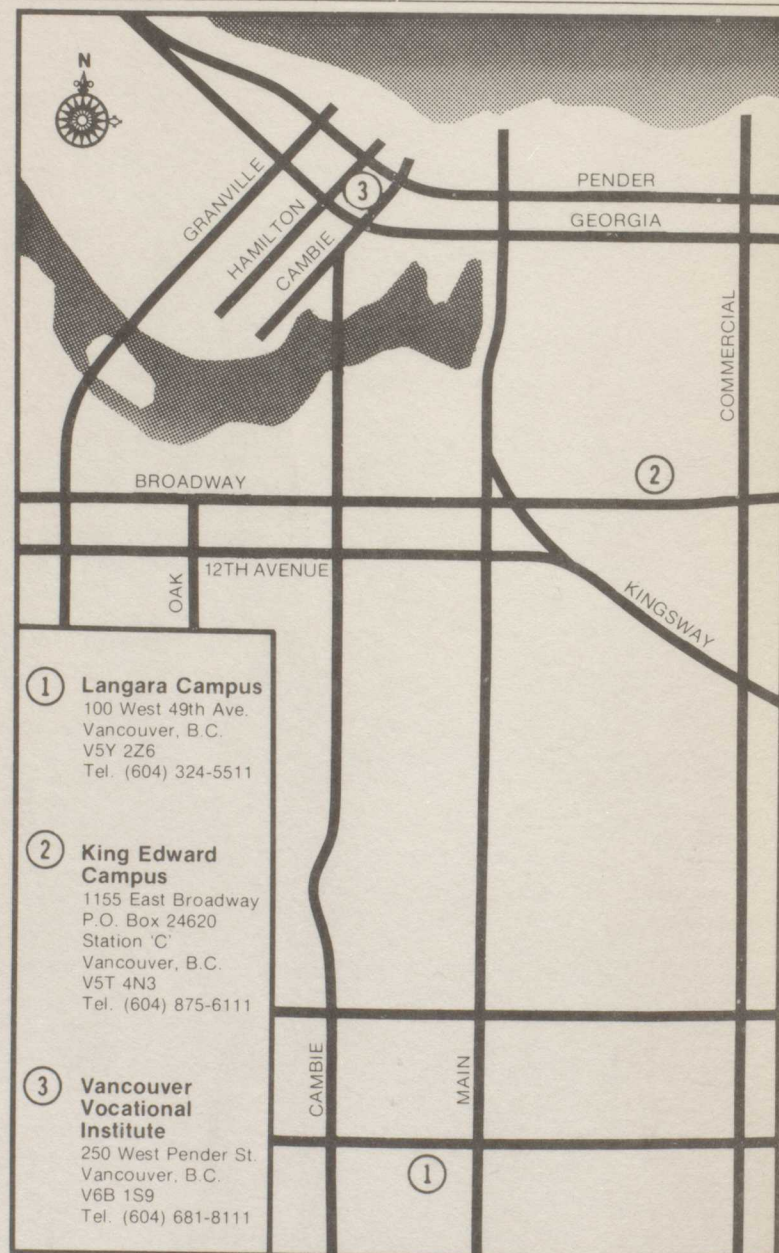

VANCOUVER COMMUNITY COLLEGE

**Vancouver
Vocational Institute**

1985-1986 CALENDAR



PRINCIPAL LOCATIONS OF VANCOUVER COMMUNITY COLLEGE



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



WELCOME

Vancouver Community College is a very large institution, but one that attempts to make your learning very personal. Being one of more than 20,000 students may seem intimidating, but I can assure you that — if you work at it — your experience at Vancouver Community College will be enjoyable as well as productive.

There will not, of course, be 20,000 students on your campus at any time, and the number of students in your own program will not be at all overwhelming. The first step you should take is to get to know your own instructors and the students in your program. They, together with our counsellors and Deans, will be pleased to give you all the help you seek, particularly in your first weeks at the College.

In coming to V.C.C., you have made a conscious decision to pursue learning seriously. We can give you support and assistance, but the real challenge is yours. We all wish you well.

Vancouver Community College provides you with the additional opportunity to rub shoulders with people in other programs, with people from a great variety of backgrounds, and with people whose learning interests are quite different from your own. To take full advantage of the opportunities we provide, I encourage you to participate in as many campus activities as you can. Student activities are vital and essential parts of college life.

The truth, however, is that you have come to the college primarily to get the education or retraining necessary for employment or for more advanced studies elsewhere. With so many diversions and distractions on campus and beyond, I urge you to keep sight of your goal at all times and to pursue that goal as vigorously as you can.

You have come to Vancouver Community College in tough times. We have to use scarce resources carefully. We will be business-like in everything we do, as our commitment to the taxpayers who fund most of your education. We are confident that you will repay those who support you by being the finest student you can be.

Our College can be intellectually stimulating, socially valuable, and simply enjoyable. Our pledge is to help you to become what you wish to be; your pledge, we trust, will be to use your Vancouver Community College opportunity to the fullest.

Welcome!

Paul Gallagher
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

Paul Gallagher, President
C. R. Carter, Director, College Resources
J. J. Denholm, Principal, Langara Campus
K. M. Fleming, Bursar and Director of Administrative Services
H. E. Pankratz, Principal, King Edward Campus
R.M. Pearce, Director, Continuing Education
H. Rerup, Principal, Vancouver Vocational Institute

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.

CAMPUSES

KING EDWARD CAMPUS

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

A unique variety of programs is provided by K.E.C., located at 1155 East Broadway, for a unique clientele. K.E.C. caters to adults of all ages and ethnic and educational backgrounds. Primarily, adults requiring preparatory courses — courses leading to other training or up-grading basic skills to enter or re-enter the work force — are accommodated.

King Edward Campus consists of three instructional divisions — Adult Basic Education, English Language Training, and Career. At present, more than 5,000 full-time and part-time students are enrolled in classes, which are held Monday to Friday between 08:00 and 22:00 hours.

LANGARA CAMPUS

Langara is one of the most intensively used education facilities in B.C. On a normal weekday 6,500 people from throughout the Lower Mainland use the campus.

Located at 100 West 49th Avenue, Langara Campus held its first classes in October 1970. The four-story instructional building, which surrounds a large quadrangle, houses lecture theatres, conference rooms, multi-use classrooms, study and seminar rooms, science laboratories and technical-vocational workrooms and studios for the cultural and performing arts. Covered walkways connect with the library and the gymnasium.

Langara Campus offers a broad curriculum designed to serve the needs of most individuals who wish post-secondary education. Through fall and spring terms it enrolls regularly 5,500 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 20,000 part-time students. Courses are held at three evening centres — Langara Campus, Vancouver Vocational Institute and Hamber. Langara Campus is foremost in the College offerings of general interest courses. In addition, courses for any kind of short-term instruction are operated throughout the city.

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

COLLEGE PROGRAMS

KING EDWARD CAMPUS • 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 • computer information systems • finance & investment • marketing & sales • pacific rim • realty appraisal • court reporter • criminal justice • early childhood education • food services technician • library technician • nursing • recreation leadership • special education assistant • social service worker • small business • art in merchandising • fine arts • journalism • photography technician • theatre arts • general education.

VANCOUVER VOCATIONAL INSTITUTE • accounting clerk • administrative clerk • allied health clerk • baking • bookkeeping/data clerk • business education preparation • carpentry • computer aided drafting • computer programmer — junior • cooking • data entry operator • dental assisting • dental receptionist • dental technician • dental technician/mechanic apprenticeship • denturist • dining room and lounge service • drafting • electricity • electronics • energy management • hairdressing • hairstyling — men's • hospital unit assistant • information processor • junior accountant • kitchen management • legal secretary • machinist • marketing micro technology • medical office assistant • medical word processing — transcriptionist • nursing — aide • nursing — long term care aide upgrade • nursing — orderly • nursing — practical • power and process engineering • power engineering • power sewing • printing production • refrigeration operator • secretary • security officer • shoe repair • skin care (esthetics) • travel agent — junior • welding • word processing.

CONTINUING EDUCATION • accounting • business administration (general) • communications • managerial supervision • marketing management • personnel management • sales management • small business management • vocational art • movement & visual arts • commercial art • general interest courses — i.e. afro jazz, dancercise, body conditioning • belly dancing • calligraphy • freelance writing • guitar • home canning & freezing • public speaking • summer school of languages • photography • tennis • yoga • and many more.



A MESSAGE FROM THE PRINCIPAL

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

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

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

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

H.W. RERUP
Principal

CALENDAR

1985

V.V.I.

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Vancouver, B.C.
V6B 1S9

Telephone
(604) 681-8111

Telex
04-54566

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GUIDELINES FOR ALL 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 or being processed under the Foreign Domestic Movement Program (F.D.M.). Proof of citizenship, residency, diplomatic status, or (F.D.M.), may be requested.

(b) Applications are accepted from anywhere in Canada.

(c) Admission and re-admission requirements for specific programs are based on the underlying principle of the potential for success, within the time limits of the specific programs.

(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 who are pursuing upgrading at VCC.

(e) A person may submit applications to more than one program at the same time but must pay a fee for each application submitted (see Admissions 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) Admission to a specific program is normally on a first-come first-served basis provided that all admission requirements are met. In other cases, admission is granted only after a successful interview, audition and/or the presentation of a portfolio, where appropriate.

(h) 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.

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. COMMON CORE STUDENTS

Graduates from a Career Preparation program in a secondary school or from a T.R.A.C. Common Core program at a post-secondary institution will have access to specific training spaces in each class.

Applicants must 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. Common Core 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 a fee 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 programs enabling students to continue their education to 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 of a 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.

STUDENT IDENTIFICATION CARD

Students will be issued a Student Identification Card at commencement of training. This card will serve as identification for Library privileges 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 ex-

tended 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.

The Counselling Department provides an Educational and Career Resource area. Students and applicants are encouraged to obtain information on Post-Secondary educational opportunities, use Career reference materials and view many of VCC-VVI's program slide shows.

FEES

TUITION

1. Vocational tuition fees for a full-time student shall be based on a monthly tuition fee rate, as set by the College Board. The daily tuition fee rate is calculated by dividing the monthly tuition fee by 20.5, and rounding it to the next highest \$0.10.
2. The tuition fees for a part-time student shall be based on a tuition fee rate per hour of instruction, as set by the College Board.
3. 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.
4. All tuition fees shall be payable in advance of training provided.
5. The tuition fee rates are subject to change.
6. Students who pay on an installment basis do not receive notification of due tuition fees.

7. Tuition fees may be paid on an installment basis in advance of the first day in January, May and September.
8. If an enrolment date falls on a day other than the first day of the month, the tuition fee payable for full-time students will be calculated on a prorata basis.
9. For full-time programs of less than 1 month in duration, the minimum payment of tuition fees shall be at least five (5) days at the full-time daily tuition fee rate.
10. The minimum amount of tuition fees for an extension (part-time) course shall be based on a minimum of twenty (20) hours of instruction at the part-time tuition fee rate.
11. If a program or course ends on a day other than the last day of the month, then the balance of the tuition fees shall be calculated on a prorata basis.

REFUNDS

Refund of tuition fees shall be based on a schedule, as set by the College Board.

- (a) When a refund is requested as a result of an early graduation or voluntary withdrawal; a service charge 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 a service charge 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 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 which provides health services, 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, is used to carry out the functions normally attributed to such an association, i.e. proper representation within as well as outside the College, socials, dances, other association/student functions, etc.

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 Canada Employment and Immigration Commission, Unemployment Insurance Commission, Ministry of Human Resources, 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

FULL TIME STUDENTS

B.C. Student Assistance Program (B.C.S.A.P.):

1. B.C.S.A.P. is a comprehensive program of financial aid to full-time students at the post-secondary level.
2. Student eligibility is based on assessment of need according to guidelines set by the Provincial Authority.
3. B.C.S.A.P. provides assistance to eligible full time students in programs of **TWELVE WEEKS DURATION OR LONGER**, through a combination of federally funded Canada Student Loan (C.S.L.) and provincially funded **B.C. Student Loan**.
4. a) B.C.S.A.P. Applications will be accepted when students receive a confirmed commencement date. Processing requires approximately eight to ten weeks.
b) Applications submitted after the halfway point in a program will be eligible for C.S.L. only.
c) Final deadline for submission of applications:
— Ten weeks prior to completion of program if total program exceeds twenty weeks.
— Eight weeks prior to completion of program if total program is twelve to twenty weeks.

Information and applications are available through the Financial Aid Office.

PART-TIME STUDENTS

A Canada Student Loans program is in effect to assist students who are enrolled in part-time credit courses or in full-time programs of less than 12 weeks duration. Information and applications are available through the Financial Aid Office.

SCHOLARSHIPS, BURSARIES AND OTHER PRIVATE FUNDS:

Refer to page 89.

Information and applications are available through the Financial Aid Office.

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.

GENERAL INFORMATION

DEFINITIONS OF TERMS

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

- (a) **Course:** a specific subject area component, e.g. Anatomy and Physiology.
- (b) **Level:** a period of time consisting of a grouping of courses which reflects the end of a particular training stage in a program.
- (c) **Program:** an 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) **Diploma:** a college diploma is normally awarded on the successful completion of a program of more than one year.
- (f) **Full time student:** this is a student who is duly registered in a program, who is carrying a full course load (6 hours per day, 5 days a week).
- (g) **Extension student:** an extension student is one who is carrying less than a full course load.
- (h) **Continuing student:** a student who, upon completion of one course or program, immediately continues with a new course or program.
- (i) **Returning student:** 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 condition, the 'I' grade becomes an 'F' grade.

Exempt ('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 stu-

dent 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.

Such a grievance may be initiated with the Ombudsperson of the Student Association, the Dean of Administrative and Student Services, or a Counsellor.

GENERAL PROGRAM INFORMATION:

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 nearly 70 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.

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.

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 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. For Unemployment Insurance inquiries you must contact your local C.E.I.C. office.

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 an organization of students administered by a biannually elected student council and its appointed staff.

The Student Association, through its council, is responsible for social activities, publications, coordination of events, and liaison between students, faculty, administration and outside agencies.

