

# CONTINUING STUDIES

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.CA

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## Health

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offerings at VCC

**FALL 2016**



**VCC announces the new**

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See page 38 for details.



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# **EXPERIENCE VCC**

Engage and interact with 120 programs.

**OCTOBER 26**

**4-7 PM**





# Countless Opportunities: Q+A with medical office skills grad.

Excellent advice from Lisa on studying, setting goals and working in healthcare.

**Q: What is your current career?**

Lisa: I have spent the past year doing casual administrative work at Vancouver General Hospital which was an amazing learning experience. This field has endless possibilities. You really can find your perfect fit. Knowing this I am now looking to venture into a smaller practice or wellness centre on a permanent basis.

**Q: What is your best advice for someone starting in this industry?**

Lisa: Realize that there is a huge amount of opportunity in this field. It may take time to see what really appeals to you but the search is worth it. You also should always remember what a valuable asset you are and that your work makes a difference.

**Q: What was the best part about studying at VCC?**

Lisa: Everyone studying at VCC is

in a program that will result in a career after graduation. There is an excessive amount of resources to make sure you get the most out of your education. Chances are you will land a good job straight away especially if you do a practicum.

**Q: What impact did your teachers at VCC have on your career path?**

Lisa: The teachers at VCC are there to help you succeed. They are very positive and optimistic but at the same time they tell it like it is. Embrace all your classes even if they are not of great interest. They will be of great help when you get out into the work force.



Lisa Forrer, Medical Office Skills graduate working at VGH.

Take advantage of the resource of being taught by professionals in your field of study. Ask them questions and seek advice.

**Q: What would surprise people about being a medical office administrator?**

Lisa: You can work in a variety of areas as a medical office administrator—hospitals, private practices, specialist offices, wellness clinics, physiotherapy and chiropractor clinics just to name a few. One teacher told our class she had two former students working on a cruise ship as medical administrators. How amazing is that! ■

## TRAIN FOR AN IN-DEMAND CAREER.



### Office administration certificates

Administration and supervision, medical office skills, legal office skills, or records management skills.

Each program will help graduates excel in office environments.



Register online [vcc.ca/cs](http://vcc.ca/cs)

VCC CONTINUING STUDIES

PHONE 604.443.8484  
[officeadmin@vcc.ca](mailto:officeadmin@vcc.ca)



# 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.

## FOR THE LATEST: [VCC.CA/CS](http://VCC.CA/CS)

For the latest information on courses, times and fees, please check the online calendar at [vcc.ca/cs](http://vcc.ca/cs), the official calendar for VCC Continuing Studies. For upcoming information sessions visit [vcc.ca/infosessions](http://vcc.ca/infosessions).

## NEW Fall 2016 Offerings



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

- En Español, Por Favor
- Fashion Design & Production Diploma
- French for Seniors
- French through Theatre
- Hairstyling for Makeup Artists 1
- Interpreting
- Introduction to Practice for Non-Registered Healthcare Workers
- Make a Copper Bowl in a Day
- Make a Ring in a Day
- Makeup and Hairstyling for Indian Bridal
- Positive Guidance Strategies Workshop
- Raising Bilingual Children Workshop
- Renal Dialysis Technician Citation
- Samsung Appliance Repair Technician
- Separation Anxiety in Young Children Workshop
- Supervised Jewellery Workshop
- Youth Film Summer Camp

**REGISTER NOW**  
**[VCC.CA/CS](http://VCC.CA/CS) 604.443.8484**



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# BUSINESS

VANCOUVER  
COMMUNITY  
COLLEGE



## 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

Cost: \$350 to \$450 per course

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

Cost: \$1,525

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



## 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

This course does not have additional admission requirements and is open to individuals who wish to take one or more courses.

### STARTS

Ongoing

### 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

Cost: \$110 to \$510 per course

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

### STARTS

Varies

### 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

Cost: \$195 per course

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.

### STARTS

Ongoing

### 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



## COMMUNICATION/WORK 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

Cost: \$240

This course is for people wishing to learn or improve their public speaking skills. Everyone is welcome to register in the course. Once completed, you will receive credit for the course which can then be applied towards a Office Administration Certificate in Administration and Supervision or Legal Office Skills.

