

JANUARY – MARCH 2007

# Vancouver Community College

SEE INSIDE FOR MORE THAN  
40 CERTIFICATE AND  
DIPLOMA PROGRAMS.

OFFERINGS INCLUDE:

- > Counselling Skills
- > Business and Technical Writing
- > Business Leadership and Management
- > Career Development for  
Health Professionals
- > Teaching English to Speakers  
of Other Languages
- > Leadership and Coaching
- > Office Administration

# CENTRE FOR CONTINUING STUDIES

# HOW TO USE OUR CALENDAR


## COURSE INFORMATION

The most important part of the course listing is the Course Reference Number (CRN), which provides key information for the registration process. The listing for each course displays the course title, number, description, fee, duration, start date, times and location. Many courses offer online registration, which is identified by a computer mouse graphic next to the CRN.

Course Title

Course Code

Course Description

**BUSINESS ETHICS (LEAD 1154)**  
Examine the role of ethics in business and the ethical dilemmas encountered by managers and leaders. "Stakeholder and Issues Management" is this course's approach to teaching business ethics. Emphasis is on the relationships among the many and varied stakeholders who have roles in business situations. Textbook required. (24 hours) \$315  
8 wks Th. Jan 25 18:30-21:30 DTN  **CRN** 10316

Duration

Day(s)

Start Date

Begin-End Time  
(24-Hour Clock)

Location

Register  
Online

Course  
Reference Number

Course Fee

## IMPORTANT INFORMATION

For the latest information on courses, times and fees, please check the online calendar at [vcc.ca/cs](http://vcc.ca/cs), which is the official calendar for VCC Continuing Studies.

## STUDENTS WITH DISABILITIES

VCC PROVIDES INDIVIDUALIZED ACCOMMODATION TO ENABLE STUDENTS WITH DISABILITIES TO PARTICIPATE FULLY IN THE LEARNING ENVIRONMENT.

STUDENTS WITH DISABILITIES WHO REQUIRE ACCOMMODATION MUST MAKE THEIR REQUEST TO VCC DISABILITY SERVICES A MINIMUM OF FOUR MONTHS BEFORE THE START OF THEIR PROGRAM OR COURSE.

PLEASE CONTACT VCC DISABILITY SERVICES AT 604.443.8448.

PLEASE NOTE THAT BOTH THE DOWNTOWN AND BROADWAY CAMPUSES ARE WHEELCHAIR ACCESSIBLE.

## LOCATION CODES

- ALB

ALBERNI STREET CAMPUS  
1080 ALBERNI ST.
- BWY

BROADWAY CAMPUS  
1155 EAST BROADWAY
- DTN

DOWNTOWN CAMPUS  
200-BLOCK DUNSMUIR AT HAMILTON
- OFS

OFF-SITE LOCATION

## COURSE FEE DETAILS

PLEASE NOTE THAT PUBLISHED COURSE FEES APPLY TO DOMESTIC STUDENTS ONLY; FEES FOR INTERNATIONAL STUDENTS ARE A MINIMUM OF 1.5 TIMES THAT AMOUNT. PLEASE CONTACT CONTINUING STUDIES AT 604.443.8484 FOR MORE INFORMATION.

# YOUR FUTURE STARTS HERE

If you're ready to upgrade your skills, change careers or prepare for a promotion, you've come to the right place. VCC Continuing Studies offers more than 40 certificate and diploma programs, scheduled during the day or in the evenings for maximum flexibility.

We know your schedule is hectic. Our Continuing Studies division offers information sessions at convenient times throughout the year. Join us to explore your career options, learn about our programs and ask questions before you sign up for classes. Find out more about our information session schedules online at [www.vcc.ca/cs](http://www.vcc.ca/cs).

Take control of your future today – explore your options at VCC.

## LOOK FOR THESE EXCITING NEW OFFERINGS IN COMING TERMS:

- Advanced Assessment and Critical Thinking courses for registered nurses
- Family Literacy Certificate
- Fashion Arts Diploma
- Hospitality and Event Planning
- Licensed Practical Nurse specialty courses
- Tour Guide Director
- Tour Operator
- Tourism Small Business Owner/Operator
- Tourism Visitor Information Counsellor

For information: 604.443.8484



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## WELCOME TO THE CENTRE FOR CONTINUING STUDIES

It's here you'll find the hands-on, flexible programming to help you advance your career or explore a new one.

We're a highly regarded leader in our fields, specializing in giving you the skills and knowledge to succeed in today's ever-changing workplace.

Our continuing studies offerings include more than 40 associate certificate, certificate and diploma programs, all designed keeping your schedule in mind – with day, evening or weekend classes.

Every year nearly 26,000 students – close to half of them part-time students like you – choose VCC for its high-quality programming, expert faculty and highly valued credentials.

We're pleased to have you with us.



Dale Dorn  
PRESIDENT  
VANCOUVER COMMUNITY COLLEGE



## PROGRAMS OFFERED

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## 4 BUILDING MANAGEMENT & SERVICES / BUSINESS

### BUILDING MANAGEMENT & SERVICES

Designed for building managers, this program is recognized and supported by the Professional Association of Managing Agents (PAMA), which is committed to the improvement of education standards within the property management industry. The Canadian Administrative Housekeeping Association (CAHA) and the Canadian Building Services Association (CBSA) also support the program and recognize the Building Service Management course for professional certification.

### BUILDING MANAGER CERTIFICATE PROGRAM

*Program Coordinator: Jennifer Gossen, 604.443.8670*  
*Program Assistant: Crystal Kreschuk, 604.443.8711*

Graduates are well prepared for building service management and leadership roles in hospitals, schools, and commercial buildings, as well as on-site manager positions in apartment buildings. Participants are trained in building service management, landlord-tenant law, basic building maintenance, fire safety and security matters and learn about relevant office forms and record keeping.

#### ENTRANCE REQUIREMENTS:

REAL 1101 and REAL 1110 require a minimum Grade 10 English Level (ENG 059).

#### REQUIRED COURSES:

Students must complete all 4 courses for certificate.

Law And Tenant (REAL 1101)  
Building Maint & Cost Control (REAL 1102)  
Building Service Management (REAL 1110)  
Building Cleaning (REAL 1103)

#### REQUIRED Courses offered this term

##### LAW AND TENANT (REAL 1101)

Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. The course examines screening steps, tenancy applications, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, the Residential Tenancy Act, and arbitration hearings at the Residential Tenancy Branch. Condominium law is also covered. Fee includes cost of Residential Tenancy Act and Residential Tenancy Regulation. (20 hours) \$280

8 wks Tu. Jan 23 19:00-21:30 DTN 📞 CRN 10148

##### BUILDING MAINT & COST CONTROL (REAL 1102)

An introductory course in the physical maintenance of apartment buildings and other multi-unit residential properties. Review the primary maintenance responsibilities of residential building managers. Learn about maintenance planning and cost control, preventative maintenance, building inspections, supervising on-site trades work, basic appliance repair, fire safety, security, and an introduction to heating and plumbing systems. There is a field trip for the building inspection session. (30 hours) \$295

10 wks We. Jan 24 18:30-21:30 DTN 📞 CRN 10149

##### BUILDING SERVICE MANAGEMENT (REAL 1110)

Intended for building supervisors, service staff and others who wish to advance. Topics include budget preparation and controls, estimates and costing, purchasing and care of equipment and chemicals, and inventory control. Learn about teamwork and leadership skills, scheduling, motivating and supervising a multi-cultural staff. Recognized by the Canadian Administrative Housekeeping Association (CAHA) and the Canadian Building Servicing Association (CBSA) for Professional Certification credit. (40 hours) \$365

10 wks Sa. Jan 27 09:00-13:00 DTN 📞 CRN 10147



**Residential and commercial construction in Vancouver is booming - what impact does that have on job opportunities for building managers?**

Demand has never been higher for people with expertise in this specialty. Property management companies, real estate developers and condominium complexes regularly seek graduates from VCC's Building Manager certificate program.



##### BUILDING CLEANING (REAL 1103)

Designed for building supervisors, staff, contract cleaners and others responsible for general cleaning and floor maintenance. Examine types of soils, cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas (not hands-on with power equipment). Learn about safety, liability issues and WHMIS regulations. Upon successful completion, a transcript and a Document of Completion will be issued. (30 hours) \$295

5 wks Sa. Feb 03 09:00-16:00 DTN 📞 CRN 10150

### BUSINESS

The world's most successful companies are always looking for the leaders of tomorrow. They need skilled and experienced people to stay competitive.

That's why VCC's business courses are designed to fit your schedule with evening and weekend classes. Learn to manage people, projects and ideas by taking VCC's part-time business programs while you work full-time. Enhance your professional future and get the skills you need to build a competitive edge.

For information on the Office Administration certificate program please see page 27.

### ASSOCIATE CERTIFICATE IN LEADERSHIP COACHING

*Senior Program Coordinator: Anne Tollstam, 604.443.8668*  
*Program Assistant: Lynda Boothby, 604.443.8383*

In almost every field where performance is crucial, coaching plays an integral part. The more outstanding the performer, the more likely they will have an organized and committed partnership with a coach. Leadership Coaching is vital to linking organizational goals with peoples creativity and ingenuity. Coaching is a process for challenging and supporting people to continually explore new ideas and expand their capacity to produce results.

The program is offered as a subset of the Leadership Program. The Associate Certificate in Leadership Coaching requires the following courses: Coaching for High Performance, Essential Leadership Coaching Skills, Taking your Leadership Coaching to the Next Level, The Coach's Toolkit, Team Coaching and Skill Coaching. Participants may receive a full Leadership Coaching certificate on completion of the six core courses in the Leadership Program (see Leadership Program for course descriptions).

#### REQUIRED Courses offered this term

##### COACHING FOR HIGH PERFORMANCE (LEAD 1115)

Coaching is unlocking a person's potential to maximize their own performance by helping them rather than teaching them. You will be able to identify when to coach and which type of coaching to use, conduct a coaching discussion to improve/sustain performance, offer effective feedback regarding employee performance, assess your coaching skills effectiveness and develop improvements (6 hours) \$165

1 day Fr. Jan 19 09:00-16:30 DTN 📞 CRN 10307

##### COACH'S TOOLKIT (LEAD 1120)

Prerequisite: Coaching for High Performance (LEAD 1115). This course focuses on tools and skills that are the building blocks of leadership coaching. Each tool and skill will be demonstrated and then practiced in short exercises involving coaching situations. Specific tools and skills will include: creating the coaching environment, building support in the workplace and a selection of practical resources to support the coaching partnership. (6 hours) \$165

1 day Fr. Feb 09 09:00-16:30 DTN 📞 CRN 10310

### TEAM COACHING (LEAD 1121)

This course focuses on tools and skills that are the building blocks of leadership coaching. Each tool and skill will be demonstrated and then practiced in short exercises involving coaching situations. Specific tools and skills will include: creating the coaching environment, building support in the workplace and a selection of practical resources to support the coaching partnership. (6 hours) \$165

1 day Fr. Mar 02 09:00-16:30 DTN 📞 [CRN 10313](#)

#### Required Courses Offered in Upcoming Terms

### SKILL COACHING (LEAD 1117)

Teaching or modeling behaviours on the job is a large part of coaching. Skill coaching involves assessing performance, providing advice/instruction, modeling behaviours, and providing timely feedback to enable the employee to reach higher levels of performance. Learn how to: use a systematic approach in skill coaching to achieve performance results; coach with different learning styles; develop a repertoire of coaching methods; use tools to prepare, conduct, and follow up skill coaching; check for understanding; commit to a personal action plan to enhance your skill coaching effectiveness. (6 hours)

### ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

Deepen your understanding of essential communications skills. Through demonstration and practice, you will strengthen your leadership coaching skills, learn how to apply in-depth levels of listening; ask questions that stimulate employee insight/results and support employees to take responsibility for agreed-upon actions. Students who attended Coaching: Bridging the Motivation Gap prior to June 2002 will receive credit for Essential Leadership Coaching Skills. (6 hours)

### COACHING NEXT LEVEL (LEAD 1118)

Prerequisite: Coaching for High Performance (LEAD 1115). Leader-coaches need to expand their capacity to assist individuals and teams to achieve practical outcomes. Building on the prerequisite, learn and practise new strategies and skills. Learn when to use skill coaching and/or motivational coaching and how to conduct collaborative focused performance discussions, help employees overcome performance obstacles; develop skills in self-management, creative collaboration and accountability. (6 hours)

## BUSINESS ENGLISH PACKAGE

Senior Program Coordinator: Anne Tollstam, 604.443.8668  
Program Assistant: Crystal Kreschuk, 604.443.8711

The following four courses are offered on Saturdays and Wednesday evenings. Enroll individually at the regular price of \$85 or register for all four at \$310 - a savings of \$30. This is not an ESL courses.

On Site Business Training - For further information on training opportunities to be offered at your business site, please call Anne Tollstam, 604.443.8668

#### REQUIRED COURSES:

Business English Test will be administered at the end of the Business English Skills Package (no cost).

Grammar Rev Prod Bus Writing (OACP 1104)  
Building Powerful Vocabulary (OACP 1106)  
Writing Dynamic Bus Letters (OACP 1103)  
Effective Memo, Email & Report Writing (OACP 1107)

#### REQUIRED Courses offered this term

### GRAMMAR REV PROD BUS WRITING (OACP 1104)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. (6 hours) \$85

2 wk We. Jan 24 18:00-21:00 DTN 📞 [CRN 10295](#)  
1 day Sa. Jan 27 09:00-16:00 DTN 📞 [CRN 10296](#)

### BUILDING POWERFUL VOCABULARY (OACP 1106)

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. (6 hours) \$85

2 wk We. Feb 07 18:00-21:00 DTN 📞 [CRN 10339](#)  
1 day Sa. Feb 10 09:00-16:00 DTN 📞 [CRN 10340](#)

### WRITING DYNAMIC BUS LETTERS (OACP 1103)

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc). Some feedback will be given, but this seminar focuses on providing data on the most up-to-date ways of expressing business communications to achieve maximum results. (6 hours) \$85

2 wk We. Feb 21 18:00-21:00 DTN 📞 [CRN 10341](#)  
1 day Sa. Feb 24 09:00-16:00 DTN 📞 [CRN 10356](#)

### EFFECTIVE MEMO, EMAIL & REPORT WRITING (OACP 1107)

Get results! Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing. (6 hours) \$85

2 wk We. Mar 07 18:00-21:00 DTN 📞 [CRN 10357](#)  
1 day Sa. Mar 10 09:00-16:00 DTN 📞 [CRN 10358](#)

## BUSINESS LEADERSHIP & MANAGEMENT CERTIFICATE PROGRAM

Senior Program Coordinator: Anne Tollstam, 604.443.8668  
Program Assistant: Lynda Boothby, 604.443.8383

Position yourself for career advancement and maximize your leadership potential in a business environment to meet the knowledge and skills base desired by industry. This Certificate Program is designed for those who wish to qualify as professionals in the public, private and non profit sectors. Building on excellent offerings in our business area, it provides professional development in Leadership, Coaching, Management Skills and other critical areas for success.

Core course curricula focus on timely and topical foundation electives highlight issues related to supervision, leadership, coaching and interpersonal communication. The program comprises of 204 hours. Students must complete all 5 core courses totalling 120 hours and select 84 elective course hours from a number of already existing Business Certificate Programs.

Credit Transferability – Graduates of the Leadership Certificate Program may ladder into BCIT's Certificate Program in Management Systems or Human Resources Management.

#### REQUIRED COURSES:

Core Courses: Introduction to Business LEAD 1150, Human Resource Management 1151, Finance LEAD 1152, Sales & Marketing 1153, Business Ethics LEAD 1154.

#### VCC OFFERINGS TO WATCH

## DRIVING CAREER OPPORTUNITIES

Canada's car and truck rental sector is a fast-paced, multifaceted and challenging business – a multi-billion-dollar business that's a key part of the country's travel and tourism industry.

Now VCC has partnered with sector leaders to introduce a new package of offerings that gets you ready for a career in this growing business, which offers excellent career and advancement opportunities for people with the right skills.

We're putting together a host of courses that will prepare you for the ins and outs of this sector, where customer service is critical to success and business know-how is a must. Initial courses will introduce you to the scope of the sector and build key skills necessary to work on the front lines and prepare for possible supervisory roles.

For more details: 604.443.8670

#### OPTIONAL COURSES:

Two electives: Essential Management Skills MSKL 1103 or Interpersonal Communication Skills MSKL 1101 or Team Skills 1102.

Two of the following Coaching Courses: Coaching for High Performance, Essential Leadership Coaching Skills, Skill Coaching, The Coach's Toolkit, Team Coaching, and Taking Your Leadership Coaching to the Next Level.

Four courses from the Leadership Certificate Program LEAD 1101, 1102, 1104, 1105, 1106, 1108, 1109, 1110, 1111, 1112, 1113, 1114, 1115, 1119, 1138, 1155, 1164.

Coaching For High Performance (LEAD 1115)  
Team Skills (MSKL 1102)  
Step Up To Leadership (LEAD 1111)  
Building A Productive Team (LEAD 1113)  
Problem Solving Action Plan (LEAD 1104)  
Find Time For Results (LEAD 1114)  
Team Coaching (LEAD 1121)  
Bus Communication for Leaders (LEAD 1138)  
Creative Thinking At Work (LEAD 1110)  
Coach's Toolkit (LEAD 1120)  
Critical Thinking (LEAD 1101)  
Essential Management Skills (MSKL 1103)



## 6 BUSINESS

Hiring Right Person (LEAD 1107)  
Managing Change (LEAD 1102)  
Mngng Perf Through Train & Dev (MSKL 1105)  
Perform Mgmt: Goals & Review (LEAD 1106)  
Skill Coaching (LEAD 1117)

### *REQUIRED Courses offered this term*

#### **BUSINESS ETHICS (LEAD 1154)**

Examine the role of ethics in business and the ethical dilemmas encountered by managers and leaders. "Stakeholder and Issues Management" is this course's approach to teaching business ethics. Emphasis is on the relationships among the many and varied stakeholders who have roles in business situations. Textbook required. (24 hours) \$315

8 wks Th. Jan 25 18:30-21:30 DTN 📍 [CRN 10316](#)

### *Required Courses Offered in Upcoming Terms*

#### **HUMAN RESOURCE MANAGEMENT (LEAD 1151)**

For employees who may be management candidates within an organization or who want to learn business management skills for self employment. This course will cover an understanding of human resource processes and systems for supervisors, line managers and entrepreneurs. (24 hours)

#### **INTRO TO BUSINESS (LEAD 1150)**

An overview of business operations in Canada providing essential knowledge for all managers and staff. Examine the issues arising from government policies, ethics, marketing, finance and economics and the overall components of business operations. Textbook required. (24 hours)

#### **SALES AND MARKETING MANAGEMENT (LEAD 1153)**

Focuses on topics most important to organizations: team building, relationship selling, services and non-profit selling, global selling, the multicultural workplace, technology, small business and increasing competition. Critical and contemporary marketing topics include integration of e commerce and estimating marketing demand. Textbook required. (24 hours)

#### **FINANCE (LEAD 1152)**

An introduction for financial decision-making for learners with little or no previous exposure to accounting or finance principles. Curriculum is organized around investment, operating and financial management decision making. Learn how to analyze and plan for the financial health of a business; ask incisive questions about financial reports; gauge capital investment options and present effective financial strategies. Textbook required. (24 hours)

### *OPTIONAL Courses offered this term*

#### **COACHING FOR HIGH PERFORMANCE (LEAD 1115)**

Coaching is unlocking a person's potential to maximize their own performance by helping them rather than teaching them. You will be able to identify when to coach and which type of coaching to use, conduct a coaching discussion to improve/sustain performance, offer effective feedback regarding employee performance, assess your coaching skills effectiveness and develop improvements (6 hours) \$165

1 day Fr. Jan 19 09:00-16:30 DTN 📍 [CRN 10307](#)

#### **TEAM SKILLS (MSKL 1102)**

Learn your personal leadership style and how your style impacts a team; how a team develops and moves effectively through each stage; tools and skills which address critical team challenges; what motivates and demotivates your team; how to facilitate effective meetings and identify what stressors affect a team and how a leader can minimize them. (24 hours) \$315

8 wks We. Jan 24 18:30-21:30 DTN 📍 [CRN 10297](#)

#### **STEP UP TO LEADERSHIP (LEAD 1111)**

Becoming a leader is not an easy transition. It requires a whole new set of skills, as well as an understanding and acceptance of new roles, from "doer" to "delegator." At the end of this course you will understand the skills required to effectively lead by: using leadership skills; coaching staff; giving performance feedback; creating a motivational workplace; delegating work; employing problem-solving techniques; writing a back-at-work plan for applying leadership skills. (6 hours) \$155

1 day Sa. Jan 27 09:00-16:30 DTN 📍 [CRN 10308](#)

#### **BUILDING A PRODUCTIVE TEAM (LEAD 1113)**

Building your team from a diverse group of people is never easy, but it is essential in producing the results you and your employer require. Participants will: understand the importance of team building; identify the characteristics of an effective team; apply measures and techniques to build synergy in the workplace; use skills to identify and resolve key team concerns. The net result? Increased work productivity, improved work quality and enhanced team morale. (6 hours) \$165

1 day Fr. Feb 02 09:00-16:30 DTN 📍 [CRN 10309](#)

#### **PROBLEM SOLVING ACTION PLAN (LEAD 1104)**

Effectiveness of leaders is determined by their ability to successfully resolve complex problems, both on their own and with their work team. Learn about interpersonal skills for successful group/team participation in the problem-solving process; steps in the problem-solving process; leading the problem-solving process; techniques for assisting in the problem-solving and decision-making process; getting from a solution to an action plan; successful implementation of an action plan. (6 hours) \$155

1 day Sa. Feb 10 09:00-16:30 DTN 📍 [CRN 10311](#)

#### **FIND TIME FOR RESULTS (LEAD 1114)**

Never seems to be enough time in a day? Learn how to get daily results through practical techniques. Manage your day, your projects and yourself. In this course you will learn the following time "diet" techniques: analyzing your day; setting goals and priorities; delegating; creating productive meetings; handling interruptions; understanding your self-motivation to complete your day and projects. (6 hours) \$155

1 day Sa. Feb 24 09:00-16:30 DTN 📍 [CRN 10312](#)

#### **TEAM COACHING (LEAD 1121)**

This course focuses on tools and skills that are the building blocks of leadership coaching. Each tool and skill will be demonstrated and then practiced in short exercises involving coaching situations. Specific tools and skills will include: creating the coaching environment, building support in the workplace and a selection of practical resources to support the coaching partnership. (6 hours) \$165

1 day Fr. Mar 02 09:00-16:30 DTN 📍 [CRN 10313](#)

#### **BUS COMMUNICATION FOR LEADERS (LEAD 1138)**

Learn the importance of effective business communication in today's modern, multicultural business world. This course will teach leaders how to communicate at work, in small groups, teams and across cultures. Focus will be on the relationships between communication and culture, ethics and technology. Students will learn how to use powerful written and oral communication skills to succeed at work. (6 hours) \$165

1 day Fr. Mar 09 09:00-16:30 DTN 📍 [CRN 10314](#)

#### **CREATIVE THINKING AT WORK (LEAD 1110)**

People today are asked to do more with less and find innovative ways to save money. Creative thinking is a tool you can use to accomplish both. It can help you solve problems, save money and make do with less - all required in today's business environment. This course covers the fundamentals of generating new ideas and options. Topics include: what is creative thinking, opening mental locks, soft and hard thinking, the creative process, and challenging the rules. (6 hours) \$155

1 day Sa. Mar 31 09:00-16:30 DTN 📍 [CRN 10315](#)

### *Optional Courses Offered in Upcoming Terms*

#### **COACH'S TOOLKIT (LEAD 1120)**

Prerequisite: Coaching for High Performance (LEAD 1115). This course focuses on tools and skills that are the building blocks of leadership coaching. Each tool and skill will be demonstrated and then practiced in short exercises involving coaching situations. Specific tools and skills will include: creating the coaching environment, building support in the workplace and a selection of practical resources to support the coaching partnership. (6 hours)

#### **CRITICAL THINKING (LEAD 1101)**

Critical thinking was identified by the Conference Board of Canada as one of the most-desired skills in leaders of today. Using case studies and current events, this course will help you apply the concepts of critical thinking in what you do at work and show you what immediate benefits to expect. (6 hours)

#### **ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)**

On completion you will be able to develop and implement performance management strategies; use effective business writing skills; develop and institute a goal-setting/achievement plan managing time and priorities efficiently. (24 hours)

"Wow - an excellent course. The instructor was very enthusiastic and knowledgeable."

KYLENE SHANNON, PARTICIPANT, LEADERSHIP CERTIFICATE PROGRAM

**REGISTER ONLINE**   
[www.vcc.ca/cs](http://www.vcc.ca/cs)

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484  
FAX 604.443.8393  
[www.vcc.ca/cs](http://www.vcc.ca/cs)

### HIRING RIGHT PERSON (LEAD 1107)

You're hiring - but interviewing and selecting the best candidate is difficult and time-consuming. Employee turnover, costly hiring expenses and the ever-changing job market make the interviewer's role an important one. Enhance your interviewing skills with this hands-on course. Learn a simple five step process to prepare for and interview, along with a 7-point system to use during the interview. Practise interviewing and receive detailed feedback. Bring a job description for a current vacancy in your organization, if possible, for use in class. (6 hours)

### MANAGING CHANGE (LEAD 1102)

Change is constant nowadays. Employees dread hearing another change is on the way, especially while still adjusting to the last one. Organizations need to consider both the business side of change and the human side. Managers will learn how to address employees' emotions as they manage the change process. Participants will recognize how they personally react to change, come to understand their role in the change process, apply five steps to communicating change to employees, deal with employee resistance, and increase team commitment to change. (6 hours)

### MGNG PERF THROUGH TRAIN & DEV (MSKL 1105)

Effective management of employee training and development is more important than ever in today's workforce. This course provides students with the tools and insights required to master the art of helping employees reach their full potential through professional development training. You will experience constructive "hands on" case studies featuring actual companies and situations. (24 hours)

### PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

Performance management involves working with employees in setting and reaching agreement on goals, action plans and follow-up reviews. Through discussion and practice you will gain the knowledge, skills and confidence to understand the key aspects of effective performance; write performance goals, measures and action plans; provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals. (6 hours)

### SKILL COACHING (LEAD 1117)

Teaching or modeling behaviours on the job is a large part of coaching. Skill coaching involves assessing performance, providing advice/instruction, modeling behaviours, and providing timely feedback to enable the employee to reach higher levels of performance. Learn how to: use a systematic approach in skill coaching to achieve performance results; coach with different learning styles; develop a repertoire of coaching methods; use tools to prepare, conduct, and follow up skill coaching; check for understanding; commit to a personal action plan to enhance your skill coaching effectiveness. (6 hours)

## BUSINESS AND TECHNICAL WRITING CERTIFICATE PROGRAM

Course Advisor: Jennifer Gossen, 604.443.8670  
Program Assistant: Crystal Kreschuk, 604.443.8711

Clear and concise writing can work for you! Learn to sell your ideas and present information in a variety of written forms. Technical communication requires special skills. Today's professionals spend more of their time producing written documentation. Courses will be of interest to those in diverse fields, including science, health, technology and all business occupations. Assignments are designed to build your professional portfolio.

This program consists of nine, one day courses. Participants may register for courses individually. Courses offered on Saturdays on a rotating basis.

#### REQUIRED COURSES:

Technical Communication (TECW 1101)  
Current Issues Tech Writing (TECW 1102)  
Editing (TECW 1103)  
Designing & Writing Manuals (TECW 1107)  
Industry Specific Rpt Writing (TECW 1108)  
On Line Documentation (TECW 1106)  
Proposal Writing (TECW 1105)

#### REQUIRED Courses offered this term

#### TECHNICAL COMMUNICATION (TECW 1101)

Examine the various forms and styles for producing effective technical writing. Content includes techniques for describing, defining and interacting in print. (6.5 hours) \$155  
1 day Sa. Jan 27 09:00-16:30 DTN [CRN 10136](#)

#### CURRENT ISSUES TECH WRITING (TECW 1102)

Update your writing skills by adopting the techniques of successful technical writers. Review trends in the technical communication profession and growth in the application of on-line writing. Discuss the development of a work portfolio and its use as an employment aid. Review the key characteristics necessary for success in this field. (6.5 hours) \$155  
1 day Sa. Feb 24 09:00-16:00 DTN [CRN 10137](#)

#### EDITING (TECW 1103)

Successful technical writers have good style and design skills built on a foundation of strong technical skills in writing mechanics, editing and plain language usage. This course focuses on the use of editing skills to improve writing. Practise the three levels of editing, as well as peer review and group editing. Topics include: grammar review, plain language, conceptual and stylist editing, proofreading, peer and group editing, interpersonal issues in editing, and computerized document checkers. (6.5 hours) \$155  
1 day Sa. Mar 31 09:00-16:30 DTN [CRN 10138](#)

#### Required Courses Offered in Upcoming Terms

#### DESIGNING & WRITING MANUALS (TECW 1107)

Review the document development process for producing effective manuals and training guides. You will learn techniques for increasing the usability of your manuals through reader analysis and peer reviews. Learn techniques of information design and considerations for internationalizing your document. (6.5 hours)

### INDUSTRY SPECIFIC RPT WRITING (TECW 1108)

This course focuses on the structure, content, format, audience, purpose, and style of reports. Topics covered include understanding the components of the report format and using these in a manner that facilitates reader access and comprehension; communicating effectively and clearly with reader(s) as a result of addressing reader concerns, needs, and interest; and analyzing and developing a clear and appropriate structure to facilitate reading and comprehension. (6.5 hours)

### ON LINE DOCUMENTATION (TECW 1106)

This session provides an overview of tips and success strategies for writing on-line documentation, and the principles of good writing and design in an on-line environment. Topics include: what is "on-line," determining project scope and terms of reference, standards of the development process, developing a document plan or storyboard, principles of on-line writing and design, creating a prototype, user-testing and delivering the final project. (6.5 hours)

### PROPOSAL WRITING (TECW 1105)

An effective proposal sets you apart in the current competitive market place. This course examines the principles and techniques of writing and presenting winning proposals. The course covers process, style, content and delivery. (6.5 hours)

## CAR RENTAL SECTOR

Senior Program Coordinator: Anne Tollstam, 604.443.8668  
Program Coordinator: Milena Santoro, 604.443.8670  
Program Assistant: Crystal Kreschuk, 604.443.8711

When entering hospitality or tourism training programs, people often look forward to working with hotels, airlines and restaurants. Few consider the car rental business. However, this is a multi-billion dollar sector and provides excellent career and promotional opportunities. With input from the industry executives, Continuing Studies is introducing this new program to prepare you for entry level positions in the car rental sector.

Courses will be offered in April 2007

## CAREER EXPLORATION

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Learn More about Yourself Explore your dreams, interests, temperament and skills. Consider what you like to do, how you like to do it. Identify and prioritize your core values, a critical component in managing a purposeful career.

#### REQUIRED COURSES:

Career Exploration (OACP 1184)

#### REQUIRED Courses offered this term

#### CAREER EXPLORATION (OACP 1184)

Through thought-provoking exercises and dynamic group discussions, you will identify your preferences, values and needs and gain the resources and tools necessary to develop a new career management plan or make a career change, in a place to express character, talent, skills in an environment that aligns with values and meaningful activity. This course includes three sessions (each meets for 2 wks) that build on and refer to each one. (18 hours) \$197  
6 wks We. Jan 24 18:30-21:30 DTN [CRN 10395](#)

## 8 BUSINESS

### EVENT PLANNING

*Program Coordinator: Milena Santoro, 604.443.8670*  
*Program Assistant: Kevin Coutts, 604.443.8677*

Looking to develop a career as a professional event planner? These detailed, dynamic courses will teach you everything you need to know. Document of completion issued upon successful completion of each course.

