

Vancouver Community College

Hamilton

CENTRE FOR CONTINUING STUDIES

NEW COURSES
AVAILABLE THIS TERM

SPORT MANAGEMENT
IPAD @ WORK
BLOGGING FOR BUSINESS
MENTAL HEALTH INTERPRETING
READY, SET, BLOG!
INTRODUCTION TO MAH JONG



Vancouver
Community
College



HOW TO USE OUR CALENDAR

COURSE INFORMATION

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

Course Title	Course Code	Course Description	Duration	Day(s)	Start Date	Begin-End Time (24-Hour Clock)	Location	Online Course	Register Online	Course Reference Number	Course Fee
BUSINESS ETHICS (LEAD 1154)		Examine the role of ethics in business and the ethical dilemmas encountered by managers and leaders. "Stakeholder and Issues Management" is this course's approach to teaching business ethics. Emphasis is on the relationships among the many and varied stakeholders who have roles in business situations. Textbook required. (24 hours) \$337	8 wks	Th.	Apr. 25	18:30-21:30	DTN			CRN 10316	

IMPORTANT INFORMATION

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

STUDENTS WITH DISABILITIES

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

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

Please contact VCC Disability Services at 604.443.8448.

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

LOCATION CODES

BWY	BROADWAY CAMPUS 1155 EAST BROADWAY
DTN	DOWNTOWN CAMPUS 200-BLOCK DUNSMUIR AT HAMILTON
OFS	OFF-SITE LOCATION

COURSE FEE DETAILS

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

YOUR FUTURE STARTS HERE

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

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

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



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VCC ON BOARD

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

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

WELCOME TO VCC'S CONTINUING STUDIES SPRING 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

BUILDING MANAGEMENT AND SERVICES

BUILDING MANAGEMENT AND SERVICES

Designed for building managers, this program is recognized and supported by the Professional Association of Managing Agents (PAMA), which is committed to the improvement of education standards within the property management industry. The Canadian Administrative Housekeeping Association (CAHA) and the Canadian Building Services Association (CBSA) also support the program and recognize the Building Service Management course for professional certification.

BUILDING MANAGER CERTIFICATE

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Coordinator: Jennifer Gossen, 604.443.8670

Program Assistant: Margaret McIlwaine, 604.443.8711

The Building Manager Certificate Program is designed for building managers who wish to improve their skills. Participants are trained in building service management and leadership, landlord-tenant law, basic building maintenance, fire safety and security matters, and about relevant office forms and record keeping. Supervisory skills covered include: goal setting, problem-solving techniques, staff supervision and tenant/owner relations.

Rental property owners who wish to learn more about the day to day management of their property investment will find these courses to be of enormous practical value.

Instructors are practising professionals in property management and building maintenance.

Non certificate students may enroll in any courses

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

Students must complete all four courses for certificate.

Building Service Management (REAL 1110)

Building Cleaning (REAL 1103)

Building Maint & Cost Control (REAL 1102)

Law And Tenant Relations (REAL 1101)

ELECTIVE COURSES:

Intro to Supplies & Equipment (REAL 1123)

REQUIRED COURSES currently scheduled:

BUILDING SERVICE MANAGEMENT (REAL 1110)

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

10 wks Sa. Apr 21 13:00 - 17:00 DTN 📍 [CRN 20315](#)

BUILDING CLEANING (REAL 1103)

Designed for building supervisors, staff, contract cleaners and others responsible for general cleaning and floor maintenance. Examine types of soils, cleaners, cleaning chemicals, germicides and disinfectants, washroom and window cleaning, sweeping methods and equipment, floor machines and servicing specialty areas (not hands-on with power equipment). Learn about safety, liability issues and WHMIS regulations. (30 hours) \$310

5 wks Sa. Apr 28 09:00 - 16:00 DTN 📍 [CRN 20314](#)

REQUIRED COURSES to be scheduled in upcoming terms:

BUILDING MAINT & COST CONTROL (REAL 1102)

An introductory course in the physical maintenance of apartment buildings and other multi-unit residential properties. Review the primary maintenance responsibilities of residential building managers. Learn about maintenance planning and cost control, preventative maintenance, building inspections, supervising on-site trades work, basic appliance repair, fire safety, security, and an introduction to heating and plumbing systems. There is a field trip for the building inspection session. (30 hours)

LAW AND TENANT RELATIONS (REAL 1101)

Learn to manage residential tenancies through a study of landlord-tenant law, proper record keeping and practical guidelines for dealing with tenants. The course examines screening steps, tenancy applications, tenancy contracts, handling evictions, dispute resolution, landlord/tenant rights, the Residential Tenancy Act, and arbitration hearings at the Residential Tenancy Branch. Condominium law is also covered. Fee includes cost of Residential Tenancy Act and Residential Tenancy Regulation. (20 hours)

ELECTIVE COURSES currently scheduled:

INTRO TO SUPPLIES & EQUIPMENT (REAL 1123)

This one day elective course is offered in conjunction with REAL 1103 Building Cleaning. Students will be introduced to all cleaning chemicals discussed in the Building Cleaning course as well as work hands-on with floor equipment. Instructor will observe safety and cleaning procedures. Bring your Building Cleaning manual to review and ask questions about chemicals and equipment. Course held at Planet Clean 100 SW Marine Drive, Vancouver. (6 hours) \$100

1 day Sa. Jun 09 09:00 - 16:00 DTN 📍 [CRN 20313](#)



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 13.

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

1 day Sa. Apr 21 09:00 - 16:00 DTN 📅 **CRN 20038**

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

1 day Sa. May 05 09:00 - 16:00 DTN 📅 **CRN 20039**

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

1 day Sa. May 26 09:00 - 16:00 DTN 📅 **CRN 20040**

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

1 day Sa. Jun 02 09:00 - 16:00 DTN 📅 **CRN 20041**

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. Jun 16 09:00 - 12:00 DTN 📅 **CRN 20049**

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

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.

BUSINESS AND TECHNICAL WRITING CERTIFICATE PROGRAM INFORMATION SESSION: WEDNESDAY, APRIL 11, 5:30 P.M. ROOM 218B DOWNTOWN CAMPUS.

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:**PROPOSAL WRITING (TECW 1105)**

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**

PLEASE NOTE

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

REGISTER ONLINE 
vcc.ca/cs

6 BUSINESS

BUSINESS COMMUNICATIONS

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 🗓️ CRN 20177

ON-LINE DOCUMENTATION (TECW 1106)

Learn tips and strategies for writing online documentation and study the principles of good writing and design in an online environment. (6.5 hours) \$165

1 day Sa. Sep 29 09:00 - 16:30 DTN 🗓️ CRN 30158

INFO DESIGN & HUMAN FACTORS (TECW 1110)

Explore effective audience-centred information design for print and web-based media including effective design and human factor issues. (6.5 hours) \$165

1 day Sa. Oct 27 09:00 - 16:30 DTN 🗓️ CRN 30159

DOCUMENT PROJECT MANAGEMENT (TECW 1104)

Examine the critical steps for managing document projects from conception through to delivery including producing a document plan and monitoring project process. (6.5 hours) \$165

1 day Sa. Nov 24 09:00 - 16:30 DTN CRN 30160

REQUIRED COURSES to be scheduled in upcoming terms:

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)

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)

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)

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:

iPad @ Work (BUSI 1320)

Media & Public Relations (BUSI 1315)

More Media & Public Relations (BUSI 1316)

Social Media for Business (BUSI 1314)

Web-Based Writing for Business (BUSI 1317)



How can VCC's Business and Technical Writing Certificate program help me get a job?

Our Business and Technical Writing Program gives you the skills and experience necessary to work as a technical writer. You will be completing assignments for each course that can be added to your portfolio to impress potential employees. This hands-on, practical series of courses is a great way to build your skill set and get a job.



ELECTIVE COURSES currently scheduled:

NEW IPAD @ WORK (BUSI 1320)

From small businesses to high-profile corporations, companies are integrating iPads into their systems and workplaces at a phenomenal rate. Explore best practices and software recommendations for incorporating the iPad into a work environment. Topics include setting up the iPad and using it for enterprise level word processing, spreadsheet creation, presentations, task management, project management, graphic design, communication, and much more. Most importantly, increase your productivity and efficiency by learning how to best use the versatile and portable iPad for business. Course fee includes HST. (6 hours) \$165

1 day Fr. May 04 09:00 - 16:00 DTN 🗓️ CRN 20517

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) \$385

10 wks Th. Sep 27 18:30 - 21:30 DTN 🗓️ CRN 30161

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.

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)

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)

REGISTER ONLINE
vcc.ca/cs ➡

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484
FAX 604.443.8393
vcc.ca/cs

PROJECT MANAGEMENT

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

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. Learn the basics of planning, controlling and implementing projects. Designed to provide the basics for those seeking Project Management Professional certification.

REQUIRED COURSES:

Project Management (BUSI 1103)

REQUIRED COURSES currently scheduled:

PROJECT MANAGEMENT (BUSI 1103)

This course will give participants an understanding of the project management discipline, an insight into the application of project management in their job, a framework for successful implementation of project techniques and practical tools for process improvement, team motivation and communication. Case studies are used to illustrate successful applications of the project management discipline in a variety of business settings. (12 hours) \$265

4 wks Tu. Apr 24 18:30 - 21:30 DTN 📍 CRN 20452

NEW SPORT MANAGEMENT

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

Join the growing number of professionals studying the business of sport management. Gain valuable insight into the sport industry including principles and practices, marketing, and strategic management. New courses will be added each term. Discover your role in the field of sport management and learn important skills for managing the business of sport.

ELECTIVE COURSES:

Sport Management Introduction (BUSI 1319)

ELECTIVE COURSES currently scheduled:

NEW SPORT MANAGEMENT INTRODUCTION (BUSI 1319)

Gain a comprehensive, current overview of the sport industry and the sport management field. Learn various segments of the industry to build a foundation of knowledge and understanding that is essential for those interested in pursuing a career in sports. Examine historical perspectives as well as insight into current and future industry issues and trends. Course components include interaction with industry professionals and sport facility tours. Course fee includes HST. (18 hours) \$340

6 wks Tu. Apr 24 18:30 - 21:30 DTN 📍 CRN 20516

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

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. Apr 10 18:00 - 21:00 DTN 📍 CRN 20275

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. Apr 16 18:00 - 21:00 DTN 📍 CRN 20276

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 📍 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 📍 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

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) \$385

10 wks Th. Sep 27 18:30 - 21:30 DTN 📍 CRN 30161

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) \$344

8 wks Tu. Jan 15 18:30 - 21:30 DTN 📍 CRN 10087

FINANCE (LEAD 1152)

Learn about investment, operating, and financial management decision-making. Plan for the financial health of a business, ask insightful questions about financial reports, and present effective financial strategies. Textbook required. (24 hours) \$344

8 wks Th. Jan 17 18:30 - 21:30 DTN 📍 CRN 10085

REQUIRED COURSES to be scheduled in upcoming terms:

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)

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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

BUSINESS LEADERSHIP & MANAGEMENT CERTIFICATE

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

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

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

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

REQUIRED COURSES:

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

ELECTIVE COURSES:

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

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

Select two Leadership Coaching courses:

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

And four courses from the Leadership Certificate program:

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

REQUIRED COURSES currently scheduled:

BUSINESS ETHICS (LEAD 1154)

Examine the role of ethics in business and 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 🗓️ 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 🗓️ 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

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) \$344

8 wks Tu. Jan 15 18:30 - 21:30 DTN 🗓️ CRN 10087

FINANCE (LEAD 1152)

Learn about investment, operating, and financial management decision-making. Plan for the financial health of a business, ask insightful questions about financial reports, and present effective financial strategies. Textbook required. (24 hours) \$344

8 wks Th. Jan 17 18:30 - 21:30 DTN 🗓️ CRN 10085

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. Apr 14 09:00 - 16:30 DTN 🗓️ CRN 20504

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

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

8 wks We. Apr 18 18:30 - 21:30 DTN 🗓️ CRN 20069

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 🗓️ CRN 20180

SKILL COACHING (LEAD 1117)

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

1 day Sa. May 12 09:00 - 16:30 DTN 🗓️ CRN 20071

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 🗓️ 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

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

LEADERSHIP COACHING AND MANAGEMENT SKILLS

CRITICAL THINKING (LEAD 1101)

The Conference Board of Canada identified critical thinking as one of the most-desired skills in leaders today. Using case studies and current events, learn to apply critical thinking at work and recognize immediate benefits. (6.5 hours) \$166

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

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 📍 [CRN 30079](#)

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](#)

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) \$169

1 day Sa. Sep 29 09:00 - 16:30 DTN 📍 [CRN 30167](#)

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](#)

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 📍 [CRN 30078](#)

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. Oct 27 09:00 - 16:30 DTN 📍 [CRN 30170](#)

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) \$169

1 day Sa. Nov 03 09:00 - 16:30 DTN 📍 [CRN 30168](#)

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 📍 [CRN 30083](#)

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 📍 [CRN 30080](#)

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 📍 [CRN 30089](#)

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) \$169

1 day Sa. Dec 08 09:00 - 16:30 DTN 📍 [CRN 30169](#)

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) \$344

8 wks We. Jan 16 18:30 - 21:30 DTN 📍 [CRN 10086](#)

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) \$169

1 day Sa. Jan 26 09:00 - 16:30 DTN [CRN 10084](#)

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) \$169

1 day Sa. Feb 09 09:00 - 16:30 DTN 📍 [CRN 10082](#)

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) \$169

1 day Sa. Mar 02 09:00 - 16:30 DTN [CRN 10088](#)

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) \$169

1 day Sa. Mar 16 09:00 - 16:30 DTN 📍 [CRN 10083](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

Learn to work with employees to set and reach agreed-upon goals, action plans and follow-up reviews. Gain the knowledge, skills and confidence to identify effective performance and provide positive and constructive performance feedback. (6.5 hours)

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)

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.

