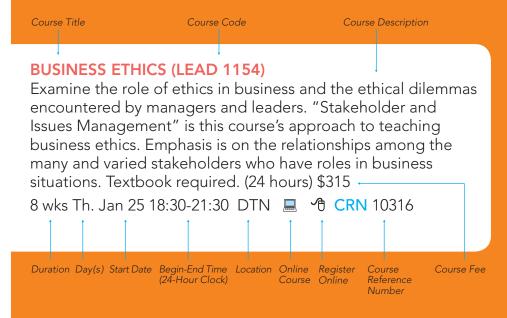


HOW TO USE OUR CALENDAR

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.



IMPORTANT INFORMATION

For the latest information on courses, times and fees, please check the online calendar at **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

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.

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

LOOK FOR EXCITING **NEW** OFFERINGS IN THE FOLLOWING PROGRAMS:

Building Manager Business Specialty
Crime and Justice Customer Service

Family Literacy Fashion Interpreting Languages

Makeup Artistry Private Investigating

Small Business Writing

For information: 604.443.8484

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.

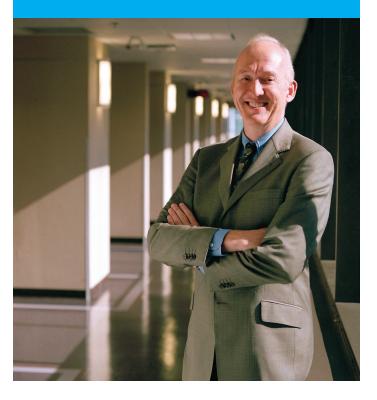
Our continuing studies offerings include more than 40 associate certificate, certificate and diploma programs, all designed keeping your schedule in mind – with day, evening or weekend classes.

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.

tale dan

Dale Dorn
PRESIDENT
VANCOUVER COMMUNITY COLLEGE



PROGRAMS OFFERED

BUILDING MANAGEMENT & SERVICES Building Manager Certificate Program	4
BUSINESS Business English Package	4 4
Business and Technical Writing Certificate Program Event Planning	5 5
BUSINESS - SPECIALTY COURSES Make Up Artistry	6
CAREER EXPLORATION Career Exploration	<mark>7</mark> 7
COMPUTERS Downtown Campus Computer Lab Diploma in Networking Technology IC3 Computer Certification Web Development	7 7 8 8 8
COUNSELLING Counselling Skills Certificate Program Substance Abuse Certificate Program	9 9 10
CRIME AND JUSTICE STUDIES Crime and Justice Studies	11 11
EARLY CHILDHOOD EDUCATION Early Childhood Care and Education Level 1 Family Child Care Leadership, Administration and	11 11 12
Management in Child Care	12
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FASHION ARTS Associate Certificate in Fashion Merchandising Courses of Specialty in Fashion Fashion Arts Certificate Program Fashion Arts Diploma Program	12 12 13 13 14
GEMMOLOGY & JEWELLERY Canadian Gemmological Association Diploma Program	16 16
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HEALTH CPR and First Aid Dental Foodsafe LPN Continuing Studies Perianesthesia Nursing Certificate Program Renal Dialysis Technician Certificate Program Resident Care/HSW Continuing Studies Specialty Courses Sterile Supply Technician Certificate Program	17 17 17 17 17 18 18 18 18
HOSPITALITY Baking and Pastry Arts Customer Service Sector Wedding Planning	19 19 19 19
INTERIOR DESIGN Interior Design Certificate Program	20 20

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Interpreting Certificate Program Professional Development Courses for	21
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Management Certificate Program Leadership Coaching Associate Certificate Leadership Coaching Certificate Program Management Skills for	23 24 25 26
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MANDARIN SCHOOL FOR CHILDREN & YOUTH Children and Youth Mandarin Education English Writing and Comprehension Fine Arts Mathematics for Children and Youth	27 27 28 28 28
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International Students TESOL Distance Diploma Tutoring ESOL Certificate Program	36 37 38
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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

Senior Program Coordinator: Anne Tollstam, 604.443.8668 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 Relations (REAL 1101) Building Maint & Cost Control (REAL 1102) Building Cleaning (REAL 1103) Building Service Management (REAL 1110)

ELECTIVE COURSES:

BC Building Code Part 9 (REAL 1122)

REQUIRED COURSES currently scheduled:

LAW AND TENANT RELATIONS (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 Tu. Sep 25 19:00 - 21:30 DTN 4 CRN 30020

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 We. Sep 26 18:30 - 21:30 DTN - CRN 30021

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 Sa. Sep 29 09:00 - 16:00 DTN 4 CRN 30334



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.

REQUIRED COURSES to be scheduled in upcoming terms:

BUILDING SERVICE MANAGEMENT (REAL 1110) (40 hours)

ELECTIVE COURSES currently scheduled:

NEW BC BUILDING CODE PART 9 (REAL 1122)

BC Building Code Part 9 gives participants a working knowledge of Part 9 of the 2006 BC Building Code as it applies to single family dwellings. This course will benefit those interested in building inspection, or working in housing construction and looking for general knowledge of BC Building Codes. Learn the basic skills required to check plans, inspect buildings and deal with questions relating to Part 9 at an elementary level. This course is offered in conjunction with the Building Officials' Association of B.C. Students must bring BC Building Code to the first class. (36 hours) \$400

9 Sa. Sep 22 09:00 - 13:00 DTN 10 CRN 30499

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 29.

BUSINESS ENGLISH PACKAGE

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

The following 4 courses may be taken individually at the regular price of \$85 each or for the package price of \$310 - a savings of \$30. Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (1106), Writing Dynamic Business Letters (OACP 1103), and Memo, Email and Report Writing (OACP 1107). These are not ESL courses.

Students requiring a Certificate in Office Administration must complete the Business English Test which will be administered at the end of the Business English Skills Package. No charge.

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:

It is recommended that you take the 4 Business English Courses in the following order: Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (OACP 1106), Writing Dynamic Business Letters (OACP 1103) and Effective Memo, Email and Report Writing (OACP 1107).

Grammar Review Bus Writing (OACP 1104) Building Powerful Vocabulary (OACP 1106) Writing Business Letters (OACP 1103) Memos, Emails and Reports (OACP 1107) Business English Skills Test (OACP 1123)

ELECTIVE COURSES:

Business English - Non Package Written & Verbal Comm for Bus (OACP 1196) You Asked for More! (OACP 1197)

REQUIRED COURSES currently scheduled:

GRAMMAR REVIEW 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 We. Sep 26 18:00 - 21:00 DTN $^{\circ}$ CRN 30243 1 Sa. Sep 29 09:00 - 16:00 DTN $^{\circ}$ CRN 30244

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

WRITING BUSINESS LETTERS (OACP 1103)

The modern and powerful language of business stresses clarity, conciseness and courteousness. This course provides the most up to date information on business writing and business letters. Discover strategies on how to be an effective business writer and achieve better results with your writing. (6 hours) \$85

2 We. Oct 24 18:00 - 21:00 DTN $^{\circ}$ CRN 30247 1 Sa. Oct 27 09:00 - 16:00 DTN $^{\circ}$ CRN 30248

MEMOS, EMAILS AND REPORTS (OACP 1107)

Email is quickly becoming the communication standard in the business world. Learn netiquette, formatting and how to be an effective communicator when sending memos, emails and reports. This course discusses how clear and concise writing can help you achieve results in all of your business communication. (6 hours) \$85

2 We. Nov 07 18:00 - 21:00 DTN 18:00 - 20:00 DTN 18:00 - 16:00 DTN 18:00 - 16:00 DTN 18:00 DTN 1

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 We. Nov 21 18:00 - 21:00 DTN $^{\circ}$ CRN 30300 1 Sa. Nov 24 09:00 - 12:00 DTN $^{\circ}$ CRN 30298

ELECTIVE COURSES currently scheduled:

WRITTEN & VERBAL COMM FOR BUS (OACP 1196)

Learn how to be an effective communicator in today's fast paced, multicultural, technological business world. Learn the verbal and written skills necessary for business success. Focus will be on communication theory, skills and practise to teach students the power of clear business language and professional communication. (12 hours) \$125

4 Tu. Sep 25 18:00 - 21:00 DTN 🖰 CRN 30007

ELECTIVE COURSES to be scheduled in upcoming terms:

YOU ASKED FOR MORE! (OACP 1197)

(12 hours)

BUSINESS AND TECHNICAL WRITING CERTIFICATE PROGRAM

Senior Program Coordinator: Anne Tollstam, 604.443.8668 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. Today's professionals spend more of their time producing written documentation and technical communication requires special skills. 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 progam consists of nine one-day courses. Participants may register for courses individually. Courses are offered on Saturdays on a rotating basis.

JOIN US FOR AN INFORMATION SESSION TO LEARN MORE ABOUT THE BUSINESS AND TECHNICAL WRITING CERTIFICATE PROGRAM, WEDNESDAY, SEPTEMBER 19, 5:30 - 6:30 ROOM 218B

REQUIRED COURSES:

On Line Documentation (TECW 1106)
Info Design & Human Factors (TECW 1110)
Document Project Management (TECW 1104)
Technical Communication (TECW 1101)
Current Issues Tech Writing (TECW 1102)
Editing (TECW 1103)
Proposal Writing (TECW 1105)
Desiging and Writing Manuals (TECW 1107)
Industry Report Writing (TECW 1108)

REQUIRED COURSES currently scheduled:

ON LINE DOCUMENTATION (TECW 1106)

This session provides an overview of tips and success strategies for writing online documentation, and the principles of good writing and design in an online environment. Topics include: what is online determining project scope and terms of reference, standards of the development process, developing a document plan or storyboard, principles of online writing and design, creating a prototype, user-testing and delivering the final project. (6.5 hours) \$155

1 Sa. Sep 29 09:00 - 16:30 DTN 🖰 CRN 30031

INFO DESIGN & HUMAN FACTORS (TECW 1110)

This course explores effective audience-centred information design for print and web-based media. Preview the principles and processes of effective information design, as well as human factor issues for consideration and analysis. This is not a computer course. (6.5 hours) \$155

1 Sa. Oct 27 09:00 - 16:30 DTN 10 CRN 30033

DOCUMENT PROJECT MANAGEMENT (TECW 1104)

This session covers the critical steps in managing document projects from conception or proposal through to delivery. Learn how to produce a document plan and how to monitor project process. (6.5 hours) \$155

1 Sa. Nov 24 09:00 - 16:30 DTN 16 CRN 30032

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 Sa. Jan 26 09:00 - 16:30 DTN 4 CRN 10008

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 online 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 Sa. Feb 23 09:00 - 16:30 DTN ⁻ CRN 10009

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. 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 Sa. Mar 29 09:00 - 16:30 DTN 10010

PROPOSAL WRITING (TECW 1105)

An effective proposal sets you apart in a competitive marketplace. This course examines the principles and techniques of writing and presenting winning proposals. The course covers process, style, content and delivery. (6.5 hours) \$155

1 Sa. Apr 19 09:00 - 16:30 DTN 4 CRN 20024

DESIGING AND 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) \$155

1 Sa. May 31 09:00 - 16:30 DTN 16 CRN 20025

INDUSTRY REPORT 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 readers as a result of addressing their concerns, needs, and interest; and analyzing and developing a clear and appropriate structure to facilitate reading and comprehension. (6.5 hours) \$155

1 Sa. Jun 28 09:00 - 16:30 DTN 🖰 CRN 20026

EVENT PLANNING

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Nadia Albano, 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.

ELECTIVE COURSES:

Meeting and Conferences (BUSI 1275) Event Planning (BUSI 1158) Event Fundraising (BUSI 1277) Communications Small Business (BUSI 1215) Wedding Planning (BUSI 1234) Convention & Exposition Mgt (BUSI 1274) Negotiating Practices (BUSI 1276) Event Marketing (BUSI 1197) Event Planning-Everyday Events (BUSI 1199) Event Special Effects (BUSI 1198)

ELECTIVE COURSES currently scheduled:

NEW MEETING AND CONFERENCES (BUSI 1275)

Focus on the audience, specifically understanding its characteristics and demographic profile enabling a planner to correctly choose the best forms of entertainment, speakers, room layout, seating design and staging. Explore the different types of meetings such as clinics, forums and symposiums and cover the eight steps involved in planning them! (30 hours) \$395

10 Th. Sep 06 18:00 - 21:00 DTN 4 CRN 30358



6 BUSINESS / BUSINESS - SPECIALTY COURSES

EVENT PLANNING (BUSI 1158)

Learn the art and science of event planning. Understand the basic steps and be able to apply them to any type of event. Become familiar with industry terminology as per Event Coordination Standards. Speakers will share hands-on experience and knowledge. An additional fee of \$5 will be charged for supplies. (30 hours) \$395

10 Tu. Sep 18 18:30 - 21:30 DTN 🕆 CRN 30356

NEW EVENT FUNDRAISING (BUSI 1277)

This course will introduce you to fundraising professionals from the non profit industry and other professionals that will help you create a successful fundraising campaign. Learn what fundraising entails, what skills you need to develop and how to serve your community better by leveraging the latest technology. Work with your classmates in creating your own fundraiser event by using all the tips and tricks you have gained though out the 10 weeks. (30 hours) \$395

10 Th. Sep 20 18:30 - 21:30 DTN 4 CRN 30405

COMMUNICATIONS SMALL BUSINESS (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. This knowledge and skill will save you money normally spent on advertising, with the benefits of third party endorsement. Leverage the media's reach using PR to get the word out about what you are doing! (30 hours) \$395

10 Tu. Sep 25 18:30 - 21:30 DTN [♠] CRN 30330

WEDDING PLANNING (BUSI 1234)

Explore all aspects of wedding planning from its inception to execution. Discover the different types of food service, learn how to assess venues, how to ensure the best photos and music, set a budget and timeline, 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 potential barriers to a beautiful wedding, and minimize stress through knowledge and good 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 We. Sep 26 18:00 - 21:00 DTN 4 CRN 30360

NEW CONVENTION & EXPOSITION MGT (BUSI 1274)

This course take students behind the scenes of the trade show and convention business in Vancouver is one of the fastest growing and most lucrative industries in BC. Identify the key components of the business from a management perspective and identify the key players involved; exposition managers, exhibitors, attendees, convention center and visitor bureaus, their roles, responsibilities and interrelationships. (30 hours) \$395

10 Tu. Oct 02 18:00 - 21:00 DTN 4 CRN 30357

NEW NEGOTIATING PRACTICES (BUSI 1276)

Learn how-to conduct negotiations, the difference between negotiating and haggling, principled versus positional negotiating, power, time and information, spotting dirty tricks and what to aim for as the best outcome for a negotiation. (12 hours) \$190

2 Fr.Sa. Oct 26 09:00 - 16:00 DTN 16

ELECTIVE COURSES to be scheduled in upcoming terms:

EVENT MARKETING (BUSI 1197)

(12 hours)

EVENT PLANNING-EVERYDAY EVENTS (BUSI 1199) (30 hours)

EVENT SPECIAL EFFECTS (BUSI 1198) (12 hours)

PROJECT MANAGEMENT

Senior Program Coordinator: Anne Tollstam, 604.443.8668 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 currently scheduled:

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 Tu. Sep 25 18:30 - 21:30 DTN 🖰 CRN 30034

BUSINESS - SPECIALTY COURSES

The face of modern business has changed: with the pace of technology and growth, many industries require people with specialized skills. Vancouver Community College works with industry to design courses and programs that address the need for skilled staff. Put your résumé on the top of the pile by taking one or more of our business specialty offerings.

NEW MAKE UP ARTISTRY

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Nadia Albano, 604.443.8670 Program Assistant: Kevin Coutts, 604.443.8677

Join us on Thursday, September 6 from 6pm - 8pm to learn more about the Make Up Artistry Program being offered this Fall in Continuing Studies. In this information session we will discuss details such as course overview, instructor background, additional expected costs and equipment required for this course. Please note that this information night is mandatory prior to enrollment so that all questions can be answered.

Continuing Studies is planning to launch a certificate in Make Up Artistry. Taught by well respected professionals in the field, this program will provide you with the expert knowledge and skills needed to work in areas such as retailing, fashion and photography, film, television and stage. Students will gain from a combination of theory, practical learning, guest speakers, portfolio building and class trips.

Join Make Up Artistry 1 and 2 this fall to complete the pre-requisites for this program and gain the fundamentals to become a professional in this growing and exciting career where opportunities abound. Work experience and job training will be available to students for further skill development.

REQUIRED COURSES:

Make Up Artistry 1 (BUSI 1279) Make Up Artistry 2 (BUSI 1280)

REQUIRED COURSES currently scheduled:

NEW MAKE UP ARTISTRY 1 (BUSI 1279)

Learn make up fundamentals such as the history of make-up, skin analysis and colour theory. Differentiate face shapes, eye shapes and lip shapes and create the perfect make up design to emphasize facial features. Learn how to select appropriate foundation formulations, eye colour palettes and lip colours. A Professional Make Up kit is required for this course and must be purchased on the first day of class for a fee of \$600. The same kit will be used in Make Up Artistry 2. (30 hours) \$395

10 Tu. Sep 18 18:00 - 21:00 DTN 4 CRN 30472

NEW MAKE UP ARTISTRY 2 (BUSI 1280)

This course is a continuation of Make Up Artistry 1 and solidifies make up fundamentals. Create the perfect bridal and evening make up design. Learn how to maximize your evening make up. Intensify the eyes by learning the classic smoky eye. Develop a make-up design for a fashion photo shoot. Learn basic hair styling techniques to complete a desired look for your model. Model required. (30 hours) \$395

10 We. Sep 19 18:00 - 21:00 DTN ⁴ CRN 30473

ELECTIVE COURSES:

Image Consulting (BUSI 1278)

ELECTIVE COURSES currently scheduled:

NEW IMAGE CONSULTING (BUSI 1278)

This course is for the "Fashionistas" of the world, individuals who are creative, have an abundance of knowledge in fashion along with an eye for colour and proportions. They are deemed muses and are passionate in wanting to educate people on the latest fashion trends, allowing them to identify their personal style and teaching them the art of wardrobing. Perfect for individuals who are entrepreneurial minded and who want to make a career out of shopping and making people look and feel great about themselves. (30 hours) \$395

10 Th. Sep 13 18:00 - 21:00 DTN 4 CRN 30404

CAREER EXPLORATION / COMPUTERS

CAREER EXPLORATION

There is a career that's right for you, but how do you find it? Career explorations can help you choose the right path. Over six weeks, you'll examine your personal values, energy and limiting beliefs to determine where your career fits into your life overall. You'll also discover how your dreams, interests, temperaments and abilities can lead the way to a more satisfying professional life. Finally, you'll compile the conclusions you've made and make important decisions about what you've learned.

CAREER EXPLORATION

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

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)



Why should I explore career options when I already have a job?

Although the current job market is excellent, opportunity changes over time. It's important to find a career that will not only pay the bills, but offer a range of career paths and satisfy the need for work/life balance.



REQUIRED COURSES currently scheduled:

CAREER EXPLORATION (OACP 1184)

This course offers a holistic approach to exploring your passions, skills, personal style and potential in order to gain a deeper understanding of yourself and what career areas may be most compatible for you. Thought-provoking exercises will expand career possibilities that are secured in a strong foundation of personal values, vision and self-worth. Your career plan will be grounded in the knowledge you have accumulated and self management techniques will be offered to help you overcome potential personal limitations and fears around making a career change. \$197

6 We. Sep 26 18:30 - 21:30 DTN 18 CRN 30018

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

Program Assistant: Crystal Kreschuk, 604.443.8381, ckreschuk@vcc.ca

Course Advisor: Rhyon Caldwell, 604.443.8544, rcaldwell@vcc.ca

INFORMATION SESSION:

WEDNESDAY, SEPT 5 2007, 17:30 - 18:30 - ROOM 218B

Continuing Studies offers one day Saturday courses in Introduction to Computers, Windows, Internet, Microsoft Office, Word Processing, Spreadsheets, and Database Management.

ELECTIVE COURSES currently scheduled:

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) \$175

1 Sa. Sep 08 09:00 - 17:00 DTN 🖰 CRN 30153

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) \$175

- 1 Sa. Sep 08 09:00 17:00 DTN 🕆 CRN 30159
- 1 Sa. Oct 13 09:00 17:00 DTN 10 CRN 30160
- 1 Sa. Nov 03 09:00 17:00 DTN 4 CRN 30161
- 1 Sa. Nov 24 09:00 17:00 DTN 1 CRN 30162

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) \$175

1 Sa. Sep 15 09:00 - 17:00 DTN 🖰 CRN 30154

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 three-dimensional workbooks. Build charts using the Chart Wizard and enhance chart and graph presentation. Experience is essential. (7 hours) \$175

- 1 Sa. Sep 22 09:00 17:00 DTN ⁻ CRN 30163
- 1 Sa. Oct 20 09:00 17:00 DTN 10 CRN 30164
- 1 Sa. Nov 17 09:00 17:00 DTN 4 CRN 30165

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) \$175

1 Sa. Sep 22 09:00 - 17:00 DTN ⁻ CRN 30167 1 Sa. Nov 17 09:00 - 17:00 DTN ⁻ CRN 30168

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) \$175

1 Sa. Sep 29 09:00 - 17:00 DTN & CRN 30169 1 Sa. Nov 03 09:00 - 17:00 DTN & CRN 30170

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. (7 hours) \$175

1 Sa. Sep 29 09:00 - 17:00 DTN ⁻ CRN 30157

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) \$175

1 Sa. Oct 13 09:00 - 17:00 DTN 1 CRN 30171

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) \$175

1 Sa. Oct 20 09:00 - 17:00 DTN 1 CRN 30158

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) \$175

1 Sa. Oct 27 09:00 - 17:00 DTN → CRN 30172

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) \$175

1 Sa. Nov 24 09:00 - 17:00 DTN 4 CRN 30166



8 COMPUTERS

DIPLOMA IN NETWORKING TECHNOLOGY

Program Assistant: Crystal Kreschuk, 604.443.8381, ckreschuk@vcc.ca

Course Advisor: Rhyon Caldwell, 604.443.8544, rcaldwell@vcc.ca

INFORMATION SESSION: WEDNESDAY, SEPT 5 2007, 17:30 -18:30 - ROOM 218B

This advanced diploma is designed to provide you with substantially more expertise in computer networking technologies. Courses are individual industry recognized certifications leading to a VCC diploma in Networking Technology. Those 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 VCC.

Three or four of these courses will be offered each semester. It is recommended, but not mandatory, that students take either NETT 2113 or NETT 2119 first. Those who complete 8 credits may apply for the Directive Studies NETT 2206. This is a self-directed, project-based course. Using the skills acquired during the program, students will propose a project in an area of choice. Projects include developing a major working system. Exemptions will be given for certifications already obtained.

If you have ITS certificate or equivalent you may apply for the Diploma in Information Technology. NETT 2113, NETT 2122 are required courses along with 2 electives totalling 8 credits. The directive studies course must be complete to graduate.