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
- referrals for educational assessments
- 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.

DETAILED COURSE INFORMATION

To obtain further information on the specific courses contained in a Program, consult the Program Content Guide or the one-page outline, both of which are available in the Counselling Department. Program Content Guides may also be purchased at the Bookstore.

BAKING - INDUSTRIAL SERVICE DIVISION

Graduates of the Baking - Industrial program will have acquired the skills and knowledge to:

- Recognize and measure ingredients and use baking machines, large equipment, hand tools and small equipment
- Practise proper techniques of sanitation and personal hygiene
- Bake bread, hard rolls, sweet buns, Danish pastries and coffee cakes
- Prepare and bake pies, tarts, cookies, quick breads, and puff pastries
- Prepare and bake cakes, including preparation and application of fillings, icing and decorating
- Prepare and bake French pastries
- Understand principles of bakery management, such as costing products, analyzing operating costs, handling personnel and merchandising

Graduates may obtain employment as baker's helpers, baking apprentices, or bakers in retail bakeries, supermarkets, department stores, hotels, and camps.

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.

Students who complete one or more Levels of the Baking Options program will have the skills and knowledge to:

- Recognize and measure ingredients
- Use baking equipment, machines, and hand tools
- Practice proper techniques of sanitation and personal hygiene

and one or more of the following:

- Prepare and bake pies, tarts, cookies, quick breads, and puff pastries
- Prepare and bake cakes, including preparation and application of fillings, icings, and decorations
- Prepare and bake French pastries

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 \$30.00; Tools and supplies \$26.00; Uniform Deposit \$25.00 (a nominal monthly laundry cleaning fee may be charged).

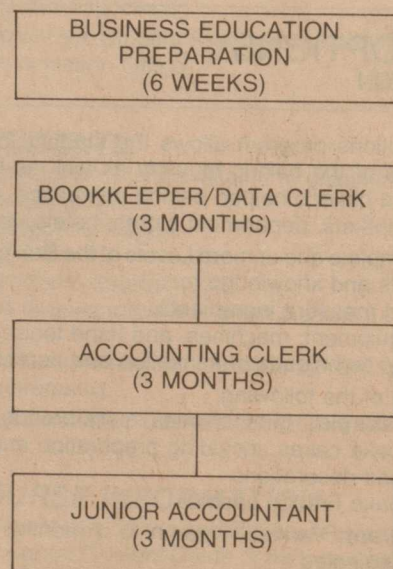
THE STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE

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

ACCOUNTING/BOOKKEEPING PROGRAMS



BUSINESS EDUCATION PREPARATION

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Demonstrate a minimum typing speed of 25 g.w.a.m. for 3 minutes with a maximum of 3 errors
- Accurately solve business-related arithmetic problems which include whole numbers, decimal numbers, discounts and the metric system
- Operate electronic calculators using the touch system and applying basic machine functions
- Use basic recordkeeping techniques to adequately handle petty cash, banking procedures, stock records, purchases requisitions and orders, packing slips, sales records and simple payroll records

Length of Program: 6 weeks

Entrance Requirements: Grade 12 or equivalent educational and/or work experience.

Additional Cost Estimate: Textbooks and supplies \$48.00

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

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

BOOKKEEPER/DATA CLERK

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Efficiently operate electronic calculators to solve business related problems using the touch method and all functions of the machine
- Use effective techniques in oral and written communications when dealing with the public in person, on the telephone or in writing
- Perform the following procedures: journalizing, posting, preparing a trial balance, recording, adjusting and closing entries
- Type common business forms, letters, memoranda, statements and schedules
- Understand the basic concepts of data processing and utilize the software related to basic bookkeeping functions
- Function effectively in an office environment

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

Length of Program: 3 months

Entrance Requirements: Grade 12 diploma or equivalent educational and/or work experience, and successful completion of:

Keyboarding/typing course with a typing speed of 25 w.a.m. for 3 minutes with a maximum of 3 errors (or equivalent);

— OR

Grade 12 Business Career Preparation (Secretarial) Certificate.

Additional Cost Estimate: Textbooks and supplies: \$110.00.

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

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

ACCOUNTING CLERK

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Understand and calculate financial mathematics problems such as annuities, amortization, sinking funds, present value, and interest
- Understand and practise recording transactions, preparing financial statements, and closing accounts
- Understand and apply the principles of accounting for a merchandising concern
- Understand the principles and concepts of accounting for cash, accounts receivable, inventories, plant and equipment, and intangible assets
- Understand and relate federal and provincial legislation as it pertains to payroll
- Understand concepts of data processing and their applications in computer systems and operations
- 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, or other similar positions.

Length of Program: 3 months

Entrance Requirements: A VCC/VVI Bookkeeper/Data Clerk certificate (or educational equivalent).

— OR

Grade 12 Business Career Preparation (Accounting) certificate.

— OR

A Grade 12 diploma and a minimum of one year's related work experience including bookkeeping functions, as confirmed by a letter from an employer or equivalent proof.

Additional Cost Estimate: Textbooks and supplies: \$62.00

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

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

JUNIOR ACCOUNTANT

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Understand and apply the principles of business law as applicable to federal and provincial legislation in the areas of common law, tort liability, contracts, negotiable instruments, partnerships, corporations and the consumer
- Use effective techniques in oral and written communications when dealing with the public in person, on the telephone or in written communication extending from simple memoranda to more complex reports
- Understand and apply the principles of accounting for proprietorships, partnerships and corporations
- Understand the principles and concepts of financial statement analysis, manufacturing accounting and departmental responsibility
- Understand concepts of data processing and applications in computer systems and operations

After three months of full-time training (or its part-time equivalent), graduates may obtain employment in a variety of related positions such as Junior Accountant or Financial Trainee.

Length of Program: 3 months

Entrance Requirements: A VCC/VVI Accounting Clerk certificate (or educational equivalent).

— OR

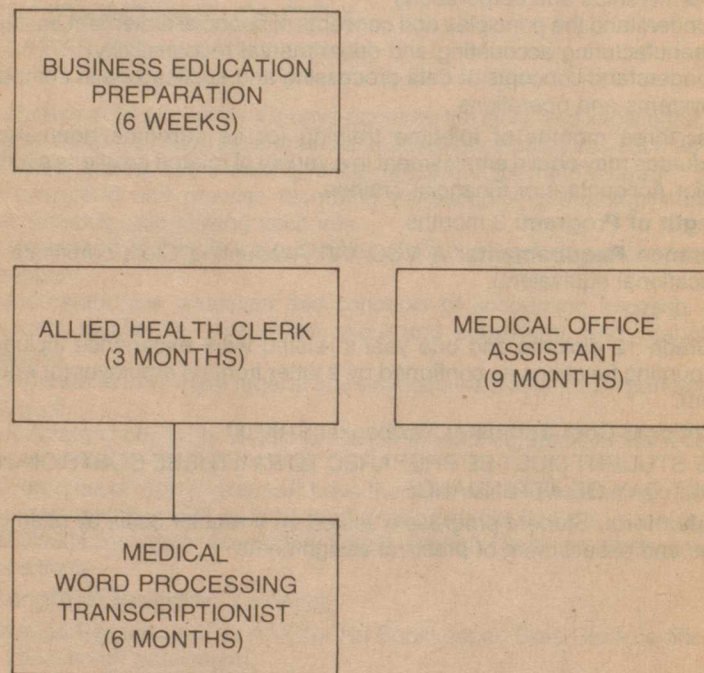
A Grade 12 diploma and one year's related work experience including accounting functions as confirmed by a letter from an employer (or equivalent).

Additional Cost Estimate: Textbooks: \$162.00

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

MEDICAL PROGRAMS



ALLIED HEALTH CLERK

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Use effective techniques in oral communication when dealing with the public, in person and on the telephone
- Accurately read and interpret instructions
- Type medical letters, business reports, medical manuscripts, minutes and hospital reports in presentable mailable form from typewritten or handwritten material
- Transcribe basic business correspondence in mailable format from cassette tapes at a minimum speed of 60 net lines per hour
- Use and understand basic word processing terminology and concepts
- Operate a video display terminal word processor
- Edit and revise text, according to directions, on word processing equipment
- Pronounce, define, and spell the basic terminology of anatomy and physiology, as well as basic diagnostic, operative and therapeutic terms
- Demonstrate a minimum typing speed of 50 gross words a minute (GWAM) for 5 minutes (with a maximum of 5 errors)
- Perform filing and reception duties

Length of Program: 3 months

Entrance Requirements: A Grade 12 diploma or equivalent educational and/or work experience, and the following:

1. Successful completion of the VCC/VVI Typing Accuracy and Speed Development course (or a tested typing speed of 40 g.w.a.m. for 5 minutes with a maximum of 5 errors);
 2. Successful completion of the VCC/VVI Business Typing Applications 1 course (or equivalent);
- OR

A Grade 12 Secretarial Career Preparation certificate or educational equivalent;

Additional Cost Estimate: Textbooks and supplies: \$135.00

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.

MEDICAL OFFICE ASSISTANT

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Understand the structure and organization of medical offices, clinics and institutions
- Understand the purpose and application of a Policy and Procedure Manual
- Be aware of legal and ethical aspects of the medical profession and the role of the medical office assistant within this field

- Maintain confidentiality
- Apply time management and priority setting techniques
- Process in-coming and out-going telephone situations effectively
- Use effective techniques in oral communication when interacting with the public, in person and on the telephone
- Compose appropriate basic medical office correspondence
- Schedule appointments
- Initiate and update patient files by recording information and services rendered in patients' charts (based on a knowledge of office organization and procedures)
- Perform bookkeeping procedures including journalizing, posting and preparing a trial balance
- Perform medical billing duties including MSP, private, WCB and one-write system
- Type, in mailable form, letters, memoranda, statements, and reports at a minimum speed of 60 gross words a minute (g.w.a.m.) for 5 minutes with a maximum of 5 errors
- Accurately transcribe from cassette tapes medical histories and consultation letters in mailable form
- Understand basic anatomy and disease processes
- Pronounce, define and spell basic terms in operative, diagnostic and symptomatic medical terminology abbreviations
- Define classifications of medications according to action and know examples of commonly used medications
- Perform clinical procedures as required of a Medical Office Assistant such as: sterilization, charting, preparing the examination room, and assisting in patient-related routines
- Apply basic computer procedures
- Complete basic word processing assignments within a specific time frame
- Identify medical office emergencies

Graduates of the Medical Office Assistant program are qualified to seek employment with medical offices, clinics, hospitals or other medically-related fields, in a variety of positions including: medical office assistant, clinical office assistant, medical receptionist, medical typist or dictatypist.

Length of Program: 9 months

Entrance Requirements: Grade 12 Diploma or equivalent educational experience;

— OR

One year's related office work experience as confirmed by an employer's letter (or equivalent proof) **and the following:**

A recent Standard First-Aid and CPR certificate;

Successful completion of a keyboarding/typing course with a typing speed of 25 g.w.a.m. for 3 minutes, with a maximum of 3 errors;

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 orientation in a medical office

Additional Cost Estimate: Textbooks, Tools and supplies \$270.00

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 WORD PROCESSING TRANSCRIPTIONIST

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Type, spell and proofread medical material
- Pronounce, define, and spell the terminology of anatomy, physiology, radiology, surgery, pathology and laboratory tests
- Transcribe accurately medical reports and information detailing a patient's medical care during illness or after an injury at the level required by current employment standards
- Understand word processing theory, concepts and terminology
- Operate word processing equipment to complete assigned medical projects in final form within a specific time frame, including such items as medical correspondence, medical articles, forms, statistics, resumes, medical transcription
- Acquire a final typing speed of 60 gross words a minute (GWAM) for 5 minutes (with a maximum of 5 errors)

The primary purpose of this program is to provide graduates with an indepth knowledge of anatomy, physiology and medical terminology, as well as practical skills in transcription and word processing of various medical documents.

Length of Program: 6 months

Entrance Requirements: A VCC/VVI Allied Health Clerk certificate or educational equivalent;

- OR

One year's medical office work experience as confirmed by a letter from the employer, and the following:

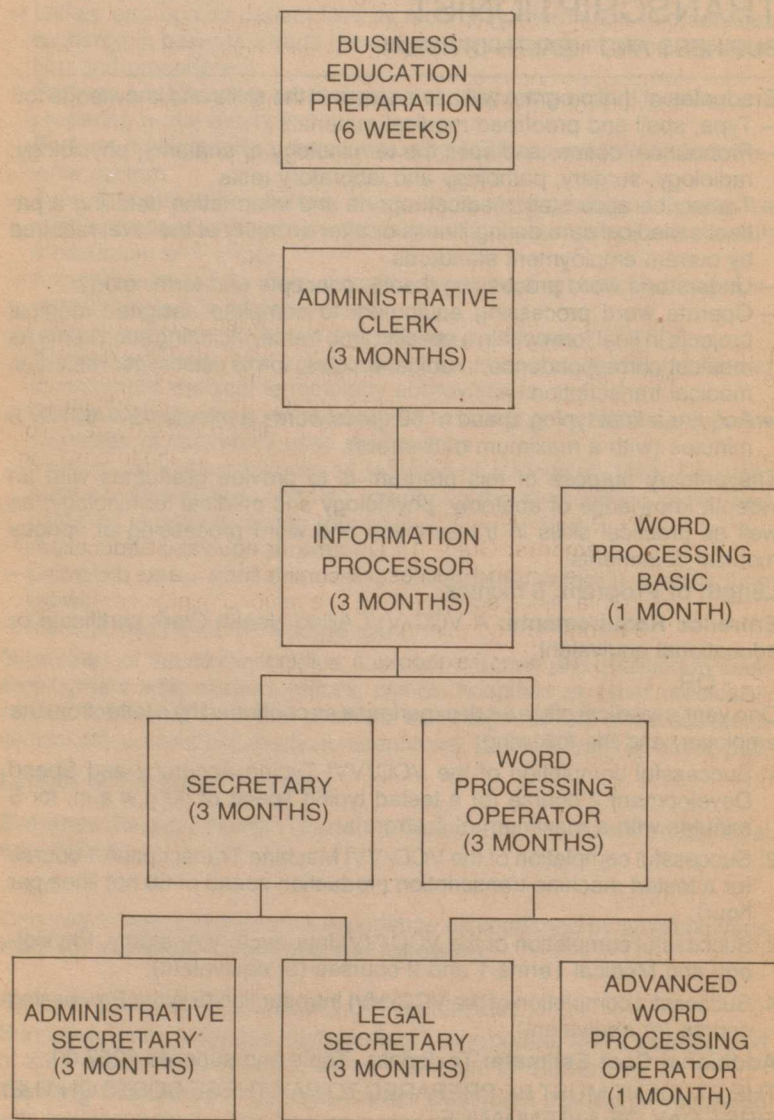
1. Successful completion of the VCC/VVI Typing Accuracy and Speed Development 2 course (or a tested typing speed of 50 g.w.a.m. for 5 minutes with a maximum of 5 errors);
2. Successful completion of the VCC/VVI Machine Transcription 1 course (or a tested machine transcription production speed of 60 net lines per hour);
3. Successful completion of the VCC/VVI Introductory Anatomy, Physiology and Medical Terms 1 and 2 courses (or equivalent);
4. Successful completion of the VCC/VVI Introduction to Word Processing course (or equivalent).

