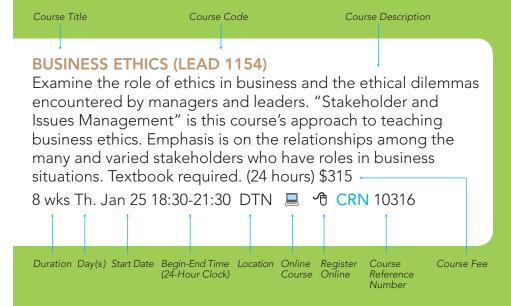
HOW TO USE OUR CALENDAR

COURSE INFORMATION

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



IMPORTANT INFORMATION

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

STUDENTS WITH DISABILITIES

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

Students with disabilities who require 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:

FASHION

Explore art direction and stylized looks for photo shoots making with our new Fashion Styling Bootcamp for Teens. **See page 21**

LEARN A LANGUAGE

With Italian 2, you can enhance your understanding of the language for travel and socializing. See page 41

INTERIOR DESIGN

Apply for our new program in Kitchen and Bath Design. See page 28

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PARALEGAL Paralegal Certificate Program Paralegal Diploma Program	15 17 17
PRIVATE INVESTIGATING Private Investigating	18 18
SMALL BUSINESS Small Business	18 18

DESIGN
FASHION ARTS Associate Certificate in Fashion Merchandising Courses of Specialty in Fashion Fashion Arts Certificate Program Fashion Arts Diploma Program
GEMMOLOGY AND JEWELLERY Canadian Gemmological Association Diploma Program Jewellery
INTERIOR DESIGN Interior Design Certificate Program Kitchen and Bath Design Program
MAKE UP ARTISTRY Make Up Artistry
HEALTH SCIENCES AND HUMAN SERVICES
COUNSELLING Counselling Skills Certificate Program Substance Abuse Certificate Program
EARLY CHILDHOOD CARE & EDUCATION Early Childhood Care and Education Programs Early Childhood Care and Education Level 1 Family Child Care: Good Beginnings Infant and Toddler and Special Needs Certificate Programs
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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 everchanging workplace.

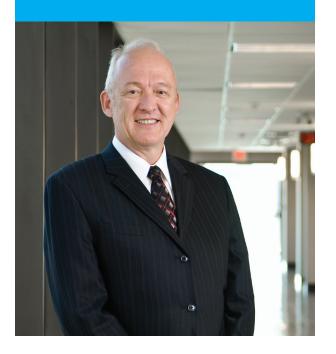
Our continuing studies offerings include more than 40 associate certificate, certificate and diploma programs, all designed keeping your schedule in mind – with day, evening or weekend classes.

Every year nearly 25,000 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 AND 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. Office forms and record keeping are also covered in these courses.

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

REQUIRED COURSES currently scheduled:

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 Document of Completion will be issued. (30 hours) \$300

5 wks Sa. Jan 17 09:00 - 16:00 DTN 🖰 CRN 10216

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) \$300

10 wks We. Jan 21 18:30 - 21:30 DTN 🖰 CRN 10217

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.



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. Jan 24 13:00 - 17:00 DTN ^{-⊕} CRN 10218

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) \$285

8 wks Tu. Jan 27 19:00 - 21:30 DTN 4 CRN 10219

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 12.

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 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 four Business English Courses in the following order:

Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (OACP 1106), Writing Dynamic Business Letters (OACP 1103) and Effective Memo, Email and Report Writing (OACP 1107).

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

ELECTIVE COURSES:

Business English - Non Package You Asked for More! (OACP 1197)

REQUIRED COURSES currently scheduled:

GRAMMAR REVIEW BUS WRITING (OACP 1104)

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

2 wks We. Jan 21 18:00 - 21:00 DTN 10042 1 day Sa. Jan 24 09:00 - 16:00 DTN 10043

BUILDING POWERFUL VOCABULARY (OACP 1106)

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

2 wks We. Feb 04 18:00 - 21:00 DTN ∱ CRN 10044 1 day Sa. Feb 07 09:00 - 16:00 DTN ∱ CRN 10045

WRITING BUSINESS LETTERS (OACP 1103)

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

2 wks We. Feb 18 18:00 - 21:00 DTN ↑ CRN 10046 1 day Sa. Feb 21 09:00 - 16:00 DTN ↑ CRN 10047

MEMOS, EMAILS AND REPORTS (OACP 1107)

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

2 wks We. Mar 04 18:00 - 21:00 DTN 10048 1 day Sa. Mar 07 09:00 - 16:00 DTN 10049

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. Mar 14 09:00 - 12:00 DTN ⁻ CRN 10051 1 day We. Mar 18 18:00 - 21:00 DTN ⁻ CRN 10050

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. Jan 20 18:00 - 21:00 DTN 4 CRN 10052

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 progam consists of nine one-day courses. Participants may register for courses individually. Courses are offered on Saturdays on a rotating basis.

Join us for an information session to learn more about the Business and Technical Writing Certificate Program, Wed, Jan.14, 5:30 - 6:30 Room 218B

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

TECHNICAL COMMUNICATION (TECW 1101)

Examine the various forms and styles for producing effective technical writing. Content includes techniques for describing, defining and interacting in print. (6.5 hours) \$155 1 day Sa. Jan 31 09:00 - 16:30 DTN © CRN 10026

CURRENT ISSUES TECH WRITING (TECW 1102)

Update your writing skills by adopting the techniques of successful technical writers. Review trends in the technical communication profession and growth in the application of online writing. Discuss the development of a work portfolio and its use as an employment aid. Review the key characteristics necessary for success in this field. (6.5 hours) \$155

1 day Sa. Feb 28 09:00 - 16:30 DTN 🕆 CRN 10027



BUSINESS COMMUNICATIONS / CAREER EXPLORATION AND MANAGEMENT

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. Practice the three levels of editing, as well as peer review and group editing. Topics include: grammar review, plain language, conceptuual and stylist editirng, proofreading, peer and group editing, interpersonal issues in editing, and computerized document checkers. (6.5 hours) \$155

1 day Sa. March 28 09:00 - 16:30 DTN 🖰 CRN 10028

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)

Looking for a change? Refine your skills, prepare for a new career, or start your own business in the dynamic and exciting industry of event planning! You will learn the tricks of the trade and gain the expertise you'll need to be a successful event planner through lectures, in-class projects, group work, and special guest speakers. Created by event management experts, this course incorporates years of experience and covers every aspect of event planning, giving you the expertise and knowledge.(30 hours) \$403

10 wks Mo. Jan 12 18:00 - 21:00 DTN 4 CRN 10159

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. Jan 14 18:00 - 21:00 DTN 4 CRN 10160

PROJECT MANAGEMENT

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Jennifer Gossen, 604.443.8670 Program Assistant: Margaret McIlwaine, 604.443.8711

Learn the basics of planning, controlling or implementing projects.

REQUIRED COURSES:

Project Management (BUSI 1103)

REQUIRED COURSES currently scheduled:

PROJECT MANAGEMENT (BUSI 1103)

Designed to provide the basics for those seeking Project Management Professional certification. Understand the project management discipline, gain insight into the application of project management, form a framework for successful implementation of techniques and practical tools for process improvement, team motivation and communication. (12 hours) \$245

4 wks Tu. Jan 27 18:30 - 21:30 DTN 4 CRN 10220



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

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



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

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's course, develop your career portfolio, brand yourself like a business, use self-marketing and networking techniques, and enhance your career. Technological literacy, an essential skill, is integrated into the course teaching you web-and computer-based tools to help manage your career.

The program of study has five 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.

Please join us on Monday, January 19 from 5:30 - 6:30 p.m. for an information and networking session.

REQUIRED COURSES:

Career Portfolio (OACP 1201) Self Marketing (OACP 1204) Career Exploration (OACP 1184) Career Entrepreneur (OACP 1202) Career Networking (OACP 1205)

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. Jan 28 18:30 - 21:30 DTN 10029

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. Feb 18 18:30 - 21:30 DTN 10030

CAREER EXPLORATION (OACP 1184)

A holistic approach to exploring your passions, skills, style and potential that 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. Apr 22 18:30 - 21:30 DTN 4 CRN 20077

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. Jun 03 18:30 - 21:30 DTN 🖰 CRN 20042

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. Jun 17 18:30 - 21:30 DTN 4 CRN 20043

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 AND 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 five 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:

Core courses:

Introduction to Business LEAD 1150 Human Resource Management LEAD 1151 Finance LEAD 1152 Sales & Marketing LEAD 1153 Business Ethics LEAD 1154

ELECTIVE COURSES:

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

Interpers Communication Skills (MSKL 1101) Managing Change (LEAD 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: Critical Thinking (LEAD 1101)

Team Skills (MSKL 1102)
Problem Solving Action Plan (LEAD 1104)
From Conflict To Collaboration (LEAD 1105)
Perform Mgmt: Goals & Review (LEAD 1106)
Facilitation Sks Team Leader (LEAD 1108)
Speak Up (LEAD 1109)
Creative Thinking At Work (LEAD 1110)
Step Up To Leadership (LEAD 1111)

Using Leadership Language (LEAD 1112)
Building A Productive Team (LEAD 1113)
Find Time For Results (LEAD 1114)
Science and Art of Leadership (LEAD 1119)
Bus Communication for Leaders (LEAD 1138)
Progressive Discipline (LEAD 1155)
Diversity in the Workplace (LEAD 1164)
Corporate Storytelling (LEAD 1165)
Building A Productive Team (LEAD 1113)

REQUIRED COURSES currently scheduled:

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 4 CRN 10001

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) \$321

8 wks Th. Apr 23 18:30 - 21:30 DTN 4 CRN 20024

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) \$321

8 wks Th. Sep 24 18:30 - 21:30 DTN 4 CRN 30044



REQUIRED COURSES to be scheduled in upcoming terms:

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. (24 hours)

FINANCE (LEAD 1152)

An introduction for financial decision-making for learners with little or no previous exposure to accounting or finance principles. Curriculum is organized around investment, operating and financial management decision-making. Learn how to analyze and plan for the financial health of a business; ask incisive question about financial reports; gauge capital investment options and present effective financial strategies. 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. Jan 17 09:00 - 16:30 DTN 4 CRN 10425

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 4 CRN 10002

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. Jan 31 09:00 - 16:30 DTN 4 CRN 10074

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) \$168

1 day Fr. Feb 06 09:00 - 16:30 DTN 🖰 CRN 10077

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 10003

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. Feb 14 09:00 - 16:30 DTN 🖰 CRN 10078

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) \$158

1 day Sa. Feb 28 09:00 - 16:30 DTN 4 CRN 10075

TEAM COACHING (LEAD 1121)

Prerequisite: Coaching for High Performance (LEAD 1115). Be a leader who coaches the team to resolve team issues and business challenges. The leader-coach works with the team to create a common vision, develop a strategy and agree on roles, responsibilities and ways of operating together. Gain knowledge and practise skills to create the team coaching environment; ask coaching questions so the team can gain understanding and take effective action; observe team dynamics and provide useful feedback; foster team self-responsibility and accountability. (6 hours) \$168

1 day Fr. Mar 13 09:00 - 16:30 DTN 4 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 4 CRN 10005

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) \$168

1 day Fr. Mar 20 09:00 - 16:30 DTN 10079

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) \$158

1 day Sa. Mar 28 09:00 - 16:30 DTN 4 CRN 10076

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. Apr 04 09:00 - 16:30 DTN 🖰 CRN 20018

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 22 18:30 - 21:30 DTN 4 CRN 20023

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. Apr 25 09:00 - 16:30 DTN 4 CRN 20084

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. May 02 09:00 - 16:30 DTN 4 CRN 20085

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) \$158

1 day Sa. May 09 09:00 - 16:30 DTN 🕆 CRN 20019

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) \$158

1 day Sa. May 23 09:00 - 16:30 DTN 🕆 CRN 20020

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 06 09:00 - 16:30 DTN 🕆 CRN 20021

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 12 09:00 - 16:30 DTN 12 CRN 20022

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. Jun 20 09:00 - 16:30 DTN ⁻ CRN 20086

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 22 18:30 - 21:30 DTN 10 CRN 30045

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 24 09:00 - 16:30 DTN ⁻ CRN 30042

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. Nov 07 09:00 - 16:30 DTN 10 CRN 30041

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 14 09:00 - 16:30 DTN 🖰 CRN 30040

VCC OFFERINGS TO WATCH

RISE TO THE CHALLENGE AND I FAD.

The roles of organizational managers and leaders are changing. New technologies, processes and organizational structures are being implemented. You will assume more responsibilities, meet shorter deadlines, and work within tighter budgets – all with fewer people. To excel, you must master the skills to involve, motivate and enable your employees to successfully deliver to your business or organization's clients.

VCC's leadership, coaching and management programs can give you those skills. We teach you to create working environments where employees will understand their role and actively contribute to organizational success.

As leaders, you will coach, educate, encourage and enable employees in your organization to deal with continual change, rise to challenges and anticipate problems.

You can be instrumental in achieving personal, team and organizational

Call us to find out more about how we can help you excel at 604.443.8668.





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. Nov 28 09:00 - 16:30 DTN 1 CRN 30043

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

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:

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

ELECTIVE COURSES:

Choose six courses (titles will vary each term) from the following OR choose five courses plus one course from the Associate Certificate in Leadership Coaching:

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

REQUIRED COURSES currently scheduled:

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 8. (6 hours) \$158 1 day Sa. Jan 31 09:00 - 16:30 DTN ↑ CRN 10074

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 8. (6 hours) \$158 1 day Sa. Feb 28 09:00 - 16:30 DTN 10075

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 8. (6 hours) \$158 1 day Sa. Mar 28 09:00 - 16:30 DTN → CRN 10076

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on page 8. (6 hours) \$158 1 day Sa. Apr 25 09:00 - 16:30 DTN 16 CRN 20084

FACILITATION SKS TEAM LEADER (LEAD 1108)

See course description on page 9. (6 hours) \$158 1 day Sa. May 02 09:00 - 16:30 DTN 16 CRN 20085

MANAGING CHANGE (LEAD 1102)

See course description on page 9. (6 hours) \$158 1 day Sa. Jun 20 09:00 - 16:30 DTN 10 CRN 20086

ELECTIVE COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 8. (6 hours) \$158 1 day Sa. Jan 17 09:00 - 16:30 DTN ↑ CRN 10425

CREATIVE THINKING AT WORK (LEAD 1110)

See course description on page 8. (6 hours) \$168 1 day Fr. Feb 06 09:00 - 16:30 DTN ↑ CRN 10077

FIND TIME FOR RESULTS (LEAD 1114)

See course description on page 8. (6 hours) \$158 1 day Sa. Feb 14 09:00 - 16:30 DTN $^{\circ}$ CRN 10078

FROM CONFLICT TO COLLABORATION (LEAD 1105)

See course description on page 8. (6 hours) \$158 1 day Sa. Mar 14 09:00 - 16:30 DTN 10005

BUS COMMUNICATION FOR LEADERS (LEAD 1138)

See course description on page 8. (6 hours) \$168 1 day Fr. Mar 20 09:00 - 16:30 DTN 10079

DIVERSITY IN THE WORKPLACE (LEAD 1164)

See course description on page 8. (6 hours) \$158 1 day Sa. Apr 04 09:00 - 16:30 DTN 10 CRN 20018

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

See course description on page 9. (6 hours) \$158 1 day Sa. May 23 09:00 - 16:30 DTN 16 CRN 20020

CRITICAL THINKING (LEAD 1101)

See course description on page 9. (6 hours) \$158 1 day Sa. Jun 06 09:00 - 16:30 DTN 16 CRN 20021

PROGRESSIVE DISCIPLINE (LEAD 1155)

See course description on page 9. (6 hours) \$168 1 day Fr. Jun 12 09:00 - 16:30 DTN 10 CRN 20022

SCIENCE AND ART OF LEADERSHIP (LEAD 1119)

