

VCC Centre for Continuing Studies



REGISTER NOW
NEW Mac courses

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

IMPORTANT INFORMATION

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

For upcoming information sessions visit vcc.ca/infosessions.

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.

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

NEW@VCC

CONTINUING STUDIES



ELECTRONIC MEDIA CENTRE

Check out our new Electronic Media offerings in our brand new Mac lab, featuring the latest industry standard tools and software. Courses range from one-day introductory level workshops to multi-week evening courses, and focus on the following themes: Work, Play, Create, and Engage.

See page 18 for more information on currently scheduled courses. Please check our website for upcoming information sessions and the most up-to-date class schedules.

photos - Paul Joseph

REGISTER NOW vcc.ca/cs 604.443.8484

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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 WINTER 2013 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

*Program Coordinator: Jennifer Gossen, 604.871.7000, ext. 8670
Program Assistant: Margaret McIlwaine, 604.871.7000, ext. 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.
Law And Tenant Relations (REAL 1101)
Building Service Management (REAL 1110)
Building Maint & Cost Control (REAL 1102)
Building Cleaning (REAL 1103)

ELECTIVE COURSES:

Intro to Supplies & Equipment (REAL 1123)

REQUIRED COURSES currently scheduled:

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) \$306

8 wks Mo. Jan 21 19:00 - 21:30 DTN 📍 CRN 10358

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) \$392

10 wks We. Jan 23 17:30 - 21:30 DTN 📍 CRN 10438

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) \$321

10 wks Th. Jan 24 18:30 - 21:30 DTN 📍 CRN 10439

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) \$321

5 wks Sa. Jan 26 09:00 - 16:00 DTN 📍 CRN 10357

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. Mar 09 09:00 - 16:00 DTN 📍 CRN 10361

BUILDING SERVICE WORKER

This comprehensive full-time program provides students with skills, experience and hands-on practice in the building service worker industry. Train with experienced professionals both in the classroom and on the job during your practicum experience. Study all elements of building service including commercial cleaning, team cleaning and equipment training. In addition, learn valuable job skills such as self-employment and resume development. Participants will also gain certification in WHMIS and Foodsafe.

BUILDING SERVICE WORKER

Program Coordinator: Jennifer Gossen, 604.871.7000, ext. 8670
Program Assistant: Margaret McIlwaine, 604.871.7000, ext. 8711

This comprehensive full-time program provides students with skills, experience and hands-on practice in the building service worker industry. Train with experienced professionals both in the classroom and on the job during your practicum experience. Study all elements of building service including commercial cleaning, team cleaning and equipment training. In addition, learn valuable job skills such as self-employment and resume development. Participants will also gain certification in WHMIS and Foodsafe.

ENTRANCE REQUIREMENTS:

- Sufficient English skills for effective communication
- General good health, including physical ability to stoop, lift, stretch and stand as might be required in the performance of work duties
- No allergies or conditions that would be aggravated by the handling of food, cleaning or laundry products


REQUIRED COURSES:

Building Service Worker (REAL 1130)

REQUIRED COURSES currently scheduled:

BUILDING SERVICE WORKER (REAL 1130)

An eight-week, full-time program designed for those who wish to enter the building service industry. Training includes all aspects of sanitation and cleaning, operation of equipment, correct application of chemicals, WHMIS, Foodsafe and operating your own cleaning business. Learn about stripping and buffing floors, waxing, wall washing, washroom and window cleaning, fire prevention, carpet cleaning and equipment training. Participants also receive two weeks of on the job training with industry professionals. Students who successfully complete this program will receive a Vancouver Community College Centre for Continuing Studies Certificate of Completion. \$1429

8 wks Mo. Tu. We. Th. Fr. Jan 21 09:00 - 16:30 DTN  **CRN** 10437

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 14.

BUSINESS ENGLISH PACKAGE

Senior Program Coordinator: Anne Tollstam, 604.871.7000, ext. 8668

Program Assistant: Margaret McIlwaine 604.871.7000, ext. 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 AVAILABLE, PLEASE CONTACT ANNE TOLLSTAM AT 604.871.7000, EXT. 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) \$92

2 wks We. Jan 09 18:00 - 21:00 DTN  **CRN** 10154
 1 day Sa. Jan 19 09:00 - 16:00 DTN  **CRN** 10155



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) \$92

2 wks We. Jan 23 18:00 - 21:00 DTN  **CRN** 10156
 1 day Sa. Feb 02 09:00 - 16:00 DTN  **CRN** 10157



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) \$92

2 wks We. Feb 06 18:00 - 21:00 DTN  **CRN** 10158
 1 day Sa. Feb 16 09:00 - 16:00 DTN  **CRN** 10159



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) \$92

2 wks We. Feb 20 18:00 - 21:00 DTN  **CRN** 10160
 1 day Sa. Feb 23 09:00 - 16:00 DTN  **CRN** 10161

BUSINESS ENGLISH SKILLS TEST (OACP 1123)

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

1 day Sa. Mar 02 09:00 - 12:00 DTN  **CRN** 10163
 1 day We. Mar 06 18:00 - 21:00 DTN  **CRN** 10162

PLEASE NOTE

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

6 BUSINESS

BUSINESS COMMUNICATIONS

BUSINESS AND TECHNICAL WRITING CERTIFICATE

Program Coordinator: jgossen@vcc.ca 604.871.7000, ext. 8670
Program Assistant: lboothby@vcc.ca 604.871.7000, ext. 8383

INFORMATION SESSION: JANUARY 10, 5:30 P.M. ROOM 218B, VCC DOWNTOWN CAMPUS

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

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

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

TECHNICAL COMMUNICATION (TECW 1101)

Examine the various forms and styles for producing effective technical writing including techniques for describing, defining and interacting in print. (6.5 hours) \$165

1 day Sa. Jan 26 09:00 - 16:30 DTN 📞 **CRN** 10148

Q

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.

A

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) \$165

1 day Sa. Feb 23 09:00 - 16:30 DTN 📞 **CRN** 10149

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) \$165

1 day Sa. Mar 23 09:00 - 16:30 DTN 📞 **CRN** 10150

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) \$169

1 day Sa. Apr 27 09:00 - 16:30 DTN 📞 **CRN** 20068

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) \$169

1 day Sa. May 25 09:00 - 16:30 DTN 📞 **CRN** 20067

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) \$169

1 day Sa. Jun 22 09:00 - 16:30 DTN 📞 **CRN** 20070

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) \$169

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) \$169

1 day Sa. Oct 26 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) \$169

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

MEDIA AND PUBLIC RELATIONS

Program Coordinator: [Jennifer Gossen](mailto:jennifer.gossen@vcc.ca), 604.871.7000, ext. 8670
Program Assistant: [Lynda Boothby](mailto:lynda.boothby@vcc.ca), 604.871.7000, ext. 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:

Social Media for Entrepreneurs (BUSI 1321)
Media & Public Relations (BUSI 1315)
Business Behind Success (BUSI 1327)

ELECTIVE COURSES currently scheduled:

SOCIAL MEDIA FOR ENTREPRENEURS (BUSI 1321)

This course is designed for anyone using social media to meet marketing, PR or membership objectives of your business or organization. Explore the range of social media channels and tools to meet goals such as promoting brands and generating leads. Learn the fundamental steps in building a social media campaign for different types of organizations including evaluating results and using tools and analytics. (18 hours) \$340

6 wks Tu. Jan 29 18:30 - 21:30 DTN 📞 **CRN** 10441

MEDIA & PUBLIC RELATIONS (BUSI 1315)

The field of media and public relations is becoming increasingly relevant to businesses, government and non-profit organizations. This course is designed to give current and future professionals valuable communication tools and strategies in areas such as audience analysis, developing a message, stakeholder relations, public consultation, communication planning and crisis management. Study real world situations and learn to apply effective public relations strategies in a variety of domains and circumstances. (30 hours). \$435

10 wks Mo. Apr 15 18:30 - 21:30 DTN 📞 **CRN** 20211

ELECTIVE COURSES to be scheduled in upcoming terms:

IPAD @ WORK (BUSI 1320)

BUSINESS BEHIND SUCCESS (BUSI 1327)

REGISTER ONLINE
vcc.ca/cs 

PROJECT MANAGEMENT

Program Coordinator: Jennifer Gossen, 604.871.7000, ext. 8670
Program Assistant: Margaret McIlwaine, 604.871.7000, ext. 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) \$270

4 wks We. Jan 30 18:30 - 21:30 DTN 📱 **CRN** 10334

SPORT MANAGEMENT

Program Coordinator: Jennifer Gossen, 604.871.7000, ext. 8670
Program Assistant: Lynda Boothby, 604.871.7000, ext. 8383

The purpose of the Sport Management program is to educate students in the business of sport and prepare them for a career in the field of sport management. Students explore the sport management industry including the foundations of management, marketing, finance and economics, legal and ethical principles, amateur and professional sport industries, support segments and lifestyle sport and events.

ELECTIVE COURSES:

Sport in Canadian Society (BUSI 1325)
Sport Marketing (BUSI 1326)

ELECTIVE COURSES currently scheduled:

SPORT IN CANADIAN SOCIETY (BUSI 1325)

The primary goal of this course is to promote critical thinking and discussion of current sports-related issues, ethics and controversies, and the importance and impact of sports on local, provincial and national levels of Canadian society. Course content includes an exploration of sports and socialization, sports in high school and university, politics and sports and more. This course is ideal for event organizers, managers, students and anyone interested in the impact of sports in Canada. \$340

6 wks Tu. Jan 29 18:00 - 21:00 DTN 📱 **CRN** 10515

ELECTIVE COURSES to be scheduled in upcoming terms:

SPORT MARKETING (BUSI 1326)

PRINCIPLES & PRACTICES OF SPORT MARKETING (BUSI 1319)

WEDDING AND EVENT MANAGEMENT CERTIFICATE

Program Coordinator: Harumi Suzuki, 604.871.7000, ext. 8417
Program Assistants: Margaret McIlwaine, 604.871.7000, ext. 8711 and Lynda Boothby, 604.871.7000, ext. 8383

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

ENTRANCE REQUIREMENTS:

An 80% attendance record is required.

REQUIRED COURSES:

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

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) \$464

10 wks Tu. Jan 08 18:00 - 21:00 DTN 📱 **CRN** 10527

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) \$464

10 wks We. Jan 09 18:00 - 21:00 DTN 📱 **CRN** 10526

DESTINATION WEDDINGS (EVNT 1107)

Explore all aspects of destination wedding planning and build knowledge of various exotic and popular wedding destinations worldwide. Develop skills in securing air, hotel and vendors for destination weddings. Investigate wedding traditions, legal requirements and vendor terms and conditions. Create a consultation, contract, budget, proposal and portfolio for destination case studies to help start your career or business! (30 hours) \$464

10 wks Th. Jan 10 18:00 - 21:00 DTN 📱 **CRN** 10528

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: Human Resources Management in Canada, by Gary Dessler and Nina D. Cole, Canadian 11th Edition (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. Harvard Business Essentials: Guide to Finance for Managers, Dec 2002, Harvard Business Press. (24 hours) \$344

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

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: Understanding Canadian Business, W. Nickels, 7th Cdn ed, McGraw-Hill Ryerson (24 hours) \$344

8 wks Mo. Jan 21 18:30 - 21:30 DTN 📱 **CRN** 10436

MEDIA & PUBLIC RELATIONS (BUSI 1315)

The field of media and public relations is becoming increasingly relevant to businesses, government and non-profit organizations. This course is designed to give current and future professionals valuable communication tools and strategies in areas such as audience analysis, developing a message, stakeholder relations, public consultation, communication planning and crisis management. Study real world situations and learn to apply effective public relations strategies in a variety of domains and circumstances. (30 hours). \$435

10 wks Mo. Apr 15 18:30 - 21:30 DTN 📱 **CRN** 20211

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) \$344

8 wks Th. Apr 18 18:30 - 21:30 DTN 📱 **CRN** 20076

8 BUSINESS

BUSINESS COMMUNICATIONS / LEADERSHIP COACHING AND MANAGEMENT SKILLS

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: Canadian Marketing in Action, K. Tuckwell, 8th ed., Pearson Canada, Higher Education (24 hours) \$351
8 wks Mo. Sep 23 18:30 - 21:30 DTN 📍 **CRN** 30144

EVENT OPERATIONS

Program Coordinator: Harumi Suzuki 604.871.7000 , ext 8417
Program Assistant: Margaret McIlwaine 604.871.7000, ext 8711

If you’re looking to build up your wedding and event management skills or enhance your certificate in Wedding and Event Management, then courses in Event Operations are just for you! These non-credit courses are perfect for designers, event and wedding planners and anyone with a genuine passion for events and the glitter and excitement that goes with them. New courses will be added each term, so check our website often for our newest offerings in the profitable and glamorous field of Event Operations.

ELECTIVE COURSES:

Intro to Cardmaking (EVNT 1151)
Intro to Off-Site Catering (EVNT 1150)
Wedding Invitations (EVNT 1152)

ELECTIVE COURSES currently scheduled:

INTRO TO CARDMAKING (EVNT 1151)
Discover the various tools and techniques required to create your own greeting cards. Learn how to use rubber stamps, craft punches and various other tools to make a variety of cards for numerous occasions. A complete beginner kit (including the Big Shot machine & 2 dyes, as well as a basic tool kit) is required for this course for a fee of approximately \$300.00. This kit will also be used in the Wedding Invitation and Christmas Card classes. (12 hours) \$156.80
4 wks Mo. Feb 25 18:00 - 21:00 DTN 📍 **CRN** 10529

INTRO TO OFF-SITE CATERING (EVNT 1150)
This is an introductory course that provides a basic understanding of the food and beverage requirements for special events, as well as off site catering operations. Students will learn how to select a caterer, how to obtain the appropriate licenses and permits, how to select the appropriate meals for your clients, and gain a better understanding of food costs and quality. Instructor may take class on field trip. (15 hours) \$196
4 wks Tu. Feb 26 18:00 - 21:00 DTN 📍 **CRN** 10531

WEDDING INVITATIONS (EVNT 1152)
Prerequisite – Intro to Card Making (EVNT 1151). Learn basic assembly techniques and gain a better understanding of the variety of wedding stationary that you can hand-create! Students enrolled in the Wedding Planning Class may want to consider taking this class to enhance their portfolio. (12 hours) \$156.80
4 wks Th. Feb 28 18:00 - 21:00 DTN 📍 **CRN** 10530

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

Program Coordinator: Jennifer Gossen, 604.871.7000, ext. 8670
Program Assistant: Lynda Boothby, 604.871.7000, ext. 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 and eight elective courses from three well-established business programs. Courses may be taken in any order except three coaching classes (see Leadership Coaching Associate certificate).
Five required courses are:
Human Resource Management (LEAD 1151)
Finance (LEAD 1152)
Intro to Business (LEAD 1150)
Business Ethics (LEAD 1154)
Sales and Marketing Management (LEAD 1153)

Now 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)

And 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)
Critical Thinking (LEAD 1101)
From Conflict To Collaboration (LEAD 1105)
Training for High Performance (LEAD 1171)
Challenging Personalities (LEAD 1169)

REQUIRED COURSES:

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

ELECTIVE COURSES:

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
Coaching For High Performance (LEAD 1115)
Team Skills (MSKL 1102)
Step Up To Leadership (LEAD 1111)
Bus Communication for Leaders (LEAD 1138)
Building A Productive Team (LEAD 1113)
Coach’s Toolkit (LEAD 1120)
Problem Solving Action Plan (LEAD 1104)
Challenging Personalities (LEAD 1169)
Team Coaching (LEAD 1121)
Creative Thinking At Work (LEAD 1110)
Essential Management Skills (MSKL 1103)
From Conflict To Collaboration (LEAD 1105)
Facilitation Skls Team Leader (LEAD 1108)
Skill Coaching (LEAD 1117)
Managing Change (LEAD 1102)
Critical Thinking (LEAD 1101)
Using Leadership Language (LEAD 1112)
Interpers Communication Skills (MSKL 1101)
Science and Art of Leadership (LEAD 1119)
Find Time For Results (LEAD 1114)
Essential Lead Coach Skills (LEAD 1116)
Coaching Next Level (LEAD 1118)
Training for High Performance (LEAD 1171)

REQUIRED COURSES currently scheduled:

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: Human Resources Management in Canada, by Gary Dessler and Nina D. Cole, Canadian 11th Edition (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. Harvard Business Essentials: Guide to Finance for Managers, Dec 2002, Harvard Business Press. (24 hours) \$344

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

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: Understanding Canadian Business, W. Nickels, 7th Cdn ed, McGraw-Hill Ryerson (24 hours) \$344

8 wks Mo. Jan 21 18:30 - 21:30 DTN 🗓️ **CRN** 10436

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) \$344

8 wks Th. Apr 18 18:30 - 21:30 DTN 🗓️ **CRN** 20076

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: Canadian Marketing in Action, K. Tuckwell, 8th ed., Pearson Canada, Higher Education (24 hours) \$351

8 wks Mo. Sep 23 18:30 - 21:30 DTN 🗓️ **CRN** 30144

ELECTIVE COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on Page 11. (6.5 hours) \$169

1 day Sa. Jan 12 09:00 - 16:30 DTN 🗓️ **CRN** 10539

TEAM SKILLS (MSKL 1102)

See course description on Page 12. (24 hours) \$344

8 wks We. Jan 16 18:30 - 21:30 DTN 🗓️ **CRN** 10086

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. Jan 19 09:00 - 16:30 DTN 🗓️ **CRN** 10193

BUS COMMUNICATION FOR LEADERS (LEAD 1138)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. Jan 26 09:00 - 16:30 DTN 🗓️ **CRN** 10084

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. Feb 02 09:00 - 16:30 DTN 🗓️ **CRN** 10194

COACH'S TOOLKIT (LEAD 1120)

See course description on Page 11. (6.5 hours) \$169

1 day Sa. Feb 16 09:00 - 16:30 DTN 🗓️ **CRN** 10082

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. Feb 23 09:00 - 16:30 DTN 🗓️ **CRN** 10195

CHALLENGING PERSONALITIES (LEAD 1169)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. Mar 02 09:00 - 16:30 DTN 🗓️ **CRN** 10088

TEAM COACHING (LEAD 1121)

See course description on Page 11. (6.5 hours) \$169

1 day Sa. Mar 16 09:00 - 16:30 DTN 🗓️ **CRN** 10083

CREATIVE THINKING AT WORK (LEAD 1110)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. Mar 23 09:00 - 16:30 DTN 🗓️ **CRN** 10196

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

See course description on Page 12. (24 hours) \$344

8 wks We. Apr 17 18:30 - 21:30 DTN 🗓️ **CRN** 20075

FROM CONFLICT TO COLLABORATION (LEAD 1105)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. Apr 27 09:00 - 16:30 DTN 🗓️ **CRN** 20072

FACILITATION SKLS TEAM LEADER (LEAD 1108)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. May 04 09:00 - 16:30 DTN 🗓️ **CRN** 20213

SKILL COACHING (LEAD 1117)

See course description on Page 11. (6.5 hours) \$169

1 day Sa. May 25 09:00 - 16:30 DTN 🗓️ **CRN** 20073

MANAGING CHANGE (LEAD 1102)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. Jun 01 09:00 - 16:30 DTN 🗓️ **CRN** 20219

CRITICAL THINKING (LEAD 1101)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. Jun 08 09:00 - 16:30 DTN 🗓️ **CRN** 20074

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on Page 10. \$169

1 day Sa. Jun 22 09:00 - 16:30 DTN 🗓️ **CRN** 20214

INTERPERS COMMUNICATION SKILLS (MSKL 1101)

See course description on Page 12. (24 hours) \$351

8 wks Tu. Sep 24 18:30 - 21:30 DTN 🗓️ **CRN** 30154

SCIENCE AND ART OF LEADERSHIP (LEAD 1119)

See course description on Page 10. (6.5 hours) \$172

1 day Sa. Sep 28 09:00 - 16:30 DTN 🗓️ **CRN** 30139

FIND TIME FOR RESULTS (LEAD 1114)

See course description on Page 10. (6.5 hours) \$172

1 day Sa. Oct 05 09:00 - 16:30 DTN 🗓️ **CRN** 30141

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on Page 11. (6.5 hours) \$172

1 day Sa. Oct 19 09:00 - 16:30 DTN 🗓️ **CRN** 30138

COACHING NEXT LEVEL (LEAD 1118)

See course description on Page 11. (6.5 hours) \$172

1 day Sa. Nov 23 09:00 - 16:30 DTN 🗓️ **CRN** 30140

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

PLEASE NOTE

A non-refundable Student Union fee of \$24.81 per term will apply to all credit courses 19 hours or more. This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

10 BUSINESS

LEADERSHIP COACHING AND MANAGEMENT SKILLS

LEADERSHIP CERTIFICATE

Program Coordinator: jgossen@vcc.ca 604.871.7000, ext. 8670
Program Assistant: lboothby@vcc.ca 604.871.7000, ext. 8383

ON-SITE BUSINESS TRAINING AVAILABLE, PLEASE
CONTACT ANNE TOLLSTAM AT 604.871.7000, EXT. 8668

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.

