

**VANCOUVER
COMMUNITY
COLLEGE**

Vancouver
Vocational Institute

1987-88 PROGRAMS



250 W. Pender St., Vancouver, B.C. V6B 1S9 Telephone (604) 681-8111



The **Vancouver Vocational Institute**, conveniently located downtown at **250 West Pender Street**, specializes in preparing students to enter or upgrade their careers in business, industry and service occupations. It was first opened in 1949 in response to a growing need for realistic technical and vocational training.

Since then, VVI has grown in all areas of operation. New programs have been added to meet new employment demands, and courses are constantly being revised and expanded to meet the everchanging technology in business and industry. In most of the programs offered, content is approximately one-third theory and two-thirds practical experience.

COUNSELLING DEPARTMENT

The Counselling Department provides information on courses, VVI programs, and careers, and makes referrals to other Vancouver Community College campuses and post-secondary institutions. Counsellors are available to provide educational, vocational and personal counselling, to make referrals to community agencies, and to assess entrance requirements.

STUDENT ASSOCIATION

The Student Association, through the Student Council, is responsible for campus clubs, social activities, some participation in intramural sports, and liaison between students, faculty, and administration.

Each student is assessed a Student Association Fee to provide funds for the operation of the Association.

The College encourages students attending VVI to participate in the activities sponsored by the Association.



LIBRARY & RESOURCE CENTRE

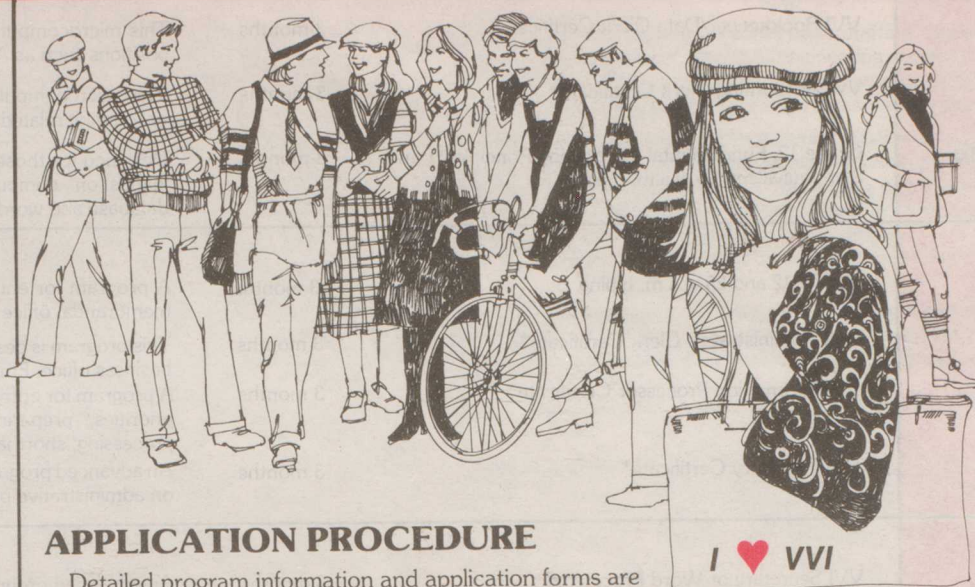
The library houses a comprehensive selection of books, periodicals, pamphlets, and audio-visual materials in support of the curriculum of programs offered at the Vancouver Vocational Institute. Recreational reading material is also available.

CAFETERIA

Excellent meals are provided at a reasonable cost as a direct result of the Cook Training, Chinese Cuisine, Delicatessen, and Baking programs. Breakfast, lunch, dinner, and coffee service are provided.

BOOKSTORE

The Bookstore is located on the mall at the Hamilton St. entrance and stocks most textbooks, supplementary texts, and supplies.



**CASH, CHEQUE
OR VISA
ACCEPTED**

APPLICATION PROCEDURE

Detailed program information and application forms are available from the Counselling Department or the Admissions Department. Contact the Counselling Department for further program information and class schedules, or contact Admissions to submit a program application.

