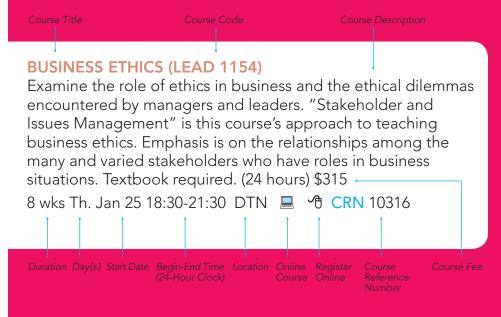


## HOW TO USE OUR CALENDAR

#### **COURSE INFORMATION**

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



#### IMPORTANT INFORMATION

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

#### STUDENTS WITH DISABILITIES

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

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

Please contact VCC Disability Services at 604 443 8448

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

#### LOCATION CODES

WY BROADWAY CAMPUS

155 EAST BROADWAY

DTN DOWNTOWN CAMPUS

200-BLOCK DUNSMUIR AT HAMILTON

OFS OFF-SITE LOCATION

#### **COURSE FEE DETAILS**

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

## YOUR FUTURE STARTS HERE

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

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

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

# **PROGRAMS**

BUSINESS	
BUILDING MANAGEMENT AND SERVICES Building Manager Certificate	5 5
BUSINESS COMMUNICATIONS Business English Package Business and Technical Writing Certificate Event and Wedding Planning Media and Public Relations Project Management	6 6 6 7 7 8
LEADERSHIP COACHING AND MANAGEMENT SKILLS  Business Leadership & Management Certificate  Leadership Certificate  Leadership Coaching Associate Certificate  Leadership Coaching Certificate  Management Skills for Supervisors Certificate	8 8 9 11 12 13
OFFICE ADMINISTRATION Office Administration Certificate Accounting/Bookkeeping/Payroll Administration and Supervision Business English Communication/Work Skills Keyboarding Legal Office Skills Medical Office Skills Records Management Skills	13 13 13 14 14 14 15 15 16
PARALEGAL Paralegal Certificate Paralegal Diploma  SMALL BUSINESS Small Business	16 16 18 18

DESIGN	
FASHION ARTS	19
Fashion Merchandising Associate Certificate	19
Fashion Arts Specialty	19
Fashion Arts Certificate	21
Fashion Arts Diploma	22
CEMMOLOGY AND IEMELLEDY	22
GEMMOLOGY AND JEWELLERY	23
GIA Certification	23
Gemmology	26
Jewellery Making	27
INITEDIOD DECICNI	20
INTERIOR DESIGN	28
Interior Design Certificate	28
Kitchen & Bath Design Certificate	29
MAKE UP ARTISTRY	29
Make Up Artistry	29

HEALTH SCIENCES AND HUMAN SERVICES	
COUNSELLING Addiction Counselling Skills Certificate	30 30
Community Counselling Skills	32
EARLY CHILDHOOD CARE AND EDUCATION	35
Early Childhood Care and Education	35
Family Child Care: Good Beginnings	35
Infant and Toddler and Special Needs Certificate	35
HEALTH	36
CPR and First Aid	36
Foodsafe	36
Health Specialty	36
LPN Continuing Studies	36
LPN to BScN Transition Studies	36
Medical Device Reprocessing	36
Renal Dialysis Technician Certificate	37
INTERPRETING	37
Interpreters and Translators: Professional Development	37
Interpreting Certificate - Court	38
Interpreting Certificate - Health and Community Services	39

HOSPITALITY	
HOSPITALITY Baking and Pastry Arts	40 40
SOMMELIER Sommelier Certificate Sommelier Diploma	40 40 40

LANGUAGES AND WRITING	
WRITING	41
Creative Writing	41
LANGUAGES	41
Foreign Languages	41

# TECHNOLOGY COMPUTERS Computer Courses 43 Computer Accounting for Business 44 Internet and Computing Core Certification (IC³) Networking Technology Certificate or Diploma 45 Web Development 46

REGISTRATION	4	7





# INFO INGHT

140 programs. One night. Everything you need to know.

APRIL 14 4 PM to 6 PM

**BROADWAY CAMPUS** 1155 East Broadway

More info: VCC.Ca





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

#### **ELECTIVE COURSES:**

Intro to Supplies & Equipment (REAL 1123)

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. (30 hours) \$306

5 wks Sa. Apr 17 09:00 - 16:00 DTN **1 CRN** 20220

#### **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) \$380

10 wks Sa. May 01 13:00 - 17:00 DTN **\*6** CRN 20219

#### 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) \$290

8 wks Tu. Sep 28 19:00 - 21:30 DTN **1** CRN 30100

#### **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) \$306

10 wks We. Sep 29 18:30 - 21:30 DTN **\*6** CRN 30101

#### ELECTIVE COURSES currently scheduled:

#### INTRO TO SUPPLIES & EQUIPMENT (REAL 1123)

This one day elective course is offered in conjunction with REAL 1103 Building Cleaning. Students will be introduced to all cleaning chemicals discussed in the Building Cleaning course as well as work hands-on with floor equipment. Instructor will observe safety and cleaning procedures. Bring your Building Cleaning Manual to review and ask questions regarding chemicals and equipment. Course held at Janitors' Warehouse 100 SW Marine Drive, Vancouver. (6 hours) \$75

1 day Sa. May 29 09:00 - 16:00 OFS 1

#### VCC SPECIALIZES

#### 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 instructors that 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 Anne Tollstam 604.443.8668.



#### **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 13.

#### **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 FSI 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) 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

1 day Sa. Apr 24 09:00 - 16:00 DTN **\*6** CRN 20031

#### **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

1 day Sa. May 08 09:00 - 16:00 DTN **\*\*** CRN 20032

#### 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

1 day Sa. May 29 09:00 - 16:00 DTN **\*6** CRN 20033

#### 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

1 day Sa. Jun 12 09:00 - 16:00 DTN **\*\*** CRN 20034

#### **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. Jun 19 09:00 - 12:00 DTN **1** CRN 20049

# 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.

INFORMATION SESSION: WED., APRIL 14, 2010, 5:30 P.M. CHECK VCC.CA FOR MORE DETAILS

#### **REQUIRED COURSES:**

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

#### REQUIRED COURSES currently scheduled:

#### PROPOSAL WRITING (TECW 1105)

An effective proposal sets you apart in a competitive marketplace. This course examines the principles and techniques of writing and presenting winning proposals. The course covers process, style, content and delivery. (6.5 hours) \$158

1 day Sa. Apr 17 09:00 - 16:30 DTN **\*6** 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 **\*6** 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 **\*6** CRN 20024

#### 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) Offered Fall 2010 \$158

1 day Sa. Sep 25 09:00 - 16:30 DTN **\*\* CRN** 30097

#### **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) \$158

1 day Sa. Oct 30 09:00 - 16:30 DTN **\*6** CRN 30098

#### **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) \$158

1 day Sa. Nov 27 09:00 - 16:30 DTN **\*6** CRN 30099

REQUIRED COURSES to be scheduled in upcoming terms:

#### **CURRENT ISSUES TECH WRITING (TECW 1102)**

(6.5 hours)

#### **EDITING (TECW 1103)**

(6.5 hours)

#### **TECHNICAL COMMUNICATION (TECW 1101)**

(6.5 hours)



How can VCC's Business and Technical Writing certificate program help me get a job?

Our Business and Technical Writing program gives you the skills and experiences necessary to work as a technical writer. You will be completing assignments for each course – assignments that can be added to your portfolio to impress potential employees. The hands-on, practical series of courses is a great way to build your skill set.



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 (EVNT 1101) Event Marketing (EVNT 1104) Vancouver Host (EVNT 1103) Wedding Planning (EVNT 1102)

ELECTIVE COURSES currently scheduled:

#### **EVENT PLANNING (EVNT 1101)**

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 Tu. Apr 06 18:00 - 21:00 DTN 40 CRN 20434

#### **EVENT MARKETING (EVNT 1104)**

Explore your event marketing options. This dynamic course will provide you with the skills required to market an event and determine who your target audience is. At the end of this course, students will learn how to create a media plan and what marketing media to use in order to deliver your message. (12 hours) \$190

4 wks We. Apr 07 18:00 - 21:00 DTN 46 CRN 20435

ELECTIVE COURSES to be scheduled in upcoming terms:

#### VANCOUVER HOST (EVNT 1103)

(30 hours)

#### **WEDDING PLANNING (EVNT 1102)**

(30 hours)

#### 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 currently scheduled:

#### **PUBLIC RELATIONS INTRODUCTION (BUSI 1294)**

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

1 day Sa. May 15 09:00 - 16:00 DTN **\*\*** CRN 20218

#### **STAKEHOLDER RELATIONS (BUSI 1301)**

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

1 day Sa. May 29 09:00 - 16:00 DTN **\*6** CRN 20215

ELECTIVE COURSES to be scheduled in upcoming terms:

#### **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)



#### BUSINESS COMMUNICATIONS / LEADERSHIP COACHING AND MANAGEMENT SKILLS

#### **COMMUNICATIONS PLANNING (BUSI 1297)**

Learn about how to incorporate different media into a communications plan, strategies for rolling out different communications products, and how to think about communications as a long-term goal-oriented process with far reaching organizational benefits and impacts. (6 hours).

#### **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)

#### **MEDIA RELATIONS (BUSI 1296)**

Contact with media offers organizations not only the opportunity to promote their message, but also the peril of having their message and reputation attacked. In this course, students will learn how to proactively and reactively engage and respond to the media to maximize the success of their message to minimize any negative media attention. Specific media engagement tools and techniques will be discussed. (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. Apr 20 18:30 - 21:30 DTN 9 CRN 20356

# 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. 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.

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.

Graduates of the Business Leadership and Management certificate program may ladder into BCIT's part-time certificate programs in Leadership, Human Resource Management or Business Management.

#### REQUIRED COURSES:

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

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)

"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

#### 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) One Workplace - Four Generations (LEAD 1170) Training for High Performance (LEAD 1171) Challenging Personalities (LEAD 1169)

#### REQUIRED COURSES currently scheduled:

#### **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 46 CRN 20079

#### 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) \$327

8 wks Th. Sep 23 18:30 - 21:30 DTN **4 CRN** 30050

#### **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) \$327

8 wks Th. Jan 20 18:30 - 21:30 DTN 4 CRN 10075



#### REQUIRED COURSES to be scheduled in upcoming terms:

#### FINANCE (LEAD 1152)

(24 hours)

#### INTRO TO BUSINESS (LEAD 1150)

(24 hours)

#### ELECTIVE COURSES currently scheduled:

#### STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 10. (6.5 hours) \$161 1 day Sa. Apr 10 09:00 - 16:30 DTN **\*6** CRN 20121

#### **COACHING FOR HIGH PERFORMANCE (LEAD 1115)**

See course description on page 10. (6.5 hours) \$161 1 day Sa. Apr 17 09:00 - 16:30 DTN **1** CRN 20071

#### **ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)**

See course description on page 13. (24 hours) \$327 8 wks We. Apr 21 18:30 - 21:30 DTN **\*6** CRN 20075

#### **UNWRITTEN RULES FOR WORKPLACE (LEAD 1168)**

See course description on page 11. (6.5 hours) \$161 1 day Sa. Apr 24 09:00 - 16:30 DTN **\*\*** CRN 20122

#### PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

See course description on page 11. (6.5 hours) \$161 1 day Sa. May 01 09:00 - 16:30 DTN **\*6** CRN 20064

#### FROM CONFLICT TO COLLABORATION (LEAD 1105)

See course description on page 11. (6.5 hours) \$161 1 day Sa. May 08 09:00 - 16:30 DTN **\*\*** CRN 20123

#### **SKILL COACHING (LEAD 1117)**

See course description on page 12. (6.5 hours) \$161 1 day Sa. May 15 09:00 - 16:30 DTN **\*6** CRN 20063

#### **CRITICAL THINKING (LEAD 1101)**

See course description on page 11. (6.5 hours) \$161 1 day Sa. May 29 09:00 - 16:30 DTN **1** CRN 20065

#### **BUILDING A PRODUCTIVE TEAM (LEAD 1113)**

See course description on page 10. (6.5 hours) \$161 1 day Sa. Jun 05 09:00 - 16:30 DTN **\*0** CRN 20124

#### **PROGRESSIVE DISCIPLINE (LEAD 1155)**

See course description on page 11. (6.5 hours) \$161 1 day Sa. Jun 12 09:00 - 16:30 DTN **\*6** CRN 20066

#### PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 10. (6.5 hours) \$161 1 day Sa. Jun 26 09:00 - 16:30 DTN **\*6** CRN 20125

#### **USING LEADERSHIP LANGUAGE (LEAD 1112)**

See course description on page 10. (6.5 hours) \$161 1 day Sa. Sep 11 09:00 - 16:30 DTN **\*6** CRN 30108

#### **INTERPERS COMMUNICATION SKILLS (MSKL 1101)**

See course description on page 13. (24 hours) \$327 8 wks Tu. Sep 21 18:30 - 21:30 DTN **\*\*** CRN 30049

#### SPEAK UP (LEAD 1109)

See course description on page 11. (6.5 hours) \$161 1 day Sa. Sep 25 09:00 - 16:30 DTN **\*0** CRN 30044

#### **MANAGING CHANGE (LEAD 1102)**

See course description on page 10. (6.5 hours) \$161 1 day Sa. Oct 02 09:00 - 16:30 DTN **1** CRN 30109

#### **ESSENTIAL LEAD COACH SKILLS (LEAD 1116)**

See course description on page 12. (6.5 hours) \$161 1 day Sa. Oct 16 09:00 - 16:30 DTN **\*6** CRN 30047



#### How can courses in Leadership help me advance mv 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.

#### FIND TIME FOR RESULTS (LEAD 1114)

See course description on page 11. (6.5 hours) \$161 1 day Sa. Oct 16 09:00 - 16:30 DTN **\*0** CRN 30045

#### SCIENCE AND ART OF LEADERSHIP (LEAD 1119)

See course description on page 11. (6.5 hours) \$161 1 day Sa. Oct 23 09:00 - 16:30 DTN **\*8 CRN** 30046

#### **COACHING NEXT LEVEL (LEAD 1118)**

See course description on page 12. (6.5 hours) \$161 1 day Sa. Nov 06 09:00 - 16:30 DTN **\*0** CRN 30048

#### **CHALLENGING PERSONALITIES (LEAD 1169)**

See course description on page 11. (6.5 hours) \$161 1 day Sa. Oct 30 09:00 - 16:30 DTN **\*\*** CRN 30112

#### **FACILITATION SKS TEAM LEADER (LEAD 1108)**

See course description on page 10. (6.5 hours) \$161 1 day Sa. Nov 27 09:00 - 16:30 DTN **\*\*** CRN 30110

#### TRAINING FOR HIGH PERFORMANCE (LEAD 1171)

See course description on page 11. (6.5 hours) \$161 1 day Sa. Dec 04 09:00 - 16:30 DTN **\*6** CRN 30114

#### TEAM SKILLS (MSKL 1102)

See course description on page 13. (24 hours) \$327 8 wks We. Jan 19 18:30 - 21:30 DTN **\*6** CRN 10076

#### **COACH'S TOOLKIT (LEAD 1120)**

See course description on page 12. (6.5 hours) \$161 1 day Sa. Jan 29 09:00 - 16:30 DTN 4 CRN 10079

#### **CREATIVE THINKING AT WORK (LEAD 1110)**

See course description on page 11. (6.5 hours) \$161 1 day Sa. Jan 29 09:00 - 16:30 DTN **\*6** CRN 10077

#### **BUS COMMUNICATION FOR LEADERS (LEAD 1138)**

See course description on page 11. (6.5 hours) \$161 1 day Sa. Feb 12 09:00 - 16:30 DTN **\*\*** CRN 10078

#### **TEAM COACHING (LEAD 1121)**

See course description on page 12. (6.5 hours) \$161 1 day Sa. Mar 05 09:00 - 16:30 DTN **\*\*** CRN 10080

#### ELECTIVE COURSES to be scheduled in upcoming terms:

**DIVERSITY IN THE WORKPLACE (LEAD 1164)** (6.5 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; 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.

Graduates of the Leadership certificate program may ladder into BCIT's part-time certificate programs in Leadership, Human Resource Management or Business Management.

