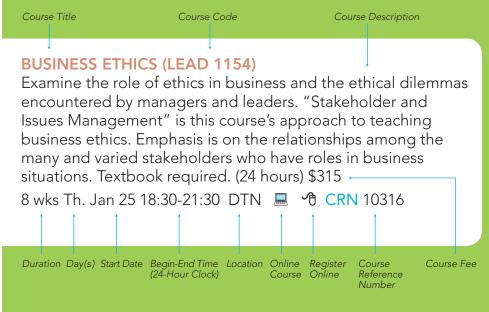


HOW TO USE OUR CALENDAR

COURSE INFORMATION

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



IMPORTANT INFORMATION

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

STUDENTS WITH DISABILITIES

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

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

Please contact VCC Disability Services at 604.443.8448.

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

LOCATION CODES

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.

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WELCOME TO VCC'S CONTINUING STUDIES WINTER 2011 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.

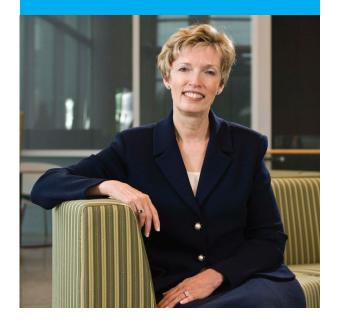
Select from our calendar of 360 courses, use online registration at vcc.ca to register, and pay your fees. It's that simple.

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

ELECTIVE COURSES:

Intro to Supplies & Equipment (REAL 1123)

REQUIRED COURSES currently scheduled:

BUILDING CLEANING (REAL 1103)

Designed for building supervisors, staff, contract cleaners and others responsible for general cleaning and floor maintenance. Examine types of soils, cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas (not hands-on with power equipment). Learn about safety, liability issues and WHMIS regulations. (30 hours) \$306

5 wks Sa. Jan 22 09:00 - 16:00 DTN 10364

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. Jan 25 19:00 - 21:30 DTN 4 CRN 10365

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. Jan 26 18:30 - 21:30 DTN 10366

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. Jan 29 13:00 - 17:00 DTN 10367

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. Mar 05 09:00 - 16:00 DTN 4 CRN 10368



BUSINESS COMMUNICATIONS

BUSINESS COMMUNICATIONS

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

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

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

BUSINESS ENGLISH PACKAGE

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

The following four courses may be taken individually at the regular price of \$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 MORE ABOUT TRAINING OPPORTUNITIES CALLE ANNE TOLLSTAM, 604.443.8668

REQUIRED COURSES:

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

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

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

ELECTIVE COURSES:

Business English - Non Package

REQUIRED COURSES currently scheduled:

GRAMMAR REVIEW BUS WRITING (OACP 1104)

Review points of grammar and basic sentence structure. Bring your own questions and concerns to share in this workshop. (6 hours) \$88

2 wks We. Jan 19 18:00 - 21:00 DTN 4 CRN 10046 1 day Sa. Jan 22 09:00 - 16:00 DTN 🖰 CRN 10047

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. Feb 02 18:00 - 21:00 DTN 4 CRN 10048 1 day Sa. Feb 05 09:00 - 16:00 DTN 10049

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. Feb 16 18:00 - 21:00 DTN 4 CRN 10050 1 day Sa. Feb 19 09:00 - 16:00 DTN 🖰 CRN 10051

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

2 wks We. Mar 02 18:00 - 21:00 DTN 10052 1 day Sa. Mar 05 09:00 - 16:00 DTN 10053

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. Mar 16 18:00 - 21:00 DTN 4 CRN 10054 1 day Sa. Mar 19 09:00 - 12:00 DTN 10055

BUSINESS AND TECHNICAL WRITING CERTIFICATE

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Jennifer Gossen, 604.443.8670, igossen@vcc.ca

Program Assistant: Lynda Boothby, 604.443.8383

INFORMATION SESSION ON MONDAY, JAN. 10. 5:30 P.M., 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:

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

REQUIRED COURSES currently scheduled:

TECHNICAL COMMUNICATION (TECW 1101)

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

1 day Sa. Jan 29 09:00 - 16:30 DTN 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 10155

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

PROPOSAL WRITING (TECW 1105)

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

1 day Sa. Apr 30 09:00 - 16:30 DTN 4 CRN 20091

DESIGNING AND WRITING MANUALS (TECW 1107)

Review the document development process for producing effective manuals and training guides. You will learn techniques for increasing the usability of your manuals through reader analysis and peer reviews. Learn techniques of information design and considerations for internationalizing your document. (6.5 hours) \$160

1 day Sa. May 28 09:00 - 16:30 DTN 4 CRN 20092



BUSINESS COMMUNICATIONS

INDUSTRY REPORT WRITING (TECW 1108)

This course focuses on the structure, content, format, audience, purpose, and style of reports. Topics covered include understanding the components of the report format and using these in a manner that facilitates reader access and comprehension; communicating effectively and clearly with readers as a result of addressing their concerns, needs, and interest; and analyzing and developing a clear and appropriate structure to facilitate reading and comprehension. (6.5 hours) \$160

1 day Sa. Jun 25 09:00 - 16:30 DTN 🕆 CRN 20093

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) \$160

1 day Sa. Sep 24 09:00 - 16:30 DTN 🖰 CRN 30041

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) \$160

1 day Sa. Oct 29 09:00 - 16:30 DTN 16 CRN 30042

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) \$160

1 day Sa. Nov 26 09:00 - 16:30 DTN 10 CRN 30040

EVENT AND 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.

ENTRANCE REQUIREMENTS:

An 80% attendance record is required.

ELECTIVE COURSES:

Event Planning (EVNT 1101)
Wedding Planning (EVNT 1102)
Event Planning - Advanced (EVNT 1106)
Event Planning - Intermediate (EVNT 1105)

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. Course fee includes HST. (30 hours) \$440

10 wks Tu. Jan 18 18:00 - 21:00 DTN 10190

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. Course fee includes HST. (30 hours) \$440

10 wks We. Jan 19 18:00 - 21:00 DTN 4 CRN 10191

ELECTIVE COURSES to be scheduled in upcoming terms:

EVENT PLANNING - ADVANCED (EVNT 1106) (12 hours)

EVENT PLANNING - INTERMEDIATE (EVNT 1105) (12 hours)

MEDIA AND PUBLIC RELATIONS

Media and Public Relations - Part-time Courses 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:

More Media & Public Relations (BUSI 1312) Media and Public Relations (BUSI 1311)

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.

ELECTIVE COURSES currently scheduled:

MORE MEDIA & PUBLIC RELATIONS (BUSI 1312)

This course builds on Media & Public Relations BUSI 1311 by providing students with an in depth view of real world problems and solutions that media and public relations practitioners look at in the 21st century. Case studies will be used to look at specific problems and interactions in such areas as audience analysis, message development, stakeholder relations, communications planning and media engagement. It is recommended but not required that students take BUSI 1311 before BUSI 1312. Course fee includes HST. \$434.50

10 wks Th. Jan 20 18:30 - 21:30 DTN 10399

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. Course fee includes HST. (30 hours) \$434.50

10 wks Th. Apr 21 18:30 - 21:30 DTN 4 CRN 20104

PROJECT MANAGEMENT

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Jennifer Gossen, 604.443.8670 Program Assistant: Rebeccah Bennett, 604.443.8672

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. Course fee includes HST. (12 hours) \$265

4 wks Tu. Jan 25 18:30 - 21:30 DTN 4 CRN 10369

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:

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

ELECTIVE COURSES:

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

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

Select two Leadership Coaching courses:

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

and four courses from the Leadership Certificate program:

Find Time For Results (LEAD 1114) Coaching For High Performance (LEAD 1115) Step Up To Leadership (LEAD 1111) Problem Solving Action Plan (LEAD 1104) Building A Productive Team (LEAD 1113) Science and Art of Leadership (LEAD 1119) Speak Up (LEAD 1109) Unwritten Rules for Workplace (LEAD 1168) Using Leadership Language (LEAD 1112) Facilitation Skls 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) 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:

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 10158

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 $^{\circ}$ 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 4 CRN 20086

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 We. Sep 21 18:30 - 21:30 DTN 4 CRN 30043

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 22 18:30 - 21:30 DTN 4 CRN 30039

ELECTIVE COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 9. (6.5 hours) \$162.50 1 day Sa. Jan 15 09:00 - 16:30 DTN \$\frac{1}{2}\$ CRN 10456

TEAM SKILLS (MSKL 1102)

See course description on page 11. (24 hours) \$330 8 wks We. Jan 19 18:30 - 21:30 DTN 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 9. (6.5 hours) \$162.50 1 day Sa. Jan 29 09:00 - 16:30 DTN 10077

BUS COMMUNICATION FOR LEADERS (LEAD 1138)

See course description on page 9. (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 8. (6.5 hours) \$162.50 1 day Fr. Feb 18 09:00 - 16:30 DTN $^{\circ}$ CRN 10160

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 8. (6.5 hours) \$162.50 1 day Sa. Feb 26 09:00 - 16:30 DTN 10161

TEAM COACHING (LEAD 1121)

See course description on page 10. (6.5 hours) \$162.50 1 day Sa. Mar 05 09:00 - 16:30 DTN 10080

UNWRITTEN RULES FOR WORKPLACE (LEAD 1168) See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Mar 12 09:00 - 16:30 DTN 10:162

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 10163





LEADERSHIP COACHING AND MANAGEMENT SKILLS

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 9. (6.5 hours) \$162.50 1 day Sa. Apr 30 09:00 - 16:30 DTN 10 CRN 20088

CHALLENGING PERSONALITIES (LEAD 1169)

See course description on page 9. (6.5 hours) \$162.50 1 day Fr. May 06 09:00 - 16:30 DTN ¹ CRN 20107

SKILL COACHING (LEAD 1117)

See course description on page 10. (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 9. (6.5 hours) \$162.50 1 day Sa. May 28 09:00 - 16:30 DTN 16 CRN 20089

MANAGING CHANGE (LEAD 1102)

See course description on page 9. (6.5 hours) \$162.50 1 day Fr. Jun 03 09:00 - 16:30 DTN % CRN 20100

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on page 9 (6.5 hours) \$162.50 1 day Sa. Jun 11 09:00 - 16:30 DTN → CRN 20090

TRAINING FOR HIGH PERFORMANCE (LEAD 1171)

See course description on page 9. (6.5 hours) \$162.50 1 day Fr. Jun 17 09:00 - 16:30 DTN % CRN 20108

FACILITATION SKLS TEAM LEADER (LEAD 1108)

See course description on page 9. (6.5 hours) \$162.50 1 day Sa. Jun 25 09:00 - 16:30 DTN → CRN 20101

INTERPERS COMMUNICATION SKILLS (MSKL 1101)

See course description on page 11. (6.5 hours) \$162.50 8 wks Tu. Sep 20 18:30 - 21:30 DTN $^{\circ}$ CRN 30044

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on page 10. (6.5 hours) \$162.50 1 day Sa. Oct 22 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. Nov 05 09:00 - 16:30 DTN [↑] CRN 30046

COACHING NEXT LEVEL (LEAD 1118)

See course description on page 10. (6.5 hours) \$162.50 1 day Sa. Nov 19 09:00 - 16:30 DTN 10 CRN 30047

SPEAK UP (LEAD 1109)

See course description on page 10. (6.5 hours) \$162.50 1 day Sa. Dec 03 09:00 - 16:30 DTN → CRN 30050

ONE WORKPLACE-FOUR GENERATIONS (LEAD 1170)

See course description on page 10. (6.5 hours) \$162.50 1 day Sa. Dec 10 09:00 - 16:30 DTN 10 CRN 30048

ELECTIVE COURSES to be scheduled in upcoming terms:

FIND TIME FOR RESULTS (LEAD 1114) (6.5 hours)

PERFORM MGMT: GOALS & REVIEW (LEAD 1106) (6.5 hours)

LEADERSHIP CERTIFICATE

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

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

The Program consists of 12 courses; six 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:

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

ELECTIVE COURSES:

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

Critical Thinking (LEAD 1101)
From Conflict to Collaboration (LEAD 1105)
Performance Management: Goals and Review (LEAD 1106)
Speak Up (LEAD 1109)
Creative Thinking at Work (LEAD 1110)
Finding Time for Results (LEAD 1114)
Coaching for High Performance (LEAD 1115)
Science and Art of Leadership (LEAD 1119)
Business Communication for Leaders (LEAD 1138)
Training for High Performance (LEAD 1171)
Unwritten Rules for the Workplace (LEAD 1168)
Challenging Personalities (LEAD 1169)
One Workplace - Four Generations (LEAD 1170)

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

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

REQUIRED COURSES currently scheduled:

STEP UP TO LEADERSHIP (LEAD 1111)

Becoming a leader is not an easy transition. It requires a whole new set of skills, as well as an understanding and acceptance of new roles, from "doer" to "delegator." At the end of this course you will understand the skills required to effectively lead by: using leadership skills; coaching staff; giving performance feedback; creating a motivational workplace; delegating work; employing problem-solving techniques; writing a back-at-work plan for applying leadership skills. (6.5 hours) \$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 teambuilding; identify the characteristics of an effective team; apply measures and techniques to build synergy in the workplace; use skills to identify and resolve key team concerns. The net result? Increased work productivity, improved work quality and enhanced team morale. (6.5 hours) \$162.50

1 day Sa. Feb 26 09:00 - 16:30 DTN 4 CRN 10161

"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



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

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 Fr. Jun 03 09:00 - 16:30 DTN 4 CRN 20100

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. Jun 11 09:00 - 16:30 DTN 4 CRN 20090

FACILITATION SKLS 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. Jun 25 09:00 - 16:30 DTN 🖰 CRN 20101

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. Jan 15 09:00 - 16:30 DTN 4 CRN 10456

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 4 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



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 industry demands and contribute valuable assets to your work environment to position yourself for career advancement.



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

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 Fr. May 06 09:00 - 16:30 DTN 4 CRN 20107

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 4 CRN 20089

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 Fr. Jun 17 09:00 - 16:30 DTN 1 CRN 20108

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. Nov 05 09:00 - 16:30 DTN 10 CRN 30046

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

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. Dec 03 09:00 - 16:30 DTN ⁻ CRN 30050

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. Dec 10 09:00 - 16:30 DTN 10 CRN 30048

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

Performance management involves working with employees to set and reach agreement on goals, action plans and follow-up reviews. You will gain the knowledge, skills and confidence to understand the aspects of effective performance; write performance goals, measures and action plans; provide positive and constructive performance feedback, leadership, training, information and support required for successful achievement of goals. (6.5 hours)

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



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.



REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

Coaching is unlocking a person's potential to maximize their own performance by helping them rather than teaching them. You will be able to identify when to coach and which type of coaching to use, conduct a coaching discussion to improve/sustain performance, offer effective feedback regarding employee performance, assess your coaching skills effectiveness and develop improvements.(6.5 hours) \$162.50

1 day Sa. Jan 15 09:00 - 16:30 DTN 🖰 CRN 10456

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

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 4 CRN 20087

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 22 09:00 - 16:30 DTN CRN 30045

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 19 09:00 - 16:30 DTN 4 CRN 30047

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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:

Coaching For High Performance (LEAD 1115)
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)
Managing Change (LEAD 1102)
Using Leadership Language (LEAD 1112)
Facilitation Skls Team Leader (LEAD 1118)
Essential Lead Coach Skills (LEAD 1116)
Coaching Next Level (LEAD 1118)

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

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

1 day Sa. Jan 15 09:00 - 16:30 DTN **10** CRN 10456

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 10079

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 8. (6.5 hours) \$162.50 1 day Fr. Feb 18 09:00 - 16:30 DTN 96 CRN 10160

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 8. (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 10. (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 10. (6.5 hours) \$162.50 1 day Sa. May 14 09:00 - 16:30 DTN ♥ CRN 20087

MANAGING CHANGE (LEAD 1102)

See course description on page 9. (6.5 hours) \$162.50 1 day Fr. Jun 03 09:00 - 16:30 DTN *6 CRN 20100

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on page 9. (6.5 hours) \$162.50 1 day Sa. Jun 11 09:00 - 16:30 DTN 16 CRN 20090

FACILITATION SKLS TEAM LEADER (LEAD 1108)

See course description on page 9. (6.5 hours) \$162.50 1 day Sa. Jun 25 09:00 - 16:30 DTN ***0** CRN 20101

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on page 10. (6.5 hours) \$162.50 1 day Sa. Oct 22 09:00 - 16:30 DTN CRN 30045

COACHING NEXT LEVEL (LEAD 1118)

See course description on page 10. (6.5 hours) \$162.50 1 day Sa. Nov 19 09:00 - 16:30 DTN → CRN 30047

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

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

Managers and supervisors spend many hours communicating with others. Communicating not only means talking but listening and understanding other perspectives. Our program provides practical, contemporary supervisory/ management training in three modules that may be taken in any sequence. Training includes individual, small and large group experiences and lecturettes using participants' actual work experience. Enrolment is limited to optimize the effectiveness of this process.

The three modules total 72 hours. Participants who complete three modules qualify for the Management Skills for Supervisors Certificate. One of the strengths of the program is the diversity of experience shared by the participants. On-Site business training available, please contact Anne Tollstam at 604.443.8668.

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

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

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 4 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 4 CRN 20085

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 20 18:30 - 21:30 DTN 🖰 CRN 30044

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

JAG TAK, COACHING FOR HIGH PERFORMANCE STUDENT





OFFICE ADMINISTRATION

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, JANUARY 11, 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.

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

For more information, please read the program guide.

ACCOUNTING/BOOKKEEPING/PAYROLL

ELECTIVE COURSES:

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

ELECTIVE COURSES currently scheduled:

ACCOUNTING FOR NONACCOUNTANT (OACP 1129)

A management overview of accounting. Previous knowledge is not required. Learn the role of an accountant, the double-entry accounting system, how to prepare and interpret financial statements, working capital concepts and general accounting terms. It will be accounting made easy and fun! Textbook: Accounting: Nanci Lee, see downtown campus bookstore for textbook purchase prior to class. (18 hours) \$165

6 wks Th. Jan 20 18:30 - 21:30 DTN 4 CRN 10145

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. Apr 19 18:30 - 21:30 DTN 4 CRN 20096

INTRODUCTION TO PAYROLL (OACP 1105)

For small business owners and payroll personnel who wish to learn how to prepare hourly, salaried and commission payroll. Learn payroll law, record maintenance, pay cheque and statement preparation, 74 preparation, and how current source deduction rules affect payroll preparation. WCB, Revenue Canada Taxation, Records of Employment and Stats Canada reporting are covered, as well as Employment Standards. Please bring a calculator to the first class. (24 hours) \$174

8 wks We. Apr 20 18:30 - 21:30 DTN 4 CRN 20105

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)

"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, MANAGING CHANGE STUDENT



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. Apr 18 18:00 - 21:00 DTN 18 CRN 20095

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. Apr 20 18:30 - 21:30 DTN 4 CRN 20099

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 17 09:00 - 16:00 DTN 🕆 CRN 30026

ELECTIVE COURSES to be scheduled in upcoming terms:

MAKE TIME FOR SUCCESS (OACP 1185)

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

BUSINESS ENGLISH

The following four courses may be taken individually at the regular price of \$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 for Productive Business Writing (OACP 1104)
Building a Powerful Vocabulary (OACP 1106)
Writing Dynamic Business Letters (OACP 1103) and
Effective Memo, Email and Report Writing (OACP 1107)
Grammar Review Bus Writing (OACP 1104)
Building Powerful Vocabulary (OACP 1106)
Writing Business Letters (OACP 1103)
Memos, Emails and Reports (OACP 1107)

ELECTIVE COURSES:

Business English - Non Package

REQUIRED COURSES currently scheduled:

Business English Skills Test (OACP 1123)

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. Jan 19 18:00 - 21:00 DTN ℃ CRN 10046 1 day Sa. Jan 22 09:00 - 16:00 DTN ℃ CRN 10047

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. Feb 02 18:00 - 21:00 DTN → CRN 10048 1 day Sa. Feb 05 09:00 - 16:00 DTN → CRN 10049

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. Feb 16 18:00 - 21:00 DTN 10050 1 day Sa. Feb 19 09:00 - 16:00 DTN 10051

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. Mar 02 18:00 - 21:00 DTN $^{\circ}$ CRN 10052 1 day Sa. Mar 05 09:00 - 16:00 DTN $^{\circ}$ CRN 10053

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. Mar 16 18:00 - 21:00 DTN → CRN 10054 1 day Sa. Mar 19 09:00 - 12:00 DTN → CRN 10055

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 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. Jan 17 18:00 - 21:00 DTN ∱ CRN 10057 6 wks Sa. Jan 22 09:30 - 12:30 DTN ∱ CRN 10056

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. Jan 22 09:30 - 12:30 DTN 4 CRN 10058

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.



14 BUSINESS OFFICE ADMINISTRATION

LEGAL OFFICE SKILLS

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

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

REQUIRED COURSES:

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

ELECTIVE COURSES:

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

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. Jan 18 18:30 - 21:30 DTN 🖰 CRN 10060

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. Jan 20 18:30 - 21:30 DTN 4 CRN 10062

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. Jan 25 18:30 - 21:30 DTN $^{\circ}$ CRN 10045

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. Feb 10 18:30 - 21:30 DTN 10061

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. Feb 15 18:30 - 21:30 DTN 10044

LEGAL OFFICE PACKAGE TEST (OACP 1120)

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

1 day Tu. Mar 08 18:30 - 21:30 DTN 4 CRN 10059

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 4 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 10 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 4 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 4 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 $^{\sim}$ 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 Document Transcript (OACP 1156)
Medical Office Procedures (OACP 1111)
Medical Terminology 2 (OACP 1109)
Medical Office Billing (OACP 1137)
Clinical Procedures (OACP 1155)

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. Jan 11 18:00 - 21:00 DTN & CRN 10063 10 wks Tu. Jan 11 18:00 - 21:00 DTN & CRN 10064 10 wks Tu. Jan 11 18:00 - 21:00 DTN & CRN 10065

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 4 CRN 10153

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. Apr 13 18:00 - 21:00 DTN 13 CRN 20097

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. Apr 14 18:00 - 21:00 DTN ⁻ CRN 20062

OFFICE ADMINISTRATION / PARALEGAL

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. Jun 08 18:00 - 21:00 DTN 18:00 - 20098

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. Jun 21 18:00 - 21:00 DTN 4 CRN 20081

RECORDS MANAGEMENT SKILLS

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

RECORDS MANAGEMENT ADV TOPICS (OACP 1146)

Continues the development of concepts introduced in Records Management I. Students will be expected to do case studies based on outside research in a field which will require the application of skills and knowledge in records/ information management. This course is supported by the Association of Records Management and Administrators. This course is offered once a year. (30 hours) \$196

10 wks Th. Jan 20 18:30 - 21:30 DTN 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 18 CRN 20061

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 22 18:30 - 21:30 DTN 4 CRN 30027

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

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.

registrants must provide an email address with registration.

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

Creditors' Remedies (LEGL 1303) Intellectual Property (LEGL 1405)

Corp Law: Adv Procedures (LEGL 1308)

Securities II (LEGL 1410)

Personal Injury Practice (LEGL 1304)

Lending & Security (LEGL 1311)

Bankruptcy and Foreclosures (LEGL 1409)

Commercial Conveyancing (LEGL 1312) Corp Law: Intermediate Proc (LEGL 1307)

Corp Law: Basic Procedures (LEGL 1305)

Corp Law: Complex Transactions (LEGL 1317)

Court of Appeal Practice (LEGL 1403)

Estate Administration (LEGL 1316)

Evidence (LEGL 1401)

Family Law 1 (LEGL 1313)

Family Law 2 (LEGL 1314)

Litigation for Paralegals 1 (LEGL 1301)

Litigation for Paralegals 2 (LEGL 1302)

Property Law (LEGL 1309)

Property Transactions (LEGL 1310)

Securities: Corporate (LEGL 1306)

Wills & Estate Planning (LEGL 1315)

REQUIRED COURSES currently scheduled:

PRACTICUM (LEGL 1208)

Use your existing position at a legal office to synthesize your practicum experience. Students will design a professional portfolio. First class attendance is mandatory: 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

1 day Fr. Jan 07 18:00 - 21:00 DTN 🖰 CRN 10135

1 day Fr. Feb 18 18:00 - 21:00 DTN 10135

1 day Fr. Apr 01 18:00 - 21:00 DTN 4 CRN 10135

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. Jan 15 09:00 - 16:00 DTN 10147 7 wks Tu. Mar 01 💻 🕆 CRN 10149



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 Mo. Jan 17 💂 🕆 CRN 10148

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

8 wks Mo. Feb 28 💻 🕆 CRN 10151

REQUIRED COURSES to be scheduled in upcoming terms:

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)

CANADIAN LEGAL PROCESS (LEGL 1202)

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

CONTRACTS (LEGL 1209)

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

ELECTIVE COURSES CURRENTLY SCHEDULED:

CREDITORS' REMEDIES (LEGL 1303)

Learn law and procedure, including builder's liens, applicable statutes, creditors remedies, debtor's remedies and defences, pre-judgment and execution proceedings. Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours) \$251

2 wks Tu. Jan 04 💂 🕆 CRN 10122 5 wks Tu. Jan 25 💂 🕆 CRN 10122 7 wks Jan 04 DTN 🕆 CRN 10123

INTELLECTUAL PROPERTY (LEGL 1405)

Learn concepts and procedures around patents, copyright, trademarks, and trade secrets, including discussion of special issues on the Internet. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$251

7 wks We. Jan 05 💂 🕆 CRN 10119

CORP LAW: ADV PROCEDURES (LEGL 1308)

Advanced corporate procedures and documentation for continuations, amalgamations, dissolutions, restorations and other procedures under federal and B.C. corporate legislation. Prerequisites: Corporate Law: Intermediate (LEGL 1307). (42 hours) \$208

7 wks Tu. Jan 18 💂 🕆 CRN 10136

SECURITIES II (LEGL 1410)

Learn higher level securities law and practice in corporate administration, legislation, filing requirements, stock exchange listings, due diligence, BCSC policies, public financing and related matters. Pre-requisite: Securities, Corporate (LEGL 1306). (21 hours) \$294

7 wks Mo. Jan 31 18:00 - 21:00 DTN 4 CRN 10138

PERSONAL INJURY PRACTICE (LEGL 1304)

Master substantive law and procedures required to manage a personal injury file. Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours) \$251

7 wks Tu. Mar 07 17:30 - 20:30 DTN & CRN 10150 7 wks Tu. Mar 15

LENDING & SECURITY (LEGL 1311)

Review validity of security documents, rights of parties and theory, concepts, procedures and forms used in a secured lending or banking practice. Prerequisites: Property Transactions (LEGL 1310). (42 hours) \$251

7 wks Tu. Mar 15 18:00 - 21:00 DTN 10116

ELECTIVE COURSES to be scheduled in upcoming terms:

BANKRUPTCY AND FORECLOSURES (LEGL 1409)

COMMERCIAL CONVEYANCING (LEGL 1312)

(42 hours)

CORP LAW: INTERMEDIATE PROC (LEGL 1307)

(42 hours)

CORP LAW: BASIC PROCEDURES (LEGL 1305)

(42 hours)

CORP LAW: COMPLEX TRANSACTIONS (LEGL 1317)

COURT OF APPEAL PRACTICE (LEGL 1403)

(42 hours)

ESTATE ADMINISTRATION (LEGL 1316)

(42 hours)

EVIDENCE (LEGL 1401)

(42 hours)

FAMILY LAW 1 (LEGL 1313)

(42 hours)

FAMILY LAW 2 (LEGL 1314)

(42 hours)

LITIGATION FOR PARALEGALS 1 (LEGL 1301)

LITIGATION FOR PARALEGALS 2 (LEGL 1302)

(42 hours)

PROPERTY LAW (LEGL 1309)

(42 hours)

PROPERTY TRANSACTIONS (LEGL 1310)

(42 hours)

SECURITIES: CORPORATE (LEGL 1306)

(42 hours)

WILLS & ESTATE PLANNING (LEGL 1315)

(42 hours)

PARALEGAL DIPLOMA

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

Program Assistant: Margaret McIlwaine, 604.443.8711

The Paralegal Diploma program is designed for Paralegal Certificate graduates who wish to continue their professional growth. In the diploma program, students complete course work in all four practice areas: (1) litigation, (2) corporate, (3) conveyancing, and (4) family and estate law. The additional coursework serves to broaden your knowledge and enhance your employability in the various fields of law.

For courses and information, visit the Paralegal Certificate Program.

ENTRANCE REQUIREMENTS:

Completion of the Paralegal certificate program

REQUIRED COURSES:

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

ELECTIVE COURSES:

Further electives are NOT required to qualify for the diploma.

"In this course, I especially liked the online discussions with my classmates and the instructor about a variety of topics."

JOELLE LAMBERT, PARALEGAL PROGRAM ONLINE STUDENT



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 Mo. Jan 24 18:00 - 21:00 DTN 🕆 CRN 10370

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 We. Jan 26 18:00 - 21:00 DTN 🕆 CRN 10371

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 Mo. Jan 31 18:00 - 21:00 DTN 10372

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. Feb 02 18:00 - 21:00 DTN 4 CRN 10373

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. Feb 07 18:00 - 21:00 DTN 4 CRN 10374

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. Feb 09 18:00 - 21:00 DTN 🖰 CRN 10375

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. Feb 14 18:00 - 21:00 DTN 4 CRN 10376

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. Feb 16 18:00 - 21:00 DTN 🖰 CRN 10377

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. Feb 21 18:00 - 21:00 DTN 🕆 CRN 10378

PREPARING YOUR BUSINESS PLAN (SMBU 1110)

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

1 day We. Feb 23 18:00 - 21:00 DTN 🖰 CRN 1037

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.

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

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. Jan 25 18:30 - 21:30 DTN 🖰 CRN 10507

"I found the courses very informative with good examples. The instructor did a great job of explaining accounting terms to non-accountants. Thank you!"

