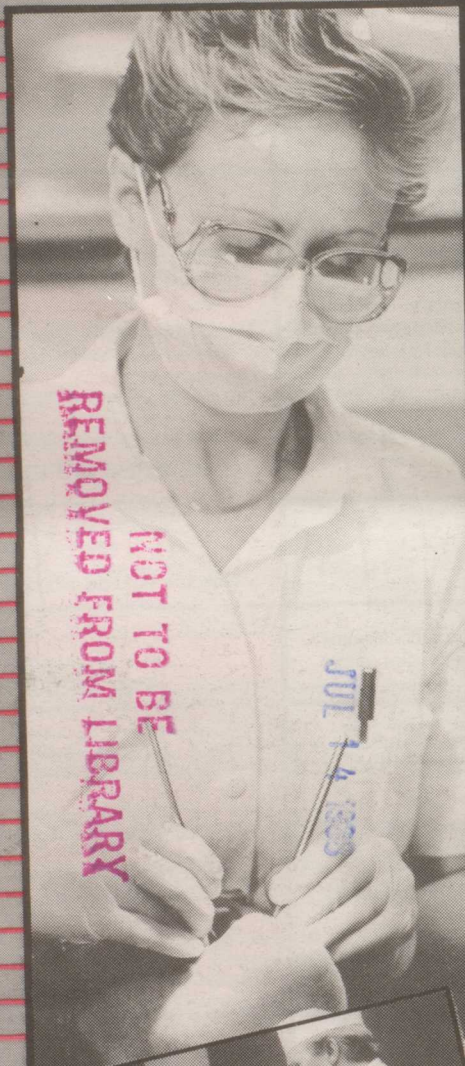


VANCOUVER COMMUNITY
COLLEGE - V.V.I.
1988-1989 Programs
B.C.

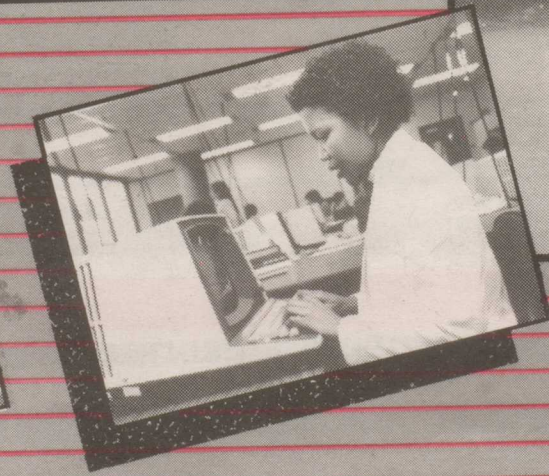
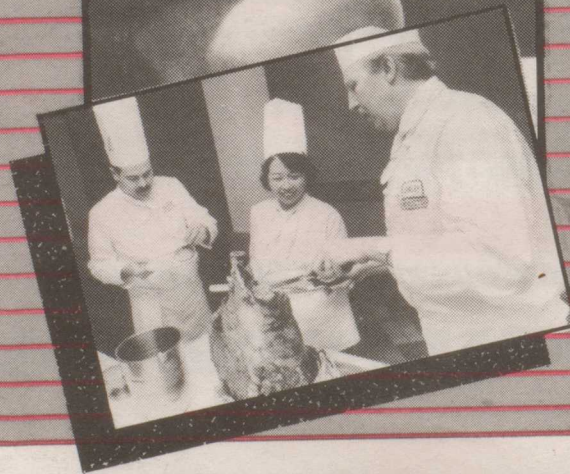
VANCOUVER
COMMUNITY
COLLEGE 
Vancouver
Vocational Institute

1988-89
PROGRAMS

Your downtown campus
250 West Pender Street
Vancouver, B.C. V6B 1S9
Telephone 681-8111

