

SEPTEMBER – DECEMBER 2009

Vancouver Community College

SEE INSIDE FOR MORE THAN
40 CERTIFICATE AND
DIPLOMA PROGRAMS.

OFFERINGS INCLUDE:

- > Business and Technical Writing
- > Computers
- > Counselling
- > Interpreting
- > Creative Writing
- > Fashion Arts
- > Gemmology
- > Health
- > Hospitality
- > Interior Design
- > Leadership and Coaching
- > Media and Public Relations
- > Office Administration

CENTRE FOR CONTINUING STUDIES



Vancouver
Community
College



HOW TO USE OUR CALENDAR

COURSE INFORMATION

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

Course Title	Course Code	Course Description	Duration	Day(s)	Start Date	Begin-End Time (24-Hour Clock)	Location	Online Course	Register Online	Course Reference Number	Course Fee
BUSINESS ETHICS (LEAD 1154)		Examine the role of ethics in business and the ethical dilemmas encountered by managers and leaders. "Stakeholder and Issues Management" is this course's approach to teaching business ethics. Emphasis is on the relationships among the many and varied stakeholders who have roles in business situations. Textbook required. (24 hours) \$315	8 wks	Th.	Jan 25	18:30-21:30	DTN			CRN 10316	

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 accommodation must make their request to VCC Disability Services a minimum of four months before the start of their program or course.

Please contact VCC Disability Services at 604.443.8448.

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

LOCATION CODES

BWY	BROADWAY CAMPUS 1155 EAST BROADWAY
DTN	DOWNTOWN CAMPUS 200-BLOCK DUNSMUIR AT HAMILTON
OFS	OFF-SITE LOCATION

COURSE FEE DETAILS

Please note that published course fees apply to domestic students only; fees for international students are a minimum of 1.5 times that amount. Please contact continuing studies at 604.443.8484 for more information.

YOUR FUTURE STARTS HERE

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

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

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

LOOK FOR OUR EXCITING **NEW** OFFERINGS:

SMALL BUSINESS

VCC's new business courses will inspire you to take it global, market your product with little to no money and show you how to take advantage of the upcoming Olympics. See page 18.

GEMMOLOGY

World-renowned gemmology program's newest offerings include the Canadian Jeweller JETS program, developed by industry specialists to train students to succeed in today's retail jewellery environment. See page 24.

CREATIVE WRITING

Want to learn to write a screen play for the first time, or perhaps to write science fiction, horror or fantasy – VCC's newest offerings are sure to get you started. See page 40.



VCC CS Calendar – K0247 250K 7.10.2009
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REGISTRATION

BUILDING MANAGEMENT AND SERVICES

VCC AND 2010 WINTER GAMES

VCC SUPPORTS
THE 2010 OLYMPIC
WINTER GAMES

Just like Olympic athletes train to be the best – Vancouver Community College trains students to be the best.

To honour the hard work of athletes, VCC's downtown campus will be closed from Feb. 12 to 28 during the 2010 Olympic Winter Games.

To honour the hard work of students, Centre for Continuing Studies programs will still be offered and available during the spring term – the only change will be to the class schedules.

VCC is proud to support the Games through several cultural activities and support services during this once-in-a-lifetime experience.

Enrol with VCC's Centre for Continuing Studies, pursue your training of choice and at the same time, know that you have the opportunity to support the 2010 Winter Games.

**BUILDING MANAGEMENT
AND 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

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 four courses for certificate.

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

REQUIRED COURSES currently scheduled:**BUILDING CLEANING (REAL 1103)**

Designed for building supervisors, staff, contract cleaners and others responsible for general cleaning and floor maintenance. Examine types of soils, cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas (not hands-on with power equipment). Learn about safety, liability issues and WHMIS regulations. Upon successful completion, a Document of Completion will be issued. (30 hours) \$300

5 wks Sa. Sep 19 09:00 - 16:00 DTN ☎ [CRN 30257](#)

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 ☎ [CRN 30131](#)

BUILDING SERVICE MANAGEMENT (REAL 1110)

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

10 wks Sa. Oct 03 13:00 - 17:00 DTN ☎ [CRN 30256](#)



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.

**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. Oct 07 18:30 - 21:30 DTN ☎ [CRN 30130](#)

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 \$87 each or for the package price of \$318 - 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 Bus Writing (OACP 1104)
Building Powerful Vocabulary (OACP 1106)
Writing Business Letters (OACP 1103)
Memos, Emails and Reports (OACP 1107)
plus 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) \$87

2 wks We. Sep 16 18:00 - 21:00 DTN 📞 [CRN 30015](#)
1 day Sa. Sep 19 09:00 - 16:00 DTN 📞 [CRN 30016](#)

BUILDING POWERFUL VOCABULARY (OACP 1106)

No other undertaking can boost your profession 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) \$87

2 wks We. Sep 30 18:00 - 21:00 DTN 📞 [CRN 30017](#)
1 day Sa. Oct 03 09:00 - 16:00 DTN 📞 [CRN 30018](#)

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) \$87

2 wks We. Oct 14 18:00 - 21:00 DTN 📞 [CRN 30019](#)
1 day Sa. Oct 17 09:00 - 16:00 DTN 📞 [CRN 30020](#)

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) \$87

2 wks We. Oct 28 18:00 - 21:00 DTN 📞 [CRN 30021](#)
1 day Sa. Oct 31 09:00 - 16:00 DTN 📞 [CRN 30022](#)

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. Nov 14 09:00 - 12:00 DTN 📞 [CRN 30023](#)
1 day We. Nov 18 18:00 - 21:00 DTN 📞 [CRN 30024](#)

BUSINESS AND TECHNICAL WRITING CERTIFICATE

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

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.

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

ON LINE DOCUMENTATION (TECW 1106)

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

1 day Sa. Sep 26 09:00 - 16:30 DTN 📞 [CRN 30128](#)

INFO DESIGN & HUMAN FACTORS (TECW 1110)

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

1 day Sa. Oct 31 09:30 - 16:30 DTN 📞 [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 📞 [CRN 30129](#)

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) \$158

1 day Sa. Jan 30 09:00 - 16:30 DTN 📞 [CRN 10079](#)

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) \$158

1 day Sa. Mar 06 09:00 - 16:30 DTN 📞 [CRN 10078](#)

BUSINESS COMMUNICATIONS


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) \$158

1 day Sa. Mar 27 09:00 - 16:30 DTN  [CRN 10080](#)


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) \$158

1 day Sa. Apr 17 09:00 - 16:30 DTN  [CRN 20022](#)

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) \$158

1 day Sa. May 29 09:00 - 16:30 DTN  [CRN 20023](#)

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) \$158

1 day Sa. Jun 26 09:00 - 16:30 DTN  [CRN 20024](#)

EVENT PLANNING

Senior Program Coordinator: Anne Tollstam, 604.443.8668
Program Coordinator: Nadia Albano, 604.443.8670
Program Assistant: Margaret McIlwaine, 604.443.8711

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. Sep 14 18:00 - 21:00 DTN  [CRN 30316](#)

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. Sep 16 18:00 - 21:00 DTN  [CRN 30317](#)

MEDIA AND PUBLIC RELATIONS

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

This series of courses 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:

Audience Analysis (BUSI 1299)
 Developing A Message (BUSI 1300)
 Public Relations Introduction (BUSI 1294)
 Stakeholder Relations (BUSI 1301)

ELECTIVE COURSES currently scheduled:

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) \$120

1 day Sa. Oct 24 09:00 - 16:00 DTN  [CRN 30493](#)

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) \$120

1 day Sa. Nov 07 09:00 - 16:00 DTN  [CRN 30495](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

PUBLIC RELATIONS INTRODUCTION (BUSI 1294)

(6 hours)

STAKEHOLDER RELATIONS (BUSI 1301)

(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  [CRN 30143](#)

CAREER EXPLORATION AND MANAGEMENT / 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 self-marketing and network to enhance your survivability. Teaching of web- and computer-based tools to help you manage your career is integrated into these six courses. Courses have no prerequisites and do not have to be taken in any sequence. A reasonable English level 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.

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:**CAREER PORTFOLIO (OACP 1201)**

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

2 wks We. Sep 23 18:30 - 21:30 DTN 📍 [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 📍 [CRN 30126](#)

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. Jan 20 18:30 - 21:30 DTN 📍 [CRN 10121](#)

REQUIRED COURSES to be scheduled in upcoming terms:**CAREER ENTREPRENEUR (OACP 1202)**

(6 hours)

CAREER NETWORKING (OACP 1205)

(6 hours)

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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

BUSINESS LEADERSHIP & MANAGEMENT CERTIFICATE

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:

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

"The instructor is great! She knows her field and is able to relay the course material in a very positive manner. It is a lively and interactive learning process."

J.L. FLORES, LEADERSHIP STUDENT

REGISTER ONLINE 
www.vcc.ca

LEADERSHIP COACHING AND MANAGEMENT SKILLS

ELECTIVE COURSES:**Choose two electives from the Management Skills for Supervisors Certificate program:**

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

Select two Leadership Coaching courses:


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

and four courses from the Leadership Certificate program:

Find Time For Results (LEAD 1114)
Coaching For High Performance (LEAD 1115)
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)
Using Leadership Language (LEAD 1112)
Facilitation Sks Team Leader (LEAD 1108)
Managing Change (LEAD 1102)
Creative Thinking At Work (LEAD 1110)
Bus Communication for Leaders (LEAD 1138)
Perform Mgmt: Goals & Review (LEAD 1106)
Critical Thinking (LEAD 1101)
Progressive Discipline (LEAD 1155)
Diversity in the Workplace (LEAD 1164)
From Conflict To Collaboration (LEAD 1105)



REQUIRED COURSES currently scheduled:**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) \$327

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. Textbook required. (24 hours) \$327

5 wks Mo. Jan 11 18:30 - 21:30 DTN  **CRN** 10002
3 wks Mo. Mar 01 18:30 - 21:30 DTN  **CRN** 10002

BUSINESS ETHICS (LEAD 1154)

Examine the role of ethics in business and ethical dilemmas encountered by managers and leaders. "Stakeholder and Issues Management" is this course's approach to teaching business ethics. Emphasis is on the relationships among the many and varied stakeholders that have roles in business situations. (24 hours) \$327

8 wks Th. Apr 22 18:30 - 21:30 DTN  **CRN** 20079

REQUIRED COURSES to be scheduled in upcoming terms:**HUMAN RESOURCE MANAGEMENT (LEAD 1151)**

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

SALES AND MARKETING MANAGEMENT (LEAD 1153)


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




How can courses in Leadership help me advance my career?

Leadership, Coaching and Management Skills 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.


ELECTIVE COURSES currently scheduled:**FIND TIME FOR RESULTS (LEAD 1114)**

See course description on page 10. (6 hours) \$161
1 day Sa. Sep 19 09:00 - 16:30 DTN  **CRN** 30162


INTERPERS COMMUNICATION SKILLS (MSKL 1101)

See course description on page 12. (24 hours) \$327
8 wks Tu. Sep 22 18:30 - 21:30 DTN  **CRN** 30045


COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 10. (6 hours) \$161
1 day Sa. Sep 26 09:00 - 16:30 DTN  **CRN** 30537


STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 9. (6 hours) \$161
1 day Sa. Oct 03 09:00 - 16:30 DTN  **CRN** 30163


PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 10. (6 hours) \$161
1 day Sa. Oct 17 09:00 - 16:30 DTN  **CRN** 30164


ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on page 11. (6 hours) \$161
1 day Sa. Oct 24 09:00 - 16:30 DTN  **CRN** 30042


BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 10. (6 hours) \$161
1 day Sa. Oct 31 09:00 - 16:30 DTN  **CRN** 30165


SCIENCE AND ART OF LEADERSHIP (LEAD 1119)

See course description on page 10. (6 hours) \$161
1 day Sa. Nov 07 09:00 - 16:30 DTN  **CRN** 30041


SPEAK UP (LEAD 1109)

See course description on page 10. (6 hours) \$161
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) \$161
1 day Sa. Nov 21 09:00 - 16:30 DTN  **CRN** 30140


COACHING NEXT LEVEL (LEAD 1118)

See course description on page 11. (6 hours) \$161
1 day Sa. Nov 28 09:00 - 16:30 DTN  **CRN** 30043


TEAM SKILLS (MSKL 1102)

See course description on page 12. (24 hours) \$327
5 wks We. Jan 13 18:30 - 21:30 DTN  **CRN** 10003
3 wks We. Mar 03 18:30 - 21:30 DTN  **CRN** 10003


USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on page 10. (6 hours) \$161
1 day Sa. Jan 23 09:00 - 16:30 DTN  **CRN** 10122


COACH'S TOOLKIT (LEAD 1120)

See course description on page 11. (6 hours) \$161
1 day Sa. Jan 30 09:00 - 16:30 DTN  **CRN** 10004


FACILITATION SKS TEAM LEADER (LEAD 1108)

See course description on page 10. (6 hours) \$161
1 day Sa. Feb 06 09:00 - 16:30 DTN  **CRN** 10123


TEAM COACHING (LEAD 1121)

See course description on page 11. (6 hours) \$161
1 day Sa. Mar 06 09:00 - 16:30 DTN  **CRN** 10005


MANAGING CHANGE (LEAD 1102)

See course description on page 10. (6 hours) \$161
1 day Sa. Mar 13 09:00 - 16:30 DTN  **CRN** 10124

CREATIVE THINKING AT WORK (LEAD 1110)

See course description on page 10. (6 hours) \$161
1 day Sa. Mar 20 09:00 - 16:30 DTN  **CRN** 10125

BUS COMMUNICATION FOR LEADERS (LEAD 1138)

See course description on page 10. (6 hours) \$161
1 day Sa. Mar 27 09:00 - 16:30 DTN  **CRN** 10006

LEADERSHIP COACHING AND MANAGEMENT SKILLS

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

See course description on page 12. (24 hours) \$327

8 wks We. Apr 21 18:30 - 21:30 DTN 📞 [CRN 20075](#)

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

See course description on page 11. (6 hours) \$161

1 day Sa. May 01 09:00 - 16:30 DTN 📞 [CRN 20064](#)

SKILL COACHING (LEAD 1117)

See course description on page 11. (6 hours) \$161

1 day Sa. May 15 09:00 - 16:30 DTN 📞 [CRN 20063](#)

CRITICAL THINKING (LEAD 1101)

See course description on page 11. (6 hours) \$161

1 day Sa. May 29 09:00 - 16:30 DTN 📞 [CRN 20065](#)

PROGRESSIVE DISCIPLINE (LEAD 1155)

See course description on page 11. (6 hours) \$161

1 day Sa. Jun 12 09:00 - 16:30 DTN 📞 [CRN 20066](#)

DIVERSITY IN THE WORKPLACE (LEAD 1164)

See course description on page 11. (6 hours) \$161

1 day Sa. Jun 19 09:00 - 16:30 DTN 📞 [CRN 20062](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

FROM CONFLICT TO COLLABORATION (LEAD 1105)

See course description on page 11. (6 hours)

LEADERSHIP CERTIFICATE

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Assistant, Lynda Boothby, 604.443.8383

Leadership positions are complex, requiring new skills and an understanding and acceptance of new roles. This program will help you develop knowledge, skills and confidence to lead, supervise and manage others. This certificate program is a great partnership opportunity for employer and employee. The employer shows commitment through financial support and the employee shows commitment by attending the majority of these courses on his/her own time.

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

Credit transferability - graduates of the Leadership Certificate Program may ladder into BCIT's certificate programs in Management Systems or Human Resource Management.

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

REQUIRED COURSES:**Six core courses:**

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

ELECTIVE COURSES:

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

Critical Thinking (LEAD 1101)
From Conflict to Collaboration (LEAD 1105)
Performance Management Goals & Reviews (LEAD 1106)
Speak Up (LEAD 1109)
Creative Thinking at Work (LEAD 1110)
Finding Time for Results (LEAD 1114)
Coaching for High Performance (LEAD 1115)
Science and Art of Leadership (LEAD 1119)
Business Communications for Leaders (LEAD 1138)
Progressive Discipline (LEAD 1155)
Diversity in the Workplace (LEAD 1164)
Unwritten Rules for the Workplace (LEAD 1168)

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

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

REQUIRED COURSES currently scheduled:**STEP UP TO LEADERSHIP (LEAD 1111)**

Becoming a leader is not an easy transition. It requires a whole new set of skills, as well as an understanding and acceptance of new roles, from "doer" to "delegator." At the end of this course you will understand the skills required to effectively lead by: using leadership skills; coaching staff; giving performance feedback; creating a motivational workplace; delegating work; employing problem-solving techniques; writing a back-at-work plan for applying leadership skills. (6 hours) \$161

1 day Sa. Oct 03 09:00 - 16:30 DTN 📞 [CRN 30163](#)

VCC OFFERINGS TO WATCH**RISE TO THE CHALLENGE AND LEAD.**

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 roles 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 success.