### PROGRAM SPECIFIC ADMISSION REQUIREMENTS

This course does not have additional admission requirements and is open to individuals who wish to take one or more courses.

### STARTS

January, April, September

### COURSE LISTING

OACP 1145 Effective Oral Communication

## 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

Cost: \$110 to \$500 per course

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

### STARTS

Varies

### 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

Cost: \$360 to \$500 per course

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

### STARTS

January, April, September

### 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.

### STARTS

April, September

### 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

Cost: \$200 to \$400 per course

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.

### STARTS

Ongoing

### 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.

## STARTS

January, April, September

## 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

Cost: \$200 per course

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.

## STARTS

Ongoing

## 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

Cost: \$200 per course

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.

## STARTS

Ongoing

## 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

Cost: \$200 per course

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.

### STARTS

Ongoing

### 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

Cost: \$400 per course

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.

### STARTS

January, April, September

### 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

Cost: \$300

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.

### STARTS

January, April, September

### 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

Cost: \$390 to \$475 per course

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.

### STARTS

January, April, September

### 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

## VOLUNTEER 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

Cost: \$210 to \$410 per course

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.

### STARTS

Ongoing

### 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



## 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

Cost: \$400 to \$525 per course

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.

### STARTS

January, April, September

### 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: Justin Ewart,  
technology@vcc.ca, 604.871.7000 ext. 8417

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

Cost: \$366 per course

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.

### STARTS

January, April, September

### 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

Cost: \$215 per course

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.

### STARTS

January, April, September

### 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

Cost: \$104 per course

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.

### STARTS

January, April, September

### 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

Cost: \$150 to \$170 per course

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.

### STARTS

January, April, September

### COURSE LISTING

OACP 1101 Keyboarding for Speed Building  
OACP 1102 Keyboarding for Beginners

## 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

Cost: \$110 to \$510 per course

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.

### STARTS

January, April, September



## 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

Cost: \$110 to \$510 per course

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.

## STARTS

January, April, September

## 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

Cost: \$110 to \$510 per course

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.

### STARTS

January, April, September

### 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

Cost: \$110 to \$510 per course

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.



## STARTS

January, April, September

### 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

## OFFICE SOFTWARE

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

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

Cost: \$230 per course

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.

## STARTS

January, April, September

### 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

## 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

Cost: \$60 to \$110 per course

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.

## STARTS

January, April, September

### 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

Cost: \$140 to \$350 per course

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.

### STARTS

Ongoing

### 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

Cost: \$140 to \$350 per course

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.

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## STARTS

Ongoing

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## 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

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## 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

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## SMALL BUSINESS

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

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

Cost: \$90 per course

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.

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## STARTS

January, April, June, September.

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## 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

# CULINARY AND BAKING

VANCOUVER  
COMMUNITY  
COLLEGE



## 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

Cost: \$365 per course

vcc.ca/baking

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.

### STARTS

January, April, September

### 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

## DESIGN

VANCOUVER  
COMMUNITY  
COLLEGE

## FASHION - PROFESSIONAL DEVELOPMENT

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

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

Cost: \$75 - \$150 per course

vcc.ca/fashion

These courses invite industry professionals and alumni to upgrade their skills, learn new techniques, and connect with like-minded individuals. Limited enrollment.

### 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.

### STARTS

January, April, September

### COURSE LISTING

FASH 1198 ProD Workshop - Textiles  
FASH 3101 Fashion Arts Alumni Open Lab



## FASHION - NON-CREDIT COURSES

Program Coordinators: Sarah Murray and Andrea Korens, [fashion@vcc.ca](mailto:fashion@vcc.ca), 604.871.7000 ext. 8668 and 8661

Program Assistant: Lou Solina, [fashion@vcc.ca](mailto:fashion@vcc.ca) 604.871.7000 ext. 8428

Cost: \$250 to \$410 per course

[vcc.ca/fashion](http://vcc.ca/fashion)

These courses introduce fashion skills, assist those planning to apply to a Fashion program, and introduce new special interest fashion courses.