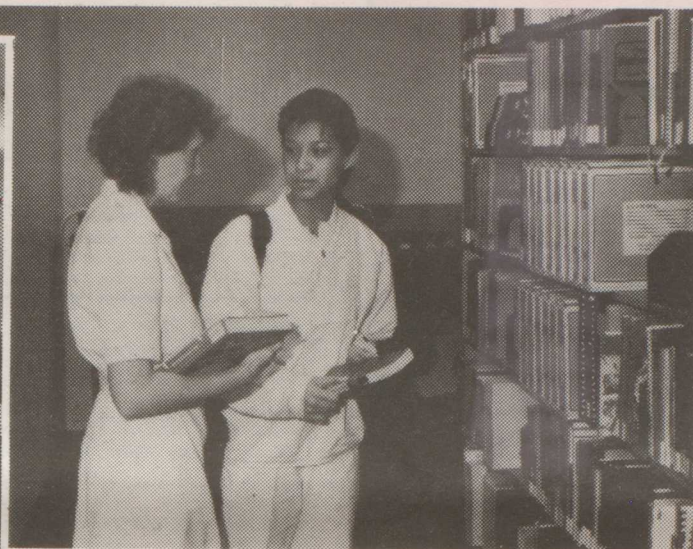


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REMOVED FROM LIBRARY



V.V.I. VANCOUVER VOCATIONAL INSTITUTE LIBRARY
250 West Pender Street, Vancouver, B.C. V6B 1S9

EX 15 100



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

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

COUNSELLING DEPARTMENT

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

STUDENT ASSOCIATION

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

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

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

LIBRARY

The VVI Library supports the educational and informational needs of the campus with a comprehensive selection of books, periodicals, pamphlets, and audio-visual materials. Reference and information services are available during all library hours. Recreational reading material as well as facilities and equipment for a variety of purposes are also available to the VVI community.

CAFETERIA

Don't like to brown bag it? You're in luck! Excellent meals are available at reasonable cost thanks to our Cook Training, Chinese and Japanese Cuisine, Delicatessen and Baking programs. Breakfast, lunch, dinner and coffee service is provided.

HAIR AND SKINCARE SERVICES

Need a haircut or perm? A facial or manicure? How about electrolysis or a suntanning session? Our Hair and Skincare programs offer all of these services and more, at prices guaranteed to please.

BOOKSTORE

The Bookstore, located on the mall at the Hamilton Street entrance, is chock full of necessities such as textbooks and supplies. It also stocks a variety of incidentals such as greeting cards, t-shirts and general novelties.

APPLICATION PROCEDURE

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

An applicant may apply for more than one program; however, a \$30.00 non-refundable application processing fee is required with each program application. Completed application forms may be mailed or delivered to Admissions.

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

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

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

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

GENERAL ENTRANCE REQUIREMENTS

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

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

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

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

TUITION FEES AND OTHER REGISTRATION EXPENSES

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

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

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

FINANCIAL ASSISTANCE

B.C. STUDENT ASSISTANCE PROGRAM provides assistance to eligible students in programs of twelve weeks duration or longer. However, applicants are cautioned that a loan may take approximately eight weeks to be processed.

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

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

For information on financial programs and services available to help students, contact the Financial Aid Office.

CANADA EMPLOYMENT

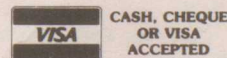
For information about Canada Employment Sponsorship, contact your LOCAL Canada Employment Centre and enquire about training.

The Canada Employment Centre on Campus provides the following services:

1. Interviews clients from Metro Vancouver who have been to a Training Information Session at their local Canada Employment office and have completed the Training Package to determine their eligibility for sponsorship. Clients from outside Metro Vancouver must arrange for an interview through their local office.
2. Maintains a waitlist of sponsored clients and advises prospective students when space is available.

NOTE: Unemployment Insurance inquiries must be directed to the client's **LOCAL** Canada Employment office. No Unemployment Insurance information is maintained in the campus office.

The information in this flyer is effective from July 1, 1988. All information subject to change.



