

Vancouver Community College

SEE INSIDE FOR MORE THAN
40 CERTIFICATE AND
DIPLOMA PROGRAMS.

OFFERINGS INCLUDE:

- > Business and Technical Writing
- > Computers
- > Counselling Skills
- > Court, Health and
Community Interpreting
- > Early Childhood Care and Education
- > Interior Design
- > Leadership and Coaching
- > LPN to BScN Transition Studies
- > Office Administration
- > Paralegal

CENTRE FOR CONTINUING STUDIES

HOW TO USE OUR CALENDAR



COURSE INFORMATION

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

Course Title

Course Code

Course Description

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

Duration

Day(s)

Start Date

Begin-End Time
(24-Hour Clock)

Location

Online
Course

Register
Online

Course
Reference
Number

Course Fee

IMPORTANT INFORMATION

For the latest information on courses, times and fees, please check the online calendar at **vcc.ca**, which is the official calendar for VCC Continuing Studies.

STUDENTS WITH DISABILITIES

VCC provides individualized accomodation to enable students with disabilities to participate fully in the learning environment.

Students with disabilities who require accomodation must make their request to VCC Disability Services a minimum of four months before the start of their program or course.

Please contact VCC Disability Services at 604.443.8448.

Please note that both the Downtown and Broadway Campuses are wheelchair accessible.

LOCATION CODES

- ALB

ALBERNI STREET CAMPUS
1080 ALBERNI ST.
- BWY

BROADWAY CAMPUS
1155 EAST BROADWAY
- DTN

DOWNTOWN CAMPUS
200-BLOCK DUNSMUIR AT HAMILTON
- OFS

OFF-SITE LOCATION

COURSE FEE DETAILS

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

YOUR FUTURE STARTS HERE

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

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

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

LOOK FOR OUR EXCITING NEW OFFERINGS:

CAREER EXPLORATION AND MANAGEMENT

Learn strategies and tools for your career development: chart a course, develop a career portfolio, brand yourself like a business, use self-marketing and network to enhance your survivability.

See page 6.

LPN TO BScN TRANSITION STUDIES

Prepare for your BScN. Transition courses required for third-year entry to the proposed bachelor of science in nursing degree are now available through Continuing Studies.

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WELCOME TO THE CENTRE FOR CONTINUING STUDIES

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

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

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

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

We're pleased to have you with us.



Dale Dorn
PRESIDENT
VANCOUVER COMMUNITY COLLEGE



BUSINESS

BUILDING MANAGEMENT & SERVICES

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: Margaret McIlwaine, 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.
Building Service Management (REAL 1110)
Building Cleaning (REAL 1103)
Building Maint & Cost Control (REAL 1102)
Law And Tenant Relations (REAL 1101)

REQUIRED COURSES currently scheduled:

BUILDING SERVICE MANAGEMENT (REAL 1110)

Intended for building supervisors, service staff and others who wish to advance. Topics include budget preparation and controls, estimates and costing, purchasing and care of equipment and chemicals, and inventory control. Learn about teamwork and leadership skills, scheduling, motivating and supervising a multicultural staff. Recognized by the Canadian Administrative Housekeeping Association (CAHA) and the Canadian Building Servicing Association (CBSA) for Professional Certification credit. (40 hours) \$372

10 wks Sa. Apr 19 13:00 - 17:00 DTN ☎ [CRN 20284](#)

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) \$300

5 wks Sa. Apr 26 09:00 - 16:00 DTN ☎ [CRN 20285](#)



I own rental properties and would like to learn more about how to manage them, is this program for me?

Rental property owners who wish to learn more about the day to day management of their property investment will find these courses to be of enormous practical value.



REQUIRED COURSES to be scheduled in upcoming terms:

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)

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)

BUSINESS COMMUNICATIONS

BUSINESS COMMUNICATIONS

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 11.

BUSINESS ENGLISH PACKAGE

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

The following four 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 INFORMATION ON TRAINING OPPORTUNITIES AT YOUR BUSINESS SITE, PLEASE CALL ANNE TOLLSTAM, 604.443.8668

REQUIRED COURSES:

It is recommended that you take the four Business English Courses and the optional Business English Skills Test in the following order:

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
You Asked for More! (OACP 1197)
Written & Verbal Comm for Bus (OACP 1196)

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

1 day Sa. Apr 26 09:00 - 16:00 DTN ☎ [CRN 20323](#)

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

1 day Sa. May 10 09:00 - 16:00 DTN ☎ [CRN 20324](#)

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

1 day Sa. May 24 09:00 - 16:00 DTN ☎ [CRN 20325](#)

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

1 day Sa. Jun 07 09:00 - 16:00 DTN ☎ [CRN 20326](#)

BUSINESS ENGLISH SKILLS TEST (OACP 1123)

The Business English Skills Test is a requirement for those wanting an Office Administration certificate; it is optional for other students.

1 day Sa. Jun 14 09:00 - 12:00 DTN ☎ [CRN 20327](#)

ELECTIVE COURSES currently scheduled:

YOU ASKED FOR MORE! (OACP 1197)

Improve business writing skills and build your vocabulary! As an extension of Writing Dynamic Business Letters, we will help you write clearly, concisely and correctly in order to succeed in today's business world. Reading material and exercises will focus on how to read, comprehend and write more effectively. Written in-class assignments such as letters, e-mails and summaries will be checked for grammar and clear writing. A must for students looking to improve grammar, vocabulary and business writing skills. (12 hours) \$127

4 wks Tu. Jun 03 18:00 - 21:00 DTN ☎ [CRN 20359](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

BUSINESS AND TECHNICAL WRITING CERTIFICATE PROGRAM

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Coordinator: Jennifer Gossen, 604.443.8670

Program Assistant: Margaret McIlwaine, 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 much 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 program 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, WED. APRIL 16, 5:30 - 6:30 ROOM 218B**

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

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 day Sa. Apr 19 09:00 - 16:30 DTN ☎ [CRN 20024](#)

DESIGNING 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 day Sa. May 31 09:00 - 16:30 DTN ☎ [CRN 20025](#)

BUSINESS COMMUNICATIONS / CAREER EXPLORATION AND MANAGEMENT

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 day Sa. Jun 28 09:00 - 16:30 DTN ☎ [CRN 20026](#)

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 day Sa. Sep 27 09:00 - 16:30 DTN ☎ [CRN 30007](#)

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 day Sa. Oct 25 09:00 - 16:30 DTN ☎ [CRN 30008](#)

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 day Sa. Nov 29 09:00 - 16:30 DTN ☎ [CRN 30009](#)

REQUIRED COURSES to be scheduled in upcoming terms:

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)

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)

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)

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:

Event Planning (BUSI 1158)

Wedding Planning (BUSI 1234)

ELECTIVE COURSES currently scheduled:

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. (30 hours) \$403

10 wks Mo. Apr 14 18:00 - 21:00 DTN 3W CRN 20257

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) \$403

10 wks We. Apr 16 18:00 - 21:00 DTN 3W CRN 20243

CAREER EXPLORATION AND MANAGEMENT

Learn strategies and tools for your career development: chart a course, develop a career portfolio, brand yourself like a business, use self-marketing and network to enhance your survivability. Teaching of web- and computer-based tools to help you manage your career is integrated into these six courses. Courses have no prerequisites and do not have to be taken in any sequence. A reasonable English level important for effective learning through class interaction and presentations.

CAREER EXPLORATION AND MANAGEMENT

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Coordinator: Jennifer Gossen, 604.443.8670

Program Assistant: Margaret McIlwaine, 604.443.8711

INFORMATION AND NETWORKING SESSION: WEDNESDAY, APRIL 9, 2008 1730 - 1830

Job changes are common today and to accomplish your goals you need to take control with a variety of strategies and tools for career development. Learn to chart your career course, develop your career portfolio, brand yourself like a business, use self-marketing and networking techniques, and enhance your career survivability. Technological literacy and essential skill is integrated into the course teaching you web and computer-based tools to help manage your career.

The program of study has six courses with no prerequisites. Class interaction and presentations make a reasonable English level important for effective learning. Courses can be taken in any sequence.

For more on how these courses can help your career development, please contact the program coordinator at 604.443.8670.

REQUIRED COURSES:

Career Portfolio (OACP 1201)

Self Marketing (OACP 1204)

Survivability Training (OACP 1203)

Career Exploration (OACP 1184)

Career Entrepreneur (OACP 1202)

Career Networking (OACP 1205)

“ All the classes are so well presented. I enjoy the discussions, how well the instructor deals with specific issues and how she brings them into the larger understanding.”

PASQUALE DOMODOSSOLA, STUDENT IN MANAGING CHANGE

REGISTER ONLINE 
www.vcc.ca

CAREER EXPLORATION / LEADERSHIP COACHING AND MANAGEMENT SKILLS

REQUIRED COURSES currently scheduled:

CAREER PORTFOLIO (OACP 1201)

Impress employers by showcasing yourself in a career portfolio. Better than the traditional resume, the career portfolio contains "artifacts" to reflect and illustrate your career goals, accomplishments, skills, knowledge, and even future plan. Learn to develop your own portfolio using conventional and web-based methods gaining the flexibility to arrange and present your career in a customized manner for different employment opportunities. (6 hours) \$98

2 wks We. Apr 23 18:30 - 21:30 DTN ☎ [CRN 20343](#)

SELF MARKETING (OACP 1204)

Get creative in your self-marketing. If your career is restricted by glass ceilings you need to learn ways to present your best attributes to the decision makers. See your career advancement strategies and tools in a new light with the marketing perspective. (6 hours) \$98

2 wks We. May 14 18:30 - 21:30 DTN ☎ [CRN 20345](#)

SURVIVABILITY TRAINING (OACP 1203)

Find the skills, attitudes and learning you need to survive and thrive in today's competitive labour market. The Survivability-Profile is a unique way to examine your employability with 10 categories of essential skills (technical competence, attitude, self-promotion, communication, active learning, information gathering, consultative problem-solving, creativity / resourcefulness, entrepreneurial initiative, self-management) . It can make you a proficient career self-manager. (8 hours) \$127

2 wks Sa. Jun 07 09:00 - 13:00 DTN ☎ [CRN 20344](#)

CAREER EXPLORATION (OACP 1184)

A holistic approach to exploring your passions, skills, style and potential can help you gain a deeper understanding of yourself and in what careers you'd thrive. Explore a career plan grounded in your values, vision and self-worth with exercises and self-management techniques to expand your possibilities, overcome limitations and your fears of career change. (18 hours) \$197

6 wks We. Sep 24 18:30 - 21:30 DTN ☎ [CRN 30012](#)

CAREER ENTREPRENEUR (OACP 1202)

Create your own brand and drive your career forward. Learn to be entrepreneurial and see yourself - your skills and knowledge - as a business to be marketed. Develop your business case and explore the production of a "Business Plan" to advance your career and measure your progress over time. (6 hours) \$98

2 wks We. Nov 12 18:30 - 21:30 DTN ☎ [CRN 30140](#)

CAREER NETWORKING (OACP 1205)

The tactics and skills of networking are a key component of your career management. Use the contemporary concept of "social capital" to examine who you know, how to recognize valuable connections in your existing networks and how to network more effectively. Learn to appreciate the significance and make best use of career networking to create opportunities. (6 hours) \$98

2 wks We. Dec 03 18:30 - 21:30 DTN ☎ [CRN 30147](#)

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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.

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

REQUIRED COURSES:

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

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:

Problem Solving Action Plan (LEAD 1104)
Step Up To Leadership (LEAD 1111)
Building A Productive Team (LEAD 1113)
Find Time For Results (LEAD 1114)
Critical Thinking (LEAD 1101)
Progressive Discipline (LEAD 1155)
Diversity in the Workplace (LEAD 1164)
Managing Change (LEAD 1102)
Science and Art of Leadership (LEAD 1119)
Speak Up (LEAD 1109)
Personality Dimensions For Ldr (LEAD 1166)
Corporate Storytelling (LEAD 1165)
Facilitation Sks Team Leader (LEAD 1108)
Using Leadership Language (LEAD 1112)
From Conflict To Collaboration (LEAD 1105)
Bus Communication for Leaders (LEAD 1138)
Creative Thinking At Work (LEAD 1110)
Perform Mgmt: Goals & Review (LEAD 1106)

REQUIRED COURSES currently scheduled:

FINANCE (LEAD 1152)

An introduction to 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) \$321

8 wks Th. Apr 24 18:30 - 21:30 DTN ☎ [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) \$321

8 wks Th. Oct 30 18:30 - 21:30 DTN ☎ [CRN 30001](#)

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) \$321

8 wks Th. Jan 22 18:30 - 21:30 DTN ☎ [CRN 10001](#)

LEADERSHIP COACHING AND MANAGEMENT SKILLS

REQUIRED COURSES to be scheduled in upcoming terms:

HUMAN RESOURCE MANAGEMENT (LEAD 1151)

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

INTRO TO BUSINESS (LEAD 1150)

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

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) \$158

1 day Sa. Apr 19 09:00 - 16:30 DTN ☎ [CRN 20304](#)

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) \$321

8 wks We. Apr 23 18:30 - 21:30 DTN ☎ [CRN 20027](#)

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) \$168

1 day Fr. Apr 25 09:00 - 16:30 DTN ☎ [CRN 20042](#)

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) \$158

1 day Sa. May 03 09:00 - 16:30 DTN ☎ [CRN 20043](#)

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) \$168

1 day Fr. May 09 09:00 - 16:30 DTN ☎ [CRN 20044](#)

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) \$158

1 day Sa. May 24 09:00 - 16:30 DTN ☎ [CRN 20045](#)

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) \$168

1 day Fr. May 30 09:00 - 16:30 DTN ☎ [CRN 20019](#)

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) \$158

1 day Sa. Jun 07 09:00 - 16:30 DTN ☎ [CRN 20028](#)

PROGRESSIVE DISCIPLINE (LEAD 1155)

This course reviews fair procedure and legal requirements for a managerial response toward improving poor performance (culpable and non-culpable) and correcting misconduct in the workplace. While the course is designed for a unionized workplace, the principles for a non-unionized workplace are also discussed. (6 hours) \$168

1 day Fr. Jun 13 09:00 - 16:30 DTN ☎ [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) \$158

1 day Sa. Jun 21 09:00 - 16:30 DTN ☎ [CRN 20029](#)

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) \$321

8 wks Tu. Sep 23 18:30 - 21:30 DTN ☎ [CRN 30005](#)

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) \$158

1 day Sa. Oct 04 09:00 - 16:30 DTN ☎ [CRN 30097](#)

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) \$158

1 day Sa. Oct 18 09:00 - 16:30 DTN ☎ [CRN 30002](#)

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) \$158

1 day Sa. Oct 25 09:00 - 16:30 DTN ☎ [CRN 30003](#)

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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) \$158

1 day Sa. Nov 01 09:00 - 16:30 DTN ☎ CRN 30010

PERSONALITY DIMENSIONS FOR LDR (LEAD 1166)

“Personality Dimensions” is a temperament assessment tool that will help you to understand your preferred style of communication and leadership. In this session, you will take Personality Dimensions assessment to discover your style, learn more about your preferred style and how this can affect your effectiveness as a leader and gain some tips and techniques. (6 hours) \$158

1 day Sa. Nov 15 09:00 - 16:30 DTN ☎ CRN 30098

CORPORATE STORYTELLING (LEAD 1165)

This course is designed to provide participants a good understanding of corporate storytelling and its applications. Using interactive exercises and case studies, students will learn why storytelling is an effective leadership and corporate communication tool, as well as best practices around storytelling. Students will explore potential corporate stories and develop individual implementation strategies. (6 hours) \$168

1 day Fr. Nov 21 09:00 - 16:30 DTN ☎ CRN 30013

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) \$158

1 day Sa. Nov 29 09:00 - 16:30 DTN ☎ CRN 30099

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) \$158

1 day Sa. Dec 06 09:00 - 16:30 DTN ☎ CRN 30004

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) \$158

1 day Sa. Dec 13 09:00 - 16:30 DTN ☎ CRN 30100



How will training in coaching enhance my professional life?

Coaches are in high demand in today's team-based, cooperative working environments. Coaching is a beneficial skill both for the person who is coaching and the person being coached. When you successfully challenge and support others, you gain job satisfaction and many other professional benefits.



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) \$321

8 wks We. Jan 21 18:30 - 21:30 DTN ☎ CRN 10002

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) \$168

1 day Fr. Feb 13 09:00 - 16:30 DTN ☎ CRN 10003

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) \$168

1 day Fr. Mar 13 09:00 - 16:30 DTN ☎ CRN 10004

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) \$158

1 day Sa. Mar 14 09:00 - 16:30 DTN ☎ CRN 10005

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

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)

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)

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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.

