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# NEWS & VIEWS

Vancouver Vocational Institute

VCC - VANCOUVER VOCATIONAL INSTITUTE  
LIBRARY

Special Edition

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## THE ANNUAL REPORT

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NEWS & VIEWS

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VANCOUVER COMMUNITY COLLEGE

VANCOUVER VOCATIONAL INSTITUTE

ANNUAL REPORT

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Prepared for the  
Management Committee  
by Ms. A. E. Skene

April 1983



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## THE ADMINISTRATIVE DEPARTMENTS

## The Principal -- H. W. Rerup

In his first year as Principal, Mr. Rerup has been faced with a great variety of challenges, both in relation to campus operations and, of course, the extensive construction and renovation of the campus facilities. Indeed, in the 82/83 fiscal year, the administrative energies of the Principal's office were divided between complex operational challenges and facilities planning and implementation.

Operations

Dominating campus operations last year was the attempt to respond to the skill shortage needs in high-tech areas, as identified by the Canadian Employment and Immigration Commission. Hence, programming was considered from a perspective beyond the normal scope of operations. RAC proposals were written and funding obtained for Electronics, Drafting, Electricity, Junior Computer Programming, and Word Processing since all of these programming areas were identified by the federal government as current or potential skill shortage areas. Government research into such skill shortage areas has led to the establishment of the National Skills Growth Fund, and VVI submitted a number of proposals directed to this source of funds in 82/83: Computer Systems Technologist, Computer Numerical Controlled Machining, the Provincial Welder Training Program, and Computer Assisted Drafting. At year end, only Computer Systems Technologist

had received final funding approval; the program is unique not only because of its objectives but also because it is a co-operative venture with Langara; the students will attend both campuses.

The Province's implementation of TRAC (Training Access) has led VVI to adapt several of its programs to accommodate this province-wide training system. The programs in the Industrial Division were reviewed, and the Electronics programs have been re-organized into 6-month units; Electricity and Drafting programs may be similarly re-organized. Programs in other divisions will also be considered with respect to this issue.

The implementation of an extensive restraint program necessitated by budget cutbacks made in the middle of the fiscal year and the disruptions in program operation resulting from construction and renovation of the campus facilities proved to be serious challenges to campus management. Both challenges were met successfully, however, through the conscientious efforts and co-operation of all staff members and the students themselves. Classes continued with no lessening of the quality of training, and while struggling to operate on an already seriously reduced budget, the educational managers were nevertheless able to save the monies, 1% of the total budget, which are needed to help offset the anticipated shortfall in the 83/84 fiscal year.



### Facilities

Perhaps the most significant event of the year was the construction, opening and occupation of the nine-storey Hamilton Tower. The opening ceremony was appropriately grand for the advent of such a significant addition to training. Business, Medcom, Nursing, Drafting, Dental Assisting, and Printing Production all occupied and began conducting classes in their new facilities. Other departments and programs have been relocated while their final quarters are renovated and, as the year drew to an end, several departments and programs moved into their renovated space or some other area to facilitate renovation of their permanent location. Phase II was nearing completion as the year ended, and Phase III was well underway. However, as a result of reductions forced by tenders running 40% over budget, the scope of the Phase III

renovation has been significantly reduced. A number of areas--such as the Electrical and Machinist departments and the East Wing of the Third Floor--cannot be renovated as planned; there will be no glass curtain wall for, and no extension to, the Pender Building.

While financial concerns have resulted in changes to the planned scope of the project, construction problems have resulted in innumerable delays. The contractor has, at times, been working with incomplete or outdated information; during the renovation or demolition of existing structures, a variety of "surprises" have been uncovered, many related to the problems incumbent with renovating an old building. As a result, there have been many and frequent revisions to the construction activities. Nevertheless, all construction should be complete in the late fall of 1983.

The Dean of Instruction -- M. E. Lamoureux

### Instructor Training

In the 82/83 fiscal year, VVI has emphasized instructional development through both the Instructional Development Program and Professional Development opportunities. There was a substantial increase in Instructional Skills Workshops and in the related courses leading to the Ministry of Education's post-secondary Teaching Certificate (Instructor's Diploma Program), conducted in co-operation with the University of British Columbia's

Centre for Continuing Education. The program has grown, and now full-time and part-time instructors, as well as program and instructional assistants, are all involved in the four course certification program.

VVI's co-operative instructor training program with U.B.C.'s Centre for Continuing Education has expanded such that, through the U.B.C. Department of Adult Education, VVI instructional staff who complete the teaching certifi-



icate [I.D.] program may take the Adult Education Undergraduate Diploma Program without the usual prerequisite, a bachelor's degree. In addition, Simon Fraser University now honours the combined Ministry of Education certificate and the U.B.C. Adult Education Diploma. VVI instructors who complete both need not complete a Bachelor's degree but are placed directly on the list of acceptable applicants for the Master of Education program. For the first time in B.C., a post-secondary vocational/technical instructional development program has been given full recognition.

#### International Education

The VVI Management Committee has, in co-operation with the VCC International Education Committee, expanded its instructor training mandate, as described above, to include training vocational/technical instructors from Zimbabwe. This expansion has been accomplished through a sub-contract arrangement with the U.B.C. Centre for Continuing Education. In effect, these instructor trainees take the Instructor's Diploma Program through U.B.C. and conduct practicums at VVI. Where some individuals from Zimbabwe need content upgrading or administrative skills upgrading, this is accomplished through the co-operation of VVI faculty and personnel. The success of the first group during 1982 has led to the arrival of another group in April 1983.

#### New Program Development

In 82/83, the Ministry of Education requested that the College construct a

"Five Year Plan." As part of the response to this request, the Dean of Instruction conducted intensive workshops with the Divisional Chairmen and Department Heads. The process was used to determine each department's training goals on a year-by-year basis for the five year period from April 1983 through March 1988. The conception of ninety-one new programming ideas reflects the enthusiasm this project has generated. These ideas are expected to rapidly evolve into concrete, fully documented programming proposals. At the present time, these ideas have become program overviews with specific names, start dates, instructor-student ratios, and instructional delivery formats. In the near future, program fact sheets will be developed and directed to funding agencies, in particular, the Ministry of Education and the Canadian Employment and Immigration Commission.

Important programming ideas have risen out of the planning meetings; the personnel and departments involved have displayed a conviction to direct future programming plans into high-tech areas. But, in addition, a great deal of thought has been directed towards attendant concerns: the instructor retraining or upgrading that implementing such high-tech programming may demand, the investigation of innovative instructional delivery methods such as continuous intake, increased tutorial oriented instruction, and distance education. In other words, the construction of the "Five Year Plan" has led to considerable analysis of how to achieve high-level programming objectives at the lowest possible cost with the highest possible level of effectiveness.



### Relationships with External Agencies

Over the past year, through the offices of not only the Dean of Instruction but the Divisional Chairmen as well, VVI has made a concerted effort to keep those external agencies involved with VVI program operation well-informed with regard to VVI's current training objectives and future plans. The Ministry of Education, the Ministry of Labour, and the Canadian Employment and Immigration Commission are major factors in any expansion of VVI operations. The more conversant these organizations (and their personnel) become with the objectives of the Institution into which they channel funds, the greater the benefits to the College and the campus. The results of ongoing meetings with representatives of these agencies have already been rather profound. In the period from November 1982 to March 1983, additional programming streams and the acquisition of the necessary supporting capital equipment were made possible through funds resulting from such positive contact.

These agencies have also been receptive to preliminary discussions concerning the new programming ideas generated as a result of work on the "Five Year Plan." Furthermore, the Canadian Employment and Immigration Commission has expended money to create a job placement centre for VVI graduates on campus. This centre has 2 full-time placement officers and an interlinked computer system to help facilitate the job placement process. Thus, VVI responsiveness to input from external agencies has been met in kind.

### Program Advisory Committees

With the redefinition of various VVI programs and the anticipated expansion

into high-tech areas, Program Advisory Committees have become increasingly involved with and interested in curriculum content and program entrance requirements. Input from the Program Advisory Committees, in terms of advice and information, has also been very important relative to the perception of VVI held by external agencies with respect to the Institute's response to community and industry needs, especially the efficient and effective response to those needs. It is not uncommon that funding agencies request the participation of a Program Advisory Committee Chairman, or an entire Program Advisory Committee, prior to making decisions on funding. Through such meetings between industry, Institute and funding agency representatives, a community spirit and a sense of working towards a common goal have been achieved and all concerned benefit.

### Skills Growth Fund

As previously emphasized (cf. the Principal's Report), a major College breakthrough occurred when a Skills Growth Fund Proposal was developed as a co-operative venture between the VVI Electronics Department and the Langara Mathematics Department. The final result has been a new, innovative program, "Computer Systems Technologist," funded by the Canadian Immigration and Employment Commission, under the auspices of the Skills Growth Fund. The program is six semesters long and will operate on both campuses. The first such endeavour in College history, this new program will be a significant accomplishment for VCC.

Three other Skills Growth Fund Proposals have been submitted and, in



all instances, the materials were fully accepted by both the College Board and the Ministry of Education. The requests for funding fall under the following programming titles: Computer Assisted Drafting, Computer Numerical Controlled Machining, and the Provincial Welder Training Program. At present, the College awaits funding approval from Ottawa and Victoria.

Notably, the requests to the Skills Growth Fund also reflect a reformulation of programming attitudes within VVI, whereby traditional instructional outcomes are being augmented by related high-tech programming.