The six required course are:

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

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

- Critical Thinking (LEAD 1101)
- From Conflict to Collaboration (LEAD 1105)
- 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)

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

REQUIRED COURSES:

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

ELECTIVE COURSES:

- Coaching For High Performance (LEAD 1115)
- Bus Communication for Leaders (LEAD 1138)
- Challenging Personalities (LEAD 1169)
- Creative Thinking At Work (LEAD 1110)
- From Conflict To Collaboration (LEAD 1105)
- Critical Thinking (LEAD 1101)
- Science and Art of Leadership (LEAD 1119)
- Find Time For Results (LEAD 1114)
- Training for High Performance (LEAD 1171)

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) \$169

1 day Sa. Jan 19 09:00 - 16:30 DTN  CRN 10193

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) \$169

1 day Sa. Feb 02 09:00 - 16:30 DTN  CRN 10194

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) \$169

1 day Sa. Feb 23 09:00 - 16:30 DTN  CRN 10195


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. May 04 09:00 - 16:30 DTN  CRN 20213

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. Jun 01 09:00 - 16:30 DTN  CRN 20219

USING LEADERSHIP LANGUAGE (LEAD 1112)

Analyze leaders' communication practices to assist you in acquiring more tools for career success. Study the communication process in organizations and improve awareness of key problems in communication. \$169

1 day Sa. Jun 22 09:00 - 16:30 DTN  CRN 20214

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) \$169

1 day Sa. Jan 12 09:00 - 16:30 DTN  CRN 10539

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

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

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) \$169

1 day Sa. Mar 23 09:00 - 16:30 DTN  CRN 10196

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) \$169

1 day Sa. Apr 27 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) \$169

1 day Sa. Jun 08 09:00 - 16:30 DTN  CRN 20074

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) \$172

1 day Sa. Sep 28 09:00 - 16:30 DTN  CRN 30139

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) \$172

1 day Sa. Oct 05 09:00 - 16:30 DTN  CRN 30141

ELECTIVE COURSES to be scheduled in upcoming terms:

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

Program Coordinator: Jennifer Gossen, 604.871.7000, ext. 8670
Program Assistant: Lynda Boothby, 604.871.7000, ext. 8383

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

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

Discover how to unlock a person's potential to maximize their performance by helping them rather than teaching them. Identify when to coach, which type of coaching to use, how to conduct a coaching discussion, and how to assess your coaching skills. (6.5 hours) \$169

1 day Sa. Jan 12 09:00 - 16:30 DTN 📅 **CRN** 10539

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 16 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

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) \$169

1 day Sa. May 25 09:00 - 16:30 DTN 📅 **CRN** 20073

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) \$172

1 day Sa. Oct 19 09:00 - 16:30 DTN 📅 **CRN** 30138

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) \$172

1 day Sa. Nov 23 09:00 - 16:30 DTN 📅 **CRN** 30140

LEADERSHIP COACHING CERTIFICATE

Program Coordinator: Jennifer Gossen, 604.871.7000, ext. 8670
Program Assistant: Lynda Boothby, 604.871.7000, ext. 8383

In almost every field where performance is crucial, coaching plays an integral role. Coaching is a process for challenging and supporting people to continually explore new ideas and expand their capacity to produce results. The more outstanding the performer, the more likely they are to have an organized and committed partnership with a coach. Leadership Coaching is vital to linking organizational goals with people's creativity and ingenuity. VCC's Leadership Coaching Certificate consists of 12 one-day courses.

Participants must complete the six required courses from the Leadership Coaching Associate Certificate Program:

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

And the six required courses from the Leadership Certificate Program:

Managing Change (Lead 1102)
 Problem Solving Action Planning (Lead 1104)
 Facilitation Skills for Team Leaders (Lead 1108)
 Stepping Up to Leadership (Lead 1111)
 Using Leadership Language (LEAD 1112)
 Essential Lead Coach Skills (LEAD 1116)

REQUIRED COURSES:

Coaching For High Performance (LEAD 1115)
 Step Up To Leadership (LEAD 1111)
 Building A Productive Team (LEAD 1113)
 Coach's Toolkit (LEAD 1120)
 Problem Solving Action Plan (LEAD 1104)
 Team Coaching (LEAD 1121)
 Facilitation Skls Team Leader (LEAD 1108)
 Skill Coaching (LEAD 1117)
 Managing Change (LEAD 1102)
 Using Leadership Language (LEAD 1112)
 Essential Lead Coach Skills (LEAD 1116)
 Coaching Next Level (LEAD 1118)

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on Page 11. (6.5 hours) \$169

1 day Sa. Jan 12 09:00 - 16:30 DTN 📅 **CRN** 10539

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. Jan 19 09:00 - 16:30 DTN 📅 **CRN** 10193

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. Feb 02 09:00 - 16:30 DTN 📅 **CRN** 10194

COACH'S TOOLKIT (LEAD 1120)

See course description on Page 11. (6.5 hours) \$169

1 day Sa. Feb 16 09:00 - 16:30 DTN 📅 **CRN** 10082

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. Feb 23 09:00 - 16:30 DTN 📅 **CRN** 10195

TEAM COACHING (LEAD 1121)

See course description on Page 11. (6.5 hours) \$169

1 day Sa. Mar 16 09:00 - 16:30 DTN 📅 **CRN** 10083

FACILITATION SKLS TEAM LEADER (LEAD 1108)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. May 04 09:00 - 16:30 DTN 📅 **CRN** 20213

SKILL COACHING (LEAD 1117)

See course description on Page 11. (6.5 hours) \$169

1 day Sa. May 25 09:00 - 16:30 DTN 📅 **CRN** 20073

MANAGING CHANGE (LEAD 1102)

See course description on Page 10. (6.5 hours) \$169

1 day Sa. Jun 01 09:00 - 16:30 DTN 📅 **CRN** 20219

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on Page 10. \$169

1 day Sa. Jun 22 09:00 - 16:30 DTN 📅 **CRN** 20214

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on Page 11. (6.5 hours) \$172

1 day Sa. Oct 19 09:00 - 16:30 DTN 📅 **CRN** 30138

COACHING NEXT LEVEL (LEAD 1118)

See course description on Page 11. (6.5 hours) \$172

1 day Sa. Nov 23 09:00 - 16:30 DTN 📅 **CRN** 30140

12 BUSINESS

LEADERSHIP COACHING AND MANAGEMENT SKILLS / OFFICE ADMINISTRATION

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

Program Coordinator: Jennifer Gossen, 604.871.7000, ext. 8670
Program Assistant: Lynda Boothby, 604.871.7000, ext. 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 604.871.7000, EXT. 8668

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

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

TEAM SKILLS (MSKL 1102)

Determine your personal leadership style and how your style impacts a team. Discover team development and progression as well as tools and skills to address critical team challenges (24 hours) \$344
8 wks We. Jan 16 18:30 - 21:30 DTN 📍 CRN 10086

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) \$344
8 wks We. Apr 17 18:30 - 21:30 DTN 📍 CRN 20075

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) \$351
8 wks Tu. Sep 24 18:30 - 21:30 DTN 📍 CRN 30154

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 Coordinator: Janet Chee, 604.871.7000, ext. 8649
Program Assistant: Margaret McIlwaine, 604.871.7000, ext. 8711

INFORMATION SESSION:
JANUARY 3, 2013, 5:30 - 6:00 P.M.
ROOM 240, VCC DOWNTOWN CAMPUS

VCC's Office Administration Certificate consists of 186 hours of classroom study. Students seeking a certificate in Office Administration may select any of the four specialization options: Administration and Supervision, Legal Office Skills, Medical Office Skills, or Records Management Skills. Certificate and non-certificate students may register in any course subject to prerequisites as identified in the course descriptions.

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

These courses are required under any of the certificate options. Courses rotate from term to term and may be taken in any order:

Office Procedures (OACP 1126) - 18 hours, Business English Skills Package - (OACP 1103, OACP 1104, OACP 1106, OACP 1107) 24 hours, Supervisory/Management Decision Making (OACP 1127) - 24 hours, One accounting (OACP 1129), bookkeeping (OACP 1130) or payroll course (OACP 1105) - 18 or 24 hours, Keyboarding - Beginners (OACP 1102) - 18 hours.

Note: Medical Speciality: Office Procedures and Accounting, Bookkeeping or Payroll not required. Legal Specialty: Office Procedures not required. Exemptions permitted for Keyboarding (OACP 1102) or (OACP 1101)

SPECIALIZATION COURSES

Option 1 Administration and Supervision
Records Management I (OACP 1128) - 30 hours, Effective Oral Communication (OACP 1145) - 18 hours and 36 elective hours from the Office Administration Program or Management Skills and any Leadership Certificate Programs.

Option 2 - Legal Office Skills

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

Option 3- Medical Office Skills

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

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

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

ELECTIVE COURSES:

Accounting For NonAccountant (OACP 1129)
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. Jan 15 18:30 - 21:30 DTN 📍 CRN 10190

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. Apr 16 18:30 - 21:30 DTN 📍 CRN 20212

ADMINISTRATION AND SUPERVISION

REQUIRED COURSES:

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

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

ELECTIVE COURSES:

Other Administration, Supervision and Elective Courses.

The following course may be used as electives in the Office Administration Certificate Program. Students may select elective hours from the Management Skills for Supervisors or from Leadership Certificate Courses.

Effective Notes & Minutes (OACP 1122)

REQUIRED COURSES currently scheduled:

OFFICE PROCEDURES (OACP 1126)

Analyze the tasks and responsibilities of the administrative assistant including how to handle business information and use technology to enhance productivity. Examine interpersonal skills, written communication, and organizing manual and electronic records. Text: Administrative procedures for the Canadian Office. Purchase at the Downtown Campus Bookstore prior to class. (18 hours) \$167
6 wks We. Apr 17 18:30 - 21:30 DTN 🗓️ **CRN** 20055

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. \$209
8 wks Mo. Apr 22 18:00 - 21:00 DTN 🗓️ **CRN** 20216

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. Apr 13 09:00 - 16:00 DTN 🗓️ **CRN** 20215

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 AVAILABLE, PLEASE CONTACT ANNE TOLLSTAM AT 604.871.7000, EXT. 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) \$92

2 wks We. Jan 09 18:00 - 21:00 DTN 🗓️ **CRN** 10154

1 day Sa. Jan 19 09:00 - 16:00 DTN 🗓️ **CRN** 10155

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) \$92

2 wks We. Jan 23 18:00 - 21:00 DTN 🗓️ **CRN** 10156

1 day Sa. Feb 02 09:00 - 16:00 DTN 🗓️ **CRN** 10157

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) \$92

2 wks We. Feb 06 18:00 - 21:00 DTN 🗓️ **CRN** 10158

1 day Sa. Feb 16 09:00 - 16:00 DTN 🗓️ **CRN** 10159

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) \$92

2 wks We. Feb 20 18:00 - 21:00 DTN 🗓️ **CRN** 10160

1 day Sa. Feb 23 09:00 - 16:00 DTN 🗓️ **CRN** 10161

BUSINESS ENGLISH SKILLS TEST (OACP 1123)

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

1 day Sa. Mar 02 09:00 - 12:00 DTN 🗓️ **CRN** 10163

1 day We. Mar 06 18:00 - 21:00 DTN 🗓️ **CRN** 10162

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) \$210

6 wks Mo. Jan 14 18:00 - 21:00 DTN 🗓️ **CRN** 10189

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) \$126

6 wks Sa. Jan 19 09:30 - 12:30 DTN 🗓️ **CRN** 10164

6 wks Mo. Jan 21 18:00 - 21:00 DTN 🗓️ **CRN** 10165

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) \$143

6 wks Sa. Jan 19 09:30 - 12:30 DTN 🗓️ **CRN** 10166

14 BUSINESS

OFFICE ADMINISTRATION

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. The following five courses may be taken individually or for a discount of \$20.00 when registering for all five courses at the same time in the same term.

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

REQUIRED COURSES:

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

ELECTIVE COURSES:

- The following 3 Legal courses: Legal Terminology, Legal Office Procedures and Legal Ethics and Confidentiality are required to complete the Legal Office Skills Specialty. The remaining three courses are electives.
- Legal Ethics&Confidentiality (OACP 1140)
 - Legal Terminology (OACP 1138)
 - BCOnline Searches (OACP 1141)
 - Advanced Conveyancing (OACP 1142)
 - Legal Office Procedures (OACP 1139)
 - 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. Jan 15 18:30 - 21:30 DTN 🗓️ **CRN** 10168

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 Th. Jan 17 18:30 - 21:30 DTN 🗓️ **CRN** 10152

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. Jan 22 18:30 - 21:30 DTN 🗓️ **CRN** 10153

CONVEYANCING (OACP 1117)

Gain an overview of the responsibilities of conveyancing staff, and the steps required to complete a typical residential conveyance. (9 hours) \$94

3 wks Th. Feb 07 18:30 - 21:30 DTN 🗓️ **CRN** 10169

CORPORATE (OACP 1115)

Learn the steps to incorporate a British Columbia company and maintain minute books. (9 hours) \$93

3 wks Tu. Feb 12 18:30 - 21:30 DTN 🗓️ **CRN** 10170

LEGAL OFFICE PACKAGE TEST (OACP 1120)

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

1 day Tu. Mar 05 18:30 - 21:30 DTN 🗓️ **CRN** 10167

ELECTIVE COURSES CURRENTLY SCHEDULED:

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) \$120

3 wks Th. Apr 18 18:30 - 21:30 DTN 🗓️ **CRN** 20052

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) \$120

3 wks Tu. Apr 23 18:30 - 21:30 DTN 🗓️ **CRN** 20053

BCONLINE SEARCHES (OACP 1141)

Learn to register legal documents and access land titles, court records, property taxes and assessments, BC companies, registrations, and Personal Property Security online. This hands-on computer course is for office professionals in banks, law and accounting firms, government and real estate offices. (9 hours). \$120

3 wks Th. May 09 18:30 - 21:30 DTN 🗓️ **CRN** 20050

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) \$120

1 day Sa. May 11 09:30 - 16:30 DTN 🗓️ **CRN** 20058

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) \$124

4 wks We. May 29 18:30 - 21:30 DTN 🗓️ **CRN** 20037

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) \$95

1 day Sa. Jun 08 09:00 - 16:00 DTN 🗓️ **CRN** 20057

MEDICAL OFFICE SKILLS

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

MEDICAL TERMINOLOGY 1 (OACP 1108)

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) \$213

10 wks Tu. Jan 15 18:00 - 21:00 DTN 🗓️ **CRN** 10171

10 wks Tu. Jan 15 18:00 - 21:00 DTN 🗓️ **CRN** 10172

10 wks Tu. Jan 15 18:00 - 21:00 DTN 🗓️ **CRN** 10173

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) \$158

6 wks We. Jan 23 18:30 - 21:30 DTN 🗓️ **CRN** 10191

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. Apr 08 18:00 - 21:00 DTN 🗓️ **CRN** 20217

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) \$213

10 wks Th. Apr 18 18:00 - 21:00 DTN 🗓️ **CRN** 20039

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. Jun 05 18:00 - 21:00 DTN 📱 **CRN** 20218

CLINICAL PROCEDURES (OACP 1155)

Learn basic clinical procedures and tests performed in a medical office. Study personnel safety, care of equipment and investigations. Course offered twice a year. No textbook necessary. (6 hours) \$104

2 wks We. Jun 19 18:00 - 21:00 DTN 📱 **CRN** 20054

RECORDS MANAGEMENT SKILLS

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

RECORDS MANAGEMENT 1 (OACP 1128)

Learn a systematic approach to creating, classifying, storing, retrieving and disposing of information. Discuss key contemporary issues around freedom of information and privacy. Supported by the Association of Records Managers and Administrators and offered once a year. (30 hours) \$200

10 wks Tu. Jan 15 18:30 - 21:30 DTN 📱 **CRN** 10496

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) \$200

10 wks Th. Jan 17 18:30 - 21:30 DTN 📱 **CRN** 10151

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) \$197

8 wks Th. Apr 18 18:30 - 21:30 DTN 📱 **CRN** 20038

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, 604.871.7000, ext. 8649, jchee@vcc.ca

Program Assistant: Margaret McIlwaine, 604.871.7000, ext. 8711

INFORMATION SESSION

JANUARY 3, 2013,

6:30 PM TO 7:00 PM

ROOM 240, VCC DOWNTOWN CAMPUS

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. For application procedures and requirements, please contact Program Advisor.