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

REGISTER ONLINE 
www.vcc.ca

10 BUSINESS

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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) \$161

1 day Sa. Oct 17 09:00 - 16:30 DTN 📍 [CRN 30164](#)

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

Building your team is never easy, but it is essential in producing the results you and your employer require. Participants will: understand the importance of team-building; identify the characteristics of an effective team; apply measures and techniques to build synergy in the workplace; use skills to identify and resolve key team concerns. The net result? Increased work productivity, improved work quality and enhanced team morale. (6 hours) \$161

1 day Sa. Oct 31 09:00 - 16:30 DTN 📍 [CRN 30165](#)

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) \$161

1 day Sa. Jan 23 09:00 - 16:30 DTN 📍 [CRN 10122](#)

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) \$161

1 day Sa. Feb 06 09:00 - 16:30 DTN 📍 [CRN 10123](#)

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) \$161

1 day Sa. Mar 13 09:00 - 16:30 DTN 📍 [CRN 10124](#)

ELECTIVE COURSES currently scheduled:

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) \$161

1 day Sa. Sep 19 09:00 - 16:30 DTN 📍 [CRN 30162](#)

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) \$161

1 day Sa. Sep 26 09:00 - 16:30 DTN 📍 [CRN 30537](#)

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) \$161

1 day Sa. Nov 07 09:00 - 16:30 DTN 📍 [CRN 30041](#)

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) \$161

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. \$161

1 day Sa. Nov 21 09:00 - 16:30 DTN 📍 [CRN 30140](#)

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) \$161

1 day Sa. Mar 20 09:00 - 16:30 DTN 📍 [CRN 10125](#)

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) \$161

1 day Sa. Mar 27 09:00 - 16:30 DTN 📍 [CRN 10006](#)

"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

REGISTER ONLINE 
www.vcc.ca

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484
FAX 604.443.8393
www.vcc.ca

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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) \$161
1 day Sa. May 01 09:00 - 16:30 DTN 📞 CRN 20064

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) \$161
1 day Sa. May 29 09:00 - 16:30 DTN 📞 CRN 20065

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) \$161
1 day Sa. Jun 12 09:00 - 16:30 DTN 📞 CRN 20066

DIVERSITY IN THE WORKPLACE (LEAD 1164)

In today's work world, it is critical to function and to lead in multilingual, multicultural environments where diversity reigns! Join us to explore definitions of our common humanity, diversity and culture; ways in which diversity influences our communication styles, expectations and behaviour and practical strategies for working with challenges while still promoting the richness that diversity in the workplace offers. (6 hours) \$161
1 day Sa. Jun 19 09:00 - 16:30 DTN 📞 CRN 20062

ELECTIVE COURSES to be scheduled in upcoming terms:

FROM CONFLICT TO COLLABORATION (LEAD 1105)

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

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. 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 currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

Coaching is unlocking a person's potential to maximize their own performance by helping them rather than teaching them. You will be able identify when to coach and which type of coaching to use, conduct a coaching discussion to improve/sustain performance, offer effective feedback regarding employee performance, assess your coaching skills effectiveness and develop improvements (6 hours) \$161
1 day Sa. Sep 26 09:00 - 16:30 DTN 📞 CRN 30537

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) \$161
1 day Sa. Oct 24 09:00 - 16:30 DTN 📞 CRN 30042

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) \$161
1 day Sa. Nov 28 09:00 - 16:30 DTN 📞 CRN 30043

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) \$161
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) \$161
1 day Sa. Mar 06 09:00 - 16:30 DTN 📞 CRN 10005

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) \$161
1 day Sa. May 15 09:00 - 16:30 DTN 📞 CRN 20063

LEADERSHIP COACHING CERTIFICATE

*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)
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)
Using Leadership Language (LEAD 1112)
Coach's Toolkit (LEAD 1120)
Facilitation Sks Team Leader (LEAD 1108)
Team Coaching (LEAD 1121)
Managing Change (LEAD 1102)
Skill Coaching (LEAD 1117)

12 BUSINESS

LEADERSHIP COACHING AND MANAGEMENT SKILLS / OFFICE ADMINISTRATION

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 10. (6 hours) \$161
1 day Sa. Sep 26 09:00 - 16:30 DTN 📞 [CRN 30537](#)

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 9. (6 hours) \$161
1 day Sa. Oct 03 09:00 - 16:30 DTN 📞 [CRN 30163](#)

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 10. (6 hours) \$161
1 day Sa. Oct 17 09:00 - 16:30 DTN 📞 [CRN 30164](#)

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on page 11. (6 hours) \$161
1 day Sa. Oct 24 09:00 - 16:30 DTN 📞 [CRN 30042](#)

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 10. (6 hours) \$161
1 day Sa. Oct 31 09:00 - 16:30 DTN 📞 [CRN 30165](#)

COACHING NEXT LEVEL (LEAD 1118)

See course description on page 11. (6 hours) \$161
1 day Sa. Nov 28 09:00 - 16:30 DTN 📞 [CRN 30043](#)

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on page 10. (6 hours) \$161
1 day Sa. Jan 23 09:00 - 16:30 DTN 📞 [CRN 10122](#)

COACH'S TOOLKIT (LEAD 1120)

See course description on page 11. (6 hours) \$161
1 day Sa. Jan 30 09:00 - 16:30 DTN 📞 [CRN 10004](#)

FACILITATION SKS TEAM LEADER (LEAD 1108)

See course description on page 10. (6 hours) \$161
1 day Sa. Feb 06 09:00 - 16:30 DTN 📞 [CRN 10123](#)

TEAM COACHING (LEAD 1121)

See course description on page 11. (6 hours) \$161
1 day Sa. Mar 06 09:00 - 16:30 DTN 📞 [CRN 10005](#)

MANAGING CHANGE (LEAD 1102)

See course description on page 10. (6 hours) \$161
1 day Sa. Mar 13 09:00 - 16:30 DTN 📞 [CRN 10124](#)

SKILL COACHING (LEAD 1117)

See course description on page 11. (6 hours) \$161
1 day Sa. May 15 09:00 - 16:30 DTN 📞 [CRN 20063](#)

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

*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:

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

REQUIRED COURSES currently scheduled:

INTERPERS COMMUNICATION SKILLS (MSKL 1101)

In this session, you will learn how to use effective verbal and non-verbal communication skills, conduct organized interviews, use decision-making methods in individual and group situations, utilize appropriate assertiveness techniques, and make win/win decisions one-on-one and in groups. (24 hours) \$327

8 wks Tu. Sep 22 18:30 - 21:30 DTN 📞 [CRN 30045](#)

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) \$327

5 wks We. Jan 13 18:30 - 21:30 DTN 📞 [CRN 10003](#)

3 wks We. Mar 03 18:30 - 21:30 DTN 📞 [CRN 10003](#)

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) \$327

8 wks We. Apr 21 18:30 - 21:30 DTN 📞 [CRN 20075](#)

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

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

CORE OFFICE ADMINISTRATION COURSES

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

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

Note:

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

SPECIALIZATION COURSES

Option 1 - Administration and Supervision

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

Option 2 - Legal Office Skills

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

Option 3 - Medical Office Skills

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

Option 4 - Records Management Skills

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

Electives

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

Computer Skills

To graduate from this program, students must have basic computer knowledge relevant to their area of specialization. See IC3 Computer courses section.

Scheduling

Program courses scheduled in one or all of three terms.

ACCOUNTING/BOOKKEEPING/PAYROLL

ELECTIVE COURSES:

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

ELECTIVE COURSES currently scheduled:

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 📍 [CRN 30138](#)

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) \$174

8 wks We. Jan 13 18:30 - 21:30 DTN 📍 [CRN 10041](#)

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 Downtown Bookstore before the first class. (24 hours) \$180

8 wks Th. Jan 14 18:30 - 21:30 DTN 📍 [CRN 10117](#)

ADMINISTRATION AND SUPERVISION

REQUIRED COURSES:

See additional required core courses under the Office Administration Certificate Program.

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.

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) \$201

8 wks Mo. Jan 18 18:00 - 21:00 DTN 📍 [CRN 10116](#)

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) \$161

6 wks We. Jan 20 18:30 - 21:30 DTN 📍 [CRN 10118](#)

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 📍 [CRN 30133](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

MAKE TIME FOR SUCCESS (OACP 1185)

(6 hours)

BUSINESS ENGLISH

The following four courses may be taken individually at the regular price of \$87 each or for the package price of \$318 - a savings of \$30.

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 Bus Writing (OACP 1104)
Building Powerful Vocabulary (OACP 1106)
Writing Business Letters (OACP 1103)
Memos, Emails and Reports (OACP 1107)
plus 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) \$87

2 wks We. Sep 16 18:00 - 21:00 DTN 📍 [CRN 30015](#)
1 day Sa. Sep 19 09:00 - 16:00 DTN 📍 [CRN 30016](#)

BUILDING POWERFUL VOCABULARY (OACP 1106)

No other undertaking can boost your profession 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) \$87

2 wks We. Sep 30 18:00 - 21:00 DTN 📍 [CRN 30017](#)
1 day Sa. Oct 03 09:00 - 16:00 DTN 📍 [CRN 30018](#)

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) \$87

2 wks We. Oct 14 18:00 - 21:00 DTN 📍 [CRN 30019](#)
1 day Sa. Oct 17 09:00 - 16:00 DTN 📍 [CRN 30020](#)

14 BUSINESS

OFFICE ADMINISTRATION

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) \$87

2 wks We. Oct 28 18:00 - 21:00 DTN 📍 [CRN 30021](#)

1 day Sa. Oct 31 09:00 - 16:00 DTN 📍 [CRN 30022](#)

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. No fee.

1 day Sa. Nov 14 09:00 - 12:00 DTN 📍 [CRN 30023](#)

1 day We. Nov 18 18:00 - 21:00 DTN 📍 [CRN 30024](#)

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 📍 [CRN 30134](#)

KEYBOARDING

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 Sa. Sep 19 09:30 - 12:30 DTN 📍 [CRN 30025](#)

6 wks Mo. Sep 21 18:00 - 21:00 DTN 📍 [CRN 30026](#)

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) \$136

6 wks Sa. Sep 19 09:30 - 12:30 DTN 📍 [CRN 30009](#)

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) - 3 hours is recommended as the first of 5 courses in the Legal Skills Package. Remaining courses are 9 hours in duration. Enroll in individual price courses or register for the Legal Office Skills Package at a reduced rate of \$375.

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

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 📍 [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 📍 [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 📍 [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 📍 [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 📍 [CRN 30008](#)

ELECTIVE COURSES currently scheduled:

LEGAL ETHICS&CONFIDENTIALITY (OACP 1140)

This program will cover legal ethics as they apply to support staff in the various areas of law. Using case studies reviewed by the Bar Association, how the ethics of the profession bind you will be discussed. Emphasis will be placed on the importance of confidentiality. (9 hours) \$113

3 wks We. Sep 30 18:30 - 21:30 DTN 📍 [CRN 30135](#)

BCONLINE SEARCHES (OACP 1141)

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

3 wks We. Oct 21 18:30 - 21:30 DTN 📍 [CRN 30028](#)

WILLS AND ESTATES (OACP 1211)

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

1 day Sa. Nov 14 09:00 - 16:00 DTN 📍 [CRN 30037](#)

"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

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484
FAX 604.443.8393
www.vcc.ca


LEGAL TERMINOLOGY (OACP 1138)

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

3 wks We. Nov 18 18:30 - 21:30 DTN  [CRN 30136](#)

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) \$119

3 wks Wed. Apr 21 18:30 - 21:30 DTN  [CRN 20025](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

ADVANCED CONVEYANCING (OACP 1142)


(6 hours)

MEDICAL OFFICE SKILLS

REQUIRED COURSES currently scheduled:


MEDICAL DOCUMENT TRANSCRIPT (OACP 1156)


A basic course in the production of medical documents and transcribing of medical reports. Prerequisite: Medical Terminology I (OACP 1108), basic computer skills and typing speed of 35 wpm is recommended. Please bring Walkman-type earphones and computer diskette. Textbook: Medical Transcription, to be purchased from the downtown campus bookstore prior to first class. (18 hours) \$153


6 wks Mo. Sep 21 18:30 - 21:30 DTN  [CRN 30137](#)

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) \$203


10 wks Tu. Sep 22 18:00 - 21:00 DTN  [CRN 30010](#)

10 wks Tu. Sep 22 18:00 - 21:00 DTN  [CRN 30011](#)

10 wks Tu. Sep 22 18:00 - 21:00 DTN  [CRN 30012](#)


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) \$203

10 wks Th. Sep 24 18:00 - 21:00 DTN  [CRN 30013](#)


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) \$101

2 wks Tu. Dec 01 18:00 - 21:00 DTN  [CRN 30035](#)

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) \$182

8 wks We. Jan 13 18:00 - 21:00 DTN  [CRN 10120](#)




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.



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) \$152


4 wks Th. Mar 04 18:00 - 21:00 DTN  [CRN 10119](#)

RECORDS MANAGEMENT SKILLS

REQUIRED COURSES currently scheduled:


RECORDS MANAGEMENT 1 (OACP 1128)


As the volume of information processed by business increases so does the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information. Valuable for anyone working with records and information systems in business or government. Key contemporary issues around freedom of information and privacy are covered. 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  [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. This course is offered once a year. (30 hours) \$192

5 wks We. Jan 13 18:30 - 21:30 DTN  [CRN 10007](#)

5 wks We. Mar 03 18:30 - 21:30 DTN  [CRN 10007](#)

RECORDS MANAGEMENT SPECIAL (OACP 1147)

Introduction to specialized functions within records/information management. Explore several functions such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. (24 hour) \$187

8 wks We. Apr 21 18:30 - 21:30 DTN  [CRN 20026](#)

16 BUSINESS

PARALEGAL

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, real estate/conveyancing, or family and estate law. Two electives, plus a practicum experience on the job to incorporate your learning into your working life, complete the certificate requirements.

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

PARALEGAL CERTIFICATE

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.

Short Courses: for the fast legal upgrade courses, view "Legal Skills" courses under "Office Administration" program.

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, 1207 and 1209. Students employed in a legal environment may use their existing position towards their practicum experience, LEGL 1208, to be completed at or near the end of the program.

Online course sections include a web icon: . Online course registrants receive login directions by email, and may login any time during the first 24 hours.

Practicum (LEGL 1208)
Canadian Legal Process (LEGL 1202)
Agency & Business Structures (LEGL 1203)
Torts (LEGL 1204)
Contracts (LEGL 1209)
Legal Communications (LEGL 1205)
Legal Research (LEGL 1207)

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.

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

REQUIRED COURSES currently scheduled:




PRACTICUM (LEGL 1208)

Use your existing position at a legal office to synthesize your practicum experience. Students will design a professional portfolio. First class attendance is mandatory: bring your signed practicum application form with you. 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. Sep 04 18:00 - 21:00 DTN   CRN 30183
1 day Fr. Oct 23 18:00 - 21:00 DTN   CRN 30183
1 day Fr. Dec 04 18:00 - 21:00 DTN   CRN 30183

CANADIAN LEGAL PROCESS (LEGL 1202)

Learn the history of Canadian law, the Canadian court system, basic legal principles; sources of law and the structure of the court system; and the roles and responsibilities of members of the legal profession. This course provides a foundation for further studies in the Paralegal Program. Pre-requisites: Legal secretary work experience, formal admission to the Paralegal Program, or previous legal coursework. (48 hours) \$237

Oct 17 DTN   CRN 30192
8 wks Sa. Oct 17 09:00 - 12:00 DTN   CRN 30192
Oct 19   CRN 30193
8 wks Mo. Oct 19 18:00 - 21:00   CRN 30193



AGENCY & BUSINESS STRUCTURES (LEGL 1203)

Learn agency relationships and liabilities, formation of partnerships and general concepts underlying incorporations, corporate structure and duties of directors and officers. Pre-requisites: Legal secretary work experience, formal admission to the Paralegal Program, or previous legal coursework. (36 hours) \$237

Oct 19 NET   CRN 30190
6 wks Mo. Oct 19 18:00 - 21:00   CRN 30190
Nov 03 DTN   CRN 30191
6 wks Tu. Nov 03 18:00 - 21:00 DTN   CRN 30191

TORTS (LEGL 1204)

An overview of tort law in Canada. Reviews civil wrongs where an individual's conduct interferes with other persons or their property. Prerequisites: legal secretary work experience, formal admission to the Paralegal program, or previous legal coursework. (48 hours) \$236

7 wks Th. Oct 22 18:00 - 21:00 DTN   CRN 30542

REQUIRED COURSES to be scheduled in upcoming terms:

CONTRACTS (LEGL 1209)

(42 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).

ELECTIVE COURSES currently scheduled:

PROPERTY LAW (LEGL 1309)

Covers property law concepts: property ownership and its social context, the Canadian common law doctrines and the statutory framework in British Columbia that regulates land ownership. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$249

Sep 02 DTN   CRN 30187
7 wks We. Sep 02 18:00 - 21:00 DTN   CRN 30187

CORP LAW: BASIC PROCEDURES (LEGL 1305)

Company overview, including choice of business organization and jurisdiction, incorporation and organization of a British Columbia Company under the Business Corporations Act, corporate maintenance (annual reports and Records Books) and transactions (appointments of directors, allotments and transfers of shares).

