

Vancouver Community College

SEE INSIDE FOR MORE THAN
40 CERTIFICATE AND DIPLOMA
PROGRAMS OFFERED AT VCC.

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

CENTRE FOR CONTINUING STUDIES

HOW TO USE OUR CALENDAR

COURSE INFORMATION

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

Course Title

Course Code

Course Description

BUSINESS ETHICS (LEAD 1154)

Examine the role of ethics in business and the ethical dilemmas encountered by managers and leaders. "Stakeholder and Issues Management" is this course's approach to teaching business ethics. Emphasis is on the relationships among the many and varied stakeholders who have roles in business situations. Textbook required. (24 hours) \$315

8 wks Th. Jan 25 18:30-21:30 DTN   **CRN** 10316

Duration

Day(s)

Start Date

Begin-End Time
(24-Hour Clock)

Location

Online
Course

Register
Online

Course
Reference
Number

Course Fee

IMPORTANT INFORMATION

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

STUDENTS WITH DISABILITIES

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

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

Please contact VCC Disability Services at 604.443.8448.

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

LOCATION CODES

BWY BROADWAY CAMPUS
1155 EAST BROADWAY

DTN DOWNTOWN CAMPUS
200-BLOCK DUNSMUIR AT HAMILTON

OFS OFF-SITE LOCATION

COURSE FEE DETAILS

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

YOUR FUTURE STARTS HERE

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

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

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



VCC CS Calendar D0290 250K July 14, 2010
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PROGRAMS

BUSINESS

BUILDING MANAGEMENT AND SERVICES	4
Building Manager Certificate	4
BUSINESS COMMUNICATIONS	5
Business English Package	5
Business and Technical Writing Certificate	5
Event and Wedding Planning	6
Human Rights in the Workplace	6
Media and Public Relations	7
Project Management	7
LEADERSHIP COACHING AND MANAGEMENT SKILLS	7
Business Leadership and Management Certificate	7
Leadership Certificate	9
Leadership Coaching Associate Certificate	10
Leadership Coaching Certificate	11
Management Skills for Supervisors Certificate	11
OFFICE ADMINISTRATION	12
Office Administration Certificate	12
Accounting/Bookkeeping/Payroll	12
Administration and Supervision	12
Business English	13
Communication/Work Skills	13
Keyboarding	13
Legal Office Skills	14
Medical Office Skills	14
Records Management Skills	15
PARALEGAL	15
Paralegal Certificate	15
Paralegal Diploma	16
SMALL BUSINESS	17
Small Business	17

DESIGN

FASHION ARTS	18
Fashion Merchandising Associate Certificate	18
Fashion Arts Specialty	18
Fashion Arts Certificate	19
Fashion Arts Diploma	20
GEMMOLOGY AND JEWELLERY	22
GIA Certification	22
Gemmology	22
Jewellery Making	24
INTERIOR DESIGN	24
Interior Design Certificate	24
Kitchen & Bath Design Certificate	25
MAKEUP ARTISTRY	26
Makeup Artistry	26
HEALTH SCIENCES AND HUMAN SERVICES	
COUNSELLING	27
Addiction Counselling Skills Certificate	27
Community Counselling Skills	29
Voices from the Community	30
EARLY CHILDHOOD CARE AND EDUCATION	30
Early Childhood Care and Education	30
Family Child Care: Good Beginnings	31
Infant and Toddler and Special Needs Certificate	31
Leadership, Administration and Management in Child Care	31
FAMILY LITERACY	31
Family Literacy Certificate	31
HEALTH	32
CPR and First Aid	32
Dental	32
Foodsafe	32
Health Specialty	32
LPN Continuing Studies	33
LPN to BScN Transition Studies	33
Perianesthesia Nursing Certificate	34
Sterile Supply Certificate Program	34
INTERPRETING	35
Interpreters and Translators: Professional Development	35
Interpreting Certificate - Court	35
Interpreting Certificate - Health and Community Services	37

HOSPITALITY

HOSPITALITY	37
Baking and Pastry Arts	37
Tea Sommelier	38

LANGUAGES AND WRITING

WRITING	38
Creative Writing	38
LANGUAGES	39
Foreign Languages	39
MANDARIN SCHOOL FOR CHILDREN AND YOUTH	41
Children and Youth Mandarin Education	41
English Writing and Comprehension	41
Fine Arts	42
Mathematics for Children and Youth	42

TECHNOLOGY

COMPUTERS	42
Computer Courses	42
Computer Accounting for Business	43
Internet and Computing Core Certification (IC ³)	43
Networking Technology Certificate	44
Networking Technology Diploma	44
Web & Graphics Development	45

REGISTRATION 47

WELCOME TO VCC'S CONTINUING STUDIES FALL 2010 OFFERINGS.

VCC Continuing Studies programs offer flexibility in both course selection and scheduling. We have more than 40 Certificate and Diploma programs, all designed with your schedule in mind – with day, evening, and weekend classes.

Select from our calendar of 360 courses, use online registration at vcc.ca to register, and pay your fees. It's that simple.

Contact us at 604.443.8484 if you need assistance with your selection.

Every year, more than 23,000 students – close to half of them part-time students like you – choose VCC for quality programming, expert faculty, and recognized credentials.

We look forward to you joining us as you advance your career or pursue your area of interest!

Kathy Kinloch
PRESIDENT
VANCOUVER COMMUNITY COLLEGE



BUSINESS BUILDING MANAGEMENT AND SERVICES

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 Service Management (REAL 1110)
Building Cleaning (REAL 1103)
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 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. Sep 18 13:00 - 17:00 DTN ☎ [CRN](http://vcc.ca) 30360

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. Sep 25 09:00 - 16:00 DTN ☎ [CRN](http://vcc.ca) 30361

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) \$291

8 wks Tu. Sep 28 19:00 - 21:30 DTN ☎ [CRN](http://vcc.ca) 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) \$307

10 wks We. Sep 29 18:30 - 21:30 DTN ☎ [CRN](http://vcc.ca) 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). \$100

1 day Sa. Nov 06 09:00 - 16:00 OFS ☎ [CRN](http://vcc.ca) 30473

REGISTER ONLINE 
vcc.ca

BUSINESS COMMUNICATIONS

The world's most successful companies are always looking for the leaders of tomorrow. They need skilled and experienced people to stay competitive.

That's why VCC's business courses are designed to fit your schedule with evening and weekend classes. Learn to manage people, projects and ideas by taking VCC's part-time business programs while you work full-time. Enhance your professional future and get the skills you need to build a competitive edge.

For information on the Office Administration certificate program, please see page 12.

BUSINESS ENGLISH PACKAGE

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

The following four courses may be taken individually at the regular price of \$88 each or for the package price of \$327 - a savings of \$25. Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (1106), Writing Dynamic Business Letters (OACP 1103), and Memo, Email and Report Writing (OACP 1107). These are not ESL courses.

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

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

REQUIRED COURSES:

It is recommended that you take the four Business English courses in the following order:

Grammar Review Bus Writing (OACP 1104)
Building Powerful Vocabulary (OACP 1106)
Writing Business Letters (OACP 1103)
Memos, Emails and Reports (OACP 1107)
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) \$88

2 wks We. Sep 22 18:00 - 21:00 DTN ☎ [CRN 30017](#)
1 day Sa. Sep 25 09:00 - 16:00 DTN ☎ [CRN 30018](#)

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) \$88

2 wks We. Oct 06 18:00 - 21:00 DTN ☎ [CRN 30019](#)
1 day Sa. Oct 16 09:00 - 16:00 DTN ☎ [CRN 30020](#)

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) \$88

2 wks We. Oct 20 18:00 - 21:00 DTN ☎ [CRN 30021](#)
1 day Sa. Oct 30 09:00 - 16:00 DTN ☎ [CRN 30022](#)

MEMOS, EMAILS AND REPORTS (OACP 1107)

Email is the communication standard in the business world. Learn netiquette, formatting and how to be an effective com-municator 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) \$88

2 wks We. Nov 03 18:00 - 21:00 DTN ☎ [CRN 30023](#)
1 day Sa. Nov 13 09:00 - 16:00 DTN ☎ [CRN 30024](#)

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 We. Nov 17 18:00 - 21:00 DTN ☎ [CRN 30026](#)
1 day Sa. Nov 20 09:00 - 12:00 DTN ☎ [CRN 30025](#)

BUSINESS AND TECHNICAL WRITING CERTIFICATE

Senior Program Coordinator: Anne Tollstam, 604.443.8668
Program Coordinator: Jennifer Gossen, 604.443.8670, jgossen@vcc.ca
Program Assistant: Lynda Boothby, 604.443.8383

INFORMATION SESSION ON MONDAY, SEPT. 13 5:30PM, ROOM 218B DOWNTOWN CAMPUS.

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.

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

ON-LINE DOCUMENTATION (TECW 1106)

This session provides an overview of tips and success strategies for writing online documentation, and the principles of good writing and design in an online environment. Topics include: what is online, determining project scope and terms of reference, standards of the development process, developing a document plan or storyboard, principles of online writing and design, creating a prototype, user-testing and delivering the final project. (6.5 hours) \$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 ☎ [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 ☎ [CRN 30099](#)

TECHNICAL COMMUNICATION (TECW 1101)

Examine the various forms and styles for producing effective technical writing. Content includes techniques for describing, defining and interacting in print. (6.5 hours) \$158

1 day Sa. Jan 29 09:00 - 16:30 DTN ☎ [CRN 10154](#)

CURRENT ISSUES TECH WRITING (TECW 1102)

Update your writing skills by adopting the techniques of successful technical writers. Review trends in the technical communication profession and growth in the application of online writing. Discuss the development of a work portfolio and its use as an employment aid. Review the key characteristics necessary for success in this field. (6.5 hours) \$158

1 day Sa. Feb 26 09:00 - 16:30 DTN ☎ [CRN 10155](#)

6 BUSINESS

BUSINESS COMMUNICATIONS

EDITING (TECW 1103)

Successful technical writers have good style and design skills built on a foundation of strong technical skills in writing mechanics, editing and plain language. This course focuses on the use of editing skills to improve writing. Practise the three levels of editing, as well as peer review and group editing. Topics include: grammar review, plain language, conceptual and stylist editing, proofreading, peer and group editing, interpersonal issues in editing, and computerized document checkers. (6.5 hours) \$158

1 day Sa. Mar 26 09:00 - 16:30 DTN 📍 [CRN 10156](#)

REQUIRED COURSES to be scheduled in upcoming terms:

DESIGNING AND WRITING MANUALS (TECW 1107)
(6.5 hours)

INDUSTRY REPORT WRITING (TECW 1108)
(6.5 hours)

PROPOSAL WRITING (TECW 1105)
(6.5 hours)

EVENT & WEDDING PLANNING

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

Looking to develop a career as a professional event planner? These detailed, dynamic courses will teach you everything you need to know. Document of completion issued upon successful completion of each course. An 80% attendance record is required.

ELECTIVE COURSES currently scheduled:

EVENT PLANNING (EVNT 1101)

Looking for a change? Want to be an event professional? This step-by-step, introductory course will teach you the basic fundamentals of event planning. Through lectures, in-class projects, group work, and special guest speakers; you will be able to create, apply and execute your event idea with a clear knowledge of the event planning industry. Document of Professional Studies issued. (30 hours) \$440

10 wks Tu. Sep 14 18:00 - 21:00 DTN 📍 [CRN 30353](#)

WEDDING PLANNING (EVNT 1102)

Explore all aspects of wedding planning from its inception to execution. Discover the different types of food service, learn how to assess venues, how to ensure the best photos and music, set a budget and timeline, customize unusual decor and display to WOW your brides! Understand the personality of the bride and groom and how best to meet their needs. Learn about contingency planning, how to overcome potential barriers to a beautiful wedding, and minimize stress through knowledge and good planning. This course is excellent for those wanting to be a wedding planner and for those wishing to plan their own wedding. Document of Professional Studies issued. (30 hours) \$440

10 wks We. Sep 15 18:00 - 21:00 DTN 📍 [CRN 30423](#)

NEW EVENT PLANNING - INTERMEDIATE (EVNT 1105)

Refine your skills; prepare for a new career, or jump-start your own business in the dynamic and exciting industry of event planning. If you're interested in learning the tricks of the trade and gain the expertise you will need to be a successful event planner then this course is for you. (12 hours) \$235

1 day Fr. Sep 17 17:00 - 21:00 AND

1 day Sa. Sep 18 09:00 - 16:00 DTN 📍 [CRN 30452](#)

NEW EVENT PLANNING - ADVANCED (EVNT 1106)

Want to be a full-time event professional or simply need to make your next event project a raving success? Advanced event planning will prepare you for your next big event. Whether you're looking to plan a conference, tradeshow, reception, banquet, workshop, concert, or social party this hands-on, skills-oriented course will equip you with the management assets you need to successfully produce and promote an event of any size and any budget. You'll be working through practical exercises that can be used right away on events you're planning to work on (or want to work on). (12 hours) \$235

1 day Fr. Oct 15 17:00 - 21:00 AND

1 day Sa. Oct 16 09:00 - 16:00 DTN 📍 [CRN 30453](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

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).

HUMAN RIGHTS IN THE WORKPLACE

Senior Program Coordinator: Anne Tollstam 604.443.8668
Program Assistant: Lynda Boothby 604.443.8383

Employers are required by legislation to ensure harassment and discrimination free work environment policies. In addition, the existence of appropriate harassment policies and procedures will be a factor considered by Human Rights Tribunals in evaluating a company's liability in harassment complaints. Employers retain responsibility for preparing appropriate policies, monitoring their effectiveness, updating them as required, ensuring all employees are aware of the policy and providing anti-harassment training. The following three courses will cover some pertinent issues involving the workplace and of course, different workplaces will have different needs: Building a Respectful and Inclusive Work Environment, Bullying and Psychological Harassment and Mental Illness in the workplace. These courses would be ideal for leaders in both the public and private sectors.

ELECTIVE COURSES currently scheduled:

RESPECTFUL WORK ENVIRONMENTS (LEAD 1172)

All employers in the province are required to comply with the Human Rights legislation and all employees in the workplace have a part to play in meeting that legal obligation. Understanding these obligations will ensure a discrimination-free workplace, and foster a workplace climate where diversity is valued as an integral part of business practices. This course will explore key components of BC's Human Rights legislation; the complexities of discriminatory harassment in the workplace; ensure participants appreciate the obligation under Human Rights legislation to accommodate the unique needs of certain employees and review processes by which Human Rights principles and practices can be integrated into the fabric of the workplace. (6.5 hours) \$125

1 day Sa. Sep 18 09:00 - 16:30 DTN 📍 [CRN 30560](#)

BULLYING IN THE WORKPLACE (LEAD 1173)

Organizations depend on productive and committed employees. International statistics show that bullying and psychological harassment are a growing concern in the workplace, and this behaviour significantly undermines business goals. This course will examine the phenomenon of workplace bullying and psychological harassment; identify important national and international trends aimed at combating this phenomenon; explore the impact of bullying and psychological harassment on both the individual and the business; and offer practical measures employers can implement to protect the dignity, confidence and productivity of employees. (6.5 hours) \$125

1 day Sa. Oct 30 09:00 - 16:30 DTN 📍 [CRN 30561](#)

MENTAL ILLNESS IN WORKPLACES (LEAD 1174)

Mental illness touches us all. It is estimated that one in four will be affected by mental illness at some time in our lives. And those that are touched are often part of our workplace and business operations. Without a basic understanding of how mental illness manifests in the workplace, employers and co-workers are often quick to label an individual exhibiting symptoms as "troublesome", "non-compliant" or "difficult." This course will provide you with a basic understanding of mental illnesses commonly occurring in the workplace; explore the impact of stigma on disclosure and help-seeking behaviour and provide tools for appropriate interventions and support by the average employer or co-worker. (6.5 hours) \$125

1 day Sa. Dec 11 09:00 - 16:30 DTN 📍 [CRN 30562](#)

MEDIA AND PUBLIC RELATIONS

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

Learn the essential skills necessary for successful interactions with the media and the public. Upon successful completion, participants will receive a Document of Professional Studies.

ELECTIVE COURSES currently scheduled:

MEDIA AND PUBLIC RELATIONS (BUSI 1311)

This course provides students with knowledge and experience in key concepts of communicating with the public. 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 course will appeal to both professionals looking for career development opportunities and others looking to successfully communicate with stakeholders and the media. This course is ideal for students studying Event or Wedding Planning, Leadership, Small Business or Business and Technical Writing. (30 hours) \$434.50

10 wks Th. Sep 23 18:30 - 21:30 DTN ☎ [CRN 30549](#)

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 and implementing projects.

REQUIRED COURSES:

Project Management (BUSI 1103)

REQUIRED COURSES currently scheduled:

PROJECT MANAGEMENT (BUSI 1103)

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

4 wks Tu. Sep 28 18:30 - 21:30 DTN ☎ [CRN 30392](#)

PLEASE NOTE

Effective immediately, a non-refundable Student Union fee of \$23.69 per term will apply on all credit courses. This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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

BUSINESS LEADERSHIP AND MANAGEMENT CERTIFICATE

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 required 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:

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

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

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

Select two Leadership Coaching courses:

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

and four courses from the Leadership Certificate program:

Find Time For Results (LEAD 1114)
 Coaching For High Performance (LEAD 1115)
 Step Up To Leadership (LEAD 1111)
 Problem Solving Action Plan (LEAD 1104)
 Building A Productive Team (LEAD 1113)
 Science and Art of Leadership (LEAD 1119)
 Speak Up (LEAD 1109)
 Unwritten Rules for Workplace (LEAD 1168)
 Using Leadership Language (LEAD 1112)
 Facilitation Sks Team Leader (LEAD 1108)
 Managing Change (LEAD 1102)
 Creative Thinking At Work (LEAD 1110)
 Bus Communication for Leaders (LEAD 1138)
 Perform Mgmt: Goals & Review (LEAD 1106)
 Critical Thinking (LEAD 1101)
 Progressive Discipline (LEAD 1155)
 Diversity in the Workplace (LEAD 1164)
 From Conflict To Collaboration (LEAD 1105)
 One Workplace - Four Generations (LEAD 1170)
 Training for High Performance (LEAD 1171)
 Challenging Personalities (LEAD 1169)

REQUIRED COURSES currently scheduled:

INTRO TO BUSINESS (LEAD 1150)

An overview of business operations in Canada providing essential knowledge for all managers and staff. Examine the issues arising from government policies, ethics, marketing, finance and economics and the overall components of business operations. Textbook required. (24 hours) \$330

8 wks Tu. Sep 21 18:30 - 21:30 DTN ☎ [CRN 30552](#)

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) \$330

8 wks Th. Sep 23 18:30 - 21:30 DTN ☎ [CRN 30050](#)

FINANCE (LEAD 1152)

An introduction for financial decision-making for learners with little or no previous exposure to accounting or finance principles. Curriculum is organized around investment, operating and financial management decision-making. Learn how to analyze and plan for the financial health of a business; ask incisive questions about financial reports; gauge capital investment options and present effective financial strategies. Textbook required. (24 hours) \$330

8 wks Tu. Jan 18 18:30 - 21:30 DTN ☎ [CRN 10158](#)

REGISTER ONLINE 
vcc.ca

8 BUSINESS

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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) \$330

8 wks Th. Jan 20 18:30 - 21:30 DTN 📅 [CRN 10075](#)

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) \$330

8 wks Th. Apr 28 18:30 - 21:30 DTN 📅 [CRN 20086](#)

ELECTIVE COURSES currently scheduled:

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Sep 11 09:00 - 16:30 DTN 📅 [CRN 30108](#)

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Sep 18 09:00 - 16:30 DTN 📅 [CRN 30551](#)

INTERPERS COMMUNICATION SKILLS (MSKL 1101)

See course description on page 11. (24 hours) \$330

8 wks Tu. Sep 21 18:30 - 21:30 DTN 📅 [CRN 30049](#)

SPEAK UP (LEAD 1109)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Sep 25 09:00 - 16:30 DTN 📅 [CRN 30044](#)

MANAGING CHANGE (LEAD 1102)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Oct 02 09:00 - 16:30 DTN 📅 [CRN 30109](#)

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Oct 16 09:00 - 16:30 DTN 📅 [CRN 30047](#)

FIND TIME FOR RESULTS (LEAD 1114)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Oct 16 09:00 - 16:30 DTN 📅 [CRN 30045](#)

SCIENCE AND ART OF LEADERSHIP (LEAD 1119)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Oct 23 09:00 - 16:30 DTN 📅 [CRN 30046](#)

CHALLENGING PERSONALITIES (LEAD 1169)

See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Oct 30 09:00 - 16:30 DTN 📅 [CRN 30112](#)

COACHING NEXT LEVEL (LEAD 1118)

See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Nov 06 09:00 - 16:30 DTN 📅 [CRN 30048](#)

ONE WORKPLACE-FOUR GENERATIONS (LEAD 1170)

See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Nov 20 09:00 - 16:30 DTN 📅 [CRN 30113](#)

FACILITATION SKS TEAM LEADER (LEAD 1108)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Nov 27 09:00 - 16:30 DTN 📅 [CRN 30110](#)



How can courses in Leadership help me advance my career?