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: "http://www.vcc.ca/images/netonline_icon.gif". Online course registrants must provide an email address with registration.

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

ELECTIVE COURSES:

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

Creditors' Remedies (LEGL 1303)
Corp Law : Adv Procedures (LEGL 1308)
Intellectual Property (LEGL 1405)
Securities II (LEGL 1410)
Lending & Security (LEGL 1311)
Personal Injury Practice (LEGL 1304)
Bankruptcy and Foreclosures (LEGL 1409)
Commercial Conveyancing (LEGL 1312)
Corp Law: Complex Transactions (LEGL 1317)
Court of Appeal Practice (LEGL 1403)
Estate Administration (LEGL 1316)
Evidence (LEGL 1401)
Family Law 1 (LEGL 1313)
Family Law 2 (LEGL 1314)
Wills & Estate Planning (LEGL 1315)

REQUIRED COURSES currently scheduled:

LEGAL RESEARCH (LEGL 1207)

Learn research and citation, online and manual techniques, and legal memoranda for citing cases. \$54 fee for Lexis/Nexis access is included in the tuition fee. Prerequisite: Legal Communications (LEGL 1205). Textbook available at VCC DTN Bookstore: Legal Research: Step by Step by Kerr, Kurtz and Blatt. (current edition - 3rd) (48 hours). \$308

4 wks Sa. Jan 12 09:00 - 16:00 DTN 📱 **CRN** 10425

8 wks Mo. Jan 14 18:00 - 21:00 DTN 📱 **CRN** 10427

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. NO textbook required. (36 hours) \$249

6 wks Mo. Jan 14 09:00 - 12:00 NET 📱 **CRN** 10524

6 wks We. Jan 16 18:00 - 21:00 DTN 📱 **CRN** 10426

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 on first evening of class. (Online students to submit on first online class date). Use your existing position at a legal office to synthesize your practicum experience into a professional portfolio. Prerequisites: formal admission to the Paralegal program and completion of most core/required courses. (518 hours) \$129

Jan 18 📱 📱 **CRN** 10431

1 day Fr. Jan 18 18:00 - 21:00 DTN 📱 **CRN** 10432

1 day Fr. Mar 01 18:00 - 21:00 DTN 📱 **CRN** 10432

1 day Fr. Apr 19 18:00 - 21:00 DTN 📱 **CRN** 10432

REGISTER ONLINE 
vcc.ca/cs

VISIT VCC.CA/CS FOR THE MOST UP-TO-DATE INFORMATION

16 BUSINESS PARALEGAL

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. Textbook available at VCC DTN Bookstore: Business Law in Canada by Yates (current edition-9th) (48 hours) \$249

Feb 07 📅 📱 **CRN** 10429

ELECTIVE COURSES currently scheduled:

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). Textbook available at VCC DTN Bookstore: Guide to Corporate Records, Komorowska, Volume II. (42 hours) \$216

7 wks Tu. Jan 08 18:00 - 21:00 DTN 📅 📱 **CRN** 10434

Jan 10 📅 📱 **CRN** 10423

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). NO textbook required. (42 hours) \$261

Jan 08 📅 📱 **CRN** 10420

Jan 08 OFS 📅 📱 **CRN** 10421

7 wks Tu. Jan 08 18:00 - 21:00 DTN 📅 📱 **CRN** 10421

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. NO textbook required. (42 hours) \$261

Jan 09 📅 📱 **CRN** 10419

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) or equivalent work experience in the corporate field. NO textbook required. (21 hours) \$306

7 wks Mo. Feb 18 18:00 - 21:00 DTN 📅 📱 **CRN** 10424

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. Pre-requisites: Property Transactions (LEGL 1310). NO textbook required. (42 hours) \$261

7 wks Tu. Mar 05 18:00 - 21:00 DTN 📅 📱 **CRN** 10418

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). Textbook available at VCC DTN Bookstore: Civil Rules Transition Guide, published by CLE. (42 hours) \$261

1 day Mar 05 📅 📱 **CRN** 10422

7 wks Tu. Mar 05 17:30 - 20:30 DTN 📅 📱 **CRN** 10428

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. Pre-requisites: Legal secretary work experience or formal admission to the Paralegal Program. NO textbook required. (42 hours)

COMMERCIAL CONVEYANCING (LEGL 1312)

Learn commercial conveyancing matters, special issues in commercial conveyances, commercial sales, subdivisions and commercial leases. Prerequisites: Lending & Security (LEGL 1311). NO textbook required. (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: Corp. Law: Advanced Procedures (LEGL 1308). Textbook available at VCC DTN Bookstore: Guide to Corporate Records, Komorowska, Volume II. (42 hours)

COURT OF APPEAL PRACTICE (LEGL 1403)

Learn comprehensive appellate procedure in British Columbia including jurisdiction, leave to appeal applications, bringing an appeal, chamber motions and the required supporting material, and Appointments before the Registrar. This course is recommended for all students in the litigation practice area. Pre-requisites: Litigation for Paralegals I (LEGL 1301) and Litigation for Paralegals II (LEGL 1302), Legal secretary work experience or Formal Admission to the Paralegal Program. NO textbook required. (42 hours)

ESTATE ADMINISTRATION (LEGL 1316)

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

EVIDENCE (LEGL 1401)

Examine various types of evidence and the rules of evidence through statutes and case law. This course is recommended for all students in the litigation practice area. Pre-requisites: Legal secretary work experience or formal admission to the Paralegal Program. NO textbook required. (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. NO textbook required. (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 (LEGL 1313). NO textbook required. (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. Textbook available at VCC DTN Bookstore: Guide to Wills & Estates by Gabrielle Komorowska, Evin Ross Publications. (42 hours)

PARALEGAL DIPLOMA

Program Advisor: Janet Chee, 604.871.7000, ext. 8649,

email: jchee@vcc.ca

Program Assistant: Margaret McIlwaine, 604.871.7000, ext. 8711

INFORMATION SESSION

JANUARY 3, 2013

6:30 PM TO 7:00 PM

ROOM 240, VCC DOWNTOWN CAMPUS

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.

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.

LEGAL NON-CREDIT COURSES

Program Coordinator: Janet Chee, 604.871.7000 (ext 8649)

ELECTIVE COURSES:

Commercial Leasing (LEGL 1170)

ELECTIVE COURSES currently scheduled:

COMMERCIAL LEASING (LEGL 1170)

This course is intended for the general public who are presently leasing or intending to lease space for their commercial businesses. Students will learn the meaning of various clauses in a commercial lease, know the pitfalls of such clauses and understand what is generally negotiable with the landlord and what is not. Based upon this knowledge, students will be able to analyze a lease situation and make good business decisions as to whether to enter into the lease or whether to engage a lawyer on their behalf. (21 hours) \$303

7 wks Th. Jan 17 18:00 - 21:00 DTN **CRN** 10525

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, 604.871.7000, ext. 8670
Program Assistant: Margaret McIlwaine, 604.871.7000, ext. 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:

Social Media for Entrepreneurs (BUSI 1321)
Guerrilla Marketing (SMBU 1119)

REQUIRED COURSES currently scheduled:

ENTREPRENEURIAL SKILLS (SMBU 1101)

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

1 day Mo. Jan 21 18:00 - 21:00 DTN 📅 **CRN** 10335

MARKET YOUR BUSINESS (SMBU 1102)

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

1 day We. Jan 23 18:00 - 21:00 DTN 📅 **CRN** 10336

UNDERSTANDING FINANCIAL NEEDS (SMBU 1105)

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

1 day Mo. Jan 28 18:00 - 21:00 DTN 📅 **CRN** 10337

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. Jan 30 18:00 - 21:00 DTN 📅 **CRN** 10338

LEGAL OBLIGATIONS (SMBU 1108)

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

1 day Mo. Feb 04 18:00 - 21:00 DTN 📅 **CRN** 10339

HUMAN RESOURCES (SMBU 1106)

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

1 day We. Feb 06 18:00 - 21:00 DTN 📅 **CRN** 10340

FINANCING YOUR BUSINESS (SMBU 1109)

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

1 day We. Feb 13 18:00 - 21:00 DTN 📅 **CRN** 10341

SMALL BUSINESS BOOKKEEPING (SMBU 1104)

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

1 day Mo. Feb 18 18:00 - 21:00 DTN 📅 **CRN** 10342

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. Feb 20 18:00 - 21:00 DTN 📅 **CRN** 10343

PREPARING YOUR BUSINESS PLAN (SMBU 1110)

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

1 day Mo. Feb 25 18:00 - 21:00 DTN 📅 **CRN** 10344

ELECTIVE COURSES currently scheduled:

SOCIAL MEDIA FOR ENTREPRENEURS (BUSI 1321)

This course is designed for anyone using social media to meet marketing, PR or membership objectives of your business or organization. Explore the range of social media channels and tools to meet goals such as promoting brands and generating leads. Learn the fundamental steps in building a social media campaign for different types of organizations including evaluating results and using tools and analytics. (18 hours) \$340

6 wks Tu. Jan 29 18:30 - 21:30 DTN 📅 **CRN** 10441

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 Th. Feb 07 18:30 - 21:30 DTN 📅 **CRN** 10540

ZONING AND DEVELOPMENT BY-LAW

Program Coordinator: Jennifer Gossen, jgossen@vcc.ca, 604.871.7000, ext 8670

Program Assistant: Lynda Boothby, lboothby@vcc.ca, 604.871.7000, etc 8383

This comprehensive program examines the City of Vancouver's Zoning and Development by-laws including residential, commercial and industrial district schedules. Gain working knowledge of various district schedules and understand the requirements and acceptance of applications for development permits. These courses are of immense value to builders, architects, contractors, realtors, homeowners, design professionals and technologists who deal with the development and construction industries in the City of Vancouver. Courses are offered on a rotating basis each term.

ELECTIVE COURSES currently scheduled:

COMMERCIAL ZONINGS (BUSI 1324)

Learn to interpret the C-1 and C-2 District Schedules of the Vancouver City Zoning and Development by-law as related to commercial zoning. Study the relevant sections of the parking by-law and the related city-approved guidelines and policies. Examine the development or construction of buildings in commercial zones of C-1 and C-2, the provision of the required parking and loading spaces, and the requirement and acceptance of applications of development permits. (42 hours) \$599

14 wks We. Jan 09 18:30 - 21:30 DTN 📅 **CRN** 10192

REGISTER ONLINE 
vcc.ca/cs

INDUSTRIAL ZONINGS (BUSI 1322)

Learn to interpret the M-1 and M-2 District Schedules of the Vancouver City Zoning and Development by-law as related to industrial zoning. Study the relevant sections of parking bylaw and the related city-approved guidelines and policies. Examine the development or construction of building in industrial zones of M-2 I-2 and IC-1/2, the provision of required parking, loading and bicycle spaces and the requirements of development applications for development permits. (42 hours) \$599

14 wks We. Apr 17 18:30 - 21:30 DTN 📞 CRN 20071

ELECTRONIC MEDIA

VCC's new electronic media centre is equipped with the latest in iMacs and cool peripherals and will offer a full range of courses in music, video, apps design, digital photography, imaging compositing, colour correction and 'analogue-to-digital and back again' experiences. For those who want to explore a blend of digital and analogue mediums without committing to a program. More courses will be listed online, be sure to check our website for the latest new course offerings.

ELECTRONIC MEDIA

Program Coordinator: Erin Sanders 604.871.7000, ext 8673, esanders@vcc.ca

Our Electronic Media program consists of a series of courses and workshops, which allow you to experiment without having to commit to a program. Courses are aligned with several core themes: Work, Play, Create, and Engage. Learn from industry professionals while applying a wide range of media tools to suit your personal and professional needs in a changing media landscape. Please check our website for the most up-to-date schedules and the latest offerings.

MAC – CREATE

In our Mac – Create series, gain practical and transferable digital illustration and editing skills while expressing your creativity using the latest industry standard tools!

ELECTIVE COURSES:

- Mac + Design (MACD 1109)
- Mac + Storytelling (MACD 1110)
- Mac + Photography (MACD 1115)
- Mac + Mixed Media Collage (MACD 1106)
- Mac + Painting Digital Prints (MACD 1105)

ELECTIVE COURSES currently scheduled:

MAC + DESIGN (MACD 1109)

Get an overview of digital media design and editing software, including Illustrator, Photoshop, InDesign and Acrobat. Learn the basics of digital illustration and image editing to build a foundation in digital design. \$150

1 day Sa. Jan 19 10:00 - 16:30 DTN 📞 CRN 10570

MAC + STORYTELLING (MACD 1110)

Create mixed media stories to share with your personal and professional networks. Combine photos, film clips, music and audio recordings to develop your story, and leave with a finished product, ready to share with the world. \$150

1 day Sa. Jan 26 10:00 - 16:30 DTN 📞 CRN 10571

MAC + PHOTOGRAPHY (MACD 1115)

From photosession to Photoshop, this course takes the student through all the steps needed to produce a professional photograph, from sketching the idea on paper to retouching the final digital file. It covers the creative process, the studio photographic essentials, and the standard Photoshop workflow. This course explores portrait, food, and conceptual photography guiding participants to produce their own images, and allows them to learn industry standard techniques. \$295

4 wks Mo. Jan 28 18:30 - 21:30 DTN 📞 CRN 10560

MAC + MIXED MEDIA COLLAGE (MACD 1106)

Create stunning mixed media collages that you can print using textiles, newsprint, wallpapers and a bag full of random items all while improving your skills in Adobe Photoshop. \$150

1 day Sa. Feb 02 10:00 - 16:30 DTN 📞 CRN 10567

MAC + PAINTING DIGITAL PRINTS (MACD 1105)

An overview of applying water colour paint techniques to your digital prints. Learn about what types of paper and paints best work for this process. Build your skills in Adobe Illustrator. Experience transforming digital prints into works of art! \$150

1 day Sa. Mar 16 10:00 - 16:30 DTN 📞 CRN 10566

MAC – ENGAGE

As a community college, we value the importance of community! Our Mac–Engage courses and workshops are designed to meet specific needs for a variety of groups in our community. Some offerings may be available for contract training opportunities. Please contact the Program Coordinator for more information.

ELECTIVE COURSES:

- Mac + Newcomers (MACD 1107)
- Mac + Seniors (MACD 1108)

ELECTIVE COURSES currently scheduled:

MAC + NEWCOMERS (MACD 1107)

Geared towards newcomers to Canada, this introductory level workshop teaches you how to develop the essential digital technology skills that help you reach your goals in your personal and professional life. Taught at a modified English level, this workshop is specifically designed for those seeking tools which help them transfer their skills to the Canadian workplace. \$150

1 day Fr. Jan 18 10:00 - 16:30 DTN 📞 CRN 10568

PLEASE NOTE

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

MAC + SENIORS (MACD 1108)

Developed especially for seniors, this course teaches individuals how to use new technology in their everyday lives. Learn how to navigate a new Mac and use it for a variety of purposes, including travel & financial planning, or to connect with family and friends using social media. \$150
1 day Fr. Jan 25 10:00 - 16:30 DTN 📱 **CRN 10569**

MAC – PLAY

Curious about music production? Wonder whether you have a talent for game design? Ever wanted to try your hand at app design? Now is your chance to experiment with technology that aligns with your personal interests in one of our Mac – Play offerings.

ELECTIVE COURSES:

- Mac + Beginners (MACD 1103)
- Mac + APP Design (MACD 1113)
- Mac + APP Music Production (MACD 1114)
- Mac + Mama (MACD 1112)
- Mac + Social (MACD 1111)
- Mac + Game Design (MACD 1119)
- Mac + Intermediates (MACD 1104)

ELECTIVE COURSES currently scheduled:

MAC + BEGINNERS (MACD 1103)

New to Mac? No problem! Learn to navigate your Mac in this beginner-level course. Topics include email, word processing, file storage, photo storage, and internet browsing. Provides you with the tools and tricks you need to get the most out of your Mac. No previous computer experience necessary. \$150
1 day Sa. Jan 05 10:00 - 16:30 DTN 📱 **CRN 10565**

MAC + APP DESIGN (MACD 1113)

This introductory level course gets you started in building mobile apps for iOS devices. Experiment with a variety of programs used for building apps on mobile devices, and learn how to get your app published for sale on app stores. \$375
8 wks Tu. Jan 08 18:30 - 21:30 DTN 📱 **CRN 10558**

MAC + MUSIC PRODUCTION (MACD 1114)

Create, mix, produce and polish your own music, soundtracks and voiceovers with professional audio recording and production software. This course uses step-by-step, project based instruction and examples to detail the countless creative options these programs afford. Develop editing sequences and mixing techniques to put the perfect aural polish on your audio creations. \$375
8 wks We. Jan 09 18:30 - 21:30 DTN 📱 **CRN 10559**

MAC + MAMA (MACD 1112)

Designed specifically for new moms, learn how to maximize the functionality of your Mac to suit your child care and family management needs, including recipe sharing platforms, scheduling applications, and photo editing and storage programs to help you document your child’s growth. Explore ways to utilize social networking websites to share your child’s development with family and friends, and to connect with other new parents. \$150
1 day Fr. Jan 11 10:00 - 16:30 DTN 📱 **CRN 10573**

MAC + SOCIAL (MACD 1111)

New to social media? Explore the social media landscape, and discuss best practices for a variety of social media platforms, including Facebook, Twitter, LinkedIn, Instagram, and Pinterest. Build your profile and online brand, and gain skills to use social media meaningfully in your personal and professional life. \$150
1 day Sa. Jan 12 10:00 - 16:30 DTN 📱 **CRN 10572**

MAC + GAME DESIGN (MACD 1119)

Love to play games? Jump into the role of game designer in this beginner-level workshop! Examine the core elements and design process of creating games and get your hands dirty by designing a basic gaming experience. Attendees will leave with the ability to design a game from start to finish, from balancing mechanics to writing design documents. \$150
1 day Sa. Feb 16 10:00 - 16:30 DTN 📱 **CRN 10564**

MAC + INTERMEDIATES (MACD 1104)

Follow up on skills obtained in Mac + Beginners, and learn the more advanced features of the Mac operating system, including setting up security measures, backing up files, and system maintenance. \$150
1 day Sa. Mar 23 10:00 - 16:30 DTN 📱 **CRN 10574**

MAC – WORK

Our Mac – Work offerings help you improve your digital media skills to make your work life more efficient. Step-by-step, project-based instruction will leave you with a practical skill set that suits your field.