See course description on page 9. (6 hours) \$158 1 day Sa. Nov 07 09:00 - 16:30 DTN 18 CRN 30041

SPEAK UP (LEAD 1109)

See course description on page 9. (6 hours) \$158 1 day Sa. Nov 14 09:00 - 16:30 DTN 16 CRN 30040

ELECTIVE COURSES to be scheduled in upcoming terms:

CORPORATE STORYTELLING (LEAD 1165)

See course description on page 10 (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) Coach's Toolkit (LEAD 1120) Team Coaching (LEAD 1121) Skill Coaching (LEAD 1117) Essential Lead Coach Skills (LEAD 1116) Coaching Next Level (LEAD 1118)

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 8. (6 hours) \$158

1 day Sa. Jan 17 09:00 - 16:30 DTN 🖰 CRN 10425

COACH'S TOOLKIT (LEAD 1120)

See course description on page 8. (6 hours) \$168 1 day Fr. Feb 13 09:00 - 16:30 DTN 10003

TEAM COACHING (LEAD 1121)

See course description on page 8. (6 hours) \$168 1 day Fr. Mar 13 09:00 - 16:30 DTN 10004

SKILL COACHING (LEAD 1117)

See course description on page 9. (6 hours) \$158 1 day Sa. May 09 09:00 - 16:30 DTN 10 CRN 20019

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on page 9. (6 hours) \$158 1 day Sa. Oct 24 09:00 - 16:30 DTN → CRN 30042

COACHING NEXT LEVEL (LEAD 1118)

See course description on page 10. (6 hours) \$158 1 day Sa. Nov 28 09:00 - 16:30 DTN ♥ CRN 30043

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)
Step Up To Leadership (LEAD 1111)
Coach's Toolkit (LEAD 1120)
Building A Productive Team (LEAD 1113)
Team Coaching (LEAD 1121)
Problem Solving Action Plan (LEAD 1104)
Using Leadership Language (LEAD 1112)

Facilitation Sks Team Leader (LEAD 1108) Skill Coaching (LEAD 1117) Managing Change (LEAD 1102) Essential Lead Coach Skills (LEAD 1116) Coaching Next Level (LEAD 1118)

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 8. (6 hours) \$158 1 day Sa. Jan 17 09:00 - 16:30 DTN 10425

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 8. (6 hours) \$158 1 day Sa. Jan 31 09:00 - 16:30 DTN 10074

COACH'S TOOLKIT (LEAD 1120)

See course description on page 8. (6 hours) \$168 1 day Fr. Feb 13 09:00 - 16:30 DTN 10003

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 8. (6 hours) \$158 1 day Sa. Feb 28 09:00 - 16:30 DTN 10075

TEAM COACHING (LEAD 1121)

See course description on page 8. (6 hours) \$168 1 day Fr. Mar 13 09:00 - 16:30 DTN % CRN 10004

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 8. (6 hours) \$158 1 day Sa. Mar 28 09:00 - 16:30 DTN → CRN 10076

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on page 8. (6 hours) \$158 1 day Sa. Apr 25 09:00 - 16:30 DTN 10 CRN 20084

FACILITATION SKS TEAM LEADER (LEAD 1108)

See course description on page 9. (6 hours) \$158 1 day Sa. May 02 09:00 - 16:30 DTN 18 CRN 20085

SKILL COACHING (LEAD 1117)

See course description on page 9. (6 hours) \$158 1 day Sa. May 09 09:00 - 16:30 DTN ⁴ CRN 20019

MANAGING CHANGE (LEAD 1102)

See course description on page 9. (6 hours) \$158 1 day Sa. Jun 20 09:00 - 16:30 DTN 10 CRN 20086

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on page 9. (6 hours) \$158 1 day Sa. Oct 24 09:00 - 16:30 DTN $^{\circ}$ CRN 30042

COACHING NEXT LEVEL (LEAD 1118)

See course description on page 10. (6 hours) \$158 1 day Sa. Nov 28 09:00 - 16:30 DTN 16 CRN 30043

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 experience 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:

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

REQUIRED COURSES currently scheduled:

TEAM SKILLS (MSKL 1102)

See course description on page 8. (24 hours) \$321 8 wks We. Jan 21 18:30 - 21:30 DTN 10002

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

See course description on page 8.. (24 hours) \$321 8 wks We. Apr 22 18:30 - 21:30 DTN © CRN 20023

INTERPERS COMMUNICATION SKILLS (MSKL 1101)

See course description on page 9. (24 hours) \$321 8 wks Tu. Sep 22 18:30 - 21:30 DTN 1 CRN 30045



OFFICE ADMINISTRATION

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

INFORMATION SESSION: WEDNESDAY, JANUARY 14, 2009, 5:30 P.M., ROOM 419, DOWNTOWN CAMPUS

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

CORE OFFICE ADMINISTRATION COURSES

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

Office Procedures (OACP 1126) - 18 hours, Business English Skills Package - (OACP 1103, OACP 1104, OACP 1106, OACP 1107) 24 hours, Supervisory/Management Decision Making (OACP 1127) - 24 hours, One accounting, bookkeeping or payroll course (OACP 1129) or (OACP 1130) or (OACP 1105) - 18 or 24 hours, Keyboarding - Beginners (OACP 1102) - 18 hours.

Note

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

SPECIALIZATION COURSES

Option 1 – Administration and Supervision

Records Management I (OACP 1128) - 30 hours, Effective Oral Communication (OACP 1145) - 18 hours and 36 elective hours from the Office Administration Program or Management Skills and any 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 II (OACP 1137) - 12 hours, Medical Documentation/Transcription (OACP 1156) - 18 hours, Clinical Procedures (OACP 1155) - 6 hours.

Option 4 – Records Management Skills

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 IC3 Computer Certification 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, 74 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. Please bring a calculator to the first class. (24 hours) \$171

8 wks We. Jan 21 18:30 - 21:30 DTN 4 CRN 10406

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. Accounting made easy and fun! Textbook: Accounting: Nanci Lee, see downtown campus bookstore for textbook purchase prior to class. (18 hours) \$160

6 wks Th. Jan 22 18:30 - 21:30 DTN 4 CRN 10073

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 Th. Apr 23 18:30 - 21:30 DTN 4 CRN 20083

ADMINISTRATION AND SUPERVISION

REQUIRED COURSES:

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

ELECTIVE COURSES:

Other Administration, Supervision and Elective Courses. The following courses may be used as electives in the Office Administration Certificate Program. Students may select elective hours from the Management Skills for Supervisors or from Leadership Certificate Courses.

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. Apr 20 18:00 - 21:00 DTN 4 CRN 20079

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. Apr 23 18:30 - 21:30 DTN 4 CRN 20078

OFFICE ADMINISTRATION

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. Jan 31 09:00 - 16:00 DTN 🕆 CRN 10080

ELECTIVE COURSES to be scheduled in upcoming terms:

MAKE TIME FOR SUCCESS (OACP 1185)

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.

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 four Business English courses in the following order:

Grammar Review for Productive Business Writing (OACP 1104) Building a Powerful Vocabulary (OACP 1106) Writing Dynamic Business Letters (OACP 1103)
Effective Memo, Email and Report Writing (OACP 1107).
Grammar Review Bus Writing (OACP 1104)
Building Powerful Vocabulary (OACP 1106)
Writing Business Letters (OACP 1103)
Memos, Emails and Reports (OACP 1107)
Business English Skills Test (OACP 1123)

ELECTIVE COURSES:

Business English - Non Package You Asked for More! (OACP 1197)

REQUIRED COURSES currently scheduled:

GRAMMAR REVIEW BUS WRITING (OACP 1104)

See course description on page 5. (6 hours) \$85 2 wks We. Jan 21 18:00 - 21:00 DTN ⁻⊕ CRN 10042 1 day Sa. Jan 24 09:00 - 16:00 DTN ⁻⊕ CRN 10043

BUILDING POWERFUL VOCABULARY (OACP 1106)

See course description on page 5. (6 hours) \$85 2 wks We. Feb 04 18:00 - 21:00 DTN 10044 1 day Sa. Feb 07 09:00 - 16:00 DTN 10045

WRITING BUSINESS LETTERS (OACP 1103)

See course description on page 5. (6 hours) \$85 2 wks We. Feb 18 18:00 - 21:00 DTN 10046 1 day Sa. Feb 21 09:00 - 16:00 DTN 10047

MEMOS, EMAILS AND REPORTS (OACP 1107)

See course description on page 5. (6 hours) \$85 2 wks We. Mar 04 18:00 - 21:00 DTN ↑ CRN 10048 1 day Sa. Mar 07 09:00 - 16:00 DTN ↑ CRN 10049

BUSINESS ENGLISH SKILLS TEST (OACP 1123)

See course description on page 5. Free
1 day Sa. Mar 14 09:00 - 12:00 DTN 10051
1 day We. Mar 18 18:00 - 21:00 DTN 10050

ELECTIVE COURSES currently scheduled:

YOU ASKED FOR MORE! (OACP 1197)

See course description on page 5. (12 hours) \$127 4 wks Tu. Jan 20 18:00 - 21:00 DTN 10052

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. Jan 19 18:00 - 21:00 DTN 10081

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. Jan 19 18:00 - 21:00 DTN 10054 6 wks Sa. Jan 24 09:30 - 12:30 DTN 10053

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. Jan 24 09:30 - 12:30 DTN 4 CRN 10055

"It is an excellent course I have tried to learn typing previously but failed twice. I cannot believe how effective this program is and am happy to say I have finally learned to type. Slowly but surely. Thanks."

REGISTER ONLINE ★



OFFICE ADMINISTRATION

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 five 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 Ethics&Confidentiality (OACP 1140) Wills and Estates (OACP 1211) Legal Office Procedures (OACP 1139) BCOnline Searches (OACP 1141) Advanced Conveyancing (OACP 1142)

ELECTIVE 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. Jan 20 18:30 - 21:30 DTN 🕆 CRN 10057

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. Jan 22 18:30 - 21:30 DTN 4 CRN 10059

CIVIL LITIGATION (OACP 1114)

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

3 wks Tu. Jan 27 18:30 - 21:30 DTN 10037

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. Feb 12 18:30 - 21:30 DTN 10058



How can I improve my communication skills at work?

Communicating effectively is essential to career success. VCC offers a variety of courses related to various communication skills. From refreshing your grammar, to honing your writing, or learning about communication itself, we have courses that will ensure your communication success.



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. Feb 17 18:30 - 21:30 DTN 🖰 CRN 10036

LEGAL OFFICE PACKAGE TEST (OACP 1120)

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

1 day Tu. Mar 10 18:30 - 21:30 DTN 🖰 CRN 10056

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. Feb 18 18:30 - 21:30 DTN 4 CRN 10082

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. Mar 11 18:30 - 21:30 DTN 4 CRN 10083

WILLS AND ESTATES (OACP 1211)

This one-day course will introduce students to the preparation of a Will, including reasons why a Will should be prepared, the information required to prepare a Will and what makes a Will valid. Also covered in this course is the introduction to procedure of probating an Estate. (6 hours) \$90

1 day Sa. Mar 28 09:00 - 16:00 DTN 4 CRN 10085

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 23 18:30 - 21:30 DTN 🖰 CRN 20025

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 wks We. May 27 18:30 - 21:30 DTN + CRN 20068

ELECTIVE COURSES to be scheduled in upcoming terms:

ADVANCED CONVEYANCING (OACP 1142) (6 hours)

(6 hours

OFFICE ADMINISTRATION / PARALEGAL

MEDICAL OFFICE SKILLS

REQUIRED COURSES:

Medical Document Transcript (OACP 1156) Medical Terminology 1 (OACP 1108) Medical Office Procedures (OACP 1111) Medical Terminology 2 (OACP 1109) 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 Walkmantype 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. Jan 19 18:30 - 21:30 DTN 4 CRN 10084

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. Jan 20 18:00 - 21:00 DTN 10:060 10 wks Tu. Jan 20 18:00 - 21:00 DTN 10:061 CRN 10:061

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. Apr 08 18:00 - 21:00 DTN $^{\sim}$ CRN 20082

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 16 18:00 - 21:00 DTN [♠] CRN 20053

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. Jun 03 18:00 - 21:00 DTN 4 CRN 20080

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, Jun 23 18:00 - 21:00 DTN 4 CRN 20081

RECORDS MANAGEMENT SKILLS

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

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 4 CRN 10006

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 22 18:30 - 21:30 DTN 4 CRN 20026

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) \$192

10 wks We. Sep 23 18:30 - 21:30 DTN 4 CRN 30001

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. Take a course or two to upgrade your skills, or work towards a Paralegal Certificate.

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 Advisor: Christine Williams, 604.443.8649, email: cwilliams@vcc.ca Program Assistant: Margaret McIlwaine, 604.443.8711

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:

Core 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.

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



PARALEGAL

ELECTIVE COURSES:

Choose four courses from related Practice Area Courses: 1301 - 1304 (Litigation), 1305, 1307, 1308, & 1317 (Corporate Law), 1309 - 1312 (Real Estate/Conveyancing), or 1313 - 1316 (Family Law and Estates). Choose two electives from 1306, 1401 - 1408. Courses are listed chronologically.

Lending & Security (LEGL 1311) Creditors' Remedies (LEGL 1303) Corp Law: Adv Procedures (LEGL 1308) Personal Injury Practice (LEGL 1304) Corp Law: Complex Transactions (LEGL 1317) Commercial Conveyancing (LEGL 1312) ALF: Automated Legal Forms (LEGL 1406) Corp Law: Intermediate Proc (LEGL 1307) Corp Law: Basic Procedures (LEGL 1305) Court of Appeal Practice (LEGL 1403) Estate Administration (LEGL 1316) Evidence (LEGL 1401) Family Law 1 (LEGL 1313) Family Law 2 (LEGL 1314) Intellectual Property (LEGL 1405) Litigation for Paralegals 1 (LEGL 1301) Litigation for Paralegals 2 (LEGL 1302) Property Law (LEGL 1309) Property Transactions (LEGL 1310) Securities: Corporate (LEGL 1306) Wills & Estate Planning (LEGL 1315)

REQUIRED COURSES currently scheduled:

PRACTICUM (LEGL 1208)

Use your existing position at a legal office to synthesize your practicum experience. Students will design a professional portfolio. First class attendance is mandatory. Pre-requisites: formal admission to the Paralegal program and completion of most level 1 core courses. Bring your practicum sponsor form to the first class. (518 hours) \$123

13 wks Fr. Jan 09 18:00 - 21:00 DTN 4 CRN 10008

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) \$232

8 wks Sa. Jan 10 18:00 - 21:00 🗏 🕆 CRN 10017 8 wks Th. Jan 15 18:00 - 21:00 DTN 🕆 CRN 10016

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. (36 hours) \$233

REQUIRED COURSES to be scheduled in upcoming terms:

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)



When are courses offered?

Designed for those who are already working in the legal field, the VCC Certificate and Diploma program offers a combination of evening and weekend instruction, and online and integrated online/lecture courses to provide the finest educational options for Paralegal Professionals to enhance their careers.

CANADIAN LEGAL PROCESS (LEGL 1202)

Learn the history of Canadian law, 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)

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)

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. Students taking the online version must have access to a law library. Course fee includes \$40.00 Quicklaw access fee. (48 hours: 6 hours in-class plus 6 homework x 4 weeks, or 6.8 hours x 7 weeks for an online session).