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

REQUIRED COURSES:

Six core courses:

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

ELECTIVE COURSES:

Choose six elective courses (electives may vary each term) from the courses listed below:

- Coaching For High Performance (LEAD 1115)
- Find Time For Results (LEAD 1114)
- Critical Thinking (LEAD 1101)
- Progressive Discipline (LEAD 1155)
- Diversity in the Workplace (LEAD 1164)
- Science and Art of Leadership (LEAD 1119)
- Speak Up (LEAD 1109)
- Personality Dimensions For Ldr (LEAD 1166)
- Corporate Storytelling (LEAD 1165)
- From Conflict To Collaboration (LEAD 1105)
- Bus Communication for Leaders (LEAD 1138)
- Creative Thinking At Work (LEAD 1110)
- Perform Mgmt: Goals & Review (LEAD 1106)

REQUIRED COURSES currently scheduled:

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; leading; and techniques in the problem-solving and decision-making process; getting from a solution to an action plan; successful implementation of an action plan. (6 hours) \$168

1 day Fr. Apr 25 09:00 - 16:30 DTN 📅 CRN 20042

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) \$158

1 day Sa. May 03 09:00 - 16:30 DTN 📅 CRN 20043

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) \$168

1 day Fr. May 09 09:00 - 16:30 DTN 📅 CRN 20044

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) \$158

1 day Sa. Oct 04 09:00 - 16:30 DTN 📅 CRN 30097

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) \$158

1 day Sa. Nov 29 09:00 - 16:30 DTN 📅 CRN 30099

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) \$158

1 day Sa. Dec 13 09:00 - 16:30 DTN 📅 CRN 30100

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) \$158

1 day Sa. Apr 19 09:00 - 16:30 DTN 📅 CRN 20304

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) \$158

1 day Sa. May 24 09:00 - 16:30 DTN 📅 CRN 20045

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) \$158

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

PROGRESSIVE DISCIPLINE (LEAD 1155)

This course reviews fair procedure and legal requirements for a managerial response toward improving poor performance (culpable and non-culpable) and correcting misconduct in the workplace. While the course is designed for a unionized workplace, the principles for a non-unionized workplace are also discussed. (6 hours) \$168

1 day Fr. Jun 13 09:00 - 16:30 DTN 📅 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) \$158

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

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) \$158

1 day Sa. Oct 18 09:00 - 16:30 DTN 📅 CRN 30002

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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) \$158

1 day Sa. Nov 01 09:00 - 16:30 DTN ☎ [CRN 30010](#)

PERSONALITY DIMENSIONS FOR LDR (LEAD 1166)

“Personality Dimensions” is a temperament assessment tool that will help you to understand your preferred style of communication and leadership. In this session, you will take Personality Dimensions assessment to discover your style, learn more about your preferred style and how this can affect your effectiveness as a leader and gain some tips and techniques. (6 hours) \$158

1 day Sa. Nov 15 09:00 - 16:30 DTN ☎ [CRN 30098](#)

CORPORATE STORYTELLING (LEAD 1165)

This course is designed to provide participants a good understanding of corporate storytelling and its applications. Using interactive exercises and case studies, students will learn why storytelling is an effective leadership and corporate communication tool, as well as best practices around storytelling. Students will explore potential corporate stories and develop individual implementation strategies. (6 hours) \$168

1 day Fr. Nov 21 09:00 - 16:30 DTN ☎ [CRN 30013](#)

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) \$158

1 day Sa. Mar 14 09:00 - 16:30 DTN ☎ [CRN 10005](#)

ELECTIVE COURSES to be scheduled in upcoming terms:**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)

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)

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)

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).

REQUIRED COURSES:

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

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) \$158

1 day Sa. Apr 19 09:00 - 16:30 DTN ☎ [CRN 20304](#)

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) \$168

1 day Fr. May 30 09:00 - 16:30 DTN ☎ [CRN 20019](#)

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) \$158

1 day Sa. Oct 25 09:00 - 16:30 DTN ☎ [CRN 30003](#)

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) \$158

1 day Sa. Dec 06 09:00 - 16:30 DTN ☎ [CRN 30004](#)

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) \$168

1 day Fr. Feb 13 09:00 - 16:30 DTN ☎ [CRN 10003](#)

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) \$168

1 day Fr. Mar 13 09:00 - 16:30 DTN ☎ [CRN 10004](#)

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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.

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

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) \$158

1 day Sa. Apr 19 09:00 - 16:30 DTN ☎ [CRN 20304](#)

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) \$168

1 day Fr. Apr 25 09:00 - 16:30 DTN ☎ [CRN 20042](#)

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) \$158

1 day Sa. May 03 09:00 - 16:30 DTN ☎ [CRN 20043](#)

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) \$168

1 day Fr. May 09 09:00 - 16:30 DTN ☎ [CRN 20044](#)

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) \$168

1 day Fr. May 30 09:00 - 16:30 DTN ☎ [CRN 20019](#)

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) \$158

1 day Sa. Oct 04 09:00 - 16:30 DTN ☎ [CRN 30097](#)

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) \$158

1 day Sa. Oct 25 09:00 - 16:30 DTN ☎ [CRN 30003](#)

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) \$158

1 day Sa. Nov 29 09:00 - 16:30 DTN ☎ [CRN 30099](#)

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) \$158

1 day Sa. Dec 06 09:00 - 16:30 DTN ☎ [CRN 30004](#)

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) \$158

1 day Sa. Dec 13 09:00 - 16:30 DTN ☎ [CRN 30100](#)

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) \$168

1 day Fr. Feb 13 09:00 - 16:30 DTN ☎ [CRN 10003](#)

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) \$168

1 day Fr. Mar 13 09:00 - 16:30 DTN ☎ [CRN 10004](#)

LEADERSHIP COACHING AND MANAGEMENT SKILLS / OFFICE ADMINISTRATION

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.

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:

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

REQUIRED COURSES currently scheduled:

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) \$321

8 wks We. Apr 23 18:30 - 21:30 DTN ☎ [CRN 20027](#)

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) \$321

8 wks Tu. Sep 23 18:30 - 21:30 DTN ☎ [CRN 30005](#)

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) \$321

8 wks We. Jan 21 18:30 - 21:30 DTN ☎ [CRN 10002](#)

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: Margaret McIlwaine, 604.443.8711

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.

INFORMATION NIGHT:

TUESDAY, APRIL 15, 2008, 17:30 - 18:30 ROOM 237

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 Speciality: 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 Leadership Certificate Programs.

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 Administration 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 (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 hours.

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 section.

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) \$171

8 wks We. Apr 23 18:30 - 21:30 DTN ☎ [CRN 20038](#)

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) \$160


6 wks Tu. May 20 18:30 - 21:30 DTN ☎ [CRN 20039](#)

14 BUSINESS

OFFICE ADMINISTRATION

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, Curran, Michael G., should be purchased from Downtown Bookstore before the first class. (24 hours) \$176

8 wks We. Sep 24 18:30 - 21:30 DTN  [CRN 30145](#)

ADMINISTRATION AND SUPERVISION

REQUIRED COURSES:

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


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.
Effective 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) \$197

8 wks Mo. Sep 22 18:00 - 21:00 DTN  [CRN 30144](#)

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) \$158
6 wks Th. Oct 09 18:30 - 21:30 DTN  [CRN 30143](#)

ELECTIVE COURSES currently scheduled:

EFFECTIVE 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) \$112

1 day Sa. May 03 09:00 - 16:00 DTN  [CRN 20050](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

MAKE TIME FOR SUCCESS (OACP 1185)

This course shows you how to regain control of your time by beating work overload and improving your productivity and effectiveness. You will learn about time management and personal productivity to help you take control of your time and become more efficient. Setting goals, making time for priorities, cutting clutter, delegating and managing your email are some of the topics we will cover. (6 hours)

BUSINESS ENGLISH

The following four 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 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
You Asked for More! (OACP 1197)
Written & Verbal Comm for Bus (OACP 1196)

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

1 day Sa. Apr 26 09:00 - 16:00 DTN  [CRN 20323](#)


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

1 day Sa. May 10 09:00 - 16:00 DTN  [CRN 20324](#)

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

1 day Sa. May 24 09:00 - 16:00 DTN  [CRN 20325](#)

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

1 day Sa. Jun 07 09:00 - 16:00 DTN  [CRN 20326](#)

BUSINESS ENGLISH SKILLS TEST (OACP 1123)


The Business English Skills Test is a requirement for those wanting an Office Administration certificate; it is optional for other students.

1 day Sa. Jun 14 09:00 - 12:00 DTN  [CRN 20327](#)

ELECTIVE COURSES currently scheduled:

YOU ASKED FOR MORE! (OACP 1197)

Improve business writing skills and build your vocabulary! As an extension of Writing Dynamic Business Letters, we will help you write clearly, concisely and correctly in order to succeed in today's business world. Reading material and exercises will focus on how to read, comprehend and write more effectively. Written in-class assignments such as letters, e-mails and summaries will be checked for grammar and clear writing. A must for students looking to improve grammar, vocabulary and business writing skills. (12 hours) \$127

4 wks Tu. Jun 03 18:00 - 21:00 DTN  [CRN 20359](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

OFFICE ADMINISTRATION

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) \$197

6 wks Mo. Apr 21 18:00 - 21:00 DTN ☎ [CRN 20041](#)

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) \$122

6 wks Mo. Apr 21 18:00 - 21:00 DTN ☎ [CRN 20330](#)

6 wks Sa. Apr 26 09:30 - 12:30 DTN ☎ [CRN 20329](#)

6 days Mo. We. Jun 09 18:00 - 21:00 DTN ☎ [CRN 20394](#)

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) \$133

6 wks Sa. Apr 26 09:30 - 12:30 DTN ☎ [CRN 20331](#)

LEGAL OFFICE SKILLS

The following five 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 nine 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.

REQUIRED COURSES:

Intro Legal Office Program (OACP 1113)

Corporate (OACP 1115)

Civil Litigation (OACP 1114)

Conveyancing (OACP 1117)

Family Law (OACP 1116)

Legal Office Package Test (OACP 1120)

ELECTIVE COURSES:

The following three 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.

Legal Terminology (OACP 1138)

Legal Office Procedures (OACP 1139)

Advanced Conveyancing (OACP 1142)

Legal Ethics&Confidentiality (OACP 1140)

BCOnline Searches (OACP 1141)

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 day Tu. Sep 23 18:30 - 21:30 DTN ☎ [CRN 30108](#)

CORPORATE (OACP 1115)

Outlines the steps to incorporate a British Columbia company, plus annual reports and filings and keeping minute books. (9 hours) \$88

3 wks Th. Sep 25 18:30 - 21:30 DTN ☎ [CRN 30110](#)

CIVIL LITIGATION (OACP 1114)

Discuss the levels of court in British Columbia and takes you step-by-step through the procedures of a civil case, from Writ of Summons to trial, judgement and execution. (9 hours) \$88

3 wks Tu. Sep 30 18:30 - 21:30 DTN ☎ [CRN 30109](#)

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 wks Th. Oct 16 18:30 - 21:30 DTN ☎ [CRN 30112](#)

FAMILY LAW (OACP 1116)

Covers the "family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act applications and Family Relations Act proceedings. (9 hours) \$88

3 wks Tu. Oct 21 18:30 - 21:30 DTN ☎ [CRN 30111](#)

LEGAL OFFICE PACKAGE TEST (OACP 1120)

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

1 day Th. Nov 06 18:30 - 21:30 DTN ☎ [CRN 30113](#)

ELECTIVE COURSES currently scheduled:

LEGAL TERMINOLOGY (OACP 1138)

This course covers the rules of legal language and terminology unique to each area of law. This course consists of mini-workshops to familiarize students with the main areas of law. Handouts included. Please bring a dictionary. (9 hours) \$113

3 wks We. Apr 23 18:30 - 21:30 DTN ☎ [CRN 20020](#)

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) \$117

4 wks Th. Apr 24 18:30 - 21:30 DTN ☎ [CRN 20016](#)

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) \$107

1 day Sa. May 10 09:30 - 16:30 DTN ☎ [CRN 20023](#)

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) \$113

3 wks We. May 14 18:30 - 21:30 DTN ☎ [CRN 20021](#)

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) \$113

3 wks We. Jun 11 18:30 - 21:30 DTN ☎ [CRN 20358](#)

OFFICE ADMINISTRATION

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 (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 Walkman-type earphones and computer diskette. Textbook: Medical Transcription, to be purchased from the downtown campus bookstore prior to first class. (18 hours) \$153

6 wks Mo. Apr 21 18:30 - 21:30 DTN ☎ [CRN 20017](#)

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) \$199

10 wks Tu. Apr 22 18:00 - 21:00 DTN ☎ [CRN 20333](#)

10 wks Tu. Apr 22 18:00 - 21:00 DTN ☎ [CRN 20334](#)

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) \$199

10 wks Th. Apr 24 18:00 - 21:00 DTN ☎ [CRN 20046](#)

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) \$178

8 wks We. Sep 17 18:00 - 21:00 DTN ☎ [CRN 30141](#)

MEDICAL OFFICE BILLING (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) \$149

4 wks We. Nov 19 18:00 - 21:00 DTN ☎ [CRN 30142](#)

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) \$99

2 wks Tu. Dec 09 18:00 - 21:00 DTN ☎ [CRN 30146](#)

RECORDS MANAGEMENT SKILLS

REQUIRED COURSES:

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

*REQUIRED COURSES currently scheduled:***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) \$183

8 wks We. Apr 23 18:30 - 21:30 DTN ☎ [CRN 20022](#)

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) \$192

10 wks We. Jan 21 18:30 - 21:30 DTN ☎ [CRN 10006](#)

*REQUIRED COURSES to be scheduled in upcoming terms:***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. Supported by the Association of Records Managers and Administrators, this course is offered once a year. (30 hours)

VCC OFFERINGS TO WATCH

ON-SITE TRAINING
FOR ORGANIZATIONS.
WE ARE HERE FOR YOU.

Your organization's needs are unique. While most popular offerings draw upon our expertise in leadership, management skills and business communication, we also offer a host of training opportunities such as deterring fraud, paralegal skills, food safety and whole range of hospitality skills. If you see courses, programs or instructor areas of expertise which suit your business' training requirements, call us. We can and will work with your team to create the specialized program you need.

With VCC, you will hire more than trainers and consultants; you will establish a partnership with educational professionals, who are specialists in life-long learning and backed by B.C.'s largest and oldest college.

For further information on training opportunities to be offered at your business site, please call Anne Tollstam, 604.443.8668.

REGISTER ONLINE 
www.vcc.ca

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: Margaret McIlwaine, 604.443.8711

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>.

Please note: all Paralegal program courses include a weekly tutorial assignment, comprising approximately three hours per week of practical learning experience, which may be completed on the student's own time and is submitted weekly for instructor review.

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.)

Online course sections include a webicon: . Online course registrants must provide an email address with registration.

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

ELECTIVE COURSES:



Choose four courses from related Practice Area Courses: 1301 - 1304 (Litigation), 1305 - 1308 (Corporate Law), 1309 - 1312 (Real Estate/Conveyancing), or 1313 - 1316 (Family Law and Estates). Choose two electives from 1401 - 1406. Courses are listed chronologically. Not all courses are offered every term.

Evidence (LEGL 1401)
ALF: Automated Legal Forms (LEGL 1406)
Court of Appeal Practice (LEGL 1403)
Commercial Conveyancing (LEGL 1312)
Corp Law 1: Basic Procedures (LEGL 1305)
Corp Law 2: Securities (LEGL 1306)
Corp Law 3: Intermediate (LEGL 1307)
Corp Law 4: Advanced (LEGL 1308)
Creditors' Remedies (LEGL 1303)
Estate Administration (LEGL 1316)
Family Law 1 (LEGL 1313)
Family Law 2 (LEGL 1314)
Intellectual Property (LEGL 1405)
Lending & Security (LEGL 1311)
Litigation for Paralegals 1 (LEGL 1301)
Litigation for Paralegals 2 (LEGL 1302)
Personal Injury Practice (LEGL 1304)
Property Law (LEGL 1309)
Property Transactions (LEGL 1310)
Wills & Estate Planning (LEGL 1315)

REQUIRED COURSES currently scheduled:

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 wks Th. Apr 03 18:00 - 21:00   CRN 20013



CONTRACTS (LEGL 1206)

Contract law essentials, including: formation, consideration, capacity, breach and remedies. Prerequisites: legal secretary work experience, formal admission to the Paralegal program, or previous legal coursework. (36 hours) \$228

Apr 08 OFS  CRN 20011

6 wks Tu. Apr 08 18:00 - 21:00 DTN  CRN 20011



May 20 OFS  CRN 20012

6 wks Tu. May 20 18:00 - 21:00   CRN 20012


LEGAL RESEARCH (LEGL 1207)

Need to cite a case? Learn correct legal research, citation and briefing skills. Students do hands-on research, mastering online and manual research techniques, and preparing legal memoranda. QuickLaw accounts provided. Note: Students taking the online version must have access to a law library. (48 hours) \$228

Apr 12 OFS  CRN 20015



4 wks Sa. Apr 12 09:00 - 16:00   CRN 20015

May 10 OFS  CRN 20008

4 wks Sa. May 10 09:00 - 16:00 DTN  CRN 20008

LEGAL COMMUNICATIONS (LEGL 1205)


Learn to communicate with confidence. Includes both business writing and verbal communication skills. Prerequisites: legal secretary work experience, formal admission to the Paralegal program, or previous legal coursework. Note: the February 21 section is integrated lecture plus online coursework. Posted dates are classroom dates. (36 hours) \$229


6 wks Mo. Apr 14 18:00 - 21:00   CRN 20002

PRACTICUM (LEGL 1208)

Use your existing position at a legal office to synthesize your practicum experience. Students will design a professional 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) \$121

Apr 18 OFS  CRN 20003

1 day Fr. Apr 18 18:00 - 21:00 DTN  CRN 20003

1 day Fr. May 30 18:00 - 21:00 DTN  CRN 20003

1 day Fr. Jul 04 18:00 - 21:00 DTN  CRN 20003

12 wks Fr. Apr 18 18:00 - 21:00  CRN 20267

REQUIRED COURSES to be scheduled in upcoming terms:

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)

TORTS (LEGL 1204)


An overview of tort law in Canada. Reviews civil wrongs where an individual's conduct interferes with other persons or their property. Prerequisites: legal secretary work experience, formal admission to the Paralegal program or previous legal coursework. (48 hours)

ELECTIVE COURSES currently scheduled:

EVIDENCE (LEGL 1401)

Examine various types of evidence and the rules of evidence through statutes and case law. This course is recommended for all students in the litigation practice area. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$240


Apr 15 OFS  CRN 20006

7 wks Tu. Apr 15 18:00 - 21:00 DTN  CRN 20006

ALF: AUTOMATED LEGAL FORMS (LEGL 1406)

ALF software is used by law firms and in-house corporate departments in five provinces and two territories. Master hands-on ALF technology to track and automate corporate records. Taught by ALF company experts. Prerequisite: Corporate experience or corporate courses. (42 hours) \$228

May 07 OFS  CRN 20014

7 wks We. May 07 18:00 - 21:00 DTN  CRN 20014

18 BUSINESS

PARALEGAL

COURT OF APPEAL PRACTICE (LEGL 1403)

Offers a comprehensive examination of the appellate procedure in British Columbia, including jurisdiction, filings and forms. Leave to Appeal applications, chamber motions and the required supporting material, and appellate Bills of Costs. This course is recommended for all students in the litigation practice area. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$240

7 wks We. May 28 18:00 - 21:00 📅 📞 CRN 20005

ELECTIVE COURSES to be scheduled in upcoming terms:

COMMERCIAL CONVEYANCING (LEGL 1312)

Explains commercial conveyancing matters, special issues in commercial conveyances, commercial sales, subdivisions and commercial leases. Prerequisites: Lending & Security (LEGL 1311). (42 hours)

CORP LAW 1: 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). Pre-requisites: Agency and Business Structures (LEGL 1203). OACP 1115 strongly recommended for students without corporate experience. (42 hours)

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)

CORP LAW 3: INTERMEDIATE (LEGL 1307)

Advanced corporate procedures and documentation for name changes, special rights and restrictions (drafting alternatives), changes to Notices of Articles, extra-provincial registrations under the Business Corporations Act. Prerequisites: Corporate Law I: Basics (LEGL 1305), or equivalent work experience in the corporate field. (42 hours)

CORP LAW 4: ADVANCED (LEGL 1308)

Advanced corporate procedures and documentation for continuations, amalgamations, dissolutions, restorations and other procedures under federal and B.C. corporate legislation. Prerequisites: Corporate Law 3: Intermediate (LEGL 1307). (42 hours)

CREDITORS' REMEDIES (LEGL 1303)

Examines law and procedure, including builder's liens, applicable statutes, creditors remedies, debtor's remedies and defences, pre-judgment and execution proceedings. Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours)

ESTATE ADMINISTRATION (LEGL 1316)

Examines the process and documents for Probate and Administration applications, types of grants, asset gathering and distribution, taxes and resealing. Students will administer a fictional estate in this class. Pre-requisites: Wills & Estate Planning (LEGL 1315). (42 hours)

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)

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)

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)

LENDING & SECURITY (LEGL 1311)

Reviews validity of security documents, rights of parties and theory, concepts, procedures and forms used in a secured lending or banking practice. Prerequisites: Property Transactions (LEGL 1310). (42 hours)

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.

