## APRIL – AUGUST 2011

TENTRE FOR

ONTINUING

Vancouver Community College





PARALEGAL CAREERS FOR NON-CANADIAN LAWYERS

GEMMOLOGY AND JEWELLERY GEMMOLOGY ACCELERATED PROGRAM GIA COLOURED STONE GRADING INTRO JEWELLER ILLUSTRATION BUYING AND SELLING JEWELLERY

MAKEUP ARTISTRY THEATRICAL MAKEUP

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TEA SOMMELIER TEA GARDEN MANAGEMENT TEA PREPARATION & CONSUMPTION TEA TYPES

CREATIVE WRITING A NOVEL IDEA

LANGUAGES CHINESE CALLIGRAPHY MARTIAL ARTS

# 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**.



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

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



# IMPORTANT INFORMATION

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

## STUDENTS WITH DISABILITIES

VCC provides individualized 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.



VCC CS Calendar CO\_CECT\_0001 250K Feb 20 Produced by VCC Marketing & Communications Editor and Distribution – Elizabeth Thomson

Design – Keith Parker Production and Prepress – Daniel Rohloff Photography (p. 4) – Paul Joseph

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#### REGISTRATION



## WELCOME TO VCC'S CONTINUING STUDIES SPRING 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.

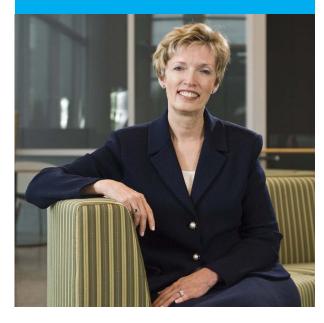
Select from our calendar of 360 courses, use online registration at vcc.ca to register, and pay your fees. It's that simple.

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

#### ELECTIVE COURSES:

Intro to Supplies & Equipment (REAL 1123)

#### REQUIRED COURSES currently scheduled:

#### BUILDING SERVICE MANAGEMENT (REAL 1110)

Intended for building supervisors, service staff and others who wish to advance. Topics include budget preparation and controls, estimates and costing, purchasing and care of equipment and chemicals, and inventory control. Learn about teamwork and leadership skills, scheduling, motivating and supervising a multicultural staff. Recognized by the Canadian Administrative Housekeeping Association (CAHA) and the Canadian Building Servicing Association (CBSA) for Professional Certification credit. (40 hours) \$385

10 wks Sa. Apr 30 13:00 - 17:00 DTN 🕆 CRN 20389

#### **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) \$310

5 wks Sa. Apr 30 09:00 - 16:00 DTN 🖓 CRN 20287

## REQUIRED COURSES to be scheduled in upcoming terms:

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)

#### 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)

#### 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. Jun 18 09:00 - 16:00 DTN 🕆 CRN 20205

# REGISTER ONLINE K

VCC CENTRE FOR CONTINUING STUDIES

#### **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 11.

## **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 \$327.00 - a savings of \$25. Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (1106), Writing Dynamic Business Letters (OACP 1103), and Memo, Email and Report Writing (OACP 1107). These are not ESL courses.

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

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

#### **REQUIRED COURSES:**

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

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

#### ELECTIVE COURSES:

Business English - Non Package

#### REQUIRED COURSES currently scheduled:

**GRAMMAR REVIEW BUS WRITING (OACP 1104)** 

Review points of grammar and basic sentence structure with an emphasis on common errors made by business writers. (6 hours) \$88

1 day Sa. Apr 16 09:00 - 16:00 DTN 🕀 CRN 20063

#### **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

1 day Sa. May 07 09:00 - 16:00 DTN 🕀 CRN 20064

#### WRITING BUSINESS LETTERS (OACP 1103)

The modern and powerful language of business stresses clarity and conciseness. 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

1 day Sa. May 28 09:00 - 16:00 DTN 🕀 CRN 20065



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

#### MEMOS, EMAILS AND REPORTS (OACP 1107)

Email is the communication standard in the business world. Learn etiquette, 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

1 day Sa. Jun 11 09:00 - 16:00 DTN 🖓 CRN 20066

#### **BUSINESS ENGLISH SKILLS TEST (OACP 1123)**

The Business English Skills Test is a requirement for those wanting an Office Administration certificate; it is optional for other students. No fee.

1 day Sa. Jun 18 09:00 - 12:00 DTN 🖓 CRN 20074

# BUSINESS AND TECHNICAL

**BUSINESS COMMUNICATIONS** 

#### WRITING CERTIFICATE

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

BUSINESS 5

# INFORMATION SESSION APRIL 11, 5:30PM, ROOM 218B DOWNTOWN CAMPUS.

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

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

#### **REQUIRED COURSES:**

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

#### REQUIRED COURSES currently scheduled:

#### **PROPOSAL WRITING (TECW 1105)**

An effective proposal sets you apart in a competitive marketplace. This course examines the principles and techniques of writing and presenting winning proposals. The course covers process, style, content and delivery. (6.5 hours) \$160

1 day Sa. Apr 30 09:00 - 16:30 DTN 🕀 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 🖓 CRN 20092



# 6 BUSINESS 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 🕆 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 🕀 CRN 30040

## REQUIRED COURSES to be scheduled in upcoming terms:

CURRENT ISSUES TECH WRITING (TECW 1102) (6.5 hours)

EDITING (TECW 1103) (6.5 hours)

**TECHNICAL COMMUNICATION (TECW 1101)** (6.5 hours)

# REGISTER ONLINE

vcc.ca

## EVENT & WEDDING PLANNING

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

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

#### ENTRANCE REQUIREMENTS:

An 80% attendance record is required.

#### ELECTIVE COURSES currently scheduled:

#### EVENT PLANNING (EVNT 1101)

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

10 wks Tu. Apr 12 18:00 - 21:00 DTN 🕀 CRN 20199

#### EVENT PLANNING - INTERMEDIATE (EVNT 1105)

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

1 day Fr. May 06 18:00 - 22:00 DTN <sup>-</sup> CRN 20282 1 day Sa. May 07 09:00 - 18:00 DTN <sup>-</sup> CRN 20282

#### **EVENT PLANNING - ADVANCED (EVNT 1106)**

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

1 day Fr. Jun 10 18:00 - 22:00 DTN <sup>-</sup>⊕ CRN 20283 1 day Sa. Jun 11 09:00 - 18:00 DTN <sup>-</sup>⊕ CRN 20283

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

WEDDING PLANNING (EVNT 1102) (30 hours)

## MEDIA AND PUBLIC RELATIONS

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

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

#### ELECTIVE COURSES:

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

#### ELECTIVE COURSES currently scheduled:

#### MEDIA AND PUBLIC RELATIONS (BUSI 1311)

This course provides students with knowledge and experience in key concepts of communicating with the public. Explore topics such as audience analysis, stakeholder interactions and developing quality messages such as press releases and sales letters. With a focus on the relationships between communicators and audiences, this course will appeal to both professionals looking for career development opportunities and others looking to successfully communicate with stakeholders and the media. This course is ideal for students studying Event or Wedding Planning, Leadership, Small Business or Business and Technical Writing. Course fee includes HST. (30 hours) \$434.50

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

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

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.

"I really enjoyed this course. I plan to follow and continue to do Event Planning as a career. I thought the information was up-to-date and useful. Thank you!" JAMIE DAILEY, EVENT PLANNING

VCC CENTRE FOR CONTINUING STUDIES

# BUSINESS 7 LEADERSHIP COACHING AND MANAGEMENT SKILLS

#### LEADERSHIP COACHING AND MANAGEMENT SKILLS

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

# BUSINESS LEADERSHIP & MANAGEMENT CERTIFICATE

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

Position yourself for career advancement and maximize your leadership potential. This certificate program is designed for those who wish to qualify as professionals in the public, private and not-for-profit sectors. Building on excellent offerings in our business area, it provides professional development in Leadership, Coaching, Management Skills and other critical areas for success.

Students must complete 5 required courses (120 hours) and 8 elective courses (84 hours) from three well-established business programs. Courses may be taken in any order except three coaching classes (see Leadership Coaching Associate certificate).

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

#### **REQUIRED COURSES:**

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

#### 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 - MultiGenerations (LEAD 1170) Training for High Performance (LEAD 1171) Challenging Personalities (LEAD 1169)

#### REQUIRED COURSES currently scheduled:

#### **BUSINESS ETHICS (LEAD 1154)**

Examine the role of ethics in business and ethical dilemmas encountered by managers and leaders. Emphasis is on the relationships among the many and varied stakeholders who have roles in business situations. Textbook required. (24 hours) \$330

8 wks Th. Apr 28 18:30 - 21:30 DTN 🕆 CRN 20086

#### 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. Contemporary marketing topics include integration of e-commerce and estimating market demand. Textbook required. (24 hours) \$330

8 wks We. Sep 21 18:30 - 21:30 DTN 🕀 CRN 30214

#### **INTRO TO BUSINESS (LEAD 1150)**

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

8 wks Th. Sep 22 18:30 - 21:30 DTN CRN 30213

#### 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 Tu. Jan 17 18:30 - 21:30 DTN CRN 10087

#### FINANCE (LEAD 1152)

An introduction to financial decision-making for learners with limited accounting experience. Learn about investment, operating, and financial management decision-making. Plan for the financial health of a business, ask insightful questions about financial reports, and present effective financial strategies. Textbook required. (24 hours) \$330

8 wks Th. Jan 19 18:30 - 21:30 DTN 🕀 CRN 10089

#### ELECTIVE COURSES currently scheduled:

 COACHING FOR HIGH PERFORMANCE (LEAD 1115)

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

 1 day Sa. Apr 16 09:00 - 16:30 DTN ∽ CRN 20472

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 🕆 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 🕆 CRN 20107

#### SKILL COACHING (LEAD 1117)

See course description on page 9. (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 ∽ CRN 20089

#### MANAGING CHANGE (LEAD 1102)

See course description on page 8. (6.5 hours) \$162.50 1 day Fr. Jun 03 09:00 - 16:30 DTN <sup>-</sup><sup>⊕</sup> CRN 20100

USING LEADERSHIP LANGUAGE (LEAD 1112) See course description on page 8. (6.5 hours) \$162.50 1 day Sa. Jun 11 09:00 - 16:30 DTN <sup>(A)</sup> 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 8. (6.5 hours) \$162.50 1 day Sa. Jun 25 09:00 - 16:30 DTN .<sup>-</sup>↑ CRN 20101

**INTERPERS COMMUNICATION SKILLS (MSKL 1101)** See course description on page 11. (24 hours) \$330

8 wks Tu. Sep 20 18:30 - 21:30 DTN 🕆 CRN 30044

### STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 8. (6.5 hours) \$162.50 1 day Sa. Sep 24 09:00 - 16:30 DTN CRN 30175

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 8. (6.5 hours) \$162.50 1 day Sa. Oct 01 09:00 - 16:30 DTN ℃ CRN 30176



# 8 BUSINESS LEADERSHIP COACHING AND MANAGEMENT SKILLS

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

See course description on page 8. (6.5 hours) \$162.50 1 day Sa. Oct 15 09:00 - 16:30 DTN CRN 30177

ESSENTIAL LEAD COACH SKILLS (LEAD 1116) See course description on page 9. (6.5 hours) \$162.50

1 day Sa. Oct 22 09:00 - 16:30 DTN CRN 30045

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

See course description on page 9. (6.5 hours) \$162.50 1 day Sa. Oct 29 09:00 - 16:30 DTN <sup>(4)</sup> CRN 30049

#### 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)

Prerequisite: Coaching for High Performance (LEAD 1115). See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Nov 19 09:00 - 16:30 DTN 🕆 CRN 30047

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

1 day Sa. Nov 19 09:00 - 16:30 DTN - CRN 30216

#### SPEAK UP (LEAD 1109)

See course description on page 9. (6.5 hours) \$162.50 1 day Sa. Dec 03 09:00 - 16:30 DTN ∽ CRN 30050

#### ONE WORKPLACE-MULTIGENERATIONS (LEAD 1170)

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

1 day Sa. Dec 10 09:00 - 16:30 DTN 🕀 CRN 30048

#### TEAM SKILLS (MSKL 1102)

See course description on page 11. (24 hours) \$330 8 wks We. Jan 18 18:30 - 21:30 DTN - CRN 10088

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

Prerequisite: Coaching for High Performance (LEAD 1115). See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Jan 28 09:00 - 16:30 DTN 🖓 CRN 10084

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

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

1 day Sa. Feb 11 09:00 - 16:30 DTN 🕆 CRN 10085

#### TEAM COACHING (LEAD 1121)

Prerequisite: Coaching for High Performance (LEAD 1115). See course description on page 10. (6.5 hours) \$162.50

## 1 day Sa. Mar 03 09:00 - 16:30 DTN CRN 10086

**CREATIVE THINKING AT WORK (LEAD 1110)** See course description on page 9. (6.5 hours) \$162.50 1 day Sa. Mar 17 09:00 - 16:30 DTN <sup>(4)</sup> CRN 10090

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

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:

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

#### 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 - MultiGenerations (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:

#### MANAGING CHANGE (LEAD 1102)

Learn how to address employees' emotions as they manage the change process. Discover how you personally react to change, 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 🕆 CRN 20100

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

Understand the communication process in organizations and improve awareness of key problems in organizational communication. Analyze 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 🗥 CRN 20090

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

Leading productive teams is an acquired skill. Learn how to focus the work team and help them analyze issues from different perspectives and build on their collective synergy. (6.5 hours) \$162.50

1 day Sa. Jun 25 09:00 - 16:30 DTN 🕆 CRN 20101

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

Becoming a leader is not an easy transition. Understand the skills required to effectively lead by using skills such as coaching, giving feedback, motivating, delegating and problem-solving. (6.5 hours) \$162.50

1 day Sa. Sep 24 09:00 - 16:30 DTN CRN 30175

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

Effectiveness of leaders is determined by their ability to successfully resolve complex problems. Learn interpersonal skills for successful group/team participation in the problemsolving process, and successful implementation of an action plan. (6.5 hours) \$162.50

1 day Sa. Oct 01 09:00 - 16:30 DTN 🕆 CRN 30176

#### **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. Understand the importance of team-building and apply measures and techniques to build synergy in the workplace. The net result? Increased work productivity, improved work quality and enhanced team morale. (6.5 hours) \$162.50 1 day Sa. Oct 15 09:00 - 16:30 DTN CRN 30177

#### 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. Identify when to coach and which type of coaching to use, conduct a coaching discussion, offer effective feedback and assess your coaching skills. (6.5 hours) \$162.50

1 day Sa. Apr 16 09:00 - 16:30 DTN 🕆 CRN 20472

#### VCC CENTRE FOR CONTINUING STUDIES

# BUSINESS 9 LEADERSHIP COACHING AND MANAGEMENT SKILLS 9

#### 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 and apply the conflict resolution process to your everyday work situations. (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. 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 🖓 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, learn to apply critical thinking at work and recognize immediate benefits. (6.5 hours) \$162.50

1 day Sa. May 28 09:00 - 16:30 DTN 🕀 CRN 20089

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

This course is a must for anyone involved in training. 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 🕀 CRN 20108

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

Learn how to get daily results through practical techniques such as setting goals and priorities, delegating, creating productive meetings, handling interruptions, and understanding your self-motivation. (6.5 hours) \$162.50

1 day Sa. Oct 29 09:00 - 16:30 DTN 🕆 CRN 30049

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

Creating the balance between science and art is integral to everyday leadership. This course provides an overview of many ideas currently being used in organizations to create innovation and change. Delve into current thinking on the art of leadership. (6.5 hours) \$162.50

1 day Sa. Nov 05 09:00 - 16:30 DTN 🖓 CRN 30046

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

Learn to align positive attitude with workplace opportunity and 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. Nov 19 09:00 - 16:30 DTN 🕆 CRN 30216

#### SPEAK UP (LEAD 1109)

Practise proven techniques to communicate your ideas more powerfully, overcome nervousness, handle impromptu speaking and organize and practise for a business presentation. You will give 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-MULTIGENERATIONS (LEAD 1170)

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", and consider our role as leaders. (6.5 hours) \$162.50

1 day Sa. Dec 10 09:00 - 16:30 DTN \land CRN 30048

#### **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. (6.5 hours) \$162.50

1 day Sa. Feb 11 09:00 - 16:30 DTN 🕆 CRN 10085

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

Creative thinking can help you solve problems, save money and make do with less – all required in today's business environment. 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. Mar 17 09:00 - 16:30 DTN 🖓 CRN 10090

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

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

Performance management involves working with employees to set and reach agreed-upon goals, action plans and follow-up reviews. You will gain the knowledge, skills and confidence to understand the aspects of effective performance and provide positive and constructive performance feedback. (6.5 hours)

# LEADERSHIP COACHING ASSOCIATE CERTIFICATE

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

The program is offered as a subset of the Leadership program and consists of six one-day courses totalling 36 hours. Expand to a full Leadership Coaching certificate upon completion of the six required courses in the Leadership program (See both the Leadership Coaching and Leadership Certificate programs for course descriptions).