#### Accreditation

In order to obtain recognition at both a Provincial and National level for certain College programs, the College President has requested that a range of VVI programs be documented and

submitted for accreditation by SETBC [the Society of Engineering Technologists of British Columbia]. Specifically, VVI has initiated the process which will lead to accreditation. The initial submissions will include a request for technologist level accreditation for the combination of Power Engineering - Technical and Power and Process Engineering, and at the technician level for Building Construction, all Drafting Department programs, and both advanced Electronics programs in combination with the Basic course. Later on, if this process is as satisfactory as expected, other VCC and, more specifically, VVI programs will be considered for accreditation.

While VVI's programs are already well-respected in industry, accreditation may give our students additional recognition and assistance in securing employment and lead external agencies to a greater understanding of the quality of VVI programs.

The Dean of Administrative and Student Services--J. Vandenakker  
Assistant Dean--R. G. Strachan

In 82/83, a new Dean, Mr. Vandenakker, previously the Assistant Bursar at VCC/Regional Office, was appointed. Budget reductions, occurring mid-year, created a great deal of work for the Dean's office. The campus budget was restructured twice, since further reductions followed even later in the fiscal year. Some staff and program

reductions were necessary, but acceptable compromises were reached.

The Student Contact Hours delivered in 82/83 represent an increase over 81/82, even with the budget cutbacks. The following table presents a statistical summary of the Student Contact Hours in 82/83 versus 81/82:



	<u>82/83 SCH's</u>	<u>81/82 SCH's</u>	<u>% Increase</u>
Full-time	2,379,312	2,134,350	11.5%
Part-time	183,198	178,754	2.5%
TOTAL	2,562,510	2,323,104	10.3%

	<u>82/83 Registrants</u>	<u>81/82 Registrants</u>	<u>% Increase</u>
Full-time	4,704	4,288	9.7%
Part-time	3,251	3,805	- 14.6%
TOTAL	7,955	8,093	1.7%

The Dean's area of responsibility covers a number of departments, including Registration Services, Student Records, Accounting, Counseling, Financial Aid, the Bookstore, First Aid, General Office Operations, Facilities, as well as ancilliary services.

As noted above, student registrations have increased during the past year.

At the same time, budget restrictions have reduced the staff, and revised entrance requirements have increased the complexity of student admissions and records. As a result, the registration department has reduced its hours of operation and has started on a total review of all its systems. Some of the testing has also been transferred to the Counselling Department.

#### The Bookstore

Supervisor: Beth Henson

As the 82/83 fiscal year ended, the Bookstore was preparing to divide its services between two areas--a Retail Bookstore and a separate Printing Department. The former will be located on the Mall, in the location that Instructional Media Services occupied during the final weeks of Phase II construction. The printing section will also move, to an area near the Printing Production Department.

While preparing for this reorganization, the Department has continued to

provide excellent service; in fact, having acquired a new Xerox duplicating machine, the Department's "turn around time" for printed materials has improved substantially, as all other VVI departments have appreciated. The revenues generated through a modest price increase in 82/83 have helped offset the anticipated shortfall. In addition, workbooks and printed materials are now sold through the bookstore (instead of provided to students through their instructional departments free of charge), and this has both saved departmental funds and generated some additional revenue for the Bookstore.



CounsellingDepartment Head: Mr. D. Kremer

Compared to 81/82 levels, the Counselling Department has seen either an equal or increased demand for the level of services it provides and in the number of students to whom these services are provided. Career counselling is the primary service the Department provides, and requests for information about courses and appropriate individual career goals are steadily rising. The number of persons needing educational counselling, including transcript evaluation and personal counselling, has increased; this fact is in part attributable to an increasing number of referrals from instructional departments.

Secondary activities, including liaison with external agencies--such as high schools, other colleges and other campuses of VCC, as well as the Canadian Employment and Immigration Commission representatives on campus--have seen similar growth. Student demand for assistance with skill development--including study skills, test taking skills, and resume preparation and interview skills--has increased proportionally.

The Counselling Department staff are also involved in a considerable amount of committee work, including the Financial Awards Committees, Student Appeals and Grievance Committees, Women in Non-Traditional Trades-TAC, and various Task Forces. In addition, the Department continues to provide orientation services to prospective students, both directly, through workshops and tours, and indirectly through the audio/visual presentations available through the Counselling Department.

The Department personnel attribute this

increase in demand for all its services at least in part to the depressed provincial economy. The counsellors and department support staff are currently in contact with between ten and twelve thousand people each month.

Financial AidFinancial Aid Advisor: Ms. J. Williams

Students' need for financial assistance has increased dramatically over the past year and, for many students, receiving such aid is a major factor in determining their ability to enrol in a training program. Submission of B.C. Student Assistance Program (B.C.S.A.P.) Loan Applications has increased by 60% and the advisor's work load has increased accordingly. In the absence of a permanent Financial Aid Clerk, the Financial Aid Advisor is assisted by support staff in the Counselling Department. To assist students in completion of the applications, Financial Aid workshops occur twice weekly; attendance averages between 35 and 60 students per month.

In addition to B.C.S.A.P. Loans, there are several other potential sources of income which help VVI students finance their educations. VVI has become involved in the Provincial Government Work Study Program, and the Financial Aid Advisor is looking forward to continued success in this field of student assistance. The Financial Aid Advisor is also responsible for recommending the names of deserving students to the Bursary Awards Committee, which has, in this past year, allocated approximately 125 bursaries. Also, the Financial Aid Advisor assists in facilitating the selection of recipients for awards donated by external agencies and individuals.



The Financial Aid Advisor liaises with a variety of external agencies. In particular, she is in continuous contact with social workers at the Ministry of Human Resources; she works with these counsellors to assist students wanting technical or vocational training. These contacts are part of Mrs. Williams' daily routine, and she may have as many as 25 per month. Concurrently, after having

been selected by the Student Services Branch in Victoria, Mrs. Williams has worked as a member of the B.C.S.A.P. Appeals Committee.

Financial Aid plays a vital role in assisting VVI students to successfully complete their chosen training. In 82/83, financial assistance expanded dramatically, and further expansion is expected in 83/84.



## THE INSTRUCTIONAL DEPARTMENTS

## BUSINESS AND HEALTH DIVISION

CHAIRMAN: Mr. S. F. Hartley

Throughout this Division, the Department Heads and members of both the Faculty and Support Staff have expended a great deal of energy to facilitate the move into the Tower. While continuing to be involved with the ongoing administrative and instructional tasks, department members rallied and maintained an uninterrupted instructional schedule while being heavily involved with packing, ordering new equipment, consulting on layout, and rescheduling day-to-day operations, all in order to accommodate the transfer of their departments to new locations. All departments in this Division have moved into the Tower: Nursing to the 9th Floor; Business and Medcom to the 5th, 6th, and 8th floors; and Dental Auxiliary to the 3rd floor of the Tower and the 3rd Floor of the Duns-muir Building. As the year ended, the Dental Auxiliary Department was not quite fully established in its new locale, but soon will be.

Independently, all departments have accomplished a great deal aside from the move. The Business Department has re-evaluated its intake patterns and a re-structuring of the Department may result; input from the instructional staff and the Program Advisory Committee members has been invaluable in this process. Also impressive is the tremendous amount of committee work, especially in the areas of instructional delivery, undertaken by a number of faculty members. They

have also worked on various curriculum development concerns, especially with regard to possible programming in high-tech areas. Through well-wrought proposals, Canadian Employment and Immigration Commission funding has been gained for additional programming in this Department. As well as funding operational costs, the Canadian Employment and Immigration Commission funding included monies for a considerable amount of new capital equipment.

In the Dental Auxiliary area, the move has meant a significant increase in training space and laboratory equipment. Although such an expansion is clearly an important step forward, the Department's successful pursuit of RAC funding has enabled the addition of a Dental Technician program stream. Also, the Department's continued cooperation with the Dental School at the University of British Columbia has led to a proposal which, when acted upon in 83/84, will introduce clinical family practice on site at VVI. In the past, such clinical experience has been available only at UBC's facilities.

Nursing has reorganized, restructured, and rewritten its course materials in several areas, including Nursing Aide. Notably, this same program represents the Department's expansion into a part-time programming delivery mode. Curriculum development has absorbed a considerable amount of faculty energy, especially since it



has occurred concurrently with the move. Aside from working on its own course materials, the Department has been involved with the development of evaluation materials which will be used throughout the province.

The Division has, while operating on

the same total dollars as in 81/82, especially through the acquisition of temporary program funding, been able to increase the number of students trained while maintaining all other services. The faculty and staff in the Division are to be congratulated on this increase in productivity.

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### Business

Department Head: Mrs. J. Piry

October's move to three floors of the Tower and the resulting almost 100% increase in available classroom and laboratory area has been of real benefit to the Business Department. It has enabled the Department to re-organize its training such that all classes may meet on the AM shift. In the past, classes have been divided between AM and PM shifts. In addition, program rescheduling has led to improved enrolment capacity, on the order of 15%. The Department is now operating at 90% of its potential capacity given current offerings, with approximately 300 students enrolled at any given time.

The placement rate amongst the graduates has remained excellent. Graduates of VVI's Business Department programs are in demand, especially when employers are, because of the availability of personnel, more selective than ever.

