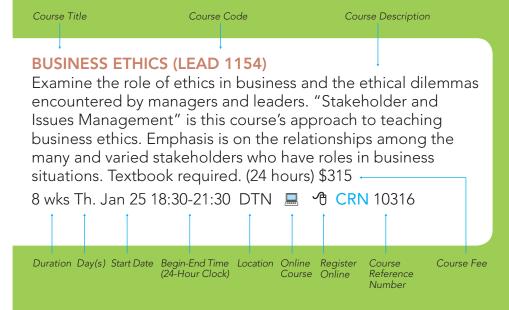


HOW TO USE OUR CALENDAR

COURSE INFORMATION

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



IMPORTANT INFORMATION

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

STUDENTS WITH DISABILITIES

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

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

Please contact VCC Disability Services at 604.443.8448.

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

LOCATION CODES

BWY BROADWAY CAMPUS 1155 EAST BROADWAY

DTN DOWNTOWN CAMPUS

200-BLOCK DUNSMUIR AT HAMILTON

OFS OFF-SITE LOCATION

COURSE FEE DETAILS

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

YOUR FUTURE STARTS HERE

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

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

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

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PROGRAMS

BUSINESS

AUTO SERVICE TECH UPGRADING Auto Service Tech Upgrading	4 4	
BUILDING MANAGEMENT AND SERVICES Building Manager Certificate	4 4	
BUSINESS COMMUNICATIONS Business English Package Business and Technical Writing Certificate Global Business Management and Leadership Post-Graduate Diploma Global Business Project Management Post-Graduate Diploma Project Management	5 5 6 6 7	
Wedding and Event Management Certificate Media and Public Relations	7 8	
LEADERSHIP COACHING AND MANAGEMENT SKILLS Business Leadership and	8	
Management Certificate Leadership Certificate Leadership Coaching Associate Certificate Leadership Coaching Certificate Management Skills for Supervisors Certificate	8 10 11 12 12	
OFFICE ADMINISTRATION Office Administration Certificate Accounting/Bookkeeping/Payroll Administration and Supervision Business English Communication/Work Skills Keyboarding Legal Office Skills Medical Office Skills Records Management Skills	13 13 13 13 14 14 14 14 15	
PARALEGAL Paralegal Certificate Paralegal Diploma	16 16 17	
SMALL BUSINESS Small Business	18 18	

DECIEN AND ADTE	
DESIGN AND ARTS	
ACTING Acting	19 19
FASHION ARTS Fashion Merchandising Associate Certificate Fashion Arts Specialty: Non Credit Fashion Arts Certificate Fashion Arts Diploma	19 19 20 20 21
GEMMOLOGY AND JEWELLERY Accelerated Gemmology Gemmology - Part Time and Accelerated Jewellery Making	23232324
INTERIOR DESIGN Interior Design Certificate	25 25
MAKEUP ARTISTRY Makeup Artistry Certificate	26 26
PHOTOGRAPHY Photography	27 27
HEALTH SCIENCES AND HUMAN SERVICES	
COUNSELLING Addiction Counselling Skills Certificate Community Counselling Skills	28 28 29
EARLY CHILDHOOD CARE AND EDUCATION Early Childhood Care and Education ECE Assistants Family Child Care: Good Beginnings Infant and Toddler and Special Needs Certificate	30 30 30 31 31
FAMILY LITERACY Family Literacy Certificate	31 31
HEALTH CPR and First Aid Foodsafe Health Specialty LPN Continuing Studies LPN to BScN Transition Studies	32 32 32 32 32 33 33
Medical Device Reprocessing Technician Certificate PeriAnesthesia Nursing Certificate Renal Dialysis Technician Certificate	34 34 34
INTERPRETING Interpreting Interpreters and Translators: Professional	35 35
Development Interpreting Certificate - Court Interpreting Certificate - Health and	35 36

Community Services

HOSPITALITY		
HOSPITALITY Baking and Pastry Arts Tea Sommelier	37 37 37	
SOMMELIER Sommelier Certificate Sommelier Diploma	38 38 38	
LANGUAGES AND WRITING		
CREATIVE WRITING Creative Writing	38 38	
LANGUAGES Foreign Languages	39 39	
MANDARIN SCHOOL FOR CHILDREN AND YOUTH Children and Youth Mandarin Education Fine Arts Mathematics for Children and Youth	40 40 41 41	
TECHNOLOGY		
COMPUTERS Computer courses	42 42	

VCC ON BOARD

Computer Accounting for Business

Networking Technology Certificate

Networking Technology Diploma

Web & Graphic Design

REGISTRATION

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Internet and Computing Core Certification Preparation (IC³)

Computer Certification Centre

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 U-Pass under Services for Students at **vcc.ca** for complete up-to-date list of eligible courses.





WELCOME TO VCC'S CONTINUING STUDIES WINTER 2012 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 COURSE currently scheduled:

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 Jan 09 💻 CRN 10486

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

ELECTIVE COURSES:

Intro to Supplies & Equipment (REAL 1123)

REQUIRED COURSES currently scheduled:

BUILDING CLEANING (REAL 1103)

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) \$315

5 wks Sa. Jan 21 09:00 - 16:00 DTN 🖰 CRN 10216

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) \$300

8 wks Tu. Jan 24 19:00 - 21:30 DTN **10:217**

BUILDING MANAGEMENT AND SERVICES / BUSINESS COMMUNICATIONS

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) \$315

10 wks We. Jan 25 18:30 - 21:30 DTN ***6** CRN 10218

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) \$390

10 wks Sa. Jan 28 13:00 - 17:00 DTN **10:00** CRN 10219

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 handson 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. Feb 25 09:00 - 16:00 DTN **10:20**

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. Jan 18 18:00 - 21:00 DTN 10004 1 day Sa. Jan 21 09:00 - 16:00 DTN 🕆 CRN 10005

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. Feb 01 18:00 - 21:00 DTN **10:00** CRN 10006 1 day Sa. Feb 04 09:00 - 16:00 DTN ****** CRN 10007

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. Feb 15 18:00 - 21:00 DTN ***6** CRN 10008 1 day Sa. Feb 18 09:00 - 16:00 DTN ***6** CRN 10009

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. Feb 29 18:00 - 21:00 DTN ****** CRN 10010 1 day Sa. Mar 03 09:00 - 16:00 DTN ***6** CRN 10011

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 Sa. Mar 10 09:00 - 12:00 DTN ***6** CRN 10013 1 day We. Mar 14 18:00 - 21:00 DTN **1 CRN** 10012

PLEASE NOTE

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







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: JANUARY 11, 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:

Technical Communication (TECW 1101)
Current Issues Tech Writing (TECW 1102)
Editing (TECW 1103)
Proposal Writing (TECW 1105)
Designing and Writing Manuals (TECW 1107)
Industry Report Writing (TECW 1108)

REQUIRED COURSES currently scheduled:

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 ***8** 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

PROPOSAL WRITING (TECW 1105)

Examine the principles and techniques of writing and presenting winning proposals by discussing process, style, content and delivery. (6.5 hours) \$165

1 day Sa. Apr 28 09:00 - 16:30 DTN CRN 20176

DESIGNING AND WRITING MANUALS (TECW 1107)

Learn strategies for developing effective documents and manuals by increasing usability, information design and internationalizing your documents. (6.5 hours) \$165

1 day Sa. May 26 09:00 - 16:30 DTN ****** CRN 20178

INDUSTRY REPORT WRITING (TECW 1108)

Review structure, content, format, audience, purpose, and style of reports to develop a clear document that facilitates reading and comprehension. (6.5 hours) \$165

1 day Sa. Jun 23 09:00 - 16:30 DTN **1** CRN 20177

GLOBAL BUSINESS MANAGEMENT AND LEADERSHIP POST-GRADUATE DIPLOMA

Senior Program Coordinator: Anne Tollstam, 604.443.8668, atollstam@vcc.ca

Program Coordinator: Jennifer Gossen, 604.443.8670, igossen@vcc.ca

Program Assistant: Audrey Watson, 604.443.8671

INFORMATION SESSION: JANUARY 9, 6 P.M. ROOM 414, VCC DOWNTOWN CAMPUS

The Global Business Management and Leadership Post-Graduate Diploma is full-time, two-year program designed to prepare degree holders from any academic discipline to work as managers in a variety of functional business areas both domestically and internationally.

The skills, knowledge and attitudes attained in the Global Business Management and Leadership Post-Graduate Diploma will prepare learners to guide their organization through a complex international business environment. By focusing on issues that are affecting global business managers and leaders, learners can gain necessary tools to carry them into a career in international business.

ENTRANCE REQUIREMENTS:

- Post-secondary diploma with minimum two years' complementary work experience or,
- Post-secondary degree
- Graduated from diploma or degree program with a minimum cumulative GPA of 2.33
- English Proficiency demonstrated by one of the following:
- LET 3 or LPI equivalent
- Minimum of three credits of university transferable English with a minimum grade of "C"
- IELTS 6.5 with no band less than 6.0
- TOEFL with a minimum overall score of 80 and a minimum of 20 in Reading, Listening, Writing and Speaking
- Selection process
- Resume and Letter of Intent

REQUIRED COURSES:

Managerial Finance/Accounting (GLBU 5002)
Marketing Management (GLBU 5004)
Global Business Operations (GLBU 5001)
Global Business Ethics (GLBU 5003)
Strategic Business Management (GLBU 5000)

REQUIRED COURSES CURRENTLY SCHEDULED:

NEW MANAGERIAL FINANCE/ACCOUNTING (GLBU 5002)

This course examines fundamental concepts of corporate financial management, providing an understanding of how to manage corporate finance functions. Traditional accounting statements are examined, as well as the use of management accounting information in planning and control activities. \$1404

2 days Mo. We. Mar 05 13:00 - 15:00 DTN CRN 10378

NEW MARKETING MANAGEMENT (GLBU 5004)

This subject integrates the theory and application of marketing fundamentals and marketing management concepts used by business organizations. Students will learn the elements of strategic marketing management and to evaluate the attractiveness of marketing opportunities, develop a customer focus and formulate appropriate marketing strategies. \$1404

2 days Mo. We. Mar 05 09:00 - 11:00 DTN CRN 10376

NEW GLOBAL BUSINESS OPERATIONS (GLBU 5001)

This course examines business operations, including what people do in organizations, how they do it, and the value it produces. The goal of business operations training is to provide students with the ability to provide value to an organization's core operations. \$1404

16 wks Tu. Mar 06 09:00 - 13:00 DTN CRN 10379

NEW GLOBAL BUSINESS ETHICS (GLBU 5003)

This course explores the nature of moral values, moral judgments, social responsibility, and ethical decisions and behaviours in modern business organizations. Students will contemplate recent cases, real-world scenarios, news stories, and common ethical dilemmas in order to improve skills in recognition, understanding, and decision-making related to business ethics. \$1404

16 wks Th. Mar 08 13:00 - 17:00 DTN CRN 10377

NEW STRATEGIC BUSINESS MANAGEMENT (GLBU 5000)

An examination of the process of achieving organizational goals through the use of strategic and operational strategies involving the four major management functions: planning, organizing, leading, and controlling. \$1404

15 wks Fr. Mar 09 09:00 - 13:00 DTN CRN 10380

GLOBAL BUSINESS PROJECT MANAGEMENT POST-GRADUATE DIPLOMA

Senior Program Coordinator: Anne Tollstam, 604.443.8668, atollstam@vcc.ca

Program Coordinator: Jennifer Gossen, 604.443.8670, igossen@vcc.ca

Program Assistant: Audrey Watson, 604.443.8671

INFORMATION SESSION: JANUARY 9, 6 P.M. ROOM 414, VCC DOWNTOWN CAMPUS

The Global Business Project Management Post-Graduate Diploma is a full-time, two year program designed to launch students into a career in project management. This program is suited for international and domestic diploma and degree graduates who wish to increase their employability by working towards post-graduate certification in project management.

The program is seeking individuals who are interested in global business, who are ethical and can add value to their organizations whether those are multinational, small or medium businesses, international non-government organizations, government agencies or their own ventures.

