STRUCTURAL

This program provides students with the skills and knowledge to enable them to enter the workforce in many areas of the construction and engineering industry as team members in consulting engineering firms; in municipal, provincial, or federal offices; and in private industry.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
3366	Industrial Site Layout	4.0
3367	Alignment Detailing	1.5
3368	Marine Facilities	1.5
3369	Quantity Estimating — Civil	1.0
<b>Level 2</b>		
4157	Foundation and Ground Floor Systems	4.0
4158	Concrete Suspended Floor Systems	3.0
4159	Concrete Column and Beam Detailing	3.0
4160	Steel Structures	4.0
4161	Quantity Estimating — Structural	1.0
<b>Level 3</b>		
5039	Introduction to Computer Aided Drafting (CAD)	1.5
5040	Job Search Skills	0.5

**Entrance Requirements:** VVI Basic and Architectural Drafting program or acceptable equivalent.

**Refer to the end of the DRAFTING — STRUCTURAL STEEL DETAILING section for further information.**

## DRAFTING—MATERIALS HANDLING AND PROCESS PIPING

Industrial Division

In this program, graduates will develop the skills necessary to find employment in areas of the construction industry. They will be members of engineering teams in industries such as Pulp and Paper Production, Mining, Forest Product Manufacturing, and Chemical and Petrochemical Production.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
3354	Site Layout	1.5
3355	Sorting Equipment	1.5
3356	Transfer Equipment	2.0
3357	Roller Conveyors	2.5
3358	Belt Conveyors	3.0
3359	Hoppers and Chutes	2.5



**Level 2**

4150	Process Flow Diagrams	1.5
4151	Process Piping 1	3.0
4152	Process Piping 2	4.0
4153	Piping Isometrics and Spool Drawings	1.5

**Level 3**

5039	Introduction to Computer Aided Drafting (CAD)	1.5
5040	Job Search Skills	0.5

**Entrance Requirements:** VVI Basic and Architectural Drafting program or acceptable equivalent.

**Refer to the end of the DRAFTING — STRUCTURAL STEEL DETAILING section for further information.**

## DRAFTING—STRUCTURAL STEEL DETAILING

Industrial Division

This program provides graduates with the skills necessary to find employment in the steel construction industry, primarily with steel fabrication firms. Graduates will have acquired a knowledge of building terminology as well as steel structures and their components, and will be prepared to detail a wide range of steel structures as part of the engineering team working for a steel fabricator.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
3360	Introduction to Structural Steel Framing	6.0
3361	Geometry of Steel Structures	2.0
3362	Practical Geometry for the Steel Detailer	4.0
<b>Level 2</b>		
4154	Steel Truss Detailing	3.0
4155	Platework Assemblies	3.0
4156	Introduction to Heavy Steel Framing	5.0
<b>Level 3</b>		
5039	Introduction to Computer Aided Drafting (CAD)	1.5
5040	Job Search Skills	0.5

**Entrance Requirements:** VVI Basic and Architectural Drafting program or acceptable equivalent.

**The Following Applies To All Four Drafting Programs:**

**Length of Program:** 6 months.

**Additional Cost Estimate:** Books and Supplies: \$155.00.

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

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

## ELECTRICITY—BASIC

Industrial Division

This program trains students to gain entry level employment in the electrical field as electrical sales personnel and/or junior estimators. This program is equivalent to the Occupational Core — Electrical and Electrical Speciality Core (Provincial (BC) TRAC Program) combined. Graduates who wish to participate in the Apprenticeship System may also be qualified to begin initial indentureship and related training. This basic program is the prerequisite for the Department's advanced Electricity and Industrial Electronics Program.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1444	Fundamentals of Electricity	6.0
<b>Level 2</b>		
2427	Wiring Materials and Methods	5.0
2428	Canadian Electrical Codes and B.C. Amendments	3.0
<b>Level 3</b>		
3374	Electrical Machine Theory	2.5
3375	Single Phase Applications	2.5
<b>Level 4</b>		
4162	An Introduction to Three-Phase Systems and Machines	2.5
4163	An Introduction to Motor Control	2.5

**Entrance Requirements:** Common Core (TRAC) or Grade 12 graduation with Algebra 11 and Physics 11 or acceptable equivalent. Successful completion of a colour vision test.

**Refer to the end of the ELECTRICITY and INDUSTRIAL ELECTRONICS section for further information.**

## ELECTRICITY AND INDUSTRIAL ELECTRONICS

This program trains graduates to obtain employment as construction, industrial, marine, and maintenance electricians, as well as in various engineering technician related positions. Graduates may also qualify for advanced standing as indentured candidates within the Apprenticeship System.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1428	DC Machine Principles	2.5
1429	DC Machines	3.5



**Level 2**

1102	Applied Mathematics	1.0
2403	Transformers	1.0
2429	AC Analysis — Advanced	4.0

**Level 3**

3343	AC Machines	3.0
3373	Magnetic Control	3.0

**Level 4**

4148	Static Devices	2.0
4149	Static Control	4.0

**Entrance Requirements:** Completion of the VVI Electricity — Basic Program or acceptable equivalent.

**The following applies to the ELECTRICITY — BASIC and ELECTRICITY AND INDUSTRIAL ELECTRONICS programs:**

**Length of Program:** 6 months.

**Training Procedure:** Classroom lectures are followed by shop demonstrations with practical work done on selected projects in fully equipped shops.

**Additional Cost Estimate:** Textbooks \$100.00; 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.

**Evaluations:** Regular theory examinations, with continuous and individual evaluations of practical work take place throughout the program.

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## ELECTRONICS—BASIC

Industrial Division

This program prepares graduates to install, maintain, and repair a variety of electronic equipment, and is the prerequisite for the advanced programs offered by the Electronics Department.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1345	Direct Current (DC) Circuit Analysis	2.5
1346	Semiconductor Devices	2.0
1164	Alternating Current (AC) Basics	2.0
1172	Power Supplies	2.0
<b>Level 2</b>		
2150	Bipolar Small Signal Amplifiers	3.0
2331	Vacuum Tube and 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

**Length of Program:** 6 months.

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent.

**Additional Cost Estimate:** Textbooks \$75.00; Tools and Supplies \$115.00.

**Refer to the end of the ELECTRONICS TECHNICIAN section for further information.**

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## ELECTRONICS—COMPUTER

Industrial Division

This program prepares graduates to repair and maintain microprocessor based systems and peripherals.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1273	6800/6502 Based Microprocessors	4.0
1402	Z-80/8080 Based Microprocessors	4.0
1415	Advanced Digital Electronics	2.0
<b>Level 2</b>		
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

**Length of Program:** 6 months.

**Entrance Requirements:** Successful completion of the VVI Electronics — Basic program or acceptable equivalent.

**Additional Cost Estimate:** Textbooks \$100.00; Supplies for Projects \$100.00; Tools (Continuing Students) \$25.00; Tools (New Students) \$125.00.

**Refer to the end of the ELECTRONICS TECHNICIAN section for further information.**

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## ELECTRONICS TECHNICIAN

Industrial Division

This program prepares graduates to install, troubleshoot, maintain, and repair electronic equipment in the industrial, medical, business, and telecommunication fields.



**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
3299	Multivibrators	2.0
4113	Resonance and Radio Frequency (RF) Amplifiers	1.0
4114	Oscillators	2.0
4115	Telephone Carrier Systems	3.5
<b>Level 2</b>		
5017	Frequency Modulation (FM) Radios	1.5
5018	Antennas and Transmission Lines	0.5
5019	Video	3.5
9006	Amplitude Modulation (AM) Radios	3.0
<b>Level 3</b>		
3337	Microwave and Aviation Electronics	1.5
6006	Single Side Band (SSB) Communications	3.0
6015	Very High Frequency (VHF) Communications	3.5

**Length of Program:** 6 months.

**Entrance Requirements:** Successful completion of the VVI Electronics — Basic program or acceptable equivalent.

**Additional Cost Estimate:** Textbooks \$35.00; Tools (Continuing Students) \$25.00; Tools (New Students) \$115.00.

**The following applies to the ELECTRONICS — BASIC, COMPUTER ELECTRONICS, AND ELECTRONICS TECHNICIAN Programs:**

**Training Procedure:** Classroom lectures are followed by shop demonstrations with practical work done on selected projects in fully equipped shops.

THE STUDENT MUST BE PREPARED TO PAY ALL 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.

**Evaluations:** Regular theory examinations, with continuous and individual evaluations of practical work, take place throughout the program.