Department funding proposals to the Canadian Employment and Immigration Commission have also had noteworthy results. An approved RAC (temporary funds) in the Word Processing program brought the Department temporary funds for an additional program stream as well as funds for the purchase of 18 new Word Processing stations, including seven IBM Displaywriters and a

Wang "System 15," consisting of eleven stations. As a result, there has been a 100% increase in full-time word processing training. Other acquisitions of capital equipment have enabled advances in high-tech programming, particularly in the Accounting area, where three new IBM PC's (microcomputers) are now in active use. These same terminals are used throughout the Department's programming to advance the students' computer literacy.

Business Department personnel have not only been actively involved with planning and implementing the changes associated with the move, but have continued with the development of Course Content Guides and the revision of Program Content Guides. Course Content Guides were completed for all Word Processing courses in addition to courses in Recordkeeping and Accounting. As well as working on this project, the Accounting instructors have been working to evaluate the course content with respect to the transferability of credit for students seeking accreditation as Chartered General Accountants. Furthermore, the Department Head, as Chairman of the Provincial Business Education Coordinating Council, has been actively involved in ensuring that all VVI business programs are articulated on a course-by-course basis with respect to the goals of this Council.



MedcomDepartment Head: Mr. D. Nucich

The Medcom Department, relegated to rather inadequate facilities in the past, has been genuinely pleased with the additional space gained through their move into the Tower. As a result of a combination of having more available classroom and laboratory space and the need to expand Department programming, 82/83 student capacity was almost twice that of the 81/82 level. Increases were particularly large in data processing areas, such as the Junior Computer Programmer and Data Entry Operator programs.

In order to provide an introduction to high-tech office systems for all students, the Medcom Department uses the same microprocessors as the Business Department on a time-sharing basis. Thus, students in applicable areas now receive enough "hands-on" computer training to provide the fundamentals of computer literacy and awareness. For a similar purpose, the Department has added an introductory course in word processing to its office oriented programming, in particular to the Medical Stenographer/Transcriptionist and Medical Office Assistant programs. Such changes, reflecting high-tech developments, have influenced curriculum development to an appreciable extent. In order to meet the long-term demands of industry, the Junior Computer Programmer program will be expanded from six to twelve months, through the addition of COBOL, PASCAL, and RPG programming languages and JCL procedures. At the same time, practicum opportunities for the students in this program have increased by four times, even with the addition of four temporarily funded streams. When these new streams were funded, it allowed another classroom/laboratory to be equipped with the

terminals necessary for such expansion.

This same emphasis on high-tech training was also reflected in the department's offerings for part-time students, for the high-tech programming ran while quite major reduction occurred elsewhere. Telecollege programming has expanded, with enrollment the best to date, and, given the excellent student response to this medium of instruction, accredited course offerings have expanded.

While working under budget restraints, the Department has actually increased its productivity; the Department Head attributes this fact to the dedication and co-operation of excellent instructional personnel. Indeed, the placement rate for graduates would be considerably lower if the Department staff had not made such concerted efforts to market their graduates in the business sector.

Dental AuxiliaryDepartment Head: Ms. L. Lindsay

This year has been particularly productive for the Dental Auxiliary Department. In January, the department took possession of the portion of its new facilities designated for the Dental Assisting programs, after having spent many hours during the preceding months planning the layout of the facility and ordering the required capital equipment. The Dental Assisting area now contains 15 3/4 dental stations, four intraoral x-ray rooms, one extraoral x-ray room, and extensive preparation labs and associated facilities. Dental Technician programming will also have new lab and classroom facilities and equipment; the move should be completed early in



83/84, an appropriately significant event for the Department's 20th anniversary.

The move not only provides the department with the ability to expand and to operate instruction more effectively, but also the new area will provide increased participation with the Faculty of Dentistry at UBC. Much of the year was spent planning for a Family Practice Clinic which will operate on VVI's premises and involve the Dental Assisting students working with the 4th year Dental Students from UBC. Thus, VVI will provide complete restorative and preventative treatment in a controlled clinical setting on campus. The pilot project will begin in the summer of 83/84. This clinic will operate in addition to the students' one day per week practicums, now occurring as another pilot project. Such community interaction is far from new to the Department; for some time, Dental Assisting students have been giving oral hygiene presentations to groups such as the Home-maker students at KEC, the Brownies, Cubs and similar community organizations and clubs.

In addition, the Department personnel have been very involved with the production of mediated instructional materials, in particular, a series of twelve, half-hour long, colour video productions dealing with Dental Assisting skills. The materials are so well-prepared that other colleges have expressed interest in purchasing them. The end of this project marks two years of intensive work for both the Dental Department and Instructional Media Services. These video tapes have already proved themselves an asset in the instructional process.

The waitlist for the Dental Assisting program is extremely long, but the

addition of another stream on the AM shift has increased enrolment from 48 to 56 and should help offset the backlog. The Dental Assisting Upgrade waitlist is also long, with students waiting a year or more to begin part-time study. The Dental Receptionist program, offered as extension programming, has been very popular. The waitlists for and popularity of the part-time programming attest to the continued excellence of instruction offered in this Department.

#### Nursing

Department Head: Mrs. E. Shellington

In September, the Practical Nursing students began obtaining clinical experience in several new locations, including the new Children's Hospital and the Family Centered Care Facility at Grace, both part of the Shaughnessy Hospital medical complex. In combination with previous available clinical practice and the opportunity to work in the new Children's Hospital, the students are now exposed to both an excellent variety of and more extensive clinical experience. For the Nursing Orderly students, their clinical exposure was changed from the surgical wards in order to provide more specialized clinical experience. These students are now training in the orthopedic and neurological wards at Vancouver General Hospital. Feedback from both the hospital and the students has been very positive. In addition to this diversification in clinical practicums, the Department is arranging increasingly frequent community observational experience for its students.

This year, for the first time, the Nursing Department offered programming on a part-time basis. The Nursing



Aide program was selected and successfully implemented in January 1983. There has been no attrition to date; all of the students are already employed in this area of the health industry and so are highly motivated to upgrade their skills and achieve certification. This expansion has included two streams of this program, representing a total of 39 students. The students will graduate in May 1983.

In preparation for a new licensing competency for LPN's that will be introduced in 1983, namely the administration of medications in Intermediate settings, Department members have visited Malaspina College to observe its pilot project. VVI will adopt a similar model in its nursing programs.

Another major curriculum oriented project has involved Nursing Department personnel. Program Development has been preparing a report for the Ministry of Education and the B.C. Council of Practical Nurses. The colleges conducting LPN programs have been working to revise the LPN evaluation procedures, and the tests developed are being field-tested on VVI graduating students.

The November move to the top floor of the Tower represented a 50% increase in classroom space as well as considerably enlarged office and administrative facilities. The latter allows the instructional staff more one-to-one contact with individual students, and the former has definitely added to the quality of the educational process, both in terms of aesthetics and the possibility for more complete simulation of clinical experience. An entire ward was added to the new facilities, equipped with wall mounted blood-pressure units which will give the students a great deal more opportunity to practice a very difficult skill.

Insert students have continued to attend and graduate; they are primarily individuals with nursing backgrounds who are now seeking LPN certification in B.C. by completing, principally, the clinical component of the VVI program. The demand for graduates is still generally good, especially for the Nursing Orderly graduates. LPN graduates are obtaining employment, but usually in "Casual Pools," extended and acute care, and in areas outside the Lower Mainland and the Province.



## INDUSTRIAL DIVISION

CHAIRMAN: Mr. R. Wren

Not only have the departments in this Division undergone considerable expansion and upgrading of their facilities, but also the programs themselves have been or are in the process of being restructured. The entire Division has been involved in program reorganization. Program Development personnel have assisted the three other departments with the curriculum and structuring changes incumbent on the re-organization of the Electronics, Electricity and Drafting programs.

During the year, the Division saw an appreciable increase in student contact hours, principally as a result of proposals to the Canadian Immigration and Employment Commission for temporary course funding. The Division anticipates further expansion as a result of monies acquired through the National Skills Growth Fund. A proposal for a program to be called Computer Systems Technologist was developed by the Mathematics Department at Langara and, having gained full approval and funding, will run as a co-operative effort between the VVI Electronics Department and the Langara Mathematics Department. Such a venture is the first for VCC. The second Skills

Growth Fund Proposal, in Computer Assisted Drafting (CAD) Training was presented and funding is anticipated.

As mentioned in the Dean of Instruction's report, accreditation is being sought for the programs in two of the three instructional departments in this Division, in both Electronics and Drafting. Initial development work for the submissions to the Society of Engineering Technologists of British Columbia [SETBC] have already been completed. With the completion of all Course Content Guides and other required information for the accreditation process, the departments' programming should be accredited in the 83/84 fiscal year.

The loss of two Coursewriters and one Word Processing Operator was a setback in Program Development, but this Department still managed to produce a record number of new and revised Program Content Guides and Course Content Guides, in addition to doing a vast amount of work on Ministry projects. Along with Mr. Lock from the Technical Division, Mr. Tickner, a Curriculum Consultant, co-ordinated the 82/83 training of instructors from Zimbabwe, and will do so again in 83/84.

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DraftingDepartment Head: Mr. R. Atkinson

Many of the Drafting Department's instructors applied a considerable

amount of their time to curriculum development this year, whether indirectly, developing their own computer literacy in the expectation of CAD training coming on-line in the



next year, or directly, working on the completion of the Program and Course Content Guides for all Department programs. By the end of the year, the Department had the completion of all its Program and Course Content Guides in sight. The final completion of this project will allow the Department to restructure its programming, such that all three drafting programs will be of twelve months duration. Eventually, the same curriculum materials will enable the Department to restructure their training into 6-month modules, including a basic 6-month program, Drafting - Basic and Architectural, from which students may advance into one of three currently available specialty areas: Materials Handling and Process Piping, Civil and Structural, or Structural Steel Detailing. This reorganization would help accommodate students coming to VVI from the TRAC programs and concurrently facilitate placing students who wish to take more than one specialty area as they await the improvement of their employment prospects. In the future, there will likely be other specialty areas for the graduates of the basic program to consider.