#### **REQUIRED COURSES:**

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

#### 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. Identify when to coach and which type of coaching to use, conduct a coaching discussion, offer effective feedback and assess your coaching skills. (6.5 hours) \$162.50

1 day Sa. Apr 16 09:00 - 16:30 DTN 🕆 CRN 20472

#### 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. (6.5 hours) \$162.50

1 day Sa. May 14 09:00 - 16:30 DTN 🕀 CRN 20087

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

Through demonstration and practice, strengthen your leadership coaching skills, learn how to apply in-depth levels of listening, ask questions that stimulate employee insight and support employees to take responsibility for agreedupon actions. (6.5 hours) \$162.50

1 day Sa. Oct 22 09:00 - 16:30 DTN CRN 30045



# 10 BUSINESS LEADERSHIP COACHING AND MANAGEMENT SKILLS

#### COACHING NEXT LEVEL (LEAD 1118)

Prerequisite: Coaching for High Performance (LEAD 1115). Building on the prerequisite, learn when to use skill coaching and/or motivational coaching and how to develop skills in self-management, creative collaboration and accountability. (6.5 hours) \$162.50

1 day Sa. Nov 19 09:00 - 16:30 DTN 🕀 CRN 30047

#### 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. 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 28 09:00 - 16:30 DTN 🕀 CRN 10084

#### **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. (6.5 hours) \$162.50

1 day Sa. Mar 03 09:00 - 16:30 DTN CRN 10086

#### PLEASE NOTE

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

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

#### REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115) See course description on page 9. (6.5 hours) \$162.50 1 day Sa. Apr 16 09:00 - 16:30 DTN  $^{-1}$  CRN 20472

#### SKILL COACHING (LEAD 1117)

See course description on page 9. (6.5 hours) \$162.50 1 day Sa. May 14 09:00 - 16:30 DTN ö CRN 20087

#### MANAGING CHANGE (LEAD 1102)

See course description on page 8. (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 8. (6.5 hours) \$162.50 1 day Sa. Jun 11 09:00 - 16:30 DTN → CRN 20090

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

See course description on page 8. (6.5 hours) \$162.50 1 day Sa. Jun 25 09:00 - 16:30 DTN → CRN 20101

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

See course description on page 8. (6.5 hours) \$162.50 1 day Sa. Sep 24 09:00 - 16:30 DTN CRN 30175

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

See course description on page 8. (6.5 hours) \$162.50 1 day Sa. Oct 01 09:00 - 16:30 DTN ∽ CRN 30176

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

See course description on page 8. (6.5 hours) \$162.50 1 day Sa. Oct 15 09:00 - 16:30 DTN CRN 30177

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

See course description on page 9. (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). See course description on page 10. (6.5 hours) \$162.50 1 day Sa. Nov 19 09:00 - 16:30 DTN <sup>(4)</sup> CRN 30047

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

Prerequisite: Coaching for High Performance (LEAD 1115). See course description on page 10. (6.5 hours) \$162.50 1 day Sa. Jan 28 09:00 - 16:30 DTN <sup>(\*)</sup> CRN 10084

#### TEAM COACHING (LEAD 1121)

Prerequisite: Coaching for High Performance (LEAD 1115). See course description on page 10. (6.5 hours) \$162.50

1 day Sa. Mar 03 09:00 - 16:30 DTN CRN 10086

# REGISTER ONLINE

"Awesome, Wow! Exceeded my expectations. Fellow students all engaged as well which makes it a better experience for everyone" CHRISTOPHER KAPP. LEADERSHIP STUDENT

VCC CENTRE FOR CONTINUING STUDIES

# BUSINESS 11 LEADERSHIP COACHING AND MANAGEMENT SKILLS / OFFICE ADMINISTRATION

# MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

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

Managers and supervisors spend many hours communicating with others. Communicating not only means talking but listening and understanding other perspectives. Our program provides practical, contemporary supervisory/ management training in three courses 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 courses total 72 hours. Participants who complete three courses qualify for the Management Skills for Supervisors Certificate. One of the strengths of the program is the diversity of experience shared by the participants.

# ON-SITE BUSINESS TRAINING AVAILABLE, PLEASE CONTACT ANNE TOLLSTAM AT 604.443.8668.

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

#### **REQUIRED COURSES:**

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

#### REQUIRED COURSES currently scheduled:

#### ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

Discover essential management skills such as communication, conflict resolution, leadership and motivation. Through interactive activities and projects, learn how to increase your potential as a manager. (24 hours) \$330

8 wks We. Apr 20 18:30 - 21:30 DTN 🕆 CRN 20085

#### INTERPERS COMMUNICATION SKILLS (MSKL 1101)

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

8 wks Tu. Sep 20 18:30 - 21:30 DTN 🖓 CRN 30044

#### **TEAM SKILLS (MSKL 1102)**

Learn your personal leadership style and how your style impacts a team. Discover how a team develops and moves effectively through stages, tools and skills to address critical team challenges and what motivates and demotivates your team. (24 hours) \$330

8 wks We. Jan 18 18:30 - 21:30 DTN 🕀 CRN 10088

#### 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 MONDAY, APRIL 11, 5:30 - 6 P.M. ROOM 419, VCC 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.

#### 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.

#### 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.



# 12 BUSINESS OFFICE ADMINISTRATION

#### Computer Skills

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

#### Scheduling

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

## ACCOUNTING/BOOKKEEPING/PAYROLL

#### ELECTIVE COURSES currently scheduled:

**INTRODUCTION TO BOOKKEEPING (OACP 1130)** This introductory course deals with procedures that make up the accounting cycle for a service business. Learn transactions, journals, general ledgers, trial balances and preparing simple financial statements. Textbook: CDN Ed Basic Bookkeeping 6th edition. (24 hours) \$180

8 wks Tu. Apr 19 18:30 - 21:30 DTN 🕆 CRN 20088 8 wks Tu. Apr 19 18:30 - 21:30 DTN 🕆 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 and T4 preparation. WCB, Revenue Canada Taxation, Records of Employment and Stats Canada reporting are covered, as well as Employment Standards. Please bring a calculator. (24 hours) \$174

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

#### ACCOUNTING FOR NONACCOUNTANT (OACP 1129)

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. Previous knowledge is not required. Textbook: Accounting: Nanci Lee, see downtown campus bookstore for textbook purchase prior to class. (18 hours) \$165

6 wks Tu. Sep 13 18:30 - 21:30 DTN 🕆 CRN 30174

#### **PLEASE NOTE**

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

# 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)

### 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 include communication, decision making and leadership, all vital skills for an effective supervisor/manager. (24 hours) \$201

8 wks Mo. Apr 18 18:00 - 21:00 DTN 🕆 CRN 20095

#### **OFFICE PROCEDURES (OACP 1126)**

Analyze the tasks and responsibilities of the administrative assistant. Understand how to handle business information and use technology to enhance productivity. Examine interpersonal skills, written communication, and organizing 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 C 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. Learn to prepare effective minutes, 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

## **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) 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 with an emphasis on common errors made by business writers. (6 hours) \$88

1 day Sa. Apr 16 09:00 - 16:00 DTN 🕆 CRN 20063

#### **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

1 day Sa. May 07 09:00 - 16:00 DTN 🕀 CRN 20064

#### WRITING BUSINESS LETTERS (OACP 1103)

The modern and powerful language of business stresses clarity and conciseness. 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

1 day Sa. May 28 09:00 - 16:00 DTN 🖓 CRN 20065

# REGISTER ONLINE

"Amazing instructor, very engaging and excellent delivery of content." JAG TAK, COACHING FOR HIGH PERFORMANCE STUDENT

VCC CENTRE FOR CONTINUING STUDIES

# BUSINESS 13 OFFICE ADMINISTRATION

#### MEMOS, EMAILS AND REPORTS (OACP 1107)

Email is the communication standard in the business world. Learn etiquette, 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

1 day Sa. Jun 11 09:00 - 16:00 DTN 🕆 CRN 20066

#### BUSINESS ENGLISH SKILLS TEST (OACP 1123)

The Business English Skills Test is a requirement for those wanting an Office Administration certificate; it is optional for other students. No fee.

1 day Sa. Jun 18 09:00 - 12:00 DTN 🕀 CRN 20074



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.

#### 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 and audience analysis. Gain confidence and comfort in the public forum. (18 hours) \$206

6 wks Mo. Sep 19 18:00 - 21:00 DTN 🕆 CRN 30173

### 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. Apply proper techniques and meaningful practice in each class. Learn to key letters, numbers and symbols. Classes are taught on computers with a keyboarding text and Windows software. Textbook: College Keyboarding to be purchased at the downtown campus bookstore prior to first session. (18 hours) \$124

6 wks Sa. Apr 16 09:30 - 12:30 DTN √ CRN 20067 6 wks Mo. Apr 18 18:00 - 21:00 DTN √ CRN 20068

#### 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. Apr 16 09:30 - 12:30 DTN 🕀 CRN 20069

## 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 value 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.

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

REQUIRED COURSES currently scheduled:

#### **INTRO LEGAL OFFICE PROGRAM (OACP 1113)**

This course covers the various types of law firms, the roles of legal support staff, and the various areas of law. An overview of the "package" content and presentation is also included. (3 hours) \$49

1 day Tu. Sep 13 18:30 - 21:30 DTN 🕆 CRN 30002

#### CORPORATE (OACP 1115)

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

3 wks Th. Sep 15 18:30 - 21:30 DTN 🖓 CRN 30004

#### **CIVIL LITIGATION (OACP 1114)**

Discuss the levels of court in British Columbia and takes you through the procedures of a civil case, from Writ of Summons to trial, judgement and execution. (9 hours) \$91

3 wks Tu. Sep 20 18:30 - 21:30 DTN 🕀 CRN 30003

#### CONVEYANCING (OACP 1117)

This introductory course will provide an overview of the responsibilities and duties of conveyancing staff, including the steps required to complete a typical residential conveyance. (9 hours) \$91

3 wks Th. Oct 06 18:00 - 21:00 DTN 🕆 CRN 30006

#### FAMILY LAW (OACP 1116)

Covers the "family" court system in British Columbia and the various procedures and forms used in matrimonial law. Focus will be on Divorce Act applications and Family Relations Act proceedings. (9 hours) \$91

3 wks Tu. Oct 11 18:30 - 21:30 DTN 🕫 CRN 30005

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

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

1 day Tu. Nov 01 18:30 - 21:30 DTN 🕆 CRN 30007



# 14 BUSINESS OFFICE ADMINISTRATION

#### ELECTIVE COURSES currently scheduled:

**LEGAL OFFICE PROCEDURES (OACP 1139)** This course provides an overview of a law office, analyzes the structure of a law office and various types of legal practice and areas of law. Review the importance of effective systems and procedures and the various types of legal support staff and their specific responsibilities. (12 hours) \$120

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

#### LEGAL ETHICS&CONFIDENTIALITY (OACP 1140)

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

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

#### LEGAL TERMINOLOGY (OACP 1138)

Learn the rules of legal language and terminology unique to each area of law. This course consists of mini-workshops to familiarize students with the main areas of law. Handouts included. (9 hours) \$116

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

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

Learn to register legal documents and access land titles, court records, property taxes and assessments, BC companies, registrations, and Personal Property Security online. This hands-on computer course is for office professionals in banks, law and accounting firms, government and real estate offices. (9 hours). \$116

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

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

#### ADVANCED CONVEYANCING (OACP 1142)

Learn advanced conveyancing issues including GST, Strata, and Property Transfer Tax adjustments; holdbacks (deficiencies and non-residence); and the importance of undertakings. OACP 1117 Conveyancing or basic conveyancing experience required. Bring a calculator! (6 hours)

#### 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)

## MEDICAL OFFICE SKILLS

#### REQUIRED COURSES:

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

#### REQUIRED COURSES currently scheduled:

#### MEDICAL TERMINOLOGY 1 (OACP 1108)

For those wishing to work in the technology/laboratory or related health field, learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and introduction to surgical terms and practical applications. 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. Apr 12 18:00 - 21:00 DTN <sup>-</sup><sup>⊕</sup> CRN 20070 10 wks Tu. Apr 12 18:00 - 21:00 DTN <sup>-</sup><sup>⊕</sup> CRN 20071 10 wks Tu. Apr 12 18:00 - 21:00 DTN <sup>-</sup><sup>⊕</sup> CRN 20072

#### MEDICAL OFFICE PROCEDURES (OACP 1111)

Learn administrative and clinical duties to effectively manage a medical office. Such as scheduling appointments, patient records management, classification of drugs and routes of medication, medical billing and laboratory procedures. (24 hours) \$182

8 wks We. Apr 13 18:00 - 21:00 DTN 🕆 CRN 20097

#### **MEDICAL TERMINOLOGY 2 (OACP 1109)**

Follows Medical Terminology I and is offered twice a year. Learn further study of body systems including body senses, oncology and pharmacology. 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

#### 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 🖓 CRN 20098

#### **CLINICAL PROCEDURES (OACP 1155)**

Introduction to basic clinical procedures and tests performed in a medical office or setting. Learn personnel safety, care of equipment and investigations. 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 🖓 CRN 20081

#### **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. Sep 19 18:30 - 21:30 DTN 🖓 CRN 30212

### **RECORDS MANAGEMENT SKILLS**

#### **REQUIRED COURSES:**

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

REQUIRED COURSES currently scheduled:

**RECORDS MANAGEMENT SPECIAL (OACP 1147)** Introduction to specialized functions within records/ information management. Explore several functions such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. (24 hour) \$189

8 wks Th. Apr 21 18:30 - 21:30 DTN 🕆 CRN 20061

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

Learn a systematic approach to creating, classifying, storing, retrieving and disposing of 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 and offered once a year. (30 hours) \$196

10 wks Th. Sep 22 18:30 - 21:30 DTN 🕆 CRN 30027

#### **RECORDS MANAGEMENT ADV TOPICS (OACP 1146)**

Continues the development of concepts introduced in Records Management I. Students work on record/ information management case studies. This course is supported by the Association of Records Management and Administrator and offered once a year. (30 hours) \$196

10 wks Th. Jan 19 18:30 - 21:30 DTN 🕆 CRN 10001

# BUSINESS 15 PARALEGAL

#### PARALEGAL

The Vancouver Community College Paralegal certificate and diploma programs are designed for experienced paralegals and legal administrative assistants to increase their knowledge and professional opportunities. Take a course or two to upgrade your skills, or work towards a Paralegal certificate.