**VANCOUVER
COMMUNITY
COLLEGE**
Vancouver
Vocational Institute

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

I am interested in the _____

_____ program.

PLEASE SEND ME: detailed information ☐ an application form ☐

NAME (please print) _____

ADDRESS _____

CITY _____

PROVINCE _____

POSTAL CODE _____

Vancouver Vocational Institute 250 West Pender Street,

PROGRAM NAME ENTRANCE REQUIREMENTS LENGTH PROGRAM DESCRIPTION

OFFICE ADMINISTRATION PROGRAMS

BUSINESS EDUCATION PREPARATION	Grade 10*	3 months	An introductory program that provides the basic foundation required for further training in VVI's Business Programs. It emphasizes typing, communications, and computer literacy.
ACCOUNTING Junior Accountant	Grade 12*, Keyboarding skills	9 months	In this micro-computer based program students will journalize, record, post, and analyze business transactions using an integrated accounting software package to create financial statements. Students will use LOTUS 1-2-3, create data base files using DBASE III+ and use word processing for business applications. Also included are the principles of business law, and accounting theory. The preparation of payrolls applying Federal and Provincial legislation is included.
Micro-computers in Accounting	Grade 12*, Fundamental Accounting Principles 1 and 2 or equivalent, keyboarding skills	3 months	Designed for those with an accounting background who would like to receive practical "hands on" computer training in state of the art software for MS Word, Bedford Accounting System, LOTUS 1-2-3 and DBASE III+.
COMPUTER Computer Programmer	Grade 12* (Basic keyboarding skills recommended)	12 months	This entry-level program offers data processing theory and computer languages: COBOL, C-LANGUAGE, DBASE III+, Data Communication and networking. Also covered are technical report writing, structured design, accounting theory, data base concepts for micro-computer applications.
SECRETARIAL Microcomputers for Secretaries	One year's related office experience, 45 w.a.m. typing and dicta test	3 months	This program is designed to provide a higher technological skill level for experienced secretaries from a traditional office environment. Graduates may obtain employment specializing in secretarial applications on microcomputers.
Secretary	Grade 12* Keyboarding skills	9 months	This program is designed to teach students to transcribe a wide variety of business documents; take shorthand to 80 w.a.m.; perform a variety of secretarial assignments; determine work priorities; 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.
Word Processing	Grade 12* Keyboarding skills	9 months	Graduates of this program will have acquired the knowledge and skills to use effective communication techniques when writing various forms of business correspondence from simple memoranda to more complex reports; organize work, complete projects in final form using word processing equipment; operate both a shared logic (Wang System 25) and stand-alone IBM displaywriter or AES+ word processing system.
Administrative Secretary	VVI Secretary Certificate*	3 months	Office management and high technology office skills are stressed in this advanced program, with special emphasis on supervisory techniques and administrative procedures.
LEGAL Legal Secretary	VVI Secretary or Word Processing Certificate*	3 months	An advanced program geared specifically to the demands of a legal office. Students will become familiar with legal terminology and obtain a thorough knowledge of general legal procedures, such as: litigation, corporate, divorce, wills and estates, conveyancing.
Legal Assistant	VVI Legal Secretary certificate plus one year experience, or 3 years legal office experience, or equivalent. References, English assessment, and interview.	9 months plus a 3-month practicum	This program will allow legal secretaries and others with a suitable legal background to become designated as assistants to lawyers in the specialized areas of corporate law, wills and estates, land and mortgages, litigation or family law. Students will conclude the program with a three-month practicum in a law firm.
MEDICAL OFFICE Medical Secretary	Grade 12* and Typing 35 w.a.m.	9 months	The program is designed to provide graduates with an indepth knowledge of medical terminology, as well as a strong foundation in all forms of communication, particularly written. The ability to prepare, edit, and revise medical reports using word processing equipment is emphasized.
Medical Office Assistant	Grade 12*, Standard First Aid and C.P.R. Certificate and Typing 35 w.a.m.	9 months	A complete program designed to teach medical terminology, medical typing and transcription, bookkeeping, manual and computer MSP billing, medical word processing and clinical procedures. Involves a medical office practicum.
TRANSPORTATION Traffic, Customs and Transportation	Grade 12* (Basic keyboarding skills recommended)	9 months	For those interested in a career in transportation and related fields, this program includes brokerage, forwarding, distribution, transportation rules and regulations, as well as micro-computer courses.