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. Understand Fast Track Litigation and Rule 68 Expedited Litigation. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301). (42 hours)

PERSONAL INJURY PRACTICE (LEGL 1304)

Covers relevant substantive law and procedures required to manage a personal injury file. Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours)

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)

VCC OFFERINGS TO WATCH

LPN TO BScN TRANSITION STUDIES

An ideal path for practising licensed practical nurses to enhance their training and credentials, VCC's newest degree proposal – a bachelor of science in nursing – is being reviewed at the Ministry of Advanced Education and the College of Registered Nurses of B.C. as part of the program's detailed approval process.

It is expected that LPNs will be able to enter the third-year of the BScN program in January 2009, with applications accepted in October 2008. Among the requirements for third-year entry are transition courses designed to prepare students to move from practical nursing to the degree program. These are now available through Continuing Studies (see page 34).

Registration is now open for these courses; please visit www.vcc.ca for course details and online registration or call our Continuing Studies registration line at 604.443.8484.

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. OACP 1117 strongly recommended for students without conveyancing experience. (42 hours)

WILLS & ESTATE PLANNING (LEGL 1315)

Learn the structure and 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)

PRIVATE INVESTIGATING / SMALL BUSINESS

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. Participants will gain value as investigators and researchers by taking additional courses in the Crime and Justice Studies.

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)
 Evidence Collection (BUSI 1236)
 Identity Theft (BUSI 1238)
 Investigative Research (BUSI 1237)

ELECTIVE COURSES currently scheduled:

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. (6 hours) \$150

1 day Sa. Apr 26 09:00 - 16:00 DTN ☎ CRN 20286

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. (6 hours) \$150

1 day Sa. Jun 07 09:00 - 16:00 DTN ☎ CRN 20287

ELECTIVE COURSES to be scheduled in upcoming terms:

EVIDENCE COLLECTION (BUSI 1236)

If you're interested in private investigating, then you need to learn how to collect and store evidence. This course examines various aspects of evidence such as search warrants, police versus private investigators, rules of evidence and documentation. Different types of evidence collection will be discussed such as video surveillance, interviews, financial, business and open source records and dumpster diving. (6 hours)

IDENTITY THEFT (BUSI 1238)

Identify theft is a common trend in today's society. Learn how it happens, why it happens and what the ramifications are. This course will teach participants about identity theft using methodologies such as theft of cards and documents, shoulder surfing, skimming, email fraud, mail theft and others. Come and learn how to prevent identify theft and what services are available if you do become a victim. (6 hours)



How can courses in private investigating help me get a job?

Our courses are recognized by the Private Investigator's Association of B.C., and practical knowledge in research, evidence collection and fraud will help you be prepared for work in the field of private investigating.



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)

SMALL BUSINESS

Thinking of starting a small business? Just started a small business? Maximize your chances of success by doing it right the first time. If you've already started your business but need help in specific areas to keep your business running profitably, VCC has something for you too. Learn to finance, market, staff, manage and operate your small business. Sign up today for flexible classes, tailored for busy entrepreneurs and future proprietors working towards their dream.

SMALL BUSINESS

Program Coordinator: Jennifer Gossen, 604.443.8670, jgossen@vcc.ca
 Program Assistant: Margaret McIlwaine, 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.

\$87.00 per course or a total of \$615.00 for all ten courses. A savings of \$255.00.

REQUIRED COURSES:

Entrepreneurial 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:

Sm Business Finance Strategies (BUSI 1140)
 The Basics of Selling on ebay (BUSI 1285)
 Launching Freelance Career (BUSI 1287)
 Advanced Selling on ebay (BUSI 1286)
 Business Partnerships (BUSI 1255)
 Financial Freedom (BUSI 1254)
 Strategic Visioning (BUSI 1282)
 Succession Planning (BUSI 1283)

REQUIRED COURSES currently scheduled:

ENTREPRENEURIAL 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) \$87

1 day Mo. Apr 28 18:00 - 21:00 DTN ☎ CRN 20180

SMALL BUSINESS

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) \$87

1 day We. Apr 30 18:00 - 21:00 DTN 📞 [CRN 20181](#)

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) \$87

1 day Mo. May 05 18:00 - 21:00 DTN 📞 [CRN 20182](#)

SMALL BUSINESS OPERATIONS (BUSI 1132)

Learn about the fundamentals of small business management, including human resources, time and stress management. (3 hours) \$87

1 day We. May 07 18:00 - 21:00 DTN 📞 [CRN 20184](#)

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) \$87

1 day Mo. May 12 18:00 - 21:00 DTN 📞 [CRN 20185](#)

HUMAN RESOURCES (BUSI 1135)

Do you know how to build a team? Learn how to keep your team an effective working group. (3 hours) \$87

1 day We. May 14 18:00 - 21:00 DTN 📞 [CRN 20186](#)

FINANCING YOUR BUSINESS (BUSI 1138)

Become familiar with different sources of financing and banking and how applications are evaluated. (3 hours) \$87

1 day We. May 21 18:00 - 21:00 DTN 📞 [CRN 20187](#)

PREPARING YOUR BUSINESS PLAN (BUSI 1139)

Learn and understand the essentials of creating a business plan. (3 hours) \$87

1 day Mo. May 26 18:00 - 21:00 DTN 📞 [CRN 20188](#)

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) \$87

1 day We. May 28 18:00 - 21:00 DTN 📞 [CRN 20189](#)

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) \$87

1 day Mo. Jun 02 18:00 - 21:00 DTN 📞 [CRN 20183](#)

*ELECTIVE COURSES currently scheduled:***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. This course is perfect for self employed or small business owners and covers topics such as understanding how to protect your business, cash flow and debt management. Come and learn how to assess your own risk tolerance and clearly understand your financial situation. (6 hours) \$120

1 day Sa. Apr 05 09:00 - 16:00 DTN 📞 [CRN 20391](#)

THE BASICS OF SELLING ON EBAY (BUSI 1285)

Learn how to sell your products online the eBay way at this six hour seminar. Included in the course: eBay history, security, safe trading, setting up an account to sell, marketplace research, eBay listing, photography tips, selling formats and pricing strategies, PayPal tips, monitoring the sale, using My eBay and what to do after the sale. A perfect introduction for people new to eBay, with little or no eBay selling experience. Presented by Marilyn Bild, an experienced eBay seller and winner of the 2006 eBay Canadian Entrepreneur of the Year award. Included is a comprehensive workbook (value \$20). \$150

1 day Fr. Apr 25 09:00 - 16:00 DTN 📞 [CRN 20088](#)

LAUNCHING FREELANCE CAREER (BUSI 1287)

In considering a freelance 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 (various levels of government, business and private sectors, service and resource industries, tourism and Olympic Games). This interactive seminar is designed to orient new and aspiring entrepreneurs, to provide useful tips and information on benefits and pitfalls of this field, dos and don'ts, networking and contract negotiations, preparing promotional materials, accessing online resources and much more. (9 hours) \$180

3 wks We. Jun 04 18:00 - 21:00 DTN 📞 [CRN 20309](#)

ADVANCED SELLING ON EBAY (BUSI 1286)

If you are an eBay seller who wants to take your eBay sales to the next level, this is the course for you. In this six hour class you will learn to: Start and/or grow a business on eBay, use eBay listing tools to save time, market your eBay business to increase sales, open an eBay store and complete market research and sales analysis. Participants need to complete "The Basics of Selling on eBay" as a prerequisite or have a minimum eBay feedback score of 25 (and have sold at least 10 items on eBay). Presented by Marilyn Bild, an experienced eBay seller and winner of the 2006 eBay Canadian Entrepreneur of the Year award. Included is a Beyond the Basics workbook (value \$20). \$150

1 day Fr. Jun 06 09:00 - 16:00 DTN 📞 [CRN 20089](#)

*ELECTIVE COURSES to be scheduled in upcoming terms:***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)

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)



How can VCC's How to Start a Small Business Program help me get my business idea off the ground?

Our comprehensive program takes you step by step through all aspects of starting a small business from financing and marketing to leadership and human resources. If you already have an idea for a small business, you can put it to the test as you work through the program and turn your concept into reality.

**STRATEGIC VISIONING (BUSI 1282)**

You're past the three 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. (6 hours)

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. This course examines 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. (6 hours)

FASHION ARTS

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, fashion@vcc.ca
Website: continuinged.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:

HISTORY OF FASHION (FASH 1301)

A study of the evolution of western fashion from early Europe to the 20th century provides the designer with an understanding of the development of fashion and the ability to apply this knowledge to current and future fashion. The course promotes research and provides design inspiration, with the student demonstrating personal interest in the completion of an individual design project or reproduction garment. (36 hours) \$300

12 wks Mo. Apr 07 18:30 - 21:30 DTN ☎ CRN 20099

FASHION MARKETING & PROMOTION (FASH 1405)

A study of the theory and practical application of fashion sales promotion, public relations, and special event promotion and other activities used to influence the sale of merchandise, services and concepts. Market planning, environmental influences, research, information systems, and consumer behaviour will be examined in conjunction with the ever-changing fashion industry. Emphasis is placed on the creative organization of professional quality presentations including evaluating, writing, and editing of copy for advertising and promotion, display presentation, internal communications and direct mail for a variety of market levels. (36 hours) \$300

12 wks We. Apr 09 18:30 - 21:30 DTN ☎ CRN 20102

FASHION FORECASTING (FASH 1204)

Gain a general overview of the job of the fashion forecaster and the fashion forecasting process. Learn to differentiate between a trend and a fad, how to predict new fashion colours, popular fabrics, new styles, and upcoming trends. An important and essential course for the fashion designer, merchandiser, retailer, and the consumer. Class structures will consist of lectures, group discussions, projects, guest speakers, and presentations. (36 hours) \$300

12 wks Th. Apr 10 18:30 - 21:30 DTN ☎ CRN 20112

REQUIRED COURSES to be scheduled in upcoming terms:

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 dimensions of the location decision, and determine store layout and merchandise. (36 hours)

FASHION STYLING (FASH 1408)

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

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)

RETAIL BUYING (FASH 1402)

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

TEXTILES (FASH 2201)

Gain 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 semi-synthetic fabrics; as well as textile law and regulations. (36 hours)

COURSES OF SPECIALTY IN FASHION

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

These courses introduce fashion skills, assist those planning to apply for the Fashion Arts program, upgrade skills of those already experienced in Fashion Arts and introduce new fashion-related courses. Limited enrolment. No application required.

ELECTIVE COURSES currently scheduled:

FASHION ILLUSTRATION (FASH 1150)

Interested in entering the Fashion Arts programs? Improve your skills, update your drawing style and prepare a portfolio. Learn the basics of fashion drawing and the variety of media involved, from conte to gouache and more. Render a variety of fabric, study work of well-known illustrators and draw from a live model. Bring to first class: 18" x 24" newsprint sketch pad, black/brown conte crayon, 4B pencil. (30 hours) \$280

10 wks Tu. Apr 15 18:30 - 21:30 DTN ☎ CRN 20113

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 wks Th. Apr 17 18:30 - 21:30 DTN ☎ CRN 20443

FASHION ARTS

PATTERN MAKING (FASH 1153)

Learn to make patterns to your own measurements with a perfect fit ensured. Construct a set of women's personal Blocks (Slopers) and draft patterns for any design of your choice. This course allows for individual instruction. Bring to first class: HB pencil, eraser, metric tape measure, 30 cm ruler (clear plastic), and a three-ring binder. Come prepared to be measured; wear usual bra and a simple slip. (24 hours) \$245
6 wks Sa. Apr 19 12:30 - 16:30 DTN 📞 [CRN 20098](#)

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. (30 hours) \$300
10 wks Sa. Apr 19 09:00 - 12:00 DTN 📞 [CRN 20124](#)

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

BACK BY POPULAR DEMAND!!! Discover fashion design and its processes. Explore drawing and conceptual design skills to create a mini-collection. Emphasis on fashion design principles, and does not include garment construction exercises. Learn fashion drawing, design sketching, as well as creating fabric designs on half-scale dress forms. Participants must be 13 - 17 years of age. (20 hours) \$295

5 days Mo. Tu. We. Th. Fr. Jul 21 13:30 - 17:30 DTN 📞 [CRN 20125](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

ADOBE ILLUSTRATOR FOR FASHION2 (FASH 1256)

Focus on building the familiarization of the Adobe Illustrator program and personalizing its setting to the unique needs of the apparel industry. Emphasis on developing a strong illustrative technique through further work with flats, floats and fabric rendering. Typography and graphic integration as beneficial aspects to production and design will also be explored. Industry standards and custom brushes, palette and croquis will also be further developed. Prerequisite required: Adobe Illustrator for Fashion1 or equivalent (FASH 1156). A Document of Professional Studies will be issued. (30 hours)

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)

FABRIC SURFACE DESIGN (FASH 1166)

Using a variety of fiber arts and processes, explore colour, texture, pattern systems and two dimensional design, as well as the development of imagery and ideas. Workshops include topics such as; basic design concepts & colour theory, block printing, fibre - reactive dyeing, felting and shibori. A technique diary is developed throughout the course for future reference. Please bring to class: 2" three ring binder, scissors/exacto knife, ruler, glue and a selection of magazines (pop culture, design, architecture, fashion, nature, etc.). An additional supply list will be give on the first session. (approximate cost \$25) (24 hours)

FASHION WRITING (FASH 1409)

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

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)

MILLINERY (FASH 1162)

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

FASHION ARTS CERTIFICATE PROGRAM

*Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca
Program Assistant: 604.443.8677, fashion@vcc.ca
Website: continuing.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 (FASH 1103); Industrial Sewing (FASH 1201), Tailoring (FASH 1302); Couture (FASH 2101); Collection Toiles (FASH 2202).

Fashion Arts Certificate: Successful completion of all courses leading to the Fashion Design Certificate, Pattern Making Certificate, Garment Construction Certificate plus Fashion Show Prep (FASH 1353), Fashion Visual Communication (FASH 2309); Adv. Collection Manufacture (FASH 1352) & Collection Portfolio (FASH 2301).