REQUIRED COURSES:

Managing Info Technology (NETT 2122) Networking Fundamentals (NETT 2113) Directive Studies (NETT 2206)

ELECTIVE COURSES:

Hardware Infrastructure (NETT 2119) Linux (NETT 2136) Client Support (NETT 2116) Network Infrastructure (NETT 2104) Networking Security (NETT 2105)

REQUIRED COURSES currently scheduled:

MANAGING INFO TECHNOLOGY (NETT 2122)

Designed for IT business professionals involved with projects in a technology environment. The candidates will learn cumulative knowledge in leading, managing and directing small to medium scale projects. Project+ examines the business, interpersonal and technical project management skills required to successfully manage projects and business initiatives with a technology component. (30 hours) \$525

8 Mo. Sep 24 18:00 - 21:00 DTN 4 CRN 30359

NETWORKING FUNDAMENTALS (NETT 2113)

Prepare to write the Microsoft Certified Professional (MCP) exam. 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 troubleshooting techniques will be covered. 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) \$525

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206)

ELECTIVE COURSES currently scheduled:

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) \$595

10 Tu. Sep 25 18:00 - 21:00 DTN 4 CRN 30150

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) \$525

10 Th. Sep 27 18:00 - 21:00 DTN 4 CRN 30152

ELECTIVE COURSES to be scheduled in upcoming terms:

CLIENT SUPPORT (NETT 2116)

NETWORK INFRASTRUCTURE (NETT 2104)

NETWORKING SECURITY (NETT 2105) (30 hours)

IC3 COMPUTER CERTIFICATION

Program Assistant: Crystal Kreschuk, 604.443.8381, ckreschuk@vcc.ca

Course Advisor: Rhyon Caldwell, 604.443.8544, rcaldwell@vcc.ca

INFORMATION SESSION:

WEDNESDAY, SEPT 5 2007, 17:30 -18:30 - ROOM 218B

REQUIRED COURSES:

Computing Fundamentals (CMPT 1302) Computing Applications (CMPT 1301) Internet Applications (CMPT 1303)

REQUIRED COURSES currently scheduled:

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 Windows XP operating system, introduction to the basic application programs, such as: MS-Word, Excel, PowerPoint, Internet Explorer, Outlook, anti-virus and computer maintenance programs will be demonstrated. In-depth look at MS-Windows and how to manage folders and files. Text included. (15 hours) \$195

5 Tu. Sep 25 18:00 - 21:00 DTN 4 CRN 30148

COMPUTING APPLICATIONS (CMPT 1301)

An in-depth look at MSWord and MSExcel. Topics include: 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) \$325

10 We. Sep 26 18:00 - 21:00 DTN 🕆 CRN 30147

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) \$195

5 Tu. Nov 06 18:00 - 21:00 DTN → CRN 30144

WEB DEVELOPMENT

Program Assistant: Crystal Kreschuk, 604.443.8381, ckreschuk@vcc.ca

Course Advisor: Rhyon Caldwell, 604.443.8544, rcaldwell@vcc.ca

INFORMATION SESSION: WEDNESDAY, SEPT 5 2007, 17:30 - 18:30 - ROOM 218B

ELECTIVE COURSES:

Web Page Design PC (CMPT 1114)
Dreamweaver 2004 MX (CMPT 1237)

ELECTIVE COURSES currently scheduled:

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) \$398

10 Tu. Sep 25 18:00 - 21:00 DTN [♠] CRN 30149

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) \$398

10 We. Sep 26 18:00 - 21:00 DTN 4 CRN 30145

COUNSELLING

Begin your counselling training at VCC – we make it easy for you to work and study at the same time.

VCC's two part-time evening Certificate Programs in Substance Abuse and Counselling Skills provide the theoretical framework and foundational skills to individuals who are making a career change into the counselling field or those currently working in the social services field and who want educational credentials.

Experiential, practical, topical and transformational, the program is taught and designed by practicing professionals. Students become familiar with current trends in psychology and counselling and are exposed to leading edge practices in the social services profession. They will develop a network of professional contacts in their chosen fields. Eighty-five percent of students find related employment and many are working before they graduate.

Tuition for each certificate is approximately \$3200. Students are not required to pay for the whole program, but can register and pay for individual courses each term as they proceed through the program.

For more detailed information, please visit www.vcc.ca/cs/cnsk or contact the program coordinator or program assistant.

COUNSELLING SKILLS CERTIFICATE PROGRAM

Program Coordinator: Sara Menzel, 604.443.8392, smenzel@vcc.ca

Program Assistant: Carol Agostini, 604.443.8661, cagostini@vcc.ca

Practicum Coordinator: Rayma Hagan, 604.443.8676, rhagan@vcc.ca

For more detailed information, please visit www.vcc.ca/cs/cnsk, attend an information session or contact the program coordinator or program assistant.

INFORMATION SESSIONS:
WEDNESDAY SEPTEMBER 12, DECEMBER 12, OR
THURSDAY JANUARY 3, 2008
6:30 PM - CONTINUING STUDIES OFFICE DOWNTOWN CAMPUS

Interested in working as a settlement worker, a family support worker, a job club facilitator or in a variety of other positions within the social services or corrections field, then this Program is for you.

Designed for those who have an interest in pursuing a career in the helping profession OR for those currently practicing in the field, this program integrates counselling theory with skill practice and provides thorough evaluation and feedback.

Courses in this program meet some of the educational prerequisites for those students considering graduate studies in Department of Education and Counselling Psychology, and Special Education at UBC.

This program has an excellent reputation in the community and Ministry of Education surveys conducted over the past five years place our employment success rate at over 85%.

Students can complete this certificate in fifteen months to three years and can choose to attend school one or two evenings per week for three to six terms. Courses are experiential, practical and topical and taught by experienced, practicing clinicians. A Practicum completes the program and students already working in the field can choose to complete their Practicum at their worksites.

Required Courses: Theories of Counselling, Individual Counselling, Personal and Professional Development, Assessment and Referral and Community Resources

Electives: Family Counselling Skills, Group Counselling Skills, Vocational Counselling Skills and Cross Cultural Counselling Skills A Practicum Option

Practicum Information Meeting: Wednesday, October 17, 5:30 pm Room 218B. This meeting is for current certificate students ONLY.

ENTRANCE REQUIREMENTS:

Grade 12 English or equivalent. For applicants who do not meet this requirement, an assessment test may be required. Satisfactory completion of Basic Counselling Skills (CNSK 1101) or equivalent.

Relevant experience in the social services field either paid or volunteer.

Recommended two years successful recovery for those affected by chemical dependency.

Mature and emotional stability

Completed application form and participation in an orientation interview.

REQUIRED COURSES:

Individual Counselling Skills (CNSK 1103)
Personal Prof Development (CNSK 1112)
Assess Referral & Comm Resou (CNSK 1108)
Theories of Counselling (CNSK 1102)
Practicum - Worksite Option (CNSK 1299)
Practicum - Volunteer Option (CNSK 1398)
Practicum - Dual Option (CNSK 1399)

ELECTIVE COURSES:

Family Counselling Skills (CNSK 1105) Group Counselling Skills (CNSK 1104) Clinical Practice (CNSK 1113) Cross-Cultural Counselling (CNSK 1111) Vocational Counselling Skills (CNSK 1109)

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING (CNSK 1101)

Attended by thousands of individuals around B.C., Basic Counselling Skills is the prerequisite for both the Substance Abuse and Counselling Skills Certificate Programs. This practical skills-based course provides relationship building and listening skills to improve communication with clients, coworkers, friends and families. While this course serves as the prerequisite course for the Certificate programs, it is open to those who wish to take it for general interest or professional development. Many of our students describe "Basic" as life changing. Offered every term. (36 hours) \$406

12 We. Sep 26 18:30 - 21:30 DTN + CRN 30402 12 Th. Sep 27 18:30 - 21:30 DTN + CRN 30403 11 Fr. Sep 28 09:30 - 12:30 AND 1 Fr. Oct 12 13:30 - 16:30 BWY + CRN 30422

REQUIRED COURSES currently scheduled:

INDIVIDUAL COUNSELLING SKILLS (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, practise 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 practising their skills. (36 hours) \$406

12 Mo. Sep 17 18:30 - 21:30 DTN CRN 30414 12 Tu. Sep 18 18:30 - 21:30 DTN CRN 30435

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) \$270

8 Th. Oct 04 18:30 - 21:30 DTN CRN 30418 8 Tu. Oct 09 18:30 - 21:30 DTN CRN 30423

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 nine practicum seminars and a skill based assignment. Students choosing this option must submit information about their current job to the program coordinator to determine suitability. This is a continual intake class that runs alternate Wednesday evenings throughout the year. \$406

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. Practise 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 five seminars and a negotiated contract between the student, the agency and VCC. This is a continual intake class that runs alternate Wednesday evenings throughout the year. \$406

PRACTICUM - DUAL OPTION (CNSK 1399)

Available to students who have completed all the required courses for both certificate programs. Students must work in the area of addication in a social service agency to complete their requirments plus attend nine Practicum seminars. This is a continual intake class that runs alternate Wednesday evenings throughout the year. \$406

REQUIRED COURSES to be scheduled in upcoming terms:

ASSESS REFERRAL & COMM RESOU (CNSK 1108)
Prerequisite course: Individual Counselling Skills
(CNSK 1103). (36 hours)

THEORIES OF COUNSELLING (CNSK 1102) (36 hours).



10 COUNSELLING

ELECTIVE COURSES currently scheduled:

FAMILY COUNSELLING SKILLS (CNSK 1105)

Examine the knowledge, and practise the foundational skills required when working with families. Explore issues of substance misuse and violence in families using a family systems perspective. Content includes: theoretical assumptions, family assessments, counter transference and ethical issues. Two approaches to working with families are explored in detail: family of origin and solution focused counselling. (36 hours) \$406

12 Mo. Sep 17 18:30 - 21:30 DTN $^{\circ}$ CRN 30415 12 Th. Sep 20 18:30 - 21:30 DTN $^{\circ}$ CRN 30420



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

Our graduates have a 85 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.



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) \$406

10 Mo. Sep 24 18:30 - 21:30 AND 1 Sa. Oct 27 09:30 - 16:30 DTN ⁻↑ CRN 30476 10 Th. Sep 27 18:30 - 21:30 AND 1 Sa. Oct 13 09:30 - 16:30 DTN ⁻↑ CRN 30477

ELECTIVE COURSES to be scheduled in upcoming terms:

CLINICAL PRACTICE (CNSK 1113)

Prerequisite course: CNSK 1103 or SUAB 1101 or permission of program coordinator. (18 hours)

CROSS-CULTURAL COUNSELLING (CNSK 1111) (18 hours)

VOCATIONAL COUNSELLING SKILLS (CNSK 1109) (18 hours)

SUBSTANCE ABUSE CERTIFICATE PROGRAM

Program Coordinator: Sara Menzel, 604.443.8392, smenzel@vcc.ca

Program Assistant: Carol Agostini, 604.443.8661, cagostini@vcc.ca

Practicum Coordinator: Rayma Hagan, 604.443.8676, rhagan@vcc.ca

For more detailed information, please visit www.vcc.ca/cs/cnsk, attend an information session or contact the program coordinator or program assistant.

INFORMATION SESSIONS:

WEDNESDAY SEPTEMBER 12, DECEMBER 12, OR THURSDAY JANUARY 3, 2008 6:30 PM - CONTINUING STUDIES OFFICE -DOWNTOWN CAMPUS

For twenty years, this respected and recognized part time evening program has prepared and trained addiction workers providing an excellent foundation for individuals who wish to work in the field of substance misuse; for those currently practicing who are looking for academic credentialing and individuals with a history of substance abuse who want to support others in a successful recovery.

Graduates find employment in government, non-profit societies, recovery houses, detox, addiction service positions at various Health Authorities.

Employment success rate is over 90% as reported by Ministry of Education surveys.

The Substance Abuse Certificate Program integrates a variety of substance misuse treatment options with skill practice so students can enter or continue in their chosen workplaces with confidence and competence. Our Practicum schedule is flexible to meet the needs of the working students and students working in the field can choose to meet their Practicum requirements at their current worksites.

Required Courses: Introduction to SA, Drugs and Human Behaviour, Individual Counselling, Personal and Professional Behaviour, Assessment and Referral for Substance Abuse, Substance Abuse - The Aboriginal Context.

Elective: Family Counselling Skills and Group Counselling Skills.

A Practicum Option

Practicum Information Meeting: Wednesday, October 17, 5:30 - pm Room 218B. This meeting is for certificate students only who have completed the majority of their course requirements ONLY.

ENTRANCE REQUIREMENTS:

Grade 12 English or equivalent. For applicants who do not meet this requirement, an assessment test may be required. Satisfactory completion of Basic Counselling Skills (CNSK 1101) or equivalent.

Relevant experience in the social services field either paid or volunteer.

Recommended two years successful recovery for those affected by chemical dependency.

Mature and emotional stability.

Completed application form and participation in an orientation interview.

REQUIRED COURSES:

Substance Abuse-Assess/Ref (SUAB 1106) Intro To Substance Abuse (SUAB 1102) Personal Prof Development (CNSK 1112) Drugs And Human Behaviour (SUAB 1103) Aboriginal Context (SUAB 1115)

Substance Abuse-Ind Counsel (SUAB 1101) Practicum - Worksite Option (CNSK 1299) Practicum - Volunteer Option (CNSK 1398) Practicum - Dual Option (CNSK 1399)

ELECTIVE COURSES:

Family Counselling Skills (CNSK 1105) Group Counselling Skills (CNSK 1104) Clinical Practice (CNSK 1113)

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING (CNSK 1101)

See course description on page 9 . (36 hours) \$406

12 We. Sep 26 18:30 - 21:30 DTN % CRN 30402 12 Th. Sep 27 18:30 - 21:30 DTN % CRN 30403 11 Fr. Sep 28 09:30 - 12:30 AND 1 Fr. Oct 12 13:30 - 16:30 BWY % CRN 30422

REQUIRED COURSES currently scheduled:

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) \$406

12 Mo. Sep 17 18:30 - 21:30 DTN CRN 30416 12 We. Sep 19 18:30 - 21:30 DTN CRN 30419

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 and rehabilitative strategies and discuss the importance of ethical behaviour by service providers. (21 hours) \$230

7 Tu. Sep 18 18:30 - 21:30 DTN CRN 30417 7 Th. Sep 20 18:30 - 21:30 DTN CRN 30421

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) \$270

8 Th. Oct 04 18:30 - 21:30 DTN CRN 30418 8 Tu. Oct 09 18:30 - 21:30 DTN CRN 30423

COUNSELLING / CRIME AND JUSTICE / EARLY CHILDHOOD 11

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 longand short-term effects on the human body. (21 hours) \$230

7 Tu. Nov 06 18:30 - 21:30 DTN CRN 30424 7 Th. Nov 08 18:30 - 21:30 DTN CRN 30425

PRACTICUM - WORKSITE OPTION (CNSK 1299) See practicum description on page 9. \$406

PRACTICUM - VOLUNTEER OPTION (CNSK 1398) See practicum description on page 9. \$406

PRACTICUM - DUAL OPTION (CNSK 1399) See practicum description on page 9. \$406

REQUIRED COURSES to be scheduled in upcoming terms:

ABORIGINAL CONTEXT (SUAB 1115) (36 hours)

SUBSTANCE ABUSE-IND COUNSEL (SUAB 1101) (36 hours)



I am currently working in the field but have little formal training. Is this program suitable for me?

This program was designed for you! Many of our students are currently working in the field but have no academic or clinical training. To accommodate the working students, these certificate programs are scheduled to run in the evenings.



ELECTIVE COURSES currently scheduled:

FAMILY COUNSELLING SKILLS (CNSK 1105) See course description on page 10. (36 hours) \$406

12 Mo. Sep 17 18:30 - 21:30 DTN 4 CRN 30415 12 Th. Sep 20 18:30 - 21:30 DTN 10 CRN 30420

GROUP COUNSELLING SKILLS (CNSK 1104) See course description on page 10. (36 hours) \$406

10 Mo. Sep 24 18:30 - 21:30 AND 1 Sa. Oct 27 09:30 - 16:30 DTN 4 CRN 30476 10 Th. Sep 27 18:30 - 21:30 AND 1 Sa. Oct 13 09:30 - 16:30 DTN 4 CRN 30477

ELECTIVE COURSES to be scheduled in upcoming terms:

CLINICAL PRACTICE (CNSK 1113)

Prerequisite course: CNSK 1103 or SUAB 1101 or permission of program coordinator. (18 hours)

CRIME AND JUSTICE STUDIES

As urban centres continue to grow and diversify, modern societies are challenged to find ways to balance values through progressively more complex legal and judicial systems. Add to your skills as an investigator or researcher through this series of courses and explore how crime and justice affect society.

NEW CRIME AND JUSTICE STUDIES

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Jennifer Gossen, 604.443.8670 Program Assistant: Lynda Boothby, 604.443.8383

ELECTIVE COURSES:

Profiling Criminals (BUSI 1246) Surviving Divorce (BUSI 1281) Sex, Drugs & Criminal Justice (BUSI 1247) Famous Criminal Trials (BUSI 1239) International Justice (BUSI 1245)

ELECTIVE COURSES currently scheduled:

NEW PROFILING CRIMINALS (BUSI 1246)

Come and learn about the criminal mind and profiling. This course examines the use of profiling criminals to create a more efficient police force. Discover how serious criminals are studied in order to understand the criminal mind as well as how to use clues from crime scenes to identify and locate criminals. \$155

4 Mo. Sep 24 18:00 - 21:00 DTN 4 CRN 30362

NEW SURVIVING DIVORCE (BUSI 1281)

These four workshops explore and discuss the emotional phases of divorce, parenting through divorce, choosing and working with a lawyer and how to survive this difficult time. Sessions are based on the Low Impact Divorce Model which strives to improve relationships and maintain control during relationship breakdown. A valuable course for anyone dealing with or interested in learning more about lessening the impact of divorce.

4 Tu. Sep 25 18:00 - 21:00 DTN 4 CRN 30510

NEW SEX, DRUGS & CRIMINAL JUSTICE (BUSI 1247)

Come explore and discuss the role the criminal justice system plays in controlling the drug scene and sex trade. Examine "victimless" crimes, legalization, decriminalization, harm reduction and prohibition. Approaches and changes to recent law will be discussed. \$155

4 We. Sep 26 18:00 - 21:00 DTN 4 CRN 30363

ELECTIVE COURSES to be scheduled in upcoming terms:

FAMOUS CRIMINAL TRIALS (BUSI 1239) (12 hours)

INTERNATIONAL JUSTICE (BUSI 1245) (12 hours)

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.

The Centre for Continuing Studies at VCC is a well respected leader in training for the early childhood community. We offer a variety of exciting programs and courses to prepare you as a child care professional.

FARIY CHII DHOOD CARE AND EDUCATION PROGRAMS

Program Coordinator: Jane Jimison, 604.443.8660, jjimison@vcc.ca

Program Assistant: Monica Hegberg, 604.443.8428, mhegberg@vcc.ca

CONTINUING STUDIES WORKSHOPS FOR THE ECCE COMMUNITY

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 8428



If I take the 2 year part-time Early Childhood Care and Education program, what work will I be able to do?

Your Early Childhood Care and Education provincial licence will enable you to work as a supervisor in a preschool or daycare in B.C. with children aged three to five



EARLY CHILDHOOD CARE AND **EDUCATION LEVEL 1**

Our well respected, long standing program offers you the knowledge and skills to provide high quality services for young children and their families in early childhood settings. Applications are accepted each year until May 31 for our September yearly intake. Phone 604.443.8428 for a brochure and application. Application fee: \$30.00.



12 EARLY CHILDHOOD / FAMILY LITERACY / FASHION ARTS

FAMILY CHILD CARE

Caring for a small group of children in your own home is a rewarding experience and meets a critical need for quality child care. Recommended by Community Care Licensing, this course offers information and skills you need to ensure a good beginning! Learn about child development, health and nutrition, activity planning, guiding behaviour, administration and more.

On-site instruction: 8 evenings plus two six hour Saturdays. Fall term offering 2007: Wednesday Oct 03 to Nov 28, 1845 - 2145 (no class Oct 31) plus 2 Saturdays Oct 13 and Nov 17 (6 hours each), DTN. Course fee includes workbook. 36 hours (I. Hager/E. Beltran-Sellitti) \$310.00 (subject to change)

CRN 30214. Note: You must be comfortable working in English.

Distance Education Family Child Care: While classroom attendance is recommended for Lower Mainland residents, this course is also offered for home study through Distance Education from September through June each year. Course fee includes all materials and tutor/marker support by telephone and or email. \$330 (subject to change)

CRN: TBA Please call 604.443.8428 for details. Note: You must be comfortable working in English.

INFANT AND TODDLER AND SPECIAL NEEDS CERTIFICATE PROGRAMS

For those who have completed basic Early Childhood Education training and who hold a B.C. License from the Ministry in basic ECCE, we offer two post-basic certificate programs. Both our Infant and Toddler and Special Needs Certificate programs commence in September of each year. Our new and revised curriculum includes core courses relevant to both certificate programs as well as dedicated courses in each area of specialty.

ENTRANCE REQUIREMENTS:

You must hold a B.C. License in basic ECCE prior to applying for either of these programs.

LEADERSHIP, ADMINISTRATION AND MANAGEMENT IN CHILD CARE

Build your knowledge and skill sets and broaden your professional horizons. This 60 hour program is designed for experienced child care staff who want to become more effective as leaders and administrators.

To meet your needs as working adult learners, the LAM Program will convene twice each month from November to April. Sessions will be offered on Friday afternoon from 1:00 pm to 5:00 - pm and Saturday from 9:30 am to 3:30 pm. Program fee: \$335

Please call 604.443.8428 for program details.

REGISTER ONLINE *

FAMILY LITERACY

It's a great feeling to work every day changing lives, and Vancouver Community College is proud to offer the Family Literacy program – the first of its kind in British Columbia. Explore key literacy themes and issues, learn to promote best practices, study teaching methods and discover effective ways to deal with learning barriers. Make a significant contribution in this growing professional area and play a vital role in B.C.'s social strategy for 2010 and beyond.

FAMILY LITERACY CERTIFICATE

Senior Program Coordinator: Gyda Chud Program Assistant: Monica Hegberg, 604.443.8428

Partnering with Literacy B.C., the Centre for Family Literacy and 2010 Legacies Now, Vancouver Community College is proud to host a new Family Literacy Certificate Program. Designed for those who currently work or plan to work in family literacy, this certificate program will build your knowledge and skills in a wide range of areas that are key to high quality programs and services. Unique across Canada, this credential offers an excellent curriculum facilitated by leaders in the family literacy field.

Please note:

FAML 1101 is a prerequisite for all certificate courses.

REQUIRED COURSES:

Foundations of Family Literacy (FAML 1102) Working with Adults & Families (FAML 1103) Intro to Family Literacy (FAML 1101)

REQUIRED COURSES currently scheduled:

NEW FOUNDATIONS OF FAMILY LITERACY (FAML 1102)

Broaden and deepen your knowledge of the goals and context for family literacy and explore family literacy from the perspective of a new conceptual framework. This course will engage you in critical reflection and introduce you to transformative practices that are inclusive and liberatory. (24 hours) \$220

6 We. Sep 26 18:30 - 21:30 AND

1 Sa. Oct 27 09:30 - 15:30 DTN 4 CRN 30466

NEW WORKING WITH ADULTS & FAMILIES (FAML 1103)

Explore more fully a participatory approach to working with adult learners in the context of family literacy programs amd challenge some assumptions about family literacy. This course will also examine demographic, social, economic and political factors that impact families. (24 hours) \$220

6 We. Nov 07 18:30 - 21:30 AND

1 Sa. Dec 08 09:30 - 15:30 DTN 10 CRN 30467

REQUIRED COURSES to be scheduled in upcoming terms:

INTRO TO FAMILY LITERACY (FAML 1101)

FASHION ARTS

VCC's Fashion Arts programs are 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.

ASSOCIATE CERTIFICATE IN FASHION MERCHANDISING

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: 604.443.8677 Website: www.vcc.ca/FashionArts

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 three-hour blocks.

ENTRANCE REQUIREMENTS:

Ability to speak, read and write English clearly and correctly

REQUIRED COURSES:

All courses are not offered each term.

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 currently scheduled:

MERCHANDISING FASHION (FASH 1176)

From initial concept to final consumer demand, students will explore the merchandising process. Topics include: trends, top designers, social influence on fashion, the necessity of higher-priced apparel, and the timing of fashion. This course ideal for those 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 Tu. Sep 18 18:30 - 21:30 DTN 10 CRN 30374

FASHION RETAIL MANAGEMENT (FASH 1401)

Focussing directly on the strategic issues facing Canadian fashion retailers, this course covers the challenges faced by retailers, describe alternate ways to classify the retail structure, outline steps involved in strategic retail planning, explain the strategic dimensons of the location decision, and determine store layout and merchandise. (36 hours) \$300

12 We. Sep 19 18:30 - 21:30 DTN 4 CRN 30366

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, mathematicals for retail buying, plan projections and stock planning, and domestic and foreign resources. (36 hours) \$300

12 Th. Sep 20 18:30 - 21:30 DTN 4 CRN 30411

REQUIRED COURSES to be scheduled in upcoming terms:

FASHION FORECASTING (FASH 1204)

(36 hours)

FASHION MARKETING & PROMOTION (FASH 1405)

FASHION STYLING (FASH 1408)

(36 hours)

HISTORY OF FASHION (FASH 1301)

(36 hours)

TEXTILES (FASH 2201)

(36 hours)

COURSES OF SPECIALTY IN FASHION

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: 604.443.8677 Website: www.vcc.ca/FashionArts

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 enrolment. No application required.