### 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.

### STARTS

January, April, July, September

### 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 1181 Couture Draping  
FASH 1183 Corsetry  
FASH 1191 Personal Pattern Making

## FASHION DESIGN AND PRODUCTION DIPLOMA

Program Coordinators: Sarah Murray and Andrea Korens, [fashion@vcc.ca](mailto:fashion@vcc.ca), 604.871.7000 ext. 8668 and 8661

Program Assistant: Lou Solina, [fashion@vcc.ca](mailto:fashion@vcc.ca), 604.871.7000 ext. 8428

Total Tuition: \$20,990

[vcc.ca/fashion](http://vcc.ca/fashion)

The Fashion Design & Production Diploma prepares students for career success and further education in the fashion and apparel industries by developing creative and technical skills and knowledge, and providing industry experience.

Fundamental skills are put into immediate context through a series of five fashion cycles that allows students to experience a fast-paced production process, from design conception to sales. In the second year, students use their fashion cycle experiences and foundational skills to complete a self-directed garment project.

Students will graduate with the ability to pursue entrepreneurship or a career in small or large apparel companies. Integrated practica will allow students to graduate with real-life experience and a solid foundation for their professional network.

### PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Admission is a competitive selection based on the following criteria:

Grade 12 graduation, or equivalent

English 12 (C grade), or equivalent

Letter of Intent (500 words or less)

Resume

Two Letters of Reference

Artistic portfolio:

- o Two pieces of original artwork with accompanying description
- o Sketch book

Two sewn items

Interview with selection committee

Proficiency in Microsoft Word and Excel (testing to be performed onsite)

VCC recognizes that some applicants may not possess a detailed portfolio or sewing

experience. A demonstrated interest in fashion through hobby, education, portfolio, or work experience are acknowledged and seriously considered by the department. These applicants will still need to submit all other documentation, participate in an interview, and potentially take sewing and/or drawing courses prior to the starting the program.

### STARTS

September

### REQUIRED COURSES

FSHN 1101 Fashion Cycle 1  
FSHN 1103 Fashion Cycle 2  
FSHN 1105 Fashion Fundamentals  
FSHN 1107 Illustration and Design 1  
FSHN 1109 Pattern Drafting 1  
FSHN 1111 Sewing Techniques 1  
FSHN 1113 Draping  
FSHN 1201 Fashion Cycle 3  
FSHN 1203 Fashion Cycle 4  
FSHN 1205 Fashion History  
FSHN 1207 Illustration and Design 2  
FSHN 1209 Pattern Drafting 2  
FSHN 1211 Sewing Techniques 2  
FSHN 1215 Technical Fashion Illustration 1  
FSHN 1301 Fashion Cycle 5  
FSHN 1305 Fashion Marketing  
FSHN 1313 Fabric and Textile Studies  
FSHN 1315 Technical Fashion Illustration 2  
FSHN 1319 Textile Surface Design  
FSHN 2101 Fashion Cycle: Project Preview  
FSHN 2103 Fashion Cycle: Project Final  
FSHN 2105 Business Planning  
FSHN 2109 Computer Aided Drafting  
FSHN 2115 Website Design and E-Commerce  
FSHN 2205 Overseas Production  
FSHN 2209 Pattern Grading  
FSHN 2215 Fashion Portfolio  
FSHN 2321 Practicum



## FASHION MERCHANDISING ASSOCIATE CERTIFICATE

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

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

Cost: \$330 - \$360 per course

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.

### STARTS

January, April, September

### 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

## DESIGN SOFTWARE AWARD OF ACHIEVEMENT

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

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

Cost: \$230 to \$660 per course

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.

### STARTS

January, April, September

### REQUIRED COURSES

CMPT 1403 Photoshop Level 1  
CMPT 1406 InDesign Level 1  
CMPT 1408 InDesign Level 2  
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

## DRAFTING AND INTERIOR DESIGN SOFTWARE

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

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

Cost: \$250 to \$660 per course

Develop your skills in a variety of drafting and design programs, including SketchUp and AutoCAD. Courses are non-credit, no application required! You may register for a course when you are ready. If required, 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.