In addition to restructuring its existing programs, the Department was also responsible for the curriculum development needed for a proposal to the National Skills Growth Fund, and a later amendment. The proposal is for training in Computer Assisted Drafting (CAD). If funding is approved, the Department will acquire the necessary equipment to implement training in techniques that are revolutionizing the drafting and engineering industry. In any case, CAD training will become an aspect of the new curriculum. All drafting students will, in the future, be introduced to CAD, and an introductory theoretical course has been added to the restructured

programming. The Department has already been linked with the Prime computer at Langara, so that the instructional staff may learn to program in BASIC.

Extension programming held on Saturdays has been very successful, although enrolment on weekday evenings has diminished somewhat. An RAC allowed the operation of an additional stream; all the students were Canadian Immigration and Employment Commission sponsored. This additional stream was possible because of new facilities and equipment. When it moved to the 7th floor of the Tower, the Department gained one newly equipped classroom and a CAD room, designated for the future CAD training plans.

#### Electronics

Department Head: Mr. J. S. Schatten

One of this Department's most significant accomplishments has been its work on the Skills Growth Fund Proposal for Computer Systems Technologist. While the success of this proposal is certainly an important accomplishment in itself, the programming ideas and training methods generated through the development of this program plan have an equally innovative parallel in the regular Department programming. In his first full year as Department Head, Mr. Schatten has, with the assistance of other faculty members, updated the curriculum to more accurately reflect current, and frequently occurring, technological advances. For example, the Department has placed more emphasis and allowed more class and laboratory time for digital and microprocessor oriented courses.

In addition to changes in curriculum prompted by the rapid development of



technology, all Electronics Department programs have been re-structured. The T.V./Radio Technician Program (12 months), Electro-Mechanics I & II (5 months each), and Electronics Technician (12 months), have been supplanted by three 6-month long programs, an introductory course, Electronics - Basic, and two advanced courses having the Basic program as the prerequisite: Electronics Technician and Computer Electronics. This restructuring allows the students more flexibility with respect to their career goals, since a student's selection of an advanced training option occurs after an intensive period of orientation in the field that the Electronics - Basic program provides. The new structure also simplifies administration.

The Department's programming has expanded, primarily through the Canadian Employment and Immigration Commission funding of a stream of Computer Electronics. This increase in full-time programming has occurred while the Department's weekly Student Contact Hours devoted to part-time training have also increased. The appointment of an Assistant Department Head, Owen Jones, has helped to offset the continually increasing input of energy needed to administer this growing Department.

While much of the year's instruction was carried out in temporary quarters, the Department is now relocated in its renovated, original location on the fourth floor of the Dunsmuir Street Building and the new facilities on the Fourth Floor of the Tower.

#### Electricity and Industrial Electronics Department Head: Mr. E. Frost

In this fiscal year, the Electricity

and Industrial Electronics Department expanded its training to seven streams, and, through the funds generated by an RAC, were able to acquire capital equipment for a laboratory and an additional instructor. As in the past, students were actively involved with the wiring and other aspects of electrical systems installation in the department's new laboratory. In addition, such readily available practicum training has also been available in other departments, where the students work on electrical installation tasks under the supervision of instructional personnel.

Concurrent with this training expansion, there was considerable development work applied to the curriculum, particularly in the areas of motor control, static control, and programmable controllers. Furthermore, the Department has been concerned with the mathematical competency levels of its students, and is seeking a workable solution to a problem which affects many students in technical training areas. A solution to this problem, when found, will reduce attrition not only in Electricity and Industrial Electronics but in various other VVI programs as well. Study of the curriculum led to revision of the 10-month program, and the revisions were implemented during the year. Further revision is now planned, however. In 83/84, the Department will follow the pattern established in Electronics by dividing its programming into basic and advanced six-month long segments.

#### Program Development Department Head: Mr. K. Gregg

There have been several major areas of emphasis in this Department in 82/83. One of concern and interest to all



instructional areas has been the ongoing curriculum development and production of Program and Course Content Guides. At year end, after considerable preparatory work, a new format was adopted, and the Department produced its first combined Program and Course Content Guide. Another project which affected many areas of the campus was the increased Instructional Development training and Facilitator training held on site and, in particular, the training of the student instructors from Zimbabwe. The Department manages the budget and training co-ordination for both areas of the Instructional Development programming at VVI.

The Department's involvement in the preparation of and in consultations concerning the production of instructional materials continued with the same excellence as in the past. And given the Department's function, it was intimately involved with the many programming changes and proposals developed over the past year, including the Skills Growth Fund Proposals and a plan for a Learning and Assessment Centre. One project will be particularly relevant in the 83/84 fiscal year--the comparison of VVI programs with those offered under the auspices of TRAC.

The Department handled a number of curriculum development contracts for external agencies, including several major contracts for the Ministry of Education. The Carpentry Core and Specialty programs were developed under the supervision of the Program

Development Department, and a block of test items was developed under the direction of the Council of Practical Nurses of British Columbia. They will be used as a standard for LPN licensing within the Province. The Ministry of Labour contracted the Department to develop the curriculum for the Graphic Arts Apprenticeship Training program, currently conducted on an extension basis at VVI; this program was transferred from the Continuing Education Department of VCC in 82/83. Soon, the Department will produce a DACUM chart for this programming.

This Department relies quite heavily on access to a computer system, and during the year changed from using the on-site HP 2000F to the Prime system at Langara. The HP has been donated to the Electronics Department as an instructional tool. The programs associated with the old system are being revised to be compatible with the new system, and students on practicum from the Junior Computer Programmer Program have helped to write the necessary program revisions.

Unfortunately, the imposed program of fiscal restraint lead to the necessity for staff reductions in Program Development; the instructor who was providing First Aid training for a number of VVI programs and personnel was transferred to Medcom. At the end of the year, two coursewriters and one word processing operator were transferred. The Department will make every endeavour to continue its traditional levels of productivity.



## SERVICE DIVISION

CHAIRMAN: Mr. B. A. Wood

This Division has seen a variety of innovative and interesting developments in this last fiscal year. The Shoe Repair Department has, with the aid of its Program Advisory Committee, arranged for student practicums. The Power Sewing program has begun to generate enough revenue through contract production work to recover the costs of consumable materials; productivity was also improved by increasing the student-instructor ratio from 12:1 to 16:1. In addition, near the end of the year, the Department moved from its Homer Street location to the main VVI campus.

In the Hairdressing Department, both the Department Head and the Men's Hairstyling Co-ordinator have been involved in curriculum oriented projects. The Men's Hairstyling program may soon adopt an apprenticeship system similar to that already in place in Hairdressing. The Ministry of Labour has already hired a person to write the course outline for the Barbering apprentices.

In the Hairdressing program, course materials are being developed for an innovative "modular" system of instruction. The plan will be implemented when the Department's renovated facilities, which will better support such a form of instruction, are completed. In fact, the Department has been involved in laying out the plans for its new area, which will accommodate all three Department programs: Hairdressing, Skin Care, and Men's Hairstyling. As well as bringing the entire Department into one area, the new facilities make better use of the

space allocated for the Hairdressing program and customer handling services.

Similar preparations have been necessary in the Food Trades Department; it too will be renovated and expanded during Phase III of the construction project. The Chinese Cuisine program will be located on site for the first time ever, and Oriental cuisine will be available in the enlarged and reorganized cafeteria in addition to the currently available fare. The design work entailed for the planning of new facilities for this Department has been considerable, but the results of this effort will, hopefully, satisfy both the patrons and those involved in the instructional process. Productivity and efficiency should both improve, and even the existing facilities are continuously being better utilized. Canadian Employment and Immigration Commission temporary funding for the Baking Options program has already enabled the Department to expand its training. The Baking Options class meets on the midnight shift; hence, the Food Trades Department, like Welding and Machinist, has been launched onto round-the-clock programming.

A major divisional project was the development of new program proposals, including Dining Room Management, Kitchen Management, Bartender, Cocktail Bar Management, Cashier/Checker, Retail Meat Processing, and Hotel/Motel Front Desk Clerk. "21 Points" Proposals have been submitted for all these programs, and the departments concerned await their approval, or the approval of revised versions.



HairdressingDepartment Head: Mr. S. Lewindon

This year several Hairdressing students demonstrated the Department's excellence by winning major awards. One student placed first in the B.C. Hairdressers' Association Student Competition and another second in the Glenby International Competition, which included competitors from ninety schools across North America. Placement rates have continued to be excellent. Many of the employment opportunities offered to students result directly from practicums, which are as of 82/83 a part of every Hairdressing student's VVI training. As the result of intensive effort on the part of Department personnel, students now receive a total of fifteen days practicum experience. The employment potential for all graduates is significantly increased when students demonstrate the products of their VVI training in industry. The Department currently has a list of seventy salons willing to accept practicum students.