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



#### LEADERSHIP COACHING AND MANAGEMENT SKILLS

#### **REQUIRED COURSES:**

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

#### **ELECTIVE COURSES:**

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

Critical Thinking (LEAD 1101)
From Conflict to Collaboration (LEAD 1105)
Performance Management: Goals and Review (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 Communication for Leaders (LEAD 1138)
Progressive Discipline (LEAD 1155)
Diversity in the Workplace (LEAD 1164)
Training for High Performance (LEAD 1171)
Unwritten Rules for the Workplace (LEAD 1168)
Challenging Personalities (LEAD 1169)
One Workplace - Four Generations (LEAD 1170)

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

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

#### 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. (6.5 hours) \$161

1 day Sa. Apr 10 09:00 - 16:30 DTN **\*0** CRN 20121

#### **BUILDING A PRODUCTIVE TEAM (LEAD 1113)**

Building your team is never easy, but it is essential in producing the results you and your employer require. Participants will: understand the importance of teambuilding; identify the characteristics of an effective team; apply measures and techniques to build synergy in the workplace; use skills to identify and resolve key team concerns. The net result? Increased work productivity, improved work quality and enhanced team morale. (6.5 hours) \$161

1 day Sa. Jun 05 09:00 - 16:30 DTN **1** CRN 20124

#### 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. (6.5 hours) \$161

1 day Sa. Jun 26 09:00 - 16:30 DTN **4** CRN 20125

#### **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. (6.5 hours) \$161

1 day Sa. Sep 11 09:00 - 16:30 DTN **1** CRN 30108

#### **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. (6.5 hours) \$161

1 day Sa. Oct 02 09:00 - 16:30 DTN **\*6** CRN 30109

#### **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. (6.5 hours) \$161

1 day Sa. Nov 27 09:00 - 16:30 DTN **\*6** CRN 30110

#### ELECTIVE COURSES currently scheduled:

#### **COACHING FOR HIGH PERFORMANCE (LEAD 1115)**

Coaching is unlocking a person's potential to maximize their own performance by helping them rather than teaching them. You will be able to 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.(6.5 hours) \$161

1 day Sa. Apr 17 09:00 - 16:30 DTN **1** CRN 20071

#### 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.



#### LEADERSHIP COACHING AND MANAGEMENT SKILLS

#### **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. (6.5 hours) \$161

1 day Sa. Apr 24 09:00 - 16:30 DTN **\*6** CRN 20122

#### 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. (6.5 hours) \$161

1 day Sa. May 01 09:00 - 16:30 DTN **\*6** CRN 20064

#### 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. (6.5 hours) \$161

1 day Sa. May 08 09:00 - 16:30 DTN **\*6** CRN 20123

#### **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. (6.5 hours) \$161

1 day Sa. May 29 09:00 - 16:30 DTN **\*6** 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. (6.5 hours) \$161

1 day Sa. Jun 12 09:00 - 16:30 DTN **\*\*** CRN 20066

#### 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. (6.5 hours) \$161

1 day Sa. Sep 25 09:00 - 16:30 DTN **\*\*** CRN 30044

#### 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. (6.5 hours) \$161

1 day Sa. Oct 16 09:00 - 16:30 DTN **\*0** CRN 30045

#### 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. (6.5 hours) \$161

1 day Sa. Oct 23 09:00 - 16:30 DTN **\*6** CRN 30046

#### **CHALLENGING PERSONALITIES (LEAD 1169)**

While we cannot change personalities or communication styles at work, we can learn to work effectively with and around them. It's not "just you"! Gain a better understanding of why we "hit it off" with some, but run into conflict with, avoid or feel put down by others. Learn different techniques to feel less threatened, more powerful and more confident. (6.5 hours) \$161

1 day Sa. Oct 30 09:00 - 16:30 DTN **\*\*** CRN 30112

#### **ONE WORKPLACE-FOUR GENERATIONS (LEAD 1170)**

One workplace - Four generations, and perhaps countless encounters that can succeed or fail based on a generational lens. The viewpoint of one generation is not better than another's - just different. Good leaders know how to interact with Traditionalists, Baby Boomers, Gen Xs and Millennials to maintain and sustain strong workplace cultures. Join us to explore the traits and values of each "gen"; build on strengths and consider our role as leaders. (6.5 hours) \$161

1 day Sa. Nov 20 09:00 - 16:30 DTN **\*6** CRN 30113

#### TRAINING FOR HIGH PERFORMANCE (LEAD 1171)

This course is a must for anyone involved in training. Come examine the unique needs and characteristics of adult learners, key principles for learning and the role of the facilitator. You will walk away with hands-on tools for creating a training program that works for you and your employees. (6.5 hours) \$161

1 day Sa. Dec 04 09:00 - 16:30 DTN **\*\*** CRN 30114

#### **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. (6.5 hours) \$161

1 day Sa. Jan 29 09:00 - 16:30 DTN **\*\*** CRN 10077

#### **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. (6.5 hours) \$161

1 day Sa. Feb 12 09:00 - 16:30 DTN **1** CRN 10078

ELECTIVE COURSES to be scheduled in upcoming terms:

**DIVERSITY IN THE WORKPLACE (LEAD 1164)** (6.5 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:

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

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

BECKY KNAPTON, STUDENT IN SKILLS COACHING





#### LEADERSHIP COACHING AND MANAGEMENT SKILLS

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 to 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.(6.5 hours) \$161

1 day Sa. Apr 17 09:00 - 16:30 DTN 4 CRN 20071

#### **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. (6.5 hours) \$161

1 day Sa. May 15 09:00 - 16:30 DTN **\*®** CRN 20063

#### **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. (6.5 hours) \$161

1 day Sa. Oct 16 09:00 - 16:30 DTN **\*6** CRN 30047

#### **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. (6.5 hours) \$161

1 day Sa. Nov 06 09:00 - 16:30 DTN **1 CRN** 30048

#### **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. (6.5 hours) \$161

1 day Sa. Jan 29 09:00 - 16:30 DTN **\*\*** CRN 10079

#### **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. (6.5 hours) \$161

1 day Sa. Mar 05 09:00 - 16:30 DTN **\*6** CRN 10080

#### 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. Participants must complete the six required courses from the Leadership Coaching Associate Certificate Program: 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 the six required courses from the Leadership Certificate Program:

Managing Change (Lead 1102) Problem Solving Action Planning (Lead 1104) Facilitation Skills for Team Leaders (Lead 1108) Stepping Up to Leadership (Lead 1111) Using Leadership Language (Lead 1112) Building a Productive Team (Lead 1113)

#### **REQUIRED COURSES:**

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

REQUIRED COURSES currently scheduled:

#### STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 10. (6.5 hours) \$161 1 day Sa. Apr 10 09:00 - 16:30 DTN 10 CRN 20121

#### **COACHING FOR HIGH PERFORMANCE (LEAD 1115)**

See course description on page 10. (6.5 hours) \$161 1 day Sa. Apr 17 09:00 - 16:30 DTN ★ CRN 20071

#### SKILL COACHING (LEAD 1117)

See course description on page 12. (6.5 hours) \$161 1 day Sa. May 15 09:00 - 16:30 DTN ★ CRN 20063

#### **BUILDING A PRODUCTIVE TEAM (LEAD 1113)**

See course description on page 10. (6.5 hours) \$161 1 day Sa. Jun 05 09:00 - 16:30 DTN ★ CRN 20124

#### PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 10. (6.5 hours) \$161 1 day Sa. Jun 26 09:00 - 16:30 DTN ★ CRN 20125

#### USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on page 10. (6.5 hours) \$161 1 day Sa. Sep 11 09:00 - 16:30 DTN **CRN** 30108

#### **MANAGING CHANGE (LEAD 1102)**

See course description on page 10. (6.5 hours) \$161 1 day Sa. Oct 02 09:00 - 16:30 DTN **1 CRN** 30109

#### **ESSENTIAL LEAD COACH SKILLS (LEAD 1116)**

See course description on page 12. (6.5 hours) \$161 1 day Sa. Oct 16 09:00 - 16:30 DTN ★ CRN 30047

#### **COACHING NEXT LEVEL (LEAD 1118)**

See course description on page 12. (6.5 hours) \$161 1 day Sa. Nov 06 09:00 - 16:30 DTN **\*®** CRN 30048

#### FACILITATION SKS TEAM LEADER (LEAD 1108)

See course description on page 10. (6.5 hours) \$161 1 day Sa. Nov 27 09:00 - 16:30 DTN **\*6** CRN 30110

#### **COACH'S TOOLKIT (LEAD 1120)**

See course description on page 12. (6.5 hours) \$161 1 day Sa. Jan 29 09:00 - 16:30 DTN **\*6** CRN 10079

#### **TEAM COACHING (LEAD 1121)**

See course description on page 12. (6.5 hours) \$161 1 day Sa. Mar 05 09:00 - 16:30 DTN **\*8** CRN 10080

"Amazing instructor, very engaging and excellent delivery of content."

JAG TAK, STUDENT IN COACHING FOR HIGH PERFORMANCE



#### LEADERSHIP COACHING AND MANAGEMENT SKILLS / OFFICE ADMINISTRATION

# 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.

Graduates of the Management Skills for Supervisors certificate program may ladder into BCIT's part-time certificate programs in Leadership, Human Resource Management or Business Management.

#### **REQUIRED COURSES:**

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

#### REQUIRED COURSES currently scheduled:

#### **ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)**

Learn to develop and implement performance management strategies, use effective business writing skills, develop and institute a goal-setting/achievement plan and manage time and priorities efficiently. (24 hours) \$327

8 wks We. Apr 21 18:30 - 21:30 DTN **\*6** CRN 20075

#### **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 21 18:30 - 21:30 DTN **\*6** CRN 30049

#### **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

8 wks We. Jan 19 18:30 - 21:30 DTN **\*6** CRN 10076

#### **OFFICE ADMINISTRATION**

Changes in technology and greater specialization have created more opportunities 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

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

#### INFORMATION SESSION: THURS., APRIL 15, 2010, 5:30-6PM ROOM 419, DOWNTOWN CAMPUS

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

Graduates of the Office Administration certificate program may ladder into BCIT's part-time certificate programs in Leadership, Human Resource Management or Business Management.

#### CORE OFFICE ADMINISTRATION COURSES

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

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

#### Note:

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

#### SPECIALIZATION COURSES

#### Option 1 - Administration and Supervision

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

#### Option 2 - Legal Office Skills

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

#### Option 3 - Medical Office Skills

Medical Terminology I (OACP 1108) - 30 hours, Medical Terminology II (OACP 1109) - 30 hours, Medical Office Procedures (OACP 1111) - 24 hours, Medical Office Billing (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.

#### Scheduling

Program courses scheduled in one or all of three terms. For more information, please read the program guide.

#### ACCOUNTING/BOOKKEEPING/PAYROLL

#### 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) \$163

6 wks Th. Apr 22 18:30 - 21:30 DTN 4 CRN 20117

#### **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. Sep 22 18:30 - 21:30 DTN **\*6 CRN** 30102



#### 14 BUSINESS

#### OFFICE ADMINISTRATION

#### **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 Tu. Sep 14 18:30 - 21:30 DTN **\*6** CRN 30107

#### ADMINISTRATION AND SUPERVISION

#### **REQUIRED COURSES:**

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

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

#### **ELECTIVE COURSES:**

Other Administration, Supervision and Elective Courses.

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

Effective Notes & Minutes (OACP 1122) Make Time For Success (OACP 1185)

#### REQUIRED COURSES currently scheduled:

#### **SUPERVIS/MGMT DECISIONMAKING (OACP 1127)**

This course will focus on the techniques and skills required to manage effectively within today's organization. Topics covered include communication, decision making and leadership skills, all vital skills for an effective supervisor/manager. (24 hours) \$201

8 wks Mo. Sep 20 18:00 - 21:00 DTN **4** CRN 30105

#### **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. Sep 22 18:30 - 21:30 DTN 46 CRN 30106

#### 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) \$114

1 day Sa. Sep 18 09:00 - 16:00 DTN **\*6** CRN 30034

#### ELECTIVE COURSES to be scheduled in upcoming terms:

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



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.



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

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

#### **ELECTIVE COURSES:**

Business English - Non Package

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

1 day Sa. Apr 24 09:00 - 16:00 DTN 4 CRN 20031

#### **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

1 day Sa. May 08 09:00 - 16:00 DTN **\*6** CRN 20032

#### 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

1 day Sa. May 29 09:00 - 16:00 DTN **1** CRN 20033

#### 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

1 day Sa. Jun 12 09:00 - 16:00 DTN **\*6** CRN 20034

#### **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. Jun 19 09:00 - 12:00 DTN **1** CRN 20049

#### 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) \$204

6 wks Mo. Apr 19 18:00 - 21:00 DTN **\*6** CRN 20120

#### **KEYBOARDING**

#### **REQUIRED COURSES:**

Keyboarding For Beginners (OACP 1102)

#### **ELECTIVE COURSES:**

Keyboarding For Speed Building (OACP 1101)

REQUIRED COURSES currently scheduled:

#### **KEYBOARDING FOR BEGINNERS (OACP 1102)**

Keyboarding is a skill needed for success in virtually every career. Because keyboarding is a skill, to be successful you must apply proper techniques and meaningful practice in each class. Learn to key letters, numbers and symbols. Classes are taught on computers with a keyboarding text and Windows software. Textbook: College Keyboarding to be purchased at the downtown campus bookstore prior to first session. (18 hours) \$124

6 wks Mo. Apr 19 18:00 - 21:00 DTN **CRN** 20036 6 wks Sa. Apr 24 09:30 - 12:30 DTN **CRN** 20035

#### 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. Apr 24 09:30 - 12:30 DTN 9 CRN 20037

#### LEGAL OFFICE SKILLS

The following five required courses comprise the Legal Office Skills Package and introduces you to basic concepts and legal office routines. Gain an understanding of the values of discretion and confidentiality in the legal field in respect to the four major areas of Law. Introduction to the Legal Office Program (OACP 1113) - 3 hours is recommended as the first of 5 courses in the Legal Skills Package. Remaining courses are 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:

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

#### **ELECTIVE COURSES:**

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

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

#### 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) \$49

1 day Tu. Sep 21 18:30 - 21:30 DTN **1** CRN 30006

#### **CORPORATE (OACP 1115)**

Outlines the steps to incorporate a British Columbia company, plus annual reports and filings and keeping minute books. (9 hours) \$91

3 wks Th. Sep 23 18:30 - 21:30 DTN **\*\*** CRN 30008

#### **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) \$91

3 wks Tu. Sep 28 18:30 - 21:30 DTN **\*6** CRN 30007

#### **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) \$91

3 wks Th. Oct 14 18:30 - 21:30 DTN **\*6** CRN 30010

#### 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) \$91

3 wks Tu. Oct 19 18:30 - 21:30 DTN **\*6** CRN 30009

#### **LEGAL OFFICE PACKAGE TEST (OACP 1120)**

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

1 day Tu. Nov 09 18:30 - 21:30 DTN 🖰 CRN 30011

#### ELECTIVE COURSES currently scheduled:

#### **BCONLINE SEARCHES (OACP 1141)**

Learn to register legal documents and access land titles, court records, property taxes and assessments, BC companies, registrations, and Personal Property Security online. This hands-on computer course is for office professionals in banks, law and accounting firms, government and real estate offices. (9 hours) \$115

3 wks Tu. Apr 13 18:30 - 21:30 DTN 9 CRN 20041

#### **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) \$115

3 wks Th. Apr 15 18:30 - 21:30 DTN **\*\*** CRN 20118

#### **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

4 wks We. Apr 21 18:30 - 21:30 DTN 46 CRN 20025

#### 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. Apr 24 09:00 - 16:00 DTN **1** CRN 20127

#### **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) \$115

3 wks Tu. May 04 18:30 - 21:30 DTN 18:30 - 20119

ELECTIVE COURSES to be scheduled in upcoming terms:

ADVANCED CONVEYANCING (OACP 1142) (6 hours)





#### OFFICE ADMINISTRATION / PARALEGAL

#### MEDICAL OFFICE SKILLS

#### **REQUIRED COURSES:**

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

#### REQUIRED COURSES currently scheduled:

#### **MEDICAL TERMINOLOGY 1 (OACP 1108)**

For those wishing to work in the technology/laboratory or related health field, learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and introduction to surgical terms and practical applications. Word parts (stems, prefixes, suffixes and abbreviations) are covered as well as pronunciation and spelling. First half of a two-part course. Purchase Language of Medicine textbook at downtown campus bookstore prior to first class. (30 hours) \$203

10 wks Tu. Apr 20 18:00 - 21:00 DTN **CRN** 20038 10 wks Tu. Apr 20 18:00 - 21:00 DTN **CRN** 20039

#### **MEDICAL DOCUMENT TRANSCRIPT (OACP 1156)**

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

6 wks Mo. Apr 19 18:30 - 21:30 DTN 4 CRN 20128

#### **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. Apr 22 18:00 - 21:00 DTN 4 CRN 20030

#### **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 We. Jun 23 18:00 - 21:00 DTN & CRN 20129

#### **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. Sep 22 18:00 - 21:00 DTN 4 CRN 30103

#### **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

2 wks Sa. Nov 20 09:00 - 16:00 DTN 4 CRN 30115

#### RECORDS MANAGEMENT SKILLS

#### **REQUIRED COURSES:**

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

#### REQUIRED COURSES currently scheduled:

#### **RECORDS MANAGEMENT SPECIAL (OACP 1147)**

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

8 wks We. Apr 21 18:30 - 21:30 DTN 4 CRN 20026

#### **RECORDS MANAGEMENT 1 (OACP 1128)**

As the volume of information processed by business increases so does the need for a systematic approach to creating, classifying, storing, retrieving and disposing of that information. Valuable for anyone working with records and information systems in business or government. Key contemporary issues around freedom of information and privacy are covered. Supported by the Association of Records Managers and Administrators, this course is offered once a year. (30 hours) \$196

10 wks We. Sep 22 18:30 - 21:30 DTN **\*6** CRN 30043

#### **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) \$196

10 wks We. Jan 19 18:30 - 21:30 DTN **\*6** CRN 10043

#### PARALEGAL

The Vancouver Community College Paralegal certificate and diploma programs are 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

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. View the program website: http://continuinged.vcc.ca/legal.