### STARTS

January, April, September

### COURSE LISTING

CMPT 1253 Revit - Architecture Essentials  
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 1707 SketchUp Advanced  
CMPT 1951 AutoCAD Level 1  
CMPT 1952 AutoCAD Level 2  
MACD 1159 Adobe Illustrator



## 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

Cost: \$350 to \$460 per course

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.

### STARTS

January, April, September

### 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

Cost: \$400 to \$500 per course

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 for acceptance 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.

### STARTS

Varies

### 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 each 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.

### PROGRAM STARTS

Full-time: May

### 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

Cost: \$4,200 to \$5,500 per course

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.

### PROGRAM STARTS

Part-time: September:

### 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.

### STARTS

Varies

### 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

Cost: \$5,500

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.

### STARTS

Varies

### 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.

### STARTS

Varies

### 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

Cost: \$135 per course

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.

### STARTS

January, April, September

### 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

Cost: \$450 to \$550 per course

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.

### STARTS

January, April, September

### 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 1120 Introduction to Rhino  
JEWL 1125 Sketching Basics for  
Jewellers  
JEWL 1129 Jewellery Portfolio  
Preparation  
JEWL 1131 Supervised Jewellery  
Workshop  
JEWL 1132 Make a Ring in a Day  
JEWL 1133 Make a Copper Bowl in a Day

## MAKEUP

## MAKEUP ARTISTRY - PROFESSIONAL DEVELOPMENT

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

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

Cost: \$430 to \$570 per course

These courses invite industry professionals and alumni to upgrade their skills, learn new techniques and connect with like-minded individuals.

### 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.

### STARTS

January, April, September

### REQUIRED COURSES

MKUP 1109 Hairstyling for  
Makeup Artists 1  
MKUP 1110 Makeup and Hairstyling for  
Indian Bridal





## 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

Cost: \$230 to \$670 per course

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

### STARTS

January, April, September

### 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

## HEALTH SCIENCES

## DENTAL TECHNOLOGY - PROFESSIONAL DEVELOPMENT

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

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

vcc.ca/dental

Dental Technology Professional Development courses are designed for individuals seeking out refresher courses in Fixed Prosthetics related to Dental Ceramics and Orthodontics. These courses are also designed to help new Dental Technology graduates prepare for the College of Dental Technicians of BC (CDTBC) licensing exam. Through in-class instruction, lab demonstrations and hands-on lab practice, students are provided with the theoretical knowledge and supportive laboratory skills in Dental Ceramics and Orthodontics.

### PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Graduation from a Dental Technology program OR three years' experience as a Dental Technology Assistant.

### STARTS

Varies

### COURSE LISTING

DNTL 1201 Fixed Prosthetics - Dental Ceramics  
DNTL 1202 Fixed Prosthetics - Orthodontics

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## FOODSAFE

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

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

Cost: \$115 per course

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

FoodSafe Level 1 does not have additional admission requirements. FoodSafe Level 2 requires proof of FoodSafe Level 1 certification.

### STARTS

ongoing

### COURSE LISTING

HLTH 1101 FoodSafe Level 1  
HLTH 1105 FoodSafe Level 2

## HEALTH CARE WORKERS - PROFESSIONAL DEVELOPMENT

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

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

Cost: \$320 to \$1,375 per course

Are you a health practitioner interested in lifelong learning? Join us to add valuable and practical training to your skill set in the health care field, with a variety of course offerings.

Register now in our popular Medication Management course for Health Care Assistants, or in our new Dietary Aide course designed for individuals interested in working in long-term facilities or hospital kitchens.

Also offered is the Introduction to Practice course for internationally educated health-care professionals seeking registry with the BC Care Aide & Community Health Worker Registry.

### 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.

### STARTS

Ongoing

### COURSE LISTING

HLTH 1110 Dietary Aide  
HLTH 1327 Medication Management for Health Care Assistants  
HLTH 1402 Introduction to Practice for Non-Registered Health Care Workers  
MSKL 1104 Interpersonal Communications - Health

## MEDICAL DEVICE REPROCESSING TECHNICIAN CERTIFICATE

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

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

Cost: \$2,350 to \$6,730 per course

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.

