VCC.CA

SPRING 2014

CONTINUING STUDIES

VCC
Counselling
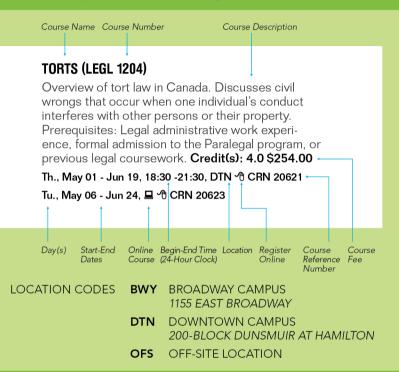Courses

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 name, number, description, days, dates, times, location and fee. Many courses offer online registration, identified by a computer mouse graphic next to the **CRN**.

Course Name   *Course Number*   *Course Description*

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. **Credit(s): 4.0 $254.00**

Th., May 01 - Jun 19, 18:30 -21:30, DTN CRN 20621

Tu., May 06 - Jun 24, CRN 20623

Day(s) *Start-End Dates* *Online Course* *Begin-End Time (24-Hour Clock)* *Location* *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

FOR THE LATEST: VCC.CA/CS

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.

Jewellery at VCC.

Go ahead.
Get your diploma.

Apply now.
Start Sept. 2014.

REGISTER NOW
VCC.CA/CS   604.443.8484

BUSINESS

VANCOUVER COMMUNITY COLLEGE

BUILDING MANAGER CERTIFICATE

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

Program Assistant: mmcilwaine@vcc.ca
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.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS
Vancouver Community College is a post-secondary institution committed to educating adult learners. Applicants should be at least 18 years of age or secondary school graduates.

The Law and Tenant Relations and Building Service Management courses require a minimum English proficiency of Grade 10 level (English 059). These courses cover legal and supervisory topics that require students to use strong expression and comprehension skills to complete assignments and other written work.

REQUIRED COURSES:
Law and Tenant Relations (REAL 1101)

Building Maintenance and Cost Control (REAL 1102)

Building Cleaning (REAL 1103)

Building Service Management (REAL 1110)

COURSE DESCRIPTIONS:

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. **Credit(s): 1.5 $312.00**
Tu., Apr 22 - Jun 10, 19:00 -21:30, DTN ⌁ CRN 20560

BUILDING MAINTENANCE AND 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. **Credit(s): 2.5 $327.00**
We., Apr 23 - Jun 25, 18:30 -21:30, DTN ⌁ CRN 20496

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. **Credit(s): 2.5 $327.00**
Sa., Apr 26 - May 31, 9:00 -16:00, DTN ⌁ CRN 20493

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. **Credit(s): 3.0 $399.00**
Th., Apr 24 - Jun 26, 17:30 -21:30, DTN ⌁ CRN 20494

STRATA 101

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

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

More than 2.2 million people in British Columbia live in a strata corporation building, yet few understand how the Strata Property Act (SPA) controls living, working and investing in a strata complex. Governments, cities, property managers, strata councils and owners can benefit from learning about the SPA and identifying best practices related to the law, repair and maintenance, insurance, governance and a variety of other issues that strata faces. Using curriculum designed to clearly explain the SPA, participants will be able to follow the legal duties prescribed to strata owners, councils and property managers.

STRATA 101 (REAL 1126)

Taught by strata lawyers and senior property management staff, this course provides information on the duties, obligations and procedures that anyone connected to a strata should know. Topics include legal elements of stratas, discerning various responsibilities of stratas, administration, finance, insurance, and procedures of strata corporation meetings. This course is ideal for strata council members, current or potential strata owners, and property managers. **$299.00**

Th., May 01 - Jun 19, 18:00 -21:00, DTN 🕐 CRN 20632

BUILDING SERVICE WORKER

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

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

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

PROGRAM SPECIFIC ADMISSION 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)

COURSE DESCRIPTIONS:

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 Statement of Completion. **$1458**

M T W T F, Apr28 - Jun20, 9:00 -16:00, DTN 🕐 CRN 20495

BUSINESS ENGLISH PACKAGE

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

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

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

Students requiring a certificate in Office Administration must complete the Business English Test (OACP 1123) 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 Business 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)

GRAMMAR REVIEW BUSINESS 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. **Credit(s): 0.5 $94**

Sa., Apr 12 , 9:00 -16:00, DTN CRN 20158

BUILDING POWERFUL VOCABULARY (OACP 1106)

Learn vocabulary-building tips such as recognizing context clues, understanding confused / misused words, and identifying word parts.
Credit(s): 0.5 $94

Sa., May 03 , 9:00 -16:00, DTN CRN 20159

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. **Credit(s): 0.5 $94**

Sa., May 24 , 9:00 -16:00, DTN CRN 20160

MEMOS, EMAILS AND REPORTS (OACP 1107)

Learn etiquette, formatting and how to be an effective communicator when sending memos, emails and reports. Discuss how clear and concise writing can help you achieve results in all of your business communication. **Credit(s): 0.5 $94**

Sa., Jun 07 , 9:00 -16:00, DTN CRN 20161

BUSINESS ENGLISH SKILLS TEST (OACP 1123)

Required for the Office Administration Certificate. Optional for other programs.
Credit(s): 0.0 No charge.

Sa., Jun 14 , 9:00 -12:00, DTN CRN 20169

VCC BOOKSTORE

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

Buy online at bookstore@vcc.ca

Or in-person at 250 West Pender Street, Vancouver, BC - 604 443 8363

For store hours:
VCC.CA/BOOKSTORE

BUSINESS + TECHNICAL WRITING CERTIFICATE

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

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

The Business and Technical Writing Certificate delivers convenient and concentrated skill development and education in technical writing, providing short-duration writing skills training that will improve students' communication skills and contribute to employment success. The need for communicators in the Canadian economy's technical sectors is growing. Technical communicators include authors, editors, publishers, educators, consultants, business people, computer programmers, engineers, and scientists. This program will teach students how to adapt complex writing (ie. dealing with business, science, or technology) into language that appeals to general audiences.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

This certificate is designed to be flexible in meeting the needs of students with a variety of educational backgrounds. The program is targeted towards adults with some writing skills who have completed Grade 12 or equivalent.

REQUIRED COURSES:

Technical Communication (TECW 1101)

Current Issues in Technical Writing (TECW 1102)

Editing (TECW 1103)

Document Project Management (TECW 1104)

Proposal Writing (TECW 1105)

Online Documentation (TECW 1106)

Designing and Writing Manuals (TECW 1107)

Industry Report Writing (TECW 1108)

Information Design and Human Factors (TECW 1110)

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-centreed documents, and the profession of technical writing. **Credit(s): 0.5 $175.00**

Sa., Jan 31 , 9:00 -16:30, DTN CRN 10119

CURRENT ISSUES IN TECHNICAL 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.
Credit(s): 0.5 $175.00

Sa., Feb 28 , 9:00 -16:30, DTN CRN 10117

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. Practice 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.
Credit(s): 0.5 $175.00

Sa., Mar 28 , 9:00 -16:30, DTN CRN 10118

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.
Credit(s): 0.5 $175.00

Sa., Nov 29 , 9:00 -16:30, DTN CRN 30097

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. **Credit(s): 0.5 $172.00**

Sa., Apr 26 , 9:00 -16:30, DTN CRN 20133

ONLINE 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. **Credit(s): 0.5 $175.00**

Sa., Sept 27 , 9:00 -16:30, DTN ⌁ CRN 30098

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. **Credit(s): 0.5 $172.00**

Sa., May 31 , 9:00 -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 readers by addressing leader concerns, needs, and interests; and analyze and develop a clear and appropriate structure that facilitates reading and comprehension. **Credit(s): 0.5 $172.00**

Sa., Jun 28 , 9:00 -16:30, DTN ⌁ CRN 20134

INFORMATION DESIGN AND 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. Credit(s): 0.5 $175.00

Sa., Oct 25 , 9:00 -16:30, DTN ⌁ CRN 30099

MEDIA + PUBLIC RELATIONS

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

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

Courses in Media and Public relations give learners essential skills for successful interaction with the media and public. With a focus on the relationships between communicators and audiences, these courses will appeal to both professionals looking for career development opportunities and others looking to successfully communicate with stakeholders and the media. Courses are ideal for students studying Event or Wedding Planning, Leadership, Small Business or Business and Technical Writing.

COURSE DESCRIPTIONS:

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)** $340

Mo., Apr 28 - Jun 09, 18:30 -21:30, DTN ⌁ CRN 20562

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

Tu., Apr 29 - Jun 03, 18:30 -21:30, DTN ⌁ CRN 20466

MEDIA AND PUBLIC RELATIONS (BUSI 1315)

Build a foundation of knowledge and experience in the key concepts of communicating with the public. Topics include audience analysis, stakeholder interaction, and developing messaging for press releases and sales letters. **Credit(s): 2.0 $438.00**

We., Apr 23 - Jun 25, 18:30 -21:30, DTN ⌁ CRN 20444

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

Th., May 01 - Jun 05, 18:30 -21:30, DTN ⌁ CRN 20561

PROJECT MANAGEMENT

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

Program Assistant: lboothby@vcc.ca
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.

COURSE DESCRIPTIONS:

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

We., Apr 23 - May 14, 18:30 -21:30, DTN ⌁ CRN 20461

**REGISTER ONLINE
VCC.CA/CS**

SOCIOCULTURAL COMPETENCY

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

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

COURSE DESCRIPTIONS:

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) $689**

Th, Fr, Sa, Oct 16, 17, 18, 9:00 -16:00, DTN 🖰 CRN 30229

SPORT MANAGEMENT

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

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

The purpose of the Sport Management program is to educate students in the business of sport and to 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.

COURSE DESCRIPTIONS:

SPORT IN CANADIAN SOCIETY (BUSI 1325)

Discuss current sports-related issues, ethics, and controversies, and explore the importance and impact of sports on local, provincial, and national levels of Canadian society. Topics include an exploration of sports and socialization, sports in high school and university, and the relationship between politics and sports. Ideal for event organizers, managers, students, or anyone interested in the role sports play in Canadian society. **(18 hours) $340**

Scheduled in upcoming terms.

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)**

Scheduled in upcoming terms.

SPORT MARKETING (BUSI 1326)

Learn to apply marketing strategies and tactics within the sports marketing environment. An introduction to the sports marketing field examines how sports can serve as a platform for developing marketing strategies and tactics. Topics include marketing and selling of sports products, and increasing media audience and live attendance. **(18 hours)**

Scheduled in upcoming terms.

WEDDING + EVENT MANAGEMENT CERTIFICATE

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

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

The Wedding and Event Planning Certificate is designed for individuals entering the Event + Wedding Planning, Special Events, Business Leadership and Management, and Public Relations Industries. The program is taught by experts from the industry to emphasize the development of technical and professional skills which will foster individual growth and creativity. At the end of this program the student will possess skills that will instill confidence and clarity when planning events and conducting business in all areas of the field.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Vancouver Community College is a post-secondary institution committed to educating adult learners. Applicants should be 18 years of age or older, or a secondary school graduate.

REQUIRED COURSES:

Media and Public Relations (BUSI 1315)

Destination Weddings (EVNT 1107)

Wedding Planning (EVNT 1108)

Event Planning (EVNT 1109)

Introduction to Business (LEAD 1150)

Human Resource Management (LEAD 1151)

Finance (LEAD 1152)

Sales and Marketing Management (LEAD 1153)

Business Ethics (LEAD 1154)

COURSE DESCRIPTIONS:

MEDIA AND PUBLIC RELATIONS (BUSI 1315)

Build a foundation of knowledge and experience in the key concepts of communicating with the public. Topics include audience analysis, stakeholder interaction, and developing messaging for press releases and sales letters. **Credit(s): 2 $438.00**

We., Apr 23 - Jun 25, 18:30 -21:30, DTN ⚓ CRN 20444

DESTINATION WEDDINGS (EVNT 1107)

Explore all aspects of Destination Wedding Planning and Destination Management including requirements for permits, licenses and other logistical requirements or restrictions. Investigate various destination locations and determine vendor selections, photographers, DJs and entertainment, catering, décor, flowers, hair and makeup, and much more. **Credit(s): 2 $476.00**

Tu., Apr 01 - Jun 03, 18:00 -21:00, DTN ⚓ CRN 20579

WEDDING PLANNING (EVNT 1108)

This course introduces students to the knowledge and skills of an effective Wedding Planner. Explore all aspects of wedding planning from its inception to execution through venue selection, decor and flowers to vendor selection, rentals and menu design. Acquire basic business fundamental such as setting up shop, marketing and social media, contract design and negotiating practices. **Credit(s): 2 $476.00**

Th., Apr 03 - Jun 05, 18:00 -21:00, DTN ⚓ CRN 20580

EVENT PLANNING (EVNT 1109)

This introductory course introduces the learner to the fundamentals of event planning. Determine target markets, explore the various types of events and create compelling event concepts to improve participant experience. Produce budget and schedules, obtain appropriate licensing, permits and insurance in order to prevent potential barriers. Identify the elements involved in creating an event from venue selection, decor and menu design; vendor selection, rentals and entertainment; marketing and promotions. **Credit(s): 2 $476.00**

Tu., Apr 01 - Jun 03, 18:00 -21:00, DTN ⚓ CRN 20578

INTRODUCTION 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. **Credit(s): 2 $358.00**

Mo., Sep 22 - Nov 17, 18:30 -21:30, DTN ⚓ CRN 30227

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. **Credit(s): 2 $358.00**

Tu., Sept 30 - Nov 25, 18:30 -21:30, DTN ⚓ CRN 30225

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. **Credit(s): 2 $358.00**

Th., Sept 25 - Nov 13, 18:30 -21:30, DTN ⚓ CRN 30226

SALES + 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. **Credit(s): 2 $351.00**

Mo., Apr 28 - Jun 23, 18:30 -21:30, DTN ⚓ CRN 20147

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. **Credit(s): 2 $351.00**

Th., Apr 17 - Jun 05, 18:30 -21:30, DTN ⚓ CRN 20139

BUSINESS LEADERSHIP + MANAGEMENT CERTIFICATE

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

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

Leadership positions are complex, requiring specialized skills and an understanding of many roles. VCC's Business Leadership and Management Certificate program combines leadership and management courses that equip emerging leaders with the knowledge, skills, and confidence that enable them to successfully lead, supervise, and manage in the public, private, or nonprofit sectors.

Required courses focus on timely and topical foundation themes while electives highlight issues related to proven leadership practices and skills to help achieve leadership potential.

This program positions graduates for career advancement by teaching them how to maximize their leadership potential in a business environment while meeting the knowledge and skills base desired by industry.

Graduates may ladder into BCIT's part-time certificate programs in Leadership, Human Resource Management, or Business Management.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Vancouver Community College is a post-secondary institution committed to educating adult learners. Applicants should be 18 years of age or older, or a secondary school graduate.

REQUIRED COURSES:

Introduction to Business (LEAD 1150)

Human Resource Management (LEAD 1151)

Finance (LEAD 1152)

Sales and Marketing Management (LEAD 1153)

Business Ethics (LEAD 1154)

ELECTIVE COURSES:

Two of the following from the Management Skills for Supervisors Certificate:

Interpersonal Communication Skills (MSKL 1101)

Team Skills (MSKL 1102)

Essential Management Skills (MSKL 1103)

Four of the following from the Leadership Certificate:

Critical Thinking (LEAD 1101)

Managing Change (LEAD 1102)

Problem Solving + Action Planning (LEAD 1104)

From Conflict to Collaboration (LEAD 1105)

Facilitation Skills for Team Leaders (LEAD 1108)

Speak Up! (LEAD 1109)

Creative Thinking at Work (LEAD 1110)

Stepping Up to Leadership (LEAD 1111)

Using Leadership Language (LEAD 1112)

Building a Productive Team (LEAD 1113)

Finding Time for Results (LEAD 1114)

The Science + the Art of Leadership (LEAD 1119)

Systemic Thinking (LEAD 1137)

Business Communication for Leaders (LEAD 1138)

Unwritten Rules for the Workplace (LEAD 1168)

Challenging Personalities (LEAD 1169)

Training for High Performance (LEAD 1171)

Emotional Intelligence (LEAD 1179)

Two of the following from the Associate Certificate in Leadership Coaching:

Coaching for High Performance (LEAD 1115)

Essential Leadership Coaching Skills (LEAD 1116)

Skill Coaching (LEAD 1117)

Taking your Leadership Coaching to the Next Level (LEAD 1118)

The Coach's Toolkit (LEAD 1120)

Team Coaching (LEAD 1121)

COURSE DESCRIPTIONS:

CRITICAL THINKING (LEAD 1101)

The Conference Board of Canada has identified critical thinking as one of the most-desired leadership skills. Through case studies and current events, students learn to apply critical thinking at work and identify the immediate benefits to expect from different courses of action. **Credit(s): 0.5 $172.00**

Sa., Jun 14 , 9:00 -16:30, DTN ⌂ CRN 20142

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. **Credit(s): 0.5 $175.00**

Sa., Sept 20, 9:00 -16:30, DTN ⌂ CRN 30187

PROBLEM SOLVING AND ACTION PLANNING (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. **Credit(s): 0.5 $172.00**

Sa., Jun 21 , 9:00 -16:30, DTN ⌂ CRN 20152

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. **Credit(s): 0.5 $172.00**

Sa., Apr 26 , 9:00 -16:30, DTN ⌂ CRN 20140

FACILITATION SKILLS FOR TEAM LEADERS (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. **Credit(s): 0.5 $175.00**

Sa., Nov 1, 9:00 -16:30, DTN ⌂ CRN 30188

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. **Credit(s): 0.5 $175.00**

Sa., Oct 25, 9:00 -16:30, DTN ⌂ CRN 30103

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. **Credit(s): 0.5 $175.00**

Sa., Mar 28, 9:00 -16:30, DTN ⌂ CRN 10124

STEPPING 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. **Credit(s): 0.5 $172.00**

Sa., May 03 , 9:00 -16:30, DTN ⌂ CRN 20151

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 behaviors 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. **Credit(s): 0.5 $175.00**

Sa., Nov 29, 9:00 - 16:30, DTN ⌂ CRN 30186

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. **Credit(s): 0.5 $172.00**

Sa., May 31 , 9:00 - 16:30, DTN ⌂ CRN 20153

FINDING 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.
Credit(s): 0.5 $175.00

Sa., Oct 4, 9:00 - 16:30, DTN ⌀ CRN 30101

COACHING FOR HIGH PERFORMANCE (LEAD 1115)

Coaching involves unlocking an individual's potential and maximizing their performance through careful guidance. Students learn essential steps in the coaching process, assess their coaching skills, develop methods for improvement, and discuss concepts such when and how to coach. Exercises include conducting a coaching discussion to improve/sustain performance and providing effective feedback regarding employee performance.
Credit(s): 0.5 $172.00

Sa., Apr 12 , 9:00 - 16:30, DTN ⌀ CRN 20488

ESSENTIAL LEADERSHIP COACHING 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. Credit(s): 0.5 $175.00

Sa., Oct 18, 9:00 - 16:30, DTN ⌀ CRN 30102

SKILL COACHING (LEAD 1117)

Teaching or modelling behaviors 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. Credit(s): 0.5 $172.00

Sa., May 24 , 9:00 - 16:30, DTN ⌀ CRN 20138

TAKING YOUR LEADERSHIP COACHING TO THE 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). Credit(s): 0.5 $175.00

Sa., Nov 22, 9:00 - 16:30, DTN ⌀ CRN 30104

THE SCIENCE AND THE 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.
Credit(s): 0.5 $175.00

Sa., Sept 27, 9:00 - 16:30, DTN ⌀ CRN 30100

THE 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) Credit(s): 0.5 $175.00

Sa., Feb 21, 9:00 -16:30, DTN ⌀ CRN 10122

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).
Credit(s): 0.5 $175.00

Sa., Mar 21, 9:00 - 16:30, DTN ⌀ CRN 10125

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.
Credit(s): 0.5 $172.00

Sa., May 10 , 9:00 - 16:30, DTN ⌀ CRN 20141

BUSINESS COMMUNICATION 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.
Credit(s): 0.5 $175.00

Sa., Jan 31, 9:00 - 16:30, DTN ⌀ CRN 10121

INTRODUCTION 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. Credit(s): 2 $358.00

Mo., Sept 22 - Nov 17, 18:00 - 21:30, DTN ⌀ CRN 30227

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.
Credit(s): 2 $358.00

Tu., Sept 30 - Nov 25, 18:30 - 21:30, DTN ⌀ CRN 30225

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. Credit(s): 2 $358.00

Th., Sept 25 - Nov 13, 18:30 - 21:30, DTN ⌀ CRN 30226

SALES + 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. Credit(s): 2 $351.00

Mo., Apr 28 - Jun 23, 18:30 -21:30, DTN ⌀ CRN 20147

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. **Credit(s): 2 $351.00**

Th., Apr 17 - Jun 05, 18:30 -21:30, DTN 🖱 CRN 20139

UNWRITTEN RULES FOR THE 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. **Credit(s): 0.5**

Scheduled in upcoming terms.

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. **Credit(s): 0.5 $175.00**

Sa., Mar 7, 9:00 - 16:30, DTN 🖱 CRN 10136

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. **Credit(s): 0.5 $172.00**

Sa., Jun 14 , 9:00 -16:30, DTN 🖱 CRN 20137

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. **Credit(s): 0.5**

Scheduled in upcoming terms

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. **Credit(s): 2 $358.00**

Tu., Sept 23 - Nov 18, 18:30 - 21:30, DTN 🖱 CRN 30105

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. **Credit(s): 2 $358.00**

We., Jan 21 - Mar 11, 18:30 - 21:30, DTN 🖱 CRN 10116

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. **Credit(s): 2 $351.00**

We., Apr 23 - Jun 11, 18:30 -21:30, DTN 🖱 CRN 20136

LEADERSHIP CERTIFICATE

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

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

Effective leaders motivate using strong coaching skills. VCC's Leadership Coaching Certificate program teaches leaders how to connect with and manage their teams, enabling them to identify goals and priorities while working through obstacles to reach those goals. Leadership coaching connects leadership development with team management strategies to help achieve goals and objectives. Developing skills that are transferable to any environment or organization, students learn to manage and motivate while capitalizing on peoples' unique creativity and ingenuity to build effective success strategies.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Vancouver Community College is a post-secondary institution committed to educating adult learners. Applicants should be 18 years of age or older, or a secondary school graduate.

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.

REQUIRED COURSES:

Managing Change (LEAD 1102)

Problem Solving Action Planning (LEAD 1104)

Facilitation Skills Team Leader (LEAD 1108)

Stepping Up to Leadership (LEAD 1111)

Using Leadership Language (LEAD 1112)

Building A Productive Team (LEAD 1113)

ELECTIVE COURSES:

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

Critical Thinking (LEAD 1101)

From Conflict to Collaboration (LEAD 1105)

Speak Up (LEAD 1109)

Creative Thinking (LEAD 1110)

Find Time for Results (LEAD 1114)

Coaching for High Performance (LEAD 1115)

Science and Art of Leadership (LEAD 1119)

Business Communication for Leaders (LEAD 1138)

Challenging Personalities (LEAD 1169)

Training for High Performance (LEAD 1171)

Emotional Intelligence (LEAD 1179)

COURSE DESCRIPTIONS:

CRITICAL THINKING (LEAD 1101)
See course description on page 8
Sa., Jun 14 , 9:00 -16:30, DTN ⌖ CRN 20142

MANAGING CHANGE (LEAD 1102)
See course description on page 8
Sa., Sept 20, 9:00 - 16:30, DTN ⌖ CRN 30187

PROBLEM SOLVING ACTION PLANNING (LEAD 1104)
See course description on page 8
Sa., Jun 21 , 9:00 -16:30, DTN ⌖ CRN 20152

FROM CONFLICT TO COLLABORATION (LEAD 1105)
See course description on page 8
Sa., Apr 26 , 9:00 -16:30, DTN ⌖ CRN 20140

FACILITATION SKILLS TEAM LEADER (LEAD 1108)
See course description on page 8
Sa., Nov 1, 9:00 - 16:30, DTN ⌖ CRN 30188

SPEAK UP! (LEAD 1109)
See course description on page 8
Sa., Oct 25, 9:00 - 16:30, DTN ⌖ CRN 30103

CREATIVE THINKING AT WORK (LEAD 1110)
See course description on page 8
Sa., Mar 28, 9:00 - 16:30, DTN ⌖ CRN 10124

STEPPING UP TO LEADERSHIP (LEAD 1111)
See course description on page 8
Sa., May 03 , 9:00 -16:30, DTN ⌖ CRN 20151

USING LEADERSHIP LANGUAGE (LEAD 1112)
See course description on page 8
Sa., Nov 29, 9:00 - 16:30, DTN ⌖ CRN 30186

BUILDING A PRODUCTIVE TEAM (LEAD 1113)
See course description on page 8
Sa., May 31 , 9:00 -16:30, DTN ⌖ CRN 20153

FIND TIME FOR RESULTS (LEAD 1114)
See course description on page 8
Sa., Oct 4, 9:00 - 16:30, DTN ⌖ CRN 30101

COACHING FOR HIGH PERFORMANCE (LEAD 1115)
See course description on page 8
Sa., Apr 12 , 9:00 -16:30, DTN ⌖ CRN 20488

THE SCIENCE + ART OF LEADERSHIP (LEAD 1119)
See course description on page 9
Sa., Sept 27, 9:00 - 16:30, DTN ⌖ CRN 30100

BUSINESS COMMUNICATION FOR LEADERS (LEAD 1138)
See course description on page 9
Sa., Jan 31, 9:00 - 16:30, DTN ⌖ CRN 10121

UNWRITTEN RULES FOR WORKPLACE (LEAD 1168)
See course description on page 9
Scheduled in upcoming terms

CHALLENGING PERSONALITIES (LEAD 1169)
See course description on page 9
Sa., Mar 7, 9:00 - 16:30, DTN ⌖ CRN 10136

TRAINING FOR HIGH PERFORMANCE (LEAD 1171)
See course description on page 9
Sa., Jun 14 , 9:00 -16:30, DTN ⌖ CRN 20137

**REGISTER ONLINE
VCC.CA/CS**

LEADERSHIP COACHING ASSOCIATE CERTIFICATE

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

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

Coaching is vital in fields where performance is valued. The more outstanding a performer, the more likely they are to maintain a close partnership with a coach. The Vancouver Community College Leadership Coaching Associate Certificate program guides students through the process of achieving leadership success by fostering genuine coaching partnerships that inspire and support the exploration of new ideas while effectively utilizing peoples' creativity and ingenuity to reach organizational goals.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Vancouver Community College is a post-secondary institution committed to educating adult learners. Applicants should be 18 years of age or older or a graduate of a secondary school.