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

A

TRAINING FOR HIGH PERFORMANCE (LEAD 1171)

See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Dec 04 09:00 - 16:30 DTN 📅 [CRN 30114](#)

TEAM SKILLS (MSKL 1102)

See course description on page 11. (24 hours) \$330

8 wks We. Jan 19 18:30 - 21:30 DTN 📅 [CRN 10076](#)

COACH'S TOOLKIT (LEAD 1120)

See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Jan 29 09:00 - 16:30 DTN 📅 [CRN 10079](#)

CREATIVE THINKING AT WORK (LEAD 1110)

See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Jan 29 09:00 - 16:30 DTN 📅 [CRN 10077](#)

BUS COMMUNICATION FOR LEADERS (LEAD 1138)

See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Feb 12 09:00 - 16:30 DTN 📅 [CRN 10078](#)

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 9. (6.5 hours) \$162.50

1 day Fr. Feb 18 09:00 - 16:30 DTN 📅 [CRN 10160](#)

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Feb 26 09:00 - 16:30 DTN 📅 [CRN 10161](#)

TEAM COACHING (LEAD 1121)

See course description on page 11. (6.5 hours) \$162.50

1 day Sa. Mar 05 09:00 - 16:30 DTN 📅 [CRN 10080](#)

UNWRITTEN RULES FOR WORKPLACE (LEAD 1168)

See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Mar 12 09:00 - 16:30 DTN 📅 [CRN 10162](#)

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Mar 26 09:00 - 16:30 DTN 📅 [CRN 10163](#)

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

See course description on page 11. (24 hours) \$330

8 wks We. Apr 20 18:30 - 21:30 DTN 📅 [CRN 20085](#)

FROM CONFLICT TO COLLABORATION (LEAD 1105)

See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Apr 30 09:00 - 16:30 DTN 📅 [CRN 20088](#)

SKILL COACHING (LEAD 1117)

See course description on page 11. (6.5 hours) \$162.50

1 day Sa. May 14 09:00 - 16:30 DTN 📅 [CRN 20087](#)

CRITICAL THINKING (LEAD 1101)

See course description on page 10. (6.5 hours) \$162.50

1 day Sa. May 28 09:00 - 16:30 DTN 📅 [CRN 20089](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

DIVERSITY IN THE WORKPLACE (LEAD 1164)

(6.5 hours)

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

(6.5 hours)

PROGRESSIVE DISCIPLINE (LEAD 1155)

(6.5 hours)

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

J.L. FLORES, LEADERSHIP STUDENT

REGISTER ONLINE 
vcc.ca

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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 required 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 required 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.

REQUIRED COURSES:

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

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:

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) \$162.50

1 day Sa. Sep 11 09:00 - 16:30 DTN ☎ [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) \$162.50

1 day Sa. Oct 02 09:00 - 16:30 DTN ☎ [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) \$162.50

1 day Sa. Nov 27 09:00 - 16:30 DTN ☎ [CRN 30110](#)

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) \$162.50

1 day Fr. Feb 18 09:00 - 16:30 DTN ☎ [CRN 10160](#)

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

Building your team is never easy, but it is essential in producing the results you and your employer require. Participants will: understand the importance of team-building; identify the characteristics of an effective team; apply measures and techniques to build synergy in the workplace; use skills to identify and resolve key team concerns. The net result? Increased work productivity, improved work quality and enhanced team morale. (6.5 hours) \$162.50

1 day Sa. Feb 26 09:00 - 16:30 DTN ☎ [CRN 10161](#)

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) \$162.50

1 day Sa. Mar 26 09:00 - 16:30 DTN ☎ [CRN 10163](#)

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) \$162.50

1 day Sa. Sep 18 09:00 - 16:30 DTN ☎ [CRN 30551](#)

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) \$162.50

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) \$162.50

1 day Sa. Oct 16 09:00 - 16:30 DTN ☎ [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) \$162.50

1 day Sa. Oct 23 09:00 - 16:30 DTN ☎ [CRN 30046](#)

10 BUSINESS

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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) \$162.50

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) \$162.50

1 day Sa. Nov 20 09:00 - 16:30 DTN 📅 [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) \$162.50

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) \$162.50

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) \$162.50

1 day Sa. Feb 12 09:00 - 16:30 DTN 📅 [CRN 10078](#)

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) \$162.50

1 day Sa. Mar 12 09:00 - 16:30 DTN 📅 [CRN 10162](#)

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) \$162.50

1 day Sa. Apr 30 09:00 - 16:30 DTN 📅 [CRN 20088](#)

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) \$162.50

1 day Sa. May 28 09:00 - 16:30 DTN 📅 [CRN 20089](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

DIVERSITY IN THE WORKPLACE (LEAD 1164)

(6.5 hours)

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

(6.5 hours)

PROGRESSIVE DISCIPLINE (LEAD 1155)

6.5 hours)

PLEASE NOTE

Only courses related to a Certificate or Diploma are accepted by Revenue Canada as tax deductible

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

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Sep 18 09:00 - 16:30 DTN 📅 [CRN 30551](#)

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) \$162.50

1 day Sa. Oct 16 09:00 - 16:30 DTN 📅 [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) \$162.50

1 day Sa. Nov 06 09:00 - 16:30 DTN 📅 [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) \$162.50

1 day Sa. Jan 29 09:00 - 16:30 DTN 📅 [CRN 10079](#)

“Amazing instructor, very engaging and excellent delivery of content.”

JAG TAK, STUDENT IN COACHING FOR HIGH PERFORMANCE

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-coaches 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) \$162.50

1 day Sa. Mar 05 09:00 - 16:30 DTN 📅 [CRN 10080](#)

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) \$162.50

1 day Sa. May 14 09:00 - 16:30 DTN 📅 [CRN 20087](#)

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:

Using Leadership Language (LEAD 1112)
Coaching For High Performance (LEAD 1115)
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)
Step Up To Leadership (LEAD 1111)
Building A Productive Team (LEAD 1113)
Team Coaching (LEAD 1121)
Problem Solving Action Plan (LEAD 1104)
Skill Coaching (LEAD 1117)

REQUIRED COURSES currently scheduled:**USING LEADERSHIP LANGUAGE (LEAD 1112)**

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Sep 11 09:00 - 16:30 DTN 📅 [CRN 30108](#)

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Sep 18 09:00 - 16:30 DTN 📅 [CRN 30551](#)

MANAGING CHANGE (LEAD 1102)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Oct 02 09:00 - 16:30 DTN 📅 [CRN 30109](#)

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on page 10 (6.5 hours) \$162.50

1 day Sa. Oct 16 09:00 - 16:30 DTN 📅 [CRN 30047](#)

COACHING NEXT LEVEL (LEAD 1118)

See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Nov 06 09:00 - 16:30 DTN 📅 [CRN 30048](#)

FACILITATION SKS TEAM LEADER (LEAD 1108)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Nov 27 09:00 - 16:30 DTN 📅 [CRN 30110](#)

COACH'S TOOLKIT (LEAD 1120)

See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Jan 29 09:00 - 16:30 DTN 📅 [CRN 10079](#)

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 9. (6.5 hours) \$162.50

1 day Fr. Feb 18 09:00 - 16:30 DTN 📅 [CRN 10160](#)

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Feb 26 09:00 - 16:30 DTN 📅 [CRN 10161](#)

TEAM COACHING (LEAD 1121)

See course description on page 11. (6.5 hours) \$162.50

1 day Sa. Mar 05 09:00 - 16:30 DTN 📅 [CRN 10080](#)

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Mar 26 09:00 - 16:30 DTN 📅 [CRN 10163](#)

SKILL COACHING (LEAD 1117)

See course description on page 11. (6.5 hours) \$162.50

1 day Sa. May 14 09:00 - 16:30 DTN 📅 [CRN 20087](#)

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:

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

REQUIRED COURSES currently scheduled:**INTERPERS COMMUNICATION SKILLS (MSKL 1101)**

In this session, you will learn how to use effective verbal and non-verbal communication skills, conduct organized interviews, use decision-making methods in individual and group situations, utilize appropriate assertiveness techniques, and make win/win decisions one-on-one and in groups. (24 hours) \$330

8 wks Tu. Sep 21 18:30 - 21:30 DTN 📅 [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) \$330

8 wks We. Jan 19 18:30 - 21:30 DTN 📅 [CRN 10076](#)

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) \$330

8 wks We. Apr 20 18:30 - 21:30 DTN 📅 [CRN 20085](#)

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 PROGRAM

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

INFORMATION SESSION TUESDAY, SEPTEMBER 14,
5:30 - 6 P.M. ROOM 419, DOWNTOWN CAMPUS

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

Graduates of the Office Administration Certificate program may ladder into BCIT's part- time Certificate program 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.



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.



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:

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. (24 hours) \$180

8 wks Tu. Sep 14 18:30 - 21:30 DTN 📍 CRN 30107

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 📍 CRN 30102

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) \$165

6 wks Th. Jan 20 18:30 - 21:30 DTN 📍 CRN 10145

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)

PLEASE NOTE

Effective immediately, a non-refundable Student Union fee of \$23.69 per term will apply on all credit courses. This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

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 📅 [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 📅 [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 📅 [CRN 30034](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

MAKE TIME FOR SUCCESS (OACP 1185)

(6 hours)

BUSINESS ENGLISH

The following four courses may be taken individually at the regular price of \$88 each or for the package price of \$327 - a savings of \$25.

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) \$88

2 wks We. Sep 22 18:00 - 21:00 DTN 📅 [CRN 30017](#)

1 day Sa. Sep 25 09:00 - 16:00 DTN 📅 [CRN 30018](#)

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) \$88

2 wks We. Oct 06 18:00 - 21:00 DTN 📅 [CRN 30019](#)

1 day Sa. Oct 16 09:00 - 16:00 DTN 📅 [CRN 30020](#)

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) \$88

2 wks We. Oct 20 18:00 - 21:00 DTN 📅 [CRN 30021](#)

1 day Sa. Oct 30 09:00 - 16:00 DTN 📅 [CRN 30022](#)

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) \$88

2 wks We. Nov 03 18:00 - 21:00 DTN 📅 [CRN 30023](#)

1 day Sa. Nov 13 09:00 - 16:00 DTN 📅 [CRN 30024](#)

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 We. Nov 17 18:00 - 21:00 DTN 📅 [CRN 30026](#)

1 day Sa. Nov 20 09:00 - 12:00 DTN 📅 [CRN 30025](#)

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) \$206

6 wks Mo. Jan 17 18:00 - 21:00 DTN 📅 [CRN 10152](#)

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) \$123

6 wks Mo. Sep 20 18:00 - 21:00 DTN 📅 [CRN 30028](#)

6 wks Sa. Sep 25 09:30 - 12:30 DTN 📅 [CRN 30027](#)

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) \$137

6 wks Sa. Sep 25 09:30 - 12:30 DTN 📅 [CRN 30012](#)

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

PASQUALE DOMODOSSOLA, STUDENT IN MANAGING CHANGE

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LEGAL OFFICE SKILLS

The following five required courses comprise the Legal Office Skills Package and introduce you to basic concepts and legal office routines. Gain an understanding of the values of discretion and confidentiality in the legal field in respect to the four major areas of Law. Introduction to the Legal Office Program (OACP 1113) - 3 hours is recommended as the first of 5 courses in the Legal Skills Package. Remaining courses are 9 hours in duration. Enroll in individual price courses or register for the Legal Office Skills Package at a reduced rate of \$375.

Students requiring a certificate in Office Administration - Legal Skills must complete the Legal Office Skills Package Test 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 courses: Legal Terminology, Legal Office Procedures and Legal Ethics are required to complete the Legal Office Skills Specialty. The remaining two are electives.

- Wills and Estates (OACP 1211)
- Legal Office Procedures (OACP 1139)
- Legal Ethics & Confidentiality (OACP 1140)
- Legal Terminology (OACP 1138)
- BCOnline Searches (OACP 1141)
- 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 📅 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 📅 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 📅 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 📅 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:

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) \$91

1 day Sa. Mar 12 09:00 - 16:00 DTN 📅 CRN 10146

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) \$120

4 wks We. Apr 20 18:30 - 21:30 DTN 📅 CRN 20060

LEGAL ETHICS & CONFIDENTIALITY (OACP 1140)

This program will cover legal ethics as they apply to support staff in various areas of law. Using the Professional Conduct Handbook, how the ethics of the profession bind you will be discussed. Emphasis will be placed on the importance of confidentiality. (9 hours) \$116

3 wks Th. Apr 21 18:30 - 21:30 DTN 📅 CRN 20076

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. (9 hours) \$116

3 wks Tu. Apr 26 18:30 - 21:30 DTN 📅 CRN 20077

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). \$116

3 wks Th. May 12 18:30 - 21:30 DTN 📅 CRN 20073

ELECTIVE COURSES to be scheduled in upcoming terms:

ADVANCED CONVEYANCING (OACP 1142)

(6 hours)

MEDICAL OFFICE SKILLS

REQUIRED COURSES:

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

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) \$205

10 wks Tu. Sep 21 18:00 - 21:00 DTN 📅 CRN 30013

10 wks Tu. Sep 21 18:00 - 21:00 DTN 📅 CRN 30014

10 wks Tu. Sep 21 18:00 - 21:00 DTN 📅 CRN 30015

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 📅 CRN 30103

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) \$205

10 wks Th. Sep 23 18:00 - 21:00 DTN 📅 CRN 30016

MEDICAL OFFICE BILLING (OACP 1137)

Prerequisite: Medical Office Procedures (OACP 1111) or current experience working with a non-computerized medical billing system. Become familiar with data processing tasks required to bill for medical office visits, surgical procedures, diagnostic procedures as well as WCB/ICBC and out-of-province billing. (12 hours) \$152

4 wks We. Nov 24 18:00 - 21:00 DTN 📅 CRN 30115

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) \$102

2 wks Tu. Nov 30 18:00 - 21:00 DTN ☎ [CRN 30030](#)

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. Textbook: Medical Transcription, to be purchased from the downtown campus bookstore prior to first class. (18 hours) \$155

6 wks Mo. Jan 24 18:30 - 21:30 DTN ☎ [CRN 10153](#)

RECORDS MANAGEMENT SKILLS

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

RECORDS MANAGEMENT 1 (OACP 1128)

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

10 wks Th. Sep 23 18:30 - 21:30 DTN ☎ [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 Th. Jan 20 18:30 - 21:30 DTN ☎ [CRN 10043](#)

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) \$189

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

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, 1204, 1205, 1207, 1208, 1209 (formerly 1206) and 1210 (formerly 1203). 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.

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

Practicum (LEGL 1208)
Torts (LEGL 1204)
Legal Communications (LEGL 1205)
Canadian Legal Process (LEGL 1202)
Agency & Business Structures (LEGL 1210)
Legal Research (LEGL 1207)
Contracts (LEGL 1209)

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 - 1410. Courses are listed chronologically. To find out what courses are offered in which term, view "Course Details" on the program website <http://continuinged.vcc.ca/legal>

Litigation for Paralegals 1 (LEGL 1301)
Corp Law: Basic Procedures (LEGL 1305)
Property Law (LEGL 1309)
Property Transactions (LEGL 1310)
Litigation for Paralegals 2 (LEGL 1302)
Securities: Corporate (LEGL 1306)
Corp Law : Intermediate Proc (LEGL 1307)
ALF: Automated Legal Forms (LEGL 1406)
Bankruptcy and Foreclosures (LEGL 1409)
Commercial Conveyancing (LEGL 1312)
Corp Law : Adv Procedures (LEGL 1308)
Corp Law: Complex Transactions (LEGL 1317)
Court of Appeal Practice (LEGL 1403)
Creditors' Remedies (LEGL 1303)
Estate Administration (LEGL 1316)
Evidence (LEGL 1401)
Family Law 1 (LEGL 1313)
Family Law 2 (LEGL 1314)
Intellectual Property (LEGL 1405)
Lending & Security (LEGL 1311)
Personal Injury Practice (LEGL 1304)
Securities II (LEGL 1410)
Wills & Estate Planning (LEGL 1315)

REQUIRED COURSES currently scheduled:

PRACTICUM (LEGL 1208)

Use your existing position at a legal office to synthesize your practicum experience. Students will design a professional portfolio. First class attendance is mandatory: Bring your signed practicum sponsor form. Pre-requisites: formal admission to the Paralegal program and completion of most level 1 core courses. (518 hours) \$124

Sep 03 OFS ☎ [CRN 30254](#)

1 day Fr. Sep 03 18:00 - 21:00 DTN ☎ [CRN 30254](#)

1 day Fr. Oct 22 18:00 - 21:00 DTN ☎ [CRN 30254](#)

1 day Fr. Dec 03 18:00 - 21:00 DTN ☎ [CRN 30254](#)

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) \$238

6 wks Th. Sep 09 18:00 - 21:00 DTN ☎ [CRN 30271](#)

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16 BUSINESS

PARALEGAL

LEGAL COMMUNICATIONS (LEGL 1205)

Learn to communicate with confidence, using business writing skills and paralegal ethics. Prerequisites: legal secretary work experience, formal admission to the Paralegal program, or previous legal coursework. (36 hours) \$240

6 wks We. Sep 15   [CRN 30448](#)
6 wks Mo. Oct 25 18:00 - 21:00 DTN  [CRN 30449](#)



CANADIAN LEGAL PROCESS (LEGL 1202)

Learn the history of Canadian law, the Canadian court system, basic legal principles; sources of law and the structure of the court system; and the roles and responsibilities of members of the legal profession. This course provides a foundation for further studies in the Paralegal Program. Pre-requisites: Legal secretary work experience, formal admission to the Paralegal Program, or previous legal coursework. (48 hours) \$239

8 wks Sa. Oct 16 09:00 - 12:00 DTN  [CRN 30262](#)
8 wks Mo. Oct 18   [CRN 30263](#)

AGENCY & BUSINESS STRUCTURES (LEGL 1210)

(Formerly LEGL 1203). Learn agency relationships and liabilities, formation of partnerships and general concepts underlying incorporations, corporate structure and duties of directors and officers. Pre-requisite: Legal secretary work experience, formal admission to the Paralegal Program, or previous legal course work. (21 hours) \$282

6 wks Mo. Oct 18   [CRN 30424](#)
6 wks Tu. Nov 02 18:00 - 21:00 DTN  [CRN 30425](#)

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). \$244

4 wks Sa. Nov 06 09:00 - 16:00 DTN  [CRN 30450](#)

REQUIRED COURSES to be scheduled in upcoming terms:


CONTRACTS (LEGL 1209)

(Formerly LEGL 1206.) (42 hours)

ELECTIVE COURSES currently scheduled:

CORP LAW: BASIC PROCEDURES (LEGL 1305)

Company overview, including choice of business organization and jurisdiction, incorporation and organization of a British Columbia Company under the Business Corporations Act, corporate maintenance (annual reports and Records Books) and transactions (appointments of directors, allotments and transfers of shares). Pre-requisites: Agency and Business Structures (LEGL 1203 or 1210). OACP 1115 strongly recommended for students without corporate experience. (42 hours) \$208

2 wks Tu. Sep 07 18:00 - 21:00 DTN  [CRN 30256](#)
5 wks Tu. Sep 28 18:00 - 21:00 DTN  [CRN 30256](#)
7 wks Tu. Sep 07   [CRN 30266](#)