The CSA recognizes VCC as a training provider and graduates of this course are eligible to take the CSA Canadian certification exam to become a Certified Medical Device Reprocessing Technician (CMDRT). Please refer to CSA website.

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:

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

## STARTS

February and September

## 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 CITATION

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

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

The Renal Dialysis Technician Citation Program will prepare students to perform the required duties of Renal Dialysis Technicians by training them in the knowledge, skills, and competencies necessary to work safely and effectively as part of a team in dialysis facilities.

## PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Grade 12 graduation or equivalent

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

Biology 12 with a C+, or VCC Biology 0983/0993 with a C+, or equivalent

OACP 1108: Medical Terminology 1, or equivalent, taken within 5 years

MSKL 1104: Interpersonal Communication Skills – Health, or equivalent

## STARTS

Ongoing

## REQUIRED COURSES

RENL 1001 Renal Dialysis Technician  
Theory  
RENL 1002 Renal Dialysis Technician  
Clinical

## NURSING - PROFESSIONAL DEVELOPMENT

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

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

Cost: \$210 to \$1,300 per course

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 for those who are new to the province and require upgrading to meet licensing requirements. Courses offered include our popular Pharmacology Review, Foot Care Nursing, and IV Therapy and Insertion. We offer both distance learning and on-site courses; please check individual course descriptions for delivery method.

## 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.

## STARTS

Ongoing

## ENTRANCE COURSES

HLTH 1138 Transcribing Physicians Orders  
HLTH 1190 Foot Care Nursing  
HLTH 1295 Pharmacology Review  
HLTH 1315 Distance IV Therapy  
HLTH 1368 Take the Lead  
HLTH 1403 IV Therapy and Insertion



# 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

Cost: \$365 per course

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.

### STARTS

January, April, September

### 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

Cost: \$250 to \$350 per course

vcc.ca/hospitality

Train to become a Tea Sommelier! In collaboration with the Tea Association of Canada, VCC 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.

### STARTS

January, April, September

### 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

Cost: \$660 per course

vcc.ca/hospitality

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.

### STARTS

January, April, September

### REQUIRED COURSES

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

## HUMAN AND FAMILY SERVICES

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## BASIC COUNSELLING SKILLS - PREREQUISITE COURSE

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

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

Cost: \$510

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 least 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.

### STARTS

January, April, September

### COURSE LISTING

CNSK 1401 Basic Counseling Skills



## ADDICTION COUNSELLING SKILLS CERTIFICATE

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

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

Cost: \$320 to \$650 per course

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.

### STARTS

January, April, September

### 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: Thea Jardine  
counsellingskills@vcc.ca,  
604.871.7000 ext. 8392

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

Cost: \$320 to \$650 per course

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.

### STARTS

January, April, September

### 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: Thea Jardine  
counsellingskills@vcc.ca,  
604.871.7000 ext. 8392

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

Cost: \$320 to \$650 per course

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.

### STARTS

January, April, September

### COURSE LISTING

CNSK 1156 Basics of Trauma Informed Practice  
CNSK 1157 Resiliency Building for Human Service Workers  
CNSK 1158 Topics in Gender and Sexual Orientation  
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

## 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

Cost: \$400

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.

To be approved to register for this course email the proof of English proficiency and High school graduation to the Program Coordinator at kjovanovic@vcc.ca.

### STARTS

January, April, September

### 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

Cost: \$100 to \$500 per course

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.

### STARTS

September

### 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

Cost: \$575 to \$910 per course

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.

## STARTS

September

## 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

Cost: \$910 per course

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.

## STARTS

September

## 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

Cost: \$320 per course

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.

### 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.

### STARTS

January, April, September

### 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  
ECCE 1508 Positive Guidance Strategies  
ECCE 1509 Separation Anxiety in Young Children

## ECEBC - PROFESSIONAL DEVELOPMENT

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.

### STARTS

January, April, September

### 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

Cost: \$450

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 Bookstore.

### 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.

### STARTS

January, April, September

### 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

Cost: \$450

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.

### STARTS

January, April, September

### COURSE LISTING

ECCE 2112 Leadership, Administration and Management

## LANGUAGES AND WRITING

## CREATIVE WRITING

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

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

Cost: \$250 per course

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.

