SPRING 2016

Makeup Artistry
Explore our many
offerings at VCC

Makeup artist:
Melissa Arial

VCC.CA
CONTINUING STUDIES

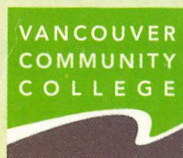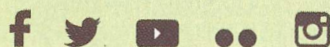vcc.ca/cs

VCC
INFO
NIGHT

APRIL 20   4-7 PM
BROADWAY CAMPUS
1120 E. 7th Ave.

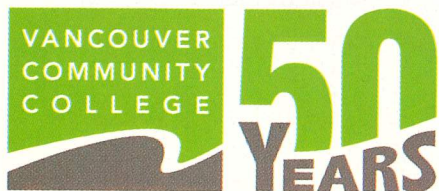**120 programs. 1 night. 50 years.
Everything you need to know.**

VCC.CA/**INFO**NIGHT

VANCOUVER
COMMUNITY
COLLEGE

50 YEARS

Delano Tamborini

**Alumnus and Instructor,
Tea Sommelier**

What is your current career?

I teach the Tea Sommelier program at VCC and am working on launching The Spirit of Tea, my business focused on developing tea-infused alcoholic beverages. I'm also Executive Director of the annual Vancouver Tea Festival, Western Canada's largest tea festival which will be held in November 2016.

Can you share an interesting thing (or two) about your journey to reach this moment in your career?

After spending most of the 2000s accumulating degrees and diplomas and traveling the world, I found when it came time to settle upon a career, I was having difficulty doing so. Then a simple thought began to captivate me: What if I chose something I was passionate about and then worked at making it a career? I had always loved tea and figured if I immersed myself in learning more about it - starting with VCC's Tea Sommelier program - it would take me somewhere I couldn't even imagine. And it has!

What was the best part about studying at VCC?

The great people I met during my studies and the warm, welcoming, and supportive atmosphere the college creates. The faculty and staff genuinely care about students, and I never once felt like I was just a number.

What is the best tea you have ever tasted?

I tasted an astounding sheng pu'er made by the Haixintang workshop, a tiny and not widely known pu'er producer in Yunnan, China (where all true pu'er comes from). The leaves of this pu'er were harvested from an area near the village of Lao Ban Zhang, the most renowned origin in China for pu'er. And the tea was out of this world! I drink quantities of pu'er most people would find difficult to comprehend!

What is your best piece of advice for someone starting out in this industry?

Don't be afraid to be a trailblazer. There may not always be a roadmap for where you want to go, but never let that deter you from following your passion to its fullest extent. Life is too short to live with 'what if?' and 'why didn't I?' Carpe tea-em!

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.

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   Online   Begin-End Time   Location   Register   Course   Course
         Dates   Course   (24-Hour Clock)   Online   Reference Fee
                                                                     Number

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**.

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**.

NEW Spring Offerings

VCC Continuing Studies is pleased to announce the following new offerings:

Adding Social Media on Websites

Computerized Accounting for Small Business

Design Software

Fashion Arts Alumni Open Lab

Leadership, Administration and Management

Publication Layout and Design

Running a Small Interior Design Business

Web Design

**Designer:
Rebecca Fafard**

Visit vcc.ca/cs for further details on these exciting new offerings.

REGISTER NOW
VCC.CA/CS   604.443.8484

CONTINUING STUDIES PROGRAM AREAS

BUSINESS

BUILDING MANAGER CERTIFICATE

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

Program Assistant: Margaret McIlwaine,
buildingprogram@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

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

REAL 1101 Law and Tenant Relations
REAL 1102 Building Maintenance and Cost Control
REAL 1103 Building Cleaning
REAL 1110 Building Service Management

BUILDING SERVICE WORKER

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

Program Assistant: Margaret McIlwaine,
buildingprogram@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

REAL 1130 Building Service Worker

VANCOUVER
COMMUNITY
COLLEGE

STRATA 101

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

Program Assistant: Margaret McIlwaine, buildingprogram@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.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

REQUIRED COURSES

REAL 1126 Strata 101

BUSINESS READINESS FOR NEW CANADIANS AWARD OF ACHIEVEMENT

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

Program Assistant: Dorothy Giroux business@vcc.ca, 604.871.7000 ext. 8383

This program provides new Canadians with skills in many elements of business administration including human resource management, business ethics, team skills, computer skills and effective job search tactics. Participants learn alongside others new to Canadian business culture, together developing business communication skills and pursuing English for professional advancement.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Graduate of a secondary school or equivalent

Sufficient English skills for effective communication

REQUIRED COURSES

BUSI 1332 Job Search Skills
CMPT 1301 Word Excel PowerPoint
LEAD 1150 Introduction to Business
LEAD 1151 Human Resource Management
LEAD 1154 Business Ethics
MSKL 1101 Interpersonal Skills
MSKL 1102 Team Skills
OACP 1103 Writing Business Letters
OACP 1104 Grammar Review Business Writing
OACP 1106 Building Powerful Vocabulary
OACP 1107 Memos, Emails and Reports

BUSINESS AND TECHNICAL WRITING CERTIFICATE

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

Program Assistant: Dorothy Giroux business@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

TECW 1101 Technical Communication
TECW 1102 Current Issues in Technical Writing
TECW 1103 Editing
TECW 1104 Document Project Management
TECW 1105 Proposal Writing
TECW 1106 Online Documentation
TECW 1107 Designing and Writing Manuals
TECW 1108 Industry Report Writing
TECW 1110 Information Design and Human Factors

COMMUNITY SERVICES ASSISTANT AWARD OF ACHIEVEMENT

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

Program Assistant: Dorothy Giroux business@vcc.ca, 604.871.7000 ext. 8383

This program enhances learners' skills and knowledge as a community services assistant with the aim of securing entry-level employment with community-based and non-profit organizations. Participants learn up-to-date computer and administrative skills aimed at supporting organizations by working in office settings, as well as methods of offering quality, client-centered services to diverse groups.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Graduate of a secondary school or equivalent

Sufficient English skills for effective communication

REQUIRED COURSES

BUSI 1315 Media and Public Relations
BUSI 1332 Job Search Skills
CMPT 1301 Word Excel PowerPoint
CMPT 1403 Photoshop Level 1
CMPT 1406 InDesign Level 1
CMPT 1441 Publication Layout and Design
MACD 1159 Adobe Illustrator
MSKL 1101 Interpersonal Communication Skills
OACP 1102 Keyboarding for Beginners
OACP 1103 Writing Business Letters
OACP 1104 Grammar Review Business Writing
OACP 1122 Effective Notes and Minutes
OACP 1126 Office Procedures
OACP 1130 Introduction to Bookkeeping

MEDIA AND PUBLIC RELATIONS AWARD OF ACHIEVEMENT

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

Program Assistant: Dorothy Giroux, business@vcc.ca, 604.871.7000 ext. 8383

This program provides 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 will be of interest to those in diverse fields, including non-profits, small businesses and larger organizations.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Graduate of a secondary school or equivalent

Sufficient English skills for effective communication

REQUIRED COURSES

BUSI 1315 Media and Public Relations
BUSI 1318 Blogging for Business
BUSI 1321 Social Media for Entrepreneurs
BUSI 1330 Social Media Marketing

SOCIOCULTURAL COMPETENCY

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

Program Assistant: Jennifer Adachi, sociocultural@vcc.ca, 604.871.7000 ext. 8635

Become a Sociocultural Competency Training facilitator and help your clients and colleagues gain essential communication competencies in multiple professional and social settings. This three-day training course provides you with the knowledge and skills to apply a unique model of communication training that can be used in different contexts for various clients. Whether you work in a group or individual setting, the Sociocultural Competency Training model is flexible enough for you to adapt to your training needs and work conditions.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

This course does not have additional admission requirements and is open to individuals who wish to take this course.

COURSE LISTING

PROF 1103 Sociocultural Competency

BUSINESS LEADERSHIP AND MANAGEMENT CERTIFICATE

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

Program Assistant: Dorothy Giroux, leadership@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

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

ELECTIVE COURSES:

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

MSKL 1101 Interpersonal Communication Skills

MSKL 1102 Team Skills
MSKL 1103 Essential Management Skills

Four of the following from the Leadership Certificate:

LEAD 1101 Critical Thinking
LEAD 1102 Managing Change
LEAD 1104 Problem Solving and Action Planning
LEAD 1105 From Conflict to Collaboration
LEAD 1108 Facilitation Skills for Team Leaders
LEAD 1109 Speak Up
LEAD 1110 Creative Thinking at Work
LEAD 1111 Stepping Up to Leadership
LEAD 1112 Using Leadership Language
LEAD 1113 Building a Productive Team
LEAD 1114 Finding Time for Results
LEAD 1119 The Science and the Art of Leadership
LEAD 1138 Business Communication for Leaders
LEAD 1169 Challenging Personalities
LEAD 1171 Training for High Performance

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

LEAD 1115 Coaching for High Performance
LEAD 1116 Essential Leadership Coaching Skills
LEAD 1117 Skill Coaching
LEAD 1118 Taking your Leadership Coaching to the Next Level
LEAD 1120 The Coach's Toolkit
LEAD 1121 Team Coaching

CHANGE MANAGEMENT

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

Program Assistant: Dorothy Giroux, business@vcc.ca, 604.871.7000 ext. 8383

Discover how to assess and select best strategies to integrate change management activities into your projects. This includes enabling team effectiveness, engaging project stakeholders, and managing the people side of projects with an effective change management approach. Examine how we transition through change, apply team building approaches and implement an organizational change plan..

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

This course does not have additional admission requirements and is open to individuals who wish to take this course.

COURSE LISTING

BUSI 1333 Fundamentals of Change Management

LEADERSHIP CERTIFICATE

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

Program Assistant: Dorothy Giroux, leadership@vcc.ca, 604.871.7000 ext. 8383.

Successful organizations need leaders who can effectively navigate an environment of technological change, global competition, and growing expectations of investors, customers, and employees.

The Leadership Certificate will help managers, executives, and entrepreneurs in any area of an organization become more effective leaders. The program attracts students from a range of industries, locations, and professional backgrounds.

Students will develop a set of essential, practical skills and the knowledge, mindset, and leadership abilities needed for success in today's challenging corporate environment.

Building on each student's experience, and an analysis of their strengths and weaknesses, this program will help potential leaders develop the skills, insight, and judgment required to transition from managing to leading people in their organization.

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

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

ELECTIVE COURSES:

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

LEAD 1101 Critical Thinking
LEAD 1105 From Conflict to Collaboration
LEAD 1109 Speak Up
LEAD 1110 Creative Thinking
LEAD 1114 Finding Time for Results
LEAD 1115 Coaching for High Performance
LEAD 1119 The Science + the Art of Leadership
LEAD 1138 Business Communication for Leaders
LEAD 1169 Challenging Personalities
LEAD 1171 Training for High Performance

LEADERSHIP COACHING ASSOCIATE CERTIFICATE

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

Program Assistant: Dorothy Giroux, leadership@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

LEAD 1115 Coaching for High Performance
LEAD 1116 Essential Leadership Coaching Skills
LEAD 1117 Skill Coaching
LEAD 1118 Taking Your Leadership Coaching to the Next Level
LEAD 1120 The Coach's Toolkit
LEAD 1121 Team Coaching

LEADERSHIP COACHING CERTIFICATE

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

Program Assistant: Dorothy Giroux, leadership@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

LEAD 1102 Managing Change
LEAD 1104 Problem Solving + Action Planning
LEAD 1108 Facilitation Skills for Team Leaders
LEAD 1111 Stepping Up to Leadership
LEAD 1112 Using Leadership Language
LEAD 1113 Building a Productive Team
LEAD 1115 Coaching for High Performance LEAD 1116 Essential Leadership Coaching Skills
LEAD 1117 Skill Coaching
LEAD 1118 Taking Your Leadership Coaching to the Next Level
LEAD 1120 The Coach's Toolkit
LEAD 1121 Team Coaching

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

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

Program Assistant: Dorothy Giroux, leadership@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

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

PROJECT MANAGEMENT

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

Program Assistant: Dorothy Giroux, business@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.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

This course does not have additional admission requirements and is open to individuals who wish to take this course.

COURSE LISTING

Project Management (BUSI 1103)

SPORT AND RECREATION MANAGEMENT CERTIFICATE

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

Program Assistant: Dorothy Giroux, leadership@vcc.ca, 604.871.7000 ext. 8383

Vancouver Community College's Sport and Recreation Management Certificate focuses on providing industry experience and learning opportunities to develop the necessary skills, knowledge and abilities for success in the sport and recreation industry.

Students will gain comprehensive knowledge of sport and recreation in Canada including organizational structures, governance and career opportunities in local, provincial, national and international associations.

With relevant and industry-supported curriculum, graduates will be well prepared for positions in a variety of roles including sport or recreation manager, sport or recreation program leader, sport or recreation program coordinator, and sport or recreation event and marketing coordinator.

Program values include leadership, diversity, community and industry partnerships, and personal and professional development.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Applicants should be 18 years of age or older or a graduate of a secondary school. To be successful in this program, we recommend a minimum of English 12 or equivalent.

REQUIRED COURSES

LEAD 1150 Introduction to Business
LEAD 1151 Human Resource Management
LEAD 1152 Finance
LEAD 1153 Sales and Marketing Management
LEAD 1154 Business Ethics
MSKL 1101 Interpersonal Communication Skills
SPRT 1110 Introduction to Sport and Recreation Management
SPRT 1120 Sport and Recreation Planning
SPRT 1130 Sport and Recreation Media and Public Relations
SPRT 1140 Sport and Recreation Event Management
SPRT 1150 Sport and Recreation Practicum

WEDDING AND EVENT MANAGEMENT CERTIFICATE

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

Program Assistant: Lou Solina, weddingevent@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

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

REQUIRED COURSES

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

ACCOUNTING SOFTWARE

Program Coordinator: Todd Shaw, technology@vcc.ca, 604.871.7000 ext. 8673

Program Assistant: Dorothy Giroux, technology@vcc.ca, 604.871.7000 ext. 8383.

Improve your productivity in QuickBooks and Sage 50 Accounting. Courses are flexibly scheduled on evenings and weekends to suit your schedule. These courses are non-credit, and no application is required. You may register for a course when you are ready. Please purchase books from the Downtown bookstore prior to course start date.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

CMPT 1362 Quickbooks Level 1
CMPT 1363 Quickbooks Level 2
CMPT 1365 Sage 50 Accounting Level 2
CMPT 1366 Sage 50 Accounting Level 1

ACCOUNTING / BOOKKEEPING /PAYROLL

Program Coordinator: Janet Chee, officeadmin@vcc.ca, 604.871.7000 ext. 8649

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

This series of courses introduces you to bookkeeping, payroll and accounting. You will acquire basic bookkeeping skills, learn to manage employee records and understand financial statements. These courses are designed for beginning students or for those wishing to upgrade their skills. As no prerequisites or applications are required, everyone is welcome to register. Upon completion of each course, you will receive transcript credits you may apply towards a Certificate in Office Administration.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

OACP 1105 Introduction To Payroll
OACP 1129 Accounting For The Non - Accountant
OACP 1130 Introduction To Bookkeeping

BUSINESS ENGLISH

Program Coordinator: Janet Chee, officeadmin@vcc.ca, 604.871.7000 ext. 8649

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

These courses are designed for students with a solid understanding of English who are interested in improving their business English. The courses are not designed as ESL classes. Upon completion of each course, students will receive transcript credits that may be applied towards a Certificate in Office Administration. Students wishing to enter the Certificate in Office Administration programs need to complete the Business English Test administered at the end of the Business English Skills package. There is no charge for the test.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

We recommend you take the courses in the following order:

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

KEYBOARDING

Program Coordinator: Janet Chee, officeadmin@vcc.ca, 604.871.7000 ext. 8649

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

This series of courses will help you learn or improve your keyboarding skills. Everyone is welcome to register in these courses. No application is required. Once completed, you will receive credit for the course which can then be applied towards any of the Office Administration Certificates.

In order to take Keyboarding for Speed Building (OACP 1101), students must have completed Keyboarding for Beginners (OACP 1102) or completed a beginner keyboarding course at another institution or must be able to type using all fingers and must know proper finger locations on the keyboard. If instructor does not think you have the necessary basic keyboarding skills, you will be asked to withdraw from the course, without refund.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

OACP 1101 Keyboarding For Speed Building
OACP 1102 Keyboarding For Beginners

OFFICE SOFTWARE

Program Coordinator: Todd Shaw, technology@vcc.ca, 604.871.7000 ext. 8673

Program Assistant: Dorothy Giroux, technology@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! This collection of credit and non-credit courses requires no application. You may register for a course when you are ready. Please purchase books from the Downtown bookstore prior to course start date.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

CMPT 1164 Access Level 1
CMPT 1165 Access Level 2
CMPT 1129 Excel Level 1
CMPT 1131 Excel Level 2
CMPT 1132 Excel Level 3
CMPT 1170 OneNote
CMPT 1168 PowerPoint Level 1
CMPT 1301 Word Excel PowerPoint
CMPT 1130 Word Level 1
CMPT 1153 Word Level 2
CMPT 1601 Outlook Level 1
CMPT 1602 Outlook Level 2

OFFICE ADMINISTRATION CERTIFICATE - ADMINISTRATION AND SUPERVISION

Program Coordinator: Janet Chee, officeadmin@vcc.ca, 604.871.7000 ext. 8649

Program Assistant: Margaret McIlwaine, officeadmin@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.

In order to take OACP 1101 Keyboarding for Speed Building , students must have completed OACP 1102 Keyboarding for Beginners or completed a beginner keyboarding course at another institution or must be able to type using all fingers and must know proper finger locations on the keyboard. If instructor does not think you have the necessary basic keyboarding skills, you will be asked to withdraw from the course, without refund.