Additional Cost Estimate: Textbooks, Tools and supplies \$257.00

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.

SECRETARIAL AND WORD PROCESSING PROGRAMS



ADMINISTRATIVE CLERK BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Type, in mailable format, standard business letters, memoranda, statements, invoices and other business forms
- Use effective techniques in oral and written communication when dealing with the public in person and on the telephone and when writing simple forms of business communications
- Recognize and correct errors in grammar, punctuation, composition and spelling
- Process mail and perform filing and reception duties
- Apply principles of organization and priority setting
- Operate standard office equipment
- Demonstrate a minimum typing speed of 40 w.a.m. for 5 minutes with a maximum of five errors, on an electric typewriter
- Operate key-to-diskette equipment proficiently

This program trains students in the skills and knowledge that will lead to employment in entry level clerical positions including: Junior Typist, Receptionist, Mail Clerk, File Clerk, General Office Clerk, or Junior Data Entry Operator, in both large and small business organizations. The Administrative Clerk program also delivers entry level skill training in the operation of data entry equipment. This program is the prerequisite for the Information Processor program.

Length of Program: 3 months

Entrance Requirements: Grade 12 Diploma or equivalent educational and/or work experience **and** successful completion of a keyboarding/typing course with a typing speed of 25 g.w.a.m. for 3 minutes and with a maximum of 3 errors (or equivalent).

Additional Cost Estimate: Textbooks and supplies: \$90.00

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

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

INFORMATION PROCESSOR BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Produce business correspondence and documents in mailable form from arranged, unarranged, handwritten and/or rough draft copy
- Operate both electric and electronic typewriters, including those having a liquid crystal display (LCD)
- Transcribe business correspondence in mailable format from cassette tapes at a minimum speed of 70 net lines per hour
- Use and understand basic word processing terminology and concepts

- Operate a video display terminal word processor
- Edit and revise text, according to directions, on word processing equipment
- Use the dictionary, secretarial reference manual and other resource materials and demonstrate an awareness of other directories and business publications
- Demonstrate a minimum speed of 50 g.w.a.m. for 5 minutes with a maximum of 5 errors, on an electric typewriter
- Apply principles of organization and priority setting

This program is intended for graduates of the Administrative Clerk program, or the equivalent. Graduates may obtain employment in clerical positions such as Clerk-Typist, Dicta-Typist or Typist in both traditional and automated business offices. Program graduates will be able to use a variety of automated equipment. This program is the prerequisite for both the Secretary and Word Processing Operator programs.

Length of Program: 3 months

Entrance Requirements: A VCC/VVI Administrative Clerk certificate or educational equivalent;

— OR

Six months' related office experience as certified by a letter from the employer, **and the following:**

1. Successful completion of the VCC/VVI Typing Accuracy and Speed Development course (or a tested typing speed of 40 w.a.m. for 5 minutes with a maximum of 5 errors)
2. Successful completion of the VCC/VVI Business Typing Applications 1 course (or equivalent);

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: Tools, Textbooks and supplies \$120.00

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

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

SECRETARY

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Operate electronic and "intelligent" electronic typewriters
- Transcribe a wide variety of business documents in mailable form, from cassette tapes using an electronic transcriber at a minimum speed of 80 net lines per hour
- Take unknown material in shorthand at a minimum dictation speed of 80 w.a.m. and transcribe this material in standard mailable form with a minimum of 90% accuracy

- Perform a variety of secretarial assignments which reflect acceptable business standards by determining work priorities, utilizing efficient production methods and demonstrating time management
- Determine work priorities, utilize efficient production methods, and demonstrate time management techniques; in other words, perform a variety of secretarial assignments in accordance with the standards expected in an office environment
- Prepare an itinerary and make travel arrangements
- Prepare notices of meetings, agendas and minutes
- Define information processing and explain the changing concepts in office structures
- Create, revise and process business correspondence and documents using word processing equipment
- Input, store and retrieve data using a computer terminal and/or personal computer
- Demonstrate a minimum typing speed of 55 w.a.m. for 5 minutes with a maximum of 5 errors

Graduates of this program will find job opportunities in positions requiring traditional and automated secretarial office skills at both junior and middle management levels. This program is a prerequisite for the Administrative Secretary and Legal Secretary programs.

Length of Program: 3 months

Entrance Requirements: A VCC/VVI Information Processor certificate or educational equivalent;

— OR

A Grade 12 Secretarial Career Preparation certificate or the equivalent

— OR

One year's related office experience as confirmed by an employer's letter, (or equivalent proof) **and the following:**

1. Successful completion of the VCC/VVI Business Typing Applications 2 course (or a tested typing speed of 50 g.w.a.m. for 5 minutes with a maximum of 5 errors);
2. Successful completion of the VCC/VVI Machine Transcription 2 course (or a tested transcription machine production speed of 70 net lines per hour);
3. Successful completion of computer literacy course (or equivalent)
4. Successful completion of the VCC/VVI Basic Word Processing Applications courses (or equivalent)

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, Tools and supplies: \$143.00

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

ADMINISTRATIVE SECRETARY

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Operate electronic memory typewriters
- Transcribe in mailable form a wide variety of detailed business correspondence and documents at a minimum speed of 80 net lines per hour
- Prepare, edit and revise reports and statistical documents using word processing equipment
- Produce effective dictation
- Exercise initiative and judgment in making decisions
- Expedite a wide variety of administrative secretarial tasks in a proficient manner
- Communicate effectively with peers and supervisors
- Demonstrate a minimum typing speed of 60 g.w.a.m. for 5 minutes with a maximum of 5 errors
- Understand the fundamentals of time management theory and apply them to organizing office workload
- Apply supervisory techniques
- Graduates of the **Shorthand option** will also have acquired the skills and knowledge to:
 - Take shorthand dictation at a minimum speed of 100 w.a.m. and transcribe same in standard mailable form with a minimum 90% accuracy.

Graduates of the **Office Automation option** will also have acquired the skills and knowledge to:

- Use office automation software on both a personal computer and an on-line computer system

Graduates may obtain employment in positions involving a variety of administrative and secretarial duties in both the traditional and automated office environments.

The Administrative Secretary program offers two options to students: a **shorthand option** which provides additional skill training to 100 w.a.m. on more advanced terminology; and an **office automation option** which provides specialized training in office automation systems.

Length of Program: 3 months

Entrance Requirements: A VCC/VVI Secretary certificate or educational equivalent;

— OR

One year's related office experience as confirmed by an employer's letter, (or equivalent proof) **and the following:**

1. Successful completion of the VCC/VVI Business Typing Applications 3 course (or a tested typing speed of 55 g.w.a.m. for five minutes with a maximum of 5 errors);
2. Successful completion of the VCC/VVI Machine Transcription 3 course (or a tested transcription machine production speed of 80 net lines per hour);
3. Successful completion of the VCC/VVI Applied Word Processing 1 course (or equivalent);

For students taking the Shorthand option, successful completion of the VCC/VVI Shorthand 2 course (or a tested shorthand speed of 80 w.a.m. on unknown material);

For students taking the Office Automation option, successful completion of the VCC/VVI Introduction to Information Processing course (or equivalent).

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, Tools and supplies \$105.00

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

LEGAL SECRETARY

BUSINESS AND HEALTH DIVISION

Graduates of both the **shorthand and word processing options** will have acquired the skills and knowledge to:

- Apply principles of organization and priority setting
- Perform legal secretarial duties and procedures in the specialty areas of general law, wills and estates, litigation, conveyancing, divorce and corporate procedures.

Graduates of the **shorthand option** will also have acquired the skills and knowledge to:

- Take dictation of legal correspondence and documents at a minimum speed of 80 words a minute on unknown material using the theory and concepts of a shorthand system
- Transcribe rapidly and accurately from dictated legal shorthand to produce mailable copy

Graduates of the **word processing option** will also have acquired the skills to:

- Create, edit, print, store and retrieve legal correspondence and documentation on a word processor

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

Length of Program: 3 months

Entrance Requirements: Either a VCC/VVI Secretary or Word Processing Operator Certificate, or equivalent;

— OR

For students taking the shorthand option, one year's secretarial experience as verified by an employer's letter and the following:

1. Successful completion of the VCC/VVI Business Typing Applications 3 course or the equivalent (a tested typing speed of 55 g.w.a.m. for 5 minutes (with a maximum of 5 errors);
2. Successful completion of the VCC/VVI Machine Transcription 3 course or the equivalent (a tested transcription machine production speed of 80 net lines per hour);
3. Successful completion of the VCC/VVI Shorthand 2 course or the equivalent (a tested shorthand speed of 80 w.a.m. on unknown non-legal material).

— OR

For students taking the word processing option, one year's word processing experience as verified by an employer's letter and the following:

1. Successful completion of the VCC/VVI Business Typing Applications 3 course or the equivalent (a tested typing speed of 55 g.w.a.m. for 5 minutes with a maximum of 5 errors);
2. Successful completion of the VCC/VVI Machine Transcription 3 course or the equivalent (a tested transcription machine production speed of 80 net lines per hour);
3. Successful completion of the VCC/VVI Basic Word Processing Applications course or the equivalent

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, Tools and supplies: \$273.00

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

WORD PROCESSING OPERATOR - BASIC

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Use and understand basic word processing terminology and concepts
- Operate a video display terminal word processor
- Edit and revise text, according to directions, on word processing equipment

Graduates may obtain employment in clerical positions such as: Clerk-Typist or Word Processing Trainee.

Length of Program: 1 month

Training Procedure: Field trips and guest speakers are frequently used to supplement the regular training process.

Entrance Requirements: Grade 12 diploma or equivalent, and the following:

Successful completion of the VCC/VVI Business Typing Applications 2

course (or a tested typing speed of 50 g.w.a.m. for 5 minutes with a maximum of 5 errors, and a typing test for business applications).

Additional Cost Estimate: Textbooks, Tools and supplies \$88.00

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

WORD PROCESSING OPERATOR

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Use effective communication techniques when writing various forms of business correspondence, from simple memoranda to more complex reports
- Transcribe business letters, memoranda, and reports in presentable form, from cassette tapes, at a minimum production rate of 25 words a minute (wam)
- Detect and correct errors in typing, spelling, grammar, punctuation, and word usage in context
- Organize work according to priorities and utilize time efficiently
- Complete projects in final form on a regular basis, using word processing equipment, and within a specific time frame
- Accurately read and interpret authors' instructions in order to produce business letters, memoranda, and reports in presentable, mailable form
- Work efficiently and concentrate on production while dealing with interruptions
- Recognize methods to cut costs in the various areas of a word processing system
- Make decisions in choosing the most efficient applications and format for output productions
- Form an effective word processing/administrative support system, and work well with others in the word processing centre and those dealing with the centre
- Operate both a shared logic (Wang System 25) and a standalone (IBM Displaywriter or AES+) word processing system
- Record and play back for final printout error-free documents from unarranged typewritten copy with revisions, handwritten materials, and transcribing machines
- Create new documents by combining boilerplate text with variable text
- Prepare statistical charts
- Create standard office forms and insert variables
- Understand word processing theory and concepts
- Understand the systems approach to communication and the impact of technology on office organization
- Be conversant in specialized word processing terminology
- Maintain production records and compute production rates
- Log and file documents in storage media
- Prepare and produce specialized documents using auxiliary programs

- Understand basic concepts of directing, delegating, scheduling, and analyzing work flow and procedures

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.

Length of Program: 3 months

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.

Entrance Requirements: A VCC/VVI Information Processor certificate or the equivalent;

— OR

A Grade 12 Secretarial Career Preparation certificate (with word processing training) or the equivalent;

— OR

One year's office experience as verified by a letter from an employer, and the following:

1. Successful completion of the VCC/VVI Business Typing Applications 2 course (or a tested typing speed of 50 g.w.a.m. for 5 minutes with a maximum of 5 errors);
2. Successful completion of the VCC/VVI Machine Transcription 1 course (or a tested machine transcription production speed of 70 net lines per hour);
3. Successful completion of a computer literacy course (or equivalent);
4. Successful completion of the VCC/VVI Basic Word Processing Applications course or the equivalent.

Additional Cost Estimate: Textbooks, Tools and supplies \$85.00

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

WORD PROCESSING OPERATOR - ADVANCED

BUSINESS AND HEALTH DIVISION

Graduates will have acquired the skills and knowledge to:

- Use word processing equipment with advanced programs in a variety of tasks
- Use full capability of word processing equipment for advanced functions
- Understand the principles of advanced word processing functions
- Follow the standards, procedures and controls of the word processing industry
- Understand terminology related to advanced word processing functions
- Write documentation

- Create and maintain computerized filing systems
- Understand principles of information processing systems
- Recognize the most efficient production method according to user needs
- Use math capabilities of equipment, including column processing
- Create, debug, and use stored keystrokes routines
- Expand capabilities of stored keystroke routines by performing tests of conditions (IF tests)
- Understand the difference in the functions of Word Processing and Records Processing
- Develop a working definition of Records Processing

Graduates of this program may obtain employment in organizations where advanced word processing skills and knowledge are required.

