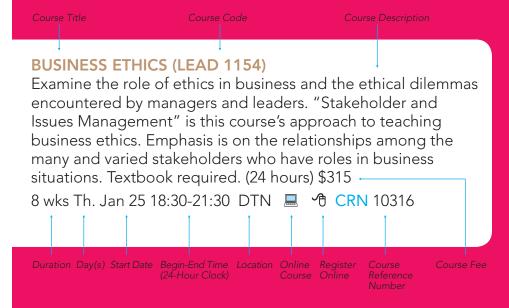


HOW TO USE OUR CALENDAR

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

Y BROADWAY CAMPUS

155 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:

PARALEGAL

Experienced legal support staff will find the new course Bankruptcy and Foreclosures a timely and specialized addition to their knowledge base. See page 15.

BAKING AND PASTRY ARTS

VCC's highly respected programming has expanded its course offerings due to high demand. Check out our new Cake Making and Decorating course on page 39.

MEDIA AND PUBLIC RELATIONS

Today's marketplace demands savvy communication skills. Hone your ability to communicate effectively with this new series of courses designed to give you the tools for success. See page 6.

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HEALTH SCIENCES AND HUMAN SERVICES	
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REGISTRATION



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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.

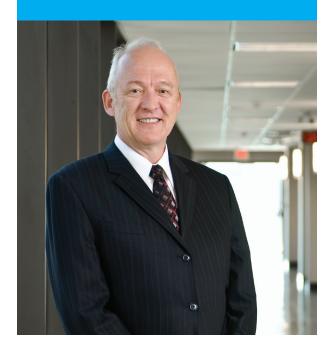
Our continuing studies offerings include more than 40 associate certificate, certificate and diploma programs, all designed keeping your schedule in mind – with day, evening or weekend classes.

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

REQUIRED COURSES currently scheduled:

BUILDING SERVICE MANAGEMENT (REAL 1110)

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

1 day Sa. Apr 18 13:00 - 17:00 and 9 wks Sa. May 02 13:00 - 17:00 DTN ***0** CRN 20218

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. Apr 25 09:00 - 16:00 DTN ***6** CRN 20219

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. Sep 23 18:30 - 21:30 DTN ***** CRN 30130

I've recently lost my job. How can VCC's Building Manager Certificate program give me the tools I need to begin a new career?

Our comprehensive program includes information on everything from leadership to law to cleaning. Our program is widely recognized in the industry, and our graduates are finding employment all across the lower mainland.

A

LAW AND TENANT RELATIONS (REAL 1101)

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

8 wks Tu. Sep 29 19:00 - 21:30 DTN ***6** CRN 30131

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) Business English Skills Test (OACP 1123)

ELECTIVE COURSES:

Business English - Non Package

REQUIRED COURSES currently scheduled:

GRAMMAR REVIEW BUS WRITING (OACP 1104)

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

1 day Sa. Apr 25 09:00 - 16:00 DTN **1** CRN 20055

BUILDING POWERFUL VOCABULARY (OACP 1106)

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

1 day Sa. May 09 09:00 - 16:00 DTN ***6** CRN 20056

WRITING BUSINESS LETTERS (OACP 1103)

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

1 day Sa. May 23 09:00 - 16:00 DTN ****** CRN 20057

MEMOS, EMAILS AND REPORTS (OACP 1107)

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

1 day Sa. Jun 06 09:00 - 16:00 DTN ****** CRN 20058

BUSINESS ENGLISH SKILLS TEST (OACP 1123)

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

1 day Sa. Jun 13 09:00 - 12:00 DTN ***6** CRN 20374

BUSINESS AND TECHNICAL WRITING CERTIFICATE PROGRAM

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

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

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

Join us for an information session to learn more about the Business and Technical Writing Certificate program, Wednesday April 8, 2009.

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

PROPOSAL WRITING (TECW 1105)

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

1 day Sa. Apr 18 09:00 - 16:30 DTN 4 CRN 20014

DESIGNING AND WRITING MANUALS (TECW 1107)

Review the document development process for producing effective manuals and training guides. You will learn techniques for increasing the usability of your manuals through reader analysis and peer reviews. Learn techniques of information design and considerations for internationalizing your document. (6.5 hours) \$155

1 day Sa. May 30 09:00 - 16:30 DTN ***® CRN** 20015

INDUSTRY REPORT WRITING (TECW 1108)

This course focuses on the structure, content, format, audience, purpose, and style of reports. Topics covered include understanding the components of the report format and using these in a manner that facilitates reader access and comprehension; communicating effectively and clearly with readers as a result of addressing their concerns, needs, and interest; and analyzing and developing a clear and appropriate structure to facilitate reading and comprehension. (6.5 hours) \$155

1 day Sa. Jun 27 09:00 - 16:30 DTN ****** CRN 20016

ON LINE DOCUMENTATION (TECW 1106)

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

1 day Sa. Sep 26 09:00 - 16:30 DTN **1 CRN** 30128



BUSINESS COMMUNICATIONS

INFO DESIGN & HUMAN FACTORS (TECW 1110)

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

1 day Sa. Oct 31 09:30 - 16:30 DTN ***6** CRN 30127

DOCUMENT PROJECT MANAGEMENT (TECW 1104)

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

1 day Sa. Nov 28 09:00 - 16:30 DTN ***6** CRN 30129

REQUIRED COURSES to be scheduled in upcoming terms:

CURRENT ISSUES TECH WRITING (TECW 1102)

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

EDITING (TECW 1103)

Successful technical writers have good style and design skills built on a foundation of strong technical skills in writing mechanics, editing and plain language. This course focuses on the use of editing skills to improve writing. Practise the three levels of editing, as well as peer review and group editing. Topics include: grammar review, plain language, conceptual and stylist editing, proofreading, peer and group editing, interpersonal issues in editing, and computerized document checkers. (6.5 hours)

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)

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. Apr 06 18:00 - 21:00 DTN 4 CRN 20127

WEDDING PLANNING (BUSI 1234)

Explore all aspects of wedding planning from inception to execution. Discover different types of food service, learn 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 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. A must for those wanting to be wedding planners or wishing to plan their own wedding. Document of Professional Studies will be issued. (30 hours) \$403

10 wks We. Apr 08 18:00 - 21:00 DTN ***0** CRN 20126

MEDIA AND PUBLIC RELATIONS

Program Coordinator: Jennifer Gossen, 604.443.8670 Program Assistant: Lynda Boothby, 604.443.8383

This series of courses in Media and Public Relations provides students with knowledge and experience in key concepts of communicating with the public. We will explore topics such as audience analysis, stakeholder interactions and developing quality messages such as press releases and sales letters. With a focus on the relationships between communicators and audiences, this program will appeal to both professionals looking for career development opportunities and others looking to successfully communicate with stakeholders and the media. These courses are ideal for students studying Event or Wedding Planning, Leadership, Small Business or Business and Technical Writing.

ELECTIVE COURSES:

Public Relations Introduction (BUSI 1294) Stakeholder Relations (BUSI 1301) Audience Analysis (BUSI 1299) Developing A Message (BUSI 1300) ELECTIVE COURSES currently scheduled:

NEW PUBLIC RELATIONS INTRODUCTION (BUSI 1294)

As an introduction to public relations, this course will help students understand basic concepts including how public relations has evolved and how it works today. Topics include tools used by public relations professionals, different methods of interacting with the public, organizational vulnerabilities and opportunities and how to deal with complex real life scenarios. (6 hours) \$120

1 day Sa. Apr 11 09:00 - 16:00 DTN 4 CRN 20351

NEW STAKEHOLDER RELATIONS (BUSI 1301)

Stakeholder management is perhaps the single most important function of public relations and communications professionals. Learn methods, approaches, and examples of successes and failures of stakeholder relations in order to understand how to, and not to, build and maintain relationships with stakeholders. You will gain strategies for successful stakeholder outreach, retention and enrichment strategies and techniques. (6 hours) \$120

1 day Sa. May 23 09:00 - 16:00 DTN ***6** CRN 20345

ELECTIVE COURSES to be scheduled in upcoming terms:

NEW AUDIENCE ANALYSIS (BUSI 1299)

Learn about audience composition and how to identify political, economic, religious, social, intellectual, and other leanings of an audience. Understand the significance of audience composition, key demographic indicators and how to apply audience research to communications and public relations. Emphasis will be on the importance of an audience-centered approach to communications. (6 hours)

NEW DEVELOPING A MESSAGE (BUSI 1300)

Directly linked to Audience Analysis, come learn how to develop messages for specific audiences. Study key components of a successful message, barriers to a successful message, and how to choose a medium that will engage your audience with successful communication. (6 hours)

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. Sep 29 18:30 - 21:30 DTN ***6 CRN** 30143B

CAREER EXPLORATION / LEADERSHIP, COACHING AND MANAGEMENT SKILLS

CAREER EXPLORATION AND MANAGEMENT

Learn strategies and tools for your career development: chart a course, develop a career portfolio, brand yourself like a business, use selfmarketing 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 is important for effective learning through class interaction and presentations.

CAREER EXPLORATION AND **MANAGEMENT**

Senior Program Coordinator: Anne Tollstam, 604.443.8668 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.

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

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 46 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 3⁴ 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 ***6** CRN 20043

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. Sep 23 18:30 - 21:30 DTN ***6** CRN 30125

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. Oct 14 18:30 - 21:30 DTN 46 CRN 30126

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 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:

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

"The instructor is great! She knows her field and is able to relay the course in a very positive manner. It is a lively and interactive learning process." J.L. FLORES, LEADERSHIP STUDENT





ELECTIVE COURSES:

Choose two electives from the Management Skills for Supervisors Certificate Program: MSKL 1101, MSKL 1102, MSKL 1103.

Select two Leadership Coaching courses: LEAD 1115, LEAD 1116, LEAD 1117, LEAD 1118, LEAD 1120 or LEAD 1121

and four courses from the Leadership Certificate Program:

and four courses from the Leadership Certificate
Diversity in the Workplace (LEAD 1164)
Coaching For High Performance (LEAD 1115)
Using Leadership Language (LEAD 1112)
Facilitation Sks Team Leader (LEAD 1108)
Perform Mgmt: Goals & Review (LEAD 1106)
Corporate Storytelling (LEAD 1165)
Critical Thinking (LEAD 1101)
Progressive Discipline (LEAD 1155)
Managing Change (LEAD 1102)
Find Time For Results (LEAD 1114)
Step Up To Leadership (LEAD 1111)
Problem Solving Action Plan (LEAD 1104)

Building A Productive Team (LEAD 1113) Science and Art of Leadership (LEAD 1119) Speak Up (LEAD 1109)

Unwritten Rules for Workplace (LEAD 1168) Bus Communication for Leaders (LEAD 1138) Creative Thinking At Work (LEAD 1110) From Conflict To Collaboration (LEAD 1105)

REQUIRED COURSES currently scheduled:

HUMAN RESOURCE MANAGEMENT (LEAD 1151)

For employees who may be management candidates within an organization or who want to learn business management skills for self employment. This course will cover an understanding of human resource processes and systems for supervisors, line managers and entrepreneurs. Textbook required. (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. Textbook required. (24 hours) \$321

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

FINANCE (LEAD 1152)

An introduction for financial decision-making for learners with little or no previous exposure to accounting or finance principles. Curriculum is organized around investment, operating and financial management decision-making. Learn how to analyze and plan for the financial health of a business; ask incisive questions about financial reports; gauge capital investment options and present effective financial strategies. Textbook required. (24 hours) \$321

5 wks Mo. Jan 11 18:30 - 21:30 DTN 10002 3 wks Mo. Mar 01 18:30 - 21:30 DTN 10002 REQUIRED COURSES to be scheduled in upcoming terms:

BUSINESS ETHICS (LEAD 1154)

(24 hours)

SALES AND MARKETING MANAGEMENT (LEAD 1153) (24 hours)

ELECTIVE COURSES currently scheduled:

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 ***6** CRN 20018



How can courses in Leadership help me advance my career?

Leadership, Coaching and Management Certificate programs use practical skill building techniques to help you meet the industry demands and contribute valuable assets to your work environment to position yourself for career advancement.

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

Coaching is unlocking a person's potential to maximize their own performance by helping them rather than teaching them. You will be able identify when to coach and which type of coaching to use, conduct a coaching discussion to improve/sustain performance, offer effective feedback regarding employee performance, assess your coaching skills effectiveness and develop improvements (6 hours) \$158

1 day Sa. Apr 18 09:00 - 16:30 DTN ***6** CRN 20375

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 ***6** CRN 20023

USING LEADERSHIP LANGUAGE (LEAD 1112)

"Lack of communication" is one of the most-cited causes of a multitude of workplace ailments. Whether with your staff, peers, or supervisors, clear, direct communication results in more productive interactions and effective actions of others. After this course, you 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 ***6** 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 ***6** 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 employees 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 personal action plans to enhance your skill coaching effectiveness. (6 hours) \$158

1 day Sa. May 09 09:00 - 16:30 DTN ***6** CRN 20019

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

Performance management involves working with employees to set and reach agreement on goals, action plans and follow-up reviews. You will gain the knowledge, skills and confidence to understand the 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

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.

1 day Fr. May 29 09:00 - 16:30 DTN ****** CRN 20376

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 ***6** 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 **1** 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 human side. Learn how to address employees' emotions as they manage the change process. Discover how you personally react to change, come to understand your 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 **1** CRN 20086

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. Sep 19 09:00 - 16:30 DTN ***6** CRN 30162

INTERPERS COMMUNICATION SKILLS (MSKL 1101)

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 ***6** CRN 30045

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. Oct 03 09:00 - 16:30 DTN ***6** CRN 30163

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 solutions to action plans; successful implementation of an action plan. (6 hours) \$158

1 day Sa. Oct 17 09:00 - 16:30 DTN ***6** CRN 30164

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 ***6** CRN 30042

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 teambuilding; 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. Oct 31 09:00 - 16:30 DTN ***6** CRN 30165

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 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 ***6** CRN 30041

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.





SPEAK UP (LEAD 1109)

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

UNWRITTEN RULES FOR WORKPLACE (LEAD 1168)

Competition, poor economy, and strict budgets have contributed to employers' emphasis on value for money. New hires are viewed as an investment and there is an expectation of a quick return. Employers retain or promote those who play a key role in the success of the organization. Knowing the unwritten rules can help you succeed and advance. Learn to align positive attitude with workplace opportunity, understand the relationship between workplace rules and workplace success. Apply the rules to your own situation and modify your current behaviour for career success and stability. \$158

1 day Sa. Nov 21 09:00 - 16:30 DTN ***6** CRN 30140

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 ****** CRN 30043

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

5 wks We. Jan 13 18:30 - 21:30 and 3 wks We. Mar 03 18:30 - 21:30 DTN ❤ CRN 10003

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) \$158

1 day Sa. Jan 30 09:00 - 16:30 DTN ***®** CRN 10004

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. Leader-coachs work 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) \$158

1 day Sa. Mar 06 09:00 - 16:30 DTN 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) \$158

1 day Sa. Mar 27 09:00 - 16:30 DTN **1** CRN 10006

ELECTIVE COURSES to be scheduled in upcoming terms:

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: creative thinking, opening mental locks, soft and hard thinking, the creative process, and challenging the rules. (6 hours)

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)

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:

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

ELECTIVE COURSES:

Choose six courses (titles will vary each term) from the following:

LEAD 1101, LEAD 1105, LEAD 1106, LEAD 1109, LEAD 1110, LEAD 1114, LEAD 1115, LEAD 1119, LEAD 1138, LEAD 1155, LEAD 1164, LEAD 1165 and LEAD 1168

"This instructor is so energetic, inspiring and a great coach/instructor. She not only knows her stuff inside out, but can transfer that to us as participants."