10 BUSINESS

LEADERSHIP COACHING AND MANAGEMENT SKILLS

LEADERSHIP CERTIFICATE

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

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

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

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

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

REQUIRED COURSES:


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


ELECTIVE COURSES:


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


OR choose five courses plus one course from the Leadership Coaching Associate Certificate
Coaching for High Performance (LEAD 1115)
Essential Lead Coach Skills (LEAD 1116)
Skill Coaching (LEAD 1117)
Coaching Next Level (LEAD 1118)
Coach's Toolkit (LEAD 1120)
Team Coaching (LEAD 1121)


REQUIRED COURSES currently scheduled:


STEP UP TO LEADERSHIP (LEAD 1111)
Learn to be an effective leader by using skills such as coaching, giving feedback, motivating, delegating and problem-solving. (6.5 hours) \$166
1 day Sa. Apr 28 09:00 - 16:30 DTN  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  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


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) \$169
1 day Sa. Sep 29 09:00 - 16:30 DTN  CRN 30167


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) \$169
1 day Sa. Nov 03 09:00 - 16:30 DTN  CRN 30168


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) \$169
1 day Sa. Dec 08 09:00 - 16:30 DTN  CRN 30169


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. Apr 14 09:00 - 16:30 DTN  CRN 20504


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  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  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

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. Oct 27 09:00 - 16:30 DTN  CRN 30170

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
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UNWRITTEN RULES FOR WORKPLACE (LEAD 1168)
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1 day Sa. Dec 01 09:00 - 16:30 DTN  CRN 30089

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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) \$169
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ELECTIVE COURSES to be scheduled in upcoming terms:

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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)

PERFORM MGMT: GOALS & REVIEW (LEAD 1106)

Learn to work with employees to set and reach agreed-upon goals, action plans and follow-up reviews. Gain the knowledge, skills and confidence to identify effective performance and provide positive and constructive performance feedback. (6.5 hours)

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)

LEADERSHIP COACHING ASSOCIATE CERTIFICATE

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

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

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

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. Apr 14 09:00 - 16:30 DTN 📅 [CRN 20504](#)

SKILL COACHING (LEAD 1117)

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

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

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 📅 [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 📅 [CRN 30080](#)

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) \$169

1 day Sa. Feb 09 09:00 - 16:30 DTN 📅 [CRN 10082](#)

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) \$169

1 day Sa. Mar 16 09:00 - 16:30 DTN 📅 [CRN 10083](#)

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.

REQUIRED COURSES:

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 Lead 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 Plan (Lead 1104)
Facilitation Skls for Team Leaders (Lead 1108)
Step Up To Leadership (Lead 1111)
Using Leadership Language (Lead 1112)
Building a Productive Team (Lead 1113)

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

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REGISTER ONLINE 
vcc.ca/cs

12 BUSINESS

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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USING LEADERSHIP LANGUAGE (LEAD 1112)

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1 day Sa. Nov 03 09:00 - 16:30 DTN 📍 [CRN 30168](#)

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.

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
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1 day Sa. Dec 08 09:00 - 16:30 DTN 📍 [CRN 30169](#)



How can courses in Leadership help me advance my career?

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



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) \$169
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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) \$169
1 day Sa. Mar 16 09:00 - 16:30 DTN 📍 [CRN 10083](#)

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:

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

REQUIRED COURSES currently scheduled:

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

Discover essential management skills such as communication, conflict resolution, leadership and motivation. Through interactive activities and projects, learn to increase your potential as a manager. (24 hours) \$337
8 wks We. Apr 18 18:30 - 21:30 DTN 📍 [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](#)

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) \$344
8 wks We. Jan 16 18:30 - 21:30 DTN 📍 [CRN 10086](#)

OFFICE ADMINISTRATION

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

OFFICE ADMINISTRATION CERTIFICATE PROGRAM

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

OFFICE ADMINISTRATION CERTIFICATE PROGRAM INFORMATION SESSION: WEDNESDAY, APRIL 4, 2012, 5:30 - 6 P.M. ROOM 240

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 Specialty: 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:

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

ELECTIVE COURSES currently scheduled:

ACCOUNTING FOR NONACCOUNTANT (OACP 1129)

Learn general accounting terms, the role of an accountant and how to prepare and interpret financial statements. Previous knowledge is not required. Textbook: Accounting, Nanci Lee, available at the DTN bookstore. (18 hours) \$168

6 wks Tu. Apr 17 18:30 - 21:30 DTN 📍 [CRN 20459](#)

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 📍 [CRN 20058](#)

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) \$188

8 wks Tu. Sep 11 18:30 - 21:30 DTN 📍 [CRN 30162](#)

ADMINISTRATION AND SUPERVISION

REQUIRED COURSES:

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

Office Procedures (OACP 1126)
Superv/Mgmt Decision Making (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. Apr 18 18:30 - 21:30 DTN 📍 [CRN 20057](#)

REQUIRED COURSES to be scheduled in upcoming terms:

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.

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 📍 [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
1 day Sa. Jun 21 09:00 - 16:00 DTN 🗓️ [CRN](#) 20038

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
1 day Sa. May 05 09:00 - 16:00 DTN 🗓️ [CRN](#) 20039

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
1 day Sa. May 26 09:00 - 16:00 DTN 🗓️ [CRN](#) 20040

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
1 day Sa. Jun 02 09:00 - 16:00 DTN 🗓️ [CRN](#) 20041

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. Jun 16 09:00 - 12:00 DTN 🗓️ [CRN](#) 20049

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 🗓️ [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. Apr 14 09:30 - 12:30 DTN 🗓️ [CRN](#) 20042
6 wks Mo. Apr 16 18:00 - 21:00 DTN 🗓️ [CRN](#) 20043

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. Apr 14 09:30 - 12:30 DTN 🗓️ [CRN](#) 20044

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)
Corporate (OACP 1115)
Conveyancing (OACP 1117)
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)
BC Online 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) \$50
1 day Tu. Sep 18 18:30 - 21:30 DTN 🗓️ [CRN](#) 30001

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) \$93
3 wks Tu. Sep 20 18:30 - 21:30 DTN 🗓️ [CRN](#) 30004

CIVIL LITIGATION (OACP 1114)
Discuss the levels of court in British Columbia. Study procedures of a civil case, from Writ of Summons to trial, judgement and execution. (9 hours) \$93
3 wks Tu. Sep 25 18:30 - 21:30 DTN 🗓️ [CRN](#) 30002

CORPORATE (OACP 1115)
Learn the steps to incorporate a British Columbia company and maintain minute books. (9 hours) \$93
3 wks Th. Oct 11 18:30 - 21:30 DTN 🗓️ [CRN](#) 30003

CONVEYANCING (OACP 1117)

Gain an overview of the responsibilities of conveyancing staff, and the steps required to complete a typical residential conveyance. (9 hours) \$93

3 wks Th. Oct 16 18:30 - 21:30 DTN 📍 [CRN 30005](#)

LEGAL OFFICE PACKAGE TEST (OACP 1120)

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

1 day Tu. Nov 06 18:30 - 21:30 DTN 📍 [CRN 30006](#)

ELECTIVE COURSES currently scheduled:

LEGAL TERMINOLOGY (OACP 1138)

Learn the rules of legal language and terminology unique to each area of law. Get familiar with the main areas of law by participating in mini-workshops. (9 hours) \$118

3 wks Tu. Apr 17 18:30 - 21:30 DTN 📍 [CRN 20051](#)

LEGAL OFFICE PROCEDURES (OACP 1139)

Analyze the structure of a law office and various types of legal practice and areas of law. Review the importance of effective systems and procedures and the various types of legal support staff and their specific responsibilities. (12 hours) \$122

4 wks We. May 30 18:30 - 21:30 DTN 📍 [CRN 20035](#)

LEGAL ETHICS & CONFIDENTIALITY (OACP 1140)

Learn legal ethics as they apply to support staff in various areas of law. Using the Professional Conduct Handbook, discuss how the ethics of the profession bind you. Emphasis is placed on the importance of confidentiality. (9 hours) \$118

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

BC ONLINE SEARCHES (OACP 1141)

Learn to register legal documents and access land titles, court records, property taxes and assessments, BC companies, registrations, and Personal Property Security online. This hands-on computer course is for office professionals in banks, law and accounting firms, government and real estate offices. (9 hours) \$118

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

ADVANCED CONVEYANCING (OACP 1142)

Learn advanced conveyancing issues including HST, 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 Terminology 1 (OACP 1108)
Medical Terminology 2 (OACP 1109)
Medical Document Transcript (OACP 1156)
Clinical Procedures (OACP 1155)
Medical Office Procedures (OACP 1111)
Medical Office Billing (OACP 1137)

REQUIRED COURSES currently scheduled:

MEDICAL TERMINOLOGY 1 (OACP 1108)

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

10 wks Tu. Apr 17 18:00 - 21:00 DTN 📍 [CRN 20045](#)

10 wks Tu. Apr 17 18:00 - 21:00 DTN 📍 [CRN 20046](#)

10 wks Tu. Apr 17 18:00 - 21:00 DTN 📍 [CRN 20047](#)

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 📍 [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 📍 [CRN 20183](#)

CLINICAL PROCEDURES (OACP 1155)

Learn basic clinical procedures and tests performed in a medical office. Study personnel safety, care of equipment and investigations. Course offered twice a year. No textbook necessary. (6 hours) \$102

2 wks We. Jun 20 18:00 - 21:00 DTN 📍 [CRN 20052](#)

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) \$190

8 wks Mo. Sep 17 18:00 - 21:00 DTN 📍 [CRN 30164](#)

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) \$157

4 wks We. Nov 21 18:00 - 21:00 DTN 📍 [CRN 30165](#)

RECORDS MANAGEMENT SKILLS

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

RECORDS MANAGEMENT 1 (OACP 1128)

Learn a systematic approach to creating, classifying, storing, retrieving and disposing of information. Discuss key contemporary issues around freedom of information and privacy. Supported by the Association of Records Managers and Administrators and offered once a year. (30 hours) \$196

10 wks We. Apr 18 18:30 - 21:30 DTN 📍 [CRN 20231](#)

RECORDS MANAGEMENT SPECIAL (OACP 1147)

Learn specialized functions within records/information management. Explore topics such as forms management, micrographics, reprographics, disaster recovery and optical disk technology. This course is supported by the Association of Records Managers and Administrators. (24 hour) \$193

8 wks Th. Apr 19 18:30 - 21:30 DTN 📍 [CRN 20036](#)

REQUIRED COURSES to be scheduled in upcoming terms:

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)

PLEASE NOTE

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

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

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

REQUIRED COURSES:

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

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

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

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

REQUIRED COURSES currently scheduled:






CANADIAN LEGAL PROCESS (LEGL 1202)

Learn the history of Canadian law, basic legal principles, sources of law and the structure of the court system. Study the roles and responsibilities of members of the legal profession. This course provides a foundation for further studies in the Paralegal Program. Pre-requisites: legal secretary work experience, formal admission to the Paralegal Program, or previous legal coursework. (48 hours) \$244

8 wks We. Apr 04   [CRN 20457](#)

PRACTICUM (LEGL 1208)

THREE class dates are listed for each course number; attendance is mandatory for all three classes. Bring your signed practicum sponsor form. Use your existing position at a legal office to synthesize your practicum experience into a professional portfolio. Pre-requisites: formal admission to the Paralegal program and completion of most level 1 core courses. (518 hours) \$126

13 wks Th. Apr 12   [CRN 20363](#)
1 day Fr. Apr 27 18:00 - 21:00 DTN  [CRN 20458](#)
1 day Fr. Jun 08 18:00 - 21:00 DTN  [CRN 20458](#)
1 day Fr. Jul 20 18:00 - 21:00 DTN  [CRN 20458](#)

AGENCY & BUSINESS STRUCTURES (LEGL 1210)


(Formerly LEGL 1203). Learn agency relationships and liabilities, formation of partnerships and general concepts underlying incorporations, corporate structure and duties of directors and officers. Pre-requisite: legal secretary work experience, formal admission to the Paralegal Program, or previous legal course work. (21 hours) \$288

7 wks Th. Apr 19   [CRN 20519](#)

CONTRACTS (LEGL 1209)

(Formerly LEGL 1206.) Learn contract law essentials including formation, consideration, capacity, breach and remedies. Prerequisites: legal secretary work experience, formal admission to the Paralegal Program, or previous legal coursework. (42 hours) \$283

7 wks Mo. Apr 23   [CRN 20372](#)

7 wks Tu. May 01 18:00 - 21:00 DTN  [CRN 20364](#)

REQUIRED COURSES to be scheduled in upcoming terms:

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)

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).


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)

ELECTIVE COURSES currently scheduled:


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) \$256

7 wks Tu. Apr 24 18:00 - 21:00 DTN  [CRN 20362](#)

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) \$256

7 wks Tu. May 08 18:00 - 21:00 DTN  [CRN 20366](#)

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) \$256

7 wks We. May 09   [CRN 20367](#)

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)

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)

CORP LAW: INTERMEDIATE PROC (LEGL 1307)

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

CORP LAW: BASIC PROCEDURES (LEGL 1305)

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

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)

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)

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)

FAMILY LAW 1 (LEGL 1313)

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

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)

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)

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)

LITIGATION FOR PARALEGALS 1 (LEGL 1301)

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

LITIGATION FOR PARALEGALS 2 (LEGL 1302)

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

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)

PROPERTY LAW (LEGL 1309)

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

PROPERTY TRANSACTIONS (LEGL 1310)

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

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)

SECURITIES: CORPORATE (LEGL 1306)

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

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)

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.

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:

- Blogging for Business (BUSI 1318)
- Guerrilla Marketing (SMBU 1119)
- iPad @ Work (BUSI 1320)
- Financial Literacy Workshop (BUSI 1313)


PLEASE NOTE

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

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. Apr 23 18:00 - 21:00 DTN  CRN 20298


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. Apr 25 18:00 - 21:00 DTN  CRN 20299


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. Apr 30 18:00 - 21:00 DTN  CRN 20300


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. May 02 18:00 - 21:00 DTN  CRN 20301


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. May 07 18:00 - 21:00 DTN  CRN 20302


HUMAN RESOURCES (SMBU 1106)

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

1 day We. May 09 18:00 - 21:00 DTN  CRN 20303


FINANCING YOUR BUSINESS (SMBU 1109)

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

1 day Mo. May 14 18:00 - 21:00 DTN  CRN 20304


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. May 16 18:00 - 21:00 DTN  CRN 20305


FINANCE STATEMENTS & PLANNING (SMBU 1107)

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

1 day We. May 23 18:00 - 21:00 DTN  CRN 20306

PREPARING YOUR BUSINESS PLAN (SMBU 1110)


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

1 day Mo. May 28 18:00 - 21:00 DTN  CRN 20307

ELECTIVE COURSES currently scheduled:


NEW BLOGGING FOR BUSINESS (BUSI 1318)

Learn how to create effective blog content to reach customers, prospects, and web site visitors. Major topics include differences between blog writing and other genres, blogging errors that alienate readers, elements of style, search engine optimization, journalistic writing and adopting an effective blog style. This course is designed for those who are exploring blogging for business or professional purposes to promote products and services, share expertise or build a knowledge base. The focus is creating the message for the medium but not how to build the medium. Topics will be valuable for entrepreneurs and small business owners, consultants, technical specialists and non-writers. Course fee includes HST. (18 hours). \$340

6 wks Tu. Apr 24 18:30 - 21:30 DTN  CRN 20513

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. May 01 18:30 - 21:30 DTN  CRN 20308

NEW IPAD @ WORK (BUSI 1320)

From small businesses to high-profile corporations, companies are integrating iPads into their systems and workplaces at a phenomenal rate. Explore best practices and software recommendations for incorporating the iPad into a work environment. Topics include setting up the iPad and using it for enterprise level word processing, spreadsheet creation, presentations, task management, project management, graphic design, communication, and much more. Most importantly, increase your productivity and efficiency by learning how to best use the versatile and portable iPad for business. Course fee includes HST. (6 hours). \$165

1 day Fr. May 04 09:00 - 16:00 DTN  CRN 20517

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. May 05 09:00 - 14:00 DTN  CRN 20518

REGISTER ONLINE 
vcc.ca/cs

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

Are you curious about pursuing a career in acting? Looking to rekindle your creative passion or simply want to improve your public speaking and communication skills? 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:

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) \$140

1 day Sa. Apr 21 10:00 - 18:00 DTN [CRN 20279](#)

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. Apr 25 18:00 - 21:00 DTN [CRN 20280](#)

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: Heather Martin, 604.443.8387,
fashion@vcc.ca

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

REQUIRED COURSES currently scheduled:

HISTORY OF FASHION (FASH 1301)

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) \$309

12 wks Tu. Apr 10 18:30 - 21:30 DTN [CRN 20088](#)

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) \$309

12 wks We. Apr 11 18:30 - 21:30 DTN [CRN 20027](#)

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) \$309

12 wks Th. Apr 12 18:30 - 21:30 DTN [CRN 20085](#)

REQUIRED COURSES to be scheduled in upcoming terms:

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

FASHION RETAIL MANAGEMENT (FASH 1401)
(36 hours)

MERCHANDISING FASHION (FASH 1176)
(36 hours)

RETAIL BUYING (FASH 1402)
(36 hours)

TEXTILES (FASH 2201)

Participants must purchase a fabric workbook in class for approximately \$80. (36 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.