Short Courses: for 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, 1208 and 1209 (formerly 1206). Students employed in a legal office environment may use their existing position towards their practicum experience, LEGL 1208, to be completed at or near the end of the program.

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

#### **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 - 1409. Courses are listed chronologically. To find out what courses are offered in which term, view "Courses Details" on the program website http://continuinged.vcc.ca/legal

Corp Law: Complex Transactions (LEGL 1317) Commercial Conveyancing (LEGL 1312) Evidence (LEGL 1401) Personal Injury Practice (LEGL 1304) Bankruptcy and Foreclosures (LEGL 1409) ALF: Automated Legal Forms (LEGL 1406) Corp Law: Adv Procedures (LEGL 1308) Corp Law: Intermediate Proc (LEGL 1307) Corp Law: Basic Procedures (LEGL 1305) Court of Appeal Practice (LEGL 1403) Creditors' Remedies (LEGL 1303) Estate Administration (LEGL 1316) Family Law 1 (LEGL 1313) Family Law 2 (LEGL 1314) Intellectual Property (LEGL 1405) Lending & Security (LEGL 1311) Litigation for Paralegals 1 (LEGL 1301) Litigation for Paralegals 2 (LEGL 1302) Property Law (LEGL 1309)

#### REQUIRED COURSES currently scheduled:

Property Transactions (LEGL 1310)

Securities: Corporate (LEGL 1306)

Wills & Estate Planning (LEGL 1315)

#### **CONTRACTS (LEGL 1209)**

Formerly LEGL 1206. Contract law essentials, including: formation, consideration, capacity, breach and remedies. Prerequisites: legal secretary work experience, formal admission to the Paralegal program, or previous legal coursework. (42 hours) \$280

7 wks Tu. Apr 06 18:00 - 21:00 DTN **\*0** CRN 20012 7 wks Mo. May 17 **A** CRN 20013

#### **LEGAL RESEARCH (LEGL 1207)**

Need to cite a case? Learn research and citation, online and manual techniques, and legal memoranda. NOTE: Downtown/lecture students ("DTN") will pay an additional \$48 fee for Lexis/Nexis access. Students taking the online version use other free-access databases, but should have access to a law library for one assignment. Prerequisite: LEGL 1205. (48 hours: 6 hours in-class plus 6 homework x 4 weeks, or 6.8 hours x 7 weeks for an online session) \$237

9 wks Mo. Apr 12 💻 🕆 CRN 20005

#### **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 Mo. Apr 12 💻 🖰 CRN 20015

#### 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 sponsor form. Pre-requisites: formal admission to the Paralegal program and completion of most level 1 core courses. (518 hours) \$125

1 day Fr. Apr 16 18:00 - 21:00 DTN % CRN 20002 1 day Fr. May 28 18:00 - 21:00 DTN % CRN 20002 1 day Fr. Jul 16 18:00 - 21:00 DTN % CRN 20002 14 wks Fr. Apr 16 🔙 % CRN 20009



# When are paralegal courses offered?

Designed for those who are already working in the legal field, the VCC Certificate and Diploma programs offer 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.

#### **LEGAL COMMUNICATIONS (LEGL 1205)**

Learn to communicate with confidence. Includes both business writing and verbal communication skills. Prerequisites: legal secretary work experience, formal admission to the Paralegal program, or previous legal coursework. (36 hours) \$238

6 wks Mo. Apr 19 💻 🕆 CRN 20001

REQUIRED COURSES to be scheduled in upcoming terms:

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

**CANADIAN LEGAL PROCESS (LEGL 1202)** 

(48 hours)

ELECTIVE COURSES currently scheduled:

#### **CORP LAW: COMPLEX TRANSACTIONS (LEGL 1317)**

Master due diligence for asset and share purchases; assets and share purchase agreements; large scale corporate restructuring procedures; shareholder, partnership, and joint venture agreements; and s.85 rollovers. Prerequisite: LEGL 1308 Corp. Law: Advanced Procedures. \$269

8 wks Tu. Apr 13 18:00 - 21:00 DTN 4 CRN 20018

#### COMMERCIAL CONVEYANCING (LEGL 1312)

Learn commercial conveyancing matters, special issues in commercial conveyances, commercial sales, subdivisions and commercial leases. Prerequisites: Lending & Security (LEGL 1311). (42 hours) \$249

7 wks Mo. Apr 19 18:00 - 21:00 DTN **\*6** CRN 20020

#### **EVIDENCE (LEGL 1401)**

Examine various types of evidence and the rules of evidence through statutes and case law. This course is recommended for all students in the litigation practice area. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$249

7 wks Mo. Apr 19 18:00 - 21:00 DTN **\*6** CRN 20004

#### PERSONAL INJURY PRACTICE (LEGL 1304)

Master substantive law and procedures required to manage a personal injury file. Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours) \$249

7 wks Tu. Apr 20 18:00 - 21:00 DTN **\*6** CRN 20467

#### BANKRUPTCY AND FORECLOSURES (LEGL 1409)

Learn provincial policies and procedures around personal and corporate bankruptcies, insolvency, receiverships, and foreclosures. \$296

7 wks Th. Apr 29 18:00 - 21:00 DTN 🖰 CRN 20011

#### ALF: AUTOMATED LEGAL FORMS (LEGL 1406)

Introduction to ALF Corporate software used by law firms and in-house corporate departments in six provinces and two territories. Master hands-on ALF technology to record, track, trouble-shoot and automate corporate records. Taught by ALF company experts. Prerequisite: Corporate experience or corporate courses. (42 hours) \$237

7 wks Th. Apr 29 17:00 - 20:00 DTN **\*6** CRN 20016

"I found the class particularly interesting and stimulating. Over 80% of my classmates already work in a law firm, which confirms the usefulness of the program. I look forward to upcoming classes."

STEFANO PANTALEONE, PARALEGAL PROGRAM STUDENT





#### PARALEGAL / SMALL BUSINESS

#### ELECTIVE COURSES to be scheduled in upcoming terms:

CORP LAW: ADV PROCEDURES (LEGL 1308)

(42 hours)

CORP LAW: INTERMEDIATE PROC (LEGL 1307)

(42 hours)

**CORP LAW: BASIC PROCEDURES (LEGL 1305)** 

(42 hours)

**COURT OF APPEAL PRACTICE (LEGL 1403)** 

(42 hours)

**CREDITORS' REMEDIES (LEGL 1303)** 

(42 hours)

**ESTATE ADMINISTRATION (LEGL 1316)** 

(42 hours)

FAMILY LAW 1 (LEGL 1313)

(42 hours)

FAMILY LAW 2 (LEGL 1314)

(42 hours)

**INTELLECTUAL PROPERTY (LEGL 1405)** 

(42 hours)

**LENDING & SECURITY (LEGL 1311)** 

(42 hours)

LITIGATION FOR PARALEGALS 1 (LEGL 1301)

LITIGATION FOR PARALEGALS 2 (LEGL 1302)

(42 hours)

**PROPERTY LAW (LEGL 1309)** 

(42 hours)

**PROPERTY TRANSACTIONS (LEGL 1310)** 

(42 hours)

**SECURITIES: CORPORATE (LEGL 1306)** 

(42 hours)

**WILLS & ESTATE PLANNING (LEGL 1315)** 

(42 hours)

#### PARALEGAL DIPLOMA

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

For courses and information, visit the Paralegal Certificate program.

#### **ENTRANCE REQUIREMENTS:**

Completion of the Paralegal certificate program

#### **REQUIRED COURSES:**

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

#### **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.

#### **REQUIRED COURSES:**

Entrepreneurial Skills (SMBU 1101)
Market Your Business (SMBU 1102)
Understanding Financial Needs (SMBU 1105)
Small Business Management (SMBU 1103)
Legal Obligations (SMBU 1108)
Human Resources (SMBU 1106)
Financing Your Business (SMBU 1109)
Small Business Bookkeeping (SMBU 1104)
Finance Statements & Planning (SMBU 1107)
Preparing Your Business Plan (SMBU 1110)

#### REQUIRED COURSES currently scheduled:

#### **ENTREPRENEURIAL SKILLS (SMBU 1101)**

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. Apr 19 18:00 - 21:00 DTN **1 CRN** 20289

#### MARKET YOUR BUSINESS (SMBU 1102)

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. Apr 21 18:00 - 21:00 DTN **\*\*** CRN 20290

#### **UNDERSTANDING FINANCIAL NEEDS (SMBU 1105)**

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. Apr 26 18:00 - 21:00 DTN **\*6** CRN 20291

#### **SMALL BUSINESS MANAGEMENT (SMBU 1103)**

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

1 day We. Apr 28 18:00 - 21:00 DTN **\*\*** CRN 20292

#### **LEGAL OBLIGATIONS (SMBU 1108)**

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 Mo. May 03 18:00 - 21:00 DTN **1 CRN** 20293

#### **HUMAN RESOURCES (SMBU 1106)**

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

1 day We. May 05 18:00 - 21:00 DTN **\*0** CRN 20294



I have an idea for a small business, but need to know what's involved in getting it started. Can VCC's courses in Small Business help me?

Our part-time courses in Small Business are perfect for the busy entrepreneur who wants to learn more about all aspects of owning and operating a small business. Come and gain valuable lessons in marketing, human resources and finance.



#### FINANCING YOUR BUSINESS (SMBU 1109)

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

1 day Mo. May 10 18:00 - 21:00 DTN **\*6** CRN 20295

#### SMALL BUSINESS BOOKKEEPING (SMBU 1104)

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 We. May 12 18:00 - 21:00 DTN **\*\*** CRN 20296

#### FINANCE STATEMENTS & PLANNING (SMBU 1107)

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 Mo. May 17 18:00 - 21:00 DTN **1** CRN 20297

#### PREPARING YOUR BUSINESS PLAN (SMBU 1110)

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

1 day We. May 19 18:00 - 21:00 DTN **1** CRN 20298

#### **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

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.

Fashion Styling (FASH 1408)
History Of Fashion (FASH 1301)
Fashion Forecasting (FASH 1204)
Fashion Marketing & Promotion (FASH 1405)
Fashion Retail Management (FASH 1401)
Merchandising Fashion (FASH 1176)
Retail Buying (FASH 1402)
Textiles (FASH 2201)

REQUIRED COURSES currently scheduled:

#### **FASHION STYLING (FASH 1408)**

Develop skills in stylizing looks for photoshoots for newspapers, catalogues, commercials, and fashion shows. Students learn the skills and techniques necessary for a career in styling. This how-to course provides an insight into the processes followed when working in this area. (36 hours) \$300

12 wks Tu. Apr 13 18:30 - 21:30 DTN 40 CRN 20339

#### **HISTORY OF FASHION (FASH 1301)**

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

11 wks We. Apr 14 18:30 - 21:46 DTN 46 CRN 20093

#### **FASHION FORECASTING (FASH 1204)**

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

11 wks Th. Apr 15 18:30 - 21:46 DTN **\*6** CRN 20100

REQUIRED COURSES to be scheduled in upcoming terms:

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

# FASHION RETAIL MANAGEMENT (FASH 1401) (36 hours)

#### **MERCHANDISING FASHION (FASH 1176)**

(36 hours)

#### **RETAIL BUYING (FASH 1402)**

(36 hours)

#### **TEXTILES (FASH 2201)**

(36 hours)

#### 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

**FASHION ARTS SPECIALTY** 

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

Program Assistant: Kevin Coutts, 604.443.8677, kcoutts@vcc.ca

These courses introduce fashion skills, assist those planning

required.

#### **ELECTIVE COURSES:**

Sewing - Beginners (FASH 1154) Pattern Making (FASH 1153)

Couture Draping (FASH 1181)

Fashion Production Mgmt (FASH 1184)

Fashion Writing (FASH 1409)

Fashion Illustration (FASH 1150)

Adobe Illustrator for Fashion1 (FASH 1156)

Dress Form Workshop (FASH 1163)

Pattern Making: Knock Off Tech (FASH 1173)

Boot Camp:Fashion Styling Teen (FASH 1182)

Boot Camp: Fashion Design Teen (FASH 1179) Fashion Styling Intensive (FASH 1185)

Adobe Illustrator for Fashion2 (FASH 1256)

Adobe Photoshop for Fashion (FASH 1157)

Corsetry (FASH 1183)

Fabric Surface Design (FASH 1166)

Intro Fashion Design (FASH 1178) Millinery (FASH 1162)

Millinery 2 (FASH 1168)

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. Apr 17 12:30 - 16:30 DTN 46 CRN 20092

#### **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. During the first class, requirements for the sewing project will be discussed and a list of equipment and supplies will be distributed. (30 hours) \$300

10 wks Sa. Apr 17 09:00 - 12:00 DTN **\*6** CRN 20103

"I can not 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



#### **COUTURE DRAPING (FASH 1181)**

Draping is a unique method of creating garment designs directly on a three-dimensional body. Explore processes beyond the limitations of 2-D flat pattern making methods. Manipulate, mold and shape fabric to create skirts and tops. Learn to rotate darts and fashion style lines. Gain an understanding of the fabric grain in relationship to the desired design, and experiment with bias cuts. You will have an opportunity to drape your design and be provided with a mannequin for class use. Please bring to class: blue and red ballpoint pens, paper for notetaking, fabric scissors, dressmaker pins, hand sewing needles and thread and metric tape measure. No pattern making experience required; sewing skills prefered. Course fee includes most fabrics. (30 hours) \$350

10 wks Mo. Apr 19 18:30 - 21:30 DTN **10 CRN** 20109

#### **NEW** FASHION PRODUCTION MGMT (FASH 1184)

Ever wonder how garments are produced? Discover the garment production cycle and how to read a designer's specification sheet in order to prepare garments for production. Become familiar with garment industry terminology and tools. Visit a local garment factory. Explore communication skills to develop relationships with factories as business partners. (24 hours) \$245

8 wks Tu. Apr 20 18:30 - 21:30 DTN 4 CRN 20413

#### **FASHION ILLUSTRATION (FASH 1150)**

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

10 wks We. Apr 21 18:30 - 21:30 DTN 46 CRN 20101

#### **FASHION WRITING (FASH 1409)**

Analyze fashion publications and develop sellable ideas with renowned former Vancouver Sun Fashion Editor, Virginia Leeming. Learn how to pitch, interview, and write fashion articles and captions. Other types of fashion writing such as advertorials and press releases will also be discussed. (24 hours) \$245

8 wks We. Apr 21 18:30 - 21:30 DTN 46 CRN 20431

#### **ADOBE ILLUSTRATOR FOR FASHION1 (FASH 1156)**

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

10 wks Th. Apr 22 18:30 - 21:30 DTN 9 CRN 20108

#### **DRESS FORM WORKSHOP (FASH 1163)**

Make your own individual dress form with a professional custom fit. Apply this method to create perfectly fitting dress forms to your own measurements. Ideal for fashion design students, custom dressmakers for use with clients and costumers building custom fit garments for leads. Learn from an instructor who has taught this unique method for 20+ years. Supplies and preparation will be discussed during the first evening session. Class meets both times listed. (6 hours) \$95

1 day We. Apr 28 18:30 - 20:00 DTN **\*0** CRN 20114 1 day Sa. May 01 10:00 - 15:30 DTN **\*0** CRN 20114

#### PATTERN MAKING: KNOCK OFF TECH (FASH 1173)

Have you come across garments that you would like to copy? Replicate patterns from existing garments for a perfect fit. This course is ideal for fashion designers, pattern makers and dress makers. Learn to "knock off" a knit top, shirt/blouse, and skirt/pant of your choice. Industry standard garment measuring, specs, and checking the balance of a pattern and garment will be covered. Bring to class: 2H pencil, paper for note taking, measuring tape, quilt/clear plastic ruler, L-square and French curve. Additional supplies will be discussed in first session. Class meets twice per week: Tuesday and Thursday evenings. Prerequisite: FASH 1153 Pattern Making or basic pattern knowledge. (30 hours) \$300

5 wks Tu. Jul 06 18:30 - 21:30 DTN **CRN** 20113 5 wks Th. Jul 08 18:30 - 21:30 DTN **CRN** 20113

#### **BOOT CAMP: FASHION DESIGN TEEN (FASH 1179)**

BACK BY POPULAR DEMAND! Discover fashion design and its processes. Explore drawing and conceptual design skills to create a mini-collection. Emphasis on fashion design principles, and does not include garment construction exercises. Learn fashion drawing, design sketching, as well as creating fabric designs by draping dress forms. Design fashion magazine and catalogue layouts using Abode Photoshop. Participants must be 13 - 18 years of age. Register for both Design and Styling Boot Camps and save \$100.00 (20 hours) \$250

5 days Mo. Tu. We. Th. Fr. Jul 12 13:30 - 17:30 DTN **1** CRN 20102

#### **BOOT CAMP: FASHION STYLING TEEN (FASH 1182)**

BACK BY POPULAR DEMAND! A fun and hands-on course! Learn to stylize looks for photo shoots for fashion magazines, catalogues, commercials and fashion shows. Develop the skills and techniques to provide art direction and explore a career in styling. Participants will work in groups with a professional photographer to create "looks" for a photo shoot, and receive photos for their portfolio. Participants must be 13 - 18 years of age. Register for both Design and Styling Boot Camps and save \$100.00 (20 hours) \$250

5 days Mo. Tu. We. Th. Fr. Jul 12 09:00 - 13:00 DTN **1** CRN 20110

#### **NEW FASHION STYLING INTENSIVE (FASH 1185)**

Explore stylizing looks for photoshoots for newspapers, catalogues, commercials, and fashion shows. Students learn the skills and techniques necessary for a career in styling. This how-to course provides an insight into the processes followed when working in this area. This non-credit course cannot be used towards credit to the Fashion Merchandising Associate Certificate. Taught by a magazine fashion editor and internationally accredited stylist. (20 hours) \$245

5 days Mo. Tu. We. Th. Fr. Jul 12 13:30 - 17:30 DTN **1** CRN 20433

ELECTIVE COURSES to be scheduled in upcoming terms:

ADOBE ILLUSTRATOR FOR FASHION2 (FASH 1256) (30 hours)

ADOBE PHOTOSHOP FOR FASHION (FASH 1157) (30 hours)

**CORSETRY (FASH 1183)** 

(30 hours)

FABRIC SURFACE DESIGN (FASH 1166)

(24 hours)

**INTRO FASHION DESIGN (FASH 1178)** 

(30 hours)

**MILLINERY (FASH 1162)** 

(18 hours)

**MILLINERY 2 (FASH 1168)** 

(18 hours)

#### **FASHION ARTS CERTIFICATE**

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

Application deadline: February 15 for April start. May 31 for September start.

