

APRIL – AUGUST 2013



REGISTER ONLINE WWW.VCC.CA/CS ↗



CENTRE FOR
CONTINUING
STUDIES

HOW TO USE OUR CALENDAR

COURSE INFORMATION

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



Course Title

Course Code

Course Description

BUSINESS ETHICS (LEAD 1154)

Examine the role of ethics in business and the ethical dilemmas encountered by managers and leaders. "Stakeholder and Issues Management" is this course's approach to teaching business ethics. Emphasis is on the relationships among the many and varied stakeholders who have roles in business situations. Textbook required. (24 hours) \$337

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

Duration

Day(s)

Start Date

Begin-End Time
(24-Hour Clock)

Location

Online
Course

Register
Online

Course
Reference
Number

Course Fee

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.

SUCCESS@VCC

CONTINUING STUDIES



GET THAT PROMOTION

Lisa Eckert is takin' care of business.

Like a lot of people working hard to build a career, she has a family, works full-time, and travels for her job with a Port Coquitlam-based company that makes and markets winemaking products.

So, you couldn't blame her for putting the proverbial cork in her full-bodied schedule.

But just like a lot of people working hard to build a career, Eckert is highly ambitious and eager to move up the corporate ladder. So, on the advice of her company's Human Resources department, she enrolled in VCC's Continuing Studies management skills for supervisors certificate part-time program. And it paid off.

"After completing my certificate, I got a promotion and a pay increase," says Eckert, who secured a senior buyer position at Global Vintners Inc. after more than a dozen years with the company.

The best part of Continuing Studies is the knowledgeable instructors who have first-hand, relatable business experience, she adds. "Education is key to keeping up with constant changes in the business world."

Learn management skills that will take your career to new heights. Read this spring's issue to find a program that's right for you.

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 SPRING 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: 604.871.7000, ext. 8670, jgossen@vcc.ca
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.
Building Service Management (REAL 1110)
Building Maint & Cost Control (REAL 1102)
Building Cleaning (REAL 1103)
Law And Tenant Relations (REAL 1101)

REQUIRED COURSES currently scheduled:

BUILDING SERVICE MANAGEMENT (REAL 1110)

Intended for building supervisors, service staff and others who wish to advance. Topics include budget preparation and controls, estimates and costing, purchasing and care of equipment and chemicals, and inventory control. Learn about teamwork and leadership skills, scheduling, motivating and supervising a multi-cultural staff. Recognized by the Canadian Administrative Housekeeping Association (CAHA) and the Canadian Building Servicing Association (CBSA) for Professional Certification credit. (40 hours) \$392

10 wks Sa. Apr 13 09:00 - 13:00 DTN 📍 CRN 20465

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 We. Apr 17 18:30 - 21:30 DTN 📍 CRN 20549

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. Apr 27 09:00 - 16:00 DTN 📍 CRN 20464

REQUIRED COURSES to be scheduled in upcoming terms:

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)

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

Program Coordinator: 604.871.7000, ext. 8670, jgossen@vcc.ca
Program Assistant: Margaret McIlwaine, 604.871.7000, ext. 8711

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

5 days Mo. Tu. We. Th. Fr. Apr 22 09:00 - 16:30 DTN 📞
CRN 20516

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 12.

BUSINESS ENGLISH PACKAGE

Program Coordinator: Janet Chee, 604.871.7000 (ext 8649)
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 - For further information on training opportunities to be offered at your business site, please call Anne Tollstam, 604.443.8668

REQUIRED COURSES:

It is recommended that you take the four Business English courses in the following order: Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (OACP 1106), Writing Dynamic Business Letters (OACP 1103) and Effective Memo, Email and Report Writing (OACP 1107).

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

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

1 day Sa. Apr 20 09:00 - 16:00 DTN 📞 **CRN 20040**

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

1 day Sa. May 04 09:00 - 16:00 DTN 📞 **CRN 20041**

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

1 day Sa. May 25 09:00 - 16:00 DTN 📞 **CRN 20042**

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

1 day Sa. Jun 01 09:00 - 16:00 DTN 📞 **CRN 20043**

BUSINESS ENGLISH SKILLS TEST (OACP 1123)

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

1 day Sa. Jun 08 18:00 - 21:00 DTN 📞 **CRN 20051**

REGISTER ONLINE 
vcc.ca/cs

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



BUSINESS AND TECHNICAL WRITING CERTIFICATE

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

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

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

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

PROPOSAL WRITING (TECW 1105)

Examine the principles and techniques of writing and presenting winning proposals by discussing process, style, content and delivery. (6.5 hours) \$169

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

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

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) \$172

1 day Sa. Sep 28 09:00 - 16:30 DTN 📍 **CRN 30158**

INFO DESIGN & HUMAN FACTORS (TECW 1110)

Explore effective audience-centred information design for print and web-based media including effective design and human factor issues. (6.5 hours) \$172

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) \$172

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

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) \$172

1 day Sa. Jan 25 09:00 - 16:30 DTN 📍 **CRN 10113**

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) \$172

1 day Sa. Feb 22 09:00 - 16:30 DTN 📍 **CRN 10112**

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) \$172

1 day Sa. Mar 29 09:00 - 16:30 DTN 📍 **CRN 10111**

MEDIA AND PUBLIC RELATIONS

Program Coordinator: 604.871.7000 (ext 8670), jgossen@vcc.ca
Program Assistant: Lynda Boothby, 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.

ELECTIVE COURSES:

- Media & Public Relations (BUSI 1315)
- Social Media for Entrepreneurs (BUSI 1321)

ELECTIVE COURSES currently scheduled:

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**

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 We. Apr 24 18:30 - 21:30 DTN 📍 **CRN 20553**

PROJECT MANAGEMENT

Program Coordinator: 604.871.7000, ext. 8670, jgossen@vcc.ca
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) \$265

4 wks We. Apr 24 18:30 - 21:30 DTN 📱 CRN 20454

SPORT MANAGEMENT

Program Coordinator: 604.871.7000, ext. 8670, jgossen@vcc.ca
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)
Principles of Sport Management (BUSI 1319)
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. (18 hours) \$340

6 wks Tu. Apr 23 18:30 - 21:30 DTN 📱 CRN 20607

ELECTIVE COURSES to be scheduled in upcoming terms:

PRINCIPLES OF SPORT MANAGEMENT (BUSI 1319)

This course provides a comprehensive overview of the sport industry and the sport management field. Students are introduced to various segments of the industry that provide the knowledge and understanding essential for anyone pursuing a career in sports. Historical perspectives, future industry trends, new developments, managerial approaches occurring in the sport world, club management and new media are explored. (18 hours)

SPORT MARKETING (BUSI 1326)

Students gain a stronger understanding of how to apply marketing strategies and tactics within the sport marketing environment. An introduction to the field of sport marketing examines how marketers use sports as a platform for developing the strategies and tactics. Detailed coverage of the marketing and selling of sports products and increasing media audience and live attendance is examined. (18 hours)

WEDDING AND EVENT MANAGEMENT CERTIFICATE

Program Coordinator: 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)
Media & Public Relations (BUSI 1315)
Business Ethics (LEAD 1154)
Sales and Marketing Management (LEAD 1153)
Intro to Business (LEAD 1150)
Finance (LEAD 1152)
Human Resource Management (LEAD 1151)

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. Apr 02 18:00 - 21:00 DTN 📱 CRN 20577

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 event 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. Apr 03 18:00 - 21:00 DTN 📱 CRN 20600

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

5 wks Sa. Apr 06 09:30 - 16:30 DTN 📱 CRN 20578

MEDIA & PUBLIC RELATIONS (BUSI 1315)

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 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)

Participants will explore a variety of topics related to the role of ethics in the business world and examine ethical dilemmas that managers may encounter. Course content emphasizes the relationships among the various stakeholders that have roles in business situations: government and business, individuals, groups, corporations, and nations. (24 hours) \$344

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

SALES AND MARKETING MANAGEMENT (LEAD 1153)

Students will learn the fundamental concepts of sales and marketing management, including marketing environment, marketing research and planning, marketing strategies, product, price, distribution and integrated marketing communications. Gain a practical understanding of sales and marketing by applying these concepts in solving problems, recommending marketing strategies and developing a marketing plan. Purchase Textbook: Canadian Marketing in Action, K. Tuckwell, 8th ed., at the Downtown bookstore prior to first class. (24 hours) \$344

8 wks Mo. Apr 22 18:30 - 21:30 DTN 📱 CRN 20422

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. Purchase textbook: Understanding Canadian Business, W. Nickels, 7th Cdn ed, at Downtown campus bookstore prior to first class. (24 hours) \$351

8 wks Tu. Sep 24 18:30 - 21:30 DTN 📍 CRN 30161

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. Purchase textbook: Harvard Business Essentials: Guide to Finance for Managers, Harvard Business School Press, at Downtown campus prior to first class. (24 hours) \$351

8 wks Th. Sep 26 18:30 - 21:30 DTN 📍 CRN 30162

HUMAN RESOURCE MANAGEMENT (LEAD 1151)

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. Purchase textbook: Canadian Marketing in Action, K. Tuckwell, 8th ed., at Downtown campus bookstore prior to first class (24 hours) \$351

8 wks Tu. Jan 14 18:30 - 21:30 DTN 📍 CRN 10104

Q

How can courses in Leadership help me advance my career?

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

A

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: 604.871.7000, ext. 8670, jgossen@vcc.ca
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.

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

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

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)
- Systemic Thinking (LEAD 1137)

ELECTIVE COURSES:

- Coaching For High Performance (LEAD 1115)
- Essential Management Skills (MSKL 1103)
- From Conflict To Collaboration (LEAD 1105)
- Facilitation Skls Team Leader (LEAD 1108)
- Systemic Thinking (LEAD 1137)
- Skill Coaching (LEAD 1117)
- Managing Change (LEAD 1102)
- Critical Thinking (LEAD 1101)
- Using Leadership Language (LEAD 1112)
- Step Up To Leadership (LEAD 1111)
- Interpers Communication Skills (MSKL 1101)
- Science and Art of Leadership (LEAD 1119)
- Find Time For Results (LEAD 1114)
- Essential Lead Coach Skills (LEAD 1116)
- Speak Up (LEAD 1109)
- Problem Solving Action Plan (LEAD 1104)
- Building A Productive Team (LEAD 1113)
- Coaching Next Level (LEAD 1118)
- Team Skills (MSKL 1102)
- Business Comm for Leaders (LEAD 1138)
- Coach's Toolkit (LEAD 1120)
- Challenging Personalities (LEAD 1169)
- Team Coaching (LEAD 1121)
- Creative Thinking At Work (LEAD 1110)
- Unwritten Rules for Workplace (LEAD 1168)

REQUIRED COURSES currently scheduled:

BUSINESS ETHICS (LEAD 1154)

Participants will explore a variety of topics related to the role of ethics in the business world and examine ethical dilemmas that managers may encounter. Course content emphasizes the relationships among the various stakeholders that have roles in business situations: government and business, individuals, groups, corporations, and nations. (24 hours) \$344

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

SALES AND MARKETING MANAGEMENT (LEAD 1153)

Students will learn the fundamental concepts of sales and marketing management, including marketing environment, marketing research and planning, marketing strategies, product, price, distribution and integrated marketing communications. Students will gain a practical understanding of sales and marketing by applying these concepts in solving problems, recommending marketing strategies and developing a marketing plan. Purchase Textbook: Canadian Marketing in Action, K. Tuckwell, 8th ed., Pearson Canada, Higher Education at the Downtown bookstore prior to first class. (24 hours) \$344

8 wks Mo. Apr 22 18:30 - 21:30 DTN 📱 **CRN 20422**

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. Purchase textbook: Understanding Canadian Business, W. Nickels, 7th Cdn ed, at Downtown campus bookstore prior to first class. (24 hours) \$351

8 wks Tu. Sep 24 18:30 - 21:30 DTN 📱 **CRN 30161**

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. Purchase textbook: Harvard Business Essentials: Guide to Finance for Managers, Harvard Business School Press, at Downtown campus prior to first class. (24 hours) \$351

8 wks Th. Sep 26 18:30 - 21:30 DTN 📱 **CRN 30162**

HUMAN RESOURCE MANAGEMENT (LEAD 1151)

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. Purchase textbook: Canadian Marketing in Action, K. Tuckwell, 8th ed., at Downtown campus bookstore prior to first class (24 hours) \$351

8 wks Tu. Jan 14 18:30 - 21:30 DTN 📱 **CRN 10104**

ELECTIVE COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

Coaching is unlocking a person's potential to maximize their own performance. It helps rather than teaches. Discover success factors for coaching and identify when to coach and which type of coaching is required. Participants will learn essential steps in the coaching process, conduct a coaching discussion to improve/sustain performance, offer effective feedback regarding employee performance, assess their coaching skills effectiveness and develop a personal improvement plan. (6.5 hours) \$169

1 day Sa. Apr 13 09:00 - 16:30 DTN 📱 **CRN 20421**

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**

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**

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**

SYSTEMIC THINKING (LEAD 1137)

Systems thinking is part of the world we live in and is ubiquitous with change and leadership. In leadership we learn that leaders do the right things while managers do things right. It is in the scope and nature of leadership that systems operate and require leaders to have a systemic perspective to be effective. Learn to integrate systemic thinking to be a leader in the complex, adaptive and emergent nature and context of your work. (6 hours) \$169

1 day Sa. May 11 09:00 - 16:30 DTN 📱 **CRN 20426**

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**

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**

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**

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) \$169

1 day Sa. Jun 15 09:00 - 16:30 DTN 📱 **CRN 20423**

USING LEADERSHIP LANGUAGE (LEAD 1112)

Analyze leader's 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**

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) \$172

1 day Sa. Sep 21 09:00 - 16:30 DTN 📱 **CRN 30166**

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**

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**

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**

SPEAK UP (LEAD 1109)

Practise proven techniques to communicate your ideas more powerfully, overcome nervousness, handle impromptu speaking and organize and practise for a business presentation. Give a presentation and receive constructive feedback in a supportive environment. (6.5 hours) \$172

1 day Sa. Oct 26 09:00 - 16:30 DTN 📱 **CRN 30165**

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

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) \$172

1 day Sa. Nov 02 09:00 - 16:30 DTN 📍 CRN 30163

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) \$172

1 day Sa. Nov 16 09:00 - 16:30 DTN 📍 CRN 30164

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

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) \$351

8 wks We. Jan 15 18:30 - 21:30 DTN 📍 CRN 10105

BUSINESS COMM 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) \$172

1 day Sa. Jan 25 09:00 - 16:30 DTN 📍 CRN 10106

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) \$172

1 day Sa. Feb 15 09:00 - 16:30 DTN 📍 CRN 10107

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) \$172

1 day Sa. Mar 01 09:00 - 16:30 DTN 📍 CRN 10108

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) \$172

1 day Sa. Mar 15 09:00 - 16:30 DTN 📍 CRN 10110

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) \$172

1 day Sa. Mar 22 09:00 - 16:30 DTN 📍 CRN 10109

ELECTIVE COURSES to be scheduled in upcoming terms:

UNWRITTEN RULES FOR WORKPLACE (LEAD 1168)

Knowing the unwritten rules can help you succeed and advance at work. Learn to align positive attitudes with workplace opportunities and understand the relationship between workplace rules and workplace success. Apply the rules to your own situation and modify your behaviour for career success

LEADERSHIP CERTIFICATE

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

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

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

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

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)

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

VCC BOOKSTORE

VCC's downtown bookstore has all the textbooks, course materials and supplies you need.

Students can buy online or in-person. Online purchases require payment by credit card and at-home delivery takes about two days. Bookstore hours of operation are flexible and vary depending on the semester. Visit vcc.ca/bookstore for store hours.