BECKY KNAPTON, STUDENT IN SKILLS COACHING



OR choose five courses plus one course from the Associate Certificate in Leadership Coaching.

Diversity in the Workplace (LEAD 1164)
Coaching For High Performance (LEAD 1115)
Perform Mgmt: Goals & Review (LEAD 1106)
Corporate Storytelling (LEAD 1165)
Critical Thinking (LEAD 1101)
Progressive Discipline (LEAD 1155)
Find Time For Results (LEAD 1114)
Science and Art of Leadership (LEAD 1119)
Speak Up (LEAD 1109)
Unwritten Rules for Workplace (LEAD 1168)
Bus Communication for Leaders (LEAD 1138)
Creative Thinking At Work (LEAD 1110)
From Conflict To Collaboration (LEAD 1105)

REQUIRED COURSES currently scheduled:

USING LEADERSHIP LANGUAGE (LEAD 1112)

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

1 day Sa. Apr 25 09:00 - 16:30 DTN **1 CRN** 20084

FACILITATION SKS TEAM LEADER (LEAD 1108)

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

1 day Sa. May 02 09:00 - 16:30 DTN ***8** 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 **1** CRN 20086

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 9. (6 hours) \$158

1 day Sa. Oct 03 09:00 - 16:30 DTN ***6** CRN 30163

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 9. (6 hours) \$158

1 day Sa. Oct 17 09:00 - 16:30 DTN **1 CRN** 30164

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 9. (6 hours) \$158

1 day Sa. Oct 31 09:00 - 16:30 DTN ***0** CRN 30165

ELECTIVE COURSES currently scheduled:

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 ***8** CRN 20018

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

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

1 day Sa. Apr 18 09:00 - 16:30 DTN **1 CRN** 20375

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

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

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

CORPORATE STORYTELLING (LEAD 1165)

See course description on page 9. (6 hours) \$158

1 day Fr. May 29 09:00 - 16:30 DTN ***0** CRN 20376

CRITICAL THINKING (LEAD 1101)

See course description on page 9. (6 hours) \$158

1 day Sa. Jun 06 09:00 - 16:30 DTN ****** CRN 20021

PROGRESSIVE DISCIPLINE (LEAD 1155)

See course description on page 9. (6 hours) \$158

1 day Fr. Jun 12 09:00 - 16:30 DTN ****** CRN 20022

FIND TIME FOR RESULTS (LEAD 1114)

See course description on page 9. (6 hours) \$158

1 day Sa. Sep 19 09:00 - 16:30 DTN ****** CRN 30162

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 ****** CRN 30041

SPEAK UP (LEAD 1109)

See course description on page 10. (6 hours) \$158

1 day Sa. Nov 14 09:00 - 16:30 DTN **** CRN** 30040

UNWRITTEN RULES FOR WORKPLACE (LEAD 1168)

See course description on page 10. (6 hours) \$158

1 day Sa. Nov 21 09:00 - 16:30 DTN ***6** CRN 30140

BUS COMMUNICATION FOR LEADERS (LEAD 1138)

See course description on page 10. (6 hours) \$158

1 day Sa. Mar 27 09:00 - 16:30 DTN ***6** CRN 10006

ELECTIVE COURSES to be scheduled in upcoming terms:

CREATIVE THINKING AT WORK (LEAD 1110)

See course description on page 10. (6 hours) \$168

FROM CONFLICT TO COLLABORATION (LEAD 1105)

See course description on page 10. (6 hours) \$168

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 1121. Expand to a full Leadership Coaching certificate upon completion of the six required courses in the Leadership program (See both the Leadership Coaching and Leadership Certificate programs for course descriptions)

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

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

1 day Sa. Apr 18 09:00 - 16:30 DTN ***6** CRN 20375

SKILL COACHING (LEAD 1117)

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

1 day Sa. May 09 09:00 - 16:30 DTN ***6** 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 ***6** CRN 30043

COACH'S TOOLKIT (LEAD 1120)

See course description on page 10. (6 hours) \$158

1 day Sa. Jan 30 09:00 - 16:30 DTN ***6** CRN 10004

TEAM COACHING (LEAD 1121)

See course description on page 10. (6 hours) \$158

1 day Sa. Mar 06 09:00 - 16:30 DTN CRN 10005

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.

REQUIRED COURSES:

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



LEADERSHIP COACHING AND MANAGEMENT SKILLS / OFFICE ADMINISTRATION

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

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

1 day Sa. Apr 18 09:00 - 16:30 DTN ***0** CRN 20375

USING LEADERSHIP LANGUAGE (LEAD 1112)

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

FACILITATION SKS TEAM LEADER (LEAD 1108)

See course description on page 8. (6 hours) \$158 1 day Sa. May 02 09:00 - 16:30 DTN ★ CRN 20085

SKILL COACHING (LEAD 1117)

See course description on page 8. (6 hours) \$158 1 day Sa. May 09 09:00 - 16:30 DTN ★ 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 ♥ CRN 20086

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 9. (6 hours) \$158 1 day Sa. Oct 03 09:00 - 16:30 DTN ***®** CRN 30163

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 9. (6 hours) \$158 1 day Sa. Oct 17 09:00 - 16:30 DTN ***8** CRN 30164

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 *6 CRN 30042

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 9. (6 hours) \$158 1 day Sa. Oct 31 09:00 - 16:30 DTN *6 CRN 30165

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

COACH'S TOOLKIT (LEAD 1120)

See course description on page 10. (6 hours) \$158 1 day Sa. Jan 30 09:00 - 16:30 DTN ★ CRN 10004

TEAM COACHING (LEAD 1121)

See course description on page 10. (6 hours) \$158 1 day Sa. Mar 06 09:00 - 16:30 DTN CRN 10005

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:

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

REQUIRED COURSES currently scheduled:

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

See course description on page 8. (6 hours) \$158 8 wks We. Apr 22 18:30 - 21:30 DTN ***6** CRN 20023

INTERPERS COMMUNICATION SKILLS (MSKL 1101)

See course description on page 9. (6 hours) \$158 8 wks Tu. Sep 22 18:30 - 21:30 DTN *6 CRN 30045

TEAM SKILLS (MSKL 1102)

See course description on page 10. (6 hours) \$158 5 wks We. Jan 13 18:30 - 21:30 and 3 wks We. Mar 03 18:30 - 21:30 DTN **CRN** 10003

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, APRIL 8, 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 and 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.

OFFICE ADMINISTRATION

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

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

Electives

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

Computer Skills

To graduate from this program, students must have basic computer knowledge relevant to their area of specialization. See 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) Introduction To Bookkeeping (OACP 1130) Accounting For NonAccountant (OACP 1129)

ELECTIVE COURSES currently scheduled:

INTRODUCTION TO PAYROLL (OACP 1105)

For small business owners and payroll personnel who wish to learn how to prepare hourly, salaried and commission payroll. Learn payroll law, record maintenance, pay cheque and statement preparation, T4 preparation, and how current source deduction rules affect payroll preparation. WCB, Revenue Canada Taxation, Records of Employment and Stats Canada reporting are covered, as well as Employment Standards. Please bring a calculator to the first class. (24 hours) \$171

8 wks We. Apr 22 18:30 - 21:30 DTN ***6** CRN 20050

INTRODUCTION TO BOOKKEEPING (OACP 1130)

This introductory course deals with 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 the Downtown campus bookstore before the first class. (24 hours) \$176

8 wks Th. Apr 23 18:30 - 21:30 DTN ***0** CRN 20083

ACCOUNTING FOR NONACCOUNTANT (OACP 1129)

A management overview of accounting. Previous knowledge is not required. Learn the role of an accountant, the double-entry accounting system, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: Accounting: Nanci Lee, see downtown campus bookstore for textbook purchase prior to class. (18 hours) \$160

6 wks Th. Sep 24 18:30 - 21:30 DTN 9 CRN 30138

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 **1 CRN** 20078

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. Sep 26 09:00 - 16:00 DTN ***8** CRN 30133

ELECTIVE COURSES to be scheduled in upcoming terms:

MAKE TIME FOR SUCCESS (OACP 1185)

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

BUSINESS ENGLISH

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

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

ON SITE BUSINESS TRAINING - FOR FURTHER INFORMATION ON TRAINING OPPORTUNITIES TO BE OFFERED AT YOUR BUSINESS SITE, PLEASE CALL ANNE TOLLSTAM, 604.443.8668

REQUIRED COURSES:

It is recommended that you take the 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).

ELECTIVE COURSES:

Business English - Non Package



OFFICE ADMINISTRATION

REQUIRED COURSES currently scheduled:

GRAMMAR REVIEW BUS WRITING (OACP 1104)

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

1 day Sa. Apr 25 09:00 - 16:00 DTN **1** CRN 20055

BUILDING POWERFUL VOCABULARY (OACP 1106)

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

1 day Sa. May 09 09:00 - 16:00 DTN ***6** CRN 20056

WRITING BUSINESS LETTERS (OACP 1103)

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

1 day Sa. May 23 09:00 - 16:00 DTN ****** CRN 20057

MEMOS, EMAILS AND REPORTS (OACP 1107)

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

1 day Sa. Jun 06 09:00 - 16:00 DTN 🖰 CRN 20058

BUSINESS ENGLISH SKILLS TEST (OACP 1123)

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

1 day Sa. Jun 13 09:00 - 12:00 DTN ***6** CRN 20374

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) \$200

6 wks Mo. Sep 28 18:00 - 21:00 DTN 46 CRN 30134



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.



KEYBOARDING

REQUIRED COURSES:

Keyboarding For Beginners (OACP 1102)

ELECTIVE COURSES:

Keyboarding For Speed Building (OACP 1101)

REQUIRED COURSES currently scheduled:

KEYBOARDING FOR BEGINNERS (OACP 1102)

Keyboarding is a skill needed for success in virtually every career. Because keyboarding is a skill, to be successful you must apply proper techniques and meaningful practice in each class. Learn to key letters, numbers and symbols. Classes are taught on computers with a keyboarding text and Windows software. Textbook: College Keyboarding to be purchased at the Downtown campus bookstore prior to first session. (18 hours) \$122

6 wks Mo. Apr 20 18:00 - 21:00 DTN **CRN** 20060 6 wks Sa. Apr 25 09:30 - 12:30 DTN **CRN** 20059

ELECTIVE COURSES currently scheduled:

KEYBOARDING FOR SPEED BUILDING (OACP 1101)

Increase your speed and accuracy on the computer in a friendly, supportive environment. Learn new techniques to increase speed and accuracy through exercises and drills. (18 hours) \$133

6 wks Sa. Apr 25 09:30 - 12:30 DTN 4 CRN 20061

LEGAL OFFICE SKILLS

The following five required courses comprise the Legal Office Skills Package and introduce 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) - three 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)

"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."

ARORA RATI. STUDENT IN KEYBOARDING

REGISTER ONLINE WWW.vcc.ca

OFFICE ADMINISTRATION

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 Office Procedures (OACP 1139) BCOnline Searches (OACP 1141) Legal Ethics&Confidentiality (OACP 1140) Legal Terminology (OACP 1138) Advanced Conveyancing (OACP 1142) Wills and Estates (OACP 1211)

REQUIRED COURSES currently scheduled:

INTRO LEGAL OFFICE PROGRAM (OACP 1113)

This course will cover the various types of law firms in existence and the roles of legal support staff, as well as introduce reference sources and discuss the various areas of law. An overview of the "package" content and presentation is also included. (3 hours) \$48

1 day Tu. Sep 22 18:30 - 21:30 DTN ***6** CRN 30003

CORPORATE (OACP 1115)

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

3 wks Th. Sep 24 18:30 - 21:30 DTN ****** CRN 30005

CIVIL LITIGATION (OACP 1114)

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

3 wks Tu. Sep 29 18:30 - 21:30 DTN ***6** CRN 30004

CONVEYANCING (OACP 1117)

This introductory course will provide an overview of the responsibilities and duties of conveyancing staff, including the steps required to complete a typical residential conveyance. (9 hours) \$88

3 wks Th. Oct 15 18:30 - 21:30 DTN **1 CRN** 30007

FAMILY LAW (OACP 1116)

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

3 wks Tu. Oct 20 18:30 - 21:30 DTN ***0** CRN 30006

LEGAL OFFICE PACKAGE TEST (OACP 1120)

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

1 day Th. Nov 05 18:30 - 21:30 DTN **1 CRN** 30008

ELECTIVE COURSES currently scheduled:

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 9 CRN 20025

BC ONLINE SEARCHES (OACP 1141)

Learn to register legal documents and access land titles, court records, property taxes and assessments, BC companies, registrations, and Personal Property Security online. This hands-on computer course is for office professionals in banks, law and accounting firms, government and real estate offices. (9 hours). \$113

3 wks We. May 27 18:30 - 21:30 DTN ❤ CRN 20068 3 wks We. Oct 21 18:30 - 21:30 DTN ❤ CRN 30028

LEGAL ETHICS & CONFIDENTIALITY (OACP 1140)

Learn about 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. Sep 30 18:30 - 21:30 DTN **** CRN** 30135

LEGAL TERMINOLOGY (OACP 1138)

This course covers the rules of legal language and terminology unique to each area of law. It 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. Nov 18 18:30 - 21:30 DTN ***6** CRN 30136

ELECTIVE COURSES to be scheduled in upcoming terms:

ADVANCED CONVEYANCING (OACP 1142) (6 hours)

WILLS AND ESTATES (OACP 1211)

(6 hours)

MEDICAL OFFICE SKILLS

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

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 **4 CRN** 20082

MEDICAL TERMINOLOGY 1 (OACP 1108)

For those wishing to work in the technology/laboratory or related health field, learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and introduction to surgical terms and practical applications. Word parts (stems, prefixes, suffixes and abbreviations) are covered as well as pronunciation and spelling. First half of a two-part course. Purchase text at Downtown campus bookstore prior to first class. (30 hours) \$199

10 wks Tu. Apr 14 18:00 - 21:00 DTN **1** CRN 20062 10 wks Tu. Apr 14 18:00 - 21:00 DTN **1** CRN 20063

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 4 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 ***6** CRN 20080



OFFICE ADMINISTRATION / PARALEGAL

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

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. Sep 21 18:30 - 21:30 DTN 4 CRN 30137

RECORDS MANAGEMENT SKILLS

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

RECORDS MANAGEMENT SPECIAL (OACP 1147)

Introduction to specialized functions within records/ information management. Explore several functions such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. (24 hour) \$183

8 wks We. Apr 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 **10 CRN** 30001

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 and is offered once a year. (30 hours) \$192

5 wks We. Jan 13 18:30 - 21:30 and

5 wks We. Mar 03 18:30 - 21:30 DTN 4 CRN 10007

PARALEGAL

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.

Visit our program website: http://continuinged.vcc.ca/legal, "Special Events" for information session dates.

PARALEGAL CERTIFICATE PROGRAM

View Paralegal program website: http://continuinged.vcc.ca/legal. Program Advisor: Christine Williams, 604.443.8649, email: cwilliams@vcc.ca

Program Assistant: Margaret McIlwaine, 604.443.8711

For experienced legal support staff: Take a course or two to upgrade your skills, or work towards a Paralegal Certificate.

You can complete all the Paralegal Certificate program requirements in approximately two years of part-time study.

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

REQUIRED COURSES:

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

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.

