

Vancouver Community College

NEW PROGRAMS AVAILABLE THIS TERM

VCC is launching two exciting full-time post-graduate diploma programs.

Prepare for a global career by studying either Global Business Management or Global Business Project Management at our Downtown campus. International and domestic students who hold undergraduate degrees or diplomas with corresponding work experience can take advantage of these new diplomas designed for today's complex business environment.

Learn more about these diploma programs at an information session on Wednesday, Sept. 7 at 5:30 p.m. at VCC's Downtown campus.

For more information call 604.443.8670.
International Students call 604.443.8600.

CENTRE FOR CONTINUING STUDIES

Vancouver
Community
College



HOW TO USE OUR CALENDAR

COURSE INFORMATION

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



Course Title

Course Code

Course Description

BUSINESS ETHICS (LEAD 1154)

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

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

Duration

Day(s)

Start Date

Begin-End Time
(24-Hour Clock)

Location

Online
Course

Register
Online

Course
Reference
Number

Course Fee

IMPORTANT INFORMATION

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

STUDENTS WITH DISABILITIES

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

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

Please contact VCC Disability Services at 604.443.8448.

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

LOCATION CODES

BWY BROADWAY CAMPUS
1155 EAST BROADWAY

DTN DOWNTOWN CAMPUS
200-BLOCK DUNSMUIR AT HAMILTON

OFS OFF-SITE LOCATION

COURSE FEE DETAILS

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

TOM HANKS **JULIA ROBERTS**

LARRY CROWNE

IN THEATRES JULY 1 



WIN
\$5000
towards a
**VCC Continuing
Studies Certificate**

Visit
www.vcc.ca/larrycrowne

Hurry, contest ends August 15

No purchase necessary. Limit one (1) entry per email. One (1) Grand Prize available to be won provided by Vancouver Community College. Grand Prize consists of (1) Credit towards completing a continuing studies certificate. Value of Grand Prize is approximately \$5000.00. Must be a Canadian resident who is age of majority or older at time of entry. Excludes residents of Quebec. Contest runs from June 1, 2011–August 15, 2011. Entries must be received by 12:00pm EST on August 15, 2011. Draw to take place by Alliance Films on or about August 15, 2011. Skill-testing question must be correctly answered to claim prize. Odds of being selected depend on number of eligible entries received. For a full set of rules visit www.vcc.ca/larrycrowne.



**Vancouver
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VCC ON BOARD

VCC implemented a U-Pass program in March 2011. The U-Pass is a universal transit pass program for students offered in partnership by Vancouver Community College, the Students' Union of VCC, TransLink, and the Province of British Columbia.

There are several programs and courses that are eligible for U-Pass in Continuing Studies. Please visit vcc.ca under Services for Students for more information and the full up-to-date list of eligible courses.



WELCOME TO VCC'S CONTINUING STUDIES FALL 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

AUTO SERVICE TECH UPGRADING / BUILDING MANAGEMENT AND SERVICES

AUTO SERVICE TECH UPGRADING

VCC's Automotive Service Technician department offers upgrading courses to automotive service technician journey persons and apprentices to assist those who may have experienced difficulties with Red Seal or certificate of qualification examinations. These programs are 100% online and provide training opportunities to technicians throughout the province.

AUTO SERVICE TECH UPGRADING

*Program Assistant: Monica Hegberg 604.443.8635,
mhegberg@vcc.ca*

ELECTIVE COURSES currently scheduled:

NEW C OF Q EXAM REFRESHER LV 1 (ASTU 1102)

Refreshes theoretical knowledge of the trade in preparation for the Automotive Service Technician 1 Certificate of Qualification examination. Topics covered will include: Demonstrate safe working practices including compliance with Worksafe BC and WHMIS regulations; Demonstrate employability and communication skills and work in a businesslike manner; Utilize hand, measuring, and power tools and equipment safely and effectively; Provide general automotive maintenance services including lubrication and fluids, belts and hoses, exterior lamps, body trim and hardware, tires and wheels, non friction bearings and spindles and hubs; Demonstrate general automotive practices including diagnostic procedures and welding safety; Assess, diagnose and service basic electrical systems; Assess, diagnose and service hydraulic, drum brake, disc brake, power assist and anti-lock brake systems; Assess, diagnose and service steering systems; Assess, diagnose and service suspension systems.

For information and registration call 604-443-8635. \$350
Sep 01 [CRN](http://vcc.ca) 30521

NEW RED SEAL/IP COFQ EXAM REFRESH (ASTU 1101)

Refreshes theoretical knowledge of the trade in preparation for the Automotive Service Technician Certificate of Qualification examination. Topics covered will include: Safe work practices, wheels, hubs, tires and bearings, frames and suspension systems, manual and power steering, brake systems, basic electrical and batteries, gasoline and diesel engines, cooling systems, exhaust systems, lubrication systems, advanced electrical, air conditioning, diesel fuel injection, starting and charging systems, fuel systems, emission control systems, electronic engine controls, clutches, standard transmissions and transaxles, transfer cases, automatic transmissions and transaxles, drivelines, drive axles and differentials.

For information and registration, please call 604-443-8635. \$695
Sep 01 [CRN](http://vcc.ca) 30632

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.

ENTRANCE REQUIREMENTS:

REAL 1101 and REAL 1110 require a minimum Grade 10 English Level (ENG 059).

REQUIRED COURSES:

Students must complete all four courses for certificate.

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

ELECTIVE COURSES:

Intro to Supplies & Equipment (REAL 1123)

REQUIRED COURSES currently scheduled:

BUILDING SERVICE MANAGEMENT (REAL 1110)

Learn budget preparation and controls, estimates and costing, leadership skills, scheduling and supervising a multicultural staff. Recognized by the Canadian Administrative Housekeeping Association (CAHA) and the Canadian Building Servicing Association (CBSA) for Professional Certification. (40 hours) \$385

10 wks Sa. Sep 10 09:00 - 13:00 DTN [CRN](http://vcc.ca) 30209

BUILDING CLEANING (REAL 1103)

Examine types of soils, cleaning chemicals, washroom and window cleaning, sweeping methods and cleaning equipment (not hands-on with power equipment). Learn about safety, liability issues and WHMIS regulations. (30 hours) \$311

5 wks Sa. Sep 24 09:00 - 16:00 DTN [CRN](http://vcc.ca) 30210

LAW AND TENANT RELATIONS (REAL 1101)

Learn to manage residential tenancies by studying landlord-tenant law, record keeping and guidelines for dealing with tenants. Examine screening steps, tenancy applications and contracts, evictions, dispute resolution, and landlord/tenant rights. Fee includes cost of Residential Tenancy Act and Residential Tenancy Regulation. (20 hours) \$295

8 wks Tu. Sep 27 19:00 - 21:30 DTN 📍 [CRN 30207](#)

BUILDING MAINT & COST CONTROL (REAL 1102)

Examine primary maintenance responsibilities of residential building managers such as 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. (30 hours) \$311

10 wks We. Sep 28 18:30 - 21:30 DTN 📍 [CRN 30208](#)

ELECTIVE COURSES currently scheduled:**INTRO TO SUPPLIES & EQUIPMENT (REAL 1123)**

This one day elective course is offered in conjunction with REAL 1103 Building Cleaning. Examine cleaning chemicals discussed in the Building Cleaning course and work hands-on with floor equipment. Bring your Building Cleaning Manual to review and ask questions. Course held at Planet Clean 100 SW Marine Drive, Vancouver. (6 hours) \$100

1 day Sa. Nov 05 09:00 - 16:00 DTN 📍 [CRN 30211](#)

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 or for a discount of \$20.00 when registering all 4 courses at the same time in the same term. 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 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 in business writing. (6 hours) \$90

2 wks We. Sep 21 18:00 - 21:00 DTN 📍 [CRN 30013](#)

1 day Sa. Sep 24 09:00 - 16:00 DTN 📍 [CRN 30014](#)

BUILDING POWERFUL VOCABULARY (OACP 1106)

Learn a system of ongoing study and study a large number of new words and meanings. Please bring a dictionary. (6 hours) \$90

2 wks We. Oct 05 18:00 - 21:00 DTN 📍 [CRN 30015](#)

1 day Sa. Oct 15 09:00 - 16:00 DTN 📍 [CRN 30016](#)

WRITING BUSINESS LETTERS (OACP 1103)

Study the most up to date information on business writing and business letters. Discover strategies for becoming an effective business writer and achieving better results with your writing. (6 hours) \$90

2 wks We. Oct 19 18:00 - 21:00 DTN 📍 [CRN 30017](#)

1 day Sa. Oct 29 09:00 - 16:00 DTN 📍 [CRN 30018](#)

MEMOS, EMAILS AND REPORTS (OACP 1107)

Learn etiquette, formatting and how to be an effective communicator when sending memos, emails and reports. Discuss how clear and concise writing can help you achieve results in all of your business communication. (6 hours) \$90

2 wks We. Nov 02 18:00 - 21:00 DTN 📍 [CRN 30019](#)

1 day Sa. Nov 19 09:00 - 16:00 DTN 📍 [CRN 30020](#)

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 charge.

1 day We. Nov 23 18:00 - 21:00 DTN 📍 [CRN 30021](#)

1 day Sa. Nov 26 09:00 - 12:00 DTN 📍 [CRN 30022](#)

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BUSINESS AND TECHNICAL WRITING CERTIFICATE

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

INFORMATION SESSION:
SEPTEMBER 12, 5:30 P.M.
ROOM 218B, VCC DOWNTOWN CAMPUS

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

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


REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:


ON-LINE DOCUMENTATION (TECW 1106)

Learn tips and strategies for writing online documentation and study the principles of good writing and design in an online environment. (6.5 hours) \$160

1 day Sa. Sep 24 09:00 - 16:30 DTN  [CRN 30041](#)

INFO DESIGN & HUMAN FACTORS (TECW 1110)


Explore effective audience-centred information design for print and web-based media including effective design and human factor issues. (6.5 hours) \$160

1 day Sa. Oct 29 09:00 - 16:30 DTN  [CRN 30042](#)

DOCUMENT PROJECT MANAGEMENT (TECW 1104)


Examine the critical steps for managing document projects from conception through to delivery including producing a document plan and monitoring project process.

(6.5 hours) \$160

1 day Sa. Nov 26 09:00 - 16:30 DTN  [CRN 30040](#)


TECHNICAL COMMUNICATION (TECW 1101)

Examine the various forms and styles for producing effective technical writing including techniques for describing, defining and interacting in print. (6.5 hours) \$160

1 day Sa. Jan 28 09:00 - 16:30 DTN  [CRN 10127](#)


CURRENT ISSUES TECH WRITING (TECW 1102)

Explore trends in the technical communication profession and the key characteristics necessary for success in this field. (6.5 hours) \$160

1 day Sa. Feb 25 09:00 - 16:30 DTN  [CRN 10128](#)

EDITING (TECW 1103)

Review style and design skills to build a foundation of strong technical skills in writing mechanics, editing and plain language. (6.5 hours) \$160

1 day Sa. Mar 31 09:00 - 16:30 DTN  [CRN 10129](#)

REQUIRED COURSES to be scheduled in upcoming terms:

DESIGNING AND WRITING MANUALS (TECW 1107)

(6.5 hours)

INDUSTRY REPORT WRITING (TECW 1108)

(6.5 hours)

PROPOSAL WRITING (TECW 1105)

(6.5 hours)

PROJECT MANAGEMENT

Senior Program Coordinator: Anne Tollstam, 604.443.8668
Program Coordinator: Jennifer Gossen, 604.443.8670
Program Assistant: Margaret McIlwaine, 604.443.8711

Learn the basics of planning, controlling and implementing projects.


REQUIRED COURSES:

Project Management (BUSI 1103)

REQUIRED COURSES currently scheduled:

PROJECT MANAGEMENT (BUSI 1103)

Explore the project management discipline, gain insight into the application of project management, and form a framework for successful implementation of techniques and practical tools. Designed to provide the basics for those seeking Project Management Professional certification. Course fee includes HST. (12 hours) \$265

4 wks Tu. Sep 20 18:30 - 21:30 DTN  [CRN 30338](#)

WEDDING AND EVENT MANAGEMENT CERTIFICATE

Senior Program Coordinator: Anne Tollstam, 604.443.8668
Program Coordinator: Nadia Albano, 604.443.8670
Program Assistants: Margaret McIlwaine, 604.443.8711 and Lynda Boothby, 604.443.8383

Looking to develop a career as a professional event planner? These detailed, dynamic courses will teach you everything you need to know.

ENTRANCE REQUIREMENTS:

An 80% attendance record is required.


REQUIRED COURSES:

- Event Planning (EVNT 1109)
- Wedding Planning (EVNT 1108)
- Destination Weddings (EVNT 1107)
- Sales and Marketing Management (LEAD 1153)
- Intro to Business (LEAD 1150)
- Human Resource Management (LEAD 1151)
- Finance (LEAD 1152)
- Business Ethics (LEAD 1154)
- Media & Public Relations (BUSI 1315)

REQUIRED COURSES currently scheduled:


EVENT PLANNING (EVNT 1109)

Discover the fundamentals of Event Planning including determining target markets, exploring various types of events and creating compelling event concepts to enhance participant experience. Learn to produce budgets and schedules and obtain appropriate licensing, permits and insurance to prevent potential barriers. (30 hours) \$455

10 wks Tu. Sep 13 18:00 - 21:00 DTN  [CRN 30510](#)


WEDDING PLANNING (EVNT 1108)

Gain the necessary knowledge and skills to become an effective Wedding Planner. Explore all aspects of wedding planning from inception to execution through venue selection, decor and flowers, rentals and menu design. Acquire basic business fundamentals such as setting up shop, marketing and social media, contract design and negotiating practices. (30 hours) \$455

10 wks We. Sep 14 18:00 - 21:00 DTN  [CRN 30509](#)

DESTINATION WEDDINGS (EVNT 1107)

Explore all aspects of Destination Wedding Planning and Destination Management including requirements for permits, licenses and other logistical requirements or restrictions. Investigate various destination locations and determine vendor selections, photographers, DJs and entertainment, catering, decor, flowers, hair and makeup, and much more. (30 hours) \$455

10 wks Th. Sep 15 18:00 - 21:00 DTN  [CRN 30508](#)

SALES AND MARKETING MANAGEMENT (LEAD 1153)

Study important topics such as relationship selling, global marketing, technology, small business and increasing competition. Discover contemporary marketing topics including integration of e-commerce and estimating market demand. Textbook required. (24 hours) \$337

8 wks We. Sep 21 18:30 - 21:30 DTN 📞 [CRN 30214](#)

INTRO TO BUSINESS (LEAD 1150)

Gain essential knowledge of business operations in Canada. Examine government policies, ethics, marketing, economics and the components of business operations. Textbook required. (24 hours) \$337

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

HUMAN RESOURCE MANAGEMENT (LEAD 1151)

Discover human resource processes and systems for supervisors, line managers and entrepreneurs. Ideal for employees who are management candidates in their organization or who want to learn business management skills for self employment. Textbook required. (24 hours) \$337

8 wks Tu. Jan 17 18:30 - 21:30 DTN [CRN 10087](#)

FINANCE (LEAD 1152)

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) \$337

8 wks Th. Jan 19 18:30 - 21:30 DTN 📞 [CRN 10089](#)

BUSINESS ETHICS (LEAD 1154)

Examine the role of ethics in business and explore ethical dilemmas encountered by managers and leaders. Learn about the relationships among the varied stakeholders in business situations. Textbook required. (24 hours) \$337

8 wks Th. Apr 19 18:30 - 21:30 DTN 📞 [CRN 20070](#)

REQUIRED COURSES to be scheduled in upcoming terms:

MEDIA & PUBLIC RELATIONS (BUSI 1315)

Gain 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. Course fee includes HST. (30 hours)

MEDIA AND PUBLIC RELATIONS

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

Courses in Media and Public Relations give learners essential skills for successful interaction with the media and public. With a focus on the relationships between communicators and audiences, these courses will appeal to both professionals looking for career development opportunities and others looking to successfully communicate with stakeholders and the media. Courses are ideal for students studying Event or Wedding Planning, Leadership, Small Business or Business and Technical Writing. Upon successful completion, participants will receive a Document of Professional Studies.

ELECTIVE COURSES currently scheduled:

NEW SOCIAL MEDIA FOR BUSINESS (BUSI 1314)

Establish an effective branding strategy and amplify the profile of your talent with social media and public relations practices. Learn to market yourself and your business with strategies that deliver opportunities for success. Instructor: Kahlil Ashanti. Course fee includes HST (18 hours) \$338

6 wks Tu. Sep 27 18:00 - 21:00 DTN 📞 [CRN 30519](#)

NEW WEB-BASED WRITING FOR BUSINESS (BUSI 1317)

Explore principles and practices of authoring and editing content for your organization, employer or your own small business. Learn to craft effective content for various web genres including corporate and organizational web sites, wikis, intranets and blogs. Course fee includes HST (18 hours) \$338

6 wks We. Sep 28 18:30 - 21:30 DTN 📞 [CRN 30551](#)

MORE MEDIA & PUBLIC RELATIONS (BUSI 1316)

Gain an in-depth view of real world problems and solutions that media and public relations practitioners look at in the 21st century. Use case studies to examine 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 1315 before BUSI 1316. Course fee includes HST. \$435

10 wks Th. Sep 29 18:30 - 21:30 DTN 📞 [CRN 30512](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

MEDIA & PUBLIC RELATIONS (BUSI 1315)

(30 hours)

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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

BUSINESS LEADERSHIP & MANAGEMENT CERTIFICATE

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

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

Students must complete five required courses (120 hours) and eight 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:

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

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)

REGISTER ONLINE 
vcc.ca



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BUSINESS

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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:

SALES AND MARKETING MANAGEMENT (LEAD 1153)
Study important topics such as relationship selling, global marketing, technology, small business and increasing competition. Discover contemporary marketing topics including integration of e-commerce and estimating market demand. Textbook required. (24 hours) \$337
8 wks We. Sep 21 18:30 - 21:30 DTN 🗓️ [CRN](#) 30214

INTRO TO BUSINESS (LEAD 1150)
Gain essential knowledge of business operations in Canada. Examine government policies, ethics, marketing, economics and the components of business operations. Textbook required. (24 hours) \$337
8 wks Th. Sep 22 18:30 - 21:30 DTN 🗓️ [CRN](#) 30213

HUMAN RESOURCE MANAGEMENT (LEAD 1151)
Discover human resource processes and systems for supervisors, line managers and entrepreneurs. Ideal for employees who are management candidates in their organization or who want to learn business management skills for self employment. Textbook required. (24 hours) \$337
8 wks Tu. Jan 17 18:30 - 21:30 DTN [CRN](#) 10087

FINANCE (LEAD 1152)
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) \$337
8 wks Th. Jan 19 18:30 - 21:30 DTN 🗓️ [CRN](#) 10089

BUSINESS ETHICS (LEAD 1154)
Examine the role of ethics in business and explore ethical dilemmas encountered by managers and leaders. Learn about the relationships among the varied stakeholders in business situations. Textbook required. (24 hours) \$337
8 wks Th. Apr 19 18:30 - 21:30 DTN 🗓️ [CRN](#) 20070

ELECTIVE COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)
See course description on page 10. (6.5 hours) \$166
1 day Sa. Sep 17 09:00 - 16:30 DTN 🗓️ [CRN](#) 30599

INTERPERS COMMUNICATION SKILLS (MSKL 1101)
See course description on page 11. (24 hours) \$337
8 wks Tu. Sep 20 18:30 - 21:30 DTN 🗓️ [CRN](#) 30044

STEP UP TO LEADERSHIP (LEAD 1111)
See course description on page 9. (6.5 hours) \$166
1 day Sa. Sep 24 09:00 - 16:30 DTN 🗓️ [CRN](#) 30175

PROBLEM SOLVING ACTION PLAN (LEAD 1104)
See course description on page 9. (6.5 hours) \$166
1 day Sa. Oct 01 09:00 - 16:30 DTN 🗓️ [CRN](#) 30176

BUILDING A PRODUCTIVE TEAM (LEAD 1113)
See course description on page 9. (6.5 hours) \$166
1 day Sa. Oct 15 09:00 - 16:30 DTN 🗓️ [CRN](#) 30177

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)
See course description on page 10. (6.5 hours) \$166
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) \$166
1 day Sa. Oct 29 09:00 - 16:30 DTN 🗓️ [CRN](#) 30049

SCIENCE AND ART OF LEADERSHIP (LEAD 1119)
See course description on page 10. (6.5 hours) \$166
1 day Sa. Nov 05 09:00 - 16:30 DTN 🗓️ [CRN](#) 30046

COACHING NEXT LEVEL (LEAD 1118)
See course description on page 10. (6.5 hours) \$166
1 day Sa. Nov 19 09:00 - 16:30 DTN 🗓️ [CRN](#) 30047

UNWRITTEN RULES FOR WORKPLACE (LEAD 1168)
See course description on page 10. (6.5 hours) \$166
1 day Sa. Nov 19 09:00 - 16:30 DTN 🗓️ [CRN](#) 30216

SPEAK UP (LEAD 1109)
See course description on page 10. (6.5 hours) \$166
1 day Sa. Dec 03 09:00 - 16:30 DTN 🗓️ [CRN](#) 30050

ONE WORKPLACE-MULTIGENERATIONS (LEAD 1170)
See course description on page 10. (6.5 hours) \$166
1 day Sa. Dec 10 09:00 - 16:30 DTN 🗓️ [CRN](#) 30048

TEAM SKILLS (MSKL 1102)
See course description on page 11. (24 hours) \$337
8 wks We. Jan 18 18:30 - 21:30 DTN 🗓️ [CRN](#) 10088

MANAGING CHANGE (LEAD 1102)
See course description on page 9. (6.5 hours) \$166
1 day Sa. Jan 28 09:00 - 16:30 DTN [CRN](#) 10136

CHALLENGING PERSONALITIES (LEAD 1169)
See course description on page 10. (6.5 hours) \$166
1 day Sa. Feb 04 09:00 - 16:30 DTN 🗓️ [CRN](#) 10137

BUS COMMUNICATION FOR LEADERS (LEAD 1138)
ESee course description on page 10. (6.5 hours) \$166
1 day Sa. Feb 11 09:00 - 16:30 DTN 🗓️ [CRN](#) 10085

COACH'S TOOLKIT (LEAD 1120)
See course description on page 10. (6.5 hours) \$166
1 day Sa. Feb 18 09:00 - 16:30 DTN 🗓️ [CRN](#) 10084

TRAINING FOR HIGH PERFORMANCE (LEAD 1171)
See course description on page 10. \$166
1 day Sa. Feb 25 09:00 - 16:30 DTN 🗓️ [CRN](#) 10138

TEAM COACHING (LEAD 1121)
See course description on page 10. (6.5 hours) \$166
1 day Sa. Mar 03 09:00 - 16:30 DTN [CRN](#) 10086

USING LEADERSHIP LANGUAGE (LEAD 1112)
See course description on page 9. (6.5 hours) \$166
1 day Sa. Mar 10 09:00 - 16:30 DTN 🗓️ [CRN](#) 10134

CREATIVE THINKING AT WORK (LEAD 1110)
See course description on page 10. (6.5 hours) \$166
1 day Sa. Mar 17 09:00 - 16:30 DTN 🗓️ [CRN](#) 10090

FACILITATION SKLS TEAM LEADER (LEAD 1108)
See course description on page 9. (6.5 hours) \$166
1 day Sa. Mar 31 09:00 - 16:30 DTN 🗓️ [CRN](#) 10135

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)
See course description on page 11. (24 hours) \$337
8 wks We. Apr 18 18:30 - 21:30 DTN 🗓️ [CRN](#) 20069

SKILL COACHING (LEAD 1117)
See course description on page 10. (6.5 hours) \$166
1 day Sa. May 12 09:00 - 16:30 DTN 🗓️ [CRN](#) 20071

FROM CONFLICT TO COLLABORATION (LEAD 1105)
See course description on page 10. (6.5 hours) \$166
1 day Sa. May 26 09:00 - 16:30 DTN 🗓️ [CRN](#) 20072

CRITICAL THINKING (LEAD 1101)
See course description on page 10. (6.5 hours) \$166
1 day Sa. Jun 23 09:00 - 16:30 DTN 🗓️ [CRN](#) 20073

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 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 their own time.

The program consists of 12 courses: six required courses and six elective courses. Each course is one day in length. Participants may register for individual courses and must complete a combination of 12 required and elective courses to receive a certificate in Leadership.