250 West Pender Street, Vancouver, BC
604.443.8363, bookstore@vcc.ca

ELECTIVE COURSES:

Coaching For High Performance (LEAD 1115)
 From Conflict To Collaboration (LEAD 1105)
 Critical Thinking (LEAD 1101)
 Training for High Performance (LEAD 1171)
 Science and Art of Leadership (LEAD 1119)
 Find Time For Results (LEAD 1114)
 Speak Up (LEAD 1109)
 Business Comm for Leaders (LEAD 1138)
 Challenging Personalities (LEAD 1169)
 Creative Thinking At Work (LEAD 1110)
 Unwritten Rules for Workplace (LEAD 1168)

REQUIRED COURSES currently scheduled:**FACILITATION SKLS TEAM LEADER (LEAD 1108)**

See course description on Page 9. (6.5 hours) \$169

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

MANAGING CHANGE (LEAD 1102)

See course description on Page 9. (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 9. (6.5 hours) \$169

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

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on Page 9. (6.5 hours) \$172

1 day Sa. Sep 21 09:00 - 16:30 DTN 📅 **CRN** 30166

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

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

1 day Sa. Nov 02 09:00 - 16:30 DTN 📅 **CRN** 30163

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

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

1 day Sa. Nov 16 09:00 - 16:30 DTN 📅 **CRN** 30164

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

See course description on Page 9. (6.5 hours) \$169

1 day Sa. Apr 13 09:00 - 16:30 DTN 📅 **CRN** 20421

FROM CONFLICT TO COLLABORATION (LEAD 1105)

See course description on Page 9. (6.5 hours) \$169

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

CRITICAL THINKING (LEAD 1101)

See course description on Page 9. (6.5 hours) \$169

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

TRAINING FOR HIGH PERFORMANCE (LEAD 1171)

See course description on Page 9. (6.5 hours) \$169

1 day Sa. Jun 15 09:00 - 16:30 DTN 📅 **CRN** 20423

SCIENCE AND ART OF LEADERSHIP (LEAD 1119)

See course description on Page 9. (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 9. (6.5 hours) \$172

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

SPEAK UP (LEAD 1109)

See course description on Page 9. (6.5 hours) \$172

1 day Sa. Oct 26 09:00 - 16:30 DTN 📅 **CRN** 30165

BUSINESS COMM FOR LEADERS (LEAD 1138)

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

1 day Sa. Jan 25 09:00 - 16:30 DTN 📅 **CRN** 10106

CHALLENGING PERSONALITIES (LEAD 1169)

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

1 day Sa. Mar 01 09:00 - 16:30 DTN 📅 **CRN** 10108

CREATIVE THINKING AT WORK (LEAD 1110)

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

1 day Sa. Mar 22 09:00 - 16:30 DTN 📅 **CRN** 10109

ELECTIVE COURSES to be scheduled in upcoming terms:**UNWRITTEN RULES FOR WORKPLACE (LEAD 1168)**

See course description on Page 10.

LEADERSHIP COACHING
ASSOCIATE CERTIFICATE

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

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)

Skill Coaching (LEAD 1117)

Essential Lead Coach Skills (LEAD 1116)

Coaching Next Level (LEAD 1118)

Coach's Toolkit (LEAD 1120)

Team Coaching (LEAD 1121)

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

See course description on Page 9. (6.5 hours) \$169

1 day Sa. Apr 13 09:00 - 16:30 DTN 📅 **CRN** 20421

SKILL COACHING (LEAD 1117)

See course description on Page 9. (6.5 hours) \$169

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

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on Page 9. (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 10. (6.5 hours) \$172

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

COACH'S TOOLKIT (LEAD 1120)

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

1 day Sa. Feb 15 09:00 - 16:30 DTN 📅 **CRN** 10107

TEAM COACHING (LEAD 1121)

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

1 day Sa. Mar 15 09:00 - 16:30 DTN 📅 **CRN** 10110

LEADERSHIP COACHING CERTIFICATE

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

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)

Coaching Next Level (LEAD 1118)

12 BUSINESS

LEADERSHIP COACHING AND MANAGEMENT SKILLS / OFFICE ADMINISTRATION

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on Page 9. (6.5 hours) \$169

1 day Sa. Apr 13 09:00 - 16:30 DTN 📞 **CRN** 20421

FACILITATION SKLS TEAM LEADER (LEAD 1108)

See course description on Page 9. (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 9. (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 9. (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 9. \$169

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

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on Page 9. (6.5 hours) \$172

1 day Sa. Sep 21 09:00 - 16:30 DTN 📞 **CRN** 30166

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

See course description on Page 9. (6.5 hours) \$172

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

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

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

1 day Sa. Nov 02 09:00 - 16:30 DTN 📞 **CRN** 30163

BUILDING A PRODUCTIVE TEAM (LEAD 1113)

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

1 day Sa. Nov 16 09:00 - 16:30 DTN 📞 **CRN** 30164

COACHING NEXT LEVEL (LEAD 1118)

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

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

COACH'S TOOLKIT (LEAD 1120)

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

1 day Sa. Feb 15 09:00 - 16:30 DTN 📞 **CRN** 10107

TEAM COACHING (LEAD 1121)

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

1 day Sa. Mar 15 09:00 - 16:30 DTN 📞 **CRN** 10110

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

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

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:

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

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) \$351

8 wks We. Jan 15 18:30 - 21:30 DTN 📞 **CRN** 10105

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

Program Coordinator: 604.871.7000, ext. 8649, jchee@vcc.ca

Program Assistant: Margaret McIlwaine, 604.871.7000, ext. 8711

INFORMATION SESSION:

MARCH 28, 5:30 - 6 P.M.

ROOM 819, 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 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.

REGISTER ONLINE 
vcc.ca/cs

Option 3 - Medical Office Skills

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

Option 4 - Records Management Skills

Records Management I (OACP 1128) - 30 hours, Records Management Advanced (OACP 1146) - 30 hours, Records Management Specialized (OACP 1147) - 24 hours.

Electives

Students in the Administration and Supervision and/or the Legal Office Skills options may select any course from the Office Administration Certificate or IC3 Computer Courses to fulfill elective requirements.

Computer Skills

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

Scheduling

Program courses scheduled in one or all of three terms.

ACCOUNTING/BOOKKEEPING/PAYROLL

ELECTIVE COURSES:

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

ELECTIVE COURSES currently scheduled:

INTRODUCTION TO BOOKKEEPING (OACP 1130)

Learn transactions, journals, general ledgers, trial balances and financial statements - all procedures that make up the accounting cycle for a service business. Textbook: Basic Bookkeeping by Barker available at DTN Bookstore. (24 hours) \$188

8 wks Tu. Apr 16 18:30 - 21:30 DTN 📱 **CRN 20212**

INTRODUCTION TO PAYROLL (OACP 1105)

Learn payroll law, record maintenance, and pay cheque and T4 preparation. Study Employment Standards, WCB, Revenue Canada Taxation, Records of Employment and Stats Canada reporting. Please bring a calculator. (24 hours) \$177

8 wks We. Apr 17 18:30 - 21:30 DTN 📱 **CRN 20056**

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

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

1 day Sa. Apr 20 09:00 - 16:00 DTN 📱 **CRN 20040**

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

1 day Sa. May 04 09:00 - 16:00 DTN 📱 **CRN 20041**

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

1 day Sa. May 25 09:00 - 16:00 DTN 📱 **CRN 20042**

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

1 day Sa. Jun 01 09:00 - 16:00 DTN 📱 **CRN 20043**

BUSINESS ENGLISH SKILLS TEST (OACP 1123)

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

1 day Sa. Jun 08 18:00 - 21:00 DTN 📱 **CRN 20051**

COMMUNICATION/WORK SKILLS

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. Sep 16 18:00 - 21:00 DTN 📍 **CRN 30167**

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. Apr 13 09:30 - 12:30 DTN 📍 **CRN 20044**

6 wks Mo. Apr 15 18:00 - 21:00 DTN 📍 **CRN 20045**

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. Apr 13 09:30 - 12:30 DTN 📍 **CRN 20046**

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)

Corporate (OACP 1115)

Conveyancing (OACP 1117)

Legal Office Package Test (OACP 1120)

ELECTIVE COURSES:

The following 3 Legal courses: Legal Terminology, Legal Office Procedures and Legal Ethics and Confidentiality are required to complete the Legal Office Skills Specialty. The remaining three courses are electives.

Legal 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. Apr 16 18:30 - 21:30 DTN 📍 **CRN 20602**

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. Apr 18 18:30 - 21:30 DTN 📍 **CRN 20604**

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. Apr 23 18:30 - 21:30 DTN 📍 **CRN 20603**

CORPORATE (OACP 1115)

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

3 wks Th. May 09 18:30 - 21:30 DTN 📍 **CRN 20605**

CONVEYANCING (OACP 1117)

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

3 wks Tu. May 14 18:30 - 21:30 DTN 📍 **CRN 20606**

LEGAL OFFICE PACKAGE TEST (OACP 1120)

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

1 day Tu. Jun 04 18:30 - 21:30 DTN 📍 **CRN 20623**

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**

REGISTER ONLINE 
vcc.ca/cs

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

REQUIRED COURSES currently scheduled:

MEDICAL OFFICE PROCEDURES (OACP 1111)

Discover administrative and clinical duties for managing a medical office. Learn to schedule appointments, manage patient records, classify drugs and routes of medication, and lab procedures. (24 hours) \$190

8 wks Mo. Apr 08 18:00 - 21:00 DTN 📞 **CRN** 20217

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. Apr 16 18:00 - 21:00 DTN 📞 **CRN** 20047

10 wks Tu. Apr 16 18:00 - 21:00 DTN 📞 **CRN** 20048

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

REQUIRED COURSES to be scheduled in upcoming terms:

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)

RECORDS MANAGEMENT SKILLS

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

RECORDS MANAGEMENT SPECIAL (OACP 1147)

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

REQUIRED COURSES to be scheduled in upcoming terms:

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)

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)

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: 604.871.7000, ext. 8649, jchee@vcc.ca
Program Assistant: 604.871.7000, ext. 8711

For experienced legal support staff - take a course or two to upgrade your skills, or work towards a Paralegal Certificate. You can complete all the Paralegal Certificate Program requirements in approximately two years of part-time study. Short Courses: for fast legal upgrade courses, view "Legal Skills" courses under "Office Administration" program. All Paralegal program courses include a weekly tutorial assignment, comprising approximately three hours of practical learning experience, completed on the student's own time and submitted weekly for instructor review. 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: 🌐. Online course registrants must provide an email address with registration.

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

16 BUSINESS

PARALEGAL

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.

- Corp Law: Complex Transactions (LEGL 1317)
- Court of Appeal Practice (LEGL 1403)
- Criminal Law Procedures (LEGL 1470)
- Evidence (LEGL 1401)
- Bankruptcy and Foreclosures (LEGL 1409)
- Commercial Conveyancing (LEGL 1312)
- Corp Law : Adv Procedures (LEGL 1308)
- Corp Law : Intermediate Proc (LEGL 1307)
- Corp Law: Basic Procedures (LEGL 1305)
- Creditors’ Remedies (LEGL 1303)
- Estate Administration (LEGL 1316)
- Family Law 1 (LEGL 1313)
- Family Law 2 (LEGL 1314)
- Intellectual Property (LEGL 1405)
- Lending & Security (LEGL 1311)
- Litigation for Paralegals 1 (LEGL 1301)
- Litigation for Paralegals 2 (LEGL 1302)
- Personal Injury Practice (LEGL 1304)
- Property Law (LEGL 1309)
- Property Transactions (LEGL 1310)
- Securities II (LEGL 1410)
- Securities: Corporate (LEGL 1306)
- Wills & Estate Planning (LEGL 1315)

REQUIRED COURSES currently scheduled:



CANADIAN LEGAL PROCESS (LEGL 1202)

Learn the history of Canadian law, basic legal principles, sources of law and the structure of the court system. This course provides a foundation for further studies in the Paralegal Program. Pre-requisites: legal secretary work experience, formal admission to the Paralegal Program, or previous legal coursework. Textbook available at VCC DTN Bookstore: Business Law in Canada by Yates (current edition-9th) (48 hours) \$249

8 wks We. Apr 03 12:00 - 15:00   **CRN 20413**




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. (36 hours) \$249

6 wks We. Apr 03 09:00 - 12:00   **CRN 20560**



CONTRACTS (LEGL 1209)

Learn contract law essentials including formation, consideration, capacity, breach and remedies. Prerequisites: legal secretary work experience, formal admission to the Paralegal Program, or previous legal coursework. Textbook available at VCC DTN Bookstore: Business Law in Canada by Yates (current edition-9th) (42 hours) \$289

7 wks Th. Apr 04 09:00 - 12:00   **CRN 20412**
7 wks Tu. Apr 30 18:00 - 21:00 DTN  **CRN 20409**



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

8 wks Mo. Apr 08 09:00 - 12:00   **CRN 20601**




AGENCY & BUSINESS STRUCTURES (LEGL 1210)

(Formerly LEGL 1203). Learn agency relationships and liabilities, formation of partnerships and general concepts underlying incorporations, corporate structure and duties of directors and officers. Pre-requisite: legal secretary work experience, formal admission to the Paralegal Program, or previous legal course work. Textbook available at VCC DTN Bookstore: Business Law in Canada by Yates (current edition) + WORKBOOK (for lecture class). (21 hours) \$294

7 wks Th. Apr 18 12:00 - 15:00   **CRN 20415**

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

8 wks Th. May 02 18:00 - 21:00 DTN  **CRN 20417**
8 wks Tu. May 07 09:00 - 12:00   **CRN 20559**

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. Pre-requisites: formal admission to the Paralegal program and completion of most core/required courses. (518 hours) \$129

13 wks Fr. May 03   **CRN 20408**
1 day Fr. May 03 18:00 - 21:00 DTN  **CRN 20414**
1 day Fr. Jun 14 18:00 - 21:00 DTN  **CRN 20414**
1 day Fr. Jul 26 18:00 - 21:00 DTN  **CRN 20414**

ELECTIVE COURSES currently scheduled:



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) \$289

4 wks Tu. Apr 02 18:00 - 21:00 DTN  **CRN 20561**
3 wks Tu. May 07 18:00 - 21:00 DTN  **CRN 20561**


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) \$261

7 wks Th. Apr 04 15:00 - 18:00   **CRN 20411**


CRIMINAL LAW PROCEDURES (LEGL 1470)

This elective course will canvass the laws regarding the criminal process from beginning to end. This includes police powers of investigation, powers of arrest, compelling the accused’s appearance, the classification of offences, the mode of trial, and the sentencing stage and appeals. Textbook available at VCC DTN Bookstore: Pocket Criminal Code 2012, Gary P. Rodrigues, B.A., LL.B. (24 hours) \$298

8 wks Mo. Apr 15 18:00 - 21:00 DTN  **CRN 20416**


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) \$261

7 wks Tu. Apr 23 18:00 - 21:00 DTN  **CRN 20407**


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) \$312

7 wks We. May 01 18:00 - 21:00 DTN  **CRN 20418**

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) \$261

7 wks Mo. May 06 18:00 - 21:00 DTN  **CRN 20410**

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

CORP LAW : INTERMEDIATE PROC (LEGL 1307)

Learn intermediate corporate procedures including transitions under the British Columbia Business Corporations Act, transfer and transmission of shares, payment of dividends, repurchases and redemptions, name changes, alterations to share structures and alterations to special rights and restrictions attached to shares. Pre-requisites: Corporate Law: Basic Procedures (LEGL 1305). Textbook available at VCC DTN Bookstore: Guide to Corporate Records, Komorowska, Volume I & Volume II. (42 hours)

CORP LAW: BASIC PROCEDURES (LEGL 1305)

Discuss company overview, incorporation and organization of a company under the Business Corporations Act, corporate maintenance and transactions. Pre-requisites: Agency and Business Structures (LEGL 1203 or 1210). Corporate (OACP 1115) strongly recommended for students without corporate experience. Textbook available at VCC DTN Bookstore: Guide to Corporate Records, Komorowska, Volume I. (42 hours)