ELECTIVE COURSES currently scheduled:

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) \$244

7 wks Mo. Jan 05 DTN 10013

CREDITORS' REMEDIES (LEGL 1303)

Examines law and procedure, including builder's liens, applicable statutes, creditors remedies, debtor's remedies and defences, pre-judgement and execution proceedings. Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours) \$244

7 wks Tu. Jan 06 18:00 - 21:00 DTN [♣] CRN 10010 7 wks Tu. Jan 06 18:00 - 21:00 🔙 [♣] CRN 10022

CORP LAW: ADV PROCEDURES (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: Intermediate (LEGL 1307). (42 hours) \$202

7 wks Tu. Jan 20 18:00 - 21:00 DTN 10012 7 wks Tu. Jan 20 18:00 - 21:00 💻 10025

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) \$244

7 wks Tu. Feb 24 18:00 - 21:00 DTN 10009 7 wks Tu. Feb 24 18:00 - 21:00 💂 10024

CORP LAW: COMPLEX TRANSACTIONS (LEGL 1317)

Master due diligence for asset and share purchases; assets and share purchase agreements; large scale corporate restructuring procedures; shareholder, partnership, and joint venture agreements; and s.85 rollovers. Prerequisite: LEGL 1308 Corp. Law: Advanced Procedures. \$264

7 wks Tu. Mar 10 18:00 - 21:00 DTN 4 CRN 10087

PARALEGAL

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) \$244

7 wks Mo. Mar 30 18:00 - 21:00 DTN 4 CRN 10018

ELECTIVE COURSES to be scheduled in upcoming terms:

ALF: AUTOMATED LEGAL FORMS (LEGL 1406) (42 hours)

CORP LAW: INTERMEDIATE PROC (LEGL 1307) (42 hours)

CORP LAW: BASIC PROCEDURES (LEGL 1305)

(42 hours)

COURT OF APPEAL PRACTICE (LEGL 1403) (42 hours)

ESTATE ADMINISTRATION (LEGL 1316)

(42 hours)

EVIDENCE (LEGL 1401)

(42 hours)

FAMILY LAW 1 (LEGL 1313)

(42 hours)

FAMILY LAW 2 (LEGL 1314)

(42 hours)

INTELLECTUAL PROPERTY (LEGL 1405)

(42 hours)

LITIGATION FOR PARALEGALS 1 (LEGL 1301)

LITIGATION FOR PARALEGALS 2 (LEGL 1302)

(42 hours)

PROPERTY LAW (LEGL 1309)

(42 hours)

PROPERTY TRANSACTIONS (LEGL 1310)

(42 hours)

SECURITIES: CORPORATE (LEGL 1306)

(42 hours)

WILLS & ESTATE PLANNING (LEGL 1315)

(42 hours)

PARALEGAL DIPLOMA PROGRAM

Program Advisor: Christine Williams, 604.443.8649, email: cwilliams@vcc.ca

Program Assistant: Margaret McIlwaine, 604.443.8711

The Paralegal Diploma program is designed for graduates of the certificate program who wish to continue their professional growth. In the diploma program, students complete course work in all four practice areas: (1) litigation, (2) corporate, (3) conveyancing, and (4) family and estate law.

The additional coursework serves to broaden your knowledge and enhance your employability in the various fields of law.

ENTRANCE REQUIREMENTS:

Completion of the Paralegal certificate program

REQUIRED COURSES:

Students are eligible to receive a Diploma when they complete all 12 practice area courses.

Lending & Security (LEGL 1311)

Creditors' Remedies (LEGL 1303)

Corp Law: Adv Procedures (LEGL 1308)

Personal Injury Practice (LEGL 1304)

Commercial Conveyancing (LEGL 1312)

Corp Law: Intermediate Proc (LEGL 1307) Corp Law: Basic Procedures (LEGL 1305)

Estate Administration (LEGL 1316)

Family Law 1 (LEGL 1313) Family Law 2 (LEGL 1314)

Litigation for Paralegals 1 (LEGL 1301)

Litigation for Paralegals 2 (LEGL 1302)

Property Law (LEGL 1309)

Property Transactions (LEGL 1310)

Wills & Estate Planning (LEGL 1315)

ELECTIVE COURSES:

Further electives are NOT required to qualify for the diploma.

REQUIRED COURSES currently scheduled:

LENDING & SECURITY (LEGL 1311)

See course description on page 16. (42 hours) \$244

Jan 05 18:00 - 21:00 OFS 10:0013

7 wks Mo. Jan 05 DTN 4 CRN 10013

CREDITORS' REMEDIES (LEGL 1303)

See course description on page 16. (42 hours) \$244

Jan 06 OFS 10010

7 wks Tu. Jan 06 18:00 - 21:00 DTN 10010

7 wks Tu. Jan 06 18:00 - 21:00 💂 🕆 CRN 10022

CORP LAW: ADV PROCEDURES (LEGL 1308)

See course description on page 16. (42 hours) \$202

Jan 20 OFS 10012

7 wks Tu. Jan 20 18:00 - 21:00 DTN 4 CRN 10012

7 wks Tu. Jan 20 18:00 - 21:00 💂 🕆 CRN 10025

PERSONAL INJURY PRACTICE (LEGL 1304)

See course description on page 16.(42 hours) \$244

Feb 24 OFS 10009

7 wks Tu. Feb 24 18:00 - 21:00 DTN 10009

Feb 24 OFS 10024

7 wks Tu. Feb 24 18:00 - 21:00 💂 🖰 CRN 10024

COMMERCIAL CONVEYANCING (LEGL 1312)

See course description on page 16. (42 hours) \$244

Mar 30 OFS 10018

7 wks Mo. Mar 30 18:00 - 21:00 DTN 4 CRN 10018

REQUIRED COURSES to be scheduled in upcoming terms:

CORP LAW: INTERMEDIATE PROC (LEGL 1307) (42 hours)

CORP LAW: BASIC PROCEDURES (LEGL 1305)

ESTATE ADMINISTRATION (LEGL 1316)

(42 hours)

FAMILY LAW 1 (LEGL 1313)

(42 hours)

FAMILY LAW 2 (LEGL 1314)

(42 hours)

LITIGATION FOR PARALEGALS 1 (LEGL 1301)

42 hours)

LITIGATION FOR PARALEGALS 2 (LEGL 1302)

42 hours)

PROPERTY LAW (LEGL 1309)

(42 hours)

PROPERTY TRANSACTIONS (LEGL 1310)

(42 hours)

WILLS & ESTATE PLANNING (LEGL 1315)

(42 hours)

"Congratulations on doing such a great job of improving the Paralegal program. It is now known in the legal community to be one of the best!" ASHLY GILLIS, LEGAL ASSISTANT AT FARRIS, VAUGHAN, WILLS & MURPHY





PRIVATE INVESTIGATING

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 Private Investigating

Introduction to Fraud (BUSI 1248) Advanced Fraud (BUSI 1249) Investigative Research (BUSI 1237) Evidence Collection (BUSI 1236) Identity Theft (BUSI 1238)

ELECTIVE COURSES currently scheduled:

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. Jan 24 09:00 - 16:00 DTN 🖰 CRN 10473

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. Feb 21 09:00 - 16:00 DTN 🖰 CRN 10472

INVESTIGATIVE RESEARCH (BUSI 1237)

This comprehensive course gives participants search techniques and samplings of available databases to conduct investigative research. Participants will see different search databases and learn how to best use these to maximize search results. Emphasis will be on internet research, and how to conduct quick, broad and successful searches for all available information related to private investigating. (6 hours) \$150

1 day Sa. Mar 21 09:00 - 16:00 DTN 4 CRN 10471



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.



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)

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

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 introductory information on all topics required to operate your business. Participants attending eight out of 10 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:

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

SMALL BUSINESS

REQUIRED COURSES currently scheduled:

ENTREPRENEURIAL SKILLS (BUSI 1130)

Learn what it takes to begin a small business; how to set objectives and determine your entrepreneurial style. (3 hours) \$87

1 day Mo. Jan 19 18:00 - 21:00 DTN 4 CRN 10221

MARKET YOUR BUSINESS (BUSI 1131)

Identify your target market, evaluate the competition and determine the potential market for your products and services. (3 hours) \$87

1 day We. Jan 21 18:00 - 21:00 DTN 🕆 CRN 10222

UNDERSTANDING FINANCIAL NEEDS (BUSI 1134)

Identify your financial needs. Examine methods used to determine your initial business investment. (3 hours) \$87

1 day Mo. Jan 26 18:00 - 21:00 DTN 🕆 CRN 10223

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. Jan 28 18:00 - 21:00 DTN 4 CRN 10224

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. Feb 02 18:00 - 21:00 DTN 🕆 CRN 10226

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. Feb 04 18:00 - 21:00 DTN 10227

FINANCING YOUR BUSINESS (BUSI 1138)

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

1 day Mo. Feb 09 18:00 - 21:00 DTN 🖰 CRN 10228

PREPARING YOUR BUSINESS PLAN (BUSI 1139)

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

1 day We. Feb 11 18:00 - 21:00 DTN 🕆 CRN 10229

SMALL BUSINESS BOOKKEEPING (BUSI 1133)

Learn in easy-to-understand terms the basic steps of bookkeeping and to turn your bookkeeping into financial statements. Explore forecasting and budgeting in a small business environment will also be. (3 hours) \$87

1 day Mo. Feb 16 18:00 - 21:00 DTN 4 CRN 10225

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 We. Feb 18 18:00 - 21:00 DTN 10230

ELECTIVE COURSES currently scheduled:

THE BASICS OF SELLING ON EBAY (BUSI 1285)

Learn how to sell your products online the eBay way at this six hour seminar. Includes 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 selling experience. (6 hours)

Presented by Marilyn Bild, an experienced eBay seller and winner of the 2006 eBay Canadian Entreprenuer of the Year award. Included is a comprehensive workbook (value \$20). \$140

1 day Fr. Jan 16 09:00 - 16:00 DTN 4 CRN 10372

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 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. Included is a Beyond the Basics workbook (value \$20). (6 hours) \$140

1 day Fr. Feb 06 09:00 - 16:00 DTN 🖰 CRN 10373

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)

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)

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)

"Very informative, good examples. Did a great job of explaining accounting terms to non-accountants. Thank you!"

LAUREN WAY, STUDENT IN SMALL BUSINESS





FASHION ARTS

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

Website: www.vcc.ca/FashionArts Email: fashion@vcc.ca

ASSOCIATE CERTIFICATE IN FASHION MERCHANDISING

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

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.

Continuous entry: Classes begin September, January and April.

ENTRANCE REQUIREMENTS:

Ability to speak, read and write English clearly and correctly. No application required.

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:

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) \$300

12 wks Mo. Jan 05 18:30 - 21:30 DTN 4 CRN 10194

MERCHANDISING FASHION (FASH 1176)

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

12 wks Tu. Jan 06 18:30 - 21:30 DTN 4 CRN 10200

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) \$300

12 wks Th. Jan 08 18:30 - 21:30 DTN 4 CRN 10201

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

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)

RETAIL BUYING (FASH 1402)

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

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. Jan 07 09:00 - 12:00 DTN CRN 10089

COURSES OF SPECIALTY FASHION

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

These courses introduce fashion skills, assist those planning to apply to a 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:

Fashion Illustration (FASH 1150)
Adobe Illustrator for Fashion1 (FASH 1156)
Fabric Surface Design (FASH 1166)
Millinery (FASH 1162)
Pattern Making (FASH 1153)
Sewing - Beginners (FASH 1154)
Boot Camp: Fashion Design Teen (FASH 1179)
Boot Camp: Fashion Styling Teen (FASH 1182)
Adobe Illustrator for Fashion2 (FASH 1256)
Adobe Photoshop for Fashion (FASH 1157)
Couture Draping (FASH 1181)
Fashion Writing (FASH 1409)
Intro Fashion Design (FASH 1178)

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 Mo. Jan 19 18:30 - 21:30 DTN 10369

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, croquis 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 Tu. Jan 20 18:30 - 21:30 DTN ⁻ CRN 10239

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) \$245

8 wks We. Jan 21 18:30 - 21:30 DTN 🖰 CRN 10237

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, and hot glue gun. Please note that the cost of materials for hats is \$100. (18 hours) \$245

6 wks Th. Jan 22 18:30 - 21:30 DTN 4 CRN 10203

PATTERN MAKING (FASH 1153)

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

6 wks Sa. Jan 24 12:30 - 16:30 DTN 4 CRN 10193

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. Jan 24 09:00 - 12:00 DTN 4 CRN 10202

BOOT CAMP: FASHION DESIGN TEEN (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 by draping dress forms. Design fashion magazine and catalogue layouts using Abode Photoshop. Participants must be 13 - 17 years of age. Register for both Design and Styling Boot Camps and save \$125.00 (20 hours) \$295

5 days Mo. Tu. We. Th. Fr. Mar 16 09:00 - 13:00 DTN 10238

NEW BOOT CAMP: FASHION STYLING TEEN (FASH 1182)

A fun and hands-on course! Learn to stylize looks for photo shoots for fashion magazines, catalogues, commercials and fashion shows. Develop the skills and techniques to provide art direction and explore a career in styling. Participants will work in groups with a professional photographer to create "looks" for a photo shoot, and receive photos for their portfolio. Participants must be 13 - 17 years of age. Register for both Design and Styling Boot Camps and save \$125.00 (20 hours) \$295

5 days Mo. Tu. We. Th. Fr. Mar 16 13:30 - 17:30 DTN 4 CRN 10240

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)

COUTURE DRAPING (FASH 1181)

Draping is a unique method of creating garment designs directly on a three-dimensional body. Explore processes beyond the limitations of 2-D flat pattern making methods. Manipulate, mold and shape fabric to create skirts and tops. Learn to rotate darts and fashion style lines. Gain an understanding of the fabric grain in relationship to the desired design, and experiment with bias cuts. Students will have an opportunity to drape their own design. Each student will be provided with a mannequin for class use. Please bring to class: blue and red ballpoint pens, paper for notetaking, fabric scissors, dressmaker pins and metric tape measure. No pattern making experience required; sewing skills prefered. Course fee includes most fabrics. (30 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 "minicollections" 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)

FASHION ARTS CERTIFICATE PROGRAM

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

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).

APPLICATION DEADLINE: February 15 for Spring Entry & May 30 for Fall Entry

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:

Industrial Sewing (FASH 1201) Textiles (FASH 2201) Design Drafting - Theory (FASH 1202) Collection Toiles (FASH 2202) Production Patterns Grading (FASH 2203) Fashion Design (FASH 1203) Adv Collection Manufacture (FASH 1352) Adv Fashion Show Preparation (FASH 1353) Block Construction (FASH 1102) Collection Design (FASH 2103) Collection Portfolio (FASH 2301) Couture (FASH 2101) Design Drafting-Practice (FASH 1303) Design Patterns Draping (FASH 2102) FA Visual Communication (FASH 2309) Fashion Drawing (FASH 1101) History Of Fashion (FASH 1301) Sewing Techniques (FASH 1103) Tailoring (FASH 1302)

REQUIRED COURSES currently scheduled:

INDUSTRIAL SEWING (FASH 1201)

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

12 wks Mo. Jan 05 18:30 - 21:30 DTN CRN 10241

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 semisynthetic fabrics; as well as textile law and regulations. (36 hours) \$300

12 wks Mo. Jan 05 18:30 - 21:30 DTN 4 CRN 10194



Are internships available?

Yes. Eligible students are placed with a design/manufacturing company to gain valuable fashion industry experience and further develop their professional skills. A significant number of these internship placements have resulted in employment offers once the student has graduated.



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) \$300

12 wks Tu. Jan 06 18:30 - 21:30 DTN CRN 10197

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) \$300

12 wks Tu, Jan 06 18:30 - 21:30 DTN CRN 10199

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) \$300 12 wks Th. Jan 08 18:30 - 21:30 DTN CRN 10198

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) \$300

12 wks We. Jan 07 18:30 - 21:30 DTN CRN 10196

REQUIRED COURSES to be scheduled in upcoming terms:

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)

ADV FASHION SHOW PREPARATION (FASH 1353)

Gain practical experience in the planning and production of fashion shows. Plan, choreograph and present a minicollection of your designs in the graduate fashion show. (24

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)

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 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)

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-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)

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)

FA VISUAL COMMUNICATION (FASH 2309)

Adobe Illustrator and Photoshop are tightly intergraded to convey design ideas using technical drawings and terminology to accurately specify proportion, style and detail. Learn to transform hand-rendered illustrations using the toolbox and palettes, apply a variety of effects, fill selections and use layers for composite images. (36 hours)

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)

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)

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)

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)

FASHION ARTS DIPLOMA PROGRAM

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

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 two-year program. In both years (9 months each year) Classes consist of 24 hours of class instruction and a minimum six 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 - four days a week, 9 a.m. to 5 p.m. 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.