LITIGATION FOR PARALEGALS 1 (LEGL 1301)

Understand Court processes, systems and functions: commencing legal proceedings, defending actions, setting a matter for trial, production of documents, discoveries, and general interlocutory applications. Pre-requisite: Torts LEGL 1204, or read and master chapters 4-5 in the Yates: Business Law in Canada text, available on reference in the VCC library or in the bookstore. \$251

7 wks Tu. Sep 07 17:30 - 20:30 DTN  [CRN 30259](#)
7 wks Tu. Sep 07   [CRN 30264](#)


PROPERTY LAW (LEGL 1309)

Covers property law concepts: property ownership and its social context, the Canadian common law doctrines and the statutory framework in British Columbia that regulates land ownership. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$251

7 wks We. Sep 08 18:00 - 21:00 DTN  [CRN 30257](#)

PROPERTY TRANSACTIONS (LEGL 1310)

For legal support staff with a desire to be skilled conveyancers. Learn about the Land Title Act, property transactions and mortgage financing, and the “how” and “why” of all the steps in a conveyance. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. OACP 1117 strongly recommended for students without conveyancing experience. (42 hours) \$208

7 wks Mo. Oct 18 18:00 - 21:00 DTN  [CRN 30258](#)

LITIGATION FOR PARALEGALS 2 (LEGL 1302)

Interlocutory applications, family law, evidence, experts, orders and costs, and preparation of interlocutory application materials for various forms of relief. Understand Fast Track Litigation and Rule 68 Expedited Litigation. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301). (42 hours) \$251

7 wks Tu. Oct 26 17:30 - 20:30 DTN  [CRN 30255](#)
7 wks Tu. Oct 26   [CRN 30265](#)


CORP LAW : INTERMEDIATE PROC (LEGL 1307)

Corporate procedures and documentation for name changes, special rights and restrictions (drafting alternatives), changes to Notices of Articles, extra-provincial registrations under the Business Corporations Act. Prerequisites: Corporate Law: Basic (LEGL 1305), or equivalent work experience in the corporate field. (42 hours) \$208

7 wks Tu. Nov 02 18:00 - 21:00 DTN  [CRN 30267](#)
7 wks Tu. Nov 02   [CRN 30268](#)

SECURITIES: CORPORATE (LEGL 1306)

In this elective course, learn securities law and practice in corporate administration, legislation, filing requirements, stock exchange listings, due diligence, BCSC policies, public financing and related matters. Formerly Corp law II: Securities. Pre-requisites: Corp Law I (LEGL 1305), or equivalent work experience in the corporate field. (42 hours) \$251

7 wks We. Nov 03 18:00 - 21:00 DTN  [CRN 30272](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

ALF: AUTOMATED LEGAL FORMS (LEGL 1406)

(42 hours)

BANKRUPTCY AND FORECLOSURES (LEGL 1409)

COMMERCIAL CONVEYANCING (LEGL 1312)

(42 hours)

CORP LAW : ADV PROCEDURES (LEGL 1308)

(42 hours)

CORP LAW: COMPLEX TRANSACTIONS (LEGL 1317)

COURT OF APPEAL PRACTICE (LEGL 1403)

(42 hours)

CREDITORS’ REMEDIES (LEGL 1303)

(42 hours)

ESTATE ADMINISTRATION (LEGL 1316)

(42 hours)

EVIDENCE (LEGL 1401)

(42 hours)

FAMILY LAW 1 (LEGL 1313)

(42 hours)

FAMILY LAW 2 (LEGL 1314)

(42 hours)

INTELLECTUAL PROPERTY (LEGL 1405)

(42 hours)

LENDING & SECURITY (LEGL 1311)

(42 hours)

PERSONAL INJURY PRACTICE (LEGL 1304)

(42 hours)

SECURITIES II (LEGL 1410)

(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.

ELECTIVE COURSES:

Further electives are NOT required to qualify for the diploma.

SMALL BUSINESS

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

SMALL BUSINESS

Program Coordinator: Jennifer Gossen, 604.443.8670,
 jgossen@vcc.ca
 Program Assistant: Margaret McIlwaine, 604.443.8711

Research shows that 80% of all new jobs in Canada are created by small businesses. Are you ready to join these entrepreneurs? This five-week program provides foundation knowledge and skill development in the key areas of starting and growing a successful small business. Topics include entrepreneurship, marketing, financial management, operations, legal obligations, human resources, and business plans. Most importantly, you will be encouraged and motivated to be a successful entrepreneur. \$90 per course or a total of \$675 for all ten courses - a savings of 25 percent.

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)

ELECTIVE COURSES:

Guerrilla Marketing (SMBU 1119)

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) \$90

1 day We. Sep 29 18:00 - 21:00 DTN ☎ CRN 30477

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) \$90

1 day Mo. Oct 04 18:00 - 21:00 DTN ☎ CRN 30478

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) \$90

1 day We. Oct 06 18:00 - 21:00 DTN ☎ CRN 30479

SMALL BUSINESS MANAGEMENT (SMBU 1103)

Learn about the fundamentals of small business management, including human resources, time and stress management. (3 hours) \$90

1 day We. Oct 13 18:00 - 21:00 DTN ☎ CRN 30480

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) \$90

1 day Mo. Oct 18 18:00 - 21:00 DTN ☎ CRN 30481

HUMAN RESOURCES (SMBU 1106)

Do you know how to build a team? Learn how to keep your team an effective working group. (3 hours) \$90

1 day We. Oct 20 18:00 - 21:00 DTN ☎ CRN 30482

FINANCING YOUR BUSINESS (SMBU 1109)

Become familiar with different sources of financing and banking and how applications are evaluated. (3 hours) \$90

1 day Mo. Oct 25 18:00 - 21:00 DTN ☎ CRN 30483

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) \$90

1 day We. Oct 27 18:00 - 21:00 DTN ☎ CRN 30484

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) \$90

1 day Mo. Nov 01 18:00 - 21:00 DTN ☎ CRN 30485

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 online program – the first of its kind in Canada. 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 more information, please call 604.443.8428 or see page 31.

PREPARING YOUR BUSINESS PLAN (SMBU 1110)

Learn and understand the essentials of creating a business plan. (3 hours) \$90

1 day We. Nov 03 18:00 - 21:00 DTN ☎ CRN 30486

ELECTIVE COURSES currently scheduled:

GUERRILLA MARKETING (SMBU 1119)

Is your small business start-up flush with cash without borrowing or selling off your personal assets? Not likely. Guerrilla marketing for small business is all about "Getting Your Customer's Attention With Little to No Money" - that is the Name of the Game if you are going to survive and then thrive as a new business. Find out how to market your business the guerrilla way. (3 hours) \$90

1 day Tu. Oct 05 18:30 - 21:30 DTN ☎ CRN 30547

"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

REGISTER ONLINE 
vcc.ca

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](mailto:judyho@vcc.ca)
Program Assistant: [Kevin Coutts, 604.443.8677, kcoutts@vcc.ca](mailto:kevincoutts@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.

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

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

REQUIRED COURSES currently scheduled:

RETAIL BUYING (FASH 1402)

Learn to effectively manage the planning and buying of appropriate merchandise for a retail department or boutique. This course emphasizes the coordination of the buyer's varied

responsibilities, buying terminology, mathematical for retail buying, plan projections and stock planning, and domestic and foreign resources. (36 hours) \$303

12 wks Mo. Sep 13 18:30 - 21:30 DTN 📅 CRN 30153

MERCHANDISING FASHION (FASH 1176)

From initial concept to final consumer demand, students will explore the merchandising process. Topics include: trends, top designers, social influence on fashion, the necessity of higher-priced apparel, and the timing of fashion. This course ideal for those looking for a career in the field of fashion merchandising (design, manufacturing, and retail) or for those who want to advance their careers in the fashion industry. (36 hours) \$303

12 wks Tu. Sep 14 18:30 - 21:30 DTN 📅 CRN 30123



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.



FASHION RETAIL MANAGEMENT (FASH 1401)

Focussing directly on the strategic issues facing Canadian fashion retailers, this course covers the challenges faced by retailers, describe alternate ways to classify the retail structure, outline steps involved in strategic retail planning, explain the strategic dimensions of the location decision, and determine store layout and merchandise. (36 hours) \$303

12 wks Th. Sep 16 18:30 - 21:30 DTN 📅 CRN 30119

REQUIRED COURSES to be scheduled in upcoming terms:

FASHION FORECASTING (FASH 1204)

(36 hours)

FASHION MARKETING & PROMOTION (FASH 1405)

(36 hours)

FASHION STYLING (FASH 1408)

(36 hours)

HISTORY OF FASHION (FASH 1301)

(36 hours)

TEXTILES (FASH 2201)

(36 hours)

FASHION ARTS SPECIALTY

Program Coordinator: [Judy Ho, 604.443.8387, judyho@vcc.ca](mailto:judyho@vcc.ca)
Program Assistant: [Kevin Coutts, 604.443.8677, kcoutts@vcc.ca](mailto:kevincoutts@vcc.ca)

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

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

ELECTIVE COURSES:

Adobe Illustrator for Fashion2 (FASH 1256)
Pattern Making (FASH 1153)
Sewing - Beginners (FASH 1154)
Corsetry (FASH 1183)
Millinery (FASH 1162)
Intro Fashion Design (FASH 1178)
Adobe Illustrator for Fashion1 (FASH 1156)
Apparel Graphics (FASH 1186)
Adobe Photoshop for Fashion (FASH 1157)
Boot Camp: Fashion Design Teen (FASH 1179)
Boot Camp:Fashion Styling Teen (FASH 1182)
Couture Draping (FASH 1181)
Dress Form Workshop (FASH 1163)
Fabric Surface Design (FASH 1166)
Fashion Illustration (FASH 1150)
Fashion Production Mgmt (FASH 1184)
Fashion Styling Intensive (FASH 1185)
Fashion Writing (FASH 1409)
Millinery 2 (FASH 1168)
Pattern Making: Knock Off Tech (FASH 1173)

ELECTIVE COURSES currently scheduled:

ADOBE ILLUSTRATOR FOR FASHION2 (FASH 1256)

Focus on building the familiarization of the Adobe Illustrator program and personalizing its setting to the unique needs of the apparel industry. Emphasis on developing a strong illustrative technique through further work with flats, floats and fabric rendering. Typography and graphic integration as beneficial aspects to production and design will also be explored. Industry standards and custom brushes, palette and croquis will also be further developed. Prerequisite required: Adobe Illustrator for Fashion 1 (FASH 1156) or equivalent. A Document of Professional Studies will be issued. (30 hours) \$300

10 wks Sa. Sep 18 10:00 - 13:00 DTN 📅 CRN 30148

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

8 wks Sa. Sep 18 12:30 - 15:30 DTN 📅 CRN 30124

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. Sep 18 09:00 - 12:00 DTN 📍 CRN 30136

CORSETRY (FASH 1183)

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

10 wks Mo. Sep 20 18:30 - 21:30 DTN 📍 CRN 30150

MILLINERY (FASH 1162)

Welcome to the wonderful world of Millinery! A hat frames your most important asset, your face! Learn the secrets of pattern drafting and sewing a funky 1960's style cap. With the traditional materials of buckram and millinery wire, create and cover a boater style hat and manipulate felt sheeting into an eye catching high fashion cocktail hat. Bring to the first class: pencil or pen, ruler (Quilting Ruler preferred), dressmaking pins, tape measure, scissors and push pins. Fabric options for your cap will be discussed on the first night. Please note cost of materials for this course is \$75.00 to be paid to the instructor in the first class. (18 hours) \$245

6 wks Tu. Sep 21 18:30 - 21:30 DTN 📍 CRN 30514

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 We. Sep 22 18:30 - 21:30 DTN 📍 CRN 30458

INTRO FASHION DESIGN (FASH 1178)

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

10 wks We. Sep 22 18:30 - 21:30 DTN 📍 CRN 30128

NEW APPAREL GRAPHICS (FASH 1186)

From creating t-shirt graphics to creating floral patterns for a dress, this course will give you insight on how the fashion industry works from a graphics perspective. Learn about the process of creating graphics for fashion: from creating different colorways, generating graphic specs for garments, developing trims and notions, to dealing with factory graphic samples. You will also learn about different types of embellishments, from screen printing inks, to roller printing fabric, embroideries and other specialty treatments. Prerequisite: A good working knowledge of Adobe Illustrator. (30 hours) \$300

10 wks Th. Sep 23 18:30 - 21:30 DTN 📍 CRN 30545

ELECTIVE COURSES to be scheduled in upcoming terms:

ADOBE PHOTOSHOP FOR FASHION (FASH 1157)

(30 hours)

BOOT CAMP: FASHION DESIGN TEEN (FASH 1179)

(20 hours)

BOOT CAMP:FASHION STYLING TEEN (FASH 1182)

(20 hours)

COUTURE DRAPING (FASH 1181)

(30 hours)

DRESS FORM WORKSHOP (FASH 1163)

(6 hours)

FABRIC SURFACE DESIGN (FASH 1166)

(24 hours)

FASHION ILLUSTRATION (FASH 1150)

(30 hours)

FASHION PRODUCTION MGMT (FASH 1184)

(24 hours)

FASHION STYLING INTENSIVE (FASH 1185)

(20 hours)

FASHION WRITING (FASH 1409)

(24 hours)

MILLINERY 2 (FASH 1168)

(18 hours)

PATTERN MAKING: KNOCK OFF TECH (FASH 1173)

(30 hours)

FASHION ARTS CERTIFICATE

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

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).

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

Application deadlines: February 15 for April start and 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:

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

REQUIRED COURSES currently scheduled:

BLOCK CONSTRUCTION (FASH 1102)

Understand the current figure/fashion shape in order to draft contemporary patterns. Learn these fundamentals by constructing a set of Blocks (Slopers) in standard sizes for industrial pattern making, and a set of Blocks in individual sizes for custom work. (36 hours) \$303

12 wks Th. Sep 09 18:30 - 21:30 DTN [CRN 30121](#)

COLLECTION DESIGN (FASH 2103)

Learn how to design seasonal, theme, and specialist collections, and develop a clothing line. Emphasis on personal design interest and philosophy helps formulate ideas for your individual collections in particular the collection which will be presented at the Graduate Fashion Show. (36 hours) \$303

12 wks Tu. Sep 07 18:30 - 21:30 DTN [CRN 30122](#)

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) \$303

12 wks Tu. Sep 07 18:30 - 21:30 DTN [CRN 30139](#)

COUTURE (FASH 2101)

Develop speed and skill in haute couture methods and the ability to fit and finish to perfection. Couture methods and custom fitting are practised in the construction of the individual designs drafted in Level Three. Prerequisite: Tailoring; Design/Drafting Practical (unless prior permission is granted). (36 hours) \$303

12 wks We. Sep 08 18:30 - 21:30 DTN [CRN 30127](#)

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) \$303

12 wks We. Sep 08 18:30 - 21:30 DTN [CRN 30126](#)

DESIGN DRAFTING - THEORY (FASH 1202)

This course provides the theoretical knowledge necessary for accurate flat pattern making, and an understanding of the inherent design possibilities and limitations. Study the principles and methods of flat pattern drafting, and produce comprehensive reference notebooks illustrating all basic adaptations and constructions in 1/5 scale. (36 hours) \$303

12 wks Th. Sep 09 18:30 - 21:30 DTN [CRN 30129](#)

DESIGN PATTERNS DRAPING (FASH 2102)

Learn the techniques and use of draping for design and pattern making. Develop skills in draping your own designs and copies on the dress form and in translating the 3D pattern to a flat pattern. Using the appropriate method, make flats and/or draped patterns for an individual collection. (36 hours) \$303

6 wks Mo. Sep 13 18:30 - 21:30 DTN [CRN 30125](#)

6 wks Mo. Nov 01 18:30 - 21:30 DTN [CRN 30125](#)

INDUSTRIAL SEWING (FASH 1201)

Study of industrial cutting and sewing methods to acquire the knowledge necessary for work in mass production. Several sample garments are produced using industrial construction methods and working at industrial speed, providing the student with the opportunity to develop skill in the use and care of industrial machines. (36 hours) \$303

12 wks Mo. Sep 13 18:30 - 21:30 DTN [CRN 30138](#)

REQUIRED COURSES to be scheduled in upcoming terms:

ADV COLLECTION MANUFACTURE (FASH 1352)

(36 hours)

ADV FASHION SHOW PREPARATION (FASH 1353)

(18 hours)

COLLECTION PORTFOLIO (FASH 2301)

(36 hours)

COLLECTION TOILES (FASH 2202)

(36 hours)

DESIGN DRAFTING-PRACTICE (FASH 1303)

(36 hours)

FA VISUAL COMMUNICATION (FASH 2309)

(36 hours)

FASHION DESIGN (FASH 1203)

(36 hours)

HISTORY OF FASHION (FASH 1301)

(36 hours)

PRODUCTION PATTERNS GRADING (FASH 2203)

(36 hours)

TAILORING (FASH 1302)

(36 hours)

TEXTILES (FASH 2201)

(36 hours)

PLEASE NOTE

Effective immediately, a non-refundable Student Union fee of \$23.69 per term will apply on all credit courses. This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

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:

Computer Aided Drafting 1 (FASH 2114)
Product Development (FASH 1252)
Block Construction (FASH 1102)
Introduction to Fashion (FASH 1110)
Illustration and Design 1 (FASH 1112)
Sewn Product Techniques (FASH 1114)
Draping Techniques (FASH 2110)
Collection Design 2 (FASH 2113)
Costume History (FASH 1113)
Studio Lab B (FASH 2116)
Fabric and Textile Studies (FASH 1115)
Computer Applications (FASH 1111)
Pattern Drafting Practical 2 (FASH 2115)
Couture Sewing (FASH 2112)
Designer Patterns and Toiles (FASH 2111)
Adv Fashion Show Preparation (FASH 2314)
Collection Design 1 (FASH 1312)
Collection Manufacture/Studio (FASH 2310)
Computer Aided Drafting 2 (FASH 2212)
Fashion Marketing & Promotion (FASH 1405)
Fashion Photoshop Applications (FASH 2214)
Fashion Prof Practices 1 (FASH 1171)
Fashion Prof Practices 2 (FASH 1172)
Illustration and Design 2 (FASH 1210)
Industrial Sewing Techniques (FASH 1212)
Int Visual Communication (FASH 2211)
Pattern Drafting Practical 1 (FASH 1310)

Pattern Drafting Theory (FASH 1211)
 Personal Block Construction (FASH 1214)
 Portfolio Design 1 (FASH 2210)
 Portfolio Design 2 (FASH 2312)
 Production Patterns Grading (FASH 2203)
 Studio Lab A (FASH 1315)
 Studio Lab C (FASH 2213)
 Studio Lab D (FASH 2313)
 Tailoring Techniques (FASH 1311)
 Technical Fashion Drawing 1 (FASH 1213)
 Technical Fashion Drawing 2 (FASH 1314)
 Textile Surface Design & Lab (FASH 1313)

REQUIRED COURSES currently scheduled:

BLOCK CONSTRUCTION (FASH 1102)

Understand the current figure/fashion shape in order to draft contemporary patterns. Learn these fundamentals by constructing a set of Blocks (Slopers) in standard sizes for industrial pattern making, and a set of Blocks in individual sizes for custom work. (36 hours) \$303

12 wks Tu. Sep 07 13:00 - 16:00 DTN [CRN 30120](#)

COMPUTER AIDED DRAFTING 1 (FASH 2114)

Develop an awareness of the various CAD systems used in the apparel industry. Computer based terminology and skills will be developed. Be able to transfer manual pattern drafting and manipulation skills to computer based drafting and manipulation. The digitizing, plotting, and marker making process will be used. Problem solving skills in creating new styles, professional work habits, interpersonal and time management skills will also be developed. (48 hours) \$399

12 wks Tu. Sep 07 09:00 - 13:00 DTN [CRN 30140](#)

INTRODUCTION TO FASHION (FASH 1110)