#### OPTIONAL COURSES:

Event Marketing (BUSI 1197)  
Wedding Planning (BUSI 1234)  
Event Planning-Everyday Events (BUSI 1199)  
Event Public Relations (BUSI 1215)  
Event Special Effects (BUSI 1198)

*OPTIONAL Courses offered this term*

#### EVENT MARKETING (BUSI 1197)

What is Event Marketing? Where does one begin? What factors are to be considered? What obstacles are encountered? Demonstrate the importance of excellent time management and communication skills at every level. Understand the needs of an event and laser target the right audience with the right marketing medium. Draft an event marketing campaign proposal step by step. Become familiar with the variety of marketing methods existing. Guest speakers from various industries will provide expertise, creative ideas and practical information. (12 hours) \$190

4 wks Mo. Jan 22 18:30-21:30 DTN 📅 [CRN 10333](#)

#### WEDDING PLANNING (BUSI 1234)

Explore all aspects of wedding planning from its inception to execution. Determine the different types of food service, learn how to assess venues, how to ensure the best photos and music, set a budget and time-line, customize unusual decor and display to WOW your brides! Understand the personality of the bride and groom and how best to meet their needs. Learn about contingency planning, how to overcome any potential barriers to a beautiful wedding, and minimize stress through knowledge and right planning. This course is excellent for those wanting to be a wedding planner and for those wishing to plan their own wedding. A Document of Professional Studies will be issued. (30 hours) \$395

10 wks Tu. Jan 23 18:30-21:30 DTN 📅 [CRN 10364](#)

#### EVENT PLANNING-EVERYDAY EVENTS (BUSI 1199)

Life is a series of big parties that we cannot avoid, be it family reunions, birthday parties, christenings, graduation celebrations, weddings, baby showers, anniversaries, Christmas parties, Halloween parties, and retirement parties. This fun course will walk you through all of these “everyday events” and give you a glimpse of what you can do to make yours extra special. Focus on one event a week! (30 hours) \$395

10 wks We. Jan 24 18:30-21:30 DTN 📅 [CRN 10335](#)

#### EVENT PUBLIC RELATIONS (BUSI 1215)

Are you involved in a big fundraiser, are you starting a new line of clothing or skin care product, need to attract people to your Grand Opening or open house for your business? An effective PR campaign is essential for you to get the right message out to the public. This course will walk you through what public relations is, the different ways that you can leverage PR opportunities to bring people to your website, door or event, and the follow-up needed when you’ve been given media coverage. (30 hours) \$395

10 wks Tu. Jan 25 18:30-21:30 DTN 📅 [CRN 10336](#)

#### EVENT SPECIAL EFFECTS (BUSI 1198)

Are you asked to organize a social event at work? Do you like to entertain at home, organize your friend’s shower or bachelorette party? How about exciting and successful fundraisers? You’re tired of the standard and would like to wow your guests and colleagues by turning your party into the talk of the town. This course will power you with the knowledge of how to be the host of sold out events. (14 hours) \$190

1 wk Sa. Jan 27 09:00-16:00 DTN 📅 [CRN 10334](#)



**My work schedule is hectic, but I need to enhance my supervisory and management skills. What are my options?**

Our Management Skills for Supervisors certificate program is just one of VCC’s many offerings in this field; it covers Essential Management, Interpersonal Communications, Team Skills and more. It’s available in the evenings to let you make the most of your schedule.



### LEADERSHIP CERTIFICATE PROGRAM

*Senior Program Coordinator: Anne Tollstam, 604.443.8668*  
*Program Assistant, Lynda Boothby, 604.443.8383*

Leadership positions are complex, requiring new skills and an understanding and acceptance of new roles. This Program will help you develop knowledge, skills and confidence to lead, supervise and manage others.

The program consists of 12 courses (total of 72 hours); 6 core courses and 6 elective courses. Each course is one day in length. Participants may register for individual courses and must complete a combination of 12 core and elective courses to receive a certificate in Leadership. Please contact program coordinator for details.

Credit Transferability – Graduates of the Leadership Certificate Program may ladder into BCIT’s Certificate Programs in Management Systems or Human Resources Management.

*On Site Business Training Available, please contact Anne Tollstam, 604.443.8668.*

#### REQUIRED COURSES:

Six core courses: Stepping up to Leadership LEAD 1111, Using Leadership Language LEAD 1112, Building a Productive Team LEAD 1113, Managing Change LEAD 1102, Problem Solving and Action Planning LEAD 1104, Facilitation Skills for Team Leaders LEAD 1108.

Step Up To Leadership (LEAD 1111)  
Building A Productive Team (LEAD 1113)  
Problem Solving Action Plan (LEAD 1104)  
Managing Change (LEAD 1102)  
Facilitation Skills (LEAD 1108)  
Using Leadership Language (LEAD 1112)

#### OPTIONAL COURSES:

Choose six elective courses (electives may vary each term) Business Communication for Leaders LEAD 1138, Coaching for High Performance LEAD 1115, Creative Thinking at Work LEAD 1110, Critical Thinking LEAD 1101, Finding Time for Results LEAD 1114, From Conflict to Collaboration LEAD 1105, Performance Management Goals and Reviews LEAD 1106, Progressive Discipline in the Workplace LEAD 1155, Speak Up LEAD 1109, Diversity in the Workplace LEAD 1164, The Science and Art of Leadership LEAD 1119.

Coaching For High Performance (LEAD 1115)  
Find Time For Results (LEAD 1114)  
Bus Communication for Leaders (LEAD 1138)  
Creative Thinking At Work (LEAD 1110)  
Critical Thinking (LEAD 1101)  
Perform Mgmt: Goals & Review (LEAD 1106)

#### OPTIONAL COURSES:

From Conflict to Collaboration (LEAD 1105)  
Diversity in the Workplace (LEAD 1164)  
Progressive Discipline in the Workplace (LEAD 1155)  
Speak Up! (LEAD 1109)  
The Science & Art of Leadership (LEAD 1119)

#### REQUIRED COURSES OFFERED THIS TERM

##### STEP UP TO LEADERSHIP (LEAD 1111)

Becoming a leader is not an easy transition. It requires a whole new set of skills, as well as an understanding and acceptance of new roles, from “doer” to “delegator.” At the end of this course you will understand the skills required to effectively lead by: using leadership skills; coaching staff; giving performance feedback; creating a motivational workplace; delegating work; employing problem-solving techniques; writing a back-at-work plan for applying leadership skills. (6 hours) \$155

1 day Sa. Jan 27 09:00-16:30 DTN 📅 [CRN 10308](#)

##### BUILDING A PRODUCTIVE TEAM (LEAD 1113)

Building your team from a diverse group of people is never easy, but it is essential in producing the results you and your employer require. Participants will: understand the importance of team building; identify the characteristics of an effective team; apply measures and techniques to build synergy in the workplace; use skills to identify and resolve key team concerns. The net result? Increased work productivity, improved work quality and enhanced team morale. (6 hours) \$165

1 day Fr. Feb 02 09:00-16:30 DTN 📅 [CRN 10309](#)

##### PROBLEM SOLVING ACTION PLAN (LEAD 1104)

Effectiveness of leaders is determined by their ability to successfully resolve complex problems, both on their own and with their work team. Learn about interpersonal skills for successful group/team participation in the problem-solving process; steps in the problem-solving process; leading the problem-solving process; techniques for assisting in the problem-solving and decision-making process; getting from a solution to an action plan; successful implementation of an action plan. (6 hours) \$155

1 day Sa. Feb 10 09:00-16:30 DTN 📅 [CRN 10311](#)



## Required Courses Offered in Upcoming Terms

### FACILITATION SKILLS TEAM LEADER (LEAD 1108)

Leading productive teams is an acquired skill. Learn how to focus the work team without stifling creativity. Assist your team to analyze issues from different perspectives and to build on their collective synergy. Learn about the tools and techniques for generating ideas and determining solutions. Sharpen your facilitation skills by learning and practising a variety of techniques. (6 hours)

### MANAGING CHANGE (LEAD 1102)

Change is constant nowadays. Employees dread hearing another change is on the way, especially while still adjusting to the last one. Organizations need to consider both the business side of change and the human side. Managers will learn how to address employees' emotions as they manage the change process. Participants will recognize how they personally react to change, come to understand their role in the change process, apply five steps to communicating change to employees, deal with employee resistance, and increase team commitment to change. (6 hours)

### USING LEADERSHIP LANGUAGE (LEAD 1112)

"Lack of Communication" is one of the most cited causes of a multitude of workplace ailments. Whether it is with your staff, peers, or supervisors, clear, direct communication results in more productive interactions and effective actions of others. After this course, participants will: understand the communication process in organizations; have improved awareness of key problems in organizational communication; understand the impact of perception on the communication process; have analyzed communication styles in organizations, to assist in more effectively getting the job done. (6 hours)

## OPTIONAL Courses offered this term

### COACHING FOR HIGH PERFORMANCE (LEAD 1115)

Coaching is unlocking a person's potential to maximize their own performance by helping them rather than teaching them. You will be able to identify when to coach and which type of coaching to use, conduct a coaching discussion to improve/sustain performance, offer effective feedback regarding employee performance, assess your coaching skills effectiveness and develop improvements (6 hours) \$165  
1 day Fr. Jan 19 09:00-16:30 DTN 📞 [CRN 10307](#)

### FIND TIME FOR RESULTS (LEAD 1114)

Never seems to be enough time in a day? Learn how to get daily results through practical techniques. Manage your day, your projects and yourself. In this course you will learn the following time "diet" techniques: analyzing your day; setting goals and priorities; delegating; creating productive meetings; handling interruptions; understanding your self-motivation to complete your day and projects. (6 hours) \$155  
1 day Sa. Feb 24 09:00-16:30 DTN 📞 [CRN 10312](#)

### BUS COMMUNICATION FOR LEADERS (LEAD 1138)

Learn the importance of effective business communication in today's modern, multicultural business world. This course will teach leaders how to communicate at work, in small groups, teams and across cultures. Focus will be on the relationships between communication and culture, ethics and technology. Students will learn how to use powerful written and oral communication skills to succeed at work. (6 hours) \$165  
1 day Fr. Mar 09 09:00-16:30 DTN 📞 [CRN 10314](#)



Why is there a need for technical writers, and how can I become one?

Many companies that previously contracted-out the writing of their technical manuals and other documentation are now relying on in-house staff for that job. Our Business and Technical Writing certificate program gives you the skills to design and write polished technical materials for online or print distribution.



### CREATIVE THINKING AT WORK (LEAD 1110)

People today are asked to do more with less and find innovative ways to save money. Creative thinking is a tool you can use to accomplish both. It can help you solve problems, save money and make do with less - all required in today's business environment. This course covers the fundamentals of generating new ideas and options. Topics include: what is creative thinking, opening mental locks, soft and hard thinking, the creative process, and challenging the rules. (6 hours) \$155  
1 day Sa. Mar 31 09:00-16:30 DTN 📞 [CRN 10315](#)

## Optional Courses Offered in Upcoming Terms

### FROM CONFLICT TO COLLABORATION (LEAD 1105)

Learn practical information and skills to resolve conflict caused by differences in goals, employee performance and work habits. Define causes of conflict; understand conflict management concepts and styles; assess your current strengths and areas for improvement in resolving conflicts; use specific communication skills to clarify and understand issues, interests and concerns; apply the conflict resolution process to your everyday work situations; set goals for building competency in the use of conflict resolution skills and methods. (6 hours)

### CRITICAL THINKING (LEAD 1101)

Critical thinking was identified by the Conference Board of Canada as one of the most-desired skills in leaders of today. Using case studies and current events, this course will help you apply the concepts of critical thinking in what you do at work and show you what immediate benefits to expect. (6 hours)

### DIVERSITY IN THE WORKPLACE (LEAD 1164)

Whether with colleagues or customers, diversity reigns! In today's world, it is critical to develop attitudes and skills that enable us to work well in multicultural, multilingual environments. Join us to explore the many layers of human diversity; the ways in which it shapes our interpersonal relationships and strategies for responding to both the charm and the challenge that diversity brings to our workplace. (6 hours)

### PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

Performance management involves working with employees in setting and reaching agreement on goals, action plans and follow-up reviews. Through discussion and practice you will gain the knowledge, skills and confidence to understand the key aspects of effective performance; write performance goals, measures and action plans; provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals. (6 hours)

### PROGRESSIVE DISCIPLINE (LEAD 1155)

This course reviews fair procedure and legal requirements for a managerial response toward improving poor performance (culpable and non-culpable) and correcting misconduct in the workplace. While the course is designed for a unionized workplace, the principles for a non-unionized workplace are also discussed. Discussion and participation is welcome and encouraged. (6 hours)

### SPEAK UP (LEAD 1109)

In this highly participatory course practise proven techniques to communicate your ideas more powerfully, overcome nervousness, gain and maintain favourable attention, "read" your audience, use visual aids, handle impromptu speaking situations, organize and practice for a business presentation, use non-verbal communication to reinforce the spoken message, and make the presentation more memorable. You will have the opportunity to make a presentation and receive constructive feedback in a supportive environment. (6 hours)

### SCIENCE AND ART OF LEADERSHIP (LEAD 1119)

Creating the balance between science and art is integral to everyday leadership. Take a fast journey through the current science of leadership from systems thinking to appreciative inquiry. This taste of science will provide you with an overview of many of the ideas currently being used in organizations to create innovation and change. Delve into the current thinking on the art of leadership and how personal values, beliefs and ideas create you as a leader. (6 hours)

## MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE PROGRAM

Senior Program Coordinator: Anne Tollstam, 604.443.8668  
Program Assistant: Lynda Boothby, 604.443.8383

Managers and supervisors spend many hours communicating with others. Communicating not only means talking but rather listening and understanding other perspectives. Our program provides practical, contemporary supervisory/management training in three modules that may be taken in any sequence. Training includes individual, small and large group experiences and lecturettes using participants' actual work experience. Enrolment is limited to optimize the effectiveness of this process.

The three modules total 72 hours. Participants who complete three modules qualify for the Management Skills for Supervisors Certificate. One of the strengths of the program is the diversity of experience shared by participants. On site business training available. Please contact Anne Tollstam, 604.443.8668.

Credit Transferability - Graduates of the Management Skills for Supervisors Certificate Program may ladder into BCIT's Certificate Program in Management Systems or Human Resources Management.

# 10 BUSINESS / COMPUTERS

## REQUIRED COURSES:

Interpersonal Communication Skills (MSKL 1101), Team Skills (MSKL 1102), Essential Management Skills (MSKL 1103)

Team Skills (MSKL 1102)

Essential Management Skills (MSKL 1103)

## REQUIRED Courses offered this term

### TEAM SKILLS (MSKL 1102)

Learn your personal leadership style and how your style impacts a team; how a team develops and moves effectively through each stage; tools and skills which address critical team challenges; what motivates and demotivates your team; how to facilitate effective meetings and identify what stressors affect a team and how a leader can minimize them. (24 hours) \$315

8 wks We. Jan 24 18:30-21:30 DTN 📍 [CRN 10297](#)

## Required Courses Offered in Upcoming Terms

### ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

On completion you will be able to develop and implement performance management strategies; use effective business writing skills; develop and institute a goal-setting/achievement plan managing time and priorities efficiently. (24 hours)

### INTERPERSONAL COMMUNICATION SKILLS (MSKL 1101)

In this session, you'll learn how to use effective verbal and non-verbal communication skills, conduct organized interviews, use decision-making methods in individual and group situations, utilize appropriate assertiveness techniques, and make win/win decisions one-on-one and in groups. (24 hours)

## PROJECT MANAGEMENT

Program Coordinator: Jennifer Gossen, 604.443.8670

Program Assistant: Crystal Kreschuk, 604.443.8711

Learn the basics of planning, controlling or implementing projects!

## REQUIRED COURSES:

### PROJECT MANAGEMENT (BUSI 1103)

## REQUIRED Courses offered this term

### PROJECT MANAGEMENT (BUSI 1103)

Designed to provide the basics for those seeking Project Management Professional Certification. Understand the project management discipline, gain insight into the application of project management, form a framework for successful implementation of techniques and practical tools for process improvement, team motivation and communication! (12 hours) \$240

4 wks Tu. Jan 30 18:30-21:30 DTN 📍 [CRN 10198](#)

## COMPUTERS

At home, at work and at play, technological change is all around us. Stay current by taking one or more of VCC's industry-recognized computer courses, designed for users at every level. Whether you're a beginner looking for a basic introduction to computers and keyboarding, a graphics specialist upgrading to the latest new software or a programmer interested in applying your skills in another area, make the most of today's technology at VCC.

## DOWNTOWN CAMPUS COMPUTER LAB

## OPTIONAL COURSES:

Introduction To Computers (CMPT 1123)

Introduction To Excel\* (CMPT 1129)

Introduction to MS Word\* (CMPT 1130)

Introduction To Windows\* (CMPT 1169)

Intermediate Excel Worksheet\* (CMPT 1131)

Introduction To Power Point\* (CMPT 1168)

Introduction To Access\* (CMPT 1164)

Intermediate MS Word\* (CMPT 1153)

Intermediate Access\* (CMPT 1165)

Advanced Access\* (CMPT 1166)

Advanced Excel\* (CMPT 1132)

## OPTIONAL Courses offered this term

### INTRODUCTION TO COMPUTERS (CMPT 1123)

Understand how a computer works. Learn about CPUs, RAM, disk drives, files, and programs. Hands-on training involves using a mouse and overviews of word processing, spreadsheets, Windows and the Internet. Some typing is required. (7 hours) \$165

1 day Sa. Jan 13 09:00-17:00 DTN [CRN 10399](#)

### INTRODUCTION TO EXCEL\* (CMPT 1129)

Use Excel for data calculations and reports. Learn worksheet components, navigation, and data entry. Build a variety of formulas. Understand and use cell addressing including relative and absolute addressing. Update, edit, and maintain your information. Improve worksheet presentation. Basic mouse skills are essential. (7 hours) \$165

1 day Sa. Jan 13 09:00-17:00 DTN 📍 [CRN 10400](#)

1 day Sa. Feb 03 09:00-17:00 DTN 📍 [CRN 10401](#)

1 day Sa. Mar 03 09:00-17:00 DTN 📍 [CRN 10402](#)

1 day Sa. Mar 24 09:00-17:00 DTN 📍 [CRN 10403](#)

### INTRODUCTION TO WINDOWS\* (CMPT 1169)

Use Windows effectively. Understand your Desktop. Manipulate windows, navigate the screen, and use the Taskbar. Learn how to manage files and folders. Understand and navigate the folder structure. Introduction to Computers is strongly recommended for those with little experience. (7 hours) \$165

1 day Sa. Jan 20 09:00-17:00 DTN 📍 [CRN 10415](#)

### INTRODUCTION TO MS WORD\* (CMPT 1130)

Create, edit, and save documents easily. Understand paragraph and character formatting to improve document presentation. Set tabs and margins, move and copy text, preview and print documents, and more. Those with experience in other word processing programs may want to consider Fast Track Microsoft Word (7 hours) \$165

1 day Sa. Jan 20 09:00-17:00 DTN 📍 [CRN 10404](#)

### INTERMEDIATE EXCEL WORKSHEET\* (CMPT 1131)

Use data series and AutoFill for quick data entry. Work with dates and do date math. Create decision-making formulas using the IF function, including complex nested IFs. Create 3-dimensional workbooks. Build charts using the Chart Wizard and enhance chart and graph presentation. Experience is essential. (7 hours) \$165

1 day Sa. Jan 27 09:00-17:00 DTN 📍 [CRN 10405](#)

1 day Sa. Feb 17 09:00-17:00 DTN 📍 [CRN 10406](#)

1 day Sa. Mar 10 09:00-17:00 DTN 📍 [CRN 10407](#)

### INTRODUCTION TO POWER POINT\* (CMPT 1168)

PowerPoint combines desktop publishing capabilities and graphic design management with tools to organize your work into professional presentations. Use PowerPoint to arrange presentation order and style. Create handouts, outlines, presentations, slides, overheads, and on-screen presentations. Basic mouse skills are required. (7 hours) \$165

1 day Sa. Jan 27 09:00-17:00 DTN 📍 [CRN 10413](#)

### INTRODUCTION TO ACCESS\* (CMPT 1164)

Build a solid foundation for database management. Understand database concepts and terminology. Design, define and modify database table structures. Display, add, change and delete data in tables. Build powerful queries to select and view data based on a variety of criteria. Experience with other programs is essential. (7 hours) \$165

1 day Sa. Feb 03 09:00-17:00 DTN 📍 [CRN 10410](#)

### INTERMEDIATE ACCESS\* (CMPT 1165)

Use field properties to control data entry. Learn about parameter queries and queries with calculated fields. Create, modify, and use a variety of forms for data input and display. Build basic reports for data analysis. Experience with Access is essential. Introduction to Access is strongly recommended. (7 hours) \$165

1 day Sa. Feb 10 09:00-17:00 DTN 📍 [CRN 10411](#)

### INTERMEDIATE MS WORD\* (CMPT 1153)

Explore more powerful features of Word. Use AutoText and AutoCorrect for text entry. Create consistent document presentation using templates and styles. Use headers, footers, and page numbering. Create, format and manage tables and set up newspaper columns for enhanced document layout. Experience is essential. (7 hours) \$165

1 day Sa. Feb 10 09:00-17:00 DTN 📍 [CRN 10409](#)

### ADVANCED ACCESS\* (CMPT 1166)

Understand different relationships, join types, primary and related tables, and primary and foreign keys. Understand referential integrity. Use the Cascade options. Create specialized queries to bring together related data from multiple tables. Create forms and reports with data from related tables. Experience in Access is essential. (7 hours) \$165

1 day Sa. Mar 03 09:00-17:00 DTN 📍 [CRN 10412](#)

**ADVANCED EXCEL\* (CMPT 1132)**

Understand Excel's database features to manage lists. Set validation rules to control data entry. Use forms for maintaining data and searching. Do simple and complex sorts. Use AutoFilter and custom filters to display records for a variety of custom search conditions. Analyze data with pivot tables. Experience is essential (7 hours) \$165

1 day Sa. Mar 24 09:00-17:00 DTN 📍 [CRN 10408](#)

**DIPLOMA IN NETWORKING TECHNOLOGY**

This advanced Diploma has been designed to provide students with substantially more expertise in computer networking technologies. These courses are individual industry recognized certifications which lead to a VCC Diploma in Networking Technology. Students who have completed the Information Technology Specialist (ITS) program or the Computer Application Support Specialist (CASS) or other post-secondary certificate in computer studies may apply for the Diploma in Networking Technology from Vancouver Community College.

It is recommended, but not mandatory that students take either NETT 2113 or NETT 2119 first. Students who complete all 7 courses may apply to take the Directive Studies NETT 2206. This is a self-directed, projected-based course. Using the skills acquired during the program. Students are expected to propose a project in an area, which they wish to study. Projects will include developing a major working system.

**REQUIRED COURSES:**

Hardware Infrastructure (NETT 2119)  
Networking Fundamentals (NETT 2113)  
Linux (NETT 2136)  
Networking Security – Security & Certification Prep (NETT 2105)

*Required courses offered this term:*

**HARDWARE INFRASTRUCTURE (NETT 2119)**

This course prepares the student to write the A+ certification exams. Students will learn to assemble, configure and install a complete computer in class. Explore the hardware and software to build a computer. The student will learn how to configure hardware using MS Windows 2000/XP. Topics include Internet connectivity, how to buy a PC, Internet configuration, virus scanning, file recovery and general PC maintenance planning. Class size is limited to 16. This course is taught in a specially design room with computer bench and recourses founding the PC hardware industry. The instructor will advise class on text book. (30 hours) \$495  
10 wks Tu. Jan 23 18:00-21:00 DTN 📍 [CRN 10521](#)

**NETWORKING FUNDAMENTALS (NETT 2113)**

This course will prepare students to write the Microsoft Certified Professional (MCP) exam. Students will learn how to navigate the OS environment, Install XP, use administrative tools such as MMC, task scheduler and the control panel, manage Windows file system, create users and groups, cover XP security, networking protocols, updating the registry, and general trouble shooting techniques will be covered. Students will be prepared for employment positions such as networking support, user/client support, computer help desk, etc. Prerequisite: general Windows experience. Instructor will advise on course text. (30 hours) \$395  
10 wks We. Jan 24 18:00-21:00 DTN 📍 [CRN 10522](#)

**NETWORKING SECURITY (NETT 2105)**

This course is designed to prepare the student to write the Comptia Security+ Certification exam. Students will learn general security concepts, communications security, infrastructure security, basics of cryptography and operational/organizational security. (30 hours) \$495  
10 wks Th. Jan 25 18:00-21:00 DTN 📍 [CRN 10293](#)

**IC3 COMPUTER CERTIFICATION**

Internet and Computing Core Certification program is a global, validated, standards-based certification program for basic computing and Internet literacy. IC3 is based on successfully passing all three exams. Certification exams are optional and not included in the course cost. IC3 covers Microsoft Office User Specialist (MOUS), and MCP and Comptia A+. Basic keyboarding skills recommended (see OACP 1102)

*Program Assistant: Crystal Kreschuk, 604.443.8711, [ckreschuk@vcc.ca](mailto:ckreschuk@vcc.ca)  
Course Advice: Rhyon Caldwell, 604.443.8544, [rcaldwell@vcc.ca](mailto:rcaldwell@vcc.ca)*

**REQUIRED COURSES:**

Computing Applications (CMPT 1301)  
Internet Applications (CMPT 1303)  
Computing Fundamentals (CMPT 1302)  
Required courses offered this term:  
Computing Fundamentals (CMPT 1302)

A broad introduction to computers for beginning computer users. Basic keyboarding skills recommended. Topics include recognizing computer hardware components, how printers work, buying a computer, using MS XP operation system, introduction to the basic application programs, such as: MS-Word, Excel, Power point, Internet Explorer, Outlook, anti-virus and computer maintenance programs will be demonstrated. In depth look at the MS-Windows and how to manage folders and files. Textbook included. (15 hours) \$175  
5 wks Tu. Jan 23 18:00-21:00 DTN 📍 [CRN 10519](#)

**COMPUTING APPLICATIONS (CMPT 1301)**

An in-depth look at MS-Word and MS-Excel. Topics include: Basic elements of Word and Excel, creating a document, manipulating, editing, formatting text, setting, customizing the work environment and advanced editing. For IC3 Computer Certification Computing Fundamentals (CMPT 1302) and Internet Applications (CMPT 1303) are required. Textbook included. (30 hours) \$295  
10 wks We. Jan 24 18:00-21:00 DTN 📍 [CRN 10518](#)

**INTERNET APPLICATIONS (CMPT 1303)**

A comprehensive look at Internet fundamentals. Topics such as basic networking, email systems, advanced email features, newsgroups, advanced browser features and security issues will be covered. Computing Fundamentals (CMPT 1302) is recommended. Textbook included. (15 hours) \$175  
5 wks Tu. Feb 27 18:00-21:00 DTN 📍 [CRN 10520](#)

**WEB DEVELOPMENT**

*Program Assistant: Crystal Kreschuk, 604.443.8711, [ckreschuk@vcc.ca](mailto:ckreschuk@vcc.ca)*

*Course Advice: Rhyon Caldwell, 604.443.8544, [rcaldwell@vcc.ca](mailto:rcaldwell@vcc.ca)*

**OPTIONAL COURSES:**

Web Page Design PC (CMPT 1114)  
Dreamweaver 2004 MX (CMPT 1237)  
Intro Webpages With HTML (CMPT 1173)

*Optional courses offered this term:*

**WEB PAGE DESIGN PC (CMPT 1114)**

Design and build a multi-page website with user interaction. Three sections include (1) Putting Your Webpage on the Internet - design a basic webpage. Topics include: basic HTML code, creating tags, hypertext links, graphics, colours, page formatting, and publishing to the Internet. (2) Designing a Professional Webpage - further page design and layout. (3) Programming Javascript into your Website - add CGI and Javascript features. Instructor will advise on course text. (30 hours) \$295

10 wks Tu. Jan 23 18:00-21:00 DTN 📍 [CRN 10284](#)

**DREAMWEAVER 2004 MX (CMPT 1237)**

Learn about the fundamentals of Dreamweaver's interface; create pages with well-structured HTML content; create hyperlinks between documents; add image maps, tables, frames, cascading style sheets, forms, test and deploy your own personal or company web site. It is recommended that you have completed the Web Page Design course, but do not require prior Dreamweaver experience. Textbook information provided at the first class. (30 hours) \$397

10 wks We. Jan 24 18:00-21:00 DTN 📍 [CRN 10289](#)

*Optional courses offered in upcoming terms:*

**INTRO WEBPAGES WITH HTML (CMPT 1173)**

Create web pages using HTML. Incorporate regular text, various levels of headings, bulleted and numbered lists, graphics, and hypertext links to other web pages. Upload to a Web server. Experience using the Internet is required. (7 hours) \$165

*Required courses offered in upcoming terms:*

**LINUX (NETT 2136)**

This Course is designed to help prepare the student to write their Comptia Linux+ exam. Students will be taught to install, configure and maintain a Linux system in various workstations and server roles. (30 hours) \$397



## 12 COUNSELLING

### COUNSELLING

Your counselling career starts at VCC – and we make it easy for you to work and study at the same time. Our programs are offered on a part-time evening basis by practising, professional clinicians. Students are admitted three times per year and most courses can be taken in any order. Enter either the Substance Abuse or Counselling Skills certificate programs in September, January or April and complete your education in as little as 15 months – or take it slow and finish in three years.

VCC's two part-time evening certificate programs in Substance Abuse and Counselling Skills provide the theoretical framework and foundation skills to individuals who are working or who wish to work in the field of counselling, addictions, justice or health. Both certificate programs are recommended by employers, and provide students with a range of employment opportunities. More than 90 per cent of our graduates find work in the social services, health and corrections communities, and most students begin working in the field before they graduate.

Visit [www.vcc.ca/cs/cnsk](http://www.vcc.ca/cs/cnsk) for all the latest course and program details.

### COUNSELLING SKILLS CERTIFICATE PROGRAM

*Program Coordinator: Sara Menzel,*  
604.443.8392, [smenzel@vcc.ca](mailto:smenzel@vcc.ca)

*Program Assistant: Carol Agostini,*  
604.443.8661, [cagostini@vcc.ca](mailto:cagostini@vcc.ca)

*Practicum Coordinator: Rayma Hagan,*  
604.443.8651, [rhagan@vcc.ca](mailto:rhagan@vcc.ca)

Designed for those who have an interest in pursuing a career in the helping professions or for those currently practicing in the field. Four core courses offer a foundation of counselling skills. Two electives, plus a Practicum complete the certificate requirements. Students employed in the field may use their existing position towards their practicum experience. Course work is experiential, practical and topical and is taught by experienced and practicing clinicians.

#### ENTRANCE REQUIREMENTS:

Successful completion of Grade 12 or equivalent.  
Good knowledge of English, both oral & written - an assessment test may be required.  
Satisfactory completion of Basic Counselling Skills.  
Relevant experience in the helping field.  
Recommended 2 years successful recovery for those affected by chemical dependency.  
Mature and emotional stability.  
Completed application form and participation in an orientation interview.  
Basic Counselling (CNSK 1101)

"Thank you to the Counselling Skills program. I got a job as an admissions counsellor at a college here in Montreal. I changed from the teaching profession into counselling; it was perfect."

DANIELA RIUS, GRADUATE, COUNSELLING SKILLS CERTIFICATE PROGRAM

#### REQUIRED COURSES:

Students should complete CNSK 1103 and CNSK 1102 near the beginning of their program.