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

OACP 1102 Keyboarding for Beginners
OACP 1103 Writing Business Letters
OACP 1104 Grammar Review Business Writing
OACP 1106 Building Powerful Vocabulary
OACP 1107 Memo, Emails, and Reports
OACP 1123 Business English Skills Test
OACP 1126 Office Procedures
OACP 1127 Supervisory Management/ Decision Making
OACP 1128 Records Management 1
OACP 1145 Effective Oral Communications

Plus one of:

OACP 1105 Introduction to Payroll
OACP 1129 Accounting for the Non-Accountants
OACP 1130 Introduction to Bookkeeping

ELECTIVE COURSES:

Choose five courses from this list:

OACP 1101 Keyboarding for Speed Building
OACP 1122 Effective Notes and Minutes
CMPT 1301 Word Excel PowerPoint
CMPT 1302 Introduction to Computers

and File Management
CMPT 1303 Internet Applications

or from courses in these program areas:

OACP Legal Office Skills
OACP Medical Office Skills
OACP Records Management Skills
Management Skills for Supervisors
Certificate

OFFICE ADMINISTRATION CERTIFICATE - LEGAL OFFICE SKILLS

Program Coordinator: Janet Chee,
officeadmin@vcc.ca, 604.871.7000 ext. 8649

Program Assistant: Margaret McIlwaine,
officeadmin@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".

In order to take OACP 1101 Keyboarding
for Speed Building , students must have
completed OACP 1102 Keyboarding
for Beginners or completed a beginner
keyboarding course at another institution
or must be able to type using all fingers
and must know proper finger locations on
the keyboard. If instructor does not think
you have the necessary basic keyboarding
skills, you will be asked to withdraw from
the course, without refund.

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

OACP 1102 Keyboarding for Beginners
OACP 1103 Writing Business Letters
OACP 1104 Grammar Review Business
Writing
OACP 1106 Building Powerful Vocabulary
OACP 1107 Memo, Emails, and Reports
OACP 1113 Introduction to Legal Office
Program
OACP 1114 Civil Litigation
OACP 1115 Corporate
OACP 1116 Family Law
OACP 1117 Conveyancing
OACP 1120 Legal Office Package Tests
OACP 1123 Business English Skills Test
OACP 1127 Supervisory Management/
Decision Making
OACP 1138 Legal Terminology
OACP 1139 Legal Office Procedures
OACP 1140 Legal Ethics and
Confidentiality

Plus one of:

OACP 1105 Introduction to Payroll
OACP 1129 Accounting for the Non-
Accountants
OACP 1130 Introduction to Bookkeeping

ELECTIVE COURSES:

Choose five courses from this list

OACP 1101 Keyboarding for Speed
Building
OACP 1122 Effective Notes and Minutes
OACP 1141 BC Online Searches
OACP 1142 Advanced Conveyancing
OACP 1145) Effective Oral
Communications (
OACP 1211 Wills and Estates
CMPT 1301 Word Excel Power Point
CMPT 1302 Introduction to Computers
and File Management
CMPT 1303 Internet Applications

or from courses in these program areas:

OACP Administration and Supervision
OACP Medical Office Skills
OACP Records Management Skills
Management Skills for Supervisors
Certificate

OFFICE ADMINISTRATION CERTIFICATE - MEDICAL OFFICE SKILLS

Program Coordinator: Janet Chee,
officeadmin@vcc.ca, 604.871.7000 ext. 8649

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

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".

In order to take OACP 1101 Keyboarding
for Speed Building , students must have
completed OACP 1102 Keyboarding
for Beginners or completed a beginner
keyboarding course at another institution
or must be able to type using all fingers
and must know proper finger locations on
the keyboard. If instructor does not think
you have the necessary basic keyboarding
skills, you will be asked to withdraw from
the course, without refund.

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

OACP 1102 Keyboarding for Beginners
OACP 1103 Writing Business Letters
OACP 1104 Grammar Review Business
Writing
OACP 1106 Building Powerful Vocabulary
OACP 1107 Memo, Emails, and Reports
OACP 1108 Medical Terminology 1
OACP 1109 Medical Terminology 2
OACP 1111 Medical Office Procedures
OACP 1123 Business English Skills Test
OACP 1127 Supervisory Management/
Decision Making

OACP 1137 Medical Office Billing
OACP 1155 Clinical Procedures
OACP 1156 Medical Document Transcription

OFFICE ADMINISTRATION CERTIFICATE - RECORDS MANAGEMENT

Program Coordinator: Janet Chee, officeadmin@vcc.ca, 604.871.7000 ext. 8649

Program Assistant: Margaret McIlwaine, officeadmin@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.

In order to take OACP 1101 Keyboarding for Speed Building , students must have completed OACP 1102 Keyboarding for Beginners or completed a beginner keyboarding course at another institution or must be able to type using all fingers and must know proper finger locations on the keyboard. If instructor does not think you have the necessary basic keyboarding skills, you will be asked to withdraw from the course, without refund.

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

OACP 1102 Keyboarding for Beginners
OACP 1103 Writing Business Letters
OACP 1104 Grammar Review Business Writing
OACP 1106 Building Powerful Vocabulary
OACP 1107 Memo, Emails, and Reports
OACP 1123 Business English Skills Test

OACP 1126 Office Procedures
OACP 1127 Supervisory Management/ Decision Making
OACP 1128 Records Management 1
OACP 1146 Records Management Advanced
OACP 1147 Records Management Specialized

Plus one of:

OACP 1105 Introduction to Payroll
OACP 1129 Accounting for the Non-Accountant
OACP 1130 Introduction to Bookkeeping

LEGAL OFFICE SKILLS

Program Coordinator: Janet Chee, officeadmin@vcc.ca, 604.871.7000 ext. 8649

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

The following five Legal Office Skills courses may be taken all together during one term, or individually over several terms.

Students requiring these courses to meet the Paralegal Certificate / Diploma program's legal requirement must complete the Legal Office Package Test which will be administered at the end of the five Legal Office Skills courses. There is no charge for the test.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Grade 12 Graduation or equivalent

English 12 with a C+ (64%), or equivalent and English language proficiency for more details on requirements

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.

COURSE LISTING

OACP 1113 Introduction to Legal Office Program
OACP 1114 Civil Litigation
OACP 1115 Corporate
OACP 1116 Family Law
OACP 1117 Conveyancing
OACP 1120 Legal Office Package Tests

PARALEGAL CERTIFICATE

Program Coordinator: Janet Chee, paralegal@vcc.ca, 604.871.7000 ext. 8649

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

This program helps experienced paralegals and legal administrative assistants expand their professional opportunities. By increasing their knowledge and capabilities, graduates will be able to manage greater responsibility, work more independently, and advance their careers.

Students must have a practicum secured prior to registering for Paralegal Practicum LEGL 1208. Practicum may be completed at student's current place of employment and all practicums must be supervised by a practicing BC lawyer. Students who register for Paralegal Practicum LEGL 1208 without having secured a practicum will be asked to withdraw from the course, without refund.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Grade 12 Graduation or equivalent

English 12 with a C+ (64%), or equivalent and English language proficiency for more details on requirements

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

LEGL 1202 Canadian Legal Process
LEGL 1204 Torts
LEGL 1205 Legal Communications
LEGL 1207 Legal Research
LEGL 1208 Paralegal Practicum
LEGL 1209 Contracts
LEGL 1210 Agency and Business Structures

PRACTICE AREA COURSES

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

Litigation

LEGL 1301 Litigation for Paralegals 1
LEGL 1302 Litigation for Paralegals 2
LEGL 1303 Creditors' Remedies
LEGL 1304 Personal Injury Practice

Real Estate/Conveyancing

LEGL 1309 Property Law
LEGL 1310 Property Transactions
LEGL 1311 Lending and Security
LEGL 1312 Commercial Conveyancing

Corporate

LEGL 1305 Corporate Law - Basic Procedures
LEGL 1307 Corporate Law - Intermediate
LEGL 1308 Corporate Law - Advanced
LEGL 1317 Corporate Law - Complex Transactions

Family Law/Estates

LEGL 1313 Family Law 1
LEGL 1314 Family Law 2
LEGL 1315 Wills and Estates Planning
LEGL 1316 Estate Administration

ELECTIVE COURSES:

Complete two of the following:

LEGL 1306 Securities - Corporate
LEGL 1410 Securities 2
LEGL 1403 Court of Appeal Practice
LEGL 1409 Bankruptcy and Foreclosures
LEGL 1401 Evidence
LEGL 1405 Intellectual Property
LEGL 1470 Criminal Law Procedures

PARALEGAL DIPLOMA

Program Coordinator: Janet Chee, paralegal@vcc.ca, 604.871.7000 ext. 8649

Program Assistant: Margaret McIlwaine, paralegal@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.

Students must have a practicum secured prior to registering for Paralegal Practicum LEGL 1208. Practicum may be completed at student's current place of employment and all practicums must be supervised by a practicing BC lawyer. Students who register for Paralegal Practicum LEGL 1208 without having secured a practicum will be asked to withdraw from the course, without refund.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Grade 12 Graduation or equivalent

English 12 with a C+ (64%), or equivalent and English language proficiency for more details on requirements

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

LEGL 1202 Canadian Legal Process
LEGL 1204 Torts
LEGL 1205 Legal Communications
LEGL 1207 Legal Research
LEGL 1208 Paralegal Practicum
LEGL 1209 Contracts
LEGL 1210 Agency and Business Structures
LEGL 1301 Litigation for Paralegals 1
LEGL 1302 Litigation for Paralegals 2
LEGL 1303 Creditors' Remedies
LEGL 1304 Personal Injury Practice
LEGL 1309 Property Law
LEGL 1310 Property Transactions
LEGL 1311 Lending and Security
LEGL 1312 Commercial Conveyancing
LEGL 1305 Corporate Law - Basic Procedures
LEGL 1307 Corporate Law - Intermediate
LEGL 1308 Corporate Law - Advanced
LEGL 1317 Corporate Law - Complex Transactions
LEGL 1313 Family Law 1
LEGL 1314 Family Law 2
LEGL 1315 Wills and Estates Planning
LEGL 1316 Estate Administration

ELECTIVE COURSES:

Complete two of the following:

LEGL 1306 Securities - Corporate
LEGL 1410 Securities 2
LEGL 1403 Court of Appeal Practice
LEGL 1409 Bankruptcy and Foreclosures
LEGL 1401 Evidence
LEGL 1405 Intellectual Property
LEGL 1470 Criminal Law Procedures

SMALL BUSINESS

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 $800 when you register for all ten SMBU courses in the same term.

REQUIRED COURSES

SMBU 1101 Entrepreneurial Skills
SMBU 1102 Market Your Business
SMBU 1103 Small Business Management
SMBU 1104 Small Business Bookkeeping
SMBU 1105 Understanding Financial Needs
SMBU 1106 Human Resources
SMBU 1107 Finance Statements + Planning SMBU 1108 Legal Obligations
SMBU 1109 Financing Your Business
SMBU 1110 Preparing Your Business Plan

VOLUNTEER MANAGEMENT

VCC has partnered with the Volunteer Management Institute to offer a Volunteer Management program designed specifically for volunteer managers and those who work or volunteer in the non-profit sector.

With diverse topics such as leadership and management, risk management, training and development, ethics, and event planning, this program will provide essential skills for anyone managing volunteers or working in a non-profit agency.

Participants will learn strategies for effective volunteer management and will contribute to the success of their organization by aligning their learning with the mission and values of their organization.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

VOLT 1101 Volunteer Management Foundations
VOLT 1102 Leadership and Management for Volunteer Managers
VOLT 1103 Risk Management for Volunteer Managers
VOLT 1104 Orientation, Training and Supervision of Volunteers
VOLT 1105 Volunteer Recognition and Retention
VOLT 1106 Mutual Performance Evaluations
VOLT 1107 Ethics and Fiscal Management for Volunteer Managers
VOLT 1108 Board Development
VOLT 1109 Policies and Procedures for Volunteer Managers
VOLT 1110 Event Planning for Volunteer Managers

DESIGN

VANCOUVER
COMMUNITY
COLLEGE

FASHION ARTS - PROFESSIONAL DEVELOPMENT

Program Coordinators: Sarah Murray and Andrea Korens, fashionarts@vcc.ca, 604.871.7000 ext. 8668 and 8661

Program Assistant: Lou Solina, fashionarts@vcc.ca, 604.871.7000 ext. 8428

These courses invite industry professionals and alumni to upgrade their skills, learn new techniques, and connect with like-minded individuals. Limited enrollment. No application required.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

FASH 3101 Fashion Arts Alumni Open Lab

FASHION ARTS DIPLOMA

Program Coordinators: Sarah Murray and Andrea Korens, fashionarts@vcc.ca, 604.871.7000 ext. 8668 and 8661

Program Assistant: Lou Solina, fashionarts@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 program is currently under review, and we are not accepting applications at this time. Vancouver Community College is committed to providing quality and relevant programming. The curriculum review process ensures that the program is up-to-date and beneficial to our students' success.

We will be re-launching the Fashion Arts Diploma in September 2016. While we are not currently accepting applications, if you would like to receive updates or be added to the wait list for admission interviews please email fashionarts@vcc.ca.

REQUIRED COURSES

Year One:

FASH 1171 Professional Practices 1
FASH 1310 Pattern Drafting Practical 1
FASH 1311 Tailoring Techniques
FASH 1312 Collection Design 1
FASH 1313 Textile Surface Design and Lab
FASH 1314 Technical Fashion Drawing 2
FASH 1315 Studio Lab A

Year Two:

FASH 2303 Advanced Fashion Show Preparation
FASH 2310 Collection Manufacture and Studio
FASH 2312 Portfolio Design 2
FASH 1172 Professional Practices 2
FASH 2313 Studio Lab D

ELECTIVE COURSES

FASH 2401 Fashion Arts Practicum

FASHION MERCHANDISING ASSOCIATE CERTIFICATE

Program Coordinators: Sarah Murray and Andrea Korens, fashionarts@vcc.ca, 604.871.7000 ext. 8668 and 8661

Program Assistant: Lou Solina, fashionarts@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, and retail manager.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

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

REQUIRED COURSES

FASH 1176 Merchandising Fashion
FASH 1204 Fashion Forecasting
FASH 1301 History of Fashion
FASH 1401 Fashion Retail Management
FASH 1402 Retail Buying
FASH 1405 Fashion Marketing and Promotion
FASH 1408 Fashion Styling
FASH 2201 Textiles

FASHION ARTS COURSES

Program Coordinators: Sarah Murray and Andrea Korens, fashionarts@vcc.ca, 604.871.7000 ext. 8668 and 8661

Program Assistant: Lou Solina, fashionarts@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 enrolment.

No application required.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

FASH 1150 Fashion Illustration
FASH 1154 Sewing - Beginners Level 1
FASH 1156 Adobe Illustrator for Fashion 1
FASH 1158 Sewing - Beginners Level 2
FASH 1162 Millinery 1
FASH 1166 Fabric Surface Design
FASH 1179 Boot Camp - Fashion Design Teen
FASH 1181 Couture Draping
FASH 1182 Boot Camp - Fashion Styling Teen
FASH 1183 Corsetry
FASH 1191 Personal Pattern Making

DESIGN SOFTWARE AWARD OF ACHIEVEMENT

Program Coordinator: Todd Shaw, technology@vcc.ca, 604.871.7000 ext. 8673

Program Assistant: Dorothy Giroux, technology@vcc.ca, 604.871.7000 ext. 8383

This program introduces many of today's most highly used design software applications. Participants attend hands-on courses teaching effective and professional use of programs including Adobe Illustrator, Adobe Photoshop, AutoCAD and SketchUp Make.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

Prior Learning Assessment and Recognition

Courses completed prior to enrollment in the program can be exempted at the discretion of the Program Coordinator. A maximum of 50% of course content can be exempted.

REQUIRED COURSES

CMPT 1403 Photoshop Level 1
CMPT 1406 InDesign Level 1
CMPT 1408 InDesign Level 2
CMPT 1441 Publication Layout and Design
CMPT 1703 SketchUp Level 1
CMPT 1704 SketchUp Level 2
CMPT 1951 AutoCAD Level 1
MACD 1159 Adobe Illustrator

ELECTIVE COURSES

Choose one of the following courses or groups of courses:

CMPT 1253 Revit - Architecture Essentials

or:

CMPT 1707 SketchUp Advanced
CMPT 1952 AutoCAD Level 2

or:

CMPT 1441 Publication Layout and Design

INTERIOR DESIGN CERTIFICATE

Program Coordinator: Brenda Wong
interiordesign@vcc.ca, 604.871.7000 ext. 8671

Program Assistant: Lou Solina, interiordesign@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.

Prospective students need to apply for acceptance into this program. Please see the website for more details.

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

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

RUNNING A SMALL INTERIOR DESIGN BUSINESS AWARD OF ACHIEVEMENT

Program Coordinator: Brenda Wong
interiordesign@vcc.ca, 604.871.7000 ext. 8671

Program Assistant: Lou Solina, interiordesign@vcc.ca, 604.871.7000 ext. 8428

This program will cover basic topics in running an interior design business. Participants will learn about the financial and creative advantages and disadvantages of being self-employed, along with methods, tools, and insights for starting out in a small business.

Prospective students need to apply foracceptance into these courses.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Individuals must have Grade 12 level English (C+) or the equivalent. Some level of design experience is recommended and computer literacy is essential.

REQUIRED COURSES

INTD 1175 The Basics of Brand Development
INTD 1176 Freelancing and Financing
INTD 1177 Creative Briefs and Presentation

CANADIAN GEMMOLOGICAL ASSOCIATION - ACCELERATED FULL-TIME PROGRAM

Program Coordinator: Donna Hawrelko, gemmology@vcc.ca, 604.871.7000 ext. 8694

Program Assistant: Lou Solina, gemmology@vcc.ca, 604.871.7000 ext. 8428

From May to August this summer, learn to be a professional gemmologist at Vancouver Community College downtown campus. The College offers an accelerated full-time day program in the summer for students wishing to acquire the background needed to write the exam required to receive a Canadian Gemmological Association Diploma. The program teaches full theory and practical curriculum. The course, GEMM 1110, has lecture and lab time in the classroom that includes hands-on work with gemstones and instruments.