This course provides a platform for all areas of the apparel industry. Be introduced to the business of fashion, the various careers in the industry, the components of fashion, designers and terminology. Gain a greater appreciation for fashion today based partially on historical references and ethnic and cultural influences. Learn to correctly identify garments as a whole and the design components that make up a garment. Silhouettes, construction techniques, specific elements, trims and details, accessories and textiles will be covered from a wide variety of resources. An essential course for the fashion designer, merchandiser, retailer, and the consumer to understand and relate to other fashion professionals. (36 hours) \$303

12 wks Tu. Sep 07 09:00 - 12:00 DTN [CRN 30131](#)

PRODUCT DEVELOPMENT (FASH 1252)

Study and apply brand building methods to a mass market line. Working in small groups, develop and choose appropriate fabrics, trim, graphics, labelling and accessories to reinforce the brand of a local mass market line. Develop the ability to brand on a "shoe-string" budget without advertising aids. (36 hours) \$303

12 wks Tu. Sep 07 14:00 - 17:00 DTN [CRN 30142](#)

COLLECTION DESIGN 2 (FASH 2113)

Understand industrial realities in the design of specific collections. Determine individual collection design direction. Emphasis on personal design interest and philosophy helps formulate ideas for your individual collections - in particular the collection which will be presented at the Graduate Fashion Show. (36 hours) \$303

12 wks Th. Sep 09 14:00 - 17:00 DTN [CRN 30144](#)

DRAPING TECHNIQUES (FASH 2110)

Learn the techniques and use of draping for design and pattern making. Develop skills in draping your own designs and copies on the dress form and in translating the 3D pattern to a flat pattern. Drape the basic bodice, cowl necklines, draped designs for a skirt, as well as a variety of collars. (24 hours) \$227

6 wks Th. Sep 09 09:00 - 13:00 DTN [CRN 30145](#)

ILLUSTRATION AND DESIGN 1 (FASH 1112)

The fashion designer must be able to draw, not only to illustrate his/her work, but to execute accurately proportioned "working drawings" for production purposes. Study anatomical and garment proportions to develop skills in making technical drawings for use by pattern makers and manufacturers. Drawing from the fashion model, experimenting with a variety of media, and fabric rendering will develop an individual style of fashion drawing. Elements and principles of design. Quality of finishing for final presentation of work is emphasized throughout. (72 hours) \$601

12 wks Th. Sep 09 09:00 - 12:00 AND

12 wks Mo. Sep 13 13:00 - 16:00 DTN [CRN 30130](#)

SEWN PRODUCT TECHNIQUES (FASH 1114)

Become familiar with industrial and couture sewing methods to understand the design/drafting possibilities and limitations in mass production and to identify the sewing techniques to be used for couture garments. Learn to use industrial machines and sergers, and compile a binder of samples using industrial and couture methods. (48 hours) \$399

12 wks Th. Sep 09 13:00 - 17:00 DTN [CRN 30133](#)

COSTUME HISTORY (FASH 1113)

A study of the evolution of Western fashion from the late Middle Ages to the 20th Century, arranged according to cultural and chronological periods. Lectures from the perspective of film and theatre costume development and design are enhanced with visual material to examine changes in styles, fabrics, and colours, while major fashion evolutions are discussed along with the social changes that precede and accompany them. This course promotes research and provides design inspiration, with the student demonstrating personal interest in the completion of an individual design project. (54 hours) \$454

12 wks Fr. Sep 10 09:00 - 12:00 AND

6 wks We. Jan 05 09:00 - 12:00 DTN [CRN 30137](#)

FABRIC AND TEXTILE STUDIES (FASH 1115)

Gain information necessary for selection of suitable fabrics for specific designs and for the production of realistic designs for specific fabrics. Study the development, characteristics, use and care of natural, synthetic and semi-synthetic fabrics; as well as textile law and regulations. (54 hours) \$454

12 wks Fr. Sep 10 13:00 - 16:00 AND

6 wks We. Jan 05 13:00 - 16:00 DTN [CRN 30134](#)

STUDIO LAB B (FASH 2116)

Demonstrate your understanding of design drawing, pattern making and garment construction techniques. Work on individual assignments in the labs with an instructional aide. (36 hours) \$157

12 wks Fr. Sep 10 14:00 - 17:00 DTN [CRN 30146](#)

COMPUTER APPLICATIONS (FASH 1111)

A comprehensive look at a variety of computer programs such as: MS-Word, Excel, Power point, Internet Explorer, Outlook, as well as Internet fundamentals. Topics such as basic networking, email systems, and newsgroups will also be covered. (36 hours) \$303

12 wks Mo. Sep 13 09:00 - 12:00 DTN [CRN 30132](#)

COUTURE SEWING (FASH 2112)

Develop skills in higher level production methods and the ability to fit and finish to perfection. Couture methods and custom fitting are practised in the construction of the individual designs drafted in Level Three. Prerequisite: Tailoring; Design/Drafting Practical (unless prior permission is granted). (48 hours) \$399

12 wks Mo. Sep 13 14:00 - 18:00 DTN [CRN 30141](#)

PATTERN DRAFTING PRACTICAL 2 (FASH 2115)

Demonstrate and execute advanced pattern drafting skills by completing patterns for tailored jackets, and designs using the bra top block. All inner workings such as facings, linings, pocketings, foundation structures are covered. Drafting for knits will also be demonstrated. (48 hours) \$399

12 wks Mo. Sep 13 09:00 - 13:00 DTN [CRN 30143](#)

DESIGNER PATTERNS AND TOILES (FASH 2111)

Produce patterns and toiles in preparation for the manufacture of a Collection. Learn how to make professional toiles as "sample garments" to plan the sewing construction with consideration to garment type and fabric, using fit models to finalize pattern proportion and detail. Develop working drawings and specification sheets to ensure accuracy, speed and efficiency in manufacture. (72 hours) \$601

6 wks Fr. Oct 22 09:00 - 13:00 AND

12 wks Th. Jan 06 09:00 - 13:00 DTN [CRN 30147](#)

PLEASE NOTE

Only courses related to a Certificate or Diploma are accepted by Revenue Canada as tax deductible

REQUIRED COURSES to be scheduled in upcoming terms:

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

COLLECTION DESIGN 1 (FASH 1312)
(36 hours)

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

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

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

FASHION PHOTOSHOP APPLICATIONS (FASH 2214)
(48 hours)

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

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

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

INDUSTRIAL SEWING TECHNIQUES (FASH 1212)
(48 hours)

INT VISUAL COMMUNICATION (FASH 2211)
(36 hours)

PATTERN DRAFTING PRACTICAL 1 (FASH 1310)
(48 hours)

PATTERN DRAFTING THEORY (FASH 1211)
(48 hours)

PERSONAL BLOCK CONSTRUCTION (FASH 1214)
(18 hours)

PORTFOLIO DESIGN 1 (FASH 2210)
(36 hours)

PORTFOLIO DESIGN 2 (FASH 2312)
(36 hours)

PRODUCTION PATTERNS GRADING (FASH 2203)
(36 hours)

STUDIO LAB A (FASH 1315)
(36 hours)

STUDIO LAB C (FASH 2213)
(36 hours)

STUDIO LAB D (FASH 2313)
(36 hours)

TAILORING TECHNIQUES (FASH 1311)
(36 hours)

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

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

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

GEMMOLOGY AND JEWELLERY

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, 604.443.8694
Program Assistant: Carol Agostini, 604.443.8661

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. **Registration Deadline: Sept. 30, 2010** (35 hours) \$2795

5 days Mo.- Fr. Oct 18 09:00 - 17:00 DTN [CRN 30463](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

GIA COLOURED STONE GRADING (GEMM 2112)

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

GEMMOLOGY

Program Coordinator: Donna Hawrelko, 604.443.8694
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 recognize various 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.

INFORMATION SESSION:
WEDNESDAY, SEPT 8, 2010 1800 - 1900.

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

Diploma Year Gemmology (GEMM 2101)
Preliminary Year Gemmology (GEMM 1101)

REQUIRED COURSES currently scheduled:

DIPLOMA YEAR GEMMOLOGY (GEMM 2101)

Offered once a year - Tuesday and Thursday evenings from September to June. Tuesdays are theory classes and Thursdays are hands-on lab classes. (supplies and examination fees extra) **Registration Deadline: Sept. 3, 2010.** \$2884

2 days Tu. Th. Sep 14 18:30 - 21:30 DTN [CRN 30238](#)

PRELIMINARY YEAR GEMMOLOGY (GEMM 1101)

Offered once a year - Wednesday evenings from September to June. (supplies and examination fees extra) **Registration Deadline: Sept 10, 2010.** \$1854

32 wks We. Sep 15 18:30 - 21:30 DTN [CRN 30237](#)

"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

REGISTER ONLINE 
[vcc.ca](#)

ELECTIVE COURSES currently scheduled:

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. **Registration Deadline: Sept 10, 2010.** \$1800

32 wks Th. Sep 16 18:30 - 21:30 DTN ☎ CRN 30241

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. **Registration Deadline: Sept 10, 2010.** \$2995

15 wks Mo. Sep 20 18:30 - 21:30 DTN ☎ CRN 30464

HOW TO BUY DIAMONDS (GEMM 2136)

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

1 day We. Oct 13 18:30 - 21:30 DTN ☎ CRN 30239

ADV GEMMOLOGY - COLOURED GEM (GEMM 2141)

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. Understand the certification and marketing practices of major labs, wholesalers and retailers. All participants will receive handouts. **Registration deadline - 2 days prior to beginning of course.** Basic Gemmological knowledge is an asset. (3 hours) \$149

1 day Sa. Oct 16 14:00 - 17:00 DTN ☎ CRN 30467

1 day Sa. Nov 13 14:00 - 17:00 DTN ☎ CRN 30468

ADVANCED GEMMOLOGY - DIAMONDS (GEMM 2140)

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. **Registration deadline - 2 days prior to beginning of course.** Basic Gemmological knowledge is an asset. (3 hours) \$189

1 day Sa. Oct 16 09:00 - 13:00 DTN ☎ CRN 30465

1 day Sa. Nov 13 09:00 - 13:00 DTN ☎ CRN 30466

CRYSTALS & CRYSTAL HEALING 1 (GEMM 1154)

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

1 day Sa. Oct 16 13:00 - 16:00 DTN ☎ CRN 30242

JADEITE JADE 1 (GEMM 1156)

Jadeite Jade is the most mysterious and fascinating gemstone in the world. The many variations of colours and textures generate many beautiful and valuable varieties. This course introduces you to how the jadeite jade formed and the worldwide deposits. You will be introduced to over 20 popular varieties of this mysterious gem material and its varied rainbow of colours. Jade imitations and simulants which are in today's marketplace will also be disclosed. Many samples will be shown in the hands-on part of the session, and you are invited to bring your own jadeite pieces to study and share with your classmates. **Registration deadline 7 days prior to course starting.** (3 hours) \$129

1 day Sa. Oct 16 09:30 - 12:30 DTN ☎ CRN 30459

1 day Sa. Nov 13 09:30 - 12:30 DTN ☎ CRN 30460

JADEITE JADE 2 (GEMM 1157)

Jadeite jade is one of the most complex and difficult gem materials to evaluate and appraise. Come and learn how to evaluate jadeite jade and the Jadeite Grading System which is newly launched from the world's most significant trade market - China. Samples will be provided and you may also bring your own jadeite piece to evaluate. No pre-requisites. **Registration Deadline - 7 days prior to course starting.** (3 hours) \$129

1 day Sa. Oct 16 14:00 - 17:00 DTN ☎ CRN 30461

1 day Sa. Nov 13 14:00 - 17:00 DTN ☎ CRN 30462

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) **Registration Deadline: Oct 8, 2010.** \$645

8 wks Mo. Oct 18 18:30 - 21:30 DTN ☎ CRN 30253

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. **Registration Deadline: Sept. 30, 2010** (35 hours) \$2795

5 days Mo.- Fr. Oct 18 09:00 - 17:00 DTN CRN 30463

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 HST and all materials. **Registration Deadline: Nov 12, 2010.** (12 hours). \$645

4 wks Sa. Nov 20 13:00 - 16:00 DTN ☎ CRN 30240

ELECTIVE COURSES to be scheduled in upcoming terms:

EVALUATION OF JADEITE JADE 1 (GEMM 1155)
(20 hours)

GIA COLOURED STONE GRADING (GEMM 2112)
(21 hours)

JEWELLERY MAKING

Program Coordinator: Donna Hawrelko, 604.443.8694
Program Assistant: Carol Agostini, 604.443.8661

Have you always admired beautiful jewellery? Do you enjoy sparkling stones and wonderful settings? Let your interest and creativity come alive! Learn the art of jewellery-making.

ELECTIVE COURSES currently scheduled:

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. **Registration Deadline: Sept 11, 2010.** (15 hours) \$429

3 wks Sa. Sep 18 10:00 - 16:00 DTN ☎ CRN 30249

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. **Registration Deadline: Sept 15, 2010.** (24 hours). \$429

8 wks Mo. Sep 20 18:30 - 21:30 DTN ☎ CRN 30247

8 wks We. Sep 22 18:30 - 21:30 DTN ☎ CRN 30250

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. **Registration Deadline: Sept 22, 2010.** (24 hours) \$429

8 wks Tu. Sep 28 18:30 - 21:30 DTN ☎ CRN 30248

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. Oct 02 13:00 - 16:00 DTN ☎ CRN 30251

SKETCHING BASICS FOR JEWELLERS (JEWL 1125)

The sessions are in progressive sequence with one assignment each time to practice a specific technique. You will learn an efficient and effective way to draw to present 3D concepts (of jewellery) in 2D professionally. The ultimate challenge is a finished rendering to demonstrate what you learned. Applicable to jewellers, designers, and sales associates wishing to enhance their skills in presentation drawings. No prerequisites required. **Registration deadline - 7 days prior to beginning of course.** (16 hours) \$499

4 wks Sa. Oct 16 09:30 - 13:30 DTN ☎ CRN 30469

CANADIAN JEWELLER JETS PROGRAM (JEWL 1114)

VCC 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. 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) **Registration Deadline: Oct 8, 2010.** \$645

8 wks Mo. Oct 18 18:30 - 21:30 DTN ☎ CRN 30253

PEARL STRINGING TECHNIQUES 1 (JEWL 1112)

Learn the basic methods of stringing pearls or beads in one fun filled day. Equipment and stringing materials provided. Bring your own pearls or beads to string, or borrow our pearls for the day. **Registration Deadline: Oct 15, 2010.** (6 hours) \$125

1 day Sa. Oct 23 10:00 - 16:00 DTN ☎ CRN 30252

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 HST and all materials. **Registration Deadline: Nov 12, 2010.** (12 hours). \$645

4 wks Sa. Nov 20 13:00 - 16:00 DTN ☎ CRN 30240

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, 604.443.8522, 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).
History Of Furniture (INTD 1102)
Materials and Finishes (INTD 1125)
Design Drawing (INTD 1159)
Design Specifications (INTD 1116)
Basic Drafting Concepts (INTD 1110)
Design for Small Spaces (INTD 1131)
Design today. (INTD 1132)
Graphic Presentation (INTD 1160)
Colour Theory (INTD 1114)
Design Basics (INTD 1158)
Textiles (INTD 1122)
AutoCad for Interior Designers (INTD 1150)
Lighting (INTD 1121)
Residential Design (INTD 1130)

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.

PLEASE NOTE

Only courses related to a Certificate or Diploma are accepted by Revenue Canada as tax deductible

REQUIRED COURSES currently scheduled:

HISTORY OF FURNITURE (INTD 1102)

Knowledge of furniture styles is a crucial factor for the interior designer in today's marketplace. Whether advising clients on the purchase of antiques or furnishing a client's home with contemporary furniture, designers' credibility rests in the extent of their knowledge. Offered only in the Fall term. Text: Interior Design & Decoration (Abercrombie). (36 hours) \$390

12 wks Th. Sep 09 18:00 - 21:00 DTN [CRN 30534](#)

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. (36 hours) \$390

12 wks Sa. Sep 11 09:30 - 12:30 DTN [CRN 30535](#)

MATERIALS AND FINISHES (INTD 1125)

Introduces a variety of interior materials and finishes through field visits including: wood furniture and flooring, carpet, stone and tile, glass, metal and plastics. Includes discussion of environmental issues and their impact on design. Study and research origin, characteristics, installation and maintenance of the materials. (24 hours) \$280

12 wks Sa. Sep 11 09:30 - 11:30 DTN [CRN 30531](#)

BASIC DRAFTING CONCEPTS (INTD 1110)

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

12 wks Mo. Sep 13 18:30 - 21:30 DTN [CRN 30536](#)

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. Sep 13 18:30 - 21:30 DTN [CRN 30537](#)

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 Tu. Sep 14 18:30 - 21:30 DTN [CRN 30539](#)

DESIGN TODAY. (INTD 1132)

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

8 wks Tu. Sep 14 18:30 - 21:30 DTN [CRN 30538](#)

COLOUR THEORY (INTD 1114)

Colour is visual communication that creates a feeling. Students will develop an eye for recognizing undertones in neutrals by actual colour mixing and, using real situations, learn how to predict colour changes from a small chip to an entire room. Students will learn how to specify colour for Interiors and Exteriors and how to create personalized colour schemes that flow for each individual client. (36 hours) \$390

12 wks We. Sep 15 18:30 - 21:30 DTN [CRN 30540](#)

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. Sep 15 18:30 - 21:30 DTN [CRN 30541](#)

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. (36 hours) \$390

12 wks Th. Sep 16 18:30 - 21:30 DTN [CRN 30542](#)

TEXTILES (INTD 1122)

Become familiar with the history, properties, production, maintenance and specialized uses of textiles in designing interiors. Includes the use of appropriate fabrics for soft home furnishings such as window treatments, upholstery and bedding. (24 hours) \$280

6 wks Sa. Sep 18 10:00 - 14:00 DTN [CRN 30543](#)

REQUIRED COURSES to be scheduled in upcoming terms:

AUTOCAD FOR INTERIOR DESIGNERS (INTD 1150)

(36 hours)

LIGHTING (INTD 1121)

(24 hours)

RESIDENTIAL DESIGN (INTD 1130)

(36 hours)

KITCHEN & BATH DESIGN CERTIFICATE

Senior Program Coordinator: Anne Tollstam, 604.443.8668
Program Coordinator: Bernie Lyon, 604.443.8522, blyon@vcc.ca
Program Assistant: Kevin Coutts, 604.443.8677

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

ENTRANCE REQUIREMENTS:

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

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

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

REQUIRED COURSES:

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

REGISTER ONLINE 
vcc.ca

MAKEUP ARTISTRY

Canada's Cosmetic and Beauty industry is a fast-paced and growing business. Makeup 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.

MAKEUP ARTISTRY CERTIFICATE

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Coordinator: Nadia Albano, 604.443.8670

Program Assistant: Margaret McIlwaine, 604.443.8711

Continuing Studies has launched a Makeup Artistry Certificate. 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, bridal, 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 Makeup 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.

ENTRANCE REQUIREMENTS:

An 80% attendance record is required. ABE Intermediate or Grade 10 equivalent*

Recommended characteristics:

- Integrate learning across the Makeup Artistry disciplines
- Ability to administer personal service to a client
- Reflect on their own practice
- Move from concept (idea/vision) to application (applying the idea/vision on model)
- Analyze, critique the practice, theory of Make Up Artistry
- Conduct research - use and adapt information to specific projects
- Communicate work in an oral and written form
- Present work effectively in group settings
- Ability to plan and work independently
- Ability to adapt in any situation

REQUIRED COURSES:

To obtain a Makeup Artistry Certificate, the following four courses must be completed, along with one elective course.

- Makeup Artistry Fundamentals (MKUP 1101)
- Evening and Bridal Makeup (MKUP 1102)
- Fashion & Photography Makeup (MKUP 1103)
- Freelance & Career Development (MKUP 1104)

ELECTIVE COURSES:

A minimum of one elective course is required. Students have the option of completing all three.