Practicum information meeting Tuesday, February 20, 2007  
- 1730 Room 218B  
Practicum - Worksite Option\* (CNSK 1299)  
Practicum - Volunteer Option (CNSK 1398)  
Individual Counselling Skill (CNSK 1103)  
Personal Prof Development (CNSK 1112)  
Theories of Counselling (CNSK 1102)  
Assessment and Referral for Community Resources (CNSK 1108)

#### OPTIONAL COURSES:

Complete 72 hours from the following four courses, followed by one of 2 Practicums:

Cross-Cultural Counselling (CNSK 1111)  
Family Counselling Skills (CNSK 1105)  
Group Counselling Skills (CNSK 1104)  
Vocational Counselling (CNSK 1109)

#### *ENTRANCE Requirement Courses offered this term*

##### **BASIC COUNSELLING (CNSK 1101)**

Prerequisite for both the Substance Abuse and Counselling Skills Certificate Programs can be taken as a stand alone course for general interest and/or professional development. This practical skills-based course provides relationship building and listening skills to improve communication with clients, coworkers, friends and families. Self disclosure, self exploration and fluency in English is necessary. About 3 hours per week required for reading and assignments. (36 hours) \$398

12 wks We. Jan 10 18:30-21:30 DTN 📺 [CRN 10330](#)  
12 wks Th. Jan 11 18:30-21:30 DTN 📺 [CRN 10331](#)  
12 wks Th. Jan 11 18:30-21:30 DTN 📺 [CRN 10332](#)  
11 wks Fr. Jan 12 09:30-12:30 BWY 📺 [CRN](#) AND  
1 day Fr. Jan 19 13:30-16:30 BWY 📺 [CRN 10322](#)

#### *REQUIRED Courses offered this term*

##### **INDIVIDUAL COUNSELLING SKILL (CNSK 1103)**

Examine the knowledge and skills required when working with individuals on a one-to-one basis. Deepen your knowledge of the helping process, increase your self-awareness, practice and improve your skills, and expand your understanding of ethical considerations. You will experience the client/counsellor relationship and analyze the issues that emerge. Students will spend additional time outside of class time practicing their skills. (36 hours) \$398

12 wks Mo. Jan 08 18:30-21:30 DTN [CRN 10325](#)  
12 wks Tu. Jan 09 18:30-21:30 DTN [CRN 10323](#)

##### **PERSONAL PROF DEVELOPMENT (CNSK 1112)**

Prerequisite course: Individual Counselling Skills (CNSK 1103) or (SUAB 1101). Building on previous knowledge and experience, this course provides an opportunity to continue your personal and professional development. Expand your knowledge of ethical principles, as they apply to practice issues. This process-oriented course requires you to explore and examine your own values and beliefs and identify your personal limitations. (24 hours) \$265

8 wks Tu. Jan 23 18:30-21:30 DTN [CRN 10326](#)  
8 wks We. Feb 07 18:30-21:30 DTN [CRN 10327](#)



What are the employment prospects for graduates of the Substance Abuse and Counselling Skills programs?

Our graduates have a 90 per cent success rate in finding employment after completing the program, according to follow-up studies from the Ministry of Advanced Education. In most cases they find employment within a month of completing their coursework.



#### *OPTIONAL Courses offered this term*

##### **CROSS-CULTURAL COUNSELLING (CNSK 1111)**

Integrating theory and practices, this course examines cross-cultural counselling issues, theories and approaches, including value orientation, cultural-racial identity development and intercultural communication. Developed for those in the helping professions who work or who are interested in working in a multicultural milieu. (18 hours) \$210

6 wks We. Jan 10 18:30-21:30 DTN 📺 [CRN 10329](#)

##### **FAMILY COUNSELLING SKILLS (CNSK 1105)**

Examine the knowledge, and practice the foundational skills required when working with families. Explore issues of substance misuse and violence in families using a family systems perspective. Course content includes: theoretical assumptions, family assessments, counter transference and ethical issues. Two approaches to working with families will be explored in detail: family of origin and solution focused counselling. (36 hours) \$398

12 wks Th. Jan 11 18:30-21:30 DTN 📺 [CRN 10328](#)

REGISTER ONLINE   
[www.vcc.ca/cs](http://www.vcc.ca/cs)

## GROUP COUNSELLING SKILLS (CNSK 1104)

Enhance your counselling knowledge and skills by examining group dynamics, types of groups, group structure and stages of group development. Learn about working with different populations of clients who present with varied concerns including substance misuse. Enjoy this experiential course which includes an extended group experience and the opportunity to lead structured group exercises. Attendance in the Saturday class is required for course credit. (36 hours) \$398

10 wks Mo. Jan 15 18:30-21:30 DTN 📞 [CRN 10376](#)  
1 day Sa. Feb 24 09:30-16:30 DTN 📞 [CRN 10376](#)

## VOCATIONAL COUNSELLING (CNSK 1109)

Be better prepared to assist clients in developing action plans that result in positive results! Expand your knowledge by acquiring practical skills, resources and strategies to assist clients in reaching realistic career goals. Focussing on the needs of individuals who face employment barriers, this course highlights the process of career counselling, interview techniques, and accessing interests, values and skills. (18 hours) \$210

4 wks We. Feb 21 18:30-21:30 DTN 📞 [CRN 10379](#)  
1 day Sa. Mar 03 09:30-16:30 DTN 📞 [CRN 10379](#)

## PRACTICUM - VOLUNTEER OPTION (CNSK 1398)

Provides an opportunity to master and demonstrate the knowledge and skills gained during the classroom component of the Counselling Skills Certificate Program. Practice your skills at a social service agency with an emphasis on supervision and feedback. Continuous liaison with the program is maintained throughout the practicum by attendance in six seminars and a negotiated contract between the student, the agency and VCC. (18 hours) \$398

1 day We. continual intake 18:30-21:30 DTN [CRN 10384](#)

OR

## PRACTICUM - WORKSITE OPTION\* (CNSK 1299)

Available to students who are currently working in the field and who wish to complete the practicum through their current duties, this option gives students an opportunity to enhance their knowledge and skills by examining their worksite experiences in a series of 12 practicum seminars. Students choosing this option must submit information about their current job to the Program Coordinator to determine suitability. (36 hours) \$398

1 day We. continual intake 18:30-21:30 DTN [CRN 10383](#)

## SUBSTANCE ABUSE CERTIFICATE PROGRAM

*Program Coordinator: Sara Menzel,*  
*604.443.8392, [smenzel@vcc.ca](mailto:smenzel@vcc.ca)*  
*Program Assistant: Carol Agostini,*  
*604.443.8661, [cagostini@vcc.ca](mailto:cagostini@vcc.ca)*  
*Practicum Coordinator: Rayma Hagan,*  
*604.443.8651, [rhagan@vcc.ca](mailto:rhagan@vcc.ca)*

This well recognized program has trained addiction workers providing an excellent foundation for individuals who wish to work in the field of substance misuse or for those currently practicing. Six core courses offer a foundation of counselling skills with a specific emphasis on addiction work. A choice of an elective and a Practicum complete the Certificate. VCC's course work meets all the educational requirements for the Canadian Addiction Counsellors Certification Federation.

### ENTRANCE REQUIREMENTS:

Successful completion of Grade 12 or equivalent.  
Good knowledge of English, both oral & written - an assessment test may be required.  
Satisfactory completion of Basic Counselling Skills.  
Relevant experience in the helping field.  
Recommended 2 years successful recovery for those affected by chemical dependency.  
Mature and emotional stability.  
Completed application form and participation in an orientation interview.  
Basic Counselling (CNSK 1101)

### REQUIRED COURSES:

Students should complete SUAB, 1102, SUAB 1103, and SUAB 1101 near the beginning of their program.

Practicum - Worksite Option\* (CNSK 1299)  
Practicum - Volunteer Option (CNSK 1398)  
Substance Abuse-Assess/Ref (SUAB 1106)  
Intro To Substance Abuse (SUAB 1102)  
Personal Prof Development (CNSK 1112)  
Drugs And Human Behaviour (SUAB 1103)  
Individual Counselling Skills for Substance Abuse (SUAB 1101)  
Substance Abuse - The Aboriginal Context (SUAB 1115)

### OPTIONAL COURSES:

One of the following two courses, but both are recommended.

Family Counselling Skills (CNSK 1105)  
Group Counselling Skills (CNSK 1104)

### ENTRANCE Requirement Courses offered this term

#### BASIC COUNSELLING (CNSK 1101)

Prerequisite for both the Substance Abuse and Counselling Skills Certificate Programs can be taken as a stand alone course for general interest and/or professional development. This practical skills-based course provides relationship building and listening skills to improve communication with clients, coworkers, friends and families. Self disclosure, self exploration and fluency in English is necessary. About 3 hours per week required for reading and assignments. (36 hours) \$398

12 wks We. Jan 10 18:30-21:30 DTN 📞 [CRN 10330](#)  
12 wks Th. Jan 11 18:30-21:30 DTN 📞 [CRN 10331](#)  
12 wks Th. Jan 11 18:30-21:30 DTN 📞 [CRN 10332](#)  
11 wks Fr. Jan 12 09:30-12:30 BWY 📞 [CRN 10322](#)  
1 day Fr. Jan 19 13:30-16:30 BWY 📞 [CRN 10322](#)

### REQUIRED Courses offered this term

#### SUBSTANCE ABUSE-ASSESS/REF (SUAB 1106)

Prerequisite: SUAB 1101. Examine procedures/skills used in substance abuse assessment and referral as well as identify and examine available community resources. Learn how to assess for chemical dependency, conduct an assessment interview, utilize various assessment tools, and make a successful referral. Ethical issues will play an important role in this class as well as the consideration of working with special populations. (36 hours) \$398

12 wks Mo. Jan 08 18:30-21:30 DTN [CRN 10366](#)  
12 wks We. Jan 10 18:30-21:30 DTN [CRN 10324](#)

#### INTRO TO SUBSTANCE ABUSE (SUAB 1102)

Understand the concepts of substance misuse including patterns of use/abuse and how biological, sociological, psychological and spiritual processes contribute to the development of an addiction. Apply the principles of the substance use/abuse continuum (prevention/health enhancement, early intervention, harm reduction and treatment) to the different population needs. Learn about counselling & rehabilitative strategies & discuss the importance of ethical behaviour by service providers. (21 hours) \$225

5 wks Tu. Jan 09 18:30-21:30 DTN [CRN 10367](#)  
1 day Sa. Jan 27 09:30-16:30 DTN [CRN 10367](#)  
7 wks Th. Jan 11 18:30-21:30 DTN [CRN 10371](#)

#### PERSONAL PROF DEVELOPMENT (CNSK 1112)

Prerequisite course: Individual Counselling Skills (CNSK 1103) or (SUAB 1101). Building on previous knowledge and experience, this course provides an opportunity to continue your personal and professional development. Expand your knowledge of ethical principles, as they apply to practice issues. This process-oriented course requires you to explore and examine your own values and beliefs and identify your personal limitations. (24 hours) \$265

8 wks Tu. Jan 23 18:30-21:30 DTN [CRN 10326](#)  
8 wks We. Feb 07 18:30-21:30 DTN [CRN 10327](#)

"I was extremely impressed with the calibre of VCC's program, the intensity of the courses, and the attention given to help students attain the best skills."

GOLI MESHKATY SHIFTEH, GRADUATE, COUNSELLING SKILLS CERTIFICATE PROGRAM

## 14 COUNSELLING / EARLY CHILDHOOD

### DRUGS AND HUMAN BEHAVIOUR (SUAB 1103)

Gain the basic pharmacological concepts needed to understand the action of psychoactive drugs in the human body. Learn about the medical and non-medical use of commonly used mood-modifying drugs, including the long and short-term effects on the human body. (21 hours) \$225

7 wks Tu. Feb 13 18:30-21:30 DTN [CRN 10378](#)

5 wks Th. Mar 01 18:30-21:30 DTN [CRN 10382](#)

1 day Sa. Mar 17 09:30-16:30 DTN [CRN 10382](#)

*OPTIONAL Courses offered this term*

### FAMILY COUNSELLING SKILLS (CNSK 1105)

Examine the knowledge, and practice the foundational skills required when working with families. Explore issues of substance misuse and violence in families using a family systems perspective. Course content includes: theoretical assumptions, family assessments, counter transference and ethical issues. Two approaches to working with families will be explored in detail: family of origin and solution focused counselling. (36 hours) \$398

12 wks Th. Jan 11 18:30-21:30 DTN [CRN 10328](#)

### GROUP COUNSELLING SKILLS (CNSK 1104)

Enhance your counselling knowledge and skills by examining group dynamics, types of groups, group structure and stages of group development. Learn about working with different populations of clients who present with varied concerns including substance misuse. Enjoy this experiential course which includes an extended group experience and the opportunity to lead structured group exercises. Attendance in the Saturday class is required for course credit. (36 hours) \$398

10 wks Mo. Jan 15 18:30-21:30 DTN [CRN 10376](#)

1 day Sa. Feb 24 09:30-16:30 DTN [CRN 10376](#)

### PRACTICUM - VOLUNTEER OPTION (CNSK 1398)

Provides an opportunity to master and demonstrate the knowledge and skills gained during the classroom component of the Counselling Skills Certificate Program. Practice your skills at a social service agency with an emphasis on supervision and feedback. Continuous liaison with the program is maintained throughout the practicum by attendance in six seminars and a negotiated contract between the student, the agency and VCC. (18 hours) \$398

1 day We. continual intake 18:30-21:30 DTN [CRN 10384](#)

OR

### PRACTICUM - WORKSITE OPTION\* (CNSK 1299)

Available to students who are currently working in the field and who wish to complete the practicum through their current duties, this option gives students an opportunity to enhance their knowledge and skills by examining their worksite experiences in a series of 12 practicum seminars. Students choosing this option must submit information about their current job to the Program Coordinator to determine suitability. (36 hours) \$398

1 day We. continual intake 18:30-21:30 DTN [CRN 10383](#)

1 day We. continual intake 18:30-21:30 DTN [CRN 30215](#)

### EARLY CHILDHOOD

Studies show that quality early child care education has benefits that last a lifetime. Make a difference and take part in this growing sector of the economy by getting certified at VCC. Our programs and courses are industry-recognized and supported by B.C.'s professional child care community. Choose VCC to gain the confidence and skills you need to take a leading role in caring for the next generation.

For the established early childhood education community we offer workshops that provide enrichment, upgrading and continuing professional development for child care staff. For a brochure outlining our latest offerings, please call 604.443.8660.

### EARLY CHILDHOOD CARE AND EDUCATION LEVEL 1

*Program Coordinator: Jane Jimison, 604.443.8660, [jjimison@vcc.ca](mailto:jjimison@vcc.ca)*

This two-year, provincially certified program prepares graduates to work as supervisors in preschool and day care centres for children three to five years old.

### INFANT AND TODDLER CERTIFICATE PROGRAM

*Program Coordinator: Jane Jimison, 604.443.8660*

For those who have completed basic Early Childhood Education training, we offer the Infant and Toddler Certificate Program. Both Infant and Toddler and Special Needs Certificate Programs will commence in September 2007.

#### ENTRANCE REQUIREMENTS:

You must hold a BC Licence in basic ECCE prior to applying for either of these programs.

### VCC OFFERINGS TO WATCH

### BUILD YOUR SKILLS

Are you keen to register for a VCC continuing studies offering, but unsure about your reading, writing, research, math or study skills? We can help. Our educators will work with you to build the skills and confidence you need to meet program requirements and realize your education goals. Experts from VCC's College and Career Access department will help you assess your needs, then develop a plan that fits your schedule.

For information: 604.871.7366

### LEADERSHIP, ADMINISTRATION AND MANAGEMENT IN CHILD CARE

*Program Coordinator: Jane Jimison, 604.443.8660*

Explore new career opportunities and learn knowledge and skill sets vital to manage childcare programs in today's complex and challenging world.

This 60-hour program provides a professional development opportunity for supervisors, directors and managers to explore leadership, human resource recruitment and supervision, financial management, administration and board/community relations.

Classes meet once a month, beginning in November 2006 for a Friday afternoon and the following Saturday.

#### REQUIRED COURSES:

Leadership Admin & Management (ECCE 2112)

*REQUIRED Courses offered this term*

#### LEADERSHIP ADMIN & MANAGEMENT (ECCE 2112)

Build your knowledge and skills and broaden your professional horizons! This is designed for experienced child care staff who want to become more effective as leaders and administrators. (60 hours). \$330

1 day Fr.Sa. continual intake 13:00-17:00 DTN [CRN 30369](#)

### SPECIAL NEEDS CERTIFICATE PROGRAM

*Program Coordinator: Jane Jimison, 604.443.8660*

For those who have completed basic Early Childhood Education training, we offer the Special Needs Certificate Programs. Our new and revised curriculum includes core courses relevant to both certificate programs as well as specialized courses in each area of expertise.



## FASHION ARTS

VCC's Fashion Arts certificate program is one of the most successful in Western Canada. Designed for those entering the fashion industry and for professionals who need to upgrade their skills, all courses are taught by industry-experienced instructors. VCC has built a reputation for teaching excellent technical skills while maximizing individual creativity. Employers seek our graduates to make their mark on the local, national, and international fashion scenes.

## NEW FASHION ARTS DIPLOMA PROGRAM

*Program Coordinator: Evelyn May,  
604.443.8387, emay@vcc.ca  
Program Assistant: 604.443.8677*

VCC is excited to announce the September 2007 launch of our 2 year full time fashion design program. This program has been designed to produce graduates with the highly desirable combination of creative flair and technical competence. This is achieved throughout the program by developing both creative ability and an awareness of technological and business applications.

Call 604.443.8387 for more details, or see online at [continuinged.vcc.ca/fashionarts](http://continuinged.vcc.ca/fashionarts).

## FASHION ARTS SPECIALTY COURSES

*Program Coordinator: Evelyn May,  
604.443.8387, emay@vcc.ca*

These courses introduce fashion skills, assist those planning to apply for the Fashion Arts Certificate Program, upgrade skills of those already experienced in Fashion Arts and introduce new fashion-related courses. Limited enrollment.

### OPTIONAL COURSES:

Pattern Making (FASH 1153)  
Intro Fashion Design (FASH 1178)  
Sewing - Beginners (FASH 1154)  
Millinery (FASH 1162)  
Boot Camp: Fashion Des (Teens) (FASH 1179)  
Fashion Illustration (FASH 1150)  
Fashion Writing (FASH 1409)

### OPTIONAL Courses offered this term

#### PATTERN MAKING (FASH 1153)

Learn to make patterns to your own measurements with a perfect fit ensured. Construct a set of women's personal Blocks (Slopers) and draft patterns for any design of your choice. This course allows for individual instruction. Bring to first class: HB pencil, eraser, metric tape measure, 30 cm ruler - clear plastic, and a three ring binder. Come prepared to be measured; wear usual bra and a simple slip. (24 hours) \$245

6 wks Sa. Jan 13 12:30-16:30 DTN 📞 [CRN 10008](http://vcc.ca)

#### INTRO FASHION DESIGN (FASH 1178)

This creativity workshop explores the fundamentals of good fashion design. Working on fashion figures, you will learn how to create fashionable "mini-collections" starting with the basic sketch and following through to finished presentation quality. Topics include: symmetry and proportion; line and silhouette; colour theory; fabric pattern and texture. Basic figure drawing will be taught, but no previous drawing or design experience is necessary. Bring to first class: 9" x 12" tracing paper, HB pencil, blue and red fine-tipped felt pens, 12" ruler, scotch tape, fashion magazines. (30 hours) \$285

10 wks Mo. Jan 15 18:30-21:30 DTN 📞 [CRN 10007](http://vcc.ca)

#### NEW SEWING - BEGINNERS (FASH 1154)

This course is for the beginner sewer who wants a good foundation in sewing skills and techniques. Using industrial sewing machines students will practice their skills to construct 2 simple garments. This course is particularly designed to assist those who are building a portfolio for acceptance into a fashion design program. Bring to first class: Metric measuring tape, pencil and a 3 ring binder with a supply of paper. During the first class, requirements for the sewing project will be discussed and a list of sewing equipment and supplies will be distributed. \$300

10 wks We. Jan 17 18:30-21:30 DTN 📞 [CRN 10321](http://vcc.ca)

#### NEW MILLINERY (FASH 1162)

This is a fun innovative course working with traditional materials using modern millinery methods. The students will learn the basics of compositions, tricks of the trade and create several beautiful hats or cocktails that will keep heads turning. Bring to first class: scissors, push pins, dressmaker pins, measuring tape, needle and thread, glue gun (optional for first class). Please note that the cost of materials for hats can total up to \$100. (18 hours) \$245

6 wks Sa. Feb 24 10:00-13:00 DTN 📞 [CRN 10430](http://vcc.ca)

## FASHION ARTS ADVANCED CERTIFICATE PROGRAM

*Program Coordinator: Evelyn May,  
604.443.8387, emay@vcc.ca  
Program Assistant: 604.443.8677*

Study full-time, daytime and fast-track for one-year! Based on our reputable part-time program, this certificate focuses on four areas: Fashion Design, Pattern Making, Garment Construction, and Fashion Business and Technology. Participate in an optional work-study placement on successful completion. Graduates can transfer credits to other design programs based on transcript/portfolio strengths.

Typically, students complete the entire program over a one-year period to maximize the scope and depth of study in this highly structured and comprehensive program. Classes are offered 3.5-4 days per week, 09:00-16:00. You can also expect at least 15 hours of Directed Study per week. A Fashion Arts Advanced Certificate is awarded to those who complete this program.

### ENTRANCE REQUIREMENTS:

Grade 12 or equivalent (waived if mature student), ability to speak, read and write English clearly and correctly, completed application form, successful portfolio assessment and interview.

### REQUIRED COURSES:

Fashion Design Certificate  
Fashion Drawing (FASH 1101)  
Fashion Design (FASH 1203)  
History of Fashion (FASH 1301)  
Collection Design (FASH 2103)  
Textiles (FASH 2201)

Pattern Making Certificate  
Block Construction (FASH 1102)  
Design Drafting Theory (FASH 1202)  
Design Drafting Practical (FASH 1303)  
Design Patterns Draping (FASH 2102)  
Production Patterns Grading (FASH 2203)

Garment Construction Certificate  
Sewing Techniques (FASH 1103)  
Industrial Sewing (FASH 1201)  
Tailoring (FASH 1302)  
Couture (FASH 2101)  
Collection Toiles (FASH 2202)

Fashion Business & Technology Certificate  
Professional Practices I (FASH 1171)  
Professional Practices II (FASH 1172)  
Technical Fashion Drawing (FASH 1251)  
Product Development (FASH 1252)  
Computer Aided Drafting (FASH 1253)

Fashion Arts Advanced Certificate  
Successful completion of all courses leading to the Fashion Design Certificate, Pattern Making Certificate, Garment Construction Certificate, Fashion Business & Technology Certificate plus

Fashion Show Preparation (FASH 1353)  
Collection Portfolio & Studio (FASH 2306)  
Collection Manufacture & Studio (FASH 2307)  
Studio Fashion courses (FASH 2308)  
Photoshop for Fashion (FASH 1410)

### REQUIRED Courses offered this term

#### COLLECTION TOILES (FASH 2202)

This course covers the production of patterns and toiles in preparation for the manufacture of a Collection. Students learn how to make professional toiles as "sample garments" to plan the sewing construction with consideration to garment type and fabric, using fit models to finalize pattern proportion and detail. The development of working drawings and specification sheets ensure accuracy, speed and efficiency in manufacture. (36 hours) \$300

12 wks Tu. Jan 02 18:30-21:30 DTN [CRN 10012](http://vcc.ca)

"I took a fashion design program at another school in the Vancouver area, and it did not compare to the advanced skills I learned in the part-time Fashion Arts program at VCC. I couldn't wait to get back into VCC's full-time program."

MELISSA MCMAHON, GRADUATE, FASHION ARTS ADVANCED CERTIFICATE PROGRAM

REGISTER ONLINE   
[www.vcc.ca/cs](http://www.vcc.ca/cs)

## 16 FASHION ARTS

### DESIGN DRAFTING - THEORY (FASH 1202)

This course provides the theoretical knowledge necessary for accurate flat pattern making, and an understanding of the inherent design possibilities and limitations. Students study the principles and methods of flat pattern drafting, and produce comprehensive reference notebooks illustrating basic adaptations and constructions in 1/5 scale. (36 hours) \$300

12 wks Tu. Jan 02 18:30-21:30 DTN [CRN 10019](#)

### FASHION PROF PRACTICES 1 (FASH 1171)

A successful fashion business must have a solid concept backed by market research and feasible financing. The development of initial line plans, merchandise development charts, production sketches, sourcing of raw materials, and methods of manufacture and distribution will also be required to accurately cost products. This course covers the initial product and market development strategies necessary to form a viable fashion-related business. (36 hours) \$300

12 wks Tu. Jan 02 09:00-12:00 DTN [CRN 10026](#)

### TECHNICAL FASHION DRAWING (FASH 1251)

Students will understand the different uses and kinds of technical fashion drawing. They will convey design ideas using technical drawings and terminology to accurately specify proportion, style and detail. They will be able to draw accurately by hand and through the use of computer software. (36 hours) \$300

12 wks Tu. Jan 02 13:00-16:00 DTN [CRN 10022](#)

### FASHION DESIGN (FASH 1203)

Students develop individual creativity and style in fashion design combined with a realistic approach to manufacture and sales potential. Students learn to design clothing for all areas of the industry, producing flats and presentation fashion drawings for their designs. (36 hours) \$300

12 wks We. Jan 03 18:30-21:30 DTN [CRN 10011](#)

6 wks Mo. Jan 08 09:00-12:00 DTN [CRN 30250](#)

### TEXTILES (FASH 2201)

Students learn the information necessary for the selection of suitable fabrics for specific designs and for the production of realistic designs for specific fabrics. Students study the development, characteristics, use and care of natural, synthetic and semi-synthetic fabrics; as well as textile law and regulations. (36 hours) \$300

12 wks We. Jan 03 18:30-21:30 DTN [CRN 10009](#)

### INDUSTRIAL SEWING (FASH 1201)

A study of industrial cutting and sewing methods provides the designer/pattern maker with the knowledge necessary for work in mass production. Several sample garments are produced using industrial construction methods and working at industrial speed, providing the student with the opportunity to develop skill in the use and care of industrial machines. (36 hours) \$300

12 wks Th. Jan 04 18:30-21:30 DTN [CRN 10018](#)

11 wks Mo. Jan 08 18:30-21:30 DTN [CRN 10025](#)

1 day Fr. Mar 23 18:30-21:30 DTN [CRN 10025](#)

### PRODUCTION PATTERNS GRADING (FASH 2203)

Students learn the skills necessary to produce accurate patterns for the apparel industry. The course covers the development of production patterns with consideration of construction methods and garment type, the development of grade tables, grading techniques and procedures, lay-planning and markers. (36 hours) \$300

12 wks Th. Jan 04 18:30-21:30 DTN [CRN 10013](#)

### TAILORING (FASH 1302)

The designer/pattern maker must have a sound knowledge of all types of garment construction in order to be able to design realistic garments and to make accurate, well-fitting patterns. This course combines the study and practice of machine tailoring with that of hand tailoring, providing the student with a link between mass production and haute couture methods of garment construction. Students learn to fit by making a tailored jacket to their own measurements. (36 hours) \$300

12 wks Th. Jan 04 13:00-16:00 DTN [CRN 10001](#)

### DESIGN DRAFTING-PRACTICE (FASH 1303)

This course provides for the practical application of the principles and methods learned in Level Two Theory classes. Full-scale design/drafting exercises cover the basic adaptations and constructions in standard sizes. The student uses individual Blocks to draft accurate flat patterns for his/her own designs in preparation for the Level Four Couture course. (36 hours) \$300

6 wks Mo.Fr. Jan 05 13:00-16:00 DTN [CRN 10004](#)

### STUDIO - FASHION (FASH 2308)

Students will advance their understanding of design drawing, drafting and sewing techniques. Included is a series of guest lecturers and demonstrations which will enhance technical skills. (36 hours) \$300

12 wks Fr. Jan 05 09:00-12:00 DTN [CRN 10023](#)

### COUTURE (FASH 2101)

In this course students develop speed and skill in haute couture methods and the ability to fit and finish to perfection. Couture methods and custom fitting are practised in the construction of the individual designs drafted in Level Three. Prerequisite: Tailoring; \Design/ Drafting Practical (unless prior permission is granted) 36 hours \$300

6 wks Mo.Fr. Feb 16 13:00-16:16 DTN [CRN 10014](#)

### COLLECTION DESIGN (FASH 2103)

Students learn how to design seasonal, theme, and specialist collections in this course and how to develop a line of clothing. The emphasis on personal design interest and philosophy helps formulate ideas for the student's individual collections in particular the collection which will be presented at their Graduate Fashion Show. (36 hours) \$300

5 wks Mo. Feb 19 09:00-12:00 DTN [CRN 10002](#)

9 wks Mo. Apr 02 09:00-12:00 DTN [CRN 10002](#)

#### *Required Courses Offered in Upcoming Terms*

### ADV COLL MANUFACTURE & STUDIO (FASH 2307)

With the focus on accurate correlation of design, to flat, to pattern, to construction method and on the necessity to meet deadlines in all areas of the industry: students develop time management and costing skills in the manufacture of their Collection. (96 hours)

### ADV COLLECT PORTFOLIO & STUDIO (FASH 2306)

Students complete presentation fashion drawings, detailed flats and fabric swatches for their individual collection, assembling these in a Portfolio for job application. Particular attention is paid to the overall design and presentation of this Collection Portfolio. This, and other examples of work, is presented to a committee of professionals from all areas of the industry, at an individual assessment interview. (48 hours)

### ADV COMPUTER AIDED DRAFTING (FASH 1253)

Students will understand the different uses and kinds of technical fashion drawing. They will convey design ideas using technical drawings and terminology to accurately specify proportion, style and detail. They will be able to draw accurately by hand and using computer software. (36 hours)

### ADV FASHION GRAPHICS (FASH 1351)

Students learn the "language" of graphic design and fashion photography to assist them in future advertising and in portfolio presentation. Graphic design principles are covered in the production of individual business cards, programs and other promotional materials. Students experience styling for a professional photo-shoot of their work. (18 hours)

### ADV FASHION SHOW PREPARATION (FASH 1353)

These workshops provide practical experience in the planning and production of fashion shows. Each student plans, choreographs and presents a mini-collection of their designs in the Graduate Fashion Show (24 hours)

### FASHION PROF PRACTICES 2 (FASH 1172)

In the second 12-week course, the student will finalize Information essential for the preparation of a business plan will be developed for a sample product which the student has provided. Finally, there will be an opportunity to test your product line in order to receive invaluable product feedback. (36 hours)

### PHOTOSHOP FOR FASHION (FASH 1410)

Students will further develop presentation skills in portfolio development by using Adobe Illustrator to manipulate fashion illustrations: create shapes, fill with colour, and apply patterns and gradients. Object manipulation: scaling, rotating, shearing, distorting objects and changing perspective. Blend shapes and colours. (36 hours)

### PRODUCT DEVELOPMENT (FASH 1252)

Students will be able to interpret design concepts by developing patterns from specification drawings and garments. They will have experience with planning and participating in mini production lines and modular sewing teams. Students will develop an increased knowledge of the inter-relationships between the production function and the design and marketing functions within an apparel company. (36 hours)

## FASHION ARTS CERTIFICATE PROGRAM

*Program Coordinator: Evelyn May,  
604.443.8387, [emay@vcc.ca](mailto:emay@vcc.ca)  
Program Assistant: 604.443.8677*

VCC's Fashion Arts Programs are among the most successful in Western Canada. All are designed for those entering the fashion industry and for professionals who wish to upgrade. Taught by industry-experienced instructors, our reputation builds on developing excellent technical skills and individual creativity. Employers seek our grads to make their mark on the local and international fashion scenes.

This flexible self-paced two-year program is comprised of four separate certificates in Pattern Making, Garment Construction, Fashion Design, and the Fashion Arts Certificate. You have the option to take the full program or concentrate on an individual Certificate. On a part-time evening basis, this program allows you to maintain regular employment while completing training.

## ENTRANCE REQUIREMENTS:

Grade 12 or equivalent (waived if mature student), ability to speak, read and write English clearly and correctly, completed application form, successful portfolio assessment and interview.