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

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

REQUIRED COURSES:

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

ELECTIVE COURSES:

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

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

STEP UP TO LEADERSHIP (LEAD 1111)

Learn to be an effective leader by using skills such as coaching, giving feedback, motivating, delegating and problem-solving. (6.5 hours) \$166

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

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

Learn interpersonal skills for successful group/team participation in the problem-solving process and successful implementation of an action plan. (6.5 hours) \$166

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

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

Discover the importance of team building and learn to apply measures and techniques to build synergy in the workplace. Increase work productivity, improve work quality and enhance team morale. (6.5 hours) \$166

1 day Sa. Oct 15 09:00 - 16:30 DTN 📍 CRN 30177

MANAGING CHANGE (LEAD 1102)

Learn to address employees' emotions as they manage the change process. Discover your reactions to change, how to deal with employee resistance, and how to increase team commitment to change. (6.5 hours) \$166

1 day Sa. Jan 28 09:00 - 16:30 DTN CRN 10136

USING LEADERSHIP LANGUAGE (LEAD 1112)

Study the communication process in organizations and improve awareness of key problems in communication. Analyze communication styles to assist in more effectively getting the job done. (6.5 hours) \$166

1 day Sa. Mar 10 09:00 - 16:30 DTN 📍 CRN 10134

FACILITATION SKLS TEAM LEADER (LEAD 1108)

Learn to focus your work team, build on their collective synergy and help them analyze issues from different perspectives. (6.5 hours) \$166

1 day Sa. Mar 31 09:00 - 16:30 DTN 📍 CRN 10135

ELECTIVE COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

Discover how to unlock a person's potential to maximize their performance by helping them rather than teaching them. Identify when to coach, which type of coaching to use, how to conduct a coaching discussion, and how to assess your coaching skills. (6.5 hours) \$166

1 day Sa. Sep 17 09:00 - 16:30 DTN 📍 CRN 30599

FIND TIME FOR RESULTS (LEAD 1114)

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) \$166

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

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.

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LEADERSHIP COACHING AND MANAGEMENT SKILLS

SCIENCE AND ART OF LEADERSHIP (LEAD 1119)

Explore the many ideas that organizations are using to create innovation and change. Delve into current thinking on the art of leadership. (6.5 hours) \$166

1 day Sa. Nov 05 09:00 - 16:30 DTN 🗓️ [CRN 30046](#)

UNWRITTEN RULES FOR WORKPLACE (LEAD 1168)

Learn to align positive attitudes with workplace opportunities and understand the relationship between workplace rules and workplace success. Apply the rules to your own situation and modify your behaviour for career success. (6.5 hours) \$166

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. Give a presentation and receive constructive feedback in a supportive environment. (6.5 hours) \$166

1 day Sa. Dec 03 09:00 - 16:30 DTN 🗓️ [CRN 30050](#)

ONE WORKPLACE-MULTIGENERATIONS (LEAD 1170)

Learn skills for interacting with Traditionalists, Baby Boomers, Gen Xs and Millennials to maintain and sustain strong workplace cultures. Explore the traits and values of each "gen", and consider your role as a leader. (6.5 hours) \$166

1 day Sa. Dec 10 09:00 - 16:30 DTN 🗓️ [CRN 30048](#)

CHALLENGING PERSONALITIES (LEAD 1169)

While we cannot change personalities or communication styles at work, we can learn to work effectively with and around them. Explore techniques to feel less threatened and more confident. (6.5 hours) \$166

1 day Sa. Feb 04 09:00 - 16:30 DTN 🗓️ [CRN 10137](#)

BUS COMMUNICATION FOR LEADERS (LEAD 1138)

Explore importance of effective business communication in today's modern, multicultural business world. Study communication in small groups, teams and across cultures. (6.5 hours) \$166

1 day Sa. Feb 11 09:00 - 16:30 DTN 🗓️ [CRN 10085](#)

TRAINING FOR HIGH PERFORMANCE (LEAD 1171)

Examine the unique needs and characteristics of adult learners, key principles for learning and the role of the facilitator. Walk away with hands-on tools for creating a training program that works for you and your employees. \$166

1 day Sa. Feb 25 09:00 - 16:30 DTN 🗓️ [CRN 10138](#)

CREATIVE THINKING AT WORK (LEAD 1110)

Use creative thinking to solve problems, save money and make do with less – all required skills in today's business environment. Study creative thinking, the creative process, and challenging the rules. (6.5 hours) \$166

1 day Sa. Mar 17 09:00 - 16:30 DTN 🗓️ [CRN 10090](#)

FROM CONFLICT TO COLLABORATION (LEAD 1105)

Learn practical 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) \$166

1 day Sa. May 26 09:00 - 16:30 DTN 🗓️ [CRN 20072](#)

CRITICAL THINKING (LEAD 1101)

The Conference Board of Canada identified critical thinking 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) \$166

1 day Sa. Jun 23 09:00 - 16:30 DTN 🗓️ [CRN 20073](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

Learn to work with employees to set and reach agreed-upon goals, action plans and follow-up reviews. Gain the knowledge, skills and confidence to identify 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)
Essential Lead Coach Skills (LEAD 1116)
Coaching Next Level (LEAD 1118)
Coach's Toolkit (LEAD 1120)
Team Coaching (LEAD 1121)
Skill Coaching (LEAD 1117)

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

Discover how to unlock a person's potential to maximize their performance by helping them rather than teaching them. Identify when to coach, which type of coaching to use, how to conduct a coaching discussion, and how to assess your coaching skills. (6.5 hours) \$166

1 day Sa. Sep 17 09:00 - 16:30 DTN 🗓️ [CRN 30599](#)

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

Strengthen your leadership coaching skills, by applying in-depth levels of listening, asking questions that stimulate employee insight and supporting employees to take responsibility for agreed-upon actions. (6.5 hours) \$166

1 day Sa. Oct 22 09:00 - 16:30 DTN 🗓️ [CRN 30045](#)

COACHING NEXT LEVEL (LEAD 1118)

Prerequisite: Coaching for High Performance (LEAD 1115). 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) \$166

1 day Sa. Nov 19 09:00 - 16:30 DTN 🗓️ [CRN 30047](#)

COACH'S TOOLKIT (LEAD 1120)

Prerequisite: Coaching for High Performance (LEAD 1115). Study the building blocks of coaching including creating the coaching environment, building support in the workplace and selecting practical resources to support the coaching partnership. (6.5 hours) \$166

1 day Sa. Feb 18 09:00 - 16:30 DTN 🗓️ [CRN 10084](#)

TEAM COACHING (LEAD 1121)

Prerequisite: Coaching for High Performance (LEAD 1115). Train to be a leader who coaches the team to resolve issues and challenges. Learn to work with the team to create a common vision, develop a strategy and agree on roles, responsibilities and ways of operating together. (6.5 hours) \$166

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

SKILL COACHING (LEAD 1117)

Explore essential coaching teachings and behaviours. Learn to assess performance, provide advice/instruction, model behaviours, and provide timely feedback. (6.5 hours) \$166

1 day Sa. May 12 09:00 - 16:30 DTN 🗓️ [CRN 20071](#)

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 role. Coaching is a process for challenging and supporting people to continually explore new ideas and expand their capacity to produce results. The more outstanding the performer, the more likely they are to have an organized and committed partnership with a coach. Leadership Coaching is vital to linking organizational goals with people's creativity and ingenuity.

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

REQUIRED COURSES currently scheduled:**COACHING FOR HIGH PERFORMANCE (LEAD 1115)**

See course description on page 10. (6.5 hours) \$166
 1 day Sa. Sep 17 09:00 - 16:30 DTN 📞 [CRN](#) 30599

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 9. (6.5 hours) \$166
 1 day Sa. Sep 24 09:00 - 16:30 DTN 📞 [CRN](#) 30175

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 9. (6.5 hours) \$166
 1 day Sa. Oct 01 09:00 - 16:30 DTN 📞 [CRN](#) 30176

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 9. (6.5 hours) \$166
 1 day Sa. Oct 15 09:00 - 16:30 DTN 📞 [CRN](#) 30177

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on page 10. (6.5 hours) \$166
 1 day Sa. Oct 22 09:00 - 16:30 DTN 📞 [CRN](#) 30045

COACHING NEXT LEVEL (LEAD 1118)

See course description on page 10. (6.5 hours) \$166
 1 day Sa. Nov 19 09:00 - 16:30 DTN 📞 [CRN](#) 30047

MANAGING CHANGE (LEAD 1102)

See course description on page 9. (6.5 hours) \$166
 1 day Sa. Jan 28 09:00 - 16:30 DTN [CRN](#) 10136

COACH'S TOOLKIT (LEAD 1120)

See course description on page 10. (6.5 hours) \$166
 1 day Sa. Feb 18 09:00 - 16:30 DTN 📞 [CRN](#) 10084

TEAM COACHING (LEAD 1121)

See course description on page 10. (6.5 hours) \$166
 1 day Sa. Mar 03 09:00 - 16:30 DTN [CRN](#) 10086

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on page 9. (6.5 hours) \$166
 1 day Sa. Mar 10 09:00 - 16:30 DTN 📞 [CRN](#) 10134

FACILITATION SKLS TEAM LEADER (LEAD 1108)

See course description on page 9. (6.5 hours) \$166
 1 day Sa. Mar 31 09:00 - 16:30 DTN 📞 [CRN](#) 10135

SKILL COACHING (LEAD 1117)

See course description on page 10. (6.5 hours) \$166
 1 day Sa. May 12 09:00 - 16:30 DTN 📞 [CRN](#) 20071

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

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

VCC's Management Skills for Supervisors Certificate provides practical, up-to-date supervisory/management training in three core areas: Interpersonal Communication Skills, Team Skills and Essential Management Skills. Participants gain a broad understanding of management, leadership, communication and working well with others. 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:**INTERPERS COMMUNICATION SKILLS (MSKL 1101)**

Learn to use effective verbal and non-verbal communication skills, conduct organized interviews, use decision-making methods, and make win/win decisions one-on-one and in groups. (24 hours) \$337

8 wks Tu. Sep 20 18:30 - 21:30 DTN 📞 [CRN](#) 30044

TEAM SKILLS (MSKL 1102)

Determine your personal leadership style and how your style impacts a team. Discover team development and progression as well as tools and skills to address critical team challenges (24 hours) \$337

8 wks We. Jan 18 18:30 - 21:30 DTN 📞 [CRN](#) 10088

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

Discover essential management skills such as communication, conflict resolution, leadership and motivation. Through interactive activities and projects, learn to increase your potential as a manager. (24 hours) \$337

8 wks We. Apr 18 18:30 - 21:30 DTN 📞 [CRN](#) 20069

OFFICE ADMINISTRATION

Changes in technology and greater specialization have created more opportunities than ever before. VCC consults with industry regularly and tailors its programs to give students an edge in the job market. Specialize in administration and supervision, legal, medical or records management or take just a few courses to get promoted or find entry-level work.

OFFICE ADMINISTRATION CERTIFICATE

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

INFORMATION SESSION:

SEPTEMBER 8, 5:30 P.M.

ROOM 240, VCC DOWNTOWN CAMPUS

VCC's Office Administration Certificate 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, or 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 may ladder into BCIT's part-time Certificate Program in Leadership, Human Resource Management or Business Management.

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.



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OFFICE ADMINISTRATION

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

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 Certificate or IC3 Computer Courses to fulfill elective requirements.

Computer Skills

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

Scheduling

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

ACCOUNTING/BOOKKEEPING/PAYROLL

ELECTIVE COURSES currently scheduled:

ACCOUNTING FOR NONACCOUNTANT (OACP 1129)

Learn general accounting terms, the role of an accountant and how to prepare and interpret financial statements. Previous knowledge is not required. Textbook: Accounting, Nanci Lee, available at the DTN bookstore. (18 hours) \$165

6 wks Tu. Sep 13 18:30 - 21:30 DTN 📍 [CRN 30174](#)

INTRODUCTION TO PAYROLL (OACP 1105)

Learn payroll law, record maintenance, and pay cheque and T4 preparation. Study Employment Standards, WCB, Revenue Canada Taxation, Records of Employment and Stats Canada reporting. Please bring a calculator. (24 hours) \$178

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

INTRODUCTION TO BOOKKEEPING (OACP 1130)

Learn transactions, journals, general ledgers, trial balances and financial statements ? all procedures that make up the accounting cycle for a service business. Textbook: Basic Bookkeeping by Barker available at DTN Bookstore. (24 hours) \$184

8 wks Tu. Jan 17 18:30 - 21:30 DTN 📍 [CRN 10131](#)

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 course 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)

Learn the techniques and skills required to manage effectively within today's organizations. Study roles and responsibilities, communication, decision making and leadership, all vital skills for an effective supervisor. \$205

8 wks Tu. Sep 13 18:00 - 21:00 DTN 📍 [CRN 30030](#)

OFFICE PROCEDURES (OACP 1126)

Analyze the tasks and responsibilities of the administrative assistant including 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) \$164

6 wks We. Sep 21 18:30 - 21:30 DTN 📍 [CRN 30031](#)

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 or for a discount of \$20.00 when registering for all 4 courses at the same time in the same term.

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 in business writing. (6 hours) \$90

2 wks We. Sep 21 18:00 - 21:00 DTN 📍 [CRN 30013](#)
1 day Sa. Sep 24 09:00 - 16:00 DTN 📍 [CRN 30014](#)

BUILDING POWERFUL VOCABULARY (OACP 1106)

Learn a system of ongoing study and study a large number of new words and meanings. Please bring a dictionary. (6 hours) \$90

2 wks We. Oct 05 18:00 - 21:00 DTN 📍 [CRN 30015](#)
1 day Sa. Oct 15 09:00 - 16:00 DTN 📍 [CRN 30016](#)

WRITING BUSINESS LETTERS (OACP 1103)

Study the most up to date information on business writing and business letters. Discover strategies for becoming an effective business writer and achieving better results with your writing. (6 hours) \$90

2 wks We. Oct 19 18:00 - 21:00 DTN 📍 [CRN 30017](#)
1 day Sa. Oct 29 09:00 - 16:00 DTN 📍 [CRN 30018](#)

MEMOS, EMAILS AND REPORTS (OACP 1107)

Learn etiquette, formatting and how to be an effective communicator when sending memos, emails and reports. Discuss how clear and concise writing can help you achieve results in all of your business communication. (6 hours) \$90

2 wks We. Nov 02 18:00 - 21:00 DTN 📍 [CRN 30019](#)
1 day Sa. Nov 19 09:00 - 16:00 DTN 📍 [CRN 30020](#)

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 charge.

1 day We. Nov 23 18:00 - 21:00 DTN 📍 [CRN 30021](#)
1 day Sa. Nov 26 09:00 - 12:00 DTN 📍 [CRN 30022](#)

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 12 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)

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. Sep 17 09:30 - 12:30 DTN 📍 [CRN 30023](#)

6 wks Mo. Sep 19 18:00 - 21:00 DTN 📍 [CRN 30024](#)

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) \$140

6 wks Sa. Sep 17 09:30 - 12:30 DTN 📍 [CRN 30008](#)

LEGAL OFFICE SKILLS

The Legal Office Skills Package introduces basic concepts and legal office routines. Gain an understanding of the values of discretion and confidentiality in the legal field and the four major areas of law. The Legal Office Skills Package consists of the following five required courses. Introduction to the Legal Office Program (OACP 1113) is recommended as the first of five courses in the Legal Skills Package. Enroll in individual 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 and Confidentiality are required to complete the Legal Office Skills Specialty. The remaining three courses are electives.

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

REQUIRED COURSES currently scheduled:

INTRO LEGAL OFFICE PROGRAM (OACP 1113)

Learn various types of law firms, the roles of legal support staff, and the various areas of law. An overview of the legal office package content 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 and maintain 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. Study 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)

Gain an overview of the responsibilities of conveyancing staff, and 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)

Learn about the family court system in British Columbia and the various procedures and forms used in matrimonial law. (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 skills. (five courses). No charge.

1 day Tu. Nov 01 18:30 - 21:30 DTN 📍 [CRN 30007](#)

NEW PROGRAMS

PREPARE FOR A GLOBAL CAREER.

VCC is launching two exciting full-time post-graduate diploma programs.

Prepare for a global career by studying either Global Business Management or Global Business Project Management at our Downtown campus. International and domestic students who hold undergraduate degrees or diplomas with corresponding work experience can take advantage of these new diplomas designed for today's complex business environment.

Learn more about these diploma programs at an information session on Wednesday, Sept. 7 at 5:30 p.m. at VCC's Downtown campus.

For more information call 604.443.8670.

International Students, call 604.443.8600.


REGISTER ONLINE 
vcc.ca





14 BUSINESS


OFFICE ADMINISTRATION


ELECTIVE COURSES currently scheduled:


LEGAL TERMINOLOGY (OACP 1138)
Learn the rules of legal language and terminology unique to each area of law. Get familiar with the main areas of law by participating in mini-workshops. (9 hours) \$118
3 wks Tu. Apr 17 18:30 - 21:30 DTN  [CRN 20051](#)

LEGAL OFFICE PROCEDURES (OACP 1139)
Analyze 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) \$122
4 wks We. Apr 18 18:30 - 21:30 DTN  [CRN 20035](#)

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) \$118
3 wks Th. Apr 19 18:30 - 21:30 DTN  [CRN 20050](#)

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). \$118
3 wks Th. May 10 18:30 - 21:30 DTN  [CRN 20048](#)



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) \$109
1 day Sa. May 12 09:30 - 16:30 DTN  [CRN 20068](#)




WILLS AND ESTATES (OACP 1211)
Learn about the preparation of a Will, why a Will should be prepared, and what makes a Will valid. Gain information about the procedure of probating an Estate. (6 hours) \$93
1 day Sa. Jun 02 09:00 - 16:00 DTN  [CRN 20067](#)


MEDICAL OFFICE SKILLS


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


REQUIRED COURSES currently scheduled:


MEDICAL DOCUMENT TRANSCRIPT (OACP 1156)
Prerequisite: Medical Terminology I (OACP 1108). Learn to produce medical documents and transcribe medical reports. Basic computer skills and typing speed of 35 wpm recommended. Textbook: Medical Transcription, purchase from the downtown campus bookstore prior to first class. (18 hours) \$155
6 wks Mo. Sep 19 18:30 - 21:30 DTN  [CRN 30212](#)
6 wks Mo. Nov 07 18:30 - 21:30 DTN  [CRN 30638](#)

MEDICAL TERMINOLOGY 1 (OACP 1108)
Learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and surgical terms and applications. First half of a two-part course. Purchase Language of Medicine textbook at downtown campus bookstore prior to first class. (30 hours) \$209
10 wks Tu. Sep 20 18:00 - 21:00 DTN  [CRN 30009](#)
10 wks Tu. Sep 20 18:00 - 21:00 DTN  [CRN 30010](#)
10 wks Tu. Sep 20 18:00 - 21:00 DTN  [CRN 30011](#)

MEDICAL TERMINOLOGY 2 (OACP 1109)
Follows Medical Terminology I and is offered twice a year. Study body systems including senses, oncology and pharmacology. Prerequisite Medical Terminology I or a comparable course approved by the instructor. The textbook used in Medical Terminology will be used again in this course. (30 hours) \$209
10 wks Th. Sep 22 18:00 - 21:00 DTN  [CRN 30012](#)



CLINICAL PROCEDURES (OACP 1155)
Learn basic clinical procedures and tests performed in a medical office. Study personnel safety, care of equipment and investigations. Course offered twice a year. No textbook necessary. (6 hours) \$104
2 wks Tu. Nov 29 18:00 - 21:00 DTN  [CRN 30025](#)


MEDICAL OFFICE PROCEDURES (OACP 1111)
Discover administrative and clinical duties for managing a medical office. Learn to schedule appointments, manage patient records, classify drugs and routes of medication, and lab procedures. (24 hours) \$186
8 wks Mo. Jan 16 18:00 - 21:00 DTN  [CRN 10130](#)


MEDICAL OFFICE BILLING (OACP 1137)
Prerequisite: Medical Office Procedures (OACP 1111) or current experience working with a non-computerized medical billing system. Learn data processing tasks required to bill for medical office visits, surgical procedures, diagnostic procedures and WCB/ICBC and out-of-province billing. (12 hours) \$154
4 wks We. Mar 07 18:00 - 21:00 DTN  [CRN 10133](#)

RECORDS MANAGEMENT SKILLS

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

REQUIRED COURSES currently scheduled:
RECORDS MANAGEMENT 1 (OACP 1128)
Learn a systematic approach to creating, classifying, storing, retrieving and disposing of information. Discuss key contemporary issues around freedom of information and privacy. Supported by the Association of Records Managers and Administrators and offered once a year. (30 hours) \$196
10 wks We. Sep 21 18:30 - 21:30 DTN  [CRN 30636](#)
10 wks Th. Sep 22 18:30 - 21:30 DTN  [CRN 30027](#)

RECORDS MANAGEMENT ADV TOPICS (OACP 1146)
Further develop the concepts introduced in Records Management I while working 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](#)

RECORDS MANAGEMENT SPECIAL (OACP 1147)
Learn specialized functions within records/information management. Explore topics 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) \$193
8 wks Th. Apr 19 18:30 - 21:30 DTN  [CRN 20036](#)

PLEASE NOTE

A non-refundable Student Union fee of \$24.11 per term will apply to all credit courses. This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

PARALEGAL

VCC's Paralegal Certificate and Diploma is designed for experienced Paralegals and Legal Administrative Assistants looking 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 who are employed full time in the legal field.

Six core courses provide a foundation of legal principles, and four practice areas build on these foundation skills: Litigation, Corporate, Real Estate/Conveyancing, or Family and Estate Law. Certificate requirements include two electives and a practicum.

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

PARALEGAL CERTIFICATE

Paralegal Program website: <http://continuinged.vcc.ca/legal>.

Program Advisor: Christine Williams, 604.443.8649, 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 of practical learning experience, completed on the student's own time and submitted weekly for instructor review.

REQUIRED COURSES:

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

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

Torts (LEGL 1204)

Legal Communications (LEGL 1205)

Practicum (LEGL 1208)

Agency & Business Structures (LEGL 1210)

Contracts (LEGL 1209)

Canadian Legal Process (LEGL 1202)

Legal Research (LEGL 1207)

ELECTIVE COURSES:

Choose four courses from related Practice Area Courses:

1301 - 1304 (Litigation), 1305, 1307, 1308, & 1317 (Corporate Law), 1309 - 1312 (Real Estate/Conveyancing), or 1313 - 1316 (Family Law and Estates). Choose two electives from 1306, 1401 - 1410. Courses are listed chronologically.