## HAIRDRESSING

Service Division

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 VVI for a one-month review before writing the government licensing examination.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1126	Shampoo, Rinses and Conditioners	1.0
1225	General Trade Practice	1.0
1228	Permanent Waving 1	1.0
1314	Styling 1	2.0
1315	Bacteriology and Sanitation	0.5
1398	Hair Colouring 1	0.5
1403	Hair Cutting 1	2.0
<b>Level 2</b>		
2213	Scalp Treatments	0.5
2299	Customer Service	0.5
2303	Hair Cutting 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
<b>Level 3</b>		
3270	Styling 3	3.0
3272	Haircutting 3	2.0
3326	Permanent Waving 3	1.0
3327	Hair Colouring 3	1.0
3332	Career Management	1.0
<b>Level 4</b>		
4132	Facials and Manicures	1.0
4137	Practicum 2	2.0
4134	Hair Colouring 4	1.5
4135	Anatomy	0.5
4138	Hair Cutting 4	1.5
4109	Styling 4	2.5

**Length of Program:** 8 months.

**Entrance Requirements:** Grade 10 completion or acceptable equivalent. 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.

All students entering the Hairdressing trade must be aware that they can not obtain a fully-qualified license from the Hairdressers' Association of British Columbia until:

- they have satisfactorily completed an apprenticeship;
- they are eighteen (18) years of age;



- c) they have passed the Hairdressing Examination administered by the Hairdressers' Association of British Columbia.

**Training Procedure:** Classroom theory combined with practical skill training in a fully operational hairdressing salon.

**Additional Cost Estimate:** Textbooks \$45.00; Equipment Cost \$200.00 — \$250.00 (required 6 weeks after first day of attendance); Uniforms and Shoes \$50.00; practice equipment rental \$25.00.

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.

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

**Dress:** Dark coloured dress pants or skirt, closed, comfortable shoes with low heels and non-skid soles, and approved uniform are required.

**Evaluations:** Continuous evaluation and testing takes place throughout the program.

## HAIRDRESSING APPRENTICESHIP YEAR ONE

Service Division

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.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
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

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

**Refer to the end of the HAIRDRESSING APPRENTICESHIP YEAR TWO section for further information.**

## HAIRDRESSING APPRENTICESHIP YEAR TWO

Service Division

Apprentice students will engage in advancing their hairdressing skills and knowledge to prepare for the provincial licensing examination administered by the Hairdresser's Association of British Columbia.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
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

**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.

**The following applies to both HAIRDRESSING APPRENTICESHIP programs:**

**Length of Program:** 1 month.

**Training Procedure:** Classroom theory combined with practical skill training in a fully operational hairdressing salon.

**Additional Cost Estimate:** Textbooks \$17.00; salon tools must accompany students 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.

**Evaluations:** Continuous evaluation and testing takes place throughout the program.

## HAIRSTYLING — MEN'S

Service Division

After completion of training, graduates may obtain employment as apprentices in the men's hairstyling or barbering trade, as well as in related industries such as retail hair goods and supplies.



**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1123	Scalp Treatments 1	0.5
1124	Service Management 1	0.5
1125	Shampoo	1.5
1127	Shaving 1	1.0
1131	Tools	0.5
1133	Bacteriology and Sanitation	1.0
1137	Facials and Massage 1	1.0
1140	Haircutting 1	3.5
1144	Blow-Waving 1	0.5
<b>Level 2</b>		
2109	Service Management 2	0.5
2108	Scalp Treatments 2	0.5
2110	Shaving 2	1.5
2112	Skin and Scalp Diseases	1.0
2118	Blow-Waving 2	1.0
2122	Facials and Massage 2	1.0
2126	Haircutting 2	3.5
2128	Hairstyling 1	0.5
2364	Permanent Waving 1	0.5
<b>Level 3</b>		
3059	Service Management 3	0.5
3064	Blow-Drying 1	0.5
3066	Curling Irons 1	0.5
3067	Electricity and Light Therapy	0.5
3069	Hair Coloring 1	1.0
3071	Hair Structure and Chemistry	1.0
3072	Hairstyling 2	4.5
4028	Permanent Waving 2	1.5
<b>Level 4</b>		
4021	Blow-Drying 2	0.5
4020	Anatomy and Nutrition	1.0
4022	Business Management	0.5
4023	Curling Irons 2	0.5
4024	Hair Coloring 2	0.5
4025	Hair Replacements	1.0
4027	Hairstyling 3	3.5
4131	Permanent Waving 3	1.5

**Length of Program:** 9 months.

An apprenticeship of 9 months follows this training program.

**Entrance Requirements:** Grade 10 completion or acceptable equivalent. 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.

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

**Additional Cost Estimate:** Textbooks \$45.00; Tool Deposit \$25.00; Uniform \$20.00, and Tool Kit \$200.00 — \$250.00.

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

**Dress:** Dark coloured dress pants or skirt, closed, comfortable shoes with low heels and non-skid soles, and approved uniform are required.

**Evaluations:** Continuous evaluation and testing takes place throughout the program.

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## HOSPITAL UNIT ASSISTANT

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Medcom Division

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This program is intended for persons wishing to seek employment in hospitals in the capacity of nursing unit clerks or medical receptionists.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1145	Basic Anatomy, Physiology and Medical Terminology 1	0.5
1157	Pharmacology 1	0.5
1357	Orientation to Health Care	3.0
<b>Level 2</b>		
2140	Pharmacology 2	1.0
2342	Basic Anatomy and Physiology and Medical Terminology 2	1.0
2343	Hospital Records	1.5
2344	Admissions, Transfers and Discharges	1.5
2345	Transcription of Physician's Orders 1	3.0
<b>Level 3</b>		
3077	Basic Anatomy, Physiology and Medical Terminology 3	1.0
3085	Hospital Emergency Procedures	0.5
3086	Human Relation Skills	1.0
3097	Pharmacology 3	0.5
3304	Communication with Service Departments	1.0
3305	Transcription of Physician's Orders 2	3.5
9024	Safety Oriented First Aid	0.5
<b>Level 4</b>		
4118	Medical Nursing Ward Practicum	2.0
4119	Surgical Nursing Ward Practicum	2.0



**Length of Program:** 6 months.

**Entrance Requirements:** Grade 12 or Basic Training for Skills Development (BTSD) Level 4, or acceptable equivalent. Typing 1 (Course 1161) or its equivalent (ability to type 25 words per minute with a maximum of 5 errors).

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.

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

**Additional Cost Estimate:** Textbooks \$75.00; Uniform \$18.00; Student Name Pin \$1.50.

THE STUDENT 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.

## LEGAL SECRETARY

Business and Health Division

Training as a Legal Secretary opens employment opportunities in a wide variety of secretarial positions including: Legal Secretary, Junior Legal Secretary, or Legal Support Employee in firms and organizations that deal with legal matters, including real estate companies, insurance companies, financial organizations, and government offices.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1475	Corporate	1.5
1476	Divorce	1.5
3216	Litigation	1.5
3217	Wills and Estates	1.5
3219	Conveyancing	1.5
3238	General Legal Procedures	1.5
<b>OPTIONS</b>		
1477	Legal Word Processing	2.0
<b>OR</b>		
1478	Legal Shorthand	2.0

**Length of Program:** 3 months.

**Entrance Requirements:** Either a VCC/VVI Secretarial or Word Processing Operator Program Certificate, or equivalent, OR one year's secretarial or word processing experience as verified by an employer's letter

plus tested typing, transcription, and shorthand or timed word processing production as detailed in the Program Content Guide.

**Training Procedure:** As part of the training, students may be placed on a practicum with employers to obtain practical office experience. Field trips and guest speakers are frequently used to supplement the regular training process.

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

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

**Evaluations:** Student progress is examined on a regular basis by examinations and assessment of practical assignments.

## MACHINIST—BASIC

Technical Division

Graduates from this program will have mastered the competencies of the TRAC programs Machinist/Millwright Occupational Core and the Machinist Specialty. Upon graduation, students are qualified to enrol in the Machinist — Advanced program, or may become indentured as apprentices in the Machinist trades, with credit being granted towards the completion of their apprenticeship training. Employment opportunities can be found in the areas of: machine operator, equipment repair, machinery installation, equipment sales, and other related occupations where a basic knowledge of machinist skills are required.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1079	Lathe 1	6.0
1445	General Shop Practice	1.5
1446	Support Machines	2.0
1447	Shapers and Planers	1.5
1448	Surface Grinders 1	1.0
<b>Level 2</b>		
2061	Basic Metallurgy	1.0
2430	Lathe 2	6.0
2431	Milling Machine 1	2.5
2432	Power Transmission Equipment	1.5
2433	Introduction to Numerical Control	1.0

**Length of Program:** 6 months.

**Entrance Requirements:** Grade 12 graduation, or Common Core (TRAC), or acceptable equivalent.

**Refer to the end of the MACHINIST — ADVANCED section for further information.**



## MACHINIST—ADVANCED

Technical Division

Graduates from this program may become indentured as apprentices, and at the time of indentureship, the employer may grant credits for the training received towards the completion of the apprenticeship. Employment opportunities are found in the areas of: machinist improver, demonstration and sales of machine tools, machine tool repairs, inspection, and other related employment where a more advanced knowledge of the machinist trade is required.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1449	Lathe 3	3.0
1450	Milling Machine 2	3.0
1451	Precision Measurement	1.0
1452	Blueprint Reading	1.0
1453	Surface Grinders 2	1.0
<b>Level 2</b>		
2434	Lathe 4	3.0
2435	Universal Cylinder Grinder	1.0
2436	Horizontal Boring Mill	1.0
3033	Gear Cutting	2.0
3036	Milling Machine 3	2.0

**Length of Program:** 5 months.

**Entrance Requirements:** Completion of VVI Machinist — Basic program, provincial (B.C.) Machinist Occupational and Specialty Cores of the TRAC program, or equivalent.

