

VCC CONTINUING STUDIES



Spring 2017

Explore our many
other offerings at VCC

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1155 East Broadway, Vancouver

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WELCOME TO VCC CONTINUING STUDIES

Work-focused learning is at the heart of the vibrant programs and courses offered through continuing studies. Everyone in today's fast-changing workplace should be upgrading their skills and developing new abilities for their current, and next, job. Whether you are seeking a promotion, a career change, or entry into a new field, our courses are designed and delivered so that you develop skills that can be quickly applied to the workplace. Our programs teach skills that translate into increased job opportunities for students, based on the need and feedback of



Vancouver employers. No matter the area of study, whether it is related to administration, business, design, health, or human services, our expert instructors teach relevant content so that students develop the knowledge, skills, and abilities required to succeed in

today's workplace.

When it comes to your continuing education, it's never too late! At Vancouver Community College (VCC), many continuing studies programs have a flexible, open enrollment, admissions

process. This means they are accessible to all adult students. Plus, courses start throughout the year and not just at traditional start dates (right after Labour Day or in early January). If you are reading this in March, May or October, you might be surprised to learn that courses are starting soon.

This program guide will help you find flexible, current, and diverse options to increase job prospects and progression, as well as some courses for lifelong learning and personal interest. We look forward to seeing you on campus and helping you to reach your career goals.

Gordon McEwen

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

For the latest information on courses, times and fees, please check the online calendar at VCC.CA/CS, the official calendar for VCC Continuing Studies.

For upcoming information sessions visit VCC.CA/infosessions.

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VCC fashion program redesigned for industry success

VCC's fashion program has undergone 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 at 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 students' 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. 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.

For more fashion information check out our course listings on page 18.



YOUR FUTURE STARTS HERE



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

- Butchery Essentials
- CGA Diamond Grading
- Deli Essentials
- Fashion Show Production
- Hairstyling Level 1 for Evening, Bridal & Photoshoots
- Introduction to Culinary Arts
- Introduction to French Pastry
- Makeup and Hairstyling for Indian Bridal
- Portfolio Development - Photo Shoot
- Saucier Essentials
- Stone Setting in Jewellery 1 - Bezels
- Stone Setting in Jewellery 2 - Pave Setting

REGISTRATION INFORMATION

REGISTRATION

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

INTERNATIONAL STUDENTS

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

THREE WAYS TO REGISTER

1. REGISTER ONLINE:

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, cheque, debit or credit card.

REGISTRATION HOURS

Mon - Thurs: 10 a.m. - 6 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, 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

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

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

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

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

1. The Student Union Fee applies to all credit courses over 18 hours in length.
2. \$0 if less than 9 hours, \$3 for hours 9 to 19, \$4 for hours 20 to 36, \$5 for hours 37 and higher.
3. 2% for newly renewed programs, 4% for all others
4. For a list of eligible Continuing Studies courses please contact the Registration Office for more details.

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.

REFUND REQUEST

Refund requests for a course or program must be made three 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 \$35 administration fee. Please allow 4-6 weeks for processing refunds by cheque. Cash refunds are not available.

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.

U-PASS BC

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. Please contact the Registration Office for more details. All full-time students enrolled in the Fashion Design Diploma Programs are eligible for the UPASS.

INCOME TAX INFORMATION

Receipts for tax purposes will be available at myvcc.ca for applicable courses. Check your online student records in early March the following year.

ADMISSION REQUIREMENTS

VCC 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. If there are course specific requirements they are noted in the program guide.



BUSINESS

BUILDING SERVICE WORKER AND MANAGEMENT

BUILDING MANAGER, CERTIFICATE

Starts: September, January, April
Cost: \$350 - \$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

CONTACT

Phone: 604-871-7000 ext. 8671 or 8383
Email: buildingprogram@vcc.ca
Website: vcc.ca/business

BUILDING SERVICE WORKER

Starts: September, January, April
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

CONTACT

Phone: 604-871-7000 ext. 8671 or 8383
Email: buildingprogram@vcc.ca
Website: vcc.ca/business

STRATA 101

Starts: Ongoing
Cost: \$296

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.