LAUREN WAY, SMALL BUSINESS STUDENT





FASHION ARTS

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

Website: www.vcc.ca/FashionArts

Email: fashion@vcc.ca

FASHION MERCHANDISING ASSOCIATE CERTIFICATE

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

A career in fashion merchandising takes you into the dynamic, fast-paced worlds of retail and wholesale marketing. Merchandisers are "people-persons" with an eye for colour, flair for fashion, and aptitude for management. Combine studies in business fundamentals with fashion theory using a multi-dimensional approach. Learn to project accurate forecasts for profits in sales and utilize varied techniques of merchandising to attract consumers.

This flexible, part-time evening program allows you to take any number of courses offered each term. Please note, all courses may not be offered each term. Texts and some supplies are required. Be prepared to dedicate approximately three hours per week per course to studies outside of class time. Each course averages 36 hours usually in three-hour blocks.

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

REQUIRED COURSES currently scheduled:

MERCHANDISING FASHION (FASH 1176)

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

12 wks Tu. Jan 04 18:30 - 21:30 DTN 🖰 CRN 10100

FASHION MARKETING & PROMOTION (FASH 1405)

Study the theory and practical application of fashion sales promotion, public relations, and special event promotion and other activities used to influence the sale of merchandise, services and concepts. Market planning, environmental influences, research, information systems, and consumer behaviour are examined in conjunction with the ever-changing fashion industry. Focus on the creative organization of professional quality presentations including evaluating, writing, and editing of copy for advertising and promotion, display presentation, internal communications and direct mail for a variety of market levels. (36 hours) \$303

12 wks Th. Jan 06 18:30 - 21:30 DTN 10113



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.



TEXTILES (FASH 2201)

Gain information necessary for the selection of suitable fabrics for specific designs and for the production of realistic designs for specific fabrics. Study the development, characteristics, use and care of natural, synthetic and semi-synthetic fabrics; as well as textile law and regulations. Please note a fabric workbook will need to be purchased in class for approximately \$75.00. (36 hours) \$303

12 wks Mo. Jan 10 18:30 - 21:30 DTN 4 CRN 10095

REQUIRED COURSES to be scheduled in upcoming terms:

FASHION FORECASTING (FASH 1204)

.(36 hours)

FASHION RETAIL MANAGEMENT (FASH 1401)

(36 hours)

FASHION STYLING (FASH 1408)

(36 hours)

HISTORY OF FASHION (FASH 1301)

(36 hours)

RETAIL BUYING (FASH 1402)

(36 hours)

FASHION ARTS SPECIALTY

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

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:

Fashion Illustration (FASH 1150)
Fabric Surface Design (FASH 1166)
Sewing - Beginners (FASH 1154)
Pattern Making (FASH 1153)
Fashion Production Mgmt (FASH 1184)
Boot Camp:Fashion Styling Teen (FASH 1182)

Boot Camp: Fashion Design Teen (FASH 1179) Visual Merchandising Boot Camp (FASH 1187)

Fashion Draping Bootcamp Teens (FASH 1188)

Adobe Illustrator for Fashion1 (FASH 1156) Adobe Illustrator for Fashion2 (FASH 1256)

Adobe Photoshop for Fashion (FASH 1157)

Apparel Graphics (FASH 1186)

Corsetry (FASH 1183)

Couture Draping (FASH 1181)

Dress Form Workshop (FASH 1163)

Fashion Styling Intensive (FASH 1185)

Fashion Writing (FASH 1409)

Intro Fashion Design (FASH 1178)

Millinery (FASH 1162)

Millinery 2 (FASH 1168)

Pattern Making: Knock Off Tech (FASH 1173)

ELECTIVE COURSES CURRENTLY SCHEDULED:

FASHION ILLUSTRATION (FASH 1150)

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

10 wks Mo. Jan 17 18:30 - 21:30 DTN 4 CRN 10109

FABRIC SURFACE DESIGN (FASH 1166)

Using a variety of fibre arts and processes, explore colour, texture, pattern systems and two dimensional design, as well as the development of imagery and ideas. Topics include; basic design concepts & colour theory, block printing, fibre-reactive dyeing, felting and Shibori. A technique diary is developed throughout the course for future reference. Please bring: 2" three ring binder, scissors/Exacto knife, ruler, glue and a selection of magazines (pop culture, design, architecture, fashion, nature, etc.). An additional supply list will be given at the first session, approximate cost \$25. (24 hours) \$24

8 wks We. Jan 19 18:30 - 21:30 DTN 10104

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. Jan 22 12:30 - 15:30 DTN 10094

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. Jan 22 09:00 - 12:00 DTN 10102

FASHION PRODUCTION MGMT (FASH 1184)

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

8 wks Tu. Feb 01 18:30 - 21:30 DTN 4 CRN 10458

BOOT CAMP: FASHION DESIGN TEEN (FASH 1179)

BACK BY POPULAR DEMAND! Discover fashion design and its processes. Explore drawing and conceptual design skills to create a mini-collection. Emphasis on fashion design principles, and does not include garment construction exercises. Learn fashion drawing, design sketching, as well as creating fabric designs by draping dress forms. Design fashion magazine and catalogue layouts using Abode Photoshop. Participants must be 13 - 18 years of age. Register for both boot camps, save \$100, register for 3 save \$150, and save \$200 when registering for all 4. (20 hours) \$250

5 days Mo. Tu. We. Th. Fr. Mar 21 09:00 - 13:00 DTN 10:00 DTN 10:0

BOOT CAMP: FASHION STYLING TEEN (FASH 1182)

BACK BY POPULAR DEMAND! A fun and hands-on course! Learn to stylize looks for photo shoots for fashion magazines, catalogues, commercials and fashion shows. Develop the skills and techniques to provide art direction and explore a career in styling. Participants will work in groups with a professional photographer to create "looks" for a photo shoot, and receive photos for their portfolio. Participants must be 13 - 18 years of age. Register for both boot camps, save \$100, register for 3 save \$150, and save \$200 when registering for all 4. (20 hours) \$250

5 days Mo. Tu. We. Th. Fr. Mar 21 13:30 - 17:30 DTN 10:00

NEW FASHION DRAPING BOOTCAMP TEENS (FASH 1188)

Apply high fashion couture methods directly to a mannequin. Draping is a unique method of creating garment designs directly on a three-dimensional body. Explore processes beyond the limitations of 2-D flat pattern making methods. Manipulate, mould and shape fabric to create skirts and tops. Learn to rotate darts and fashion style lines. Understand the fabric drape and body in relationship to the desired design, and experiment with bias cuts. Drape your own designs on a mannequin provided for class use. Participants must be 13 - 18 years of age. No pattern making experience required. Course fee includes supplies. Register for 2 boot camps save \$100; register for 3 to save \$150, and save \$200 when registering for all 4. (20 hours) \$250

5 days Mo. Tu. We. Th. Fr. Mar 28 13:30 - 17:30 DTN $^{\circ}$ CRN 10460

NEW VISUAL MERCHANDISING BOOT CAMP (FASH 1187)

Create and implement in-store displays using shadow boxes and panels for various fashion products. Present merchandise, coordinate elements and principles of design, and copy properties and the art of arranging fashions through a visual medium. Learn how to choose the appropriate visual merchandising materials and tools, and the sourcing of props and fixtures. Participants must be 13 - 18 years of age. No experience required. Course fee includes supplies. Register for 2 boot camps save \$100; register for 3 to save \$150, and save \$200 when registering for all 4. (20 hours) \$250

5 days Mo. Tu. We. Th. Fr. Mar 28 09:00 - 13:00 DTN 🖰 CRN 10459

ELECTIVE COURSES to be scheduled in upcoming terms:

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

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

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

APPAREL GRAPHICS (FASH 1186)

(30 hours)

CORSETRY (FASH 1183)

(30 hours)

COUTURE DRAPING (FASH 1181)

(30 hours)

DRESS FORM WORKSHOP (FASH 1163)

(6 hours)

FASHION STYLING INTENSIVE (FASH 1185)

(20 hours)

FASHION WRITING (FASH 1409)

(24 hours)

INTRO FASHION DESIGN (FASH 1178)

(30 hours)

MILLINERY (FASH 1162)

(18 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

Application deadlines: February 15th for April start & May 31st 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:

Production Patterns Grading (FASH 2203)

Collection Toiles (FASH 2202)

Design Drafting - Theory (FASH 1202)

Fashion Design (FASH 1203)

Industrial Sewing (FASH 1201)

Textiles (FASH 2201)

Adv Collection Manufacture (FASH 1352)

Adv Fashion Show Preparation (FASH 1353)

Block Construction (FASH 1102)

Collection Design (FASH 2103)

Collection Portfolio (FASH 2301)

Couture (FASH 2101)

Design Drafting-Practice (FASH 1303)

Design Patterns Draping (FASH 2102)

FA Visual Communication (FASH 2309)

Fashion Drawing (FASH 1101)

History Of Fashion (FASH 1301)

Sewing Techniques (FASH 1103)

Tailoring (FASH 1302)

REQUIRED COURSES currently scheduled:

COLLECTION TOILES (FASH 2202)

Create patterns and toiles in preparation for the manufacture of a collection. Learn how to make professional toiles as "sample garments" to plan the sewing construction with consideration to garment type and fabric, using fit models to finalize pattern proportion and detail. The development of working drawings and specification sheets ensure accuracy, speed and efficiency in manufacture. (36 hours) \$303

12 wks Tu. Jan 04 18:30 - 21:30 DTN CRN 10097

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 Tu. Jan 04 18:30 - 21:30 DTN CRN 10099

PRODUCTION PATTERNS GRADING (FASH 2203)

Learn the skills necessary to produce accurate patterns for the apparel industry. Develop production patterns with consideration of construction methods and garment type, the development of grade tables, grading techniques and procedures, lay-planning and markers. (36 hours) \$303

12 wks Th. Jan 06 18:30 - 21:30 DTN CRN 10098

FASHION DESIGN (FASH 1203)

Develop individual creativity and style in fashion design combined with a realistic approach to manufacture and sales potential. Learn to design clothing for all areas of the industry, producing flats and presentation fashion drawings for your designs. (36 hours) \$303

12 wks We. Jan 05 18:30 - 21:30 DTN CRN 10096

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. Jan 10 18:30 - 21:30 DTN CRN 10108

TEXTILES (FASH 2201)

Gain information necessary for the selection of suitable fabrics for specific designs and for the production of realistic designs for specific fabrics. Study the development, characteristics, use and care of natural, synthetic and semi-synthetic fabrics; as well as textile law and regulations. Please note a fabric workbook will need to be purchased in class for approximately \$75.00. (36 hours) \$303

12 wks Mo. Jan 10 18:30 - 21:30 DTN 4 CRN 10095

REQUIRED COURSES to be scheduled in upcoming terms:

ADV COLLECTION MANUFACTURE (FASH 1352)

(36 hours)

ADV FASHION SHOW PREPARATION (FASH 1353)

(18 hours)

BLOCK CONSTRUCTION (FASH 1102)

(36 hours)

COLLECTION DESIGN (FASH 2103)

(36 hours)

COLLECTION PORTFOLIO (FASH 2301)

(36 hours)

COUTURE (FASH 2101)

(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.

DESIGN DRAFTING - PRACTICE (FASH 1303)

(36 hours)

DESIGN PATTERNS DRAPING (FASH 2102)

(36 hours)

FA VISUAL COMMUNICATION (FASH 2309)

(36 hours)

FASHION DRAWING (FASH 1101)

(36 hours)

HISTORY OF FASHION (FASH 1301)

(36 hours)

SEWING TECHNIQUES (FASH 1103)

36 hours)

TAILORING (FASH 1302)

(36 hours)

FASHION ARTS DIPLOMA

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

This program has been designed to produce graduates with the highly desirable combination of creative flair and technical competence. This is achieved throughout the program by developing both creative ability and an awareness of technological and business applications.

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

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

Application deadline May 31 for September start.

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

Fashion Photoshop Applications (FASH 2214)
Production Patterns Grading (FASH 2203)
Illustration and Design 2 (FASH 1210)
Fashion Marketing & Promotion (FASH 1405)
Studio Lab C (FASH 2213)
Portfolio Design 1 (FASH 2210)
Industrial Sewing Techniques (FASH 1212)
Fashion Prof Practices 2 (FASH 1172)
Computer Aided Drafting 2 (FASH 2212)
Technical Fashion Drawing 1 (FASH 1213)

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

REQUIRED COURSES currently scheduled:

FASHION PHOTOSHOP APPLICATIONS (FASH 2214)

This course will introduce skills used to transform handrendered illustrations by applying a variety of tools. Using the toolbox and palettes, apply a variety of effects, fill selections and use layers for composite images. Make technical adjustments using colour corrections, tonal adjustments, filters, levels and adjustment layers. Explore photo enhancements using various masks, clipping groups and fill layers. (48 hours) \$399

12 wks Tu. Jan 04 13:00 - 17:00 DTN CRN 10090

PRODUCTION PATTERNS GRADING (FASH 2203)

Learn the skills necessary to produce accurate patterns for the apparel industry. Develop production patterns with consideration of construction methods and garment type, the development of grade tables, grading techniques and procedures, lay-planning and markers. (36 hours) \$303

12 wks Tu. Jan 04 09:00 - 12:00 DTN CRN 10089

PLEASE NOTE

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

FASHION MARKETING & PROMOTION (FASH 1405)

Study the theory and practical application of fashion sales promotion, public relations, and special event promotion and other activities used to influence the sale of merchandise, services and concepts. Market planning, environmental influences, research, information systems, and consumer behaviour are examined in conjunction with the ever-changing fashion industry. Focus on the creative organization of professional quality presentations including evaluating, writing, and editing of copy for advertising and promotion, display presentation, internal communications and direct mail for a variety of market levels. (36 hours) \$303

12 wks Fr. Jan 07 13:00 - 16:00 DTN CRN 10082

ILLUSTRATION AND DESIGN 2 (FASH 1210)

Develop individual creativity and style in fashion design combined with a realistic approach to manufacture and sales potential. Techniques for rendering fabrics are studied. Learn to develop clothing lines for various areas of the industry, producing flats and presentation fashion drawings for your designs. (36 hours) \$303

12 wks Th. Jan 06 14:00 - 17:00 DTN CRN 10085

INDUSTRIAL SEWING TECHNIQUES (FASH 1212)

A study of industrial cutting and sewing methods provides the designer/pattern maker with the knowledge necessary for work in mass production. Several sample garments are produced using industrial construction methods and working at industrial speed. Develop skills in the use and care of industrial machines. (48 hours) \$399

12 wks Th. Jan 06 09:00 - 13:00 DTN CRN 10086

PORTFOLIO DESIGN 1 (FASH 2210)

Complete presentation fashion drawings, detailed flats and fabric swatches for your individual collection, assembling these in a Portfolio for job application. Individual portfolios which provide visual evidence of creative technical and organizational skills are produced. Particular attention is paid to the overall design and presentation of this Collection Portfolio which highlights personal strengths, design philosophy and style. (36 hours) \$303

12 wks Th. Jan 06 09:00 - 12:00 DTN CRN 10091

STUDIO LAB C (FASH 2213)

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

12 wks Th. Jan 06 13:00 - 16:00 DTN CRN 10088

FASHION PROF PRACTICES 2 (FASH 1172)