ENTRANCE REQUIREMENTS:

- Post-secondary diploma with minimum two years' complementary work experience or,
- Post-secondary degree
- Graduated from diploma or degree program with a minimum cumulative GPA of 2.33
- English Proficiency demonstrated by one of the following:
- LET 3 or LPI equivalent
- Minimum of three credits of university transferable English with a minimum grade of "C"
- IELTS 6.5 with no band less than 6.0
- TOEFL with a minimum overall score of 80 and a minimum of 20 in Reading, Listening, Writing and Speaking
- Selection process
- Resume and Letter of Intent

REQUIRED COURSES:

Marketing Management (GLBU 5004) Managerial Finance/Accounting (GLBU 5002) Global Business Operations (GLBU 5001) Global Business Ethics (GLBU 5003) Strategic Business Management (GLBU 5000)

REQUIRED COURSES currently scheduled:

NEW MANAGERIAL FINANCE/ACCOUNTING (GLBU 5002)

This course examines fundamental concepts of corporate financial management, providing an understanding of how to manage corporate finance functions. Traditional accounting statements are examined, as well as the use of management accounting information in planning and control activities. \$1404

2 days Mo. We. Mar 05 13:00 - 15:00 DTN CRN 10378

NEW MARKETING MANAGEMENT (GLBU 5004)

This subject integrates the theory and application of marketing fundamentals and marketing management concepts used by business organizations. Students will learn the elements of strategic marketing management and to evaluate the attractiveness of marketing opportunities, develop a customer focus and formulate appropriate marketing strategies. \$1404

2 days Mo. We. Mar 05 09:00 - 11:00 DTN CRN 10376

NEW GLOBAL BUSINESS OPERATIONS (GLBU 5001)

This course examines business operations, including what people do in organizations, how they do it, and the value it produces. The goal of business operations training is to provide students with the ability to provide value to an organization's core operations. \$1404

16 wks Tu. Mar 06 09:00 - 13:00 DTN CRN 10379

NEW GLOBAL BUSINESS ETHICS (GLBU 5003)

This course explores the nature of moral values, moral judgments, social responsibility, and ethical decisions and behaviours in modern business organizations. Students will contemplate recent cases, real-world scenarios, news stories, and common ethical dilemmas in order to improve skills in recognition, understanding, and decision-making related to business ethics. \$1404

16 wks Th. Mar 08 13:00 - 17:00 DTN CRN 10377

NEW STRATEGIC BUSINESS MANAGEMENT (GLBU 5000)

An examination of the process of achieving organizational goals through the use of strategic and operational strategies involving the four major management functions: planning, organizing, leading, and controlling. \$1404

15 wks Fr. Mar 09 09:00 - 13:00 DTN CRN 10380

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. Jan 24 18:30 - 21:30 DTN 4 CRN 10196

WEDDING AND EVENT MANAGEMENT CERTIFICATE

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Nadia Albano, 604.443.8417 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)
Human Resource Management (LEAD 1151)
Finance (LEAD 1152)
Media & Public Relations (BUSI 1315)
Business Ethics (LEAD 1154)
Sales and Marketing Management (LEAD 1153)
Intro to Business (LEAD 1150)

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. Jan 10 18:00 - 21:00 DTN CRN 10174

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. Jan 11 18:00 - 21:00 DTN CRN 10173

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 Mo. Jan 16 18:00 - 21:00 DTN CRN 10175





BUSINESS COMMUNICATIONS / LEADERSHIP COACHING AND MANAGEMENT SKILLS

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 9 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 4 CRN 10089

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) \$435

10 wks Th. Jan 26 18:30 - 21:30 DTN 4 CRN 10336

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. (24 hours) \$337

8 wks Th. Apr 19 18:30 - 21:30 DTN 4 CRN 20070

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) \$344

8 wks We. Sep 19 18:30 - 21:30 DTN **1** CRN 30088

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) \$344

8 wks Th. Sep 20 18:30 - 21:30 DTN ***6** CRN 30087

REGISTER ONLINE *

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:

Media & Public Relations (BUSI 1315) Web-Based Writing for Business (BUSI 1317) Social Media for Business (BUSI 1314) More Media & Public Relations (BUSI 1316)

ELECTIVE COURSES currently scheduled:

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) \$435

10 wks Th. Jan 26 18:30 - 21:30 DTN **10 CRN** 10336

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) \$338.24

6 wks Mo. Jan 30 18:30 - 21:30 DTN 4 CRN 10383

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) \$338.24

6 wks Tu. Jan 31 18:00 - 21:00 DTN 4 CRN 10384

ELECTIVE COURSES to be scheduled in upcoming terms:

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.

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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

BUSINESS LEADERSHIP AND MANAGEMENT CERTIFICATE

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

Position yourself for career advancement and maximize your leadership potential. This certificate program is designed for those who wish to qualify as professionals in the public, private and not-for-profit sectors. 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:

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

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)

vcc.ca

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:

HUMAN RESOURCE MANAGEMENT (LEAD 1151)

Discover human resource processes and systems for supervisors, line managers and entrepreneurs. For management candidates in their organization or those wanting business management skills. Textbook required. (24 hours) \$337

8 wks Tu. Jan 17 18:30 - 21:30 DTN 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 ***6** 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. (24 hours) \$337

8 wks Th. Apr 19 18:30 - 21:30 DTN 4 CRN 20070

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) \$344

8 wks We. Sep 19 18:30 - 21:30 DTN ***6** CRN 30088

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) \$344

8 wks Th. Sep 20 18:30 - 21:30 DTN ****** CRN 30087

ELECTIVE COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 10. (6.5 hours) \$166 1 day Sa. Jan 14 09:00 - 16:30 DTN **1** CRN 10408

TEAM SKILLS (MSKL 1102)

See course description on page 12. (24 hours) \$337 8 wks We. Jan 18 18:30 - 21:30 DTN ***6** CRN 10088

MANAGING CHANGE (LEAD 1102)

See course description on page 10. (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 **1** CRN 10137

BUS COMMUNICATION FOR LEADERS (LEAD 1138)

See course description on page 11. (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 11. (6.5 hours) \$166 1 day Sa. Feb 18 09:00 - 16:30 DTN ***6** CRN 10084

TRAINING FOR HIGH PERFORMANCE (LEAD 1171)

See course description on page 11. (6.5 hours) \$166 1 day Sa. Feb 25 09:00 - 16:30 DTN **1** CRN 10138

TEAM COACHING (LEAD 1121)

See course description on page 11. (6.5 hours) \$166 1 day Sa. Mar 03 09:00 - 16:30 DTN ***6** CRN 10086

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on page 10. (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 11. (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 10. (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 12. (24 hours) \$337 8 wks We. Apr 18 18:30 - 21:30 DTN ***6** CRN 20069

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 10. (6.5 hours) \$166 1 day Sa. Apr 28 09:00 - 16:30 DTN **1** CRN 20180

SKILL COACHING (LEAD 1117)

See course description on page 11. (6.5 hours) \$166 1 day Sa. May 12 09:00 - 16:30 DTN 4 CRN 20071

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.





LEADERSHIP COACHING AND MANAGEMENT SKILLS

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 10. (6.5 hours) \$166 1 day Sa. May 26 09:00 - 16:30 DTN ★ CRN 20182

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 10. (6.5 hours) \$166 1 day Sa. Jun 09 09:00 - 16:30 DTN ♥ CRN 20181

FROM CONFLICT TO COLLABORATION (LEAD 1105)

See course description on page 11. (6.5 hours) \$166 1 day Sa. Jun 16 09:00 - 16:30 DTN ★ CRN 20072

CRITICAL THINKING (LEAD 1101)

See course description on page 11. (6.5 hours) \$166 1 day Sa. Jun 23 09:00 - 16:30 DTN ★ CRN 20073

SCIENCE AND ART OF LEADERSHIP (LEAD 1119)

See course description on page 11. (6.5 hours) \$169 1 day Sa. Sep 15 09:00 - 16:30 DTN ★ CRN 30079

INTERPERS COMMUNICATION SKILLS (MSKL 1101)

See course description on page 12. (24 hours) \$344 8 wks Tu. Sep 18 18:30 - 21:30 DTN ★ CRN 30094

FIND TIME FOR RESULTS (LEAD 1114)

See course description on page 11. (6.5 hours) \$169 1 day Sa. Oct 13 09:00 - 16:30 DTN ★ CRN 30082

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on page 11. (6.5 hours) \$169 1 day Sa. Oct 20 09:00 - 16:30 DTN ***0** CRN 30078

SPEAK UP (LEAD 1109)

See course description on page 11. (6.5 hours) \$169 1 day Sa. Nov 17 09:00 - 16:30 DTN ★ CRN 30083

COACHING NEXT LEVEL (LEAD 1118)

See course description on page 11. (6.5 hours) \$169 1 day Sa. Nov 24 09:00 - 16:30 DTN ◆ CRN 30080

UNWRITTEN RULES FOR WORKPLACE (LEAD 1168)

See course description on page 11. (6.5 hours) \$169 1 day Sa. Dec 01 09:00 - 16:30 DTN **℃ CRN** 30089

ONE WORKPLACE-MULTIGENERATIONS (LEAD 1170)

See course description on page 11. (6.5 hours) \$169 1 day Sa. Dec 08 09:00 - 16:30 DTN **© CRN** 30081

ELECTIVE COURSES to be scheduled in upcoming terms:

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

Learn to work with employees to set and reach agreedupon 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 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:

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

ELECTIVE COURSES:

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

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

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

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

REQUIRED COURSES currently scheduled:

MANAGING CHANGE (LEAD 1102)

Learn 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

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. Apr 28 09:00 - 16:30 DTN ***6** CRN 20180

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. May 26 09:00 - 16:30 DTN ***6** CRN 20182

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. Jun 09 09:00 - 16:30 DTN 🖰 CRN 20181

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. Jan 14 09:00 - 16:30 DTN ***6** CRN 10408

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 **10 CRN** 10137

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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. (6.5 hours) \$166

1 day Sa. Feb 25 09:00 - 16:30 DTN **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. Jun 16 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 **1** CRN 20073

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) \$169

1 day Sa. Sep 15 09:00 - 16:30 DTN **1** CRN 30079

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) \$169

1 day Sa. Oct 13 09:00 - 16:30 DTN ****** CRN 30082

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) \$169

1 day Sa. Nov 17 09:00 - 16:30 DTN ***6** CRN 30083

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) \$169

1 day Sa. Dec 01 09:00 - 16:30 DTN ***6** CRN 30089

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) \$169

1 day Sa. Dec 08 09:00 - 16:30 DTN ***6** CRN 30081

ELECTIVE COURSES to be scheduled in upcoming terms:

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

Learn to work with employees to set and reach agreedupon 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) Coach's Toolkit (LEAD 1120) Team Coaching (LEAD 1121) Skill Coaching (LEAD 1117) Essential Lead Coach Skills (LEAD 1116) Coaching Next Level (LEAD 1118)

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. Jan 14 09:00 - 16:30 DTN ****** CRN 10408

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 ***6** CRN 20071

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) \$169

1 day Sa. Oct 20 09:00 - 16:30 DTN **1** CRN 30078

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) \$169

1 day Sa. Nov 24 09:00 - 16:30 DTN ***6** CRN 30080





LEADERSHIP COACHING AND MANAGEMENT SKILLS

LEADERSHIP COACHING CERTIFICATE

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

In almost every field where performance is crucial, coaching plays an integral 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.

VCC's Leadership Coaching Certificate consists of 12 one-day courses. Participants must complete the six required courses from the Leadership Coaching Associate Certificate Program:

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

And the six required courses from the Leadership Certificate Program:

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

REQUIRED COURSES:

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

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.

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 10. (6.5 hours) \$166 1 day Sa. Jan 14 09:00 - 16:30 DTN ★ CRN 10408

MANAGING CHANGE (LEAD 1102)

See course description on page 10. (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 11. (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 11. (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 10. (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 10. (6.5 hours) \$166 1 day Sa. Mar 31 09:00 - 16:30 DTN ***0** CRN 10135

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 10. (6.5 hours) \$166 1 day Sa. Apr 28 09:00 - 16:30 DTN 16 CRN 20180

SKILL COACHING (LEAD 1117)

See course description on page 11. (6.5 hours) \$166 1 day Sa. May 12 09:00 - 16:30 DTN 16 CRN 20071

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on page 10. (6.5 hours) \$166 1 day Sa. May 26 09:00 - 16:30 DTN ★ CRN 20182

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on page 10. (6.5 hours) \$166 1 day Sa. Jun 09 09:00 - 16:30 DTN ★ CRN 20181

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on page 11. (6.5 hours) \$169 1 day Sa. Oct 20 09:00 - 16:30 DTN ♥ CRN 30078

COACHING NEXT LEVEL (LEAD 1118)

See course description on page 11. (6.5 hours) \$169 1 day Sa. Nov 24 09:00 - 16:30 DTN *6 CRN 30080

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:

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 ***6** 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 46 CRN 20069

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) \$344

8 wks Tu. Sep 18 18:30 - 21:30 DTN 🖰 CRN 30094

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: JANUARY 10, 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 (OACP 1129), bookkeeping (OACP 1130) or payroll course (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. Exemptions permitted for Keyboarding (OACP 1102) or (OACP 1101)

SPECIALIZATION COURSES

Option 1 Administration and Supervision

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

Option 2 - Legal Office Skills

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

Option 3- Medical Office Skills

Medical Terminology I (OACP 1108) - 30 hours, Medical Terminology II (OACP 1109) - 30 hours, Medical Office Procedures (OACP 1111) - 24 hours, Medical Office Billing (OACP 1137) - 12 hours, Medical Documentation/Transcription (OACP 1156) - 18 hours, Clinical Procedures (OACP 1155) - 6 hours.