The fee includes all course notes, CGA student membership and tuition fees. Examination fees are extra and are paid to the Canadian Gemmological Association. This program has the same course content as the part-time program. Application fee: $50.00

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.

Prospective students need to apply for acceptance into this program. Please see the website for more details.

COURSE LISTING

GEMM 1110 Gemmology Accelerated Program

CANADIAN GEMMOLOGICAL ASSOCIATION - PART-TIME PROGRAM

Program Coordinator: Donna Hawrelko, gemmology@vcc.ca, 604.871.7000 ext. 8694

Program Assistant: Lou Solina, gemmology@vcc.ca, 604.871.7000 ext. 8428

This professional program covers the scientific, aesthetic and historic aspects of gemmology. Students 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.

The Canadian Gemmological Association and VCC have partnered with Gem-A to become an Accredited & Allied teaching centre for Gem-A. Canada will now join Australia and Great Britain in the parallel course and notes offerings. Graduates of the Canadian Gemmological Association Program will be given special exemption status if they choose to challenge The Gemmological Association of Great Britain Gem-A examinations, in order to achieve their Fellow or "FGA" Professional designation.

This part-time program begins each September. Application fee: $50.00. To complete the program in four months, please see the Gemmology Accelerated Program

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.

Prospective students need to apply for acceptance into this program. Please see the website for more details.

REQUIRED COURSES

GEMM 1101 Preliminary Year Gemmology
GEMM 2101 Diploma Year Gemmology

AMERICAN GEM SOCIETY GRADUATE SALES ASSOCIATE

Program Coordinator: Donna Hawrelko, gemmology@vcc.ca, 604.871.7000 ext. 8694

Program Assistant: Lou Solina, gemmology@vcc.ca, 604.871.7000 ext. 8428

Vancouver Community College offers the American Gem Society's Graduate Sales Associate course in a classroom format. This up-to-date seven-chapter course contains pertinent facts on diamonds, colored stones, pearls, metals, watches, and period jewelry, along with information about the jewelry industry and the importance of good customer service and professionalism.

Upon successful completion of the final exam, the associate is awarded a Graduate Sales Associate Certificate from the Jewelers Education Foundation of the American Gem Society.

Fee includes all materials. No jewellery experience required. Registration deadline seven days prior to first class.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

This course does not have additional admission requirements and is open to individuals who wish to take this course.

REQUIRED COURSE

GEMM 2137 Graduate Sales Associate

MASTERVALUER PROGRAM

Program Coordinator: Donna Hawrelko,
gemmology@vcc.ca, 604.871.7000 ext. 8694

Program Assistant: Lou Solina,
gemmology@vcc.ca, 604.871.7000 ext. 8428

Developed by Anna Miller, an international expert in appraisal science, the MasterValuer Program in jewellery appraisal studies is recognized as the premier appraisal training program in the world. You can become a gem and jewellery appraiser or improve and enhance your appraisal skills with this comprehensive program that provides a solid foundation in the principles and methods of appraising gems and jewellery. 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.

The course is graded and you must pass the final exam and complete a research project. Session begins in September.

Prospective students need to apply for acceptance into this program. Please see the website for more details. Once accepted into the program, you need to pay your tuition no later than one week before the class begins. Students will need to purchase two textbooks that are approximately $50.00 each.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Students must hold a recognized Gemmological Diploma.

REQUIRED COURSES

GEMM 3101 MasterValuer Appraisal Program

JEWELLERY EDUCATION TRAINING SYSTEM PROGRAM

Program Coordinator: Donna Hawrelko,
gemmology@vcc.ca, 604.871.7000 ext. 8694

Program Assistant: Lou Solina,
gemmology@vcc.ca, 604.871.7000 ext. 8428

Vancouver Community College offers the Canadian Jewellers Association's Jewellery Education Training System (JETS) program in a classroom format.

JETS is an intensive program presented in 16 modules (CD, PDF format) developed by industry specialists. Learn the full range of jewellery products, industry issues and sales techniques while attaining a Graduate Jeweller designation, the first step in a 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.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

This course does not have additional admission requirements and is open to individuals who wish to take this course.

REQUIRED COURSES

JEWL 1114 Canadian Jeweller JETS Program

GEMMOLOGY - NON-CREDIT COURSES

Program Coordinator: Donna Hawrelko,
gemmology@vcc.ca, 604.871.7000 ext. 8694

Program Assistant: Lou Solina,
gemmology@vcc.ca, 604.871.7000 ext. 8428

The gemmology non-credit courses are for people with a special interest in diamonds, Jadeite Jade, coloured gems, crystals or pearls. Learn about the unique qualities of each gemstone, how to buy and to grade them. Classes take place in Vancouver Community College classroom and laboratory.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

GEMM 1154 Crystals and Crystal Healing
GEMM 1155 Evaluation of Jadeite Jade 1
GEMM 1156 Jadeite Jade 1
GEMM 1157 Jadeite Jade 2
GEMM 1158 Pearl Grading and Valuation Lab
GEMM 2136 How to Buy Diamonds

JEWELLERY MAKING - NON-CREDIT COURSES

Program Coordinator: Donna Hawrelko,
gemmology@vcc.ca, 604.871.7000 ext. 8694

Program Assistant: Lou Solina,
gemmology@vcc.ca, 604.871.7000 ext. 8428

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.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

JEWL 1103 Jewellery Techniques 1
JEWL 1104 Jewellery Techniques 2
JEWL 1112 Pearl Stringing Techniques 1
JEWL 1113 Create Jewellery Repair Sales
JEWL 1116 Jewellery Repair
JEWL 1117 Stone Setting in Jewellery
JEWL 1118 Lost Wax Carving and Casting
JEWL 1119 Advanced Jewellery Workshop
JEWL 1125 Sketching Basics for Jewellers
JEWL 1129 Jewellery Portfolio Preparation

MAKEUP

MAKEUP ARTISTRY CERTIFICATE

Program Coordinator: Justin Ewart,
makeup@vcc.ca, 604.871.7000 ext. 8417

Program Assistant: Lou Solina,
makeup@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.

Registration cut-off date is two weeks prior to start date.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

ABE Intermediate or Grade 10 equivalent

REQUIRED COURSES

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

Choose one of the following elective courses:

MKUP 1105 Airbrush Makeup
MKUP 1106 Theatrical Makeup
MKUP 1107 Makeup for Film and Television

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FOODSAFE

Program Coordinator: Rebeccah Bennett, health@vcc.ca, 604.871.7000 ext. 8674

Program Assistant: health@vcc.ca, 604.871.7000 ext. 8672

FoodSafe Level 1 is a food handling, sanitation and work safety course designed for front line food service workers such as cooks, servers, busser, dishwashers and deli workers. In this day long course, you will learn current industry standards for food health and safety. Discuss receiving/storing edible wares, preparing, serving, and dispensing food. This course is offered every second Saturday (holidays exempt).

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

HLTH 1101 FoodSafe Level 1

HEALTH CARE WORKERS - PROFESSIONAL DEVELOPMENT COURSES

Program Coordinator: Rebeccah Bennett, health@vcc.ca, 604.871.7000 ext. 8674

Program Assistant: health@vcc.ca, 604.871.7000 ext. 8672

Are you a health practitioner interested in lifelong learning? Join us to expand your knowledge and skills in health and well-being in a variety of offerings, such as our upcoming courses for Health Care Assistants including Medication Management, interpersonal Communication Skills - Health, and Dietary Aide.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

HLTH 1110 Dietary Aide
HLTH 1327 Medication Management for HCAs
MSKL 1104 Interpersonal Communications - Health

MEDICAL DEVICE REPROCESSING TECHNICIAN CERTIFICATE

Program Coordinator: Rebeccah Bennett, health@vcc.ca, 604.871.7000 ext. 8674

Program Assistant: health@vcc.ca, 604.871.7000 ext. 8672

The purpose of the Medical Device Reprocessing Technician Certificate Program is to provide learners with the knowledge and skills to be able to reprocess reusable medical devices appropriate to an entry-level Medical Device Reprocessing Technician (MDRT) position. Graduates will be eligible to apply for MDR positions in hospitals and private clinics throughout Canada.

Students are highly encouraged to attend an information session which are held at local hospitals and include MDR department tours. To receive an invitation to an upcoming information session, please send an e-mail to health@vcc.ca

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Grade 12 Graduation or equivalent.

Proof of English language proficiency and English 12 with a 'C+' or equivalent

OACP 1108: Medical Terminology 1 or equivalent, taken within the last five years

MSKL 1104: Interpersonal Communication Skills – Health or equivalent

Applicants are recommended to attend an MDRT Certificate Information Session.

Upon acceptance:

Grade 12 Graduation or equivalent.

Criminal Record Check (CRC): In accordance with the Criminal Records Review Act, all individuals who work with vulnerable adults and/or children must complete a Criminal Records Check through the Ministry of Justice. Applicants to the program will be responsible for

any costs incurred in the Criminal Record Check.

Valid CPR 'C' Certificate

Submission of a negative TB skin test. If the skin test is positive, proof of a negative TB chest x- ray is required. A VCC Immunization Record must be completed. Immunizations in the following are strongly recommended:

> Diphtheria/Tetanus
> Polio
> Measles, Mumps, and Rubella
> Hepatitis B
> Influenza (on an annual basis)
> Chicken Pox

ENTRANCE COURSES

MSKL 1104 Interpersonal Communication Skills OACP 1108 Medical Terminology 1

REQUIRED COURSES

MDRT 1201 Medical Device Reprocessing Theory
MDRT 1211 Medical Device Reprocessing Clinical

RENAL DIALYSIS TECHNICIAN CERTIFICATE

Program Coordinator: Rebeccah Bennett, health@vcc.ca, 604.871.7000 ext. 8674

Program Assistant: health@vcc.ca, 604.871.7000 ext. 8672.

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

This Program is currently under review, and we are not accepting applications at this time. As you know, Vancouver Community College is committed to providing quality, relevant career and applied/academic programming. The Curriculum Review process helps us to ensure that the Program is up-to-date, teaching current health-and-safety standards, Renal Dialysis technologies, and treatment modalities.

Please check back for updates, and contact the Program Coordinator if you have any further questions.

NURSING - PROFESSIONAL DEVELOPMENT COURSES

Program Coordinator: Rebeccah Bennett, health@vcc.ca, 604.871.7000 ext. 8674

Program Assistant: health@vcc.ca, 604.871.7000 ext. 8672.

Are you a LPN or RN wishing to increase your employability or to upgrade or review your skills? Nursing - Professional Development courses are specifically designed for Licensed Practical Nurses and Registered Nurses working in BC, or those who are new to the province and require upgrading to meet licensing requirements. Courses offered include our popular Foot Care Nursing, and IV Therapy.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Foot Care Nursing (HLTH 1190) requires proof of current BC LPN or RN Licensure to register.

All of the other Nursing courses listed require proof of current LPN or RN Licensure, from any province of Canada to register.

ENTRANCE COURSES

HLTH 1138 Transcribing Physicians Orders
HLTH 1185 IV Therapy Theory
HLTH 1190 Foot Care Nursing
HLTH 1295 Pharmacology Review
HLTH 1315 Distance IV Therapy
HLTH 1368 Take the Lead

HOSPITALITY

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BAKING AND PASTRY ARTS - NON-CREDIT COURSES

Program Coordinator: Donna Hawrelko, baking@vcc.ca, 604.871.7000 ext. 8694

Program Assistant: Lou Solina, baking@vcc.ca, 604.871.7000 ext. 8428

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 help you reach these goals.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

CUIS 1121 Cake Making and Decorating 1
CUIS 1137 Cake Making and Decorating 2
CUIS 1129 Sugar Craft and Display
CUIS 1149 Sweet Tapas and Plated Desserts

TEA SOMMELIER

Program Coordinator: Donna Hawrelko, sommelier@vcc.ca, 604.871.7000 ext. 8694

Program Assistant: Lou Solina, sommelier@vcc.ca , 604.871.7000 ext. 8428.

Train to become a Tea Sommelier! In collaboration with the Tea Association of Canada, Vancouver Community College provides training for students to become a knowledgeable tea professional well versed in all aspects of tea as it relates to the consumer. 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. After completing eight courses, students are prepared for the Tea sommelier Certification Exam. The course is approximately 150 hours in length.

Each student will be required to complete each course before they are eligible to participate in a final exam, which is administered by the Tea Association of Canada.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

REQUIRED COURSES:

TSOM 1101 Tea Sommelier - Introduction
TSOM 1103 Tea Sensory Development and Evaluation
TSOM 1104 Tea Types
TSOM 1105 From the Bush to the Cup
TSOM 1106 Tea Preparation and Consumption
TSOM 1107 Tea Regions of the World
TSOM 1108 Menu Design - Pairing and Cooking
TSOM 1109 The Business of Tea
TSOM 1110 Intensive Tea Sommelier Certificate

WINE SOMMELIER

Program Coordinator: Donna Hawrelko, sommelier@vcc.ca, 604.871.7000 ext. 8694

Program Assistant: Lou Solina, sommelier@vcc.ca , 604.871.7000 ext. 8428.

VCC is excited to partner with the International Sommelier Guild (ISG), globally recognized for specialized training in wine tasting and excellence. The International Sommelier Guild brings together the resources of the top educators, industry leaders, premier restaurateurs, wine merchants, wineries and writers.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

REQUIRED COURSES

WSOM 1101 Wine Sommelier 1
WSOM 1201 Wine Sommelier 2
WSOM 1301 Wine Sommelier Diploma Program

HUMAN SERVICES

VANCOUVER COMMUNITY COLLEGE

BASIC COUNSELLING SKILLS - PREREQUISITE COURSE

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

Program Assistant: Jennifer Adachi, counsellingskills@vcc.ca, 604.871.7000 ext. 8635.

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.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Fluency in English (writing, reading and speaking) at at Grade 12 level or equivalent.

Prior Learning and Assessment (PLAR) will be assessed by the Department according to standardized practice and using one or more of the following components: Challenge Exam, Demonstration, Interview, or External Evaluation.

COURSE LISTING

CNSK 1401 Basic Counseling Skills

ADDICTION COUNSELLING SKILLS CERTIFICATE

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

Program Assistant: Jennifer Adachi,
counsellingskills@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.

Prospective students need to apply for acceptance into this program. Please see the website for more details.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Fluency in English: Grade 12 English (C+), GED with C+ in English 12, 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.

PREREQUISITE COURSE

CNSK 1401 Basic Counselling Skills

REQUIRED COURSES

CNSK 1402 Foundations of Counselling
CNSK 1406 Individual Counselling Skills-Addiction
CNSK 1407 Diversity, Culture, and Counselling
CNSK 1409 Family Systems - An Overview
CNSK 1411 Assessment Practices - Addiction
CNSK 1412 Personal and Professional Development
CNSK 1415 Addiction and Human Behaviour

Choose one of the following:

CNSK 1403 Theories of Counselling **or** CNSK 1404 Lifespan Development

Choose one of the following:

CNSK 1488 Practicum: Volunteer **or** CNSK 1489 Practicum: Employment

OPTIONAL COURSE

The following course is strongly recommended, but not required:

CNSK 1408 Group Counselling

COMMUNITY COUNSELLING SKILLS CERTIFICATE

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

Program Assistant: Jennifer Adachi,
counsellingskills@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 to work 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.

Prospective students need to apply for acceptance into this program. Please see the website for more details.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Completion of Grade 12 English (C+), GED with C+ in English 12, 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.

PREREQUISITE COURSE

CNSK 1401 Basic Counselling Skills

REQUIRED COURSES

CNSK 1402 Foundations of Counselling
CNSK 1405 Individual Counselling Skills-Community
CNSK 1407 Diversity, Culture, and Counselling
CNSK 1409 Family Systems - An Overview
CNSK 1410 Assessment Practices - Community
CNSK 1412 Personal and Professional Development

Choose one of the following:

CNSK 1403 Theories of Counselling **or** CNSK 1404 Lifespan Development

Choose one of the following:

CNSK 1488 Practicum: Employment **or** CNSK 1489 Practicum: Volunteer

Choose one of the following:

CNSK 1413 Aboriginal Context
CNSK 1414 Vocational Counselling Skills
CNSK 1416 Counselling Skills A Youth Perspective

OPTIONAL COURSE

The following course is strongly recommended, but not required:

CNSK 1408 Group Counselling

COUNSELLING - PROFESSIONAL DEVELOPMENT

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

Program Assistant: Jennifer Adachi,
counsellingskills@vcc.ca,
604.871.7000 ext. 8635.

These courses are intended for working professionals and those with previous experience or training in a Human Services field (such as counselling, youth work, settlement services, social work, or

healthcare). Keep your skills current and add valuable and practical training to your professional toolbox.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

In order to register for these courses, one of the following is required: professional registration with a regulatory body in the field of counselling, social work, or

healthcare; successful completion of a degree, diploma, or certificate in the human services field; or by permission of the Program Coordinator of VCC's Counselling Skills Certificate Programs.

COURSE LISTING

CNSK 1408 Group Counselling Skills
CNSK 1413 Aboriginal Context
CNSK 1414 Vocational Counselling Skills
CNSK 1415 Addiction and Human Behaviour
CNSK 1416 Counselling Skills: A Youth Perspective
CNSK 1156 Basics of Trauma Informed Practice
CNSK 1157 Resiliency Building for Human Service Workers
CNSK 1158 Topics in Gender and Sexual Orientation

ECCE ASSISTANT

Program Coordinator: Katarina Jovanovic, ecce@vcc.ca, 604.871.7000 ext. 8660

Program Assistant: Jennifer Adachi, ecce@vcc.ca, 604.871.7000 ext. 8635.

This course includes the basic information on health, safety and proper nutrition for young children (2-5 years of age). The course introduces the student to the basic licensing regulations, safety and hygiene measure related to child care facilities. Gives the basic knowledge on child development and the important tips needed for an ECCE Assistant job.