ELECTIVE COURSES:

Pattern Making (FASH 1153) Sewing - Beginners (FASH 1154) Adobe Illustrator for Fashion1 (FASH 1156) Fabric Surface Design (FASH 1166) Intro Fashion Design (FASH 1178) Adobe Photoshop for Fashion (FASH 1157) Adobe Illustrator for Fashion2 (FASH 1256) Boot Camp: Fashion Des (Teens) (FASH 1179) Fashion Illustration (FASH 1150) Fashion Writing (FASH 1409) Millinery (FASH 1162)

ELECTIVE COURSES currently scheduled:

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 Sa. Sep 22 12:30 - 16:30 DTN 4 CRN 30376

SEWING - BEGINNERS (FASH 1154)

For the beginner sewer who wants a good foundation in sewing skills and techniques. Use industrial sewing machines to practise your skills to construct two simple garments. 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 three-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

2 Sa. Sep 22 09:00 - 12:00 DTN 4 CRN 30412 4 Sa. Oct 13 09:00 - 12:00 DTN 10 CRN 30412 4 Sa. Nov 17 09:00 - 12:00 DTN 10 CRN 30412

NEW ADOBE ILLUSTRATOR FOR FASHION1 (FASH 1156)

Explore Adobe Illustrator as an integrated format for varying levels and styles of fashion illustration. Practical applications to apparel industry standards will be addressed through using technical methods and exploring the functionality of the program. Become familiar with program capabilities and how to use them in order to create, augment and improve your illustrative styles. Learn to create industry standard flats, floats and presentations, and start and build upon a personal library of templates, croqui's and detailed brush techniques. Experience with Windows environment is preferred, including opening and saving files and using menu functions such as cut and paste hotkeys. A Document of Professional Studies will be issued. (30 hours) \$300

10 Tu. Sep 25 18:30 - 21:30 DTN 4 CRN 30433

NEW FABRIC SURFACE DESIGN (FASH 1166)

Experiment with the manipulation of fabrics to create a variety of surface designs & textures. Workshops include; Introduction & Safety Practices, Printing & Discharge, Fibre Reactive Dyes, Resists & Shibori, & Felting. (24 hours) \$245

8 Tu. Sep 25 18:30 - 21:30 DTN 10 CRN 30436

INTRO FASHION DESIGN (FASH 1178)

Explore the fundamentals of good fashion design. Working on fashion figures, 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) \$280

10 We. Sep 26 18:30 - 21:30 DTN 10 CRN 30386

NEW ADOBE PHOTOSHOP FOR FASHION (FASH 1157)

Learn to transform hand-rendered illustrations by applying a variety of tools. Using the toolbox and palettes, apply a variety of effects, fill selections and use layers for composite images. Make technical adjustments using colour corrections, tonal adjustments, filters, levels and adjustment layers. Explore photo enhancements using various masks, clipping groups and fill layers. Experience with the windows environment is preferred, including opening and saving files. A Document of Professional Studies will be issued. (30 hours) \$300

10 Th. Sep 27 18:30 - 21:30 DTN 4 CRN 30434

ELECTIVE COURSES to be scheduled in upcoming terms:

NEW ADOBE ILLUSTRATOR FOR FASHION2 (FASH 1256)

Prerequisite required: Adobe Illustrator for Fashion1 or equivalent (FASH 1156).

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

Participants must be 13 - 17 years of age. (20 hours)

FASHION ILLUSTRATION (FASH 1150)

(30 hours)

FASHION WRITING (FASH 1409)

(24 hours)

MILLINERY (FASH 1162)

(18 hours)

FASHION ARTS CERTIFICATE PROGRAM

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: 604.443.8677 Website: www.vcc.ca/FashionArts

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.

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); Designer Patterns/Draping (FASH 2102); Production Patterns Grading (FASH 2203).

Garment Construction Certificate: Sewing Techniques/ Applications (FASH 1105); Tailoring (FASH 1302); Couture (FASH 2101); Collection Toiles (FASH 2202).

Fashion Arts Certificate: Success completion of all courses leading to the Fashion Design Certificate, Pattern Making Certificate, Garment Construction Certificate plus Technical Fashion Drawing (FASH 1251), Fashion Show Prep (FASH 1353), Photoshop for Fashion (FASH 1410); Collection Manufacture (FASH 2302) & P/T Collection Portfolio (FASH 2305).

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.



14 FASHION ARTS

REQUIRED COURSES:

Industrial Sewing (FASH 1201) Design Patterns Draping (FASH 2102) Block Construction (FASH 1102) Sewing Techniques/Application (FASH 1105) Fashion Drawing (FASH 1101) Couture (FASH 2101) Design Drafting - Theory (FASH 1202) Collection Design (FASH 2103) Adv Fashion Show Preparation (FASH 1353) Collection Manufacturing (FASH 2302) Collection Toiles (FASH 2202) Design Drafting-Practice (FASH 1303) Fashion Design (FASH 1203) History Of Fashion (FASH 1301) P/T Collection Portfolio (FASH 2305) Photoshop for Fashion (FASH 1410) Production Patterns Grading (FASH 2203) Tailoring (FASH 1302) Technical Fashion Drawing (FASH 1251) Textiles (FASH 2201)

REQUIRED COURSES currently scheduled:

DESIGN PATTERNS DRAPING (FASH 2102)

Learn the techniques and use of draping for design and pattern making. Develop skills in draping your own designs and copies on the dress form and in translating the 3D pattern to a flat pattern. Using the appropriate method, make flats and/or draped patterns for an individual collection. (36 hours) \$300

6 Mo. Sep 10 18:30 - 21:30 DTN CRN 30379 6 Mo. Oct 29 18:30 - 21:30 DTN CRN 30379

INDUSTRIAL SEWING (FASH 1201)

Study of industrial cutting and sewing methods to acquire 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 Mo. Sep 10 18:30 - 21:30 DTN CRN 30505

BLOCK CONSTRUCTION (FASH 1102)

Understand the current figure/fashion shape in order to draft contemporary patterns. Learn these fundamentals by constructing a set of Blocks (Slopers) in standard sizes for industrial pattern making, and a set of Blocks in individual sizes for custom work. (36 hours) \$300

12 Tu. Sep 11 14:00 - 17:00 DTN CRN 30367 12 Th. Sep 13 18:30 - 21:30 DTN CRN 30368

SEWING TECHNIQUES/APPLICATION (FASH 1105)

Learn industrial and couture sewing methods to understand design/drafting possibilities and limitations in mass production. Produce sample garments using industrial construction on methods and working at industrial speeds. (48 hours) \$395

12 Tu. Sep 11 18:00 - 22:00 DTN CRN 30432

COUTURE (FASH 2101)

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

12 We. Sep 12 18:30 - 21:30 DTN CRN 30381

FASHION DRAWING (FASH 1101)

The fashion designer must be able to draw, not only to illustrate his/her work, but to execute accurately proportioned "working drawings" for production purposes. The study of anatomical and garment proportions will develop skill in making technical drawings for use by pattern makers and manufacturers. Drawing from the fashion model, experimenting with a variety of media, and fabric rendering will develop an individual style of fashion drawing. (36 hours)

12 We. Sep 12 18:30 - 21:30 DTN CRN 30380

COLLECTION DESIGN (FASH 2103)

Learn how to design seasonal, theme, and specialist collections, and develop a clothing line. Emphasis on personal design interest and philosophy helps formulate ideas for your individual collections in particular the collection which will be presented at the Graduate Fashion Show. (36 hours) \$300

12 Th. Sep 13 18:30 - 21:30 DTN CRN 30371

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. Study the principles and methods of flat pattern drafting, and produce comprehensive reference notobooks illustrating all basic adaptations and constructions in 1/5 scale. (36 hours) \$300

12 Th. Sep 13 18:30 - 21:30 DTN CRN 30389

REQUIRED COURSES to be scheduled in upcoming terms:

ADV FASHION SHOW PREPARATION (FASH 1353)

(24 hours)

COLLECTION MANUFACTURING (FASH 2302)

(12 hours)

COLLECTION TOILES (FASH 2202)

(36 hours)

DESIGN DRAFTING-PRACTICE (FASH 1303)

(36 hours)

FASHION DESIGN (FASH 1203)

(36 hours)

HISTORY OF FASHION (FASH 1301)

(36 hours)

P/T COLLECTION PORTFOLIO (FASH 2305)

(21 hours)

PHOTOSHOP FOR FASHION (FASH 1410)

(48 hours)

PRODUCTION PATTERNS GRADING (FASH 2203)

.(36 hours)

TAILORING (FASH 1302)

(36 hours)

TECHNICAL FASHION DRAWING (FASH 1251)

(36 hours)

TEXTILES (FASH 2201)

(36 hours)

FASHION ARTS DIPLOMA PROGRAM

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: 604.443.8677 Website: www.vcc.ca/FashionArts

VCC is excited to announce the September 2007 launch of our two-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.

The Fashion Arts Diploma Program is a 2-year program. In both years (9 months each year) Classes consist of 24 hours of class instruction and a minimum 6 hours of Directed Study per week. In general, it is necessary for students to complete the entire program over a two-year period to maximize the scope and depth of study in this highly structured and comprehensive program. Classes are offered 3.5 - 4 days/ week, 9am to 5pm. A Fashion Arts Diploma is awarded to those who complete this program. Graduates can transfer credits to other design programs bases on transcript/ portfolio strenaths.

For a detailed program guide, email fashion@vcc.ca, call 604.443.8484 or visit our website at www.vcc.ca/fashionarts

ENTRANCE REQUIREMENTS:

Grade 12 or equivalent (waived if mature student), ability to speak, read, and write English clearly and correctly, completed application form, 2 recommendation letters, letter of introduction, completed application form, and successful portfolio assessment and interview.

REQUIRED COURSES:

The Fashion Arts Diploma Program courses will be offered in September 2007.

Illustration and Design 1 (FASH 1112) Costume History (FASH 1113) Block Construction (FASH 1102) Introduction to Fashion (FASH 1110) Sewn Product Techniques (FASH 1114) Computer Applications (FASH 1111) Fabric and Textile Studies (FASH 1115) Collection Design 1 (FASH 1312) Collection Design 2 (FASH 2113) Collection Manufacture/Studio (FASH 2310)

Computer Aided Drafting 1 (FASH 2114)

Computer Aided Drafting 2 (FASH 2212)

Couture Sewing (FASH 2112)

Designer Patterns and Toiles (FASH 2111) Draping Techniques (FASH 2110)

Fashion Marketing & Promotion (FASH 1405)

Fashion Prof Practices 1 (FASH 1171)

Fashion Prof Practices 2 (FASH 1172)

Fashion Show Preparation (FASH 2303)

Illustration and Design 2 (FASH 1210)

Industrial Sewing Techniques (FASH 1212)

Int Visual Communication (FASH 2211)

Pattern Drafting Practical 1 (FASH 1310) Pattern Drafting Practical 2 (FASH 2115)

Pattern Drafting Theory (FASH 1211)

Personal Block Construction (FASH 1214)

Photoshop for Fashion (FASH 1410)

Portfolio Design 1 (FASH 2210)

Portfolio Design 2 (FASH 2312)

Product Development (FASH 1252)

Production Patterns Grading (FASH 2203)

Studio Lab A (FASH 1315)

Studio Lab B (FASH 2116)

Studio Lab C (FASH 2213)

Studio Lab D (FASH 2313)

Tailoring Techniques (FASH 1311)

Technical Fashion Drawing 1 (FASH 1213)

Technical Fashion Drawing 2 (FASH 1314)

Textile Surface Design & Lab (FASH 1313)

REQUIRED COURSES currently scheduled:

COSTUME HISTORY (FASH 1113)

A study of the evolution of Western fashion from the late Middle Ages to the 20th Century, arranged according to cultural and chronological periods. Lectures from the perspective of film and theatre costume development and design are enhanced with visual material examine changes in styles, fabrics, and colours, while major fashion evolutions are discussed along with the social changes that precede and accompany them. This course promotes research and provides design inspiration, with the student demonstrating personal interest in the completion of an individual design project. (54 hours) \$450

4 Mo. Sep 10 13:00 - 16:00 DTN CRN 30413 4 Mo. Oct 15 13:00 - 16:00 DTN CRN 30413 3 Mo. Nov 19 13:00 - 16:00 DTN CRN 30413 7 Mo. Jan 07 13:00 - 16:00 DTN CRN 30413

ILLUSTRATION AND DESIGN 1 (FASH 1112)

The fashion designer must be able to draw, not only to illustrate his/her work, but to execute accurately proportioned "working drawings" for production purposes. The study of anatomical and garment proportions will develop skills in making technical drawings for use by pattern makers and manufacturers. Drawing from the fashion model, experimenting with a variety of media, and fabric rendering will develop an individual style of fashion drawing. Elements and principles of design. Quality of finishing for final presentation of work is emphasized throughout. (72 hours) \$595

8 Mo.Th. Sep 10 09:00 - 12:00 DTN CRN 30406 9 Mo.Th. Oct 11 09:00 - 12:00 DTN CRN 30406 7 Mo.Th. Nov 15 09:00 - 12:00 DTN CRN 30406

BLOCK CONSTRUCTION (FASH 1102)

Understand the current figure/fashion shape in order to draft contemporary patterns. Learn these fundamentals by constructing a set of Blocks (Slopers) in standard sizes for industrial pattern making, and a set of Blocks in individual sizes for custom work. (36 hours) \$300

12 Tu. Sep 11 14:00 - 17:00 DTN CRN 30367 12 Th. Sep 13 18:30 - 21:30 DTN CRN 30368

INTRODUCTION TO FASHION (FASH 1110)

An awareness of current issues and events in the local and international fashion industry is developed. Industry resources and associations for continued professional development are introduced. Students create an industry resource binder which will include information on local, national, and international associations, trade shows, as well as a list of information services and websites. Apparel industry terminology will also be covered. (36 hours) \$300

12 Tu. Sep 11 10:00 - 13:00 DTN CRN 30407

SEWN PRODUCT TECHNIQUES (FASH 1114)

Become familiar with industrial and couture sewing methods to understand the design/drafting possibilities and limitations in mass production and to identify the sewing techniques to be used for couture garments. Learn to use industrial machines and sergers, and compile a binder of samples using industrial and couture methods. (48 hours) \$395

12 Th. Sep 13 13:00 - 17:00 DTN CRN 30409

COMPUTER APPLICATIONS (FASH 1111)

A comprehensive look at a variety of computer programs such as: MS-Word, Excel, Power point, Internet Explorer, Outlook, as well as Internet fundamentals. Topics such as basic networking, email systems, and newsgroups will also be covered. (36 hours) \$300

12 Fr. Sep 14 09:00 - 12:00 DTN CRN 30408

FABRIC AND TEXTILE STUDIES (FASH 1115)

Gain the information necessary for the selection of suitable fabrics for specific designs and for the production of realistic designs for specific fabrics. Study the development, characteristics, use and care of natural, synthetic and semisynthetic fabrics; as well as textile law and regulations. (54 hours) \$450

12 Fr. Sep 14 13:00 - 16:00 DTN CRN 30410 6 Fr. Jan 04 13:00 - 16:00 DTN CRN 30410

REQUIRED COURSES to be scheduled in upcoming terms:

COLLECTION DESIGN 1 (FASH 1312)

(36 hours)

COLLECTION DESIGN 2 (FASH 2113)

(36 hours)

COLLECTION MANUFACTURE/STUDIO (FASH 2310)

(144 hours)

COMPUTER AIDED DRAFTING 1 (FASH 2114)

(48 hours)

COMPUTER AIDED DRAFTING 2 (FASH 2212)

(48 hours)

COUTURE SEWING (FASH 2112)

(48 hours)

DESIGNER PATTERNS AND TOILES (FASH 2111)

(72 hours)

DRAPING TECHNIQUES (FASH 2110)

(24 hours)

FASHION MARKETING & PROMOTION (FASH 1405)

(36 hours)

FASHION PROF PRACTICES 1 (FASH 1171)

(36 hours)

FASHION PROF PRACTICES 2 (FASH 1172)

(36 hours)

FASHION SHOW PREPARATION (FASH 2303)

(24 hours)

ILLUSTRATION AND DESIGN 2 (FASH 1210)

(36 hours)

INDUSTRIAL SEWING TECHNIQUES (FASH 1212)

(48 hours)

INT VISUAL COMMUNICATION (FASH 2211)

PATTERN DRAFTING PRACTICAL 1 (FASH 1310)

(48 hours)

PATTERN DRAFTING PRACTICAL 2 (FASH 2115)

(48 hours)

PATTERN DRAFTING THEORY (FASH 1211) (48 hours)

PERSONAL BLOCK CONSTRUCTION (FASH 1214) (18 hours)

PHOTOSHOP FOR FASHION (FASH 1410) (48 hours)

PORTFOLIO DESIGN 1 (FASH 2210)

(36 hours)

PORTFOLIO DESIGN 2 (FASH 2312)

(36 hours)

PRODUCT DEVELOPMENT (FASH 1252)

(36 hours)

PRODUCTION PATTERNS GRADING (FASH 2203)

(36 hours)

STUDIO LAB A (FASH 1315)

(36 hours)

STUDIO LAB B (FASH 2116)

(36 hours)

STUDIO LAB C (FASH 2213)

(36 hours)

STUDIO LAB D (FASH 2313)

(36 hours)

TAILORING TECHNIQUES (FASH 1311)

(36 hours)

TECHNICAL FASHION DRAWING 1 (FASH 1213)

(48 hours)

TECHNICAL FASHION DRAWING 2 (FASH 1314)

(36 hours)

TEXTILE SURFACE DESIGN & LAB (FASH 1313)

(72 hours)



16 GEMMOLOGY & JEWELLERY

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.

The Canadian Gemmological Association and VCC will host the Gemmological Conference 2007 on Oct. 19-21, 2007. This event is open to all, and information packages can be requested from 604.443.8670. Topics covered will involve many aspects of the gem and jewellery world. Speakers will include experts from De Beers, RCMP members and appraisers from the Antiques Road Show TV series, as well as members of Canada's diamond mining community. This is a once-in-a-lifetime opportunity.

CANADIAN GEMMOLOGICAL ASSOCIATION DIPLOMA PROGRAM

Program Coordinator: Donna Hawrelko, 604.443.8670 Program Assistant: Kevin Coutts, 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 yearly 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 second year exam, you will be certified as an internationally recognized gemmologist.

Become skilled 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.

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.

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:

Preliminary Year Gemmology (GEMM 1101) Diploma Year Gemmology (GEMM 2101)

ELECTIVE COURSES:

Graduate Sales Associate (GEMM 2137) How to Buy Diamonds (GEMM 2136)

REQUIRED COURSES currently scheduled:

PRELIMINARY YEAR GEMMOLOGY (GEMM 1101)

Offered once a year - Wednesday evenings from September to June. (supplies and examination fees extra) \$1800

37 We. Sep 12 18:30 - 21:30 DTN CRN 30112

DIPLOMA YEAR GEMMOLOGY (GEMM 2101)

Offered once a year - Tuesday and Thursday evenings from September to June. Tuesdays are theory classes and Thursdays are hands-on lab classes. (supplies and examination fees extra) \$2800

74 Tu.Th. Sep 18 18:30 - 21:30 DTN 4 CRN 30113

ELECTIVE COURSES currently scheduled:

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). \$645

4 Mo. Oct 29 18:30 - 21:30 DTN 4 CRN 30116

HOW TO BUY DIAMONDS (GEMM 2136)

Learn what you should know before you shop for a diamond. Gain insider information about the grading and pricing of diamonds. Ask an expert germologist about your concerns and questions before buying!! (3 hours) \$85

1 Mo. Dec 03 18:30 - 21:30 DTN 4 CRN 30114

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.

ELECTIVE COURSES:

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

ELECTIVE COURSES currently scheduled:

JEWELLERY TECHNIQUES I (JEWL 1103)

Learn basic techniques in jewellery-making including piercing, filing, soldering, shaping, forming, design layout and application. Additional costs for tools and materials - approximately \$150. List of supplies provided at first class (24 hours). \$405

8 Mo. Sep 17 18:30 - 21:30 DTN 4 CRN 30342

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 15 hours, students will learn how to prepare appraisal documents for insurance, estate/probate, collateral and asset division. (15 hours) \$405

3 Sa. Sep 22 10:00 - 16:00 DTN 4 CRN 30344

JEWELLERY TECHNIQUES II (JEWL 1104)

Expand your knowledge and learn new fabricating techniques in this intermediate workshop style course. Emphasis will be on honing your skills and improving your ability to be more precise in measuring, fitting and soldering metal. Additional costs for tools, materials and supplies approximately \$100. Please bring your previous work to the first class. Prerequisite: Jewellery Techniques 1 or the equivalent. (24 hours) \$405

8 We. Sep 26 18:30 - 21:30 DTN 4 CRN 30343

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). \$645

4 Mo. Oct 29 18:30 - 21:30 DTN ⁻ CRN 30116



"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

HEALTH

In the rewarding and exciting field of health care, your skills will always be in demand. Feel confident when you enter the workplace with the knowledge and abilities needed in today's challenging health care environment.

Upgrade your skills or launch a new career based on your interests and current level of expertise. VCC Continuing Studies health courses are designed for registered nurses, licensed practical nurses and resident care aides/home support workers who make a difference every day on the job.

Our offerings are clinically relevant, industry-recognized and supported by the CRNBC, the CLPN and provincial health authorities.

Department website: http://continuinged.vcc.ca/health

CPR AND FIRST AID

Program Assistant, 604.443.8672

ELECTIVE COURSES:

Emergency Child Care First Aid (HLTH 1351) Standard First Aid/CPR-C (HLTH 1276) CPR-C Basic Rescuer (HLTH 1218) CPR-Health Care Professionals (HLTH 1350)

ELECTIVE COURSES currently scheduled:

EMERGENCY CHILD CARE FIRST AID (HLTH 1351)

This course includes obstructed airway procedures, breathing emergencies and CPR for babies, children and youth. The course also includes basic first aid for common injuries such as bleeding, burns, falls, fractures, poisons and some medical conditions etc. There also is a section on child safety. The Emergency Child Care First Aid course is recommended for child care workers and anyone living with children. This course also includes certification in Automated External Defibrillation (AED). (16 hrs) \$85

2 Th. Sep 20 18:00 - 22:00 DTN CRN 30461

STANDARD FIRST AID/CPR-C (HLTH 1276)

This course includes all of the content in CPR-C as well as bleeding skills, primary and secondary assessment, sprains, broken bones, head injuries, wounds, risk factors, burns and poisons. This course very relevant to home support workers, residential aides, daycare workers. (16 hours) \$128

Sa.Su. Oct 13 09:00 - 17:00 BWY CRN 30429

CPR-C BASIC RESCUER (HLTH 1218)

This course is of particular interest to students in either the health or dental faculties. Course includes obstructed airway management and CPR for all ages, as well as 2 person CPR. (4 hours) \$105

1 We. Oct 17 18:00 - 22:00 DTN CRN 30428

CPR-HEALTH CARE PROFESSIONALS (HLTH 1350)

(Must have current CPR-C certificate, or CPR Level HCP for this course) This course is fast paced and includes all infant/child/adult skills without the theory. The focus is on upgrading your skills to the newest standard. Recommended for all medical professionals. Includes airway procedures, respiratory emergencies, 2 person CPR, bag and mask, as well as certification in automated external defibrillation. (4 hrs). \$85

1 Th. Nov 15 DTN 16 CRN 30453

DENTAL

Please contact Program Assistant: Sarah Mokaber, 604.443.8635, smokaber@vcc.ca for current offerings.

FOODSAFE

FOODSAFE LEVEL 1 (HLTH 1101)

A one day course offered every Saturday (holidays exempted). This course designed for kitchen staff and dining room attendants. Explores microbiology, food borne illnesses, personal hygiene and health. Also covers serving and dispensing, food preparation and protection, receiving and storing food safely, and ware washing. (8 hours) \$95.00. Starts September 8, 2007

ELECTIVE COURSES:

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

ELECTIVE COURSES currently scheduled:

FOODSAFE LEVEL 2 (HLTH 1102)

(12 hours) \$136

1 Sa. Sep 29 09:00 - 16:00 DTN 🖰 CRN 30451

FOODSAFE LEVEL 1 - CANTONESE (HLTH 1104)

(8 hours) \$95

1 Sa. Oct 20 09:00 - 18:00 DTN 4 CRN 30452

LPN CONTINUING STUDIES

Department website: http://continuinged.vcc.ca/health Program Assistant: 604.443.8635

ELECTIVE COURSES:

Most of the courses are available by distance education format.