Option 4 - Records Management Skills

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:

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

ELECTIVE COURSES currently scheduled:

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 10:31 8 wks Tu. Jan 17 18:30 - 21:30 DTN 10:30 CRN 10:382

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) \$174

8 wks We. Apr 18 18:30 - 21:30 DTN **1** CRN 20058

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) \$168

6 wks Tu. Sep 18 18:30 - 21:30 DTN ***6 CRN** 30010

ADMINISTRATION AND SUPERVISION

REQUIRED COURSES:

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

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

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:

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. Jan 18 18:30 - 21:30 DTN **10407**

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 Mo. Jan 23 18:00 - 21:00 DTN ***6** CRN 10132

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) \$116

1 day Sa. Sep 15 09:00 - 16:00 DTN ***6** CRN 30007







14 BUSINESS OFFICE ADMINISTRATION

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. Jan 18 18:00 - 21:00 DTN **CRN** 10004 1 day Sa. Jan 21 09:00 - 16:00 DTN **CRN** 10005

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. Feb 01 18:00 - 21:00 DTN ***8** CRN 10006 1 day Sa. Feb 04 09:00 - 16:00 DTN ***8** CRN 10007

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. Feb 15 18:00 - 21:00 DTN ***0** CRN 10008 1 day Sa. Feb 18 09:00 - 16:00 DTN ***0** CRN 10009

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. Feb 29 18:00 - 21:00 DTN ❤ CRN 10010 1 day Sa. Mar 03 09:00 - 16:00 DTN ❤ CRN 10011

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 Sa. Mar 10 09:00 - 12:00 DTN ***8** CRN 10013 1 day We. Mar 14 18:00 - 21:00 DTN ***8** CRN 10012

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. Apr 16 18:00 - 21:00 DTN 9 CRN 20179

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. Jan 21 09:30 - 12:30 DTN 10014 6 wks Mo. Jan 23 18:00 - 21:00 DTN 10015

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. Jan 21 09:30 - 12:30 DTN 9 CRN 10016

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)
Family Law (OACP 1116)
Civil Litigation (OACP 1114)
Conveyancing (OACP 1117)
Corporate (OACP 1115)
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. Jan 17 18:30 - 21:30 DTN 🖰 CRN 10018

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 Th. Jan 19 18:30 - 21:30 DTN ***6** CRN 10002

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. Jan 24 18:30 - 21:30 DTN 4 CRN 10003

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. Feb 09 18:30 - 21:30 DTN ***6** CRN 10019

CORPORATE (OACP 1115)

Learn the steps to incorporate a British Columbia company and maintain minute books. (9 hours) \$91

3 wks Tu. Feb 14 18:30 - 21:30 DTN ****** CRN 10020

LEGAL OFFICE PACKAGE TEST (OACP 1120)

Administered at the end of the Introductory Legal Office skills. (five courses). No charge

1 day Tu. Mar 06 18:30 - 21:30 DTN ****** CRN 10017

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 4 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 ***6** 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 ***6** 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 Office Procedures (OACP 1111) Medical Terminology 1 (OACP 1108) Medical Office Billing (OACP 1137) Medical Terminology 2 (OACP 1109) Medical Document Transcript (OACP 1156)

REQUIRED COURSES currently scheduled:

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 10130

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. Jan 17 18:00 - 21:00 DTN **10 CRN** 10021 10 wks Tu. Jan 17 18:00 - 21:00 DTN **10 CRN** 10022 10 wks Tu. Jan 17 18:00 - 21:00 DTN **10 CRN** 10023

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 9 CRN 10133

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. Apr 19 18:00 - 21:00 DTN 9 CRN 20037

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. Apr 23 18:30 - 21:30 DTN **10 CRN** 20183

RECORDS MANAGEMENT SKILLS

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

RECORDS MANAGEMENT ADV TOPICS (OACP 1146)

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 **10 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 4 CRN 20036

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) \$200

10 wks Th. Sep 20 18:30 - 21:30 DTN ***6** CRN 30008





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

Program Advisor: Janet Chee, 604.443.8649, jchee@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.

Legal Research (LEGL 1207) Legal Communications (LEGL 1205) Practicum (LEGL 1208) Torts (LEGL 1204)

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.

Creditors' Remedies (LEGL 1303)
Intellectual Property (LEGL 1405)
Corp Law: Adv Procedures (LEGL 1308)
Wills & Estate Planning (LEGL 1315)
Personal Injury Practice (LEGL 1304)
Lending & Security (LEGL 1311)
Securities II (LEGL 1410)
Bankruptcy and Foreclosures (LEGL 1409)
Commercial Conveyancing (LEGL 1312)
Corp Law: Complex Transactions (LEGL 1317)
Court of Appeal Practice (LEGL 1403)
Estate Administration (LEGL 1316)
Evidence (LEGL 1401)
Family Law 2 (LEGL 1314)

REQUIRED COURSES currently scheduled:

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

8 wks Mo. Jan 09 18:00 - 21:00 DTN **CRN** 10258 4 wks Sa. Jan 14 09:00 - 16:00 DTN **CRN** 10256

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. Jan 18 18:00 - 21:00 DTN 46 CRN 10257

PRACTICUM (LEGL 1208)

Jan 19 NET **10412**

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

Jan 20 OFS **1 CRN** 10413 1 day Fr. Jan 20 18:00 - 21:00 DTN **1** CRN 10413 1 day Fr. Mar 02 18:00 - 21:00 DTN **1** CRN 10413 1 day Fr. Apr 20 18:00 - 21:00 DTN **1** CRN 10413

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 Mo. Feb 13 NET **10 CRN** 10260

ELECTIVE COURSES currently scheduled:

CREDITORS' REMEDIES (LEGL 1303)

Learn law and procedure, including builder's liens, applicable statutes, creditors remedies, debtor's remedies and defences, pre-judgment and execution proceedings. Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours) \$256

7 wks Tu. Jan 10 NET **1** CRN 10251 7 wks Tu. Jan 10 18:00 - 21:00 DTN **1** CRN 10252

INTELLECTUAL PROPERTY (LEGL 1405)

Learn concepts and procedures around patents, copyright, trademarks, and trade secrets, including discussion of special issues on the Internet. Pre-requisites: legal secretary work experience or formal admission to the Paralegal Program. (42 hours) \$256

7 wks We. Jan 18 NET **10 CRN** 10250

CORP LAW: ADV PROCEDURES (LEGL 1308)

Study advanced corporate procedures and documentation for continuations, amalgamations, dissolutions, restorations and other procedures under federal and BC corporate legislation. Prerequisites: Corporate Law: Intermediate (LEGL 1307). (42 hours) \$212

7 wks Tu. Jan 17 NET 10254

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 We. Feb 29 18:00 - 21:00 DTN ***6** CRN 10411

PERSONAL INJURY PRACTICE (LEGL 1304)

Master substantive law and procedures required to manage a personal injury file. Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). (42 hours) \$256

7 wks Tu. Mar 06 NET 10 CRN 10253 7 wks Tu. Mar 06 18:00 - 21:00 DTN 10259

PLEASE NOTE

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

LENDING & SECURITY (LEGL 1311)

Review validity of security documents, rights of parties and theory, concepts, procedures and forms used in a secured lending or banking practice. Prerequisites: Property Transactions (LEGL 1310). (42 hours) \$256

7 wks Tu. Mar 13 18:00 - 21:00 DTN ***6** CRN 10249

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) \$300

7 wks Mo. Mar 05 18:00 - 21:00 DTN 96 CRN 10255

ELECTIVE COURSES to be scheduled in upcoming terms:

BANKRUPTCY AND FORECLOSURES (LEGL 1409)

Learn provincial policies and procedures around personal and corporate bankruptcies, insolvency, receiverships, and foreclosures. (42 hours)

COMMERCIAL CONVEYANCING (LEGL 1312)

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

CORP LAW: COMPLEX TRANSACTIONS (LEGL 1317)

Master due diligence for asset and share purchases, large scale corporate restructuring procedures, shareholder, partnership and joint venture agreements and s.85 rollovers. Prerequisite: LEGL 1308 Corp. Law: Advanced Procedures. (42 hours)

COURT OF APPEAL PRACTICE (LEGL 1403)

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

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)

EVIDENCE (LEGL 1401)

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

FAMILY LAW 2 (LEGL 1314)

Learn to complete Provincial and Supreme Court documents, and bring issues of custody, access, maintenance and property to resolution using the legal system. Prerequisites: Family Law 1. (42 hours)

PARALEGAL DIPLOMA

Program Advisor: Janet Chee, 604.443.8649, jchee@vcc.ca Program Assistant: Margaret McIlwaine, 604.443.8711

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

For courses and information, visit the Paralegal Certificate Program.

ENTRANCE REQUIREMENTS:

Completion of the Paralegal certificate program

REQUIRED COURSES:

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

ELECTIVE COURSES:

Further electives are NOT required to qualify for the diploma.

VCC SPECIALIZES

ON-SITE TRAINING FOR ORGANIZATIONS. WE ARE HERE FOR YOU.

Your organization's needs are unique. VCC's Centre for Continuing Studies will work with you to develop top notch training for your employees in all our program areas from business and leadership to health and human services. If you see courses, programs or instructors that suit your training requirements, call us. We can and will work with your team to create the specialized program you need.

With VCC, you will hire more than trainers and consultants; you will establish a partnership with educational professionals, who are specialists in life-long learning and backed by B.C.'s largest and oldest college.

For further information on training opportunities, please call Anne Tollstam 604.443.8668.





18 BUSINESS SMALL BUSINESS

SMALL BUSINESS

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

SMALL BUSINESS

Program Coordinator: Jennifer Gossen, 604.443.8670, jgossen@vcc.ca

Program Assistant: Margaret McIlwaine, 604.443.8711

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:

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

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. Jan 23 18:00 - 21:00 DTN ****** CRN 10197

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. Jan 25 18:00 - 21:00 DTN **1** CRN 10198

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. Jan 30 18:00 - 21:00 DTN **1** CRN 10199

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. Feb 01 18:00 - 21:00 DTN **10:00** CRN 10200

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 Mo. Feb 06 18:00 - 21:00 DTN **10:00** CRN 10201

HUMAN RESOURCES (SMBU 1106)

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

1 day We. Feb 08 18:00 - 21:00 DTN **10:00** CRN 10202

FINANCING YOUR BUSINESS (SMBU 1109)

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

1 day Mo. Feb 13 18:00 - 21:00 DTN 🖰 CRN 10203

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 We. Feb 15 18:00 - 21:00 DTN ****** CRN 10204

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 Mo. Feb 20 18:00 - 21:00 DTN ****** CRN 10205

PREPARING YOUR BUSINESS PLAN (SMBU 1110)

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

1 day We. Feb 22 18:00 - 21:00 DTN ***6** CRN 10206

ELECTIVE COURSES currently scheduled:

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. Jan 31 18:30 - 21:30 DTN ***6** CRN 10214

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. (5 hours) \$75

1 day Sa. Mar 10 10:00 - 16:00 DTN ****** CRN 10215

PLEASE NOTE

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



ACTING

Whether you are curious about pursuing a career in acting, are looking to rekindle your creative passion or simply want to improve your public speaking and communication skills, this is a fun and challenging way to free up your creative voice. Reconnect with your authentic expression and learn how to overcome personal obstacles through creative problem solving. A great start for the beginning actor.

ACTING

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Nadia Albano, 604.443.8417 Program Assistant: Audrey Watson, 604.443.8671

Join Intro to Acting this term to gain the fundamentals needed to complete a series of Acting Workshops schedule in the upcoming terms. This is a fun and challenging way to free up your creative voice, reconnect with your authentic expression, and learn how to overcome personal obstacles through creative problem solving.

ELECTIVE COURSES:

Introduction to Acting (ACTG 1101) Scene Study (ACTG 1102)

ELECTIVE COURSES currently scheduled:

NEW INTRODUCTION TO ACTING (ACTG 1101)

This workshop highlights the essential tools of solid acting foundation including voice work, movement, and improvisation. Learn quick and powerful ways to put yourself at ease in front of an audience, and breathe life and spontaneity into your performance. Ideal for both new and experienced actors who want to get back to the basics. (6 hours) \$125

1 day Sa. Jan 28 10:00 - 17:00 DTN ***6** CRN 10454

NEW SCENE STUDY (ACTG 1102)

Scene Study is a weekly workout in which actors will learn to explore and follow their creative impulses in a safe and playful environment. By building strong and effective acting tools, students will be able to approach any role or scene with confidence, professionalism and emotional authenticity. (24 hours) \$420

8 wks We. Feb 01 18:00 - 21:00 DTN **4** CRN 10455

FASHION ARTS

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.

Website: www.vcc.ca/FashionArts

Email: fashion@vcc.ca

FASHION MERCHANDISING ASSOCIATE CERTIFICATE

Program Coordinator: 604.443.8387 Program Assistant: Belinda Chao, 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.

Textiles (FASH 2201)
Merchandising Fashion (FASH 1176)
Fashion Marketing & Description (FASH 1405)
Fashion Forecasting (FASH 1204)
Fashion Styling (FASH 1408)
History Of Fashion (FASH 1301)

REQUIRED COURSES currently scheduled:

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) \$309

12 wks Mo. Jan 09 18:30 - 21:30 DTN ***** CRN 10141

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. Jan 11 18:30 - 21:30 DTN ***6** CRN 10112

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) \$309

12 wks Th. Jan 12 18:30 - 21:30 DTN **10 CRN** 10147

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 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)





FASHION ARTS SPECIALTY: NON CREDIT

Program Coordinator: 604.443.8387

Program Assistant: Belinda Chao, 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:

FASHION ILLUSTRATION (FASH 1150)

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

10 wks Mo. Jan 16 18:30 - 21:30 DTN **10 CRN** 10118

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. Jan 21 12:30 - 15:30 DTN 10515

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. Jan 21 09:00 - 12:00 DTN ***6** CRN 10113

FABRIC SURFACE DESIGN (FASH 1166)

Using a variety of fibre arts and processes, explore colour, texture, pattern systems and two dimensional design, as well as the development of imagery and ideas. A technique diary is developed throughout the course for future reference. Please bring: 2" three ring binder, scissors/Exacto knife, ruler, glue and a selection of magazines (pop culture, design, architecture, fashion, nature, etc.). An additional supply list will be given at the first session. (approximate cost \$25) (24 hours) \$245

8 wks We. Jan 25 18:30 - 21:30 DTN 9 CRN 10114

FASHION PRODUCTION MGMT (FASH 1184)

Discover the garment production cycle and how to read a designer's specification sheet to prepare garments for production. Visit a local garment factory. Explore communication skills to develop relationships with factories as business partners. (24 hours) \$245

8 wks Tu. Jan 31 18:30 - 21:30 DTN ***6** CRN 10121

BOOT CAMP: FASHION DESIGN TEEN (FASH 1179)

Discover fashion design and its processes. Explore drawing, design sketching and conceptual design skills to create a mini-collection. Design fashion magazine and catalogue layouts using Abode Photoshop. Emphasis is on fashion design principles, and does not include garment construction exercises. Participants must be 13-18 years of age. Register for 2 bootcamps save \$100. (20 hours) \$250

5 days Mo. to Fr. Mar 19 09:00 - 13:00 DTN **10:01** CRN 10115

BOOT CAMP: FASHION STYLING TEEN (FASH 1182)

A fun and hands-on course! Learn to stylize looks for photo shoots, catalogues, commercials and fashion shows. Develop skills and techniques to provide art direction and explore a career in styling. Work in groups with a professional photographer to create "looks" for a photo shoot, and receive photos for your portfolio. Participants must be 13-18 years of age. Register for 2 bootcamps save \$100. (20 hours) \$250 5 days Mo. to Fr. Mar 19 13:30 - 17:30 DTN 🖰 CRN 10116

ELECTIVE COURSES to be scheduled in upcoming terms:

ACTION SPORTS APPAREL INDUSTRY (FASH 1189) (24 hours).