All courses are offered in the evenings or online, to accommodate students employed full-time in the legal field.

Six core courses provide a foundation of legal principals, which students build on by selecting one of four practice areas: litigation, corporate, real estate/conveyancing, or family and estate law. Two electives, plus a practicum experience on the job to incorporate your learning into your working life, complete the certificate requirements.

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

## PARALEGAL CERTIFICATE

#### Paralegal Program website: http://continuinged.vcc.ca/legal. Program Advisor: Christine Williams, 604.443.8649, email: cwilliams@vcc.ca Program Assistant: Margaret McIlwaine, 604.443.8711

For experienced Legal Support Staff: Take a course or two to upgrade your skills, or work towards a Paralegal Certificate. You can complete all the Paralegal Certificate Program requirements in approximately two years of part-time study. View the program website: http://continuinged.vcc.ca/legal.

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

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

#### **REQUIRED COURSES:**

Required courses include LEGL 1202, 1204, 1205, 1207, 1208, 1209 (formerly 1206) and 1210 (formerly 1203). Students employed in a legal office environment may use their existing position towards their practicum experience, LEGL 1208, to be completed at or near the end of the program.

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

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

#### 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.

Careers for non-Cdn Lawyers (LEGL 1010) Corp Law: Complex Transactions (LEGL 1317) Commercial Conveyancing (LEGL 1312) Evidence (LEGL 1401) Court of Appeal Practice (LEGL 1403) Bankruptcy and Foreclosures (LEGL 1409) Corp Law : Adv Procedures (LEGL 1308) Corp Law : Intermediate Proc (LEGL 1307) Corp Law: Basic Procedures (LEGL 1305) Creditors' Remedies (LEGL 1303) Estate Administration (LEGL 1316) Family Law 1 (LEGL 1313) Family Law 2 (LEGL 1314) Intellectual Property (LEGL 1405) Lending & Security (LEGL 1311) Litigation for Paralegals 1 (LEGL 1301) Litigation for Paralegals 2 (LEGL 1302) Personal Injury Practice (LEGL 1304) Property Law (LEGL 1309) Property Transactions (LEGL 1310) Securities II (LEGL 1410) Securities: Corporate (LEGL 1306) Wills & Estate Planning (LEGL 1315)

REQUIRED COURSES currently scheduled:

#### PRACTICUM (LEGL 1208)

THREE class dates are listed for each course number; attendance is mandatory for all three classes. Bring your signed practicum sponsor form. Use your existing position at a legal office to synthesize your practicum experience into a professional portfolio. Pre-requisites: formal admission to the Paralegal program and completion of most level 1 core courses. (518 hours) \$124

#### 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

7 wks Mo. May 02 18:00 - 21:00 DTN 🕆 CRN 20145

#### 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) \$283

7 wks Tu. May 03 18:00 - 21:00 DTN 🗘 CRN 20046 7 wks Mo. May 16 💻 🗘 CRN 20047

#### 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). \$244

8 wks Mo. May 30 18:00 - 21:00 DTN 🕆 CRN 20281

#### 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)

#### 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)



# 16 BUSINESS PARALEGAL

#### ELECTIVE COURSES currently scheduled:

#### NEW CAREERS FOR NON-CDN LAWYERS (LEGL 1010)

Are you a lawyer from another country, looking for career ideas in British Columbia? Meet over three Saturday mornings in April to connect with lawyers from around the world, explore options, and design your own step-by-step career plan. Taught by the Paralegal Program Coordinator, this non-credit course is also suitable for lawyers from other Canadian jurisdictions. This non-credit course does not fulfill paralegal program elective requirements. (9 hours) \$242

3 wks Sa. Apr 09 09:00 - 12:00 DTN 🕆 CRN 20109

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

Master due diligence for asset and share purchases; assets and share purchase agreements; large scale corporate restructuring procedures; shareholder, partnership, and joint venture agreements; and s.85 rollovers. Prerequisite: LEGL 1308 Corp. Law: Advanced Procedures. \$272

7 wks Tu. Apr 26 💻 🕆 CRN 20285

#### **COMMERCIAL CONVEYANCING (LEGL 1312)**

Learn commercial conveyancing matters, special issues in commercial conveyances, commercial sales, subdivisions and commercial leases. Prerequisites: Lending & Security (LEGL 1311). (42 hours) \$251

7 wks Mo. May 02 18:00 - 21:00 DTN 🕀 CRN 20051

#### EVIDENCE (LEGL 1401)

Examine various types of evidence and the rules of evidence through statutes and case law. This course is recommended for all students in the litigation practice area. Pre-requisites: Legal secretary work experience or formal admission to the Paralegal Program. (42 hours) \$251

7 wks Tu. May 03 18:00 - 21:00 DTN 🖓 CRN 20042

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

Learn comprehensive appellate procedure in British Columbia, including jurisdiction, filings and forms. Leave to Appeal applications, chamber motions and the required supporting material, and appellate Bills of Costs. This course is recommended for all students in the litigation practice area. Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours) \$251

7 wks We. May 04 💻 🕆 CRN 20056

#### ELECTIVE COURSES to be scheduled in upcoming terms: BANKRUPTCY AND FORECLOSURES (LEGL 1409)

#### CORP LAW : ADV PROCEDURES (LEGL 1308)

Prerequisites: Corporate Law: Intermediate (LEGL 1307). (42 hours) CORP LAW : INTERMEDIATE PROC (LEGL 1307) (42 hours)

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

#### **CREDITORS' REMEDIES (LEGL 1303)**

Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours)

#### ESTATE ADMINISTRATION (LEGL 1316)

Pre-requisites: Wills & Estate Planning (LEGL 1315). (42 hours)

FAMILY LAW 1 (LEGL 1313) (42 hours)

FAMILY LAW 2 (LEGL 1314) Prerequisites: Family Law 1. (42 hours)

#### **INTELLECTUAL PROPERTY (LEGL 1405)**

Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (42 hours)

LENDING & SECURITY (LEGL 1311) Prerequisites: Property Transactions (LEGL 1310). (42 hours)

#### LITIGATION FOR PARALEGALS 1 (LEGL 1301)

Pre-requisite: Torts LEGL 1204, or read and master chapters 4-5 in the Yates: Business Law in Canada text, available on reference in the VCC library or in the bookstore.

#### LITIGATION FOR PARALEGALS 2 (LEGL 1302)

Pre-requisites: Litigation for Paralegals 1 (LEGL 1301). (42 hours)

#### PERSONAL INJURY PRACTICE (LEGL 1304)

Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours)

PROPERTY LAW (LEGL 1309) (42 hours)

#### **PROPERTY TRANSACTIONS (LEGL 1310)**

Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. OACP 1117 strongly recommended for students without conveyancing experience. (42 hours)

#### **SECURITIES II (LEGL 1410)**

Pre-requisite: Securities, Corporate (LEGL 1306). (21 hours)

#### SECURITIES: CORPORATE (LEGL 1306)

Pre-requisites: Corp Law I (LEGL 1305), or equivalent work experience in the corporate field. (42 hours)

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

Pre-requisites: Legal secretary work experience or Formal Admission to the Paralegal Program. (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.

#### VCC CENTRE FOR CONTINUING STUDIES

# BUSINESS 17 SMALL BUSINESS

#### SMALL BUSINESS

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

# SMALL BUSINESS

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

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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. Apr 18 18:00 - 21:00 DTN 🕀 CRN 20179

#### 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. Apr 20 18:00 - 21:00 DTN 🕆 CRN 20180

#### UNDERSTANDING FINANCIAL NEEDS (SMBU 1105)

This course will identify your financial needs and those of your program. The course will also examine methods used to determine your initial business investment. (3 hours) \$90

1 day We. Apr 27 18:00 - 21:00 DTN 🕆 CRN 20181

#### 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 Mo. May 02 18:00 - 21:00 DTN 🕀 CRN 20182

#### 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 We. May 04 18:00 - 21:00 DTN 🕀 CRN 20183

#### 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 Mo. May 09 18:00 - 21:00 DTN <sup>(3)</sup> CRN 20184

#### FINANCING YOUR BUSINESS (SMBU 1109)

Become familiar with different sources of financing and banking and how applications are evaluated. (3 hours) \$90 1 day We. May 11 18:00 - 21:00 DTN - CRN 20185

1 day We. May 11 18:00 - 21:00 D1N °6 CRN 20185

#### 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 Mo. May 16 18:00 - 21:00 DTN 🕀 CRN 20186

#### 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 We. May 18 18:00 - 21:00 DTN CRN 20187

**PREPARING YOUR BUSINESS PLAN (SMBU 1110)** Learn and understand the essentials of creating a business plan. (3 hours) \$90

1 day We. May 25 18:00 - 21:00 DTN 🕀 CRN 20188

#### 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. Apr 26 18:30 - 21:30 DTN 🕀 CRN 20193

#### 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.



# 18 **DESIGN** FASHION ARTS

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

#### REQUIRED COURSES currently scheduled:

#### HISTORY OF FASHION (FASH 1301)

A study of the evolution of western fashion from early Europe to the 20th century provides the designer with an understanding of the development of fashion and the ability to apply this knowledge to current and future fashion. The course promotes research and provides design inspiration, with the student demonstrating personal interest in the completion of an individual design project or reproduction garment. (36 hours) \$303

12 wks Tu. Apr 12 18:30 - 21:30 DTN 🕆 CRN 20013

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

Develop skills in stylizing looks for photoshoots for newspapers, catalogues, commercials, and fashion shows. Students learn the skills and techniques necessary for a career in styling. This how-to course provides an insight into the processes followed when working in this area. Please note a photo shoot fee of \$75 will be collected in class. (36 hours) \$303

12 wks We. Apr 13 18:30 - 21:30 DTN 🖓 CRN 20033

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

Gain a general overview of the job of the fashion forecaster and the fashion forecasting process. Learn to differentiate between a trend and a fad, how to predict new fashion colours, popular fabrics, new styles, and upcoming trends. An important and essential course for the fashion designer, merchandiser, retailer, and the consumer. Class structures will consist of lectures, group discussions, projects, guest speakers, and presentations. Required Textbook: Fashion Forecasting by Evelyn L. Brannon, available at VCC Bookstore.(36 hours) \$303

12 wks Th. Apr 14 18:30 - 21:30 DTN 🕀 CRN 20018

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

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

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

MERCHANDISING FASHION (FASH 1176) (36 hours)

**RETAIL BUYING (FASH 1402)** (36 hours)

**TEXTILES (FASH 2201)** (36 hours)

#### PLEASE NOTE

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

# REGISTER ONLINE

"VCC's program has given me the skills, business perspective and networking capabilities to pursue a career in the industry. The instructors are experienced and passionate about their work. Their passion is infectious and acts as motivation to finish the program and make fashion not just an interest, but a career."

VCC CENTRE FOR CONTINUING STUDIES

# DESIGN 19 FASHION ARTS

## 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 currently scheduled:

#### **SEWING - BEGINNERS (FASH 1154)**

For beginner sewers who want a good foundation in sewing skills and techniques. Use industrial sewing machines to practise your skills to construct two simple garments. Designed to assist those who are building a portfolio for acceptance into a fashion design program. Bring to first class: metric measuring tape, pencil, a three-ring binder with a supply of paper and \$20 refundable deposit for bobbin case. During the first class, requirements for the sewing project will be discussed and a list of equipment and supplies will be distributed. (30 hours) \$300

10 wks Sa. Apr 09 12:30 - 15:30 DTN 🕆 CRN 20021

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

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

10 wks Mo. Apr 11 18:30 - 21:30 DTN CRN 20026

#### 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. Apr 16 09:00 - 12:00 DTN 🕀 CRN 20012

#### **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 Th. Apr 21 18:30 - 21:30 DTN CRN 20019

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

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

10 days Tu. Th. Jul 05 18:30 - 21:30 DTN 🕆 CRN 20029







# 20 **DESIGN** FASHION ARTS

#### 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 2 bootcamps save \$100, register for 3 save \$150, and save \$200 when registering for all 4. (20 hours) \$250

5 days Mo. to Fr. Jul 11 09:00 - 13:00 DTN 🕆 CRN 20020

#### **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 2 bootcamps save \$100, register for 3 save \$150, and save \$200 when registering for all 4. (20 hours) \$250

5 days Mo. to Fr. Jul 11 13:30 - 17:30 DTN 🕀 CRN 20027

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

Explore stylizing looks for photo shoots for newspapers, catalogues, commercials, and fashion shows. Students learn the skills and techniques necessary for a career in styling. This how-to course provides an insight into the processes followed when working in this area. This non-credit course cannot be used towards credit to the Fashion Merchandising Associate Certificate. Taught by a magazine fashion editor and internationally accredited stylist. Please note a photo shoot fee of \$100 will be collected in class. (20 hours) \$245

5 days Mo. to Fr. Jul 11 09:00 - 13:00 DTN 🕆 CRN 20039

#### **BOOT CAMP: FASHION DRAPING TEEN (FASH 1188)**

BACK BY POPULAR DEMAND! Apply high fashion couture methods directly to a mannequin. Draping is a unique method of creating garment designs directly on a threedimensional 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. to Fr. Jul 18 13:30 - 17:30 DTN 🕆 CRN 20147

#### BOOT CAMP:VISUAL MERCHANDISING (FASH 1187)

BACK BY POPULAR DEMAND! 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. to Fr. Jul 18 09:00 - 13:00 DTN 🖓 CRN 20146

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)

DRESS FORM WORKSHOP (FASH 1163) ( 6 hours)

FABRIC SURFACE DESIGN (FASH 1166) (approximate cost \$25) (24 hours)

FASHION PRODUCTION MGMT (FASH 1184) (24 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)

## FASHION ARTS CERTIFICATE

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

VCC's Fashion Arts programs are among the most successful in Western Canada. All are designed for those entering the fashion industry and for professionals who wish to upgrade. Taught by industry-experienced instructors, our reputation builds on developing excellent technical skills and individual creativity. Employers seek our grads to make their mark on the local and international fashion scenes.