Litigation for Paralegals 1 (LEGL 1301)

Property Law (LEGL 1309)

Corp Law: Basic Procedures (LEGL 1305)

Wills & Estate Planning (LEGL 1315)

Securities: Corporate (LEGL 1306)

Property Transactions (LEGL 1310)

Litigation for Paralegals 2 (LEGL 1302)

Corp Law : Intermediate Proc (LEGL 1307)

Family Law 1 (LEGL 1313)

Estate Administration (LEGL 1316)

Bankruptcy and Foreclosures (LEGL 1409)

Commercial Conveyancing (LEGL 1312)

Corp Law : Adv Procedures (LEGL 1308)

Corp Law: Complex Transactions (LEGL 1317)

Court of Appeal Practice (LEGL 1403)

Creditors' Remedies (LEGL 1303)

Evidence (LEGL 1401)

Family Law 2 (LEGL 1314)

Intellectual Property (LEGL 1405)

Lending & Security (LEGL 1311)



Personal Injury Practice (LEGL 1304)

Securities II (LEGL 1410)

REQUIRED COURSES currently scheduled:



TORTS (LEGL 1204)

Review tort law in Canada. Discuss civil wrongs where individual 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) \$243

8 wks Tu. Sep 06 18:00 - 21:00 DTN   CRN 30418



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. Students must have high-level written English skills. (36 hours) \$245

6 wks We. Sep 07 18:00 - 21:00 DTN   CRN 30423



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) \$126

12 wks Fr. Sep 09 12:00 - 15:00   CRN 30549

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) \$288



7 wks Tu. Sep 13 12:00 - 15:00   CRN 30420

7 wks Tu. Sep 13 18:00 - 21:00 DTN   CRN 30639

CONTRACTS (LEGL 1209)



(Formerly LEGL 1206.) Learn 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 Mo. Sep 26 12:00 - 15:00   CRN 30297

7 wks Tu. Nov 01 18:00 - 21:00 DTN   CRN 30542



CANADIAN LEGAL PROCESS (LEGL 1202)

Learn the history of Canadian law, basic legal principles, sources of law and the structure of the court system. Study 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) \$244

8 wks Th. Oct 06 18:00 - 21:00 DTN   CRN 30411

LEGAL RESEARCH (LEGL 1207)



Learn research and citation, online and manual techniques, and legal memoranda for citing cases. NOTE: Downtown/lecture students ("DTN") will pay an additional \$54 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). \$249



4 wks Sa. Oct 22 09:00 - 16:00 DTN   CRN 30424

ELECTIVE COURSES currently scheduled:

LITIGATION FOR PARALEGALS 1 (LEGL 1301)



Understand Court processes, systems and functions including commencing legal proceedings, defending actions, setting a matter for trial, production of documents, discoveries, and general interlocutory applications. Pre-requisite: Torts LEGL 1204, or read and master chapters 4-5 in the Yates: Business Law in Canada text, available on reference in the VCC library or in the bookstore. (42 hours) \$256

7 wks We. Sep 07 17:30 - 20:30 DTN   CRN 30410

7 wks We. Sep 07 12:00 - 15:00   CRN 30413

PROPERTY LAW (LEGL 1309)

Study property law concepts including property ownership and its social context, the Canadian common law doctrines and the statutory framework in British Columbia that regulates land ownership. Pre-requisites: legal secretary experience or admission to the Paralegal Program. (42 hours) \$256

7 wks We. Sep 07 18:00 - 21:00 DTN   CRN 30408



CORP LAW: BASIC PROCEDURES (LEGL 1305)

Discuss company overview, incorporation and organization of a company under the Business Corporations Act, corporate maintenance and transactions. Pre-requisites: Agency and Business Structures (LEGL 1203 or 1210). OACP 1115 strongly recommended for students without corporate experience. (42 hours) \$212

7 wks Tu. Sep 13 18:00 - 21:00 DTN 📍 CRN 30407
7 wks Tu. Sep 13 12:00 - 15:00 📍 📱 CRN 30415

WILLS & ESTATE PLANNING (LEGL 1315)

Learn the structure and requirements of a valid will. Study Living Wills, Powers of Attorney, and Representation Agreements. Pre-requisites: legal secretary work experience or formal admission to the Paralegal Program. (42 hours) \$254

7 wks Tu. Sep 13 18:00 - 21:00 DTN 📍 CRN 30541

PROPERTY TRANSACTIONS (LEGL 1310)

Learn about the Land Title Act, property transactions and mortgage financing, and the steps in a conveyance. Pre-requisites: legal secretary work experience or formal admission to the Paralegal Program. OACP 1117 strongly recommended for students without conveyancing experience. (42 hours) \$212

7 wks Mo. Oct 24 18:00 - 21:00 DTN 📍 CRN 30409

SECURITIES: CORPORATE (LEGL 1306)

Learn securities law and practice in corporate administration, legislation, filing requirements, stock exchange listings, due diligence, BCSC policies, public financing and related matters. Formerly Corp law II: Securities. Pre-requisites: Corp Law I (LEGL 1305), or equivalent work experience in the corporate field. (42 hours) \$256

7 wks Mo. Oct 24 18:00 - 21:00 DTN 📍 CRN 30419

LITIGATION FOR PARALEGALS 2 (LEGL 1302)

Learn interlocutory applications, family law, evidence, experts, orders and costs, and preparation of interlocutory application materials for various forms of relief. Understand Fast Track Litigation and Rule 68 Expedited Litigation. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301). (42 hours) \$256

7 wks We. Oct 26 17:30 - 20:30 DTN 📍 CRN 30406
7 wks We. Oct 26 12:00 - 15:00 📍 📱 CRN 30414

CORP LAW : INTERMEDIATE PROC (LEGL 1307)

Learn intermediate corporate procedures including transitions under the British Columbia Business Corporations Act, transfer and transmission of shares, payment of dividends, repurchases and redemptions, name changes, alterations to share structures and alterations to special rights and restrictions attached to shares. (42 hours) \$212

7 wks Tu. Nov 01 18:00 - 21:00 DTN 📍 CRN 30416
7 wks Tu. Nov 01 12:00 - 15:00 📍 📱 CRN 30417

ESTATE ADMINISTRATION (LEGL 1316)

Examine the process and documents for Probate and Administration applications, types of grants, asset gathering and distribution, taxes and resealing. Pre-requisites: Wills & Estate Planning (LEGL 1315). (42 hours) \$254

7 wks Tu. Nov 01 18:00 - 21:00 DTN 📍 CRN 30547

FAMILY LAW 1 (LEGL 1313)

Examine the Family Relations Act and Divorce Act and other relevant statutes and case law. Learn legal fundamentals in family relations. Prerequisites: legal secretary work experience or formal admission to the Paralegal Program. (42 hours) \$254

7 wks Tu. Nov 01 18:00 - 21:00 DTN 📍 CRN 30552

ELECTIVE COURSES to be scheduled in upcoming terms:

BANKRUPTCY AND FORECLOSURES (LEGL 1409)

(42 hours)

COMMERCIAL CONVEYANCING (LEGL 1312)

(42 hours)

CORP LAW : ADV PROCEDURES (LEGL 1308)

(42 hours)

CORP LAW: COMPLEX TRANSACTIONS (LEGL 1317)

(42 hours)

COURT OF APPEAL PRACTICE (LEGL 1403)

(42 hours)

CREDITORS' REMEDIES (LEGL 1303)

(42 hours)

EVIDENCE (LEGL 1401)

(42 hours)

FAMILY LAW 2 (LEGL 1314)

(42 hours)

INTELLECTUAL PROPERTY (LEGL 1405)

(42 hours)

LENDING & SECURITY (LEGL 1311)

(42 hours)

PERSONAL INJURY PRACTICE (LEGL 1304)

(42 hours)

SECURITIES II (LEGL 1410)

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

PARALEGAL DIPLOMA

Program Advisor: Christine Williams, 604.443.8649, 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.

PLEASE NOTE

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

SMALL BUSINESS

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

SMALL BUSINESS

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

Research shows that 80% of all new jobs in Canada are created by small businesses. Are you ready to join these entrepreneurs? This five-week program provides foundation knowledge and skill development in the key areas of starting and growing a successful small business. Topics include entrepreneurship, marketing, financial management, operations, legal obligations, human resources, and business plans. Most importantly, you will be encouraged and motivated to be a successful entrepreneur. \$90 per course or \$750 when you register for all ten courses in the same term.

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:

Financial Literacy Workshop (BUSI 1313)
 Guerrilla Marketing (SMBU 1119)

REQUIRED COURSES currently scheduled:

ENTREPRENEURIAL SKILLS (SMBU 1101)

Discover what it takes to begin a small business, including how to set objectives and determine your entrepreneurial style. (3 hours) \$90

1 day Mo. Sep 26 18:00 - 21:00 DTN 📞 [CRN 30371](#)

MARKET YOUR BUSINESS (SMBU 1102)

Learn to identify your target market, evaluate the competition and determine the potential market for your products and services. (3 hours) \$90

1 day We. Sep 28 18:00 - 21:00 DTN 📞 [CRN 30372](#)

UNDERSTANDING FINANCIAL NEEDS (SMBU 1105)

Identify your financial needs and those of your business while examining methods to determine initial business investments. (3 hours) \$90

1 day Mo. Oct 03 18:00 - 21:00 DTN 📞 [CRN 30373](#)

SMALL BUSINESS MANAGEMENT (SMBU 1103)

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

1 day We. Oct 05 18:00 - 21:00 DTN 📞 [CRN 30374](#)

LEGAL OBLIGATIONS (SMBU 1108)

Analyze the pros and cons of the principal three legal structures as well as legal and financial obligations. (3 hours) \$90

1 day We. Oct 12 18:00 - 21:00 DTN 📞 [CRN 30375](#)

HUMAN RESOURCES (SMBU 1106)

Learn to build teams and maintain effective working groups. (3 hours) \$90

1 day Mo. Oct 17 18:00 - 21:00 DTN 📞 [CRN 30376](#)

FINANCING YOUR BUSINESS (SMBU 1109)

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

1 day We. Oct 19 18:00 - 21:00 DTN 📞 [CRN 30377](#)

SMALL BUSINESS BOOKKEEPING (SMBU 1104)

Discover bookkeeping basics and how to turn your bookkeeping into financial statements. Explore forecasting and budgeting in a small business environment. (3 hours) \$90

1 day Mo. Oct 24 18:00 - 21:00 DTN 📞 [CRN 30378](#)

FINANCE STATEMENTS & PLANNING (SMBU 1107)

Learn to prepare and interpret a statement of income, a balance sheet, a cash budget and cash flow. (3 hours) \$90

1 day We. Oct 26 18:00 - 21:00 DTN 📞 [CRN 30379](#)

PREPARING YOUR BUSINESS PLAN (SMBU 1110)

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

1 day Mo. Oct 31 18:00 - 21:00 DTN 📞 [CRN 30380](#)

ELECTIVE COURSES currently scheduled:

FINANCIAL LITERACY WORKSHOP (BUSI 1313)

Financial Literacy is a workshop to help young adults (19 to 29 years old) learn about budgeting, saving, credit, investing, fraud prevention and financial planning. \$125

1 day Sa. Sep 24 09:00 - 16:00 DTN 📞 [CRN 30631](#)

GUERRILLA MARKETING (SMBU 1119)

Guerrilla marketing is all about learning to survive and then thrive as a new business. Find out how to market your small business the guerrilla way. (3 hours) \$90

1 day Tu. Oct 25 18:00 - 21:00 DTN 📞 [CRN 30381](#)

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 looking to upgrade their skills, all courses are taught by industry-experienced instructors. Our reputation is built 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: 604.443.8677, fashion@vcc.ca

A career in fashion merchandising takes you into the dynamic and 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 use various merchandising techniques to attract consumers.

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

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

Continuous entry: Classes begin September, January and April.

ENTRANCE REQUIREMENTS:

Ability to speak, read and write English clearly and correctly. No application required.

REQUIRED COURSES:

All courses are not offered each term.

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



18 DESIGN

FASHION ARTS

REQUIRED COURSES currently scheduled:

RETAIL BUYING (FASH 1402)

Learn to effectively manage the planning and buying of appropriate merchandise for a retail department or boutique. Examine the coordination of the buyer's varied responsibilities, buying terminology, mathematical for retail buying, plan projections and stock planning, and domestic and foreign resources. (36 hours) \$309

12 wks Mo. Sep 12 18:30 - 21:30 DTN 📍 [CRN 30362](#)

MERCHANDISING FASHION (FASH 1176)

Explore the merchandising process from initial concept to final consumer demand. Discuss trends, top designers, social influence on fashion, the necessity of higher-priced apparel, and the timing of fashion. This course ideal for those looking for a career in the field of fashion merchandising (design, manufacturing, and retail) or for those who want to advance their careers in the fashion industry. (36 hours) \$309

12 wks We. Sep 14 18:30 - 21:30 DTN 📍 [CRN 30339](#)

FASHION RETAIL MANAGEMENT (FASH 1401)

Focus on strategic issues facing Canadian fashion retailers and explore the steps involved in strategic retail planning, strategic dimensions of the location decision, and store layout and merchandise. (36 hours) \$309

12 wks Th. Sep 15 18:30 - 21:30 DTN 📍 [CRN 30613](#)

REQUIRED COURSES to be scheduled in upcoming terms:

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 and new styles. An important course for the fashion designer, merchandiser, retailer, or consumer. Required Textbook: Fashion Forecasting by Evelyn L. Brannon, available at VCC Bookstore. (36 hours)

FASHION MARKETING & PROMOTION (FASH 1405)

Study the theory and practical application of fashion sales promotion, public relations, and other activities used to influence the sale of merchandise, services and concepts. Focus on creatively organizing professional presentations including evaluating, writing, and editing copy for advertising and promotion. (36 hours)

FASHION STYLING (FASH 1408)

Develop skills in stylizing looks for photoshoots for newspapers, catalogues, commercials, and fashion shows. Learn the skills and techniques necessary for a career in styling. A photo shoot fee of \$115 will be collected in class. (36 hours)

HISTORY OF FASHION (FASH 1301)

Study the evolution of western fashion from early Europe to the 20th century and apply this knowledge to current and future fashion. Research and get inspired by completing an individual design project or reproduction garment. (36 hours)

TEXTILES (FASH 2201)

Learn to select suitable fabrics for specific designs and produce realistic designs for specific fabrics. Study the development, characteristics, use and care of natural, synthetic and semi-synthetic fabrics as well as textile law and regulations. Participants must purchase a fabric workbook in class for approximately \$80. (36 hours)

FASHION ARTS SPECIALTY: NON CREDIT

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

Program Assistant: 604.443.8677, fashion@vcc.ca

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

WEBSITE: WWW.VCC.CA/FASHIONARTS

EMAIL: FASHION@VCC.CA

ELECTIVE COURSES currently scheduled:

NEW DIGITAL TEXTILE DESIGN (FASH 1186)

Take the skills that you have learned as an illustrator or print graphic designer and adapt them for fashion. Develop multiple colorways for your designs, generate a graphic specs, adapt your graphics for different bodies, adjust your artwork for grading and review graphic strike off's from overseas. Gain insight on how graphics and patterns work from a fashion perspective. Prerequisite: Working knowledge of Adobe Illustrator. (30 hours) \$300

10 wks Sa. Sep 17 10:00 - 13:00 DTN 📍 [CRN 30365](#)

NEW PERSONAL PATTERN MAKING (FASH 1191)

Learn to make patterns to your own measurements with accurate fit. Construct a set of men's or women's personal blocks (slopers), and learn to use them as the foundations for pattern manipulation and design. Bring to first class: mechanical pencil, eraser, flexible tape measure, 30 cm clear plastic ruler, and a three-ring binder. Come prepared to be measured; wear slim fitting clothing with usual undergarments. Fee includes pattern paper and fabric for fitting. (30 hours). \$335

10 wks Sa. Sep 17 12:30 - 15:30 DTN 📍 [CRN 30614](#)

SEWING - BEGINNERS (FASH 1154)

Learn to use industrial sewing machines to practise your skills and construct two simple garments. Perfect for beginner sewers, or those building a portfolio for acceptance into a fashion design program. Bring to first class: metric measuring tape, pencil, three-ring binder with a supply of paper and \$20 refundable deposit for bobbin case. Additional supplies will be discussed in first session. (30 hours) \$300

10 wks Sa. Sep 17 09:00 - 12:00 DTN 📍 [CRN 30347](#)

CORSETRY (FASH 1183)

Learn the proper methods of construction and fit to create Victorian and Elizabethan corsets. Domestic sewing machines are available, or bring your own. Fabrics, notions and other supplies/tools will be discussed in the first class. Bring to first class: pen/paper for note taking, tape measure and \$120 (no cheques) for the Victorian corset's inner support materials payable to the instructor. (30 hours) \$280

10 wks Mo. Sep 19 18:30 - 21:30 DTN 📍 [CRN 30361](#)

NEW ACTION SPORTS APPAREL INDUSTRY (FASH 1189)

Discover the unique needs of companies that design and manufacture performance apparel, gear, and footwear for the Action Sports Industry. Learn to build apparel that meets the needs of today's extreme climates, performance athletes, and thrill seekers (24 hours). \$245

8 wks Tu. Sep 20 18:30 - 21:30 DTN 📍 [CRN 30615](#)

INTRO FASHION DESIGN (FASH 1178)

Explore the fundamentals of good fashion design. Working on fashion figures, learn to create fashionable "mini-collections" from the basic sketch to the finished presentation. Previous drawing or design experience is not necessary. Bring to first class: 9" x 12" tracing paper, HB pencil, blue and red fine-tipped felt pens, 12" ruler, scotch tape, fashion magazines. (30 hours) \$280

10 wks We. Sep 21 18:30 - 21:30 DTN 📍 [CRN 30341](#)

NEW KNITTING: BEGINNERS LEVEL 1 (FASH 1190)

Gain skill and experience in knitting from casting on the first stitch to creating a fashionable cable knit sweater. Learn purl and knit stitch and explore possibilities for combining stitches and being creative. Bring to first class knitting needles : US 8 (5mm), US 10 (6 mm) u-shaped cable needle, yarn needle and 8 skeins of chunky weight wool yarn (eg. Rowan Rowanspun Chunky in 100% wool or acrylic) at 100g/141 yards. Further details and materials will be discussed in the first session. (30 hours) \$300

10 wks Th. Sep 22 18:30 - 21:30 DTN 📍 [CRN 30616](#)

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)

BOOT CAMP: FASHION DESIGN TEEN (FASH 1179)

(20 hours)

BOOT CAMP: FASHION DRAPING TEEN (FASH 1188)

(20 hours)

BOOT CAMP: FASHION STYLING TEEN (FASH 1182)

(20 hours)

BOOT CAMP: VISUAL MERCHANDISING (FASH 1187)

(20 hours)

COUTURE DRAPING (FASH 1181)

(30 hours)

DRESS FORM WORKSHOP (FASH 1163)

(6 hours)

FABRIC SURFACE DESIGN (FASH 1166)

(24 hours)

FASHION ILLUSTRATION (FASH 1150)

(30 hours)

FASHION PRODUCTION MGMT (FASH 1184)

(24 hours)

FASHION STYLING INTENSIVE (FASH 1185)

(20 hours)

FASHION WRITING (FASH 1409)

(24 hours)

MILLINERY (FASH 1162)

(18 hours)

MILLINERY 2 (FASH 1168)

(18 hours)

PATTERN MAKING: KNOCK OFF TECH (FASH 1173)

(30 hours)

FASHION ARTS CERTIFICATE

Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca
Program Assistant: 604.443.8677, fashion@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 is built 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 consists of four separate certificates in Pattern Making, Garment Construction, Fashion Design, and the Fashion Arts Certificate. You have the option to take the full program or concentrate on an individual certificate. On a part-time evening basis, this program allows you to maintain regular employment while completing training.

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

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

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

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

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

ENTRANCE REQUIREMENTS:

Grade 12 or equivalent (waived if mature student), ability to speak, read and write English clearly and correctly, completed application form, successful portfolio assessment and interview.

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

COLLECTION DESIGN (FASH 2103)

Learn to design seasonal, theme, and specialist collections. Formulate ideas for your individual collections, including your Graduate Fashion Show collection, with an emphasis on personal design interest and philosophy. (36 hours) \$309
12 wks Tu. Sep 06 18:30 - 21:30 DTN CRN 30611

SEWING TECHNIQUES (FASH 1103)

Explore the design/drafting possibilities and limitations in mass production and identify sewing techniques used for couture garments. Use industrial machines and sergers, and compile a binder of samples using industrial and couture methods. (36 hours) \$309

12 wks Tu. Sep 06 18:30 - 21:30 DTN CRN 30350

COUTURE (FASH 2101)

Develop speed and skill in haute couture methods and the ability to fit and finish to perfection. Practice couture methods and custom fitting in the construction of individual designs drafted in Level Three. Prerequisite: Tailoring; Design/Drafting Practical (unless prior permission is granted). (36 hours) \$309

12 wks We. Sep 07 18:30 - 21:30 DTN CRN 30612



FASHION DRAWING (FASH 1101)

Study anatomical and garment proportions to develop skill in technical drawing. Develop an individual style of fashion design by drawing from the fashion model and experimenting with media and fabric rendering. (36 hours) \$309

12 wks We. Sep 07 18:30 - 21:30 DTN CRN 30608

BLOCK CONSTRUCTION (FASH 1102)

Use current figure/fashion shapes to draft contemporary patterns. Construct a set of Blocks (Slopers) in standard sizes for industrial pattern making, and a set of Blocks in individual sizes for custom work. (36 hours) \$309

12 wks Th. Sep 08 18:30 - 21:30 DTN CRN 30607

DESIGN DRAFTING - THEORY (FASH 1202)

Study the principles and methods of flat pattern drafting, and produce comprehensive reference notebooks illustrating all basic adaptations and constructions in 1/5 scale. (36 hours) \$309

12 wks Th. Sep 08 18:30 - 21:30 DTN CRN 30609



DESIGN PATTERNS DRAPING (FASH 2102)

Learn the techniques and use for draping for design and pattern making. Develop skills in draping your own designs and copies on the dress form and in translating the 3D design to a flat pattern. Draft patterns for an individual collection. (36 hours) \$309

12 wks Mo. Sep 12 18:30 - 21:30 DTN [CRN](#) 30610

INDUSTRIAL SEWING (FASH 1201)

Study industrial cutting and sewing methods necessary for work in mass production. Develop skill in the use and care of industrial machines while producing sample garments using industrial construction methods. (36 hours) \$309

12 wks Mo. Sep 12 18:30 - 21:30 DTN [CRN](#) 30349

REQUIRED COURSES to be scheduled in upcoming terms:

ADV COLLECTION MANUFACTURE (FASH 1352)

(36 hours)

ADV FASHION SHOW PREPARATION (FASH 1353)

(18 hours)

COLLECTION PORTFOLIO (FASH 2301)

(36 hours)

COLLECTION TOILES (FASH 2202)

(36 hours)

DESIGN DRAFTING-PRACTICE (FASH 1303)

(36 hours)

FA VISUAL COMMUNICATION (FASH 2309)

(36 hours)

FASHION DESIGN (FASH 1203)

(36 hours)

HISTORY OF FASHION (FASH 1301)

(36 hours)

PRODUCTION PATTERNS GRADING (FASH 2203)

(36 hours)

TAILORING (FASH 1302)

(36 hours)

TEXTILES (FASH 2201)

(36 hours)

FASHION ARTS DIPLOMA

*Program Coordinator: Judy Ho, 604.443.8387, judyho@vcc.ca
Program Assistant: 604.443.8677, fashion@vcc.ca*

This program is 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 two-year program. In both years (nine 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, 9 am to 5 pm. A Fashion Arts Diploma is awarded to those who complete this program. Graduates can transfer credits to other design programs based on transcript/portfolio strengths.

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

Application deadline May 31 for September start.

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

Product Development (FASH 1252)
Sewn Product Techniques (FASH 1114)
Costume History (FASH 1113)
Illustration and Design 1 (FASH 1112)
Block Construction (FASH 1102)
Collection Design 2 (FASH 2113)
Draping Techniques (FASH 2110)
Introduction to Fashion (FASH 1110)
Couture Sewing (FASH 2112)
Studio Lab B (FASH 2116)
Fabric and Textile Studies (FASH 1115)
Computer Applications (FASH 1111)
Pattern Drafting Practical 2 (FASH 2115)
Computer Aided Drafting 1 (FASH 2114)
Designer Patterns and Toiles (FASH 2111)
Adv Fashion Show Preparation (FASH 2314)
Collection Design 1 (FASH 1312)
Collection Manufacture/Studio (FASH 2310)
Computer Aided Drafting 2 (FASH 2212)
Fashion Marketing & Promotion (FASH 1405)
Fashion Photoshop Applications (FASH 2214)
Fashion Prof Practices 1 (FASH 1171)
Fashion Prof Practices 2 (FASH 1172)
Illustration and Design 2 (FASH 1210)
Industrial Sewing Techniques (FASH 1212)
Int Visual Communication (FASH 2211)
Pattern Drafting Practical 1 (FASH 1310)
Pattern Drafting Theory (FASH 1211)

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

REQUIRED COURSES currently scheduled:

COSTUME HISTORY (FASH 1113)

Study the evolution of Western fashion from the late Middle Ages to the 20th Century, arranged according to cultural and chronological periods. Research and gain design inspiration while completing an individual design project. (54 hours) \$463

12 wks Tu. Sep 06 09:00 - 12:00 DTN [CRN](#) 30348

6 wks Fr. Jan 06 09:00 - 12:00 DTN [CRN](#) 30348

PRODUCT DEVELOPMENT (FASH 1252)

Study and apply brand building methods to a mass market line including developing and choosing appropriate fabrics, trim, graphics, labelling and accessories to reinforce the brand. Develop the ability to brand on a "shoe-string" budget without advertising aids. (36 hours) \$309

12 wks Tu. Sep 06 09:00 - 12:00 DTN [CRN](#) 30353

SEWN PRODUCT TECHNIQUES (FASH 1114)

Study industrial and couture sewing methods to determine design/drafting possibilities and limitations in mass production. Identify sewing techniques for couture garments while using industrial machines and sergers, and compiling a binder of samples using industrial and couture methods. (48 hours) \$407

12 wks Tu. Sep 06 13:00 - 17:00 DTN [CRN](#) 30345

BLOCK CONSTRUCTION (FASH 1102)

Use current figure/fashion shapes to draft contemporary patterns. Construct a set of Blocks (Slopers) in standard sizes for industrial pattern making, and a set of Blocks in individual sizes for custom work. (36 hours) \$309

12 wks Th. Sep 08 13:00 - 16:00 DTN [CRN](#) 30606

COLLECTION DESIGN 2 (FASH 2113)

Demonstrate an understanding of industrial realities in the design of specific collections. Determine individual collection design direction with an emphasis on personal design interest and philosophy to formulate ideas for collections such as those presented at the Graduate Fashion Show. (36 hours) \$309

12 wks Th. Sep 08 14:00 - 17:00 DTN [CRN](#) 30355

REGISTER ONLINE 
vcc.ca

DRAPING TECHNIQUES (FASH 2110)

Learn draping techniques such as the basic bodice, cowl neckline, skirt, and a variety of collars. Develop skill in draping your own designs and in translating the 3D design to a flat pattern. (24 hours) \$231

6 wks Th. Sep 08 09:00 - 13:00 DTN [CRN 30356](#)

ILLUSTRATION AND DESIGN 1 (FASH 1112)

Study anatomical and garment proportions to develop technical drawing skills. Develop an individual style of fashion drawing by experimenting with a variety of media and fabric rendering. (72 hours) \$613

12 wks Th. Sep 08 09:00 - 12:00 DTN [CRN 30342](#)

12 wks Mo. Sep 12 13:00 - 16:00 DTN [CRN 30342](#)

COUTURE SEWING (FASH 2112)

Develop skills in higher level production methods and the ability to fit and finish to perfection. Practise couture methods and custom fitting in the construction of individual designs drafted in Level Three. Prerequisite: Tailoring; Design/Drafting Practical (unless prior permission is granted). (48 hours) \$407

12 wks Fr. Sep 09 09:00 - 13:00 DTN [CRN 30352](#)

FABRIC AND TEXTILE STUDIES (FASH 1115)