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

History Of Fashion (FASH 1301)
Adv Collection Manufacture (FASH 1352)
Sewing Techniques (FASH 1103)
Photoshop for Fashion (FASH 1410)
Block Construction (FASH 1102)
Technical Fashion Drawing (FASH 1251)
Collection Portfolio (FASH 2301)
Fashion Drawing (FASH 1101)
Design Drafting-Practice (FASH 1303)
Adv Fashion Show Preparation (FASH 1353)
Collection Design (FASH 2103)
Collection Toiles (FASH 2202)
Couture (FASH 2101)
Design Drafting - Theory (FASH 1202)
Design Patterns Draping (FASH 2102)
Fashion Design (FASH 1203)
Industrial Sewing (FASH 1201)
Production Patterns Grading (FASH 2203)
Tailoring (FASH 1302)
Textiles (FASH 2201)

REQUIRED COURSES currently scheduled:**ADV COLLECTION MANUFACTURE (FASH 1352)**

With the focus on accurate correlation of design, to flat, to pattern, to construction method and on the necessity to meet deadlines in all areas of the industry; develop time management and costing skills in the manufacture of your collection. Prerequisite: all three practical certificates. (36 hours) \$300

12 wks Mo. Apr 07 18:30 - 21:30 DTN [CRN 20195](#)

FASHION ARTS

HISTORY OF FASHION (FASH 1301)

A study of the evolution of western fashion from early Europe to the 20th century provides the designer with an understanding of the development of fashion and the ability to apply this knowledge to current and future fashion. The course promotes research and provides design inspiration, with the student demonstrating personal interest in the completion of an individual design project or reproduction garment. (36 hours) \$300

12 wks Mo. Apr 07 18:30 - 21:30 DTN CRN 20099

PHOTOSHOP FOR FASHION (FASH 1410)

This course will introduce skills used 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. (36 hours) \$300

12 wks Tu. Apr 08 18:30 - 21:30 DTN CRN 20193

SEWING TECHNIQUES (FASH 1103)

Designers and pattern makers need to be 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. Students learn to use industrial machines and sergers, and compile a binder of samples using industrial and couture methods. (36 hours) \$300

12 wks Tu. Apr 08 18:30 - 21:30 DTN CRN 20110

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 wks We. Apr 09 18:30 - 21:30 DTN CRN 20103

COLLECTION PORTFOLIO (FASH 2301)

Complete presentation fashion drawings, detailed flats and fabric swatches for your individual collection, assembling these in a portfolio for a job application. Particular attention is paid to the overall design and presentation of this collection portfolio. Prerequisite: all three practical certificates. (36 hours) \$300

12 wks We. Apr 09 18:30 - 21:30 DTN CRN 20194

TECHNICAL FASHION DRAWING (FASH 1251)

Understand the different uses and kinds of technical fashion drawing. Convey design ideas using technical drawings and terminology to accurately specify proportion, style and detail. Learn to draw accurately by hand and through the use of Adobe Illustrator software. (36 hours) \$300

12 wks We. Apr 09 18:30 - 21:30 DTN CRN 20191

DESIGN DRAFTING-PRACTICE (FASH 1303)

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

12 wks Th. Apr 10 18:30 - 21:30 DTN CRN 20106

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. Study anatomical and garment proportions to 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) \$300

12 wks Th. Apr 10 18:30 - 21:30 DTN CRN 20107

ADV FASHION SHOW PREPARATION (FASH 1353)

Gain practical experience in the planning and production of fashion shows. Plan, choreograph and present a mini-collection of your designs in the graduate fashion show. (24 hours) \$255

6 wks Th. May 22 18:30 - 21:30 DTN CRN 20192

REQUIRED COURSES to be scheduled in upcoming terms:

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)

COLLECTION TOILES (FASH 2202)

Create patterns and toiles in preparation for the manufacture of a collection. Learn how to make professional toiles as "sample garments" to plan the sewing construction with consideration to garment type and fabric, using fit models to finalize pattern proportion and detail. The development of working drawings and specification sheets ensure accuracy, speed and efficiency in manufacture. (36 hours)

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)

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 notebooks illustrating all basic adaptations and constructions in 1/5 scale. (36 hours)

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)

FASHION DESIGN (FASH 1203)

Develop individual creativity and style in fashion design combined with a realistic approach to manufacture and sales potential. Learn to design clothing for all areas of the industry, producing flats and presentation fashion drawings for your designs. (36 hours)

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)

PRODUCTION PATTERNS GRADING (FASH 2203)

Learn the skills necessary to produce accurate patterns for the apparel industry. Develop production patterns with consideration of construction methods and garment type, the development of grade tables, grading techniques and procedures, lay-planning and markers. (36 hours)

TAILORING (FASH 1302)

The designer/pattern maker must have a sound knowledge of all types of garment construction in order to be able to design realistic garments and to make accurate, well-fitting patterns. This course combines the study and practice of machine tailoring with that of hand tailoring, providing a link between mass production and haute couture methods of garment construction. (36 hours)

TEXTILES (FASH 2201)

Gain 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 semi-synthetic fabrics; as well as textile law and regulations. (36 hours)

FASHION ARTS

FASHION ARTS DIPLOMA PROGRAM

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca

Program Assistant: 604.443.8677, fashion@vcc.ca

Website: continuing.vcc.ca/FashionArts

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 based on transcript/portfolio strengths.

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, and successful portfolio assessment and interview.

REQUIRED COURSES:

Collection Design 1 (FASH 1312)
 Technical Fashion Drawing 2 (FASH 1314)
 Fashion Prof Practices 1 (FASH 1171)
 Pattern Drafting Practical 1 (FASH 1310)
 Block Construction (FASH 1102)
 Fashion Marketing & Promotion (FASH 1405)
 Textile Surface Design & Lab (FASH 1313)
 Tailoring Techniques (FASH 1311)
 Studio Lab A (FASH 1315)
 Collection Design 2 (FASH 2113)
 Collection Manufacture/Studio (FASH 2310)
 Computer Aided Drafting 1 (FASH 2114)
 Computer Aided Drafting 2 (FASH 2212)
 Computer Applications (FASH 1111)
 Costume History (FASH 1113)
 Couture Sewing (FASH 2112)
 Designer Patterns and Toiles (FASH 2111)
 Draping Techniques (FASH 2110)
 Fabric and Textile Studies (FASH 1115)
 Fashion Photoshop Applications (FASH 2214)
 Fashion Prof Practices 2 (FASH 1172)
 Fashion Show Preparation (FASH 2303)
 Illustration and Design 1 (FASH 1112)
 Illustration and Design 2 (FASH 1210)
 Industrial Sewing Techniques (FASH 1212)

Int Visual Communication (FASH 2211)
 Introduction to Fashion (FASH 1110)
 Pattern Drafting Practical 2 (FASH 2115)
 Pattern Drafting Theory (FASH 1211)
 Personal Block Construction (FASH 1214)
 Portfolio Design 1 (FASH 2210)
 Portfolio Design 2 (FASH 2312)
 Product Development (FASH 1252)
 Production Patterns Grading (FASH 2203)
 Sewn Product Techniques (FASH 1114)
 Studio Lab B (FASH 2116)
 Studio Lab C (FASH 2213)
 Studio Lab D (FASH 2313)
 Technical Fashion Drawing 1 (FASH 1213)

REQUIRED COURSES currently scheduled:

COLLECTION DESIGN 1 (FASH 1312)

Learn how to design seasonal, theme, and specialist collections and develop a clothing line. Continued awareness of current and developing trends are discussed. Collaborative work in team design is practiced as well as individual design projects. Development of presentation skills with flats, sketches, illustrations and storyboards. 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 wks Mo. Apr 07 09:00 - 12:00 DTN [CRN 20030](#)

TECHNICAL FASHION DRAWING 2 (FASH 1314)

Using advanced Adobe Illustrator techniques specific to fashion, continue to develop your skills. Projects include creating croquis templates, trim and stitch libraries, and catalogue development. (48 hours) \$395

12 wks Mo. Apr 07 13:00 - 17:00 DTN [CRN 20031](#)

FASHION PROF PRACTICES 1 (FASH 1171)

A successful fashion business must have a solid concept backed by market research and feasible financing. The role of the designer entrepreneur and techniques for marketing and merchandising apparel products are covered. The structure and organization of fashion-related businesses are discussed. Key elements in conceptualizing, launching and operating a business venture are identified. Establish strategies for line development and individual business concepts. (36 hours) \$300

12 wks Tu. Apr 08 09:00 - 12:00 DTN [CRN 20032](#)

PATTERN DRAFTING PRACTICAL 1 (FASH 1310)

This course provides for the practical application of the principles and methods learned in Level Two Theory classes. Full-scale design/drafting exercises cover the basic adaptations and constructions in standard sizes. Use individual or standard sized Blocks to draft accurate flat patterns for your own designs in preparation for the Level Four Couture course. (48 hours) \$395

12 wks Tu. Apr 08 13:00 - 17:00 DTN [CRN 20033](#)

TEXTILE SURFACE DESIGN & LAB (FASH 1313)

Experiment with the manipulation of fabrics and textiles to create a variety of surface designs and textures. Using fiber-reactive dyes, household bleach, fabric paints, water-bases resists, photocopy transfers, foil, as well as silk screening, Shibori, and devore techniques. Explore and develop more advanced techniques in a final assignment. (72 hours) \$495

12 wks Th. Apr 10 09:00 - 16:00 DTN [CRN 20034](#)

STUDIO LAB A (FASH 1315)

Demonstrate your understanding of design drawing, pattern making and garment construction techniques. Work on individual assignments in the labs with an instructional aide. (36 hours) \$155

12 wks Fr. Apr 11 09:00 - 12:00 DTN [CRN 20035](#)

TAILORING TECHNIQUES (FASH 1311)

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

12 wks Fr. Apr 11 13:00 - 16:00 DTN [CRN 20036](#)

REQUIRED COURSES to be scheduled in upcoming terms:

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

COLLECTION DESIGN 2 (FASH 2113)

Understand industrial realities in the design of specific collections. Determine individual collection design direction. 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)

COLLECTION MANUFACTURE/STUDIO (FASH 2310)

With the focus on accurate correlation of design, to flat, to pattern, to construction method and on the necessity to meet deadlines in all areas of the industry; develop time management and costing skills in the manufacture of your Collections. (144 hours)

COMPUTER AIDED DRAFTING 1 (FASH 2114)

Develop an awareness of the various CAD systems used in the apparel industry. Computer based terminology and skills will be developed. Be able to transfer manual pattern drafting and manipulation skills to computer based drafting and manipulation. The digitizing, plotting, and marker making process will be used. Problem solving skills in creating new styles, professional work habits, interpersonal and time management skills will also be developed. (48 hours)

FASHION ARTS

COMPUTER AIDED DRAFTING 2 (FASH 2212)

Focus on a series of complete production patterns generated from pictures or flats provided by the instructor. Draft full production patterns, completely graded and with markers included. Interpret the flat/design, understand and identify the drafting concepts and challenges, and execute the drafting techniques to completion. Have the opportunity to work on your original designs. (48 hours)

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)

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)

COUTURE SEWING (FASH 2112)

Develop skills in higher level production 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). (48 hours)

DESIGNER PATTERNS AND TOILES (FASH 2111)

Produce patterns and toiles in preparation for the manufacture of a Collection. Learn how to make professional toiles as "sample garments" to plan the sewing construction with consideration to garment type and fabric, using fit models to finalize pattern proportion and detail. Develop working drawings and specification sheets to ensure accuracy, speed and efficiency in manufacture. (72 hours)

DRAPING TECHNIQUES (FASH 2110)

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. Drape the basic bodice, cowl necklines, draped designs for a skirt, as well as a variety of collars. (24 hours)

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 semi-synthetic fabrics; as well as textile law and regulations. (54 hours)

FASHION MARKETING & PROMOTION (FASH 1405)

A study of the theory and practical application of fashion sales promotion, public relations, and special event promotion and other activities used to influence the sale of merchandise, services and concepts. Market planning, environmental influences, research, information systems, and consumer behaviour will be examined in conjunction with the ever-changing fashion industry. Emphasis is placed on the creative organization of professional quality presentations including evaluating, writing, and editing of copy for advertising and promotion, display presentation, internal communications and direct mail for a variety of market levels. (36 hours) \$300

FASHION PHOTOSHOP APPLICATIONS (FASH 2214)

This course will introduce skills used 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. (48 hours)

FASHION PROF PRACTICES 2 (FASH 1172)

Career development and preparation for seeking employment in the apparel industry is the focus of this course. Write cover letters and update individual resumes for industry positions as well as discuss interview procedures. Leadership skills, networking and mentoring aspects of career development are introduced. (36 hours)

FASHION SHOW PREPARATION (FASH 2303)

These workshops provide practical experience in the planning and production of fashion shows. Plan, choreograph and present a mini-collection of your designs in the Graduate Fashion Show. (24 hours)

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. Study anatomical and garment proportions to 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)

ILLUSTRATION AND DESIGN 2 (FASH 1210)

Develop individual creativity and style in fashion design combined with a realistic approach to manufacture and sales potential. Techniques for rendering fabrics are studied. Learn to develop clothing lines for various areas of the industry, producing flats and presentation fashion drawings for your designs. (36 hours)

INDUSTRIAL SEWING TECHNIQUES (FASH 1212)

A study of industrial cutting and sewing methods provides the designer/pattern maker with the knowledge necessary for work in mass production. Several sample garments are produced using industrial construction methods and working at industrial speed. Develop skills in the use and care of industrial machines. (48 hours)

INT VISUAL COMMUNICATION (FASH 2211)

Graphic design principles are covered in the production of individual business cards, programs and other promotional materials for the graduate fashion show. Develop concepts for a range of promotional materials including hang tags, logos, labels and press kits. (36 hours)

INTRODUCTION TO FASHION (FASH 1110)

This course provides a platform for all areas of the apparel industry. Be introduced to the business of fashion, the various careers in the industry, the components of fashion, designers and terminology. Gain a greater appreciation for fashion today based partially on historical references and ethnic and cultural influences. Learn to correctly identify garments as a whole and the design components that make up a garment. Silhouettes, construction techniques, specific elements, trims and details, accessories and textiles will be covered from a wide variety of resources. An essential course for the fashion designer, merchandiser, retailer, and the consumer to understand and relate to other fashion professionals. (36 hours)

PATTERN DRAFTING PRACTICAL 2 (FASH 2115)

Demonstrate and execute advanced pattern drafting skills by completing patterns for tailored jackets, and designs using the bra top block. All inner workings such as facing linings, pocketings, foundation structures are covered. Drafting for knits will also be demonstrated. (48 hours)

PATTERN DRAFTING THEORY (FASH 1211)

Gain 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 notebooks illustrating all basic adaptations and constructions in 1/5 scale. (48 hours)

PERSONAL BLOCK CONSTRUCTION (FASH 1214)

Draft a set of individual blocks. Have the opportunity to custom measure and fit the blocks for personal or custom clientele, and be able to understand the actual fit and silhouette of these drafts. (18 hours)

PORTFOLIO DESIGN 1 (FASH 2210)

Complete presentation fashion drawings, detailed flats and fabric swatches for your individual collection, assembling these in a Portfolio for job application. Individual portfolios which provide visual evidence of creative technical and organizational skills are produced. Particular attention is paid to the overall design and presentation of this Collection Portfolio which highlights personal strengths, design philosophy and style. (36 hours)

FASHION ARTS / GEMMOLOGY AND JEWELLERY

PORTFOLIO DESIGN 2 (FASH 2312)

Design and create a promotional presentation for individual collections. Digitally mastered portfolios, “look” books, catalogues, and other promotional brochures are produced. (36 hours)

PRODUCT DEVELOPMENT (FASH 1252)

Study and apply brand building methods to a mass market line. Working in small groups, develop and choose appropriate fabrics, trim, graphics, labelling and accessories to reinforce the brand of a local mass market line. Develop the ability to brand on a “shoe-string” budget without advertising aids. (36 hours)

PRODUCTION PATTERNS GRADING (FASH 2203)

Learn the skills necessary to produce accurate patterns for the apparel industry. Develop production patterns with consideration of construction methods and garment type, the development of grade tables, grading techniques and procedures, lay-planning and markers. (36 hours)

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)

STUDIO LAB B (FASH 2116)

Demonstrate your understanding of design drawing, pattern making and garment construction techniques. Work on individual assignments in the labs with an instructional aide. (36 hours)

STUDIO LAB C (FASH 2213)

Demonstrate your understanding of design drawing, pattern making and garment construction techniques. Work on individual assignments in the labs with an instructional aide. (36 hours)

STUDIO LAB D (FASH 2313)

Demonstrate your understanding of design drawing, pattern making and garment construction techniques. Work on individual assignments in the labs with an instructional aide. (36 hours)

TECHNICAL FASHION DRAWING 1 (FASH 1213)

Adobe Illustrator is a popular, powerful drawing tool used by many apparel companies for flats, fashion illustrations, and catalogue development. Learn the basic tools used in drawing with Adobe Illustrator software for fashion-related work. Understand the different uses and kinds of technical fashion drawing. Convey design ideas using technical drawings and terminology to accurately specify proportion, style and detail. Be able to draw accurately by hand and through the use of computer software. (48 hours)

GEMMOLOGY & JEWELLERY

Get started on a great career in jewellery or gemmology design at Vancouver Community College. 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.

CANADIAN GEMMOLOGICAL ASSOCIATION DIPLOMA PROGRAM

Program Coordinator: Donna Hawrelko, 604.443.8670

Program Assistant: 604.443.8677

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

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.

