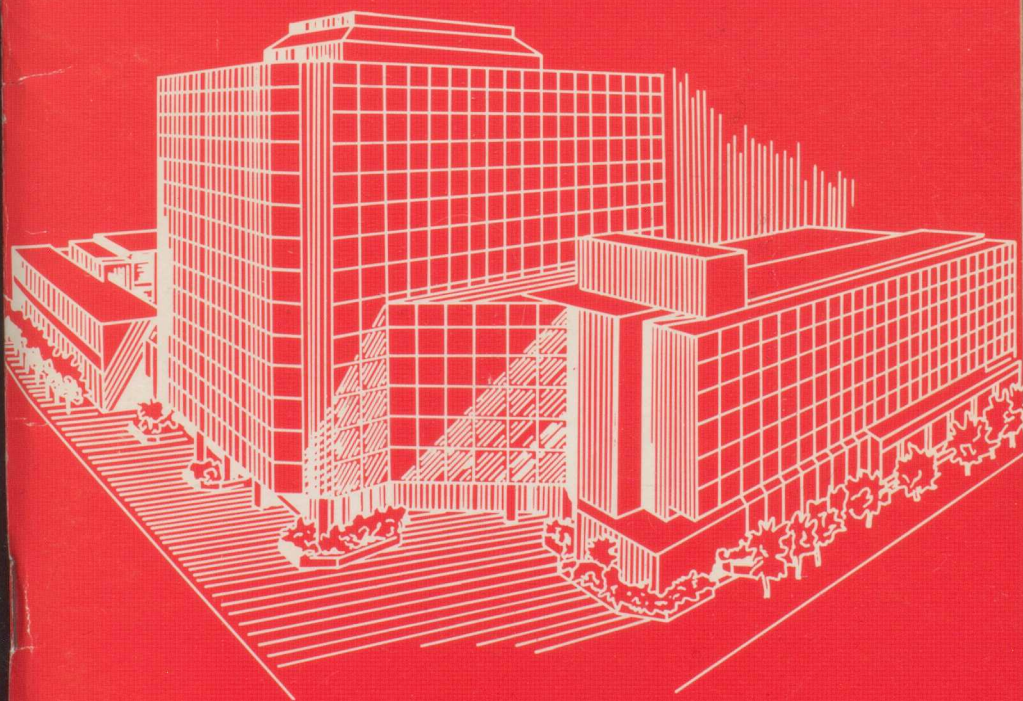


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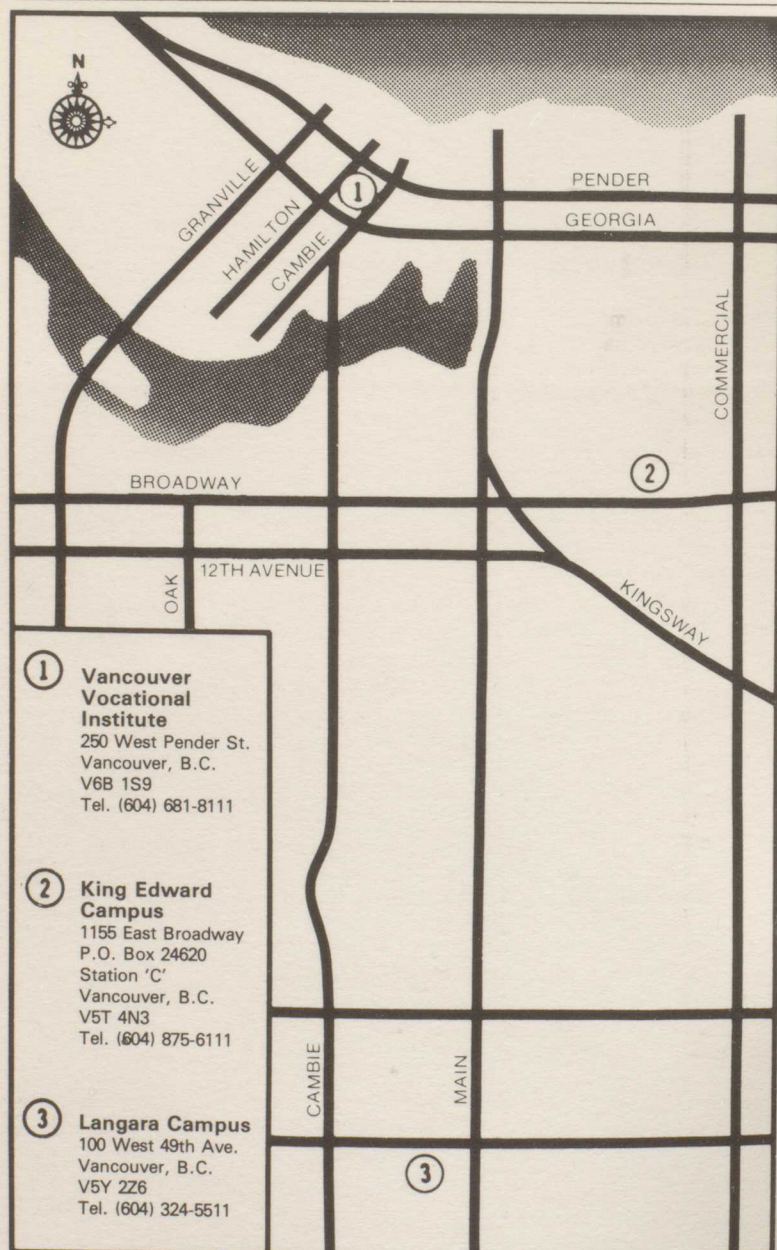
VANCOUVER COMMUNITY COLLEGE

Vancouver
Vocational Institute



1987 - 1988

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 one 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	J. Pearkes
P. Glass	B. Spitz
P. Hebb	A. Saunders
E. Jarvis	H. Wotherspoon
C. Miller	

College Executive Officers

Paul Gallagher, President
C.R. Carter, Director, College Resources
J.J. Denholm, Principal, Langara Campus
L.B. Fast, Principal, King Edward Campus
K.M. Fleming, Bursar and Director of Administrative Services
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 the 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

VANCOUVER VOCATIONAL INSTITUTE • accounting clerk • administrative clerk • administrative secretary • allied health clerk • baking • bookkeeping/data clerk • business education preparation • building service worker • carpentry • chinese cuisine • computer aided design drafting • computer programmer • cooking • delicatessen • dental assisting • dental hygiene • dental receptionist • dental mechanic (denturist) • dental technician • dining room and lounge service • drafting • electricity • electronics • energy management • hairstyling technician • hairstyling—men's • hospital unit assistant • information processor • instructor training • jeweller & goldsmith • junior accountant • kitchen management • legal secretary • medical office assistant • medical transcriptionist • nursing aide • nursing long term care aide upgrade • nursing—practical • power engineering • power and process engineering • power sewing • printing production • refrigeration operator • secretary • security officer • shoe repair • skin care (esthetics) • travel agent—junior • word processing

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.

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

As a major campus within the Vancouver Community College organization, the Vancouver Vocational Institute is dedicated to the delivery of a long list of technical and vocational programs which are changing continuously in an effort to meet the most current needs of business and industry for well trained and highly motivated graduates.

In broad strokes, the Vancouver Vocational Institute has focused its efforts toward the tourism, hospitality and service industries; the modern business office; the paraprofessional health occupations; and a few highly technical and engineer oriented fields.

The training programs are organized to permit the maximum flexibility in the delivery of part-time and full-time training, which may vary from a few hours of upgrading to intense two year advanced career training.

The Vancouver Vocational Institute has over thirty-five years of experience in serving the community's needs well, and it has an excellent and dedicated faculty and staff who will do their utmost in providing the students with training at the highest level.

We are deeply interested in the growth and development of our province and therefore a major emphasis is not just to produce graduates, but to provide enthusiastic individuals who have the spirit of the entrepreneur and the knowledge to undertake new ventures for the benefit of all in the community.

H.W. RERUP
Principal

AN INVITATION FROM THE VCC ALUMNI ASSOCIATION

Your post-secondary education will have an impact on your thoughts and activities throughout the rest of your life. When you leave our institution to apply your skills in the community, we hope you will remember that while the college is a resource for your development, you can be a resource for the development of your college.

A community college must maintain strong links with the community it serves. It can do that best through the people who know it best, the former students or "Alumni" who have entered new careers upon completing their program of study.

Former students of VCC can remain in contact with the college and former classmates through the VCC Alumni Association. Your Association will keep you up to date about college activities and make you aware of opportunities for continuing education as well as provide you with a network of other Alumni contacts for social and business purposes.

Please accept this invitation by registering with your Alumni Association when you have completed your program of study.

For more information call the Alumni Office at 875-1131.

CALENDAR

1987/88

V.V.I.

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

Telephone
(604) 681-8111

Telex
04-54566

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Vancouver Vocational Institute

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GUIDELINES FOR STUDENTS

ADMISSIONS

GENERAL REQUIREMENTS

(a)Citizenship

The applicant must be a Canadian citizen or permanent resident; exceptions are only considered if he/she has applied for permanent residency and is receiving favourable consideration; is a convention refugee and is designated as such by the Federal Government; is a member, or direct dependent of a member, of the diplomatic corps; or is being processed under the Foreign Domestic Movement Program (F.D.M.). Proof of citizenship, residency, diplomatic status, refugee 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.

Applicants meeting all entrance requirements will be entered on the wait-list on their date of application for a specific program at the Vancouver Vocational Institute. Applicants still taking prerequisite course(s) in a secondary school or a post secondary institution will be entered on the waitlist on the later of the following dates:

- Application date at Vancouver Vocational Institute for a specific program
- Start date of prerequisite course(s) at Vancouver Community College
- Start date of prerequisite course(s) at other secondary or post-secondary institution (not to exceed 6 months maximum).