REQUIRED COURSES:

Coaching for High Performance (LEAD 1115)

Essential Lead Coaching Skills (LEAD 1116)

Skill Coaching (LEAD 1117)

Coaching Next Level (LEAD 1118)

Coach's Toolkit (LEAD 1120)

Team Coaching (LEAD 1121)

COURSE DESCRIPTIONS:

COACHING FOR HIGH PERFORMANCE (LEAD 1115)
See course description on page 8
Sa., Apr 12 , 9:00 -16:30, DTN ⏀ CRN 20488

ESSENTIAL LEADERSHIP COACHING SKILLS (LEAD 1116)
See course description on page 8
Sa., Oct 18, 9:00 - 16:30, DTN ⏀ CRN 30102

SKILL COACHING (LEAD 1117)
See course description on page 8
Sa., May 24 , 9:00 -16:30, DTN ⏀ CRN 20138

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). **Credit(s): 0.5 $175.00**
1 day Sa. Nov 22 09:00 - 16:30 DTN 8 CRN 30104

COACH'S TOOLKIT (LEAD 1120)
See course description on page 9
Sa., Feb 21, 9:00 - 16:30, DTN ⏀ CRN 10122

TEAM COACHING (LEAD 1121)
See course description on page 9
Sa., Mar 21, 9:00 - 16:30, DTN ⏀ CRN 10125

LEADERSHIP COACHING CERTIFICATE

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

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

Effective leaders motivate using strong coaching skills. VCC's Leadership Coaching Certificate program teaches leaders how to connect with and manage their teams, enabling them to identify goals and priorities while working through obstacles to reach those goals. Leadership coaching connects leadership development with team management strategies to help achieve goals and objectives.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Vancouver Community College is a post-secondary institution committed to educating adult learners. Applicants should be 18 years of age or older or a graduate of a secondary school.

REQUIRED COURSES:

Managing Change (LEAD 1102)

Problem Solving Action Planning (LEAD 1104)

Facilitation Skills Team Leader (LEAD 1108)

Stepping Up to Leadership (LEAD 1111)

Using Leadership Language (LEAD 1112)

Building A Productive Team (LEAD 1113)

Coaching for High Performance (LEAD 1115)

Essential Lead Coaching Skills (LEAD 1116)

Skill Coaching (LEAD 1117)

Coaching Next Level (LEAD 1118)

Coach's Toolkit (LEAD 1120)

Team Coaching (LEAD 1121)

COURSE DESCRIPTIONS:

MANAGING CHANGE (LEAD 1102)
See course description on page 8
Sa., Sept 20, 9:00 - 16:30, DTN ⌂ CRN 30187

PROBLEM SOLVING ACTION PLANNING (LEAD 1104)
See course description on page 8
Sa., Jun 21 , 9:00 -16:30, DTN ⌂ CRN 20152

FACILITATION SKILLS TEAM LEADER (LEAD 1108)
See course description on page 8
Sa., Nov 1, 9:00 - 16:30, DTN ⌂ CRN 30188

STEPPING UP TO LEADERSHIP (LEAD 1111)
See course description on page 8
Sa., May 03 , 9:00 -16:30, DTN ⌂ CRN 20151

USING LEADERSHIP LANGUAGE (LEAD 1112)
See course description on page 8
Sa., Nov 29, 9:00 - 16:30, DTN ⌂ CRN 30186

BUILDING A PRODUCTIVE TEAM (LEAD 1113)
See course description on page 8
Sa., May 31 , 9:00 -16:30, DTN ⌂ CRN 20153

COACHING FOR HIGH PERFORMANCE (LEAD 1115)
See course description on page 8
Sa., Apr 12 , 9:00 -16:30, DTN ⌂ CRN 20488

ESSENTIAL LEAD COACHING SKILLS (LEAD 1116)
See course description on page 8
Sa., Oct 18, 9:00 - 16:30, DTN ⌂ CRN 30101

SKILL COACHING (LEAD 1117)
See course description on page 8
Sa., May 24 , 9:00 -16:30, DTN ⌂ CRN 30102

COACHING NEXT LEVEL (LEAD 1118)
See course description on page 10
Sa., Nov 22, 9:00 - 16:30, DTN ⌂ CRN 30104

COACH'S TOOLKIT (LEAD 1120)
See course description on page 9
Sa., Feb 21, 9:00 - 16:30, DTN ⌂ CRN 10122

TEAM COACHING (LEAD 1121)
See course description on page 9
Sa., Mar 21, 9:00 - 16:30, DTN ⌂ CRN 10125

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

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

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

Vancouver Community College'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.

Exploring topics vital to personal and organizational success, students learn to lead and motivate teams to achieve maximum productivity through the use of supervisory management skills in the areas of performance management, motivation, team development, coaching, delegating, communication, and interpersonal dynamics.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Vancouver Community College is a post-secondary institution committed to educating adult learners. Applicants should be 18 years of age or older, or a graduate of a secondary school.

REQUIRED COURSES:

Interpersonal Communication Skills (MSKL 1101)

Team Skills (MSKL 1102)

Essential Management Skills (MSKL 1103)

COURSE DESCRIPTIONS:

INTERPERSONAL COMMUNICATION SKILLS (MSKL 1101)
See course description on page 9
Tu., Sept 23 - Nov 18, 18:30 - 21:30, DTN ⌂ CRN 30105

TEAM SKILLS (MSKL 1102)
See course description on page 9
Wed., Jan 21 - Mar 11, 18:30 - 21:30, DTN ⌂ CRN 10116

ESSENTIAL MANAGEMENT SKILLS (MSKL 1103)
See course description on page 9
We., Apr 23 - Jun 11, 18:30 -21:30, DTN ⌂ CRN 20136

OFFICE ADMINISTRATION CERTIFICATE: ADMINISTRATION + SUPERVISION

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

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

The Office Administration Certificate: Administration and Supervision is designed for students who wish to upgrade their office skills for certification, or begin a career in the office workplace. The program focuses on the administrative support skills needed to succeed in office environments. Courses involve lectures, presentations, discussions, practical examples, and individual and group work. Learning is enhanced through case studies, interactive classroom activities, and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and "learn by doing". Students must complete the Office Administration Certificate: Administration and Supervision within three years.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Vancouver Community College is a post-secondary institution committed to educating adult learners. Applicants should be 18 years of age or older and a graduate of a secondary school or equivalent.

REQUIRED COURSES:

Core Courses:

Keyboarding for Beginners (OACP 1102)

Writing Business Letters (OACP 1103)

Grammar Review Business Writing (OACP 1104)

Building Powerful Vocabulary (OACP 1106)

Memo, Emails, and Reports (OACP 1107)

Business English Skills Test (OACP 1123)

Office Procedures (OACP 1126)

Supervisory Management/Decision Making (OACP 1127)

Records Management 1 (OACP 1128)

Effective Oral Communications (OACP 1145)

Plus one of:

Introduction to Payroll (OACP 1105)

Accounting for the Non-Accountants (OACP 1129)

Introduction to Bookkeeping (OACP 1130)

ELECTIVE COURSES:

Choose five courses from this list:

Keyboarding for Speed Building (OACP 1101)

Effective Notes and Minutes (OACP 1122)

Word Excel PowerPoint (CMPT 1301)

Introduction to Computers and File Management (CMPT 1302)

Internet Applications (CMPT 1303)

or from courses in these program areas:

OACP Legal Office Skills

OACP Medical Office Skills

OACP Records Management Skills

Leadership

Management Skills for Supervisors

COURSE DESCRIPTIONS:

WORD EXCEL POWERPOINT (CMPT 1301)

See course description on page 42

We., Apr 16 - Jun 18, 18:00 -21:00, DTN ⏻ CRN 20256

INTRODUCTION TO COMPUTERS AND FILE MANAGEMENT (CMPT 1302)

See course description on page 42

Mo., Apr 14 - May 26, 18:00 -21:00, DTN ⏻ CRN 20235

INTERNET APPLICATIONS (CMPT 1303)

See course description on page 42

Mo., Jun 02 - Jun 30, 18:00 -21:00, DTN ⏻ CRN 20236

KEYBOARDING FOR SPEED BUILDING (OACP 1101)

Improve computer skills in a supportive environment. Increase speed and accuracy through exercises, drills, and techniques. Students must know key locations or take Keyboarding for Beginners (OACP 1102) to learn key locations prior to taking this course. **Credit(s): 1.5 $146.00**

Sa., Apr 26 - Jun 07, 9:30 -12:30, DTN ⏻ CRN 20164

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. **Credit(s): 1.5 $128.00**

Sa., Apr 12 - May 31, 9:30 -12:30, DTN ⏻ CRN 20162
Mo., Apr 14 - Jun 02, 18:00 -21:00, DTN ⏻ CRN 20163

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. **Credit(s): 0.5 $94.00**

Sa., May 24 , 9:00 -16:00, DTN ⏻ CRN 20160

GRAMMAR REVIEW BUSINESS 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. **Credit(s): 0.5 $94.00**

Sa., Apr 12 , 9:00 -16:00, DTN ⏻ CRN 20158

INTRODUCTION TO PAYROLL (OACP 1105)

Learn payroll law, record maintenance, and pay cheque and T4 preparation. Study Employment Standards, WCB, Revenue Canada Taxation, Records of Employment, and Stats Canada reporting. **Credit(s): 1.5**

Scheduled in upcoming terms.

BUILDING A POWERFUL VOCABULARY (OACP 1106)

Learn vocabulary-building tips such as recognizing context clues, understanding confused / misused words, and identifying word parts. **Credit(s): 0.5 $94.00**

Sa., May 03 , 9:00 -16:00, DTN ⏻ CRN 20159

MEMO, 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. **Credit(s): 0.5 $94.00**

Sa., Jun 07 , 9:00 -16:00, DTN ⏻ CRN 20161

EFFECTIVE NOTES AND 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. **Credit(s): 0.5**

Scheduled in upcoming terms

BUSINESS ENGLISH SKILLS TEST (OACP 1123)

Required for the Office Administration Certificate. Optional for other programs. **Credit(s): 0.0 $0**

Sa., Jun 14 , 9:00 -12:00, DTN ⏻ CRN 20169

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. **Credit(s): 1.5**

Scheduled in upcoming terms

SUPERVISORY MANAGEMENT/DECISION MAKING (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. **Credit(s): 2.0**

Scheduled in upcoming terms

RECORDS MANAGEMENT 1 (OACP 1128)

Learn a systematic approach to creating, classifying, storing, retrieving, and disposing of information. Discuss key contemporary issues around freedom of information and privacy. Supported by the Association of Records Managers and Administrators. **Credit(s): 2.5**

Scheduled in upcoming terms

ACCOUNTING FOR THE NON-ACCOUNTANT (OACP 1129)

Learn general accounting terms, the role of an accountant, and how to prepare and interpret financial statements. **Credit(s): 1.5**

Scheduled in upcoming terms

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. **Credit(s): 2.0**

Scheduled in upcoming terms

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. **Credit(s): 1.5 $214.00**

Mo., Apr 28 - Jun 09, 18:00 -21:00, DTN ⏻ CRN 20638

OFFICE ADMINISTRATION CERTIFICATE: LEGAL OFFICE SKILLS

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

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

The Office Administration Certificate: Legal Office Skills is designed for students who wish to upgrade their office skills for certification, are beginning a career in the legal office workplace, or wanting to satisfy the Paralegal Program entrance requirements. The program focuses on the administrative support skills needed to succeed in legal office environments. Students must complete the Office Administration Certificate: Legal Office Skills within three years. Courses involve lectures, presentations, discussions, practical examples, and individual and group work. Learning is enhanced through case studies, interactive classroom activities, and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and "learn by doing".

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Vancouver Community College is a post-secondary institution committed to educating adult learners. Applicants should be 18 years of age or older or a graduate of a secondary school or equivalent.

REQUIRED COURSES:

Core Courses:

Keyboarding for Beginners (OACP 1102)

Writing Business Letters (OACP 1103)

Grammar Review Business Writing (OACP 1104)

Building Powerful Vocabulary (OACP 1106)

Memo, Emails, and Reports (OACP 1107)

Introduction to Legal Office Program (OACP 1113)

Civil Litigation (OACP 1114)

Corporate (OACP 1115)

Family Law (OACP 1116)

Conveyancing (OACP 1117)

Legal Office Package Tests (OACP 1120)

Business English Skills Test (OACP 1123)

Supervisory Management/Decision Making (OACP 1127)

Legal Terminology (OACP 1138)

Legal Office Procedures (OACP 1139)

Legal Ethics and Confidentiality (OACP 1140)

Plus one of:

Introduction to Payroll (OACP 1105)

Accounting for the Non-Accountants (OACP 1129)

Introduction to Bookkeeping (OACP 1130)

ELECTIVE COURSES:

Choose five courses from this list

Keyboarding for Speed Building (OACP 1101)

Effective Notes and Minutes (OACP 1122)

BC Online Searches (OACP 1141)

Advanced Conveyancing (OACP 1142)

Effective Oral Communications (OACP 1145)

Wills and Estates (OACP 1211)

Word Excel Power Point (CMPT 1301)

Introduction to Computers and File Management (CMPT 1302)

Internet Applications (CMPT 1303)

or from courses in these program areas:

OACP Administration and Supervision

OACP Medical Office Skills

OACP Records Management Skills

Leadership

Management Skills for Supervisors

COURSE DESCRIPTIONS:

WORD EXCEL POWERPOINT (CMPT 1301)
See course description on page 42
We., Apr 16 - Jun 18, 18:00 -21:00, DTN ⏻ CRN 20256

INTRODUCTION TO COMPUTERS AND FILE MANAGEMENT (CMPT 1302)
See course description on page 42
Mo., Apr 14 - May 26, 18:00 -21:00, DTN ⏻ CRN 20235

INTERNET APPLICATIONS (CMPT 1303)
See course description on page 42
Mo., Jun 02 - Jun 30, 18:00 -21:00, DTN ⏻ CRN 20236

KEYBOARDING FOR SPEED BUILDING (OACP 1101)
See course description on page 12
Sa., Apr 26 - Jun 07, 9:30 -12:30, DTN ⏻ CRN 20164

KEYBOARDING FOR BEGINNERS (OACP 1102)
See course description on page 12
Sa., Apr 12 - May 31, 9:30 -12:30, DTN ⏻ CRN 20162
Mo., Apr 14 - Jun 02, 18:00 -21:00, DTN ⏻ CRN 20163

WRITING BUSINESS LETTERS (OACP 1103)
See course description on page 12
Sa., May 24 , 9:00 -16:00, DTN ⏻ CRN 20160

GRAMMAR REVIEW BUSINESS WRITING (OACP 1104)
See course description on page 12
Sa., Apr 12 , 9:00 -16:00, DTN ⏻ CRN 20158

INTRODUCTION TO PAYROLL (OACP 1105)
See course description on page 12
Scheduled in upcoming terms.

BUILDING A POWERFUL VOCABULARY (OACP 1106)
See course description on page 12
Sa., May 03 , 9:00 -16:00, DTN ⏻ CRN 20159

MEMO, EMAILS, AND REPORTS (OACP 1107)
See course description on page 12
Sa., Jun 07 , 9:00 -16:00, DTN ⏻ CRN 20161

INTRODUCTION TO 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. **Credit(s): 0.5 $51.00**

Tu., Apr 15 , 18:30 -21:30, DTN ⌂ CRN 20182

CIVIL LITIGATION (OACP 1114)

Discuss the levels of court in British Columbia. Study procedures of a civil case, from Writ of Summons to trial, judgment, and execution. **Credit(s): 0.5 $95.00**

Tu., Apr 22 - May 06, 18:30 -21:30, DTN ⌂ CRN 20183

CORPORATE (OACP 1115)

Learn the steps of incorporating a British Columbia company and maintaining minute books. **Credit(s): 0.5 $95.00**

Th., May 08 - May 22, 18:30 -21:30, DTN ⌂ CRN 20185

FAMILY LAW (OACP 1116)

Learn about British Columbia's family court system and the various procedures and forms used in matrimonial law. **Credit(s): 0.5 $95.00**

Th., Apr 17 - May 01, 18:30 -21:30, DTN ⌂ CRN 20184

CONVEYANCING (OACP 1117)

An overview of the responsibilities of conveyancing staff and the process of completing a typical residential conveyance. **Credit(s): 0.5 $95.00**

Tu., May 13 - May 27, 18:30 -21:30, DTN ⌂ CRN 20186

LEGAL OFFICE PACKAGE TESTS (OACP 1120)

Administered at the end of the Legal Office Skills courses. **Credit(s): 0.0 $0**

Tu., Jun 03 , 18:30 -21:30, DTN ⌂ CRN 20187

EFFECTIVE NOTES AND MINUTES (OACP 1122)

See course description on page 12

Scheduled in upcoming terms.

BUSINESS ENGLISH SKILLS TEST (OACP 1123)

Required for the Office Administration Certificate. Optional for other programs. **Credit(s): 0.0 $0**

Sa., Jun 14 , 9:00 -12:00, DTN ⌂ CRN 20169

SUPERVISORY MANAGEMENT/DECISION MAKING (OACP 1127)

See course description on page 12

Scheduled in upcoming terms.

ACCOUNTING FOR THE NON-ACCOUNTANT (OACP 1129)

See course description on page 12

Scheduled in upcoming terms.

INTRODUCTION TO BOOKKEEPING (OACP 1130)

See course description on page 12

Scheduled in upcoming terms.

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. **Credit(s): 0.5 $122.00**

Mo., Apr 14 - May 05, 18:30 -21:30, DTN ⌂ CRN 20145

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. **Credit(s): 1.0 $124.00**

We., May 28 - Jun 18, 18:30 -21:30, DTN ⌂ CRN 20155

LEGAL ETHICS AND 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. **Credit(s): 1.0 $122.00**

We., Apr 09 - Apr 23, 18:30 -21:30, DTN ⌂ CRN 20144

BC ONLINE SEARCHES (OACP 1141)

Learn to register legal documents & access land titles, court records, property taxes & assessments, BC companies, registrations & Personal Property Security online. This hands-on computer course is for office professionals in banking, law, accounting, government & real estate. **Credit(s): 0.5 $122.00**

We., May 14 – May 28, 18:30 - 21:30 DTN CRN 20146

ADVANCED CONVEYANCING (OACP 1142)

An overview of advanced conveyancing issues related to GST/HST, stratas, Property Transfer Tax adjustments, holdbacks (deficiencies and non -residence), and the importance of undertakings. Pre-requisite: OACP 1117 Conveyancing, or basic conveyancing experience. **Credit(s): 0.5 $122.00**

Sa., May 10 , 9:30 -16:30, DTN ⌂ CRN 20176

EFFECTIVE ORAL COMMUNICATION (OACP 1145)

See course description on page 12

Mo., Apr 28 - Jun 09, 18:00 -21:00, DTN ⌂ CRN 20638

WILLS AND ESTATES (OACP 1211)

An explanation of why & how to prepare a will, and what makes a will valid. Also explores the procedure of probating an estate. **Credit(s): 1.0 $95.00**

Sa., Jun 14 , 9:00 -16:00, DTN ⌂ CRN 20175

The Office Administration Certificate: Medical Office Skills provides an introduction to terminology, procedures, practices, records, forms, billings and routines. The program focuses on the administrative support skills needed to succeed in medical office environments. Students must complete the Office Administration Certificate: Medical Office Skills within three years. Courses involve lectures, presentations, discussions, practical examples, and individual and group work. Learning is enhanced through case studies, interactive classroom activities, and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and "learn by doing".

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Vancouver Community College is a post-secondary institution committed to educating adult learners. Applicants should be 18 years of age or older and a graduate of a secondary school or equivalent.

REQUIRED COURSES:

Keyboarding for Beginners (OACP 1102)

Writing Business Letters (OACP 1103)

Grammar Review Business Writing (OACP 1104)

Building Powerful Vocabulary (OACP 1106)

Memo, Emails, and Reports (OACP 1107)

Medical Terminology 1 (OACP 1108)

Medical Terminology 2 (OACP 1109)

Medical Office Procedures (OACP 1111)

Business English Skills Test (OACP 1123)

Supervisory Management/Decision Making (OACP 1127)

Medical Office Billing (OACP 1137)

Clinical Procedures (OACP 1155)

Medical Document Transcription (OACP 1156)

COURSE DESCRIPTIONS:

KEYBOARDING FOR BEGINNERS (OACP 1102)
See course description on page 12

Sa., Apr 12 - May 31, 9:30 -12:30, DTN ⏱ CRN 20162

Mo., Apr 14 - Jun 02, 18:00 -21:00, DTN ⏱ CRN 20163

WRITING BUSINESS LETTERS (OACP 1103)
See course description on page 12

Sa., May 24 , 9:00 -16:00, DTN ⏱ CRN 20160

GRAMMAR REVIEW BUSINESS WRITING (OACP 1104)
See course description on page 12

Sa., Apr 12 , 9:00 -16:00, DTN ⏱ CRN 20158

BUILDING POWERFUL VOCABULARY (OACP 1106)
See course description on page 12

Sa., May 03 , 9:00 -16:00, DTN ⏱ CRN 20159

MEMO, EMAILS, AND REPORTS (OACP 1107)
See course description on page 12

Sa., Jun 07 , 9:00 -16:00, DTN ⏱ CRN 20161

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. **Credit(s): 2.5 $217.00**

Tu., Apr 15 - Jun 17, 18:00 -21:00, DTN ⏱ CRN 20165

Tu., Apr 15 - Jun 17, 18:00 -21:00, DTN ⏱ CRN 20167

MEDICAL TERMINOLOGY 2 (OACP 1109)
Follows Medical Terminology 1. This study of body systems discusses senses, oncology, and pharmacology. Pre-requisite: Medical Terminology 1 or a comparable course approved by the instructor. **Credit(s): 2.5 $217.00**

Th., Apr 17 - Jun 19, 18:00 -21:00, DTN ⏱ CRN 20157

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. **Credit(s): 2.0**

Scheduled in upcoming terms

BUSINESS ENGLISH SKILLS TEST (OACP 1123)
Required for the Office Administration Certificate. Optional for other programs. **Credit(s): 0.0 $0**

Sa., Jun 14 , 9:00 -12:00, DTN ⏱ CRN 20169

SUPERVISORY MANAGEMENT/DECISION MAKING (OACP 1127)
See course description on page 12

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. **Credit(s): 1.0**

Scheduled in upcoming terms

CLINICAL PROCEDURES (OACP 1155)
Learn the basic clinical procedures and tests performed in a medical office. Study personnel safety, investigations, and equipment care. **Credit(s): 0.5 $106.00**

We., Jun 18 - Jun 25, 18:00 -21:00, DTN ⏱ CRN 20172

MEDICAL DOCUMENT TRANSCRIPTION (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). **Credit(s): 1.5 $161.00**

We., May 07 - Jun 11, 18:30 -21:30, DTN ⏱ CRN 20639

OFFICE ADMINISTRATION CERTIFICATE: RECORDS MANAGEMENT SKILLS

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

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

Records Management Skills provides an introduction to the systematic control of all office records, from their creation or receipt through processing, distribution, organization and retrieval to their ultimate disposal. Courses involve lectures, presentations, discussions, practical examples, and individual and group work. Learning is enhanced through case studies, interactive classroom activities, and collaborative activities. The interactive and practical exercises give students the opportunity to take an active role and "learn by doing". Students must complete the Office Administration Certificate: Records Management Skills within three years.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS
Vancouver Community College is a post-secondary institution committed to educating adult learners. Applicants should be 18 years of age or older and a graduate of a secondary school or equivalent.

REQUIRED COURSES:
Core Courses:

Keyboarding for Beginners (OACP 1102)

Writing Business Letters (OACP 1103)

Grammar Review Business Writing (OACP 1104)

Building Powerful Vocabulary (OACP 1106)

Memo, Emails, and Reports (OACP 1107)

Business English Skills Test (OACP 1123)

Office Procedures (OACP 1126)

Supervisory Management/Decision Making (OACP 1127)

Records Management 1 (OACP 1128)

Records Management Advanced (OACP 1146)

Records Management Specialized (OACP 1147)

Plus one of:

Introduction to Payroll (OACP 1105)

Accounting for the Non-Accountants (OACP 1129)

Introduction to Bookkeeping (OACP 1130)

COURSE DESCRIPTIONS:

KEYBOARDING FOR BEGINNERS (OACP 1102)
See course description on page 12
Sa., Apr 12 - May 31, 9:30 -12:30, DTN ⚲ CRN 20162
Mo., Apr 14 - Jun 02, 18:00 -21:00, DTN ⚲ CRN 20163

WRITING BUSINESS LETTERS (OACP 1103)
See course description on page 12
Sa., May 24 , 9:00 -16:00, DTN ⚲ CRN 20160

GRAMMAR REVIEW BUSINESS WRITING (OACP 1104)
See course description on page 12
Sa., Apr 12 , 9:00 -16:00, DTN ⚲ CRN 20158

INTRODUCTION TO PAYROLL (OACP 1105)
See course description on page 12
Scheduled in upcoming terms.