ELECTIVE COURSES:

Graduate Sales Associate (GEMM 2137)

How to Buy Diamonds (GEMM 2136)

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 wks Mo. Apr 21 18:30 - 21:30 DTN ☎ [CRN](#) 20083

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 gemmologist about your concerns and questions before buying!! (3 hours) \$85

1 day Mo. May 26 18:30 - 21:30 DTN ☎ [CRN](#) 20082

GIA CERTIFICATION

Program Coordinator: Donna Hawrelko, 604.443.8670

Program Assistant: 604.443.8677

ELECTIVE COURSES:

Diamond Grading (GEMM 2130)

GIA Coloured Stone Grading (GEMM 2112)

ELECTIVE COURSES currently scheduled:

DIAMOND GRADING (GEMM 2130)

Discover how to judge and grade clarity, colour and cut quality factors of round brilliant diamonds. Through our unique combination of hands-on training, one-on-one coaching, and integrated multimedia presentations, you learn to grade diamonds consistently and accurately using a modern gem microscope and jeweller's loupe. Become proficient in GIA's Diamond Grading System. Discover time-saving shortcuts to determine a variety of grading factors. Learn to read a GIA Laboratory Diamond Grading Report. Recognize the most common diamond features, and spend more than 18 hours practicing grading techniques on diamonds that have been carefully selected and graded in the GIA Laboratory. \$1995 (35 hours)

5 days Mo. Tu. We. Th. Fr. Apr 14 09:00 - 17:00 DTN ☎ [CRN](#) 20084

GIA COLOURED STONE GRADING (GEMM 2112)

Through extensive hands-on practice using gemstones provided by GIA, develop skills in grading the colour, clarity, and cut quality factors of a wide range of coloured stones. Learn GIA's Coloured Stone Grading System and how to describe colour in terms of hue, tone and saturation. Judge clarity and cut quality factors with professional insight. Increase the consistency and accuracy of your coloured stone grading skills. Learn about the relationship between light and colour. Develop your colour memory. (21 hours) \$1495

3 days Mo. Tu. We. Apr 21 09:00 - 17:00 DTN ☎ [CRN](#) 20090

GEMMOLOGY AND JEWELLERY / INTERIOR DESIGN

JEWELLERY

Program Coordinator: Donna Hawrelko, 604.443.8670
Program Assistant: 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 2 (JEWL 1124)
Jewellery Techniques I (JEWL 1103)
Graduate Sales Associate (GEMM 2137)
Jewellery Appraisal (JEWL 1107)

ELECTIVE COURSES currently scheduled:

JEWELLERY TECHNIQUES 2 (JEWL 1124)

Expand your knowledge and learn intermediate metal techniques. Demonstrations will be given for reticulation, riveting, bezel stone setting, textures & patinas. Become more proficient at measuring, piercing, filing, fitting & finishing. Tools, equipment and supplies provided. Additional cost for materials about \$35.00. Please bring your previous work to the first class. Prerequisite: Jewellery Techniques Level 1 or equivalent. (30 hours) \$495

6 wks We. Apr 09 18:30 - 21:30 AND

4 wks We. May 28 18:30 - 21:30 DTN ☎ CRN 20385

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 wks Mo. Apr 14 18:30 - 21:30 DTN ☎ CRN 20086

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 wks Mo. Apr 21 18:30 - 21:30 DTN ☎ CRN 20083

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

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

This part-time program is tailored to the needs of the ever-growing residential design industry. Our program offers you foundation skills for entry-level employment and the opportunity to develop a solid portfolio for further study. Some courses 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).
Graphic Presentation (INTD 1160)
Kitchen & Bath Design (INTD 1169)
Colour Theory (INTD 1114)
Design Current 1 (INTD 1171)
AutoCad for Interior Designers (INTD 1150)
Design Basics (INTD 1158)
Basic Drafting Concepts (INTD 1110)
Design Drawing (INTD 1159)
Design for Small Spaces (INTD 1172)
History Of Furniture (INTD 1102)
Lighting (INTD 1121)
Living Space and Bedroom (INTD 1170)
Materials and Finishes (INTD 1125)
Textiles (INTD 1122)

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:

GRAPHIC PRESENTATION (INTD 1160)

A continuation of Design Drawing that includes techniques for polishing presentation drawings and boards and for creating a personal identity package as well as for skill building in model making and in personal communication with clients. Emphasis is placed upon communicative drawing. (36 hours) \$380

12 wks Mo. Apr 07 18:30 - 21:30 DTN ☎ CRN 20303

KITCHEN & BATH DESIGN (INTD 1169)

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

12 wks Tu. Apr 08 18:30 - 21:30 DTN ☎ CRN 20300

COLOUR THEORY (INTD 1114)

Colour is visual communication that creates a feeling. Students will develop an eye for recognizing undertones in neutrals by actual colour mixing and, using real situations, learn how to predict colour changes from a small chip to an entire room. Students will learn how to specify colour for Interiors and Exteriors and how to create personalized colour schemes that flow for each individual client. (36 hours) \$380

12 wks We. Apr 09 18:30 - 21:30 DTN ☎ CRN 20302

AUTOCAD FOR INTERIOR DESIGNERS (INTD 1150)

Today's designer relies heavily on computer aided drafting to communicate design details, make revisions and transfer information between disciplines. Learn techniques for producing 2D CAD drawings and move quickly from a "beginner" to "capable" user. Master the basics of AutoCAD and learn how to effectively use creative drawing strategies and shortcuts. Study drawing, editing, dimensioning and drawing layout, specific to Interior Design. Prerequisite: Basic Drafting. (36 hours) \$380

12 wks Th. Apr 10 18:30 - 21:30 DTN ☎ CRN 20299

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. 3 credits. (36 hours) \$380

12 wks Th. Apr 10 18:30 - 21:30 DTN ☎ CRN 20297

INTERIOR DESIGN / MAKE-UP ARTISTRY

REQUIRED COURSES to be scheduled in upcoming terms:

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)

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)

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)

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)

LIGHTING (INTD 1121)

Lighting plays a significant role in determining the effectiveness of any designed space. This course provides the student with the foundational understanding of residential lighting in the context of aesthetic, functional and economic factors. Covered in this introduction are basic principles of lighting design; including criteria, calculations, planning, code and layout. (24 hours)

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)

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)

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)

MAKE-UP ARTISTRY

Canada's Cosmetic and Beauty industry is a fast-paced and growing business. Make Up Artistry courses will prepare you for a new career as a Cosmetic Retail Sales Manager, Sales Representative, Freelance Make Up Artist and Entrepreneur. Discover how you can be a part of this lucrative business by enrolling today.

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

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 term 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)

ELECTIVE COURSES:

Image Consulting (BUSI 1278)

REQUIRED COURSES currently scheduled:

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 case and brushes are required for this course and must be purchased on the first day of class for a fee of \$130. Please note: students are responsible for purchasing the make up products used in this course. A shopping list will be provided by the program coordinator. (30 hours) \$403

10 wks Tu. Apr 15 18:00 - 21:00 DTN ☎ CRN 20241

VCC OFFERINGS TO WATCH

PLAN AHEAD.

Our online calendar at www.vcc.ca makes it possible for you can plan your future now. There you can find the latest information on our courses, times and fees. Look for listings of our upcoming course offerings including:

Crime and Justice Studies.

As urban centres grow and diversify, values are balanced in increasingly complex legal and judicial systems. Add to your investigative or research skills by exploring crime and justice's impact on society.

Car Rental Sector Training.

A growing part of the travel and tourism industry, car rental offers career opportunities. Prepare yourself for a career where customer service is critical to success and business savvy a must.

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 and intensify the eyes by learning the 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) \$403

10 wks We. Apr 16 18:00 - 21:00 DTN ☎ CRN 20242

ELECTIVE COURSES currently scheduled:

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 color 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) \$403

10 wks Th. Apr 17 18:00 - 21:00 DTN ☎ CRN 20457

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 continuinged.vcc.ca/cnsk attend an information session 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

The curriculum of the Counselling Skills Certificate Programs is currently being revised and updated. New certificate requirements and revised course options will be available Winter, 2009.

INFORMATION SESSIONS:

**WEDNESDAY MARCH 26, THURSDAY JUNE 19,
WEDNESDAY AUGUST 20, OR THURSDAY SEPTEMBER
11, 2008, 6:30 PM ROOM 420**

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 pre-requisites 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, Cross Cultural Counselling Skills and and Clinical Practice Course.

One Practicum Option

Practicum Information Meeting: Wednesday, April 16, or Monday June 16, 2008, 5:30pm 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:

Assess Referral & Comm Resou (CNSK 1108)
Theories of Counselling (CNSK 1102)
Personal Prof Development (CNSK 1112)
Individual Counselling Skills (CNSK 1103)
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. Where applicable, Saturday class attendance required. (36 hours) \$406

12 wks Tu. Apr 08 18:30 - 21:30 DTN ☎ [CRN 20346](#)

12 wks Th. Apr 10 18:30 - 21:30 DTN ☎ [CRN 20347](#)

10 days Tu. Th. Jul 03 18:30 - 21:30 AND

1 day Sa. Jul 12 09:30 - 16:30 DTN ☎ [CRN 20398](#)

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

11 wks Mo. Apr 07 18:30 - 21:30 AND

1 day Sa. May 24 09:30 - 12:30 DTN [CRN 20349](#)

12 wks Tu. Apr 08 18:30 - 21:30 DTN [CRN 20348](#)

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. (30 hours) \$335

8 wks Tu. Apr 08 18:30 - 21:30 AND

1 day Sa. May 03 09:30 - 16:30 DTN [CRN 20463](#)

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

COUNSELLING

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 - 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 addiction in a social service agency to complete their requirements plus attend nine Practicum seminars. This is a continual intake class that runs alternate Wednesday evenings throughout the year. \$595



What kind of jobs do they get when they complete this program?

Graduates from our program have a very high employment success rate - about 85 per cent according to Ministry of Education surveys. Our graduates find work in the addiction, social service, health and corrections communities mostly in frontline positions, such as outreach workers, peer support worker positions, youth worker, addictions counsellor, shelter worker.

REQUIRED COURSES to be scheduled in upcoming terms:**ASSESS REFERRAL & COMM RESOU (CNSK 1108)**

Prerequisite course: Individual Counselling Skills (CNSK 1103). Examine the role of assessments and referrals in the helping field. Learn how to conduct an effective assessment, identify issues which require specialized referral, and make successful referrals. Expand your knowledge of community resources, and explore the legal/ethical implications inherent in this process. (36 hours)

THEORIES OF COUNSELLING (CNSK 1102)

Learn about different counselling theories and consider their contributions and limitations. Use this knowledge to discuss your own beliefs, values and approaches to the helping professions and articulate these beliefs and approaches through various assignments. Increase your understanding of the significance and development of the relationship between helper and client and broaden your awareness of the ethical behaviour involved. (36 hours)

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 wks Th. Apr 10 18:30 - 21:30 DTN ☎ **CRN 20350**

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 wks Mo. Apr 14 18:30 - 21:30 AND
1 day Sa. Jun 14 09:30 - 16:30 DTN ☎ **CRN 20441**

10 wks Th. Apr 17 18:30 - 21:30 AND
1 day Sa. Jun 07 09:30 - 16:30 DTN ☎ **CRN 20442**

CLINICAL PRACTICE (CNSK 1113)

Do you wish you could have additional supervised clinical practice? Taught by an experienced clinician, this course focuses on integrating theoretical knowledge and experience with instruction, demonstration, practice and feedback. Prerequisite course: CNSK 1103 or SUAB 1101 or permission of program coordinator. This course is NOT required for certificate completion. (18 hours) \$235

1 day Sa. Apr 19 09:30 - 15:30 AND
1 day Sa. May 10 09:30 - 12:30 AND
1 day Sa. May 31 09:30 - 12:30 DTN **CRN 20402**

ELECTIVE COURSES to be scheduled in upcoming terms:**CROSS-CULTURAL COUNSELLING (CNSK 1111)**

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

VOCATIONAL COUNSELLING SKILLS (CNSK 1109)

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

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 MARCH 26, THURSDAY JUNE 19,
WEDNESDAY AUGUST 20, OR THURSDAY SEPTEMBER 11, 2008 6:30 PM ROOM 420**

For 20 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.

One Practicum Option

Practicum Information Meeting: Wednesday, April 16 or Monday June 16,, 2008, 5:30pm 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)
 Personal Prof Development (CNSK 1112)
 Intro To Substance Abuse (SUAB 1102)
 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)**

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. Where applicable, Saturday class attendance required. (36 hours) \$406

12 wks Tu. Apr 08 18:30 - 21:30 DTN ☎ [CRN 20346](#)
 12 wks Th. Apr 10 18:30 - 21:30 DTN ☎ [CRN 20347](#)
 10 days Tu. Th. Jul 03 18:30 - 21:30 AND
 1 day Sa. Jul 12 09:30 - 16:30 DTN ☎ [CRN 20398](#)

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

11 wks Mo. Apr 07 18:30 - 21:30 AND
 1 day Sa. May 24 13:30 - 16:30 DTN [CRN 20355](#)
 12 wks We. Apr 09 18:30 - 21:30 DTN [CRN 20354](#)

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. (30 hours) \$335

8 wks Tu. Apr 08 18:30 - 21:30 AND
 1 day Sa. May 03 09:30 - 16:30 DTN [CRN 20463](#)

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

6 wks Th. Apr 10 18:00 - 21:30 DTN [CRN 20351](#)
 5 wks Tu. Apr 15 18:30 - 21:30 AND
 1 day Sa. Apr 26 09:30 - 16:30 DTN [CRN 20440](#)

DRUGS AND HUMAN BEHAVIOUR (SUAB 1103)

Gain the basic pharmacological concepts needed to understand the action of psychoactive drugs in the human body. Learn about the medical and non-medical use of commonly used mood-modifying drugs, including the long- and short-term effects on the human body. (21 hours) \$230

6 wks Tu. May 20 18:30 - 21:30 AND
 1 day Sa. May 31 13:30 - 16:30 DTN [CRN 20352](#)
 6 wks Th. May 22 18:30 - 21:30 AND
 1 day Sa. May 31 13:30 - 16:30 DTN [CRN 20353](#)

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 addiction in a social service agency to complete their requirements plus attend nine Practicum seminars.

This is a continual intake class that runs alternate Wednesday evenings throughout the year. \$595

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 - 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

REQUIRED COURSES to be scheduled in upcoming terms:**ABORIGINAL CONTEXT (SUAB 1115)**

Learn about substance misuse from an Aboriginal point of view and enjoy an opportunity to attend an Aboriginal healing ceremony. Considering historical and traditional perspectives, this course will focus on a cultural approach to recovery, giving participant an understanding of Aboriginal counselling and healing practices. Through class discussions, activities and specific readings, you will learn how cultural expression and identity can provide the basis for healing. Attendance in the Saturday field trip is required for course credit. (36 hours)

SUBSTANCE ABUSE-IND COUNSEL (SUAB 1101)

Learn skills and strategies used by helpers working in the area of substance abuse. Build on content areas covered in Basic Counselling Skills (CNSK 1101), and acquire the skills of motivational interviewing. You will experience the client/counsellor relationship and analyze the issues that emerge. Students will spend additional time outside of class time practicing their skills. (36 hours)

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 wks Th. Apr 10 18:30 - 21:30 DTN ☎ [CRN 20350](#)

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 wks Mo. Apr 14 18:30 - 21:30 AND
 1 day Sa. Jun 14 09:30 - 16:30 DTN ☎ [CRN 20441](#)
 10 wks Th. Apr 17 18:30 - 21:30 AND
 1 day Sa. Jun 07 09:30 - 16:30 DTN ☎ [CRN 20442](#)

CLINICAL PRACTICE (CNSK 1113)

Do you wish you could have additional supervised clinical practice? Taught by an experienced clinician, this course focuses on integrating theoretical knowledge and experience with instruction, demonstration, practice and feedback. Prerequisite course: CNSK 1103 or SUAB 1101 or permission of program coordinator. This course is NOT required for certificate completion. (18 hours) \$235

Apr 19 OFS [CRN 20402](#)
 1 day Sa. Apr 19 09:30 - 15:30 AND
 1 day Sa. May 10 09:30 - 12:30 AND
 1 day Sa. May 31 09:30 - 12:30 DTN [CRN 20402](#)

EARLY CHILDHOOD / FAMILY LITERACY

EARLY CHILDHOOD CARE AND EDUCATION

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.

EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS

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

Program Assistant: Monica Hegberg, 604.443.8428

EARLY CHILDHOOD CARE AND EDUCATION LEVEL 1

This two-year provincially certified program prepares graduates to work as supervisors in preschool and day care centres for children three to five years old. Our well respected, long standing program offers you the knowledge and skills to provide high quality services for young children and their families. 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.

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. Offered each Fall and Spring terms. For further information, contact Monica Hegberg at 604.443.8428. \$315 (subject to change)

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. \$335 (subject to change) 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.

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:

Family Literacy Across Context (FAML 1106)
Intro to Family Literacy (FAML 1101)
Leadership in Family Literacy (FAML 1107)
Family Literacy Practicum (FAML 1108)
Child Dev & Emergent Literacy (FAML 1104)
Community Partnerships (FAML 1105)
Foundations of Family Literacy (FAML 1102)
Working with Adults & Families (FAML 1103)

REQUIRED COURSES currently scheduled:

FAMILY LITERACY ACROSS CONTEXT (FAML 1106)

Broaden and deepen your understanding of family literacy in a variety of contexts. Models of programs in schools, libraries and other community contexts will be examined, including first nations communities and immigrant populations. (24 hours) \$220

6 wks We. Apr 02 18:00 - 21:00 AND
1 day Sa. May 03 09:30 - 15:30 DTN [CRN 20444](#)

INTRO TO FAMILY LITERACY (FAML 1101)

A pre-requisite to the Family Literacy Certificate, this course provides an overview of key themes and issues of this exciting field. Learn how to promote family literacy with adults, children and communities, and be prepared to enter the certificate courses. Facilitated by Fiona Morrison, a highly respected leader in the field, this course welcomes all those who communicate in English at a Grade 12 or equivalent level. Required text (\$25.00) (15 hours) \$140

5 wks Tu. Apr 08 18:30 - 21:30 DTN [CRN 20128](#)

LEADERSHIP IN FAMILY LITERACY (FAML 1107)

Explore the multitude of dynamics around leadership in the field of family literacy. Issues of sustainability, ongoing funding, administration, evaluation processes, recruitment and retention of families and staff will be examined. (24 hours) \$220

6 wks We. May 14 18:00 - 21:00 AND
1 day Sa. Jun 14 09:30 - 15:30 DTN [CRN 20445](#)

FAMILY LITERACY PRACTICUM (FAML 1108)

This 30-hour field-based experience is an opportunity to connect with family literacy programs, transfer classroom theory into practice and learn from mentors in the community. \$50

Jun 01 OFS [CRN 20454](#)

REQUIRED COURSES to be scheduled in upcoming terms:

CHILD DEV & EMERGENT LITERACY (FAML 1104)

Explore the principles of child development, deepen your understanding of play and reflect upon children with exceptional needs in family literacy programs. Examine oral language and reading/writing development from emergent to independent stages and focus on the role of adults in supporting children's literacy development. (24 hours)

COMMUNITY PARTNERSHIPS (FAML 1105)

Learn about how community development principles impact and support family literacy, home languages and cultures. Criteria for effective community partnerships and successful examples will be highlighted. (24 hours)

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)

WORKING WITH ADULTS & FAMILIES (FAML 1103)

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

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.

Our courses and certificate programs are designed for Registered Nurses, Licensed Practical Nurses, Resident Care Attendants, as well as members of the public who are seeking careers in Health Care. We provide courses and programs that are clinically relevant, recognized and supported by the College of Registered Nurses of British Columbia and the College of Licensed Practical Nurses, as well as provincial health regions.