Pre-requisites: Agency and Business Structures (LEGL 1203). OACP 1115 strongly recommended for students without corporate experience. (42 hours) \$206

Sep 08 DTN   CRN 30185
7 wks Tu. Sep 08 18:00 - 21:00 DTN   CRN 30185
Sep 08 NET   CRN 30199
7 wks Tu. Sep 08 18:00 - 21:00   CRN 30199

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484
FAX 604.443.8393
www.vcc.ca

FAMILY LAW 1 (LEGL 1313)

Examine the Family Relations Act and Divorce Act and other relevant statutes and case law. Covers legal fundamentals in family relations. Prerequisites: legal secretary work experience or formal admission to the Paralegal program. (42 hours) \$249

7 wks Tu. Sep 08 18:00 - 21:00 DTN 📅 [CRN 30221](#)

LITIGATION FOR PARALEGALS 1 (LEGL 1301)

Understand Court processes, systems and functions: commencing legal proceedings, defending actions, setting a matter for trial, production of documents, discoveries, and general interlocutory applications. \$249

Sep 08 DTN 📅 [CRN 30189](#)

7 wks Tu. Sep 08 18:00 - 21:00 DTN 📅 [CRN 30189](#)

Sep 08 NET 📅 [CRN 30196](#)

7 wks Tu. Sep 08 18:00 - 21:00 📅 📅 [CRN 30196](#)

PROPERTY TRANSACTIONS (LEGL 1310)

For legal support staff with a desire to be skilled conveyancers. Learn about the Land Title Act, property transactions and mortgage financing, and the “how” and “why” of all the steps in a conveyance. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. OACP 1117 strongly recommended for students without conveyancing experience. (42 hours) \$206

Oct 19 DTN 📅 [CRN 30188](#)

7 wks Mo. Oct 19 18:00 - 21:00 DTN 📅 [CRN 30188](#)

WILLS & ESTATE PLANNING (LEGL 1315)

Learn the structure and requirements of a valid will. Also covered: Living Wills, Powers of Attorney, and Representation Agreements. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$249

7 wks Th. Oct 22 18:00 - 21:00 DTN 📅 [CRN 30260](#)

LITIGATION FOR PARALEGALS 2 (LEGL 1302)

Interlocutory applications, family law, evidence, experts, orders and costs, and preparation of interlocutory application materials for various forms of relief. Understand Fast Track Litigation and Rule 68 Expedited Litigation. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301). (42 hours) \$249

Oct 27 DTN 📅 [CRN 30184](#)

7 wks Tu. Oct 27 18:00 - 21:00 DTN 📅 [CRN 30184](#)

Oct 27 NET 📅 [CRN 30197](#)

7 wks Tu. Oct 27 13:00 - 16:00 📅 📅 [CRN 30197](#)

CORP LAW : INTERMEDIATE PROC (LEGL 1307)

Corporate procedures and documentation for name changes, special rights and restrictions (drafting alternatives), changes to Notices of Articles, extra-provincial registrations under the Business Corporations Act. Prerequisites: Corporate Law: Basic (LEGL 1305), or equivalent work experience in the corporate field. (42 hours) \$206

Nov 03 DTN 📅 [CRN 30202](#)

7 wks Tu. Nov 03 18:00 - 21:00 DTN 📅 [CRN 30202](#)

Nov 03 📅 📅 [CRN 30203](#)

7 wks Tu. Nov 03 18:00 - 21:00 📅 📅 [CRN 30203](#)

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: COMPLEX TRANSACTIONS (LEGL 1317)

(42 hours)

COURT OF APPEAL PRACTICE (LEGL 1403)

(42 hours)

CREDITORS' REMEDIES (LEGL 1303)

(42 hours)

ESTATE ADMINISTRATION (LEGL 1316)

(42 hours)

EVIDENCE (LEGL 1401)

(42 hours)

FAMILY LAW 2 (LEGL 1314)

(42 hours)

INTELLECTUAL PROPERTY (LEGL 1405)

(42 hours)

LENDING & SECURITY (LEGL 1311)

(42 hours)

PERSONAL INJURY PRACTICE (LEGL 1304)

(42 hours)

SECURITIES: CORPORATE (LEGL 1306)

(42 hours)

PARALEGAL DIPLOMA

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 Paralegal Certificate graduates 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 course work serves to broaden your knowledge and enhance your employability in the various fields of law.

Completion of the Paralegal Certificate Program. For courses and information, see page 16.

REQUIRED COURSES:

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

Property Law (LEGL 1309)

Litigation for Paralegals 1 (LEGL 1301)

Corp Law: Basic Procedures (LEGL 1305)

Family Law 1 (LEGL 1313)

Property Transactions (LEGL 1310)

Wills & Estate Planning (LEGL 1315)

Litigation for Paralegals 2 (LEGL 1302)

Corp Law : Intermediate Proc (LEGL 1307)

Commercial Conveyancing (LEGL 1312)

Corp Law : Adv Procedures (LEGL 1308)

Creditors' Remedies (LEGL 1303)

Estate Administration (LEGL 1316)

Family Law 2 (LEGL 1314)

Lending & Security (LEGL 1311)

Personal Injury Practice (LEGL 1304)

ELECTIVE COURSES:

Further electives are NOT required to qualify for the diploma.

REQUIRED COURSES currently scheduled:

PROPERTY LAW (LEGL 1309)

Covers property law concepts: property ownership and its social context, the Canadian common law doctrines and the statutory framework in British Columbia that regulates land ownership. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$249

Sep 02 OFS 📅 [CRN 30187](#)

7 wks We. Sep 02 18:00 - 21:00 DTN 📅 [CRN 30187](#)

“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”

KIRTYE WOODRUFF, ONLINE STUDENT IN PARALEGAL STUDIES

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18 BUSINESS

PARALEGAL / SMALL BUSINESS

CORP LAW: BASIC PROCEDURES (LEGL 1305)

Company overview, including choice of business organization and jurisdiction, incorporation and organization of a British Columbia Company under the Business Corporations Act, corporate maintenance (annual reports and Records Books) and transactions (appointments of directors, allotments and transfers of shares).

Pre-requisites: Agency and Business Structures (LEGL 1203). OACP 1115 strongly recommended for students without corporate experience. (42 hours) \$206

Sep 08 OFS 🗓️ [CRN 30185](#)
7 wks Tu. Sep 08 18:00 - 21:00 DTN 🗓️ [CRN 30185](#)
Sep 08 NET 🗓️ [CRN 30199](#)
7 wks Tu. Sep 08 18:00 - 21:00 📺 🗓️ [CRN 30199](#)

FAMILY LAW 1 (LEGL 1313)

Examine the Family Relations Act and Divorce Act and other relevant statutes and case law. Covers legal fundamentals in family relations. Prerequisites: legal secretary work experience or formal admission to the Paralegal program. (42 hours) \$249

7 wks Tu. Sep 08 18:00 - 21:00 DTN 🗓️ [CRN 30221](#)

LITIGATION FOR PARALEGALS 1 (LEGL 1301)

Understand Court processes, systems and functions: commencing legal proceedings, defending actions, setting a matter for trial, production of documents, discoveries, and general interlocutory applications. \$249

Sep 08 OFS 🗓️ [CRN 30189](#)
7 wks Tu. Sep 08 18:00 - 21:00 DTN 🗓️ [CRN 30189](#)
Sep 08 NET 🗓️ [CRN 30196](#)
7 wks Tu. Sep 08 18:00 - 21:00 📺 🗓️ [CRN 30196](#)

PROPERTY TRANSACTIONS (LEGL 1310)

For legal support staff with a desire to be skilled conveyancers. Learn about the Land Title Act, property transactions and mortgage financing, and the “how” and “why” of all the steps in a conveyance. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. OACP 1117 strongly recommended for students without conveyancing experience. (42 hours) \$206

Oct 19 OFS 🗓️ [CRN 30188](#)
7 wks Mo. Oct 19 18:00 - 21:00 DTN 🗓️ [CRN 30188](#)

WILLS & ESTATE PLANNING (LEGL 1315)

Learn the structure and requirements of a valid will. Also covered: Living Wills, Powers of Attorney, and Representation Agreements. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$249

7 wks Th. Oct 22 18:00 - 21:00 DTN 🗓️ [CRN 30260](#)

LITIGATION FOR PARALEGALS 2 (LEGL 1302)

Interlocutory applications, family law, evidence, experts, orders and costs, and preparation of interlocutory application materials for various forms of relief. Understand Fast Track Litigation and Rule 68 Expedited Litigation. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301). (42 hours) \$249

Oct 27 OFS 🗓️ [CRN 30184](#)
7 wks Tu. Oct 27 18:00 - 21:00 DTN 🗓️ [CRN 30184](#)
Oct 27 NET 🗓️ [CRN 30197](#)
7 wks Tu. Oct 27 13:00 - 16:00 📺 🗓️ [CRN 30197](#)

CORP LAW : INTERMEDIATE PROC (LEGL 1307)

Corporate procedures and documentation for name changes, special rights and restrictions (drafting alternatives), changes to Notices of Articles, extra-provincial registrations under the Business Corporations Act. Prerequisites: Corporate Law: Basic (LEGL 1305), or equivalent work experience in the corporate field. (42 hours) \$206

Nov 03 OFS 🗓️ [CRN 30202](#)
7 wks Tu. Nov 03 18:00 - 21:00 DTN 🗓️ [CRN 30202](#)
Nov 03 OFS 🗓️ [CRN 30203](#)
7 wks Tu. Nov 03 18:00 - 21:00 📺 🗓️ [CRN 30203](#)



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 to be scheduled in upcoming terms:

COMMERCIAL CONVEYANCING (LEGL 1312)
(42 hours)

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

CREDITORS' REMEDIES (LEGL 1303)
(42 hours)

ESTATE ADMINISTRATION (LEGL 1316)
(42 hours)

FAMILY LAW 2 (LEGL 1314)
(42 hours)

LENDING & SECURITY (LEGL 1311)
(42 hours)

PERSONAL INJURY PRACTICE (LEGL 1304)
(42 hours)

SMALL BUSINESS

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

SMALL BUSINESS

Program Coordinator: Jennifer Gossen, 604.443.8670,
email: 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.

\$88.75 per course or a total of \$627.50 for all ten courses.
A savings of \$260.00.

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) \$88.75

1 day Mo. Sep 28 18:00 - 21:00 DTN 🗓️ [CRN 30144](#)

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) \$88.75

1 day We. Sep 30 18:00 - 21:00 DTN 🗓️ [CRN 30145](#)

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) \$88.75

1 day Mo. Oct 05 18:00 - 21:00 DTN 🗓️ [CRN 30146](#)

SMALL BUSINESS OPERATIONS (BUSI 1132)

Learn about the fundamentals of small business management, including human resources, time and stress management. (3 hours) \$88.75

1 day We. Oct 07 18:00 - 21:00 DTN 🗓️ [CRN 30147](#)

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) \$88.75

1 day We. Oct 14 18:00 - 21:00 DTN 📞 CRN 30148

HUMAN RESOURCES (BUSI 1135)

Do you know how to build a team? Learn how to keep your team an effective working group. (3 hours) \$88.75

1 day Mo. Oct 19 18:00 - 21:00 DTN 📞 CRN 30149

FINANCING YOUR BUSINESS (BUSI 1138)

Become familiar with different sources of financing and banking and how applications are evaluated. (3 hours) \$88.75

1 day We. Oct 21 18:00 - 21:00 DTN 📞 CRN 30150

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) \$88.75

1 day Mo. Oct 26 18:00 - 21:00 DTN 📞 CRN 30152

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) \$88.75

1 day We. Oct 28 18:00 - 21:00 DTN 📞 CRN 30153

PREPARING YOUR BUSINESS PLAN (BUSI 1139)

Learn and understand the essentials of creating a business plan. (3 hours) \$88.75

1 day Mo. Nov 02 18:00 - 21:00 DTN 📞 CRN 30151

ELECTIVE COURSES currently scheduled:**NEW DNA OF AN ENTREPRENEUR (BUSI 1307)**

Explore the bios of some of the most famous and lesser-known but outstanding local and global entrepreneurs who have helped shape the world we live in today. Work through a self-discovery tool to better understand your career DNA and see if you are hard-wired to create a breakthrough business. (3 hours) \$87

1 day Tu. Sep 29 18:30 - 21:30 DTN 📞 CRN 30490

NEW GUERRILLA MARKETING (BUSI 1308)

Is your small business start-up flush with cash without borrowing or selling off your personal assets? Not likely. Guerrilla marketing for small business is all about "Getting Your Customer's Attention With Little to No Money" - that is the Name of the Game if you are going to survive and then thrive as a new business. Find out how to market your business the guerrilla way. (3 hours) \$87

1 day Tu. Oct 06 18:30 - 21:30 DTN 📞 CRN 30491

NEW SMALL BUSINESS GLOBAL MARKET (BUSI 1309)

More than half of the world's population is waking up in the economies of China, India and beyond. Going global is an important form of untapped opportunity but can be achieved by your business with the right knowledge, energy, creativity and lots of sweat - even on a limited budget. Come learn how to tap in to the global market. (3 hours) \$87

1 day Tu. Oct 13 18:30 - 21:30 DTN 📞 CRN 30492

NEW TAKING GOLD IN 2010 (BUSI 1310)

The world is coming to Vancouver's doorstep in 2010 for the Winter Olympics - do you know how to position yourself to take advantage of this opportunity? Explore strategies and resources from an entrepreneur's perspective. You can't afford to miss valuable insights into the players and places that will make this a podium experience for many local businesses. (3 hours) \$87

1 day Tu. Oct 20 18:30 - 21:30 DTN 📞 CRN 30494

ELECTIVE COURSES to be scheduled in upcoming terms:**ADVANCED SELLING ON EBAY (BUSI 1286)**

(6 hours)

BUSINESS PARTNERSHIPS (BUSI 1255)

(12 hours)

CREATING A WINNING BRAND (BUSI 1291)

(12 hours)

FINANCIAL FREEDOM (BUSI 1254)

(12 hours)

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

(12 hours)

LAUNCHING FREELANCE CAREER (BUSI 1287)

(9 hours)

SM BUSINESS FINANCE STRATEGIES (BUSI 1140)

(6 hours)

THE BASICS OF SELLING ON EBAY (BUSI 1285)

(6 hours)

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)

Retail Buying (FASH 1402)

Fashion Retail Management (FASH 1401)

Fashion Forecasting (FASH 1204)

Fashion Marketing & Promotion (FASH 1405)

Fashion Styling (FASH 1408)

History Of Fashion (FASH 1301)

Textiles (FASH 2201)

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

LAUREN WAY, STUDENT IN SMALL BUSINESS


REGISTER ONLINE 
www.vcc.ca

FASHION ARTS

REQUIRED COURSES currently scheduled:


MERCHANDISING FASHION (FASH 1176)

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

12 wks Tu. Sep 15 18:30 - 21:30 DTN  **CRN** 30227


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

12 wks We. Sep 16 18:30 - 21:30 DTN  **CRN** 30239

FASHION RETAIL MANAGEMENT (FASH 1401)

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

12 wks Th. Sep 17 18:30 - 21:30 DTN  **CRN** 30222

REQUIRED COURSES to be scheduled in upcoming terms:

FASHION FORECASTING (FASH 1204)

(36 hours)

FASHION MARKETING & PROMOTION (FASH 1405)

(36 hours)

FASHION STYLING (FASH 1408)

(36 hours)

HISTORY OF FASHION (FASH 1301)

(36 hours)

TEXTILES (FASH 2201)

(36 hours)

FASHION ARTS SPECIALTY

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:


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. Sep 19 12:30 - 16:30 DTN  **CRN** 30228


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, a three-ring binder with a supply of paper and \$20 refundable deposit for bobbin case. (30 hours) \$300

10 wks Sa. Sep 19 09:00 - 12:00 DTN  **CRN** 30240


ADOBE PHOTOSHOP FOR FASHION (FASH 1157)

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

10 wks Mo. Sep 21 18:30 - 21:30 DTN  **CRN** 30539


NEW CORSETRY (FASH 1183)

Construct Victorian and Elizabethan corsets. Learn the proper methods of construction and fit. Course will include a brief lecture on the corset's history, myths and its contribution to female dress. Domestic sewing machines will be available to students for in class use or bring your own. Necessary fabrics, notions and other supplies/tools will be discussed in the first class. Bring to first class: pen/paper for note taking, tape measure and \$120 (no cheques) for the Victorian corset's inner support materials payable to the instructor. (30 hours) \$280

10 wks Tu. Sep 22 18:30 - 21:30 DTN  **CRN** 30535


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 Fashion 1 (FASH 1156) or equivalent. A Document of Professional Studies will be issued. (30 hours) \$300

10 wks We. Sep 23 18:30 - 21:30 DTN  **CRN** 30439

INTRO FASHION DESIGN (FASH 1178)

Explore the fundamentals of good fashion design. Working on fashion figures, learn how to create fashionable "mini-collections" starting with the basic sketch and following through to finished presentation quality. Topics include: symmetry and proportion; line and silhouette; colour theory; fabric pattern and texture. Basic figure drawing will be taught, but no previous drawing or design experience is necessary. Bring to first class: 9" x 12" tracing paper, HB pencil, blue and red fine-tipped felt pens, 12" ruler, scotch tape, fashion magazines. (30 hours) \$280

10 wks We. Sep 23 18:30 - 21:30 DTN  **CRN** 30232




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 and public relations, assistant designers, and costumers for film, television and theatre at the local, national and international levels.

A

NEW MILLINERY 2 (FASH 1168)

An exciting course exploring the use of traditional materials such as buckram and wire to create modern, fun hats from fascinators and cocktails to sunhats and top hats. Learn to create your own unique hat pattern from scratch, and the art of draping fabrics over forms to create your own unique hat. Work with millinery trims such as horsehair to create fabulous fascinators and hat decorations. Use professional millinery techniques and tricks of the trade to trim and professionally finish your hats. FASH 1162 Millinery is not required to take this course. Please bring to first class: scissors, needle, thread, glue gun, fabrics of your choice, buttons and trims. Please note that the cost of additional materials for hats is \$75 (to be paid in the first class, no cheques). (18 hours) \$245

6 wks Th. Sep 24 18:30 - 21:30 DTN  **CRN** 30536

ELECTIVE COURSES to be scheduled in upcoming terms:

ADOBE ILLUSTRATOR FOR FASHION1 (FASH 1156)
(30 hours)

BOOT CAMP: FASHION DESIGN TEEN (FASH 1179)
(20 hours)

BOOT CAMP:FASHION STYLING TEEN (FASH 1182)
(20 hours)

COUTURE DRAPING (FASH 1181)
(30 hours)

DRESS FORM WORKSHOP (FASH 1163)
(6.5 hours)

FABRIC SURFACE DESIGN (FASH 1166)
(24 hours)

FASHION ILLUSTRATION (FASH 1150)
(30 hours)

FASHION WRITING (FASH 1409)
(24 hours)

MILLINERY (FASH 1162)
(18 hours)

PATTERN MAKING: KNOCK OFF TECH (FASH 1173)
(30 hours)

FASHION ARTS 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

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:

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

REQUIRED COURSES currently scheduled:**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 Th. Sep 10 18:30 - 21:30 DTN [CRN 30224](#)

COLLECTION DESIGN (FASH 2103)

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

12 wks Tu. Sep 08 18:30 - 21:30 DTN [CRN 30226](#)

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. Learn to use industrial machines and sergers, and compile a binder of samples using industrial and couture methods. (36 hours) \$300

12 wks Tu. Sep 08 18:30 - 21:30 DTN [CRN 30244](#)

COUTURE (FASH 2101)

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

12 wks We. Sep 09 18:30 - 21:30 DTN [CRN 30231](#)

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 We. Sep 09 18:30 - 21:30 DTN [CRN 30230](#)

DESIGN DRAFTING - THEORY (FASH 1202)

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

12 wks Th. Sep 10 18:30 - 21:30 DTN [CRN 30233](#)

"I cannot tell you how impressed I was with the Fashion Merchandising program at VCC. The classes were focused; there was plenty of opportunity to get to know your classmates while working on group projects; and the instructors were all very supportive of helping find jobs after graduation. I highly recommend this program."