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FASHION ARTS

FASHION ARTS SPECIALTY: NON CREDIT

Program Coordinator: Heather Martin, 604.443.8387, fashion@vcc.ca

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:

ADOBE ILLUSTRATOR FOR FASHION1 (FASH 1156)

Learn to create, augment and improve illustrative styles for the apparel industry. Build a personal library of templates, croquis and detailed brush techniques. Experience with Windows environment is preferred. A Document of Professional Studies will be issued. (30 hours) \$335

10 wks Sa. Apr 14 13:00 - 16:00 DTN 📅 [CRN 20455](#)

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. Apr 14 12:30 - 15:30 DTN 📅 [CRN 20454](#)

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. Apr 14 12:30 - 15:30 DTN 📅 [CRN 20017](#)

COUTURE DRAPING (FASH 1181)

Explore processes of creating garment designs directly on a 3-D body. Manipulate, mould and shape fabric to create skirts and tops while gaining an understanding of fabric grain, desired design, and bias cuts. Please bring to class: blue and red ballpoint pens, paper for note taking, fabric scissors, dressmaker pins, hand sewing needles and thread and metric tape measure. No pattern making experience required; sewing skills preferred. Course fee includes most fabrics. (30 hours) \$350

10 wks Mo. Apr 16 18:30 - 21:30 DTN 📅 [CRN 20021](#)

ONLINE MARKETING FOR DESIGNERS (FASH 1192)

This course focuses on empowering fashion designers online. Utilizing a variety of major web platforms on the internet today, such as blogging and facebook, to help promote your fashion design business. (30 hours) \$245

10 wks We. Apr 25 18:30 - 21:30 DTN 📅 [CRN 20453](#)

PATTERN MAKING: KNOCK OFF TECH (FASH 1173)

Ideal for fashion designers, pattern and dress makers, learn to replicate a knit top, shirt/blouse, and skirt/pant. Discuss industry standard garment measuring, specs, and balance of a pattern and garment. Bring to class: HB pencil, paper for note taking, measuring tape, quilt/clear plastic ruler, L-square and French curve. Additional supplies will be discussed in first session. Class meets twice per week: Tuesday and Thursday evenings. Prerequisite : FASH 1153 Pattern Making, FASH 1191 Personal Pattern Making or basic pattern making knowledge. (30 hours) \$300

2 days Tu. Th. Jul 03 18:30 - 21:30 DTN 📅 [CRN 20024](#)

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 Adobe 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. - Fr. Jul 16 09:00 - 13:00 DTN 📅 [CRN 20016](#)

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.- Fr. Jul 16 13:30 - 17:30 DTN 📅 [CRN 20022](#)

FASHION STYLING INTENSIVE (FASH 1185)

Explore stylizing looks for photo shoots for newspapers, catalogues, commercials, and fashion shows. Learn the skills and techniques necessary for a career in styling. This non-credit course cannot be used for credit in the Fashion Merchandising Associate Certificate. A photo shoot fee of \$100 will be collected in class. (20 hours) \$245

5 days Mo.- Fr. Jul 16 09:00 - 13:00 DTN 📅 [CRN 20031](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

ACTION SPORTS APPAREL INDUSTRY (FASH 1189)

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

ADOBE ILLUSTRATOR FOR FASHION2 (FASH 1256)

Develop strong illustrative techniques by exploring typography and graphics and working with flats, floats and fabric rendering. Learn industry standards and custom brushes, palette and croquis. Prerequisite required: Adobe Illustrator for Fashion 1 (FASH 1156) or equivalent. A Document of Professional Studies will be issued. (30 hours)

ADOBE PHOTOSHOP FOR FASHION (FASH 1157)

Learn to transform hand-rendered illustrations by applying a variety of tools. Explore the toolbox and palettes, effects, fill selections and layers for composite images. Experience with the Windows environment is preferred. A Document of Professional Studies will be issued. (30 hours)

CORSETRY (FASH 1183)

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

DIGITAL TEXTILE DESIGN (FASH 1186)

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

DRESS FORM WORKSHOP (FASH 1163)

Make your own individual dress form with a professional custom fit. Ideal for fashion design students, custom dressmakers and costumers building custom fit garments for leads. Learn from an instructor who has taught this unique method for over 20 years. Supplies and preparation will be discussed in first session. Class meets both times listed. (6 hours)

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)

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)

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)

FASHION WRITING (FASH 1409)

Analyze fashion publications and develop sellable ideas. Learn to pitch, interview, and write fashion articles and captions. (24 hours)

INTRO FASHION DESIGN (FASH 1178)

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

KNITTING: BEGINNERS LEVEL 1 (FASH 1190)

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

MILLINERY (FASH 1162)

A hat frames your most important asset - your face! Learn the secrets of pattern drafting and use traditional materials to create a boater style hat and manipulate felt sheeting into an eye-catching cocktail hat. Bring to the first class: pencil or pen, ruler (Quilting Ruler preferred), dressmaking pins, tape measure, scissors and push pins. Fabric options for your cap will be discussed on the first night. Please note cost of materials for this course is \$75 (to be paid in the first class, no cheques). (18 hours)

MILLINERY 2 (FASH 1168)

Explore the use of traditional materials to create modern, fun hats from fascinators and cocktails to sunhats and top hats. Learn to create your own unique hat pattern from scratch, and the art of draping fabrics over forms. FASH 1162 Millinery is not required to take this course. Please bring to first class: scissors, needle, thread, glue gun, fabrics of your choice, buttons and trims. Please note that the cost of additional materials for hats is \$75 (to be paid in the first class, no cheques). (18 hours)

FASHION ARTS CERTIFICATE

Program Coordinator: Heather Martin, 604.443.8387, fashion@vcc.ca

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).

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

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

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

ADV COLLECTION MANUFACTURE (FASH 1352)

Develop time management and costing skills in the manufacture of your collection. Focus on accurate correlation of design, to flat, to pattern, to construction method and meeting deadlines in the industry. Prerequisite: all three practical certificates. (36 hours) \$309

12 wks Tu. Apr 10 18:30 - 21:30 DTN [CRN 20020](#)

FASHION DRAWING (FASH 1101)

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

12 wks Tu. Apr 10 18:30 - 21:30 DTN [CRN 20087](#)

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) \$309

12 wks Tu. Apr 10 18:30 - 21:30 DTN [CRN 20088](#)

DESIGN DRAFTING - PRACTICE (FASH 1303)

Apply the principles and methods learned in Level Two Theory classes with full-scale design/drafting exercises. Use individual Blocks to draft accurate flat patterns for your own designs in preparation for the Level Four Couture course. (36 hours) \$309

12 wks We. Apr 11 18:30 - 21:46 DTN [CRN 20026](#)

22 DESIGN AND ARTS

FASHION ARTS

SEWING TECHNIQUES (FASH 1103)

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

12 wks We. Apr 11 18:30 - 21:30 DTN [CRN](#) 20086

COLLECTION PORTFOLIO (FASH 2301)

Complete presentation fashion drawings, detailed flats and fabric swatches for your individual collection, and assemble these in a portfolio for a job application. Focus on the overall design and presentation of this collection portfolio. Prerequisite: all three practical certificates. (36 hours) \$309

12 wks Th. Apr 12 18:30 - 21:30 DTN [CRN](#) 20019

TAILORING (FASH 1302)

Explore all types of garment construction to design realistic garments and make accurate, well-fitting patterns. Combine the study and practice of machine tailoring with that of hand tailoring, providing a link between mass production and haute couture methods of garment construction. (36 hours) \$309

12 wks Th. Apr 12 18:30 - 21:30 DTN [CRN](#) 20023

BLOCK CONSTRUCTION (FASH 1102)

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

10 wks Mo. Apr 16 18:30 - 22:06 DTN [CRN](#) 20084

FA VISUAL COMMUNICATION (FASH 2309)

Study Adobe Illustrator and Photoshop to convey design ideas using technical drawings and terminology. Learn to transform hand-rendered illustrations using the toolbox and palettes, apply effects, fill selections and use layers for composite images. (36 hours) \$309

10 wks Mo. Apr 16 18:30 - 21:30 DTN [CRN](#) 20028

REQUIRED COURSES to be scheduled in upcoming terms:

ADV FASHION SHOW PREPARATION (FASH 1353)

Gain practical experience in planning and producing fashion shows. Plan, choreograph and present a mini-collection of your designs in the graduate fashion show. (18 hours)

COLLECTION DESIGN (FASH 2103)

Learn to design seasonal, theme, and specialist collections. Formulate ideas for your individual collections, including your Graduate Fashion Show collection, with an emphasis on personal design interest and philosophy. (36 hours)

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)

COUTURE (FASH 2101)

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

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)

DESIGN PATTERNS DRAPING (FASH 2102)

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

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)

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)

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)

TEXTILES (FASH 2201)

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

FASHION ARTS DIPLOMA

Program Coordinator: Heather Martin, 604.443.8387, fashion@vcc.ca

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.

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.

REGISTER ONLINE 
vcc.ca/cs

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484
FAX 604.443.8393
vcc.ca/cs

GEMMOLOGY AND JEWELLERY

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

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: Rebecca Bennett, 604.443.8672

INFORMATION SESSION:

MONDAY MAY 14, 2012 - 6:30 P.M.

ROOM 164 VCC DTN CAMPUS

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 fast-paced program teaches full theory and practical curriculum. This course includes lecture and lab time in the classroom with 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:

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

Program Coordinator: Donna Hawrelko, 604.443.8694

Program Assistant: Rebecca 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:

Pearl Grading & Valuation Lab (GEMM 1158)

Jadeite Jade 1 (GEMM 1156)

Jadeite Jade 2 (GEMM 1157)

Graduate Sales Associate (GEMM 2137)

Crystals & Crystal Healing 1 (GEMM 1154)

Adv Gemmology - Coloured Gem (GEMM 2141)

Advanced Gemmology - Diamonds (GEMM 2140)

Canadian Jeweller Jets Program (JEWL 1114)

Evaluation of Jadeite Jade 1 (GEMM 1155)

GIA Coloured Stone Grading (GEMM 2112)

GIA Diamond Grading (GEMM 2130)

Gemmology Practical Lab (GEMM 2102)

How to Buy Diamonds (GEMM 2136)

MasterValuer Appraisal Program (GEMM 3102)

ELECTIVE COURSES currently scheduled:

PEARL GRADING & VALUATION LAB (GEMM 1158)

This one day practical lab for the gemmologist/appraiser looking for hands on experience grading and valuating pearls. Students will review the different classifications and varieties of pearls. Students will differentiate between the various types of pearls and understand how each of their individual characteristics effects value. Grade pearls using a pearl master set against samples of pearls; and learn how to apply the grading criteria towards pricing a valuation for appraisal purposes. Students are encouraged to bring 10x loupe and any pearl jewellery to class as additional grading examples. No jewellery experience required. (6 hours) \$125

1 day Sa. Apr 21 09:30 - 16:30 DTN [CRN 20515](#)

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. May 26 09:30 - 12:30 DTN [CRN 20259](#)

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. May 26 14:00 - 17:00 DTN [CRN 20260](#)

CRYSTALS & CRYSTAL HEALING 1 (GEMM 1154)

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

1 day Sa. Jun 16 13:00 - 16:00 DTN [CRN 20266](#)

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

2 wks Sa. Jun 16 09:30 - 16:30 DTN [CRN 20262](#)

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GEMMOLOGY AND JEWELLERY

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 seven 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)

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)

GEMMOLOGY PRACTICAL LAB (GEMM 2102)
Sharpen your practical gem identification skills, or refresh your techniques. This is a lab only class, and basic Gemmological knowledge is required. Registration is limited. **Registration deadline seven days prior to first class.** Class begins each September.

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)

MASTERVERUER APPRAISAL PROGRAM (GEMM 3102)
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.**

JEWELLERY MAKING

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

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

- ELECTIVE COURSES:
- Stone Setting in Jewellery (JEWL 1117)
 - Lost Wax Carving & Casting (JEWL 1118)
 - Jewellery Repair (JEWL 1116)
 - Sketching Basics for Jewellers (JEWL 1125)
 - Pearl Stringing Techniques 1 (JEWL 1112)
 - Advanced Jewellery Workshop (JEWL 1119)
 - Jewellery Techniques I (JEWL 1103)
 - Jewellery Techniques II (JEWL 1104)
 - 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 & Antique Jewellery (JEWL 1115)
 - Woven Silver Jewellery Making (JEWL 1128)

ELECTIVE COURSES currently scheduled:

STONE SETTING IN JEWELLERY (JEWL 1117)
Learn the principles of a variety of stone settings in this intermediate level course. Several setting methods will be covered including bezel setting, basket setting and gypsy setting. You will also learn to fabricate these settings for cabochon, faceted and free form stones. Some graver setting will also be covered. Additional supply costs – Approx. \$50.00. (24 hours) \$488

8 wks Tu. Apr 03 18:30 - 21:30 DTN [CRN](#) 20509

LOST WAX CARVING & CASTING (JEWL 1118)
This course introduces students to wax carving and the lost wax casting process. Learn to design and make jewellery using this technique. Topics include design, wax carving methods and tools, investing, casting and finishing. Some basic metalsmithing techniques will also be covered. (24 hours) \$488

8 wks We. Apr 04 18:30 - 21:30 DTN [📅](#) [CRN](#) 20512

JEWELLERY REPAIR (JEWL 1116)
In this workshop you will learn how to do basic jewellery repairs. You will be shown how to size rings, solder chains, replace gem stones, repair clasps and other mechanical components. You will also learn to examine and assess the piece before working on it. Some jewellery making experience is required. (24 hours) \$488

8 wks Th. Apr 05 18:30 - 21:30 DTN [📅](#) [CRN](#) 20511

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 Th. Apr 12 18:30 - 21:45 DTN [CRN](#) 20256

ADVANCED JEWELLERY WORKSHOP (JEWL 1119)
Take your jewellery making skills to another level in this project based course for the advanced jewellery student. A range of specialty techniques are possible for this class including repoussage, granulation, filigree, smithing, forging, anticlastic raising, construction of hollow forms, hinges and clasps, come prepared with a project that you would like to challenge yourself with. Projects costs vary according to materials which are chosen to be used in fabrication. Some jewellery making experience is required. (44 hours) \$879

8 wks Sa. Apr 14 09:00 - 15:00 DTN [CRN](#) 20510

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. Apr 14 10:00 - 16:00 DTN [📅](#) [CRN](#) 20253


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). \$429

8 wks Mo. Apr 16 18:30 - 21:30 DTN [📅](#) [CRN](#) 20250

8 wks We. Apr 18 18:30 - 21:30 DTN [📅](#) [CRN](#) 20251

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 while working on your own jewellers bench equipped with a torch and flexshaft tool. 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) \$429

8 wks Tu. Apr 17 18:30 - 21:30 DTN  **CRN** 20252

CREATE JEWELLERY REPAIR SALES (JEWL 1113)

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

1 day Sa. Apr 28 13:00 - 16:00 DTN  **CRN** 20254

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

2 wks Sa. Jun 16 09:30 - 16:30 DTN  **CRN** 20262

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)

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: Belinda Chao, 604.443.8677, bchao@vcc.ca

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 Diploma 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).