HEALTH PROGRAMS

DENTAL Dental Assisting	Grade 12 and necessary medical clearances	10 months	A wide range of courses prepares students for employment as a C.D.A. in a general dentistry practice, either chairside assisting or in the area of prevention.
Dental Hygiene	First year university courses or their equivalents at a community college in the following: Biology, Chemistry, Psychology, English, and elective; medical clearances; references; interview**	2 years	Students will acquire knowledge and develop the skills required to use preventive, educational and therapeutic methods to control oral diseases and promote dental health. Graduates are eligible for licensure in B.C. as Dental Hygienists.
Dental Reception	Grade 12	4 months	A knowledge of dental terminology, appointment control, time and records management, and communication skills required in a dental office are stressed.
Dental Mechanic (Denturist)	Grade 12 with Biology 12, either Physics 11 or Chemistry 11, plus an interview and dexterity test	2 years	The main aim of this program is to provide students with the knowledge required to handle the construction and maintenance of complete dentures. In addition to treatment procedures for patients with removable dentures, students are also taught management practices.
Dental Technician	Grade 12 with Biology 12, either Physics 11 or Chemistry 11, plus an interview and dexterity test**	2 years	This program trains the technicians to work with the dentist in the construction and repair of complete dentures, removable partial dentures, crowns, fixed bridges and orthodontic appliances.
NURSING Activity Aide	Grade 10* Medical clearances, a Health Care certificate such as Nursing Aide.	4 months	Under the direction of an appropriate Allied Health Care Professional, graduates will help plan and implement individual and group activities for adults in Acute Rehabilitation Centres and Continuing Care facilities. These activities are designed to maintain the optimal functioning and well-being of residents.
Adult Day Care Worker	Nursing Aide Certificate*, Medical clearances	2 months	Graduates of the Adult Day Care Worker Program will be prepared to assist the adult day care operator in programs designed to help adult clients who have physical, emotional and social difficulties.
Continuing Care Attendant	Grade 10* Medical clearances	6 months	A program designed to prepare graduates for positions as Nursing Aides, Geriatric Aides, Homemakers, Home Support Aides, Long Term Care Aides, Patient Care Aides in the home or in a facility.
Nursing Unit Clerk (Hospital Unit Assistant)	Grade 12*, medical terminology, typing 25 w.a.m., reading comprehension assessment, medical clearances	6 months	Students prepare for a career as a unit clerk in a hospital ward. The program stresses the knowledge required to process physicians' orders and maintain patients' records, as well as the procedures necessary to deal with patients, visitors and members of the health care team.
Nursing Aide	Grade 10* and necessary medical clearances	4 months	Prepares students for direct patient care in long term care residences and facilities.
Practical Nursing	Grade 12 with Biology 11, CPR, reading comprehension assessment, medical clearances	10 months	Comprehensive training for acute care and long term care facilities. This program prepares students to write the exam for licensing as a practical nurse.

TECHNICAL PROGRAMS

COMPUTER GRAPHICS	Grade 12*, portfolio, interview	8 months	This program is designed for individuals who would like to use computer graphics in their area of expertise. The program includes an introduction to micro-computers, selection of graphics related hardware and software, and advanced computer topics. Includes a two-month practicum.
DRAFTING Drafting - Architectural, Civil, Structural, CAD	Grade 11*	12 months	This comprehensive program moves from basic drafting concepts and techniques through residential building design to industrial site development and engineering drawings of complex structures. Computer aided drafting is introduced as an effective technology tool.
Drafting - Architectural, Mechanical, CAD	Grade 11*	12 months	In addition to basic drafting concepts and techniques for residential design, students will also be introduced to computer aided drafting. Specialization will be in process flow systems and piping arrangements, and material handling systems.
Drafting - Architectural, Steel Design, CAD	Grade 11*	12 months	Residential building design and basic drafting concepts are incorporated into a program that specializes in the analysis of structural engineering drawings, stress diagrams, shop fabrication detailing, and contract specifications. Computer aided drafting is introduced.

*These are the formal prerequisites. Acceptable equivalents or related work experience may also be considered as appropriate entrance requirements. Contact Counselling.
**Admission to these programs is based on selection. Contact Counselling for further information.