KRISTI CARIGNAN, FASHION MERCHANDISING GRADUATE

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22 DESIGN

FASHION ARTS

DESIGN PATTERNS DRAPING (FASH 2102)

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

12 wks Mo. Sep 14 18:30 - 21:30 DTN [CRN 30229](#)

INDUSTRIAL SEWING (FASH 1201)

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

12 wks Mo. Sep 14 18:30 - 21:30 DTN [CRN 30243](#)

REQUIRED COURSES to be scheduled in upcoming terms:

ADV COLLECTION MANUFACTURE (FASH 1352)

(36 hours)

ADV FASHION SHOW PREPARATION (FASH 1353)

(18 hours)

COLLECTION PORTFOLIO (FASH 2301)

(36 hours)

COLLECTION TOILES (FASH 2202)

(36 hours)

DESIGN DRAFTING-PRACTICE (FASH 1303)

(36 hours)

FA VISUAL COMMUNICATION (FASH 2309)

(36 hours)

FASHION DESIGN (FASH 1203)

(36 hours)

HISTORY OF FASHION (FASH 1301)

(36 hours)

PRODUCTION PATTERNS GRADING (FASH 2203)

(36 hours)

TAILORING (FASH 1302)

(36 hours)

TEXTILES (FASH 2201)

(36 hours)

FASHION ARTS DIPLOMA

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

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

ENTRANCE REQUIREMENTS:

Grade 12 or equivalent (waived if mature student), English 12 with a "C" grade or equivalent, completed application form, 2 recommendation letters, letter of introduction, and successful portfolio assessment and interview.

REQUIRED COURSES currently scheduled:

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 Tu. Sep 08 14:00 - 17:00 DTN [CRN 30223](#)

COMPUTER AIDED DRAFTING 1 (FASH 2114)

Develop an awareness of the various CAD systems used in the apparel industry. Computer based terminology and skills will be developed. Be able to transfer manual pattern drafting and manipulation skills to computer based drafting and manipulation. The digitizing, plotting, and marker making process will be used. Problem solving skills in creating new styles, professional work habits, interpersonal and time management skills will also be developed. (48 hours) \$395

12 wks Tu. Sep 08 09:00 - 13:00 DTN [CRN 30245](#)

INTRODUCTION TO FASHION (FASH 1110)

This course provides a platform for all areas of the apparel industry. Be introduced to the business of fashion, the various careers in the industry, the components of fashion, designers and terminology. Gain a greater appreciation for fashion today based partially on historical references and ethnic and cultural influences. Learn to correctly identify garments as a whole and the design components that make up a garment. Silhouettes, construction techniques, specific elements, trims and details, accessories and textiles will be covered from a wide variety of resources. An essential course for the fashion designer, merchandiser, retailer, and the consumer to understand and relate to other fashion professionals. (36 hours) \$300

12 wks Tu. Sep 08 09:00 - 12:00 DTN [CRN 30235](#)

PRODUCT DEVELOPMENT (FASH 1252)

Study and apply brand building methods to a mass market line. Working in small groups, develop and choose appropriate fabrics, trim, graphics, labelling and accessories to reinforce the brand of a local mass market line. Develop the ability to brand on a "shoe-string" budget without advertising aids. (36 hours) \$300

12 wks Tu. Sep 08 14:00 - 17:00 DTN [CRN 30247](#)

COLLECTION DESIGN 2 (FASH 2113)

Understand industrial realities in the design of specific collections. Determine individual collection design direction. Emphasis on personal design interest and philosophy helps formulate ideas for your individual collections - in particular the collection which will be presented at the Graduate Fashion Show. (36 hours) \$300

12 wks Th. Sep 10 14:00 - 17:00 DTN [CRN 30249](#)

DRAPING TECHNIQUES (FASH 2110)

Learn the techniques and use of draping for design and pattern making. Develop skills in draping your own designs and copies on the dress form and in translating the 3D pattern to a flat pattern. Drape the basic bodice, cowl necklines, draped designs for a skirt, as well as a variety of collars. (24 hours) \$225

6 wks Th. Sep 10 09:00 - 13:00 DTN [CRN 30250](#)

"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

REGISTER ONLINE 
www.vcc.ca

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484
FAX 604.443.8393
www.vcc.ca

ILLUSTRATION AND DESIGN 1 (FASH 1112)

The fashion designer must be able to draw, not only to illustrate his/her work, but to execute accurately proportioned "working drawings" for production purposes. Study anatomical and garment proportions to develop skills in making technical drawings for use by pattern makers and manufacturers. Drawing from the fashion model, experimenting with a variety of media, and fabric rendering will develop an individual style of fashion drawing. Elements and principles of design. Quality of finishing for final presentation of work is emphasized throughout. (72 hours) \$595
13 wks Th. Sep 10 09:00 - 12:00 DTN [CRN 30234](#)
11 wks Mo. Sep 14 13:00 - 16:00 DTN [CRN 30234](#)

SEWN PRODUCT TECHNIQUES (FASH 1114)

Become familiar with industrial and couture sewing methods to understand the design/drafting possibilities and limitations in mass production and to identify the sewing techniques to be used for couture garments. Learn to use industrial machines and sergers, and compile a binder of samples using industrial and couture methods. (48 hours) \$395
12 wks Th. Sep 10 13:00 - 17:00 DTN [CRN 30237](#)

COSTUME HISTORY (FASH 1113)

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

12 wks Fr. Sep 11 09:00 - 12:00 DTN [CRN 30241](#)
6 wks We. Jan 06 09:00 - 12:00 DTN [CRN 30241](#)

FABRIC AND TEXTILE STUDIES (FASH 1115)

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

12 wks Fr. Sep 11 13:00 - 16:00 DTN [CRN 30238](#)
6 wks We. Jan 06 13:00 - 16:00 DTN [CRN 30238](#)

STUDIO LAB B (FASH 2116)

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

12 wks Fr. Sep 11 09:00 - 12:00 DTN [CRN 30251](#)

COMPUTER APPLICATIONS (FASH 1111)

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

12 wks Mo. Sep 14 09:00 - 12:00 DTN [CRN 30236](#)

COUTURE SEWING (FASH 2112)

Develop skills in higher level production methods and the ability to fit and finish to perfection. Couture methods and custom fitting are practised in the construction of the individual designs drafted in Level Three. Prerequisite: Tailoring; Design/Drafting Practical (unless prior permission is granted). (48 hours) \$395

12 wks Mo. Sep 14 14:00 - 18:00 DTN [CRN 30246](#)



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.

A

PATTERN DRAFTING PRACTICAL 2 (FASH 2115)

Demonstrate and execute advanced pattern drafting skills by completing patterns for tailored jackets, and designs using the bra top block. All inner workings such as facing linings, pocketings, foundation structures are covered. Drafting for knits will also be demonstrated. (48 hours) \$395

12 wks Mo. Sep 14 09:00 - 13:00 DTN [CRN 30248](#)

DESIGNER PATTERNS AND TOILES (FASH 2111)

Produce patterns and toiles in preparation for the manufacture of a Collection. Learn how to make professional toiles as "sample garments" to plan the sewing construction with consideration to garment type and fabric, using fit models to finalize pattern proportion and detail. Develop working drawings and specification sheets to ensure accuracy, speed and efficiency in manufacture. (72 hours) \$595

6 wks Th. Oct 22 09:00 - 13:00 DTN [CRN 30253](#)
10 wks Th. Jan 07 09:00 - 13:48 DTN [CRN 30253](#)

REQUIRED COURSES to be scheduled in upcoming terms:

ADV FASHION SHOW PREPARATION (FASH 2314)
(24 hours)

COLLECTION DESIGN 1 (FASH 1312)
(36 hours)

COLLECTION MANUFACTURE/STUDIO (FASH 2310)
(144 hours)

COMPUTER AIDED DRAFTING 2 (FASH 2212)
(48 hours)

FASHION MARKETING & PROMOTION (FASH 1405)
(36 hours)

FASHION PHOTOSHOP APPLICATIONS (FASH 2214)
(48 hours)

FASHION PROF PRACTICES 1 (FASH 1171)
(36 hours)

FASHION PROF PRACTICES 2 (FASH 1172)
(36 hours)

ILLUSTRATION AND DESIGN 2 (FASH 1210)
(36 hours)

INDUSTRIAL SEWING TECHNIQUES (FASH 1212)
(48 hours)

INT VISUAL COMMUNICATION (FASH 2211)
(36 hours)

PATTERN DRAFTING PRACTICAL 1 (FASH 1310)
48 hours)

PATTERN DRAFTING THEORY (FASH 1211)
(48 hours)

PERSONAL BLOCK CONSTRUCTION (FASH 1214)
(18 hours)

PORTFOLIO DESIGN 1 (FASH 2210)
(36 hours)

PORTFOLIO DESIGN 2 (FASH 2312)
(36 hours)

PRODUCTION PATTERNS GRADING (FASH 2203)
(36 hours)

STUDIO LAB A (FASH 1315)
(36 hours)

STUDIO LAB C (FASH 2213)
(36 hours)

STUDIO LAB D (FASH 2313)
(36 hours)

TAILORING TECHNIQUES (FASH 1311)
(36 hours)

TECHNICAL FASHION DRAWING 1 (FASH 1213)
(48 hours)

TECHNICAL FASHION DRAWING 2 (FASH 1314)
(48 hours)

TEXTILE SURFACE DESIGN & LAB (FASH 1313)
(72 hours)

GEMMOLOGY AND JEWELLERY

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 Coordinator: Donna Hawrelko, 604.443.8670

Program Assistant: Carol Agostini, 604.443.8661

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 by the Canadian Gemmological Association after an extensive program of study leading to a final exam. This intensive, part-time, two-year program is enhanced with regular classroom attendance, considerable home study, weekly homework, and regular quizzes. Upon successful completion of a final 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 a small amount of methylene iodide. You will be requested to wear protective glasses, gloves and apron.

INFORMATION SESSION:
TUES., SEPT. 9, 2009,
6:30 – 7:30 P.M.
DOWNTOWN CAMPUS

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES currently scheduled:

DIPLOMA YEAR GEMMOLOGY (GEMM 2101)

Offered once a year - Tuesday and Thursday evenings from September to June. Tuesdays are theory classes and Thursdays are hands-on lab classes. (supplies and examination fees extra) \$2856

2 days Tu. Th. Sep 15 18:30 - 21:30 DTN ☎ [CRN 30179](#)

PRELIMINARY YEAR GEMMOLOGY (GEMM 1101)

Offered once a year - Wednesday evenings from September to June. (supplies and examination fees extra) \$1836

36 wks We. Sep 16 18:30 - 21:30 DTN [CRN 30178](#)

ELECTIVE COURSES currently scheduled:

NEW MASTERVALUER APPRAISAL PROGRAM (GEMM 3101)

The MasterValuer Program in jewellery appraisal studies is recognized as the premier appraisal training program in the world. Become a gem and jewellery appraiser or improve and enhance your appraisal skills through a comprehensive program of valuation studies. This program provides a solid foundation in the principles and methods of appraising gems and jewellery. The program was developed by Anna Miller, an international expert in appraisal science, and is taught in many countries. This 30-session program offers 90 hours of classroom training, labs, hands-on exercises, and workshops with information you can use immediately in an appraisal practice. Prerequisites: Must hold a recognized Gemmological Diploma. This course is a graded course and you must pass the final exam and complete a research project. Session begins in September. Application fee: \$30.00. The total fee of \$3995.00 must be paid one week prior to course start. A deposit of \$2000.00 must accompany your registration form. The balance must be paid no later than one week before the class begins. In addition two text books are required that are approximately \$50.00 each. \$3995

35 wks Mo. Sep 14 18:30 - 21:30 DTN [CRN 30474](#)

NEW GEMMOLOGY PRACTICAL LAB (GEMM 2102)

Sharpen your practical gem identification skills, or refresh your techniques. This is a lab only class, and basic Gemmological knowledge is required. Registration is limited. \$1800

37 wks Th. Sep 17 18:30 - 21:30 DTN [CRN 30182](#)

NEW ADVANCED GEMMOLOGY - DIAMONDS (GEMM 2138)

Learn about the testing of natural, treated and synthetic diamonds. Content covered will include: background of diamond research, causes of colour in natural and treated diamonds, detection of diamond treatments, synthetic diamonds and their identification, as well as the nomenclature, disclosure, certification and marketing of treated and synthetic stones. All participants will receive handouts. (36 hours) \$895

12 wks Sa. Sep 19 13:00 - 16:00 DTN ☎ [CRN 30524](#)

NEW ADVANCED GEMMOLOGY-COLORED GEM (GEMM 2139)

Discover the causes of colour in gemstones and the use of standard and advanced instruments in the detection of synthetic rubies, sapphires, emeralds and jade. Detect how each Gem is treated. Distinguish between rubies, sapphires and emeralds from different world sources. Understand the certification and marketing practices of major labs, wholesalers and retailers. All participants will receive handouts. (24 hours) \$695

12 wks Sa. Sep 19 10:00 - 12:00 DTN ☎ [CRN 30523](#)

CANADIAN JEWELLER JETS PROGRAM (JEWL 1114)

Vancouver Community College and the Canadian Jewellers Association is proud to offer the new JETS (Jewellery Education Training System) program specifically designed for the jewellery industry. JETS is an intensive program presented in 15 books (CD, PDF format) and developed by industry specialists. It allows the student to acquire the basic knowledge required to succeed in today's retail jewellery industry. Completion of this comprehensive course of study covering the full range of jewellery products, industry issues and sales techniques will award the participant with their GJ designation, the primary step in jewellery career. This course produces knowledgeable, trained employees who will generate increased sales in any retail jewellery environment. There is an additional final exam fee of \$99.75 (Payable to: Canadian Jewellers Association) \$645

8 wks Mo. Sep 21 18:30 - 21:30 DTN ☎ [CRN 30522](#)

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 We. Oct 14 18:30 - 21:30 DTN ☎ [CRN 30180](#)

"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

REGISTER ONLINE 
www.vcc.ca

GEMMOLOGY AND JEWELLERY / INTERIOR DESIGN

NEW CRYSTALS & CRYSTAL HEALING 1 (GEMM 1154)

Come and learn about CRYSTALS in the context of vibrational medicine in one short afternoon. What are healing crystals? What do they do and how do they do it? This basic introductory course will consider crystals in Western Science, traditional Vedic Science and medicine, healing and the New Age. (3 hours) \$125

1 day Sa. Oct 17 13:00 - 16:00 DTN 📞 **CRN** 30380

NEW EVALUATION OF JADEITE JADE 1 (GEMM 1155)

Come and learn from the experts about evaluating Jadeite Jade. This highly sought after, mysterious and valuable stone is one of the most complex and difficult gem materials to evaluate and appraise. Our instructor has studied Jadeite Jade in China and is a leading expert in the field. Many samples will be provided and you may also bring your own jadeite pieces to evaluate. (20 hours) \$495

4 wks Sa. Nov 07 10:00 - 16:00 DTN 📞 **CRN** 30440

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. Nov 23 18:30 - 21:30 DTN 📞 **CRN** 30181

JEWELLERY MAKING

Program Coordinator: Donna Hawrelko, 604.443.8670
Program Assistant: Carol Agostini, 604.443.8661

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:

NEW CANADIAN JEWELLER JETS PROGRAM (JEWL 1114)

Vancouver Community College and the Canadian Jewellers Association is proud to offer the new JETS (Jewellery Education Training System) program specifically designed for the jewellery industry. JETS is an intensive program presented in 15 books (CD, PDF format) and developed by industry specialists. It allows the student to acquire the basic knowledge required to succeed in today's retail jewellery industry. Completion of this comprehensive course of study covering the full range of jewellery products, industry issues and sales techniques will award the participant with their GJ designation, the primary step in jewellery career. This course produces knowledgeable, trained employees who will generate increased sales in any retail jewellery environment. There is an additional final exam fee of \$99.75 (Payable to: Canadian Jewellers Association) \$645

8 wks Mo. Sep 21 18:30 - 21:30 DTN 📞 **CRN** 30522

JEWELLERY TECHNIQUES I (JEWL 1103)

Learn basic techniques in jewellery-making including piercing, filing, soldering, shaping, forming, design layout and application. Work at your own 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. (24 hours) \$405

8 wks Mo. Sep 21 18:30 - 21:30 DTN 📞 **CRN** 30174

8 wks We. Sep 30 18:30 - 21:30 DTN 📞 **CRN** 30177

JEWELLERY TECHNIQUES II (JEWL 1104)

Expand your knowledge and learn new fabricating techniques in this intermediate workshop style course while working at your own individual jeweller's bench. 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. Sep 29 18:30 - 21:30 DTN 📞 **CRN** 30175

NEW CREATE JEWELLERY REPAIR SALES (JEWL 1113)

Build your confidence and salesmanship in recognizing common jewellery repairs. Learn how to give the correct ring size and alternate sizing solutions, reassure clients who leave their treasured items for servicing, use a microscope or 10x loupe for analysis, and the ABC's of repair diagnosis. Supplies required: 10x loupe, tweezers, brass millimetre gauge & polishing cloth. (3 hours) \$95

1 day Sa. Oct 03 13:00 - 16:00 DTN 📞 **CRN** 30381

PEARL STRINGING TECHNIQUES 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. Oct 24 10:00 - 16:00 DTN 📞 **CRN** 30382

JEWELLERY APPRAISAL (JEWL 1107)

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

3 wks Sa. Nov 14 10:00 - 16:00 DTN 📞 **CRN** 30176

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, the associate is awarded the Graduate Sales Associate certification from the Jewellers Education Foundation of the American Gem Society. (12 hours) \$645

4 wks Mo. Nov 23 18:30 - 21:30 DTN 📞 **CRN** 30181

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 they exist 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

Senior Program Coordinator: Anne Tollstam, 604.443.8668
Program Coordinator: Bernie Lyon, 604.443.8671, blyon@vcc.ca
Program Assistant: Kevin Coutts, 604.443.8677

This part-time program is tailored to the needs of the residential Interior design industry. Taught by multi award winning designers, our Certificate granting program contains a number of courses which transfer to the Interior Design Program at BCIT as well as to the Interior Design program at AI (Art Institute). (Transfers subject to 65% GPA and portfolio review). The Interior Design Certificate (or equivalent) is required for entry into our new NKBA supported, Kitchen & Bath Certificate program.