An applicant may apply for more than one program; however, a \$15.00 **NON-REFUNDABLE** fee deposit is required with each application. Completed application forms may be mailed or delivered to Admissions.

Applications for most programs are accepted on a first-come, first-served basis, and are placed on the wait-list in the order of the date on which the applicant meets the requirements for admission. Exceptions to the above general application policy are Dental Hygiene, Dental Mechanics and Dental Technician. For these programs there is a different application process. Contact Counselling for information.

Secondary school applicants who are in their graduating year may, upon submission of an interim transcript, apply for a full-time program up to 6 months prior to graduation. When a final transcript is received by Admissions the application will be activated as of the initial date of application.

Graduates from a Career Preparation program in a secondary school may be allowed priority access to specific training spaces in each class. Such applicants must submit a form stating that they have completed a Career Preparation program.

Students registering for prerequisite courses at another campus of Vancouver Community College may immediately apply to be placed on the wait-list for a VVI program. Upon successful completion of the prerequisite courses the application will be activated as of the initial date of application.

GENERAL ENTRANCE REQUIREMENTS

Applicants must be Canadian citizens or permanent residents of Canada. Proof of citizenship, residency, or diplomatic status may be requested. For information on exceptions, contact the Counselling Department.

Mature applicants may have the educational requirements waived as a result of skill testing and/or a Counsellor's assessment of their previous work experience or training.

Applicants whose first language is other than English may be required to take an English language assessment test.

For all programs requiring medical clearances, the necessary immunizations, negative TB skin test, and/or health certificates must be obtained before the first day of attendance.

TUITION FEES AND OTHER REGISTRATION EXPENSES

All tuition fees are payable in advance. Students may pay tuition on an installment basis if the program is more than 4 months in duration.

Contact Counselling or Admissions for information on current tuition fees as they are subject to change without notice.

In addition to regular tuition fees, a Student Services fee and a Student Association fee are levied.

FINANCIAL ASSISTANCE

B.C. STUDENT ASSISTANCE PROGRAM provides assistance to eligible students in programs of twelve weeks duration or longer. It may take approximately eight weeks for a loan to be processed.

Applications can be processed when students receive a confirmed commencement date. The deadline for assistance applications is ten weeks prior to the end of the training period.

AWARD BOOKLETS listing bursaries and scholarships are available through the Financial Aid Office, Instructional Departments, and Student Association Office.

For information on financial programs and services available to help students, contact the Financial Aid Office, Monday to Friday, 1:30 p.m. to 4:30 p.m.

CANADA EMPLOYMENT

For information about Canada Employment sponsorship, contact your **LOCAL** Canada Employment Centre and enquire about training.

The Employment Centre on Campus provides the following services:

1. Interviews clients from Metro Vancouver who have been to a Training Information Session at their local office and have completed the Training Package to determine their eligibility for sponsorship. Others must arrange for an interview through their local office.
2. Maintains a waitlist of Canada Employment sponsored clients and advises prospective students when space is available.
3. Arranges for payment of training allowances for those not entitled to receive Unemployment Insurance Benefits.

* **NOTE:** Unemployment Insurance enquiries must be directed to the client's **LOCAL** office. No U.I. information is maintained in the campus office.

The information in this flyer is effective from August, 1987. All information subject to change.

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COUNSELLING DEPARTMENT
250 W. Pender Street
Vancouver, B.C. V6B 1S9

I am interested in the _____

_____ program.

PLEASE SEND ME: detailed information ☐ an application form ☐

NAME (please print) _____

ADDRESS _____ CITY _____

PROVINCE _____ POSTAL CODE _____

Vancouver Vocational Institute 250 West Pender Street, Vancouver, B.C. V6B 1S9 681-8111