CREDITORS' REMEDIES (LEGL 1303)

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

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)

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)

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)

LITIGATION FOR PARALEGALS 1 (LEGL 1301)

Understand Court processes, systems and functions including commencing legal proceedings, defending actions, setting a matter for trial, production of documents, discoveries, and general interlocutory applications. Pre-requisite: Torts (LEGL 1204), or read and master chapters 4-5 in the Yates: Business Law in Canada text, available on reference in the VCC library or in the bookstore. NO textbook required. (42 hours)

LITIGATION FOR PARALEGALS 2 (LEGL 1302)

Learn interlocutory applications, family law, evidence, experts, orders and costs, and preparation of interlocutory application materials for various forms of relief. Understand Fast Track Litigation and Rule 68 Expedited Litigation. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301). NO textbook required. (42 hours)

PERSONAL INJURY PRACTICE (LEGL 1304)

Master substantive law and procedures required to manage a personal injury file. Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). Textbook available at VCC DTN Bookstore: Civil Rules Transition Guide, published by CLE. (42 hours)

PROPERTY LAW (LEGL 1309)

Study property law concepts including property ownership and its social context, the Canadian common law doctrines and the statutory framework in British Columbia that regulates land ownership. Pre-requisites: legal secretary work experience or formal admission to the Paralegal Program. Textbook available at VCC DTN Bookstore: Business Law in Canada by Yates (current edition-9th) (42 hours)

PROPERTY TRANSACTIONS (LEGL 1310)

Learn about the Land Title Act, property transactions and mortgage financing, and the steps in a residential conveyance. Pre-requisites: Property Law (LEGL 1309). Conveyancing (OACP 1117) strongly recommended for students without conveyancing experience. NO textbook required. (42 hours)

SECURITIES II (LEGL 1410)

Learn higher level securities law and practice in corporate administration, legislation, filing requirements, stock exchange listings, due diligence, BCSC policies, public financing and related matters. Pre-requisite: Securities, Corporate (LEGL 1306) or equivalent work experience in the corporate field. NO textbook required. (21 hours)

SECURITIES: CORPORATE (LEGL 1306)

Learn securities law and practice in corporate administration, legislation, filing requirements, stock exchange listings, due diligence, BCSC policies, public financing and related matters. Formerly Corp law II: Securities. Pre-requisites: Corp Law I (LEGL 1305), or equivalent work experience in the corporate field. 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: 604.871.7000, ext. 8649, jchee@vcc.ca
Program Assistant: 604.871.7000, ext. 8711

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

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: 604.871.7000 ext 8649, jchee@vcc.ca

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. Sep 12 18:00 - 21:00 DTN 📍 **CRN 30168**

REGISTER ONLINE 
vcc.ca/cs



18 BUSINESS

SMALL BUSINESS

SMALL BUSINESS

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

SMALL BUSINESS

Program Coordinator: 604.871.7000, ext. 8670, jgossen@vcc.ca
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 \$765 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)

REQUIRED COURSES currently scheduled:

ENTREPRENEURIAL SKILLS (SMBU 1101)

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

1 day Mo. Apr 22 18:00 - 21:00 DTN 📍 **CRN 20438**

MARKET YOUR BUSINESS (SMBU 1102)

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

1 day We. Apr 24 18:00 - 21:00 DTN 📍 **CRN 20439**

UNDERSTANDING FINANCIAL NEEDS (SMBU 1105)

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

1 day Mo. Apr 29 18:00 - 21:00 DTN 📍 **CRN 20440**

SMALL BUSINESS MANAGEMENT (SMBU 1103)

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

1 day We. May 01 18:00 - 21:00 DTN 📍 **CRN 20441**

LEGAL OBLIGATIONS (SMBU 1108)

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

1 day Mo. May 06 18:00 - 21:00 DTN 📍 **CRN 20442**

HUMAN RESOURCES (SMBU 1106)

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

1 day We. May 08 18:00 - 21:00 DTN 📍 **CRN 20443**

FINANCING YOUR BUSINESS (SMBU 1109)

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

1 day Mo. May 13 18:00 - 21:00 DTN 📍 **CRN 20444**

SMALL BUSINESS BOOKKEEPING (SMBU 1104)

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

1 day We. May 15 18:00 - 21:00 DTN 📍 **CRN 20445**

FINANCE STATEMENTS & PLANNING (SMBU 1107)

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

1 day We. May 22 18:00 - 21:00 DTN 📍 **CRN 20446**

PREPARING YOUR BUSINESS PLAN (SMBU 1110)

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

1 day Mo. May 27 18:00 - 21:00 DTN 📍 **CRN 20447**

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 We. Apr 24 18:30 - 21:30 DTN 📍 **CRN 20553**

GUERRILLA MARKETING (SMBU 1119)

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

1 day Tu. May 07 18:00 - 21:00 DTN 📍 **CRN 20448**

SMALL BUSINESS HUMAN RESOURCES (SMBU 1122)

Designed for those working in or just starting their own businesses. Gain practical understanding of human resources concepts in order to improve process, practice and profit in your business. A must-have course for all small business owners and employees seeking to ensure that their practices are compliant and effective. (18 hours) \$340

4 wks Tu. May 21 18:30 - 21:30 DTN 📍 **CRN 20552**

ZONING AND DEVELOPMENT BY-LAW PROGRAM

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

This comprehensive program examines the City of Vancouver's Zoning and Development by-laws including residential, commercial and industrial district schedules. 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.

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

7 wks Mo. We. Apr 22 18:00 - 21:00 DTN 📍 **CRN 20475**

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

RESIDENTIAL ZONINGS (BUSI 1323)

Learn to interpret the RS-1 District Schedule of the Vancouver City Zoning and Development by-law as related to residential zoning. Study the relevant sections of the parking by-law and the related city-approved policies and guidelines. Examine the development or construction of a one-family dwelling, one-family dwelling with a secondary suite, and laneway houses. This course provides a general working knowledge of the requirements and acceptance of applications for development permits. (42 hours)

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: 604.871.7000, ext. 8417

Program Assistant: 604.871.7000, ext. 8428, fashion@vcc.ca

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

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

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

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

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

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

Application deadlines: February 15th for April start & 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:

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

REQUIRED COURSES currently scheduled:

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 flat patterns for your designs in preparation for the Level Four Couture-course. (36 hours) \$315

12 wks Tu. Apr 02 18:30 - 21:30 DTN **CRN 20025**

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) \$315

12 wks We. Apr 03 18:30 - 21:30 DTN **CRN 20031**

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) \$315

12 wks Th. Apr 04 18:30 - 21:30 DTN **CRN 20019**

BLOCK CONSTRUCTION (FASH 1102)

Use current figure/fashion shapes to draft contemporary patterns. Construct a set of Blocks (Slopers) in standard sizes for industrial pattern making, and a set of Blocks in individual sizes for custom work. (36 hours) \$315

12 wks Mo. Apr 08 18:30 - 21:30 DTN **CRN 20029**

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) \$315

12 wks Mo. Apr 08 18:30 - 21:30 DTN **CRN 20018**

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) \$315

12 wks Mo. Apr 08 18:30 - 21:30 DTN **CRN 20033**

FA VISUAL COMMUNICATION (FASH 2309)

Study Adobe Illustrator and Photoshop to convey design ideas using technical drawings and terminology. Learn to transform hand-rendered illustrations using the toolbox and palettes, apply effects, fill selections and use layers for composite images. (36 hours) \$315

12 wks Tu. Apr 09 18:00 - 21:30 DTN **CRN 20027**

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) \$315

12 wks Tu. Apr 09 18:30 - 21:30 DTN **CRN 20032**

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) \$315

10 wks Mo. Apr 15 18:30 - 21:30 DTN **CRN 20022**

ADV FASHION SHOW PREPARATION (FASH 1353)

Gain practical experience in planning and producing fashion shows. Plan, choreograph and present a mini-collection of your designs in the graduate fashion show. (18 hours) \$267

16 wks We. Jun 12 10:00 - 16:00 DTN **CRN 20017**

REQUIRED COURSES to be scheduled in upcoming terms:

COLLECTION DESIGN (FASH 2103)

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

COLLECTION TOILES (FASH 2202)

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

COUTURE (FASH 2101)

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

20 DESIGN AND ARTS

FASHION ARTS

DESIGN DRAFTING - THEORY (FASH 1202)

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

DESIGN PATTERNS DRAPING (FASH 2102)

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

FASHION DESIGN (FASH 1203)

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

INDUSTRIAL SEWING (FASH 1201)

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

PRODUCTION PATTERNS GRADING (FASH 2203)

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

TEXTILES (FASH 2201)

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

FASHION ARTS DIPLOMA

Program Coordinator: 604.871.7000, ext. 8417

Program Assistant: 604.871.7000, ext. 8428, fashion@vcc.ca

This program is designed to produce graduates with the highly desirable combination of creative flair and technical competence. This is achieved throughout the program by developing both creative ability and an awareness of technological and business applications.

The Fashion Arts Diploma Program is a two-year program. In both years (nine months each year), classes consist of 24 hours of class instruction and a minimum 6 hours of Directed Study per week. In general, it is necessary for students to complete the entire program over a two-year period to maximize the scope and depth of study in this highly structured and comprehensive program. Classes are offered 3.5 - 4 days/week, 9 am to 5 pm. A Fashion Arts Diploma is awarded to those who complete this program. Graduates can transfer credits to other design programs based on transcript/portfolio strengths. For a detailed program guide, email fashion@vcc.ca. **Application deadline May 31 for September start.**

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

Adv Fashion Show Preparation (FASH 2314)
Block Construction (FASH 1102)
Collection Design 1 (FASH 1312)
Collection Manufacture/Studio (FASH 2310)
Computer Aided Drafting 2 (FASH 2212)
Fashion Marketing & Promotion (FASH 1405)
Fashion Photoshop Applications (FASH 2214)
Fashion Prof Practices 1 (FASH 1171)
Fashion Prof Practices 2 (FASH 1172)
Illustration and Design 2 (FASH 1210)
Industrial Sewing Techniques (FASH 1212)
Int Visual Communication (FASH 2211)
Pattern Drafting Practical 1 (FASH 1310)
Pattern Drafting Theory (FASH 1211)
Personal Block Construction (FASH 1214)
Portfolio Design 1 (FASH 2210)
Portfolio Design 2 (FASH 2312)
Production Patterns Grading (FASH 2203)
Studio Lab A (FASH 1315)
Studio Lab C (FASH 2213)
Studio Lab D (FASH 2313)
Tailoring Techniques (FASH 1311)
Technical Fashion Drawing 1 (FASH 1213)
Technical Fashion Drawing 2 (FASH 1314)
Textile Surface Design & Lab (FASH 1313)
Collection Design 2 (FASH 2113)
Computer Aided Drafting 1 (FASH 2114)
Computer Applications (FASH 1111)
Costume History (FASH 1113)
Couture Sewing (FASH 2112)
Designer Patterns and Toiles (FASH 2111)
Draping Techniques (FASH 2110)
Fabric and Textile Studies (FASH 1115)
Illustration and Design 1 (FASH 1112)
Introduction to Fashion (FASH 1110)
Pattern Drafting Practical 2 (FASH 2115)
Product Development (FASH 1252)
Sewn Product Techniques (FASH 1114)
Studio Lab B (FASH 2116)

FASHION ARTS SPECIALTY: NON CREDIT

Program Coordinator: 604.871.7000, ext. 8387

Program Assistant: 604.871.7000, ext. 8677, fashion@vcc.ca

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

ELECTIVE COURSES currently scheduled:

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. Apr 06 13:00 - 16:00 DTN 📍 **CRN 20035**

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 and a three-ring binder with a supply of paper. Additional supplies will be discussed in first session. (30 hours) \$306

10 wks Sa. Apr 06 09:00 - 12:00 DTN 📍 **CRN 20016**

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) \$364

10 wks Mo. Apr 08 18:30 - 21:30 DTN 📍 **CRN 20020**

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) \$260

1 week Jul 15 09:00 - 13:00 DTN 📍 **CRN 20015**

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) \$260

1 week Jul 15 13:30 - 17:30 DTN 📍 CRN 20021

INTRO FASHION DESIGN (FASH 1178)

Explore the fundamentals of fashion design with a Fashion Designer. Learn 10 lessons in the order that a Fashion Designer would develop, and design a collection. Each session will cover different topics and will lead up to designing your own mini collection, which will be presented at the last class. Previous drawing or design experience is not necessary. Intro to Fashion Design is an excellent course to develop an entry level portfolio for consideration for acceptance into either the Fashion Design Diploma or Certificate program. Bring to the first class: 9.5” x 12” tracing papers, mechanical pencil, HB pencil, drawing pens, 12” clear drafting ruler, scotch tape and glue stick, sketchbook, magazines, and a folder, portfolio or binder. (30 hours)

ELECTIVE COURSES to be scheduled in upcoming terms:

ACTION SPORTS APPAREL INDUSTRY (FASH 1189)

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

ADOBE ILLUSTRATOR FOR 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)

CORSETRY (FASH 1183)

Learn the proper methods of construction and fit to create Victorian and Elizabethan corsets. Domestic sewing machines are available, or bring your own. Fabrics, notions and other supplies/tools will be discussed in the first class. Bring to first class: pen/paper for note taking, tape measure. A \$135 supply for the Victorian corset's inner support materials will be included in the course price. (30 hours)

DIGITAL TEXTILE DESIGN (FASH 1186)

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

DRESS FORM WORKSHOP (FASH 1163)

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

FABRIC SURFACE DESIGN (FASH 1166)

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

FASHION ILLUSTRATION (FASH 1150)

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

FASHION PRODUCTION MGMT (FASH 1184)

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

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

FASHION MERCHANDISING

ASSOCIATE CERTIFICATE

Program Coordinator: 604.871.7000, ext. 8417
Program Assistant: 604.871.7000, ext. 8428, fashion@vcc.ca

A career in fashion merchandising takes you into the dynamic and fast-paced worlds of retail and wholesale marketing. Merchandisers are “people-persons” with an eye for colour, flair for fashion, and aptitude for management. Combine studies in business fundamentals with fashion theory using a multi-dimensional approach. Learn to project accurate forecasts for profits in sales and use various merchandising techniques to attract consumers.

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

Continuous entry: Classes begin September, January and April.

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

All courses are not offered each term.
Fashion Styling (FASH 1408)
Fashion Forecasting (FASH 1204)
History Of Fashion (FASH 1301)
Fashion Marketing & Promotion (FASH 1405)
Fashion Retail Management (FASH 1401)
Merchandising Fashion (FASH 1176)
Retail Buying (FASH 1402)
Textiles (FASH 2201)

REQUIRED COURSES currently scheduled:

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 professional photo shoot is included in the class fee. (36 hours) \$315

12 wks Tu. Apr 02 18:30 - 21:30 DTN 📶 CRN 20026

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) \$315

12 wks Th. Apr 04 18:30 - 21:30 DTN 📶 CRN 20030

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) \$315

12 wks Mo. Apr 08 18:30 - 21:30 DTN 📶 CRN 20033

REQUIRED COURSES to be scheduled in upcoming terms:

FASHION MARKETING & PROMOTION (FASH 1405)

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

FASHION RETAIL MANAGEMENT (FASH 1401)

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

MERCHANDISING FASHION (FASH 1176)

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

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)

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 Associaton of Great Britian).

ACCELERATED GEMMOLOGY

PROGRAM

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

INFORMATION SESSIONS:

APRIL 15, 1 P.M.

APRIL 15, 5:30 P.M.

APRIL 17, 5:30 P.M.

MAY 13, 5:30 P.M.

ROOM 164, VCC DOWNTOWN CAMPUS

Be part of the fast paced Accelerated Gemmology graduating class.

This summer course is offered as an accelerated daytime program.