APPLICATION DEADLINE: May 30 for Fall Entry.

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

Fashion Prof Practices 2 (FASH 1172) Technical Fashion Drawing 1 (FASH 1213) Computer Aided Drafting 2 (FASH 2212) Studio Lab C (FASH 2213) Pattern Drafting Theory (FASH 1211) Production Patterns Grading (FASH 2203) Fashion Photoshop Applications (FASH 2214) Fashion Marketing & Promotion (FASH 1405) Illustration and Design 2 (FASH 1210) Industrial Sewing Techniques (FASH 1212) Portfolio Design 1 (FASH 2210) Int Visual Communication (FASH 2211) Personal Block Construction (FASH 1214) Block Construction (FASH 1102) Collection Design 1 (FASH 1312) Collection Design 2 (FASH 2113) Collection Manufacture/Studio (FASH 2310) Computer Aided Drafting 1 (FASH 2114) 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 Prof Practices 1 (FASH 1171) Fashion Show Preparation (FASH 2303) Illustration and Design 1 (FASH 1112) Introduction to Fashion (FASH 1110) Pattern Drafting Practical 1 (FASH 1310) Pattern Drafting Practical 2 (FASH 2115) Portfolio Design 2 (FASH 2312) Product Development (FASH 1252) Sewn Product Techniques (FASH 1114) Studio Lab A (FASH 1315) Studio Lab B (FASH 2116) Studio Lab D (FASH 2313) Tailoring Techniques (FASH 1311) Technical Fashion Drawing 2 (FASH 1314) Textile Surface Design & Lab (FASH 1313)

REQUIRED COURSES currently scheduled:

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) \$300

12 wks Fr. Jan 09 13:00 - 16:00 DTN CRN 10155

"Completing the VCC Fashion Arts Certificate Program gave me the confidence to start my own business. Most importantly, the school and teachers continue to be a wonderful source of support AFTER I graduated from the program."

SYVIA POON, FASHION ARTS CERTIFICATE GRADUATE





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) \$395

12 wks Mo. Jan 05 18:00 - 21:00 DTN CRN 10095

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) \$155

12 wks Mo. Jan 05 14:00 - 17:00 DTN CRN 10096

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) \$395

12 wks Mo. Jan 05 13:00 - 17:00 DTN CRN 10094

FASHION PHOTOSHOP APPLICATIONS (FASH 2214)

This course will introduce skills used to transform handrendered 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) \$395

12 wks Tu. Jan 06 13:00 - 17:00 DTN CRN 10098

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) \$395

12 wks Tu. Jan 06 13:00 - 17:00 DTN CRN 10091

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) \$300

12 wks Tu. Jan 06 09:00 - 12:00 DTN CRN 10097

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, Jan 07 09:00 - 12:00 DTN CRN 10089



What experience and education do your faculty/instructors have?

All of our instructors are graduates of accredited fashion design programs and have extensive industry experience. They bring current real world experience into our classrooms from their work as designers, pattern makers, costumers, production managers, textile designers, technical designers, fashion editors, stylists and illustrators.



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) \$300

12 wks Th. Jan 08 09:00 - 12:00 DTN CRN 10092

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) \$395

12 wks Th. Jan 08 13:00 - 17:00 DTN CRN 10093

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) \$300

12 wks Th. Jan 08 14:00 - 17:00 DTN CRN 10154

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) \$300

6 wks Fr. Feb 13 09:00 - 12:00 DTN CRN 10156 6 wks Th. Apr 09 09:00 - 12:00 DTN CRN 10156

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) \$155

6 wks We. Feb 18 13:00 - 16:00 DTN CRN 10090

REQUIRED COURSES to be scheduled in upcoming terms:

BLOCK CONSTRUCTION (FASH 1102)

(36 hours)

COLLECTION DESIGN 1 (FASH 1312)

(36 hours)

COLLECTION DESIGN 2 (FASH 2113)

(36 hours)

COLLECTION MANUFACTURE/STUDIO (FASH 2310)

(144 hours)

COMPUTER AIDED DRAFTING 1 (FASH 2114)

(48 hours)

COMPUTER APPLICATIONS (FASH 1111)

(36 hours)

COSTUME HISTORY (FASH 1113)

(54 hours)

COUTURE SEWING (FASH 2112)

(48 hours)

DESIGNER PATTERNS AND TOILES (FASH 2111)

(72 hours)

FASHION ARTS / GEMMOLOGY AND JEWELLERY

DRAPING TECHNIQUES (FASH 2110)

(24 hours)

FABRIC AND TEXTILE STUDIES (FASH 1115)

(54 hours)

FASHION PROF PRACTICES 1 (FASH 1171)

(36 hours)

FASHION SHOW PREPARATION (FASH 2303)

(24 hours)

ILLUSTRATION AND DESIGN 1 (FASH 1112)

(72 hours)

INTRODUCTION TO FASHION (FASH 1110)

(36 hours)

PATTERN DRAFTING PRACTICAL 1 (FASH 1310)

(48 hours)

PATTERN DRAFTING PRACTICAL 2 (FASH 2115)

(48 hours)

PORTFOLIO DESIGN 2 (FASH 2312)

(36 hours)

PRODUCT DEVELOPMENT (FASH 1252)

(36 hours)

SEWN PRODUCT TECHNIQUES (FASH 1114)

(48 hours)

STUDIO LAB A (FASH 1315)

(36 hours)

STUDIO LAB B (FASH 2116)

(36 hours)

STUDIO LAB D (FASH 2313)

(36 hours)

TAILORING TECHNIQUES (FASH 1311)

(36 hours)

TECHNICAL FASHION DRAWING 2 (FASH 1314)

(48 hours)

TEXTILE SURFACE DESIGN & LAB (FASH 1313)

(72 hours)

GEMMOLOGY AND 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.

GEMMOLOGY AND JEWELLERY

Program Coordinator: Donna Hawrelko, 604.443.8670 Program Assistant: 604.443.8677

Canadian Gemmological Association and VCC are pleased to offer the Canadian Gemmological Association's (CGA) two-year diploma program in Gemmology.

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

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 refractive index fluid which contains 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. Feb 16 18:30 - 21:30 DTN 4 CRN 10364

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

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

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

SHEREE HUEN, GRADUATE, GEMMOLOGY PROGRAM





GEMMOLOGY AND JEWELLERY / INTERIOR DESIGN

ELECTIVE COURSES currently scheduled:

JEWELLERY TECHNIQUES I (JEWL 1103)

Learn basic techniques in jewellery-making including piercing, filing, soldering, shaping, forming, design layout and application. Additional costs for materials - approximately \$50. Some equipment and supplies provided. List of supplies provided at first class (24 hours). \$405

8 wks Mo. Jan 19 18:30 - 21:30 DTN 10365 8 wks We. Jan 21 18:30 - 21:30 DTN 10489

JEWELLERY TECHNIQUES II (JEWL 1104)

Expand your knowledge and learn new fabricating techniques in this intermediate workshop style course. Emphasis will be on honing your skills and improving your ability to be more precise in measuring, fitting and soldering metal. Additional costs for materials and supplies approximately \$50. Please bring your previous work to the first class. Prerequisite: Jewellery Techniques 1 or the equivalent. (24 hours) \$405

8 wks Tu. Jan 20 18:30 - 21:30 DTN 10366

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) \$406

3 wks Sa. Feb 14 10:00 - 16:00 DTN 🖰 CRN 10367

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. Feb 16 18:30 - 21:30 DTN 4 CRN 10364

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 evergrowing 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 $18.5 \, (14 \, \text{courses})$.

Basic Drafting Concepts (INTD 1110)
Design Specifications (INTD 1116)
Design Drawing (INTD 1159)
Colour Theory (INTD 1114)
Graphic Presentation (INTD 1160)
Design Basics (INTD 1158)
Design for Small Spaces (INTD 1172)
Lighting (INTD 1121)
Materials and Finishes (INTD 1125)
AutoCad for Interior Designers (INTD 1150)
History Of Furniture (INTD 1102)
Kitchen & Bath Design (INTD 1169)
Living Space and Bedroom (INTD 1170)
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:

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) \$385

12 wks Mo. Jan 12 18:30 - 21:30 DTN 4 CRN 10347



Will this Certificate program allow me to write the NCIDQ exams and become a registered or licensed Interior Designer?

Our program is 444 hours long. In this timeframe, we cannot supply you with the amount of education you will need in order to write these advanced exams. However, a number of our courses transfer to BCIT where you can continue your Interior Design education to the point where, in addition to work experience, you will be eligible to take the exams.



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) \$385

12 wks Tu. Jan 13 18:30 - 21:30 DTN 10348

INTERIOR DESIGN

DESIGN SPECIFICATIONS (INTD 1116)

The ability to prepare a professional Interior design specification is an invaluable skill. Students will learn how to write a finishes specification using the Master Format 2004. Focus will be on preparing a full specification package from concept to completion while sourcing materials and trades using existing resources to time and cost advantage. Students will learn to work within the constraints of deadlines, to decipher product codes and to communicate with the trades efficiently and effectively. (24 hours) \$275

8 wks Tu. Jan 13 18:30 - 21:30 DTN 10355

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) \$385

12 wks We. Jan 14 18:30 - 21:30 DTN 10349

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) \$385

12 wks We. Jan 14 18:30 - 21:30 DTN 4 CRN 10350

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) \$385

12 wks Th. Jan 15 18:30 - 21:30 DTN 10352

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. Pre-requisite: Basic Drafting Concepts, Design Basics. (24 hours) \$275

12 wks Th. Jan 15 18:30 - 20:30 DTN 4 CRN 10351

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) \$275

6 wks Sa. Jan 17 10:00 - 14:00 DTN CRN 10354

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) \$275

12 wks Sa. Jan 17 09:30 - 11:30 DTN 🖰 CRN 10353

REQUIRED COURSES to be scheduled in upcoming terms:

AUTOCAD FOR INTERIOR DESIGNERS (INTD 1150)

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

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).

VCC OFFERINGS TO WATCH

LEARN KITCHEN AND BATH DESIGN.

From concept to construction and business to basins, VCC's new Kitchen and Bath Design Certificate Program is your entrance to a specialized market.

Open to graduates of programs like VCC's Interior Design Certificate and other industry professionals, the program consists of nine 36-hour evening and weekend courses, and a practicum, with space for 14 to 20 students. All students must apply to the program and present a portfolio of their work.

The development of this new program has the support of the National Kitchen and Bath Association.

To learn more about your future as kitchen and bath designer, join us for an information session on

Wednesday, December 3 at 6 p.m.

Continuing Studies Office,
Downtown campus
Dunsmuir at Hamilton (two blocks
west of Stadium SkyTrain)





INTERIOR DESIGN

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)

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)

KITCHEN & BATH DESIGN 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

From function to fixtures and business to beauty, VCC's Kitchen and Bath program focuses on the highly specialized design of these two central rooms in any home. Students cover design theory, construction basics, sustainable practices, new and emerging products and systems, and learn the business of kitchen and bath. The National Kitchen & Bath Association supports our program and encourages our students through student chapters, competitions and scholarships. Our 11-month part-time program accepts 15 to 20 students each January.

INFORMATION SESSION: WEDNESDAY, DECEMBER 3, 2008, 6 P.M., CONTINUING STUDIES OFFICE, DOWNTOWN CAMPUS

ENTRANCE REQUIREMENTS:

In order to gain entry into the program students must have completed the Interior Design Certificate Program at VCC or have a Certificate, Diploma or Degree from another accredited institution.

All applicants will show a portfolio of current and past work at an arranged interview time.

All applicants are required to fill out a College application form. These forms are available at the Continuing Studies Office. There is a \$30 application fee.

REQUIRED COURSES:

There are nine 36-hour courses (324 hours) within the Kitchen and Bath Certificate as well as 160-hour practicum.

Basic Kitchen Design (INTD 2101)

Drafting 1 (INTD 2103)

Construction (INTD 2102)

Advanced Kitchen & Bath Design (INTD 2201)

Drafting 2 (INTD 2107)

Drafting 3 (INTD 2108)

Kitchen and Bath Business (INTD 2104)

Kitchen/Bath Systems & Product (INTD 2105) Basic Bathroom Design (INTD 2106)

ELECTIVE COURSES:

There are no electives. All courses are required.



Will the Kitchen & Bath Certificate Program allow me to write the AIKBD examinations?

Absolutely. Our program fully prepares you to enter the field of Kitchen & Bath design, including AIKBD examinations.



REQUIRED COURSES currently scheduled:

NEW BASIC KITCHEN DESIGN (INTD 2101)

Upon completion, students will understand the purpose and function of a well designed kitchen. We will focus on analyzing client needs for both renovations and new design concepts. This will include a thorough study of principles and elements of design, materials, fixtures and finishes.

Financial considerations will also be addressed. NKBA kitchen planning guidelines will be highlighted. Research will be demonstrated through the production of bubble diagrams, fully dimensioned floor plans, elevations perspective drawings, material boards and schedules. \$385

12 wks Tu. Jan 13 18:30 - 21:30 DTN CRN 10374

NEW DRAFTING 1 (INTD 2103)

The ability to draft is key to understanding and implementing design construction plans. The strongest emphasis in the first level course of this drafting stream will be upon hand drafting, architectural lettering and accurate line weights. Isometric drawing will be introduced and students will learn to be conversant in both metric and imperial measurement scales. NKBA planning guidelines and drawing symbols will be adhered to. \$385

11 wks Th. Jan 15 18:30 - 21:30 DTN CRN 10376

NEW CONSTRUCTION (INTD 2102)

Students will learn the basics of wood frame construction. Comprehension of building codes, electrical, plumbing, heating and exhaust systems will be highlighted. Graduating students will be able to demonstrate a clear understanding and knowledge of building and building material terminology, essential for communication with tradesmen. \$385

1 day Sa. Jan 17 10:00 - 16:00 DTN AND

1 day Sa. Jan 31 10:00 - 16:00 DTN AND

1 day Sa. Feb 14 10:00 - 16:00 DTN AND

1 day Sa. Feb 28 10:00 - 16:00 DTN AND

1 day Sa. Mar 14 10:00 - 16:00 DTN CRN 10375

REQUIRED COURSES to be scheduled in upcomi ng terms:

ADVANCED KITCHEN & BATH DESIGN (INTD 2201)

(36 hours)

DRAFTING 2 (INTD 2107)

(36 hours)

DRAFTING 3 (INTD 2108)

(36 hours)

KITCHEN AND BATH BUSINESS (INTD 2104)

(36 hours)

KITCHEN/BATH SYSTEMS & PRODUCT (INTD 2105)

(36 hours)

BASIC BATHROOM DESIGN (INTD 2106)

(36 hours)

"I enjoy the Interior Design program at VCC because the night classes are very convenient and the facilities and materials are excellent. The VCC teachers are dedicated to the students and are ready to help anytime. I am very satisfied with the quality of education."

NOUR ENAYEH, INTERIOR DESIGN STUDENT



MAKE-UP ARTISTRY

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.