**The following applies to the MACHINIST — BASIC and MACHINIST — ADVANCED programs.**

**Training Procedure:** Students will receive classroom instruction in theory and will apply this knowledge in practical applications in well-equipped shops.

**Additional Cost Estimate:** Textbooks \$95.00; Safety Items \$50.00; Coverall Deposit \$25.00 (a nominal monthly laundry cleaning fee may be charged). The same texts and tools are used in both programs and need only be purchased once.

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

**Dress:** Coveralls are supplied.

**Safety Requirements:** Students are required to supply and wear their own safety glasses, and safety work boots 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. Metal watch straps and other jewellery must not be worn.

**Evaluations:** Students are evaluated by periodic theory examinations, practical exercises, and selected individual practical work projects.

## MARKETING MICRO TECHNOLOGY

Medcom Division

This program trains graduates to obtain employment as sales trainees or entry-level sales representatives with manufacturing, wholesaling, and retailing firms whose major marketing force is the sale of micro technology.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1376	Business Economics	2.0
1438	Marketing Fundamentals	2.5
1439	Psychology of Salesmanship	2.0
2362	Business Law	1.5
<b>Level 2</b>		
2131	Advertising and Sales Promotion	2.0
2417	Introduction to Computer Systems	1.0
2418	Supervisory Skills Training	1.0
2419	Marketing Research	3.0
<b>Level 3</b>		
2134	Financial Management	1.5
3352	Psychology of Management	2.0
3353	Introduction to Computer Programming — BASIC	1.5

**Length of Program:** 5 months.

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent.

**Additional Cost Estimate:** Textbooks \$75.00; Supplies \$15.00.

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

## MEDICAL OFFICE ASSISTANT

Medcom Division

Graduates of this program are qualified to seek employment with medical offices, clinics, hospitals, and other organizations in a variety of positions including: medical office assistant, unit clerk, typist, or dictatypist.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1146	Business Communications 1	2.0
1159	Recordkeeping	3.0
1161	Typing 1	2.0
1351	Business Machines — MOA	1.0
1350	Mathematics — 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 Processes	4.0

**Level 3**

2137	Machine Transcription 1	2.0
2146	Typing 3	4.0
3233	Medical Billing	2.0

**Level 4**

3221	Standard First Aid and C.P.R.	1.5
3232	Medical Office Practices	5.0
9004	Medical Transcription 1 — Histories/Consults	2.0
4116	Medical Clinical Practices	5.0

**Length of Program:** 10 months.

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent.

**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.

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

THE STUDENT 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 (With Word Processing)

Medcom Division

Training as a Medical Transcriptionist provides graduates with the skills to obtain employment as medical stenography-word processing operators, medical secretaries, transcriptionists, typists, or dictatypists, in hospitals, clinics, doctors' offices, and other related fields.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1146	Business Communications 1	2.0
1147	Business Communications 2	2.0
1161	Typing 1	2.0
1162	Typing 2	3.0
9005	Basic Anatomy, Physiology, Terms, and Disease Processes	3.0

**Level 2**

2137	Machine Transcription 1	2.0
2146	Typing 3	4.0

**Level 3**

3114	Special Senses (Eye and Ear)	1.5
3278	Integumentary/Mammary System	1.5
3279	Musculoskeletal System	1.5
3280	Cardiovascular, Hemic and Lymphatic Systems	1.5
3281	Digestive and Respiratory Systems	1.5
3282	Genitourinary System	1.5
3283	Endocrine System	1.5
3284	Nervous System	1.5
3285	Medical Transcription 2 — Specialities	2.0
3286	Medical Transcription 3 — Hospital	2.0
3287	Medical Transcription 4 — 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
9004	Medical Transcription 1 — History/Consults	2.0

**Length of Program:** 10 months.

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent.

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

THE STUDENT 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.

## NURSING AIDE

Business and Health Division

The Nursing Aide Program prepares students for employment in long term care agencies such as personal/intermediate and extended care facilities, rehabilitation centres, mental health facilities, and private agencies involved in personal care in home settings. Graduates may be employed as Nursing Aides, Geriatric Aides, Long Term Care Aides, and Health Care Workers.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1432	Communications Methods 1	1.0
1433	Long Term Care Concepts 1	1.0
1434	Long Term Care Skills 1	2.0



**Level 2**

2407	Communication Methods 2	0.5
2408	Interpersonal Relations 1	0.5
2409	Long Term Care Concepts 2	1.0
2410	Long Term Care Skills 2	2.0

**Level 3**

3348	Communication Methods 3	0.5
3349	Interpersonal Relations 2	0.5
3350	Long Term Care Concepts 3	0.5
3351	Long Term Care Skills 3	2.5

**Level 4**

4144	Interpersonal Relations 3	0.5
4145	Long Term Care Concepts 4	1.0
4146	Long Term Care Skills 4	3.5

**Length of Program:** 4 months.

**Entrance Requirements:** Grade 10 completion or acceptable equivalent. 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.

**Additional Cost Estimate:** \$50.00 for textbooks, \$60.00 and up for a uniform, \$40.00 for duty shoes, \$7.50 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 STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE.

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

## NURSING — LONG TERM CARE AIDE UPGRADE

Business and Health Division

Graduates of this program will be prepared to accept employment, or more fully realize their employment potential in Long Term Care facilities or agencies and will have acquired the competencies necessary to perform under the designations of Long Term Care Aide, Geriatric Aide, Care Aide, and Nursing Aide. Upgrade training is provided to individuals presently working in personal/intermediate and extended care facilities, rehabilitative centers, and recognized private agencies involved in care in home settings.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1430	Communications 1	0.5
1431	Resident Centered Care Theory 1	1.0
<b>Level 2</b>		
2405	Communications 2	0.5
2406	Resident Centered Care Theory 2	1.0
<b>Level 3</b>		
3376	Resident Centered Care Skills 1	1.5
3377	Resident Centered Care Skills 2	1.0
3378	Resident Centered Care Skills 3	1.5

**Length of Program:** 2 months

**Entrance Requirements:** Grade 10 or acceptable equivalent. At least 8 months of recent experience as an Aide in a long term care facility/agency, as certified by a letter from the employer. A recent health certificate, proof of all up-to-date immunizations recommended by the VVI and the B.C. Department of Health, and a negative TB skin test. (In the case of a positive TB skin test, a negative chest X-ray report is required).

**Additional Cost Estimate:** Textbook, handbook, and pin: \$50.00. Students are responsible for their own transportation costs to the various facilities.

**Dress:** A good grade of hospital shoes will be required before entering hospital training. A pant suit uniform may be required during clinical sections of the program.

**Evaluations:** Frequent examinations take place throughout the program.

## NURSING — ORDERLY AND PRACTICAL

Business and Health Division

Graduates of this program will have acquired the skills and knowledge to gain employment in agencies responsible for patients requiring extended, intermediate, obstetric, paediatric, personal, and acute care.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1111	Health and Illness 1	3.0
1112	Human Biology 1	2.0
1292	Basic Nursing Theory 1	1.0



1293	Basic Nursing Skills 1	4.0
1294	Communications 1	1.5
1295	Legal, Ethical, and Professional Relationships 1	0.5

#### Level 2

2101	Legal, Ethical, and Professional Relationships 2	0.5
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

#### Level 3

3345	Intermediate Care Nursing Theory and Pharmacology	2.5
3346	Intermediate 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

**Length of Program:** 10 months

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent. 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. These requirements should be completed before the date of admission.

**Training Procedure:** 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.

**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 STUDENT 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.

**Evaluations:** 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.)

## POWER ENGINEERING

Technical Division

### 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 Counselling Department.

## POWER AND PROCESS ENGINEERING

Technical Division

This program provides training in the skills required by a Third Class Power Engineer to work in pulp mills, oil refineries, distilleries, hospitals, and utilities. Graduation, in conjunction with four months of applicable plant experience, allows the student to write the Third-Class Power Engineer's Certificate examinations.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1064	Third Class Power Engineering 1	1.0
1065	Technical Communication 1	0.5
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
<b>Level 2</b>		
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

**Length of Program:** 9 months

**Entrance Requirements:** The applicants must have a valid certificate as a 4th Class Power Engineer AND proof of successful completion of the Power Engineering Technical program, or proof of successful completion of the first year of an engineering related post-secondary program at a technical institute or engineering faculty of a university.