Parenteral Injection (HLTH 1122) LPN Pharmacy Theory (HLTH 1128) CLPN Exam Preparation (HLTH 1334) Transcribing Orders (HLTH 1138) LPN Pharma/Parenteral Lab (HLTH 1130) IV Therapy For LPNs (HLTH 1272) Essential Leadership for LPN's (HLTH 1339) Heightened Expectations: Acute (HLTH 1337) Working In a Union Environment (HLTH 1348) CLPN Exam Preparation (HLTH 1334) Pharmacology Review (HLTH 1295)

ELECTIVE COURSES currently scheduled:

LPN PHARMACY THEORY (HLTH 1128)

This comprehensive course is available as a distance program. The usual time is 3-6 months. Subjects covered are oral administration as well as subcutaneous and intramuscular injections. To obtain a Statement of Completion of Professional Studies, you must also complete a clinical practicum (22.5 hours) (Health 1131) for an additional fee. Included in the course cost is a tutorial and full day skills check out. (70 hours) \$660

Sep 01 OFS CRN 30469

PARENTERAL INJECTION (HLTH 1122)

This distance course covers theory of IM and Sub-Q injections, infusions typically used by this route, as well as the lab skill check once theory is completed successfully. Must also register for parenteral lab (HLTH 1130) (if only one injection skill required pls. advise program assistant when registering). \$250

Sep 01 OFS CRN 30478 Nov 03 OFS CRN 30471

CLPN EXAM PREPARATION (HLTH 1334)

If you are preparing to write the Canadian Practical Nurse registration exam, this course has been developed to help you succeed. The instructor led evening sessions will cover the relevant information for the exam. Offered 3 times a year. \$175

1 Tu. Sep 04 17:00 - 21:00 DTN CRN 20512

TRANSCRIBING ORDERS (HLTH 1138)

A self paced distance module intended to introduce the LPN to competently and safely receive and transcribe physicians verbal and telephone orders. Class size limited to 12. (6 hours) \$168

1 Sa. Sep 22 09:00 - 15:00 DTN CRN 30457 1 Sa. Dec 08 09:00 - 16:00 DTN CRN 30458

IV THERAPY FOR LPNS (HLTH 1272)

Covers calculation of rates when running infusions by gravity, adding IV solution to an existing line, discontinuing a saline /heparin lock, blood administration, hypodermoclysis, as well as management of IV sites and complications. (6 hours). \$168

1 Sa. Sep 29 09:00 - 16:00 DTN CRN 30455 1 Sa. Dec 01 09:00 - 16:00 DTN CRN 30456

LPN PHARMA/PARENTERAL LAB (HLTH 1130)

Upon completion of theory portion of pharmacology or parenteral course, this is the lab check for the manual skill. Held on the last Saturday of each month. (7 hours). \$160

1 Sa. Sep 29 08:00 - 16:00 DTN CRN 30468

ESSENTIAL LEADERSHIP FOR LPN'S (HLTH 1339)

The role and responsibilities of the LPN have changed dramatically over the past 5 years and will likely continue to do so. This 3-day course will provide you with an opportunity that combines theoretical knowledge, interpersonal skills and the case study practice to return to the workplace, with the ability to assess, implement and evaluate the complex and challenging skills that make up leadership. (24 hours) \$325

Th.Fr.Sa. Oct 04 09:00 - 16:00 DTN 4 CRN 30454



18 HEALTH

WORKING IN A UNION ENVIRONMENT (HLTH 1348)

Most facilities and agencies where VCC LPNs and Care Aide graduates find employment are unionized. This half-day course will equip you to work in a unionized environment. Discover how to access the many programs, services and benefits available to you. The instructor is a lawyer with extensive history in health sector industrial relations, ranging from negotiating collective agreements to educating employees about their rights and benefits. (4 hours) \$60

1 Sa. Nov 17 12:00 - 16:00 DTN CRN 30511

ELECTIVE COURSES to be scheduled in upcoming terms:

CLPN EXAM PREPARATION (HLTH 1334)

Offered 3 times a year.

PHARMACOLOGY REVIEW (HLTH 1295)

PERIANESTHESIA NURSING CERTIFICATE PROGRAM

Program Assistant: 604.443.8672 Program Coordinator and Course Tutor: L. Magri 604.443.8674

This distance education program is clinically relevant for Registered Nurses whose career goals include working with patients requiring anesthesia, analgesia and procedural

The program is offered through correspondence over a one year period: 135 hours are required to complete the theory portion.

Completion of the theory component is followed by 144 hours of a Clinical Practicum. (In special circumstances, the clinical practicum can be waived.)

PREREQUISITES

Currently licensed as an R.N.

Two years of medical/surgical nursing experience in the past four years. Please contact Program Coordinator for further information.

Current Level C CPR.

Recommendation letter from an immediate supervisor. Proficiency with ECG interpretation (an ECG course can be taken concurrently).

All registrants will be required to successfully complete and ECG self-assessment exam.

Required Textbook: The Post-Anesthesia Care Unit: A critical care approach to post-anesthesia nursing . Drain 4th Ed. (2002)

Application fee \$30

Course fee: \$1,020 (includes a preceptor honorarium).

RENAL DIALYSIS TECHNICIAN CERTIFICATE PROGRAM

For information on the prerequisite courses, please contact: Program Assistant, Crystal Kreschuk, 604.443.8711

Please note: Due to extensive waiting lists, we will next be accepting applications in **January 2008** for the Renal Dialysis Technician Certificate Program. Prerequisites still available. See Below.

ENTRANCE REQUIREMENTS:

Interpersonal/Commun - Health (MSKL 1104) Medical Terminology 1 (OACP 1108)

ENTRANCE REQUIREMENT COURSES currently scheduled:

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 Sa. Sep 15 09:00 - 16:00 DTN 4 CRN 30002

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 two-part course. Purchase text at downtown campus bookstore prior to first class. (30 hours) \$195

10 Tu. Sep 25 18:00 - 21:00 DTN & CRN 30238 10 Tu. Sep 25 18:00 - 21:00 DTN & CRN 30239 10 Tu. Sep 25 18:00 - 21:00 DTN & CRN 30240

RESIDENT CARE/ HSW CONTINUING STUDIES

Program Assistant: 604.443.8672

ELECTIVE COURSES:

Medication Admin Asst Liv Work (HLTH 1327) Medication Admin RCA/HSW (HLTH 1299)

ELECTIVE COURSES currently scheduled:

MEDICATION ADMIN ASST LIV WORK (HLTH 1327)

RCA/HSW seeking employment in Assisted Living Facilities will want this course! You will understand how medication administration is incorporated into the philosophy of that care setting. Evaluation is through a skill check of medication administration. Class size is limited to 12. (14 hours). \$250

Fr.Sa. Oct 19 09:00 - 16:00 DTN CRN 30463

MEDICATION ADMIN RCA/HSW (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 3 classroom days and 2 clinical days. Prerequisites: Graduate from a recognised educational facility and currently working. ELA test may be required. (35 hours). \$525

Mo.Tu.We.Th.Fr. Nov 19 09:00 - 16:00 DTN CRN 30462

SPECIALTY COURSES

Program Assistant: 604.443.8672

ELECTIVE COURSES:

Foot Care 1 (HLTH 1241)

Heightened Expectations: Acute (HLTH 1337)

Foot Care 2 (HLTH 1196)

Heightened Expectat: Non-Acute (HLTH 1342)

Assessment of Elderly (HLTH 1230)

ELECTIVE COURSES currently scheduled:

FOOT CARE 1 (HLTH 1241)

This course reviews the anatomy of the foot and introduces the basics of foot care in the older adult. Participants must be a RN, RPN, or LPN who is currently registered in B.C. (24 hours). \$405

Fr.Sa.Su. Oct 12 09:00 - 16:30 DTN CRN 30426

HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1337)

For RNs and LPNs in acute care. Expand your knowledge of assessment in this three-day course. Theory and lab practice are combined to offer you an opportunity to practice skills associated with heart and lung sounds. You will learn to identify the potential risks and intervene BEFORE the crisis in common client diagnosis. (CHF, Diabetes, Hypertension, Renal Failure, Stroke) Please Bring a stethoscope. (21 hours) \$325

Th.Fr. Oct 18 09:00 - 16:00 DTN CRN 30501 1 Sa. Oct 27 09:00 - 16:00 DTN CRN 30501

FOOT CARE 2 (HLTH 1196)

Successful completion of HLTH 1241 needed to take this course. Advanced foot care techniques for older adults as well as the use of the Dremel Drill. Discussion on starting your own foot care business. Max. class size 12. (16 hours). \$287

Sa.Su. Nov 03 09:00 - 16:30 - OFS CRN 30427

HEIGHTENED EXPECTAT: NON-ACUTE (HLTH 1342)

For RNs and LPNs in residential care. Expand your knowledge of assessment in this three-day course. Theory and lab practice are combined to offer you an opportunity to practice skills associated with heart and lung sounds. You will learn to identify the potential risks and intervene BEFORE the crisis in common client diagnosis. (CHF, Diabetes, Hypertension, Renal Failure, Stroke) Please Bring a stethoscope. (21 hours). \$325

Fr.Sa. Nov 16 09:00 - 16:00 DTN CRN 30465 1 Sa. Nov 24 09:00 - 16:00 DTN CRN 30465

ELECTIVE COURSES to be scheduled in upcoming terms:

ASSESSMENT OF ELDERLY (HLTH 1230)

(7 hours)

STERILE SUPPLY TECHNICIAN **CERTIFICATE PROGRAM**

For information on the prerequisite courses, please contact: Program Assistant, Crystal Kreschuk, 604.443.8711

Please note: Due to extensive waiting lists, we will next be accepting applications in January 2008 for the Sterile Supply Technician Certificate Program. Prerequisites still available. See Below.

ENTRANCE REQUIREMENTS:

Interpersonal/Commun - Health (MSKL 1104) Medical Terminology 1 (OACP 1108)

ENTRANCE REQUIREMENT COURSES currently scheduled:

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 Sa. Sep 15 09:00 - 16:00 DTN 🕆 CRN 30002



I am working in long term care and am often placed in charge. Are there any courses I could take that would assist me in that position?

The course "Essential Leadership Skills" has been developed to meet the changing role and responsibilities of the LPN. This three-day course will provide you with an opportunity to learn and reflect and practice leadership theory and skills and to apply them in your own workplace.



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 two-part course. Purchase text at downtown campus bookstore prior to first class. (30 hours) \$195

10 Tu. Sep 25 18:00 - 21:00 DTN 🕆 CRN 30238 10 Tu. Sep 25 18:00 - 21:00 DTN 4 CRN 30239 10 Tu. Sep 25 18:00 - 21:00 DTN 🖰 CRN 30240

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

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Nadia Albano, 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 let you reach those goals.

CUSTOMER SERVICE SECTOR

Senior Program Coordinator: Anne Tollstam, 604,443,8668 Program Coordinator: Nadia Albano, 604.443.8670 Program Assistant: Kevin Coutts, 604.443.8677

Increased competition and expanding industries are forcing businesses to pay more attention to satisfying customers and providing excellent customer service. Meeting or exceeding customer demands for quality service has many implications for small business owners, industry professionals and those in sales and retail. Exhibiting excellent customer service is the least expensive way that your company can set itself apart from the competition. In fact, companies that put heavy emphasis on customer service are more likely to survive and succeed than competitors who emphasize advantages such as lower prices.

What are you waiting for? These Customer Service Courses will give you the skills and qualities you need to improve your customer service and your bottom line.

ELECTIVE COURSES:

Basic Customer Service (BUSI 1266) Introduction to Sales Cycle (BUSI 1268) Introduction to Marketing Plan (BUSI 1269) Building Your Sales Future (BUSI 1270)

ELECTIVE COURSES currently scheduled:

BASIC CUSTOMER SERVICE (BUSI 1266)

This course will provide you with the tools you need to follow the cycle of selling - from initiating conversation with your clients, establishing their needs, helping them come to a buying decision and closing with a sale. Building a strong relationship with your customer is also important as it creates repeat customers and loyalty. You will learn the art of differentiating the four different types of shoppers by identifying body language and communication skills (verbal and non verbal). What are customers thinking? You should find out! (12 hours) \$180

2 Fr.Sa. Sep 07 09:00 - 16:00 DTN 4 CRN 30297

INTRODUCTION TO SALES CYCLE (BUSI 1268)

Almost all of us working in tourism, hospitality, travel or business deal with customers every day. But did you know that there are specific qualities and skills that will not only enhance your relationships with customers but also advance your sales career? This course is designed to upgrade your sales skills and increase your marketability by understanding and using the Sales Cycle. You will learn how to find solid leads, and understand your client's buying process and selection criteria. All industries and professions from front desk agents to regional sales managers will benefit from enhancing sales and successfully dealing with customers as learned in this course. (12 hours) \$180

2 Fr.Sa. Sep 14 09:00 - 16:00 DTN 10 CRN 30299

INTRODUCTION TO MARKETING PLAN (BUSI 1269)

Moving on from relationship selling and cold calls as learned in Stage 1, Stage 2 will teach you how to contribute to marketing plans. You will learn how stating your goals and listing the actions you will take to achieve company sales objectives can help enhance your profit. This course will characterize the six key market segments and show you how to sell to their needs. We will discuss topics such as networking, building a customer base and how to evaluate and respond to requests for proposals. (12 hours) \$180

2 Fr.Sa. Sep 28 09:00 - 16:00 DTN 10 CRN 30301

BUILDING YOUR SALES FUTURE (BUSI 1270)

The final course in this series will show the dedicated sales professional how to build for the future. We will see how honing negation skills, identifying deal breakers, knowing legal obligations, and preparing contracts will get you ready for a successful future in sales. We will also discuss proven methods for managing your time and motivating your team. (12 hours) \$180

2 Fr.Sa. Oct 12 09:00 - 16:00 DTN 4 CRN 30332

WEDDING PLANNING

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Nadia Albano, 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 currently scheduled:

WEDDING PLANNING (BUSI 1234)

Explore all aspects of wedding planning from its inception to execution. Discover the different types of food service, learn how to assess venues, how to ensure the best photos and music, set a budget and timeline, 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 potential barriers to a beautiful wedding, and minimize stress through knowledge and good 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 We. Sep 26 18:00 - 21:00 DTN 🕆 CRN 30360



20 INTERIOR DESIGN

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 CERTIFICATE PROGRAM

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Bernie Lyon, 604.443.8671, blyon@vcc.ca

Program Assistant: Kevin Coutts, 604.443.8677

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.

Some courses transfer 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:

B.C. Secondary School completion or equivalent.

B.C. Grade 12 level English or equivalent.

REQUIRED COURSES:

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

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

ELECTIVE COURSES:

The following courses transfer 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 currently scheduled:

TEXTILES (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 Sa. Sep 08 10:00 - 14:00 DTN 4 CRN 30484

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 Mo. Sep 10 18:30 - 21:30 DTN ⁻ CRN 30482

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 Tu. Sep 11 18:30 - 21:30 DTN 4 CRN 30485

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 Tu. Sep 11 18:30 - 21:30 DTN 4 CRN 30480

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).

12 We. Sep 12 18:30 - 21:30 DTN 🖰 CRN 30487

LIVING SPACE AND BEDROOM (INTD 1170)

Focus on space planning in residential living and bedroom space. Apply design principles, create schedules, develop construction plans. Consider barrier free design, aging in space, green design and cultural needs. A second level space planning course. Prerequisites: Basic Drafting Concepts & Design Basics (36 hours) \$380

12 We. Sep 12 18:30 - 21:30 DTN 🖰 CRN 30479

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. Text: Designing Interiors, (Kilmer & Kilmer) available at Downtown campus bookstore. (36 hours) \$380

12 Th. Sep 13 18:30 - 21:30 DTN 🖰 CRN 30483

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

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 Th. Sep 13 19:00 - 21:00 DTN 4 CRN 30488

HISTORY OF FURNITURE (INTD 1102)

Knowledge of furniture styles is a crucial factor for the interior designer in today's marketplace. Whether advising clients on the purchase of antiques or furnishing a client's home with contemporary furniture, designers' credibility rests in the extent of their knowledge. Offered only in the Fall term. Text: Interior Design & Decoration (Abercrombie). (36 hours) \$380

12 Th. Sep 13 18:00 - 21:00 DTN ⁻ CRN 30486

MATERIALS AND FINISHES (INTD 1125)

Introduces a variety of interior materials and finishes including: wood furniture and flooring, carpet, stone and tile, glass, metal and plastics. Includes discussion of environmental issues and their impact on design. Study and research origin, characteristics, installation and maintenance of the materials. 24 hours \$270

6 Sa. Oct 27 10:00 - 14:00 DTN ⁴ CRN 30481

REQUIRED COURSES to be scheduled in upcoming terms:

AUTOCAD FOR INTERIOR DESIGNERS (INTD 1150) (36 hours)

DESIGN CURRENT 1 (INTD 1171)

(24 hours)

GRAPHIC PRESENTATION (INTD 1160)

(36 hours)

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.

COURT INTREPRETING CERTIFICATE PROGRAM

Program Coordinator: Silvana Carr, 604.443.8389, scarr@vcc.ca Program Assistant: 604.443.8661, ce-interpret@vcc.ca

INFORMATION SESSION: AUGUST 15, 2007, 19:00 DOWNTOWN CAMPUS.

Having completed the prerequisites for the Interpreting program, you may choose to continue with part-time studies that incorporate the skills necessary for work in our Court Systems. Your studies will provide sound knowledge of the legal system as well as an awareness of the procedures and terminology used. The Ministry of Attorney General, Court Services accepts our eight-month certificate program in Court Interpreting as proof of accreditation. Offered in October 2007, following completion of entrance requirements.

ENTRANCE REQUIREMENTS:

- Successful completion of An Orientation to Intrepreting
- Successful completion of entrance exam
- Excellent knowledge of English and another language both oral and written
- An aptitude for interpreting.
- An Orientation to Interpreting (INTR 1178)
- Interpreting Entrance Exam (INTR 1106)

ENTRANCE REQUIREMENT COURSES currently scheduled:

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 and Community Services Interpreting. This is an intensive 2 week course, all dates noted below. (30 hours) \$305

Mo.Tu.We.Th. Aug 27-30 18:30 - 21:30 AND Tu.We.Th. Sep 04-06 18:30 - 21:30 AND Sa. Sep 08 09:30 - 16:00 AND Mo. Sep 10 18:30 - 21:30 DTN 4 CRN 20534

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) \$97

1 Sa. Sep 15 09:30 - 16:30 BWY CRN 30470

HEALTH CARE & COMMUNITY SERVICES INTERPRETING **CERTIFICATE PROGRAM**

Program Coordinator: Silvana Carr. 604.443.8389. scarr@vcc.ca Program Assistant: 604.443.8661, ce-interpret@vcc.ca

INFORMATION SESSION: AUGUST 15, 2007, 19:00 **DOWNTOWN CAMPUS**

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 social services; medical terminology; ethics and the role of the interpreter are all covered in detail in our program. The certificate from this program receives professional recognition in the health care system. Offered in October 2007.

ENTRANCE REQUIREMENTS:

- Successful completion of An Orientation to Intrepreting.
- Successful completion of entrance exam.
- Excellent knowledge of English and another language both oral and written.
- An aptitude for interpreting. An Orientation to Interpreting (INTR 1178) Interpreting Entrance Exam (INTR 1106)

ENTRANCE REQUIREMENT COURSES currently scheduled:

AN ORIENTATION TO INTERPRETING (INTR 1178)

See course description on page 21

Mo.Tu.We.Th. Aug 27-30 18:30 - 21:30 AND Tu.We.Th. Sep 04-06 18:30 - 21:30 AND Sa. Sep 08 09:30 - 16:00 AND Mo. Sep 10 18:30 - 21:30 DTN 18:30 - 20534

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) \$97

1 Sa. Sep 15 09:30 - 16:30 BWY CRN 30470

PROFESSIONAL DEVELOPMENT **COURSES FOR TRANSLATORS** AND INTREPRETERS

Program Coordinator: Silvana E. Carr, 604.443.8389

ELECTIVE COURSES:

So You Want to be a Translator (INTR 1185) Launching Freelance I/T Career (INTR 1184) Grief 101 for Interpreters (INTR 1159) Interpreting For Immigration (INTR 1116) Interpreting In WCB System (INTR 1183) Legal Aspects of Interpreting (INTR 1160) Mental Health Interpreting (INTR 1179) Quality in Translation (INTR 1180) Translation- Punjabi & Hindi 1 (INTR 1182)

ELECTIVE COURSES currently scheduled:

SO YOU WANT TO BE A TRANSLATOR (INTR 1185)

Overview of translation as a profession, including education and training (how do I become a translator?), translation as a craft and an art (what is translation?), translation as a career choice (freelance work vs. employment), and next steps for budding translators (building your career). \$75

1 Sa. Nov 03 10:00 - 16:30 DTN 4 CRN 30489

NEW LAUNCHING FREELANCE I/T CAREER (INTR 1184)

In considering a free-lance career you will face many questions and decision making issues, from how to be self employed to finding possible opportunities and how to access them (health and legal services, business sector, various levels of government, immigration, Olympic Games and tourism). Led by an experienced freelance translator and interpreter, this two-night interactive seminar is designed to help orient new and aspiring entrepreneurs, to provide useful tips and information, dos and don'ts, benefits and pitfalls of this field. \$75

2 We. Nov 07 18:30 - 21:30 DTN CRN 30474

ELECTIVE COURSES to be scheduled in upcoming terms:

GRIEF 101 FOR INTERPRETERS (INTR 1159) (3 hours)

INTERPRETING FOR IMMIGRATION (INTR 1116) (15 hours)

INTERPRETING IN WCB SYSTEM (INTR 1183) (3 hours)

LEGAL ASPECTS OF INTERPRETING (INTR 1160) (3 hours)

MENTAL HEALTH INTERPRETING (INTR 1179)

QUALITY IN TRANSLATION (INTR 1180) (6 hours)

TRANSLATION- PUNJABI & HINDI 1 (INTR 1182)



22 LANGUAGES

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 Arabic, Korean, Japanese, Mandarin, Cantonese, Spanish, French and Italian, with some courses tailored specifically for business.

LANGUAGES

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Shirley Luk, 604.443.8696, sluk@vcc.ca Program Assistant: Christina Wong, 604.443.8335, chwong@vcc.ca

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 Arabic, Cantonese, French, Italian, Japanese, Korean, Mandarin, and Spanish.