This advanced program is intended for upgrading to a higher level the skills of experienced word processing operators.

Length of Program: 1 month

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.

Entrance Requirements: A VCC/VVI Word Processing Operator certificate or the equivalent

— OR

A minimum of one year's hands-on work experience on word processing equipment confirmed by a letter from an employer (or equivalent proof)

Additional Cost Estimate: Supplies \$25.00

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

CARPENTRY - BASIC TECHNICAL DIVISION

Graduates of the Carpentry - Basic Program will have acquired the skills and knowledge to:

- Read simple blueprints for wood frame construction
- Interpret federal and local building codes and standards
- Use a builder's level to establish elevations
- Set up and construct formwork for residential foundations and floor slabs
- Practise safe work habits and know job-site related safety regulations
- Use basic hand and power tools efficiently
- Interpret specifications for a residential building
- Lay out and construct a complete wood frame house; including floor joists, walls, beams, rafters, roof systems, openings, stairs and sheathing
- Apply exterior and interior wall finishing materials
- Prepare a job-ready kit of tools and safety apparel

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 or they may continue training in the building construction industry through an indentureship in the apprenticeship system, and may also qualify for credit towards their apprenticeship standing.

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

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 of the Carpentry-Building Construction program will have acquired the skills and knowledge to:

- Read and interpret more complex blueprints relating to houses, commercial buildings, and heavy construction
- Interpret and apply regulations for building standards, safety rules, building codes, and contract specifications
- Practise safe working habits and attitudes
- Demonstrate an understanding of mix design, testing procedures, placement, and finishing of reinforced concrete
- Use a transit to establish site-grid locations, and apply surveying technology and related mathematics
- Plan, visualize, detail, and construct formwork for concrete walls, columns, stairs, beams and slabs
- Prepare material quantity-estimates for concrete, wood, and steel structures and develop an effective construction work schedule
- Lay out and assemble steel stud, drywall, and suspended-ceiling systems
- Demonstrate safe use of powder-actuated and compressed-air nailers and spikers

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.

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 \$60.00 in each program; Safety Items and Tools \$155.00; Supplies \$17.00 (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

Location: Through an agreement with the Ministry of Education and Capilano College, these VCC/VVI programs will be conducted at the Capilano College site in North Vancouver, B.C.

COMPUTER PROGRAMMER - JUNIOR

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Use data processing terminology and apply many of the concepts
- Code, test, de-bug and document COBOL, BASIC, RPG and PASCAL programs as well as JCL procedures
- Perform software maintenance tasks
- Follow the standards, procedures and controls of the data processing industry
- Write program and system documentation
- Interpret typical work specifications from a systems analyst
- Program and use microcomputers in a variety of tasks
- Describe the principles of data base and information systems
- Use accounting terminology and apply the accounting principles

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

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: \$173.00

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 acquired the skills and knowledge to:

- Apply food handlers' regulations
- Maintain personal appearance and hygiene
- Use hand tools and kitchen equipment safely
- Apply first aid and fire prevention procedures
- Weigh and measure foods and convert recipes
- Use kitchen terminology
- Identify normal nutrition requirements
- Identify and practise cooking methods
- Select, prepare and cook vegetables
- Prepare stocks, thickening agents, and basic hot and cold sauces
- Prepare hot and cold sandwiches
- Prepare basic soups, salads, dressings, and garnishes
- Prepare desserts, identify dairy products, and practice portion control
- Identify the role and responsibilities of employers/employees
- Clean and maintain station
- Prepare mis en place
- Handle convenience foods properly
- Select, prepare, and cook various types and cuts of meat, poultry and seafood
- Cook different breakfast and egg dishes
- Produce muffins, biscuits, and prepare hot beverages

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.

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 \$40.00; Tools \$50.00; 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 acquired the skills and knowledge to:

- Apply inventory and purchasing procedures, and receive and store goods
- Maintain daily records, plan menus and calculate food costs
- Demonstrate awareness of special diet needs
- Select, prepare and cook vegetables and farinaceous products
- Identify and cut primary and secondary cuts of meat
- Portion, prepare and cook variety meats
- Select, bone and cook poultry and seafood
- Prepare stuffings
- Clean, prepare and cook seafood
- Portion, cut, fillet and cook fish
- Produce stocks, bases, basic and secondary sauces, butter sauces and compound butters
- Produce cream, puree, clear and vegetable soups and chowders
- Produce soup garnishes and accompaniments, salads, dressings and cold sauces
- Prepare jellies, aspics and cold meat platters
- Produce pies, pastries, cakes, cookies, bread and rolls
- Produce puddings, quickbread, fruit and gelatin desserts

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.

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 \$38.00; Tools \$50.00; 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 acquired the skills and knowledge to:

- Apply inventory and purchasing procedures, and receive and store goods (advanced)
- Maintain daily records (advanced)
- Plan menus and calculate food costs (advanced)
- Demonstrate awareness of special diet needs (advanced)
- Apply interpersonal relations
- Select, prepare and cook vegetables and present bouquetiere
- Cook farinaceous products
- Select, prepare and cook secondary cuts of meat
- Select, prepare and cook poultry
- Select, prepare and cook game and gamebirds
- Select, prepare and cook variety meats
- Prepare stuffings
- Select, clean and prepare seafood
- Portion cut, fillet and cook fish
- Produce stocks, basic and secondary sauces, butter sauces and compound butters
- Produce cream and veloute soups, bisques and chowders
- Produce hors d'oeuvres, salads, salad dressings and cold sauces, jellies and aspics, chaud-froid and fancy sandwiches
- Prepare and decorate buffet items, and set up buffet
- Prepare specialty desserts

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.

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 \$43.00; Tools \$50.00; 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

Graduates of this program will have acquired the skills and knowledge to:

- Follow health, safety and sanitation standards
- Use, handle and care for different types of equipment and woks
- Prepare and cook all types of meat, poultry, seafood and vegetables
- Cook food using the following methods: stir-fry, pan-fry, deep-fry, broil, braise and steam
- Prepare and cook soups and sauces
- Prepare and barbecue meat and poultry
- Prepare and cook dim sum dishes
- Prepare menus including a consideration of:
food purchasing and inventory procedures
preparation cost and profit margins

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.

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: Textbooks and recipes \$30.00; 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

DENTAL ASSISTING BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Perform routine reception duties which include effective telephone techniques, patient management, correspondence, scheduling ap-

- pointments, maintaining patient files and financial systems, and maintenance of office supplies and equipment
- Select and prepare specific materials for use in the dental office
- Identify, prepare and maintain instruments and armamentaria for pre-operative, preventive, restorative and specialty procedures
- Effectively assist the operator with preventive, restorative and specialty procedures
- Sterilize, sanitize and disinfect instruments, sundries and equipment to prevent disease transmission
- Practise basic concepts of microbiological control
- Contribute to the creation of a safe, low stress environment for the client and apply sound principles of patient management in handling dental office emergencies
- Effectively communicate dental health information to groups and individuals
- Safely produce prescribed diagnostic radiographs
- Annotate and record conditions of the oral cavity, take and record vital signs, and maintain legal records
- Under the supervision of a dentist, perform those intra-oral procedures designated by the College of Dental Surgeons
- Construct stone and plaster models, mount models on an articulator and construct custom trays
- Apply standards of professional conduct

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. 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.)

*NOTE: Prior to licensing by the College of Dental Surgeons of B.C., graduates must supply proof of Grade 12 graduation or acceptable equivalent and Standard First Aid or S.O.F.A. and C.P.R.

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 and textbooks \$140.00; safety supplies \$260.00

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.

*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., and Standard First Aid or S.O.F.A. and C.P.R.

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 Pre-Clinical & Clinical Intraoral courses.

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

Graduates of this program will have acquired the skills and knowledge to:

- Identify the role and responsibilities of the dental receptionist
- Create an atmosphere which will enhance the clinical and business image of the dentist, staff, and practice in general
- Use effective oral and written communication
- Understand what is involved in the process of effective communication with patients, non-patient office visitors, and co-workers
- Set up and maintain a filing system for both patient and business records
- Prepare and maintain an efficient and effective preventive recall system
- Establish and maintain an accurate appointment system
- Manage dental payment plans and tactfully handle collection procedures
- Handle dental insurance forms and inquiries
- Prepare and maintain accurate financial records and payroll records
- Establish and maintain an efficient inventory control system
- Operate and maintain office machines
- Compose various types of dental business correspondence

- Use the dental terminology, standard abbreviations, and symbols appearing in dental charts and patient records
- Demonstrate good oral hygiene habits

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.

Length of Program: 4 months

Entrance Requirements: Grade 12 graduation or acceptable equivalent

Additional Cost Estimate: Textbooks \$82.00; Supplies \$135.00

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 of the Dental Technician program will have acquired the skills and knowledge to fabricate a variety of fixed and removable dental appliances by following instructions from a prescription provided by a dentist.

The specialties from which the graduate may choose to work include:

- Complete dentures
- Removable partial dentures
- Fixed prosthodontics
- Ceramics and orthodontics

Program Design

1st six months (common core)	<ul style="list-style-type: none"> — Complete dentures — Laboratory procedures — Theory
2nd six months	<ul style="list-style-type: none"> — Removable partial dentures — Laboratory procedures — Theory — 1 MONTH BREAK
3rd six months	<ul style="list-style-type: none"> — Fixed prosthodontics — Laboratory procedures — Theory
4th six months	<ul style="list-style-type: none"> — Ceramics — Laboratory procedures — Theory — OR — Orthodontics — Laboratory procedures — Theory

- AND
- Practicum - 3 months

Students will complete their training under the guidance of a licenced dental technician. The student's progress will be monitored by the College.

Total Length of Program: 25 months (24 months plus one month break)

Entrance Requirements: For specific entrance requirements, please contact Counselling Department.

Initial Cost: Tools \$300.00 (approximate). Textbooks \$185.00 (approximate). Additional texts and tools will be required for the levels following common core.

A diploma is issued upon successful completion of the full program. The Dental Technician's Board may require graduates of the program to gain further work experience before being allowed to qualify for the Provincial Licencing exam.

DENTAL MECHANIC (DENTURIST)

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the knowledge and skills to provide a complete denture service to the edentulous public.

Students will deal directly with patients to develop clinical as well as laboratory skills necessary to fabricate and maintain complete dentures that are esthetic and biomechanically acceptable.

Program Design:

1st six months (common core)	<ul style="list-style-type: none"> — Complete dentures — Laboratory procedures — Theory
2nd six months	<ul style="list-style-type: none"> — Complete dentures — Laboratory procedures — Clinical procedures — 1MONTH BREAK
3rd six months	<ul style="list-style-type: none"> — Complete dentures — Clinical procedures — Laboratory procedures
4th six months	<ul style="list-style-type: none"> — Complete dentures — Practicum

Students will complete their training under the guidance of a licenced denturist. The student's progress will be monitored by the College.

Total Length of Program: 25 months (24 months including one month break)

Entrance Requirements: For specific entrance requirements please contact Counselling Department.

Initial Cost: Tools \$300.00 (approximate). Textbooks \$185.00 (approximate). Additional texts and tools may be required for the levels following common core.

A diploma is issued upon successful completion of the full program. The

Dental Technician's Board may require graduates to gain further work experience before qualifying for Provincial Licencing exam.

DENTAL TECHNICIAN/MECHANIC APPRENTICESHIP

BUSINESS AND HEALTH DIVISION

Graduates of both programs will have acquired the skills and/or knowledge to:

- Pour impressions, construct plaster models, stone models, custom impression trays and occlusal bite rims, and repair dentures
- Arrange artificial teeth on maxillary and mandibular edentulous models, wax, invest, pack, process, trim, and polish upper and lower dentures
- Reline and rebase complete dentures
- Pour impressions and construct models for partial dentures and survey models, design simple framework
- Prepare models for duplicating, and duplicate and construct refractory models and partial denture frameworks from plastic patterns and wax
- Use wax blocks to carve teeth that resemble human teeth in size, form, and anatomy
- Pour impressions and construct die stone models and dies, wax full crowns, 3/4 crowns, and porcelain veneer crowns, sprue, invest, burn-out, cast, trim, and polish cast patterns
- Be familiar with dental, head, neck, and oral anatomy
- Be familiar with the pertinent regulations of the Dental Technicians' Act

Graduates of the Dental Technician Apprenticeship program will also have acquired the skills and/or knowledge to:

- Arrange artificial teeth on edentulous models opposing natural teeth and construct immediate dentures
- Invest, burn-out, cast in chrome cobalt, trim, and polish lower partial denture frameworks
- Wax, cast, finish and solder mandibular bridges
- Be completely familiar with equipment and materials related to complete dentures, crowns, bridges, and cast construction of partial dentures

Graduates of the Dental Mechanic Apprenticeship program will also have acquired the skills and/or knowledge to:

- Be familiar with the theory related to complete denture construction
- Be completely familiar with equipment and materials related to denture construction
- Examine individual patients, diagnose, and decide on individual treatment plans
- Complete preliminary impressions, final impressions, jaw relation registrations, try-in insertions, adjustments, impressions for relining dentures, and impressions for rebasing dentures
- Recognize abnormal pathological oral conditions
- Be familiar with the requirements for good hygiene and sanitation
- Be familiar with the requirements for operating a successful dental mechanic office

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.

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 \$193.00; Uniform \$25.00

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.

DINING ROOM AND LOUNGE SERVICE

SERVICE DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Perform proper sanitation procedures in handling and storing food and beverages as required by city by-laws and practise rules of personal hygiene
- Operate restaurant equipment such as toasters, warmer drawers, and coffee-making equipment
- Be familiar with menu terminology as related to the food and beverage industry
- Relate effectively to customers, including acknowledgement, greeting, and handling problem situations
- Perform dining room side work such as maintaining supplies of salt, pepper, sugar, crackers, and napkins, and preparing sideboard stands
- Serve customers proficiently at breakfasts, lunches, dinners, and banquets
- Prepare non-alcoholic beverages
- Prepare and serve cocktails and bar drinks

- Identify and serve aperitif wines, dinner wines, dessert wines, and various types of coffee containing alcohol (e.g. Spanish, Irish, and Monte Cristo coffees)
- Perform tableside cooking and flaming
- Perform cashier duties, operate a cash register, check the cash float, handle credit card transactions, and perform closing procedures
- State and comply with government regulations and the B.C. Liquor Act
- Identify and operate bar equipment and accessories
- Set up the bar for speed and convenience prior to customer service
- Apply purchasing and inventory guidelines and procedures
- Practice wine service techniques
- Handle food service procedures in the bar or lounge

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.