The content is equivalent to ECCE 2115 Health, Safety and Nutrition . Students who apply for the ECCE Certificate Program will receive credit for this course once completed.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Proof of BC Grade 12 English proficiency or equivalent,

High school graduation or equivalent

19 years of age or older,

A Canadian citizen or permanent resident of Canada

Physically healthy, with stamina and emotional maturity to meet the demands of working with young children

COURSE LISTING

ECCE 1176 ECE Assistant Course - Health

ECCE CERTIFICATE

Program Coordinator: Katarina Jovanovic, ecce@vcc.ca, 604.871.7000 ext. 8660

Program Assistant: Jennifer Adachi, ecce@vcc.ca, 604.871.7000 ext. 8635.

Offered through Continuing Studies, the purpose of the part-time Early Childhood Education and Care Program is to prepare graduates to work in licensed preschool and childcare centres in BC 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.

Prospective students need to apply for acceptance into this program. Please see the website for more details.

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.

All individuals who work with vulnerable adults and/or children must complete Criminal record Check through the Ministry of Justice. This must be completed online using the VCC access code or at the Continuing Studies Registration Desk. No other CRC is accepted. Please contact Program Assistant or CS registration at 604-443-8484 for more details regarding CRC.

REQUIRED COURSES:

Year One:

ECCE 1301 Foundations in ECCE
ECCE 1302 Field Study 1
ECCE 1303 Communications
ECCE 1304 Observing and Recording
ECCE 1305 Child Growth 1
ECCE 1306 Field Study 2
ECCE 1307 The Learning Child
ECCE 1308 Field Study 3
ECCE 1104 Child Growth 2
ECCE 1107 Guiding and Caring
ECCE 2305 Practicum 1

Year Two:

ECCE 2301 Creative Art
ECCE 2302 Exploring Learning Environments
ECCE 2303 Field Study 4
ECCE 2304 Integrated Program Planning
ECCE 2306 Practicum 2
ECCE 2308 Language and Literature
ECCE 2309 Ecology of Family
ECCE 2102 Music and Movement
ECCE 2106 Field Study 5
ECCE 2115 Health, Safety and Nutrition
ECCE 2307 Practicum 3

ECCE - INFANT AND TODDLER DIPLOMA

Program Coordinator: Katarina Jovanovic, ecce@vcc.ca, 604.871.7000, ext. 8660

Program Assistant: Jennifer Adachi, ecce@vcc.ca, 604.871.7000, ext. 8635.

The purpose of the Early Childhood Care and Education / Infant and Toddler Diploma is to prepare graduates to work in licensed childcare settings such as preschools and daycares. With a focus on children from birth to three years of age and infant/toddler childcare centres, this program offers students the knowledge and skills to provide high quality service for young children and their families.

Prospective students need to apply for acceptance into this program. Please see the website for more details.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Early Childhood Care and Education Certificate from Vancouver Community College or other approved training institution as per BC Ministry of Children and Family Development Early Childhood Education Registry

High school graduation or equivalent.

Proof of English Proficiency and English 12 with a 'C' or equivalent. (http://www.vcc.ca/applying/registration-services/englishlanguage-proficiency-requirements/)

19 years or older

Canadian citizen or Permanent Resident

Current CPR-C Certificate

Physician's Report (proof that individual is physically healthy and emotionally mature to meet the demands of working with young children).

Submission of a negative TB skin test. If the skin test is positive proof of a negative TB chest x-ray is required.

A VCC Immunization Record must be completed.

Immunizations in the following are strongly recommended:

- Diphtheria/Tetanus
- Polio
- Measles, Mumps, and Rubella
- Hepatitis B

- Influenza (on an annual basis)
- Chicken Pox

Minimum two written letters of reference indicating suitability for the program

A Criminal Record Check (CRC) is required in accordance with the Criminal Records Review Act. All individuals who work with vulnerable adults and/or children must complete a Criminal Records Check through the Ministry of Justice. Applicants to this program will be responsible for any costs incurred in the Criminal Record Check. After submitting an admissions application, applicants will receive by email a web link and unique college access code to apply for a Criminal Record Check online.

Successful interview with the Program Coordinator based on criteria.

REQUIRED COURSES

Fall Term:

ECCE 2100 Role of the Caregiver I/T
ECCE 2125 Advanced Child Growth I/T
ECCE 2135 Advanced Field Study I/T

Winter Term:

ECCE 2215 Advanced Health, Safety, and Nutrition I/T
ECCE 2200 Enhancing Family Relationships
ECCE 2235 Infant and Toddler Practicum 1

Spring Term:

ECCE 2300 Childcare Administration
ECCE 2320 Professional Perspectives
ECCE 2335 Infant and Toddler Practicum 2

ECCE - SPECIAL NEEDS DIPLOMA

Program Coordinator: Katarina Jovanovic, ecce@vcc.ca, 604.871.7000, ext. 8660

Program Assistant: Jennifer Adachi, ecce@vcc.ca, 604.871.7000, ext. 8635.

The purpose of the Early Childhood Care and Education / Special Needs Diploma is to prepare graduates to work in licensed childcare settings such as preschools and daycares. With a focus on children with special needs, this program offers students the knowledge and skills to provide high quality service for young children and their families.

Prospective students need to apply for

acceptance into this program. Please see the website for more details.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Early Childhood Care and Education Certificate from Vancouver Community College or other approved training institution as per BC Ministry of Children and Family Development Early Childhood Education Registry

High school graduation or equivalent.

Proof of English Proficiency and English 12 with a 'C' or equivalent. (http://www.vcc.ca/applying/registration-services/englishlanguage-proficiency-requirements/)

19 years or older

Canadian citizen or Permanent Resident

Current CPR-C Certificate

Physician's Report (proof that individual is physically healthy and emotionally mature to meet the demands of working with young children).

Submission of a negative TB skin test. If the skin test is positive proof of a negative TB chest x-ray is required.

A VCC Immunization Record must be completed.

Immunizations in the following are strongly recommended:

- Diphtheria/Tetanus
- Polio
- Measles, Mumps, and Rubella
- Hepatitis B
- Influenza (on an annual basis)
- Chicken Pox

Minimum two written letters of reference indicating suitability for the program

A Criminal Record Check (CRC) is required in accordance with the Criminal Records Review Act. All individuals who work with vulnerable adults and/or children must complete a Criminal Records Check through the Ministry of Justice. Applicants to this program will be responsible for any costs incurred in the Criminal Record Check. After submitting an admissions application, applicants will receive by email a web link and unique college access code to apply for a Criminal Record Check online.

Successful interview with the Program Coordinator based on criteria.

REQUIRED COURSES

Fall Term:

ECCE 2117 Role of the Caregiver SN
ECCE 2120 Advanced Child Growth SN
ECCE 2130 Advanced Field Study SN

Winter Term:

ECCE 2210 Advanced Health, Safety, and Nutrition SN
ECCE 2200 Enhancing Family Relationships
ECCE 2230 Special Needs Practicum 1

Spring Term:

ECCE 2300 Childcare Administration
ECCE 2320 Professional Perspectives
ECCE 2330 Special Needs Practicum 2

ECCE - CONTINUING STUDY WORKSHOPS

Program Coordinator: Katarina Jovanovic, ecce@vcc.ca, 604.871.7000 ext. 8660

Program Assistant: Jennifer Adachi, ecce@vcc.ca, 604.871.7000 ext. 8635.

ECCE Continuing Study offers professional development workshops to individuals currently working in the field of early childhood education. Facilitated on Saturdays, these sessions are an opportunity for the working professionals to acquire new skills and get creative, inspiring ideas from the experienced facilitators.

The cost for each workshop is $80. For the participants who decide to take the entire package of 4 sessions the cost is $288.00.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

ECCE 1501 Designing Environment for Learning
ECCE 1502 Raising Bilingual Children
ECCE 1503 Over-Activity: Body and Mind
ECCE 1504 There's a Poem for That
ECCE 1505 Exploration with Clay
ECCE 1506 Introduction to Ethics
ECCE 1507 Effective Partnership with Families

ECEBC - PROFESSIONAL DEVELOPMENT WORKSHOPS

Program Coordinator: Katarina Jovanovic, ecce@vcc.ca, 604.871.7000 ext. 8660

Program Assistant: Jennifer Adachi, ecce@vcc.ca, 604.871.7000 ext. 8635.

Best Choices: Ethical Journey Training Series has been designed by ECEBC (Early Childhood Educators of BC) and is delivered by ECEBC trained facilitators. These workshops will prepare the participants to make "best choice" decisions when working with children, families and other professionals. Participants will also identify potential inhibitors to making professional, ethical decisions at the work place.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Module 1 does not have additional admission requirements and is open to individuals who wish this first course to take the series of four courses.

COURSE LISTING

ECCE 1190 Ethical Journey: Module 1
ECCE 1191 Ethical Journey: Module 2
ECCE 1192 Ethical Journey: Module 3
ECCE 1193 Ethical Journey: Module 4

FAMILY CHILD CARE - GOOD BEGINNINGS

Program Coordinator: Katarina Jovanovic, ecce@vcc.ca, 604.871.7000 ext. 8660

Program Assistant: Jennifer Adachi, ecce@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 term, this course runs on Thursdays and one Saturday. The manual "Good Beginnings" is a required text available for purchase at the VCC book store.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Comfortable and confident in writing, reading and speaking English at Grade 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

ECCE 1202 Good Beginnings

LEADERSHIP, ADMINISTRATION, AND MANAGEMENT IN CHILD CARE

Program Coordinator: Katarina Jovanovic, ecce@vcc.ca, 604.871.7000 ext. 8660

Program Assistant: Jennifer Adachi, ecce@vcc.ca, 604.871.7000 ext. 8635.

Today's childcare world is dynamic and complex and there are both opportunities and challenges that call for strong leadership and administration and management skills. LAM offers an exciting opportunity to learn and practice leadership, administration and management skills in a supportive environment, while building your confidence, knowledge base and effectiveness, as you continue on your child care career path.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

The suitable candidates for this course are professionals who have worked for a number of years in licensed child care facilities, before-and-after school care and non-profit programs for children and families. Ideal for program supervisors, coordinators, managers and directors or professionals who want to qualify for administrative positions.

COURSE LISTING

ECCE 2112 Leadership, Administration and Management

LANGUAGES AND WRITING

VANCOUVER COMMUNITY COLLEGE

CREATIVE WRITING

Program Coordinator: Katarina Jovanovic, creativewriting@vcc.ca, 604.871.7000 ext. 8660

Program Assistant: Dorothy Giroux, creativewriting@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.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

REQUIRED COURSES

CWRI 1143 Finding Your Writer's Voice
CWRI 1169 Screenplay Writing
CWRI 1174 Introduction to Creative Writing
CWRI 1175 Advanced Screenplay Writing
CWRI 1176 Creativity Bootcamp

LANGUAGES

Program Coordinator: Katarina Jovanovic, languages@vcc.ca, 604.871.7000 ext. 8660

Program Assistant: Dorothy Giroux, languages@vcc.ca , 604.871.7000 ext. 8383

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 Statement of Completion will be issued to those who have reached 75% attendance. VCC currently offers courses in Arabic, Cantonese, French, German, Italian, Japanese, Korean, Mandarin, and Spanish.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

LANG 1118 Arabic 1
LANG 1119 Arabic 2
LANG 1123 Cantonese 1
LANG 1124 Cantonese 2
LANG 1125 Cantonese 3
LANG 1163 Cantonese 4
LANG 1137 French 1
LANG 1138 French 2
LANG 1135 French 3
LANG 1161 French 4
LANG 1120 French Conversation 1
LANG 1106 German 1
LANG 1107 German 2
LANG 1139 Italian 1
LANG 1140 Italian 2
LANG 1147 Italian 3
LANG 1109 Japanese 1
LANG 1110 Japanese 2
LANG 1117 Japanese 3
LANG 1126 Korean 1
LANG 1127 Korean 2
LANG 1130 Mandarin 1
LANG 1131 Mandarin 2
LANG 1132 Mandarin 3
LANG 1101 Spanish 1
LANG 1102 Spanish 2
LANG 1136 Spanish 3
LANG 1111 Spanish Conversation 1

TECHNOLOGY

VANCOUVER
COMMUNITY
COLLEGE

ACCOUNTING SOFTWARE

Program Coordinator: Todd Shaw, technology@vcc.ca, 604.871.7000 ext. 8673

Program Assistant: Dorothy Giroux, technology@vcc.ca, 604.871.7000 ext. 8383

Improve your productivity in QuickBooks and Sage 50 Accounting. Courses are flexibly scheduled on evenings and weekends to suit your schedule. These courses are non-credit, and no application is required. You may register for a course when you are ready. Please purchase books from the downtown bookstore prior to course start date.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

CMPT 1362 QuickBooks Level 1
CMPT 1363 QuickBooks Level 2
CMPT 1366 Sage 50 Accounting Level 1
CMPT 1365 Sage 50 Accounting Level 2

BASIC COMPUTER SKILLS

Program Coordinator: Todd Shaw, technology@vcc.ca, 604.871.7000 ext. 8673

Program Assistant: Dorothy Giroux, technology@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. This collection of credit and non-credit courses requires no application. You may register for a course when you are ready. Please purchase books from the Downtown bookstore prior to course start date.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

CMPT 1303 Internet Applications

CMPT 1302 Introduction to Computers and File Management
MACD 1103 Introduction to Mac
CMPT 1169 Introduction to Windows
CMPT 1432 Managing Your Digital Media
CMPT 1301 Word Excel PowerPoint

COMPUTERIZED ACCOUNTING FOR SMALL BUSINESS AWARD OF ACHIEVEMENT

Program Coordinator: Todd Shaw, technology@vcc.ca, 604.871.7000 ext. 8673

Program Assistant: Dorothy Giroux, technology@vcc.ca, 604.871.7000 ext. 8383

This program prepares students already taking Computerized Accounting courses to effectively manage the administration side of their business. Participants may be self-employed people seeking to supplement their business administration skills in the areas of business planning, marketing, finance, business writing, social media and more.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

Prior Learning Assessment and Recognition

Courses completed prior to enrollment in the program can be exempted at the discretion of the Program Coordinator. A maximum of 50% of program content can be exempted.

REQUIRED COURSES

BUSI 1321 Social Media for Entrepreneurs
OACP 1103 Writing Business Letters
OACP 1104 Grammar Review Business Writing
OACP 1106 Building Powerful Vocabulary
OACP 1107 Memos, Emails, and Reports
SMBU 1101 Entrepreneurial Skills
SMBU 1102 Market Your Business
SMBU 1103 Small Business Management
SMBU 1104 Small Business Bookkeeping
SMBU 1105 Understanding Financial Needs
SMBU 1106 Human Resources
SMBU 1107 Finance Statements and Planning
SMBU 1108 Legal Obligations
SMBU 1109 Financing Your Business
SMBU 1110 Preparing Your Business Plan

ELECTIVE COURSES:

Choose one of the following courses / groups of courses:

CMPT 1129 Excel Level 1
CMPT 1130 Word Level 1

or:

CMPT 1301 Word Excel PowerPoint

Choose one of the following courses / groups of courses:

CMPT 1362 QuickBooks Level 1
CMPT 1363 QuickBooks Level 2

or:

CMPT 1365 Sage 50 Accounting Level 2
CMPT 1366 Sage 50 Accounting Level 1

DESIGN SOFTWARE AWARD OF ACHIEVEMENT

Program Coordinator: Todd Shaw, technology@vcc.ca, 604.871.7000 ext. 8673

Program Assistant: Dorothy Giroux, technology@vcc.ca, 604.871.7000 ext. 8383

This program introduces many of today's most highly used design software applications. Participants attend hands-on courses teaching effective and professional use of programs including Adobe Illustrator, Adobe Photoshop, AutoCAD and SketchUp Make.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

Prior Learning Assessment and Recognition

Courses completed prior to enrollment in the program can be exempted at the discretion of the Program Coordinator. A maximum of 50% of course content can be exempted.

REQUIRED COURSES

CMPT 1403 Photoshop Level 1
CMPT 1406 InDesign Level 1
CMPT 1408 InDesign Level 2
CMPT 1441 Publication Layout and Design
CMPT 1703 SketchUp Level 1
CMPT 1704 SketchUp Level 2
CMPT 1951 AutoCAD Level 1
MACD 1159 Adobe Illustrator

ELECTIVE COURSES

Choose one of the following courses or groups of courses:

CMPT 1253 Revit - Architecture Essentials

or:

CMPT 1707 SketchUp Advanced
CMPT 1952 AutoCAD Level 2

or:

CMPT 1441 Publication Layout and Design

NETWORKING TECHNOLOGY CERTIFICATE

Program Coordinator: Todd Shaw, technology@vcc.ca, 604.871.7000 ext. 8673

Program Assistant: Dorothy Giroux, technology@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.

Prospective students need to apply for acceptance into this program. Please see the website for more details.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

REQUIRED COURSES

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

ELECTIVE COURSES:

Students in the Certificate program may select any THREE of the following courses as electives:

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

NETWORKING TECHNOLOGY - NON-CREDIT COURSES

Program Coordinator: Todd Shaw, technology@vcc.ca, 604.871.7000 ext. 8673

Program Assistant: Dorothy Giroux, technology@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. Please contact the program coordinator for further information.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

NETT 2501 Ethical Hacking
NETT 2502 Advanced Security
NETT 2503 Virtualization + Cloud Computing

OFFICE SOFTWARE

Program Coordinator: Todd Shaw, technology@vcc.ca, 604.871.7000 ext. 8673

Program Assistant: Dorothy Giroux, technology@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! This collection of credit and non-credit courses requires no application. You may register for a course when you are ready. Please purchase books from the Downtown bookstore prior to course start date.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional admission requirements and are open to individuals who wish to take one or more courses.