The Department's new facilities are planned as part of the third phase of the construction project, and the Department personnel invested a great deal of time planning how to maximize use of the available square footage. The department plans to implement a somewhat revised mode of instructional delivery, a more modular system of instruction than is currently in place. The project has several major goals. Most importantly, the new system will provide students with more task variety, since they will proceed through the modules on a rotational basis. This also ensures maximized space utilization. Concurrently, customer service will improve and the students' training experience will

more closely approximate that in an actual salon. Changes in instructional delivery which have already been put in place include more mediated instruction using Audio Visual materials, and more role play, including video monitoring of this activity.

A major curriculum development project involved several Department members. They prepared the DACUMs for Barbering, under the auspices of the Ministry of Labour, and an outline of core training for Esthetics programming. Curriculum planning considered the possibility of implementing an apprenticeship based training system in the Barbering area, paralleling that already established in Hairdressing. The program name changed to Men's Hairstyling and the program's educational entrance requirement was raised to Grade 10. In addition, the Program Co-ordinator, Mr. Bob Malone, developed a plan to institute an orientation system in order to combat attrition; students would spend at least one day in a Barber Shop external to the campus.

Food TradesDepartment Head: Mr. F. Naso

In his first full year as Department Head, Mr. F. Naso--and a newly appointed Assistant Department Head, Mr. A. Sauer--have been very occupied, organizing not only their own programming and new facilities, but also a large number of banquets: the Tower Opening, Bavarian Night, meetings and competitions for the B.C. Chef's Association, and a variety of VCC functions. The Dining Room has had Television coverage several times during the year, and such events



require considerable preparation.

Apart from being involved in the variety of program proposals and the encumbent curriculum development work for the "managerial" level programming the Department hopes to offer, Department members were applying themselves to designing and ordering equipment for the considerably expanded facilities they will acquire under Phase III of the VVI construction project. All VVI faculty, staff and students will be able to appreciate these new facilities, including a larger cafeteria and the Chinese Cuisine program on-site and, as a result, Oriental cuisine available in the cafeteria.

Curriculum development has also been a major concern. The Department has been working on completing its course content guides for all programs and has reorganized its instructional materials, standardizing all recipes and instituting a "menu cycle." The Department has also begun to operate on the round-the-clock format, since an RAC in Baking Options now runs on the midnight shift. In addition, the Department has, for the second consecutive year, successfully offered courses through the extension programming system. The Saturday classes have been very successful, and the part-time students in other areas appreciate the cafeteria and bake shop being open on the weekend.

A major honour was accorded the Department in 82/83--Mr. Naso was named Chef of the Year by the B.C. Chef's Association. This organization has not only recognized the talents of the Department Head but has also been very supportive of VVI both directly, through its competitions and scholarships, and indirectly, through the Program Advisory Committee. The

placement rate itself attests to the quality of the Department's programming; placement rates remained high, as high as 90% in some classes, and in all major areas--Cooking, Baking and Chinese Cuisine. The Waiter/Waitress students too have been quite successful in finding employment.

#### Power Sewing

Department Head: Mrs. H. Copson

Several significant changes have occurred in this Department in 82/83. The size of each intake has been increased from twelve to sixteen students. The program had been shortened, but since the Program Advisory Committee has recognized that the graduates need to be prepared for a wider range of employment possibilities than assembly line sewing, the program will hopefully return to its original four month length. The students will then be better prepared to work as dressmakers or alterationists in a variety of possible employment situations.

While the employment rate appears to be lower than in the past, a number of program graduates are becoming entrepreneurs, working out of their homes as dressmakers or alterationists. The lengthening of the program should help the graduates to find even more opportunities for self-employment or in areas peripheral to factory garment production. In addition, it has been determined that the program will, starting in 83/84, once again run throughout the year. In the summer of 82/83, the stream was interrupted for two months. This caused a problem with the Vancouver School Board since it could not obtain the items (such as cooks' aprons, lab coats, and the



like) needed for their fall semester which it has purchased from VVI in past years.

Shoe Repair

Department Head: Mr. P. Andrews

The major non-instructional emphasis

in this program area has been student placement. In order to provide the students direct employment experience, the Department has worked hard to arrange for industry practicums, exposing students to actual working conditions and the employers to potential employees. The practicums have been very successful; the placement rate has improved.



## TECHNICAL DIVISION

CHAIRMAN: Mr. A. W. Griffiths

Since 1949, the training offered in this Division has been very diverse. However, the Division's programming in 83/84 will see a change since the "heavy trades" programs, including Auto Body Repair, Auto Mechanics, and Diesel Mechanics, have been relocated to the King Edward Campus' new facilities, establishing a more integrated Community College.

Generally within the Division, the base budget funding level was lower than in 81/82, yet, more Student Contact Hours were delivered. This was possible primarily because of an increase in part-time training. However, financial constraints necessitated some reductions in the correspondence training offered for Power Engineering Certification. Nevertheless, during this period of restraint, no training levels or standards were lowered as a result of funding reductions or due to the massive reconstruction project on campus.

Not only were division personnel occupied with reconstruction concerns, they were very involved with program and curriculum development projects. For example, the Machinist Department, in response to industry's increasing demand for CNC [Computer Numerical Control] trained operators, has submitted a proposal to the Skills Growth Fund for programming and equipment in this training area. If funding is approved, the Machinist Department will acquire some very high-tech capi-

tal equipment as well as additional shop space.

Curriculum development projects have required energetic application from many departments. The Building Construction Department was commissioned to develop the curriculum for the Provincial TRAC Carpentry programming, at the Occupational and Specialty levels. The Welding Department completed the reformulation and restructuring of their programming in order to provide equivalence to the Provincial Welder Certification Training Program. The Basic and Intermediate Welding programs were constructed successfully in 82/83 and a Welding - Advanced class will begin in mid 83/84. Like the Machinist Department, the Welding Department also developed a Skills Growth Fund proposal which, if funded, will help provide renovated, enlarged facilities and supporting capital equipment. The Printing Production Department also completed a major curriculum development project; in conjunction with Program Development Department personnel wrote the Program Content Guides for the Graphic Arts Apprenticeship Training, under contract with the Ministry of Labour.

In addition to this already varied and time intensive activity, several departments contributed to the training of instructors from Zimbabwe. The Division personnel involved deserve credit for their participation in this unique and highly successful project.



Building ConstructionDepartment Head: Mr. J. Ehwalt

This year, at its Raymur Street Satellite campus, the Building Construction Department hosted the B.C. Carpenters' Apprenticeship Competition.

The Building Construction Department has also completed several major curriculum development projects this year. A slightly compressed program--nine months long rather than ten--has been implemented to facilitate scheduling and the maximizing of space utilization. Concurrently, the faculty has been quite involved with developing instructional materials, and in completing all of the Building Construction Course Content Guides. In addition, the Building Construction and Program Development Departments were commissioned to execute a joint curriculum development project for the Ministry of Education; they developed the performance objectives for the Carpentry Occupational and Specialty Core portions of the TRAC Carpentry program.

A continuing problem for the department personnel has been the necessity of teaching both metric and imperial systems of measurement; occasionally the two become mixed, as in the case where plans are prepared in metric and the actual building work must be executed using imperial-sized materials.

MachinistDepartment Head: Mr. J. Lock

This Department continues to make effective use of three-shift class scheduling and plans are currently being formulated to permit a four shift system, using an overlapping technique. The midnight classes in the 82/83 year included the fifth

midnight class to operate under temporary funding.

In order to meet the demands of industry, the Machinist Department has initiated a proposal to the National Skills Growth Fund for a new program in Computer Numerical Controlled machining. If approved, the funding will bring some very high-tech equipment to the Department and will provide additional shop space and a new classroom/programming area.

Under the VVI campus building reconstruction phase, the Machinist area has undergone some improvement of the facilities. The Department has gained a classroom and improved storage/materials handling facilities.

Power EngineeringDepartment Head: Mr. A. Barnard

In order to offset the effects of attrition, the Department permitted its Power Engineering General and Technical as well as Power and Process Engineering program classes to be overfilled. This new policy ensures a high rate of efficiency for the programs and enough graduates from the Technical program class to enrol in the Power and Process program.

Some students bring inadequate mathematical and communications skills and aptitudes to the Power Engineering programs. To lessen this problem, which is also shared by other program areas, the Department has added upgrading classes in mathematics to the instruction available in the Power Engineering Tutorial operation. This procedure has been popular amongst the students, including those from program areas other than Power Engineering. In addition, a test intended to pre-



assess the competencies of program applicants, at least in the areas of communication and mathematics skills, has been tried. If the level of success achieved with this test is acceptable, it should help other departments having similar problems with new students who lack the necessary skill base needed for success within a given program.

The Department has spent much of the year in temporary facilities and looks forward to occupying its newly renovated space. Also, two steam driven turbines and alternators are soon to be donated by St. Paul's hospital; these should be installed on campus some time in late 1983. This is a major contribution to the campus, involving about a quarter million dollars in capital equipment.

#### Printing Production

Department Head: Mr. F. Frandsen

The Printing Production Department was one of the first to move into new facilities. The Litho Preparation area moved into the basement of the new Hamilton Street Tower in late 1982, and this permitted the Press and Bindery areas to expand into the space vacated by the Lithography operation. An additional benefit for the Printing Production students was the establishment of a study area, complete with individual carrels wired and ready for Video Display Terminals when the LACN system is operational.

VCC now administers the sixteen Printing Production (Graphic Arts) Apprenticeship programs and related courses, which previously operated under the direction of Continuing Education. These courses are now offered as VVI extension courses, facilitating the co-ordination of all programming and enabling the students to make smooth transitions from Print-

ing Production pre-employment training to Apprenticeship training programs.