(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) **Admission** to a specific program is normally on a first-come first-served basis provided that all admission requirements are met. In some cases students are selected on the basis of academic achievements and interviews.

(g)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.

(h)Conditional Entry

Acceptance of applicants who do not fully meet the entrance require-

ments 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.

For those programs requiring Grade 12 graduation; English 12 ME (Minimum Essentials) is not considered adequate. Applicants must possess regular Grade 12 English.

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 entering 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.

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. In most cases, there will be a fee for this service. 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 Admissions Department;
 - (b) pay a deposit which will be applied against fees upon registration, and which is non-refundable and non-transferable except in the case where the College cancels the program;
 - (c) attach photocopies of transcripts and records of previous education for all programs with the exception of Dental Hygiene where an official transcript is required;
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 ADMISSIONS DEPARTMENT OF THE V.V.I. WELL IN ADVANCE OF THE PROGRAM COMMENCEMENT DATES.

The College reserves the right to alter or discontinue courses, change fees, and alter procedures and rules regulating admission and registration, instruction in and graduation from the College and its various divisions, and to change any other regulations affecting the student body. Changes go into effect whenever the appropriate College authorities so determine and apply not only to prospective students but also to those who at that time are registered in the College.

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 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 limited number 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, Citations 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 Student Records 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 questionnaire and a recent negative TB skin test report (if the skin test report is positive, a chest X-ray report is required). In the Nursing Programs immunizations are necessary before permission is granted for entry into hospitals and extended care institutions for the practical training. Applicants should ensure that they have the necessary medical certificates and reports ready prior to registration; otherwise their entry into the training program will be delayed. All medical examinations are the responsibility of the applicant. The examinations are not covered by the B.C. Medical Services Plan. All Medical Certificates are confidential and should be forwarded to:

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

COUNSELLING

Counsellors provide the following services to students and applicants:

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

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. For full-time programs of longer than four (4) months, tuition fees may be paid in installments, however the onus is on the student to pay each installment on time or a late payment fee may be levied.
7. For registration of less than 1 week in duration, the minimum payment of tuition fees shall be at least five (5) days at the full-time daily tuition fee rate.

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, the Cashier 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 the length of the program or 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 the program, 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. 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.

NOTE: CEIC sponsored students will receive texts and certain supplies at no cost.

FINANCIAL ASSISTANCE

FULL TIME STUDENTS

1. B.C. Student Assistance Program (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**. (B.C.S.L.)
2. Student eligibility is based on assessment of need according to guidelines set by the Provincial Authority.
3. 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.
4. **Loan Remission Program**
As of April 1, 1985, V.V.I. students who graduate are eligible for a 25% remission on the **B.C. LOAN ONLY**. The Ministry of Post Secondary Edu-

cation will automatically provide payment to the Savings Institution (Bank) of 25% of the negotiated B.C. Loan upon confirmation that the student has graduated.

Information and applications for B.C.S.A.P. are available through the Financial Aid Office.

PART TIME STUDENT LOANS

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.

BURSARIES AND SCHOLARSHIPS

A limited number of bursaries and scholarships are available to V.V.I. students. Bursaries are non-repayable awards which may be given to students who demonstrate financial need and hold satisfactory achievement records. It is expected that students applying for bursary funds will have exhausted all other avenues of financial support. For a list of donors who have generously donated to the V.V.I. Bursary and Scholarship fund, please refer to the back of the Calendar. Bursary and Scholarship Booklets are kept in the Financial Aid Department, the Counselling Department, the Library and the V.V.I. Student Association Office. Further information and applications are available through the Financial Aid Department.

WORK-STUDY PROGRAM

Work-Study is a program designed to provide part-time on-campus work experience for students who have applied for a student loan. Special applications for the Work-Study Program are available in the Financial Aid Office for students who qualify.

CANADA EMPLOYMENT & IMMIGRATION COMMISSION (C.E.I.C.)—TRAINING ASSISTANCE

Applicants who have been out of school and available for employment may be eligible for C.E.I.C. Training Assistance. To find out if you are eligible for 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, Citation or Diploma, e.g. Printing Production Program.

- (d) **Certificate:** a college certificate is normally awarded on the successful completion of a program of one year or less.
- (e) **Citation:** a citation is an acknowledgement of completion of a program and in certain instances is issued in place of a certificate.
- (f) **Diploma:** a college diploma is normally awarded on the successful completion of a program of more than one year.
- (g) **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).
- (h) **Extension student:** an extension student is one who is carrying less than a full course load.
- (i) **Continuing student:** a student who, upon completion of one course or program, immediately continues with a new course or program.
- (j) **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 to provide every opportunity 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 student who successfully achieves a passing grade will have 'exempt' 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 STARTS

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 commit-

ment 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 the Admissions Department.

TRANSCRIPTS

The Student Records 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 duplicate transcript requested. All information and transcripts of records will only be released with the written authorization of the student.

WITHDRAWALS

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

TRANSFER TO OTHER INSTITUTIONS

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

Similarly, an institution to which an official transcript is sent may evaluate the programs and the student's record of achievements and recompute grades in accordance with its own policies and regulations. Students planning to transfer should discuss their plans with a College Counsellor, bearing in mind that responsibility for final choice of program or transfer remains with the student.

APPRENTICESHIPS

The Apprenticeship Act of British Columbia requires that a person who is to work in a designated trade must indenture as an apprentice with his/her employer. These apprenticeships are mandatory, but graduates of many programs offered at Vancouver Community College, V.V.I., receive credit for completion of the applicable program towards the indenture time.

SAFETY AND ACCIDENT PREVENTION

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

A reasonable standard of health, dress, and grooming must be maintained

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

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

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

FACILITIES

STUDENT SERVICES CENTRE

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

- Counselling
- Financial Aid
- Canada Employment & Immigration Commission—
Liaison and Placement Offices
- The Office of the Dean of Administrative and Student Services
- Admissions
- Student Records
- Cashier

HEALTH SERVICES

College Health Services is located in the Mall on the second floor.
HOURS: Monday to Friday, 08:30–15:30.

FIRST AID SERVICE

First Aid Attendants are on duty from 07:30 until 22:00 Monday through Friday, and Saturday from 08:00 to 16:00. All accidents must be reported to them. They are available to treat all accidents whenever they may occur on the premises of the V.V.I. The First Aid Attendants hold Industrial First Aid Certificates and are complemented by the Health Nurse and the other members of the Health Team.

LIBRARY & RESOURCE CENTRE

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

HOURS:

Monday through Thursday	07:30 to 21:00
Fridays	07:30 to 17:00
Saturdays	12:00 to 16:00

NOTE: Summer hours may vary.

BOOKSTORE

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

LOST AND FOUND

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

CAFETERIA

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

PARKING

No student parking is available on campus. Students wishing to bring their own vehicles, rather than use the public transit facilities, must make their own parking arrangements.

CANADA EMPLOYMENT AND IMMIGRATION COMMISSION—TRAINING LIAISON OFFICE

The C.E.I.C. Training Liaison Office provides service to all students who receive a training allowance while enrolled in a training program. The Training Liaison Office is open to students from 9:30 to 4:15 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 up 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 08:00 to 16:00, Monday through Friday.

STUDENT ASSOCIATION

The Vancouver Vocational Institute Student Association is an organization of students administered by an annually 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 VVI 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 completed health questionnaire and negative TB skin test must be sub-

mitted to the Admissions 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 completed health questionnaire and negative TB skin test must be submitted to the Admissions 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

Evaluation: Continuous evaluations are made throughout the program

BUILDING SERVICE WORKER PROGRAM SERVICE DIVISION

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

- Comply with safety and security rules and procedures
- Handle and store chemicals properly
- Have a working knowledge of Metric and Imperial systems
- Apply disinfection and sanitation procedures
- Sweep and remove soils
- Dust and care for furniture
- Damp and wet mop
- Clean windows
- Clean walls
- Clean chalk-boards
- Clean fluorescent lights
- Clean venetian blinds
- Scrub, strip, wax and re-furbish floors
- Spray-buff and spray-clean
- Use and maintain machines, equipment, and supplies
- Vacuum, shampoo and maintain carpets

Graduates of the program may obtain employment in a variety of positions such as window cleaner, wall washer, carpet cleaner, or general factotum.

Length of Program: 12 weeks

Entrance Requirements: Grade 10 or equivalent

A completed health questionnaire, and negative T.B. skin test. In case T.B. skin test is positive, a satisfactory chest X-ray is required.

Training procedure: Theory of Cleaning, Demonstration and Practical Experience carried out in a work environment.

Additional Cost Estimate:

Text and materials: \$75.00

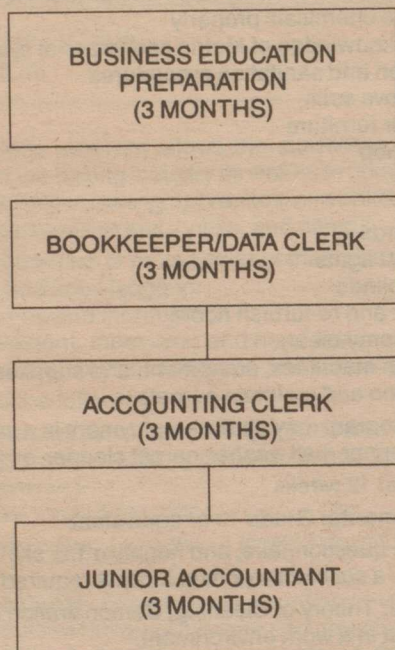
Uniform Deposit: \$25.00

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

Evaluation: Continuous evaluations are made throughout the program

BUSINESS

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, purchase requisitions and orders, packing slips, sales records and simple payroll records

Length of Program: three months

Entrance Requirements: Grade 10 or equivalent educational and/or work experience.