INFORMATION SESSION:

**TUES., SEPT. 8, 2009,
6:00 P.M. – 7:00 P.M.
DOWNTOWN CAMPUS**

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 \$30.00

REQUIRED COURSES:

The program will take 444 hours to complete with total credits of 18.5 (14 courses).
Design Specifications (INTD 1116)
Colour Theory (INTD 1114)
Design Basics (INTD 1158)
History Of Furniture (INTD 1102)
Residential Design (INTD 1130)
Design for Small Spaces (INTD 1131)
Design Drawing (INTD 1159)
Textiles (INTD 1122)
Materials and Finishes (INTD 1125)
Basic Drafting Concepts (INTD 1110)
Design today. (INTD 1132)
AutoCad for Interior Designers (INTD 1150)
Graphic Presentation (INTD 1160)
Lighting (INTD 1121)

INTERIOR DESIGN

ELECTIVE COURSES:

The following courses transfer to BCIT's Interior Design program and may be used for credit with BCIT for further study in this area (subject to Portfolio review and 65 percent GPA): INTD 1102, 1114, 1120, 1121, 1124, 1131, 1158, & 1159. Not all courses are offered each term.

*REQUIRED COURSES currently scheduled:***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

8 wks Tu. Sep 08 18:30 - 21:30 DTN 📞 [CRN 30443](#)

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. Sep 09 18:30 - 21:30 DTN 📞 [CRN 30445](#)

DESIGN BASICS (INTD 1158)

An introduction to the field of interior design. Focuses on design theory, process, principles and elements and their practical application as well as the development of problem solving skills. Introduces you to space planning techniques, colour, lighting and drafting. Text: Designing Interiors, (Kilmer & Kilmer) available at Downtown campus bookstore. 3 credits. (36 hours) \$390

12 wks We. Sep 09 18:30 - 21:30 DTN 📞 [CRN 30446](#)

DESIGN FOR SMALL SPACES (INTD 1131)

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. (36 hours) \$390

12 wks Th. Sep 10 18:30 - 21:30 DTN 📞 [CRN 30449](#)

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) \$390

12 wks Th. Sep 10 18:00 - 21:00 DTN 📞 [CRN 30447](#)

NEW RESIDENTIAL DESIGN (INTD 1130)

From Kitchen to Utility room to Home office, all aspects of Residential Interior Design will be covered in his advanced course. Further develop skills in research, drafting and design. Produce bubble diagrams, furniture plans, block diagrams, specification binders, and materials and finishes boards. Evaluate client requirements thoroughly and thoughtfully. Produce floor plans, elevations, perspectives, and a research binder for a complete residence. This course will utilize all the skills and knowledge learned in the other courses in VCC's Interior Design Certificate and therefore should be taken at the end of the program. (36 hours) \$390

12 wks Th. Sep 10 18:30 - 21:30 DTN 📞 [CRN 30448](#)

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

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

DESIGN DRAWING (INTD 1159)

Learn the basic concepts of expressing your ideas through freehand drawing. Develop skills in manipulating line, form, space, volume, proportion and value to effectively communicate in a visual format. Learn both one and two point perspective. 3 credits (36 hours) \$390

12 wks Sa. Sep 12 09:30 - 12:30 DTN 📞 [CRN 30470](#)

MATERIALS AND FINISHES (INTD 1125)

Introduces a variety of interior materials and finishes through field visits 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) \$280

6 wks Sa. Sep 12 09:30 - 11:30 DTN 📞 [CRN 30452](#)

6 wks Sa. Oct 31 09:30 - 11:30 DTN 📞 [CRN 30452](#)

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) \$280

6 wks Sa. Sep 12 10:00 - 14:00 DTN 📞 [CRN 30451](#)

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

12 wks Mo. Sep 14 18:30 - 21:30 DTN 📞 [CRN 30472](#)

NEW DESIGN TODAY. (INTD 1132)

Today's interiors are a reflection of yesterday's invention and tomorrow's vision. But who's holding the mirror, and whose face is it reflecting anyway? Through guided discussions, student-led seminars and research assignments students will explore contemporary influences within popular print and media and investigate some of the people who are shaping interior design today. Through the process, students will exercise critical thinking and researching skills, gain valuable experience presenting their findings to their peers and discover new sources for inspiration. (24 hours) \$280

12 wks Tu. Sep 15 18:30 - 20:30 DTN 📞 [CRN 30473](#)

REQUIRED COURSES to be scheduled in upcoming terms:

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

GRAPHIC PRESENTATION (INTD 1160)
(36 hours)

LIGHTING (INTD 1121)
(24 hours)

"I enjoyed 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

REGISTER ONLINE 
www.vcc.ca

KITCHEN & BATH DESIGN CERTIFICATE

Senior Program Coordinator: Anne Tollstam, 604.443.8668
 Program Coordinator: Bernie Lyon, 604.443.8671, blyon@vcc.ca
 Program Assistant: Kevin Coutts, 604.443.8677

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

INFORMATION SESSIONS:

**TUES., SEPT. 8, 2009,
 6:00 P.M. – 7:00 P.M. OR
 MON., OCT. 19, 2009
 6:00 P.M. – 7:00 P.M.**

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 \$30.00 application fee.

REQUIRED COURSES:

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

Basic Kitchen Design (INTD 2101)
 Basic Bathroom Design (INTD 2102)
 Advanced Kitchen and Bath Design (INTD 2201)
 Construction (INTD 2103)
 Kitchen & Bath Business (INTD 2104)
 Kitchen & Bath Systems & Products (INTD 2105)
 Drafting 1 (INTD 2106)
 Drafting 2 (INTD 2107)
 Drafting 3 (INTD 2108).

ELECTIVE COURSES:

There are no electives. All courses are required.

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: Margaret McIlwaine, 604.443.8711


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

Join Make up Artistry Fundamentals this term to complete the pre-requisite 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 currently scheduled:

MAKEUP ARTISTRY FUNDAMENTALS (BUSI 1302)

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. Select appropriate foundation formulations, eye shadow colours and lip colours to compliment any complexion. 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 \$140. Please note: students are responsible for purchasing the make up products used in this course. A shopping list is provided by the instructor on the first day of class. (30 hours) \$403

10 wks Tu. Sep 08 18:00 - 21:00 DTN  CRN 30311


EVENING & BRIDAL MAKEUP (BUSI 1303)

This course is a continuation of Makeup Fundamentals and provides advanced techniques in makeup application. Gain current and up-to-date techniques for bridal and evening makeup. Receive step-by-step demonstrations by the instructor on various eye makeup designs including smoky eyes, cat eyes, retro eyes and much more. Discuss the do's and don'ts of a makeup consultation along with professional conduct. Prepare a make-up design on a face chart to re-create on your model. Basic hair styling techniques will be provided. Model required. Prerequisite: BUSI 1302. (30 hours) \$403

10 wks We. Sep 09 18:00 - 21:00 DTN  CRN 30312


FASHION & PHOTOGRAPHY MAKEUP (BUSI 1304)

Create makeup designs for runway fashion shows that will compliment a designer's collection. Determine the difference between hi definition and traditional formats. Gain tips and trick in achieving outstanding photos in a professional shoot. Re-create looks from decades past including the 1920's - the 1980's. Explore your creativity through developing make up designs that are unusual, over the top and print worthy. Basic Airbrush techniques will be demonstrated by the instructor. Model required. Prerequisite: BUSI 1302 and BUSI 1303 (30 hours) \$403

10 wks Th. Oct 01 18:00 - 21:00 DTN  CRN 30313

CUSTOMER SERVICE/CAREER DEV (BUSI 1305)

It's all about attitude and enthusiasm and weather you are searching for a job as a sales associate or beauty advisor in an entry level position, a manager at a cosmetic counter or entrepreneur running a small business; having great customer service skills will enable you to stay one step ahead of the competition. Understand the cycle of selling, from initiating conversation to closing a sale. Identify body language and communication skills (verbal and non verbal) to help you determine what are customers are thinking. Create a dynamic resume and a well rounded portfolio that will showcase our talent. (12 hours) \$160

2 wks Sa. Nov 14 09:00 - 16:00 DTN  CRN 30314

28 HEALTH SCIENCES AND HUMAN SERVICES

COUNSELLING

COUNSELLING

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

Join the growing number of students who are training with VCC. Our NEW curriculum is in place for September 09. The Counselling Skills Certificates have been updated, redesigned and renamed. Learn about current trends in psychology and be exposed to cutting edge practices for working in the social service, addictions and corrections field. Develop and expand your 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 Addiction Counselling Skills (formerly the Substance Abuse Certificate) and Community Counselling Skills (formerly the Counselling Skills Certificate) 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 approximately \$3900 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.

ADDICTION COUNSELLING SKILLS CERTIFICATE

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

The NEW Addiction Counselling Skills Certificate (formerly, Substance Abuse Certificate program) is updated, redesigned and renamed and is aimed at individuals who wish to work in the field of addiction or co-occurring disorders or for those currently employed. For 20 years, the Substance Abuse Certificate Program has been respected and recognized for preparing and training addiction workers. Students find employment in a range of government and non-profit societies and from recovery houses, to detox to addiction service positions at various health authorities and their respective agencies.

Students are exposed to leading edge research and best practices and develop a network of contacts in their chosen fields. The new Addictions Counselling Skills Certificate Program integrates a variety of addiction treatment options with skill practice so students can enter or continue in their chosen workplaces with confidence. This established program has an excellent reputation in the community and Ministry of Education surveys place our employment success

rate at over 95%. This program meets the educational requirements of the CACCF and some courses in this program meet some educational pre-requisites for graduate studies in Department of Education and Counselling Psychology (UBC).

Students can complete this certificate in twelve months to a maximum time of three years by attending one to three evenings per week. Practicum completes the program and are flexible to meet the needs of working students.

ENTRANCE REQUIREMENTS:

- Fluency in English: Completion of Grade 12 English (C+), GED or equivalent
- Successful completion of Basic Counselling Skills (C) or equivalent
- Relevant experience (direct client contact) in the helping field paid or volunteer-min 35 hours
- Letter of reference
- Participation in an intake orientation meeting
- Recommended: Basic Computer skills
- Maturity, emotional stability and suitability to work in the field
- Two years of successful recovery from chemical dependency
- Basic library research skills

REQUIRED COURSES:

Basic Counselling Skills (CNSK 1401)
Foundations of Counselling (CNSK 1402)
Group Counselling Skills (CNSK 1408)
Theories of Counselling (CNSK 1403)
Personal & Professional Dev (CNSK 1412)
Family Systems-an Overview (CNSK 1409)
Individ Couns Skills-Addiction (CNSK 1406)
Assessment Practice-Addiction (CNSK 1411)
Diversity, Cultural & Couns (CNSK 1407)
Addiction and Human Behaviour (CNSK 1415)
Diversity, Cultural & Couns (CNSK 1407)
Lifespan Development (CNSK 1404)
Practicum: Volunteer (CNSK 1488)
Practicum: Employment (CNSK 1489)

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401)

Geared towards those interested in counselling as a career, this practical course introduces students to the methods required for effective listening and interviewing. Students examine the nature and process of client-centred counselling; learn skills foundational to the counselling relationship and practice in a supervised setting. Requires self-disclosure and self-explanation. Expect to spend at least three hours a week on reading and written assignments. Fluency in English is required (equivalent to grade 12 English). Basic Counselling is a prerequisite for the Community Counselling Skills and Addiction Counselling Skills Certificate Programs. \$435

11 wks Tu. Sep 22 18:15 - 21:30 DTN 📞 [CRN 30487](#)
11 wks We. Sep 23 18:15 - 21:30 DTN 📞 [CRN 30486](#)
11 wks Th. Sep 24 18:15 - 21:30 DTN 📞 [CRN 30485](#)
10 wks Fr. Sep 25 09:30 - 12:45 BWY 📞 AND
1 day Fr. Oct 02 13:45 - 17:00 BWY 📞 [CRN 30517](#)

REQUIRED COURSES currently scheduled:

FOUNDATIONS OF COUNSELLING (CNSK 1402)

Designed to be completed in the first term of the certificate program. Using a systemic perspective, this course provides the philosophical and practical skills needed to build a foundation of professional practice. Content of the course will include an orientation to VCC resources, the skills of learning; self-awareness and the systemic nature of individual, family, and community interaction. Students will develop an understanding of self-reflective practice that will enhance their ability to make meaningful connections with others. Understanding the social determinants of health and how these impact counselling will be an important focus. Students will examine the role of counselling, all aspects of wellness and a variety of theoretical models that address diversity, mental illness and substance misuse and addiction. Prerequisite: Acceptance to a Counselling Skills Certificate Program or by permission. 45 hours (3 credits) \$551

12 wks Mo. Sep 21 18:15 - 21:30 and
1 day Sa. Nov 28 09:30 - 16:30 DTN [CRN 30501](#)
12 wks Tu. Sep 22 18:15 - 21:30 and
1 day Sa. Nov 07 09:30 - 16:30 DTN [CRN 30507](#)
12 wks Th. Sep 24 18:15 - 21:30 and
1 day Sa. Nov 07 09:30 - 16:30 DTN [CRN 30516](#)

GROUP COUNSELLING SKILLS (CNSK 1408)

This course offers students a wide spectrum of both theoretical and experiential approaches to group work, focusing especially on core facilitation skills. Students will examine group dynamics and evolution, interpersonal relationships, leadership styles, curriculum development, and the role of health and healing practices. Particular attention will be given to developing effective facilitation strategies through achieving greater self-awareness. Students will also learn about the emerging models of group work which focus on collaboration, community-building and creativity. Acceptance to a Counselling Skills Certificate Program and recommended completion of Individual Counselling Skills or by permission. 45 hours (3 credits) \$551

12 wks Mo. Sep 21 18:15 - 21:30 DTN and
1 day Sa. Nov 14 09:30 - 16:30 DTN [CRN 30503](#)

THEORIES OF COUNSELLING (CNSK 1403)

The course is an overview of counselling and psychotherapy in terms of theory and practice. Content includes: major theories of counselling and the limitations and contributions each makes to the practice of counselling. The emphasis is on practice arising out of theory. Ethical considerations will also be discussed. We will look at the differences in goals and techniques and the associated views of human nature. Students will extract theory from experience, and experience from theory and will formulate and develop their own beliefs and approaches to counselling. Prerequisite: Acceptance to a Counselling Skills Certificate Program or by permission. 45 hours (3 credits) \$551

12 wks Mo. Sep 21 18:15 - 21:30 DTN and
1 day Sa. Dec 12 09:30 - 16:30 DTN [CRN 30502](#)
12 wks We. Sep 23 18:15 - 21:30 DTN and
1 day Sa. Oct 03 09:30 - 16:30 DTN [CRN 30509](#)

FAMILY SYSTEMS-AN OVERVIEW (CNSK 1409)

This course will explore supporting families using a systems perspective. Specific approaches to supporting families will be explored: family of origin and solution-focused counselling. Content areas will include: theoretical assumptions, family life cycle, parenting approaches, family violence, ethical issues, and counselling and support strategies. In addition, students will explore their own family experience and become aware of how their experience may impact the way they work with families. Prerequisite: Acceptance to a Counselling Skills Certificate Program or by permission. 9 hours (2 credits) \$351

7 wks Tu. Sep 22 18:15 - 21:30 DTN and
1 day Sa. Oct 24 09:15 - 16:30 DTN [CRN 30505](#)
7 wks Th. Oct 29 18:15 - 21:30 DTN and
1 day Sa. Nov 21 09:15 - 16:30 DTN [CRN 30518](#)



Do you still offer the Substance and Counselling Skills Certificates?

Yes, the certificates have been revamped and renamed to Addiction Counselling Skills and Community Counselling Certificates. Current students will have a choice to continue under the existing requirements or graduate under the new certificate names by taking additional required courses.