PROGRAM NAME	ENTRANCE REQUIREMENTS	LENGTH	PROGRAM DESCRIPTION
TECHNICAL PROGRAMS			
Drafting - Computer Aided Drafting & Design, CADD (AutoCad)	1 year of drafting training or related work experience	1 month	This specialized program is designed to enable drafters, engineers, architects and others with related experience to translate their skills from traditional board drafting to electronic drafting, using micro based hardware and AutoCad software.
Electricity and Industrial Electronics	Grade 10*	12 months	The only industrial electrical/electronics program in B.C. which includes maintenance and repair of all industrial and commercial electrical equipment: generators, transformers, magnetic controls and programmable controllers.
ELECTRONICS			
Electronics - Basic	Grade 12*	6 months	An introductory program in basics such as use of hand tools, test equipment, electronic circuits. Troubleshooting and repairing are a major focus.
A) Electronics Technician (Telecommunications Option)	Electronics Basic or equivalent*	6 months	A complete program that includes testing, troubleshooting, and repair functions, applied to a wide variety of electronic equipment. The emphasis for this specialized program is towards telecommunications, e.g., telephone carrier systems, AM/FM radio, antennas and VHF. The focus of this program is on micro-computer systems and micro-processor based controllers. It also includes testing, troubleshooting and repair functions as applied to a wide variety of electronic equipment. In addition to teaching testing, troubleshooting and repairing a wide variety of electronic equipment, this program emphasizes the repair of a range of consumer and retail equipment, e.g., audio, video, VCR, personal computer and alarm systems.
B) Electronics Technician (Computer Option)	Electronics Basic or equivalent*	6 months	
C) Electronics Technician (Consumer Option)	Electronics Basic or equivalent*	6 months	
JEWELLERY ART AND DESIGN	Grade 12 or equivalent, portfolio, dexterity test, autobiographical letter, interview**	2 years	Traditional jewellery-making skill training combined with state of the art computer-generated design techniques provide the student with the knowledge and skills to produce artistic jewellery for the retail trade.
PRINTING PRODUCTION	Grade 12*	10 months	This comprehensive program includes the latest in desktop publishing in addition to the basics of: production planning, estimating, paper selection, photo-typesetting production, lithographic preparation techniques, as well as camera, scanner, press production and bindery methods.
POWER ENGINEERING			
Power Engineering - General	Grade 12*	9 months	Operation, maintenance and repair of power plant facilities are stressed. This program prepares students to write the B.C. Ministry of Labour 4th class certification exam.
Power Engineering - Technical	Grade 12*	9 months	In addition to teaching students the operation, maintenance and repair of power plant facilities, and preparing them to write the 4th class certification exam, this program provides the background for entry to the Power and Process Engineering program.
Power and Process Engineering	VVI Power Engineering Technical* and 4th Class certificate	9 months	An advanced technical engineering program leading to 3rd class certification by the B.C. Government. Topics include engineering and large steam plant systems.
Power Engineering Certification (Correspondence and Tutorial)	To enroll in 1st, 2nd, and 3rd class, student must have next lower certificate. There is no pre-requisite for 4th class or Boiler Operator, but work experience ("firing time") is required to gain Provincial certification.	varies	A program designed to prepare employees in the engineering field for certification by the B.C. Government, from boiler operator through to 1st class. Also can include Refrigeration Operator and Energy Management.
SECURITY ALARM INSTALLER	Grade 10, minimum 19 years of age, mathematics assessment, and security clearance	6 months	This program trains individuals to install, maintain and repair security alarm systems.
HOSPITALITY/TOURISM PROGRAMS			
BAKING AND PASTRY ARTS			
Baking and Pastry	Grade 10* plus necessary medical clearances	10 months	A comprehensive training program in baking procedures and techniques. Products such as bread, rolls, pies, cookies, cakes and French pastries are the focus of this program. Designed to provide experienced students with specialized training in the baking field.
Baking and Pastry Upgrade	Experience, medical clearances	1-4 months	
CULINARY ARTS			