Fashion Design Certificate  
Fashion Drawing (FASH 1101)  
Fashion Design (FASH 1203)  
History of Fashion (FASH 1301)  
Collection Design (FASH 2103)  
Textiles (FASH 2201)

Pattern Making Certificate  
Block Construction (FASH 1102)  
Design Drafting Theory (FASH 1202)  
Design Drafting Practical (FASH 1303)  
Design Patterns Draping (FASH 2102)  
Production Patterns Grading (FASH 2203)

Garment Construction Certificate  
Sewing Techniques (FASH 1103)  
Industrial Sewing (FASH 1201)  
Tailoring (FASH 1302)  
Couture (FASH 2101)  
Collection Toiles (FASH 2202)

Fashion Business & Technology Certificate  
Professional Practices I (FASH 1171)  
Professional Practices II (FASH 1172)  
Technical Fashion Drawing (FASH 1251)  
Product Development (FASH 1252)  
Computer Aided Drafting (FASH 1253)

Fashion Arts Certificate  
Successful completion of all courses leading to the Fashion Design Certificate, Pattern Making Certificate, Garment Construction Certificate plus

Fashion Graphics (FASH 1351)  
Fashion Show Preparation (FASH 1353)  
Collection Manufacture (FASH 2302)  
P/T Collection Portfolio (FASH 2305)

## REQUIRED Courses offered this term

### COLLECTION TOILES (FASH 2202)

This course covers the production of patterns and toiles in preparation for the manufacture of a Collection. Students learn how to make professional toiles as "sample garments" to plan the sewing construction with consideration to garment type and fabric, using fit models to finalize pattern proportion and detail. The development of working drawings and specification sheets ensure accuracy, speed and efficiency in manufacture. (36 hours) \$300

12 wks Tu. Jan 02 18:30-21:30 DTN [CRN 10012](#)

### DESIGN DRAFTING - THEORY (FASH 1202)

This course provides the theoretical knowledge necessary for accurate flat pattern making, and an understanding of the inherent design possibilities and limitations. Students study the principles and methods of flat pattern drafting, and produce comprehensive reference notebooks illustrating all basic adaptations and constructions in 1/5 scale. (36 hours) \$300

12 wks Tu. Jan 02 18:30-21:30 DTN [CRN 10019](#)

### FASHION DESIGN (FASH 1203)

Students develop individual creativity and style in fashion design combined with a realistic approach to manufacture and sales potential. Students learn to design clothing for all areas of the industry, producing flats and presentation fashion drawings for their designs. (36 hours) \$300

12 wks We. Jan 03 18:30-21:30 DTN [CRN 10011](#)  
6 wks Mo. Jan 08 09:00-12:00 DTN [CRN 30250](#)

### TEXTILES (FASH 2201)

This course provides the designer with the information necessary for the selection of suitable fabrics for specific designs and for the production of realistic designs for specific fabrics. Students study the development, characteristics, use and care of natural, synthetic and semi-synthetic fabrics; as well as textile law and regulations. (36 hours) \$300

12 wks We. Jan 03 18:30-21:30 DTN [CRN 10009](#)

### INDUSTRIAL SEWING (FASH 1201)

A study of industrial cutting and sewing methods provides the designer/pattern maker with the knowledge necessary for work in mass production. Several sample garments are produced using industrial construction methods and working at industrial speed, providing the student with the opportunity to develop skill in the use and care of industrial machines. (36 hours) \$300

12 wks Th. Jan 04 18:30-21:30 DTN [CRN 10018](#)  
11 wks Mo. Jan 08 18:30-21:30 DTN [CRN 10025](#)  
1 day Fr. Mar 23 18:30-21:30 DTN [CRN 10025](#)

### PRODUCTION PATTERNS GRADING (FASH 2203)

Students learn the skills necessary to produce accurate patterns for the apparel industry. The course covers the development of production patterns with consideration of construction methods and garment type, the development of grade tables, grading techniques and procedures, lay-planning and markers. (36 hours) \$300

12 wks Th. Jan 04 18:30-21:30 DTN [CRN 10013](#)

### TAILORING (FASH 1302)

The designer/pattern maker must have a sound knowledge of all types of garment construction in order to be able to design realistic garments and to make accurate, well-fitting patterns. This course combines the study and practice of machine tailoring with that of hand tailoring, providing the student with a link between mass production and haute couture methods of garment construction. Students learn to fit by making a tailored jacket to their own measurements. (36 hours) \$300

12 wks Th. Jan 04 13:00-16:00 DTN [CRN 10001](#)

### DESIGN DRAFTING-PRACTICE (FASH 1303)

This course provides for the practical application of the principles and methods learned in Level Two Theory classes. Full-scale design/drafting exercises cover the basic adaptations and constructions in standard sizes. The student uses individual Blocks to draft accurate flat patterns for his/her own designs in preparation for the Level Four Couture course. (36 hours) \$300

6 wks Mo.Fr. Jan 05 13:00-16:00 DTN [CRN 10004](#)

### COUTURE (FASH 2101)

In this course students develop speed and skill in haute couture methods and the ability to fit and finish to perfection. Couture methods and custom fitting are practised in the construction of the individual designs drafted in Level Three. Prerequisite: Tailoring; \Design/ Drafting Practical (unless prior permission is granted) 36 hours \$300

6 wks Mo.Fr. Feb 16 13:00-16:16 DTN [CRN 10014](#)

### COLLECTION DESIGN (FASH 2103)

Students learn how to design seasonal, theme, and specialist collections in this course and how to develop a line of clothing. The emphasis on personal design interest and philosophy helps formulate ideas for the student's individual collections in particular the collection which will be presented at their Graduate Fashion Show. (36 hours) \$300

5 wks Mo. Feb 19 09:00-12:00 DTN [CRN 10002](#)  
9 wks Mo. Apr 02 09:00-12:00 DTN [CRN 10002](#)

## Required Courses Offered in Upcoming Terms

### ADV FASHION GRAPHICS (FASH 1351)

Students learn the "language" of graphic design and fashion photography to assist them in future advertising and in portfolio presentation. Graphic design principles are covered in the production of individual business cards, programs and other promotional materials. Students experience styling for a professional photo-shoot of their work. (18 hours)

### ADV FASHION SHOW PREPARATION (FASH 1353)

These workshops provide practical experience in the planning and production of fashion shows. Each student plans, choreographs and presents a mini-collection of their designs in the Graduate Fashion Show (24 hours)

### COLLECTION MANUFACTURING (FASH 2302)

With the focus on accurate correlation of design, to flat, to pattern, to construction method and on the necessity to meet deadlines in all areas of the industry; students develop time management and costing skills in the manufacture of their Collection. Prerequisite: all three practical certificates (12 hours)

### P/T COLLECTION PORTFOLIO (FASH 2305)

Students complete presentation fashion drawings, detailed flats and fabric swatches for their individual collection, assembling these in a Portfolio for a job application. Particular attention is paid to the overall design and presentation of this Collection Portfolio. This, and other examples of work, is presented to a committee of professionals from all areas of the industry, at an individual assessment interview. Prerequisite: all three practical certificates (21 hours)

## Optional Courses Offered in Upcoming Terms

### BOOT CAMP: FASHION DES (TEENS) (FASH 1179)

Discover your talents in fashion design and explore the design process. Students will develop drawing and conceptual design skills to create a mini-collection. This course emphasizes general fashion design principles and does not include garment construction exercises. Classes include sessions in fashion drawing, design sketching, as well as creating a fabric design on a half-scale dress form. Participants must be 13 - 17 years of age. (20 hours)



# 18 FASHION ARTS / GEMMOLOGY & JEWELLERY

## FASHION ILLUSTRATION (FASH 1150)

Interested in entering the Fashion Arts Certificate Programs? Improve your skills, update your drawing style and prepare a portfolio. Learn the basics of fashion drawing and the variety of media involved - from conte to guache and more. Render a variety of fabrics, study work of well-known illustrators and draw from a live model. Bring to first class: 18" x 24" newsprint sketch pad, black/brown conte crayon, 4B pencil. (30 hours)

## FASHION WRITING (FASH 1409)

Analyze fashion publications and learn to develop sellable ideas. Learn how to pitch, interview, and write fashion articles. Other types of fashion writing such as advertorials and press releases will also be discussed. (24 hours)

## FASHION MERCHANDISING ASSOCIATE CERTIFICATE PROGRAM

*Program Coordinator: Evelyn May, 604.443.8387, emay@vcc.ca*  
*Program Assistant: 604.443.8677*

A career in fashion merchandising takes you into the dynamic, fast-paced worlds of retail and wholesale marketing. Merchandisers are "people-persons" with an eye for colour, flair for fashion, and aptitude for management. Combine studies in business fundamentals with fashion theory using a multi-dimensional approach. Learn to project accurate forecasts for profits in sales and utilize varied techniques of merchandising to attract consumers.

This flexible, part-time evening program allows you to take any number of courses offered each term. Please note, all courses may not be offered each term. Texts and some supplies are required. Be prepared to dedicate approximately three hours per week per course to studies outside of class time. Each course averages 36 hours usually in 3-hour blocks.

### ENTRANCE REQUIREMENTS:

Ability to speak, read and write English clearly and correctly

### REQUIRED COURSES:

All courses are not offered each semester

Merchandising Fashion (FASH 1176)  
History of Fashion (FASH 1301)  
Fashion Retailing & Management (FASH 1401)  
Fashion Styling (FASH 1408)  
Textiles (FASH 2201)  
Fashion Forecasting (FASH 1204)  
Fashion Marketing & Promotion (FASH 1405)  
Retail Buying (FASH 1402)

### REQUIRED Courses offered this term

#### TEXTILES (FASH 2201)

This course provides the designer with the information necessary for the selection of suitable fabrics for specific designs and for the production of realistic designs for specific fabrics. Students study the development, characteristics, use and care of natural, synthetic and semi-synthetic fabrics; as well as textile law and regulations. (36 hours) \$300

12 wks We. Jan 03 18:30-21:30 DTN 📞 CRN 10009

## MERCHANDISING FASHION (FASH 1176)

From initial concept to final consumer demand, students will explore the merchandising process. Topics include: trends, top designers, social influences on fashion, the necessity of higher-priced apparel, and the timing of fashion. This course is ideal for those who are looking for a career in the field of fashion merchandising (design, manufacturing, and retail) or for those who want to advance their careers in the fashion industry. (36 hours) \$300

12 wks Mo. Jan 08, 18:30-21:30 DTN 📞 CRN 10020

### Required Courses Offered in Upcoming Terms

#### FASHION FORECASTING (FASH 1204)

Gain a general overview of the job of the fashion forecaster and the fashion forecasting process. Learn to differentiate between a trend and a fad, how to predict new fashion colours, popular fabrics, new styles, and upcoming trends. An important and essential course for the fashion designer, merchandiser, retailer, and the consumer. Class structures will consist of lectures, group discussions, projects, guest speakers, and presentations. (36 hours)

#### FASHION MARKETING & PROMOTION (FASH 1405)

A study of theory and practical application of fashion sales promotion, public relations, and special event promotion and activities used to influence the sale of merchandise, services and concepts. Market planning, research, information systems, and consumer behaviour will be examined in conjunction with the ever changing fashion industry. Emphasis is placed on the creative organization of professional quality presentations including evaluating, writing, and editing of copy of advertising, display presentation, internal communications and direct mail for a variety of market levels. (36 hours)

#### RETAIL BUYING (FASH 1402)

Learn to effectively manage the planning and buying of appropriate merchandise for a retail department or boutique. This course emphasizes the coordination of the buyer's varied responsibilities, buying terminology, mathematical equations for retail buying, plan projections and stock planning, and domestic and foreign resources. (36 hours) \$300

12 wks Tu. Jan 09, 18:30-21:30 DTN 📞 CRN 10456

#### FASHION STYLING (FASH 1408)

Develop skills in stylizing looks for photo shoots for newspapers, catalogues, commercials, and fashion shows. Students learn the skills and techniques necessary for a career in styling. This how to course provides an insight into the processes followed when working in this area. (36 hours) \$300

12 wks Tu. Jan 11, 18:30-21:30 DTN 📞 CRN 10021

## GEMMOLOGY & JEWELLERY

Get started on a great career in jewellery design at VCC. The college is affiliated with the Canadian Gemmological Association and the Gemmological Association Gem Testing Lab of Great Britain and is pleased to offer the Canadian Gemmological Association's (CGA) two-year diploma program in gemmology. Take your creativity to the next level and get started in this fascinating career with VCC today.

## CANADIAN GEMMOLOGICAL ASSOCIATION DIPLOMA PROGRAM

*Program Coordinator: Donna Hawrelko, 604.443.8670*  
*Program Assistant: 604.443.8677*

This professional program covers the scientific, aesthetic and historic aspects of gemmology. Emphasis is placed on learning how to use the equipment currently available to gemmologists. Gemmologists are certified in Canada by the Canadian Gemmological Association after an extensive program of study leading to a final exam. This intensive, part-time, two-year program requires regular classroom attendance, considerable home study, weekly homework, regular quizzes, and a final exam. Upon successful completion of the exam, you will be certified as an internationally recognized gemmologist.

Obtain proficiency with a wide range of gemmological equipment and learn to test and identify a variety of gemstones. Learn to differentiate between natural and synthetic gemstones as well as treatments and enhancements. Diamond grading, coloured stone grading and appraisal formats are also studied.

### ENTRANCE REQUIREMENTS:

1. Secondary school or equivalent (may be waived if students have work experience in jewellery or gemstones)
2. English language skills and comprehension

### REQUIRED COURSES:

University courses in geology, mineralogy or crystallography are helpful but are not a requirement.

### OPTIONAL COURSES:

Please note that the study of gemmology requires the use of toxic chemicals including Methylene Iodide. You will be requested to wear protective glasses, gloves and apron.

Graduate Sales Associate (GEMM 2137)

"The superior expertise and the excellent guidance of the teachers in my course, along with the state-of-the-art gemmological instruments, led me to achieve the top mark Canada-wide in both my preliminary and diploma years. I'd like to say 'thank you' to my teachers."

SHEREE HUEN, GRADUATE, GEMMOLOGY PROGRAM

## OPTIONAL Courses offered this term

### GRADUATE SALES ASSOCIATE (GEMM 2137)

This internationally recognized and accredited course is offered in a seven part series covering pertinent facts on diamonds, coloured stones, pearls, watches, metals and period jewellery as well as information on the jewellery industry. Upon successful completion of the final exam, the associate is awarded the Graduate Sales Associate certification from the Jewellers Education Foundation of the American Gem Society. Fee includes GST and all materials (12 hours). \$495

4 wks Mo. Feb 19 18:30-21:30 DTN 📞 [CRN 10209](#)

## JEWELLERY

*Program Coordinator: Donna Hawrelko, 604.443.8670*

*Program Assistant: Kevin Coutts, 604.443.8677*

Have you always admired beautiful jewellery? Do you enjoy sparkling stones and wonderful settings? Let your interest and creativity come alive! Learn the art of jewellery making.

### OPTIONAL COURSES:

Jewellery Techniques I (JEWL 1103)  
Jewellery Techniques II (JEWL 1104)  
Graduate Sales Associate (GEMM 2137)  
Jewellery Appraisal (JEWL 1107)

## OPTIONAL Courses offered this term

### JEWELLERY TECHNIQUES I (JEWL 1103)

Learn basic techniques in jewellery making including piercing, filing, soldering, shaping, and forming, as well as design layout and application. Fee includes GST (24 hours) \$405

8 wks Mo. Jan 22 18:30-21:30 DTN 📞 [CRN 10153](#)

### JEWELLERY TECHNIQUES II (JEWL 1104)

Further your knowledge and experience as you explore advanced jewellery projects, design, construction and detailing. Additional costs for tools and materials approximately \$150. List of supplies provided at first class. Prerequisite: Jewellery Techniques I or the equivalent (24 hours). \$405

8 wks Th. Jan 18 18:30-21:30 DTN 📞 [CRN 10154](#)

### GRADUATE SALES ASSOCIATE (GEMM 2137)

This internationally recognized and accredited course is offered in a seven part series covering pertinent facts on diamonds, coloured stones, pearls, watches, metals and period jewellery as well as information on the jewellery industry. Upon successful completion of the final exam, the associate is awarded the Graduate Sales Associate certification from the Jewellers Education Foundation of the American Gem Society. Fee includes GST and all materials (12 hours). \$495

4 wks Mo. Feb 19 18:30-21:30 DTN 📞 [CRN 10209](#)

### JEWELLERY APPRAISAL (JEWL 1107)

A practical hands-on appraisal course that will teach students how to properly evaluate both contemporary and antique jewellery using both the building block and market comparison approaches. During the fifteen hours, students will learn how to prepare appraisal documents for insurance, estate/probate, collateral and asset division. (15 hours) \$405

3 wks Sa. Mar 03 10:00-16:00 DTN 📞 [CRN 10156](#)

## HEALTH

Upgrade your skills or launch your career in the exciting field of health care. Your skills will always be in demand, and at VCC you can build your career based on your interests and skill level. VCC's courses and programs are designed for registered nurses, licensed practical nurses, resident care attendants and those with no previous experience who want to work in health care. Start taking classes now to do a job that makes a difference every day.

Our offerings are clinically relevant, recognized and supported by the College of Registered Nurses of British Columbia, the College of Licensed Practical Nurses and provincial health authorities.

## DENTAL

*Program Assistant: Sarah Mokaber,*

*604.443.8635, [smokaber@vcc.ca](mailto:smokaber@vcc.ca)*

*Registration: 604.443.8635*

The Centre for Continuing Studies offers dental courses for individuals requiring an update/refresher in a particular area of dental practice. For more information, please contact Sarah Mokaber at 604.443.8635.

### RADIOLOGY CERTIFICATE FOR LEVEL 1 DENTAL ASSISTANTS: THEORY (DNTL 1127)

This Distance Learning program is designed for Level 1 Dental Assistants interested in obtaining a Dental Radiology Acknowledgement Certificate from CDSBC. For more information and/or to register, call Sarah Mokaber at 604.443.8635. Limited Enrollment. Prerequisite: must be employed in a dental office 2-3 days per week. (50-72 hours) \$600

Continuous Intake - DTN

### RADIOLOGY CERTIFICATE FOR LEVEL 1 DENTAL ASSISTANTS: CLINICAL (DNTL 1107)

A clinical session will be scheduled to accommodate students who have successfully completed the theory component of the course. Clinical dates are three all-day Saturday sessions. Limited enrollment. Prerequisite: successful completion of DNTL 1127 written exam. (27 hours) \$800 - DTN

### FISSURE SEALANT APPLICATION (DNTL 1120)

This clinical course is designed for Registered Dental Hygienists, Certified Dental Assistants, and Level 1 Dental Assistants who are eligible to take the BC board exams to become a Certified Dental Assistant. For more information and/or to register, contact Sarah Mokaber at 604.443.8635. Limited enrollment (4-8 hours) Tuition: TBA - DTN

## FOODSAFE

*Program Assistant: 604.443.8672*

Foodsafe is a program in sanitary food handling to train restaurant and kitchen employees on the procedures and conditions necessary for the prevention of food-borne illnesses. Endorsed by the Restaurant and Foodservices Association of BC and the BC Ministry of Health. A Foodsafe Certificate is awarded to students who have successfully completed Level I and/or Level II from the Provincial Ministry of Health.

## OPTIONAL COURSES:

Foodsafe Level 1 (HLTH 1101)  
Foodsafe Level 1 - Cantonese (HLTH 1104)  
Foodsafe Level 2 (HLTH 1102)

## OPTIONAL Courses offered this term

### FOODSAFE LEVEL 1 (HLTH 1101)

A one day Saturday course designed for kitchen staff and dining room attendants. Explore microbiology, food-borne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food safely, warewashing and storage methods. (8 hours) \$95

1 day Sa. Jan 13 09:00-18:00 DTN 📞 [CRN 10110](#)

1 day Sa. Jan 20 09:00-18:00 DTN 📞 [CRN 10111](#)

1 day Sa. Jan 27 09:00-18:00 DTN 📞 [CRN 10112](#)

1 day Sa. Feb 03 09:00-16:00 DTN 📞 [CRN 10113](#)

1 day Sa. Feb 10 09:00-16:00 DTN 📞 [CRN 10114](#)

1 day Sa. Feb 17 09:00-18:00 DTN 📞 [CRN 10115](#)

1 day Sa. Mar 17 09:00-18:00 DTN 📞 [CRN 10117](#)

1 day Sa. Mar 24 09:00-18:00 DTN 📞 [CRN 10118](#)

1 day Sa. Mar 31 09:00-18:00 DTN 📞 [CRN 10119](#)

### FOODSAFE LEVEL 1 - CANTONESE (HLTH 1104)

(8 hours) \$95

1 day Sa. Feb 24 09:00-16:00 DTN [CRN 10094](#)

### FOODSAFE LEVEL 2 (HLTH 1102)

(12 hours) \$136

1 wk Sa. Mar 03 09:00-16:00 DTN [CRN 10095](#)

## HEALTH CARE AND PROFESSIONAL DEVELOPMENT

*Program Coordinator: Leslie Stuart, 604.443.8673*

*Program Assistant: Margaret McIlwaine, 604.443.8672*

## CPR & FIRST AID

*Program Assistant: Margaret McIlwaine,*  
*604.443.8672, [mmcilwaine@vcc.ca](mailto:mmcilwaine@vcc.ca)*

Learn the current standards and earn a Canadian Red Cross certificate after successfully completing the following CPR and First Aid courses, valid for three years.

### STANDARD FIRST AID CPR - C (HLTH 1276)

This 16-hour course includes all of the content in CPR - C as well as bleeding skills, primary and secondary assessment, sprains, broken bones, head injuries, wounds, heart attack, risk factors, burn and poisons. Scenarios provide concrete learning and practise. Particular interest to home care support workers, residential aides, daycare workers. Bring a blanket. (16 hours) \$140

2 day - Sa/Su. Feb 3/4, 09:00-17:00 - BWY 📞 [CRN 10423](#)

### CPR BASIC RESCUER: CPR - C (HLTH 1218)

This 8-hour course is of particular interest to health and dental personnel. Course includes obstructed airway management for infant, child and adult as well as CPR for infant, child and adult, and two-person CPR. Bring a blanket. No prerequisites. (8 hours) \$105

2 wks We. Mar 7/14, 18:00-22:00 DTN 📞 [CRN 10424](#)

# 20 HEALTH

## RESIDENT CARE/HOME SUPPORT WORKER CONTINUING STUDIES

Program Coordinator: Leslie Stuart,  
604.443.8673, [lstuart@vcc.ca](mailto:lstuart@vcc.ca)  
Program Assistant: Sarah Mokaber,  
604.443.8635, [smokaber@vcc.ca](mailto:smokaber@vcc.ca)

### MEDICATION ADMINISTRATION FOR ASSISTED LIVING WORKERS (HLTH 1327)

RCA/HSW seeking employment in Assisted Living Facilities will want to participate in this course. You will understand how medication administration is incorporated into the philosophy of an Assisted Living setting. Evaluation is through a skill check of medication administration. Class size is limited to 12 people. (14 hours) (various) \$255

Call 604.443.8672. Date: TBA.

### MEDICATION ADMINISTRATION FOR RESIDENT CARE ATTENDANTS/HOME SUPPORT WORKERS (HLTH 1299)

A five-day course for RCA/HSW who administer medications. Learn the principles of medication administration, legal responsibilities and routes of administration. Offered as three classroom days and a two day practicum. Prerequisites: Graduate from a recognized educational facility, currently working. Writing and reading assessment and ELA test may be required for ESL applicants. To register please call 604.443.8672. (35 hours) \$500. Date: TBA.

#### OPTIONAL COURSES:

Three Day Foot Care (HLTH 1241)  
Level 2 Foot Care (HLTH 1196)  
Wound Care For RNs (HLTH 1239)  
Heightened Expectations: Acute (HLTH 1337)  
Heightened Expectations: Non-Acute (HLTH 1342)

#### Optional courses offered this term:

##### THREE DAY FOOT CARE (HLTH 1241)

This course reviews the anatomy of the foot and introduces the basics of foot care in the older adult. Prerequisite: participants must be a RN, RPN or LPN currently licensed in BC. Proof of professional registration is required with your application. Maximum Class size: 12. (24 hours) \$402

3 day Th. Feb 15 09:00-16:00 BWY [CRN](#) 10425

##### FOOT CARE LEVEL 2 (HLTH 1196)

This is the continuation of HLTH 1241. Successful completion of HLTH 1241 is a prerequisite. This course introduces the use of the DremelÆ drill and advanced foot care techniques for older adults as well as discussion on starting your own foot care business. Maximum class size: 12. (16 hours) \$260

2 day Fr. Mar 9 09:00-16:00 BWY [CRN](#) 10426

#### Optional courses offered in upcoming terms:

##### WOUND CARE FOR RNS (HLTH 1239)

Do you know the difference between an arterial ulcer and venous ulcer? How much pressure does it take to cause a pressure sore? Can you prevent amputation of a diabetic limb? Come to this all day, interactive session developed to bring nurses up to date on all the exciting changes that have occurred in wound care. (7 hours) \$159

### HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1337)

Meet the challenges of today's workplace! This 3 day course will assist Nurses to identify priorities of care using comprehensive assessment tools and to develop critical thinking skills and leadership in managing increasingly complex patient profiles. A review of anatomy, physiology, and pathophysiology of the five body systems will be highlighted. Join us in this interactive, practical and stimulating course for skills based approach in meeting our collective heightened expectations. (21 hours) \$325

### HEIGHTENED EXPECTATIONS: NON-ACUTE (COURSE OFFERED IN UPCOMING TERMS) (HLTH 1342)

Meet the challenges of today's workplace! This 3 day course will assist Nurses to identify priorities of care using comprehensive assessment tools and to develop critical thinking skills and leadership in managing increasingly complex patient profiles. A review of anatomy, physiology, and pathophysiology of the five body systems will be highlighted. Join us in this interactive, practical and stimulating course for skills based approach in meeting our collective heightened expectations. (21 hours) \$325

## LPN CONTINUING STUDIES

Senior Program Coordinator: Leslie Stuart,  
604.443.8673, [lstuart@vcc.ca](mailto:lstuart@vcc.ca)

#### OPTIONAL COURSES:

Most of the courses are available in distance education format. Please contact program coordinator for information.

Transcribing Orders (HLTH 1138)  
IV Therapy For LPNs (HLTH 1272)  
LPN Injection (HLTH 1122)  
LPN IM Lab and Skill Check (HLTH 1139)  
LPN Pharmacology Tutoring (HLTH 1308)  
LPN Pharmacy Clinical (HLTH 1131)  
LPN Pharmacy Lab (HLTH 1130)  
On Line LPN Pharmacology (HLTH 1307)  
Parenteral Inject Skill Check (HLTH 1330)  
Physical Assessment (HLTH 1298)  
Tutorial For LPN Pharmacology (HLTH 1269)

#### OPTIONAL Courses offered this term

##### TRANSCRIBING ORDERS (HLTH 1138)

A self-paced distance module intended to introduce the LPN to competently receive and transcribe physician's verbal and telephone orders. Class size limited to 12. (6 hours) \$160

1 day Sa. Jan 20 09:00-15:00 DTN [CRN](#) 10100  
1 day Sa. Feb 17 09:00-15:00 DTN [CRN](#) 10101  
1 day Sa. Mar 31 09:00-16:00 DTN [CRN](#) 10102

##### IV THERAPY FOR LPNS (HLTH 1272)

This presentation covers calculation of rates when running infusions by gravity, adding IV solution to an existing line, discontinuing a saline / heparin lock, blood administration, and hypodermoclysis, and management of IV sites and complications. (6 hours) \$165\$150\$160

1 day Sa. Jan 27 09:00-16:00 DTN [CRN](#) 10106  
1 day Sa. Feb 24 09:00-16:00 DTN [CRN](#) 10107  
1 day Sa. Mar 31 09:00-16:00 DTN [CRN](#) 10108



I work in long-term care, and I've heard about a new assessment course you're offering. What does it cover?

Heightened Expectations is a three-day course that reviews the anatomy and physiology of each body system as well as common disease processes such as CVAs, CHF and renal failure; coursework emphasizes the importance of critical thinking and how to manage the care of increasingly complex patient profiles.



### LPN INJECTION (HLTH 1122)

Prerequisite: successful completion of a pharmacology course. You will be provided with the theory and clinical skills necessary to safely administer an IM injection. Topics include site and needle selection, landmarking, and special precautions. Please wear loose fitting clothing to aid in landmarking. Cost includes skill check. (6 hours) \$160\$165  
1 day Sa. Feb 17 08:00-12:00 OFS [CRN](#) 10096

#### Optional Courses Offered in Upcoming Terms

##### LPN IM LAB AND SKILL CHECK (HLTH 1139)

Prerequisite: Successful completion of the final exam prior to this session. Class is held on the second Saturday of the month. Please call to register. (5 hours)

##### LPN PHARMACOLOGY TUTORING (HLTH 1308)

Have you signed up for the Pharmacology Theory class, but find it difficult to study on your own? Join our five week tutorial. Course cost does not include the course syllabus theory. (30 hours)

##### LPN PHARMACY CLINICAL (HLTH 1131)

Due to the increased pressure for clinical placements we are required to use a computer database for placement requests. We will offer instructor led clinical practicum for all students in the Greater Vancouver Regional District. Practicum will be offered every six weeks in facilities throughout the lower mainland. The ratio will be 1:6. Please call to register. (22.5 hours)

##### LPN PHARMACY LAB (HLTH 1130)

After you complete your final exam the skills check is required.

"Last Saturday of every month" - 08:00-16:00. (7 hours)

##### ON LINE LPN PHARMACOLOGY (HLTH 1307)

For students who prefer to work on a computer, the pharmacology theory is available in an Elearning format. Course material includes Geropharm, SC, IM, SC butterfly, Narcotics. Tutor support is readily available. Must have access to the Internet, e-mail, and some computer skills to complete this course. \$650. To obtain a Statement of Completion of Professional Studies, you must complete a Clinical Practicum (HLTH 1131). (135 hours)

##### PARENTERAL INJECT SKILL CHECK (HLTH 1330)

Prerequisite: Successful completion of theory exam. Held on the second Saturday of each month. (7 hours)



**PHYSICAL ASSESSMENT (HLTH 1298)**

For RNs and LPNs. Expand your knowledge of assessment in this three day course. Theory and lab practice are combined to offer you an opportunity to practice the skills associated with heart and lung sounds. You will use your expert knowledge to identify the potential risks and intervene before the crisis in some of the most common client diagnosis (congestive heart failure, diabetes, hypertension). Bring a stethoscope. (24 hours)

**TUTORIAL FOR LPN PHARMACOLOGY (HLTH 1269)**

Please call to register. If you have finished your midterm exam we strongly recommend attending this session. This session is offered for participants of the Pharmacology course and Pharmacology Review course. Tutorials are offered on the second Thursday of each month except when this date is a holiday. Maximum 10. \*Bring modules and lab supplies. (5 hours)

**NURSING COMPETENCIES**

*Program Assistant: 604.443.8672*

Have a busy schedule but still want to stay current? Our Clinical Competency courses can usually be completed in 1 to 3 days. Try one today and see how easy it can be to get ahead.

**OPTIONAL COURSES:**

IV Therapy Theory (HLTH 1185)  
Assess Older Adult (HLTH 1230)  
ABC's of PQRS (HLTH 1174)  
Physical Assessment (HLTH 1298)

**OPTIONAL Courses offered this term****IV THERAPY THEORY (HLTH 1185)**

For practising RNs: Update your knowledge on how to locate sites, select equipment, insert IV, adjust flow rates, identify complications and select nursing interventions for the adult patient in keeping with standards for IV nursing. Maximum: 12 nurses. (7 hours) \$165

1 day Sa. Jan 13 08:30-16:30 DTN [CRN 10427](#)

1 day Sa. Mar 24 08:30-16:30 DTN [CRN 10428](#)

**ASSESS OLDER ADULT (HLTH 1230)**

For RNs and LPNs. Are you caring for the elderly? Refresh and renew your gerontology assessment skills. A one day session that will assist you to recognize the clinical concerns of the elderly in any setting and an opportunity to discuss evidence based interventions. (6 hours) \$155\$165

1 day Fr. Feb 23 09:00-16:00 DTN [CRN 10429](#)

**PHYSICAL ASSESSMENT (HLTH 1298)**

For RNs and LPNs. Expand your knowledge of assessment in this three day course. Theory and lab practice are combined to offer you an opportunity to practice the skills associated with heart and lung sounds. You will use your expert knowledge to identify the potential risks and intervene before the crisis in some of the most common client diagnosis (congestive heart failure, diabetes, hypertension). Bring a stethoscope. (24 hours)



I still have courses to complete for my LPN upgrading. What are my options at VCC?

We offer all LPN upgrading courses, with flexible scheduling designed to suit the busy schedules of today's health-care professionals. Among the courses offered this term are Pharmacy Theory, IV Therapy, Transcribing Orders and Pharmacology Review.

**RENAL DIALYSIS TECHNICIAN CERTIFICATE PROGRAM**

*Senior Program Coordinator: 604.443.8673, [Istuart@vcc.ca](mailto:Istuart@vcc.ca)  
Program Assistant: 604.443.8672*

Renal dialysis technicians work as part of the team of health care providers; families and patients to provide quality care to patients undergoing hemodialysis. Hemodialysis technicians work in major acute care centers throughout BC as well as dialysis clinics managing the operation, maintenance and quality control of the equipment used in dialysis. Course combines classroom theory and clinical practice.

**ENTRANCE REQUIREMENTS:**

Grade 12 or equivalent, English Language Assessment, successful completion of Medical Terminology, Interpersonal Skills for Health Workers, and two semesters of first year post secondary sciences.