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: \$13.00; Tools \$5.00

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

DINING ROOM AND LOUNGE SUPERVISOR SERVICE DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Communicate effectively, oral and written
- Supervise and coordinate activities of restaurant personnel
- Understand food and labor costs
- Interpret profit and loss statements
- Prepare job descriptions, hire and release personnel
- Prepare flaming dishes
- Carve and debone fish and meats
- Purchase, receive, and store food and liquor products
- Understand licencing of food and beverage establishments
- Apply specialty food and beverage service techniques

- Supervise preparation of bar and dining room areas for service
- Understand health and sanitation regulations
- Supervise preparations for parties and banquets
- Undertake sales promotions
- Discuss wine appreciation and service with staff and guests
- Apply effective selling techniques

Graduates may obtain employment as maitre d's, restaurant supervisors, or hosts/hostesses in food service establishments such as dining rooms, hotels, restaurants, and coffee shops.

Length of Program: 3 months

Entrance Requirements: Graduation from the VVI Dining Room and Lounge Service program and one year of related experience; or, a minimum of three years experience working as a waiter or waitress in a restaurant or dining room (or equivalent hospitality experience)

Students must provide a standard VVI health certificate and proof of a negative TB skin test. (In case of a positive TB skin test the student must provide evidence of a satisfactory chest X-ray report)

Additional cost estimate: Texts and supplies \$40.00

Dress: Same as for Dining Room and Lounge Service Program

Evaluations: Same as for Dining Room and Lounge Service Program

DRAFTING - BASIC AND ARCHITECTURAL INDUSTRIAL DIVISION

VCC/VVI Drafting department has updated the facilities and programs to include COMPUTER AIDED DRAFTING (CAD) technology. Through a skills growth fund from the federal government, the following state-of-the-art equipment is now in full operation:

- Data General MV10000, 32 bit central computer
- 18 Tektronix Colour graphics terminals each with keyboard and digitizing tablets data input
- Three Hewlett Packard plotters and two thermal printers

All drafting students at VVI now have COMPUTER AIDED DRAFTING included in his/her training with the class size of 18 students. It enables each student to have individual access to the CAD terminals.

VCC gratefully acknowledges receiving the Skills Growth Fund from the Federal Government.

Graduates of this program will have acquired the skills and knowledge to:

- Describe concepts, and use drawing techniques to complete projects in orthographic projection, sectioning, dimensioning, auxiliary view and machine detailing
- Use concepts of residential and commercial building construction and technology to plan and detail a private residence and commercial buildings in accordance with local by-laws and the National Building Standards
- Describe a Computer Aided Drafting system with its various components and their basic functions
- Use a Computer Aided Drafting system to produce assigned basic and architectural drawings

- Generally develop skills in drafting to enable the student to enter a specialty program in their drafting training. The specialty programs presently offered at V.V.I. are:

Civil and Structural
Structural Steel Detailing
Materials Handling and Process Piping

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.

Graduates of the Basic and Architectural program are prepared for employment as drafters in the Architectural, Civil and Structural fields. In addition, graduates have acquired knowledge in related areas, such as construction concepts and estimating.

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

Graduates of this program will have acquired the skills and knowledge to:

- Apply concepts of planning and civil technology to produce drawings for the development of an industrial site
- Prepare engineering drawings of structures which incorporate concrete, steel and timber
- Understand and apply the terminology and drafting conventions of the trade
- Generally develop a satisfactory level of drafting knowledge and related trade skills
- Use a Computer Aided Drafting system to produce assigned civil and structural drawings, demonstrating effective use of CAD as a drafting technology tool
- Prepare resume, letter of application and other related job search skills

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.

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

Graduates of this program will have acquired the skills and knowledge to:

- Draw plans for developing an industrial site considering soil conditions, building functions, roads and rail tracks
- Complete a drafting project involving the detailing of various materials handling components
- Generally develop a satisfactory level of comprehension of drafting and related trade skills and knowledge
- Understand the language, flow symbols, instrumentation and equipment used in drafting a process flow diagram
- Draw a piping arrangement complete with sections, details and isometrics using single and double line conventions
- Use a Computer Aided Drafting system to produce assigned process piping/ materials handling drawings, demonstrating effective use of CAD as a drafting technology tool
- Prepare resume, letter of application and other related job search skills

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.

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

Graduates of this program will have acquired the skills and knowledge to:

- Analyze structural engineering drawings, stress diagrams and contract specifications for all information required to detail steelwork
- Detail square-framed beams and columns in a simple structure and determine bolting and welding requirements at connections
- Apply principles of basic trigonometry and algebra to the solution of steel structure geometry
- Perform a geometric and structural analysis of connections in a heavily-loaded structure in order to detail constituent members
- Describe welding types and procedures, and correctly apply appropriate weld symbols on drawings
- Detail large structural assemblies such as trusses, chutes and hoppers
- Obtain an understanding in the concepts of using computers, computer graphics, and Computer Aided Drafting systems as a drafting technology tool
- Use a Computer Aided Drafting System to produce assigned structural steel Drawings, demonstrating effective use of CAD as a drafting technology tool
- Prepare a resume, letter of application and other related job search skills

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.

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: Textbooks and Supplies: \$160.00

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

DRAFTING - COMPUTER AIDED 1

INDUSTRIAL DIVISION

This program will enable drafters, engineers and architects to obtain "hands-on" computer aided drafting experience. After one (1) month of full-time training, graduates of the Computer Aided Drafting I Program will have an understanding of computer aided drafting fundamentals and will be prepared for employment operating computer aided drafting equipment at an entry or beginning level in their particular specialty. Graduates will be able to assist in recommending acquisition of computer aided drafting equipment.

Graduates of this program will have acquired the skills and knowledge to:

- Obtain an understanding in the concepts of using computers, computer graphics and computer aided drafting systems as a drafting technology tool
- Operate a computer aided drafting system performing those drafting functions previously accomplished by manual operation (e.g. projection, auxiliary, sections, dimensioning, etc.), with emphasis on understanding the interactive process rather than on the speed of operation

Length of Program: 1 month

Entrance Requirements: This program is intended for applicants who have completed a VCC/VVI 12-month Drafting program or have equivalent Drafting theory and practical knowledge and who wish to upgrade their skills to include the basics of Computer Aided Drafting.

Priority will be given to applicants having a minimum of three (3) years' Drafting experience.

Note: A knowledge of computers or computer programming is not required

Additional Cost Estimate: Textbooks and Supplies: \$45.00

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

Evaluation: Students progress will be determined by satisfactory completion of the assigned projects.

DRAFTING - COMPUTER AIDED 2

INDUSTRIAL DIVISION

This program will enable experienced drafters, engineers and architects, who have taken the Computer Aided Drafting I Program or equivalent, to perform computer aided drafting functions to an advanced level. After two (2) months of full-time training, graduates of the Computer Aided Drafting II Program will be prepared for employment as efficient computer aided drafting operators (intermediate/advanced). Graduates will be able to use a variety of peripheral computer aided drafting equipment productively (e.g. digitizer, plotter, printer, etc.)

Graduates of this program will have acquired the skills and knowledge to:

- Use primary computer aided drafting functions at a high level of efficiency
- Use computer aided drafting, demonstrating expertise in advanced functions (e.g. Graphics language program, computing dynamics, bill of materials, etc.)
- Efficiently organize and generate drawings for a variety of assigned multi-drawing projects using a systematic computer aided drafting approach to production
- Perform computer aided drafting operations, displaying skill and speed, on project(s) designed by the student from his/her specific specialty

Length of Program: 2 months

Entrance Requirements: Graduates of VCC/VVI Computer Aided Drafting I program or equivalent.

Additional Cost Estimate: Textbooks and Supplies: \$45.00

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

Evaluation: Students progress will be determined by satisfactory completion of the assigned projects.

DRAFTING - COMPUTER AIDED 3 -

SYSTEMS MANAGEMENT

INDUSTRIAL DIVISION

This one month program is designed for the CAD technician who has completed the VCC/VVI Computer Aided Drafting I and II programs or equivalent. Graduates of this program will be able to organize and effectively direct a group of CAD technicians working in engineering, architectural or manufacturing applications.

Graduates of this program will have acquired the skills and knowledge to:

- Prepare and organize a data base applicable to his/her own discipline.

- Direct systems control within a multi-discipline organization.
- Prepare coding systems management necessary to ensure security.
- Employ team dynamics, prepare and implement productivity management.
- Maintain system and "trouble shoot" when problems occur, isolating hardware/software problems and determine appropriate solution.

Length of Program: 1 month

Entrance Requirements: Graduates of VCC/VVI Computer Aided Drafting 2 program or equivalent.

Additional Cost Estimate: Textbooks and Supplies: \$45.00

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

Evaluation: Students progress will be determined by satisfactory completion of the assigned projects and written examinations

ELECTRICITY - BASIC

INDUSTRIAL DIVISION

Graduates of this program will have acquired the skills and knowledge to perform the following tasks under supervision:

- operate and maintain hand and electrical tools common to the trade
- plan, draw, install and analyze simple electrical and magnetic circuits
- perform mathematical calculation related to the trade
- correctly select and install electrical devices, in accordance with the Canadian Electrical Code and the British Columbia amendments
- assist in the installation, maintenance and repair of single phase wiring systems
- plan, draw, install simple motor control circuits
- work safely and efficiently, both independently and as a team member

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.

Entrance Requirements: The entrance requirement for this program is completion of the Common Core Provincial (B.C.) TRAC program, grade 10 graduation supplemented by a Mathematics course at the Grade 11 level, or the documented equivalent.

Length of Program: 3 months

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

ELECTRICITY AND INDUSTRIAL

ELECTRONICS

INDUSTRIAL DIVISION

Graduates of this program will have acquired the basic skills and knowledge to:

- calculate and wire service requirements as per the Canadian Electrical Code
- test and wind armatures
- test and maintain motors and generators
- analyze and meter three-phase and single phase systems
- test transformer polarity, voltage ratios and make transformer connections
- rewind and test AC motors
- analyze and troubleshoot magnetic controls
- analyze and troubleshoot static devices and circuits
- work with various types of programmable controllers
- use mathematics related to the electrical trade

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.

Length of Program: 9 months

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:

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 and supplies \$192.00

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

ELECTRICAL UPGRADE

INDUSTRIAL DIVISION

This upgrade program has a multipurpose:

Electrical Upgrade - Trade Qualification for Electrical Work Certificate

This program is intended for upgrading individuals involved in the electrical trade as journeymen electricians. Individuals completing this program will be prepared to write the examination for the Ministry of Labour Certificate of Qualification, Electrical Work.

Electrical Upgrade - Industrial Controls Program

Individuals completing this program will be prepared to work effectively with established and recent technological developments in the area of industrial controllers, marine systems, trouble shooting and maintenance.

Electrical Upgrade - Trade Qualification for Electrical Work Certificate

Graduates of this program will have acquired the skills and knowledge to:

- Define electrical and mechanical units
- Solve electrical circuit problems
- Describe electronic diskette components
- Describe electrical measuring instruments
- Describe batteries
- Describe electrical machines
- State Canadian Electrical Code (C.E.C.) rules and apply C.E.C. rules to problems

Electrical Upgrade - Industrial Controls Program

Graduates of this program will have acquired the skills and knowledge to:

- Maintain static and rotating equipment
- Connect machines
- Interpret marine control systems from schematics
- State ship safety regulations
- Interpret control layouts from construction drawings
- Install controllers using working diagrams
- Commission controllers
- Trouble-shoot control circuits using schematic diagrams
- Understand the operation and specifications of the primary and pilot devices currently available from manufacturers
- Understand the operation of programmable controllers

Length of Program: Varies

Entrance Requirements: This upgrade training is available to individuals involved in the electrical trade as journeyman electricians, or to individuals with an equivalent combination of training and experience.

Additional Cost Estimate: None

Safety Requirements: As per regular electricity programs

Evaluations: Theory examinations and continuous evaluation of practical projects

ELECTRONICS - BASIC

INDUSTRIAL DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Use and care for hand tools
- Use modern electronic test equipment

- Apply logical troubleshooting techniques
- Construct and repair electronic circuits
- Read and analyze schematic diagrams, logic diagrams and flow charts
- Troubleshoot, select replacement parts for and repair a variety of electronic equipment
- Write machine language microcomputer programs
- Interface a single-board microcomputer to peripheral devices
- Participate successfully in advanced training programs such as Electronics Technician or Computer Electronics
- Participate successfully in industrial training programs

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.