ELECTIVE COURSES:

- Mac + Office (MACD 1118)
- Mac + Small Business (MACD 1117)
- Mac + Resume (MACD 1116)

ELECTIVE COURSES currently scheduled:

MAC + OFFICE (MACD 1118)

Utilize the functions of MS Office and Apple’s iWork applications for your business and professional needs. Get the most out of technology to meet the demands of your clients and customers, and pick up time-saving tips and tricks that maximize your productivity. \$150
1 day Sa. Feb 23 10:00 - 16:30 DTN 📱 **CRN 10563**

MAC + SMALL BUSINESS (MACD 1117)

Learn how to meet your small business needs using your Mac. Explore the basics of accounting and design software, and work with an experienced designer to build your brand and access your target market. Discuss the effectiveness of marketing materials and develop your online presence through social media. \$150
1 day Sa. Mar 02 10:00 - 16:30 DTN 📱 **CRN 10562**

MAC + RESUME (MACD 1116)

Attend this intensive one-day workshop and leave with a new and improved resume. Understand how design principles and content allow your resume to stand out from the crowd. Learn how to highlight your individual skills and strengths and cater your resume to meet the needs of employers. Topics include format, font, structure, and how to make informed stylistic choices. \$150
1 day Sa. Mar 09 10:00 - 16:30 DTN 📱 **CRN 10561**

Q

Do you offer other web & graphic design courses?

Yes, we have more design courses in our computer section, starting on page 45. We offer courses in Illustrator, InDesign, Photoshop, Dreamweaver and more.

A

20 DESIGN AND ARTS

FASHION ARTS

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.

FASHION ARTS CERTIFICATE

*Program Coordinator: Harumi Suzuki, 604.871.7000, ext. 8417
hsuzuki@vcc.ca*

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

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

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

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

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

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

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

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

Industrial Sewing (FASH 1201)
Fashion Design (FASH 1203)
Collection Toiles (FASH 2202)
Design Drafting - Theory (FASH 1202)
Adv Collection Manufacture (FASH 1352)
Collection Portfolio (FASH 2301)
Design Drafting-Practice (FASH 1303)
Fashion Drawing (FASH 1101)
History Of Fashion (FASH 1301)
Sewing Techniques (FASH 1103)
Tailoring (FASH 1302)
Textiles (FASH 2201)

REQUIRED COURSES currently scheduled:

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) \$315

12 wks Mo. Jan 07 18:30 - 21:30 DTN **CRN** 10141

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) \$338

12 wks Mo. Jan 07 18:30 - 21:30 DTN **CRN** 10553

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) \$365

12 wks Tu. Jan 08 18:30 - 21:30 DTN **CRN** 10139

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) \$315

10 wks Th. Jan 10 18:30 - 21:30 DTN **CRN** 10138

REQUIRED COURSES to be scheduled in upcoming terms:

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)

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)

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)

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)

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)

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)

Q

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.

A

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)

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: Harumi Suzuki, 604.871.7000, ext. 8417
hsuzuki@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.

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.

FASHION ARTS SPECIALTY: NON CREDIT

*Program Coordinator: Harumi Suzuki, 604.871.7000, ext. 8417
hsuzuki@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

ELECTIVE COURSES:

Fabric Surface Design (FASH 1166)
Intro Fashion Design (FASH 1178)
Fashion Illustration (FASH 1150)
Sewing - Beginners (FASH 1154)
Personal Pattern Making (FASH 1191)
Action Sports Apparel Industry (FASH 1189)
Adobe Illustrator for Fashion1 (FASH 1156)
Adobe Illustrator for Fashion2 (FASH 1256)
Adobe Photoshop for Fashion (FASH 1157)
Beginner Shoemaking Level 1 (FASH 1193)
Boot Camp: Fashion Design Teen (FASH 1179)
Boot Camp: Fashion Styling Teen (FASH 1182)
Couture Draping (FASH 1181)
Digital Textile Design (FASH 1186)
Dress Form Workshop (FASH 1163)
Fashion Production Mgmt (FASH 1184)
Fashion Styling Intensive (FASH 1185)
Fashion Writing (FASH 1409)
Knitting: Beginners Level 1 (FASH 1190)
Millinery (FASH 1162)
Millinery 2 (FASH 1168)
Online Marketing for Designers (FASH 1192)
Pattern Making: Knock Off Tech (FASH 1173)

ELECTIVE COURSES currently scheduled:

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) \$275

8 wks Mo. Jan 07 18:30 - 21:30 DTN 📞 **CRN** 10130

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. Intro to Fashion Design is an excellent course to develop an entry level portfolio for consideration of acceptance into either the Fashion Design Diploma or Certificate programs. Bring to first class: 9" x 12" tracing paper, HB pencil, blue and red fine-tipped felt pens, 12" ruler, scotch tape, a selection of magazines (pop culture, design, architecture, fashion, nature etc.) (30 hours) \$289

10 wks Tu. Jan 08 18:30 - 21:30 DTN 📞 **CRN** 10554

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) \$285

10 wks We. Jan 09 18:30 - 21:30 DTN 📞 **CRN** 10134

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). \$342

10 wks Sa. Jan 12 09:00 - 12:00 DTN 📞 **CRN** 10147

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) \$306

10 wks Sa. Jan 12 13:00 - 16:00 DTN 📞 **CRN** 10129

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).

REGISTER ONLINE 
vcc.ca/cs

VISIT VCC.CA/CS FOR THE MOST UP-TO-DATE INFORMATION

22 DESIGN AND ARTS

FASHION ARTS

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)

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)

BEGINNER SHOEMAKING LEVEL 1 (FASH 1193)

In the Beginner Shoemaking course the student will investigate footwear making with an emphasis on design. Participants will be shown a variety of shoe fabrication techniques, specifically moccasin construction. Basic patterning for footwear will also be demonstrated and discussed. Pre-requisite: basic pattern-making, hand sewing knowledge & three dimensional visualization. A supply list will be given during the first session. (approximate cost \$50.00) (12 hours)

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)

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)

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)

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 offs 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)

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 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)

FASHION WRITING (FASH 1409)

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

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)

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. Prerequisite: FASH 1153 Pattern Making, FASH 1191 Personal Pattern Making or basic pattern making knowledge. (30 hours)

FASHION MERCHANDISING ASSOCIATE CERTIFICATE

*Program Coordinator: Harumi Suzuki, 604.871.7000, ext. 8417
hsuzuki@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

Continuous entry: Classes begin September, January and April.

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

All courses are not offered each term.
Retail Buying (FASH 1402)
Fashion Forecasting (FASH 1204)
Fashion Styling (FASH 1408)
History Of Fashion (FASH 1301)
Textiles (FASH 2201)

REQUIRED COURSES currently scheduled:

FASHION MARKETING & PROMOTION (FASH 1405)

Study the theory and practical application of fashion sales promotion, public relations, and other activities used to influence the sale of merchandise, services and concepts. Focus on creatively organizing professional presentations including evaluating, writing, and editing copy for advertising and promotion. (36 hours) \$315

12 wks We. Jan 09 18:30 - 21:30 DTN **CRN** 10555

RETAIL BUYING (FASH 1402)

Learn to effectively manage the planning and buying of appropriate merchandise for a retail department or boutique. Examine the coordination of the buyer's varied responsibilities, buying terminology, mathematics for retail buying, plan projections and stock planning, and domestic and foreign resources. (36 hours) \$318

12 wks Th. Jan 10 18:30 - 21:30 DTN **CRN** 10552

REQUIRED COURSES to be scheduled in upcoming terms:

FASHION FORECASTING (FASH 1204)

Gain a general overview of the job of the fashion forecaster and the fashion forecasting process. Learn to differentiate between a trend and a fad, how to predict new fashion colours, popular fabrics and new styles. An important course for the fashion designer, merchandiser, retailer, or consumer. Required Textbook: Fashion Forecasting by Evelyn L. Brannon, available at VCC Bookstore. (36 hours)

FASHION STYLING (FASH 1408)

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

HISTORY OF FASHION (FASH 1301)

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

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)

GEMMOLOGY AND JEWELLERY

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

GEMMOLOGY - PART TIME AND ACCELERATED PROGRAM

Program Coordinator: Donna Hawrelko, 604.871.7000, ext. 8694

Program Assistant: Rebecca Bennett, 604.871.7000, ext. 8672

INFORMATION SESSION:

APRIL 15, 6:30 P.M.

APRIL 17, 6:30 P.M.

MAY 13, 6:30 P.M.

ROOM 164, VCC DOWNTOWN CAMPUS

This professional program covers the scientific, aesthetic and historic aspects of gemmology. Become skilled with a wide range of gemmological equipment and learn to test and identify a variety of gemstones. Differentiate between natural and synthetic gemstones and recognize various treatments and enhancements. Study diamond grading, coloured stone grading and appraisal formats. The Canadian Gemmological Association certifies gemmologists after an extensive program of study leading to a final exam. This intensive, part-time, two-year program is enhanced with regular classroom attendance, considerable home study, weekly homework, and regular quizzes. Upon successful completion of a final exam, you will be certified as an internationally recognized gemmologist.

This part-time program begins each September.

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

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

ENTRANCE REQUIREMENTS:

1. Secondary school or equivalent (may be waived if students have work experience in jewellery or gemstones).
2. English language skills and comprehension.

REQUIRED COURSES:

Gemmology Accelerated Program (GEMM 1110)

REQUIRED COURSES currently scheduled:

Gemmology Accelerated Program (GEMM 1110) \$5038

4 days Mo. Tu. We. Th. May 21 09:30 - 16:30 DTN **CRN** 20210

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 604.871.7000, ext. 8668

24 DESIGN AND ARTS

GEMMOLOGY AND JEWELLERY

ELECTIVE COURSES:

- Graduate Sales Associate (GEMM 2137)
- Pearl Grading & Valuation Lab (GEMM 1158)
- Jadeite Jade 2 (GEMM 1157)
- Jadeite Jade 1 (GEMM 1156)
- Adv Gemmology - Coloured Gem (GEMM 2141)
- Advanced Gemmology - Diamonds (GEMM 2140)
- Canadian Jeweller Jets Program (JEWL 1114)
- Crystals & Crystal Healing 1 (GEMM 1154)
- Evaluation of Jadeite Jade 1 (GEMM 1155)
- How to Buy Diamonds (GEMM 2136)

ELECTIVE COURSES currently scheduled:

GRADUATE SALES ASSOCIATE (GEMM 2137)

Learn pertinent facts about diamonds, coloured stones, pearls, watches, metals and period jewellery as well as information on the jewellery industry. This internationally recognized and accredited course is offered in a seven-part series, and successful associates will receive the Graduate Sales Associate certification from the Jewellers Education Foundation of the American Gem Society. Fee includes all materials. No jewellery experience required. **Registration deadline seven days prior to first class.** (12 hours). \$645
3 wks Mo. Feb 18 18:30 - 21:30 DTN 📍 **CRN** 10256

PEARL GRADING & VALUATION LAB (GEMM 1158)

This one day practical lab is 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. Feb 23 09:30 - 16:30 DTN **CRN** 10277

JADEITE JADE 1 (GEMM 1156)

Jadeite Jade is the most mysterious and fascinating gemstone in the world. Explore worldwide deposits and how the Jadeite Jade formed. Discover over 20 popular varieties of this mysterious gem material and its varied rainbow of colours. Bring your own jadeite pieces to study. Registration deadline seven days prior to first class. (3 hours) \$129
1 day Sa. Mar 02 09:30 - 12:30 DTN 📍 **CRN** 10258

JADEITE JADE 2 (GEMM 1157)

Jadeite Jade is one of the most complex and difficult gem materials to evaluate and appraise. Learn to evaluate Jadeite Jade and the Jadeite Grading System, launched from China. Samples are provided or you may bring your own jadeite piece to evaluate. No pre-requisites. **Registration deadline seven days prior to first class.** (3 hours) \$129
1 day Sa. Mar 02 14:00 - 17:00 DTN 📍 **CRN** 10259

ELECTIVE COURSES to be scheduled in upcoming terms:

ADV GEMMOLOGY - COLOURED GEM (GEMM 2141)

Discover the causes of colour in gemstones and the use of standard and advanced instruments in the detection of synthetic rubies, sapphires, emeralds and jade. Understand the certification and marketing practices of major labs, wholesalers and retailers. **Registration deadline three days prior to first class.** Basic Gemmological knowledge is an asset. (3 hours)

ADVANCED GEMMOLOGY - DIAMONDS (GEMM 2140)

Learn about the testing of natural, treated and synthetic diamonds. Explore the background of diamond research, causes of colour in natural and treated diamonds, detection of diamond treatments, synthetic diamonds and their identification, as well as the nomenclature, disclosure, certification and marketing of treated and synthetic stones. **Registration deadline three days prior to first class.** Basic Gemmological knowledge is an asset. (3 hours)

CANADIAN JEWELLER JETS PROGRAM (JEWL 1114)

JETS is an intensive program presented in 15 books (CD, PDF format) and developed by industry specialists. Learn the full range of jewellery products, industry issues and sales techniques while attaining a GJ designation - the primary step in jewellery career. There is an additional final exam fee of \$99.75 (Payable to: Canadian Jewellers Association) **Registration deadline seven days prior to first class.** (24 hours)

CRYSTALS & CRYSTAL HEALING 1 (GEMM 1154)

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

EVALUATION OF JADEITE JADE 1 (GEMM 1155)

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

HOW TO BUY DIAMONDS (GEMM 2136)

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

JEWELLERY MAKING

Program Coordinator: Donna Hawrelko, 604.871.7000, ext. 8694
Program Assistant: Rebecca Bennett, 604.871.7000, ext. 8672

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

ELECTIVE COURSES:

- Jewellery Techniques I (JEWL 1103)
- Jewellery Techniques II (JEWL 1104)
- Create Jewellery Repair Sales (JEWL 1113)
- Stone Setting in Jewellery (JEWL 1117)
- Sketching Basics for Jewellers (JEWL 1125)
- Lost Wax Carving & Casting (JEWL 1118)
- Jewellery Repair (JEWL 1116)
- Advanced Jewellery Workshop (JEWL 1119)
- Pearl Stringing Techniques 1 (JEWL 1112)
- 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:

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). \$446
8 wks Mo. Jan 14 18:30 - 21:30 DTN 📍 **CRN** 10260
8 wks We. Jan 16 18:30 - 21:30 DTN 📍 **CRN** 10262

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) \$446

8 wks Tu. Jan 15 18:30 - 21:30 DTN 📍 **CRN** 10261

PLEASE NOTE

A non-refundable Student Union fee of \$24.81 per term will apply to all credit courses 19 hours or more. This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

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. Jan 19 13:00 - 16:00 DTN 📞 CRN 10263

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 Tu. Jan 22 18:30 - 21:30 DTN 📞 CRN 10265

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. Jan 22 18:30 - 21:30 DTN 📞 CRN 10442

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. Jan 23 18:30 - 21:30 DTN 📞 CRN 10443

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. Jan 24 18:30 - 21:30 DTN CRN 10444

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. Project 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. Jan 26 09:00 - 15:00 DTN 📞 CRN 10445

PEARL STRINGING TECHNIQUES 1 (JEWL 1112)

Learn the basic methods of stringing pearls or beads in one fun-filled day. Equipment and stringing materials provided. Bring your own pearls or beads to string, or borrow our pearls for the day. Registration deadline seven days prior to first class. (6 hours) \$125

1 day Sa. Jan 26 10:00 - 16:00 DTN 📞 CRN 10264

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. No jewellery experience required. Registration deadline seven days prior to first class. (12 hours) \$645

3 wks Mo. Feb 18 18:30 - 21:30 DTN 📞 CRN 10256

ELECTIVE COURSES to be scheduled in upcoming terms:

BUYING AND SELLING JEWELLERY (JEWL 1126)

Gain a basic knowledge of gemmology and the precious metals (Gold, Platinum and Silver) and learn to evaluate precious gems (Diamond, Ruby, Sapphire and Emerald), as well as antique and modern jewellery. Judge craftsmanship of jewellery pieces, including style of design, setting, mounting and quality of gem selected. Supplies required: 10x loupe & tweezers. No prerequisites. Registration deadline seven days prior to first class. (18 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)

JEWELLERY APPRAISAL (JEWL 1107)

Learn to properly evaluate contemporary and antique jewellery using both the building block and market comparison approaches. Prepare appraisal documents for insurance, estate/probate, collateral and asset division. Registration deadline seven days prior to first class. (15 hours)

MODERN & ANTIQUE JEWELLERY (JEWL 1115)

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

WOVEN SILVER JEWELLERY MAKING (JEWL 1128)

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

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.

26 DESIGN AND ARTS

INTERIOR DESIGN

INTERIOR DESIGN

Interior design can be considered a visual art where drawings are used to convey information, express ideas and outline possibilities. Interior design exists in the continuum between architecture and product design as it encompasses both visual and functional design as well as aspects of materials, construction and technology.

INTERIOR DESIGN CERTIFICATE

Program Coordinator: Zana Becker, 604.871.7000, ext. 8522, zbecker@vcc.ca
Program Assistant: 604.871.7000, ext. 8677

This part-time program is tailored to the needs of the residential interior design industry. Taught by award winning designers, this certificate-granting program contains several courses that transfer to the Interior Design Program at BCIT, VCAD (Vancouver College of Art and Design), and 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 Continuing Studies Office, Downtown Campus \$30.00

REQUIRED COURSES:

The program takes 444 hours to complete with total credits of 37.

- Design Specifications (INTD 1365)
- Basic Drafting Concepts (INTD 1310)
- Design Today (INTD 1340)
- Lighting (INTD 1345)
- Design Basics (INTD 1305)
- Design Drawing (INTD 1315)
- Residential Design (INTD 1355)
- Design for Small Spaces (INTD 1360)
- Colour Theory & Application (INTD 1320)
- Textiles (INTD 1335)
- AutoCAD for Interior Designers (INTD 1350)
- Presentation (INTD 1370)
- History of Furniture (INTD 1325)
- Materials and Finishes (INTD 1330)

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 1305, 1315, 1320, 1325, 1330, 1335, 1345 and 1360. Not all courses are offered each term.