REQUIRED COURSES

REAL 1126 Strata 101

CONTACT

Phone: 604-871-7000 ext. 8671 or 8383
Email: buildingprogram@vcc.ca

BUSINESS COMMUNICATIONS

BUSINESS AND TECHNICAL WRITING CERTIFICATE

Starts: Ongoing
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.

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

CONTACT

Phone: 604-871-7000 ext. 8670 or 8383
Email: business@vcc.ca
Website: vcc.ca/business

COMMUNICATION/ WORK SKILLS

Starts: September, January, April
Cost: \$240 per course

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 an Office Administration Certificate in Administration and Supervision or Legal Office Skills.

COURSE LISTING

OACP 1145 Effective Oral Communication

CONTACT

Phone: 604-871-7000 ext. 8649 or 8711
Email: officeadmin@vcc.ca
Website: vcc.ca/business

LEADERSHIP AND MANAGEMENT SKILLS

BUSINESS LEADERSHIP AND MANAGEMENT CERTIFICATE

Starts: Ongoing
Cost: \$200 - \$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.

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 Leadership Coaching Certificate:

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

CONTACT

Phone: 604-871-7000 ext. 8670 or 8383
Email: leadership@vcc.ca
Website: vcc.ca/business

CHANGE MANAGEMENT

Starts: September, January, April

Cost: \$183 per course

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.

COURSE LISTING

LEAD 1102 Managing Change

CONTACT

Phone: 604-871-7000 ext. 8670 or 8383

Email: leadership@vcc.ca

Website: vcc.ca/business

LEADERSHIP CERTIFICATE

Starts: Ongoing

Cost: \$350 - \$450 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.

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:

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 and the Art of Leadership

LEAD 1138 Business Communication for Leaders

LEAD 1169 Challenging Personalities

LEAD 1171 Training for High Performance

CONTACT

Phone: 604-871-7000 ext. 8670 or 8383

Email: leadership@vcc.ca

Website: vcc.ca/business

LEADERSHIP COACHING ASSOCIATE CERTIFICATE

Starts: Ongoing

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 Leadership Coaching Associate Certificate program guides students through the process of achieving leadership success by fostering genuine coaching partnerships that inspire and



EARLY CHILDHOOD CARE & EDUCATION CERTIFICATE

Birth to five years old is a crucial period in human development and it is greatly affected by important adults. Make a difference in the life of a child!

SEE PAGE 30 FOR MORE DETAILS

CONTACT US TODAY

604.871.7000 ext. 8660 or 8635

ecce@vcc.ca

support the exploration of new ideas while effectively utilizing peoples' creativity and ingenuity to reach organizational goals.

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

CONTACT

Phone: 604-871-7000 ext. 8670 or 8383
Email: leadership@vcc.ca
Website: vcc.ca/business

LEADERSHIP COACHING CERTIFICATE

Starts: Ongoing
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.

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

CONTACT

Phone: 604-871-7000 ext. 8670 or 8383
Email: leadership@vcc.ca

PROJECT MANAGEMENT

Starts: September, January, April
Cost: \$300 per course

Explore the project management discipline, gain insight into the application of project management and form a framework for successful implementation of techniques and practical tools. Learn the basics of planning, controlling and implementing projects. Designed to provide the basics for those seeking Project Management Professional certification.

COURSE LISTING

BUSI 1103 Project Management

CONTACT

Phone: 604-871-7000 ext. 8661 or 8383
Email: business@vcc.ca
Website: vcc.ca/business

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

Starts: September, January, April
Cost: \$400 per course

The Management Skills for Supervisors Certificate program 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.

REQUIRED COURSES

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

CONTACT

Phone: 604-871-7000 ext. 8670 or 8383
Email: leadership@vcc.ca
Website: vcc.ca/business

SPORT AND RECREATION MANAGEMENT CERTIFICATE

Starts: September, January, April
Cost: \$390 - \$475 per course

The Sport and Recreation Management Certificate program provides industry experience and learning opportunities to develop the necessary skills, knowledge and abilities for success in the sport and recreation industry.