CPR AND FIRST AID

Program Assistant, 604.443.8672

ELECTIVE COURSES:

Standard First Aid/CPR-C (HLTH 1276)

ELECTIVE COURSES currently scheduled:

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

2 days Sa. Su. Jun 21 09:00 - 17:30 BWY **CRN** 20451

FOODSAFE

To Register: 604.443.8484

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

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 day Sa. May 17 09:00 - 16:00 DTN ☎ **CRN** 20437

FOODSAFE LEVEL 1 - CANTONESE (HLTH 1104)

(8 hours) \$95

1 day Sa. May 31 09:00 - 18:00 DTN ☎ **CRN** 20436

LPN CONTINUING STUDIES

Program Assistant: 604.443.8635

ELECTIVE COURSES:

Most courses are available by distance education format.

CLPN Exam Prep (HLTH 1360)

Essential Leadership for LPN's (HLTH 1339)

IV Therapy For LPNs (HLTH 1272)

LPN Pharma/Parenteral Lab (HLTH 1130)

LPN Pharmacy Theory (HLTH 1128)

Parenteral Injection (HLTH 1122)

Pharmacology Review (HLTH 1295)

Transcribing Orders (HLTH 1138)

ELECTIVE COURSES currently scheduled:

CLPN EXAM PREP (HLTH 1360)

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. (20 hours) \$182

5 wks We. Apr 02 17:00 - 21:00 DTN **CRN** 20557

ESSENTIAL LEADERSHIP FOR LPN'S (HLTH 1339)

The role and responsibilities of the LPN have changed dramatically over the past five years and will likely continue to do so. This three-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) \$330

2 days Sa. Su. Jun 21 09:00 - 18:00 DTN **CRN** 20448

1 day Sa. Jun 28 09:00 - 18:00 DTN **CRN** 20448

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). \$170

1 day Sa. Aug 02 09:00 - 16:00 DTN **CRN** 20458

ELECTIVE COURSES to be scheduled in upcoming terms:

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).

LPN PHARMACY THEORY (HLTH 1128)

This comprehensive course is available as a distance program. The usual time is three to six 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)

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).

PHARMACOLOGY REVIEW (HLTH 1295)

Are you a LPN or RN returning to nursing and requiring a pharmacology review? This distance course provides opportunity to practice math calculations and other skills associated with administering medications. Takes 20-40 hrs to complete. Price includes a 6 hr face to face lab practice day.

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)

RENAL DIALYSIS TECHNICIAN CERTIFICATE PROGRAM

For program information, please contact Program Assistant at 604.443.8672.

For information on the entrance course requirements, please contact: Program Assistant, 604.443.8711.

Please note: Due to extensive waiting lists, we will next be accepting applications in January 2009 for the Renal Dialysis Technician Certificate Program. Entrance Course Requirements still available.

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) \$320

4 wks Sa. Apr 05 09:00 - 16:00 DTN ☎ **CRN** 20395

4 wks Sa. May 03 09:00 - 16:00 DTN ☎ **CRN** 20396

4 wks Sa. Jun 07 09:00 - 16:00 DTN ☎ **CRN** 20397

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) \$199

10 wks Tu. Apr 22 18:00 - 21:00 DTN ☎ **CRN** 20333

10 wks Tu. Apr 22 18:00 - 21:00 DTN ☎ **CRN** 20334

34 HEALTH SCIENCES AND HUMAN SERVICES

HEALTH

RESIDENT CARE/ HSW CONTINUING STUDIES

Program Assistant: 604.443.8635

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
2 days Fr. Sa. Jun 20 09:00 - 17:00 DTN [CRN](#) 20466

ELECTIVE COURSES to be scheduled in upcoming terms:

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 three classroom days and two clinical days. Prerequisites: Graduate from a recognised educational facility and currently working. ELA test may be required. (35 hours).

SPECIALTY COURSES

ELECTIVE COURSES currently scheduled:

ASSESSMENT OF ELDERLY (HLTH 1230)

For RNs and LPNs. Are you caring for the elderly? Refresh and renew your gerontology assessment skills. A one-day session that will assist you to recognize the clinical concerns of the elderly in any setting and an opportunity to discuss evidence based interventions. (7 hours) \$158
1 day Fr. Apr 04 09:00 - 17:00 DTN [CRN](#) 20389

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) \$320

4 wks Sa. Apr 05 09:00 - 16:00 DTN [CRN](#) 20395
4 wks Sa. May 03 09:00 - 16:00 DTN [CRN](#) 20396
4 wks Sa. Jun 07 09:00 - 16:00 DTN [CRN](#) 20397

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 currently registered in B.C. (21 hours). \$410

3 days Fr. Sa. Su. Apr 11 09:00 - 16:30 DTN [CRN](#) 20265

THE LIVING DEMENTIA APPROACH (HLTH 1363)

This interactive workshop is for family and professionals caring for persons with Alzheimer's disease and related dementias. Participants will identify the 4-T Dementia Care Model, analyze the Living Dementia Approach, and utilize the Care Wheel. This valuable information will assist to keep the person with dementia as independent as possible, for as long as possible. Busy and stressed carers will learn through the case-study approach what works and what doesn't. (6 hours) \$158

1 day Sa. Apr 12 09:00 - 16:00 DTN [CRN](#) 20465

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). \$292

2 days Mo. Tu. Apr 14 09:00 - 17:00 DTN [CRN](#) 20266

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) \$199

10 wks Tu. Apr 22 18:00 - 21:00 DTN [CRN](#) 20333
10 wks Tu. Apr 22 18:00 - 21:00 DTN [CRN](#) 20334

MEDICAL EMERGENCIES (HLTH 1231)

For nurses in acute care, home care and long term care working with adults at risk for emergency episodes, such as respiratory failure, angina, myocardial infarction, heart failure, stroke, seizures, hypo/hyperglycemia, delirium. Increase your clinical judgement of how and when to intervene and how to prioritize your assessment and actions. (6 hours) \$157

1 day Sa. May 03 09:00 - 16:00 DTN [CRN](#) 20388

RN IV THERAPY THEORY (HLTH 1185)

For practising RNs: update your knowledge on how to locate sites, select equipment, insert IV, adjust flow rates, identify complications and select nursing interventions for the adult patient in keeping with standards for IV nursing. Maximum: 12 nurses. (7 hours) \$168

1 day Sa. May 24 08:30 - 17:30 DTN [CRN](#) 20387

LPN TO BScN TRANSITION

Required for third-year entry to the planned BScN program, these four courses prepare LPNs to move from practical nursing into the degree program.

ROLE TRANSITIONS LPN TO BScN (HLTH 1357)

Assists the Licensed Practical Nurse in making the transition to the role of the Registered Nurse. By focusing on the similarities and differences of the two professional groups, the learner will expand on existing theoretical and practical knowledge including scope and standards of practice. (30 hours) \$450

3 days Th. Fr. Sa. Apr 17 09:00 - 16:00 [AND](#)
2 days Fr. Sa. Apr 25 09:00 - 16:00 DTN [CRN](#) 20407
2 days Th. Fr. Sa. May 15 09:00 - 16:00 [AND](#)
2 days Fr. Sa. May 23 09:00 - 16:00 DTN [CRN](#) 20408
3 days Th. Fr. Sa. Jun 12 09:00 - 16:00 [AND](#)
2 days Fr. Sa. Jun 20 09:00 - 16:00 DTN [CRN](#) 20409

PEDIATRIC UPGRADING FOR LPNS (HLTH 1359)

This course provides additional theoretical and practical experience in pediatrics for Licensed Practical Nurses. Learners will build on existing knowledge of caring for the infant to adolescence population by focusing on synthesis of knowledge, skills and attitudes that enable nurses to provide competent care to vulnerable children and their families. (60 hrs) \$1000

9 wks Mo. Jun 02 09:00 - 16:30 DTN [CRN](#) 20447

MATERNITY UPGRADING FOR LPNS (HLTH 1358)

This course provides additional theoretical and practical experience in Maternal/Child nursing for Licensed Practical Nurses. Learners will build on existing knowledge of the at low/high risk childbearing family across antepartum, intrapartum, postpartum and newborn periods. (60 hrs) \$1000
8 wks Sa. Jul 05 09:00 - 16:30 OFS [CRN](#) 20446

choose from Acute or Non-Acute Heightened expectations:
HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1362)

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 an opportunity to practice skills associated with heart and lung sounds. 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. (24 hours) \$330

2 days Fr. Sa. Apr 18 09:00 - 18:00 [AND](#)
1 day Sa. Apr 26 09:00 - 16:00 DTN [CRN](#) 20460
2 days Sa. Su. May 24 09:00 - 18:00 [AND](#)
1 day Sa. May 31 09:00 - 16:00 DTN [CRN](#) 20461
3 days Tu. We. Th. May 27 16:30 - 21:30 [AND](#)
3 days Tu. We. Th. Jun 03 16:30 - 21:30 DTN [CRN](#) 20462

ELECTIVE COURSES to be scheduled in upcoming terms:

HEIGHTENED EXPECTATIONS:NON AC (HLTH 1361)

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. (24 hours).

INTERPRETING

STERILE SUPPLY TECHNICIAN
CERTIFICATE PROGRAM

For program information, please contact Program Assistant at 604.443.8672.

For information on the entrance course requirements, please contact: Program Assistant, 604.443.8711.

Please note: Due to extensive waiting lists, we will next be accepting applications in January 2009 for the Sterile Supply Technician Certificate Program. Entrance Course Requirements still available.

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) \$320

4 wks Sa. Apr 05 09:00 - 16:00 DTN ☎ **CRN** 20395

4 wks Sa. May 03 09:00 - 16:00 DTN ☎ **CRN** 20396

4 wks Sa. Jun 07 09:00 - 16:00 DTN ☎ **CRN** 20397

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) \$199

10 wks Tu. Apr 22 18:00 - 21:00 DTN ☎ **CRN** 20333

10 wks Tu. Apr 22 18:00 - 21:00 DTN ☎ **CRN** 20334

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 INTERPRETING
CERTIFICATE PROGRAM

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

INFORMATION SESSION:

THURSDAY, JUNE 5, 2008, 1900 - VCC DOWNTOWN

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 2008, following completion of entrance requirements.

ENTRANCE REQUIREMENTS:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

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 day Sa. Jun 14 09:30 - 16:30 DTN **CRN** 20410

HEALTH CARE AND 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:

THURSDAY, JUNE 5, 2008, 1900 - VCC DOWNTOWN

Following completion of the prerequisites, the Health Care and 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 2008.



Are the Interpreting Programs recognized outside Vancouver or B.C.?

Yes. VCC has the longest standing Interpreter Training Programs across Canada. Our graduates are well respected as are our instructors and curricula.



ENTRANCE REQUIREMENTS:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

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 day Sa. Jun 14 09:30 - 16:30 DTN **CRN** 20410

INTERPRETING

PROFESSIONAL DEVELOPMENT
COURSES FOR TRANSLATORS
AND INTERPRETERS*Program Coordinator: Silvana E. Carr, 604.443.8389*

ELECTIVE COURSES:

The Interpreting Assignment (INTR 1189)
 Translation-Punjabi & Hindi 1 (INTR 1182)
 Note-Taking for Interpreters (INTR 1188)
 Computer Assisted Translation (INTR 1187)
 Grief 101 for Interpreters (INTR 1159)
 Interpreting for Immigration (INTR 1116)
 Interpreting in WCB System (INTR 1183)
 Launching Freelance I/T Career (INTR 1184)
 Legal Aspects of Interpreting (INTR 1160)
 Mental Health Interpreting (INTR 1179)
 Quality in Translation (INTR 1180)
 So You Want to be a Translator (INTR 1185)
 You Want To Be An Interpreter (INTR 1162)

*ELECTIVE COURSES currently scheduled:***THE INTERPRETING ASSIGNMENT (INTR 1189)**

An interactive workshop about tools and methods to prepare for consecutive and simultaneous interpretation assignments at all levels. The focus will be on research, terminology preparation and online resources. Participants will be called upon to share some of their own approaches. Discount for members of STIBC, VCC interpreting students and grads. (3 hours). \$50

1 day Mo. Apr 14 18:30 - 21:30 DTN ☎ [CRN 20404](#)**TRANSLATION-PUNJABI & HINDI 1 (INTR 1182)**

Focus on accurate and professional translation from English into Punjabi, Hindi and Urdu, and from one of these languages into English. Designed for professional translators to hone skills in translation by practice in the classroom. Learn to develop and use bilingual terminology in specialized fields. This is a practical hands-on course culminating in one-page translation as evaluation of participants' skills. Discount for members of STIBC, VCC interpreting students and grads. (21 hours) \$250

6 wks Th. May 29 18:30 - 21:30 DTN ☎ [CRN 20403](#)**NOTE-TAKING FOR INTERPRETERS (INTR 1188)**

Aimed at students and professionals of conference interpreting, this course offers a step-by-step introduction to the skill of note taking systems and techniques, such as symbols, drawings, links, recognizing and splitting ideas etc. Note-taking is an essential element of consecutive interpreting. It consists of noting on paper the logic and structure of a speech in order to help the interpreter remember the contents of the speech. Notes are an aid to enhance the work done on the basis of three components, i.e. understanding, analysis and re-expression, not being an end in themselves, but a means to an end. Discount for members of STIBC, VCC interpreting students and grads. (3 hours). \$50

1 day Sa. May 31 09:30 - 12:30 DTN ☎ [CRN 20406](#)**COMPUTER ASSISTED TRANSLATION (INTR 1187)**

Designed to introduce language professionals to the critical importance of computer-assisted translation (CAT), this course provides a practical introduction to the use of translation memory and terminology management tools throughout all phases of a project from the translator's perspective. A short demonstration of a leading CAT software product (SDL Trados tm) will show the tremendous value of translation memory applications and how they not only save the user time and money, but also reduce the tedious and repetitive tasks associated with translation.

Discount for members of STIBC, VCC interpreting students and grads. (3 hours). \$55

1 day Sa. Jun 21 09:30 - 12:30 DTN ☎ [CRN 20405](#)*ELECTIVE COURSES to be scheduled in upcoming terms:***GRIEF 101 FOR INTERPRETERS (INTR 1159)**

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

INTERPRETING FOR IMMIGRATION (INTR 1116)

This course is for immigration interpreters without any previous training and for trained interpreters who would like to start working for immigration matters. We will review the various immigration and refugee proceedings as well as new changes in the immigration system and the special terminology used. (15 hours)

INTERPRETING IN WCB SYSTEM (INTR 1183)

This course will introduce participants to the following: the underlying theory of workers' compensation schemes; the nature and limits of benefits available under the B.C. Act; the process of claims adjudication; the appeal system; the changes in appeal structure since 2002; the changes in benefits since 2002 changes; the non-medical vocabulary associated with interpreting in the WCB field. (3 hours)

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, do's and don'ts, benefits and pitfalls of this field.

LEGAL ASPECTS OF INTERPRETING (INTR 1160)

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

MENTAL HEALTH INTERPRETING (INTR 1179)

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

QUALITY IN TRANSLATION (INTR 1180)

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

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).

YOU WANT TO BE AN INTERPRETER (INTR 1162)

Overview of interpreting as a profession, including education and training (how do I become an interpreter?), skills required for interpreting (what is interpreting?), interpreting as a career choice (freelance, accreditation, work satisfaction), and next steps for budding interpreters (building your career). (3 hours)

REGISTER ONLINE 
www.vcc.ca

HOSPITALITY SERVICES

HOSPITALITY SERVICES

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.

ELECTIVE COURSES:

Sugar Craft And Display (CUIS 1115)
 Art of Thai Fruit Carving (CUIS 1136)
 Chocolate Tempering & Making (CUIS 1118)

ELECTIVE COURSES currently scheduled:

ART OF THAI FRUIT CARVING (CUIS 1136)

Learn the art of traditional Thai fruit carving art and discover your talents and artistic creativity. Develop basic techniques and how to handle various tools used in fruit carving. Carve fruits and vegetables in many different designs such as leaves, mini baskets, fruit bowls, flowers and more. This is ideal for those who enjoy hands on skilful work as well as those pursuing a career in the food industry. (30 hours) \$403

10 wks We. Apr 23 18:00 - 21:00 DTN ☎ [CRN 20307](#)

SUGAR CRAFT AND DISPLAY (CUIS 1115)

Learn the skill of cooking with sugar, sugar casting and sugar pulling. Make special occasion cake toppers from casting sugar, pulled sugar flowers and a pulled sugar basket with flowers. Learn how to put display pieces together efficiently to impress your guests. (12.5 hours) \$193

5 wks We. Apr 23 18:30 - 21:00 DTN ☎ [CRN 20279](#)

CHOCOLATE TEMPERING & MAKING (CUIS 1118)

Learn the various tempering techniques and modern methods to make a variety of chocolate pralines. Includes making figurines, using animal, flower and seasonal moulds to make a variety of chocolates including mocha, marzipan, raspberry, hazelnut and orange using Belgium chocolate. Recipes included. (12.5 hours) \$193

5 wks Th. Apr 24 18:30 - 21:00 DTN ☎ [CRN 20276](#)

TOUR GUIDE

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

ELECTIVE COURSES:

Tour Guide/Director Level One (BUSI 1271)
 Tourguide/Director Level Two (BUSI 1272)
 Tourism Visitor Info Counsellor (BUSI 1273)

ELECTIVE COURSES currently scheduled:

TOUR GUIDE/DIRECTOR LEVEL ONE (BUSI 1271)

This is an entry level course designed to provide you with the foundational aptitude necessary for work in this field. You will learn the knowledge, attitude and relevant skills to be a viable and professional local tour guide and professional multi-day tour director. You will also be taught tourism awareness, professionalism, group and time management skills and effective communication; problem solving, commentary development, itinerary management and facilitation. Upon successful completion of this course, you may write the Canadian Tourism Human Resources Council Tour Guide and Tour Director Knowledge exam, the first step towards National Certificate. (30 hours) \$403

10 wks Tu. Apr 22 18:30 - 21:30 DTN ☎ [CRN 20417](#)

TOURGUIDE/DIRECTOR LEVEL TWO (BUSI 1272)

This is a hands-on practical approach to learning. Students will be actively involved in delivering commentary and tour facilitation in situations that resemble closely to work in the industry. The city of Vancouver will be used as the base to collect and process information to present commentaries in sequence with appropriate timings. Upon completing this course, students may wish to pursue a career as local/step-on guides, tour directors, meet and greet representatives or destination hosts. (30 hours) \$705

10 wks Th. Apr 24 18:30 - 21:30 DTN ☎ [CRN 20418](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

TOURISM VISITOR INFO COUNSELLOR (BUSI 1273)

An ambassador to the tourism industry, a visitor information counsellor is often the first point of contact for domestic and international tourists. They will exceed customer's expectations by answering questions and providing current, accurate information about an area in a proficient manner. In turn, they will promote longer stays and repeat visits to the area of interest. Learners of this course will be taught operational procedures, merchandising, information services, effective communication, tourism awareness and attitude. Upon successful completion, students may wish to write the CTHRC Visitor Information Counsellor Knowledge exam and work toward National Certificate.