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

ELECTRONICS - COMPUTER

INDUSTRIAL DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Demonstrate competency in the use of hand tools, electronic construction practices, sophisticated test equipment and analytical troubleshooting techniques
- Troubleshoot modern "analog" circuits at the component level
- Troubleshoot at the "chip level" both combinational and sequential logic circuits
- Write machine language programs for common microprocessors
- Design and construct hardware interfaces, write software drivers and produce appropriate documentation
- Troubleshoot and make repairs to microcomputer systems and microprocessor-based controllers
- Troubleshoot, repair, adjust and test to manufacturers' specifications the following: disc drives, video terminals, printers, modems and other peripherals
- Successfully participate in future specialized on-the-job training

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

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

ELECTRONICS TECHNICIAN

INDUSTRIAL DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Troubleshoot at the component level, repair, adjust and test to specifications the following: power supplies, regulators, linear small signal and power amplifiers, AM/FM broadcast receivers, television receivers, very high frequency-FM and single side band communications equipment, and small microcomputer systems
- Troubleshoot at a systems level, line up and make measurements on frequency division multiplex-type carrier telephone systems
- Write machine level microcomputer programs, generate flowcharts and documentation, and design and construct simple interfaces
- Intelligently use modern electronic test equipment
- Demonstrate competency in the use of hand tools, soldering and desoldering techniques, and electronic construction practices
- Participate successfully in future industrial training programs

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

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 evaluation of practical work, take place throughout the program

ENERGY MANAGEMENT UPGRADE

TECHNICAL DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- initiate an energy management program in a plant
- be familiar with energy management techniques and measuring devices
- prepare and monitor energy inventories, budgets, and audits in a plant

- account for electrical and fuel consumption and make appropriate corrections to same
- understand electrical energy saving in lighting systems
- understand and describe equipment and apparatus used in Heating/Ventilating/Air Conditioning (H.V.A.C) systems
- understand and describe methods for improving efficiency in H.V.A.C. systems
- operate basic refrigeration and chiller equipment efficiently
- understand and describe types of systems and equipment for recovery of waste heat
- understand energy saving potential of motors, pumps, and air compressors
- understand boiler plant operations having effect on efficient use of fuels
- understand energy saving potential of insulation and refractories

This program involves the application of energy saving equipment, materials and management techniques to the design and operation of building or industrial systems. Emphasis will be placed on studying and analyzing these systems with a view to changing or making recommendations to change operating procedures, conditions or equipment and materials that will result in lower energy costs.

Program graduates will be able to apply their skills and knowledge within institutional settings, office and apartment buildings, and in industrial, processing and refrigeration plants.

Length of Program: 3 months

Entrance Requirements: Grade 12 graduation or acceptable equivalent. Knowledge and/or experience in building operating systems.

Additional Cost Estimate: Textbooks \$35.00 approximately

Safety Requirements: Activities conducted in the shop or lab areas must conform to W.C.B. requirements

Evaluations: Upon completion of topics for each course in this program, the student must write a theory examination.

HAIRDRESSING

SERVICE DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Conduct themselves in an ethical manner, with deportment and confidence, while providing customer service
- Observe rules of personal hygiene and grooming and perform all tasks with an awareness of the safety factors involved
- Give a permanent wave
- Apply appropriate shampoos, conditioners and rinses
- Apply techniques of hair cutting, hair shaping and style variations
- Convey an awareness of differences in structure and composition of hair and an understanding of the physiology of the scalp
- Recognize the presence of disorders of the hair and scalp
- Apply principles of air waving and ironing hair, finger waving hair, performing scalp treatments, setting hair and combing out hair

- Apply various types of hair colouring, such as semi-permanent and permanent colour, lighten hair and lift colour
- Demonstrate an understanding of the physiology of the head and arms
- Create hairstyles for short and long hair
- Demonstrate an understanding of facial and manicuring procedures
- Style and care for hairpieces and wigs

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.

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 licence from the Hairdressers' Association of British Columbia until:

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

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

Additional Cost Estimate: Textbooks \$25.00; Equipment Cost \$200.00 - \$250.00 (required 2 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 AND YEAR TWO

SERVICE DIVISION

Apprentice students in this program will have acquired the skills and knowledge to:

- Apply related theory to hairdressing procedures

- Perform permanent waving
- Colour, cut and style hair
- Apply standards of professional conduct and personal sanitation

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.

Entrance Requirements: (for Year 1)

Grade 10 completion 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.

(for Year 2)

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 pre-employment training program.

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

Graduates of this program will have acquired the skills and knowledge to:

- Perform all duties to standards of hygiene and sanitation so as not to endanger public health and safety
- Demonstrate an understanding of basic human anatomy and physiology
- Recognize the presence of skin and scalp disorders
- Care for and maintain tools and perform minor repairs to mechanical and electrical appliances used in the trade
- Cut hair to design and desires of clients by the tapering method, using scissors, blending shears, clippers and razors
- Perform shampooing with proper manipulations, rinse hair using inclined and reclined methods, and properly advise clients on the use of various types of shampoos and scalp treatments
- Style hair to various lengths following modern trends and fashions by means of cutting, shaping with hair dryer and using curling irons

- Demonstrate an understanding of the structural and chemical composition of hair and skin
- Shave clients using a straight razor; design and trim beards and moustaches
- Perform facial massages and apply various cosmetic facial preparations
- Chemically process hair by methods of permanent waving and hair colouring
- Differentiate between various types of hair replacements, their construction, and materials used in manufacturing
- Provide service to clients using hair replacements
- Determine the basic requirements and equipment needed for a shop and operation within the rules and regulations governing barber shops

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.

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 \$50.00 approximately; Tool Deposit \$25.00; Uniform \$20.00, and Tool Kit \$200.00 approximately.

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

HOSPITAL UNIT ASSISTANT

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Pronounce, define and spell basic medical terminology
- Demonstrate an understanding of the basic structures and functions of the major body systems
- Transcribe physicians' orders
- Function effectively under emergency situations
- Communicate effectively in interpersonal contact with patients, visitors and members of the health care team
- Demonstrate an understanding of the organization, departments and functions of a hospital
- Perform under the hospital code of ethics

- Perform clerical duties with routine hospital, ward and patient records
- Assist the health care team with clerical activities relating to the care of the patients
- Act as an interdepartmental liaison
- Establish priorities for smooth departmental operations
- Perform receptionist duties
- Identify, pronounce and spell the names of commonly used hospital drugs

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

Length of Program: 6 months

Entrance Requirements: Grade 12 graduation or acceptable equivalent. Successful completion of a keyboarding/typing course with a typing speed of 25 g.w.a.m. 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

KITCHEN MANAGEMENT

SERVICE DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Plan well-balanced menus
- Follow food and supplies inventory, purchasing and receiving procedures
- Control, store, and rotate stock using both conventional and computer assisted techniques
- Supervise and coordinate activities of kitchen personnel
- Communicate and work effectively with the public and other food service supervisors
- Calculate menu portions and food item prices
- Troubleshoot equipment and solve maintenance problems
- Practice basic principles of food service and customer relations
- Describe basic concepts in facility design and planning
- Prepare job descriptions, hire and release personnel
- Apply federal, provincial and municipal laws and regulations affecting the food industry

Graduates are prepared for employment as sous-chefs and kitchen super-

visors in hotels, cafeterias, flight kitchens, and other major food service institutions.

Length of Program: 4 months

Entrance Requirements: Successful completion of a formal cook training program or equivalent and three years cooking experience in the industry or a recommendation from his/her employer

A recent health certificate and negative TB skin test is required. (In the case of a positive TB skin test, a satisfactory chest X-ray report is required)

Additional Cost Estimate: Textbook \$40.00; Tools and supplies \$30.00

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

MACHINIST - BASIC

TECHNICAL DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Understand the importance of safe work habits and good housekeeping in the workshop
- Describe and select the common materials used in the workshop
- Become proficient in the operation of various support machines, such as grinders, drill presses, and power saws
- Perform various bench-work tasks including the fitting and assembly of machine parts
- Safely and efficiently perform a variety of machine operations using various procedures on engine lathes, shapers and planers
- Be proficient in the set-up and basic operation of milling machines
- Perform safely and accurately on a surface grinder
- Describe and apply concepts of precision measurement using both imperial and metric systems
- Use and apply handbook tables and mathematics as required by the trade
- Understand the basics of metals and various heat treatment processes
- Understand the application of Numerical Control to machine tool operations

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, and may qualify for credit 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.

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 of this program will have acquired the skills and knowledge to:

- Demonstrate safe work habits and good housekeeping in the workshop
- Perform normal lathework to specific tolerance and finish
- Machine-cut various threads in both inch and metric dimensions
- Use tungsten-carbide tools
- Accurately perform milling operations using various milling machine fixtures
- Read shop drawings
- Perform basic cylinder grinder operations
- Use the normal dimensional control systems used on machine tools
- Perform basic machining operations on a horizontal boring mill
- Understand the basics of gear cutting machines

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.

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 \$100.00; Safety Items \$60.00; 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 on loan and are laundered

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 jewelry must not be worn.

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

MARKETING MICRO TECHNOLOGY

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Recognize the types of distributive wholesale/retailing institutions and the application of management approaches towards business
- Recognize and apply the principles of supply and demand, the market process, consumer choice costs and supply of goods and the different competitive entities of the market place
- Understand and apply the techniques of salesmanship in approaching, attracting and retaining customers
- Communicate effectively (both orally and in writing) internally to the organization and externally to the marketplace
- Collect, process and analyze data within a marketing research framework
- Recognize and apply the principles of provincial/federal legislation and common law relating to contracts, negotiable instruments, product liability insurance and purchasing
- Understand the programming of computers and utilize a computer system in the language of BASIC
- Explain computer and word processing concepts to potential equipment and software purchasers
- Recognize and adapt merchandising approaches and techniques used in marketing of micro technology
- Adapt sales methods to the presentation of computer and word processing equipment and software to a wide variety of clientele
- Relate supervisory skills to the organization and its client needs
- Recognize the technological specifications of modern day computer systems

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.

Length of Program: 5 months

Entrance Requirements: Grade 12 graduation or acceptable equivalent

Additional Cost Estimate: Textbooks, Tools, and supplies \$170.00

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

NURSING AIDE

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Practice in an ethical and legal manner, and behave appropriately

- Adhere to dress codes of employing agencies
- Communicate effectively with long-term care residents and members of the health care team
- Participate in providing a safe environment for residents, health workers, and others
- Efficiently organize equipment and supplies necessary to provide care required to meet the needs of residents
- Encourage and participate with residents in group activities
- Assist residents to perform appropriate activities of daily living
- Realize the importance of the team approach in long-term care
- Be aware of some of the health problems arising from areas such as family and alcohol abuse
- Be aware of the health support facilities within the community

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.

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: \$55.00 for textbooks and supplies, \$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 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 have acquired skills and knowledge to:

- Communicate effectively with Long Term Care residents, visitors and members of the health care team
- Practice appropriate and ethical behaviour
- Promote independence and assist the resident to perform activities of daily living appropriate to the individual
- Practice basic nursing skills under the direction and supervision of a registered nurse

- Encourage and participate with a resident in group activities
- Use specific adaptive equipment
- Promote growth and development in the long term care resident
- Be aware of health support facilities within the community

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.

Length of Program: 2 months

Entrance Requirements: Grade 10 completion or acceptable equivalent. At least 8 months experience as an Aide in a long term care facility/agency within the past 2 years, 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: Textbooks, materials, and pin: \$55.00. Students are responsible for their own transportation costs to the various facilities

Dress: A good grade of hospital shoes will be required before entering the assessment areas. A pant suit uniform may be required at that time.

Evaluations: Frequent written examinations take place throughout the program. An assessment of clinical skills takes place in Level 3.

NURSING - ORDERLY AND PRACTICAL

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Under direct supervision assist residents/patients with activities of daily living in an assigned medical/surgical clinical area
- Under direct supervision assist residents/patients, who have more complex conditions, with the activities of daily living in an assigned medical/surgical clinical area
- Communicate effectively with residents/patients and other members of the health care team and practise ethical and professional behaviour
- Organize assigned tasks effectively
- Act as an example for healthy living practices
- Participate in providing a safe environment for residents/ patients, health workers and others
- Recognize the role of the Licensed Practical Nurse in the existing Canadian health system
- Assist residents/patients and their families to cope with the anxiety and stress of illness

- Speak for the resident/patient and take action on his behalf, using established lines of communication within the health agency
- Document own observations and care given
- Perform with skill, specific procedures as directed that aid in detecting or treating illness
- Participate in the planning and evaluation of nursing care for residents/patients
- Administer topical and maintenance oral medications in long term care facilities
- Help assess the basic health needs (health status) of people and help identify their nursing care needs
- Assist residents/patients with activities of daily living in specialized areas, e.g. paediatrics, obstetrics, intermediate and extended care (with emphasis on degenerative diseases in the younger adult) and in acute care nursing in general medical surgical areas
- Participate as a member of the health team in obstetrics, caring for the newborn, and participate with other health team members in teaching maternity patients or significant others

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.

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 and \$50.00 for learning packets; \$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 ENGINEERING - GENERAL

TECHNICAL DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Make basic mechanical drawings
- Operate various types of electrical equipment and describe the protection systems in use
- Perform the duties of a Fourth Class Engineer
- Operate and make minor repairs or adjustments to steam power plant instruments
- Repair, maintain and operate power plant equipment
- Use power driven equipment such as lathes, drills, and grinders, employing common workshop practices

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.

Additional Cost Estimate: Textbooks and supplies \$150.00; 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

Graduates of this program will have acquired the skills and knowledge to:

- Make basic mechanical drawings
- Operate various types of electrical equipment and describe the protection systems in use
- Perform the duties of a Fourth Class Power Engineer
- Operate and make minor repairs or adjustments to steam power plant instruments
- Repair, maintain, and operate power plant equipment
- Use power driven equipment such as lathes, drills and grinders, employing common workshop practices
- Enable enrollment in the Power and Process Engineering program

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.

Additional Cost Estimate: Textbooks and supplies \$250.00; 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 AND PROCESS ENGINEERING

TECHNICAL DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Demonstrate an understanding of the principles of engineering mechanics and thermal engineering to a level comparable to second year university
- Accept and perform the duties of a Third Class Power Engineer in an industrial power plant
- Understand thoroughly the chemistry, metallurgy, theories of fuels and combustion, and maintenance and control of equipment necessary for the safe operation of a large industrial power plant
- Operate and maintain the instruments and control systems associated with large steam plants
- Operate electrical equipment such as Direct Current (DC) machinery, Alternating Current (AC) motors and generators, transformers, circuit breakers, and associated safety devices
- Make drawings of mechanical and electrical equipment according to accepted drafting standards
- Apply the principles and techniques of industrial organization and communication
- Give and receive oral instructions and give demonstrations
- Demonstrate a thorough familiarity with boiler construction details and operation
- Operate and maintain all power plant auxiliary equipment

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.