ELECTIVE COURSES:

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

Image Consulting (BUSI 1278)

coordinator. (30 hours) \$403

Make Up Artistry 3 - Fashion (BUSI 1288)

Make Up Artistry 4 - Theatrical (BUSI 1289)

Make Up Artistry 5 - Film & TV (BUSI 1290)

ELECTIVE 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

10 wks Tu. Jan 13 18:00 - 21:00 DTN ⁻ CRN 10163

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 on a face chart and re-create in on your model. Learn basic hair styling techniques. Model required. (30 hours) \$403

10 wks We. Jan 14 18:00 - 21:00 DTN 10164

IMAGE CONSULTING (BUSI 1278)

An image consultant will align your personal image with your professional goals. They will assess the impact of your current personal image and stay ahead of the

competition by providing you with a dynamic and up-to-date appearance. Learn how to choose the right cuts, fabrics, and prints for your figure, lifestyle and preference style. Discover how to make the most of your own personal coloring and achieve authoritative and accessible looks by using accessories that work for you. Create an easy to coordinate wardrobe that your clients will enjoy and feel confident while looking their best. (30 hours) \$403

10 wks Th. Jan 15 18:00 - 21:00 DTN 4 CRN 10162

MAKE UP ARTISTRY 3 - FASHION (BUSI 1288)

Create the perfect look for a runway fashion show. Determine the make up style to compliment a designer's collection. Develop the skills, tips and trick to achieve outstanding photos for a professional photo shoot. Recreate looks from decades past including the 1920's - the 1980's. Explore your creativity and develop make up designs that are unusual, over the top and print worthy. Model required. (30 hours) \$403

10 wks Th. Jan 15 18:00 - 21:00 DTN 4 CRN 10211

MAKE UP ARTISTRY 4 -THEATRICAL (BUSI 1289)

This course is designed for make up artists and actors looking to explore theatre and stage. Analyse and break down scripts in order to design make up for various characters. Determine facial structure and apply old age make up, clown make up and fantasy make up. Practice facial hair applications and casualty wound make up. (30 Hours) \$403

10 wks We. Jan 21 18:00 - 21:00 DTN 4 CRN 10244

MAKE UP ARTISTRY 5 - FILM & TV (BUSI 1290)

Be part of the behind the scenes activity of a Film and TV set. Do an in class walk through of a T.V. studio to identify the various departments and their roles and responsibilities on set. Determine the difference between high definition and traditional formats and how to select appropriate make up product. Identify the role of the Key Make-up Artist and the Assistant. Analyse and breakdown a script. Learn the importance of continuity. (30 hours) \$403

10 wks Th. Jan 22 18:00 - 21:00 DTN [♠] CRN 10245

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.





30 HEALTH SCIENCES AND HUMAN SERVICES

COUNSELLING

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 who wish 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 \$3300. Students register and pay for individual courses as they proceed through the program.

For more information, visit **continuinged.vcc.ca/cnsk** or contact the program coordinator or program assistant.

The curriculum of the Counselling Skills Certificate Programs is currently being revised and updated. New certificate requirements and revised course options are anticipated for September 2009.

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: Sarah Fernets, 604.443.8676, sfernets@vcc.ca

For more information, please attend an information session or contact the program coordinator or program assistant.

INFORMATION SESSIONS:

DEC. 4, JAN. 7, FEB. 25 OR MAR. 24, 2009, 6:30 – 8 P.M. CONTINUING STUDIES OFFICE – ROOM 420

Interested in working as a settlement worker, family support worker, youth outreach worker or other positions within the field. This well recognized and highly-regarded 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 students considering graduate studies in Department of Education and Counselling Psychology, and Special Education at UBC.

Ministry of Education place the employment success rate at over 85% for this program.

Students can complete this certificate in 15 months to three years and can choose to attend either one or two evenings per week. Courses are experiential, practical and topical and taught by experienced, practicing clinicians. A Practicum completes the program and those 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, Referral & Community Resources.

Electives: Family Counselling Skills, Group Counselling Skills, Vocational Counselling Skills, Cross Cultural Counselling Skills, and Clinical Practice Course.

One Practicum Option

Practicum Information Meeting: Wed, Jan. 21 2009 or Mon. Mar. 9, 2009 5:30 p.m. Room 218B. This meeting is for current certificate students ONLY.

ENTRANCE REQUIREMENTS:

A minimum of Grade 12 English (C+) or equivalent. Proof of Successful completion is required. For applicants who do not meet this requirement, an assessment test and upgrading may be required. Please contact the Program Coordinator for specific information about equivalents.

Satisfactory completion of Basic Counselling Skills (CNSK 1101) or equivalent.

Relevant experience in the social services field either paid or volunteer. (minimum of 35 hours)

Letter of reference (employer or volunteer references are preferred).

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

Mature and emotional stability.

Completed application form and participation in an intake orientation meeting.

Basic Counselling (CNSK 1101)

REQUIRED COURSES:

Individual Counselling Skills (CNSK 1103)

Practicum - Worksite Option (CNSK 1299)

Practicum - Volunteer Option (CNSK 1398)

Practicum - Dual Option (CNSK 1399)

Personal Prof Development (CNSK 1112)

Assess Referral & Comm Resou (CNSK 1108) Theories of Counselling (CNSK 1102)

ELECTIVE COURSES:

Family Counselling Skills (CNSK 1105)

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING (CNSK 1101)

Attended by thousands of individuals, 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 students describe "Basic" as life changing. Offered every term. (36 hours) \$413

12 wks Tu. Jan 06 18:30 - 21:30 DTN % CRN 10212 12 wks Th. Jan 08 18:30 - 21:30 DTN % CRN 10213 11 wks Fr. Jan 09 09:30 - 12:30 BWY % and 1 day Fr. Jan 23 13:30 - 16:30 BWY % CRN 10214

REQUIRED COURSES currently scheduled:

INDIVIDUAL COUNSELLING SKILLS (CNSK 1103)

Prerequisite: Acceptance to the Counselling Skills Certificate Program or Program Coordinator permission. Examine the knowledge and skills required to work 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 emerging issues as you spend additional time outside of class time practising your skills. (36 hours) \$413

12 wks Tu. Jan 06 18:30 - 21:30 DTN CRN 10410 12 wks Mo. Jan 12 18:30 - 21:30 DTN CRN 10409

PRACTICUM - DUAL OPTION (CNSK 1399)

Available to students who have completed all the required courses for both certificate programs. Practicum work must be in the area of addication in a social service agency to complete their requirments plus attend nine Practicum seminars.

This is a continual intake class that runs alternate Wednesday evenings throughout the year. \$605

PRACTICUM - VOLUNTEER OPTION (CNSK 1398)

An opportunity to master and demonstrate the knowledge and skills gained in the classroom. 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 on alternate Wednesday evenings throughout the year. \$413

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 provides an opportunity to enhance your knowledge and skills by examining 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 on alternate Wednesday evenings throughout the year. \$413

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. Attendance in Saturday course is required for course credit. (30 hours) \$341

8 wks Tu. Jan 13 18:30 - 21:30 DTN and 1 day Sa. Feb 21 09:30 - 16:30 DTN CRN 10411 8 wks We. Jan 14 18:30 - 21:30 DTN and 1 day Sa. Feb 21 09:30 - 16:30 DTN CRN 10412

REQUIRED COURSES to be scheduled in upcoming terms:

ASSESS REFERRAL & COMM RESOU (CNSK 1108)
Prerequisite course: 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)

Prerequisite: Acceptance to the Counselling Skills Certificate program or program Coordinator permission. Learn about different counselling tceories and consider their contributions and limitations. Use this knowledge to discuss your own beliefs, values and approaches to the helping professions and articulate these 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)

Prerequisite: Acceptance to the Substance Abuse or Counselling Skills Certificate programs or permission of the program Coordinator. 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) \$413

12 wks Tu. Jan 06 18:30 - 21:30 DTN 4 CRN 10415

GROUP COUNSELLING SKILLS (CNSK 1104)

Prerequisite: Acceptance to the Substance Abuse or Counselling Skills Certificate programs or permission of the Program Coordinator. 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) \$413

10 wks Mo. Jan 12 18:30 - 21:30 DTN and 1 day Sa. Feb 07 09:30 - 16:30 DTN & CRN 10414 10 wks Th. Jan 15 18:30 - 21:30 DTN and 1 day Sa. Feb 14 09:30 - 16:30 DTN & CRN 10413

VOCATIONAL COUNSELLING SKILLS (CNSK 1109)

Prerequisite: Acceptance to the Counselling Skills Certificate program or permission of the Program Coordinator. 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) \$214

4 wks We. Jan 21 18:30 - 21:30 DTN and 1 day Sa. Jan 31 09:30 - 16:30 DTN ♣ CRN 10416

CROSS-CULTURAL COUNSELLING (CNSK 1111)

Prerequisite: Acceptance to the Counselling Skills Certificate program or permission of the Program Coordinator. 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)

6 wks We. Feb 18 18:30 - 21:30 DTN CRN 10417

ELECTIVE COURSES to be scheduled in upcoming terms:

CLINICAL PRACTICE (CNSK 1113) (18 hours)

This optional course give students the opportunity to expand on their skill development by providing additional supervised clinical practice. Taught by an experienced clinician, this course focuses on integrating theroetical knowledge with instruction, demonstration, practice and feedback. Prerequisite: successful completion of Individual Counselling Skills (CNSK 1103 or SUAB 1101) or permission of the program coordinator.

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: Sarah Fernets, 604.443.8676,

sfernets@vcc.ca

For more information, please attend an information session or contact the program coordinator or program assistant.

INFORMATION SESSIONS: DECEMBER 4, JANUARY 7, FEBRUARY 25 OR MARCH 24, 2009, 6:30 – 8 P.M. CONTINUING STUDIES OFFICE – 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 and 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 those working in the field can choose to meet their Practicum requirements at their current worksites.

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

Electives: Family Counselling Skills, Group Counselling Skills and Clinical Practice Course.

One Practicum Option

Practicum Information Meeting: Wednesday, Jan 21 or Monday March 9, 2009 5:30 p.m. Room 218B. This meeting is for certificate students only who have completed the majority of their course requirements ONLY.

ENTRANCE REQUIREMENTS:

A minimum of Grade 12 English (C+) or equivalent. Proof of Successful completion is required. For applicants who do not meet this requirement, an assessment test and upgrading may be required. Please contact the Program Coordinator for specific information about equivalents.



32 HEALTH SCIENCES AND HUMAN SERVICES

COUNSELLING / EARLY CHILDHOOD

Satisfactory completion of Basic Counselling Skills (CNSK 1101) or equivalent.

Relevant experience in the social services field either paid or volunteer. (minimum of 35 hours)

Letter of reference (employer or volunteer references are preferred).

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

Mature and emotional stability.

Completed application form and participation in an intake orientation meeting.

Basic Counselling (CNSK 1101)

REQUIRED COURSES:

Intro To Substance Abuse (SUAB 1102)
Practicum - Worksite Option (CNSK 1299)
Practicum - Volunteer Option (CNSK 1398)
Practicum - Dual Option (CNSK 1399)
Substance Abuse-Assess/Ref (SUAB 1106)
Personal Prof Development (CNSK 1112)
Drugs And Human Behaviour (SUAB 1103)
Aboriginal Context (SUAB 1115)
Substance Abuse-Ind Counsel (SUAB 1101)

ELECTIVE COURSES:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING (CNSK 1101)

See course description on page 9. (36 hours) \$413

12 wks Tu. Jan 06 18:30 - 21:30 DTN ♣ CRN 10212 12 wks Th. Jan 08 18:30 - 21:30 DTN ♣ CRN 10213 11 wks Fr. Jan 09 09:30 - 12:30 BWY and 1 day Fr. Jan 23 13:30 - 16:30 BWY ♣ CRN 10214

REQUIRED COURSES CURRENTLY SCHEDULED:

INTRO TO SUBSTANCE ABUSE (SUAB 1102) (21 hours) \$230

6 wks Tu. Jan 06 18:30 - 21:30 DTN and 1 day Sa. Jan 17 09:30 - 12:30 DTN CRN 10418 6 wks Th. Jan 08 18:30 - 21:30 DTN and 1 day Sa. Jan 17 13:00 - 16:00 DTN CRN 10419

PRACTICUM - DUAL OPTION (CNSK 1399) See course description on page 30. \$605

PRACTICUM - VOLUNTEER OPTION (CNSK 1398)
See course description on page 30. \$413

PRACTICUM - WORKSITE OPTION (CNSK 1299) See course description on page 31. \$413

SUBSTANCE ABUSE-ASSESS/REF (SUAB 1106)

Prerequisite course: SUAB 1101. Examine the procedures and skills used in assessment and referral. Identify and examine available community resources. Learn how to assess chemical dependency, conduct an assessment interview, utilize various assessment tools, and make a successful referral. Exploring ethical issues will play an important role as will working with special populations. Gathering, sharing, and evaluating information about community resources is required. (36 hours) \$413

12 wks We. Jan 07 18:30 - 21:30 DTN CRN 10495 12 wks Mo. Jan 12 18:30 - 21:30 DTN CRN 10494

PERSONAL PROF DEVELOPMENT (CNSK 1112) See course description on page 31. (30 hours) \$341

8 wks Tu. Jan 13 18:30 - 21:30 DTN CRN 10411 and 1 day Sa. Feb 21 09:30 - 16:30 DTN CRN 10411 8 wks We. Jan 14 18:30 - 21:30 DTN CRN 10412 and 1 day Sa. Feb 21 09:30 - 16:30 DTN CRN 10412

DRUGS AND HUMAN BEHAVIOUR (SUAB 1103)

Prerequisite: Acceptance to the Substance Abuse Certificate Ppogram or Ppogram coordinator. permission. Gain the basic pharmacological concepts to understand the action of psychoactive drugs in the human body. Learn about the medical and non-medical use of commonly used moodmodifying drugs, and the long-and short-term effects on the human body. (21 hours) \$230

6 wks Tu. Feb 17 18:30 - 21:30 DTN CRN 10420 and 1 day Sa. Feb 28 13:00 - 16:00 DTN CRN 10420 6 wks Th. Feb 19 18:30 - 21:30 DTN CRN 10421 and 1 day Sa. Feb 28 13:00 - 16:00 DTN CRN 10421

REQUIRED COURSES to be scheduled in upcoming terms:

ABORIGINAL CONTEXT (SUAB 1115)

Prerequisite: Acceptance to the Substance Abuse Certificate (36 hours)

SUBSTANCE ABUSE-IND COUNSEL (SUAB 1101)

Prerequisite: Acceptance to the Substance Abuse Certificate (36 hours)

ELECTIVE COURSES currently scheduled:

FAMILY COUNSELLING SKILLS (CNSK 1105)
See course description on page 31. (36 hours) \$413
12 wks Tu. Jan 06 18:30 - 21:30 DTN 10415

GROUP COUNSELLING SKILLS (CNSK 1104) See course description on page 31. (36 hours) \$413

10 wks Mo. Jan 12 18:30 - 21:30 DTN and 1 day Sa. Feb 07 09:30 - 16:30 DTN & CRN 10414 10 wks Th. Jan 15 18:30 - 21:30 DTN and 1 day Sa. Feb 14 09:30 - 16:30 DTN & CRN 10413

ELECTIVE COURSES to be scheduled in upcoming terms:

CLINICAL PRACTICE (CNSK 1113)
See course description on page 31. (18 hours)

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: Lesley Richardson, 604.443.8660, lrichardson@vcc.ca

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

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.



When can I apply for VCC's ECE programs?

Applications to our Early Childhood Education Care and Education program are accepted each year until May 31 for our September intake. For other ECE programs please contact the program assistant.



EARLY CHILDHOOD CARE AND EDUCATION / FAMILY LITERACY

EARLY CHILDHOOD CARE AND EDUCATION LEVEL 1

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

This program meets all approval requirements of the Ministry of Children and Family Development. Graduates are awarded a provincial "Licence to Practice" and are included on the Early Childhood Educator Registry.

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.

ENTRANCE REQUIREMENTS:

- High School graduation
- Competency in reading, writing and spoken English at a Gr. 12 level
- Physically healthy, with stamina and emotional maturity to meet the demands of working with young children
- A Canadian citizen or permanent resident of Canada.
- 19 years of age or older.
- Completed application form and a successful interview
- Volunteer/work experience in daycare or pre-school is an asset.