COURSE LISTING

CMPT 1164 Access Level 1
CMPT 1165 Access Level 2
CMPT 1129 Excel Level 1
CMPT 1131 Excel Level 2
CMPT 1132 Excel Level 3
CMPT 1170 OneNote
CMPT 1168 PowerPoint Level 1
CMPT 1301 Word Excel PowerPoint
CMPT 1130 Word Level 1
CMPT 1153 Word Level 2
CMPT 1601 Outlook Level 1
CMPT 1602 Outlook Level 2

WEB DESIGN AWARD OF ACHIEVEMENT

Program Coordinator: Todd Shaw,
technology@vcc.ca, 604.871.7000 ext. 8673

Program Assistant: Dorothy Giroux,
technology@vcc.ca, 604.871.7000 ext. 8383

This program provides individual users,
small business owners, and employees
of large organizations with the skills
and confidence to design and maintain
small business or personal websites.
Participants have the opportunity to
pursue a broad range of web design
topics including: HTML/CSS, Photoshop,
WordPress, social media/web integration,
SEO and Google Analytics.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional
admission requirements and are open to
individuals who wish to take one or more
courses.

**Prior Learning Assessment and
Recognition**

Courses completed prior to enrollment
in the program can be exempted at the
discretion of the Program Coordinator. A
maximum of 50% of course content can be
exempted.

COURSE LISTING

CMPT 1401 HTML/CSS Level 1
CMPT 1411 HTML/CSS Level 2
CMPT 1431 Introduction to WordPress
CMPT 1430 WordPress Web Design
CMPT 1442 Adding Social Media on
Websites
CMPT 1403 Photoshop Level 1
CMPT 1420 SEO and Google Analytics

WEB AND GRAPHIC DESIGN

Program Coordinator: Todd Shaw,
technology@vcc.ca, 604.871.7000 ext. 8673

Program Assistant: Dorothy Giroux,
technology@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).
These courses are non-credit, and no
application is required. You may register
for a course when you are ready. Please
purchase books from the Downtown
bookstore prior to course start date.
For the full-time Digital Graphic Design
Certificate Program, visit www.vcc.ca/dgd.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

These courses do not have additional
admission requirements and are open to
individuals who wish to take one or more
courses.

COURSE LISTING

CMPT 1401 HTML/CSS Level 1
CMPT 1411 HTML/CSS Level 2
CMPT 1406 InDesign Level 1
CMPT 1408 InDesign Level 2
CMPT 1431 Introduction to WordPress
CMPT 1430 WordPress Web Design
CMPT 1403 Photoshop Level 1
CMPT 1420 SEO and Google Analytics
MACD 1159 Adobe Illustrator

COURSE DESCRIPTIONS

VANCOUVER
COMMUNITY
COLLEGE

BUILDING - SEE REAL

buildingprograms@vcc.ca

Building Management course descriptions, are listed under REAL

BUSINESS

business@vcc.ca

BUSI 1103 PROJECT MANAGEMENT

Gain an overview of the project management discipline, insight into the application of project management on the 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)

BUSI 1315 MEDIA AND PUBLIC RELATIONS

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

BUSI 1318 BLOGGING FOR BUSINESS

A well-organized and engaging business blog is one of the 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)

BUSI 1321 SOCIAL MEDIA FOR ENTREPRENEURS

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)

BUSI 1330 SOCIAL MEDIA MARKETING

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)

BUSI 1332 JOB SEARCH SKILLS

Work collaboratively with instructors and classmates to prepare for employment. Topics include one-on-one employment coaching, resume writing, cover letters, interview skills, job search methods and networking. (24 hours)

BUSI 1333 FUNDAMENTALS OF CHANGE MANAGEMENT

Participants will learn to assess and select the best strategies to integrate change management activities into their projects including enabling team effectiveness, engaging project stakeholders, and managing the people side of projects using a change management approach. A workbook to apply the various change methodologies using a case study will be provided. (12 hours)

COMPUTERS

technology@vcc.ca

Find MAC software programs under MACD

CMPT 1129 EXCEL LEVEL 1

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)

CMPT 1130 WORD LEVEL 1

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)

CMPT 1131 EXCEL LEVEL 2

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 customized 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)

CMPT 1132 EXCEL LEVEL 3

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)

CMPT 1153 WORD LEVEL 2

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)

CMPT 1164 ACCESS LEVEL 1

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 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)

CMPT 1165 ACCESS LEVEL 2

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)

CMPT 1168 POWERPOINT LEVEL 1

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)

CMPT 1169 INTRODUCTION TO WINDOWS

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)

CMPT 1170 ONENOTE

OneNote is an electronic notebook that you can use to take and organize notes, thoughts, ideas, reminders, and any other information including pictures, tables, charts, and screen captures from the web and other applications on a free-form expandable canvas. You can stay organized by dragging note items into their own sections or different notebooks. You can also separate and organize your notes by subjects, projects, or interests. If you need to share your notes and information OneNote will let you organize and share your electronic notebooks. Prerequisite: Basic knowledge of Windows recommended. (7 hours)

CMPT 1253 REVIT - ARCHITECTURE ESSENTIALS

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)

CMPT 1301 WORD EXCEL POWERPOINT

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: Introduction to Computers and File Management or basic knowledge of Windows recommended. Credit(s):2.5

CMPT 1302 INTRODUCTION TO COMPUTERS AND FILE MANAGEMENT

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. Credit(s):1.0

CMPT 1303 INTERNET APPLICATIONS

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: Introduction to Computers and File Management or basic knowledge of Windows recommended. Credit(s):1.0

CMPT 1362 QUICKBOOKS LEVEL 1

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 (recommended). (18 hours)

CMPT 1363 QUICKBOOKS LEVEL 2

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)

CMPT 1365 SAGE 50 ACCOUNTING LEVEL 2

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)

CMPT 1366 SAGE 50 ACCOUNTING LEVEL 1

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 (recommended). (18 hours)

CMPT 1401 HTML/CSS LEVEL 1

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 (recommended). (15 hours)

CMPT 1403 PHOTOSHOP LEVEL 1

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. Prerequisite: Basic knowledge of Windows. (15 hours)

CMPT 1406 INDESIGN LEVEL 1

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 Windows. (15 hours)

CMPT 1408 INDESIGN LEVEL 2

Overview of intermediate to advanced features of Adobe InDesign. Learn to create interactive PDF files and Flash presentations of a design, create and style tables, manage long documents with hundreds of pages and books with multiple chapters, create an automated table of content and index, manage styles, develop complex paths, advanced graphics, import and export data to external files, and create print-ready PDF files. Required supplies: Please bring a USB stick to class. Please purchase textbook from DTN bookstore prior to course start date. Prerequisite: Basic Knowledge of InDesign. (15 hours)

CMPT 1411 HTML/CSS LEVEL 2

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)

CMPT 1420 SEO AND GOOGLE ANALYTICS

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: A basic knowledge of web design and HTML is recommended. (15 hours)

CMPT 1430 WORDPRESS WEB DESIGN

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)

CMPT 1431 INTRODUCTION TO WORDPRESS

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. (6 hours)

CMPT 1432 MANAGING YOUR DIGITAL MEDIA

We all carry in our pockets the tools to capture high quality digital media (photos, video and audio). But, how do we effectively organize, optimize and distribute this media? Whether for personal or business purposes, it is important to know how to properly format the media we create for web sites, presentations and social media. This course will cover the tricks and techniques to take control of your digital media assets. Required supplies: Your own mobile device (IE: iPhone, Android or Windows) to capture media. Prerequisite: Basic knowledge of computers and file management (recommended). (6 hours)

CMPT 1441 PUBLICATION LAYOUT AND DESIGN

This course will further the student's understanding of Adobe Creative Suite and its application in design and layout of covers, brochures, books, magazines, newsletters, and other multi-page publications. The goal of the course is to design a publication of eight or more pages and produce it to a format adequate for printing as well as for online viewing. Students are encouraged to bring a personal project and all its materials (text and images) for the first day of class; otherwise text and images will be provided by the instructor. The six sessions will cover basic design and layout strategies for multi-page documents, as well as the principles of printing. (18 hours)

CMPT 1442 ADDING SOCIAL MEDIA ON WEBSITES

With the number of people using social

media sites, having your website connected to popular social media sites is crucial. In this course students will learn how to add and maintain the latest social media apps within websites. (6 hours)

CMPT 1601 OUTLOOK LEVEL 1

Learn how Outlook is structured, how to use the various modules to coordinate communications and collaborations with others. Modules covered in this course include: Mail, Calendar, Contacts, Tasks and Notes. Also included are some advanced features commonly used for collaboration purposes such as sharing calendars, using RSS Feeds, adding address lists or sending out of office notices. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. (6 hours)

CMPT 1602 OUTLOOK LEVEL 2

Learn to integrate some of the features within Outlook including adding or removing address books, setting up tasks, working with notes and collaborating with others. (6 hours)

CMPT 1703 SKETCHUP LEVEL 1

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 textbook available at the downtown bookstore. Prerequisite: Basic knowledge of Windows. (6 hours)

CMPT 1704 SKETCHUP LEVEL 2

Explores advanced SketchUp Make tools such as creating scene, field of views, shadows, extensions, plug-ins, and more. Required supplies: Optional textbook available at the downtown bookstore. Prerequisite: SketchUp Level 1 or equivalent (6 hours)

CMPT 1707 SKETCHUP ADVANCED

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: Optional textbook available at the downtown bookstore. Prerequisite: SketchUp Level 1, SketchUp Level 2 or equivalent. (12 hours)

CMPT 1951 AUTOCAD LEVEL 1

Designed for students pursuing careers in design-related disciplines, this course teaches new users how to create professional 2D drawings using AutoCAD.

Starting with a thorough overview of AutoCAD's basic commands and features, this Level 1 hands-on course covers drawing basic objects (ie. lines, circles, arcs, polygons, blocks), modifying and changing properties of objects, working with layers, dimensioning, hatching, text, proper scaling and page setup for plotting and printing using layouts, and viewports. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: Basic knowledge of Windows, drafting fundamentals and geometry.(recommended) (18 hours)

CMPT 1952 AUTOCAD LEVEL 2

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: Please purchase textbook from downtown bookstore prior to course start date. Please bring a USB stick to class. Prerequisite: AutoCAD Level 1. (15 hours).

COUNSELLING

counsellingskills@vcc.ca

CNSK 1156 BASICS OF TRAUMA INFORMED PRACTICE

This course will equip participants with the fundamentals of working with clients who have experienced trauma. The course will focus on increasing understanding of what trauma is and how it impacts clients' physical, emotional, mental, social, and spiritual well being. Students will come to understand best practice for supporting clients who have survived traumatic experiences, and receive practical tools to help support trauma recovery. (6 hours)

CNSK 1157 RESILIENCY BUILDING FOR HUMAN SERVICE WORKERS

Discover new ways of supporting your health and wellness in your work as a helping professional. In this course, you will learn how to reduce the impacts of vicarious trauma, compassion fatigue and burnout. You will also develop a personalized strategy for cultivating resiliency, the ability to thrive in spite of the personal and professional challenges we face in the field of human service work. (6 hours)

CNSK 1158 TOPICS IN GENDER AND SEXUAL ORIENTATION

This course will focus on increasing competency in working with clients of diverse gender identities and sexual orientations. Participants will deepen their understanding of gender identity and sexual orientation, and explore using anti-oppressive practice as a tool for supporting clients that may identify on or off the LGTBQIA2S+ spectrum. Participants will learn how to create safer spaces for clients, and to examine their own experiences, social locations, and beliefs as a strategy for becoming increasingly competent in their human service work with LGTBQIA2S+ folks. (6 hours)

CNSK 1401 BASIC COUNSELLING SKILLS

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

CNSK 1403 THEORIES OF COUNSELLING

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. CNSK 1402 is a co-requisite for this course. Credit(s):3.0

CNSK 1402 FOUNDATIONS OF COUNSELLING

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

CNSK 1404 LIFESPAN DEVELOPMENT

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. CNSK 1402 is a co-requisite for this course. Credit(s):3.0

CNSK 1405 INDIVIDUAL COUNSELLING SKILLS - COMMUNITY

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

CNSK 1406 INDIVIDUAL COUNSELLING SKILLS - ADDICTION

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. CNSK 1402 is a co-requisite for this course. Credit(s):3.0

CNSK 1407 DIVERSITY, CULTURE, AND COUNSELLING

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

CNSK 1408 GROUP COUNSELLING SKILLS

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):3.0

CNSK 1409 FAMILY SYSTEMS - AN OVERVIEW

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

CNSK 1410 ASSESSMENT PRACTICES - COMMUNITY

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. Prerequisites: CNSK 1405 AND CNSK 1402 PLUS CNSK 1403 OR CNSK 1404 must be completed or taken concurrently. Credit(s):3.0

CNSK 1411 ASSESSMENT PRACTICES - ADDICTION

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. Prerequisites: CNSK 1406 AND CNSK 1402 PLUS CNSK 1415 AND CNSK 1403 or CNSK 1404 must be completed or taken concurrently. Credit(s):3.0

CNSK 1412 PERSONAL AND PROFESSIONAL DEVELOPMENT

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. Prerequisites: CNSK 1405 OR 1406 AND CNSK 1402 PLUS CNSK 1407 OR CNSK 1413 must be completed or taken concurrently. Credit(s):2.0

CNSK 1413 ABORIGINAL CONTEXT

Examine the historical/traditional perspectives and contemporary issues (ie. alcohol-related birth defects, high suicide rates) of the Aboriginal community with a focus on health and healing. Students explore the role played by cultural expression, including values and identity, in providing a basis for healing in an Aboriginal treatment setting. Analyze the impact of colonization (ie. disruption of established family systems by residential schools). The focus is on the Canadian Aboriginal experience, but comparisons will be drawn to other Indigenous populations. Credit(s):1.0

CNSK 1414 VOCATIONAL COUNSELLING SKILLS

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

CNSK 1415 ADDICTION AND HUMAN BEHAVIOUR

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. Prerequisite: Foundations of Counselling CNSK 1402. Credit(s):1.0

CNSK 1416 COUNSELLING SKILLS - A YOUTH PERSPECTIVE

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

CNSK 1488 PRACTICUM - VOLUNTEER

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. Prerequisite: Successful completion of all courses in the Addictions or the Community Counselling Skills Program. Credit(s):4.0

CNSK 1489 PRACTICUM - EMPLOYMENT

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. Prerequisite: Successful completion of all required courses in the Addiction or the Community Counselling Skills Certificate Program.

CUISINE

baking@vcc.ca

CUIS 1121 CAKE MAKING AND DECORATING 1

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. Fee includes GST, cost of supplies and ingredients. (15 hours)

CUIS 1129 SUGAR CRAFT AND DISPLAY

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. Course fee includes GST, cost of supplies and ingredients. (15 hours)

CUIS 1137 CAKE MAKING AND DECORATING 2

Work with rolled fondant and mousse cakes in this intermediate level course. Learn fondant and gumpaste decorating techniques such as flower making, borders, and crimping as well as how to level, dowel and assemble multi-tiered cakes. Course fee includes cost of supplies and ingredients. (15 hours)

CUIS 1149 SWEET TAPAS AND PLATED DESSERTS

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)

CREATIVE WRITING

creativewriting@vcc.ca

CWRI 1143 FINDING YOUR WRITER'S VOICE

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. (18 hours)

CWRI 1169 SCREENPLAY WRITING

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. (18 hours)

CWRI 1174 INTRODUCTION TO CREATIVE WRITING

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. (18 hours)

CWRI 1175 ADVANCED SCREENPLAY WRITING

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. 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)

CWRI 1176 CREATIVITY BOOTCAMP

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. (18 hours)

EARLY CHILDHOOD CARE AND EDUCATION

ecce@vcc.ca

ECCE 1104 CHILD GROWTH 2

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

ECCE 1107 GUIDING AND CARING

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

ECCE 1176 ECE ASSISTANT COURSE - HEALTH

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

ECCE 1190 ETHICAL JOURNEY: MODULE 1

Ethical Journey: Module 1 guides participants through an exploration of their personal beliefs, values and ethics. Participants will examine what an ethical dilemma is using these systems as a point of reference. This module is a prerequisite for the remaining ethics training modules in this series. "Best Choices Ethical Journey" Training Series is delivered by ECEBC trained facilitators. (3 hours)

ECCE 1191 ETHICAL JOURNEY: MODULE 2

Ethical Journey: Module 2 guides participants on the purpose, structure and benefits of a professional code of ethics. Following the eight principles identified in ECEBC's Code of Ethics, participants will experience and understand how a code of ethics can guide practice. The "Best Choices: Ethical Journey" Training Series is delivered by ECEBC trained facilitators. Prerequisite: ECCE 1190 (3 hours)

ECCE 1192 ETHICAL JOURNEY: MODULE 3

Ethical Journey: Module 3 guides participants in the examination of making an ethical decision. This examination prepares participants for the complexities in making "best choice" decisions, and the recognition that many best choices may exist. Participants will look into personal commitments to ethical decision making in practice. The "Best Choices: The Ethical Journey" Training Series is delivered ECEBC trained facilitators. Prerequisite: ECCE 1191 (3 hours)

ECCE 1193 ETHICAL JOURNEY: MODULE 4

Ethical Journey: Module 4 works with participants in understanding how personal values, beliefs and ethics can support but also challenge ethical decision making. Participants will also identify potential inhibitors to making these decisions. Through examination of the six E's to ethical commitment, participants will be

able to renew their commitment of "best choice" decision making in practice. The "Best Choices: The Ethical Journey" Training Series is delivered ECEBC trained facilitators. Prerequisite: ECCE 1192 (3 hours)

ECCE 1202 GOOD BEGINNINGS

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. Credit(s):0.0

ECCE 1301 FOUNDATIONS IN ECCE

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

ECCE 1302 FIELD STUDY 1

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

ECCE 1303 COMMUNICATIONS

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

ECCE 1304 OBSERVING AND RECORDING

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

ECCE 1305 CHILD GROWTH 1

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

ECCE 1306 FIELD STUDY 2

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 ECCE 1305 Child Growth 1 offered in this given term. Credit(s):1.5

ECCE 1307 THE LEARNING CHILD

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

ECCE 1308 FIELD STUDY 3

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 ECCE 1307 The Learning Child offered in this given term. Credit(s):1.5

ECCE 1501 DESIGNING ENVIRONMENT FOR LEARNING

This workshop will look at some ways of designing the learning environment with rich provocations and using natural materials. Through use of slides and pictures to stimulate and inspire participants – the facilitator will introduce the innovative ways of organizing the physical environment by incorporating a responsive /emergent curriculum into a child care setting. The second part of the workshop will examine the image of the child and how we can connect the principles of the Reggio Emilia approach within our own cultural context with this knowledge. (4 hours)

ECCE 1502 RAISING BILINGUAL CHILDREN

This workshop focuses on the role of bilingualism in language development of young children 0-5. The following components will be discussed:
– research on bilingualism and brain development
– the benefits of bilingualism
– how to raise bilingual children: concrete strategies
– challenges for bilingual children and their families
– ways of promoting bilingualism in child care setting

ECCE 1503 OVER-ACTIVITY: BODY AND MIND

Many children and adults we live or work with struggle with trouble focusing, excessive energy and/or impulsive tendencies. This class will help identify the typical components of the ADD/ADHD mind. Is it a deficit or a gift? We will explore characteristic behaviour, causes, myriad challenges and many strategies to stimulate, calm and understand children and/or adults who are faced with this challenge. (4 hours)

ECCE 1504 THERE'S A POEM FOR THAT

This workshop is about the fascinating world of poetry for children. The facilitator will take the participants to an abundance of simple, clear poems written to delight children, teachers and parents. No matter where the child's passion lies, there is a perfect poem to educate, inspire and have fun. All aspects of the child care program can be improved with this knowledge. (4 hours)

ECCE 1505 EXPLORATION WITH CLAY

In this exciting clay workshop the students will be introduced to various kinds of clay used with young children. The participants will learn some basic skills for working with clay. The facilitator will show photos of clay work done by young children and share ideas for some fun and stimulating clay projects. Most of the workshop will be hands-on.