#### **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:**

Design Drafting-Practice (FASH 1303) Adv Collection Manufacture (FASH 1352) Sewing Techniques (FASH 1103) FA Visual Communication (FASH 2309) Block Construction (FASH 1102) Collection Portfolio (FASH 2301) History Of Fashion (FASH 1301) Fashion Drawing (FASH 1101) Tailoring (FASH 1302) Adv Fashion Show Preparation (FASH 1353)

Collection Design (FASH 2103)

Collection Toiles (FASH 2202)

Couture (FASH 2101)

Design Drafting - Theory (FASH 1202)

Design Patterns Draping (FASH 2102)

Fashion Design (FASH 1203)

Industrial Sewing (FASH 1201)

Production Patterns Grading (FASH 2203)

Textiles (FASH 2201)

REQUIRED COURSES currently scheduled:

#### **ADV COLLECTION MANUFACTURE (FASH 1352)**

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

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

#### **DESIGN DRAFTING-PRACTICE (FASH 1303)**

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

12 wks Mo. Apr 12 18:30 - 21:30 DTN CRN 20338 12 wks Tu. Apr 13 18:30 - 21:30 DTN CRN 20096



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.

#### FA VISUAL COMMUNICATION (FASH 2309)

Adobe Illustrator and Photoshop are tightly intergrated to convey design ideas using technical drawings and terminology to accurately specify proportion, style and detail. Learn to transform hand-rendered illustrations using the toolbox and palettes, apply a variety of effects, fill selections and use layers for composite images. (36 hours) \$300

12 wks Tu. Apr 13 18:30 - 21:30 DTN CRN 20340

#### **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. Apr 13 18:30 - 21:30 DTN CRN 20099

#### **BLOCK CONSTRUCTION (FASH 1102)**

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

12 wks We. Apr 14 18:30 - 21:30 DTN CRN 20095

#### **COLLECTION PORTFOLIO (FASH 2301)**

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

12 wks We. Apr 14 18:30 - 21:30 DTN CRN 20106

#### **HISTORY OF FASHION (FASH 1301)**

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

11 wks We. Apr 14 18:30 - 21:46 DTN 12:0093

#### **FASHION DRAWING (FASH 1101)**

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

12 wks Th. Apr 15 18:30 - 21:30 DTN CRN 20097

#### TAILORING (FASH 1302)

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

12 wks Th. Apr 15 18:30 - 21:30 DTN CRN 20112 12 wks Fr. Apr 16 18:30 - 21:30 DTN CRN 20341

#### ADV FASHION SHOW PREPARATION (FASH 1353)

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

6 wks Fr. May 21 18:30 - 21:30 DTN CRN 20104



#### **FASHION ARTS**

REQUIRED COURSES to be scheduled in upcoming terms:

#### **COLLECTION DESIGN (FASH 2103)**

(36 hours)

#### **COLLECTION TOILES (FASH 2202)**

(36 hours)

#### **COUTURE (FASH 2101)**

(36 hours)

#### **DESIGN DRAFTING - THEORY (FASH 1202)**

(36 hours)

#### **DESIGN PATTERNS DRAPING (FASH 2102)**

(36 hours)

#### **FASHION DESIGN (FASH 1203)**

(36 hours)

#### **INDUSTRIAL SEWING (FASH 1201)**

(36 hours)

#### **PRODUCTION PATTERNS GRADING (FASH 2203)**

(36 hours)

#### **TEXTILES (FASH 2201)**

(36 hours)

#### **FASHION ARTS DIPLOMA**

Program 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

Application deadline May 31 for September start.

#### **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:**

Textile Surface Design & Lab (FASH 1313) Fashion Prof Practices 1 (FASH 1171) Collection Manufacture/Studio (FASH 2310) Studio Lab A (FASH 1315) Studio Lab D (FASH 2313) Technical Fashion Drawing 2 (FASH 1314) Block Construction (FASH 1102) Collection Design 1 (FASH 1312) Pattern Drafting Practical 1 (FASH 1310) Portfolio Design 2 (FASH 2312) Tailoring Techniques (FASH 1311) Adv Fashion Show Preparation (FASH 2314) Collection Design 2 (FASH 2113) Computer Aided Drafting 1 (FASH 2114) Computer Aided Drafting 2 (FASH 2212) Computer Applications (FASH 1111) Costume History (FASH 1113) Couture Sewing (FASH 2112)

Designer Patterns and Toiles (FASH 2111) Draping Techniques (FASH 2110) Fabric and Textile Studies (FASH 1115) Fashion Marketing & Promotion (FASH 1405)

Fashion Photoshop Applications (FASH 2214) Fashion Prof Practices 2 (FASH 1172)

Illustration and Design 1 (FASH 1112)
Illustration and Design 2 (FASH 1210)
Industrial Sewing Techniques (FASH 1212)

Int Visual Communication (FASH 2211) Introduction to Fashion (FASH 1110)

Pattern Drafting Practical 2 (FASH 2115) Pattern Drafting Theory (FASH 1211)

Personal Block Construction (FASH 1214) Portfolio Design 1 (FASH 2210)

Product Development (FASH 1252) Production Patterns Grading (FASH 2203) Sewn Product Techniques (FASH 1114)

Studio Lab B (FASH 2116)

Studio Lab C (FASH 2213) Technical Fashion Drawing 1 (FASH 1213)

#### REQUIRED COURSES currently scheduled:

**TEXTILE SURFACE DESIGN & LAB (FASH 1313)** 

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

12 wks Th. Apr 08 09:00 - 16:00 DTN CRN 20088

#### **COLLECTION MANUFACTURE/STUDIO (FASH 2310)**

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

12 wks Mo. Tu. Apr 12 09:00 - 16:00 DTN CRN 20083

#### **FASHION PROF PRACTICES 1 (FASH 1171)**

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

12 wks Mo. Apr 12 09:00 - 12:00 DTN CRN 20086

#### STUDIO LAB A (FASH 1315)

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

12 wks Mo. Apr 12 13:00 - 16:00 DTN CRN 20087

#### **COLLECTION DESIGN 1 (FASH 1312)**

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

12 wks We. Apr 14 14:00 - 17:00 DTN CRN 20084

#### STUDIO LAB D (FASH 2313)

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

12 wks We. Apr 14 09:00 - 12:00 DTN CRN 20081

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

SYVIA POON, FASHION ARTS CERTIFICATE GRADUATE



#### FASHION ARTS / GEMMOLOGY AND JEWELLERY



# What experience and education do your faculty and 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.



#### **TECHNICAL FASHION DRAWING 2 (FASH 1314)**

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

12 wks We. Apr 14 09:00 - 13:00 DTN CRN 20085

#### PATTERN DRAFTING PRACTICAL 1 (FASH 1310)

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

12 wks Fr. Apr 16 09:00 - 13:00 DTN CRN 20089

#### **PORTFOLIO DESIGN 2 (FASH 2312)**

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

12 wks Fr. Apr 16 13:00 - 16:00 DTN CRN 20082

#### **TAILORING TECHNIQUES (FASH 1311)**

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

12 wks Fr. Apr 16 14:00 - 17:00 DTN CRN 20090

#### **ADV FASHION SHOW PREPARATION (FASH 2314)**

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

8 wks We. May 05 18:30 - 21:30 DTN CRN 20091

REQUIRED COURSES to be scheduled in upcoming terms:

#### **COLLECTION DESIGN 2 (FASH 2113)**

(36 hours)

#### **COMPUTER AIDED DRAFTING 1 (FASH 2114)**

(48 hours)

#### COMPUTER AIDED DRAFTING 2 (FASH 2212)

(48 hours)

#### **COMPUTER APPLICATIONS (FASH 1111)**

(36 hours)

#### **COSTUME HISTORY (FASH 1113)**

(54 hours)

#### **COUTURE SEWING (FASH 2112)**

(48 hours)

#### **DESIGNER PATTERNS AND TOILES (FASH 2111)**

(72 hours)

#### **DRAPING TECHNIQUES (FASH 2110)**

(24 hours)

#### FABRIC AND TEXTILE STUDIES (FASH 1115)

(54 hours)

#### **FASHION MARKETING & PROMOTION (FASH 1405)**

(36 hours)

#### **FASHION PHOTOSHOP APPLICATIONS (FASH 2214)**

(48 hours)

#### **FASHION PROF PRACTICES 2 (FASH 1172)**

(36 hours)

#### **ILLUSTRATION AND DESIGN 1 (FASH 1112)**

(72 hours)

#### ILLUSTRATION AND DESIGN 2 (FASH 1210)

(36 hours)

#### **INDUSTRIAL SEWING TECHNIQUES (FASH 1212)**

(48 hours)

#### **INT VISUAL COMMUNICATION (FASH 2211)**

(36 hours)

#### INTRODUCTION TO FASHION (FASH 1110) (36 hours)

(00 110013)

#### PATTERN DRAFTING PRACTICAL 2 (FASH 2115)

(48 hours)

#### PATTERN DRAFTING THEORY (FASH 1211)

(48 hours)

#### PERSONAL BLOCK CONSTRUCTION (FASH 1214)

(18 hours)

#### PORTFOLIO DESIGN 1 (FASH 2210)

(36 hours)

#### **PRODUCT DEVELOPMENT (FASH 1252)**

(36 hours)

#### PRODUCTION PATTERNS GRADING (FASH 2203)

(36 hours)

#### **SEWN PRODUCT TECHNIQUES (FASH 1114)**

(48 hours)

#### STUDIO LAB B (FASH 2116)

(36 hours)

#### STUDIO LAB C (FASH 2213)

(36 hours)

#### **TECHNICAL FASHION DRAWING 1 (FASH 1213)**

(48 hours)

#### **BLOCK CONSTRUCTION (FASH 1102)**

#### GEMMOLOGY AND JEWELLERY

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.

#### **GIA CERTIFICATION**

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

#### **ELECTIVE COURSES:**

GIA Diamond Grading (GEMM 2130) GIA Coloured Stone Grading (GEMM 2112)

ELECTIVE COURSES currently scheduled:

#### **GIA DIAMOND GRADING (GEMM 2130)**

Discover how to judge and grade clarity, colour and cut quality factors of round brilliant diamonds. Through our unique combination of hands-on training, one-on-one coaching, and integrated multimedia presentations, you learn to grade diamonds consistently and accurately using a modern gem microscope and jeweller's loupe. Become proficient in GIA's Diamond Grading System. Discover time-saving shortcuts to determine a variety of grading factors. Learn to read a GIA Laboratory Diamond Grading Report. Recognize the most common diamond features, and spend more than 18 hours practicing grading techniques on diamonds that have been carefully selected and graded in the GIA Laboratory. (35 hours) \$2795

5 days Mo. Tu. We. Th. Fr. May 10 09:00 - 17:00 DTN **1** CRN 20444

#### **GIA COLOURED STONE GRADING (GEMM 2112)**

Through extensive hands-on practice using gemstones provided by GIA, develop skills in grading the colour, clarity, and cut quality factors of a wide range of coloured stones. Learn GIA's Coloured Stone Grading System and how to describe colour in terms if hue, tone and saturation. Judge clarity and cut quality factors with professional insight. Increase the consistency and accuracy of your coloured stone grading skills. Learn about the relationship between light and colour. Develop your colour memory. (21 hours) \$1995

3 days Mo. Tu. We. May 17 09:00 - 17:00 DTN **4 CRN** 20445

Gemmology and Jewellery continued on pg 26





Victoria McKenney

Nancy McRae

Caitlin Mayo

#### **OUR GRADUATES SUCCEED**

#### An enviable life by design

Victoria McKenney leads a life some only dream about. The Vancouver-based interior designer works on local high-end residences and travels extensively in Europe for inspiration. Her work is featured across North America and, she recently placed first in the Canadian Decorators' Association 2009 decorating and design competition.

"My business involves a lot of hard work, but I find it very satisfying," says McKenney, who graduated from VCC's interior design program in 2001 before starting her own company, Enviable Designs. "After graduation, I really liked that I could practise the techniques I learned at VCC in the real world."

McKenney, who has focused most of her business in Metro Vancouver, has been featured in *Spectacular Homes of Western Canada, B.C. Home* magazine and on styleathome.com.

VCC trains grads to help them live their dream.

Find out more about our Continuing Studies design programs in this flyer. See pages 19-29 for more information.

#### VCC baking student finds sweet success

It's a piece of cake – not quite. Caitlin Mayo likes a challenge, and certainly found one at the 2009 WorldSkills competition in Calgary where she competed against some of the world's best bakers and brought home a medallion of excellence and the people's choice award.

Mayo, a 20-year-old baking and pastry arts graduate, trained full-time for nine months to prepare for the four-day competition. "I love learning, and for the Worlds, I really had to work on my sugar and chocolate skills," says Mayo, who now enjoys working with sugar – one of the most difficult skills to master.

"VCC has been wonderful to me, and the instructors are amazing and very supportive," says Mayo, Canada's competitor against top bakers from 13 other countries.

Mayo first came to VCC in Grade 11 as part of High School Plus, a trades training program for high school students. "I was bored in school and really thrived once I got to college." She's now working toward her Red Seal certification

VCC is a leader in hospitality industry training.
Find out more about our Continuing Studies baking and pastry arts
courses in this flyer. See page 40 for more information.

# 

Candy Garossino

# CLARK FREIGHTWAYS 1149 BURNABY B.C.

Marcus and Riley Clark

#### TRUSTED INDUSTRY TRAINER

#### Celebrating 60 years of nursing

When VCC's first licensed practical nursing class began 60 years ago, eight students graduated. Last year, 180 students made up the graduating class. The program has come a long way from hand-cranked beds – now students learn at VCC in the only high-tech simulated hospital in the province.

"LPNs have always played an integral role in the health-care team," says dean of health sciences Pat Bawtinheimer. "The role has expanded to include considerably more knowledge, skills and clinical judgment."

After graduation, VCC's LPNs can access career opportunities in community, long-term care and acute care facilities. "Every year, I'm delighted to recommend VCC's LPN graduates for key health-care positions where their professionalism and high level of skill are sought-after," says Candy Garossino, director of nursing education for Providence Health Care.

VCC has been training health professionals for more than 60 years. Find out more about our Continuing Studies health sciences programs in this flyer. See page 36 for more information.

#### The truck stops here

The heavy duty trucking industry has changed in 50 years, but one thing hasn't changed for Marcus Clark, president and CEO of Clark Freightways – that's the commitment to family and community.

When Clark toured VCC's heavy duty training facility where his son Riley was attending, he recognized a need for newer highway tractor trailers for students' hands-on training. He immediately donated three trucks to the program, all are in line with evolving industry trends.

"The industry has changed a great deal, and so has the mechanical skill set. Well-trained professionals in our service facility are essential," says Marcus Clark, who runs the family business his father, Jim Clark, started in 1957. Today, the family-owned and -operated carrier has distribution facilities across B.C. and reaches more than 600 communities.

"VCC runs a top-notch program, and is helping to produce professionals who will always be in demand, says Clark."

VCC is proud to partner with industry.

Find out how we can provide your company with customized training.

See page 5 for more information.



#### GEMMOLOGY AND JEWELLERY

#### **GEMMOLOGY**

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

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 and gloves.

#### **ENTRANCE REQUIREMENTS:**

Secondary school or equivalent (may be waived if students have work experience in jewellery or gemstones).