Economic problems in industry have resulted in an increase in Printing Production programming productivity. Students are remaining in class to the end of the program where in the past many students accepted early job opportunities.

#### Welding

Department Head: Mr. E. Sukkel

In the past fiscal year, the department implemented the first two levels of the Welder Training Program developed by the B.C. Ministry of Education. The curriculum work for all three levels of this provincial programming system is now complete, and hence the first Welding - Advanced class will soon begin. The new provincial training system includes intervals of direct industry experience between the program levels; however, reduced employment opportunities have resulted in students being allowed to take the three program levels consecutively, without the intervening work periods.

Several welding students received awards for excellence from the American Society for Metals. Notably, one of the two award recipients was hearing impaired and used an interpreter throughout the program.

A proposal for expanding existing welder training at VVI was submitted to the National Skills Growth Fund. If funded, the project will incorporate the addition of several training streams and help finance improvements to the welding facilities. The Department is already preparing to move into renovated facilities, and has received many new items of capital equipment in preparation for this improvement in the welding facilities.



## THE INSTRUCTIONAL RESOURCE DEPARTMENTS

Health ServicesPhysician: Dr. G. BurnsRegistered Nurse: Mrs. P. Smith

The salaries of the Medical Staff, including a Doctor and a Registered Nurse, are funded through the College Resources division of VCC. During the 82/83 fiscal year, the Department saw some significant changes in the medical personnel: there were four different physicians. This situation has now stabilized, and there is one permanent physician who divides his weekly office hours between VVI and KEC.

As in past years, Health Services has continued to offer a wide range of services for both the VVI students and staff members. The services include general medical assessments (particularly valuable for students wishing to register for VVI programs requiring health certificates), emergency care, immunizations, allergy injections, birth control counselling, and a variety of other health related services. In 82/83, the Health Services personnel increased their emphasis on health education, enlarging the number of information pamphlets and brochures available for students and providing lunch hour presentations, films and lectures, on various medical topics.

In the coming year, the Department will continue to expand its role as a health educator for students and staff. The Department is also attempting to obtain the services of a part-time psychiatrist, who would be on campus for one half day per week. In 83/84 the Department will endeavour to maintain, if not expand, the level of comprehensive health service offered on-site at VVI.

Instructional Media ServicesSupervisor: Ms. P. JiwaniTechnician In Charge: Mr. K. Hoff

The Instructional Media Services Department personnel located on campus function as part of the College wide resource system. Hence, the department is managed through VCC Central Administration. As a result, VVI has access to a number of services which could not be operated independently on each VCC campus.

The move of the Department from its 2nd floor location to the Bookstore's ultimate location is temporary, and the Department will, in May 1983, occupy its designated final location on the Mall (Room 224). While there will no longer be a darkroom on campus assigned to Instructional Media Services, the Department will acquire a small classroom/studio in which Department personnel will supervise the instructional media development that faculty members initiate. Both audio and video recordings will be possible. Other services will continue as in the past.

The Instructional Media Services Department undertook a number of important projects that effect or were effected at VVI. Among the most notable accomplishments were the following: production of a series of twelve, half-hour long video presentations for the Dental Auxiliary Department's Dental Assisting program; several slide/tape presentations such as those produced for the Electronics and Nursing Departments; audio/visual packages for use in student orientations and for public relations; and the inauguration of a project in which the IMS Department handles all gradua-



tion photographs, relieving the departments of administering this task and at nominal cost to the graduates.

In addition to these rather special projects, the IMS Department continued to produce audio and video tapes, to compose and reproduce graphics, to produce screen prints, to take and develop photographs for a variety of purposes, and to maintain and repair equipment. The Department provides consultation services for all of these service capacities, including audio/visual systems design, development and installation. The Department can and has produced an incredible variety of media material. In spite of some recent staff reductions, the department continues to provide high levels

of service.

In addition, the future has arrived in Instructional Media Services with the Phase II installation of the LACN [Local Area Communication Network] cable system. The cable connects all classrooms and many other areas of the building with Instructional Media Services, the "head end." Through the channels created by this cable system, a variety of services will ultimately be accessible, such as closed circuit TV and two-way communication. The LACN will also serve as a video computer network link. Some of the hardware for the system is already on-site, and service will commence when the Phase II construction is completed.

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#### The VVI Library

Department Head: Mr. R. Henderson

For the Library, the most significant event of the last year has been the acquisition and occupation of its new facilities. Sorely short of space for some time, the Library has almost tripled its allocated space; specifically, it occupied 2,700 square feet in its former location and now occupies 8,200 square feet. This move into new quarters has meant a marked improvement in both library services and atmosphere. Study space has already

been considerably increased and will increase further when additional study carrels arrive. The collection of audio/visual materials has been integrated with the bound volumes, and an Audio/Visual Viewing Room will shortly be furnished.

Because of a reduced budget, the Library acquired only about 1000 new items, books and Audio/Visual materials. As of year end 82/83, the Library holdings and circulation were as follows:

#### HOLDINGS:

Books	14,100 volumes
Unbound Periodicals	537 copies
Periodical Titles	166
Audio/Visual materials	2,306 items

#### CIRCULATION:

Books	18,269 volumes
Periodicals	4,567 copies
Audio/Visual materials	3,646 items



The new facility allows considerable opportunity for increased student and faculty contact with the library staff, and such contact was already steadily increasing prior to the move. In 82/83, the Library handled orientations for 116 classes, 7,888 reference questions, held 116 Audio/Visual screenings, and provided its services to a record 106,361 patrons.

Notably, the lending of Audio/Visual materials to external agencies and institutions has increased dramatically, by approximately 150%. In addition, the Telidon Terminal has been a continuing attraction, and has given some individuals their only likely or first access to an on-line computer system.

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CONTINUING EDUCATION  
Assistant Director: Mr. K. Dunbar

While Continuing Education is a self administering division of VCC, the presence of an administrative staff and a number of courses on the VVI campus has prompted a relationship beneficial to both. At VVI, where a good percentage of its training is held, Continuing Education has registration and administrative facilities, and VVI profits from access to additional educational opportunities for its student body. Indeed, a number of VVI instructors also teach for Continuing Education. Training at VVI under the auspices of Continuing Education has grown in relation to a generalized expansion in technical/vocational areas throughout Continuing Education's programming.

Continuing Education has doubled its Nursing training and expanded its Data Processing offerings to include more than 40 courses, including introduction to computer technology and courses in BASIC programming. A total of 16,800 student contact hours were offered in computer related areas, reflecting the emphasis that both Continuing Education and the College in general have placed on training in

high-tech areas. For example, Continuing Education offered a course in fibre optics at VVI, and it was filled with twenty very interested and challenged participants. The BASIC classes, and other computer related courses, are normally filled to capacity early in the registration process.

Overall, Continuing Education offered 316 courses in 82/83, including four contracts with private companies, 34 cost recovery courses and 282 subsidized courses. The latter two figures are to be compared with the previous fiscal year's 11 cost recovery courses and 296 subsidized courses. Hence, the total number of courses offered (and the Student Contact Hours) in Continuing Education have increased because of the 200% increase in cost recovery programming; otherwise, the budget would not have allowed increases in Student Contact Hours.

Particularly noteworthy in relation to the relationship between Continuing Education and VVI programming was the transfer of the Graphic Arts Apprenticeship programming into VVI's control.



STUDENT ASSOCIATION  
Executive Officer: Mr. M. Rogan

A service unique to the VVI campus of VCC has been established as a major function of the Student Association. The Executive Officer, Mark Rogan, has been appointed as an official ombudsman, who will act for students in an advisory and support capacity, particularly for those individuals making appeals on various issues to the College/Campus administration. In other words, the ombudsman works to protect student rights, for both individuals and the collective student body. At present, there are approximately three students each month for whom the ombudsman's intervention has been required and appropriate.

Other concerns of the Student Association have included the sale of Fare Cards, providing bicycle locks for a nominal, refundable deposit, and on

the more philosophic side, the potential impact of the Province's TRAC system. The Student Association was also involved with the Student Youth Employment Program, providing summer employment for one student. This individual researched the distribution of student financial assistance as well as educational issues pertaining to women. In addition, through the involvement of its Executive Officer, who is treasurer of the provincial component of the NCFS [National Canadian Federation of Students], the Student Association has represented the particular concerns of vocational education to this body. This involvement is related to the Student Association's interest in the political and administrative affairs of the College, especially with respect to tuition fee levels.







## FOR YOUR INFORMATION

### AN AMENDMENT TO THE DEAN'S LIST

When the Dean's List was published in the May 1983 News & Views, there was an error in the list. Colleen Faye LACTERMAN, who was accidentally listed under the Secretarial heading, was actually a graduate of the Legal Stenography program, and the students who should have been listed for the Secretarial program were omitted. They are Rose HERNEY and Ruta STANBURY.

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### A DONATION TO THE COLLEGE

The VVI Power Engineering Department has, through extensive efforts by Mr. Alan Barnard, Department Head, and Mr. Morris Defeyter, Coordinator, secured the donation of two steam turbines from St. Paul's Hospital. They will be installed and used in the Power Engineering Steam Lab. The value of these turbines, purchased new, is on the order of \$250,000.

The turbines will be dismantled at the hospital and reinstalled at VVI by the Power Engineering instructors and students. The faculty members who have been the driving force behind procuring this donation are to be congratulated.

H.W.R.