Career development and preparation for seeking employment in the apparel industry is the focus of this course. Write cover letters and update individual resumes for industry positions as well as discuss interview procedures. Leadership skills, networking and mentoring aspects of career development are introduced. (36 hours) \$303

12 wks Fr. Jan 07 09:00 - 12:00 DTN CRN 10092

COMPUTER AIDED DRAFTING 2 (FASH 2212)

Focus on a series of complete production patterns generated from pictures or flats provided by the instructor. Draft full production patterns, completely graded and with markers included. Interpret the flat/design, understand and identify the drafting concepts and challenges, and execute the drafting techniques to completion. Have the opportunity to work on your original designs. (48 hours) \$399

12 wks Mo. Jan 10 09:00 - 13:00 DTN CRN 10110

PATTERN DRAFTING THEORY (FASH 1211)

Gain the theoretical knowledge necessary for accurate flat pattern making, and an understanding of the inherent design possibilities and limitations. Study the principles and methods of flat pattern drafting, and produce comprehensive reference notebooks illustrating all basic adaptations and constructions in 1/5 scale. (48 hours) \$399

12 wks Mo. Jan 10 09:00 - 13:00 DTN CRN 10084

TECHNICAL FASHION DRAWING 1 (FASH 1213)

Adobe Illustrator is a popular, powerful drawing tool used by many apparel companies for flats, fashion illustrations, and catalogue development. Learn the basic tools used in drawing with Adobe Illustrator software for fashion-related work. Understand the different uses and kinds of technical fashion drawing. Convey design ideas using technical drawings and terminology to accurately specify proportion, style and detail. Be able to draw accurately by hand and through the use of computer software. (48 hours) \$399

12 wks Mo. Jan 10 14:00 - 18:00 DTN CRN 10087

PERSONAL BLOCK CONSTRUCTION (FASH 1214)

Draft a set of individual blocks. Have the opportunity to custom measure and fit the blocks for personal or custom clientele, and be able to understand the actual fit and silhouette of these drafts. (18 hours) \$157

6 wks We. Feb 16 13:00 - 16:00 DTN CRN 10083

INT VISUAL COMMUNICATION (FASH 2211)

Graphic design principles are covered in the production of individual business cards, programs and other promotional materials for the graduate fashion show. Develop concepts for a range of promotional materials including hang tags, logos, labels and press kits. (36 hours) \$303

4 wks Fr. Mar 04 14:00 - 17:00 DTN CRN 10093 8 wks Fr. Apr 15 14:00 - 17:00 DTN CRN 10093

REQUIRED COURSES to be scheduled in upcoming terms:

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

BLOCK CONSTRUCTION (FASH 1102)

36 hours)

COLLECTION DESIGN 1 (FASH 1312) (36 hours)

COLLECTION DESIGN 2 (FASH 2113) (36 hours)



FASHION ARTS / GEMMOLOGY AND JEWELLERY

COLLECTION MANUFACTURE/STUDIO (FASH 2310)

(144 hours)

COMPUTER AIDED DRAFTING 1 (FASH 2114)

(48 hours)

COMPUTER APPLICATIONS (FASH 1111)

(36 hours)

COSTUME HISTORY (FASH 1113)

(54 hours)

COUTURE SEWING (FASH 2112)

(48 hours)

DESIGNER PATTERNS AND TOILES (FASH 2111)

(72 hours)

DRAPING TECHNIQUES (FASH 2110)

(24 hours)

FABRIC AND TEXTILE STUDIES (FASH 1115)

(54 hours)

FASHION PROF PRACTICES 1 (FASH 1171)

(36 hours)

ILLUSTRATION AND DESIGN 1 (FASH 1112)

(72 hours)

INTRODUCTION TO FASHION (FASH 1110)

(36 hours)

PATTERN DRAFTING PRACTICAL 1 (FASH 1310)

(48 hours)

PATTERN DRAFTING PRACTICAL 2 (FASH 2115)

(48 hours)

PORTFOLIO DESIGN 2 (FASH 2312)

(36 hours)

PRODUCT DEVELOPMENT (FASH 1252)

(36 hours)

SEWN PRODUCT TECHNIQUES (FASH 1114)

(48 hours)

STUDIO LAB A (FASH 1315)

(36 hours)

STUDIO LAB B (FASH 2116)

(36 hours)

STUDIO LAB D (FASH 2313)

(36 hours)

TAILORING TECHNIQUES (FASH 1311)

(36 hours)

TECHNICAL FASHION DRAWING 2 (FASH 1314)

(48 hours

TEXTILE SURFACE DESIGN & LAB (FASH 1313)

(72 hours)

GEMMOLOGY AND JEWELLERY

Vancouver Community College (VCC) is affiliated with the Canadian Gemmological Association and is pleased to offer the Canadian Gemmological Association's (CGA) two-year diploma program in Gemmology.

ACCELERATED GEMMOLOGY

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

Canadian Gemmological Association Diploma

Be part of the first Accelerated Gemmology graduating class. This is the first time this course is offered as an accelerated daytime program. Learn to be a professional gemmologist in 4 short months.

All classes and exams are conducted on-site at our fully-equipped facilities in the Downtown VCC campus. The fee includes all course notes, CGA student membership and tuition fees. Classes will run 4 days per week (Monday to Thursday) from 0930hr to 1630 hrs. There will be 3 study weeks built into the schedule.

Examination fees extra - paid to the Canadian Gemmological Association.

This program has the same course content as the part-time program. Application fee: \$50.00

ENTRANCE REQUIREMENTS:

High School Graduation.

REQUIRED COURSES currently scheduled:

GEMMOLOGY ACCELERATED PROGRAM (GEMM 1110) \$4738

4 months Mo. Tu. We. Th. May 16 09:30 - 16:30 DTN 16:30

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.

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.

This part-time program begins in September. Application fee: \$50.00

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 gloves.

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: April 1, 2011 (35 hours) \$2495 days Mo.- Fr. May 2 09:00 - 17:00 DTN CRN 30463

"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, GEMMOLOGY PROGRAM STUDENT



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: \$50. 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: Jan 10, 2011. \$2995

17 wks Mo. Jan 17 18:30 - 21:30 DTN 4 CRN 10197

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: Feb 14, 2011. (12 hours). \$645

4 wks Mo. Feb 21 18:30 - 21:30 DTN 10193

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. Mar 05 09:30 - 12:30 DTN 🖰 CRN 10479

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. Mar 05 14:00 - 17:00 DTN 4 CRN 10480

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. Mar 12 14:00 - 17:00 DTN 🕆 CRN 10462

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. Mar 12 09:00 - 13:00 DTN 10461

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. Registration deadline 7 days prior to class. (3 hours) \$125

1 day Sa. Mar 19 13:00 - 16:00 DTN 4 CRN 10198

ELECTIVE COURSES to be scheduled in upcoming terms:

CANADIAN JEWELLER JETS PROGRAM (JEWL 1114) EVALUATION OF JADEITE JADE 1 (GEMM 1155) (20 hours)

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

GIA DIAMOND GRADING (GEMM 2130) (35 hours)

GEMMOLOGY PRACTICAL LAB (GEMM 2102) HOW TO BUY DIAMONDS (GEMM 2136) (3 hours)

GIA PEARL GRADING

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:

Jewellery Techniques I (JEWL 1103)
Buying and Selling Jewellery (JEWL 1126)
Intro Jeweller Illustration (JEWL 1127)
Jewellery Techniques II (JEWL 1104)
Sketching Basics for Jewellers (JEWL 1125)
Pearl Stringing Techniques 1 (JEWL 1112)
Create Jewellery Repair Sales (JEWL 1113)
Graduate Sales Associate (GEMM 2137)
Jewellery Appraisal (JEWL 1107)
Canadian Jeweller Jets Program (JEWL 1114)

ELECTIVE COURSES currently scheduled:

BUYING AND SELLING JEWELLERY (JEWL 1126)

Have you ever wondered how many people acquire beautiful jewellery at great prices? In this class, you will acquire a basic knowledge of gemmology and the precious metals (Gold, Platinum and Silver). You will learn how to evaluate precious gems (Diamond, Ruby, Sapphire and Emerald), as well as antique and modern jewellery. Build your confidence in judging craftsmanship of Jewellery pieces, including style of design, setting, mounting and quality of gem selected. Handouts will be given during class. Supplies required: 10x loupe & tweezers. No pre-requisite required. **Registration deadline: 7 days prior to class start date.** (18 hours) \$429

6 wks Mo. Jan 17 18:30 - 21:30 DTN CRN 10465

INTRO JEWELLER ILLUSTRATION (JEWL 1127)

Using simple drawing techniques, students will learn to illustrate jewellery possibilities for their clients. The course includes step-by-step instructions to quickly draw jewellery settings and gemstones, adding colour and texture to produce accurate design ideas No pre-requisite required. A list of necessary drawing supplies will be available before the first class. (12 hours) \$295

4 wks Mo. Jan 17 18:30 - 21:30 DTN 4 CRN 10481

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: 7 Days prior to class. (24 hours). \$429

8 wks Mo. Jan 17 18:30 - 21:30 DTN 10199 8 wks We. Jan 19 18:30 - 21:30 DTN 10 CRN 10202



GEMMOLOGY AND JEWELLERY / INTERIOR DESIGN

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 7 days prior to class.** (24 hours) \$429

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

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 professionally present 3D concepts (of jewellery) in 2D. 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

5 wks We, Jan 19 18:30 - 21:45 DTN CRN 10506

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. **Registration deadline 7 days prior to class.** (3 hours) \$95

1 day Sa. Jan 22 13:00 - 16:00 DTN 🖰 CRN 10203

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: 7 Days prior to class.** (6 hours) \$125

1 day Sa. Jan 22 10:00 - 16:00 DTN 🕆 CRN 10204

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: Feb 14, 2011. (12 hours). \$645

JEWELLERY APPRAISAL (JEWL 1107)

4 wks Mo. Feb 21 18:30 - 21:30 DTN 10193

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: 7 Days prior to beginning of class. (15 hours) \$429

3 wks Sa. Mar 26 10:00 - 16:00 DTN 4 CRN 10201

ELECTIVE COURSES to be scheduled in upcoming terms:

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 7 days prior to beginning of class.

PLEASE NOTE

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

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).

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

"I was happy to learn that my new job in set decoration for the movie industry utilizes all the skills I learned in the Interior Design program."

ALEXIS CORONADO, INTERIOR DESIGN GRADUATE



ELECTIVE COURSES:

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

REQUIRED COURSES currently scheduled:

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) \$394

12 wks Mo. Jan 10 18:30 - 21:30 DTN CRN 10482

RESIDENTIAL DESIGN (INTD 1130)

From Kitchen to Utility room to Home office, all aspects of Residential Interior Design will be covered in this advanced course. Further develop skills in research, drafting and design. Produce bubble diagrams, furniture plans, block diagrams, specification binders, and materials and finishes boards. Evaluate client requirements thoroughly and thoughtfully. Produce floor plans, elevations, perspectives, and a research binder for a complete residence. This course will utilize all the skills and knowledge learned in the other courses in VCC's Interior Design Certificate and therefore should be taken at the end of the program. (36 hours) \$394

12 wks Mo. Jan 10 18:30 - 21:30 DTN CRN 10483

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) \$394

12 wks Tu. Jan 11 18:00 - 21:00 DTN CRN 10484

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) \$283

8 wks Tu. Jan 11 18:30 - 21:30 DTN CRN 10485

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) \$394

12 wks We. Jan 12 18:30 - 21:30 DTN CRN 10486

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) \$394

12 wks We, Jan 12 18:30 - 21:30 DTN CRN 10487

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) \$394

12 wks Th. Jan 13 18:30 - 21:30 DTN CRN 10488

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) \$394

12 wks Sa. Jan 15 09:30 - 12:30 DTN CRN 10490

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) \$283

12 wks Sa. Jan 15 09:30 - 11:30 DTN CRN 10489

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) \$283

6 wks Sa. Jan 22 10:00 - 14:00 DTN CRN 10491

REQUIRED COURSES to be scheduled in upcoming terms:

AUTOCAD FOR INTERIOR DESIGNERS (INTD 1150)

(36 hours)

DESIGN SPECIFICATIONS (INTD 1116)

(24 hours)

HISTORY OF FURNITURE (INTD 1102)

(36 hours)

LIGHTING (INTD 1121)

(24 hours)

KITCHEN & BATH DESIGN CERTIFICATE

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Bernie Lyon, 604.443.8522, blvon@vcc.ca

Program Assistant: Kevin Coutts, 604.443.8677

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

ENTRANCE REQUIREMENTS:

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

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

All applicants are required to fill out a College application form. These forms are available at the Continuing Studies Office. There is a \$30.00 application fee.

REQUIRED COURSES:

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

Basic Kitchen Design (INTD 2101)

Basic Bathroom Design (INTD 2102)

Advanced Kitchen and Bath Design (INTD 2201)

Construction (INTD 2103)

Kitchen & Bath Business (INTD 2104)

Kitchen & Bath Systems & Products (INTD 2105)

Drafting 1 (INTD 2106)

Drafting 2 (INTD 2107)

Drafting 3 (INTD 2108)

ELECTIVE COURSES:

There are no electives. All courses are required.



MAKEUP ARTISTRY

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 prerequisites 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 $% \left(1\right) =\left(1\right) \left(1\right) \left$
- 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. A Make Up For Ever Kit has been specially selected for this program and can be purchased on the first day of class for \$600 plus taxes and shipping. A shopping list, which includes additional supplies needed for the course, will be provided by the instructor. (30 hours) \$455

10 wks Tu. Jan 18 18:00 - 21:00 DTN 10185

EVENING AND BRIDAL MAKEUP (MKUP 1102)

This course prepares graduates with skills to apply advanced makeup. 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 there 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 such as curling, combing out and applying select products. A model is required for week 9 and 10. Prerequisite: MKUP 1101. (30 hours) \$455

10 wks We. Jan 19 18:00 - 21:00 DTN 10186

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. Jan 20 18:00 - 21:00 DTN 4 CRN 10187

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. Mar 26 09:00 - 17:00 DTN 10188

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 makeup 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. Jan 17 18:00 - 21:00 DTN 4 CRN 10189

ELECTIVE COURSES to be scheduled in upcoming terms:

MAKEUP FOR FILM & TV (MKUP 1107)

THEATRICAL MAKEUP (MKUP 1106)

PHOTOGRAPHY

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Nadia Albano, 604.443.8670 Program Assistant: Rebeccah Bennett, 604.443.8672

Continuing studies is introducing a photography course this winter, for novice photographers looking to improve their skills. Taught by experienced professionals in the field, students will gain the skills, methods and techniques required to create beautiful visual art.

Join Basic Photography this term to explore your interest and gain the fundamentals needed to improve your skills as a photographer; whether it's a personal hobby or a professional aspiration. Look for additional workshops and courses in the upcoming term.