To find out what courses are offered in which term, view "Courses Details" on the program website http://continuinged.vcc.ca/legal

Evidence (LEGL 1401)

Bankruptcy and Foreclosures (LEGL 1409) Court of Appeal Practice (LEGL 1403)

ALF: Automated Legal Forms (LEGL 1406)

Commercial Conveyancing (LEGL 1312) Corp Law: Adv Procedures (LEGL 1308)

Corp Law: Intermediate Proc (LEGL 1307)

Corp Law: Basic Procedures (LEGL 1305)

Corp Law: Complex Transactions (LEGL 1317)

Creditors' Remedies (LEGL 1303)

Estate Administration (LEGL 1316)

Family Law 1 (LEGL 1313)

Family Law 2 (LEGL 1314)

Intellectual Property (LEGL 1405)

Lending & Security (LEGL 1311)

Litigation for Paralegals 1 (LEGL 1301) Litigation for Paralegals 2 (LEGL 1302)

Personal Injury Practice (LEGL 1304)

Property Law (LEGL 1309)

Property Transactions (LEGL 1310)

Securities: Corporate (LEGL 1306) Wills & Estate Planning (LEGL 1315)



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.



REQUIRED COURSES currently scheduled:

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) \$232

7 wks Tu. Apr 07 18:00 - 21:00 DTN **↑ CRN** 20007 7 wks Mo. May 17 18:00 - 21:00 **■ ↑ CRN** 20008

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

1 day Fr. Apr 17 18:00 - 21:00 and 1 day Fr. May 29 18:00 - 21:00 and 1 day Fr. Jul 17 18:00 - 21:00 DTN ❤ CRN 20002 14 wks Fr. Apr 17 18:00 - 21:00 ■ CRN 20012

REQUIRED COURSES to be scheduled in upcoming terms:

AGENCY & BUSINESS STRUCTURES (LEGL 1203) (36 hours)

CANADIAN LEGAL PROCESS (LEGL 1202) (48 hours)

LEGAL COMMUNICATIONS (LEGL 1205)

(36 hours)

LEGAL RESEARCH (LEGL 1207)

(48 hours: 6 hours in-class plus 6 homework x 4 weeks, or 6.8 hours x 7 weeks for an online session).

TORTS (LEGL 1204)

(48 hours)

ELECTIVE COURSES currently scheduled:

EVIDENCE (LEGL 1401)

Examine various types of evidence and the rules of evidence through statutes and case law. This course is recommended for all students in the litigation practice area. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$244

7 wks Tu. Apr 14 18:00 - 21:00 DTN 18 CRN 20004

BANKRUPTCY AND FORECLOSURES (LEGL 1409)

Learn provincial policies and procedures around personal and corporate bankruptcies, insolvency, receiverships, and foreclosures. \$290

6 wks We. Apr 30 18:00 - 21:00 DTN 9 CRN 20384

COURT OF APPEAL PRACTICE (LEGL 1403)

Offers a comprehensive examination of the appellate procedure in British Columbia, including jurisdiction, filings and forms. Leave to Appeal applications, chamber motions and the required supporting material, and appellate Bills of Costs. This course is recommended for all students in the litigation practice area. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$244

7 wks We. May 06 18:00 - 21:00 💻 🖰 CRN 20003

ELECTIVE COURSES to be scheduled in upcoming terms:

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

COMMERCIAL CONVEYANCING (LEGL 1312) (42 hours)

CORP LAW: ADV PROCEDURES (LEGL 1308) (42 hours)

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

CORP LAW: BASIC PROCEDURES (LEGL 1305) (42 hours)

CORP LAW: COMPLEX TRANSACTIONS (LEGL 1317) (42 hours)

CREDITORS' REMEDIES (LEGL 1303) (42 hours)

ESTATE ADMINISTRATION (LEGL 1316) (42 hours)

FAMILY LAW 1 (LEGL 1313) (42 hours)

FAMILY LAW 2 (LEGL 1314) (42 hours)

INTELLECTUAL PROPERTY (LEGL 1405)

(42 hours)

LENDING & SECURITY (LEGL 1311)

LITIGATION FOR PARALEGALS 1 (LEGL 1301) 42 hours)

LITIGATION FOR PARALEGALS 2 (LEGL 1302) (42 hours)

PERSONAL INJURY PRACTICE (LEGL 1304) (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. See Para; egal Certificate for courses.

"The Paralegal program has substantially increased my appreciation and knowledge of the legal field, providing me with such a solid foundation. I look forward to continuing my paralegal studies in this program which is advancing the needs of students"

KIRTLYE WOODRUFF, ONLINE STUDENT IN PARALEGAL STUDIES







SMALL BUSINESS

SMALL BUSINESS

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

SMALL BUSINESS

Program Coordinator: JenniferGossen, 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 ten courses will receive a Document of Professional Studies.

\$87 per course or a total of \$615 for all ten courses. A savings of \$255.

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)
Small Business Bookkeeping (BUSI 1133)
Finance Statements & Planning (BUSI 1136)
Preparing Your Business Plan (BUSI 1139)

ELECTIVE COURSES:

It's A Green, Green World (BUSI 1292)
Creating A Winning Brand (BUSI 1291)
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)
Stakeholder Relations (BUSI 1301)
The Basics of Selling on ebay (BUSI 1285)

REQUIRED COURSES currently scheduled:

ENTREPRENEURIAL SKILLS (BUSI 1130)

This course provides a variety of information on what it takes to begin a small business, including how to set objectives and determine your entrepreneurial style. (3 hours) \$87

1 day Mo. Apr 20 18:00 - 21:00 DTN ***6** CRN 20205

MARKET YOUR BUSINESS (BUSI 1131)

Participants will know how to identify their target market, evaluate the competition and determine the potential market for your products and services. (3 hours) \$87

1 day We. Apr 22 18:00 - 21:00 DTN ***6** CRN 20206

UNDERSTANDING FINANCIAL NEEDS (BUSI 1134)

This course will identify your financial needs and those of your program. The course will also examine methods used to determine your initial business investment. (3 hours) \$87

1 day Mo. Apr 27 18:00 - 21:00 DTN ***6** CRN 20207

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. Apr 29 18:00 - 21:00 DTN 4 CRN 20209

LEGAL OBLIGATIONS (BUSI 1137)

Understand the pros and cons of the principal three legal structures and the legal and financial obligations that they entail. (3 hours) \$87

1 day Mo. May 04 18:00 - 21:00 DTN ***6** CRN 20210

HUMAN RESOURCES (BUSI 1135)

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

1 day We. May 06 18:00 - 21:00 DTN ***6** CRN 20211

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. May 11 18:00 - 21:00 DTN **1** CRN 20212

SMALL BUSINESS BOOKKEEPING (BUSI 1133)

This course will explain in easy-to-understand terms the basic steps of bookkeeping and how to turn your bookkeeping into financial statements. Forecasting and budgeting in a small business environment will also be explored. (3 hours) \$87

1 day We. May 13 18:00 - 21:00 DTN ***0** CRN 20214

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. May 20 18:00 - 21:00 DTN ***6** CRN 20208

PREPARING YOUR BUSINESS PLAN (BUSI 1139)

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

1 day Mo. May 25 18:00 - 21:00 DTN **1 CRN** 20213

ELECTIVE COURSES currently scheduled:

NEW IT'S A GREEN, GREEN WORLD (BUSI 1292)

Calling all entrepreneurs, marketers, managers and small business owners – come learn how to make your business sustainable. Media and consumer interest today is on "green" products, services and technology. This course will explore local and global trends in sustainability and how they relate to helping your small business save the planet, save the community and save your money! Facilitated by Robert Peacock (12 hours) \$240

4 wks Sa. Apr 18 10:00 - 13:00 DTN ***6** CRN 20349

NEW CREATING A WINNING BRAND (BUSI 1291)

This course offers an ideal opportunity for entrepreneurs, marketers, managers and small business owners to understand how market positioning affects business. Do you know what matters to your customer? To win new business and turn current customers into raving fans – it's all about knowing your business, your customer and building an engaging experience between them. Facilitated by Robert Peacock (12 hours) \$240

4 wks Sa. May 23 10:00 - 13:00 DTN ****** CRN 20350

ELECTIVE COURSES to be scheduled in upcoming terms:

ADVANCED SELLING ON EBAY (BUSI 1286)

BUSINESS PARTNERSHIPS (BUSI 1255)

(12 hours)

FINANCIAL FREEDOM (BUSI 1254)

(12 hours)

LAUNCHING FREELANCE CAREER (BUSI 1287) (9 hours)

(7 110 010)

SM BUSINESS FINANCE STRATEGIES (BUSI 1140)

(6 hours)

STAKEHOLDER RELATIONS (BUSI 1301)

(6 hours)

THE BASICS OF SELLING ON EBAY (BUSI 1285)

"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

FASHION MERCHANDISING ASSOCIATE CERTIFICATE

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca Website: www.vcc.ca/FashionArts Email: fashion@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)
Fashion Illustration (FASH 1150)

REQUIRED COURSES currently scheduled:

FASHION MARKETING & PROMOTION (FASH 1405)

Study 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 are examined in conjunction with the ever-changing fashion industry. Focus 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 Tu. Apr 07 18:30 - 21:30 DTN 🖰 CRN 20152

HISTORY OF FASHION (FASH 1301)

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

12 wks We. Apr 08 18:30 - 21:30 DTN **** CRN** 20151

FASHION FORECASTING (FASH 1204)

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

12 wks Th. Apr 09 18:30 - 21:30 DTN ****** CRN 20158

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)

FASHION STYLING (FASH 1408)

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

MERCHANDISING FASHION (FASH 1176)

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

RETAIL BUYING (FASH 1402)

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

TEXTILES (FASH 2201)

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

FASHION ARTS SPECIALTY COURSES

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca Website: www.vcc.ca/FashionArts Email: fashion@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 currently scheduled:

FASHION ILLUSTRATION (FASH 1150)

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

10 wks Tu. Apr 14 18:30 - 21:30 DTN **4** CRN 20159



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. You will have an opportunity to drape your design and be provided with a mannequin for class use. Please bring to class: blue and red ballpoint pens, paper for notetaking, fabric scissors, dressmaker pins, hand sewing needles and thread and metric tape measure. No pattern making experience required; sewing skills preferred. Course fee includes most fabrics. (30 hours) \$350

10 wks Th. Apr 16 18:30 - 21:30 DTN 4 CRN 20322

PATTERN MAKING (FASH 1153)

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

6 wks Sa. Apr 18 12:30 - 16:30 DTN 10 CRN 20150

SEWING - BEGINNERS (FASH 1154)

For beginner sewers who want 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 equipment and supplies will be distributed. (30 hours) \$300

10 wks Sa. Apr 18 09:00 - 12:00 DTN ****** CRN 20162

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 are addressed through using technical methods and exploring the functionality of the program. Become familiar with program capabilities and how to use them 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 Mo. Apr 20 18:30 - 21:30 DTN **CRN** 20170

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 We. Apr 22 18:30 - 21:30 DTN 9 CRN 20325



What type of employment is available to me after I graduate?

Graduates have found diverse and fulfilling work as apparel designers, pattern makers, production managers, shoe designers, computer-aided pattern drafters and marker makers, technical designers, stylists, fashion marketing & p.r., assistant designers, and costumers for film, television and theatre at the local, national and international levels.

NEW DRESS FORM WORKSHOP (FASH 1163)

Make your own individual dress form with a professional custom fit. Apply this method to create perfectly fitting dress forms to your own measurements. Ideal for fashion design students, custom dressmakers for use with clients and costumers building custom fit garments for leads. Learn from an instructor who has taught this unique method for 20+ years. Supplies and preparation will be discussed during the first evening session. Class meets both times listed. (6.5 hours) \$95

1 day Tu. Apr 28 18:30 - 20:30 and 1 day Sa. May 02 10:00 - 15:30 DTN ***** CRN 20328

NEW PATTERN MAKING: KNOCK OFF TECH (FASH 1173)

Have you come across garments that you would like to copy? Replicate patterns from existing garments for a perfect fit. This course is ideal for fashion designers, pattern makers and dress makers. Learn to "knock off" a knit top, shirt/blouse, and skirt/pant of your choice. Industry standard garment measuring, specs, and checking the balance of a pattern and garment will be covered. Bring to class: HB pencil, paper for note taking, measuring tape, clear plastic ruler, L-square and French curve. Additional supplies will be discussed in first session. Prerequisite: FASH 1153 Pattern Making or basic pattern knowledge. (30 hours) \$300

10 days Tu. Th. Jul 07 18:30 - 21:30 DTN ***0** CRN 20327

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 \$100.00 (20 hours) \$250

5 days Mo. Tu. We. Th. Fr. Jul 13 13:30 - 17:30 DTN **1** CRN 20161

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 \$100.00 (20 hours) \$250

5 days Mo. Jul 13 09:00 - 13:00DTN ***6** CRN 20323

ELECTIVE COURSES to be scheduled in upcoming terms:

ADOBE ILLUSTRATOR FOR FASHION2 (FASH 1256)

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

ADOBE PHOTOSHOP FOR FASHION (FASH 1157)

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

FABRIC SURFACE DESIGN (FASH 1166)

Using a variety of fiber arts and processes, explore colour, texture, pattern systems and two dimensional design, as well as the development of imagery and ideas. Topics include; 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: 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 given on the first session. (approximate cost \$25) (24 hours)

FASHION WRITING (FASH 1409)

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

INTRO FASHION DESIGN (FASH 1178)

Explore the fundamentals of good fashion design. Working on fashion figures, learn how to create fashionable "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 Website: www.vcc.ca/FashionArts Email: fashion@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).

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:

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

REQUIRED COURSES currently scheduled:

ADV COLLECTION MANUFACTURE (FASH 1352)

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

12 wks Mo. Apr 06 18:30 - 21:30 DTN CRN 20169

DESIGN DRAFTING-PRACTICE (FASH 1303)

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

12 wks Tu. Apr 07 18:30 - 21:30 DTN CRN 20154

SEWING TECHNIQUES (FASH 1103)

Designers and pattern makers need to be familiar with industrial and couture sewing methods to understand the design/drafting possibilities and limitations in mass production and to identify the sewing techniques to be used for couture garments. Students learn to use industrial machines and sergers, and compile a binder of samples using industrial and couture methods. (36 hours) \$300

12 wks Tu. Apr 07 18:30 - 21:30 DTN CRN 20157

BLOCK CONSTRUCTION (FASH 1102)

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

12 wks We. Apr 08 18:30 - 21:30 DTN CRN 20153

COLLECTION PORTFOLIO (FASH 2301)

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

12 wks We. Apr 08 18:30 - 21:30 DTN CRN 20168

"VCC's Fashion Merchandising program is a wonderful program! I have developed skills from every course that will help me in any direction I take. The program appealed to me because it was self paced and the instructors are very experienced and well-known in the industry."

VANESSA LEWIS, FASHION MERCHANDISING GRADUATE







HISTORY OF FASHION (FASH 1301)

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

12 wks We. Apr 08 18:30 - 21:30 DTN ***6** CRN 20151

FASHION DRAWING (FASH 1101)

The fashion designer must be able to draw, not only to illustrate his/her work, but to execute accurately proportioned "working drawings" for production purposes. Study anatomical and garment proportions to develop skill in making technical drawings for use by pattern makers and manufacturers. Drawing from the fashion model, experimenting with a variety of media, and fabric rendering will develop an individual style of fashion drawing. (36 hours) \$300

12 wks Th. Apr 09 18:30 - 21:30 DTN CRN 20155

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) \$300

12 wks Th. Apr 09 18:30 - 21:30 DTN CRN 20326

ADV FASHION SHOW PREPARATION (FASH 1353)

Gain practical experience in the planning and production of fashion shows. Plan, choreograph and present a mini-collection of your designs in the graduate fashion show. (18 hours) \$255

6 wks Th. May 21 18:30 - 21:30 DTN CRN 20166

REQUIRED COURSES to be scheduled in upcoming terms:

COLLECTION DESIGN (FASH 2103)

(36 hours)

COLLECTION TOILES (FASH 2202)

(36 hours)

COUTURE (FASH 2101)

(36 hours)

DESIGN DRAFTING - THEORY (FASH 1202)

(36 hours)

DESIGN PATTERNS DRAPING (FASH 2102)

(36 hours

FA VISUAL COMMUNICATION (FASH 2309)

(36 hours)

FASHION DESIGN (FASH 1203)

(36 hours)

INDUSTRIAL SEWING (FASH 1201)

(36 hours)

PRODUCTION PATTERNS GRADING (FASH 2203)

(36 hours)

TEXTILES (FASH 2201)

(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 (nine 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 - 4 days/week, 9am to 5pm. A Fashion Arts Diploma is awarded to those who complete this program. Graduates can transfer credits to other design programs based on transcript/portfolio strengths.