REQUIRED COURSES currently scheduled:

BASIC DRAFTING CONCEPTS (INTD 1310)

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: Architectural Drafting for Interior Designers (Cline). Supplies available at the VCC bookstore must be brought to first class. (36 hours) \$409

12 wks Mo. Jan 07 18:00 - 21:00 DTN CRN 10517

DESIGN SPECIFICATIONS (INTD 1365)

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) \$294

8 wks Mo. Jan 07 18:00 - 21:00 DTN CRN 10380

DESIGN TODAY (INTD 1340)

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) \$294

8 wks Tu. Jan 08 18:00 - 21:00 DTN CRN 10504

LIGHTING (INTD 1345)

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 1310 Basic Drafting. (36 hours) \$409

12 wks Tu. Jan 08 18:00 - 21:00 DTN CRN 10505

DESIGN BASICS (INTD 1305)

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) \$409

12 wks We. Jan 09 18:30 - 21:30 DTN CRN 10502

12 wk Th. Jan 10 10:00-13:00 DTN CRN 10549

DESIGN DRAWING (INTD 1315)

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) \$409

12 wks We. Jan 09 18:00 - 21:00 DTN CRN 10511

DESIGN FOR SMALL SPACES (INTD 1360)

Prepare for the practical realities of condo design in urban areas. Gain skill in navigating through the world of product, materials, space and budget constrictions. Pre-requisite: Basic Drafting, Design Basics. (36 hours) \$409

12 wks Th. Jan 10 18:00 - 21:00 DTN CRN 10507

RESIDENTIAL DESIGN (INTD 1355)

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) \$409

12 wks Th. Jan 10 18:30 - 21:30 DTN CRN 10506

COLOUR THEORY & APPLICATION (INTD 1320)

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. (24 hours) \$294

8 wks Sa. Jan 12 09:00 - 12:00 DTN CRN 10381

TEXTILES (INTD 1335)

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) \$294

6 wks Sa. Jan 12 09:00 - 13:00 DTN CRN 10508

REQUIRED COURSES to be scheduled in upcoming terms:

AUTOCAD FOR INTERIOR DESIGNERS (INTD 1350)

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 1310 Basic Drafting. (36 hours)

PRESENTATION (INTD 1370)

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)

MATERIALS & FINISHES (INTD 1330)

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 the materials. (24 hours)

HISTORY OF FURNITURE (INTD 1325)

Understanding design history through the study of 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 and Decoration Abercrombie). (36 hours)

ELECTIVE COURSES currently scheduled:

RESIDENTIAL SPACE PLANNING

Have fun planning your home using a practical, no-fail system of space planning. Learn what the professionals do to create the best floor plans. It's fun, it's easy. You'll be able to help your friends with their floor plans, and you could be on your way to becoming a professional decorator. (36 hours) \$409

12 wk Tu. Jan 8 10:00-13:00 DTN 📍 **CRN 10550**

KITCHEN & BATH DESIGN DIPLOMA

Program Coordinator: Zana Becker, 604.871.7000, ext. 8522, zbecker@vcc.ca

Program Assistant: 604.871.7000, ext. 8677

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

ENTRANCE REQUIREMENTS:

To gain entry into the program, students must have completed the Interior Design Certificate Program at VCC or have 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.

ELECTIVE COURSES:

There are no electives. All courses are required.

REQUIRED COURSES currently scheduled:

BASIC KITCHEN DESIGN (INTD 2320)

Upon completion, students will understand the purpose and function of a well designed kitchen. We will focus on analyzing client needs for both renovations and new design concepts. This will include a thorough study of principles and elements of design, materials, fixtures and finishes.

Financial considerations will also be addressed. NKBA kitchen planning guidelines will be highlighted. Research will be demonstrated through the production of bubble diagrams, fully dimensioned floor plans, elevations perspective drawings, material boards and schedules. (36 hours) \$409

12 wks Tu. Jan 08 18:00 - 21:00 DTN **CRN 10512**

DRAFTING 2 (INTD 2325)

Building upon the knowledge gained in level one drafting, students will further explore hand drafting as it applies to kitchen and bath design and will begin working with AutoCAD. Students will be introduced to reflected ceiling plans, millwork detail and accurate drawings of one and two point perspectives with information gathered from drafted plans. (36 hours) \$409

12 wks Th. Jan 10 18:00 - 21:00 DTN **CRN 10513**

KITCHEN/BATH SYSTEMS & PRODUCT (INTD 2330)

This course takes a hands on approach to learning about the multitude of products and systems currently available. Classes will be "field" oriented, visiting showrooms and manufacturers throughout the lower mainland. Students will acquire thorough knowledge of products, cabinetry, appliances, hardware, and materials used within the industry. Competencies will be gained in standard estimating techniques and NKBA installation procedures. (36 hours) \$409

1 day Sa. Jan 12 09:30 - 16:30 DTN **CRN 10514**

1 day Sa. Jan 26 09:30 - 16:30 DTN **CRN 10514**

1 day Sa. Feb 16 09:30 - 16:30 DTN **CRN 10514**

1 day Sa. Mar 02 09:30 - 16:30 DTN **CRN 10514**

1 day Sa. Mar 16 09:30 - 16:30 DTN **CRN 10514**

1 day Sa. Apr 06 09:30 - 16:30 DTN **CRN 10514**

REQUIRED COURSES to be scheduled in upcoming terms:

ADVANCED KITCHEN & BATH DESIGN (INTD 2335)

Beyond basic theory, this advanced course enhances and elaborates upon design concepts and follows professional guidelines (NKBA). Consideration of client needs, including aging in place, universal design and sustainability, will be part of each kitchen & bath design project. Well developed research will contribute to professionally produced projects that will include fully dimensioned floor plans, reflected ceiling plans. Elevations, perspectives, materials boards and specification binders. (36 hours)

BASIC BATHROOM DESIGN (INTD 2305)

Investigating all aspects of form and function within bathrooms, students will learn ways of creating innovative design solutions based upon space, client needs, sustainability, products and systems. Universal design, current trends in materials, lighting, fixtures and finishes will be thoroughly researched. Students will produce floor plans, elevations, materials boards, schedules and budgets to answer client needs. (36 hours)

CONSTRUCTION (INTD 2315)

Students will learn the basics of wood frame construction. Comprehension of building codes, electrical, plumbing, heating and exhaust systems will be highlighted. Graduating students will be able to demonstrate a clear understanding and knowledge of building and building material terminology, essential for communication with tradesmen. (36 hours)

DRAFTING 1 (INTD 2310)

The ability to draft is key to understanding and implementing design construction plans. The strongest emphasis in the first level course of this drafting stream will be upon hand drafting, architectural lettering and accurate line weights. Isometric drawing will be introduced and students will learn to be conversant in both metric and imperial measurement scales. NKBA planning guidelines and drawing symbols will be adhered to. (36 hours)

DRAFTING 3 (INTD 2340)

In the final course of the three drafting & drawing courses students will further their studies with 20/20, AutoCAD and Sketch Up. Fluency in these software programs is supportive of clear and accurate communications of concepts between client and designer. Perspective and isometric drawings, vignettes and sketches will be practiced repeatedly and polished. At the completion of this course students will be able to demonstrate clearly their ease and ability to communicate visually by both digital and analogue means. (36 hours)

PROJECT MANAGEMENT (INTD 2345)

Students will be familiarized with business and sales practices as they apply to the Kitchen and Bath industry, following NKBA guidelines. Business plan development, Accounting practices, Contracts, Human Resources, Sales and Presentation techniques and Business ethics will be thoroughly studied and understood. Focus will be on the Kitchen and Bath Industry but will include guidelines that equally apply to all small to medium sized businesses. Student will be completing or will have completed a 160 hour practicum/work placement within the industry during this time. (36 hours)

REGISTER ONLINE 
vcc.ca/cs

VISIT VCC.CA/CS FOR THE MOST UP-TO-DATE INFORMATION

VANCOUVER
COMMUNITY
COLLEGE

28 DESIGN AND ARTS

MAKEUP ARTISTRY / COUNSELLING

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

Program Coordinator: hsuzuki@vcc.ca 604.871.7000, ext. 8417
Program Assistant: mmcilwaine@vcc.ca 604.871.7000, ext. 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) \$464

10 wks Tu. Jan 08 18:00 - 21:00 DTN 📞 **CRN** 10532

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) \$464

10 wks We. Jan 09 18:00 - 21:00 DTN 📞 **CRN** 10533

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) \$464

10 wks Th. Jan 10 18:00 - 21:00 DTN 📞 **CRN** 10534

FREELANCE & CAREER DEVELOPMENT (MKUP 1104)

Prepare for entry level employment as a sales associate, 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. (8 hours) \$204

1 day Sa. Mar 16 09:00 - 17:00 DTN 📞 **CRN** 10535

ELECTIVE COURSES currently scheduled:

AIRBRUSH MAKEUP (MKUP 1105)

Prerequisite: MKUP 1101, MKUP 1102, MKUP 1103. Gain a greater understanding of the airbrush, its mechanical workings and practical use in a professional makeup environment. A compressor and airbrush are required for this course for a fee of \$250. Please contact Program Coordinator for more details. Model required for final project. (30 hours) \$464

10 wks Mo. Jan 14 18:00 - 21:00 DTN 📞 **CRN** 10536

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) \$464

10 wks Tu. Jan 15 18:00 - 21:00 DTN 📞 **CRN** 10537

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) \$464

10 wks We. Jan 16 18:00 - 21:00 DTN 📞 **CRN** 10538

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

Acting Program Coordinator: Amy Baird, 604.871.7000, ext. 8392, abaird@vcc.ca

Program Assistant: Carol Agostini, 604.871.7000, ext. 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+), OR GED or equivalent
- Successful completion of Basic Counselling Skills (C)
- Relevant experience (direct client contact) in the helping field paid or volunteer-min 35 hours
- Letter of reference
- Criminal Record Check completed by the Ministry of Public Safety and the Solicitor General, for approval to work with vulnerable children and adults and to ensure the safety of clients and individuals supported. Students are required to complete this check prior to admission and as a condition of entry into the program. Practicum sites may require additional Criminal Record Checks prior to starting the practicum. Any additional costs for checks required by practicum sites are the responsibility of the student.
- Maturity, emotional stability and suitability to work in the field
- **Recommended:** Basic Computer skills/literacy
- Basic library research skills

REQUIRED COURSES:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401)

NO APPLICATION FORM IS REQUIRED TO REGISTER IN THE BASIC COUNSELLING SKILLS COURSE.

To register please visit or call VCC – Continuing Registration office- Downtown Campus – 604.443.8484.

Geared towards those interested in counselling as a career, this practical course introduces students to the methods required for effective listening and interviewing. By examining the nature and process of client-centered counselling, students will learn skills foundational to most models of counselling and will practice in a supervised setting. Requires self-disclosure and self-exploration. Prerequisites: Fluency in English is required (equivalent to grade 12 English) and emotional maturity and stability.

To register please visit or call VCC – Continuing Registration office – Downtown Campus – 604.443.8484. (36 hours) \$453

12 wks Tu. Jan 08 18:15 - 21:15 DTN 📍 **CRN** 10475
12 wks We. Jan 09 18:15 - 21:15 DTN 📍 **CRN** 10476
12 wks Th. Jan 10 18:15 - 21:15 DTN 📍 **CRN** 10477
10 wks Fr. Jan 11 09:30 - 12:30 DTN and
1 day Sa. Mar 02 09:30 - 16:30 DTN 📍 **CRN** 10478
10 wks Fr. Jan 11 18:15 - 21:15 DTN and
1 day Sa. Mar 02 09:30 - 16:30 DTN 📍 **CRN** 10479

REQUIRED COURSES currently scheduled:

PRACTICUM: EMPLOYMENT (CNSK 1489)

Integrate and display the knowledge and skills taught during the classroom component of the Community/Addiction Counselling Skills Certificates as part of your current employment. 4 credits

Prerequisite: Completion of all required courses in the Community OR Addiction Counselling Skills Certificate Programs. \$473

1 day We. Jan 02 18:30 - 21:30 DTN **CRN** 30629

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) PLUS completed or taken concurrently Diversity Cultural & Counselling (CNSK 1407) AND Addiction and Human Behaviour (CNSK 1415). \$573

10 wks Mo. Jan 07 18:15 - 21:30 DTN and
1 day Sa. Jan 26 09:00 - 16:30 DTN **CRN** 10456

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. \$573

10 wks Mo. Jan 07 18:15 - 21:30 DTN and
1 day Sa. Feb 16 09:00 - 16:30 DTN **CRN** 10468
12 wks We. Jan 09 18:15 - 21:30 DTN **CRN** 10469

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. \$573

11 wks Mo. Jan 07 18:15 - 21:30 DTN and
1 day Sa. Jan 19 09:30 - 16:30 DTN **CRN** and
1 day Sa. Mar 02 09:15 - 12:30 DTN **CRN** 10483
12 wks We. Jan 09 18:15 - 21:30 DTN **CRN** and
1 day Sa. Jan 19 09:30 - 16:30 DTN **CRN** 10473

DIVERSITY, CULTURAL & COUNS (CNSK 1407)

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

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator \$277

5 wks Tu. Jan 08 18:15 - 21:30 DTN and
1 day Sa. Jan 26 09:30 - 16:15 DTN **CRN** 10458
5 wks Tu. Feb 26 18:15 - 21:30 DTN and
1 day Sa. Mar 23 09:30 - 16:15 DTN **CRN** 10459

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. \$365

7 wks Tu. Jan 08 18:15 - 21:30 DTN and
1 day Sa. Feb 02 09:15 - 16:30 DTN **CRN** 10460
7 wks Th. Jan 10 18:15 - 21:30 DTN and
1 day Sa. Feb 02 09:15 - 16:30 DTN **CRN** 10461

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. \$573

12 wks Tu. Jan 08 18:15 - 21:30 DTN and
1 day Sa. Feb 16 09:30 - 16:30 DTN **CRN** 10463
12 wks We. Jan 09 18:15 - 21:30 DTN and
1 day Sa. Feb 16 09:30 - 16:30 DTN **CRN** 10464
12 wks Th. Jan 10 18:15 - 21:30 DTN and
1 day Sa. Feb 16 09:30 - 16:30 DTN **CRN** 10462

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 Diversity, Cultural & Counselling (CNSK 1407) or permission of the Program Coordinator. \$365

7 wks Tu. Jan 08 18:15 - 21:30 DTN and
1 day Sa. Feb 02 09:30 - 16:15 DTN **CRN** 10472
7 wks Th. Feb 14 18:15 - 21:30 DTN and
1 day Sa. Mar 09 09:15 - 16:30 DTN **CRN** 10471

30 HEALTH SCIENCES AND HUMAN SERVICES

COUNSELLING

LIFESPAN DEVELOPMENT (CNSK 1404)

Describe the theories, concepts, research methods, and findings relevant to the study of human development through the life-span. Major developmental theories and issues are presented. 45 hours (3 credits). Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator. \$573

12 wks Th. Jan 10 09:00 - 12:45 NET **CRN** 10470

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. \$277

5 wks Th. Feb 14 18:15 - 21:30 DTN
1 day Sa. Mar 02 09:30 - 16:15 DTN **CRN** 10455

COMMUNITY COUNSELLING SKILLS

*Acting Program Coordinator: Amy Baird, 604.871.7000, ext. 8392, abaird@vcc.ca
Program Assistant: Carol Agostini, 604.871.7000, ext. 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 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); Plus one elective from the following: Aboriginal Counselling Skills, Vocational Counselling Skills or Counselling Skills: A Youth Perspective. One Elective Option; Practicum. Non credit option: Group Counselling Skills.

ENTRANCE REQUIREMENTS:

- Fluency in English: Completion of Grade 12 English (C+), OR GED or equivalent
- Successful completion of Basic Counselling Skills (C)
- Relevant experience (direct client contact) in the helping field paid or volunteer-min 35 hours
- Letter of reference
- Criminal Record Check completed by the Ministry of Public Safety and the Solicitor General, for approval to work with vulnerable children and adults and to ensure the safety of clients and individuals supported. Students are required to complete this check prior to admission and as a condition of entry into the program. Practicum sites may require additional Criminal Record Checks prior to starting the practicum. Any additional costs for checks required by practicum sites are the responsibility of the student.
- Maturity, emotional stability and suitability to work in the field
- Recommended: Basic Computer skills/literacy
- Basic library research skills

REQUIRED COURSES:

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

ELECTIVE COURSES:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401)

NO APPLICATION FORM IS REQUIRED TO REGISTER IN THE BASIC COUNSELLING SKILLS COURSE.
CALL 604.443.8484

Geared towards those interested in counselling as a career, this practical course introduces students to the methods required for effective listening and interviewing. By examining the nature and process of client-centered counselling, students will learn skills foundational to most models of counselling and will practice in a supervised setting. Requires self-disclosure and self-exploration. Prerequisites: Fluency in English is required (equivalent to grade 12 English) and emotional maturity and stability. (36 hours) \$453

12 wks Tu. Jan 08 18:15 - 21:15 DTN **CRN** 10475
12 wks We. Jan 09 18:15 - 21:15 DTN **CRN** 10476
12 wks Th. Jan 10 18:15 - 21:15 DTN **CRN** 10477
10 wks Fr. Jan 11 09:30 - 12:30 DTN and
1 day Sa. Mar 02 09:30 - 16:30 DTN **CRN** 10478
10 wks Fr. Jan 11 18:15 - 21:15 DTN and
1 day Sa. Mar 02 09:30 - 16:30 DTN **CRN** 10479

REQUIRED COURSES currently scheduled:

PRACTICUM: EMPLOYMENT (CNSK 1489)

Integrate and display the knowledge and skills taught during the classroom component of the Community/ Addiction Counselling Skills Certificates as part of your current employment. 4 credits. Prerequisite: Completion of all required courses in the Community OR Addiction Counselling Skills Certificate Programs. \$473

1 day We. Jan 02 18:30 - 21:30 DTN **CRN** 30629

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) PLUS completed or to be taken concurrently Diversity, Cultural & Counselling (CNSK1407) \$573

10 wks Mo. Jan 07 18:15 - 21:30 DTN and
1 day Sa. Jan 26 09:00 - 16:30 DTN **CRN** 10457

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. \$573

10 wks Mo. Jan 07 18:15 - 21:30 DTN and
1 day Sa. Feb 16 09:00 - 16:30 DTN **CRN** 10466
12 wks Tu. Jan 08 18:15 - 21:30 DTN **CRN** 10467

PLEASE NOTE

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

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. \$573

11 wks Mo. Jan 07 18:15 - 21:30 DTN and
1 day Sa. Jan 19 09:30 - 16:30 DTN and
1 day Sa. Mar 02 09:15 - 12:30 DTN **CRN** 10483
12 wks We. Jan 09 18:15 - 21:30 DTN and
1 day Sa. Jan 19 09:30 - 16:30 DTN **CRN** 10473

DIVERSITY, CULTURAL & COUNS (CNSK 1407)