Students 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 are well prepared for positions in a variety of roles including sport or recreation manager, program leader, program coordinator, and event and marketing coordinator.

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

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

CONTACT

Phone: 604-871-7000 ext. 8670 or 8383
Email: sportmanagement@vcc.ca
Website: vcc.ca/business

WEDDING AND EVENT MANAGEMENT CERTIFICATE

Starts: September, January, April
Cost: \$400 - \$525 per course

The Wedding and Event Planning Certificate is designed for individuals entering the event and 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.

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

CONTACT

Phone: 604-871-7000 ext. 8670 or 8428
 Email: weddingevent@vcc.ca
 Website: vcc.ca/business

OFFICE ADMINISTRATION

ACCOUNTING / BOOKKEEPING / PAYROLL

Starts: September, January, April
 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.

COURSE LISTING

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

CONTACT

Phone: 604-871-7000 ext. 8649 or 8711
 Email: officeadmin@vcc.ca
 Website: vcc.ca/business

ACCOUNTING SOFTWARE

Starts: September, January, April
 Cost: \$340 - \$380 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.

COURSES

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

CONTACT

Phone: 604-871-7000 ext. 8671 or 8383
 Email: technology@vcc.ca
 Website: vcc.ca/business

BUSINESS ENGLISH

Starts: September, January, April
 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.

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

CONTACT

Phone: 604-871-7000 ext. 8649 or 8711
 Email: officeadmin@vcc.ca
 Website: vcc.ca/business

KEYBOARDING

Starts: September, January, April
 Cost: \$150 - \$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.

COURSE LISTING

OACP 1101 Keyboarding for Speed Building
 OACP 1102 Keyboarding for Beginners

CONTACT

Phone: 604-871-7000 ext. 8649 or 8711
 Email: officeadmin@vcc.ca
 Website: vcc.ca/business

OFFICE ADMINISTRATION - ADMINISTRATION AND SUPERVISION, CERTIFICATE

Starts: September, January, April
 Cost: \$110 - \$450 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.

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

CONTACT

Phone: 604-871-7000 ext. 8649 or 8711
Email: officeadmin@vcc.ca
Website: vcc.ca/business

OFFICE ADMINISTRATION - LEGAL OFFICE SKILLS, CERTIFICATE

Starts: September, January, April

Cost: \$110 - \$450 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.

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



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.

SEE PAGE 29 FOR MORE DETAILS

CONTACT US TODAY

604.871.7000 ext. 8392 or 8635
counsellingskills@vcc.ca

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

CONTACT

Phone: 604-871-7000 ext. 8649 or 8711
Email: officeadmin@vcc.ca
Website: vcc.ca/business

OFFICE ADMINISTRATION - MEDICAL OFFICE SKILLS, CERTIFICATE

Starts: September, January, April
Cost: \$110 - \$450 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.

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

CONTACT

Phone: 604-871-7000 ext. 8649 or 8711
Email: officeadmin@vcc.ca
Website: vcc.ca/business

OFFICE ADMINISTRATION - RECORDS MANAGEMENT, CERTIFICATE

Starts: September, January, April
Cost: \$110 - \$450 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.

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

CONTACT

Phone: 604-871-7000 ext. 8649 or 8711
Email: officeadmin@vcc.ca
Website: vcc.ca/business

OFFICE SOFTWARE

Starts: September, January, April
Cost: \$200 - \$450 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.

COURSES

CMPT 1129 Excel Level 1
CMPT 1131 Excel Level 2
CMPT 1132 Excel Level 3
CMPT 1168 PowerPoint Level 1
CMPT 1301 Word Excel PowerPoint
CMPT 1130 Word Level 1
CMPT 1153 Word Level 2

CONTACT

Phone: 604-871-7000 ext. 8671 or 8383
Email: technology@vcc.ca
Website: vcc.ca/business

PARALEGAL

LEGAL OFFICE SKILLS

Starts: September, January, April
Cost: \$60 - \$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 and pass the Legal Office Package Tests administered at the end of the five Legal Office Skills courses. There is no charge for the test.