PROGRAM NAME	ENTRANCE REQUIREMENTS	LENGTH	PROGRAM DESCRIPTION
OFFICE ADMINISTRATION PROGRAMS			
BUSINESS EDUCATION PREPARATION	Grade 10	3 months	An introductory program to prepare students for further training in VVI's Business programs. It emphasizes typing, communications, and computer literacy.
ACCOUNTING Bookkeeper/Data Clerk	Grade 12 and 25 w.a.m. typing	3 months	This microcomputer oriented program prepares graduates for employment in a variety of bookkeeping and clerical positions in industry, government and service organizations.
Accounting Clerk	VVI Bookkeeper/Data Clerk Certificate*	3 months	This microcomputer oriented program prepares graduates for employment in a variety of positions such as Accounting Clerk, Payroll Clerk and other similar positions.
Junior Accountant	VVI Accounting Clerk Certificate*	3 months	This microcomputer oriented program prepares graduates for employment in a variety of accounting related positions in industry, government and service organizations.
Microcomputers in Accounting	Grade 12, Fundamental Accounting Principles 1 and 2 or equivalent, 25 w.a.m. typing	3 months	Designed for those who have an accounting background and would like to receive practical 'hands on' computer training in 'state-of-the-art' software for accounting, spreadsheets, database and word processing.
SECRETARIAL Administrative Clerk	Grade 12 and 25 w.a.m. typing	3 months	A program for entry level careers in business offices. Trains in typing business letters and memoranda, office procedures, and data entry.
Information Processor	VVI Administrative Clerk Certificate*	3 months	This program is designed to provide clerical training in the automated, electronically-equipped business office. Emphasis on basic word processing and dicta-typing.
Secretary	VVI Information Processor Certificate*	3 months	A program for entry level secretarial positions involving advanced office procedures e.g. setting priorities, preparing agendas, time management, etc. Includes micro-computer word processing, shorthand, and dicta-typing.
Administrative Secretary	VVI Secretary Certificate*	3 months	An advanced program to train in office management and high technology office skills. Emphasis on administrative procedures and supervisory techniques.
LEGAL Legal Secretary	VVI Secretary or Word Processing Operator Certificate*	3 months	An advanced program specifically for the legal office. Students will become familiar with legal terminology, and obtain a thorough knowledge of general legal procedures - litigation, corporate, divorce, wills and estates, conveyancing.
Legal Assistant	VVI Legal Secretary certificate plus one year experience, or 3 years legal office experience, or equivalent. References, English assessment, and interview	12 months	This program will allow legal secretaries and others with a suitable legal background to become designated as assistants to lawyers in the specialized areas of Corporate, Wills and Estates, Land and Mortgages, Family Law or Litigation. The student will conclude the program with a three-month practicum in a law firm.
TRANSPORTATION Traffic, Customs and Transportation	Grade 12 (Basic keyboarding skills recommended)	9 months	For those interested in a career in transportation and related fields. Includes brokerage, forwarding, distribution, Canada Customs regulations and microcomputer courses.
COMPUTER Computer Programmer	Grade 12 (Basic keyboarding skills recommended)	12 months	This entry level program offers data processing theory, and computer languages: COBOL, DBASE III+, JCL, and RPG II. Also covered are technical report writing, structured design, accounting theory, data base concepts and microcomputer application.
MEDICAL OFFICE Allied Health Clerk	Grade 12 and Typing 40 w.a.m.	3 months	An entry level program with training in filing, reception duties, medical terminology, beginning word processing, transcription and medical correspondence.
Medical Transcriptionist	VVI Allied Health Clerk Certificate* 50 w.a.m. typing	6 months	A comprehensive training program specializing in extensive medical terminology, transcription of medical reports, as well as practicum experience in hospitals, institutes, and clinics.
Medical Office Assistant	Grade 12, Standard First Aid and C.P.R. Certificate and Typing 35 w.a.m.	9 months	A complete program designed to teach medical terminology, medical typing and transcription, bookkeeping, manual and computer MSP billing, medical word processing and clinical procedures. Involves a medical office practicum.
