

VCC CONTINUING STUDIES



FALL 2013

Register online www.vcc.ca/cs

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 17 18:30-21:30 DTN   CRN 20319

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

Become a counsellor.



Change your life by pursuing a career that can help change the lives of others.

VCC's part-time addiction counselling skills and community counselling skills programs are perfect for those interested in family support work, youth outreach, recovery services or a variety of other human services-related positions.

Johnny Perry was working as a chef in a Downtown Eastside catering company that helps employ and feed the less fortunate when he decided to enroll at VCC to learn the fundamentals of counselling.

"Over the years, I would often provide support services for our staff, many of whom suffer mental illness, struggle with addiction or have a hard time finding housing. I love to cook but I think social work is my second calling in life."

Because VCC's counselling skills programs are flexible, Perry was able to keep his job and study part-time. Students have up to three years to complete the required courses to earn a certificate.

Apply now and start studying in September 2013.

See page 28 for details.

REGISTER NOW

vcc.ca/cs 604.443.8484

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U-PASS

Your ticket to ride.

U-Pass is a universal transit pass that provides low-cost travel for students. Many Continuing Studies courses are eligible.

Visit vcc.ca under Services for a list of all eligible courses.



BUSINESS

Get ahead at the office. VCC has a large range of programs for professional development, whether you want to learn a new skill or become a leader.

BUILDING MANAGEMENT AND SERVICES

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

BUILDING MANAGER CERTIFICATE

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

Building management is a growing industry throughout British Columbia and there is an increasing need for well-trained managers for residential, commercial, and industrial complexes. VCC's Building Manager Certificate is designed to provide a strong foundation for students who wish to begin a career in this competitive field, or to improve the skills of current caretakers/managers.

This program provides training in key areas of building management and leadership including landlord-tenant law, basic building maintenance, fire safety and security, relevant office forms, and record keeping.

Additional topics explored include goal setting, problem solving techniques, staff supervision, and tenant/owner relations. Program graduates will be prepared to work as on-site apartment building managers or to function as building service supervisors in hospitals, schools, and commercial buildings.

Instructors are practicing professionals in property management and building maintenance.

Non certificate students may enroll in any courses.

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

Students must complete all four courses for certificate.
Law And Tenant Relations (REAL 1101)
Building Maint & Cost Control (REAL 1102)
Building Cleaning (REAL 1103)
Building Service Management (REAL 1110)

ELECTIVE COURSES:

WHMIS (REAL 1124)

BUILDING MANAGEMENT AND SERVICES

REQUIRED COURSES currently scheduled:

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). Safety/liability issues and WHMIS regulations are covered. (30 hours) \$327

5 wks Sa. Sep 21 09:00 - 16:00 DTN 📅 **CRN 30323**

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) \$312

8 wks Tu. Sep 24 19:00 - 21:30 DTN 📅 **CRN 30320**

BUILDING MAINT & COST CONTROL (REAL 1102)

An introduction to the physical maintenance of apartment buildings and other multi-unit residential properties. Review the primary maintenance responsibilities of residential building managers. Topics include maintenance planning and cost control, preventative maintenance, building inspections, supervising on-site trades work, basic appliance repair, fire safety, security, an introduction to heating and plumbing systems, and a field trip for the building inspection session. (30 hours) \$327

10 wks We. Sep 25 18:30 - 21:30 DTN 📅 **CRN 30321**

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, and motivating and supervising a multicultural staff. Recognized by the Canadian Administrative Housekeeping Association (CAHA) and the Canadian Building Servicing Association (CBSA) for Professional Certification credit. (40 hours) \$399

10 wks Th. Sep 26 17:30 - 21:30 DTN 📅 **CRN 30322**

ELECTIVE COURSES currently scheduled:

WHMIS (REAL 1124)

The Workplace Hazardous Materials Information System (WHMIS) is Canada's hazard communication standard. Learn key elements of the system such as cautionary labelling of containers of WHMIS controlled products, the provision of material safety data sheets (MSDS), and worker education programs. Course includes WHMIS test and Document of Completion. (6 hours) \$80

1 day Sa. Nov 02 09:00 - 16:00 DTN 📅 **CRN 30354**

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: Jennifer Gossen, 604.871.7000, ext. 8670
Program Assistant: Margaret Mcllwaine, 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 for those entering 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 receive two weeks of on-the-job training with industry professionals. Students who successfully complete this program receive a Vancouver Community College Centre for Continuing Studies Certificate of Completion. \$1458

8 wks Mo. - Fr. Sep 23 09:00 - 16:30 DTN ☎ **CRN 30353**

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 Mcllwaine 604.871.7000, ext. 8711

The following four courses may be taken individually or for a discount of \$20.00 when registering all 4 courses at the same time in the same term. Grammar Review for Productive Business Writing (OACP 1104), Building a Powerful Vocabulary (1106), Writing Dynamic Business Letters (OACP 1103), and Memo, Email and Report Writing (OACP 1107). These are not ESL courses.

Students requiring a certificate in Office Administration must complete the Business English Test which will be administered at the end of the Business English Skills package. No charge.

ON-SITE BUSINESS TRAINING AVAILABLE. PLEASE CONTACT ANNE TOLLSTAM AT 604 871.7000, EXT. 8668

REQUIRED COURSES:

It is recommended that you take the four Business English courses in the following order:

- Grammar Review 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 sentence structure with an emphasis on avoiding sentence fragments, run-on sentences, and passive verbs. Practice rewording and condensing. Review the most common grammatical errors made by business writers and learn to improve style and punctuation. (6 hours) \$94

2 wks We. Sep 18 18:00 - 21:00 DTN ☎ **CRN 30121**
1 day Sa. Sep 21 09:00 - 16:00 DTN ☎ **CRN 30125**

BUILDING POWERFUL VOCABULARY (OACP 1106)

Learn vocabulary-building tips such as recognizing context clues, understanding confused / misused words, and identifying word parts. Please bring a dictionary. (6 hours) \$94

2 wks We. Oct 02 18:00 - 21:00 DTN ☎ **CRN 30122**
1 day Sa. Oct 05 09:00 - 16:00 DTN ☎ **CRN 30126**

WRITING BUSINESS LETTERS (OACP 1103)

Develop and use business writing principles such as the active voice, positive tone, and modern language. Practice using different letter formats and structures. (6 hours) \$94

2 wks We. Oct 16 18:00 - 21:00 DTN ☎ **CRN 30120**
1 day Sa. Oct 19 09:00 - 16:00 DTN ☎ **CRN 30609**

MEMOS, EMAILS AND REPORTS (OACP 1107)

Overview of standard structure, style, and format for memos, emails, and reports. Examine email etiquette and business writing processes. Learn how effective use of modern and powerful business language will lead to positive results. (6 hours) \$94

2 wks We. Oct 30 18:00 - 21:00 DTN ☎ **CRN 30123**
1 day Sa. Nov 02 09:00 - 16:00 DTN ☎ **CRN 30135**

BUSINESS ENGLISH SKILLS TEST (OACP 1123)

Overview of standard structure, style, and format for memos, emails, and reports. Examine email etiquette and business writing processes. Learn how effective use of modern and powerful business language will lead to positive results. No charge.

1 day We. Nov 13 18:00 - 21:00 DTN ☎ **CRN 30127**
1 day Sa. Nov 16 09:00 - 12:00 DTN ☎ **CRN 30128**

BUSINESS AND TECHNICAL
WRITING CERTIFICATE

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

- 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)
- Proposal Writing (TECW 1105)
- Designing and Writing Manuals (TECW 1107)
- Industry Report Writing (TECW 1108)

REQUIRED COURSES currently scheduled:

ON-LINE DOCUMENTATION (TECW 1106)
Tips and success strategies for writing online documentation. Focuses on the principles of good writing and design in an online environment. Topics include: what is “online,” determining project scope and terms of reference, standards of the development process, developing a document plan or storyboard, principles of online writing and design, creating a prototype, user testing, and delivering the final project. (6.5 hours) \$172
1 day Sa. Sep 28 09:00 - 16:30 DTN 📅 **CRN 30158**

INFO DESIGN & HUMAN FACTORS (TECW 1110)
Explores the effective application of design principles and processes, taking into account a number of human factor issues, to create audience-oriented information for print and web-based media. This is not a computer course. (6.5 hours) \$172
1 day Sa. Oct 26 09:00 - 16:30 DTN 📅 **CRN 30159**

DOCUMENT PROJECT MANAGEMENT (TECW 1104)
Covers the critical steps of managing document projects from conception or proposal through to delivery. Learn how to produce a document plan and monitor project process. Topics include: what defines project management; the project development process and document project flow; project preparation and planning; and how to conduct, complete, and deliver a project. (6.5 hours) \$172
1 day Sa. Nov 30 09:00 - 16:30 DTN 📅 **CRN 30160**

TECHNICAL COMMUNICATION (TECW 1101)
Learn the art of writing for business and the professions. This course will help you evaluate your current writing skills and identify what is required to master the art of technical writing. The emphasis is on creating clear, professional communications. Topics include: technical communication, form and style in technical communication, creating audience-centred documents, and the profession of technical writing. (6.5 hours) \$172
1 day Sa. Jan 25 09:00 - 16:30 DTN 📅 **CRN 10113**

CURRENT ISSUES TECH WRITING (TECW 1102)
Update your skills by adopting the techniques of successful technical writers. Explore trends in the technical communication profession and the growth in the application of online writing. Discuss the development of a work portfolio and its use as an employment aid. Review 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)
Successful technical writers have good style and design skills built on a foundation of strong technical skills in writing mechanics, editing, and plain language usage. This course focuses using editing skills to improve writing. Practise the three levels of editing, as well as peer review and group editing. Topics include: grammar review, plain language, conceptual and stylist editing, proofreading, peer and group editing, interpersonal issues in editing, and computerized document checkers. (6.5 hours) \$172
1 day Sa. Mar 29 09:00 - 16:30 DTN 📅 **CRN 10111**

PROPOSAL WRITING (TECW 1105)
An effective proposal sets you apart in the current competitive marketplace. This course examines the principles and techniques of writing and presenting winning proposals. Topics include process, style, content, and delivery. (6.5 hours) \$172
1 day Sa. Apr 26 09:00 - 16:30 DTN 📅 **CRN 20133**

DESIGNING AND WRITING MANUALS (TECW 1107)
Review the document development process for producing effective manuals and training guides. Topics include information design techniques, improving usability of manuals via reader analysis and peer review, and considerations for internationalizing documents. (6.5 hours) \$172
1 day Sa. May 31 09:00 - 16:30 DTN 📅 **CRN 20135**

INDUSTRY REPORT WRITING (TECW 1108)
Focuses on the structure, content, format, audience, purpose, and style of reports. Students learn about report format components, utilizing them to facilitate reader access and comprehension; communicate effectively and clearly with reader(s) by addressing leader concerns, needs, and interests; and analyze and develop a clear and appropriate structure that facilitates reading and comprehension. (6.5 hours) \$172
1 day Sa. Jun 28 09:00 - 16:30 DTN 📅 **CRN 20134**

MEDIA AND PUBLIC RELATIONS

Program Coordinator: Jennifer Gossen, 604.871.7000, ext. 8670
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 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 gives current and future professionals valuable communication tools and strategies in areas such as audience analysis, message development, 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). \$438
10 wks Mo. Sep 23 18:30 - 21:30 DTN 📅 **CRN 30326**

SOCIAL MEDIA FOR ENTREPRENEURS (BUSI 1321)
Learn to use social media channels and tools to meet marketing, PR, or membership objectives such as promoting brands or generating leads for a business or organization. Explore the fundamental steps of social media campaign development, including evaluating results and using tools and analytics. (18 hours) \$340
6 wks Tu. Sep 24 18:30 - 21:30 DTN 📅 **CRN 30347**

BLOGGING FOR BUSINESS (BUSI 1318)
A well-organized and engaging business blog is one of most powerful online tools available for marketing your business. Examine best industry practices while exploring engaging content strategy and integrating effective search engine optimization methods. (18 hours) \$340
6 wks Th. Sep 26 18:30 - 21:30 DTN 📅 **CRN 30550**

ELECTIVE COURSES to be scheduled in upcoming terms:

SOCIAL MEDIA MARKETING (BUSI 1330)
Examine social media concepts and the principles behind online communication. Explore a range of technologies and applications, and learn how to get your message to stand out among the various social media outlets. (18 hours)

PROJECT MANAGEMENT

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

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)
Gain an overview of the project management discipline, insight into the application of project management in their job, a framework for successful implementation of project management techniques, and practical tools for process improvement, team motivation, and communication. Case studies are used to illustrate successful applications of the project management discipline in a variety of business settings. (12 hours) \$270
4 wks Tu. Sep 24 18:30 - 21:30 DTN 📅 **CRN 30327**

SOCIOCULTURAL COMPETENCY

Program Coordinator: 604.871.7000, ext. 8670
Program Assistant: Rebecca Bennett, 604.871.7000, ext 8672

ELECTIVE COURSES currently scheduled:

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, counselors, 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) \$678

3 days Th. Fr. Sa. Nov 14 09:00 - 16:00 DTN CRN 30404

SPORT MANAGEMENT

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

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

ELECTIVE COURSES currently scheduled:

PRINCIPLES OF SPORT MANAGEMENT (BUSI 1319)

Explore various industry segments in sport and sport management and gain a strong foundation of knowledge necessary to pursue a career in sports. Topics include historical perspectives, future industry trends, new developments, managerial approaches occurring in the sport world, club management, and new media. (18 hours) \$340

6 wks Tu. Sep 24 18:30 - 21:30 DTN CRN 30606

ELECTIVE COURSES to be scheduled in upcoming terms:

SPORT MARKETING (BUSI 1326)

(18 hours)

SPORT IN CANADIAN SOCIETY (BUSI 1325)

(18 hours)

WEDDING AND EVENT MANAGEMENT CERTIFICATE

Program Coordinator: 604.871.7000, ext. 8417, hsuzuki@vcc.ca
Program Assistants: Lou Abaga, 604.871.7000, ext. 8428 and Lynda Boothby, 604.871.7000, ext. 8383

The Wedding and Event Planning Certificate program is designed for individuals planning to enter the fields of event and wedding planning, special events, business leadership and management, and public relations. Taught by industry experts, the program emphasizes the development of technical and professional skills with the goal of fostering individual growth and creativity.

Students who complete this program will develop the skills, confidence, and experience required to plan events and conduct business in all areas of the field.

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

REQUIRED COURSES currently scheduled:

EVENT PLANNING (EVNT 1109)

Examines event planning fundamentals (venue and vendor selection, decor and menu design, rentals and entertainment, marketing and promotions, etc.) Discusses target markets, event types, and enhancing participant experience using compelling event concepts. Explains budget and schedule creation, and avoiding potential barriers by obtaining suitable licensing, permits, and insurance. (30 hours) \$473

10 wks Tu. Sep 10 18:00 - 21:00 DTN CRN 30416

WEDDING PLANNING (EVNT 1108)

Introduces the knowledge base and skills of an effective wedding planner. Explores all aspects of wedding planning from inception to execution, including venue and vendor selection, decor and flowers, rentals, and menu design. Also covers business fundamentals such as setting up shop, marketing and social media, contract design, and negotiating practices. (30 hours) \$473

10 wks We. Sep 11 18:00 - 21:00 DTN CRN 30415

DESTINATION WEDDINGS (EVNT 1107)

A comprehensive exploration of destination wedding planning and management including logistical requirements and restrictions like permits and licenses. Investigates several destinations, looking at vendor selection, photographers, DJs and entertainment, catering, décor, flowers, hair and makeup. (30 hours) \$473

10 wks Th. Sep 12 18:00 - 21:00 DTN CRN 30414

MEDIA & PUBLIC RELATIONS (BUSI 1315)

See course description on page 6. (30 hours) \$438

10 wks Mo. Sep 23 18:30 - 21:30 DTN CRN 30326

SALES AND MARKETING MANAGEMENT (LEAD 1153)

Focuses on critical topics such as team building, relationship selling, services and non-profit selling, global selling, the multicultural workplace, technology, small business, and increasing competition. Other important contemporary marketing topics explored include integration of e-commerce and estimating marketing. Purchase Textbook: Canadian Marketing in Action, K. Tuckwell, 8th ed., Pearson Canada, Higher Education at the Downtown bookstore prior to first class. (24 hours) \$351

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

INTRO TO BUSINESS (LEAD 1150)

This overview of business operations in Canada provides essential knowledge for all managers and staff. Participants examine issues that arise from government policies, ethics, marketing, finance and economics, and the overall 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)

An introduction to financial decision-making for students with little or no familiarity with accounting or finance principles. Curriculum focuses on investment, operating, and financial management decision-making. Participants will learn how to analyze and plan for the financial health of a business using accounting principles, as well as analyze effective financial strategies and investment options for business. 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)

Explores human resource processes and systems for supervisors, line managers, and entrepreneurs. Relevant for those who are management candidates within an organization or who want to learn business management skills for self employment. Purchase textbook, Human Resources Management in Canada, by Gary Dessler and Nina D. Cole (Canadian 11th edition), at downtown campus prior to first class. (24 hours) \$351

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

BUSINESS ETHICS (LEAD 1154)

Explores a variety of topics related business ethics and the ethical dilemmas encountered by managers. The emphasis is on the relationships between the various stakeholders involved in business situations: government issues, individual issues, group issues, corporations, and nations. (24 hours) \$351

8 wks Th. Apr 17 18:30 - 21:30 DTN CRN 20139

LEADERSHIP COACHING AND MANAGEMENT SKILLS

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

BUSINESS LEADERSHIP & MANAGEMENT CERTIFICATE

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

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

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 all five required courses, and eight elective courses from three well-established business programs. Courses may be taken in any order except three coaching classes (see Leadership Coaching Associate certificate).

FIVE REQUIRED COURSES ARE:

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

ELECTIVE COURSES:

Select two courses 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 courses from the Leadership Coaching Certificate:

- 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 select four courses from the Leadership Certificate:

- 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)
- Business Comm 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)

REQUIRED COURSES currently scheduled:

SALES AND MARKETING MANAGEMENT (LEAD 1153)

Focuses on critical topics such as team building, relationship selling, services and non-profit selling, global selling, the multicultural workplace, technology, small business, and increasing competition. Other important contemporary marketing topics explored include integration of e-commerce and estimating marketing demand. Purchase Textbook: Canadian Marketing in Action, K. Tuckwell, 8th ed., Pearson Canada, Higher Education at the Downtown bookstore prior to first class. (24 hours) \$351

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

INTRO TO BUSINESS (LEAD 1150)

This overview of business operations in Canada provides essential knowledge for all managers and staff. Participants will examine the issues arising from government policies, ethics, marketing, finance and economics, and the overall 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)

An introduction to financial decision-making for students with little or no familiarity with accounting or finance principles. Curriculum focuses on investment, operating, and financial management decision-making. Participants will learn how to analyze and plan for the financial health of a business using accounting principles, as well as analyze effective financial strategies and investment options for business. 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)

Explores human resource processes and systems for supervisors, line managers, and entrepreneurs. Relevant for those who are management candidates within an organization or who want to learn business management skills for self employment. Purchase textbook, Human Resources Management in Canada, by Gary Dessler and Nina D. Cole (Canadian 11th edition), at downtown campus prior to first class. (24 hours) \$351

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

BUSINESS ETHICS (LEAD 1154)

Explores a variety of topics related business ethics and the ethical dilemmas encountered by managers. The emphasis is on the relationships between the various stakeholders involved in business situations: government issues, individual issues, group issues, corporations, and nations. (24 hours) \$351

8 wks Th. Apr 17 18:30 - 21:30 DTN ☎ CRN 20139

ELECTIVE COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

Coaching involves unlocking an individual’s potential and maximizing their performance through careful guidance rather than by teaching. Students learn essential steps in the coaching process, assess their coaching skills, develop methods for improvement, and discuss concepts such as when and how to coach. Exercises include conducting a coaching discussion to improve/sustain performance and providing effective feedback regarding employee performance. (6.5 hours) \$172

1 day Sa. Sep 14 09:00 - 16:30 DTN ☎ CRN 30146

STEP UP TO LEADERSHIP (LEAD 1111)

Becoming a leader requires learning new skills and developing an understanding of new roles. This course examines effective leadership techniques such as coaching, giving feedback, motivating, delegating, and problem solving. Students will return to work with an action plan for applying their new skills. (6.5 hours) \$172

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

INTERPERSONAL COMMUNICATION SKILLS (MSKL 1101)

Learn how to use effective verbal and non-verbal communication skills, conduct organized interviews, use decision-making methods in individual and group situations, utilize appropriate assertiveness techniques, and make win/win decisions in one-on-one and group situations. (24 hours) \$351

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

SCIENCE AND ART OF LEADERSHIP (LEAD 1119)

Balancing science and art is integral to everyday leadership. Examine current views of the art of leadership, explore how organizations inspire innovation and change, and discover how personal values, beliefs, and ideas define a leader. (6.5 hours) \$172

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

FIND TIME FOR RESULTS (LEAD 1114)

Achieve daily results through effective time management. Learn practical techniques including setting goals and priorities, delegating tasks, holding productive meetings, handling interruptions, and understanding self-motivation.. (6.5 hours) \$172

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

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

An overview of coaching communication skills. Through demonstration and practice, students strengthen their leadership coaching skills, learn how to apply in-depth listening, ask questions that stimulate employee insight/ results, and inspire 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)

Communicate ideas more powerfully, overcome nervousness, handle impromptu speaking, and organize and practice for business presentations by using a selection of proven communication techniques. Course involves giving a presentation and receiving constructive feedback in a supportive environment. (6.5 hours) \$172

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

PROBLEM SOLVING ACTION PLAN (LEAD 1104)

Effective leaders successfully resolve complex problems, whether working individually or on a team. This course analyzes the steps of problem solving, develops interpersonal skills for integrating teams or groups into the process, and discusses how to use a solution to create 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)

Building a productive team is the first step towards achieving the results desired by you and your employer. This course examines the characteristics of an effective team and discusses how strong teams build workplace synergy, increase productivity, improve work quality, and enhance morale. (6.5 hours) \$172

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

COACHING NEXT LEVEL (LEAD 1118)

Building on the prerequisite, this course presents a set of strategies and skills to leader-coaches, who must expand their capacity to assist individuals and teams in order to achieve practical outcomes. Learn when to use skill and/or motivational coaching and how to conduct collaborative, focused performance discussions; help employees overcome obstacles; and develop skills in self-management, creative collaboration, and accountability. Prerequisite: Coaching for High Performance (LEAD 1115). (6.5 hours) \$172

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

EMOTIONAL INTELLIGENCE (LEAD 1179)

Emotional intelligence is a key function of authentic leadership and sound decision-making. Developing emotional awareness and intelligence can lead to increased performance standard, improved effectiveness and positive/ healthy relationships. Discover strategies to increase your awareness and ability to manage the intelligence of your emotions, and practice and develop emotional understanding in this interactive and dynamic workshop. (6.5 hours) \$172

1 day Sa. Nov 30 09:00 - 16:30 DTN 📅 **CRN 30525**

TEAM SKILLS (MSKL 1102)

Students identify their personal leadership style and analyze its impact on team performance. Examine how teams develop and move effectively through each stage, what motivates and demotivates a team, which tools and skills to use when addressing critical challenges, how to facilitate effective meetings, and how to identify and minimize the stressors that affect a team. (24 hours) \$351

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

FACILITATION SKILLS TEAM LEADER (LEAD 1108)

Leading productive teams is a vital leadership skill. This course examines team-focusing tools and techniques, generating ideas and solutions, and sharpening facilitation skills through a variety of techniques that complement team synergy. (6.5 hours) \$172

1 day Sa. Jan 18 09:00 - 16:30 DTN 📅 **CRN 10225**

BUSINESS COMM FOR LEADERS (LEAD 1138)