BUILDING A POWERFUL VOCABULARY (OACP 1106)
See course description on page 12
Sa., May 03 , 9:00 -16:00, DTN ⚲ CRN 20159

MEMO, EMAILS, AND REPORTS (OACP 1107)
See course description on page 12
Sa., Jun 07 , 9:00 -16:00, DTN ⚲ CRN 20161

BUSINESS ENGLISH SKILLS TEST (OACP 1123)
Required for the Office Administration Certificate. Optional for other programs. **Credit(s): 0.0 $0**
Sa., Jun 14 , 9:00 -12:00, DTN ⚲ CRN 20169

OFFICE PROCEDURES (OACP 1126)
See course description on page 12
Scheduled in upcoming terms.

SUPERVISORY MANAGEMENT/DECISION MAKING (OACP 1127)
See course description on page 12
Scheduled in upcoming terms.

RECORDS MANAGEMENT 1 (OACP 1128)
See course description on page 12
Scheduled in upcoming terms.

ACCOUNTING FOR THE NON-ACCOUNTANT (OACP 1129)
See course description on page 12
Scheduled in upcoming terms.

INTRODUCTION TO BOOKKEEPING (OACP 1130)
See course description on page 12
Scheduled in upcoming terms.

RECORDS MANAGEMENT ADVANCED (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. **Credit(s): 2.5**
Scheduled in upcoming terms.

RECORDS MANAGEMENT SPECIALIZED (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. **Credit(s): 2.0 $201.00**
Th., Apr 17 - Jun 05, 18:30 -21:30, DTN ⚲ CRN 20156

BUSINESS ENGLISH: NON CERTIFICATE

On-Site Business Training available.
Anne Tollstam at 604.871.7000, ext. 8668

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.

REQUIRED COURSES:

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

Grammar Review Bus Writing (OACP 1104)

Building Powerful Vocabulary (OACP 1106)

Writing Business Letters (OACP 1103)

Memos, Emails and Reports (OACP 1107)

Business English Skills Test (OACP 1123)

COURSE DESCRIPTIONS:

GRAMMAR REVIEW BUSINESS WRITING (OACP 1104)
See course description on page 12
Sa., Apr 12 , 9:00 -16:00, DTN ⚲ CRN 20158

BUILDING A POWERFUL VOCABULARY (OACP 1106)
See course description on page 12
Sa., May 03 , 9:00 -16:00, DTN ⚲ CRN 20159

WRITING BUSINESS LETTERS (OACP 1103)
See course description on page 12
Sa., May 24 , 9:00 -16:00, DTN ⚲ CRN 20160

MEMO, EMAILS, AND REPORTS (OACP 1107)
See course description on page 12
Sa., Jun 07 , 9:00 -16:00, DTN ⚲ CRN 20161

BUSINESS ENGLISH SKILLS TEST (OACP 1123)
Required for the Office Administration Certificate. Optional for other programs. **Credit(s): 0.0 $0**
Sa., Jun 14 , 9:00 -12:00, DTN ⚲ CRN 20169

U-PASS

Your ticket to ride.

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

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

UPass BC

PARALEGAL CERTIFICATE

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.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

1. Knowledge of the English language, demonstrated by completion of ONE of the following:

A. Grade 12 graduation from a Canadian high school, or equivalent, including academic English 12 with at least C+ (64%), or equivalent; OR

B. Completion of an academic English or writing course from a Canadian college or university, or equivalent, with at least C+ (64%); OR

C. Completion of VCC High School Equivalence English courses with a "B" grade or higher; OR

D. English assessment success, including ONE of the following:

 LET (Langara English Test) with an overall score of 4; OR

LPI (Language Proficiency Index) with an essay level 4, essay score of at least 22 and a minimum 5 in English usage; OR

VCC Adult Basic English Reading and Writing Assessment with a minimum score of 60 in Reading, 52 in Writing, and a Writing Sample at 071 placement level; OR

VCC English Language Assessment with a minimum score of 145 overall, including a minimum score of 16 out of 30 in the essay portion; OR

IELTS (International English Language Testing System) with 6.5 overall; OR

TOEFL (Test of English Foreign Language) with 220 minimum overall, a minimum of 5.0 on Essay. If Internet-based, the Reading, Writing, and Listening component must total at least 60.

Proof of the above prerequisites (i.e. official transcript or official test results) must be attached to the student's application.

2. Confirmation of legal experience, in the form of a letter from employer or official transcript, including:

At least one year of legal work experience in British Columbia, OR

Completion of the Legal Administrative Assistant program at VCC or an equivalent institution, OR

Completion of Office Administration Certificate – Legal Office Skills, OR

Completion of basic legal course work, such as the Legal Office Skills courses of the Office Administration Certificate Program, PLUS at least one year of office administration experience in or out of British Columbia

Non-program students may enroll in courses at the Program Coordinator's discretion.

REQUIRED COURSES:

Core Courses:

Canadian Legal Process (LEGL 1202)

Torts (LEGL 1204)

Legal Communications (LEGL 1205)

Legal Research (LEGL 1207)

Paralegal Practicum (LEGL 1208)

Contracts (LEGL 1209)

Agency and Business Structures (LEGL 1210)

Complete all four courses in one of the following Practice Areas:

Litigation

Litigation for Paralegals 1 (LEGL 1301)

Litigation for Paralegals 2 (LEGL 1302)

Creditor's Remedies (LEGL 1303)

Personal Injury Practice (LEGL 1304)

Real Estate/Conveyancing

Property Law (LEGL 1309)

Property Transactions (LEGL 1310)

Lending and Security (LEGL 1311)

Commercial Conveyancing (LEGL 1312)

Corporate

Corporate Law Basic Procedures (LEGL 1305)

Corporate Law Intermediate (LEGL 1307)

Corporate Law Advanced (LEGL 1308)

Corporate Law Complex Transactions (LEGL 1317)

Family Law/Estates

Family Law 1 (LEGL 1313)

Family Law 2 (LEGL 1314)

Wills and Estates Planning (LEGL 1315)

Estate Administration (LEGL 1316)

ELECTIVE COURSES:

Complete two of the following:

Securities: Corporate (LEGL 1306)

Securities 2 (LEGL 1410)

Court of Appeal Practice (LEGL 1403)

Bankruptcy and Foreclosures (LEGL 1409)

Evidence (LEGL 1401)

Intellectual Property (LEGL 1405)

Criminal Law Procedures (LEGL 1470)

COURSE DESCRIPTIONS:

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. **Credit(s): 4.0 $254.00**

We., Apr 02 - May 21, 📖 ⚓ CRN 20617

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. **Credit(s): 4.0 $254.00**

Th., May 01 - Jun 19, 18:30 -21:30, DTN ⚓ CRN 20621

Tu., May 06 - Jun 24, 📖 ⚓ CRN 20623

REGISTER ONLINE
VCC.CA/CS

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. **Credit(s): 3.0 $254.00**

We., Apr 02 - May 07, 🖥 ⏱ CRN 20624

LEGAL RESEARCH (LEGL 1207)

Overview of research and citation techniques, including strategies for online and manual research as well as legal memoranda. Prerequisites: Legal Communications (LEGL 1205), legal administrative work experience, formal admission to the Paralegal program, or previous legal coursework. **Credit(s): 4.0**

Scheduled in upcoming terms

PARALEGAL 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. **Credit(s): 1.0 $132.00**

Fr., May 02 - Jul 25, 🖥 ⏱ CRN 20612

Fr., May 02 , 18:00 -21:00, DTN ⏱ CRN 20618, AND

Fr., Jun 13 , 18:00 -21:00, DTN ⏱ AND

Fr., Jul 25 , 18:00 -21:00, DTN

CONTRACTS (LEGL 1209)

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. **Credit(s): 3.5 $294.00**

Tu., May 06 - Jun 17, 18:00 -21:00, DTN ⏱ CRN 20613

Th., Apr 03 - May 15, 🖥 ⏱ CRN 20616

AGENCY AND BUSINESS STRUCTURES (LEGL 1210)

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. **Credit(s): 1.0 $300.00**

Th., Apr 17 - May 29, 🖥 ⏱ CRN 20619

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. Prerequisites: Torts (LEGL 1204), or read and master chapters 4-5 in the Yates: Business Law in Canada text. **Credit(s): 3.5**

Scheduled in upcoming terms.

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. Prerequisites: Litigation for Paralegals 1 (LEGL 1301). **Credit(s): 3.5**

Scheduled in upcoming terms.

CREDITOR'S 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 2 (LEGL 1302). **Credit(s): 3.5**

Scheduled in upcoming terms.

PERSONAL INJURY PRACTICE (LEGL 1304)

Students examine substantive law and procedures required to manage a personal injury file. Prerequisites: Creditor's Remedies (LEGL 1303) **Credit(s): 3.5 $266.00**

Th., Apr 10 - May 22, 18:00 -21:00, DTN ⏱ CRN 20635

CORPORATE LAW BASIC PROCEDURES (LEGL 1305)

An examination of corporate law including choice of business organization and jurisdiction, incorporating and organizing a B.C. company under the Business Corporations Act, corporate maintenance and transactions. Prerequisites: Agency and Business Structures (LEGL 1210). Corporate (OACP 1115) strongly recommended. **Credit(s): 3.5**

Scheduled in upcoming terms.

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. Prerequisites: Corp Law I (LEGL 1305), or equivalent work experience in the corporate field. **Credit(s): 3.5**

Scheduled in upcoming terms.

CORPORATE LAW INTERMEDIATE (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. Prerequisites: Corporate Law: Basic Procedures (LEGL 1305). **Credit(s): 3.5**

Scheduled in upcoming terms.

CORPORATE LAW ADVANCED (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). **Credit(s): 3.5**

Scheduled in upcoming terms.

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. **Credit(s): 3.5**

Scheduled in upcoming terms.

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. Prerequisites: Property Law (LEGL 1309). Conveyancing (OACP 1117) strongly recommended for students without conveyancing experience. **Credit(s): 3.5**

Scheduled in upcoming terms.

LENDING AND 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. Prerequisites: Property Transactions (LEGL 1310). **Credit(s): 3.5**

Scheduled in upcoming terms.

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). **Credit(s): 3.5 $266.00**

We., May 14 - Jun 25, 18:00 -21:00, DTN ⚓ CRN 20614

FAMILY LAW 1 (LEGL 1313)

Examines the Family Relations Act, the Divorce Act, the Family Law 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. **Credit(s): 3.5**

Scheduled in upcoming terms.

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). **Credit(s): 3.5**

Scheduled in upcoming terms.

WILLS AND 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. **Credit(s): 3.5**

Scheduled in upcoming terms.

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. Prerequisites: Wills + Estate Planning (LEGL 1315). **Credit(s): 3.5**

Scheduled in upcoming terms.

CORPORATE 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). **Credit(s): 3.5 $295.00**

Tu., Apr 01 - Apr 22, 18:00 -21:00, DTN ⚓ CRN 20625

Tu., May 06 - May 20, 18:00 -21:00, DTN

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. Prerequisites: Legal Administrative work experience or formal admission to the Paralegal Program. **Credit(s): 3.5 $266.00**

Tu., Apr 22 - Jun 03, 18:00 -21:00, DTN ⚓ CRN 20611

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. **Credit(s): 3.5 $266.00**

Th., Apr 03 - May 15, 💻 ⚓ CRN 20615.

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. **Credit(s): 3.5**

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. **Credit(s): 2.0 $318.00**

We., Apr 30 - Jun 11, 18:00 -21:00, DTN ⚓ CRN 20622

SECURITIES 2 (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. Prerequisite: Securities: Corporate (LEGL 1306) or equivalent work experience in the corporate field. **Credit(s): 1.0**

Scheduled in upcoming terms.

CRIMINAL LAW PROCEDURE (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. **Credit(s): 1.5**

Scheduled in upcoming terms.

PARALEGAL DIPLOMA

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

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

The Vancouver Community College Paralegal Diploma explores the theory and procedural aspects of legal matters that licensed paralegals are allowed to handle, such as presenting cases before specific courts and administrative tribunals.

Combining fundamental legal study with instruction and hands-on practice, this program develops intellectual and professional skills in the law. Students build the foundation of knowledge and skills needed to begin a career working within legal systems and institutions.

Students attain an understanding of fundamental principles of law and receive theoretical and practical training in areas such as litigation, real estate, conveyancing, corporate law, and family law and estates.

Classes are taught by lawyers and paralegals who hold academic and professional qualifications.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

See all requirements on page 15

REQUIRED COURSES:

Complete all the following Core Courses:

Canadian Legal Process (LEGL 1202)

Torts (LEGL 1204)

Legal Communications (LEGL 1205)

Legal Research (LEGL 1207)

Paralegal Practicum (LEGL 1208)

Contracts (LEGL 1209)

Agency and Business Structures (LEGL 1210)

Litigation for Paralegals 1 (LEGL 1301)

Litigation for Paralegals 2 (LEGL 1302)

Creditor's Remedies (LEGL 1303)

Personal Injury Practice (LEGL 1304)

Property Law (LEGL 1309)

Property Transactions (LEGL 1310)

Lending and Security (LEGL 1311)

Commercial Conveyancing (LEGL 1312)

Corporate Law Basic Procedures (LEGL 1305)

Corporate Law Intermediate (LEGL 1307)

Corporate Law Advanced (LEGL 1308)

Corporate Law Complex Transactions (LEGL 1317)

Family Law 1 (LEGL 1313)

Family Law 2 (LEGL 1314)

Wills and Estates Planning (LEGL 1315)

Estate Administration (LEGL 1316)

ELECTIVE COURSES:

Complete two of the following:

Securities: Corporate (LEGL 1306)

Securities 2 (LEGL 1410)

Court of Appeal Practice (LEGL 1403)

Bankruptcy and Foreclosures (LEGL 1409)

Evidence (LEGL 1401)

Intellectual Property (LEGL 1405)

Criminal Law Procedures (LEGL 1470)

COURSE DESCRIPTIONS:

CANADIAN LEGAL PROCESS (LEGL 1202)

See course description on page 16

We., Apr 02 - May 21, 🖥 🕙 CRN 20617

TORTS (LEGL 1204)

See course description on page 16

Th., May 01 - Jun 19, 18:30 -21:30, DTN 🕙 CRN 20621

Tu., May 06 - Jun 24, 🖥 🕙 CRN 20623

LEGAL COMMUNICATIONS (LEGL 1205)

See course description on page 16

We., Apr 02 - May 07, 🖥 🕙 CRN 20624

LEGAL RESEARCH (LEGL 1207)

See course description on page 16

Scheduled in upcoming terms

PARALEGAL PRACTICUM (LEGL 1208)

See course description on page 16

Fr., May 02 - Jul 25, 🖥 🕙 CRN 20612

Fr., May 02 , 18:00 -21:00, DTN 🕙 CRN 20618, AND

Fr., Jun 13 , 18:00 -21:00, DTN

Fr., Jul 25 , 18:00 -21:00, DTN 🕙 CRN

CONTRACTS (LEGL 1209)

See course description on page 16

Tu., May 06 - Jun 17, 18:00 -21:00, DTN 🕙 CRN 20613

Th., Apr 03 - May 15, 🖥 🕙 CRN 20616

AGENCY AND BUSINESS STRUCTURES (LEGL 1210)
See course description on page 16
Th., Apr 17 - May 29, 📖 ⏱ CRN 20619

LITIGATION FOR PARALEGALS 1 (LEGL 1301)
See course description on page 16
Scheduled in upcoming terms.

LITIGATION FOR PARALEGALS 2 (LEGL 1302)
See course description on page 16
Scheduled in upcoming terms.

CREDITOR'S REMEDIES (LEGL 1303)
See course description on page 16
Scheduled in upcoming terms.

PERSONAL INJURY PRACTICE (LEGL 1304)
See course description on page 16
Th., Apr 10 - May 22, 18:00 -21:00, DTN ⏱ CRN 20635

CORPORATE LAW BASIC PROCEDURES (LEGL 1305)
See course description on page 16
Scheduled in upcoming terms.

SECURITIES: CORPORATE (LEGL 1306)
See course description on page 16
Scheduled in upcoming terms.

CORPORATE LAW INTERMEDIATE (LEGL 1307)
See course description on page 16
Scheduled in upcoming terms.

CORPORATE LAW ADVANCED (LEGL 1308)
See course description on page 17
Scheduled in upcoming terms.

PROPERTY LAW (LEGL 1309)
See course description on page 17
Scheduled in upcoming terms.

PROPERTY TRANSACTIONS (LEGL 1310)
See course description on page 17
Scheduled in upcoming terms.

LENDING AND SECURITY (LEGL 1311)
See course description on page 17
Scheduled in upcoming terms.

COMMERCIAL CONVEYANCING (LEGL 1312)
See course description on page 17
We., May 14 - Jun 25, 18:00 -21:00, DTN ⏱ CRN 20614

FAMILY LAW 1 (LEGL 1313)
See course description on page 17
Scheduled in upcoming terms.

FAMILY LAW 2 (LEGL 1314)
See course description on page 17
Scheduled in upcoming terms.

WILLS AND ESTATE PLANNING (LEGL 1315)
See course description on page 17
Scheduled in upcoming terms.

ESTATE ADMINISTRATION (LEGL 1316)
See course description on page 17
Scheduled in upcoming terms.

CORPORATE LAW COMPLEX TRANSACTIONS (LEGL 1317)
See course description on page 17
Tu., Apr 01- Apr 22, 18:00-21:00, DTN ⏱ CRN 20625, AND
Tu., May 06 - May 20, 18:00 -21:00, DTN

EVIDENCE (LEGL 1401)
See course description on page 17
Tu., Apr 22 - Jun 03, 18:00 -21:00, DTN ⏱ CRN 20611

COURT OF APPEAL PRACTICE (LEGL 1403)
See course description on page 17
Th., Apr 03 - May 15, 📖 ⏱ CRN 20615.

INTELLECTUAL PROPERTY (LEGL 1405)
See course description on page 17
Scheduled in upcoming terms.

BANKRUPTCY AND FORCLOSURES (LEGL 1409)
See course description on page 17
We., Apr 30 - Jun 11, 18:00 -21:00, DTN ⏱ CRN 20622

SECURITIES 2 (LEGL 1410)
See course description on page 17
Scheduled in upcoming terms.

CRIMINAL LAW PROCEDURE (LEGL 1470)
See course description on page 17
Scheduled in upcoming terms.

LEGAL NON CREDIT COURSES

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

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

COURSE DESCRIPTIONS:

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)**

Scheduled in upcoming terms

SMALL BUSINESS

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

Program Assistant: lboothby@vcc.ca
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)

Social Media Marketing (BUSI 1330)

ELECTIVE COURSES:

Social Media for Entrepreneurs (BUSI 1321)

Blogging for Business (BUSI 1318)

Social Media Marketing (BUSI 1330)

COURSE DESCRIPTIONS:

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**

Mo., Apr 28 , 18:00 -21:00, DTN ⌁ CRN 20446

Mo., Jun 23 , 18:00 -21:00, DTN ⌁ CRN 20468

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**

We., Apr 30 , 18:00 -21:00, DTN ⌁ CRN 20447

We., Jun 25 , 18:00 -21:00, DTN ⌁ CRN 20469

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**

Mo., May 05 , 18:00 -21:00, DTN ⌁ CRN 20448

Mo., Jun 30 , 18:00 -21:00, DTN ⌁ CRN 20470

SMALL BUSINESS MANAGEMENT (SMBU 1103)

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

We., May 07 , 18:00 -21:00, DTN ⌁ CRN 20449

We., Jul 02 , 18:00 -21:00, DTN ⌁ CRN 20471

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**

Mo., May 12 , 18:00 -21:00, DTN ⌁ CRN 20450

Mo., Jul 07 , 18:00 -21:00, DTN ⌁ CRN 20472

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**

We., May 14 , 18:00 -21:00, DTN ⌁ CRN 20451

We., Jul 09 , 18:00 -21:00, DTN ⌁ CRN 20473

FINANCING YOUR BUSINESS (SMBU 1109)

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

We., May 21 , 18:00 -21:00, DTN ⌁ CRN 20452

Mo., Jul 14 , 18:00 -21:00, DTN ⌁ CRN 20474

SMALL BUSINESS BOOKKEEPING (SMBU 1104)

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

Mo., May 26 , 18:00 -21:00, DTN ⏻ CRN 20453

We., Jul 16 , 18:00 -21:00, DTN ⏻ CRN 20475

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**

We., May 28 , 18:00 -21:00, DTN ⏻ CRN 20454

Mo., Jul 21 , 18:00 -21:00, DTN ⏻ CRN 20476

PREPARING YOUR BUSINESS PLAN (SMBU 1110)

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

Mo., Jun 02 , 18:00 -21:00, DTN ⏻ CRN 20455

We., Jun 23 , 18:00 -21:00, DTN ⏻ CRN 20477

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**

Tu., Apr 29 - Jun 03, 18:30 -21:30, DTN ⏻ CRN 20466

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**

Th., May 01 - Jun 05, 18:30 -21:30, DTN ⏻ CRN 20561

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) $340**

Mo., Apr 28 - Jun 09, 18:30 -21:30, DTN ⏻ CRN 20562

ZONING + 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.

COURSE DESCRIPTIONS:

COMMERCIAL ZONINGS (BUSI 1324)

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

Mon + We., Apr 28 , 18:30 -21:30, DTN ⏻ CRN 20643

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)**

Scheduled in upcoming terms.

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)**

Scheduled in upcoming terms.

REGISTER ONLINE VCC.CA/CS

DESIGN + ARTS

VANCOUVER
COMMUNITY
COLLEGE

FASHION ARTS CERTIFICATE

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

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

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.

This 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.

Application deadlines: Feb. 15 for April start and May 31st for Sept start

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

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

REQUIRED COURSES:

Fashion Drawing (FASH 1101)

Block Construction (FASH 1102)

Sewing Techniques (FASH 1103)

Study Session (FASH 1106)

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)

Couture (FASH 2101)

Designer Patterns Draping (FASH 2102)

Collection Design (FASH 2103)

Textiles (FASH 2201)

Collection Toiles (FASH 2202)

Production Patterns Grading (FASH 2203)

Collection Portfolios (FASH 2301)

Fashion Visual Communication (FASH 2309)

Adv Collection Manufacture (FASH 1352)

Fashion Show Preparation (FASH 1353)

COURSE DESCRIPTIONS:

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. **Credit(s): 3.0**
Program admission required to register.

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. **Credit(s): 1.5**
Program admission required to register.

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. **Credit(s): 3.0**

Program admission required to register.

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. **Credit(s): 3.0 $338.00**

Program admission required to register.

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.
Credit(s): 3.0 $315.00

Program admission required to register.

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. **Credit(s): 3.0 $315.00**

Program admission required to register.

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. **Credit(s): 3.0**

We., Apr 09 - Jun 25, 18:30 -21:30, DTN ⌂ CRN 20218

TAILORING (FASH 1302)

Designers/pattern makers require a sound knowledge of all types of garment construction to design realistic garments and make accurate, well-fitting patterns. This course combines the study and practice of machine tailoring with that of hand tailoring, providing students with the link between mass production and haute couture methods of garment construction. **Credit(s): 3.0**

Tu., Apr 08 - Jun 24, 18:30 -21:30, DTN ⌂ CRN 20209

DESIGN DRAFTING- PRACTICE (FASH 1303)

Practical application of the principles and methods learned in Level Two Theory classes. Full-scale design/drafting exercises cover the basic adaptations and constructions in standard sizes. Students use standard Blocks to draft accurate flat patterns for their own designs in preparation for the Level Four Couture course. **Credit(s): 3.0**

Mo., Apr 07 - Jul 07, 18:30 -21:30, DTN ⌂ CRN 20211

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 practiced in the construction of the individual designs drafted in Level Three. Prerequisites: Tailoring (FASH 1302) and Design/Drafting Practical (FASH 1303), unless prior permission is granted **Credit(s): 3.0**

Scheduled in upcoming terms.

DESIGNER 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. **Credit(s): 3.0**

Scheduled in upcoming terms.

COLLECTION DESIGN (FASH 2103)

Learn how to design seasonal, theme, and specialist collections and explore the development of a clothing line. Emphasizing personal design interest and philosophy, students formulate ideas for their individual collections, culminating in the collection presented at the Graduate Fashion Show. **Credit(s): 3.0**

Scheduled in upcoming terms.

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 fibers and fabrics. Textile laws and regulations are covered. **Credit(s): 3.0 $315.00**

Scheduled in upcoming terms.

COLLECTION TOILES (FASH 2202)

Covers the production of patterns and toiles 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. **Credit(s): 3.0 $365.00**

Scheduled in upcoming terms.

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. **Credit(s): 1.5 $321.00**

Scheduled in upcoming terms.