WORD PROCESSING Word Processing — Basic	Grade 12 and 50 w.a.m. typing	1 month	An introduction to word processing practices, terminology and concepts. Editing and revising text on a word processing terminal are the goals of this program.
Word Processing Operator	VVI Information Processor Certificate*	3 months	This program is designed to gain production efficiency on a variety of word processing equipment. Advanced communications and transcription are also included.
World Processing — Advanced	VVI Word Processing Operator Certificate*	1 month	A program to teach advanced functions to the full capability of word processing equipment. Some topics are: stored keystrokes, computerized filing, and records processing.
TRAVEL Travel Agent — Junior	Grade 12 with 25 w.a.m. typing	4 months	A program for an entry-level position in the travel industry - communications, geography, tours, ticketing, sales and information retrieval are some of the major topics.
HEALTH PROGRAMS			
DENTAL Dental Assisting	Grade 12 and necessary medical clearances	10 months	A wide range of courses prepare students for a general dentistry practice either chairside assisting or in the area of prevention.
Dental Hygiene	First year university courses or their equivalents at a community college in the following: Biology, Chemistry, Psychology, English, and elective; medical clearances; references; interview	2 years	Students will acquire knowledge, skills and attitudes for using preventive, educational and therapeutic methods to control oral diseases and promote dental health.
Dental Mechanic (Denturist)	Grade 12 with Biology 12, either Physics 11 or Chemistry 11, plus an interview and dexterity test	24 months	The construction and maintenance of complete dentures are the main aims of this program. Treatment procedures for patients with removable dentures plus management practices are taught.
Dental Reception	Grade 12	4 months	This program trains in the skills for the dental office, including a knowledge of dental terminology, appointment control, time and records management, and communication skills.
Dental Technician	Grade 12 with Biology 12, either Physics 11 or Chemistry 11, plus an interview and dexterity test	24 months	This program trains the technician in the construction and repair of complete dentures, removable partial dentures, crowns, fixed bridges and orthodontic appliances.
HOSPITAL Hospital Unit Assistant	Grade 12 and Typing 25 w.a.m., CPR, reading comprehension assessment plus necessary medical clearances	6 months	This program prepares for a career as a unit clerk in a hospital ward. Program includes procedures in dealing with members of the health care team, patients and visitors, processing physician's orders, and keeping patient records.
NURSING Nursing Aide	Grade 10 and necessary medical clearances	4 months	A program that prepares for direct patient care in long term care residences and facilities.
Practical Nursing	Grade 12 with Biology 11, CPR, Reading Comprehension Assessment plus necessary medical clearances	10 months	Comprehensive training for acute care and long term care facilities. This program prepares one to write the exam for licensing as a practical nurse.
TECHNICAL/ PROGRAMS			
BUILDING Carpentry — Basic	Grade 10*	4 months	A program culminating in the layout and construction of a complete wood frame house. Some main topics are: blueprint reading, hand and power tools, safety regulations and building codes and standards.
Carpentry — Building Construction	Carpentry - Basic equivalent*	5 months	Construction to an industrial level is the aim of this advanced program. Either concrete and steel frame or wood construction is offered. Training in advanced blueprint reading and specialized power tools is offered.
Restoration of Heritage Buildings 1	Grade 10	3 months	These three consecutive programs will upgrade tradespeople in skills to specialize in the restoration of buildings having heritage potential. These programs include the investigation, stabilization, repair, rehabilitation and maintenance of period structures and their landscape features. The major options of study will be in carpentry, architectural metals, masonry, and finishing.
Restoration of Heritage Buildings 2	Part 1	2 months	
Restoration of Heritage Buildings 3	Part 2	1 month	