FAMILY CHILD CARE: GOOD BEGINNINGS

Caring for a small group of children in your own home is a rewarding experience and meets a critical need for quality child care. Offered in partnership with Western Canada Family Child Care Association, the 36-hour "Good Beginnings" course provides potential and current family child care providers with the attitudes, knowledge and skills to ensure a high quality experience for young children and their families.

Offered each fall and spring term, this course runs for 10 evening sessions and 1 Saturday. While classroom attendance is recommended for Lower Mainland residents, a self-paced correspondence course is also offered for home study from September through June each year. Correspondence course fees include all materials and tutor support by telephone and/or e-mail.

Note: You must be comfortable working in English

For further information, contact Monica Hegberg at 604-443-8428

ENTRANCE REQUIREMENTS:

- Comfortable and confident in writing, reading and speaking English at Gr 10 level or equivalent.
- Posses the physical health, stamina, emotional maturity and social ability to meet the demands of working effectively with young children.
- Canadian citizen or Permanent Resident of Canada
- 19 years of age or older.

REQUIRED COURSES:

Good Beginnings (ECCE 1202)

REQUIRED COURSES currently scheduled:

GOOD BEGINNINGS (ECCE 1202)

Recommended by Child Care Licensing, this course introduces you to a wealth of information that is important for quality child care programs. Learn about child growth and development, health, safety and nutrition, play-based activities that promote children's learning, positive approaches to supporting and guiding children's behaviour, business aspects of operating a successful family child care and more. \$338

Jan 01 OFS ■ CRN 10493

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. Join us for our January offering!

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

FOUNDATIONS OF FAMILY LITERACY (FAML 1102) Broaden and deepen your knowledge of the goals and context for family literacy and explore family literacy from the perspective of a new conceptual framework. This course will engage you in critical reflection and introduce you to transformative practices that are inclusive and liberatory. (24 hours) \$220

1 day Fr. Jan 16 17:00 - 21:00 DTN 1 CRN 10490 and 1 day Sa. Jan 17 09:30 - 17:30 DTN 1 CRN 10490 and 1 day Fr. Feb 06 17:00 - 21:00 DTN 1 CRN 10490 and 1 day Sa. Feb 07 09:30 - 17:30 DTN 1 CRN 10490

"The instructor was superb and so knowledgeable about the subject. Her warm personality really made the class comfortable."

JUDY VENABLE, STUDENT IN THE FAMILY LITERACY CERTIFICATE PROGRAM





34 HEALTH SCIENCES AND HUMAN SERVICES

EARLY CHILDHOOD CARE AND EDUCATION / HEALTH

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) \$220

1 day Fr. Feb 27 17:00 - 21:00 DTN 1 CRN 10491 and 1 day Sa. Feb 28 09:30 - 17:30 DTN 1 CRN 10491 and 1 day Fr. Mar 20 17:00 - 21:00 DTN 1 CRN 10491 and 1 day Sa. Mar 21 09:30 - 17:30 DTN 1 CRN 10491

REQUIRED COURSES to be scheduled in upcoming terms:

CHILD DEV & EMERGENT LITERACY (FAML 1104) (24 hours)

COMMUNITY PARTNERSHIPS (FAML 1105) (24 hours)

FAMILY LITERACY ACROSS CONTEXT (FAML 1106) (24 hours)

FAMILY LITERACY PRACTICUM (FAML 1108)

LEADERSHIP IN FAMILY LITERACY (FAML 1107) (24 hours)



How does VCC serve disabled students?

Vancouver Community College welcomes students of with diverse talents and abilities. View the our website for our services to disabled students.



HEALTH

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) CPR-C Basic Rescuer (HLTH 1218)

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) \$150

2 days Sa. Su. Feb 07 09:00 - 18:00 BWY CRN 10345

CPR-C BASIC RESCUER (HLTH 1218)

This course is of particular interest to students in either the health or dental faculties. Course includes obstructed airway management and CPR for all ages, as well as 2 person CPR. (4 hours) \$85

2 wks We. Mar 04 18:00 - 22:00 BWY CRN 10346

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. Starts January 10, 2009

ELECTIVE COURSES:

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

ELECTIVE COURSES currently scheduled:

FOODSAFE LEVEL 1 - CANTONESE (HLTH 1104) (8 hours) \$95

1 day Sa. Feb 07 09:00 - 18:00 DTN 🖰 CRN 10334

FOODSAFE LEVEL 2 (HLTH 1102)

(12 hours) \$135

2 wks Sa. Feb 28 09:00 - 16:00 DTN 10333

HEALTH SPECIALTY COURSES

ELECTIVE COURSES:

Medical Emergencies (HLTH 1231)
Reflexology (HLTH 1364)
Medication Admin Asst Liv Work (HLTH 1327)
Height Expectations Res Care N (HLTH 1361)
Heightened Expectations: Acute (HLTH 1362)
Medication Course for HCWs (HLTH 1366)
Assessment of Elderly (HLTH 1230)
RN Exam Prep (HLTH 1346)
RN IV Therapy Theory (HLTH 1185)
The Living Dementia Approach (HLTH 1363)

ELECTIVE COURSES currently scheduled:

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. (7 hours) \$170

1 day Sa. Jan 17 09:00 - 17:00 DTN CRN 10337

REFLEXOLOGY (HLTH 1364)

This module focuses on the theory and practice of hand and foot reflexology. Learn the definitions, theories, techniques, benefits, and effects of reflexology and how it relieves tension and stress. Hands-on practice will enable you to know how reflex points correspond to every area of the body. At completion, you will be able to conduct a hand and foot reflexology session. Course notes provided. Bring two towels and skin creme or massage oil.

Foot Reflexology DVD (\$30) is included. This course has been accredited by the College of Massage Therapists of B.C. as part of their Continuing Education and Professional Development (CE/PD) for the two-year 24.0 credits needed. (28 hours) \$580

7 wks Tu. Jan 27 18:00 - 22:00 DTN CRN 10335

FAMILY LITERACY / HEALTH

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). \$170

2 days Th. Fr. Feb 05 08:30 - 16:30 DTN CRN 10343 2 days Th. Fr. Mar 26 08:30 - 16:30 DTN CRN 10344

HEIGHT EXPECTATIONS RES CARE N (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. 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

3 wks Sa. Feb 07 09:00 - 18:00 DTN CRN 10399

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 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) \$330

4 wks Sa. Feb 07 09:00 - 16:00 DTN 4 CRN 10368

MEDICATION COURSE FOR HCWS (HLTH 1366)

This 14-hour course is designed for Health Care Workers who are working in supportive roles in residential hotels, or detox settings. Participants will learn how to give medications safely as well as how medications work in the body. Special attention is given to withdrawal management protocols. (14 hours) \$170

1 day Sa. Feb 16 08:30 - 16:30 DTN CRN 10405

ELECTIVE COURSES to be scheduled in upcoming terms:

ASSESSMENT OF ELDERLY (HLTH 1230) (7 hours)

RN IV THERAPY THEORY (HLTH 1185) (8 hours)

THE LIVING DEMENTIA APPROACH (HLTH 1363) (6 hours)

LPN CONTINUING STUDIES

Program Assistant: 604.443.8635

ELECTIVE COURSES:

Most of the courses are available by distance education format. LPN Pharmacy Theory (HLTH 1128)
Transcribing Orders (HLTH 1138)
Pharmacology Review (HLTH 1295)
I.M. Injections (HLTH 1122)
Essentials of Mental Health (HLTH 1365)
CLPN Exam Prep (HLTH 1360)
Essential Leadership for LPN's (HLTH 1339)
LPN Pharma/Parenteral Lab (HLTH 1130)
RN IV Therapy Theory (HLTH 1185)

ELECTIVE COURSES currently scheduled:

LPN PHARMACY THEORY (HLTH 1128)

This comprehensive course is available as a distance program. The usual time is 3-6 months. Subjects covered are oral administration as well as subcutaneous and intramuscular injections. To obtain a Statement of Completion of Professional Studies, you must also complete a clinical practicum (22.5 hours) (Health 1131) for an additional fee. Included in the course cost is a tutorial and full day skills check out. (70 hours) \$650

Jan 01 OFS CRN 10401

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 7 hr face to face lab practice day. \$170

Jan 01 OFS CRN 10404

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) \$170

Jan 01 OFS CRN 10403

I.M. INJECTIONS (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 please advise program assistant when registering). \$170

Jan 02 OFS CRN 10400

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.





36 HEALTH SCIENCES AND HUMAN SERVICES

HEALTH

ESSENTIALS OF MENTAL HEALTH (HLTH 1365)

This 30-hour course assists the LPN in dealing effectively with people experiencing acute and chronic mental health challenges. Theoretical content includes: therapeutic relationships, assessment, mental status exam, interventions, psychiatric disorders, severe and persistent mental illness, crisis management, pharmacology and self care. (30 hours) \$450

4 days Fr. Sa. Feb 06 09:00 - 16:00 DTN CRN 10336 1 day Sa. Feb 21 09:00 - 16:00 DTN CRN 10336

ELECTIVE COURSES to be scheduled in upcoming terms:

CLPN EXAM PREP (HLTH 1360) (20 hours)

ESSENTIAL LEADERSHIP FOR LPN'S (HLTH 1339) (24 hours)

LPN PHARMA/PARENTERAL LAB (HLTH 1130) (8 hours).

RN IV THERAPY THEORY (HLTH 1185) 8 hours)

LPN TO BSCN TRANSITION STUDIES

Senior Program Coordinator: Leslie Stuart, 604.443.8673

To Register, please call 604.443.8672

Are you an LPN, excited about completing a Bachelor of Science in Nursing degree at VCC? If so, you must complete this Transition program in order to enter year three of the BScN

Our program consists of four courses all of which are available this spring: HLTH 1357 - Role Transitions: LPN to BScN (30 hours), HLTH 1358 - Maternity Upgrading for LPNs (60 hours), HLTH 1359 - Pediatric Upgrading for LPNs (60 hours), HLTH 1361 - Heightened Expectations Acute (24 hours) or HLTH 1362 - Heightened Expectations Non - Acute (24 hours). LPNs may take either Acute or Non-Acute Heightened Expectations as prefered.

REQUIRED COURSES:

Role Transitions LPN to BScN (HLTH 1357) Maternal/Newborn Care (HLTH 1358) Pediatric Care (HLTH 1359) Height Expectations Res Care N (HLTH 1361) Heightened Expectations: Acute (HLTH 1362)

REQUIRED COURSES currently scheduled:

ROLE TRANSITIONS LPN TO BSCN (HLTH 1357)

This course 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

2 days Fr. Sa. Jan 09 09:00 - 16:00 DTN CRN 10340 3 wks Sa. Jan 17 09:00 - 16:00 DTN CRN 10340

MATERNAL/NEWBORN CARE (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. If you are taking this course as part of LPN to BScN Transition Program, please note you must complete all University Transfer courses prior to registration.(60 hrs) \$1000

5 wks Th. Jan 15 09:30 - 16:30 DTN CRN 10371 4 days Fr. Sa. Feb 20 07:00 - 15:30 OFS CRN 10371

PEDIATRIC CARE (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. If you are taking this course as part of LPN to BScN Transition Program, please note you must complete all University Transfer courses prior to registration. (60 hrs) \$1000

9 wks Sa. Jan 17 11:00 - 14:00 DTN CRN 10342 3 days Sa. Su. Mar 16 09:00 - 17:30 OFS CRN 10342

HEIGHT EXPECTATIONS RES CARE N (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). \$330

3 wks Sa. Feb 07 09:00 - 18:00 DTN CRN 10399

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 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) \$330

4 wks Sa. Feb 07 09:00 - 16:00 DTN 10368

PERIANESTHESIA NURSING CERTIFICATE PROGRAM

Program Assistant: 604.443.8672

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

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

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

Prerequisites

Currently licensed as an R.N.

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

Current Level C CPR.

Recommendation letter from an immediate supervisor.

Proficiency with ECG interpretation (an ECG course can be taken concurrently).

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

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

REQUIRED COURSES:

PeriAnesthesia Nursing (HLTH 1341)

REQUIRED COURSES currently scheduled:

PERIANESTHESIA NURSING (HLTH 1341)

A clinically relevant program suitable for Registered Nurses working in clinical areas where anesthesia, analgesia or procedural sedation is administered to clients to enhance the understanding of the medications administered and the impact on the client. Course may qualify for university transfer credits. Content includes regional and general anesthesia; Theory of drugs used in anesthesia and recovery; pain management; ventilator management; assessment of the patient in the immediate post-operative period; hemodynamic monitoring relevant to PACU and procedural sedation; and complications of anesthesia. (135 hours)

Evaluation is through exams, journaling and peer review.

Clinical Practicum of 144 hours follows the theory portion. \$1040

Jan 01 OFS CRN 10339

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.

Renal dialysis technicians work as part of the team of health care providers to provide quality care to patients undergoing hemodialysis. Hemodialysis technicians work in major acute care centers throughout BC as well as dialysis clinics managing the operation, maintenance and quality control of the equipment used. This intensive 7 1/2 certificate program combines theory and clinical practice. Please contact program assistant for entrance requirements and program guide @ 604-443-8672.

HEALTH / 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.

This certificate program prepares individuals to work as beginning level technicians in a sterile supply processing department or operating room of a health care facility. This intensive program is 11.5 weeks combining theory and clinical practice. In addition to the entrance requirements listed below, please contact the program assistant for a full list of prerequisites @ 604-443-8672.

ENTRANCE REQUIREMENTS:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

INTERPERSONAL/COMMUN - HEALTH (MSKL 1104)
Learn broad and practical interpersonal and teamwork
skills 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. Jan 17 09:00 - 16:00 DTN % CRN 10397 4 wks Sa. Feb 14 09:00 - 16:00 DTN % CRN 10398 4 wks Sa. Mar 14 09:00 - 16:00 DTN % CRN 10407

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. Jan 20 18:00 - 21:00 DTN 10:060 10 wks Tu. Jan 20 18:00 - 21:00 DTN 10:061

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 experts and well acquainted with the needs of their sectors. Core courses will prepare you to work effectively as a general interpreter and with specialization in either health care or court interpretation. Both Programs can be completed on a part-time basis.

For more information, please visit the department website at: http://continuinged.vcc.ca/interpreting

COURT INTERPRETING CERTIFICATE PROGRAM

Program Coordinators: Silvana Carr, 604.443.8417, scarr@vcc. ca & Karin Reinhold, 604.443.8389, kreinhold@vcc.ca Program Assistant: 604.443.8661, ce-interpret@vcc.ca

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 2009, following completion of entrance requirements.

INFORMATION SESSION: THURS., JAN. 8, 2009 - 6:30 – 7:30 P.M. CONTINUING STUDIES OFFICE, DTN CAMPUS

ENTRANCE REQUIREMENTS:

- Successful completion of Interpreting/Translation Intro (INTR 1192)
- Successful completion of entrance exam
- Excellent knowledge of English and another language both oral and written
- An aptitude for interpreting

ENTRANCE REQUIREMENT COURSES currently scheduled:

INTERPRETING/TRANSLATION INTRO (INTR 1192)

Interested in interpreting or translating as a profession? This overview examines the process of interpretation and translation, the role of the interpreter and translator, ethics and professionalism. Use this opportunity to practice listening and language skills, memory and note-taking, all of which are essential to interpreting. Learn about specialized terminologies and self-evaluation skills that differentiate a bilingual person from a professional interpreter and translator. This course is the prerequisite for certificates in Court Interpreting or Health Care and Community Services Interpreting. Includes Entrance Exam. (28 hours) \$370

8 wks Tu. Jan 13 18:30 - 21:30 DTN ¹ CRN 10492 1 day Sa. Mar 07 09:30 - 16:30 DTN ¹ CRN 10492

VCC OFFERINGS TO WATCH

ARE YOU BILINGUAL?

Your near-native fluency in English and another language can become your marketable career. With VCC's interpreting programs, gain the skills and qualifications required for a successful career in court, health and community interpreting.