Additional Cost Estimate: Textbooks and supplies \$67.00

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.

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 the 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 g.w.a.m. for 3 minutes with a maximum of 3 errors;

— 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 tested 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, and the following

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. (Successful challenge of the VCC/VVI Bookkeeper/Data Clerk program may be necessary to substantiate previous work experience.)

Additional Cost Estimate: Textbooks and supplies: \$94.00

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.

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 and the following:

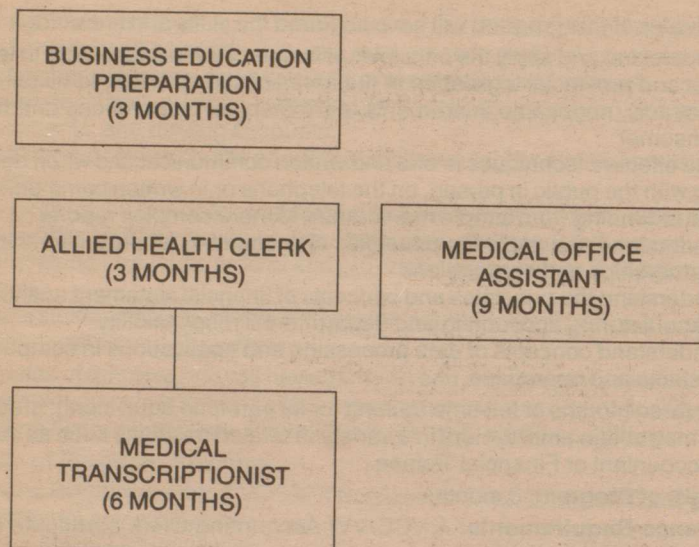
Successful completion of a Keyboarding/typing course with a typing speed of 25 g.w.a.m. for 3 minutes with a maximum of 3 errors. (Successful challenge of the VCC/VVI Accounting Clerk program may be necessary to substantiate previous work experience.)

Additional Cost Estimate: Textbooks: \$145.00

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

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 hand-written 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 g.w.a.m. 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: \$173.00

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.

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 onewrite system
- Type, in mailable form, letters, memoranda, statements, and reports at a minimum speed of 60 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 21-day practicum in a medical office

Additional Cost Estimate: Textbooks, Tools and supplies \$216.00

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

Evaluation: Each assignment is individually evaluated. Reviews and final examinations are scheduled.

MEDICAL 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 g.w.a.m. for 5 minutes with a maximum of 5 errors

The primary purpose of this program is to provide graduates with an in-depth 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:

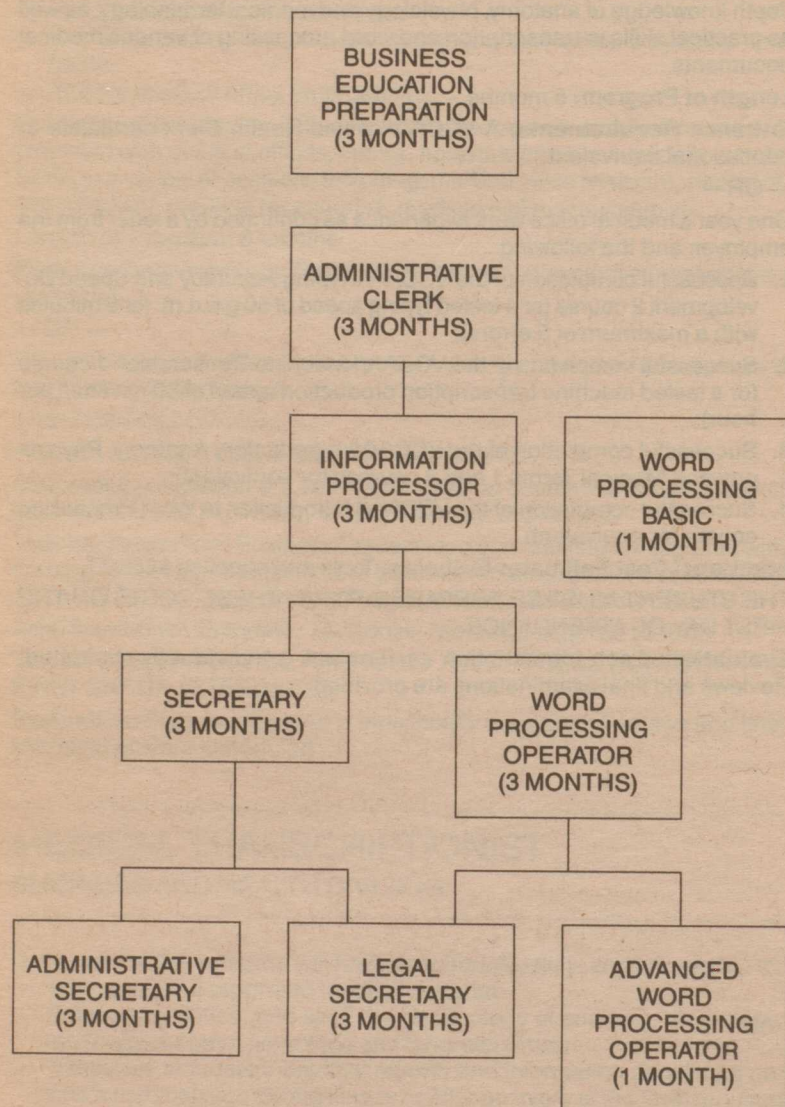
1. Successful completion of the VCC/VVI Typing Accuracy and Speed Development 2 course (or a tested typing speed of 50 g.w.a.m. for 5 minutes with a maximum of 5 errors);
2. Successful completion of the VCC/VVI Machine Transcription 1 course (or a tested machine transcription production speed of 60 net 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 \$265.00

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

Evaluation: 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 g.w.a.m. for 5 minutes with a maximum of 5 errors
- 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: \$105.00

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
- 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 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);

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 \$140.00

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 g.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 the VCC/VVI Basic Word Processing Applications 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: \$184.00

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

ADMINISTRATIVE SECRETARY

BUSINESS AND HEALTH DIVISION

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

- Maintain high professional standards in the performance of administrative secretarial tasks in an integrated electronic office
- Exercise initiative and judgment in setting priorities, making decisions and delegating workload
- Apply supervisory techniques required when working with others
- Communicate effectively with co-workers, supervisors and management
- Develop positive, cooperative attitudes in the office environment
- Research, prepare, edit and revise detailed business correspondence, reports and statistical documents
- Understand and apply the principles of ergonomics in relationship to the worker, the physical environment and the automated office
- Develop effective dictation techniques and procedures
- Improve skills in typing speed and accuracy, shorthand and/or dictating transcription and English usage and composition
- Understand basic economic principles as they apply to business organizations
- Understand the principles of business law as they apply to federal and provincial legislation
- Interpret and administer employee health and benefits packages
- Understand the inter-relationship of both cultural and community affairs
- Understand company investment portfolios and stock option packages

Graduates may obtain employment in positions involving a variety of administrative and secretarial duties in both the traditional and integrated electronic office environment.

Length of Program: 3 months

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

— OR —

Related office experience including use and application of personal computers and word processing equipment outlined on a Resume and confirmed by an employer's letter or equivalent.

Training Procedure: A segment of program time is normally set aside for student practicums. The objective of the practicum is to place the student temporarily in a challenging work environment which requires applications of the skills learned in the program.

Additional Cost Estimate: Textbooks, Tools and supplies \$105.00

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

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: \$396.00

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

WORD PROCESSING—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: The major portion of class time is devoted to practical skills training with an emphasis on productivity. Students are required to complete individual assignments according to industry standards.

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 \$86.00

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

Evaluation: 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
- 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, or a microcomputer 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 work under su-

pervision in a student-operated word processing center. Field trips may be 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 2 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 \$86.00

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

Evaluation: Regular examinations on theory and assessment of practical projects take place throughout the program

WORD PROCESSING—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 keystroke 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 work under supervision in a student-operated word processing center. Field trips may be 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 \$11.00

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

Evaluation: Regular examinations on theory and assessment of practical projects take place throughout the program

CARPENTRY—BASIC

INDUSTRIAL/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 indenture-ship 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

INDUSTRIAL/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 \$53.00 in each program; Safety Items and Tools \$125.00; Supplies \$72.00 (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 loosefitting shoes are not acceptable). Hazardous hair styles must be confined in a safe manner according to W.C.B. regulations.

Evaluation: 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

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
- Design, code, test, de-bug and document COBOL, BASIC, RPG and PASCAL programs as well as JCL
- Perform software maintenance tasks
- Follow the standards, procedures and controls of the data processing industry
- Write technical reports and systems 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

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

Length of Program: 12 months

Entrance Requirements: Grade 12 graduation or acceptable equivalent.