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

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

ADOBE PHOTOSHOP FOR FASHION (FASH 1157)

(30 hours)

COUTURE DRAPING (FASH 1181)

(30 hours)

DIGITAL TEXTILE DESIGN (FASH 1186)

(30 hours)

DRESS FORM WORKSHOP (FASH 1163)

(6 hours)

FASHION STYLING INTENSIVE (FASH 1185)

(20 hours)

FASHION WRITING (FASH 1409)

(24 hours)

KNITTING: BEGINNERS LEVEL 1 (FASH 1190)

(30 hours)

MILLINERY (FASH 1162)

(18 hours)

MILLINERY 2 (FASH 1168)

(18 hours)

PATTERN MAKING: KNOCK OFF TECH (FASH 1173)

(30 hours)

FASHION ARTS CERTIFICATE

Program Coordinator: 604.443.8387 Program Assistant: Belinda Chao, 604.443.8677, fashion@vcc.ca

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.

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 and 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:

Industrial Sewing (FASH 1201)

Textiles (FASH 2201)

Collection Toiles (FASH 2202)

Design Drafting - Theory (FASH 1202)

Production Patterns Grading (FASH 2203)

Fashion Design (FASH 1203)

Adv Collection Manufacture (FASH 1352)

Adv Fashion Show Preparation (FASH 1353)

Collection Portfolio (FASH 2301)

Design Drafting-Practice (FASH 1303)

FA Visual Communication (FASH 2309)

History Of Fashion (FASH 1301)

Tailoring (FASH 1302)

REQUIRED COURSES currently scheduled:

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. Jan 09 18:30 - 21:30 DTN CRN 10117

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) \$309

12 wks Mo. Jan 09 18:30 - 21:30 DTN CRN 10141

COLLECTION TOILES (FASH 2202)

Make professional toiles as "sample garments" and plan the sewing construction with consideration to garment type and fabric, using fit models to finalize pattern proportion and detail. (36 hours) \$309

12 wks Tu. Jan 10 18:30 - 21:30 DTN CRN 10140

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 Tu. Jan 10 18:30 - 21:30 DTN CRN 10139

PRODUCTION PATTERNS GRADING (FASH 2203)

Learn necessary skills for producing accurate patterns in the apparel industry. Develop production patterns by considering construction methods and garment type, development of grade tables, grading techniques and procedures, lay-planning and markers. (36 hours) \$309

12 wks Th. Jan 12 18:30 - 21:30 DTN CRN 10143



What experience and education do your fashion arts faculty and instructors have?

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



FASHION DESIGN (FASH 1203)

Develop individual creativity and style in fashion design combined with a realistic approach to manufacture and sales potential. Learn to design clothing for all areas of the industry, producing flats and presentation fashion drawings for your designs. (36 hours) \$309

12 wks We. Jan 11 18:30 - 21:30 DTN CRN 10142

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)

DESIGN DRAFTING-PRACTICE (FASH 1303)

(36 hours

FA VISUAL COMMUNICATION (FASH 2309)

(36 hours)

HISTORY OF FASHION (FASH 1301)

(36 hours)

TAILORING (FASH 1302)

(36 hours)

FASHION ARTS DIPLOMA

Program Coordinator: 604.443.8387 Program Assistant: Belinda Chao, 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:

Fabric and Textile Studies (FASH 1115) Designer Patterns and Toiles (FASH 2111) Costume History (FASH 1113) Pattern Drafting Theory (FASH 1211) Computer Aided Drafting 2 (FASH 2212) Technical Fashion Drawing 1 (FASH 1213) Fashion Photoshop Applications (FASH 2214) Production Patterns Grading (FASH 2203) Studio Lab C (FASH 2213) Industrial Sewing Techniques (FASH 1212) Portfolio Design 1 (FASH 2210) Fashion Marketing & Promotion (FASH 1405) Illustration and Design 2 (FASH 1210) Int Visual Communication (FASH 2211) Fashion Prof Practices 2 (FASH 1172) Personal Block Construction (FASH 1214) Adv Fashion Show Preparation (FASH 2314) Collection Design 1 (FASH 1312) Collection Manufacture/Studio (FASH 2310) Fashion Prof Practices 1 (FASH 1171) Pattern Drafting Practical 1 (FASH 1310) Portfolio Design 2 (FASH 2312) Studio Lab A (FASH 1315) Studio Lab D (FASH 2313) Tailoring Techniques (FASH 1311) Technical Fashion Drawing 2 (FASH 1314) Textile Surface Design & Lab (FASH 1313)





22 DESIGN AND ARTS

FASHION ARTS

REQUIRED COURSES currently scheduled:

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

6 wks We. Jan 04 13:00 - 16:00 DTN CRN 30346

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

6 wks Fr. Jan 06 09:00 - 12:00 DTN CRN 30348

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

12 wks Fr. Jan 06 09:00 - 13:00 DTN CRN 30358

COMPUTER AIDED DRAFTING 2 (FASH 2212)

Using CAD software, draft full production patterns, completely graded with markers included. Interpret flat/design, understand and identify drafting concepts and challenges, and execute drafting techniques. (48 hours) \$407

12 wks Mo. Jan 09 09:00 - 13:00 DTN CRN 10119

PATTERN DRAFTING THEORY (FASH 1211)

Study the principles and methods of flat pattern drafting and produce comprehensive reference notebooks illustrating all basic adaptations and constructions in 1/5 scale. Gain an understanding of inherent design possibilities and limitations. (48 hours) \$407

12 wks Mo. Jan 09 09:00 - 13:00 DTN CRN 10103

TECHNICAL FASHION DRAWING 1 (FASH 1213)

Learn basic drawing tools with Adobe Illustrator software for fashion-related work including different uses and kinds of technical fashion drawing. Convey design ideas using technical drawings and terminology to accurately specify proportion, style and detail. (48 hours) \$407

12 wks Mo. Jan 09 14:00 - 18:00 DTN CRN 10105

FASHION PHOTOSHOP APPLICATIONS (FASH 2214)

Learn to transform hand-rendered illustrations by applying a variety of tools including fill selections and layers for composite images. Explore photo enhancements and make technical adjustments using various masks, clipping groups and fill layers. (48 hours) \$407

12 wks Tu. Jan 10 13:00 - 17:00 DTN CRN 10107

PRODUCTION PATTERNS GRADING (FASH 2203)

Learn necessary skills for producing accurate patterns in the apparel industry. Develop production patterns by considering construction methods and garment type, development of grade tables, grading techniques and procedures, lay-planning and markers. (36 hours) \$309

12 wks Tu. Jan 10 09:00 - 12:00 DTN CRN 10144

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) \$309

12 wks Fr. Jan 13 13:00 - 16:00 DTN CRN 10146

ILLUSTRATION AND DESIGN 2 (FASH 1210)

Develop individual creativity and style in fashion design combined with a realistic approach to manufacture and sales potential. Techniques for rendering fabrics are studied. Learn to develop clothing lines for various areas of the industry, producing flats and presentation fashion drawings for your designs. (36 hours) \$309

12 wks Th. Jan 12 14:00 - 17:00 DTN CRN 10145

INDUSTRIAL SEWING TECHNIQUES (FASH 1212)

Study industrial cutting and sewing methods to gain necessary knowledge for work in mass production. Produce several sample garments using industrial construction methods and develop skills in the use and care of industrial machines. (48 hours) \$407

12 wks Th. Jan 12 09:00 - 13:00 DTN CRN 10104

PORTFOLIO DESIGN 1 (FASH 2210)

Complete presentation fashion drawings, detailed flats and fabric swatches for your individual collection. Design and produce a collection portfolio that highlights technical and organizational skills as well as personal strengths, design philosophy and style. (36 hours) \$309

12 wks Th. Jan 12 09:00 - 12:00 DTN CRN 10108

STUDIO LAB C (FASH 2213)

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

12 wks Th. Jan 12 13:00 - 16:00 DTN CRN 10106

FASHION PROF PRACTICES 2 (FASH 1172)

Gain career development and employment skills such as leadership, networking and mentoring for the apparel industry. Discuss interview procedures, write cover letters and update individual resumes for industry positions. (36 hours) \$309

12 wks Fr. Jan 13 09:00 - 12:00 DTN CRN 10109

INT VISUAL COMMUNICATION (FASH 2211)

Incorporate graphic design principles into the production of business cards, programs and other promotional materials for the graduate fashion show. Develop concepts for a range of promotional materials including hang tags, logos, labels and press kits. (36 hours) \$309

11 wks Th. Jan 13 13:00 - 16:00 DTN CRN 10110

PERSONAL BLOCK CONSTRUCTION (FASH 1214)

Draft a set of individual blocks and custom measure and fit the blocks for personal or custom clientele. Recognize the actual fit and silhouette of these drafts. (18 hours) \$160

6 wks We. Feb 22 13:00 - 16:00 DTN CRN 10102

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)

FASHION PROF PRACTICES 1 (FASH 1171)

(36 hours)

PATTERN DRAFTING PRACTICAL 1 (FASH 1310)

(48 hours

PORTFOLIO DESIGN 2 (FASH 2312)

(36 hours)

STUDIO LAB A (FASH 1315)

(36 hours)

STUDIO LAB D (FASH 2313)

(36 hours)

TAILORING TECHNIQUES (FASH 1311)

(36 hours)

TECHNICAL FASHION DRAWING 2 (FASH 1314)

(48 hours)

TEXTILE SURFACE DESIGN & AMP; LAB (FASH 1313)

(72 hours)

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.

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 Britian).

Part-time CGA program begins each September. Accelerated full-time CGA program begins each May and completes in August.

ACCELERATED GEMMOLOGY

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

INFORMATION SESSION: DATE APRIL 8, TIME 6:30 P.M. ROOM 164, VCC DOWNTOWN CAMPUS

NEW CANADIAN GEMMOLOGICAL ASSOCIATION DIPLOMA

Be part of the first Accelerated Gemmology graduating class!

This is the first time this course is offered as an accelerated daytime program.

Learn to be a professional gemmologist in four months. Take the Canadian Gemmological Association's daytime fast paced course. This program teaches full theory and practical curriculum. This course includes lecture and lab time in the classroom and hands on work with gemstones and instruments.

All classes and exams are conducted on-site at our fully-equipped facility at the Downtown VCC campus. The fee includes all course notes, CGA student membership and tuition fees.

Examination fees extra - paid to the Canadian Gemmological Association.

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

ENTRANCE REQUIREMENTS:

High School Graduation.

REQUIRED COURSES:

Gemmology Accelerated Program (GEMM 1110)

REQUIRED COURSES currently scheduled:

NEW GEMMOLOGY ACCELERATED PROGRAM (GEMM 1110)

\$4829

4 days Mo. Tu. We. Th. May 22 09:30 - 16:30 DTN CRN 20184

GEMMOLOGY - PART TIME AND ACCELERATED

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

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.