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

Prerequisite: Acceptance to a Counselling Skills Certificate Program or permission of the Program Coordinator \$277

5 wks Tu. Jan 08 18:15 - 21:30 DTN and
1 day Sa. Jan 26 09:30 - 16:15 DTN **CRN** 10458
5 wks Tu. Feb 26 18:15 - 21:30 DTN and
1 day Sa. Mar 23 09:30 - 16:15 DTN **CRN** 10459

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. \$365

7 wks Tu. Jan 08 18:15 - 21:30 DTN and
1 day Sa. Feb 02 09:15 - 16:30 DTN **CRN** 10460
7 wks Th. Jan 10 18:15 - 21:30 DTN and
1 day Sa. Feb 02 09:15 - 16:30 DTN **CRN** 10461

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. \$573

12 wks Tu. Jan 08 18:15 - 21:30 DTN and
1 day Sa. Feb 16 09:30 - 16:30 DTN **CRN** 10463
12 wks We. Jan 09 18:15 - 21:30 DTN and
1 day Sa. Feb 16 09:30 - 16:30 DTN **CRN** 10464
12 wks Th. Jan 10 18:15 - 21:30 DTN and
1 day Sa. Feb 16 09:30 - 16:30 DTN **CRN** 10462

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. \$365

7 wks Tu. Jan 08 18:15 - 21:30 DTN and
1 day Sa. Feb 02 09:30 - 16:15 DTN **CRN** 10472
7 wks Th. Feb 14 18:15 - 21:30 DTN and
1 day Sa. Mar 09 09:15 - 16:30 DTN **CRN** 10471

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. \$573

12 wks Th. Jan 10 09:00 - 12:45 NET **CRN** 10470

ELECTIVE COURSES currently scheduled:

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. \$277

5 wks Tu. Feb 26 18:15 - 21:30 DTN and
1 day Sa. Mar 16 09:30 - 16:15 DTN **CRN** 10454

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. \$277

5 wks Tu. Feb 26 18:15 - 21:30 DTN and
1 day Sa. Mar 16 09:30 - 16:15 DTN **CRN** 10474

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 PROGRAMS

Program Coordinator: Lesley Richardson, 604.871.7000, ext. 8660, lrichardson@vcc.ca

Program Assistant: 604.871.7000, ext. 8428

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

ECCE - CONTINUING STUDY WORKSHOPS

For the established early childhood education community, we offer workshops that provide enrichment, upgrading and continuing professional development for child care staff. For a brochure outlining our latest offerings, please call 604.871.7000. ext. 8428

ECE ASSISTANTS

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

ECE Assistant Course: Health (ECCE 1176)


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EARLY CHILDHOOD CARE AND EDUCATION


REQUIRED 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. (36 hours) \$311

8 wks Th. Jan 31 18:45 - 21:45 DTN  **CRN** 10446

1 day Sa. Feb 16 09:30 - 15:30 DTN  **CRN** 10446

1 day Sa. Mar 16 09:30 - 15:30 DTN  **CRN** 10446

EARLY CHILDHOOD CARE AND EDUCATION

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

This program meets all approval requirements of Provincial Ministries. Graduates are awarded a provincial "Licence to Practice" and are included on the Early Childhood Educator Registry.

Applications are accepted each year until May 31 for our September yearly intake. Phone 604.871.8700, ext 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

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 604.871.7000, ext. 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. \$408

Jan 01 OFS **CRN** 10411

Feb 01 OFS **CRN** 10447

Mar 01 OFS **CRN** 10448

LEADERSHIP, ADMINISTRATION AND MANAGEMENT IN CHILD CARE

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

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

Please Note: Applications start on September 1 and close October 22

REQUIRED COURSES:

Leadership Admin & Management (ECCE 2112)

REQUIRED COURSES currently scheduled:

LEADERSHIP ADMIN & MANAGEMENT (ECCE 2112)

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

1 day Th. Jan 10 18:00 - 21:00 DTN **CRN** 30455

1 day Sa. Jan 12 09:30 - 16:00 DTN **CRN** 30455

1 day Th. Feb 07 18:00 - 21:00 DTN **CRN** 30455

1 day Sa. Feb 09 09:30 - 16:00 DTN **CRN** 30455

1 day Th. Mar 07 18:00 - 21:00 DTN **CRN** 30455

1 day Sa. Mar 09 09:30 - 16:00 DTN **CRN** 30455

1 day Th. Apr 11 18:00 - 21:00 DTN **CRN** 30455

1 day Sa. Apr 13 09:30 - 16:00 DTN **CRN** 30455

REGISTER ONLINE 
vcc.ca/cs

Q 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 604.871.7000, ext. 8428.

A

VCC CENTRE FOR CONTINUING STUDIES

REGISTRATION & INFORMATION 604.443.8484
FAX 604.443.8393
VCC.CA/CS

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 Coordinator: Lesley Richardson, 604.871.7000, ext. 8660, lrichardson@vcc.ca
Program Assistant: 604.871.7000, ext. 8428

Partnering with Decoda Literacy Solutions, the Centre for Family Literacy, and Conestoga College, Vancouver Community College is proud to host an online Family Literacy Certificate Program. Designed for those who currently work or plan to work in family literacy, or in related fields such as early childhood, family services, 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.

Child Dev & Emergent Literacy (FAML 1111)
Family Lit in the Community (FAML 1112)
Family Lit Across Contexts (FAML 1113)
Leadership in Family Literacy (FAML 1114)

REQUIRED COURSES currently scheduled:

CHILD DEV & EMERGENT LITERACY (FAML 1111)

Explore the principles of child development, play, and children with exceptional needs in family literacy programs. Examine oral language and reading/writing development from emergent to independent stages and focus on the role of adults in supporting children's literacy development. (30 hours) \$205

Jan 07 NET **CRN** 10498

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) \$205

Mar 11 NET **CRN** 10499

REQUIRED COURSES to be scheduled in upcoming terms:

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)

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)

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)

HEALTH

Vancouver Community College 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.

DENTAL - CONTINUING STUDIES

Please contact Program Assistant: 604.871.7000, ext. 8635 for current offerings and registration.

ELECTIVE COURSES:

Dental Radiography (DNTL 1104)

ELECTIVE COURSES currently scheduled:

DENTAL RADIOGRAPHY (DNTL 1104)

The course consists of two components – theory and clinical. The theory (a pre-requisite to the clinical component) consists of approximately 100 hours of home study. Learners are required to complete assignments and a final exam prior to the clinical. Following successful completion of the theory, learners will participate in a 28 hour clinical at VCC, exposing dental radiographs on manikins and a patient. Graduates are eligible to apply for the Provincial Radiography Certificate through the College of Dental Surgeons of BC. (100 hours) \$1490

Jan 07 OFS **CRN** 10453

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. Dates TBA.

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HEALTH

HEALTH SPECIALTY

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

ELECTIVE COURSES:

PACU Challenge Option (HLTH 1378)
IV Therapy Theory (HLTH 1185)
Medication Management for HCAs (HLTH 1327)
Heightened Expectations: Acute (HLTH 1362)
CRNE Prep for RNs (HLTH 1346)
Heightened Expectations: Res (HLTH 1361)

ELECTIVE COURSES currently scheduled:

PACU CHALLENGE OPTION (HLTH 1378)

RNs working in PeriAnaesthesia Care Units can take this course to challenge the clinical portion of the Perianesthesia Nursing Certificate Program. Receive the theory portion by distance (tutor supported) education. Registration is ongoing and students have 12 months to complete \$556

Jan 07 OFS **CRN** 10484

IV THERAPY THEORY (HLTH 1185)

Update knowledge on locating sites, selecting equipment, insertion, adjusting flow rates, identifying complications and selecting interventions for the adult pt. receiving IV therapy and includes practice opportunity in lab. This course is for practicing LPN's and RN's-who have employer ability to certify skills in workplace. Maximum: 12 registrants. Proof of current BC LPN or RN licensure is required to register. Tuition cost includes fee for course supplies. (8 hours) \$325

Please call program assistant for latest start dates in January, February, March.

MEDICATION MANAGEMENT FOR HCAS (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). \$263

2 days Fr. Sa. Jan 11 08:30 - 16:30 DTN **CRN** 10451
2 days Fr. Sa. Feb 01 08:30 - 16:30 DTN **CRN** 10450
2 weeks Sa. Mar 23 08:30 - 16:30 DTN **CRN** 10449

HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1362)

For RNs and LPNs in acute care - expand your knowledge of assessment in this four-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. Proof of current BC LPN or RN licensure is required to register. \$368

Please call program assistant for latest start dates in January, February, March.

FOOT CARE 1

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).

Please call program assistant for latest start dates in January, February, March.

FOOT CARE 2

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).

Please call program assistant for latest start dates in January, February, March.

ELECTIVE COURSES to be scheduled in upcoming terms:

HEIGHTENED EXPECTATIONS: RES (HLTH 1361)

LPN CONTINUING STUDIES

Program Assistant: 604.871.7000, ext. 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. Transcribing Orders (HLTH 1138)
Pharmacology Review (HLTH 1295)
Distance IV Therapy for LPN (HLTH 1315)
IV Therapy Theory (HLTH 1185)
Take the Lead (HLTH 1368)
CPNRE Prep for LPNs (HLTH 1360)

ELECTIVE COURSES currently scheduled:

DISTANCE IV THERAPY FOR LPN (HLTH 1315)

For students unable to attend on campus (HLTH 1185), this distance option offers the same theory content and the ability to work at your own pace. Registrants need practicing license and employer's ability to certify skills in workplace. Proof of current BC LPN or RN licensure is required to register. \$213

Jan 07 OFS **CRN** 10493

PHARMACOLOGY REVIEW (HLTH 1295)

Are you a LPN or RN returning to nursing and requiring a pharmacology review? This distance course lets you practice math calculations and refresh your theory associated with administering medications. Once you have completed the theory, a skills checklist can be done at your work place with a full scope LPN/RN. Proof of current BC LPN or RN licensure is required to register. \$263

Jan 07 OFS **CRN** 10545

TRANSCRIBING ORDERS (HLTH 1138)

A self paced distance module training LPNs to receive and transcribe physician's verbal and telephone orders. Proof of current BC LPN or RN licensure is required to register. (6 hours) \$185

Jan 07 OFS **CRN** 10486

IV THERAPY THEORY (HLTH 1185)

Update knowledge on locating sites, selecting equipment, insertion, adjusting flow rates, identifying complications and selecting interventions for the adult pt. receiving IV therapy and includes practice opportunity in lab. This course is for practicing LPN's and RN's-who have employer ability to certify skills in workplace. Maximum: 12 registrants. Proof of current BC LPN or RN licensure is required to register. Tuition cost includes fee for course supplies. (8 hours) \$325

Please call program assistant for latest start dates in January, February, and March.

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. Proof of current BC LPN or RN licensure is required to register. \$357

Please call program assistant for latest start dates in January, February, and March.

ELECTIVE COURSES to be scheduled in upcoming terms:

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 sessions will cover the relevant information for the exam. Offered three times a year. (20 hours)

LPN TO BSCN TRANSITION STUDIES

Program Assistant: 604.871.7000, ext. 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: Acute (HLTH 1362)
Heightened Expectations: Res (HLTH 1361)

REQUIRED COURSES currently scheduled:

HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1362)

For RNs and LPNs in acute care - expand your knowledge of assessment in this four-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. Proof of current BC LPN or RN licensure is required to register. \$368

Please call program assistant for latest start dates in January, February, March.

REQUIRED COURSES to be scheduled in upcoming terms:

HEIGHTENED EXPECTATIONS: RES (HLTH 1361)

For RNs and LPNs in residential care. Expand your knowledge of assessment in this three-day course. 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. Proof of current BC LPN or RN licensure is required to register. (24 hours).

MEDICAL DEVICE REPROCESSING TECHNICIAN CERTIFICATE

For program information, please contact Program Assistant at 604.871.7000, ext. 8672

Formerly Sterile Supply. This 11 1/2 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 or call 604.432.8800.
2. Proof of English Language Proficiency – ABE (Adult Basic Education) or CLBPT (Canadian Language Benchmark Placement Test) completed at our Broadway campus.
Note: Scores are valid for one year.
3. Medical Terminology 1 (OACP 1108) taken with five years of application date
4. Interpersonal Communication Skills - Health (MSKL 1104)

Upon Acceptance

The following must be completed three months prior to starting the program: Current CPR 'C', Diphtheria & Tetanus, Hepatitis B Series, Negative TB Skin Test/Chest X-ray and recent Criminal Record Check

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

INTERPERSONAL/COMMUN - HEALTH (MSKL 1104)

Gain broad and practical interpersonal and teamwork skills to develop stronger communication, decision-making and assertiveness skills for the workplace. Learn skills in conflict resolution, teamwork, leadership, and empowerment. For Sterile Supply and Renal Dialysis Technician students. (24 hours) \$344

4 wks Sa. Jan 12 09:00 - 16:00 DTN 📞 **CRN** 10186

4 wks Sa. Feb 16 09:00 - 16:00 DTN 📞 **CRN** 10188

4 wks Sa. Mar 16 09:00 - 16:00 DTN 📞 **CRN** 10187

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) \$213

10 wks Tu. Jan 15 18:00 - 21:00 DTN 📞 **CRN** 10171

10 wks Tu. Jan 15 18:00 - 21:00 DTN 📞 **CRN** 10172

10 wks Tu. Jan 15 18:00 - 21:00 DTN 📞 **CRN** 10173

PERIANESTHESIA NURSING CERTIFICATE

Program Assistant: 604.871.7000 , ext 8672

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

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

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

PREREQUISITES

Currently licensed as an R.N.

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

Current Level C CPR.

Recommendation letter from an immediate supervisor.

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

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

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

REQUIRED COURSES:

PeriAnesthesia Nursing (HLTH 1341)

ELECTIVE COURSES:

PACU Challenge Option (HLTH 1378)

REQUIRED COURSES currently scheduled:

PERIANESTHESIA NURSING (HLTH 1341)

Enhance understanding of anesthesia, analgesia and procedural sedation and the impact on the client. Study pain and ventilator management, post-operative patient assessment, hemodynamic monitoring relevant to PACU, and complications of anesthesia. Course may qualify for university transfer credits. (135 hours). Clinical Practicum of 144 hours follows the theory portion. Registration is ongoing throughout the year, and successful candidates have 12 months to complete the program. \$1113

Jan 07 OFS **CRN** 10485

ELECTIVE COURSES currently scheduled:

PACU CHALLENGE OPTION (HLTH 1378)

RNs working in PeriAnaesthesia Care Units can take this course to challenge the clinical portion of the Perianesthesia Nursing Certificate Program. Receive the theory portion by distance (tutor supported) education. Registration is ongoing and students have 12 months to complete \$556

Jan 07 OFS **CRN** 10484

Please call program assistant for latest start dates in January, February, March.

RENAL DIALYSIS TECHNICIAN CERTIFICATE

Program Assistant at 604.871.7000, ext. 8672

This intensive certificate program is 7 1/2 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 to: ICES at icesinfo@bcit.ca or call 604.432.8800.
2. Proof of English Language Proficiency – ABE (Adult Basic Education) or CLBPT (Canadian Language Benchmark Placement Test) completed at our Broadway campus.
Note: Scores are valid for one year.
3. Medical Terminology 1 (OACP 1108) taken with five years of application date
4. Interpersonal Communication Skills - Health (MSKL 1104)
5. Completion of 1 semester of Post-Secondary (university level) science 'C' grade or better within five years of application date, (any one of Chemistry, Biology or Physics)

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



REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:




INTERPERSONAL/COMMUN - HEALTH (MSKL 1104)

Gain broad and practical interpersonal and teamwork skills to develop stronger communication, decision-making and assertiveness skills for the workplace. Learn skills in conflict resolution, teamwork, leadership, and empowerment. For Sterile Supply and Renal Dialysis Technician students. (24 hours) \$344

4 wks Sa. Jan 12 09:00 - 16:00 DTN  **CRN** 10186
4 wks Sa. Feb 16 09:00 - 16:00 DTN  **CRN** 10188
4 wks Sa. Mar 16 09:00 - 16:00 DTN  **CRN** 10187

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) \$213

10 wks Tu. Jan 15 18:00 - 21:00 DTN  **CRN** 10171
10 wks Tu. Jan 15 18:00 - 21:00 DTN  **CRN** 10172
10 wks Tu. Jan 15 18:00 - 21:00 DTN  **CRN** 10173

Q

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.

A

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

Program Coordinator: Donna Hawrelko, 604.871.7000, ext. 8694
Program Assistant: Carol Agostini, 604.871.7000, ext. 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:

Sugar Craft And Display (CUIS 1115)
Cake Making And Decorating (CUIS 1121)
Cake Making & Decorating 2 (CUIS 1137)
Candy Creations - Demo Class (CUIS 1148)
Chocolate Making - Demo Class (CUIS 1143)
Cupcake Making - Demo Class (CUIS 1144)
Custard Making - Demo Class (CUIS 1147)
Desserts in a Glass-Demo Class (CUIS 1145)
French Macaroons - Demo Class (CUIS 1142)
Frozen Desserts - Demo Class (CUIS 1146)

ELECTIVE COURSES currently scheduled:


SUGAR CRAFT AND DISPLAY (CUIS 1115)

Learn the skill of cooking with sugar, sugar casting and sugar pulling. Make special occasion cake toppers from casting sugar, pulled sugar flowers and a pulled sugar basket with flowers. Tuition fee includes HST, cost of supplies and ingredients. (12.5 hours) \$260

4 wks Mo. Jan 14 19:00 - 21:30 DTN  **CRN** 10266


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) \$313

5 wks We. Jan 16 19:00 - 22:00 DTN  **CRN** 10267

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. Please note there will not be a class on Oct 31. (15 hours) \$313

5 wks We. Feb 20 19:00 - 22:00 DTN  **CRN** 10268

ELECTIVE COURSES to be scheduled in upcoming terms:

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. Students are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours)

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. Students are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours)

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. Students are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours)

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. Students are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours)

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. Students are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours)

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. Students are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours)

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 glacé. This is a demonstration class only. Students are able to sample and share recipes of each demonstrated item, but will not have hands-on class time. (3 hours)

TEA SOMMELIER

Program Coordinator: Donna Hawrelko, 604.871.7000, ext. 8694
Program Assistant: Carol Agostini, 604.871.7000, ext. 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. Tuition fee includes Tea Association membership fee. Students are required to purchase a book and a cupping set at the DTN Bookstore before the first class. (12 hours) \$227.25

4 wks Mo. Jan 14 19:00 - 22:00 DTN 📞 **CRN** 10272

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. Tuition fee includes Tea Association membership fee. (18 Hours) \$329.25

6 wks We. Jan 16 19:00 - 22:00 DTN **CRN** 10274

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. Tuition fee includes Tea Association membership fee. (21 hours) \$359.25

6 wks Mo. Feb 11 19:00 - 22:00 DTN **CRN** 10273

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. Tuition fee includes Tea Association membership fee. (18 hours) \$329.25

6 wks We. Mar 06 19:00 - 22:00 DTN **CRN** 10276

ELECTIVE COURSES to be scheduled in upcoming terms:

TEA PREPARATION & CONSUMPTION (TSOM 1106)

Prerequisite: TSOM 1101. Examine preparation and consumption habits of regions around the world such as China, Japan, Sri Lanka, India, Africa and more. Discover the health benefits of tea including myths and facts while tasting and evaluating teas representative of each region. Tuition fee includes Tea Association membership fee. (18 hours)

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

Program Coordinator: Jennifer Gossen, 604.871.7000, ext. 8670, jgossen@vcc.ca

Program Assistant: Lynda Boothby, 604.871.7000, ext. 8383

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 screenwriting to blogging to poetry and fiction writing.