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

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

Examination fees extra - paid to the Canadian Gemmological Association.

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

ENTRANCE REQUIREMENTS:

High School Graduation.

REQUIRED COURSES:

Gemmology Accelerated Program (GEMM 1110)

REQUIRED COURSES currently scheduled:

GEMMOLOGY ACCELERATED PROGRAM (GEMM 1110)
\$5038

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

GEMMOLOGY - PART TIME AND ACCELERATED PROGRAM

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

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

This part-time program begins each September.
Application fee: \$50.00. The Accelerated program is offered from May to August only.

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

ENTRANCE REQUIREMENTS:

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

ELECTIVE COURSES currently scheduled:

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. Apr 20 09:30 - 16:30 DTN 📞 CRN 20280

JADEITE JADE 1 (GEMM 1156)

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

(3 hours) \$129

1 day Sa. May 25 09:30 - 12:30 DTN 📞 CRN 20274

JADEITE JADE 2 (GEMM 1157)

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

1 day Sa. May 25 14:00 - 17:00 DTN 📞 CRN 20275

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)

GEMMOLOGY PRACTICAL LAB (GEMM 2102)

Sharpen your practical gem identification skills, or refresh your techniques. This class also provides correspondence students with the unique opportunity of having hands-on instruction in the use of gemmological instruments, while in a practical lab class setting. Basic Gemmological knowledge is required. Registration is limited. Registration deadline seven days prior to first class. Class begins each September.

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)

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)

MASTERVERLUER APPRAISAL PROGRAM (GEMM 3101)

The MasterValuer Program in jewellery appraisal studies is recognized as the premier appraisal training program in the world. Become a gem and jewellery appraiser or improve and enhance your appraisal skills through a comprehensive program of valuation studies. This program provides a solid foundation in the principles and methods of appraising gems and jewellery. The program was developed by Anna Miller, an international expert in appraisal science, and is taught in many countries. This 30-session program offers 90 hours of classroom training, labs, hands-on exercises, and workshops with information you can use immediately in an appraisal practice. Prerequisites: Must hold a recognized Gemmological Diploma. This course is a graded course and you must pass the final exam and complete a research project. Session begins in September. Application fee: \$30.00. The total fee of \$5986.00 must be paid one week prior to course start. A deposit of \$2000.00 must accompany your registration form. The balance must be paid no later than one week before the class begins. No refunds given after course begins. In addition two text books are required that are approximately \$50.00 each.

REGISTER ONLINE 
vcc.ca/cs

VISIT [VCC.CA/CS](https://vcc.ca/cs) FOR THE MOST UP-TO-DATE INFORMATION



24 DESIGN AND ARTS

GEMMOLOGY AND JEWELLERY

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 and creativity come alive! Learn the art of jewellery-making.

ELECTIVE COURSES currently scheduled:

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. Apr 02 18:30 - 21:30 DTN 🗓️ **CRN 20283**

STONE SETTING IN JEWELLERY (JEWL 1117)

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

8 wks Tu. Apr 02 18:30 - 21:30 DTN 🗓️ **CRN 20287**

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 We. Apr 03 18:30 - 21:30 DTN 🗓️ **CRN 20282**

8 wks Mo. Apr 15 18:30 - 21:30 DTN 🗓️ **CRN 20281**

LOST WAX CARVING & CASTING (JEWL 1118)

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

8 wks We. Apr 03 18:30 - 21:30 DTN 🗓️ **CRN 20290**

JEWELLERY REPAIR (JEWL 1116)

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

8 wks Th. Apr 04 18:30 - 21:30 DTN 🗓️ **CRN 20289**

SKETCHING BASICS FOR JEWELLERS (JEWL 1125)

Learn efficient and effective ways to professionally present 3D jewellery concepts in 2D. Ideal for jewellers, designers, and sales associates wishing to enhance their skills in presentation drawings. The sessions are progressive with assignments for each technique. No prerequisites. Registration deadline seven days prior to first class. (16 hours) \$499

5 wks Th. Apr 11 18:30 - 21:45 DTN 🗓️ **CRN 20286**

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. Apr 13 09:00 - 15:00 DTN 🗓️ **CRN 20288**

PEARL STRINGING TECHNIQUES 1 (JEWL 1112)

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

1 day Sa. Apr 13 10:00 - 16:00 DTN 🗓️ **CRN 20284**

CREATE JEWELLERY REPAIR SALES (JEWL 1113)

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

1 day Sa. Apr 27 13:00 - 16:00 DTN 🗓️ **CRN 20285**

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)

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).

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.

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.

ACCELERATED CERTIFICATE AND PART TIME INTERIOR DESIGN

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

INFORMATION SESSION:

MARCH 5, 6:30 P.M.

ROOM: TBA, DOWNTOWN CAMPUS

ORIENTATION SESSION FOR ALL NEW STUDENTS:

APRIL 8, 18:00

ROOM: TBA, DOWNTOWN CAMPUS

The Interior Design part-time program at VCC is tailored to the needs of the residential interior design industry. Students learn the theory and practice of interior design through conceptual explorations of space, sustainability research, and computer-aided design programs. Students will discover the power of design by seeking solutions to create and change the spaces that people live, work and play in.

Taught by award winning designers, **this certificate-granting program has two processes for completion.**

The first at your own leisure, taking one to five courses over the duration of five years.

The second, an accelerated method designed so that you can complete the program in a year, with a September or January start.

During your studies, you will visit on-site firms, suppliers and manufacturers. This authentic learning experience creates an in-depth understanding of the design industry, enhances classroom learning and provides important exposure to the industry.

The Interior Design Certificate (or equivalent) is required for entry into our National Kitchen and Bath accredited Diploma program and contains several courses that are transferable to Interior Design Diploma programs in British Columbia.

The part-time program has start dates of September, January and April. The accelerated 11 month program has a start date of September.

ENTRANCE REQUIREMENTS:

B.C. Secondary School completion or equivalent.

B.C. Grade 12 level English or equivalent.

All new students are required to fill out a college application form. These forms are available at the Continuing Studies Office, Downtown Campus. There is a \$30.00 application fee. **All new students are required attend an orientation on April 8, at 18:00.**

REQUIRED COURSES:

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

AutoCAD for Interior Designers (INTD 1350)

Design Today (INTD 1340)

Design Basics (INTD 1305)

Presentation (INTD 1370)

Basic Drafting Concepts (INTD 1310)

Colour Theory & Application (INTD 1320)

Materials & Finishes (INTD 1330)

Design for Small Spaces (INTD 1360)

Design Drawing (INTD 1315)

Design Specifications (INTD 1365)

History of Furniture (INTD 1325)

Lighting (INTD 1345)

Residential Design (INTD 1355)

Textiles (INTD 1335)

REQUIRED COURSES currently scheduled:

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) \$409

12 wks Tu. Apr 09 18:15 - 21:15 DTN 📍 **CRN 20428**

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. Apr 10 18:30 - 21:30 DTN 📍 **CRN 20433**

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

12 wks We. Apr 10 18:15 - 21:15 DTN 📍 **CRN 20557**

PRESENTATION (INTD 1370)

Study techniques and other illustrative rendering materials associated with presentation drawings of interiors. Students will use markers to render plans, elevations and perspectives. Discover ways to create and improve your portfolio, build skills in model making and prepare for the transition to the professional world. (36 hours) \$409

12 wks We. Apr 10 18:15 - 21:15 DTN 📍 **CRN 20432**

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 Tu. Apr 09 18:15 - 21:15 DTN 📍 **CRN 20430**

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. Text book: Designing Interiors (Kilmer & Kilmer) (24 hours) \$294

8 wks Sa. Apr 13 09:30 - 12:30 DTN 📍 **CRN 20429**

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 these materials. (24 hours) \$294

12 wks Sa. Apr 13 09:30 - 11:30 DTN 📍 **CRN 20424**

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. Textbook: Home: A Short History of An Idea, Witold Rybczynski. (36 hours) \$409

12 wks Mo. Apr 15 18:15 - 21:15 DTN 📍 **CRN 20435**

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 Tu. Apr 16 10:00 - 13:00 DTN 📍 **CRN 20431**

REQUIRED COURSES to be scheduled in upcoming terms:

DESIGN SPECIFICATIONS (INTD 1365)

Learn to write specifications. 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)

HISTORY OF FURNITURE (INTD 1325)

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

26 DESIGN AND ARTS

INTERIOR DESIGN

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)

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)

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)

INTERIOR DESIGN - NON CREDIT

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

ELECTIVE COURSES currently scheduled:

SKETCHUP LEVEL 1 (CMPT 1703)

Gain a solid foundation in 2D and 3D design with this introduction to Google SketchUp. Learn integration of 2D and 3D as well as tools and functions of SketchUp including layers, adding textures and materials, components, and the 3D warehouse. Pre-requisite: Basic PC/Mac computer skills. Optional text available at the DTN bookstore. (6 hours) \$195
1 day Sa. Apr 13 09:00 - 17:00 DTN 📍 **CRN** 20550

AUTODESK REVIT FOR STRUCTURES (CMPT 1247)

Learn the basics of Autodesk Revit in a structural environment, from design through construction documentation. You will be introduced to the tools and concepts of 3D modeling and documentation. Prerequisite: Prior drafting experience in a structural or architectural environment and familiarity with Windows. \$595
12 wks We. Apr 16 17:30 - 20:30 DTN 3W **CRN** 20638

SKETCHUP LEVEL 2 (CMPT 1704)

Focus on advanced tools in Google SketchUp such as creating scene, field of views, shadows, extensions, plug-ins and more. Pre-requisite: Google SketchUp Level 1 or a basic knowledge of SketchUp. Optional text available at the DTN bookstore. (6 hours) \$195
1 day Sa. Apr 27 09:00 - 17:00 DTN 📍 **CRN** 20551

WINDOW TREATMENTS (INTD 1180)

Discover the many traditional and contemporary window treatments available for interiors. Become skilled at the following variables- style, colour, type and pattern of the fabric and/or the hard covering design of the window opening, measurements, hardware, and finishing touches. (5 hours) \$78
1 day Sa. May 25 10:00 - 15:00 DTN **CRN** 20584
1 day Sa. Jun 01 10:00 - 15:00 DTN **CRN** 20585

ELECTIVE COURSES to be scheduled in upcoming terms:

RESIDENTIAL SPACE PLANNING (INTD 1173)

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)

KITCHEN & BATH DESIGN DIPLOMA

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

INFORMATION SESSION:
MARCH 5, 7 P.M.
ROOM: TBA, DOWNTOWN CAMPUS

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 has accredited 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. Entry into the Diploma program is possible only after the successful completion of the Certificate in Interior Design (or equivalent.) In addition, a work placement during the third semester provides valuable and practical design experience.

TEXTBOOKS FOR THE KITCHEN AND BATH PROGRAM REQUIRED:

Bath Planning (Cheever)
Kitchen Planning (Cheever)
Design Principle (Cheever)
Kitchen and Bath Project Management
Kitchen and Bath Products (Cheever)
Kitchen and Bath Systems (Cheever)
Residential Construction (Cheever, Jerry)
Bath Planning (Parrott, Beamish and Emmel)

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.
Drafting 3 (INTD 2340)
Advanced Kitchen & Bath Design (INTD 2335)
Project Management (INTD 2345)
Practicum (INTD 2399)
Basic Bathroom Design (INTD 2305)
Basic Kitchen Design (INTD 2320)
Construction (INTD 2315)
Drafting 1 (INTD 2310)
Drafting 2 (INTD 2325)
Kitchen/Bath Systems & Product (INTD 2330)

REQUIRED COURSES currently scheduled:

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) \$409
12 wks Tu. Apr 09 18:15 - 21:15 DTN 📍 **CRN** 20555

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) \$409
12 wks Th. Apr 11 18:15 - 21:15 DTN 📍 **CRN** 20556

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) \$409

1 day Sa. Apr 13 09:30 - 16:30 DTN **CRN** 20558
 1 day Sa. Apr 27 09:30 - 16:30 DTN **CRN** 20558
 1 day Sa. May 04 09:30 - 16:30 DTN **CRN** 20558
 1 day Sa. May 11 09:30 - 16:30 DTN **CRN** 20558
 1 day Sa. May 25 09:30 - 16:30 DTN **CRN** 20558
 1 day Sa. Jun 08 09:30 - 16:30 DTN **CRN** 20558
 1 day Sa. Jun 22 09:30 - 16:30 DTN **CRN** 20558

PRACTICUM (INTD 2399)

\$100 (160 hours)

Jul 01 OFS **CRN** 20554

REQUIRED COURSES to be scheduled in upcoming terms:

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)

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)

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 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)

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)

SKETCHUP FOR INTERIOR DESIGNERS

Program Coordinator: Erin Sanders, 604.871.7000, ext. 8673

Program Assistant: 604.871.7000

ENTRANCE REQUIREMENTS:

Pre-requisite: Working knowledge of AutoCAD or VectorWorks would be an asset.

ELECTIVE COURSES:

SketchUp Level 1 (CMPT 1703)

SketchUp Level 2 (CMPT 1704)

ELECTIVE COURSES currently scheduled:

SKETCHUP LEVEL 1 (CMPT 1703)

Gain a solid foundation in 2D and 3D design with this introduction to Google SketchUp. Learn integration of 2D and 3D as well as tools and functions of SketchUp including layers, adding textures and materials, components, and the 3D warehouse. Pre-requisite: Basic PC/Mac computer skills. Optional text available at the DTN bookstore. (6 hours) \$195

1 day Sa. Apr 13 09:00 - 17:00 DTN **CRN** 20550

SKETCHUP LEVEL 2 (CMPT 1704)

Focus on advanced tools in Google SketchUp such as creating scene, field of views, shadows, extensions, plug-ins and more. Pre-requisite: Google SketchUp Level 1 or a basic knowledge of SketchUp. Optional text available at the DTN bookstore. (6 hours) \$195

1 day Sa. Apr 27 09:00 - 17:00 DTN **CRN** 20551

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: Harumi Suzuki, 604.871.7000, ext. 8417

Program Assistant: Margaret McIlwaine, 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)

Makeup for Film & TV (MKUP 1107)

Theatrical Makeup (MKUP 1106)

28 DESIGN AND ARTS / COUNSELLING

MAKEUP ARTISTRY / COUNSELLING

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. Apr 02 18:00 - 21:00 DTN **CRN 20574**

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. Apr 03 18:00 - 21:00 DTN **CRN 20575**

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. Apr 04 18:00 - 21:00 DTN **CRN 20570**

FREELANCE & CAREER DEVELOPMENT (MKUP 1104)

Prepare for entry level employment as a sales associates, beauty advisor, cosmetics counter manager or freelance makeup artist. Learn customer service skills and prepare a professional resume and portfolio to showcase your makeup artistry and sales talents. This course can be taken in conjunction with MKUP 1101. (8 hours) \$204

1 day Sa. Jun 01 09:00 - 17:00 DTN **CRN 20572**

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 \$300. Please contact Program Coordinator for more details. Model required for final project. (30 hours) \$464

10 wks Tu. Apr 02 18:00 - 21:00 DTN **CRN 20571**

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 \$315. (30 hours) \$464

10 wks We. Apr 03 18:00 - 21:00 DTN **CRN 20576**

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

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.

COUNSELLING

Start your counselling training at VCC....experiential, practical and transformational. For information session dates, visit www.vcc.ca. The Addiction Counselling Skills and Community Counselling Skills provide the theory and skills to those either making a career change or those currently working in the field and seeking educational credentials.

ADDICTION COUNSELLING SKILLS CERTIFICATE

*Program Coordinator: 604.871.7000, ext. 8392, abaird@vcc.ca
Program Assistant: 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: Foundations of Counselling; Theories of Counselling OR Lifespan Development; 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

VCC BOOKSTORE

VCC's downtown bookstore has all the textbooks, course materials and supplies you need.