This flexible self-paced two-year program is comprised of four separate certificates in Pattern Making, Garment Construction, Fashion Design, and the Fashion Arts Certificate. You have the option to take the full program or concentrate on an individual certificate. On a part-time evening basis, this program allows you to maintain regular employment while completing training.

Fashion Design Certificate: Fashion Drawing (FASH 1101) Fashion Design (FASH 1203); History of Fashion (FASH 1301); Collection Design (FASH 2103); Textiles (FASH 2201).

Pattern Making Certificate: Block Construction (FASH 1102); Design Drafting Theory (FASH 1202); Design Drafting Practical (FASH 1303); Designer Patterns/Draping (FASH 2102); Production Patterns Grading (FASH 2203).

Garment Construction Certificate: Sewing Techniques (FASH 1103); Industrial Sewing (FASH 1201), Tailoring (FASH 1302); Couture (FASH 2101); Collection Toiles (FASH 2202).

Fashion Arts Certificate: Successful completion of all courses leading to the Fashion Design Certificate, Pattern Making Certificate, Garment Construction Certificate plus Fashion Show Prep (FASH 1353), Fashion Visual Communication (FASH 2309); Adv. Collection Manufacture (FASH 1352) & Collection Portfolio (FASH 2301).

#### WEBSITE: WWW.VCC.CA/FASHIONARTS EMAIL: FASHION@VCC.CA

# 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.

# DESIGN 21 FASHION ARTS / GEMMOLOGY AND JEWELLERY

# 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.



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.

#### GEMMOLOGY AND JEWELLERY

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

## ACCELERATED GEMMOLOGY

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

#### INFORMATION SESSION: MONDAY APRIL 8, 2011 6:30 P.M.

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.

Take the Canadian Germological Association's Daytime Accelerated Course:

- Fast-paced program.
- Full theory and practical curriculum.
- Course includes lecture and lab time in the classroom.
- Hands-on work with gemstones and instruments.

All classes and exams are conducted on-site at our fullyequipped 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 9:30 a.m. to 4:30 p.m. There will be 3 study weeks built into the schedule.

Examination fees extra - paid to the Canadian Gemmological Association.

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

#### ENTRANCE REQUIREMENTS:

High School Graduation.

#### REQUIRED COURSES:

Gemmology Accelerated Program (GEMM 1110)

REQUIRED COURSES currently scheduled:

NEW GEMMOLOGY ACCELERATED PROG (GEMM 1110) \$4738

4 days Mo. to Th. May 16 09:30 - 16:30 DTN 🖓 CRN 20094

# **GIA CERTIFICATION**

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

#### ELECTIVE COURSES:

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

#### ELECTIVE COURSES currently scheduled:

#### GIA DIAMOND GRADING (GEMM 2130)

Discover how to judge and grade clarity, colour and cut quality factors of round brilliant diamonds. Through our unique combination of hands-on training, one-on-one coaching, and integrated multimedia presentations, you learn to grade diamonds consistently and accurately using a modern gem microscope and jeweller's loupe. Become proficient in GIA's Diamond Grading System. Discover timesaving 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 4, 2011** (35 hours) \$2495

5 days Mo. to Fr. May 02 09:00 - 17:00 DTN CRN 20324

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

Through extensive hands-on practice using gemstones provided by GIA, develop skills in grading the colour, clarity, and cut quality factors of a wide range of coloured stones. Learn GIA's Coloured Stone Grading System and how to describe colour in terms if hue, tone and saturation. Judge clarity and cut quality factors with professional insight. Increase the consistency and accuracy of your coloured stone grading skills. Learn about the relationship between light and colour. Develop your colour memory. **Registration deadline: April 4, 2011.** (21 hours) \$1495

3 days Mo. to We. May 09 09:00 - 17:00 DTN CRN 20341



# 22 DESIGN GEMMOLOGY AND JEWELLERY

# GEMMOLOGY - PART-TIME AND ACCELERATED PROGRAM

#### 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 each September.** Application fee: \$50.00

Please note that the study of gemmology requires the use of refractive index fluid which contains a small amount of methylene iodide. You will be requested to wear protective gloves.

#### ENTRANCE REQUIREMENTS:

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

2. English language skills and comprehension.

#### ELECTIVE COURSES:

Canadian Jeweller Jets Program (JEWL 1114) GIA Diamond Grading (GEMM 2130) GIA Coloured Stone Grading (GEMM 2112) Jadeite Jade 2 (GEMM 1157) Jadeite Jade 1 (GEMM 1156) Advanced Gemmology - Diamonds (GEMM 2140) Graduate Sales Associate (GEMM 2137) Adv Gemmology - Coloured Gem (GEMM 2141) Crystals & Crystal Healing 1 (GEMM 1154) Evaluation of Jadeite Jade 1 (GEMM 1155) Gemmology Practical Lab (GEMM 2102) How to Buy Diamonds (GEMM 2136) MasterValuer Appraisal Program (GEMM 3102)

#### ELECTIVE COURSES currently scheduled:

**CANADIAN JEWELLER JETS PROGRAM (JEWL 1114)** Vancouver Community College and the Canadian Jewellers Association is proud to offer the new JETS (Jewellery Education Training System) program specifically designed for the jewellery industry. JETS is an intensive program presented in 15 books (CD, PDF format) and developed by industry specialists. It allows the student to acquire the basic knowledge required to succeed in today's retail jewellery industry. Completion of this comprehensive course of study covering the full range of jewellery products, industry issues and sales techniques will award the participant with their GJ designation, the primary step in jewellery career. This course produces knowledgeable, trained employees who will generate increased sales in any retail jewellery environment. There is an additional final exam fee of \$99.75 (Payable to: Canadian Jewellers Association) Registration deadline 7 days prior to first class. \$645

8 wks Mo. Apr 11 18:30 - 21:30 DTN 🕆 CRN 20275

#### 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 4, 2011** (35 hours) \$2495

5 days Mo. to Fr. May 02 09:00 - 17:00 DTN CRN 20324

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

Through extensive hands-on practice using gemstones provided by GIA, develop skills in grading the colour, clarity, and cut quality factors of a wide range of coloured stones. Learn GIA's Coloured Stone Grading System and how to describe colour in terms if hue, tone and saturation. Judge clarity and cut quality factors with professional insight. Increase the consistency and accuracy of your coloured stone grading skills. Learn about the relationship between light and colour. Develop your colour memory. **Registration deadline: April 4, 2011**. (21 hours) \$1495

3 days Mo. Tu. We. May 09 09:00 - 17:00 DTN CRN 20341

#### 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 first class**. (3 hours) \$129

1 day Sa. May 28 09:30 - 12:30 DTN 🖓 CRN 20102

#### 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 first class**. (3 hours) \$129

1 day Sa. May 28 14:00 - 17:00 DTN 🖓 CRN 20103

#### 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 first class**. Basic Gemmological knowledge is an asset. (3 hours) \$189

1 day Mo. Jun 13 18:30 - 21:30 DTN 🕆 CRN 20321

#### **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 all materials. **Registration deadline 7 days prior to first class**. (12 hours). \$645

2 wks Sa. Jun 18 09:30 - 16:30 DTN CRN 20322

# REGISTER ONLINE

"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 STUDE

VCC CENTRE FOR CONTINUING STUDIES

# DESIGN 23 GEMMOLOGY AND JEWELLERY

#### 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 first class**. Basic Gemmological knowledge is an asset. (3 hours) \$149

1 day Mo. Jun 27 18:30 - 21:30 DTN CRN 20323

#### **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 first class**. (3 hours) \$125

1 day Sa. Jul 09 13:00 - 16:00 DTN 🕆 CRN 20429

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

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

#### **GEMMOLOGY PRACTICAL LAB (GEMM 2102)**

**Registration deadline 7 days prior to first class**. Class begins each September.

HOW TO BUY DIAMONDS (GEMM 2136) (3 hours)

MASTERVALUER APPRAISAL PROGRAM (GEMM 3102) Registration deadline 7 days prior to first class.

#### PLEASE NOTE

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

#### 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:**

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

ELECTIVE COURSES currently scheduled:

#### **NEW** 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. **Registration deadline 7 days prior to first class**. (12 hours) \$295

4 wks Tu. Apr 05 18:30 - 21:30 DTN CRN 20319

#### **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 first class**. (24 hours) \$429

8 wks Tu. Apr 05 18:30 - 21:30 DTN 🕀 CRN 20278

#### **JEWELLERY TECHNIQUES I (JEWL 1103)**

Learn basic techniques in jewellery-making including piercing, filing, soldering, shaping, forming, design layout and application. Students work at their own individual jeweller's bench equipped with a torch and flexshaft tool to create their own designs as they 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 first class**. (24 hours). \$429

8 wks We. Apr 06 18:30 - 21:30 DTN ∽ CRN 20277 8 wks Mo. Apr 11 18:30 - 21:30 DTN ∽ CRN 20276

#### 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. **Registration deadline 7 days prior to first class**. (16 hours) \$499

4 wks Sa. Apr 09 09:30 - 13:30 DTN CRN 20320

#### 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 first class. \$645

8 wks Mo. Apr 11 18:30 - 21:30 DTN 🕆 CRN 20275



# 24 DESIGN GEMMOLOGY AND JEWELLERY / INTERIOR DESIGN

#### **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 first class. (3 hours) \$95

1 day Mo. Apr 11 18:30 - 21:30 DTN 🕆 CRN 20280

#### 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 first class**. (6 hours) \$125

1 day Sa. Apr 16 10:00 - 16:00 DTN 🕀 CRN 20279

#### NEW 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 prerequisites. **Registration deadline 7 days prior to first class.** (18 hours) \$429

5 wks Mo. May 30 18:30 - 21:30 DTN CRN 20393

#### **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 all materials. **Registration deadline 7 days prior to first class**. (12 hours). \$645

2 wks Sa. Jun 18 09:30 - 16:30 DTN CRN 20322

ELECTIVE COURSES to be scheduled in upcoming terms:

JEWELLERY APPRAISAL (JEWL 1107)

Registration deadline 7 days prior to first class. (15 hours)

#### **INTERIOR DESIGN**

Interior design is to a great extent a visual art. Drawings are used to convey information, express ideas and outline possibilities. Interior design limitations are difficult to define precisely since 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 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). Graphic Presentation (INTD 1160) Design Drawing (INTD 1159) Basic Drafting Concepts (INTD 1110) Lighting (INTD 1121) Design for Small Spaces (INTD 1131) Design today. (INTD 1132) Colour Theory (INTD 1114) AutoCad for Interior Designers (INTD 1150) Design Basics (INTD 1158) Design Specifications (INTD 1116) History Of Furniture (INTD 1102) Materials and Finishes (INTD 1125) Residential Design (INTD 1130) Textiles (INTD 1122)

#### ELECTIVE COURSES:

The following courses transfer to BCIT's Interior Design program and may be used for credit with BCIT for further study in this area (subject to Portfolio review and 65 percent GPA): INTD 1102, 1114, 1121, 1122, 1125, 1131, 1158, & 1159. Not all courses are offered each term.

REQUIRED COURSES currently scheduled:

#### **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 tonal value in order to effectively communicate in a visual format. Study Atmospheric, One and Two point perspective. (36 hrs) \$394

9 wks Sa. Apr 09 09:00 - 13:00 DTN CRN 20439

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

A continuation of Design drawing that will include techniques for polishing presentation drawings and boards and for creating a personal identity package. Includes skill building in model making and communication strategies with clients. Emphasis is placed upon dynamic and communicative sketching. (36 hours) \$394

9 wks Sa. Apr 09 09:00 - 13:00 DTN CRN 20445

#### **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 as well as cabinet lighting and furniture details. The required text is: Construction Drawings and Details for Interiors (Kilmer & Kilmer) Students are also required to purchase a portable drafting board. (36 hours) \$394

10 wks Mo. Apr 11 18:00 - 21:36 DTN CRN 20441

#### LIGHTING (INTD 1121)

Lighting plays a significant role in determining the comfort and beauty of any space. Explore light sources and fixtures in their functional, aesthetic, environmental and economic aspects. Learn principles of lighting design including criteria, calculations, planning codes and layout. Prerequisite INTD 1110. (24 hours) \$283

10 wks Mo. Apr 11 18:00 - 20:30 DTN CRN 20438

#### **DESIGN FOR SMALL SPACES (INTD 1131)**

To prepare students for the practical realities of residential design in urban areas as reflected in the diminutive size of new high rise condominiums. Current trends towards "Do it Yourself" renovations present opportunities for designers to help clientele navigate through the world of product, materials, space and budget constrictions. Pre-requisite: Basic Drafting, Design Basics. (36 hours) \$394

12 wks Tu. Apr 12 18:00 - 21:00 DTN CRN 20443

# DESIGN 25 INTERIOR DESIGN

#### **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? Through guided discussions, studentled seminars and research assignments participants will explore contemporary influences within popular media and investigate some of the people who are shaping Interior design today.(24 hours) \$283

8 wks Tu. Apr 12 18:30 - 21:30 DTN CRN 20442

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

Understand colour through subtractive and additive methods. Begin with the Colour wheel and progress to paint chips. Develop the ability to evaluate undertones in neutral hues and how to predict colour changes from paint chips as they are applied to an entire room. Learn how to specify colours for interior spaces and create colour schemes for clients. (36 hours) \$394

12 wks We. Apr 13 18:30 - 21:30 DTN CRN 20444

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

Today's designer relies heavily on computer aided drafting to communicate design details. Master the basics of AuoCAD and learn how to effectively use creative drawing strategies and shortcuts. Study drawing, editing, dimensioning and drawing layout, specific to Interior Design. Prerequisite: Basic Drafting. (36 hours) \$394

12 wks Th. Apr 14 18:30 - 21:30 DTN CRN 20440

#### **DESIGN BASICS (INTD 1158)**

An introduction to the field of Interior design. Focus will be on Design theory & process, including principles and elements of design and their practical application. Critical thinking and problem solving skills will be refined. Introduction to Space planning, Colour, Drafting and Lighting. Text: Designing Interiors (Kilmer & Kilmer) (36 hours) \$394

12 wks Th. Apr 14 18:30 - 21:30 DTN CRN 20446

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

DESIGN SPECIFICATIONS (INTD 1116) (24 hours)

HISTORY OF FURNITURE (INTD 1102) (36 hours)

MATERIALS AND FINISHES (INTD 1125) (24 hours)

**RESIDENTIAL DESIGN (INTD 1130)** (36 hours)

**TEXTILES (INTD 1122)** (24 hours)

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

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

## KITCHEN & BATH DESIGN CERTIFICATE

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

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

#### 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.



# 26 DESIGN 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
- 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. Please note the Makeup Artistry Fundamentals (MKUP 1101) is a prerequisite.