Additional Cost Estimate: Textbooks and Supplies: \$252.00

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

Evaluation: 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 Admissions 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 Admissions 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 \$62.00 (new students), \$10.00 (continuing students); Tools \$50.00 (new students); 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 and variety meats
- Select, prepare and cook poultry, game and gamebirds
- 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, trains 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 Admissions 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 \$65.00 (new students), \$19.00 (continuing students); Tools \$50.00 (new students); 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 Admissions 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 Five 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

Evaluation: Continuous evaluations are made throughout the program

DELICATESSEN SERVICE DIVISION

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

- Apply delicatessen food handling regulations
- Maintain personal appearance and hygiene
- Maintain and safely use knives, hand tools, and equipment

- Apply first aid and fire prevention procedures
- Weigh and measure ingredients and convert recipes
- Use delicatessen terminology
- Describe nutritional values
- Practise smoking, curing, and processing skills
- Handle and store meats and other foods
- Prepare various delicatessen items
- Respond to requests for catering special events
- Describe and practice cooking methods
- Identify delicatessen spices and herbs
- Identify and describe variety meats
- Cut pork, lamb, veal, beef, game, poultry and fish
- Refrigerate meat and delicatessen products
- Describe factors causing spoilage of protein foods
- Calculate food and labour costs
- Pack, wrap, scale, and present finished products
- Apply marketing, sales, and promotion techniques
- Understand the basic concepts of small business operations, practices, and management
- Display cheeses, salads, breads, and condiments

Graduates of the Delicatessen program will be capable of performing a variety of specialized delicatessen meat preparation techniques currently in demand by the retail delicatessen industry. Graduates will have acquired a basic working knowledge of various delicatessen products and will possess an understanding of current packaging, presentation and sales techniques for delicatessen meat products.

Length of Program: 4 months

Entrance Requirements: Grade 10 or acceptable equivalent

A recent health certificate and negative T.B. skin test is required (in the case of positive T.B. skin test, a satisfactory chest x-ray report is required)

Additional Cost Estimate: Textbooks & recipes \$12.00; tools \$40.00; uniform deposit \$25.00; (a nominal monthly laundry cleaning fee may be charged)

DENTAL ASSISTING

BUSINESS AND HEALTH DIVISION

The Dental Assisting Program provides a ten month certificate program leading to a career as a Certified Dental Assistant in the Province of British Columbia. Graduates of the program will have acquired the skills and knowledge to assist the dentist by providing supportive services as well as performing specific duties of patient care under the supervision of a dentist; they will also be able to:

- Provide clinical support services
- Perform dental assisting patient care procedures
- Perform dental laboratory procedures
- Provide dental health education to individuals and groups

- Perform basic business office procedures

Graduates will have the technical knowledge, communication and clinical skills to perform their duties with a high degree of competence and be prepared to ethically assume their role as a member of the dental team. Upon completion of the program, 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 or equivalent. The successful applicant must submit a completed health questionnaire and a recent T.B. skin test report (if the skin test is positive a negative chest x-ray is required) to the Admissions Department before commencing the program.

Additional Costs: Students will be required to purchase textbooks and course materials, uniforms, lab coats, shoes and safety glasses during the first week. These costs are approximately \$350.00–\$450.00. Additional monies will be required for professional dues, supplies, gloves and equipment use.

Evaluation: Continuous instructor and student self-evaluation of knowledge, skills, and attitudes is performed throughout the ten month program. Grades are based upon the degree to which the student has demonstrated fulfillment of requirements, and the quality of the student's work.

DENTAL HYGIENE

BUSINESS AND HEALTH DIVISION

The Dental Hygiene program provides a two-year diploma program leading to a career in Dental Hygiene.

Graduates of this program will have acquired the specialized knowledge, skills and attitudes for determining the need for, and implementing preventive educational, and therapeutic methods to control oral diseases and promote health.

Graduates of this program will be able to:

- Integrate professionalism into dental hygiene practice
- Provide dental health education to individuals and groups in practice and the community
- Perform clinical support procedures
- Perform and evaluate dental hygiene patient care procedures
- Perform laboratory procedures related to dental hygiene patient care procedures
- Perform practice organization procedures related to dental hygiene practice

Graduates will demonstrate a scientific understanding of the biological and behavioral sciences which form the basis of the profession and will practice

their professional and clinical skills with a high degree of competence, and be prepared ethically to assume professional and social responsibilities in the community. Upon completion of the program, graduates will be eligible to apply to the College of Dental Surgeons of B.C. for registration and licensure.

Length of Program: Two years (10 months per year), September through June

Entrance Requirements: Successful completion of a minimum (SEE NOTE) of the following first year university transferable credit courses:

- English
- Chemistry
- Biology
- Psychology
- Elective

These five courses with university transferable credits are required with a minimum G.P.A. of 2.5 (65%) or better.

NOTE: Fulfillment of the minimal academic requirements is not assurance that an applicant will be admitted. Admission to the Dental Hygiene Program is based upon:

- Academic qualifications (see above)
- A personal interview
- Work and/or volunteer experience
- Letters of recommendation (three letters are required and it is suggested that they be from a teacher or instructor, an employer, and one other member of the community)
- Autobiographical letter

Successful applicants must submit a completed health questionnaire and a recent T.B. skin test report (if the skin test is positive, a negative chest x-ray is required) before commencing the program.

Additional Costs: Students will be required to purchase textbooks and course materials; instruments and equipment; and uniforms, lab coats, shoes, and safety glasses. Additional monies will be required for professional dues, first aid and cardiopulmonary resuscitation courses and equipment use. Approximate costs for first year students will be \$1,800 and for second year students will be \$1,000.

Evaluation: Continuous instructor, peer and student self evaluation of knowledge, skills and attitudes is performed throughout the two year program. Grades are determined by faculty and are based upon the degree to which the student has demonstrated fulfillment of requirements, and the quality of the students' work.

Application: Completed applications will be accepted after September 30. The deadline for submission of completed applications is May 31

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)	—Complete dentures —Laboratory procedures —Theory
2nd six months	—Complete dentures —Laboratory procedures —Clinical procedures — 1 MONTH BREAK —
3rd six months	—Complete dentures —Clinical procedures —Laboratory procedures
4th six months	—Complete dentures —Practicum

Students will complete their training under the guidance of a licenced dentist where the student's progress will be monitored by the College or the student will continue training at the College.

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

Entrance Requirements: Grade 12 or equivalent and Biology 12, and Chemistry 11, or Physics 11

and

Successful completion of a manual dexterity test administered and evaluated by the College;

and

Participation in an orientation interview scheduled and conducted by the College

Initial Cost:

- Tools \$300.00 (approximate)
- Textbooks \$330.00 (approximate)
- Additional texts and tools may be required for the levels following common core
- Lab coat \$25.00—deposit
- A clinical smock—\$40.00 (approximately)

A diploma is issued upon successful completion of the full program. The Dental Technician's Board requires graduates to gain further work experience before qualifying for Provincial Licensing exam.

DENTAL RECEPTION

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 control system
- Manage dental payment plans and tactfully handle collection procedures
- Complete dental insurance forms and handle insurance inquiries
- Prepare and maintain accurate financial records with emphasis on the one-write system
- Establish and maintain an efficient inventory control system
- Understand the basic operation of 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 reinforced by practicum experience in a dental practice.

Length of Program: 4 months

Entrance Requirements: Grade 12 graduation or acceptable equivalent. A typing speed of 25 g.w.a.m. with a maximum of 5 errors.

Successful applicants must submit a completed health questionnaire and a recent T.B. skin test report (if the skin test is positive, a negative chest x-ray is required) to the Admissions Department before commencing the program.

Additional Cost Estimate: Textbooks \$94.00; Supplies, uniforms \$180.00
THE STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE

Evaluation: 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)	—Complete dentures —Laboratory procedures —Theory
2nd six months	—Removable partial dentures —Laboratory procedures —Theory
	— 1 MONTH BREAK —
3rd six months	—Fixed prosthodontics —Laboratory procedures —Theory
4th six months	—Ceramics —Laboratory procedures —Theory — OR — —Orthodontics —Laboratory procedures —Theory — AND — —Practicum—3 months

Students will complete their training under the guidance of a licensed dental technician in the field where student's progress will be monitored by the College, or the student will continue training at the College.

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

Entrance Requirements:

- Grade 12 or equivalent with Biology 12 and Chemistry 11, or Physics 11 and
- Successful completion of a manual dexterity test administered and evaluated by the College;
- and
- Participation in an orientation interview scheduled and conducted by the College

Initial Cost:

- Tools \$450.00 (approximate)
- Textbooks \$370.00 (approximate)
- Lab coat \$25.00—deposit
- 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 requires graduates of the program to gain further work experience before being allowed to qualify for the Provincial Licensing exam.

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 apertif 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 is positive, a negative chest X-ray report is required) to the Admissions 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.

Evaluation: 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 licensing 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 \$39.00; tools \$15.00

Dress: Same as for Dining Room and Lounge Service Program

Evaluation: Same as for Dining Room and Lounge Service Program

DRAFTING

INDUSTRIAL/TECHNICAL DIVISION

VCC/VI Drafting Department has met the challenge of the computer training needs by incorporating Computer Aided Design Drafting Technology into all our drafting programs. Through a skills growth fund from the Federal Government, VCC/VI has become a leader in the training of students using the latest CADD Technology. Our main frame CADD system consists of:

Hardware

- Data General MV10000, 32 bit C.P.U.
- 18 Tektronix colour graphics terminals each with keyboard and digitizing tablet data input
- Three Hewlett Packard plotters

Software

- Anvil 4000 (Anvil 5000 update in 1987)

The number of terminal workstations and the software configuration allows each of our 18 students per class to work on their own terminal using a leading graphics design drafting software package.

The five drafting programs have been designed to meet the needs of industry in this rapidly changing area of technology.

These programs are:

- Architectural, Civil, Structural & CAD
- Architectural, Steel Detailing & CAD
- Architectural, Mechanical & CAD
- Computer Aided Design Drafting Technology I
- Computer Aided Design Drafting Technology II

DRAFTING—ARCHITECTURAL, CIVIL, STRUCTURAL & COMPUTER AIDED DRAFTING (CAD)

INDUSTRIAL/TECHNICAL DIVISION

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 construction and technology to plan and detail private residence buildings in accordance with local by-laws and National Building Standards

- Demonstrate effective use of CAD as a drafting technology tool
- Use a Computer Aided Drafting system to produce assigned drawings
- 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
- Prepare resume, letter of application and other related job search skills

Entrance Requirements: Grade 11 or acceptable equivalent

Length of Program: 12 months

Additional Cost Estimate: Text and Materials: \$197.00

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

Evaluation: An evaluation of the learning progress of each student is prepared by the instructor during each level of the program. This evaluation is by theory examination and assessment of practical projects.