AutoCad for Interior Designers (INTD 1150)

Basic Drafting Concepts (INTD 1110)

Design Basics (INTD 1158)

Graphic Presentation (INTD 1160)

Colour Theory (INTD 1114)

Materials and Finishes (INTD 1125)

Design Drawing (INTD 1159)

Design Specifications (INTD 1116)

Design for Small Spaces (INTD 1131)

Design today. (INTD 1132)

History Of Furniture (INTD 1102)

Lighting (INTD 1121)

Residential Design (INTD 1130)

Textiles (INTD 1122)

ELECTIVE COURSES:

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

REQUIRED COURSES currently scheduled:

AUTOCAD FOR INTERIOR DESIGNERS (INTD 1150)

Master the basics of AutoCAD and use creative drawing strategies and shortcuts. Study drawing, editing, dimensioning and drawing layout specific to interior design. Prerequisite: INTD 1110 Basic Drafting. (36 hours) \$401

12 wks We. Apr 11 18:00 - 21:00 DTN **CRN** 20385

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

12 wks We. Apr 11 18:00 - 21:00 DTN **CRN** 20384

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 Th. Apr 12 18:30 - 21:30 DTN **CRN** 20382

GRAPHIC PRESENTATION (INTD 1160)

Study techniques for polishing presentation drawings and creating a personal identity package. Build skills in model making and communication strategies with clients. This course is a continuation of Design Drawing. (36 hours) \$401

12 wks Th. Apr 12 18:00 - 21:00 DTN **CRN** 20386

COLOUR THEORY (INTD 1114)

Understand colour through subtractive and additive methods. Develop the ability to evaluate undertones and predict colour changes when choosing colours for interior spaces and creating colour schemes for clients. (36 hours) \$401

11 wks Sa. Apr 14 09:30 - 12:45 DTN **CRN** 20389

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

9 wks Sa. Apr 14 09:00 - 13:00 DTN **CRN** 20387

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 sustainability. Study and research origin, characteristics, installation and maintenance of these materials. (24 hours) \$288

11 wks Sa. Apr 14 09:30 - 11:45 DTN **CRN** 20388

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.

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INTERIOR DESIGN / MAKEUP ARTISTRY

DESIGN SPECIFICATIONS (INTD 1116)

Learn to write specifications using Master Format 2004. Prepare a full specification package from concept to completion while sourcing materials and trades using existing resources to time and cost advantage. Learn to decipher product codes and to communicate with trades efficiently and effectively. (24 hours) \$288

8 wks Mo. Apr 16 18:30 - 21:30 DTN [CRN 20383](#)

REQUIRED COURSES to be scheduled in upcoming terms:

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 restrictions. Pre-requisite: Basic Drafting, Design Basics. (36 hours)

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)

HISTORY OF FURNITURE (INTD 1102)

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

LIGHTING (INTD 1121)

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

RESIDENTIAL DESIGN (INTD 1130)

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)

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)

KITCHEN & BATH DESIGN DIPLOMA

Senior Program Coordinator: Anne Tollstam, 604.443.8668
Program Coordinator: Bernie Lyon, 604.443.8522,
blyon@vcc.ca
Program Assistant: Belinda Chao, 604.443.8677, bchao@vcc.ca

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

ENTRANCE REQUIREMENTS:

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

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

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

REQUIRED COURSES:

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

Basic Kitchen Design (INTD 2320), Basic Bathroom Design (INTD 2305), Advanced Kitchen and Bath Design (INTD 2355), Construction (INTD 2315), Kitchen & Bath Project Management (INTD 2345), Kitchen & Bath Systems & Products (INTD 2330), Drafting 1 (INTD 2310), Drafting 2 (INTD 2325), Drafting 3 (INTD 2399) and a Practicum (INTD 2399).

ELECTIVE COURSES:

There are no electives. All courses are required.

MAKEUP ARTISTRY

Canada's Cosmetic and Beauty industry is a fast-paced and growing business. Makeup artistry courses will prepare you for a new career as a cosmetic retail sales manager, sales representative, freelance make up artist and entrepreneur. Discover how you can be a part of this lucrative business by enrolling today.

MAKEUP ARTISTRY CERTIFICATE

Senior Program Coordinator: Anne Tollstam, 604.443.8668
Program Coordinator: Nadia Albano, 604.443.8417
Program Assistant: Margaret McIlwaine, 604.443.8711

The VCC Makeup Artistry Certificate is taught by well-respected 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, guest speakers, portfolio building and class trips.

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

ENTRANCE REQUIREMENTS:

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

We recommend that learners have the ability to:

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

REQUIRED COURSES:

To obtain a Makeup Artistry Certificate, the following four courses must be completed, along with one elective course. Please note the Makeup Artistry Fundamentals (MKUP 1101) is a prerequisite.

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

ELECTIVE COURSES:

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

Airbrush Makeup (MKUP 1105)
Theatrical Makeup (MKUP 1106)
Makeup for Film & TV (MKUP 1107)

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. Apr 10 18:00 - 21:00 DTN [CRN 20245](#)

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. Apr 11 18:00 - 21:00 DTN [CRN 20246](#)

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 for final project. (30 hours) \$455

10 wks Th. Apr 12 18:00 - 21:00 DTN [CRN 20234](#)

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. May 26 09:00 - 16:00 DTN [CRN 20239](#)

ELECTIVE COURSES currently scheduled:

AIRBRUSH MAKEUP (MKUP 1105)

Prerequisite: MKUP 1101, MKUP 1102 and 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 for final project. (30 hours) \$455

10 wks Mo. Apr 16 18:00 - 21:00 DTN [CRN 20235](#)

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 and more. A kit is required for this course for a fee of \$180. (30 hours) \$455

10 wks Tu. Apr 17 18:00 - 21:00 DTN [CRN 20244](#)

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 and a kit is required for a fee of \$270. (30 hours) \$455

10 wks We. Apr 18 18:00 - 21:00 DTN [CRN 20274](#)

PHOTOGRAPHY

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

PHOTOGRAPHY

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Coordinator: Nadia Albano, 604.443.8417

Program Assistant: Rebecca Bennett, 604.443.8672

Join Introduction 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. Apr 10 19:00 - 22:00 DTN [CRN 20278](#)

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. (30 hours) \$440

10 wks Th. Apr 26 19:00 - 22:00 DTN [CRN 20381](#)

REGISTER ONLINE 
vcc.ca/cs

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

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. 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

PLEASE NOTE

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

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)
Foundations of Counselling (CNSK 1402)
Personal & Professional Dev (CNSK 1412)
Lifespan Development (CNSK 1404)
Theories of Counselling (CNSK 1403)
Family Systems - an Overview (CNSK 1409)
Addiction and Human Behaviour (CNSK 1415)
Practicum: Employment (CNSK 1489)
Practicum: Volunteer (CNSK 1488)

ENTRANCE REQUIREMENT COURSES currently scheduled:

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

9 wks Mo. Apr 02 18:15 - 21:30 DTN 📅 [CRN 20525](#)
1 day Sa. Apr 21 09:00 - 16:30 DTN 📅 [CRN 20525](#)
12 wks Tu. Apr 10 18:15 - 21:15 DTN 📅 [CRN 20524](#)
12 wks We. Apr 11 18:15 - 21:15 DTN 📅 [CRN 20526](#)
12 wks Th. Apr 12 18:15 - 21:15 DTN 📅 [CRN 20523](#)
12 wks Fr. Apr 13 09:15 - 12:15 DTN 📅 [CRN 20522](#)

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

11 wks Mo. Apr 02 18:15 - 21:30 DTN AND
1 day Sa. Apr 14 09:15 - 12:30 DTN [CRN 20433](#)

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

11 wks Mo. Apr 02 18:15 - 21:30 DTN AND
1 day Sa. Apr 14 09:15 - 12:30 DTN [CRN 20430](#)
12 wks We. Apr 11 18:15 - 21:30 DTN [CRN 20496](#)

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 Tu. Apr 10 18:15 - 21:30 DTN AND
1 day Sa. Jun 02 09:30 - 16:30 DTN [CRN 20423](#)
12 wks We. Apr 11 18:15 - 21:30 DTN AND
1 day Sa. May 26 09:30 - 16:30 DTN [CRN 20424](#)
12 wks Th. Apr 12 18:15 - 21:30 DTN AND
1 day Sa. May 26 09:30 - 16:30 DTN [CRN 20425](#)

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. Apr 10 09:00 - 12:45 📅 [CRN 20428](#)

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. Apr 10 18:15 - 21:30 DTN AND
1 day Sa. May 05 09:15 - 16:30 DTN [CRN 20434](#)
7 wks Th. Apr 12 09:15 - 16:30 DTN AND
1 day Sa. May 05 09:15 - 16:30 DTN [CRN 20435](#)
4 wks Tu. Th. Aug 09 14:00 - 17:15 DTN AND
1 day Sa. Aug 25 09:15 - 16:30 DTN [CRN 20436](#)

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 We. Apr 11 18:15 - 21:30 DTN AND
1 day Sa. Apr 21 09:30 - 16:30 DTN [CRN](#) 20426
12 wks Th. Apr 12 18:15 - 21:30 DTN AND
1 day Sa. May 12 09:30 - 16:30 DTN [CRN](#) 20427

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

7 wks Th. Apr 12 18:15 - 21:30 DTN AND
1 day Sa. May 12 09:15 - 16:30 DTN [CRN](#) 20440
9 wks Fr. Apr 13 18:15 - 21:30 DTN [CRN](#) 20442
9 wks Fr. Jul 06 18:15 - 21:30 DTN [CRN](#) 20443

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. May 31 18:15 - 21:30 DTN AND
1 day Sa. Jun 16 09:30 - 16:15 DTN [CRN](#) 20445
5 wks We. Jul 04 18:15 - 21:30 DTN AND
1 day Sa. Jul 21 09:30 - 16:15 DTN [CRN](#) 20444

COMMUNITY COUNSELLING SKILLS

Program Coordinator: Sara Menzel, 604.443.8392, smenzel@vcc.ca
Program Assistant: Carol Agostini, 604.443.8661, cagostini@vcc.ca

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.

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:

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

ELECTIVE COURSES:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401)

(36 hours) \$444

9 wks Mo. Apr 02 18:15 - 21:30 DTN AND
1 day Sa. Apr 21 09:00 - 16:30 DTN [CRN](#) 20525
12 wks Tu. Apr 10 18:15 - 21:15 DTN [CRN](#) 20524
12 wks We. Apr 11 18:15 - 21:15 DTN [CRN](#) 20526
12 wks Th. Apr 12 18:15 - 21:15 DTN [CRN](#) 20523
12 wks Fr. Apr 13 09:15 - 12:15 DTN [CRN](#) 20522

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

11 wks Mo. Apr 02 18:15 - 21:30 DTN AND
1 day Sa. Apr 14 09:15 - 12:30 DTN [CRN](#) 20432

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

11 wks Mo. Apr 02 18:15 - 21:30 DTN AND
1 day Sa. Apr 14 09:15 - 12:30 DTN [CRN](#) 20431

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 Tu. Apr 10 18:15 - 21:30 DTN AND
1 day Sa. Jun 02 09:30 - 16:30 DTN [CRN](#) 20423
12 wks We. Apr 11 18:15 - 21:30 DTN AND
1 day Sa. May 26 09:30 - 16:30 DTN [CRN](#) 20424
12 wks Th. Apr 12 18:15 - 21:30 DTN AND
1 day Sa. May 26 09:30 - 16:30 DTN [CRN](#) 20425

30 HEALTH SCIENCES AND HUMAN SERVICES

COUNSELLING / EARLY CHILDHOOD CARE AND EDUCATION

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. Apr 10 09:00 - 12:45 NET [CRN](#) 20428

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. Apr 10 18:15 - 21:30 DTN AND
1 day Sa. May 05 09:15 - 16:30 DTN [CRN](#) 20434
7 wks Th. Apr 12 09:15 - 16:30 DTN AND
1 day Sa. May 05 09:15 - 16:30 DTN [CRN](#) 20435
4 wks Tu. Th. Aug 09 14:00 - 17:15 DTN AND
1 day Sa. Aug 25 09:15 - 16:30 DTN [CRN](#) 20436

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 We. Apr 11 18:15 - 21:30 DTN AND
1 day Sa. Apr 21 09:30 - 16:30 DTN [CRN](#) 20426
12 wks Th. Apr 12 18:15 - 21:30 DTN AND
1 day Sa. May 12 09:30 - 16:30 DTN [CRN](#) 20427

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

7 wks Th. Apr 12 18:15 - 21:30 DTN AND
1 day Sa. May 12 09:15 - 16:30 DTN [CRN](#) 20440
9 wks Fr. Apr 13 18:15 - 21:30 DTN [CRN](#) 20442
9 wks Fr. Jul 06 18:15 - 21:30 DTN [CRN](#) 20443

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. May 31 18:15 - 21:30 DTN AND
1 day Sa. Jun 16 09:30 - 16:15 DTN [CRN](#) 20446

VOCATIONAL COUNSELLING SKILLS (CNSK 1414)

Examine the knowledge and skills which are used in vocational counselling with a particular reference to the needs of clients who face barriers. Participants will acquire an overview of career counselling theories, practical skills, resources and strategies to assist clients in reaching their career goals. 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 We. Aug 01 18:15 - 21:30 DTN AND
1 day Sa. Aug 11 09:30 - 16:15 DTN [CRN](#) 20447

ELECTIVE COURSES to be scheduled in upcoming terms:

ABORIGINAL COUNSELLING SKILLS (CNSK 1413)

Examine the historical and traditional perspectives and contemporary issues of the Aboriginal community with a focus on health and healing. 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.