ELECTIVE COURSES:

Poetry to Begin With (CWRI 1170)
 Finding Your Writer's Voice (CWRI 1143)
 Short Fiction (CWRI 1163)
 Screenplay Writing (CWRI 1169)
 Intro to Creative Writing (CWRI 1174)
 Ready, Set, Blog! (CWRI 1173)
 A Novel Idea (CWRI 1171)
 A Writer's Smorgasbord (CWRI 1172)
 Literature of the Imagination (CWRI 1167)
 The Personal Narrative (CWRI 1162)

ELECTIVE COURSES currently scheduled:

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) \$185

6 wks Tu. Jan 22 18:00 - 21:00 DTN 📞 **CRN** 10352

POETRY TO BEGIN WITH (CWRI 1170)

Writers at all levels are invited to join the world of poetry and poets. Develop your own poetic techniques, read classic and contemporary poets to discover their tricks of the trade, and develop techniques to "read" the world poetically. The course concludes with a poetry reading and a poem ready for publication. Course fee includes HST. Instructor Broc Rossell. \$185

6 wks Tu. Jan 22 18:30 - 21:30 DTN 📞 **CRN** 10518

SCREENPLAY WRITING (CWRI 1169)

Have a fantastic idea for a film or TV series? Not sure where to start, who it's about, or how to keep it all on track? Sign up for this intensive course in screenwriting to explore concept development, structure, character and dialogue in a hands-on workshop environment. Course fee includes HST. Instructor: Thiemme Gagnon. (18 hours) \$185

6 wks We. Jan 23 18:30 - 21:30 DTN 📞 **CRN** 10440

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) \$185

6 wks We. Jan 23 18:30 - 21:30 DTN 📞 **CRN** 10346

INTRO TO CREATIVE WRITING (CWRI 1174)

Beginner writers as well as those with previous writing experience will hone their skills, benefit from a series of exercises, and get involved in creative writing and critical reading. Workshop your own exercises and stories and receive valuable critique from fellow participants and the instructor. Course fee includes HST. Instructor: Broc Rossell. (18 hours) \$185

6 wks Th. Jan 24 18:30 - 21:30 DTN **CRN** 10523

READY, SET, BLOG! (CWRI 1173)

Explore how blogs are successfully used by individuals and organizations foster engagement. Learn what topics sell, and avoid writing about topics no one cares about. Explore what successful bloggers are doing, and how to apply their content to your own. Discover the art of "how to" blogs that teach readers what they want to know. Find out how to develop a blog plan, discover the features that make your blog engaging, how to promote your blog, and how to integrate it with your online presence in social media. Course fee includes HST. Instructor: Ingrid Schneller. (16 hours) \$185

4 wks Sa. Jan 26 09:00 - 13:00 DTN **CRN** 10500

ELECTIVE COURSES to be scheduled in upcoming terms:

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. (18 hours)

A WRITER'S SMORGASBORD (CWRI 1172)

Through 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. (18 hours)

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. (18 hours)

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. (18 hours)

38 LANGUAGES AND WRITING

LANGUAGES

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

Program Coordinator: Shirley Luk, 604.871.7000, ext. 8696, sluk@vcc.ca
Program Assistant: Christina Wong, 604.871.7000, ext. 8335, ch Wong@vcc.ca


Explore the world, or improve your business skills by learning a second, third, or fourth language. Study foreign languages and learn from experienced instructors who are trained in adult education. A certificate of completion will be issued to those who have reached 75% 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. Read and write the Arabic alphabet, learn vocabulary, and introduce situational dialogues. Fee includes HST and text. (20 hours) \$192

8 wks Tu. Jan 15 18:30 - 21:00 DTN  **CRN** 10225

CANTONESE 1 (LANG 1123)
Study vocabulary, sentence usage and grammar in this comprehensive introductory course focusing on conversation. The use of phonetics and tones makes learning Cantonese easy. Fee includes HST and text. (20 hours) \$192

8 wks Mo. Jan 14 18:30 - 21:00 DTN  **CRN** 10230



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) \$192

8 wks We. Jan 16 18:30 - 21:00 DTN  **CRN** 10231


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) \$192

8 wks Mo. Jan 14 18:30 - 21:00 DTN  **CRN** 10209
8 wks Tu. Jan 15 18:30 - 21:00 DTN  **CRN** 10251
8 wks We. Jan 16 18:30 - 21:00 DTN **CRN** 10482
8 wks Th. Jan 17 18:30 - 21:00 DTN  **CRN** 10223
8 wks Sa. Jan 19 09:30 - 12:00 DTN  **CRN** 10240


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) \$192

8 wks Tu. Jan 15 18:30 - 21:00 DTN  **CRN** 10210
8 wks Sa. Jan 19 12:45 - 15:15 DTN  **CRN** 10243


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) \$192

8 wks We. Jan 16 18:30 - 21:00 DTN  **CRN** 10224


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) \$100

4 wks Tu. Mar 12 18:30 - 21:00 DTN  **CRN** 10246


NEW GERMAN 1 (LANG 1106)
An introductory course to spoken German. Learn words, phrases, and sentences used during daily conversation. Understand the culture by studying situational and cultural topics. Fee includes HST. Text extra. (20 hours) \$192


8 wks Tu. Jan 15 18:30 - 21:00 DTN  **CRN** 10516

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) \$100



4 wks Mo. Jan 28 18:30 - 21:00 DTN  **CRN** 10495

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) \$192



8 wks We. Jan 16 18:30 - 21:00 DTN  **CRN** 10234

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) \$192 8 wks Th. Jan 17 18:30 - 21:00 DTN  **CRN** 10244


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) \$192

8 wks Tu. Jan 15 18:30 - 21:00 DTN  **CRN** 10215
8 wks Sa. Jan 19 09:30 - 12:00 DTN  **CRN** 10237


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) \$192

8 wks We. Jan 16 18:30 - 21:00 DTN  **CRN** 10218
8 wks Sa. Jan 19 12:45 - 15:15 DTN  **CRN** 10238


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) \$192

8 wks Th. Jan 17 18:30 - 21:00 DTN  **CRN** 10226



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) \$192

8 wks Tu. Jan 15 18:30 - 21:00 DTN  **CRN** 10222


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) \$192

8 wks Th. Jan 17 18:30 - 21:00 DTN  **CRN** 10241

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) \$192


8 wks Mo. Jan 14 18:30 - 21:00 DTN  **CRN** 10221
8 wks Th. Jan 17 18:30 - 21:00 DTN  **CRN** 10233

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) \$192

8 wks Tu. Jan 15 18:30 - 21:00 DTN  **CRN** 10229


MANDARIN 3 (LANG 1132)


Learn a more sophisticated vocabulary, grammar, and sentence structure. Recommended for students who have mastered basic conversational skills and wish to improve their fluency in Mandarin. Required text "China Panorama Volume 1 Book 2" available at Downtown Campus Bookstore. Fee includes HST (20 hours) \$192


8 wks We. Jan 16 18:30 - 21:00 DTN  **CRN** 10239


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) \$192

8 wks Mo. Jan 14 18:30 - 21:00 DTN  **CRN** 10242

8 wks Tu. Jan 15 18:30 - 21:00 DTN  **CRN** 10211


8 wks We. Jan 16 18:30 - 21:00 DTN  **CRN** 10220


8 wks Th. Jan 17 18:30 - 21:00 DTN  **CRN** 10235

8 wks Sa. Jan 19 09:30 - 12:00 DTN  **CRN** 10212

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) \$192

8 wks We. Jan 16 18:30 - 21:00 DTN  **CRN** 10213

8 wks Sa. Jan 19 12:45 - 15:15 DTN  **CRN** 10216


SPANISH 3 (LANG 1136)

Increase your knowledge of Spanish while enhancing your conversational skills. Study grammar points such as present perfect, imperfecto, conditional and future tenses. Focus on the use of grammar acquired through reading, conversation and typical situations. Same text as Level 1 and 2. Fee includes HST (20 hours) \$192

8 wks We. Jan 16 18:30 - 21:00 DTN  **CRN** 10214

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) \$100

4 wks We. Mar 13 18:30 - 21:00 DTN  **CRN** 10247

MANDARIN SCHOOL FOR CHILDREN AND YOUTH

Let your children learn their native family language or open up opportunities for English-speaking children with a bilingual education. Prepare your children to succeed in B.C.'s changing economy by enrolling them in part-time classes at VCC's Mandarin School, offering Preschool through Grade 12 courses in Chinese reading, writing and conversation skills. Taught by native Mandarin instructors, your child will learn either traditional or simplified written characters, which are taught in separate classes; please specify your option at registration.

Our courses emphasize the practicality, modern and interesting presentation methods and the use of simple, easy-to-learn materials. "Hanyu" phonetic system, supplemented by the four tones, is adopted to complement in the practice of conversational Mandarin. There are take home assignments for every session. Report cards on the progress of each student are issued twice a semester. Certificates of merit will be awarded to the top 3 students in each class. A graduation certificate will be issued to students who have completed the elementary or secondary levels. Classes are held at the Broadway Campus.

MANDARIN SCHOOL: CHILDREN AND YOUTH MANDARIN EDUCATION

Program Coordinator: Shirley Luk, 604.871.7000, ext. 8696, sluk@vcc.ca

Program Assistant: Christina Wong, 604.871.7000, ext. 8335, ch Wong@vcc.ca

In the Grade level courses, children will learn Chinese characters, vocabulary, sentence structure, and short passages at the specified Grade level. The "Simplified" Grade level courses cover simplified characters while the "Traditional" Grade level courses cover traditional characters. Please specify your option at registration. Fee includes textbooks, exercise books, duotangs and handouts.

REQUIRED COURSES currently scheduled:

MANDARIN PRESCHOOL (MAND 1119)

Basic "Hanyu" phonetics, simple Chinese characters and keystrokes are taught through activities. Fee includes textbook, class materials and exercises kept in a duotang. (40 hours) \$165

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10200

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10228

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10452

MANDARIN GRADE 1 (SIMPLIFIED) (MAND 1201) \$165

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10207

MANDARIN GRADE 2 (SIMPLIFIED) (MAND 1202) \$165

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10205

MANDARIN GRADE 3 (SIMPLIFIED) (MAND 1203) \$165

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10206

MANDARIN GRADE 4 (SIMPLIFIED) (MAND 1204) \$165

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10208

MANDARIN GRADE 5 (SIMPLIFIED) (MAND 1205) \$165

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10217

MANDARIN GRADE 6 (SIMPLIFIED) (MAND 1206) \$165

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10219

MANDARIN GRADE 7 (SIMPLIFIED) (MAND 1207) \$165

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10227

MANDARIN GRADE 8 (SIMPLIFIED) (MAND 1208) \$165

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10236

MANDARIN GRADE 9 (SIMPLIFIED) (MAND 1209) \$165

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10255

MANDARIN GRADE 10 (SIMPLIFIED) (MAND 1210) \$175

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10250

MANDARIN GRADE 11 (SIMPLIFIED) (MAND 1211) \$175

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10253

CONVERSATIONAL MANDARIN 4 (MAND 1174)

Targeted for those who have completed the first three levels or have the equivalency. Broaden your knowledge of Mandarin by learning more advanced topics on conversation. Fee includes text and CD. (40 hours) \$175

16 wks Sa. Feb 09 09:30 - 12:00 BWY **CRN** 10254

MANDARIN SCHOOL: FINE ARTS

Program Coordinator: Shirley Luk, 604.871.7000, ext. 8696, sluk@vcc.ca

Program Assistant: Christina Wong, 604.871.7000, ext. 8335, ch Wong@vcc.ca

REQUIRED COURSES currently scheduled:

PENCIL/CHARCOAL DRAWING (MAND 1125)

Teach charcoal drawing skills to students with basic drawing techniques. The instructor has art exhibitions in Vancouver every year. Fee includes HST. (16 hours) \$165

16 wks Sa. Feb 09 12:30 - 13:30 BWY **CRN** 10204

REGISTER ONLINE 
vcc.ca/cs

VISIT VCC.CA/CS FOR THE MOST UP-TO-DATE INFORMATION

MANDARIN SCHOOL: MATHEMATICS FOR CHILDREN AND YOUTH

Program Coordinator: Shirley Luk, 604.871.7000, ext. 8696, sluk@vcc.ca

Program Assistant: Christina Wong, 604.871.7000, ext. 8335, chwong@vcc.ca

These courses match the grade level of mathematics in the regular school system of B.C. More intensive practice on calculations and problem-solving questions. There are take home assignments for every session. Report cards on the progress of every student will be issued at end of semester. Classes are taught in English.

REQUIRED COURSES currently scheduled:

MATHEMATICS GRADE 4 (MAND 1144) \$165

16 wks Sa. Feb 09 12:30 - 13:30 BWY **CRN** 10201

MATHEMATICS GRADE 5 (MAND 1145) \$165

16 wks Sa. Feb 09 12:30 - 13:30 BWY **CRN** 10252

MATHEMATICS GRADE 7 (MAND 1147) \$165

16 wks Sa. Feb 09 12:30 - 13:30 BWY **CRN** 10202

COMPUTERS

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

COMPUTER COURSES

Program Coordinator: Erin Sanders, 604.871.7000, ext. 8673, esanders@vcc.ca

Program Assistant: Margaret McIlwaine, 604.871.7000, ext. 8711, mmcilwaine@vcc.ca

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

ELECTIVE COURSES:

Excel 2010 Level 1 (CMPT 1129)
Word 2010 Level 1 (CMPT 1130)
Excel 2010 Level 2 (CMPT 1131)
Power Point 2010 Level 1 (CMPT 1168)
Outlook 2010 Level 1 (CMPT 1601)
Access 2010 Level 1 (CMPT 1164)
Access 2010 Level 2 (CMPT 1165)
Excel 2010 Level 3 (CMPT 1132)
Word 2010 Level 2 (CMPT 1153)
Intro to Windows (CMPT 1169)
Outlook L2 Productivity (CMPT 1602)

ELECTIVE COURSES currently scheduled:

EXCEL 2010 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) \$230

1 day Sa. Jan 12 09:00 - 17:00 DTN **CRN** 10290

1 day Sa. Mar 02 09:00 - 17:00 DTN **CRN** 10291

WORD 2010 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) \$230

1 day Sa. Jan 19 09:00 - 17:00 DTN **CRN** 10292

1 day Sa. Mar 09 09:00 - 17:00 DTN **CRN** 10305

EXCEL 2010 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) \$230

1 day Sa. Jan 26 09:00 - 17:00 DTN **CRN** 10293

POWER POINT 2010 LEVEL 1 (CMPT 1168)

Learn how to create presentations. You will use a variety of commands, functions, and PowerPoint 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) \$230

1 day Sa. Jan 26 09:00 - 17:00 DTN **CRN** 10298

OUTLOOK 2010 LEVEL 1 (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) \$230

1 day Sa. Feb 02 09:00 - 17:00 DTN **CRN** 10317

1 day Sa. Mar 23 09:00 - 17:00 DTN **CRN** 10318

ACCESS 2010 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 2010 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) \$230

1 day Sa. Feb 16 09:00 - 17:00 DTN **CRN** 10296

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ACCESS 2010 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 CMPT1164 or equivalent is recommended. Textbook included. (7 hours) \$230

1 day Sa. Feb 23 09:00 - 17:00 DTN 📞 **CRN** 10297

EXCEL 2010 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) \$230

1 day Sa. Mar 16 09:00 - 17:00 DTN 📞 **CRN** 10294

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) \$230

1 day Sa. Mar 23 09:00 - 17:00 DTN 📞 **CRN** 10299

WORD 2010 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) \$230

1 day Sa. Mar 23 09:00 - 17:00 DTN 📞 **CRN** 10295

ELECTIVE COURSES to be scheduled in upcoming terms:

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.