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

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

Fashion Prof Practices 1 (FASH 1171) Studio Lab A (FASH 1315) Collection Manufacture/Studio (FASH 2310) Fashion Marketing & Promotion (FASH 1405) Block Construction (FASH 1102) Pattern Drafting Practical 1 (FASH 1310) Tailoring Techniques (FASH 1311) Collection Design 1 (FASH 1312) Technical Fashion Drawing 2 (FASH 1314) Studio Lab D (FASH 2313) Textile Surface Design & Lab (FASH 1313) Portfolio Design 2 (FASH 2312) Adv Fashion Show Preparation (FASH 2314) Collection Design 2 (FASH 2113) Computer Aided Drafting 1 (FASH 2114) Computer Aided Drafting 2 (FASH 2212) Computer Applications (FASH 1111) Costume History (FASH 1113) Couture Sewing (FASH 2112) Designer Patterns and Toiles (FASH 2111) Draping Techniques (FASH 2110) Fabric and Textile Studies (FASH 1115) Fashion Photoshop Applications (FASH 2214) Fashion Prof Practices 2 (FASH 1172) Illustration and Design 1 (FASH 1112) Illustration and Design 2 (FASH 1210) Industrial Sewing Techniques (FASH 1212) Int Visual Communication (FASH 2211) Introduction to Fashion (FASH 1110) Pattern Drafting Practical 2 (FASH 2115) Pattern Drafting Theory (FASH 1211) Personal Block Construction (FASH 1214) Portfolio Design 1 (FASH 2210) Product Development (FASH 1252) Production Patterns Grading (FASH 2203) Sewn Product Techniques (FASH 1114) Studio Lab B (FASH 2116) Studio Lab C (FASH 2213) Technical Fashion Drawing 1 (FASH 1213)

REQUIRED COURSES currently scheduled:

COLLECTION MANUFACTURE/STUDIO (FASH 2310)

With the focus on accurate correlation of design, to flat, to pattern, to construction method and on the necessity to meet deadlines in all areas of the industry; develop time management and costing skills in the manufacture of your Collections. (144 hours) \$595

24 days Mo. Tu. Apr 06 09:00 - 16:00 DTN CRN 20029

"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



FASHION PROF PRACTICES 1 (FASH 1171)

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

12 wks Mo. Apr 06 09:00 - 12:00 DTN CRN 20032

STUDIO LAB A (FASH 1315)

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

12 wks Mo. Apr 06 13:00 - 16:00 DTN CRN 20033

COLLECTION DESIGN 1 (FASH 1312)

Learn how to design seasonal, theme, and specialist collections and develop a clothing line. Continued awareness of current and developing trends are discussed. Collaborative work in team design is practiced as well as individual design projects. Development of presentation skills with flats, sketches, illustrations and storyboards. Emphasis on personal design interest and philosophy helps formulate ideas for your individual collections - in particular the collection which will be presented at the Graduate Fashion Show. (36 hours) \$300

12 wks We. Apr 08 14:00 - 17:00 DTN CRN 20030

PATTERN DRAFTING PRACTICAL 1 (FASH 1310)

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

12 wks Fr. Apr 17 09:00 - 13:00 DTN CRN 20035

STUDIO LAB D (FASH 2313)

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

12 wks We. Apr 08 09:00 - 12:00 DTN CRN 20027

TAILORING TECHNIQUES (FASH 1311)

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

12 wks Fr. Apr 17 14:00 - 17:00 DTN CRN 20036

TECHNICAL FASHION DRAWING 2 (FASH 1314)

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

12 wks We. Apr 08 09:00 - 13:00 DTN CRN 20031



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.



PORTFOLIO DESIGN 2 (FASH 2312)

Design and create a promotional presentation for individual collections. Digitally mastered portfolios, "look" books, catalogues, and other promotional brochures are produced. (36 hours) \$300

12 wks Th. Apr 09 13:00 - 16:00 DTN CRN 20028

TEXTILE SURFACE DESIGN & LAB (FASH 1313)

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

12 wks Th. Apr 09 09:00 - 16:00 DTN CRN 20034

ADV FASHION SHOW PREPARATION (FASH 2314)

These workshops provide practical experience in the planning and production of fashion shows. Plan, choreograph and present a mini-collection of your designs in the Graduate Fashion Show. (24 hours) \$245

8 wks We. May 06 13:00 - 16:00 DTN CRN 20037

REQUIRED COURSES to be scheduled in upcoming terms:

COLLECTION DESIGN 2 (FASH 2113)

(36 hours)

COMPUTER AIDED DRAFTING 1 (FASH 2114)

(48 hours)

COMPUTER AIDED DRAFTING 2 (FASH 2212)

(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)

DRAPING TECHNIQUES (FASH 2110)

(24 hours)

FABRIC AND TEXTILE STUDIES (FASH 1115)

(54 hours)

FASHION PHOTOSHOP APPLICATIONS (FASH 2214)

(48 hours)

FASHION PROF PRACTICES 2 (FASH 1172)

(36 hours)

ILLUSTRATION AND DESIGN 1 (FASH 1112)

(72 hours)

ILLUSTRATION AND DESIGN 2 (FASH 1210)

(36 hours)

INDUSTRIAL SEWING TECHNIQUES (FASH 1212)

(48 hours)

INT VISUAL COMMUNICATION (FASH 2211)

(36 hours)



FASHION ARTS / GEMMOLOGY AND JEWELLERY

INTRODUCTION TO FASHION (FASH 1110)

(36 hours)

PATTERN DRAFTING PRACTICAL 2 (FASH 2115)

(48 hours)

PATTERN DRAFTING THEORY (FASH 1211)

(48 hours)

PERSONAL BLOCK CONSTRUCTION (FASH 1214)

(18 hours)

PORTFOLIO DESIGN 1 (FASH 2210)

(36 hours)

PRODUCT DEVELOPMENT (FASH 1252)

(36 hours)

PRODUCTION PATTERNS GRADING (FASH 2203)

(36 hours)

SEWN PRODUCT TECHNIQUES (FASH 1114)

(48 hours)

STUDIO LAB B (FASH 2116)

(36 hours)

STUDIO LAB C (FASH 2213)

(36 hours)

TECHNICAL FASHION DRAWING 1 (FASH 1213)

(48 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.

CANADIAN GEMMOLOGICAL ASSOCIATION DIPLOMA PROGRAM

Program Coordinator: Donna Hawrelko, 604.443.8670 Program Assistant: 604.443.8677

Vancouver Community College (VCC) 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.

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. Apr 20 18:30 - 21:30 DTN 46 CRN 20121

HOW TO BUY DIAMONDS (GEMM 2136)

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

1 day Mo. May 25 18:30 - 21:30 DTN ****** CRN 20120

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 currently scheduled:

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. Demonstrations will include making bezels and some basic findings. 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. Apr 07 18:30 - 21:30 DTN 🖰 CRN 20306



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

SHEREE HUEN, GRADUATE, GEMMOLOGY PROGRAM

GEMMOLOGY AND JEWELLERY / INTERIOR DESIGN

JEWELLERY TECHNIQUES I (JEWL 1103)

Learn basic techniques in jewellery-making including piercing, filing, soldering, shaping, forming, design layout and application. Work at an individual jeweller's bench equipped with a torch and flexshaft tool to create your own designs as you learn. Additional costs for materials - approximately \$50. Some equipment and supplies provided. List of supplies provided at first class (24 hours). \$405

8 wks We. Apr 08 18:30 - 21:30 DTN **CRN** 20305 8 wks Mo. Apr 20 18:30 - 21:30 DTN **CRN** 20118

GRADUATE SALES ASSOCIATE (GEMM 2137)

This internationally recognized and accredited course is offered in a seven-part series covering pertinent facts on diamonds, coloured stones, pearls, watches, metals and period jewellery as well as information on the jewellery industry. Upon successful completion of the final exam, the associate is awarded the Graduate Sales Associate certification from the Jewellers Education Foundation of the American Gem Society. Fee includes GST and all materials (12 hours). \$645

4 wks Mo. Apr 20 18:30 - 21:30 DTN 4 CRN 20121

PEARL STRINGING TECNIQUES 1 (JEWL 1112)

Learn the basic methods of stringing pearls or beads in one fun filled day. Equipment and stringing materials provided. Bring your own pearls or beads to string, or borrow our pearls for the day. \$125

1 day Sa. Apr 25 10:00 - 16:00 DTN **4** CRN 20379

ELECTIVE COURSES to be scheduled in upcoming terms:

JEWELLERY APPRAISAL (JEWL 1107)

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

INTERIOR DESIGN

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

INTERIOR DESIGN CERTIFICATE PROGRAM

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 residential design industry. It is also the prerequisite program for entry into our new Kitchen and Bath Design Certificate. A number of courses transfer to both the Interior Design program at BCIT and to the Interior Design program at the Arts Institute. (subject to portfolio review and 65% GPA).

ENTRANCE REQUIREMENTS:

B.C. Secondary School completion or equivalent. B.C. Grade 12 level English or equivalent.

All new students must fill out an Application for Admission form available at CS Office, DTN Campus \$30.

REQUIRED COURSES:

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

Basic Drafting Concepts (INTD 1110)

Colour Theory (INTD 1114)

Graphic Presentation (INTD 1160)

Design Basics (INTD 1158)

Design for Small Spaces (INTD 1172)

Design Specifications (INTD 1116)

AutoCad for Interior Designers (INTD 1150)

Design Drawing (INTD 1159)

History Of Furniture (INTD 1102)

Kitchen & Bath Design (INTD 1169)

Lighting (INTD 1121)

Living Space and Bedroom (INTD 1170)

Materials and Finishes (INTD 1125)

ELECTIVE COURSES:

Textiles (INTD 1122)

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) \$390

11 wks Mo. Apr 14 18:15 - 21:30 DTN ***0** CRN 20365

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) \$390

12 wks We. Apr 08 18:30 - 21:30 DTN 4 CRN 20364

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) \$390

12 wks We. Apr 08 18:30 - 21:30 DTN ***6** CRN 20366

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) \$280

12 wks Th. Apr 09 18:30 - 20:30 DTN ****** CRN 20368

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) \$390

12 wks Tu. Apr 14 18:30 - 21:30 DTN 🖰 CRN 20362



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) \$280

12 wks Tu. Apr 14 18:30 - 21:30 DTN 9 CRN 20361

REQUIRED COURSES to be scheduled in upcoming terms:

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)

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).

LIGHTING (INTD 1121)

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

LIVING SPACE AND BEDROOM (INTD 1170)

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

MATERIALS AND FINISHES (INTD 1125)

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

TEXTILES (INTD 1122)

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



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

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.

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 a 160-hour practicum.

Kitchen/Bath Systems & Product (INTD 2105) Drafting 2 (INTD 2107) Basic Bathroom Design (INTD 2106) Advanced Kitchen & Bath Design (INTD 2201)

Basic Kitchen Design (INTD 2101) Construction (INTD 2102) Drafting 1 (INTD 2103)

Drafting 3 (INTD 2108) Kitchen and Bath Business (INTD 2104)

ELECTIVE COURSES:

There are no electives. All courses are required.

REQUIRED COURSES currently scheduled:

KITCHEN/BATH SYSTEMS & PRODUCT (INTD 2105)

This course takes a hands on approach to learning about the multitude of products and systems currently available. Classes will be "field" oriented, visiting showrooms and manufacturers throughout the lower mainland. Students will acquire thorough knowledge of products, cabinetry, appliances, hardware, and materials used within the industry. Competencies will be gained in standard estimating techniques and NKBA installation procedures. \$390

1 day Sa. Apr 04 10:00 - 16:00 and

1 day Sa. Apr 18 10:00 - 16:00 and

1 day Sa. May 09 10:00 - 16:00 and

1 day Sa. May 23 10:00 - 16:00 and

1 day Sa. Jun 06 10:00 - 16:00 and

1 day Sa. Jun 13 10:00 - 16:00 DTN 4 CRN 20370

"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



INTERIOR DESIGN / MAKE UP ARTISTRY

DRAFTING 2 (INTD 2107)

Building upon the knowledge gained in Level One Drafting, students will further explore hand drafting as it applies to kitchen and bath design and will begin working with AutoCAD. Students will be introduced to reflected ceiling plans, millwork detail and accurate drawings of one and two point perspectives with information gathered from drafted plans. \$390

12 wks Th. Apr 09 18:30 - 21:30 DTN 40 CRN 20369

BASIC BATHROOM DESIGN (INTD 2106)

Investigating all aspects of form and function within bathrooms, students will learn ways of creating innovative design solutions based upon space, client needs, sustainability, products and systems. Universal design, current trends in materials, lighting, fixtures and finishes will be thoroughly researched. Students will produce floor plans, elevations, materials boards, schedules and budgets to answer client needs. \$390

12 wks Tu. Apr 14 18:30 - 21:30 DTN ***6** CRN 20371

REQUIRED COURSES to be scheduled in upcoming terms:

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.

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.

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.

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

VCC 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)
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 coordinator. (30 hours) \$403

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 it on your model. Learn basic hair styling techniques. Model required. (30 hours) \$403

10 wks We. Apr 08 18:00 - 21:00 DTN ***6 CRN** 20125

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, up-to-date appearance. Learn 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 Thur. Apr 09 18:00 - 21:00 DTN ** CRN 20133

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. Re-create 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. Apr 09 18:00 - 21:00 DTN 4 CRN 20171

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

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 TV 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)



28 HEALTH SCIENCES AND HUMAN SERVICES

COUNSELLING

COUNSELLING

Start your counselling training at VCC...experiential, practical and transformational!

Become familiar with current trends in psychology and learn about cutting edge practices for working in the social service, addictions and corrections field while developing a network of professional contacts. Over eighty-five percent of our grads find related employment, and many are working in the field before they graduate. VCC's two part time evening Certificate programs in Substance Abuse and Counselling Skills provide the theory and skills to those either making a career change or for those currently working in the field who wish educational credentials. Courses are taught and designed by experts in the field.

Tuition for each program is about \$3700, and students pay course by course as they proceed through the program.

For more information, visit **www.vcc.ca**, attend an information session or contact the program coordinator or program assistant.

COUNSELLING SKILLS CERTIFICATE PROGRAM

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

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

Practicum Coordinator: Sarah Fernets, 604.443.8676, sfernets@vcc.ca

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

INFORMATION SESSIONS:

TUES. MARCH 24, WED. MAY 6, TUES. JUNE 16, TUES. AUG. 25 & WED. SEPT. 9, 2009 6:30PM TO 8:00PM VCC-DTN CONTINUING STUDIES OFFICE.

If you are interested in working as a settlement worker, a family support worker, a youth outreach worker or in many other positions within the field, then 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 prerequisites for those students considering graduate studies in Department of Education and Counselling Psychology, and Special Education at UBC. Ministry of Advanced Education place our employment success rate at over 85% for this program.

Students can complete this certificate in fifteen months to three years and can choose to attend school 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 students already working in the field can choose to complete their Practicum at their worksites.