ELECTIVE COURSES:

BASIC PHOTOGRAPHY (PHOT 1101)

ELECTIVE COURSES CURRENTLY SCHEDULED:

BASIC PHOTOGRAPHY (PHOT 1101)

This introductory course is ideal for anyone interested in learning basic photographic principles and practical tips. Learn various photographic genres; macro, landscape to street photography. Camera required; preferably digital or analog SLR. Course fee includes HST. (15 hrs) \$305

5 wks Sa. Jan 08 15:00 - 18:00 DTN 🕆 CRN 10384



COUNSELLING

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

Join the growing number of students who are training with VCC. 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 and Community Counselling Skills provide the theory and skills to those either making a career change or for those currently working in the field who wish educational credentials. Courses are taught and designed by experts in the field, and students can attend on a full or part time basis.

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

ADDICTION COUNSELLING SKILLS CERTIFICATE

Acting Program Coordinator: Mariola Mrozewska, 604-443-8392, mmrozewska@vcc.ca

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

Practicum Coordinator: Sarah Fernets, 604.443.8676

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

The Addiction Counselling Skills Certificate 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 nonprofit 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. 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
- Basic Counselling Skills (CNSK 1401)

REQUIRED COURSES:

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

ELECTIVE COURSES:

Group Counselling Skills (CNSK 1408) Aboriginal Content (CNSK 1413)

Aboriginal Content (CNSK 1423)

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. Jan 04 18:15 - 21:30 DTN ♣ CRN 10168 11 wks We. Jan 12 18:15 - 21:30 DTN ♣ CRN 10165 11 wks Th. Jan 13 18:15 - 21:30 DTN ♣ CRN 10166 11 wks Fr. Jan 14 09:15 - 12:30 BWY ♣ CRN 10167

PLEASE NOTE

Only courses related to a Certificate or Diploma are accepted by Revenue Canada as tax deductible REQUIRED COURSES currently scheduled:

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. Jan 04 18:15 - 21:30 DTN CRN 10410 1 day Sa. Feb 05 09:15 - 16:30 DTN CRN 10410 9 wks Fr. Jan 07 18:15 - 21:30 DTN CRN 10411

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 Tu. Jan 04 18:15 - 21:30 DTN CRN 10451 1 day Sa. Feb 26 09:30 - 16:30 DTN CRN 10451 12 wks We. Jan 05 18:15 - 21:30 DTN CRN 10452 1 day Sa. Feb 26 09:30 - 16:30 DTN CRN 10452 12 wks Mo. Jan 10 18:15 - 21:30 DTN CRN 10405 1 day Sa. Feb 12 09:30 - 16:30 DTN CRN 10405

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

6 wks Tu. Jan 04 18:15 - 21:30 DTN CRN 10416 1 day Sa. Jan 29 09:15 - 16:30 DTN CRN 10416 6 wks Th. Jan 06 18:15 - 21:30 DTN CRN 10417 1 day Sa. Jan 29 09:15 - 16:30 DTN CRN 10417



28 HEALTH SCIENCES AND HUMAN SERVICES COUNSELLING

ASSESSMENT PRACTICES - ADDICTION (CNSK 1411)

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

11 wks Mo. Jan 10 18:15 - 21:30 DTN CRN 10413 1 day Sa. Mar 5 09:30 - 16:30 DTN CRN 10413 12 wks Th. Jan 06 18:15 - 21:30 DTN CRN 10453

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

1 day We. Jan 05 18:30 - 21:30 DTN CRN 10445 1 day We. Jan 19 18:30 - 21:30 DTN CRN 10445 1 day We. Feb 09 18:30 - 21:30 DTN CRN 10445 1 day We. Feb 23 18:30 - 21:30 DTN CRN 10445 1 day We. Mar 02 18:30 - 21:30 DTN CRN 10445 1 day We. Mar 16 18:30 - 21:30 DTN CRN 10445 1 day We. Mar 30 18:30 - 21:30 DTN CRN 10445 1 day We. Apr 06 18:30 - 21:30 DTN CRN 10445 1 day We. Apr 27 18:30 - 21:30 DTN CRN 10445

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 Comunity OR Addiction Counselling Skills Certificate Programs. \$455

1 day We. Jan 05 18:30 - 21:30 DTN CRN 10444 1 day We. Jan 19 18:30 - 21:30 DTN CRN 10444 1 day We. Feb 02 18:30 - 21:30 DTN CRN 10444 1 day We. Feb 16 18:30 - 21:30 DTN CRN 10444 1 day We. Mar 16 18:30 - 21:30 DTN CRN 10444

INDIVID COUNS SKILLS-ADDICTION (CNSK 1406)

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

12 wks Mo. Jan 10 18:15 - 21:30 DTN CRN 10407

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 Mo. Jan 10 17:45 - 21:30 NET CRN 10436

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. \$550

12 wks We. Jan 12 18:15 - 21:30 DTN CRN 10406 1 day Sa. Jan 22 09:30 - 16:30 DTN CRN 10406

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 Tu. Mar 01 18:15 - 21:30 DTN CRN 10439 1 day Sa. Mar 12 09:30 - 16:15 DTN CRN 10439



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.



DIVERSITY, CULTURAL & COUNS (CNSK 1407)

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

5 wks Tu. Mar 01 18:15 - 21:30 DTN CRN 10438 1 day Sa. Mar 19 09:15 - 16:30 DTN CRN 10438 5 wks Th. Mar 03 18:15 - 21:30 DTN CRN 10437 1 day Sa. Mar 19 09:30 - 16:15 DTN CRN 10437 ELECTIVE COURSES currently scheduled:

GROUP COUNSELLING SKILLS (CNSK 1408)

Offered Winter (Jan) AND Spring (April) terms ONLY. Explore a wide spectrum of both theoretical and experiential approaches to group work, focusing especially on core facilitation skills. Examine group dynamics and evolution, interpersonal relationships (e.g. conflicts, alliances and other structures), leadership styles, curriculum development, and the role of health and healing practices. Particular attention will be given to developing effective facilitation strategies through achieving greater self-awareness. Learn about the emerging models of group work which focus on collaboration, community-building and creativity. 45 hours (3 credits) Prerequisite: Acceptance to a Counselling Skills Certificate Program and recommended completion of Individual Counselling Skills or permission of the Program Coordinator \$551

11 wks Mo. Jan 10 18:15 - 21:30 DTN CRN 10408 1 day Sa. Jan 15 09:30 - 16:30 DTN CRN 10408

COMMUNITY COUNSELLING SKILLS

Acting Program Coordinator: Mariola Mrozewska, 604-443-8392, mmrozewska@vcc.ca Program Assistant: Carol Agostini, 604.443.8661, cagostini@vcc.ca

Practicum Coordinator: Sarah Fernets, 604.443.8676

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

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
- Basic Counselling Skills (CNSK 1401)

REQUIRED COURSES:

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

ELECTIVE COURSES currently scheduled:

Group Counselling Skills (CNSK 1408) Aboriginal Counselling Skills (CNSK 1413)

ELECTIVE COURSES to be scheduled in upcoming terms:

CNS SKILLS A YOUTH PERSPECTIVE (CNSK 1416) VOCATIONAL COUNSELLING SKILLS (CNSK 1414)

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401) See course description on page 27. (36 hours) \$435

11 wks Tu. Jan 04 18:15 - 21:30 DTN 🕆 CRN 10168 11 wks We. Jan 12 18:15 - 21:30 DTN 🕆 CRN 10165 11 wks Th. Jan 13 18:15 - 21:30 DTN 🕆 CRN 10166 11 wks Fr. Jan 14 09:15 - 12:30 BWY 🕆 CRN 10167

REQUIRED COURSES currently scheduled:

FAMILY SYSTEMS-AN OVERVIEW (CNSK 1409)

See course description on page 27. (29 hours) \$351

7 wks Tu. Jan 04 18:15 - 21:30 DTN CRN 10410 1 day Sa. Feb 05 09:15 - 16:30 DTN CRN 10410 9 wks Fr. Jan 07 18:15 - 21:30 DTN CRN 10411

FOUNDATIONS OF COUNSELLING (CNSK 1402)

See course description on page 27. (45 hours) \$551

12 wks Tu. Jan 04 18:15 - 21:30 DTN CRN 10451 1 day Sa. Feb 26 09:30 - 16:30 DTN CRN 10451 12 wks We. Jan 05 18:15 - 21:30 DTN CRN 10452 1 day Sa. Feb 26 09:30 - 16:30 DTN CRN 10452 12 wks Mo. Jan 10 18:15 - 21:30 DTN CRN 10405 1 day Sa. Feb 12 09:30 - 16:30 DTN CRN 10405 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.

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. \$550

12 wks Tu. Jan 04 18:15 - 21:30 DTN CRN 10415 12 wks Th. Jan 06 18:15 - 21:30 DTN CRN 10414



30 HEALTH SCIENCES AND HUMAN SERVICES COUNSELLING / EARLY CHILDHOOD CARE AND EDUCATION

PERSONAL & PROFESSIONAL DEV (CNSK 1412)

See course description on page 27. 29 hours) \$351

6 wks Tu. Jan 04 18:15 - 21:30 DTN CRN 10416 1 day Sa. Jan 29 09:15 - 16:30 DTN CRN 10417 6 wks Th. Jan 06 18:15 - 21:30 DTN CRN 10417 1 day Sa. Jan 29 09:15 - 16:30 DTN CRN 10417

PRACTICUM: EMPLOYMENT (CNSK 1489)

See course description on page 28. \$455

1 day We. Jan 05 18:30 - 21:30 DTN CRN 10445 1 day We. Jan 19 18:30 - 21:30 DTN CRN 10445 1 day We. Feb 09 18:30 - 21:30 DTN CRN 10445 1 day We. Feb 23 18:30 - 21:30 DTN CRN 10445 1 day We. Mar 02 18:30 - 21:30 DTN CRN 10445 1 day We. Mar 16 18:30 - 21:30 DTN CRN 10445 1 day We. Mar 30 18:30 - 21:30 DTN CRN 10445 1 day We. Apr 06 18:30 - 21:30 DTN CRN 10445 1 day We. Apr 27 18:30 - 21:30 DTN CRN 10445 1 day We. Jan 05 18:30 - 21:30 DTN CRN 10445

PRACTICUM: VOLUNTEER (CNSK 1488)

See course description on page 28. \$455

1 day We. Jan 05 18:30 - 21:30 DTN CRN 10444 1 day We. Jan 19 18:30 - 21:30 DTN CRN 10444 1 day We. Feb 02 18:30 - 21:30 DTN CRN 10444 1 day We. Feb 16 18:30 - 21:30 DTN CRN 10444 1 day We. Mar 16 18:30 - 21:30 DTN CRN 10444

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 We. Jan 05 18:15 - 21:30 DTN CRN 10412

LIFESPAN DEVELOPMENT (CNSK 1404)

See course description on page 28. (45 hours) \$551 12 wks Mo. Jan 10 17:45 - 21:30 RCRN 10436

THEORIES OF COUNSELLING (CNSK 1403)

See course description on page 28. (45 hours) \$550

12 wks We. Jan 12 18:15 - 21:30 DTN CRN 10406 1 day Sa. Jan 22 09:30 - 16:30 DTN CRN 10406

DIVERSITY, CULTURAL & COUNS (CNSK 1407)

See course description on page 28. (22 hours) \$267

5 wks Tu. Mar 01 18:15 - 21:30 DTN CRN 10438 1 day Sa. Mar 19 09:15 - 16:30 DTN CRN 10438 5 wks Th. Mar 03 18:15 - 21:30 DTN CRN 10437 1 day Sa. Mar 19 09:30 - 16:15 DTN CRN 10437

ELECTIVE COURSES currently scheduled:

GROUP COUNSELLING SKILLS (CNSK 1408)

See course description on page 29. (45 hours) \$551

11 wks Mo. Jan 10 18:15 - 21:30 DTN CRN 10408 1 day Sa. Jan 15 09:30 - 16:30 DTN CRN 10408

ABORIGINAL COUNSELLING SKILLS (CNSK 1413)

Examine the historical and traditional perspectives and contemporary issues of the Aboriginal community with a focus on health and healing. Students will explore how cultural expression, including values and identity provides the basis for healing in an Aboriginal treatment setting. Special consideration will be given to the impact of colonization for example, residential schools and the resulting changes in established family systems. While the focus of our discussion will be on the specific Canadian Aboriginal experience, comparisons will be drawn from the experiences of other Indigenous populations. A daytime trip to a sweat lodge is an important component of this course. 22 hours (1 credit)

Prerequisite: Acceptance to a Counselling Skills Certificate Programs or permission of the Program Coordinator. Priority will be given to VCC's current certificate students who may need this elective for graduation purposes. \$267

5 wks Th. Mar 03 18:15 - 21:30 DTN CRN 10440 1 day Sa. Mar 26 09:15 - 16:30 DTN CRN 10440

ELECTIVE COURSES to be scheduled in upcoming terms:

CNS SKILLS A YOUTH PERSPECTIVE (CNSK 1416) (22 hours)

VOCATIONAL COUNSELLING SKILLS (CNSK 1414) (22 hours)

EARLY CHILDHOOD CARE AND EDUCATION

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

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

EARLY CHILDHOOD CARE AND EDUCATION

Program Coordinator: Lesley Richardson, 604.443.8660, Irichardson@vcc.ca Program Assistant: Kari Karlsbjerg, 604.443.8428,

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

kkarlsbjerg@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 andapplication. Application fee: \$30.00

ENTRANCE REQUIREMENTS:

- High School graduation
- Proof of BC Grade 12 English proficiency or equivalent
- 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

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

ASHLEY TORRES, EARLY CHILDHOOD CARE AND EDUCATION STUDENT

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 Kari Karlsbjerg at 604.443.8428

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

Good Beginnings (ECCE 1202)

REQUIRED COURSES currently scheduled:

GOOD BEGINNINGS (ECCE 1202)

Recommended by Child Care Licensing, this course introduces you to a wealth of information. Learn about child growth and development, health, safety and nutrition, play-based activities that promote children's learning, positive approaches to supporting and guiding children's behaviour, business aspects of operating a successful family child care and more. Also available as a Distance Education course with \$20 additional fees for courier costs. Includes new text. \$375

Jan 03 OFS CRN 10242

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.

Application fee: \$30.00

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



When can I apply for VCC's ECE programs?

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



"This has been one of the most thought-provoking and interesting courses I have ever taken and makes me so excited about the remaining courses in the Certificate program."

DEBORAH DRAGON, FAMILY LITERACY CERTIFICATE STUDENT

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

Program Assistant: Kari Karlsbjerg, 604.443.8428

Along with our literacy partners, VCC is proud to host a new online Family Literacy Certificate Program. Designed for those who currently work or plan to work in family literacy, this program will build your knowledge and skills in 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. Please note: This Certificate Program is offered online only. Fundamentals of Family Literacy is a prerequisite for all other courses.