DRAFTING— ARCHITECTURAL, MECHANICAL & COMPUTER AIDED DRAFTING (CAD)

INDUSTRIAL/TECHNICAL DIVISION

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 building construction and technology to plan and detail private residence buildings in accordance with local by-laws and 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 drawings
- Demonstrate effective use of CAD as a drafting technology tool
- 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

—Prepare resume, letter of application and other related job search skills

Entrance Requirements: Grade 11 or acceptable equivalent

Length of Program: 12 months

Additional Cost Estimate: Text and Materials: \$197.00

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

Evaluation: An evaluation of the learning progress of each student is prepared by the instructor during each level of the program. This evaluation is by theory examination and assessment of practical projects.

DRAFTING— ARCHITECTURAL, STEEL DETAILING & COMPUTER AIDED DRAFTING (CAD)

INDUSTRIAL/TECHNICAL DIVISION

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 construction and technology to plan and detail private residence buildings in accordance with local by-laws and National Building Standards
- Demonstrate effective use of CAD as a drafting technology tool
- Use a Computer Aided Drafting system to produce assigned drawings
- 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 steel assemblies such as trusses, chutes and hoppers
- Prepare a resume, letter of application and other related job search skills

Entrance Requirements: Grade 11 or acceptable equivalent

Length of Program: 12 months

Additional Cost Estimate: Text and Materials: \$197.00

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

Evaluation: An evaluation of the learning progress of each student is prepared by the instructor during each level of the program. This evaluation is by theory examination and assessment of practical projects.

COMPUTER AIDED DESIGN DRAFTING TECHNOLOGY I

INDUSTRIAL/TECHNICAL DIVISION

This program will enable experienced drafters, engineers and architects to obtain 'hands-on' computer aided drafting experience. After four (4) months of full-time training, graduates of the Computer Aided Design Drafting Technology 1 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. graphics tablet, plotters, etc.)

Graduates will be able to assist with recommendations toward acquisition of computer aided drafting equipment.

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

- Apply and use CADD functions and peripheral equipment with proficiency
- Organize efficiently and generate drawings for a variety of assigned multi-drawing projects
- Perform computer aided drafting operations, displaying skill and speed, on self-designed projects from their specific specialty

Length of Program: 4 months

Entrance Requirements: VCC/VVI Drafting training or equivalent, or work experience

Additional Cost Estimate: Textbooks & supplies \$20.00

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

Evaluation: Evaluation of each student's progress will be determined by satisfactory completion of the assigned projects. Final marks for each of the four levels will be determined by assessment of practical projects.

COMPUTER AIDED DESIGN DRAFTING TECHNOLOGY II

INDUSTRIAL/TECHNICAL DIVISION

This program is intended for graduates who have successfully completed the Computer Aided Design Drafting Technology I Program or an acceptable equivalent. This program will enable experienced drafters, engineers and architects to obtain additional "hands on" computer aided design drafting (CADD) experience. After one month of full-time training, graduates of this program will be prepared for employment as efficient computer aided design drafters. This program is designed for those technicians who would like to increase their CADD skills in three dimensional drafting.

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

perform computer aided drafting operations in:

- wireframe 3D graphics
- 3D Display layout
- 3D Auxiliary views
- 3D Definition Coordinate Systems
- 3D Hidden lines
- V Clipping
- Perspective drawing

Length of Program: 1 month

Entrance Requirements: Graduates of VCC/VVI Computer Aided Design Drafting Technology 1 Program

Additional Cost Estimate: Textbooks & supplies \$20.00 for students who have not taken CADD I

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

Evaluation: Evaluation of each student's progress will be determined by satisfactory completion of the assigned projects. Final marks for each of the four levels will be determined by assessment of practical projects.

ELECTRICITY—BASIC

INDUSTRIAL/TECHNICAL 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 Specialty 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

Additional Cost Estimates: Textbooks \$80.00; Tools and Supplies \$302.00
Refer to the end of the ELECTRICITY and INDUSTRIAL ELECTRONICS section for further information

ELECTRICITY AND INDUSTRIAL ELECTRONICS

INDUSTRIAL/TECHNICAL DIVISION

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

- calculate service requirements as per the Canadian Electrical Code
- test and maintain motors and generators
- analyze and install three-phase and single-phase systems
- test and install transformers
- rewind and test AC motors
- install 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 \$150.00; Tools and Supplies \$80.00 (for students having completed Electricity—Basic);

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.

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

ELECTRONICS—BASIC

INDUSTRIAL/TECHNICAL 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, analyze and test a wide variety of analog & digital circuits
- Read and analyze schematic diagrams, logic diagrams and flow charts
- Write machine language microcomputer programs
- Participate successfully in advanced training options such as Telecommunications, Computer or Consumer 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 \$100.00; Tools and Supplies \$115.00

Refer to the end of the ELECTRONICS TECHNICIAN (TELECOMMUNICATIONS OPTION) for further information

ELECTRONICS TECHNICIAN— COMPUTER OPTION

INDUSTRIAL/TECHNICAL 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 (TELECOMMUNICATIONS OPTION) section for further information

ELECTRONICS TECHNICIAN— CONSUMER ELECTRONICS OPTION

INDUSTRIAL/TECHNICAL DIVISION

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

- demonstrate competency in the use of hand tools, soldering and desoldering techniques, electronic construction practices, the use of sophisticated electronic test equipment and structured troubleshooting methods
- troubleshoot, repair, install and maintain consumer related electronics products such as: television receivers, video cassette recorders, compact disk players, AM/FM receivers, audio amplifiers, car stereo equipment, satellite TV receiving systems, audio cassette recorders and alarm systems
- use personal computers at the operating system and applications level
- participate successfully in future industrial training programs

This program prepares graduates to install, troubleshoot, maintain and repair a wide variety of 'consumer' related electronic products.

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 (TELECOMMUNICATIONS OPTION) section for further information

ELECTRONICS TECHNICIAN— TELECOMMUNICATIONS OPTION

INDUSTRIAL/TECHNICAL 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 other communications equipment, and small microprocessor based systems

- Install, maintain and troubleshoot subscriber loop equipment
- Troubleshoot at a systems level, line up and make measurements on multiplex-type carrier telephone system
- 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 \$100.00; Tools (Continuing Students) \$25.00; Tools (New Students) \$115.00

The following applies to the ELECTRONICS—BASIC, ELECTRONICS TECHNICIAN (COMPUTER OPTION), ELECTRONICS TECHNICIAN (CONSUMER ELECTRONICS OPTION), AND ELECTRONICS TECHNICIAN (TELECOMMUNICATIONS OPTION):

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.

Evaluation: Regular theory examinations, with continuous and individual evaluation of practical work, take place throughout the program

Candidates may apply for a College Diploma upon completion of the Electronics Basic Program plus two of the advanced options.

ENERGY MANAGEMENT UPGRADE

INDUSTRIAL/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

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

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

HAIRSTYLING TECHNICIAN

SERVICE DIVISION

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

- Present themselves in a confident, ethical and professional manner
- Apply rules of hygiene and grooming, demonstrating an awareness of safety factors
- Demonstrate an understanding of anatomy, physiology, structure and composition of hair, scalp and skin
- Perform shampooing, apply rinses and treatments; correctly analyze and advise clients of various treatments
- Understand basic cosmetic chemistry and product compositions
- Use correct terminology related to the hairdressing industry
- Demonstrate various hairstyling trends and techniques, including shaping, setting, comb out, finger waving, blow waving and ironing
- Develop communication skills, and apply to client relations
- Perform haircutting following different designs using various implements and techniques

- Perform permanent waving, applying different techniques and methods including fashion designs
- Understand hair coloring systems and demonstrate application methods including modern coloring fashion designs
- Understand and apply techniques of selling and salesmanship in approaching, attracting and retaining clients
- Demonstrate facials and manicures, including make-up applications and related services
- Differentiate between various types of hairpieces and wigs, including their construction and materials used in manufacturing
- Understand the principles of hair relaxing techniques
- Demonstrate the principles and functions of salon management and other related services
- Understand bacteriology and apply sanitation and sterilization procedures
- Analyze hair, scalp and skin conditions and select and apply appropriate products
- Recognize the presence of disorders and diseases of hair, skin and scalp
- General theory of hairdressing

Length of Program: 12 months

Entrance Requirements: Grade 10 completion or acceptable equivalent. The applicant must submit a satisfactory medical questionnaire, and recent TB skin test report (if the skin test is positive, a negative chest X-ray report is required) to the Admissions Department before being accepted.

All Students entering the Hairdressing trade must be aware that they cannot obtain a fully-qualified licence from the Hairdressers' Association of British Columbia until:

- a) they have passed the Hairdressing Examination administered by the Hairdressers' Association of British Columbia after the 12 months of training
- b) they have satisfactorily completed 1000 hours of training as a junior stylist in a salon
- c) they are at least eighteen (18) years of age

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

Additional Cost Estimate: Textbooks \$60.00, equipment \$300.00, uniform and shoes \$50.00, mannequin and holder deposit \$25.00.

THE STUDENT MUST BE PREPARED TO PAY THESE COSTS ON THE FIRST DAY OF ATTENDANCE WITH THE EXCEPTION OF THE EQUIPMENT WHICH MUST BE PURCHASED WITHIN THE FIRST TWO WEEKS OF ATTENDANCE

Dress: Professional dress code, closed, comfortable shoes with low heels and non-skid soles, and approved uniform are required

Evaluations: An evaluation of the learning progress of each student is prepared by the instructor at the completion of each level in the program.