Learn the importance of effective communication in today's modern, multicultural business world. Examine communication between small groups, teams, and cultures while learning powerful communication skills that contribute to success at work. (6.5 hours) \$172

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

MANAGING CHANGE (LEAD 1102)

The only constant in life is change, which can be overwhelming. This course examines the business and human sides of change, presenting strategies for addressing employees' emotions during times of transition. Students explore their own role in the process by analyzing their personal reactions to change while learning the steps of communicating change, how to deal with employee resistance, and how to increase team commitment to change. (6.5 hours) \$172

1 day Sa. Feb 01 09:00 - 16:30 DTN 📅 **CRN 10224**

COACH'S TOOLKIT (LEAD 1120)

Leadership coaching is built on a foundation of specialized tools and skills, each of which is demonstrated and practiced in short exercises involving coaching situations. Tools and skills covered include: creating the coaching environment, building support in the workplace, and a set of practical resources to support the coaching partnership. Prerequisite: Coaching for High Performance (LEAD 1115). (6.5 hours) \$172

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

CHALLENGING PERSONALITIES (LEAD 1169)

Personalities and communication styles often can't be changed, but one can learn to work with them effectively. Gain a better understanding of why we get along with some, but run into conflict with, avoid, or feel put down by others. Students will explore techniques that enable them to feel less threatened, more powerful, and more confident. (6.5 hours) \$172

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

USING LEADERSHIP LANGUAGE (LEAD 1112)

Poor communication is one of the most common causes of workplace problems. This course examines communication in organizations, improves awareness of key issues in organizational communication, and outlines the three key behaviours that enable teams to function effectively. Students examine the impact of perception on communication, analyze four common leadership communication styles, and learn the art of style flexing to achieve results when communicating, negotiating, or delegating. (6.5 hours) \$172

1 day Sa. Mar 08 09:00 - 16:30 DTN 📅 **CRN 10223**

TEAM COACHING (LEAD 1121)

Be a leader who coaches their team to resolve issues and business challenges. The leader-coach works with the team to create a common vision, develop a strategy, and appropriately delegate roles and responsibilities. Topics include: creating the team coaching environment, promoting understanding and effective action through directed questions, observing and critiquing team dynamics, discussing the undiscussable, and fostering team self-responsibility and accountability. Prerequisite: Coaching for High Performance (LEAD 1115). (6.5 hours) \$172

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

CREATIVE THINKING AT WORK (LEAD 1110)

Leaders who think creatively are highly valued because of their ability to solve problems, save money, and overcome challenges like limited budgets or reduced staff. This course explores critical thinking by analyzing the creative process and discussing the benefits and potential dangers of challenging the rules. (6.5 hours) \$172

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

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

Examine the roles and responsibilities of managers: developing and implementing effective communication strategies, analyzing leadership styles and perspectives, and researching motivational strategies. Topics include performance management strategies, time management, conflict resolution, recruiting, interviewing, and time and stress management. (24 hours) \$351

8 wks We. Apr 23 18:30 - 21:30 DTN 📅 **CRN 20136**

FROM CONFLICT TO COLLABORATION (LEAD 1105)

Learn how to resolve conflict caused by differences in goals, employee performance, and work habits. Explore causes of conflict, practical management skills, and conflict management concepts and styles, while applying the conflict resolution process to everyday work situations. (6.5 hours) \$172

1 day Sa. Apr 26 09:00 - 16:30 DTN 📅 **CRN 20140**

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. (6.5 hours) \$172

1 day Sa. May 10 09:00 - 16:30 DTN 📅 **CRN 20141**

SKILL COACHING (LEAD 1117)

Teaching or modelling behaviours on the job is an essential element of coaching. Skill coaching involves assessing performance, providing advice/instruction, modelling, and providing timely feedback that enables employees to improve their performance. Participants learn to achieve results by using a systematic approach and to coach with different learning styles while gaining a repertoire of coaching methods. (6.5 hours) \$172

1 day Sa. May 24 09:00 - 16:30 DTN 📅 **CRN 20138**

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) \$172

1 day Sa. Jun 07 09:00 - 16:30 DTN 📅 **CRN 20142**

TRAINING FOR HIGH PERFORMANCE (LEAD 1171)

Essential for anyone involved in training. Examine the unique needs and characteristics of adult learners, key learning principles, and the role of the facilitator. Develop a set of hands-on tools for creating training programs that benefit management and employees. (6.5 hours) \$172

1 day Sa. Jun 14 09:00 - 16:30 DTN 📅 **CRN 20137**

ELECTIVE COURSES to be scheduled in upcoming terms:

UNWRITTEN RULES FOR WORKPLACE (LEAD 1168)

The secret of success is often in knowing the unwritten rules. Students explore the relationship between workplace rules and workplace success, learning how to improve their own chances of success by aligning positive attitudes with existing rules and opportunities.

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.

ON-SITE BUSINESS TRAINING AVAILABLE. PLEASE CONTACT ANNE TOLLSTAM AT 604 871.7000, EXT. 8668**SIX REQUIRED COURSES ARE:**

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

ELECTIVE COURSES:**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)

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

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

REQUIRED COURSES currently scheduled:

STEP UP TO LEADERSHIP (LEAD 1111)

See course description on page 8. (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 9. (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 9. (6.5 hours) \$172

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

FACILITATION SKILLS TEAM LEADER (LEAD 1108)

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

1 day Sa. Jan 18 09:00 - 16:30 DTN 📅 **CRN 10225**

MANAGING CHANGE (LEAD 1102)

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

1 day Sa. Feb 01 09:00 - 16:30 DTN 📅 **CRN 10224**

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description on page 9. \$172

1 day Sa. Mar 08 09:00 - 16:30 DTN 📅 **CRN 10223**

ELECTIVE COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description on page 8. (6.5 hours) \$172

1 day Sa. Sep 14 09:00 - 16:30 DTN 📅 **CRN 30146**

SCIENCE AND ART OF LEADERSHIP (LEAD 1119)

See course description on page 8. (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**

EMOTIONAL INTELLIGENCE (LEAD 1179)

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

1 day Sa. Nov 30 09:00 - 16:30 DTN 📅 **CRN 30525**

BUSINESS COMM FOR LEADERS (LEAD 1138)

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

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

FROM CONFLICT TO COLLABORATION (LEAD 1105)

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

1 day Sa. Apr 26 09:00 - 16:30 DTN 📅 **CRN 20140**

CRITICAL THINKING (LEAD 1101)

See course description on this page. (6.5 hours) \$172

1 day Sa. Jun 07 09:00 - 16:30 DTN 📅 **CRN 20142**

TRAINING FOR HIGH PERFORMANCE (LEAD 1171)

See course description on this page. (6.5 hours) \$172

1 day Sa. Jun 14 09:00 - 16:30 DTN 📅 **CRN 20137**

REGISTER ONLINE 
vcc.ca/cs

LEADERSHIP COACHING AND MANAGEMENT SKILLS

LEADERSHIP COACHING ASSOCIATE CERTIFICATE

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

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

**ON-SITE BUSINESS TRAINING AVAILABLE, PLEASE
CONTACT ANNE TOLLSTAM AT 604 871.7000, EXT. 8668**

REQUIRED COURSES:

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

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description page 8. (6.5 hours) \$172

1 day Sa. Sep 14 09:00 - 16:30 DTN ☎ **CRN 30146**

ESSENTIAL LEAD COACH SKILLS (LEAD 1116)

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

Prerequisite: Coaching for High Performance (LEAD 1115).

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

COACH'S TOOLKIT (LEAD 1120)

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

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

TEAM COACHING (LEAD 1121)

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

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

SKILL COACHING (LEAD 1117)

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

1 day Sa. May 24 09:00 - 16:30 DTN ☎ **CRN 20138**

LEADERSHIP COACHING CERTIFICATE

Program Coordinator: Jennifer Gossen, 604.871.7000, ext. 8670

Program Assistant: Lynda Boothby, 604.871.7000, ext. 8383

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

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

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

And the six required courses from the Leadership Certificate:

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

REQUIRED COURSES currently scheduled:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

See course description page 8. (6.5 hours) \$172

1 day Sa. Sep 14 09:00 - 16:30 DTN ☎ **CRN 30146**

STEP UP TO LEADERSHIP (LEAD 1111)

See course description page 8. (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 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 page 9. (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 page 9. (6.5 hours) \$172

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

COACHING NEXT LEVEL (LEAD 1118)

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

Prerequisite: Coaching for High Performance (LEAD 1115).

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

FACILITATION SKLS TEAM LEADER (LEAD 1108)

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

1 day Sa. Jan 18 09:00 - 16:30 DTN ☎ **CRN 10225**

MANAGING CHANGE (LEAD 1102)

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

1 day Sa. Feb 01 09:00 - 16:30 DTN ☎ **CRN 10224**

COACH'S TOOLKIT (LEAD 1120)

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

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

USING LEADERSHIP LANGUAGE (LEAD 1112)

See course description page 9. \$172

1 day Sa. Mar 08 09:00 - 16:30 DTN ☎ **CRN 10223**

TEAM COACHING (LEAD 1121)

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

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

SKILL COACHING (LEAD 1117)

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

1 day Sa. May 24 09:00 - 16:30 DTN ☎ **CRN 20138**

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

Program Coordinator: Jennifer Gossen, 604.871.7000, ext. 8670

Program Assistant: Lynda Boothby, 604.871.7000, ext. 8383

VCC's Management Skills for Supervisors Certificate provides practical, up-to-date supervisory/management training in three core areas: Interpersonal Communication Skills, Team Skills and Essential Management Skills. Participants gain a broad understanding of management, leadership, communication and working well with others. Training includes individual, small and large group experiences and lecturettes using participants' actual work experience. Enrolment is limited to optimize the effectiveness of this process.

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:

INTERPERSONAL COMMUNICATION SKILLS (MSKL 1101)

See course description page 8. (24 hours) \$351

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

TEAM SKILLS (MSKL 1102)

See course description page 9. (24 hours) \$351

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

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)

See course description page 9. (24 hours) \$351

8 wks We. Apr 23 18:30 - 21:30 DTN ☎ **CRN 20136**

OFFICE ADMINISTRATION

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

OFFICE ADMINISTRATION
CERTIFICATE

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

The Office Administration Certificate is designed for students who wish to upgrade their office skills for certification, or are beginning a career in the office workplace.

The program focuses on the administrative support skills needed to succeed in office environments. Students complete the core courses then choose one of four specialties:

- * Administration and Supervision
- * Legal Office Skills
- * Medical Office Skills
- * Records Management Skills

The Office Administration Certificate consists of 186 hours of classroom study. Certificate and non-certificate students may register in any course subject to prerequisites as identified in the course descriptions.

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

These courses are required under any of the certificate options. Courses rotate from term to term and may be taken in any order: Office Procedures (OACP 1126) - 18 hours, Business English Skills Package - (OACP 1103, OACP 1104, OACP 1106, OACP 1107) 24 hours, Supervisory/ Management Decision Making (OACP 1127) - 24 hours, One accounting (OACP 1129), bookkeeping (OACP 1130) or payroll course (OACP 1105) - 18 or 24 hours, Keyboarding - Beginners (OACP 1102) - 18 hours.

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

SPECIALIZATION COURSES

Option 1 – Administration and Supervision

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

Option 2 – Legal Office Skills

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

Option 3 – Medical Office Skills

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

Option 4 – Records Management Skills

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

Electives

Students in the Administration and Supervision and/or the Legal Office Skills options may select any course from the Office Administration Certificate or Basic Computer Skills (CMPT 1301, CMPT 1302, CMPT 1303) only 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 Basic Computer Skills Courses.

Scheduling

Program courses scheduled in one or all of three terms.

ACCOUNTING/BOOKKEEPING/PAYROLL

ELECTIVE COURSES:

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

ELECTIVE COURSES currently scheduled:

ACCOUNTING FOR NONACCOUNTANT (OACP 1129)

Learn general accounting terms, the role of an accountant, and how to prepare and interpret financial statements. Textbook: Accounting, Nanci Lee, available at the DTN bookstore. Please bring a calculator. (18 hours) \$171

6 wks Tu. Sep 17 18:30 - 21:30 DTN 📍 **CRN 30406**

INTRODUCTION TO BOOKKEEPING (OACP 1130)

Learn the procedures that comprise the accounting cycle of a service business: transactions, journals, general ledgers, trial balances, and financial statements. Textbook: Basic Bookkeeping by Barker available at DTN Bookstore. (24 hours) \$192

8 wks We. Sep 18 18:00 - 21:00 DTN 📍 **CRN 30137**

ELECTIVE COURSES to be scheduled in upcoming terms:

INTRODUCTION TO PAYROLL (OACP 1105)

(24 hours)

OFFICE ADMINISTRATION

ADMINISTRATION AND SUPERVISION

REQUIRED COURSES:

See additional required core courses under the Office Administration Certificate Program.
Office Procedures (OACP 1126)
Supervis/Mgmt Decision making (OACP 1127)

ELECTIVE COURSES:

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

Effective Notes & Minutes (OACP 1122)

REQUIRED COURSES currently scheduled:

OFFICE PROCEDURES (OACP 1126)

Analyze the tasks and responsibilities of administrative assistants including handling business information and using technology to enhance productivity. Examine interpersonal skills, written communication, and organizing manual and electronic records. (18 Hours) \$170

6 wks We. Jan 15 18:30-21:00 📍 DTN **CRN 20216**

SUPERVIS/MGMT DECISIONMAKING (OACP 1127)

An exploration of the techniques and skills required for effective management. Study roles and responsibilities and vital supervisory skills such as communication, decision-making, and leadership. (27 hours) \$ 213

9 wks Mo. Jan 13 18:00-21:00 📍 DTN **CRN 10228**

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) \$118

1 day Sa. Mar 8 09:00-16:00 📍 DTN **CRN 10229**

STUDENT FEES

A non-refundable Student Union fee of \$25.18 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.

OFFICE ADMINISTRATION

BUSINESS ENGLISH

The following four courses may be taken individually or for a discount of \$20.00 when registering for all 4 courses at the same time in the same term. Students requiring a Certificate in Office Administration must complete the Business English Test which will be administered at the end of the Business English Skills Package. No charge.

ON-SITE BUSINESS TRAINING 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 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 sentence structure with an emphasis on avoiding sentence fragments, run-on sentences, and passive verbs. Practice rewording and condensing. Review the most common grammatical errors made by business writers and learn to improve style and punctuation. (6 hours) \$94
2 wks We. Sep 18 18:00 - 21:00 DTN 🗓️ **CRN** 30121
1 day Sa. Sep 21 09:00 - 16:00 DTN 🗓️ **CRN** 30125

BUILDING POWERFUL VOCABULARY (OACP 1106)
Learn vocabulary-building tips such as recognizing context clues, understanding confused / misused words, and identifying word parts. (6 hours) \$94
2 wks We. Oct 02 18:00 - 21:00 DTN 🗓️ **CRN** 30122
1 day Sa. Oct 05 09:00 - 16:00 DTN 🗓️ **CRN** 30126

WRITING BUSINESS LETTERS (OACP 1103)
Develop and use business writing principles such as the active voice, positive tone, and modern language. Practice using different letter formats and structures. (6 hours) \$94
2 wks We. Oct 16 18:00 - 21:00 DTN 🗓️ **CRN** 30120
1 day Sa. Oct 19 09:00 - 16:00 DTN 🗓️ **CRN** 30609

MEMOS, EMAILS AND REPORTS (OACP 1107)
Overview of standard structure, style, and format for memos, emails, and reports. Examine email etiquette and business writing processes. Learn how effective use of modern and powerful business language will lead to positive results. (6 hours) \$94
2 wks We. Oct 30 18:00 - 21:00 DTN 🗓️ **CRN** 30123
1 day Sa. Nov 02 09:00 - 16:00 DTN 🗓️ **CRN** 30135

BUSINESS ENGLISH SKILLS TEST (OACP 1123)
Required for the Office Administration Certificate. Optional for other programs. No charge.
1 day We. Nov 13 18:00 - 21:00 DTN 🗓️ **CRN** 30127
1 day Sa. Nov 16 09:00 - 12:00 DTN 🗓️ **CRN** 30128

COMMUNICATION/WORK SKILLS

REQUIRED COURSES:
Effective Oral Communication (OACP 1145)
REQUIRED COURSES currently scheduled:
EFFECTIVE ORAL COMMUNICATION (OACP 1145) Express yourself with greater clarity, confidence, and impact. Discover success strategies for impromptu speaking, delivering prepared speeches, speech evaluation, and audience analysis. Gain confidence and comfort in the public forum. (18 hours) \$214 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)
An overview of topics including key letters, numbers, and symbols; common errors; keyboarding tips; and the importance of good posture. Skills and techniques are developed through in-class practice lessons. Textbook: College Keyboarding to be purchased at the downtown campus bookstore prior to first session. (18 hours) \$128
6 wks Mo. Sep 16 18:00 - 21:00 DTN 🗓️ **CRN** 30119
6 wks Sa. Sep 21 09:30 - 12:30 DTN 🗓️ **CRN** 30118

KEYBOARDING FOR SPEED BUILDING (OACP 1101)
Improve computer skills in a supportive environment. Increase speed and accuracy through exercises, drills, and techniques. (18 hours) \$146
6 wks Sa. Sep 21 09:30 - 12:30 DTN 🗓️ **CRN** 30117

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)

INTRO LEGAL OFFICE PROGRAM (OACP 1113)
An explanation of law firm types, the roles of legal support staff, and the different areas of law. Learn about the contents of the Legal Office Package. (3 hours) \$51
1 day Tu. Sep 17 18:30 - 21:30 DTN 🗓️ **CRN** 30105

FAMILY LAW (OACP 1116)
Learn about British Columbia's family court system and the various procedures and forms used in matrimonial law. (9 hours) \$95
3 wks Th. Sep 19 18:30 - 21:30 DTN 🗓️ **CRN** 30108

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) \$95
3 wks Tu. Sep 24 18:30 - 21:30 DTN 🗓️ **CRN** 30106

CORPORATE (OACP 1115)
Learn the steps of incorporating a British Columbia company and maintaining minute books. (9 hours) \$95
3 wks Th. Oct 10 18:30 - 21:30 DTN 🗓️ **CRN** 30107



CONVEYANCING (OACP 1117)

An overview of the responsibilities of conveyancing staff and the process of completing a typical residential conveyance. (9 hours) \$95

3 wks Tu. Oct 15 18:30 - 21:30 DTN 📅 **CRN 30109**

LEGAL OFFICE PACKAGE TESTS (OACP 1120)

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

1 day Tu. Nov 05 18:30 - 21:30 DTN 📅 **CRN 30110**

ELECTIVE COURSES currently scheduled:

LEGAL ETHICS & CONFIDENTIALITY (OACP 1140)

Explore legal ethics as they apply to support staff in various areas of law. Using the Professional Conduct Handbook, discuss how practitioners are bound by the ethics of the profession. Emphasis is on the importance of confidentiality. (9 Hours) \$122

3 wks We. Apr. 9 18:30-21:30 DTN 📅 **CRN 20146**

LEGAL TERMINOLOGY (OACP 1138)

Learn the rules of legal language and terminology unique to each area of law. Mini-workshops provide an opportunity to become familiar with the main areas of law.(9 hours) \$122

3 wks Mo. Apr 14 18:30-21:30 DTN 📅 **CRN 20145**

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 banking, law, accounting, government, and real estate.(9 hours) \$122

3 wks We. May 14 18:30-21:30 DTN 📅 **CRN 20146**

ELECTIVE COURSES to be scheduled in upcoming terms:

ADVANCED CONVEYANCING (OACP 1142)

An overview of advanced conveyancing issues related to GST/PST, stratas, Property Transfer Tax adjustments, holdbacks (deficiencies and non-residence), and the importance of undertakings. Pre-requisite: OACP 1117 Conveyancing, or basic conveyancing experience. (6 Hours)

LEGAL OFFICE PROCEDURES (OACP 1139)

Analyze the structure of a law office, the various types of legal practice, and the areas of law. Review the importance of effective systems and procedures and examine the responsibilities of the different types of legal support staff. (12 Hours)

WILLS AND ESTATES (OACP 1211)

An explanation of why and how to prepare a will, and what makes a will valid. Also explores the procedure of probating an estate. (6 Hours)

MEDICAL OFFICE SKILLS**REQUIRED COURSES:**

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

REQUIRED COURSES currently scheduled:

MEDICAL TERMINOLOGY 1 (OACP 1108)

Learn the basics of anatomy, physiology, pathology, and body structure and functions. Explore disease processes, investigations, treatments, and surgical terms and applications. This is the first half of a two-part course. Must be followed by Medical Terminology 2. Purchase Language of Medicine textbook at downtown campus bookstore prior to first class. (30 hours) \$217

10 wks Tu. Sep 17 18:00 - 21:00 DTN 📅 **CRN 30129**

10 wks Tu. Sep 17 18:00 - 21:00 DTN 📅 **CRN 30130**

10 wks Tu. Sep 17 18:00 - 21:00 DTN 📅 **CRN 30131**

10 wks Tu. Sep 17 18:00 - 21:00 DTN 📅 **CRN 30608**

MEDICAL TERMINOLOGY 2 (OACP 1109)

Follows Medical Terminology 1. This study of body systems discusses 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) \$217

10 wks Th. Sep 19 18:00 - 21:00 DTN 📅 **CRN 30132**

MEDICAL DOCUMENT TRANSCRIPT (OACP 1156)

Learn to produce medical documents and transcribe medical reports. Basic computer skills and typing speed of 35 wpm recommended. Prerequisite: Medical Terminology 1 (OACP 1108). Textbook: Medical Transcription, purchase from the downtown campus bookstore prior to first class. (18 hours) \$161

6 wks We. Oct 23 18:30 - 21:30 DTN 📅 **CRN 30407**

CLINICAL PROCEDURES (OACP 1155)

Learn the basic clinical procedures and tests performed in a medical office. Study personnel safety, investigations, and equipment care. Course offered twice a year. No textbook necessary. (6 hours) \$106

2 wks Tu. Nov 26 18:00 - 21:00 DTN 📅 **CRN 30136**

REQUIRED COURSES to be scheduled in upcoming terms:

MEDICAL OFFICE BILLING (OACP 1137)

Overview of data processing tasks required to bill for medical office visits, surgical procedures, diagnostic procedures, and WCB/ICBC and out-of-province billing. Prerequisite: Medical Office Procedures (OACP 1111) or current experience working with a non-computerized medical billing system. (12 hours)

MEDICAL OFFICE PROCEDURES (OACP 1111)

Overview of the administrative and clinical duties involved in medical office management, including appointment scheduling, patient record management, lab procedures, and classifying drugs and routes of medication. (24 hours)

RECORDS MANAGEMENT SKILLS**REQUIRED COURSES:**

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

REQUIRED COURSES currently scheduled:

RECORDS MANAGEMENT 1 (OACP 1128)

A systematic approach to creating, classifying, storing, retrieving, and disposing of information. Discuss key contemporary issues related to privacy and freedom of information. Supported by the Association of Records Managers and Administrators. (30 hours) \$204

10 wks Th. Sep 26 18:30 - 21:30 DTN 📅 **CRN 30112**

REQUIRED COURSES to be scheduled in upcoming terms:

RECORDS MANAGEMENT ADV TOPICS (OACP 1146)

Develop concepts learned in Records Management 1 while working on record/information management case studies. Supported by the Association of Records Management and Administrator. (30 hours)

RECORDS MANAGEMENT SPECIAL (OACP 1147)

Learn specialized functions within records/information management. Topics include forms management, micrographics, reprographics, disaster recovery, and optical disk technology. Supported by the Association of Records Managers and Administrators. (24 hour)

VCC BOOKSTORE

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

Buy online or in-person.