One Practicum Option

STUDENTS ONLY.

PRACTICUM INFORMATION MEETING: WEDNESDAY, APRIL 22, 2009 OR MONDAY JUNE 1, 2009 5 P.M., ROOM 218B. THIS MEETING IS FOR CURRENT CERTIFICATE

ENTRANCE REQUIREMENTS:

- Satisfactory completion of Basic Counselling Skills (CNSK 1101) or equivalent.
- A minimum of Grade 12 English (C+) or equivalent OR successful completion of courses from university OR college (university transfer courses). An educational transcript is required. Applicants who do not meet this requirement, an assessment test and upgrading may be required.
- Relevant experience in the social services field either paid or volunteer (minimum of 35 hours). Volunteer opportunities are available at www.govolunteer.ca.
- Letter of reference (employer or volunteer references are preferred).
- Recommended two years successful recovery for those affected by chemical dependency.
- Maturity and emotional stability.
- Only completed applications will be considered. Please submit your application to the Center for Continuing Studies including application fee of \$30. Applicants will be contacted to arrange an interview.

REQUIRED COURSES:

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

ELECTIVE COURSES:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING (CNSK 1101)

Attended by thousands of individuals, Basic Counselling Skills is the prerequisite for both the Substance Abuse and Counselling Skills Certificate Programs. This practical skills-based course provides relationship building and listening skills to improve communication with clients, coworkers, friends and families. While this course serves as the prerequisite course for the Certificate programs, it is open to those who wish to take it for general interest or professional development. Many of our students describe "Basic" as life changing. Offered every term. (36 hours) \$421

12 wks Tu. Apr 07 18:30 - 21:30 DTN % CRN 20116
12 wks Th. Apr 09 18:30 - 21:30 DTN % CRN 20117
11 wks Fr. Apr 17 09:30 - 12:30 and
1 afternoon Fr. May 01 13:30 - 16:30 BWY % CRN 20261
10 days Tu. Th. Jul 07 18:30 - 21:30 and
1 day Sa. Jul 25 09:30 - 16:30 DTN % CRN 20307

REQUIRED COURSES currently scheduled:

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 addiction in a social service agency to complete their requirements plus attend nine Practicum seminars. This is a continual intake class that runs alternate Wednesday evenings throughout the year. \$617

PRACTICUM - VOLUNTEER OPTION (CNSK 1398)

Provides an opportunity to master and demonstrate the knowledge and skills gained during the classroom component of the Counselling Skills certificate program. Practise your skills at a social service agency with an emphasis on supervision and feedback. Continuous liaison with the program is maintained throughout the practicum by attendance in five seminars and a negotiated contract between the student, the agency and VCC. This is a continual intake class that runs alternate Wednesday evenings throughout the year. \$421

PRACTICUM - WORKSITE OPTION (CNSK 1299)

Available to students who are currently working in the field and who wish to complete the practicum through their current duties, this option gives students an opportunity to enhance their knowledge and skills by examining their worksite experiences in a series of nine practicum seminars and a skill based assignment. Students choosing this option must submit information about their current job to the program coordinator to determine suitability. This is a continual intake class that runs alternate Wednesday evenings throughout the year. \$421

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) \$421

12 wks Tu. Apr 07 18:30 - 21:30 DTN CRN 20311 12 wks Th. Apr 09 18:30 - 21:30 DTN CRN 20314

COUNSELLING

THEORIES OF COUNSELLING (CNSK 1102)

Prerequisite: Acceptance to the Counselling Skills Certificate program or permission of the Program Coordinator. Learn about different counselling theories and consider their contributions and limitations. Use this knowledge to discuss your own beliefs, values and approaches to the helping professions and articulate these beliefs and approaches through various assignments. Increase your understanding of the significance and development of the relationship between helper and client and broaden your awareness of the ethical behaviour involved. (36 hours). \$421

12 wks We. Apr 08 18:30 - 21:30 DTN CRN 20377

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 the Saturday class is required for course credit. (30 hours) \$345

8 wks Tu. Apr 21 18:30 - 21:30 and 1 day Sa. May 02 09:30 - 16:30 DTN CRN 20309 8 wks We. Apr 22 18:30 - 21:30 and 1 day Sa. May 02 09:30 - 16:30 DTN CRN 20310

REQUIRED COURSES to be scheduled in upcoming terms:

INDIVIDUAL COUNSELLING SKILLS (CNSK 1103) (36 hours)

ELECTIVE COURSES currently scheduled:

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) \$421

10 wks Mo. Apr 06 18:30 - 21:30 and 1 day Sa. Jun 13 09:30 - 16:30 DTN 16 CRN 20382 10 wks Th. Apr 09 18:30 - 21:30 and 1 day Sa. May 30 09:30 - 16:30 DTN 17 CRN 20352

SHU-YIN MAU. COUNSELLING SKILLS STUDENT

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) \$421

12 wks Tu. Apr 07 18:30 - 21:30 DTN 9 CRN 20308

CLINICAL PRACTICE (CNSK 1113)

Do you wish you could have additional supervised clinical practice? Taught by an experienced clinician, this course focuses on integrating theoretical knowledge and experience with instruction, demonstration, practice and feedback. Prerequisite course: CNSK 1103 or SUAB 1101 or permission of Program Coordinator. This course is NOT required for certificate completion. (18 hours) \$244

1 day Sa. Apr 18 09:30 - 15:30 and 1 day Sa. May 09 09:30 - 15:30 and 1 eve Mo May 25 18:00 - 21:00 (optional attendance due to possible course conflict) and 1 day Sa. Jun 06 09:30 - 12:30 DTN CRN 20358

ELECTIVE COURSES to be scheduled in upcoming terms:

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

VOCATIONAL COUNSELLING SKILLS (CNSK 1109) (18 hours)

SUBSTANCE ABUSE CERTIFICATE PROGRAM

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

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

Practicum Coordinator: Sarah Fernets, 604.443.8676, sfernets@vcc.ca

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

INFORMATION SESSIONS:

TUES. MARCH 24, WED. MAY 6, TUES. JUNE 16, TUES. AUG 25, & WED. SEPT 9, 6:30PM TO 8:00PM VCC-DTN CONTINUING STUDIES OFFICE.

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

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

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

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

Required Courses: Introduction to SA, Drugs and Human Behaviour, Individual Counselling, Personal and Professional Behaviour, 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:

WED., APRIL 22, 2009 OR MONDAY JUNE 1, 2009 5 P.M., ROOM 218B. THIS MEETING IS FOR CURRENT CERTIFICATE STUDENTS ONLY WHO HAVE COMPLETED THE MAJORITY OF THEIR COURSE REQUIREMENTS.

ENTRANCE REQUIREMENTS:

- Satisfactory completion of Basic Counselling Skills (CNSK 1101) or equivalent.
- A minimum of Grade 12 English (C+) or equivalent OR successful completion of courses from university OR college (university transfer courses). An educational transcript is required. Applicants who do not meet this requirement, an assessment test and upgrading may be required.
- Relevant experience in the social services field either paid or volunteer (minimum of 35 hours). Volunteer opportunities are available at www.govolunteer.ca.
- Letter of reference (employer or volunteer references are preferred).
- Recommended two years successful recovery for those affected by chemical dependency.
- Maturity and emotional stability.

REGISTER ONLINE WWW.vcc.ca

"A wonderful, thoughtful instructor who worked hard to prepare the course. She is a great communicator, organizer and inspiring mentor."



30 HEALTH SCIENCES AND HUMAN SERVICES

COUNSELLING / EARLY CHILDHOOD CARE AND EDUCATION

 Only completed applications will be considered. Please submit your application to the Center for Continuing Studies including application fee of \$30. Applicants will be contacted to arrange an intake orientation meeting.

REQUIRED COURSES:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING (CNSK 1101)

See course description on page 28. (36 hours) \$421

REQUIRED COURSES currently scheduled:

PRACTICUM - DUAL OPTION (CNSK 1399) See course description on page 28.

PRACTICUM - VOLUNTEER OPTION (CNSK 1398) See course description on page 28.

PRACTICUM - WORKSITE OPTION (CNSK 1299) See course description on page 28.

ABORIGINAL CONTEXT (SUAB 1115)

Prerequisite: Acceptance to the Substance Abuse Certificate program or permission of the Program Coordinator. Learn about substance misuse from an Aboriginal point of view and enjoy an opportunity to attend an Aboriginal healing ceremony. Considering historical and traditional perspectives, this course will focus on a cultural approach to recovery, giving participant an understanding of Aboriginal counselling and healing practices. Through class discussions, activities and specific readings, you will learn how cultural expression and identity can provide the basis for healing. Attendance in the Saturday field trip is required for course credit. (36 hours) \$421

10 wks Mo. Apr 06 18:30 - 21:30 and 1 day Sa. May 23 09:30 - 16:30 DTN ***6** CRN 20360 10 wks Tu. Apr 07 18:30 - 21:30 and 1 day Sa. Apr 25 09:30 - 16:30 DTN ***6** CRN 20357

SUBSTANCE ABUSE-IND COUNSEL (SUAB 1101)

Prerequisite: Acceptance to the Substance Abuse Certificate program or permission of the Program Coordinator. Learn skills and strategies used by helpers working in the area of substance abuse. Build on content areas covered in Basic Counselling Skills (CNSK 1101), and acquire the skills of motivational interviewing. You will experience the client/counsellor relationship and analyze the issues that emerge. Students will spend additional time outside of class time practicing their skills. (36 hours) \$421

12 wks We. Apr 08 18:30 - 21:30 DTN CRN 20312 12 wks Th. Apr 09 18:30 - 21:30 DTN CRN 20313

PERSONAL PROF DEVELOPMENT (CNSK 1112) See course description on page 29. (30 hours) \$345

8 wks Tu. Apr 21 18:30 - 21:30 and 1 day Sa. May 02 09:30 - 16:30 DTN CRN 20309 8 wks We. Apr 22 18:30 - 21:30 and 1 day Sa. May 02 09:30 - 16:30 DTN CRN 20310

REQUIRED COURSES to be scheduled in upcoming terms:

DRUGS AND HUMAN BEHAVIOUR (SUAB 1103) (21 hours)

INTRO TO SUBSTANCE ABUSE (SUAB 1102) (21 hours)

SUBSTANCE ABUSE-ASSESS/REF (SUAB 1106) (36 hours)

ELECTIVE COURSES currently scheduled:

GROUP COUNSELLING SKILLS (CNSK 1104) See course description on page 29.

10 wks Mo. Apr 06 18:30 - 21:30 and 1 day Sa. Jun 13 09:30 - 16:30 DTN **℃ CRN** 20382 10 wks Th. Apr 09 18:30 - 21:30 and 1 day Sa. May 30 09:30 - 16:30 DTN **℃ CRN** 20352

FAMILY COUNSELLING SKILLS (CNSK 1105) See course description on page 29.

12 wks Tu. Apr 07 18:30 - 21:30 DTN 🖰 CRN 20308

CLINICAL PRACTICE (CNSK 1113) See course description on page 29.

1 day Sa. Apr 18 09:30 - 15:30 nd 1 day Sa. May 09 09:30 - 15:30 and 1 day Mo. May 25 18:00 - 21:00 and 1 eve Mo May 25 18:00 - 21:00 (optional attendance due to possible course conflict) and 1 day Sa. Jun 06 09:30 - 12:30 DTN CRN 20358

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.

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: \$30.00

"What an inspirational instructor! She has given us more than just a foundation to ECE, but pride for what we do."

ELLA SIU. ECE STUDENT IN THE FAMILY LITERACY CERTIFICATE PROGRAM



EARLY CHILDHOOD CARE AND EDUCATION

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.



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.



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 eight evening sessions and two Saturdays.

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.

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.
- Possess the physical health, stamina, emotional maturity and social ability to meet the demands of working 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. 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. Also available as a Distance Education course with \$20 additional fees for courier costs. Includes new text. \$335

8 wks Mo. Apr 06 18:45 - 21:45 and 1 day Sa. May 09 09:00 - 16:30 and 1 day Sa. May 30 09:00 - 16:30 DTN CRN 20302

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.

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.





32 HEALTH SCIENCES AND HUMAN SERVICES

FAMILY LITERACY / HEALTH

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.

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

CHILD DEV & EMERGENT LITERACY (FAML 1104)

Explore the principles of child development, deepen your understanding of play and reflect upon children with exceptional needs in family literacy programs. Examine oral language and reading/writing development from emergent to independent stages and focus on the role of adults in supporting childrens' literacy development. (24 hours) \$220

1 day Fr. Apr 17 17:00 - 21:00 and 1 day Sa. Apr 18 09:30 - 17:30 and 1 day Fr. May 08 17:00 - 21:00 and

1 day Sa. May 09 09:30 - 17:30 DTN **1 CRN** 20372

COMMUNITY PARTNERSHIPS (FAML 1105)

Learn about the principles of community development and how these impact and support family literacy, home languages and cultures. Criteria for effective partnerships and examples of successful community partnerships will be highlighted. (24 hours) \$220

1 day Fr. May 29 17:00 - 21:00 and 1 day Sa. May 30 09:30 - 17:30 and 1 day Fr. Jun 19 17:00 - 21:00 and 1 day Sa. Jun 20 09:30 - 17:30 DTN **1** CRN 20373

REQUIRED COURSES to be scheduled in upcoming terms:

FAMILY LITERACY ACROSS CONTEXT (FAML 1106)

Broaden and deepen familiarity with family literacy in a variety of contexts. Models of programs in schools, libraries and other community contexts will be examined, as will program designed for first nations communities and immigrant populations. (24 hours)

FAMILY LITERACY PRACTICUM (FAML 1108)

This 30 hour field-based experience provides opportunities to broaden and deepen familiarity with family literacy programs, transfer classroom theory into practice and learn from mentors in the community.

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)

LEADERSHIP IN FAMILY LITERACY (FAML 1107)

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

WORKING WITH ADULTS & FAMILIES (FAML 1103)

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

HEALTH

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: 604.443.8635 To Register: 604.443.8484

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

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. Jun 06 09:00 - 18:00 BWY CRN 20334

ELECTIVE COURSES to be scheduled in upcoming terms:

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 two-person CPR. (4 hours)

FOODSAFE

To Register: 604.443.8484

A one day course offered every Saturday throughout the year (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. April 4, 2009

"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



HEALTH

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. May 09 09:00 - 18:00 DTN ***6** CRN 20332

FOODSAFE LEVEL 2 (HLTH 1102)

(12 hours) \$135

2 wks Sa. Jun 06 09:00 - 16:00 DTN ***6** CRN 20333

HEALTH SPECIALTY COURSES

Program Assistant: 604.443.8635

ELECTIVE COURSES:

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

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. Apr 25 09:00 - 17:00 DTN CRN 20336

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

3 wks Sa. May 02 09:00 - 16:00 DTN CRN 20330 3 wks Sa. Jun 06 09:00 - 18:00 DTN CRN 20337

ELECTIVE COURSES to be scheduled in upcoming terms:

ASSESSMENT OF ELDERLY (HLTH 1230)

For RNs and LPNs. Are you caring for the elderly? Refresh and renew your gerontology assessment skills. A one-day session that will assist you to recognize the clinical concerns of the elderly in any setting and an opportunity to discuss evidence based interventions. (7 hours)

MEDICATION ADMIN ASST LIV WORK (HLTH 1327)

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

2 days Fr. Sa. Jun 12 09:00 - 16:00 DTN CRN 20331 Height

HEIGHTENED 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).