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

WEDDING PLANNING

Senior Program Coordinator: Anne Tollstam, 604.443.8668
Program Coordinator: Nadia Albano, 604.443.8670
Program Assistant: 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) \$403

10 wks We. Apr 16 18:00 - 21:00 DTN ☎ [CRN 20243](#)

SOMMELIER / TESOL PROGRAMS

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 1**

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 yourself 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, and 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 western 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.

The following programs and courses are offered between April and August, 2008. Check the college website www.vcc.ca for dates and times.

TEFL CERTIFICATE FOR INTERNATIONAL STUDENTS

Information: 604.443.8665/604.443.8600, tesol@vcc.ca
Department website: www.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.

Application fee: \$100.00

REQUIRED COURSES:

Please note: students must complete TESO 1262 and TESO 1263 in order to graduate.

Pt 1 - ITEFL - Int Stdts (TESO 1262)

Pt 2 - ITEFL - Int Stdts (TESO 1263)

TEFL CERTIFICATE FOR TEACHING YOUNG LEARNERS

Information: 604.443.8665, tesol@vcc.ca
Department website: www.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.

Application fee: \$100.00

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)

TEFL CERTIFICATE: PART-TIME PROGRAM

Information: 604.443.8665, tesol@vcc.ca
Department website: www.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. Application fee: \$30.00

REQUIRED COURSES:

The required courses for successful completion of the TEFL

Certificate: Part-time Program are:

TEFL In-Class Assignment (TESO 1277)

Tutor/Teach Convers Skills (TESO 1220)

Teaching Vocabulary (TESO 1269)

Overview of TESOL (TESO 1101)

Tutor/Teach Pronunciation (TESO 1201)

Tutor/Teach Grammar (TESO 1276)

Apply for a TESOL Job (TESO 1227)



I only want to teach English in other countries. Which TESOL Program should I take?

In addition to the TESOL Diploma, TESOL Distance Diploma, and TESOL Certificate (qualifications needed to teach in Canada), the TEFL Certificate Program, Part-time Studies and the TEFL Certificate Program for Teaching Young Learners qualify you to teach overseas. You can also tutor students overseas as well as in Canada with the Tutoring ESOL Certificate.

**TESOL CERTIFICATE PROGRAM**

Information: 604.443.8665, tesol@vcc.ca
Department website: www.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. Application fee: \$30.00

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)

TESOL PROGRAMS

TESOL DIPLOMA PROGRAM

Information: 604.443.8665, tesol@vcc.ca

Department website: www.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.

Application fee: \$30.00

REQUIRED COURSES:

Students must complete nine core courses. Check the department website: tesol.vcc.ca for correct order.

TESOL Internship (TESO 1270)
Teaching EAP (TESO 1266)
Teaching Grammar Two (TESO 1169)
Overview of TESOL (TESO 1101)
Teaching Writing (TESO 1128)
Teaching Reading (TESO 1133)
Teaching Grammar One (TESO 1168)
Teaching Listening/Speaking (TESO 1267)
Teaching Pronunciation (TESO 1127)

ELECTIVE COURSES:

Students are required to complete 21 hours of elective courses.

Teaching Vocabulary (TESO 1269)
Tutoring ESOL (TESO 1154)
Using/Adapting Language Games (TESO 1110)
Teaching Idioms (TESO 1218)
Teaching Business English (TESO 1256)
Teaching Beginning ESL (TESO 1228)
Teaching ESL to Young Learners (TESO 1229)
Teaching the iBT TOEFL Exam (TESO 1273)
Apply for a TESOL Job (TESO 1227)
Introduction To CALL (TESO 1181)
Using Art in TESOL (TESO 1226)
Using Audio/OHP/Video (TESO 1271)

TESOL DIPLOMA PROGRAM FOR INTERNATIONAL STUDENTS

Information: 604.443.8665/604.443.8600, tesol@vcc.ca

Department website: www.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.

Application fee: \$150.00

REQUIRED COURSES:

Students must complete twelve courses. Check the TESOL Department website: tesol.vcc.ca for the specified order.

TESOL Internship (TESO 1270)
Teaching EAP (TESO 1266)
Teaching Grammar Two (TESO 1169)
Overview of TESOL (TESO 1101)
Teaching Writing (TESO 1128)
Teaching Reading (TESO 1133)
Academic Writing (TESO 1254)
Cross Culture Workshop (TESO 1245)
Pronunciation & Communication (TESO 1222)
Teaching Grammar One (TESO 1168)
Teaching Listening/Speaking (TESO 1267)
Teaching Pronunciation (TESO 1127)

ELECTIVE COURSES:

Students are required to complete 21 hours of elective courses.

Teaching Vocabulary (TESO 1269)
Tutoring ESOL (TESO 1154)
Using/Adapting Language Games (TESO 1110)
Teaching Idioms (TESO 1218)
Teaching Business English (TESO 1256)
Teaching Beginning ESL (TESO 1228)
Teaching ESL to Young Learners (TESO 1229)
Teaching the iBT TOEFL Exam (TESO 1273)
Apply for a TESOL Job (TESO 1227)
Introduction To CALL (TESO 1181)
Using Art in TESOL (TESO 1226)
Using Audio/OHP/Video (TESO 1271)

TESOL DISTANCE DIPLOMA

Information: 604.443.8665, tesol@vcc.ca

Department website: www.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.

Application fee: \$30.00

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)

TUTORING ESOL CERTIFICATE PROGRAM

Information: 604.443.8665, tesol@vcc.ca

Department website: www.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.

Application fee: \$30.00

REQUIRED COURSES:

Tutoring ESOL Practicum (TESO 1278)
Tutor/Teach Convers Skills (TESO 1220)
Teaching Vocabulary (TESO 1269)
Overview of TESOL (TESO 1101)
Tutor/Teach Pronunciation (TESO 1201)
Tutoring ESOL (TESO 1154)
Tutor/Teach Grammar (TESO 1276)

REGISTER ONLINE 
www.vcc.ca

"I cannot tell you how much I have appreciated the work that I was able to do with VCC and the doors the attainment of my TESOL Distance Diploma have opened for me."

CAROL CYR, GRADUATE, TESOL DIPLOMA

CREATIVE 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: Margaret Mcllwaine, 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, MAY 10.

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:
- Finding Your Writer's Voice (CWRI 1143)
Book Magic (CWRI 1130)
Irresistible Query Letters (CWRI 1132)
Copy Edit Like A Pro (CWRI 1152)
Write Like A Master (CWRI 1153)
Finishing Your Great Novel (CWRI 1155)
Hit it Big-Write Sports Novel (CWRI 1149)
Telling the Truth in Fiction (CWRI 1154)

- ELECTIVE COURSES currently scheduled:
- 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) \$240
6 wks Th. Apr 24 18:30 - 21:30 DTN 📅 CRN 20274

- 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 day Sa. May 10 09:00 - 12:00 DTN 📅 CRN 20415
- 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 day Sa. May 10 09:00 - 12:00 DTN 📅 CRN 20411

- 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 day Sa. May 10 13:00 - 16:00 DTN 📅 CRN 20269

- 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 day Sa. May 10 13:00 - 16:00 DTN 📅 CRN 20412

- ELECTIVE COURSES to be scheduled in upcoming terms:
- 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

- HIT IT BIG-WRITE SPORTS NOVEL (CWRI 1149)
Comedy, tragedy, failure, triumph. The sports novel is filled with classic themes of storytelling. It's also loaded with cliches and plots less original than most pop songs. Be fresh, be riveting, be the author of a sports novel that evokes past tales of victory while also introducing characters and storylines unique to the genre. In this course, you will get assistance on your project from the instructor and fellow students. Instructor: Adrian Brijbassi (12 hours)

- 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 non-fiction while learning what tendencies non-fiction writers must overcome when developing characters and producing art. (12 hours) Instructor: Adrian Brijbassi.

CREATIVE WRITING / LEARN A LANGUAGE

LEARN A LANGUAGE

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.

LEARN A LANGUAGE

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

ELECTIVE COURSES currently scheduled:

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 wks We. Apr 16 18:30 - 21:00 DTN ☎ [CRN 20080](#)

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 wks Mo. Apr 14 18:30 - 21:00 DTN ☎ [CRN 20081](#)

CANTONESE 1 (LANG 1123)

An introductory course that focuses on conversation. Vocabulary, sentence structure and grammar are taught through in-class activities in eight situational topics specifically designed for this course. The use of Cantonese phonetics and tones, with explanation in English facilitates the easy learning of this language. Fee includes GST and text. (20 hours) \$160

8 wks Mo. Apr 14 18:30 - 21:00 DTN ☎ [CRN 20071](#)

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 wks Tu. Apr 15 18:30 - 21:00 DTN ☎ [CRN 20070](#)

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. Required text available at the Downtown campus bookstore. Tape or CD optional (20 hours) \$160

8 wks Mo. Apr 14 18:30 - 21:00 DTN ☎ [CRN 20054](#)

8 wks Th. Apr 17 18:30 - 21:00 DTN ☎ [CRN 20073](#)

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 wks Tu. Apr 15 18:30 - 21:00 DTN ☎ [CRN 20056](#)

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 wks We. Apr 16 18:30 - 21:00 DTN ☎ [CRN 20072](#)

ITALIAN 1 (LANG 1139)

For beginners. Learn the language of so many artistic masters! Imagine travelling to Rome, Venice, Florence or the many small villages along the Italian Riviera and actually being able to speak the language to the people you meet! Come to these conversational, interactive classes and begin to speak almost immediately. Text available at the Downtown Campus Bookstore. Fee includes GST. (20 hours) \$160

8 wks Th. Apr 17 18:30 - 21:00 DTN ☎ [CRN 20060](#)

JAPANESE 1 (LANG 1109)

A beginners course introduces Hiragana, basic vocabulary, and sentence patterns for daily conversation. Interactive learning of Japanese through fun games and role play gives you an enjoyable experience in learning Japanese. Fee includes GST and text. (20 hours) \$160

8 wks Tu. Apr 15 18:30 - 21:00 DTN ☎ [CRN 20059](#)

JAPANESE 2 (LANG 1110)

If you have completed Level 1 or have some basic Japanese, this course will move you further along towards fluency. Katakana, more vocabulary, and simple writing skills will be taught. The learning of the forms and Japanese culture are interwoven into the lessons. Fee includes GST and text. (20 hours) \$160

8 wks We. Apr 16 18:30 - 21:00 DTN ☎ [CRN 20061](#)

JAPANESE 3 (LANG 1117)

Targetted for those who have completed the first 2 levels or have the equivalency. Broaden the knowledge of Japanese 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. Fee includes GST and text. (20 hours) \$160

8 wks Th. Apr 17 18:30 - 21:00 DTN ☎ [CRN 20067](#)

KOREAN 1 (LANG 1126)

You will learn the Korean alphabet "Hangeul", 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 wks Tu. Apr 15 18:30 - 21:00 DTN ☎ [CRN 20074](#)

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 wks We. Apr 16 18:30 - 21:00 DTN ☎ [CRN 20075](#)

KOREAN 3 (LANG 1128)

An advanced course to further develop your Korean speaking ability and fluency. Strengthen your communication skills by exchanging opinions and ideas while using appropriate expressions and grammatical structures. Different aspects of contemporary live and culture of Korean will be discussed. Fee includes text and GST. (20 hours) \$160

8 wks Th. Apr 17 18:30 - 21:00 DTN ☎ [CRN 20356](#)

MANDARIN 1 (LANG 1130)

The learning of "Hanyu Pinyin" phonetic system supplemented by the four tones 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. Required text available at the Broadway and Downtown campus bookstores, tapes optional. Fee includes GST (20 hours) \$160

8 wks Mo. Apr 14 18:30 - 21:00 DTN ☎ [CRN 20076](#)

8 wks Th. Apr 17 18:30 - 21:00 DTN ☎ [CRN 20077](#)

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. More focus on pronunciation and tones and work towards fluency. Same text as Level 1. Fee includes GST (20 hours) \$160

8 wks Tu. Apr 15 18:30 - 21:00 DTN ☎ [CRN 20078](#)

LEARN A LANGUAGE / MANDARIN SCHOOL FOR CHILDREN AND YOUTH

MANDARIN 3 (LANG 1132)

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 wks We. Apr 16 18:30 - 21:00 DTN ㊦ [CRN 20079](#)

MANDARIN 4 (LANG 1133)

Targetted for those who have completed the first 3 levels or have the equivalency. Broaden your knowledge of Mandarin by learning 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. Text extra. Fee includes GST. (20 hours) \$160

8 wks Mo. Apr 14 18:30 - 21:00 DTN ㊦ [CRN 20357](#)

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. Required text available at the Downtown campus bookstore. Fee includes GST (20 hours) \$160

8 wks Sa. Apr 12 09:30 - 12:00 DTN ㊦ [CRN 20052](#)

8 wks Mo. Apr 14 18:30 - 21:00 DTN ㊦ [CRN 20068](#)

8 wks Tu. Apr 15 18:30 - 21:00 DTN ㊦ [CRN 20051](#)

8 wks Th. Apr 17 18:30 - 21:00 DTN ㊦ [CRN 20308](#)

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 such as past and future tenses, reflexive verbs and pronouns. Text: "Spanish Without the Fuss". Fee includes GST (20 hours) \$160

8 wks Sa. Apr 12 13:00 - 15:30 DTN ㊦ [CRN 20053](#)

8 wks We. Apr 16 18:30 - 21:00 DTN ㊦ [CRN 20055](#)

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 2. Fee includes GST (20 hours) \$160

8 wks We. Apr 16 18:30 - 21:00 DTN ㊦ [CRN 20057](#)

MANDARIN SCHOOL FOR CHILDREN AND 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 6, 2008 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 currently scheduled:

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) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30148](#)

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) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30074](#)

16 wks Sa. Sep 06 12:30 - 15:00 BWY [CRN 30079](#)

CONVERSATIONAL MANDARIN 3 (MAND 1173)

For 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. (40 hours) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30075](#)

16 wks Sa. Sep 06 12:30 - 15:00 BWY [CRN 30080](#)

CONVERSATIONAL MANDARIN 1 (MAND 1171)

With the help of "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) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30073](#)

16 wks Sa. Sep 06 12:30 - 15:00 BWY [CRN 30078](#)

MANDARIN PRESCHOOL (MAND 1119)

There are three 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) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30015](#)

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30016](#)

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30017](#)

16 wks Sa. Sep 06 12:30 - 15:00 BWY [CRN 30023](#)

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30095](#)

GRADE 1 MANDARIN (MAND 1101) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30020](#)

GRADE 2 MANDARIN (MAND 1102) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30021](#)

GRADE 3 MANDARIN (MAND 1103) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30022](#)

GRADE 4 MANDARIN (MAND 1104) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30024](#)

GRADE 5 MANDARIN (MAND 1105) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30025](#)

GRADE 6 MANDARIN (MAND 1106) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30027](#)

16 wks Sa. Sep 06 12:30 - 15:00 BWY [CRN 30072](#)

GRADE 7 MANDARIN (MAND 1107) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30028](#)

GRADE 8 MANDARIN (MAND 1108) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30029](#)

GRADE 9 MANDARIN (MAND 1109) \$140

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30030](#)

GRADE 10 MANDARIN (MAND 1110) \$150

16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30031](#)

MANDARIN SCHOOL FOR CHILDREN AND YOUTH

GRADE 11 MANDARIN (MAND 1111) \$150
16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30032](#)

GRADE 12 MANDARIN (MAND 1112) \$150
16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30033](#)

MANDARIN GRADE 1 (SIMPLIFIED) (MAND 1201) \$140
16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30050](#)

MANDARIN GRADE 2 (SIMPLIFIED) (MAND 1202) \$140
16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30051](#)

MANDARIN GRADE 3 (SIMPLIFIED) (MAND 1203) \$140
16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30052](#)

MANDARIN GRADE 4 (SIMPLIFIED) (MAND 1204) \$140
16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30054](#)

MANDARIN GRADE 5 (SIMPLIFIED) (MAND 1205) \$140
16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30053](#)

MANDARIN GRADE 6 (SIMPLIFIED) (MAND 1206) \$140
16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30055](#)

MANDARIN GRADE 7 (SIMPLIFIED) (MAND 1207) \$140
16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30070](#)

MANDARIN GRADE 8 (SIMPLIFIED) (MAND 1208) \$140
16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30064](#)

MANDARIN GRADE 9 (SIMPLIFIED) (MAND 1209) \$140
16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30071](#)

MANDARIN GRADE 10 (SIMPLIFIED) (MAND 1210) \$150
16 wks Sa. Sep 06 09:30 - 12:00 BWY [CRN 30096](#)

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. Report cards on the progress of every student will be issued at the end of the semester. Classes are taught in English.