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

For store hours:
vcc.ca/bookstore



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

This program helps experienced paralegals and legal administrative assistants expand their professional opportunities. By increasing their knowledge and capabilities, graduates will be able to manage greater responsibility, work more independently, and advance their careers. You can complete all the Paralegal Certificate Program requirements in approximately two years of part-time study. Inexperienced legal assistants please refer to "Legal Office Skills" courses in the Office Administration Certificate Program for upgrading. 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.

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

ELECTIVE COURSES:

Choose four courses from related Practice Area Courses:

1301 - 1304 (Litigation), 1305, 1307, 1308, & 1317 (Corporate Law), 1309 - 1312 (Real Estate/Conveyancing), or 1313 - 1316 (Family Law and Estates). **Choose two electives** from 1306, 1401 - 1470. Courses are listed chronologically.

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

REQUIRED COURSES currently scheduled:

PRACTICUM (LEGL 1208)

Students synthesize the experiences gained from practicum placements and existing positions at legal offices, and showcase their accomplishments by designing a professional portfolio for use in job interviews. Prerequisites: Formal admission to the Paralegal program and completion of most core courses. (518 hours) \$132

Sep 06 12:00 - 15:00 **CRN 30442**
 Sep 06 **CRN 30444**
 1 day Fr. Sep 06 18:00 - 21:00 DTN AND
 1 day Fr. Oct 18 18:00 - 21:00 DTN AND
 1 day Fr. Nov 29 18:00 - 21:00 DTN **CRN 30444**

TORTS (LEGL 1204)

Overview of tort law in Canada. Discusses civil wrongs that occur when one individual's conduct interferes with other persons or their property. Prerequisites: Legal administrative work experience, formal admission to the Paralegal program, or previous legal coursework. (48 hours) \$254

8 wks Mo. Sep 09 12:00 - 15:00 **CRN 30436**
 8 wks Th. Oct 03 18:00 - 21:00 DTN **CRN 30447**

AGENCY & BUSINESS STRUCTURES (LEGL 1210)

(Formerly LEGL 1203). A study of agency relationships and liabilities, formation of partnerships, general concepts underlying incorporations, corporate structure, and duties of directors and officers. Prerequisites: Legal administrative 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) + WORKBOOK (for lecture class). (21 hours) \$300

7 wks Tu. Sep 10 18:00 - 21:00 DTN **CRN 30443**
 7 wks Th. Sep 12 12:00 - 15:00 **CRN 30438**

LEGAL COMMUNICATIONS (LEGL 1205)

Explores the key principles that enable students to communicate confidently and successfully. Topics include business writing, verbal communication skills, and ethics of the paralegal profession. Prerequisites: Legal administrative work experience, formal admission to the Paralegal program, or previous legal coursework. NO textbook required. (36 hours) \$254

6 wks Tu. Sep 10 18:00 - 21:00 DTN **CRN 30439**
 6 wks Tu. Sep 10 09:00 - 12:00 **CRN 30536**

CONTRACTS (LEGL 1209)

(Formerly LEGL 1206.) A substantive law course covering the law of contracts. Students study the function of contracts in today's business world, following the life of a contract from cradle to grave. Topics include the concept and nature of contractual relationships, how contracts are entered into, circumstances affecting contract validity, and how a contractual relationship may end (and the potential consequences). Prerequisites: Legal administrative 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). (42 hours) \$294

7 wks We. Sep 11 09:00 - 12:00 **CRN 30424**
 7 wks Tu. Oct 29 18:00 - 21:00 DTN **CRN 30441**

CANADIAN LEGAL PROCESS (LEGL 1202)

Outlines the history of Canadian law and the Canadian court system, and provides a foundation for further studies in the paralegal program. Students examine basic legal principles, sources of law, and the structure of the court system while gaining an understanding of the roles and responsibilities of members of the legal profession. Prerequisites: Legal administrative 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). (48 hours) \$254

8 wks Th. Oct 31 18:00 - 21:00 DTN **CRN 30430**

LEGAL RESEARCH (LEGL 1207)

Overview of research and citation techniques, including strategies for online and manual research as well as legal memoranda. \$54 fee for Lexis/Nexis access is included in tuition fees. Prerequisites: Legal Communications (LEGL 1205), legal administrative work experience, formal admission to the Paralegal program, or previous legal coursework. Textbook available at VCC DTN Bookstore: Legal Research: Step by Step by Kerr, Kurtz and Blatt. (current edition). (48 hours). \$313

4 wks Sa. Nov 16 09:00 - 16:00 DTN **CRN 30440**

ELECTIVE COURSES currently scheduled:

CORP LAW: BASIC PROCEDURES (LEGL 1305)

An examination of corporate law including choice of business organization and jurisdiction, incorporating and organizing a British Columbia company under the Business Corporations Act, corporate maintenance (annual reports and records books), and transactions (appointing directors, allotting and transferring shares). Prerequisites: Agency and Business Structures (LEGL 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) \$220

7 wks Tu. Sep 10 18:00 - 21:00 DTN ~📖 **CRN 30426**

7 wks Tu. Sep 10 12:01 - 15:01 📖 ~📖 **CRN 30433**

PROPERTY LAW (LEGL 1309)

Examines property law concepts such as property ownership and its social context, Canadian common law doctrines, and the statutory framework in British Columbia that regulates land ownership. Prerequisites: Legal administrative work experience, formal admission to the Paralegal program, or previous legal coursework. \$266

7 wks We. Sep 11 18:00 - 21:00 DTN ~📖 **CRN 30427**

WILLS & ESTATE PLANNING (LEGL 1315)

Covers the structure and requirements of a valid will. Topics include living wills, powers of attorney, and representation agreements. Prerequisites: Legal administrative 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) \$259

7 wks We. Sep 11 18:00 - 21:00 DTN ~📖 **CRN 30604**

LITIGATION FOR PARALEGALS 1 (LEGL 1301)

Overview of court processes, systems, and functions such as 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) \$266

7 wks Th. Sep 12 18:00 - 21:00 DTN ~📖 **CRN 30429**

7 wks Th. Sep 12 12:00 - 15:00 📖 ~📖 **CRN 30431**

FAMILY LAW 1 (LEGL 1313)

Examines the Family Relations Act, the Divorce Act, other relevant statutes, case law, and the legal fundamentals of family relations. Prerequisites: Legal Administrative work experience or formal admission to the Paralegal Program. (42 hours) \$259

7 wks Tu. Sep 17 18:00 - 21:00 DTN ~📖 **CRN 30605**

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. Pre-requisites: Corp Law I (LEGL 1305), or equivalent work experience in the corporate field. NO textbook required. (42 hours) \$266

7 wks Mo. Oct 28 18:00 - 21:00 DTN ~📖 **CRN 30437**

CORP LAW: INTERMEDIATE PROC (LEGL 1307)

Overview of corporate procedures and documentation for name changes, special rights and restrictions (drafting alternatives), changes to Notices of Articles, and extra-provincial registrations under the Business Corporations Act. 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) \$220

7 wks Tu. Oct 29 18:00 - 21:00 DTN ~📖 **CRN 30434**

7 wks Tu. Oct 29 12:00 - 15:00 📖 ~📖 **CRN 30435**

LITIGATION FOR PARALEGALS 2 (LEGL 1302)

Examines interlocutory applications, family law, evidence, experts, orders and costs, and preparation of interlocutory application materials for various forms of relief. Topics include Fast Track Litigation and Rule 68 Expedited Litigation. Pre-requisites: Litigation for Paralegals 1 (LEGL 1301). No textbook required. (42 hours) \$266

7 wks Th. Oct 31 18:00 - 21:00 DTN ~📖 **CRN 30425**

7 wks Th. Oct 31 14:00 - 17:00 📖 ~📖 **CRN 30432**

PROPERTY TRANSACTIONS (LEGL 1310)

Designed for legal support staff with a desire to be skilled conveyancers. Explores the Land Title Act, property transactions and mortgage financing, and the “how” and “why” of the steps in a conveyance. Pre-requisites: Property Law (LEGL 1309). Conveyancing (OACP 1117) strongly recommended for students without conveyancing experience. NO textbook required. (42 hours) \$220

7 wks We. Nov 06 18:00 - 21:00 DTN ~📖 **CRN 30428**

ELECTIVE COURSES to be scheduled in upcoming terms:

BANKRUPTCY AND FORECLOSURES (LEGL 1409)

Teaches the rules and procedures for bringing a Chambers application and preparing Notice of Motion, Affidavits, and orders (includes drafting workshop on Affidavits). Learn provincial policies and procedures for personal and corporate bankruptcies, insolvency, receiverships, and foreclosures. Examine common applications in motor vehicle litigation and the evidence needed to succeed. Topics include Rule 65, the jurisdiction of Masters vs. Judges, and Consent Orders.

Prerequisites: Legal Administrative work experience or formal admission to the Paralegal Program. (42 hours)

COMMERCIAL CONVEYANCING (LEGL 1312)

A study of commercial conveyancing matters, special issues in commercial conveyances, commercial sales, subdivisions, and commercial leases. Prerequisites: Lending & Security (LEGL 1311). NO textbook required. (42 hours)

CORP LAW: ADV PROCEDURES (LEGL 1308)

Explore advanced corporate procedures and documentation for continuations, amalgamations, dissolutions, restorations, and other procedures under federal and B.C. 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: COMPLEX TRANSACTIONS (LEGL 1317)

Enables students to master due diligence for asset and share purchases; assets and share purchase agreements; large-scale corporate restructuring procedures; shareholder, partnership, and joint venture agreements; and s.85 rollovers. Prerequisite: Corp. Law: Advanced Procedures (LEGL 1308). Textbook available at VCC DTN Bookstore: Guide to Corporate Records, Komorowska, Volume II. (42 hours)

COURT OF APPEAL PRACTICE (LEGL 1403)

Examines comprehensive appellate procedure in British Columbia, including jurisdiction, filings, and forms. Topics include Leave to Appeal applications, chamber motions and required supporting material, and appellate Bills of Costs. Recommended for all students in the litigation practice area. Prerequisites: Litigation for Paralegals I (LEGL 1301), Litigation for Paralegals II (LEGL 1302), and legal administrative work experience or Formal Admission to the Paralegal Program. NO textbook required. (42 hours)

CREDITORS' REMEDIES (LEGL 1303)

Explains law and procedure, including builder's liens, applicable statutes, creditor's remedies, debtor's remedies and defenses, pre-judgment, and execution proceedings. Prerequisites: Litigation for Paralegals 1 (LEGL 1301) and Litigation for Paralegals 2 (LEGL 1302). NO textbook required. (42 hours)

CRIMINAL LAW PROCEDURES (LEGL 1470)

An overview of the laws regarding the criminal process from beginning to end. Topics include police powers of investigation, powers of arrest, compelling the accused's appearance, the application of procedural protections and rights, the classification of offences, the mode of trial, the sentencing stage, and appeals. Textbook available at VCC DTN Bookstore: Pocket Criminal Code 2013, Gary P. Rodrigues, B.A., LL.B. (24 hours)

ESTATE ADMINISTRATION (LEGL 1316)

Explains processes and documents for probate and administration applications, types of grants, asset gathering and distribution, taxes, and resealing. Students learn to administer a fictional estate. Pre-requisites: Wills & Estate Planning (LEGL 1315). (42 hours) Textbook available at VCC DTN Bookstore: Guide to Wills & Estates by Gabrielle Komorowska, Evin Ross Publications.

EVIDENCE (LEGL 1401)

Explores the types of evidence and the rules of evidence through statutes and case law. Recommended for all students in the litigation practice area. NO textbook required. (42 hours)

FAMILY LAW 2 (LEGL 1314)

Students 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)

Students learn concepts and procedures for patents, copyright, trademarks, and trade secrets, including discussion of Internet-related issues.

Prerequisites: Legal Administrative work experience or formal admission to the Paralegal Program. No textbook required. (42 hours)

LENDING & SECURITY (LEGL 1311)

Reviews validity of security documents, rights of parties, and the theory, concepts, procedures, and forms used in a secured lending or banking practice.

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

PERSONAL INJURY PRACTICE (LEGL 1304)

Students examine 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)

SECURITIES II (LEGL 1410)

Explains corporate governance and continuous disclosure requirements under securities law and the policies of the TSX and TSX Venture Exchange, with a focus on annual filing requirements.

Pre-requisite: Securities, Corporate (LEGL 1306) or equivalent work experience in the corporate field. NO textbook required. (21 hours)

PARALEGAL DIPLOMA

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

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

ELECTIVE COURSES:

Commercial Leasing (LEGL 1170)

ELECTIVE COURSES currently scheduled:

COMMERCIAL LEASING (LEGL 1170)

This course is intended for the general public who are presently leasing or intending to lease space for their commercial businesses. Students will learn the meaning of various clauses in a commercial lease, know the pitfalls of such clauses and understand what is generally negotiable with the landlord and what is not. Based upon this knowledge, students will be able to analyze a lease situation and make good business decisions as to whether to enter into the lease or whether to engage a lawyer on their behalf. (21 hours) \$309

7 wks Th. Sep 12 18:00 - 21:00 DTN ☎ **CRN 30168**

SMALL BUSINESS

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

SMALL BUSINESS

Program Coordinator: Jennifer Gossen, 604.871.7000, ext. 8670

Program Assistant: Lynda Boothby, 604.871.7000, ext. 8383

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)

ELECTIVE COURSES:

Social Media for Entrepreneurs (BUSI 1321)
Blogging for Business (BUSI 1318)
Guerrilla Marketing (SMBU 1119)
Small Business Human Resources (SMBU 1122)

REQUIRED COURSES currently scheduled:

ENTREPRENEURIAL SKILLS (SMBU 1101)

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

1 day Mo. Sep 23 18:00 - 21:00 DTN ☎ **CRN 30329**

MARKET YOUR BUSINESS (SMBU 1102)

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

1 day We. Sep 25 18:00 - 21:00 DTN **CRN 30330**

U-PASS

Your ticket to ride.

U-Pass is a universal transit pass that provides low-cost travel for students. Many Continuing Studies courses are eligible.

Visit vcc.ca under Services for a list of all eligible courses.

UPass BC

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. Sep 30 18:00 - 21:00 DTN CRN 30331

SMALL BUSINESS MANAGEMENT (SMBU 1103)

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

1 day We. Oct 02 18:00 - 21:00 DTN CRN 30332

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. Oct 07 18:00 - 21:00 DTN CRN 30333

HUMAN RESOURCES (SMBU 1106)

Examine the human resource processes relating to recruiting, dismissing, paying, and setting policies in a small business environment. (3 hours) \$90

1 day We. Oct 09 18:00 - 21:00 DTN CRN 30334

FINANCING YOUR BUSINESS (SMBU 1109)

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

1 day We. Oct 16 18:00 - 21:00 DTN CRN 30335

SMALL BUSINESS BOOKKEEPING (SMBU 1104)

Discover bookkeeping basics, forecasting and budgeting in a small business environment. (3 hours) \$90

1 day Mo. Oct 21 18:00 - 21:00 DTN CRN 30336

FINANCE STATEMENTS & PLANNING (SMBU 1107)

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

1 day We. Oct 23 18:00 - 21:00 DTN CRN 30337

PREPARING YOUR BUSINESS PLAN (SMBU 1110)

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

1 day Mo. Oct 28 18:00 - 21:00 DTN CRN 30338

ELECTIVE COURSES currently scheduled:

SOCIAL MEDIA FOR ENTREPRENEURS (BUSI 1321)

Learn to use social media channels and tools to meet marketing, PR, or membership objectives such as promoting brands or generating leads for a business or organization. Explore the fundamental steps of social media campaign development, including evaluating results and using tools and analytics. (18 hours) \$340

6 wks Tu. Sep 24 18:30 - 21:30 DTN CRN 30347

BLOGGING FOR BUSINESS (BUSI 1318)

A well-organized and engaging business blog is one of most powerful online tools available for marketing your business. Examine best industry practices while exploring engaging content strategy and integrating effective search engine optimization methods. (18 hours) \$340

6 wks Th. Sep 26 18:30 - 21:30 DTN CRN 30550

GUERRILLA MARKETING (SMBU 1119)

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

1 day Tu. Oct 08 18:00 - 21:00 DTN CRN 30339

SMALL BUSINESS HUMAN RESOURCES (SMBU 1122)

Gain practical understanding of human resources concepts that will improve process, practice, and profit. Examine practices that are relevant, legally compliant, effective, realistic, and make an efficient use of money, manpower, and time. A must-have course for small business owners and employees who want to ensure that their practices are compliant and effective. (18 hours) \$340

4 wks Tu. Oct 15 18:00 - 21:00 DTN CRN 30348

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. Gain working knowledge of various district schedules and understand the requirements and acceptance of applications for development permits. These courses are of immense value to builders, architects, contractors, realtors, homeowners, design professionals and technologists who deal with the development and construction industries in the City of Vancouver. Courses are offered on a rotating basis each term.

ELECTIVE COURSES currently scheduled:

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. Provides a general working knowledge of the requirements and acceptance of applications for development permits. (42 hours) \$599

9 wks Mo. We. Sep 23 18:30 - 21:30 DTN CRN 30526

ELECTIVE COURSES to be scheduled in upcoming terms:

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)

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 the parking bylaw and the related city-approved guidelines and policies. Examine the development or construction of buildings 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)

VCC BOOKSTORE

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

Buy online or in-person.

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

For store hours:
vcc.ca/bookstore



REGISTER ONLINE 
vcc.ca/cs

DESIGN & ARTS

Be creative.
VCC's design and arts programs are among the best in the city. We produce award-winning grads and our interior design program is the only recognized National Kitchen and Bath accredited diploma program in B.C.

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, hsuzuki@vcc.ca
Program Assistant: 604.871.7000, ext. 8428, loabaga@vcc.ca*

The Fashion Arts Certificate provides comprehensive training on a part-time, evening basis, allowing students to maintain regular employment while studying the history, theory, and design of fashion arts.

Students study three specialty areas - Fashion Design, Pattern Making, and Garment Construction - culminating in a Graduate Fashion Show where students have the opportunity to present their fashion collections.

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.

Our program is designed for working professionals who are seeking to upgrade their skills in fashion and design in order to enhance their portfolios and increase their employability in the high-paced fashion world. Training in design, pattern making, and construction enhance job readiness, and the fashion show demonstrates students ability to produce a portfolio of fashion designs.

Taught by professionals from a variety of fashion-related disciplines, this program helps students develop excellent technical skills and provides an opportunity to enhance their individual creativity.

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: Feb. 15 for April start
May 31st for Sept. 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:

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

REQUIRED COURSES currently scheduled:

FASHION DRAWING (FASH 1101)

Fashion designers must be able to illustrate their work and create accurate working drawings for production purposes. Students learn to create technical drawings for pattern makers and manufacturers by studying anatomical and garment proportions. Drawing from fashion models, experimenting with a variety of media, and fabric rendering helps develop their individual fashion drawing style. (36 hours) \$321

12 wks We. Sep 11 18:30 - 21:30 DTN **CRN 30585**

BLOCK CONSTRUCTION (FASH 1102)

Drafting contemporary patterns requires an understanding of figure and fashion shapes. Students learn the fundamentals by constructing one set of Blocks (Slopers) in standard sizes for industrial pattern making and another set in individual sizes for custom work. (36 hours) \$321

12 wks Tu. Sep 10 18:30 - 21:30 DTN **CRN 30584**

SEWING TECHNIQUES (FASH 1103)

Designers and pattern makers need to be familiar with industrial and couture sewing methods to understand the design/drafting possibilities and limitations in mass production and to identify suitable sewing techniques for couture garments. Students learn to use industrial machines and sergers, and compile a binder of samples using industrial and couture methods. (36 hours) \$321

12 wks Th. Sep 12 18:30 - 21:30 DTN **CRN 30571**

INDUSTRIAL SEWING (FASH 1201)

Prepare for work in mass production by studying industrial cutting and sewing methods. Students learn how to use and care for industrial machines by producing several garments using industrial construction methods and working at industrial speed. (36 hours) \$322

12 wks Mo. Sep 09 18:30 - 21:30 DTN **CRN 30570**

DESIGN DRAFTING - THEORY (FASH 1202)

Explores the theoretical aspects of accurate flat pattern making and develops an understanding of the inherent design possibilities and limitations. Students 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) \$322

12 wks We. Sep 11 18:30 - 21:30 DTN **CRN 30586**

FASHION DESIGN (FASH 1203)

Develop individual creativity and style in fashion design complemented by a realistic approach to manufacturing and sales potential. Students learn to design clothing for all industry areas, producing flats and presentation fashion drawings for their designs (36 hours) \$318

12 wks Tu. Sep 10 18:30 - 21:30 DTN **CRN 30616**

COUTURE (FASH 2101)

Develop speed and skill in haute couture methods and the ability to fit and finish to perfection. Couture methods and custom fitting are practised in the construction of the individual designs drafted in Level Three. Prerequisite: Tailoring; Design/Drafting Practical (unless prior permission is granted). (36 hours) \$322

12 wks Tu. Sep 10 18:30 - 21:30 DTN **CRN 30589**

DESIGN PATTERNS DRAPING (FASH 2102)

Exploring the techniques and use of draping for design and pattern making, students drape their own designs and copies on the dress form and translate the 3D pattern to a flat pattern. Students choose appropriate methods for making flat and/or draped patterns for an individual collection. (36 hours) \$322

12 wks We. Sep 11 18:30 - 21:30 DTN **CRN 30587**

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) \$322

12 wks Mo. Sep 09 18:30 - 21:30 DTN **CRN 30588**

TEXTILES (FASH 2201)

Details the selection of suitable fabrics for specific designs and for the production of realistic designs for specific fabrics. Students study the development, characteristics, use, and care of natural and man-made fibres and fabrics. Textile laws and regulations are covered. (36 hours) \$318

12 wks Mo. Sep 09 18:30 - 21:30 DTN **CRN 30615**

COLLECTION TOILES (FASH 2202)

Covers the production of patterns and toils in preparation for the manufacture of a collection. Learn how to 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. The development of working drawings and specification sheets ensures accuracy, speed, and efficiency in the manufacturing process. (36 hours) \$318

11 wks We. Sep 11 18:30 - 21:30 DTN **CRN 30613**

PRODUCTION PATTERNS GRADING (FASH 2203)

Examines the skills necessary for producing accurate patterns for the apparel industry. Topics include the influence of construction methods and garment type on the development of production patterns, development of grade tables, grading techniques and procedures, lay planning, and markers. (36 hours) \$318

12 wks Th. Sep 12 18:30 - 21:30 DTN **CRN 30614**

REQUIRED COURSES to be scheduled in upcoming terms:

HISTORY OF FASHION (FASH 1301)

(36 hours)

TAILORING (FASH 1302)

(36 hours)

DESIGN DRAFTING-PRACTICE (FASH 1303)

(36 hours)

ADV COLLECTION MANUFACTURE (FASH 1352)

(36 hours)

ADV FASHION SHOW PREPARATION (FASH 1353)

(18 hours)

COLLECTION PORTFOLIO (FASH 2301)

(36 hours)

FA VISUAL COMMUNICATION (FASH 2309)

(36 hours)

FASHION ARTS DIPLOMA

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

Program Assistant: 604.871.7000, ext. 8428, loabaga@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.

Our two-year, full-time program has been designed to produce graduates with the desirable combination of creative flair and technical competence. This is achieved by simultaneously developing creative ability and an awareness of technological and business applications.

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

For a detailed program guide, email fashion@vcc.ca, call 604.871.7000 ext 8417 or visit vcc.ca

Application deadline May 31 for Sept. 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.

STUDENT FEES

A non-refundable Student Union fee of \$25.18 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.