English language skills and comprehension.

#### **ELECTIVE COURSES:**

Canadian Jeweller Jets Program (JEWL 1114)
Evaluation of Jadeite Jade 1 (GEMM 1155)
Graduate Sales Associate (GEMM 2137)
GIA Diamond Grading (GEMM 2130)
Crystals & Crystal Healing 1 (GEMM 1154)
GIA Coloured Stone Grading (GEMM 2112)
Advanced Gemmology - Diamonds (GEMM 2138)
Advanced Gemmology-Colored Gem (GEMM 2139)
Gemmology Practical Lab (GEMM 2102)
How to Buy Diamonds (GEMM 2136)
MasterValuer Appraisal Program (GEMM 3102)

ELECTIVE COURSES currently scheduled:

#### **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. Apr 12 18:30 - 21:30 DTN **\*\*** CRN 20126

#### 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. Apr 24 10:00 - 16:00 DTN 4 CRN 20437

#### **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 Sa. Apr 24 13:00 - 16:00 DTN 4 CRN 20333

#### **GIA DIAMOND GRADING (GEMM 2130)**

Discover how to judge and grade clarity, colour and cut quality factors of round brilliant diamonds. Through our unique combination of hands-on training, one-on-one coaching, and integrated multimedia presentations, you learn to grade diamonds consistently and accurately using a modern gem microscope and jeweller's loupe. Become proficient in GIA's Diamond Grading System. Discover time-saving shortcuts to determine a variety of grading factors. Learn to read a GIA Laboratory Diamond Grading Report.

Recognize the most common diamond features, and spend more than 18 hours practicing grading techniques on diamonds that have been carefully selected and graded in the GIA Laboratory. (35 hours) \$2795

5 days Mo. Tu. We. Th. Fr. May 10 09:00 - 17:00 DTN **1** CRN 20444

#### **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. May 15 13:00 - 16:00 DTN **1 CRN** 20438

#### GIA COLOURED STONE GRADING (GEMM 2112)

Through extensive hands-on practice using gemstones provided by GIA, develop skills in grading the colour, clarity, and cut quality factors of a wide range of coloured stones. Learn GIA's Coloured Stone Grading System and how to describe colour in terms if hue, tone and saturation. Judge clarity and cut quality factors with professional insight. Increase the consistency and accuracy of your coloured stone grading skills. Learn about the relationship between light and colour. Develop your colour memory. (21 hours) \$1995

3 days Mo. Tu. We. May 17 09:00 - 17:00 DTN **4** CRN 20445

ELECTIVE COURSES to be scheduled in upcoming terms:

#### 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)

#### 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)

#### **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

"Donna is one of the most helpful and inspiring instructors I have ever dealt with. I would recommend her to anyone interested in this field."

GRAHAM ARTHUR, STUDENT, GEMMOLOGY PROGRAM



#### **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)

#### **MASTERVALUER APPRAISAL PROGRAM (GEMM 3102)**

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 15-session program offers 45 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. If you are a Gemmology student, you may register for this course, but you will NOT be given your "RMV" until you have passed your Gemmology course.

#### Session begins in September & January.

Application fee: \$30. The total fee of \$2995 must be paid one week prior to course start. A deposit of \$1500 must accompany your registration form. The balance must be paid no later than one week before the class begins. No refunds given after course begins. In addition two text books are required that are approximately \$50 each.

#### **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:**

Jewellery Techniques II (JEWL 1104)
Jewellery Techniques I (JEWL 1103)
Canadian Jeweller Jets Program (JEWL 1114)
Create Jewellery Repair Sales (JEWL 1113)
Pearl Stringing Tecniques 1 (JEWL 1112)
Graduate Sales Associate (GEMM 2137)
Jewellery Appraisal (JEWL 1107)

#### ELECTIVE COURSES currently scheduled:

#### **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. Apr 06 18:30 - 21:30 DTN 4 CRN 20336

#### **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. Some equipment and supplies provided. List of supplies provided at first class (24 hours) \$405

8 wks We. Apr 07 18:30 - 21:30 DTN **1** CRN 20335 8 wks Mo. Apr 12 18:30 - 21:30 DTN **1** CRN 20334

#### **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. Apr 12 18:30 - 21:30 DTN 4 CRN 20126

#### **CREATE JEWELLERY REPAIR SALES (JEWL 1113)**

Build your confidence & 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. Repair follow-ups, estimates (aka closing the sale) and add-ons. Handouts will be given during class. PowerPoint presentation with practical hands on examples shown in class. Supplies required: 10x loupe, tweezers, brass millimetre gauge & polishing cloth. (3 hours) \$95

1 day Sa. Apr 17 13:00 - 16:00 DTN **1** CRN 20436

#### **PEARL STRINGING TECNIQUES 1 (JEWL 1112)**

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

1 day Sa. Apr 17 10:00 - 16:00 DTN 9 CRN 20337

#### **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 Sa. Apr 24 13:00 - 16:00 DTN 9 CRN 20333

ELECTIVE COURSES to be scheduled in upcoming terms:

#### **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)

"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





#### 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.

#### **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).

Residential Design (INTD 1130)

Graphic Presentation (INTD 1160)

Design Basics (INTD 1158)

AutoCad for Interior Designers (INTD 1150)

Design for Small Spaces (INTD 1131)

Design Drawing (INTD 1159)

Design Specifications (INTD 1116)

Basic Drafting Concepts (INTD 1110)

Design today. (INTD 1132)

Colour Theory (INTD 1114)

History Of Furniture (INTD 1102)

Lighting (INTD 1121)

Materials and Finishes (INTD 1125)

Textiles (INTD 1122)

#### **ELECTIVE COURSES:**

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

REQUIRED COURSES currently scheduled:

#### **GRAPHIC PRESENTATION (INTD 1160)**

A continuation of Design Drawing that includes techniques for polishing presentation drawings and boards and for creating a personal identity package as well as for skill building in model making and in personal communication with clients. Emphasis is placed upon communicative drawing. (36 hours) \$390

12 wks We. Apr 07 18:30 - 21:30 DTN CRN 20446

#### **RESIDENTIAL DESIGN (INTD 1130)**

From Kitchen to Utility room to Home office, all aspects of Residential Interior Design will be covered in this 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 We. Apr 07 18:30 - 21:30 DTN CRN 20447

#### **AUTOCAD FOR INTERIOR DESIGNERS (INTD 1150)**

Today's designer relies heavily on computer aided drafting to communicate design details, make revisions and transfer information between disciplines. Learn techniques for producing 2D CAD drawings and move quickly from a "beginner" to "capable" user. Master the basics of AutoCAD and learn how to effectively use creative drawing strategies and shortcuts. Study drawing, editing, dimensioning and drawing layout, specific to Interior Design. Prerequisite: Basic Drafting. (36 hours) \$390

12 wks Th. Apr 08 18:30 - 21:30 DTN CRN 20449

#### **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 Th. Apr 08 18:30 - 21:30 DTN CRN 20448

"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 GRADUATE

#### **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. Apr 08 18:30 - 21:30 DTN CRN 20450

#### **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

11 wks Sa. Apr 10 09:15 - 12:30 DTN CRN 20451



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.



#### **BASIC DRAFTING CONCEPTS (INTD 1110)**

Beginning architectural depiction emphasizing the symbols, vocabulary and graphic means of conveying information. Introduction to the tools and drawing set used for interior design including plan, section and elevation and cabinet, lighting and furniture details. (36 hours) \$390

11 wks Mo. Apr 12 18:15 - 21:30 DTN CRN 20452

#### **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 Mo. Apr 12 18:30 - 21:30 DTN CRN 20453

#### INTERIOR DESIGN / MAKE UP ARTISTRY

#### **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) \$390

8 wks Tu. Apr 13 18:30 - 21:30 DTN CRN 20454

REQUIRED COURSES to be scheduled in upcoming terms:

#### **COLOUR THEORY (INTD 1114)**

(36 hours)

#### **HISTORY OF FURNITURE (INTD 1102)**

(36 hours)

#### **LIGHTING (INTD 1121)**

(24 hours)

#### **MATERIALS AND FINISHES (INTD 1125)**

(24 hours)

#### **TEXTILES (INTD 1122)**

(24 hours)

#### 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.

#### **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.

"The Kitchen and Bath program is a pivotal step in becoming a certified Associate Kitchen and Bath Designer with the National Kitchen and Bath Association. It provides industry specific extensive training by working designers and experts in the field with all the support of the NKBA. This advanced program has given me practical and extensive training to launch my new career as an accredited professional."

COREY S. KLASSEN, BFA, IDC, KBC, KITCHEN AND BATH GRADUATE

#### 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 Fundamentals this term to complete the pre-requisites for this program and gain the fundamentals to become a professional in this growing and exciting career where opportunities abound. Work experience and job training will be available to students for further skill development.

#### **ELECTIVE COURSES:**

Makeup Artistry Fundamentals (MKUP 1101) Evening and Bridal Makeup (MKUP 1102) Fashion & Photography Makeup (MKUP 1103) Airbrush Makeup (MKUP 1105) Customer Service & Career Dev (MKUP 1104)

#### ELECTIVE COURSES currently scheduled:

#### **MAKEUP ARTISTRY FUNDAMENTALS (MKUP 1101)**

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 may 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. Apr 13 18:00 - 21:00 DTN 4 CRN 20302



#### 30 HEALTH SCIENCES AND HUMAN SERVICES

#### MAKE UP ARTISTRY / COUNSELLING

#### **EVENING AND BRIDAL MAKEUP (MKUP 1102)**

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 recreate on your model. Basic hair styling techniques will be provided. Model required. Prerequisite: MKUP 1101. (30 hours) \$403

10 wks We. Apr 14 18:00 - 21:00 DTN **\*6** CRN 20303

#### **AIRBRUSH MAKEUP (MKUP 1105)**

This course is designed to give students a greater understanding of the airbrush, its mechanical workings and practical use in a professional makeup environment. You will learn a wide range of looks and techniques such as a classic day look, evening, bridal and high fashion. Through this program new students can expect to develop skills useful in a wide range of professions. It is also useful for anyone already in the make-up industry to learn new techniques for application. A compressor and airbrush are required for this course. Please contact Program Coordinator for more details. Prerequisite: MKUP 1101 and MKUP 1102. (30 hours) \$403

10 wks Th. Apr 15 18:00 - 21:00 DTN **\*6** CRN 20357

#### **FASHION & PHOTOGRAPHY MAKEUP (MKUP 1103)**

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 to 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: MKUP 1101 and MKUP 1102 (30 hours) \$403

10 wks Th. Apr 15 18:00 - 21:00 DTN **\*6** CRN 20304

ELECTIVE COURSES to be scheduled in upcoming terms:

CUSTOMER SERVICE & CAREER DEV (MKUP 1104) (8 hours)

#### 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 now in place. As of September 09, the Counselling Skills Certificates have been updated, redesigned and renamed to meet the changing needs of the human services community. Learn about current trends in psychology and be exposed to cutting edge practices for working in the social service, addiction and correction field, and 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 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, and students can attend on a full or part time basis.

Tuition for each certificate is approximately \$4300 (including Basic Counselling Skills) and students pay course by course as they proceed through the program.

For more information, visit **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 Addiction Counselling Skills Certificate (formerly, Substance Abuse Certificate Program) 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, this 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 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 Addiction 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 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 less than one year to a maximum time of three years by attending one to four evenings per week. Practicum completes the program and is 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 Basic library research skills

#### REQUIRED COURSES:

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

**ELECTIVE COURSES:** 

Group Counselling Skills (CNSK 1408)

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-exploration. Expect to spend at least three hours a week on reading and written assignments. Fluency in English is required (equivalent to grade 12 English). This course is equivalent to and replaces Basic Counselling Skills (CNSK 1101). (36 hours) \$435

11 wks Tu. Apr 13 18:15 - 21:30 DTN � CRN 20181
11 wks We. Apr 14 18:15 - 21:30 DTN � CRN 20182
11 wks Th. Apr 15 18:15 - 21:30 DTN � CRN 20183
11 wks Fr. Apr 16 09:30 - 12:45 BWY � CRN 20184
9 wks Mo. May 31 18:15 - 21:30 DTN � AND
1 day Sa. Jun 12 09:00 - 16:30 DTN � CRN 20428

REQUIRED COURSES currently scheduled:

#### LIFESPAN DEVELOPMENT (CNSK 1404)

Learn about some of the major theories, concepts, research methods, and findings relevant to the study of human development throughout the life-span. Emphasis is placed on the integration of life-span principles and concepts into individual social contexts and the counselling process. The effects of heredity and environment and ethical issues surrounding development will also be explored. Emphasis will be placed on how developmental issues including moral development influence the counselling process. 45 hours (3 credits) Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$551

Apr 06 NET CRN 20342

#### **FAMILY SYSTEMS-AN OVERVIEW (CNSK 1409)**

Explore how to support families using a systems perspective and learn about various perspectives such as 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. Examine your own family experience and become aware of how your experience may impact the way you work with families and how theory intersects with practice. 29 hours (2 credits) Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$351

7 wks Th. Apr 08 18:15 - 21:30 DTN AND 1 day Sa. May 01 09:15 - 16:30 DTN CRN 20344 7 wks Tu. May 18 18:15 - 21:30 DTN AND 1 day Sa. Jun 12 09:15 - 16:30 DTN CRN 20354

#### INDIVID COUNS SKILLS-ADDICTION (CNSK 1406)

Focus on developing the skills and knowledge related to the counselling relationship and the development of the counsellor. Examine the skills and strategies involved in counselling specifically in the area of addiction. Content builds on topics and skills learned in Basic Counselling Skills and introduces the concept and techniques of motivational interviewing (MI). 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 with a specific focus on addiction. The central focus of this course is based on an experiential learning simulating the clientcounsellor relationship and includes opportunities to analyze the issues which emerge from this work. 45 hours (3 credits) Prerequisite: Acceptance to the Addiction Counselling Skills Certificate Program or permission of the Program Coordinator, \$551

12 wks Th. Apr 08 18:15 - 21:30 DTN CRN 20343

#### PERSONAL & PROFESSIONAL DEV (CNSK 1412)

Continue to explore your personal and professional development and expand your knowledge of ethical principles, especially as they apply to practice issues. Learn using case studies, small and large group discussions and self-awareness exercises. A large component of this required course will be process-oriented, involving the sharing and examination of your values, beliefs and personal limitations. 29 hours (2 credits) 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.

For 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 1101)) or permission of the Program Coordinator. \$351

7 wks Th. Apr 08 18:15 - 21:30 DTN AND 1 day Sa. May 15 09:15 - 16:30 DTN CRN 20345 7 wks Tu. Apr 13 18:15 - 21:30 DTN AND 1 day Sa. May 15 09:15 - 16:30 DTN CRN 20347

#### **FOUNDATIONS OF COUNSELLING (CNSK 1402)**

Designed for completion in the first term of either certificate program, this cornerstone course uses a systemic perspective to provide the philosophical and practical skills needed to build the foundation of a professional practice. Includes an orientation to college resources. Develop an understanding of self-reflective practice that will enhance your ability to make meaningful connections with others, both personally and professionally and understand the social determinants of health and how these impact counselling. 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. 45 hours (3 credits) Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$551

11 wks Mo. Apr 12 18:15 - 21:30 DTN AND 1 day Sa. May 08 09:30 - 16:30 DTN CRN 20404 12 wks Tu. Apr 13 18:15 - 21:30 DTN AND 1 day Sa. Jun 05 09:30 - 16:30 DTN CRN 20405 12 wks We. Apr 14 18:15 - 21:30 DTN AND 1 day Sa. Jun 05 09:30 - 16:30 DTN CRN 20406

#### **THEORIES OF COUNSELLING (CNSK 1403)**

Gain 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 and ethical considerations. Explore the differences in goals and techniques and the associated views of human nature. Extract theory from experience, and experience from theory and will formulate and develop your own beliefs and approaches to counselling. 45 hours (3 credits) Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$551

11 wks Mo. Apr 12 18:15 - 21:30 DTN AND 1 day Sa. May 08 09:30 - 16:30 DTN CRN 20407

"... 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





# 32 HEALTH SCIENCES AND HUMAN SERVICES COUNSELLING

#### ASSESSMENT PRACTICES-ADDICTION (CNSK 1411)

Replacing Assessment and Referral for SA, this course will introduce you to the skills needed to conduct proper clinical assessments and to utilize that information to respond appropriately to client issues and needs. Treatment planning, including referrals in the addiction community counselling field will be explored. Topics include risk assessment and management; major mental disorders; including, substance misuse disorders; concurrent disorders; suicide; domestic violence; and trauma. Develop knowledge about addiction community resources. Legal & ethical, confidentiality and record keeping issues will also be an important focus. 45 hours (3 credits) Prerequisite: Acceptance to the Addiction Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) and Individual Counselling Skills - Addiction (CNSK 1406) For 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 for SA (SUAB 1101) or permission of the Program Coordinator. \$551

12 wks Tu. Apr 13 18:15 - 21:30 DTN CRN 20351 12 wks We. Apr 14 18:15 - 21:30 DTN CRN 20353