A

PERSONAL & PROFESSIONAL DEV (CNSK 1412)

The course provides an opportunity for students to continue their personal and professional development. Content areas will build upon and expand the student's knowledge of ethical principles, especially as they apply to practice issues. Case studies, small and large group discussion and self-awareness exercises will be featured. A large component of this required course will be process-oriented, involving the sharing of students' self-exploration and the individual's examination of both values and personal limitations. Prerequisite: Acceptance to a Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) and Individual Counselling Skills (CNSK 1405 or 1406) and Diversify, Cultural & Counselling (CNSK 1407) \$or permission of the Program Coordinator. Students who started a counselling skills certificate program pre-September 2009: Prerequisite: Acceptance to a Counselling Skills Certificate Program and successful completion of Individual Counselling Skills (CNSK 1103 or SUAB 1103) or by permission. 29 hours (2 credits) \$351

7 wks Tu. Sep 22 18:15 - 21:30 DTN and
1 day Sa. Sep 26 09:15 - 16:30 DTN [CRN 30506](#)
7 wks Th. Sep 24 18:15 - 21:30 DTN and
1 day Sa. Sep 26 09:15 - 16:30 DTN [CRN 30515](#)

ASSESSMENT PRACTICE-ADDICTION (CNSK 1411)

This course replaces Assessment and Referral for SA. This course will introduce students to the basic skills needed to conduct proper clinical assessments and to utilize the information gathered to respond appropriately to client issues and needs. Treatment planning, including referrals in the addiction community counselling field will be explored. Topics will include risk assessment and management; major mental disorders; including, substance misuse disorders; concurrent disorders; suicide; domestic violence; and trauma. Students will develop knowledge about addiction community resources. Legal & ethical, confidentiality and record keeping issues will also be an important focus of this course. Prerequisite: Acceptance to the Community Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) and CNSK 1406 or permission of the Program Coordinator. Students who started the Substance Abuse certificate program pre-September 2009: Prerequisite: Acceptance to a Counselling Skills Certificate Program and successful completion of Individual Counselling Skills (SUAB 1101) or by permission. 45 hours (3 credits) \$551

Sep 23 DTN [CRN 30511](#)
12 wks We. Sep 23 18:15 - 21:30 DTN [CRN 30511](#)
12 wks Th. Sep 24 18:15 - 21:30 DTN [CRN 30488](#)

INDIVID COUNS SKILLS-ADDICTION (CNSK 1406)

This course focuses on the skills of counselling individuals as they relate to the counselling relationship and the development of the counsellor. Students examine the skills and strategies involved in counselling specifically in area of addiction. Content areas build on those covered in Basic Counselling Skills and introduce the concept of Motivational Interviewing. Topics include: the counselling process; understanding and practicing the skills involved in all phases of the counselling relationship; record keeping; ethical obligations and emerging self-awareness and self-care. The central purpose of this course is to provide participants with experiential learning regarding the client-counsellor relationship and to analyze the issues, which emerge from this work with a specific focus in the area of addiction. Prerequisite: Acceptance to the Addiction Counselling Skills Certificate Program or permission of the Program Coordinator. 45 hours (3 credits) \$551

Sep 23 DTN [CRN 30510](#)
12 wks We. Sep 23 18:15 - 21:30 DTN [CRN 30510](#)
Sep 24 DTN [CRN 30512](#)
12 wks Th. Sep 24 18:15 - 21:30 DTN [CRN 30512](#)

DIVERSITY, CULTURAL & COUNS (CNSK 1407)

This introductory course will explore dimensions of diversity and increase knowledge and understanding of the cultural factors underlying client and counsellor behaviour and interventions. Participants will explore their own cultural value and belief systems and learn how these systems affect their relationship and interventions with clients. Participants will also increase their understanding of cultural transition, racial identity and sexual orientation identity development processes, and examine the role of race and culture on communication in the counselling context. Emphasis will be placed on integration of knowledge with personal awareness. Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. 22 hours (1 credit) \$267

5 wks Th. Sep 24 18:15 - 21:30 DTN and
1 day Sa. Oct 17 09:30 - 16:15 DTN [CRN 30514](#)
5 wks Tu. Nov 10 18:15 - 21:30 DTN and
1 day Sa. Dec 05 09:30 - 16:15 DTN [CRN 30519](#)

ADDICTION AND HUMAN BEHAVIOUR (CNSK 1415)

This course replaces Drugs and Human Behaviour. This survey course provides students with an overview of addictive substances and behaviours and the physiological and psychological effects on the body and mind. Students will review the functioning of the healthy brain and be introduced to the functioning of the brain damaged by addictive behaviour and trauma; how genetics and the environment contribute to the development of addictive behaviours; specific psychoactive drugs and concurrent disorders. Prerequisite: Acceptance to the Addiction Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) \$or permission of the Program Coordinator. Students completing the certificate program who started the Substance Abuse certificate program pre-September 2009: Prerequisite: Acceptance to a Counselling Skills Certificate Program and successful completion of permission of the Program Coordinator. 22 hours (1 credit) \$267

5 wks Tu. Nov 10 18:15 - 21:30 DTN and
1 day Sa. Dec 05 09:30 - 16:15 DTN [CRN 30531](#)
5 wks Th. Nov 12 18:15 - 21:30 DTN [CRN](#) and
1 day Sa. Dec 12 09:30 - 16:15 DTN [CRN 30532](#)

PRACTICUM: VOLUNTEER**PRACTICUM: EMPLOYMENT**

REQUIRED COURSES to be scheduled in upcoming terms:

LIFESPAN DEVELOPMENT (CNSK 1404)

45 hours (3 credits)

REGISTER ONLINE 
www.vcc.ca

30 HEALTH SCIENCES AND HUMAN SERVICES

COUNSELLING

COMMUNITY COUNSELLING SKILLS

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

If you are interested in working as a settlement worker, a family support worker, a youth outreach worker or in a variety of other positions within the human services field, then this Certificate Program is for you.

The NEW Community Counselling Skills Certificate (formerly Counselling Skills Certificate Program) is updated, redesigned and renamed and is aimed for those who wish to pursue a career in the helping professions or for those currently practicing. This course combines skill training with theory for those wishing or working with a clientele presenting with a spectrum of concerns. Courses in this program meet some educational pre-requisites for graduate studies in the Department of Education and Counselling Psychology at UBC. Ministry of Education surveys place our employment success rate at over 90%. Students can complete this certificate in fifteen months to a maximum time of three years by attending one to three evenings per week. Practicum completes the program and are flexible to meet the needs of working students.

Course required for Certificate Completion: Theories of Counselling or Lifespan Development; Foundations of Counselling; Diversity, Culture and Counselling; Individual Counselling Skills (community); Family Systems-an overview; Personal and Professional Development; Assessment Practices (community); One Elective Option; Practicum.

ENTRANCE REQUIREMENTS:

- Fluency in English: Completion of Grade 12 English (C+), GED or equivalent
- Successful completion of Basic Counselling Skills (C) or equivalent
- Relevant experience (direct client contact) in the helping field paid or volunteer-min 35 hours
- Letter of reference
- Participation in an intake orientation meeting
- Recommended: Basic Computer skills
- Maturity, emotional stability and suitability to work in the field
- Two years of successful recovery from chemical dependency
- Basic library research skills

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

SHU-YIN MAU, COUNSELLING SKILLS STUDENT

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401)

Geared towards those interested in counselling as a career, this practical course introduces students to the methods required for effective listening and interviewing. Students examine the nature and process of client-centered counselling; learn skills foundational to the counselling relationship and practice in a supervised setting. Requires self-disclosure and self-explanation. Expect to spend at least three hours a week on reading and written assignments. Fluency in English is required (equivalent to grade 12 English). Basic Counselling is a prerequisite for the Community Counselling Skills and Addiction Counselling Skills Certificate Programs. 36 hours \$435

11 wks Tu. Sep 22 18:15 - 21:30 DTN  [CRN 30487](#)
11 wks We. Sep 23 18:15 - 21:30 DTN  [CRN 30486](#)
11 wks Th. Sep 24 18:15 - 21:30 DTN  [CRN 30485](#)
10 wks Fr. Sep 25 09:30 - 12:45 BWY  AND
1 day Fr. Oct 02 13:45 - 17:00 BWY  [CRN 30517](#)

REQUIRED COURSES currently scheduled:

FOUNDATIONS OF COUNSELLING (CNSK 1402)

This course includes the material from Introduction to Substance Abuse and is designed to be completed in the first term of course work in the certificate program. Using a systemic perspective, this course will provide students with the philosophical and practical skills needed to build a foundation of professional practice and will be the cornerstone course of the certificate programs. Content of the course will include an orientation to the resources offered by Vancouver Community College; the skills of learning; self-awareness and the systemic nature of individual, family, and community interaction. Students will develop an understanding of self-reflective practice that will enhance their ability to make meaningful connections with others, both personally and professionally. Understanding the social determinants of health and how these impact counselling will be an important focus. Students will examine the role of counselling, all aspects of wellness and a variety of theoretical models that address diversity, mental illness and substance misuse and addiction. Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. 45 hours (3 credits) \$551

12 wks Mo. Sep 21 18:15 - 21:30 DTN AND
1 day Sa. Nov 28 09:30 - 16:30 DTN [CRN 30501](#)
12 wks Tu. Sep 22 18:15 - 21:30 DTN AND
1 day Sa. Nov 07 09:30 - 16:30 DTN [CRN 30507](#)
12 wks Th. Sep 24 18:15 - 21:30 DTN AND
1 day Sa. Nov 07 09:30 - 16:30 DTN [CRN 30516](#)

INDIVID COUNS SKILLS-COMMUNITY (CNSK 1405)

This course focuses on the skills of individual counselling as they relate to the counselling relationship and the development of the counsellor. Students examine the skills and strategies involved in the counselling process and build on the content of 'Basic Counselling Skills'. Topics include: the counselling process; understanding and practicing the skills involved in all phases of the counselling relationship; record keeping; ethical obligations and emerging self-awareness and self-care. The main purpose of this course is to provide participants with experiential learning regarding the client-counsellor relationship and to analyze the issues, which emerge from this work with a specific focus on the client issues found in community counselling agencies. Prerequisite: Acceptance to the Community Counselling Skills Certificate Program or permission of the Program Coordinator. 45 hours (3 credits) \$551

Sep 21 DTN [CRN 30513](#)
12 wks Th. Sep 21 18:15 - 21:30 DTN [CRN 30513](#)
Sep 22 DTN [CRN 30504](#)
12 wks Tu. Sep 22 18:15 - 21:30 DTN [CRN 30504](#)

THEORIES OF COUNSELLING (CNSK 1403)

The course is an overview of counselling and psychotherapy in terms of theory and practice. The focus will be on the how, what, and why of the theories. Content includes: major theories of counselling and the limitations and contributions each makes to the practice of counselling. The emphasis is on practice arising out of theory. Ethical considerations will also be discussed. We will look at the differences in goals and techniques and the associated views of human nature. Students will extract theory from experience, and experience from theory and will formulate and develop their own beliefs and approaches to counselling. Attention will be paid to the process of the class group to support learning and also to enhance the learning environment. Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. 45 hours (3 credits) \$551

12 wks Mo. Sep 21 18:15 - 21:30 DTN AND
1 day Sa. Dec 12 09:30 - 16:30 DTN [CRN 30502](#)
12 wks We. Sep 23 18:15 - 21:30 DTN AND
1 day Sa. Oct 03 09:30 - 16:30 DTN [CRN 30509](#)

FAMILY SYSTEMS-AN OVERVIEW (CNSK 1409)

This course will explore supporting families using a systems perspective. Specific approaches to supporting families will be explored: family of origin and solution-focused counselling. Content areas will include: theoretical assumptions, family life cycle, parenting approaches, family violence, ethical issues, and counselling and support strategies. In addition, students will explore their own family experience and become aware of how their experience may impact the way they work with families. Prerequisite: Acceptance to a Counselling Skills Certificate Program or by permission. 29 hours (2 credits) \$351

7 wks Tu. Sep 22 18:15 - 21:30 DTN AND
1 day Sa. Oct 24 09:15 - 16:30 DTN [CRN 30505](#)
7 wks Th. Oct 29 18:15 - 21:30 DTN AND
1 day Sa. Nov 21 09:15 - 16:30 DTN [CRN 30518](#)

PERSONAL & PROFESSIONAL DEV (CNSK 1412)

The course provides an opportunity for students to continue their personal and professional development. Content areas will build upon and expand the student's knowledge of ethical principles, especially as they apply to practice issues. Case studies, small and large group discussion and self-awareness exercises will be featured. A large component of this required course will be process-oriented, involving the sharing of students' self-exploration and the individual's examination of both values and personal limitations.

Prerequisite: Acceptance to a Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) and Individual Counselling Skills (CNSK 1405 or 1406) and Diversify, Cultural & Counselling (CNSK 1407) or permission of the Program Coordinator. Students who started a counselling skills certificate program pre-September 2009: Prerequisite: Acceptance to a Counselling Skills Certificate Program and successful completion of Individual Counselling Skills (CNSK 1103 or SUAB 1103) or by permission. 29 hours (2 credits) \$351

7 wks Tu. Sep 22 18:15 - 21:30 DTN AND
1 day Sa. Sep 26 09:15 - 16:30 DTN [CRN 30506](#)
7 wks Th. Sep 24 18:15 - 21:30 DTN AND
1 day Sa. Sep 26 09:15 - 16:30 DTN [CRN 30515](#)

DIVERSITY, CULTURAL & COUNS (CNSK 1407)

This introductory course will explore dimensions of diversity and increase knowledge and understanding of the cultural factors underlying client and counsellor behaviour and interventions. Participants will explore their own cultural value and belief systems and learn how these systems affect their relationship and interventions with clients. Participants will also increase their understanding of cultural transition, racial identity and sexual orientation identity development processes, and examine the role of race and culture on communication in the counselling context. Emphasis will be placed on integration of knowledge with personal awareness. Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. 22 hours (1 credit) \$267

5 wks Th. Sep 24 18:15 - 21:30 DTN AND
1 day Sa. Oct 17 09:30 - 16:15 DTN [CRN 30514](#)
5 wks Tu. Nov 10 18:15 - 21:30 DTN AND
1 day Sa. Dec 05 09:30 - 16:15 DTN [CRN 30519](#)

REQUIRED COURSES to be scheduled in upcoming terms:

ASSESSMENT PRACTICE-COMMUNITY (CNSK 1410)
(45 hours)

LIFESPAN DEVELOPMENT (CNSK 1404)
(45 hours)

ELECTIVE COURSES currently scheduled:

GROUP COUNSELLING SKILLS (CNSK 1408)

This course is designed to offer students a wide spectrum of both theoretical and experiential approaches to group work, focusing especially on core facilitation skills. Students will examine group dynamics and evolution, interpersonal relationships (e.g. conflicts, alliances and other structures), leadership styles, curriculum development, and the role of health and healing practices. Particular attention will be given to developing effective facilitation strategies through achieving greater self-awareness. Students will also learn about the emerging models of group work which focus on collaboration, community-building and creativity. Acceptance to a Counselling Skills Certificate Program and recommended completion of Individual Counselling Skills or permission of the Program Coordinator. 45 hours (3 credits) \$551

12 wks Mo. Sep 21 18:15 - 21:30 DTN AND
1 day Sa. Nov 14 09:30 - 16:30 DTN [CRN 30503](#)

VOCATIONAL COUNSELLING SKILLS (CNSK 1414)

This course examines the knowledge and skills which are used in vocational counselling with a particular reference to the needs of clients who face barriers. Participants will acquire an overview of career counselling theories, practical skills, resources and strategies to assist clients in reaching their career goals. Content will include: career counselling interview techniques, non-standardized assessment of skills, vocational interests, skills, and values, as well as utilizing Labour Market Information and job placement strategies. Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. 22 hours (1 credit) \$267

5 wks Th. Nov 12 18:15 - 21:30 DTN AND
1 day Sa. Nov 21 09:30 - 16:15 DTN [CRN 30533](#)

PRACTICUM: EMPLOYMENT**PRACTICUM: VOLUNTEER**

ELECTIVE COURSES to be scheduled in upcoming terms:

ABORIGINAL CONTEXT (CNSK 1413)
(22 hours)

VCC OFFERINGS TO WATCH**ON-SITE TRAINING
FOR ORGANIZATIONS.
WE ARE HERE FOR YOU.**

Your organization's needs are unique. VCC's Centre for Continuing Studies will work with you to develop top notch training for your employees in all our program areas from business and leadership to health and human services. If you see courses, programs or instructor areas of expertise which suit your 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, please call
Gyda Chud, 604.443.8416.

REGISTER ONLINE 
www.vcc.ca

32 HEALTH SCIENCES AND HUMAN SERVICES

EARLY CHILDHOOD CARE AND EDUCATION

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, mhhegberg@vcc.ca

EARLY CHILDHOOD CARE AND EDUCATION

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 Provincial Ministries. 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

ENTRANCE REQUIREMENTS:

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

FAMILY CHILD CARE: GOOD BEGINNINGS

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

Classroom attendance is recommended, but a self-paced correspondence course is also offered for home study from September to June. Correspondence fees include all materials and tutor support by telephone and/or e-mail.

For further information, contact Monica Hegberg 604.443.8428



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.



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 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. Sep 14 18:45 - 21:45 DTN 📞 [CRN](#) and
1 day Sa. Oct 10 09:00 - 16:00 DTN 📞 [CRN](#) and
1 day Sa. Nov 14 09:00 - 16:00 DTN 📞 [CRN](#) 30375

INFANT AND TODDLER AND SPECIAL NEEDS CERTIFICATE

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:

In order to apply for either of these programs, the following is required:

- You must hold a B.C. License in basic ECCE prior to applying
- You must be a Canadian Citizen or Permanent Resident

LEADERSHIP, ADMINISTRATION AND MANAGEMENT IN CHILD CARE

Developed by the community, for the community, and offered in the community, LAM comprises of 60-hour curriculum based on six 10-hour modules.