Learn to select suitable fabrics for specific designs and to produce realistic designs for specific fabrics. Study the development, characteristics, use and care of natural, synthetic and semi-synthetic fabrics as well as textile law and regulations. (54 hours) \$463

12 wks Fr. Sep 09 13:00 - 16:00 DTN [CRN 30346](#)

6 wks We. Jan 04 13:00 - 16:00 DTN [CRN 30346](#)

INTRODUCTION TO FASHION (FASH 1110)

Explore all areas of the apparel industry including the business of fashion, various careers, components of fashion, and designers and terminology. Discover silhouettes, construction techniques, specific elements, trims and details, accessories and textiles in this essential course for the fashion designer, merchandiser, retailer, or consumer. (36 hours) \$309

12 wks Fr. Sep 09 09:00 - 12:00 DTN [CRN 30343](#)

STUDIO LAB B (FASH 2116)

Demonstrate an understanding of design drawing, pattern making and garment construction techniques. Work on individual assignments in the labs with an instructional aide. (36 hours) \$160

12 wks Fr. Sep 09 14:00 - 17:00 DTN [CRN 30357](#)

COMPUTER APPLICATIONS (FASH 1111)

Explore a variety of computer programs such as MS-Word, Excel, Power point, Internet Explorer, Outlook, as well as Internet fundamentals. Learn about basic networking, email systems, and newsgroups. (36 hours) \$309

12 wks Mo. Sep 12 09:00 - 12:00 DTN [CRN 30344](#)

PATTERN DRAFTING PRACTICAL 2 (FASH 2115)

Demonstrate and execute advanced pattern drafting skills by completing patterns for tailored jackets and designs using the bra top block. Study all inner workings such as facings, linings, pocketings, foundation structures as well as drafting for knits. (48 hours) \$407

12 wks Mo. Sep 12 09:00 - 13:00 DTN [CRN 30354](#)

COMPUTER AIDED DRAFTING 1 (FASH 2114)

Use CAD software to transfer and manipulate manual pattern drafts. Learn digitizing, plotting and marking making as part of the apparel production process. (48 hours) \$407

12 wks Tu. Sep 13 13:00 - 17:00 DTN [CRN 30351](#)

DESIGNER PATTERNS AND TOILES (FASH 2111)

Produce patterns and toiles in preparation for the manufacture of a collection. Make professional toiles as "sample garments" and develop working drawings and specification sheets to ensure accuracy, speed and efficiency in manufacture. (72 hours) \$613

6 wks Mo. Oct 17 14:00 - 18:00 DTN [CRN 30358](#)

12 wks Fr. Jan 06 09:00 - 13:00 DTN [CRN 30358](#)

REQUIRED COURSES to be scheduled in upcoming terms:

ADV FASHION SHOW PREPARATION (FASH 2314)

(24 hours)

COLLECTION DESIGN 1 (FASH 1312)

(36 hours)

COLLECTION MANUFACTURE/STUDIO (FASH 2310)

(144 hours)

COMPUTER AIDED DRAFTING 2 (FASH 2212)

(48 hours)

FASHION MARKETING & PROMOTION (FASH 1405)

(36 hours)

FASHION PHOTOSHOP APPLICATIONS (FASH 2214)

(48 hours)

FASHION PROF PRACTICES 1 (FASH 1171)

(36 hours)

FASHION PROF PRACTICES 2 (FASH 1172)

(36 hours)

ILLUSTRATION AND DESIGN 2 (FASH 1210)

(36 hours)

INDUSTRIAL SEWING TECHNIQUES (FASH 1212)

(48 hours)

INT VISUAL COMMUNICATION (FASH 2211)

(36 hours)

PATTERN DRAFTING PRACTICAL 1 (FASH 1310)

(48 hours)

PATTERN DRAFTING THEORY (FASH 1211)

(48 hours)

PERSONAL BLOCK CONSTRUCTION (FASH 1214)

(18 hours)

PORTFOLIO DESIGN 1 (FASH 2210)

(36 hours)

PORTFOLIO DESIGN 2 (FASH 2312)

(36 hours)

PRODUCTION PATTERNS GRADING (FASH 2203)

(36 hours)

STUDIO LAB A (FASH 1315)

(36 hours)

STUDIO LAB C (FASH 2213)

(36 hours)

STUDIO LAB D (FASH 2313)

(36 hours)

TAILORING TECHNIQUES (FASH 1311)

(36 hours)

TECHNICAL FASHION DRAWING 1 (FASH 1213)

(48 hours)

TECHNICAL FASHION DRAWING 2 (FASH 1314)

(48 hours)

TEXTILE SURFACE DESIGN & LAB (FASH 1313)

(72 hours)

What experience and education do your faculty and instructors have?

All of our instructors are graduates of accredited fashion design programs and have extensive industry experience. They bring current real world experience into our classrooms from their work as designers, pattern makers, costumers, production managers, textile designers, technical designers, fashion editors, stylists and illustrators.

A



22 DESIGN

GEMMOLOGY AND JEWELLERY

GEMMOLOGY AND JEWELLERY

Vancouver Community College (VCC) is affiliated with the Canadian Gemmological Association and is pleased to offer the Canadian Gemmological Association's (CGA) two-year diploma program in Gemmology. Vancouver Community College is an allied teaching centre for GEM-A, (Gemmological Association of Great Britain).

GEMMOLOGY - PART TIME AND ACCELERATED

Program Coordinator: Donna Hawrelko, 604.443.8694

Program Assistant: Rebecca Bennett, 604.443.8672

INFORMATION SESSION: SEPTEMBER 7, 6:30 P.M.

ROOM 164, VCC DOWNTOWN CAMPUS

This professional program covers the scientific, aesthetic and historic aspects of gemmology. Become skilled with a wide range of gemmological equipment and learn to test and identify a variety of gemstones. Differentiate between natural and synthetic gemstones and recognize various treatments and enhancements. Study diamond grading, coloured stone grading and appraisal formats. The Canadian Gemmological Association certifies gemmologists 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.

This part-time program begins each September.

Application fee: \$50.00. The Accelerated program is offered from May to August only.

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.

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

DIPLOMA YEAR GEMMOLOGY (GEMM 2101)

Offered once a year - Tuesday and Thursday evenings from September to June. Tuesdays are theory classes and Thursdays are hands-on lab classes. (supplies and examination fees extra) **Registration deadline seven days prior to first class.** \$2942

2 days Tu. Th. Sep 13 18:30 - 21:30 DTN 📞 [CRN 30303](#)

PRELIMINARY YEAR GEMMOLOGY (GEMM 1101)

Offered once a year - Wednesday evenings from September to June. (supplies and examination fees extra) **Registration deadline seven days prior to first class.** \$1891

39 wks We. Sep 14 18:30 - 21:30 DTN [CRN 30302](#)

ELECTIVE COURSES currently scheduled:

GEMMOLOGY PRACTICAL LAB (GEMM 2102)

Sharpen your practical gem identification skills, or refresh your techniques. This is a lab only class, and basic Gemmological knowledge is required. Registration is limited. **Registration deadline seven days prior to first class.** Class begins each September. \$1836

40 wks Th. Sep 15 18:30 - 21:30 DTN [CRN 30306](#)

MASTervaluer APPRAISAL PROGRAM (GEMM 3102) INFORMATION SESSION:

SEPTEMBER 14, 6:30 P.M.

ROOM 164, VCC DOWNTOWN CAMPUS

Become a gem and jewellery appraiser or improve and enhance your appraisal skills with a solid foundation in the principles and methods of appraising gems and jewellery. The MasterValuer Program in jewellery appraisal studies is recognized as the premier appraisal training program in the world. Prerequisites: Must hold a recognized Gemmological Diploma. This course is a graded course and you must pass the final exam and complete a research project. If you are a Gemmology student, you may register for this course, but you will NOT be given your "RMV" until you have passed your Gemmology course. **Session begins in September & January.** Application fee: \$50. The total fee of \$2995 must be paid one week prior to course start. A deposit of \$1500 must accompany your registration form. The balance must be paid no later than one week before the class begins. No refunds given after course begins. In addition two text books are required that are approximately \$50 each. **Registration deadline seven days prior to first class.** \$2995

17 wks Mo. Sep 19 18:30 - 21:30 DTN 📞 [CRN 30313](#)

HOW TO BUY DIAMONDS (GEMM 2136)

Learn everything you need to know when shopping for diamonds. Gain insider information about the grading and pricing of diamonds and talk to an expert gemmologist about your concerns and questions before buying. (3 hours) \$85

1 day We. Oct 12 18:30 - 21:30 DTN 📞 [CRN 30304](#)

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. Understand the certification and marketing practices of major labs, wholesalers and retailers. **Registration deadline three days prior to first class.** Basic Gemmological knowledge is an asset. (3 hours) \$149

1 day Sa. Oct 15 14:00 - 17:00 DTN 📞 [CRN 30316](#)

ADVANCED GEMMOLOGY - DIAMONDS (GEMM 2140)

Learn about the testing of natural, treated and synthetic diamonds. Explore the 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. **Registration deadline three days prior to first class.** Basic Gemmological knowledge is an asset. (3 hours) \$189

1 day Sa. Oct 15 09:00 - 13:00 DTN 📞 [CRN 30314](#)

CRYSTALS & CRYSTAL HEALING 1 (GEMM 1154)

Discover crystals in the context of vibrational medicine in one short afternoon. This introductory course will consider crystals in Western Science, traditional Vedic Science and medicine, healing and the New Age. **Registration deadline seven days prior to first class.** (3 hours) \$125

1 day Sa. Oct 15 13:00 - 16:00 DTN 📞 [CRN 30307](#)

JADEITE JADE 1 (GEMM 1156)

Jadeite jade is the most mysterious and fascinating gemstone in the world. Explore worldwide deposits and how the jadeite jade formed. Discover over 20 popular varieties of this mysterious gem material and its varied rainbow of colours. Bring your own jadeite pieces to study. **Registration deadline seven days prior to first class.** (3 hours) \$129

1 day Sa. Oct 15 09:30 - 12:30 DTN 📞 [CRN 30308](#)

JADEITE JADE 2 (GEMM 1157)

Jadeite jade is one of the most complex and difficult gem materials to evaluate and appraise. Learn to evaluate jadeite jade and the Jadeite Grading System, launched from China. Samples are provided or you may bring your own jadeite piece to evaluate. No pre-requisites. **Registration deadline seven days prior to first class.** (3 hours) \$129

1 day Sa. Oct 15 14:00 - 17:00 DTN 📞 [CRN 30310](#)

CANADIAN JEWELLER JETS PROGRAM (JEWL 1114)

JETS is an intensive program presented in 15 books (CD, PDF format) and developed by industry specialists. Learn the full range of jewellery products, industry issues and sales techniques while attaining a GJ designation - the primary step in jewellery career. There is an additional final exam fee of \$99.75 (Payable to: Canadian Jewellers Association) **Registration deadline seven days prior to first class.** \$645

8 wks Mo. Oct 17 18:30 - 21:30 DTN 📞 [CRN 30334](#)

REGISTER ONLINE 
[vcc.ca](#)

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484
FAX 604.443.8393
[vcc.ca](#)

GRADUATE SALES ASSOCIATE (GEMM 2137)

Learn pertinent facts about diamonds, coloured stones, pearls, watches, metals and period jewellery as well as information on the jewellery industry. This internationally recognized and accredited course is offered in a seven-part series, and successful associates will receive the Graduate Sales Associate certification from the Jewellers Education Foundation of the American Gem Society. Fee includes all materials. **Registration deadline seven days prior to first class.** (12 hours). \$645

4 wks Sa. Nov 26 13:00 - 16:00 DTN 📍 [CRN 30305](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

EVALUATION OF JADEITE JADE 1 (GEMM 1155)

(20 hours)

GIA COLOURED STONE GRADING (GEMM 2112)

(21 hours)

GIA DIAMOND GRADING (GEMM 2130)

(35 hours)

JEWELLERY MAKING

Program Coordinator: Donna Hawrelko, 604.443.8694
Program Assistant: Rebecca Bennett, 604.443.8672

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

ELECTIVE COURSES currently scheduled:

SKETCHING BASICS FOR JEWELLERS (JEWL 1125)

Learn efficient and effective ways to professionally present 3D jewellery concepts in 2D. Ideal for jewellers, designers, and sales associates wishing to enhance their skills in presentation drawings. The sessions are progressive with assignments for each technique. No prerequisites.

Registration deadline seven days prior to first class.

(16 hours) \$499

4 wks Sa. Sep 10 09:30 - 13:30 DTN 📍 [CRN 30335](#)

JEWELLERY APPRAISAL (JEWL 1107)

Learn to properly evaluate contemporary and antique jewellery using both the building block and market comparison approaches. Prepare appraisal documents for insurance, estate/probate, collateral and asset division.

Registration deadline seven days prior to first class.

(15 hours) \$429

3 wks Sa. Sep 17 10:00 - 16:00 DTN 📍 [CRN 30330](#)

JEWELLERY TECHNIQUES I (JEWL 1103)

Learn basic techniques in jewellery-making including piercing, filing, soldering, shaping, forming, design layout and application. Create original designs while working at your own jeweller's bench equipped with a torch and flexshaft tool. Additional costs for materials - approximately \$50. List of supplies provided at first class. **Registration deadline seven days prior to first class.** (24 hours). \$437.50

8 wks Mo. Sep 19 18:30 - 21:30 DTN 📍 [CRN 30328](#)

8 wks We. Sep 21 18:30 - 21:30 DTN 📍 [CRN 30331](#)

JEWELLERY TECHNIQUES II (JEWL 1104)

Expand your knowledge and learn new fabricating techniques at your own jeweller's bench in this intermediate workshop. Hone your skills and improve your ability to measure, fit and solder metal. 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 seven days prior to first class.** (24 hours) \$437.50

9 wks Tu. Sep 20 18:30 - 21:30 DTN 📍 [CRN 30329](#)

NEW MODERN & ANTIQUE JEWELLERY (JEWL 1115)

Discover and appreciate the modern styling and classic elegance of exclusive pieces of jewellery. Build confidence in judging and appraising craftsmanship of jewellery pieces from modern to antique including design, setting, mounting and quality. Required supplies: 10x loupe and tweezers. (18 hours) \$269

6 wks Mo. Sep 26 18:30 - 21:30 DTN 📍 [CRN 30602](#)

CREATE JEWELLERY REPAIR SALES (JEWL 1113)

Build your confidence and sales skills by recognizing common jewellery repairs. Learn the ABC's of repair diagnosis including giving correct ring sizes and alternate sizing solutions and using a microscope or 10x loupe for analysis. Supplies required: 10x loupe, tweezers, brass millimetre gauge & polishing cloth. **Registration deadline seven days prior to first class.** (3 hours) \$95

1 day Sa. Oct 01 13:00 - 16:00 DTN 📍 [CRN 30332](#)

NEW WOVEN SILVER JEWELLERY MAKING (JEWL 1128)

Learn to weave metal wire into different configurations and patterns by using jewelry making processes such as twisting, wrapping and looping. Embellish your design with semi-precious stones, Swarovski beads or pearls. Cost for tools and materials is approximately \$50, and will vary depending on the cost of silver. **Registration deadline three days prior to first class.** \$149

2 wks Sa. Oct 15 11:00 - 15:00 DTN 📍 [CRN 30520](#)

CANADIAN JEWELLER JETS PROGRAM (JEWL 1114)

JETS is an intensive program presented in 15 books (CD, PDF format) and developed by industry specialists. Learn the full range of jewellery products, industry issues and sales techniques while attaining a GJ designation - the primary step in jewellery career. There is an additional final exam fee of \$99.75 (Payable to: Canadian Jewellers Association) **Registration deadline seven days prior to first class.** \$645

8 wks Mo. Oct 17 18:30 - 21:30 DTN 📍 [CRN 30334](#)



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 seven days prior to first class.** (6 hours) \$125

1 day Sa. Oct 22 10:00 - 16:00 DTN 📍 [CRN 30333](#)

GRADUATE SALES ASSOCIATE (GEMM 2137)

Learn pertinent facts about diamonds, coloured stones, pearls, watches, metals and period jewellery as well as information on the jewellery industry. This internationally recognized and accredited course is offered in a seven-part series, and successful associates will receive the Graduate Sales Associate certification from the Jewellers Education Foundation of the American Gem Society. Fee includes all materials. **Registration deadline seven days prior to first class.** (12 hours). \$645

4 wks Sa. Nov 26 13:00 - 16:00 DTN 📍 [CRN 30305](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

BUYING AND SELLING JEWELLERY (JEWL 1126)

(18 hours)



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INTERIOR DESIGN

INTERIOR DESIGN

Interior design can be considered a visual art where drawings are used to convey information, express ideas and outline possibilities. Interior design exists in the continuum between architecture and product design as 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: 604.443.8677

This part-time program is tailored to the needs of the residential interior design industry. Taught by award winning designers, this certificate-granting program contains several courses that 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 takes 444 hours to complete with total credits of 18.5 (14 courses).

Materials and Finishes (INTD 1125)

Design Drawing (INTD 1159)

Design Specifications (INTD 1116)

Basic Drafting Concepts (INTD 1110)

Design today. (INTD 1132)

Design Basics (INTD 1158)

Design for Small Spaces (INTD 1131)

History Of Furniture (INTD 1102)

Colour Theory (INTD 1114)

Textiles (INTD 1122)

AutoCad for Interior Designers (INTD 1150)

Graphic Presentation (INTD 1160)

Lighting (INTD 1121)

Residential Design (INTD 1130)

ELECTIVE COURSES:

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

REQUIRED COURSES currently scheduled:

DESIGN DRAWING (INTD 1159)

Learn to express 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

12 wks Sa. Sep 10 09:30 - 12:30 DTN [CRN 30485](#)

MATERIALS AND FINISHES (INTD 1125)

Explore a variety of interior materials and finishes such as wood furniture and flooring, carpet, stone and tile, glass, metal and plastics. Discuss environmental issues and their impact on design including the origin, characteristics, installation and maintenance of these materials. (24 hours) \$283

12 wks Sa. Sep 10 09:30 - 11:30 DTN [CRN 30484](#)

BASIC DRAFTING CONCEPTS (INTD 1110)

Learn architectural symbols, vocabulary and graphic means of conveying information. Study the tools and drawing sets used for interior design including plan, section, elevation, lighting and furniture details. Required text: Construction Drawings and Details for Interiors (Kilmer & Kilmer). Please purchase supplies at the DTN bookstore prior to first class. (36 hours) \$394

12 wks Mo. Sep 12 18:00 - 21:00 DTN [CRN 30486](#)

DESIGN SPECIFICATIONS (INTD 1116)

Learn to write specifications using Master Format 2004. Prepare a full specification package from concept to completion while sourcing materials and trades using existing resources to time and cost advantage. Learn to decipher product codes and to communicate with trades efficiently and effectively. (24 hours) \$283

8 wks Mo. Sep 12 18:30 - 21:30 DTN [CRN 30487](#)

DESIGN TODAY. (INTD 1132)

Explore contemporary influences in popular media and investigate those who are shaping interior design today. Engage in guided discussions, student-led seminars and research assignments. (24 hours) \$283

8 wks Tu. Sep 13 18:30 - 21:30 DTN [CRN 30488](#)

DESIGN BASICS (INTD 1158)

Learn design theory and process, including principles and elements of design. Study space planning, colour, drafting and lighting. Required text: Designing Interiors (Kilmer & Kilmer) (36 hours) \$394

12 wks We. Sep 14 18:30 - 21:30 DTN [CRN 30490](#)

DESIGN FOR SMALL SPACES (INTD 1131)

Prepare for the practical realities of condo design in urban areas. Gain skill in navigating through the world of product, materials, space and budget constrictions. Pre-requisite: Basic Drafting, Design Basics. (36 hours) \$394

12 wks We. Sep 14 18:00 - 21:00 DTN [CRN 30489](#)



PLEASE NOTE

A non-refundable Student Union fee of \$24.11 per term will apply to all credit courses. This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

COLOUR THEORY (INTD 1114)

Understand colour through subtractive and additive methods. Develop the ability to evaluate undertones and predict colour changes when choosing colours for interior spaces and creating colour schemes for clients. (36 hours) \$394

12 wks Th. Sep 15 18:30 - 21:30 DTN [CRN](#) 30492

HISTORY OF FURNITURE (INTD 1102)

Understanding design history through the study of interior spaces and furnishings is essential to Interior Design. Whether advising clients on the purchase of antiques or furnishing a home with contemporary furniture, a designer's credibility rests on the extent of their knowledge. Offered only in the Fall term. Required text: Interior Design & Decoration (Abercrombie). (36 hours) \$394

12 wks Th. Sep 15 18:00 - 21:00 DTN [CRN](#) 30491

TEXTILES (INTD 1122)

Study the history, properties, production, maintenance and specialized uses of textiles in designing interiors. Learn the use of appropriate fabrics for soft home furnishings such as window treatments, upholstery and bedding. (24 hours) \$283

6 wks Sa. Sep 17 10:00 - 14:00 DTN [CRN](#) 30493

REQUIRED COURSES to be scheduled in upcoming terms:

AUTOCAD FOR INTERIOR DESIGNERS (INTD 1150)

Master the basics of AutoCAD and use creative drawing strategies and shortcuts. Study drawing, editing, dimensioning and drawing layout specific to interior design. Prerequisite: INTD 1110 - Basic Drafting. (36 hours)

GRAPHIC PRESENTATION (INTD 1160)

Study techniques for polishing presentation drawings and creating a personal identity package. Build skills in model making and communication strategies with clients. This course is a continuation of Design Drawing. (36 hours)

LIGHTING (INTD 1121)

Explore light sources and fixtures for their functional, aesthetic, environmental and economic facets. Learn principles of lighting design including criteria, calculations, planning codes and layout. Prerequisite INTD 1110 - Basic Drafting. (24 hours)

RESIDENTIAL DESIGN (INTD 1130)

Develop skills in research, drafting and design including producing bubble diagrams, furniture plans, block diagrams, specification binders, and materials and finishes boards. Evaluate client requirements and produce floor plans, elevations, perspectives, and a research binder for a complete residence. This course combines the skills and knowledge learned in the other courses in VCC's Interior Design Certificate and should be taken at the end of the program. (36 hours)

KITCHEN AND BATH DESIGN CERTIFICATE

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Coordinator: Bernie Lyon, 604.443.8522, blyon@vcc.ca

Program Assistant: 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 learn design theory, construction basics, sustainable practices, new and emerging products and systems, and 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 start.

ENTRANCE REQUIREMENTS:

To gain entry into the program, students must have completed the Interior Design Certificate Program at VCC or have an equivalent certificate, diploma or degree from another accredited institution.

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

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

REQUIRED COURSES:

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

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

ELECTIVE COURSES:

There are no electives. All courses are required.

MAKEUP ARTISTRY

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

VCC has launched a Makeup Artistry Certificate. Taught by well-respected professionals in the field, this program provides the expert knowledge and skills needed to work in areas such as fashion and photography, film, television and stage. Gain skill and expertise from a combination of theory, practical learning, guest speakers, portfolio building and class trips.

Join Makeup Fundamentals this term to complete the pre-requisites for this program and gain the fundamentals to become a professional in this growing and exciting career where opportunities abound.

ENTRANCE REQUIREMENTS:

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

We recommend that learners have the ability to:

- Integrate learning across the Makeup Artistry disciplines
- 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 Makeup Artistry
- Conduct research - use and adapt information to specific projects
- Communicate work in oral and written formats
- Present work effectively in group settings
- Plan and work independently
- 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)



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MAKEUP ARTISTRY / PHOTOGRAPHY

REQUIRED COURSES currently scheduled:

MAKEUP ARTISTRY FUNDAMENTALS (MKUP 1101)

Dissect the color wheel, determine undertones and select makeup suitable for every complexion. A professional makeup kit and brushes are required. A Make Up For Ever Kit has been specially selected, and must be purchased on the first day of class for \$650. (30 hours) \$455

10 wks Tu. Sep 13 18:00 - 21:00 DTN 📍 [CRN 30384](#)

EVENING AND BRIDAL MAKEUP (MKUP 1102)

Prerequisite: MKUP 1101. Learn to apply bridal and evening makeup as well as makeup for men. Discuss client consultations, face charts and basic hair styling techniques. A model is required for weeks 9 and 10. (30 hours) \$455

10 wks We. Sep 14 18:00 - 21:00 DTN 📍 [CRN 30385](#)

FASHION & PHOTOGRAPHY MAKEUP (MKUP 1103)

Prerequisite: MKUP 1101 and MKUP 1102. Prepare for advanced makeup applications such as runway fashion shows, photo shoots, drag makeup and special events. Recreate looks from various decades, determine makeup for hi-definition and traditional film format and design creative makeup styles. Model required. (30 hours) \$455

10 wks Th. Sep 15 18:00 - 21:00 DTN 📍 [CRN 30386](#)

FREELANCE & CAREER DEVELOPMENT (MKUP 1104)

Prepare for entry level employment as a sales associates, beauty advisor, cosmetics counter manager or freelance makeup artist. Learn customer service skills and prepare a professional resume and portfolio to showcase your makeup artistry and sales talents. This course can be taken in conjunction with MKUP 1101. \$200

1 day Sa. Nov 26 09:00 - 17:00 DTN 📍 [CRN 30389](#)

ELECTIVE COURSES currently scheduled:

AIRBRUSH MAKEUP (MKUP 1105)

Prerequisite: MKUP 1101, MKUP 1102, MKUP 1103. Gain a greater understanding of the airbrush, its mechanical workings and practical use in a professional makeup environment. A compressor and airbrush are required, for a fee of \$350. Please contact Program Coordinator for more details. Model required. (30 hours) \$455

10 wks Mo. Sep 19 18:00 - 21:00 DTN 📍 [CRN 30387](#)

THEATRICAL MAKEUP (MKUP 1106)

Prerequisite: MKUP 1101 and MKUP 1102. Examine script analysis, preparation, character development and lighting to create character makeup design. Attain techniques to create and apply makeup such as clown, fantasy, old age, facial hair and special F/X such as burns, scrapes and knife wounds. A kit is required for a fee of \$180. \$455

10 wks Tu. Sep 20 18:00 - 21:00 DTN 📍 [CRN 30400](#)

MAKEUP FOR FILM & TV (MKUP 1107)

Gain general background knowledge about the film industry and technical information on subjects such as lighting, script analysis and continuity. Learn to identify roles and responsibilities on film and TV sets while determining appropriate makeup products for a variety of filming formats. \$455

10 wks We. Sep 21 18:00 - 21:00 DTN 📍 [CRN 30401](#)

PHOTOGRAPHY

Join the growing number of people who are studying the multi-faceted and expanding industry of photography. Prepare for a new career in photography and work in areas such as events and weddings, documentaries, nature and travel, portrait, fashion and commercial.