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

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

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

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

**Safety Requirements:** Safety work boots and safety glasses must be worn during lab and shop work (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.

**Evaluations:** Examinations and evaluations are given regularly throughout the training period. External examinations for the Third-Class Engineer's Certificate follow completion of the program.

## POWER ENGINEERING CERTIFICATION (TUTORIAL)

Technical Division

This program is designed to bring students to satisfactory levels of knowledge in preparation for employment as Boiler Operators, Fourth Class Power Engineers, Third Class Power Engineers, Second Class Power Engineers, or First Class Power Engineers in industry as well as for writing the appropriate Ministry of Labour Power Engineer's examinations.

#### 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.

#### 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 weeks approximately
Fourth Class Power Engineer .....	10 weeks approximately
Third Class Power Engineer	
— Part 'A' .....	8 weeks approximately
— Part 'B' .....	8 weeks approximately
Second Class Power Engineer	
— Part 'A' .....	16 weeks approximately
— Part 'B' .....	16 weeks approximately
First Class Power Engineer	
— Part 'A' .....	20 weeks approximately
— Part 'B' .....	20 weeks approximately

#### Class Hours:

Attendance is possible on a full or part-time basis during regular class hours of 08:00 to 15:15, Monday through Friday, year round. Students who attend on a part-time basis are allowed up to two years to complete studies for each of the above.

#### Specific Entrance Requirements:

3rd class Power Engineer — a 4th class Power Engineer's Certificate  
2nd class Power Engineer — a 3rd class Power Engineer's Certificate  
1st class Power Engineer — a 2nd class Power Engineer's Certificate  
No specific entrance requirements 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.



**Training Procedure:**

Classroom theory and demonstration, lectures, assignments, and tutorials are augmented by laboratory work.

## POWER ENGINEERING CERTIFICATION (CORRESPONDENCE)

Technical Division

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 Canadian Power Engineering Certificates. These programs allow students to study at home at their own speed and 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.

**Length of Programs:**

	Average Time Taken By Students	Maximum Time Allowed For Program
Boiler Operator	4 months	12 months
Fourth Class	6 months	12 months
Third Class	12 months	24 months
Second Class	20 months	24 months
First Class	20 months	24 months

**Optional V.V.I. Attendance:**

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

**Entrance Requirements:**

The same entrance requirements and evaluations stated for Certification (Tutorial) are applicable to this program.

**Program Material:**

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

**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".

**Training Procedure:**

Students learn the material in an assignment and compile written answers to questions based on that material.

## POWER ENGINEERING — GENERAL

Technical Division

This program prepares graduates to write the B.C. Ministry of Labour supervised examination for an Interprovincial Fourth Class Power Engineer's Certificate of Competency, providing the qualification to obtain employment as a Fourth Class Power Engineer in positions such as operators and maintenance repairmen in oil refineries, chemical plants, and refrigeration plants, and as caretakers of large buildings with central heating and air conditioning systems.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1022	Steam Laboratory 1	1.0
1025	Plant Training 1	1.0
1242	Drafting 1	1.0
1243	General Electricity 1	1.0
1244	Fourth Class Power Engineering 1	1.0
1245	Instrumentation 1	1.0
1249	Workshop 1	1.5
1323	General Mathematics 1	2.5
<b>Level 2</b>		
2010	Steam Laboratory 2	1.0
2017	Plant Training 2	1.0
2217	Drafting 2	1.0
2218	General Electricity 2	1.0
2219	Fourth Class Power Engineering 2	1.0
2220	Instrumentation 2	1.0
2224	Workshop 2	1.5
2310	General Mathematics 2	1.5
2311	Applied Science 1	1.0
<b>Level 3</b>		
3009	Steam Laboratory 3	1.0
3014	Plant Training 3	1.0
3166	Drafting 3	1.0
3167	General Electricity 3	1.0
3168	Fourth Class Power Engineering 3	1.0
3169	Instrumentation 3	1.0
3170	General Mathematics 3	1.0
3173	Workshop 3	1.5
3276	Applied Science 2	1.5
<b>Level 4</b>		
4004	Steam Laboratory 4	1.0
4005	Plant Training 4	1.0
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

**Additional Cost Estimate:** Textbooks and supplies \$135.00 per year; Coverall Deposit \$25.00 (a nominal monthly laundry cleaning fee may be charged); Safety Items \$50.00.

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

Refer to the end of the **POWER ENGINEERING — TECHNICAL** section for further information.

## POWER ENGINEERING — TECHNICAL

Technical Division

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. 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 and may find employment as Fourth Class Power Engineers in industry and be qualified for positions as operators and maintenance repairmen in oil refineries, chemical plants and refrigeration plants, and as caretakers of large buildings with central heating and air conditioning systems.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1022	Steam Laboratory 1	1.0
1025	Plant Training 1	1.0
1242	Drafting 1	1.0
1244	Fourth Class Power Engineering 1	1.0
1245	Instrumentation 1	1.0
1249	Workshop 1	1.5
1260	Technical Electricity 1	1.0
1261	Technical Mathematics 1	1.5
1272	Applied Physics 1	1.0

<b>Level 2</b>		
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

<b>Level 3</b>		
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

<b>Level 4</b>		
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

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

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

The following applies to both the **POWER ENGINEERING — GENERAL** and **POWER ENGINEERING — TECHNICAL** Programs:

**Length of Program:** 9 months

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent

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

**Safety Requirements:** Safety work boots and safety glasses must be worn during lab and shop work (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.

**Evaluations:** 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 SEWING

Service Division

This program trains students with the basic skills necessary to obtain and maintain employment in the Needle Industry.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1119	Machine Operations 1	4.0
<b>Level 2</b>		
2105	Machine Operations 2	4.0

**Length of Program:** 2 months

**Entrance Requirements:** Command of the English language sufficient to understand simple verbal instructions.

**Training Procedure:** Instruction and demonstration leading explicitly to practical production work.

**Additional Cost Estimate:** Tools: \$22.00

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

**Evaluations:** Continuous evaluation and testing takes place throughout the program.

## PRINTING PRODUCTION

Technical Division

Graduates of this program may seek employment or an apprenticeship in the graphic arts industry in a wide variety of job categories including: production planning, composition, lithographic preparation, press operation, bindery and finishing, and related sales and distributorships.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
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	1.0
<b>Level 2</b>		
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	2.0
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

**Length of Program:** 10 months

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent.

**Training Procedure:** Theoretical knowledge is integrated with practical hands-on training in a well equipped shop. 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. Job search skills training is also provided.

**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.

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

## PRINTING PRODUCTION (GRAPHIC ARTS) APPRENTICESHIP CERTIFICATE

Technical Division

The Vancouver Vocational Institute conducts courses leading to sixteen apprenticeship certificates within four major industrial categories: Book-binding, 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

1381	Black and White Stripping and Surface Platemaking	4.0
1390	Bindery Operation — 4 Year Level 1	4.0
1391	Bindery Operation — 4 Year Level 2	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 Composition program. The areas of specialization and their specific courses are:

#### Hot Metal

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

#### Optional

1389	Letterpress Presswork	3.5
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#### Cold Type

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
1388	Computer Photo Typesetting	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
1385	Advanced Colour Separation	4.0

#### Optional

1386	Colour Stripping	4.0
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#### Colour Camera

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

#### Optional

1381	Black and White Stripping and Surface Platemaking	4.0
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**Assembler (Pasteup)**

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

**Entrance Requirements:** Acceptance into the B.C. Ministry of Labour's Provincial Apprenticeship system, or, if there are training spaces available, a letter from the applicant's employer and recommendation of the Department Head for Printing Production.

**Additional Cost Estimate:** Tools \$10.00, Textbooks \$20.00 required in some programs.

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.

**Evaluations:** The student's progress is assessed by means of frequent written examinations as well as practical assignments.

**SECRETARIAL**

Business and Health Division

Graduates of this program will find job opportunities in business, industry, and government as secretaries, clerk-stenographers, stenographers, dictatypists, receptionists, and typists.

**Program Content:**

Course Number	Course Description	Course Credit
<b>Level 1</b>		
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
1161	Typing 1	2.0
1162	Typing 2	3.0

#### Level 2

2137	Machine Transcription 1	2.0
2146	Typing 3	4.0
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
3231	Introduction to Word Processing Equipment	3.0
3234	Shorthand 1	3.0
3235	Shorthand 2	2.5
3236	Shorthand 3	2.5

**Length of Program:** 10 months

**Entrance Requirements:** Grade 12 graduation or acceptable equivalent.

**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 a practicum with employers to obtain practical office experience. Field trips and guest speakers are frequently used to supplement the regular training process.