MEDICATION COURSE FOR HCWS (HLTH 1366)

This 14-hr 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)

RN IV THERAPY THEORY (HLTH 1185)

For practising RNs: update your knowledge on how to locate sites, select equipment, insert IV, adjust flow rates, identify complications and select nursing interventions for the adult patient in keeping with standards for IV nursing. Maximum: 12 nurses. (8 hours)

LPN CONTINUING STUDIES

Program Assistant: 604.443.8635

ELECTIVE COURSES:

Most of the courses are available by distance education:

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

ELECTIVE COURSES currently scheduled:

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

Apr 01 OFS CRN 20343

VCC OFFERINGS TO WATCH

CARING COMES IN MANY FORMS.

VCC's highly respected health and human services programs can help you upgrade your skills or launch your new career.

From counselling to nursing, interpreting to early childhood education, trained professional are in demand around the province.

Prepare yourself to work in a rewarding field and train with B.C's No. 1 college. A leader in training for careers in health and caring for our communities, VCC's graduate placement rates are among the highest in the province.

Find out more about how you can train for your career in caring. Visit our website at vcc.ca or join us at a free information session and speak to our faculty about the program that's right for you.





34 HEALTH SCIENCES AND HUMAN SERVICES

HEALTH

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

Apr 01 OFS CRN 20344

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. \$250

Apr 01 OFS CRN 20340

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

Apr 01 OFS CRN 20342

CLPN EXAM PREP (HLTH 1360)

If you are preparing to write the Canadian Practical Nurse registration exam, this course has been developed to help you succeed. The instructor led evening sessions will cover the relevant information for the exam. Offered three times a year. (20 hours) \$182

4 wks Sa. Apr 04 09:00 - 13:00 DTN CRN 20321

ESSENTIAL LEADERSHIP FOR LPN'S (HLTH 1339)

The role and responsibilities of the LPN have changed dramatically over the past five years and will likely continue to do so. This three-day course will provide you with an opportunity that combines theoretical knowledge, interpersonal skills and the case study practice to return to the workplace, with the ability to assess, implement and evaluate the complex and challenging skills that make up leadership. (24 hours) \$330

3 wks Sa. Jul 04 09:00 - 18:00 DTN CRN 20338

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

LPN PHARMA/PARENTERAL LAB (HLTH 1130)

Upon completion of theory portion of pharmacology or parenteral course, this is the lab check for the manual skill. Held on the last Saturday of each month. (8 hours).

RN IV THERAPY THEORY (HLTH 1185)

For practising LPNs: update your knowledge on how to locate sites, select equipment, insert IV, adjust flow rates, identify complications and select nursing interventions for the adult patient in keeping with standards for IV nursing. Maximum: 12 nurses. (8 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.



LPN TO BSCN TRANSITION STUDIES

Program Assistant: 604.443.8635 To Register, please call 604.443.8635

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). LPN's may take either Acute or Non-Acute Heightened Expectations as prefered.

ENTRANCE REQUIREMENTS:

If you are taking the maternity or pediatric courses as part of LPN to BScN Transition Program, please note you must complete all University Transfer courses prior to registration.

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

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

3 wks Sa. May 02 09:00 - 16:00 DTN CRN 20330 3 wks Sa. Jun 06 09:00 - 18:00 DTN CRN 20337

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

4 days Mo. Th. May 11 09:30 - 16:30 and 1 day Mo. Jun 08 09:30 - 16:30 and 1 day Mo. Jun 22 09:30 - 16:30 and 1 day Mo. Jul 06 09:30 - 16:30 and 4 days Fr. Sa. Aug 07 07:00 - 16:30 OFS CRN 20235

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)

7 wks Sa. May 30 10:00 - 17:00 and 14 days Sa. Su. Jul12 09:00 - 18:00 DTN CRN 20415

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. Jun 05 09:00 - 17:00 and 3 wks Sa. Jun 13 09:00 - 17:00 DTN CRN 20260

REQUIRED COURSES to be scheduled in upcoming terms:

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).

HEALTH

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.

ENTRANCE REQUIREMENTS

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

Apr 01 OFS CRN 20339

RENAL DIALYSIS TECHNICIAN CERTIFICATE PROGRAM

Program Assistant: 604.443.8672

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 certificate program is 7 1/2 weeks combining theory and clinical practice.

ENTRANCE REQUIREMENTS:

- Minimum Grade 12 or higher education or ICES Basic Evaluation. For an evaluation application and current fee information, email ICES or call 604.432.8800.
- ABE (Adult Basic Education) or ELA (English Language Assessment) completed at our Broadway campus completed in the 2 years prior to application date
- Completion of Medical Terminology Course
- Completion of Interpersonal Communication Skills Course
- Completion of 1 semester of First year Post-Secondary Science (any one of Chemistry, Biology or Physics)

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 at 604-443-8672.

ENTRANCE REQUIREMENTS:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

MEDICAL TERMINOLOGY 1 (OACP 1108)

For those wishing to work in the technology/laboratory or related health field, learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and introduction to surgical terms and practical applications. Word parts (stems, prefixes, suffixes and abbreviations) are covered as well as pronunciation and spelling. First half of a two-part course. Purchase text at Downtown campus bookstore prior to first class. (30 hours) \$199

10 wks Tu. Apr 14 18:00 - 21:00 DTN **A** CRN 20062 10 wks Tu. Apr 14 18:00 - 21:00 DTN **A** CRN 20063

INTERPERSONAL/COMMUN - HEALTH (MSKL 1104)

This 24-hour course provides broad and practical interpersonal and teamwork skills that will assist participants to develop stronger communication, decision-making and assertiveness skills for the workplace. Topics include effective communication skills, decision-making, conflict resolution, teamwork, leadership skills, personal motivation and empowerment in self-education. For Sterile Supply and Renal Dialysis Technician students. (24 hours) \$320

4 wks Sa. Apr 18 09:00 - 16:00 DTN 🕆 CRN 20354 4 wks Sa. May 23 09:00 - 16:00 DTN 🗘 CRN 20355 4 wks Sa. Jun 20 09:00 - 16:00 DTN 🗘 CRN 20356

"It was a very in-depth and interesting course. I left with a feeling of great satisfaction." KARNPREET SANGHA, STERILE SUPPLY TECHNICIAN STUDENT





INTERPRETING

INTERPRETING

Unique across Canada, VCC's interpreting programs prepare bilingual individuals to work as language interpreters in the community and within the health care and legal systems. Our instructors are bilingual 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

INTERPRETING CERTIFICATE PROGRAM

Vancouver Community College enjoys national and international recognition for its multilingual programs in interpreter training. A pioneer since the inception in 1979 of its award-winning Court Interpreting program, VCC offers up-to-date practical training to prepare bilingual men and women to work as effective interpreters in the legal and health care systems and in social services.

Candidates should have an excellent knowledge of English and another language with strong oral communication skills and an aptitude for interpreting. Post-secondary education is strongly recommended (at least two years of college or university).

Applicants to the Certificate programs in Interpreting are required to take the prerequisite course Interpreting/Translation Intro (INTR 1192) and pass an entrance exam in order to be admitted to the Interpreting Certificate program.

INTERPRETING CERTIFICATE PROGRAM - COURT

Program Coordinator: Karin Reinhold, 604.443.8389, kreinhold@vcc.ca

Program Assistant: 604.443.8661, ce-interpret@vcc.ca

The certificate from this program is recognized as proof of accreditation by the Ministry of the Attorney General, Court Services. Established in 1979, this part-time program enables bilingual speakers to obtain practical training in interpreting techniques, legal terminologies and procedures. The program prepares participants to work as accredited court interpreters, as well as providing an excellent preparation for other interpreting jobs. Through court observation, lectures, simulated courtroom situations and interpretation practice in small language-specific classes, close individual instruction is offered.

The program has been designed in direct response to the needs of the courts, and meets the Canadian national standards of excellence in training. The Advisory Committee to the program includes representatives of the legal and judicial system, as well as practitioners in the profession.

10 months of part-time study. 300 classroom hours in addition to home study and assignments (Bursaries are available).

INFORMATION SESSION: THURS., APR 16, 2009, 6:30 – 7:30 P.M. DOWNTOWN CAMPUS

ENTRANCE REQUIREMENTS:

- Introduction to Translation and Interpreting course (INTR 1192)
- Candidates should have post-secondary education (at least 2nd year college or university), good hearing and an aptitude for interpreting. For international students whose first language is not English, we recommend a TOEFL score of at least 570 or higher, or a VCC Assessment (ELA) of at least 145/200 or higher.
- Successful completion of Entrance Exam

REQUIRED COURSES:

Simultaneous Interpretation (INTR 1101)
Adv Professional Orientation (INTR 1102)
Court Practicum (INTR 1141)
Interpret Medical Terminology (INTR 1175)
Interpreting 1 (INTR 1173)
Interpreting 2 (INTR 1132)
Interpreting 3 - Court (INTR 1103)
Law For Court Interpreters (INTR 1104)
Overview of Community Services (INTR 1181)
Pre-Interpreting Skills (INTR 1152)
Terminology Research (INTR 1130)

ENTRANCE REQUIREMENT COURSES currently scheduled:

INTERPRETING/TRANSLATION INTRO (INTR 1192)

Are you interested in interpreting or translating as a profession? An overview of interpreting and translating and its attendant skills. Examine 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. A prerequisite for certificates in Court Interpreting or Health Care and Community Services Interpreting. Includes Entrance Exam. (28 hours) \$370

8 wks Tu. Apr 21 18:30 - 21:30 and 1 day Sa. Jun 13 09:30 - 16:30 DTN CRN 20220

REQUIRED COURSES to be scheduled in upcoming terms:

SIMULTANEOUS INTERPRETATION (INTR 1101)

This course builds upon the skills mastered in all previous interpreting courses. Since simultaneous interpreting is a complex process involving listening and understanding in one language while rendering the message into another, the course moves from the initial interpreting of individual words to sentences to paragraphs and finally, full statements and court transcripts. The course focuses on simultaneous interpreting from English to another language. Students learn to become proficient in dual tasking, to develop the ability to listen to one language while repeating the message in another language, and to develop strategies for taking notes while interpreting, as well as for continuing practice and self-improvement. Pass Mark: 70% (36 hours) \$425

ADV PROFESSIONAL ORIENTATION (INTR 1102)

This course will discuss career management and business practice, decision making issues regarding a freelance career: self-employment, finding work opportunities and how to access them, record-keeping, contracts and other protocols. Pass Mark: 70% (12 hours)

INTERPRETING 3 - COURT (INTR 1103)

This course builds upon the skills acquired in Interpreting I and II while concentrating on specific legal and court terminologies needed by practising court interpreters. In the language laboratory and in small language-specific classes the students practise and learn to provide smooth and coherent sight translations of specialized legal texts. The students gain the ability to handle longer passages in consecutive interpreting, and to maintain a higher register through more extensive legal terminology. Pass Mark: 70% (30 hours)

LAW FOR COURT INTERPRETERS (INTR 1104)

Students learn the foundations of Canadian law and the BC court system, court procedures and legal terminologies in reference to their work as interpreters. The course discusses the legal aspects of court interpreting, and the role of the interpreter in the legal system. Reference is made to comparative law. Pass mark 65%. (27 hours)

TERMINOLOGY RESEARCH (INTR 1130))

This course introduces terminology as a field of study with its own principles and methodology. Students learn to identify terminological units and differentiate between various types of terms from the point of view of form, function, meaning and origin. In the process of creating terminological records for the purposes of interpreting and translation, students analyze various types of definitions, contexts and cross-references. Students learn to conduct independent research on general and specialized resources in English and their language of specialty in their chosen fields, working with a variety of hard copies as well as electronic texts and Internet resources. Pass Mark: 65% (24 hours)

INTERPRETING

INTERPRETING 2 (INTR 1132)

This course builds upon the skills acquired in Interpreting I and introduces specific medical and legal terminology needed by practicing interpreters in more specialized settings. In the language laboratory and in small language-specific classes this course provides practice to achieve smooth and coherent sight translations of generic medical and legal texts and to improve capacity for handling longer passages in consecutive interpreting. Students use skills learned in the Terminology Research course to build bilingual terminology banks pertinent to the health and care legal fields. Pass Mark: 70% (24 hours)

COURT PRACTICUM (INTR 1141)

The practicum is composed of directed court observation, participation in mock trials at the University of British Columbia Law Faculty, and specialized visits (e.g. Narcotics Squad). Pass Mark: Satisfactory (30 hours)

PRE-INTERPRETING SKILLS (INTR 1152)

Pre-Interpreting Skills builds on unilingual mastery of interpreting skills: listening and comprehension, memory, note-taking, vocabulary development, recognition and maintenance of language registers, public speaking skills. Strategies used and learned in English can be applied to the interpreter's chosen language of specialization. Students learn to focus on effective text analysis in English and to apply lexical transference techniques to texts in the other language and to bilingual situations, and to analyze the effectiveness of the interpretation. Pass Mark: 70% (30 hours)

INTERPRETING 1 (INTR 1173)

In Interpreting I the students will apply the basic skills learned in the previous courses to the bilingual interpreting skills required for community (or dialogue interpreting). These are sight translation and short consecutive or dialogue interpreting. The course will focus on the processes involved in each, and provide practice both in the language laboratory and in small language-specific groups under the tutelage of a specialist in each language. Pass Mark: 70% (24 hours)

INTERPRET MEDICAL TERMINOLOGY (INTR 1175)

This course is planned specifically to introduce interpreters to the field of medical terminology insofar as it relates to their work in court and in health care. Students are then expected to find the equivalent terminology in their other language, with the assistance of bilingual instructors in their Bilingual Interpreting classes. Pass Mark: 70% (24 hours)

OVERVIEW OF COMMUNITY SERVICES (INTR 1181)

This course introduces students to the various community services which employ interpreters, and the expectations held by these agencies on the role and duties of the interpreter. Students learn to do research into these agencies, and start building their personal terminology banks from the pamphlets provided for the agencies' clients. Pass Mark: Satisfactory (6 hours)

INTERPRETING CERTIFICATE PROGRAM - HEALTH AND COMMUNITY SERVICES

Program Coordinator: Karin Reinhold, 604.443.8389, kreinhold@vcc.ca

Program Assistant: 604.443.8661, ce-interpret@vcc.ca

The certificate from this program will enable you to work as a professional interpreter in hospitals, clinics and other health care agencies, as well as in community services. Understanding the community social services and health care systems; interpreting effectively for limited English speakers and service providers; medical terminology; ethics and the role of the health interpreter are all covered in detail. Through lectures, simulated health care situations and interpretation practice in small language-specific classes, close individual instruction is offered. This part-time ten-month program enables bilingual men and women to obtain practical training to prepare for a demanding and satisfying career.

10 months of part-time study. 252 classroom hours in addition to home study and assignments and practicum

INFORMATION SESSION: THURS., APR 16, 2009 6:30 – 7:30PM, DOWNTOWN CAMPUS

ENTRANCE REQUIREMENTS:

- Introduction to Translation and Interpreting course (INTR 1192)
- Candidates should have post-secondary education (at least 2nd year College or University), good hearing and an aptitude for interpreting. For international student or students whose first language is not English, we recommend a TOEFL score of at least 570 or higher, or a VCC Assessment (ELA) of at least 145/200 or higher.
- Successful completion of Entrance Exam

REQUIRED COURSES:

Adv Professional Orientation (INTR 1102)
Intro to HC Infrastructure (INTR 1166)
Interpret Medical Terminology (INTR 1175)
Interpreting 1 (INTR 1173)
Interpreting 2 (INTR 1132)
Interpreting 3 - Health (INTR 1133)
Health Care Practicum (INTR 1134)
Overview of Community Services (INTR 1181)
Pre-Interpreting Skills (INTR 1152)
Terminology Research (INTR 1130)

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.