REGISTER ONLINE 
vcc.ca/cs

FASHION ARTS SPECIALTY – NON CREDIT

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

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) \$291

11 wks Tu. Sep 10 18:30 - 21:30 DTN **CRN** 30596

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. Sep 14 09:00 - 12:00 DTN **CRN** 30568

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) \$292

10 wks Th. Sep 12 18:30 - 21:30 DTN **CRN** 30562

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. Additional supplies will be discussed in first session. (30 hours) \$301

10 wks Mo. Sep 09 18:30 - 21:30 DTN **CRN** 30581

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. Additional supplies will be discussed in first session. (30 hours) \$342

10 wks Sa. Sep 14 13:00 - 16:00 DTN **CRN** 30591

ELECTIVE COURSES to be scheduled in upcoming terms:

ADOBE ILLUSTRATOR FOR FASHION1 (FASH 1156)

(30 hours)

ADOBE PHOTOSHOP FOR FASHION (FASH 1157)

(30 hours)

MILLINERY (FASH 1162)

(18 hours)

DRESS FORM WORKSHOP (FASH 1163)

(6 hours)

FABRIC SURFACE DESIGN (FASH 1166)

(24 hours)

MILLINERY 2 (FASH 1168)

(18 hours)

PATTERN MAKING: KNOCK OFF TECH (FASH 1173)

(30 hours)

COUTURE DRAPING (FASH 1181)

(30 hours)

BOOT CAMP: FASHION STYLING TEEN (FASH 1182)

(20 hours)

FASHION PRODUCTION MGMT (FASH 1184)

(24 hours)

FASHION STYLING INTENSIVE (FASH 1185)

(20 hours)

DIGITAL TEXTILE DESIGN (FASH 1186)

Prerequisite: Working knowledge of Adobe Illustrator. (30 hours)

BOOT CAMP: FASHION DRAPING TEEN (FASH 1188)

(20 hours)

ACTION SPORTS APPAREL INDUSTRY (FASH 1189)

(24 hours).

KNITTING: BEGINNERS LEVEL 1 (FASH 1190)

(30 hours)

ONLINE MARKETING FOR DESIGNERS (FASH 1192)

(30 hours)

BEGINNER SHOEMAKING LEVEL 1 (FASH 1193)

(12 hours)

ADOBE ILLUSTRATOR FOR FASHION2 (FASH 1256)

(30 hours)

FASHION WRITING (FASH 1409)

(24 hours)

FASHION MERCHANDISING ASSOCIATE CERTIFICATE

Program Coordinator: 604.871.7000, ext. 8417, hsuzuki@vcc.ca
Program Assistant: 604.871.7000, ext. 8428, loabaga@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.
Merchandising Fashion (FASH 1176)
Fashion Forecasting (FASH 1204)
History Of Fashion (FASH 1301)
Fashion Retail Management (FASH 1401)
Retail Buying (FASH 1402)
Fashion Marketing & Promotion (FASH 1405)
Fashion Styling (FASH 1408)
Textiles (FASH 2201)

REQUIRED COURSES currently scheduled:

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) \$322

12 wks Mo. Sep 09 18:30 - 21:30 DTN **CRN** 30590

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) \$322

12 wks Tu. Sep 10 18:30 - 21:30 DTN **CRN** 30582

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) \$321
12 wks We. Sep 11 18:30 - 21:30 DTN **CRN** 30561

FASHION MARKETING & PROMOTION (FASH 1405)

A study of the theory and practical application of fashion sales promotion, public relations, special event promotion, and other activities used to influence the sale of merchandise, services, and concepts. Market planning, environmental influences, research, information systems, and consumer behaviour are examined in the context of the ever-changing fashion industry. Emphasis is on the creative organization of professional-quality presentations including evaluating, writing, and editing of copy for advertising and promotion, display presentation, internal communications, and direct mail for a variety of market levels. (36 hours) \$321
12 wks Th. Sep 12 18:30 - 21:30 DTN **CRN** 30612

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. (36 hours) \$318
12 wks Mo. Sep 09 18:30 - 21:30 DTN **CRN** 30615

REQUIRED COURSES to be scheduled in upcoming terms:

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)

HISTORY OF FASHION (FASH 1301)

Gain an understanding of the development of fashion by exploring the evolution of western fashion from early Europe to the 20th century. The course promotes research and provides design inspiration for students, who will exhibit their personal interests through the completion of an individual design project or reproduction garment. (36 hours)

GEMMOLOGY & 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).

GEMMOLOGY – PART TIME & ACCELERATED PROGRAM

*Program Coordinator: Donna Hawrelko, 604.871.7000, ext. 8694
Program Assistant: Carol Agostini, 604.871.7000, ext. 8661*

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

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

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

ENTRANCE REQUIREMENTS:

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

REQUIRED COURSES:

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

ELECTIVE COURSES:

Gemmology Practical Lab (GEMM 2102)
MasterValuer Appraisal Program (GEMM 3101)
Jadeite Jade 1 (GEMM 1156)
Jadeite Jade 2 (GEMM 1157)
Advanced Gemmology - Diamonds (GEMM 2140)
Adv Gemmology - Coloured Gem (GEMM 2141)
Canadian Jeweller Jets Program (JEWL 1114)
Graduate Sales Associate (GEMM 2137)
Crystals & Crystal Healing 1 (GEMM 1154)
Diamond Cutting & Polishing 1 (GEMM 1159)
Diamond Cutting & Polishing 2 (GEMM 1160)
Evaluation of Jadeite Jade 1 (GEMM 1155)
How to Buy Diamonds (GEMM 2136)
Pearl Grading & Valuation Lab (GEMM 1158)

REQUIRED COURSES currently scheduled:

DIPLOMA YEAR GEMMOLOGY (GEMM 2101)

Offered once a year - Tuesday and Thursday evenings from September to June. Tuesdays are theory classes and Thursdays are hands-on lab classes. (supplies and examination fees extra) Registration deadline seven days prior to first class. \$3456
33 wks 2 days Tu. Th. Sep 17 18:30 - 21:30 DTN **CRN** 30358

PRELIMINARY YEAR GEMMOLOGY (GEMM 1101)

Offered once a year - Wednesday evenings from September to June. (supplies and examination fees extra) Registration deadline seven days prior to first class. \$2220
33 wks We. Sep 18 18:30 - 21:30 DTN **CRN** 30357

ELECTIVE COURSES currently scheduled:

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 deadline seven days prior to first class. Class begins each September. \$1873
33 wks Th. Sep 19 18:30 - 21:30 DTN **CRN** 30360

MASTERVALUER 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 tuition 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. \$4075
30 wks Mo. Sep 23 18:30 - 21:30 DTN **CRN** 30365

ADV GEMMOLOGY - COLOURED GEM (GEMM 2141)

Discover the causes of colour in gemstones and the use of standard and advanced instruments in the detection of synthetic rubies, sapphires, emeralds and jade. Understand the certification and marketing practices of major labs, wholesalers and retailers. Registration deadline three days prior to first class. Basic Gemmological knowledge is an asset. (3 hours) \$149
1 day Sa. Oct 12 14:00 - 17:00 DTN **CRN** 30364

ADVANCED GEMMOLOGY – DIAMONDS (GEMM 2140)

Learn about the testing of natural, treated and synthetic diamonds. Explore the background of diamond research, causes of colour in natural and treated diamonds, detection of diamond treatments, synthetic diamonds and their identification, as well as the nomenclature, disclosure, certification and marketing of treated and synthetic stones. Registration deadline three days prior to first class. Basic Gemmological knowledge is an asset. (3 hours) \$189

1 day Sa. Oct 12 09:00 - 13:00 DTN **CRN** 30363

JADEITE JADE 1 (GEMM 1156)

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

1 day Sa. Oct 12 09:30 - 12:30 DTN **CRN** 30361

JADEITE JADE 2 (GEMM 1157)

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

1 day Sa. Oct 12 14:00 - 17:00 DTN **CRN** 30362

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) \$645

6 wks Sa. Nov 09 13:00 - 17:00 DTN **CRN** 30384

GRADUATE SALES ASSOCIATE (GEMM 2137)

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

4 wks Sa. Nov 23 13:00 - 16:00 DTN **CRN** 30359

ELECTIVE COURSES to be scheduled in upcoming terms:

CRYSTALS & CRYSTAL HEALING 1 (GEMM 1154)

(3 hours)

EVALUATION OF JADEITE JADE 1 (GEMM 1155)

jadeite piece to evaluate. (20 hours)

HOW TO BUY DIAMONDS (GEMM 2136)

(3 hours)

PEARL GRADING & VALUATION LAB (GEMM 1158)

(6 hours)

JEWELLERY MAKING

Program Coordinator: Donna Hawrelko, 604.871.7000, ext. 8694

Program Assistant: Carol Agostini, 604.871.7000, ext. 8661

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

ELECTIVE COURSES:

Jewellery Techniques I (JEWL 1103)

Jewellery Techniques II (JEWL 1104)

Sketching Basics for Jewellers (JEWL 1125)

Stone Setting in Jewellery (JEWL 1117)

Lost Wax Carving & Casting (JEWL 1118)

Jewellery Repair (JEWL 1116)

Create Jewellery Repair Sales (JEWL 1113)

Advanced Jewellery Workshop (JEWL 1119)

Pearl Stringing Techniques 1 (JEWL 1112)

Canadian Jeweller Jets Program (JEWL 1114)

Graduate Sales Associate (GEMM 2137)

Buying and Selling Jewellery (JEWL 1126)

Jewellery Appraisal (JEWL 1107)

Modern & Antique Jewellery (JEWL 1115)

Woven Silver Jewellery Making (JEWL 1128)

ELECTIVE COURSES currently scheduled:

JEWELLERY TECHNIQUES I (JEWL 1103)

Learn basic techniques in jewellery-making including piercing, filing, soldering, shaping, forming, design layout and application. Create original designs while working at your own jeweller's bench equipped with a torch and flexshaft tool. Additional costs for materials - approximately \$50. List of supplies provided at first class. **Registration deadline seven days prior to first class.** (24 hours). \$455

8 wks Mo. Sep 23 18:30 - 21:30 DTN ㊦ **CRN** 30366

8 wks We. Sep 25 18:30 - 21:30 DTN ㊦ **CRN** 30368

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) \$455

8 wks Tu. Sep 24 18:30 - 21:30 DTN **CRN** 30367

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

6 wks Tu. Sep 24 18:30 - 21:15 DTN **CRN** 30371

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. Sep 24 18:30 - 21:30 DTN **CRN** 30372

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. Sep 25 18:30 - 21:30 DTN **CRN** 30373

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. Sep 26 18:30 - 21:30 DTN **CRN** 30374

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. Sep 28 09:00 - 15:00 DTN **CRN** 30375

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. Sep 28 13:00 - 16:00 DTN **CRN** 30369

PEARL STRINGING TECHNIQUES 1 (JEWL 1112)

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

1 day Sa. Oct 19 10:00 - 16:00 DTN **CRN** 30370

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) \$645

6 wks Sa. Nov 09 13:00 - 17:00 DTN **CRN 30384**

GRADUATE SALES ASSOCIATE (GEMM 2137)

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

4 wks Sa. Nov 23 13:00 - 16:00 DTN **CRN 30359**

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)

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, dhawrelko@vcc.ca

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

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.

REQUIRED COURSES:

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

Design Specifications (INTD 1365)

Design Today (INTD 1340)

Design Basics (INTD 1305)

History of Furniture (INTD 1325)

Colour Theory & Application (INTD 1320)

Materials & Finishes (INTD 1330)

Design Drawing (INTD 1315)

Textiles (INTD 1335)

Design for Small Spaces (INTD 1360)

Basic Drafting Concepts (INTD 1310)

Lighting (INTD 1345)

AutoCAD for Interior Designers (INTD 1350)

Presentation (INTD 1370)

Residential Design (INTD 1355)

REQUIRED COURSES currently scheduled:

DESIGN SPECIFICATIONS (INTD 1365)

The ability to prepare detailed interior design specifications is essential for interior designers. This course uses lectures, research, and assignments to teach students how to write finished specifications employing the Master Format 2004 Construction Standards System. Focus is on preparing a full residential specification package from concept to completion while sourcing all materials. Students learn to work within deadline constraints; decipher product codes; communicate effectively with the trades; navigate the bidding process; and manage allowances, cost plus, and stipulated cost systems. (24 hours) \$300

8 wks Mo. Sep 09 18:30 - 21:30 DTN **CRN 30391**

DESIGN TODAY (INTD 1340)

Explore current influences on the world of interior design through guided discussions, digital media, student-led seminars, and research assignments. Students are introduced to the interior design profession, designers ideologies, and employment opportunities in the industry. Other topics include presentation and communication skills and the essential role collaboration plays in the field. (24 hours) \$300

8 wks Tu. Sep 10 18:30 - 21:30 DTN **CRN 30396**

DESIGN BASICS (INTD 1305)

This introduction to interior design uses lectures, practical examples, in-class discussion, research, and assignments to expose students to design theory and process, concept development, and the principles and elements of design. Students predict, discover, and learn to overcome design challenges. Space planning techniques and sustainable practices are addressed. (36 hours) \$417

12 wks We. Sep 11 18:30 - 21:30 DTN **CRN 30390**

HISTORY OF FURNITURE (INTD 1325)

Students learn to identify furniture styles from the Classics to the 21st century through slide presentations, discussion, research, and lectures. Periods include: Egyptian, Classical, Romanesque, Gothic, Renaissance, Baroque, Rococo, Neoclassical, Georgian, Empire Arts and Crafts, Glasgow Style, Art Nouveau, Viennese Secession, Art Deco, Bauhaus, International Style, and Post Modernism. (36 hours) \$417

12 wks Th. Sep 12 18:00 - 21:00 DTN **CRN 30393**

COLOUR THEORY & APPLICATION (INTD 1320)

An analysis of the role of colour in our lives. Emphasis is on the built environment (interior and exterior) but products, fixtures, and furnishings are also included. Students learn to recognize colour undertones; predict and explain effects created by colour; and compare, create, and design colour schemes in response to specific concepts of character, mood, and criteria. (24 hours) \$300

8 wks Sa. Sep 14 09:00 - 12:00 DTN **CRN 30450**

DESIGN DRAWING (INTD 1315)

Drawing is a tool of understanding and communication. This course develops drawing skills through exercises designed to encourage discovery and analysis of the built environment, especially as applied to interior spaces. Emphasized skills include manipulating line, form, space, volume, proportion, and tonal value to understand and explain design concepts. Introduction to one-point, two-point, and atmospheric perspectives teaches students how to express, modify, and adjust design concepts, and to summarize, evaluate, and explain them. Drawing mediums (primarily black and white) include pencil, ink, felt pen, charcoal, pastels, and conte crayon. (36 hrs) \$417

12 wks Sa. Sep 14 09:00 - 12:00 DTN **CRN 30397**

MATERIALS & FINISHES (INTD 1330)

An introduction to interior finishes including: wood, furniture, flooring, carpet, tile, stone, glass, metal, and plastics. Through lectures, in-class discussion, field visits, and research, students learn the origin, characteristics, installation procedures, maintenance, and typical usage of these interior design elements. (24 hours) \$300

12 wks Sa. Sep 14 09:30 - 11:30 DTN **CRN 30392**

TEXTILES (INTD 1335)

This analysis of textiles prepares students to make informed choices in professional practice. Topics include: textile vocabulary; an overview of textiles used in interior spaces, including draperies, fabric shades, and upholstery fabrics; textile fabrication and weaving methods; evaluating textile specifications; balancing aesthetics, functionality, and economics; and the impact of different textiles on interior projects (24 hours) \$300

6 wks Sa. Sep 14 10:00 - 14:00 DTN **CRN 30395**

DESIGN FOR SMALL SPACES (INTD 1360)

Examines residential design for small urban spaces using lectures, discussions, and demonstrations. Students learn to analyze small spaces, using their creativity and space planning skills to add value and maximize usable space. Content includes: millwork and custom furniture solutions; the effects of colour, light, materials, and finishes on a given area; and current trends in small space design. Pre-requisite: Basic Drafting, Design Basics. (36 hours) \$417

12 wks Mo. Sep 16 18:00 - 21:00 DTN **CRN 30388**

BASIC DRAFTING CONCEPTS (INTD 1310)

Outlines basic drafting principles as they apply to interior design. Through careful observation and weekly assignments, students learn to use drafting instruments, conventions, scales, and lettering; and to read and draw drafted floor plans, sections, and elevations. Emphasis is on the importance of exacting line weights and architectural symbols. Skills taught include architectural lettering styles, materials, millwork, 3D drawing (obliques), and reflected ceiling plans. (36 hours) \$417

12 wks Th. Sep 19 18:00 - 21:00 DTN **CRN 30389**

LIGHTING (INTD 1345)

Lighting is integral to creating comfort and beauty in any space. Learn to utilize the functional, aesthetic, psychological, environmental, and economic qualities of different light sources and fixtures. Identify and apply principles of lighting design including lighting criteria, calculations, planning, and layout. Learning modes include lectures, field trips, guest speakers, and lighting lab visits. Prerequisite INTD 1310 Basic Drafting. (36 hours) \$417

12 wks Th. Sep 19 18:00 - 21:00 DTN **CRN 30394**

REQUIRED COURSES to be scheduled in upcoming terms:

AUTOCAD FOR INTERIOR DESIGNERS (INTD 1350)

Learn the basics of completing and printing a professional working drawing set using computer aided drafting (CAD). Demonstrations, discussions, and practical applications of the current version of AutoCAD guide students through the process of constructing a residential floor plan using lines, curves, blocks, and text. Prerequisite: INTD 1310 Basic Drafting. (36 hours)

PRESENTATION (INTD 1370)

Lectures, technique demonstrations, collaborative learning, and in-class assignments teach students how to illustrate and communicate interior design concepts. Students analyze, appraise, and assemble professional presentation boards and massing models to present to an acting client. Communication strategies include graphic presentation of ideas and concepts, and professional, ethical, and positive oral presentations. Students are introduced to new sketching software and develop a portfolio of hand-drawn and coloured renderings using industry techniques to render materials. (36 hours)

RESIDENTIAL DESIGN (INTD 1355)

Students apply the skills learned from drafting, design theory, and research to examine all aspects of residential interior design. Through guided discussion, research, and drawing exercises students create plans for a complete home (incl. kitchen, utility room, home office, etc.) Skills include: identifying structural elements of wood frame and concrete construction; producing plans, elevations, and perspectives of a complete residence; evaluating client requirements; creating furniture plans and block and bubble diagrams; completing specification binders and materials boards; and explaining programming documents. (36 hours)

INTERIOR DESIGN – NON CREDIT

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

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

ELECTIVE COURSES currently scheduled:

AUTODESK REVIT FOR STRUCTURES (CMPT 1247)

An introduction to the tools and concepts of 3D modeling and documentation. Teaches the basics of Autodesk Revit in a structural environment, from design through to construction documentation. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: Basic knowledge of Windows, prior drafting experience in a structural or architectural environment. (36 hours) \$607

12 wks Mo. Sep 16 18:00 - 21:00 DTN **CRN 30477**

SKETCHUP LEVEL 1 (CMPT 1703)

This introduction to SketchUp teaches students to integrate 2D and 3D design and explores tools and functions including layers, adding textures and materials, components, and the 3D warehouse. Required supplies: Optional text available at the DTN bookstore. Prerequisite: Basic knowledge of Windows. (7 hours) \$210

1 day Sa. Sep 21 09:00 - 17:00 DTN **CRN 30539**

1 day Sa. Oct 19 09:00 - 17:00 DTN **CRN 30209**

SKETCHUP LEVEL 2 (CMPT 1704)

Explores advanced SketchUp Make tools such as creating scene, field of views, shadows, extensions, plug-ins, and more. Required supplies: Optional text available at the DTN bookstore. Prerequisite: SketchUp Level 1 or equivalent (7 hours) \$210

1 day Sa. Oct 26 09:00 - 17:00 DTN **CRN 30210**

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)

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)

REGISTER ONLINE
vcc.ca/cs

KITCHEN & BATH DESIGN DIPLOMA

Program Coordinator: 604.871.7000, ext. 8522, dhawrelko@vcc.ca
Program Assistant: 604.871.7000, ext. 8428, loabaga@vcc.ca

The Vancouver Community College Kitchen and Bath Design Diploma focuses on the specialized design of two rooms that are integral to any household. Students learn about design theory, construction basics, sustainable practices, new and emerging products and systems, and business and project management. The National Kitchen & Bath Association (NKBA) supports our program and students through student chapters, competitions, and scholarships.

This program prepares students for a variety of occupations by challenging them to embrace creativity with confidence; remain open and enthusiastic about learning; and adhere to ethical, sustainability, and safety standards.

Admission is limited to students who have completed the VCC Interior Design Certificate (or its equivalent) with a 2.33 (C+) GPA. The Interior Design Certificate is considered to be the first year of the Kitchen and Bath Design Diploma program.

The Kitchen and Bath Design Diploma has the following core values:

- Student success – lifelong learning, confidence, integrity
- Support – mentoring, compassion, enthusiasm
- Relevance – practical skills, problem-solving, creativity

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

REQUIRED COURSES currently scheduled:

DRAFTING 1 (INTD 2310)

Introduction to hand drafting techniques for kitchen and bath design. Learn to inspect and measure a design space and produce a complete set of kitchen or bathroom drawings containing a construction plan that incorporates essential design elements consistent with NKBA Graphic Presentation Standards and Interior Design Presentation Standards. Topics include interpreting architectural drawings and kitchen and bath drawings, measuring accurately (metric and imperial), using hand drafting tools and materials, and drawing floor plans, countertop plans, elevations, mechanical plans, and reflected ceiling plans. (36 hours) \$417

12 wks Th. Sep 12 18:30 - 21:30 DTN **CRN** 30385

BASIC BATHROOM DESIGN (INTD 2305)

Build a foundation of basic bathroom design, including research and documentation of client requirements, elements of construction, drafting, and sustainability. Topics include bubble diagrams, floor plans, elevations, perspective drawings, NKBA Graphic and Presentation standards, research and design documentation, specification binders, program files, materials and finishes, and basic bathroom design presentation. (36 hours) \$417

12 wks Tu. Sep 10 18:30 - 21:30 DTN **CRN** 30386

CONSTRUCTION (INTD 2315)

Examines the elements of a residential building site and structure. Standard building terms and drafting symbols are introduced to facilitate communication with the trades and suppliers. Topics include housing regulations and building codes, dangerous substances, energy efficiency, construction materials, foundations, framing, roofing, plumbing, mechanical and electrical systems, windows and doors, lighting, cabinetry, and accessories in new and renovated residential buildings. (36 hours) \$417

1 day Sa. Sep 14 10:00 - 17:00 AND

1 day Sa. Sep 28 10:00 - 17:00 AND

1 day Sa. Oct 19 10:00 - 17:00 AND

1 day Sa. Nov 2 10:00 - 17:00 AND

1 day Sa. Nov 16 10:00 - 17:00 AND

1 day Sa. Nov 30 10:00 - 17:00 DTN **CRN** 30387

PRACTICUM (INTD 2399)

The 160-hour Kitchen and Bath practicum can be completed in two ways: a) following all coursework and taking place between June 31st and September 1st (of the same year), or b) completed over one term of the Kitchen and Bath Certificate program. The practicum consists of two 80-hour placements completed on a part- or full-time basis. One placement is with a kitchen and bath supplier/producer, and the other with a kitchen and bath designer or kitchen and bath design/build firm. \$102

5 days Mo. Tu. We. Th. Fr. Oct 31 OFS **CRN** 30398

REQUIRED COURSES to be scheduled in upcoming terms:

ADVANCED KITCHEN & BATH DESIGN (INTD 2335)

(36 hours)

BASIC KITCHEN DESIGN (INTD 2320)

(36 hours)

DRAFTING 2 (INTD 2325)

(36 hours)

DRAFTING 3 (INTD 2340)

(36 hours)

KITCHEN/BATH SYSTEMS & PRODUCT (INTD 2330)

(36 hours)

PROJECT MANAGEMENT (INTD 2345)

(36 hours)

SKETCHUP FOR INTERIOR DESIGNERS

Program Coordinator: Erin Sanders, 604.871.7000, ext. 8673
Program Assistant: Lynda Boothby, 604.871.7000, ext. 8383

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)

This introduction to SketchUp teaches students to integrate 2D and 3D design and explores tools and functions including layers, adding textures and materials, components, and the 3D warehouse. Required supplies: Optional text available at the DTN bookstore. Prerequisite: Basic knowledge of Windows. (7 hours) \$210

1 day Sa. Sep 21 09:00 - 17:00 DTN ☎ **CRN** 30539

1 day Sa. Oct 19 09:00 - 17:00 DTN ☎ **CRN** 30209

SKETCHUP LEVEL 2 (CMPT 1704)

Explores advanced SketchUp Make tools such as creating scene, field of views, shadows, extensions, plug-ins, and more. Required supplies: Optional text available at the DTN bookstore. Prerequisite: SketchUp Level 1 or equivalent (7 hours) \$210

1 day Sa. Oct 26 09:00 - 17:00 DTN ☎ **CRN** 30210

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: 604.871.7000, ext. 8417, hsuzuki@vcc.ca
Program Assistant: 604.871.7000, ext. 8428, loabaga@vcc.ca

The Makeup Artistry Certificate is designed for individuals planning to enter the makeup, film, photography, theatre, fashion, and bridal industries. Taught by industry experts, the program emphasizes the development of technical and professional skills with the goal of fostering individual growth and creativity.