ECCE 1506 INTRODUCTION TO ETHICS

This course presents a comprehensive overview of human development from six to twelve years of

ECCE 1507 EFFECTIVE PARTNERSHIP WITH FAMILIES

In this interactive workshop, participants will acquire strategies for effectively communicating with families. They will reflect on their own communication and learning styles and brainstorm ideas and strategies on how to successfully collaborate with parents and colleagues. Emphasis will be placed on the importance of building partnership. Participants will receive multiple handouts. (4 hours)

ECCE 2100 ROLE OF THE CAREGIVER I/T

This course focuses on the role of the

caregiver for children from birth to three years of age. Course content includes principles of family centered care, inclusion, cultural competence and developmentally appropriate practice for infants and toddlers Credit(s):2.0

ECCE 2102 MUSIC AND MOVEMENT

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

ECCE 2106 FIELD STUDY 5

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 ECCE 2102 Music and Movement course in this given term. Credit(s):1.5

ECCE 2112 LEADERSHIP, ADMINISTRATION AND MANAGEMENT IN CHILD CARE

Today's childcare world is dynamic and complex and there are both opportunities and challenges that call for strong leadership and administration and management skills. LAM offers an exciting opportunity to learn and practice leadership, administration and management skills in a supportive environment, and builds your confidence, knowledge base and effectiveness, as you continue on your child care career path.

ECCE 2115 HEALTH, SAFETY AND NUTRITION

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

ECCE 2117 ROLE OF THE CAREGIVER SN

This course focuses on the role of the caregiver for children from birth to five years of age who have special needs. Course content includes principles of family centered care, inclusion, cultural competence and developmentally appropriate practice for children with special needs. Credit(s):2.0

ECCE 2120 ADVANCED CHILD GROWTH SN

This course focuses on current theories and research related to the growth and development of children from birth to six years with special needs. Students will expand their understanding of internal and external influences on development of infants and toddlers with special needs and learn theory-based practice in a childcare context. Credit(s):2.0

ECCE 2125 ADVANCED CHILD GROWTH I/T

This course focuses on current theories and research related to the growth and development of children from birth to three years of age. Students will expand their understanding of internal and external influences on development of infants and toddlers and learn theory-based practice in a childcare context. Credit(s):2.0

ECCE 2130 ADVANCED FIELD STUDY SN

The purpose of this community-based observation is to broaden students' understanding of childcare settings inclusive of children with special needs. Students will experience and reflect upon similarities and differences in these environments and apply critical thinking skills and analyses in linking early childhood theory to practice. The focus relates specifically to ECCE 2120 Advanced Child Growth SN. Credit(s):1.5

ECCE 2135 ADVANCED FIELD STUDY I/T

The purpose of this community-based observation is to broaden students' understanding of infant and toddler childcare 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 ECCE 2125 Advanced Child Growth I/T. Credit(s):1.5

ECCE 2200 ENHANCING FAMILY RELATIONSHIPS

This course develops student's knowledge and skill in building positive relationships with families in a childcare context. Students will deepen insight into family dynamics, community and cultural influences, anti-bias approaches and the critical role of family/caregiver partnerships. Credit(s):2.0

ECCE 2210 ADVANCED HEALTH, SAFETY, AND NUTRITION SN

This course focuses on the health, hygiene and safety of children with special needs in a childcare setting. Students will analyze children's rights including cultural and individual needs, abuse indicators and vulnerabilities of infants and toddlers. Credit(s):2.0

ECCE 2215 ADVANCED HEALTH, SAFETY, AND NUTRITION I/T

This course focuses on the health, hygiene and safety of infants and toddlers in a childcare setting. Students will analyze children's rights including cultural and individual needs, abuse indicators and vulnerabilities of infants and toddlers. Credit(s):2.0

ECCE 2230 SPECIAL NEEDS PRACTICUM 1

This course builds on the experiential opportunities gained with previous practical experience. Students will extend their knowledge and participate as an assistant teacher in a licensed childcare centre with children with special needs. An expectation of growth in confidence, competency and techniques will be confirmed. Credit(s):6.0

ECCE 2235 INFANT AND TODDLER PRACTICUM 1

This course builds on the experiential opportunities gained with previous practical experience. Students will extend their knowledge and participate as an assistant teacher in a licensed infant and toddler childcare centre. An expectation of growth in confidence, competency and techniques will be confirmed. Credit(s):6.0

ECCE 2300 CHILDCARE ADMINISTRATION

This course provides students with broad knowledge of the principles and practices involved in the administration and management of a childcare centre. Students will learn the necessary skills to fulfill the role of administrator of an early childhood education program. Credit(s):2.0

ECCE 2301 CREATIVE ART

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

ECCE 2302 EXPLORING LEARNING ENVIRONMENTS

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

ECCE 2303 FIELD STUDY 4

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 ECCE 2302 Exploring Learning Environments offered in this given term. Credit(s):1.5

ECCE 2304 INTEGRATED PROGRAM PLANNING

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

ECCE 2305 PRACTICUM 1

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

ECCE 2306 PRACTICUM 2

This course builds on the experiential opportunities in ECCE 2305 Practicum 1. An expectation of growth in confidence, competency and techniques will be confirmed. Credit(s):4.0-

ECCE 2307 PRACTICUM 3

This course builds on the experiential opportunities in ECCE 2306 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

ECCE 2308 LANGUAGE AND LITERATURE

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

ECCE 2309 ECOLOGY OF FAMILY

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-centered care, culturally sensitive care, inclusive practice and honouring diversity are highlighted. Credit(s):2.0

ECCE 2320 PROFESSIONAL PERSPECTIVES

This course provides students with an understanding of professional perspectives in the field of early childhood education. Students will identify principles of professional conduct and articulate supporting practices and ethics to implement in their own childcare context. Credit(s):2.0

ECCE 2330 SPECIAL NEEDS PRACTICUM 2

This course builds on the experiential opportunities in ECCE 2230 Special Needs Practicum 1. Students will extend their knowledge and participate as an assistant teacher in a licensed childcare centre. An expectation of growth in confidence, competency and techniques will be confirmed.Credit(s):3.0

ECCE 2335 INFANT AND TODDLER PRACTICUM 2

This course builds on the experiential opportunities in ECCE 2235 Infant and Toddler Practicum 1. Students will extend their knowledge and participate as an assistant teacher in a licensed childcare centre. An expectation of growth in confidence, competency and techniques will be confirmed. Credit(s):6.0

EVENT PLANNING

weddingevent@vcc.ca

EVNT 1107 DESTINATION WEDDINGS

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):2.0

EVNT 1108 WEDDING PLANNING

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):2.0

EVNT 1109 EVENT PLANNING

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):2.0

FASHION

fashionarts@vcc.ca

FASH 1150 FASHION ILLUSTRATION

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)

FASH 1154 SEWING - BEGINNERS LEVEL 1

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)

FASH 1156 ADOBE ILLUSTRATOR FOR FASHION 1

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. (30 hours)

FASH 1158 SEWING - BEGINNERS LEVEL 2

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)

FASH 1162 MILLINERY 1

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)

FASH 1166 FABRIC SURFACE DESIGN

Using a variety of fibre arts and processes, explore colour, texture, pattern systems and two dimensional design, as well as the development of imagery and ideas. A technique diary is developed throughout the course for future reference. Please bring: 2" three ring binder, scissors/Exacto knife, ruler, glue and a selection of magazines (pop culture, design, architecture, fashion,

nature, etc.). An additional supply list will be given at the first session. (24 hours)

FASH 1171 PROFESSIONAL PRACTICES 1

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

FASH 1172 PROFESSIONAL PRACTICES 2

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

FASH 1176 MERCHANDISING FASHION

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):3.0FASH 1179 BOOT CAMP - FASHION DESIGN TEEN

Make your own clothes! This fun and hands on course will send you home with a skirt and tote bag you created. Emphasis on fashion design principles, fashion drawing, machine and couture hand dewing methods, draping, and design sketching through fun project based work. Whether obtaining a life skill or preparing for a future in fashion, this course will not disappoint! Participants must be 13 - 18 years of age. No sewing experience required. Course fee includes some supplies, estimated additional supply fees $100. (30 hours)

FASH 1181 COUTURE DRAPING

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)

FASH 1182 BOOT CAMP - FASHION STYLING TEEN

Channel Rachel Zoe in this week long course! Learn to style looks for photo shoots, commercials and fashion shows. Develop skills and techniques to provide art direction and explore dressing for body shapes and personal 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. Supplies required- magazines (30 hours)

FASH 1183 CORSETRY

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 (notes), tape measure. (30 hours)

FASH 1191 PERSONAL PATTERN MAKING

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. (30 hours)

FASH 1204 FASHION FORECASTING

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

FASH 1301 HISTORY OF FASHION

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

FASH 1310 PATTERN DRAFTING PRACTICAL 1

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):2.0

FASH 1311 TAILORING TECHNIQUES

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

FASH 1312 COLLECTION DESIGN 1

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

FASH 1313 TEXTILE SURFACE DESIGN AND LAB

Students experiment with the manipulation of fabrics and textiles to create a variety of surface designs and textures. Methods include fibre-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):3.0

FASH 1314 TECHNICAL FASHION DRAWING 2

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):2.0

FASH 1315 STUDIO LAB A

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

FASH 1401 FASHION RETAIL MANAGEMENT

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

FASH 1402 RETAIL BUYING

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

FASH 1405 FASHION MARKETING AND PROMOTION

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

FASH 1408 FASHION STYLING

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

FASH 2201 TEXTILES

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

FASH 2212 COMPUTER AIDED DRAFTING 2

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):2.0

FASH 2303 ADVANCED FASHION SHOW

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):1.0

FASH 2310 COLLECTION MANUFACTURE AND STUDIO

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):6.0

FASH 2312 PORTFOLIO DESIGN 2

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

FASH 2313 STUDIO LAB D

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

FASH 2401 FASHION ARTS PRACTICUM

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

FASH 3101 FASHION ARTS ALUMNI OPEN LAB

VCC's Fashion Arts Alumni are invited to use the sewing and drafting labs one night a week. Gain access to equipment (industrial machines, pressing station), use the space to spread out, and connect with fellow alumni!

GEMMOLOGY

gemmology@vcc.ca

GEMM 1101 PRELIMINARY YEAR GEMMOLOGY

This course covers the material in the first year of the two year Canadian Gemmological Association's program. Completing the two year program prepares you to write the final exam to receive a CGA Diploma. The course is offered once a year on Wednesday evenings from September to June. Supplies and examination fees are additional costs. Students need to register seven days prior to the first class .

GEMM 1110 GEMMOLOGY ACCELERATED PROGRAM

The accelerated program contains the same courses as the part-time program.

For a full description, please see the part time program description.

GEMM 1154 CRYSTALS AND CRYSTAL HEALING

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)

GEMM 1155 EVALUATION OF JADEITE JADE 1

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)

GEMM 1156 JADEITE JADE 1

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)

GEMM 1157 JADEITE JADE 2

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 prerequisites. Registration deadline seven days prior to first class. (3 hours)

GEMM 1158 PEARL GRADING + VALUATION LAB

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)

GEMM 2101 DIPLOMA YEAR GEMMOLOGY

This course is the second year of the part-time Canadian Gemmological Association Diploma program. The course is offered once a year on Tuesday and Thursday evenings from September to June. Tuesdays are theory classes and Thursdays are hands-on lab classes. Supplies and examination fees are extra to the tuition

fees. Students need to register seven days prior to first class.

GEMM 2136 HOW TO BUY DIAMONDS

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)

GEMM 2137 GRADUATE SALES ASSOCIATE

This course from the American Gem Society contains pertinent facts on diamonds, colored stones, pearls, metals, watches, and period jewelry, along with information about the jewelry industry and the importance of good customer service and professionalism. All chapters deliver product information with an emphasis on how to romance and sell. End-of-the-chapter exercises suggest ways to practice what has just been learned.

Each course includes the Gemological Institute of America's Essential Colored Stone Reference Guide. This valuable booklet contains information on 50 popular gemstones, their history and lore, sources, characteristics, imitations, and care.

Fee includes all materials. No jewellery experience required. Registration deadline seven days prior to first class.(12 hours)

GEMM 3101 MASTERVALUER APPRAISAL PROGRAM

In the MasterValuer Program, you will learn how to value gems and jewellery, identify gold content, do research for items of comparable value, and write appraisal reports. (90 hours)

HEALTH

health@vcc.ca

HLTH 1101 FOODSAFE LEVEL 1

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. FoodSafe Workbooks are available in the VCC Bookstore - approximately $15 (8 hours)

HLTH 1110 DIETARY AIDE

This five week course will give students the knowledge and practical skills required to help provide nutritious food for clients in institutional facilities such as hospitals, long-term care facilities, schools, hotels and restaurants. This course includes a two-week practicum, Institutional field trip

and kitchen preparation provided onsite. Certificates are also provided for FoodSafe Level 1 and WHMIS. (150 hours)

HLTH 1138 TRANSCRIBING PHYSICIANS ORDERS

A self-paced distance module training Licensed Practical Nurses to receive and transcribe physician's verbal and telephone orders. Proof of current LPN or RN Licensure, any province of Canada, required to register. (6 hours

HLTH 1185 IV THERAPY THEORY

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 Licensed Practical Nurses and Registered Nurses who have employer ability to certify skills in workplace. Proof of current LPN or RN Licensure, any province of Canada, required to register. Supplies costing approximately $100 are available at the VCC bookstore on Broadway prior to first class. (8 hours)

HLTH 1190 FOOT CARE NURSING

The Foot Care Nursing course provides basic and advanced education and training in the care of the middle-aged and elderly foot. This course includes in-class instruction, self-study and hands-on clinical experience. Students will typically work on 8-10 feet during the course. 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, as well as the current best practices for cleaning, disinfecting and sterilizing foot care tools. Prerequisite: Proof of current BC LPN or RN license required to register. Supplies costing approximately $600 are available at the VCC Downtown bookstore prior to first class. (54 hours)

HLTH 1295 PHARMACOLOGY REVIEW

Are you a Licensed Practical Nurse or a Registered Nurse returning to nursing and requiring a pharmacology review? This distance course lets you practice math calculations and refresh your theory associated with administering medications. Proof of current LPN or RN Licensure, any province of Canada, required to register (7 hours)

HLTH 1315 DISTANCE IV THERAPY

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 LPN or RN Licensure, any province of Canada, required to register. (6 hours)

HLTH 1327 MEDICATION MANAGEMENT FOR HCAS

HCA'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)

INTERIOR DESIGN

interiordesign@vcc.ca

INTD 1175 THE BASICS OF BRAND DEVELOPMENT

Avoid pitfalls, improve your design process, respond to demanding clients, and solve the creative problems that are involved in creating a logo. Take care of quotes and contracts, and critical design decisions involved in building a brand identity package. Find out what the attributes of a great logo are, where to look for inspiration, and how to use sketches to propel you through the design process. You will learn how to articulate and present your designs to clients and follow up on both positive and negative feedback. Finally, learn how to launch the logo and develop a narrative that will keep the visual style of the brand intact in the future. (18 hours)

INTD 1176 FREELANCING AND FINANCING

In this course you will learn how to calculate your work's true worth. We will explain how to keep good records, set an hourly rate, create estimates then transform them into contracts, and successfully approach financial matters with your clients. Include free worksheets— templates for evaluating your expenses and calculating your fees. (12 hours)

INTD 1177 CREATIVE BRIEFS AND PRESENTATION

In this course you will learn to write a creative brief for client-commissioned projects and ensure you have a roadmap for developing great design. You will learn what creative briefs are, what goes into them, what they look like, and how to use them throughout the project. You'll learn how to establish the drivers, audience, competition, message, and other critical success factors. You'll also learn to strategize, format, and time your presentation to fit your audience, craft a great message, gain credibility using research, develop visual aids, and deliver the final presentation. Tips for staying organized and calm, connecting with your clients, and getting the approval needed to move your project forward. (12 hours)

INTD 1305 DESIGN BASICS

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

INTD 1310 BASIC DRAFTING CONCEPTS

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

INTD 1315 DESIGN DRAWING

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

INTD 1320 COLOUR THEORY AND APPLICATION

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):2.0.0

INTD 1325 HISTORY OF FURNITURE

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

INTD 1330 MATERIALS AND FINISHES

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

INTD 1335 TEXTILES

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

INTD 1340 DESIGN TODAY

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

INTD 1345 LIGHTING

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

INTD 1350 AUTOCAD FOR INTERIOR DESIGNERS

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

INTD 1355 RESIDENTIAL DESIGN

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

INTD 1360 DESIGN FOR SMALL SPACES

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

INTD 1365 DESIGN SPECIFICATIONS

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

INTD 1370 PRESENTATION

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

JEWELLERY

gemmology@vcc.ca

JEWL 1103 JEWELLERY TECHNIQUES 1

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)

JEWL 1104 JEWELLERY TECHNIQUES 2

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)

JEWL 1112 PEARL STRINGING TECHNIQUES 1

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)

JEWL 1113 CREATE JEWELLERY REPAIR SALES

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

JEWL 1114 CANADIAN JEWELLER JETS PROGRAM

The program is designed with 16 modules which include topics such as, introduction to the jewellery business, diamond grading, rubies and sapphires, pearls, watches, appraisals and sales techniques. (24 hours)

JEWL 1116 JEWELLERY REPAIR

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)

JEWL 1117 STONE SETTING IN JEWELLERY

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)

JEWL 1118 LOST WAX CARVING AND CASTING

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)

JEWL 1119 ADVANCED JEWELLERY WORKSHOP

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)

JEWL 1125 SKETCHING BASICS FOR JEWELLERS

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)

JEWL 1129 JEWELLERY PORTFOLIO PREPARATION

This non-technical course is designed to help students access their creativity and expression with a view to developing a portfolio for entry into the full-time Jewellery Art and Design program*. Introductions to drawing, design, 3D forms, and understanding contemporary art will be covered. Classes will include hands-on exercises, visual presentations, group discussions, and a field trip to the Vancouver Art Gallery. Approximately 2 hours per week of take home projects will be required. Extra materials: $20. *Please note that participation in this course does not guarantee entry into the Jewellery Art and Design program.