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

Please call Monica Hegberg for an application form and answers to any questions you may have. Phone 604.443.8428.

REQUIRED COURSES currently scheduled:

Leadership Admin & Management (ECCE 2112)

Build your knowledge and skills and broaden your professional horizons! This is designed for experienced child care staff who want to become more effective as leaders and administrators. (60 hours) \$344

1 day Fr. Nov 13 13:00 - 17:00 DTN [CRN](#) 30342
1 day Sa. Nov 14 09:30 - 16:30 DTN [CRN](#) 30342
1 day Fr. Dec 04 13:00 - 17:00 DTN [CRN](#) 30342
1 day Sa. Dec 05 09:30 - 16:30 DTN [CRN](#) 30342
1 day Fr. Jan 08 13:00 - 17:00 DTN [CRN](#) 30342
1 day Sa. Jan 09 09:30 - 16:30 DTN [CRN](#) 30342
1 day Fr. Feb 05 13:00 - 17:00 DTN [CRN](#) 30342
1 day Sa. Feb 06 09:30 - 16:30 DTN [CRN](#) 30342
1 day Fr. Mar 12 13:00 - 17:00 DTN [CRN](#) 30342
1 day Sa. Mar 13 09:30 - 16:30 DTN [CRN](#) 30342
1 day Fr. Apr 09 13:00 - 17:00 DTN [CRN](#) 30342
1 day Sa. Apr 10 09:30 - 16:30 DTN [CRN](#) 30342

FAMILY LITERACY

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

FAMILY LITERACY CERTIFICATE

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

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

REQUIRED COURSES currently scheduled:

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. \$50

Sep 01 OFS [CRN 30498](#)
Oct 01 OFS [CRN 30499](#)
Nov 01 OFS [CRN 30500](#)

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) \$220

1 day Fr. Sep 11 17:00 - 21:00 DTN [CRN 30496](#)
1 day Sa. Sep 12 09:30 - 17:30 DTN [CRN 30496](#)
1 day Fr. Oct 02 17:00 - 21:00 DTN [CRN 30496](#)
1 day Sa. Oct 03 09:30 - 17:30 DTN [CRN 30496](#)

LEADERSHIP IN FAMILY LITERACY (FAML 1107)

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

1 day Fr. Oct 23 17:00 - 21:00 DTN [CRN 30497](#)
1 day Sa. Oct 24 09:30 - 17:30 DTN [CRN 30497](#)
1 day Fr. Nov 13 17:00 - 21:00 DTN [CRN 30497](#)
1 day Sa. Nov 14 09:30 - 17:30 DTN [CRN 30497](#)

REQUIRED COURSES to be scheduled in upcoming terms:

CHILD DEV & EMERGENT LITERACY (FAML 1104)

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



How does VCC serve disabled students?

Vancouver Community College welcomes students of with diverse talents and abilities. View www.vcc.ca for our services to disabled students.

A

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)

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.

FOUNDATIONS OF FAMILY LITERACY (FAML 1102)

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

WORKING WITH ADULTS & FAMILIES (FAML 1103)

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

"The instructor was excellent – informative and experienced. I learned so much from her and from my classmates, as well."

HUONG TRUONG, STUDENT IN THE FAMILY LITERACY CERTIFICATE PROGRAM

REGISTER ONLINE 
www.vcc.ca

34 HEALTH SCIENCES AND HUMAN SERVICES

HEALTH

HEALTH

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

CPR AND FIRST AID

Program Assistant: 604.443.8672
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 currently scheduled:

BASIC RESCUER LEVEL C (HLTH 1369)

This course is of particular interest to students in either the health or dental faculties. Course includes obstructed airway management and CPR for all ages, as well as 2 person CPR. (6 hours) \$85

2 wks We. Oct 14 18:00 - 21:00 BWY [CRN](#) 30385

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. Nov 07 09:00 - 18:00 BWY [CRN](#) 30384

DENTAL

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

FOODSAFE

To Register: 604.443.8484

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

ELECTIVE COURSES currently scheduled:

FOODSAFE LEVEL 1 - CANTONESE (HLTH 1104)

(8 hours) \$95

1 day Sa. Sep 19 09:00 - 18:00 DTN [CRN](#) 30469

FOODSAFE LEVEL 2 (HLTH 1102)

(12 hours) \$137.50

2 days Sa. Oct 03 09:00 - 16:00 DTN [CRN](#) 30468

HEALTH SPECIALTY

Program Assistant: 604.443.8635

ELECTIVE COURSES currently scheduled:

MEDICATION ADMIN ASST LIV WORK (HLTH 1327)

For those RCA/HSW seeking employment in Assisted Living Facilities. Learn how medication administration is incorporated into the philosophy of the care setting. Evaluation is through a skill check of medication administration. (14 hours) \$250

2 days Th. Fr. Sep 10 09:00 - 16:00 DTN [CRN](#) 30428

FOOT CARE 1 (HLTH 1241)

This course reviews the anatomy of the foot and introduces the basics of foot care in the older adult. Participants must be a RN, RPN, or LPN currently registered in B.C. (21 hours) \$418

3 days We. Th. Fr. Sep 16 09:00 - 17:00 DTN [CRN](#) 30477

3 days Mo. Tu. We. Nov 16 09:00 - 17:00 DTN [CRN](#) 30478

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) \$336.50

3 days Sa. Sep 12 09:00 - 18:00 BWY [CRN](#) 30435

3 wks Sa. Nov 14 09:00 - 18:00 BWY [CRN](#) 30434

FOOT CARE 2 (HLTH 1196)

Successful completion of HLTH 1241 needed to take this course. Advanced foot care techniques for older adults as well as the use of the Dremel Drill. Discussion on starting your own foot care business. Max. class size 12. (16 hours) \$297

days Sa. Su. Sep 19 09:00 - 18:00 OFS [CRN](#) 30479

days Th. Fr. Nov 19 09:00 - 18:00 OFS [CRN](#) 30480

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) \$173

1 day Sa. Nov 14 09:00 - 17:00 BWY [CRN](#) 30430

ELECTIVE COURSES to be scheduled in upcoming terms:

ASSESSMENT OF ELDERLY (HLTH 1230)

(7 hours)

HEIGHT EXPECTATIONS RES CARE N (HLTH 1361)

(24 hours).

IV THERAPY THEORY (HLTH 1185)

(8 hours)

MEDICATION COURSE FOR HCWS (HLTH 1366)

(14 hours)

LPN CONTINUING STUDIES

Program Assistant: 604.443.8635

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) \$173

1 day Sep 01 OFS [CRN](#) 30425

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) \$663

1 day Sep 01 OFS [CRN](#) 30423

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. \$255

1 day Sep 01 OFS [CRN](#) 30421

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) \$173

1 day Sep 01 OFS [CRN](#) 30426

“It was a very in-depth and interesting course. I left with a feeling of great satisfaction.”

KARNPREET SANGHA, STERILE SUPPLY TECHNICIAN STUDENT

REGISTER ONLINE 
www.vcc.ca

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484
FAX 604.443.8393
www.vcc.ca

ESSENTIALS OF MENTAL HEALTH (HLTH 1365)

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

3 wks Fr. Sep 18 17:00 - 21:00 BWY [CRN](#) 30441
3 wks Sa. Sep 19 09:00 - 16:00 BWY [CRN](#) 30441

TAKE THE LEAD (HLTH 1368)

This three day course has been designed to assist the LPN in identifying their leadership capabilities both at the bedside and at the leadership table. By focusing on assessment and clinical decision making models, the LPN will feel more confident when using effective communication tools such as SBAR. This course will expose participants in identifying priorities of care and appropriate interventions. To assist in clinical decision making at the bedside, an overview of the anatomy, physiology, and pathophysiology of the five body systems will be highlighted \$336

2 wks Sa. Oct 03 09:00 - 18:00 BWY [CRN](#) 30442

ELECTIVE COURSES to be scheduled in upcoming terms:

CPNRE PREP FOR LPNS (HLTH 1360)
(20 hours)

IV THERAPY THEORY (HLTH 1185)
(8 hours)

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

LPN TO BSCN TRANSITION STUDIES

Program Assistant: 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 4 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 preferred.

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 currently scheduled:

HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1362)
See course description on page 34. (24 hours) \$336.50

3 days Sa. Sep 12 09:00 - 18:00 BWY [CRN](#) 30435
3 wks Sa. Nov 14 09:00 - 18:00 BWY [CRN](#) 30434

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

10 wks We. Sep 23 17:00 - 20:00 BWY [CRN](#) 30261

REQUIRED COURSES to be scheduled in upcoming terms:

HEIGHT EXPECTATIONS RES CARE N (HLTH 1361)
(24 hours).

MATERNAL/NEWBORN CARE (HLTH 1358)
(60 hrs)

PEDIATRIC CARE (HLTH 1359)
(60 hrs)

**RENAL DIALYSIS
TECHNICIAN CERTIFICATE**

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. Renal technicians manage the operation, maintenance and quality control of the equipment used. This intensive certificate program is 7 1/2 weeks combining theory and clinical practice.

The next Renal Dialysis Technician course will be offered in the summer term of 2010, exact date TBA.

ENTRANCE REQUIREMENTS:

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

For information on entrance course requirements #4 & # 5 only, please contact Program Assistant, 604.443.8711. Upon acceptance into the program, within 3 months prior to start date, students must provide proof of current CPR, Diphtheria & Tetanus, Hepatitis B Series & 2-step Skin Test.

**STERILE SUPPLY
TECHNICIAN CERTIFICATE**

For program information, call 604.443.8672.

For entrance course requirements, call 604.443.8711.

The 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.

INFORMATION SESSION:

**WED., SEPT. 16, 2009,
6:30 – 7:30 P.M.**

DOWNTOWN CAMPUS

ENTRANCE REQUIREMENTS:

1. Minimum Grade 12 or higher education or ICES - Basic Evaluation. For an evaluation application and current fee information, email ICES at: icesinfo@bcit.ca or call 604.432.8800.
 2. ABE (Adult Basic Education) or ELA (English Language Assessment) completed at our Broadway campus; completed in the 1 year prior to application date.
 3. Medical Terminology 1 Course.
 4. Interpersonal/Commun - Health.
- For information on entrance course requirements # 3 & # 4 only, please contact Program Assistant, 604.443.8711. Upon acceptance into the program, within 3 months prior to start date, students must provide proof of current CPR, Diphtheria & Tetanus, Hepatitis B Series & 2-step Skin Test.

ENTRANCE REQUIREMENT COURSES currently scheduled:

MEDICAL TERMINOLOGY 1 (OACP 1108)

For those wishing to work in the 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) \$203

10 wks Tu. Sep 22 18:00 - 21:00 DTN [CRN](#) 30010

10 wks Tu. Sep 22 18:00 - 21:00 DTN [CRN](#) 30011

10 wks Tu. Sep 22 18:00 - 21:00 DTN [CRN](#) 30012

INTERPERSONAL/COMMUN - HEALTH (MSKL 1104)

This course provides broad and practical interpersonal and teamwork skills to develop stronger communication, decision-making and assertiveness skills for the workplace. Topics include effective communication skills, decision-making, conflict resolution, teamwork, leadership skills, personal motivation and empowerment in self-education. (24 hours) \$327

4 wks Sa. Sep 26 09:00 - 16:00 DTN [CRN](#) 30482

4 wks Sa. Oct 31 09:00 - 16:00 DTN [CRN](#) 30483

4 wks Sa. Nov 28 09:00 - 16:00 DTN [CRN](#) 30484

36 HEALTH SCIENCES AND HUMAN SERVICES

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

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. Faculty members who are highly qualified practitioners in their field bring first hand experience, skill and professionalism to provide close individual language-specific instruction that is firmly rooted in "real" interpreting situations.

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).

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.

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:

ARTICULATION & PRONUNCIATION (INTR 1200)

Practice, practice, practice! This workshop is designed to ease or eliminate barriers to efficient and effective communication. As a way of proper use of English, it is based on a series of practical exercises to improve enunciation, reduce accent and avoid misunderstandings. There is always room for improvement! (6 hours) \$95

3 wks Sa. Sep 19 10:00 - 12:00 DTN [CRN 30538](#)

WRITE/SPEAK PROPERLY, NOT GOOD (INTR 1199)

Learn where to stick that apostrophe! Improve your English without feeling bad or badly! This workshop has been designed to help fluent English-speakers with average skills in English grammar and punctuation understand and correct common errors. Experts won't need the class and beginners won't understand it. Be average. Be very, very average! \$45

1 day Sa. Oct 24 09:30 - 12:30 DTN [CRN 30527](#)

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) \$95

2 wks Sa. Nov 07 09:30 - 12:30 DTN [CRN 30528](#)

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 tape) but please contact the instructor in advance. Languages offered: French, Spanish and Portuguese. (3 hours) \$65

1 day Sa. Nov 28 09:30 - 12:30 DTN [CRN 30530](#)

SIMO PRACTICE SESSION 2 (INTR 1202)

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 tape) but please contact the instructor in advance. Languages offered: French, Spanish and Portuguese. (3 hours) \$65

1 day Sa. Nov 28 12:30 - 15:30 DTN [CRN 30529](#)

INTERPRETING CERTIFICATE - 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). Tuition: \$3,340.00, \$5,010.00 International Students.

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 Interpreting/Translation Intro (INTR 1192)

REQUIRED COURSES:

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

REGISTER ONLINE 
www.vcc.ca

*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) \$375

8 days Aug 24 18:30 - 21:30 DTN [CRN 20436](#)

1 day Sa. Sep 05 09:30 - 13:30 DTN [CRN 20436](#)



What skills do I need for success in Interpreting?

If you have fluency in English and at least one other language, you are a good match for studies in Interpreting. Successful interpreters enjoy challenge and change, are flexible and can learn new material quickly. Interpreters need to possess strong oral communication skills and be comfortable with public speaking.

*REQUIRED COURSES currently scheduled:***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) \$315

5 wks Th. Oct 01 18:30 - 21:30 DTN [CRN 30170](#)

5 wks Tu. Oct 06 18:30 - 21:30 DTN [CRN 30170](#)

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) \$215

8 wks Sa. Oct 24 09:30 - 12:30 DTN [CRN 30171](#)

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) \$315

6 wks Tu. Th. Nov 05 18:30 - 21:30 DTN [CRN 30172](#)

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) \$75

2 wks Tu. Dec 08 18:30 - 21:30 DTN [CRN 30173](#)

1 day Th. Dec 17 18:30 - 21:30 DTN [CRN 30173](#)

FIELD STUDIES - COURT (INTR 1141)

(30 hours)

INTERPRETING 2 (INTR 1132)

(24 hours)

INTERPRETING 3 - COURT (INTR 1103)

(30 hours)

SIMULTANEOUS INTERPRETATION (INTR 1101)

(36 hours)

LAW FOR COURT INTERPRETERS (INTR 1104)

(27 hours)

TERMINOLOGY RESEARCH (INTR 1130)

(24 hours)

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

INTERPRETING CERTIFICATE - 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. Tuition: \$2805.00 (\$4207.50 International Students)

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 Interpreting/Translation Intro (INTR 1192)

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) \$375

8 days Aug 24 18:30 - 21:30 DTN 📞 [CRN 20436](#)

1 day Sa. Sep 05 09:30 - 13:30 DTN 📞 [CRN 20436](#)

REQUIRED COURSES currently scheduled:

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) \$315

5 wks Th. Oct 01 18:30 - 21:30 DTN [CRN 30170](#)

5 wks Tu. Oct 06 18:30 - 21:30 DTN [CRN 30170](#)

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) \$215

8 wks Sa. Oct 24 09:30 - 12:30 DTN [CRN 30171](#)

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) \$315

2 days Tu. Th. Nov 05 18:30 - 21:30 DTN [CRN 30172](#)

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) \$75

2 wks Tu. Dec 08 18:30 - 21:30 DTN [CRN 30173](#)

1 day Th. Dec 17 18:30 - 21:30 DTN [CRN 30173](#)

REQUIRED COURSES to be scheduled in upcoming terms:

ADV PROFESSIONAL ORIENTATION (INTR 1102)

(12 hours)

FIELD STUDIES - HEALTH CARE (INTR 1134)

(24 hours)

INTERPRETING 2 (INTR 1132)

(24 hours)

INTERPRETING 3, HEALTH (INTR 1133)

(30 hours)

INTRO TO HC INFRASTRUCTURE (INTR 1166)

(12 hours)

TERMINOLOGY RESEARCH (INTR 1130)

(24 hours)



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.