#### **DIVERSITY, CULTURAL & COUNS (CNSK 1407)**

Explore dimensions of diversity and increase your knowledge and understanding of the cultural factors underlying client and counsellor behaviour and intervention in the introductory course. Examine your own cultural values and belief systems and appreciate how these systems affect your relationship and interventions with clients. Increase your awareness 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. 22 hours (1 credit) Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator \$267

5 wks Tu. Apr 13 18:15 - 21:30 DTN AND 1 day Sa. Apr 24 09:30 - 16:15 DTN CRN 20409 5 wks Th. May 27 18:15 - 21:30 DTN AND 1 day Sa. Jun 19 09:30 - 16:15 DTN CRN 20423

#### PRACTICUM: EMPLOYMENT

Practicum provides an opportunity for students to master, integrate and display the knowledge and skills which have been taught during the classroom component of the Community Counselling Skills or Addiction Counselling Skills Certificates. This worksite practicum recognizes the knowledge and skills of students who are currently working in a social service, substance misuse or corrections agencies etc and allows them to meet Practicum course goals by integrating their knowledge and skills (PLAR) in a combination of graded classroom presentations and an evaluated skill based assignment. 4 credits Prerequisite: Completion of all required courses in the Community OR Addiction Counselling Skills Certificate Programs. \$455

#### PRACTICUM: VOLUNTEER

Practicum provides an opportunity for students to master, integrate and display the knowledge and skills which have been taught during the classroom component of the Community Counselling Skills OR Addiction Counselling Skills Certificate programs. This practicum has two components: a workplace/agency setting and a seminar attendance. During the workplace/agency setting, students under the direction of an approved supervisor will counsel clients either individually or in a group setting, attend agency or individual case conferences and perform other related duties. The seminar component provides students an opportunity to demonstrate their classroom and practicum placement learning. 4 credits Prerequisite: Completion of all required courses in the Community OR Addiction Counselling Skills Certificate Programs. \$455

#### **ADDICTION AND HUMAN BEHAVIOUR (CNSK 1415)**

Offered Winter (Jan) AND Spring (April) terms ONLY. Replacing the Drugs and Human Behaviour (SUAB 1103), this survey course provides an overview of addictive substances and behaviours and the physiological and psychological effects on the body and mind. The functioning of the healthy brain will be reviewed. Information will be introduced about the functioning of the brain damaged by addictive behaviour and trauma and how genetics and the environment contribute to the development of addictive behaviours; specific psychoactive drugs and concurrent disorders. 22 hours (1 credit) Prerequisite: Acceptance to the Addiction Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) or permission of the Program Coordinator. For students who started the substance abuse certificate program pre-September 2009: Prerequisite: Acceptance to the Substance Abuse Certificate Program or permission of the Program Coordinator. This course is required for students who took the Drugs and Human Behaviour course during or after April term, 2008. \$267

5 wks Th. May 27 18:15 - 21:30 DTN AND 1 day Sa. Jun 19 09:30 - 16:15 DTN CRN 20355

#### ELECTIVE COURSES currently scheduled:

#### **GROUP COUNSELLING SKILLS (CNSK 1408)**

Offered Winter (Jan) AND Spring (April) terms ONLY. Explore a wide spectrum of both theoretical and experiential approaches to group work, focusing especially on core facilitation skills. 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. Learn about the emerging models of group work which focus on collaboration, community-building and creativity. 45 hours (3 credits) Prerequisite: Acceptance to a Counselling Skills Certificate Program and recommended completion of Individual Counselling Skills or permission of the Program Coordinator \$551

12 wks We. Apr 14 18:15 - 21:30 DTN AND 1 day Sa. May 29 09:30 - 16:30 DTN CRN 20410

#### 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, this Certificate Program is for you.

The 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 program 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 meet certificate requirements in a minimum of one year to a maximum time of three years by attending one to four evenings per week. Practicum completes the program and is flexible to meet the needs of working students.

Courses required for Certificate Completion: Theories of Counselling and/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. Non credit option: Group Counselling Skills.

#### **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 orientation meeting

Recommended: Basic Computer skills

 $\label{eq:maturity} \mbox{Maturity, emotional stability and suitability to work in the field} \\ \mbox{Basic library research skills}$ 

#### **REQUIRED COURSES:**

Lifespan Development (CNSK 1404)
Personal & Professional Dev (CNSK 1412)
Assessment Practice-Community (CNSK 1410)
Family Systems-an Overview (CNSK 1409)
Foundations of Counselling (CNSK 1402)
Theories of Counselling (CNSK 1403)
Individ Couns Skills-Community (CNSK 1405)
Diversity, Cultural & Couns (CNSK 1407)
Practicum: Employment (CNSK 1489) OR
Practicum: Volunteer (CNSK 1488)

#### **ELECTIVE COURSES:**

Group Counselling Skills (CNSK 1408) Cns Skills A Youth Perspective (CNSK 1416) Aboriginal Counselling Skills (CNSK 1413) Vocational Counselling Skills (CNSK 1414)

#### 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-exploration. Expect to spend at least three hours a week on reading and written assignments. Fluency in English is required (equivalent to grade 12 English). This course is equivalent to and replaces Basic Counselling Skills (CNSK 1101). (36 hours) \$435

11 wks Tu. Apr 13 18:15 - 21:30 DTN � CRN 20181
11 wks We. Apr 14 18:15 - 21:30 DTN � CRN 20182
11 wks Th. Apr 15 18:15 - 21:30 DTN � CRN 20183
11 wks Fr. Apr 16 09:30 - 12:45 BWY � CRN 20184
9 wks Mo. May 31 18:15 - 21:30 DTN � AND
1 day Sa. Jun 12 09:00 - 16:30 DTN � CRN 20428

#### REQUIRED COURSES currently scheduled:

#### LIFESPAN DEVELOPMENT (CNSK 1404)

Learn about some of the major theories, concepts, research methods, and findings relevant to the study of human development throughout the life-span. Emphasis is placed on the integration of life-span principles and concepts into individual social contexts and the counselling process. The effects of heredity and environment and ethical issues surrounding development will also be explored. Emphasis will be placed on how developmental issues including moral development influence the counselling process. 45 hours (3 credits) Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$551

Apr 06 🔙 CRN 20342

#### ASSESSMENT PRACTICES-COMMUNITY (CNSK 1410)

Replacing the Assessment, Referral and Community Resources, this course will introduce students to the skills needed to conduct proper clinical assessments and to utilize that to respond appropriately to client issues and needs. Treatment planning, including referrals in the general community counselling field will be explored. Topics will include risk assessment and management; major mental disorders; including, substance misuse; concurrent disorders: suicide; domestic violence; and trauma. Students will develop knowledge about community resources. Legal & ethical, confidentiality and record keeping issues will also be an important focus of this course. 45 hours (3 credits) Prerequisite: Acceptance to the Community Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) and Individual Counselling Skills - Addiction (CNSK 1405) For 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 permission of the Program Coordinator. \$551

12 wks Th. Apr 08 18:15 - 21:30 DTN CRN 20346



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.

#### FAMILY SYSTEMS-AN OVERVIEW (CNSK 1409)

Explore how to support families using a systems perspective and learn about various perspectives such as 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. Examine your own family experience and become aware of how your experience may impact the way you work with families and how theory intersects with practice. 29 hours (2 credits) Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$351

7 wks Th. Apr 08 18:15 - 21:30 DTN AND 1 day Sa. May 01 09:15 - 16:30 DTN CRN 20344 7 wks Tu. May 18 18:15 - 21:30 DTN AND 1 day Sa. Jun 12 09:15 - 16:30 DTN CRN 20354

#### PERSONAL & PROFESSIONAL DEV (CNSK 1412)

Continue to explore your personal and professional development and expand your knowledge of ethical principles, especially as they apply to practice issues. Learn using case studies, small and large group discussions and self-awareness exercises. A large component of this required course will be process-oriented, involving the sharing and examination of your values, beliefs and personal limitations. 29 hours (2 credits) 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. For 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 1101)) or permission of the Program Coordinator. \$351

7 wks Th. Apr 08 18:15 - 21:30 DTN AND 1 day Sa. May 15 09:15 - 16:30 DTN CRN 20345 7 wks Tu. Apr 13 18:15 - 21:30 DTN AND 1 day Sa. May 15 09:15 - 16:30 DTN CRN 20347

#### FOUNDATIONS OF COUNSELLING (CNSK 1402)

Designed for completion in the first term of either certificate program, this cornerstone course uses a systemic perspective to provide the philosophical and practical skills needed to build the foundation of a professional practice. Includes an orientation to college resources. Develop an understanding of self-reflective practice that will enhance your ability to make meaningful connections with others, both personally and professionally and understand the social determinants of health and how these impact counselling. 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. 45 hours (3 credits) Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$551

11 wks Mo. Apr 12 18:15 - 21:30 DTN AND 1 day Sa. May 08 09:30 - 16:30 DTN CRN 20404 12 wks Tu. Apr 13 18:15 - 21:30 DTN AND 1 day Sa. Jun 05 09:30 - 16:30 DTN CRN 20405 12 wks We. Apr 14 18:15 - 21:30 DTN AND 1 day Sa. Jun 05 09:30 - 16:30 DTN CRN 20406



# 34 HEALTH SCIENCES AND HUMAN SERVICES COUNSELLING

#### INDIVID COUNS SKILLS-COMMUNITY (CNSK 1405)

Focus on developing the skills and knowledge related to the counselling relationship and the development of the counsellor. Content builds on topics and skills learned in 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 central focus of this course is based on an experiential learning simulating the client-counsellor relationship and includes opportunities to analyze the issues which emerge from this work with a specific focus on client issues found in community counselling agencies. 45 hours (3 credits) Prerequisite: Acceptance to the Community Counselling Skills Certificate Program or permission of the Program Coordinator. \$551

11 wks Mo. Apr 12 18:15 - 21:30 DTN AND 1 mng Sa. May 08 09:30 - 12:15 DTN CRN 20408 12 wks Tu. Apr 13 18:15 - 21:30 DTN CRN 20349

#### **THEORIES OF COUNSELLING (CNSK 1403)**

Gain 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 and ethical considerations. Explore the differences in goals and techniques and the associated views of human nature. Extract theory from experience, and experience from theory and will formulate and develop your own beliefs and approaches to counselling. 45 hours (3 credits) Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$551

11 wks Mo. Apr 12 18:15 - 21:30 DTN AND 1 day Sa. May 08 09:30 - 16:30 DTN CRN 20407

#### **DIVERSITY, CULTURAL & COUNS (CNSK 1407)**

Explore dimensions of diversity and increase your knowledge and understanding of the cultural factors underlying client and counsellor behaviour and intervention in the introductory course. Examine your own cultural values and belief systems and appreciate how these systems affect your relationship and interventions with clients. Increase your awareness 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. 22 hours (1 credit) Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator \$267

5 wks Tu. Apr 13 18:15 - 21:30 DTN AND 1 day Sa. Apr 24 09:30 - 16:15 DTN CRN 20409 5 wks Th. May 27 18:15 - 21:30 DTN AND 1 day Sa. Jun 19 09:30 - 16:15 DTN CRN 20423

#### PRACTICUM: EMPLOYMENT

Practicum provides an opportunity for students to master, integrate and display the knowledge and skills which have been taught during the classroom component of the Community Counselling Skills or Addiction Counselling Skills Certificates. This worksite practicum recognizes the knowledge and skills of students who are currently working in a social service, substance misuse or corrections agencies etc and allows them to meet Practicum course goals by integrating their knowledge and skills (PLAR) in a combination of graded classroom presentations and an evaluated skill based assignment. 4 credits Prerequisite: Completion of all required courses in the Community OR Addiction Counselling Skills Certificate Programs. \$455

#### **PRACTICUM: VOLUNTEER**

Practicum provides an opportunity for students to master, integrate and display the knowledge and skills which have been taught during the classroom component of the Community Counselling Skills OR Addiction Counselling Skills Certificate programs. This practicum has two components: a workplace/agency setting and a seminar attendance. During the workplace/agency setting, students under the direction of an approved supervisor will counsel clients either individually or in a group setting, attend agency or individual case conferences and perform other related duties. The seminar component provides students an opportunity to demonstrate their classroom and practicum placement learning. 4 credits Prerequisite: Completion of all required courses in the Community OR Addiction Counselling Skills Certificate Programs. \$455

ELECTIVE COURSES currently scheduled:

#### **GROUP COUNSELLING SKILLS (CNSK 1408)**

Offered Winter (Jan) AND Spring (April) terms ONLY.

Explore a wide spectrum of both theoretical and experiential approaches to group work, focusing especially on core facilitation skills. 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. Learn about the emerging models of group work which focus on collaboration, community-building and creativity. 45 hours (3 credits) Prerequisite: Acceptance to a Counselling Skills Certificate Program and recommended completion of Individual Counselling Skills or permission of the Program Coordinator \$551

12 wks We. Apr 14 18:15 - 21:30 DTN AND 1 day Sa. May 29 09:30 - 16:30 DTN CRN 20410

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.

#### NEW CNS SKILLS A YOUTH PERSPECTIVE (CNSK 1416)

Are you interested in, or currently working with youth with addictions, mental health issues and other concerns specific to youth accessing social service agencies? In this survey course, substance misuse/mental health issues will be reviewed, with an emphasis on the unique needs of youth and how they are different from adults. Learn how to engage with youth and explore the specific techniques, approaches and assessments to work effectively with this population. (22 hours) (1 credit) Prerequisite: Acceptance to a Counselling Skills Certificate Programs or permission of the Program Coordinator \$267

5 wks Tu. Jun 01 18:15 - 21:30 DTN AND 1 day Sa. Jun 12 09:30 - 16:15 DTN CRN 20414

## EARLY CHILDHOOD CARE AND EDUCATION

Studies show that quality early child care education has benefits that last a lifetime. Make a difference and take part in this growing sector of the economy by getting certified at VCC. Our programs and courses are industry-recognized and supported by B.C.'s professional child care community. Choose VCC to gain the confidence and skills you need to take a leading role in caring for the next generation.

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

# EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS

Program Coordinator: Lesley Richardson, 604.443.8660 lrichardson@vcc.ca

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

# 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.

#### **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.

# 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 BC Family Child Care Association, the 36 hour "Good Beginnings" course provides potential and current family child care providers with the attitudes, knowledge and skills to ensure a high quality experience for young children and their families.

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

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

#### **ENTRANCE REQUIREMENTS:**

Comfortable and confident in writing, reading and speaking English at Gr 10 level or equivalent.

Possess the physical health, stamina, emotional maturity and social ability to meet the demands of working with young children

Canadian citizen or Permanent Resident of Canada 19 years of age or older.

#### **REQUIRED COURSES:**

Good Beginnings (ECCE 1202)

REQUIRED COURSES currently scheduled:

#### **GOOD BEGINNINGS (ECCE 1202)**

Recommended by Child Care Licensing, this course introduces you to a wealth of information. Learn about child growth and development, health, safety and nutrition, play-based activities that promote children's learning, positive approaches to supporting and guiding children's behaviour, business aspects of operating a successful family child care and more. Also available as a Distance Education course with \$20 additional fees for courier costs. Includes new text. \$350

10 wks Mo. Apr 12 18:45 - 21:45 DTN CRN 20397 1 day Sa. May 08 09:00 - 16:30 DTN CRN 20397 VCC OFFERINGS TO WATCH

#### 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. We look forward to offering this program in September 2010. For more information, please call 604.443.8428.

# 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 curriculum includes core courses relevant to both certificate programs as well as dedicated courses in each area of specialty.

As these are popular programs with limited seating, please submit your application promptly to avoid disappointment. Applications will be accepted from January through May 31 on a first come, first served basis. You will be advised after June 15 if we can accept your application for our annual September intake.

#### **ENTRANCE REQUIREMENTS:**

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

A B.C. Licence in basic ECCE prior to applying Canadian Citizenship or Permanent Resident English proficiency at a Grade 12 level

"Throughout this course, my instructor has both influenced my practice and inspired me so much!"

ASHLEY TORRES, ECE STUDENT



# 36 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

Are you prepared for emergencies? Come and learn the latest standards from the Canadian Red Cross. These courses are applicable to a variety of professional settings and will assist you in becoming certified in Cardio-Pulmonary Resuscitation (CPR) or Standard First Aid.

Call for details about course dates and times.

#### **FOODSAFE**

To Register: 604.443.8484

On a daily basis, the media reminds us of the critical need for food safe practices both at home and in the workplace. This day long course is designed to meet current industry standards for health and safety when receiving/storing edible wares, and preparing, serving, and dispensing food. This course is offered every Saturday (holidays exempt). For individuals who have Level I certification, please note that Level II Foodsafe is also offered every term. Call for details about course dates and times.

#### ELECTIVE COURSES:

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

#### **HEALTH SPECIALTY**

#### Program Assistant: 604.443.8635

Are you a health practitioner who is interested in life long learning? Join us to expand your knowledge and skills in health and well being in a variety of offerings such as our upcoming Foot Care Certificate or weekend series on the Politics of Food.

Call for details about course dates and times.