MEN'S HAIRSTYLING

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 operate 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 Admissions 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 \$70.00 approximately; Tool Deposit \$25.00; Uniform \$20.00, and Tool Kit \$200.00 to \$300.00 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

Evaluation: 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
- Process 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, nursing unit 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.

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.

Successful completion of a reading comprehension test approved by VCC/VVI

A current certificate in cardiopulmonary resuscitation, Basic Level 1

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 Admissions Department before being accepted.

Training Procedure: Practical assignments are done in a local hospital

Additional Cost Estimate: Textbooks \$75.00; Uniform \$70.00; Student Name Pin \$3.50; Supplies \$30.00

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 the assessment of the application of theoretical skills in the hospital and college setting.

INSTRUCTOR TRAINING

This program is an advanced Instructor Training Program. The first level is comprised of the three courses from the Train the Trainer program; namely Program Design, Giving of Instruction and Evaluation of Learning plus four additional courses;: **Adult Development and Education, Instructional Media Use, Evaluation of Instruction, Introduction to Computer Support Applications.** The courses may be taken in any sequence. A College Certificate for this advanced program is awarded to participants who successfully complete the 3 courses (excluding Practicum) from the Train the Trainer program, plus the 4 courses listed above.

On successful completion of this program the graduate will have the skills and knowledge to:

- design and develop curriculum at program, course, and lesson levels
- identify various instructional and learning styles
- plan and conduct various instructional/training sessions
- use and appraise several methods of conducting instruction
- develop and use evaluation and testing procedures
- develop and use training aids
- develop and practice the use of instructional media
- communicate effectively with student/trainees, instructional support personnel, and other instructors
- apply principles of adult education and development to design and delivery of instruction
- explain fundamental computer concepts
- use computer terminology
- use specific computer applications including BASIC that support the instructional process.

Length of Program: 7 weeks

Entrance Requirements: This program is open to individuals who are presently or will be expected to be involved in program planning, instruction, or program evaluation in colleges, post-secondary institutes, secondary schools, or public/private sector organizations.

Evaluation: Continuous evaluations are made throughout the program

PROVINCIAL INSTRUCTOR'S DIPLOMA (I.D.)

This Provincially designated Program is conducted for individuals who are currently employed or expect to be employed as an Instructor in the public or private sector. Individuals who wish to receive this Provincial Diploma will take six courses including the following:

- I.D. 101 Instructional and Curriculum Design
- I.D. 102 Elements of Instruction (composed of 2 sections)
- I.D. 103 Use and Design of Instructional Media
- I.D. 104 Evaluation of Learning and Instruction (composed of 2 sections)

Those who successfully complete this Program will receive Provincial Certification in their area of teaching expertise.

Length of Program: 6 weeks

Entrance Requirements: Grade 12 or equivalent, including proficiency in English language skills

Currently employed as an instructor in the public or private sector

Demonstrable competence in teaching area

Letter of reference from employer

Evaluation: Continuous evaluations are made throughout the program.

TRAIN THE TRAINER

This program is designed to prepare the technician, technologist, tradesperson or professional with the necessary knowledge and skills to train others in their area of specialization. The program forms the first level of the more advanced Instructor Training Program. The Train the Trainer program emphasizes a highly practical 'hands on' approach to the design and delivery of instruction and the evaluation of learning. Course titles are: Program Design, Giving of Instruction, Evaluation of Learning and a Practicum.

On successful completion of this program the graduate will have the acquired skills and knowledge to:

- design and develop training plans and programs
- organize instructional materials for optimal student learning
- 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: 4 weeks

Entrance Requirements: This program is open to individuals who are presently, or will be expected to conduct training in industry, business or vocational/technical institutions.

Evaluation: Continuous evaluations are made throughout the program.

JEWELLER AND GOLDSMITH

INDUSTRIAL/TECHNICAL DIVISION

This 5 month apprenticeship program provides opportunity for students to acquire skills and knowledge related to jewellery design and manufacture, retail and wholesale jewellery sales, industrial application of precious metals and stones and custom made jewellery for private individuals.

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

- Use accepted trade terminology
- Practice safe use of jewellery tools and equipment
- Identify and classify precious stones and metals
- Design and create unique jewellery pieces
- Apply gold and silversmithing skills
- Use heat treatment techniques
- Apply finishing/texturing techniques
- Melt and pour metals
- Repair jewellery
- Perform casting techniques
- Describe basic small business management practices and regulations
- Apply artistic and creative capabilities as well as scientific and technological skills

Entrance Requirements: Grade 10 or equivalent plus either of the following:

Ministry of Labour Apprentice

or

Proof of industrial employment (employer's letter) in the Jewellery trade

Additional Cost Estimate: Textbooks, tools, & materials, approx. \$150.00

Evaluation: Student progress is evaluated on the criteria of practical project objectives.

KITCHEN MANAGEMENT

SERVICE DIVISION

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

- Plan well-balanced menus
- Follow purchasing and receiving procedures, control food and supplies inventory
- 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 supervisors 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 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

Evaluation: Continuous evaluations are made throughout the program

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 Admissions Department before being accepted.

Additional Cost Estimate: Textbooks \$69.00; Supplies \$110.00 (Safety Belts, Uniforms (2), Shoes, Grad Pin, Student Nurses' Aide Flashes) as well as transportation costs to and from various health agencies in the lower mainland. Information will be given on arrival regarding the program standards concerning the uniforms to be purchased. Only hospital oxford type duty shoes with laces are to be worn.

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

Evaluation: 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 with 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 the time.

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

NURSING—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 with a minimum of Biology 11 and Math 10, and the following:
- Successful completion of an English Language assessment
- Successful completion of a math test on the ability to compute decimals, fractions and metric conversion.

—Current CPR certificate

—A recent health certificate, proof of all up-to-date immunizations recommended by the VVI and the B.C. Department of Public Health, and a negative TB skin test. (In the case of a positive TB skin test, a negative TB Chest X-ray report is required.) These requirements should be completed before the day 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 \$190.00 and \$18.00 for learning packets; \$40.00 for duty shoes; Pin before graduation \$16.00; and \$50.00 to \$60.00 for a uniform; \$15.00 for supplies.

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

Evaluation: 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 \$78.00 and is subject to change.)

POWER ENGINEERING

INDUSTRIAL/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.

POWER ENGINEERING—TECHNICAL

INDUSTRIAL/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
- Enrol 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 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 \$268.00; 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—GENERAL section for further information

POWER ENGINEERING—GENERAL

INDUSTRIAL/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 qualifications 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 \$196.00; 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—TECHNICAL and POWER ENGINEERING—GENERAL 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 loosefitting shoes are not acceptable). Hazardous hair styles must be confined in a safe manner according to W.C.B. regulations.

Evaluation: 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

INDUSTRIAL/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 Admissions 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

POWER ENGINEERING CERTIFICATION (TUTORIAL)

INDUSTRIAL/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, Third Class, Second Class, 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	1 year
Refrigeration Operator	2½ months	1 year
Fourth Class Power Engineer	2½ months	1 year
Third Class Power Engineer		
—Part 'A'	2 months	1 year
—Part 'B'	2 months	1 year
Second Class Power Engineer		
—Part 'A'	4 months	2 years
—Part 'B'	4 months	2 years
First Class Power Engineer		
—Part 'A'	4 months	2 years
—Part 'B'	4 months	2 years

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)

INDUSTRIAL/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.

REFRIGERATION OPERATOR

INDUSTRIAL/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.

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
- Lay up and cut 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

Evaluation: Continuous evaluation and testing takes place throughout the program

PRINTING PRODUCTION

INDUSTRIAL/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 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, photo chemistry 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: junior production planning, junior estimating, typesetting, lithographic preparation, press, bindery, and related sales.

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. Student has to have ability to work independently.

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

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

PRINTING PRODUCTION (GRAPHIC ARTS) APPRENTICESHIP SYSTEM

INDUSTRIAL/TECHNICAL DIVISION

The Vancouver Vocational Institute conducts courses leading to apprenticeship certificates within four major industrial categories: Bookbinding, Computer Photo Typesetting, 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, and book machine operator. Included under Bookbinding 2 are: feeding/take-off, and small bindery operations. 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 an automatic cutter

Category #2: Computer Photo Typesetting

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

- prepare and proofread copy using 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 five specialized apprenticeship certificate

areas: Lithographic Art and Paste Up, Black and White Line Camera and Halftone Photography, Introduction to Process Color Camera, Image Assembly and Platemaking, and Color Stripping.

Lithographic Art and Paste Up

Graduates of 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 preparing for line photography
- 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 Line Camera and Halftone Photography

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

Introduction to Process Color 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

Film Image Assembly and Platemaker

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 procedures re: masking sheet layout and film scribing to a satisfactory level
- follow basic plate making procedures for different plates

Color Stripping

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
- use punch systems and applications for colour stripping

Category #4 : Press

Individuals employed in the Graphic Arts industry may take training through the Press program apprenticeship certificate.

Litho Press Operation 1-2-3

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

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

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

RECREATION FACILITIES MANAGEMENT PROGRAM

INDUSTRIAL/TECHNICAL DIVISION

In cooperation with VCC Langara the VVI is participating in the two year Recreation Facilities Management Program. Components to be taught at the VVI include:

Drafting
Power Engineering
Food Trades

For further information contact the Student Services Department at Langara— 324-5511.

SECURITY OFFICER

SERVICE 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 such as 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: \$78.00

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

Evaluation: 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: \$21.00

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

Evaluation: 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 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: Four months or part-time equivalent (510 hours)

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 Admissions Department before being accepted.