ENTRANCE REQUIREMENTS:

Grade 12 English or equivalent

REQUIRED COURSES:

Please note: Fundamentals of Family Literacy is a prerequisite for all other courses.
Child Dev & Emergent Literacy (FAML 1111)
Family Lit in the Community (FAML 1112)
Fundamentals of Family Lit (FAML 1109)
Literacy - Adults & Families (FAML 1110)

REQUIRED COURSES currently scheduled:

CHILD DEV & EMERGENT LITERACY (FAML 1111)

Explore the principles of child development, deepen your understanding of play and reflect upon children with exceptional needs in family literacy programs. Examine oral language and reading/writing development from emergent to independent stages and focus on the role of adults in supporting children's literacy development. (24 hours) \$245

Jan 10 💻 CRN 10496

FAMILY LIT IN THE COMMUNITY (FAML 1112)

Learn about the principles of community development and how these impact and support family literacy, home languages and cultures. Criteria for effective partnerships and examples of successful community partnerships will be highlighted. (24 hours) \$265

Feb 21 R CRN 10497

REQUIRED COURSES to be scheduled in upcoming terms:

FUNDAMENTALS OF FAMILY LIT (FAML 1109)

(30 hours)

LITERACY - ADULTS & FAMILIES (FAML 1110)

(30 hours)



32 HEALTH SCIENCES AND HUMAN SERVICES HEALTH

HEALTH

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

CPR AND FIRST AID

Program Assistant: 604.443.8672 To Register: 604.443.8484

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

ELECTIVE COURSES:

Standard First Aid/CPR-C (HLTH 1276) Basic Rescuer Level C (HLTH 1369)

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. Mar 05 09:00 - 18:00 TBA CRN 10388

ELECTIVE COURSES to be scheduled in upcoming terms:

BASIC RESCUER LEVEL C (HLTH 1369) (6 hours)

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 second Saturday (holidays exempt). For individuals who have Level I certification, please note that Level II Foodsafe is also offered every term.

ELECTIVE COURSES:

Foodsafe Level 2 (HLTH 1102)

ELECTIVE COURSES currently scheduled:

FOODSAFE LEVEL 2 (HLTH 1102)

(12 hours) \$138.85

2 wks Sa. Jan 22 09:00 - 16:00 DTN 10390

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:

PACU Challenge Option (HLTH 1378)
Heightened Expectations: Acute (HLTH 1362)
Medication Admin Asst Liv Work (HLTH 1327)
Foot Care 1 (HLTH 1241)
Foot Care 2 (HLTH 1196)
Heightened Expectations: Res (HLTH 1361)
Advanced Cardiac Monitoring (HLTH 1174)
Basic ECG Monitoring (HLTH 1173)
CRNE Prep for RNs (HLTH 1346)
IV Therapy Theory (HLTH 1185)
Medication Course for HCWs (HLTH 1366)

ELECTIVE COURSES currently scheduled:

PACU CHALLENGE OPTION (HLTH 1378)

\$534

Jan 03 OFS CRN 10394



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.



HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1362)

For RNs and LPNs in acute care. Expand your knowledge of assessment in this three-day course. Theory and 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

1 day Sa. Jan 22 09:00 - 18:00 TBA CRN 10389 1 day We. Jan 26 09:00 - 18:00 TBA CRN 10389 1 day Sa. Jan 29 09:00 - 18:00 TBA CRN 10389

MEDICATION ADMIN ASST LIV WORK (HLTH 1327)

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

2 days We. Th. Jan 26 09:00 - 17:00 DTN CRN 10478

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 registered in B.C. (21 hours). \$422.15

2 days Mo. Tu. We. Jan 31 09:00 - 16:00 TBA CRN 10391

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). \$298.95

2 days Th. Fr. Feb 03 09:00 - 18:00 OFS CRN 10392

HEIGHTENED EXPECTATIONS: RES (HLTH 1361)

For RNs and LPNs in residential care. Expand your knowledge of assessment in this three-day course. Theory and 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. Feb 11 09:00 - 18:00 TBA CRN 10447 1 day Sa. Feb 19 09:00 - 18:00 TBA CRN 10447

ELECTIVE COURSES to be scheduled in upcoming terms:

ADVANCED CARDIAC MONITORING (HLTH 1174)

These cardiac care courses are designed for nurses working in a variety of settings that rely on cardiac monitoring. Course content includes an overview of cardiac anatomy, pathology, electrophysiology and ECG interpretation. Additionally, presentation of a systematic approach to the interpretation and management of cardiac dysrhythmias. You will learn cardiac monitoring skills through an interactive hands-on approach.

BASIC ECG MONITORING (HLTH 1173)

These cardiac care courses are designed for nurses working in a variety of settings that rely on cardiac monitoring. Course content includes an overview of cardiac anatomy, pathology, electrophysiology and ECG interpretation. Additionally, presentation of a systematic approach to the interpretation and management of cardiac dysrhythmias. You will learn cardiac monitoring skills through an interactive hands-on approach.

IV THERAPY THEORY (HLTH 1185)

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

MEDICATION COURSE FOR HCWS (HLTH 1366)

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

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)
Distance IV Therapy for LPN (HLTH 1315)
CPNRE Prep for LPNs (HLTH 1360)
I.M. Injections (HLTH 1122)
IV Therapy Theory (HLTH 1185)
Immunization Skills Lab (HLTH 1377)
LPN Pharma/Parenteral Lab (HLTH 1130)
LPN Pharmacy Theory (HLTH 1128)
Pharmacology Review (HLTH 1295)
Take the Lead (HLTH 1368)

ELECTIVE COURSES currently scheduled:

DISTANCE IV THERAPY FOR LPN (HLTH 1315)

\$174.70

Jan 03 OFS CRN 10395

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

Jan 03 OFS CRN 10396

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)

(8 hours)

IMMUNIZATION SKILLS LAB (HLTH 1377)

(3 hours)

LPN PHARMA/PARENTERAL LAB (HLTH 1130)

(8 hours).

LPN PHARMACY THEORY (HLTH 1128)

(70 hours)

PHARMACOLOGY REVIEW (HLTH 1295)

TAKE THE LEAD (HLTH 1368)

LPN TO BSCN TRANSITION STUDIES

Program Assistant: 604.443.8635

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

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:

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

REQUIRED COURSES currently scheduled:

HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1362)

For RNs and LPNs in acute care. Expand your knowledge of assessment in this three-day course. Theory and 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

1 day Sa. Jan 22 09:00 - 18:00 TBA CRN 10389

1 day We. Jan 26 09:00 - 18:00 TBA CRN 10389

1 day Sa. Jan 29 09:00 - 18:00 TBA CRN 10389

ROLE TRANSITIONS LPN TO BSCN (HLTH 1357)

This course assists the Licensed Practical Nurse in making the transition to the role of the Registered Nurse. By focusing on the similarities and differences of the two professional groups, the learner will expand on existing theoretical and practical knowledge including scope and standards of practice. (30 hours) \$450

1 day Sa. Jan 22 09:00 - 16:00 TBA CRN 10446 5 wks We. Feb 02 16:30 - 21:30 TBA CRN 10446 1 day Sa. Feb 26 09:00 - 14:00 TBA CRN 10446

HEIGHTENED EXPECTATIONS: RES (HLTH 1361)

For RNs and LPNs in residential care. Expand your knowledge of assessment in this three-day course. Theory and 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. Feb 11 09:00 - 18:00 TBA CRN 10447 1 day Sa. Feb 19 09:00 - 18:00 TBA CRN 10447

REQUIRED COURSES to be scheduled in upcoming terms:

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)

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)

PLEASE NOTE

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



34 HEALTH SCIENCES AND HUMAN SERVICES HEALTH

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, analge sia and procedural sedation.

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

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

PREREQUISITES

Currently licensed as an R.N.

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

Current Level C CPR.

Recommendation letter from an immediate supervisor.

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

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

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

REQUIRED COURSES:

PeriAnesthesia Nursing (HLTH 1341)

REQUIRED COURSES currently scheduled:

PERIANESTHESIA NURSING (HLTH 1341)

A clinically relevant program suitable for Registered Nurses working in clinical areas where anesthesia, analgesia or procedural sedation is administered to clients to enhance the understanding of the medications administered and the impact on the client. Course may qualify for university transfer credits. Content includes regional and general anesthesia; Theory of drugs used in anesthesia and recovery; pain management; ventilator management; assessment of the patient in the immediate post-operative period; hemodynamic monitoring relevant to PACU and procedural sedation; and complications of anesthesia. (135 hours) Evaluation is through exams, journaling and peer review. Clinical Practicum of 144 hours follows the theory portion. Registration is on-going through-out the year, and successful candidates have 12 months to complete the program. \$1,069.60

Jan 03 OFS CRN 10393

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, emailto: icesinfo@bcit.ca 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
- 3. Medical Terminology 1 (OACP 1108) taken with five years of application date
- 4. Interpersonal Communication (MSKL 1104)

For general program information and/or program requirements #1 and #2 please contact 604.443.8672. For information on entrance course requirements #3 and #4 only, please contact 604.443.8711.

Upon acceptance into the program, within 3 months prior to start date, students must provide proof of current CPR, Diphtheria & Tetanus, Hepatitis B Series & 2-step Skin Test.

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

REQUIRED COURSES:

Sterile Supply Tech Cert Prog (STER 1112)

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. Jan 11 18:00 - 21:00 DTN - CRN 10063 10 wks Tu. Jan 11 18:00 - 21:00 DTN - CRN 10064 10 wks Tu. Jan 11 18:00 - 21:00 DTN - CRN 10065

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. Jan 15 09:00 - 16:00 DTN 10362 4 wks Sa. Feb 12 09:00 - 16:00 DTN 10457 4 wks Sa. Mar 12 09:00 - 16:00 DTN 10563

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 day and afternoon shifts. Approximately twenty hours a week of independent study and reading are necessary throughout 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. \$4,070.30

5 days Mo. Tu. We. Th. Fr. Feb 14 08:30 - 16:30 OFS CRN 10401 5 days Mo. Tu. We. Th. Fr. Feb 28 08:30 - 16:30 OFS CRN 10477

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

KARNPREET SANGHA, STERILE SUPPLY TECHNICIAN STUDENT



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.

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

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:

Fundamentals of Bil Competence (INTR 1211)
Adv Professional Orientation (INTR 1102)
Articulation & Pronunciation (INTR 1200)
Develop Bilingual Terminology (INTR 1208)
En/Sp Grammar Refresher (INTR 1203)
Fndmtl of Bilingual Competence (INTR 1210)
Intercultural Awareness (INTR 1196)
Subtitling Scripts (INTR 1195)
Translation & Internet (INTR 1197)
Translation Level 1 (INTR 1206)
Translation Level 2 (INTR 1207)
Translation Workshop - Persian (INTR 1209)

ELECTIVE COURSES currently scheduled:

FUNDAMENTALS OF BIL COMPETENCE (INTR 1211)

Designed to review basic techniques in translation and interpretation, this course will help students identify their strengths and weaknesses through a variety of group and individualized exercises. Through simulated translation and interpreting exercises and lab activities, students will gain realistic and practical experiences. This course will benefit students who want to establish good translation habits and strengthen bilingual skills by focusing on areas that need improvement. (24 hours) \$295

8 wks We, Jan 12 18:30 - 21:30 DTN CRN 10448



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 commmunication skills and be comfortable with public speaking.



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:

ARTICULATION & PRONUNCIATION (INTR 1200) (6 hours)

DEVELOP BILINGUAL TERMINOLOGY (INTR 1208) (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)

TRANSLATION WORKSHOP - PERSIAN (INTR 1209)

(9 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).

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:

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



36 HEALTH SCIENCES AND HUMAN SERVICES INTERPRETING

REQUIRED COURSES currently scheduled:

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/TRANSLATION INTRO (INTR 1192)

Interested in interpreting or translating as a profession? An overview of interpreting and translating and its attendant skills. Examine the process of interpretation and translation, the role of the interpreter and translator, ethics and professionalism. Practice listening and language skills, memory and note-taking, all of which are essential to interpreting. Learn about specialized terminologies and self-evaluation skills that differentiate a bilingual person from a professional interpreter and translator. A prerequisite for certificates in Court Interpreting or Health Care and Community Services Interpreting. Includes Entrance Exam. (28 hours) \$395

8 wks We. Jan 19 18:30 - 21:30 DTN CRN 10207 1 day Sa. Mar 12 09:30 - 13:30 DTN CRN 10207

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) \$245

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) \$465

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)

(30 hours)

INTERPRET MEDICAL TERMINOLOGY (INTR 1175)

(24 hours)

INTERPRETING 1 (INTR 1173)

(24 hours)

INTERPRETING 2 (INTR 1132)

(24 hours)

OVERVIEW OF COMMUNITY SERVICES (INTR 1181)

(6 hours)

PRE-INTERPRETING SKILLS (INTR 1152)

(30 hours)

FIELD STUDIES - COURT (INTR 1141)

(28 hours)

INTERPRETING CERTIFICATE - HEALTH AND COMMUNITY SERVICES

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

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

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

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

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.

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 INT1192)

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

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) \$220

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

INTERPRETING/TRANSLATION INTRO (INTR 1192)

See course description on page 36 (28 hours) \$395

8 wks We. Jan 19 18:30 - 21:30 DTN CRN 10207 1 day Sa. Mar 12 09:30 - 13:30 DTN CRN 10207

INTERPRETING 3 - HEALTH (INTR 1133)

This course builds upon the skills acquired in Interpreting I and II while concentrating on specific medical terminologies needed by practicing interpreters in hospitals and other health care facilities. In the language laboratory and in small language-specific classes the students practise and learn to provide smooth and coherent sight translations of specialized medical texts. The students gain the ability to handle longer passages in consecutive interpreting, and to maintain a higher register through more extensive medical terminology. Pass Mark: 70% (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) \$245

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, etc. (12hours) \$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)

INTERPRET MEDICAL TERMINOLOGY (INTR 1175)

24 hours)

INTERPRETING 1 (INTR 1173)

(24 hours)

INTERPRETING 2 (INTR 1132)

(24 hours)

OVERVIEW OF COMMUNITY SERVICES (INTR 1181)

(6 hours)

PRE-INTERPRETING SKILLS (INTR 1152)

(30 hours)

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:

Sugar Craft And Display (CUIS 1115)
Cake Making And Decorating (CUIS 1121)
Intro to Chocolate (CUIS 1140)
Sweet Treats for Valentines (CUIS 1141)
Cake Making & Decorating 2 (CUIS 1137)
Croissant & Danish (CUIS 1103)
Mousse Cakes (CUIS 1104)
Chocolate Tempering & Making (CUIS 1118)
Easter Breads (CUIS 1105)
Glorious Pies and Tarts (CUIS 1139)
Holiday Baking (CUIS 1138)

ELECTIVE COURSES currently scheduled:

SUGAR CRAFT AND DISPLAY (CUIS 1115)

Learn the skill of cooking with sugar, sugar casting and sugar pulling. Make special occasion cake toppers from casting sugar, pulled sugar flowers and a pulled sugar basket with flowers. Learn how to put display pieces together efficiently to impress your guests. Tuition fee includes HST, cost of supplies and ingredients. (12.5 hours) \$255

5 wks Mo. Jan 17 19:00 - 21:30 DTN 10179

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

5 wks We. Jan 19 19:00 - 22:00 DTN 10180

INTRO TO CHOCOLATE (CUIS 1140)

Explore the history and learn the basics of tempering and working with high quality chocolate. We will make chocolate figurines and tasty treats like fruit and nut knackerlis, piped and flavoured truffles and molded solids. Tuition fee includes HST, cost of supplies and ingredients. (6 hours) \$128