Interpersonal/Commun - Health (MSKL 1104)

Medical Terminology 1 (OACP 1108)

**ENTRANCE Requirement Courses offered this term****INTERPERSONAL/COMMUN - HEALTH (MSKL 1104)**

This 24-hour course provides broad and practical interpersonal and teamwork skills that will assist participants to develop stronger communication, decision-making and assertiveness skills for the workplace. Topics include effective communication skills, decision-making, conflict resolution, teamwork, leadership skills, personal motivation and empowerment in self-education. For Sterile Supply and Renal Dialysis Technician students. (24 hours) \$315

4 wks Sa. Jan 13 09:00-16:00 DTN [CRN 10318](#)

**MEDICAL TERMINOLOGY 1 (OACP 1108)**

For those wishing to work in the technology/laboratory or related health field, learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and introduction to surgical terms and practical applications. Word parts (stems, prefixes, suffixes and abbreviations) are covered as well as pronunciation and spelling. First half of a 2-part course. Purchase text at Downtown Campus Bookstore prior to first class. (30 hours) \$195

10 wks Tu. Jan 23 18:00-21:00 DTN [CRN 10368](#)

10 wks Tu. Jan 23 18:00-21:00 DTN [CRN 10370](#)

10 wks Tu. Jan 23 18:00-21:00 DTN [CRN 10372](#)

**HOSPITALITY**

VCC trains the best to be the best in B.C.'s thriving hospitality industry. Check out our great programs in baking and pastry arts, bartending and event planning or become an expert in fine wines. Whether you're already working in this growing sector, or want to get involved, VCC is where this industry turns to hire great people.

**BAKING AND PASTRY ARTS**

*Program Coordinator: Milena Santoro, 604.443.8670*

*Program Assistant: Kevin Coutts, 604.443.8677*

Are you a professional seeking to upgrade your skills in the food industry - or - are you a "weekend gourmet" who admires the pastry world and is serious about learning the techniques and skills necessary to create professional desserts? Taught by industry professionals, these hands-on courses will benefit you to reach those goals.

**OPTIONAL COURSES:**

Dessert Making & Presentation (CUIS 1122)  
Cake Making And Decorating (CUIS 1121)  
Decorate Wedding/Spec Oc Cakes (CUIS 1117)  
Chocolate Tempering & Making (CUIS 1118)  
Basic Breads (CUIS 1102)  
Tantalizing Desserts (CUIS 1126)  
More Pies! Pies! Pies! (CUIS 1133)  
Sugar Craft And Display (CUIS 1115)  
Wheat Free Baking (CUIS 1135)

**OPTIONAL Courses offered this term****DESSERT MAKING & PRESENTATION (CUIS 1122)**

Become knowledgeable in making desserts and learn the latest trends and techniques of plating and presentations. (9 hours) \$150

3 wks Sa. Feb 03 09:30-12:30 DTN [CRN 10435](#)

**CAKE MAKING AND DECORATING (CUIS 1121)**

Learn the art of decorating birthday, occasion cakes and dessert cakes. Recipes included. (15 hours) \$240

5 wks Mo. Feb 05 18:30-21:30 DTN [CRN 10432](#)

**CHOCOLATE TEMPERING & MAKING (CUIS 1118)**

Learn the various tempering techniques and modern methods to make a variety of chocolate pralines. Includes making figurines, using animal, flower and seasonal moulds to make a variety of chocolates including mocha, marzipan, raspberry, hazelnut and orange using Belgium chocolate. Recipes included. (12.5 hours) \$190

5 wks We. Feb 07 18:30-21:00 DTN [CRN 10433](#)

# 22 HOSPITALITY

## DECORATE WEDDING/SPEC OC CAKES (CUIS 1117)

Learn how to use rolled fondant for covering cakes. Techniques from crimping to ribbon insertion and flowers will be practiced. Recipes included. (12.5 hours) \$190

5 wks We. Feb 07 18:30-21:00 DTN [CRN](#) 10434

## BASIC BREADS (CUIS 1102)

Multigrain, cornmeal and raisin breads will be demonstrated and created. Take home samples included. (4 hours) \$90

1 day Sa. Feb 10 08:30-12:30 DTN [CRN](#) 10439

## TANTALIZING DESSERTS (CUIS 1126)

Combine various flavours and textures to create delicious treats for your guests including creme brulee, baked cheese cake, and caramelized apple napoleons. Plate and decorate the desserts with appropriate garnishes and sauces. Finally, sit down and enjoy your creations to be sure they are appropriate for your most special guests! (3 hours ) \$70

1 day Sa. Feb 17 09:30-12:30 DTN [CRN](#) 10438

## MORE PIES! PIES! PIES! (CUIS 1133)

Cover course content of Pies! Pies! Pies! plus poached pears and streusel. (4 hours) \$90

1 day Sa. Mar 10 08:30-12:30 DTN [CRN](#) 10440

## SUGAR CRAFT AND DISPLAY (CUIS 1115)

Learn the skill of cooking of sugar, sugar casting and sugar pulling. Make special occasion cake toppers from casting sugar, pulled sugar flowers and a pulled sugar basket with flowers. Learn how to put display pieces together efficiently to impress your guests! (12.5 hours) \$190

5 wks Tu. Mar 13 18:30-21:00 DTN [CRN](#) 10437

## Optional Courses Offered in Upcoming Terms

## WHEAT FREE BAKING (CUIS 1135)

Allergic to wheat or just want to eat healthier? Learn how to bake delicious bread, muffins and other baked goods without using wheat flour. (4 hours)

## WEDDING PLANNER

*Program Coordinator: Milena Santoro, 604.443.8670*  
*Program Assistant: Kevin Coutts, 604.443.8677*

Is this your career goal? The demand for this exciting, creative service is rapidly growing! Or are you expecting to “set the date” but don’t know where to begin to plan your own wedding?

## REQUIRED COURSES:

Wedding Planning (BUSI 1234)

## REQUIRED Courses offered this term

## WEDDING PLANNING (BUSI 1234)

Explore all aspects of wedding planning from its inception to execution. Determine the different types of food service, learn how to assess venues, how to ensure the best photos and music, set a budget and time-line, customize unusual dv(c)cor and display to WOW your brides! Understand the personality of the bride and groom and how best to meet their needs. Learn about contingency planning, how to overcome any potential barriers to a beautiful wedding, and minimize stress through knowledge and right planning. This course is excellent for those wanting to be a wedding planner and for those wishing to plan their own wedding. A Document of Professional Studies will be issued. (30 hours) \$395.00

10 wks Tu. Jan 23 18:30-21:30 DTN [CRN](#) 10364

## SOMMELIER

Applications, registration and specific inquiries must be directed to the ISG. Visit their website at [www.internationalsommelier.com](http://www.internationalsommelier.com). Call their toll free line at 866.399.5009. Email: [info@internationalsommelier.com](mailto:info@internationalsommelier.com).

Vancouver Community College is excited to partner with the International Sommelier Guild (ISG), globally recognized for specialized training in wine tasting and excellence, spirits and ales. Currently there are over 1,300 ISG members across 12 countries with more than 650 certified Sommeliers.

We are proud to host the following offerings.

## SOMMELIER CERTIFICATE PROGRAM

### ISG WINE FUNDAMENTALS CERTIFICATE LEVEL I

Whether building on an existing career in hospitality or enhancing your enjoyment of wines, this is designed for the novice wine enthusiast. Learn about basic aspects of sensory evaluation that are frequently overlooked when drinking wine and different components of wine appearance, aroma, and flavour. Gain a basic understanding of the major grapes used for making wine and their discerning characteristics and explore fortified and sparkling wines. You will taste wines from around the world and above all have fun! (24 hours) \$518.95

### ISG WINE FUNDAMENTALS CERTIFICATE LEVEL 2

Building on WFC1, learn about all elements involved in the wine business including viticulture, vinification, and regional appellation laws. Begin to develop your blind tasting skills by studying old and new world wine regions as well as sparkling, fortified wines and ales. Enhance your service skills, food and wine pairing techniques, and proper storage practices. Advance your understanding of wine and wine making to prepare you for the Sommelier Diploma Program. Prerequisite: successful completion of ISG Wine Fundamentals Certificate Level 1. (48 hours) \$802.50

## SOMMELIER DIPLOMA PROGRAM

Enter this industry informed and sought after! This six-month program meets once a week. As a defining benchmark for wine knowledge within the hospitality industry, the International Sommelier Guild supports the professional development of members including a referral program for career opportunities and sponsorship of tastings and events. Upon successful completion of this diploma program, you are designated as a leader, with professional mobility in the wine industry.

## SOMMELIER DIPLOMA COURSE

With ISG’s personal approach to learning, they can show you how to evaluate a wine, critique it, decant it, serve, and store it! Learn everything from viticulture, vinification, tasting techniques, cellaring, investment strategy, menu design, to regional analysis of wines, spirits and ales. Lead by industry experts, IGS holds an annual conference to ensure program instructors have the latest information on research and development, new theories on food and wine pairing, and current trends in the market place. Learn from the best! (184 hours) \$2,500 (includes cost of textbooks)

## INTERIOR DESIGN

Turn your flair for creative expression into a practical, exciting career in interior design. VCC's part-time program is tailored to the needs of the rapidly growing residential design industry, offering you foundation skills for entry-level employment and an opportunity to develop a solid portfolio. Explore visual art techniques to convey information, express ideas and outline possibilities. Learn to use materials, construction methods and technology to create distinctive design solutions and beautiful spaces to live and work.

Interior design is to a great extent a visual art: drawings are used to convey information, express ideas and outline possibilities. Interior design limitations are difficult to define precisely since it lies in the continuum between architecture and product design. It encompasses both visual and functional design as well as aspects of materials, construction and technology.

## INTERIOR DESIGN CERTIFICATE PROGRAM

*Program Coordinator: Bernie Lyon, 604.443.8671, blyon@vcc.ca*  
*Program Assistant: Kevin Coutts, 604.443.8677*

This part-time program is tailored to the needs of the ever growing residential design industry. Our program offers you foundation skills for entry level employment and the opportunity to develop a solid portfolio for further study. Some courses have been articulated to BCIT's Interior Design program and may be used for credit with BCIT for further education in this area (subject to portfolio review and 65% GPA).

### ENTRANCE REQUIREMENTS:

BC Secondary School completion or equivalent  
 BC Grade 12 level English or equivalent

### REQUIRED COURSES:

The program will take 444 hours to complete with total credits of 18.5 (14 courses).

Design Drawing (INTD 1159)  
 Kitchen & Bath Design (INTD 1169)  
 Basic Drafting Concepts (INTD 1110)  
 Colour Theory (INTD 1114)  
 Design Basics (INTD 1158)  
 Design for Small Spaces (INTD 1172)  
 AutoCad for Interior Designers (INTD 1150)  
 Design Current 1 (INTD 1171)  
 Graphic Presentation (INTD 1160)  
 Lighting (INTD 1121)  
 Textiles (INTD 1122)  
 Materials & Finishes (INTD 1125)  
 Living Space & Bedroom (INTD 1170)  
 History of Furniture (INTD 1102)


### OPTIONAL COURSES:

The following courses have been articulated to BCIT's Interior Design program and may be used for credit with BCIT for further study in this area (subject to Portfolio review and 65 percent GPA): INTD 1158, 1159, 1114, 1102, 1124, 1120. Not all courses are offered each term.

### REQUIRED Courses offered this term


#### DESIGN DRAWING (INTD 1159)

Learn the basic concepts of expressing your ideas through freehand drawing. Develop skills in manipulating line, form, space, volume, proportion and value to effectively communicate in a visual format. Useful for Interior Design as well as other design disciplines. 3 credits (36 hours) \$380

12 wks Tu. Jan 09 18:30-21:30 DTN  [CRN 10353](#)


#### KITCHEN & BATH DESIGN (INTD 1169)

The focus of this vital area of home design will be upon planning, circulation layouts, scheduling, researching specifications, appliances, cabinets and fixtures. Students will create elevations and floor plans and learn NKBA guidelines, prepare finished materials boards and present projects in class. Text: Designing Interiors, (Kilmer&Kilmer) (36 hours). \$380

12 wks Tu. Jan 09 18:30-21:30 DTN  [CRN 10355](#)


#### BASIC DRAFTING CONCEPTS (INTD 1110)

Beginning architectural depiction emphasizing the symbols, vocabulary and graphic means of conveying information. Introduction to the tools and drawing set used for interior design including plan, section and elevation and cabinet, lighting and furniture details. (36 hours) \$380

12 wks We. Jan 10 18:30-21:30 DTN  [CRN 10342](#)


#### COLOUR THEORY (INTD 1114)

Colour is the foundation of the mood, style and feel of interior spaces. Learn about a variety of colour systems, traditional and contemporary colour schemes, as well as colour mixing, relationships and applications (36 hours). \$380

12 wks We. Jan 10 18:30-21:30 DTN  [CRN 10343](#)

#### DESIGN BASICS (INTD 1158)

An introduction to the field of Interior Design. Focuses on design theory, process, principles and elements and their practical application as well as the development of problem solving skills. Introduces you to space planning techniques, colour, lighting and drafting. Recommended text: Designing Interiors, Kilmer and Kilmer. 3 credits. (36 hours) \$380

12 wks Th. Jan 11 18:30-21:30 DTN  [CRN 10344](#)


#### TEXTILES: ID (INTD 1122)

Become familiar with the history, properties, production, maintenance and specialized uses of textiles in designing interiors. Includes the use of appropriate fabrics for soft home furnishings such as window treatments, upholstery and bedding. (24 hours) \$270

6 wks - Sa. Jan 20, 10:00-14:00 - DTN  [CRN 10346](#)

#### DESIGN FOR SMALL SPACES (INTD 1172)

To prepare students for practical realities of residential design in Vancouver's urban areas as reflected in the diminutive size of the typical high rise condominium. Current trends towards "Do it Yourself" renovations present opportunities for residential designers to help demanding clientele navigate through the world of product, materials, and budget constrictions, especially as they apply to small space design. (24 hours) \$270

12 wks Th. Jan 11 19:00-21:00 DTN  [CRN 10350](#)

### Required Courses Offered in Upcoming Terms

#### AUTOCAD FOR INTERIOR DESIGNERS (INTD 1150)

Today's designer relies heavily on computer aided drafting to communicate design details, make revisions and transfer information between disciplines. Learn techniques for producing 2D CAD drawings and move quickly from a "beginner" to "capable" user. Master the basics of AutoCAD and learn how to effectively use creative drawing strategies and shortcuts. Study drawing, editing, dimensioning and drawing layout, specific to Interior Design. Prerequisite: Basic Drafting. 3 credits. (36 hours)

#### DESIGN CURRENT 1 (INTD 1171)

A field course in which the class visits design industry professionals and primary suppliers. Students create a valuable binder of research, notes and printed information for future reference. (24 hours)

#### GRAPHIC PRESENTATION (INTD 1160)

A continuation of Design Drawing which includes techniques for polishing presentation drawings and boards and for creating a personal identity package as well as for skill building in model making and in personal communication with clients. Emphasis is placed upon communicative drawing. (36 hours)

#### LIGHTING (INTD 1121)

Lighting plays a significant role in determining the effectiveness of any designed space. Interior designers must understand the relationship between lighting, atmosphere, the end user and overall efficiency. Gain a foundational understanding of residential lighting in the context of aesthetic, functional and economic factors. Learn basic principles of lighting design; including criteria, calculations, planning, code and layout. Develop an understanding of lighting design and its relationship to the overall design process. 1.5 credits. (24 hours)

"I enjoyed the program at VCC, and my business has benefited from it tremendously. The format of instruction was highly suited to adult students, and my time at VCC was a very vital investment in my business and personal success."

TIEN WEE, GRADUATE, INTERIOR DESIGN PROGRAM

REGISTER ONLINE   
[www.vcc.ca/cs](http://www.vcc.ca/cs)





# 24 INTERPRETING

## INTERPRETING

Unique across Canada, VCC's interpreting programs prepare bilingual individuals to work as language interpreters in the community and within the health care and legal systems. Our instructors are bilingual and well acquainted with the needs of their sectors. Core courses will prepare you to work effectively as a general interpreter or you can choose to continue studies in one of two specializations – health care or court interpretation. Both programs can be completed on a part-time basis. For more information, please visit the department website at: [www.continuinged.vcc.ca/interpreting](http://www.continuinged.vcc.ca/interpreting).

## COURT INTERPRETING CERTIFICATE PROGRAM

Program Coordinator: Silvana Carr, 604.443.8389, [scarr@vcc.ca](mailto:scarr@vcc.ca)  
Program Assistant: 604.443.8661, [ce-interpret@vcc.ca](mailto:ce-interpret@vcc.ca)

Having completed the prerequisites for the Interpreting Program, you may choose to continue with part-time studies which incorporate the skills necessary for work in our Court System. The Ministry of Attorney General, Court Services accepts our eight-month Certificate Program in Court Interpreting as proof of accreditation. Your studies will provide sound knowledge of the legal system as well as an awareness of the procedures and terminology used.

## HEALTH CARE & COMMUNITY SERVICES INTERPRETING CERTIFICATE PROGRAM

Program Coordinator: Silvana Carr, 604.443.8389, [scarr@vcc.ca](mailto:scarr@vcc.ca)  
Program Assistant: 604.443.8661, [ce-interpret@vcc.ca](mailto:ce-interpret@vcc.ca)

Following completion of the prerequisites, the Health Care & Community Services Interpreting option expands your studies to include those skills necessary to work as an important member of the health care team. Understanding the health care system; helping others to access facilities and services for maintaining good health; prevention clinics and wellness programs; medical terminology; ethics and the role of the interpreter are all covered in detail in our program.

### ENTRANCE REQUIREMENTS:

Successful completion of An Orientation to Interpreting, Successful completion of entrance exam, Excellent knowledge of English and another language both oral and written, Aptitude for interpreting.

### REQUIRED COURSES:

An Orientation to Interpreting (INTR 1178)  
Interpreting Entrance Exam (INTR 1106)

### REQUIRED Courses offered this term

#### AN ORIENTATION TO INTERPRETING (INTR 1178)

Interested in interpreting as a profession? An overview of interpreting and its attendant skills. Examine the process of interpretation, the role of the interpreter, ethics and professionalism. Use this opportunity to practice advanced listening and language skills, memory and note-taking, all of which are essential to interpreting. Learn about specialized terminologies and self-evaluation skills that differentiate a bilingual person from a professional interpreter. This course is the prerequisite for Certificates in Court Interpreting or Health Care & Community Services Interpreting. (30 hours) \$305

10 wks Mo. Jan 22 18:30-21:30 DTN [CRN 10210](#)  
16 wks tba Feb 01 tba-tba OFS [CRN 10418](#)

### Required Courses Offered in Upcoming Terms

#### INTERPRETING ENTRANCE EXAM (INTR 1106)

The entrance exam evaluates written and oral command of English and a language of specialty, as well as your aptitude for interpreting. Registration is accepted only on completion of An Orientation to Interpreting course. (1 day)

## PROFESSIONAL DEVELOPMENT COURSES FOR TRANSLATORS AND INTERPRETERS

Program Coordinator: Silvana E. Carr, 604.443.8389

### OPTIONAL COURSES:

Translation- Punjabi & Hindi 1 (INTR 1182)  
Grief 101 for Interpreters (INTR 1159)  
Legal Aspects of Interpreting (INTR 1160)  
Mental Health Interpreting (INTR 1179)  
Quality in Translation (INTR 1180)

### OPTIONAL Courses offered this term

#### **NEW** TRANSLATION- PUNJABI & HINDI 1 (INTR 1182)

Part I - Focus on accurate and professional translation from English into Punjabi, Hindi and Urdu, and from one of these languages into English. Designed for professional translators to hone skills in translation by practice in the classroom. Learn to develop and use bilingual terminology in specialized fields. This is a practical hands-on course culminating in one page translation as evaluation of participants skills. \$250

6 wks Sa. Jan 06 09:30-13:00 DTN [CRN 10294](#)

### Optional Courses Offered in Upcoming Terms

#### GRIEF 101 FOR INTERPRETERS (INTR 1159)

Witnessing suffering and hearing about death and dying can have a serious impact on the mental well-being of service providers in health care and the justice system. This course will examine responses to loss; types of loss; service provider traumatization; and strategies to deal with these issues. There will be an opportunity to share case scenarios. (3 hours)

#### LEGAL ASPECTS OF INTERPRETING (INTR 1160)

This interactive seminar will focus on various aspects of law as they affect the professional and contractual rights and responsibilities of self-employed interpreters (as such it will be of limited benefit to translators). The following areas of law will be addressed: contract, including effective billing practices; tort, including negligence and negligence misstatement; fiduciary duty; codes of professional conduct. The instructor is a lawyer who has worked for 18 years with interpreters (3 hours)

#### MENTAL HEALTH INTERPRETING (INTR 1179)

Learn about the unique characteristics of mental health interpreting. In this course participants, who are already proficient in medical interpreting, will learn how to effectively work in the specialized field of mental health interpreting, and will develop an appreciation for this distinct role. The training will also explore cultural differences in approaches to health and mental health and culture as an element of mental health care setting.

#### QUALITY IN TRANSLATION (INTR 1180)

This workshop is designed for anyone interested in quality in translation. We will look at translation as an art and craft, the translation process, stakeholders, quality control including standards, benchmarks, measurements and process, and discuss how some of these concepts may be applied to the field of translation. Workshop participants are expected to make constructive contributions. (6 hours)

“Thank you for preparing me in a way that has enabled me to meet the demands of this profession. It is such a rewarding experience. I have done a lot of things in my life, but none has given me such satisfaction.”

SARA MOLAVI, GRADUATE, INTERPRETING CERTIFICATE PROGRAM

## LANGUAGES

Explore the world or improve your business skills equipped with a second, third or fourth language. Learn more than just the mechanics of speaking another language by taking courses from native speakers trained in adult education. VCC currently offers Japanese, Mandarin, Cantonese, Spanish, French and Italian, with some courses tailored specifically for business.

## MODERN LANGUAGES

Program Coordinator: Shirley Luk, 604.443.8696, sluk@vcc.ca  
Program Assistant: Christina Wong, 604.443.8335, chwong@vcc.ca

Our language courses help you gain conversational fluency and provide grammar and verb practice to help you learn to speak correctly. Homework exercises and practice will be suggested. All instructors have their language of instruction as their first language.

### OPTIONAL COURSES:

Spanish 1 (LANG 1101)  
Japanese 2 (LANG 1110)  
Mandarin 3 (LANG 1115)  
French 1 (LANG 1137)  
French 2 (LANG 1138)  
Spanish 2 (LANG 1102)  
Mandarin 1 (LANG 1113)  
Cantonese 1 (LANG 1121)  
Spanish 3 (LANG 1136)  
Japanese 1 (LANG 1109)  
Mandarin 2 (LANG 1114)  
Cantonese 2 (LANG 1122)

### OPTIONAL Courses offered this term

#### SPANISH 1 (LANG 1101)

For pleasure or business, learning Spanish has never been more enjoyable! This introductory course uses interactive methods to "quick start" learning the basics of Spanish. Emphasis is on developing conversational skills by integrating vocabulary and grammar. Come and have fun with this wonderful language. Text with CD available at the Downtown Campus Bookstore. Fee includes GST (20 hours) \$160

8 wks Mo. Jan 15 18:30-21:00 DTN 📞 [CRN 10377](#)  
8 wks Tu. Jan 16 18:30-21:00 DTN 📞 [CRN 10255](#)  
8 wks Sa. Jan 20 09:30-12:00 DTN 📞 [CRN 10256](#)

#### FRENCH 1 (LANG 1137)

Learn basic conversational French. Work from simple situational and interactive topics such as introductions, nationality, family, describing objects, your activities, leisure time, expressing feelings and states of mind, location in time and space. Learn to communicate easily when visiting francophone countries. Text with CD available at the Downtown Campus Bookstore. (20 hours) \$155

8 wks Tu. Jan 16 18:30-21:00 DTN 📞 [CRN 10253](#)

#### FRENCH 2 (LANG 1138)

Have completed French 1 or have some experience with basic pronunciation, phrases and beginning verb conjugations. Learn how to express yourself easily and efficiently, through learning language structures and with the help of everyday idiomatic expressions. Includes information on francophone culture. Same text as Level 1. (20 hours) \$155

8 wks Tu. Jan 16 18:30-21:00 DTN 📞 [CRN 10254](#)

#### JAPANESE 2 (LANG 1110)

If you have completed Level 1 or have some basic Japanese, this course will move you further along towards fluency. More vocabulary, phrases and the learning of the forms will help you express yourself better. Japanese culture is interwoven into the lessons. Fee includes GST and text. (20 hours) \$160

8 wks Tu. Jan 16 18:30-21:00 DTN 📞 [CRN 10282](#)

#### MANDARIN 3 (LANG 1115)

Designed for students who have mastered basic conversational skills and wish to improve their fluency in Mandarin. More sophisticated vocabulary, grammar and sentence structure will be taught to increase your knowledge in Mandarin. Same text as Level 1 and 2. Fee includes GST (25 hours) \$160

10 wks Tu. Jan 16 18:30-21:00 DTN 📞 [CRN 10280](#)

#### CANTONESE 1 (LANG 1121)

An introductory course that focuses on conversation. Vocabulary, phrases and sentences are taught through in-class activities in ten situational topics specifically designed for this course. The use of Cantonese phonetics and explanation in English facilitates the easy learning of this language. Fee includes GST and text. (25 hours) \$160

10 wks We. Jan 17 18:30-21:00 DTN 📞 [CRN 10259](#)

#### MANDARIN 1 (LANG 1113)

Start with the learning of "Hanyu Pinyin" phonetic system to facilitate the quick start of Mandarin. Sentence structure and vocabulary, as well as situational topics on daily conversation will be taught through class activities. Rhyming phrases, simple songs and Chinese culture are interwoven into the classroom lessons. Text available at the Broadway Campus Bookstore. (25 hours) \$160

10 wks We. Jan 17 18:30-21:00 DTN 📞 [CRN 10277](#)  
10 wks Sa. Jan 20 09:30-12:00 BWY 📞 [CRN 10276](#)

#### SPANISH 2 (LANG 1102)

If you have completed Level 1 or equivalent, then you are ready for Spanish 2. This course presents a simple approach to further expanding your spoken and written Spanish. We will cover the grammar points: past and future tenses, reflexive verbs and pronouns. Same text as Level 1. Fee includes GST (20 hours) \$160

8 wks We. Jan 17 18:30-21:00 DTN 📞 [CRN 10257](#)  
8 wks Sa. Jan 20 13:00-15:30 DTN 📞 [CRN 10261](#)

#### SPANISH 3 (LANG 1136)

Increase your knowledge of Spanish while enhancing your conversation skills. We will cover grammar points such as present perfect, imperfecto, conditional and future tense. Focus on the use of grammar acquired through reading, conversation and typical situations. Same text as Level 1 and 2. Fee includes GST (20 hours) \$160

8 wks We. Jan 17 18:30-21:00 DTN 📞 [CRN 10258](#)

## VCC OFFERINGS TO WATCH

## EXPLORE TEACHING

VCC's School of Instructor Education trains you to become a successful educator or trainer in your professional field. We offer:

- > B.C. Provincial Instructor Diploma program: this six-course program provides you with the foundation skills needed for teaching adults; it's recognized by industry and public and private colleges. Available at locations in Vancouver and online.
- > Diploma in Adult Education: this program provides in-depth knowledge and skills for instructing mature learners. Available online.
- > Certificate in Online Instruction: this three-course offering enables you to plan, design, create and conduct highly participatory online learning. Delivered online.

For information and registration:  
[www.instructordiploma.com](http://www.instructordiploma.com) or  
604.871.7488.

#### CANTONESE 2 (LANG 1122)

For those who have taken Level 1 or have some Cantonese exposure. Useful topics together with related grammar and vocabulary will be taught. More practice on conversation with emphasis on correct pronunciation and tones. Traditional customs and culture as well as contemporary sentence usage will be introduced. (25 hours) \$160

10 wks Th. Jan 18 18:30-21:00 DTN 📞 [CRN 10268](#)

#### JAPANESE 1 (LANG 1109)

A beginners course introduces Japanese phonetics, basic vocabulary, and sentence patterns for daily conversation. This course is suitable for those planning a trip to Japan. Interactive learning of Japanese gives you an enjoyable experience in learning this language. Fee includes GST and text. (20 hours) \$160

8 wks Th. Jan 18 18:30-21:00 DTN 📞 [CRN 10260](#)

#### MANDARIN 2 (LANG 1114)

For those with knowledge of "Hanyu Pinyin" who want to improve the speaking of Mandarin through topics on situational dialogues in real life. Practice on listening and speaking through games and activities. Same text as Level 1. Fee includes GST (25 hours) \$160

10 wks Th. Jan 18 18:30-21:00 DTN 📞 [CRN 10278](#)

# 26 MANDARIN SCHOOL FOR CHILDREN & YOUTH

## MANDARIN SCHOOL FOR CHILDREN & YOUTH

Let your children learn their native, family language or open up opportunities for English-speaking children with a bilingual education. Prepare your children to succeed in B.C.'s changing economy by enrolling them in part-time weekend classes at VCC's Mandarin School for Children and Youth, offering preschool through Grade 12 courses in reading, writing and conversation. Taught by native Mandarin speakers, your child will learn both traditional and simplified written characters, which are taught in separate classes; please specify your option at registration.

There are take-home assignments for every session. Report cards on the progress of each student are issued twice a semester. A graduation certificate will be issued to students who have completed the elementary or secondary levels.

## CHILDREN AND YOUTH MANDARIN EDUCATION

*Program Coordinator: Shirley Luk, 604.443.8696, sluk@vcc.ca*  
*Program Assistant: Christina Wong, 604.443.8335, ch Wong@vcc.ca*

Each course has 16 sessions. Classes are held on Saturday from 09:30-12:00 or 12:30-15:00 at the Broadway campus. All students from 4 to 20 years old and up will be accepted. Fee includes textbooks, exercise books, duo tangs and supplementary materials.

### REQUIRED Courses offered this term

These grade level Mandarin courses teach traditional characters, vocabulary, sentence structure and short passages appropriate to the specific grade. Fee includes textbook, exercise books, duotang and supplementary materials. (40 hours) \$130 for grades 1 - 9; \$140 for grades 10 - 12.

### MANDARIN PRESCHOOL (MAND 1119)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10211  
16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10212  
16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10213  
16 wks Sa. Feb 10 12:30-15:00 BWY [CRN](#) 10214

### GRADE 1 MANDARIN (MAND 1101)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10215  
16 wks Sa. Feb 10 12:30-15:00 BWY [CRN](#) 10317

### GRADE 2 MANDARIN (MAND 1102)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10216  
16 wks Sa. Feb 10 12:30-15:00 BWY [CRN](#) 10217

### GRADE 3 MANDARIN (MAND 1103)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10218  
16 wks Sa. Feb 10 12:30-15:00 BWY [CRN](#) 10219

### GRADE 4 MANDARIN (MAND 1104)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10240  
16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10320  
16 wks Sa. Feb 10 12:30-15:00 BWY [CRN](#) 10369

### GRADE 5 MANDARIN (MAND 1105)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10241  
16 wks Sa. Feb 10 12:30-15:00 BWY [CRN](#) 10262

### GRADE 6 MANDARIN (MAND 1106)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10220  
16 wks Sa. Feb 10 12:30-15:00 BWY [CRN](#) 10271

### GRADE 7 MANDARIN (MAND 1107)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10222  
16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10223

### GRADE 8 MANDARIN (MAND 1108)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10224

### GRADE 9 MANDARIN (MAND 1109)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10225

### GRADE 10 MANDARIN (MAND 1110)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10226

### GRADE 11 MANDARIN (MAND 1111)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10227

### GRADE 12 MANDARIN (MAND 1112)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10345

### MANDARIN CONV CHILD TEEN (MAND 1133)

Suitable for Cantonese speakers who do not speak Mandarin but have a basic knowledge of Chinese written characters. It helps students to grasp Hanyu Pinyin's four tones and pronunciation. Students learn correct words and phrases in Mandarin conversation. Interesting and practical topics are taught to facilitate listening and speaking. This course can be considered as a bridging course to fit students into Mandarin courses of appropriate grades according to their Mandarin standard. (40 hours) \$130

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10228

16 wks Sa. Feb 10 12:30-15:00 BWY [CRN](#) 10275

### CONVERSATIONAL MANDARIN (MAND 1138)

For children and teens who know the Hanyu Pinyin and some Mandarin but want to practice more. Designed to improve Mandarin speaking ability through intensive oral practice in class. Focus on correct pronunciation and intonation. Cultural and practical topics are included. (40 hours) \$130

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10244

16 wks Sa. Feb 10 12:30-15:00 BWY [CRN](#) 10363

These grade level simplified Mandarin courses teach characters, vocabulary, sentence structure and short passages appropriate to the specific grade. Fee includes textbook, exercise book, duotang and supplementary materials (40 hours) \$130.