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

CONTACT

Phone: 604-871-7000 ext. 8649 or 8711
Email: officeadmin@vcc.ca
Website: vcc.ca/business

PARALEGAL, CERTIFICATE

Starts: Ongoing
Cost: \$140 - \$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

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

CONTACT

Phone: 604-871-7000 ext. 8649 or 8711
Email: paralegal@vcc.ca
Website: vcc.ca/business

PARALEGAL, DIPLOMA

Starts: Ongoing
Cost: \$140 - \$350 per course

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

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

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

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

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

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

- Grade 12 Graduation or equivalent
- English 12 with a C+ (64%), or equivalent and English language proficiency for more details on requirements
- Confirmation of legal experience, in the form of a letter from employer or official transcript, including:
 - At least one year of legal work experience in British Columbia, OR
 - Completion of the Legal Administrative Assistant program at VCC or an equivalent institution, OR
 - Completion of Office Administration Certificate - Legal Office Skills, OR
 - Completion of basic legal course work, such as the Legal Office Skills courses of the Office Administration Certificate Program, PLUS at least one year of office administration experience in or out of British Columbia
- Non-program students may enroll in courses at the Program Coordinator's discretion.

REQUIRED COURSES

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

ELECTIVE COURSES:

Complete two of the following:

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

CONTACT

Phone: 604-871-7000 ext. 8649 or 8711
Email: paralegal@vcc.ca
Website: vcc.ca/business

SMALL BUSINESS

SMALL BUSINESS

Starts: September, January, April, June

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.

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

CONTACT

Phone: 604-871-7000 ext. 8661 or 8383
Email: business@vcc.ca
Website: vcc.ca/business

get renewed VCC Salon & Spa

Steps from Gastown and Stadium Skytrain station, VCC Salon & Spa provides the most sought-after treatments at a fraction of the cost of traditional salon and spas.

Book an appointment today!

Salon Services: 604.443.8332 | Spa Services: 604.443.8334

VCC Downtown campus, 250 W. Pender St.

f vccsalonspa | @vccsalonspa | vccsalonspa | p vccsalonspa



vcc.ca/salonspa



WEDDING AND EVENT MANAGEMENT CERTIFICATE

Say I do to wedding and event planning! Taught by industry experts, the certificate program instills the confidence, technical and professional skills required for planning and producing weddings and events.

SEE PAGE 10 FOR MORE DETAILS

CONTACT US TODAY

604.871.7000 ext. 8670 or 8428
weddingevent@vcc.ca | vcc.ca/business



CULINARY AND BAKING

BAKING AND PASTRY ARTS, NON-CREDIT COURSES

Starts: September, January, April
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.

COURSES

CUIS 1121 Cake Making and Decorating 1
CUIS 1137 Cake Making and Decorating 2
CUIS 1129 Sugar Craft and Display
CUIS 1249 Introduction to French Pastry
NEW COURSE

CONTACT:

Phone: 604-871-7000 ext. 8694 or 8428
Email: baking@vcc.ca
Website: vcc.ca/baking

CULINARY ESSENTIALS SERIES

Starts: September, January, April
Cost: \$569 per course

Seeking gourmets! Are you wanting to upgrade your culinary skills? Learn more about the art of cooking in our part-time, fun filled courses led by the professionals in our widely acclaimed culinary arts department. Feed your appetite to learn in our top-of-the-line professional kitchens, while sharpening your skills in this engaging, interactive atmosphere.

COURSES

CUIS 1150 Introduction to Culinary Arts
NEW COURSE
CUIS 1151 Butchery Essentials
NEW COURSE
CUIS 1152 Saucier Essentials
NEW COURSE
CUIS 1153 Deli Essentials
NEW COURSE

CONTACT:

Phone: 604-871-7000 ext. 8694 or 8428
Email: csculinary@vcc.ca
Website: vcc.ca/culinary

Congratulations to the first grads of VCC's Samsung Tech Institute



VCC is pleased to announce the graduation of five members from the first cohort of its newly established Samsung Tech Institute.