PHOTOGRAPHY

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Coordinator: Nadia Albano, 604.443.8670

Program Assistant: Rebecca Bennett, 604.443.8672

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

ELECTIVE COURSES currently scheduled:

NEW BASIC PHOTOGRAPHY (PHOT 1101)

Learn to use your DSLR camera to its fullest potential by exploring automatic and manual settings, composition, picture files and the difference between Jpeg, RAW and Tiff. Organize your files, prepare photographs for e-mail and use your flash to take great photos. A DSLR camera is required for this course. (15 hours) \$305

5 wks We. Sep 07 18:00 - 21:00 DTN 📍 [CRN 30550](#)

NEW PHOTOGRAPHIC THEORY (PHOT 1102)

Study advanced flash techniques, exposure and flash compensation in this course designed for those with basic photography knowledge. Learn to create motion in a still photograph, portrait theory, advanced exposure techniques and what light meters to use in various situations. A DSLR camera is required for this course Prerequisite: PHOT 1101 (30 hours) \$440

10 wks We. Oct 12 18:00 - 21:00 DTN 📍 [CRN 30601](#)



REGISTER ONLINE 
vcc.ca

COUNSELLING

Start your counselling training at VCC....experiential, practical and transformational. For information session dates, visit www.vcc.ca. The Addiction Counselling Skills and Community Counselling Skills provide the theory and skills to those either making a career change or those currently working in the field and seeking educational credentials. Tuition for each certificate is approximately \$4400 (including Basic Counselling Skills) and students pay course by course as they proceed through the program.

ADDICTION COUNSELLING SKILLS CERTIFICATE

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

Admissions Coordinator: Mariola Mrozewska, 604.443.8416, mmrozewska@vcc.ca

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

Practicum Coordinator: S. Stirling, 604.443.8676, [sstirling@vcc.ca](mailto:ssstirling@vcc.ca)

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

The Addiction Counselling Skills Certificate is tailored for individuals who wish to work in the field of addiction or co-occurring disorders. For over 20 years, this Certificate Program has been respected and recognized for preparing and training addiction workers. Students find employment in a range of government and non-profit societies from recovery houses, to detox to addiction service positions. Ministry of Education surveys place our employment success rate at over 85%. Students are exposed to leading edge research and best practices and develop a network of contacts in their chosen fields. The Addiction Counselling Skills Certificate Program integrates a variety of addiction treatment options with skill practice so students can enter or continue in their chosen workplaces. This program meets the educational requirements of the CACCF and courses in this program meet some educational pre-requisites for graduate studies in Dept. of Education/Counselling Psychology (UBC). Certificate completion is possible in less than one year to a maximum time of three years by attending one to four evenings per week. Practicum completes the program and is flexible to meet the needs of working students.

Courses required for Certificate Completion: Theories of Counselling OR Lifespan Development; Foundations of Counselling; Diversity, Culture and Counselling; Individual Counselling Skills (addiction); Family Systems-an overview; Personal and Professional Development; Assessment Practices (addiction); Addiction and Human Behaviour; Practicum. Non credit option: Group Counselling Skills

ENTRANCE REQUIREMENTS:

- Fluency in English: Completion of Grade 12 English (C+), GED or equivalent
- Successful completion of Basic Counselling Skills (C) or equivalent
- Relevant experience (direct client contact) in the helping field paid or volunteer-min 35 hours
- Letter of reference
- Maturity, emotional stability and suitability to work in the field
- Recommended: Basic Computer skills/literacy
- Basic library research skills
- Participation in an intake meeting
- Basic Counselling Skills (CNSK 1401)

REQUIRED COURSES:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401)
(36 hours) \$444

12 wks Fr. Sep 16 18:15 - 21:15 DTN [CRN 30624](#)
12 wks Fr. Sep 16 09:30 - 12:30 DTN [CRN 30626](#)
12 wks Mo. Sep 19 18:15 - 21:15 DTN [CRN 30640](#)
12 wks Tu. Sep 20 18:15 - 21:15 DTN [CRN 30625](#)
12 wks We. Sep 21 18:15 - 21:15 DTN [CRN 30623](#)
12 wks Th. Sep 22 18:15 - 21:15 DTN [CRN 30622](#)

REQUIRED COURSES currently scheduled:

ASSESSMENT PRACTICES-ADDICTION (CNSK 1411)
Demonstrate with competence the foundational skills needed to conduct proper clinical assessments, manage record keeping and gather information to respond appropriately to client issues and needs in the area of addiction and concurrent disorders. 45 hours (3 credits)
Prerequisite: Acceptance to the Addiction Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) and Individual Counselling Skills - Addiction (CNSK 1406). \$562
12 wks Mo. Sep 19 18:15 - 21:30 DTN [CRN 30587](#)

FOUNDATIONS OF COUNSELLING (CNSK 1402)

Examine the role of counselling, all aspects of wellness and a variety of theoretical models that address diversity, mental illness and substance mis-use and addiction professional practice. This course is cornerstone course of the certificate program and is required to be taken in the first term. 45 hours (3 credits)

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$562

12 wks Mo. Sep 19 18:15 - 21:30 DTN AND
1 day Sa. Nov 05 09:30 - 16:30 DTN [CRN 30574](#)
12 wks Tu. Sep 20 18:15 - 21:30 DTN AND
1 day Sa. Oct 29 09:30 - 16:30 DTN [CRN 30575](#)
12 wks Th. Sep 22 18:15 - 21:30 DTN AND
1 day Sa. Nov 05 09:30 - 16:30 DTN [CRN 30576](#)

INDIVID COUNS SKILLS-ADDICTION (CNSK 1406)

Provides participants with an experiential and supervised learning experience to focus on the 'counsellor -client' relationship and the issues that emerge from this work. Has an addiction focus. 45 hours (3 credits)

Prerequisite: Acceptance to the Addiction Counselling Skills Certificate Program or permission of the Program Coordinator. \$562

12 wks Mo. Sep 19 18:15 - 21:30 DTN [CRN 30581](#)
12 wks We. Sep 21 18:15 - 21:30 DTN [CRN 30582](#)

THEORIES OF COUNSELLING (CNSK 1403)

Gain an overview of counselling and psychotherapy in terms of theory and practice with a focus on the how, what, and why of the major counselling theories. 45 hours (3 credits)

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$562

12 wks Mo. Sep 19 18:15 - 21:30 DTN AND
1 day Sa. Oct 22 09:30 - 16:30 DTN [CRN 30600](#)
12 wks We. Sep 21 18:15 - 21:30 DTN AND
1 day Sa. Oct 15 09:30 - 16:30 DTN [CRN 30578](#)

DIVERSITY, CULTURAL & COUNS (CNSK 1407)

Explore the dimensions of diversity and increase knowledge and understanding of the cultural factors underlying client and counsellor behaviour and interventions. 22 hours (1 credit)

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator \$325

5 wks Tu. Sep 20 18:15 - 21:30 DTN AND
1 day Sa. Oct 01 09:30 - 16:15 DTN [CRN 30583](#)
5 wks Th. Nov 10 18:15 - 21:30 DTN AND
1 day Sa. Dec 03 09:30 - 16:15 DTN [CRN 30584](#)



28 HEALTH SCIENCES AND HUMAN SERVICES

COUNSELLING

LIFESPAN DEVELOPMENT (CNSK 1404)

Describe the theories, concepts, research methods, and findings relevant to the study of human development through the life-span. Major developmental theories and issues are presented. 45 hours (3 credits)

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$562

Sep 20 NET [CRN](#) 30579

ADDICTION AND HUMAN BEHAVIOUR (CNSK 1415)

Learn about addictive substances and their physiological and psychological effects on the body and mind. Review functioning of the healthy brain and learn about damage caused by addictive behaviour and trauma. 22 hours (1 credit) Prerequisite: Acceptance to the Addiction Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) or permission of the Program Coordinator. \$273

5 wks Th. Sep 22 18:15 - 21:30 DTN [AND](#)
1 day Sa. Oct 01 09:30 - 16:15 DTN [CRN](#) 30591

FAMILY SYSTEMS-AN OVERVIEW (CNSK 1409)

Learn about specific approaches to supporting families including a systems approach, family of origin and solution focused. In addition, students will explore their own family experience. 29 hours (2 credits)

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$358

9 wks Fr. Sep 23 18:15 - 21:30 DTN [CRN](#) 30586
7 wks Tu. Oct 25 18:15 - 21:30 DTN [AND](#)
1 day Sa. Nov 26 09:15 - 16:30 DTN [CRN](#) 30585

PERSONAL & PROFESSIONAL DEV (CNSK 1412)

Expand personal and professional knowledge as it relates to student awareness of ethical principles, especially as applied to practice issues. Case studies, small and large group discussion and self-awareness exercises will be featured. 29 hours (2 credits)

Prerequisite: Acceptance to a Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) and Individual Counselling Skills (CNSK 1405 or 1406) and Diversify, Cultural & Counselling (CNSK 1407) or permission of the Program Coordinator. \$358

7 wks Tu. Oct 25 18:15 - 21:30 DTN [AND](#)
1 day Sa. Nov 19 09:15 - 16:30 DTN [CRN](#) 30589
7 wks Th. Oct 27 18:15 - 21:30 DTN [AND](#)
1 day Sa. Nov 19 09:15 - 16:30 DTN [CRN](#) 30590

REQUIRED COURSES to be scheduled in upcoming terms:

PRACTICUM: EMPLOYMENT (CNSK 1489)

4 credits

PRACTICUM: VOLUNTEER (CNSK 1488)

4 credits

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: S. Stirling, 604.443.8676, ssirling@vcc.ca

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

The Community Counselling Skills Certificate is designed for those seeking a career in the helping professions OR for those currently practicing. If you are interested in working as a settlement worker, family support worker, youth outreach worker or another position in the human services field, then this program is for you. Combined skill training and theory is essential for those working or seeking to work with clientele presenting a spectrum of concerns. Courses in this program meet some educational pre-requisites for graduate studies in the Department of Education and Counselling Psychology at UBC. Ministry of Education surveys place our employment success rate at over 85%.

By attending one to four evenings a week, students can meet certificate requirements in less than one year or a maximum of three years. A practicum completes the program and is flexible to meet the needs of working students. Courses required for Certificate Completion: Theories of Counselling and/or Lifespan Development; Foundations of Counselling; Diversity, Culture and Counselling; Individual Counselling Skills (community); Family Systems-an overview; Personal and Professional Development; Assessment Practices (community); One Elective Option; Practicum. Non credit option: Group Counselling Skills.

ENTRANCE REQUIREMENTS:

- Fluency in English: Completion of Grade 12 English (C+), GED or equivalent
- Successful completion of Basic Counselling Skills (C) or equivalent
- Relevant experience (direct client contact) in the helping field paid or volunteer-min 35 hours
- Letter of reference
- Maturity, emotional stability and suitability to work in the field
- Recommended: Basic Computer skills/literacy
- Basic library research skills
- Participation in an intake meeting
- Basic Counselling Skills (CNSK 1401)

REQUIRED COURSES:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401)

(36 hours) \$444

12 wks Fr. Sep 16 18:15 - 21:15 DTN [CRN](#) 30624
12 wks Fr. Sep 16 09:30 - 12:30 DTN [CRN](#) 30626
12 wks Mo. Sep 19 18:15 - 21:15 DTN [CRN](#) 30640
12 wks Tu. Sep 20 18:15 - 21:15 DTN [CRN](#) 30625
12 wks We. Sep 21 18:15 - 21:15 DTN [CRN](#) 30623
12 wks Th. Sep 22 18:15 - 21:15 DTN [CRN](#) 30622

REQUIRED COURSES currently scheduled:

FOUNDATIONS OF COUNSELLING (CNSK 1402)

Examine the role of counselling, all aspects of wellness and a variety of theoretical models that address diversity, mental illness and substance mis-use and addiction professional practice. This course is cornerstone course of the certificate program and is required to be taken in the first term. 45 hours (3 credits)

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$562

12 wks Mo. Sep 19 18:15 - 21:30 DTN [AND](#)
1 day Sa. Nov 05 09:30 - 16:30 DTN [CRN](#) 30574
12 wks Tu. Sep 20 18:15 - 21:30 DTN [AND](#)
1 day Sa. Oct 29 09:30 - 16:30 DTN [CRN](#) 30575
12 wks Th. Sep 22 18:15 - 21:30 DTN [AND](#)
1 day Sa. Nov 05 09:30 - 16:30 DTN [CRN](#) 30576

THEORIES OF COUNSELLING (CNSK 1403)

Gain an overview of counselling and psychotherapy in terms of theory and practice with a focus on the how, what, and why of the major counselling theories. 45 hours (3 credits)

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$562

12 wks Mo. Sep 19 18:15 - 21:30 DTN [AND](#)
1 day Sa. Oct 22 09:30 - 16:30 DTN [CRN](#) 30600
12 wks We. Sep 21 18:15 - 21:30 DTN [AND](#)
1 day Sa. Oct 15 09:30 - 16:30 DTN [CRN](#) 30578

DIVERSITY, CULTURAL & COUNS (CNSK 1407)

Explore the dimensions of diversity and increase knowledge and understanding of the cultural factors underlying client and counsellor behaviour and interventions. 22 hours (1 credit)

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator \$325

5 wks Tu. Sep 20 18:15 - 21:30 DTN AND
1 day Sa. Oct 01 09:30 - 16:15 DTN [CRN 30583](#)
5 wks Th. Nov 10 18:15 - 21:30 DTN AND
1 day Sa. Dec 03 09:30 - 16:15 DTN [CRN 30584](#)

LIFESPAN DEVELOPMENT (CNSK 1404)

Describe the theories, concepts, research methods, and findings relevant to the study of human development through the life-span. Major developmental theories and issues are presented. 45 hours (3 credits)

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$562

Sep 20 NET [CRN 30579](#)

ASSESSMENT PRACTICES-COMMUNITY (CNSK 1410)

Demonstrate with competence the foundational skills needed to conduct proper clinical assessments, manage record keeping and gather information to respond appropriately to issues and needs for clients who present with a variety of issues including addiction and mental health. 45 hours (3 credits)

Prerequisite: Acceptance to the Community Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) and Individual Counselling Skills - Addiction (CNSK 1405) \$562

12 wks We. Sep 21 18:15 - 21:30 DTN [CRN 30588](#)

INDIVID COUNS SKILLS-COMMUNITY (CNSK 1405)

45 hours (3 credits)

Prerequisite: Acceptance to the Community Counselling Skills Certificate Program or permission of the Program Coordinator. \$562

12 wks Th. Sep 22 18:15 - 21:30 DTN [CRN 30580](#)

FAMILY SYSTEMS-AN OVERVIEW (CNSK 1409)

Learn about specific approaches to supporting families including a systems approach, family of origin and solution focused. In addition, students will explore their own family experience. 29 hours (2 credits)

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$358

9 wks Fr. Sep 23 18:15 - 21:30 DTN [CRN 30586](#)
7 wks Tu. Oct 25 18:15 - 21:30 DTN AND
1 day Sa. Nov 26 09:15 - 16:30 DTN [CRN 30585](#)

PERSONAL & PROFESSIONAL DEV (CNSK 1412)

Expand personal and professional knowledge as it relates to student awareness of ethical principles, especially as applied to practice issues. Case studies, small and large group discussion and self-awareness exercises will be featured. 29 hours (2 credits)

Prerequisite: Acceptance to a Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) and Individual Counselling Skills (CNSK 1405 or 1406) and Diversify, Cultural & Counselling (CNSK 1407) or permission of the Program Coordinator. \$358

7 wks Tu. Oct 25 18:15 - 21:30 DTN AND
1 day Sa. Nov 19 09:15 - 16:30 DTN [CRN 30589](#)
7 wks Th. Oct 27 18:15 - 21:30 DTN AND
1 day Sa. Nov 19 09:15 - 16:30 DTN [CRN 30590](#)

REQUIRED COURSES to be scheduled in upcoming terms:

PRACTICUM: EMPLOYMENT (CNSK 1489)

4 credits

PRACTICUM: VOLUNTEER (CNSK 1488)

4 credits

ELECTIVE COURSES currently scheduled:

VOCATIONAL COUNSELLING SKILLS (CNSK 1414)

Examine the historical and traditional perspectives and contemporary issues of the Aboriginal community with a focus on health and healing. 22 hours (1 credit)

Prerequisite: Acceptance to a Counselling Skills Certificate Programs or permission of the Program Coordinator. Priority will be given to VCC's current certificate students who may need this elective for graduation purposes. \$273

5 wks Tu. Sep 20 18:15 - 21:30 DTN AND
1 day Sa. Oct 01 09:30 - 16:15 DTN [CRN 30592](#)

CNS SKILLS A YOUTH PERSPECTIVE (CNSK 1416)

Explore adolescence and gain knowledge and understanding of the psychological, social, physical and emotional factors underlying the transition from childhood to adulthood. (22 hours) (1 credit) Prerequisite: Acceptance to a Counselling Skills Certificate Programs or permission of the Program Coordinator. Priority will be given to VCC's current certificate students who may need this elective for graduation purposes. \$273

5 wks Mo. Nov 14 18:15 - 21:30 DTN AND
1 day Sa. Dec 10 09:30 - 16:15 DTN [CRN 30593](#)

EARLY CHILDHOOD CARE AND EDUCATION

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

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

EARLY CHILDHOOD CARE AND EDUCATION

Program Coordinator: Lesley Richardson, 604.443.8660, Lrichardson@vcc.ca
Program Assistant: 604.443.8428

ECE ASSISTANTS

REQUIRED COURSES:

Health, Safety & Nutrition (ECCE 2115)

REQUIRED COURSES currently scheduled:

HEALTH, SAFETY & NUTRITION (ECCE 2115)

The purpose of this course is to provide students with the knowledge and skills to establish and maintain healthy and safe environments for young children and to ensure that their nutritional needs are well met. Themes including prevention, universal precautions, working in partnership with families and community resources are stressed throughout. (36 hours) \$305

8 wks Th. Oct 06 18:45 - 21:45 DTN [CRN 30546](#)
1 day Sa. Oct 29 09:30 - 16:30 DTN [CRN 30546](#)
1 day Sa. Nov 19 09:30 - 16:30 DTN [CRN 30546](#)

EARLY CHILDHOOD CARE AND EDUCATION

This two-year provincially certified part-time evening program prepares graduates to work in preschool and child care centres for children three to five years of age. Our well respected, long standing program offers 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.

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 ten evenings and one 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)
Good Beginnings Mandarin (ECCE 1204)

REQUIRED COURSES currently scheduled:

GOOD BEGINNINGS (ECCE 1202)
Recommended by Child Care Licensing, this course introduces participants to topics of child growth and development, health, safety and nutrition, play-based activities, positive approaches to supporting and guiding children’s behaviour, and business aspects of operating a successful family child care. Also available as a Distance Education course with \$20 additional fees for courier costs. Includes new text. \$400

Aug 31 OFS [CRN 30195](#)
10 wks Th. Sep 22 18:45 - 21:45 DTN [📞 CRN 30199](#)
1 day Sa. Nov 05 09:30 - 16:30 DTN [📞 CRN 30199](#)

NEW GOOD BEGINNINGS MANDARIN (ECCE 1204)
This course is offered in Chinese for those wishing to care for children in a family child care setting. Offered in partnership with BC Family Child Care Association, learn child growth and development, health and safety, play-based activities, business aspects of operation a family day care and more. (36 hours) \$400

8 wks We. Sep 07 18:45 - 21:45 DTN [📞 CRN 30544](#)
1 day Sa. Sep 17 09:30 - 16:30 DTN [📞 CRN 30544](#)
1 day Sa. Oct 15 09:30 - 16:30 DTN [📞 CRN 30544](#)

INFANT AND TODDLER AND
SPECIAL NEEDS CERTIFICATE

For those who have completed basic Early Childhood Education training and who hold a BC 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

LEADERSHIP, ADMINISTRATION AND
MANAGEMENT IN CHILD CARE

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

To meet your needs as working adult learners, the LAM Program will convene twice each month from November to March. Sessions will be offered on Thursday evenings 6:00pm to 9:00pm and Saturday from 9:30am to 4:00pm.

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

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


REQUIRED COURSES:

Leadership Admin & Management (ECCE 2112)

REQUIRED COURSES currently scheduled:

LEADERSHIP ADMIN & MANAGEMENT (ECCE 2112)
Build your knowledge and skills and broaden your professional horizons! Designed for experienced child care staff who want to become more effective as leaders and administrators. (60 hours). \$350

1 day Th. Nov 03 18:00 - 21:00 DTN [CRN 30183](#)
1 day Sa. Nov 05 09:30 - 16:00 DTN [CRN 30183](#)
1 day Th. Dec 08 18:00 - 21:00 DTN [CRN 30183](#)
1 day Sa. Dec 10 09:30 - 16:00 DTN [CRN 30183](#)
1 day Th. Jan 05 18:00 - 21:00 DTN [CRN 30183](#)
1 day Sa. Jan 07 09:30 - 16:00 DTN [CRN 30183](#)
1 day Th. Feb 02 18:00 - 21:00 DTN [CRN 30183](#)
1 day Sa. Feb 04 09:30 - 16:00 DTN [CRN 30183](#)
1 day Th. Mar 01 18:00 - 21:00 DTN [CRN 30183](#)
1 day Sa. Mar 03 09:30 - 16:00 DTN [CRN 30183](#)
1 day Th. Mar 29 18:00 - 21:00 DTN [CRN 30183](#)
1 day Sa. Mar 31 09:30 - 16:00 DTN [CRN 30183](#)



When can I apply for VCC’s ECE programs?

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



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: 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 plan to work in family literacy. 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.

Fundamentals of Family Lit (FAML 1109)
Literacy - Adults & Families (FAML 1110)
Child Dev & Emergent Literacy (FAML 1111)
Family Lit in the Community (FAML 1112)
Family Lit Across Contexts (FAML 1113)
Leadership in Family Literacy (FAML 1114)

REQUIRED COURSES currently scheduled:

FUNDAMENTALS OF FAMILY LIT (FAML 1109)

Broaden your knowledge of family literacy goals and context while exploring family literacy from the perspective of a new conceptual framework. This online course encourages critical reflection and introduces transformative practices. (30 hours) \$250

Sep 12 09:00 - 16:00  [CRN 30529](#)

LITERACY - ADULTS & FAMILIES (FAML 1110)

Explore a participatory approach to working with adult learners in the context of family literacy programs. This online course examines demographic, social, economic and political factors that impact families. (30 hours) \$250

Nov 07 09:00 - 16:00  [CRN 30530](#)

REQUIRED COURSES to be scheduled in upcoming terms:

CHILD DEV & EMERGENT LITERACY (FAML 1111)

(30 hours)

FAMILY LIT IN THE COMMUNITY (FAML 1112)

(36 hours)

HEALTH

Vancouver Community College's Health 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, and recognized and supported by the College of Registered Nurses of British Columbia and the College of Licensed Practical Nurses, as well as Provincial Health Regions.