PROGRAM NAME	ENTRANCE REQUIREMENTS	LENGTH	PROGRAM DESCRIPTION
TECHNICAL/ PROGRAMS			
DRAFTING Drafting - Architectural, Civil, Structural, CAD	Grade 11	12 months	This comprehensive program moves from basic drafting concepts and techniques through residential building design to industrial site development and engineering drawings of complex structures. Computer aided drafting is introduced as an effective technology tool.
Drafting - Architectural, Mechanical, CAD	Grade 11	12 months	This comprehensive program teaches basic drafting concepts and techniques for residential building design. Process flow systems and piping arrangements are taught as well as material handling systems. Computer aided drafting is introduced as an effective technology tool.
Drafting - Architectural, Steel Detailing, CAD	Grade 11	12 months	This comprehensive program teaches basic drafting concepts and techniques for residential building design. Analysis of structural engineering drawings, stress diagrams, shop fabrication detailing, and contract specifications for all information required to detail steelwork is included. Computer aided drafting is introduced as an effective technology tool.
Drafting - CADD Technology 1 (Computer Aided Design Drafting)	1 year of drafting training or related work experience	4 months	A specialized program designed for experienced drafters, engineers, architects and others with related experience to develop their skills from traditional board drafting to electronic drafting using a computer. The students do not require any previous computer knowledge. CADD concepts, advanced functions, technical files, macros, menu design and introduction to 3 dimensional graphics are included in this program.
GRAPHIC ARTS Printing Production	Grade 12	10 months	A broad training program including: the planning of printing job assignments; preparing and proofreading copy using photo-typesetting and desktop publishing techniques; lithography; camera; comprehension of advertising and sales techniques; plus automated equipment and process.
ELECTRICITY Electricity and Industrial Electronics	Grade 10 with a Grade 11 Mathematics course	12 months	The only industrial electrical/electronics program in B.C. which includes maintenance and repair of all industrial and commercial electrical equipment: generators, transformers, magnetic controls and programmable controllers.
SECURITY ALARM INSTALLER Security Alarm Installer	Grade 10, minimum 19 years of age, and security clearance	6 months	This program trains individuals to install, maintain and repair security alarm systems.
ELECTRONICS Electronics - Basic	Grade 12	6 months	An introductory program in basics such as use of hand tools, test equipment, electronic circuits. Troubleshooting and repairing are a major focus.
A) Electronics Technician (Telecommunications Option)	Electronics Basic or equivalent	6 months	A complete program that includes testing, troubleshooting, and repair functions, applied to a wide variety of electronic equipment. The emphasis for this specialized program is towards telecommunications, e.g. telephone carrier systems, AM/FM radio, antennas and VHF.
B) Electronics Technician (Computer Option)	Electronics Basic or equivalent	6 months	A complete program that includes testing, troubleshooting, and repair functions, as applied to a wide variety of electronic equipment. The focus of this program is microcomputer systems and microprocessor based controllers.
C) Electronics Technician (Consumer Option)	Electronics Basic or equivalent	6 months	A complete program that includes testing, troubleshooting, and repair functions as applied to a wide variety of electronic equipment. A range of consumer and retail equipment makes up the focus of this training, e.g. audio, video, VCR, personal computer, and alarm systems.
POWER ENGINEERING Power Engineering - General	Grade 12	9 months	A program designed to teach operation, maintenance, and repair in power plant facilities. It prepares the student to write the B.C. Ministry of Labour 4th class certification exam.
Power Engineering - Technical	Grade 12	9 months	A program designed to teach operation, maintenance, and repair in power plant facilities. It prepares the students to write the 4th class certification exam and to enter the Power and Process Engineering program.
Power and Process Engineering	VVI Power Engineering - Technical and 4th Class* certificate	9 months	An advanced technical engineering program leading to 3rd class certification by the Ministry of Labour. Topics include engineering, large steam plant systems.