Airbrush Makeup (MKUP 1105)

Makeup for Film & TV (MKUP 1107)

Theatrical Makeup (MKUP 1106)

REQUIRED COURSES currently scheduled:

MAKEUP ARTISTRY FUNDAMENTALS (MKUP 1101)

This course prepares graduates with the skills to apply basic day-time makeup. Upon completion, students have an excellent ability to dissect the color wheel, determine undertones and select makeup suitable for every complexion. They will be able to identify the makeup styles of decades past, determine various face shapes and eye shapes and use makeup to reshape and contour the facial features accordingly. Students will be able to recognize the various skin types and select appropriate products for daily cleansing and day time makeup wear. A professional make up kit and brushes are required for this course. Please note: students are responsible for purchasing the make up products used in this course. A shopping list will be provided by the instructor on the first day of class. (30 hours) \$455

10 wks Tu. Sep 14 18:00 - 21:00 DTN ☎ [CRN 30354](#)

EVENING AND BRIDAL MAKEUP (MKUP 1102)

This course prepares graduates to apply advanced makeup application skills. Upon completion, students have an excellent ability to apply various types of bridal and evening makeup as well as makeup for men. Students will gain confidence in their ability to conduct a makeup consultation with clients and draw face charts detailing product and color selection. In addition to evening and bridal makeup skills, students will implement basic hair styling techniques eg. curl, comb out and apply select products. Model required. Prerequisite: MKUP 1101. (30 hours) \$455

10 wks We. Sep 15 18:00 - 21:00 DTN ☎ [CRN 30355](#)

FASHION & PHOTOGRAPHY MAKEUP (MKUP 1103)

This course prepares graduates for advanced makeup application techniques in order to conceptualize and design the makeup for runway fashion shows, photo shoots or special events. Upon completion, students are able to determine the type of makeup to use for hi-definition and traditional film format. They can re-create looks from the various decades, apply drag makeup and design creative makeup styles that are unusual, over the top and print worthy. Instructor will provide an airbrush demonstration to introduce students to airbrushing techniques. Model required. Prerequisite: MKUP 1101 and MKUP 1102 (30 hours) \$455

10 wks Th. Sep 16 18:00 - 21:00 DTN ☎ [CRN 30356](#)

FREELANCE & CAREER DEVELOPMENT (MKUP 1104)

This course prepares graduates for entry level employment as sales associates, beauty advisors, cosmetics counter managers or as freelance makeup artists. Graduates of the program have excellent customer service and communication skills, and understand the cycle and psychology of successful selling. In the program, students prepare a professional level resume and portfolio to showcase their make-up artistry and sales talents. (8 hours) \$200

1 day Sa. Nov 27 09:00 - 17:00 DTN ☎ [CRN 30439](#)

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.

ELECTIVE COURSES currently scheduled:

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. Upon completion, students will be able to implement a wide range of looks and techniques such as a classic day look, evening, bridal and high fashion. Ideal for those already in the make-up industry. A compressor and airbrush are required for this course. Please contact Program Coordinator for more details. Prerequisite: MKUP 1101, MKUP 1102, MKUP 1103. (30 hours) \$455

10 wks Mo. Sep 20 18:00 - 21:00 DTN ☎ [CRN 30357](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

MAKEUP FOR FILM & TV (MKUP 1107)

THEATRICAL MAKEUP (MKUP 1106)

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

Department website: www.vcc.ca/cs/cnsk

The Addiction Counselling Skills Certificate (formerly, Substance Abuse Certificate Program) is tailored for individuals who wish to work in the field of addiction or co-occurring disorders or for those currently employed. For over 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. Ministry of Education surveys place our employment success rate at over 85%. 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. This program meets the educational requirements of the CACCF and courses in this program meet some educational pre-requisites for graduate studies in Dept. of Education/Counselling Psychology(UBC). Certificate completion is possible 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
- Maturity, emotional stability and suitability to work in the field
- Recommended: Basic Computer skills/literacy
- Basic library research skills
- Participation in an intake meeting
- Basic Counselling Skills (CNSK 1401)

REQUIRED COURSES:

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

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. Sep 21 18:15 - 21:30 DTN ☎ [CRN 30444](#)
 11 wks We. Sep 22 18:15 - 21:30 DTN ☎ [CRN 30443](#)
 11 wks Th. Sep 23 18:15 - 21:30 DTN ☎ [CRN 30446](#)
 11 wks Fr. Sep 24 09:15 - 12:30 BWY ☎ [CRN 30445](#)

REQUIRED COURSES currently scheduled:

PRACTICUM: EMPLOYMENT (CNSK 1489)

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 (CNSK 1488)

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

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

12 wks Mo. Sep 20 18:15 - 21:30 AND
 1 day Sa. Nov 06 09:30 - 16:30 DTN [CRN 30505](#)
 12 wks Tu. Sep 21 18:15 - 21:30 AND
 1 day Sa. Nov 27 09:30 - 16:30 DTN [CRN 30506](#)
 12 wks We. Sep 22 18:15 - 21:30 AND
 1 day Sa. Nov 27 09:30 - 16:30 DTN [CRN 30507](#)

28 HEALTH SCIENCES AND HUMAN SERVICES

COUNSELLING

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 client-counsellor 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 Mo. Sep 20 18:15 - 21:30 DTN [CRN 30510](#)
12 wks Th. Sep 23 18:15 - 21:30 DTN [CRN 30511](#)

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 Tu. Sep 21 18:15 - 21:30 AND
1 day Sa. Oct 30 09:15 - 16:30 DTN [CRN 30515](#)
7 wks Th. Oct 28 18:15 - 21:30 AND
1 day Sa. Dec 04 09:15 - 16:30 DTN [CRN 30516](#)

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

12 wks Tu. Sep 21  [CRN 30509](#)

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

12 wks We. Sep 22 18:15 - 21:30 AND
1 day Sa. Oct 23 09:30 - 16:30 DTN [CRN 30508](#)



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.



ADDICTION AND HUMAN BEHAVIOUR (CNSK 1415)

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. \$267

5 wks Th. Sep 23 18:15 - 21:30 AND
1 day Sa. Oct 16 09:30 - 16:15 DTN [CRN 30523](#)

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 Th. Sep 23 18:15 - 21:30 AND
1 day Sa. Oct 16 09:30 - 16:15 DTN [CRN 30513](#)
5 wks Tu. Nov 16 18:15 - 21:30 AND
1 day Sa. Dec 11 09:30 - 16:15 DTN [CRN 30512](#)

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). \$551

11 wks Mo. Sep 27 18:15 - 21:30 AND
1 day Sa. Nov 06 09:15 - 12:30 DTN [CRN 30519](#)

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. \$351

7 wks Tu. Oct 26 18:15 - 21:30 AND
1 day Sa. Dec 04 09:15 - 16:30 DTN [CRN 30520](#)
6 wks Th. Nov 04 18:15 - 21:30 AND
1 day Sa. Nov 13 09:15 - 12:30 AND
1 day Sa. Dec 04 09:15 - 16:30 DTN [CRN 30521](#)

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

Interested in working as a settlement worker, family support worker, youth outreach worker or in a variety of other positions within the human services field, then this Certificate Program is for you. The Community Counselling Skills Certificate (formerly Counselling Skills) 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 85%.

Students can meet certificate requirements in less than one year to a maximum 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. Course 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
- Maturity, emotional stability and suitability to work in the field
- Recommended: Basic Computer skills/literacy
- Basic library research skills
- Participation in an intake meeting
- Basic Counselling Skills (CNSK 1401)

REQUIRED COURSES:

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

ELECTIVE COURSES:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401)

See course description on page 28. (36 hours) \$435

11 wks Tu. Sep 21 18:15 - 21:30 DTN ☎ [CRN 30444](#)
11 wks We. Sep 22 18:15 - 21:30 DTN ☎ [CRN 30443](#)
11 wks Th. Sep 23 18:15 - 21:30 DTN ☎ [CRN 30446](#)
11 wks Fr. Sep 24 09:15 - 12:30 BWY ☎ [CRN 30445](#)

REQUIRED COURSES currently scheduled:

PRACTICUM: EMPLOYMENT (CNSK 1489)

See course description on page 27. \$455

PRACTICUM: VOLUNTEER (CNSK 1488)

See course description on page 27. \$455

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 Mo. Sep 20 18:15 - 21:30 DTN [CRN 30517](#)
12 wks We. Sep 22 18:15 - 21:30 DTN [CRN 30518](#)

FOUNDATIONS OF COUNSELLING (CNSK 1402)

See course description on page 27. \$551

12 wks Mo. Sep 20 18:15 - 21:30 AND
1 day Sa. Nov 06 09:30 - 16:30 DTN [CRN 30505](#)
12 wks Tu. Sep 21 18:15 - 21:30 AND
1 day Sa. Nov 27 09:30 - 16:30 DTN [CRN 30506](#)
12 wks We. Sep 22 18:15 - 21:30 AND
1 day Sa. Nov 27 09:30 - 16:30 DTN [CRN 30507](#)

VCC OFFERINGS TO WATCH

VOICES FROM THE COMMUNITY.

VCC's Voices from the Community courses present the brightest local experts on various social issues related to counselling and human services.

This fall, two courses, open to the public, educate the community on how to strengthen personal relationships and tackle substance misuse and disordered eating.

Couplehood: A New Way to Love looks at how to strengthen your relationship by teaching important skills that will increase your connection and intimacy. The second course, Substance Abuse and Disordered Eating, looks at ways to help young people dealing with this deadly duo.

Register early by calling 604.443.8484.

FAMILY SYSTEMS-AN OVERVIEW (CNSK 1409)

See course description on page 28. \$351

7 wks Tu. Sep 21 18:15 - 21:30 AND
1 day Sa. Oct 30 09:15 - 16:30 DTN [CRN 30515](#)
7 wks Th. Oct 28 18:15 - 21:30 AND
1 day Sa. Dec 04 09:15 - 16:30 DTN [CRN 30516](#)

LIFESPAN DEVELOPMENT (CNSK 1404)

See course description on page 28. \$551

12 wks Tu. Sep 21 09:00 - 12:45 ☎ [CRN 30509](#)

THEORIES OF COUNSELLING (CNSK 1403)

See course description on page 28. \$551

12 wks We. Sep 22 AND
1 day Sa. Oct 23 09:30 - 16:30 DTN [CRN 30508](#)

DIVERSITY, CULTURAL & COUNS (CNSK 1407)

See course description on page 28. \$267

5 wks Th. Sep 23 18:15 - 21:30 AND
1 day Sa. Oct 16 09:30 - 16:15 DTN [CRN 30513](#)
5 wks Tu. Nov 16 18:15 - 21:30 AND
1 day Sa. Dec 11 09:30 - 16:15 DTN [CRN 30512](#)

30 HEALTH SCIENCES AND HUMAN SERVICES

COUNSELLING / EARLY CHILDHOOD CARE AND EDUCATION

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 Th. Sep 23 18:15 - 21:30 AND
1 day Sa. Dec 04 09:15 - 12:30 DTN [CRN 30544](#)

PERSONAL & PROFESSIONAL DEV (CNSK 1412)

See course description on page 29. \$351

7 wks Tu. Oct 26 18:15 - 21:30 AND
1 day Sa. Dec 04 09:15 - 16:30 DTN [CRN 30520](#)
6 wks Th. Nov 04 18:15 - 21:30 AND
1 day Sa. Nov 13 09:15 - 12:30 AND
1 day Sa. Dec 04 09:15 - 16:30 DTN [CRN 30521](#)

ELECTIVE COURSES currently scheduled:

VOCATIONAL COUNSELLING SKILLS (CNSK 1414)

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

5 wks Tu. Sep 21 18:15 - 21:30 AND
1 day Sa. Oct 02 09:30 - 16:15 DTN [CRN 30522](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

ABORIGINAL COUNSELLING SKILLS (CNSK 1413)

22 hours

CNS SKILLS A YOUTH PERSPECTIVE (CNSK 1416)

22 hours

GROUP COUNSELLING SKILLS (CNSK 1408)

45 hours

VOICES FROM THE COMMUNITY

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


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

Join us for community based events or courses related to the field of counselling and human services. Open to the general public, these offerings are fun and lively and are delivered by knowledgeable clinical practitioners/educators from around the Lower Mainland. Register early by calling 604.443.8484

ELECTIVE COURSES currently scheduled:

VOICES FROM THE COMMUNITY 2 (CNSK 1155)

Couplehood: A New Way to Love. Increase passion and connection in your intimate relationship! Based on the work of Harville Hendrix (Getting the Love You Want) and facilitated by John Boland, Certified Imago Therapist, this informative and skill based 6 week program is designed to increase enjoyment and commitment in your relationship. Strengthen your relationship by learning what a healthy intimate relationship is. Learn important skills that will improve relationships with your partner & your family. Increase creativity, spontaneity and healing as a path to more connection and intimacy. For more information about IMAGO Relationships Counselling visit: <http://gettingtheloveyouwant.com>. Couples are encouraged to attend all sessions together. Both parties must attend. Same sex couples are welcome. Held at VCC - Downtown Room 828 - Corner of Dunsmuir and Hamilton. Price \$140 per person (\$280 per couple) includes individual manual and DVD. Both individuals must register. \$140

6 wks Th. Sep 16 19:00 - 21:00 DTN  [CRN 30564](#)

VOICES FROM THE COMMUNITY (CNSK 1152)

Peak House Speaks and VCC team up to present: Substance Misuse and Disordered Eating: What to do about it? Substance misuse and disordered eating team up to takeover the lives of young women. What does one do about it? Christine Dennstedt, PhD, will offer ideas about how to work with young persons struggling with both substance misuse and disordered eating practices. Who should attend: support workers, addiction workers, counsellors To pre-register contact 604-253-2187 or peakhouse@telus.net. Tickets will also be sold at the door if available. \$40

1 day Th. Oct 07 18:30 - 21:30 DTN [CRN 30550](#)

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

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

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

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

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

Applications are accepted each year until May 31 for our September yearly intake. Phone 604-443-8428 for a brochure and application. Application fee: \$30.00

ENTRANCE REQUIREMENTS:

- High School graduation
- Proof of Grade 12 English proficiency
- 19 years of age or older.
- A Canadian citizen or permanent resident of Canada.
- Physically healthy, with stamina and emotional maturity to meet the demands of working with young children
- Completed application form and a successful interview
- Minimum of 40 hours volunteer/work experience in daycare or pre-school.

REGISTER ONLINE 
vcc.ca

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

ASHLEY TORRES, ECE STUDENT

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484
FAX 604.443.8393
vcc.ca

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, 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 Th. Sep 23 18:45 - 21:45 AND
1 day Sa. Nov 06 09:00 - 16:00 DTN ☎ [CRN 30316](#)

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
- Proof of Grade 12 English proficiency

LEADERSHIP, ADMINISTRATION AND MANAGEMENT IN CHILD CARE

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

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

Please Note: Applications start on September 1 and close October 19

To apply: Please call Monica Hegberg at Vancouver Community College for an application form. Phone 604.443.8428

REQUIRED COURSES:

Leadership Admin & Management (ECCE 2112)

REQUIRED COURSES currently scheduled:

LEADERSHIP ADMIN & MANAGEMENT (ECCE 2112)

Build your knowledge and skills and broaden your professional horizons! This is designed for experienced child care staff who want to become more effective as leaders and administrators. This course meets on Friday afternoon, and all day Saturday, once a month from Nov through April 2011 (60 hours). \$344

6 Fr. starting Nov 05 13:00 - 17:00 AND
6 Sa. starting Nov 06 09:30 - 16:30 DTN [CRN 30285](#)

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.

FAMILY LITERACY CERTIFICATE

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

Partnering with Literacy B.C., the Centre for Family Literacy, 2010 Legacies Now, and Conestoga College, VCC is proud to host a new online Program. Designed for those who currently work or plan to work in family literacy, this certificate program builds knowledge and skills in a wide range of areas that are key to high quality programs and services. Unique across Canada, this credential offers an excellent curriculum facilitated by leaders in the family literacy field. Grade 12 English or equivalency is required for program entry. Note: Offered online only. Fundamentals of Family Literacy is a prerequisite for all other courses.

REQUIRED COURSES:

Fundamentals of Family Lit (FAML 1109)
Literacy - Adults & Families (FAML 1110)
Child Dev & Emergent Literacy (FAML 1104)
Family Lit in the Community (FAML 1105)
Family Literacy Across Context (FAML 1106)
Leadership in Family Literacy (FAML 1107)

REQUIRED COURSES currently scheduled:

FUNDAMENTALS OF FAMILY LIT (FAML 1109)

Broaden and deepen your knowledge of the goals and context for family literacy and explore family literacy from the perspective of a new conceptual framework. This online course will engage you in critical reflection and introduce you to transformative practices that are inclusive and liberatory. (30 hours) \$245

Sep 13  [CRN 30558](#)

LITERACY - ADULTS & FAMILIES (FAML 1110)

Explore more fully a participatory approach to working with adult learners in the context of family literacy programs and challenge some assumptions about family literacy. This online course will also examine demographic, social, economic and political factors that impact families. (30 hours) \$245

Nov 01  [CRN 30559](#)

REQUIRED COURSES to be scheduled in upcoming terms:

CHILD DEV & EMERGENT LITERACY (FAML 1104)

FAMILY LIT IN THE COMMUNITY (FAML 1105)

FAMILY LITERACY ACROSS CONTEXT (FAML 1106)

LEADERSHIP IN FAMILY LITERACY (FAML 1107)

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.

ELECTIVE COURSES currently scheduled:

STANDARD FIRST AID/CPR-C (HLTH 1276)

This course includes all of the content in CPR-C as well as bleeding skills, primary and secondary assessment, sprains, broken bones, head injuries, wounds, risk factors, burns and poisons. This course very relevant to home support workers, residential aides, daycare workers. (16 hours) \$150

2 wks Sa. Nov 06 09:00 - 18:00 BWY CRN 30563

ELECTIVE COURSES to be scheduled in upcoming terms:

BASIC RESCUER LEVEL C (HLTH 1369)

(6 hours)

DENTAL

Please contact Program Assistant: 604.443.8635 for current offerings and registration.

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.

ELECTIVE COURSES currently scheduled:

FOODSAFE LEVEL 2 (HLTH 1102)

(12 hours) \$137.50

2 wks Sa. Sep 18 09:00 - 16:00 DTN CRN 30565

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.

ELECTIVE COURSES currently scheduled:

PEDIATRIC COURSE FOR RCAS (HLTH 1379)

If you are a RCA/HSW with 2 years work experience, strong communication skills, and a commitment to children and families, you need this course! This 90 hr theory based course provides you with the knowledge, skills and abilities to work with children in their home setting and the community. Supported by the Ministry of Children and Family Development and partnered with VCC this pilot offering is launching September 2010 with 16 spaces available. For further information please contact 604-443-8635 to ensure your seat. \$250

15 wks Fr. Sep 10 09:00 - 16:00 BWY CRN 30470



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.



FOOT CARE 1 (HLTH 1241)

This course reviews the anatomy of the foot and introduces the basics of foot care in the older adult. Participants must be a RN, RPN, or LPN currently registered in B.C. (21 hours). \$422.15

3 days Mo. Tu. We. Sep 13 09:00 - 16:00 DTN CRN 30417
3 days Mo. Tu. We. Nov 22 09:00 - 16:00 DTN CRN 30419

FOOT CARE 2 (HLTH 1196)

Successful completion of HLTH 1241 needed to take this course. Advanced foot care techniques for older adults as well as the use of the Dremel Drill. Discussion on starting your own foot care business. Max. class size 12. (16 hours). \$299.95

2 days Th. Fr. Sep 16 09:00 - 18:00 DTN CRN 30420
2 days Th. Fr. Nov 25 09:00 - 18:00 DTN CRN 30418

MEDICATION ADMIN ASST LIV WORK (HLTH 1327)

RCA/HSW seeking employment in Assisted Living Facilities will want this course! You will understand how medication administration is incorporated into the philosophy of that care setting. Evaluation is through a skill check of medication administration. Class size is limited to 12. (14 hours). \$252.50

2 days Th. Fr. Sep 30 09:00 - 17:00 OFS CRN 30351
2 days We. Th. Nov 24 09:00 - 17:00 DTN CRN 30457
2 days Th. Fr. Nov 25 09:00 - 17:00 BWY CRN 30352

HEIGHTENED EXPECTATIONS: RES (HLTH 1361)

For RNs and LPNs in residential care. Expand your knowledge of assessment in this three-day course. Theory and lab practice are combined to offer you an opportunity to practice skills associated with heart and lung sounds. You will learn to identify the potential risks and intervene BEFORE the crisis in common client diagnosis. (CHF, Diabetes, Hypertension, Renal Failure, Stroke) Please Bring a stethoscope. (24 hours). \$339.80

2 days Fr. Sa. Oct 22 09:00 - 18:00 AND
1 day Mo. Oct 25 09:00 - 18:00 BWY CRN 30474

HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1362)

For RNs and LPNs in acute care. Expand your knowledge of assessment in this three-day course. Theory and lab practice are combined to offer you an opportunity to practice skills associated with heart and lung sounds. You will learn to identify the potential risks and intervene BEFORE the crisis in common client diagnosis. (CHF, Diabetes, Hypertension, Renal Failure, Stroke) Please Bring a stethoscope. (24 hours) \$339.80

2 days Fr. Sa. Nov 19 09:00 - 18:00 AND
1 day Mo. Nov 22 09:00 - 18:00 BWY CRN 30475

ELECTIVE COURSES to be scheduled in upcoming terms:

ADVANCED CARDIAC MONITORING (HLTH 1174)

BASIC ECG MONITORING (HLTH 1173)

IV THERAPY THEORY (HLTH 1185)

Maximum: 12 nurses. (8 hours)

MEDICAL EMERGENCIES (HLTH 1231)

(7 hours)

MEDICATION COURSE FOR HCWS (HLTH 1366)

(14 hours)

THE POLITICS OF FOOD (HLTH 1376)

(16 hours)

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. Many courses are available by distance for students living outside of GVRD. We encourage you to select from these offerings or to contact us for courses we may offer to best meet your professional competency requirements.