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) Theatrical Makeup (MKUP 1106) Makeup for Film & TV (MKUP 1107)

#### REQUIRED COURSES currently scheduled:

#### MAKEUP ARTISTRY FUNDAMENTALS (MKUP 1101)

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 \$650. A shopping list, which includes additional supplies needed for the course, will be provided by the instructor. (30 hours) \$455

10 wks Tu. Apr 12 18:00 - 21:00 DTN 10 CRN 20195

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

Prerequisite: MKUP 1101. 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. (30 hours) \$455

10 wks We. Apr 13 18:00 - 21:00 DTN 🕆 CRN 20196

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

Prerequisite: MKUP 1101 and MKUP 1102. 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. (30 hours) \$455 10 wks Th. Apr 14 18:00 - 21:00 DTN ~ CRN 20197

#### 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. Jun 18 09:00 - 18:00 DTN 🕆 CRN 20284

#### ELECTIVE COURSES currently scheduled:

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

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

10 wks Mo. Apr 18 18:00 - 21:00 DTN 🕆 CRN 20198

#### NEW THEATRICAL MAKEUP (MKUP 1106)

Prerequisite: MKUP 1101 and MKUP 1102. This course examines script analysis and preparation as well as character development and lighting in order to create a character makeup design. Students will attain skills and techniques to create and apply clown and fantasy make up, old age make up, facial hair application as well as casualty and wound make up. Students will learn how to apply special F/X makeup such as burns, scrapes and knife wounds. \$455 10 wks Th. Jun 23 18:00 - 21:00 DTN <sup>o</sup> CRN 20428

ELECTIVE COURSES to be scheduled in upcoming terms:

#### MAKEUP FOR FILM & TV (MKUP 1107)

This course provides the student with general background knowledge about the film industry as well as technical information on subjects such as lighting, script analysis and continuity. Students will learn to identify roles and responsibilities on a Film and TV set. In addition they will learn to determine the appropriate makeup products best suited for a variety of filming formats.

#### VCC CENTRE FOR CONTINUING STUDIES

# HEALTH SCIENCES AND HUMAN SERVICES 27 COUNSELLING

#### COUNSELLING

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

Join the growing number of students who are training with VCC. Our new curriculum is now in place. As of September 09, the Counselling Skills Certificates have been updated, redesigned and renamed to meet the changing needs of the human services community. Learn about current trends in psychology and be exposed to cutting edge practices for working in the social service, addiction and correction field, and develop and expand your network of professional contacts. Over eighty five percent of our grads find related employment and many are working in the field before they graduate. VCC's two evening Certificate Programs in Addiction Counselling Skills (formerly the Substance Abuse Certificate) and Community Counselling Skills (formerly the Counselling Skills Certificate) provide the theory and skills to those either making a career change or for those currently working in the field who wish educational credentials. Courses are taught and designed by experts in the field, and students can attend on a full or part time basis.

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

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

# ADDICTION COUNSELLING SKILLS CERTIFICATE

Program Coordinator: Sara Menzel, 604.443.8392, smenzel@vcc.ca Program Assistant: Carol Agostini, 604.443.8661, cagostini@vcc.ca Practicum Coordinator: Sarah Fernets, 604.443.8676, sfernets@vcc.ca

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

#### 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:**

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

#### ELECTIVE COURSES:

Group Counselling Skills (CNSK 1408)

#### ENTRANCE REQUIREMENT COURSES currently scheduled:

#### BASIC COUNSELLING SKILLS (CNSK 1401) (36 hours)

11 wks Fr. Apr 08 18:15 - 21:30 DTN CRN 20579 11 wks Fr. Apr 08 09:15 - 12:30 TBA CRN 20580 11 wks Mo. Apr 11 18:15 - 21:30 DTN CRN 20581 9 wks We. May 04 18:15 - 21:30 AND 1 day Sa. May 28 09:15 - 16:30 DTN CRN 20582

#### **REQUIRED COURSES currently scheduled:**

#### FAMILY SYSTEMS-AN OVERVIEW (CNSK 1409) 29 hours (2 credits)

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$351

9 wks Fr. Apr 01 18:15 - 21:30 DTN CRN 20561 7 wks Tu. Apr 05 18:15 - 21:30 AND 1 day Sa. Apr 30 09:15 - 16:30 DTN CRN 20568

#### FOUNDATIONS OF COUNSELLING (CNSK 1402)

45 hours (3 credits) \$551 Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator.

12 wks Tu. Apr 05 18:15 - 21:30 DTN CRN 20560 1 day Sa. Jun 04 09:15 - 16:30 DTN CRN 20560 12 wks We. Apr 06 18:15 - 21:30 DTN CRN 20569 1 day Sa. Jun 04 09:15 - 16:30 DTN CRN 20569

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

45 hours (3 credits) \$551

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).

12 wks Mo. Apr 04 18:15 - 21:30 DTN CRN 20563 1 day Sa. May 28 09:30 - 16:30 DTN CRN 20563

#### INDIVID COUNS SKILLS-ADDICTION (CNSK 1406) 45 hours (3 credits) \$551

Prerequisite: Acceptance to the Addiction Counselling Skills Certificate Program or permission of the Program Coordinator.

12 wks Mo. Apr 04 18:15 - 21:30 DTN CRN 20562 12 wks We. Apr 13 18:15 - 21:30 DTN CRN 20571

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

#### 29 hours (2 credits) \$351

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.

7 wks Mo. Apr 04 18:15 - 21:30 DTN CRN 20564 1 day Sa. May 07 09:15 - 16:30 DTN CRN 20564 7 wks Mo. Apr 05 18:15 - 21:30 DTN CRN 20565 1 day Sa. May 07 09:15 - 16:30 DTN CRN 20565





# 28 HEALTH SCIENCES AND HUMAN SERVICES COUNSELLING

#### THEORIES OF COUNSELLING (CNSK 1403)

45 hours (3 credits) \$551 Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator.

12 wks Tu. Apr 05 18:15 - 21:30 AND 1 day Sa. May 21 09:15 - 16:30 DTN CRN 20566 12 wks We. Apr 11 18:15 - 21:30 AND 1 day Sa. May 21 09:15 - 16:30 DTN CRN 20574

#### LIFESPAN DEVELOPMENT (CNSK 1404)

45 hours (3 credits) \$551 Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator.

12 wks We. Apr 06 18:15 - 21:30 NET CRN 20570

# ADDICTION AND HUMAN BEHAVIOUR (CNSK 1415) 22 hours (1 credit) \$267

Prerequisite: Acceptance to the Addiction Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) or permission of the Program Coordinator.

7 wks Th. Apr 07 18:15 - 21:30 DTN CRN 20573

What are employment outcomes for the graduates of counselling skills certificate programs?

According to the 2003-2008 survey by the Ministry of Advanced Education, 100 % of graduates found either full or part time employment in the counseling or addiction field. 85% of graduates reported that the learning and skills developed were essential for job competence.

#### PRACTICUM: EMPLOYMENT (CNSK 1489) 4 credits \$455

Prerequisite: Completion of all required courses in the Community OR Addiction Counselling Skills Certificate Programs.

1 day We. Apr 06 18:30 - 21:30 DTN CRN 10445 1 day We. Apr 13 18:30 - 21:30 DTN CRN 20335 1 day We. Apr 27 18:30 - 21:30 DTN CRN 20335 1 day We. May 11 18:30 - 21:30 DTN CRN 20335 1 day We. May 25 18:30 - 21:30 DTN CRN 20335 1 day We. Jun 08 18:30 - 21:30 DTN CRN 20335 1 day We. Jun 08 18:30 - 21:30 DTN CRN 20335 1 day We. Jun 06 18:30 - 21:30 DTN CRN 20335 1 day We. Jul 06 18:30 - 21:30 DTN CRN 20335 1 day We. Jul 20 18:30 - 21:30 DTN CRN 20335 1 day We. Jul 20 18:30 - 21:30 DTN CRN 20335

# DIVERSITY, CULTURAL & COUNS (CNSK 1407) 22 hours (1 credit) \$267

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator

5 wks Th. Jun 02 18:15 - 21:30 DTN CRN 20578 1 day Sa. Jun 11 09:15 - 16:30 DTN CRN 20578

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

Practicum: Volunteer (CNSK 1488)

#### ELECTIVE COURSES currently scheduled:

#### GROUP COUNSELLING SKILLS (CNSK 1408)

Offered Winter (Jan) AND Spring (April) terms ONLY. 45 hours (3 credits)\$551

Prerequisite: Acceptance to a Counselling Skills Certificate Program and recommended completion of Individual Counselling Skills or permission of the Program Coordinator

12 wks Mo. Apr 11 18:15 - 21:30 DTN CRN 20575 1 day Sa. Jun 18 09:30 - 16:30 DTN CRN 20575

# COMMUNITY COUNSELLING SKILLS

Program Coordinator: Sara Menzel, 604.443.8392, smenzel@vcc.ca Program Assistant: Carol Agostini, 604.443.8661, cagostini@vcc.ca Practicum Coordinator: Sarah Fernets, 604.443.8676, sfernets@vcc.ca

#### 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.

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:**

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

VCC CENTRE FOR CONTINUING STUDIES

# HEALTH SCIENCES AND HUMAN SERVICES 29 COUNSELLING

#### ELECTIVE COURSES:

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

#### ENTRANCE REQUIREMENT COURSES currently scheduled:

#### BASIC COUNSELLING SKILLS (CNSK 1401) (36 hours) \$435

11 wks Fr. Apr 08 18:15 - 21:30 DTN CRN 20579 11 wks Fr. Apr 08 09:15 - 12:30 TBA CRN 20580 11 wks Mo. Apr 11 18:15 - 21:30 DTN CRN 20581 9 wks We. May 04 18:15 - 21:30 DTN CRN 20582 1 day Sa. May 28 09:15 - 16:30 DTN CRN 20582

REQUIRED COURSES currently scheduled:

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

29 hours (2 credits) \$351 Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator.

9 wks Fr. Apr 01 18:15 - 21:30 DTN CRN 20561 7 wks Tu. Apr 05 18:15 - 21:30 DTN CRN 20568 1 day Sa. Apr 30 09:15 - 16:30 DTN CRN 20568

#### FOUNDATIONS OF COUNSELLING (CNSK 1402)

45 hours (3 credits) \$551

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator.

12 wks Tu. Apr 05 18:15 - 21:30 DTN CRN 20560 1 day Sa. Jun 04 09:15 - 16:30 DTN CRN 20560 12 wks We. Apr 06 18:15 - 21:30 DTN CRN 20569 1 day Sa. Jun 04 09:15 - 16:30 DTN CRN 20569

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

29 hours (2 credits) \$351

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.

7 wks Mo. Apr 04 18:15 - 21:30 DTN CRN 20564 1 day Sa. May 07 09:15 - 16:30 DTN CRN 20564 7 wks Mo. Apr 05 18:15 - 21:30 DTN CRN 20565 1 day Sa. May 07 09:15 - 16:30 DTN CRN 20565

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

45 hours (3 credits) \$551 Prerequisite: Acceptance to the Community Counselling Skills Certificate Program or permission of the Program Coordinator.

12 wks Tu. Apr 05 18:15 - 21:30 DTN CRN 20567

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

Gain an overview of counselling and psychotherapy in terms of theory and. 45 hours (3 credits) \$551 Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator.

12 wks Tu. Apr 05 18:15 - 21:30 AND 1 day Sa. May 21 09:15 - 16:30 DTN CRN 20566 12 wks We. Apr 11 18:15 - 21:30 AND 1 day Sa. May 21 09:15 - 16:30 DTN CRN 20574

#### LIFESPAN DEVELOPMENT (CNSK 1404)

45 hours (3 credits) \$551

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator.

12 wks We. Apr 06 18:15 - 21:30 DTN CRN 20570

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

#### 45 hours (3 credits) \$551

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

10 wks Th. Apr 07 18:15 - 21:30 DTN CRN 20572 1 day Sa. May 28 09:30 - 16:30 DTN CRN 20572

#### PRACTICUM: EMPLOYMENT (CNSK 1489)

#### 4 credits \$455

Prerequisite: Completion of all required courses in the Community OR Addiction Counselling Skills Certificate Programs.

1 day We. Apr 06 18:30 - 21:30 DTN CRN 10445 1 day We. Apr 13 18:30 - 21:30 DTN CRN 20335 1 day We. Apr 27 18:30 - 21:30 DTN CRN 20335 1 day We. May 11 18:30 - 21:30 DTN CRN 20335 1 day We. May 25 18:30 - 21:30 DTN CRN 20335 1 day We. Jun 08 18:30 - 21:30 DTN CRN 20335 1 day We. Jun 08 18:30 - 21:30 DTN CRN 20335 1 day We. Jul 06 18:30 - 21:30 DTN CRN 20335 1 day We. Jul 20 18:30 - 21:30 DTN CRN 20335 1 day We. Jul 20 18:30 - 21:30 DTN CRN 20335 1 day We. Jul 20 18:30 - 21:30 DTN CRN 20335

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

22 hours (1 credit) \$267 Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator

5 wks Th. Jun 02 18:15 - 21:30 DTN CRN 20578 1 day Sa. Jun 11 09:15 - 16:30 DTN CRN 20578

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

Practicum: Volunteer (CNSK 1488)

ELECTIVE COURSES currently scheduled:

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

Offered Winter (Jan) AND Spring (April) terms ONLY. 45 hours (3 credits) \$551 Prerequisite: Acceptance to a Counselling Skills Certificate Program and recommended completion of Individual

Counselling Skills or permission of the Program Coordinator 12 wks Mo. Apr 11 18:15 - 21:30 DTN CRN 20575

1 day Sa. Jun 18 09:30 - 16:30 DTN CRN 20575

#### VOCATIONAL COUNSELLING SKILLS (CNSK 1414)

22 hours (1 credit) \$267

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.

7 wks Mo. May 02 18:15 - 21:30 DTN CRN 20576

#### ABORIGINAL COUNSELLING SKILLS (CNSK 1413)

22 hours (1 credit) \$267

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.