VCC president Dr. Peter Nunoda presented the grads with certificates in a special awards ceremony held on January 19, 2017 in the Samsung Tech Institute training facility at VCC's Broadway campus.

Of the graduates, four are appliance technicians from KMR Brookwood Appliance in Langley, B.C. and one an independent business operator. All are now Samsung-certified appliance repair technicians, qualified to diagnose and service the latest Samsung microwaves, refrigerators, ranges, dishwashers, washers, and dryers.

Five other participants have also completed VCC's training component, but are currently in the process of earning the provincial gas fitting certificates required as prerequisites by the program.

Congratulations to all!

Applications are currently being accepted for the next intake Samsung Tech Institute - Appliance Repair Technician - Professional Pathway program, commencing in April 2017. This program is intended for those already working in the appliance repair industry or recent graduates of an appliance-servicing program.

For more Samsung Tech Institute information, check out our course listings on page 37.



TEA SOMMELIER CERTIFICATE

In collaboration with the Tea Association of Canada, VCC trains students to become knowledgeable tea professionals in all aspects of tea including procurement, service and menus.

SEE PAGE 26 FOR MORE DETAILS

CONTACT US TODAY

604.871.7000 ext. 8694 or 8428
sommelier@vcc.ca | vcc.ca/hospitality



DESIGN

FASHION

FASHION, NON-CREDIT COURSES

Starts: January, April, July
Cost: \$250 - \$410 per course

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

COURSES

FASH 1154 Sewing - Beginners Level 1
FASH 1158 Sewing - Beginners Level 2
FASH 1162 Millinery 1
FASH 1191 Personal Pattern Making
FASH 1136 Fashion Show Production
NEW COURSE

CONTACT:

Phone: 604-871-7000 ext. 8661 or 8428
Email: fashion@vcc.ca
Website: vcc.ca/fashion

FASHION DESIGN & PRODUCTION, CERTIFICATE

Starts: September, April
Total tuition: \$13,945

The Fashion Design & Production Certificate program 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.

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:
 - Two pieces of original artwork with accompanying description
 - 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.

REQUIRED COURSES

FSHN 1101 Fashion Cycle 1
FSHN 1103 Fashion Cycle 2
FSHN 1105 Fashion Fundamentals FSHN
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 2321 Practicum

CONTACT:

Phone: 604-871-7000 ext. 8668 or 8428
 Email: fashion@vcc.ca
 Website: vcc.ca/fashion

FASHION DESIGN AND PRODUCTION, DIPLOMA

Starts: September
Total tuition: \$20,990

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:
 - Two pieces of original artwork with accompanying description
 - 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.

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

CONTACT:

Phone: 604-871-7000 ext. 8661 or 8428
 Email: fashion@vcc.ca
 Website: vcc.ca/fashion

FASHION MERCHANDISING ASSOCIATE, CERTIFICATE

Starts: September, January, April
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.

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

CONTACT:

Phone: 604-871-7000 ext. 8668 or 8661
 Email: fashion@vcc.ca
 Website: vcc.ca/fashion

FASHION, PROFESSIONAL DEVELOPMENT

Starts: September, January, April
Cost: \$75 - \$150 per course

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

COURSES

FASH 1198 ProD Workshop - Textiles
 FASH 1199 Portfolio Development: Photo Shoot **NEW COURSE**
 FASH 3101 Fashion Arts Alumni Open Lab

CONTACT:

Phone: 604-871-7000 ext. 8668 or 8428
 Email: fashion@vcc.ca
 Website: vcc.ca/fashion

INTERIOR DESIGN

DRAFTING AND INTERIOR DESIGN SOFTWARE, NON-CREDIT COURSES

Starts: September, January, April
Cost: \$200 - \$600 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.