ELECTIVE COURSES currently scheduled:

NEW ARABIC 1 (LANG 1118)

Learn to speak Arabic through an easy-to-learn phonetic system. While Arabic alphabets, vocabulary, and basic grammar are to be taught, emphasis is on speaking and listening. Useful topics help you to communicate in this language and appreciate the culture of the Arab countries. Fee includes GST and text. (20 hours) \$160

8 We. Sep 26 18:30 - 21:00 DTN 10 CRN 30341

NEW ARABIC 2 (LANG 1119)

Further explore the Arabic language by exposing yourself to an Arabic speaking atmosphere during class time. Develop listening and speaking skills through interactive activities. Build up more vocabulary and understanding the culture by learning topics on communicative, grammatical, and cultural topics. Fee includes GST and text. (20 hours) \$160

8 Mo. Sep 24 18:30 - 21:00 DTN 🖰 CRN 30345

CANTONESE 1 (LANG 1123)

An introductory course that focuses on conversation. Vocabulary, phrases and sentences are taught through in-class activities in eight 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. (20 hours) \$160

8 Th. Sep 27 18:30 - 21:00 DTN 🕆 CRN 30400

CANTONESE 2 (LANG 1124)

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. Fee includes GST and text. (20 hours) \$160

8 Tu. Sep 25 18:30 - 21:00 DTN 4 CRN 30401

FRENCH 1 (LANG 1137)

Come join a beginner's fun and creative introduction to conversational French. Little or no experience please! This course will entice you to express yourself in a new way. Learn the basics of situational and interactive topics through methods that make verbs, vocabulary and plain old grammar stimulating! This course is likely to enhance one's ability for lively communication. Text with CD or tape available at the Downtown campus bookstore. (20 hours) \$160

8 Mo. Sep 24 18:30 - 21:00 DTN ⁻ CRN 30398 8 Th. Sep 27 18:30 - 21:00 DTN ⁻ CRN 30098

FRENCH 2 (LANG 1138)

For those who have completed French 1 or have some experience with basic pronunciation, comprehension, phrases and beginning verb conjugations. Double the fun and stimulation of French 1 as you begin to hone in on your own style of learning and retention of the language. Gain confidence for further use when visiting francophone countries. Your true desire to learn French is likely to emerge during this course. Same text as Level 1. (20 hours) \$160

8 Tu. Sep 25 18:30 - 21:00 DTN 4 CRN 30097

FRENCH 3 (LANG 1135)

For those who have completed French 2 or the equivalent. Continue to improve your conversational skills through activities but bring the textbook to life. A look at more advanced tenses such as the immediate future and the past will give you the ability to express yourself and experience the excitement of this new language and culture. Same text as Level 1 and 2. (20 hours) \$160

8 We. Sep 26 18:30 - 21:00 DTN 4 CRN 30228

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 Th. Sep 27 18:30 - 21:00 DTN 4 CRN 30100

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 Tu. Sep 25 18:30 - 21:00 DTN 4 CRN 30229

NEW KOREAN 1 (LANG 1126)

You will learn the Korean alphabet, build up a vocabulary, and be exposed to an atmosphere of listening and speaking Korean. The use of teaching aids adds more fun to learning basic Korean. Topics are related to daily conversation and Korean culture. Great for travellers to Korea. Fee includes text and GST. (20 hours) \$160

8 We. Sep 26 18:30 - 21:00 DTN 🕆 CRN 30231

NEW KOREAN 2 (LANG 1127)

Join Korean 2 to expand your vocabulary and learn basic grammar points such as verb conjugations and sentence patterns. Applying the basics you have learnt, you can master reading short passages and writing sentences at this level. This course will familiarize you with the Korean language and culture through class activities. Fee includes text and GST. (20 hours) \$160

8 Th. Sep 27 18:30 - 21:00 DTN 🕆 CRN 30232

MANDARIN 1 (LANG 1130)

The learning of "Hanyu Pinyin" phonetic system facilitates 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 and Downtown campus bookstores, tapes optional. Fee includes GST (20 hours) \$160

8 Mo. Sep 24 18:30 - 21:00 DTN 18 CRN 30397 8 Th. Sep 27 18:30 - 21:00 DTN 18 CRN 30393

MANDARIN 2 (LANG 1131)

For those with knowledge of "Hanyu" phonetics 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 (20 hours) \$160

8 Tu. Sep 25 18:30 - 21:00 DTN 4 CRN 30394

MANDARIN 3 (LANG 1132)

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 (20 hours) \$160

8 We. Sep 26 18:30 - 21:00 DTN 10 CRN 30395

NEW MANDARIN 4 (LANG 1133)

Targetted for those who have completed the first 3 levels or have the equivalency. Broaden the knowledge of Mandarin with the learning of more advanced topics on conversation and the practicing of speaking and listening skills. More emphasis on reading and writing with expanded vocabulary and sentence structure. Same text as Level 1,2, and 3. Fee includes GST. (20 hours) \$160 8 Mo. Sep 24 18:30 - 21:00 DTN © CRN 30396

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 Sa. Sep 15 09:30 - 12:00 DTN 🕆 CRN 30094 8 Mo. Sep 24 18:30 - 21:00 DTN 🕆 CRN 30111 8 Tu. Sep 25 18:30 - 21:00 DTN 🕆 CRN 30095

SPANISH 2 (LANG 1102)

If you have completed Level 1 or the 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 Sa. Sep 15 13:00 - 15:30 DTN **CRN** 30099 8 We. Sep 26 18:30 - 21:00 DTN **CRN** 30096

SPANISH 3 (LANG 1136)

Increase your knowledge of Spanish while enhancing your conversational skills. We will cover grammar points such as present perfect, imperfecto, conditional and future tenses. 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 We. Sep 26 18:30 - 21:00 DTN ⁻ CRN 30105

LEADERSHIP COACHING AND MANAGEMENT SKILLS 23

LEADERSHIP COACHING AND MANAGEMENT SHILLS

Every sector of B.C.'s economy relies on leaders and managers to maximize the potential of their human resources and assets. The continuous pace of change and rapid rate of retirement adds a further challenge for companies and organizations to solve problems, build strong teams, manage conflict and link organizational goals with appropriate resources. Be prepared for future opportunities by enrolling in one of VCC's respected leadership coaching and management skills programs today.

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 not-for-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 courses focus on timely and topical foundation themes. Electives highlight issues related to supervision, leadership, coaching and interpersonal communication. The program comprises 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.

All courses from the Leadership Certificate, the Leadership Coaching Certificate and the Management Skills for Supervisors Certificate Programs can be combined to complete a certificate.

Credit transferability - graduates of the Leadership certificate program may ladder into BCIT's certificate programs in Management Systems or HR Management.

REQUIRED COURSES:

Human Resource Management (LEAD 1151) Intro to Business (LEAD 1150) Finance (LEAD 1152) Business Ethics (LEAD 1154) Sales and Marketing Management (LEAD 1153)

ELECTIVE COURSES:

Choose two electives from the Management Skills for Supervisors Certificate Program:

Interpers Communication Skills (MSKL 1101) Team Skills (MSKL 1102)

Essential Management Skills (MSKL 1103)

Select two Leadership Coaching courses: Coaching For High Performance (LEAD 1115) Essential Lead Coach Skills (LEAD 1116) Skill Coaching (LEAD 1117) Coaching Next Level (LEAD 1118) Coach's Toolkit (LEAD 1120) Team Coaching (LEAD 1121)

and four courses from the Leadership Certificate Program:

Step Up To Leadership (LEAD 1111)

Problem Solving Action Plan (LEAD 1104)

Science and Art of Leadership (LEAD 1119)

Business Etiquette For Leaders (LEAD 1163)

Speak Up (LEAD 1109)

Building A Productive Team (LEAD 1113)

Find Time For Results (LEAD 1114)

Using Leadership Language (LEAD 1112)

Facilitation Sks Team Leader (LEAD 1108)

Perform Mgmt: Goals & Review (LEAD 1106)

Managing Change (LEAD 1102)

Creative Thinking At Work (LEAD 1110)

From Conflict To Collaboration (LEAD 1105)

Bus Communication for Leaders (LEAD 1138)

Critical Thinking (LEAD 1101)

Progressive Discipline (LEAD 1155) Diversity in the Workplace (LEAD 1164)

REQUIRED COURSES currently scheduled:

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) \$315

8 Th. Sep 27 18:30 - 21:30 DTN 4 CRN 30017

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. Text required. (24 hours) \$315

8 Th. Jan 24 18:30 - 21:30 DTN 4 CRN 10001

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. Text required. (24 hours) \$315

8 Th. Apr 24 18:30 - 21:30 DTN 4 CRN 20001

BUSINESS ETHICS (LEAD 1154)

Examine the role of ethics in business and 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 that have roles in business situations. Text required. (24 hours) \$315

8 Th. Sep 25 18:30 - 21:30 DTN 4 CRN 30001

REQUIRED COURSES to be scheduled in upcoming terms:

SALES AND MARKETING MANAGEMENT (LEAD 1153)

Focuses on topics most important to organizations: relationship selling, services and not-for-profit selling global marketing, technology, small business and increasing competition. Critical and contemporary marketing topics include integration of e commerce and estimating marketing demand. (24 hours)

ELECTIVE COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 24. (6 hours) \$155

1 Sa. Sep 22 09:00 - 16:30 DTN 4 CRN 30011

INTERPERS COMMUNICATION SKILLS (MSKL 1101)

See course description on page 26. (24 hours) \$315

8 Tu. Sep 25 18:30 - 21:30 DTN 1 CRN 30001

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 24. (6 hours) \$165

1 Fr. Sep 28 09:00 - 16:30 DTN ⁻ CRN 30012

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on page 25. (6 hours) \$165

1 Fr. Oct 12 09:00 - 16:30 DTN 4 CRN 30004

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 24. (6 hours) \$155

1 Sa. Oct 13 09:00 - 16:30 DTN 4 CRN 30013

SCIENCE AND ART OF LEADERSHIP (LEAD 1119)

See course description on page 24. (6 hours) \$155

1 Sa. Oct 27 09:00 - 16:30 DTN 🕆 CRN 30003

NEW BUSINESS ETIQUETTE FOR LEADERS (LEAD 1163)

See course description on page 25. (6 hours) \$155

1 Sa. Nov 03 09:00 - 16:30 DTN 4 CRN 30019

SPEAK UP (LEAD 1109)

See course description on page 25. (6 hours) \$155

1 Sa. Nov 17 09:00 - 16:30 DTN 4 CRN 30014

COACHING NEXT LEVEL (LEAD 1118)

See course description on page 25. (6 hours) \$165

1 Fr. Nov 23 09:00 - 16:30 DTN 1 CRN 30005

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 24. (6 hours) \$155

1 Sa. Dec 01 09:00 - 16:30 DTN 4 CRN 30015

FIND TIME FOR RESULTS (LEAD 1114)

See course description on page 25. (6 hours) \$155

1 Sa. Dec 15 09:00 - 16:30 DTN 16 CRN 30016

TEAM SKILLS (MSKL 1102)

See course description on page 26. (24 hours) \$315

8 We. Jan 23 18:30 - 21:30 DTN ⁻⁰ CRN 10004

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on page 24. (6 hours) \$155

1 Sa. Jan 26 09:00 - 16:30 DTN 4 CRN 10031

FACILITATION SKS TEAM LEADER (LEAD 1108)

See course description on page 24. (6 hours) \$155

1 Sa. Feb 09 09:00 - 16:30 DTN 10032

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

See course description on page 25. (6 hours) \$165

1 Fr. Feb 15 09:00 - 16:30 DTN 4 CRN 10033

COACH'S TOOLKIT (LEAD 1120)

See course description on page 26. (6 hours) \$155 1 Sa. Feb 23 09:00 - 16:30 DTN 10002



24 LEADERSHIP COACHING AND MANAGEMENT SKILLS

MANAGING CHANGE (LEAD 1102)

See course description on page 24. (6 hours) \$165 1 Fr. Feb 29 09:00 - 16:30 DTN ⁻⁰ CRN 10035

CREATIVE THINKING AT WORK (LEAD 1110)

See course description on page 25. (6 hours) \$155 1 Sa. Mar 08 09:00 - 16:30 DTN 10005

FROM CONFLICT TO COLLABORATION (LEAD 1105)

See course description on page 25. (6 hours) \$155

1 Sa. Mar 15 09:00 - 16:30 DTN 4 CRN 10034

TEAM COACHING (LEAD 1121)

See course description on page 26. (6 hours) \$165 1 Fr. Mar 28 09:00 - 16:30 DTN 10003

BUS COMMUNICATION FOR LEADERS (LEAD 1138)

See course description on page 25. (6 hours) \$155 1 Sa. Mar 29 09:00 - 16:30 DTN & CRN 10006

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

See course description on page 26. (24 hours) \$315

8 We. Apr 23 18:30 - 21:30 DTN 18 CRN 20027

SKILL COACHING (LEAD 1117)

See course description on page 26. (6 hours) \$165 1 Fr. May 30 09:00 - 16:30 DTN 16 CRN 20019

CRITICAL THINKING (LEAD 1101)

See course description on page 25. (6 hours) \$155 1 Sa. Jun 07 09:00 - 16:30 DTN ⁻¹ CRN 20028

PROGRESSIVE DISCIPLINE (LEAD 1155)

See course description on page 25. (6 hours) \$165

1 Fr. Jun 13 09:00 - 16:30 DTN 4 CRN 20018

DIVERSITY IN THE WORKPLACE (LEAD 1164)

See course description on page 25. (6 hours) \$155 1 Sa. Jun 21 09:00 - 16:30 DTN ⁻⁰ CRN 20029

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. This certificate program is a great partnership opportunity for employer and employee. The employer shows commitment through financial support and the employee shows commitment by attending the majority of these courses on his/her own time.

The Program consists of 12 courses (total of 72 hours); six core courses and six 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.

Credit transferability - graduates of the Leadership Certificate Program may ladder into BCIT's certificate programs in Management Systems or Human Resource Management. All courses from the Leadership Certificate, the Leadership Coaching Certificate and the Management Skills for Supervisors Certificate Programs can be combined to complete a certificate.

On-Site business training available, please contact Anne Tollstam at 604.443.8668.

REQUIRED COURSES:

Six core courses:

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

ELECTIVE COURSES:

Choose 6 elective courses (electives may vary each term):
Coaching For High Performance (LEAD 1115)
Science and Art of Leadership (LEAD 1119)
Business Etiquette For Leaders (LEAD 1163)
Speak Up (LEAD 1109)
Find Time For Results (LEAD 1114)
Perform Mgmt: Goals & Review (LEAD 1106)
Creative Thinking At Work (LEAD 1110)
From Conflict To Collaboration (LEAD 1105)
Bus Communication for Leaders (LEAD 1138)
Critical Thinking (LEAD 1101)
Progressive Discipline (LEAD 1155)
Diversity in the Workplace (LEAD 1164)

REQUIRED COURSES currently scheduled:

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) \$165

1 Fr. Sep 28 09:00 - 16:30 DTN 🖰 CRN 30012

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 Sa. Oct 13 09:00 - 16:30 DTN 4 CRN 30013

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

Building your team 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) \$155

1 Sa. Dec 01 09:00 - 16:30 DTN 16 CRN 30015

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) \$155

1 Sa. Jan 26 09:00 - 16:30 DTN 4 CRN 10031

FACILITATION SKS 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) \$155

1 Sa. Feb 09 09:00 - 16:30 DTN 🕆 CRN 10032

MANAGING CHANGE (LEAD 1102)

Change is constant. 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) \$165

1 Fr. Feb 29 09:00 - 16:30 DTN - CRN 10035

ELECTIVE COURSES currently scheduled:

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 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) \$155

1 Sa. Sep 22 09:00 - 16:30 DTN 4 CRN 30011

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 current thinking on the art of leadership and how personal values, beliefs and ideas create you as a leader. (6 hours) \$155

1 Sa. Oct 27 09:00 - 16:30 DTN 4 CRN 30003

LEADERSHIP COACHING AND MANAGEMENT SKILLS 25

NEW BUSINESS ETIQUETTE FOR LEADERS (LEAD 1163)

Professionals in modern business understand that success requires insight as well as the right attitude. In order to climb the corporate ladder you must acquire knowledge and skills that add polish to professionalism. Knowing what is expected and accepted behaviour for every business situation is vital. This course will address civility in the workplace: topics that include elements of a first impression, essential behaviours for greetings, guidelines for introductions, proper use of business cards, business attire, business dining etiquette, faceto-face and electronic communications as well as the essential etiquette guidelines for business networking. Master the behaviours that will set you apart from the competition and help you attain your professional best. (6 hours) \$155

1 Sa. Nov 03 09:00 - 16:30 DTN 16 CRN 30019

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 practise 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) \$155

1 Sa. Nov 17 09:00 - 16:30 DTN 4 CRN 30014

FIND TIME FOR RESULTS (LEAD 1114)

Never enough time in a day? Learn how to get daily results through practical techniques. Manage your day, your projects and yourself. 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 Sa. Dec 15 09:00 - 16:30 DTN 🕆 CRN 30016

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 practise 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) \$165

1 Fr. Feb 15 09:00 - 16:30 DTN 4 CRN 10033

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 Sa. Mar 08 09:00 - 16:30 DTN 10005

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) \$155

1 Sa. Mar 15 09:00 - 16:30 DTN 10034

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. Learn how to use powerful written and oral communication skills to succeed at work. (6 hours) \$155

1 Sa. Mar 29 09:00 - 16:30 DTN - CRN 10006

CRITICAL THINKING (LEAD 1101)

Critical thinking was identified by the Conference Board of Canada as one of the most-desired skills in leaders today. Using case studies and current events, this course will help you apply critical thinking in what you do at work and show you what immediate benefits to expect. (6 hours) \$155

1 Sa. Jun 07 09:00 - 16:30 DTN 16 CRN 20028

PROGRESSIVE DISCIPLINE (LEAD 1155)

This course reviews fair procedure and legal requirements for a managerial response toward improving poor performance (culpable and nonculpable) 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. (6 hours) \$165

1 Fr. Jun 13 09:00 - 16:30 DTN 4 CRN 20018

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) \$155

1 Sa. Jun 21 09:00 - 16:30 DTN 16 CRN 20029

LEADERSHIP COACHING ASSOCIATE CERTIFICATE

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

The program is offered as a subset of the Leadership program and consists of six one-day courses totalling 36 hours. The Associate Certificate in Leadership Coaching requires the following six courses: LEAD 1115, LEAD 1116, LEAD 1117, LEAD 1118, LEAD 1120 and LEAD 1121. Expand to a full Leadership Coaching certificate upon completion of the six required courses in the Leadership program (See both the Leadership Coaching and Leadership Certificate programs for course descriptions).

All courses from the leadership certificate, the leadership coaching certificate and the management skills for supervisors certificate programs can be combined to complete a certificate.

REQUIRED COURSES:

Coaching For High Performance (LEAD 1115) Essential Lead Coach Skills (LEAD 1116) Coaching Next Level (LEAD 1118) Coach's Toolkit (LEAD 1120) Team Coaching (LEAD 1121) Skill Coaching (LEAD 1117)

REQUIRED COURSES currently scheduled:

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 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) \$155

1 Sa. Sep 22 09:00 - 16:30 DTN ⁻ CRN 30011

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. (6 hours) \$165

1 Fr. Oct 12 09:00 - 16:30 DTN 10 CRN 30004

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) \$165

1 Fr. Nov 23 09:00 - 16:30 DTN 4 CRN 30005



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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 practised 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) \$155

1 Sa. Feb 23 09:00 - 16:30 DTN 4 CRN 10002

TEAM COACHING (LEAD 1121)

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 practised 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 Fr. Mar 28 09:00 - 16:30 DTN 4 CRN 10003

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 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) \$165

1 Fr. May 30 09:00 - 16:30 DTN ⁴ CRN 20019

LEADERSHIP COACHING CERTIFICATE PROGRAM

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 people's creativity and ingenuity. Coaching is a process for challenging and supporting people to continually explore new ideas and expand their capacity to produce results.

All courses from the leadership certificate, the leadership coaching certificate and the management skills for supervisors certificate programs can be combined to complete a certificate.

The program consists of 12 one-day courses totalling 72 hours. Participants must complete the following courses from the Leadership Coaching Certificate Program: LEAD 1115, LEAD 1116, LEAD 1117, LEAD 1118, LEAD 1120, LEAD 1121 and the following courses from the Leadership Certificate Program: LEAD 1102, LEAD 1104, LEAD 1108, LEAD 1111, LEAD 1112 and LEAD 1113.

REQUIRED COURSES:

Coaching For High Performance (LEAD 1115)
Step Up To Leadership (LEAD 1111)
Essential Lead Coach Skills (LEAD 1116)
Problem Solving Action Plan (LEAD 1104)
Coaching Next Level (LEAD 1118)
Building A Productive Team (LEAD 1113)
Using Leadership Language (LEAD 1112)
Facilitation Sks Team Leader (LEAD 1108)
Coach's Toolkit (LEAD 1120)
Managing Change (LEAD 1102)
Team Coaching (LEAD 1121)
Skill Coaching (LEAD 1117)

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 24. (6 hours) \$155

1 Sa. Sep 22 09:00 - 16:30 DTN 4 CRN 30011

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 24. (6 hours) \$165

1 Fr. Sep 28 09:00 - 16:30 DTN 4 CRN 30012

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on page 25. (6 hours) \$165

1 Fr. Oct 12 09:00 - 16:30 DTN 4 CRN 30004

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 24. (6 hours) \$155

1 Sa. Oct 13 09:00 - 16:30 DTN 4 CRN 30013

COACHING NEXT LEVEL (LEAD 1118)

See course description on page 25. (6 hours) \$165

1 Fr. Nov 23 09:00 - 16:30 DTN 4 CRN 30005

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 24. (6 hours) \$155

1 Sa. Dec 01 09:00 - 16:30 DTN 4 CRN 30015

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on page 24. (6 hours) \$155

1 Sa. Jan 26 09:00 - 16:30 DTN 🕆 CRN 10031

FACILITATION SKS TEAM LEADER (LEAD 1108)

See course description on page 24. (6 hours) \$155

1 Sa. Feb 09 09:00 - 16:30 DTN 🖰 CRN 10032

COACH'S TOOLKIT (LEAD 1120)

See course description on page 26. (6 hours) \$155

1 Sa. Feb 23 09:00 - 16:30 DTN $^{\circ}$ CRN 10002

MANAGING CHANGE (LEAD 1102)

See course description on page 24. (6 hours) \$165

1 Fr. Feb 29 09:00 - 16:30 DTN 10035

TEAM COACHING (LEAD 1121)

See course description on page 26. (6 hours) \$165

1 Fr. Mar 28 09:00 - 16:30 DTN 🕆 CRN 10003

SKILL COACHING (LEAD 1117)

See course description on page 26. (6 hours) \$165

1 Fr. May 30 09:00 - 16:30 DTN 4 CRN 20019

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 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 experienced shared by the participants. On-Site business training available, please contact Anne Tollstam at 604.443.8668.

All courses from the leadership certificate, the leadership coaching certificate and the management skills for supervisors certificate programs can be combined to complete a certificate.

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.

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

INTERPERS COMMUNICATION SKILLS (MSKL 1101)

In this session, you will 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) \$315

8 Tu. Sep 25 18:30 - 21:30 DTN 4 CRN 30001

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 We. Jan 23 18:30 - 21:30 DTN [♠] CRN 10004

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

Learn 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) \$315

8 We. Apr 23 18:30 - 21:30 DTN 🕆 CRN 20027

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, chwong@vcc.ca

In the Grade level courses, children will learn traditional characters, vocabulary, sentence structure, and short passages at the specified Grade level. The "Simplified" Grade level courses cover simplified characters, vocabulary, sentence structure, and short passages at the specified Grade level.

Fall semester for VCC's Mandarin School begins September 8, 2007 for students from 4 to 20 years old. Since both the traditional and simplified version written characters are taught in separate classes, please specify your option at registration. Fee includes textbooks, exercise books, duotangs and hand-outs.

REQUIRED COURSES:

Mandarin Preschool (MAND 1119)

Grade 1 Mandarin (MAND 1101)

Grade 2 Mandarin (MAND 1102)

Grade 3 Mandarin (MAND 1103)

Grade 4 Mandarin (MAND 1104) Grade 5 Mandarin (MAND 1105)

Grade 6 Mandarin (MAND 1106)

Grade 7 Mandarin (MAND 1107)

Grade 8 Mandarin (MAND 1108) Grade 9 Mandarin (MAND 1109)

Grade 10 Mandarin (MAND 1110)

Grade 11 Mandarin (MAND 1111)

Grade 12 Mandarin (MAND 1112)

Chinese Culture and History (MAND 1129)

Coversational Mandarin 1 (MAND 1171) Conversational Mandarin 2 (MAND 1172)

Conversational Mandarin 3 (MAND 1173)

Mandarin Grade 1 (Simplified) (MAND 1201)

Mandarin Grade 2 (Simplified) (MAND 1202)

Mandarin Grade 3 (Simplified) (MAND 1203)

Mandarin Grade 4 (Simplified) (MAND 1204)

Mandarin Grade 5 (Simplified) (MAND 1205)

Mandarin Grade 6 (Simplified) (MAND 1206)

Mandarin Grade 7 (Simplified) (MAND 1207)

Mandarin Grade 8 (Simplified) (MAND 1208)

Mandarin Grade 9 (Simplified) (MAND 1209)

REQUIRED COURSES currently scheduled:

MANDARIN PRESCHOOL (MAND 1119)

There are two levels in the preschool classes. Basic phonetics, simple Chinese characters and keystrokes are taught through activities. Fee includes textbook, class materials and exercises kept in a duo tang. (40 hours) \$130

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30040

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30041

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30042

16 Sa. Sep 08 12:30 - 15:00 BWY CRN 30050

GRADE 1 MANDARIN (MAND 1101)

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30045 16 Sa. Sep 08 12:30 - 15:00 BWY CRN 30120

GRADE 2 MANDARIN (MAND 1102)

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30046 16 Sa. Sep 08 12:30 - 15:00 BWY CRN 30121

GRADE 3 MANDARIN (MAND 1103)

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30048 16 Sa. Sep 08 12:30 - 15:00 BWY CRN 30049

GRADE 4 MANDARIN (MAND 1104)

\$130

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30052 16 Sa. Sep 08 12:30 - 15:00 BWY CRN 30074

GRADE 5 MANDARIN (MAND 1105)

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30053 16 Sa. Sep 08 12:30 - 15:00 BWY CRN 30054 16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30221

GRADE 6 MANDARIN (MAND 1106)

\$130

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30055 16 Sa. Sep 08 12:30 - 15:00 BWY CRN 30122

GRADE 7 MANDARIN (MAND 1107)

\$130

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30057

GRADE 8 MANDARIN (MAND 1108)

\$130

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30058

GRADE 9 MANDARIN (MAND 1109)

\$130

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30060

GRADE 10 MANDARIN (MAND 1110)

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30061

GRADE 11 MANDARIN (MAND 1111)

\$140

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30062

GRADE 12 MANDARIN (MAND 1112)

\$140

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30063

CHINESE CULTURE AND HISTORY (MAND 1129)

Learn Chinese history and culture through interesting presentations. Topics include fine arts, literature, ancient architecture, significant inventions, festivals, virtue and traditional values, performing arts, as well as other cultural legacies. Suitable for students who have Grade 9 or above attainment. Text included. (40 hours) \$160

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30143

COVERSATIONAL MANDARIN 1 (MAND 1171)

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 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 Sa. Sep 08 09:30 - 12:00 BWY CRN 30140

16 Sa. Sep 08 12:30 - 15:00 BWY CRN 30223

CONVERSATIONAL MANDARIN 2 (MAND 1172)

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 Sa. Sep 08 09:30 - 12:00 BWY CRN 30141 16 Sa. Sep 08 12:30 - 15:00 BWY CRN 30224

CONVERSATIONAL MANDARIN 3 (MAND 1173)

For Mandarin School students who have mastered basic conversational skills and wish to improve their fluency in Mandarin. Build up more sophisticated vocabularies through the learning of various situational topics. More intensive practice on listening and speaking Mandarin in class. There are take home assignments on sentence and passage writings. \$130

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30142 Sa. Sep 08 12:30 - 15:00 BWY CRN 30225

MANDARIN GRADE 1 (SIMPLIFIED) (MAND 1201)

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30086

MANDARIN GRADE 2 (SIMPLIFIED) (MAND 1202)

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30087

MANDARIN GRADE 3 (SIMPLIFIED) (MAND 1203)

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30088

MANDARIN GRADE 4 (SIMPLIFIED) (MAND 1204) \$130

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30090

MANDARIN GRADE 5 (SIMPLIFIED) (MAND 1205) \$130

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30089

MANDARIN GRADE 6 (SIMPLIFIED) (MAND 1206)

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30091

MANDARIN GRADE 7 (SIMPLIFIED) (MAND 1207)

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30118



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MANDARIN GRADE 8 (SIMPLIFIED) (MAND 1208)

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30103

MANDARIN GRADE 9 (SIMPLIFIED) (MAND 1209)

16 Sa. Sep 08 09:30 - 12:00 BWY CRN 30119

ENGLISH WRITING AND COMPREHENSION

Program Coordinator: Shirley Luk, 604.443.8696, sluk@vcc.ca Program Assistant: Christina Wong, 604.443.8335, chwong@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. Each course has 16 sessions. Classes are held on Saturday afternoons at the Broadway Campus. Classes are taught in English.