ELECTIVE COURSES:

Most of the courses are available by distance education format.
Transcribing Orders (HLTH 1138)
Pharmacology Review (HLTH 1295)
Immunization Skills Lab (HLTH 1377)
Take the Lead (HLTH 1368)
CPNRE Prep for LPNs (HLTH 1360)
Distance IV Therapy for LPN (HLTH 1315)
I.M. Injections (HLTH 1122)
IV Therapy Theory (HLTH 1185)
LPN Pharma/Parenteral Lab (HLTH 1130)
LPN Pharmacy Theory (HLTH 1128)

ELECTIVE COURSES currently scheduled:

PHARMACOLOGY REVIEW (HLTH 1295)

Are you a LPN or RN returning to nursing and requiring a pharmacology review? Provides opportunity to practice math calculations and other skills associated with administering medications. Takes 20-40 hrs to complete. Price includes a 7 hr face to face lab practice day. \$257.55

Sep 01 OFS [CRN 30411](#)

TRANSCRIBING ORDERS (HLTH 1138)

A self paced distance module intended to introduce the LPN to competently and safely receive and transcribe physicians verbal and telephone orders. (6 hours) \$174.70

Sep 01 OFS [CRN 30410](#)

IMMUNIZATION SKILLS LAB (HLTH 1377)

This lab is for LPNs who have completed the CLPNBC online immunization theory course and now require hands on practice and skill testing certificate. (3 hours) \$65.65

1 day Sa. Sep 25 13:00 - 16:00 BWY [CRN 30348](#)

1 day Sa. Oct 30 13:00 - 16:00 BWY [CRN 30349](#)

1 day Sa. Nov 27 13:00 - 16:00 BWY [CRN 30350](#)

TAKE THE LEAD (HLTH 1368)

This three day course has been designed to assist the LPN in identifying their leadership capabilities both at the bedside and at the leadership table. By focusing on assessment and clinical decision making models, the LPN will feel more confident when using effective communication tools such as SBAR. This course will expose participants in identifying priorities of care and appropriate interventions. To assist in

clinical decision making at the bedside, an overview of the anatomy, physiology, and pathophysiology of the five body systems will be highlighted. \$339.80

2 days Fr. Sa. Nov 19 09:00 - 18:00 AND

1 day Sa. Nov 27 09:00 - 18:00 DTN [CRN 30527](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

CPNRE PREP FOR LPNS (HLTH 1360)

(20 hours)

I.M. INJECTIONS (HLTH 1122)

IV THERAPY THEORY (HLTH 1185)

Maximum: 12 nurses. (8 hours)

LPN PHARMA/PARENTERAL LAB (HLTH 1130)

(8 hours).

LPN PHARMACY THEORY (HLTH 1128)

(70 hours)

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.

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:

Maternal/Newborn Care (HLTH 1358)

Role Transitions LPN to BScN (HLTH 1357)

Paediatric Care (HLTH 1359)

Heightened Expectations: Res (HLTH 1361)

Heightened Expectations: Acute (HLTH 1362)

REQUIRED COURSES currently scheduled:

MATERNAL/NEWBORN CARE (HLTH 1358)

This course provides additional theoretical and practical experience in Maternal/Child nursing for Licensed Practical Nurses. Learners will build on existing knowledge of the at low/high risk childbearing family across antepartum, intrapartum, postpartum and newborn periods. **If you are taking this course as part of LPN to BScN Transition Program, please note you must complete all University Transfer courses prior to registration.** (60 hrs) \$1009.95

8 wks Fr. Sep 10 09:00 - 14:00 BWY AND

7 wks Sa. Oct 30 09:00 - 14:00 OFS [CRN 30471](#)

ROLE TRANSITIONS LPN TO BSCN (HLTH 1357)

This course assists the Licensed Practical Nurse in making the transition to the role of the Registered Nurse. By focusing on the similarities and differences of the two professional groups, the learner will expand on existing theoretical and practical knowledge including scope and standards of practice. (30 hours) \$454.50

1 day Sa. Sep 18 09:00 - 16:00 AND

6 wks We. Sep 22 16:30 - 19:30 AND

1 day Sa. Oct 30 09:00 - 16:00 BWY [CRN 30528](#)

PAEDIATRIC CARE (HLTH 1359)

This course provides additional theoretical and practical experience in paediatrics for Licensed Practical Nurses. Learners will build on existing knowledge of caring for the infant to adolescence population by focusing on synthesis of knowledge, skills and attitudes that enable nurses to provide competent care to vulnerable children and their families. **If you are taking this course as part of LPN to BScN Transition Program, please note you must complete all University Transfer courses prior to registration.** (60 hrs) \$1009.95

2 days Mo. Sa. Sep 25 09:00 - 16:00 BWY AND

2 days Mo. Sa. Oct 02 09:00 - 16:00 BWY AND

1 day We. Oct 13 09:00 - 16:00 BWY AND

5 wks Tu. Oct 19 09:00 - 16:00 OFS [CRN 30472](#)

HEIGHTENED EXPECTATIONS: RES (HLTH 1361)

For RNs and LPNs in residential care. Expand your knowledge of assessment in this three-day course. Theory and lab practice are combined to offer you an opportunity to practice skills associated with heart and lung sounds. You will learn to identify the potential risks and intervene BEFORE the crisis in common client diagnosis. (CHF, Diabetes, Hypertension, Renal Failure, Stroke) Please Bring a stethoscope. (24 hours). \$339.80

2 days Fr. Sa. Oct 22 09:00 - 18:00 BWY AND

1 day Mo. Oct 25 09:00 - 18:00 BWY [CRN 30474](#)

HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1362)

For RNs and LPNs in acute care. Expand your knowledge of assessment in this three-day course. Theory and lab practice are combined to offer you an opportunity to practice skills associated with heart and lung sounds. You will learn to identify the potential risks and intervene BEFORE the crisis in common client diagnosis. (CHF, Diabetes, Hypertension, Renal Failure, Stroke) Please Bring a stethoscope. (24 hours) \$339.80

2 days Fr. Sa. Nov 19 09:00 - 18:00 AND

1 day Mo. Nov 22 09:00 - 18:00 BWY [CRN 30475](#)

PERIANESTHESIA NURSING

CERTIFICATE

Program Assistant: 604.443.8672

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

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

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

PREREQUISITES:

- Currently licensed as an R.N.
- Two years of medical/surgical nursing experience in the past four years. Please contact Program Coordinator for further information.
- Current Level C CPR.
- Recommendation letter from an immediate supervisor.
- Proficiency with ECG interpretation (an ECG course can be taken concurrently).
- All registrants will be required to successfully complete and ECG self-assessment exam.
- Required Textbook: The Post-Anesthesia Care Unit: A critical care approach to post-anesthesia nursing. Drain 4th Ed. (2002)

REQUIRED COURSES:

PeriAnesthesia Nursing (HLTH 1341)

REQUIRED COURSES currently scheduled:

PERIANESTHESIA NURSING (HLTH 1341)

A clinically relevant program suitable for Registered Nurses working in clinical areas where anesthesia, analgesia or procedural sedation is administered to clients to enhance the understanding of the medications administered and the impact on the client. Course may qualify for university transfer credits. Content includes regional and general anesthesia; Theory of drugs used in anesthesia and recovery; pain management; ventilator management; assessment of the patient in the immediate post-operative period; hemodynamic monitoring relevant to PACU and procedural sedation; and complications of anesthesia. (135 hours) Evaluation is through exams, journaling and peer review. Clinical Practicum of 144 hours follows the theory portion. Registration is on-going throughout the year, and successful candidates have 12 months to complete the program. \$1070.55

Sep 07 OFS [CRN 30442](#)

STERILE SUPPLY

CERTIFICATE PROGRAM

For program information, please contact Program Assistant at 604.443.8672.

This 11.5 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.

Please note: There is currently a 12 - 18 month waitlist for this program.

ENTRANCE REQUIREMENTS:

- Minimum Grade 12 or higher education or ICES - Basic Evaluation for educational documents from outside of Canada and USA. For an evaluation application and current fee information, email ICES or call 604.432.8800.
- ABE (Adult Basic Education) or ELA (English Language Assessment) completed at our Broadway campus completed in the 1 year prior to application date
- Medical Terminology 1 (OACP 1108) taken with five years of application date
- 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.

ENTRANCE REQUIREMENT COURSES currently scheduled:

MEDICAL TERMINOLOGY 1 (OACP 1108)

For those wishing to work in the technology/laboratory or related health field, learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and introduction to surgical terms and practical applications. Word parts (stems, prefixes, suffixes and abbreviations) are covered as well as pronunciation and spelling. First half of a two-part course. Purchase Language of Medicine textbook at downtown campus bookstore prior to first class. (30 hours) \$205

10 wks Tu. Sep 21 18:00 - 21:00 DTN [CRN 30013](#)
10 wks Tu. Sep 21 18:00 - 21:00 DTN [CRN 30014](#)
10 wks Tu. Sep 21 18:00 - 21:00 DTN [CRN 30015](#)

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) \$330

4 wks Sa. Sep 25 09:00 - 16:00 DTN [CRN 30363](#)
4 wks Sa. Oct 30 09:00 - 16:00 DTN [CRN 30364](#)
4 wks Sa. Nov 27 09:00 - 16:00 DTN [CRN 30365](#)

REQUIRED COURSES currently scheduled:

STERILE SUPPLY TECH CERT PROG (STER 1112)

The Sterile Supply Technician program consists of three components: theory, clinical skills, and application of theory in the Sterile Supply Department. Students learn theory and principles in the classroom and lab; and they have scheduled work experiences in the department where they acquire the skills necessary to work in the area and learn to apply principles to their activities. Students in the 11 week hospital-based program spend a total of 98 hours in classroom and laboratory (weekdays 09:00-16:30 hours) and approximately 293 hours in clinical (weekdays, days and/or afternoons). During the first five days, students attend classes and lab from 09:00-16:30 hours. During the second week and thereafter, students are generally in clinical four days a week and in class one day a week. Clinical schedules are determined at the beginning of the program and require students to attend on day and afternoon shifts. Approximately twenty hours a week of independent study and reading are necessary through the program. Because of the heavy demands of the program and the shift work, students are advised not to work during the course of study. Any concerns regarding this should be discussed with the Program Coordinator prior to registering. \$4030

5 days Mo. - Fr. Sep 13 08:30 - 16:30 OFS [CRN 30529](#)

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

KARNPREET SANGHA, STERILE SUPPLY TECHNICIAN STUDENT

REGISTER ONLINE

[www.vcc.ca](#)

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.

What skills do I need for success in interpreting?

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

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 WORKSHOP - PERSIAN (INTR 1209)

Overview of common grammatical structures most problematic in English - Persian translations based on a contrastive analysis of the two languages. Students examine translations in practical exercises with constructive feedback both in the source and target language to produce a successful and polished translation. (9 hours) \$147

3 wks Sa. Sep 11 09:30 - 12:30 DTN [CRN 30476](#)

ARTICULATION & PRONUNCIATION (INTR 1200)

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

2 wks Sa. Nov 06 09:30 - 12:30 DTN [CRN 30451](#)

ADV PROFESSIONAL ORIENTATION (INTR 1102)

This course will discuss career management and business practice and decision making issues regarding a free-lance career: self-employment, finding work opportunities and how to access them, record-keeping, contracts and other protocols. Pass Mark: Satisfactory (12 hours) \$125

4 wks Sa. Mar 05 09:30 - 12:30 DTN [CRN 10140](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

DEVELOP BILINGUAL TERMINOLOGY (INTR 1208)

F(15 hours)

EN/SP GRAMMAR REFRESHER (INTR 1203)

(9 hours)

FNDMTL OF BILINGUAL COMPETENCE (INTR 1210)

(3 hours)

INTERCULTURAL AWARENESS (INTR 1196)

(3 hours)

SUBTITLING SCRIPTS (INTR 1195)

(3 hours)

TRANSLATION & INTERNET (INTR 1197)

(3 hours)

TRANSLATION LEVEL 1 (INTR 1206)

(3 hours)

TRANSLATION LEVEL 2 (INTR 1207)

(3 hours)

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: \$3,340.00, (\$5,010.00 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:

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

36 HEALTH SCIENCES AND HUMAN SERVICES

INTERPRETING

REQUIRED COURSES currently scheduled:

PRE-INTERPRETING SKILLS (INTR 1152)

Builds on unilingual mastery of interpreting skills: listening and comprehension, memory, note-taking, vocabulary development, recognition and maintenance of language registers, public speaking skills. Strategies used and learned in English can be applied to the interpreter's chosen language of specialization. Students learn to focus on effective text analysis in English, to apply lexical transference techniques to texts in the other language and to bilingual situations, and analyze the effectiveness of the interpretation. Pass Mark: 70% (30 hours) \$320

5 wks Tu. & Th. Oct 05 18:30 - 21:30 DTN [CRN 30421](#)

INTERPRET MEDICAL TERMINOLOGY (INTR 1175)

Intro to the field of medical terminology insofar as it relates to their work in court and health care. Students are then expected to find the equivalent terminology in their other language, with the assistance of bilingual instructors in their bilingual Interpreting classes. Pass Mark: 70% (24 hours) \$246

7 wks Sa. Oct 30 09:30 - 12:30 DTN [CRN 30422](#)

INTERPRETING 1 (INTR 1173)

In Interpreting I the students will apply the basic skills learned in the previous courses to the bilingual interpreting skills required for community or dialogue interpreting. These are sight translation and short consecutive or dialogue interpreting. The course will focus on the processes involved in each, and provide practice both in the language laboratory and in small language-specific groups under the tutelage of a specialist in each language. Pass Mark: 70% (24 hours) \$395

4 wks Tu. Nov 09 18:30 - 21:30 AND

5 wks Th. Nov 18 18:30 - 21:30 DTN [CRN 30441](#)

OVERVIEW OF COMMUNITY SERVICES (INTR 1181)

Introduces students to the various community services which employ interpreters, and the expectations held by these agencies on the role and duties of the interpreter. Students learn to do research into these agencies, and start building their personal terminology banks from the pamphlets provided for the agencies' clients. Pass Mark: Satisfactory (6 hours) \$75

3 wks Tu. Dec 07 18:30 - 21:30 DTN [CRN 30447](#)

INTERPRETING 2 (INTR 1132)

This course builds upon the skills acquired in Interpreting I and introduces specific medical and legal terminology needed by practicing interpreters in more specialized settings. In the language laboratory and in small language-specific classes this course provides practice to achieve smooth and coherent sight translations of generic medical texts and to improve capacity for handling longer passages in consecutive interpreting. Students use skills learned in the Terminology Research course to build bilingual terminology banks pertinent to the health care and legal fields. Pass Mark: 70% (24 hours) \$395

10 wks Th. Dec 16 18:30 - 21:30 DTN [CRN 30440](#)

LAW FOR COURT INTERPRETERS (INTR 1104)

Learn the foundations of Canadian law and the BC court system, court procedures and legal terminologies in reference to your work as interpreters. The course discusses the legal aspects of court interpreting, and the role of the interpreter in the legal system. Reference is made to comparative law. Pass mark 65%. (27 hours) \$295

2 days Tu. Th. Jan 04 18:30 - 21:30 DTN [CRN 10134](#)

INTERPRETING 3 - COURT (INTR 1103)

This course builds upon the skills acquired in Interpreting I and II while concentrating on specific legal and court terminologies needed by practising court interpreters. In the language laboratory and in small language-specific classes the students practise and learn to provide smooth and coherent sight translations of specialized legal texts. The students gain the ability to handle longer passages in consecutive interpreting, and to maintain a higher register through more extensive legal terminology. Pass Mark: 70% (30 hours) \$515

8 wks Th. Feb 24 18:30 - 21:30 DTN [CRN 10141](#)

TERMINOLOGY RESEARCH (INTR 1130)

Introduces terminology as a field of study with its own principles and methodology. Learn to identify terminological units and differentiate between various types of terms from the point of view of form, function, meaning and origin. In the process of creating terminological records for the purposes of interpreting and translation, analyze various types of definitions, contexts and cross-references. Learn to conduct independent research on general and specialized resources in English and your language of specialty in your chosen fields, working with a variety of hard copies as well as electronic texts and Internet resources. Pass Mark: 65% (24 hours) \$246

8 wks Tu. Mar 01 18:30 - 21:30 DTN [CRN 10139](#)

SIMULTANEOUS INTERPRETATION (INTR 1101)

This course builds upon the skills mastered in all previous interpreting courses. Since simultaneous interpreting is a complex process involving listening and understanding in one language while rendering the message into another, the course moves from the initial interpreting of individual words to sentences to paragraphs and finally, full statements and court transcripts. The course focuses on simultaneous interpreting from English to another language (since simultaneous interpreting in the courts is only done from English into the other language, unless court proceedings are conducted in French). Learn to become proficient in dual tasking, to develop the ability to listen to one language while repeating the message in another language, and to develop strategies for taking notes while interpreting, as well as for continuing practice and self-improvement. Pass Mark: 70% (36 hours) \$435

2 days Tu. Th. Apr 26 18:30 - 21:30 DTN [CRN 20059](#)

REQUIRED COURSES to be scheduled in upcoming terms:

FIELD STUDIES - COURT (INTR 1141)

(28 hours)

VCC OFFERINGS TO WATCH

RISE TO THE CHALLENGE AND LEAD.

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

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

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

You can be instrumental in achieving personal, team and organizational success.

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

REGISTER ONLINE 
vcc.ca

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.