### STARTS

January, April, September

### 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

VANCOUVER  
COMMUNITY  
COLLEGE



## INTERPRETING AWARD OF ACHIEVEMENT

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

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

Cost: \$500 per course

This program will provide students with the foundational knowledge and practical skills to begin interpreting in the community. Through lectures, readings, individual study, lab practice and simulations, students will learn and practice the basics of community interpreting. Upon completion of the program, and upon successful completion of the Community Interpreter Language and Interpreting Skills Assessment Tool (CILISAT) Assessment, graduates will be eligible to become Associate Members of the Society for Translators and Interpreters of BC (STIBC). Graduates of the program will receive a VCC Award of Achievement in Interpreting.

### PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Before beginning the program, students should have a high level of oral and written proficiency in English (English 12 with a B or equivalent) and another language, extensive knowledge of grammar in both languages, and excellent pronunciation.

### STARTS

January, April, September

### REQUIRED COURSES

INTP 1101 Introduction to Interpreting  
INTP 1102 Interpreting 1  
INTP 1103 Interpreting 2  
INTP 1104 Simultaneous Interpreting  
INTP 1105 Terminology Research  
INTP 1106 Skills Integration

## LANGUAGES

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

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

Cost: \$150 to \$250 per course

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, Japanese, 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.

### STARTS

January, April, September

### COURSE LISTING

LANG 1118 Arabic 1  
LANG 1123 Cantonese 1  
LANG 1124 Cantonese 2  
LANG 1137 French 1  
LANG 1138 French 2  
LANG 1148 French through Theatre  
LANG 1149 French for Seniors  
LANG 1109 Japanese 1  
LANG 1130 Mandarin 1  
LANG 1131 Mandarin 2  
LANG 1101 Spanish 1  
LANG 1102 Spanish 2  
LANG 1164 En Espanol, Por Favor

## TECHNOLOGY

VANCOUVER  
COMMUNITY  
COLLEGE



## ACCOUNTING SOFTWARE

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

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

Cost: \$370 per course

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 VCC 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.

### STARTS

January, April, September

### 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: Justin Ewart,  
technology@vcc.ca, 604.871.7000 ext. 8417

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

Cost: \$170 to \$510 per course

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 VCC 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.

### STARTS

January, April, September

### COURSE LISTING

CMPT 1169 Introduction to Windows  
CMPT 1301 Word Excel PowerPoint  
CMPT 1302 Introduction to Computers and File Management  
CMPT 1303 Internet Applications  
CMPT 1432 Managing Your Digital Media  
MACD 1103 Introduction to Mac

## CAMERA READY - A YOUTH FILM SUMMER CAMP

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

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

Students who complete the Camera Ready Youth Film Summer Camp will produce a short 5 minute film, better understand their own artistic practice, gain valuable technical knowledge on key aspects of film production, and learn to navigate future career paths in the film and new-media industries.

They will also have the exciting opportunity to present their short film to friends, family, and industry professionals at the Youth Media Fest at the Richmond World Festival in September 2016.

The program will be taught by Leo Award and Canadian Screen Award winning filmmaker, Jordan Paterson ([http://reelwest.com/Jordan\\_Paterson](http://reelwest.com/Jordan_Paterson)).

The camp is open to a maximum of 20 students and will take place August 8-26, Monday to Friday, 9am-3pm for a total of 75 hours at VCC Downtown campus. All students will have access to the Mac Lab and will participate in field trips for filming.

### PROGRAM SPECIFIC ADMISSION REQUIREMENTS

This course does not have additional admission requirements and is open to individuals who wish to take one or more courses.

### STARTS

August

### COURSE LISTING

MACD 1161 Camera Ready - Youth Film Summer Camp



## COMPUTERIZED ACCOUNTING FOR SMALL BUSINESS AWARD OF ACHIEVEMENT

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

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

Cost: \$90 to \$375 per course

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.

### STARTS

January, April, September

### 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: Justin Ewart,  
technology@vcc.ca, 604.871.7000 ext. 8417

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

Cost: \$230 to \$675 per course

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.