Students who complete this program will develop the skills, confidence, and experience required to provide makeup artistry services and conduct business in all areas of the field.

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

ENTRANCE REQUIREMENTS:

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

We recommend that learners have the ability to:

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

REQUIRED COURSES:

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

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

ELECTIVE COURSES:

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

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

REQUIRED COURSES currently scheduled:

EVENING AND BRIDAL MAKEUP (MKUP 1102)

Develops advanced makeup skills including application of bridal/evening and men’s makeup; conducting a makeup consultation and drawing face charts detailing product and color selection; and using basic hair styling techniques (ie. curl, comb-outs, and applying select products). Prerequisite: Makeup Artistry Fundamentals MKUP 1101 (30 hours) \$473

10 wks Mo. Sep 09 18:00 - 21:00 DTN ☎ CRN 30409

MAKEUP ARTISTRY FUNDAMENTALS (MKUP 1101)

Learn to apply basic daytime makeup. Skills developed include: using the color wheel to identify undertones and select suitable makeup for every complexion; identifying historical makeup styles; determining various face and eye shapes and using makeup to reshape and contour features accordingly; recognizing skin types and selecting appropriate products for daily cleansing and daytime makeup wear. Requirement: The Make Up For Ever kit must be purchased on the first day of class for \$680 (credit card only). (30 hours) \$473

10 wks Tu. Sep 10 18:00 - 21:00 DTN ☎ CRN 30408

FASHION & PHOTOGRAPHY MAKEUP (MKUP 1103)

Exploration of advanced makeup application techniques and design concepts for runway fashion shows, photo shoots, and special events. Students learn the difference between makeup for hi-definition and traditional film shoots and are taught to re-create looks from the various decades, apply drag makeup, and create makeup styles that are unusual, over the top, and print worthy. Airbrush techniques are introduced via an instructor demonstration. Prerequisites: Makeup Artistry Fundamentals MKUP 1101 and Evening and Bridal Makeup MKUP 1102 (30 hours) \$473

10 wks Th. Sep 12 18:00 - 21:00 DTN ☎ CRN 30410

FREELANCE & CAREER DEVELOPMENT (MKUP 1104)

Prepares students for entry-level employment as sales associates, beauty advisors, cosmetic counter managers, or freelance makeup artists. Students learn customer service and communication skills, develop an understanding of the cycle and psychology of successful selling, and prepare a professional-quality resume and portfolio to showcase their makeup artistry and sales talents. This course can be taken in conjunction with MKUP 1101. (8 hours) \$208

1 day Sa. Nov 23 09:00 - 17:00 DTN ☎ CRN 30412

ELECTIVE COURSES currently scheduled:

THEATRICAL MAKEUP (MKUP 1106)

Examines character makeup design and the influence of script analysis and preparation, character development, and lighting. Students learn to create and apply makeup for: clown and fantasy, old age, facial hair application, and F/X makeup such as burns, scrapes, and knife wounds. Requirement: A course kit must be purchased on the first day of class for \$250 (credit card only). Prerequisites: MKUP 1101, MKUP 1102, and MKUP 1103 (30 hours) \$473

10 wks Mo. Sep 09 18:00 - 21:00 DTN ☎ CRN 30417

MAKEUP FOR FILM & TV (MKUP 1107)

Provides general background knowledge about the film industry, including technical information about lighting, script analysis, and continuity. Students are introduced to the roles and responsibilities on a film/TV set and learn which makeup products are best suited for different filming formats. Requirement: A course kit must be purchased on the first day of class for \$300 (credit card only). Prerequisites: MKUP 1101, MKUP 1102, and MKUP 1103 (30 hours) \$473

10 wks Tu. Sep 10 18:00 - 21:00 DTN ☎ CRN 30413

AIRBRUSH MAKEUP (MKUP 1105)

An ideal course for those already in the makeup industry. Explores the technical aspects of the airbrush and its practical use in a professional makeup environment. Students learn to implement a wide range of looks and techniques such as a classic day look, evening, bridal, and high fashion. Requirement: A kit, including compressor and airbrush, must be purchased on the first day of class for \$300 (credit card only). Students have the option of adding make-up palettes and color mix for an additional \$100. Prerequisites: MKUP 1101, MKUP 1102, and MKUP 1103 (30 hours) \$473

10 wks We. Sep 11 18:00 - 21:00 DTN ☎ CRN 30411

U-PASS

Your ticket to ride.

U-Pass is a universal transit pass that provides low-cost travel for students. Many Continuing Studies courses are eligible.

Visit vcc.ca under Services for a list of all eligible courses.



HEALTH & HUMAN SERVICES

Choose a rewarding profession in health care. Our programs and courses give the expertise you need in this demanding field.

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 prerequisites 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

COUNSELLING

ENTRANCE REQUIREMENTS:

- Fluency in English: Completion of Grade 12 English (C+), or GED, or equivalent
- Successful completion of CNSK 1401, 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. * Please apply for the CRC at the Continuing Studies registration desk in room 203 of the downtown campus. Two pieces of ID required, at least one must have a photo.
- Maturity, emotional stability and suitability to work in the field
- Recommended: Basic Computer skills/literacy
- Basic library research skills

REQUIRED COURSES:

Foundations of Counselling (CNSK 1402)
Theories of Counselling (CNSK 1403) or Lifespan Development (CNSK 1404)
Individual Counselling Skills-Addiction (CNSK 1406)
Diversity, Culture & Couns (CNSK 1407)
Family Systems-an Overview (CNSK 1409)
Addiction and Human Behaviour (CNSK 1415)
Personal & Professional Dev (CNSK 1412)
Assessment Practices-Addiction (CNSK 1411)
Practicum: Employment (CNSK 1489) or Practicum: 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) \$462

12 wks Tu. Sep 10 18:15 - 21:15 DTN **CRN** 30484
12 wks We. Sep 11 18:15 - 21:15 DTN **CRN** 30485
12 wks Th. Sep 12 18:15 - 21:15 DTN **CRN** 30486
12 wks Fr. Sep 13 09:15 - 12:15 DTN **CRN** 30487
12 wks Fr. Sep 13 18:15 - 21:15 DTN **CRN** 30488

REQUIRED COURSES currently scheduled:

ASSESSMENT PRACTICES-ADDICTION (CNSK 1411)

Introduces students to the basic skills of conducting proper clinical assessments and using the information gathered to respond appropriately to client issues and needs. Explores treatment planning, including referrals in the addiction community counselling field. Topics include addiction community resources; legal, ethical, confidentiality, and record-keeping issues; risk assessment and management; major mental disorders including substance misuse; concurrent disorders; suicide; domestic violence; and trauma. Pre-requisite: Individual Counselling Skills-Addiction (CNSK 1406), Foundations of Counselling (CNSK 1402); and (completed or taken concurrently) Diversity, Cultural and Counselling CNSK (1407) and Addiction and Human Behaviour (CNSK 1415). \$584

Sep 09 OFS **CRN 30503**

12 wks Mo. Sep 09 18:15 - 21:30 DTN **CRN 30503**

INDIVID COUNS SKILLS-ADDICTION (CNSK 1406)

Focuses on the skills and strategies involved in addiction counselling and how they relate to the counselling relationship and the development of the counsellor. Building on topics covered in Basic Counselling Skills, this course explores topics such as motivational interviewing, the counselling process, understanding and practicing the skills required in a counselling relationship, record keeping, ethical obligations, and emerging self-awareness and self care. Key course goal: to provide participants with experiential learning related to the client-counsellor relationship, and to analyze the issues that emerge from this profession, focusing on addiction-related cases. 45 hours (3 credits) Prerequisite: Acceptance to the Addiction Counselling Skills Certificate Program. \$584

Sep 09 OFS **CRN 30497**

12 wks Mo. Sep 09 18:15 - 21:30 DTN **CRN 30497**

Sep 11 OFS **CRN 30498**

12 wks We. Sep 11 18:15 - 21:30 DTN **CRN 30498**

THEORIES OF COUNSELLING (CNSK 1403)

An overview of counselling and psychotherapy theory and practice, focusing on the how, what, and why. Emphasizing practice based on theory, the course covers: definitions, limitations, practical applications, and ethical considerations of major counselling theories; a comparison of goals and techniques; and the associated views of human nature. Drawing from theory and experience, students develop their own beliefs and approaches to counselling. Also explores the role of the class group in supporting and enhancing the learning environment. Students may take Theories of Counselling (CNSK 1403) OR Lifespan Development (CNSK 1404) for credit. 45 hours (3 credits). Prerequisite: Acceptance to a Counselling Skills Certificate Program. \$584

12 wks Mo. Sep 09 18:15 - 21:30 AND

1 day Sa. Nov 16 09:00 - 17:00 DTN **CRN 30492**

12 wks We. Sep 11 18:15 - 21:30 AND

1 day Sa. Nov 16 09:30 - 16:30 DTN **CRN 30493**

DIVERSITY, CULTURE & COUNS (CNSK 1407)

Explore diversity and the cultural factors underlying client and counsellor behaviour and interventions. Participants identify their own cultural values and belief systems, examining how these factors affect their relationships with clients. Topics include cultural transition, development processes of racial identity and sexual orientation identity, and the role of race and culture on communication in the counselling context. Emphasis is on integrating knowledge with personal awareness. 22 hours (1 credit). Prerequisite: Acceptance to a Counselling Skills Certificate Program. \$283

5 wks Tu. Sep 10 18:15 - 21:30 AND

1 day Sa. Sep 28 09:30 - 16:15 DTN **CRN 30499**

5 wks Tu. Oct 15 18:15 - 21:30 AND

1 day Sa. Nov 02 09:30 - 16:15 DTN **CRN 30500**

FOUNDATIONS OF COUNSELLING (CNSK 1402)

Uses a systemic perspective to develop the philosophical and practical skills needed to build a foundation of professional practice. Content includes: self-awareness, the skills of learning, an orientation to VCC's resources, and the systemic nature of individual, family, and community interaction. Develop an understanding of self-reflective practice that will enhance their ability to make meaningful personal and professional connections with others. Explore the social determinants of health and how these impact counselling. Analyze the role of counselling, all aspects of wellness, and a variety of theoretical models related to diversity, mental illness, and substance misuse and addiction. 45 hours (3 credits). Prerequisite: Acceptance to a Counselling Skills Certificate Program. \$584

12 wks Tu. Sep 10 18:15 - 21:30 AND

1 day Sa. Oct 12 09:30 - 16:30 DTN **CRN 30489**

12 wks We. Sep 11 18:15 - 21:30 AND

1 day Sa. Oct 12 09:30 - 16:30 DTN **CRN 30490**

12 wks Th. Sep 12 18:15 - 21:30 AND

1 day Sa. Oct 12 09:30 - 16:30 DTN **CRN 30491**

PERSONAL & PROFESSIONAL DEV (CNSK 1412)

Continue personal and professional development by expanding knowledge of ethical principles - especially as applied to practice issues - through case studies, small and large group discussion, and self-awareness exercises. A large component of the course is process oriented, involving the sharing of students' self exploration, and examination of the individual's values and personal limitations. 29 hours (2 credits). Pre-requisites: Individual Counselling Skills-Community (CNSK 1405); Foundations of Counselling (CNSK 1402); and (completed or taken concurrently) Diversity, Cultural and Counselling (CNSK 1407). \$372

7 wks Tu. Sep 10 18:15 - 21:30 AND

1 day Sa. Oct 12 09:15 - 16:30 DTN **CRN 30506**

7 wks Tu. Oct 29 18:15 - 21:30 AND

1 day Sa. Nov 16 09:15 - 16:30 DTN **CRN 30507**

PRACTICUM: VOLUNTEER (CNSK 1488)

Apply, refine, and master the knowledge and skills learned during the classroom component. The practicum has two components: a workplace and a classroom setting. The workplace involves working under the direction of an approved supervisor to counsel clients. The classroom component involves demonstrating classroom and practicum placement learning. Pre-requisite: Successful completion of all courses in the Addiction Counselling Skills Program. 4 credits \$485

PRACTICUM: EMPLOYMENT (CNSK 1489)

Apply, refine, and master the knowledge and skills learned during the classroom component. The worksite practicum enables students working in a social service, substance misuse, or corrections agency to meet practicum course goals by applying their knowledge and skills to classroom presentations and a skill-based assignment. Pre-requisite: Successful completion of all required courses in the Addiction Counselling Skills Program. 4 credits \$485

FAMILY SYSTEMS-AN OVERVIEW (CNSK 1409)

Explores how systems perspectives can be used to support families. Specific approaches include family-of-origin and solution-focused counselling. Content includes theoretical assumptions, family lifecycle, parenting approaches, family violence, ethical issues, and counselling and support strategies. Students analyze their own family experience and determine how it may impact the way they work with families. 29 hours (2 credits). Prerequisite: Acceptance to a Counselling Skills Certificate Program. \$372

7 wks Th. Sep 12 18:15 - 21:30 AND


1 day Sa. Oct 19 09:15 - 16:30 DTN **CRN 30504**

7 wks Th. Oct 31 18:15 - 21:30 AND

1 day Sa. Nov 30 09:15 - 16:30 DTN **CRN 30505**

LIFESPAN DEVELOPMENT (CNSK 1404)

Introduces theories, concepts, research methods, and findings relevant to the study of human development throughout the lifespan. Presents major developmental theories and issues with emphasis on the integration of lifespan principles and concepts into individual social contexts. Also explores the effects of heredity and environment, and ethical issues surrounding development. Students may take Theories of Counselling (CNSK 1403) OR Lifespan Development (CNSK 1404) for credit. 45 hours (3 credits). Prerequisite: Acceptance to a Counselling Skills Certificate Program. \$584

12 wks Th. Sep 12 18:15 - 22:00  DTN **CRN 30494**

ADDICTION AND HUMAN BEHAVIOUR (CNSK 1415)

A survey course providing an overview of the physiological and psychological effects of addictive substances and behaviours. Students review the functional differences between the healthy brain and the brain damaged by addictive behaviour and trauma. Other topics include the effect of genetics and the environment on the development of addictive behaviours, specific psychoactive drugs, and concurrent disorders. 22 hours (1 credit) Prerequisite: Acceptance to the Addiction Counselling Skills Certificate Program and successful completion of Foundations of Counselling (CNSK 1402). \$283

5 wks Th. Nov 07 18:15 - 21:30 AND

1 day Sa. Nov 23 09:30 - 16:15 DTN **CRN 30509**

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. Courses in this program meet some educational pre-requisites for graduate studies in the Department of Education and Counselling Psychology at UBC.

By attending one to four evenings a week, students can meet certificate requirements in less than one year or a maximum of three years. A practicum completes the program and is flexible to meet the needs of working students. Courses required for Certificate Completion: Foundations of Counselling; Theories of Counselling and/or Lifespan Development; 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+) or GED, or equivalent
- Successful completion of CNSK 1401, 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. *Please apply for the CRC at the Continuing Studies registration desk in room 203 of the DTN campus. Two pieces of ID required, at least one must have a photo.
- Maturity, emotional stability and suitability to work in the field
- Recommended: Basic Computer skills/literacy
- Basic library research skills

REQUIRED COURSES:

Foundations of Counselling (CNSK 1402)
Theories of Counselling (CNSK 1403) or Lifespan Development (CNSK 1404)
Individual Counselling Skills-Community (CNSK 1405)
Diversity, Culture & Couns (CNSK 1407)
Family Systems-an Overview (CNSK 1409)

ELECTIVE COURSES:

Aboriginal Context (CNSK 1413)*
Cns Skills A Youth Perspective (CNSK 1416)*
Vocational Counselling Skills (CNSK 1414)*
*Students must choose one of above three elective courses
Personal & Professional Dev (CNSK 1412)
Assessment Practices-Community (CNSK 1410)
Practicum: Employment (CNSK 1489) or Practicum: Volunteer (CNSK 1488)

ENTRANCE REQUIREMENT COURSES currently scheduled:

BASIC COUNSELLING SKILLS (CNSK 1401)

See course description on page 28. (36 hours) \$462
Prerequisites: Fluency in English is required (equivalent to grade 12 English) and emotional maturity and stability.

12 wks Tu. Sep 10 18:15 - 21:15 DTN **CRN** 30484
12 wks We. Sep 11 18:15 - 21:15 DTN **CRN** 30485
12 wks Th. Sep 12 18:15 - 21:15 DTN **CRN** 30486
12 wks Fr. Sep 13 09:15 - 12:15 DTN **CRN** 30487
12 wks Fr. Sep 13 18:15 - 21:15 DTN **CRN** 30488

REQUIRED COURSES currently scheduled:

ASSESSMENT PRACTICES-COMMUNITY (CNSK 1410)

An introduction to the basics of conducting a clinical assessment and using the information gathered to respond appropriately to client issues and needs. Explores treatment planning, including referrals in the general community counselling field. Topics include community resources; legal, ethical, confidentiality, and record-keeping issues; risk assessment and management; and major mental disorders including substance misuse, concurrent disorders, suicide, domestic violence, and trauma. 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) \$584
Sep 09 OFS **CRN** 30502

12 wks Mo. Sep 09 18:15 - 21:30 DTN **CRN** 30502

INDIVID COUNS SKILLS-COMMUNITY (CNSK 1405)

Discuss the skills of individual counselling as they relate to the counselling relationship and the development of the counsellor. Examine the skills and strategies involved in the counselling process while building on the content of "Basic Counselling Skills". Topics include: the counselling process, understanding and practicing the skills involved in all phases of the counselling relationship, record keeping, ethical obligations, and emerging self awareness and self care. Key course goals: to provide experiential learning related to the client-counsellor relationship; and analyze the issues that emerge from the profession, focusing on the client issues found in community counselling agencies.45 hours (3 credits) Prerequisite: Acceptance to the Community Counselling Skills Certificate Program. \$584
Sep 09 OFS **CRN** 30495

12 wks Mo. Sep 09 18:15 - 21:30 DTN **CRN** 30495
Sep 10 OFS **CRN** 30496
12 wks Tu. Sep 10 18:15 - 21:30 DTN **CRN** 30496

THEORIES OF COUNSELLING (CNSK 1403)

See course description on page 29. 45 hours (3 credits)
Prerequisite: Acceptance to a Counselling Skills Certificate Program. \$584

12 wks Mo. Sep 09 18:15 - 21:30 AND
1 day Sa. Nov 16 09:00 - 17:00 DTN **CRN** 30492
12 wks We. Sep 11 18:15 - 21:30 AND
1 day Sa. Nov 16 09:30 - 16:30 DTN **CRN** 30493

DIVERSITY, CULTURE & COUNS (CNSK 1407)

Explore diversity and the cultural factors underlying client and counsellor behaviour and interventions. Participants identify their own cultural values and belief systems, examining how these factors affect their relationships with clients. Topics include cultural transition, development processes of racial identity and sexual orientation identity, and the role of race and culture on communication in the counselling context. Emphasis is on integrating knowledge with personal awareness. 22 hours (1 credit) Prerequisite: Acceptance to a Counselling Skills Certificate Program. \$283

5 wks Tu. Sep 10 18:15 - 21:30 AND
1 day Sa. Sep 28 09:30 - 16:15 DTN **CRN** 30499
5 wks Tu. Oct 15 18:15 - 21:30 AND
1 day Sa. Nov 02 09:30 - 16:15 DTN **CRN** 30500

FOUNDATIONS OF COUNSELLING (CNSK 1402)

See course description on page 29. 45 hours (3 credits) \$584
Prerequisite: Acceptance to a Counselling Skills Certificate Program.

12 wks Tu. Sep 10 18:15 - 21:30 AND
1 day Sa. Oct 12 09:30 - 16:30 DTN **CRN** 30489
12 wks We. Sep 11 18:15 - 21:30 AND
1 day Sa. Oct 12 09:30 - 16:30 DTN **CRN** 30490
12 wks Th. Sep 12 18:15 - 21:30 AND
1 day Sa. Oct 12 09:30 - 16:30 DTN **CRN** 30491

PERSONAL & PROFESSIONAL DEV (CNSK 1412)

See course description on page 29. 29 hours (2 credits) \$372
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).

7 wks Tu. Sep 10 18:15 - 21:30 AND
1 day Sa. Oct 12 09:15 - 16:30 DTN **CRN** 30506
7 wks Tu. Oct 29 18:15 - 21:30 AND
1 day Sa. Nov 16 09:15 - 16:30 DTN **CRN** 30507

PRACTICUM: EMPLOYMENT (CNSK 1489)

See course description on page 29. (4 credits) \$485
Pre-requisite: Successful completion of all courses in the Community Counselling Skills

PRACTICUM: VOLUNTEER (CNSK 1488)

See course description on page 29. (4 credits) \$485
Pre-requisite: Successful completion of all required courses in the Community Counselling Skills Program.

FAMILY SYSTEMS-AN OVERVIEW (CNSK 1409)

See course description on page 29. 29 hours (2 credits). \$372

Prerequisite: Acceptance to a Counselling Skills Certificate Program.

7 wks Th. Sep 12 18:15 - 21:30 AND

1 day Sa. Oct 19 09:15 - 16:30 DTN **CRN** 30504


7 wks Th. Oct 31 18:15 - 21:30 AND

1 day Sa. Nov 30 09:15 - 16:30 DTN **CRN** 30505

LIFESPAN DEVELOPMENT (CNSK 1404)

See course description on page 29. 45 hours (3 credits) \$584

Prerequisite: Acceptance to a Counselling Skills Certificate Program.

12 wks Th. Sep 12 18:15 - 22:00  DTN **CRN** 30494

*ELECTIVE COURSES currently scheduled:***ABORIGINAL CONTEXT (CNSK 1413)**

Examine historical/traditional perspectives and contemporary issues (ie. alcohol-related birth defects, high suicide rates) of the Aboriginal community with a focus on health and healing. Explore the role played by cultural expression, including values and identity, in providing a basis for healing in an Aboriginal treatment setting. Analyze the impact of colonization (ie. disruption of established family systems by residential schools). Focus is on the Canadian Aboriginal experience, but comparisons will be drawn to other Indigenous populations. 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. \$283

5 wks Th. Sep 12 18:15 - 21:30 AND

1 day Sa. Oct 05 09:30 - 16:15 DTN **CRN** 30508

CNS SKILLS A YOUTH PERSPECTIVE (CNSK 1416)

Explore adolescence and the psychological, social, physical, and emotional factors accompanying the transition from childhood to adulthood. Analyze the complex processes of development, examining how they affect teens' relationships with themselves and others. Topics include: school and work transitions, brain development, teen-specific drug and alcohol problems, development processes for sexual identity and sexual orientation identity, and the youth justice system. Emphasis is on integrating knowledge with personal awareness and developing the skills to work with youth in a variety of settings. (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. \$283

5 wks Th. Nov 07 18:15 - 21:30 AND

1 day Sa. Nov 23 09:30 - 16:15 DTN **CRN** 30510

*ELECTIVE COURSES to be scheduled in upcoming terms:***VOCATIONAL COUNSELLING SKILLS (CNSK 1414)**

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

EARLY CHILDHOOD CARE AND EDUCATION

Program Coordinator: 604.871.7000, ext. 8660, evese@vcc.ca

Program Assistant: 604.871.7000, ext. 8635, jadachi@vcc.ca

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 "License 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
- *Please check our website for the most up-to-date program and application information.