Power Engineering Certification (Correspondence)	To enroll in 1st, 2nd, and 3rd class, student must have next lower certificate. There is no pre-requisite for 4th class or Boiler Operator but work experience ("firing time") is required to gain Provincial certification.	varies	A program designed to prepare employees in the engineering field for certification by the Ministry of Labour, from boiler operator through to 1st class.
Power Engineering Certification (Tutorial) Includes Refrigeration Operator		varies	A program designed to prepare employees in the engineering field for certification by the Ministry of Labour. Students may attend part time or full time.
SERVICE PROGRAMS			
BAKING AND PASTRY Baking - Industrial	Grade 10 plus necessary medical clearances	10 months	A comprehensive program training in baking procedures and techniques. Baking products such as bread, rolls, pies, cookies, cakes, and French pastries are the focus of this pre-employment training.
Baking and Pastry Upgrade	Related experience plus necessary medical clearances	1-4 months	This program is designed to provide students with specialized training in the baking field.
Delicatessen	Grade 10 plus necessary medical clearances	4 months	A program to acquire the basic working knowledge of various delicatessen products and an understanding of packaging, presentation and sales techniques for the delicatessen.
CULINARY ARTS Cooking - Chinese Cuisine	Necessary medical clearances	6 months	A program designed to prepare for employment as a cook in a restaurant offering Chinese cuisine. Topics include stir-fry, pan-fry, use of the wok, barbeque, etc.
Cooking - Japanese Cuisine	Necessary medical clearance and interview	12 months	Designed to prepare for employment as a cook in a restaurant offering Japanese cuisine. Topics include sashimi, teriyaki, tempura, sushi, and clay pot cooking.
Cooking - Core and Short Order	Grade 10 plus necessary medical clearances	4 months	A beginning level program teaching the preparation of sandwiches, salads, vegetables and desserts, and breakfast cookery.
Cooking - Institutional & Camp	Core and Short Order Training* plus medical clearances	4 months	An intermediate level program with advanced training in the above, plus butchery, cooking of meat, poultry, seafood, and preparation of various desserts.
Cooking - A La Carte & Banquet	Institutional and Camp* plus medical clearances	4 months	An advanced level program with cooking-to-order training. Also hors d'oeuvres, fancy sandwiches, specialty desserts, and banquet preparation.
RESTAURANT Dining Room & Lounge Service	Grade 10 and necessary medical clearances	3 months	A program teaching the procedures and skills for service positions in the dining room and lounge business. Topics include hygiene, customer relations, menu terminology, cashiering, wines and bartending.
Dining Room & Lounge Supervisor	VVI Dining Room & Lounge Service, related experience, and necessary medical clearances*	3 months	This program trains for employment as Maitre d's, restaurant supervisors, or hosts in dining rooms, hotels, etc.
HAIRDRESSING Hairstyling Technician	Grade 10 and necessary medical clearances	12 months	A program that prepares students to be Junior Stylists after successfully completing a theoretical and practical certification exam. Upon completion of a further 1000 hours of on-the-job training a Provincial license may be granted.
Men's Hairstyling	Grade 10 and necessary medical clearances	12 months	This comprehensive program offers training in haircutting, permanent waving, shampooing, shaving, scalp treatments, blow waving and styling. Upon completion of a further 1000 hours of in-salon experience a Provincial license may be granted.
SERVICE Building Service Worker	Grade 10 and medical clearances	12 weeks	Modern methods and procedures in building cleaning and maintenance, including floor maintenance and carpet cleaning, and hospital cleaning procedures.
Building Service Worker (Special Needs)	Special needs assessment	24 weeks	Program content similar to the 3-month program, with more emphasis on practical skills. Includes two work-experience sessions. Students in this program are sponsored by Canada Employment.
Power Sewing Production	Command of the English language sufficient to understand simple verbal instruction	4 months	This program trains graduates to obtain employment in the garment industry.
Shoe Repair	Grade 10	9 months	Develops skills to repair shoes, replace heels, repair linings, relate to customers and understand small business management.