Students can buy online or in-person. Online purchases require payment by credit card and at-home delivery takes about two days. Bookstore hours of operation are flexible and vary depending on the semester. Visit vcc.ca/bookstore for store hours.

250 West Pender Street, Vancouver, BC
604.443.8363, bookstore@vcc.ca

ENTRANCE REQUIREMENTS:

- Fluency in English: Completion of Grade 12 English (C+), GED or equivalent
- Successful completion of Basic Counselling Skills (C) or equivalent
- Relevant experience (direct client contact) in the helping field paid or volunteer-min 35 hours
- Letter of reference
- Criminal Record Check completed by the Ministry of Justice, 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:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401)

NO APPLICATION FORM IS REQUIRED TO REGISTER IN THE BASIC COUNSELLING SKILLS COURSE.
 Criminal Record Check required for this course.

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. Apr 09 18:15 - 21:15 DTN **CRN** 20522
 12 wks We. Apr 10 18:15 - 21:15 DTN **CRN** 20523
 12 wks Th. Apr 11 18:15 - 21:15 DTN **CRN** 20524
 12 wks Fr. Apr 12 09:15 - 12:15 DTN **CRN** 20525
 12 wks Fr. Apr 12 18:15 - 21:15 DTN **CRN** 20526
 6 wks Tu. Th. Jul 09 18:15 - 21:15 DTN **CRN** 20594
 6 wks We. Fr. Jul 10 09:15 - 12:15 DTN **CRN** 20595

REQUIRED COURSES currently scheduled:

ASSESSMENT PRACTICES-ADDICTION (CNSK 1411)

Demonstrate with competence the foundational skills needed to conduct proper clinical assessments, manage record keeping and gather information to respond appropriately to client issues and needs in the area of addiction and concurrent disorders. 45 hours (3 credits)

Prerequisite: Acceptance to the Addiction Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) and Individual Counselling Skills - Addiction (CNSK 1406) PLUS completed or taken concurrently Diversity Cultural & Counselling (CNSK 1407) AND Addiction and Human Behaviour (CNSK 1415). \$573

12 wks Mo. Apr 08 18:15 - 21:30 DTN **CRN** 20542 and
 1 day Sa. May 11 09:30 - 12:30 DTN **CRN** 20542

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. \$573

12 wks Mo. Apr 08 18:15 - 21:30 DTN **CRN** 20535 and
 1 day Sa. May 11 09:15 - 12:30 DTN **CRN** 20535
 12 wks We. Apr 10 18:15 - 21:30 DTN **CRN** 20536

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. \$573

12 wks Mo. Apr 08 18:15 - 21:30 DTN **CRN** 20530 and
 1 day Sa. Apr 20 09:30 - 16:30 DTN **CRN** 20530 and
 1 day Sa. Jun 15 09:30 - 12:45 DTN **CRN** 20530
 12 wks We. Apr 10 18:15 - 21:30 DTN **CRN** 20531 and
 1 day Sa. Apr 20 09:30 - 16:30 DTN **CRN** 20531

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. \$277

5 wks Tu. Apr 09 18:15 - 21:30 DTN **CRN** 20537 and
 1 day Sa. May 04 09:30 - 16:15 DTN **CRN** 20537
 5 wks Tu. May 14 18:15 - 21:30 DTN **CRN** 20538 and
 1 day Sa. Jun 08 09:30 - 16:15 DTN **CRN** 20538
 7 wks Tu. Jul 02 18:15 - 21:24 DTN **CRN** 20599

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. \$573

12 wks Tu. Apr 09 18:15 - 21:30 DTN **CRN** 20527 and
 1 day Sa. May 18 09:30 - 16:30 DTN **CRN** 20527
 12 wks We. Apr 10 18:15 - 21:30 DTN **CRN** 20528 and
 1 day Sa. May 18 09:30 - 16:30 DTN **CRN** 20528
 12 wks Th. Apr 11 18:15 - 21:30 DTN **CRN** 20529 and
 1 day Sa. May 18 09:30 - 16:30 DTN **CRN** 20529

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). \$365

7 wks Tu. Apr 09 18:15 - 21:30 DTN **CRN** 20543 and
 1 day Sa. May 18 09:15 - 16:30 DTN **CRN** 20543
 7 wks Th. May 16 18:15 - 21:30 DTN **CRN** 20544 and
 1 day Sa. Jun 15 09:15 - 16:30 DTN **CRN** 20544
 4 wks Tu. Th. Aug 01 14:00 - 17:15 DTN **CRN** 20597 and
 1 day Sa. Aug 17 09:15 - 16:30 DTN **CRN** 20597

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. \$365

7 wks Th. Apr 11 18:15 - 21:30 DTN **CRN** 20539 and
 1 day Sa. Apr 27 09:15 - 16:30 DTN **CRN** 20539
 7 wks Tu. May 14 18:15 - 21:30 DTN **CRN** 20540 and
 1 day Sa. Jun 22 09:15 - 16:30 DTN **CRN** 20540
 9 wks Fr. Jul 05 18:15 - 21:28 DTN **CRN** 20598

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. \$573

12 wks Th. Apr 11 09:00 - 12:45  **CRN** 20532

30 HEALTH SCIENCES AND HUMAN SERVICES

COUNSELLING

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. May 02 18:15 - 21:30 DTN **CRN** 20545 and
1 day Sa. May 25 09:30 - 16:15 DTN **CRN** 20545
5 wks We. Jul 03 18:15 - 21:30 DTN **CRN** 20596 and
1 day Sa. Jul 27 09:30 - 16:15 DTN **CRN** 20596

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

PRACTICUM: VOLUNTEER (CNSK 1488)

Master, integrate and display the knowledge and skills taught during the classroom component of the Community/ Addiction Counselling Skills Certificate at a workplace/ agency setting. 4 credits Prerequisite: Completion of all required courses in the Community OR Addiction Counselling Skills Certificate Programs. \$473

COMMUNITY COUNSELLING SKILLS CERTIFICATE

*Program Coordinator: 604.871.7000, ext. 8392, abaird@vcc.ca
Program Assistant: 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. Some courses meet educational pre-requisites for graduate studies in the Department of Education and Counselling Psychology at UBC.

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

ENTRANCE REQUIREMENTS:

- Fluency in English: Completion of Grade 12 English (C+), GED or equivalent
- Successful completion of Basic Counselling Skills (C) or equivalent
- Relevant experience (direct client contact) in the helping field paid or volunteer-min 35 hours
- Letter of reference
- Criminal Record Check completed by the Ministry of Justice, 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:

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

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401)

NO APPLICATION FORM IS REQUIRED TO REGISTER IN THE BASIC COUNSELLING SKILLS COURSE.
Criminal Record Check required for this course.

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. Apr 09 18:15 - 21:15 DTN **CRN** 20522
12 wks We. Apr 10 18:15 - 21:15 DTN **CRN** 20523
12 wks Th. Apr 11 18:15 - 21:15 DTN **CRN** 20524
12 wks Fr. Apr 12 09:15 - 12:15 DTN **CRN** 20525
12 wks Fr. Apr 12 18:15 - 21:15 DTN **CRN** 20526
6 wks Tu. Th. Jul 09 18:15 - 21:15 DTN **CRN** 20594
6 wks We. Fr. Jul 10 09:15 - 12:15 DTN **CRN** 20595

REQUIRED COURSES currently scheduled:

ASSESSMENT PRACTICES-COMMUNITY (CNSK 1410)

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

Prerequisite: Acceptance to the Community Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402) and Individual Counselling Skills - Addiction (CNSK 1405) PLUS completed or to be taken concurrently Diversity, Cultural & Counselling (CNSK1407) \$573

12 wks Mo. Apr 08 18:15 - 21:30 DTN **CRN** 20541 and
1 day Sa. May 11 09:15 - 16:30 DTN **CRN** 20541

INDIVID COUNS SKILLS-COMMUNITY (CNSK 1405)

45 hours (3 credits)

Prerequisite: Acceptance to the Community Counselling Skills Certificate Program. \$573

12 wks Mo. Apr 08 18:15 - 21:30 DTN **CRN** 20533 and
1 day Sa. May 11 09:15 - 12:30 DTN **CRN** 20533

12 wks Tu. Apr 09 18:15 - 21:30 DTN **CRN** 20534

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. \$573

12 wks Mo. Apr 08 18:15 - 21:30 DTN **CRN** 20530 and
1 day Sa. Apr 20 09:30 - 16:30 DTN **CRN** 20530 and
1 day Sa. Jun 15 09:30 - 12:45 DTN **CRN** 20530
12 wks We. Apr 10 18:15 - 21:30 DTN **CRN** 20531 and
1 day Sa. Apr 20 09:30 - 16:30 DTN **CRN** 20531

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. \$277

5 wks Tu. Apr 09 18:15 - 21:30 DTN **CRN** 20537 and
1 day Sa. May 04 09:30 - 16:15 DTN **CRN** 20537
5 wks Tu. May 14 18:15 - 21:30 DTN **CRN** 20538 and
1 day Sa. Jun 08 09:30 - 16:15 DTN **CRN** 20538
6 wks Tu. Jul 02 18:15 - 21:24 DTN **CRN** 20599

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. \$573

12 wks Tu. Apr 09 18:15 - 21:30 DTN **CRN** 20527 and
1 day Sa. May 18 09:30 - 16:30 DTN **CRN** 20527
12 wks We. Apr 10 18:15 - 21:30 DTN **CRN** 20528 and
1 day Sa. May 18 09:30 - 16:30 DTN **CRN** 20528
12 wks Th. Apr 11 18:15 - 21:30 DTN **CRN** 20529 and
1 day Sa. May 18 09:30 - 16:30 DTN **CRN** 20529

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). \$365

7 wks Tu. Apr 09 18:15 - 21:30 DTN **CRN** 20543 and
1 day Sa. May 18 09:15 - 16:30 DTN **CRN** 20543
7 wks Th. May 16 18:15 - 21:30 DTN **CRN** 20544 and
1 day Sa. Jun 15 09:15 - 16:30 DTN **CRN** 20544
4 wks Tu. Th. Aug 01 14:00 - 17:15 DTN **CRN** 20597 and
1 day Sa. Aug 17 09:15 - 16:30 DTN **CRN** 20597

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. \$365

7 wks Th. Apr 11 18:15 - 21:30 DTN **CRN** 20539 and
1 day Sa. Apr 27 09:15 - 16:30 DTN **CRN** 20539
7 wks Tu. May 14 18:15 - 21:30 DTN **CRN** 20540 and
1 day Sa. Jun 22 09:15 - 16:30 DTN **CRN** 20540
9 wks Fr. Jul 05 18:15 - 21:28 DTN **CRN** 20598

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. \$573

12 wks Th. Apr 11 09:00 - 12:45 NET **CRN** 20532

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

PRACTICUM: VOLUNTEER (CNSK 1488)

Master, integrate and display the knowledge and skills taught during the classroom component of the Community/ Addiction Counselling Skills Certificate at a workplace/ agency setting. 4 credits

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

ELECTIVE COURSES currently scheduled:

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. Priority will be given to VCC's current certificate students who may need this elective for graduation purposes. \$277

5 wks Th. Apr 11 18:15 - 21:30 DTN **CRN** 20546 and
1 day Sa. Apr 20 09:30 - 16:15 DTN **CRN** 20546

CNS SKILLS A YOUTH PERSPECTIVE (CNSK 1416)

Explore adolescence and gain knowledge and understanding of the psychological, social, physical and emotional factors underlying the transition from childhood to adulthood. (22 hours) (1 credit) Prerequisite: Acceptance to a Counselling Skills Certificate Programs or permission of the Program Coordinator. Priority will be given to VCC's current certificate students who may need this elective for graduation purposes. \$277

5 wks Th. May 09 18:15 - 21:30 DTN **CRN** 20547 and
1 day Sa. May 25 09:00 - 16:15 DTN **CRN** 20547

ELECTIVE COURSES to be scheduled in upcoming terms:

ABORIGINAL COUNSELLING SKILLS (CNSK 1413)

Examine the historical and traditional perspectives and contemporary issues of the Aboriginal community with a focus on health and healing. 22 hours (1 credit) Prerequisite: Acceptance to a Counselling Skills Certificate Programs. Priority will be given to VCC's current certificate students who may need this elective for graduation purposes.

EARLY CHILDHOOD CARE AND EDUCATION

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

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

EARLY CHILDHOOD CARE AND EDUCATION PROGRAMS

Program Coordinator: 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 604.443.8428.

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 / FAMILY LITERACY

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) \$313

8 wks Th. Apr 25 18:45 - 21:45 DTN  **CRN 20317**

1 day Sa. May 11 09:30 - 16:30 DTN  **CRN 20317**

1 day Sa. Jun 8 09:30 - 16:30 DTN  **CRN 20317**

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. 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

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

10 wks Thurs. Apr 11 18:45 - 21:45 DTN  **CRN 20346**

1 day Sa. May 11 09:00 - 16:00 DTN  **CRN 20346**

INFANT AND TODDLER AND SPECIAL NEEDS CERTIFICATE

For those who have completed basic Early Childhood Education training and who hold a BC License from the Ministry in basic ECCE, we offer two post-basic certificate programs. Both the Infant and Toddler and Special Needs Certificate programs commence in September of each year. The curriculum includes core courses relevant to both certificate programs as well as dedicated courses in each area of specialty.

As these are popular programs with limited seating, please submit your application promptly to avoid disappointment. Applications will be accepted from January through May 31 on a first come, first served basis. You will be advised after June 15 if we can accept your application for our annual September intake.

ENTRANCE REQUIREMENTS:

In order to apply for either of these programs, the following is required:

- A B.C. Licence in basic ECCE prior to applying
- Canadian Citizenship or Permanent Resident
- Proof of Grade 12 English proficiency
- Criminal Records Check

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: 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.

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

REQUIRED COURSES currently scheduled:

FAMILY LIT ACROSS CONTEXTS (FAML 1113)

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

May 13 OFS **CRN 20566**

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) \$270

Jul 08 OFS **CRN** 20568

REQUIRED COURSES to be scheduled in upcoming terms:

CHILD DEV & EMERGENT LITERACY (FAML 1111)

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

FAMILY LIT IN THE COMMUNITY (FAML 1112)

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

FUNDAMENTALS OF FAMILY LIT (FAML 1109)

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

LITERACY - ADULTS & FAMILIES (FAML 1110)

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

SOCIOCULTURAL COMPETENCY

REQUIRED COURSES to be scheduled in upcoming terms:

SOCIOCULTURAL COMPETENCY (PROF 1103)

Redefining Communications Skills Training: Cultural Aspects in Learning Effective Key Competencies for the Workplace and Beyond

This evidence-based communication skills model examines how people in a particular career, workplace or cultural context, interact with each other. It pays attention to the belief and value systems that employees bring with them how it impacts their interactions – an interesting and sometimes challenging part of working together in multicultural settings with people from diverse backgrounds.

The SCT model may be used by instructors, counsellors, settlement and cultural workers, as well as many other helping professionals to assist their clients in the learning of contextualized and culturally appropriate norms and behaviors. (18 hours)

3 days Mo. Tu. We. May 2 09:00 - 16:00 DTN **CRN** 20651

HEALTH

Vancouver Community College's Continuing Studies 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.

FOODSAFE

Learn current industry standards for health and safety in this day-long course. Discuss receiving/storing edible wares, preparing, serving, and dispensing food. Foodsafe level 2 will be offered in upcoming terms. \$95

1 day Sa. Apr 13 09:00 - 18:00 DTN **CRN** 20610

1 day Sa. May 11 09:00 - 18:00 DTN **CRN** 20611

1 day Sa. May 25 09:00 - 18:00 DTN **CRN** 20612

1 day Sa. Jun 08 09:00 - 18:00 DTN **CRN** 20613

1 day Sa. Jun 22 09:00 - 18:00 DTN **CRN** 20614

1 day Sa. Jul 06 09:00 - 18:00 DTN **CRN** 20615

1 day Sa. Jul 20 09:00 - 18:00 DTN **CRN** 20616

1 day Sa. Aug 03 09:00 - 18:00 DTN **CRN** 20617

1 day Sa. Aug 17 09:00 - 18:00 DTN **CRN** 20618

HEALTH SPECIALTY

Program Assistant: 604.871.7000, ext. 8635

Footcare courses please call 604. 871.7000 ext. 8672

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.