Additional Cost Estimate: Textbooks \$31.00; Tools \$200.00; 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

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 worldwide tourist attractions and locate major world 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
- 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.

This program receives the support of the Alliance of Canadian Travel Associations—B.C. Chapter and the Canadian Institute of Travel Counselors.

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: As part of the training, students may be placed on a practicum with employers to obtain practical agency experience. Field trips and guest speakers are used frequently to supplement the regular training process. Handson Reservec training is also included.

Additional Cost Estimate: Textbook and supplies \$150.00

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

Evaluation: Continuous evaluations are made throughout the program

AWARDS, BURSARIES AND SCHOLARSHIPS

Below is a list of those awards which relate directly to Vancouver Vocational Institute students:

THE MARGARET ANDERSON AWARD Provides bursaries annually, as funds permit, to Printing Production students in the final levels of their program. Students must be achieving and performing well in the program and demonstrate financial need.

THE BAKERS' ASSOCIATION OF B.C. FUND Provides an annual bursary of \$250 and Trophy to a Baking student. (The award amount may vary from year to year). This award is intended so that a student may further his/her competence in the Baking industry. It will be based on good marks and the recommendation of the Department Head.

BAKERY, CONFECTIONERY AND TOBACCO WORKERS' INTERNATIONAL UNION, LOCAL 468 AWARD Provides an annual bursary of \$250 and a Trophy to a V.V.I. Baking student. Recommendations for the award will be made by the Department Head and selection will be based on satisfactory achievement and performance.

RITA BEDARD SCHOLARSHIP FUND A scholarship fund has been established to honour the memory of Rita Bedard, a former S.S.A. of the V.V.I. Counselling Department. The award is available to a student in the final level of his/her program. Eligibility will be based on financial need and satisfactory academic achievement.

HAZEL BEZEAU ENDOWMENT FUND To honour the memory of a founding member of the Canadian Association of Medical Transcriptionists, funds have been donated by the Association and Mr. Bezeau for bursaries for Medical Transcriptionist students.

THE B.C. TELEPHONE COMPANY Offers five two-hundred and fifty dollar achievement awards to V.V.I. students who demonstrate high overall performance. Open to students in any program area.

BRITISH COLUMBIA DENTAL HYGIENISTS' ASSOCIATION

The BCDHA Clinical Scholarship of \$200 will be made annually to a dental hygiene student who, at the completion of the first year course of study, has demonstrated proficiency in clinical dental hygiene and who is a student member of the BCDHA. The scholarship will be made on the recommendation of the faculty.

The BCDHA Scholarship of \$200 will be awarded annually to a dental hygiene student who has obtained a good academic record during the first year course of study and who is a student member of the BCDHA. This scholarship will be made on the recommendation of the faculty.

The Joan Voris Award for Clinical Excellence of a gold BCDHA logo pin with a 1 point diamond and appropriately engraved will be awarded to the graduating dental hygiene student who has demonstrated the highest clinical proficiency and who is a student member of the BCDHA. This prize will be made on the recommendation of the faculty.

The BCDHA student table clinic award, the amount to be determined on an

annual basis, shall be presented to the BCDHA student member(s) selected, provided that there are at least two table clinics presented by dental hygiene students.

THE BUSINESS DEPARTMENT ENDOWMENT FUND From this fund approximately six \$100 bursaries may be provided for Business Department students. The awards will be based on achievement, need and the recommendation of the Department Head. Final approval by the Dean or his delegate.

THE CANADIAN NATIONAL RAILWAY SCHOLARSHIP FOR WOMEN IN TRADES The Canadian National Railway gives a \$600 Scholarship annually. This Scholarship is available to women students in Power Engineering, Electronics, Electricity and Drafting. Selection is to be made in the Summer by the V.V.I. Awards Committee.

THE CARPENTRY APPRENTICESHIP FUND Provides an annual bursary of \$100 to a Carpentry-Building Construction student. Selection will be based on performance in the trade and demonstrated concern and respect for fellow students.

CERTIFIED GENERAL ACCOUNTANTS OF B.C. Offers awards of up to \$300 toward C.G.A. tuition fees to a graduate of the Junior Accountant Program. The award is based on achievement and may go to a graduating student or recent graduate.

COLLEGE OF DENTAL SURGEONS Provides Bursary and Scholarship funds of up to \$2,000 for students in the Dental Hygiene program. As well, there is a gold medal which is to be presented to the top graduating student. For further information, contact the Financial Aid Office.

THE CREDIT UNION FOUNDATION OF BRITISH COLUMBIA Offers an annual award of \$130 to a V.V.I. student in a full-time program. It is the desire of the Foundation that the bursary be awarded to a Canadian who, without assistance, might otherwise have difficulty completing his or her studies by reason of financial hardship.

JACK GOODALE MEMORIAL AWARD (WHISTLER MOUNTAIN SKI CORPORATION) Friends and co-workers of the late Jack Goodale established this fund to honour the memory of Jack Goodale, former employee of the Whistler Mountain Ski Corporation. The fund provides an annual award to assist an enrolled V.V.I. student. First preference is given to a student who is an employee or a near relative of an employee of the Whistler Mountain Ski Corporation. Otherwise, the award may go to a student from Whistler, Pemberton or Squamish areas. Selection is made by the donor in consultation with the Financial Aid Office.

KIRKLAND AND ROSE LTD. ENDOWMENT FUND Offers an annual award to the Baking student who demonstrates outstanding performance in decorating.

THE KIWANIS CLUB OF B.C. Has established a bursary fund to provide awards for students in Food Trades programs. Awards are based on achievement and the recommendation for the Department Head.

MAPLE LEAF MILLS Offers an annual award of \$200 and a Trophy to the top student in Bread Production.

THE ROSE MERCER MEMORIAL AWARD Is a donation made in memory of the late Rose Mercer former Practical Nursing Instructor. The award is to

go to the student achieving the highest grade point average in the theory portion of the Practical Nursing Program. There are three awards of \$75, one for each graduating class.

NATIONAL ASSOCIATION OF BROADCAST EMPLOYEES AND TECHNICIAN'S UNION LOCAL 83 Is the donor of an annual scholarship of \$250 for an enrolled student who is related to a member of N.A.B.E.T., Local 83. Otherwise, the scholarship may be awarded to a student currently nearing completion, or a recent graduate, of an advanced Electronics Program.

THE NATIVE INDIAN SERVICE COUNCIL AWARD Has established a fund to provide an annual scholarship to acknowledge effort, talent and citizenship of a native student.

J.J. NOWACKI ENDOWMENT FUND An endowment fund has been named to honour the memory of Mr. J.J. Nowacki, a former Food Trades Department Head at V.V.I. Awards will be made as funds permit. Awards are to be based on achievement and the recommendation of the Department Head.

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

PACIFIC AREA (ASIA) TRAVEL ASSOCIATION Has established two scholarships, one for each graduating class of the Junior Travel Agent Program. The awards are based on highest academic achievement.

THE ROYAL CANADIAN LEGION—MOUNT PLEASANT BRANCH NO. 177 Offers a number of bursaries of \$200 to Nursing Aide students. First preference is given to relatives of war veterans. For applications contact the Financial Aid Department.

THE ROYAL CANADIAN LEGION—PACIFIC BRANCH NO. 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 that they are a relation of a war veteran.

THE RUSSELL FOOD SERVICE EQUIPMENT LTD. Has established an endowment fund to provide an annual bursary to a Food Service student. The award to be based on need, achievement and the recommendation of the Department Head.

SAFEWAY LTD. Offers an annual bursary to a V.V.I. student enrolled in a Food Service Program.

THE ELLEN SHELLINGTON ENDOWMENT FUND To honour the hard work and dedication of a former Nursing Department Head, this endowment fund provides bursary awards to students in the final level of the Practical Nursing/Orderly programs. Three awards of \$100 are available annually. Awards are based on achievement, need and the recommendation of the Department Head.

THE VAN BOURNE SCHOLARSHIP FUND Offers award(s) to graduating Building Construction students. Awards are based on achievement and the recommendation of the Department Head.

VANCOUVER CITY SAVING CREDIT UNION Offers an annual award of \$250 to a V.V.I. student related to a member of the Credit Union. The criteria is satisfactory achievement.

VANCOUVER EXECUTIVES' ASSOCIATION Provides for bursaries, as interest permits, to students enrolled in Commerce courses at Vancouver

Vocational Institute.

THE VANCOUVER FOUNDATION Bursary funds are available from the Vancouver Foundation to assist V.V.I. students who show sound achievement and who have financial need which cannot be satisfied entirely from other sources.

VANCOUVER MUNICIPAL AND REGIONAL EMPLOYEES' UNION An annual bursary of 75% of tuition is available to a V.V.I. student in a certificate program. The award is available to members of the Union, or the sons, daughters, or legal dependents of members who, at the time of application, are current members in the Union and have held membership for the past two years. Selection will be made by the donor in consultation with the Financial Aid Office.

VERSA FOOD SERVICES Provides funds of \$2,000 to be used as bursaries for students who demonstrate financial need and sound achievement. These awards may assist students in any program area.

THE VOCATIONAL INSTRUCTORS' ASSOCIATION (V.I.A.) Provides and presents fourteen \$250 achievement awards each year. The criteria is high achievement or outstanding progress. The awards are shared between V.V.I. and K.E.C. campuses. Open to all program areas. Selection will be the donor.

(V.I.A.) BETSY MACDONALD AWARD Two awards, each \$250 are made in March of each year, one to a V.V.I. student and one to a K.E.C. student. Criteria for this award is the achievement of career goals while displaying concern for others. Selection will be made by the donor.