5 wks We. May 04 18:15 - 21:30 DTN CRN 20577 1 day Sa. May 14 09:30 - 16:30 DTN CRN 20577

ELECTIVE COURSES to be scheduled in upcoming terms:

Cns Skills A Youth Perspective (CNSK 1416)

# REGISTER ONLINE



# 30 HEALTH SCIENCES AND HUMAN SERVICES EARLY CHILDHOOD CARE AND EDUCATION

#### EARLY CHILDHOOD CARE AND EDUCATION

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

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

# EARLY CHILDHOOD CARE AND EDUCATION

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

This program meets all approval requirements of Provincial Ministries. Graduates are awarded a provincial "Licence to Practice" and are included on the Early Childhood Educator Registry. Applications are accepted each year until May 31 for our September yearly intake. Phone 604-443-8428 for a brochure and application. Application fee: \$30.00

#### ENTRANCE REQUIREMENTS:

- High School graduation
- Proof of 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.

# EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS

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

ECCE - Continuing Study Workshops

For the established early childhood education community we offer workshops that provide enrichment, upgrading and continuing professional development for child care staff. For a brochure outlining our latest offerings, please call 604.443.8428.

#### ELECTIVE COURSES:

Taking Early Childhood Outside (ECCE 1177) ECE Assistant Course: Health (ECCE 1176)

ELECTIVE COURSES currently scheduled:

#### TAKING EARLY CHILDHOOD OUTSIDE (ECCE 1177)

This symposium will explore the importance of re-connecting children with nature and will present ways that every centre can use to create interesting, fun and creative outdoor play areas that will expand children's learning about nature in today's world. (5 hours) \$50

1 day Sa. Apr 02 09:30 - 15:30 DTN CRN 20418

#### ECE ASSISTANT COURSE: HEALTH (ECCE 1176)

This course is specifically designed to meet the needs of those people wishing to obtain an Early Childhood Educator Assistant Certificate. The purpose of this course is to provide ECE Assistant students with basic knowledge and skills to establish and maintain healthy and safe environments for young children. Topics including prevention, universal precautions and working in partnership with families and community resources are stressed throughout. (36 hours) \$305

8 wks Th. Apr 14 18:45 - 21:45 DTN <sup>-</sup><sup>⊕</sup> CRN 20340 1 day Sa. Apr 30 09:30 - 16:30 DTN <sup>-</sup><sup>⊕</sup> CRN 20340 1 day Sa. May 14 09:30 - 16:30 DTN <sup>-</sup><sup>⊕</sup> CRN 20340

# 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 Program Assistant 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, playbased activities that promote children's learning, positive approaches to supporting and guiding children's behaviour, business aspects of operating a successful family child care and more. Also available as a Distance Education course with \$20 additional fees for courier costs. Includes new text. \$350

10 wks Th. Apr 07 18:45 - 21:45 DTN CRN 20546 1 day Sa. May 28 09:00 - 16:30 OFS CRN 20546

# REGISTER ONLINE

"Keep on doing what you are doing with your students as our child care centers give priority to VCC practicum students because they come well-prepared and competent to work with children."

DARCELLE COTTONS, UBC CHILD CARE SERVICES

VCC CENTRE FOR CONTINUING STUDIES

# HEALTH SCIENCES AND HUMAN SERVICES 31 EARLY CHILDHOOD CARE AND EDUCATION / FAMILY LITERACY

# 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

#### PLEASE NOTE

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

#### 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

Partnering with Literacy B.C., the Centre for Family Literacy, 2010 Legacies Now and Conestoga College, Vancouver Community College is proud to host a new online Family Literacy Certificate Program. Designed for those who currently work or planning to work in family literacy, this certificate program will build your knowledge and skills in a wide range of areas that are key to high quality programs and services. Unique across Canada, this credential offers an excellent curriculum facilitated by leaders in the family literacy field. 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. Leadership in Family Literacy (FAML 1114) Child Dev & Emergent Literacy (FAML 1111) Family Lit Across Contexts (FAML 1113) Family Lit in the Community (FAML 1112) Fundamentals of Family Lit (FAML 1109) Literacy - Adults & Families (FAML 1110)

#### REQUIRED COURSES currently scheduled:

# FAMILY LITERACY ACROSS CONTEXTS (FAML 1113) \$265

April 1 💻 CRN 20553

#### LEADERSHIP IN FAMILY LITERACY (FAML 1114) \$265

May 30 💻 CRN 20554

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

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)

#### 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.

#### 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)

#### FUNDAMENTALS OF FAMILY LIT (FAML 1109)

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

#### LITERACY - ADULTS & FAMILIES (FAML 1110)

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



# 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.

# FOODSAFE

#### To Register: 604.443.8484

On a daily basis, the media reminds us of the critical need for food safe practices both at home and in the workplace. This day long course is designed to meet current industry standards for health and safety when receiving/storing edible wares, and preparing, serving, and dispensing food. This course is offered every **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. May 07 09:00 - 16:00 DTN ∽ CRN 20288

> What is the difference between courses offered in Health Sciences and courses offered in Health Continuing Studies?

When a student is doing their initial education and training – such as licensed practical nursing – they do that through VCC's health sciences programs. Once you have received your basic qualification and you are interested in a specialty area or further studies, VCC's continuing studies offers a variety of courses to advance your learning, experience and knowledge.

## HEALTH SPECIALTY

#### Program Assistant: 604.443.8635

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

#### ELECTIVE COURSES currently scheduled:

#### FOOT CARE 1 (HLTH 1241)

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

3 days Mo. Tu. We. Apr 04 09:00 - 16:00 TBA CRN 20289 3 days Mo. Tu. We. Jun 06 09:00 - 16:00 TBA CRN 20291

#### PACU CHALLENGE OPTION (HLTH 1378)

This course provides an opportunity for R.N.'s who are currently working in the PeriAnaesthesia Care Units to challenge the clinical portion of the Perianesthesia Nursing Certificate Program while achieving the theory portion by distance (tutor supported) education. Registration is ongoing and students have 12 months to complete. \$534 Apr 04 OFS CRN 20431

#### TAKING CHARGE OF ADHD (HLTH 1385)

ADHD is the most misunderstood illness for both children and adults. Its growing prominence in the medical field is raising questions as to the best treatments available with emphasis on medication. Taking Charge of ADHD will give you several options that will keep ADHD at bay and improve the lifestyle and quality of life of those affected without the use of medication. \$201

2 days Tu. Th. Apr 05 19:00 - 21:30 TBA CRN 20555

#### 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. Apr 07 09:00 - 16:00 OFS CRN 20290 2 days Th. Fr. Jun 09 09:00 - 16:00 OFS CRN 20316

#### MEDICATION ADMIN ASST LIV WORK (HLTH 1327)

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

2 days Mo. Fr. Apr 08 09:00 - 17:00 DTN CRN 20435 2 days Th. Fr. May 26 09:00 - 17:00 DTN CRN 20437 2 days Fr. Sa. Jun 17 09:00 - 17:00 DTN CRN 20434

#### INTRO TO ANATOMY OF HEALING (HLTH 1384)

Experience the 5 keys to absolute health. Understand how to achieve inner listening skills. Communicate with your body. Enter deep states of relaxation. Learn about how to create more balance in your life. Exciting experiential demonstrations that will empower and amaze you. (guided visualization CD included, one per student). Wear comfortable clothing and bring writing materials. \$175

1 day Sa. Apr 16 10:30 - 17:30 TBA 🕀 CRN 20556

#### 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) \$336.50

2 days Mo. Fr. May 02 09:00 - 17:00 TBA CRN 20369 1 day Mo. May 09 09:00 - 17:00 TBA CRN 20369 2 days Mo. Fr. Jul 04 09:00 - 17:00 TBA CRN 20371 1 day Mo. Jul 11 09:00 - 17:00 TBA CRN 20371

# HEALTH SCIENCES AND HUMAN SERVICES 33 **HEALTH**

#### 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.

#### **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).

#### **IV MEDICATION ADMINISTRATION (HLTH 1381)**

Combine theory about medication and intravenous therapy to learn and practice IV medication administration. This class provides a theory review and practice in administration and reconstituting IV medications. (8 hours)

#### **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.

Immunization Lab for LPNs (HLTH 1345) Distance IV Therapy for LPN (HLTH 1315) Transcribing Orders (HLTH 1138) CPNRE Prep for LPNs (HLTH 1360) I.M. Injections (HLTH 1122) IV Therapy Theory (HLTH 1185) LPN Pharma/Parenteral Lab (HLTH 1130) LPN Pharmacy Theory (HLTH 1128) Pharmacology Review (HLTH 1295) Take the Lead (HLTH 1368)

#### ELECTIVE COURSES currently scheduled:

#### **IMMUNIZATION LAB FOR LPNS (HLTH 1345)**

This immunization skills lab is offered in conjunction with the College of Licensed Practical Nurses of BC (CLPNBC) online immunization course. Skills checkout include, informed consent, client assessment, and the correct preparation and administration of different vaccines. All registrants must provide a copy of their 100% pass mark from the online theory course. \$250

1 day Sa. Apr 02 08:30 - 16:30 TBA CRN 20452

#### **DISTANCE IV THERAPY FOR LPN (HLTH 1315)**

This distance education course is relevant for LPN's currently working in a clinical area that is requiring IV competence and will provide the support for the skills checkout. \$174.70 0 day Apr 04 OFS CRN 20432

#### **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 0 day Apr 04 OFS CRN 20433

#### **CPNRE PREP FOR LPNS (HLTH 1360)**

If you are preparing to write the Canadian Practical Nurse registration exam, this course has been developed to help you succeed. The instructor led evening sessions will cover the relevant information for the exam. Offered 3 times a year. (20 hours) \$252.50

4 wks Sa. Apr 16 10:00 - 14:00 DTN CRN 20436

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

#### I.M. INJECTIONS (HLTH 1122)

This distance course covers theory of IM and Sub-Q injections, infusions typically used by this route, as well as the lab skill check once theory is completed successfully. Must also register for parenteral lab (HLTH 1130) (if only one injection skill required please advise program assistant when registering).

#### 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)

#### LPN PHARMACY THEORY (HLTH 1128)

This comprehensive course is available as a distance program. The usual time is 3-6 months. Subjects covered are oral administration as well as subcutaneous and intramuscular injections. To obtain a Statement of Completion of Professional Studies, you must also complete a clinical practicum (22.5 hours) (HLTH 1131) for an additional fee. Included in the course cost is a tutorial and full day skills check out. (70 hours)

#### PHARMACOLOGY REVIEW (HLTH 1295)

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

#### TAKE THE LEAD (HLTH 1368)

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



# 34 HEALTH SCIENCES AND HUMAN SERVICES HEALTH

### 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:

#### **ROLE TRANSITIONS LPN TO BSCN (HLTH 1357)**

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

1 day Sa. Apr 09 09:00 - 15:00 TBA CRN 20583 5 wks We. Apr 13 16:30 - 20:30 TBA CRN 20583 1 day Sa. May 14 09:00 - 15:00 TBA CRN 20583

#### 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) \$336.50

2 days Mo. Fr. May 02 09:00 - 17:00 TBA CRN 20369 1 day Mo. May 09 09:00 - 17:00 TBA CRN 20369 2 days Mo. Fr. Jul 04 09:00 - 17:00 TBA CRN 20371 1 day Mo. Jul 11 09:00 - 17:00 TBA CRN 20371

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

#### 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).

#### 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)

# PERIANESTHESIA NURSING CERTIFICATE

#### Program Assistant: 604.443.8672

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

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

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

#### PREREQUISITES

Currently licensed as an R.N.

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

Current Level C CPR.

Recommendation letter from an immediate supervisor.

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

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

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

#### REQUIRED COURSES:

PeriAnesthesia Nursing (HLTH 1341)

#### ELECTIVE COURSES:

PACU Challenge Option (HLTH 1378)

#### 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

Apr 04 OFS CRN 20430

#### ELECTIVE COURSES currently scheduled:

#### PACU CHALLENGE OPTION (HLTH 1378)

This course provides an opportunity for R.N.,Äôs who are currently working in the PeriAnaesthesia Care Units to challenge the clinical portion of the Perianesthesia Nursing Certificate Program while achieving the theory portion by distance (tutor supported) education. Registration is ongoing and students have 12 months to complete. \$534

0 day Apr 04 OFS CRN 20431

## VCC CENTRE FOR CONTINUING STUDIES

# HEALTH SCIENCES AND HUMAN SERVICES 35 HEALTH / INTERPRETING

# STERILE SUPPLY CERTIFICATE PROGRAM

For program information, contact 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: Currently a 12 - 18 month waitlist for this program.

#### ENTRANCE REQUIREMENTS:

1. Minimum Grade 12 or higher education or ICES - Basic Evaluation for educational documents from outside of Canada and USA. For an evaluation application and current fee information, email ICES (icesinfo@bcit.ca) or call 604.432.8800.