REQUIRED COURSES:

Eng Writing & Comprehension 1 (MAND 1161)

Eng Writing & Comprehension 2 (MAND 1162)

Eng Writing & Comprehension 3 (MAND 1163)

Eng Writing & Comprehension 4 (MAND 1164)

Eng Writing & Comprehension 5 (MAND 1165)

Eng Writing & Comprehension 6 (MAND 1166)

Eng Writing & Comprehension 7 (MAND 1167)

Eng Writing & Comprehension 8 (MAND 1168)

REQUIRED COURSES currently scheduled:

ENG WRITING & COMPREHENSION 1 (MAND 1161)

16 Sa. Sep 08 13:45 - 14:45 BWY CRN 30073

ENG WRITING & COMPREHENSION 2 (MAND 1162)

16 Sa. Sep 08 13:45 - 14:45 BWY **CRN** 30077

ENG WRITING & COMPREHENSION 3 (MAND 1163) \$130

16 Sa. Sep 08 13:45 - 14:45 BWY CRN 30078

ENG WRITING & COMPREHENSION 4 (MAND 1164) \$130

16 Sa. Sep 08 13:45 - 14:45 BWY CRN 30079

ENG WRITING & COMPREHENSION 5 (MAND 1165)

16 Sa. Sep 08 13:45 - 14:45 BWY CRN 30080

ENG WRITING & COMPREHENSION 6 (MAND 1166)

16 Sa. Sep 08 13:45 - 14:45 BWY CRN 30081

ENG WRITING & COMPREHENSION 7 (MAND 1167) \$130

16 Sa. Sep 08 13:45 - 14:45 BWY CRN 30082

ENG WRITING & COMPREHENSION 8 (MAND 1168)

16 Sa. Sep 08 13:45 - 14:45 BWY CRN 30104

FINE ARTS

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

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

CARTOON DRAWING (MAND 1117)

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

16 Sa. Sep 08 12:30 - 13:30 BWY CRN 30043 16 Sa. Sep 08 13:45 - 14:45 BWY CRN 30222

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 Sa. Sep 08 12:30 - 13:30 BWY CRN 30044 16 Sa. Sep 08 13:45 - 14:45 BWY CRN 30092

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 Sa. Sep 08 12:30 - 13:30 BWY CRN 30076

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. 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.

REQUIRED COURSES:

Mathematics Grade 1 (MAND 1141) Mathematics Grade 2 (MAND 1142)

Mathematics Grade 3 (MAND 1143)

Mathematics Grade 4 (MAND 1144) Mathematics Grade 5 (MAND 1145)

Mathematics Grade 6 (MAND 1146)

Mathematics Grade 7 (MAND 1147)

Mathematics Grade 8 (MAND 1148)

Mathematics Grade 9 (MAND 1149)

Mathematics Grade 10 (MAND 1150)

Mathematics Grade 11 (MAND 1151)

REQUIRED COURSES currently scheduled:

MATHEMATICS GRADE 1 (MAND 1141)

16 Sa. Sep 08 12:30 - 13:30 BWY CRN 30064

MATHEMATICS GRADE 2 (MAND 1142) \$130

16 Sa. Sep 08 12:30 - 13:30 BWY CRN 30065

MATHEMATICS GRADE 3 (MAND 1143)

16 Sa. Sep 08 12:30 - 13:30 BWY CRN 30066

MATHEMATICS GRADE 4 (MAND 1144)

\$130

16 Sa. Sep 08 12:30 - 13:30 BWY CRN 30067

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 or 604.871.7488.

MATHEMATICS GRADE 5 (MAND 1145)

16 Sa. Sep 08 12:30 - 13:30 BWY CRN 30068

MATHEMATICS GRADE 6 (MAND 1146)

16 Sa. Sep 08 12:30 - 13:30 BWY CRN 30106

MATHEMATICS GRADE 7 (MAND 1147)

16 Sa. Sep 08 12:30 - 13:30 BWY CRN 30070 16 Sa. Sep 08 12:30 - 13:30 BWY CRN 30117

MATHEMATICS GRADE 8 (MAND 1148)

16 Sa. Sep 08 12:30 - 13:30 BWY CRN 30072

MATHEMATICS GRADE 9 (MAND 1149) \$130

16 Sa. Sep 08 12:30 - 13:30 BWY CRN 30071

MATHEMATICS GRADE 10 (MAND 1150)

16 Sa. Sep 08 13:30 - 15:00 BWY CRN 30039

MATHEMATICS GRADE 11 (MAND 1151)

16 Sa. Sep 08 13:30 - 15:00 BWY CRN 30083

OFFICE ADMINISTRATION 29

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.

OFFICE ADMINISTRATION CERTIFICATE PROGRAM

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

INFORMATION NIGHT: WEDNESDAY, SEPTEMBER 12, 2007, 17:30 - 18:30 - ROOM 237

The Program consists of 186 hours of classroom study. Students seeking a certificate in Office Administration may select any of the four specialization options: Administration and Supervision, Legal Office Skills, Medical Office Skills & Records Management Skills. Certificate and non-certificate students may register in any course subject to prerequisites as identified in the course descriptions.

CORE OFFICE ADMINISTRATION COURSES

These courses are required under any of the certificate options. Courses rotate from term to term and may be taken in any order:

Office Procedures (OACP 1126) - 18 hours, Business English Skills Package - (OACP 1103, OACP 1104, OACP 1106, OACP 1107) 24 hours, Supervisory/Management Decision Making (OACP 1127) - 24 hours, One accounting, bookkeeping or payroll course (OACP 1129) or (OACP 1130) or (OACP 1105) - 18 or 24 hours,

Keyboarding - Beginners (OACP 1102) - 18 hours.

Note:

Medical Speciality: Office Procedures and Accounting, Bookkeeping or Payroll not required. Legal Specialty: Office Procedures not required. Challenge exam available for Office Procedures (OACP 1126). Exemptions permitted for Keyboarding (OACP 1102) or (OACP 1101)

SPECIALIZATION COURSES -

Option 1 Administration and Supervision

Records Management I (OACP 1128) - 30 hours, Effective Oral Communication (OACP 1145) - 18 hours and 36 elective hours from the Office Administration Program or Management Skills and any course from the Leadership Certificate Program.

Option 2 - Legal Office Skills

Introductory Legal Office Program Package - 39 hours, Legal Terminology (OACP 1138) - 9 hours, Legal Office Procedures (OACP 1139) - 12 hours, Legal Ethics and Confidentiality (OACP 1140) - 9 hours. Any elective course/s from the Office Adminstration Program - 33 hours.

Option 3- Medical Office Skills

Medical Terminology I (OACP 1108) - 30 hours, Medical Terminology II (OACP 1109) - 30 hours, Medical Office Procedures (OACP 1111) - 24 hours, Medical Office Billing II (OACP 1137) - 12 hours, Medical Documentation/ Transcription (OACP 1156) - 18 hours, Clinical Procedures (OACP 1155) - 6 hours.

Option 4 - Records Management Skills

This is a unique skill area that is highly valued in many organizations: Records Management I (OACP 1128) - 30 hours, Records Management Advanced (OACP 1146) - 30 hours, Records Management Specialized (OACP 1147) - 24

Electives

Students in the Administration and Supervision and/or the Legal Office Skills options, may select any course from the Office Administration Program or Computer Courses or other specialized options to fulfill elective requirements. These courses may change from term to term.

Computer Skills

To graduate from this program, students must have basic computer knowledge relevant to their area of specialization. See Computer Applications (CMPT 1301) in the Computers

Scheduling

Program courses scheduled in one or all of three terms.

ACCOUNTING/BOOKKEEPING/PAYROLL

ELECTIVE COURSES:

Introduction To Payroll (OACP 1105) Accounting For NonAccountant (OACP 1129) Introduction To Bookkeeping (OACP 1130)

ELECTIVE COURSES currently scheduled:

INTRODUCTION TO PAYROLL (OACP 1105)

For small business owners and payroll personnel who wish to learn how to prepare hourly, salaried and commission payroll. Learn payroll law, record maintenance, pay cheque and statement preparation, T4 preparation, and how current source deduction rules affect payroll preparation. WCB, Revenue Canada Taxation, Records of Employment and Stats Canada reporting are covered, as well as Employment Standards. (24 hours) \$168

8 We. Sep 26 18:30 - 21:30 DTN 10 CRN 30242

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 downtown campus bookstore for textbook purchase prior to class. (18 hours) \$157

6 Th. Nov 01 18:30 - 21:30 DTN 4 CRN 30022

INTRODUCTION TO BOOKKEEPING (OACP 1130)

This introductory course will deal with the procedures that make up the accounting cycle for a service business. You will be introduced to transactions, journals, general ledgers, trial balances, as well as preparing simple financial statements. The text/kit: Accounting Fundamentals, Sixth Edition, Hoffman Pacsy Flashner, should be purchased from Downtown Bookstore before the first class. (24 hours) \$173

8 We. Jan 23 18:30 - 21:30 DTN 4 CRN 10028

ADMINISTRATION AND SUPERVISION

REQUIRED COURSES:

Supervis/Mgmt DecisionMaking (OACP 1127) Office Procedures (OACP 1126)

ELECTIVE COURSES:

Other Administration, Supervision and Elective Courses. The following courses may be used as electives in the Office Administration Certificate Program. Students may select elective hours from the Management Skills for Supervisors or from Leadership Certificate Courses. Effectve Notes & Minutes (OACP 1122) Make Time For Success (OACP 1185)

REQUIRED COURSES currently scheduled:

SUPERVIS/MGMT DECISIONMAKING (OACP 1127)

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered include communication, decision making and leadership skills, all vital skills for an effective supervisor/ manager. (24 hours) \$193

8 Mo. Jan 21 18:00 - 21:00 DTN 4 CRN 10029

OFFICE PROCEDURES (OACP 1126)

Analyze the tasks and responsibilities of the administrative assistant. Understand how to handle business information and how technology can enhance productivity. Discussions and assignments focus on interpersonal skills and written communication, scheduling and organizing work activities, processing information, and organizing and managing manual and electronic records. Text: Administrative procedures for the Canadian Office. Purchase at the Downtown Campus Bookstore prior to class. (18 hours) \$155

6 Th. Jan 24 18:30 - 21:30 DTN [♠] CRN 10030

ELECTIVE COURSES currently scheduled:

EFFECTVE NOTES & MINUTES (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 Sa. Oct 20 09:00 - 16:00 DTN 1 CRN 30006

ELECTIVE COURSES to be scheduled in upcoming terms:

MAKE TIME FOR SUCCESS (OACP 1185) (6 hours)

BUSINESS ENGLISH

The following 4 courses may be taken individually at the regular price of \$85 each or for the package price of \$310 - a savings of \$30. Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (1106), Writing Dynamic Business Letters (OACP 1103), and Memo, Email and Report Writing (OACP 1107). These are not ESL courses.

Students requiring a Certificate in Office Administration must complete the Business English Test which will be administered at the end of the Business English Skills Package. No charge.

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



30 OFFICE ADMINISTRATION

REQUIRED COURSES:

It is recommended that you take the 4 Business English Courses in the following order: Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (OACP 1106), Writing Dynamic Business Letters (OACP 1103) and Effective Memo, Email and Report Writing (OACP 1107). Students in the Office Administration Program must complete the Business English Test which will be administered at the end of the Business English Skills Package.

Grammar Review Bus Writing (OACP 1104) Building Powerful Vocabulary (OACP 1106) Writing Business Letters (OACP 1103) Memos, Emails and Reports (OACP 1107) Business English Skills Test (OACP 1123)

ELECTIVE COURSES:

Business English - Non Package Written & Verbal Comm for Bus (OACP 1196) You Asked for More! (OACP 1197)

REQUIRED COURSES currently scheduled:

GRAMMAR REVIEW 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 We. Sep 26 18:00 - 21:00 DTN ¹ CRN 30243 1 Sa. Sep 29 09:00 - 16:00 DTN ¹ CRN 30244

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 We. Oct 10 18:00 - 21:00 DTN 10 CRN 30245 1 Sa. Oct 13 09:00 - 16:00 DTN 10 CRN 30246

WRITING BUSINESS LETTERS (OACP 1103)

The modern and powerful language of business stresses clarity, conciseness and courteousness. This course provides the most up to date information on business writing and business letters. Discover strategies on how to be an effective business writer and achieve better results with your writing. (6 hours) \$85

2 We. Oct 24 18:00 - 21:00 DTN $^{\circ}$ CRN 30247 1 Sa. Oct 27 09:00 - 16:00 DTN $^{\circ}$ CRN 30248

MEMOS, EMAILS AND REPORTS (OACP 1107)

Email is quickly becoming the communication standard in the business world. Learn netiquette, formatting and how to be an effective communicator when sending memos, emails and reports. This course discusses how clear and concise writing can help you achieve results in all of your business communication. (6 hours) \$85

2 We. Nov 07 18:00 - 21:00 DTN $^{\circ}$ CRN 30295 1 Sa. Nov 17 09:00 - 16:00 DTN $^{\circ}$ CRN 30296

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 We. Nov 21 18:00 - 21:00 DTN **CRN** 30300 1 Sa. Nov 24 09:00 - 12:00 DTN **CRN** 30298

ELECTIVE COURSES currently scheduled:

WRITTEN & VERBAL COMM FOR BUS (OACP 1196)
Learn how to be an effective communicator in today's fast paced, multicultural, technological business world. Learn the verbal and written skills necessary for business success. Focus will be on communication theory, skills and practise to teach students the power of clear business language and professional communication. (12 hours) \$125

4 Tu. Sep 25 18:00 - 21:00 DTN 4 CRN 30007

ELECTIVE COURSES to be scheduled in upcoming terms:

YOU ASKED FOR MORE! (OACP 1197) (12 hours)

COMMUNICATION/WORK SKILLS

REQUIRED COURSES:

Effective Oral Communication (OACP 1145)

REQUIRED COURSES currently scheduled:

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 Mo. Sep 24 18:00 - 21:00 DTN 4 CRN 30008

KEYBOARDING

REQUIRED COURSES:

Keyboarding For Beginners (OACP 1102)

ELECTIVE COURSES:

Keyboarding For Speed Building (OACP 1101)

REQUIRED COURSES currently scheduled:

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 Windows software. Textbook: College Keyboarding to be purchased at the downtown campus bookstore prior to first session. (18 hours) \$120

6 Sa. Sep 22 09:30 - 12:30 DTN ⁴ CRN 30336 6 Mo. Sep 24 18:00 - 21:00 DTN ⁴ CRN 30337

ELECTIVE COURSES currently scheduled:

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 Sa. Sep 22 09:30 - 12:30 DTN 🖰 CRN 30237

LEGAL OFFICE SKILLS

The following 5 required courses comprise the Legal Office Skills Package and introduces you to basic concepts and legal office routines. Gain an understanding of the values of discretion and confidentiality in the legal field in respect to the four major areas of Law. Introduction to the Legal Office Program (OACP 1113) - 3 hours is recommended as the first of 5 courses in the Legal Skills Package. Remaining courses are 9 hours in duration. Enroll in individual price courses or register for the Legal Office Skills Package at a reduced rate of \$375

Students requiring a Certificate in Office Administration
- Legal Skills must complete the Legal Office Skills Package
Test which will be administered at the end of the program.
No charge.

1 Tu. Nov 13 18:00 - 21:00 DTN 30028

REQUIRED COURSES:

Intro Legal Office Program (OACP 1113) Conveyancing (OACP 1117) Corporate (OACP 1115) Family Law (OACP 1116) Civil Litigation (OACP 1114) Legal Office Package Test (OACP 1120)

ELECTIVE COURSES:

The following 3 Legal courses, Legal Terminology, Legal Office Procedures and Legal Ethics are required to complete the Legal Office Skills Specialty. The remaining two courses are electives.

BCOnline Searches (OACP 1141) Legal Office Procedures (OACP 1139) Legal Ethics&Confidentiality (OACP 1140) Advanced Conveyancing (OACP 1142) Legal Terminology (OACP 1138)

REQUIRED COURSES currently scheduled:

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 Tu. Sep 25 18:30 - 21:30 DTN 🕆 CRN 30023

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) \$88

3 Th. Sep 27 18:30 - 21:30 DTN $^{\circ}$ CRN 30027

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 Tu. Oct 02 18:30 - 21:30 DTN 10 CRN 30025

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 Th. Oct 18 18:30 - 21:30 DTN 4 CRN 30026

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)

3 Tu. Oct 23 18:30 - 21:30 DTN ⁴ CRN 30024

LEGAL OFFICE PACKAGE TEST (OACP 1120)

Administered at the end of the Introductory Legal Office program (five courses). No Charge.

1 Tu. Nov 13 18:30 - 21:30 DTN 4 CRN 30028

ELECTIVE COURSES currently scheduled:

BCONLINE SEARCHES (OACP 1141)

Learn to register legal documents and access land titles, court records, property taxes and assessments, BC companies, registrations, and Personal Property Security online. This hands-on computer course is for office professionals in banks, law and accounting firms, government and real estate offices. (9 hours). \$111

3 We. Oct 03 18:30 - 21:30 DTN 18:30 - 21:30 DTN

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 Th. Nov 08 18:30 - 21:30 DTN 1 CRN 30030

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 We. Nov 14 18:30 - 21:30 DTN 10 CRN 30029

ADVANCED CONVEYANCING (OACP 1142)

Learn advanced conveyancing issues including GST, Strata, and Property Transfer Tax adjustments; holdbacks (deficiencies and non-residence); and the importance of undertakings. OACP 1117 Conveyancing or basic conveyancing experience required. Bring a calculator! Students who successfully complete this course may register for LEGL 1309 in the Paralegal Certificate program. (6 hours)

1 Sa. Dec 01 09:30 - 16:30 DTN 4 CRN 30338

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

3 We. Apr 23 18:30 - 21:30 DTN [♠] CRN 20020

MEDICAL OFFICE SKILLS

REQUIRED COURSES:

Medical Document Transcript (OACP 1156) Medical Terminology 1 (OACP 1108) Medical Terminology 2 (OACP 1109) Medical Office Procedures (OACP 1111) Medical Office Billing 2 (OACP 1137) Clinical Procedures (OACP 1155)

REQUIRED COURSES currently scheduled:

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 Walkmantype earphones and computer diskette. Textbook: Medical Transcription, to be purchased from the downtown campus bookstore prior to first class. (18 hours) \$150

6 Mo. Sep 24 18:30 - 21:30 DTN 4 CRN 30010

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 two-part course. Purchase text at downtown campus bookstore prior to first class. (30 hours) \$195

10 Tu. Sep 25 18:00 - 21:00 DTN 4 CRN 30238 10 Tu. Sep 25 18:00 - 21:00 DTN 4 CRN 30239 10 Tu. Sep 25 18:00 - 21:00 DTN 🕆 CRN 30240

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) \$195

10 Th. Sep 27 18:00 - 21:00 DTN 4 CRN 30241

MEDICAL OFFICE PROCEDURES (OACP 1111)

Learn administrative and clinical duties to effectively manage a medical office. Topics covered: scheduling appointments and receptionist duties, patient records management, classification of drugs and routes of medication, fundamentals of medical billing and laboratory procedures. (24 hours) \$175

8 We. Jan 23 18:00 - 21:00 DTN 10041

MEDICAL OFFICE BILLING 2 (OACP 1137)

Prerequisite: Medical Office Procedures (OACP 1111) or current experience working with a non-computerized medical billing system. Become familiar with data processing tasks required to bill for medical office visits, surgical procedures, diagnostic procedures as well as WCB/ICBC and out-of-province billing. (12 hours) \$147

2 Sa. Mar 15 09:30 - 16:30 DTN 4 CRN 10042

CLINICAL PROCEDURES (OACP 1155)

Introduction to basic clinical procedures and tests performed in a medical office or setting. Aspects of personnel safety, care of equipment and investigations are discussed. Practical procedures are demonstrated with hands-on experience and student participation. Course offered twice a year. No textbook necessary. (6 hours) \$97

2 We. Mar 19 18:00 - 21:00 DTN 4 CRN 10043

RECORDS MANAGEMENT SKILLS

REQUIRED COURSES:

Records Management 1 (OACP 1128) Records Management Adv Topics (OACP 1146) Records Management Special (OACP 1147)

REQUIRED COURSES currently scheduled:

RECORDS MANAGEMENT 1 (OACP 1128)

As the volume of information processed by business increases so does the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information. Valuable for anyone working with records and information systems in business or government. Key contemporary issues around freedom of information and privacy are covered. Purchase "Information and Image Management" (Ricks, Swafford & Gow) from the Downtown Campus Bookstore prior to class. Supported by the Association of Records Managers and Administrators, this course is offered once a year. (30 hours) \$188

10 We. Sep 26 18:30 - 21:30 DTN 🕆 CRN 30009

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 is offered once a year. (30 hours) \$188

10 We. Jan 23 18:30 - 21:30 DTN 4 CRN 10007

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) \$180

8 We. Apr 23 18:30 - 21:30 DTN 4 CRN 20022



32 PARALEGAL

PARALEGAL

Visit our program website:

http://continuinged.vcc.ca/legal; click on "Special Events" for a free orientation.

The Vancouver Community College Paralegal certificate and diploma program is designed for experienced paralegals and legal administrative assistants to increase their knowledge and professional opportunities. All courses are offered in the evenings or online, to accommodate students employed full time in the legal field.

Six core courses provide a foundation of legal principals, 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 experience on the job to incorporate your learning into your working life, complete the certificate requirements.

Certificate graduates who complete all four practice areas are eligible for VCC's highest standard of legal professional education, the Paralegal diploma.

PARALEGAL CERTIFICATE PROGRAM

Program Advisor: Christine Williams, 604.443.8649, email: cwilliams@vcc.ca Program Assistant: Crystal Kreschuk, 604.443.8711, email: ckreschuk@vcc.ca

You can complete all the Paralegal Certificate Program requirements in approximately two years of part-time study. For information, visit the program website: http://continuinged.vcc.ca/legal.