### STARTS

January, April, September

### REQUIRED COURSES

CMPT 1403 Photoshop Level 1  
CMPT 1406 InDesign Level 1  
CMPT 1408 InDesign Level 2  
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



## DRAFTING AND INTERIOR DESIGN SOFTWARE

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

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

Cost: \$230 to \$675 per course

Develop your skills in a variety of drafting and design programs, including SketchUp and AutoCAD. Courses are non-credit, no application required! You may register for a course when you are ready. If required, 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.

### STARTS

January, April, September

### REQUIRED COURSES

CMPT 1253 Revit - Architecture Essentials  
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  
CMPT 1952 AutoCAD Level 2  
MACD 1159 Adobe Illustrator

## NETWORKING TECHNOLOGY - NON-CREDIT COURSES

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

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.

### STARTS

Ongoing

### COURSE LISTING

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

## NETWORKING TECHNOLOGY CERTIFICATE

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

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

Cost: \$630 to \$720 per course

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.

### STARTS

January, April, September

### 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

## OFFICE SOFTWARE

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

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

Cost: \$230 per course

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.

## STARTS

January, April, September

## 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

## SAMSUNG TECH INSTITUTE - APPLIANCE REPAIR TECHNICIAN - PROFESSIONAL PATHWAYS

Program Coordinator: Pam Khinda  
samsung@vcc.ca, 604.871.7000 ext. 8767

Program Assistant: Alena Worster  
samsung@vcc.ca, 604.871.7000 ext. 8751

Tuition: \$1,700 for program

VCC is home to the Samsung Tech Institute, the only Samsung-certified appliance repair trainer in Western Canada. The Samsung Tech Institute provides a new and exclusive framework of knowledge that will directly impact the careers of graduates. Learn through practical training on the latest appliances to operate, diagnose, and service Samsung products. Successful students receive a certification from Samsung Canada and an Award of Achievement from VCC. This program is for those already in the Appliance Repair industry or recent graduates of an Appliance Servicing program.

One \$1000 scholarship available. Please visit [vcc.ca/samsung](http://vcc.ca/samsung) for more details on how to apply.

## PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Red Seal Appliance Repair Technician with Gas Appliance Service Certificate of Qualification and

HRAI Ozone Depleting Potential (ODP) Certification

## STARTS

October

## COURSE LISTING

SAMS 0203 Measurement and Instrumentation in Samsung  
SAMS 0223 Samsung Systems and Controls

## WEB DESIGN AWARD OF ACHIEVEMENT

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

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

Cost: \$170 to \$390 per course

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.

## STARTS

January, April, September

## 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: Justin Ewart,  
technology@vcc.ca, 604.871.7000 ext. 8417

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

Cost: \$170 to \$600 per course

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](http://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.

### STARTS

January, April, September

### 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

## 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](mailto: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](mailto:study@vcc.ca) or 604.443.8600.

## THREE WAYS TO REGISTER

### 1: REGISTER ONLINE:

@ [www.vcc.ca/cs](http://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 online 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: 9 a.m. - 7 p.m.

Friday: 9 a.m. - 5 p.m.



## 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 <sup>1</sup>	Exempt
College Initiative Fee	\$0 up to a maximum of \$5 depending on the length of the course <sup>2</sup>	As on Campus
College Resource Fee	2% or 4% depending on program <sup>3</sup>	Exempt
GST	Some non-credit courses	Some non-credit courses
UPASS Fees	Flat fee per month charged on eligible courses <sup>4</sup>	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 \$35 per cancellation transaction.

## UPASS ELIGIBILITY

The course sections listed below Programs are eligible for the UPASS. 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	30142
CNSK 1403	30143
CNSK 1405	30145
CNSK 1406	30160
CNSK 1407	30146
CNSK 1409	30149
CNSK 1410	30151
CNSK 1411	30152
ECCE 2100	30403
MKUP 1101	30434
MKUP 1102	30435
MKUP 1103	30436
MKUP 1105	30438
MKUP 1107	30439
NETT 2104	30254
NETT 2105	30240
NETT 2107	30239
NETT 2113	30208
NETT 2119	30207
NETT 2122	30253

All full-time students enrolled in the Fashion Design Diploma Programs are eligible for the UPASS.