### MANDARIN GRADE 1 (SIMPLIFIED) (MAND 1201)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10251

### MANDARIN GRADE 2 (SIMPLIFIED) (MAND 1202)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10242

### MANDARIN GRADE 3 (SIMPLIFIED) (MAND 1203)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10243

### MANDARIN GRADE 4 (SIMPLIFIED) (MAND 1204)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10252

### MANDARIN GRADE 5 (SIMPLIFIED) (MAND 1205)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10266

### MANDARIN GRADE 6 (SIMPLIFIED) (MAND 1206)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10352

### MANDARIN GRADE 7 (SIMPLIFIED) (MAND 1207)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10274

### MANDARIN GRADE 8 (SIMPLIFIED) (MAND 1208)

16 wks Sa. Feb 10 09:30-12:00 BWY [CRN](#) 10354

## ENGLISH WRITING AND COMPREHENSION

*Program Coordinator: Shirley Luk, 604.443.8696, sluk@vcc.ca*  
*Program Assistant: Christina Wong, 604.443.8335, ch Wong@vcc.ca*

Help students increase their vocabulary and learn basic grammar. Word usage and grammar practice will be emphasized through reading and working on passages. Techniques on writing skills are taught and supplemented by immediate practice. There are take-home assignments for every session. Report cards on student progress are issued at the end of each term. Each course has 16 sessions. Classes are taught in English. (16 hours) \$130.

### REQUIRED Courses offered this term

### ENG WRITING & COMPREHENSION 1 (MAND 1161)

16 wks Sa. Feb 10 13:45-14:45 BWY [CRN](#) 10351

### ENG WRITING & COMPREHENSION 2 (MAND 1162)

16 wks Sa. Feb 10 13:45-14:45 BWY [CRN](#) 10263

### ENG WRITING & COMPREHENSION 3 (MAND 1163)

16 wks Sa. Feb 10 13:45-14:45 BWY [CRN](#) 10246

### ENG WRITING & COMPREHENSION 4 (MAND 1164)

16 wks Sa. Feb 10 13:45-14:45 BWY [CRN](#) 10247

### ENG WRITING & COMPREHENSION 5 (MAND 1165)

16 wks Sa. Feb 10 13:45-14:45 BWY [CRN](#) 10248

### ENG WRITING & COMPREHENSION 6 (MAND 1166)

16 wks Sa. Feb 10 13:45-14:45 BWY [CRN](#) 10249

### ENG WRITING & COMPREHENSION 7 (MAND 1167)

16 wks Sa. Feb 10 13:45-14:45 BWY [CRN](#) 10250

### ENG WRITING & COMPREHENSION 8 (MAND 1168)

16 wks Sa. Feb 10 13:45-14:45 BWY [CRN](#) 10273

## FINE ARTS

*Program Coordinator: Shirley Luk, 604.443.8696, sluk@vcc.ca*  
*Program Assistant: Christina Wong, 604.443.8335, ch Wong@vcc.ca*

Children's fine arts courses have 16 sessions. They are held on Saturdays at the Broadway campus. Instructors of our drawing classes are experienced professionals in the respective field. The drawing class instructors have participated in art exhibitions in Vancouver.

### REQUIRED COURSES:

Cartoon Drawing (MAND 1117)  
Water Colour Drawing (MAND 1118)  
Pencil/Charcoal Draw (MAND 1125)

### REQUIRED Courses offered this term

### CARTOON DRAWING (MAND 1117)

An introductory drawing class to learn basic pencil drawing techniques. For students 6 to 12 years old. (16 hours) \$130

16 wks Sa. Feb 10 12:30-13:30 BWY [CRN](#) 10237

16 wks Sa. Feb 10 13:45-14:45 BWY [CRN](#) 10347



## PENCIL/CHARCOAL DRAW (MAND 1125)

Teaching charcoal drawing skills to students with basic drawing techniques. The instructor has art exhibitions in Vancouver every year. (16 hours) \$130

16 wks Sa. Feb 10 12:30-13:30 BWY [CRN 10238](#)  
16 wks Sa. Feb 10 13:45-14:45 BWY [CRN 10239](#)

## WATER COLOUR DRAWING (MAND 1118)

Learn water colour drawing from an experienced artist. The instructor has participated in several art exhibitions in Vancouver. (16 hours) \$130

16 wks Sa. Feb 10 12:30-13:30 BWY [CRN 10245](#)

## MATHEMATICS FOR CHILDREN AND YOUTH

*Program Coordinator: Shirley Luk, 604.443.8696, sluk@vcc.ca*  
*Program Assistant: Christina Wong, 604.443.8335, chwong@vcc.ca*

These courses match the grade level of mathematics in the regular school system of B.C. More intensive practice on calculations and problem solving questions. Mathematics courses have 16 sessions per semester. Classes are held on Saturday afternoons at the Broadway Campus. There are take-home assignments for every session. Report cards on the progress of every student will be issued at end of semester. Classes are taught in English. (16 hours) \$130 for Grades 1 - 9; 24 hours \$180 for Grades 10 and 11

*REQUIRED Courses offered this term*

### MATHEMATICS GRADE 1 (MAND 1141)

16 wks Sa. Feb 10 12:30-13:30 BWY [CRN 10348](#)

### MATHEMATICS GRADE 2 (MAND 1142)

16 wks Sa. Feb 10 12:30-13:30 BWY [CRN 10264](#)

### MATHEMATICS GRADE 3 (MAND 1143)

16 wks Sa. Feb 10 12:30-13:30 BWY [CRN 10229](#)

### MATHEMATICS GRADE 4 (MAND 1144)

16 wks Sa. Feb 10 12:30-13:30 BWY [CRN 10230](#)

### MATHEMATICS GRADE 5 (MAND 1145)

16 wks Sa. Feb 10 12:30-13:30 BWY [CRN 10231](#)

### MATHEMATICS GRADE 6 (MAND 1146)

16 wks Sa. Feb 10 12:30-13:30 BWY [CRN 10232](#)  
16 wks Sa. Feb 10 12:30-13:30 BWY [CRN 10349](#)

### MATHEMATICS GRADE 7 (MAND 1147)

16 wks Sa. Feb 10 12:30-13:30 BWY [CRN 10233](#)

### MATHEMATICS GRADE 8 (MAND 1148)

16 wks Sa. Feb 10 12:30-13:30 BWY [CRN 10234](#)

### MATHEMATICS GRADE 9 (MAND 1149)

16 wks Sa. Feb 10 12:30-13:30 BWY [CRN 10235](#)

### MATHEMATICS GRADE 10 (MAND 1150)

16 wks Sa. Feb 10 13:30-15:00 BWY [CRN 10236](#)

### MATHEMATICS GRADE 11 (MAND 1151)

16 wks Sa. Feb 10 13:30-15:00 BWY [CRN 10265](#)

## OFFICE ADMINISTRATION

Modern offices work smarter. Rapid changes in technology and greater specialization have created more opportunity than ever before. VCC consults with industry regularly and tailors its programs to give students an edge in the job market. Specialize in administration and supervision, legal, medical or records management or take just a few courses to get promoted or find entry-level work.

This long-standing certificate program is well respected by both employers and employees. We offer a flexible admissions policy to meet a variety of educational backgrounds and experiences. The program consists of 186 hours of classroom study. Students seeking a certificate in Office Administration may select any one of the four specialization options: administration and supervision, legal office skills, medical office skills or records management skills. Non-certificate students can register in any course, subject to prerequisites as identified in the course descriptions.

## ADMINISTRATION AND SUPERVISION

*Senior Program Coordinator: Anne Tollstam, 604.443.8668*  
*Program Assistant: Crystal Kreschuk, 604.443.8711*

Core courses required for Administration and Supervision Option: Office Procedures, Business English Skills (see Business Area for English courses), Supervisory/Management Decision Making, one Accounting, Bookkeeping or Payroll course, Keyboarding or Speed Building. Specialization Courses: Records Management 1, Effective Oral Communications, plus elective course(s) from the Office Administration, Management Skills for Supervisors or Leadership Certificate Programs totalling 36 hours.

### ENTRANCE REQUIREMENTS:

Certificate and non-certificate students may register in any course subject to prerequisite as identified in the course descriptions. Courses rotate from term to term and may be taken in any order. Exemptions for keyboarding may apply. Challenge exam available for Office Procedures.

### REQUIRED COURSES:

These courses are required under any of the certificate options. Accounting Requirement: Introduction to Payroll (OACP 1105) or Introduction to Bookkeeping (OACP 1130) or Accounting for the Non Accountant (OACP 1129). Business English: Recommend the following order: Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (OACP 1106) Writing Dynamic Business Letters (OACP 1107) & Effective Memo and Report Writing (OACP 1145).

Keyboarding For Beginners (OACP 1102)  
Effective Oral Communication (OACP 1145)  
Grammar Rev Prod Bus Writing (OACP 1104)  
Accounting For NonAccountant (OACP 1129)  
Building Powerful Vocabulary (OACP 1106)  
Writing Dynamic Bus Letters (OACP 1103)  
Effective Memo & Reprt Writing (OACP 1107)  
Introduction to Bookkeeping (OACP 1130)  
Introduction to Payroll (OACP 1105)  
Supervisory Management and Decision Making (OACP 1127)  
Office Procedures (OACP 1126)  
Records Management (OACP 1128)

## VCC OFFERINGS TO WATCH

## FINE WINES, GREAT COURSES

"...Good wine is a good familiar creature, if it be well used."

-WILLIAM SHAKESPEARE

Would you like a Chianti with that? Or perhaps a nice Burgundy instead?

VCC is proud to host the International Sommelier Guild program, which is world-renowned for its training and accreditation in wine expertise.

Get a solid grounding in the basics in Wine Fundamentals I and II courses. Then expand that with the internationally recognized diploma program, where you'll learn to evaluate, critique, decant, serve and store wine, all complemented with detailed know-how on the latest food and wine pairings and industry trends.

For more details: see page 22.

### OPTIONAL COURSES:

You may fulfill elective course(s) from the Office Administration Certificate Program or the Management Skills for Supervisors or Leadership Certificate Programs for a total 36 elective hours.

Keyboarding For Speed Building (OACP 1101)  
Effective Notes & Minute Taking (OACP 1122)  
Business English Skills Test (OACP 1123)

*REQUIRED Courses offered this term*

### KEYBOARDING FOR BEGINNERS (OACP 1102)

Keyboarding is a skill needed for success in virtually every career. To be successful you must apply proper techniques and meaningful practice in each class. Learn to key letters, numbers and symbols. Classes are taught on computers with a keyboarding text and Windows software. Textbook: College Keyboarding from the Downtown Campus Bookstore prior to first session. (18 hours) \$120

6 wks Sa. Jan 20 09:30-12:30 DTN [CRN 10365](#)  
6 wks Mo. Jan 22 18:00-21:00 DTN [CRN 10523](#)

### GRAMMAR REV PROD BUS WRITING (OACP 1104)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. (6 hours) \$85

2 wks We. Jan 24 18:00-21:00 DTN [CRN 10295](#)  
1 day Sa. Jan 27 09:00-16:00 DTN [CRN 10296](#)

# 28 OFFICE ADMINISTRATION

## BUILDING POWERFUL VOCABULARY (OACP 1106)

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. (6 hours) \$85

2 wks We. Feb 07 18:00-21:00 DTN 📞 [CRN 10339](#)  
1 day Sa. Feb 10 09:00-16:00 DTN 📞 [CRN 10340](#)

## WRITING DYNAMIC BUS LETTERS (OACP 1103)

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc). Some feedback will be given, but this seminar focuses on providing data on the most up-to-date ways of expressing business communications to achieve maximum results. (6 hours) \$85

2 wks We. Feb 21 18:00-21:00 DTN 📞 [CRN 10341](#)  
1 day Sa. Feb 24 09:00-16:00 DTN 📞 [CRN 10356](#)

## EFFECTIVE MEMO & REPT WRITING (OACP 1107)

Get results! Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing. (6 hours) \$85

2 wks We. Mar 07 18:00-21:00 DTN 📞 [CRN 10357](#)  
1 day Sa. Mar 10 09:00-16:00 DTN 📞 [CRN 10358](#)

## EFFECTIVE ORAL COMMUNICATION (OACP 1145)

Express yourself with greater clarity, confidence and impact. Discover success strategies for impromptu speaking, delivering prepared speeches, speech evaluation, audience analysis, creative visualization, role, play and evaluation of thinking and learning styles. Become more knowledgeable about oral communication barriers and skills and gain confidence and comfort in the public forum! (18 hours) \$193  
6 wks Mo. Jan 22 18:00-21:00 DTN 📞 [CRN 10394](#)

## ACCOUNTING FOR NONACCOUNTANT (OACP 1129)

A management overview of accounting. Previous knowledge is not required. Learn the role of an accountant, the double-entry accounting system, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: Accounting: Nanci Lee, see City Centre Bookstore for textbook purchase prior to class. (18 hours) \$157  
6 wks Th. Jan 25 18:30-21:30 DTN 📞 [CRN 10374](#)

*OPTIONAL Courses offered this term*

## BUSINESS ENGLISH SKILLS TEST (OACP 1123)

The Business English Skills Test is a requirement for those wanting an Office Administration Certificate; it is optional for other students.

1 day We. Mar 21 18:00-21:00 DTN 📞 [CRN 10359](#)  
1 day Sa. Mar 24 09:00-12:00 DTN 📞 [CRN 10360](#)

## KEYBOARDING FOR SPEED BUILDING (OACP 1101)

Increase your speed and accuracy on the computer in a friendly, supportive environment. Learn new techniques to increase speed and accuracy through exercises and drills. (18 hours) \$130

6 wks Sa. Jan 20 09:30-12:30 DTN 📞 [CRN 10362](#)

## EFFECTIVE NOTES & MINUTE TAKING (OACP 1122)

Effective note taking will contribute to the success of a meeting and enhance a company's productivity. Separate the important from the unnecessary and learn to use the role of a recorder to contribute to the success of a meeting. Learn to prepare an effective agenda, prepare for a meeting and follow up after the meeting. (6 hours) \$110

1 day Sa. Feb 03 09:00-16:00 DTN 📞 [CRN 10380](#)

## LEGAL OFFICE SKILLS

*Senior Program Coordinator: Anne Tollstam, 604.443.8668*  
*Program Assistant: Crystal Kreschuk, 604.443.8711*

Core courses required for Legal Office Skills Option: Legal Office Procedures, Business English Skills (see Business Area for English courses), Supervisory/Management Decision Making, one Accounting, Bookkeeping or Payroll course, Keyboarding for Speed Building. Specialization Courses: Introductory Legal Office Package, Legal Terminology, Legal Ethics & Confidentiality. Any elective course(s) from the Office Administration Program or Downtown computer offerings for a total of 33 elective hours.

## ENTRANCE REQUIREMENTS:

Certificate and non-certificate students may register in any course subject to prerequisite as identified in the course descriptions. Courses rotate from term to term and may be taken in any order. Exemptions for keyboarding may apply.

## REQUIRED COURSES:

Accounting Requirement: Introduction to Payroll (OACP 1105) or Introduction to Bookkeeping (OACP 1130) or Accounting for the Non Accountant (OACP 1129). Business English: Recommend the following order: Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (OACP 1106) Writing Dynamic Business Letters (OACP 1107) and Effective Memo and Report Writing (OACP 1145). Introduction to the Legal Office Program (OACP 1113) is recommended as the first of 5 courses in the Legal Package. Enroll in individual courses or register for the Legal Package at a reduced rate of \$375. Courses should be taken in the following order: Introduction to the Legal Office Program, Conveyancing, Corporate, Family Law and Civil Litigation, Legal Office Skills Test for students in the Certificate Program. Choose one of Payroll, Accounting for the Non Accountant or Bookkeeping

Keyboarding For Beginners (OACP 1102)  
Intro Legal Office Program (OACP 1113)  
Grammar Rev Prod Bus Writing (OACP 1104)  
Legal Terminology (OACP 1138)  
Corporate (OACP 1115)  
Building Powerful Vocabulary (OACP 1106)  
Family Law (OACP 1116)  
Civil Litigation (OACP 1114)  
Writing Dynamic Bus Letters (OACP 1103)  
Legal Ethics&Confidentiality (OACP 1140)  
Effective Memo & Reprt Writing (OACP 1107)  
Conveyancing (OACP 1117)  
Accounting for the Non Accountant (OACP 1120)  
Introduction to Bookkeeping (OACP 1130)  
Introduction to Payroll (OACP 1105)  
Supervisory Management and Decision Making (OACP 1127)  
Legal Office Procedures (OACP 1139)

## OPTIONAL COURSES:

You may fulfill elective course(s) from the Office Administration Certificate Program or the Management Skills for Supervisors or Leadership Certificate Programs for a total 36 elective hours.

Keyboarding For Speed Building (OACP 1101)  
Effective Notes & Minute Taking (OACP 1122)  
Business English Skills Test (OACP 1123)

*REQUIRED Courses offered this term*

Accounting For NonAccountant (OACP 1129)  
Legal Office Procedures (OACP 1139)

## KEYBOARDING FOR BEGINNERS (OACP 1102)

Keyboarding is a skill needed for success in virtually every career. To be successful you must apply proper techniques and meaningful practice in each class. Learn to key letters, numbers and symbols. Classes are taught on computers with a keyboarding text and Windows software. Textbook: College Keyboarding from the Downtown Campus Bookstore prior to first session. (18 hours) \$120

6 wks Sa. Jan 20 09:30-12:30 DTN 📞 [CRN 10365](#)  
6 wks Mo. Jan 22 18:00-21:00 DTN 📞 [CRN 10523](#)

## GRAMMAR REV PROD BUS WRITING (OACP 1104)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. (6 hours) \$85

2 wks We. Jan 24 18:00-21:00 DTN 📞 [CRN 10295](#)  
1 day Sa. Jan 27 09:00-16:00 DTN 📞 [CRN 10296](#)

## BUILDING POWERFUL VOCABULARY (OACP 1106)

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. (6 hours) \$85

2 wks We. Feb 07 18:00-21:00 DTN 📞 [CRN 10339](#)  
1 day Sa. Feb 10 09:00-16:00 DTN 📞 [CRN 10340](#)

## WRITING DYNAMIC BUS LETTERS (OACP 1103)

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc). Some feedback will be given, but this seminar focuses on providing data on the most up-to-date ways of expressing business communications to achieve maximum results. (6 hours) \$85

2 wks We. Feb 21 18:00-21:00 DTN 📞 [CRN 10341](#)  
1 day Sa. Feb 24 09:00-16:00 DTN 📞 [CRN 10356](#)

## EFFECTIVE MEMO & REPT WRITING (OACP 1107)

Get results! Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing. (6 hours) \$85

2 wks We. Mar 07 18:00-21:00 DTN 📞 [CRN 10357](#)  
1 day Sa. Mar 10 09:00-16:00 DTN 📞 [CRN 10358](#)

## ACCOUNTING FOR NONACCOUNTANT (OACP 1129)

A management overview of accounting. Previous knowledge is not required. Learn the role of an accountant, the double-entry accounting system, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: Accounting: Nanci Lee, see City Centre Bookstore for textbook purchase prior to class. (18 hours) \$157

6 wks Th. Jan 25 18:30-21:30 DTN 📞 [CRN 10374](#)

## INTRO LEGAL OFFICE PROGRAM (OACP 1113)

This course will cover the various types of law firms in existence and the roles of legal support staff, as well as introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation is also included. (3 hours) \$48

1 day Tu. Jan 23 18:30-21:30 DTN 📍 [CRN 10387](#)

## CONVEYANCING (OACP 1117)

This introductory course will provide an overview of the responsibilities and duties of conveyancing staff, including the steps required to complete a typical residential conveyance. (9 hours)

3 wks Th. Jan 25 18:30-21:30 DTN 📍 [CRN 10391](#)

## CORPORATE (OACP 1115)

Outlines the steps to incorporate a British Columbia company, plus annual reports and filings and keeping minute books. (9 hours) \$88

3 wks Tu. Jan 30 18:30-21:30 DTN 📍 [CRN 10389](#)

## FAMILY LAW (OACP 1116)

Covers the "Family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act Applications and Family Relations Act proceedings. (9 hours) \$88

3 wks Th. Feb 15 18:30-21:30 DTN 📍 [CRN 10390](#)

## CIVIL LITIGATION (OACP 1114)

Discuss the levels of Court in British Columbia and takes you step-by-step through the procedures of a civil case, from Writ of Summons to trial, judgement and execution. (9 hours) \$88

3 wks Tu. Feb 20 18:30-21:30 DTN 📍 [CRN 10388](#)

## THE LEGAL OFFICES SKILLS TEST (OACP 1120)

This test is a requirement for those wanting an Office Administration Certificate. It is an option for other students. It is administered at the end of the Introductory Legal Program. (five courses) No charge

1 eve Tu. Mar 13 18:30-21:30 DTN 📍 [CRN 10524](#)

## LEGAL TERMINOLOGY (OACP 1138)

This course covers the rules of legal language and terminology unique to each area of law. This course consists of mini-workshops to familiarize students with the main areas of law. Handouts included. Please bring a dictionary. (9 hours) \$111

3 wks We. Jan 24 18:30-21:30 DTN 📍 [CRN 10393](#)

## LEGAL ETHICS&CONFIDENTIALITY (OACP 1140)

This program will cover legal ethics as they apply to support staff in the various areas of law. Using case studies reviewed by the Bar Association, how the ethics of the profession bind you will be discussed. Emphasis will be placed on the importance of confidentiality. (9 hours) \$111

3 wks We. Feb 21 18:30-21:30 DTN 📍 [CRN 10392](#)

## LEGAL OFFICE PROCEDURES (OACP 1139)

This course provides an overview of a law office, analyzes the structure of a law office and various types of legal practice and areas of law. It reviews the importance of effective systems and procedures and the various types of legal support staff and their specific responsibilities. (12 hours) \$115

4 wks Th. Mar 08 18:30-21:30 DTN 📍 [CRN 10431](#)

## OPTIONAL Courses offered this term

### BUSINESS ENGLISH SKILLS TEST (OACP 1123)

The Business English Skills Test is a requirement for those wanting an Office Administration Certificate; it is optional for other students.

1 day We. Mar 21 18:00-21:00 DTN 📍 [CRN 10359](#)

1 day Sa. Mar 24 19:00-12:00 DTN 📍 [CRN 10360](#)

### KEYBOARDING FOR SPEED BUILDING (OACP 1101)

Increase your speed and accuracy on the computer in a friendly, supportive environment. Learn to increase speed and accuracy through exercises and drills. (18 hours) \$130

6 wks Sa. Jan 20 09:30-12:30 DTN 📍 [CRN 10362](#)

### EFFECTIVE NOTES & MINUTE TAKING (OACP 1122)

Effective note taking will contribute to the success of a meeting and enhance a company's productivity. Separate the important from the unnecessary and learn to use the role of a recorder to contribute to the success of a meeting. Learn to prepare an effective agenda, prepare for a meeting and follow up after the meeting. (6 hours) \$110

1 day Sa. Feb 03 09:00-16:00 DTN 📍 [CRN 10380](#)

## MEDICAL OFFICE SKILLS

Senior Program Coordinator: Anne Tollstam, 604.443.8668  
Program Assistant: Crystal Kreschuk, 604.443.8711

Core courses required for Medical Office Skills Option: Medical Office Procedures, Business English Skills (see Business Area for English courses), Supervisory/Management Decision Making, Keyboarding for Speed Building. Specialization Courses: Medical Terminology 1 (OACP 1108), Medical Terminology (OACP 1109), Medical Office Procedures (OACP 1111), Medical Office Billing (OACP 1137), Medical Documentation/Transcription (OACP 1156), Clinical Procedures (OACP 1155).

## ENTRANCE REQUIREMENTS:

Certificate and non-certificate students may register in any course subject to prerequisite as identified in the course descriptions. Courses rotate from term to term and may be taken in any order. Exemptions for keyboarding may apply.

## REQUIRED COURSES:

Business English: Recommend the following order: Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (OACP 1106) Writing Dynamic Business Letters (OACP 1107) and Effective Memo Email and Report Writing (OACP 1145).

Keyboarding For Beginners (OACP 1102)  
Medical Terminology 1 (OACP 1108)  
Medical Document Transcript (OACP 1156)  
Grammar Rev Prod Bus Writing (OACP 1104)  
Medical Terminology 2 (OACP 1109)  
Building Powerful Vocabulary (OACP 1106)  
Writing Dynamic Bus Letters (OACP 1103)  
Effective Memo & Reprt Writing (OACP 1107)  
Medical Office Billing (OACP 1137)  
Clinical Procedures (OACP 1155)  
Medical Office Procedures OACP 1111)  
Supervisory Management and Decision Making (OACP 1127)

## OPTIONAL COURSES:

Effective Notes & Minute Taking (OACP 1122)  
Business English Skills Test (OACP 1123)  
Written and Verbal Communications (OACP 1119)  
Keyboarding For Speed Building (OACP 1101)

## REQUIRED Courses offered this term

### KEYBOARDING FOR BEGINNERS (OACP 1102)

Keyboarding is a skill needed for success in virtually every career. Because keyboarding is a skill, to be successful you must apply proper techniques and meaningful practice in each class. Learn to key letters, numbers and symbols. Classes are taught on computers with a keyboarding text and exciting Windows software. Textbook: College Keyboarding to be purchased at the Downtown Campus Bookstore prior to first session. (18 hours) \$120

6 wks Sa. Jan 20 09:30-12:30 DTN 📍 [CRN 10365](#)

6 wks Mon. Jan 22 18:00-21:00 DTN 📍 [CRN 10523](#)

### GRAMMAR REV PROD BUS WRITING (OACP 1104)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. (6 hours) \$85

2 wks We. Jan 24 18:00-21:00 DTN 📍 [CRN 10295](#)

1 day Sa. Jan 27 09:00-16:00 DTN 📍 [CRN 10296](#)

### BUILDING POWERFUL VOCABULARY (OACP 1106)

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. (6 hours) \$85

2 wks We. Feb 07 18:00-21:00 DTN 📍 [CRN 10339](#)

1 day Sa. Feb 10 09:00-16:00 DTN 📍 [CRN 10340](#)

### WRITING DYNAMIC BUS LETTERS (OACP 1103)

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc). Some feedback will be given, but this seminar focuses on providing data on the most up-to-date ways of expressing business communications to achieve maximum results. (6 hours) \$85

2 wks We. Feb 21 18:00-21:00 DTN 📍 [CRN 10341](#)

1 day Sa. Feb 24 09:00-16:00 DTN 📍 [CRN 10356](#)

### EFFECTIVE MEMO & REPT WRITING (OACP 1107)

Get results! Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing. (6 hours) \$85

2 wks We. Mar 07 18:00-21:00 DTN 📍 [CRN 10357](#)

1 day Sa. Mar 10 09:00-16:00 DTN 📍 [CRN 10358](#)

### BUSINESS ENGLISH SKILLS TEST (OACP 1123)

The Business English Skills Test is a requirement for those wanting an Office Administration Certificate; it is optional for other students.

1 day We. Mar 21 18:00-21:00 DTN 📍 [CRN 103??](#)

1 day Sa. Mar 24 09:00-12:00 DTN 📍 [CRN 103??](#)

### MEDICAL DOCUMENT TRANSCRIPT (OACP 1156)

A basic course in the production of medical documents and transcribing of medical reports. Prerequisite: Medical Terminology I (OACP 1108), basic computer skills and typing speed of 35 wpm is recommended. Please bring Walkman-type earphones and computer diskette. Textbook: Medical Transcription, to be purchased from the Downtown Campus Bookstore prior to first class. (18 hours) \$150

6 wks Tu. Jan 23 18:00-21:00 DTN 📍 [CRN 10385](#)



## 30 OFFICE ADMINISTRATION

### MEDICAL TERMINOLOGY 1 (OACP 1108)

For those wishing to work in the technology/laboratory or related health field, learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and introduction to surgical terms and practical applications. Word parts (stems, prefixes, suffixes and abbreviations) are covered as well as pronunciation and spelling. First half of a 2-part course. Purchase text at Downtown Campus Bookstore prior to first class. (30 hours) \$195

10 wks Tu. Jan 23 18:00-21:00 DTN 📱 [CRN 10368](#)  
10 wks Tu. Jan 23 18:00-21:00 DTN 📱 [CRN 10370](#)  
10 wks Tu. Jan 23 18:00-21:00 DTN 📱 [CRN 10372](#)

### MEDICAL TERMINOLOGY 2 (OACP 1109)

Follows Medical Terminology I and is offered twice a year. Continues medical terminology with further study of body systems. In addition, body senses are studied; aspects of oncology are considered; and pharmacology is introduced. Prerequisite Medical Terminology I or a comparable course which must be approved by the instructor. The textbook used in Medical Terminology will be used again in this course. (30 hours) \$194

10 wks Th. Jan 25 18:00-21:00 DTN 📱 [CRN 10373](#)

### ACCOUNTING FOR NONACCOUNTANT (OACP 1129)

A management overview of accounting. Previous knowledge is not required. Learn the role of an accountant, the double-entry accounting system, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: Accounting: Nanci Lee, see City Centre Bookstore for textbook purchase prior to class. (18 hours) \$157

6 wks Th. Jan 25 18:30-21:30 DTN 📱 [CRN 10374](#)

#### OPTIONAL Courses offered this term

### KEYBOARDING FOR SPEED BUILDING (OACP 1101)

Increase your speed and accuracy on the computer in a friendly, supportive environment. Learn new techniques to increase speed and accuracy through exercises and drills. (18 hours) \$130

6 wks Sa. Jan 20 09:30-12:30 DTN 📱 [CRN 10362](#)

### EFFECTIVE NOTES & MINUTE TAKING (OACP 1122)

Effective note taking will contribute to the success of a meeting and enhance a company's productivity. Separate the important from the unnecessary and learn to use the role of a recorder to contribute to the success of a meeting. Learn to prepare an effective agenda, prepare for a meeting and follow up after the meeting. (6 hours) \$110

1 day Sa. Feb 03 09:00-16:00 DTN 📱 [CRN 10380](#)

## RECORDS MANAGEMENT SKILLS

Senior Program Coordinator: Anne Tollstam, 604.443.8668  
Program Assistant: Crystal Kreschuk, 604.443.8711

Core courses required for Records Management Option: Office Procedures, Business English Skills (See Business area for English courses), Supervisory/Management Decision Making, one Accounting, Bookkeeping or Payroll course, Keyboarding for Speed Building. Specialization courses: Records Management (OACP 1128), Records Management Advanced (OACP 1146), Records Management Specialized (OACP 1147).

#### ENTRANCE REQUIREMENTS:

Accounting Requirement: Introduction to Payroll (OACP 1105) or Introduction to Bookkeeping (OACP 1130) or Accounting for the Non Accountant (OACP 1129). Business English: Recommend the following order: Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (OACP 1106) Writing Dynamic Business Letters (OACP 1107) and Effective Memo and Report Writing (OACP 1145).