CPR AND FIRST AID

Program Assistant: 604.443.8672


To Register: 604.443.8484

Learn the latest standards from the Canadian Red Cross to ensure that you are prepared for emergencies. These courses apply to a variety of professional settings and assist in Cardio-Pulmonary Resuscitation (CPR) or Standard First Aid certification

ELECTIVE COURSES currently scheduled:

STANDARD FIRST AID/CPR-C (HLTH 1276)

Learn the CPR-C content as well as bleeding skills, primary and secondary assessment, sprains, broken bones, head injuries, wounds, risk factors, burns and poisons. A relevant course for home support workers, residential aides and daycare workers. (16 hours) \$153

2 wks Sa. Oct 22 09:00 - 19:00 TBA  [CRN 30518](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

BASIC RESCUER LEVEL C (HLTH 1369)

Learn obstructed airway management and CPR for all ages, as well as two-person CPR. This course is of particular interest to students in health or dental faculties. (6 hours)

Dental - Continuing Studies

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

FOODSAFE


To Register: 604.443.8484

Learn current industry standards for health and safety in this day-long course. Discuss receiving/storing edible wares, 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 currently scheduled:

FOODSAFE LEVEL 2 (HLTH 1102)

(12 hours) \$139

2 wks Sa. Sep 24 09:00 - 16:00 DTN  [CRN 30517](#)

HEALTH SPECIALTY

Program Assistant: 604.443.8635

Are you a health practitioner interested in lifelong 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 courses.

ELECTIVE COURSES currently scheduled:

ABCS OF LAB VALUES (HLTH 1389)

Increase your understanding of lab values related to specific health conditions in this one-day course. Course is specifically designed for RNs and LPNs working in acute or residential care. (7 hours)

Dates to be announced

HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1362)

For RNs and LPNs in acute care - expand your knowledge of assessment in this three-day course that combines theory and practice. Explore skills associated with heart and lung sounds. Identify potential risks and how to intervene before a crisis such as CHF, diabetes, hypertension, renal failure or stroke. Bring a stethoscope.

Dates to be announced

HEIGHTENED EXPECTATIONS: RES (HLTH 1361)

For RNs and LPNs in residential care. Expand your knowledge of assessment in this three-day course. Practice skills associated with heart and lung sounds. Learn to identify the potential risks and intervene before a crisis in common client diagnosis. Bring a stethoscope. (24 hours).

Dates to be announced

RISK ANALYSIS IN HEALTH CARE (HLTH 1388)

Learn to create healthcare work environments that reduce patient risk and harm at the front line. Learn a method of eliminating individual blame for human errors and developing approaches for fixing systems. Excellent course for healthcare managers, clinical leaders or frontline staff interested in change and quality improvement. No prerequisites required. (7 hours).

Dates to be announced

PACU CHALLENGE OPTION (HLTH 1378)

RNs working in PeriAnaesthesia Care Units can take this course to challenge the clinical portion of the Perianesthesia Nursing Certificate Program. Receive the theory portion by distance (tutor supported) education. Registration is ongoing and students have 12 months to complete \$545

0 day Sep 05 OFS [CRN 30463](#)

ANATOMY OF HEALING 101 (HLTH 1384)

Gain methods and tools create a more balanced and healthy lifestyle. Learn to communicate with your body through deep inner listening skills, and much more. Wear comfortable clothes and bring writing materials. \$175

3 wks Fr. Sep 09 18:30 - 21:30 DTN [CRN 30620](#)



32 HEALTH SCIENCES AND HUMAN SERVICES

HEALTH

FOOT CARE 1 (HLTH 1241)

Review the anatomy of the foot and learn the basics of foot care for older adults. Participants must be a RN, RPN, or LPN currently registered in BC. (21 hours). \$431

3 days Mo. Tu. We. Sep 12 09:00 - 16:00 TBA [CRN](#) 30628
3 days Mo. Tu. We. Nov 14 09:00 - 16:00 TBA [CRN](#) 30629

FOOT CARE 2 (HLTH 1196)

Learn advanced foot care techniques for older adults as well as the use of the Dremel Drill. Discuss starting your own foot care business. Successful completion of HLTH 1241 needed to take this course. Max. class size 12. (16 hours). \$305

2 days Th. Fr. Sep 15 09:00 - 16:00 OFS [CRN](#) 30627
2 days Th. Fr. Nov 17 09:00 - 16:00 OFS [CRN](#) 30630

MEDICATION ADMIN ASST LIV WORK (HLTH 1327)

RCA/HSW seeking employment in Assisted Living Facilities will want this course! Learn how medication administration is incorporated into the philosophy of assisted living care settings. Evaluation is through a skill check of medication administration. Class size is limited to 14. (14 hours). \$258

2 days Th. Fr. Sep 15 09:00 - 18:00 DTN [CRN](#) 30464

ADHD - THE POWER OF DIET (HLTH 1385)

Explore the links between ADHD and nutrition in this highly informative, one-day workshop. Learn about supplement use, menu-planning, diet writing, shopping and label reading while discovering options for keeping ADHD at bay and improving the quality of life of those affected. \$75

1 day Sa. Sep 24 09:30 - 17:30 TBA [CRN](#) 30533
1 day Sa. Oct 15 09:30 - 17:30 TBA [CRN](#) 30534

IV THERAPY THEORY (HLTH 1185)

Update knowledge on locating sites, selecting equipment, inserting IV, adjusting flow rates, identifying complications and selecting nursing interventions for the adult patient. For practising RNs and LPNs keeping in standards for IV nursing. Maximum: 12 nurses. (8 hours) \$176

1 day Th. Sep 29 08:30 - 16:30 TBA [CRN](#) 30522
1 day Th. Oct 27 08:30 - 16:30 TBA [CRN](#) 30524
1 day We. Nov 30 08:30 - 16:30 TBA [CRN](#) 30526

ELECTIVE COURSES to be scheduled in upcoming terms:

ADVANCED CARDIAC MONITORING (HLTH 1174)

BASIC ECG MONITORING (HLTH 1173)

IV MEDICATION ADMINISTRATION (HLTH 1381)

(8 hours)

MEDICATION COURSE FOR HCWS (HLTH 1366)

(14 hours)

LPN CONTINUING STUDIES

Program Assistant: 604.443.8635

These courses are specifically designed for LPNs working in BC or those who are new to the province and 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 to best meet your professional competency requirements.

ELECTIVE COURSES currently scheduled:

TRANSCRIBING ORDERS (HLTH 1138)

A self paced distance module training LPNs to receive and transcribe physician's verbal and telephone orders. (6 hours) \$182

0 day Sep 12 OFS [CRN](#) 30497

IV THERAPY THEORY (HLTH 1185)

Update knowledge on locating sites, selecting equipment, inserting IV, adjusting flow rates, identifying complications and selecting nursing interventions for the adult patient. For practising RNs and LPNs keeping in standards for IV nursing. Maximum: 12 nurses. (8 hours) \$176

1 day Th. Sep 29 08:30 - 16:30 TBA [CRN](#) 30522
1 day Th. Oct 27 08:30 - 16:30 TBA [CRN](#) 30524
1 day We. Nov 30 08:30 - 16:30 TBA [CRN](#) 30526

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. Learn about 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. \$255

1 day Fr. Sep 30 08:30 - 16:30 TBA [CRN](#) 30523
1 day Fr. Oct 28 08:30 - 16:30 TBA [CRN](#) 30525
1 day Th. Dec 01 08:30 - 16:30 TBA [CRN](#) 30527

CPNRE PREP FOR LPNS (HLTH 1360)

If you are preparing to write the Canadian Practical Nurse registration exam, this course will help you succeed. The instructor led evening sessions will cover the relevant information for the exam. Offered three times a year. (20 hours) \$258

5 wks Sa. Nov 19 10:00 - 15:00 DTN [CRN](#) 30465

ELECTIVE COURSES to be scheduled in upcoming terms:

DISTANCE IV THERAPY FOR LPN (HLTH 1315)

I.M. INJECTIONS (HLTH 1122)

LPN PHARMA/PARENTERAL LAB (HLTH 1130)

(8 hours).

LPN PHARMACY THEORY (HLTH 1128)

(70 hours)

PHARMACOLOGY REVIEW (HLTH 1295)

TAKE THE LEAD (HLTH 1368)

LPN TO BScN TRANSITION STUDIES

Program Assistant: 604.443.8635

If you are an LPN planning to apply to VCC's Bachelor of Nursing Program, you must 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.

ENTRANCE REQUIREMENTS:

If you are taking the maternity or paediatric courses as part of LPN to BScN Transition Program, you must complete all university transfer courses prior to registration.

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1362)

For RNs and LPNs in acute care - expand your knowledge of assessment in this three-day course that combines theory and practice. Explore skills associated with heart and lung sounds. Identify potential risks and how to intervene before a crisis such as CHF, diabetes, hypertension, renal failure or stroke. Bring a stethoscope.

Dates to be announced

HEIGHTENED EXPECTATIONS: RES (HLTH 1361)

For RNs and LPNs in residential care. Expand your knowledge of assessment in this three-day course. Practice skills associated with heart and lung sounds. Learn to identify the potential risks and intervene before a crisis in common client diagnosis. Bring a stethoscope. (24 hours).

Dates to be announced

ROLE TRANSITIONS LPN TO BScN (HLTH 1357)

This course aids the Licensed Practical Nurse to transition into the role of Registered Nurse. Expand on existing theoretical and practical knowledge including scope and standards of practice while recognizing the similarities and differences between the two professional groups. (30 hours)

Dates to be announced

REGISTER ONLINE 
vcc.ca

PAEDIATRIC CARE (HLTH 1359)

Learn additional theory and gain practical experience in paediatrics for LPNs. Build on existing knowledge of caring for the infant to adolescence population and explore the skills needed 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) \$1030

5 wks Fr. Oct 07 16:00 - 21:00 TBA [CRN 30528](#)
 1 day Sa. Nov 05 16:00 - 21:00 TBA [CRN 30528](#)
 2 days Fr. Sa. Nov 18 09:00 - 17:00 TBA [CRN 30528](#)
 Nov 20 OFS [CRN 30528](#)

MATERNAL/NEWBORN CARE (HLTH 1358)

Gain additional theoretical and practical experience in Maternal/Child nursing for Licensed Practical Nurses. Build on existing knowledge of the childbearing family during the 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) \$1030

5 wks Th. Oct 13 15:30 - 19:00 TBA [CRN 30503](#)
 2 wks Mo. Nov 21 15:30 - 20:00 TBA [CRN 30503](#)
 1 day Mo. Dec 05 15:30 - 19:00 TBA [CRN 30503](#)
 2 wks Mo. Dec 12 OFS [CRN 30503](#)

MEDICAL DEVICE REPROCESSING TECHNICIAN CERTIFICATE

For program information, please contact Program Assistant at 604.443.8672.

Formerly Sterile Supply. 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 in the 1 year prior to application date
 3. Medical Terminology 1 (OACP 1108) taken with five years of application date
 4. Interpersonal Communication Skills - Health (MSKL 1104)
- To register for Medical Terminology (OACP 1108) or Interpersonal Communication Skills - Health (MSKL 1104), please call 604.443.8484.

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

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

MEDICAL TERMINOLOGY 1 (OACP 1108)

Learn the basics of anatomy, physiology, pathology, body structure and functions. Explore disease processes, investigations, treatments and surgical terms and applications. First half of a two-part course. Purchase Language of Medicine textbook at downtown campus bookstore prior to first class. (30 hours) \$209

10 wks Tu. Sep 20 18:00 - 21:00 DTN [CRN 30009](#)
 10 wks Tu. Sep 20 18:00 - 21:00 DTN [CRN 30010](#)
 10 wks Tu. Sep 20 18:00 - 21:00 DTN [CRN 30011](#)

INTERPERSONAL/COMMUN - HEALTH (MSKL 1104)

Gain broad and practical interpersonal and teamwork skills to develop stronger communication, decision-making and assertiveness skills for the workplace. Learn skills in conflict resolution, teamwork, leadership, and empowerment. For Sterile Supply and Renal Dialysis Technician students. (24 hours) \$337

4 wks Sa. Sep 24 09:00 - 16:00 DTN [CRN 30325](#)
 4 wks Sa. Oct 29 09:00 - 16:00 DTN [CRN 30326](#)

PERIANESTHESIA NURSING CERTIFICATE

Program Assistant: 604.443.8672

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

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

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

PREREQUISITES

Currently licensed as an R.N.

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

Current Level C CPR.

Recommendation letter from an immediate supervisor.

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

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

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

REQUIRED COURSES:

PeriAnesthesia Nursing (HLTH 1341)



REQUIRED COURSES currently scheduled:

PERIANESTHESIA NURSING (HLTH 1341)

Enhance understanding of anesthesia, analgesia and procedural sedation and the impact on the client. Study pain and ventilator management, post-operative patient assessment, hemodynamic monitoring relevant to PACU, and complications of anesthesia. Course may qualify for university transfer credits. (135 hours). Clinical Practicum of 144 hours follows the theory portion. Registration is ongoing throughout the year, and successful candidates have 12 months to complete the program. \$1090

Sep 15 OFS [CRN 30621](#)

ELECTIVE COURSES currently scheduled:

PACU CHALLENGE OPTION (HLTH 1378)

RNs working in PeriAnaesthesia Care Units can take this course to challenge the clinical portion of the PeriAnesthesia Nursing Certificate Program. Receive the theory portion by distance (tutor supported) education. Registration is ongoing and students have 12 months to complete \$545

Sep 05 OFS [CRN 30463](#)



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 our multilingual programs in interpreter training. We offer practical training to prepare bilingual speakers to work as interpreters in the legal and health care systems as well as social services. Highly qualified practitioners bring first hand experience, skill and professionalism to the classroom and provide 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, with 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>

For groups of students (8-20), we can design programs to enhance interpretation and translation skills, as well as address language fluency, cross-cultural communication, public speaking, accent reduction and other areas of professional interest.

PLEASE NOTE

A non-refundable Student Union fee of \$24.11 per term will apply to all credit courses. This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

INTERPRETERS AND TRANSLATORS: PROFESSIONAL DEVELOPMENT

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

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

ELECTIVE COURSES currently scheduled:

INTERCULTURAL AWARENESS (INTR 1196)
Never before have intercultural and interpersonal skills been as vital as today! Understanding the subtleties of another culture is as crucial as being able to speak a common language, if not more so. Top managers and recruiters have rated intercultural awareness the number one skill in today's job life. This workshop is designed to introduce you to intercultural skills, to provide help, how to avoid cultural misunderstanding and faux-pas and how to set the course for your success by elegant socializing and more flexibility. Discount for STIBC members, VCC interpreting students and grads. (3 hours) \$50
1 day Sa. Sep 10 09:30 - 12:30 DTN [CRN 30535](#)

SIMO PRACTICE SESSION 1 (INTR 1201)
These lab sessions are designed for interpreters who wish to improve their conference interpreting skills. Where possible, attendees will be divided into language groups to allow for peer correction. The instructor will provide source language audio materials (eg. speeches and media reports) general guidance and limited individual corrections. Attendees may propose practice materials as well (mp3 files or audio cassette tape) but please contact the instructor in advance. (3 hours) \$65
1 day Sa. Sep 10 09:30 - 12:30 DTN [CRN 30536](#)

SIMO PRACTICE SESSION 2 (INTR 1202)
These 3 hour lab sessions are designed for interpreters who wish to improve their conference interpreting skills. Where possible, attendees will be divided into language groups to allow for peer corrections. The instructor will provide source language audio materials (eg speeches and media reports) and some general guidance and limited individual corrections. Attendees may propose practice materials as well (mp3 files or audio cassette tape) but please contact the instructor in advance. (3 hours) \$65
1 day Sa. Sep 10 13:30 - 16:30 DTN [CRN 30538](#)

TRANSLATION WORKSHOP - PERSIAN (INTR 1209)
Overview of common grammatical structures most problematic in English - Persian translations based on a contrastive analysis of the two languages. Students examine translations in practical exercises with constructive feedback both in the source and target language to produce a successful and polished translation. (9 hours) \$145
3 wks Sa. Sep 10 09:30 - 12:30 DTN [CRN 30537](#)

NEW AUDIO LAB INTERPRETING PRAC 1 (INTR 1216)
Focus on listening, comprehension and memory exercises for budding interpreters, as well as short consecutive dialogues from English into the second language. Develop better competency and performance in language transfer necessary for the interpreting profession. \$155
5 wks We. Oct 05 18:30 - 21:30 DTN [CRN 30603](#)

FUNDAMENTALS OF BIL COMPETENCE (INTR 1211)
Designed to review basic techniques in translation and interpretation, this course will help students identify their strengths and weaknesses through a variety of group and individualized exercises. Through simulated translation and interpreting exercises and lab activities, students will gain realistic and practical experiences. This course will benefit students who want to establish good translation habits and strengthen bilingual skills by focusing on areas that need improvement. (24 hours) \$195
5 wks We. Oct 05 18:30 - 21:30 DTN [CRN 30539](#)

LAUNCH YOUR OWN BUSINESS (INTR 1213)
Learn about translation and interpreting from a freelance perspective. Discuss the North American translation and interpreting market, what to charge and how to be competitive. Walk away with practical information and tips from a seasoned professional. (3 hours) \$45
1 day Sa. Oct 22 09:30 - 12:30 DTN [CRN 30617](#)

NEW AUDIO LAB INTERPRETING PRAC 2 (INTR 1217)
Focus on listening, comprehension and memory exercises with peer corrections and feedback. Achieve more fluent transfer from source to target language and vice versa. \$155
5 wks We. Nov 09 18:30 - 21:30 DTN [CRN 30604](#)

SUBTITLING SCRIPTS (INTR 1195)
Learn about subtitling and translating scripts for the film industry - an increasing industry with growing opportunities for translators. Study subtitling tools, creating subtitles from original film scripts and translating subtitles. Discount for STIBC members, VCC interpreting students and grads. Instructor: Tony Auth. (3 hours) \$55
1 day Sa. Nov 19 09:30 - 12:30 DTN [CRN 30618](#)

TRANSLATION & INTERNET (INTR 1197)
Explore how the Internet has changed the translation industry. 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. Discount for STIBC members, VCC interpreting students and grads. Instructor: Tony Auth. (3 hours) \$55
1 day Sa. Nov 26 09:30 - 12:30 DTN [CRN 30619](#)

NEW CILISAT TEST (INTR 1128)

The Cultural Interpreter Language and Interpreting Skills Assessment Tool (CILISAT) is a recognized testing system that certifies potential interpreters and provides recruiters and service providers with a snapshot of an individual's interpreting and sight translation. It measures general vocabulary, technical terms, grammar, register, and pronunciation in 37 rare languages and dialects. The 90 minute test is administered at VCC by appointment only and graded by trained staff in Ontario. The results take approximately four weeks to return. Those who take the test and earn a 75% score or better can request a certificate, at a cost of \$10, which can be used to prove their interpreting abilities to prospective employers. **Please contact Program Coordinator for more info and to schedule test date.** \$218.40
1 day Sa. Dec 31 DTN [CRN 30605](#)

INTERPRETING CERTIFICATE - COURT

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

VCC's Court Interpreting Certificate is recognized as proof of accreditation by the Ministry of the Attorney General, Court Services. Established in 1979, this part-time program provides training for bilingual speakers in interpreting techniques, legal terminology and procedures. Through court observation, lectures, simulated courtroom situations and interpretation practice in small language-specific classes, participants prepare to work as accredited court interpreters, or in other interpreting jobs. This program has been designed in direct response to the needs of the courts, and meets the Canadian national standards of excellence in training. The program advisory committee includes representatives of the legal and judicial system, as well as practitioners in the profession.

The program consists of ten months of part-time study, including 300 classroom hours, home study and assignments. Tuition: \$3,450.00 (\$5,355.00 for international students). Bursaries are available for eligible candidates.

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

PRE-INTERPRETING SKILLS (INTR 1152)

Master interpreting skills such as listening, note-taking, vocabulary, recognition and maintenance of language registers and public speaking. Focus on effective text analysis in English, and applying lexical transference techniques to bilingual situations. Pass Mark: 70% (30 hours) \$325

5 wks Tu. Oct 04 18:30 - 21:30 DTN [CRN 30318](#)

5 wks Th. Oct 06 18:30 - 21:30 DTN [CRN 30318](#)

INTERPRET MEDICAL TERMINOLOGY (INTR 1175)

Study the field of medical terminology as related to court and health care. Work with bilingual instructors in bilingual interpreting classes to find equivalent terminology in your own language. Pass Mark: 70% (24 hours) \$250

7 wks Sa. Oct 15 09:30 - 12:30 DTN [CRN 30320](#)

INTERPRETING 1 (INTR 1173)

Apply knowledge from previous courses to build skill in bilingual interpreting for community or dialogue. Focus on the processes involved in short translations and practice in the language laboratory and language-specific groups. Pass Mark: 70% (24 hours) \$325

2 days Tu. Th. Nov 08 18:30 - 21:30 DTN [CRN 30321](#)

OVERVIEW OF COMMUNITY SERVICES (INTR 1181)

Explore the various community services that employ interpreters, and the roles and duties of the interpreter. Research various agencies and build a personal terminology bank. Pass Mark: Satisfactory (6 hours) \$75

3 wks Tu. Dec 06 18:30 - 21:30 DTN [CRN 30322](#)

1 day Sa. Dec 10 09:30 - 12:30 OFS [CRN 30322](#)

INTERPRETING 2 (INTR 1132)

Build on skills learned in Interpreting I and study specific medical and legal terminology. Practice coherent sight translation of generic medical texts and improve capacity for handling longer passages. Pass Mark: 70% (24 hours) \$400

10 wks Th. Dec 08 18:30 - 21:30 DTN [CRN 30323](#)

LAW FOR COURT INTERPRETERS (INTR 1104)

Learn the foundations of Canadian law and the BC court system, court procedures and legal terminologies in reference to work an interpreter. Discuss the legal aspects of court interpreting and the role of the interpreter in the legal system. Reference is made to comparative law. Pass mark 65%. (27 hours) \$305

2 days Tu. Th. Jan 03 18:30 - 21:30 DTN [CRN 10092](#)

INTERPRETING 3 - COURT (INTR 1103)

Build on skills learned in Interpreting I and II while concentrating on specific, extensive legal and court terminologies. Learn and practice smooth and coherent sight translations of specialized legal texts while gaining the ability to handle longer passages. Pass Mark: 70% (30 hours) \$520

9 wks Th. Feb 16 18:30 - 21:30 DTN [CRN 10095](#)

TERMINOLOGY RESEARCH (INTR 1130)

Learn to identify terminological units and differentiate between form, function, meaning and origin. Analyze various types of definitions, contexts and cross-references. Learn to conduct independent research on general and specialized resources in English and your language of specialty. Pass Mark: 65% (24 hours) \$250

8 wks Tu. Feb 28 18:30 - 21:30 DTN [CRN 10096](#)

SIMULTANEOUS INTERPRETATION (INTR 1101)

Become proficient in dual tasking - the ability to listen to one language while repeating the message in another language. Develop strategies for taking notes while interpreting, and build skill as an interpreter. Pass Mark: 70% (36 hours) \$475

6 wks Th. Apr 19 18:30 - 21:30 DTN [CRN 20002](#)

4 wks Tu. Apr 24 18:30 - 21:30 DTN [CRN 20002](#)

REQUIRED COURSES to be scheduled in upcoming terms:

FIELD STUDIES - COURT (INTR 1141)

(30 hours)

INTERPRETING/TRANSLATION INTRO (INTR 1192)

(28 hours)



INTERPRETING CERTIFICATE -
HEALTH AND COMMUNITY SERVICES

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

VCC's Health and Community Services Interpreting Certificate will enable you to work as a professional interpreter in hospitals, clinics and other health care agencies, as well as in community services. Topics include: community services and health care systems, interpreting for limited English speakers and service providers, medical terminology, ethics, and the role of the health care interpreter. Individual instruction is offered through lectures, simulated health care situations and interpretation practice in small language-specific classes. This part-time, ten-month program enables bilingual speakers to obtain practical training to prepare for a demanding and satisfying career.

The program consists of ten months of part-time study, including 250 classroom hours, home study, assignments and practicum. Tuition: \$2,900.00 (\$4505.00 for international students).