EARLY CHILDHOOD CARE AND EDUCATION

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

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

EARLY CHILDHOOD CARE AND EDUCATION

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

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
- Criminal Records Check

REGISTER ONLINE 
vcc.ca/cs

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.

ECCE - CONTINUING STUDY WORKSHOPS

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

ELECTIVE COURSES:

ECE Assistant Course: Health (ECCE 1176)
Burnout: Early Child Educator (ECCE 1181)
Guiding Children's Behaviour (ECCE 1180)

ELECTIVE COURSES currently scheduled:

ECE ASSISTANT COURSE: HEALTH (ECCE 1176)

Gain basic knowledge and skills in this Health, Safety and Nutrition course to establish and maintain healthy and safe environments for young children. Topics include prevention, universal precautions, and working in partnership with families and community resources. Designed for those seeking an Early Childhood Education Assistant Certificate. (36 hours) \$311

8 wks Th. Apr 19 18:45 - 21:45 DTN [CRN 20390](#)
1 day Sa. Apr 28 09:30 - 16:30 DTN [CRN 20390](#)
1 day Sa. Jun 16 09:30 - 21:45 DTN [CRN 20390](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

GUIDING CHILDREN'S BEHAVIOUR (ECCE 1180)

Join us to review, refresh and renew positive approaches for guiding behaviour and promoting pro-social skills with young children. This dimension of early childhood is ever challenging, yet remains a key factor in providing quality programs as we interact with children and their families. (2 hours)

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

10 wks Mo. Apr 16 18:45 - 21:45 DTN [CRN 20503](#)
1 day Sa. Jun 09 09:00 - 16:00 DTN [CRN 20503](#)
Apr 29 OFS [CRN 20407](#)
May 30 OFS [CRN 20408](#)
Jun 29 OFS [CRN 20410](#)

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
- Criminal Records Check

VCC OFFERINGS TO WATCH

CARING COMES IN MANY FORMS.

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

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

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

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

PLEASE NOTE

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

32 HEALTH SCIENCES AND HUMAN SERVICES

FAMILY LITERACY / HEALTH

FAMILY LITERACY

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

FAMILY LITERACY CERTIFICATE

Program Assistant: 604.443.8428

Partnering with Literacy B.C., the Centre for Family Literacy, 2010 Legacies Now and Conestoga College, Vancouver Community College is proud to host a new online Family Literacy Certificate Program. Designed for those who currently work or plan to work in family literacy, this certificate 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. Please note: This Certificate Program is offered online only. Fundamentals of Family Literacy is a prerequisite for all other courses.

ENTRANCE REQUIREMENTS:

Grade 12 English or equivalent

REQUIRED COURSES:


Please note: Fundamentals of Family Literacy is a prerequisite for all other courses.

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

REQUIRED COURSES currently scheduled:

FAMILY LIT ACROSS CONTEXTS (FAML 1113)

Broaden and deepen familiarity with family literacy in a variety of contexts. Examine models of programs in schools, libraries and other community contexts, including programs designed for First Nations communities and immigrant populations. (36 hours) \$270

May 07 09:00 - 16:00  [CRN 20380](#)

REQUIRED COURSES to be scheduled in upcoming terms:

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)

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)

FUNDAMENTALS OF FAMILY LIT (FAML 1109)

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

LEADERSHIP IN FAMILY LITERACY (FAML 1114)

Explore the dynamics of leadership in the field of family literacy. Examine issues of sustainability, funding, administration, evaluation, recruitment and retention of families and staff. (36 hours)

LITERACY - ADULTS & FAMILIES (FAML 1110)

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



How does VCC serve disabled students?

Vancouver Community College counsellors and advisors are dedicated to making the college accessible to students with disabilities. Visit vcc.ca/disabilities.



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) and Standard First Aid certification

ELECTIVE COURSES:

Standard First Aid/CPR-C (HLTH 1276)

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) \$155

2 wks Sa. Jun 02 09:00 - 18:00 TBA  [CRN 20378](#)

DENTAL - CONTINUING STUDIES

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

RADIOGRAPHY THEORY AND CLINICAL COURSE

This course is designed for Level 1 (chairside) dental assistants in BC. Completion of both the theory and clinical courses is recognized for the Provincial Radiography Certificate awarded through the College of Dental Surgeons of BC. The certificate also recognized by the VCC Certified Dental Assisting Distance Delivery Program. The three month home study theory course is supported by a tutor. A final examination is required on site. After successful completion of the theory course, students will complete an onsite thirty-hour clinical, offered in the evenings and weekends. This course provides hands-on education. Students learn to expose radiographs on manikins and patients. (70 hours) \$625

Mo. Apr 16 [CRN 20527](#)

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:

Foodsafe Level 2 (HLTH 1102)

ELECTIVE COURSES currently scheduled:

FOODSAFE LEVEL 2 (HLTH 1102)

(12 hours) \$138.85

2 wks Sa. May 05 09:00 - 16:00 DTN [CRN 20348](#)

HEALTH SPECIALTY

Program Assistant: 604.443.8635

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

ELECTIVE COURSES:

Medication Admin Asst Liv Work (HLTH 1327)
IV Therapy Theory (HLTH 1185)
Heightened Expectations: Res (HLTH 1361)
ABCs of Lab Values (HLTH 1389)
ADHD - The Power of Diet (HLTH 1385)
Advanced Cardiac Monitoring (HLTH 1174)
Anatomy of Healing 101 (HLTH 1384)
Basic ECG Monitoring (HLTH 1173)
CRNE Prep for RNs (HLTH 1346)
Foot Care 1 (HLTH 1241)
Foot Care 2 (HLTH 1196)
Heightened Expectations: Acute (HLTH 1362)
IV Medication Administration (HLTH 1381)
Medication Course for HCWs (HLTH 1366)
Nursing Practice Labs (HLTH 1391)
PACU Challenge Option (HLTH 1378)
Risk Analysis in Health Care (HLTH 1388)

ELECTIVE COURSES currently scheduled:

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 We. Th. Apr 04 09:00 - 17:00 DTN [CRN 20414](#)

2 days We. Th. May 23 09:00 - 17:00 DTN [CRN 20415](#)

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. Apr 26 08:30 - 16:30 BWY [CRN 20286](#)

1 day Mo. May 14 08:30 - 16:30 BWY [CRN 20288](#)

1 day Th. Jun 21 08:30 - 16:30 BWY [CRN 20290](#)

1 day Th. Jul 12 08:30 - 16:30 BWY [CRN 20292](#)

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 days Fr. - Su. May 04 09:00 - 17:00 BWY [CRN 20456](#)

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, hands-on 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.

FOOT CARE 1 (HLTH 1241)

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

FOOT CARE 2 (HLTH 1196)

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

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.

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)

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

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).

REGISTER ONLINE 
vcc.ca/cs

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:

Most of the courses are available by distance education format.

- Pharmacology Review (HLTH 1295)
- I.M. Injections (HLTH 1122)
- Distance IV Therapy for LPN (HLTH 1315)
- CPNRE Prep for LPNs (HLTH 1360)
- IV Therapy Theory (HLTH 1185)
- Immunization Lab for LPNs (HLTH 1345)
- LPN Pharma/Parenteral Lab (HLTH 1130)
- LPN Pharmacy Theory (HLTH 1128)
- Medication Admin Review - LPNs (HLTH 1387)
- Take the Lead (HLTH 1368)
- Transcribing Orders (HLTH 1138)

ELECTIVE COURSES currently scheduled:

DISTANCE IV THERAPY FOR LPN (HLTH 1315)

This distance education course reviews principles of maintaining Intravenous 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

Apr 01 OFS [CRN 20373](#)

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. If only one injection skill required, please advise program assistant when registering. \$179

Apr 01 OFS [CRN 20374](#)

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

Apr 01 OFS [CRN 20375](#)

TRANSCRIBING ORDERS (HLTH 1138)

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

Apr 01 OFS [CRN 20375](#)

CPNRE PREP FOR LPNS (HLTH 1360)

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

5 wks Sa. Apr 14 09:00 - 13:00 DTN [CRN 20418](#)

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. Apr 26 08:30 - 16:30 BWY [CRN 20286](#)
- 1 day Mo. May 14 08:30 - 16:30 BWY [CRN 20288](#)
- 1 day Th. Jun 21 08:30 - 16:30 BWY [CRN 20290](#)
- 1 day Th. Jul 12 08:30 - 16:30 BWY [CRN 20292](#)

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. Apr 27 08:30 - 16:30 BWY [CRN 20287](#)
- 1 day Tu. May 15 08:30 - 16:30 BWY [CRN 20289](#)
- 1 day Fr. Jun 22 08:30 - 16:30 BWY [CRN 20291](#)
- 1 day Fr. Jul 13 08:30 - 16:30 BWY [CRN 20293](#)
- 1 day We. Aug 29 08:30 - 16:30 BWY [CRN 20294](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

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:

Heightened Expectations: Res (HLTH 1361) OR
Heightened Expectations: Acute (HLTH 1362)

Maternal/Newborn Care (HLTH 1358)
Paediatric Care (HLTH 1359)
Role Transitions LPN to BScN (HLTH 1357)

REQUIRED COURSES currently scheduled:

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 days Fr.- Su. May 04 09:00 - 17:00 BWY [CRN 20456](#)

REQUIRED COURSES to be scheduled in upcoming terms:

HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1362)

Bring a stethoscope.

MATERNAL/NEWBORN CARE (HLTH 1358)

If you are taking this course as part of LPN to BScN Transition Program, please note you must complete all university transfer courses prior to registration. (60 hrs)

[CRN 20376](#)

PAEDIATRIC CARE (HLTH 1359)

If you are taking this course as part of LPN to BScN Transition Program, please note you must complete all university transfer courses prior to registration. (60 hrs)

[CRN 20377](#)

ROLE TRANSITIONS LPN TO BSCN (HLTH 1357)

(30 hours)

[CRN 20416](#)

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

ENTRANCE REQUIREMENTS:(MUST HAVE)

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 at icesinfo@bcit.ca or call 604.432.8800.
2. ABE (Adult Basic Education) or ELA (English Language Assessment) completed at our Broadway campus completed in the 1 year prior to application date
3. Medical Terminology 1 (OACP 1108) taken with five years of application date
4. Interpersonal Communication Skills - Health (MSKL 1104)

To register for Medical Terminology (OACP 1108) or Interpersonal Communication Skills - Health (MSKL 1104), please call 604.443.8484.

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

Medical Terminology 1 (OACP 1108)

Interpersonal/Commun - Health (MSKL 1104)

ENTRANCE REQUIREMENT COURSES currently scheduled:

MEDICAL TERMINOLOGY 1 (OACP 1108)

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

10 wks Tu. Apr 17 18:00 - 21:00 DTN 📞 [CRN 20045](#)

10 wks Tu. Apr 17 18:00 - 21:00 DTN 📞 [CRN 20046](#)

10 wks Tu. Apr 17 18:00 - 21:00 DTN 📞 [CRN 20047](#)

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. Apr 21 09:00 - 16:00 DTN 📞 [CRN 20449](#)

4 wks Sa. Jun 02 09:00 - 16:00 DTN 📞 [CRN 20450](#)

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:(MUST HAVE)

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 at 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 C or better
4. Medical Terminology 1 (OACP 1108) taken within five years of application date
5. Interpersonal Communication (MSKL 1104)

To register for Medical Terminology (OACP 1108) or Interpersonal Communication Skills (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.

REQUIRED COURSES:

Medical Terminology 1 (OACP 1108)

Interpersonal/Commun - Health (MSKL 1104)

Renal Technician (RENL 1102)

REQUIRED COURSES currently scheduled:

MEDICAL TERMINOLOGY 1 (OACP 1108)

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

10 wks Tu. Apr 17 18:00 - 21:00 DTN 📞 [CRN 20045](#)

10 wks Tu. Apr 17 18:00 - 21:00 DTN 📞 [CRN 20046](#)

10 wks Tu. Apr 17 18:00 - 21:00 DTN 📞 [CRN 20047](#)

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.

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. Apr 21 09:00 - 16:00 DTN 📞 [CRN 20449](#)

4 wks Sa. Jun 02 09:00 - 16:00 DTN 📞 [CRN 20450](#)

36 HEALTH SCIENCES AND HUMAN SERVICES

INTERPRETING

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 vcc.ca/cs

INTERPRETING

Vancouver Community College enjoys national and international recognition for its multilingual programs in interpreter training. We offer practical training to prepare linguistically and culturally fluent bilinguals to work as interpreters in the legal and health care systems as well as social services. Highly qualified practitioners bring firsthand 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 pre-requisite course "Interpreting/ Translation Intro (INTR 1192)" and pass an entrance exam in order to be admitted to the program. Graduates of our certificate programs are eligible for membership to the Society of Translators & Interpreters of British Columbia (S.T.I.B.C.).

For more information, please visit vcc.ca/cs

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.

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:

Mental Health Interpreting (INTR 1220)
Interpreting Skills Practice (INTR 1221)
Simo Practice (INTR 1146)
Pitfalls in English (INTR 1219)
Subtitling Scripts (INTR 1195)
CILISAT Test (INTR 1128)

ELECTIVE COURSES currently scheduled:

NEW MENTAL HEALTH INTERPRETING (INTR 1220)

Learn about the unique challenges faced by interpreters working in mental health settings and the skill set needed to successfully meet those challenges. The mental healthcare field is broad and includes psychiatric assessment and treatment, group and individual psychotherapy, counseling, psychological testing, substance abuse treatment and more. This course is an introductory lecture into this complex field. (3 hours) \$27

1 day We. Apr 11 18:30 - 21:30 DTN [CRN 20506](#)

INTERPRETING SKILLS PRACTICE (INTR 1221)

There is more to interpreting than simply being bilingual! Learn the building blocks of interpreting with a focus on listening, paraphrasing, summarizing, comprehension and memory exercises, as well as short consecutive dialogues from English into the second language. Intended to develop better competency and performance in language transfer necessary for the interpreting profession. Instructor: Roger Barany. (9 hours). \$99

3 wks Mo. Apr 16 18:30 - 21:30 DTN [CRN 20507](#)

SIMO PRACTICE (INTR 1146)

These 3.5 hour individual lab sessions are designed for interpreters seeking opportunities to improve their simultaneous interpreting skills for court or conferences. Attendees will be able to practice from English into their other language and /or from specific languages into English - currently Spanish or French. It may be possible to practice from other source languages, if the instructor is provided with suitable recordings (in mp3 or wav format) at least 10 day prior to the workshop date. Please contact the interpreting certificate program coordinator if you wish to do this. The instructor will provide source language audio recordings (eg.

court/legal practice materials, speeches, radio podcasts, etc) general guidance and tips, group warm-up exercises and limited individual correction. Where possible, attendees are encouraged to work in language groups to allow for peer correction. STIBC members and VCC Grads \$5.00 discount. Instructor: Roger Barany (3.5 hours) \$75

1 day Sa. Mar 31 09:30 - 13:00 DTN [CRN 10441](#)

1 day Sa. Apr 28 09:30 - 13:00 DTN [CRN 20466](#)

1 day Sa. May 19 09:30 - 13:00 DTN [CRN 20520](#)

1 day Sa. Jun 23 09:30 - 13:00 DTN [CRN 20521](#)

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 Th. May 03 18:30 - 21:30 DTN [CRN 20420](#)

SUBTITLING SCRIPTS (INTR 1195)

Learn about subtitling and translating scripts for the film industry - an increasing industry with growing opportunities for translators. Study subtitling tools, creating subtitles from original film scripts and translating subtitles. Discount for STIBC members, VCC interpreting students and grads. Instructor: Tony Auth. (3 hours) \$55

1 day Sa. May 19 09:30 - 12:30 DTN [CRN 20417](#)

CILISAT TEST (INTR 1128)

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

DTN [CRN 10430](#)

DTN [CRN 30147](#)

REGISTER ONLINE 
vcc.ca/cs

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484
FAX 604.443.8393
vcc.ca/cs

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 legal settings. 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: \$3,500.00 (\$5,250.00 for international students). Bursaries are available for eligible candidates.