LANGUAGES

languages@vcc.ca

LANG 1101 SPANISH 1

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 supplies: Please purchase textbook from downtown bookstore prior to course start date. (20 hours)

LANG 1102 SPANISH 2

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 supplies: Please purchase textbook from downtown bookstore prior to course start date. (20 hours)

LANG 1106 GERMAN 1

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 supplies: Please purchase textbook from downtown bookstore prior to course start date. (20 hours)

LANG 1107 GERMAN 2

Build more vocabulary and continue to study the structure of word forms. Develop listening and speaking skills with emphasis on correct pronunciation and grammar. Required supplies: Level 1 textbook. (20 hours)

LANG 1109 JAPANESE 1

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 course materials. (20 hours)

LANG 1110 JAPANESE 2

Learn Katakana, more vocabulary, and simple writing skills. Study forms and Japanese culture as part of the lessons. Fee includes course materials. (20 hours)

LANG 1111 SPANISH CONVERSATION 1

Develop basic verbal skills through oral practice using different scenarios. Gain confidence for communicating with people in Spanish-speaking places. Prerequisite: minimum of Spanish Level 1 or equivalent. Required supplies: Please purchase textbook from downtown bookstore prior to course start date. (10 hours

LANG 1117 JAPANESE 3

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 course materials. (20 hours)

LANG 1118 ARABIC 1

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 course materials. (20 hours)

LANG 1119 ARABIC 2

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 course materials. (20 hours)

LANG 1120 FRENCH CONVERSATION 1

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. Required supplies: Level 1 textbook. (10 hours)

LANG 1123 CANTONESE 1

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 course materials. (20 hours)

LANG 1124 CANTONESE 2

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 course materials. (20 hours)

LANG 1125 CANTONESE 3

Learn interesting Cantonese words and phrases, useful vocabulary and commonly used classifiers. Study Cantonese slang and popular phrases used in Hong Kong. Good for students who have completed Cantonese 2 or have an equivalent level of proficiency. Fee includes course materials. (20 hours)

LANG 1126 KOREAN 1

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 supplies: Please purchase textbook from downtown bookstore prior to course start date. (20 hours)

LANG 1127 KOREAN 2

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. Required supplies: Level 1 textbook. (20 hours)

LANG 1130 MANDARIN 1

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 supplies: Please purchase textbook from downtown bookstore prior to course start date. (20 hours)

LANG 1131 MANDARIN 2

Improve Mandarin speaking with situational dialogues in real life. Build on knowledge of "Hanyu" phonetics with more focus on pronunciation and tones. Required supplies: Level 1 textbook. (20 hours)

LANG 1132 MANDARIN 3

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 supplies: Please purchase textbook from downtown bookstore prior to course start date. (20 hours)

LANG 1135 FRENCH 3

Study more verb tenses and build a solid foundation for communicating in this beautiful, musical and active language. Required supplies: Level 1 textbook. (20 hours)

LANG 1136 SPANISH 3

Increase your knowledge of Spanish while enhancing your conversational skills. Study grammar points such as present perfect, imperfecto, conditional and future tenses. Focus on the use of grammar acquired through reading, conversation and typical situations. Required supplies: Level 2 textbook. (20 hours)

LANG 1137 FRENCH 1

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 supplies: Please purchase textbook from downtown bookstore prior to course start date. (20 hours)

LANG 1138 FRENCH 2

Build your confidence in speaking French, and improve your conversational skills as you learn more verbs and ways to express yourself. Required supplies: Level 1 textbook. (20 hours)

LANG 1139 ITALIAN 1

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 supplies: Please purchase textbook from downtown bookstore prior to course start date. (20 hours)

LANG 1140 ITALIAN 2

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. Required supplies: Level 1 textbook. (20 hours)

LANG 1147 ITALIAN 3

Start of the independent stage. Students will move on to more complex grammar. The aim is to enable students to deal with most situations likely to arise when travelling in Italy. By the end of the course, students should be fairly confident in talking about past experiences, expressing agreement

and disagreement, relaying information and discussing current affairs. This level continues to emphasize the improvement of oral comprehension and creative expression through the use of teaching resources including reading selections, audio and video. Required supplies: Level 1 textbook. (20 hours)

LANG 1161 FRENCH 4
Speak and converse in French as you never have before. Learn and enjoy new idiomatic expressions and commonly used French speaking patterns. You will be able to use your new language abilities with confidence. Required supplies: Textbook and Dictionary. (20 hours)

LANG 1163 CANTONESE 4
Targeted towards those who have completed the first 3 levels or equivalent(s). Broaden your knowledge of Cantonese by learning more advanced topics on conversation and the practicing of speaking and listening skills. More emphasis on reading and writing with expanded vocabulary and sentence structure. Fee includes course materials. (20 hours)

LEADERSHIP

leadershipvcc.ca

LEAD 1101 CRITICAL THINKING
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

LEAD 1102 MANAGING CHANGE
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

LEAD 1104 PROBLEM SOLVING AND ACTION PLANNING
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

LEAD 1105 FROM CONFLICT TO COLLABORATION
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

LEAD 1108 FACILITATION SKILLS FOR TEAM LEADERS
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

LEAD 1109 SPEAK UP
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

LEAD 1110 CREATIVE THINKING AT WORK
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

LEAD 1111 STEPPING UP TO LEADERSHIP
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

LEAD 1112 USING LEADERSHIP LANGUAGE
Poor communication is one of the most common causes of workplace problems. This course examines communication in organizations, improves awareness of key issues in organizational communication, and outlines the three key behaviours that enable teams to function effectively. Students examine the impact of perception on communication, analyze four common leadership communication styles, and learn the art of style flexing to achieve results when communicating, negotiating, or delegating. Credit(s):0.5

LEAD 1113 BUILDING A PRODUCTIVE TEAM
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

LEAD 1114 FINDING TIME FOR RESULTS
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

LEAD 1115 COACHING FOR HIGH PERFORMANCE
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 as 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

LEAD 1116 ESSENTIAL LEADERSHIP COACHING SKILLS
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

LEAD 1117 SKILL COACHING
Teaching or modelling behaviours on the job is an essential element of coaching. Skill coaching involves assessing performance, providing advice/instruction, modelling, and providing timely feedback that enables employees to improve their performance. Participants learn to achieve results by using a systematic approach and to coach with different learning styles while gaining a repertoire of coaching methods. Credit(s):0.5

LEAD 1118 TAKING YOUR LEADERSHIP COACHING TO THE NEXT LEVEL
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

LEAD 1119 THE SCIENCE AND THE ART OF LEADERSHIP

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

LEAD 1120 THE COACH'S TOOLKIT

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

LEAD 1121 TEAM COACHING

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

LEAD 1138 BUSINESS COMMUNICATION FOR LEADERS

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

LEAD 1150 INTRODUCTION TO BUSINESS

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):2.0

LEAD 1151 HUMAN RESOURCE MANAGEMENT

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):2.0

LEAD 1152 FINANCE

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):2.0

LEAD 1153 SALES AND MARKETING MANAGEMENT

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):2.0

LEAD 1154 BUSINESS ETHICS

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):2.0

LEAD 1169 CHALLENGING PERSONALITIES

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

LEAD 1171 TRAINING FOR HIGH PERFORMANCE

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

LEGL COURSES

paralegal@vcc.ca

LEGL 1170 COMMERCIAL LEASING

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)

LEGL 1202 CANADIAN LEGAL PROCESS

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

LEGL 1204 TORTS

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

LEGL 1205 LEGAL COMMUNICATIONS

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

LEGL 1207 LEGAL RESEARCH

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

LEGL 1208 PARALEGAL PRACTICUM

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

Students must have a practicum secured

prior to registering for Paralegal Practicum LEGL 1208. Practicum may be completed at student's current place of employment and all practicums must be supervised by a practicing BC lawyer. Students who register for Paralegal Practicum LEGL 1208 without having secured a practicum will be asked to withdraw from the course, without refund

LEGL 1209 CONTRACTS

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

LEGL 1210 AGENCY AND BUSINESS STRUCTURES

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

LEGL 1301 LITIGATION FOR PARALEGALS 1

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

LEGL 1302 LITIGATION FOR PARALEGALS 2

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

LEGL 1303 CREDITORS REMEDIES

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

LEGL 1304 PERSONAL INJURY PRACTICE

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

LEGL 1305 CORPORATE LAW - BASIC PROCEDURES

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

LEGL 1306 SECURITIES - CORPORATE

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

LEGL 1307 CORPORATE LAW - INTERMEDIATE PROCEDURES

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

LEGL 1308 CORPORATE LAW - ADVANCED PROCEDURES

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

LEGL 1309 PROPERTY LAW

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

LEGL 1310 PROPERTY TRANSACTIONS

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

LEGL 1311 LENDING AND SECURITY

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

LEGL 1312 COMMERCIAL CONVEYANCING

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

LEGL 1313 FAMILY LAW 1

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

LEGL 1314 FAMILY LAW 2

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

LEGL 1315 WILLS AND ESTATE PLANNING

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

LEGL 1316 ESTATE ADMINISTRATION

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

LEGL 1317 CORPORATE LAW - COMPLEX TRANSACTIONS

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

LEGL 1401 EVIDENCE

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

LEGL 1403 COURT OF APPEAL PRACTICE

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

LEGL 1405 INTELLECTUAL PROPERTY

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

LEGL 1409 BANKRUPTCY AND FORECLOSURES

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

LEGL 1410 SECURITIES 2

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

LEGL 1470 CRIMINAL LAW PROCEDURES

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

Find PC programs under Computers (CMPT)

MACD 1103 INTRODUCTION TO MAC

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. Required supplies: None. Prerequisite: None. (6 hours)

MACD 1158 INTRODUCTION TO RUBY

An introduction to Ruby programming for the web. Designed for students with HTML/CSS experience that want to further develop more dynamic websites. Learn an object-oriented general purpose programming language and apply it to your web development skills. Topics include object-oriented programming concepts, Ruby syntax and basic structures, installing and using gems and Sinatra. Learn Ruby as a language and then start to create a small website using Sinatra and other Gems to create interactive websites. Ideal for users who want to further explore web development by using a web framework and publish web applications. Required supplies: Please purchase textbook from DTN bookstore prior to course start date. Prerequisite: Basic knowledge of HTML/CSS and Mac OS X. (18 hours)

MACD 1159 ADOBE ILLUSTRATOR

Learn Adobe Illustrator. This class covers the fundamental Illustrator features such as working with vector shapes, text, menus, layers, transparency, drawing, and basics of page layout. Also, advanced features such as creating and enhancing complex illustrations, perspective drawing, designing front-end layouts for websites, drawing maps, creating special effects, and preparing documents for composite and commercial printing. Students will work on in-class assignments that are geared towards industry demand. Required supplies: Please bring a USB stick to class. The textbook is optional and can be purchased from the DTN Bookstore. Prerequisite: Basic knowledge of Mac or Windows. (recommended) (30 hours)

MDRT 1201 MEDICAL DEVICE REPROCESSING THEORY

This course gives students the theoretical knowledge required to work as entry-level Medical Device Reprocessing (MDR) Technicians. With an emphasis on quality assurance and patient and workplace safety, students are introduced to the role, context and function of the MDR Department and the responsibilities, duties and tasks of the MDR Technician. Students learn the principles of microbiology and infection prevention and control within the MDR Department and how to clean, disinfect, sort, inspect, assemble, wrap and pack, sterilize, and redistribute medical and surgical devices, and patient care equipment. Credit(s):7.0

MDRT 1211 MEDICAL DEVICE REPROCESSING CLINICAL

This instructor lead practicum provides students with an opportunity to apply the skills, knowledge and experience in the decontamination, preparation and packing, sterilization, and storage & distribution storage areas of hospital MDR Departments. Learners are partnered with working technicians and are provided with the opportunity to practice skills and develop basic competencies in all areas. Student learning is supported through daily post-clinical conferences, journaling, and learning activities to facilitate integration of knowledge and skills. Credit(s):20.0

MKUP 1101 MAKEUP ARTISTRY FUNDAMENTALS

Learn to apply basic daytime makeup. Skills developed include: using the color wheel to identify undertones and select suitable makeup for every complexion; identifying historical makeup styles; determining various face and eye shapes and using makeup to reshape and contour features accordingly; recognizing skin types and selecting appropriate products for daily cleansing and daytime makeup wear. Requirement: A non-refundable Makeup kit must be purchased prior to start date for $750 (credit card only). The price of kit is subject to change without prior notice. Credit(s):1.0.

MKUP 1102 EVENING AND BRIDAL MAKEUP

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. Fee includes $100 for two photo-shoots. Credit(s):1.0

MKUP 1103 FASHION + PHOTOGRAPHY MAKEUP

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. Requirement: A non-refundable kit must be purchased prior to start date "kit in revision" (credit card only). The price of kit is subject to change without prior notice. Fee includes $50 for one photo-shoot. Credit(s):1.0

MKUP 1104 FREELANCE AND CAREER DEVELOPMENT

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):0.5

MKUP 1105 AIRBRUSH MAKEUP

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. Prerequisites: MKUP 1101, MKUP 1102, and MKUP 1103. Requirement: A non-refundable kit, including compressor and airbrush, must be purchased prior to start date approx. $450 (credit card only). The price of kit is subject to change without prior notice. Fee includes $50 for one photo-shoot. Credit(s):1.0

MKUP 1106 THEATRICAL MAKEUP

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. Prerequisites: MKUP 1101, MKUP 1102,

and MKUP 1103. Requirement: A non-refundable kit must be purchased prior to start date "kit in revision" (credit card only). The price of kit is subject to change without prior notice. Fee includes $50 for one photo-shoot. Credit(s):1.0

MKUP 1107 MAKEUP FOR FILM AND TELEVISION

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. Prerequisites: MKUP 1101, MKUP 1102, and MKUP 1103. Requirement: A non-refundable kit must be purchased prior to start date "kit in revision" (credit card only). The price of kit is subject to change without prior notice. Fee includes $50 for one photo-shoot. Credit(s):1.0

MANAGEMENT SKILLS

leadership@vcc.ca

MSKL 1101 INTERPERSONAL COMMUNICATION SKILLS

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):2.0

MSKL 1102 TEAM SKILLS

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):2.0

MSKL 1103 ESSENTIAL MANAGEMENT SKILLS

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):2.0

MSKL 1104 INTERPERSONAL COMMUNICATION SKILLS - HEALTH

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. Credit(s):1.0

NETWORKING TECHNOLOGY

technology@vcc.ca

NETT 2104 MTA NETWORKING FUNDAMENTALS

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). Prerequisite: A+ Hardware (NETT 2119) or MTA Server Fundamentals (NETT 2113). Credit(s):2.0

NETT 2105 MTA SECURITY FUNDAMENTALS

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). Prerequisite: A+ Hardware (NETT 2119) or MTA Server Fundamentals (NETT 2113). Credit(s):2.0

NETT 2107 MCTS ACTIVE DIRECTORY

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). Prerequisite: A+ Hardware (NETT 2119) or MTA Server Fundamentals (NETT 2113). Credit(s):2.0

NETT 2113 MTA SERVER FUNDAMENTALS

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). Prerequisite: Basic knowledge of Windows. Credit(s):2.0

NETT 2119 A+ HARDWARE

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. Prerequisite: None. Credit(s):2.0

NETT 2122 PROJECT+ MANAGEMENT

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. Prerequisite: A+ Hardware (NETT 2119) or MTA Server Fundamentals (NETT 2113) or equivalent. Credit(s):2.0

NETT 2206 DIRECTIVE STUDIES

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. Prerequisites: MTA Server Fundamentals (NETT 2113), Project + Management (NETT 2122) and three electives. Credit(s):4.0

NETT 2501 ETHICAL HACKING

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: Basic knowledge of computer security and networking. Important: The students will have to sign an ethics declaration. (30 hours)

NETT 2502 ADVANCED SECURITY

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)

NETT 2503 VIRTUALIZATION + CLOUD CMPT

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)

OFFICE ADMINISTRATION

officeadmin@vcc.ca

OACP 1101 KEYBOARDING FOR SPEED BUILDING

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

In order to take Keyboarding for Speed Building (OACP 1101), students must have completed Keyboarding for Beginners (OACP 1102) or completed a beginner keyboarding course at another institution or must be able to type using all fingers and must know proper finger locations on the keyboard. If instructor does not think you have the necessary basic keyboarding skills, you will be asked to withdraw from the course, without refund.