INFORMATION SESSIONS: SATURDAY, AUGUST 25, OR SEPTEMBER 8, OR **SEPTEMBER 22, 12 - 1 P.M. CS OFFICE - VCC DOWNTOWN CAMPUS**

REQUIRED COURSES:

Required courses include LEGL 1202, 1203, 1204, 1205, 1206, 1207 and 1208. Students employed in a legal office environment may use their existing position towards their practicum experience, LEGL 1208, to be completed at or near the end of the program. (LEGL 1201 is an optional orientation)

Courses offered online are noted with this icon: ... Online course registrants must provide an email address.

Practicum (LEGL 1208) Agency & Business Structures (LEGL 1203) Canadian Legal Process (LEGL 1202) Contracts (LEGL 1206) Legal Communications (LEGL 1205) Legal Research (LEGL 1207) Torts (LEGL 1204)

ELECTIVE COURSES:

Choose four courses from related Practice Area Courses: 1301 - 1304, 1305 - 1308, 1309 - 1312, or 1313 - 1316. Choose two electives from 1401 - 1406. Courses are listed chronologically. Not all courses are offered every term. Property Law (LEGL 1309)

Intellectual Property (LEGL 1405)

Legal Document Management (LEGL 1402)

Litigation for Paralegals 1 (LEGL 1301)

Corp Law: Basic Procedures (LEGL 1305)

Family Law 1 (LEGL 1313)

Property Transactions (LEGL 1310)

Corp Law 2: Securities (LEGL 1306)

Litigation for Paralegals 2 (LEGL 1302) Wills & Estate Planning (LEGL 1315)

Family Law 2 (LEGL 1314)

ALF: Automated Legal Forms (LEGL 1406)

Commercial Conveyancing (LEGL 1312)

Corp Law 3: Intermediate (LEGL 1307)

Corp Law 4: Advanced (LEGL 1308)

Court of Appeal Practice (LEGL 1403)

Creditors' Remedies (LEGL 1303) Estate Administration (LEGL 1316)

Evidence (LEGL 1401)

Legal Drafting (LEGL 1404)

Lending & Security (LEGL 1311)

Personal Injury Practice (LEGL 1304)

REQUIRED COURSES currently scheduled:

PRACTICUM (LEGL 1208)

Use your existing position at a legal office to synthesize your practicum experience. Students will design a professional e-portfolio. Pre-requisites: formal admission to the Paralegal program and completion of level 1 core courses. You must complete a practicum sponsor form prior to registration. (518 hours) \$119

Sep 07 OFS [♠] CRN 30123

1 Fr. Sep 07 18:00 - 21:00 DTN 4 CRN 30123

1 Fr. Oct 19 18:00 - 21:00 DTN 4 CRN 30123

1 Fr. Nov 30 18:00 - 21:00 DTN 🕆 CRN 30123

AGENCY & BUSINESS STRUCTURES (LEGL 1203)

Learn agency relationships and liabilities, formation of partnerships and general concepts underlying incorporations, corporate structure and duties of directors and officers. Pre-requisites: Legal secretary work experience, formal admission to the Paralegal Program, or previous legal coursework. (36 hours) \$228

6 Tu. Oct 16 18:00 - 21:00 DTN 4 CRN 30131

CANADIAN LEGAL PROCESS (LEGL 1202)

Learn the history of Canadian law, various institutions in the Canadian court system, basic legal principles; sources of law and the structure of the court system; and the roles and responsibilities of members of the legal profession. This course provides a foundation for further studies in the Paralegal Program. Pre-requisites: Legal secretary work experience, formal admission to the Paralegal Program, or previous legal coursework. (48 hours) \$228

8 Sa. Oct 13 09:00 - 12:00 DTN 4 CRN 30132 8 Sa. Oct 13 13:00 - 16:00 💂 🕆 CRN 30133 8 Sa. Oct 13 13:00 - 16:00 DTN 4 CRN 30139

REQUIRED COURSES to be scheduled in upcoming terms:

CONTRACTS (LEGL 1206)

(36 hours)

LEGAL COMMUNICATIONS (LEGL 1205)

(36 hours)

LEGAL RESEARCH (LEGL 1207)

(48 hours)

TORTS (LEGL 1204)

(48 hours)

ELECTIVE COURSES currently scheduled:

INTELLECTUAL PROPERTY (LEGL 1405)

Learn concepts and procedures around patents, copyright, trademarks, and trade secrets, including discussion of special issues on the Internet. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$240

7 We. Sep 05 18:00 - 21:00 💂 🕆 CRN 30138

PROPERTY LAW (LEGL 1309)

Covers property law concepts: the nature of property ownership and its social context, the Canadian common law doctrines and statutory framework in British Columbia that regulates land ownership. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$240

7 We. Sep 05 18:00 - 21:00 DTN 4 CRN 30127

LEGAL DOCUMENT MANAGEMENT (LEGL 1402)

Draft legal documents efficiently! Learn tips and tricks to manage complex legal documents and versions in the drafting process. Create and automate legal templates. This "hands-on" course uses MSWord. Pre-requisites: Formal Admission to the Paralegal Program. (42 hours)

7 Th. Sep 6 18:00 - 21:00 DTN 4 CRN 30136

"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



PARALEGAL / PRIVATE INVESTIGATING 33

CORP LAW: BASIC PROCEDURES (LEGL 1305)

Company overview, including choice of business

organization and jurisdiction, incorporation and organization of a British Columbia Company under the Business Corporations Act, corporate maintenance (annual and Records Books) and transactions (appointments of directors, allotments and transfers of shares). Recommended: Agency and Business Structures (LEGL 1203). (42 hours) \$198

7 Tu. Sep 11 18:00 - 21:00 DTN 4 CRN 30125 7 Tu. Sep 11 18:00 - 21:00 💂 🕆 CRN 30236

LITIGATION FOR PARALEGALS 1 (LEGL 1301)

Understand Court processes, systems AND functions: commencing legal proceedings, defending actions, setting a matter for trial, production of documents, discoveries, and general interlocutory applications. \$240

7 Tu. Sep 11 18:00 - 21:00 DTN 4 CRN 30129 7 Tu. Sep 11 18:00 - 21:00 💂 🕆 CRN 30233

FAMILY LAW 1 (LEGL 1313)

Examine the Family Relations Act and Divorce Act and other relevant statutes and case law. Covers legal fundamentals in family relations. Prerequisites: legal secretary work experience or formal admission to the Paralegal program. (42 hours) \$240

7 We. Sep 12 18:00 - 21:00 DTN 4 CRN 30134

PROPERTY TRANSACTIONS (LEGL 1310)

For legal support staff with a desire to be skilled conveyancers. Learn about the Land Title Act, property transactions and mortgage financing, and the "how" and "why" of all the steps in a conveyance. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$198

7 Mo. Oct 22 18:00 - 21:00 DTN 4 CRN 30128

CORP LAW 2: SECURITIES (LEGL 1306)

Learn securities law and practice in corporate administration, legislation, filing requirements, stock exchange listings, due diligence, BCSC policies, public financing and related matters. Pre-requisites: Corp Law I (LEGL 1305), or equivalent work experience in the corporate field. (42 hours) \$240

7 Th. Oct 25 18:00 - 21:00 DTN 4 CRN 30126 7 Th. Oct 25 18:00 - 21:00 💻 🕆 CRN 30235

LITIGATION FOR PARALEGALS 2 (LEGL 1302)

Build your litigation knowledge with a more in-depth look at the Rules of Court:interlocutory applications, family law, evidence, experts, orders and costs, and preparation of interlocutory application materials for various forms of relief. Understant Fast Track Litigation and Rule 68 Expedited Litigation. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301). (42 hours) \$240

7 Tu. Oct 30 18:00 - 21:00 DTN 4 CRN 30124 6 Tu. Nov 01 18:00 - 21:00 ■ 10 CRN 30234

WILLS & ESTATE PLANNING (LEGL 1315)

Learn to draft Wills with standard and complex trust provisions and the requirements of a valid will. Also covered: Living Wills, Powers of Attorney, and Representation Agreements. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$240

7 We. Oct 31 18:00 - 21:00 DTN 18:00 - 21:00

FAMILY LAW 2 (LEGL 1314)

Learn to complete Provincial and Supreme Court documents, bringing issues of custody, access, maintenance and property to resolution using the legal system. Prerequisites: Family Law 1. (42 hours) \$240

7 We, Jan 09 18:00 - 21:00 DTN 4 CRN 10025

ELECTIVE COURSES to be scheduled in upcoming terms:

ALF: AUTOMATED LEGAL FORMS (LEGL 1406)

Prerequisite: Corporate experience or corporate courses.

COMMERCIAL CONVEYANCING (LEGL 1312)

Prerequisites: Lending & Security (LEGL 1311). (42 hours)

CORP LAW 3: INTERMEDIATE (LEGL 1307)

Prerequisites: Company Law (LEGL 1305), or equivalent work experience in the corporate field. (42 hours)

CORP LAW 4: ADVANCED (LEGL 1308)

Prerequisites: Advanced Corporate Administration 1 (LEGL 1307). (42 hours)

COURT OF APPEAL PRACTICE (LEGL 1403)

Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours)

CREDITORS' REMEDIES (LEGL 1303)

Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours)

ESTATE ADMINISTRATION (LEGL 1316)

Pre-requisites: Wills & Estate Planning (LEGL 1315). (42 hours)

EVIDENCE (LEGL 1401)

Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours)

LEGAL DRAFTING (LEGL 1404)

Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours)

LENDING & SECURITY (LEGL 1311)

Prerequisites: Property Transactions (LEGL 1310). (42 hours)

PERSONAL INJURY PRACTICE (LEGL 1304)

Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours)

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) conveyancing, and (4) family and estate law.

The additional coursework serves to broaden your knowledge and enhance your employability in the various fields of law.

For information, visit the Paralegal Certificate Program.

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.

ELECTIVE COURSES:

Further electives are NOT required to qualify for the diploma.

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 Coordinator: Jennifer Gossen, 604.443.8670 Program Assistant: Lynda Boothby, 604.443.8383

ELECTIVE COURSES:

Introduction to Fraud (BUSI 1248) Advanced Fraud (BUSI 1249) Investigative Research (BUSI 1237) Evidence Collection (BUSI 1236) Identity Theft (BUSI 1238)

ELECTIVE COURSES currently scheduled:

NEW INTRODUCTION TO FRAUD (BUSI 1248)

This two part program provides investigators, managers and /or individuals with sufficient knowledge to enhance their ability to detect, investigate and deter fraud.

Introduction to Fraud gives basic knowledge and skills to embark upon fraud investigations. Topics include legal definitions of fraud, types of fraud related offenses, effective investigative techniques as well as basic forensic tools. \$150

1 Sa. Sep 29 09:00 - 16:00 DTN ⁻ CRN 30437

ADVANCED FRAUD (BUSI 1249)

This two part program provides investigators, managers and /or individuals with sufficient knowledge to enhance their ability to detect, investigate and deter fraud. Advanced Fraud investigates occupational and internal fraud investigations, fraud indicators, and principles and methodologies of fraud detection and prevention. It is recommended that students take Introduction to Fraud (BUSI 1248) before Advanced Fraud. \$150

1 Sa. Oct 27 09:00 - 16:00 DTN 4 CRN 30438

INVESTIGATIVE RESEARCH (BUSI 1237)

This comprehensive course gives participants search techniques and samplings of available databases to conduct investigative research. Participants will see different search databases and learn how to best use these to maximize search results. Emphasis will be on internet research, and how to conduct quick, broad and successful searches for all available information related to private investigating. (6 hours) \$150

1 Sa. Nov 24 09:00 - 16:00 DTN 4 CRN 30340

ELECTIVE COURSES to be scheduled in upcoming terms:

EVIDENCE COLLECTION (BUSI 1236) (6 hours)

IDENTITY THEFT (BUSI 1238)



34 SMALL BUSINESS / SOMMELIER

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, igossen@vcc.ca

Program Assistant: Crystal Kreschuk, 604.443.8711

Designed for those thinking of starting or who have just started a small business, this step-by-step five week program guides you through information on all topics required to operate your business. Participants attending eight out of ten courses will receive a Document of Professional Studies. \$85.00 per course or a total of \$595.00 for all ten courses. A savings of \$255.00.

REQUIRED COURSES:

Entrepeneurial Skills (BUSI 1130)
Market Your Business (BUSI 1131)
Understanding Financial Needs (BUSI 1134)
Small Business Operations (BUSI 1132)
Legal Obligations (BUSI 1137)
Human Resources (BUSI 1135)
Financing Your Business (BUSI 1138)
Preparing Your Business Plan (BUSI 1139)
Small Business Bookkeeping (BUSI 1133)
Finance Statements & Planning (BUSI 1136)

ELECTIVE COURSES:

Business Partnerships (BUSI 1255) Strategic Visioning (BUSI 1282) Financial Freedom (BUSI 1254) Sm Business Finance Strategies (BUSI 1140) Succession Planning (BUSI 1283)

REQUIRED COURSES currently scheduled:

ENTREPENEURIAL 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 Mo. Sep 24 18:00 - 21:00 DTN 🕆 CRN 30346

MARKET YOUR BUSINESS (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 We. Sep 26 18:00 - 21:00 DTN 10 CRN 30347

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 Mo. Oct 01 18:00 - 21:00 DTN 🖰 CRN 30348

SMALL BUSINESS OPERATIONS (BUSI 1132)

Learn about the fundamentals of small business management, including human resources, time and stress management. (3 hours) \$85

1 We. Oct 03 18:00 - 21:00 DTN 10 CRN 30349

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 We. Oct 10 18:00 - 21:00 DTN 10 CRN 30350

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 Mo. Oct 15 18:00 - 21:00 DTN 4 CRN 30351

FINANCING YOUR BUSINESS (BUSI 1138)

Become familiar with different sources of financing and banking and how applications are evaluated. (3 hours) \$85

1 We. Oct 17 18:00 - 21:00 DTN 4 CRN 30352

PREPARING YOUR BUSINESS PLAN (BUSI 1139)

Learn and understand the essentials of creating a business plan. (3 hours) \$85

1 Mo. Oct 22 18:00 - 21:00 DTN 4 CRN 30353

SMALL BUSINESS BOOKKEEPING (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 We. Oct 24 18:00 - 21:00 DTN - CRN 30354

FINANCE STATEMENTS & 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 Mo. Oct 29 18:00 - 21:00 DTN 4 CRN 30355

ELECTIVE COURSES currently scheduled:

BUSINESS PARTNERSHIPS (BUSI 1255)

Successful business partnerships, like marriages, require skill and talent. This course is designed to support business partners and those thinking of entering a partnership to clarify and achieve their business and personal objectives. Participants will receive information in legal and tax issues as well as skills and tools to leverage each partner's strengths and make business success inevitable. (12 hours) \$240

4 Tu. Sep 25 18:00 - 21:00 DTN 🕆 CRN 30497

NEW STRATEGIC VISIONING (BUSI 1282)

You're past the 3 year hump and your business is a success. Now you want to expand the business into new areas. Except you don't have the time, know-how or clear vision. Strategic Visioning resets your compass and sets you up for taking your business to the next level. Learn how to create a plan that will help you refocus and plan future targets, clarify your vision, assess your strengths, identify barriers and set your priorities for the future. \$120

1 Sa. Oct 27 09:00 - 16:30 DTN 4 CRN 30503

FINANCIAL FREEDOM (BUSI 1254)

Learn key financial strategies that will help you build a solid financial plan both personally and for your small business. Topics include: Understanding How Money Works, Retirement Strategies, Insurance Solutions, Maximizing Real Estate, and Your Financial Plan. Learn what to look for in each strategy and what questions to ask. Set yourself on course to financial freedom! (12 hours) \$240

4 Tu. Oct 30 18:00 - 21:00 DTN 🖰 CRN 30364

SM BUSINESS FINANCE STRATEGIES (BUSI 1140)

Find out how smart business owners get rich! Learn key financial strategies to build a solid financial plan for your business. A perfect course for self employed or small business owners & covers topics such as understanding how to protect your business, cash flow and debt management. Learn how to assess your own risk tolerance and clearly understand your financial situation. (6 hours) \$120

1 Sa. Nov 03 09:00 - 16:00 DTN 4 CRN 30365

NEW SUCCESSION PLANNING (BUSI 1283)

Learn about succession planning and how to provide for your family's future by proactively planning the transition of your business well in advance. Examine the series of steps needed to minimize the upheaval typically associated with a leadership change and how to deal with major considerations for a successful succession. Topics include evaluating business performance, goal setting, tools for conversations and preparation. \$120

1 Sa. Nov 24 09:00 - 16:30 DTN 4 CRN 30502

SOMMELIER

VCC 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 with more than 650 certified Sommeliers.

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

SOMMELIER CERTIFICATE PROGRAM

ISG WINE FUNDAMENTALS CERTIFICATE LEVEL I

Designed for the novice wine enthusiast, this program enhances your enjoyment of wines and builds your skills to add to an existing hospitality career. Learn the basic elements of wine appreciation and explore the techniques of sensory evaluation. Understand major grape varieties and their distinctive characteristics. Taste wines from around the world. (24 hours)

ISG WINE FUNDAMENTALS CERTIFICATE LEVEL 2

Prepare yourslef for the Sommelier Diploma Program and learn about the wine business including viticulture, vinification, and regional appellation laws. 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, & learn proper storage practices. Prerequisite: ISG Wine Fundamentals Certificate Level 1. (48 hours)

SOMMELIER DIPLOMA PROGRAM

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. Successful completion of this six month diploma program, designates you as a leader in the wine industry.

SOMMELIER DIPLOMA COURSE

Learn how to evaluate, critique, decant, serve, and store wine! Learn viticulture, vinification, tasting techniques, cellaring, investment strategy, menu design, and 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)

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. This achievement is due to our faculty who are respected for their expertise in teacher training as well as our comprehensive program of studies. Visit www.tesol.vcc.ca for all the latest course and program details, including admission requirements

TEFL CERTIFICATE FOR INTERNATIONAL STUDENTS

Program Coordinator: Stephanie Howard, 604.443.8663, showard@vcc.ca

Department website: tesol.vcc.ca

The TEFL Certificate Program for International Students is a four-week program designed for international students wishing to teach English in their home countries. Graduates are awarded the TEFL Certificate for International Students from Vancouver Community College.

REQUIRED COURSES:

Please note: students must complete TESO 1262 and TESO 1263 in order to graduate.

TEFL CERTIFICATE FOR TEACHING YOUNG LEARNERS

Program Coordinator: Stephanie Howard, 604.443.8663, showard@vcc.ca

Department website: tesol.vcc.ca

The TEFL Certificate Program for Teaching Young Learners is a four-week program designed for teaching English to young learners aged eight to sixteen. Graduates are awarded the TEFL Certificate for Teaching Young Learners from Vancouver Community College.

REQUIRED COURSES:

Please note: students must complete TESO 1264 and TESO 1265 in order to graduate.

Pt 1 - ITEFL - YLS (TESO 1264)

Pt 2 - ITEFL - YLS (TESO 1265)

REQUIRED COURSES currently scheduled:

PT 1 - ITEFL - YLS (TESO 1264)

This is Part I of the TEFL Certificate Program for Young Learners. (50 hours). \$700

9 Mo.Tu.We.Th.Fr. Oct 01 09:00 - 16:00 DTN CRN 30291

PT 2 - ITEFL - YLS (TESO 1265)

This is Part II of the TEFL Certificate Program for Young Learners. (50 hours). \$700

10 Mo.Tu.We.Th.Fr. Oct 15 09:00 - 16:00 DTN CRN 30292

TEFL CERTIFICATE: PART-TIME PROGRAM

Program Coordinator: Jayeson Van Bryce, 604.443.8669, ivanbryce@vcc.ca

Department website: tesol.vcc.ca

The TEFL Certificate: Part-time Program is 100 hours of courses for those planning to teach English internationally. Graduates are awarded the TEFL Certificate from Vancouver Community College.

REQUIRED COURSES:

The required courses for successful completion of the TEFL Certificate: Part-time Program are:

TEFL In-Class Assignment (TESO 1277) Tutor/Teach Grammar (TESO 1276) Overview of TESOL (TESO 1101) Teaching Vocabulary (TESO 1269) Tutor/Teach Pronunciation (TESO 1201) Tutor/Teach Convers Skills (TESO 1220) Apply for a TESOL Job (TESO 1227)

REQUIRED COURSES currently scheduled:

TEFL IN-CLASS ASSIGNMENT (TESO 1277)

You are required to volunteer in an English language classroom and successfully complete the TEFL In-Class Assignment. (25 hours) \$153

Sep 01 OFS CRN 30276 Oct 01 OFS CRN 30280 Nov 01 OFS CRN 30281 Dec 01 OFS CRN 30282

TUTOR/TEACH GRAMMAR (TESO 1276)

This course examines how to tutor/teach grammar to English language learners. Grammatical structures from the beginner level through the advanced level will be addressed. (15 hours)

5 We. Sep 05 18:00 - 21:00 DTN CRN 30278

OVERVIEW OF TESOL (TESO 1101)

See course description on page 36. (30 hours) \$235

5 Mo.Tu.We.Th.Fr. Sep 10 09:30 - 16:30 DTN CRN 30257 10 Tu. Sep 18 18:00 - 21:00 DTN CRN 30263

TEACHING VOCABULARY (TESO 1269)

This hands-on workshop examines how to teach vocabulary in a classroom or tutoring situation, including introducing new vocabulary, guidelines for teaching vocabulary, and how to develop thought-provoking vocabulary activities. (6 hours) \$107

2 Tu.Th. Sep 11 18:00 - 21:00 DTN CRN 30266

TUTOR/TEACH PRONUNCIATION (TESO 1201)

This course examines the theory and instructional methodology used to tutor/teach pronunciation to Englishlanguage students. (12 hours) \$204

4 Mo. Sep 17 18:00 - 21:00 DTN CRN 30256

TUTOR/TEACH CONVERS SKILLS (TESO 1220)

This course presents how to tutor/teach conversational skills, and includes strategies for planning conversation topics and unit plans as well as teaching resources. (6 hours) \$107

1 Sa. Sep 29 09:30 - 16:30 DTN CRN 30253

APPLY FOR A TESOL JOB (TESO 1227)

Learn how to identify TESOL teaching positions that are right for you. Learn effective interviewing skills and how to create a personal employment portfolio. Bring your most recent résumé. (6 hours) \$107

1 Sa. Nov 24 09:30 - 16:30 DTN CRN 30262

TESOL CERTIFICATE PROGRAM

Program Coordinator: Stephanie Howard, 604.443.8663,

showard@vcc.ca

Department website: tesol.vcc.ca

The TESOL Certificate Program is a 120-hour intensive program offering a balanced curriculum featuring both the theoretical and practical aspects of teaching English. Graduates are awarded the TESOL Certificate from Vancouver Community College and graduates with university degrees also qualify for national professional certification by TESL Canada.

REQUIRED COURSES:

Please note: students must complete TESO 1274 and TESO 1275 in order to graduate. Pt 1 TESOL Certificate Program (TESO 1274) Pt 2 TESOL Certificate Program (TESO 1275)

REQUIRED COURSES currently scheduled:

PT 1 TESOL CERTIFICATE PROGRAM (TESO 1274) This portion of the program of studies consists of 100 hours. \$1450

16 Mo.Tu.Th.Fr. Oct 01 09:00 - 16:00 DTN CRN 30293

PT 2 TESOL CERTIFICATE PROGRAM (TESO 1275)

This portion of the program consists of 20 hours of classroom experience. \$500

4 We. Oct 03 09:00 - 16:00 DTN CRN 30294

TESOL DIPLOMA PROGRAM

Program Coordinator: Jayeson Van Bryce, 604.443.8669, jvanbryce@vcc.ca

Department website: tesol.vcc.ca

The TESOL Diploma Program is a comprehensive 305-hour program of studies for teaching English to speakers of other languages consisting of core courses, electives and a teaching internship. Graduates are awarded the TESOL Diploma from Vancouver Community College and qualify for national professional certification by TESL Canada.

REQUIRED COURSES:

Students must complete nine core courses. Check the department website: tesol.vcc.ca for correct order.