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:

Pre-Interpreting Skills (INTR 1152)
 Interpret Medical Terminology (INTR 1175)
 Interpreting 1 (INTR 1173)
 Overview of Community Services (INTR 1181)
 Interpreting 2 (INTR 1132)
 Intro to HC Infrastructure (INTR 1166)
 Interpreting 3 - Health (INTR 1133)
 Terminology Research (INTR 1130)
 Adv Professional Orientation (INTR 1102)
 Field Studies - Health Care (INTR 1134)
 Interpreting/Translation Intro (INTR 1192)

REQUIRED COURSES currently scheduled:

PRE-INTERPRETING SKILLS (INTR 1152)

See course description on page 36. (30 hours) \$320

5 wks Tu. Oct 05 18:30 - 21:30 AND

5 wks Th. Oct 07 18:30 - 21:30 DTN **CRN** 30421

INTERPRET MEDICAL TERMINOLOGY (INTR 1175)

See course description on page 36. (24 hours) \$246

7 wks Sa. Oct 30 09:30 - 12:30 DTN **CRN** 30422

INTERPRETING 1 (INTR 1173)

See course description on page 36. (24 hours) \$395

4 wks Tu. Nov 09 18:30 - 21:30 AND

5 wks Th. Nov 18 18:30 - 21:30 DTN **CRN** 30441

OVERVIEW OF COMMUNITY SERVICES (INTR 1181)

See course description on page 36. (6 hours) \$75

3 wks Tu. Dec 07 18:30 - 21:30 DTN **CRN** 30447

INTERPRETING 2 (INTR 1132)

See course description on page 36. (24 hours) \$395

10 wks Th. Dec 16 18:30 - 21:30 DTN **CRN** 30440

INTRO TO HC INFRASTRUCTURE (INTR 1166)

This course provides interpreters with the knowledge of how individuals (health care providers) function within the health care system. Students learn about the principles, roles and services of health care delivery, the physician/client relationship, physical exams and diagnosis, hospital departments and Health Team members. Pass Mark: Satisfactory (12 hours) \$97

4 wks Tu. Jan 04 18:30 - 21:30 DTN **CRN** 10144

INTERPRETING 3 - HEALTH (INTR 1133)

See course description on page 36. (30 hours) \$515

8 wks Th. Feb 24 18:30 - 21:30 DTN **CRN** 10143

TERMINOLOGY RESEARCH (INTR 1130)

See course description on page 36. (24 hours) \$246

8 wks Tu. Mar 01 18:30 - 21:30 DTN **CRN** 10139

ADV PROFESSIONAL ORIENTATION (INTR 1102)

This course will discuss career management and business practice and decision making issues regarding a free-lance career: self-employment, finding work opportunities and how to access them, record-keeping, contracts and other protocols. Pass Mark: Satisfactory (12 hours) \$125

4 wks Sa. Mar 05 09:30 - 12:30 DTN **CRN** 10140

REQUIRED COURSES to be scheduled in upcoming terms:

FIELD STUDIES - HEALTH CARE (INTR 1134)

(24 hours)

INTERPRETING/TRANSLATION INTRO (INTR 1192)

(28 hours)

PLEASE NOTE

Only courses related to a Certificate or Diploma are accepted by Revenue Canada as tax deductible

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 and tea sommelier.

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:

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 butter cream, pipe decorative borders and flowers. Develop your skill in making different types of meringues and tasty fillings using seasonal ingredients and complementary flavours. Tuition fee includes the cost of supplies and ingredients. (15 hours) \$305

5 wks We. Sep 15 19:00 - 22:00 DTN **CRN** 30333

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) \$255

5 wks Mo. Sep 20 19:00 - 21:30 DTN **CRN** 30330

CHOCOLATE TEMPERING & MAKING (CUIS 1118)

Learn the various tempering techniques and modern methods to make a variety of chocolate pralines. Make figurines such as animal, flower and seasonal moulds. Make a variety of chocolates including mocha, marzipan, raspberry, hazelnut and orange using Belgian chocolate. Recipes included. Tuition fee includes the cost of supplies and ingredients. (12.5 hours) \$255

5 wks Tu. Sep 28 19:00 - 21:30 DTN **CRN** 30329

REGISTER ONLINE 
vcc.ca

GLORIOUS PIES AND TARTS (CUIS 1139)

Warm up chilly fall nights with our glorious and seasonal pies and tarts! Think fragrant pumpkin pies, warm and fresh apple pies with hints of spice and satisfying savory pies. We will also make sweet tarts with fruity clafoutis and silky chocolate fillings. Tuition fee includes the cost of supplies and ingredients. (8 hours) \$166

1 day Fr. Oct 01 19:00 - 21:00 AND
1 day Sa. Oct 02 09:00 - 16:00 DTN 📞 [CRN 30339](#)

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 the cost of supplies and ingredients. (15 hours) \$305

5 wks We. Oct 20 19:00 - 22:00 DTN 📞 [CRN 30334](#)

MOUSSE CAKES (CUIS 1104)

Light and fruity or rich and velvety, mousse cakes are the belles of the ball. In this class, you 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 the cost of supplies and ingredients. (6 hours) \$128

1 day Sa. Oct 30 09:00 - 16:00 DTN 📞 [CRN 30337](#)

HOLIDAY BAKING (CUIS 1138)

Just in time for the Yuletide season, join us for a holiday baking workshop. We will make classic stollen breads, spicy gingerbread cookies, buttery shortbread fingers and hand-rolled chocolate truffles. Perfect for gifts and sharing! Tuition fee includes cost of supplies and ingredients. (6 hours) \$128

1 day Sa. Nov 20 09:00 - 16:00 DTN 📞 [CRN 30338](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

CROISSANT & DANISH (CUIS 1103)

(6 hrs)

EASTER BREADS (CUIS 1105)

(6 hours)

TEA SOMMELIER

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

A trained and knowledgeable tea professional commonly working in tea establishments (foodservice or retail) who specializes in all facets of tea service area. Their principle work involves areas of tea procurement and storage however, they are also responsible for developing tea lists/ menus, the overall delivery of tea service, and training of other establishment staff. They prepare and suggest tea menus/lists that will best complement particular food items. The sommelier works on the floor and is in direct contact with patrons/customers. The ethical duty of the sommelier is to work within the taste preference and budget parameters of the customer.

ELECTIVE COURSES currently scheduled:

TEA SOMMELIER - INTRODUCTION (TSOM 1101)

This introduction course is designed for the novice tea enthusiast whether pursuing a career in the hospitality industry or enhancing your enjoyment of tea. This course will provide an introduction on the history of the origin of tea. You will learn how to differentiate the types of tea as well as the tea grading standards used in the industry. You will also be initiated to the basics of tea terminology and proper cupping techniques. An additional cost of \$80 includes supplies and association fees and must be paid prior to the first day of class. Please contact kelly@tea.ca (12 hours) \$195

4 wks Tu. Sep 21 18:00 - 21:00 DTN 📞 [CRN 30526](#)

TEA REGIONS OF THE WORLD (TSOM 1102)

Examine in detail the principal tea-growing regions of the world. Develop a fundamental understanding of tea - its evolution and its influence on culture and world events. Taste and evaluate teas that are representative of each region: China, Japan, Sri Lanka, India, Africa and other regions such as Taiwan, Indonesia, Vietnam, Bangladesh. An additional cost of \$25 includes the association fees and must be paid prior to the first day of class. Please contact kelly@tea.ca. (18 hours) \$295

6 wks Tu. Oct 19 18:00 - 21:00 DTN 📞 [CRN 30546](#)

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, jgossen@vcc.ca, 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:

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 \$170

6 wks Mo. Sep 20 18:00 - 21:00 DTN 📞 [CRN 30336](#)

“The instructor had good communication skills, an excellent, welcoming personality and we had good, dependable results in baking”

TINA NG, BAKING STUDENT

REGISTER ONLINE 
vcc.ca

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: Rachelle Delaney. \$170

6 wks Tu. Sep 21 18:00 - 21:00 DTN ☎ [CRN 30331](#)

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 \$170

6 wks We. Sep 22 18:30 - 21:30 DTN ☎ [CRN 30332](#)

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](#) \$112

1 day Sa. Oct 02 09:00 - 16:00 DTN ☎ [CRN 30335](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

FINDING YOUR WRITER'S VOICE (CWRI 1143)

(18 hours) Instructor: Dari Rank

PLEASE NOTE

Only courses related to a Certificate or Diploma are accepted by Revenue Canada as tax deductible

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 HST and text. (20 hours) \$188

8 wks Mo. Sep 20 18:30 - 21:00 DTN ☎ [CRN 30209](#)

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 HST and text. (20 hours) \$188

8 wks Tu. Sep 21 18:30 - 21:00 DTN ☎ [CRN 30210](#)

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 HST and text. (20 hours) \$188

8 wks Mo. Sep 20 18:30 - 21:00 DTN ☎ [CRN 30217](#)

CANTONESE 2 (LANG 1124)

For those who have taken Level 1 or know the Cantonese romanization system with some basic Cantonese. 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 HST and text. (20 hours) \$188

8 wks Tu. Sep 21 18:30 - 21:00 DTN ☎ [CRN 30525](#)

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 HST and text. (20 hours) \$188

8 wks We. Sep 22 18:30 - 21:00 DTN ☎ [CRN 30220](#)

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) \$188

8 wks Sa. Sep 18 09:30 - 12:00 DTN ☎ [CRN 30524](#)

8 wks Mo. Sep 20 18:30 - 21:00 DTN ☎ [CRN 30216](#)

8 wks Th. Sep 23 18:30 - 21:00 DTN ☎ [CRN 30192](#)

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) \$188

8 wks Sa. Sep 18 12:45 - 15:15 DTN ☎ [CRN 30554](#)

8 wks Tu. Sep 21 18:30 - 21:00 DTN ☎ [CRN 30191](#)

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) \$188

8 wks We. Sep 22 18:30 - 21:00 DTN ☎ [CRN 30205](#)

"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

REGISTER ONLINE 
[vcc.ca](#)

40 LANGUAGES AND WRITING

LANGUAGES

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 HST. (20 hours) \$188

8 wks We. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30221](#)

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 HST. (20 hours) \$188

8 wks Th. Sep 23 18:30 - 21:00 DTN 📞 [CRN 30225](#)

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 HST and text. (20 hours) \$188

8 wks Sa. Sep 18 09:30 - 12:00 DTN 📞 [CRN 30226](#)

8 wks Tu. Sep 21 18:30 - 21:00 DTN 📞 [CRN 30193](#)

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 HST and text. (20 hours) \$188

8 wks We. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30206](#)

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 HST and text. (20 hours) \$188

8 wks Th. Sep 16 18:30 - 21:00 DTN 📞 [CRN 30219](#)

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 "Active Korean 1" with CD available at Downtown Campus Bookstore. Fee includes HST. (20 hours) \$188

8 wks Tu. Sep 21 18:30 - 21:00 DTN 📞 [CRN 30207](#)

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 HST. (20 hours) \$188

8 wks Th. Sep 23 18:30 - 21:00 DTN 📞 [CRN 30208](#)

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 HST (20 hours) \$188

8 wks Mo. Sep 20 18:30 - 21:00 DTN 📞 [CRN 30215](#)

8 wks Th. Sep 23 18:30 - 21:00 DTN 📞 [CRN 30211](#)

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 HST (20 hours) \$188

8 wks We. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30212](#)

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 HST (20 hours) \$188

8 wks We. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30213](#)

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 "30 Days to Great Spanish" with CD available at the Downtown Campus Bookstore. Fee includes HST (20 hours) \$188

8 wks Sa. Sep 18 09:30 - 12:00 DTN 📞 [CRN 30188](#)

8 wks Tu. Sep 21 18:30 - 21:00 DTN 📞 [CRN 30189](#)

8 wks We. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30222](#)

8 wks Th. Sep 23 18:30 - 21:00 DTN 📞 [CRN 30198](#)

VCC OFFERINGS TO WATCH

KITCHEN AND BATH DESIGN CERTIFICATE PROGRAM

This one-year certificate program begins in January and finishes in December. It covers multiple aspects of Kitchen and Bath design from concept to construction to business and is supported by the National Kitchen and Bath Association. Its nine 36-hour evening and weekend courses and a 160-hour practicum are designed for graduates of VCC's Interior Design Certificate and graduates of other programs such as those offered by BCIT and the Arts Institutes.

With space for 20 students, applications for the January 2011 program will be accepted until November 26, 2010.

For more information please call 604.422.8677 or see page 25.

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 HST (20 hours) \$188

8 wks Sa. Sep 18 12:45 - 15:15 DTN 📞 [CRN 30227](#)

8 wks We. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30190](#)

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 HST (20 hours) \$188

8 wks Tu. Sep 21 18:30 - 21:00 DTN 📞 [CRN 30196](#)

MANDARIN SCHOOL FOR CHILDREN AND YOUTH

Let your children learn their native family language or open up opportunities for English-speaking children with a bilingual education. Prepare your children to succeed in B.C.'s changing economy by enrolling them in part-time classes at VCC's Mandarin School, offering Preschool through Grade 12 courses in Chinese reading, writing and conversation skills. Taught by native Mandarin instructors, your child will learn both traditional and simplified written characters, which are taught in separate classes; please specify your option at registration.

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

CHILDREN AND YOUTH MANDARIN EDUCATION

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

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

Fall semester for VCC's Mandarin School begins September 11, 2010 for students from 4 to 18 years old. Since both the traditional and simplified version written characters are taught in separate classes, please specify your option at registration. Fee includes textbooks, exercise books, duotangs and handouts.

REQUIRED COURSES currently scheduled:

CONVERSATIONAL MANDARIN 1 (MAND 1171)

With the help of "Hanyu Pinyin's" four tones and pronunciation, students learn correct words and phrases in Mandarin conversation. Interesting and practical topics are taught to facilitate listening and speaking. This can be considered as a bridging course to fit students into Mandarin courses of appropriate grades according to their Mandarin standard. (40 hours) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30201**

CONVERSATIONAL MANDARIN 2 (MAND 1172)

For children and teens who know the Hanyu Pinyin and some Mandarin but want to practice more. Designed to improve Mandarin speaking ability through intensive oral practice in class. Focus on correct pronunciation and intonation. Cultural and practical topics are included. (40 hours) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30202**

CONVERSATIONAL MANDARIN 3 (MAND 1173)

If you have mastered basic conversational skills and wish to improve your fluency in Mandarin, this is the right course for you. Build up more sophisticated vocabulary through the learning of various situational topics. More intensive practice on listening and speaking Mandarin in class. (40 hours) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30203**

16 wks Sa. Sep 11 12:30 - 15:00 BWY **CRN 30229**

CONVERSATIONAL MANDARIN 4 (MAND 1174)

Targetted for those who have completed the first three levels or have the equivalency. Broaden your knowledge of Mandarin by learning more advanced topics on conversation. (40 hours) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30228**

16 wks Sa. Sep 11 12:30 - 15:00 BWY **CRN 30322**

NEW CONVERSATIONAL MANDARIN 5 (MAND 1175)

Practice speaking and listening skills. More emphasis on reading and writing with expanded vocabulary and sentence structure. (40 hours) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30323**

GRADE 3 MANDARIN (MAND 1103) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30159**

GRADE 4 MANDARIN (MAND 1104) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30160**

GRADE 5 MANDARIN (MAND 1105) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30161**

GRADE 6 MANDARIN (MAND 1106) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30162**

GRADE 7 MANDARIN (MAND 1107) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30163**

GRADE 8 MANDARIN (MAND 1108) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30164**

GRADE 9 MANDARIN (MAND 1109) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30234**

GRADE 10 MANDARIN (MAND 1110) \$160

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30165**

GRADE 11 MANDARIN (MAND 1111) \$160

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30166**

MANDARIN PRESCHOOL (MAND 1119)

Basic "Hanyu" phonetics, simple Chinese characters and keystrokes are taught through activities. Fee includes textbook, class materials and exercises kept in a duotang. (40 hours) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30155**

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30156**

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30218**

MANDARIN GRADE 1 (SIMPLIFIED) (MAND 1201) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30181**

MANDARIN GRADE 2 (SIMPLIFIED) (MAND 1202) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30182**

MANDARIN GRADE 3 (SIMPLIFIED) (MAND 1203) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30183**

MANDARIN GRADE 4 (SIMPLIFIED) (MAND 1204) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30185**

MANDARIN GRADE 5 (SIMPLIFIED) (MAND 1205) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30184**

MANDARIN GRADE 6 (SIMPLIFIED) (MAND 1206) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30186**

MANDARIN GRADE 7 (SIMPLIFIED) (MAND 1207) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30199**

MANDARIN GRADE 8 (SIMPLIFIED) (MAND 1208) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30194**

MANDARIN GRADE 9 (SIMPLIFIED) (MAND 1209) \$150

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30200**

MANDARIN GRADE 10 (SIMPLIFIED) (MAND 1210) \$160

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30235**

MANDARIN GRADE 11 (SIMPLIFIED) (MAND 1211) \$160

16 wks Sa. Sep 11 09:30 - 12:00 BWY **CRN 30223**

ENGLISH WRITING AND COMPREHENSION

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

Help students increase their vocabulary and learn basic grammar. Word usage and grammar practice will be emphasized through reading and working on passages. Techniques on writing skills are taught and supplemented by immediate practice. There are take home assignments for every session. Report cards on the progress of every student will be issued at the end of the semester. Classes are taught in English.

REQUIRED COURSES currently scheduled:

ENG WRITING & COMPREHENSION 2 (MAND 1162) \$150

16 wks Sa. Sep 11 13:40 - 14:40 BWY **CRN 30325**

ENG WRITING & COMPREHENSION 3 (MAND 1163) \$150

16 wks Sa. Sep 11 13:40 - 14:40 BWY **CRN 30175**

ENG WRITING & COMPREHENSION 4 (MAND 1164) \$150

16 wks Sa. Sep 11 13:40 - 14:40 BWY **CRN 30176**

ENG WRITING & COMPREHENSION 5 (MAND 1165) \$150

16 wks Sa. Sep 11 13:40 - 14:40 BWY **CRN 30177**

ENG WRITING & COMPREHENSION 6 (MAND 1166) \$150

16 wks Sa. Sep 11 13:40 - 14:40 BWY **CRN 30178**

ENG WRITING & COMPREHENSION 7 (MAND 1167) \$150

16 wks Sa. Sep 11 13:40 - 14:40 BWY **CRN 30179**

ENG WRITING & COMPREHENSION 8 (MAND 1168) \$150

16 wks Sa. Sep 11 13:40 - 14:40 BWY **CRN 30195**

FINE ARTS

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

REQUIRED COURSES currently scheduled:

CARTOON DRAWING (MAND 1117)

An introductory drawing class to learn basic pencil drawing techniques. Accept students from 6 to 12 years old. (16 hours) \$150

16 wks Sa. Sep 11 12:30 - 13:30 BWY [CRN 30157](#)
16 wks Sa. Sep 11 13:40 - 14:40 BWY [CRN 30204](#)

NEW CHINESE CALLIGRAPHY (MAND 1130)

Chinese calligraphy is a traditional art of writing Chinese characters. Students will learn how to use a Chinese brush and ink to write the regular script of Chinese characters beautifully. Learn the basic strokes such as “heng, shu, pie, na, dian” etc. Different calligraphy styles will also be introduced at the latter part of the course. \$150

16 wks Sa. Sep 11 13:40 - 14:40 BWY [CRN 30415](#)
16 wks Sa. Sep 11 12:30 - 13:30 BWY [CRN 30416](#)

NEW FOLK DANCE (MAND 1139)

A fun course to enjoy the learning of European and North American folk dances. A total of 16 short dances will be taught. Related steps are also taught before learning the dance. Body posture, correct rhythm, dance patterns, and expressions are also focused when learning the dances. Characteristics of dances of various countries will also be introduced. \$150

16 wks Sa. Sep 11 13:40 - 14:40 BWY [CRN 30413](#)
16 wks Sa. Sep 11 12:30 - 13:30 BWY [CRN 30414](#)

NEW MARTIAL ARTS (MAND 1131)

“Mu Lan Chuen” will be introduced in this Martial arts course. Basic and scientific techniques, together with interesting defensive skills will be taught. Suitable for those who would like to strength their body and learn nimble skills. Practicing martial arts can help you to keep fit and train your will power. \$250

16 wks Sa. Sep 11 12:30 - 14:00 BWY [CRN 30324](#)

PENCIL/CHARCOAL DRAWING (MAND 1125)

Teach charcoal drawing skills to students with basic drawing techniques. The instructor has art exhibitions in Vancouver every year. (16 hours) \$150

16 wks Sa. Sep 11 12:30 - 13:30 BWY [CRN 30158](#)
16 wks Sa. Sep 11 13:40 - 14:40 BWY [CRN 30187](#)

MATHEMATICS FOR CHILDREN AND YOUTH

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

These courses match the grade level of mathematics in the regular school system of B.C. More intensive practice on calculations and problem-solving questions. There are take home assignments for every session. Report cards on the progress of every student will be issued at end of semester. Classes are taught in English.