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

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

**Evaluations:** Student progress is examined on a regular basis by examinations and assessment of practical assignments.

## SECURITY OFFICER

Medcom Division

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
<b>Level 1A</b>		
1336	Professionalism and the Security Officer	1.0
1337	Access Control and Patrolling	1.0
1338	Fire Prevention and Building Safety	0.5
9024	Safety Oriented First Aid	0.5

OR

#### Level 1B

1336	Professionalism and the Security Officer	1.0
1338	Fire Prevention and Building Safety	0.5
1339	Retail Security	1.0
9024	Safety Oriented First Aid	0.5

**Length of Program:** 3 weeks

**Entrance Requirements:** Open to all applicants

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

**Additional Cost Estimate:** Text and materials: \$25.00

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

**Evaluations:** Continuous evaluations are made throughout the program.

## SHOE REPAIR

Service Division

Training in this program provides students with the skills and knowledge to obtain employment as owners or employees of shoe repair shops.

#### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1212	Men's Heel Bases	2.0
1213	Men's Heel Lifts	2.0
<b>Level 2</b>		
2184	Machinery 1	1.0
2185	Men's Shoes 1	3.0
2186	Men's Shoes 2	3.0
2187	Men's Boots 1	3.0
2188	Women's Shoes 1	2.0
<b>Level 3</b>		
3137	Machinery 2	1.0
3138	Men's Shoes 3	3.0
3139	Men's Boots 2	3.0
3140	Women's Shoes 2	3.0
3141	Uppers 1	1.5
<b>Level 4</b>		
4043	Machinery 3	1.0
4044	Men's Shoes 4	3.0
4045	Women's Shoes 3	3.0
4046	Uppers 2	2.0
4047	Career Management	3.0



**Length of Program:** 9 months

**Entrance Requirements:** Open to all applicants.

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

**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 the Trade is supplied. Comfortable, closed leather shoes are necessary.

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

## SKIN CARE (ESTHETICS)

Service Division

Upon completion of training, graduates are prepared to write the Hair-dresser's Association of British Columbia examination for the Special Beauty Culture License, and may obtain employment as esthetician technicians, cosmetic company representatives, cosmetic demonstrators, and make-up artists.

### Program Content:

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

**Length of Program:** 17 weeks

**Entrance Requirements:** Grade 10 completion or acceptable equivalent. 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.

**Additional Cost Estimate:** Textbooks \$31.00; Tools \$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

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

## TRAVEL AGENT — JUNIOR

Medcom Division

This program prepares graduates for employment in retail travel agencies as junior domestic travel agents, or as reservations agents with tour wholesalers.

### Program Content:

Course Number	Course Description	Course Credit
<b>Level 1</b>		
1240	Information Retrieval Skills	0.5
1436	Communication Skills and Interpersonal Relationships	0.5
1437	World Tourism Geography	2.0
1442	Introduction to the Travel Industry	1.0
<b>Level 2</b>		
2215	Office Procedures	1.0
3161	Ancillary Services	2.5
3163	Package Tours	1.0
<b>Level 3</b>		
3365	Airline Tariffs and Ticketing	4.0
<b>Level 4</b>		
3162	Practicum	1.0
3164	Sales and Service	1.5
3165	Reinforcement Module	1.0

**Length of Program:** 4 months

**Entrance Requirements:** The required level of performance must be attained in the following three tests: A minimum score of 15/20, on a 20 minute, multiple choice test on North American geography; A minimum score of 12/16, on a 20 minute math test; A minimum typing test speed of 20 w.p.m. net.

**Training Procedure:** Classroom instruction in a simulated employment environment.



**Additional Cost Estimate:** Text and materials: \$25.00

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

**Evaluations:** Continuous evaluations are made throughout the program.

## WELDING

Technical Division

The three Welding Programs, (Basic, Intermediate, and Advanced), 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 Apprenticeship Branch of the B.C. Ministry of Labour.

## WELDING — BASIC

Graduates of the Welding — Basic program are prepared for provincial certification to the Registered 'C' Welder level. An on-the-job experience component is a further requirement for certification under the Welder Training and Registration Program of the Province of British Columbia. Registered welders may seek employment in such fields as construction, ship-building, and in production and metal fabricating shops where basic welding and related skills are utilized.

### Program Content:

Course Number	Course Description		Course Credit
<b>Level 1</b>			
		*	
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
<b>Level 2</b>			
2365	Shielded Metal Arc Welding 1	P4	11.5
2366	Air Carbon Arc Cutting and Gouging	P5	0.5
<b>Level 3</b>			
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 REGISTERED WELDER TRAINING PROGRAM.

**Length of Program:** 7 months (approximately)

**Entrance Requirements:** Grade 10 completion or acceptable equivalent.

**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.

**Refer to the end of the WELDING — ADVANCED section for further information.**

## WELDING — INTERMEDIATE

Technical Division

Graduates of the Welding — Intermediate program are prepared for provincial certification to the Registered 'B' Welder level. An on-the-job experience component and provincial registration to the 'C' level are further requirements for certification under the Welder Training and Registration Program of the Province of British Columbia. Registered welders may seek employment in such fields as construction, ship-building, and in production and metal fabricating shops where intermediate welding and related skills are utilized.

### Program Content:

Course Number	Course Description		Course Credit
<b>Level 1</b>			
		*	
1352	Welding Inspection Procedures	RK4	0.5
1353	Welding Codes and Qualification Procedures	RK5	0.5
1354	Welding Metallurgy 2	RK7	0.5
1355	Shielded Metal Arc Welding 2	P7	8.0
1356	Gas Tungsten Arc Welding 1	P10	2.0
<b>Level 2</b>			
2339	Gas Metal Arc Welding 2	P8	2.0
2340	Flux Core Arc Welding 2	P9	1.5
2341	Blueprint Reading 2	RK6	1.0

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

**Length of Program:** 4 months (approximately)

**Entrance Requirements:** Completion of the VCC/VVI Welding — Basic program or other training equivalent to the level "C" college training component of the provincial Registered Welder program (completion of the level "C" job experience component is not an entrance requirement).

**Refer to the end of the WELDING — ADVANCED section for further information.**



## WELDING — ADVANCED

Technical Division

Graduates of the Welding — Advanced program are prepared for provincial certification to the Registered 'A' Welder level. An on-the-job experience component is a further requirement for certification under the Welder Training and Registration Program of the Province of British Columbia. Registered welders may seek employment in such fields as construction, ship-building, and in production and metal fabricating shops where advanced skills are utilized. Graduates may also prepare for American Society of Mechanical Engineers (ASME) or Canadian Welding Bureau (CWB) welding procedural specification tests, which may be taken with appropriate approval.

### Program Content:

Course Number	Course Description		Course Credit
<b>Level 1</b>			
1411	Shielded Metal Arc Welding 3	P11	1.5
1412	Gas Tungsten Arc Welding 2	P12	1.0
1413	Welding Metallurgy 3	RK8	0.5
1414	Blueprint Reading 3	RK9	1.0

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

**Length of Program:** 1 month (approximately)

**Entrance Requirements:** Completion of the VCC/VVI Welding — Intermediate program or other training equivalent to the level "B" college training component of the provincial Registered Welder program (completion of the level "B" job experience component is not an entrance requirement).

**Note:** completion of the Gas Tungsten Arc Welding 1 course in the Welding — Intermediate program or its equivalent is a prerequisite to the course Gas Tungsten Arc Welding 2 course.

**The following applies to the WELDING — BASIC, WELDING — INTERMEDIATE, and WELDING — ADVANCED programs**

**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).

**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

**Evaluations:** Students are evaluated by theory examinations and practical assignments on a regular basis throughout the programs.

## WORD PROCESSING OPERATOR

Business and Health Division

This program provides training to assist graduates in gaining employment as word processing operators in public and private sector organizations as well as professional offices.

### Program Content:

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

**Length of Program:** 4 months

**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 a practicum with employers to obtain practical office experience. Field trips and guest speakers are frequently used to supplement the regular training process.

**Entrance Requirements:** A VCC/VVI Clerk-Typist certificate or equivalent certificate, OR Grade 12 plus 2 years' office experience. A tested typing speed of 50 g.w.a.m. and 20 w.a.m. transcription speed.

**Additional Cost Estimate:** Textbooks and supplies \$50.00

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

**Evaluations:** Regular examinations on theory and assessment of practical projects take place throughout the program.



## AWARDS, SCHOLARSHIPS, AND BURSARIES

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

An Awards booklet listing the details of these awards are available in each department, the Library and the Counselling Department.