1 day Sa. Feb 05 09:00 - 16:00 DTN 🕆 CRN 10385

SWEET TREATS FOR VALENTINES (CUIS 1141)

Use the tempering skills that you learned in the introductory chocolate class to make sweet little gifts just in time for Valentine's Day! Treats include various chocolate tidbits as well as tasty cookie bites and tempering confections. Tuition fee includes HST, cost of supplies and ingredients. (6 hours) \$128

1 day Sa. Feb 12 09:00 - 16:00 DTN 🖰 CRN 10386

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 HST, cost of supplies and ingredients. Prerequisite CUIS 1121 (15 hours) \$305

5 wks We. Feb 23 19:00 - 22:00 DTN 10181

CROISSANT & DANISH (CUIS 1103)

Tender, flaky and delicious, croissants and danishes are perfect items for the coffee table. In this course, we will show you how to make, roll and fold the dough to get all the beautiful layers. We will also make fresh and fruity danish fillings as well as the popular chocolate croissant. Tuition fee includes HST, cost of supplies and ingredients. (6 hrs) \$128

1 day Sa. Mar 19 09:00 - 16:00 DTN 🖰 CRN 10387

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 HST, cost of supplies and ingredients. (6 hours) \$128

1 day Sa. Mar 26 09:00 - 16:00 DTN 4 CRN 10182

ELECTIVE COURSES to be scheduled in upcoming terms:

CHOCOLATE TEMPERING & MAKING (CUIS 1118) (12.5 hours)

EASTER BREADS (CUIS 1105)

(6 hours)

GLORIOUS PIES AND TARTS (CUIS 1139)

(8 hours)

HOLIDAY BAKING (CUIS 1138)

(6 hours)



38 **HOSPITALITY**HOSPITALITY / WRITING

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:

Tea Sommelier - Introduction (TSOM 1101)
Tea Sensory Development & Eval (TSOM 1103)
Tea Regions of the World (TSOM 1102)

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 kellya@tea.ca (12 hours) \$195

4 wks Mo. Jan 17 18:00 - 21:00 DTN 4 CRN 10397

TEA SENSORY DEVELOPMENT & EVAL (TSOM 1103)

This course introduces the elements of sensory evaluation to determine the character and quality of major classification of tea from key producing regions of the world. Learn to recognize faults in production, handling, and storage of tea which can impact cup quality and determine the possible causes of identified faults. Students will be given the opportunity to blind taste to strengthening sensory evaluation skills which are necessary to be a Tea Sommelier employed in the food and beverage industry. An additional cost of \$25 includes the association fees and must be paid prior to the first day of class. Please contact kellya@tea.ca. (24 hrs) \$350

8 wks We. Jan 19 18:00 - 21:00 DTN 4 CRN 10450

TEA REGIONS OF THE WORLD (TSOM 1102)

Examine in detail the principle 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 kellya@tea.ca. (18 hours) \$295

6 wks Mo. Feb 14 18:00 - 21:00 DTN 4 CRN 10398

SOMMELIER

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

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

SOMMELIER CERTIFICATE

ISG WINE FUNDAMENTALS CERTIFICATE LEVEL I

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

ISG WINE FUNDAMENTALS CERTIFICATE LEVEL 2

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

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

SOMMELIER DIPLOMA

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

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

WRITING

Hone your skills as a creative writer and find out how to market your skills by taking VCC's creative writing program. Let your creativity flow, build your portfolio and meet others who share your passion for writing. Courses are conveniently scheduled evenings and weekends – take the next step and launch your writing career with VCC.

CREATIVE WRITING

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Jennifer Gossen, 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:

Poetry to Begin With (CWRI 1170)
The Personal Narrative (CWRI 1162)
Short Fiction (CWRI 1163)
Screenplay Writing (CWRI 1169)
Writing for Children (CWRI 1158)
Screenwriting Seminar (CWRI 1166)
Finding Your Writer's Voice (CWRI 1143)
Literature of the Imagination (CWRI 1167)

ELECTIVE COURSES currently scheduled:

POETRY TO BEGIN WITH (CWRI 1170)

Every poet stars somewhere. This is your opportunity to take the first step toward publication of a poem. In classes, we will put together a toolbox that will keep our poetry running smoothly. Also, we will workshop the imagery, sound and form of your poem. By the end of this six week program, we will have a poetry reading and submit your poem for publication. Course fee includes HST. Instructor: Moss Whelan. (18 hours) \$180

6 wks Mo. Jan 24 18:00 - 21:00 DTN 4 CRN 10463

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. Course fee includes HST. (18 hours) Instructor: Rachelle Delaney. \$180

10 wks Tu. Jan 25 18:00 - 21:00 DTN 4 CRN 10381

SCREENPLAY WRITING (CWRI 1169)

Every TV show was written by a team of storytellers. The primary focus of this class is the creation of your calling card in the industry - a 'spec' script. When we are not doing rewrites, we will discuss the creation of your own show through a one sheet, a series bible, and a pilot episode. At the end of the class, you will "pitch" your show to your peers. Course fee includes HST. Instructor: Moss Whelan. (18 hours) \$180

6 wks We, Jan 26 18:00 - 21:00 DTN 4 CRN 10464

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. Course fee includes HST. (18 hours) Instructor: Fabrizio Napoleone \$180

6 wks We. Jan 26 18:30 - 21:30 DTN 4 CRN 10382

WRITING FOR CHILDREN (CWRI 1158)

Come explore the growing and diverse area of writing for children. Examine form, style and voice while workshopping pieces to help with process and confidence. Course fee includes HST. (18 hours) Instructor: Rachelle Delaney \$180

2 wks Th. Jan 27 18:00 - 21:00 DTN 10383

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. Prewatching Monsters Inc. will enhance your appreciation of the course. Course fee includes HST. (6 hours) Instructor: Jana Williams www.wordsmythe.ca \$112

1 day Sa. Feb 19 09:00 - 16:00 DTN 🖰 CRN 10400

ELECTIVE COURSES to be scheduled in upcoming terms:

FINDING YOUR WRITER'S VOICE (CWRI 1143) (18 hours)

LITERATURE OF THE IMAGINATION (CWRI 1167) (18 hours)

LANGUAGES

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

FOREIGN LANGUAGES

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

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 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 We. Jan 19 18:30 - 21:00 DTN 4 CRN 10316

ARABIC 2 (LANG 1119)

Further explore the Arabic language by inmersing yourself into 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. Jan 18 18:30 - 21:00 DTN 10315

CANTONESE 1 (LANG 1123)

A comprehensive introductory course that focuses on conversation. Vocabulary, sentence usage and grammar are taught through in-class activities in eight situational and useful topics specifically designed for this course. The use of Cantonese phonetics and tones, with explanation in English, facilitates the easy learning of this language. Listening exercises after each lesson strengthens the understanding of the topic. Fee includes HST and text. (20 hours) \$188

8 wks Mo. Jan 17 18:30 - 21:00 DTN 🕆 CRN 10322

"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

CANTONESE 2 (LANG 1124)

Learn topics together with related grammar and vocabulary. Practice conversation with emphasis on correct pronunciation and tones. Simple songs, tongue twisters as well as traditional Chinese customs and culture will be integrated. This course is for those who have taken level one or know the Cantonese Romanization system with some basic Cantonese. Fee includes HST and text. (20 hours) \$188

8 wks We. Jan 19 18:30 - 21:00 DTN 4 CRN 10323

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 Mo. Jan 17 18:30 - 21:00 DTN + CRN 10297 8 wks Th. Jan 20 18:30 - 21:00 DTN + CRN 10313 8 wks Sa. Jan 22 09:30 - 12:00 DTN + CRN 10332

FRENCH 2 (LANG 1138)

A continuation with more depth and details of the French workbook "Moi Je Parle Francais". This course will build your confidence in speaking French, and improve your conversational skills as you learn more verbs and ways to express yourself. Together we will focus 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 Tu. Jan 18 18:30 - 21:00 DTN 10298 8 wks Sa. Jan 22 12:45 - 15:15 DTN 10419

FRENCH 3 (LANG 1135)

A further continuation 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. Jan 19 18:30 - 21:00 DTN 4 CRN 10314

ITALIAN 1 (LANG 1139)

Imagine visiting the artistic cities and diverse regions in Italy and being able to communicate with the people you meet. Come to this conversational, interactive class, and begin to speak Italian almost immediately. Apart from teaching practical and situational dialogues, basic grammar will also be introduced to help you master your sentences correctly. Required text available at the Downtown Campus Bookstore. Fee includes HST. (20 hours) \$188

8 wks We. Jan 19 18:30 - 21:00 DTN 10326



40 LANGUAGES AND WRITING LANGUAGES

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. Jan 20 18:30 - 21:00 DTN 4 CRN 10420

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 Tu. Jan 18 18:30 - 21:00 DTN 10303 8 wks Sa. Jan 22 09:30 - 12:00 DTN 10329

JAPANESE 2 (LANG 1110)

If you have completed Level 1 or have some basic Japanese, this course will move you further along towards fluency. Learn Katakana, more vocabulary, and simple writing skills. The learning of the forms and Japanese culture are interwoven into the lessons. Fee includes HST and text. (20 hours) \$188

8 wks We. Jan 19 18:30 - 21:00 DTN ∱ CRN 10307 8 wks Sa. Jan 22 12:45 - 15:15 DTN ∱ CRN 10330

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. Jan 20 18:30 - 21:00 DTN 4 CRN 10317

KOREAN 1 (LANG 1126)

You will learn the Korean alphabet "Hangeul", build a vocabulary in 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. Jan 18 18:30 - 21:00 DTN 4 CRN 10312

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. Jan 20 18:30 - 21:00 DTN 10333

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. Jan 17 18:30 - 21:00 DTN 10311 8 wks Th. Jan 20 18:30 - 21:00 DTN 10325

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, Jan 19 18:30 - 21:00 DTN 10321

MANDARIN 3 (LANG 1132)

For students who have mastered basic conversational skills and wish to improve their fluency in Mandarin, learn a more sophisticated vocabulary, grammar, and sentence structure. Required text "China Panorama Volume 1 Book 2" available at Downtown Campus Bookstore. Fee includes HST (20 hours) \$188

8 wks We. Jan 19 18:30 - 21:00 DTN 4 CRN 10331

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 Mo. Jan 17 18:30 - 21:00 DTN + CRN 10418 8 wks Tu. Jan 18 18:30 - 21:00 DTN + CRN 10299 8 wks We. Jan 19 18:30 - 21:00 DTN + CRN 10310 8 wks Th. Jan 20 18:30 - 21:00 DTN + CRN 10327 8 wks Sa. Jan 22 09:30 - 12:00 DTN + CRN 10300

VCC OFFERINGS TO WATCH

CARING COMES IN MANY FORMS.

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

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

Prepare yourself to work in a rewarding field and train with VCC. A leader in training for careers in health and caring for our communities, VCC's graduate placement rates are among the highest in the province.

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

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 We. Jan 19 18:30 - 21:00 DTN ∱ CRN 10301 8 wks Sa. Jan 22 12:45 - 15:15 DTN ∱ CRN 10304

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. Jan 18 18:30 - 21:00 DTN 10302

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.

Winter semester for VCC's Mandarin School begins February 12, 2011 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. Feb 12 09:30 - 12:00 BWY CRN 10338

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. Feb 12 09:30 - 12:00 BWY CRN 10498

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. Feb 12 09:30 - 12:00 BWY CRN 10318 16 wks Sa. Feb 12 12:30 - 15:00 BWY CRN 10336

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. Feb 12 09:30 - 12:00 BWY CRN 10337



My child has no Mandarin language knowledge at all. Which course would be most beneficial?

Conversational Mandarin for beginners would be a good choice for your child. This course teaches the Mandarin phonetic system as a tool to further learning of Mandarin.



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. Feb 12 09:30 - 12:00 BWY CRN 10499

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. Feb 12 09:30 - 12:00 BWY CRN 10274 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10275 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10320

GRADE 3 MANDARIN (MAND 1103) \$150

16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10276

GRADE 4 MANDARIN (MAND 1104) \$150

16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10500

GRADE 5 MANDARIN (MAND 1105) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10289

GRADE 6 MANDARIN (MAND 1106) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10277

GRADE 7 MANDARIN (MAND 1107) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10278

GRADE 8 MANDARIN (MAND 1108) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10279

GRADE 9 MANDARIN (MAND 1109) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10501

GRADE 10 MANDARIN (MAND 1110) \$160 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10280

GRADE 11 MANDARIN (MAND 1111) \$160 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10502

GRADE 12 MANDARIN (MAND 1112) \$160 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10503

MANDARIN GRADE 1 (SIMPLIFIED) (MAND 1201) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10295

MANDARIN GRADE 2 (SIMPLIFIED) (MAND 1202) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10290

MANDARIN GRADE 3 (SIMPLIFIED) (MAND 1203) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10291

MANDARIN GRADE 4 (SIMPLIFIED) (MAND 1204) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10296

MANDARIN GRADE 5 (SIMPLIFIED) (MAND 1205) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10305

MANDARIN GRADE 6 (SIMPLIFIED) (MAND 1206) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10309

MANDARIN GRADE 7 (SIMPLIFIED) (MAND 1207) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10319

MANDARIN GRADE 8 (SIMPLIFIED) (MAND 1208) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10328

MANDARIN GRADE 9 (SIMPLIFIED) (MAND 1209) \$150 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10504

MANDARIN GRADE 11 (SIMPLIFIED) (MAND 1211) \$160 16 wks Sa. Feb 12 09:30 - 12:00 BWY CRN 10339



42 LANGUAGES AND WRITING MANDARIN SCHOOL FOR CHILDREN AND YOUTH / COMPUTERS

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 4 (MAND 1164) \$150 16 wks Sa. Feb 12 13:40 - 14:40 BWY CRN 10292

ENG WRITING & COMPREHENSION 5 (MAND 1165) \$150 16 wks Sa. Feb 12 13:40 - 14:40 BWY CRN 10293

ENG WRITING & COMPREHENSION 6 (MAND 1166) \$150 16 wks Sa. Feb 12 13:40 - 14:40 BWY CRN 10294

ENG WRITING & COMPREHENSION 7 (MAND 1167) \$150 16 wks Sa. Feb 12 13:40 - 14:40 BWY CRN 10505

ENG WRITING & COMPREHENSION 8 (MAND 1168) \$150 16 wks Sa. Feb 12 13:40 - 14:40 BWY CRN 10306

FINE ARTS

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

REQUIRED COURSES:

Pencil/Charcoal Drawing (MAND 1125) Cartoon Drawing (MAND 1117)

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. Fee includes HST. (16 hours) \$150

16 wks Sa. Feb 12 13:40 - 14:40 BWY CRN 10324 16 wks Sa. Feb 12 12:30 - 13:30 BWY CRN 10334

PENCIL/CHARCOAL DRAWING (MAND 1125)

Teach charcoal drawing skills to students with basic drawing techniques. The instructor has art exhibitions in Vancouver every year. Fee includes HST. (16 hours) \$150

16 wks Sa. Feb 12 12:30 - 13:30 BWY CRN 10287 16 wks Sa. Feb 12 13:40 - 14:40 BWY CRN 10288

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 3 (MAND 1143) \$150 16 wks Sa. Feb 12 12:30 - 13:30 BWY CRN 10281

MATHEMATICS GRADE 4 (MAND 1144) \$150 16 wks Sa. Feb 12 12:30 - 13:30 BWY CRN 10282

MATHEMATICS GRADE 5 (MAND 1145) \$150 16 wks Sa. Feb 12 12:30 - 13:30 BWY CRN 10283

MATHEMATICS GRADE 6 (MAND 1146) \$150 16 wks Sa. Feb 12 12:30 - 13:30 BWY CRN 10308

MATHEMATICS GRADE 7 (MAND 1147) \$150 16 wks Sa. Feb 12 12:30 - 13:30 BWY CRN 10284

MATHEMATICS GRADE 8 (MAND 1148) \$150 16 wks Sa. Feb 12 12:30 - 13:30 BWY CRN 10285

MATHEMATICS GRADE 9 (MAND 1149) \$150 16 wks Sa. Feb 12 12:30 - 13:30 BWY CRN 10286

MATHEMATICS GRADE 10 (MAND 1150) \$250 16 wks Sa. Feb 12 13:30 - 15:00 BWY CRN 10335

MATHEMATICS GRADE 11 (MAND 1151) \$250 16 wks Sa. Feb 12 13:30 - 15:00 BWY CRN 10422



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.