ELECTIVE COURSES:

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



ELECTIVE COURSES currently scheduled:

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 Mo. Feb 20 18:30 - 21:30 DTN ***6** CRN 10180





24 DESIGN AND ARTS

GEMMOLOGY AND JEWELLERY

MASTERVALUER APPRAISAL PROGRAM (GEMM 3102) INFORMATION SESSION: FEBRUARY 13, 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. 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

15 wks Mo. Feb 20 18:30 - 21:30 DTN **CRN** 10181

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. Mar 03 09:30 - 12:30 DTN 🖰 CRN 10185

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. Mar 03 14:00 - 17:00 DTN **10 CRN** 10186

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

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)

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. (24 hours)

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)

EVALUATION OF JADEITE JADE 1 (GEMM 1155)

Learn from the experts about evaluating Jadeite Jade, one of the most complex gem materials to evaluate and appraise. Samples are provided, or you may bring your own jadeite piece to evaluate. (20 hours)

GIA COLOURED STONE GRADING (GEMM 2112)

Through extensive hands-on practice and using gemstones provided by GIA, develop skills in grading the colour, clarity, and cut quality factors of a wide range of coloured stones. Learn GIA's Coloured Stone Grading System and how to describe colour in terms of hue, tone and saturation. (21 hours)

GIA DIAMOND GRADING (GEMM 2130)

Learn to grade diamonds consistently and accurately using a modern gem microscope and jeweller's loupe. Become proficient in GIA's Diamond Grading System and spend more than 18 hours practicing grading techniques on diamonds that have been carefully selected and graded in the GIA Laboratory. (35 hours)

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)

JEWELLERY MAKING

Program Coordinator: Donna Hawrelko, 604.443.8694 Program Assistant: Rebeccah 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:

Jewellery Techniques I (JEWL 1103)
Jewellery Techniques II (JEWL 1104)
Sketching Basics for Jewellers (JEWL 1125)
Pearl Stringing Techniques 1 (JEWL 1112)
Create Jewellery Repair Sales (JEWL 1113)
Graduate Sales Associate (GEMM 2137)
Buying and Selling Jewellery (JEWL 1126)
Canadian Jeweller Jets Program (JEWL 1114)
Jewellery Appraisal (JEWL 1107)
Modern & Camp; Antique Jewellery (JEWL 1115)
Woven Silver Jewellery Making (JEWL 1128)

ELECTIVE COURSES currently scheduled:

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. Jan 16 18:30 - 21:30 DTN 10187 8 wks We. Jan 18 18:30 - 21:30 DTN 10190

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

8 wks Tu. Jan 17 18:30 - 21:30 DTN 4 CRN 10188

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

5 wks We. Jan 18 18:30 - 21:45 DTN ***6** CRN 10195

GEMMOLOGY AND JEWELLERY / INTERIOR DESIGN

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 & Dishing cloth. Registration deadline seven days prior to first class. (3 hours) \$95

1 day Sa. Jan 21 13:00 - 16:00 DTN ***6** CRN 10191

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. Jan 21 10:00 - 16:00 DTN **10:00** CRN 10192

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 Mo. Feb 20 18:30 - 21:30 DTN ***6** CRN 10180

ELECTIVE COURSES to be scheduled in upcoming terms:

BUYING AND SELLING JEWELLERY (JEWL 1126)

(18 hours)

CANADIAN JEWELLER JETS PROGRAM (JEWL 1114) (24 hours)

JEWELLERY APPRAISAL (JEWL 1107) (15 hours)

MODERN & ANTIQUE JEWELLERY (JEWL 1115)

(18 hours)

WOVEN SILVER JEWELLERY MAKING (JEWL 1128)

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.

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).

Residential Design (INTD 1130) Basic Drafting Concepts (INTD 1110) Design today. (INTD 1132) Design Basics (INTD 1158)

Design for Small Spaces (INTD 1131)

Lighting (INTD 1121) Textiles (INTD 1122)

Materials and Finishes (INTD 1125)

Design Drawing (INTD 1159)

AutoCad for Interior Designers (INTD 1150)

Colour Theory (INTD 1114)

Graphic Presentation (INTD 1160)

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:

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). Supplies avaiable at the VCC bookstore must be brought to first class. (36 hours) \$401

12 wks Mo. Jan 09 18:00 - 21:00 DTN CRN 10417

RESIDENTIAL DESIGN (INTD 1130)

All aspects of Residential Interior Design will be addressed in this advanced course. Further 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) \$401

12 wks Mo. Jan 09 18:00 - 21:00 DTN CRN 10416





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INTERIOR DESIGN / MAKEUP ARTISTRY

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) \$288

8 wks Tu. Jan 10 18:00 - 21:00 DTN CRN 10418

DESIGN BASICS (INTD 1158)

An introduction to the field of interior design. Focus is on design theory and process, including principles and elements of design. Study space planning, colour, drafting and lighting. Text: Designing Interiors (Kilmer & Kilmer) (36 hours) \$401

12 wks We. Jan 11 18:30 - 21:30 DTN CRN 10419

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) \$401

12 wks Th. Jan 12 18:00 - 21:00 DTN CRN 10420

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) \$401

12 wks Sa. Jan 14 09:30 - 12:30 DTN CRN 10423

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) \$288

8 wks Sa. Jan 14 09:30 - 12:30 DTN CRN 10424

MATERIALS AND FINISHES (INTD 1125)

Introduces a variety of interior materials and finishes (field visits) including: wood furniture and flooring, carpet, stone and tile, glass, metal and plastics. Discuss environmental issues and substainability. Study and research origin, characteristics, installation and maintenance of these materials. (24 hours) \$288

12 wks Sa. Jan 14 09:30 - 11:30 DTN CRN 10421

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) \$288

6 wks Sa. Jan 14 10:00 - 16:00 DTN CRN 10422

REQUIRED COURSES to be scheduled in upcoming terms:

AUTOCAD FOR INTERIOR DESIGNERS (INTD 1150)

(36 hours)

COLOUR THEORY (INTD 1114)

(36 hours)

GRAPHIC PRESENTATION (INTD 1160)

(36 hours)

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, 604.443.8417 Program Assistant: Margaret McIlwaine, 604.443.8711

The VCC makeup artistry certificate is taught by well-respected industry professionals and 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, quest speakers, portfolio building and class trips.

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

ENTRANCE REQUIREMENTS:

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

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)

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 for this course. A Make Up For Ever Kit has been specially selected for this program and must be purchased on the first day of class, by credit card only, for \$680. (30 hours) \$455

10 wks Tu. Jan 17 18:00 - 21:00 DTN ***6** CRN 10157

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. Jan 18 18:00 - 21:00 DTN **CRN** 10158

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. Jan 19 18:00 - 21:00 DTN ***6** CRN 10159

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. Feb 18 09:00 - 16:00 DTN **1** CRN 10160

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 this course for a fee of \$350. Please contact Program Coordinator for more details. Model required. (30 hours) \$455

10 wks Mo. Jan 23 18:00 - 21:00 DTN 46 CRN 10161

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 this course for a fee of \$180. (30 hours) \$455

10 wks Tu. Jan 24 18:00 - 21:00 DTN **10 CRN** 10178

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. Special F/X such as bald cap application, will also be taught. (30 hours) \$455

10 wks We. Jan 25 18:00 - 21:00 DTN 4 CRN 10179

PHOTOGRAPHY

Join the growing number of people who are studying the mult-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, 604.443.8417 Program Assistant: Rebeccah Bennett, 604.443.8672

Join Intro to 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:

Introduction to Photography (PHOT 1101) Photographic Theory (PHOT 1102)

ELECTIVE COURSES currently scheduled:

INTRODUCTION TO 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 Tu. Jan 17 18:00 - 21:00 DTN **10:00** CRN 10331

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 Th. Jan 26 18:00 - 21:00 DTN CRN 10335



PLEASE NOTE

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







28 HEALTH SCIENCES AND HUMAN SERVICES COUNSELLING

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.

ADDICTION COUNSELLING SKILLS CERTIFICATE

Program Coordinator: Sara Menzel, 604.443.8392, smenzel@vcc.ca Admissions: Mariola Mrozewska, 604.443.8416, mmrozewska@vcc.ca Program Assistant: Carol Agostini, 604.443.8661, cagostini@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:

Individ Couns Skills-Addiction (CNSK 1406)
Assessment Practices-Addiction (CNSK 1411)
Theories of Counselling (CNSK 1403)
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

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401)

(36 hours) \$444

12 wks Mo. Jan 09 18:15 - 21:15 DTN CRN 10426 12 wks Tu. Jan 10 18:15 - 21:15 DTN CRN 10431 12 wks Tu. Jan 10 18:15 - 21:15 DTN CRN 10432 12 wks We. Jan 11 18:15 - 21:15 DTN CRN 10433 12 wks Th. Jan 12 18:15 - 21:15 DTN CRN 10434 12 wks Fr. Jan 13 18:15 - 21:15 DTN CRN 10435 12 wks Fr. Jan 13 09:15 - 12:15 DTN CRN 10437

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. Jan 09 18:15 - 21:30 DTN CRN 10468

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. Jan 09 18:15 - 21:30 DTN AND
1 day Sa. Feb 25 09:30 - 16:30 DTN CRN 10456
12 wks Tu. Jan 10 18:15 - 21:30 DTN AND
1 day Sa. Mar 03 09:30 - 16:30 DTN CRN 10457
12 wks We. Jan 11 18:15 - 21:30 DTN AND
1 day Sa. Mar 03 09:30 - 16:30 DTN CRN 10458
12 wks Th. Jan 12 18:15 - 21:30 DTN AND
1 day Sa. Feb 25 09:30 - 16:30 DTN CRN 10459

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. Jan 09 18:15 - 21:30 DTN CRN 10461 12 wks We. Jan 11 18:15 - 21:30 DTN CRN 10462

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. Jan 09 18:15 - 21:30 DTN AND 1 day Sa. Jan 21 09:30 - 16:30 DTN CRN 10471 12 wks We. Jan 11 18:15 - 21:30 DTN AND 1 day Sa. Feb 11 09:30 - 16:30 DTN CRN 10472

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 \$273

5 wks Tu. Jan 10 18:15 - 21:30 DTN AND 1 day Sa. Jan 28 09:30 - 16:15 DTN CRN 10450 5 wks Th. Jan 12 18:15 - 21:30 DTN AND 1 day Sa. Feb 04 09:30 - 16:45 DTN CRN 10451

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

12 wks Tu. Jan 10 09:00 - 12:45 NET CRN 10465

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. Jan 12 18:15 - 21:30 DTN AND 1 day Sa. Feb 04 09:30 - 16:15 DTN CRN 10470

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. Feb 03 18:15 - 21:30 DTN CRN 10452 6 wks Sa. Feb 16 09:15 - 16:30 AND 6 wks Th. Feb 16 18:15 - 21:30 DTN CRN 10453

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. Feb 14 18:15 - 21:30 DTN AND 1 day Sa. Mar 17 09:15 - 16:30 DTN CRN 10467 7 wks Th. Feb 16 18:15 - 21:30 DTN AND 1 day Sa. Mar 17 09:15 - 12:30 DTN CRN 10466

PRACTICUM: EMPLOYMENT (CNSK 1489) 4 credits

PRACTICUM: VOLUNTEER (CNSK 1488) 4 credits

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.

COMMUNITY COUNSELLING SKILLS

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

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

Program Assistant: Carol Agostini, 604.443.8661, caqostini@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:

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

ELECTIVE COURSES:

Cns Skills A Youth Perspective (CNSK 1416) Aboriginal Counselling Skills (CNSK 1413)

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401)

(36 hours) \$444

12 wks Mo. Jan 09 18:15 - 21:15 DTN CRN 10426 12 wks Tu. Jan 10 18:15 - 21:15 DTN CRN 10431 12 wks Tu. Jan 10 18:15 - 21:15 DTN CRN 10432 12 wks We. Jan 11 18:15 - 21:15 DTN CRN 10433 12 wks Th. Jan 12 18:15 - 21:15 DTN CRN 10434 12 wks Fr. Jan 13 18:15 - 21:15 DTN CRN 10435 12 wks Fr. Jan 13 09:15 - 12:15 DTN CRN 10437

REQUIRED COURSES currently scheduled:

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 Mo. Jan 09 18:15 - 21:30 DTN CRN 10469

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. Jan 09 18:15 - 21:30 DTN AND 1 day Sa. Feb 25 09:30 - 16:30 DTN CRN 10456 12 wks Tu. Jan 10 18:15 - 21:30 DTN AND 1 day Sa. Mar 03 09:30 - 16:30 DTN CRN 10457 12 wks We. Jan 11 18:15 - 21:30 DTN AND 1 day Sa. Mar 03 09:30 - 16:30 DTN CRN 10458 12 wks Th. Jan 12 18:15 - 21:30 DTN AND 1 day Sa. Feb 25 09:30 - 16:30 DTN CRN 10459

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 Mo. Jan 09 18:15 - 21:30 DTN CRN 10464 12 wks Tu. Jan 10 18:15 - 21:30 DTN CRN 10463





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

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. Jan 09 18:15 - 21:30 DTN AND 1 day Sa. Jan 21 09:30 - 16:30 DTN CRN 10471 12 wks We. Jan 11 18:15 - 21:30 DTN AND 1 day Sa. Feb 11 09:30 - 16:30 DTN CRN 10472

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 \$273

5 wks Tu. Jan 10 18:15 - 21:30 DTN AND 1 day Sa. Jan 28 09:30 - 16:15 DTN CRN 10450 5 wks Th. Jan 12 18:15 - 21:30 DTN AND 1 day Sa. Feb 04 09:30 - 16:45 DTN CRN 10451

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

12 wks Tu. Jan 10 09:00 - 12:45 NET CRN 10465

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. Feb 03 18:15 - 21:30 DTN CRN 10452 6 wks Sa. Feb 16 09:15 - 16:30 DTN AND 6 wks Th. Feb 16 18:15 - 21:30 DTN CRN 10453

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. Feb 14 18:15 - 21:30 DTN AND 1 day Sa. Mar 17 09:15 - 16:30 DTN CRN 10467 7 wks Th. Feb 16 18:15 - 21:30 DTN AND 1 day Sa. Mar 17 09:15 - 12:30 DTN CRN 10466

ELECTIVE COURSES currently scheduled:

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 Th. Jan 12 18:15 - 21:30 DTN AND 1 day Sa. Feb 04 09:30 - 16:15 DTN CRN 10473

ABORIGINAL COUNSELLING SKILLS (CNSK 1413)

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. 22 hours (1 credit) \$273

5 wks Th. Mar 01 18:15 - 21:30 DTN AND 1 day Sa. Mar 24 09:30 - 16:15 DTN CRN 10474

PRACTICUM: EMPLOYMENT (CNSK 1489)

4 credits

PRACTICUM: VOLUNTEER (CNSK 1488)

1 credits

EARLY CHILDHOOD CARE AND EDUCATION

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

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

EARLY CHILDHOOD CARE AND EDUCATION

Program Coordinator: Lesley Richardson, 604.443.8660, Irichardson@vcc.ca Program Assistant: 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) \$311

8 wks Th. Jan 26 18:45 - 21:45 DTN CRN 10386 1 day Sa. Feb 11 09:30 - 16:30 DTN CRN 10386 1 day Sa. Mar 10 09:30 - 16:30 DTN CRN 10386

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)

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

Jan 02 OFS CRN 10371

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



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 at 604.443.8428.