PLEASE DIRECT ALL INQUIRIES TO THE FINANCIAL AID DEPARTMENT.

**THE AMERICAN SOCIETY FOR METALS** — \$150.00 annual book prize for Machinists and Welders.

**THE B.C. TELEPHONE COMPANY** — two, \$200.00 awards for highest overall performing students.

**CERTIFIED GENERAL ACCOUNTANTS OF B.C.** — maximum of \$300.00 towards CGA tuition fees, to a graduate of the Accounting program.

**THE CREDIT UNION FOUNDATION OF BRITISH COLUMBIA** — bursary funds for financial hardship.

**THE D.H. GOARD TRUST FUND** — one annual award of \$100.00.

**EXECUTIVE WOMEN'S INTERNATIONAL** — approved scholarships to assist women in Business careers who are training to re-enter the work force.

**I.O.D.E.** — provides an annual award to an exceptionally worthy student.

**K. & D. ENGINEERING** — bursary funds available, eligibility based on need and progress.

**NATIONAL ASSOCIATION OF BROADCAST EMPLOYEES AND TECHNICIAN'S UNION, LOCAL 83** — \$250.00 annually to an Electronics student.

**THE P.E.O. CONTINUING EDUCATION GRANTS** — two, \$150 bursaries annually for students eligible under the P.E.O. criteria.

**THE ROSE MERCER MEMORIAL AWARD** — \$50.00 award for highest G.P.A. Nursing student.

**ROYAL CANADIAN LEGION — MOUNT PLEASANT BRANCH** — bursaries of \$200.00 each to Nursing Aide students.

**ROYAL CANADIAN LEGION — PACIFIC BRANCH #44** — bursary funds available to Nursing Aide students.

**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 for Printing Production students.

**THE VANCOUVER FOUNDATION** — bursary funds to assist students in need.

**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** — fourteen Achievement Awards of \$250.00 annually, and a limited number of bursary funds.

**WOMEN OF THE MOOSE, VANCOUVER CHAPTER 130** — \$20.00 monthly award to Practical Nursing or Nursing Aide students.

**WOSK'S LTD. — HOTEL DIVISION** — two scholarships annually at \$50.00 each to students in Food Trades Programs.

**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
Lamoureux, M. E.	Dean of Instruction
Dunbar, K.	Assistant Director (Vocational) Continuing Education
McComb, T. R. R.	Office Manager

## DIVISION CHAIRMEN

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

## COUNSELLORS

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

## INSTRUCTORS

Code: \* Department Head  
+ Assistant Department Head  
- Coordinator

Anderson, B.	Electronics	Bolton, F. M.	Business
Anderson, J.	Welding	Bownick, A. A.	Business
- Andrew, P. L.	Shoe Repair	* Breikss, M. J.	Dental Auxiliary
Ashcroft, A.	Nursing	Briscoe, A.	Nursing
* Atkinson, R. A.	Drafting	Brooks, G.	Men's Hairstyling
Austin, E.	Medcom	Brown, D.	Welding
Baker, P.	Electronics	Brown, J.	Power Engineering
Baltzer, H.	Food Trades	Brown, K.	Electronics
* Barnard, A.	Power Engineering	Buerk, D.	Welding
Bartoszewski, E.	Medcom	Coates, S. L.	Nursing
Basaraba, D.	Business	Coen, N. C.	Power Engineering
Bassani, J.	Printing Production	Cole, M. T.	Hairdressing
Beaudoin, L.	Nursing	Condon, A. F.	Dental Auxiliary
Bedford, J.	Business	Connor, D.	Nursing
Bend, R.	Nursing	- 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	- Kilchenmann, C. A.	Food Trades
Dollan, P.	Drafting	Kirby, J. H.	Electronics
Donn, M.	Hairdressing	Kirkham, R.	Drafting
* Dwyer, B.	Program Development	Kitchener, D. M.	Hairdressing
Edwards, W. L.	Power Engineering	Knox, J. S.	Business
* Ehwalt, J. H.	Building Construction	Kok, D.	Food Trades
Elliot, B.	Medcom	Kuster, D.	Hairdressing
Fairholm, E.	Nursing	LaRocque, R. L.	Hairdressing
Fanson, D.	Nursing	Larsen, S.	Food Trades
Farley, J.	Business	+ Lawson, R.	Drafting
Ferguson, L. A.	Power Engineering	Lawton, A. E.	Electronics
Ferron, G.	Food Trades	Lees, A. L.	Power Engineering
* Frandsen, F. E.	Printing Production	Lesko, S. L.	Medcom
Franklin, D.	Business	- Leung, C. P.	Food Trades
Fraser, R.	Electrical	* Lewindon, S.	Hairdressing
* Frost, E. A.	Electrical	Lindsay, E. A.	Dental Auxiliary
Gahan, B.	Nursing	Lock, J.	Business
- George, P. J.	Power Engineering	* Lock, J. B.	Machine Shop
Giles, H. L.	Hairdressing	Lowe, K. E.	Nursing
- Gnos, J. A.	Food Trades	MacIsaac, M.	Business
Goode, M.	Drafting	MacLeod, N. A.	Printing Production
Gordon, D.	Printing Production	MacNeill, J.	Electrical
Gowler, J. E.	Business	Mackie, L.	Nursing
- Graham, E.	B. C. Hospitality Industry Resource Centre	Maitland, R. H.	Medcom
Greenwood, S. J.	Electronics	Malone, R. J.	Men's Hairstyling
Gregg, K. T.	Program Development	Marshall, W. N.	Drafting
Hajer, F.	Power Engineering	McBride, W.	Electronics
Hamend, M.	Medcom	McKelvey, G. R.	Medcom
Harrison, P.	Building Construction	McLarnin, R.	Electrical
Hawkins, V.	Nursing	McWilliams, B.	Nursing
* Henderson, R. M.	Library	Miles, P. G.	Power Engineering
Heyman, E.	Nursing	Mills, P. A.	Nursing
Hicock, W. D.	Business	Mills, R.	Food Trades
Hill, J.	Medcom	Mitchell, B. M.	Business
Hodgkins, K. A.	Business	Mitchell, J.	Medcom
- Holoboff, L.	Dental Auxiliary	Moss, S.	Medcom
Hudson, G.	Medcom	Mullings, G. C.	Business
Hughes, J. R.	Welding	* Naso, F.	Food Trades
Hughes, L.	Hairdressing	* Nowacki, J.	Food Trades
Hughes, R.	Dental Auxiliary	* Nucich, D.	Medcom
Humphrey, B. T.	Drafting	Obeck, H.	Food Trades
Huot, J.	Program Development	Odwin, S.	Dental Auxiliary
+ Janssen, J. M.	Hairdressing	O'Donnell, T.	Electronics
Jensen, S.	Hairdressing	Olson, J. E.	Nursing
Jensen, F.	Medcom	Orlando, T.	Nursing
Jolicoeur, R.	Food Trades	Oxholm, S.	Nursing
+ Jones, O.	Electronics	Page, E.	Drafting
Jones, V.	Business	Parker, B.	Nursing
Kain, J.	Hairdressing	Petit, P.	Food Trades
Kamm, J. J.	Electronics	Pheasey, L.	Medcom
Kassel, K.	Hairdressing	Pinkerton, B. D.	Printing Production
Kendrick, H. B.	Medcom	* Piry, J.	Business
Kerr, R. M.	Nursing	Punak, J. B.	Business



+ Reed, F.	Business	* Sukkel, E. M.	Welding
Reid, N.	Power Engineering	Sunell, S.	Dental Auxiliary
Rink, H.	Machinist	Sunell, L.	Electrical
Rinta, E. A.	Building Construction		
Robson, L.	Drafting	Taylor, P.	Electronics
Rogers-Unger, L.	Dental Auxiliary	- Thoeny, C.	Food Trades
Robertson, P.	Dental Auxiliary	Thomas, P.	Machinist
Rudolph, G.	Food Trades	Tickner, D.	Program Development Department
+ Sauer, A.	Food Trades		
* Schatten, J. S.	Electronics	Vanderlinden, H.	Food Trades
Seddon, S. F.	Business		
Sharp, H. M.	Electronics	Wanstall, M.	Electrical
* Shellington, M. E.	Nursing	West, W.	Drafting
+ Simms, S.	Nursing	Wheeler, E.	Hairdressing
Smith, A.	Power Engineering	Wiebe, F.	Library
Sohm, K.	Food Trades	Wilson, B.	Drafting
Somerville, M. A.	Electronics	Wittal, M.	Nursing
Spencer, J.	Machinist	Wood, A.	Welding
Spink, C.	Electrical	Woycenko, S.	Business

## PROGRAM ADVISORY COMMITTEES MEMBERSHIP LIST

### Baking

Gary Thorne  
F. Abraham  
Hugh Comber

R. Smith  
U. Pohl  
J. Uszkalo  
G. Gustafson  
P. Partakovich

Woodward Stores  
Gourmet Baker  
Bakery & Confectionery Workers  
International Union, Local 468  
Kirkland & Rose Ltd.  
Pohl's Bakery & Pastry Ltd.  
Dogwood Bakery Ltd.  
Elsie's Bakery  
MacKinnon's Bakery Company Ltd.