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

PRE-INTERPRETING SKILLS (INTR 1152)

Master interpreting skills such as listening, note-taking, vocabulary, recognition and maintenance of language registers and public speaking. Focus on effective text analysis in English, and applying lexical transference techniques to bilingual situations.
Pass Mark: 70% (30 hours) \$325

5 wks Tu. Oct 04 18:30 - 21:30 DTN [CRN 30318](#)
5 wks Th. Oct 06 18:30 - 21:30 DTN [CRN 30318](#)

INTERPRET MEDICAL TERMINOLOGY (INTR 1175)

Study the field of medical terminology as related to court and health care. Work with bilingual instructors in bilingual interpreting classes to find equivalent terminology in your own language. Pass Mark: 70% (24 hours) \$250

7 wks Sa. Oct 15 09:30 - 12:30 DTN [CRN 30320](#)

INTERPRETING 1 (INTR 1173)

Apply knowledge from previous courses to build skill in bilingual interpreting for community or dialogue. Focus on the processes involved in short translations and practice in the language laboratory and language-specific groups. Pass Mark: 70% (24 hours) \$325

2 days Tu. Th. Nov 08 18:30 - 21:30 DTN [CRN 30321](#)

OVERVIEW OF COMMUNITY SERVICES (INTR 1181)

Explore the various community services that employ interpreters, and the roles and duties of the interpreter. Research various agencies and build a personal terminology bank. Pass Mark: Satisfactory (6 hours) \$75

3 wks Tu. Dec 06 18:30 - 21:30 DTN [CRN 30322](#)
1 day Sa. Dec 10 09:30 - 12:30 OFS [CRN 30322](#)

INTERPRETING 2 (INTR 1132)

Build on skills learned in Interpreting I and study specific medical and legal terminology. Practice coherent sight translation of generic medical texts and improve capacity for handling longer passages. Pass Mark: 70% (24 hours) \$400

10 wks Th. Dec 08 18:30 - 21:30 DTN [CRN 30323](#)

INTRO TO HC INFRASTRUCTURE (INTR 1166)

Learn how health care providers function within the health care system. Discover the principles, roles and services of health care delivery, the physician/client relationship, physical exams and diagnosis, hospital departments and health team members. Pass Mark: Satisfactory (12 hours) \$97

4 wks Tu. Jan 03 18:30 - 21:30 DTN [CRN 10101](#)

INTERPRETING 3 - HEALTH (INTR 1133)

Build on skills acquired in Interpreting I and II while concentrating on specific medical terminologies needed in hospitals and other health care facilities. Learn and practice smooth and coherent sight translations of specialized medical texts and gain the ability to handle longer passages in consecutive interpreting. Pass Mark: 70% (30 hours) \$520
9 wks Th. Feb 16 18:30 - 21:30 DTN [CRN 10094](#)

TERMINOLOGY RESEARCH (INTR 1130)

Learn to identify terminological units and differentiate between form, function, meaning and origin. Analyze various types of definitions, contexts and cross-references. Learn to conduct independent research on general and specialized resources in English and your language of specialty. Pass Mark: 65% (24 hours) \$250

8 wks Tu. Feb 28 18:30 - 21:30 DTN [CRN 10096](#)

ADV PROFESSIONAL ORIENTATION (INTR 1102)

Discuss career management, business practice and decision making for freelancers. Explore self employment, work opportunities, record keeping, contracts and other protocols. Pass Mark: Satisfactory (12 hours) \$125

4 wks Sa. Mar 03 09:30 - 12:30 DTN [CRN 10097](#)

REQUIRED COURSES to be scheduled in upcoming terms:

FIELD STUDIES - HEALTH CARE (INTR 1134)

(24 hours)

INTERPRETING/TRANSLATION INTRO (INTR 1192)

(28 hours)

VCC ON BOARD

VCC implemented a U-Pass program in March 2011. The U-Pass is a universal transit pass program for students offered in partnership by Vancouver Community College, the Students' Union of VCC, TransLink, and the Province of British Columbia.

There are several programs and courses that are eligible for U-Pass in Continuing Studies. Please visit [vcc.ca](#) under Services for Students for more information and the full up-to-date list of eligible courses.

REGISTER ONLINE

[vcc.ca](#)

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 wants to create professional desserts? Taught by industry professionals, these hands-on courses will let you reach these goals.

ELECTIVE COURSES currently scheduled:

CAKE MAKING AND DECORATING (CUIS 1121)

Learn the fundamentals of cake decorating including decorating tools and techniques. Develop 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. Sep 14 19:00 - 22:00 DTN 📞 [CRN 30395](#)

INTRO TO CHOCOLATE (CUIS 1140)

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

1 day Sa. Sep 17 09:00 - 16:00 DTN 📞 [CRN 30511](#)

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. Tuition fee includes HST, cost of supplies and ingredients. (12.5 hours) \$255

5 wks Mo. Sep 19 19:00 - 21:30 DTN 📞 [CRN 30394](#)

GLORIOUS PIES AND TARTS (CUIS 1139)

Warm up chilly fall nights with our seasonal pies and tarts! Make fragrant pumpkin pies, warm and fresh apple pies and sweet tarts with fruity clafoutis and silky chocolate fillings. Tuition fee includes HST, cost of supplies and ingredients. (8 hours) \$166

1 day Fr. Sep 30 19:00 - 21:00 DTN 📞 [CRN 30399](#)

1 day Sa. Oct 01 09:00 - 16:00 DTN 📞 [CRN 30399](#)

CAKE MAKING & DECORATING 2 (CUIS 1137)

Work with rolled fondant and mousse cakes in this intermediate level course. Learn fondant flowers and borders, crimping, brush embroidery and painting on cakes as well as how to level, dowel and assemble multi-tiered cakes. Tuition fee includes HST, cost of supplies and ingredients. (15 hours) \$305

5 wks We. Oct 19 19:00 - 22:00 DTN 📞 [CRN 30396](#)

MOUSSE CAKES (CUIS 1104)

Light and fruity or rich and velvety, mousse cakes are the belles of the ball. Learn the techniques involved in making mousse cakes and go home with at least two types of mousse cakes. Tuition fee includes HST, cost of supplies and ingredients. (6 hours) \$128

1 day Sa. Oct 29 09:00 - 16:00 DTN 📞 [CRN 30397](#)

HOLIDAY BAKING (CUIS 1138)

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

1 day Sa. Nov 19 09:00 - 16:00 DTN 📞 [CRN 30398](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

CROISSANT & DANISH (CUIS 1103)

Make, roll and fold dough to achieve beautiful layers. Make fresh and fruity danish fillings as well as the popular chocolate croissant. Tuition fee includes HST, cost of supplies and ingredients. (6 hrs)

EASTER BREADS (CUIS 1105)

Just in time for Easter, learn to make delicious treats for family and friends! Make traditional hot cross buns, tender Easter breads, fancy cookies and decorated cupcakes. Tuition fee includes HST, cost of supplies and ingredients. (6 hours)

SWEET TREATS FOR VALENTINES (CUIS 1141)

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

TEA SOMMELIER

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

Train to become a Tea Sommelier – a knowledgeable tea professional with a specialty in tea service. Learn tea procurement and storage, developing tea lists/menus, delivery of tea service, and training of staff. Tea Sommeliers prepare and suggest tea menus/lists to best complement food items while also working on the floor with customers. Ethical duties include working within the taste preference and budget parameters of customers.

ELECTIVE COURSES currently scheduled:

TEA SOMMELIER - INTRODUCTION (TSOM 1101)

Discover the history and origin of tea. Differentiate types of tea as well as tea grading standards. This introductory course is designed for the novice tea enthusiast seeking a career in the hospitality industry or to enhance their enjoyment of tea. **An additional cost of \$80 includes supplies and association fees and must be paid before the first class.**

Please contact riley@tea.ca. (12 hours) \$195

4 wks Mo. Sep 19 19:00 - 22:00 DTN 📞 [CRN 30513](#)

TEA REGIONS OF THE WORLD (TSOM 1107)

Prerequisite: TSOM 1101. Examine the principal tea-growing regions of the world. Develop an understanding of tea, its evolution and influence on culture and world events. Taste and evaluate teas from regions such as China, Japan, Sri Lanka, India, Africa and others. **An additional association fee of \$25 must be paid before the first class.**

Please contact riley@tea.ca (21 hours) \$325

7 wks Mo. Oct 31 18:00 - 21:00 DTN 📞 [CRN 30514](#)

TEA SENSORY DEVELOPMENT & EVAL (TSOM 1103)

Prerequisite: TSOM 1101. Discover how we taste, including what we rely on and what errors we should be aware of. Learn to identify and understand the science of taste by examining the tea taster's vocabulary as well as tastings of various products such as chocolate, water, and more. **An additional association fee of \$25 must be paid before the first class. Please contact riley@tea.ca** (18 hours) \$295

6 wks Tu. Nov 01 19:00 - 22:00 DTN 📞 [CRN 30515](#)

TEA TYPES (TSOM 1104)

Prerequisite: TSOM 1101. Explore the types of teas produced in different regions/countries in the world with a focus on tasting and style comparisons. **An additional association fee of \$25 must be paid before the first class. Please contact riley@tea.ca** (18 Hours) \$295

6 wks We. Nov 02 19:00 - 22:00 DTN 📞 [CRN 30516](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

FROM THE BUSH TO THE CUP (TSOM 1105)

(18 Hours)

TEA PREPARATION & CONSUMPTION (TSOM 1106)

(18 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 1

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

ISG WINE FUNDAMENTALS CERTIFICATE LEVEL 2

Build on the knowledge gained in Level 1 through an introduction to the regional study of wine. Extensive tasting of representative regional wines, spirits and beer from all of the world's major production areas. Students meet once each week for a total of 48 hours. Graduates of this course receive the title of Certified Wine Steward, a prerequisite designation for pursuing the title of Certified Sommelier. (48 hours) \$1,000*

SOMMELIER DIPLOMA

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

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

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. Work with published professional writers and develop professional-level skills in various aspects of literature ranging from poetry to short fiction to editing and publishing.

ELECTIVE COURSES currently scheduled:

LITERATURE OF THE IMAGINATION (CWRI 1167)

Examine what makes good science fiction by studying the masters of the genres. Improve your stories with strong characters, realistic magic, thrilling action, spectacular science, focused theme, and unspeakable terror. Come prepared to share your work. Course fee includes HST. Instructor: Geoff Cole (18 hours) \$180

6 wks Mo. Sep 26 18:00 - 21:00 DTN 📞 [CRN 30369](#)

THE PERSONAL NARRATIVE (CWRI 1162)

Create a short non-fiction piece and share it for peer review and in-class critique. Learn to avoid common mistakes and create writing that tells your story. Course fee includes HST. Instructor: Fran Bourassa (18 hours) \$180

6 wks Mo. Sep 26 18:00 - 21:00 DTN 📞 [CRN 30366](#)

POETRY TO BEGIN WITH (CWRI 1170)

Take the first step towards publishing your poetry! Put together a toolbox, and workshop the imagery, sound and form of your poem. Conclude with a poetry reading and a poem ready for publication. Course fee includes HST. Instructor: Moss Whelan. (18 hours) \$180

6 wks Tu. Sep 27 18:00 - 21:00 DTN 📞 [CRN 30402](#)

WRITING FOR CHILDREN (CWRI 1158)

Explore the growing and diverse area of writing for children. Examine form, style and voice while workshoping pieces to help with process and confidence. Course fee includes HST. (18 hours) \$180

6 wks Tu. Sep 27 18:00 - 21:00 DTN 📞 [CRN 30404](#)

FINDING YOUR WRITER'S VOICE (CWRI 1143)

Discover the many astonishing factors - emotional, cultural, educational - that inhibit or enhance your writing. Learn to make your writing flow the way it is supposed to.

Course fee includes HST. Instructor: Shelley Harrison Rae (18 hours) \$180

6 wks We. Sep 28 18:00 - 21:00 DTN 📞 [CRN 30403](#)

A NOVEL IDEA (CWRI 1171)

Examine conflict, showing vs. telling and a "Major Dramatic Question". Create 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. Sep 29 18:00 - 21:00 DTN 📞 [CRN 30405](#)

SHORT FICTION (CWRI 1163)

Learn about the mystery and technique of short story writing. Sharpen your writing, editing and reading skills in this course designed for both beginning and experienced writers.

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

6 wks We. Oct 05 18:00 - 21:00 DTN 📞 [CRN 30367](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

SCREENPLAY WRITING (CWRI 1169)

Develop a concept into a beat sheet, treatment, and then outline. Explore story structure, character development and the arc of a scene. Course fee includes HST.

Instructor: Moss Whelan. (18 hours)

REGISTER ONLINE 
vcc.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, ch Wong@vcc.ca

Explore the world, or improve your business skills by learning a second, third, or fourth language. Study foreign languages and learn from native and experienced instructors who are 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 with an easy-to-learn phonetic system. Study the Arabic alphabet, vocabulary, and basic grammar with an emphasis on speaking and listening. Fee includes HST and text. (20 hours) \$188

8 wks Tu. Sep 20 18:30 - 21:00 DTN 📞 [CRN 30266](#)

ARABIC 2 (LANG 1119)

Further explore the Arabic language by developing listening and speaking skills with interactive activities. Build more vocabulary and understand the culture by studying communicative, situational, and cultural topics. Fee includes HST and text. (20 hours) \$188

8 wks Th. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30267](#)

CANTONESE 1 (LANG 1123)

Study vocabulary, sentence usage and grammar in this comprehensive introductory course focusing on conversation. Complete listening exercises after each lesson to strengthen understanding of the topic. Fee includes HST and text. (20 hours) \$188

8 wks Mo. Sep 19 18:30 - 21:00 DTN 📞 [CRN 30273](#)

CANTONESE 2 (LANG 1124)

Learn Cantonese with related grammar and vocabulary. Practice conversation with emphasis on correct pronunciation and tone. 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. Sep 21 18:30 - 21:00 DTN 📞 [CRN 30290](#)

FRENCH 1 (LANG 1137)

Study conversational French in a fun and creative way. Learn the basics of situational and interactive topics through methods that make verbs, vocabulary, and grammar stimulating and easy to remember. Required French workbook "Moi Je Parle Francais" with CD is available at the Downtown Campus Bookstore. \$188

8 wks Sa. Sep 17 09:30 - 12:00 DTN 📞 [CRN 30289](#)

8 wks Mo. Sep 19 18:30 - 21:00 DTN 📞 [CRN 30272](#)

8 wks Tu. Sep 20 18:30 - 21:00 DTN 📞 [CRN 30595](#)

8 wks Th. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30251](#)

FRENCH 2 (LANG 1138)

Continue studying French with more depth and details of the French workbook "Moi Je Parle Francais". Build your confidence in speaking French, and improve your conversational skills as you learn more verbs and ways to express yourself. Same required workbook as Level 1. (20 hours) \$188

8 wks Sa. Sep 17 12:45 - 15:15 DTN 📞 [CRN 30291](#)

8 wks Tu. Sep 20 18:30 - 21:00 DTN 📞 [CRN 30250](#)

FRENCH 3 (LANG 1135)

Study more verb tenses and build a solid foundation for communicating in this beautiful, musical and active language. Same required workbook as Level 1 and 2. (20 hours) \$188

8 wks We. Sep 21 18:30 - 21:00 DTN 📞 [CRN 30263](#)

NEW FRENCH 4 (LANG 1161)

Broaden your knowledge of French and improve your French conversation by learning more vocabulary related to real life situations. Learn new grammar and strengthen verb tenses. Same workbook "Moi Je Parle Francais" as used in the previous levels is required. (20 hours) \$188

8 wks Th. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30597](#)

FRENCH CONVERSATION 1 (LANG 1120)

Recap the ideas learned in French Level 1 and practice useful situational dialogues. Learn new socio-linguistic notions about the French language while perfecting your French pronunciation and intonation. Same text as French 1. \$98

4 wks Th. Nov 17 18:30 - 21:00 DTN 📞 [CRN 30296](#)

FRENCH 2 VERB INTENSIVE (LANG 1134)

For those who have completed French 2 or have the equivalent level or proficiency. In this mini-intensive course we will explore verbs. Through active study, conversational activities, a variety of exercises, and theatre games we will bring the art of conjugation to life with present, past and future tenses. \$97

3 wks Tu. Nov 15 18:00 - 21:00 DTN 📞 [CRN 30598](#)

ITALIAN 1 (LANG 1139)

Come to this conversational, interactive class, and begin to speak Italian almost immediately. Study practical and situational dialogues as well as basic grammar to help master your sentences. Required text "Espresso 1" available at the Downtown Campus Bookstore. Fee includes HST. (20 hours) \$188

8 wks We. Sep 21 18:30 - 21:00 DTN 📞 [CRN 30276](#)

ITALIAN 2 (LANG 1140)

Improve your Italian through role play, audio aids and various fun activities. Enhance your vocabulary and basic grammar, and understand what you read and hear more easily while consolidating Italian for traveling, socializing, and learning the culture. Same text as Level 1. Fee includes HST. (20 hours) \$188

8 wks Th. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30279](#)

JAPANESE 1 (LANG 1109)

Discover Hiragana, basic vocabulary, and sentence patterns for daily conversation. Study Japanese with fun games and role plays for an enjoyable learning experience. Fee includes HST and text. (20 hours) \$188

8 wks Sa. Sep 17 09:30 - 12:00 DTN 📞 [CRN 30280](#)

8 wks Tu. Sep 20 18:30 - 21:00 DTN 📞 [CRN 30252](#)

JAPANESE 2 (LANG 1110)

Learn Katakana, more vocabulary, and simple writing skills. Study forms and Japanese culture as part of the lessons. Fee includes HST and text. (20 hours) \$188

8 wks We. Sep 21 18:30 - 21:00 DTN 📞 [CRN 30264](#)

JAPANESE 3 (LANG 1117)

Strengthen your knowledge of Japanese language by learning situational dialogues in real life, applying verbs and adjectives to enrich the sentences, and using correct grammar to make statements. If you have completed the first two levels in Japanese or mastered Hiragana and are familiar with Katakana, this course is suitable for you. Fee includes HST and text. (20 hours) \$188

8 wks Th. Sep 22 18:30 - 21:00 DTN 📞 [CRN 30275](#)

KOREAN 1 (LANG 1126)

Learn the Korean alphabet "Hangeul", and build a vocabulary in an atmosphere of listening and speaking Korean. Participate in class activities and have fun learning basic Korean and Korean culture. Required text "Active Korean 1" with CD available at Downtown Campus Bookstore. Fee includes HST. (20 hours) \$188

8 wks Tu. Sep 20 18:30 - 21:00 DTN 📞 [CRN 30265](#)



KOREAN 2 (LANG 1127)

Expand your vocabulary and learn basic grammar points such as verb conjugations and sentence patterns. Master reading short passages and writing sentences while getting familiar with Korean language and culture. Same text as Level 1. Fee includes HST. (20 hours) \$188

8 wks Th. Sep 22 18:30 - 21:00 DTN 📞 CRN 30548

MANDARIN 1 (LANG 1130)

Study the “Hanyu” phonetic system, supplemented by the four tones, as a quick start to learning Mandarin. Learn sentence structure and vocabulary, as well as situational topics on daily conversations. Required text “China Panorama Volume 1 Book 1” available at the Downtown Campus Bookstore. Fee includes HST (20 hours) \$188

8 wks Mo. Sep 19 18:30 - 21:00 DTN 📞 CRN 30271

8 wks Th. Sep 22 18:30 - 21:00 DTN 📞 CRN 30268

MANDARIN 2 (LANG 1131)

Improve Mandarin speaking with situational dialogues in real life. Build on knowledge of “Hanyu” phonetics with more focus on pronunciation and tones. Same text as Level 1. Fee includes HST (20 hours) \$188

8 wks Tu. Sep 20 18:30 - 21:00 DTN 📞 CRN 30269

MANDARIN 3 (LANG 1132)

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

8 wks We. Sep 21 18:30 - 21:00 DTN 📞 CRN 30270

SPANISH 1 (LANG 1101)

Learn Spanish with interactive methods to “quick start” learning the basics. Develop conversational skills by integrating vocabulary and grammar. Come and have fun with this wonderful language. Required text “30 Days to Great Spanish” with CD available at the Downtown Campus Bookstore. Fee includes HST (20 hours) \$188

8 wks Sa. Sep 17 09:30 - 12:00 DTN 📞 CRN 30247

8 wks Mo. Sep 19 18:30 - 21:00 DTN 📞 CRN 30596

8 wks Tu. Sep 20 18:30 - 21:00 DTN 📞 CRN 30248

8 wks We. Sep 21 18:30 - 21:00 DTN 📞 CRN 30277

8 wks Th. Sep 22 18:30 - 21:00 DTN 📞 CRN 30257

SPANISH 2 (LANG 1102)

Improve your spoken and written Spanish while learning grammar points such as past and future tenses, reflexive verbs and pronouns. If you have completed Level 1 or equivalent, then you are ready for Spanish 2. Same text as Level 1. Fee includes HST (20 hours) \$188

8 wks Sa. Sep 17 12:45 - 15:15 DTN 📞 CRN 30281

8 wks We. Sep 21 18:30 - 21:00 DTN 📞 CRN 30249

SPANISH 3 (LANG 1136)

Increase your knowledge of Spanish while enhancing your conversational skills. Study grammar points such as present perfect, imperfecto, conditional and future tenses. Focus on the use of grammar acquired through reading, conversation and typical situations. Same text as Level 1 & 2. Fee includes HST (20 hours) \$188

8 wks Tu. Sep 20 18:30 - 21:00 DTN 📞 CRN 30255

SPANISH CONVERSATION 1 (LANG 1111)

Develop basic verbal skills through oral practice using different scenarios. Gain confidence for communicating with people in Spanish speaking places. Same text as Spanish Level 1 class. Fee includes HST. (10 hours) \$98

4 wks Tu. Nov 15 18:30 - 21:00 DTN 📞 CRN 30294

SPANISH CONVERSATION 2 (LANG 1112)

Improve your ability to communicate complex ideas by interrelating independent and dependent sentences and using 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. Nov 16 18:30 - 21:00 DTN 📞 CRN 30295

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.

Check out our health and human services programs and courses on page 27.

PLEASE NOTE

A non-refundable Student Union fee of \$24.11 per term will apply to all credit courses. This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

REGISTER ONLINE 
vcc.ca

MANDARIN SCHOOL FOR CHILDREN AND YOUTH

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

Our courses emphasize the practicality, modern and interesting presentation methods and the use of simple, easy-to-learn materials. "Hanyu" phonetic system, supplemented by the four tones, is adopted to complement in the practice of conversational Mandarin. There are take home assignments for every session. Report cards on the progress of each student are issued twice a semester. Certificates of merit will be awarded to the top 3 students in each class. A graduation certificate will be issued to students who have completed the elementary or secondary levels. Classes are held at the Broadway Campus.

CHILDREN AND YOUTH MANDARIN EDUCATION

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

In the Grade level courses, children will learn Chinese characters, vocabulary, sentence structure, and short passages at the specified Grade level. The "Simplified" Grade level courses cover simplified characters while the "Traditional" Grade level courses cover traditional characters. Please specify your option at registration. Fee includes textbooks, exercise books, duotangs and handouts.

REQUIRED COURSES currently scheduled:

CONVERSATIONAL MANDARIN 1 (MAND 1171)

With the help of "Hanyu Pinyin's" four tones and pronunciation, students learn correct words and phrases in Mandarin conversation. Interesting and practical topics are taught to facilitate listening and speaking. This can be considered as a bridging course to fit students into Mandarin courses of appropriate grades according to their Mandarin standard. (40 hours) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30260](#)

CONVERSATIONAL MANDARIN 2 (MAND 1172)

For children and teens who know the Hanyu Pinyin and some Mandarin but want to practice more. Designed to improve Mandarin speaking ability through intensive oral practice in class. Focus on correct pronunciation and intonation. Cultural and practical topics are included. (40 hours) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30261](#)

CONVERSATIONAL MANDARIN 3 (MAND 1173)

If you have mastered basic conversational skills and wish to improve your fluency in Mandarin, this is the right course for you. Build up more sophisticated vocabulary through the learning of various situational topics. More intensive practice on listening and speaking Mandarin in class. (40 hours) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30298](#)

CONVERSATIONAL MANDARIN 5 (MAND 1175)

Practice speaking and listening skills. More emphasis on reading and writing with expanded vocabulary and sentence structure. (40 hours) \$165

16 wks Sa. Sep 10 12:30 - 15:00 BWY [CRN 30285](#)

NEW CONVERSATIONAL MANDARIN 6 (MAND 1176)

Learn a more sophisticated vocabulary, grammar, and sentence structure. Improve fluency with intensive practice in class and learn more topics to broaden your knowledge of Mandarin. (40 hours) \$165

16 wks Sa. Sep 10 09:30 - 15:00 BWY [CRN 30299](#)

MANDARIN PRESCHOOL (MAND 1119)

Basic "Hanyu" phonetics, simple Chinese characters and keystrokes are taught through activities. Fee includes textbook, class materials and exercises kept in a duotang. (40 hours) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30218](#)

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30219](#)

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30274](#)

GRADE 7 MANDARIN (MAND 1107) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30225](#)

GRADE 9 MANDARIN (MAND 1109) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30283](#)

GRADE 12 MANDARIN (MAND 1112) \$175

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30278](#)

MANDARIN GRADE 1 (SIMPLIFIED) (MAND 1201) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30241](#)

MANDARIN GRADE 2 (SIMPLIFIED) (MAND 1202) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30242](#)

MANDARIN GRADE 3 (SIMPLIFIED) (MAND 1203) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30243](#)

MANDARIN GRADE 4 (SIMPLIFIED) (MAND 1204) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30245](#)

MANDARIN GRADE 5 (SIMPLIFIED) (MAND 1205) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30244](#)

MANDARIN GRADE 6 (SIMPLIFIED) (MAND 1206) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30246](#)

MANDARIN GRADE 7 (SIMPLIFIED) (MAND 1207) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30258](#)

MANDARIN GRADE 8 (SIMPLIFIED) (MAND 1208) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30253](#)

MANDARIN GRADE 9 (SIMPLIFIED) (MAND 1209) \$165

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30259](#)

MANDARIN GRADE 10 (SIMPLIFIED) (MAND 1210) \$175

16 wks Sa. Sep 10 09:30 - 12:00 BWY [CRN 30300](#)

ENGLISH WRITING AND COMPREHENSION

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

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

REQUIRED COURSES currently scheduled:

ENG WRITING & COMPREHENSION 3 (MAND 1163) \$165

16 wks Sa. Sep 10 13:40 - 14:40 BWY [CRN 30235](#)

ENG WRITING & COMPREHENSION 4 (MAND 1164) \$165

16 wks Sa. Sep 10 13:40 - 14:40 BWY [CRN 30236](#)

ENG WRITING & COMPREHENSION 5 (MAND 1165) \$165

16 wks Sa. Sep 10 13:40 - 14:40 BWY [CRN 30237](#)

ENG WRITING & COMPREHENSION 6 (MAND 1166) \$165

16 wks Sa. Sep 10 13:40 - 14:40 BWY [CRN 30238](#)

ENG WRITING & COMPREHENSION 7 (MAND 1167) \$165

16 wks Sa. Sep 10 13:40 - 14:40 BWY [CRN 30239](#)



FINE ARTS

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

REQUIRED COURSES currently scheduled:

CARTOON DRAWING (MAND 1117)

An introductory drawing class to learn basic pencil drawing techniques. Accept students from 6 to 12 years old. Fee includes HST. (16 hours) \$165

16 wks Sa. Sep 10 12:30 - 13:30 BWY [CRN 30220](#)
16 wks Sa. Sep 10 13:40 - 14:40 BWY [CRN 30262](#)

PENCIL/CHARCOAL DRAWING (MAND 1125)

Teach charcoal drawing skills to students with basic drawing techniques. The instructor has art exhibitions in Vancouver every year. Fee includes HST. (16 hours) \$165

16 wks Sa. Sep 10 12:30 - 13:30 BWY [CRN 30221](#)
16 wks Sa. Sep 10 13:40 - 14:40 TBA [CRN 30459](#)

MATHEMATICS FOR CHILDREN AND YOUTH

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

These courses match the grade level of mathematics in the regular school system of B.C. More intensive practice on calculations and problem-solving questions. There are take home assignments for every session. Report cards on the progress of every student will be issued at end of semester. Classes are taught in English.