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 \$250.00 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

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

The Power Engineering Certification (Tutorial) program is designed to bring students to satisfactory levels of knowledge in preparation for employment as Boiler Operators, Refrigeration 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 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):

	AVERAGE TIME TAKEN BY STUDENTS	MAXIMUM TIME ALLOWED FOR PROGRAM
Boiler Operator	2 months	12 months
Refrigeration Operator	2½ months	12 months
Fourth Class Power Engineer	2½ months	12 months
Third Class Power Engineer		
- Part 'A'	2 months	12 months
- Part 'B'	2 months	12 months
Second Class Power Engineer		
- Part 'A'	4 months	24 months
- Part 'B'	4 months	24 months
First Class Power Engineer		
- Part 'A'	4 months	24 months
- Part 'B'	4 months	24 months

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. Additionally, evening attendance is possible during winter months.

Specific Entrance Requirements:

For 3rd class Power Engineer - a 4th class Power Engineer's Certificate
For 2nd class Power Engineer - a 3rd class Power Engineer's Certificate
For 1st class Power Engineer - a 2nd class Power Engineer's Certificate

No specific entrance requirements are necessary for Boiler Operator, Refrigeration Operator or 4th Class Power Engineering students.

Before enrolling, applicants should have their plant qualifying 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 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 Ministry of Labour examinations for Interprovincial 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.

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 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 assignments for each level of a Correspondence program, the student may attend the regular tutorial program for a two week period to obtain specialized instruction prior to writing each "paper" of the Ministry of Labour examinations.

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 British Columbia Ministry of Labour examinations, a candidate must have a specified number of months of

practical experience (qualifying time). The type and length of experience varies for each class of certificate. Details can be obtained from the Boiler & Pressure Vessel Safety Branch in the student's area or from the Power Engineers Boiler & Pressure Vessel Safety Act & Regulations.

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

POWER SEWING

SERVICE DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Operate a single needle machine, including threading and inserting needles, adjusting tension and cleaning the machine
- Do basic stitches, such as, the back-tack stitch
- Handle scissors correctly
- Position work under the machine
- Perform such basic operations as: sewing on pockets, making and sewing on collars, and making and setting in sleeves
- Practise and maintain a high standard of workmanship
- Operate a serging machine
- Operate a button-holer, button machine, and blind stitcher
- Laying up and cutting cloth to length

Graduates may obtain employment in the garment industry with manufacturers of ladies' sportswear, mens' sportswear and flotation devices.

Length of Program: 4 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 will have acquired the basic skills and knowledge to:

- Plan, manage and safely carry out printing job-assignments employing cost estimates, selection and ordering of materials, and selection of the most appropriate production methods or techniques
- Prepare and proofread copy using the latest in mechanical and electronic phototypesetting processes

- Develop proficiency in lithographic preparation processes involving layout, imposition, camera work and plate making
- Competently and safely operate pressroom equipment and perform maintenance on these machines
- Complete finishing operations involving such bindery procedures as folding and cutting
- Develop a satisfactory level of comprehension and apply creativity toward advertising, promotion and sales techniques
- Be familiar with and use highly automated equipment and processes involving electronics, computers, photochemical action, graphic arts photography and other new developments which will be encountered in the trade

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.

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 \$80.00; Textbooks \$20.00

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: Bookbinding, Composition, Preparatory, and Press. Each student must have been accepted into the B.C. Ministry of Labour's Provincial Apprenticeship system or be recommended by his or her employer.

Category #1 : Bookbinding

Individuals employed in the Graphic Arts industry may take training through the Bookbinding program in one of two specialized apprenticeship certificate areas: Bookbinding 1 and Bookbinding 2. The following operators are classified under the four year Bookbinding 1 area: folder, collator, cutter, stitcher/trimmer and book machine operator. Included

under Bookbinding 2 are: feeding/takeoff, sewing machine, and small bindery operators. The specific area of specialization taken by the individual is determined by the indenture contract.

Bookbinding 1 constitutes a four year indentured apprenticeship in the Bookbinding program, while Bookbinding 2 is an indentured apprenticeship of two years in duration.

Bookbinding 1

Graduates of this Bindery program training will have acquired the skills and knowledge to:

- competently and safely use tools and operate all bindery equipment in the bindery area
- use the supplies and materials to do the finishing on various book work
- safely operate all machines and do simple maintenance on all bindery equipment
- relate the principles of imposition on the job

Bookbinding 2

Graduates of this Bindery program specialized training will have acquired the skills and knowledge to:

- competently and safely use tools and operate small bindery machines
- use the supplies and materials to do finishing work
- perform various bookbinding methods according to the job docket specifications
- safely operate all the capabilities of a Polar Mohr Eltromat

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.

Hot Metal

Graduates with the specialized training for this Composition program area will have acquired the skills and knowledge to:

- prepare paste-ups for process projects, lettraset, lettering, and make type selection and measurement
- prepare and proofread copy using the latest in mechanical and electronic photo typesetting processes
- competently and safely use tools and machines related to the course
- use the supplies and materials for line shots

Cold Type

Graduates of this area of Composition program training will have acquired the skills and knowledge to:

- prepare and proofread copy using the latest in mechanical and electronic photo typesetting processes
- competently and safely use tools and machines related to the course
- use the supplies and materials for line shots
- scribe and rule up forms and charts to a satisfactory standard

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.

Artist (Mechanical and Creative)

Graduates with this Preparatory program specialized training will have acquired the skills and knowledge to:

- competently and safely use tools and machines related to the course
- use the supplies and materials for line shots
- scribe and rule-up forms and charts to a satisfactory standard
- prepare paste-ups for process projects, leterset, lettering, and make type selection and measurement

Black and White Camera

Graduates of this area of Preparatory program training will have acquired the skills and knowledge to:

- competently and safely use supplies and operate equipment
- use gauges and apply the principles of basic chemistry and physics as required
- do halftone, duotone, and applications involving screens
- select and use the correct materials and describe problems resulting from incorrect selection and use

Colour Camera

Graduates of this specialized area in the Preparatory program will have acquired the skills and knowledge to:

- competently and safely use supplies and operate equipment
- use photographic guides and scales
- perform basic masking and separations (indirect method)
- etch half-tone positives and do colour proofing (Diazo) to a satisfactory level

Assembler (Paste-up)

Graduates of this part of the Preparatory program will have acquired the skills and knowledge to:

- competently and safely use supplies and operate equipment
- perform basic "Step and Repeat" photo composing
- develop masking sheet layout and film scribing to a satisfactory level
- follow basic plate making procedures for different plates

Stripper

Graduates of this Preparatory program area will have acquired the skills and knowledge to:

- competently and safely use supplies and operate equipment
- plan jobs and utilize the correct method for colour stripping
- use simple line colour and colour proofing systems
- punch systems and applications for colour stripping

Plate Maker

Graduates of this part of the Preparatory program will have acquired the skills and knowledge to:

- competently and safely use supplies and operate equipment
- perform basic "Step and Repeat" photo composing
- develop masking sheet layout and film scribing to a satisfactory level
- follow basic plate making procedures for different plates

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.

Web, Sheet Fed, Rotary and Gravure

Graduates from these specialized Press program areas will have the skills and knowledge to:

- safely use supplies and materials for offset operations
- select and use the correct gauges to determine and solve problems resulting from incorrect operations
- competently and safely use tools and operate both a 19" X 25" and a 24" X 29" Harris offset press
- lithograph a single colour job, Duotone, and process colour print
- lithograph practical four colour process work and determine print length
- use supplies and materials for line shots

Flexo

Graduates of this two year Press program specialty will be able to:

- safely use supplies and materials for offset operations
- select and use the correct gauges to determine and solve problems resulting from incorrect operations
- competently and safely use tools and operate a 19" X 25" Harris offset press
- lithograph a single colour job, Duotone, and process colour print

Letter Press

After the specialized training in this Press program area graduates will be able to:

- use the supplies and materials for different operations safely
- competently and safely use tools and operate a 10" X 15" Heidelberg Platen
- print wood cuts, lino cuts, zinc etchings and process copper cuts
- determine and solve problems resulting from incorrect operations

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 permission of the VCC/VVI Department Head for Printing Production programs.

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

REFRIGERATION OPERATOR

TECHNICAL DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Fulfill the B.C. Ministry of Labour examination requirements in the applied sciences and engineering subjects relating to refrigeration plant operation
- Describe and be familiar with the construction, safe operation, and minor maintenance of:
 - industrial compression and absorption refrigeration systems and their components
 - refrigeration auxiliaries and controls
 - electric motors and controls
- Describe and understand the operation and function of related systems such as lubrication, instrumentation, and safety systems

Graduates may obtain employment in commercial and industrial refrigeration plants where they may be employed as shift or chief operators.

Length of Program: 10 weeks

Entrance Requirements: Grade 10 or equivalent

Additional Cost Estimate: Textbooks \$35.00 approximately

Dress: Coveralls are recommended for all shop and lab activities

Safety Requirements: Safety work boots and safety glasses must be worn during any shop area activities

Evaluation: Upon completion of written assignments for each course, the participant must write a theory examination. External government examinations for Refrigeration Operator Certification follow completion of this program.

SECURITY OFFICER

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Demonstrate a sense of pride, confidence and professionalism
- Identify the basic elements and scope of security, with emphasis upon special areas of vulnerability
- Identify the roles and responsibilities of a security officer
- Describe basic criminal law procedures as they relate to the security function
- Write effective reports
- Follow emergency procedures
- Demonstrate competence in human relations and describe appropriate techniques for handling specific crisis situations

Graduates of the program may obtain employment in a variety of positions in the private security industry. This program provides an opportunity for development of the basic skills and knowledge that newly recruited security personnel require for the performance of their jobs.

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

Graduates of this program will have acquired the skills and knowledge to:

- Repair men's welted and McKay types of shoes, using hand tools and various types of equipment (e.g. curved needle stitcher, cutter, skiver and finisher) and various types of materials (e.g. rubber, leather and man-made)
- Repair women's shoes, using hand tools and various types of equipment (e.g. cutter, skiver and finisher) and various types of materials (e.g. rubber, leather and man-made)
- Repair western-style footwear and work boots
- Relate effectively with customers and assess repair work needed, write work orders and operate a cash register
- Make repairs to upper portion of footwear, such as seams and linings and be able to clean, preserve and dye footwear
- Hand sew welts
- Understand basics of small business management
- Maintain shoe repair equipment, such as: curved needle stitcher, McKay stitcher, shoe patcher, line finisher and auto soler

This program provides skill training directly related to the work done in the shoe repair industry. Theory and demonstration are combined with extensive practical bench work and the repairing of shoes brought into the VVI shop by the public.

Students will develop competence in working with an assortment of materials and shoes, and a variety of modern power and hand tool equipment. They will develop their awareness and concern for the footwear needs and comfort of all types of customers.

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

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

Graduates of this program will have acquired the skills and knowledge to:

- Demonstrate an awareness of different types of bacteria and procedures for sanitation and sterilization
- Give a manicure, care for the feet and recognize the presence of disorders and diseases of the nails
- Recognize various skin types, using different analysis equipment
- Cleanse and manipulate the face and neck and be able to use various types of skin care appliances
- Demonstrate an understanding of the terminology and function of body cells and bone structure, muscle and nerve systems, the circulatory and endocrine systems, and the skin
- Remove superfluous hair by the waxing method
- Assess the need for and apply facial masks
- Give specialized treatments of the skin
- Use light therapy, such as, infra-red lamp treatment
- Demonstrate an understanding of cosmetic chemistry, such as, moisturizing and nourishing cream, skin toners and the pH scale
- Give high frequency treatments
- Demonstrate an awareness of fundamentals of career and small business management

Upon completion of training, graduates are prepared to write the Hairdresser'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.

Length of Program: 4 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 \$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

Evaluation: Continuous evaluation of practical work is made by the instructor

TRAIN THE TRAINER

INDUSTRIAL DIVISION

This program provides the technician, technologist, tradesperson or professional with the necessary knowledge, skills and experiences to successfully design, prepare and give instruction in a classroom or on-the-job setting.

Graduates will have the skills and knowledge to:

- design and develop training plans and programs
- organize learning materials to provide the optimum learning experiences
- plan and conduct training sessions
- use and appraise several methods of conducting instruction
- develop and use evaluation and testing procedures
- develop and use training aids
- develop and use instructional support print materials
- provide feedback to trainees

Length of Program: 1 month

Entrance Requirements: Open to all applicants

Additional Cost Estimate: Supplies \$40.00

Evaluation: Is on a continuous assessment basis

TRAVEL AGENT - JUNIOR

BUSINESS AND HEALTH DIVISION

Graduates of this program will have acquired the skills and knowledge to:

- Carry out the duties of a junior travel agent
- Interpret and use various travel reference publications
- Use effective communication skills when dealing with clients and suppliers
- Describe North American tourist attractions and locate major North American cities
- Carry out office procedures such as calculating commissions and currency exchange, filing reference material, completing invoices and typing itineraries and correspondence
- Handle petty cash and make bank deposits
- Process incoming and outgoing mail
- Read and interpret the Official Airline Guide (North American edition)
- Calculate domestic air fares and taxes, cruise rates and port taxes, and rail fares and taxes
- Make reservations with carriers and issue tickets
- Understand and relate the operation of regulatory bodies in the tourism industry
- Determine customer requirements, locate information, interpret terminology and explain reservation conditions
- Interpret package tour literature and directories for information such as deadlines, penalties, accommodation, routes and itineraries

- Apply sales and service skills, in person and by telephone
- Arrange car rentals and make reservations
- Sell travel insurance

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

Length of Program: 4 months

Entrance Requirements: Grade 12 diploma or equivalent, including Grade 10 Mathematics

Successful completion of a keyboarding/typing course with a typing speed of 25 g.w.a.m. for 5 minutes with a maximum of 5 errors

Training Procedure: Classroom instruction in a simulated employment environment

Additional Cost Estimate: Textbook and supplies \$150.00

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 Employment Training Branch of the B.C. Ministry of Labour.

WELDING - BASIC

Graduates of this program will have acquired through practice the knowledge and skills to:

- Identify and apply safe workshop practices (P1)*
- Identify, select, and use protective personal equipment and clothing (P1)
- Identify, select, and use both hand tools and power tools in a safe manner (P1)
- Understand B.C. safety regulations governing rigging, scaffolding, and materials handling (RK1)*
- Understand and use the application of hand signals in the safe use of hoist equipment (RK1)
- Understand, recognize, and use safe materials handling practices in-

*'P' indicates 'Practical' module and 'RK' indicates 'Related Knowledge' module.