COMPUTERS

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, Microsoft Office: Word Processing, Spreadsheets, and Database Management.

ELECTIVE COURSES:

Excel 2007 Level 1 (CMPT 1129)
Word 2007 Level 1 (CMPT 1130)
Power Point 2007 Level 1 (CMPT 1168)
Access 2007 Level 1 (CMPT 1164)
Access 2007 Level 2 (CMPT 1165)
Excel 2007 Level 2 (CMPT 1131)
Excel 2007 Level 3 (CMPT 1132)
Windows 7 (CMPT 1169)
Word 2007 Level 2 (CMPT 1153)

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. Jan 15 09:00 - 17:00 DTN 10342 1 day Sa. Mar 05 09:00 - 17:00 DTN 10343

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. Jan 22 09:00 - 17:00 DTN ⁴ CRN 10344 1 day Sa. Mar 12 09:00 - 17:00 DTN ⁴ CRN 10423

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. Jan 29 09:00 - 17:00 DTN 🖰 CRN 10350

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. Feb 12 09:00 - 17:00 DTN 🖰 CRN 10348

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. Feb 26 09:00 - 17:00 DTN 🖰 CRN 10349

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. Mar 12 09:00 - 17:00 DTN 🖰 CRN 10345

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. Mar 19 09:00 - 17:00 DTN 🕆 CRN 10346

WINDOWS 7 (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. Mar 26 09:00 - 17:00 DTN 🖰 CRN 10351

PLEASE NOTE

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

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. Mar 26 09:00 - 17:00 DTN 4 CRN 10347

COMPUTER ACCOUNTING FOR BUSINESS

Course Advisor: Rhyon Caldwell, rcaldwell@vcc.ca Program Assistant: Margaret McIlwaine, 604-443-8711, mmcilwaine@vcc.ca

ELECTIVE COURSES:

Simply Accounting Level 1 (CMPT 1316) Simply Accounting Level 2 (CMPT 1317)

ELECTIVE COURSES currently scheduled:

SIMPLY ACCOUNTING LEVEL 1 (CMPT 1316)

Discover the power of Simply Accounting 2010. In this entry level course you will explore the home window and learn the core functionality of Simply Accounting. Topics include the General Journal, Accounts Payable, Accounts Receivable and Payroll modules, along with associated reporting. A blend of lecture, hands-on exercises and study questions will help you solidify your learning. Recommended prerequisite: basic knowledge on the creation of files and folders in Windows. Bring USB Memory Stick to class. Find additional eLearning resources at: www.Moodle.vcc.ca, 5 sessions, includes textbook. (15 hours) \$295

5 wks Mo. Jan 24 18:00 - 21:00 DTN 4 CRN 10425

SIMPLY ACCOUNTING LEVEL 2 (CMPT 1317)

Expand your basic knowledge about Simply Accounting 2010. Learn how to set up and utilize payroll and many other features including Time & Billing, Budgets, Projects and Departments. Learn how to execute functions that are performed infrequently but are critical to your business year end, security and users, and database management. Learn how to create a company in Simply Accounting and use historical mode to enter opening balances and transactions. A blend of lecture, hands-on exercises and study questions will 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. Find additional eLearning resources at:Moodle.vcc.ca, 5 sessions, includes textbook. (15 hours) \$295

5 wks Mo. Feb 28 18:00 - 21:00 DTN 4 CRN 10426

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 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

WORD & EXCEL 2007 LEVELS 1 & 2 (CMPT 1301)

5 wks Tu. Jan 17 18:00 - 21:00 DTN 4 CRN 10353

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. Jan 19 18:00 - 21:00 DTN 10352

INTERNET APPLICATIONS (CMPT 1303)

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

5 wks Tu. Feb 21 18:00 - 21:00 DTN 4 CRN 10354



44 **TECHNOLOGY** COMPUTERS

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 MCTS or NETT 2119 A+ first.

Students who complete two Core courses (NETT 2113 MCTS + 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) Directive Studies (NETT 2206) Project+ Management (NETT 2122)

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)

PLEASE NOTE

Only courses related to a Certificate or Diploma are accepted by Revenue Canada as tax deductible REQUIRED COURSES currently scheduled:

MCP - MS SERVER (NETT 2113)

This course will prepare students to write the Microsoft Certified Technology Specialist (MCTS) 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 Microsoft 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. Jan 24 18:00 - 21:00 DTN 10356

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206)

(60 hours)

PROJECT+ MANAGEMENT (NETT 2122)

(30 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. Jan 25 18:00 - 21:00 DTN 10359

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. Jan 26 18:00 - 21:00 DTN 4 CRN 10355

ELECTIVE COURSES to be scheduled in upcoming terms:

ACTIVE DIRECTORY (NETT 2107)

(30 hours)

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 MCTS or NETT 2119 A+ first.

Students who complete two Core courses (NETT 2113 MCTS+ 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, projectbased 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) Directive Studies (NETT 2206) Project+ Management (NETT 2122)

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 Technology Specialist (MCTS) 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 Microsoft 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. Jan 24 18:00 - 21:00 DTN 10356

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206)

(60 hours)

PROJECT+ MANAGEMENT (NETT 2122)

(30 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. Jan 25 18:00 - 21:00 DTN 4 CRN 10359

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. Jan 26 18:00 - 21:00 DTN 4 CRN 10355

ELECTIVE COURSES to be scheduled in upcoming terms:

ACTIVE DIRECTORY (NETT 2107)

(30 hours)

LINUX+ (NETT 2136)

(30 hours)

NETWORK+ (NETT 2104)

(30 hours)



What is industry seeking in terms of computer qualifications?

More and more industry and businesses require a variety of certifications in computer technologies. Through our Networking Technology Diploma, Web Development courses and new IT Academy offerings, we can ensure you get the credentials you need for success!



WEB AND GRAPHIC DESIGN

Course Advisor: Rhyon Caldwell, rcaldwell@vcc.ca Program Assistant: Margaret McIlwaine, 604-443-8711, mmcilwaine@vcc.ca

Adobe Certified Associated (ACA) program

In an increasingly competitive world, students and employees need to be more than familiar users of digital communications technology to be successful. Certification can help provide the added credential for job placement and advancement. Adobe's new ACA program validates their digital media skills. Now students can prepare for certification in this new media field.

This certification is a credential that validates entry-level skills needed to plan, design, build, and maintain effective communications by using different forms of digital media.

Developed and deployed by Certiport, each associate-level certification exam will correspond to a particular Adobe application used for digital communication. These are:

- * Web Communication using Adobe® Dreamweaver®
- * Rich Media Communication using Adobe Flash®
- * Visual Communication using Adobe Photoshop®

REQUIRED COURSES:

Photoshop CS5 (CMPT 1403)
Dreamweaver CS5 (CMPT 1402)
Flash CS5 (CMPT 1404)
ELECTIVE COURSES:
Illustrator CS5 L1 (CMPT 1405)
HTML/CSS (CMPT 1401)
InDesign CS5 L1 (CMPT 1406)
Illustrator CS5 Level 2 (CMPT 1407)
Website Marketing and SEO (CMPT 1420)
InDesign CS5 Level 2 (CMPT 1408)

REQUIRED COURSES currently scheduled:

PHOTOSHOP CS5 (CMPT 1403)

Whether you are a designer, illustrator, photographer, video artist, webmaster or just a beginner, Photoshop CS5 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 CS5 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: Moodle.vcc. ca. Recommended prerequisite: CMPT 1401 HTML/CSS. Textbook available at VCC DTN Bookstore. (15 hours) \$350

5 wks Th. Jan 27 18:00 - 21:00 DTN 4 CRN 10429

DREAMWEAVER CS5 (CMPT 1402)

This course introduces the fundamentals of Dreamweaver CS5 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 Moodle.vcc. ca. Recommended prerequisite: CMPT 1401 HTML/CSS Textbook available at VCC DTN Bookstore. (15 hours) \$350

5 wks Tu. Mar 01 18:00 - 21:00 DTN 4 CRN 10428

FLASH CS5 (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 CS5 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 Moodle.vcc.ca. Recommended prerequisite: CMPT 1401 HTML/CSS Textbook available at VCC DTN Bookstore. (15 hours) \$350

5 wks Th. Mar 03 18:00 - 21:00 DTN 4 CRN 10430



ELECTIVE COURSES currently scheduled:

ILLUSTRATOR CS5 L1 (CMPT 1405)

Adobe Illustrator is the industry standard computer illustration application. You can use illustrator to create logos, flyers, posters, banners, business cards or any other graphics for print or web. Illustrator files also can be exported to Adobe InDesign and Photoshop. In this class we will cover all the basics and fundamental Illustrator skills such as working with shapes, text, menus and layers, importing graphics, drawing, page layout, and creating printer friendly documents. Students will work on multiple projects from the design concept to production. Prerequisites: Knowledge of Windows File Management and Computer Basics. Textbook: "Adobe Illustrator CS5 Classroom in a Book" available at VCC DTN Bookstore. Hours: (15 hours) \$350

5 wks Mo. Jan 24 18:00 - 21:00 DTN 4 CRN 10431

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. The final project now includes setting up a personal site online via dropbox. com. The site is free and sharable with others. Could be a great selling point. This course is recommended, but not required as a prerequisite to Dreamweaver CS5, Flash CS5 and Photoshop CS5 for the ACA certification exams. This course has additional eLearning resources at Moodle.vcc.ca, 5 sessions, and no textbook. (15 hours) \$350

5 wks Tu. Jan 25 18:00 - 21:00 DTN 10427

INDESIGN CS5 L1 (CMPT 1406)

Adobe InDesign is the industry standard page layout program that integrates perfectly with Adobe Illustrator and Photoshop. With InDesign you can create documents, from single page advertisements to complex multipage magazines, flyers, and newspapers. 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. Hands on in-class exercises and homework assignments will include industry standard projects which you can use in your portfolio. Prerequisites: Knowledge of Windows File Management and Computer Basics. Textbook: "Adobe InDesign CS5 Classroom in a Book" available at VCC DTN Bookstore. Hours: (15 hours) \$350

5 wks We, Jan 26 18:00 - 21:00 DTN 4 CRN 10432

ILLUSTRATOR CS5 LEVEL 2 (CMPT 1407)

If you're thinking of working as a graphic designer or apply for Adobe Certificate, this course will help you a lot, as in this class we will be discussing more advanced features of Adobe Illustrator such as creating and enhancing complex illustrations, perspective drawing, designing websites, drawing maps, creating a vector version of a raster graphic, working with advanced color features, creating special effects, and preparing documents for composite and commercial printing. Assignments and class exercises are geared towards the industry demand. (15 hours) Prerequisites: Adobe Illustrator Level 1 or equivalent knowledge. Textbook: "Adobe Illustrator CS5 Classroom in a Book" available at VCC DTN Bookstore. Hours: (15 hours) \$350

5 wks Mo. Feb 28 18:00 - 21:00 DTN 4 CRN 10433

WEBSITE MARKETING AND SEO (CMPT 1420)

This course is a comprehensive exploration of online marketing. The goal is to learn how to gain high ranking in Google and other search engines by applying Search Engine Optimization technique, generate traffic to your website and make money off selling your own products and services or by running affiliate marketing advertisements. In this class you will learn about website design accessibility and usability guidelines, information architecture, Search Engine Optimization (SEO), website monetizing methods, online money making techniques, affiliate marketing, monitoring your website activities, Google tools (AdWords, AdSense, Analytics, etc.), generating traffic to your website, e-commerce, online payment methods and more. There will be hands-on class exercises and homework assignments, such as SEO practice on student's websites, creating a blog, configuring and inserting ads and more. Prerequisites: Knowledge of basic HTML and website designing is strongly recommended. Textbook: there will be handouts. Hours: (15 hours) \$350

5 wks Tu. Mar 01 18:00 - 21:00 DTN 10435

INDESIGN CS5 LEVEL 2 (CMPT 1408)

If you're thinking of working as a graphic designer or apply for Adobe Certificate, this course will help you a lot, as in this class we will be discussing more advanced features of Adobe InDesign. You will learn how to create the interactive PDF and Flash version of your files for web (also can be used to create portfolios), how to manage long documents with hundreds of pages and multiple chapters, how to manage styles, develop complex paths, handle page elements, import and export data to external files and create printer friendly PDF files. Prerequisites: Adobe InDesign level 1 or equivalent knowledge. Textbook: "Adobe InDesign CS5 Classroom in a Book" available at VCC DTN Bookstore. Hours: (15 hours) \$350

5 wks We. Mar 02 18:00 - 21:00 DTN 10434

FIVE WAYS TO REGISTER

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.

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

PHONE

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

IN PERSON

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

Registration hours:

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

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

Information is available to Cantonese and Mandarin 中文熱線 604.443.8335 speakers. 604.443.8335

PAYMENT OF FEES

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

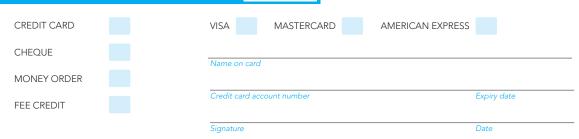
Please TYPE or PRINT in BLACK ink. Note: One registrant per form. Please duplicate if needed.

COURSE NAME

MALE	FEMALE	BIRTHDATE /	Day Year	/
SURNAME		GIVEN NAMES		
ADDRESS		CITY/MUNICIPALITY	PROVINCE	POSTAL CODE
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CANADIAN CITIZEN		PERMANENT RESIDENT (Landed Immigrant)		VISITOR
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VCC'S CENTRE FOR CONTINUING STUDIES HAS BEEN MEETING THE NEEDS OF ADULT LEARNERS FOR MORE THAN 40 YEARS.

At VCC, we've built our reputation around meeting your needs: flexibility, quality and convenience. Move up in your current job, get ready for a new challenge or turn your business idea into reality. Choose your direction, and let VCC Continuing Studies help you get there.

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