ECCE - CONTINUING STUDY WORKSHOPS

For the established early childhood education community, we offer workshops that provide enrichment, upgrading and continuing professional development for child care staff. For a brochure outlining our latest offerings, please call 604.871.7000 ext 8635

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 COURSE:**HEALTH, SAFETY AND NUTRITION: 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) \$322

8 wks Th. Sep 26 18:45 - 21:45 AND

1 day Sa. Oct 12 09:30 - 16:30 AND

1 day Sa. Nov. 2 09:30 - 16:30 DTN **CRN** 30317

FAMILY CHILD CARE: GOOD BEGINNINGS

Program Coordinator: 604.871.7000, ext. 8660, evese@vcc.ca

Program Assistant: 604.871.7000, ext. 8635, jadachi@vcc.ca

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.

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 COURSE:**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. \$428

10 wks Th. Sep 19 18:45 - 21:45 AND

1 day Sa. Nov 02 09:30 - 16:00 OFS **CRN** 30291

INFANT AND TODDLER AND SPECIAL NEEDS CERTIFICATE

Program Coordinator: 604.871.7000, ext. 8660, evese@vcc.ca
Program Assistant: 604.871.7000, ext. 8635, jadachi@vcc.ca

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 30 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. License in basic ECCE prior to applying
- Canadian Citizenship or Permanent Resident
- Proof of Grade 12 English proficiency
- Criminal Records Check

LEADERSHIP, ADMINISTRATION AND MANAGEMENT IN CHILD CARE

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

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

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

REQUIRED COURSE:

LEADERSHIP ADMIN & MANAGEMENT (ECCE 2112)

Build your knowledge and skills and broaden your professional horizons! Designed for experienced child care staff who want to become more effective as leaders and administrators. (60 hours). \$357

2 days Th. Nov 14 18:00 - 21:00 & Sa. Nov 16 09:30 - 16:00 AND
2 days Th. Dec 12 18:00 - 21:00 & Sa. Dec 14 09:30 - 16:00 AND
2 days Th. Jan 09 18:00 - 21:00 & Sa. Jan 11 09:30 - 16:00 AND
2 days Th. Feb 13 18:00 - 21:00 & Sa. Feb 15 09:30 - 16:00 AND
2 days Th. Mar 13 18:00 - 21:00 & Sa. Mar 15 09:30 - 16:00 AND
2 days Th. Apr 10 18:00 - 21:00 & Sa. Apr 12 09:30 - 16:00
DTN **CRN** 30275

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. 8635, jadachi@vcc.ca

Partnering with Decoda Literacy Solutions and the Centre for Family Literacy, 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 and is offered in September and January each year.

ENTRANCE REQUIREMENTS:

Grade 12 English or equivalent

REQUIRED COURSES:

Please note: Fundamentals of Family Literacy is a prerequisite for all other courses.
Fundamentals of Family Lit (FAML 1109)
Literacy - Adults & Families (FAML 1110)
Child Dev & Emergent Literacy (FAML 1111)
Family Lit Across Contexts (FAML 1113)
Family Lit in the Community (FAML 1112)
Leadership in Family Literacy (FAML 1114)

REQUIRED COURSES currently scheduled:

FUNDAMENTALS OF FAMILY LIT (FAML 1109)

Broaden your knowledge of family literacy goals and context while exploring family literacy from the perspective of a new conceptual framework. This online course encourages critical reflection and introduces transformative practices. (30 hours) \$255

6 wks Tu. Sep 10  **CRN** 30530

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) \$255

6 wks Tu. Nov 05  **CRN** 30531

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 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)

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)

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)

STUDENT FEES

A non-refundable Student Union fee of \$25.18 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.

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.

DENTAL

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

ELECTIVE COURSES:

Dental Radiography – Theory (DNTL 1127)
Dental Radiography – Clinical (DNTL 1107)

ELECTIVE COURSES currently scheduled:

DENTAL RADIOGRAPHY – THEORY (DNTL 1127)

This course consists of two components – theory (DNTL 1127) and clinical (DNTL 1107). The theory (a pre-requisite to the clinical component) consists of approximately 72 hours of home study. Learners are required to complete assignments and a final exam prior to the clinical. Upon completion of both components, graduates are eligible to apply for the Provincial Radiography Certificate through the College of Dental Surgeons of BC. (72 hours) \$1536

Sep 25 OFS CRN 30619

DENTAL RADIOGRAPHY – CLINICAL (DNTL 1107)

Following successful completion of the theory component, learners will participate in a 27 hour clinical course at VCC, exposing dental radiographs on manikins and a patient. Upon completion of the clinical component, graduates are eligible to apply for the Provincial Radiography Certificate through the College of Dental Surgeons of BC. (27 hours)

1 day Fr. Jan 24 13:00 - 22:00 AND
2 days Sa. Su. Jan 25 08:00 - 18:30 DTN CRN 10226

FOODSAFE

Learn current industry standards for food health and safety in this day-long course. Discuss receiving/storing edible wares, preparing, serving, and dispensing food. This course is offered every second Saturday (holidays exempt).

ELECTIVE COURSES currently scheduled:

FOODSAFE LEVEL 1 (HLTH 1101)

A one day Saturday course designed for kitchen staff and dining room attendants. Explore microbiology, food-borne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food safely, warewashing and storage methods. (8 hours) \$102

1 day Sa. Sep 07 09:00 - 18:00 DTN CRN 30453
1 day Sa. Sep 21 09:00 - 18:00 DTN CRN 30454
1 day Sa. Oct 12 09:00 - 18:00 DTN CRN 30455
1 day Sa. Oct 26 09:00 - 18:00 DTN CRN 30456
1 day Sa. Nov 09 09:00 - 18:00 DTN CRN 30457
1 day Sa. Nov 23 09:00 - 18:00 DTN CRN 30458
1 day Sa. Dec 07 09:00 - 18:00 DTN CRN 30459

FOODSAFE LEVEL 2 (HLTH 1105)

Foodsafe Level II is directed at supervisors, chefs, managers and owners. The goal is to provide students with tools to implement safe food handling practices and lead their teams in handling food safely. (14 hours) \$196

1 day Sa. Nov 02 09:00 - 18:00 AND
1 day Sa. Nov 09 09:00 - 17:00 DTN CRN 30460

HEALTH SPECIALTY

Program Coordinator: Claire Sauve 604.871.7000, ext. 8674
Program Assistant: Rebecca Bennett, 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 such as our upcoming Foot Care courses.

ELECTIVE COURSES currently scheduled:

HEIGHTENED EXPECTATIONS: ACUTE (HLTH 1362)

For RNs and LPNs in acute care - expand your knowledge of assessment in this three-day course that combines theory and practice. Explore skills associated with heart and lung sounds. Identify potential risks and how to intervene before a crisis such as CHF, diabetes, hypertension, renal failure or stroke. Bring a stethoscope. Proof of current BC LPN or RN licensure is required to register. (24 hours) \$375
*This course is no longer part of LPN to BSN Transition Studies.

3 days We. Th. Fr. Sep 04 09:00 - 18:00 BWY CRN 30516
3 days We. Th. Fr. Nov 20 09:00 - 18:00 BWY CRN 30515

MEDICATION MANAGEMENT FOR HCAS (HLTH 1327)

RCA/HSW’s seeking employment in Assisted Living Facilities will want to take this course. The growing role of medications in assisted living settings has made the ability to dispense them increasingly crucial. Learn how medication administration is incorporated into the philosophy of assisted living care settings. (14 hours) \$268

2 days Tu. We. Sep 10 09:00 - 17:00 DTN CRN 30452
2 days Th. Fr. Oct 03 09:00 - 17:00 DTN CRN 30513
2 days Tu. We. Nov 05 09:00 - 17:00 DTN CRN 30451
2 days Th. Fr. Dec 05 09:00 - 17:00 DTN CRN 30514

IV THERAPY THEORY (HLTH 1185)

Update knowledge of locating sites, selecting equipment, insertion, adjusting flow rates, identifying complications, and selecting interventions for the adult patient receiving IV therapy. Includes practice opportunity in lab. This course is for practicing LPN’s and RN’s who have employer ability to certify skills in workplace. 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) \$184

1 day Mo. Sep 16 09:00 - 18:00 BWY CRN 30399
1 day Mo. Oct 07 09:00 - 18:00 BWY CRN 30400
1 day Tu. Nov 12 09:00 - 18:00 BWY CRN 30403
1 day Mo. Nov 25 09:00 - 18:00 BWY CRN 30402

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) \$573

3 days Mo. Tu. We. Sep 23 09:00 - 17:00 BWY CRN 30532
3 days Mo. Tu. We. Nov 25 09:00 - 17:00 BWY CRN 30481

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 is a required prerequisite for this course. (16 hours) \$382

Students wishing to take these foot care courses must register for both.

2 days Th. Fr. Sep 26 09:00 - 18:00 OFS CRN 30533
2 days Th. Fr. Nov 28 09:00 - 18:00 OFS CRN 30482

HEIGHTENED EXPECTATIONS: RES (HLTH 1361)

For RNs and LPNs in residential care. Expand your knowledge of assessment in this three-day course. Practice skills associated with heart and lung sounds. Learn to identify the potential risks in common diagnosis and intervene before a crisis. Stethoscope required. Proof of current BC LPN or RN licensure is required to register. (24 hours)
*This course is no longer part of LPN to BSN transition studies.

3 days Th. Fr. Sa. Oct 17 09:00 - 18:00 BWY CRN 30620

LPN CONTINUING STUDIES

Program Coordinator: Claire Sauve 604.871.7000, ext. 8674
Program Assistant: Rebecca Bennett 604.871.7000, ext.8672

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. Some courses are available by distance for students living outside of GVRD.

ELECTIVE COURSES:

- Most of the courses are available by distance education format.
- Distance IV Therapy for LPN (HLTH 1315)
- Transcribing Orders (HLTH 1138)
- Pharmacology Review (HLTH 1295)
- IV Therapy Theory (HLTH 1185)
- Take the Lead (HLTH 1368)
- CPNRE Prep for LPNs (HLTH 1360)

ELECTIVE COURSES currently scheduled:

DISTANCE IV THERAPY FOR LPN (HLTH 1315)

For students unable to attend on campus (HLTH 1185), this distance option offers the same theory content and the ability to work at your own pace. Registrants need practicing license and employer's ability to certify skills in workplace. Proof of current BC LPN or RN licensure is required to register. (6 hours) \$180
Sep 01 OFS CRN 30483

VCC BOOKSTORE

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

Buy online or in-person.

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

For store hours:
vcc.ca/bookstore



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) \$189

Sep 01 OFS CRN 30512

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. \$268

Sep 02 OFS CRN 30535

IV THERAPY THEORY (HLTH 1185)

Update knowledge of locating sites, selecting equipment, insertion, adjusting flow rates, identifying complications, and selecting interventions for the adult patient receiving IV therapy. Includes practice opportunity in lab. This course is for practicing LPN's and RN's who have employer ability to certify skills in workplace. 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) \$184

- 1 day Mo. Sep 16 09:00 - 18:00 BWY CRN 30399
- 1 day Mo. Oct 07 09:00 - 18:00 BWY CRN 30400
- 1 day Tu. Nov 12 09:00 - 18:00 BWY CRN 30403
- 1 day Mo. Nov 25 09:00 - 18:00 BWY CRN 30402

TAKE THE LEAD (HLTH 1368)

Identify LPN leadership capabilities at the bedside and 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) \$364

- 2 days Fr. Sa. Nov 01 09:00 - 18:00 AND
- 1 day Sa. Nov 09 09:00 - 18:00 DTN CRN 30405

CPNRE PREP FOR LPNS (HLTH 1360)

Helps those preparing to write the Canadian Practical Nurse registration exam. The instructor led sessions will cover the relevant information for the exam. (20 hours) \$263

5 wks Th. Nov 07 18:00 - 22:00 BWY CRN 30480

MEDICAL DEVICE REPROCESSING TECHNICIAN CERTIFICATE

Program Coordinator: Claire Sauve 604.871.7000, ext. 8674
Program Assistant: Rebecca Bennett, 604.871.7000, ext. 8672

The Medical Device Reprocessing Certificate program prepares individuals for employment as beginning-level technicians in Medical Reprocessing Departments. (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 a 12-18 month waitlist for this program.

ENTRANCE REQUIREMENTS:

(MUST HAVE)

1. Minimum Grade 12 or higher education or ICES - Basic Evaluation for educational documents from outside of Canada and USA. For an evaluation application and current fee information, email ICES or call 604.432.8800.
2. Proof of English Language Proficiency – ABE (Adult Basic Education) or CLBPT (Canadian Language Benchmark Placement Test) completed at our Broadway campus. Note: Scores are valid for one year.
3. Medical Terminology 1 (OACP 1108) taken with five years of application date.
4. Interpersonal Communication Skills - Health (MSKL 1104) taken with five years of application date.

Upon Acceptance

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

ENTRANCE REQUIREMENT COURSES *currently scheduled:*

INTERPERSONAL/COMMUN - HEALTH (MSKL 1104)

Gain broad and practical interpersonal and teamwork skills to develop stronger communication, decision-making, and assertiveness for the workplace. Learn skills in conflict resolution, teamwork, leadership, and empowerment. For MDRT and Renal Dialysis Technician students. (24 hours) \$351

- 4 wks Sa. Sep 14 09:00 - 16:00 DTN ☎ **CRN 30155**
- 4 wks Sa. Oct 19 09:00 - 16:00 DTN ☎ **CRN 30156**
- 4 wks Sa. Nov 23 09:00 - 16:00 DTN ☎ **CRN 30157**

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) \$217

- 10 wks Tu. Sep 17 18:00 - 21:00 DTN ☎ **CRN 30129**
- 10 wks Tu. Sep 17 18:00 - 21:00 DTN ☎ **CRN 30130**
- 10 wks Tu. Sep 17 18:00 - 21:00 DTN ☎ **CRN 30131**
- 10 wks Tu. Sep 17 18:00 - 21:00 DTN ☎ **CRN 30608**

CORE COURSES:

MEDICAL REPROCESSING THEORY (MDRT 1102)

Introduction to the principles of microbiology, infection control, aseptic technique, and workplace environmental hazards. Students learn instrument classification, specifics of proper handling techniques, recognition of common problems related to instrument usage, and principles of decontamination including instrument/equipment disassembly, methods of cleaning/disinfection, use of decontamination equipment (automated), proper workflow, standard precautions, safe handling of sharps and medical bio-hazardous waste materials, and wrapping and/or packaging of surgical instruments, supplies, and patient care equipment. (105 hours)

MEDICAL REPROCESSING PRACTICUM (MDRT 1102)

In this instructor-led practicum students are partnered with working technicians and given the opportunity to develop basic competencies in all areas of a healthcare facility's medical device reprocessing department: decontamination, assembly, sterilization, distribution, and storage. (315 hours)

RENAL DIALYSIS
TECHNICIAN CERTIFICATE

Program Coordinator: *Claire Sauve 604.871.7000, ext. 8674*
Program Assistant: *Rebecca Bennett, 604.871.7000, ext. 8672*

The Renal Technician Certificate Program prepares individuals to work as beginning-level renal dialysis technicians in acute and community patient settings.

This intensive certificate program runs 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 by managing the operation, maintenance and quality control of the equipment used.

Please note: There is 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). Scores are valid for one year.
3. Medical Terminology 1 (OACP 1108) within five years of application date.
4. Interpersonal Communication Skills - Health (MSKL 1104).
5. 1 semester of Post-Secondary (university level) science 'C' grade or better within five years of application date.
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.

REQUIRED COURSES:

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

REQUIRED COURSES *currently scheduled:*

INTERPERSONAL/COMMUN - HEALTH (MSKL 1104)

Gain broad and practical interpersonal and teamwork skills to develop stronger communication, decision-making, and assertiveness for the workplace. Learn skills in conflict resolution, teamwork, leadership, and empowerment. For MDRT and Renal Dialysis Technician students. (24 hours) \$351

- 4 wks Sa. Sep 14 09:00 - 16:00 DTN ☎ **CRN 30155**
- 4 wks Sa. Oct 19 09:00 - 16:00 DTN ☎ **CRN 30156**
- 4 wks Sa. Nov 23 09:00 - 16:00 DTN ☎ **CRN 30157**

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) \$217

- 10 wks Tu. Sep 17 18:00 - 21:00 DTN ☎ **CRN 30129**
- 10 wks Tu. Sep 17 18:00 - 21:00 DTN ☎ **CRN 30130**
- 10 wks Tu. Sep 17 18:00 - 21:00 DTN ☎ **CRN 30131**
- 10 wks Tu. Sep 17 18:00 - 21:00 DTN ☎ **CRN 30608**

CORE COURSES:

RENAL DIALYSIS TECHNICIAN THEORY (RENL 1103)

A 7.5-week full-time course involving approximately 68 hours of combined classroom/lab and daytime/evening activities in a hospital facility. The first five days/evenings are spent in the classroom/lab. The remainder of the course involves one classroom day and four clinical days per week. Theory, principles, and skills are learned in the classroom/lab and applied in a clinical setting. About 10-20 hours of independent study and reading are required per week.

During the first week students are introduced to hospital and college facilities and resources such as student health services, hospital immunization requirements, counselling, and library services. Overall course evaluation is based on a student journal (10%), a clinical presentation (15%), a mid-term exam (30%), and a final exam (45%).

A score of 70% on both written multiple-choice exams is required to pass the course. Students have one opportunity to rewrite each exam. The maximum mark attainable on a rewrite is 70% and students who fail rewrites must withdraw.

An overall average of 70% is required to pass this course. (68 hours) \$3384

RENAL DIALYSIS TECHNICIAN CLINICAL (RENL 1104)

The 210-hour clinical course takes place in one of VCC's partnering healthcare facilities on weekdays (days and evenings). Students apply the theoretical principles of renal dialysis and refine skills including assembly, maintenance, and disassembly of dialysis equipment; infection control; quality control; troubleshooting; patient monitoring; and basic dialysis-related patient care.

Evaluation is based on the student's ability to perform the necessary renal dialysis skills, and to apply appropriate principles to each skill. Students must achieve a satisfactory performance rating and meet identified clinical outcomes to earn a passing grade. Assessments occur on an ongoing basis to account for the progression of students' skills as they accumulate experience. There is a mid-term and a final review.

Since self-awareness is a vital aspect of professionalism, students are evaluated on their ability to identify their own knowledge and skill gaps and seek opportunities for improvement. Other aspects of professionalism that are evaluated include promptness, professional deportment, attendance, and appearance. For successful completion, students must achieve a passing mark on all skills inventories and performance records. (210 hours)

REGISTER ONLINE 
vcc.ca/cs

HOSPITALITY

Learn pastry techniques from VCC's skilled instructors. And, if that's not your cup of tea... what about tea?

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:

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 cost of supplies and ingredients. (15 hours) \$311

5 wks We. Sep 11 19:00 - 22:00 DTN **CRN 30377**

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 cost of supplies and ingredients. (15 hours) \$311

5 wks We. Oct 16 19:00 - 22:00 DTN **CRN 30378**

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 tax, cost of supplies and ingredients. (12.5 hours) \$265

5 wks Mo. Oct 21 19:00 - 21:30 DTN **CRN 30376**

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.

REQUIRED COURSES:

From the Bush to the Cup (TSOM 1105)
 Tea Sommelier - Introduction (TSOM 1101)
 Tea Sensory Development & Eval (TSOM 1103)
 Tea Types (TSOM 1104)
 Menu Design-Pairing & Cooking (TSOM 1108)
 Tea Preparation & Consumption (TSOM 1106)
 Tea Regions of the World (TSOM 1107)
 The Business of Tea (TSOM 1109)

REQUIRED COURSES currently scheduled:

FROM THE BUSH TO THE CUP (TSOM 1105)

Prerequisite: TSOM 1101. Discover advanced cultivation and processing practices used in the production of tea. Gain an essential perspective of modern tea garden management practices currently used in world production including the importance of various processing decisions for the finished product. Tuition fee includes Tea Association membership fee. (18 hours) \$329.25

6 wks Tu. Sep 17 18:30 - 21:30 DTN **CRN 30383**

TEA SOMMELIER - INTRODUCTION (TSOM 1101)

Discover the history and origin of tea. Differentiate types of tea as well as tea grading standards. This introductory course is designed for the novice tea enthusiast seeking a career in the hospitality industry or to enhance their enjoyment of tea. Tuition fee includes Tea Association membership fee. Students are required to purchase a book and a cupping set at the DTN Bookstore before the first class. (12 hours) \$227.25

4 wks Mo. Sep 23 18:30 - 21:30 DTN **CRN 30379**

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) \$329.25

6 wks Tu. Oct 29 18:30 - 21:30 DTN **CRN 30381**

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) \$329.25

6 wks We. Nov 13 18:30 - 21:30 DTN **CRN 30382**

ELECTIVE COURSES to be scheduled in upcoming terms:

MENU DESIGN-PAIRING & COOKING (TSOM 1108)

(18 hours)

TEA PREPARATION & CONSUMPTION (TSOM 1106)

Prerequisite: TSOM 1101. (18 hours)

TEA REGIONS OF THE WORLD (TSOM 1107)

Prerequisite: TSOM 1101. (21 hours)

THE BUSINESS OF TEA (TSOM 1109)

(18 hours)

LANGUAGES & WRITING

Less is more when
it comes to writing,
but when it comes to
languages, knowing
more is better.