38 HEALTH SCIENCES AND HUMAN SERVICES

INTERPRETING

ENTRANCE REQUIREMENT COURSES currently scheduled:

INTERPRETING/TRANSLATION INTRO (INTR 1192)

Are you interested in interpreting or translating as a profession? An overview of interpreting and translating and its attendant skills. Examine 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. A prerequisite for certificates in Court Interpreting or Health Care and Community Services Interpreting. Includes Entrance Exam. (28 hours) \$370

8 wks Tu. Apr 21 18:30 - 21:30 and 1 day Sa. Jun 13 09:30 - 16:30 DTN CRN 20220

INTERPRETERS AND TRANSLATORS: PROFESSIONAL DEVELOPMENT

Program Coordinator: Karin Reinhold, 604.443.8389, kreinhold@vcc.ca

Program Assistant: 604.443.8661, ce-interpret@vcc.ca

ELECTIVE COURSES currently scheduled:

DOCUMENT TRANSLATION 1 (INTR 1198)

This two half-day basic workshop on document translation will provide workshop participants with an overview of the translation process and the translation industry in Canada. Topics covered include basic translation theory, challenges of translation, translation memory and online resources, quality in translation, and the business of translation. The students' skills and proficiency in document translation will be further developed through the revision of in-class translations into English. Participants will learn to apply basic translation principles in practice and to access resources to contribute to further training and self-development as translators. Although this workshop is suitable for beginner translators without any previous formal translation studies it does require a sound knowledge of written and spoken English. (6 hours) \$99

1 day Sa. Apr 04 09:30 - 12:30 DTN CRN 20315

SUBTITLING SCRIPTS (INTR 1195)

An introduction to subtitling and translating scripts for the film industry. In our globalized world, film subtitling is an increasing industry with growing opportunities for translators, especially in a city like Vancouver. A great chance to combine translation and linguistic skills with creativity and entertainment. Topics covered: What is subtitling, common subtitling tools, spotting: creating subtitles from and original film script, translating subtitles (general rules, industry standards and studio-specific translation guidelines), handson examples. Discount for STIBC members, VCC interpreting students and grads. (3 hours) \$50

1 day Sa. May 02 09:30 - 12:30 DTN CRN 20221

SIMO PRACTICE SESSION 1 (INTR 1201)

These 3 hour lab sessions are designed for interpreters who wish to improve their conference interpreting skills where the emphasis is from their other language into English. Where possible, attendees will be divided into language groups to allow for peer corrections. The instructor will provide source language audio materials (eg speeches and media reports) and some general guidance and limited individual corrections. Attendees may propose practice materials as well (mp3 files or audio cassette tape0 but please contact the instructor in advance. Languages offered: French, Spanish Portuguese. (3 hours) \$60

1 day Sa. May 09 09:30 - 12:30 DTN CRN 20316



Do you offer any courses for translators or interpreters who are already working in the field?

Yes! Join us for a wide variety of stimulating professional development workshops, facilitated by well respected, successful and highly qualified instructors.



SIMO PRACTICE SESSION 2 (INTR 1202)

These three-hour lab sessions are designed for interpreters who wish to improve their conference interpreting skills where the emphasis is from their other language into English. Where possible, attendees will be divided into language groups to allow for peer corrections. The instructor will provide source language audio materials (eg speeches and media reports) and some general guidance and limited individual corrections. Attendees may propose practice materials as well (mp3 files or audio cassette tapes but please contact the instructor in advance. Languages offered: French, Spanish and Portuguese. (3 hours) \$60

1 day Sa. May 09 14:00 - 17:00 DTN CRN 20317

INTERCULTURAL AWARENESS (INTR 1196)

Never before have intercultural and interpersonal skills been as vital as today! Understanding the subtleties of another culture is as crucial as being able to speak a common language, if not more so. Top managers and recruiters have rated intercultural awareness the number one skill in today's job life. This workshop is designed to introduce you to intercultural skills, to provide help, how to avoid cultural misunderstanding and faux-pas and how to set the course for your success by elegant socializing and more flexibility. Discount for STIBC members, VCC interpreting students and grads. (3 hours) \$50

May 16 09:30 - 12:30 DTN CRN 20222

TRANSLATION & INTERNET (INTR 1197)

An introduction of how the Internet has changed the translation industry. The Internet has had a tremendous impact on the industry, in negative and positive ways. And it is still shaping it continuously. Learn what a translator must know about the Internet, how to use it efficiently, and the do's and don'ts to be successful in a globalized world. Individual aspects: Machine translation; Competition; Rates; Turnaround; Quality; Communication. Discount for STIBC members, VCC interpreting students and grads. (5 hours) \$70

1 day Sa. May 30 09:30 - 14:30 DTN CRN 20223

RESEARCH & TRANSFER TECHNIQUES (INTR 1193)

This one-day workshop will cover 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, specific translation techniques, etc. The workshop training techniques will include presentations by the workshop leader, discussion by participants and practical exercises. The workshop will be of interest to translators and interpreters working in any language combination. However, the language of the workshop and of most exercises will be English. Discount for members of STIBC, VCC interpreting students and grads. (6 hours) \$85

1 day Sa. Jun 27 09:30 - 16:30 DTN CRN 20088

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 currently scheduled:

EASTER BREADS (CUIS 1105)

Just in time for Easter, learn how to make delicious treats for family and friends! Baking together from scratch, we will make traditional hot cross buns, tender Easter breads, fancy cookies and decorated cupcakes. (6 hours) \$98

1 day Sa. Apr 04 09:00 - 16:00 DTN **1** CRN 20229

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 Tu. Apr 07 19:00 - 21:30 DTN 4 CRN 20137

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. Apr 08 19:00 - 22:00 DTN **1** CRN 20348

CHOCOLATE TEMPERING & MAKING (CUIS 1118)

Learn the various tempering techniques and modern methods to make a variety of chocolate pralines. Make figurines such as animal, flower and seasonal molds. Make a variety of chocolates including mocha, marzipan, raspberry, hazelnut and orange using Belgium chocolate. Recipes included. (12.5 hours) \$210

5 wks Th. Apr 09 19:00 - 21:30 DTN 4 CRN 20136

CROISSANT & DANISH (CUIS 1103)

Tender, flaky and delicious, croissants and danishes are perfect items for the coffee table. In this course, we will show you how to make, roll and fold the dough to get all the beautiful layers. We will also make fresh and fruity danish fillings as well as the popular chocolate croissant. (6 hrs) \$98

1 day Fr. Apr 17 19:00 - 21:00 DTN **1** CRN 20228 1 day Sa. Apr 18 09:00 - 13:00 DTN **1** CRN 20228

MOUSSE CAKES (CUIS 1104)

Light and fruity or rich and velvety, mousse cakes are the belles of the ball. In this class, we will learn the techniques involved in making mousse cakes, from cake bases to shapes to the components that make up the cakes. Go home with at least two types of mousse cakes to win your family and friends over! (6 hrs) \$98

1 day Sa. Apr 25 09:00 - 16:00 DTN ***0** CRN 20230

NEW CAKE MAKING & DECORATING 2 (CUIS 1137)

This intermediate-level course is for individuals who are interested in working with rolled fondant and mousse cakes. Skills taught in this course include fondant flowers and borders, crimping, brush embroidery 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. (15 hours) \$260

5 wks We. May 13 19:00 - 22:00 DTN ***6** CRN 20347

ELECTIVE COURSES to be scheduled in upcoming terms:

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

EVENT & WEDDING PLANNING

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

See program information on page 6.

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! More and more writers are taking advantage of creative writing courses that allow them to actively discover and improve their writing skills. These courses are perfect for all writers - from beginner to advanced. From overcoming writer's block to generating ideas, to understanding how to achieve your desired effects and structure your work, we have it all!

These courses will give you the chance to work with published professional writers and develop professional-level skills in various aspects of literature ranging from poetry to short fiction to online writing and novels to editing and publishing.

ELECTIVE COURSES currently scheduled:

THE PERSONAL NARRATIVE (CWRI 1157)

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. (12 hours) Instructor: Brooke Thorsteinson \$140

4 wks Tu. Apr 14 18:00 - 21:00 DTN ***6** CRN 20140

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 lecture, 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. Apr 22 18:30 - 21:30 DTN ***6** CRN 20258

FINDING YOUR WRITER'S VOICE (CWRI 1143)

Many aspects of our society silence our creative writing from early childhood onwards. We become afraid of it, or even worse, convinced we can't do it. Even those of us already engaged in writing often find ourselves stuck, blocked, confused and confounded by some aspect of our work. These workshops are designed to help you discover the many astonishing factors - emotional, cultural, educational - that inhibit and/or enhance your writing, and help you to make your writing flow the way it is supposed to. (18 hours) Instructor: Dari Rank \$160

6 wks We. Apr 29 18:30 - 21:30 DTN 46 CRN 20135

BOOK MAGIC (CWRI 1130)

Books are magic! They turn unknown writers into authors and perhaps into household names. But publishing is a complex world, full of insider rules and financial constraints which, if not respected, cause good book ideas to wither on many a hard-drive and writers to question their calling. Discover how the Canadian publishing scene differs from the American and how approachable Canadian publishers really are. Learn 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 waves her magic wand and takes you from inspiration to publication! (3 hours)Instructor: Julie Ferguson \$53

1 day Sa. May 09 09:00 - 12:00 DTN 🖰 CRN 20142

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. May 09 13:00 - 16:00 DTN **1** CRN 20134

WRITING FOR CHILDREN (CWRI 1158)

Come explore the growing and diverse area of writing for children. Examine form, style and voice while workshopping pieces to help with process and confidence. (18 hours) Instructor: Ria Voros \$160

6 wks Tu. May 19 18:30 - 21:30 DTN 9 CRN 20259

MEMOIR WRITING (CWRI 1165)

Starting a creative project like a memoir can often be difficult. This workshop, conducted by an author of several volumes of personal memoirs and a former teacher, is designed to help sort out the basic ideas that will get you to the starting line. Various approaches to the writing of a personal memoir will be looked at, including length and the sources available. (3 hours) Instructor: Jan Drabek \$98

1 day Sa. Jun 13 09:00 - 12:00 DTN 🖰 CRN 20227

ELECTIVE COURSES to be scheduled in upcoming terms:
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)

THE PERSONAL NARRATIVE (CWRI 1162)

WRITE LIKE A MASTER (CWRI 1161)

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 and experienced instructors. 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.

LEARN A LANGUAGE

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

ELECTIVE COURSES currently scheduled:

ARABIC 1 (LANG 1118)

Learn to speak Arabic through an easy-to-learn phonetic system. While Arabic alphabets, vocabulary, and basic grammar are to be taught, emphasis is on speaking and listening. Useful topics help you to communicate in this language and appreciate the culture of the Arab countries. Fee includes GST and text. (20 hours) \$168

8 wks Mo. Apr 20 18:30 - 21:00 DTN ***6** CRN 20112

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) \$168

8 wks Tu. Apr 21 18:30 - 21:00 DTN ***6** CRN 20224

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) \$168

8 wks Mo. Apr 20 18:30 - 21:00 DTN **4** CRN 20103

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) \$168

8 wks Th. Apr 23 18:30 - 21:00 DTN 9 CRN 20102

LEARN A LANGUAGE

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) \$168

8 wks We. Apr 22 18:30 - 21:00 DTN 9 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) \$168

8 wks Mo. Apr 20 18:30 - 21:00 DTN **1** CRN 20093 8 wks Th. Apr 23 18:30 - 21:00 DTN **1** CRN 20105

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) \$168

8 wks Tu. Apr 21 18:30 - 21:00 DTN **1** CRN 20095

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) \$168

8 wks We. Apr 22 18:30 - 21:00 DTN 4 CRN 20104

FRENCH 2 VERB INTENSIVE (LANG 1134)

For those who have completed French 2 or have the equivalent level or proficiency. In this mini-intensive course we will explore verbs. Through active study, conversational activities, a variety of exercises, and theatre games we will bring the art of conjugation to life with present, past and future tenses. \$99

2 wks Tu. Jun 18 18:00 - 21:00 DTN 🕆 CRN 20115

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 includess GST. (20 hours) \$168

8 wks We. Apr 22 18:30 - 21:00 DTN 9 CRN 20098

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) \$168

8 wks Th. Apr 23 18:30 - 21:00 DTN 4 CRN 20226



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) \$168

8 wks Sa. Apr 18 09:30 - 12:00 DTN **1** CRN 20346 8 wks Tu. Apr 21 18:30 - 21:00 DTN **1** CRN 20097

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) \$168

8 wks We. Apr 22 18:30 - 21:00 DTN ***6** CRN 20099

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) \$168

8 wks Th. Apr 23 18:30 - 21:00 DTN 9 CRN 20100

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 available at Downtown campus Bookstore. Fee includes GST. (20 hours) \$168

8 wks Th. Apr 23 18:30 - 21:00 DTN 4 CRN 20106

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) \$168

8 wks Tu. Apr 21 18:30 - 21:00 DTN 4 CRN 20107

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) \$168

8 wks Mo. Apr 20 18:30 - 21:00 DTN ***0** CRN 20108 8 wks Th. Apr 23 18:30 - 21:00 DTN ***0** CRN 20109

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) \$168

8 wks Tu. Apr 21 18:30 - 21:00 DTN ***6** CRN 20110



LEARN A LANGUAGE / MANDARIN SCHOOL FOR CHILDREN AND YOUTH

MANDARIN 3 (LANG 1132)

For students who have mastered basic conversational skills and wish to improve their fluency in Mandarin. More sophisticated vocabulary, grammar and sentence structure will be taught to increase your knowledge in Mandarin. Same text as Level 1 and 2. Fee includes GST (20 hours) \$168

8 wks We. Apr 22 18:30 - 21:00 DTN ***0** CRN 20111

MANDARIN 4 (LANG 1133)

Targetted for those who have completed the first 3 levels or have the equivalency. Broaden your knowledge of Mandarin by learning more advanced topics on conversation and the practicing of speaking and listening skills. More emphasis on reading and writing with expanded vocabulary and sentence structure. Text extra. Fee includes GST. (20 hours) \$168

8 wks We. Apr 22 18:30 - 21:00 DTN 4 CRN 20225

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) \$168

8 wks Sa. Apr 18 09:30 - 12:00 DTN 1 CRN 20091 8 wks Tu. Apr 21 18:30 - 21:00 DTN 1 CRN 20090 8 wks We. Apr 22 18:30 - 21:00 DTN 1 CRN 20101 8 wks Th. Apr 23 18:30 - 21:00 DTN 1 CRN 20113

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) \$168

8 wks Sa. Apr 18 12:30 - 15:00 DTN **1** CRN 20092 8 wks We. Apr 22 18:30 - 21:00 DTN **1** CRN 20094

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) \$168

8 wks Tu. Apr 21 18:30 - 21:00 DTN 4 CRN 20096

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: CHILDREN AND YOUTH MANDARIN EDUCATION

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

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

Fall semester for VCC's Mandarin School begins September 12, 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. Sep 12 09:30 - 12:00 BWY CRN 30099 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30141

CONVERSATIONAL MANDARIN 2 (MAND 1172)

For children and teens who know the Hanyu Pinyin and some Mandarin but want to practice more. Designed to improve Mandarin speaking ability through intensive oral practice in class. Focus on correct pronunciation and intonation. Cultural and practical topics are included. (40 hours) \$140

16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30100 16 wks Sa. Sep 12 12:30 - 15:00 BWY CRN 30103

CONVERSATIONAL MANDARIN 3 (MAND 1173)

For students who have mastered basic conversational skills and wish to improve their fluency in Mandarin. Build up more sophisticated vocabularies through the learning of various situational topics. More intensive practice on listening and speaking Mandarin in class. (40 hours) \$140

16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30101

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. Sep 12 09:30 - 12:00 BWY CRN 30047 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30048 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30049 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30118