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### HOURS OF LIBRARY OPERATION

Effective 1983 05 14 and until further notice, the Saturday hours of VVI Library operation will be 08:30 to 12:00 hours.

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### LANGARA GYM OPENS TO VVI STUDENTS

The VVI Student Association has announced that all VVI full-time and part-time students may now use the Langara Gymnasium free of charge; students will be expected to present a valid student I.D. card. The hours the gym is available are 11:00 to 15:00 hours on Saturdays. All equipment is supplied.

M.R.

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### TUITION FEE INCREASE

The Ministry of Education has approved a change in the College by-law governing tuition fees. This means that the new tuition fees, as of 1983 September 01, are \$52.00 per month for full-time vocational students and \$2.00 per hour for students enrolling in part-time credit courses.

H.W.R.

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## THE NEW BOOKSTORE ON THE MALL

The Bookstore has now moved to the Mall of the Tower. It will remain primarily a textbook operation until approximately 1983 September 01. After this date, you will be able to purchase stationary supplies, cards, novels, magazines, gift items, and the like.

J.V.

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## LABATT'S RELAY RESULTS

The VCC No Name Runners Club extends its heartfelt thanks to all the pledgers who supported the teams for the Labatt's 24-Hour Relay, conducted to raise money for the B.C. Lions' Society for crippled children. More than \$256,000 was raised in the June event. The two VCC teams ran a total of 391.75 miles and raised over \$2,600.

Each member of the 20-person team ran 3 miles and then passed the baton to the the next team member. Members ran 3 or 4 times in the course of the 24 hour relay . . . and it rained all night.

All runners and those volunteers who supported them during the race deserve congratulations.

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## DEPARTMENT INITIATED INFORMATION TO C.E.I.C. STUDENTS

On 1983 07 18, the VVI Management Committee was informed that a communication has been received from the C.E.I.C. suggesting that some VVI students have received information from VVI department personnel which appears to conflict with C.E.I.C. policy.

It is imperative that any matters relative to program transfers, reinstatements, etc. whereby the student's contact with C.E.I.C. would or may be changed, be handled solely through the C.E.I.C. office which sponsored the student and not VVI departments.

M. E. Lamoureux

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## A NOTE ABOUT GYROCK

The Principal and the Building Services Manager have expressed their concern over damage to the campus' gyprock walls. This damage consists of holes and related marks on the finished surface caused by thumbtacks and staples used to attach notices and posters to the walls. Since notice boards are available upon request, there is no reason for this damage to have occurred and no reason for it to continue. The practice of tacking or stapling notices on the gyprock walls must cease.



NEW LIBRARY ACQUISITIONS

A Selected List of New Books

THE ART AND SCIENCE OF INVENTING. G. Kivenson. 1982.

This revised manual reveals the use of logical step-by-step procedures to develop and utilize an invention.

T 212 .K58

CLASSIC INDIAN COOKING. J. Sahnio. 1980.

The extraordinary cookbook amounts to a complete course in Indian cuisine; it systematically introduces the properties of all the basic spices and special ingredients of Indian food, then explains the techniques employed in using them, always with the help of comparisons to familiar Western methods.

TX 724.5 .I4 S24

COMMUNICATION SKILLS FOR THE HELPING PROFESSIONS. D. W. Edwards. 1983.

This book goes beyond generalizations to give helping professionals specific information on communication skills with regard to various types of clients. Drawing on communication theory and sound practices, the author, in an easy going, narrative style, shows all kinds of helping professionals how they can improve communication with their clients.

HV 41 .E34

DEPRESSION AND AGING. 1983.

An eclectic and comprehensive collection of viewpoints on depression, this book comprises a valuable discussion of the topic. The ideas of a group of experts range over many issues, including diagnosis, etiology, treatment, and the personal and societal consequences of depression.

RC 451.4 .A5 D46

FAVOURITE RESTAURANT RECIPES. 1982.

Join Bon Appetit on a tour of the world's best restaurants. Lavish colour photographs will help you present your creations with professional flair.

TX 725 .A1 F32

GRAPHIC COMMUNICATIONS. R. J. Broekhuizen. 1976.

Graphic Communications is designed to help you manage, design, plan, and produce graphic messages.

Z 244 .B76



GUERRILLA TACTICS IN THE JOB MARKET. T. Jackson. 1978.

Mr. Jackson's book describes action-based techniques designed for the complex job market of the 80's to help you control an interview and nail down a job.

HF 538 .J34

INTRODUCTION TO COMPUTER AIDED DRAFTING. D. L. Goetsch. 1983.

Computer Aided Drafting provides new ways to produce drawing in all drafting fields. This book was intended for the student having no prior knowledge of computers who is faced with the necessity of developing computer drafting skills.

T 385 .G63

LAUREL'S KITCHEN. L. Robertson. 1976.

This is not merely a cookbook but also a reliable handbook for vegetarian nutrition. It approaches the act of cooking as a self-reliant, creative, harmonious act.

TX 837 .R6

LAW AND ETHICS IN THE MEDICAL OFFICE. M. A. Lewis. 1983.

This clearly written, concise book sets forth the legal and ethical requirements that all medical office employees must meet. An excellent reference, this book offers students and medical office personnel a wealth of information to assist them in providing quality, compassionate health care.

KF 3821 .L48

LEFT BRAIN, RIGHT BRAIN. S. P. Springer. 1981.

This is the first publication that critiques the important material collected during the last hundred years of research and observation on hemispheric asymmetries of the brain. The authors carefully separate fact from speculation and discuss various related topics.

QP 385.5 .S67

MEASUREMENT AND EVALUATION IN TEACHING. 4th Ed. N. E. Gronlund. 1981.

Like earlier editions, this one introduces the teacher and prospective teacher to the principles and procedures of testing and evaluation that the author believes are essential to good teaching.

LB 3051 .G74

THE NEW OFFICE ETIQUETTE. G. Mazzei. 1983.

Good manners in the workplace may spell the difference between success and failure, and this book sets the ground rules for polite, graceful interaction in an office environment.

HF 5387 .M39



TECHNICAL SHOP MATHEMATICS. J. G. Anderson. 1983.

This text is designed both as a review and as an introduction to basic mathematics. The subject matter progresses from arithmetical operations through measurement systems, basic algebra for shop-formula solving skill development, practical geometry with shop examples and applications, and trigonometry, emphasizing its value to the shops and in the trades.

TJ 1165 .A56

THE WIND POWER BOOK. J. Park. 1981.

As fuel and electricity costs continue to mount, wind power is returning to favour as a practical alternative. This book is a highly readable introduction and guide to this exciting new field.

TK 1541 .P37

### A Selected List of New Audio Visual Materials

ABOUT COMPUTERS. Videocassette, 1/2"VHS. A/V QA 76 A253.

The computer is becoming a part of daily life. This tape examines how computers work, shows applications for consumers, and explores the future potential of "intelligent" machines.

COMPUTERS I. Videocassette, 1/2"VHS. A/V QA 76 C6 No. 1.

This videocassette deals with some of the more common computer terms and introduces basic computer operation; it emphasizes the extent to which computers influence daily life.

COMPUTERS II. Videocassette, 1/2"VHS. A/V QA 76 C6 No. 2.

Since the need for computation has been with mankind since the beginnings of civilization, this program is appropriate for any student who has limited knowledge of the modern computer.

DAVID AND BERT. 16mm film. Rack #80.

While directing a feature film on the West Coast of Vancouver Island, film-maker Daryl Duke came across two remarkable old men who have been friends for more than forty years. Both are in their 80's, with an enviable zest for life. Chief David Frank teaches the ancient Indian songs and dances of his people to some sixty grandchildren; Bert Clayton still backpacks his prospector's gear through high mountain bush. Through their reminiscences and philosophies of life, viewers gain a perspective of B.C. that is both rich and filled with humour.

DISEASES OF THE MUSCULOSKELETAL SYSTEM. Soundslide. A/V RC 925 S78.

Discusses the diseases of muscles and bones, sprains and strains included.



DRAFTING SERIES I. 5 sound filmstrips. A/V 353 D7. Parts 1-5.

This series was specifically designed to meet the needs of first year drafting students. Each of the filmstrips explains the reasons behind a down-to-earth approach to the subject, and each explains the reasons behind the concepts. After a basic introduction covering equipment and terminology, the remaining parts cover lettering, sections, shape description, and size description. The material is consistent with all major drafting texts.

DRAFTING II. 5 sound filmstrips. A/V T353 D72. Parts 1-5.

This series provides a solid foundation in intermediate drafting skills, knowledge and techniques that will expand and add to the basic concepts presented in DRAFTING SERIES I. Each part explores a different drafting technique. One deals with drawing auxiliary views, another introduces developments (showing several problems in radial line and parallel development). Remaining filmstrips explain how to draw screw threads, types of isometric drawing, and assembly and detail drawings.

GETTING THE WORD AROUND. Filmstrip kit. A/V HF 5548.2 G48.

Western Union developed this kit dealing with communication techniques in order to stress the importance of the writing, listening, speaking, and time management skills essential to effective communication. It also discusses message delivery systems such as Telex, Mailgram, postal and private delivery, Telegram, facsimile, and new telephone networks (American). Information on word processing and international communications is also included.

THE HEART: AN INSIDE STORY. Videocassette, 3/4" U-matic. A/V QP 111 H42.

Demonstrates blood flow using a frog's heart and presents simple models showing the structure and function of the heart as a double pump.