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, including emotional, cultural, and educational, that inhibit or enhance your writing. Learn to make your writing flow the way it should. Course fee includes GST. Instructor: Angela Anzovina (18 hours) \$199

6 wks Mo. Sep 23 18:00 - 21:00 DTN ☎ **CRN 30341**

CREATIVITY BOOTCAMP (CWRI 1176)

Learn how to break down walls and overcome blocks that prevent creativity. Engage in a variety of writing exercises to reconnect with creativity and develop a personal routine to facilitate the creativity process. Course fee includes GST. Instructor: Angela Anzovina. (18 hours) \$199

6 wks Tu. Sep 24 18:30 - 21:30 DTN ☎ **CRN 30603**

SCREENPLAY WRITING (CWRI 1169)

Explore concept development, structure, character, and dialogue in this intensive screenwriting course in a hands-on workshop environment. Get started with your fantastic idea for a film or TV series, and learn where to start and how to keep it all on track. Course fee includes GST. Instructor: Tihemme Gagnon. (18 hours) \$199

6 wks We. Sep 25 18:30 - 21:30 DTN ☎ **CRN 30346**

SHORT FICTION (CWRI 1163)

Examine the mysteries and techniques used in short fiction and come away with constructive feedback for your works in progress. Through lecture, discussion and writing exercises, explore the compact structure of the short story as a literary format and study the key elements of fiction: character, plot, point-of-view, theme, and more. Designed for beginning and experienced writers. Course fee includes GST. Instructor: Fabrizio Napoleone. (18 hours) \$199

6 wks We. Sep 25 18:30 - 21:30 DTN ☎ **CRN 30529**

ADVANCED SCREENPLAY WRITING (CWRI 1175)

Execute screenwriting elements including structure, character development, world of the story, theme, agenda, actions, plot, and dialogue, and learn what to do with it once it's ready. This course is an intensive six-week workshop for writers with first draft feature or original television pilot scripts or completed treatments. Course fee includes GST. Instructor Tihemme Gagnon (18 hours) \$199
Prerequisites: CWRI 1168 Screenplay Writing, and a complete script and/or script treatment for either a feature screenplay or original TV series pilot script. \$199

6 wks Th. Sep 26 18:30 - 21:30 DTN ☎ **CRN 30528**

INTRO TO CREATIVE WRITING (CWRI 1174)

Hone your writing skills, benefit from a series of exercises, and get involved in creative writing and critical reading in this course designed for beginner writers as well as those with previous writing experience. Workshop your own exercises and stories and receive valuable critique from fellow participants and the instructor. Course fee includes GST. Instructor: Broc Rossell. \$199

6 wks Th. Sep 26 18:30 - 21:30 DTN ☎ **CRN 30549**

ELECTIVE COURSES to be scheduled in upcoming terms:

A WRITER'S SMORGASBORD (CWRI 1172)

Learn the basics of prose, theatre, film and TV scenes through workshop settings and discussions. 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)

LITERATURE OF THE IMAGINATION (CWRI 1167)

Examine what makes good science fiction by studying the masters of the genre. 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)

Join the world of poetry and poets. Develop your own poetic techniques, discover tricks of the trade by reading classic and contemporary poets, 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 can be used by individuals and organizations foster engagement. Learn how to choose topics that sell and avoid those that don't. Examine the techniques of successful bloggers and apply them to your own content. Discover the art of teaching readers through "how to" blogs. Develop a blog plan, discover the features that make your content engaging, promote your blog, and integrate it with your online presence via social media. Course fee includes GST. (18 hours)

LANGUAGES

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

FOREIGN LANGUAGES

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

VCC currently offers Arabic, Cantonese, French, German, Italian, Japanese, Korean, Mandarin, and Spanish. A certificate of completion will be issued to those who have reached 75% attendance.

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. Sep 17 18:30 - 21:00 DTN ☎ **CRN** 30245

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. Sep 16 18:30 - 21:00 DTN ☎ **CRN** 30251

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 Tu. Sep 17 18:30 - 21:00 DTN ☎ **CRN** 30260

CANTONESE 3 (LANG 1125)

Learn interesting Cantonese words and phrases, useful vocabulary and commonly used classifiers. Study Cantonese slangs and popular phrases used in Hong Kong. Students must have completed Cantonese 2 or have an equivalent level of proficiency. Fee includes GST and text. (20 hours) \$192

8 wks We. Sep 18 18:30 - 21:00 DTN ☎ **CRN** 30551

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 Th. Nov 14 18:30 - 21:00 DTN ☎ **CRN** 30262

FRENCH 1 (LANG 1137)

Study conversational French in a fun and creative way. Learn the basics of situational and interactive topics through methods that make verbs, vocabulary, and grammar stimulating and easy to remember. Required French workbook “Moi Je Parle Francais” with CD available at the Downtown Campus Bookstore. (20 hours) \$192

8 wks Mo. Sep 16 18:30 - 21:00 DTN ☎ **CRN** 30250

8 wks Tu. Sep 17 18:30 - 21:00 DTN ☎ **CRN** 30264

8 wks We. Sep 18 18:30 - 21:00 DTN ☎ **CRN** 30267

8 wks Th. Sep 19 18:30 - 21:00 DTN ☎ **CRN** 30234

8 wks Sa. Sep 21 09:30 - 12:00 DTN ☎ **CRN** 30259

FRENCH 2 (LANG 1138)

Continue studying French with more depth and details of the French workbook “Moi Je Parle Francais”. Build your confidence in speaking French, and improve your conversational skills as you learn more verbs and ways to express yourself. Same required workbook as Level 1. (20 hours) \$192

8 wks Tu. Sep 17 18:30 - 21:00 DTN ☎ **CRN** 30233

8 wks Sa. Sep 21 12:45 - 15:15 DTN ☎ **CRN** 30261

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. Sep 18 18:30 - 21:00 DTN ☎ **CRN** 30242

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. Required text “Schritte International 1” with CD available at Downtown Campus Bookstore. Fee includes GST. (20 hours) \$192

8 wks We. Sep 18 18:30 - 21:00 DTN ☎ **CRN** 30552

GERMAN 2 (LANG 1107)

Build more vocabulary and continue to study the structure of word forms. Develop listening and speaking skills with emphasis on correct pronunciation and grammar. Same text as Level 1. Fee includes GST. (20 hours) \$192

8 wks Tu. Sep 17 18:30 - 21:00 DTN ☎ **CRN** 30553

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. Sep 18 18:30 - 21:00 DTN ☎ **CRN** 30254

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. Sep 19 18:30 - 21:00 DTN ☎ **CRN** 30256

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 Tu. Sep 17 18:30 - 21:00 DTN ☎ **CRN** 30235

8 wks Sa. Sep 21 09:30 - 12:00 DTN ☎ **CRN** 30257

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. Sep 18 18:30 - 21:00 DTN ☎ **CRN** 30243

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. Sep 19 18:30 - 21:00 DTN ☎ **CRN** 30253

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. Sep 17 18:30 - 21:00 DTN ☎ **CRN** 30244

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. Sep 19 18:30 - 21:00 DTN ☎ **CRN** 30263

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 Mo. Sep 16 18:30 - 21:00 DTN ☎ **CRN** 30249

8 wks Th. Sep 19 18:30 - 21:00 DTN ☎ **CRN** 30246

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. Sep 17 18:30 - 21:00 DTN ☎ **CRN 30247**

MANDARIN 3 (LANG 1132)

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

8 wks We. Sep 18 18:30 - 21:00 DTN ☎ **CRN 30248**

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. Nov 12 18:30 - 21:00 DTN ☎ **CRN 30554**

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 "Soleado 1" with CD available at the Downtown Campus Bookstore. Fee includes GST. (20 hours) \$192

8 wks Mo. Sep 16 18:30 - 21:00 DTN ☎ **CRN 30265**

8 wks Tu. Sep 17 18:30 - 21:00 DTN ☎ **CRN 30231**

8 wks We. Sep 18 18:30 - 21:00 DTN ☎ **CRN 30255**

8 wks Th. Sep 19 18:30 - 21:00 DTN ☎ **CRN 30238**

8 wks Sa. Sep 21 09:30 - 12:00 DTN ☎ **CRN 30230**

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. Required text "Complete Spanish" with CD available at the Downtown Campus Bookstore. Fee includes GST (20 hours) \$192

8 wks We. Sep 18 18:30 - 21:00 DTN ☎ **CRN 30232**

8 wks Sa. Sep 21 12:45 - 15:15 DTN ☎ **CRN 30258**

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 2. Fee includes GST (20 hours) \$192

8 wks We. Sep 18 18:30 - 21:00 DTN ☎ **CRN 30237**

ABORIGINAL EDUCATION

In this new and exciting lecture series, students will learn more about Aboriginal populations in the local and national context, including terminology, treaties and settlements, self-government, and implications for the future.

ABORIGINAL EDUCATION COURSE SERIES

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

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

Join us for this new and exciting lecture series to learn more about Aboriginal populations. Register for all four at once and receive a discount of \$25!

ELECTIVE COURSES currently scheduled:

DEFINING ABORIGINAL PEOPLES (ABST 1101)

There are many names and terms used: Aboriginal, First Nations, Indian, Indigenous, Metis for the original peoples of Canada, but which term should you use and why? Learn about how these different terms came about, and what they mean in the local and Canadian context. (3 hours) \$55

1 day Tu. Sep 17 18:00 - 21:00 DTN ☎ **CRN 30599**

THE INDIAN ACT (ABST 1103)

Since contact, there has been policy that has dealt with and in many ways controlled the lives of Aboriginal people. Learn more about the Indian Act and its implications for Aboriginal people historically, and develop your understanding of how this Act has evolved to its present state. (3 hours) \$55

1 day Tu. Sep 24 18:00 - 21:00 DTN ☎ **CRN 30601**

TREATIES & SELF GOVERNMENT (ABST 1102)

The media is filled with news on treaties and self-government, however they are often misunderstood. In this workshop, find out what treaties and self-government agreements mean for British Columbia, our economy and the average person. (3 hours) \$55

1 day Tu. Oct 01 18:00 - 21:00 DTN ☎ **CRN 30600**

ABORIGINAL FUTURE IN CANADA (ABST 1104)

This workshop looks towards the role of Aboriginal people in the current Canadian context, and examines the role of Aboriginals in the future of Canada. Discover how and why Aboriginal people are integral to Canada's future. (3 hours) \$55

1 day Tu. Oct 08 18:00 - 21:00 DTN ☎ **CRN 30602**

VCC ON-SITE TRAINING



ON-SITE TRAINING FOR ORGANIZATIONS.

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.

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**

TECHNOLOGY

From basic to advanced, general to specific, VCC has computer courses for both work and play.

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.

ACCOUNTING SOFTWARE

*Program Coordinator: 604.871.7000, ext. 8673, esanders@vcc.ca
Program Assistant: 604.871.7000, ext. 8383, lboothby@vcc.ca*

Register now for one of our accounting software courses, and improve your productivity in Quickbooks and Simply Accounting. Courses are flexibly scheduled on evenings and weekends to suit your schedule.

ELECTIVE COURSES currently scheduled:

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; and basic payroll functions. Students should be familiar with the following accounting terms: asset, liability, equity, balance sheet, trial balance, income statement, debit & credit, ledger & journal, accounts payable & accounts receivable, and federal government remittance process for GST/PST. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: Basic knowledge of Windows and accounting terms is recommended. (15 hours) \$282

3 wks Sa. Sep 14 09:00 - 15:00 DTN ☎ **CRN 30466**

3 wks Sa. Oct 05 09:00 - 15:00 DTN ☎ **CRN 30467**

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; and customizing invoices and forms. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: QuickBooks Level 1 or equivalent. (15 hours) \$282

3 wks Sa. Nov 16 09:00 - 15:00 DTN ☎ **CRN 30465**

SIMPLY ACCOUNTING 2012 LEVEL 1 (CMPT 1316)

Learn to perform daily accounting tasks using Simply Accounting 2012, which is used by many businesses in BC. Explore the home window and learn the core functionality while accessing the important modules containing the accounting journals used to enter business transactions, including the General Journal, Accounts Payable, Accounts Receivable, and Payroll modules. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: Basic knowledge of Windows and accounting terms is recommended. (15 hours) \$282

5 wks We. Sep 18 18:00 - 21:00 DTN ☎ **CRN 30191**

SIMPLY ACCOUNTING 2012 LEVEL 2 (CMPT 1317)

Builds on the previous Simply Accounting 2012 course. 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. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: Simply Accounting Level 1 or equivalent. (15 hours) \$282

5 wks We. Oct 23 18:00 - 21:00 DTN ☎ **CRN 30192**

BASIC COMPUTER SKILLS

*Program Coordinator: 604.871.7000, ext. 8673, esanders@vcc.ca
Program Assistant: 604.871.7000, ext. 8383, lboothby@vcc.ca*

New to computers? No problem. Join us in one of our basic computer courses to develop a foundation in computer skills, including internet applications, common office software, and file management.

ELECTIVE COURSES currently scheduled:

INTRO TO COMPUTERS & FILE MGT (CMPT 1302)

For students with little to no background in computers. Building a foundation of 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. Topics include the knowledge and skills of accessing, storing, and managing files on local and remote computers. Learn how to maintain PCs and perform basic troubleshooting. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: None. (15 hours) \$232

5 wks Mo. Sep 16 18:00 - 21:00 DTN ☎ **CRN 30173**

WORD EXCEL POWER POINT 2010 (CMPT 1301)

Comprehensive skills training in the most common business applications of MS Office for those working in an office environment. Learn to perform functions common to four key Microsoft applications (Word, Excel, PowerPoint, and Outlook) and examine communication between programs. This course teaches content to a level 2 of common functionality features, which will be demonstrated in a simulated lab environment. The schedule includes three nights for Word, three nights for Excel, two nights for PowerPoint, one night of Outlook, and one night of review. It is recommended that students have a good knowledge of file management. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: Intro to Computers & File Mgmt or basic knowledge of Windows recommended. (30 hours) \$386

10 wks Mo. Sep 16 18:00 - 21:00 DTN ☎ **CRN 30461**
10 wks We. Sep 18 18:00 - 21:00 DTN ☎ **CRN 30172**

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 the tools and tricks you need to get the most out of your Mac. This course is held in a Mac environment featuring Mac OSX Lion. Required supplies: None. Prerequisite: None. (6 hours) \$153

1 day Sa. Oct 26 09:00 - 16:00 DTN ☎ **CRN 30470**

INTERNET APPLICATIONS (CMPT 1303)

Develop the knowledge and skills needed to understand a variety of Internet security and safety issues. Discusses common Internet features such as cloud security, searching strategies, ecommerce models, fraud detection, virus avoidance, email systems, social media, and collaboration systems. Students 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. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: Intro to Computers & File Mgmt or basic knowledge of Windows recommended. (15 hours) \$232

5 wks Mo. Oct 28 18:00 - 21:00 DTN ☎ **CRN 30171**

STUDENT FEES

A non-refundable Student Union fee of \$25.18 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.

DIGITAL ART AND MUSIC

Program Coordinator: 604.871.7000, ext. 8673, esanders@vcc.ca
Program Assistant: 604.871.7000, ext. 8383, lboothby@vcc.ca

Explore your creative side in our non-credit digital art and music courses. Watch this space for new and exciting offerings!

ELECTIVE COURSES currently scheduled:

INTRO TO LOGIC PRO (MACD 1141)

This introductory level course will teach the basics of music production using Apple's Logic Pro software. Students will learn the tools necessary to write, produce, mix, and master music in Apple's Logic Pro. Class time will be split between lectures and hands on learning. Required supplies: Students should bring a set of headphones with 1/8 inch jack to each class, as well as a portable compact USB midi keyboard (25-37 keys). Further instruction on which keyboard to purchase will be provided during the first class. Prerequisite: Basic songwriting skills an asset. (15 hours) \$359

5 wks Tu. Sep 17 18:00 - 21:00 DTN ☎ **CRN 30543**

ONLINE PRESENCE FOR ARTISTS (CMPT 1440)

This course aims to help artists and bands who may be new to the world of social media. Students will learn how to set up their own website using Wordpress, and learn how to effectively use social networking sites such as Facebook, Twitter, and Youtube to build and maintain their online presence. Class time will be split between lectures and hands on learning. Required supplies: None. Prerequisite: Basic computer skills an asset.(15 hours) \$359

5 wks Tu. Oct 29 18:00 - 21:00 DTN ☎ **CRN 30546**

PROPELLERHEAD'S REASON (MACD 1140)

Propellerhead's Reason is one of the most powerful pieces of music production software on the market. Through this course we will look at the Synthesizers, Samplers, Drum Machines and effects that come with Reason and explain how to use them to create loops and songs. Through project-based instruction, students will be given the opportunity to write, mix and produce music with one of the most versatile pieces of music production software out there. Required supplies: Students should bring a set of headphones with 1/8 inch jack to each class, as well as a portable compact USB midi keyboard (25-37 keys). Further instruction on which keyboard to purchase will be provided during the first class. Prerequisite: None. (15 hours) \$359

5 wks Tu. Oct 29 18:00 - 21:00 DTN ☎ **CRN 30542**

DRAFTING AND INTERIOR DESIGN SOFTWARE

Program Coordinator: 604.871.7000, ext. 8673, esanders@vcc.ca
Program Assistant: 604.871.7000, ext. 8383, lboothby@vcc.ca

Develop your skills in a variety of drafting and design programs, including SketchUp, AutoCAD, and Revit. Courses are non-credit, no application required!

ELECTIVE COURSES currently scheduled:

AUTODESK REVIT FOR STRUCTURES (CMPT 1247)

An introduction to the tools and concepts of 3D modeling and documentation. Teaches the basics of Autodesk Revit in a structural environment, from design through to construction documentation. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: Basic knowledge of Windows, prior drafting experience in a structural or architectural environment. (36 hours) \$607

10 wks Mo. Sep 09 18:00 - 21:00 AND
1 day Sa. Nov 02 9:00 - 16:00 DTN ☎ **CRN 30477**

AUTOCAD LEVEL 1 (CMPT 1951)

Designed for students pursuing careers in design-related disciplines, this course teaches new users how to create professional 2D drawings using AutoCAD. Starting with a thorough overview of AutoCAD's basic commands and features, this Level 1 hands-on course covers drawing basic objects (ie. lines, circles, arcs, polygons, blocks), modifying and changing properties of objects, working with layers, dimensioning, hatching, text, proper scaling and page setup for plotting and printing using layouts, and viewports. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: Basic knowledge of Windows, drafting fundamentals and geometry. (18 hours). \$405

6 wks Tu. Sep 17 18:00 - 21:00 DTN ☎ **CRN 30462**

REVIT MGMT: OFFICE PROCEDURES (CMPT 1248)

The objective of this course is to enable students who have already worked with Autodesk Revit software to expand their knowledge in setting up Office Standards like Project and Family Templates, Standard Detail and Custom Content Libraries, Schedules, Title blocks, Notes, Family Creation, Folder Structure, Shared Parameters and working with color on an Inverted Background. This course will be presented in a Structural environment, but it is suitable for Revit users from all disciplines, as the concepts taught in this class will be applicable to all versions of the software. Required supplies: None. Prerequisite: Autodesk Revit for Structures or equivalent knowledge of Revit (intermediate). (36 hours) \$607

12 wks Th. Sep 12 18:00 - 21:00 DTN ☎ **CRN 30478**

SKETCHUP LEVEL 1 (CMPT 1703)

This introduction to SketchUp teaches students to integrate 2D and 3D design and explores tools and functions including layers, adding textures and materials, components, and the 3D warehouse. Required supplies: Optional text available at the DTN bookstore. Prerequisite: Basic knowledge of Windows. (7 hours) \$210

1 day Sa. Sep 21 09:00 - 17:00 DTN 📞 **CRN 30539**

1 day Sa. Oct 19 09:00 - 17:00 DTN 📞 **CRN 30209**

SKETCHUP LEVEL 2 (CMPT 1704)

Explores advanced SketchUp tools such as creating scene, field of views, shadows, extensions, plug-ins, and more. Required supplies: Optional text available at the DTN bookstore. Prerequisite: SketchUp Level 1 or equivalent (7 hours) \$210

1 day Sa. Oct 26 09:00 - 17:00 DTN 📞 **CRN 30210**

AUTOCAD LEVEL 2 (CMPT 1952)

intermediate users the more advanced AutoCAD skills needed to create professional drawings in 2D and 3D. Topics include: working with splines and curved polylines; advanced skills with blocks, attributes, and external referenced drawing files; working with geometric constraints; storing, presenting, and extracting data from blocks; working with tables; navigating and modeling in 3D; and presentation (rendering) and documentation of 3D designs. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: AutoCAD Level 1. (15 hours) \$359

5 wks Tu. Oct 29 18:00 - 21:00 DTN 📞 **CRN 30463**

SKETCHUP ADVANCED (CMPT 1707)

Explores SketchUp Pro techniques such as dynamic components, dimensional drawings, presentation tools, and import/export. Geared toward architecture, construction, engineering, commercial interiors, light construction, landscape architecture, kitchen & bath design, urban planning, game design, film & stage, woodworking, and plenty of other fields. Required supplies: None. Prerequisite: SketchUp Level 1, SketchUp Level 2 or equivalent. (12 hours) \$305

2 wks Sa. Nov 16 09:00 - 16:00 DTN 📞 **CRN 30538**

**NETWORKING TECHNOLOGY –
NON CREDIT ELECTIVES**

*Program Coordinator: 604.871.7000, ext. 8673, esanders@vcc.ca
Program Assistant: 604.871.7000, ext. 8383, lboothby@vcc.ca*

Explore advanced concepts in networking technology, such as advanced security, ethical hacking, virtualization, and cloud computing. Please note that these courses may require prior knowledge in the field or completion of specific prerequisites. These courses are non-credit and may not be used towards a Networking Technology Certificate or Diploma.

ELECTIVE COURSES currently scheduled:

ADVANCED SECURITY (NETT 2502)

An introduction to advanced Information Technology (IT) and Information Systems (IS) security for students working in small to enterprise-level organizations. This course teaches the professional to view Information Technology (IT) and Information Systems (IS) security as a system that must balance the aspects of people, process, technology, and environments. Note: Although this course is focused on delivering security for Information Technology (IT) and Information Systems (IS), it is theoretical/process-oriented and does not cover technological components. Required supplies: Please purchase textbook from the DTN bookstore prior to the course start date. Prerequisite: CompTIA Security+ or equivalent knowledge/certification. Important: The class is completely theoretical and has no hands on components. (30 hours) \$574

10 wks Tu. Sep 17 18:00 - 21:00 DTN 📞 **CRN 30476**

***ELECTIVE COURSES** to be scheduled in upcoming terms:*

ETHICAL HACKING (NETT 2501)

Develop hacking abilities for the purpose of strengthening an organization's Information Technology (IT) and Information Systems (IS) assets by testing for vulnerabilities. An ethical hacker develops and systematically attacks a computer system or data communications network to find existing weak points, then uses their findings to strengthen the system or network. The skills of an ethical hacker can be used to test technology implementation against security criteria. Prerequisite: CompTIA Security+ and CompTIA Network+ or equivalent knowledge/certification. Important: The students will have to sign an ethics declaration. (30 hours)

VIRTUALIZATION + CLOUD CMPT (NETT 2503)

Introduces Virtualization Technologies and Cloud Computing concepts. Virtualization is the concept of using computer hardware in a logical compartmentalization that allows operating systems and software applications to utilize the full capabilities of the computing hardware while minimizing power consumption, hardware footprint, hardware/maintenance costs, etc. The course focuses on computer system virtualization concepts for the Microsoft Windows Server platform, while incorporating security concepts for dealing with public clouds. Prerequisite: Microsoft Windows Server and CompTIA Network+ or equivalent knowledge/certification. (30 hours)

**NETWORKING TECHNOLOGY
CERTIFICATE/DIPLOMA**

*Program Coordinator: 604.871.7000, ext. 8673, esanders@vcc.ca
Program Assistant: 604.871.7000, ext. 8383, lboothby@vcc.ca*

The Networking Technology program provides students with expertise in computer networking technologies. These courses lead to individual industry recognized certifications. The Microsoft Technology Associate (MTA) is a new and innovative certification track that provides a pathway for future success in technology courses and careers. A VCC Certificate in Networking Technology (CNT) or Diploma in Networking Technology (DNT) may be earned through completion of selected courses as outlined below.

CERTIFICATE IN NETWORKING TECHNOLOGY (CNT)

Requires the completion of 14 credits (3 required courses + 3 electives).

DIPLOMA IN NETWORKING TECHNOLOGY (DNT)

Requires the completion 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 previously obtained from industry certification organizations 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 current bookstore hours and ensure that you purchase your textbook prior to the course start date. Please bring a USB memory stick for all multi-day computer courses.