COLLECTION PORTFOLIO (FASH 2301)

Students design & create a portfolio to showcase their individual collection. The portfolio consists of complete presentation fashion drawings, detailed flats, & fabric swatches. Prerequisite: completion of courses in the three specialty areas. **Credit(s): 3.0**

Th., Apr 10 - Jun 26, 18:30 -21:30, DTN ⌂ CRN 20205

FASHION VISUAL COMMUNICATION (FASH 2309)

Adobe Illustrator and Photoshop are tightly integrated to convey design ideals using technical drawings and terminology to specify proportion, style, and detail. Learn to transform hand-rendered illustrations using the toolbox and palettes, apply a variety of effects, fill selections, and use layers for composite images. **Credit(s): 3.0**

Tu., Apr 08 - Jun 24, 18:30 -21:30, DTN ⌂ CRN 20213

ADVANCED COLLECTION MANUFACTURE (FASH 1352)

With the focus on accurate correlation of design, to flat, to pattern, to construction method and on the necessity to meet deadlines in all areas of the industry; students develop time management and costing skills in the manufacture of the Collection. Prerequisite: completion of courses in all three specialty areas. **Credit(s): 3.0**

We., Apr 09 - Jun 25, 18:30 -21:30, DTN ⌂ CRN 20206

FASHION SHOW PREPARATION (FASH 1353)

These workshops provide practical experience in the planning and production of fashion shows. Each student plans, choreographs and presents a mini-collection of their designs in the Graduate Fashion Show. **Credit(s): 2.0**

We., Jun 18 - Jun 25, 18:30 -21:30, DTN ⌂ CRN 20204
Sa., Jul 26 , 9:00 -16:00, DTN

We., Aug 27 , 18:30 -21:30, DTN

FASHION ARTS DIPLOMA

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

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

The Fashion Arts Diploma is designed for those entering the fashion industry and for professionals looking to upgrade their skills. Courses are taught by industry-experienced instructors who possess excellent technical skills and are dedicated to fostering students' individual creativity.

This 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.

REQUIRED COURSES

Year One:

Block Construction (FASH 1102)

Introduction to Fashion (FASH 1110)

Computer Applications (FASH 1111)

Illustration + Design 1 (FASH 1112)

Costume History (FASH 1113)

Sewing Product Techniques (FASH 1114)

Fabric + Textile Studies (FASH 1115)

Illustration + Design 2 (FASH 1210)

Pattern Drafting Theory (FASH 1211)

Industrial Sewing Techniques (FASH 1212)

Technical Fashion Drawing 1 (FASH 1213)

Personal Block Construction (FASH 1214)

Fashion Marketing (FASH 1405)

Professional Practices 1 (FASH 1171)

Pattern Drafting Practical 1 (FASH 1310)

Tailoring Techniques (FASH 1311)

Collection Design 1 (FASH 1312)

Textile Surface Design + Lab (FASH 1313)

Technical Fashion Drawing 2 (FASH 1314)

Studio Lab A (FASH 1315)

Year Two:

Product Development (FASH 1252)

Draping Techniques (FASH 2110)

Designer Patterns + Toiles (FASH 2111)

Couture Sewing (FASH 2112)

Collection Design 2 (FASH 2113)

Computer Aided Drafting 1 (FASH 2114)

Pattern Drafting Practical 2 (FASH 2115)

Studio Lab B (FASH 2116)

Professional Practices 2 (FASH 1172)

Production Patterns Grading (FASH 2203)

Portfolio Design 1 (FASH 2210)

Integrated Visual Communication (FASH 2211)

Computer Aided Drafting 2 (FASH 2212)

Studio Lab C (FASH 2213)

Fashion Photoshop Applications (FASH 2214)

Adv. Fashion Show Prep (FASH 2303)

Collection Manufacture + Studio (FASH 2310)

Portfolio Design 2 (FASH 2312)

Studio Lab D (FASH 2313)

ELECTIVE COURSES

Fashion Arts Practicum (FASH 2401)

COURSE DESCRIPTIONS

BLOCK CONSTRUCTION (FASH 1102)

Drafting contemporary patterns requires an understanding of figure and fashion shapes. Students learn these fundamentals by constructing one set of Blocks (Slopers) in standard sizes for industrial pattern making, and another set in individual sizes for custom work. **Credit(s): 1.5**

Program Admission Required to Register

INTRODUCTION TO FASHION (FASH 1110)

Examines the apparel industry, including an introduction to the business of fashion, career paths, components of fashion, designers, and terminology. Students develop an appreciation for current fashion by studying historical references and ethnic/cultural influences. Students learn to identify garments as a whole and the design components that make up a garment. Silhouettes, construction techniques, specific elements, trims and details, accessories and textiles will be covered from a wide variety of resources. This is an essential course for fashion designers, merchandisers, retailers, and consumer who must understand and relate to other fashion professionals. **Credit(s): 1.5**

Program Admission Required to Register

COMPUTER APPLICATIONS (FASH 1111)

A comprehensive look at computer programs such as: Microsoft Word, Excel, Power point, Internet Explorer, Outlook, as well as Internet fundamentals. Topics such as basic networking, email systems, and newsgroups will also be covered. **Credit(s): 1.5**

Program Admission Required to Register

ILLUSTRATION AND DESIGN 1 (FASH 1112)

Drawing skills enable fashion designers to illustrate their work and execute accurate technical drawings for use by pattern makers and manufacturers. Students develop their skills and individual fashion drawing style by studying the elements and principles of design, anatomical and garment proportions, drawing from the fashion model, experimenting with a variety of media, and fabric rendering. Quality of finishing for final presentation of work is emphasized throughout. **Credit(s): 3**

Program Admission Required to Register

COSTUME HISTORY (FASH 1113)

A study of the evolution of Western fashion from the late Middle Ages to the 20th Century, arranged according to cultural and chronological changes. Changes in styles, fabrics, and colours are explored through audiovisual lectures from the perspective of film and theatre costume development and design. This course promotes research and provides design inspiration for students, who each complete an individual design project. **Credit(s): 2**

Program Admission Required to Register

SEWING PRODUCT TECHNIQUES (FASH 1114)

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. **Credit(s): 2**

Program Admission Required to Register

FABRIC AND TEXTILE STUDIES (FASH 1115)

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. **Credit(s): 2**

Program Admission Required to Register

PROFESSIONAL PRACTICES 1 (FASH 1171)

Explores career development and prepares students for seeking employment in the apparel industry. Topics include: writing cover letters and resumes for industry positions, interview procedures, leadership skills, and networking and mentoring aspects of career development. **Credit(s): 1.5**

Program Admission Required to Register

PROFESSIONAL PRACTICES 2 (FASH 1172)

A successful fashion business is built on a solid concept backed by market research and feasible financing. This course discusses the role of the designer/entrepreneur, apparel marketing/merchandising techniques, and the structure and organization of fashion-related businesses. The key elements of conceptualizing, launching, and operating a business venture are identified and students establish strategies for line development and individual business concepts. **Credit(s): 1.5**

Program Admission Required to Register

ILLUSTRATION AND DESIGN 2 (FASH 1210)

Students develop individual creativity and style in fashion design combined with a realistic approach to manufacture and sales potential. Topics include fabric rendering techniques, developing clothing lines for various industry areas, and presenting designs using flats and fashion drawings. **Credit(s): 1.5**

Program Admission Required to Register

PATTERN DRAFTING THEORY (FASH 1211)

This course provides the theoretical knowledge necessary for accurate flat pattern making, and 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. **Credit(s): 2**

Program Admission Required to Register

INDUSTRIAL SEWING TECHNIQUES (FASH 1212)

A study of industrial cutting and sewing methods provides the designer/pattern maker with the knowledge necessary for work in mass production. Several sample garments are produced using industrial construction methods and working at industrial speed, providing the student with the opportunity to develop skill in the use and care of industrial machines. **Credit(s): 2**

Program Admission Required to Register

TECHNICAL FASHION DRAWING 1 (FASH 1213)

An introduction to Adobe Illustrator, one of the most popular and powerful drawing software programs used by apparel companies for flats, fashion illustrations, and catalogue development. Students are taught the different types and uses of technical fashion drawing and learn to draw accurately by hand or computer to convey design ideas through technical drawings and terminology that specifies proportion, style, and detail. **Credit(s): 2**

Program Admission Required to Register

PERSONAL BLOCK CONSTRUCTION (FASH 1214)

Students draft a set of individual blocks. Students are given the opportunity to custom measure and fit the blocks for personal or custom clientèle, using the experience to understand the fit and silhouette of the drafts. **Credit(s): 1**

Program Admission Required to Register

PRODUCT DEVELOPMENT (FASH 1252)

Students study and apply brand building methods to a local mass market line, working in small groups to develop and choose appropriate fabrics, trim, graphics, labeling, and accessories to reinforce the brand. Students learn to brand on a "shoe-string" budget without advertising aids. **Credit(s): 1.5**

Program Admission Required to Register

PATTERN DRAFTING PRACTICAL 1 (FASH 1310)

Provides practical applications of the principles and methods learned in Level Two Theory classes. Full-scale design/drafting exercises cover the basic adaptations and constructions in standard sizes. Students use individual or standard sized Blocks to draft accurate flat patterns for their designs in preparation for the Level Four Couture course. **Credit(s): 2**

Program Admission Required to Register

TAILORING TECHNIQUES (FASH 1311)

Designing realistic garments and making accurate, well-fitting patterns requires a sound knowledge of all types of garment construction. This course combines the study and practice of machine tailoring with that of hand tailoring, providing students with a link between mass production and haute couture methods of garment construction. **Credit(s): 1.5**

Program Admission Required to Register

COLLECTION DESIGN 1 (FASH 1312)

Explores the development of clothing lines and designing seasonal, theme, and specialist collections. Individual and collaborative design projects emphasize continued awareness of current and developing trends, and development of presentation skills using flats, sketches, illustrations and storyboards. A focus on personal design interest and philosophy will inspire ideas for the student's individual designs, including the collection presented at their Graduate Fashion Show. **Credit(s): 1.5**

Program Admission Required to Register

TEXTILE SURFACE DESIGN + LAB (FASH 1313)

Students experiment with the manipulation of fabrics and textiles to create a variety of surface designs and textures. Methods include fiber-reactive dyes, discharge methods, fabric paints, water-based resists, photocopy transfers, foil, and silk screening, Shibori, and devore techniques. Students have the opportunity to explore and develop more advanced techniques in a final assignment. **Credit(s): 3**

Program Admission Required to Register

TECHNICAL FASHION DRAWING 2 (FASH 1314)

Students develop their skills through use of advanced fashion-specific Adobe Illustrator techniques. Projects include creating croquis templates, trim and stitch libraries, and catalogue development. **Credit(s): 2**

Program Admission Required to Register

STUDIO LAB A (FASH 1315)

At the end of their first year of study, students demonstrate their understanding of design drawing, pattern making, and garment construction techniques by working on individual assignments in the labs. Lab assistance is provided. **Credit(s): 1.5**

Program Admission Required to Register

FASHION MARKETING (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. **Credit(s): 1.5**

Program Admission Required to Register

DRAPING TECHNIQUES (FASH 2110)

Overview of 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 into a flat pattern. Skills developed include creating the basic bodice, cowl necklines, draped designs for skirts, and a variety of collars. **Credit(s): 1**

Program Admission Required to Register

DESIGNER PATTERNS AND TOILES (FASH 2111)

Covers the production of patterns and toiles in preparation for manufacturing a collection. Students learn 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 manufacture. **Credit(s): 2**

Program Admission Required to Register

COUTURE SEWING (FASH 2112)

Students develop skill in higher-level production methods and learn to fit and finish to perfection. Couture methods and custom fitting are practiced in the construction of the individual designs drafted in Level Three. **Credit(s): 2**

Program Admission Required to Register

COLLECTION DESIGN 2 (FASH 2113)

Explores the industrial realities of designing specific collections. An emphasis on personal design interest and philosophy helps students formulate ideas for their individual collections - including the collection presented at their Graduate Fashion Show. **Credit(s): 1.5**

Program Admission Required to Register

COMPUTER AIDED DRAFTING 1 (FASH 2114)

Introduction to the various CAD systems, terminology, and skills used in the apparel industry. Students learn to transfer their manual pattern drafting and manipulation skills to computer-based applications using the digitizing, plotting, and marker making process. Other topics include problem-solving skills for creating new styles, professional work habits, and interpersonal and time management skills. **Credit(s): 2**

Program Admission Required to Register

PATTERN DRAFTING PRACTICAL 2 (FASH 2115)

Students demonstrate and execute advanced pattern drafting skills by completing patterns for tailored jackets, and designs using the bra top block. All inner workings such as facing linings, pocketings, and foundation structures are covered. Drafting for knits will also be demonstrated. **Credit(s): 2**

Program Admission Required to Register

STUDIO LAB B (FASH 2116)

A second-year studio lab in which students demonstrate their understanding of design drawing, pattern making, and garment construction techniques by working on individual assignments. Lab assistance is provided. **Credit(s): 1.5**

Program Admission Required to Register

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. **Credit(s): 1.5**

Program Admission Required to Register

PORTFOLIO DESIGN 1 (FASH 2210)

Students complete presentation fashion drawings, detailed flats, and fabric swatches for their individual collection, assembling them in a portfolio for job application. Emphasis is on overall design and presentation of the collection portfolio, which highlights personal strengths, design philosophy and style, and creative, technical, and organizational skills. **Credit(s): 1.5**

Program Admission Required to Register

INTEGRATED VISUAL COMMUNICATION (FASH 2211)

Students explore graphic design through the production promotional materials for the graduate fashion show, which may include individual business cards, programs, hang tags, logos, labels, and press kits.

Program Admission Required to Register

COMPUTER AIDED DRAFTING 2 (FASH 2212)

Using a set of pictures or flats provided by the instructor, students interpret the flat/design, understand and identify the drafting concepts and challenges, and generate a series of complete production patterns, completely graded and including markers. Students also have the opportunity to work on their original designs. **Credit(s): 2**

Program Admission Required to Register

STUDIO LAB C (FASH 2213)

Near the end of the second year, students demonstrate their understanding of design drawing, pattern making, and garment construction techniques by working on individual assignments in the labs. Lab assistance is provided. **Credit(s): 1.5**

Program Admission Required to Register

FASHION PHOTOSHOP APPLICATIONS (FASH 2214)

An introduction to transforming hand-rendered illustrations using Photoshop. Topics include using the toolbox and palettes, applying effects, filling selections, using layers for composite images, making technical adjustments (colour corrections, tonal adjustments, filters, levels, and adjustment layers), and enhancing photos using masks, clipping groups, and fill layers. **Credit(s): 2**

Program Admission Required to Register

FASHION SHOW PREPARATION (FASH 2303)

These workshops provide practical experience in fashion show planning and production. Each student plans, choreographs, and presents a mini-collection of their designs in the Graduate Fashion Show. **Credit(s): 1**

Program Admission Required to Register

COLLECTION MANUFACTURE + STUDIO (FASH 2310)

Explores the translation of an idea from design to flat, to pattern, and to construction method. Students learn the importance of meeting deadlines in all areas of the industry, and are introduced to time management and costing skills in the manufacture of a collection. **Credit(s): 6**

Program Admission Required to Register

PORTFOLIO DESIGN 2 (FASH 2312)

Students design and create a promotional presentation for individual collections using materials such as digitally mastered portfolios, "look books", catalogues, and brochures. **Credit(s): 1.5**

Program Admission Required to Register

STUDIO LAB D (FASH 2313)

In the final semester, students demonstrate their understanding of design drawing, pattern making, and garment construction techniques by working on individual assignments in the labs. Lab assistance is provided. **Credit(s): 1.5**

Program Admission Required to Register

PRACTICUM (FASH 2401)

Eligible students can opt to enroll in a work-study placement with a local design/manufacturing company. Students will gain valuable industry experience and have the opportunity to develop their professional skills. **Credit(s): 2.0**

Program Admission Required to Register

FASHION ARTS SPECIALTY: NON CREDIT

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

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

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 enrollment.

No application required.

COURSE DESCRIPTIONS:

FABRIC SURFACE DESIGN (FASH 1166)

Using a variety of fiber arts and processes, explore colour, texture, pattern systems and two dimensional design, as well as the development of imagery and ideas. A technique diary is developed throughout the course for future reference. Please bring: 2" three ring binder, scissors/Exacto knife, ruler, glue and a selection of magazines (pop culture, design, architecture, fashion, nature, etc.). An additional supply list will be given at the first session. **(24 hours) $275**

Scheduled in upcoming terms

INTRODUCTION TO 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) $289**

Scheduled in upcoming terms

FASHION ILLUSTRATION (FASH 1150)

Improve your fashion illustration skills, update your drawing style and prepare a portfolio while learning the basics of fashion drawing and the variety of media involved. Render a variety of fabric, study the work of well-known illustrators and draw from a live model. Bring to first class: 18" x 24" newsprint sketch pad, black/brown conte crayon, 4B pencil. **(30 hours) $285**

Scheduled in upcoming terms

PERSONAL PATTERN MAKING (FASH 1191)

Learn to make patterns to your own measurements with accurate fit. Construct a set of men's or women's personal blocks (slopers), and learn to use them as the foundations for pattern manipulation and design. Bring to first class: mechanical pencil, eraser, flexible tape measure, 30 cm clear plastic ruler, and a three-ring binder. Come prepared to be measured; wear slim fitting clothing with usual undergarments. Fee includes pattern paper and fabric for fitting. **(30 hours). $342**

Sa., Apr 12 - Jun 28, 13:00 -16:00, DTN ⏱ CRN 20219

SEWING - BEGINNERS (FASH 1154)

Learn to use industrial sewing machines to practice 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**

Sa., Apr 12 - Jun 28, 9:00 -12:00, DTN ⏱ CRN 20203

ACTION SPORTS APPAREL INDUSTRY (FASH 1189)

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

Scheduled in upcoming terms.

ADOBE ILLUSTRATOR FOR FASHION 1 (FASH 1156)

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

Scheduled in upcoming terms.

ADOBE ILLUSTRATOR FOR FASHION 2 (FASH 1256)

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

Scheduled in upcoming terms.

ADOBE PHOTOSHOP FOR FASHION (FASH 1157)

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

Scheduled in upcoming terms.

BEGINNER SHOEMAKING LEVEL 1 (FASH 1193)

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

Scheduled in upcoming terms.

BOOT CAMP: FASHION DRAPING TEEN (FASH 1188)

Apply high fashion couture methods directly to a mannequin. Learn about fabric drape and body to manipulate, mould and shape fabric to create skirts and tops. Participants must be 13 - 18 years of age. No pattern making experience required. Course fee includes supplies. **Register for 2 boot camps save $100, register for 3 to save $150, and save $200 when registering for all 4. (20 hours)**

Scheduled in upcoming terms.

BOOT CAMP: FASHION STYLING TEEN (FASH 1182)

A fun and hands-on course! Learn to stylize looks for photo shoots, catalogues, commercials and fashion shows. Develop skills and techniques to provide art direction and explore a career in styling. Work in groups with a professional photographer to create "looks" for a photo shoot, and receive photos for your portfolio. Participants must be 13 - 18 years of age. **Register for 2 bootcamps save $100. (20 hours)**

Scheduled in upcoming terms.

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. (30 hours)

Scheduled in upcoming terms.

COUTURE DRAPING (FASH 1181)

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

Scheduled in upcoming terms.

DIGITAL TEXTILE DESIGN (FASH 1186)

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

Scheduled in upcoming terms.

DRESS FORM WORKSHOP (FASH 1163)

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

Scheduled in upcoming terms.

FASHION PRODUCTION MANAGEMENT (FASH 1184)

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

Scheduled in upcoming terms.

FASHION STYLING INTENSIVE (FASH 1185)

Explore stylizing looks for photo shoots for newspapers, catalogues, commercials, and fashion shows. Learn the skills and techniques necessary for a career in styling. This Non Credit course cannot be used for credit in the Fashion Merchandising Associate Certificate. **(20 hours)**

Scheduled in upcoming terms.

FASHION WRITING (FASH 1409)

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

Scheduled in upcoming terms.

KNITTING: BEGINNERS LEVEL 1 (FASH 1190)

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

Scheduled in upcoming terms.

MILLINERY (FASH 1162)

A hat frames your most important asset - your face! Learn the secrets of pattern drafting and use traditional materials to create a boater style hat and manipulate felt sheeting into an eye-catching cocktail hat. Bring to the first class: pencil or pen, ruler (Quilting Ruler preferred), dressmaking pins, tape measure, scissors and push pins. Fabric options for your cap will be discussed on the first night. **(18 hours)**

Scheduled in upcoming terms.

MILLINERY 2 (FASH 1168)

Explore the use of traditional materials to create modern, fun hats from fascinators and cocktails to sunhats and top hats. Learn to create your own unique hat pattern from scratch, and the art of draping fabrics over forms. FASH 1162 Millinery is not required to take this course. Please bring to first class: scissors, needle, thread, glue gun, fabrics of your choice, buttons and trims. **(18 hours)**

Scheduled in upcoming terms.

ONLINE MARKETING FOR DESIGNERS (FASH 1192)

This course focuses on empowering fashion designers on-line. Utilizing a variety of major web platforms on the internet today, such as blogging and Facebook, to help promote your fashion design business. **(30 hours)**

Scheduled in upcoming terms.

PATTERN MAKING: KNOCK OFF TECHNIQUES (FASH 1173)

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

Scheduled in upcoming terms.

FASHION MERCHANDISING ASSOCIATE CERTIFICATE

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

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

When you select a career in fashion merchandising, you enter the dynamic and fast-paced worlds of retail and wholesale marketing. Merchandisers are "people-persons" who have an eye for colour, a flair for fashion, and an aptitude for management.

On completion of the Fashion Merchandising Associate Certificate Program, graduates will be able to undertake different occupations. Examples include wholesale representatives, buyer, fashion consultant, promotional events coordinator, retail manager,

Grade 12 or equivalent (waived for mature students), ability to speak, read and write English clearly and correctly

REQUIRED COURSES:

Merchandising Fashion (FASH 1176)

Fashion Forecasting (FASH 1204)

History of Fashion (FASH 1301)

Fashion Retail Management (FASH 1401)

Retail Buying (FASH 1402)

Fashion Marketing and Promotion (FASH 1405)

Fashion Styling (FASH 1408)

Textiles (FASH 2201)

COURSE DESCRIPTIONS:

MERCHANDISING FASHION (FASH 1176)

From initial concept to consumer demand, students will explore the merchandising process. Topics include: trends, top designers, social influences on fashion, the necessity of higher-priced apparel, and the timing of fashion. This course is ideal for those who are 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. **Credit(s): 3.0**

Scheduled in upcoming terms.

FASHION FORECASTING (FASH 1204)

This course provides a general overview of the job of the fashion forecaster and the fashion forecasting process. How to differentiate between a trend and a fad, how to predict new fashion colours, popular fabrics, new styles, and upcoming trends. This is an important and essential course for the fashion designer, merchandiser, retailer, and the consumer. The structure of this class will consist of lectures, group discussions, projects, guest speakers, and presentations. All members of the class are expected to participate on a regular basis. **Credit(s): 3.0**

Th., Apr 03 - Jun 19, 18:30 -21:30, DTN ⌁ CRN 20215

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. **Credit(s): 3.0**

We., Apr 09 - Jun 25, 18:30 -21:30, DTN ⌁ CRN 20218

FASHION RETAIL MANAGEMENT (FASH 1401)

Focusing directly on the strategic issues facing Canadian fashion retailers, this course covers the challenges faced by retailers, , describe alternate ways to classify the retail structure, outline steps involved in strategic retail planning, explain the strategic dimensions of the location decision, and determine store layout and merchandise presentation. **Credit(s): 3.0**

Scheduled in upcoming terms.

RETAIL BUYING (FASH 1402)

Learn to effectively manage the planning and buying of appropriate merchandise for a retail department or boutique. This course emphasizes the coordination of the buyer's varied responsibilities, buying terminology, mathematical equations for retail buying, plan projections and stock planning, and domestic and foreign resources. **Credit(s): 3.0**

Scheduled in upcoming terms.

FASHION MARKETING (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. **Credit(s): 3.0 $321.00**

Scheduled in upcoming terms.

FASHION STYLING (FASH 1408)

The purpose of this course is to develop students' skills in the analysis and evaluation of fashion merchandise. The course builds upon the knowledge of textiles and introduces new concepts in mass production environments. The course is designed to provide students with the skills necessary to perform effectively as retail marketers and buyers or fashion product managers in a manufacturing/marketing environment. **Credit(s): 3.0**

Tu., Apr 01 - Jun 17, 18:30 -21:30, DTN ⌁ CRN 20212

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. **Credit(s): 3.0 $315.00**

Scheduled in upcoming terms.

REGISTER ONLINE
VCC.CA/CS

GEMMOLOGY: PART TIME + ACCELERATED PROGRAM

Program Coordinator: dhawrelko@vcc.ca
604.871.7000, ext. 8694

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

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.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Secondary school or equivalent (may be waived if students have work experience in jewellery or gemstones).

English language skills and comprehension.