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

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

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 note-taking, 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

8 wks We. Apr 04 18:30 - 21:30 DTN [CRN 20273](#)
 1 day Sa. May 26 09:30 - 13:30 DTN [CRN 20273](#)

REQUIRED COURSES currently scheduled:

SIMULTANEOUS INTERPRETATION (INTR 1101)

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

6 wks Th. Apr 19 18:30 - 21:30 DTN [CRN 20002](#)
 4 wks Tu. Apr 24 18:30 - 21:30 DTN [CRN 20002](#)

REQUIRED COURSES to be scheduled in upcoming terms:

FIELD STUDIES - COURT (INTR 1141)

(30 hours)

INTERPRET MEDICAL TERMINOLOGY (INTR 1175)

Pass Mark: 70% (24 hours)

INTERPRETING 1 (INTR 1173)

Pass Mark: 70% (24 hours)

INTERPRETING 2 (INTR 1132)

Pass Mark: 70% (24 hours)

INTERPRETING 3 - COURT (INTR 1103)

Pass Mark: 70% (30 hours)

LAW FOR COURT INTERPRETERS (INTR 1104)

Pass mark 65%. (27 hours)

OVERVIEW OF COMMUNITY SERVICES (INTR 1181)

Pass Mark: Satisfactory (6 hours)

PRE-INTERPRETING SKILLS (INTR 1152)

Pass Mark: 70% (30 hours)

TERMINOLOGY RESEARCH (INTR 1130)

Pass Mark: 65% (24 hours)

INTERPRETING CERTIFICATE - HEALTH AND COMMUNITY SERVICES

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

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

The program consists of ten months of part-time study, including 250 classroom hours, home study, assignments and practicum. Tuition: \$2,950 (\$4425 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)

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 note-taking, 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

8 wks We. Apr 04 18:30 - 21:30 DTN [CRN 20273](#)
 1 day Sa. May 26 09:30 - 13:30 DTN [CRN 20273](#)

REQUIRED COURSES:

Field Studies - Health Care (INTR 1123)
 Interpret Medical Terminology (INTR 1175)
 Interpreting 1 (INTR 1173)
 Interpreting 2 (INTR 1132)
 Interpreting 3 - Health Care (INTR 1133)
 Health Care Infrastructure (INTR 1166)
 Overview of Community Services (INTR 1181)
 Pre-Interpreting Skills (INTR 1152)
 Terminology Research (INTR 1130)

38 HOSPITALITY

HOSPITALITY

HOSPITALITY

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

Whether you're already working in this growing sector, or want to get involved, VCC is where this industry turns to hire great people.

BAKING AND PASTRY ARTS

Senior Program Coordinator: Anne Tollstam, 604.443.8668

Program Coordinator: 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:

CUSTARD MAKING - DEMO CLASS (CUIS 1147)

Master the art of making these dessert classics. Learn how to create Italian panna cotta, creamy crème caramel and a perfectly baked crème brûlée. This is a demonstration class only. Student are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours) \$50

1 day Sa. Apr 14 13:00 - 16:00 DTN  [CRN 20482](#)

1 day Tu. May 15 18:30 - 21:30 DTN  [CRN 20483](#)


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

6 wks Mo. Apr 16 19:00 - 21:30 DTN [CRN 20267](#)

FRENCH MACAROONS - DEMO CLASS (CUIS 1142)

Crisp on the outside, soft and chewy on the inside. Watch and learn as the secrets behind creating this classic French cookie are revealed. Class will cover a variety of shells as well as traditional fillings including sinful dark chocolate ganache and raspberry jam. This is a demonstration class only. Student are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours) \$50

1 day Tu. Apr 17 18:30 - 21:30 DTN  [CRN 20489](#)

1 day Sa. May 12 13:00 - 16:00 DTN  [CRN 20488](#)


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. Apr 18 19:00 - 22:00 DTN [CRN 20271](#)

CANDY CREATIONS - DEMO CLASS (CUIS 1148)


This introduction to candy making will cover a variety of techniques including: fluffy marshmallows, creamy fudge, crunchy brittles and buttery caramels. This is a demonstration class only. Student are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours) \$50


1 day Sa. Apr 21 13:00 - 16:00 DTN  [CRN 20486](#)

1 day We. May 23 18:30 - 21:30 DTN  [CRN 20487](#)

CHOCOLATE MAKING - DEMO CLASS (CUIS 1143)


The basic of chocolate tempering is covered and real Belgium chocolate is used to create delicious chocolate confections. Learn how to make a smooth chocolate ganache, hand dipping, and the proper technique for use with chocolate moulds and different finishes for truffles. This is a demonstration class only. Student are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours) \$50


1 day Tu. Apr 24 18:30 - 21:30 DTN  [CRN 20484](#)

1 day Sa. May 26 13:00 - 16:00 DTN  [CRN 20485](#)

CUPCAKE MAKING - DEMO CLASS (CUIS 1144)


Watch and learn as red velvet, devil's food cake and lemon chiffon are transformed into decadent works of art. Topped with a variety of icings including fluffy Italian butter cream and luscious chocolate ganache. A few quick decorating techniques will wrap up the class and is sure to wow your friends. This is a demonstration class only. Student are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours) \$50


1 day Tu. May 01 18:30 - 21:30 DTN  [CRN 20493](#)

1 day Sa. Jun 02 13:00 - 16:00 DTN  [CRN 20492](#)

DESSERTS IN A GLASS - DEMO CLASS (CUIS 1145)

Discover how to create classics like indulgent chocolate mousse, traditional tiramisu, and berries with a white wine sabayon. Learn how to make any dessert special with the right layering technique and playful garnishes. This is a demonstration class only. Student are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours) \$50

1 day Tu. May 08 18:30 - 21:30 DTN  [CRN 20495](#)

1 day Sa. Jun 09 13:00 - 16:00 DTN  [CRN 20494](#)


CAKE MAKING & DECORATING 2 (CUIS 1137)


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

5 wks We. May 23 19:00 - 22:00 DTN [CRN 20270](#)

FROZEN DESSERTS - DEMO CLASS (CUIS 1146)

Learn the techniques of all things frozen; fruity sorbet, refreshing frozen yogurt, silky smooth ice cream and elegant soufflé glaze. This is a demonstration class only. Student are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours) \$50

1 day Tu. May 29 18:30 - 21:30 DTN  [CRN 20490](#)

1 day Sa. Jun 23 13:00 - 16:00 DTN  [CRN 20491](#)

ELECTIVE COURSES to be scheduled in upcoming terms:

CROISSANT & DANISH (CUIS 1103)

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

EASTER BREADS (CUIS 1105)

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

GLORIOUS PIES AND TARTS (CUIS 1139)

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

HOLIDAY BAKING (CUIS 1138)

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

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)

REGISTER ONLINE 
vcc.ca/cs

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484
FAX 604.443.8393
vcc.ca/cs

MOUSSE CAKES (CUIS 1104)

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

SWEET TREATS FOR VALENTINES (CUIS 1141)

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

TEA SOMMELIER


Senior Program Coordinator: Anne Tollstam, 604.443.8668
Program Coordinator: 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 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 plus HST includes supplies and association fees and must be paid before the first class.** (12 hours) \$195

4 wks Mo. Apr 16 19:00 - 22:00 DTN  CRN 20272

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 the health benefits of tea including myths and facts while tasting and evaluating teas representative of each region.

An additional association fee of \$25 plus HST must be paid before the first class. (18 hours) \$295

6 wks Tu. Apr 24 19:00 - 22:00 DTN  CRN 20242


TEA SENSORY DEVELOPMENT & EVAL (TSOM 1103)

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

6 wks We. Apr 18 19:00 - 22:00 DTN  CRN 20243

MENU DESIGN-PAIRING & COOKING (TSOM 1108)

Explore the various nuances of using tea as an ingredient – cooking, baking, cocktails etc. In this course, you will understand the principals behind using tea beyond its traditional uses as well as how to pair tea with food and create the perfect tea menu. (18 hours) \$295

6 wks Mo. Jul 09 19:00 - 22:00 DTN  CRN 20505

ELECTIVE COURSES to be scheduled in upcoming terms:

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 plus HST must be paid before the first class.** (18 Hours)

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 plus HST must be paid before the first class.** (21 hours)

TEA TYPES (TSOM 1104)

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

SOMMELIER

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

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

SOMMELIER CERTIFICATE

ISG WINE FUNDAMENTALS CERTIFICATE LEVEL 1

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

ISG WINE FUNDAMENTALS CERTIFICATE LEVEL 2

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

SOMMELIER DIPLOMA

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

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

PLEASE NOTE

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

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 Mcllwaine, 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:

The Personal Narrative (CWRI 1162)

A Writer's Smorgasbord (CWRI 1172)

A Novel Idea (CWRI 1171)

Poetry to Begin With (CWRI 1170)

Short Fiction (CWRI 1163)

Finding Your Writer's Voice (CWRI 1143)

Ready, Set, Blog! (CWRI 1173)

Literature of the Imagination (CWRI 1167)

Screenplay Writing (CWRI 1169)

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) \$183

6 wks Mo. Apr 23 18:00 - 21:00 DTN 📞 [CRN](#) 20346

THE PERSONAL NARRATIVE (CWRI 1162)

This workshop gets you writing your story no matter what your preferred medium. Great for all levels of writers. Free flow writing to prompts removes blocks and inhibitions. With everyone in the same boat, with the same time constraints, it quickly builds trust in groups. Memoirists, songwriters, poets or novelists - get your ideas down on paper and out of your heads! Course fee includes HST. Instructor: Fran Bourassa (18 hours) \$183

6 wks Mo. Apr 23 18:00 - 21:00 DTN 📞 [CRN](#) 20309

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: Jenn Farrell. (18 hours) \$183

6 wks Tu. Apr 24 18:30 - 21:30 DTN 📞 [CRN](#) 20310

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. (18 hours) \$183

6 wks Tu. Apr 24 18:00 - 21:00 DTN 📞 [CRN](#) 20514

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) \$183

6 wks We. Apr 25 18:30 - 20:30 DTN 📞 [CRN](#) 20312

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) \$183

6 wks We. Apr 25 18:30 - 21:30 DTN 📞 [CRN](#) 20296

NEW READY, SET, BLOG! (CWRI 1173)

Discover blogging for fun and self-expression. Examine the blog genre and learn why blogs are so popular. Discover your blogging "voice" and explore how blogging can help your writing projects. Topics include using blogging to break through writing blocks, authoring your memoirs by blogging, finding a blog audience and becoming part of a blog community. Course fee includes HST. Instructor: Ingrid Schneller. (18 hours) \$183

6 wks Th. Apr 26 18:30 - 21:30 DTN 📞 [CRN](#) 20508

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

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. (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 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. Apr 17 18:30 - 21:00 DTN 📞 [CRN](#) 20335

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. Apr 12 18:30 - 21:00 DTN 📞 [CRN](#) 20341

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. Apr 16 18:30 - 21:00 DTN 📞 [CRN](#) 20329

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. Apr 11 18:30 - 21:00 DTN 📞 [CRN](#) 20461

CANTONESE 3 (LANG 1125)

Learn interesting Cantonese words and phrases, useful vocabulary and commonly used classifiers. Study Cantonese slangs and popular phrases used in Hong Kong. Students must have completed Cantonese 2 or have an equivalent level of proficiency. Fee includes HST and text. (20 hours) \$188

8 wks Th. Apr 12 18:30 - 21:00 DTN 📱 [CRN 20316](#)

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

8 wks We. Apr 11 18:30 - 21:00 DTN 📱 [CRN 20463](#)

8 wks Th. Apr 12 18:30 - 21:00 DTN 📱 [CRN 20331](#)

8 wks Sa. Apr 14 09:30 - 12:00 DTN 📱 [CRN 20338](#)

8 wks Mo. Apr 16 18:30 - 21:00 DTN 📱 [CRN 20320](#)

FRENCH 2 (LANG 1138)

Continue studying French with more depth and details of the French workbook “Moi Je Parle Francais”. Build your confidence in speaking French, and improve your conversational skills as you learn more verbs and ways to express yourself. Same required workbook as Level 1. (20 hours) \$188

8 wks Sa. Apr 14 12:45 - 15:15 DTN 📱 [CRN 20339](#)

8 wks Tu. Apr 17 18:30 - 21:00 DTN 📱 [CRN 20322](#)

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. Apr 11 18:30 - 21:00 DTN 📱 [CRN 20330](#)

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 Mo. Jun 18 18:30 - 21:00 DTN 📱 [CRN 20345](#)

ITALIAN 1 (LANG 1139)

Come to this conversational, interactive class, and begin to speak Italian almost immediately. Study practical and situational dialogues as well as basic grammar to help master your sentences. Required text “Espresso 1” available at the Downtown Campus Bookstore. Fee includes HST. (20 hours) \$188

8 wks We. Apr 11 18:30 - 21:00 DTN 📱 [CRN 20325](#)

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. Apr 12 18:30 - 21:00 DTN 📱 [CRN 20464](#)

JAPANESE 1 (LANG 1109)

Discover Hiragana, basic vocabulary, and sentence patterns for daily conversation. Study Japanese with fun games and role plays for an enjoyable learning experience. Fee includes HST and text. (20 hours) \$188

8 wks Sa. Apr 14 09:30 - 12:00 DTN 📱 [CRN 20337](#)

8 wks Tu. Apr 17 18:30 - 21:00 DTN 📱 [CRN 20324](#)

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. Apr 11 18:30 - 21:00 DTN 📱 [CRN 20326](#)