COMPUTER ACCOUNTING FOR BUSINESS

Program Coordinator: Erin Sanders, 604.871.7000, ext. 8673, esanders@vcc.ca

Program Assistant: Margaret McIlwaine, 604.871.7000, ext. 8711, mmcilwaine@vcc.ca

ELECTIVE COURSES:

Simply Accounting 2012 Level 1 (CMPT 1316)

QuickBooks 2011 Level 1 (CMPT 1360)

Simply Accounting 2012 Level 2 (CMPT 1317)

QuickBooks 2011 Level 2 (CMPT 1361)

ELECTIVE COURSES currently scheduled:

SIMPLY ACCOUNTING 2012 LEVEL 1 (CMPT 1316)

This course introduces students to the use of Simply Accounting 2012. The student is taught how to perform daily accounting tasks using this accounting software, which is widely used by many businesses in BC. Explore the home window and learn the core functionality of Simply Accounting 2012. Access the important modules that contain the accounting journals used to enter business transactions, 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 a textbook, a valuable resource for applying the skills learned during the course. (15 hours) \$300

5 wks We. Jan 23 18:00 - 21:00 DTN 📞 **CRN** 10306

QUICKBOOKS 2011 LEVEL 1 (CMPT 1360)

Learn how to perform daily accounting tasks including: working with the Customers Centre, the Employee Centre and the Vendor Centre; writing cheques, transferring money between accounts and reconciling accounts; working with asset, liability and equity accounts; processing sales orders and recording customer payments; accounts payable and accounts receivable; entering and paying bills; basic payroll functions. Students should have a working knowledge of Windows-based computers and be familiar with the following accounting terms: asset, liability, equity, balance sheet, trial balance, income statement, debit & credit, ledger & journal, accounts payable & accounts receivable, federal government remittance process for GST/HST. \$300

5 wks Th. Jan 24 18:00 - 21:00 DTN 📞 **CRN** 10364

SIMPLY ACCOUNTING 2012 LEVEL 2 (CMPT 1317)

This course takes students to a higher level in the use of Simply Accounting 2012. Learn how to set up company data files, add users and use passwords, set up levels of security, activate and set up budgets, set up an account for bank reconciliation, use the banking and credit card features, set up and record foreign currencies, use the advanced payroll features, and learn more about projects or departments. Basic knowledge of Simply Accounting is recommended. Bring a USB Memory Stick to class. Fee includes a textbook, another valuable resource for applying the skills learned during the course. (15 hours) \$300

5 wks We. Feb 27 18:00 - 21:00 DTN 📞 **CRN** 10307

QUICKBOOKS 2011 LEVEL 2 (CMPT 1361)

Become familiar with the more advanced functions and capabilities of QuickBooks including: setting-up and tracking inventory; dealing with advanced tasks for receivables and payables; intermediate payroll functions such as running a payroll schedule, tracking your tax liabilities and paying payroll taxes; creating jobs and estimates; creating and tracking invoices; customizing invoices and forms. This course is a follow up to Level 1, therefore students should have a working knowledge of Windows-based computers and be familiar with the following accounting terms: asset, liability, equity, balance sheet, trial balance, income statement, debit & credit, ledger & journal, accounts payable & accounts receivable, federal government remittance process for GST/HST. \$300

5 wks Th. Feb 28 18:00 - 21:00 DTN 📞 **CRN** 10365

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VISIT VCC.CA/CS FOR THE MOST UP-TO-DATE INFORMATION



INFORMATION DESIGN FOR PROFESSIONALS

Program Coordinator: Erin Sanders, 604.871.7000, ext. 8673, esanders@vcc.ca

Program Assistant: Margaret Mcllwaine, 604.871.7000, ext. 8711, mmcllwaine@vcc.ca

This program is designed for those who wish to bring a higher level of professionalism to their workplace communications, including written documents, PowerPoint presentations, and more. The program focuses on teaching students how to deliver information in a memorable and effective way by exploring communication theories, human cognitive principles, and aesthetic principles of design. Through hands-on assignments, students spend much of their in-class time applying these theories and principles using common workplace software such as the Microsoft Office Suite, Adobe Acrobat, and image editing software. Along the way, students are also introduced to design industry software such as Photoshop and Illustrator.

This program is divided into three courses that focus on working with pictures and graphics, preparing effective written documents, and designing for presentations.

These courses are intended for professionals who work in a PC/Windows environment, and have working knowledge of Microsoft Word and PowerPoint. At minimum, prospective students should have intermediate level computer skills

ELECTIVE COURSES:

Working With Images & Graphics (CMPT 1244)
Creating Effective Documents (CMPT 1245)
Design for Presentation (CMPT 1246)

ELECTIVE COURSES currently scheduled:

Working With Images & Graphics (CMPT 1244)

Using images and graphics to help enhance the delivery of information can be a powerful tool if used correctly! This course focuses on understanding different image types and formats, their best uses, and how to make sure they maintain acceptable quality as you use them. Students will learn how to make minor adjustments to pictures and graphics for use in different applications, and will leave with an understanding of how to balance imagery with written content to create effective communication. (24 hours) \$375

8 wks We. Jan 09 18:30 - 21:30 DTN 📍 **CRN** 10577

ELECTIVE COURSES to be scheduled in upcoming terms:

CREATING EFFECTIVE DOCUMENTS (CMPT 1245)

Delivering long sections of content while keeping the viewer engaged is not an easy task! This course focuses on how to structure, layout, and compose a document in such a way that it makes it easy for the viewer to digest and maintain the information in it. Topics include colour, typography, and imagery, as well as aesthetic and communication principles. By the end, students will understand how to create compelling written documents. (24 hours).

DESIGN FOR PRESENTATION (CMPT 1246)

What do signs, posters, and PowerPoint presentations have in common? They all have to deliver a key message in very short amount of time. Students taking this course will learn to boil information down into succinct chunks, and present it in an effective and memorable way. Techniques for successful presentations will be explored, along with how to balance imagery and information to create impact. (24 hours).

INTERNET AND COMPUTING CORE CERTIFICATION PREPARATION (IC³)

Program Coordinator: Erin Sanders, 604.871.7000, ext. 8673, esanders@vcc.ca

Program Assistant: Margaret Mcllwaine, 604.871.7000, ext. 8711, mmcllwaine@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:

Intro to Computers & File Mgt (CMPT 1302)
Word Excel Power Point 2010 (CMPT 1301)
Internet Applications (CMPT 1303)

REQUIRED COURSES currently scheduled:

INTRO TO COMPUTERS & FILE MGT (CMPT 1302)

This course is 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. This course includes the knowledge and skills relating how to access, storage and manage files on a local computer and remote computer. Students will learn how to maintain and preform basic trouble shooting tasks on the PC. On completion, students will be able to challenge the IC3-Module A certification exam (additional \$50 fee). No pre-requisite required, textbook included. (15 hours) \$250

5 wks Mo. Jan 21 18:00 - 21:00 DTN 📍 **CRN** 10301

WORD EXCEL POWER POINT 2010 (CMPT 1301)

This is a comprehensive training in MS Office applications to help students working in an office environment. Students will develop or improve their skills to be proficient in the most common business applications. This course includes the knowledge and skills required to perform functions common to 4 key Microsoft applications; Word, Excel, PowerPoint and Outlook. Students learn common elements and communication between programs. This course teaches content to a level 2 of common functionality features. A variety of features in each application will be demonstrated in a simulated lab environment. The course will be scheduled, 3 nights for Word, 3 nights for Excel, 2 nights for PowerPoint, 1 night of Outlook and 1 night of review. On completion students will be able to challenge the IC3-Module B certification exam (additional \$50 fee). It is recommended that students have a good knowledge of file management for this course. Recommended pre-requisite (CMPT1302). Textbook included. (30 hours) \$405

10 wks We. Jan 23 18:00 - 21:00 DTN 📍 **CRN** 10300

INTERNET APPLICATIONS (CMPT 1303)

This course includes the knowledge and skills to help students understand a variety of Internet security and safety issues. Common Internet features such as cloud security, searching strategies, ecommerce models, fraud detection, virus avoidance, email systems, social media and collaboration systems will be demonstrated. Students will be able to apply their knowledge to access advanced Internet functionality. Identify common terminology associated with computer networks and local Intranets. On completion students will be able to challenge the IC3-Module C certification exam (additional \$50 fee). It is recommended that students have a good knowledge of file management for this course. Recommended pre-requisite (CMPT1302). Textbook included (15 hours) \$250

5 wks Mo. Mar 04 18:00 - 21:00 DTN 📍 **CRN** 10302

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NETWORKING TECHNOLOGY CERTIFICATE

Program Coordinator: Erin Sanders, 604.871.7000, ext. 8673, esanders@vcc.ca

Program Assistant: Margaret McIlwaine, 604.871.7000, ext. 8711, mmcilwaine@vcc.ca

This advanced certificate has been designed to provide new and existing students with substantially more expertise in computer networking technologies. These courses are individual industry recognized certifications leading to a VCC Certificate in Networking Technology (CNT).

No prerequisite required for Networking Technology Certificate.

Only three or four of these courses will be offered during each term. It is recommended, but not mandatory, that students take either NETT 2113 or NETT 2119 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. A charge will apply for all course exemptions. Students that have completed their industry certification may apply for an exemption. An administration fee of \$50 will apply.

REQUIRED COURSES:

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

MTA Server Fundamentals (NETT 2113)
Directive Studies (NETT 2206)

ELECTIVE COURSES:

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

MTA Security Fundamentals (NETT 2105)
A+ Hardware (NETT 2119)
MCTS Active Directory (NETT 2107)

REQUIRED COURSES currently scheduled:

MTA SERVER FUNDAMENTALS (NETT 2113)

Prepare to write the MTA Windows Server Administration Fundamentals exam (98-365). The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. Learn Server fundamentals such as managing Windows Servers and storage, along with monitoring and troubleshooting servers. We also covers such topics as Active Directory, and File and Print services, Windows Network Services and Applications. In this lab based course you will be navigating the OS environment, installing servers, using administrative tools, and managing Windows file systems. Prerequisite: general Windows experience. Students will have the opportunity to write their MTA certification exam in class. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$560

10 wks Mo. Jan 21 18:00 - 21:00 DTN 📅 **CRN** 10362

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206)

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.

ELECTIVE COURSES currently scheduled:

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) \$560

10 wks Tu. Jan 22 18:00 - 21:00 DTN 📅 **CRN** 10363

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) \$638

10 wks We. Jan 23 18:00 - 21:00 DTN 📅 **CRN** 10303

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 the Active Directory Exam. Textbook available at VCC DTN Bookstore. (30 hours) \$560

10 wks Th. Jan 24 18:30 - 21:30 DTN 📅 **CRN** 10322

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What is industry seeking in terms of computer qualifications?

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

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NETWORKING TECHNOLOGY DIPLOMA

Program Coordinator: Erin Sanders, 604.871.7000, ext. 8673, esanders@vcc.ca

Program Assistant: Margaret Mcllwaine, 604.871.7000, ext. 8711, mmcllwaine@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 or NETT 2119 first.

Students who complete two required courses (NETT 2113 or NETT 2122 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. A charge will apply for all course exemptions. Students that have completed their industry certification may apply for an exemption. An administration fee of \$50 will apply.

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 12 credits.

MTA Server Fundamentals (NETT 2113)

Directive Studies (NETT 2206)

ELECTIVE COURSES:

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

MTA Security Fundamentals (NETT 2105)

A+ Hardware (NETT 2119)

MCTS Active Directory (NETT 2107)

REQUIRED COURSES currently scheduled:

MTA SERVER FUNDAMENTALS (NETT 2113)

Prepare to write the MTA Windows Server Administration Fundamentals exam (98-365). The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. Learn Server fundamentals such as managing Windows Servers and storage, along with monitoring and troubleshooting servers. We also covers such topics as Active Directory, and File and Print services, Windows Network Services and Applications. In this lab based course you will be navigating the OS environment, installing servers, using administrative tools, and managing Windows file systems. Prerequisite: general Windows experience. Students will have the opportunity to write their MTA certification exam in class. Textbook available at VCC DTN Bookstore. Please bring 2GB USB Memory Stick to class. (30 hours) \$560

10 wks Mo. Jan 21 18:00 - 21:00 DTN 📱 **CRN** 10362

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206)

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.

ELECTIVE COURSES currently scheduled:

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) \$560

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) \$638

10 wks We. Jan 23 18:00-21:00 DTN 📱 **CRN** 10303

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) \$560

10 wks Th. Jan 24 18:30 - 21:30 DTN 📱 **CRN** 10322

REGISTER ONLINE 
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WEB & GRAPHIC DESIGN

Program Coordinator: Erin Sanders, 604.871.7000, ext. 8673, esanders@vcc.ca

Program Assistant: Margaret Mcllwaine, 604.871.7000, ext. 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®

ELECTIVE COURSES:

Illustrator CS5 L1 (CMPT 1405)
 HTML/CSS Level 1 (CMPT 1401)
 InDesign CS5 L1 (CMPT 1406)
 Photoshop CS5 (CMPT 1403)
 AutoCAD 2012 (CMPT 1950)
 SketchUp Level 1 (CMPT 1703)
 WordPress Web Design (CMPT 1430)
 HTML/CSS Level 2 (CMPT 1411)
 InDesign CS5 Level 2 (CMPT 1408)
 Dreamweaver CS5 (CMPT 1402)
 Illustrator CS5 Level 2 (CMPT 1407)
 Website Marketing and SEO (CMPT 1420)

ELECTIVE COURSES currently scheduled:

ILLUSTRATOR CS5 L1 (CMPT 1405)

Learn Adobe Illustrator to create logos, flyers, posters, banners, business cards, letterhead, T-shirts or any other graphics for print. In this class we will cover all the basics and fundamental Illustrator features such as working with shapes, text, menus and layers, importing graphics, drawing, page layout, and creating printer friendly documents. Students will work on multiple projects from the design concept to production. Textbook available at VCC DTN Bookstore. Please bring a USB drive to the first class. (15 hours) \$350

5 wks Mo. Jan 21 18:00 - 21:00 DTN 📍 **CRN** 10312

PLEASE NOTE

A non-refundable Student Union fee of \$24.81 per term will apply to all credit courses 19 hours or more. This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

HTML/CSS LEVEL 1 (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 for Dreamweaver 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. Jan 22 18:00 - 21:00 DTN 📍 **CRN** 10308

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 available at VCC DTN Bookstore. A basic knowledge of web design is recommended. (15 hours) \$350

5 wks We. Jan 23 18:00 - 21:00 DTN 📍 **CRN** 10313

AUTOCAD 2012 (CMPT 1950)

This course, created for students who are pursuing a career in a variety of design-related disciplines, teaches new users to create professional 2D drawings using AutoCAD 2012. The first step in CAD training requires a thorough knowledge of the basic commands and features of AutoCAD 2012. By the end of this hands-on course, students will know how to: draw all basic objects such as lines, ellipses, circles, arcs, polygons, splines, blocks, etc.; modify and change properties of objects; work with layers; dimensioning, hatching, text and templates. Learn proper scaling and page setup for plotting and printing using layouts and viewports.

Pre-requisite: Good computer & Microsoft Windows XP skills, file management skills, and an understanding of basic geometry. Textbook extra available first class at bookstore. (30 hours) \$600

10 wks Th. Jan 24 18:00 - 21:00 DTN 📍 **CRN** 10367

PHOTOSHOP CS5 (CMPT 1403)

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

5 wks Th. Jan 24 18:00 - 21:00 DTN 📍 **CRN** 10310

SKETCHUP LEVEL 1 (CMPT 1703)

SketchUp enables the designer to draw like a paper and pencil but in a computer software environment. SketchUp Essentials 1 provides a strong foundation for beginners just starting to use SketchUp or work in 3D. Learn the to create a 3D model using the tools and functions of SketchUp including creating surfaces and lines, locking and inference, generate quick 3D forms, apply materials, and alter the model using built-in Styles. Users will import components from the 3D warehouse, move and scale objects to manipulate geometry.

Prerequisites: Intermediate Mac/PC computer skills and three-button mouse (7 hours) \$230

1 day Sa. Jan 26 09:00 - 17:00 DTN 📍 **CRN** 10324

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) \$350

5 wks Th. Feb 07 18:00 - 21:00 DTN 📍 **CRN** 10370

HTML/CSS LEVEL 2 (CMPT 1411)

This course is designed for those with previous HTML and CSS experience. Student will explore advanced HTML and CSS, as well as an introduction to the JavaScript programming language. This is a great course for those who are looking to push their Web skill-set further. By the end of this course you will have the knowledge necessary to add advanced features to your website as well as the techniques required to optimize your site for speed. Other topics include site optimization and graphics applications for web developers. Prerequisites: HTML/CSS (CMPT 1401) or equivalent knowledge. No textbook required. (15 hours) \$350

5 wks Tu. Feb 26 18:00 - 21:00 DTN 📍 **CRN** 10369

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 available at VCC Downtown campus. It is recommended to have taken InDesign Level 1. (15 hours) \$350

5 wks We. Feb 27 18:00 - 21:00 DTN 📞 **CRN** 10315

DREAMWEAVER CS5 (CMPT 1402)

Learn the fundamentals of Dreamweaver CS5 for those new in the web development area. Explore interface basics, web designs, images, site navigation and more. This course is recommended for students planning to obtain the Adobe Certified Associate (ACA) status. Additional eLearning resources at Moodle.vcc.ca. Recommended prerequisite: CMPT 1401 HTML/CSS. Textbook available at VCC DTN Bookstore. (15 hours) \$350

5 wks Th. Feb 28 18:00 - 21:00 DTN 📞 **CRN** 10309

ILLUSTRATOR CS5 LEVEL 2 (CMPT 1407)

Learn advanced features of Adobe Illustrator such as creating and enhancing complex illustrations, perspective drawing, designing websites, drawing maps, creating a vector version of a raster graphic, working with advanced color settings, creating special effects, and preparing documents for composite and commercial printing. Assignments and class exercises are geared towards the industry demand. Textbook: Textbook ISBN-13: 978-0-321-70178-7 - Classroom in a Book - Adobe Illustrator CS5. This is a continuation of the Level 1 course. It is recommended to have taken Illustrator Level 1. Please bring a USB drive to the first class. (15 hours) \$350

5 wks Mo. Mar 04 18:00 - 21:00 DTN 📞 **CRN** 10314

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 Th. Mar 14 18:00 - 21:00 DTN 📞 **CRN** 10316

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**
604.871.7000, ext. 8335

Information is available to Cantonese and Mandarin speakers.
604.871.7000, ext. 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 \$24.81 per term will apply on all credit courses 19 hours or more.** This is a flat fee and will only be charged once per term, regardless of the number of courses taken.

PLEASE NOTE

A non-refundable Student Union fee of \$24.81 per term will apply to all credit courses 19 hours or more. 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
Effective: June 2, 2012

Request for Course or Program Refund

Refund requests for a course or program must be made 3 business days (72 hours) prior to the start date. An original receipt must accompany all refund requests. If the original receipt is not available, the request must be received in writing. Please note all refunds are subject to a \$30 administration fee. Please allow 4-6 weeks for processing refunds by cheque. Cash refunds are not available. Refunds by credit card can be made via email or telephone.

Refund Appeals

Refund requests submitted after the 72-hour deadline may be considered for appeal under special circumstances, such as court subpoena or family bereavement, upon provision of relevant supporting documents.

Applicants must submit a completed Refund Appeal Form to the Dean, Centre for Continuing Studies and Contract Training. A decision will be rendered in writing within 30 days, and all decisions are final.

In lieu of a refund, applicants may be offered a course fee deferral credit at the discretion of the Dean.

All refunds and deferred fee credits are subject to an administrative fee of \$30 per course.

Income Tax Information

Receipts for tax purposes will be available at my.vcc.ca for applicable courses. Please check your online student records in early March following the taxation year.

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.

FAX OR MAIL-IN REGISTRATION

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

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

MALE ☐

FEMALE ☐

BIRTHDATE

Month

Day

Year

SURNAME

GIVEN NAMES

ADDRESS

CITY/MUNICIPALITY

PROVINCE

POSTAL CODE

HOME PHONE

BUSINESS PHONE

E-MAIL

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

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Credit card account number

Expiry date

FEE CREDIT

☐

Signature

Date

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