#### LPN CONTINUING STUDIES

Program Assistant: 604.443.8635

These courses are specifically designed for LPN's working in British Columbia or those who are new to Province and who require upgrading to meet licensing requirements. All our courses are available by distance or in the classroom environment. We encourage you to select from these offerings or to contact us for courses we may offer to best meet your professional competency requirements. Call for details about course dates and times.



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.



#### **ELECTIVE COURSES:**

Most of the courses are available by distance education format.

CPNRE Prep for LPNs (HLTH 1360)
Transcribing Orders (HLTH 1138)
I.M. Injections (HLTH 1122)
IV Therapy Theory (HLTH 1185)
Immunization Skills Lab (HLTH 1377)
LPN Pharma/Parenteral Lab (HLTH 1130)
LPN Pharmacy Theory (HLTH 1128)
Paediatric Essentials for LPNs (HLTH 1375)
Pharmacology Review (HLTH 1295)
Take the Lead (HLTH 1368)

#### LPN TO BSCN TRANSITION STUDIES

Program Assistant: 604.443.8635

If you are an LPN who is planning to apply to the VCC's Bachelor of Nursing Program then you will need to complete the four courses in the Transition Studies Program. These courses are Health 1361/1362 Heightened Expectations Res/Acute; Health 1357 Role Transitions; Health 1358 Maternal/Newborn Care; and Health 1359 Paediatric Care. Please note you must have completed all your university transfer courses prior to registering for Maternal or Paediatric care. Call for details about course dates and times.

#### **ENTRANCE REQUIREMENTS:**

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

#### **REQUIRED COURSES:**

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

# MEDICAL DEVICE REPROCESSING (FORMALLY STERILE SUPPLY CERTIFICATE PROGRAM)

For program information, please contact Program Assistant at 604.443.8672.

This 11-week program is a combination of theoretical knowledge and clinical practice. MDR Technicians are an important part of the healthcare team ensuring equipment and instruments used for patient care, procedures and surgeries are cleaned and sterilized to industry standards.

#### ENTRANCE REQUIREMENTS:

- Minimum Grade 12 or higher education or ICES Basic Evaluation. For an evaluation application and current fee information, email icesinfo@bcit.ca or call 604.432.8800.
- 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 (OACP 1108)
- 4. Interpersonal Communication (MSKL 1104)

For general program information and/or program requirements #1 and #2 please contact 604.443.8672.

For information on entrance course requirements #3 and #4 only, please contact 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.

Interpersonal/Commun - Health (MSKL 1104) Medical Terminology 1 (OACP 1108) ENTRANCE REQUIREMENT COURSES currently scheduled:

#### INTERPERSONAL/COMMUN - HEALTH (MSKL 1104)

This 24-hour course provides broad and practical interpersonal and teamwork skills that will assist participants to develop stronger communication, decision-making and assertiveness skills for the workplace. Topics include effective communication skills, decision-making, conflict resolution, teamwork, leadership skills, personal motivation and empowerment in self-education. For Sterile Supply and Renal Dialysis Technician students. (24 hours) \$327

4 wks Sa. Apr 10 09:00 - 16:00 DTN ❤ CRN 20076 4 wks Sa. May 08 09:00 - 16:00 DTN ❤ CRN 20077

#### **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 Language of Medicine textbook at downtown campus bookstore prior to first class. (30 hours) \$203

10 wks Tu. Apr 20 18:00 - 21:00 DTN 🕆 CRN 20038 10 wks Tu. Apr 20 18:00 - 21:00 DTN 🕆 CRN 20039

## RENAL DIALYSIS TECHNICIAN CERTIFICATE

Program Assistant: 604.443.8672

This intensive certificate program is 7 weeks combining theory and clinical practice. Renal dialysis technicians work as part of the healthcare team providing quality care to patients undergoing hemodialysis in acute care centres or community clinics managing the operation, maintenance and quality control of the equipment used.

#### **ENTRANCE REQUIREMENTS:**

- Minimum Grade 12 or higher education or ICES Basic Evaluation. For an evaluation application and current fee information, email 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 (OACP 1108)
- 5. Interpersonal Communication (MSKL 1104)

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.

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

#### ENTRANCE REQUIREMENT COURSES currently scheduled:

#### INTERPERSONAL/COMMUN - HEALTH (MSKL 1104)

This 24-hour course provides broad and practical interpersonal and teamwork skills that will assist participants to develop stronger communication, decision-making and assertiveness skills for the workplace. Topics include effective communication skills, decision-making, conflict resolution, teamwork, leadership skills, personal motivation and empowerment in self-education. For Sterile Supply and Renal Dialysis Technician students. (24 hours) \$327

4 wks Sa. Apr 10 09:00 - 16:00 DTN ❤ CRN 20076 4 wks Sa. May 08 09:00 - 16:00 DTN ❤ CRN 20077

#### **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 Language of Medicine textbook at downtown campus bookstore prior to first class. (30 hours) \$203

10 wks Tu. Apr 20 18:00 - 21:00 DTN **1** CRN 20038 10 wks Tu. Apr 20 18:00 - 21:00 DTN **1** CRN 20039

#### 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 speakers 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 of College or University).

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

#### TRANSLATION LEVEL 1 (INTR 1206)

Theory & Practice of translation for level 1 students. Focus on accurate and professional translation from English into your language of speciality and vice versa. Skills and practice of translation as a career with hands-on participation. Open to all languages; medium of instruction is English. (3 hours) \$50

1 day Sa. Apr 10 09:30 - 12:30 DTN **\*6** CRN 20420



## 38 HEALTH SCIENCES AND HUMAN SERVICES INTERPRETING

#### **TRANSLATION LEVEL 2 (INTR 1207)**

Theory & Practice of translation for Level II is designed for professional translators to practice skills in translation in the classroom setting. Focuses on accurate and professional translation from English into your language of speciality and vice versa. This is a practical hands-on course and participants practice their sills in the classroom of more advanced material related to legal, court, health, and social services documents. (3 hours) \$50

1 day Sa. Apr 10 13:30 - 16:30 DTN **\*0** CRN 20421

#### **EN/SP GRAMMAR REFRESHER (INTR 1203)**

Confused about the differences between "por" and "para"? Not sur when to use the gerund form in Spanish sentences? Is it "le" or "la" when translating "I forgot to call her"? This workshop will provide participants with an overview of some of the most common mistakes in Spanish grammar with plenty of practical exercises and group interaction. For native, or near-native, English-speakers with good command of the Spanish language (as it will be the main language used in class). Bienvenidos/as! (9 hours) \$95

3 wks Sa. May 01 09:30 - 12:30 DTN 40 CRN 20458

#### **SUBTITLING SCRIPTS (INTR 1195)**

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

1 day Sa. May 15 09:30 - 12:30 DTN **\*\*** CRN 20461

#### **DEVELOP BILINGUAL TERMINOLOGY (INTR 1208)**

Focus on developing bi-lingual terminology for Court & Health Care Interpreting. Translate 250 Court and 250 Health terms from English into your language of speciality and practice using the terms in Sight Translation and Consecutive Interpreting excerises. Each student will prepare a booklet containing 500 bilingual terms. Open to all languages; medium of instruction is English. (18 hours) \$195

6 wks Sa. May 22 09:30 - 12:30 DTN **\*6** CRN 20422

#### **TRANSLATION & INTERNET (INTR 1197)**

An introduction of how the Internet has changed the translation industry. The Internet has had a tremendous impact on the industry, in negative and positive ways. And it is still shaping it continuously. Learn what a translator must know about the Internet, how to use it efficiently, and the do's and don'ts to be successful in a globalized world. Individual aspects: Machine translation; Competition; Rates; Turnaround; Quality; Communication. Discount for STIBC members, VCC interpreting students and grads. (3 hours) \$50

1 day Sa. May 22 09:30 - 12:30 DTN **\*6** CRN 20466

#### **INTERCULTURAL AWARENESS (INTR 1196)**

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

1 day Sa. May 29 09:30 - 12:30 DTN **\*6** CRN 20459

#### 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 terminology 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 (\$5,010 International Students).

#### ENTRANCE REQUIREMENTS:

Introduction to Translation and Interpreting (INTR 1192)

Candidates should have post-secondary education (at least 2nd year College or University), good hearing and an aptitude for interpreting. For international students or students whose first language is not English, we recommend a TOEFL score of 570 or higher, or a VCC Assessment (ELA) of 145/200 or higher. The Canadian Language Benchmarks should be a minimum of Benchmark 8 for Writing, and Benchmark 9 for Listening & Speaking.

Successful completion of Entrance Exam (included in INTR 1192)

#### **REQUIRED COURSES:**

Interpreting/Translation Intro (INTR 1192)
Simultaneous Interpretation (INTR 1101)
Field Studies - Court (INTR 1141)
Interpret Medical Terminology (INTR 1175)
Interpreting 1 (INTR 1173)
Interpreting 2 (INTR 1132)
Interpreting 3 - Court (INTR 1103)
Law For Court Interpreters (INTR 1104)
Overview of Community Services (INTR 1181)
Pre-Interpreting Skills (INTR 1152)
Terminology Research (INTR 1130)



## 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 communitation skills and be comfortable with public speaking.



#### REQUIRED COURSES currently scheduled:

#### **INTERPRETING/TRANSLATION INTRO (INTR 1192)**

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. 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) \$395

8 wks We. Apr 07 18:30 - 21:30 DTN CRN 20415 1 day Sa. May 29 09:30 - 13:30 DTN CRN 20415 REQUIRED COURSES to be scheduled in upcoming terms:

FIELD STUDIES - COURT (INTR 1141)

(30 hours)

**INTERPRET MEDICAL TERMINOLOGY (INTR 1175)** 

(24 hours)

**INTERPRETING 1 (INTR 1173)** 

(24 hours)

**INTERPRETING 2 (INTR 1132)** 

(24 hours)

**INTERPRETING 3 - COURT (INTR 1103)** 

(30 hours)

LAW FOR COURT INTERPRETERS (INTR 1104)

(27 hours)

**OVERVIEW OF COMMUNITY SERVICES (INTR 1181)** 

(6 hours)

**PRE-INTERPRETING SKILLS (INTR 1152)** 

(30 hours)

**TERMINOLOGY RESEARCH (INTR 1130)** 

(24 hours)

## 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 community services and health care systems; interpreting effectively for limited English speakers and service providers; medical terminology; ethics and the role of the health care 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 speakers 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, assignments and practicum.

Tuition: \$2,860 (\$4,360 International Students).



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.



#### ENTRANCE REQUIREMENTS:

Introduction to Translation and Interpreting (INTR 1192)

Candidates should have post-secondary education (at least 2nd year College or University), good hearing and an aptitude for interpreting. For international students or students whose first language is not English, we recommend a TOEFL score of 570 or higher, or a VCC Assessment (ELA) of 145/200 or higher. The Canadian Language Benchmarks should be a minimum of Benchmark 8 for Writing, and Benchmark 9 for Listening & Speaking.

Successful completion of Entrance Exam (included in INTR 1192)

#### REQUIRED COURSES:

Interpreting/Translation Intro (INTR 1192) Adv Professional Orientation (INTR 1102) Field Studies - Health Care (INTR 1134) Interpret Medical Terminology (INTR 1175)

Interpreting 1 (INTR 1173)

Interpreting 2 (INTR 1132)

Interpreting 3 - Health (INTR 1133)

Intro to HC Infrastructure (INTR 1166)
Overview of Community Services (INTR 1181)

Pre-Interpreting Skills (INTR 1152)

Terminology Research (INTR 1130)

#### REQUIRED COURSES CURRENTLY SCHEDULED:

#### **INTERPRETING/TRANSLATION INTRO (INTR 1192)**

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. 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) \$395

8 wks We. Apr 07 18:30 - 21:30 DTN CRN 20415 1 day Sa. May 29 09:30 - 13:30 DTN CRN 20415

REQUIRED COURSES to be scheduled in upcoming terms:

ADV PROFESSIONAL ORIENTATION (INTR 1102) (12 hours)

FIELD STUDIES - HEALTH CARE (INTR 1134) (24 hours)

INTERPRET MEDICAL TERMINOLOGY (INTR 1175) (24 hours)

**INTERPRETING 1 (INTR 1173)** 

(24 hours)

**INTERPRETING 2 (INTR 1132)** 

(24 hours)

**INTERPRETING 3 - HEALTH (INTR 1133)** 

(30 hours)

INTRO TO HC INFRASTRUCTURE (INTR 1166)

(12 hours)

**OVERVIEW OF COMMUNITY SERVICES (INTR 1181)** 

(6 hours)

PRE-INTERPRETING SKILLS (INTR 1152)

(30 hours)

TERMINOLOGY RESEARCH (INTR 1130)

(24 hours)





## 40 HOSPITALITY HOSPITALITY

#### 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 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. Tuition fee includes cost of supplies and ingredients. (12.5 hours) \$230

5 wks Mo. Apr 19 19:00 - 21:30 DTN **\*6** CRN 20188

#### **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. Tuition fee includes cost of supplies and ingredients. (12.5 hours) \$235

5 wks Tu. Apr 20 19:00 - 21:30 DTN 9 CRN 20187

#### **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! Tuition fee includes cost of supplies and ingredients. (6 hrs) \$118

1 day Sa. May 08 09:00 - 16:00 DTN 4 CRN 20194

#### **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. Tuition fee includes cost of supplies and ingredients. (15 hours) \$280

5 wks We. May 26 19:00 - 22:00 DTN **\*6** CRN 20198

#### **CROISSANT & DANISH (CUIS 1103)**

Tender, flaky and delicious, croissants and danishes are perfect items for the coffee table. In this course, we will show you how to make, roll and fold the dough to get all the beautiful layers. We will also make fresh and fruity danish fillings as well as the popular chocolate croissant. Tuition fee includes cost of supplies and ingredients. (6 hrs) \$118

1 day Fr. May 28 19:00 - 21:00 DTN **1** CRN 20192 1 day Sa. May 29 09:00 - 13:00 DTN **1** CRN 20192

#### **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. Tuition fee includes cost of supplies and ingredients. (15 hours) \$280

5 wks We. Jun 30 19:00 - 22:00 DTN **\*6** CRN 20197

ELECTIVE COURSES to be scheduled in upcoming terms:

#### **EASTER BREADS (CUIS 1105)**

(6 hours)

#### **GLORIOUS PIES AND TARTS (CUIS 1139)**

(8 hours)

#### **HOLIDAY BAKING (CUIS 1138)**

(6 hours)

#### **SOMMELIER**

Vancouver Community College is excited to partner with the International Sommelier Guild (ISG), globally recognized for specialized training in wine tasting and excellence, spirits and ales. Currently there are over 1,300 ISG members across 12 countries with more than 650 certified Sommeliers.

Applications, registration and specific inquiries must be directed to the International Sommelier Guild (ISG). Visit their website at www.internationalsommelier.com. Call their toll free line at 866.399.5009 or contact them via email.

#### SOMMELIER CERTIFICATE

#### ISG WINE FUNDAMENTALS CERTIFICATE LEVEL I

Designed to help wine enthusiasts feel comfortable and confident in the world of wine. Focuses on major international grape varieties as well as on some of the primary themes related to wine in the context of the hospitality industry. Extensive tasting of representative varietal wines from around the world. Students meet once each week for a total of 24 hours. The class provides an essential foundation for hospitality professionals intent on pursuing Sommelier certification and offers non-professionals an introduction to wine. (24 hours) \$600\*

#### ISG WINE FUNDAMENTALS CERTIFICATE LEVEL 2

Build on the knowledge gained in Level 1 through an introduction to the regional study of wine. Extensive tasting of representative regional wines, spirits and beer from all of the world's major production areas.

Students meet once each week for a total of 48 hours. Graduates of this course receive the title of Certified Wine Steward, a prerequisite designation for pursuing the title of Certified Sommelier. (48 hours) \$1,000\*

#### SOMMELIER DIPLOMA

Delivered by industry experts, the program provides students with the skills they need to be successful Sommeliers in the hospitality industry. In addition to continued regional study of wine, beer, spirits and cuisine, students will receive instruction in the administrative and managerial elements of the profession including wine service, cellaring wines, investment strategies, menu design, inventory procedures, and staff training. The Sommelier Diploma Program is an intensive 24-session course where students meet once each week for eight hours. Graduates of this program are entitled to the title of Certified Sommelier. After meeting the ISG's rigorous standards, graduates of this program enter the workforce very much in demand. (184 hours) \$3,250 \* (includes cost of textbooks)

\*All fees listed are subject to change without notice. Should fees increase, students are required to pay the increased rates.

#### 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:

#### WRITING FOR YOUNG ADULTS (CWRI 1168)

Develop your writing for a teen audience through workshops and discussions in creating an authentic voice, setting and conflicts central to the adolescent experience. (18 hours) Instructor: Ria Voros \$160

6 wks Mo. Apr 26 18:30 - 21:30 DTN 4 CRN 20439

#### WRITING FOR CHILDREN (CWRI 1158)

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

6 wks Tu. Apr 27 18:30 - 21:30 DTN 4 CRN 20196

#### **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. Apr 28 18:30 - 21:30 DTN \* CRN 20195

#### **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. May 01 09:00 - 16:00 DTN **1** CRN 20411

#### 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 Tu. May 10 18:00 - 21:00 DTN 9 CRN 20412

#### 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 Tu. Jun 08 18:00 - 21:00 DTN 4 CRN 20463

ELECTIVE COURSES to be scheduled in upcoming terms:
FINDING YOUR WRITER'S VOICE (CWRI 1143)
(18 hours)

"This is one of the best writing classes I have ever taken! The instructor is extremely supportive, efficient and prepared. Excellent instruction, perfect use of time and a super personality. I am sorry the class is over."