PLEASE NOTE

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

FAMILY LITERACY

It's a great feeling to work every day changing lives, and Vancouver Community College is proud to offer the Family Literacy program – the first of its kind in British Columbia. Explore key literacy themes and issues, learn to promote best practices, study teaching methods and discover effective ways to deal with learning barriers. Make a significant contribution in this growing professional area and play a vital role in B.C.'s social strategy.

FAMILY LITERACY CERTIFICATE

Program Assistant: 604.443.8428

Partnering with Literacy B.C., the Centre for Family Literacy, 2010 Legacies Now and Conestoga College, VCC is proud to host a new online Family Literacy Certificate Program. For those who currently work or plan to work in family literacy, this program will build your knowledge and skills in a wide range of areas key to high quality programs and services. Unique across Canada, this credential offers an excellent curriculum facilitated by leaders in the family literacy field. Grade 12 English or equivalency is required for program entry. 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:

Fundamentals of Family Literacy is a prerequisite for all courses.

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:

CHILD DEV & EMERGENT LITERACY (FAML 1111)

Explore the principles of child development, play, and children with exceptional needs in family literacy programs. Examine oral language and reading/writing development from emergent to independent stages and focus on the role of adults in supporting children's literacy development. (30 hours) \$250 Jan 09 09:00 - 15:00 NET CRN 10442

FAMILY LIT IN THE COMMUNITY (FAML 1112)

Examine principles of community development and their impact on family literacy, home languages and cultures. Discover criteria for effective partnerships and examples of successful community partnerships. (36 hours) \$270

Mar 05 NET CRN 10443

REQUIRED COURSES to be scheduled in upcoming terms:

FAMILY LIT ACROSS CONTEXTS (FAML 1113) (36 hours)

LEADERSHIP IN FAMILY LITERACY (FAML 1114) (36 hours)





32 HEALTH SCIENCES AND HUMAN SERVICES HEALTH

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. Mar 03 09:00 - 18:00 DTN CRN 10493

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) \$138.85

2 wks Sa. Feb 04 09:00 - 16:00 DTN **** CRN** 10507

HEALTH SPECIALTY

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:

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 \$534

1 day Jan 02 OFS CRN 10509

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 Fr. Sa. Jan 06 09:00 - 17:00 DTN CRN 10491 2 days Fr. Sa. Mar 30 09:00 - 17:00 DTN CRN 10492

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. \$347

3 wks Sa. Jan 14 09:00 - 18:00 TBA CRN 10482

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. Jan 26 08:30 - 16:30 TBA CRN 10485

1 day Th. Feb 23 08:30 - 16:30 TBA CRN 10484

1 day Th. Mar 29 08:30 - 16:30 DTN CRN 10483

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). \$347

3 wks Sa. Feb 18 09:00 - 17:00 OFS CRN 10481

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

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.

ADVANCED CARDIAC MONITORING (HLTH 1174)

Learn cardiac monitoring skills with an interactive, handson approach. Explore cardiac anatomy, pathology, electrophysiology and ECG interpretation. Designed for nurses working in settings that rely on cardiac monitoring.

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.

BASIC ECG MONITORING (HLTH 1173)

Review cardiac anatomy, pathology, electrophysiology and ECG interpretation. Discuss a systematic approach to the interpretation and management of cardiac dysrhythmias. Designed for nurses working in settings that rely on cardiac monitoring.

IV MEDICATION ADMINISTRATION (HLTH 1381)

Learn and practice intravenous medication administration and reconstitution. Review medication and intravenous therapy. (8 hours)

MEDICATION COURSE FOR HCWS (HLTH 1366)

Learn to give medications safely and how medications work in the body. Special attention is given to withdrawal management protocols. For Health Care Workers who are working in supportive roles in residential hotels or detox settings. (14 hours)

NURSING PRACTICE LABS (HLTH 1391)

Keep your skills up to date by attending this four-hour practice lab. Instructors are available to provide assistance, and please let us know if there is a specific skill you wish to practice and we will have equipment ready. Book early as space is limited. (4 hours)

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).



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:

DISTANCE IV THERAPY FOR LPN (HLTH 1315)

This distance education course reviews principles of maintaining Intraveneous therapy. Skills such as calculating drip factor's, flushing tubing, and recognizing common complications of IV therapy are highlighted.

For further information please contact the program assistant at 604-443-8635 \$179

Jan 01 OFS CRN 10512

PHARMACOLOGY REVIEW (HLTH 1295)

Are you a LPN or RN returning to nursing and requiring a pharmacology review? This 20-40 hour distance course lets you practice math calculations and other skills associated with administering medications. Price includes a one-day lab practice day. \$263

Jan 01 OFS CRN 10513

TRANSCRIBING ORDERS (HLTH 1138)

A self paced distance module training LPNs to receive and transcribe physician's verbal and telephone orders. (6 hours) \$179

Jan 01 OFS CRN 10511

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. Jan 26 08:30 - 16:30 TBA CRN 10485 1 day Th. Feb 23 08:30 - 16:30 TBA CRN 10484 1 day Th. Mar 29 08:30 - 16:30 DTN CRN 10483

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. Jan 27 09:00 - 18:00 TBA CRN 10487 1 day Fr. Feb 24 09:00 - 18:00 TBA CRN 10488 1 day Fr. Mar 30 09:00 - 18:00 DTN CRN 10489 ELECTIVE COURSES to be scheduled in upcoming terms:

I.M. INJECTIONS (HLTH 1122)

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

LPN PHARMA/PARENTERAL LAB (HLTH 1130)

After completing the theory portion of pharmacology or parenteral, this is the lab check for the manual skill. Held on the last Saturday of each month. (8 hours).

LPN PHARMACY THEORY (HLTH 1128)

Learn oral administration and subcutaneous and intramuscular injections. This course is available as a distance program and usually takes 3-6 months to complete. To obtain a Statement of Completion of Professional Studies, you must also complete a clinical practicum (22.5 hours) (HLTH 1131) for an additional fee. Course costs include tutorial and full day skills check out. (70 hours)

TAKE THE LEAD (HLTH 1368)

Identify LPN leadership capabilities both at the bedside and at the leadership table. Focus on assessment and clinical decision making models, and gain confidence by using effective communication tools. Review anatomy, physiology, and pathophysiology of the five body systems.

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 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. \$347

3 wks Sa. Jan 14 09:00 - 18:00 TBA CRN 10482



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) \$464

1 day Sa. Jan 14 09:00 - 16:00 TBA CRN 10444 5 wks We. Jan 18 16:30 - 21:30 TBA CRN 10444 1 day Sa. Feb 18 09:00 - 16:00 TBA CRN 10444

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). \$347

3 wks Sa. Feb 18 09:00 - 17:00 OFS CRN 10481





34 HEALTH SCIENCES AND HUMAN SERVICES HEALTH

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.

Interpersonal/Commun - Health (MSKL 1104)

Medical Terminology 1 (OACP 1108)

ENTRANCE REQUIREMENT COURSES currently scheduled:

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. Jan 14 09:00 - 16:00 DTN **10 CRN** 10427 4 wks Sa. Feb 11 09:00 - 16:00 DTN **10 CRN** 10445 4 wks Sa. Mar 10 09:00 - 16:00 DTN **10 CRN** 10429

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. Jan 17 18:00 - 21:00 DTN **10** CRN 10021 10 wks Tu. Jan 17 18:00 - 21:00 DTN **10** CRN 10022 10 wks Tu. Jan 17 18:00 - 21:00 DTN **10** CRN 10023

PERIANESTHESIA NURSING CERTIFICATE

Program Assistant: 604.443.8672

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

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

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

PREREQUISITES

Currently licensed as an R.N.

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

Current Level C CPR.

Recommendation letter from an immediate supervisor.

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

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

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

REQUIRED COURSES:

PeriAnesthesia Nursing (HLTH 1341)

ELECTIVE COURSES:

PACU Challenge Option (HLTH 1378)

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

Jan 02 OFS CRN 10510

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 \$534

Jan 02 OFS CRN 10509

RENAL DIALYSIS TECHNICIAN CERTIFICATE

Program Assistant: 604.443.8672

This intensive certificate program is 7.5 weeks combining theory and clinical practice. Renal dialysis technicians work as part of the healthcare team providing quality care to patients undergoing hemodialysis in acute care centres or community clinics managing the operation, maintenance and quality control of the equipment used.

ENTRANCE REQUIREMENTS:

- 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. Completion of 1 semester of First year Post-Secondary Science (any one of Chemistry, Biology or Physics) Grade Corphetter
- 4. Medical Terminology 1 (OACP 1108) taken within five years of application date
- 5. Interpersonal Communication (MSKL 1104)

For information on entrance course requirements #4 & # 5 only, please contact Program Assistant, 604.443.8711.

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

REQUIRED COURSES:

Interpersonal/Commun - Health (MSKL 1104) Medical Terminology 1 (OACP 1108) Renal Technician (RENL 1102)

REQUIRED COURSES currently scheduled:

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

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10 wks Tu. Jan 17 18:00 - 21:00 DTN 🕆 CRN 10021 10 wks Tu. Jan 17 18:00 - 21:00 DTN 🕆 CRN 10022 10 wks Tu. Jan 17 18:00 - 21:00 DTN 🕆 CRN 10023

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:

Simo Practice (INTR 1146)
Fundamentals of Interpreting (INTR 1218)
Audio Lab Interpret Practice (INTR 1145)
Pitfalls in English (INTR 1219)
The Wired Translator (INTR 1147)
Marketing for Translators (INTR 1148)
CILISAT Test (INTR 1128)

ELECTIVE COURSES currently scheduled:

SIMO PRACTICE (INTR 1146)

These 3.5 hour individual lab sessions are designed for interpreters seeking opportunities to improve their simultaneous 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 program the interpreting programs coordinator if you wish to do this. The instructor will provide source language audio recordings (e.g. court/legal practice materials, speeches, radio podcasts. etc), general guidance and tips. Group warm-up exercises and limited individual correction. Where possible, attendees are encourages to work in language groups to allow for peer correction. STIBC members and VCC Grads \$5.00 discount. (3.5 hours) \$75

1 day Sa. Jan 14 09:30 - 13:00 DTN CRN 10439 1 day Sa. Feb 18 09:30 - 13:00 DTN CRN 10440 1 day Sa. Mar 31 09:30 - 13:00 DTN CRN 10441

FUNDAMENTALS OF INTERPRETING (INTR 1218)

There is more to interpreting than simple being bilingual! Learn the building blocks of interpreting, including analyzing, summarizing and paraphrasing, listening comprehension, shadowing and note taking. STIBC members and VCC Grads \$15.00 discount (12 hours) \$195

4 wks Sa. Jan 21 09:30 - 12:30 DTN CRN 10448

AUDIO LAB INTERPRET PRACTICE (INTR 1145)

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. Instructor: Roger Barany. STIBC members and VCC Grads \$15.00 discount (12 hours) \$155

4 wks We. Feb 01 18:30 - 21:30 DTN CRN 10438

PITFALLS IN ENGLISH (INTR 1219)

Designed to give both native-born and foreign students a solid sense of security in mastery of English. Irregular verbs are fully conjugated, pitfalls in sentence structure are analyzed and rules are specified to help with potential trouble areas in spelling and punctuation. Other common errors such as subject-verb agreement, fragments, comma splices, run-on sentences, tense shifts, vague pronoun reference and faulty parallels. STIBC members and VCC Grads \$15.00 discount (12 hours). \$195

4 wks We, Mar 07 09:30 - 12:30 DTN CRN 10449

THE WIRED TRANSLATOR (INTR 1147)

Coffee is just part of it. While the essence of translation remains the same, computers, electronic databases and the internet have changed the way translators work forever and mostly for the best. This workshop will focus on old favorites, their newer versions and some emerging trends to provide a general overview of tools that translators can use to improve quality, productivity and joy in their day to day work. During the second part of the workshop, participants will be invited to ask questions and discuss their own favorite resources, so please bring screenshots and links to share with your fellow translators. Instructor: Evelyna Radoslavova. STIBC members and VCC Grads \$5.00 discount (3 hours) \$50

1 day Sa. Mar 10 09:30 - 12:30 DTN CRN 10446

MARKETING FOR TRANSLATORS (INTR 1148)

Are you a beginner in the translation business? A lull in your projects, leaving you time to think about marketing your services? This workshop is meant to give you a few pointers about structuring your marketing activities and your practice for maximum efficiency. It will touch on matters as diverse as CVs, business cards, office tools, communications with clients and other matters of interest to beginners and moderately experienced translators alike. Instructor: Evelyna Radoslavova. STIBC members and VCC Grads \$5.00 discount (3 hours) \$50

1 day Sa. Mar 17 18:30 - 21:30 DTN CRN 10447

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,Äôs 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. Mar 31 DTN CRN 10430





36 HEALTH SCIENCES AND HUMAN SERVICES INTERPRETING

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)

Interpreting/Translation Intro (INTR 1192)

REQUIRED COURSES:

Law For Court Interpreters (INTR 1104) Interpreting 3 - Court (INTR 1103) Terminology Research (INTR 1130) Simultaneous Interpretation (INTR 1101) Field Studies - Court (INTR 1141)

ENTRANCE REQUIREMENT COURSES currently scheduled:

INTERPRETING/TRANSLATION INTRO (INTR 1192)

Learn about the translating profession by examining the process of interpretation and translation, the role of the interpreter and translator, ethics and professionalism. Practice listening and language skills, memory and notetaking, specialized terminologies and self-evaluation skills. A prerequisite for certificates in Court Interpreting or Health Care and Community Services Interpreting. Includes Entrance Exam. (28 hours) \$395

9 wks We. Jan 18 18:30 - 21:30 DTN CRN 10262 1 day Sa. Mar 17 09:30 - 13:30 DTN CRN 10262 REQUIRED COURSES currently scheduled:

LAW FOR COURT INTERPRETERS (INTR 1104)

Learn the foundations of Canadian law and the BC court system, court procedures and legal terminologies in reference to 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)

Observe court proceedings and participate in mock trials at the University of British Columbia Law Faculty, and through specialized visits (e.g. Narcotics Squad).