Our faculty – highly-qualified practitioners – bring their first-hand experience, skill and professionalism to individual language-specific instruction firmly rooted in "real" interpreting situations.

These programs are unique in Canada and enjoy provincial, national and international recognition. VCC's Interpreting Certificate is recognized as proof of accreditation by the B.C. Ministry of the Attorney General, Court Services.

Join us for an info session – a free, informal introduction to interpreting, VCC's training programs, languages offered, accreditation, start dates and application procedures.





INTERPRETING

HEALTH CARE & COMMUNITY SERVICES INTERPRETING CERTIFICATE PROGRAM

Program Coordinators: Silvana Carr, 604.443.8417, scarr@vcc. ca & Karin Reinhold, 604.443.8389, kreinhold@vcc.ca
Program Assistant: 604.443.8661, ce-interpret@vcc.ca

Upon completion of the prerequisites, the Health Care and Community Services Interpreting option expands your knowledge and skills 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.

Information Session: Thurs., Jan. 8, 2009 - 6:30 – 7:30 p.m. Continuing Studies Office, DTN Campus

ENTRANCE REQUIREMENTS:

- Successful completion of Interpreting/Translation Intro (INTR 1192)
- Successful completion of entrance exam
- Excellent knowledge of English and another language both oral and written
- An aptitude for interpreting

ENTRANCE REQUIREMENT COURSES currently scheduled:

INTERPRETING/TRANSLATION INTRO (INTR 1192)

Learn about interpreting or translating as a profession. This overview examines the process of interpretation and translation, the role of the interpreter and translator, ethics and professionalism. Use this opportunity to practice listening and language skills, memory and note-taking, all of which are essential to interpreting. Learn about specialized terminologies and self-evaluation skills that differentiate a bilingual person from a professional interpreter and translator. Prerequisite for certificates in Court Interpreting or Health Care and Community Services Interpreting. Includes Entrance Exam. (28 hours) \$370

8 wks Tu. Jan 13 18:30 - 21:30 DTN 10:492 1 day Sa. Mar 07 09:30 - 16:30 DTN 10:492

PROFESSIONAL DEVELOPMENT COURSES FOR TRANSLATORS AND INTERPRETERS

Program Coordinators: Silvana Carr, 604.443.8417, scarr@vcc. ca & Karin Reinhold, 604.443.8389, kreinhold@vcc.ca
Program Assistant: 604.443.8661, ce-interpret@vcc.ca

ELECTIVE COURSES:

Adv Professional Orientation (INTR 1102) Research & Transfer Techniques (INTR 1193) Computer Assisted Translation (INTR 1187) Effective Translation Workshop (INTR 1194) 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) Note-Taking for Interpreters (INTR 1188) Quality in Translation (INTR 1180) So You Want to be a Translator (INTR 1185) The Interpreting Assignment (INTR 1189) Translation Punjab Hind (INTR 1190) You Want To Be An Interpreter (INTR 1162)

ELECTIVE COURSES currently scheduled:

ADV PROFESSIONAL ORIENTATION (INTR 1102)

Those who consider freelancing as a career face many questions and decision-making issues, from how to be self-employed to where possible opportunities are and how to access them in healthcare and legal services, business and private sectors, government, immigration, Olympic Games and tourism. This interactive seminar will help new and aspiring entrepreneurs prepare promotional materials, provide useful tips and information, dos and don'ts, benefits and pitfalls of this field, taught by an experienced freelance translator and interpreter. Discount for STIBC members, VCC interpreting students and graduates. (9 hours) \$125

4 wks Sa. Feb 14 13:30 - 16:30 DTN CRN 10359

RESEARCH & TRANSFER TECHNIQUES (INTR 1193)

This one-day workshop covers a number of aspects of interest to translators and interpreters, including type of elements requiring research, stage at which research is best carried out, documentation sources, different translation approaches and specific translation techniques. Workshop training techniques include presentations by the workshop leader, discussion by participants and practical exercises. While of interest to translators and interpreters working in any language combination, the language of a the workshop and most exercises will be English. Discount for STIBC members, VCC interpreting students and grads. (6 hours) \$85

Apr 11 09:30 - 16:30 DTN 10 CRN 20088

ELECTIVE COURSES to be scheduled in upcoming terms:

COMPUTER ASSISTED TRANSLATION (INTR 1187) (3 hours).

EFFECTIVE TRANSLATION WORKSHOP (INTR 1194) (6 hours)

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

INTERPRETING FOR IMMIGRATION (INTR 1116) (15 hours)

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

LAUNCHING FREELANCE I/T CAREER (INTR 1184)

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

MENTAL HEALTH INTERPRETING (INTR 1179)

NOTE-TAKING FOR INTERPRETERS (INTR 1188)

QUALITY IN TRANSLATION (INTR 1180)

SO YOU WANT TO BE A TRANSLATOR (INTR 1185)

THE INTERPRETING ASSIGNMENT (INTR 1189) (3 hours).

TRANSLATION PUNJAB HIND (INTR 1190)
12 hours)

YOU WANT TO BE AN INTERPRETER (INTR 1162) (3 hours)

HOSPITALITY SERVICES / SOMMELIER

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:

Cake Making And Decorating (CUIS 1121) Sugar Craft And Display (CUIS 1115) Chocolate Tempering & Making (CUIS 1118) Cake Making & Decorating 2 (CUIS 1137) Art of Thai Fruit Carving (CUIS 1136)

ELECTIVE COURSES currently scheduled:

CAKE MAKING AND DECORATING (CUIS 1121)

Learn the fundamentals of cake decorating. You will be introduced to a wide range of decorating tools and techniques in a fun and creative environment. Learn how to cover both fresh cakes and Styrofoam dummies with rolled fondant, pipe decorative borders and flowers. Develop your skill in flood work techniques to create decorations for both cakes and cookies. (15 hours) \$260

5 wks We. Jan 07 19:00 - 22:00 DTN 🕆 CRN 10242

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) \$210

5 wks We. Jan 21 19:00 - 21:30 DTN 4 CRN 10180

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) \$210

5 wks Th. Jan 22 19:00 - 21:30 DTN CRN 10179

CAKE MAKING & DECORATING 2 (CUIS 1137)

This intermediate-level course is for those who have already completed basic cake decorating courses and wish to further their studies in custom cake design. Skills taught include crimping, brush embroidery, ribbon insertion and painting on cakes. Learn how to level, dowel and assemble multi-tiered cakes. Individual cake-design projects allow for multiple-learning and sharing opportunities within a highly creative environment. \$260

5 wks We. Feb 11 19:00 - 22:00 DTN 10243

ELECTIVE COURSES to be scheduled in upcoming terms:

ART OF THAI FRUIT CARVING (CUIS 1136) 30 hours)

WEDDING PLANNING

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

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

REQUIRED COURSES:

Wedding Planning (BUSI 1234)

REQUIRED COURSES currently scheduled:

WEDDING PLANNING (BUSI 1234)

Explore all aspects of wedding planning from inception to execution. Discover different types of food service, how to assess venues, ensure the best photos and music, set a budget and timeline, customize unusual decor and display to WOW your brides! Understand bride and groom personalities 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. An excellent course for those wanting to be a wedding planner and/or wishing to plan their own wedding. Document of Professional Studies will be issued. (30 hours) \$403

10 wks We. Jan 14 18:00 - 21:00 DTN 🖰 CRN 10160

SOMMELIER

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

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

SOMMELIER CERTIFICATE PROGRAM

ISG WINE FUNDAMENTALS CERTIFICATE LEVEL I

Designed for the novice wine enthusiast, this program enhances your enjoyment of wines and builds your skills to add to an existing hospitality career. Learn the basic elements of wine appreciation and explore the techniques of sensory evaluation. Understand major grape varieties and their distinctive characteristics. Taste wines from around the world. (24 hours)

ISG WINE FUNDAMENTALS CERTIFICATE LEVEL 2

Prepare 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, ISG 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)



40 LANGUAGES AND WRITING

CREATIVE WRITING / LEARN A LANGUAGE

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 McIlwaine, 604.443.8711

Get Creative! Taking advantage of creative writing courses that allow you to actively discover and improve your writing skills. From overcoming writer's block to generating ideas, to understanding how to achieve your desired effects and structure your work, we have it all!

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.

ELECTIVE COURSES:

Short Fiction (CWRI 1163)
The Personal Narrative (CWRI 1162)
Finding Your Writer's Voice (CWRI 1143)
Book Magic (CWRI 1130)
Irresistible Query Letters (CWRI 1132)
Copy Edit Like A Pro (CWRI 1152)
Finishing Your Great Novel (CWRI 1155)
Hit it Big-Write Sports Novel (CWRI 1149)
Plot for Profits (CWRI 1159)
Telling the Truth in Fiction (CWRI 1154)
Write Like a Master (CWRI 1161)
Writing for Children (CWRI 1158)

ELECTIVE COURSES currently scheduled:

SHORT FICTION (CWRI 1163)

Beautiful and brief, the short story is one of fiction's most accessible and challenging forms. Designed for both beginning and experienced writers, this course uses teacher feedback and exercises to sharpen writing, editing and reading skills. Come learn about the mystery and technique of short story writing. (18 hours) Instructor: Fabrizio Napoleone \$160

6 wks We. Jan 21 18:00 - 21:00 DTN CRN 10427

THE PERSONAL NARRATIVE (CWRI 1162)

The personal narrative is drawn from a writer's personal experiences and interests. Participants will work towards creating a short non-fiction piece and sharing it for peer review and in-class critique. Through discussing the art of non fiction and the personal narrative, students will learn how to avoid common mistakes and create writing that tells their story. (18 hours) Instructor: Brooke Thorsteinson \$160

6 wks Mo. Jan 26 18:00 - 21:00 DTN 10428

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 engaged in writing often find ourselves stuck, blocked, confused and confounded by some aspect of our work. These sessions re designed to help you discover the many astonishing factors emotional, cultural, educational - that inhibit and/or enhance your writing, and help you to make your writing flow the way it is supposed to. (18 hours) Instructor: Dari Rank \$160

6 wks Th. Feb 05 18:30 - 21:30 DTN 4 CRN 10172

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 can cause good book ideas to wither on many the 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 spells to 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 takes you from inspiration to publication! (3 hours)Instructor: Julie Ferguson \$53

1 day Sa. Feb 07 09:00 - 12:00 DTN 4 CRN 10184

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. (3 hours) Instructor: Julie Ferguson \$53

1 day Sa. Feb 07 13:00 - 16:00 DTN 🕆 CRN 10183

ELECTIVE COURSES to be scheduled in upcoming terms:

COPY EDIT LIKE A PRO (CWRI 1152) (3 hours)

FINISHING YOUR GREAT NOVEL (CWRI 1155) (12 hours)

HIT IT BIG-WRITE SPORTS NOVEL (CWRI 1149) (12 hours)

PLOT FOR PROFITS (CWRI 1159) (3 hours)

TELLING THE TRUTH IN FICTION (CWRI 1154) (12 hours)

WRITE LIKE A MASTER (CWRI 1161) (12 hours)

WRITING FOR CHILDREN (CWRI 1158) (18 hours)

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.

LANGUAGES

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

Explore the world or improve your business skills equipped with a second, third, or fourth language. Learn more than just the mechanics of speaking another language by taking courses from native and experienced instructors, trained in adult education. A certificate of completion will be issued to those who have reached the expected attendance. VCC currently offers Arabic, Cantonese, French, Italian, Japanese, Korean, Mandarin, and Spanish.

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 Mo. Jan 19 18:30 - 21:00 DTN 10316

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 Tu. Jan 20 18:30 - 21:00 DTN 4 CRN 10315

CANTONESE 1 (LANG 1123)

A comprehensive introductory course that focuses on conversation. Vocabulary, sentence usage and grammar are taught through in-class activities in eight situational and useful topics specifically designed for this course. The use of Cantonese phonetics and tones, with explanation in English, facilitates the easy learning of this language. Listening exercises after each lesson strengthens the understanding of the topic. Fee includes GST and text. (20 hours) \$160

8 wks Mo. Jan 19 18:30 - 21:00 DTN 10328

LEARN A LANGUAGE

CANTONESE 2 (LANG 1124)

For those who have taken Level 1 or knows the Cantonese romanization system. Useful topics together with related grammar and vocabulary will be taught. More practice on conversation with emphasis on correct pronunciation and tones. Simple songs, tongue twisters as well as traditional customs and culture will be introduced. Fee includes GST and text. (20 hours) \$160

8 wks Th. Jan 22 18:30 - 21:00 DTN 4 CRN 10329

CANTONESE 3 (LANG 1125)

If you have completed Cantonese 2 or have the equivalent level of proficiency, then you are ready for Cantonese 3. This course further develops your Cantonese speaking ability and fluency. Broaden the knowledge of Cantonese with the learning of more useful topics on conversation, and the practicing of speaking and listening skills. Cantonese slangs and popular phrases now used in Hong Kong will also be introduced. Fee includes text and GST. (20 hours) \$160

8 wks We. Apr 15 18:30 - 21:00 DTN 4 CRN 20087

FRENCH 1 (LANG 1137)

A beginner's fun and creative introduction to conversational French. Through many varied activities, we will bring the first part of our French workbook to life. You will learn the basics of situational and interactive topics through methods that make verbs, vocabulary, and plain old grammar stimulating and easy to remember. Required French workbook "Moi Je Parle Francais" is available at the Downtown Campus Bookstore, tape or CD optional. (20 hours) \$160

8 wks Mo. Jan 19 18:30 - 21:00 DTN 10292 8 wks Th. Jan 22 18:30 - 21:00 DTN 10313

FRENCH 2 (LANG 1138)

A continuation with more depth and details of the French workbook "Moi Je Parle Francais". This course will build up your confidence in speaking French, and improve your conversational skills as you learn more verbs and ways to express yourself. Together we will hone in on your unique learning style to enhance the understanding and retention of this new and exciting form of conversation. Same required workbook as Level 1. (20 hours) \$160

8 wks Tu. Jan 20 18:30 - 21:00 DTN 4 CRN 10293

FRENCH 3 (LANG 1135)

A completion of the French workbook "Moi Je Parle Francais". This course will introduce more verb tenses and will fill many little gaps to give you a solid basic foundation for communicating in this beautiful, musical, and active language. Same required workbook as Level 1 and 2. (20 hours) \$160

8 wks We. Jan 21 18:30 - 21:00 DTN 🕆 CRN 10314

ITALIAN 1 (LANG 1139)

Imagine visiting the artistic cities and diverse regions in Italy and being able to communicate with the people you meet. Come to this conversational, interactive class, and begin to speak Italian almost immediately. Apart from teaching practical and situational dialogues, basic grammar will also be introduced to help you master your sentences correctly. Text available at the Downtown Campus Bookstore. Fee includes GST. (20 hours) \$160

8 wks We. Jan 21 18:30 - 21:00 DTN 10432

NEW ITALIAN 2 (LANG 1140)

A step forward into mastering this beautiful language of art, music, good food and much more. Develop the language knowledge you have built upon, consolidating your Italian for traveling, socializing, and learning the culture. Use the language more effectively and with greater confidence. Enhance your vocabulary and basic grammar, and understand what you read and hear more easily. Improve your Italian through role play, audio aids and various fun activities. Same text as Level 1. Fee includes GST. (20 hours) \$160

8 wks Th. Jan 22 18:30 - 21:00 DTN 4 CRN 10433



How can VCC language classes help someone who has never studied a language before?

Positive feedback from students highlights our instructors' understanding of your need to build confidence and gain practice in a supportive classroom.