LUCIA HOESS, WRITING STUDENT

#### 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

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

#### ELECTIVE COURSES currently scheduled:

#### **ARABIC 1 (LANG 1118)**

Learn to speak Arabic through an easy-to-learn phonetic system. While Arabic 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. Apr 19 18:30 - 21:00 DTN 4 CRN 20270

#### **ARABIC 2 (LANG 1119)**

Further explore the Arabic language by exposing yourself to an Arabic speaking atmosphere during class time. Develop listening and speaking skills through interactive activities. Build up more vocabulary and understanding the culture by learning topics on communicative, grammatical, and cultural topics. Fee includes GST and text. (20 hours) \$168

8 wks Tu. Apr 20 18:30 - 21:00 DTN 4 CRN 20273

#### **CANTONESE 1 (LANG 1123)**

A comprehensive introductory course that focuses on conversation. Vocabulary, sentence usage and grammar are taught through in-class activities in eight situational and useful topics specifically designed for this course. The use of Cantonese phonetics and tones, with explanation in English, facilitates the easy learning of this language. Listening exercises after each lesson strengthens the understanding of the topic. Fee includes GST and text. (20 hours) \$168

8 wks Mo. Apr 19 18:30 - 21:00 DTN 4 CRN 20262





## 42 LANGUAGES AND WRITING

#### **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. Apr 22 18:30 - 21:00 DTN **\*6** CRN 20417

#### **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. Apr 21 18:30 - 21:00 DTN 4 CRN 20249

#### **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, CD optional. (20 hours) \$168

8 wks Sa. Apr 17 09:30 - 12:30 DTN 10 CRN 20419 8 wks Mo. Apr 19 18:30 - 21:00 DTN 10 CRN 20253 8 wks Th. Apr 22 18:30 - 21:00 DTN 10 CRN 20264

#### **FRENCH 2 (LANG 1138)**

A continuation with more depth and details of the French workbook "Moi Je Parle Francais". This course will build up your confidence in speaking French, and improve your conversational skills as you learn more verbs and ways to express yourself. Together we will hone in on your unique learning style to enhance the understanding and retention of this new and exciting form of conversation. Same required workbook as Level 1. (20 hours) \$168

8 wks Tu. Apr 20 18:30 - 21:00 DTN **\*\* CRN** 20255

#### **FRENCH 3 (LANG 1135)**

A completion of the French workbook "Moi Je Parle Francais". This course will introduce more verb tenses and will fill many little gaps to give you a solid basic foundation for communicating in this beautiful, musical, and active language. Same required workbook as Level 1 and 2. (20 hours) \$168

8 wks We. Apr 21 18:30 - 21:00 DTN 4 CRN 20263

#### **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. Required text available at the Downtown Campus Bookstore. Fee includes GST. (20 hours) \$168

8 wks We. Apr 21 18:30 - 21:00 DTN 40 CRN 20258



How do VCC language classes teach someone who is new to language studies?

Our instructors create a supportive classroom environment, designed to build your confidence and give you lots of practice in a new language.



#### **ITALIAN 2 (LANG 1140)**

A step forward into mastering this beautiful language of art, music, good food and much more. Develop the language knowledge you have built upon, consolidating your Italian for traveling, socializing, and learning the culture. Use the language more effectively and with greater confidence. Enhance your vocabulary and basic grammar, and understand what you read and hear more easily. Improve your Italian through role play, audio aids and various fun activities. Same text as Level 1. Fee includes GST. (20 hours) \$168

8 wks Th. Apr 22 18:30 - 21:00 DTN & CRN 20274

#### JAPANESE 1 (LANG 1109)

A beginner's course introduces Hiragana, basic vocabulary, and sentence patterns for daily conversation. Interactive learning of Japanese through fun games and role play gives you an enjoyable experience in learning Japanese. Fee includes GST and text. (20 hours) \$168

8 wks Sa. Apr 17 09:30 - 12:00 DTN **\*0** CRN 20275 8 wks Tu. Apr 20 18:30 - 21:00 DTN **\*0** CRN 20257

#### 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 Sa. Apr 17 12:30 - 15:00 DTN **CRN** 20416 8 wks We. Apr 21 18:30 - 21:00 DTN **CRN** 20259

#### 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. Apr 22 18:30 - 21:00 DTN 4 CRN 20260

#### **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. Apr 20 18:30 - 21:00 DTN 4 CRN 20265

#### 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. Apr 22 18:30 - 21:00 DTN **\*\*** CRN 20418

#### 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 "China Panorama Volume 1 Book 1" available at the Downtown Campus Bookstore. Fee includes GST (20 hours) \$168

8 wks Mo. Apr 19 18:30 - 21:00 DTN **CRN** 20266 8 wks Th. Apr 22 18:30 - 21:00 DTN **CRN** 20267

#### 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. Apr 21 18:30 - 21:00 DTN **\*6** CRN 20268

#### 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. Required text "China Panorama Volume 1 Book 2" available at Downtown Campus Bookstore. Fee includes GST (20 hours) \$168

8 wks We. Apr 21 18:30 - 21:00 DTN 4 CRN 20269

#### **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 CD available at the Downtown Campus Bookstore. Fee includes GST (20 hours) \$168

8 wks Sa. Apr 17 09:30 - 12:00 DTN **CRN**8 wks Tu. Apr 20 18:30 - 21:00 DTN **CRN**8 wks We. Apr 21 18:30 - 21:00 DTN **CRN**8 wks Th. Apr 22 18:30 - 21:00 DTN **CRN**

#### SPANISH 2 (LANG 1102)

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

8 wks Sa. Apr 17 12:30 - 15:00 DTN **CRN** 20252 8 wks We. Apr 21 18:30 - 21:00 DTN **CRN** 20254

#### SPANISH 3 (LANG 1136)

Increase your knowledge of Spanish while enhancing your conversational skills. We will cover grammar points such as present perfect, imperfecto, conditional and future tenses. Focus on the use of grammar acquired through reading, conversation and typical situations. Same text as Level 1 & 2. Fee includes GST (20 hours) \$168

8 wks Tu. Apr 20 18:30 - 21:00 DTN 4 CRN 20256

#### 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 Advisor: 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 currently scheduled:

#### 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. Apr 10 09:00 - 17:00 DTN **1** CRN 20244

#### 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. Apr 17 09:00 - 17:00 DTN **1** CRN 20234 1 day Sa. May 29 09:00 - 17:00 DTN **1** CRN 20235 1 day Sa. Jun 12 09:00 - 17:00 DTN **1** CRN 20236

#### 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. Apr 24 09:00 - 16:00 DTN **1** CRN 20246

#### 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. May 01 09:00 - 17:00 DTN **1** CRN 20237 1 day Sa. Jun 05 09:00 - 17:00 DTN **1** CRN 20245

#### **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. May 08 09:00 - 17:00 DTN **\*6** CRN 20238 1 day Sa. Jun 19 09:00 - 17:00 DTN **\*6** CRN 20239

#### 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. May 29 09:00 - 17:00 DTN **1** CRN 20241

#### **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. Jun 05 09:00 - 17:00 DTN **1** CRN 20242

#### 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. Jun 12 09:00 - 17:00 DTN **1** CRN 20243

#### **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. Jun 26 09:00 - 17:00 DTN **1** CRN 20240



## COMPUTER ACCOUNTING FOR BUSINESS

Course Advisor: Rhyon Caldwell, rcaldwell@vcc.ca Program Assistant: Margaret McIlwaine, 604-443-8711 mmcilwaine@vcc.ca

ELECTIVE COURSES currently scheduled:

#### **SIMPLY ACCOUNTING LEVEL 1 (CMPT 1316)**

In this hands-on course, you will discover the power of Simply Accounting 2007. This is an entry level course where you will explore the home window, learn how to create a company in Simply Accounting and use historical mode to enter opening balances and transactions. The course introduces core functionality including the General Journal, Payables, Receivables and associated reporting, together with financial statements. The course offers a blend of lecture, hands-on exercises and study questions to help you solidify your learning. This course has additional eLearning resources at: www.drmoodle.com, 5 sessions and includes textbook. (15 hours) \$295

5 wks We. Apr 21 18:00 - 21:00 DTN 4 CRN 20429

#### **SIMPLY ACCOUNTING LEVEL 2 (CMPT 1317)**

In this hands-on course, you will expand your basic knowledge about Simply Accounting 2007. You will learn how to set up and utilize payroll and many other features including Time & Billing, Budgets, Projects and Departments. You will also learn how to execute functions that are performed infrequently but are critical to your business year end, security and users, and database management. This course offers a blend of lecture, handson exercises and study questions to help you solidify your learning. This course has additional eLearning resources at: www.drmoodle.com, 5 sessions and includes textbook. (15 hours) \$295

5 wks We. May 26 18:00 - 21:00 DTN **\*6** CRN 20430

## INTERNET AND COMPUTING CORE CERTIFICATION (IC3)

Course Advisor: Rhyon Caldwell, rcaldwell@vcc.ca Program Assistant: Margaret McIlwaine, 604-443-8711 mmcilwaine@vcc.ca

The Internet and Computing Core Certification (IC³) preparation 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 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 IC<sup>3</sup> Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (15 hours) \$225

5 wks Mo. Apr 19 18:00 - 21:00 DTN 4 CRN 20225

#### 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 IC<sup>3</sup> Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (30 hours) \$395

10 wks We. Apr 21 18:00 - 21:00 DTN 4 CRN 20224



After completing the IC<sup>3</sup> 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.



#### **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 IC<sup>3</sup> Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (15 hours) \$225

5 wks Mo. May 31 18:00 - 21:00 DTN 9 CRN 20226

VCC OFFERINGS TO WATCH

# VCC'S NEW CERTIFICATION TESTING CENTRE

Vancouver Community College, in a new partnership with the IT Academy, is now an official Certiport testing centre. Upgrade your computer credentials or relevant digital skills for the competitive global workforce. These solutions include the Internet and Computing Core Certification (IC3®), Microsoft® Office Specialist, Microsoft® Business Certification, and Adobe Certified Associate programs.









### NETWORKING TECHNOLOGY CERTIFICATE OR DIPLOMA

Course Advisor: 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 Vancouver Community College.

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

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

#### **REQUIRED COURSES:**

MCP - MS Server (NETT 2113)
Directive Studies (NETT 2206)
Project+ Management (NETT 2122)
ELECTIVE COURSES:
Network+ (NETT 2104)
A+ Hardware (NETT 2119)
Linux+ (NETT 2136)
Active Directory (NETT 2107)
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) \$535

10 wks Tu. Apr 20 18:00 - 21:00 DTN 4 CRN 20233

REQUIRED COURSES to be scheduled in upcoming terms:

#### **DIRECTIVE STUDIES (NETT 2206)**

(60 hours)

#### PROJECT+ MANAGEMENT (NETT 2122)

(30 hours)

ELECTIVE COURSES currently scheduled:

#### NETWORK+ (NETT 2104)

This course is designed to prepare the student to write the Comptia Network+ certification exam. Students will learn hands-on training and experience in current and emerging networking technologies. Emphasis is placed on giving the student a strong conceptual understanding of the OSI model and industry networking standards. Specific topics include LANs, WANs, routers, network protocols, the OSI model, cabling, cabling tools, network topologies and IP addressing. Also covered are network trouble-shooting techniques and the use of networking software, tools and equipment. An excellent course for the beginning network administrator or experienced professional seeking enhanced skills. (30 hours) \$535

10 wks Mo. Apr 19 18:00 - 21:00 DTN 9 CRN 20221

#### 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 designed room with computer benches. The instructor will advise class on text book. (30 hours) \$607

10 wks We. Apr 21 18:00 - 21:00 DTN 4 CRN 20223

#### **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) \$535

10 wks Th. Apr 22 18:00 - 21:00 DTN 4 CRN 20284

#### 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) \$535

10 wks Th. Apr 22 18:00 - 21:00 DTN 9 CRN 20227

ELECTIVE COURSES to be scheduled in upcoming terms:

SECURITY+ (NETT 2105)

(30 hours)



What is industry seeking in terms of computer qualifications?

More and more industry and businesses require a variety of certifications in computer technologies. Through our Networking Technology Diploma, Web Development courses and new IT Academy offerings, we can ensure you get the credentials you need for success!





#### WEB DEVELOPMENT

Course Advisor: Rhyon Caldwell, rcaldwell@vcc.ca Program Assistant: Margaret McIlwaine, 604-443-8711 mmcilwaine@vcc.ca

#### ADOBE CERTIFIED ASSOCIATED (ACA) PROGRAM

In an increasingly competitive world, students and employees need to be more than familiar users of digital communications technology to be successful. Certification can help provide the added credential for job placement and advancement. Adobe's new ACA program validates their digital media skills. Now students can prepare for certification in this new media field.

This certification is a credential that validates entry-level skills needed to plan, design, build, and maintain effective communications by using different forms of digital media.

Developed and deployed by Certiport, each associate-level certification exam will correspond to a particular Adobe application used for digital communication. These are:

Web Communication using Adobe® Dreamweaver® Rich Media Communication using Adobe Flash® Visual Communication using Adobe Photoshop®

#### **ELECTIVE COURSES:**

HTML/CSS (CMPT 1401) Dreamweaver CS4 (CMPT 1402) Flash CS4 (CMPT 1404) Photoshop CS4 (CMPT 1403)

ELECTIVE COURSES currently scheduled:

#### HTML/CSS (CMPT 1401)

This course will provide students with the foundation required to build and maintain personal or corporate web sites. This course has been designed for students with little or no basic HTML and CSS knowledge. This course is recommended, but not required as a prerequisite to take Dreamweaver CS4, Flash CS4 and Photoshop CS4 for the ACA certification exams. This course has additional eLearning resources at: www.drmoodle.com, 5 sessions, and textbook not included. (15 hours) \$350

5 wks Tu. Apr 20 18:00 - 21:00 DTN 4 CRN 20285

#### **DREAMWEAVER CS4 (CMPT 1402)**

This course introduces the student to the fundamentals of Dreamweaver CS4 with an emphasis on best practices and current web standards. This course is for students new to Dreamweaver CS4. It is recommended for those students planning to obtain the Adobe Certified Associate (ACA) status. Students will learn: Interface basics, web design and layout, working images, creating links and anchors, designing for other CS4 programs, site navigation and more. This course has additional eLearning resources at: www.drmoodle.com. Textbook not included. (15 hours) \$350

5 wks Th. Apr 22 18:00 - 21:00 DTN 4 CRN 20348

#### FLASH CS4 (CMPT 1404)

This course, introduces the students to creating interactive websites, rich media advertisements and engaging presentations. Students will build a Flash CS4 based website with interactivity, video, components, and minimal ActionScript. Learn the fundamentals of Adobe Flash CS4 fast with a fluid workflow, best practices, animations, design interactive websites, incorporate audio/video into selfcontained presentations, drawing and color tools, sounds and more. This is an introductory course, no prior knowledge of Adobe Flash is necessary. This course is recommend for those students planning to obtain the Adobe Certified Associate (ACA) status. This course has additional eLearning resources at: www.drmoodle.com. Textbook not included. (15 hours) \$350

5 wks Tu. May 25 18:00 - 21:00 DTN 9 CRN 20352

#### PHOTOSHOP CS4 (CMPT 1403)

This class provides students with the concepts and skills to use Adobe Photoshop CS4 effectively. You get hands-on practice working with advanced techniques to get the most out of your experience. You will learn layer basics, photo retouching and image editing. Whether you are a designer, illustrator, photographer, video artist, webmaster or just a beginner, Photoshop CS4 offers you many opportunities to make your images look great. This course is recommended for those students planning to obtain the Adobe Certified Associate (ACA) status. Experienced users will also benefit from the many tips, tricks and special exercises. Students will learn: Workspace and palettes in Photoshop, photo retouching and editing, selections and layers, masks and channels camera RAW, and typographic design. This course has additional eLearning resources at: www.drmoodle.com. Textbook not included. (15 hours) \$350

5 wks Th. May 27 18:00 - 21:00 DTN 4 CRN 20350

#### **FIVE WAYS TO REGISTER**

### ONLINE

## REGISTER ONLINE

www.vcc.ca

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

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

#### PHONE

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

#### **IN PERSON**

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

#### Registration hours:

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

Fill out the registration form on the next 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

中文熟線 604.443.8335 speakers. 604.443.8335

**PAYMENT OF FEES** 

Effective April 1, 2010, designated Continuing Studies courses will be assessed VCC Student Union fees.

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.
- $\bullet$  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.

#### Refund

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

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

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





# REGISTER ONLINE WWW.VCC.ca



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

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

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