#### REQUIRED COURSES:

Keyboarding For Beginners (OACP 1102)  
Grammar Rev Prod Bus Writing (OACP 1104)  
Records Management Adv Topics (OACP 1146)  
Accounting For NonAccountant (OACP 1129)  
Building Powerful Vocabulary (OACP 1106)  
Writing Dynamic Bus Letters (OACP 1103)  
Effective Memo & Reprt Writing (OACP 1107)  
Business English Skills Test (OACP 1123)  
Records Management Special (OACP 1147)  
Records Management (OACP 1128)  
Supervisory Management and Decision Making (OACP 1127)  
Office Procedures (OACP 1126)  
Introduction to Bookkeeping (OACP 1130)  
Introduction to Payroll (OACP 1105)

#### OPTIONAL COURSES:

Keyboarding For Speed Building (OACP 1101)

### KEYBOARDING FOR SPEED BUILDING (OACP 1101)

Increase your speed and accuracy on the computer in a friendly, supportive environment. Learn new techniques to increase speed and accuracy through exercises and drills. (18 hours) \$130

6 wks Sa. Jan 20 09:30-12:30 DTN 📱 [CRN 10362](#)

#### REQUIRED Courses offered this term

### KEYBOARDING FOR BEGINNERS (OACP 1102)

Keyboarding is a skill needed for success in virtually every career. Because keyboarding is a skill, to be successful you must apply proper techniques and meaningful practice in each class. Learn to key letters, numbers and symbols. Classes are taught on computers with a keyboarding text and exciting Windows software. Textbook: College Keyboarding to be purchased at the Downtown Campus Bookstore prior to first session. (18 hours) \$120

6 wks Sa. Jan 20 09:30-12:30 DTN 📱 [CRN 10365](#)

6 wks Mo. Jan 22 18:00-21:00 DTN 📱 [CRN 10523](#)

### GRAMMAR REV PROD BUS WRITING (OACP 1104)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. (6 hours) \$85

2 wks We. Jan 24 18:00-21:00 DTN 📱 [CRN 10295](#)

1 day Sa. Jan 27 09:00-16:00 DTN 📱 [CRN 10296](#)

### BUILDING POWERFUL VOCABULARY (OACP 1106)

No other undertaking can boost your performance as quickly and surely as increasing your vocabulary. This seminar will outline a system of ongoing study and give a large number of new words and meanings. Please bring a dictionary. (6 hours) \$85

2 wks We. Feb 07 18:00-21:00 DTN 📱 [CRN 10339](#)

1 day Sa. Feb 10 09:00-16:00 DTN 📱 [CRN 10340](#)

### WRITING DYNAMIC BUS LETTERS (OACP 1103)

Learn to use a more effective business vocabulary and writing style. Learn strategies of writing a variety of letters (self-marketing, request letters, refusal letters, sales letters, thank-you letters, etc). Some feedback will be given, but this seminar focuses on providing data on the most up-to-date ways of expressing business communications to achieve maximum results. (6 hours) \$85

2 wks We. Feb 21 18:00-21:00 DTN 📱 [CRN 10341](#)

1 day Sa. Feb 24 09:00-16:00 DTN 📱 [CRN 10356](#)

### EFFECTIVE MEMO, EMAIL & REPORT WRITING (OACP 1107)

Get results! Learn the standard formats for memoranda and reports and review the modern and powerful language of business writing. (6 hours) \$85

2 wks We. Mar 07 18:00-21:00 DTN 📱 [CRN 10357](#)

1 day Sa. Mar 10 09:00-16:00 DTN 📱 [CRN 10358](#)

### BUSINESS ENGLISH SKILLS TEST (OACP 1123)

The Business English Skills Test is a requirement for those wanting an Office Administration Certificate; it is optional for other students.

1 day We. Mar 21 18:00-21:00 DTN 📱 [CRN 10359](#)

1 day Sa. Mar 24 09:00-12:00 DTN 📱 [CRN 10360](#)

### RECORDS MANAGEMENT ADV TOPICS (OACP 1146)

Continues the development of concepts introduced in Records Management I. Students will be expected to do case studies based on outside research in a field which will require the application of skills and knowledge in records/information management. This course is supported by the Association of Records Management and Administrators. This course will be offered once a year. (30 hours) \$187

10 wks We. Jan 24 18:30-21:30 DTN 📱 [CRN 10386](#)

### RECORDS MANAGEMENT SPECIAL (OACP 1147)

Introduction to specialized functions within records/information management. Explore several functions such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. (24 hour)

### ACCOUNTING FOR NONACCOUNTANT (OACP 1129)

A management overview of accounting. Previous knowledge is not required. Learn the role of an accountant, the double-entry accounting system, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: Accounting: Nanci Lee, see City Centre Bookstore for textbook purchase prior to class. (18 hours) \$157

6 wks Th. Jan 25 18:30-21:30 DTN 📱 [CRN 10374](#)

### EFFECTIVE ORAL COMMUNICATION (OACP 1145)

Express yourself with greater clarity, confidence and impact. Discover success strategies for impromptu speaking, delivering prepared speeches, speech evaluation, audience analysis, creative visualization, role, play and evaluation of thinking and learning styles. Become more knowledgeable about oral communication barriers and skills and gain confidence and comfort in the public forum! (18 hours) \$193

6 wks Mo. Jan 22 18:00-21:00 DTN 📱 [CRN 10394](#)

## PARALEGAL

Busy legal offices depend on VCC graduates to keep their operations running smoothly and effectively. Our Paralegal certificate and diploma programs are designed for experienced paralegals and legal administrative assistants to increase their knowledge and professional opportunities.

Our offerings fit your schedule with weekend, evening and online courses taught by experienced legal professionals.

Core courses offer a foundation of legal principles, which students build on by selecting one of four practice areas: litigation, corporate law, real estate, or family and estate law. Two electives, plus a practicum, complete the certificate requirements.

Certificate graduates who complete all four practice areas are eligible for the diploma, VCC's highest standard of legal professional education.

## PARALEGAL CERTIFICATE PROGRAM

*Program Advisor: Christine Williams,*  
604.443.8649, email: [cwilliams@vcc.ca](mailto:cwilliams@vcc.ca)  
*Program Assistant: Crystal Kreschuk,*  
604.443.8711, email: [ckreschuk@vcc.ca](mailto:ckreschuk@vcc.ca)

You can complete all the Paralegal Certificate Program requirements in approximately 2 years of part-time study.

### REQUIRED COURSES:

Following are the six required core courses: LEGL 1202, 1203, 1204, 1205, 1206, 1207, plus Practicum, LEGL 1208. Students employed in a legal office environment may use their existing position towards their Practicum experience. Not all courses are offered every term.

Online courses are marked NET, with start times included for documentation purposes only. Online course registrants must provide an email address. Logon instructions will be provided by email.

Practicum (LEGL 1208)  
Torts (LEGL 1204)  
Contracts (LEGL 1206)  
Legal Research (LEGL 1207)

### OPTIONAL COURSES:

Choose four courses from related Practice Area Courses: 1301 - 1304, 1305 - 1308, 1309 - 1312, or 1313 - 1316.

Choose 2 electives from 1401 - 1405.  
Not all courses are offered every term.  
Lending & Security (LEGL 1311)  
Creditors' Remedies (LEGL 1303)  
Corp Law 3: Intermediate (LEGL 1307)  
Legal Communications (LEGL 1205)  
Personal Injury Practice (LEGL 1304)  
Corp Law 4: Advanced (LEGL 1308)  
Commercial Conveyancing (LEGL 1312)  
Family Law 1 (LEGL 1313)  
Family Law 2 (LEGL 1314)

### REQUIRED Courses offered this term

#### PRACTICUM (LEGL 1208)

Practicum enhances the quality of your work in a legal office setting, preparing you for growth to a Paralegal level at your current or future job. Use your existing position at a legal office to fulfill Practicum requirements. Participate in group seminars to synthesize your practicum experience. Pre-requisites: Formal Admission to the Paralegal Program and completion of all Level 1 Core Courses. You must complete a Practicum Sponsor Form prior to registration. (518 hours) \$117/\$115

1 day Fr. Jan 05 18:00-19:00 DTN 📍 [CRN 10121](#)  
1 day Fr. Feb 16 18:00-19:00 DTN 📍 [CRN 10121](#)  
1 day Fr. Mar 30 18:00-19:00 DTN 📍 [CRN 10121](#)

#### TORTS (LEGL 1204)

An overview of tort law in Canada. Reviews civil wrongs where an individual's conduct interferes with other persons or their property. Pre-requisites: Legal secretary work experience, formal admission to the Paralegal Program or previous legal coursework. (48 hours) \$224

8 wks Sa. Jan 13 09:00-12:00 DTN 📍 [CRN 10129](#)  
8 wks Sa. Jan 13 13:00-16:00 DTN 📍 [CRN 10130](#)  
8 wks Sa. Jan 13 09:00-12:00 DTN [CRN 10131](#)  
8 wks Sa. Jan 13 13:00-16:00 NET 📍 [CRN 10132](#)

### Required Courses Offered in Upcoming Terms

#### CONTRACTS (LEGL 1206)

Contract law essentials, including: formation, consideration, capacity, breach and remedies. Pre-requisites: Legal secretary work experience, formal admission to the Paralegal Program, or previous legal coursework. (36 hours)

#### LEGAL RESEARCH (LEGL 1207)

Need to cite a case? Learn correct legal citation and briefing skills. Study legal research techniques so that you can find relevant legislation and case law. Students do hands-on research in the Law Library at the Vancouver Law Courts and in a computer lab and learn to prepare legal memoranda. QuickLaw accounts provided. Pre-requisites: Due to limited seating, formal admission to the Paralegal Certificate Program is required. (48 hours)

### OPTIONAL Courses offered this term

#### LENDING & SECURITY (LEGL 1311)

Reviews validity of security documents, rights of parties and theory, concepts, procedures and forms used in a secured lending or banking practice. Pre-requisites: Property Transactions (LEGL 1310). (42 hours) \$235

7 wks Mo. Jan 08 18:00-21:00 DTN 📍 [CRN 10126](#)

#### CORP LAW 3: INTERMEDIATE (LEGL 1307)

Advanced corporate procedures and documentation for name changes, special rights and restrictions (drafting alternatives), changes to Notices of Articles, extra-provincial registrations under the new Business Corporations Act. Pre-requisites: Company Law (LEGL 1305), or equivalent work experience in the corporate field. (42 hours) \$194

7 wks Tu. Jan 09 18:00-21:00 DTN 📍 [CRN 10124](#)

#### CREDITORS' REMEDIES (LEGL 1303)

Examines law and procedure, including builder's liens, applicable statutes, creditor's remedies, debtor's remedies and defences, pre-judgement and execution proceedings. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours) \$235

7 wks Tu. Jan 09 18:00-21:00 DTN 📍 [CRN 10123](#)

#### LEGAL COMMUNICATIONS (LEGL 1205)

Communication is key in the legal office workplace. Learn to communicate with confidence. Includes both business writing and verbal communication skills. This is a practical course which will improve your communication style. Pre-requisites: Legal secretary work experience, formal admission to the Paralegal Program, or previous legal coursework. (36 hours) \$224

6 wks Th. Jan 11 18:00-21:00 DTN 📍 [CRN 10127](#)  
6 wks Th. Feb 22 18:00-21:00 DTN 📍 [CRN 10128](#)

#### CORP LAW 4: ADVANCED (LEGL 1308)

Advanced corporate procedures and documentation for continuations, amalgamations, dissolutions, restorations and other procedures under Federal and B.C. corporate legislation. Pre-requisites: Advanced Corporate Administration 1 (LEGL 1307). (42 hours) \$194

7 wks Tu. Feb 27 18:00-21:00 DTN 📍 [CRN 10125](#)

#### PERSONAL INJURY PRACTICE (LEGL 1304)

Covers relevant substantive law and procedures required to manage a personal injury file. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours) \$235

7 wks Tu. Feb 27 18:00-21:00 DTN 📍 [CRN 10122](#)

#### COMMERCIAL CONVEYANCING (LEGL 1312)

Explains commercial conveyancing matters, special issues in commercial conveyances, commercial sales, subdivisions and commercial leases. Pre-requisites: Lending & Security (LEGL 1311). (42 hours) \$235

8 wks Mo. Mar 26 18:00-21:00 DTN 📍 [CRN 10133](#)

### Optional Courses Offered in Upcoming Terms

#### FAMILY LAW 1 (LEGL 1313)

Examines the Family Relations Act and Divorce Act and other relevant statutes and case law. Covers legal fundamentals in family relations. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours)

#### FAMILY LAW 2 (LEGL 1314)

Students will learn to complete Provincial and Supreme Court documents and the relevant procedures in bringing issues of custody, access, maintenance and property to resolution using the legal system. Pre-requisites: Family Law 1. (42 hours)

"Every day my boss is amazed at what I have learned. Thank you for making this subject a career passion."

KATHERINE LANDRATH, CURRENT STUDENT, PARALEGAL CERTIFICATE PROGRAM

REGISTER ONLINE   
[www.vcc.ca/cs](http://www.vcc.ca/cs)

# 32 PARALEGAL / PRIVATE INVESTIGATING

## PARALEGAL DIPLOMA PROGRAM

*Program Advisor: Christine Williams,  
604.443.8649, email: cwilliams@vcc.ca  
Program Assistant: Crystal Kreschuk,  
604.443.8711, email: ckreschuk@vcc.ca*

The Paralegal Diploma Program is designed for graduates of the Certificate Program who wish to continue their professional growth. In the Diploma Program, students complete course work in all four practice areas: (1) litigation, (2) corporate, (3) real estate and (4) family and estate law. The additional coursework serves to broaden your knowledge and enhance your employability in the various fields of law.

### ENTRANCE REQUIREMENTS:

Completion of the Paralegal Certificate Program

### REQUIRED COURSES:

Students are eligible to receive a Diploma when they complete all 12 Practice Area Courses:

Property Transactions (LEGL 1310)  
Wills & Estate Planning (LEGL 1315)  
Corp Law 2: Securities (LEGL 1306)  
Litigation for Paralegals 2 (LEAD 1302)  
Lending & Security (LEGL 1311)  
Creditors' Remedies (LEGL 1303)  
Corp Law 3: Intermediate (LEGL 1307)  
Personal Injury Practice (LEGL 1304)  
Corp Law 4: Advanced (LEGL 1308)  
Estate Administration (LEGL 1316)  
Commercial Conveyancing (LEGL 1312)  
Corp Law: Basic Procedures (course offered in upcoming terms) (LEGL 1305)  
Family Law 1 (course offered in upcoming terms) (LEGL 1313)  
Family Law 2 (course offered in upcoming terms) (LEGL 1314)  
Litigation for Paralegals 1 (course offered in upcoming terms) (LEGL 1301)  
Property Law (course offered in upcoming terms) (LEGL 1309)

### OPTIONAL COURSES:

Further electives are NOT required to qualify for the Diploma

### *REQUIRED Courses offered this term*

#### **LENDING & SECURITY (LEGL 1311)**

Reviews validity of security documents, rights of parties and theory, concepts, procedures and forms used in a secured lending or banking practice. Pre-requisites: Property Transactions (LEGL 1310). (42 hours) \$235

7 wks Mo. Jan 08 18:00-21:00 DTN 📞 **CRN** 10126

#### **CORP LAW 3: INTERMEDIATE (LEGL 1307)**

Advanced corporate procedures and documentation for name changes, special rights and restrictions (drafting alternatives), changes to Notices of Articles, extra-provincial registrations under the new Business Corporations Act. Pre-requisites: Company Law (LEGL 1305), or equivalent work experience in the corporate field. (42 hours) \$194

7 wks Tu. Jan 09 18:00-21:00 DTN 📞 **CRN** 10124

#### **CREDITORS' REMEDIES (LEGL 1303)**

Examines law and procedure, including builder's liens, applicable statutes, creditor's remedies, debtor's remedies and defences, pre-judgment and execution proceedings. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours) \$235

7 wks Tu. Jan 09 18:00-21:00 DTN 📞 **CRN** 10123

#### **CORP LAW 4: ADVANCED (LEGL 1308)**

Advanced corporate procedures and documentation for continuations, amalgamations, dissolutions, restorations and other procedures under Federal and B.C. corporate legislation. Pre-requisites: Advanced Corporate Administration 1 (LEGL 1307). (42 hours) \$194

7 wks Tu. Feb 27 18:00-21:00 DTN 📞 **CRN** 10125

#### **PERSONAL INJURY PRACTICE (LEGL 1304)**

Covers relevant substantive law and procedures required to manage a personal injury file. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours) \$235

7 wks Tu. Feb 27 18:00-21:00 DTN 📞 **CRN** 10122

#### **ESTATE ADMINISTRATION (LEGL 1316)**

Examines the process and documents for Probate and Administration applications, types of grants, asset gathering and distribution, taxes and resealing. Students will administer a fictional estate in this class. Pre-requisites: Wills & Estate Planning (LEGL 1315). (42 hours) \$235

8 wks We. Feb 28 18:00-21:00 DTN 📞 **CRN** 10151

#### **COMMERCIAL CONVEYANCING (LEGL 1312)**

Explains commercial conveyancing matters, special issues in commercial conveyances, commercial sales, subdivisions and commercial leases. Pre-requisites: Lending & Security (LEGL 1311). (42 hours) \$235

8 wks Mo. Mar 26 18:00-21:00 DTN 📞 **CRN** 10133

### *Required Courses Offered in Upcoming Terms*

#### **FAMILY LAW 1 (LEGL 1313)**

Examines the Family Relations Act and Divorce Act and other relevant statutes and case law. Covers legal fundamentals in family relations. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours)

#### **FAMILY LAW 2 (LEGL 1314)**

Students will learn to complete Provincial and Supreme Court documents and the relevant procedures in bringing issues of custody, access, maintenance and property to resolution using the legal system. Pre-requisites: Family Law 1. (42 hours)

## PRIVATE INVESTIGATING

Learn about the field of private investigating by taking one or more of these workshops, designed to introduce you to the many aspects of this exciting field. Enhance your current career by learning strategies for conducting Internet research and gathering evidence, or explore licensing and credential requirements. Workshops are taught by a former law enforcement officer currently working in special investigation and strategic fraud prevention.

## PRIVATE INVESTIGATING

*Senior Program Coordinator: Anne Tollstam, 604.443.8668  
Program Assistant: Lynda Boothby, 604.443.8383*

Pursue a career in Private Investigating - a challenging, rewarding and ever expanding field. Our course series provides new and existing investigators with the knowledge and skills to be successful in this exciting new career.

### REQUIRED COURSES:

Internet Research (BUSI 1243)  
Evidence (BUSI 1244)

### *REQUIRED Courses offered this term*

#### **INTERNET RESEARCH (BUSI 1243)**

Learn how to become an Internet/web investigator and gather evidence to enhance your investigations. (4 hours) \$150

1 day Sa. Jan 27 10:00-14:00 DTN 📞 **CRN** 10416

#### **EVIDENCE (BUSI 1244)**

Learn strategy for gathering and finding information and the retrieval and storage of information from public sources. (4 hours) \$150

1 day Sa. Feb 24 10:00-14:00 DTN 📞 **CRN** 10417



## SMALL BUSINESS

Thinking of starting a small business? Just started a small business? Maximize your chances of success by doing it right the first time. If you've already started your business but need help in specific areas to keep your business running profitably, VCC has something for you too. Learn to finance, market, staff, manage and operate your small business. Sign up today for flexible classes, tailored for busy entrepreneurs and future proprietors working towards their dream.

## SMALL BUSINESS

*Program Coordinator: Jennifer Gossen, 604.443.8670, jgossen@vcc.ca*  
*Program Assistant: Crystal Kreschuk, 604.443.8711*

This program guides you through information on all topics required to operate your business. Cost is \$85 per course or a total of \$495 for all ten courses for a savings of \$355. Participants attending eight out of ten courses will receive a Document of Professional Studies.


### OPTIONAL COURSES:

Entrepreneurial Ldrship Skills (BUSI 1130)  
 Ident & Market Bus Opps (BUSI 1131)  
 Understanding Financial Needs (BUSI 1134)  
 Small Business Operations (BUSI 1132)  
 Bookkeeping For Sm Bus (BUSI 1133)  
 Legal Obligations (BUSI 1137)  
 Human Resources (BUSI 1135)  
 Financing Your Business (BUSI 1138)  
 Preparing Your Business Plan (BUSI 1139)  
 Fin Statements & Fin Planning (BUSI 1136)  
 Brand/Create Image that Sells (BUSI 1217)

*OPTIONAL Courses offered this term*


### ENTREPRENEURIAL LDRSHIP SKILLS (BUSI 1130)

This course provides a variety of information on what it takes to begin a small business, including how to set objectives and determine your entrepreneurial style. (3 hours) \$85

1 day Mo. Jan 22 18:00-21:00 DTN  [CRN 10199](#)


### IDENT & MARKET BUS OPPS (BUSI 1131)

Participants will know how to identify their target market, evaluate the competition and determine the potential market for your products and services. (3 hours) \$85

1 day We. Jan 24 18:00-21:00 DTN  [CRN 10200](#)


### UNDERSTANDING FINANCIAL NEEDS (BUSI 1134)

This course will identify your financial needs and those of your program. The course will also examine methods used to determine your initial business investment. (3 hours) \$85

1 day Mo. Jan 29 18:00-21:00 DTN  [CRN 10201](#)


### SMALL BUSINESS OPERATIONS (BUSI 1132)

Learn about the fundamentals of small business management, including human resources, time and stress management. (3 hours) \$85

1 day We. Jan 31 18:00-21:00 DTN  [CRN 10202](#)


### BOOKKEEPING FOR SM BUS (BUSI 1133)

This course will explain in easy-to-understand terms the basic steps of bookkeeping and how to turn your bookkeeping into financial statements. Forecasting and budgeting in a small business environment will also be explored. (3 hours) \$85

1 day Mo. Feb 05 18:00-21:00 DTN  [CRN 10203](#)

### LEGAL OBLIGATIONS (BUSI 1137)

Understand the pros and cons of the principal three legal structures and the legal and financial obligations that they entail. (3 hours) \$85

1 day We. Feb 07 18:00-21:00 DTN  [CRN 10204](#)




### What's covered in VCC's Small Business offerings?

This 10-module package offers everything you need to know about starting your own business, from bookkeeping to human resources to financial matters. Our experienced instructors will guide you through planning, marketing and operating your small business to get you on your way to a successful future.




### HUMAN RESOURCES (BUSI 1135)

Do you know how to build a team? Learn how to keep your team an effective working group. (3 hours) \$85

1 day Mo. Feb 12 18:00-21:00 DTN  [CRN 10205](#)


### FINANCING YOUR BUSINESS (BUSI 1138)

Become familiar with different sources of financing and banking and how applications are evaluated. (3 hours) \$85

1 day We. Feb 14 18:00-21:00 DTN  [CRN 10206](#)


### PREPARING YOUR BUSINESS PLAN (BUSI 1139)

Learn and understand the essentials of creating a business plan. (3 hours) \$85

1 day Mo. Feb 19 18:00-21:00 DTN  [CRN 10207](#)

### FIN STATEMENTS & FIN PLANNING (BUSI 1136)

Learn how to prepare and interpret a statement of income, a balance sheet, a cash budget and cash flow. (3 hours) \$85

1 day We. Feb 21 18:00-21:00 DTN  [CRN 10208](#)

## VCC OFFERINGS TO WATCH

## NEW FAMILY LITERACY PROGRAM IS A FIRST IN B.C.

VCC is launching a new certificate program in family literacy, expanding the college's considerable expertise in literacy training.

This new offering is designed specially for literacy educators, and will focus on best practices in this vital and expanding field, providing graduates with a highly regarded VCC credential that recognizes their specialized knowledge and skills. It's expected to start in spring 2007.

Courses will explore a host of issues in family literacy, which offers a cross-sector approach to support, education and services for families. Included in the program will be the dynamics of working with parents and young children, emergent literacy, working with communities, and administering family literacy projects.

It's the first training program of its kind in British Columbia, and is developed jointly with 2010 Legacies Now, Literacy BC and the Centre for Family Literacy.

For information: 604.443.8416.

## 34 TESOL PROGRAMS

### TESOL PROGRAMS

VCC is a recognized leader in Teaching English to Speakers of Other Languages (TESOL), with a variety of certificate and diploma programs that cover all facets of this exciting specialty. We're home to the largest TESOL program of its kind in Canada, and we're proud to be recognized nationally and internationally for our excellence in the field. Visit [www.tesol.vcc.ca](http://www.tesol.vcc.ca) for all the latest course and program details.

### TEFL CERTIFICATE FOR INTERNATIONAL STUDENTS

*Senior Program Coordinator: Jennifer Pearson Terrell  
Program Coordinator: Stephanie Howard,  
604.443.8663, [showard@vcc.ca](mailto:showard@vcc.ca)*

The TEFL Certificate Program for International Students is designed specifically for international students wishing to teach English in their home countries. The four-week program of studies offers a balanced curriculum featuring both the theory and the practice of English language instruction. The Program examines the instructional methodology for teaching grammar, pronunciation, writing, reading, and communication skills, as well as opportunities for microteaching and classroom observations. The TEFL Certificate Program for International Students is taught by a team of professional teacher-trainers who are considered to be among the finest in Canada. A TEFL Certificate for International Students from Vancouver Community College is awarded to all successful graduates.

Jan 08, 2007 - Feb 02, 2007  
Application Fee \$100  
Program Fee \$1400

### TEFL CERTIFICATE FOR TEACHING YOUNG LEARNERS

*Senior Program Coordinator: Jennifer Pearson Terrell  
Program Coordinator: Stephanie Howard,  
604.443.8663, [showard@vcc.ca](mailto:showard@vcc.ca)*

Vancouver Community College is recognized both nationally and internationally as a leader in English language teacher training and is home to the largest English language teacher training program of its kind in Canada. The TEFL Certificate for Teaching Young Learners is a four-week program and has been specially designed for Canadian and international students studying to become English language teachers in countries outside Canada.

Jan 15, 2007 - Feb 09, 2007  
Application Fee \$100  
Program Fee \$1400

### TEFL CERTIFICATE: PART TIME PROGRAM

*Senior Program Coordinator: Jennifer Pearson Terrell  
Program Coordinator: Stephanie Howard,  
604.443.8663, [showard@vcc.ca](mailto:showard@vcc.ca)*

The Vancouver Community College's TEFL (Teaching English as a Foreign Language) Certificate: Part-time Program is a 100-hour program designed for people who are planning to teach English internationally. It is not necessary to have a university degree to register in the TEFL Certificate: Part-time Program. However, it should be noted that applicants must have a standard of spoken English equivalent to that of an educated native speaker of English as well as a good command of English language grammar, usage, punctuation, and spelling. Applicants must submit transcripts showing a minimum of "B" in academic English XII or an acceptable equivalent with their application. At the discretion of the Program Coordinator, applicants whose first language is not English may be asked to submit a score on an English language proficiency test. Upon successful completion of the required program of studies, a TEFL Certificate will be issued to all graduates by Vancouver Community College.

#### REQUIRED COURSES:

Overview of Teaching ESL 1 (TESO 1101)  
Tutor/Teach Pronunciation (TESO 1201)  
Tutor/Teach Conv. Skills (TESO 1220)  
Teaching Vocabulary (TESO 1269)  
Apply for a TESOL Job (TESO 1227)  
TEFL In-class Assignment (TESO 1214)  
Tutor/Teach Grammar (TESO 1202)

#### REQUIRED Courses offered this term

#### OVERVIEW OF TEACHING ESL 1 (TESO 1101)

The Overview of TESOL course provides an overview of the teaching methodology and instructional resources used to teach English language. The course examines the methodology for teaching communicative skills, writing skills, reading skills, grammar, pronunciation, oral testing and lesson planning. (30 hours) \$230

1 day Mo.Tu.We.Th.Fr. Jan 08 09:30-16:30 BWY [CRN 10040](#)  
10 wks Tu. Jan 09 18:00-21:00 DTN [CRN 10042](#)

#### TUTOR/TEACH PRONUNCIATION (TESO 1201)

The Tutor/Teach Pronunciation course examines the theory and instructional methodology used to teach/tutor pronunciation to English-language students. (12 hours) \$200  
4 wks Mo. Jan 15 18:00-21:00 DTN [CRN 10057](#)

#### TUTOR/TEACH CONV. SKILLS (TESO 1220)

The Tutor/Teach Conversation Skills course designed to prepare potential EFL instructors for teaching conversational skills. The course will include strategies for planning conversation topics, unit plans, as well as teaching resources. (6 hours) \$100

1 day Sa. Jan 27 09:30-16:30 DTN [CRN 10060](#)

#### TEACHING VOCABULARY (TESO 1269)

The Teaching Vocabulary workshop examines how to teach vocabulary in a classroom or tutoring situation. Topics will include introducing new vocabulary and guidelines for teaching vocabulary, as well as how to develop thought-provoking vocabulary activities. This hands-on workshop will also examine using vocabulary computer programs to create creative vocabulary activities. (6 hours) \$105

1 day Mo.We. Feb 26 18:00-21:00 DTN [CRN 10070](#)

#### APPLY FOR A TESOL JOB (TESO 1227)

Apply for a TESOL job - the Job Search, the Interview Process, the Employment Portfolio and You! This workshop will feature information on how to be effective in identifying TESOL teaching positions that are right for you using print resources and the internet. Participants will also explore how to use effective interviewing skills and how to create a personal employment portfolio. Participants are requested to bring their most recent resume to the workshop. (6 hours) \$105

1 day Sa. Mar 31 09:30-16:30 DTN [CRN 10063](#)  
tba Sa. Mar 31 DTN [CRN 10063](#)

#### TEFL IN-CLASS ASSIGNMENT (TESO 1214)

To successfully complete the TEFL Certificate students are required to volunteer in an English language classroom for a minimum of 31 hours and successfully complete the TEFL In-Class Assignment. (31 hours)

#### TUTOR/TEACH GRAMMAR (TESO 1202)

This 12-hour course examines the theory and instructional methodology used to teach/tutor grammar to English language students. (12 hour)

### TESOL CERTIFICATE PROGRAM

*Senior Program Coordinator: Jennifer Pearson Terrell  
Program Coordinator: Stephanie Howard,  
604.443.8663, [showard@vcc.ca](mailto:showard@vcc.ca)*

The TESOL Certificate Program is designed for people wishing to teach English. It is a 120-hour program that offers a balanced curriculum featuring both the theory and practice for teaching English. The program examines the instructional methodology for teaching grammar, pronunciation, writing, reading and communication skills, as well as providing opportunities for micro-teaching, classroom observations and practice teaching. The TESOL Certificate Program is taught by a team of professional teacher-trainers who are considered to be among the finest in Canada. All graduates will be awarded the TESOL Certificate from Vancouver Community College and graduates with university degrees also qualify for national professional certification from TESL Canada.

Jan 15, 2007 - Feb 09, 2007  
Application Fee \$50  
Program Fee \$1950

"VCC's TESOL diploma program not only provides excellent training in preparing classroom lectures behind the scene, it equips me to be a skilled, professional ESL teacher. A big thanks to all the faculty."

CHARIS CHUNG, CURRENT STUDENT, TESOL DIPLOMA PROGRAM

## TESOL DIPLOMA PROGRAM

Senior Program Coordinator: Jennifer Pearson Terrell  
Program Coordinator: Jayeson Van Bryce,  
604.443.8669, jvanbryce@vcc.ca

The TESOL Diploma is designed for learning to teach English to speakers of other languages (TESOL). This internationally recognized program prepares graduates to teach from literacy to university level English language. A university degree is required for admission. Applicants may be planning to teach internationally or at public post-secondary educational institutions, non-profit community programs, or international schools in Canada. Applicants for the TESOL Diploma Program must be Canadian citizens or Landed Immigrants. The Program is 305 hours in length and consists of a prerequisite course, seven core courses, 21 hours of electives, and a teaching internship. There are three terms each year. On successful completion, graduates receive the TESOL Diploma from Vancouver Community College and qualify for national professional certification by TESL Canada.

### REQUIRED COURSES:

The program consists of a prerequisite course, 7 core courses, 21 hours of elective courses and a teaching internship.