COURSE DESCRIPTIONS:

GEMMOLOGY ACCELERATED PROGRAM (GEMM 1110)

The accelerated program contains the same courses as the part-time program. See the list of course descriptions below. **$5794**

M T W T, May20 - Aug27, 9:30 - 16:30, DTN ⌖ CRN 20132

PEARL GRADING + VALUATION LAB (GEMM 1158)

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

Sa., Apr 12 , 9:30 -16:30, DTN ⌖ CRN 20354

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**

Scheduled in upcoming terms

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**

Scheduled in upcoming terms

PRELIMINARY GEMMOLOGY EXAM REVIEW (GEMM 1102)

This is a Preliminary Year Gemmology review class which will prepare you for the writing of the Canadian Gemmological Association's Preliminary examination. You must have taken the CGA Preliminary Gemmology course and be familiar with the course notes. Registration is required. **(12 hours) $300**

We., May 14 - Jun 11, 18:30 -21:30, DTN ⌖ CRN 20222

ADVANCED 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)**

Scheduled in upcoming terms

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. **(4 hours)**

Scheduled in upcoming terms

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)**

Scheduled in upcoming terms

CRYSTALS AND CRYSTAL HEALING 1 (GEMM 1154)

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

Scheduled in upcoming terms

EVALUATION OF JADEITE JADE 1 (GEMM 1155)

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

Scheduled in upcoming terms

GEMMOLOGY PRACTICAL LAB (GEMM 2102)

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

Scheduled in upcoming terms

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).**

Scheduled in upcoming terms

HOW TO BUY DIAMONDS (GEMM 2136)

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

Scheduled in upcoming terms

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.

Scheduled in upcoming terms

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.

COURSE DESCRIPTIONS:

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 millimeter gauge + polishing cloth. Registration deadline seven days prior to first class. **(3 hours) $95**

Sa., Apr 05 , 13:00 -16:00, DTN ⁀ CRN 20360

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**

Mo., Apr 14 - Jun 09, 18:30 -21:30, DTN ⁀ CRN 20356
We., Apr 02 - May 21, 18:30 -21:30, DTN ⁀ CRN 20357

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**

Tu., Apr 01 - May 20, 18:30 -21:30, DTN ⁀ CRN 20358

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**

Th., Apr 10 - May 08, 18:30 -21:00, DTN ⁀ CRN 20361

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**

Th., Apr 03 - Apr 17, 18:30 -21:30, DTN ⁀ CRN 20365
Th., May 01 - May 08, 18:30 -21:30, DTN ⁀ CRN
Th., May 22 - Jun 05, 18:30 -21:30, DTN ⁀ CRN

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**

Sa., Apr 12 , 10:00 -16:00, DTN ⁀ CRN 20359

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)**

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)**

Scheduled in upcoming terms.

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)**

Scheduled in upcoming terms.

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).**

Scheduled in upcoming terms.

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)**

Scheduled in upcoming terms.

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)**

Scheduled in upcoming terms.

MODERN AND 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)**

Scheduled in upcoming terms.

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)**

Scheduled in upcoming terms.

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.

Scheduled in upcoming terms.

INTERIOR DESIGN CERTIFICATE

Program Coordinator: dhawrelko@vcc.ca
604.871.7000, ext. 8694

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

The Interior Design Certificate prepares students for a variety of roles within the Interior design profession and industry. Students are challenged to recognize, recall and describe the elements and principles of design and to apply this information to the selection, arrangement and assembly of materials, finishes, textiles, colours and furnishings within residential interior spaces. Successful completion of the Interior Design Certificate enables graduates to enter the Kitchen and Bath Design program.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

This program is open to individuals who wish to take one or more courses. Intention to complete the Certificate is not a requirement for entry. Individuals must have Grade 12 level English (C+) or the equivalent.

REQUIRED COURSES:

Design Basics (INTD 1305)

Basic Drafting Concepts (INTD 1310)

Design Drawing (INTD 1315)

Colour Theory and Application (INTD 1320)

History of Furniture (INTD 1325)

Materials + Finishes (INTD 1330)

Textiles (INTD 1335)

Design Today (INTD 1340)

Lighting (INTD 1345)

AutoCAD for Interior Designers (INTD 1350)

Residential Design (INTD 1355)

Design for Small Spaces (INTD 1360)

Design Specifications (INTD 1365)

Presentation (INTD 1370)

COURSE DESCRIPTIONS:

DESIGN BASICS (INTD 1305)

Introduction to the practice of Interior design. Through lecture, research, in class discussion and assignments students will be exposed to: Design Theory, Process, Concept development, Principles and Elements of Design (and the practical application of these principles and elements). Students will predict and discover design challenges and develop design problem solving methods. Current space planning techniques will be addressed as well as consideration of sustainable practices. **Credit(s): 3.0 $417.00**

We., Apr 09 - Jun 25, 18:30 -21:30, DTN ⏱ CRN 20379

BASIC DRAFTING CONCEPTS (INTD 1310)

This course will address the basic principles of drafting especially as it applies to the field of Interior Design. Students will learn the correct use the drafting instruments, conventions, scales and lettering. Through careful observation and weekly assignments students will learn to read and draw drafted floor plans, sections and elevations. Architectural lettering styles, materials, millwork, 3D drawing (obliques), and reflected ceiling plans will be demonstrated and practiced. The importance of exacting line weights and architectural symbols will be emphasized. **Credit(s): 3.0 $417.00**

Th., Apr 10 - Jun 26, 18:30 -21:30, DTN ⏱ CRN 20376

DESIGN DRAWING (INTD 1315)

Students will develop drawing abilities and skills through the practice of specific drawing exercises. These drawing exercises encourage discovery and analysis of the built environment, especially as it applies to Interior spaces. Drawing is both a tool of understanding and of communicating. Focus will be upon developing skills in manipulating line, form, space, volume, proportion and tonal value in order to both understand and explain design concepts. Introduction of one point, two point, and atmospheric perspective will help students to express, modify and adjust design concepts as well as summarize, evaluate and explain them. Drawing mediums (primarily black and white) include pencil, ink, felt pen, charcoal, pastels and conte crayon. **Credit(s): 3.0 $417**

Tu., Apr 08 - Jun 24, 18:30 -21:30, DTN ⏱ CRN 20564

COLOUR THEORY AND APPLICATION (INTD 1320)

During this course, students will develop a greater awareness of the role of colour in our lives. Emphasis will be primarily on the built environment both interior and exterior, but also will include products, fixtures and furnishings. Students will learn to recognize colour undertones and predict + explain effects created by colour as well as the ability to compare, create and design colour schemes in response to specific concepts of character, mood and criteria. **Credit(s): 2.0**

Scheduled in upcoming terms

HISTORY OF FURNITURE (INTD 1325)

Through slide presentations, discussion, research and lectures students will learn the essential information and background required to identify and distinguish a variety of furniture styles. Beginning with the Classics through to the 21st century the periods studied 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. **Credit(s): 3.0 $417.00**

Sa., Apr 12 - Jun 21, 9:00 -13:00, DTN ⏱ CRN 20566

MATERIALS + FINISHES (INTD 1330)

Students are introduced to a variety of interior finishes including: wood, furniture, flooring, carpet, tile, stone, glass metal and plastics. Through lecture, in class discussion, field visits and research, students will learn origin, characteristics, installation procedures, maintenance and typical usage of these interior design materials. **Credit(s): 2.0 $300.00**

Sa., Apr 12 - Jun 14, 13:00 -16:00, DTN ⏱ CRN 20565

TEXTILES (INTD 1335)

Students will learn to recognize and distinguish various textiles used in Interior spaces. Draperies, fabric shades and upholstery fabrics will be analyzed, compared and assessed. Students will learn to read and evaluate various specifications of textiles and the impact these variables may have on an interior project. The class will examine the delicate balance between aesthetics, functionality and economics required for any textile project. Students will study in detail weaving methods and fabrication of textiles so that a link can be made between the specified and the finished product. Vocabulary associated with textiles will be thoroughly discussed and interpreted preparing the student to make informed choices when in professional practice. **Credit(s): 2.0 $300.00**

Scheduled in upcoming terms

DESIGN TODAY (INTD 1340)

Through guided discussions, digital media, student led seminars and research assignments, students will explore current influences shaping the world of Interior design. Students will become familiar with the Interior design profession, designers ideologies and related employment opportunities within the industry. Presentation and communication skills will be practiced as well as the necessary and important collaboration crucial to success within this field. **Credit(s): 2.0 $300.00**

Scheduled in upcoming terms

LIGHTING (INTD 1345)

Lighting plays a significant role in determining the comfort and beauty of any space. Examine light sources and fixtures for their functional, aesthetic, psychological, environmental and economic qualities. Identify and apply principles of lighting design including: lighting criteria, calculations, planning and layout. Through lecture, field trip, guest speaker and lighting lab visit recognize conditions that affect seeing and learn to develop a lighting design. **Credit(s): 3.0 $417.00**

Th., Apr 10 - Jun 26, 18:30 -21:30, DTN ⏱ CRN 20642

AUTOCAD FOR INTERIOR DESIGNERS (INTD 1350)

Through demonstrations, practical application and discussions and by using the current release of AutoCAD, students will become familiar with the basic commands necessary to complete a full set of plotted working drawings. Students will construct a residential floor plan using lines, curves, blocks and text. Students will be guided through all the necessary steps to create and print a professional working drawing set through the use of computer aided drafting (CAD). **Credit(s): 3.0 $417.00**

Th., Apr 10 - Jun 26, 18:30 -21:30, DTN ⏱ CRN 20374

RESIDENTIAL DESIGN (INTD 1355)

Through guided discussion, research and drawing students will produce plans for a complete home (from kitchen through utility room to home office), This course will touch upon all aspects of Residential Interior Design. Students will apply learned skills from drafting, design theory and research to examine all areas of a complete residence. From identifying structural elements of wood frame and concrete construction to producing plans, elevations and perspectives of a complete residence, students will be challenged to: evaluate client requirements; create furniture plans, block, and bubble diagrams; complete specification binders and materials boards; and to explain programming documents. **Credit(s): 3.0 $417.00**

Scheduled in upcoming terms

DESIGN FOR SMALL SPACES (INTD 1360)

Through lecture, discussion and demonstration this course prepares students for the practical reality of residential design of small urban spaces. Students will analyze small spaces to formulate ways in which to add value and extract every inch of usable space. Course content will focus upon millwork and custom furniture solutions as well as the effects of colour, light, materials and finishes, on volumes of space. Current trends in small space design will be examined, deconstructed and evaluated. Students will be challenged to maximize their space planning skills and creative thinking process. **Credit(s): 3.0 $417.00**

Tu., Apr 08 - Jun 23, 18:30 -21:30, DTN ⏱ CRN 20380

DESIGN SPECIFICATIONS (INTD 1365)

The ability to prepare detailed Interior design specifications is an invaluable asset and skill for Interior designers. Through lecture, research and assignments students will learn how to write finishes specifications employing the Master Format 2004 Construction Standards System. Focus will be upon preparing a full residential specification package from concept to completion while sourcing all materials. Students will learn to work within deadline constraints, decipher product codes and communicate effectively with the Trades as well as, how to evaluate bids, the bidding process, allowances, cost plus and stipulated cost systems. **Credit(s): 2.0 $300.00**

Th., Apr 10 - May 29, 18:30 -21:30, DTN ⏱ CRN 20563.

PRESENTATION (INTD 1370)

This course investigates both the tools and the many ways used by designers to illustrate and communicate Interior design concepts. The focus is upon the graphic presentation of concepts that meet the authentic needs of the client. Individual sessions will include lectures, demonstrations of techniques, collaborative learning and in-class assignments relating to the topic of instruction. Students will analyze, appraise and assemble professional presentation boards and massing models to present to an acting client. Communicative strategies will include both graphic presentation of ideas and concepts and professional, ethical and positive oral presentations. Students will develop a portfolio of hand drawn and coloured renderings using industry techniques to render materials and finishes and will be exposed to the capabilities of new and emerging sketching software. **Credit(s): 3.0 $417.00**

We., Apr 09 - Jun 25, 18:30 -21:30, DTN ⏱ CRN 20378

KITCHEN + BATH DESIGN DIPLOMA

Program Coordinator: dhawrelko@vcc.ca
604.871.7000, ext. 8694

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

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 and 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.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

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.

REQUIRED COURSES:

Basic Bathroom Design (INTD 2305)

Drafting 1 (INTD 2310)

Construction (INTD 2315)

Basic Kitchen Design (INTD 2320)

Drafting 2 (INTD 2325)

Kitchen/Bath Systems + Products (INTD 2330)

Advanced Kitchen and Bath Design (INTD 2335)

Drafting 3 (INTD 2340)

Project Management (INTD 2345)

Practicum (INTD 2399)

COURSE DESCRIPTIONS:

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. **Credit(s): 3.0**

Scheduled in upcoming terms.

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. **Credit(s): 3.0**

Scheduled in upcoming terms.

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. **Credit(s): 3.0**

Scheduled in upcoming terms.

BASIC KITCHEN DESIGN (INTD 2320)

Foundation of basic kitchen 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 kitchen design presentation. **Credit(s): 3.0 $417.00**

Scheduled in upcoming terms.

DRAFTING 2 (INTD 2325)

Introduction to intermediate techniques of drafting kitchen and bathroom floor plans using a CAD program. Commands include drawing, editing, and placement. Students draft complete floor plans with dimensions, and prepare rendered elevation drawings, isometric drawings, perspective drawings, and interior elevation drawings, including a CAD rendering of a project from Drafting 1. Students also develop material and presentation boards as well as cut-sheets and specifications. **Credit(s): 3.0 $417.00**

Scheduled in upcoming terms.

KITCHEN/BATH SYSTEMS + PRODUCTS (INTD 2330)

Introduction to the kitchen and bath products and systems industry. Discusses appropriate selection and placement of different fixtures, fittings, appliances, materials, finishes, appliances, and systems, considering client needs, budget, site conditions, and mechanical and structural constraints. Students research technical specifications according to NKBA guidelines and create documentation for presentation to the client. **Credit(s): 3.0 $417.00**

Scheduled in upcoming terms.

ADVANCED KITCHEN + BATH DESIGN (INTD 2335)

Further development of skills and knowledge of kitchen and bath design to prepare for careers in the industry. Refine research, client communication, and documentation skills while examining advanced elements of the design process including construction, drafting, and sustainability. Topics include detailed and complex floor plans, elevations, perspective drawings, research and design documentation, specification binders, program files, materials and finishes, and advanced digital and analogue design presentation. The course centres on a capstone project that incorporates all program learning. **Credit(s): 3.0 $417.00**

Tu., Apr 08 - Jun 24, 18:30 -21:30, DTN ⏻ CRN 20383.

DRAFTING 3 (INTD 2340)

Explores advanced applications of computer-aided drafting skills learned in INTD 2325. Introduces new techniques for universal and sustainable design and more complex techniques for the execution of floor plans, elevation drawings, dimensional drawings, and presentation and material boards. Topics include customization of cabinetry and layouts for kitchens, bathrooms, and secondary kitchen spaces such as beverage centres, laundry/utility rooms, closets, home offices, and entertainment centres. Students share their digital portfolio with industry professionals. **Credit(s): 3.0 $417.00**

Th., Apr 10 - Jun 26, 18:30 -21:30, DTN ⏻ CRN 20382

PROJECT MANAGEMENT (INTD 2345)

Learn to bring a client's vision to life through professional management of a kitchen and bath project. Key components include the sales cycle, cost control, price quotations, profit management, estimating, construction details, specification forms, scheduling, installation, and referral acquisition. Other topics include business planning, conflict resolution, customer service, and ethical conduct. **Credit(s): 3.0 $417.00**

Sa., Apr 12 and 26, 9:00 -12:00, DTN ⏻ CRN 20385

Sa., May 03, 10, 24, 31, 9:00 -12:00, DTN ⏻ CRN 20385

Sa., Jun 07, 14, 21, 9:00 -15:30, DTN ⏻ CRN 20385

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. **Credit(s): 3.0 $99.00**

M T W T F, Jun 30 - Jul 25, OFFSTE ⏻ CRN 20381

INTERIOR DESIGN: NON CREDIT

Program Coordinator: dhawrelko@vcc.ca
604.871.7000, ext. 8694

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

COURSE DESCRIPTIONS:

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**

Mo., Apr 14 - Jul 14, 17:30 -20:30, DTN ⏻ CRN 20304

SKETCHUP LEVEL 1 (CMPT 1703)

This introduction to SketchUp Make 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**

Sa., Apr 12 , 9:00 -17:00, DTN ⏻ CRN 20300

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**

Sa., Apr 26 , 9:00 -17:00, DTN ⏻ CRN 20301

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**

Sa., May 03 - May 10, 9:00 -16:00, DTN ⏻ CRN 20498

**REGISTER ONLINE
VCC.CA/CS**

MAKEUP ARTISTRY CERTIFICATE

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

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

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.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

ABE Intermediate or Grade 10 equivalent

REQUIRED COURSES:

Makeup Artistry Fundamentals (MKUP 1101)

Evening and Bridal Makeup (MKUP 1102)

Fashion + Photography Makeup (MKUP 1103)

Freelance + Career Development (MKUP 1104)

Choose one of the following elective courses:

Airbrush Makeup (MKUP 1105)

Theatrical Makeup (MKUP 1106)

Makeup for Film and TV (MKUP 1107)

COURSE DESCRIPTIONS:

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 day-time makeup wear. Requirement: The Make Up For Ever kit must be purchased on the first day of class for $680 (credit card only). **Credit(s): 1 $496.00**

Mo., Apr 07 - Jun 23, 18:00 -21:00, DTN ⚲ CRN 20575

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. **Credit(s): 1 $496.00**

Tu., Apr 01 - Jun 03, 18:00 -21:00, DTN ⚲ CRN 20576

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. **Credit(s): 1 $496.00**

Th., Apr 03 - Jun 05, 18:00 -21:00, DTN ⚲ CRN 20572

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. **Credit(s): .5 $208.00**

Sa., May 31 , 9:00 -17:00, DTN ⚲ CRN 20574

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. **Credit(s): 1 $496.00**

Tu., Apr 01 - Jun 03, 18:00 -21:00, DTN ⚲ CRN 20573

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. **Credit(s): 1**

Scheduled in upcoming terms

MAKEUP FOR FILM AND 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. **Credit(s): 1 $496.00**

We., Apr 02 - Jun 04, 18:00 -21:00, DTN ⚲ CRN 20577

MUSIC COURSE SERIES

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!

COURSE DESCRIPTIONS:

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)**

Scheduled in upcoming terms.

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**

Scheduled in upcoming terms.

PROPELLERHEADS 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**

Th., May 22 – Jun 19, 18:00 -21:00, DTN ⌁ CRN 20426

INTRODUCTION 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 song writing skills an asset. **(15 hours) $359**

Tu., May 20 - Jun 17, 18:00 -21:00, DTN ⌁ CRN 20425

INTRODUCTION 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**

Tu., Apr 22 - Jun 10, 18:00 -21:00, DTN ⌁ CRN 20515

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)**

Scheduled in upcoming terms.

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. Prerequisites: Basic computer skills an asset. **(15 hours)**

Scheduled in upcoming terms.

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) $475**

Th., May 01 - Jun 20, 18:00 -21:00, DTN ⌁ CRN 20516.

VANCOUVER COMMUNITY COLLEGE

ADDICTION COUNSELLING SKILLS CERTIFICATE

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

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

The Addiction Counselling Skills Certificate is intended for individuals who wish to work in the area of addiction and co-occurring disorders. It is designed for those who are entering the field, or are already employed and wish to upgrade their skills.

Planned by experienced educators and a professional advisory committee, this program is taught by experienced clinicians who emphasize the development of a theoretical framework and clinical skills.

Graduates of this program will acquire the theoretical framework and foundational skills and knowledge to work or continue to work in front line, support and counselling positions in the addiction/co-occurring disorders field. Students study theoretical approaches to counselling and/or human development and addiction and are given opportunities for clinical practice and learn a variety of delivery modalities. Students also complete courses in ethics and diversity training related to the counselling field.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Fluency in English: Grade 12 English (C+), or GED with C+ in English 12, or successful completion of a VCC ABE or ELA assessment test

Successful completion of Basic Counselling Skills CNSK 1401(C) or equivalent (as determined by program coordinator)

Relevant experience in the helping field (must include direct client contact) either paid or volunteer. If applicant is a volunteer, a minimum of 35 hours is required

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 must complete this check prior to admission and entry into the program. Practicum sites may require additional Criminal Record Checks and additional costs for these checks are the student's responsibility.

ENTRANCE COURSES:

Basic Counselling Skills (CNSK 1401)

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, and Counselling (CNSK 1407)

Family Systems - An Overview (CNSK 1409)

Assessment Practices - Addiction (CNSK 1411)

Personal and Professional Development (CNSK 1412)

Addiction and Human Behaviour (CNSK 1415)

Practicum: Volunteer (CNSK 1488) OR

Practicum: Employment (CNSK 1489)

COURSE DESCRIPTIONS:

BASIC COUNSELLING SKILLS (CNSK 1401)

This course is geared towards those interested in the field of counselling. Students are introduced to the foundational skills required for effective counselling and interviewing. Topics include counselling as a developmental process; the importance of self awareness; the role of the counselling relationship in effecting change; facilitation of client self exploration; the importance of counsellor empathy; appreciation of ethics, diversity and personal and professional development. An important focus of this course is to provide participants with experiential learning regarding the client-counsellor relationship. The course examines the nature and process of client-centred counselling; teaches skills foundational to most models of counselling and practice in a supervised setting.
Credit(s): 2.0 $462.00

Tu., Apr 08 - Jun 24, 18:15 -21:15, DTN CRN 20313
We., Apr 09 - Jun 25, 18:15 -21:15, DTN CRN 20314
Fr., Apr 11 - Jul 04, 9:15 -12:15, DTN CRN 20316
Tu, Th., Jul 08 - Aug 14, 18:15 -21:15, DTN CRN 20341
We, Fr., Jul 09 - Aug 15, 9:15 -12:15, DTN CRN 20342

FOUNDATIONS OF COUNSELLING (CNSK 1402)

Using a systemic perspective, this course provides students with the philosophical and practical skills needed to build a foundation of professional practice and is the cornerstone course of the certificate program. Content includes an orientation to the resources offered by Vancouver Community College, the skills of learning, self-awareness and the systemic nature of individual, family, and community interaction. Students will develop an understanding of self-reflective practice that will enhance their ability to make meaningful connections with others, both personally and professionally. Understanding the social determinants of health and how these impact counselling will be an important focus. Students will examine the role of counselling, all aspects of wellness and a variety of theoretical models that address diversity, mental illness and substance misuse and addiction.
Credit(s): 3.0 $584.00

Th., Apr 10 - Jun 26, 18:15 -21:30, DTN CRN 20320 AND
Sa., May 17 , 9:30 -16:30, DTN

THEORIES OF COUNSELLING (CNSK 1403)

The course is an overview of counselling and psychotherapy in terms of theory and practice. Focus is on the how, what, and why of the theories. Content includes major theories of counselling and the limitations and contributions each makes to the practice of counselling. The emphasis is on practice arising out of theory. Ethical considerations will also be discussed. We will look at the differences in goals and techniques and the associated views of human nature. Students will extract theory from experience, and experience from theory and will formulate and develop their own beliefs and approaches to counselling. Attention will be paid to the process of the class group to support learning and also to enhance the learning environment. Students may take Theories of Counselling (CNSK 1403) OR Lifespan Development (CNSK 1404) for credit. **Credit(s): 3.0 $584.00**

We., Apr 09 - Jun 25, 18:15 -21:30, DTN CRN 20322, AND

Sa., Apr 12 , 9:30 -16:30, DTN

LIFESPAN DEVELOPMENT (CNSK 1404)

This course introduces the theories, concepts, research methods, and findings relevant to the study of human development throughout the life-span. Major developmental theories and issues are presented. Emphasis is placed on the integration of life-span principles and concepts into individual social contexts. The effects of heredity and environment, and ethical issues surrounding development are also presented. Students may take Theories of Counselling (CNSK 1403) OR Lifespan Development (CNSK 1404) for credit. **Credit(s): 3.0 $584.00**

Th., Apr 10 - Jun 26, 🖥 CRN 20323

INDIVIDUAL COUNSELLING SKILLS - ADDICTION (CNSK 1406)

This course focuses on the skills of counselling individuals including the counselling relationship and the development of the counsellor. Students examine the skills and strategies involved in counselling specifically in area of addiction. Content areas build on those covered in Basic Counselling Skills and introduce the concept of Motivational Interviewing. 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. The central purpose of this course is to provide participants with experiential learning regarding the client-counsellor relationship and to analyze the issues that emerge from this work with a specific focus in the area of addiction. **Credit(s): 3.0 $584.00**

Mo., Apr 07 - Jun 30, 18:15 -21:30, DTN CRN 20326, AND

Sa., May 10 , 9:15 -12:30, DTN

DIVERSITY, CULTURE, + COUNSELLING (CNSK 1407)

This introductory course explores dimensions of diversity and increases knowledge and understanding of the cultural factors underlying client and counsellor behaviour and interventions. Participants will explore their own cultural values and belief systems and learn how these systems affect their relationship and interventions with clients. Participants will also increase their understanding of cultural transition, racial identity and sexual orientation identity development processes, and examine the role of race and culture on communication in the counselling context. Emphasis will be placed on integration of knowledge with personal awareness. **Credit(s): 1.0 $283.00**

Tu., Apr 08 - May 06, 18:15 -21:30, DTN CRN 20328, AND Sa., Apr 26 , 9:30 -16:15, DTN

Tu., May 13 - Jun 10, 18:15 -21:30, DTN CRN 20329, AND Sa., Jun 07 , 9:30 -16:15, DTN

GROUP COUNSELLING (CNSK 1408)

This course is designed to offer students a wide spectrum of both theoretical and experiential approaches to group work, focusing especially on core facilitation skills. Students will examine group dynamics and evolution, interpersonal relationships (e.g. conflicts, alliances and other structures), leadership styles, curriculum development, and the role of health and healing practices. Particular attention will be given to developing effective facilitation strategies through achieving greater self-awareness. Students will also learn about the emerging models of group work which focus on collaboration, community-building and creativity. **Credit(s): 3 $584.00**