Pass Mark: Satisfactory (30 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 in 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)

Interpreting/Translation Intro (INTR 1192)

REQUIRED COURSES:

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)

ENTRANCE REQUIREMENT COURSES currently scheduled:

INTERPRETING/TRANSLATION INTRO (INTR 1192)

Learn about the translating profession by examining the process of interpretation and translation, the role of the interpreter and translator, ethics and professionalism. Practice listening and language skills, memory and notetaking, specialized terminologies and self-evaluation skills. A prerequisite for certificates in Court Interpreting or Health Care and Community Services Interpreting. Includes Entrance Exam. (28 hours) \$395

9 wks We. Jan 18 18:30 - 21:30 DTN CRN 10262 1 day Sa. Mar 17 09:30 - 13:30 DTN CRN 10262 REQUIRED COURSES currently scheduled:

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) \$230

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)

Participate in simulated health care situations such as patient intake, patient examination by nurses, speech pathologist interactions, psychological counseling, mental health, and specialized visits (e.g. grief counselor, narcotics, hospital wards). Pass Mark: Satisfactory (24 hours)

HOSPITALITY

VCC trains the best to be the best in B.C.'s thriving hospitality industry. Check out our great programs in baking and pastry arts and tea sommelier. Whether you're already working in this growing sector, or want to get involved, VCC is where this industry turns to hire great people.

BAKING AND PASTRY ARTS

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Donna Hawrelko, 604.443.8694 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:

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. Jan 16 19:00 - 21:30 DTN ***6** CRN 10168

CAKE MAKING AND DECORATING (CUIS 1121)

Learn the fundamentals of cake decorating including decorating tools and techniques. Develop skills in making different types of meringues and tasty fillings using seasonal ingredients and complementary flavours. Tuition fee includes HST, cost of supplies and ingredients. (15 hours) \$305

5 wks We. Jan 18 19:00 - 22:00 DTN **4** CRN 10169

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. Feb 04 09:00 - 16:00 DTN ****** CRN 10176

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) \$128

1 day Sa. Feb 11 09:00 - 16:00 DTN ***6** CRN 10177

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 multitiered cakes. Tuition fee includes HST, cost of supplies and ingredients. (15 hours) \$305

5 wks We. Feb 22 19:00 - 22:00 DTN **10:70** CRN 10170

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) \$128

1 day Fr. Mar 09 19:00 - 21:00 DTN 🕆 CRN 10172 1 day Sa. Mar 10 09:00 - 13:00 DTN ****** CRN 10172

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

TEA SOMMELIER

Senior Program Coordinator: Anne Tollstam, 604.443.8668 Program Coordinator: Donna Hawrelko, 604.443.8694 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:

Tea Sommelier - Introduction (TSOM 1101) From the Bush to the Cup (TSOM 1105) Tea Regions of the World (TSOM 1107) Tea Preparation & Consumption (TSOM 1106)

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

4 wks Mo. Jan 16 19:00 - 22:00 DTN 10337





38 HOSPITALITY / LANGUAGES AND WRITING SOMMELIER / CREATIVE WRITING

FROM THE BUSH TO THE CUP (TSOM 1105)

Prerequisite: TSOM 1101. Discover advanced cultivation and processing practices used in the production of tea. Gain an essential perspective of modern tea garden management practices currently used in world production including the importance of various processing decisions for the finished product. An additional association fee of \$25 must be paid before the first class.

Please contact rileyr@tea.ca (18 Hours) \$295

6 wks We. Jan 18 19:00 - 22:00 DTN 9 CRN 10425

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 rileyr@tea.ca (21 hours) \$\$324.99

7 wks Mo. Feb 13 19:00 - 22:00 DTN CRN 10338

ELECTIVE COURSES to be scheduled in upcoming terms:

TEA PREPARATION & CONSUMPTION (TSOM 1106)

Prerequisite: TSOM 1101. Examine preparation and consumption habits of regions around the world such as China, Japan, Sri Lanka, India, Africa and more. Discover health benefits of tea including myths and facts while tasting and evaluating teas representative of each region.

An additional association fee of \$25 must be paid before the first class. Please contact rileyr@tea.ca (18 hours)

PLEASE NOTE

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

SOMMELIER

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

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

SOMMELIER CERTIFICATE

ISG WINE FUNDAMENTALS CERTIFICATE LEVEL I

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

ISG WINE FUNDAMENTALS CERTIFICATE LEVEL 2

Build on the knowledge gained in Level 1 through an introduction to the regional study of wine. Extensive tasting of representative regional wines, spirits and beer from all of the world's major production areas. Students meet once each week for a total of 48 hours. Graduates of this course receive the title of Certified Wine Steward, a prerequisite designation for pursuing the title of Certified Sommelier. (48 hours) \$1.000*

SOMMELIER DIPLOMA

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

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

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:

A Writer's Smorgasbord (CWRI 1172) The Personal Narrative (CWRI 1162) Screenplay Writing (CWRI 1169) Literature of the Imagination (CWRI 1167) Short Fiction (CWRI 1163) Finding Your Writer's Voice (CWRI 1143) A Novel Idea (CWRI 1171) Poetry to Begin With (CWRI 1170) Writing for Children (CWRI 1158)

ELECTIVE COURSES currently scheduled:

A WRITER'S SMORGASBORD (CWRI 1172)

Though workshop settings and discussions, learn the basics of prose, theatre, film and TV scenes. Explore the essential differences and similarities of these genres while determining where you want to go in your writing and how you will get there. Course fee includes HST. Instructor: Leslie Mildiner. (18 hours) \$180

6 wks Mo. Jan 23 18:00 - 21:00 DTN 4 CRN 10381

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. Jan 23 18:00 - 21:00 DTN 10207



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 Tu. Jan 24 18:00 - 21:00 DTN 4 CRN 10333

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. Please bring a USB flash drive or burnable CD to first class. Instructor: Moss Whelan. (18 hours) \$180

6 wks Tu. Jan 24 18:00 - 21:00 DTN **10:** CRN 10213

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: Angela Anzovina (18 hours) \$180

6 wks We. Jan 25 18:00 - 21:00 DTN 9 CRN 10334

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. Jan 25 18:30 - 21:30 DTN 4 CRN 10208

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. Jan 26 18:00 - 21:00 DTN CRN 10332

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

WRITING FOR CHILDREN (CWRI 1158)

Explore the growing and diverse area of writing for children. Examine form, style and voice while workshopping pieces to help with process and confidence. Course fee includes HST. (18 hours)

LANGUAGES

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

FOREIGN LANGUAGES

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

Explore the world, or improve your business skills 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. Jan 17 18:30 - 21:00 DTN 10299

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. Jan 19 18:30 - 21:00 DTN **10:298**

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. Jan 16 18:30 - 21:00 DTN ***6** CRN 10304

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. Jan 18 18:30 - 21:00 DTN **CRN** 10305

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. (20 hours) \$188

8 wks Mo. Jan 16 18:30 - 21:00 DTN **10:280** 8 wks Tu. Jan 17 18:30 - 21:00 DTN **10:280** 8 wks Th. Jan 19 18:30 - 21:00 DTN **10:296** 8 wks Sa. Jan 21 09:30 - 12:00 DTN **10:296** 8 wks Sa. Jan 21 09:30 - 12:00 DTN **10:296**

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 Tu. Jan 17 18:30 - 21:00 DTN ❤ CRN 10281 8 wks Sa. Jan 21 12:45 - 15:15 DTN ❤ CRN 10319

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. Jan 18 18:30 - 21:00 DTN 4 CRN 10297

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. (10 hours) \$98

4 wks Tu. Mar 13 18:30 - 21:00 DTN ***6** CRN 10328

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 Th. Jan 18 18:30 - 21:00 DTN ***†** CRN 10308

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. Jan 19 18:30 - 21:00 DTN ****** CRN 10320





40 LANGUAGES AND WRITING LANGUAGES / MANDARIN SCHOOL FOR CHILDREN AND YOUTH

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 Tu. Jan 17 18:30 - 21:00 DTN 10286 8 wks Sa. Jan 21 09:30 - 12:00 DTN 10311

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. Jan 18 18:30 - 21:00 DTN **CRN** 10290 8 wks Sa. Jan 21 12:45 - 15:15 DTN **CRN** 10312

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. Jan 19 18:30 - 21:00 DTN 10300

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. Jan 17 18:30 - 21:00 DTN 9 CRN 10295

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. Jan 19 18:30 - 21:00 DTN **10:31**

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. Jan 16 18:30 - 21:00 DTN ***6** CRN 10294 8 wks Th. Jan 19 18:30 - 21:00 DTN ***6** CRN 10307

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. Jan 17 18:30 - 21:00 DTN 4 CRN 10303

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 Th. Jan 19 18:30 - 21:00 DTN **10** CRN 10313

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 available at the Downtown Campus Bookstore. Fee includes HST (20 hours) \$188

8 wks Mo. Jan 16 18:30 - 21:00 DTN 10318 8 wks Tu. Jan 17 18:30 - 21:00 DTN 10282 8 wks We. Jan 18 18:30 - 21:00 DTN 10293 8 wks Th. Jan 19 18:30 - 21:00 DTN 10293 8 wks Sa. Jan 21 09:30 - 12:00 DTN 10283

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 We. Jan 18 18:30 - 21:00 DTN **OCRN** 10284 8 wks Sa. Jan 21 12:45 - 15:15 DTN **CRN** 10287

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. Jan 17 18:30 - 21:00 DTN ❤ CRN 10285 8 wks We. Jan 18 18:30 - 21:00 DTN ❤ CRN 10308

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. Fee includes HST. (10 hours) \$98

4 wks Tu. Mar 13 18:30 - 21:30 DTN 4 CRN 10330

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. Feb 11 09:30 - 12:00 BWY CRN 10317

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. Feb 11 09:30 - 12:00 BWY CRN 10322

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. Feb 11 09:30 - 12:00 TBA CRN 10340

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. Feb 11 09:30 - 12:00 BWY CRN 10263 16 wks Sa. Feb 11 09:30 - 12:00 BWY CRN 10264 16 wks Sa. Feb 11 09:30 - 12:00 BWY CRN 10302

MANDARIN GRADE 1 (SIMPLIFIED) (MAND 1201) \$165 16 wks Sa. Feb 11 09:30 - 12:00 BWY CRN 10278

MANDARIN GRADE 2 (SIMPLIFIED) (MAND 1202) \$165 16 wks Sa. Feb 11 09:30 - 12:00 BWY CRN 10273

MANDARIN GRADE 3 (SIMPLIFIED) (MAND 1203) \$165 16 wks Sa. Feb 11 09:30 - 12:00 BWY CRN 10274

MANDARIN GRADE 4 (SIMPLIFIED) (MAND 1204) \$165 16 wks Sa. Feb 11 09:30 - 12:00 BWY CRN 10279

MANDARIN GRADE 5 (SIMPLIFIED) (MAND 1205) \$165 16 wks Sa. Feb 11 09:30 - 12:00 BWY CRN 10288

MANDARIN GRADE 6 (SIMPLIFIED) (MAND 1206) \$165 16 wks Sa. Feb 11 09:30 - 12:00 BWY CRN 10292

MANDARIN GRADE 7 (SIMPLIFIED) (MAND 1207) \$165 16 wks Sa. Feb 11 09:30 - 12:00 BWY CRN 10301

MANDARIN GRADE 8 (SIMPLIFIED) (MAND 1208) \$165 16 wks Sa. Feb 11 09:30 - 12:00 BWY CRN 10310

GRADE 9 MANDARIN (MAND 1109) \$165

16 wks Sa. Feb 11 09:30 - 12:00 TBA CRN 10339

MANDARIN GRADE 10 (SIMPLIFIED) (MAND 1210) \$175 16 wks Sa. Feb 11 09:30 - 12:00 TBA CRN 10341

GRADE 12 MANDARIN (MAND 1112) \$175

16 wks Sa. Feb 11 09:30 - 12:00 BWY CRN 10325

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. Feb 11 12:30 - 13:30 BWY CRN 10306

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. Feb 11 12:30 - 13:30 BWY CRN 10272

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 4 (MAND 1144) \$165 16 wks Sa. Feb 11 12:30 - 13:30 BWY CRN 10267

MATHEMATICS GRADE 5 (MAND 1145) \$165 16 wks Sa. Feb 11 12:30 - 13:30 BWY CRN 10268

MATHEMATICS GRADE 6 (MAND 1146) \$165 16 wks Sa. Feb 11 12:30 - 13:30 BWY CRN 10291

MATHEMATICS GRADE 7 (MAND 1147) \$165 16 wks Sa. Feb 11 12:30 - 13:30 BWY CRN 10269

MATHEMATICS GRADE 8 (MAND 1148) \$165 16 wks Sa. Feb 11 12:30 - 13:30 BWY CRN 10270

MATHEMATICS GRADE 9 (MAND 1149) \$165 16 wks Sa. Feb 11 12:30 - 13:30 BWY CRN 10271

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 U-Pass under Services for Students at **vcc.ca** for complete up-to-date list of eligible courses.