A

HOSPITALITY

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

BAKING AND PASTRY ARTS

Senior Program Coordinator: Anne Tollstam, 604.443.8668
Program Coordinator: Nadia Albano, 604.443.8670
Program Assistant: Carol Agostini, 604.443.8661

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:

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. Sep 22 19:00 - 21:30 DTN 📅 [CRN 30214](#)

CHOCOLATE TEMPERING & MAKING (CUIS 1118)

Learn the various tempering techniques and modern methods to make a variety of chocolate pralines. Make figurines using animal, flower, and seasonal molds to make a variety of chocolates including mocha, marzipan, raspberry, hazelnut and orange using Belgian chocolate. Recipes included. (12.5 hours) \$214

5 wks Th. Sep 24 19:00 - 21:30 DTN 📅 [CRN 30213](#)

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. Sep 26 09:00 - 16:00 DTN 📅 [CRN 30308](#)

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. Sep 30 19:00 - 22:00 DTN 📅 [CRN 30218](#)

GLORIOUS PIES AND TARTS (CUIS 1139)

Warm up chilly fall nights with our glorious and seasonal pies and tarts! Think fragrant pumpkin pies, warm and fresh apple pies with hints of spice and satisfying savory pies. We will also make sweet tarts with fruity clafoutis and silky chocolate fillings. (8 hours) \$130

1 day Fr. Oct 02 19:00 - 21:00 DTN 📅 [CRN 30310](#)

1 day Sa. Oct 03 09:00 - 16:00 DTN 📅 [CRN 30310](#)

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. Nov 04 19:00 - 22:00 DTN 📅 [CRN 30219](#)

HOLIDAY BAKING (CUIS 1138)

Just in time for the Yuletide season, join us for a holiday baking workshop. We will make classic stollen breads, spicy gingerbread cookies, buttery shortbread fingers and hand-rolled chocolate truffles. Perfect for gifts and sharing! (6 hours) \$98

1 day Sa. Nov 21 09:00 - 16:00 DTN 📅 [CRN 30309](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

CROISSANT & DANISH (CUIS 1103)

(6 hours)

EASTER BREADS (CUIS 1105)

(6 hours)

TOUR GUIDE

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

ELECTIVE COURSES currently scheduled:

VANCOUVER HOST (BUSI 1306)

A Vancouver host is an ambassador to the British Columbia tourism industry. Hotel concierge, guest service agent, destination management agent, visitor information counsellor, travel agent and tour guide are often the first point of contact for domestic and international tourists. They will exceed customer's expectations by answering questions and providing current, accurate information about an area in a proficient manner. In turn, they will promote longer stays and repeat visits to the area of interest. Learn operational procedures, information services, effective communication, commentary development, tourism awareness and attitude. Upon successful completion, students may wish to write the CTHRC Visitor Information Counsellor Knowledge exam and work toward National Certificate. (30 hours) \$403

10 wks Th. Sep 24 18:00 - 21:00 DTN 📅 [CRN 30437](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

TOUR GUIDE/DIRECTOR LEVEL ONE (BUSI 1271)

(30 hours)

TOUR GUIDE/DIRECTOR LEVEL TWO (BUSI 1272)

(30 hours)

TOURISM VISITOR INFO CONSELLOR (BUSI 1273)**WEDDING PLANNING**

Senior Program Coordinator: Anne Tollstam, 604.443.8668
Program Coordinator: Nadia Albano, 604.443.8670
Program Assistant: Margaret McIlwaine, 604.443.8711

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

REQUIRED COURSES currently scheduled:

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. Sep 16 18:00 - 21:00 DTN 📅 [CRN 30317](#)

40 LANGUAGES AND WRITING

WRITING

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:

NEW LITERATURE OF THE IMAGINATION (CWRI 1167)

Science fiction, horror, fantasy, magic realism, slipstream: no matter the label, speculative fiction is the literature of the imagination. Examine what makes good SF by studying the masters of the genres. Improve your stories with strong characters, realistic magic, thrilling action, spectacular science, focused theme, and unspeakable terror. This course mixes lecture and workshop so expect weekly exercises and come prepared to share your work. By the end of the six week program you will have a story ready for submission. (18 hours) Instructor: Geoff Cole \$160

6 wks Mo. Sep 21 18:00 - 21:00 DTN 📍 [CRN 30298](#)

THE PERSONAL NARRATIVE (CWRI 1162)

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

6 wks Mo. Sep 21 18:00 - 21:00 DTN 📍 [CRN 30215](#)

WRITING FOR CHILDREN (CWRI 1158)

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

6 wks Tu. Sep 22 18:30 - 21:30 DTN 📍 [CRN 30525](#)

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 & 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. Sep 23 18:30 - 21:30 DTN 📍 [CRN 30216](#)

NEW SCREENWRITING SEMINAR (CWRI 1166)

If you're a beginning screenwriter, but confused about how to start, come check out this wordsmyth.ca seminar specifically geared to first time writers. Our full day "create as you go" seminar illustrates the myriad of decisions a screenwriter faces in crafting a screenplay. Enjoy the informed commentary, coupled with numerous clips from recent films while understanding that creative writing for movies is a learnable and thoroughly enjoyable craft. Pre-watching Monsters Inc. will enhance your appreciation of the course. (6 hours) Instructor: Jana Williams www.wordsmythe.ca \$105

1 day Sa. Sep 26 09:00 - 16:00 DTN 📍 [CRN 30296](#)

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 Th. Oct 01 18:30 - 21:30 DTN 📍 [CRN 30207](#)

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. Oct 03 09:00 - 12:00 DTN 📍 [CRN 30209](#)

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. Oct 03 13:00 - 16:00 DTN 📍 [CRN 30206](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

COPY EDIT LIKE A PRO (CWRI 1152)

(3 hours)

FINISHING YOUR GREAT NOVEL (CWRI 1155)

(12 hours)

HIT IT BIG-WRITE SPORTS NOVEL (CWRI 1149)

(12 hours)

MEMOIR WRITING (CWRI 1165)

(3 hours)

PLOT FOR PROFITS (CWRI 1159)

(3 hours)

TELLING THE TRUTH IN FICTION (CWRI 1154)

(12 hours)

WRITE LIKE A MASTER (CWRI 1161)

(12 hours)

LANGUAGES

Explore the world or improve your business skills equipped with a second, third, or fourth language. Learn more than just the mechanics of speaking another language by taking courses from native and experienced instructors.

FOREIGN LANGUAGES

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

VCC currently offers Arabic, Cantonese, French, Italian, Japanese, Korean, Mandarin, and Spanish. A certificate of completion will be issued to those who have reached the expected attendance.

ELECTIVE COURSES currently scheduled:

ARABIC 1 (LANG 1118)

Learn to speak Arabic through an easy-to-learn phonetic system. While Arabic alphabet, 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. Sep 21 18:30 - 21:00 DTN 📞 [CRN 30108](#)

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. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30109](#)

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. Sep 21 18:30 - 21:00 DTN 📞 [CRN 30116](#)

CANTONESE 2 (LANG 1124)

For those who have taken Level 1 or know 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 Chinese customs and culture will be integrated. Fee includes GST and text. (20 hours) \$168

8 wks Th. Sep 24 18:30 - 21:00 DTN 📞 [CRN 30117](#)

CANTONESE 3 (LANG 1125)

Completed Cantonese 2 or have the equivalent level of proficiency. Interesting Cantonese words and phrases, useful vocabulary and commonly used classifiers will be taught. A more closer look at the easy to learn verb tenses. Cantonese slangs and popular phrases now used in Hong Kong will also be introduced. Fee includes GST and text. (20 hours) \$168

8 wks We. Sep 23 18:30 - 21:00 DTN 📞 [CRN 30122](#)

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. Sep 21 18:30 - 21:00 DTN 📞 [CRN 30115](#)

8 wks Th. Sep 24 18:30 - 21:00 DTN 📞 [CRN 30089](#)



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.



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. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30088](#)

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. Sep 23 18:30 - 21:00 DTN 📞 [CRN 30104](#)

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

3 wks Tu. Nov 17 18:30 - 21:30 DTN 📞 [CRN 30438](#)

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, CD optional. Fee includes GST. (20 hours) \$168

8 wks We. Sep 23 18:30 - 21:00 DTN 📞 [CRN 30123](#)

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. Sep 24 18:30 - 21:00 DTN 📞 [CRN 30305](#)

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. Sep 19 09:30 - 12:00 DTN 📞 [CRN 30306](#)

8 wks Tu. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30090](#)

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. Sep 23 18:30 - 21:00 DTN 📞 [CRN 30105](#)

42 LANGUAGES AND WRITING

LANGUAGES / MANDARIN SCHOOL FOR CHILDREN AND YOUTH

JAPANESE 3 (LANG 1117)

If you have either completed the first 2 levels in Japanese, or mastered Hiragana and are 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. Sep 24 18:30 - 21:00 DTN 📞 [CRN 30120](#)

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. In-class activities and songs add more fun to learning basic Korean. Topics are related to daily conversation and Korean culture. Great for travellers to Korea. Required text with CD available at Downtown Campus Bookstore. Fee includes GST. (20 hours) \$168

8 wks Tu. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30106](#)

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 learned, 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 Th. Sep 24 18:30 - 21:00 DTN 📞 [CRN 30107](#)

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. Sep 21 18:30 - 21:00 DTN 📞 [CRN 30114](#)

8 wks Th. Sep 24 18:30 - 21:00 DTN 📞 [CRN 30110](#)

MANDARIN 2 (LANG 1131)

For those with knowledge of “Hanyu” phonetics who want to improve their 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 We. Sep 23 18:30 - 21:00 DTN 📞 [CRN 30111](#)

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 Th. Sep 24 18:30 - 21:00 DTN 📞 [CRN 30112](#)

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. Sep 23 18:30 - 21:00 DTN 📞 [CRN 30113](#)

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. Sep 19 10:00 - 12:30 DTN 📞 [CRN 30085](#)

8 wks Tu. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30086](#)

8 wks We. Sep 23 18:30 - 21:00 DTN 📞 [CRN 30124](#)

8 wks Th. Sep 24 18:30 - 21:00 DTN 📞 [CRN 30095](#)

SPANISH 2 (LANG 1102)

If you have completed Level 1 or the equivalent, then you are ready for Spanish 2. This course presents a simple approach to further expanding your spoken and written Spanish. We will cover the grammar points such as past and future tenses, reflexive verbs and pronouns. Same text as Level 1. Fee includes GST (20 hours) \$168

8 wks Sa. Sep 19 13:00 - 15:30 DTN 📞 [CRN 30307](#)

8 wks We. Sep 23 18:30 - 21:00 DTN 📞 [CRN 30087](#)

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. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30093](#)

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 3 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 Chinese characters, vocabulary, sentence structure, and short passages at the specified Grade level. The “Simplified” Grade level courses cover simplified characters while the “Traditional” Grade level courses cover traditional characters.

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 12:30 - 15:00 BWY [CRN 30141](#)

MANDARIN SCHOOL FOR CHILDREN AND YOUTH

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)

If you have mastered basic conversational skills and wish to improve your fluency in Mandarin, this is the right course for you. 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](#)
16 wks Sa. Sep 12 12:30 - 15:00 BWY [CRN 30331](#)

CONVERSATIONAL MANDARIN 4 (MAND 1174)

Targetted for those who have completed the first three levels or have the equivalency. Broaden your knowledge of Mandarin by learning more advanced topics on conversation and the practicing of speaking and listening skills. More emphasis on reading and writing with expanded vocabulary and sentence structure. (40 hours) \$140

16 wks Sa. Sep 12 09:30 - 12:00 BWY [CRN 30330](#)

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) \$140

16 wks Sa. Sep 12 09:30 - 12:00 BWY [CRN 30053](#)

GRADE 3 MANDARIN (MAND 1103) \$140

16 wks Sa. Sep 12 09:30 - 12:00 BWY [CRN 30054](#)

GRADE 4 MANDARIN (MAND 1104) \$140

16 wks Sa. Sep 12 09:30 - 12:00 BWY [CRN 30055](#)

GRADE 5 MANDARIN (MAND 1105) \$140

16 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](#)

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) \$150

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](#)



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.

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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](#)

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 13:40 - 14:40 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, ch Wong@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

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

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

ELECTIVE COURSES:

Excel 2003 Level 1 (CMPT 1129)
Excel 2003 Level 2 (CMPT 1131)
Windows XP Level 1 (CMPT 1169)
Word 2003 Level 1 (CMPT 1130)
Access 2003 Level 1 (CMPT 1164)
Word 2003 Level 2 (CMPT 1153)
HTML Level 1 (CMPT 1173)
Access 2003 Level 2 (CMPT 1165)
Power Point 2003 Level 1 (CMPT 1168)
Excel 2003 Level 3 (CMPT 1132)

ELECTIVE COURSES currently scheduled:

EXCEL 2003 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. Sep 12 09:00 - 17:00 DTN CRN 30400
1 day Sa. Oct 17 09:00 - 17:00 DTN CRN 30401
1 day Sa. Nov 14 09:00 - 17:00 DTN CRN 30402

EXCEL 2003 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. Sep 19 09:00 - 17:00 DTN CRN 30403
1 day Sa. Oct 24 09:00 - 17:00 DTN CRN 30404
1 day Sa. Nov 21 09:00 - 17:00 DTN CRN 30405

ACCESS 2003 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. Sep 26 09:00 - 17:00 DTN CRN 30409
1 day Sa. Oct 24 09:00 - 17:00 DTN CRN 30520

WINDOWS XP 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. Sep 26 09:00 - 17:00 DTN CRN 30395

WORD 2003 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. Sep 26 09:00 - 17:00 DTN CRN 30398

WORD 2003 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. Oct 03 09:00 - 17:00 DTN CRN 30399

HTML LEVEL 1 (CMPT 1173)

Create web pages using HTML. Incorporate regular text, various levels of headings, bulleted and numbered lists, graphics, and hypertext links to other web pages. Upload to a Web server. Experience using the Internet is required. (7 hours) \$225

1 day Sa. Oct 24 09:00 - 17:00 DTN CRN 30397

ACCESS 2003 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. Nov 07 09:00 - 17:00 DTN CRN 30411

POWER POINT 2003 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. Nov 14 09:00 - 17:00 DTN CRN 30408

EXCEL 2003 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. Nov 28 09:00 - 17:00 DTN 📍 **CRN** 30406

INTERNET AND COMPUTING CORE CERTIFICATION (IC3)

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

The Internet and Computing Core Certification preparation (IC3) program is the world's first validated, standards-based training and certification program for basic computing and Internet knowledge and skills. Successful completion of IC3 ensures you have the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet. IC3 is your gateway to advancement in education, employment, or other certification programs. On completion of all 3 courses students have the option to write the Industry Exam. Please go to Certiport IC3 website for more information.

REQUIRED COURSES:

Comprehensive Overview of PCs (CMPT 1302)
 Word & Excel 2003 Levels 1 & 2 (CMPT 1301)
 Internet Applications (CMPT 1303)

REQUIRED COURSES currently scheduled:**COMPREHENSIVE OVERVIEW OF PCS (CMPT 1302)**

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

5 wks Tu. Sep 22 18:00 - 21:00 DTN 📍 **CRN** 30389

WORD & EXCEL 2003 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. Sep 23 18:00 - 21:00 DTN 📍 **CRN** 30388

INTERNET APPLICATIONS (CMPT 1303)

A comprehensive look at Internet fundamentals. Topics such as basic networking, email systems, advanced email features, newsgroups, advanced browser features and security issues will be covered. For IC3 Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (15 hours) \$225

5 wks Tu. Oct 27 18:00 - 21:00 DTN 📍 **CRN** 30386

NETWORKING TECHNOLOGY DIPLOMA

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

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



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.



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

ELECTIVE COURSES:

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

REQUIRED COURSES currently scheduled:**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 Mo. Sep 21 18:00 - 21:00 DTN 📍 **CRN** 30392

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. (60 hours)

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)

46 TECHNOLOGY

COMPUTERS

ELECTIVE COURSES currently scheduled:

ACTIVE DIRECTORY (NETT 2107)

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

10 wks Tu. Sep 22 18:00 - 21:00 DTN 📞 [CRN 30415](#)

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 Tu. Sep 22 18:00 - 21:00 DTN 📞 [CRN 30416](#)

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. Sep 23 18:00 - 21:00 DTN 📞 [CRN 30391](#)

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. Sep 24 18:00 - 21:00 DTN 📞 [CRN 30393](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

WEB DEVELOPMENT

Course Advice: [Rhyon Caldwell, rcaldwell@vcc.ca](mailto:Rhyon.Caldwell@vcc.ca)
Program Assistant: [Margaret McIlwaine, 604.443.8711, mmcilwaine@vcc.ca](mailto:Margaret.McIlwaine@vcc.ca)

ELECTIVE COURSES:

Web Page Design PC (CMPT 1114)

Dreamweaver CS3 (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. Sep 22 18:00 - 21:00 DTN 📞 [CRN 30390](#)

DREAMWEAVER CS3 (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. Sep 24 18:00 - 21:00 DTN 📞 [CRN 30387](#)

FIVE WAYS TO REGISTER

1 ONLINE REGISTER ONLINE www.vcc.ca

Registering online is secure, fast and easy. It's the fastest way to sign up for the courses you want, so register online today at vcc.ca.

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

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

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

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

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

報名及查詢，請致電
中文熱線 604.443.8335
Information is available
to Cantonese and Mandarin
speakers. 604.443.8335

PAYMENT OF FEES

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

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484
FAX 604.443.8393
www.vcc.ca

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 purposes.
- D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.
- E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Advanced Education.
- F. An individual with a valid full-time employment authorization permit and his/her dependants, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.
- G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

Centre for Continuing Studies Refund and Course Cancellation Policy

Cancellations: The college reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrolment. Should a course be cancelled, a full refund will be provided. It is important that you keep the college informed of your current daytime telephone number.

Withdrawal A request to withdraw from a course/program must be made 72 business hours prior to:

- Start date for courses of six weeks or less.
- Start of second class for courses of more than six weeks.
- Start date for all certificates and programs that require an application for admission.

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

Refunds

- Refunds are subject to an administrative fee of 20% of course fees, to a maximum of \$30 per course.
- 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 OR 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

MonthDayYear

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☐

CHEQUE☐

MONEY ORDER☐

FEE CREDIT☐

VISA☐

MASTERCARD☐

AMERICAN EXPRESS☐

Name on card

Credit card account number

Signature

Expiry date

Date





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HAS BEEN MEETING THE NEEDS OF ADULT
LEARNERS FOR MORE THAN 40 YEARS.**

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

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