Tu., Apr 08 - Jun 24, 18:15 -21:30, DTN CRN 20347, AND Sa., May 31 , 9:30 -16:30, DTN

FAMILY SYSTEMS - AN OVERVIEW (CNSK 1409)

This course examines supporting families using a systems perspective. Specific approaches to supporting families will be explored including family of origin and solution-focused counselling. Content areas include theoretical assumptions, family life cycle, parenting approaches, family violence, ethical issues, and counselling and support strategies. In addition, students will explore their own family experience and become aware of how their experience may impact the way they work with families. **Credit(s): 2.0 $372.00**

Th., Apr 10 - May 26, 18:15 -21:30, DTN CRN 20330, AND Sa., May 03 , 9:15 -16:30, DTN

Fr., Jul 04 - Aug 29, 18:15 -21:30, DTN CRN 20345

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, Culture and Counselling CNSK (1407) and Addiction and Human Behaviour (CNSK 1415). **Credit(s): 3.0 $584.00**

Mo., Apr 07 - Jun 30, 18:15 -21:30, DTN CRN 20333, AND Sa., May 10 , 9:15 -12:30, DTN

PERSONAL AND PROFESSIONAL DEVELOPMENT (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. Pre-requisites: Individual Counselling Skills-Addiction (CNSK 1406); Foundations of Counselling (CNSK 1402); and (completed or taken concurrently) Diversity, Culture and Counselling (CNSK 1407). **Credit(s): 2.0 $372.00**

Tu., Apr 08 - May 20, 18:15 -21:30, DTN CRN 20334, AND Sa., May 17 , 9:15 -16:30, DTN

Tu,Th., Jul 31-Aug 21, 14:00-17:15, DTN CRN 20344, AND Sa., Aug 16 , 9:15 -16:30, DTN

ADDICTION AND HUMAN BEHAVIOUR (CNSK 1415)

This survey course provides students with an overview of addictive substances and behaviours and the physiological and psychological effects on the body and mind. Students will review the functioning of the healthy brain and be introduced to the functioning of the brain damaged by addictive behaviour and trauma, how genetics and the environment contribute to the development of addictive behaviours, specific psychoactive drugs and concurrent disorders. Pre-requisite: Foundations of Counselling CNSK 1402. **Credit(s): 1.0 $283.00**

Th., May 01 -May 29, 18:15 -21:30, DTN CRN 20336, AND Sa., May 17 , 9:30 -16:15, DTN

We., Jul 02 - Jul 30, 18:15 -21:30, DTN CRN 20343, AND Sa., Jul 26 , 9:30 -16:15, DTN

PRACTICUM: VOLUNTEER (CNSK 1488)

The practicum provides an opportunity for students to master, integrate and display the knowledge and skills which have been taught during the classroom component of the Addictions or Community Counselling Skills Certificate. The practicum has two components: a workplace/agency setting and a classroom setting. At the workplace/agency setting, students under the direction of an approved supervisor counsel clients either individually or in a group setting, attend agency case conferences, and perform other related duties. The classroom component provides students an opportunity to demonstrate their classroom and practicum placement learning. Pre-requisite: Successful completion of all courses in the Addictions or the Community Counselling Skills Program. **Credit(s): 4.0 $485.00**

We., May 07, 21, 18:30 -21:30, DTN CRN 20340

We., Jun 04, 18, 18:30 -21:30, DTN CRN 20340

We., Jul 02, 16, 30, 18:30 -21:30, DTN CRN 20340

We., Aug 13, 27, 18:30 -21:30, DTN CRN 20340

PRACTICUM: EMPLOYMENT (CNSK 1489)

The practicum provides an opportunity for students to master, integrate and display the knowledge and skills which have been taught during the classroom component of the Addiction or Community Counselling Skills Certificate. The worksite practicum recognizes the knowledge and skills of students who are currently working in a social service, substance misuse or corrections agency and allows them to meet practicum course goals by integrating their knowledge and skills in a combination of graded classroom presentations and an evaluated skill based assignment. Pre-requisite: Successful completion of all required courses in the Addiction or the Community Counselling Skills Certificate Program. **Credit(s): 4.0 $485.00**

We., May 07, 21, 18:30 -21:30, DTN CRN 20339

We., Jun 04, 18 18:30 -21:30, DTN CRN 20339

We., Jul 02, 16, 30, 18:30 -21:30, DTN CRN 20339

We., Aug 13, 27, 18:30 -21:30, DTN CRN 20339

COMMUNITY COUNSELLING SKILLS CERTIFICATE

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

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

The Community Counselling Skills Certificate is designed for those who are entering the social service field, or are currently employed and wish to upgrade their skills. Combining theory and practical skills training, this program prepares students for the challenge of working with a spectrum of concerns including addictions and co-occurring disorders.

The Community Counselling Skills Certificate program is designed by experienced educators and a professional advisory committee. Instructors are experienced clinicians who emphasize the development of both a theoretical framework and clinical skills.

The required practicum component provides an opportunity to apply classroom training to real-life situations in an approved workplace.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Completion of Grade 12 English (C+), or GED with C+ in English 12, or successful completion of a VCC ABE or ELA assessment test

Successful completion of Basic Counselling Skills CNSK 1401(C) or equivalent. Equivalent credit is determined by the program coordinator

Relevant experience in the helping field (must include direct client contact) either paid or volunteer. If an applicant is a volunteer, a minimum of 35 hours is required.

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 must complete this check prior to admission and entry into the program. Practicum sites may require additional Criminal Record Checks and additional costs for these checks are the student's responsibility.

ENTRANCE COURSES:

Basic Counselling Skills (CNSK 1401)

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, and Counselling (CNSK 1407)

Family Systems - An Overview (CNSK 1409)

Assessment Practices - Community (CNSK 1410)

Personal + Professional Development (CNSK 1412)

Practicum: Employment (CNSK 1488) OR

Practicum: Volunteer (CNSK 1489)

ELECTIVE COURSES:

Aboriginal Counselling Skills (CNSK 1413)
or Vocational Counselling Skills (CNSK 1414)

COURSE DESCRIPTIONS:

BASIC COUNSELLING SKILLS (CNSK 1401)

This course is geared towards those interested in the field of counselling. Students are introduced to the foundational skills required for effective counselling and interviewing. Topics include counselling as a developmental process; the importance of self awareness; the role of the counselling relationship in effecting change; facilitation of client self exploration; the importance of counsellor empathy; appreciation of ethics, diversity and personal and professional development. An important focus of this course is to provide participants with experiential learning regarding the client-counsellor relationship. The course examines the nature and process of client-centred counselling; teaches skills foundational to most models of counselling and practice in a supervised setting.
Credit(s): 2.0 $462.00

Tu., Apr 08 - Jun 24, 18:15 -21:15, DTN CRN 20313
We., Apr 09 - Jun 25, 18:15 -21:15, DTN CRN 20314
Fr., Apr 11 - Jul 04, 9:15 -12:15, DTN CRN 20316
Tu, Th., Jul 08 - Aug 14, 18:15 -21:15, DTN CRN 20341
We, Fr., Jul 09 - Aug 15, 9:15 -12:15, DTN CRN 20342

FOUNDATIONS OF COUNSELLING (CNSK 1402)

Using a systemic perspective, this course provides students with the philosophical and practical skills needed to build a foundation of professional practice and is the cornerstone course of the certificate program. Content includes an orientation to the resources offered by Vancouver Community College, the skills of learning, self-awareness and the systemic nature of individual, family, and community interaction. Students will develop an understanding of self-reflective practice that will enhance their ability to make meaningful connections with others, both personally and professionally. Understanding the social determinants of health and how these impact counselling will be an important focus. Students will examine the role of counselling, all aspects of wellness & a variety of theoretical models that address diversity, mental illness & substance misuse and addiction. **Credit(s): 3.0 $584.00**

Th., Apr 10 - Jun 26, 18:15 -21:30, DTN CRN 20320, AND Sa., May 17 , 9:30 -16:30, DTN

THEORIES OF COUNSELLING (CNSK 1403)

The course is an overview of counselling and psychotherapy in terms of theory and practice. Focus is on the how, what, and why of the theories. Content includes major theories of counselling and the limitations and contributions each makes to the practice of counselling. The emphasis is on practice arising out of theory. Ethical considerations will also be discussed. We will look at the differences in goals and techniques and the associated views of human nature. Students will extract theory from experience, and experience from theory and will formulate and develop their own beliefs and approaches to counselling. Attention will be paid to the process of the class group to support learning and also to enhance the learning environment. Students may take Theories of Counselling (CNSK 1403) OR Lifespan Development (CNSK 1404) for credit. **Credit(s): 3.0 $584.00**

We., Apr 09 - Jun 25, 18:15 -21:30, DTN CRN 20322, AND Sa., Apr 12 , 9:30 -16:30, DTN

LIFESPAN DEVELOPMENT (CNSK 1404)

This course introduces the theories, concepts, research methods, and findings relevant to the study of human development throughout the life-span. Major developmental theories and issues are presented. Emphasis is placed on the integration of life-span principles and concepts into individual social contexts. The effects of heredity and environment, and ethical issues surrounding development are also presented. Students may take Theories of Counselling (CNSK 1403) OR Lifespan Development (CNSK 1404) for credit. **Credit(s): 3.0 $584.00**

Th., Apr 10 - Jun 26, 🖳 CRN 20323

INDIVIDUAL COUNSELLING 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. **Credit(s): 3.0 $584.00**

Tu., Apr 08 - Jun 24, 18:15 -21:30, DTN CRN 20325

DIVERSITY, CULTURE + COUNSELLING (CNSK 1407)

This introductory course explores dimensions of diversity and increases knowledge and understanding of the cultural factors underlying client and counsellor behaviour and interventions. Participants will explore their own cultural values and belief systems and learn how these systems affect their relationship and interventions with clients. Participants will also increase their understanding of cultural transition, racial identity and sexual orientation identity development processes, and examine the role of race and culture on communication in the counselling context. Emphasis will be placed on integration of knowledge with personal awareness. **Credit(s): 1.0 $283.00**

Tu., Apr 08 - May 06, 18:15 -21:30, DTN CRN 20328, AND Sa., Apr 26 , 9:30 -16:15, DTN

Tu., May 13 - Jun 10, 18:15 -21:30, DTN CRN 20329, AND Sa., Jun 07 , 9:30 -16:15, DTN

FAMILY SYSTEMS - AN OVERVIEW (CNSK 1409)

This course examines supporting families using a systems perspective. Specific approaches to supporting families will be explored including family of origin and solution-focused counselling. Content areas include theoretical assumptions, family life cycle, parenting approaches, family violence, ethical issues, and counselling and support strategies. In addition, students will explore their own family experience and become aware of how their experience may impact the way they work with families. **Credit(s): 2.0 $372.00**

Th., Apr 10 - May 26, 18:15 -21:30, DTN CRN 20330, AND Sa., May 03 , 9:15 -16:30, DTN

Fr., Jul 04 - Aug 29, 18:15 -21:30, DTN CRN 20345

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. Pre-requisites: Individual Counselling Skills-Community (CNSK 1405); Foundations of Counselling (CNSK 1402); and (completed or taken concurrently) Diversity, Cultural and Counselling (CNSK 1407). **Credit(s): 3.0 $584.00**

Mo., Apr 07 - Jun 30, 18:15 -21:30, DTN CRN 20332, AND Sa., May 10 , 9:15 -12:30, DTN

PERSONAL AND PROFESSIONAL DEVELOPMENT (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. Pre-requisites: Individual Counselling Skills-Community (CNSK 1405); Foundations of Counselling (CNSK 1402); and (completed or taken concurrently) Diversity, Culture and Counselling (CNSK 1407). **Credit(s): 2.0 $372.00**

Tu., Apr 08 - May 20, 18:15 -21:30, DTN CRN 20334, AND Sa., May 17 , 9:15 -16:30, DTN

Tu,Th., Jul 31-Aug 21, 14:00-17:15, DTN CRN 20344, AND Sa., Aug 16 , 9:15 -16:30, DTN

VOCATIONAL COUNSELLING SKILLS (CNSK 1414)

An overview of the knowledge and skills of vocational counselling, especially related to clients who face barriers. Explores career counselling theories, practical skills, resources, and strategies to help clients reach career goals. Content includes career counselling interview techniques, non-standardized skill assessment, vocational interests, skills, values, job placement strategies, and using labour market information. **Credit(s): 1.0 $283.00**

Th., Apr 10 - May 08, 18:15 -21:30, DTN CRN 20337, AND Sa., Apr 26 , 9:30 -16:15, DTN

REGISTER ONLINE VCC.CA/CS

COUNSELLING SKILLS: A YOUTH PERSPECTIVE (CNSK 1416)

Explores adolescence and the psychological, social, physical, and emotional factors accompanying the transition from childhood to adulthood. Students 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. **Credit(s): 1.0**

Th., May 08 - Jun 05, 18:15 -21:30, DTN CRN 20338, AND Sa., May 31 , 9:00 -16:15, DTN

PRACTICUM: VOLUNTEER (CNSK 1488)

The practicum provides an opportunity for students to master, integrate and display the knowledge and skills which have been taught during the classroom component of the Addictions or Community Counselling Skills Certificate. The practicum has two components: a workplace/agency setting and a classroom setting. At the workplace/agency setting, students under the direction of an approved supervisor counsel clients either individually or in a group setting, attend agency case conferences, and perform other related duties. The classroom component provides students an opportunity to demonstrate their classroom and practicum placement learning. Pre-requisite: Successful completion of all courses in the Addictions or the Community Counselling Skills Program. **Credit(s): 4.0 $485.00**

We., May 07, 21, 18:30 -21:30, DTN CRN 20340

We., Jun 04, 18, 18:30 -21:30, DTN CRN 20340

We., Jul 02, 16, 30, 18:30 -21:30, DTN CRN 20340

We., Aug 13, 27, 18:30 -21:30, DTN CRN 20340

PRACTICUM: EMPLOYMENT (CNSK 1489)

The practicum provides an opportunity for students to master, integrate and display the knowledge and skills which have been taught during the classroom component of the Addiction or Community Counselling Skills Certificate. The worksite practicum recognizes the knowledge and skills of students who are currently working in a social service, substance misuse or corrections agency and allows them to meet practicum course goals by integrating their knowledge and skills in a combination of graded classroom presentations and an evaluated skill based assignment. Pre-requisite: Successful completion of all required courses in the Addiction or the Community Counselling Skills Certificate Program. **Credit(s): 4.0 $485.00**

We., May 07, 21, 18:30 -21:30, DTN CRN 20339

We., Jun 04, 18, 18:30 -21:30, DTN CRN 20339

We., Jul 02, 16, 30, 18:30 -21:30, DTN CRN 20339

We., Aug 13, 27, 18:30 -21:30, DTN CRN 20339

EARLY CHILDHOOD CARE + EDUCATION CERTIFICATE

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

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

The purpose of the part-time Early Childhood Education and Care Program, offered through Continuing Studies, is to prepare graduates to work in licensed preschool and childcare centres with children three to five years of age. Our program offers students the knowledge and skills to provide high quality service for young children and their families.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Proof of GED or equivalent

Proof of B.C. Grade 12 English proficiency with a minimum 'C' or equivalent ELA test (145/200), VCC English 098 and 099 with 'B' grade or higher in Reading 0996 and Writing 0995, and the Listening + Speaking components of VCC's ELA with a score of 27/30 or higher, TOEFL Internet-based Reading, Writing and Listening components must total a minimum of 60; minimum Speaking component score of 26 (scores valid for one year), IELTS Academic Module overall score of 6.5 or higher with no band score less than 6.0 and a minimum score of 7.0 on the Speaking band (scores valid for one year)

19 years or older

Canadian citizen or Permanent Resident

Proof of a negative Tuberculosis skin test. If the skin test is positive, proof of a negative chest x-ray is required

Physician's Report (proof that individual is physically healthy, with stamina and emotional maturity to meet the demands of working with young children)

Minimum two written letters of reference indicating suitability for the program

Minimum of 40 hours volunteer/work experience in licensed daycare or preschool with written proof of hours on organization letterhead

Criminal Record Check required in accordance with the Criminal Records Review Act. All individuals who work with vulnerable adults and/or children must complete a Criminal Record Check

Successful interview with program staff based on criteria

COURSES:

Child Growth 1 (ECCE 1305)

Child Growth 2 (ECCE 1310)

Foundations in ECCE (ECCE 1301)

The Learning Child (ECCE 1307)

Guiding and Caring (ECCE 1311)

Language and Literature (ECCE 2308)

Creative Art (ECCE 2301)

Music and Movement (ECCE 2310)

Exploring Learning Environments (ECCE 2302)

Communications (ECCE 1303)

Ecology of Family (ECCE 2309)

Health, Safety and Nutrition (ECCE 2312)

Observing and Recording (ECCE 1304)

Integrated Program Planning 2 (ECCE 2304)

Field Study 1 (ECCE 1302)

Field Study 2 (ECCE 1306)

Field Study 3 (ECCE 1308)

Field Study 4 (ECCE 2303)

Field Study 5 (ECCE 2311)

Practicum 1 (ECCE 2305)

Practicum 2 (ECCE 2306)

Practicum 3 (ECCE 2307)

COURSE DESCRIPTIONS:

CHILD GROWTH 1 (ECCE 1305)

This course presents a comprehensive overview of human development from conception through five years of age with particular emphasis on the early childhood years. Course content focuses on current research, trends, and issues, and introduces students to the importance of observation and individual variations in the developmental process. **Credit(s): 2.0**

Scheduled in upcoming terms

CHILD GROWTH 2 (ECCE 1310)

This course presents a comprehensive overview of human development from six to twelve years of age with particular emphasis on middle childhood. Course content focuses on current research, trends and issues, and introduces students to the importance of observation and individual variations in the development process. **Credit(s): 2.0 $319**

Th., Apr 10 – Jun 26, 18:45 -21:45, DTN ⚓ CRN 20606
Sa., Jun 07, 10:00 -14:00, DTN ⚓ CRN

FOUNDATIONS IN ECCE (ECCE 1301)

This course provides an overview and introduction to the theories and practices of early childhood care and education profession. Key themes include: Types and terminology of child care services, The structure and organization of child care in BC, Historical figures and their contributions to the profession, Current research, trends and issues; the sociology of Canadian families, The role of the early childhood educator and an orientation to philosophy. Goals and objectives of quality early childhood programs.

Included in this course is Integrated Program Planning I which provides students an opportunity for to be "Active Observers" in a childcare centre.

This course also introduces three frameworks that are fundamental to ensuring an integrated approach to planning programs for young children. **Credit(s): 2.5**

Scheduled in upcoming terms.

THE LEARNING CHILD (ECCE 1307)

This course will focus on the attitudes, knowledge and skills needed for planning, implementing and promoting play-based learning for young children. **Credit(s): 2.0**

Scheduled in upcoming terms

GUIDING AND CARING (ECCE 1311)

This course introduces students to a variety of theoretical perspectives and positive approaches to guiding children's behavior, supporting self-esteem, and promoting their healthy emotional and social development. It focuses on best practices that ensure a positive and encouraging approach. **Credit(s): 2.0 $319**

Tu., Apr 08 – Jun 24, 18:45 -21:45, DTN ⏻ CRN 20607
Sa., May 03, 10:00 -14:00, DTN ⏻ CRN

LANGUAGE AND LITERATURE (ECCE 2308)

The purpose of this course is to introduce the attitudes, knowledge base, and skills for effectively integrating language and literature experiences in curriculum and program planning for young children. The course highlights the importance of understanding language acquisition, understanding of the process of additional language learning, and the provision of language rich learning environments. **Credit(s): 2.0**

Scheduled in upcoming terms

CREATIVE ARTS (ECCE 2301)

This course will introduce the attitudes, knowledge base, and skills for effectively integrating creative arts in the curriculum and program planning for young children. The course highlights the importance of a perspective that promotes a process-oriented, open-ended, and non-competitive approach. **Credit(s): 2.0**

Scheduled in upcoming terms

MUSIC AND MOVEMENT (ECCE 2310)

The purpose of this course is to introduce the attitudes, knowledge base and skills for effectively integrating creative movement, drama, dance and music in curriculum and program planning for young children. The course highlights the importance of these experiences to the development of positive self-concept, confidence, creativity and learning in all domains of growth and development. **Credit(s): 2.0 $319**

We., Apr 09 – Jun 25, 18:45 -21:45, DTN ⏻ CRN 20608
Sa., May 10, 10:00 -14:00, DTN ⏻ CRN

EXPLORING LEARNING ENVIRONMENTS (ECCE 2302)

The purpose of this course is to introduce the knowledge-base, and skills for effectively integrating physical, life, social sciences and pre-math skills into the curriculum and program planning for young children. **Credit(s): 2.0**

Scheduled in upcoming terms.

COMMUNICATIONS (ECCE 1303)

The purpose of this course is to identify and develop self-awareness, attitudes, knowledge base and skills for effective communication with adults and children. Personal growth, interpersonal skills mastery and communication theory are introduced as the cornerstone for facilitating positive relationships and enhancing effectiveness. Tools for building successful relationships with children, parents, coworkers, administrators and the broader community will be practiced and refined. **Credit(s): 1.0**

Scheduled in upcoming terms.

ECOLOGY OF THE FAMILY (ECCE 2309)

This course explores the attitudes, knowledge and skills for building positive relationships with families; planning for meaningful parent involvement and ensuring effective and appropriate links with community resources. The themes of family-centreed care, culturally sensitive care, inclusive practice and honouring diversity are highlighted. **Credit(s): 2.0**

Scheduled in upcoming terms

HEALTH, SAFETY AND NUTRITION (ECCE 2312)

The purpose of this course is to provide students with the knowledge and skills to establish and maintain healthy and safe environments for young children and to provide healthy and nutritious food. Key topics include prevention, universal precautions, working in partnership with families and community resources. **Credit(s): 2.0 $319**

Mo., Apr 07 – Jun 30, 18:45 -21:45, DTN ⏻ CRN 20610
Sa., May 24, 9:30 -17:30, DTN ⏻ CRN

OBSERVING AND RECORDING (ECCE 1304)

This course focuses on the critical role of observing and recording in programs for young children. Course content highlights the value of observing and recording in understanding child development as well as its role in assessing the design, responsiveness and quality of programs offered in our community. **Credit(s): 1.0**

Scheduled in upcoming terms.

INTEGRATED PROGRAM PLANNING 2 (ECCE 2304)

The purpose of this course is to consolidate best practices for program planning with young children. Students are provided with structured opportunities to integrate their classroom learning, with practical experience and to apply these to personal and professional goals. **Credit(s): 0.5**

Scheduled in upcoming terms.

FIELD STUDY 1 (ECCE 1302)

The purpose of this community-based observation is to broaden students' understanding of early childhood settings, to experience and reflect upon similarities and differences in these environments and to apply critical thinking skills and analyses in linking early childhood theory to practice. The course relates specifically to content in the Foundations course offerings in this given term. **Credit(s): 1.5**

Scheduled in upcoming terms.

FIELD STUDY 2 (ECCE 1306)

The purpose of this community-based observation is to broaden students' understanding of young children and to apply critical thinking skills and analyses in linking early childhood theory to practice. The course relates specifically to content in the Child Growth 1 course offerings in this given term. **Credit(s): 1.5 $57.00**

Scheduled in upcoming terms.

FIELD STUDY 3 (ECCE 1308)

The purpose of this community-based observation is to broaden students' understanding of early childhood settings, to experience and reflect upon similarities and differences in these environments and to apply critical thinking skills and analyses in linking early childhood theory to practice. The course relates specifically to content in the Learning Child course offerings in this given term. **Credit(s): 1.5**

Scheduled in upcoming terms.

FIELD STUDY 4 (ECCE 2303)

The purpose of this community-based observation is to broaden students' understanding of early childhood settings, to experience and reflect upon similarities and differences in these environments and to apply critical thinking skills and analyses in linking early childhood theory to practice. The focus relates specifically to content in Exploring Learning Environments offerings in this given term. **Credit(s): 1.5**

Scheduled in upcoming terms.

FIELD STUDIES 5 (ECCE 2311)

The purpose of this community-based observation is to broaden students' understanding of early childhood settings, to experience and reflect upon similarities and differences in these environments and to apply critical thinking skills and analyses in linking early childhood theory to practice. The focus relates specifically to content in the Music and Movement course in this given term. **Credit(s): 1.5 $56**

Apr 09 – Jun 25, OFFSTE ⌘ CRN 20609

PRACTICUM 1 (ECCE 2305)

This course offers the opportunity to participate in the role of "Active Observer" in a childcare centre. Observing and participating in program activities enables application of theories, concepts and principles of best early childhood education practice. **Credit(s): 4.0 $176**

Apr 01 OFS CRN 20594 | May 01 OFS CRN 20595

Jun 02 OFS CRN 20596 | Jul 01 OFS CRN 20597

PRACTICUM 2 (ECCE 2306)

This course builds on the experiential opportunities in Block Practicum 1. An expectation of growth in confidence, competency and techniques will be confirmed. **Credit(s): 4.0 $176**

Apr 01 OFS CRN 20598 | May 01 OFS CRN 20598

Jun 02 OFS CRN 20600 | Jul 01 OFS CRN 20601

PRACTICUM 3 (ECCE 2307)

This course builds on the experiential opportunities in Block Practicum 2. Students will extend their knowledge and participate as an "Assistant Teacher" in a licensed child care centre. An expectation of growth in confidence, competency and techniques will be confirmed. **Credit(s): 6.0 $197.00**

Apr 01 OFS CRN 20602 | May 01 OFS CRN 20603

Jun 02 OFS CRN 20604 | Jul 01 OFS CRN 20605

EARLY CHILDHOOD CARE + EDUCATION CERTIFICATE: POST BASIC INFANT + TODDLER

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

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

Provide quality training that meets the specialized needs of adult learners who wish to begin a career in Early Childhood Care and Education (ECCE) for infants and toddlers.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Canadian citizen or Permanent Resident

19 years or older

TB test

English comprehension and writing skills at Grade 12 level or equivalent ELA level.