## 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.



# DEVELOP YOUR STAFF AT ALL LEVELS.

Working with industry and strengthening workforces.

We offer companies and organizations:

- Job skills and career-relevant programming
- Professional instructors with industry experience
- Flexible onsite and offsite delivery
- Competitive pricing

**Contact us.** We will be happy to work with you to develop your staff at all levels.

**604.871.7000, ext. 8751**  
**[contracttraining@vcc.ca](mailto:contracttraining@vcc.ca)**



## Go ahead. Get training.



# Lessons from Apartheid: Q+A with counselling instructor.

Personal insight from Joanne on justice, self care and making a difference.

**Q: What do you love about teaching?**

Joanne: I love the students! Teaching adults with diverse backgrounds and experiences makes for wonderful discussions and debates. I learn a great deal from my students and feel sad to say goodbye at the end of the term.

**Q: Can you share an interesting thing (or two) about your journey to reach this moment?**

Joanne: I was born in South Africa during the Apartheid era. From a young age, I recognized the injustice and pain racism and hate can cause; the experience taught me to value social justice and want to make a



*Joanne Schwartz, Instructor in VCC's Counselling Skills Program.*

difference in the world. I became a Social Worker to help people who were less-fortunate, and eventually I wound up working in strictly a counselling role. About ten years ago, my family started a fund-raising organization to support women with HIV in South Africa, and that experience sparked

my interest in working in Vancouver to support people with HIV and Addiction. I discovered that I was passionate about counselling and helping people make changes in their life. My enjoyment of that work, lead me to want to teach and inspire others to work in this field.

**Q: What is your best piece advice for someone starting out in this industry?**

Joanne: To be a good counsellor, you must strive to take good care of yourself. I find that when people do not have good self-care strategies, they can get compassion fatigue or become overwhelmed by all of the sadness they witness. No matter how busy I am, I try to remember to care for my own mental, physical, spiritual and emotional health.

**Q: How do you personally define success?**

Joanne: I define success by feeling as if I am making a difference in the world. If I can even help just one person each day, it is a success. Sometimes just being present for a client and hearing their story can give them the strength they need to move forward, which is what counselling is all about. ■

## HELPING OTHERS HELP THEMSELVES.

### Counselling skills certificates

Two practical programs help you get established in the field: community and addictions counselling skills certificates. These programs are designed to allow you to attend classes while working in the field.



**Register online [vcc.ca/cs](http://vcc.ca/cs)**

**VCC CONTINUING STUDIES**

PHONE 604.443.8484  
[counsellingskills@vcc.ca](mailto:counsellingskills@vcc.ca)





# NEW Fashion PASSION.

**VCC** Fashion Arts program undergoes a transformation. In an effort to meet the needs of the fashion industry and to ensure VCC students continue to be the most sought-after graduates – we have made significant changes to reflect the industry's goal of 'selling apparel'.

The past model of learning the skills, producing a collection, and showcasing it on the runway has been altered to become more in alignment with what many of the major apparel brands in Vancouver want. Lululemon, MEC, Aritzia, Plum, and Arcteryx, for instance, don't exhibit fashion shows.

VCC's newly named Fashion Design & Production is a two-year diploma program that puts fundamental skills into immediate context through a series of fashion cycles that allow students to experience a fast-paced production process including: design, drafting, construction, marketing and sales. The cycles grow in complexity while offering students a range of sales experience

including, ecommerce, consignment, and custom design. Second-year students further their skills while completing a self-directed garment project. This is what VCC's fashion programs have been known for and where student's creativity shines through in their collections, ranging from bridal to children's wear, swimsuits to ready to wear, and everything in between. Rather than the traditional fashion show, the goal is now to provide the tools to pursue entrepreneurship through business planning, web design, ecommerce, and marketing courses. Or, for students choosing a career in the apparel sector there are courses in overseas production, Gerber CAD, Illustrator, and grading. An integrated practicum gives graduates real-life experience and a solid foundation for their professional network.

Get more info at [vcc.ca/fashion](http://vcc.ca/fashion) ■