8 wks Sa. Apr 14 12:45 - 15:15 DTN 📱 [CRN 20340](#)

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. Apr 12 18:30 - 21:00 DTN 📱 [CRN 20327](#)

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. Apr 17 18:30 - 21:00 DTN 📱 [CRN 20332](#)

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. Apr 12 18:30 - 21:00 DTN 📱 [CRN 20465](#)

NEW INTRODUCTION TO MAH JONG (LANG 1143)

Mah Jong, a popular Chinese domino game, is an interesting game famous for its fascinating varieties of formations. You can spend your leisure hours by playing Mah Jong with three other friends at a square table. Fee includes HST and text. (20 hours) \$188

8 wks Th. Apr 12 18:30 - 21:00 DTN 📱 [CRN 20467](#)

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 Th. Apr 12 18:30 - 21:00 DTN 📱 [CRN 20462](#)

8 wks Mo. Apr 16 18:30 - 21:00 DTN 📱 [CRN 20333](#)

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. Apr 17 18:30 - 21:00 DTN 📱 [CRN 20334](#)

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 “Complete Spanish” with CD available at the Downtown Campus Bookstore. Fee includes HST (20 hours) \$188

8 wks We. Apr 11 18:30 - 21:00 DTN 📱 [CRN 20328](#)

8 wks Th. Apr 12 18:30 - 21:00 DTN 📱 [CRN 20336](#)

8 wks Sa. Apr 14 09:30 - 12:00 DTN 📱 [CRN 20318](#)

8 wks Mo. Apr 16 18:30 - 21:00 DTN 📱 [CRN 20460](#)

8 wks Tu. Apr 17 18:30 - 21:00 DTN 📱 [CRN 20317](#)

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. Apr 11 18:30 - 21:00 DTN 📱 [CRN 20321](#)

8 wks Sa. Apr 14 12:45 - 15:15 DTN 📱 [CRN 20319](#)

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. Required text “30 Days to Great Spanish”. Fee includes HST (20 hours) \$188

8 wks Tu. Apr 17 18:30 - 21:00 DTN 📱 [CRN 20323](#)

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. Jun 12 18:30 - 21:00 DTN 📱 [CRN 20343](#)

COMPUTERS

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

COMPUTERS

Course Advisor: Rhyon Caldwell, rcaldwell@vcc.ca
Program Assistant: Margaret Mclwaine, 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)
- Outlook L1 Essential Skills (CMPT 1601)
- Access 2007 Level 1 (CMPT 1164)
- Word 2007 Level 1 (CMPT 1130)
- Excel 2007 Level 2 (CMPT 1131)
- Intro to Windows (CMPT 1169)
- Access 2007 Level 2 (CMPT 1165)
- Outlook L2 Productivity (CMPT 1602)
- Word 2007 Level 2 (CMPT 1153)
- Power Point 2007 Level 1 (CMPT 1168)
- Excel 2007 Level 3 (CMPT 1132)

ELECTIVE COURSES currently scheduled:

EXCEL 2007 LEVEL 1 (CMPT 1129)

Learn to work with worksheets and workbooks to analyze data using a variety of features to create, modify and format common business reports such as budgets, reports, and charts. This course is designed for students who desire the skills necessary to create basic formulas, edit formulas, format, chart and print. Textbook included. (7 hours) \$225


- 1 day Sa. Apr 14 09:00 - 17:00 DTN  [CRN](#) 20188
- 1 day Sa. May 26 09:00 - 17:00 DTN  [CRN](#) 20189
- 1 day Sa. Jun 09 09:00 - 17:00 DTN  [CRN](#) 20190

PLEASE NOTE

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

OUTLOOK L1 ESSENTIAL SKILLS (CMPT 1601)

Learn how Outlook is structured, how to use the various modules to coordinate communications and collaborations with others. Modules covered in this courseware include; Mail, Calendar, Contacts, Tasks, and Notes. Also included are some advanced features commonly used for collaboration purposes such as sharing calendars, using RSS Feeds, adding address lists, or sending out of office notices. Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for a Microsoft Office Specialist Exam #77-604. Textbook included. (7 hours) \$225

- 1 day Sa. Apr 21 09:00 - 17:00 DTN  [CRN](#) 20379



ACCESS 2007 LEVEL 1 (CMPT 1164)

Learn to create simple databases, create and modify database objects including tables, forms, reports and queries. You will use a variety of commands, functions, and Microsoft Access 2007 capabilities. This course is designed for computer users who are new to database programs or who only plan to use Access occasionally. Textbook included. (7 hours) \$225

- 1 day Sa. Apr 28 09:00 - 17:00 DTN  [CRN](#) 20200



WORD 2007 LEVEL 1 (CMPT 1130)

Learn to create and edit documents, save, open, close, apply formatting options, set tabs and indents, change the view mode, manipulate the text using features such as copy and paste, and preview and then print the document. This course is designed for students who desire the basic essential skills necessary to use Word to create and manage standard office documents. Basic knowledge of computers is required. Textbook included. (7 hours) \$225

- 1 day Sa. Apr 28 09:00 - 17:00 DTN  [CRN](#) 20191
- 1 day Sa. Jun 02 09:00 - 17:00 DTN  [CRN](#) 20199


EXCEL 2007 LEVEL 2 (CMPT 1131)

Learn to apply intermediate to advanced formulas and functions to manage and audit a variety of reports. Functions such as; =IF, =VLOOKUP, =SUMIF, =PMT, =DCOUNT and many more will be demonstrated. Students will work with customize charts, conditional formatting, adding objects, creating tables and managing databases. Completion of Excel level 1 recommended. Textbook included. (7 hours) \$225

- 1 day Sa. May 05 09:00 - 17:00 DTN  [CRN](#) 20192
- 1 day Sa. Jun 16 09:00 - 17:00 DTN  [CRN](#) 20193


ACCESS 2007 LEVEL 2 (CMPT 1165)

Learn to use some advanced commands to work with forms, reports, designing tables, manipulating queries, as well as using sub-forms or sub-reports. The course is designed for computer users who are familiar with Access and now want to explore some of the intermediate to advanced skill sets. Completion of CMPT 1164 or equivalent is recommended. Textbook included. (7 hours) \$225

- 1 day Sa. May 12 09:00 - 17:00 DTN  [CRN](#) 20196


INTRO TO WINDOWS (CMPT 1169)

Learn to work effectively with Windows operating systems. Students will use a variety of skills and techniques to complete the exercises both using keyboard and mouse options. The focus is on file management and how to setup folder structures, file types. This course is designed for people who require the skills necessary to use an operating system on a daily basis. No pre-requisite required, textbook included. (7 hours) \$225

- 1 day Sa. May 12 09:00 - 17:00 DTN  [CRN](#) 20198


OUTLOOK L2 PRODUCTIVITY (CMPT 1602)

Learn to integrate some of the features within Outlook including adding or removing address books, setting up tasks, working with notes, and collaborating with others. Prepare for a Microsoft Certified Application Specialist exam. \$225

- 1 day Sa. May 12 09:00 - 17:00 DTN  [CRN](#) 20283


WORD 2007 LEVEL 2 (CMPT 1153)

Learn intermediate Word skills that can be combined with basic skills to create more complex documents. Students will look at features such as inserting pictures or shapes, setting up columns, saving repetitive pieces of text or graphics, date functions, custom styles, and templates to produce professional-looking business documents. Word Level 1 or equivalent is recommended. Textbook included. (7 hours) \$225

- 1 day Sa. May 26 09:00 - 17:00 DTN  [CRN](#) 20195


POWER POINT 2007 LEVEL 1 (CMPT 1168)

Learn how to create presentations. You will use a variety of commands, functions, and PowerPoint 2007 capabilities. The course is designed for computer users who are new to presentation manager programs, or who only plan to use PowerPoint occasionally. Textbook included. (7 hours) \$225

- 1 day Sa. Jun 09 09:00 - 17:00 DTN  [CRN](#) 20197

EXCEL 2007 LEVEL 3 (CMPT 1132)

Learn to use advanced features to work with different types of reports. Students will look at productivity tools to increase data entry, collaboration with others, what-if scenarios, data validation rules, goal seeking, data groups, sub-totaling, solver tool, and PivotTables/Chart. It is recommended to have a minimum of Excel Level 1. Textbook included. (7 hours) \$225

- 1 day Sa. Jun 23 09:00 - 17:00 DTN  [CRN](#) 20194

COMPUTER ACCOUNTING FOR BUSINESS

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

ELECTIVE COURSES:

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

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. Apr 16 18:00 - 21:00 DTN 📅 [CRN 20205](#)

ACCPAC GL LEVEL 1 (CMPT 1318)

The foundation for any accounting systems is the General Ledger module. This course provides a robust feature set designed to meet the most demanding budgets and processing needs, supplying you with an accurate account of fiscal activities including: Creating account codes and alphanumeric codes and Transaction entry. It is recommended that the student have a basic knowledge of accounting principles. Textbook is available in the VCC DTN bookstore (15 hours) \$350

5 wks Tu. Apr 17 18:00 - 21:00 DTN 📅 [CRN 20281](#)

ACCPAC GL LEVEL 2 (CMPT 1319)

This course is a continuation of CMPT 1318. Students will learn to utilize online GL inquiry functions including: Periodic Year End, Multicurrency processing functions, Batch processing and provisional posting, Consolidating transactions, Printing reports, consolidated statements and Allocating account balances to multiple accounts. Learn how to import and export budget figures with Excel and how to facilitate departmental reporting needs. Textbook is available in the VCC DTN bookstore (15 hours) \$350

5 wks Tu. May 22 18:00 - 21:00 DTN 📅 [CRN 20284](#)

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. May 28 18:00 - 21:00 DTN 📅 [CRN 20206](#)

INTERNET AND COMPUTING CORE CERTIFICATION PREPARATION (IC³)

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

The Internet and Computing Core Certification (IC³) preparation program is the world's first validated, standards-based training and certification program for basic computing and internet knowledge and skills. Successful completion of IC³ ensures you have the knowledge and skills required for basic use of computer hardware, software, networks, and the Internet. On completion of all 3 courses students have the option to write the Industry Exam. Please go to Certiport IC³ website for more information.

REQUIRED COURSES currently scheduled:

COMPREHENSIVE OVERVIEW OF PCs (CMPT 1302)

Designed for students with little to no background in computers. Students will learn a solid foundation with basic computer skills. This module demonstrates how to identify different types of computers, the components of a personal computer (including internal components such as microprocessors) and how these components work together. The module also includes the knowledge and skills relating how to access and storage files and information on different devices and how to manage your computer systems. On completion students will be able to challenge the IC³-Module A: Computing Fundamentals certification. No pre-requisite required, textbook included. (15 hours) \$275

5 wks Mo. Apr 16 18:00 - 21:00 DTN 📅 [CRN 20186](#)

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

This course includes the knowledge and skills required to perform functions common to the 3 key Microsoft applications; Word, Excel, and PowerPoint. Students learn common elements between programs. This course teaches content to a level 2 of common functionality features. A variety of features in each application will be demonstrated. The course will be scheduled, 4 nights for Word, 4 nights for Excel and 2 nights for PowerPoint. On completion students will be able to challenge the IC³-Module B: Key Applications certification. Completion of CMPT 1302 or equivalent is recommended. Textbook included. (30 hours) \$395

10 wks We. Apr 18 18:00 - 21:00 DTN 📅 [CRN 20211](#)

INTERNET APPLICATIONS (CMPT 1303)

This course includes the knowledge and skills to help students use the Internet to a greater potential. Students will learn and be able to apply their knowledge to access more Internet functionality. Identify common terminology associated with computer networks and the Internet, components and benefits of networked computers, the difference between different types of networks. Students will learn common Internet features such as online security, searching strategies, ecommerce models, fraud detection and virus avoidance, email systems, social media and collaboration programs. Textbook included (15 hours) \$275

5 wks Mo. May 28 18:00 - 21:00 DTN 📅 [CRN 20187](#)

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 (ACA)
(CMPT 1901) \$100 PER EXAM



INTERNET CORE COMPUTING (IC³)
(CMPT 1902) \$150 FOR ALL 3 EXAMS



MICROSOFT TECHNOLOGY ASSOCIATE (MTA)
(CMPT 1903) \$100 PER EXAM



MICROSOFT OFFICE SPECIALIST
(CMPT 1904) \$100 PER EXAM



Contact Program Coordinator
Rhyon Caldwell for exam times:
rcaldwell@vcc.ca or 604.443.8669.
Exams are approximately 1 hour.

REGISTER ONLINE
vcc.ca/cs

NETWORKING TECHNOLOGY
CERTIFICATE

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

This advanced certificate provides new and existing students with expertise in computer networking technologies. These courses are individual industry recognized certifications leading to a VCC Certificate in Networking Technology (CNT). No prerequisite required for Networking Technology Certificate. Only three or four of these courses will be offered during each term. It is recommended, but not mandatory, that students take either NETT 2113 MCTS or NETT 2119 A+ first.

Students who complete two Core courses (NETT 2113 MCTS + NETT 2122 Project+) and three electives (Total = 10 credits) may apply to take the NETT 2206 Directive Studies.

NETT 2206 Directive Studies is a self-directed, project-based course. Using the skills acquired during the program, students will propose a project that includes developing a major working system.

Exemptions will be given for certifications already obtained from the industry certification organization such as CompTIA and/or Certiport. Please submit exemption request in writing and include your industry certification ID number for verification.

REQUIRED COURSES:

To obtain the Certificate in Networking Technology (CNT), students must complete a total of 14 credits.

ELECTIVE COURSES:

Students can select any three of the following courses as electives:
MCTS Active Directory (NETT 2107)
MTA Security Fundamentals (NETT 2105)
A+ Hardware (NETT 2119)
Linux+ (NETT 2136)
MTA Networking Fundamentals (NETT 2104)

ELECTIVE COURSES currently scheduled:

MCTS ACTIVE DIRECTORY (NETT 2107)

Prepare to write the MCTS Server 2008, Active Directory certification exam (72-640). The Microsoft Certified Technology Specialist (MCTS) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. Implementing, configuring, managing and troubleshooting Active Directory Domain Services (AD DS) in Windows Server 2008 and Windows Server 2008 R2 environments. It covers core AD DS concepts and functionality as well as implementing group policies, performing backup and restore and monitoring and troubleshooting Active Directory related issues. Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Active Directory Exam #70-640. Textbook available at VCC DTN Bookstore. (30 hours) \$549

10 wks Mo. Apr 16 18:30 - 21:30 DTN 📄 CRN 20422

MTA SECURITY FUNDAMENTALS (NETT 2105)

Prepare to write the MTA Security Fundamentals certification exam (98-367). 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. Vital fundamentals of security are included such as understanding security layers, authentication, authorization, and accounting. You will also become familiar with security policies, network security, protecting the Server and Client, the basics of cryptography and operational/organizational 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) \$549

10 wks Tu. Apr 17 18:30 - 21:00 DTN 📄 CRN 20421

A+ HARDWARE (NETT 2119)

The CompTIA A+ Certification course is the first step in your preparation for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician. The course will build on your existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills and concepts that you will use on the job. Students will acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems. Textbook available at VCC DTN Bookstore. (30 hours) \$625

10 wks We. Apr 18 18:00 - 21:00 DTN 📄 CRN 20210

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)

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)

NETWORKING TECHNOLOGY
DIPLOMA

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

This advanced diploma provides students with greater expertise in computer networking technologies. Courses are individual industry recognized certifications leading to a VCC Diploma in Networking Technology (DNT).