BC ECE License to Practice

Criminal Records Check

REQUIRED COURSES:

Infant/Toddler Practicum 1 (ECCE 2204)

Infant/Toddler Practicum 2 (ECCE 2208)

Enhancing Family Relationships (ECCE 3102)

Childcare Administration (ECCE 3108)

Role of Caregiver (ECCE 2201)

Advanced Child Growth + Development (ECCE 3105)

Advanced Feild Studies (ECCE 3103)

Advanced Health, Safety, + Nutrition (ECCE 2207)

Professional Perspectives in Childcare (ECCE 3109)

COURSE DESCRIPTIONS:

ROLE OF THE CAREGIVER (ECCE 2201)

Focuses on the profession of caring and the best practices of quality childcare. Builds on students' prior knowledge, skills, and experience, highlighting the importance of self-reflective practice. **Credit(s): 3.0**

Scheduled in upcoming terms.

INFANT/TODDLER PRACTICUM 1 (ECCE 2204)

Provides opportunities for students to translate classroom-based theory into best practices through field placements in various infant and toddler settings. **Credit(s): 3.0 $120.00**

Mar 30 OFS CRN 20558

ADVANCED HEALTH, SAFETY + NUTRITION (ECCE 2207)

Expands students' knowledge of health, safety, and nutrition, focusing on the needs of children who require extra support. **Credit(s): 3.0 $299**

We., Apr 09 – Jun 11, 18:45 -21:45, DTN ⌁ CRN 20593
Sa., Jun 07, 9:30 -16:30, DTN

INFANT/TODDLER PRACTICUM 2 (ECCE 2208)

Provides opportunities for students to translate classroom-based theory into best practices through field placements in various infant and toddler settings. **Credit(s): 3.0 $120.00**

Mar 30 OFS CRN 20557

ADVANCED CHILD GROWTH + DEVELOPMENT (ECCE 3101)

Explores and develops issues that are central to children's growth and development. Focuses on contemporary research, topical themes, and the importance of critical analysis in the field. **Credit(s): 3.0**

Scheduled in upcoming terms.

ENHANCING FAMILY RELATIONSHIPS (ECCE 3102)

Develops effective approaches and strategies to building positive relationships with families and working through challenging situations. Strengthens students' confidence and competence in maximizing interactions that support the child, the family, and the program. **Credit(s): 3.0**

Scheduled in upcoming terms.

ADVANCED FIELD STUDIES (ECCE 3103)

Provides an opportunity to broaden understanding of childcare settings in order to identify similarities and differences between philosophical and practice issues. Also discusses how environmental elements contribute to quality care. **Credit(s): 3.0**

Scheduled in upcoming terms.

CHILDCARE ADMINISTRATION (ECCE 3108)

Explores the role of early childhood educators in effective management and administration of childcare programs. Focuses on the issues of leadership, policy development and implementation, human resources, and financial, legal, and governance issues. **Credit(s): 3.0**

Scheduled in upcoming terms.

PROFESSIONAL PERSPECTIVES IN CHILDCARE (ECCE 3109)

Highlights contemporary themes related to professionalism and professionalization in the early childhood field. Heightens students' awareness and understanding of professional expectations and current initiatives to bring enhanced respect and recognition to the sector. **Credit(s): 3.0**

Mo., Apr 07 – Jun 23, 18:45 -21:45, DTN ⌁ CRN 20541
Sa., Apr 26, 9:30 -16:30, DTN ⌁ CRN

EARLY CHILDHOOD CARE + EDUCATION CERTIFICATE: POST BASIC SPECIAL NEEDS

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

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

Provide quality training that meets the specialized needs of adult learners who wish to begin a career in Early Childhood Care and Education (ECCE) programs for children who have special needs.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Canadian citizen or Permanent Resident

19 years or older

TB test

English comprehension and writing skills at Grade 12 level

B.C. ECE License to Practice

Criminal Records Check

REQUIRED COURSES:

Enhancing Family Relationships (ECCE 3102)

Special Needs Practicum 1 (ECCE 3106)

Special Needs Practicum 2 (ECCE 3107)

Childcare Administration (ECCE 3108)

Role of Caregiver (ECCE 2201)

Advanced Childgrowth + Development (ECCE 3101)

Advanced Feild Studies (ECCE 3103)

Advanced Health, Safety, + Nutrition (ECCE 2207)

Professional Perspectives in Childcare (ECCE 3109)

COURSE DESCRIPTIONS:

ROLE OF THE CAREGIVER (ECCE 2201)

Focuses on the profession of caring and the best practices of quality childcare. Builds on students' prior knowledge, skills, and experience, highlighting the importance of self-reflective practice. **Credit(s): 3.0**

Scheduled in upcoming terms.

ADVANCED HEALTH, SAFETY + NUTRITION (ECCE 2207)

Expands students' knowledge of health, safety, and nutrition, focusing on the needs of children who require extra support. **Credit(s): 3.0 $299**

We., Apr 09 – Jun 11, 18:45 -21:45, DTN ⌁ CRN 20593
Sa., Jun 07, 9:30 -16:30, DTN

ADVANCED CHILD GROWTH AND DEVELOPMENT (ECCE 3101)

Explores and develops issues that are central to children's growth and development. Focuses on contemporary research, topical themes, and the importance of critical analysis in the field. **Credit(s): 3.0**

Scheduled in upcoming terms.

ENHANCING FAMILY RELATIONSHIPS (ECCE 3102)

Develops effective approaches and strategies to building positive relationships with families and working through challenging situations. **Credit(s): 3.0**

Scheduled in upcoming terms.

ADVANCED FIELD STUDIES (ECCE 3103)

Provides an opportunity to broaden understanding of childcare settings in order to identify similarities and differences between philosophical and practice issues. Also discusses how environmental elements contribute to quality care. **Credit(s): 3.0**

Scheduled in upcoming terms.

SPECIAL NEEDS PRACTICUM 1 (ECCE 3106)

Provides opportunities for students to translate classroom-based theory into best practices through field placements in various special needs settings. **Credit(s): 3.0 $129.00**

Apr 01 OFS CRN 20531 | May 01 OFS CRN 20532
Jun 02 OFS CRN 20533 | Jul 01 OFS CRN 20534

SPECIAL NEEDS PRACTICUM 2 (ECCE 3107)

Provides opportunities for students to translate classroom-based theory into best practices through field placements in various special needs settings. **Credit(s): 3.0 $129.00**

Apr 01 OFS CRN 20535 | May 01 OFS CRN 20536
Jun 02 OFS CRN 20537 | Jul 01 OFS CRN 20538

CHILDCARE ADMINISTRATION (ECCE 3108)

Explores the role of early childhood educators in effective management and administration of childcare programs. Focuses on the issues of leadership, policy development and implementation, human resources, and financial, legal, and governance issues. **Credit(s): 3.0**

Scheduled in upcoming terms.

PROFESSIONAL PERSPECTIVES IN CHILDCARE (ECCE 3109)

Highlights contemporary themes related to professionalism and professionalization in the early childhood field. Heightens students' awareness and understanding of professional expectations and current initiatives to bring enhanced respect and recognition to the sector. **Credit(s): 3.0**

Mo., Apr 07 – Jun 23, 18:45 -21:45, DTN ⌁ CRN 20541
Sa., Apr 26, 9:30 -16:30, DTN ⌁ CRN

ECCE: CONTINUING STUDY WORKSHOPS

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

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

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 Program Coordinator: Etovre Vese.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Proof of BC Grade 12 English proficiency or equivalent

High School graduation

19 years of age or older

A Canadian citizen or permanent resident of Canada

Physically healthy, with stamina and emotional maturity to meet the demands of working with young children

REQUIRED COURSES:

ECE Assistant Course: Health (ECCE 1176)

COURSE DESCRIPTIONS:

ECE ASSISTANT COURSE: HEALTH (ECCE 1176)

Gain basic knowledge and skills in this Health, Safety and Nutrition course to establish and maintain healthy and safe environments for young children. Topics include prevention, universal precautions, and working in partnership with families and community resources. **(36 hours) $310**

Th., Apr 24-Jun 12, 18:45-21:45, DTN ⌂ CRN 20528
Sa., May 10, 9:30-16:30, DTN ⌂ AND

Sa., Jun 07, 9:30-16:30, DTN ⌂ CRN 20528

FAMILY CHILD CARE: GOOD BEGINNINGS

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

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

Caring for a small group of children in your own home is a rewarding experience and meets a critical need for quality child care. Offered in partnership with BC Family Child Care Association, the 36 hour "Good Beginnings" course provides potential and current family child care providers with the attitudes, knowledge and skills to ensure a high quality experience for young children and their families.

Offered each fall and spring term, this course runs for ten evenings and one Saturday. While classroom attendance is recommended for Lower Mainland residents, a self-paced correspondence course is also offered for home study from September through June each year. Correspondence course fees include all materials and tutor support by telephone and/or e-mail. For further information, contact Program Assistant at 604.871.7000, ext. 8635.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Comfortable and confident in writing, reading and speaking English at Gr 10 level or equivalent.

Possess the physical health, stamina, emotional maturity and social ability to meet the demands of working with young children.

Canadian citizen or Permanent Resident of Canada

19 years of age or older.

REQUIRED COURSES:

Good Beginnings (ECCE 1202)

COURSE DESCRIPTIONS:

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. **$405**

Th., Apr 10-Jun 12, 18:45-21:45, DTN ⌂ CRN 20556
Sa., May 10, 9:00-16:00, DTN

FOODSAFE

Program Coordinator: csauve@vcc.ca 604.871.7000, ext. 8674

Program Assistant: rbennett@vcc.ca 604.871.7000, ext. 8672

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).

COURSE DESCRIPTIONS:

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**

Sa., Apr 12 , 9:00 -18:00, DTN ⌂ CRN 20429
Sa., Apr 26 , 9:00 -18:00, DTN ⌂ CRN 20430
Sa., May 10 , 9:00 -18:00, DTN ⌂ CRN 20431
Sa., May 24 , 9:00 -18:00, DTN ⌂ CRN 20432
Sa., Jun 07 , 9:00 -18:00, DTN ⌂ CRN 20433
Sa., Jun 21 , 9:00 -18:00, DTN ⌂ CRN 20434
Sa., Jul 05 , 9:00 -18:00, DTN ⌂ CRN 20435
Sa., Jul 19 , 9:00 -18:00, DTN ⌂ CRN 20436
Sa., Aug 16 , 9:00 -18:00, DTN ⌂ CRN 20438

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**

Scheduled in upcoming terms

HEALTH SPECIALTY

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

COURSE DESCRIPTIONS:

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). $271**

Th, Fr., Apr 24 - Apr 25, 9:00 -17:00, DTN CRN 20154

We, Th., May 14 - May 15, 9:00 -17:00, DTN CRN 20522

Mo, Tu., Jun 02 - Jun 03, 9:00 -17:00, DTN CRN 20523

Tu, We., Jun 24 - Jun 25, 9:00 -17:00, DTN CRN 20524

Fr, Sa., Jul 18 - Jul 19, 9:00 -17:00, DTN CRN 20525

Tu, We., Aug 12 - Aug 13, 9:00 -17:00, DTN CRN 20526

BONE AND JOINT CARE FOR HCW'S (HLTH 1397)

When caring for adults we often identify or are questioned about bone and joint issues. This course will provide you with the knowledge and skills to identify the risk factors and specific interventions for key issues. You will learn to work with and support the desired patient-partnership approach to Osteoporosis and Osteoarthritis care while assisting your patients to live well with their disease. **(7 hours) $150**

Sa., Jun 07 , 9:00 -17:00, DTN CRN 20587

SELF-CARE FOR THE CAREGIVER (HLTH 1398)

Whether you are a health-care professional, or are caring for a loved-one facing health challenges, caregiving can take a toll. Caregiver or compassion fatigue, and even burnout, can be brought on by the physical and emotional demands of care work. This course will explore practical tools and solutions for maintaining your own well-being while providing the best possible care. **(9 hours) $195**

Tu., May 27 - Jun 10, 18:00 -21:00, DTN CRN 20589

LPN CONTINUING STUDIES

These courses are specifically designed for LPNs or RNs 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.

COURSE DESCRIPTIONS:

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. **(7 hours) $274**

Mo., Apr 07 - Jun 30, OFFSTE CRN 20509

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**

Mo., Apr 07 - Jun 30, OFFSTE CRN 20527

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 $100, available at the VCC bookstore prior to first class. **(8 hours) $184**

Th., May 22 , 9:00 -18:00, BWY-B CRN 20505

Tu, We., Jun 10 - Jun 11, 17:30 -21:30, BWY-B, CRN 20506

Sa., Apr 12 , 9:00 -18:00, BWY-B CRN 20507

We., Jul 16 , 9:00 -18:00, BWY-B CRN 20582

Sa., Aug 09 , 9:00 -18:00, BWY-B CRN 20585

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 hrs) $184**

Mo., Apr 07 - Jun 30, OFFSTE CRN 20508

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) $271**

Scheduled in upcoming terms

FOOT CARE NURSING (HLTH 1197)

The Foot Care Nursing program is a 35-hour course providing basic and advanced education and training in the care of the middle-aged and elderly foot. This course includes 21 hours of didactic education and 14 hours of hands-on clinical experience. Students will typically work on 8-10 feet during the course (80-100 toes). In addition to education for providing basic and advanced foot care, the student will learn the basics of private practice nursing and operating a small business. Students receive a Statement of Completion and upon completion, may use the title "Advanced Foot Care Nurse". Supplies approximately $600, available at the VCC Bookstore. **(34 hours). $951**

Mo - Fri, May 12 - 16, DTN ⚲ CRN 20586

Mo - Fri, Jul 21 - 24, DTN ⚲ CRN 20588

MEDICAL DEVICE REPROCESSING TECHNICIAN CERTIFICATE

Program Coordinator: csauve@vcc.ca
604.871.7000, ext. 8674

Program Assistant: rbennett@vcc.ca
604.871.7000, ext. 8672

The Medical Device Reprocessing Certificate program prepares individuals for employment as beginning-level technicians in Medical Reprocessing Departments. The 11.5-week hospital-based program involves 105 hours in classroom and laboratory (weekdays 9:00am-4:30pm) and 315 hours in clinical (mornings, afternoons, and/or evenings). During the first five days, students attend classes and lab from 9:00am-4:30pm. During the second week and thereafter, students are generally in clinical four days a week and in class one day a week. This schedule may change based on room availability and facility and organizational space requirements.

The curriculum of this program is based on the principles of problem-based learning and apprenticeship. Students are introduced to the theoretical principals and concepts of medical device reprocessing through classroom lectures, group discussions, and demonstrations. Practical skills are developed by applying theoretical principles in a clinical setting under the guidance of an instructor.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

1. Proof of English Language Proficiency based on the following measures:

CLBPT or ABE assessment completed at the VCC Assessment Centre within one year of the application date:

ABE – minimum scores of 60 in Reading, 40-45 in Writing, and 061 on Writing Sample

CLBPT – minimum scores of 8 in Speaking, 7 in Listening, 7 in Reading, and 6 in Writing; or

ELA – Total score of 145/200, with minimum scores of 27 in speaking, 27 in listening, 16 in writing, and 50 in reading; or

IELTS – minimum score of 6.5 overall Academic Module, & a minimum of 7.0 on the Speaking Band

2. Grade 12 graduation, GED, post-secondary studies, or ICES (Basic Evaluation for Applicants whose educational documents are not from a Canadian or American institution).

3. Completion of Medical Terminology Course taken within five years of application date. If not taken at VCC, must be 30 hours in length with similar content from a recognized college or your District School Board.

4. Completion of Interpersonal Communication Skills Course taken within five years of application date. If not taken at VCC, must be 24 hrs in length with similar content from a recognized college.

ENTRANCE COURSES:

Interpersonal Communication Skills - Health (MSKL 1104)

Medical Terminology 1 (OACP 1108)

INTERPERSONAL COMMUNICATION SKILLS - 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. **Credit(s): 1.0 $351.00**

Sa., Apr 26 - May 24, 9:00 -16:00, DTN ⚲ CRN 20440
Sa., May 31 - Jun 21, 9:00 -16:00, DTN ⚲ CRN 20441
Sa., Jun 28 - Jul 19, 9:00 -16:00, DTN ⚲ CRN 20442

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. **Credit(s): 2.5 $217.00**

Tu., Apr 15 - Jun 17, 18:00 -21:00, DTN ⚲ CRN 20165
Tu., Apr 15 - Jun 17, 18:00 -21:00, DTN ⚲ CRN 20167

REQUIRED COURSES:

Medical Reprocessing Theory (MDRT 1101)

Medical Reprocessing Practicum (MDRT 1102)

COURSE DESCRIPTIONS:

MEDICAL REPROCESSING THEORY (MDRT 1101)

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 work flow, 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. **Credit(s): 6.0**

Scheduled in upcoming terms.

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. **Credit(s): 13.00**

Scheduled in upcoming terms.

HOSPITALITY

VANCOUVER COMMUNITY COLLEGE

REGISTER NOW 604.443.8484

BAKING + PASTRY ARTS: PART-TIME / NON-CREDIT

Program Coordinator: dhawrelko@vcc.ca
604.871.7000, ext. 8694

Program Assistant: rbennett@vcc.ca
604.871.7000, ext. 8672

Are you a professional seeking to upgrade your skills in the food industry? Or are you a "weekend gourmet" who admires the pastry world and wants to create professional desserts? Taught by industry professionals, these hands-on courses will let you reach these goals.

ELECTIVE COURSES:

Sugar Craft and Display (CUIS 1115)

Cake Making and Decorating (CUIS 1121)

Cake Making and Decorating 2 (CUIS 1137)

Sweet Tapas and Plated Desserts (CUIS 1149)

COURSE DESCRIPTIONS:

SUGAR CRAFT AND DISPLAY (CUIS 1115)

Learn the skill of cooking with sugar, sugar casting and sugar pulling. Make special occasion cake toppers from casting sugar, pulled sugar flowers and a pulled sugar basket with flowers. Tuition fee includes HST, cost of supplies and ingredients. **(15 hours) $311**

Mo., Apr 07 - May 12, 19:00 -22:00, DTN 🕓 CRN 20514

CAKE MAKING AND DECORATING (CUIS 1121)

Learn the fundamentals of cake decorating including decorating tools and techniques. Develop skills in making different types of meringues and tasty fillings using seasonal ingredients and complementary flavours. Tuition fee includes HST, cost of supplies and ingredients. **(15 hours) $311**

We., Apr 16 - May 14, 19:00 -22:00, DTN 🕓 CRN 20368

CAKE MAKING AND DECORATING 2 (CUIS 1137)

Work with rolled fondant and mousse cakes in this intermediate level course. Learn fondant flowers and borders, crimping, brush embroidery and painting on cakes as well as how to level, dowel and assemble multi-tiered cakes. Tuition fee includes HST, cost of supplies and ingredients. **(15 hours) $311**

We., May 21 - Jun 18, 19:00 -22:00, DTN 🕓 CRN 20367

SWEET TAPAS + PLATED DESSERTS (CUIS 1149)

In a world of ever changing trends, pastry is a craft of highly artistic skills. During this hands on pastry course, you will learn on how to make tapas style and plated desserts, blending French skills and new world flavors, yet playing around with old world classics. **(15 hours) $311**

Tu., Apr 01 - Apr 29, 18:30 -21:30, DTN 🕓 CRN 20590

TEA SOMMELIER

Program Coordinator: dhawrelko@vcc.ca
604.871.7000, ext. 8694

Program Assistant: rbennett@vcc.ca
604.871.7000, ext. 8672

Train to become a Tea Sommelier – a knowledgeable tea professional with a specialty in tea service. Learn tea procurement and storage, developing tea lists/menus, delivery of tea service, and training of staff. Tea Sommeliers prepare and suggest tea menus/lists to best complement food items while also working on the floor with customers. Ethical duties include working within the taste preference and budget parameters of customers.

ELECTIVE COURSES:

Menu Design-Pairing + Cooking (TSOM 1108)

Tea Sommelier - Introduction (TSOM 1101)

Tea Regions of the World (TSOM 1107)

The Business of Tea (TSOM 1109)

From the Bush to the Cup (TSOM 1105)

Tea Preparation + Consumption (TSOM 1106)

Tea Sensory Development + Eval (TSOM 1103)

Tea Types (TSOM 1104)

COURSE DESCRIPTIONS:

MENU DESIGN - PAIRING + COOKING (TSOM 1108)

Prerequisite: TSOM 1101. Explore the various nuances of using tea as an ingredient – cooking, baking, cocktails etc. In this course, you will understand the principals behind using tea beyond its traditional uses as well as how to pair tea with food and create the perfect tea menu. Tuition fee includes Tea Association membership fee. **(18 hours) $329.25**

Scheduled in upcoming terms.

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**

Th., Apr 24 - May 15, 18:30 -21:30, DTN 🕓 CRN 20370
Mo., Jul 07 – Jul 28, 18:30 – 21:30, DTN 🕓 CRN 20513

TEA REGIONS OF THE WORLD (TSOM 1107)

Prerequisite: TSOM 1101. Examine the principal tea-growing regions of the world. Develop an understanding of tea, its evolution and influence on culture and world events. Taste and evaluate teas from regions such as China, Japan, Sri Lanka, India, Africa and others. Tuition fee includes Tea Association membership fee. **(21 hours)**

Scheduled in upcoming terms.

THE BUSINESS OF TEA (TSOM 1109)

Prerequisite: TSOM 1101. This course will provide a look at the various layers that make up the tea industry - commodity trader and auctions, packers and retailers. Who are they, what do they do and what are the challenges faced in each sector. **(18 hours) $329.25**

Tues. April 08 – May 13 18:30 – 21:30 DTN CRN 20369

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)**

Scheduled in upcoming terms.

TEA PREPARATION + CONSUMPTION (TSOM 1106)

Prerequisite: TSOM 1101. Examine preparation and consumption habits of regions around the world such as China, Japan, Sri Lanka, India, Africa and more. Discover the health benefits of tea including myths and facts while tasting and evaluating teas representative of each region. Tuition fee includes Tea Association membership fee. **(18 hours) $329.25**

Tu., May 20 - Jun 24, 18:30 -21:30, DTN 🕓 CRN 20512

TEA SENSORY DEVELOPMENT AND EVALUATION (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)**

Scheduled in upcoming terms.

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**

Mo., Apr 28 - Jun 09, 18:30 -21:30, DTN 🕓 CRN 20511

LANGUAGES + WRITING

CREATIVE WRITING

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

Program Assistant: lboothby@vcc.ca
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:

Finding Your Writer's Voice (CWRI 1143)

Creativity Bootcamp (CWRI 1176)

A Novel Idea (CWRI 1171)

Short Fiction (CWRI 1163)

Screenplay Writing (CWRI 1169)

Intro to Creative Writing (CWRI 1174)

Advanced Screenplay Writing (CWRI 1175)

COURSE DESCRIPTIONS:

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. 18 hours) $199

Sa., Apr 26 - Jun 07, 10:00 -13:00, DTN ⌚ CRN 20459

A NOVEL IDEA (CWRI 1171)

Examine conflict, showing vs. telling and a "Major Dramatic Question". Create a polished first chapter, back-story and query letter to start the publication process. Course fee includes GST. **(18 hours) $199**

Mo., Apr 28 - Jun 09, 18:30 -21:30, DTN ⌚ CRN 20634

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. **(18 hours) $199**

Tu., Apr 22 - May 27, 18:00 -21:00, DTN ⌚ CRN 20633

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. **(18 hours) $199**

We., Apr 30 - Jun 04, 18:00 -21:00, DTN ⌚ CRN 20458

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. **(18 hours) $199**

We., Apr 30 - Jun 04, 18:30 -21:30, DTN ⌚ CRN 20445

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.

Prerequisites: CWRI 1168 Screenplay Writing, and a complete script and/or script treatment for either a feature screenplay or original TV series pilot script. **(18 hours) $199**

Th., May 01 - Jun 05, 18:30 -21:30, DTN ⌚ CRN 20462

INTRODUCTION 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. **(18 hours) $199**

Th., May 01 - Jun 05, 18:30 -21:30, DTN ⌚ CRN 20464

VANCOUVER COMMUNITY COLLEGE

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

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

Explore the world, or improve your business skills by learning a second, third, or fourth language. Study foreign languages and learn from experienced instructors who are trained in adult education. A certificate of completion will be issued to those who have reached 75% attendance. VCC currently offers Arabic, Cantonese, French, German, Italian, Japanese, Korean, Mandarin, and Spanish.