ENTRANCE REQUIREMENTS:

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

- 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 one- or two-year computer program at a recognized post-secondary institution in Canada
- Documentation of at least six years Canadian industry experience

REGISTER ONLINE 
vcc.ca/cs

REQUIRED COURSES:

Students in the Certificate and Diploma programs must complete the following courses:
MTA Server Fundamentals (NETT 2113)
Directive Studies (NETT 2206)
Project+ Management (NETT 2122)

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

REQUIRED COURSES currently scheduled:

MTA SERVER FUNDAMENTALS (NETT 2113)
A lab-based course that covers Windows Server fundamentals such as managing, monitoring, and troubleshooting. Topics include storage, Active Directory, File and Print services, and Windows Network Services and Applications. Learn to navigate the OS environment, install servers, use administrative tools, and manage Windows file systems. Students have the opportunity to write the MTA Windows Server Administration Fundamentals exam at the end of the course (Exam 98-365). Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: Basic knowledge of Windows. (30 hours) \$574
10 wks Mo. Sep 16 18:00 - 21:00 DTN ☎ **CRN 30175**

REQUIRED COURSES to be scheduled in upcoming terms:

DIRECTIVE STUDIES (NETT 2206)
A self-directed, project-based course in which students use the skills acquired during the program to propose a project that includes developing a major working system. Students select their own placements and will be assigned an academic supervisor for the practical component of this program. Prerequisite: Permission to register is granted upon successful completion of all other courses in certificate/diploma program. (60 hours)

PROJECT+ MANAGEMENT (NETT 2122)
Ideal for IT business professionals, this course prepares students to write the CompTIA Project+ certification exam and teaches how to lead, manage, and direct small- to medium-scale projects. Examine the business, interpersonal, and technical project management skills required to successfully manage technological project deployments. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: A+ Hardware or MTA Server Fundamentals or equivalent. (30 hours)

ELECTIVE COURSES currently scheduled:

MTA SECURITY FUNDAMENTALS (NETT 2105)
Focuses on the vital fundamentals of security, such as security layers, authentication, authorization, and accounting. Other topics include security policies, network security, basics of cryptography, operational/organizational security, and protecting the server and client. Students have the opportunity to write the MTA Security Fundamentals exam at the end of the course (Exam 98-367). Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: A+ Hardware or MTA Server Fundamentals or equivalent. (30 hours) \$574
10 wks Tu. Sep 17 18:00 - 21:00 DTN ☎ **CRN 30518**

A+ HARDWARE (NETT 2119)
The CompTIA A+ Certification course is the first step in preparing for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician. Build on your existing user-level knowledge and experience with personal computer software and hardware to develop fundamental skills and concepts that you will use on the job. Students acquire the essential skills and information needed to install, upgrade, repair, configure, troubleshoot, optimize, and perform preventative maintenance on basic personal computer hardware and operating systems. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: None. (30 hours) \$654
10 wks We. Sep 18 18:00 - 21:00 DTN ☎ **CRN 30174**

MCTS ACTIVE DIRECTORY (NETT 2107)
Learn to implement, configure, manage, and troubleshoot Active Directory Domain Services (AD DS) in Windows Server 2008 and Windows Server 2008 R2 environments. Explore core AD DS concepts and functionality, implementing group policies, performing backup and restoration, and monitoring and troubleshooting Active Directory-related issues. This course is intended to prepare students for the MCTS Active Directory Exam (Exam 70-640). Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: A+ Hardware or MTA Server Fundamentals or equivalent. (30 hours) \$574
10 wks Th. Sep 19 18:00 - 21:00 DTN ☎ **CRN 30479**

ELECTIVE COURSES to be scheduled in upcoming terms:

MTA NETWORKING FUNDAMENTALS (NETT 2104)
Learn the fundamentals of local area networking and wired/wireless networks, define networks with the OSI Model, and develop an understanding of Internet Protocol, implementing TCP/IP, and networking services. Build your knowledge of wide area networks, network security, and defining network infrastructures. Students have the opportunity to write the MTA Networking Fundamentals exam at the end of the course (Exam 98-366). Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: A+ Hardware or MTA Server Fundamentals or equivalent. (30 hours)

OFFICE SOFTWARE

Program Coordinator: 604.871.7000, ext. 8673, esanders@vcc.ca
Program Assistant: 604.871.7000, ext. 8383, lboothby@vcc.ca

Expand your knowledge and increase your productivity in Microsoft Office applications. We offer one-day workshops on Saturdays to meet the needs of working professionals, and provide several levels of training, allowing you to build on your existing knowledge. Register early to secure your seat!

ELECTIVE COURSES currently scheduled:

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 need the basic essential skills necessary for using Word to create and manage standard office documents. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: None. (7 hours) \$210
1 day Sa. Sep 14 09:00 - 17:00 DTN ☎ **CRN 30177**
1 day Sa. Nov 23 09:00 - 17:00 DTN ☎ **CRN 30189**

WORD 2010 LEVEL 2 (CMPT 1153)
Learn intermediate Word skills that can be combined with basic skills when creating 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. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: Word Level 1 or equivalent (7 hours) \$210
1 day Sa. Oct 26 09:00 - 17:00 DTN ☎ **CRN 30190**

WORD EXCEL POWER POINT 2010 (CMPT 1301)
Comprehensive skills training in the most common business applications of MS Office for those working in an office environment. Learn to perform functions common to four key Microsoft applications (Word, Excel, PowerPoint, and Outlook) and examine communication between programs. This course teaches content to a level 2 of common functionality features, which will be demonstrated in a simulated lab environment. The schedule includes three nights for Word, three nights for Excel, two nights for PowerPoint, one night of Outlook, and one night of review. It is recommended that students have a good knowledge of file management. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: Intro to Computers & File Mgmt or basic knowledge of Windows recommended. (30 hours) \$386
10 wks Mo. Sep 16 18:00 - 21:00 DTN ☎ **CRN 30461**
10 wks We. Sep 18 18:00 - 21:00 DTN ☎ **CRN 30172**

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. Designed for students who need the skills necessary to create basic formulas, edit formulas, format, chart, and print. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: None. (7 hours) \$210

1 day Sa. Sep 21 09:00 - 17:00 DTN ☎ **CRN 30178**
 1 day Sa. Nov 02 09:00 - 17:00 DTN ☎ **CRN 30180**
 1 day Sa. Nov 23 09:00 - 17:00 DTN ☎ **CRN 30179**

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 work with customize charts, conditional formatting, adding objects, creating tables, and managing databases. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: Excel Level 1 or equivalent. (7 hours) \$210

1 day Sa. Sep 28 09:00 - 17:00 DTN ☎ **CRN 30181**
 1 day Sa. Oct 19 09:00 - 17:00 DTN ☎ **CRN 30182**
 1 day Sa. Nov 16 09:00 - 17:00 DTN ☎ **CRN 30183**

EXCEL 2010 LEVEL 3 (CMPT 1132)

Learn to use advanced features when working with different types of reports. Students will explore increasing data entry with productivity tools, collaborating with others, what-if scenarios, data validation rules, goal seeking, data groups, sub-totalling, solver tool, and PivotTables/Chart. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: Excel Level 2 or equivalent. (7 hours) \$210

1 day Sa. Nov 30 09:00 - 17:00 DTN ☎ **CRN 30184**

ACCESS 2010 LEVEL 1 (CMPT 1164)

Learn to create simple databases and create and modify database objects including tables, forms, reports and queries. Students learn 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. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: None. (7 hours) \$210

1 day Sa. Sep 28 09:00 - 17:00 DTN ☎ **CRN 30186**

ACCESS 2010 LEVEL 2 (CMPT 1165)

Learn to use advanced commands to work with forms, reports, designing tables, manipulating queries, and sub-forms or sub-reports. Designed for those who are familiar with Access and want to explore some of the intermediate to advanced skill sets. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: Access Level 1 or equivalent. (7 hours) \$210

1 day Sa. Oct 19 09:00 - 17:00 DTN ☎ **CRN 30187**

INTRO TO WINDOWS (CMPT 1169)

Learn to work effectively with Windows operating systems. Students will use a variety of skills and techniques to complete exercises using both keyboard and mouse. The focus is on file management and setting up folder structures and file types. Designed for people who need to use an operating system on a daily basis. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: None. (7 hours) \$210

1 day Sa. Sep 28 09:00 - 17:00 DTN ☎ **CRN 30176**

POWER POINT 2010 LEVEL 1 (CMPT 1168)

Learn to create presentations using a variety of commands, functions, and PowerPoint capabilities. Designed for computer users who are new to presentation manager programs, or who only plan to use PowerPoint occasionally. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Prerequisite: None. (7 hours) \$210

1 day Sa. Nov 16 09:00 - 17:00 DTN ☎ **CRN 30185**

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WEB & GRAPHIC DESIGN

Program Coordinator: 604.871.7000, ext. 8673, esanders@vcc.ca
Program Assistant: 604.871.7000, ext. 8383, lboothby@vcc.ca

Develop your skills and maximize your creativity using a variety of industry-standard web and graphic design applications. Select courses now available on both Mac and PC. Courses are non-credit, no application required!

MAC + WEB DESIGN (MACD 1126)

Start developing your web design skills now! Learn to create your own basic website from scratch, including image, graphic, and text content, using industry standard web tools such as Adobe Dreamweaver and Photoshop. Whether for personal or professional use, this course will provide you with the tools you need to build engaging desktop websites. Pick up some tips and tricks using Photoshop tools for sizing, cropping and enhancing your web graphics. Get an overview of web hosting options and some useful tips on search engine optimization. Pre-requisite: Basic knowledge of Mac and Photoshop is recommended. Required supplies: None (15 hours).

5 wks Sa. Sep 14 09:00 - 12:00 DTN ☎ **CRN 30475**

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 basics. Set up documents and master pages, import text, graphics and how to use typography and styles. Create professional, simple, multi-page print materials such as flyers, brochures, reports, magazines, and newspapers. Hands-on in-class exercises include industry standard projects. Required supplies: Please bring a USB stick to class. Prerequisite: Basic knowledge of Windows. (15 hours) \$359

5 wks Mo. Sep 16 18:00 - 21:00 DTN ☎ **CRN 30197**

MAC + PHOTOSHOP CS6 (MACD 1130)

From photography to web design, master the basics of Photoshop. Use Photoshop for image editing, graphic design, digital painting, and typography. Perfect for those wanting to learn the basics of Photoshop as well as experienced students who enjoy learning different methods and concepts. Required supplies: Please bring a USB stick to class. Prerequisite: Basic knowledge of Mac. (15 hours) \$359

5 wks Mo. Sep 16 18:00 - 21:00 DTN ☎ **CRN 30469**

HTML/CSS LEVEL 1 (CMPT 1401)

Introduction to HTML and CSS web page coding and structure. For students with no previous coding/programming experience. Author web pages using HTML, edit existing HTML/CSS to maintain and update existing web content, and leave with a functional website of your own. Includes website planning, browser issues, structural mark up, creation of online forms and tables, and working with graphics. Prerequisite: Basic knowledge of Windows. (15 hours) \$359

5 wks Tu. Sep 17 18:00 - 21:00 DTN ☎ **CRN 30193**

5 wks Th. Oct 24 18:00 - 21:00 DTN ☎ **CRN 30464**

ILLUSTRATOR CS5 L1 (CMPT 1405)

Learn the basic interface of Adobe Illustrator, the basics and fundamental Illustrator features such as working with vector shapes, menus, layers, text, transparency, colour, importing graphics, drawing, and basics of page layout. Work on in-class assignments learning the program. Required supplies: Please bring a USB stick to class. Please purchase textbook from DTN Bookstore prior to course start date. (15 hours) \$359

5 wks We. Sep 18 18:00 - 21:00 DTN 📱 **CRN 30196**

MAC + INDESIGN CS6 (MACD 1128)

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 basics. Learn how to set up documents and master pages, import text, advanced graphics and how to use typography and styles. Create professional, simple, multi-page print materials such as flyers, brochures, reports, magazines, and newspapers. Hands-on in-class exercises include industry standard projects. Required supplies: Please bring a USB stick to class. Prerequisite: Basic knowledge of Mac. (15 hours) \$359

5 wks We. Sep 18 18:00 - 21:00 DTN 📱 **CRN 30468**

MAC + ILLUSTRATOR CS6 (MACD 1127)

Learn the basic interface of Adobe Illustrator. This class covers the basics and fundamental Illustrator features such as working with vector shapes, text, menus, layers, text, transparency, colour, importing graphics, drawing, and basics of page layout. Students will work on in-class assignments learning the program. Required supplies: Please bring a USB stick to class. Please purchase textbook from DTN Bookstore prior to course start date. (15 hours) \$359

5 wks Th. Sep 19 18:00 - 21:00 DTN 📱 **CRN 30519**

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. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: HTML/CSS Level 1 or equivalent is recommended. (15 hours) \$359

5 wks Th. Sep 19 18:00 - 21:00 DTN 📱 **CRN 30195**

SEO AND GOOGLE ANALYTICS (CMPT 1420)

This course offers useful and practical information in measuring and managing website traffic. Provided is an overview on how to increase your traffic via current search engine optimization (SEO) techniques and monitoring your website activities with Google Analytics. Specifically, how to combine the two to find actionable metrics with which to make informed business and technical decisions. In-class assignments include analyzing successful online businesses and strategies. Prerequisite: A basic knowledge of web design and HTML is recommended. (15 hours). \$359

5 wks Th. Sep 19 18:00 - 21:00 DTN 📱 **CRN 30200**

WORDPRESS WEB DESIGN (CMPT 1430)

An overview of WordPress, an industry-leading content management system (CMS). Build and maintain an elegant website or blog without coding knowledge. Other topics include domain purchase and hosting, WordPress installation, page building, themes, plugins, widgets, search engine optimization, and website monetization with shopping cart, PayPal, and Google AdSense. Ideal for those with little or no HTML knowledge who want to design and maintain a small business or personal website. Prerequisite: Basic knowledge of Windows and web design is recommended. (15 hours) \$359

5 wks Th. Sep 19 18:00 - 21:00 DTN 📱 **CRN 30204**

5 wks Th. Oct 24 18:00 - 21:00 DTN 📱 **CRN 30545**

HTML/CSS LEVEL 2 (CMPT 1411)

For students with previous HTML and CSS experience who want to develop their skills. This course explores advanced HTML and CSS and introduces the JavaScript programming language. Learn to add advanced features to your website and optimize your site for speed. Other topics include site optimization and graphics applications for web developers. Required supplies: None. Prerequisite: HTML/CSS Level 1 or equivalent. (15 hours) \$359

5 wks Tu. Oct 22 18:00 - 21:00 DTN 📱 **CRN 30206**

MAC + ILLUSTRATOR CS6 LEVEL 2 (MACD 1136)

Learn advanced features of Adobe Illustrator such as creating and enhancing complex illustrations, perspective drawing, designing front-end layouts for 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. Required supplies: Please bring a USB stick to class. Please purchase textbook from DTN Bookstore prior to course start date. Prerequisite: Illustrator Level 1 or equivalent. (15 hours) \$359

5 wks Th. Oct 24 18:00 - 21:00 DTN 📱 **CRN 30521**

INDESIGN CS5 LEVEL 2 (CMPT 1408)

Overview of intermediate to advanced features of Adobe InDesign. Learn 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 an automated table of content and index, manage styles, develop complex paths, advanced graphics, import and export data to external files, and create print-ready PDF files. Required supplies: Please bring a USB stick to class. Prerequisite: InDesign CS5 Level 1 or equivalent. (15 hours) \$359

5 wks Mo. Oct 28 18:00 - 21:00 DTN 📱 **CRN 30199**

MAC + PHOTOSHOP CS6 LEVEL 2 (MACD 1135)

This course is designed for those who want to take their basic knowledge of Photoshop to the next level. Learn to use layers, adjustment layers, filters and color correction, as well as vector paths and masks. The course is planned for both intermediate photographers and illustrators. It also emphasizes on the importance of the conceptual approach to Photoshop projects. Prerequisite: Mac + Photoshop CS6, or basic knowledge of Photoshop. (15 hours) \$359

5 wks Mo. Oct 28 18:00 - 21:00 DTN 📱 **CRN 30522**

ILLUSTRATOR CS5 LEVEL 2 (CMPT 1407)

Learn advanced features of Adobe Illustrator such as creating and enhancing complex illustrations, perspective drawing, designing front-end layouts for 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. Required supplies: Please bring a USB stick to class. Please purchase textbook from DTN Bookstore prior to course start date. Prerequisite: Illustrator Level 1 or equivalent. (15 hours) \$359

5 wks We. Oct 30 18:00 - 21:00 DTN 📱 **CRN 30198**

MAC + INDESIGN CS6 LEVEL 2 (MACD 1137)

Overview of intermediate to advanced features of Adobe InDesign. Learn to create and style tables, manage long documents with hundreds of pages and books with multiple chapters, create an automated table of content and index, design interactive PDF forms, create print-ready PDF files and eBooks. Required supplies: Please bring a USB stick to class. Prerequisite: InDesign CS6 Level 1 or equivalent. (15 hours) \$359

5 wks We. Oct 30 18:00 - 21:00 DTN 📱 **CRN 30520**

MUSIC COURSE SERIES

*Program Coordinator: 604.871.7000, ext. 8673, esanders@vcc.ca
Program Assistant: 604.871.7000, ext. 8383, lboothby@vcc.ca*

Explore various elements of music, expressive arts, and technology in our new music course series. Courses are non-credit and open to anyone with an interest in learning more about the many ways we interact with music. From music as psychotherapy to music production software to interdisciplinary learning experiences, these courses reflect our ever-evolving relationship with music and offer something for everybody. No application required!

EELECTIVE COURSES currently scheduled:

INTRO TO SIBELIUS (MUSI 1121)

Learn how to use the most commonly-used music notation software, Sibelius. Learn how to input notes, prepare parts, make rhythm section parts, input movies and create professional looking scores and parts quickly and easily. Learn Sibelius shortcuts and advanced user techniques, insider tricks, hints, and tips. Required supplies: Student should supply own computer and Sibelius software. Prerequisite: None. (15 hours) \$359

5 wks Mo. Sep 16 18:00 - 21:00 DTN 📱 **CRN 30559**

INTRO TO LOGIC PRO (MACD 1141)

This introductory level course will teach the basics of music production using Apple's Logic Pro software. Students will learn the tools necessary to write, produce, mix, and master music in Apple's Logic Pro. Class time will be split between lectures and hands on learning. Required supplies: Students should bring a set of headphones with 1/8 inch jack to each class, as well as a portable compact USB midi keyboard (25-37 keys). Further instruction on which keyboard to purchase will be provided during the first class. Prerequisite: Basic songwriting skills an asset. (15 hours) \$359

5 wks Tu. Sep 17 18:00 - 21:00 DTN 📱 **CRN 30543**

INTRO TO MUSIC THERAPY (MUSI 1118)

This experiential course will deepen your understanding of the psychological and therapeutic aspects of music-making, musical perception and music education in relation to mental health wellness through the creative expressive arts. We will begin with an overview of the history and current practices within the international field of music-centred psychotherapy. The students will then be lead through various psychotherapeutic approaches to working with music and sound in regard to improvisation, composition, performance and active listening. Other topics covered include musical healing traditions from around the world, adapting music education for special needs, music and the brain, mindfulness-based practices for artists and working with images through Archetypal Music Psychotherapy. This course will be taught through a series of lectures, case studies and experiential group work including aural and visual examples. Required supplies: None. Prerequisite: None. (24 hours) \$475

6 wks Tu. Sep 17 18:00 - 21:00 AND
1 day Sa. Oct 26 09:30 - 16:30 DTN ☎ **CRN** 30556

MUSIC APPRECIATION (MUSI 1120)

For anyone wanting to hear more in music, while discovering the greatest music of the last 400 years. From classical music's landmark works - to today's most important musical trends. Have mystifying music such as jazz, minimalism and dance-electronica demystified. Gregorian chant to John Coltrane to Public Enemy. Learn how music is constructed, what every instrument does, and understand simple music notation. Watch videos and listen to recordings, and hear the best music you've never heard of. Required supplies: None. Prerequisite: None. (24 hours) \$475

8 wks Tu. Sep 17 18:30 - 21:30 TBA ☎ **CRN** 30558

COMPOSITION ENSEMBLE (MUSI 1122)

For intermediate to advanced level musicians. For musicians wanting to learn more about composing, and want a hands on experience how to rehearse their music, and have it ready for performance. The Composition Ensemble will meet once a week to play your compositions by members of the class. Learn the building blocks of composing. Get experience hearing your music on a regular basis. Learn how to teach your pieces to others by ear, and by using regular and graphic notation. Any genre of music. Required supplies: Participants must supply own instrument. Prerequisite: None. (24 hours) \$475

8 wks We. Sep 18 18:00 - 21:00 DTN ☎ **CRN** 30560

POP GOES THE WORLD: GLOBAL POP (MUSI 1117)

This course will introduce students to important popular music traditions across the globe, from the Latin music craze to Bhangra, Afropop to Celtic pop. We will look at these and other genres in terms of their musical characteristics, learning to recognize and differentiate these diverse styles. We will also focus heavily on the cultures and political events that shaped them, and explore some of the larger concepts of identity, musical protest, and the complex webs of cultural influences that will inevitably inform a study of popular music. Required supplies: None. Prerequisite: None. (24 hours) \$430

8 wks Th. Sep 19 18:00 - 21:00 DTN ☎ **CRN** 30555

WHAT'S YOUR STORY (MUSI 1119)

Everyone has a story to tell that can inspire those around us. Is there an inner artist inside of you burning to tell your story? This course will give you the opportunity to explore the mediums of creative writing, music, visual art, film, movement, theatre, and even puppetry, as a means to find your own voice. The arts-based tools employed in this class are designed to cultivate your communication, team-building, problem-solving, project planning, innovation and leadership skills. (24 hours) \$475

8 wks Th. Sep 19 18:00 - 21:00 DTN ☎ **CRN** 30557

ONLINE PRESENCE FOR ARTISTS (CMPT 1440)

This course aims to help artists and bands who may be new to the world of social media. Students will learn how to set up their own website using Wordpress, and learn how to effectively use social networking sites such as Facebook, Twitter, and Youtube to build and maintain their online presence. Class time will be split between lectures and hands on learning. Required supplies: None. Prerequisite: Basic computer skills an asset. (15 hours) \$359

5 wks Tu. Oct 29 18:00 - 21:00 DTN ☎ **CRN** 30546

PROPELLERHEAD'S REASON (MACD 1140)

Propellerhead's Reason is one of the most powerful pieces of music production software on the market. Through this course we will look at the Synthesizers, Samplers, Drum Machines and effects that come with Reason and explain how to use them to create loops and songs. Through project-based instruction, students will be given the opportunity to write, mix and produce music with one of the most versatile pieces of music production software out there. Required supplies: Students should bring a set of headphones with 1/8 inch jack to each class, as well as a portable compact USB midi keyboard (25-37 keys). Further instruction on which keyboard to purchase will be provided during the first class. Prerequisite: None. (15 hours) \$359

5 wks Tu. Oct 29 18:00 - 21:00 DTN ☎ **CRN** 30542

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 \$25.18 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.

VCC CONTINUING STUDIES

REGISTER NOW 604.443.8484

REGISTRATION

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 cancellation transaction.

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 / /

MonthDayYear

SURNAME

GIVEN NAMES

ADDRESS

CITY/MUNICIPALITY

PROVINCE

POSTAL CODE

HOME PHONE

BUSINESS PHONE

E-MAIL

CITIZENSHIP / VISA TYPE

CITIZENSHIP / VISA IDENTIFICATION NUMBER

ISSUE DATE

EXPIRATION DATE

CITIZENSHIP COUNTRY

BIRTH COUNTRY

NATIVE LANGUAGE

COURSE NAME	COURSE CODE	TUITION	START DATE	START TIME	LOCATION	CRN #
SAMPLE: BUSINESS ETHICS	LEAD 1154	\$351	Th. April.17	18:30	DTN	CRN 20139
1						
2						
3						

METHOD OF PAYMENT

TOTAL \$

CREDIT CARD ☐

VISA ☐

MASTERCARD ☐

AMERICAN EXPRESS ☐

CHEQUE ☐

MONEY ORDER ☐

FEE CREDIT ☐

Name on card

Credit card account number

Expiry date

Signature

Date





Go ahead. Get skilled.
...in FASHION ARTS



VCC CONTINUING STUDIES

REGISTER ONLINE	vcc.ca/cs
PHONE	604.443.8484
FAX	604.443.8393