Continental Cuisine: Core & Short Order	Grade 10*, medical clearances	4 months	A beginning level program teaching the preparation of sandwiches, salads, vegetables and desserts, and breakfast cookery.
Institutional & Camp	Core & Short Order*, medical clearances	4 months	An intermediate level program with advanced training in the above, plus butchery, cooking of meat, poultry, seafood, and preparation of various desserts.
A La Carte & Banquet	Institutional & Camp*, medical clearances	4 months	An advanced level program with cooking-to-order training, as well as hors d'oeuvres, fancy sandwiches, specialty desserts and banquet preparation.
Chinese Cuisine	Necessary medical clearances	6 months	Prepares graduates for employment in restaurants specializing in Chinese Cuisine. Techniques learned include stir-fry, pan-fry, use of the wok, and barbecue.
Japanese Cuisine	Necessary medical clearances	9 months	Learn the finer points of sashimi, teriyaki, tempura, sushi and clay pot cooking in preparation for employment in a Japanese Cuisine restaurant.
Delicatessen	Grade 10* plus necessary medical clearances	4 months	A program to acquire the basic working knowledge of various delicatessen products and an understanding of packaging, presentation and sales techniques for the delicatessen.
HOSPITALITY MANAGEMENT			
Food and Beverage Management I	Grade 12*	12 months	Graduates of this program will be qualified to seek employment in managerial and supervisory positions in selected areas of the food and beverage sector of the hospitality industry.
DINING ROOM & LOUNGE SERVICE			
Basic	Grade 10*	3 months	Graduates may obtain employment as waiters or waitresses in licensed dining facilities.
Advanced	Basic* or appropriate experience	3 months	Graduates will learn specialized service techniques, bartending skills, and hosting duties.
TRAVEL AGENT	Grade 12* with 25 w.a.m. typing	4 months	This program trains students for employment as domestic travel agents or as reservations agents with tour wholesalers. Major topics covered include: communications, geography, tours, ticketing, sales and information retrieval.
SERVICE PROGRAMS			
Building Service Worker	Grade 10 or mature student status and medical clearances	3 months	Modern methods and procedures in building cleaning and maintenance, including floor maintenance and carpet cleaning, and hospital cleaning procedures.
Shoe Repair	Grade 10 or mature student status	9 months	Students learn the basics of small business management as well as the skills required to repair shoes, replace heels and repair linings.
HAIRDRESSING/ SKINCARE			
Esthetics	Grade 10* and necessary medical clearances	7 months	For those wishing to qualify as a licensed Esthetician. Highlights of the program includes facial treatments, personalized make-up, skin analysis, cosmetic chemistry, manicures and foot care, hair removal and small business management.
Hairstyling Technician	Grade 10* and necessary medical clearances	12 months	A program that prepares students to be Junior Stylists after successfully completing the Hairdresser' Association examination. Training includes haircutting, permanent waving, shampooing, colouring and scalp treatments. Upon completion of a further 1,000 hours of on-the-job training, a Provincial license will be granted.
Men's Hairstyling	Grade 10* and necessary medical clearances	12 months	This comprehensive program offers training in haircutting, permanent waving, shampooing, shaving scalp treatments, blow waving and styling. Upon completion of a further 1,000 hours of in-salon experience, a Provincial license will be granted.
PROGRAMS FOR STUDENTS WITH SPECIAL LEARNING NEEDS			
Career Awareness	Special Needs Assessment***	6 months	Introduces students to the world of work. Consists of a classroom portion (Job Focus, Job Keeping Skills and Job Search) and a series of supervised work experiences.
Basic Foodservice Worker	Special Needs Assessment***	10 months	Trains students for entry level positions in the food service industry (bussing, dishwashing, kitchen maintenance, selecting and preparing foods for basic soups, salads, garnishes and sandwiches.)
Building Service Worker	Special Needs Assessment***	6 months	Prepares students for entry level positions in the building service industry. Program content is similar to the 3-month program, with more emphasis on practical skills. Includes two work experience sessions.
Job Readiness & Assessment	Special Needs Assessment***	6 months	Intended to identify and assess basic vocational interests and aptitudes. Instruction includes how to count and record numbers, repeat a visual pattern, manipulate small objects, receive and transmit messages, stuff envelopes and use standard office supplies.