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 We. Th. Apr 03 09:00 - 17:00 DTN **CRN** 20586

2 days We. Th. May 22 09:00 - 17:00 DTN **CRN** 20587

2 days Mo. Tu. Jun 17 09:00 - 17:00 DTN **CRN** 20588

2 days Fr. Sa. Jul 19 09:00 - 17:00 DTN **CRN** 20589

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. Supplies \$70, available at the VCC bookstore prior to first class. (8 hours) \$180

1 day Th. Apr 25 08:30 - 17:30 DTN **CRN** 20624

1 day Fr. May 24 08:30 - 17:30 DTN **CRN** 20625

1 day Th. Jun 20 08:30 - 17:30 DTN **CRN** 20626

1 day Th. Jul 11 08:30 - 17:30 DTN **CRN** 20627

1 day We. Aug 28 08:30 - 17:30 DTN **CRN** 20628

FOOT CARE 1 (HLTH 1241)

Review the anatomy of the foot and learn the basics of foot care for older adults. Participants must be a RN, RPN, or LPN currently registered in BC. (21 hours). \$561

3 days Mo. Tu. We. May 27 09:00 - 17:00 BWY **CRN** 20630

3 days Mo. Tu. We. July 22 09:00 - 17:00 BWY **CRN** 20636

FOOT CARE 2 (HLTH 1196)

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

2 days Th. Fr. We. May 31 - 09:00 - 18:00 BWY 20635

2 days Th. Fr. We. July 25 - 09:00 - 18:00 BWY 20637

MEDICATION COURSE FOR HCWS (HLTH 1366)

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

Scheduled in upcoming terms.

LPN CONTINUING STUDIES

Program Assistant: Jennifer Adachi, 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.

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


Apr 01 OFS **CRN** 20593

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HEALTH


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

Apr 01 OFS  **CRN** 20590

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. (20 hours) \$258


5 wks Sa. Apr 13 09:00 - 13:00 BWY  **CRN** 20608


5 wks Sa. Aug 10 09:00 - 13:00 BWY  **CRN** 20629


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. Supplies \$70, available at the VCC bookstore prior to first class. (8 hours) \$180

1 day Th. Apr 25 08:30 - 17:30 BWY  **CRN** 20624

1 day Fr. May 24 08:30 - 17:30 BWY  **CRN** 20625


1 day Th. Jun 20 08:30 - 17:30 BWY  **CRN** 20626


1 day Th. Jul 11 08:30 - 17:30 BWY  **CRN** 20627

1 day We. Aug 28 08:30 - 17:30 BWY  **CRN** 20628

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. (21 hours) \$357

1 day Fr. Jun 07 09:00 – 17:00 DTN  **CRN** 20591

2 wks Sa. Jun 08 09:00 - 17:00 DTN  **CRN** 20591

LPN IMMUNIZATION SKILLS CHECK (HLTH 1395)

For LPN's who have completed the BCCDC online immunization course; this 4 hour lab is available to complete the competency checklist and learning plan with an immunization evaluator. (4 hours)

COURSES SCHEDULED *in upcoming terms*

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.

LPN TO BSCN TRANSITION STUDIES

The LPN to BSN transition program is currently being modified. The new courses in this transition program will likely be offered beginning September 2013. Please check the VCC web site for updates on September offerings.

MEDICAL DEVICE REPROCESSING TECHNICIAN CERTIFICATE

Program Assistant: Rebecca Bennett, 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 within five years of application date
4. Interpersonal Communication Skills - Health (MSKL 1104)
5. A VCC specific Criminal Records Check through the Ministry of Justice within the last five years.


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.

ENTRANCE REQUIREMENT COURSES:

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. Apr 16 18:00 - 21:00 DTN  **CRN** 20047


10 wks Tu. Apr 16 18:00 - 21:00 DTN  **CRN** 20048

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. Apr 20 09:00 - 16:00 DTN  **CRN** 20479

4 wks Sa. May 25 09:00 - 16:00 DTN  **CRN** 20480

4 wks Sa. Jun 22 09:00 - 16:00 DTN  **CRN** 20650

CORE COURSES:

MEDICAL REPROCESSING THEORY (MDRT 1101)

This course introduces the Medical Device Reprocessing Technician to the principles of microbiology, infection control, aseptic technique and workplace environmental hazards. The student will learn instrument classification, specifics of proper handling techniques and recognition of common problems related to instrument usage. Additionally, the students will learn the principles of decontamination including instrument/equipment disassembly, various methods of cleaning/disinfection, use of decontamination equipment (automated), proper workflow, standard precautions and the safe handling of sharps and medical bio-hazardous waste materials wrapping and/or packaging of surgical instruments, supplies and patient care equipment. (105 Hours) Program tuition \$4243.00

Please note: There is a 12 – 18 month waitlist for this program.

MEDICAL REPROCESSING PRACTICUM (MDRT 1102)

This instructor lead practicum involves application of knowledge and experience in the decontamination, assembly, sterilization, and distribution and storage areas of local hospital's Medical Device Reprocessing Department. Learners are partnered with working technicians and be provided with the an opportunity to develop basic competencies in all areas. (315 hours)

Please note: There is a 12 – 18 month waitlist for this program.

PERIANESTHESIA NURSING CERTIFICATE

Program Assistant: Rebecca Bennett, 604.871.7000, ext. 8672

This distance education program is clinically relevant for Registered Nurses whose career goals include working with patients requiring anesthesia, analgesia and procedural sedation. The program is offered through correspondence over a one-year period: 135 hours are required to complete the theory portion. Completion of the theory component is followed by 144 hours of a Clinical Practicum. In special circumstances, the clinical practicum can be waived.

REQUIRED 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.

A VCC specific Criminal Records Check through the Ministry of Justice within the last five years.

PERIANESTHESIA NURSING (HLTH 1341)

Enhance understanding of anesthesia, analgesia and procedural sedation and the impact on the client. The 135 hours of theory area of study includes pain and ventilator management, post-operative patient assessment, hemodynamic monitoring relevant to PACU, and complications of anesthesia. Course may qualify for university transfer credits. A Clinical Practicum of 144 hours follows the theory portion. These clinical practicum hours may be challenged through the PACU Challenge Option course (HLTH 1378) for RN's presently working in PeriAnaesthesia Care Units. Registration is ongoing throughout the year, and successful candidates have 12 months to complete the program. \$1113

Apr 01 OFS 📞 CRN 20632

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

Apr 01 OFS 📞 CRN 20631

RENAL DIALYSIS TECHNICIAN CERTIFICATE

Program Assistant: Rebecca Bennett, 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 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)
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)
- 6) A VCC specific Criminal Records Check through the Ministry of Justice within the last five years.

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.

ENTRANCE REQUIREMENT COURSES:

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. Apr 16 18:00 - 21:00 DTN 📞 CRN 20047

10 wks Tu. Apr 16 18:00 - 21:00 DTN 📞 CRN 20048

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. Apr 20 09:00 - 16:00 DTN 📞 CRN 20479

4 wks Sa. May 25 09:00 - 16:00 DTN 📞 CRN 20480

4 wks Sa. Jun 22 09:00 - 16:00 DTN 📞 CRN 20650

CORE COURSES:

RENAL DIALYSIS TECHNICIAN THEORY (REN1103)

This seven and one-half week full-time course integrates classroom/lab training with activities in a hospital facility. Participants learn theory and practice their skills in a lab setting before practicing them in the clinical area. During the first week, participants are oriented to the hospital facility, college and hospital resources, such as student health services, hospital immunization requirements, counselling, and library services. (68 hours) Program tuition \$3318.00

Please note: There is a 12 – 18 month waitlist for this program.

RENAL DIALYSIS CLINICAL PRACTICE (REN1104)

Participants gain experience in renal dialysis units in one or more hospitals (weekdays, days and evenings). Students refine the skills necessary to work in the area and apply theoretical principles to their activities. Activities include assembly, maintenance, and disassembly of dialysis equipment, infection control, quality control, trouble-shooting, patient monitoring, and basic patient care related to dialysis. (210 hours)

Please note: There is a 12 – 18 month waitlist for this program.

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 currently scheduled:

SUGAR CRAFT AND DISPLAY (CUIS 1115)

Learn the skill of cooking with sugar, sugar casting and sugar pulling. Make special occasion cake toppers from casting sugar, pulled sugar flowers and a pulled sugar basket with flowers. Tuition fee includes HST, cost of supplies and ingredients. (12.5 hours) \$255

5 wks Mo. Apr 15 19:00 - 21:30 DTN 📍 CRN 20295

CAKE MAKING AND DECORATING (CUIS 1121)

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

5 wks We. Apr 17 19:00 - 22:00 DTN 📍 CRN 20297

CAKE MAKING & DECORATING 2 (CUIS 1137)

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

5 wks We. May 22 19:00 - 22:00 DTN 📍 CRN 20296

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) \$223.25

4 wks Mo. Apr 08 19:00 - 22:00 DTN 📍 CRN 20314

THE BUSINESS OF TEA (TSOM 1109)

This course will provide a look at the various layers that make up the tea industry - commodity trader and auctions, packers and retailers. Who are they, what do they do and what are the challenges faced in each sector. Tuition fee includes Tea Association membership fee. (18 hours) \$323.25

6 wks Tu. Apr 09 19:00 - 22:00 DTN 📍 CRN 20267

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) \$323.25

6 wks We. Jun 26 19:00 - 22:00 DTN 📍 CRN 20315

ELECTIVE COURSES to be scheduled in upcoming terms:

FROM THE BUSH TO THE CUP (TSOM 1105)

Prerequisite: TSOM 1101. Discover advanced cultivation and processing practices used in the production of tea. Gain an essential perspective of modern tea garden management practices currently used in world production including the importance of various processing decisions for the finished product. Tuition fee includes Tea Association membership fee. (18 Hours)

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)

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)

TEA SENSORY DEVELOPMENT & EVAL (TSOM 1103)

Prerequisite: TSOM 1101. Discover how we taste, including what we rely on and what errors we should be aware of. Learn to identify and understand the science of taste by examining the tea taster’s vocabulary as well as tastings of various products such as chocolate, water, and more. Tuition fee includes Tea Association membership fee. (18 hours)

TEA TYPES (TSOM 1104)

Prerequisite: TSOM 1101. Explore the types of teas produced in different regions/countries in the world with a focus on tasting and style comparisons. 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: 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 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 GST. Instructor: Angela Anzovina (18 hours) \$185

6 wks Tu. Apr 16 18:00 - 21:00 DTN 📞 CRN 20452

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 GST. Instructor: Leslie Mildiner. (18 hours) \$185

6 wks Mo. Apr. 22 18:00 – 21:00 DTN CRN 20453

SHORT FICTION (CWRI 1163)

The compact structure of the short story as a literary format allows a unique opportunity to study the key elements of fiction: character, plot, point-of-view, theme and more. Through lecture, discussion, and writing exercises in a workshop environment, students will examine the mysteries and techniques used in short fiction and come away with constructive feedback for their works-in-progress. Designed for both beginning and experienced writers. Course fee includes GST. Instructor: Fabrizio Napoleone. (18 hours) \$185

6 wks Tu. Apr 23 18:30 - 21:30 DTN 📞 CRN 20437

ADVANCED SCREEPLAY WRITING (CWRI 1175)

Join this course for an intensive six week workshop for writers with first draft feature or original television pilot scripts or completed treatments. Classes will focus on execution of screenwriting elements including structure, character development, world of the story, theme, agenda, actions, plot and dialogue as well as a tutorial on what to do with it once it's ready. Prerequisites: CWRI 1168 Screenplay Writing, and a complete script and/or script treatment for either a feature screenplay or original TV series pilot script. Course fee includes GST. Instructor Tihemme Gagnon (18 hours) \$185

6 wks We. Apr 24 18:30 - 21:30 DTN 📞 CRN 20474

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. Instructor: Broc Rossell. \$185

6 wks Th. Apr 25 18:30 - 21:30 DTN 📞 CRN 20478

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 GST. Instructor: Tihemme Gagnon. (18 hours) \$185

6 wks Th. Apr 25 18:00 - 21:00 DTN 📞 CRN 20451

ELECTIVE COURSES to be scheduled in upcoming terms:

LITERATURE OF THE IMAGINATION (CWRI 1167)

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

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 GST. (18 hours)

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 GST. (16 hours)

LANGUAGES

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

FOREIGN LANGUAGES

Program Coordinator: 604.871.7000, ext. 8696, sluk@vcc.ca
Program Assistant: 604.871.7000, ext. 8335, chwong@vcc.ca

Explore the world, or improve your business skills by learning a second, third, or fourth language. Study foreign languages and learn from experienced instructors who are trained in adult education. A certificate of completion will be issued to those who have reached 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 GST and text. (20 hours) \$192

8 wks Tu. Apr 16 18:30 - 21:00 DTN 📞 CRN 20253

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 GST and text. (20 hours) \$192

8 wks Mo. Apr 15 18:30 - 21:00 DTN 📞 CRN 20247

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 GST and text. (20 hours) \$192

8 wks We. Apr 10 18:30 - 21:00 DTN 📞 CRN 20262

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 Mo. Jun 17 18:30 - 21:00 DTN 📞 CRN 20260

38 LANGUAGES AND WRITING

LANGUAGES

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 We. Apr 10 18:30 - 21:00 DTN 🗓️ **CRN** 20264
8 wks Th. Apr 11 18:30 - 21:00 DTN 🗓️ **CRN** 20249
8 wks Sa. Apr 13 09:30 - 12:00 DTN 🗓️ **CRN** 20255
8 wks Mo. Apr 15 18:30 - 21:00 DTN 🗓️ **CRN** 20238
8 wks Tu. Apr 16 18:30 - 21:00 DTN 🗓️ **CRN** 20520

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 Sa. Apr 13 12:45 - 15:15 DTN 🗓️ **CRN** 20256
8 wks Tu. Apr 16 18:30 - 21:00 DTN 🗓️ **CRN** 20240

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. Apr 10 18:30 - 21:00 DTN 🗓️ **CRN** 20248

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 GST. Text extra. (20 hours) \$192

8 wks We. Apr 10 18:30 - 21:00 DTN 🗓️ **CRN** 20521

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 GST. (20 hours) \$192

8 wks We. Apr 10 18:30 - 21:00 DTN 🗓️ **CRN** 20243

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 GST. (20 hours) \$192

8 wks Th. Apr 11 18:30 - 21:00 DTN 🗓️ **CRN** 20265

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 GST and text. (20 hours) \$192

8 wks Sa. Apr 13 09:30 - 12:00 DTN 🗓️ **CRN** 20254
8 wks Tu. Apr 16 18:30 - 21:00 DTN 🗓️ **CRN** 20242

JAPANESE 2 (LANG 1110)

Learn Katakana, more vocabulary, and simple writing skills. Study forms and Japanese culture as part of the lessons. Fee includes GST and text. (20 hours) \$192

8 wks We. Apr 10 18:30 - 21:00 DTN 🗓️ **CRN** 20244

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 GST and text. (20 hours) \$192

8 wks Th. Apr 11 18:30 - 21:00 DTN 🗓️ **CRN** 20245

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 GST. (20 hours) \$192

8 wks Tu. Apr 16 18:30 - 21:00 DTN 🗓️ **CRN** 20250

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 GST. (20 hours) \$192

8 wks Th. Apr 11 18:30 - 21:00 DTN 🗓️ **CRN** 20519

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 GST (20 hours) \$192

8 wks Th. Apr 11 18:30 - 21:00 DTN 🗓️ **CRN** 20263
8 wks Mo. Apr 15 18:30 - 21:00 DTN 🗓️ **CRN** 20251

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 GST (20 hours) \$192

8 wks Tu. Apr 16 18:30 - 21:00 DTN 🗓️ **CRN** 20252

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 GST. (10 hours) \$100

4 wks Tu. Jun 11 18:30 - 21:00 DTN 🗓️ **CRN** 20259

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 GST. (20 hours) \$192

8 wks We. Apr 10 18:30 - 21:00 DTN 🗓️ **CRN** 20246
8 wks Th. Apr 11 18:30 - 21:00 DTN 🗓️ **CRN** 20518
8 wks Sa. Apr 13 09:30 - 12:00 DTN 🗓️ **CRN** 20236
8 wks Mo. Apr 15 18:30 - 21:00 DTN 🗓️ **CRN** 20261
8 wks Tu. Apr 16 18:30 - 21:00 DTN 🗓️ **CRN** 20235

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 GST (20 hours) \$192

8 wks We. Apr 10 18:30 - 21:00 DTN 🗓️ **CRN** 20239

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 GST (20 hours) \$192

8 wks Tu. Apr 16 18:30 - 21:00 DTN 🗓️ **CRN** 20241

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.