REQUIRED COURSES currently scheduled:

MATHEMATICS GRADE 2 (MAND 1142) \$150
16 wks Sa. Sep 11 12:30 - 13:30 BWY [CRN 30168](#)

MATHEMATICS GRADE 3 (MAND 1143) \$150
16 wks Sa. Sep 11 12:30 - 13:30 BWY [CRN 30169](#)

MATHEMATICS GRADE 4 (MAND 1144) \$150
16 wks Sa. Sep 11 12:30 - 13:30 BWY [CRN 30170](#)

MATHEMATICS GRADE 5 (MAND 1145) \$150
16 wks Sa. Sep 11 12:30 - 13:30 BWY [CRN 30171](#)

MATHEMATICS GRADE 6 (MAND 1146) \$150
16 wks Sa. Sep 11 12:30 - 13:30 BWY [CRN 30197](#)


MATHEMATICS GRADE 7 (MAND 1147) \$150
16 wks Sa. Sep 11 12:30 - 13:30 BWY [CRN 30172](#)

MATHEMATICS GRADE 8 (MAND 1148) \$150
16 wks Sa. Sep 11 12:30 - 13:30 BWY [CRN 30174](#)

MATHEMATICS GRADE 9 (MAND 1149) \$150
16 wks Sa. Sep 11 12:30 - 13:30 BWY [CRN 30173](#)


MATHEMATICS GRADE 10 (MAND 1150) \$250
16 wks Sa. Sep 11 13:30 - 15:00 BWY [CRN 30154](#)

MATHEMATICS GRADE 11 (MAND 1151) \$250
16 wks Sa. Sep 11 13:30 - 15:00 BWY [CRN 30180](#)



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.



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 Windows XP, Microsoft Office, Word Processing, Spreadsheets, and Database Management.




ELECTIVE COURSES:

Excel 2007 Level 1 (CMPT 1129)
Excel 2007 Level 2 (CMPT 1131)
Word 2007 Level 1 (CMPT 1130)
Word 2007 Level 2 (CMPT 1153)
Windows XP Level 1 (CMPT 1169)
Access 2007 Level 1 (CMPT 1164)
Access 2007 Level 2 (CMPT 1165)
Power Point 2007 Level 1 (CMPT 1168)
Excel 2007 Level 3 (CMPT 1132)

ELECTIVE COURSES currently scheduled:




EXCEL 2007 LEVEL 1 (CMPT 1129)

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

1 day Sa. Sep 18 09:00 - 17:00 DTN  [CRN 30378](#)
1 day Sa. Oct 16 09:00 - 17:00 DTN  [CRN 30379](#)
1 day Sa. Nov 13 09:00 - 17:00 DTN  [CRN 30380](#)

EXCEL 2007 LEVEL 2 (CMPT 1131)

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

1 day Sa. Sep 25 09:00 - 17:00 DTN  [CRN 30381](#)
1 day Sa. Oct 23 09:00 - 17:00 DTN  [CRN 30382](#)
1 day Sa. Nov 20 09:00 - 17:00 DTN  [CRN 30383](#)

WORD 2007 LEVEL 1 (CMPT 1130)

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

1 day Sa. Sep 25 09:00 - 17:00 DTN ☎ [CRN 30376](#)
1 day Sa. Oct 23 09:00 - 17:00 DTN ☎ [CRN 30429](#)

ACCESS 2007 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. Oct 02 09:00 - 17:00 DTN ☎ [CRN 30386](#)

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. Oct 02 09:00 - 17:00 DTN ☎ [CRN 30374](#)

WORD 2007 LEVEL 2 (CMPT 1153)

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

1 day Sa. Oct 02 09:00 - 17:00 DTN ☎ [CRN 30377](#)
1 day Sa. Oct 30 09:00 - 17:00 DTN ☎ [CRN 30430](#)

ACCESS 2007 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. Oct 16 09:00 - 17:00 DTN ☎ [CRN 30387](#)

POWER POINT 2007 LEVEL 1 (CMPT 1168)

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

1 day Sa. Nov 13 09:00 - 17:00 DTN ☎ [CRN 30385](#)

EXCEL 2007 LEVEL 3 (CMPT 1132)

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

1 day Sa. Nov 27 09:00 - 17:00 DTN ☎ [CRN 30384](#)

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 and learn the core functionality of Simply Accounting. Topics covered will include the General Journal, Accounts Payable, Accounts Receivable and Payroll modules, along with associated reporting. The course offers a blend of lecture, hands-on exercises and study questions to help you solidify your learning. Recommended prerequisite: basic knowledge on the creation of files and folders in Windows. Bring USB Memory Stick to class. This course has additional eLearning resources at: www.drmoodle.com, 5 sessions and includes textbook. (15 hours) \$295

5 wks Th. Sep 23 18:00 - 21:00 DTN ☎ [CRN 30431](#)

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. You will also learn how to create a company in Simply Accounting and use historical mode to enter opening balances and transactions. This course offers a blend of lecture, hands-on exercises and study questions to help you solidify your learning. Recommended prerequisites: basic knowledge on the creation of files and folders in Windows, as well as some familiarity with the core modules of Simply Accounting (General Journal, Accounts Payable, Accounts Receivable and Payroll Modules). Bring USB Memory Stick to class. This course has additional eLearning resources at: www.drmoodle.com, 5 sessions and includes textbook. (15 hours) \$295

5 wks Th. Oct 28 18:00 - 21:00 DTN ☎ [CRN 30432](#)

PLEASE NOTE

Only courses related to a Certificate or Diploma are accepted by Revenue Canada as tax deductible

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:

Comprehensive Overview of PCs (CMPT 1302)
Word & Excel 2007 Levels 1 & 2 (CMPT 1301)
Internet Applications (CMPT 1303)

REQUIRED COURSES currently scheduled:

COMPREHENSIVE OVERVIEW OF PCS (CMPT 1302)

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

5 wks Mo. Sep 20 18:00 - 21:00 DTN ☎ [CRN 30369](#)

WORD & EXCEL 2007 LEVELS 1 & 2 (CMPT 1301)

An in-depth look at Microsoft Office Word, Excel and PowerPoint. Topics include: creating a document, manipulating, editing, formatting text, setting, customizing the work environment and advanced editing. For IC³ Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (30 hours) \$395

10 wks We. Sep 22 18:00 - 21:00 DTN ☎ [CRN 30368](#)

INTERNET APPLICATIONS (CMPT 1303)

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

5 wks Mo. Nov 01 18:00 - 21:00 DTN ☎ [CRN 30366](#)

NETWORKING TECHNOLOGY
CERTIFICATE

Course Advisor: Rhyon Caldwell, rcaldwell@vcc.ca
Program Assistant: Margaret McIlwaine, 604-443-8711, mmcilwaine@vcc.ca

This advanced certificate has been designed to provide new and existing students with substantially more expertise in computer networking technologies. These courses are individual industry recognized certifications leading to a VCC Certificate in Networking Technology (CNT).

No prerequisite required for Networking Technology Certificate.

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 MCP or NETT 2119 A+ first.

Students who complete two Core courses (NETT 2113 MCP + NETT 2122 Project +) and three electives (Total = 10 credits) may apply to take the NETT 2206 Directive Studies.

NETT 2206 Directive Studies 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 from the industry certification organization such as CompTIA and/ or Certiport. Please submit exemption request in writing and include your industry certification ID number for verification.

REQUIRED COURSES:

To obtain the Certificate in Networking Technology (CNT), students must complete a total of 14 credits.
MCP - MS Server (NETT 2113)
Project+ Management (NETT 2122)
Directive Studies (NETT 2206)

ELECTIVE COURSES:

Students can select any three of the following courses as electives:
Security+ (NETT 2105)
A+ Hardware (NETT 2119)
Active Directory (NETT 2107)
Linux+ (NETT 2136)
Network+ (NETT 2104)

REQUIRED COURSES currently scheduled:

MCP - MS SERVER (NETT 2113)

This course will prepare students to write the Microsoft Certified IT Professional (MCITP) exam. Learn how to navigate the OS environment, install server, 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. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Mo. Sep 20 18:00 - 21:00 DTN ☎ CRN 30372

PROJECT+ MANAGEMENT (NETT 2122)

Designed for IT business professionals involved with projects in a technology environment. Learn cumulative knowledge in leading, managing and directing small to medium scale projects. Project+ examines the business, interpersonal and technical project management skills required to successfully manage projects and business initiatives with a technology component. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Mo. Sep 20 18:00 - 21:00 DTN ☎ CRN 30427

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206)

(60 hours)

ELECTIVE COURSES currently scheduled:

SECURITY+ (NETT 2105)

Designed to prepare the student to write the Comptia Security+ Certification exam. Learn general security concepts, communications security, infrastructure security, basics of cryptography and operational/organizational security. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Tu. Sep 21 18:00 - 21:00 DTN ☎ CRN 30426

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 XP. Topics include Internet connectivity, how to buy a PC, Internet configuration, virus scanning, file recovery and general PC maintenance planning. Lectures in classroom, labs in classroom with computer benches. Textbook available at VCC DTN Bookstore. (30 hours) \$607

10 wks We. Sep 22 18:00 - 21:00 DTN ☎ CRN 30371

ACTIVE DIRECTORY (NETT 2107)

Allows the students to make strategic decisions about planning and securing a Windows 2003 network infrastructure in an enterprise environment. 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. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Th. Sep 23 18:00 - 21:00 DTN ☎ CRN 30388

ELECTIVE COURSES to be scheduled in upcoming terms:

LINUX+ (NETT 2136)

(30 hours)

NETWORK+ (NETT 2104)

(30 hours)

NETWORKING TECHNOLOGY
DIPLOMA

Course Advisor: Rhyon Caldwell, rcaldwell@vcc.ca
Program Assistant: Margaret McIlwaine, 604-443-8711, mmcilwaine@vcc.ca

This advanced diploma has been designed to provide students with substantially more expertise in computer networking technologies. These courses are individual industry recognized certifications leading to a VCC Diploma in Networking Technology (DNT).

Students who have completed the Information Technology Specialist (ITS) program or the Computer Application Support Specialist (CASS) or from other recognized post-secondary institution certificate in computer studies may apply for the Diploma in Networking Technology.

**See VCC Certificate in Networking Technology (CNT) if you DO NOT meet the diploma entrance requirements.

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 MCP or NETT 2119 A+ first.

Students who complete two Core courses (NETT 2113 MCP+ NETT 2122 Project +) and two electives (Total = 8 credits) may apply to take the NETT 2206 Directive Studies.

NETT 2206 Directive Studies 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 from the industry certification organization such as CompTIA and/or Certiport. Please submit exemption request in writing and include your industry certification ID number for verification.

ENTRANCE REQUIREMENTS:

Students who have successfully completed a 1 or 2 year computer program at a Canadian college or university may qualify for the Diploma in Networking Technology (DNT).

Students who can document Canadian industry experience of 6 or more years may apply for the Diploma in Networking Technology.

Students who have successfully completed the Computer Application Support Specialist (CASS) or Information Technology Specialist (ITS) programs with a minimum of a 2.5 GPA automatically qualify for the Diploma in Networking Technology.

REQUIRED COURSES:

To obtain the Diploma in Networking Technology (DNT), students must complete a total of 10 credits.
MCP - MS Server (NETT 2113)
Project+ Management (NETT 2122)
Directive Studies (NETT 2206)

ELECTIVE COURSES:

Students can select any three of the following courses as electives:

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

REQUIRED COURSES currently scheduled:

MCP - MS SERVER (NETT 2113)

This course will prepare students to write the Microsoft Certified IT Professional (MCITP) exam. Learn how to navigate the OS environment, install server, 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. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Mo. Sep 20 18:00 - 21:00 DTN ☎ [CRN 30372](#)



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!

A

PROJECT+ MANAGEMENT (NETT 2122)

The Project+ is designed for IT business professionals involved with projects in a technology environment. Learn cumulative knowledge in leading, managing and directing small to medium scale projects. Project+ examines the business, interpersonal and technical project management skills required to successfully manage projects and business initiatives with a technology component. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Mo. Sep 20 18:00 - 21:00 DTN ☎ [CRN 30427](#)

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206)

(60 hours)

ELECTIVE COURSES currently scheduled:

SECURITY+ (NETT 2105)

This course is designed to prepare the student to write the CompTia Security+ Certification exam. Students will learn general security concepts, communications security, infrastructure security, basics of cryptography and operational/organizational security. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Tu. Sep 21 18:00 - 21:00 DTN ☎ [CRN 30426](#)

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 XP. Topics include Internet connectivity, how to buy a PC, Internet configuration, virus scanning, file recovery and general PC maintenance planning. Lectures in classroom, labs in classroom with computer benches. Textbook available at VCC DTN Bookstore. (30 hours) \$607

10 wks We. Sep 22 18:00 - 21:00 DTN ☎ [CRN 30371](#)

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. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Th. Sep 23 18:00 - 21:00 DTN ☎ [CRN 30388](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

LINUX+ (NETT 2136)

(30 hours)

NETWORK+ (NETT 2104)

(30 hours)

WEB & GRAPHICS 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 Certipoint, 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®

REQUIRED COURSES:

Photoshop CS4 (CMPT 1403)

Dreamweaver CS4 (CMPT 1402)

Flash CS4 (CMPT 1404)

ELECTIVE COURSES:

Illustrator CS4 L1 (CMPT 1405)

HTML/CSS (CMPT 1401)

Website Marketing (CMPT 1420)

InDesign CS4 L1 (CMPT 1406)

InDesign CS4 Level 2 (CMPT 1408)

Illustrator CS4 Level 2 (CMPT 1407)

REQUIRED COURSES currently scheduled:

PHOTOSHOP CS4 (CMPT 1403)

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 hands-on class provides students with the concepts and skills to use Adobe Photoshop CS4 effectively. You will learn layer basics, photo retouching, image editing, workspace and palettes, masks and channels camera RAW, and typographic design. This course is recommended for those students planning to obtain the Adobe Certified Associate (ACA) status. Additional eLearning resources at: www.drmoodle.com. Recommended prerequisite: CMPT 1401 HTML/CSS Textbook available at VCC DTN Bookstore. (15 hours) \$350

5 wks Th. Sep 23 18:00 - 21:00 DTN ☎ [CRN 30435](#)

DREAMWEAVER CS4 (CMPT 1402)

This course introduces the fundamentals of Dreamweaver CS4 to those new in the web development area. With emphasis on best practices and current web standards, students will learn interface basics, web designs and layouts, images, links and anchors, designing, site navigation and more. This course is recommended for those students planning to obtain the Adobe Certified Associate (ACA) status. Additional eLearning resources at www.drmoodle.com. Recommended prerequisite: CMPT 1401 HTML/CSS Textbook available at VCC DTN Bookstore. (15 hours) \$350
5 wks Tu. Oct 26 18:00 - 21:00 DTN ㊦ [CRN 30434](#)

FLASH CS4 (CMPT 1404)

This introductory course will provide students with the skills to create interactive websites, rich media advertisements and engaging presentations. Students will build a Flash CS4 based website with interactivity, video components, and minimal ActionScript. Students will learn graphics, symbols, animations, motion and morphing, interactive navigation, audio/video and more. This course is recommended for those students planning to obtain the Adobe Certified Associate (ACA) status. Additional eLearning resources at www.drmoodle.com. Recommended prerequisite: CMPT 1401 HTML/CSS Textbook available at VCC DTN Bookstore. (15 hours) \$350
5 wks Th. Oct 28 18:00 - 21:00 DTN ㊦ [CRN 30436](#)

ELECTIVE COURSES currently scheduled:

NEW ILLUSTRATOR CS4 L1 (CMPT 1405)

Adobe Illustrator is the most popular computer illustration application. Use illustrator to create logos, flyers, posters, banners, business cards or any other vector graphics for print or web. In this class you learn the fundamental Illustrator skills such as how to import graphics, use the drawing tools, layout a design, and create print friendly documents. Students will work on multiple projects from the design concept to production. Textbook available at VCC DTN Bookstore. Prerequisites: Knowledge of Windows File Management and Computer Basics. (15 hours) \$350
5 wks Mo. Sep 20 18:00 - 21:00 DTN ㊦ [CRN 30437](#)

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 knowledge of HTML and CSS. This course is recommended, but not required as a prerequisite to 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 no textbook. (15 hours) \$350
5 wks Tu. Sep 21 18:00 - 21:00 DTN ㊦ [CRN 30433](#)

NEW WEBSITE MARKETING (CMPT 1420)

This course is a comprehensive exploration of online money making techniques. In this class you will learn about website design accessibility/ usability guidelines, search engine optimization, monetizing your website, affiliate marketing, Google tools (AdWords, AdSense, Analytics, Insight, and Trends), creating a blog, generating traffic to your website/ blog, e-commerce, online payment methods and more. Prerequisites: Knowledge of basic HTML and website designing is strongly recommended. (15 hours) \$350
5 wks Tu. Sep 21 18:00 - 21:00 DTN ㊦ [CRN 30456](#)

NEW INDESIGN CS4 L1 (CMPT 1406)

Adobe InDesign is the industry standard page layout program that works with Adobe Illustrator and Photoshop. With InDesign you can create documents, from single page advertisements to complex multi-page magazines. This course is a comprehensive exploration of InDesign tools and capabilities to create professional documents. You will learn how to manage the InDesign environment, design/ enhance and finalize documents. Textbook available at VCC DTN Bookstore. Prerequisites: Knowledge of Windows File Management and Computer Basics. (15 hours) \$350
5 wks We. Sep 22 18:00 - 21:00 DTN ㊦ [CRN 30438](#)

NEW INDESIGN CS4 LEVEL 2 (CMPT 1408)

In this course we will discuss more advanced features of Adobe InDesign. You will learn how to manage styles, develop complex paths, handle page elements, import and export data to external files, and manage long documents. Prerequisites: Adobe InDesign level 1. (15 hours) \$350
5 wks We. Oct 27 18:00 - 21:00 DTN ㊦ [CRN 30455](#)

NEW ILLUSTRATOR CS4 LEVEL 2 (CMPT 1407)

In this class we will be discussing more advanced features of Adobe Illustrator such as creating and enhancing a complex illustration, creating a vector version of a raster graphic, coloring an artwork using the Live Paint and Live Color features, creating special effects, and preparing documents for composite and commercial printing. (15 hours) Prerequisites: Adobe Illustrator Level 1 \$350
5 wks Mo. Nov 01 18:00 - 21:00 DTN ㊦ [CRN 30454](#)

FIVE WAYS TO REGISTER

1 ONLINE
REGISTER ONLINE 
vcc.ca

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

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

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

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

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

5 MAIL
Fill out the registration form on 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
中文熱線 604.443.8335
Information is available to Cantonese and Mandarin speakers. 604.443.8335

PAYMENT OF FEES
Course fees must be paid in full at the time of registration. We accept VISA, MasterCard and American Express. Payment can also be by cash, debit, cheque or money order, payable to Vancouver Community College. Post-dated cheques are not accepted. A \$30 fee is charged for non-sufficient funds. **A non-refundable Student Union fee of \$23.69 per term will apply on all credit courses.** This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

The information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act and is needed to process your application for admission. If you have any questions about the collection or use of the information, contact the dean of the Centre for Continuing Studies at 604.443.8484.

Citizenship Requirements for Admission

Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrolment at Vancouver Community College. By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrolment as though they were Canadian citizens or permanent residents in Canada, including:

- A. A foreign domestic worker with valid employment authorization permit.
- B. An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs that gives his/her position, date of issuance and date of validity.
- C. An individual who is in Canada who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.
- D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.
- E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Advanced Education.
- F. An individual with a valid full-time employment authorization permit and his/her dependants, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.
- G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

Centre for Continuing Studies Refund and Course Cancellation Policy

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

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

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

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

Refunds

- Refunds are subject to an administrative fee of 20% of course fees, to a maximum of \$30 per course.
- Student Union fees are non-refundable except in cases where the college has cancelled the 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

Month

Day

Year

SURNAME

GIVEN NAMES

ADDRESS

CITY/MUNICIPALITY

PROVINCE

POSTAL CODE

HOME PHONE

BUSINESS PHONE

E-MAIL

CANADIAN CITIZEN

PERMANENT RESIDENT (Landed Immigrant)

VISITOR

Country of Citizenship

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

METHOD OF PAYMENT

TOTAL

\$

CREDIT CARD

VISA

MASTERCARD

AMERICAN EXPRESS

CHEQUE

MONEY ORDER

FEE CREDIT

Name on card

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.

REGISTER ONLINE	vcc.ca
PHONE	604.443.8484
FAX	604.443.8393