OACP 1102 KEYBOARDING FOR BEGINNERS

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

OACP 1103 WRITING BUSINESS LETTERS

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

OACP 1104 GRAMMAR REVIEW BUSINESS WRITING

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

OACP 1105 INTRODUCTION TO PAYROLL

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

OACP 1106 BUILDING POWERFUL VOCABULARY

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

OACP 1107 MEMO, EMAILS, AND REPORTS

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

OACP 1108 MEDICAL TERMINOLOGY 1

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

OACP 1109 MEDICAL TERMINOLOGY 2

Follows Medical Terminology 1. This study of body systems discusses senses, oncology, and pharmacology. Prerequisite: Medical Terminology 1 or a comparable course approved by the instructor. Credit(s):2.5

OACP 1111 MEDICAL OFFICE PROCEDURES

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

OACP 1113 INTRODUCTION TO LEGAL OFFICE PROGRAM

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

OACP 1114 CIVIL LITIGATION

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

OACP 1115 CORPORATE

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

OACP 1116 FAMILY LAW

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

OACP 1117 CONVEYANCING

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

OACP 1120 LEGAL OFFICE PACKAGE TESTS

Administered at the end of the Legal Office Skills courses.

OACP 1122 EFFECTIVE NOTES AND MINUTES

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

OACP 1123 BUSINESS ENGLISH SKILLS TEST

Required for the Office Administration Certificate. Optional for other programs.

OACP 1126 OFFICE PROCEDURES

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

OACP 1127 SUPERVISORY MANAGEMENT AND DECISION MAKING

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

OACP 1128 RECORDS MANAGEMENT 1

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

OACP 1129 ACCOUNTING FOR THE NON-ACCOUNTANT

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

OACP 1130 INTRODUCTION TO BOOKKEEPING

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

OACP 1137 MEDICAL OFFICE BILLING

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

OACP 1138 LEGAL TERMINOLOGY

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

OACP 1139 LEGAL OFFICE PROCEDURES

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

OACP 1140 LEGAL ETHICS AND CONFIDENTIALITY

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

OACP 1141 BC ONLINE SEARCHES

Learn to register legal documents and access land titles, court records, property taxes and assessments, BC companies, registrations, and Personal Property Security online. This hands-on computer course is for office professionals in banking, law, accounting, government, and real estate. Credit(s):1.0 -

OACP 1142 ADVANCED CONVEYANCING

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. Prerequisite: OACP 1117 Conveyancing, or basic conveyancing experience. Credit(s):0.5

OACP 1145 EFFECTIVE ORAL COMMUNICATION

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

OACP 1146 RECORDS MANAGEMENT ADVANCED

Develop concepts learned in Records Management 1 while working on record/information management case studies. Supported by the Association of Records Management and Administrator. Prerequisite OACP 1128 Records Management 1 Credit(s):2.5

OACP 1147 RECORDS MANAGEMENT SPECIALIZED

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. Prerequisite OACP 1147 Records Management Advanced Credit(s):2.0

OACP 1155 CLINICAL PROCEDURES

Learn the basic clinical procedures and tests performed in a medical office. Study personnel safety, investigations, and equipment care. Credit(s):0.5

OACP 1156 MEDICAL DOCUMENT TRANSCRIPTION

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):2.0

OACP 1211 WILLS AND ESTATES

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

PARALEGAL - SEE LEGL

paralegal@vcc.ca

Paralegal course descriptions are listed under LEGL.

PROF COURSES

PROF 1103 SOCIOCULTURAL COMPETENCY

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)

REAL COURSES

buildingprogram@vcc.ca

REAL 1101 LAW AND TENANT RELATIONS

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

REAL 1102 BUILDING MAINTENANCE AND COST CONTROL

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

REAL 1103 BUILDING CLEANING

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

REAL 1110 BUILDING SERVICE MANAGEMENT

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

REAL 1126 STRATA 101

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. (24 hours)

REAL 1130 BUILDING SERVICE WORKER

This course is 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.

SMALL BUSINESS

business@vcc.ca

SMBU 1101 ENTREPRENEURIAL SKILLS

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

SMBU 1102 MARKET YOUR BUSINESS

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

SMBU 1103 SMALL BUSINESS MANAGEMENT

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

SMBU 1104 SMALL BUSINESS BOOKKEEPING

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

SMBU 1105 UNDERSTANDING FINANCIAL NEEDS

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

SMBU 1106 HUMAN RESOURCES

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

SMBU 1107 FINANCE STATEMENTS + PLANNING

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

SMBU 1108 LEGAL OBLIGATIONS

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

SMBU 1109 FINANCING YOUR BUSINESS

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

SMBU 1110 PREPARING YOUR BUSINESS PLAN

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

SOCIOCULTURAL - SEE PROF

sociocultural@vcc.ca

Sociocultural Course is listed under PROF.

SPORT MANAGEMENT

leadership@vcc.ca

SPRT 1110 INTRODUCTION TO SPORT AND RECREATION MANAGEMENT

This course is designed to introduce students to the field of sport and recreation management with an emphasis on the

skills, attitudes and knowledge required for success in the industry. Students will explore career options in sport and recreation management and consider a variety of topics essential to the professional preparation of sport and recreation managers. This course is a prerequisite to SPRT 1120, SPRT 1130, SPRT 1140 and SPRT 1150. Credit(s):2.0

SPRT 1120 SPORT AND RECREATION PLANNING

This course is an introduction to the planning and coordination activities carried out in a sport or recreation organization. By analyzing program plans and activities, students will become familiar with a variety of planning elements such as needs assessment, goals and objectives, implementation and evaluation. Participants will also be able to identify the skills and tasks necessary to plan and coordinate quality sport and recreation activities. Credit(s):2.0

SPRT 1130 SPORT AND RECREATION MEDIA AND PUBLIC RELATIONS

This course focuses on public and media relations and their application to the sport and recreation industry. Students will learn the role media plays in sport and recreation and examine the methods available to communicate effectively to various media. Emphasis is on using media strategies to achieve a positive public image. Credit(s):2.0

SPRT 1140 SPORT AND RECREATION EVENT MANAGEMENT

This course focuses on the applied experience of managing special events within a sport and recreation context. Students will learn techniques for organizing successful events and engage in networking activities to build competencies in sport and recreation event management. Credit(s):2.0

SPRT 1150 SPORT AND RECREATION PRACTICUM

The Sport and Recreation Management Practicum gives students the opportunity to apply the academic knowledge gained in the classroom in a supervised practicum. Students work a minimum of 200 hours in a sport or recreation related business or organization in any of the sport sectors: professional, amateur, community, sporting goods, sport facilities, or sport and event partners, gaining practical experience. Working closely with a supervisor and coordinator, students will establish goals and learning objectives to ensure a successful practicum experience. Students must successfully complete all other courses in the Sport and Recreation Certificate before taking the Sport and Recreation Practicum. Credit(s):10.0

TECW 1101 TECHNICAL COMMUNICATION

Learn the art of writing for business and the professions. This course will help you evaluate your current writing skills and identify what is required to master the art of technical writing. The emphasis is on creating clear, professional communications. Topics include: technical communication, form and style in technical communication, creating audience-centred documents, and the profession of technical writing. Credit(s):0.5

TECW 1102 CURRENT ISSUES IN TECHNICAL WRITING

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

TECW 1103 EDITING

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

TECW 1104 DOCUMENT PROJECT MANAGEMENT

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

TECW 1105 PROPOSAL WRITING

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

TECW 1106 ONLINE DOCUMENTATION

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

TECW 1107 DESIGNING AND WRITING MANUALS

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

TECW 1108 INDUSTRY REPORT WRITING

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

TECW 1110 INFORMATION DESIGN AND HUMAN FACTORS

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

TSOM 1101 TEA SOMMELIER - INTRODUCTION

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)

TSOM 1103 TEA SENSORY DEVELOPMENT AND EVALUATION

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)

TSOM 1104 TEA TYPES

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)

TSOM 1105 FROM THE BUSH TO THE CUP

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)

TSOM 1106 TEA PREPARATION + CONSUMPTION

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)

TSOM 1107 TEA REGIONS OF THE WORLD

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)

TSOM 1108 MENU DESIGN - PAIRING AND COOKING

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)

TSOM 1109 THE BUSINESS OF TEA

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)

TSOM 1110 INTENSIVE TEA SOMMELIER CERTIFICATE

Train to become a Tea Sommelier! In collaboration with the Tea Association of Canada, Vancouver Community College provides training for students to become a knowledgeable tea professional well versed in all aspects of tea as it relates to the consumer. 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. After completing this intensive course students are prepared for the Tea Sommelier Certification Exam. This intensive program covers all materials covered in the part time courses. (approx. 120 hours)

VOLUNTEER MANAGEMENT

business@vcc.ca

VOLT 1101 VOLUNTEER MANAGEMENT FOUNDATIONS

This two-day interactive workshop provides an overview of the volunteer management cycle from inception to execution. Learn essential skills for building a sustainable volunteer program and engage in a variety of skill building activities to enhance your effectiveness as a volunteer manager. (12 hours)

VOLT 1102 LEADERSHIP AND MANAGEMENT FOR VOLUNTEER MANAGERS

Gain comprehensive understanding of your leadership style and use this knowledge to build capacity as a leader. Consider how your volunteers, clients, staff and vendors are impacted by your leadership, and implement a plan to ensure success. (6 hours)

VOLT 1103 RISK MANAGEMENT FOR VOLUNTEER MANAGERS

Having a risk management plan will protect your organization, staff, volunteers and clients. Learn to make risk management a part of your organization's culture so that you can put your organization, rather than the risk, in charge. (6 hours)

VOLT 1104 ORIENTATION, TRAINING AND SUPERVISION OF VOLUNTEERS

Increase your ability to engage volunteers, run dynamic orientations, provide effective training, and support and supervise volunteers. These skills will increase the capacity of your volunteer program by helping your volunteers gain expertise, expand responsibility and move into leadership roles. (6 hours)

VOLT 1105 VOLUNTEER RECOGNITION AND RETENTION

Effective organizations recognize and reward the contributions of their volunteers. Learn to provide growth and development opportunities as well as to validate contributions and retain great volunteers in your organization. (6 hours)

VOLT 1106 MUTUAL PERFORMANCE EVALUATIONS

Successful performance reviews provide opportunities for open communication between you, your volunteers, and your organization. Learn to implement an effective mutual performance plan to sustain and reenergize your volunteers through valuable performance assessment. (6 hours)

VOLT 1107 ETHICS AND FISCAL MANAGEMENT FOR VOLUNTEER MANAGERS

Ethics and fiscal management are the building blocks for the success of any organization. Learn about ethical leadership, financial management and strategies to maximize efficiencies by being fiscally responsible.

VOLT 1108 BOARD DEVELOPMENT

Designed for both new board members looking to learn more about their roles and experienced board members looking to enhance their skills. Learn roles and responsibilities of board members as well as strategies to engage teams and avoid staff and volunteer burnout. (6 hours)

VOLT 1109 POLICIES AND PROCEDURES FOR VOLUNTEER MANAGERS

Policies and procedures are important guides that will assist you and your volunteers in your roles. Learn to create and manage effective policies and procedures in order to better direct your role and planning processes. (6 hours)

VOLT 1110 EVENT PLANNING FOR VOLUNTEER MANAGERS

Events are critical to the success of many non-profit organizations – whether it's a fundraiser, volunteer appreciation, bottle drive or information session, it's an event! Learn to create successful events that achieve the goals and objectives of your organization while also using time and resources effectively. (6 hours)

WINE SOMMELIER

sommelier@vcc.ca

WSOM 1101 WINE SOMMELIER 1

Wine Fundamentals Certificate Level 1 meets once a week. The class provides an essential foundation for hospitality professionals intent on pursuing Sommelier

certification and offers non-professionals a pleasurable, non-threatening introduction to wine. Students develop an understanding of the unique characteristics of the major grapes used for making wine. They learn how grapes are grown, how red, white, sparkling and fortified wines are made, and how different approaches to growing grapes and making wine affect taste. In addition, students are introduced to basic wine terminology, service and storage techniques, reading labels, and the fundamentals of pairing food and wine. Tuition is $600.00 plus tax, which includes textbook, wines, examination and all materials. (24 hours)

WSOM 1201 WINE SOMMELIER 2

Wine Fundamentals Certificate Level 2 allows students to build on the knowledge gained in Level 1 (WSOM 1101) through an introduction to the regional study of wine. The course involves extensive tasting of representative regional wines, spirits and beer from all of the world's major production areas. Students begin to develop an understanding of the ways in which local landscapes and cultures affect wine flavors. By studying variables such as climate, soil, grape variety, topography, regional law and local approaches to grape growing and wine making, students will understand some of the reasons for the extraordinary diversity of the world of wine. Students will also continue to develop knowledge in major themes of the hospitality industry, including regional food and wine pairing theories, service techniques and wine management practices. Wine Fundamentals Certificate Level 2 meets once a week. Graduates of this course receive the title of Certified Wine Steward, a prerequisite designation for pursuing the title of Certified Sommelier. Tuition is $1,100.00 plus tax, which includes textbook, wines, examinations and all materials. (48 hours)

WSOM 1301 WINE SOMMELIER DIPLOMA PROGRAM

Students learn how to evaluate, critique, decant, serve and store a wine. Industry experts lead the lectures. The curriculum includes viticulture, vinification, tasting techniques, cellaring, investment strategy, menu design, and regional analysis of wines, spirits, and ales. Upon successful completion of the Sommelier Diploma Program, graduates will have a diploma that designates them as a leader in the wine industry. To successfully complete the diploma students must attain no less than 70% in each of six components, including essays.

REGISTRATION INFORMATION

VANCOUVER COMMUNITY COLLEGE

REGISTRATION

VCC welcomes applications from Canadian citizens and Permanent Residents. If you are not a Canadian citizen or Permanent Resident, please contact the International Education Office at study@vcc.ca or 604.443.8600.

INTERNATIONAL STUDENTS

Please note that not all Continuing Studies programs are available to international students. To determine your eligibility, please contact VCC's International Education Office at: study@vcc.ca or 604.443.8600.

THREE WAYS TO REGISTER

1: REGISTER ONLINE:

@ www.vcc. ca/cs (for Canadian citizens and Permanent Residents only) Most CS courses can be registered for online. It's secure and easy, and it's the fastest way to sign up for the courses you want, so register online today.

2: PHONE:

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

3: IN PERSON.

Register at the downtown campus located in the 200-block of Dunsmuir at Hamilton. Pay by cash (to a max of $1000), cheque, debit or credit card.

REGISTRATION HOURS

Mon - Thurs: 09:00 - 19:00

Friday: 09:00 - 17:00

PAYMENT AND 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 (to a max of $1000), 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. For International students, International fees apply. Please contact the International Education office for more information.

COSTS THAT MAY BE INCLUDED IN CONTINUING STUDIES COURSE FEES IN 2015-2016

Some Continuing Studies courses have fees in addition to the tuition.

This chart describes fees that may be added at the time of registration.

Fees	On Campus	Distance & Online Learning
Student Union Fee	Flat fee per term[1]	Exempt
College Initiative Fee	$0 up to a maximum of $5 depending on the length of the course[2]	As on Campus
College Resource Fee	2% or 4% depending on program[3]	Exempt
GST	Some non-credit courses	Some non-credit courses
UPASS Fees	Flat fee per month charged on eligible courses[4]	Exempt

You can see the breakdown of the course fees that you have paid through your myVCC account. Click on My Services, then Student Self Service and Account Balance and Summary to display your fees term by term.

1 The Student Union Fee applies to all credit courses over 18 hours in length.

2 $0 if less than 9 hours, $3 for hours 9 to 19, $4 for hours 20 to 36, $5 for hours 37 and higher

3 2% for newly renewed programs, 4% for all others

4 For a list of eligible Continuing Studies courses see UPASS information below.

COURSE CANCELLATION POLICY

Effective: June 2, 2012

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.

REQUEST FOR COURSE OR PROGRAM REFUND

REFUND REQUEST

Refund requests for a course or program must be made 3 business days 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.

UPASS ELIGIBILITY

Some course sections belonging to Continuing Studies Certificate Programs are eligible for the UPASS. These sections are indicated in the list below, and by a "(UPASS eligible)" following the CRN in the flyer text.

UPASS eligibility begins on the first day of the month in which the course starts, so try to register early to get the maximum benefit.

Course Code	CRN
CNSK 1402	20198 / 20451
CNSK 1403	20199
CNSK 1405	20201
CNSK 1408	20219
CNSK 1409	20205 / 20218
CNSK 1410	20206
CNSK 1411	20207
CNSK 1412	20208 / 20217
ECCE 2300	20464
ECCE 2320	20465
NETT 2104	20257
NETT 2105	20454
NETT 2107	20453
NETT 2113	20248 / 20262
NETT 2119	20247
NETT 2122	20258

All students enrolled in the Fashion Arts Diploma Program are eligible for the UPASS for the duration of the program.

OTHER USEFUL INFORMATION

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 the following year.

Barry Dallas

Instructor, Building Manager Certificate and Building Service Worker

What do you love about teaching?

Having students tell me that they have reached their employment goals and that these courses made it possible.

What is your current career?

I am the managing director of a building service consultant firm that supports both private and public owners/managers in the janitorial and building service industry, and assists them in keeping their facilities clean, healthy and safe.

How did you learn the trade?

I started my building service background at a school board in California back in the late 70's.

What is your best piece of advice for someone starting out in this industry?

Learn to climb the ladder. Start out with anyone who will hire you; learn your trade, go to school and show what your true value is. What you become is more valuable than what you get.

How do you personally define success?

Success for me is being able to inspire someone to accomplish more than they thought possible.