TECHNOLOGY

In an increasingly competitive world, successful students and employees need to be skilled users of digital communications technology. Our computer and technology courses are scheduled to meet the needs of working professionals, and are geared towards developing your tech skills, no matter what field you're in. Upgrade your skills to gain a competitive edge or prepare for a promotion, or let your creative side experiment with new media. Whether you are a PC user or a Mac enthusiast, we've got you covered. Check out our new offerings on Mac OS, held in our brand-new Mac lab, complete with all the latest industry standard software and tools!

Please check our website for details on the next information session and the most up-to-date course schedules.

ELECTRONIC MEDIA DESIGN

Program Coordinator: 604.871.7000, ext. 8673, esanders@vcc.ca
Program Assistant: 604.871.7000, ext. 8711, mmcilwaine@vcc.ca

Check out our new Electronic Media Design courses and workshops, which allow you to experiment without having to commit to a program. Learn from industry professionals while applying a wide range of media tools to suit your personal and professional needs in a changing media landscape.

Taught in our brand new Mac lab, courses range from mixed media to music production to app design, no application required! Participants will receive a Document of Completion upon successful completion of courses and workshops.

Some courses require textbooks, which are available at the VCC Downtown bookstore. Please check our website for the most up-to-date bookstore hours and ensure you purchase your textbook prior to the course start date. For all multi-day computer courses, please bring a USB memory stick.

ELECTIVE COURSES:

Mac + Mama (MACD 1112)
 Mac + Storytelling (MACD 1110)
 Mac + Author (MACD 1122)
 Mac + Painting Digital Prints (MACD 1105)
 Mac + Mixed Media Collage (MACD 1106)
 Mac + Music Production (MACD 1114)
 Mac + Branding (MACD 1121)
 Mac + App Design (MACD 1113)
 Mac + Social (MACD 1111)
 Mac + Photography (MACD 1115)
 Mac + Game Design (MACD 1119)
 Mac + Handmade Elements (MACD 1124)
 Mac + Instagram (MACD 1123)
 Mac + Web Design Bootcamp (MACD 1126)
 Mac + Photo Bootcamp (MACD 1131)
 Mac + Photo Books (MACD 1125)
 Mac + Interactive Bootcamp (MACD 1134)
 Mac + Music Bootcamp (MACD 1133)
 Mac + Teen Bootcamp (MACD 1132)

ELECTIVE COURSES currently scheduled:

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. (6 hours) \$150

1 day Mo. Apr 22 09:00 - 16:00 DTN 📱 CRN 20488

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. (6 hours) \$150

1 day Sa. Apr 27 09:00 - 16:00 DTN 📱 CRN 20490

MAC + AUTHOR (MACD 1122)

Available free on the Mac App Store, iBooks Author is an amazing app that allows anyone to create beautiful multi-touch textbooks and just about any other kind of book for iPad. With galleries, video, interactive diagrams, 3D objects, mathematical expressions, and more, these books bring content to life in ways the printed page never could. This 6 hr hands-on workshop will cover all the basics to get you started authoring amazing interactive multi-touch books for iPad \$150

1 day Mo. Apr 29 09:00 - 16:00 DTN 📱 CRN 20487

MAC + PAINTING DIGITAL PRINTS (MACD 1105)

An overview of applying water colour paint techniques to digital prints. Learn about what types of paper and paints work for this process. Build your skills in Adobe Illustrator. Transform digital prints into works of art! (6 hours) \$150

1 day Sa. May 04 09:00 - 16:00 DTN 📱 CRN 20493

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. (6 hours) \$150

1 day Sa. May 11 09:00 - 16:00 DTN 📱 CRN 20492

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. (24 hours) \$400

8 wks Tu. May 21 18:00 - 21:00 DTN 📱 CRN 20497

MAC + BRANDING (MACD 1121)

This course will come in handy for those starting or looking to re-brand their own business. Learn how to create an effective brand by narrowing down your target market, researching what visually stands out to them using Adobe Creative Suite. Determine what makes a good brand through the creation of real life projects like logos and letterheads, website branding, and marketing through social media. (12 hours) \$300

4 wks We. May 22 18:00 - 21:00 DTN 📱 CRN 20503

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. (24 hours) \$400

8 wks Th. May 23 18:00 - 21:00 DTN 📱 CRN 20498

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. (6 hours) \$150

1 day Sa. May 25 09:00 - 16:00 DTN 📱 CRN 20489

MAC + PHOTOGRAPHY (MACD 1115)

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. (12 hours) \$300

4 wks Mo. May 27 18:00 - 21:00 DTN 📱 CRN 20502

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

MAC + GAME DESIGN (MACD 1119)

This workshop will cover the foundations of game design using the popular Unity game engine and give attendees the chance to jump into the role of game designer. Over the course of six hours, we will examine the core elements and design process of creating games while giving every participant the chance to get their hands dirty by designing a basic gaming experience. Attendees will leave with the basic knowledge of designing a game from start to finish, from balancing mechanics to writing design documents. There are no prerequisites to attend; simply bring paper, a pen, your enthusiasm and creativity. (6 hours) \$150

1 day Sa. Jun 01 09:00 - 16:00 DTN 📞 CRN 20486

MAC + HANDMADE ELEMENTS (MACD 1124)

Explore techniques for bringing handmade elements and typography into your digital designs. Learn how to seamlessly move from tactile to digital, starting with real objects and transferring them to Photoshop using a digital camera and flatbed scanner. This workshop will show you how to take your handwritten, hand drawn, typewritten or stamped lettering and move it into a format you can use for digital collage, graphic and web design, and printed materials such as business cards and posters. This course is ideal for artists and designers wanting to bring more of an authentic handmade feel to their digital projects, and for those curious about how the worlds of tactile and digital overlap. (6 hours). \$150

1 day Fr. Jun 07 09:00 - 16:00 DTN 📞 CRN 20482

MAC + INSTAGRAM (MACD 1123)

Instagram is an amazing way to share your photos digitally, but have you ever wondered what else you can use them for? In this workshop we will explore some of the ingenious ways Instagram is being used to create objects, prints and other products. The focus of this course will be on creating a handmade photo book, using your favorite Instagram shots. You will learn how to resize, align and print your photos from Photoshop, then explore bookbinding techniques to create an accordion style hand bound book. This type of book can either be folded up and placed on a coffee table like other albums, or it can sit open and be displayed on a mantle or shelf. Accordion books make fantastic gifts or objects to be kept and treasured at home. Please bring a USB stick or iPhone + cord containing 15-20 photos. (6 hours). \$150

1 day Sa. Jun 08 09:00 - 16:00 DTN 📞 CRN 20483

MAC + WEB DESIGN BOOTCAMP (MACD 1126)

Develop your web design skills in our intensive web bootcamp and start creating a beautiful new website today! Whether for personal or professional use, our web bootcamp will provide you with the tools you need to express your creative side, start your own online business or promote your personal brand online. Get a crash course in using industry standard web tools such as Adobe Dreamweaver, Adobe Edge and Adobe Muse to create rich, full-featured engaging web sites for the desktop and mobile devices (15 hours). \$350

1 wk Mo. Tu. We. Th. Fr. Jun 10 09:00 - 12:00 DTN 📞 CRN 20512

MAC + PHOTO BOOTCAMP (MACD 1131)

Utilize Adobe Photoshop, iPhoto, and other creative applications to develop your skills in photo editing. Use design principles and industry standard tools to bring out the best in your photos and to maximize your creativity. (15 hours). \$350

1 wk Mo. Tu. We. Th. Fr. Jun 17 09:00 - 12:00 DTN 📞 CRN 20515

MAC + PHOTO BOOKS (MACD 1125)

Do you have a huge library of digital photos sitting on your computer? This workshop will show you how to take those images and transform them into a beautiful handmade photo book. In this workshop you will learn how to bind an accordion book. This type of book can either be folded up and placed on a coffee table like other albums, or it can sit open and be displayed on a mantle or shelf. Bookbinding techniques will be covered as well as resizing, aligning and printing your pictures from Photoshop. Accordion books make fantastic gifts or objects to be kept and treasured at home. Please bring a USB stick containing 15-20 high resolution digital photos. (6 hours). \$150

1 day Sa. Jun 22 09:00 - 16:00 DTN 📞 CRN 20481

MAC + INTERACTIVE BOOTCAMP (MACD 1134)

Learn the basics of interaction design in our weeklong interactive bootcamp. Prototype interactive apps with custom designed user interfaces, animation, sound effects and music! Touch, pinch and zoom, swipe and multi-touch your way to creating innovative interaction design for mobile devices and touch screens (15 hours). \$350

1 wk Mo. Tu. We. Th. Fr. Jun 24 09:00 - 12:00 DTN 📞 CRN 20517

MAC + MUSIC BOOTCAMP (MACD 1133)

Learn the basics of music production in this intensive weeklong course. Create, mix, and polish your audio creations using the latest music production software, including Apple Logic Pro and Propellerheads Reason. This course uses project-based instruction and practical examples to help you maximize your use of industry standard tools. (15 hours). \$350

1 wk Mo. Tu. We. Th. Fr. Jul 08 09:00 - 12:00 DTN 📞 CRN 20513

MAC + TEEN BOOTCAMP (MACD 1132)

Develop your social and digital media skills in this weeklong intensive bootcamp. Topics include social media, music production, digital storytelling, web design and game design, and each day will focus on a different aspect of electronic media. (15 hours). \$350

1 wk Mo. Tu. We. Th. Fr. Jul 15 09:00 - 12:00 DTN 📞 CRN 20514

COMPUTER SKILLS FOR PROFESSIONAL USE

Program Coordinator: 604.871.7000, ext. 8673, esanders@vcc.ca
 Program Assistant: 604.871.7000, ext. 8711, mmcilwaine@vcc.ca

Maximize your productivity! Develop your skills in word processing, spreadsheets, and database management in one of our Saturday workshops, learn to navigate business accounting software or take one of our new information design courses (CMPT 1244, CMPT 1245, CMPT 1246) for an instant improvement in your everyday professional communication.

Participants will receive a Document of Completion upon successful completion of courses and workshops.

New to PCs? 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. IC³ is your gateway to advancement in education, employment, or other certification programs. Upon completion of all 3 courses (CMPT 1301, CMPT 1302 & CMPT 1303), students have the option to write the Industry Exam. Please visit the Certiport IC³ website for more information.

Planning a switch to Mac? Maximize your efficiency, upgrade your resume, and learn to effectively utilize MS Office and iWork in one of our Mac workshops!

Some courses require textbooks, which are available at the VCC Downtown bookstore. Please check our website for the most up-to-date bookstore hours and ensure you purchase your textbook prior to the course start date. For all multi-day computer courses, please bring a USB memory stick.

ELECTIVE COURSES:

Mac + Beginners (MACD 1103)
 Mac + Intermediates (MACD 1104)
 Working With Images & Graphics (CMPT 1244)
 Excel 2010 Level 1 (CMPT 1129)
 Intro to Computers & File Mgt (CMPT 1302)
 Simply Accounting 2012 Level 1 (CMPT 1316)
 Word Excel Power Point 2010 (CMPT 1301)
 QuickBooks 2011 Level 1 (CMPT 1360)
 Access 2010 Level 1 (CMPT 1164)
 Word 2010 Level 1 (CMPT 1130)
 Excel 2010 Level 2 (CMPT 1131)
 Mac + Resume (MACD 1116)
 Access 2010 Level 2 (CMPT 1165)
 QuickBooks 2011 Level 2 (CMPT 1361)
 Intro to Windows (CMPT 1169)
 Mac + Office (MACD 1118)
 Word 2010 Level 2 (CMPT 1153)
 Internet Applications (CMPT 1303)
 Simply Accounting 2012 Level 2 (CMPT 1317)
 Power Point 2010 Level 1 (CMPT 1168)
 Excel 2010 Level 3 (CMPT 1132)
 Creating Effective Documents (CMPT 1245)
 Design for Presentation (CMPT 1246)

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. (6 hours) \$150

1 day Sa. Apr 06 09:00 - 16:00 DTN 📞 CRN 20494

1 day Sa. Jun 15 09:00 - 16:00 DTN 📞 CRN 20495

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 required - please purchase from DTN bookstore prior to course start date.

(7 hours) \$205

1 day Sa. Apr 13 09:00 - 17:00 DTN 📞 CRN 20368

1 day Sa. May 25 09:00 - 17:00 DTN 📞 CRN 20369

1 day Sa. Jun 08 09:00 - 17:00 DTN 📞 CRN 20370

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. (6 hours) \$150

1 day Sa. Apr 13 09:00 - 16:00 DTN 📞 CRN 20496

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. Textbook required - please purchase from DTN bookstore prior to course start date. (24 hours) \$395

4 wks Sa. Apr 13 09:00 - 16:00 DTN 📞 CRN 20476

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 reformat basic trouble shooting tasks on the PC. No pre-requisite required. Textbook required - please purchase from DTN bookstore prior to course start date. (15 hours) \$225

5 wks Mo. Apr 15 18:00 - 21:00 DTN 📞 CRN 20366

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. Textbook required - please purchase from DTN bookstore prior to course start date. (15 hours) \$275

5 wks We. Apr 17 18:00 - 21:00 DTN 📞 CRN 20385

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42 TECHNOLOGY COMPUTERS

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 to include 3 nights for Word, 3 nights for Excel, 2 nights for PowerPoint, 1 night of Outlook and 1 night of review. It is recommended that students have a good knowledge of file management for this course. Recommended pre-requisite (CMPT1302). Textbook required - please purchase from DTN bookstore prior to course start date. (30 hours) \$375

10 wks We. Apr 17 18:00 - 21:00 DTN 📞 **CRN 20389**

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. Textbook required - please purchase from DTN bookstore prior to course start date. (15 hours) \$275

2 wks Sa. Apr 20 09:00 - 17:30 DTN 📞 **CRN 20562**

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 required - please purchase from DTN bookstore prior to course start date. (7 hours) \$205

1 day Sa. Apr 27 09:00 - 17:00 DTN 📞 **CRN 20380**

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 required - please purchase from DTN bookstore prior to course start date. (7 hours) \$205

1 day Sa. Apr 27 09:00 - 17:00 DTN 📞 **CRN 20371**

1 day Sa. Jun 01 09:00 - 17:00 DTN **CRN 20379**

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 required - please purchase from DTN bookstore prior to course start date. (7 hours) \$205

1 day Sa. May 04 09:00 - 17:00 DTN 📞 **CRN 20372**

1 day Sa. Jun 15 09:00 - 17:00 DTN 📞 **CRN 20373**

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. (6 hours) \$150

1 day Mo. May 06 09:00 - 16:00 DTN 📞 **CRN 20485**

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 required - please purchase from DTN bookstore prior to course start date. (7 hours) \$205

1 day Sa. May 11 09:00 - 17:00 DTN 📞 **CRN 20376**

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 required - please purchase from DTN bookstore prior to course start date. (7 hours) \$205

1 day Sa. May 11 09:00 - 17:00 DTN 📞 **CRN 20378**

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. Textbook required - please purchase from DTN bookstore prior to course start date. (15 hours) \$275

1 day Sa. May 11 09:00 - 17:30 DTN 📞 **CRN 20563**

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. (6 hours) \$150

1 day Mo. May 13 09:00 - 16:00 DTN 📞 **CRN 20484**

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 required - please purchase from DTN bookstore prior to course start date. (7 hours) \$205

1 day Sa. May 25 09:00 - 17:00 DTN 📞 **CRN 20375**

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 and identify common terminology associated with computer networks and local Intranets. It is recommended that students have a good knowledge of file management for this course. Recommended pre-requisite (CMPT1302). Textbook required - please purchase from DTN bookstore prior to course start date. (15 hours) \$225

5 wks Mo. May 27 18:00 - 21:00 DTN 📄 CRN 20367

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. Textbook required - please purchase from DTN bookstore prior to course start date. (15 hours) \$275

5 wks We. May 29 18:00 - 21:00 DTN 📄 CRN 20386

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 required - please purchase from DTN bookstore prior to course start date. (7 hours) \$205

1 day Sa. Jun 08 09:00 - 17:00 DTN 📄 CRN 20377

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 required - please purchase from DTN bookstore prior to course start date. (7 hours) \$205

1 day Sa. Jun 22 09:00 - 17:00 DTN 📄 CRN 20374

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. Using colour, typography, and imagery are explored, 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).