GRADE 1 MANDARIN (MAND 1101) \$140

16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30052

GRADE 2 MANDARIN (MAND 1102) \$14016 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30053

GRADE 3 MANDARIN (MAND 1103) \$14016 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30054

GRADE 4 MANDARIN (MAND 1104) \$14016 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30055

GRADE 5 MANDARIN (MAND 1105) \$14016 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30056

GRADE 6 MANDARIN (MAND 1106) \$140

16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30057 16 wks Sa. Sep 12 12:30 - 15:00 BWY CRN 30098

GRADE 7 MANDARIN (MAND 1107) \$140

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

GRADE 8 MANDARIN (MAND 1108) \$140

16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30059

GRADE 9 MANDARIN (MAND 1109) \$140

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

GRADE 10 MANDARIN (MAND 1110) \$150

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

GRADE 11 MANDARIN (MAND 1111) \$150

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

GRADE 12 MANDARIN (MAND 1112) \$140

16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30142

MANDARIN GRADE 1 (SIMPLIFIED) (MAND 1201) \$140 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30078

MANDARIN GRADE 2 (SIMPLIFIED) (MAND 1202) \$140 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30079

MANDARIN GRADE 3 (SIMPLIFIED) (MAND 1203) \$140 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30080

MANDARIN GRADE 4 (SIMPLIFIED) (MAND 1204) \$140 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30082

MANDARIN GRADE 5 (SIMPLIFIED) (MAND 1205) \$140 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30081

MANDARIN GRADE 6 (SIMPLIFIED) (MAND 1206) \$140 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30083

MANDARIN GRADE 7 (SIMPLIFIED) (MAND 1207)\ \$140 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30096

MANDARIN GRADE 8 (SIMPLIFIED) (MAND 1208) \$140 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30091

MANDARIN GRADE 9 (SIMPLIFIED) (MAND 1209) \$140 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30097

MANDARIN GRADE 10 (SIMPLIFIED) (MAND 1210) \$150 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30119

MANDARIN GRADE 11 (SIMPLIFIED) (MAND 1211) \$150 16 wks Sa. Sep 12 09:30 - 12:00 BWY CRN 30132

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. Sep 12 13:40 - 14:40 BWY CRN 30071

ENG WRITING & COMPREHENSION 3 (MAND 1163) \$140 16 wks Sa. Sep 12 13:40 - 14:40 BWY CRN 30072 ENG WRITING & COMPREHENSION 4 (MAND 1164) \$140 16 wks Sa. Sep 12 13:40 - 14:40 BWY CRN 30073

ENG WRITING & COMPREHENSION 5 (MAND 1165) \$140 16 wks Sa. Sep 12 13:40 - 14:40 BWY CRN 30074

ENG WRITING & COMPREHENSION 6 (MAND 1166) \$140 16 wks Sa. Sep 12 13:40 - 14:40 BWY CRN 30075

ENG WRITING & COMPREHENSION 7 (MAND 1167) \$140 16 wks Sa. Sep 12 13:40 - 14:40 BWY CRN 30076

ENG WRITING & COMPREHENSION 8 (MAND 1168) \$140 16 wks Sa. Sep 12 13:40 - 14:40 BWY CRN 30092



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.



MANDARIN SCHOOL: FINE ARTS

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

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

REQUIRED COURSES currently scheduled:

CARTOON DRAWING (MAND 1117)

An introductory drawing class to learn basic pencil drawing techniques. Accept students from 6 to 12 years old. (16 hours) \$140

16 wks Sa. Sep 12 12:30 - 13:30 BWY CRN 30050 16 wks Sa. Sep 12 13:35 - 14:35 BWY CRN 30102

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. Sep 12 12:30 - 13:30 BWY CRN 30051 16 wks Sa. Sep 12 13:40 - 14:40 BWY CRN 30084

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 1 (MAND 1141) \$140 16 wks Sa. Sep 12 12:30 - 13:30 BWY CRN 30063

MATHEMATICS GRADE 2 (MAND 1142) \$140 16 wks Sa. Sep 12 12:30 - 13:30 BWY CRN 30064

MATHEMATICS GRADE 3 (MAND 1143) \$140 16 wks Sa. Sep 12 12:30 - 13:30 BWY CRN 30065

MATHEMATICS GRADE 4 (MAND 1144) \$140 16 wks Sa. Sep 12 12:30 - 13:30 BWY CRN 30066

MATHEMATICS GRADE 5 (MAND 1145) \$140 16 wks Sa. Sep 12 12:30 - 13:30 BWY CRN 30067

MATHEMATICS GRADE 6 (MAND 1146) \$140 16 wks Sa. Sep 12 12:30 - 13:30 BWY CRN 30094

MATHEMATICS GRADE 7 (MAND 1147) \$140 16 wks Sa. Sep 12 12:30 - 13:30 BWY CRN 30068

MATHEMATICS GRADE 8 (MAND 1148) \$140 16 wks Sa. Sep 12 12:30 - 13:30 BWY CRN 30070

MATHEMATICS GRADE 9 (MAND 1149) \$140 16 wks Sa. Sep 12 12:30 - 13:30 BWY CRN 30069

MATHEMATICS GRADE 10 (MAND 1150) \$200 16 wks Sa. Sep 12 13:30 - 15:00 BWY CRN 30046

MATHEMATICS GRADE 11 (MAND 1151) \$200 16 wks Sa. Sep 12 13:30 - 15:00 BWY CRN 30077



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, 604.871.7383, rcaldwell@vcc.ca

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

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

ELECTIVE COURSES currently scheduled:

WINDOWS LEVEL 1 (CMPT 1169)

Use Windows effectively. Understand your desktop. Manipulate windows, navigate the screen, and use the taskbar. Learn how to manage files and folders. Understand and navigate the folder structure. (7 hours) \$225

1 day Sa. Apr 04 09:00 - 17:00 DTN **** CRN** 20198

EXCEL LEVEL 1 (CMPT 1129)

Use Excel for data calculations and reports. Learn worksheet components, navigation, and data entry. Build a variety of formulas. Understand and use cell addressing, including relative and absolute addressing. Update, edit, and maintain your information. Improve worksheet presentation. Basic mouse skills are essential. (7 hours) \$225

1 day Sa. Apr 18 09:00 - 17:00 DTN **1** CRN 20187 1 day Sa. May 30 09:00 - 17:00 DTN **1** CRN 20188 1 day Sa. Jun 13 09:00 - 17:00 DTN **1** CRN 20189

ACCESS LEVEL 1 (CMPT 1164)

Build a solid foundation for database management. Understand database concepts and terminology. Design, define and modify database table structures. Display, add, change and delete data in tables. Build powerful queries to select and view data based on a variety of criteria. Experience with other programs is essential. (7 hours) \$225

1 day Sa. Apr 25 09:00 - 16:00 DTN ****** CRN 20200

WORD LEVEL 1 (CMPT 1130)

Create, edit, and save documents easily. Understand paragraph and character formatting to improve document presentation. Set tabs and margins, move and copy text, preview and print documents, and more. (7 hours) \$225

1 day Sa. May 02 09:00 - 17:00 DTN **%** CRN 20190 1 day Sa. May 23 09:00 - 17:00 DTN **%** CRN 20199

EXCEL LEVEL 2 (CMPT 1131)

Use data series and AutoFill for quick data entry. Work with dates and do date math. Create decision-making formulas using the IF function, including complex nested IFs. Create three-dimensional workbooks. Build charts using the Chart Wizard and enhance chart and graph presentation. Experience is essential. (7 hours) \$225

1 day Sa. May 09 09:00 - 17:00 DTN **CRN** 20191 1 day Sa. Jun 20 09:00 - 17:00 DTN **CRN** 20192

WORD LEVEL 2 (CMPT 1153)

Explore more powerful features of Word. Use AutoText and AutoCorrect for text entry. Create consistent document presentation using templates and styles. Use headers, footers, and page numbering. Create, format and manage tables and set up newspaper columns for enhanced document layout. Experience is essential. (7 hours) \$225

1 day Sa. May 30 09:00 - 17:00 DTN ***6** CRN 20194

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. Jun 06 09:00 - 17:00 DTN ***6** CRN 20196

POWER POINT LEVEL 1 (CMPT 1168)

PowerPoint combines desktop publishing capabilities and graphic design management with tools to organize your work into professional presentations. Use PowerPoint to arrange presentation order and style. Create handouts, outlines, presentations, slides, overheads, and on-screen presentations. Basic mouse skills are required. (7 hours) \$225

1 day Sa. Jun 13 09:00 - 17:00 DTN ***6** CRN 20197

EXCEL LEVEL 3 (CMPT 1132)

Understand Excel's database features to manage lists. Set validation rules to control data entry. Use forms for maintaining data and searching. Do simple and complex sorts. Use AutoFilter and custom filters to display records for a variety of custom search conditions. Analyze data with pivot tables. Experience is essential (7 hours) \$225

1 day Sa. Jun 27 09:00 - 17:00 DTN ***6** CRN 20193

ELECTIVE COURSES to be scheduled in upcoming terms:

HTML LEVEL 1 (CMPT 1173)

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

DATABASE DEVELOPER COURSES (DDC)

Course Advice: Rhyon Caldwell, 604.871.7383, rcaldwell@vcc.ca

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

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

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

FUNDAMENTALS-DATABASE (CMPT 1309)

Learn the fundamentals of database design. Topics include: hierarchical, network, and relational databases; Data Manipulation Language (with emphasis on SQL); normalization; Data Structure Diagrams (DSD), and Entity Relation Diagrams (E-R). Explore the fundamental concepts required for implementing efficient databases. The SQL Database Manipulation Language (DML) is covered in theory as well as in numerous hands-on assignments. Prerequisites: Windows File Management or equivalent. (18 hours) \$425

3 wks Sa. May 30 09:00 - 16:00 DTN ***6** CRN 20182

DESIGN CONCEPTS-DATABASE (CMPT 1310)

3 wks Sa. Jun 20 09:00 - 16:00 DTN 1

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

COMPUTERS

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. You will first complete the logical design (database blueprint) of the database, then implement and test the normalized database tables and the graphic user interface. On completion, you will have a fully functional database. Students are encouraged to develop a work related database as the final project or an Instructor assigned project. (18 hours) \$425

3 wks Sa. Jul 11 09:00 - 16:00 DTN 4 CRN 20184

IC3 COMPUTER COURSES

Course Advice: Rhyon Caldwell, 604.871.7383, 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 Mo. Apr 20 18:00 - 21:00 DTN 4 CRN 20176

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. Apr 22 18:00 - 21:00 DTN **10 CRN** 20175

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 Mo. Jun 01 18:00 - 21:00 DTN 4 CRN 20177



After completing the IC3 courses, will I be equipped to work with computers in the workplace?

You will acquire an overview of computers, internet fundamentals, and learn to work with two of the most popular software applications in the workforce.



NETWORKING TECHNOLOGY DIPLOMA

Course Advice: Rhyon Caldwell, 604.871.7383, rcaldwell@vcc.ca
Program Assistant: Margaret McIlwaine, 604.443.8711, mmcilwaine@vcc.ca

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

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

If the student has the ITS certificate or equivalent they may apply for the Diploma in Information Technology. Students must take NETT 2113, NETT 2122 as required courses. Students can select 2 electives totaling 8 credits. Students must complete the directive studies course to graduate.

REQUIRED COURSES:

MCP - MS Server (NETT 2113) A+ Hardware (NETT 2119) Directive Studies (NETT 2206) Project+ Management (NETT 2122)

ELECTIVE COURSES:

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

REQUIRED COURSES currently scheduled:

PROJECT+ MANAGEMENT (NETT 2122)

The Project+ is designed for IT business professionals involved with projects in a technology environment. 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)

10 wks Mo. Apr 20 18:00 - 21:00 DTN ***6** CRN 20414

MCP - MS SERVER (NETT 2113)

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

10 wks Tu. Apr 21 18:00 - 21:00 DTN **4** CRN 20186

A+ HARDWARE (NETT 2119)

This course prepares the student to write the A+ certification exams. Students will learn to assemble, configure and install a complete computer in class. Explore the hardware and software to build a computer. The student will learn how to configure hardware using MS Windows 2000/XP. Topics include Internet connectivity, how to buy a PC, Internet configuration, virus scanning, file recovery and general PC maintenance planning. Class size is limited to 16. This course is taught in a specially design room with computer bench and recourses founding the PC hardware industry. The instructor will advise class on text book. (30 hours) \$595

10 wks We. Apr 22 18:00 - 21:00 DTN ***6** CRN 20174



COMPUTERS

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206)

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

ELECTIVE COURSES currently scheduled:

NETWORK+ (NETT 2104)

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

10 wks Mo. Apr 20 18:00 - 21:00 DTN **1** CRN 20172

SECURITY+ (NETT 2105)

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

10 wks Mo. Apr 20 18:00 - 21:00 DTN CRN 20173

LINUX+ (NETT 2136)

This course is designed to help prepare the student to write their Comptia Linux+ exam. Students will be taught to install, configure and maintain a Linux system in various workstations and server roles. (30 hours) \$525

10 wks Th. Apr 23 18:00 - 21:00 DTN CRN 20178

ELECTIVE COURSES to be scheduled in upcoming terms:

ACTIVE DIRECTORY (NETT 2107) (30 hours)

WEB DEVELOPMENT COURSES

Course Advice: Rhyon Caldwell, 604.871.7383,

caldwell@vcc.ca

Program Assistant: Margaret McIlwaine, 604.443.8711,

mmcilwaine@vcc.ca

ELECTIVE COURSES:

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

ELECTIVE COURSES currently scheduled:

WEB PAGE DESIGN PC (CMPT 1114)

Design and build a multi-page website with user interaction. Three sections include (1) Putting Your Webpage on the Internet - design a basic webpage. Topics include: basic HTML code, creating tags, hypertext links, graphics, colours, page formatting, and publishing to the Internet. (2) Designing a Professional Webpage – further page design and layout. (3) Programming Javascript into your Website - add CGI and Javascript features. Instructor will advise on course text. (30 hours) \$495

10 wks Tu. Apr 21 18:00 - 21:00 DTN 4 CRN 20179

DREAMWEAVER (CMPT 1237)

Learn about the fundamentals of Dreamweaver's interface; create pages with well-structured HTML content; create hyperlinks between documents; add image maps, tables, frames, cascading style sheets, forms, test and deploy your own personal or company web site. It is recommended that you have completed the Web Page Design course, but do not require prior Dreamweaver experience. Textbook information provided at the first class. (30 hours) \$495

10 wks Th. Apr 23 18:00 - 21:00 DTN 40 CRN 20185

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.

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

IN PERSON

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

Registration hours:

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

中文熱線 604.443.8335 speakers. 604.443.8335

PAYMENT OF FEES

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 dean 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
- 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

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

Deferred Fee Credits We are pleased to issue a deferred fee credit for 100% of the course fee valid for up to one year only.

- Refunds are subject to an administrative fee of 20% of course fees, to a maximum of \$30 per course.
- 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 dean, 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 /	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 EXPRE	SS SS
CHEQUE	Name on card	
MONEY ORDER		
FEE CREDIT	Credit card account number	Expiry date
	Signature	Date









VCC'S CENTRE FOR CONTINUING STUDIES HAS BEEN MEETING THE NEEDS OF ADULT LEARNERS FOR MORE THAN 40 YEARS.

We're B.C.'s No. 1 college, and we've built our reputation around meeting your needs: flexibility, quality and convenience. Move up in your current job, get ready for a new challenge or turn your business idea into reality. Choose your direction, and let VCC Continuing Studies help you get there.

REGISTER ONLINE PHONE FAX

www.vcc.ca 604.443.8484 604.443.8393