### Bookkeeping/Accounting

Malcolm McGowan  
Allan Stronach  
W.D. Johnson  
Sam Digiando  
Donald Carter  
Lance Duthie  
Bruce Strang  
Gerry Grisdale  
Dick Evans  
Gerry Ramsay  
Ted Cartier

Accounting Personnel  
Chartered Accountant  
Certified General Accountants Assoc. of B.C.  
Society of Management Accountants of B.C.  
School of Chartered Accountancy  
Canadian Forest Products Ltd.  
Peat, Marwick, Mitchell and Company  
Vancouver Board of Trade  
Waterfront Employers of B.C.  
Henfrey and Co. Ltd.  
Scott Paper

### Building Construction

Noel M. Webster  
Neil Ziola  
Dave Wright  
Al Sato  
Bert Williams  
Tom Douglas  
Bill Darnell

B.C. Construction Association  
Bourne Renovations  
Carpenter & Joiners, Local 1251  
Dominion Construction Co. Ltd.  
Smith Bros. & Wilson Ltd.  
H.U.D.A.C.  
Carpentry Apprenticeship Joint Board

### Cooking

Lucien Frauenfelder  
Jerry Schryvers  
Ivan Wheatley  
Mickey Ferrence

Cosmo Piccirilli  
Harry Spies  
Hugo Blad  
Elio Guarnori  
Dietmar Suitner

Inn at Denman Place  
Sheraton Villa Inn  
The Vancouver Club  
Hotel, Restaurant & Culinary Employees &  
Bartenders Union, Local 40  
Woodwards Stores  
Cal-Van Cansu Camp Services Ltd.  
Shaughnessy Hospital  
Holiday Inn Harbourside  
La Cuisine International

### Cooking — Chinese Cuisine

Harvey Lowe  
Peter Tseng  
Roy Mah

Kingsland Restaurant  
Kingsland Restaurant  
Chinatown News



Victor Louie  
L. Chan  
Joe Lee  
Danny Quan  
C. C. Sun  
H. Wong  
Phillip Wong  
Bill Yee

Marco Polo Restaurant  
Kowloon Tourist Service  
Flamingo Restaurant  
The Noodle Makers  
Capilano Heights Restaurant  
Mings Restaurant  
New Castle Restaurant Ltd.  
Barrister and Solicitor

#### Dental Auxiliary

Dr. R. E. Patton	Practising Dentist
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., Practising Hygienist
Dr. Brian N. Rocky	Practising Dentist
Debbie Payne	Practising C.D.A.
Darlene Munro	Dental Auxiliary Employment Service
Bev Arduini	Practising C.D.A.
Dr. Keith Lim	Practising Dentist
Dr. C. W. Gardner	Practising Dentist
Joan Voris, R.D.H.	Faculty of Dentistry, U.B.C.
Dr. Mel Sawyer	Vancouver and District Dental Society
Dr. W. S. B. Forman	Practising Dentist
Dr. Ed Slakov	Vancouver and District Dental Society

#### Dental Mechanic

Larry Lewis	Practising Dental Mechanic
Trevor Neate	Registered Dental Mechanic
David Duguay	Practising Dental Mechanic
Gary Stewart	Practising Dental Mechanic
George Connolly	Practising Dental Mechanic
C. Graham	Dental Technician's Board of B.C.
Phillip Landsberger	Practising Dental Mechanic
John Mayr	Practising Dental Mechanic
Carole Levassuer	Practising Dental Mechanic
Ken Reichling	Practising Dental Mechanic
Peter Mallabon	Practising Dental Mechanic
Gordon Tate	Practising Dental Mechanic
George Hygh	Practising Dental Mechanic

#### Dental Technician

Barry Morley	Dental Laboratory Assoc. of B.C.
Charlotte Graham	Dental Technician's Board of B.C.
Lance Yates	Rosso-Elder Dental Laboratory
Joe Birner	Dentex Dental Laboratories
Eric Robson	Faculty of Dentistry, U.B.C.
Terry McNeill	Shaw Laboratories
Holly Inouye	All Star Dental Laboratory
Ernst Hezel	Sierra Dental Laboratories
Bill Wallace	Fine Arts Dental Laboratories
Rosie Dykau	Practising Dental Technician

#### Dining Room and Lounge Service

Tony Formby	Restaurant Management Associates
Jean Pierre Bachelier	Bogart's Restaurant
Jan Besselling	Westin Bayshore
Mario Corsi	Park Royal Hotel
Manuel De Silva	Mark James Restaurants Ltd.
Mickey Ferrence	Restaurant, Culinary Employees and Bartenders Union, Local 40
Donald Gray	Restaurant Management Associates
John Oram	Denman Inn
Perfecto Quicho	Four Seasons Hotel
David Richards	The Teahouse Restaurant
Donal Rutledge	Granville Island Hotel
Werner Schonberger	Featherstone & Co. Ltd.
Jack Tillar	Westin Bayshore

#### Drafting — Civil and Structural

Al Radomski	H.A. Simons (International) Ltd.
Alan Milligan	Read, Jones, Christoffersen Ltd.
Dave Bevan	Wright Engineers Ltd.
Irv Nitkin	Phillips Barratt & Partners
Bill Carmichael	Hallmark Engineering Ltd.
Ted Brockhuizen	Swan Wooster Engineering Co. Ltd.
Rick Kreisch	Kerr Wood Leidal Associates

#### Drafting — Materials Handling and Process Piping

Stan Phipps	Retired
Hans Steinberg	Kilborn Engineering
Don Klobchar	Corroll, Hatch (International) Ltd.
Harry Adshead	Swan Wooster Engineering Co. Ltd.
John Spencer	H.A. Simons (International) Ltd.
K. Morton	Wright Engineers Ltd.

#### Drafting — Structural Steel Detailing

E. Hopwo	Canron Inc.
H. Davies	Paramount Detailing Services Ltd.
H. Dobbie	Dowco Consultants Ltd.
G. Hildebrand	Coast Steel Fabricators Ltd.
W. Garrick	Canadian Institute of Steel Construction
Heinz Buthof	Buthof Engineering
Brian Winn	Surrey Iron Works

#### Electrical

Doug Holland	M.A. Thomas & Associates
S. Harrison	Beaver Electric & Machinery Ltd.
Ross K. Kinneard	Electrical Contractors Assoc.
D. Duffy	International Brotherhood of Electrical Workers, Local 213
Harold Swift	Canadian Telephones & Supplies Ltd.
Tom Fudger	Canadian Telephones & Supplies Ltd.
Warren Sutton	Canadian Westinghouse



**Electronics**

Brian K. Margetts	Pacific Avionics Ltd.
Ed Walker	Canadian Telephones & Supplies Ltd.
J.A. Ramsey	Teleglobe Canada
Bruce Light	CN/CP Telecommunications
Les Wolansky	B.C. Railway
Rick Beal	Canadian Broadcasting Corporation
Rod McPherson	Spilsbury Communications Ltd.
Don Filmer	Spilsbury Communications Ltd.

**Hairdressing**

Eric Hesselmann	Eric's Beautyland Ltd.
Joseph Codispodi	The Bay
Lawrence Iwasaki	Maison Lawrence
Rafael Corcione	Elegant Lady
Lee Ramsey	Lougheed Coiffures
Don Eamer	Hairdresser's Association of B.C.

**Hospital Unit Assistant**

Donna Fitzsimmons	Hospital Unit Assistant
Phyllis Johnson	Royal Columbian Hospital
Eleanor Lawson	Lion's Gate Hospital
Beth Fitzgerald	Health Sciences Centre Hospital, U.B.C.
Lee White	Hospital Employees Union, Local 180
Chris Grant	Shaughnessy and Grace Hospitals
Lynn Chase	St. Vincent's Hospital
Kathleen Ross	Vancouver General Hospital

**Junior Computer Programmer**

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 Co.
Bill Brolly	Transfer Services

**Legal Secretary**

Patricia Evans	Hughes, Evans, & Co. Barristers and Solicitors
Carol Connors	Ladner Downs Barristers and Solicitors
Ann Marsh	Davis and Co. Barristers and Solicitors
Judith Meakin	Sutton, Braidwood Barristers and Solicitors
Caroline Paulson	Edwards, Kenny & Bray Barristers and Solicitors
Robert Reid	Clark, Wilson Barristers and Solicitors
Chris Simmons	Doust & Smith Barristers and Solicitors
Ross Switzer	Ladner Downs Barristers and Solicitors
Elizabeth Wilson	Farris, Vaughan, Wills & Murphy Barristers and Solicitors

**Machinist**

Jack Robertson	Chapman Industries Ltd.
Dan Eliuk	Mainland Manufacturing Division of Bow Valley Resource Services Ltd.
Pete Thornburn	Quality Machine Works Ltd.
John Sibbald	Wesdrill Equipment
Dave Farlow	Decade Industries
John Morgan	International Assoc. of Machinists

**Marketing Micro Technology**

Carl Schepannek	NCR Canada Ltd.
Ron Bremner	Station CKNW
Samantha Camp	McKay Systems Corp. Ltd.
Gary Clark	Radio Shack
Hugh Evans	AES Data Inc.
R. Huxley	Woodward's Stores
Les Myhre	Computerland of Vancouver
Bill Samler	Bank of British Columbia
Ruth Scorgie	C.E.I.C.
Benita Sheinin	Conti Computer Systems
Harvey Thom	Simpsons-Sears Ltd.