Overview of Teaching ESL 1 (TESO 1101)  
Teaching Grammar One (TESO 1168)  
Teaching Grammar Two (TESO 1169)  
Teaching Pronunciation (TESO 1127)  
Teaching Listening & Speaking (TESO 1267)  
Teaching Writing (TESO 1128)  
Teaching Reading (TESO 1133)  
Teach Eng for Academic Purposes (TESO 1266)

### REQUIRED COURSES:

Tutoring ESOL (TESO 1154)  
Teaching Vocabulary (TESO 1269)  
Apply for a TESOL Job (TESO 1227)

### REQUIRED Courses offered this term

#### OVERVIEW OF TESOL (TESO 1101)

The Overview of TESOL course provides an overview of the teaching methodology and instructional resources used to teach English language. The course examines the methodology for teaching communicative skills, writing skills, reading skills, grammar, pronunciation, oral testing and lesson planning. (30 hours) \$230

1 day Mo.Tu.We.Th.Fr. Jan 08 09:30-16:30 BWY [CRN 10040](#)  
10 wks Tu. Jan 09 18:00-21:00 DTN [CRN 10042](#)

#### TEACHING GRAMMAR ONE (TESO 1168)

The Teaching Grammar One: Theory and Practice course focuses on the theory and instructional methodology used for teaching English grammar. Teaching Grammar One focuses on beginner-through-intermediate level grammar. (30 hours) \$295

10 wks Mo. Jan 15 18:00-21:00 DTN [CRN 10051](#)

#### GRAMMAR 2 THEORY/PRACTICE (TESO 1169)

The Teaching Grammar Two: Theory and Practice course focuses on the theory and instructional methodology used for teaching English grammar. Teaching Grammar Two focuses on advanced-through-college-preparatory level grammar. (30 hours) \$295

9 wks Th. Jan 04 14:00-17:00 DTN [CRN 10053](#)

#### TEACHING PRONUNCIATION (TESO 1127)

The Teaching Pronunciation course focuses on the theory and instructional methodology used for teaching pronunciation. Topics covered include the IPA, vowel dimensions, consonants, contractions and reductions, stress and intonation. (30 hours) \$295

10 wks Tu. Jan 16 09:00-12:00 DTN [CRN 10044](#)

#### TEACHING LISTENING & SPEAKING (TESO 1267)

The Teaching Listening and Speaking course focuses on the theory, resources and instructional methodology used for teaching listening and speaking skills in an English language class. (30 hours) \$295

10 wks We. Jan 17 18:00-21:00 DTN [CRN 10073](#)

#### TEACHING READING (TESO 1133)

The Teaching Reading course focuses on the theory and instructional methodology used to teach reading in an English language class, as well as the instructional resources used to develop a reading program. (30 hours) \$295

10 wks Th. Jan 18 18:00-21:00 DTN [CRN 10048](#)

#### TEACHING WRITING (TESO 1128)

The Teaching Writing course focuses on the theory and instructional methodology used to teach writing in the English language classroom. The course will examine techniques for integrating all language skills, generating ideas, revising, editing and assessing writing. (30 hours) \$295

1 day We. Jan 17 18:30-21:30 DTN [CRN 10046](#)

#### TEACH ENG FOR ACADEMIC PURPOSES (TESO 1266)

The Teaching English for Academic Purposes course examines the instructional techniques and resources for teaching reading, composition, literature and study skills to students planning to study in English at a post-secondary level. (24 hours) \$255

8 wks Tu. Jan 16 18:30-21:30 DTN [CRN 10069](#)

### REQUIRED Courses offered this term

#### TUTORING ESOL (TESO 1154)

The Tutoring ESOL course examines tutoring English to speakers of other languages skills. The course focuses on a range of topics including how to get started, how to lesson plan for tutorial sessions and how to prepare and select tutoring materials. (6 hours) \$105

1 day Sa. Feb 03 09:30-16:30 DTN [CRN 10050](#)

#### TEACHING VOCABULARY (TESO 1269)

The Teaching Vocabulary workshop examines how to teach vocabulary in a classroom or tutoring situation. Topics will include introducing new vocabulary and guidelines for teaching vocabulary, as well as how to develop thought-provoking vocabulary activities. This hands-on workshop will also examine using vocabulary computer programs to create creative vocabulary activities. (6 hours) \$105

1 day Mo.We. Feb 26 18:00-21:00 DTN [CRN 10070](#)

#### APPLY FOR A TESOL JOB (TESO 1227)

Apply for a TESOL Job - the Job Search, the Interview Process, the Employment Portfolio and You! This workshop will feature information on how to be effective in identifying TESOL teaching positions that are right for you using print resources and the internet. Participants will also explore how to use effective interviewing skills and how to create a personal employment portfolio. Participants are requested to bring their most recent resume to the workshop. (6 hours) \$105

1 day Sa. Mar 31 09:30-16:30 DTN [CRN 10063](#)

## TESOL DIPLOMA PROGRAM FOR INTERNATIONAL STUDENTS

Senior Program Coordinator: Jennifer Pearson Terrell  
Program Coordinator: Anne Sandor,  
604.443.8706, asandor@vcc.ca

The TESOL Diploma for International Students Program has been specially developed for international students and is recognized worldwide as an outstanding teacher training program. The Program provides student teachers with a comprehensive, 360-hour program of studies, consisting of a TESOL Overview Course, seven TESOL Diploma Core Courses, TESOL Elective Courses, and the TESOL Internship. The TESOL Diploma for International Students Program also includes a specially designed Pronunciation and Communication Course as well as Academic Writing and Cross Cultural workshops. The integration of international student teachers with Canadian student teachers is a major strength of the program. On successful completion of the Program, candidates are awarded the TESOL Diploma for International Students from Vancouver Community College.

\*The TESOL Diploma for International Students Program is designed for international student-teachers who are not Canadian citizens or Canadian Landed Immigrants.

### REQUIRED COURSES:

Overview of Teaching ESL 1 (TESO 1101)  
Teaching Grammar One (TESO 1168)  
Teaching Grammar Two (TESO 1169)  
Teaching Pronunciation (TESO 1127)  
Teaching Listening & Speaking (TESO 1267)  
Teaching Writing (TESO 1128)  
Teaching Reading (TESO 1133)  
Teach Eng for Academic Purposes (TESO 1266)  
Academic Writing\* (TESO 1254)  
Pronunciation & Communication (TESO 1222)  
X Cultural Wrkshp for IE Stdts\* (TESO 1245)

### REQUIRED COURSES:\*

Tutoring ESOL (TESO 1154)  
Teaching Vocabulary (TESO 1269)  
Apply for a TESOL Job (TESO 1227)



## 36 TESOL PROGRAMS

*REQUIRED Courses offered this term*

### OVERVIEW OF TESOL (TESO 1101)

The Overview of TESOL course provides an overview of the teaching methodology and instructional resources used to teach English language. The course examines the methodology for teaching communicative skills, writing skills, reading skills, grammar, pronunciation, oral testing and lesson planning. (30 hours) \$230

1 day Mo.Tu.We.Th.Fr. Jan 08 09:30-16:30 BWY [CRN 10040](#)  
10 wks Tu. Jan 09 18:00-21:00 DTN [CRN 10042](#)

### TEACHING GRAMMAR ONE (TESO 1168)

The Teaching Grammar One: Theory and Practice course focuses on the theory and instructional methodology used for teaching English grammar. Teaching Grammar One focuses on beginner-through-intermediate level grammar. (30 hours) \$295

10 wks Mo. Jan 15 18:00-21:00 DTN [CRN 10051](#)

### TEACHING GRAMMAR TWO (TESO 1169)

The Teaching Grammar Two: Theory and Practice course focuses on the theory and instructional methodology used for teaching English grammar. Teaching Grammar Two focuses on advanced-through-college-preparatory level grammar. (30 hours) \$295

9 wks Th. Jan 04 14:00-17:00 DTN [CRN 10053](#)

### TEACHING PRONUNCIATION (TESO 1127)

The Teaching Pronunciation course focuses on the theory and instructional methodology used for teaching pronunciation. Topics covered include the IPA, vowel dimensions, consonants, contractions and reductions, stress and intonation. (30 hours) \$295

10 wks Tu. Jan 16 09:00-12:00 DTN [CRN 10044](#)

### TEACHING LISTENING & SPEAKING (TESO 1267)

The Teaching Listening and Speaking course focuses on the theory, resources and instructional methodology used for teaching listening and speaking skills in an English language class. (30 hours) \$295

10 wks We. Jan 17 18:00-21:00 DTN [CRN 10073](#)

### TEACHING WRITING (TESO 1128)

The Teaching Writing course focuses on the theory and instructional methodology used to teach writing in the English language classroom. The course will examine techniques for integrating all language skills, generating ideas, revising, editing and assessing writing. (30 hours) \$295

1 day We. Jan 17 18:30-21:30 DTN [CRN 10046](#)

tba We. Jan 17 DTN [CRN 10046](#)

1 wk We. Jan 24 18:30-21:30 DTN [CRN 10046](#)

tba We. Jan 24 DTN [CRN 10046](#)

7 wks We. Feb 07 18:30-21:30 DTN [CRN 10046](#)

tba We. Feb 07 DTN [CRN 10046](#)

### TEACHING READING (TESO 1133)

The Teaching Reading course focuses on the theory and instructional methodology used to teach reading in an English language class, as well as the instructional resources used to develop a reading program. (30 hours) \$295

10 wks Th. Jan 18 18:00-21:00 DTN [CRN 10048](#)



Friends have told me I would be a great teacher of English. Where do I begin?

VCC offers nine specialized certificate and diploma programs in this exciting field, which sees our graduates working locally, across Canada and around the world. We're Canada's largest TESOL program, and we're recognized nationally and internationally as a leader in teaching English to speakers of other languages.



### TEACH ENG FOR ACADEMIC PURPOSES (TESO 1266)

The Teaching English for Academic Purposes course examines the instructional techniques and resources for teaching reading, composition, literature and study skills to students planning to study in English at a post-secondary level. (24 hours) \$255

8 wks Tu. Jan 16 18:30-21:30 DTN [CRN 10069](#)

### TESOL INTERNSHIP (TESO 1270)

The TESOL Internship consists of workshops and 24 hours of practice teaching in an English language classroom.

2 eve Mo. Jan 8, Th. Jan 18 18:00-21:00 DTN [CRN 10072](#)

### ACADEMIC WRITING\* (TESO 1254)

This workshop provides an overview of essay writing for academic purposes. Academic essay writing will be examined through model essays, hands-on writing assignments, group discussions, student-teacher and peer writing conferences, and in-class essay presentations. (9 hours)

### PRONUNCIATION & COMMUNICATION (TESO 1222)

The course is designed specifically for international students studying to be English language teachers. The course will focus on developing the advanced-level pronunciation and communication skills required for teaching English language.

### X CULTURAL WRKSHP FOR IE STDTS\* (TESO 1245)

A workshop designed specifically for students in the first term of the International TESOL Diploma Program. (6 hours)

*REQUIRED Courses offered this term*

### TUTORING ESOL (TESO 1154)

The Tutoring ESOL course examines tutoring English to speakers of other languages skills. The course focuses on a range of topics including how to get started, how to lesson plan for tutorial sessions and how to prepare and select tutoring materials. (6 hours) \$105

1 day Sa. Feb 03 09:30-16:30 DTN [CRN 10050](#)

### TEACHING VOCABULARY (TESO 1269)

The Teaching Vocabulary workshop examines how to teach vocabulary in a classroom or tutoring situation. Topics will include introducing new vocabulary and guidelines for teaching vocabulary, as well as how to develop thought-provoking vocabulary activities. This hands-on workshop will also examine using vocabulary computer programs to create creative vocabulary activities. (6 hours) \$105

1 day Mo.We. Feb 26 18:00-21:00 DTN [CRN 10070](#)

### APPLY FOR A TESOL JOB (TESO 1227)

Apply for a TESOL job - the Job Search, the Interview Process, the Employment Portfolio and You! workshop will feature information on how to be effective in identifying TESOL teaching positions that are right for you using print resources and the internet. Participants will also explore how to use effective interviewing skills and how to create a personal employment portfolio. Participants are requested to bring their most recent resume to the workshop. (6 hours) \$105

1 day Sa. Mar 31 09:30-16:30 DTN [CRN 10063](#)

## TESOL DISTANCE DIPLOMA

*Senior Program Coordinator: Jennifer Pearson Terrell*  
*Program Coordinator: Anita Schuller,*  
*604.443.8362, [aschuller@vcc.ca](mailto:aschuller@vcc.ca)*

The TESOL Distance Diploma Program is a program designed for those wishing to complete a TESOL Diploma by distance education. The program of studies includes six courses: Foundations for TESOL, Teaching Grammar, Teaching Pronunciation, Teaching Listening and Speaking, Teaching Reading and Writing, and Practicum. Students communicate with program faculty by e-mail, phone, fax, and post. TESOL Distance Diploma teacher trainers are recognized nationally and internationally for their expertise in English language as well as teacher education. The TESOL Distance Diploma Program can be completed in two or three terms depending on the student's time commitments. On successful completion, graduates receive the TESOL Distance Diploma from Vancouver Community College and also qualify for national professional certification through TESL Canada.

### REQUIRED COURSES:

Foundations for TESOL (TESO 1103)

Teaching Grammar (TESO 1104)

Teaching/Listening/Speaking (TESO 1105)

Teaching Reading & Writing (TESO 1106)

Practicum (TESO 1107)

Teaching Pronunciation (TESO 1108)

*REQUIRED Courses offered this term*

### PRACTICUM (TESO 1107)

This course, completed under supervision of a sponsor teacher and focuses on the practical application of the theory of English language instruction in an English-language classroom. (60 hours) \$435

12 wks Jan 08 OFS [CRN 10092](#)

### FOUNDATIONS FOR TESOL (TESO 1103)

This course examines the foundations for English language instruction. The course focuses on the adult English language learner, cultural awareness and cross-cultural communication, and the instructional approaches used to teach English language. (60 hours) \$330

12 wks Jan 08 OFS [CRN 10088](#)

### TEACHING/LISTENING/SPEAKING (TESO 1105)

This course examines the instructional methodology used to teach listening and speaking skills to English language learners. (60 hours) \$385

12 wks Jan 08 OFS [CRN 10090](#)

## TEACHING PRONUNCIATION (TESO 1108)

This course examines the instructional methodology used to teach pronunciation to English language learners. (60 hours) \$385  
12 wks Jan 08 OFS [CRN 10093](#)

## TEACH READING & WRITING (TESO 1106)

This course examines the instructional methodology used to teach reading and writing skills to English language learners. (60 hours) \$385  
12 wks Jan 08 OFS [CRN 10091](#)

## TEACHING GRAMMAR (TESO 1104)

This course examines the instructional methodology used to teach grammar to English language learners. (60 hours) \$385  
12 wks Jan 08 OFS [CRN 10089](#)

## TUTORING ESOL CERTIFICATE PROGRAM

*Senior Program Coordinator: Jennifer Pearson Terrell  
Program Coordinator: Jayeson Van Bryce,  
604.443.8669, [jvanbryce@vcc.ca](mailto:jvanbryce@vcc.ca)*

The Tutoring ESOL (English to Speakers of Other Languages) Certificate Program is designed for people who wish to tutor English to speakers of other languages in a one-to-one or small group teaching situation for adults or school-aged children. This unique program is recognized as the finest of its kind in Canada. The program is 100 hours long. On successful completion of the program, graduates will be awarded the Tutoring ESOL Certificate from Vancouver Community College.

### REQUIRED COURSES:

Overview of TESOL (TESO 1101)  
Tutor/Teach Pronunciation (TESO 1201)  
Tutor/Teach Conv. Skills (TESO 1220)  
Tutoring ESOL (TESO 1154)  
Teaching Vocabulary (TESO 1269)  
Tutor/Teach Grammar (TESO 1202)  
Tutoring ESOL Practicum (TESO 1278)

### REQUIRED Courses offered this term

#### OVERVIEW TO TESOL (TESO 1101)

The Overview of TESOL course provides an overview of the teaching methodology and instructional resources used to teach English language. The course examines the methodology for teaching communicative skills, writing skills, reading skills, grammar, pronunciation, oral testing and lesson planning. (30 hours) \$230

1 day Mo. Tu. We. Th. Fr. Jan 08 09:30-16:30 BWY [CRN 10040](#)  
10 wks Tu. Jan 09 18:00-21:00 DTN [CRN 10042](#)

#### TUTOR/TEACH PRONUNCIATION (TESO 1201)

The Tutor/Teach Pronunciation course examines the theory and instructional methodology used to teach/tutor pronunciation to English-language students. (12 hours) \$200  
4 wks Mo. Jan 15 18:00-21:00 DTN [CRN 10057](#)

## TUTOR/TEACH CONV. SKILLS (TESO 1220)

The Tutor/Teach Conversation Skills course designed to prepare potential EFL instructors for teaching conversational skills. The course will include strategies for planning conversation topics, unit plans, as well as teaching resources. (6 hours) \$100

1 day Sa. Jan 27 09:30-16:30 DTN [CRN 10060](#)

## TUTORING ESOL (TESO 1154)

The Tutoring ESOL course examines tutoring English to speakers of other languages skills. The course focuses on a range of topics including how to get started, how to lesson plan for tutorial sessions and how to prepare and select tutoring materials. (6 hours) \$105

1 day Sa. Feb 03 09:30-16:30 DTN [CRN 10050](#)

## TEACHING VOCABULARY (TESO 1269)

The Teaching Vocabulary workshop examines how to teach vocabulary in a classroom or tutoring situation. Topics will include introducing new vocabulary and guidelines for teaching vocabulary, as well as how to develop thought-provoking vocabulary activities. This hands-on workshop will also examine using vocabulary computer programs to create creative vocabulary activities. (6 hours) \$105

1 day Mo. We. Feb 26 18:00-21:00 DTN [CRN 10070](#)

## TUTORING ESOL PRACTICUM (TESO 1278)

This course will focus on the practical application of the theory of tutoring ESOL skills in a real-life tutoring situation. The principles of lesson planning, the effective use of instructional aids, as well as dealing with specific tutoring situations will be addressed. This course consists of one two-hour workshop as well as 23 hours of tutoring an ESOL student. \$350

Practicum: Jan/Feb/Mar

Workshop: 1 wk Th. Jan 11 18:00-20:00 DTN [CRN 10078](#)

## MA: APPLIED LINGUISTICS AND TESOL – UNIVERSITY OF LEICESTER

*Senior Program Coordinator: Jennifer Pearson Terrell  
Program Coordinator: Anita Schuller, [aschuller@vcc.ca](mailto:aschuller@vcc.ca),  
604.443.8362*

Vancouver Community College is pleased to offer, in partnership with the University of Leicester, a Master of Arts: Applied Linguistics and TESOL Program. This internationally respected masters program provides excellent and accessible opportunities for English language teachers living in Canada to study at the graduate level. The University of Leicester MA: Applied Linguistics and TESOL Program is available on-line or on-site at the University of Leicester. All graduates from TESOL Diploma Program and TESOL Distance Diploma Program at Vancouver Community College are eligible for exemption from Module One of the University of Leicester MA: Applied Linguistics and TESOL Program. Academic support is provided by the University of Leicester through their world-class Distance Learning Unit which fully supports all distance learners with enquiry, database, and inter-library loan services. Graduates receive a MA: Applied Linguistics and TESOL from the University of Leicester.

## WRITING

Hone your skills as a creative writer and find out how to market your skills by taking VCC's creative writing program. Let your creativity flow, build your portfolio and meet others who share your passion for writing. Courses are conveniently scheduled evenings and weekends – take the next step and launch your writing career with VCC.

## CREATIVE WRITING

*Program Coordinator: Jennifer Gossen, 604.443.8670  
Program Assistant: Crystal Kreschuk, 604.443.8711*

Get Creative! More and more writers are taking advantage of Creative Writing courses that allow them to actively discover and improve their writing skills. These courses are perfect for all writers - from beginner to advanced. Our courses range from evening, day or weekly workshops that teach techniques to help you access or make the most of your creativity. From overcoming writer's block to generating ideas, to understanding how to achieve your desired effects and structure your work, we have it all!

These courses will give you the chance to work with published and produced professional writers and to develop professional-level skills in various aspects of literature ranging from poetry to short fiction to online writing and novels to editing and publishing.

### OPTIONAL COURSES:

Hit it Big-Write Sports Novel (CWRI 1149)  
Copy Edit Like A Pro (CWRI 1151)  
Book Magic (CWRI 1130)  
Seven Deadly Sins of Poetry (CWRI 1146)  
The Spoken Word (CWRI 1148)  
Open Your Creative Channel! (CWRI 1129)  
Finding Your Writer's Voice (CWRI 1143)  
Query Letters (CWRI 1132)  
How to Write a Love Poem (CWRI 1147)  
Writing Online (CWRI 1131)  
Radiant Imagery for Writers (CWRI 1145)  
Write Like A Master (CWRI 1150)  
Publishing Poetry in the US (CWRI 1144)  
Brainstorming Brilliant Bios (CWRI 1134)

### OPTIONAL Courses offered this term

#### NEW HIT IT BIG-WRITE SPORTS NOVEL (CWRI 1149)

Comedy, tragedy, failure, triumph. The sports novel is filled with classic themes of storytelling. It's also loaded with cliches and plots less original than most pop songs. Be fresh, be riveting, be the author of a sports novel that evokes past tales of victory while also introducing characters and storylines unique to the genre. In this course, you will get assists on your project from the instructor and fellow students. (12 hours) \$139

4 wks Mo. Jan 22 18:30-21:30 DTN [CRN 10145](#)

*"Taking the TESOL course has made me think differently when teaching students, and it has increased my creativity."*

JENNIFER YORK, CURRENT STUDENT, TESOL DIPLOMA PROGRAM

REGISTER ONLINE   
[www.vcc.ca/cs](http://www.vcc.ca/cs)

## 38 WRITING

### **NEW** COPY EDIT LIKE A PRO (CWRI 1151)

In the worlds of business and publishing, language is going through an upheaval and a rebound. With heavy emphasis being put on search-engine optimization and email communications, the need for competent copy editors is growing in the workforce. This course is designed to give students the knowledge to be copy editors of high aptitude and proficiency while working in fast-paced, deadline-oriented environments. Students will learn how to maximize their language skills and to understand the practical applications of writing for a business world that's increasingly being driven by the Internet. The course will include lectures, close reading of text, and workshopping of students' own writing. (12 hours) \$139

4 wks Tu. Jan 23 18:30-21:30 DTN 📞 [CRN 10144](#)

### **BOOK MAGIC (CWRI 1130)**

Books are magic! They turn unknown writers into authors and perhaps into household names. But publishing is a complex world, full of insider rules and financial constraints which, if not respected, cause good book ideas to wither on many a hard-drive and writers to question their calling. Discover how the Canadian publishing scene differs from the American and how approachable Canadian publishers really are. Learn some uniquely Canadian spells that will boost your chances of getting published; explore the wizardry surrounding agents, query letters, phone calls to editors, sales, and the North American market. Join Julie as she waves her magic wand and takes you from inspiration to publication! (3 hours) \$80

1 day We. Jan 24 18:30-21:30 DTN 📞 [CRN 10162](#)

### **NEW** SEVEN DEADLY SINS OF POETRY (CWRI 1146)

A fun, light-hearted expose of the seven most common poetry missteps made by new and old writers alike. Bad examples will be provided (no need to bring your own!). This course will focus on a different poetry "sin" each week and offer more productive alternatives. This is an enjoyable and useful class for anyone interested in improving their writing in a non-workshop environment. Exercises will be given to encourage revision on your own time. (24 hours) \$341

8 wks Th. Jan 25 18:30-21:30 DTN 📞 [CRN 10143](#)

### **NEW** THE SPOKEN WORD (CWRI 1148)

It's one thing to write a poem and a completely different thing to read or perform it in public. This course presents some simple ways to improve your reading of poetry. For poets new to the microphone or for experienced writers who would like to deliver a more engaging reading, these tips and exercises will be helpful in making their next reading one to be remembered. (6 hours) \$90

1 day Sa. Jan 27 09:00-16:00 DTN 📞 [CRN 10142](#)

### **OPEN YOUR CREATIVE CHANNEL! (CWRI 1129)**

Revitalize your creative process with new approaches to writing. Designed to release the floodgates for emerging and experienced writers of short stories, novels, non-fiction books, and articles. Hands-on and packed with proven professional writing tips, learn how to warm up your brain, how to banish boring beginnings, and how to use power triplets so that get you published more often. No grammar in this session... Craft paragraphs that jump off the page! (3 hours) \$80

1 day We. Jan 31 18:30-21:30 DTN 📞 [CRN 10160](#)

### **FINDING YOUR WRITER'S VOICE (CWRI 1143)**

Many aspects of our society silence our creative writing from early childhood onwards. We become afraid of it, or even worse, convinced we can't do it. Even those of us already engaged in writing often find ourselves stuck, blocked, confused and confounded by some aspect of our work. These workshops are designed to help you discover the many astonishing factors - emotional, cultural, educational - that inhibit and/or enhance your writing, and help you to make your writing flow the way it is supposed to. (18 hours) \$241

6 wks Th. Feb 01 18:30-21:30 DTN 📞 [CRN 10157](#)

### **QUERY LETTERS (CWRI 1132)**

Learn the essential components and style to compose query letters that captivate editors or agents, whether you write magazine articles, non-fiction books, or novels. Start to develop the key paragraphs; discover how to format print and electronic queries, handle follow-ups, and manage the oral query. Explore all the tools and receive assistance you need to craft irresistible queries that result in publication. (6 hours) \$165

1 day Sa. Feb 03 09:00-16:00 DTN 📞 [CRN 10161](#)

### **NEW** HOW TO WRITE A LOVE POEM (CWRI 1147)

How often have you wanted to write something for your special someone? Or perhaps for the one you admire from afar? Have you ever felt like the postman in "Il Postino"? For Neruda lovers, for lovers, for would-be lovers, and for would-be Nerudas, this course explores the basics of writing a compelling and imaginative love poem. What makes a love poem work? We will discuss the practical side of communicating passion. (3 hours) \$53

1 day We. Feb 07 18:30-21:30 DTN 📞 [CRN 10141](#)

### **WRITING ONLINE (CWRI 1131)**

Tap the exploding online market for content and start building your publishing portfolio. Find out about e-markets, e-audiences, and learn about electronic rights. Explore the difference between writing for the computer screen and for print and learn how to make your electronic submissions e-editor-friendly. Break into the electronic publishing scene around the world with your articles or books. (3 hours) \$80

1 day Th. Feb 08 18:30-21:30 DTN 📞 [CRN 10159](#)

### **NEW** RADIANT IMAGERY FOR WRITERS (CWRI 1145)

What makes a scene or an image "work" in a story or poem? Why are some passages ultimately dull and forgettable and others vibrant and easily imagined? Learn how to create truly vivid and powerful images using five proven techniques. This course provides examples and exercises for all writers to hone this important skill. (3 hours) \$53

1 day Mo. Feb 19 18:30-21:30 DTN 📞 [CRN 10140](#)



I'm an aspiring writer, and need to hone my skills. What can VCC offer me?

Our Creative Writing program covers all aspects of creative writing – from poetry to general non-fiction to specialties such as sports writing. Try Writing Online to build your publishing portfolio, tap your romantic side with How to Write a Love Poem or explore our many other courses.



### **NEW** WRITE LIKE A MASTER (CWRI 1150)

You've got a killer idea for a story. Now, how do you tell it? Choosing the point of view for a short story or novel is often the most critical decision a creative writer makes. In this workshop course, you will get crucial feedback on your work while learning how to handle point of view, giving your story the foundation it needs. You will gain experience using a variety of points of view, discovering the merits and limitations of each, and finding the one most suited to your style. (12 hours) \$139

4 wks Tu. Feb 20 18:30-21:30 DTN 📞 [CRN 10146](#)

### **NEW** PUBLISHING POETRY IN THE US (CWRI 1144)

The US poetry market can be daunting for a Canadian poet. Given the size, complexity, and variety of journals (both online and print) which are situated in the US, it often seems like a gigantic maze where every door tends to end in a brick wall. This workshop provides key information to help Canadian writers navigate their way to a successful US publication. Students will learn about the different tiers of online and print journals, which resources to consult, and basic strategies to improve their odds. (3 hours) \$53

1 day Mo. Feb 26 18:30-21:30 DTN 📞 [CRN 10139](#)

### **BRAINSTORMING BRILLIANT BIOS (CWRI 1134)**

We all need brilliant bios, both short and long, to convince editors and agents that we are ideal to write a particular article or book. Indeed bios are the second most important piece of promotional writing writers undertake after composing descriptions of their work. Unearth the data you must include in a reassuring bio, expose the no-no's, illuminate the factors that spark success, and begin the composition process for one pagers and six liners! Don't let your bio let you down! (3 hours) \$80

1 day We. Feb 28 18:30-21:30 DTN 📞 [CRN 10158](#)



1 ONLINE REGISTER ONLINE [www.vcc.ca/cs](http://www.vcc.ca/cs)

Registering online is secure, fast and easy. It's the fastest way to sign up for the courses you want, so register online today at [vcc.ca/cs](http://vcc.ca/cs).

2 FAX Use the registration form on this page and fax to 604.443.8393. Payment is by credit card only. Please provide complete information.

3 PHONE Pay by VISA, MasterCard or American Express. Call 604.443.8484. Please quote CRN (Course Registration Number) found in the course description.

4 IN PERSON Register at the downtown campus: 200-block Dunsmuir at Hamilton Pay by cash, cheque, debit or credit card.

Registration hours:  
Monday – Thursday 09:00 – 20:00  
Friday 09:00 – 17:00  
Saturday 09:00 – 14:00

5 MAIL Fill out the registration form on this page and mail it with your cheque or credit card information. No post-dated cheques, please. Please provide complete information. Mail to: VCC Centre for Continuing Studies 250 West Pender St. Vancouver, B.C. V6B 1S9

報名及查詢，請致電  
中文熱線 604.443.8335

Information is available to Cantonese and Mandarin speakers. 604.443.8335

**PAYMENT OF FEES**  
Course fees must be paid in full at the time of registration. We accept VISA, MasterCard and American Express. Payment can also be by cash, debit, cheque or money order, payable to Vancouver Community College. Post-dated cheques are not accepted. A \$30 fee is charged for non-sufficient funds.

FAX & MAIL-IN REGISTRATION

Fax to: 604.443.8393 for VISA, MasterCard or American Express only.  
Mail to: VCC Centre for Continuing Studies, 250 West Pender St., Vancouver, B.C. V6B 1S9

Please TYPE or PRINT in BLACK ink. Note: One registrant per form. Please duplicate if needed.

MALE ☐ FEMALE ☐ BIRTHDATE  /  /   
Month Day Year

SURNAME GIVEN NAMES

ADDRESS CITY/MUNICIPALITY PROVINCE POSTAL CODE

HOME PHONE BUSINESS PHONE E-MAIL

CANADIAN CITIZEN ☐ PERMANENT RESIDENT (Landed Immigrant) ☐ VISITOR ☐

Country of Citizenship

COURSE NAME	COURSE CODE	TUITION	START DATE	START TIME	LOCATION	CRN #
sample: Business Ethics	LEAD 1154	\$315	Th. Feb 15	18:30	DTN	CRN 10316
1						
2						
3						

METHOD OF PAYMENT TOTAL \$

CREDIT CARD ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐

CHEQUE ☐   
Name on card

MONEY ORDER ☐   
Credit card account number Expiry date

FEE CREDIT ☐   
Signature Date

The information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act and is needed to process your application for admission. If you have any questions about the collection or use of the information, contact the director of the Centre for Continuing Studies at 604.443.8484.

Citizenship Requirements for Admission

Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrolment at Vancouver Community College. By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrolment as though they were Canadian citizens or permanent residents in Canada, including:

- A. A foreign domestic worker with valid employment authorization permit.
- B. An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs that gives his/her position, date of issuance and date of validity.
- C. An individual who is in Canada who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.
- D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.
- E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Advanced Education.
- F. An individual with a valid full-time employment authorization permit and his/her dependants, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.
- G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

Centre for Continuing Studies Refund and Course Cancellation Policy

Cancellations: Effective April 01, 2006

The college reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrolment. Should a course be cancelled, a full refund will be provided. It is important that you keep the college informed of your current daytime telephone number.

Withdrawal

A request to withdraw from a course/program must be made 72 business hours prior to:

- Start date for courses of six weeks or less.
- Start of second class for courses of six weeks or more.
- Start date for all certificates and programs that require an application for admission.
- Exception: all TESOL Programs – refer to specific program guide for details.

Refunds and Deferred Fee Credits

Withdrawals within the above timelines will entitle you to:

Deferred Fee Credits

We are pleased to issue a deferred fee credit for 100% of the course fee valid for up to one year only.

Refunds

- Refunds are subject to an administrative fee of 20% of course fees, to a maximum of \$30 per course. Exception: all TESOL Programs – refer to specific program guide for details.
- All refund requests must be accompanied by your original receipt. If your original receipt is not available, then your request must be received in writing.
- Please allow 4-6 weeks for processing refunds by cheque. Refund requests to debit or credit cards must be made in person only.

Refund Appeals

Applicants submit written appeals to the director, Centre for Continuing Studies. A decision will be rendered in writing within a month by the Appeal Committee; all decisions of the committee are final.

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