REQUIRED COURSES currently scheduled:

ENG WRITING & COMPREHENSION 1 (MAND 1161) \$140
16 wks Sa. Sep 06 13:35 - 14:35 BWY [CRN 30042](#)

ENG WRITING & COMPREHENSION 2 (MAND 1162) \$140
16 wks Sa. Sep 06 13:35 - 14:35 BWY [CRN 30043](#)

ENG WRITING & COMPREHENSION 3 (MAND 1163) \$140
16 wks Sa. Sep 06 13:35 - 14:35 BWY [CRN 30044](#)

ENG WRITING & COMPREHENSION 4 (MAND 1164) \$140
16 wks Sa. Sep 06 13:35 - 14:35 BWY [CRN 30045](#)

ENG WRITING & COMPREHENSION 5 (MAND 1165) \$140
16 wks Sa. Sep 06 13:35 - 14:35 BWY [CRN 30046](#)

ENG WRITING & COMPREHENSION 6 (MAND 1166) \$140
16 wks Sa. Sep 06 13:35 - 14:35 BWY [CRN 30047](#)

ENG WRITING & COMPREHENSION 7 (MAND 1167) \$140
16 wks Sa. Sep 06 13:35 - 14:35 BWY [CRN 30048](#)

ENG WRITING & COMPREHENSION 8 (MAND 1168) \$140
16 wks Sa. Sep 06 13:35 - 14:35 BWY [CRN 30065](#)



My child has no Mandarin language at all. Which course would be most beneficial?

Conversational Mandarin for beginners would be a good choice for your child. This course teaches the Mandarin phonetic system as a tool to further learning of Mandarin.

A

FINE ARTS

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

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) \$140
16 wks Sa. Sep 06 12:30 - 13:30 BWY [CRN 30018](#)
16 wks Sa. Sep 06 13:35 - 14:35 BWY [CRN 30077](#)

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) \$140

16 wks Sa. Sep 06 12:30 - 13:30 BWY [CRN 30019](#)
16 wks Sa. Sep 06 13:35 - 14:35 BWY [CRN 30056](#)

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 currently scheduled:

MATHEMATICS GRADE 1 (MAND 1141) \$140
16 wks Sa. Sep 06 12:30 - 13:30 BWY [CRN 30034](#)

MATHEMATICS GRADE 2 (MAND 1142) \$140
16 wks Sa. Sep 06 12:30 - 13:30 BWY [CRN 30035](#)

MATHEMATICS GRADE 3 (MAND 1143) \$140
16 wks Sa. Sep 06 12:30 - 13:30 BWY [CRN 30036](#)

MATHEMATICS GRADE 4 (MAND 1144) \$140
16 wks Sa. Sep 06 12:30 - 13:30 BWY [CRN 30037](#)

MATHEMATICS GRADE 5 (MAND 1145) \$140
16 wks Sa. Sep 06 12:30 - 13:30 BWY [CRN 30038](#)

MATHEMATICS GRADE 6 (MAND 1146) \$140
16 wks Sa. Sep 06 12:30 - 13:30 BWY [CRN 30067](#)

MATHEMATICS GRADE 7 (MAND 1147) \$140
16 wks Sa. Sep 06 12:30 - 13:30 BWY [CRN 30039](#)

MATHEMATICS GRADE 8 (MAND 1148) \$140
16 wks Sa. Sep 06 12:30 - 13:30 BWY [CRN 30041](#)

MATHEMATICS GRADE 9 (MAND 1149) \$140
16 wks Sa. Sep 06 12:30 - 13:30 BWY [CRN 30040](#)

MATHEMATICS GRADE 10 (MAND 1150) \$200
16 wks Sa. Sep 06 13:30 - 15:00 BWY [CRN 30014](#)

MATHEMATICS GRADE 11 (MAND 1151) \$200
16 wks Sa. Sep 06 13:30 - 15:00 BWY [CRN 30049](#)

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

Course Advice: Rhyon Caldwell, 604.443.8544, rcaldwell@vcc.ca
Program Assistant: Margaret McIlwaine, 604.443.8711, mmcilwaine@vcc.ca

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:

EXCEL LEVEL 1 (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) \$225
1 day Sa. Apr 19 09:00 - 17:00 DTN 🗓️ **CRN** 20369
1 day Sa. May 31 09:00 - 17:00 DTN 🗓️ **CRN** 20370
1 day Sa. Jun 14 09:00 - 17:00 DTN 🗓️ **CRN** 20371

WINDOWS LEVEL 1 (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. (7 hours) \$225
1 day Sa. Apr 19 09:00 - 17:00 DTN 🗓️ **CRN** 20384
1 day Sa. Jun 07 09:00 - 17:00 DTN 🗓️ **CRN** 20393

ACCESS LEVEL 1 (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) \$225
1 day Sa. Apr 26 09:00 - 17:00 DTN 🗓️ **CRN** 20392
1 day Sa. May 24 09:00 - 17:00 DTN 🗓️ **CRN** 20379

WORD LEVEL 1 (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) \$225
1 day Sa. May 03 09:00 - 17:00 DTN 🗓️ **CRN** 20373
1 day Sa. May 31 09:00 - 17:00 DTN 🗓️ **CRN** 20390

ACCESS LEVEL 2 (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) \$225
1 day Sa. May 10 09:00 - 17:00 DTN 🗓️ **CRN** 20380

EXCEL LEVEL 2 (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) \$225
1 day Sa. May 10 09:00 - 17:00 DTN 🗓️ **CRN** 20375
1 day Sa. Jun 14 09:00 - 17:00 DTN 🗓️ **CRN** 20376

WORD LEVEL 2 (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) \$225
1 day Sa. May 24 09:00 - 17:00 DTN 🗓️ **CRN** 20378

POWER POINT LEVEL 1 (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) \$225
1 day Sa. Jun 07 09:00 - 17:00 DTN 🗓️ **CRN** 20383

EXCEL LEVEL 3 (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) \$225
1 day Sa. Jun 21 09:00 - 17:00 DTN 🗓️ **CRN** 20377

HTML LEVEL 1 (CMPT 1173)
Create web pages using HTML. Incorporate regular text, various levels of headings, bulleted and numbered lists, graphics, and hypertext links to other web pages. Upload to a Web server. Experience using the Internet is required. (7 hours) \$225
1 day Sa. Jun 21 09:00 - 17:00 DTN 🗓️ **CRN** 20449

DATABASE DEVELOPER
CERTIFICATE (DDC)

Course Advice: Rhyon Caldwell, 604.443.8544, rcaldwell@vcc.ca
Program Assistant: Margaret McIlwaine, 604.443.8711, mmcilwaine@vcc.ca

Intended to serve those pursuing a career in the database design and development profession, this program provides you with comprehensive coverage of database theory and practice illustrated through hands-on projects. The knowledge and skills you gain constitute a solid foundation for working in any relational database environment (Access, MS-SQL, MySQL, Oracle, DB2, Sybase, Cognos, etc.). This program is also an excellent foundation for anyone working with database driven dynamic websites or interested in perusing database statistical analysis.

REQUIRED COURSES:
Fundamentals-Database (CMPT 1309)
Design Concepts-Database (CMPT 1310)
Projects-Database (CMPT 1311)

REQUIRED COURSES currently scheduled:

FUNDAMENTALS-DATABASE (CMPT 1309)
Learn the fundamentals of database design. Topics include: hierarchical, network, and relational databases; Data Manipulation Language (with emphasis on SQL); normalization; Data Structure Diagrams (DSD), and Entity Relation Diagrams (E-R). Explore the fundamental concepts required for implementing efficient databases. The SQL Database Manipulation Language (DML) is covered in theory as well as in numerous hands-on assignments. Prerequisites: Windows File Management or equivalent. (18 hours) \$425
3 wks Sa. May 31 09:00 - 16:00 DTN 🗓️ **CRN** 20311

DESIGN CONCEPTS-DATABASE (CMPT 1310)
Learn modern database design theory and techniques. Normalization and Data Structure Diagrams are reviewed and Entity-Relation (E-R) diagrams examined in detail. Advanced features of SQL are covered with many hands on examples. Microsoft Access and MySQL Relational Database Management Systems (RDBMS) are used to explore concepts and implement database projects, including graphic user interfaces. (18 hours) \$425
3 wks Sa. Jun 21 09:00 - 16:00 DTN 🗓️ **CRN** 20312

PROJECTS-DATABASE (CMPT 1311)
Apply the skills acquired in Level-1 and 2 to design and implement a comprehensive database solution. Starting with the original requirements of a business (Business Plan) and applicable business rules. The participant will first complete the logical design (database blueprint) of the database, then implement and test the normalized database tables and the graphic user interface. By the end of this course the participant will have a fully functional database. Participants are encouraged to develop a work related database as the final project or an Instructor assigned project. (18 hours) \$425
3 wks Sa. Jul 12 09:00 - 16:00 DTN 🗓️ **CRN** 20313

DIPLOMA IN NETWORKING TECHNOLOGY

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

Program Assistant: Margaret McIlwaine, 604.443.8711, mmcilwaine@vcc.ca

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

Only three or four of these courses will be offered during each semester. It is recommended, but not mandatory, that students take either NETT 2113 or NETT 2116 first. Students who complete eight credits may apply to take the Directive Studies NETT 2206. This is a self-directed, project-based course. Using the skills acquired during the program, students are expected to propose a project in an area they wish to study. Projects will include developing a major working system. Exemptions will be given for certifications already obtained.

If the student has the ITS certificate or equivalent they may apply for the Diploma in Information Technology. Students must take NETT 2113, NETT 2122 as required courses. Students can select two electives totaling eight credits. Students must complete the directive studies course to graduate.

REQUIRED COURSES:

MCP - MS Server (NETT 2113)
Directive Studies (NETT 2206)
Project+ Management (NETT 2122)

ELECTIVE COURSES:

Network+ (NETT 2104)
Security+ (NETT 2105)
iNET+ (NETT 2106)
Active Directory (NETT 2107)
A+ Hardware (NETT 2119)
Linux+ (NETT 2136)
ITIL Client Support (NETT 2116)

REQUIRED COURSES currently scheduled:

MCP - MS SERVER (NETT 2113)

This course will prepare students to write the Microsoft Certified Professional (MCP) exam. Students will learn how to navigate the OS environment, install XP, use administrative tools such as MMC, task scheduler and the control panel, manage Windows file system, create users and groups, cover XP security, networking protocols, updating the registry, and general troubleshooting techniques will be covered. Students will be prepared for employment positions such as networking support, user/client support, computer help desk, etc. Prerequisite: general Windows experience. Instructor will advise on course text. (30 hours) \$525

10 wks Mo. Apr 21 18:00 - 21:00 DTN ☎ [CRN 20366](#)

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206)

This course is a self-directed, project-based course. Using the skills acquired during the program. Students are expected to propose a project in an area, which they wish to study. Projects will include developing a major working system including all phases of development.

PROJECT+ MANAGEMENT (NETT 2122)

The Project+ is 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)

ELECTIVE COURSES currently scheduled:

NETWORK+ (NETT 2104)

This course is designed to prepare the student to write the CompTia Network+ certification exam. Students will learn hands-on training and experience in current and emerging networking technologies. Emphasis is placed on giving the student a strong conceptual understanding of the OSI model and industry networking standards. Specific topics include LANs, WANs, routers, network protocols, the OSI model, cabling, cabling tools, network topologies and IP addressing. Also covered are network trouble-shooting techniques and the use of networking software, tools and equipment. An excellent course for the beginning network administrator or experienced professional seeking enhanced skills. (30 hours) \$525

10 wks Mo. Apr 21 18:00 - 21:00 DTN ☎ [CRN 20048](#)

SECURITY+ (NETT 2105)

This course is designed to prepare the student to write the CompTia Security+ Certification exam. Students will learn general security concepts, communications security, infrastructure security, basics of cryptography and operational/organizational security. (30 hours) \$525

10 wks Mo. Apr 21 18:00 - 21:00 DTN [CRN 20288](#)

ACTIVE DIRECTORY (NETT 2107)

This hands on course will allow the students to make strategic decisions about planning and securing a Windows 2003 network infrastructure in an enterprise environment. It provides support professionals with the skills necessary to effectively design, install, and support a variety of network services, security measures and protocols needed in a managed network. Included in the content of this course are Certificate Services, wireless networking, DNS and WINS name resolution services, encryption, routing, Web services, group policy and firewall implementation. In addition, software and desktop deployment with Group Policy and the firewall and caching services of ISA Server 2004 are introduced. On completion, students will fully understand design, implementation, security, maintenance, and recovery of a Microsoft Active Directory network. (30 hours) \$525

10 wks Tu. Apr 22 18:00 - 21:00 DTN ☎ [CRN 20306](#)

INET+ (NETT 2106)

The CompTIA i-Net+ certification is the worldwide standard of foundational-level competency in knowledge of Internet, Intranet and Extranet technologies. The i-Net+ certification is recognized as a baseline technical knowledge specifically designed to certify entry-level Internet and e-commerce technical professionals. Those holding i-Net+ certification demonstrate knowledge and competency in Internet basics and clients, development, networking, Internet security and business concepts. (30 hours) \$525

10 wks Tu. Apr 22 18:00 - 21:00 DTN ☎ [CRN 20305](#)

A+ HARDWARE (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 wks We. Apr 23 18:00 - 21:00 DTN [CRN 20290](#)

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 wks Th. Apr 24 18:00 - 21:00 DTN [CRN 20295](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

ITIL CLIENT SUPPORT (NETT 2116)

Students will be able to create and negotiate a Service Level Agreement with customers, understand how business demands translate into technical requirements, from a financial, availability and capacity perspective. Be able to design and implement a simple process within an organization. Be able to identify and describe the most important support and delivery processes in an IT organization or IT department Be able to assess the processes within an organization and present findings and advise on next steps to management Students will understand how support processes (like incident management, problem management and change management) contribute to the quality of the services delivered to customers. Be able to position all ITIL support and delivery processes within an organization Understand how ITIL processes relate to the EXIN/ISEB exam. Students will learn how planning processes contribute to the proactive improvement of the delivery of the promised services.

IC3 COMPUTER CERTIFICATION

Course Advice: Rhyon Caldwell, 604.443.8544, rcaldwell@vcc.ca
Program Assistant: Margaret McIlwaine, 604.443.8711, mmcilwaine@vcc.ca

REQUIRED COURSES:

Intro to Windows, Word & Excel (CMPT 1302)
Word & Excel Levels 1 & 2 (CMPT 1301)
Internet Applications (CMPT 1303)

REQUIRED COURSES currently scheduled:

INTRO TO WINDOWS, WORD & EXCEL (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) \$225
5 wks Mo. Apr 21 18:00 - 21:00 DTN ☎ [CRN 20292](#)

WORD & EXCEL LEVELS 1 & 2 (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) \$375
10 wks Tu. Apr 22 18:00 - 21:00 DTN ☎ [CRN 20291](#)

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) \$225
5 wks Mo. Jun 02 18:00 - 21:00 DTN ☎ [CRN 20293](#)

REGISTER ONLINE 
www.vcc.ca

WEB DEVELOPMENT

Course Advice: Rhyon Caldwell, 604.443.8544, rcaldwell@vcc.ca
Program Assistant: Margaret McIlwaine, 604.443.8711, mmcilwaine@vcc.ca

ELECTIVE COURSES:

Web Page Design PC (CMPT 1114)
Dreamweaver (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) \$495
10 wks Tu. Apr 22 18:00 - 21:00 DTN ☎ [CRN 20296](#)

DREAMWEAVER (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) \$495
10 wks Th. Apr 24 18:00 - 21:00 DTN ☎ [CRN 20361](#)



How will industry certification increase my employment opportunities?

Increasingly, companies are requiring industry certification for all their new employees and for advancement into more senior positions. For these reasons, certification can make the difference in your career: getting you promoted, increased responsibilities and a higher salary.



FIVE WAYS TO REGISTER

1

ONLINE
REGISTER ONLINE 
www.vcc.ca
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.

2

FAX
Use the registration form on this page and fax to 604.443.8393. Payment is by credit card only. Please provide complete information.

3

PHONE
Pay by VISA, MasterCard or American Express. Call 604.443.8484. Please quote (Course Registration Number) found in the course description.

4

IN PERSON
Register at the downtown campus: 200-block Dunsmuir at Hamilton
Pay by cash, cheque, debit or credit card.

Registration hours:
Monday – Thursday 09:00 – 20:00
Friday 09:00 – 17:00
Saturday 09:00 – 14:00

5

MAIL
Fill out the registration form on this page and mail it with your cheque or credit card information. No post-dated cheques, please. Please provide complete information.
Mail to:
VCC Centre for Continuing Studies
250 West Pender St.
Vancouver, B.C. V6B 1S9

報名及查詢，請致電
中文熱線 604.443.8335

Information is available to Cantonese and Mandarin speakers. 604.443.8335

PAYMENT OF FEES
Course fees must be paid in full at the time of registration. We accept VISA, MasterCard and American Express. Payment can also be by cash, debit, cheque or money order, payable to Vancouver Community College. Post-dated cheques are not accepted. A \$30 fee is charged for non-sufficient funds.

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: 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 more than six weeks.
- 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

- 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.

FAX & MAIL-IN REGISTRATION

Fax to: 604.443.8393 for VISA, MasterCard or American Express only.
Mail to: VCC Centre for Continuing Studies, 250 West Pender St., Vancouver, B.C. V6B 1S9

Please TYPE or PRINT in BLACK ink. Note: One registrant per form. Please duplicate if needed.

MALE

FEMALE

BIRTHDATE

Month

Day

Year

SURNAMEGIVEN NAMES

ADDRESSCITY/MUNICIPALITYPROVINCEPOSTAL CODE

HOME PHONEBUSINESS PHONEE-MAIL

CANADIAN CITIZENPERMANENT RESIDENT (Landed Immigrant)VISITOR

Country of Citizenship

	COURSE NAME	COURSE CODE	TUITION	START DATE	START TIME	LOCATION	CRN #
sample:	BUSINESS ETHICS	LEAD 1154	\$315	Sa. April. 16	18:30	DTN	CRN 10316
1							
2							
3							

METHOD OF PAYMENT

TOTAL\$

CREDIT CARD

CHEQUE

MONEY ORDER

FEE CREDIT

VISA

MASTERCARD

AMERICAN EXPRESS

Name on card

Credit card account number

Expiry date

Signature

Date



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