THE KEN WHEELER ENDOWMENT FUND To honour the hard work and dedication of former Electronics Department Head, this endowment fund provides five bursaries annually of \$100 for Electronics students. The awards are based on achievement, need and the recommendation of the Department Head.

THE J.H. WILLIAMS ENDOWMENT FUND Provides an annual award to a student who demonstrates high achievement as well as financial need. It may be used as a supplementary award for a student in the final levels of his or her program. This bursary was initiated on the occasion of the retirement of Ms. J. Williams, former Financial Aid Advisor, by her friends and co-workers.

XEROX OF CANADA LTD. Provides two awards of \$125 annually to graduates in the Electronics Programs. The awards are based on overall performance.

THE CHAIM ZBAR ENDOWMENT FUND Was established by Mr. Zbar to provide an annual award to a Dental Assistant student. The award is to be based on academic achievement, financial need and the recommendation of the Department Head.

PROGRAM ADVISORY COMMITTEES

MEMBERSHIP LIST

ACCOUNTING/BOOKKEEPING

Mr. Peter Bower	Certified General Accountants Assoc. of B.C.
Dr. Donald G.A. Carter	School of Chartered Accountancy
Mr. Ted Cartier	Lister, Bolt & Chain
Mr. Sam Digiando	Society of Management Accountants of B.C.
Mr. Gordon Gee	Loewen, Stronach & Co.
Mr. Gerry Grisdale	Vancouver Board of Trade
Mr. Malcolm McGowan	Holloway, Schulz
Mr. Bruce Strang	Chartered Accountant

BAKING

Mr. Fred Abraham	Gourmet Baker
Mr. Fred Andermat	Baker
Mr. Hans Beyer	Bakery & Confectionery Workers International Union—Local 468
Mr. Gunnar Gustafson	Elsie's Bakery
Mr. Jack Kuyer	Valley Bakery Ltd.
Mr. Malcolm Libby	McGavin Foods Ltd.
Mr. Graham Mitchell	Canada Safeway Ltd.
Mr. Peter C. Partakovich	The Cream Swan Fine Bakings Ltd.
Mr. Wally Pettit	Baker
Mr. Ulrich Pohl	Pohl's Bakery & Pastry Ltd.
Mr. Rey Smith	Kirkland & Rose Ltd.
Mr. Gary Thorne	Woodward's Stores Ltd.

BUILDING SERVICE WORKER

Mr. Matt Ammerlaan	Vancouver City Hall
Mr. William Deegan	Associated Building Maintenance of Canada Ltd.
Mr. John Dendaas	
Mr. John Gauger	Counselling Resources Employment & Immigration, Canada
Mr. Jaginbar Girn	The Bay
Mr. Hank Hackett	Service Employee Int'l Union (Local 244)
Ms. Lorie Howe	Gentle Drapery Care
Mr. Ernie Kiniski	B.C. Building Corporation
Mr. Paul Morrison	Komcan Inc.
Mr. John Neuls	West Vancouver School Board School District 45
Mr. Eric H. Rottmeister	Granville Carpet Cleaning Ltd.
Mr. William Vickery	Shaughnessy Hospital

CARE OF THE MENTALLY FRAGILE CARING, SHARING & MOTIVATING LONG TERM CARE AIDE NURSING AIDE

Mr. Dean Armstrong	Evergreen House
Dr. John Dick	
Ms. Barbara Donnelly	Haro Park Centre Society
Ms. Kathy Finch	Holy Family Hospital
Mrs. Maureen Isabel	Yaletown House Society
Mrs. Paula Lee	St. Michael's Centre
Mr. Keith Loughlin	Three Links Care Centre
Mrs. Mary McMillen	Yaletown House Society
Mrs. Margaret Mirko	T.L.C.
Miss Jacqueline Senning	St. Vincent's Hospital
Mrs. Pat Turner	Comcare
Ms. Pat Wall	Three Links Care Centre

CARPENTRY/BUILDING CONSTRUCTION

Mr. Bill Darnell	Carpentry Apprenticeship Joint Board
Mr. Al Sato	Dominion Construction Company Ltd.
Mr. David C. Verge	B.C. Home Builders Association
Mr. Noel M. Webster	Amalgamated Construction Assoc. of B.C.
Mr. Bert Williams	Smith Bros. & Wilson Ltd.
Mr. Dave Wright	Carpenter and Joiners Union (Local 1251)

CHINESE CUISINE

Mrs. L. Chan	Kowloon Tourist Service
Mr. Steve Chan	East Ocean Restaurant
Mr. Kwan-Sing Kam	
Mr. Joe Lee	Flamingo Restaurant
Mr. Victor Louie	Marco Polo Restaurant
Mr. Harvey Lowe	Kingsland Restaurant
Mr. Roy Mah	Chinatown News
Mr. Danny Quan	The Noodle Makers
Mr. Peter Tseng	
Mr. H. Wong	Mings Restaurant
Mr. Bill Yee	
Mr. Tony Yee	Vancouver Chinatown Advertising & Publication Ltd.

COMPUTER AIDED DESIGN DRAFTING TECHNOLOGY 1

Mr. Hugh Dobbie	Dowco Consultants Ltd.
Mr. Rick Gaisford	Pullmaster Winch Corporation
Mr. Peter Jenkins	Dynapro Systems Inc.
Mr. Algis Jonusas	B.C. Hydro and Power Authority
Mr. Ed Kaczmarek	H.A. Simons (International) Ltd.
Mr. Wayne Reese	City of Vancouver
Mr. Tom Rutledge	H.A. Simons (International) Ltd.
Mr. Glenn Tait	Wright Engineers Ltd.
Mr. Norman Whyte	Versatile Pacific Shipyards Inc.

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Mr. Bill Birney	B.C.A.A.
Mr. Owen Coppin	City of Vancouver
Mr. Jamie Fear	Rivtow Straits
Mr. Gary Hudson	Computer Consultant
Mr. Robert Krentz	Boss Computer Systems Inc.
Mr. Bruce Morris	Robert Half of Vancouver Ltd.
Mr. John Stark	Finning Tractor & Equipment Co.
Mr. Bob Wood	Systems House Ltd.

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Mr. Hugo Blad	Shaughnessy Hospital
Mr. Elio Guarnori	Holiday Inn Harbourside
Mr. Ken Iaci	Joe Fortes
Mr. John Kanara-Cordrey	Palisade Hotel
Mr. Roch LePage	Coquitlam Motor Inn
Mr. Cosmo Piccirilli	Woodward's Stores
Mr. Niko Rothmund	Hyatt Regency Hotel
Mr. Gerry Schryvers	Sheraton Villa Inn
Mr. Kerry Sear	Delta River Inn
Mr. Ivan Wheatley	The Vancouver Club

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Mr. Vic Evans	
Mr. Ross Haddit	Overwaitea
Mr. Mike Leonard	Canada Safeway, Division Office
Mr. Bill Loewen	Canada Safeway, Division Office
Mr. Heiko Paulsen	Pacific Butcher Sales & Service
Mrs. R. Wagner	
Mr. Robert Wagner	Freybe Sausage Company
Mr. Guenter Wettig	Delta Sausage
Mr. Terry Winder	B.C.I.T.

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Ms. Maureen Dawe	Certified Dental Assistant
Dr. William S.B. Forman	Dentist
Dr. Garry Lunn	Dentist
Dr. Robert E. Patton	Dentist
Ms. Marlene Robinson	Certified Dental Asst. Society of B.C.
Dr. Gale D. Rocky	College of Dental Surgeons
Dr. John Santoro	Vancouver & District Dental Society
Dr. Roy Thordarson	College of Dental Surgeons
Dr. Malcolm Williamson	Vancouver Health Department

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Mrs. Mary Bonifacio	Certified Dental Assistant/Dental Hygienist
Mrs. Delores Kyle	Lay Member
Dr. Brian Lahiffe	Periodontist
Ms. Frances Lawson	Dental Hygienist

Ms. Sue Sumi
Dr. Roy Thordarson
Mrs. Joan Voris

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Dr. A. Grey	Ministry of Health
Mr. George Hygh	Dental Mechanic
Mr. Peter Mallabon	Dental Mechanic
Mr. John Mayr	Dental Mechanic
Mr. Ken Reichling	Dental Mechanic
Mr. Gary Stewart	Dental Mechanic

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Mr. Ernst Hezel	Sierra Dental Laboratories
Ms. Holly Inouye	All Star Dental Laboratory
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Mr. Eric Robson	U.B.C.
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Mr. Lance Yates	Rosso-Elder Dental Laboratory

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DINING ROOM AND LOUNGE SUPERVISOR

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Mr. Pierre Barbey	Ming Court Hotel
Mr. Jan Besseling	Westin Bayshore
Mr. Mario Corsi	Park Royal Hotel
Mr. Irwin Doebli	William Tell Restaurant
Mr. Stanley Fuller	Earl's Restaurant
Mrs. Susan Gomez	Pan Pacific Hotel
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Mr. Martin Pucher	Georgian Court Hotel
Mr. Jurgen Sjoosma	Hyatt Regency Hotel
Mr. James Terry	Denman Hotel
Mr. Warren Twocock	O'Doul's Restaurant
Mr. Nick Worhaugz	Hotel, Restaurant Culinary Employees & Bartenders Union, Local 40

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DRAFTING—ARCHITECTURAL, MECHANICAL & CAD

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Mr. Danny Keeble	Genstar Shipyards Ltd.
Mr. Clifford Pilkey	Electrical Contractors Association

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Mrs. Mary Ensworth	Lion's Gate Hospital
Ms. Suzanne Howie	St. Paul's Hospital
Miss Judy Kyle	
Miss Anne Nickerson	Health Sciences Centre Hospital U.B.C.
Mrs. Susan Riffler	Vancouver General Hospital
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