2. ABE (Adult Basic Education) or ELA (English Language Assessment) completed at our Broadway campus completed within 1 year prior to application date

3. Medical Terminology 1 (OACP 1108) taken with five years of application date

4. Interpersonal Communication (MSKL 1104)

Upon acceptance into the program, within 3 months prior to start date, students must provide proof of current CPR 'C', Diphtheria & Tetanus, Hepatitis B Series & 2-step Skin Test. Interpersonal/Commun - Health (MSKL 1104) Medical Terminology 1 (OACP 1108)

ENTRANCE REQUIREMENT COURSES currently scheduled:

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

This 24-hour course provides broad and practical interpersonal and teamwork skills that will assist participants to develop stronger communication, decision-making and assertiveness skills for the workplace. Topics include effective communication skills, decision-making, conflict resolution, teamwork, leadership skills, personal motivation and empowerment in self-education. For Sterile Supply and Renal Dialysis Technician students. (24 hours) \$330

4 wks Sa. Apr 09 09:00 - 16:00 DTN ↔ CRN 20203 4 wks Sa. May 28 09:00 - 16:00 DTN ↔ CRN 20204

#### **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. First half of a twopart course. Purchase Language of Medicine textbook at bookstore prior to first class. (30 hours) \$205

10 wks Tu. Apr 12 18:00 - 21:00 DTN <sup>-</sup>⊕ CRN 20070 10 wks Tu. Apr 12 18:00 - 21:00 DTN <sup>-</sup>⊕ CRN 20071 10 wks Tu. Apr 12 18:00 - 21:00 DTN <sup>-</sup>⊕ CRN 20072

#### 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 1212) Launch Your Own Business (INTR 1213) Boot Camp Spanish Translators (INTR 1214) Subtitling Scripts (INTR 1195) Translation & Internet (INTR 1197)

#### ELECTIVE COURSES currently scheduled:

FUNDAMENTALS OF BIL COMPETENCE (INTR 1212)

This workshop is designed to enhance bilingual fluency of early or late bilinguals, heritage speakers and second language learners. Translators and interpreters can apply current research results about bilingualism to identify specific linguistic domains for development. This workshop also offers an overview of related topics such as language attrition and maintenance, ultimate attainment in second language acquisitions, and discourse and pragmatic competence. Language-specific examples are provided to inform the bilingual speakers about invulnerable domains in their first language/second language. (15 hours) \$195

5 wks We. Apr 06 18:30 - 21:30 DTN CRN 20447

#### LAUNCH YOUR OWN BUSINESS (INTR 1213)

This workshop will provide a general overview of translation and interpreting from a freelance small business perspective. Topics of discussion to include: the North American translation and interpreting market; what to charge and how to be competitive , home office requirements, marketing and advertising, customers and service, and finally credentials and national certification. You will take away useful and practical information and tips from a seasoned professional. (3 hours) \$45

1 day Sa. Apr 09 09:30 - 12:30 DTN CRN 20448



# 36 HEALTH SCIENCES AND HUMAN SERVICES

#### BOOT CAMP SPANISH TRANSLATORS (INTR 1214)

Advanced Spanish and English bilingual students are introduced to specialized linguistic materials relevant to improving translation and interpreting techniques. Designed to enhance bilingual fluency and cross-cultural communication skills, this course will benefit students who want to expand their repertoire of professional terminology and gain practical skills for translation and consecutive interpreting. (27 hours) \$294

7 wks Sa. May 07 09:30 - 12:30 DTN CRN 20449

#### SUBTITLING SCRIPTS (INTR 1195)

An introduction to subtitling and translating scripts for the film industry. In our globalized world, film subtitling is an increasing industry with growing opportunities for translators, especially in a city like Vancouver. A great chance to combine translation and linguistic skills with creativity and entertainment. Topics covered: What is subtitling, common subtitling tools, spotting: creating subtitles from and original film script, translating subtitles (general rules, industry standards and studio-specific translation guidelines), handson examples. Discount for STIBC members, VCC interpreting students and grads. Instructor: Tony Auth. (3 hours) \$55

1 day Sa. May 21 09:30 - 12:30 DTN CRN 20317

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

An introduction of how the Internet has changed the translation industry. The Internet has had a tremendous impact on the industry, in negative and positive ways. And it is still shaping it continuously. Learn what a translator must know about the Internet, how to use it efficiently, and the do's and don'ts to be successful in a globalized world. Individual aspects: Machine translation; Competition; Rates; Turnaround; Quality; Communication. Discount for STIBC members, VCC interpreting students and grads. Instructor: Tony Auth. (3 hours) \$55

1 day Sa. May 28 09:30 - 12:30 DTN CRN 20383

#### **PLEASE NOTE**

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

## **INTERPRETING CERTIFICATE - COURT**

Program Coordinator: Karin Reinhold, 604.443.8389, kreinhold@vcc.ca Program Assistant: 604.443.8661, ce-interpret@vcc.ca

rogram Assistant. 004.445.0001, ce-interpretevcc.ca

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

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

10 months of part-time study. 300 classroom hours in addition to home study and assignments

(Bursaries are available). Tuition: \$3,450.00, (\$5,175.00 International Students).

#### ENTRANCE REQUIREMENTS:

- Introduction to Translation and Interpreting (INTR 1192)

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

- Successful completion of Entrance Exam (included in INTR 1192)

#### REQUIRED COURSES:

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

#### REQUIRED COURSES currently scheduled:

#### 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

#### **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. May 04 18:30 - 21:30 DTN CRN 20144 1 day Sa. Jun 25 09:30 - 13:30 DTN CRN 20144

REQUIRED COURSES to be scheduled in upcoming terms:

FIELD STUDIES - COURT (INTR 1141) (30 hours)

INTERPRET MEDICAL TERMINOLOGY (INTR 1175) (24 hours)

INTERPRETING 1 (INTR 1173) (24 hours)

INTERPRETING 2 (INTR 1132)

(24 hours) INTERPRETING 3 - COURT (INTR 1103) (30 hours)

LAW FOR COURT INTERPRETERS (INTR 1104) (27 hours)

OVERVIEW OF COMMUNITY SERVICES (INTR 1181) (6 hours)

**PRE-INTERPRETING SKILLS (INTR 1152)** (30 hours)

TERMINOLOGY RESEARCH (INTR 1130) (24 hours)

#### VCC CENTRE FOR CONTINUING STUDIES

## HEALTH SCIENCES AND HUMAN SERVICES 37

## INTERPRETING

## INTERPRETING CERTIFICATE -HEALTH AND COMMUNITY SERVICES

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

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

The certificate from this program will enable you to work as a professional interpreter in hospitals, clinics and other health care agencies, as well as in community services. Understanding 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. 250 classroom hours in addition to home study, assignments and practicum. Tuition: \$2,900.00 (\$4,350.00 for international students.)

#### ENTRANCE REQUIREMENTS:

- Introduction to Translation and Interpreting (INTR 1192)

- Candidates should have post-secondary education (at least 2nd year College or University), good hearing and an aptitude for interpreting. For international students or students whose first language is not English, we recommend a TOEFL score of 570 or higher, or a VCC Assessment (ELA) of 145/200 or higher. The Canadian Language Benchmarks should be a minimum of Benchmark 8 for Writing, and Benchmark 9 for Listening & Speaking.
- Successful completion of Entrance Exam (included in INTR 1192)

#### REQUIRED COURSES:

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

#### REQUIRED COURSES currently scheduled:

INTERPRETING/TRANSLATION INTRO (INTR 1192) Interested in interpreting or translating as a profession? An overview of interpreting and translating and its attendant skills. Examine the process of interpretation and translation, the role of the interpreter and translator, ethics and professionalism. Practice listening and language skills, memory and note-taking, all of which are essential to interpreting. Learn about specialized terminologies and self-evaluation skills that differentiate a bilingual person from a professional interpreter and translator. A prerequisite for certificates in Court Interpreting or Health Care and Community Services Interpreting. Includes Entrance Exam. (28 hours) \$395

8 wks We. May 04 18:30 - 21:30 DTN CRN 20144 1 day Sa. Jun 25 09:30 - 13:30 DTN CRN 20144

REQUIRED COURSES to be scheduled in upcoming terms:

ADV PROFESSIONAL ORIENTATION (INTR 1102) (12 hours)

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

INTERPRET MEDICAL TERMINOLOGY (INTR 1175) (24 hours)

**INTERPRETING 1 (INTR 1173)** (24 hours)

INTERPRETING 2 (INTR 1132) (24 hours)

INTERPRETING 3 - HEALTH (INTR 1133) (30 hours)

INTRO TO HC INFRASTRUCTURE (INTR 1166) (12 hours)

OVERVIEW OF COMMUNITY SERVICES (INTR 1181) (6 hours)

**PRE-INTERPRETING SKILLS (INTR 1152)** (30 hours)

**TERMINOLOGY RESEARCH (INTR 1130)** (24 hours)

#### 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.



## 38 HOSPITALITY HOSPITALITY

#### HOSPITALITY

VCC trains the best to be the best in B.C.'s thriving hospitality industry. Check out our great programs in baking and pastry arts 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:

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

#### ELECTIVE COURSES currently scheduled:

#### CAKE MAKING AND DECORATING (CUIS 1121)

Learn the fundamentals of cake decorating. You will be introduced to a wide range of decorating tools and techniques in a fun and creative environment. Learn how to cover both fresh cakes and styrofoam dummies with butter cream, pipe decorative borders and flowers. Develop your skill in making different types of meringues and tasty fillings using seasonal ingredients and complementary flavours. Tuition fee includes HST, cost of supplies and ingredients. (15 hours) \$305

5 wks We. Apr 13 19:00 - 22:00 DTN 🕀 CRN 20174

#### 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. Apr 18 19:00 - 21:30 DTN 🕀 CRN 20170

#### 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. May 07 09:00 - 16:00 DTN 🕀 CRN 20172

#### 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 multiplelearning and sharing opportunities within a highly creative environment. Tuition fee includes HST, cost of supplies and ingredients.(15 hours) \$305

5 wks We. May 18 19:00 - 22:00 DTN 🕀 CRN 20173

#### **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. May 28 09:00 - 16:00 DTN <sup>-</sup> CRN 20171

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

EASTER BREADS (CUIS 1105) (6 hours)

#### GLORIOUS PIES AND TARTS (CUIS 1139) (8 hours)

HOLIDAY BAKING (CUIS 1138) (6 hours)

#### INTRO TO CHOCOLATE (CUIS 1140) (6 hours)

SWEET TREATS FOR VALENTINES (CUIS 1141) (6 hours)

## TEA SOMMELIER

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

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

#### ELECTIVE COURSES:

Tea Garden Management (TSOM 1105) Tea Preparation & Consumption (TSOM 1106) Tea Sensory Development & Eval (TSOM 1103) Tea Types (TSOM 1104) Tea Regions of the World (TSOM 1102) Tea Sommelier - Introduction (TSOM 1101)

#### ELECTIVE COURSES currently scheduled:

### NEW TEA GARDEN MANAGEMENT (TSOM 1105)

This course is designed to introduce the student to advanced cultivation and processing practices used in the production of tea. The importance and impact of various processing decisions for the finished product will be emphasized providing the student an essential perspective of modern tea garden management practices currently used in world production. Students gain the essential knowledge and overview of processing and practices which are utilized in various regions of world production. An additional cost of \$25 includes the association fees and must be paid prior to the first day of class. Please contact rileyr@tea.ca Prerequisite: TSOM 1101 (24 Hours) \$350

8 wks Mo. Apr 11 18:00 - 21:00 DTN 🕆 CRN 20415

## HOSPITALITY 39 HOSPITALITY / SOMMELIER

#### **NEW** TEA PREPARATION & CONSUMPTION (TSOM 1106)

This course provides the current information available as it relates to tea consumption. Use the skills gained in previous classes to prepare the perfect cup of tea. An additional cost of \$25 includes the association fees and must be paid prior to the first day of class. Please contact rileyr@tea.ca. Prerequisite: TSOM 1101 (18 Hours) \$295

6 wks We. Apr 13 18:00 - 21:00 DTN CRN 20416

#### **TEA SENSORY DEVELOPMENT & EVAL (TSOM 1103)**

This course introduces to 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 rileyr@tea.ca. Prerequisite: TSOM 1101 (24 hrs) \$350

1 day Fr. Apr 29 18:00 - 22:00 DTN <sup>-</sup><sup>⊕</sup> CRN 20417 1 day Sa. Apr 30 09:00 - 18:00 DTN <sup>-</sup><sup>⊕</sup> CRN 20417 1 day Fr. May 06 18:00 - 22:00 DTN <sup>-</sup><sup>⊕</sup> CRN 20417 1 day Sa. May 07 09:00 - 18:00 DTN <sup>-</sup><sup>⊕</sup> CRN 20417

#### NEW TEA TYPES (TSOM 1104)

This course will cover the types of teas produced in different regions/countries in the world. Tasting and style comparisons will be a major component of this section. An additional cost of \$25 includes the association fees and must be paid prior to the first day of class. Please contact rileyr@tea.ca. Prerequisite: TSOM 1101 (12 hours) \$195

1 day Fr. May 13 18:00 - 22:00 DTN CRN 20414 1 day Sa. May 14 09:00 - 18:00 DTN CRN 20414

ELECTIVE COURSES to be scheduled in upcoming terms:

TEA REGIONS OF THE WORLD (TSOM 1102) (18 hours)

TEA SOMMELIER - INTRODUCTION (TSOM 1101) (12 hours)

#### SOMMELIER

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

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

#### VCC OFFERINGS TO WATCH

## RISE TO THE CHALLENGE AND LEAD.

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

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

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

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

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



## 40 LANGUAGES AND WRITING CREATIVE WRITING / LANGUAGES

#### **CREATIVE WRITING**

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

## **CREATIVE WRITING**

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Jennifer Gossen, 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 professionallevel skills in various aspects of literature ranging from poetry to short fiction to online writing and novels to editing and publishing.

#### ELECTIVE COURSES currently scheduled:

#### THE PERSONAL NARRATIVE (CWRI 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

6 wks Tu. Apr 26 18:00 - 21:00 DTN 🕆 CRN 20194

# REGISTER ONLINE K

#### **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. Apr 27 18:00 - 21:00 DTN 🕀 CRN 20392

#### 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. Apr 27 18:30 - 21:30 DTN 🕆 CRN 20175

#### NEW A NOVEL IDEA (CWRI 1171)

It's said that everyone has at least one good book in them. Let's crack the spine and take a look at yours. We'll examine dimensions of conflict, showing vs. telling and make sure that your work poses a "Major Dramatic Question" to your readers. By the end of this course, you should have a polished first chapter, back-story and query letter to start the publication process. Course fee includes HST. Instructor: Moss Whelan. (18 hours) \$180

6 wks Th. Apr 28 18:00 - 21:00 DTN CRN 20390

#### 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

6 wks Th. Apr 28 18:00 - 21:00 DTN 🕀 CRN 20176

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

FINDING YOUR WRITER'S VOICE (CWRI 1143) (18 hours) Instructor: Dari Rank

LITERATURE OF THE IMAGINATION (CWRI 1167) (18 hours) Instructor: Geoff Cole

POETRY TO BEGIN WITH (CWRI 1170) (18 hours)

SCREENWRITING SEMINAR (CWRI 1166) (6 hours) Instructor: Jana Williams www.wordsmythe.ca

#### 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 Mo. Apr 11 18:30 - 21:00 DTN A CRN 20131

#### 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 Th. Apr 14 18:30 - 21:00 DTN 🕀 CRN 20455

#### 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. Apr 11 18:30 - 21:00 DTN 🖓 CRN 20123

"This is one of the best writing classes I have every 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."