***For further information regarding these assessments, contact 681-8111, Local 286

PART-TIME TRAINING OPTIONS

At the Vancouver Vocational Institute we recognize that many people wish to upgrade their skills while they continue to work. In addition to the full-time certificate and diploma programs, described on the reverse side of this 'mini-calendar', you can acquire training and enhance employability through a number of part-time programs.

CERTIFICATION AND CITATION PROGRAMS

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

Baking and Pastry Upgrade. Students with related experience can obtain specialized training in the baking field.

Bakery Supervisor. Intended for graduates of the Provincial Baking Program or equivalent. Prepares graduates for careers as bakeshop supervisors through laboratory training and instruction in the management and operational functions of baking, pastry and delicatessen production.

Pâtissier. This program, intended for graduates of the Culinary (A la Carte) Program or the Provincial Baking Program, prepares graduates for careers as pastry chefs through laboratory training in advanced specialties.

Care of the Mentally Fragile. Designed to upgrade individuals presently working as Nursing Aides.

Cooking (Core and Short Order). Includes knowledge and experience in preparation of salads, sandwiches, cooking of vegetables, meat, poultry, seafoods and simple desserts. Introductory levels may be offered on Saturdays.

Electrolysis. Licensed Skincare students will learn the proper application methods, follow-up treatments and safety precautions required for hair removal.

Esthetics/Skin Care. A program designed for those wishing to qualify as a licensed Esthetician. Highlights include specialized facial treatments, personalized makeup, skin analysis, cosmetic chemistry, manicures and foot care, hair removal and small business management.

Hotel and Motel Management. In partnership with the American Hotel and Motel Association, VVI makes it possible for individuals with current industry experience in the hospitality field to pursue upgrading and certification.

Long Term Care Upgrade. To provide those with experience as a nursing aide with the opportunity to complete a VVI certificate.

Power Engineering. Training available on either a tutorial or correspondence basis to obtain certification at the Boiler Operator, Fourth Class, Third Class, Second Class and First Class levels. Related work experience ('firing time') is required for B.C. Government certification. Refrigeration Operator and Energy Management programs are also offered in the Tutorial mode.

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

INDIVIDUAL CREDIT COURSES

Part-time individual credit courses are offered three times a year, September, January and April. (Each course is selected from our curriculum of full-time certificate programs.) For example, it may be possible to register in one of the courses from an office-related program such as **Word Processing** or **Legal Secretary**, or in selected courses from the Dental Assistant Program.

Experienced employees in the **Graphic Arts** field may enrol in advanced skill courses such as lithopress, image assembly and camera, colour camera, computer assisted estimating, phototypesetting, and bindery. Courses in Printing Production include production planning, estimating, and printing sales and product knowledge.

For information regarding the courses offered in these sessions, please contact our Counselling Department, at Local 220.

DIPLOMA PROGRAMS

It is now possible to pursue advanced programs of training which can lead to a Diploma. For example:

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

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

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

Legal Assistant. Provides the experienced legal secretary with 9 months of full-time training plus a 3 month practicum. Satisfactory completion of the six options offered qualifies an individual for a VVI Diploma.

TRANSFER CREDIT

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

INSTRUCTOR TRAINING: PROVINCIAL INSTRUCTORS DIPLOMA PROGRAM

This program is a joint project of the Ministry of Advanced Education and Job Training and the Vancouver Community College, designed for those who are teaching or wish to teach in adult academic, technical, vocational or career programs.

It provides an individual with the knowledge, skill and experience to design curriculum, practise instruction, and evaluate learning and instruction in an adult setting.

The program consists of six courses, plus a major assignment, offered in a number of different formats to make it as convenient as possible for individuals to fit their particular schedules: on a part-time basis during the evening or day at the VVI campus, and on weekends at various college campuses throughout B.C.

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

All courses are presented through the VCC/Vancouver Vocational Institute Program Development Department.

FOR MORE INFORMATION, PLEASE CONTACT COUNSELLING AT 681-8111, LOCAL 220.