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.







42 **TECHNOLOGY** COMPUTERS

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

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

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

ELECTIVE COURSES:

Excel 2007 Level 1 (CMPT 1129)

Word 2007 Level 1 (CMPT 1130)

Outlook L1 Essential Skills (CMPT 1601)

Power Point 2007 Level 1 (CMPT 1168)

Outlook L2 Productivity (CMPT 1602)

Access 2007 Level 1 (CMPT 1164)

Access 2007 Level 2 (CMPT 1165)

Excel 2007 Level 2 (CMPT 1131)

Excel 2007 Level 3 (CMPT 1132)

Word 2007 Level 2 (CMPT 1153)

Intro to Windows (CMPT 1169)

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. Jan 14 09:00 - 17:00 DTN ***6** CRN 10221

1 day Sa. Mar 03 09:00 - 17:00 DTN 🕈 CRN 10222

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. Jan 21 09:00 - 17:00 DTN ***6** CRN 10223

1 day Sa. Mar 10 09:00 - 17:00 DTN ***6** CRN 10237

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. Jan 28 09:00 - 17:00 DTN ***6** CRN 10372

1 day Sa. Feb 25 09:00 - 17:00 DTN ****** CRN 10373

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. Jan 28 09:00 - 17:00 DTN **1** CRN 10229

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

1 day Sa. Feb 04 09:00 - 17:00 DTN ****** CRN 10374

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. Feb 11 09:00 - 17:00 DTN **1** CRN 10227

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. Feb 25 09:00 - 17:00 DTN ***6** CRN 10228

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. Mar 10 09:00 - 17:00 DTN 4 CRN 10224

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. Mar 17 09:00 - 17:00 DTN ****** CRN 10225

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. Mar 24 09:00 - 17:00 DTN ****** CRN 10230

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. Mar 24 09:00 - 17:00 DTN 🖰 CRN 10226

COMPUTER ACCOUNTING FOR BUSINESS

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

ELECTIVE COURSES:

Simply Accounting 2011 Level 1 (CMPT 1316) ACCPAC GL Level 1 (CMPT 1318) Simply Accounting 2011 Level 2 (CMPT 1317) ACCPAC GL Level 2 (CMPT 1319)

ELECTIVE COURSES currently scheduled:

SIMPLY ACCOUNTING 2011 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. Jan 23 18:00 - 21:00 DTN ***6** CRN 10238

NEW ACCPAC GL LEVEL 1 (CMPT 1318)

Understand the setup options for General Ledger and how they can be used to customize the module for your business and financial reporting needs. Learn how to add General Ledger accounts and create manual, recurring and auto reversing General Ledger entries. (15 hours) \$350

5 wks Tu. Jan 24 18:00 - 21:00 DTN ***6** CRN 10387

SIMPLY ACCOUNTING 2011 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. Feb 27 18:00 - 21:00 DTN **10 CRN** 10239

NEW ACCPAC GL LEVEL 2 (CMPT 1319)

Understand how to utilize online GL inquiry functions including drill downs to sub-ledger details. Includes Periodic, Year End and Multicurrency processing functions. Learn how to import and export budget figures with Excel and how to facilitate departmental reporting needs. (15 hours) \$350

5 wks Tu. Feb 28 18:00 - 21:00 DTN ***6** CRN 10388

PLEASE NOTE

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

INTERNET AND COMPUTING CORE CERTIFICATION PREPARATION (IC3)

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

The Internet and Computing Core Certification (IC³) preparation program is the world's first validated, standards-based training and certification program for basic computing and internet knowledge and skills. Successful completion of IC³ ensures you have the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet. 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. Jan 16 18:00 - 21:00 DTN 4 CRN 10232

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) \$396

10 wks We. Jan 18 18:00 - 21:00 DTN 4 CRN 10231

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. Feb 20 18:00 - 21:00 DTN 4 CRN 10233

COMPUTER CERTIFICATION CENTRE

Program Coordinator: Rhyon Caldwell, 604.443.8669, rcaldwell@vcc.ca

NEW ADOBE CERTIFIED ASSOCIATE (ACA) (CMPT1901) \$100 EACH

Dreamweaver CS3, CS4, CS5 Flash CS3, CS4, CS5 Photoshop CS3, CS4, CS5 Premier CS3, CS4, CS5

NEW INTERNET CORE COMPUTING CERTIFICATION(IC³) (CMPT1902) *\$50 EACH

Computing Fundamentals Key Applications Living Online

*Students must complete all 3 to receive their IC3 certification

NEW MICROSOFT TECHNOLOGY ASSOCIATE (MTA) (CMPT1903) \$100 EACH

Software Development Fundamentals Web Development Fundamentals Windows Development Fundamentals .NET Fundamentals

Database Administration Fundamentals Windows Server Administration Fundamentals

Networking Fundamentals Security Fundamentals

Windows Operating System Fundamentals

NEW MICROSOFT OFFICE SPECIALIST (CMPT1904) \$100 EACH

77-881: MOS: MS Office Word 2010 77-882: MOS: MS Office Excel 2010 77-883: MS Office PowerPoint 2010 77-884: MS Office Outlook 2010 77-885: MS Office Access 2010 77-886: MS SharePoint 2010

77-887: MS Office Word 2010 Expert 77-888: MS Office Excel 2010 Expert Windows Vista for the Business Worker

Using MS Office Access 2007 Using MS Office Excel 2007

Using MS Office Excel 2007 Expert

Using MS Office Outlook 2007

Using MS Office PowerPoint 2007

Using MS Office Word 2007

Using MS Office Word 2007 Expert

NEW RESOURCE

COMPUTER CERTIFICATION CENTRE

Vancouver Community College is a certified computer testing centre. Students can write a computer industry certification in the following areas:

ADOBE CERTIFIED ASSOCIATE



INTERNET CORE COMPUTING CERTIFICATION



MICROSOFT TECHNOLOGY ASSOCIATE



MICROSOFT OFFICE SPECIALIST



Contact Rhyon Caldwell for exam times: rcaldwell@vcc.ca or 604.443.8669.

Exams are approximently 1 hour.

ELECTIVE COURSES:

Adobe Certification Associate (CMPT 1901) MS Technology Associate MTA (CMPT 1903) Internet Core Computing IC3 (CMPT 1902) MS Office Specialist MOS (CMPT 1904)

ELECTIVE COURSES currently scheduled:

ADOBE CERTIFICATION ASSOCIATE (CMPT 1901) \$100
Jan 09 DTN CRN 10475

INTERNET CORE COMPUTING IC3 (CMPT 1902) \$100 Jan 09 DTN CRN 10476

MS OFFICE SPECIALIST MOS (CMPT 1904) \$100 Jan 09 DTN CRN 10478

MS TECHNOLOGY ASSOCIATE MTA (CMPT 1903) \$100 Jan 09 DTN CRN 10477





NETWORKING TECHNOLOGY CERTIFICATE

Course Advisor: Rhyon Caldwell, rcaldwell@vcc.ca Program Assistant: Margaret McIlwaine, 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.

MTA Server Fundamentals (NETT 2113)

ELECTIVE COURSES:

Students can select any three of the following courses as

MTA Networking Fundamentals (NETT 2104) A+ Hardware (NETT 2119) Active Directory (NETT 2107) Linux+ (NETT 2136) REQUIRED COURSES currently scheduled:

MTA SERVER FUNDAMENTALS (NETT 2113)

Prepare to write the MTA Windows Server Administration Fundamentals exam (98-365). The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. Learn Server fundamentals such as managing Windows Servers and storage, along with monitoring and troubleshooting servers. We also covers such topics as Active Directory, and File and Print services, Windows Network Services and Applications. This is a lab based course you will be navigating the OS environment, installing servers, using administrative tools, and managing Windows file systems. Prerequisite: general Windows experience. Students will have the opportunity to write their MTA certification exam in class. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$546 10 wks Mo. Jan 23 18:00 - 21:00 DTN ***6** CRN 10235

ELECTIVE COURSES currently scheduled: MTA NETWORKING FUNDAMENTALS (NETT 2104)

Prepare to write the MTA Networking Fundamentals certification exam (98-366). The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. Learn the fundamentals of local area networking, defining networks with the OSI Model and understanding wired and wireless networks. In addition it includes understanding Internet Protocol, implementing TCP/IP and working with networking services. You will gain a better understanding of wide area networks along with defining network infrastructures and network security. Students will have the opportunity to write their MTA certification exam in class. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$546

10 wks Tu. Jan 24 18:00 - 21:00 DTN CRN 10410

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) \$618

10 wks We. Jan 25 18:00 - 21:00 DTN ***6** CRN 10234

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) \$546

10 wks Th. Jan 26 18:30 - 21:30 DTN CRN 10409

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

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, projectbased 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.

MTA Server Fundamentals (NETT 2113)



ELECTIVE COURSES:

Students can select any two of the following courses as electives:

MTA Networking Fundamentals (NETT 2104)
A+ Hardware (NETT 2119)
Active Directory (NETT 2107)
Linux+ (NETT 2136)

REQUIRED COURSES currently scheduled:

MTA SERVER FUNDAMENTALS (NETT 2113)

Prepare to write the MTA Windows Server Administration Fundamentals exam (98-365). The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. Learn Server fundamentals such as managing Windows Servers and storage, along with monitoring and troubleshooting servers. We also covers such topics as Active Directory, and File and Print services, Windows Network Services and Applications. This is a lab based course you will be navigating the OS environment, installing servers, using administrative tools, and managing Windows file systems. Prerequisite: general Windows experience. Students will have the opportunity to write their MTA certification exam in class. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$546

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What is industry seeking in terms of computer qualifications?

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



WEB & 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 1703)
Google Sketchup Level 2 (CMPT 1704)
Illustrator CS5 Level 2 (CMPT 1407)
Website Marketing and SEO (CMPT 1420)
InDesign CS5 Level 2 (CMPT 1408)

REQUIRED COURSES currently scheduled:

PHOTOSHOP CS5 (CMPT 1403)

Whether you are a designer, 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. This course includes 1 free ACA exam in Photoshop (\$100 value). Textbook available at VCC DTN Bookstore. (15 hours) \$350

5 wks Th. Jan 26 18:00 - 21:00 DTN ***6** CRN 10242





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. This course includes 1 free ACA exam in Dreamweaver (\$100 value). Textbook available at VCC DTN Bookstore. (15 hours) \$350

5 wks Tu. Feb 28 18:00 - 21:00 DTN 10241

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. This course includes 1 free ACA exam in Flash (\$100 value). Textbook available at VCC DTN Bookstore. (15 hours) \$350

5 wks Th. Mar 01 18:00 - 21:00 DTN 9 CRN 10243

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. Jan 23 18:00 - 21:00 DTN ***6** CRN 10244

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. Jan 24 18:00 - 21:00 DTN 4 CRN 10240

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 InDesign CS5 Classroom in a Book" available at VCC DTN Bookstore" (15 hours) \$350

5 wks We. Jan 25 18:00 - 21:00 DTN 9 CRN 10245

GOOGLE SKETCHUP LEVEL 1 (CMPT 1703)

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. (7 hours) \$225

1 day Sa. Jan 28 09:00 - 17:00 DTN ****** CRN 10414

GOOGLE SKETCHUP LEVEL 2 (CMPT 1704)

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. (7 hours) \$225

1 day Sa. Feb 11 09:00 - 17:00 DTN ***6** CRN 10415

ILLUSTRATOR CS5 LEVEL 2 (CMPT 1407)

If you are 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. Feb 27 18:00 - 21:00 DTN 4 CRN 10246

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 Tu. Feb 28 18:00 - 21:00 DTN ***6** CRN 10248

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 InDesign CS5 Classroom in a Book" available at VCC DTN Bookstore" (15 hours) \$350

5 wks We Feb 29 18:00 - 21:00 DTN 4 CRN 10247

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.

FIVE WAYS TO REGISTER

ONLINE REGISTER ONLINE vcc.ca

Registering online is secure, fast and easy. It's the fastest way to sign up for the courses you want, so register online today at vcc.ca.

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

PHONE

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

IN PERSON

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

Registration hours:

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

Fill out the registration form on the next page and mail it with your cheque or credit card information. No post-dated cheques, please. Please provide complete information. Mail to: VCC Centre for Continuing Studies

250 West Pender St. Vancouver, B.C. V6B 1S9

報名及查詢,請致電

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

PAYMENT OF FEES

Course fees must be paid in full at the time of registration. We accept VISA, MasterCard and American Express. Payment can also be by cash, debit, cheque or money order, payable to Vancouver Community College. Post-dated cheques are not accepted. A \$30 fee is charged for non-sufficient funds. A nonrefundable Student Union fee of \$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
- 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	Name on card	
MONEY ORDER		
FEE CREDIT	Credit card account number	Expiry date
	Signature	Date











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.

REGISTER ONLINE vcc.ca

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