- volving shackles, clamps, slings, and chains (RK1)
- Understand terminology for and define the oxyfuel gas cutting process and its applications (P2)
- Identify and apply safety procedures for oxyfuel gas cutting (P2)
- Identify and select equipment for and perform cuts with a variety of oxyfuel cutting machines (P2)
- Perform freehand and guided cuts on sheet, plate, structural sections, and round or flat bars (P2)
- Maintain, repair, assemble, sort, and shutdown oxyfuel gas apparatus (P2)
- Define the fusion weld process in gas welding procedures (P3)
- Define the braze welding process (P3)
- Understand, identify, and apply correct terminology in gas and braze welding procedures (P3)
- Understand and identify basic weld joints and variations in weld joint design (P3)
- Identify the accepted welding positions (P3)
- Identify and gauge weld sizes and weld profiles (P3)
- Gas weld beads, fillets, and grooves on basic weld joints in all positions (P3)
- Gas weld small pipes in the 2G and 5G positions (rolled and fixed positions) (P3)
- Braze weld similar metals (P3)
- Identify and take corrective action for basic weld faults (P3)
- Define the Shielded Metal Arc Welding (SMAW) process and know its applications (P4)
- Define and use the correct terminology in the SMAW process (P4)
- Identify and apply safety procedures for the SMAW process (P4)
- Understand the principles of basic electricity as applicable to arc welding (P4)
- Identify and choose correctly an electrode and welding current in SMAW applications (P4)
- Identify, understand, and use all types of arc welding machines (P4)
- State and perform various welding techniques in SMAW on 'S' plate and pipe with any or all electrodes (P4)
- Perform a specified number of weldments in all positions of SMAW (P4)
- Understand terminology for and define the Air Carbon Arc Cutting and Gouging (AAC) process and its applications (P5)
- Identify and apply safety procedures for the AAC process (P5)
- Identify and select correct equipment and consumables for the AAC process (P5)
- Prepare weld joints on cast steel, cast iron, low carbon steel, and high-alloy metals using the AAC process (P5)
- Remove and correct weld faults and perform weld preparations for repair (P5)
- Define the pulsed-current Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) processes and know their applications (P6)
- Define and use the correct terminology in the GMAW and FCAW processes (P6)
- Identify and apply safety procedures for the GMAW and FCAW processes (P6)

- Identify and select correct equipment and consumables for a variety of GMAW and FCAW applications (P6)*
- Perform with confidence various welding assignments in all positions, using both GMAW and FCAW processes (P6)
- Identify problems in process and procedure, and apply trouble-shooting and corrective actions for GMAW and FCAW applications (P6)
- Identify and interpret methods of dimensioning on blueprints (RK2)*
- Develop skills for correctly interpreting views and sections on blueprints, determining fabrication sequence, and laying-out on blueprints (RK2)
- Identify and interpret welding symbols on blueprints (RK2)
- Develop a list of required material from blueprints (RK2)
- Recognize and select structural steel shapes (RK2)
- Identify, describe, and use measuring devices and layout tools (RK2)
- Understand the classification system employed to identify varieties of steel (RK2)
- Understand methods employed in the identification of metals (RK3)
- Understand basic metallurgy in the production of iron and steel (RK3)
- Understand the effects of simple heat treatments on weldments and the effect of elements on the weldability of steel (RK3)

*'P' indicates 'Practical' module, and 'RK' indicates 'Related Knowledge' module.

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.

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 this program will have acquired through practice the knowledge and skills to:

- Identify the different types of destructive and non-destructive testing methods (RK4)*
- Define the application of codes, specifications and standards in the welding industry (RK5)
- Understand and apply the basic procedures used in fabricating pipe fittings (RK6)
- Understand the atomic structure of metals (RK7)

- Relate the practical application of steel heat treatment with the Iron-Carbon Diagram (RK7)
- Understand the fundamentals of steel heat treatment (RK7)
- Understand the manufacturing processes and casting procedures of aluminum and aluminum alloys (RK7)
- Understand the welding procedures and weld quality requirements relative to the ASME and CSA codes (RK6)
- Perform with confidence the proper techniques and procedures for welding mild steel plate of various thicknesses, single Vee Butt preparation in the 2G, 3G and 4G positions (P7)*
- Perform with confidence the proper techniques and procedures for welding carbon steel pipe of various diameters and wall thicknesses in the 2G, 5G and 6G positions (P7)
- Perform a given Pipe Welding Test Procedure in accordance with the ASME code (P7)
- Understand and apply safety precautions in GMAW, FCAW, & GTAW (P8, P9, P10)
- Understand the principles and fundamental operations of the various GMAW procedures (P8)
- Identify and select the appropriate consumables for GMAW aluminum procedures and applications (P8)
- Perform a given number of weldments in all positions with a degree of skill commensurate with industry requirements (P8)
- Understand the principles and fundamental operations of the FCAW process (P9)
- Identify and select the appropriate consumables for various FCAW procedures and applications (P9)
- Perform with confidence various welding techniques on mild steel plate (P9)
- Perform a given number of weldments in all positions with a degree of skill commensurate with industry requirements (P9)
- Define the GTAW process and its applications (P10)
- Understand the principles and fundamental operations of various GTAW processes (P10)
- Identify and select the appropriate consumables for various GTAW processes (P10)
- Identify procedure and process problems and apply the appropriate trouble-shooting techniques (P8, P9, P10)
- Perform with confidence various GTAW welding techniques on aluminum and stainless steel gauge metal, and on aluminum, carbon steel and stainless steel pipe (P10)
- Perform a given number of weldments in all positions with a degree of skill commensurate with industry requirements (P10)

*'P' indicates 'Practical' module, and 'RK' indicates 'Related Knowledge' module.

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.

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 this program will have acquired through practice the knowledge and skills to:

- Understand the welding procedures and weld quality requirements relative to the ASME codes and other industrial standards (P11)*
- Identify weld flaws and apply the appropriate corrective welding procedures and techniques (P11)
- Perform with confidence the proper welding procedures and techniques for welding stainless steel pipe of various diameters and wall thicknesses in the 2G and 5G positions (P11)
- Perform a designated pipe welding test procedure in accordance with designated company standards (P11)
- Describe and understand the principles, procedures, fundamental operations and applications of the pulsed-current GTAW process (P12)
- Identify and select the appropriate consumables for the various GTAW procedures and applications (P12)
- Identify procedure and process problems and apply the appropriate troubleshooting techniques (P12)
- Perform with confidence various welding techniques on aluminum and stainless steel pipe (P12)
- Perform a designated number of weldments in all positions with a degree of skill commensurate with industry requirements (P12)
- Understand the effects of alloys on the weldability and mechanical properties of magnesium, copper and nickel alloys (RK8)*
- Understand the fundamentals of and use the standardized system of alloy designation as applicable to magnesium, copper and nickel alloys (RK8)
- Understand the die-casting process and procedures of non-ferrous metal alloys (RK8)
- Solve simple piping offset problems (RK9)
- Solve rolling piping offset problems (RK9)
- Lay out conical shapes using radial line development (RK9)
- Develop patterns for simple transition pieces using triangulation (RK9)

***'P' indicates 'Practical' module, and 'RK' indicates 'Related Knowledge' module.**

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.

Length of Program: 2 months (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 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.: \$275.00

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

WELDING - OPTIONS AND UPGRADE

TECHNICAL DIVISION

This program of training or testing is for Welders who wish to upgrade their present skills in the following categories:

- Performance challenge tests
- Canadian Welding Bureau (CWB) Procedural Tests
- ASME-M.O.L. Prequalified Procedure Tests
- Company and/or Manufacturers' Performance Tests
- Welding Process Upgrading
- General Brush-Up Skills
- Any individual Module * FROM LEVELS C, B, or A of the B.C. Registered Welder Programs

* See listings under Welding-Basic, Intermediate, and Advanced

This program of training and testing options is intended to advance welders who possess basic welding skills to achieve a higher level of competency and specialization in order to meet most of the certification requirements of employees and governing agencies.

Entrance Requirements: This program is offered on a continuous intake basis "where spaces will be filled as they become available". Applicants must be welders presently or recently employed in the welding field.

Length of Program: Varies as to individual requirements and goals. The number of sessions and level of training varies depending upon the needs of each student. Fees will be calculated on a per session basis, but initial enrolment will be for a minimum of one week.

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

Classes are conducted on a full-time basis during weekdays, or on a part-time basis on Saturdays as demand permits.

Equipment and Dress Requirements: If the student does not already possess all necessary safety equipment and clothing, it will be necessary to purchase these items. The student must supply and wear 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 permitted)

Tools such as helmet, gloves, striker, chipping hammer, pliers, tip cleaners, scratch brush and leathers are to be brought to class by the student on the first session

Safety Requirements: The personal safety clothing/equipment outlined above. Hazardous hair styles must be confined in a safe manner according to W.C.B. regulations

Evaluations: Students are evaluated by tests and practical assignments on a regular basis throughout the program

AWARDS, BURSARIES AND SCHOLARSHIPS

Following are those awards which relate directly to Vancouver Vocational Institute students:

THE AMERICAN SOCIETY FOR METALS

Offers an annual award of \$150 to provide book prizes for top students in the Machinist and Welding Programs.

THE B.C. TELEPHONE COMPANY

Offers achievement awards to eligible students who demonstrate high overall performance in their training programs.

BUSINESS DEPARTMENT ENDOWMENT FUND

Provides bursary awards to Business students. Guidelines to be determined.

CARPENTRY APPRENTICESHIP ENDOWMENT FUND

Provides an annual bursary to a V.V.I. student in the Building Construction Program. Selection is based on demonstrated concern and respect for fellow-students and demonstrated interest and effort in learning the Carpentry trade.

CERTIFIED GENERAL ACCOUNTANTS OF B.C.

Offers a maximum of \$300 toward C.G.A. tuition fees, to a graduate of the Junior Accountant Program. The award is based on achievement.

CHAIM ZBAR ENDOWMENT FUND

Is established to provide an annual award to a Dental Assistant student. It is based on academic achievement.

THE CREDIT UNION FOUNDATION OF BRITISH COLUMBIA

Has donated bursary funds to assist students who are experiencing financial hardship. First consideration will be given to Credit Union members.

ELECTRONICS DEPARTMENT ENDOWMENT FUND

Provides for bursary awards to Electronics students. Guidelines are to be determined.

THE ELLEN SHELLINGTON ENDOWMENT FUND

Provides a bursary award to each of the three graduating Practical Nursing/Nursing Orderly classes in the final level. The award is based on need.

NATIONAL ASSOCIATION OF BROADCAST EMPLOYEES AND TECHNICIAN'S UNION, LOCAL 83

Is the donor of an annual scholarship of \$250. First preference is to an enrolled student who is related to a member of N.A.B.E.T., Local 83. Otherwise, the scholarship will be awarded to a student currently nearing completion or a recent graduate of an advanced Electronics program.

NATIVE INDIAN SERVICE COUNCIL AWARD

To provide a perpetual scholarship which is to be awarded annually to acknowledge effort, talent and citizenship of a native student.

J.J. NOWACKI ENDOWMENT FUND

To provide bursaries, as funds permit, to V.V.I. Food Trades students.

P.E.O. GRANTS

The P.E.O. Sisterhood has established two \$150 bursaries available for mature, female, single parent students at V.V.I.

THE ROSE MERCER MEMORIAL AWARD

Is a donation made in memory of the late Rose Mercer, to provide a \$50 award to the student achieving the highest grade point average in the theory portion of the Practical Nursing Program.

THE ROYAL CANADIAN LEGION - MOUNT PLEASANT BRANCH

Offers bursaries to Nursing Aide students. Preference is given to relatives of war veterans.

THE ROYAL CANADIAN LEGION - PACIFIC BRANCH #44

Offers two bursaries of \$300 each to students in the Nursing Aide Program. Applicants must be achieving at a satisfactory level and able to prove relationship to war veteran.

SAFEWAY BURSARY

This bursary is awarded annually to a Food Trades student.

THE VAN BOURNE GROUP SCHOLARSHIP FUND

Provides for an annual award to a V.V.I. Building Construction student.

VANCOUVER CITY SAVINGS CREDIT UNION

Provides an award of \$250 annually to a student in any program. Criteria is satisfactory progress.

VANCOUVER CLUB OF PRINTING HOUSE CRAFTSMEN AND MARGARET ANDERSON AWARD by the Ladies' Auxillary to the CRAFTSMEN CLUB has available four \$100 scholarships for Printing Production students.

THE VANCOUVER FOUNDATION

Provides bursaries to assist students in need. Students must demonstrate satisfactory progress.

THE VANCOUVER KIWANIS FOUNDATION

Provides bursary funds for Food Trades students

THE VANCOUVER MUNICIPAL AND REGIONAL EMPLOYEES' UNION

Provides annually a bursary of \$250 to members or relatives of members who have held membership for the past two years.

THE VOCATIONAL INSTRUCTORS' ASSOCIATION (V.I.A.)

Donates fourteen Achievement Awards of \$250 annually, plus a limited number of bursary funds. These are shared between the V.V.I. and K.E.C. campuses.

V.I.A. BETSY MACDONALD AWARD

An annual award of \$500 is made in March of each year to be shared between V.V.I. and K.E.C. campuses. Criteria for this award is the ability to surmount personal challenges while achieving career goals. This award also recognizes the student who displays a concern for others.

WHISTLER MOUNTAIN SKI CORPORATION - JACK GOODALE MEMORIAL AWARD

Provides an annual award to assist an enrolled V.V.I. student who is an employee or near relative of the Whistler Mountain Ski Corporation or from the Whistler, Pemberton, Squamish area. Selection is made by the Ski Corporation.

XEROX OF CANADA LTD.

Provides two awards of \$125 annually to graduates in the Electronics Program on the basis of overall performance.

FURTHER ENQUIRIES SHOULD BE DIRECTED TO THE FINANCIAL AID OFFICE