INTRODUCTION TO PROGRAMMING. Filmstrip series. A/V QA 76.6 I59 1982. Parts 2-5.

These modules lay the groundwork for computer programming. Novices learn how the major symbolic languages are used, and are then taught how to write a program, define problems for programming, and flowchart the logic required for programming routines. The fifth module features advanced programming such as proceeding tables and direct access files.

PROGRAMMING IN BASIC. Filmstrip series. A/V QA 76.6 I59. 1982. Parts 1-3.

Two of the three modules introduce procedures for writing a BASIC program and for elementary BASIC coding. This is followed by a module on advanced BASIC techniques which enable programmers to write a variety of elementary programs using BASIC coding, produce a report, process two-dimensional tables, perform simple mathematical operations and use a number of BASIC commands.

RESTAURANT SERVICES. 5 videocassettes, 1/2" VHS. A/V TX 911 R48. No. 1-4, 6.

- #1 Waiter/Waitress, Part 1
- #2 Waiter/Waitress, Part 2
- #3 Host/Hostess
- #4 Customer Complaints
- #6 Wine and Liquor Service



SANITATION AND HYGIENE: WHY THE IMPORTANCE? 16mm film. Rack #33.

This film deals with the biological reasons for sanitation and hygienic practices in the kitchen, and the conditions for controlling bacterial growth. It explains the danger of bacteria, how they spread, and how their growth can be accelerated or retarded. It also demonstrates how hands, clothing, kitchen tools, unclean surfaces, and common pests may carry germs.

THE SECRETARY IN A CHANGING BUSINESS WORLD. Filmstrip Kits. A/V HF 5547.5 S428.

- #1 Secretaries - Who Needs Them?
- #2 The Secretarial Generation
- #3 Special Jobs for Special People
- #4 When Tomorrow Comes, Where Will You Be?



PROFESSIONAL DEVELOPMENT

<u>NAME</u>	<u>PURPOSE OF LEAVE</u>	<u>DATE</u>
P. Mills	To work on program planning for the next Nursing intake	83 07 04 - 83 07 05
J. S. Scahtten	To develop PCG's and CCG's for Electronics Technician	83 07 04 - 83 07 15
N. MacLeod	To gather information from industry <u>re</u> the materials & equipment used locally	83 07 11 - 83 07 14
J. Huot	To work on videotape at UBC for LPN/MOE project	83 07 11 - 83 07 14
R. Larocque	To approach industry <u>re</u> practicums for Hairdressing students	83 07 12
D. Gordon	To organize department areas	83 07 04
D. Kuster	To upgrade knowledge of Esthetics	82 07 15 - 83 07 22
M. Wittal	To continue preparing the Medical Rotation which will begin in Nov.	83 07 25 - 83 07 28
R. Kerr	To develop material for teaching Biology	83 07 27 - 83 08 05
B. Della Savia	To complete I.D. 104	83 07 18 - 83 07 22

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. . . IN THE NEXT ISSUE OF NEWS & VIEWS

The Five Year Plan

The VCC Publics Relation

The VIA Awards

If you have any information that you think other VVI faculty or staff members would find interesting (or amusing), please contact Ms. A. E. Skene in Instructional Administration. Your input into News & Views will be welcome.



VANCOUVER COMMUNITY COLLEGE  
VANCOUVER VOCATIONAL INSTITUTE

250 WEST PENDER STREET - 681-8111 - ASK FOR ADMISSIONS  
College Credit Extension Courses in College Certificate Programs

STARTING DURING SEPTEMBER 1983      STARTING DURING SEPTEMBER 1983      STARTING DURING SEPTEMBER 1983

All courses may be taken for college credit and are all interchangeable with those offered in the full-time programs. A transcript of achievement is issued upon completion of each course. Parking is plentiful in nearby parking lots and there is easy access by bus from throughout the Lower Mainland. Most Saturday courses begin on September 10, 1983 and most weekday courses on September 12, 1983.

STARTING DURING SEPTEMBER 1983      STARTING DURING SEPTEMBER 1983      STARTING DURING SEPTEMBER 1983

ACCOUNTING  
BOOKKEEPING  
DATA ENTRY  
LEGAL STENOGRAPHER  
INDUSTRIAL FIRST AID & PAYROLL  
JUNIOR COMPUTER PROGRAMMER  
MARKETING MICRO TECHNOLOGY  
MEDICAL OFFICE ASSISTANT  
SECRETARIAL  
SECURITY OFFICER  
WORD PROCESSING OPERATOR

1269 Introduction to Word Processing \$158  
2137 Machine Transcription 1 \$80  
3090 Machine Transcription 2 \$80  
9003 Payroll and Legislation \$80  
1159 Recordkeeping \$80  
3234 Shorthand 1 \$158  
3235 Shorthand 2 \$80  
3236 Shorthand 3 \$80  
1161/1162 Typing 1 and 2 Speed Upgrade  
1161, 1162 Typing 1 and Typing 2, Section 1  
\$158  
1162 Typing 2, Section 2 \$80  
2146 Typing 3 \$158  
2146 Typing 3--Medical Office Assistant Program  
\$158  
3213 Secretarial Practices and Procedures \$80  
3240 Legal Secretarial Office Practice \$80  
9002 Office Practices and Procedures \$80  
2312 Office Records Management \$80  
3232, 4116 Medical Clinical Practice and  
Medical Office Practice \$158

The credit courses listed below are applicable to these College Certificate programs listed above:

1324 Bookkeeping/Introduction to Accounting  
\$158  
1146 Business Communications 1 \$80  
1147 Business Communications 2 \$80  
3078 Business Communications 3 \$80  
3079 Business Law \$80  
1148/1149 Business Mathematics 1 and Business  
Machines 1 \$80  
2132 Business Mathematics and Machines 2 \$80  
3080 Business Mathematics 3 \$80  
9030 Fundamental Accounting Principles 1 \$80  
3295 Fundamental Accounting Principles \$80  
3238 General Legal Procedures \$80  
3219 Conveyancing \$80  
3237 Corporate Procedures \$80  
3216 Litigation \$80  
3087 Introduction to Data Processing \$80  
2313 Introduction to Data and Word Processing  
Concepts \$32

DATA ENTRY

The three courses of the program are offered as a group: \$158

1155 Keystrokes and Accuracy  
1153 Key to Diskette--Machine Set-up  
and Applications  
1154 Key to Disk (Cluster)--Machine  
Set-up and Applications

INDUSTRIAL FIRST AID AND PAYROLL

2143, 2136 Safety and Accident Prevention and  
Industrial First Aid \$302

STARTING DURING SEPTEMBER 1983      STARTING DURING SEPTEMBER 1983      STARTING DURING SEPTEMBER 1983



STARTING DURING SEPTEMBER 1983

STARTING DURING SEPTEMBER 1983

STARTING DURING SEPTEMBER 1983

MEDICAL OFFICE ASSISTANT

- 2137 Machine Transcription 1 \$80
- 9004 Medical Transcription 1 \$80
- 2338 Basic Medical Terminology; Anatomy and Physiology; and Disease Processes \$158
- 2127, 3233 Medical Bookkeeping and Medical Billing (2 courses) \$80

MARKETING MICRO TECHNOLOGY

- 1438 Marketing Fundamentals \$92
- 1439 Psychology of Salesmanship \$92
- 1376 Business Economics \$92
- 2417 Introduction to Computer Systems \$80
- 2134 Financial Management \$92
- 3353 Introduction to Computer Programming-BASIC \$92

JUNIOR COMPUTER PROGRAMMER

- 1313 COBOL Programming 1 \$158
- 2394 COBOL Programming 2 \$302

SECURITY OFFICER

- 1339 Retail Security \$62
- 1336 Professionalism and the Security Officer \$62
- 1337 Access Control and Patrolling \$62
- 1338, 9024 Fire Prevention and Building Safety & Safety Oriented First Aid \$62

DENTAL RECEPTIONIST

- 1180 Dental Health Education 1 \$62
- 1441 Dental Knowledge \$62
- 2424 Interpersonal Communication Skills \$62
- 2425 Records Management \$74

DRAFTING-BASIC AND ARCHITECTURAL

- 1416 Basic Drafting \$289
- 2413 Introduction to Residential Architectural Drafting and Technology \$182
- 2414, 2415 Residential Working Drawings & Perspective and Rendering \$268

ELECTRONICS-BASIC

- 1345 Direct Current Analysis \$156
- 1164 Alternating Current Basics \$93
- 1346 Semiconductor Devices \$93
- 2150 Bipolar Small Signal Amplifiers \$156
- 2371 Power Amplifiers and Power Control \$65
- 3330 Digital Electronics \$240
- 3331 Microprocessors \$226

WELDING UPGRADE \$38.00 for a minimum of three sessions. Starts Sat. September 10

DINING ROOM AND LOUNGE SERVICE full-time or part-time, starting in September

POWER ENGINEERING--TUTORIAL PROGRAMS

- First Class (valid for four years; Parts A & B) \$259.00
- Second Class (valid for four years; Parts A & B) \$180.00
- Third Class (valid for two years; Parts A & B) \$139.00
- Fourth Class (valid for one year) \$97.50
- Boiler Operator (valid for one year) \$66.50

Refunds: For extension course registrations, a prorated refund, less \$10.00 will be granted during the first, second and third session. 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 day of such a claim is MORE THAN ONE MONTH after the last day of attendance.

STARTING DURING SEPTEMBER 1983

STARTING DURING SEPTEMBER 1983

STARTING DURING SEPTEMBER 1983