Students who have completed the Information Technology Specialist (ITS) program or the Computer Application Support Specialist (CASS) or from other recognized post-secondary institution certificate in computer studies may apply for the Diploma in Networking Technology.

**See VCC Certificate in Networking Technology (CNT) if you DO NOT meet the diploma entrance requirements.

Only three or four of these courses will be offered during each term. It is recommended, but not mandatory, that students take either NETT 2113 MCTS or NETT 2119 A+ first.

Students who complete two Core courses (NETT 2113 MCTS+ NETT 2122 Project +) and two electives (Total = 8 credits) may apply to take the NETT 2206 Directive Studies.

NETT 2206 Directive Studies is a self-directed, project-based course. Using the skills acquired during the program, students will propose a project that includes developing a major working system.

Exemptions will be given for certifications already obtained from the industry certification organization such as CompTIA and/or Certiport. Please submit exemption request in writing and include your industry certification ID number for verification.

ENTRANCE REQUIREMENTS:

Students who have successfully completed a 1 or 2 year computer program at a Canadian college or university may qualify for the Diploma in Networking Technology (DNT).

Students who can document Canadian industry experience of six or more years may apply for the Diploma in Networking Technology.

Students who have successfully completed the Computer Application Support Specialist (CASS) or Information Technology Specialist (ITS) programs with a minimum of a 2.5 GPA automatically qualify for the Diploma in Networking Technology.

REQUIRED COURSES:

To obtain the Diploma in Networking Technology (DNT), students must complete a total of 10 credits.

ELECTIVE COURSES:

Students can select any two of the following courses as electives:
 MCTS Active Directory (NETT 2107)
 MTA Security Fundamentals (NETT 2105)
 A+ Hardware (NETT 2119)
 Linux+ (NETT 2136)
 MTA Networking Fundamentals (NETT 2104)

ELECTIVE COURSES currently scheduled:

MCTS ACTIVE DIRECTORY (NETT 2107)

Prepare to write the MCTS Server 2008, Active Directory certification exam (72-640). The Microsoft Certified Technology Specialist (MCTS) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. Implementing, configuring, managing and troubleshooting Active Directory Domain Services (AD DS) in Windows Server 2008 and Windows Server 2008 R2 environments. It covers core AD DS concepts and functionality as well as implementing group policies, performing backup and restore and monitoring and troubleshooting Active Directory related issues. Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Active Directory Exam #70-640. Textbook available at VCC DTN Bookstore. (30 hours) \$549

10 wks Mo. Apr 16 18:00 - 21:00 DTN 📍 [CRN 20422](#)

MTA SECURITY FUNDAMENTALS (NETT 2105)

Prepare to write the MTA Security Fundamentals certification exam (98-367). 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. Vital fundamentals of security are included such as understanding security layers, authentication, authorization, and accounting. You will also become familiar with security policies, network security, protecting the Server and Client, the basics of cryptography and operational/organizational 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) \$549

10 wks Tu. Apr 17 18:00 - 21:00 DTN 📍 [CRN 20421](#)

A+ HARDWARE (NETT 2119)

The CompTIA A+ Certification course is the first step in your preparation for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician. The course will build on your existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills and concepts that you will use on the job. Students will acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance of basic personal computer hardware and operating systems. Textbook available at VCC DTN Bookstore. (30 hours) \$625

10 wks We. Apr 18 18:00 - 21:00 DTN 📍 [CRN 20210](#)

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)

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)

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)

WordPress Web Design (CMPT 1430)

HTML/CSS (CMPT 1401)

InDesign CS5 L1 (CMPT 1406)

Google Sketchup Level 1 (CMPT 1703)

Website Marketing and SEO (CMPT 1420)

InDesign CS5 Level 2 (CMPT 1408)

Google Sketchup Level 2 (CMPT 1704)

Illustrator CS5 Level 2 (CMPT 1407)

REQUIRED COURSES currently scheduled:

PHOTOSHOP CS5 (CMPT 1403)

Whether you are a designer, photographer, webmaster or beginner, Photoshop CS5 will make your images look great. Learn layer basics, image editing, and typographic design. This course is recommended for students seeking the Adobe Certified Associate (ACA) status. Additional eLearning resources at: Moodle.vcc.ca. Recommended prerequisite: CMPT 1401 HTML/CSS. This course includes 1 free ACA exam in Photoshop (\$100 values). Textbook available at VCC DTN Bookstore. (15 hours) \$350

5 wks Th. Apr 19 18:00 - 21:00 DTN 📍 [CRN 20203](#)

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 values). Textbook available at VCC DTN Bookstore. (15 hours) \$350

5 wks Tu. May 22 18:00 - 21:00 DTN 📍 [CRN 20202](#)

FLASH CS5 (CMPT 1404)

Students will learn what they need to know to create engaging interactive content with Flash CS5. In addition to learning the key elements of the Flash interface, including panels, timelines, and frames, readers learn how to work with graphics, create and edit symbols, modify text, add interactivity with ActionScript 3.0, and incorporate animation and sound into their projects. They also learn how to prepare and export their finished projects for publishing, as well as new features such as the new text engine, Deco drawing tools, Spring feature for inverse kinematics, and video enhancements. Additional eLearning resources are available online at moodle.vcc.ca. This course includes 1 free ACA exam in Flash, (\$100 value). Textbook available at VCC DTN Bookstore. (15 hours) \$350

5 wks Th. May 24 18:00 - 21:00 DTN 📍 [CRN 20204](#)

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. Apr 16 18:00 - 21:00 DTN 📍 [CRN 20207](#)

HTML/CSS (CMPT 1401)

This course is designed for those with no previous HTML coding or programming experience, but who need a comprehensive grasp of web page coding and structure using HTML and CSS. By the end of this course you will have the necessary knowledge to author web pages using HTML, be able to edit existing HTML/CSS to maintain and update existing web content, and will have a functional website of your very own. The course explores planning a website, browser issues, structural mark up, creating on-line forms and tables and working with graphics. Whether you are an individual user, a small business or part of a large organization, this course will give you the skills and confidence to author and publish robust website. This course (or similar knowledge) is a prerequisite forDreamweaver CS5 and is recommended (but not required) as a prerequisite to Flash CS5 and Photoshop CS5 for the ACA certification exams. No textbook required. (15 hours) \$350

5 wks Tu. Apr 17 18:00 - 21:00 DTN 📞 [CRN](#) 20201

WORDPRESS WEB DESIGN (CMPT 1430)

Learn to use the industry leading content management system (CMS), WordPress. Students will build and maintain an elegant website or blog with no knowledge of coding. You'll also learn about domain purchase and hosting, WordPress installation, page building, themes, plugins, widgets, search engine optimization and website monetization with shopping cart, PayPal and Google AdSense. This course is perfect for those wishing to design and small business or personal website with little to no knowledge of HTML. A basic knowledge of web design is recommended. (15 hours) \$295

5 wks Tu. Apr 17 18:00 - 21:00 DTN 📞 [CRN](#) 20247

INDESIGN CS5 L1 (CMPT 1406)

Adobe InDesign is the industry standard page layout program for multi-page print advertisement. This course is a comprehensive exploration of InDesign tools, panels and menus. We'll discuss how to manage InDesign environment, design, enhance and finalize documents for print. Learn how to create professional simple multi-page print material such as flyers, brochures, reports, magazines, and newspaper. Hands on in-class exercises and homework assignments include industry standard projects. Textbook ISBN-13: 978-0321701794. A basic knowledge of web design is recommended. (15 hours) \$350

5 wks We. Apr 18 18:00 - 21:00 DTN 📞 [CRN](#) 20212

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. May 12 09:00 - 17:00 DTN 📞 [CRN](#) 20282

WEBSITE MARKETING AND SEO (CMPT 1420)

This course offers a lot of useful and practical information in various areas of online marketing. Learn how to advertise your website on the Internet and generate traffic; search engine optimization (SEO), website usability, accessibility and design considerations, make money from Google AdSense and affiliate ads, monitor your website activities with Google Analytics, add shopping cart and PayPal buttons, and create a blog. In-class and homework assignments include analyzing successful online businesses and working on students' projects. A basic knowledge of web design is recommended. No textbook (15 hours) \$350

5 wks Tu. May 22 18:00 - 21:00 DTN 📞 [CRN](#) 20213

INDESIGN CS5 LEVEL 2 (CMPT 1408)

In this course we will discuss intermediate to advanced features of Adobe InDesign. Learn how to create interactive PDF files and Flash presentations of a design, create and style tables, manage long documents with hundreds of pages and books with multiple chapters, create automated table of content and index, manage styles, develop complex paths, handle page elements, import and export data to external files and create print-ready PDF files. Textbook ISBN-13: 978-0321701794. It is recommended to have taken InDesign Level 1. (15 hours) \$350

5 wks We. May 23 18:00 - 21:00 DTN 📞 [CRN](#) 20215

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. May 26 09:00 - 17:00 DTN 📞 [CRN](#) 20285

ILLUSTRATOR CS5 LEVEL 2 (CMPT 1407)

If you're thinking of working as a graphic designer or applying for an Adobe Certificate, this course is a must. Learn advanced features of Adobe Illustrator to create and enhance complex illustrations, design websites, and prepare documents for composite and commercial printing. Prerequisites: Knowledge of Windows File Management and Computer Basics. Textbook: "Adobe Illustrator CS5 Classroom in a Book" available at VCC DTN Bookstore. (15 hours) \$350

5 wks Mo. May 28 18:00 - 21:00 DTN 📞 [CRN](#) 20214

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

1 ONLINE
REGISTER ONLINE [vcc.ca/cs](#)

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

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

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

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

Registration hours:
Monday – Thursday 09:00 – 20:00
Friday 09:00 – 17:00
Saturday 09:00 – 14:00

5 MAIL
Fill out the registration form on the next page and mail it with your cheque or credit card information.
No post-dated cheques, please.
Please provide complete information.
Mail to:
VCC Centre for Continuing Studies
250 West Pender St.
Vancouver, B.C. V6B 1S9

報名及查詢，請致電
中文熱線 604.443.8335
Information is available to Cantonese and Mandarin speakers. 604.443.8335

PAYMENT OF FEES
Course fees must be paid in full at the time of registration. We accept VISA, MasterCard and American Express. Payment can also be by cash, debit, cheque or money order, payable to Vancouver Community College. Post-dated cheques are not accepted. A \$30 fee is charged for non-sufficient funds. **A non-refundable Student Union fee of \$24.11 per term will apply on all credit courses.** This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

The information on this form is collected under the authority of the Freedom of Information/Protection of Privacy Act and is needed to process your application for admission. If you have any questions about the collection or use of the information, contact the dean of the Centre for Continuing Studies at 604.443.8484.

Citizenship Requirements for Admission

Canadian citizens, including permanent residents in Canada (landed immigrants), are eligible for enrolment at Vancouver Community College. By exception, those whose status in Canada falls within one or more of the following categories may be considered for enrolment as though they were Canadian citizens or permanent residents in Canada, including:

- A. A foreign domestic worker with valid employment authorization permit.
- B. An individual who is in Canada to carry out official duties as a diplomatic or consular officer, or as a representative or official of a country other than Canada, or of the United Nations or any of its agencies, or of any intergovernmental organizations in which Canada participates; or as a dependent or a member of the staff of any such diplomat, consular officer, representative or official and is able to substantiate with an identity card issued by External Affairs that gives his/her position, date of issuance and date of validity.
- C. An individual who is in Canada who has applied for Permanent Resident/Landed Immigrant status and who can provide evidence of the "letter of approval in principle" to the institution for admissions purposes.
- D. Any person who has been determined under the Immigration Act to be a Convention Refugee and can present a letter from Employment and Immigration Canada confirming this.
- E. A person under an international exchange, scholarship or fellowship agreement where there has been joint approval by the receiving institution and by the Ministry of Advanced Education.
- F. An individual with a valid full-time employment authorization permit and his/her dependants, excluding a person on a working holiday authorization, or a refugee claimant who has yet to be determined a Convention Refugee.
- G. A legal dependent of a Canadian citizen or permanent resident of Canada providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

Centre for Continuing Studies Refund and Course Cancellation Policy

Cancellations: The college reserves the right to cancel courses due to unavailability of instructors, facilities or insufficient enrolment. Should a course be cancelled, a full refund will be provided. It is important that you keep the college informed of your current daytime telephone number.

Withdrawal A request to withdraw from a course/program must be made 72 business hours prior to:

- Start date for courses of six weeks or less.
- Start of second class for courses of more than six weeks.
- Start date for all certificates and programs that require an application for admission.

Deferred Fee Credits We are pleased to issue a deferred fee credit for 100% of the course fee valid for up to one year only.

Refunds

- Refunds are subject to an administrative fee of 20% of course fees, to a maximum of \$30 per course.
- Student Union fees are non-refundable except in cases where the college has cancelled the course.
- All refund requests must be accompanied by your original receipt. If your original receipt is not available, then your request must be received in writing.
- Please allow 4-6 weeks for processing refunds by cheque. Refund to debit or credit cards must be made in person only

Distance Courses Distance Education courses are refundable on a case by case basis, subject to a \$30 administration fee and \$15 for shipping and handling. All course materials **must** be received by VCC prior to refund issuance.

Refund Appeals Applicants submit written appeals to the dean, Centre for Continuing Studies. A decision will be rendered in writing within a month by the Appeal Committee; all decisions of the committee are final.

FAX OR MAIL-IN REGISTRATION

Fax to: 604.443.8393 for VISA, MasterCard or American Express only
Mail to: VCC Centre for Continuing Studies, 250 West Pender St., Vancouver, B.C. V6B 1S9

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

MALE☐

FEMALE☐

BIRTHDATE

MonthDayYear

SURNAME

GIVEN NAMES

ADDRESS

CITY/MUNICIPALITY

PROVINCE

POSTAL CODE

HOME PHONE

BUSINESS PHONE

E-MAIL

CITIZENSHIP / VISA TYPE

CITIZENSHIP / VISA IDENTIFICATION NUMBER

ISSUE DATE

EXPIRATION DATE

CITIZENSHIP COUNTRY

BIRTH COUNTRY

NATIVE LANGUAGE

	COURSE NAME	COURSE CODE	TUITION	START DATE	START TIME	LOCATION	CRN #
sample:	Business Ethics	LEAD 1154	\$337	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☐

Credit card account number

Expiry date

FEE CREDIT☐

Signature

Date