**Medical Office Assistant**

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.
Leona Neufeld	Practising M.O.A.
Dr. John Mail	Practising Physician
Dr. R.D. Bennett	Practising Physician
Mavis Dunsford	U.B.C.
Elsa Davis	MOAA of B.C.
Rebecca Engles	Westcare Consultants Ltd.
Malcolm McIntosh	B.C. Medical Association
Gayle Shahki	

**Medical Stenographer/Transcriptionist**

Hazel Bazeau	Royal Columbian Hospital
Margaret Bradley	St. Paul's Hospital
Madeleine Bicknell	Department of Surgery, Vancouver General Hospital
Joan Davies	Brooke Radiology Associates
Rosalie Chin	Surrey Memorial Hospital
Heather Croll	Vancouver General Hospital
Sharon Thew	Cancer Control Agency of B.C.
Marion Robbins	Vancouver General Hospital
Diane Campbell	
Margaret Woytowich	Health Records Assoc. of B.C.
Representative	Hospital Employees Union Local 180
Chris Grant	Shaughnessy & Grace Hospitals



### Men's Hairstyling

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

### Nursing Aide/Institutional Nursing

Barry Shaw	Central City Mission
Barbara Donnelly	Haro Park Centre Society
Ms. Komiyama	Holy Family Hospital
Mrs. Turner	Community Care
Kathy Finch	Holy Family Hospital
Margaret Mirko	T.L.C.
Dr. John Dick	Practising Physician
Dean Armstrong	Lion's Gate Hospital
Irene Fairley	Vancouver Health Dept.
Jaqueline Senning	St. Vincent's Hospital
Pat Wall	Three Links Care Centre
Administrator	Three Links Care Centre

### Power Engineering

George G. Anderson	International Union of Operating Engineers
Bill Broughton	Oakalla Correction Centre
Norm MacKenzie	Vancouver General Hospital
Dwight Heard	Shell Canada
K. Anderson	Canadian Forest Products Ltd.
Keith Muirhead	Western Forest Products
Gary White	B.C. Packers
R.G. Fehr	Safety Engineering Service
Neil Kool	Lion's Gate Hospital

### Power Sewing

Joseph Grosso	Avon Park Fashions Inc.
R.E. Hughes	Gordon Campbell Ltd.
Robin Hafting	Jantzen of Canada Inc.
Bill Hannah	Lounge Fashion Clothes Ltd.
Paul Byfield	Western Fibres Ltd.
A. Li	Jantzen of Canada Inc.

### Practical Nursing/Nursing Orderly

T. Bara	Vancouver General Hospital
Maude Anderson	B.C. Council of Practical Nurses
L. Hamblin	Grace Hospital
J. Howden, R.N.	Lion's Gate Hospital
Sister T. Kergoat	St. Vincent's Hospital
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

Irene Fairley  
Fina Jimanez  
Carol Winter

### Printing Production

Stan Sullivan  
Wolfe Binder  
Beryl Blair  
Stan Bowes  
Bruce Brydon  
Wendell Green  
Bob Butterfield  
Gordon Nex  
Alan Green  
John Thompson  
George Tracey  
Don Hughes  
Larry Fraser  
Bill Dunsmuir

### Secretarial/Clerk Typist

Sherline Stroud  
T.R.R. McComb  
C.L. McLoughlin  
Eileen Palmer  
Margaret Park  
Kathleen Paulson  
Verne Pirie  
Edna Plaxton  
Julie Prescott  
Joy Morton

### Security Officer

Al Markle  
R.A. Farion  
Rollie O'Dell  
D. Ray  
R.J. McLuckie  
J. Smith  
Cathy Matak  
D.A. Knight  
Graham Fenner  
John Grady  
G. Nagel  
Ken Strachan  
Barry Young

### Shoe Repair

Ivan Gillespie  
Peter Brandvold  
Joe Bono

Licensed Practical Nurses Association  
of B.C.  
Vancouver Health Dept.  
Pearson Hospital  
St. Paul's Hospital

B.C. Central Credit Union Printing Plant  
Cleland-Kent Western Ltd.  
Blair-Behnsen Ltd.  
Vancouver Club of Printing  
Coast Paper Ltd.  
Broadway Printers Ltd.  
Price Printing Ltd.  
Coast Trade Bindery Ltd.  
Vancouver Typographical Union  
Zenith Graphics Ltd.  
Graphic Arts Industries Assoc.  
Mitchell Press Ltd.  
Lawson Graphics Pacific Ltd.

Canadian Red Cross  
V.V.I.  
Metropolitan Clinical Labs Ltd.

B.C. Teacher's Cooperative Assoc.  
Greer Shipping Ltd.  
C.U. & C. Health Services Society  
Weldwood of Canada Ltd.  
Canada Trust  
B.C. Hydro

Four Seasons Hotel  
Uniguard  
The Bay  
MacMillan Bloedel  
B.C. Telephone  
Local 105, Security Officers Union  
Security West  
B.C. Hydro  
Armour Security Systems Ltd.  
Executive Services Ltd.  
Uniguard  
Hub City Security  
Canadian Security Guard Services Ltd.

J.R. Donald Shoe Repair  
VCC/VVI  
Shoe Repair Dept, Eaton's



Parsons Shoe Re-New  
Parsons Shoe Re-New  
Victoria Shoe Repair  
La Belle Supply Co. Ltd.  
Ralph's Shoe Service  
The Bay Shoe Repair Dept.

Inge Rau  
Mario Felicella  
Claudette Quinn  
Collette Lavis  
Lawrence Iwasaki  
G. Zenk  
Christiane Schwend  
Linda Kozaczuk  
Ursula Wagestaff  
Charmaine Kiciaski

Italian Coiffures  
About Face  
Chatelaine Skin Care  
Maison Lawrence  
University House of Beauty

Heitland International Cosmetics Inc.  
Forever Amber Skin Care

Nick De Raadt  
John Adolph  
Frank A. Graham  
Tony Swint  
Dave Halliday  
Bud Ridler  
Chester Shoults  
Bert Nielsen  
Fred McKague  
Bernie Boscher

Canon Inc.  
 Dillingham Construction Ltd.  
 P. Eng.  
 Vancouver Shipyard  
 Brittain Steel Ltd.  
 Campbell JK and Associates Ltd.  
 Burrard Yarrows Corp.  
 Surrey Ironworks Ltd.  
 Westminster Boiler & Tank Co. Ltd.  
 The Welding & Engineering Co.

Doug Mason  
Shirley Sutherland  
Maureen Veinotte  
Brian Redway  
Lenora Wright  
Martin Crocker  
Ann McMorran  
Peter Bosak  
Linda Scardera

C.P. Air  
Price Waterhouse & Co.  
B.C. Hydro  
H.A. Simons (International) Ltd.  
B.C. Telephone Co.  
City of Vancouver  
Sport B.C.  
Insurance Corporation of B.C.  
MacMillan Bloedel Ltd.

JANUARY							FEBRUARY							MARCH							APRIL							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7					1	2	3	4					1	2	3	1	2	3	4	5	6	7
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
29	30	31					26	27	28	29				25	26	27	28	29	30	31	29	30						

MAY							JUNE							JULY							AUGUST							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12		3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
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20	21	22	23	24	25	26		17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31				24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
						1			1	2	3	4	5	6						1	2	3					1		
2	3	4	5	6	7	8	7	8	9	10	11	12	13		4	5	6	7	8	9	10		2	3	4	5	6	7	8
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16	17	18	19	20	21	22	21	22	23	24	25	26	27		18	19	20	21	22	23	24		16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31					25	26	27	28	29	30		23	24	25	26	27	28	29	
30																						30	31						

[illegible][illegible]

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4	5						1	2	1	2	3	4	5	6	7
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					