NETWORKING TECHNOLOGY CERTIFICATE/DIPLOMA

Program Coordinator: 604.871.7000, ext. 8673, esanders@vcc.ca
Program Assistant: 604.871.7000, ext. 8711, mmcilwaine@vcc.ca

The Networking Technology program provides students with expertise in computer networking technologies. These courses lead to individual industry recognized certifications, and may lead to a VCC Certificate in Networking Technology (CNT) or Diploma in Networking Technology (DNT) upon successful completion of the required credits at outlined below.

CERTIFICATE IN NETWORKING TECHNOLOGY (CNT)

To obtain the Certificate in Networking Technology (CNT), students must complete a total of 14 credits (3 required courses + 3 electives).

DIPLOMA IN NETWORKING TECHNOLOGY (DNT)

To obtain the Diploma in Networking Technology (DNT), students must complete a total of 12 credits (3 required courses + 2 electives).

Additional Information

Students may register for individual courses at any time, and may submit an application form and fee for acceptance into either credential program at a later date. 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. NETT 2206 Directive Studies is a self-directed, project-based course, available for registration upon completion of all other coursework.

Exemptions will be given for certifications already obtained from an industry certification organization such as CompTIA and/or Certiport. Please submit exemption request in writing and include your industry certification ID number for verification. An administrative fee of \$50 will apply for each exception granted.

Some courses require textbooks, which are available at the VCC Downtown bookstore. Please check our website for the most up-to-date bookstore hours and ensure you purchase your textbook prior to the course start date. For all multi-day computer courses, please bring a USB memory stick.

ENTRANCE REQUIREMENTS:

There are no prerequisites required for the Certificate program. To apply, please submit an application form and fee. Applicants to the Diploma program must submit an application form and fee, and be able to demonstrate at least one of the following to be considered eligible:

- completion of the Information Technology Specialist (ITS) program or the Computer Application Support Specialist (CASS) with a GPA of 2.5 or higher
- completion of a 1 or 2 year computer program at a recognized post-secondary institution in Canada
- documentation of at least six years Canadian industry experience

REQUIRED COURSES:

Students in the Certificate and Diploma programs must complete the following courses:

- MTA Server Fundamentals (NETT 2113)
- Project+ Management (NETT 2122)
- Directive Studies (NETT 2206)

ELECTIVE COURSES:

Students in the Certificate program may select any THREE of the following courses as electives. Students in the Diploma program may select any TWO of the following courses as electives.

- A+ Hardware (NETT 2119)
- MTA Networking Fundamentals (NETT 2104)
- MCTS Active Directory (NETT 2107)
- MTA Security Fundamentals (NETT 2105)

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 cover such topics as Active Directory, and File and Print services, Windows Network Services and Applications. This is a lab based course you will be navigating the OS environment, installing servers, using administrative tools, and managing Windows file systems. Prerequisite: general Windows experience. Students will have the opportunity to write their MTA certification exam in class. Please bring 2GB USB Memory Stick to class. Textbook required - please purchase from DTN bookstore prior to course start date. (30 hours) \$560

10 wks Mo. Apr 15 18:00 - 21:00 DTN 📄 CRN 20510

44 TECHNOLOGY COMPUTERS

PROJECT+ MANAGEMENT (NETT 2122)

This course prepares students to write the CompTIA Project+ certification exam. Students will learn to lead, manage and direct small to medium scale projects. Ideal for IT business professionals, examine the business, interpersonal and technical project management skills required to successfully manage technological project deployments. 2GB USB Memory Stick is required. Textbook required - please purchase from DTN bookstore prior to course start date. (30 hours) \$560

10 wks Tu. Apr 16 18:00 - 21:00 DTN 📍 CRN 20509

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. (60 hours)

ELECTIVE COURSES currently scheduled:

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 required - please purchase from DTN bookstore prior to course start date. (30 hours) \$638

10 wks We. Apr 17 18:00 - 21:00 DTN 📍 CRN 20508

VCC BOOKSTORE

VCC's downtown bookstore has all the textbooks, course materials and supplies you need.

Students can buy online or in-person. Online purchases require payment by credit card and at-home delivery takes about two days. Bookstore hours of operation are flexible and vary depending on the semester. Visit vcc.ca/bookstore for store hours.

250 West Pender Street, Vancouver, BC
604.443.8363, bookstore@vcc.ca

MTA NETWORKING FUNDAMENTALS (NETT 2104)

Prepare to write the MTA Networking Fundamentals certification exam (98-366). The Microsoft Technology Associate (MTA) is a new and innovative certification track designed to provide a pathway for future success in technology courses and careers. Learn the fundamentals of local area networking, defining networks with the OSI Model and understanding wired and wireless networks. In addition it includes understanding Internet Protocol, implementing TCP/IP and working with networking services. You will gain a better understanding of wide area networks along with defining network infrastructures and network security. Students will have the opportunity to write their MTA certification exam in class. Please bring 2GB USB Memory Stick to class. Textbook required - please purchase from DTN bookstore prior to course start date. (30 hours) \$560

10 wks Th. Apr 18 18:00 - 21:00 DTN 📍 CRN 20511

ELECTIVE COURSES to be scheduled in upcoming terms:

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 required - please purchase from DTN bookstore prior to course start date. (30 hours)

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. Please bring 2GB USB Memory Stick to class. Textbook required - please purchase from DTN bookstore prior to course start date. (30 hours)

WEB & GRAPHIC DESIGN

*Program Coordinator: 604.871.7000, ext. 8673, esanders@vcc.ca
Program Assistant: 604.871.7000, ext. 8711, mmcilwaine@vcc.ca*

Upgrade your skills in web and graphic design applications, including Adobe Creative Suite, AutoCAD, and Google SketchUp! Participants will receive a Document of Completion upon successful completion of courses and workshops.

For industry certification, please check the Adobe website for more information regarding upcoming Adobe Certified Associate examinations.

Some courses require textbooks, which are available at the VCC Downtown bookstore. Please check our website for the most up-to-date bookstore hours and ensure you purchase your textbook prior to the course start date. For all multi-day computer courses, please bring a USB memory stick.

ELECTIVE COURSES currently scheduled:

SKETCHUP LEVEL 1 (CMPT 1703)

Gain a solid foundation in 2D and 3D design with this introduction to Google SketchUp. Learn integration of 2D and 3D as well as tools and functions of SketchUp including layers, adding textures and materials, components, and the 3D warehouse. Pre-requisite: Basic PC/Mac computer skills. Optional text available at the DTN bookstore. (6 hours) \$195

1 day Sa. Apr 13 09:00 - 17:00 DTN 📍 CRN 20550

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. Please bring a USB drive to first class. Textbook required. ISBN 978-0-32170-178-7 (15 hours) \$350

5 wks Mo. Apr 15 18:00 - 21:00 DTN 📍 CRN 20387

MAC + PHOTOSHOP CS6 (MACD 1130)

From photography to web design, this course will help you master the basics of Photoshop. Learn how to use Photoshop for image editing, graphic design, digital painting, and typography. This course is perfect for those wanting to learn the basics of Photoshop as well as those with more experience who enjoy learning different methods and concepts. \$350

5 wks Mo. Apr 15 18:00 - 21:00 DTN 📍 CRN 20499

AUTOCAD LEVEL 1 (CMPT 1951)

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 2013. The first step in CAD training requires a thorough knowledge of the basic commands and features of AutoCAD 2013. By the end of this Level 1 hands-on course, students will know how to: draw all basic objects such as lines, circles, arcs, polygons, blocks, etc.; modify and change properties of objects; work with layers; dimensioning, hatching, text, 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 drafting fundamentals and basic geometry. Textbook required - please purchase from DTN bookstore prior to course start date. (18 hours) \$395

6 wks Tu. Apr 16 18:00 - 21:00 DTN 📱 CRN 20504

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. Textbook required - please purchase from DTN bookstore prior to course start date. (15 hours) \$350

5 wks Tu. Apr 16 18:00 - 21:00 DTN 📱 CRN 20381

MAC + INDESIGN CS6 (MACD 1128)

Adobe InDesign is an outstanding page layout program. It features and easy-to-use tools to help learners create good-looking, well-designed multi-page documents. Become familiar with document set-up, use of master pages and styles, typography, colour useages, layers and importing graphics and preparing your document for printing. Learn how live links operate in .pdf documents and how the program works in conjunction with other Adobe products. This course is taught on a Mac. (15 hours) \$350

5 wks Tu. Apr 16 18:00 - 21:00 DTN 📱 CRN 20500

AUTODESK REVIT FOR STRUCTURES (CMPT 1247)

Learn the basics of Autodesk Revit in a structural environment, from design through construction documentation. You will be introduced to the tools and concepts of 3D modeling and documentation. Prerequisite: Prior drafting experience in a structural or architectural environment and familiarity with Windows. \$595

12 wks We. Apr 16 17:30 - 20:30 DTN 3W CRN 20638

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. A basic knowledge of web design is recommended.

Textbook required - ISBN 978-0-32170-179-4. (15 hours) \$350

5 wks We. Apr 17 18:00 - 21:00 DTN 📱 CRN 20390

MAC + ILLUSTRATOR CS6 (MACD 1127)

Adobe Illustrator is an amazing vector-based program that enables the beginner to explore line art, continuous tone illustrations and the full benefits of scalable images. Learn how to trace and draw scanned objects, experiment with powerful features of the type tool and become familiar with the colour and gradients and special effects features while exploring how the program is used for creating logos, signage and infographics. This course is taught on a Mac. (15 hours) \$350

5 wks We. Apr 17 18:00 - 21:00 DTN 📱 CRN 20501

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 required - ISBN 978-0-32170-177-0. (15 hours) \$350

5 wks Th. Apr 18 18:00 - 21:00 DTN 📱 CRN 20383

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. Apr 20 09:00 - 16:00 DTN 📱 CRN 20491

SKETCHUP LEVEL 2 (CMPT 1704)

Focus on advanced tools in Google SketchUp such as creating scene, field of views, shadows, extensions, plug-ins and more. Pre-requisite: Google SketchUp Level 1 or a basic knowledge of SketchUp. Optional text available at the DTN bookstore. (6 hours) \$195

1 day Sa. Apr 27 09:00 - 17:00 DTN 📱 CRN 20551

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 ISBN 978-0-32170-176-3. (15 hours) \$350

5 wks Tu. May 21 18:00 - 21:00 DTN 📱 CRN 20382

WEBSITE MARKETING AND SEO (CMPT 1420)

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

5 wks Tu. May 21 18:00 - 21:00 DTN 📱 CRN 20391

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. It is recommended to have taken InDesign Level 1. Textbook required - ISBN 978-0-32170-179-4. (15 hours) \$350

5 wks We. May 22 18:00 - 21:00 DTN 📱 CRN 20393

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 maintain a small business or personal website with little to no knowledge of HTML. A basic knowledge of computer skills and web design is recommended. (15 hours) \$350

5 wks We. May 22 18:00 - 21:00 DTN 📍 **CRN** 20394

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 Th. May 23 18:00 - 21:00 DTN 📍 **CRN** 20477

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. Please bring a USB drive to the first class. Textbook required - ISBN 978-0-32170-178-7.(15 hours) \$350

5 wks Mo. May 27 18:00 - 21:00 DTN 📍 **CRN** 20392

AUTOCAD LEVEL 2 (CMPT 1952)

This course, created for students who are pursuing a career in a variety of design-related disciplines, teaches intermediate users more advanced skills in order to create professional drawings in 2D and 3D in AutoCAD 2013. By the end of this Level 2 hands-on course, students will learn: working with splines and curved polylines; advanced skills with blocks, attributes and external referenced drawing files; work with geometric constraints; store, present and extract data from blocks; work with tables; navigate and model in 3D, presentation (rendering) and documentation of 3D designs.

Pre-requisite: Completion of a recent release of AutoCAD - Level 1, good computer & Microsoft Windows XP skills, file management skills, and an understanding of drafting fundamentals and basic geometry. Textbook required - please purchase from DTN bookstore prior to course start date. (15 hours). \$350

4 wks Tu. May 28 18:00 - 21:00 DTN 📍 **CRN** 20505

MAC + WEB DESIGN BOOTCAMP (MACD 1126)

Develop your web design skills in our intensive web bootcamp and start creating a beautiful new website today! Whether for personal or professional use, our web bootcamp will provide you with the tools you need to express your creative side, start your own online business or promote your personal brand online. Get a crash course in using industry standard web tools such as Adobe Dreamweaver, Adobe Edge and Adobe Muse to create rich, full-featured engaging web sites for the desktop and mobile devices (15 hours). \$350

1 wk Mo. Tu. We. Th. Fr. Jun 10 09:00 - 12:00 DTN 📍 **CRN** 20512

MAC + INTERACTIVE BOOTCAMP (MACD 1134)

Learn the basics of interaction design in our weeklong interactive bootcamp. Prototype interactive apps with custom designed user interfaces, animation, sound effects and music! Touch, pinch and zoom, swipe and multi-touch your way to creating innovative interaction design for mobile devices and touch screens (15 hours). \$350

1 wk Mo. Tu. We. Th. Fr. Jun 24 09:00 - 12:00 DTN 📍 **CRN** 20517

MAC + TEEN BOOTCAMP (MACD 1132)

Develop your social and digital media skills in this weeklong intensive bootcamp. Topics include social media, music production, digital storytelling, web design and game design, and each day will focus on a different aspect of electronic media. (15 hours). \$350

1 wk Mo. Tu. We. Th. Fr. Jul 15 09:00 - 12:00 DTN 📍 **CRN** 20514

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. 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 ☐

MONEY ORDER ☐

FEE CREDIT ☐

Name on card

Credit card account number

Signature

Expiry date

Date

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

CENTRE FOR CONTINUING STUDIES



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WE HAVE BEEN MEETING THE NEEDS OF ADULT LEARNERS FOR MORE THAN 45 YEARS.

At VCC, we've built our reputation around meeting your needs: flexibility, quality and convenience. Move up in your current job, get ready for a new challenge or turn your business idea into reality. Choose your direction, and let VCC Continuing Studies help you get there.

VANCOUVER
COMMUNITY
COLLEGE



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