COURSE DESCRIPTIONS:

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**

Tu., Apr 15 - Jun 03, 18:30 -21:00, DTN ⚓ CRN 20406

ARABIC 2 (LANG 1119)
Further explore the Arabic language by developing listening and speaking skills with interactive activities. Build more vocabulary and understand the culture by studying communicative, situational, and cultural topics. Fee includes GST and text. **(20 hours) $192**

Scheduled in upcoming terms

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**

Mo., Apr 14 - Jun 16, 18:30 -21:00, DTN ⚓ CRN 20400

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**

Tu., Apr 15 - Jun 03, 18:30 -21:00, DTN ⚓ CRN 20413

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. Good for students who have completed Cantonese 2 or have an equivalent level of proficiency. Fee includes GST and text. **(20 hours) $192**

We., Apr 16 - Jun 04, 18:30 -21:00, DTN ⚓ CRN 20421

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**

Mo., Apr 14 - Jun 16, 18:30 -21:00, DTN ⚓ CRN 20392

Th., Apr 17 - Jun 05, 18:30 -21:00, DTN ⚓ CRN 20402

Sa., Apr 26 - Jun 21, 9:30 -12:00, DTN ⚓ CRN 20408

We., Apr 16 - Jun 04, 18:30 -21:00, DTN ⚓ CRN 20415

Tu., Apr 15 - Jun 03, 18:30 -21:00, DTN ⚓ CRN 20419

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**

Tu., Apr 15 - Jun 03, 18:30 -21:00, DTN ⚓ CRN 20394

Sa., Apr 26 - Jun 21, 12:45 -15:15, DTN ⚓ CRN 20409

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**

We., Apr 16 - Jun 04, 18:30 -21:00, DTN ⚓ CRN 20401

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**

We., Jun 11 - Jul 02, 18:30 -21:00, DTN ⚓ CRN 20411

FRENCH CULTURES + TRADITIONS (LANG 1144)
Learn more about the cultures and traditions of French speaking regions. Immerse yourself in the French-Canadian culture during classes. You will spend a session in a French restaurant and order your own dishes in French. **(16 hours) $168**

Mo., Apr 14 - Jun 16, 19:00 -21:00, DTN ⚓ CRN 20571

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**

We., Apr 16 - Jun 04, 18:30 -21:00, DTN ⚓ CRN 20420

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**

Th., Apr 17 - Jun 05, 18:30 -21:00, DTN ⚓ CRN 20424

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. Fees include GST. **(20 hours) $192**

We., Apr 16 - Jun 04, 18:30 -21:00, DTN ⚓ CRN 20397

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. Fees include GST **(20 hours) $192**

Th., Apr 17 - Jun 05, 18:30 -21:00, DTN ⚓ CRN 20416

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**

Tu., Apr 15 - Jun 03, 18:30 -21:00, DTN ⚓ CRN 20396

Sa., Apr 26 - Jun 21, 9:30 -12:00, DTN ⚓ CRN 20407

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**

We., Apr 16 - Jun 04, 18:30 -21:00, DTN ⚓ CRN 20398

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, this course is suitable for you. Fee includes GST and text. **(20 hours) $192**

Th., Apr 17 - Jun 05, 18:30 -21:00, DTN ⚓ CRN 20422

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**

Tu., Apr 15 - Jun 03, 18:30 -21:00, DTN ⚓ CRN 20403

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**

Th., Apr 17 - Jun 05, 18:30 -21:00, DTN ⚓ CRN 20418

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 "Great Wall Chinese Book 1" with CD is available at the Downtown Campus Bookstore. Fee includes GST **(20 hours) $192**

Mo., Apr 14 - Jun 16, 18:30 -21:00, DTN ⌂ CRN 20404

Sa., Apr 26 - Jun 21, 9:30 -12:00, DTN ⌂ CRN 20414

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**

Tu., Apr 15 - Jun 03, 18:30 -21:00, DTN ⌂ CRN 20405

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 available at Downtown Campus Bookstore. Fee includes GST **(20 hours) $192**

We., Apr 16 - Jun 04, 18:30 -21:00, DTN ⌂ CRN 20567

BUSINESS MANDARIN (LANG 1116)

An introductory course focuses on practical and work-related communication emphasizing pronunciation and conversation. Lessons include an explanation of customs and manners in doing business with native Mandarin speakers. The "Hanyu" phonetic system, grammar and sentence structure will also be covered. Fee includes GST. Text extra. **(20 hours) $192**

We., Apr 16 - Jun 04, 18:30 -21:00, DTN ⌂ CRN 20569

MANDARIN REALTY TRANSLATION (LANG 1173)

An introductory course focus on learning real estate terms in Mandarin. The "Hanyu" phonetic system supplemented by the four tones will be taught. Study terminologies commonly encountered in residential construction, decoration, furnishing as well as buying and selling properties. Fee includes GST. Text extra. **(20 hours) $238.**

Mo., Apr 14 - Jun 16, 18:30 -21:00, DTN ⌂ CRN 20630

FUN CHINESE CHARACTERS (LANG 1146)

An entry level to learn Chinese characters in a fun way. Study the general pattern in the creation and development of Chinese characters and apply the stroke order rules to help master the writing of characters efficiently. Fee includes GST and text. **(20 hours) $192**

Sa., Apr 26 - Jun 21, 10:00 -12:00, DTN ⌂ CRN 20629

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**

Tu., Apr 15 - Jun 03, 18:30 -21:00, DTN ⌂ CRN 20390

Sa., Apr 26 - Jun 21, 9:30 -12:00, DTN ⌂ CRN 20391

We., Apr 16 - Jun 04, 18:30 -21:00, DTN ⌂ CRN 20399

Mo., Apr 14 - Jun 16, 18:30 -21:00, DTN ⌂ CRN 20412

Th., Apr 17 - Jun 05, 18:30 -21:00, DTN ⌂ CRN 20417

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 available at the Downtown Campus Bookstore. Fee includes GST. **(20 hours) $192**

We., Apr 16 - Jun 04, 18:30 -21:00, DTN ⌂ CRN 20393

Sa., Apr 26 - Jun 21, 12:45 -15:15, DTN ⌂ CRN 20423

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. Fees include GST. **(20 hours) $192**

Mo., Apr 14 - Jun 16, 18:30 -21:00, DTN ⌂ CRN 20395

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. Required text available at the Downtown Campus Bookstore. Fee includes GST. **(10 hours) $100**

Tu., Jun 10 - Jul 08, 18:30 -21:00, DTN ⌂ CRN 20410

HISPANIC CULTURES + TRADITIONS (LANG 1145)

Learn more about the art, culture, and literature of Hispanic countries. Further explore the Hispanic heritage and contemporary culture. You will spend a session in a Spanish restaurant and order your own dishes in Spanish. Fees include GST. **(16 hours) $168**

Mo., Apr 14 - Jun 16, 19:00 -21:00, DTN ⌂ CRN 20570

VANCOUVER COMMUNITY COLLEGE

ACCOUNTING SOFTWARE

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

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

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.

COURSE DESCRIPTIONS:

QUICKBOOKS LEVEL 1 (CMPT 1362)

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/HST. 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. **(18 hours)** $359

Sa., Apr 12 - May 03, 9:00 -16:00, DTN ⚙ CRN 20497

QUICKBOOKS LEVEL 2 (CMPT 1363)

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. **(18 hours)** $359

Sa., May 10 - May 31, 9:00 -16:00, DTN ⚙ CRN 20500

SAGE 50 ACCOUNTING LEVEL 1 (CMPT 1366)

Learn to perform daily accounting tasks using Sage 50 Accounting, 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. **(18 hours)** $359

We., May 21 - Jun 25, 18:00 -21:00, DTN ⚙ CRN 20517

SAGE 50 ACCOUNTING LEVEL 2 (CMPT 1365)

Builds on the previous Sage 50 Accounting 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: Sage 50 Accounting Level 1 or equivalent. **(18 hours)** $359

We., Jul 02 - Aug 06, 18:00 -21:00, DTN ⚙ CRN 20503

BASIC COMPUTER SKILLS

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

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

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.

COURSE DESCRIPTIONS:

INTRODUCTION TO MAC (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

Sa., Apr 05 , 9:00 -16:00, DTN ⚙ CRN 20277

INTRODUCTION 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

Sa., May 10 , 9:00 -17:00, DTN ⚙ CRN 20247

**REGISTER ONLINE
VCC.CA/CS**

INTRODUCTION TO COMPUTERS + FILE MANAGEMENT (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**

Mo., Apr 14 - May 26, 18:00 -21:00, DTN ⌐ CRN 20235

WORD EXCEL POWER POINT (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 key Microsoft applications and examine communication between programs. 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**

We., Apr 16 - Jun 18, 18:00 -21:00, DTN ⌐ CRN 20256

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. 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**

Mo., Jun 02 - Jun 30, 18:00 -21:00, DTN ⌐ CRN 20236

Explore your creative side in our Non Credit digital art and music courses.

COURSE DESCRIPTIONS:

INTRODUCTION TO MOVIE MAKING (MACD 1148)

For those who want to learn how to make a movie but don't know where to begin! In this 5-day class you will learn the basics of story development, capturing footage with your digital recording device, and editing. Students will be given the option of working in groups to make a short film or individually to make a personal documentary (no more than 3 minutes long). Required supplies: Digital camera or recording device. Prerequisite: Basic knowledge of Mac is recommended. **(30 hours) $525**

Sa., Apr 26 - May 31, 9:00 -16:00, DTN ⌐ CRN 20428

INTRODUCTION TO BLENDER (MACD 1149)

In our increasingly media-rich world, 3D visual art is finding a growing number of exciting applications. Whether you are interested in web or graphic design, animation for TV, film, games, or advertisement, or simply interested in exploring your artistic capacity, this course is the perfect opportunity to expand your technical skillset into the third dimension. This course is intended to embark aspiring 3D artists in their process of learning to build 3D models, constructing simple rigs, lighting scenes, producing simple animations, and rendering a final image. This course uses Blender, a free, open-source 3D application which has been developed to be easily downloaded and run at the office or home for personal or commercial use. **(15 hours) $359**

We., May 21 - Jun 18, 18:00 -21:00, DTN ⌐ CRN 20499

PROPELLERHEADS REASON (MACD 1140)

See course description on page 41

Th., May 22 - Jun 19, 18:00 -21:00, DTN ⌐ CRN 20426

INTRODUCTION TO LOGIC PRO (MACD 1141)

See course description on page 41

Tu., May 20 - Jun 17, 18:00 -21:00, DTN ⌐ CRN 20425

ELECTIVE COURSES

To be scheduled in upcoming terms:

ONLINE PRESENCE FOR ARTISTS (CMPT 1440)

See course description on page 41

Scheduled in upcoming terms.

Develop your skills in a variety of drafting and design programs, including SketchUp, Auto-CAD, and Revit. Courses are Non Credit, no application required!

COURSE DESCRIPTIONS:

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: Bring textbook from downtown bookstore and USB stick to first class. Prerequisite: Basic knowledge of Windows, drafting fundamentals and geometry. **(18 hours). $405**

Tu., Apr 15 - May 20, 18:00 -21:00, DTN ⌐ CRN 20287

AUTOCAD LEVEL 2 (CMPT 1952)

Provides intermediate users with 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: Bring textbook from downtown bookstore and USB stick to first class. Prerequisite: AutoCAD Level 1. **(15 hours) $359**

Tu., May 27 - Jun 24, 18:00 -21:00, DTN ⌐ CRN 20288

SKETCHUP LEVEL 1 (CMPT 1703)

This introduction to SketchUp Make 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: None. Prerequisite: Basic knowledge of Windows. **(7 hours) $210**

Sa., Apr 12 , 9:00 -17:00, DTN ⌐ CRN 20300

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: None. Prerequisite: SketchUp Level 1 or equivalent **(7 hours) $210**

Sa., Apr 26 , 9:00 -17:00, DTN CRN 20301

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**

Sa., May 03 - May 10, 9:00 -16:00, DTN CRN 20498

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: Bring textbook from downtown bookstore and USB stick to first class. Prerequisite: Basic knowledge of Windows, prior drafting experience in a structural or architectural environment. **(36 hours) $607**

Mo., Apr 14 - Jul 14, 17:30 -20:30, DTN CRN 20304

REVIT - IT'S ALL IN THE FAMILY (CMPT 1251)

Learn the basic concepts of creating Revit families, including choosing the right family templates for the job, such as annotation families, tag families, detail item families, model families, and embedded families. Required supplies: None. Prerequisite: Basic knowledge of Revit is recommended. **(7 hours) $210**

Sa., May 10 , 9:00 -17:00, DTN CRN 20520

REVIT - STEEL FRAMING (CMPT 1250)

Utilize best practices, tips, and tricks for steel framing, including structural framing, trusses, straight columns, sloped columns, and beam systems. Required supplies: None. Prerequisite: Basic knowledge of Revit is recommended. **(7 hours) $210**

Sa., Apr 26 , 9:00 -17:00, DTN CRN 20518

REVIT - GRAPHICS (CMPT 1252)

Maximize your skills using graphics in Revit. Learn more about setting and overriding graphics, applying materials, viewing templates, and other tools such as visibility graphic overrides. Required supplies: None. Prerequisite: Basic knowledge of Revit is recommended. **(7 hours). $210**

Sa., May 24 , 9:00 -17:00, DTN CRN 20521

REVIT ARCHITECTURE ESSENTIALS (CMPT 1253)

Learn the basic tools and functionalities of this powerful Architectural design and documentation software. The aim of this training is to guide and enable students create full 3D architectural project models and set them up in working drawings. Required supplies: Please purchase textbook from downtown bookstore and bring a USB stick to the first class. Prerequisite: Basic knowledge of Windows, prior drafting experience in an architectural environment, an understanding of Architectural terminologies is an asset. **(36 hours) $607**

Mo., Apr 28 – Jun 09, 18:00 -21:00, DTN CRN 20504

We., Apr 30 – Jun 04, 18:00 -21:00, DTN CRN 20504

REVIT - SCHEDULES AND PARAMETERS (CMPT 1249)

Learn how to create schedules and use different parameter types in Revit. Core concepts include basic schedule creation, fields, filtering, sorting, formatting, graphics, calculated parameters, schedules for project management, shared parameters, project parameters, family parameters. Required supplies: None. Prerequisite: Basic knowledge of Revit is recommended. **(7 hours) $210**

Sa., Apr 05 , 9:00 -17:00, DTN CRN 20519

REVIT MANAGEMENT - 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).

Scheduled in upcoming terms.

NETWORKING TECHNOLOGY CERTIFICATE

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

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

The Networking Technology Certificate is intended for individuals who wish to develop their skills in information technology. It is designed for those who are entering this area, or for those already employed in the field who wish to upgrade their skills. Planned by experienced educators and a professional advisory committee, this program is taught by information technology professionals who emphasize the development of practical skills and their application in the field. Courses are aligned with several industry exams, giving students the opportunity to acquire relevant, industry-recognized certifications in addition to their VCC credential. Graduates of this program will acquire knowledge to work or continue to work in entry-level information technology positions in a variety of settings. Students learn through a combination of lectures and labs to gain hands-on experience. Students also complete a course in project management and develop a major working system through self-directed study.

Please note that, effective April 2014, the Networking Technology Diploma Program will be under review, therefore we will no longer be accepting applications from new students. For more information, please contact the Program Coordinator at esanders@vcc.ca

REQUIRED COURSES:

Students in the Certificate program must complete the following courses:

MTA Server Fundamentals (NETT 2113)

Project+ Management (NETT 2122)

Directive Studies (NETT 2206)

ELECTIVE COURSES:

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

MTA Networking Fundamentals (NETT 2104)

A+ Hardware (NETT 2119)

MCTS Active Directory (NETT 2107)

MTA Security Fundamentals (NETT 2105)

COURSE DESCRIPTIONS:

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) $571**

Mo., Apr 14 - Jun 30, 18:00 -21:00, DTN 🖰 CRN 20293

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)**

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)**

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)**

Scheduled in upcoming terms

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) $651**

We., Apr 16 - Jun 18, 18:00 -21:00, DTN 🖰 CRN 20291

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)**

Tu., Apr 15 - Jun 17, 18:00 -21:00, DTN 🖰 CRN 20350

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)**

Th., Apr 17 - Jun 19, 18:00 -21:00, DTN 🖰 CRN 20306

NETWORKING TECHNOLOGY: NON CREDIT ELECTIVES

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

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

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.

COURSE DESCRIPTIONS:

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)**

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)**

We., Apr 16 - Jun 18, 18:00 -21:00, DTN ⏱ CRN 20501

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)**

Scheduled in upcoming terms

OFFICE SOFTWARE

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

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

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!

COURSE DESCRIPTIONS:

EXCEL 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**

Sa., Apr 12 , 9:00 -17:00, DTN ⏱ CRN 20237

Sa., May 24 , 9:00 -17:00, DTN ⏱ CRN 20238

Sa., Jun 07 , 9:00 -17:00, DTN ⏱ CRN 20239

EXCEL 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**

Sa., May 03 , 9:00 -17:00, DTN ⏱ CRN 20241

Sa., Jun 14 , 9:00 -17:00, DTN ⏱ CRN 20242

EXCEL 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-totaling, 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**

Sa., Jun 21 , 9:00 -17:00, DTN ⏱ CRN 20243

WORD 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**

Sa., Apr 26 , 9:00 -17:00, DTN ⏱ CRN 20240

Sa., May 31 , 9:00 -17:00, DTN ⏱ CRN 20248

WORD 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**

Sa., May 24 , 9:00 -17:00, DTN ⏱ CRN 20244

WORD EXCEL POWER POINT (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 key Microsoft applications and examine communication between programs. 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**

We., Apr 16 - Jun 18, 18:00 -21:00, DTN ⌁ CRN 20256

POWER POINT 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**

Sa., Jun 07 , 9:00 -17:00, DTN ⌁ CRN 20246

ACCESS 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**

Sa., Apr 26 , 9:00 -17:00, DTN ⌁ CRN 20249

ACCESS 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**

Sa., May 10 , 9:00 -17:00, DTN ⌁ CRN 20245

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.

WEB + GRAPHIC DESIGN

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

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

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 (MACD) and PC (CMPT). Courses are Non Credit, no application required!

COURSE DESCRIPTIONS:

PHOTOSHOP LEVEL 1 (CMPT 1403)

Whether you are a designer, photographer, webmaster or beginner, Photoshop will make your images look great. Learn layer basics, image editing, and typographic design. Required supplies: Please bring a USB stick to class. Please purchase textbook from DTN Bookstore prior to course start date. Pre-requisite: HTML/CSS Level 1 or equivalent (recommended).

Th., Apr 17 - May 15, 18:00 -21:00, DTN ⌁ CRN 20252

PHOTOSHOP LEVEL 1 (MACD 1130)

From photography to web design, this course will help you master the basics of Photoshop. Learn how to use Photoshop for image editing, graphic design, digital painting, and typography. This course is perfect for those wanting to learn the basics of Photoshop as well as experienced students who enjoy learning different methods and concepts. Required supplies: Please purchase textbook from DTN bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: Basic knowledge of Mac. **(15 hours) $359**

Mo., Apr 14 - May 26, 18:00 -21:00, DTN ⌁ CRN 20282

PHOTOSHOP 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. Required supplies: Please purchase textbook from DTN bookstore prior to course start date. Please bring a USB stick to class .Prerequisite: Basic knowledge of Mac and Photoshop. **(15 hours) $359**

Mo., Jun 02 - Jun 30, 18:00 -21:00, DTN ⌁ CRN 20427

INDESIGN LEVEL 1 (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. Please purchase textbook from DTN bookstore prior to course start date. Prerequisite: Basic knowledge of Mac. **(15 hours) $359**

Tu., Apr 15 - May 13, 18:00 -21:00, DTN ⌁ CRN 20283

INDESIGN LEVEL 1 (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. 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. Bring textbook from downtown bookstore and USB stick to first class. Prerequisite: Basic knowledge of Windows. **(15 hours) $359**

We., Apr 16 - May 14, 18:00 -21:00, DTN ⌁ CRN 20257

INDESIGN 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. Bring textbook from downtown bookstore and USB stick to first class. Prerequisite: Basic Knowledge of InDesign. **(15 hours) $359**

We., May 21 - Jun 18, 18:00 -21:00, DTN ⌁ CRN 20260

ILLUSTRATOR LEVEL 1 (CMPT 1405)

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. Bring textbook from downtown bookstore and USB stick to first class. Prerequisite: Basic knowledge of Windows. **(15 hours) $359**

Mo., Apr 07 - May 12, 18:00 -21:00, DTN �️ CRN 20255

ILLUSTRATOR 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. Bring textbook from downtown bookstore and USB stick to first class. Prerequisite: Basic knowledge of Illustrator. **(15 hours) $359**

Mo., May 26 - Jun 23, 18:00 -21:00, DTN �️ CRN 20259

HTML/CSS LEVEL 1 (CMPT 1401)

An introduction to HTML and CSS web page coding and structure. Designed for students with no previous coding/programming experience. Learn how to 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. Topics include website planning, browser issues, structural mark up, creation of online forms and tables, and working with graphics. Ideal for individual users, small business owners, and employees of large organizations who want to acquire the skills and confidence to author and publish robust websites. Required supplies: None. Prerequisite: Basic knowledge of Windows. **(15 hours) $359**

Tu., Apr 15 - May 13, 18:00 -21:00, DTN �️ CRN 20250
Tu., May 20 - Jun 17, 18:00 -21:00, DTN �️ CRN 20310

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**

Th., May 22 - Jun 19, 18:00 -21:00, DTN �️ CRN 20263

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. Pre-requisite: Basic knowledge of Mac & Photoshop. No required supplies **(15 hours). $359**

Th., Apr 17 - May 15, 18:00 -21:00, DTN �️ CRN 20295

INTRO TO WORDPRESS (CMPT 1431)

An overview of working with the WordPress.com service, an industry-leading blog platform. Build and maintain a website or blog without coding knowledge. Topics include setting up an account, creating and customizing posts, setting up pages and menus, installing themes, widgets and available plug-ins. Ideal for those with little or no HTML knowledge who want to design and maintain a small business or personal website or blog. Required supplies: none. Prerequisite: Basic knowledge of Windows and web design is recommended. **$153**

Sa., May 10 , 9:00 -16:00, DTN �️ CRN 20640

WORDPRESS WEB DESIGN (CMPT 1430)

An overview working with the WordPress.org software, 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 who want to delve deeper into the use and configuration of WordPress to design and maintain small business or personal websites. Required supplies: Web Hosting, on which to install and configure your own copy of WordPress. Prerequisite: Introduction to WordPress (recommended). **(15 hours) $359**

We., May 21 - Jun 18, 18:00 -21:00, DTN �️ CRN 20261

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. Required supplies: None. Prerequisite: Basic knowledge of web design and HTML **(15 hours). $359**

Tu., May 20 - Jun 17, 18:00 -21:00, DTN �️ CRN 20258

DESIGNERS PORTFOLIO WORKSHOP (MACD 1144)

Develop your digital portfolio to highlight your best work to potential employers or to supplement your application for further study. Work with seasoned professionals to get your portfolio in great shape! **(15 hours)**

Scheduled in upcoming terms

DESIGNERS RESUME WORKSHOP (MACD 1145)

Learn what makes your resume stand out from the crowd in our one-day workshop, geared towards creative professionals in a variety of design fields. **(7 hours)**

Scheduled in upcoming terms

**REGISTER ONLINE
VCC.CA/CS**

5 WAYS TO REGISTER:

1: 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: 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 the 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.

Register Hours:
Mon - Thurs: 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 : 604.871.700, ext. 8335

PAYMENT + 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.

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.

VCC welcomes applications from Canadian citizens, permanent residents & international students.

ELIGIBILITY FOR DOMESTIC FEES:
The following prospective students are eligible for domestic fees:
a) Refugees (require a letter from the Department of Citizenship and Immigration Canada)

b) Foreign Live-in Caregiver (may only study for a maximum of 6 months on a part-time basis in "special interest" courses; require a work permit)

c) Dependent of a Canadian citizen (requires citizenship of spouse, marriage certificate; dependency must have been established for at least one year; requires a study permit).

All students who are not eligible for domestic fees are expected to pay international fees.

For more information, please refer to C.2.2 Eligibility for Domestic Fees, VCC/CA/DOMESTIC-FEES

INTERNATIONAL STUDENTS
International applicants who wish to study in programs longer than six months in length, must have a valid study permit. To learn more about requirements for your program of interest, how to apply, and international student fees and immigration requirements, please contact VCC's International Education office at: study@vcc.ca or 604-443-8600.

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.

CENTRE FOR CONTINUING STUDIES REFUND + 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 ___ / ___ / ___
                                              Month   Day   Year

SURNAME   GIVEN NAMES

ADDRESS   CITY/MUNICIPALITY   PROVINCE   POSTAL CODE

HOME PHONE   BUSINESS PHONE   E-MAIL

CITIZENSHIP / VISA TYPE   CITIZENSHIP / VISA IDENTIFICATION NUMBER   ISSUE DATE   EXPIRATION DATE

CITIZENSHIP COUNTRY   BIRTH COUNTRY   NATIVE LANGUAGE

	COURSE NAME	COURSE CODE	TUITION	START DATE	START TIME	LOCATION	CRN #
SAMPLE:	TORTS	LEGL 1204	$254	Th. May 1	18:30	DTN	CRN 20621
1							
2							
3							

METHOD OF PAYMENT		TOTAL $

CREDIT CARD ☐   VISA ☐   MASTERCARD ☐   AMERICAN EXPRESS ☐

CHEQUE ☐

MONEY ORDER ☐   _____
                     Name on card

FEE CREDIT ☐   _____   _____
                     Credit card account number   *Expiry date*

                     _____   _____
                     Signature   *Date*

VCC.CA

Go ahead. Get skilled.
...in COUNSELLING

VANCOUVER COMMUNITY COLLEGE

Register online vcc.ca/cs

VCC CONTINUING STUDIES

PHONE   604.443.8484
FAX   604.443.8393