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 Th. Jan 22 18:30 - 21:00 DTN 4 CRN 10298

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 Tu. Jan 20 18:30 - 21:00 DTN 4 CRN 10304

JAPANESE 3 (LANG 1117)

If you have either completed the first 2 levels in Japanese, or mastered Hiragana and is familiar with Katakana, this course is suitable for you. Strengthen your knowledge of Japanese language in this level by learning situational dialogues in real life, applying verbs and adjectives to enrich the sentences, and using correct grammar to make statements. The instructor uses Hiragana and Katakana in the class teaching. Fee includes GST and text. (20 hours) \$160

8 wks We. Jan 21 18:30 - 21:00 DTN 10317

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. Required text avaiable at Downtown Campus Bookstore. Fee includes GST. (20 hours) \$160

8 wks Th. Jan 22 18:30 - 21:00 DTN 4 CRN 10311

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. Same text as Level 1. Fee includes GST. (20 hours) \$160

8 wks Tu. Jan 20 18:30 - 21:00 DTN 4 CRN 10312

MANDARIN 1 (LANG 1130)

The learning of "Hanyu" 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 Downtown Campus Bookstore, tape or CD optional. Fee includes GST (20 hours) \$160

8 wks Mo. Jan 19 18:30 - 21:00 DTN 10310 8 wks Th. Jan 22 18:30 - 21:00 DTN 10331



LEARN A LANGUAGE / MANDARIN SCHOOL FOR CHILDREN AND YOUTH

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 We. Jan 21 18:30 - 21:00 DTN 10326

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 Tu. Jan 20 18:30 - 21:00 DTN 4 CRN 10327

MANDARIN 4 (LANG 1133)

Targetted for those who have completed the first three 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 Th. Jan 22 18:30 - 21:00 DTN 10488

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 with CDs available at the Downtown Campus Bookstore. Fee includes GST (20 hours) \$160

8 wks Tu. Jan 20 18:30 - 21:00 DTN 10294 8 wks We. Jan 21 18:30 - 21:00 DTN 10308 8 wks Th. Jan 22 18:30 - 21:00 DTN CRN 10434 8 wks Sa. Jan 24 09:30 - 12:00 DTN 10295

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. Same text as Level 1. Fee includes GST (20 hours) \$160

8 wks We. Jan 21 18:30 - 21:00 DTN 10296 8 wks Sa. Jan 24 13:00 - 15:30 DTN 10299

SPANISH 3 (LANG 1136)

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

8 wks Tu. Jan 20 18:30 - 21:00 DTN 4 CRN 10297

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 classes at VCC's Mandarin School, offering Preschool through Grade 12 courses in Chinese, reading, writing and conversation skills. Taught by native Mandarin instructors, your child will learn both traditional and simplified written characters, which are taught in separate classes; please specify your option at registration.

Our courses emphasize practicality, modern and interesting presentation methods and the use of simple, easy-to-learn materials. Hanyu Pinyin phonetics are adopted to complement in the practice of conversational Mandarin. There are take home assignments for every session. Report cards on the progress of each student are issued twice a semester. Certificates of merit will be awarded to the top three students in each class. A graduation certificate will be issued to students who have completed the elementary or secondary levels. Classes are held at the Broadway campus.

MANDARIN SCHOOL FOR CHILDREN AND YOUTH

Mandarin School: 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

Winter semester for VCC's Mandarin School begins February 7, 2009 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 handouts.

REQUIRED COURSES currently scheduled:

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. Feb 07 09:30 - 12:00 BWY CRN 10318

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. Feb 07 12:30 - 15:00 BWY CRN 10319 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10431

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. Feb 07 09:30 - 12:00 BWY CRN 10320

MANDARIN PRESCHOOL (MAND 1119)

Basic "Hanyu" phonetics, simple Chinese characters and keystrokes are taught through activities. Fee includes textbook, class materials and exercises kept in a duotang. (40 hours) \$140

16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10261 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10262 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10309 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10323

GRADE 1 MANDARIN (MAND 1101) \$14016 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10263

GRADE 2 MANDARIN (MAND 1102) \$14016 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10264

GRADE 3 MANDARIN (MAND 1103) \$14016 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10265

GRADE 4 MANDARIN (MAND 1104) \$14016 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10305

GRADE 5 MANDARIN (MAND 1105) \$14016 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10282

GRADE 6 MANDARIN (MAND 1106) \$140

16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10266 16 wks Sa. Feb 07 12:30 - 15:00 BWY CRN 10429

GRADE 7 MANDARIN (MAND 1107) \$14016 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10267

GRADE 8 MANDARIN (MAND 1108) \$14016 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10268

GRADE 9 MANDARIN (MAND 1109) \$14016 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10269

GRADE 10 MANDARIN (MAND 1110) \$15016 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10270

GRADE 11 MANDARIN (MAND 1111) \$15016 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10271

MANDARIN SCHOOL FOR CHILDREN AND YOUTH

MANDARIN GRADE 1 (SIMPLIFIED) (MAND 1201) \$140 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10290

MANDARIN GRADE 2 (SIMPLIFIED) (MAND 1202) \$140 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10283

MANDARIN GRADE 3 (SIMPLIFIED) (MAND 1203) \$140 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10284

MANDARIN GRADE 4 (SIMPLIFIED) (MAND 1204) \$140 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10291

MANDARIN GRADE 5 (SIMPLIFIED) (MAND 1205) \$140 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10302

MANDARIN GRADE 6 (SIMPLIFIED) (MAND 1206) \$140 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10307

MANDARIN GRADE 7 (SIMPLIFIED) (MAND 1207) \$140 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10321

MANDARIN GRADE 8 (SIMPLIFIED) (MAND 1208) \$140 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10470

MANDARIN GRADE 9 (SIMPLIFIED) (MAND 1209) \$140 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10322

MANDARIN GRADE 10 (SIMPLIFIED) (MAND 1210) \$150 16 wks Sa. Feb 07 09:30 - 12:00 BWY CRN 10430

MANDARIN SCHOOL: 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 2 (MAND 1162) \$140 16 wks Sa. Feb 07 13:35 - 14:35 BWY CRN 10300

ENG WRITING & COMPREHENSION 3 (MAND 1163) \$140 16 wks Sa. Feb 07 13:35 - 14:35 BWY CRN 10285

ENG WRITING & COMPREHENSION 4 (MAND 1164) \$140 16 wks Sa. Feb 07 13:35 - 14:35 BWY CRN 10286

ENG WRITING & COMPREHENSION 5 (MAND 1165) \$140 16 wks Sa. Feb 07 13:35 - 14:35 BWY CRN 10287 ENG WRITING & COMPREHENSION 6 (MAND 1166) \$140 16 wks Sa. Feb 07 13:35 - 14:35 BWY CRN 10288

ENG WRITING & COMPREHENSION 7 (MAND 1167) \$140 16 wks Sa. Feb 07 13:35 - 14:45 BWY CRN 10289

ENG WRITING & COMPREHENSION 8 (MAND 1168) \$140 16 wks Sa. Feb 07 13:35 - 14:35 BWY CRN 10303

MANDARIN SCHOOL: FINE ARTS

Program Coordinator: Shirley Luk, 604.443.8696, sluk@vcc.ca

Program Assistant: Christina Wong, 604.443.8335, chwong@vcc.ca



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.



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. Feb 07 12:30 - 13:30 BWY CRN 10279 16 wks Sa. Feb 07 13:35 - 14:35 BWY CRN 10330

PENCIL/CHARCOAL DRAWING (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. Feb 07 12:30 - 13:30 BWY CRN 10280 16 wks Sa. Feb 07 13:35 - 14:35 BWY CRN 10281

MANDARIN SCHOOL: 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 2 (MAND 1142) \$140 16 wks Sa. Feb 07 12:30 - 13:30 BWY CRN 10301

MATHEMATICS GRADE 3 (MAND 1143) \$140 16 wks Sa. Feb 07 12:30 - 13:30 BWY CRN 10272

MATHEMATICS GRADE 4 (MAND 1144) \$140 16 wks Sa. Feb 07 12:30 - 13:30 BWY CRN 10273

MATHEMATICS GRADE 5 (MAND 1145) \$140 16 wks Sa. Feb 07 12:30 - 13:30 BWY CRN 10274

MATHEMATICS GRADE 6 (MAND 1146) \$140 16 wks Sa. Feb 07 12:30 - 13:30 BWY CRN 10306

MATHEMATICS GRADE 7 (MAND 1147) \$140 16 wks Sa. Feb 07 12:30 - 13:30 BWY CRN 10275

MATHEMATICS GRADE 8 (MAND 1148) \$140 16 wks Sa. Feb 07 12:30 - 13:30 BWY CRN 10276

MATHEMATICS GRADE 9 (MAND 1149) \$140 16 wks Sa. Feb 07 12:30 - 13:30 BWY CRN 10277

MATHEMATICS GRADE 10 (MAND 1150) \$200 16 wks Sa. Feb 07 13:30 - 15:00 BWY CRN 10278

MATHEMATICS GRADE 11 (MAND 1151) \$200 16 wks Sa. Feb 07 13:30 - 15:00 BWY CRN 10325



COMPUTERS

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.

COMPUTER COURSES

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:

Excel Level 1 (CMPT 1129)
Windows Level 1 (CMPT 1169)
Access Level 1 (CMPT 1164)
Word Level 1 (CMPT 1130)
Word Level 2 (CMPT 1153)
Excel level 2 (CMPT 1131)
Power Point Level 1 (CMPT 1168)
Excel Level 3 (CMPT 1132)
Access Level 2 (CMPT 1165)

ELECTIVE COURSES currently scheduled:

EXCEL LEVEL 1 (CMPT 1129)

HTML Level 1 (CMPT 1173)

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. Jan 10 09:00 - 17:00 DTN ¹ CRN 10379 1 day Sa. Feb 14 09:00 - 17:00 DTN ¹ CRN 10380

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. Jan 17 09:00 - 17:00 DTN 🖰 CRN 10388

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. Jan 24 09:00 - 17:00 DTN 4 CRN 10385

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. Jan 31 09:00 - 17:00 DTN 4 CRN 10381

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. Feb 07 09:00 - 17:00 DTN 4 CRN 10384

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. Feb 21 09:00 - 17:00 DTN 🖰 CRN 10382

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. Feb 28 09:00 - 17:00 DTN 🕆 CRN 10387

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. Mar 07 09:00 - 17:00 DTN $^{\circ}$ CRN 10383

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. Mar 21 09:00 - 17:00 DTN 🖰 CRN 10386

ELECTIVE COURSES to be scheduled in upcoming terms:

HTML LEVEL 1 (CMPT 1173) (7 hours)

DATABASE DEVELOPER PROGRAM (DDP)

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

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

For those pursuing a career in the database design and development profession, this program provides 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.). Also an excellent foundation for anyone working with database driven dynamic websites or interested in 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. Jan 24 09:00 - 16:00 DTN 4 CRN 10481

COMPUTERS

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. Feb 14 09:00 - 16:00 DTN 10479

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. Mar 07 09:00 - 16:00 DTN CRN 10478

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:

Comprehensive Overview of PCs (CMPT 1302) Word & Excel Levels 1 & 2 (CMPT 1301) Internet Applications (CMPT 1303)

REQUIRED COURSES currently scheduled:

COMPREHENSIVE OVERVIEW OF PCS (CMPT 1302)

A broad introduction to computers for beginning computer users. Topics include: types of computers, networking, recognizing computer hardware components, how printers work, troubleshooting, maintaining files and folders, buying a computer, using Windows XP Operating System, installing and removing programs, customizing user desktop. Basic keyboarding skills recommended. For IC3 Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (15 hours) \$225

5 wks Tu. Jan 20 18:00 - 21:00 DTN 10390

WORD & EXCEL LEVELS 1 & 2 (CMPT 1301)

An in-depth look at Microsoft Office Word, Excel and PowerPoint. Topics include: creating a document, manipulating, editing, formatting text, setting, customizing the work environment and advanced editing. For IC3 Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (30 hours) \$375

10 wks We. Jan 21 18:00 - 21:00 DTN 4 CRN 10389

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. For IC3 Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (15 hours) \$225

5 wks Tu, Mar 03 18:00 - 21:00 DTN 4 CRN 10391



How can VCC language classes help someone who has never studied a language before?

Positive feedback from students highlights our instructors' understanding of your need to build confidence and gain practice in a supportive classroom.



NETWORKING TECHNOLOGY DIPLOMA

Course Advice: Rhyon Caldwell, 604.443.8544, rcaldwell@vcc.ca
Program Assistant: Margaret McIlwaine, 604.443

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

An advanced diploma providing students with substantially more expertise in computer networking technologies. 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 are offered each semester. It is recommended, but not mandatory, that students take either NETT 2113 or NETT 2119 first. Students who complete eight credits may apply to take the Directive Studies NETT 2206.

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) Project+ Management (NETT 2122) Directive Studies (NETT 2206)

ELECTIVE COURSES:

A+ Hardware (NETT 2119) Security+ (NETT 2105) Active Directory (NETT 2107) Linux+ (NETT 2136) Network+ (NETT 2104)

REQUIRED COURSES currently scheduled:

MCP - MS SERVER (NETT 2113)

Prepares 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 ready to work as networking support, user/client support, computer help desk support, etc. Prerequisite: general Windows experience. (30 hours) \$525

10 wks Tu. Jan 27 18:00 - 21:00 DTN 🕆 CRN 10393

PROJECT+ MANAGEMENT (NETT 2122)

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) \$525

10 wks Tu. Jan 27 18:00 - 21:00 DTN 10474



COMPUTERS

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206)

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

ELECTIVE COURSES currently scheduled:

A+ HARDWARE (NETT 2119)

Prepare to write the A+ certification exams. Learn to assemble, configure and install a complete computer in class. Explore the hardware and software to build a computer. Learn how to configure hardware using MS Windows 2000/XP, topics including Internet connectivity, how to buy a PC, Internet configuration, virus scanning, file recovery and general PC maintenance planning. (30 hours) \$595

10 wks We. Jan 21 18:00 - 21:00 DTN 10392

SECURITY+ (NETT 2105)

Prepare to write the Comptia Security+ Certification exam. Learn general security concepts, communications security, infrastructure security, basics of cryptography and operational/organizational security. (30 hours) \$525

10 wks Mo. Jan 26 18:00 - 21:00 DTN 4 CRN 10475

ACTIVE DIRECTORY (NETT 2107)

A hands-on course on strategic decision making for planning and securing a Windows 2003 network infrastructure in an enterprise environment. Support professionals, learn 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. Gain a full understanding of design, implementation, security, maintenance, and recovery of a Microsoft Active Directory network. (30 hours) \$525

10 wks Th. Jan 29 18:00 - 21:00 DTN 10482

LINUX+ (NETT 2136)

Prepare to write your Comptia Linux+ exam. Learn to install, configure and maintain a Linux system in various workstations and server roles. (30 hours) \$525

10 wks Th. Jan 29 18:00 - 21:00 DTN 10476

ELECTIVE COURSES to be scheduled in upcoming terms:

ITIL CLIENT SUPPORT (NETT 2116)

NETWORK+ (NETT 2104) (30 hours)

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. Jan 20 18:00 - 21:00 DTN 10377

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. Jan 22 18:00 - 21:00 DTN 10378

FIVE WAYS TO REGISTER

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.

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

PHONE

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

IN PERSON

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

Registration hours:

Monday – Thursday 09:00 - 20:00 Friday 09:00 - 17:00 Saturday 09:00 - 14:00

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

報名及查詢,請致電

Information is available to Cantonese and Mandarin 中文熟線 604.443.8335 speakers. 604.443.8335

PAYMENT OF FEES

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

REGISTRATION

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
- Start date for all certificates and programs that require an application for admission.

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	
SURNAME		GIVEN NAMES		
ADDRESS		CITY/MUNICIPALITY	PROVINCE	POSTAL CODE
HOME PHONE		BUSINESS PHONE	E-MAIL	
CANADIAN CITIZEN		PERMANENT RESIDENT (Landed Immigrant)		VISITOR
		Country of Citizenship		

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

METHOD OF PAYMENT	TOTAL \$	
CREDIT CARD	VISA MASTERCARD AMERICAN E	EXPRESS
CHEQUE	Name on card	
MONEY ORDER		
FEE CREDIT	Credit card account number	Expiry date
	Signature	Date







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