VCC CENTRE FOR CONTINUING STUDIES

## LANGUAGES AND WRITING 41 LANGUAGES

#### 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. Apr 13 18:30 - 21:00 DTN 🕫 CRN 20135

#### CANTONESE 3 (LANG 1125)

Completed Cantonese 2 or have the equivalent level of proficiency. Interesting Cantonese words and phrases, useful vocabulary and commonly used classifiers will be taught. A more closer look at the easy to learn verb tenses. Cantonese slangs and popular phrases now used in Hong Kong will also be introduced. Fee includes HST and text. (20 hours) \$188

8 wks Th. Apr 14 18:30 - 21:00 DTN 🕆 CRN 20110

#### **NEW** CHINESE CALLIGRAPHY (LANG 1141)

Chinese calligraphy is a traditional art of writing Chinese characters. Apart from learning to write Chinese, you will also learn how to use a Chinese brush and ink to write the regular script of Chinese characters beautifully. Basic strokes such as "heng, shu, pie, na, dian" etc. will be taught. Different calligraphy styles will also be introduced at the latter part of the course. Fee includes HST. Brush and ink extra. (20 hours) \$188

8 wks We. Apr 13 18:30 - 21:00 DTN 🕀 CRN 20551

#### 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 Français" is available at the Downtown Campus Bookstore, CD optional. (20 hours) \$188

8 wks Mo. Apr 11 18:30 - 21:00 DTN <sup>-</sup> CRN 20114 8 wks Th. Apr 14 18:30 - 21:00 DTN <sup>-</sup> CRN 20125 8 wks Sa. Apr 16 09:30 - 12:00 DTN <sup>-</sup> CRN 20137

#### FRENCH 2 (LANG 1138)

A continuation with more depth and details of the French workbook "Moi Je Parle Français". 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 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. Apr 12 18:30 - 21:00 DTN <sup>(\*)</sup> CRN 20116 8 wks Sa. Apr 16 12:45 - 15:15 DTN <sup>(\*)</sup> CRN 20138

#### FRENCH 3 (LANG 1135)

A further continuation of the French workbook "Moi Je Parle Français". 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. Apr 13 18:30 - 21:00 DTN 🕆 CRN 20124

#### FRENCH CONVERSATION 1 (LANG 1120)

A quick revision of the notions learned in French level 1 and more practices on useful situational dialogues. New sociolinguistic notions about the French language will be also be taught. The instructor will also help you to perfect your French pronunciation and intonation. Same text as French 1. \$98 4 wks Mo. Jun 20 18:30 - 21:00 DTN 18 CRN 20559

4 WKS IVIO. JUN 20 10.30 - 21.00 DTIN 10 CKIN 20

#### 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 "Espresso 1" available at the Downtown Campus Bookstore. Fee includes HST. (20 hours) \$188 8 wks We. Apr 13 18:30 - 21:00 DTN  $\Campus Common Communication of the communication of the$ 

8 WKS We. Apr 13 18:30 - 21:00 D1N °0 CRN 20

#### 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. Apr 14 18:30 - 21:00 DTN 🕀 CRN 20133

#### 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. Apr 12 18:30 - 21:00 DTN <sup>(\*)</sup> CRN 20118 8 wks Sa. Apr 16 09:30 - 12:00 DTN <sup>(\*)</sup> CRN 20134

#### 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. Apr 13 18:30 - 21:00 DTN <sup>(\*)</sup> CRN 20120 8 wks Sa. Apr 16 12:45 - 15:15 DTN <sup>(\*)</sup> CRN 20454

#### 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. Apr 14 18:30 - 21:00 DTN 🕀 CRN 20121

#### 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. Apr 12 18:30 - 21:00 DTN 🕀 CRN 20126

#### 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. Apr 14 18:30 - 21:00 DTN 🕆 CRN 20136

#### 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. Apr 11 18:30 - 21:00 DTN CRN 20127 8 wks Th. Apr 14 18:30 - 21:00 DTN CRN 20128

#### 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 Tu. Apr 12 18:30 - 21:00 DTN A CRN 20129

#### 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. Apr 13 18:30 - 21:00 DTN 🕆 CRN 20130



## 42 LANGUAGES AND WRITING / TECHNOLOGY LANGUAGES / COMPUTERS

#### NEW MARTIAL ARTS (LANG 1142)

"Mu Lan Chuen" will be introduced in this Martial arts course. Basic and scientific techniques, together with interesting defensive skills will be taught. Suitable for those who would like to strength their body and learn nimble skills. Practicing martial arts can help you to keep fit and train your will power. Fee includes HST. Equipment extra. (20 hours) \$250

10 wks We. Apr 13 18:30 - 20:30 DTN 🖓 CRN 20552

#### 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 Tu. Apr 12 18:30 - 21:00 DTN <sup>-</sup>CRN 20111 8 wks We. Apr 13 18:30 - 21:00 DTN <sup>-</sup>CRN 20122 8 wks Th. Apr 14 18:30 - 21:00 DTN <sup>-</sup>CRN 20132 8 wks Sa. Apr 16 09:30 - 12:00 DTN <sup>-</sup>CRN 20112

#### 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. Apr 13 18:30 - 21:00 DTN √<sup>⊕</sup> CRN 20115 8 wks Sa. Apr 16 12:45 - 15:15 DTN √<sup>⊕</sup> CRN 20113

#### 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. Apr 12 18:30 - 21:00 DTN 🖓 CRN 20117

#### SPANISH CONVERSATION 1 (LANG 1111)

This course will develop basic verbal skills through oral practice using different scenarios. When visiting Spanish speaking places, you will have more confidence in communicating with the people there. Same text as Spanish Level 1 class. Fee includes HST. (10 hours) \$98

4 wks Tu. Jun 07 18:30 - 21:00 DTN 🖓 CRN 20557

#### **SPANISH CONVERSATION 2 (LANG 1112)**

This course will enhance your verbal expression of complete ideas by practicing coordination and subordination of clauses. Learn to communicate complex ideas by improving your ability to interrelate independent and dependent sentences, and using the vocabulary to interact with Spanish speakers in everyday situations. Same text as Spanish Level 2 class. Fee includes HST. (10 hours) \$98

4 wks We. Jun 08 18:30 - 21:00 DTN 🖓 CRN 20558

#### COMPUTERS

At home, at work and at play, technological change is all around us. Stay current by taking one or more of VCC's industry-recognized computer courses, designed for users at every level. Whether you're a beginner looking for a basic introduction to computers and keyboarding, a graphics specialist upgrading to the latest new software or a programmer interested in applying your skills in another area, make the most of today's technology at VCC.

## COMPUTER COURSES

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

Continuing Studies offers one day Saturday courses in Windows, Microsoft Office: Word Processing, Spreadsheets, and Database Management.

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. Apr 16 09:00 - 17:00 DTN <sup>-</sup><sup>⊕</sup> CRN 20150 1 day Sa. May 28 09:00 - 17:00 DTN <sup>-</sup><sup>⊕</sup> CRN 20151 1 day Sa. Jun 11 09:00 - 17:00 DTN <sup>-</sup><sup>⊕</sup> CRN 20152

#### 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. Apr 30 09:00 - 17:00 DTN 🕆 CRN 20162

#### 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. Apr 30 09:00 - 17:00 DTN → CRN 20153 1 day Sa. Jun 04 09:00 - 17:00 DTN → CRN 20161

#### 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. May 07 09:00 - 17:00 DTN <sup>-</sup><sup>(†)</sup> CRN 20154 1 day Sa. Jun 18 09:00 - 17:00 DTN <sup>-</sup><sup>(†)</sup> CRN 20155

#### 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. May 14 09:00 - 17:00 DTN 🕀 CRN 20158

#### 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. May 14 09:00 - 17:00 DTN 🕆 CRN 20160

#### 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. May 28 09:00 - 17:00 DTN 🕀 CRN 20157

#### 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. Jun 11 09:00 - 17:00 DTN 🕀 CRN 20159

#### 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. Jun 25 09:00 - 17:00 DTN 🕆 CRN 20156

VCC CENTRE FOR CONTINUING STUDIES

## TECHNOLOGY 43 COMPUTERS

## COMPUTER ACCOUNTING FOR BUSINESS

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

#### ELECTIVE COURSES currently scheduled:

#### SIMPLY ACCOUNTING LEVEL 1 (CMPT 1316)

In this 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. Includes textbook. (15 hours) \$295

5 wks Mo. Apr 11 18:00 - 21:00 DTN 🕀 CRN 20167

#### SIMPLY ACCOUNTING LEVEL 2 (CMPT 1317)

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. Recommended prerequisites: basic knowledge on Simply Accounting (General Journal, Accounts Payable, Accounts Receivable and Payroll Modules). Bring USB Memory Stick to class. Includes textbook. (15 hours) \$295

5 wks Mo. May 30 18:00 - 21:00 DTN 🕀 CRN 20168

#### PLEASE NOTE

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

## INTERNET AND COMPUTING CORE CERTIFICATION (IC<sup>3</sup>)

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

The Internet and Computing Core Certification (IC<sup>3</sup>) preparation program is the world's first validated, standardsbased training and certification program for basic computing and internet skills. Successful completion of IC<sup>3</sup> ensures you have the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet.

#### **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 IC<sup>3</sup> Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (15 hours) \$225

5 wks Tu. Apr 19 18:00 - 21:00 DTN 🕀 CRN 20148

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

An in-depth look at Microsoft Office Word, Excel and PowerPoint. Topics include: creating a document, manipulating, editing, formatting text, setting, customizing the work environment and advanced editing. For IC<sup>3</sup> Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (30 hours) \$395

10 wks We. Apr 20 18:00 - 21:00 DTN 🕆 CRN 20423

#### **INTERNET APPLICATIONS (CMPT 1303)**

A comprehensive look at Internet fundamentals. Topics such as basic networking, email systems, advanced email features, newsgroups, advanced browser features and security issues will be covered. For IC<sup>3</sup> Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (15 hours) \$225

5 wks Tu. May 24 18:00 - 21:00 DTN 🕫 CRN 20149

## 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, 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.

#### **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:

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



## 44 **TECHNOLOGY** COMPUTERS

#### 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. Prerequisite: general Windows experience. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Mo. Apr 11 18:30 - 21:30 DTN 🕆 CRN 20420

## REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206) (60 hours)

#### PROJECT+ MANAGEMENT (NETT 2122) (30 hours)

ELECTIVE COURSES currently scheduled:

#### NETWORK+ (NETT 2104)

This course is designed to prepare the student to write the Comptia Network+ certification exam. Students will learn hands-on training and experience in current and emerging networking technologies. Emphasis is placed on giving the student a strong conceptual understanding of the OSI model and industry networking standards. Specific topics include LANs, WANs, routers, network protocols, the OSI model, cabling, cabling tools, network topologies and IP addressing. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Tu. Apr 26 18:30 - 21:30 DTN 🕀 CRN 20421

#### 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. Apr 27 18:00 - 21:00 DTN 🕆 CRN 20422

ELECTIVE COURSES to be scheduled in upcoming terms:

ACTIVE DIRECTORY (NETT 2107) (30 hours)

LINUX+ (NETT 2136) (30 hours)

SECURITY+ (NETT 2105) (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 postsecondary 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 two of the following courses as electives:

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

#### REQUIRED COURSES currently scheduled:

#### MCP - MS SERVER (NETT 2113)

This course will prepare students to write the Microsoft Certified 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. Prerequisite: general Windows experience. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Mo. Apr 11 18:30 - 21:30 DTN 🕆 CRN 20420

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206) (60 hours)

PROJECT+ MANAGEMENT (NETT 2122) (30 hours)

## TECHNOLOGY 45 COMPUTERS

#### ELECTIVE COURSES currently scheduled:

#### NETWORK+ (NETT 2104)

This course is designed to prepare the student to write the Comptia Network+ certification exam. Students will learn hands-on training and experience in current and emerging networking technologies. Emphasis is placed on giving the student a strong conceptual understanding of the OSI model and industry networking standards. Specific topics include LANs, WANs, routers, network protocols, the OSI model, cabling, cabling tools, network topologies and IP addressing. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Tu. Apr 26 18:30 - 21:30 DTN 🕫 CRN 20421

#### 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. Apr 27 18:00 - 21:00 DTN 🕀 CRN 20422

ELECTIVE COURSES to be scheduled in upcoming terms:

ACTIVE DIRECTORY (NETT 2107) (30 hours) LINUX+ (NETT 2136) (30 hours) SECURITY+ (NETT 2105) (30 hours)

#### WEB & GRAPHIC DESIGN PART-TIME COURSES

#### 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<sup>®</sup> Dreamweaver<sup>®</sup>
- \* Rich Media Communication using Adobe Flash®
- \* Visual Communication using Adobe Photoshop®

#### **REQUIRED COURSES:**

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

#### 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. Apr 21 18:00 - 21:00 DTN 🕀 CRN 20165

#### 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. May 24 18:00 - 21:00 DTN 🕀 CRN 20164

#### 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. Recommended prerequisite: CMPT 1401 HTML/CSS Textbook available at VCC DTN Bookstore. (15 hours) \$350

5 wks Th. May 26 18:00 - 21:00 DTN 🕀 CRN 20166



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!



## 46 TECHNOLOGY COMPUTERS

#### 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. Apr 11 18:00 - 21:00 DTN 🕀 CRN 20419

#### 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. This course is recommended, but not required as a prerequisite to Dreamweaver CS5, Flash CS5 and Photoshop CS5 for the ACA certification exams. No textbook. (15 hours) \$350

5 wks Tu. Apr 19 18:00 - 21:00 DTN 🕀 CRN 20163

#### 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. 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. Apr 20 18:00 - 21:00 DTN 🕆 CRN 20424

#### 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. May 03 18:00 - 21:00 DTN 🕀 CRN 20425

#### 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. May 25 18:00 - 21:00 DTN 🕀 CRN 20427

#### 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. 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. May 30 18:00 - 21:00 DTN 🕀 CRN 20426

#### FIVE WAYS TO REGISTER

#### ONLINE REGISTER ONLINE<sup>\*</sup> 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

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

#### MAIL

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

## 報名及查詢,請致電

中文熱線 604.443.8335 speakers. 604.443.8335

#### **PAYMENT OF FEES**

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

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
- Start date for all certificates and programs that require an application for admission.

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

#### Refunds

- Refunds are subject to an administrative fee of 20% of course fees, to a maximum of \$30 per course.
- Student Union fees are non-refundable except in cases where the college has cancelled the course.
- All refund requests must be accompanied by your original receipt. If your original receipt is not available, then your request must be received in writing.
- Please allow 4-6 weeks for processing refunds by cheque. Refund to debit or credit cards must be made in person only

Distance Courses Distance Education courses are refundable on a case by case basis, subject to a \$30 administration fee and \$15 for shipping and handling. All course materials **must** be received by VCC prior to refund issuance.

**Refund Appeals** Applicants submit written appeals to the dean, Centre for Continuing Studies. A decision will be rendered in writing within a month by the Appeal Committee; all decisions of the committee are final.

## FAX OR MAIL-IN REGISTRATION

Fax to: 604.443.8393 for VISA, MasterCard or American Express only Mail to: VCC Centre for Continuing Studies, 250 West Pender St., Vancouver, B.C. V6B 1S9

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

MALE FEMALE BIRTHDATE ///								
SURNAME	GIVEN NAMES							
ADDRESS	CITY/MUNICIPALITY PROVINCE			PROVINCE	POSTAL CODE			
HOME PHONE	BUSINESS PHONE E-MAIL							
CANADIAN CITIZEN	PERMANENT RESIDENT (Landed Immigrant) VISITOR							
COURSE NAME	COURSE CODE	TUITION	START DATE	START TIME	LOCATION	CRN #		
sample: BUSINESS ETHICS	LEAD 1154	\$315	sa. April. 16	18:30	DTN	CRN 10316		
1								
2								
3								
METHOD OF PAYMENT	TOTAL \$							
CREDIT CARD VISA MASTERCARD AMERICAN EXPRESS								
MONEY ORDER	Name on card Credit card account number Expiry date							
	Signature Date							





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## VCC'S CENTRE FOR CONTINUING STUDIES HAS BEEN MEETING THE NEEDS OF ADULT LEARNERS FOR MORE THAN 45 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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