REQUIRED COURSES currently scheduled:

MATHEMATICS GRADE 3 (MAND 1143) \$165
16 wks Sa. Sep 10 12:30 - 13:30 BWY [CRN 30229](#)

MATHEMATICS GRADE 4 (MAND 1144) \$165
16 wks Sa. Sep 10 12:30 - 13:30 BWY [CRN 30230](#)

MATHEMATICS GRADE 5 (MAND 1145) \$165
16 wks Sa. Sep 10 12:30 - 13:30 BWY [CRN 30231](#)

MATHEMATICS GRADE 6 (MAND 1146) \$165
16 wks Sa. Sep 10 12:30 - 13:30 BWY [CRN 30256](#)

MATHEMATICS GRADE 7 (MAND 1147) \$165
16 wks Sa. Sep 10 12:30 - 13:30 BWY [CRN 30232](#)

MATHEMATICS GRADE 8 (MAND 1148) \$165
16 wks Sa. Sep 10 12:30 - 13:30 BWY [CRN 30234](#)

MATHEMATICS GRADE 9 (MAND 1149) \$165
16 wks Sa. Sep 10 12:30 - 13:30 BWY [CRN 30233](#)

MATHEMATICS GRADE 10 (MAND 1150) \$250
16 wks Sa. Sep 10 13:30 - 15:00 BWY [CRN 30217](#)

MATHEMATICS GRADE 11 (MAND 1151) \$250
16 wks Sa. Sep 10 13:30 - 15:00 BWY [CRN 30240](#)

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)

Learn Excel for data calculations and reports such as worksheet components, navigation, and data entry. Basic mouse skills are essential. (7 hours) \$225

1 day Sa. Sep 17 09:00 - 17:00 DTN [CRN 30433](#)
1 day Sa. Oct 15 09:00 - 17:00 DTN [CRN 30434](#)
1 day Sa. Nov 05 09:00 - 17:00 DTN [CRN 30435](#)

EXCEL 2007 LEVEL 2 (CMPT 1131)

Use data series and AutoFill for quick data entry. Work with dates and date math. Create decision-making formulas using the IF function, including complex nested IFs. Experience is essential. (7 hours) \$225

1 day Sa. Sep 24 09:00 - 17:00 DTN [CRN 30436](#)
1 day Sa. Oct 22 09:00 - 17:00 DTN [CRN 30437](#)
1 day Sa. Nov 19 09:00 - 17:00 DTN [CRN 30438](#)

WORD 2007 LEVEL 1 (CMPT 1130)

Learn to create, edit, and save documents easily. Set tabs and margins, move and copy text, preview, print documents and much more. (7 hours) \$225

1 day Sa. Sep 24 09:00 - 17:00 DTN [CRN 30431](#)
1 day Sa. Oct 22 09:00 - 17:00 DTN [CRN 30446](#)

ACCESS 2007 LEVEL 1 (CMPT 1164)

Build a solid foundation for database management by studying database concepts and terminology. Experience with other programs is essential. (7 hours) \$225

1 day Sa. Oct 01 09:00 - 17:00 DTN [CRN 30441](#)

INTRO TO WINDOWS (CMPT 1169)

Learn to use Windows effectively by understanding the desktop, manipulating windows, navigating the screen, and using the taskbar. (7 hours) \$225

1 day Sa. Oct 01 09:00 - 17:00 DTN [CRN 30430](#)

NEW OUTLOOK L1 ESSENTIAL SKILLS (CMPT 1601)

Learn how Outlook is structured, and how to create, edit, format, and send messages. Manage incoming messages, use the calendar to schedule meetings, and create and edit a list of contacts. Prepare for a Microsoft Certified Application Specialist exam. \$225

1 day Sa. Oct 01 09:00 - 17:00 DTN [CRN 30504](#)
1 day Sa. Nov 05 09:00 - 17:00 DTN [CRN 30505](#)

ACCESS 2007 LEVEL 2 (CMPT 1165)

Use field properties to control data entry, learn about parameter queries and queries with calculated fields, and create, modify, and use a variety of forms for data input and display. Experience with Access is essential and Introduction to Access is strongly recommended. (7 hours) \$225

1 day Sa. Oct 15 09:00 - 17:00 DTN [CRN 30442](#)

NEW OUTLOOK L2 PRODUCTIVITY (CMPT 1602)

Learn to integrate some of the features within Outlook including adding or removing address books, setting up tasks, working with notes, and collaborating with others. Prepare for a Microsoft Certified Application Specialist exam. \$225

1 day Sa. Oct 29 09:00 - 17:00 DTN [CRN 30506](#)
1 day Sa. Nov 26 09:00 - 17:00 DTN [CRN 30507](#)

WORD 2007 LEVEL 2 (CMPT 1153)

Explore powerful features of Word such as templates, styles, headers, footers, and page numbering. Create, format and manage tables and newspaper columns for enhanced document layout. Experience is essential. (7 hours) \$225

1 day Sa. Oct 29 09:00 - 17:00 DTN [CRN 30447](#)

POWER POINT 2007 LEVEL 1 (CMPT 1168)

Use PowerPoint to arrange presentations, create handouts, outlines, slides, overheads, and on-screen presentations. Basic mouse skills are required. (7 hours) \$225

1 day Sa. Nov 19 09:00 - 17:00 DTN [CRN 30440](#)

EXCEL 2007 LEVEL 3 (CMPT 1132)

Explore Excel's database features to manage lists, set validation rules to control data entry, and use forms for maintaining data and searching. Experience is essential (7 hours) \$225

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

COMPUTER ACCOUNTING FOR BUSINESS

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

ELECTIVE COURSES currently scheduled:

SIMPLY ACCOUNTING LEVEL 1 (CMPT 1316)

Explore the home window and learn the core functionality of Simply Accounting including the General Journal, Accounts Payable, Accounts Receivable and Payroll modules. Basic knowledge of creating Windows files and folders is recommended. Bring a USB Memory Stick to class. Fee includes textbook. (15 hours) \$295

5 wks Mo. Sep 19 18:00 - 21:00 DTN 📍 [CRN 30448](#)

SIMPLY ACCOUNTING LEVEL 2 (CMPT 1317)

Learn to use payroll and many other features including time, billing, budgets, projects and departments. Basic knowledge of Simply Accounting is recommended. Bring a USB Memory Stick to class. Fee includes textbook. (15 hours) \$295

5 wks Mo. Oct 31 18:00 - 21:00 DTN 📍 [CRN 30449](#)

INTERNET AND COMPUTING CORE CERTIFICATION PREPARATION (IC³)

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

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

REQUIRED COURSES:

Comprehensive Overview of PCs (CMPT 1302)
 Word & Excel 2007 Levels 1 & 2 (CMPT 1301)
 Internet Applications (CMPT 1303)

REQUIRED COURSES currently scheduled:

COMPREHENSIVE OVERVIEW OF PCS (CMPT 1302)

Learn types of computers, networking, hardware components, troubleshooting, and using Windows operating system. Basic keyboarding skills recommended. For IC³ Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (15 hours) \$225

5 wks Mo. Sep 19 18:00 - 21:00 DTN 📍 [CRN 30427](#)

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

Learn to create documents, format, edit and customize the work environment in Microsoft Office Word, Excel and Powerpoint. For IC³ Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (30 hours) \$395

10 wks We. Sep 21 18:00 - 21:00 DTN 📍 [CRN 30426](#)

INTERNET APPLICATIONS (CMPT 1303)

Learn internet fundamentals such as networking, email systems and features, advanced browser features and security issues. For IC³ Computer Certification, CMPT 1301, CMPT 1302, and CMPT 1303 are recommended. Textbook included. (15 hours) \$225

5 wks Mo. Oct 31 18:00 - 21:00 DTN 📍 [CRN 30425](#)

NETWORKING TECHNOLOGY CERTIFICATE

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

This advanced certificate provides new and existing students with 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 term. It is recommended, but not mandatory, that students take either NETT 2113 MCTS or NETT 2119 A+ first.

Students who complete two Core courses (NETT 2113 MCTS + NETT 2122 Project+) and three electives (Total = 10 credits) may apply to take the NETT 2206 Directive Studies.

NETT 2206 Directive Studies is a self-directed, project-based course. Using the skills acquired during the program, students will propose a project that includes developing a major working system.

Exemptions will be given for certifications already obtained from the industry certification organization such as CompTIA and/or Certiport. Please submit exemption request in writing and include your industry certification ID number for verification.

REQUIRED COURSES:

To obtain the Certificate in Networking Technology (CNT), students must complete a total of 14 credits.

MCP - MS Server (NETT 2113)
 Project+ Management (NETT 2122)
 Directive Studies (NETT 2206)

ELECTIVE COURSES:

Students can select any three of the following courses as electives:

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

REQUIRED COURSES currently scheduled:

MCP - MS SERVER (NETT 2113)

Prepare to write the Microsoft Certified Technology Specialist (MCTS) exam. Learn to navigate the OS environment, install servers, use administrative tools, and manage Windows file systems. Prerequisite: general Windows experience. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Mo. Sep 19 18:00 - 21:00 DTN 📍 [CRN 30429](#)

PROJECT+ MANAGEMENT (NETT 2122)

Learn to lead, manage and direct small to medium scale projects. Ideal for IT business professionals, examine the business, interpersonal and technical project management skills required to successfully manage technological projects. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Th. Sep 22 18:00 - 21:00 DTN 📍 [CRN 30445](#)

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206)

This course is a self-directed, project-based course. Using the skills acquired during the program, students will propose a project that includes developing a major working system. (60 hours)

PLEASE NOTE

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



ELECTIVE COURSES currently scheduled:

SECURITY+ (NETT 2105)

Prepare to write the CompTia Security+ Certification exam. Learn general security concepts, communications and infrastructure security, basics of cryptography and operational/organizational security. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Tu. Sep 20 18:00 - 21:00 DTN 📍 [CRN 30444](#)

A+ HARDWARE (NETT 2119)

Prepare to write the A+ certification exams and learn to assemble, configure and install a complete computer. Learn Internet connectivity, Internet configuration, virus scanning, file recovery and general PC maintenance. Textbook available at VCC DTN Bookstore. (30 hours) \$607

10 wks We. Sep 21 18:00 - 21:00 DTN 📍 [CRN 30428](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

ACTIVE DIRECTORY (NETT 2107)

Learn the skills to effectively design, install, and support a variety of network services, security measures and protocols needed in a managed network. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours)

LINUX+ (NETT 2136)

Prepare to write the CompTia Linux+ exam. Learn to install, configure and maintain a Linux system in various workstations and server roles. (30 hours)

NETWORK+ (NETT 2104)

Prepare to write the CompTia Network+ certification exam. Gain a strong conceptual understanding of the OSI model and industry networking standards such as LANs, WANs, routers, network protocols, the OSI model, and IP addressing. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (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 provides students with greater expertise in computer networking technologies. Courses are individual industry recognized certifications leading to a VCC Diploma in Networking Technology (DNT).

Students who have completed the Information Technology Specialist (ITS) program or the Computer Application Support Specialist (CASS) or from other recognized post-secondary institution certificate in computer studies may apply for the Diploma in Networking Technology.

****See VCC Certificate in Networking Technology (CNT) if you DO NOT meet the diploma entrance requirements.**

Only three or four of these courses will be offered during each term. 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, project-based course. Using the skills acquired during the program, students will propose a project that includes 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 six or more years may apply for the Diploma in Networking Technology.

Students who have successfully completed the Computer Application Support Specialist (CASS) or Information Technology Specialist (ITS) programs with a minimum of a 2.5 GPA automatically qualify for the Diploma in Networking Technology.

REQUIRED COURSES:

To obtain the Diploma in Networking Technology (DNT), students must complete a total of 10 credits.

MCP - MS Server (NETT 2113)
Project+ Management (NETT 2122)
Directive Studies (NETT 2206)

ELECTIVE COURSES:

Students can select any two of the following courses as electives:

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

REQUIRED COURSES currently scheduled:

MCP - MS SERVER (NETT 2113)

Prepare to write the Microsoft Certified Technology Specialist (MCTS) exam. Learn to navigate the OS environment, install servers, use administrative tools, and manage Windows file systems. Prerequisite: general Windows experience. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Mo. Sep 19 18:00 - 21:00 DTN 📍 [CRN 30429](#)

PROJECT+ MANAGEMENT (NETT 2122)

Learn to lead, manage and direct small to medium scale projects. Ideal for IT business professionals, examine the business, interpersonal and technical project management skills required to successfully manage technological projects. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Th. Sep 22 18:00 - 21:00 DTN 📍 [CRN 30445](#)

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206)

This course is a self-directed, project-based course. Using the skills acquired during the program, students will propose a project that includes developing a major working system. (60 hours)

ELECTIVE COURSES currently scheduled:

SECURITY+ (NETT 2105)

Prepare to write the CompTia Security+ Certification exam. Learn general security concepts, communications and infrastructure security, basics of cryptography and operational/organizational security. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$535

10 wks Tu. Sep 20 18:00 - 21:00 DTN 📍 [CRN 30444](#)

A+ HARDWARE (NETT 2119)

Prepare to write the A+ certification exams and learn to assemble, configure and install a complete computer. Learn Internet connectivity, Internet configuration, virus scanning, file recovery and general PC maintenance. Textbook available at VCC DTN Bookstore. (30 hours) \$607

10 wks We. Sep 21 18:00 - 21:00 DTN 📍 [CRN 30428](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

ACTIVE DIRECTORY (NETT 2107)

Learn the skills to effectively design, install, and support a variety of network services, security measures and protocols needed in a managed network. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours)

LINUX+ (NETT 2136)

Prepare to write the CompTia Linux+ exam. Learn to install, configure and maintain a Linux system in various workstations and server roles. (30 hours)

NETWORK+ (NETT 2104)

Prepare to write the CompTia Network+ certification exam. Gain a strong conceptual understanding of the OSI model and industry networking standards such as LANs, WANs, routers, network protocols, the OSI model, and IP addressing. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours)



What is industry seeking in terms of computer qualifications?

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

A

WEB & GRAPHIC DESIGN

Course Advisor: Rhyon Caldwell, rcaldwell@vcc.ca

Program Assistant: Margaret McIlwaine, 604-443-8711, mmcilwaine@vcc.ca

Adobe Certified Associated (ACA) Courses

In an increasingly competitive world, successful students and employees need to be skilled users of digital communications technology. Achieve certification now in this new media field and give yourself an added credential for job placement and advancement.

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

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

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

REQUIRED COURSES:

Photoshop CS5 (CMPT 1403)
Dreamweaver CS5 (CMPT 1402)
Flash CS5 (CMPT 1404)

ELECTIVE COURSES:

Illustrator CS5 L1 (CMPT 1405)
HTML/CSS (CMPT 1401)
InDesign CS5 L1 (CMPT 1406)
Google SketchUp Level 1 (CMPT 1701)
Website Marketing and SEO (CMPT 1420)
InDesign CS5 Level 2 (CMPT 1408)
Google SketchUp Level 2 (CMPT 1702)
Illustrator CS5 Level 2 (CMPT 1407)

REQUIRED COURSES currently scheduled:

PHOTOSHOP CS5 (CMPT 1403)

Whether you are a designer, photographer, webmaster or beginner, Photoshop CS5 will make your images look great. Learn layer basics, image editing, and typographic design. This course is recommended for students seeking 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. Sep 22 18:00 - 21:00 DTN 📍 [CRN 30452](#)

DREAMWEAVER CS5 (CMPT 1402)

Learn the fundamentals of Dreamweaver CS5 for those new in the web development area. Explore interface basics, web designs, images, site navigation and more. This course is recommended for 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. Oct 25 18:00 - 21:00 DTN 📍 [CRN 30451](#)

FLASH CS5 (CMPT 1404)

Learn to create interactive websites, rich media advertisements and engaging presentations. Build a Flash CS5 based website with interactivity, video components, and minimal ActionScript. Recommended prerequisite: CMPT 1401 HTML/CSS Textbook available at VCC DTN Bookstore. (15 hours) \$350

5 wks Th. Oct 27 18:00 - 21:00 DTN 📍 [CRN 30453](#)

ELECTIVE COURSES currently scheduled:

ILLUSTRATOR CS5 L1 (CMPT 1405)

Learn fundamental Illustrator features such as working with shapes, text, menus and layers, importing graphics, and creating printer friendly documents. Practice working on multiple projects from 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. (15 hours) \$350

5 wks Mo. Sep 19 18:00 - 21:00 DTN 📍 [CRN 30454](#)

HTML/CSS (CMPT 1401)

Learn to build and maintain personal or corporate web sites. Knowledge of HTML and CSS not required. Set 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. Sep 20 18:00 - 21:00 DTN 📍 [CRN 30450](#)

INDESIGN CS5 L1 (CMPT 1406)

Learn Adobe InDesign, the industry standard page layout program for multi-page print advertisement. Explore InDesign tools, panels and menus to create professional documents. Hands on exercises and assignments include industry standard projects to use in your portfolio. Prerequisites: Knowledge of Windows File Management and Computer Basics. Textbook: "Adobe Illustrator CS5 Classroom in a Book" available at VCC DTN Bookstore. (15 hours) \$350

5 wks We. Sep 21 18:00 - 21:00 DTN 📍 [CRN 30455](#)

REGISTER ONLINE 
vcc.ca



NEW GOOGLE SKETCHUP LEVEL 1 (CMPT 1701)

Gain a solid foundation in 2D and 3D design with this introduction to Google SketchUp. Learn integration of 2D and 3D as well as tools and functions of SketchUp including layers, adding textures and materials, components, and the 3D warehouse. Pre-requisite: Basic PC/MAC computer skills. Optional Texts: Real World Google SketchUp 7 Press, ISBN-10 0321660315. (1 Credit) \$350

5 wks Th. Sep 22 18:30 - 21:30 DTN 📞 [CRN](#) 30531

WEBSITE MARKETING AND SEO (CMPT 1420)

Explore online marketing and learn how to gain high ranking in Google and other search engines. Apply Search Engine Optimization techniques to generate traffic to your website and make money. Hands-on class exercises and homework assignments include creating a blog, configuring and inserting ads. No textbook.(15 hours) \$350

5 wks Th. Sep 22 18:00 - 21:00 DTN 📞 [CRN](#) 30458

INDESIGN CS5 LEVEL 2 (CMPT 1408)

If you're thinking of working as a graphic designer or applying for an Adobe Certificate, this course is a must. Learn advanced features of Adobe InDesign to create interactive PDF and Flash versions of your files and import and export data to external files. Prerequisites: Knowledge of Windows File Management and Computer Basics. Textbook: "Adobe Illustrator CS5 Classroom in a Book" available at VCC DTN Bookstore. (15 hours) \$350

5 wks We. Oct 26 18:00 - 21:00 DTN 📞 [CRN](#) 30457

NEW GOOGLE SKETCHUP LEVEL 2 (CMPT 1702)

Focus on advanced tools in Google SketchUp such as creating scenes, field of views, shadows, extensions, plug-ins and more. Pre-requisite: Google SketchUp Level 1 or a basic knowledge of SketchUp. Optional Texts: Real World Google SketchUp 7 Press, ISBN-10 0321660315. (1 Credit) \$350

5 wks Th. Oct 27 18:30 - 21:30 DTN 📞 [CRN](#) 30532

ILLUSTRATOR CS5 LEVEL 2 (CMPT 1407)

If you're thinking of working as a graphic designer or applying for an Adobe Certificate, this course is a must. Learn advanced features of Adobe Illustrator to create and enhance complex illustrations, design websites, and prepare documents for composite and commercial printing. Prerequisites: Knowledge of Windows File Management and Computer Basics. Textbook: "Adobe Illustrator CS5 Classroom in a Book" available at VCC DTN Bookstore. (15 hours) \$350

5 wks Mo. Oct 31 18:00 - 21:00 DTN 📞 [CRN](#) 30456

PLEASE NOTE

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

VCC ON BOARD

VCC implemented a U-Pass program in March 2011. The U-Pass is a universal transit pass program for students offered in partnership by Vancouver Community College, the Students' Union of VCC, TransLink, and the Province of British Columbia.

There are several programs and courses that are eligible for U-Pass in Continuing Studies. Please visit [vcc.ca](#) under Services for Students for more information and the full up-to-date list of eligible courses.

FIVE WAYS TO REGISTER

1 ONLINE REGISTER ONLINE [vcc.ca](#)

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

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

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

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

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

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

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

PAYMENT OF FEES
Course fees must be paid in full at the time of registration. We accept VISA, MasterCard and American Express. Payment can also be by cash, debit, cheque or money order, payable to Vancouver Community College. Post-dated cheques are not accepted. A \$30 fee is charged for non-sufficient funds. **A non-refundable Student Union fee of \$24.11 per term will apply on all credit courses.** This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

The information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act and is needed to process your application for admission. If you have any questions about the collection or use of the information, contact the dean of the Centre for Continuing Studies at 604.443.8484.

Citizenship Requirements for Admission

Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrolment at Vancouver Community College. By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrolment as though they were Canadian citizens or permanent residents in Canada, including:

- A. A foreign domestic worker with valid employment authorization permit.
- B. An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs that gives his/her position, date of issuance and date of validity.
- C. An individual who is in Canada who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.
- D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.
- E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Advanced Education.
- F. An individual with a valid full-time employment authorization permit and his/her dependants, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.
- G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

Centre for Continuing Studies Refund and Course Cancellation Policy

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

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

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

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

Refunds

- Refunds are subject to an administrative fee of 20% of course fees, to a maximum of \$30 per course.
- Student Union fees are non-refundable except in cases where the college has cancelled the course.
- All refund requests must be accompanied by your original receipt. If your original receipt is not available, then your request must be received in writing.
- Please allow 4-6 weeks for processing refunds by cheque. Refund to debit or credit cards must be made in person only

Distance Courses Distance Education courses are refundable on a case by case basis, subject to a \$30 administration fee and \$15 for shipping and handling. All course materials **must** be received by VCC prior to refund issuance.

Refund Appeals Applicants submit written appeals to the dean, Centre for Continuing Studies. A decision will be rendered in writing within a month by the Appeal Committee; all decisions of the committee are final.

FAX OR MAIL-IN REGISTRATION

Fax to: 604.443.8393 for VISA, MasterCard or American Express only
Mail to: VCC Centre for Continuing Studies, 250 West Pender St., Vancouver, B.C. V6B 1S9

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

MALE

FEMALE

BIRTHDATE

Month

Day

Year

SURNAME

GIVEN NAMES

ADDRESS

CITY/MUNICIPALITY

PROVINCE

POSTAL CODE

HOME PHONE

BUSINESS PHONE

E-MAIL

CANADIAN CITIZEN

PERMANENT RESIDENT (Landed Immigrant)

VISITOR

Country of Citizenship

	COURSE NAME	COURSE CODE	TUITION	START DATE	START TIME	LOCATION	#
sample:	BUSINESS ETHICS	LEAD 1154	\$315	Sa. April. 16	18:30	DTN	CRN 10316
1							
2							
3							

METHOD OF PAYMENT

TOTAL

\$

CREDIT CARD

VISA

MASTERCARD

AMERICAN EXPRESS

CHEQUE

MONEY ORDER

FEE CREDIT

Name on card

Credit card account number

Expiry date

Signature

Date





REGISTER ONLINE 
www.vcc.ca

**VCC'S CENTRE FOR CONTINUING STUDIES
HAS BEEN MEETING THE NEEDS OF ADULT
LEARNERS FOR MORE THAN 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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FAX	604.443.8393