Teaching Grammar Two (TESO 1169) TESOL Internship (TESO 1270) Overview of TESOL (TESO 1101) Teaching Grammar One (TESO 1168) Teaching Pronunciation (TESO 1127) Teaching Writing (TESO 1128) Teaching Listening/Speaking (TESO 1267) Teaching Reading (TESO 1133) Teaching EAP (TESO 1266)



36 TESOL PROGRAMS

ELECTIVE COURSES:

Students are required to complete 21 hours of elective courses. Teaching Vocabulary (TESO 1269)
Tutoring ESOL (TESO 1154)
Using Audio/OHP/Video (TESO 1271)
Teaching Beginning ESL (TESO 1228)
Teaching Business English (TESO 1256)
Using Art in TESOL (TESO 1226)
Teaching ESL to Young Learners (TESO 1229)
Teaching Idioms (TESO 1218)
Teaching the iBT TOEFL Exam (TESO 1273)
Introduction To CALL (TESO 1181)
Using/Adapting Language Games (TESO 1110)
Apply for a TESOL Job (TESO 1227)

REQUIRED COURSES currently scheduled:

TEACHING GRAMMAR TWO (TESO 1169)

This course outlines the theory and instructional methodology used for teaching English grammar to advanced-and college-preparatory-level students. (30 hours) \$301

1 We. Sep 05 18:00 - 21:00 DTN CRN 30250 2 Mo.We. Sep 10 18:00 - 21:00 DTN CRN 30250 7 Mo. Sep 17 18:00 - 21:00 DTN CRN 30250

TESOL INTERNSHIP (TESO 1270)

Features workshops focusing on classroom management, instructional aids, and cross-cultural teaching as well as 24 hours of practice teaching in an English language classroom. (50 hours) \$500

Sep 06 OFS CRN 30270

3 Th. Sep 06 18:00 - 21:00 DTN CRN 30270 2 Sa. Sep 22 09:00 - 16:00 DTN CRN 30270 1 Th. Nov 15 18:00 - 21:00 DTN CRN 30270

OVERVIEW OF TESOL (TESO 1101)

Open to everyone, the Overview introduces methodology and instructional resources used to teach English. It previews teaching communicative skills, writing skills, reading skills, grammar, pronunciation, oral testing and lesson planning. (30 hours) \$235

5 Mo.Tu.We.Th.Fr. Sep 10 09:30 - 16:30 DTN CRN 30257 10 Tu. Sep 18 18:00 - 21:00 DTN CRN 30263

TEACHING GRAMMAR ONE (TESO 1168)

This course focuses on the theory and instructional methodology used for teaching English grammar for beginner-to intermediate-level students. (30 hours) \$301

10 Mo. Sep 17 18:00 - 21:00 DTN CRN 30251

TEACHING PRONUNCIATION (TESO 1127)

Learn how to teach pronunciation to help students improve their overall spoken English. (30 hours) \$301

10 Tu. Sep 18 18:00 - 21:00 DTN CRN 30254

TEACHING LISTENING/SPEAKING (TESO 1267)

The course's focus is on the theory, resources and instructional methodology used for teaching listening and speaking skills in an English language class. (30 hours) \$301

10 We. Sep 19 18:00 - 21:00 DTN CRN 30273

TEACHING WRITING (TESO 1128)

Learn approaches to teaching writing in the English language classroom that include how to integrate all language skills, generate ideas, and revise, edit and assess writing. (30 hours) \$301

10 We. Sep 19 18:00 - 21:00 DTN CRN 30271

TEACHING READING (TESO 1133)

This course presents the theory and instructional methodology used to teach reading in an English language class, as well as the instructional resources needed to develop a reading program. (30 hours) \$301

10 Th. Sep 20 18:30 - 21:30 DTN CRN 30249

TEACHING EAP (TESO 1266)

This course presents how to teach reading, composition, literature and study skills to students planning to study in English at a post-secondary level. (24 hours) \$260

8 Tu. Oct 02 18:30 - 21:30 DTN CRN 30269

ELECTIVE COURSES currently scheduled:

TEACHING VOCABULARY (TESO 1269)

This hands-on workshop examines how to teach vocabulary in a classroom or tutoring situation, including introducing new vocabulary, guidelines for teaching vocabulary, and how to develop thought-provoking vocabulary activities. (6 hours) \$107

2 Tu.Th. Sep 11 18:00 - 21:00 DTN CRN 30266

TUTORING ESOL (TESO 1154)

The course focuses on a range of topics including how to get started, how to plan for tutorial sessions and how to prepare and select tutoring materials. (6 hours) \$107

1 Sa. Sep 22 09:00 - 16:00 DTN CRN 30252

USING AUDIO/OHP/VIDEO (TESO 1271)

This hands-on workshop features a variety of exciting teaching ideas for using audiotapes, overheads and videos as well as activities and ready-to-go materials to enliven the ESL classroom. (4 hours) \$66

1 Sa. Oct 13 12:30 - 16:30 DTN CRN 30272

TEACHING BEGINNING ESL (TESO 1228)

In this workshop participants practise activities and explore techniques to use with beginner-level ESL students. (6 hours) \$87

1 Sa. Oct 20 09:30 - 16:30 DTN CRN 30258

TEACHING BUSINESS ENGLISH (TESO 1256)

This workshop examines how to teach the subject of Business English. Learn strategies for developing language skills through communicative activities including business presentations, reports, and data analysis. Sample lessons and unit plans included. (4 hours) \$56

1 Sa. Oct 20 12:30 - 16:30 DTN CRN 30267

USING ART IN TESOL (TESO 1226)

Explore the power of incorporating art to enhance the teaching of listening, speaking, reading, and writing skills to ESL students of any age. (5 hours) \$71

1 Sa. Oct 27 09:00 - 15:00 DTN CRN 30279

TEACHING ESL TO YOUNG LEARNERS (TESO 1229)

This course is designed for those planning to teach young learners between the ages of eight and sixteen. An introduction to the methodology and hands-on practical teaching ideas will be presented. Also for experienced teachers of school-aged ESL learners looking for fresh ideas. (9 hours) \$128

3 Tu. Oct 30 18:00 - 21:00 DTN CRN 30261

TEACHING IDIOMS (TESO 1218)

Explore using games, advertisements, newspapers and contextual clues to teach the meaning of everyday idioms to ESL students. (4 hours) \$56

1 Sa. Nov 03 13:00 - 17:00 DTN CRN 30260

TEACHING THE IBT TOEFL EXAM (TESO 1273)

The new TOEFL Examination (iBT) integrates academic listening, speaking, reading and writing skills and adds two new speaking components. Learn about the format of the new test, practise grading the components, and more. (6 hours) \$87

1 Sa. Nov 03 09:30 - 16:30 DTN CRN 30274 1 Sa. Dec 08 09:30 - 16:30 DTN CRN 30275

INTRODUCTION TO CALL (TESO 1181)

This hands-on workshop introduces the use of the computer lab as a tool for teaching English. It provides an overview of adult-oriented ESL/EFL multimedia interactive software programs for PCs and internet resources for instructors and students. (4 hours) \$66

1 Sa. Nov 17 13:00 - 17:00 BWY CRN 30264

APPLY FOR A TESOL JOB (TESO 1227)

Learn how to identify TESOL teaching positions that are right for you. Learn effective interviewing skills and how to create a personal employment portfolio. Bring your most recent résumé. (6 hours) \$107

1 Sa. Nov 24 09:30 - 16:30 DTN CRN 30262

USING/ADAPTING LANGUAGE GAMES (TESO 1110)

Learn new language games for the English classroom. It is recommended to have some ESL/EFL experience or have completed one or more of the TEFL or TESOL core courses. (5 hours) \$71

1 Sa. Nov 24 09:30 - 15:30 DTN CRN 30259

TESOL DIPLOMA PROGRAM FOR INTERNATIONAL STUDENTS

Program Coordinator: Anne Sandor, 604.443.8706, asandor@vcc.ca

Department website: tesol.vcc.ca

The TESOL Diploma Program for International Students provides international student teachers with a comprehensive 360-hour program of studies for teaching English to speakers of other languages. All graduates are awarded the Vancouver Community College TESOL Diploma for International Students. Program Cost: \$6250

REQUIRED COURSES:

Students must complete twelve courses. Check the TESOL Department website: tesol.vcc.ca for the specified order.

Teaching Grammar Two (TESO 1169)
TESOL Internship (TESO 1270)
Overview of TESOL (TESO 1101)
Teaching Grammar One (TESO 1168)
Teaching Pronunciation (TESO 1127)
Pronunciation & Communication (TESO 1222)
Teaching Writing (TESO 1128)
Teaching Listening/Speaking (TESO 1267)
Teaching Reading (TESO 1133)
X Culture Wrkshp/Int Stdts (TESO 1245)
Teaching EAP (TESO 1266)
Academic Writing (TESO 1254)

ELECTIVE COURSES:

Students are required to complete 21 hours of elective courses. Teaching Vocabulary (TESO 1269) Tutoring ESOL (TESO 1154) Using Audio/OHP/Video (TESO 1271) Teaching Beginning ESL (TESO 1228) Teaching Business English (TESO 1256) Using Art in TESOL (TESO 1226) Teaching ESL to Young Learners (TESO 1229) Teaching Idioms (TESO 1218) Teaching the iBT TOEFL Exam (TESO 1273) Introduction To CALL (TESO 1181) Using/Adapting Language Games (TESO 1110) Apply for a TESOL Job (TESO 1227)

REQUIRED COURSES currently scheduled:

TEACHING GRAMMAR TWO (TESO 1169)

See course description on page 36. (30 hours)

1 We. Sep 05 18:00 - 21:00 DTN CRN 30250 2 Mo.We. Sep 10 18:00 - 21:00 DTN CRN 30250 7 Mo. Sep 17 18:00 - 21:00 DTN CRN 30250

TESOL INTERNSHIP (TESO 1270)

See course description on page 36. (50 hours)

Sep 06 OFS CRN 30270 3 Th. Sep 06 18:00 - 21:00 DTN CRN 30270 2 Sa. Sep 22 09:00 - 16:00 DTN **CRN** 30270 1 Th. Nov 15 18:00 - 21:00 DTN CRN 30270

OVERVIEW OF TESOL (TESO 1101)

See course description on page 36. (30 hours)

5 Mo.Tu.We.Th.Fr. Sep 10 09:30 - 16:30 DTN CRN 30257 10 Tu. Sep 18 18:00 - 21:00 DTN CRN 30263

TEACHING GRAMMAR ONE (TESO 1168)

See course description on page 36. (30 hours)

10 Mo. Sep 17 18:00 - 21:00 DTN CRN 30251

PRONUNCIATION & COMMUNICATION (TESO 1222)

Designed specifically for international students in the diploma program, this course focuses on developing the advanced-level pronunciation and communication skills required for teaching the English language.

6 Tu.We. Sep 18 13:30 - 16:30 DTN CRN 30255 7 Tu. Oct 09 13:30 - 16:30 DTN CRN 30255

TEACHING PRONUNCIATION (TESO 1127)

See course description on page 36. (30 hours)

10 Tu. Sep 18 18:00 - 21:00 DTN CRN 30254

TEACHING LISTENING/SPEAKING (TESO 1267)

See course description on page 36. (30 hours)

10 We. Sep 19 18:00 - 21:00 DTN CRN 30273

TEACHING WRITING (TESO 1128)

See course description on page 36. (30 hours)

10 We. Sep 19 18:00 - 21:00 DTN CRN 30271

TEACHING READING (TESO 1133)

See course description on page 36. (30 hours)

10 Th. Sep 20 18:30 - 21:30 DTN CRN 30249

X CULTURE WRKSHP/INT STDTS (TESO 1245)

This workshop is designed specifically for first term international students in the diploma program. (6 hours)

2 Th. Sep 20 18:00 - 21:00 DTN CRN 30265

TEACHING EAP (TESO 1266)

See course description on page 36. (24 hours)

8 Tu. Oct 02 18:30 - 21:30 DTN CRN 30269

ACADEMIC WRITING (TESO 1254)

This workshop provides an overview of essay writing for academic purposes for international students in the diploma program. (9 hours)

3 Mo. Oct 15 13:00 - 16:00 DTN CRN 30268

ELECTIVE COURSES currently scheduled:

TEACHING VOCABULARY (TESO 1269)

See course description on page 36. (6 hours)

2 Tu.Th. Sep 11 18:00 - 21:00 DTN CRN 30266

TUTORING ESOL (TESO 1154)

See course description on page 36. (6 hours) \$107

1 Sa. Sep 22 09:00 - 16:00 DTN CRN 30252

USING AUDIO/OHP/VIDEO (TESO 1271)

See course description on page 36. (4 hours) \$66

1 Sa. Oct 13 12:30 - 16:30 DTN CRN 30272

TEACHING BEGINNING ESL (TESO 1228)

See course description on page 36. (6 hours) \$87

1 Sa. Oct 20 09:30 - 16:30 DTN CRN 30258

TEACHING BUSINESS ENGLISH (TESO 1256)

See course description on page 36. (4 hours) \$56

1 Sa. Oct 20 12:30 - 16:30 DTN CRN 30267

USING ART IN TESOL (TESO 1226)

See course description on page 36. (5 hours) \$71

1 Sa. Oct 27 09:00 - 15:00 DTN CRN 30279

TEACHING ESL TO YOUNG LEARNERS (TESO 1229)

See course description on page 36. (9 hours) \$128

3 Tu. Oct 30 18:00 - 21:00 DTN CRN 30261

TEACHING IDIOMS (TESO 1218)

See course description on page 36. (4 hours)

1 Sa. Nov 03 13:00 - 17:00 DTN CRN 30260

TEACHING THE IBT TOEFL EXAM (TESO 1273)

See course description on page 36. (6 hours)

1 Sa. Nov 03 09:30 - 16:30 DTN CRN 30274

1 Sa. Dec 08 09:30 - 16:30 DTN CRN 30275

INTRODUCTION TO CALL (TESO 1181)

See course description on page 36. (4 hours)

1 Sa. Nov 17 13:00 - 17:00 BWY CRN 30264

APPLY FOR A TESOL JOB (TESO 1227)

See course description on page 36. (6 hours)

1 Sa. Nov 24 09:30 - 16:30 DTN CRN 30262

USING/ADAPTING LANGUAGE GAMES (TESO 1110)

See course description on page 40. (5 hours)

1 Sa. Nov 24 09:30 - 15:30 DTN CRN 30259

TESOL DISTANCE DIPLOMA

Program Coordinator: Anita Schuller, 604.443.8362,

aschuller@vcc.ca

Department website: tesol.vcc.ca

The TESOL Distance Diploma Program is for those wishing to complete a TESOL Diploma by distance education supported by experienced teacher trainers. Graduates receive the TESOL Distance Diploma from Vancouver Community College and qualify for national TESL Canada Professional Certification.

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 currently scheduled:

FOUNDATIONS FOR TESOL (TESO 1103)

This course examines the foundations for English language instruction and includes topics on the adult language learner, cultural awareness and instructional approaches. (60 hours) \$395

Sep 10 OFS CRN 30283

PRACTICUM (TESO 1107)

This course, completed under supervision of a sponsor teacher, focuses on the practical application of the theory of English language instruction in an English language classroom. (60 hours) \$450

Sep 10 OFS CRN 30287

TEACHING GRAMMAR (TESO 1104)

This course examines the instructional methodology used to teach grammar to English language learners. (60 hours) \$395

Sep 10 OFS CRN 30284

TEACHING LISTENING/SPEAKING (TESO 1105)

This course examines the instructional methodology used to teach listening and speaking skills to English language learners. (60 hours) \$395

Sep 10 OFS CRN 30285

"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





38 TESOL PROGRAMS / WRITING

TEACHING PRONUNCIATION (TESO 1108)

This course examines the instructional methodology used to teach pronunciation to English language learners. (60 hours) \$395

Sep 10 OFS CRN 30288

TEACHING READING/WRITING (TESO 1106)

This course examines the instructional methodology used to teach reading and writing skills to English language learners. (60 hours) \$395

Sep 10 OFS CRN 30286

TUTORING ESOL CERTIFICATE PROGRAM

Program Coordinator: Jayeson Van Bryce, 604.443.8669, jvanbryce@vcc.ca

Department website: tesol.vcc.ca

The Tutoring ESOL Certificate Program is designed for those wishing to tutor English to speakers of other languages in a one-to-one or small group teaching situation for adults or school-aged children. Graduates are awarded the Tutoring ESOL Certificate from Vancouver Community College.

REQUIRED COURSES:

Tutor/Teach Grammar (TESO 1276) Overview of TESOL (TESO 1101) Teaching Vocabulary (TESO 1269) Tutor/Teach Pronunciation (TESO 1201) Tutoring ESOL (TESO 1154) Tutor/Teach Convers Skills (TESO 1220) Tutoring ESOL Practicum (TESO 1278)

REQUIRED COURSES currently scheduled:

TUTOR/TEACH GRAMMAR (TESO 1276)

See course description on page 35. (15 hours) \$240

5 We. Sep 05 18:00 - 21:00 DTN CRN 30278

OVERVIEW OF TESOL (TESO 1101)

See course description on page 36. (30 hours) \$235

5 Mo.Tu.We.Th.Fr. Sep 10 09:30 - 16:30 DTN CRN 30257 10 Tu. Sep 18 18:00 - 21:00 DTN CRN 30263

TEACHING VOCABULARY (TESO 1269)

See course description on page 36. (6 hours) \$107

2 Tu.Th. Sep 11 18:00 - 21:00 DTN CRN 30266

TUTOR/TEACH PRONUNCIATION (TESO 1201)

See course description on page 35. (12 hours) \$204

4 Mo. Sep 17 18:00 - 21:00 DTN CRN 30256

TUTORING ESOL (TESO 1154)

See course description on page 36. (6 hours) \$107

1 Sa. Sep 22 09:00 - 16:00 DTN CRN 30252

TUTOR/TEACH CONVERS SKILLS (TESO 1220)

See course description on page 35. (6 hours) \$107

1 Sa. Sep 29 09:30 - 16:30 DTN CRN 30253

TUTORING ESOL PRACTICUM (TESO 1278)

This course will focus on the practical application of the theory of tutoring ESOL skills in a real-life situation. \$357

Oct 11 OFS CRN 30277

1 Th. Oct 11 18:00 - 20:00 DTN CRN 30277

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

Senior Program Coordinator: Anne Tollstam, 604.443.8668 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 will 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 professional writers and develop professional-level skills in various aspects of literature ranging from poetry to short fiction to online writing and novels to editing and publishing.

Join VCC's talented Creative Writing instructors for a ONE DAY WRITERS' WORKSHOP ON SATURDAY, NOVEMBER 17.

Spend the day attending workshops designed for emerging and fluent writers.

Whether it's poetry, fiction or getting published - you'll find what you're looking for at our WRITERS' WORKSHOP!

ELECTIVE COURSES currently scheduled:

NEW FINISHING YOUR GREAT NOVEL (CWRI 1155)

You've got an outline, you've even got a couple of chapters in the bag. You know the story is in your head simply waiting to get out. Except there's nothing simple about writing well. The novel is like a marathon and all writers will struggle to hit the finish line. Get feedback on your project while also learning about overcoming writer's block, avoiding the pitfalls of an unwieldy plot, and how to ultimately stick to it and finally finish your great novel. (12 hours) Instructor: Adrian Brijbassi \$139

4 Tu. Sep 25 18:00 - 21:00 DTN 4 CRN 30493

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. Instructor: Dari Rank (18 hours) \$241

6 Th. Sep 27 18:30 - 21:30 DTN 4 CRN 30335

NEW TELLING THE TRUTH IN FICTION (CWRI 1154)

Being a journalist or communications specialist doesn't mean you're ready to be a novelist. In fact, the skills of a news writer often conflict with the job of a storyteller. In this course, learn to analyze the crucial differences between fiction and nonfiction while learning what tendencies non-fiction writers must overcome when developing characters and producing art. (12 hours) Instructor: Adrian Brijbassi. \$139

4 Th. Sep 27 18:00 - 21:00 DTN 4 CRN 30494

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! Instructor: Julie Ferguson (3 hours) \$53

1 Sa. Nov 17 09:00 - 12:00 DTN - CRN 30504

COPY EDIT LIKE A PRO (CWRI 1152)

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. 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. Included are lectures, close reading of text, and workshopping of students' own writing. Instructor: Adrian Brijbassi (3 hours) \$53

1 Sa. Nov 17 09:00 - 12:00 DTN 4 CRN 30495

IRRESISTIBLE 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 the assistance you need to craft irresistible queries that result in publication. Instructor: Julie Ferguson (3 hours) \$53

1 Sa. Nov 17 13:00 - 16:00 DTN 4 CRN 30305

WRITE LIKE A MASTER (CWRI 1153)

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. Instructor: Adrian Brijbassi (3 hours) \$53

1 Sa. Nov 17 13:00 - 16:00 DTN 🕆 CRN 30496

ELECTIVE COURSES to be scheduled in upcoming terms:

HIT IT BIG-WRITE SPORTS NOVEL (CWRI 1149) (12 hours)

ONLINE REGISTER ONLINE

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.

Use the registration form on this page and fax to 604.443.8393. Payment is by credit card only. Please provide complete information.

Pay by VISA, MasterCard or American Express. Call 604.443.8484. Please quote CRN (Course Registration Number) found in the course description.

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 - 17:0009:00 - 14:00 Saturday

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

Information is available to Cantonese and Mandarin 中文熱線 604.443.8335 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 I	Day Year		
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SURNA	ME		GIVEN NAMES			
ADDRESS			CITY/MUNICIPALITY	PROVINCE	POSTAL CODE	
HOME F	PHONE		BUSINESS PHONE	E-MAIL		
HOWL	HONE		BOSINESSTITONE	LIVIAIL		
CANADIAN CITIZEN			PERMANENT RESIDENT (Landed Immigrant)		VISITOR	
			Ţ.			
			Country of Citizenship			

COURSE NAME	COOKSE CODE	TUTTION	START DATE	START TIME	LOCATION	CRN #
sample: BUSINESS ETHICS	LEAD 1154	\$315	Sa. Sept. 15	18:30	DTN	CRN 10316
1						
2						
3						

METHOD OF PAYMENT	TOTAL \$	
CREDIT CARD	VISA MASTERCARD AI	MERICAN EXPRESS
CHEQUE	Name on card	
MONEY ORDER		
FEE CREDIT	Credit card account number	Expiry date
	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:

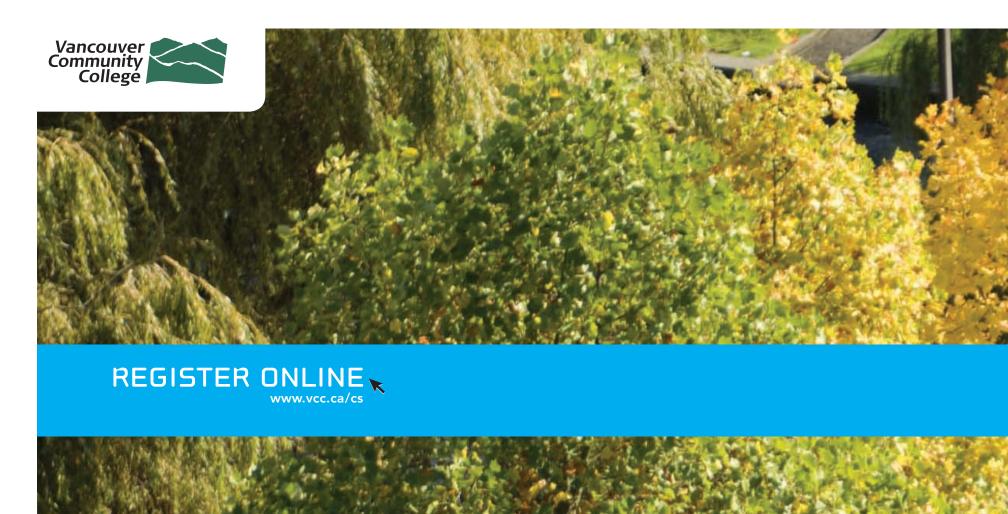
- Start date for courses of six weeks or less.
 Start of second class for courses of six weeks or more.
 Start date for all certificates and programs that require an application for admission.
 Exception: all TESOL Programs refer to specific program guide for details.

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 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 to debit or credit cards must be made in person only

Distance Courses Distance Education courses are refundable on a case by case basis, subject to a \$30 administration fee and \$15 for shipping and handling. All course materials must be received by VCC prior to refund issuance

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.



VCC'S CENTRE FOR CONTINUING STUDIES HAS BEEN MEETING THE NEEDS OF ADULT LEARNERS FOR MORE THAN 40 YEARS.

We're B.C.'s No. 1 college, and we've built our reputation around meeting your needs: flexibility, quality and convenience. Move up in your current job, get ready for a new challenge or turn your business idea into reality. Choose your direction, and let VCC Continuing Studies help you get there.

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