*These are the formal prerequisites. Acceptable equivalents or related work experience may also be considered as appropriate entrance requirements.

PART-TIME TRAINING OPTIONS

Vancouver Vocational Institute recognizes that many people wish to upgrade their skills while they continue working. We respond to this by scheduling training which allows individuals to add to their skills while staying on the job. In addition to full-time certificate and diploma programs which are described on the other side of this 'mini-calendar', Vancouver Vocational Institute offers the following optional ways to acquire training and enhance employability:

INDIVIDUAL CREDIT COURSES

Individual credit courses are offered on a part-time basis throughout the year. For example, it may be possible to register in one of the courses from an office-related program such as **Administrative Clerk, Word Processing, Bookkeeper/Data Clerk, or Legal Secretary**. Experienced employees in the **Printing** field may be able to enrol in advanced skills courses such as bindery operation, lithopress, or desktop publishing.

In three sessions each year, beginning September, January and April, Vancouver Vocational Institute offers a selection of individual credit courses. Each course is selected from the curriculum of Vancouver Vocational Institute's full-time certificate programs.

For information on the courses offered in any session, please check VVI's part-time brochure or contact the Counselling Department.

CERTIFICATE OR CITATION PROGRAMS OFFERED ON A PART-TIME BASIS

Vancouver Vocational Institute offers a number of certificate or citation programs on a part-time basis. In some cases admission into these programs requires prior related experience. Examples of certificate or citation programs which may be taken on a part-time basis include:

Long Term Care Upgrade. For those with experience as a Nursing Aide, to provide the opportunity to complete a VVI certificate.

Power Engineering. Training available on either a tutorial or correspondence basis to obtain certification at the Boiler Operator, Fourth Class, Third Class, Second Class and First Class levels. Related work experience ('firing time') required for Ministry of Labour certification.

Security Training. Graduates are prepared to gain employment in the private security industry. All aspects of the position are covered in the four courses of this program, which may be offered on a part-time or a correspondence basis.

Cooking (Core and Short Order). A beginning level program. Introductory levels may be offered on Saturdays.

Jeweller and Goldsmith. Intended primarily for individuals with some experience in the jewellery manufacturing and repair industry. Includes design and manufacture, sales, and application of precious metals and stones.

Heritage Restoration. Designed to upgrade tradespeople in skills to specialize in the restoration of buildings having heritage potential.

Esthetics/Skin Care. Of interest to those wishing to qualify as a licensed Esthetician. Highlights specialized facial treatments, personalized make-up, skin analysis, cosmetic chemistry, manicures and foot care, hair removal, and small business management.

Cosmetic Sales. Prepares the individual for employment as a cosmetic demonstrator, assistant make-up artist, company representative or other related positions in the cosmetic industry.

Baking and Pastry Upgrade. Designed to provide students with related experience with specialized training in the baking field.

Care of the Mentally Fragile. Designed to upgrade individuals presently working as Nursing Aides. May be offered on a part-time basis.

Hotel and Motel Management. In partnership with the American Hotel and Motel Association, VVI makes it possible for individuals who are currently or have been recently employed in the hospitality field to pursue upgrading and certification. Immediately

available at VVI are courses in:

- Front Office Procedures
- Human Relations/Supervisory Development I
- Communications/Supervisory Development II
- Training/Supervisory Development III
- Food Production Principles

The American Hotel and Motel Association has developed five specialized training programs. Students may complete a VVI Certificate on a part-time basis and may subsequently choose to continue their training to a Diploma from the American Hotel and Motel Association.

DIPLOMA PROGRAMS

Vancouver Vocational Institute is pleased to announce that it is now possible to pursue advanced programs of training which can lead to a Diploma. For example:

Electronics. Completion of Electronics Basic plus two Electronics options leads to a VVI Diploma.

Drafting. Any one of the 12 month drafting programs plus additional drafting training or CADD Technology I leads to a Drafting Technology Diploma.

Power and Process Engineering. Completion of Power Engineering Technical plus Power and Process Engineering leads to a VVI Diploma.

Legal Assistant. Provides the experienced legal secretary with 9 months of full time training plus a 3 month practicum. Six options are offered.

Satisfactory completion of one option earns a specialty Certificate. Satisfactory completion of all six options qualifies the individual for a VVI Diploma.

INSTRUCTOR TRAINING: PROVINCIAL INSTRUCTORS DIPLOMA PROGRAM

This program consists of 6 courses totalling 180 hours plus a major assignment. The courses are:

- Instructional and Curriculum Design
- Elements of Instruction Parts A and B
- Use and Design of Instructional Media
- Evaluation of Learning and Instruction Parts A and B

The program provides the experienced instructor, as well as the person wishing to become an instructor, with the knowledge and experiences to design courses of instruction, practice instruction, and evaluate learning and instruction in an adult setting.

The program is suitable for those who are teaching or wish to teach in academic, technical, vocational or career programs.

Courses are offered by the Program Development Department on a part-time basis during the evening or day at the VVI campus, and at various college campuses throughout B.C.

TRANSFER CREDIT

Successful completion of certain courses in the Junior Accountant program enables the student to seek transfer credit in the Accounting Diploma program at Langara Campus, or to seek transfer credit with professional associations such as the Certified General Accountants Association and the Society of Management Accountants.