COURSES

CMPT 1403 Photoshop Level 1
 CMPT 1406 InDesign Level 1
 CMPT 1408 InDesign Level 2
 CMPT 1441 Publication Layout and Design
 CMPT 1703 SketchUp Level 1

CMPT 1704 SketchUp Level 2
CMPT 1707 Sketchup Advanced
CMPT 1951 AutoCAD Level 1
CMPT 1952 Auto CAD level 2
MACD 1159 Adobe Illustrator

CONTACT:

Phone: 604-871-7000 ext. 8671 or 8383
Email: technology@vcc.ca
Website: vcc.ca/technology

INTERIOR DESIGN, CERTIFICATE

Starts: September, January, April
Cost: \$325 - \$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.

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

CONTACT:

Phone: 604-871-7000 ext. 8417 or 8428
Email: interiordesign@vcc.ca

JEWELLERY AND GEMMOLOGY

AMERICAN GEM SOCIETY GRADUATE SALES ASSOCIATE, CERTIFICATE

Starts: Varies
Cost: \$643

VCC 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, coloured stones, pearls, metals, watches, and period jewellery, along with information about the jewellery 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.

REQUIRED COURSE

GEMM 2137 Graduate Sales Associate

CONTACT:

Phone: 604-871-7000 ext. 8694 or 8428
Email: gemmology@vcc.ca
Website: vcc.ca/jewellery

CANADIAN GEMMOLOGICAL ASSOCIATION, ACCELERATED FULL-TIME PROGRAM

Starts: May

Total tuition: \$9,982.80

From May to August each summer, learn to be a professional gemmologist at VCC 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 (CGA). The program teaches full theory and practical curriculum. The course, GEMM 1110, has lecture and lab time in the classroom that includes hands-on work with gemstones and instruments.

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

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

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

COURSE LISTING

GEMM 1110 Gemmology Accelerated Program

CONTACT:

Phone: 604-871-7000 ext. 8694 or 8428
Email: gemmology@vcc.ca
Website: vcc.ca/jewellery

CANADIAN GEMMOLOGICAL ASSOCIATION, PART-TIME PROGRAM

Starts: September

Cost: \$4,200 - \$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 CGA 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 CGA 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 CGA Program will be given special exemption status if they choose to challenge The Gemmological Association of Great Britain Gem-A examinations, in order to achieve their Fellow or "FGA" Professional designation.

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

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

to wear protective gloves.

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

REQUIRED COURSES

GEMM 1101 Preliminary Year Gemmology

GEMM 1102 Preliminary Gemmology
Exam Review

GEMM 2101 Diploma Year Gemmology

CONTACT:

Phone: 604-871-7000 ext. 8694 or 8428

Email: gemmology@vcc.ca

Website: vcc.ca/jewellery

MASTERVALUER PROGRAM

Starts: Varies

Total tuition: \$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.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Students must hold a recognized Gemmological Diploma.

REQUIRED COURSES

GEMM 3101 MasterValuer Appraisal
Program

CONTACT:

Phone: 604-871-7000 ext. 8694 or 8428

Email: gemmology@vcc.ca

Website: vcc.ca/jewellery

GEMMOLOGY, NON-CREDIT COURSES

Starts: September, January, April

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 VCC classroom and laboratory.

COURSES

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

GEMM 2130 CGA Diamond Grading
NEW COURSE

CONTACT:

Phone: 604-871-7000 ext. 8694 or 8428

Email: gemmology@vcc.ca

Website: vcc.ca/jewellery

JEWELLERY EDUCATION TRAINING SYSTEM PROGRAM

Starts: Varies

Cost: \$642

VCC offers the Canadian Jewellers Association's Jewellery Education Training



SMALL BUSINESS COURSES

Research shows that 98% of all businesses in B.C. are 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.

SEE PAGE 14 FOR MORE DETAILS

CONTACT US TODAY

604.871.7000 ext. 8670 or 8383

business@vcc.ca | vcc.ca/business

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.

REQUIRED COURSES

JEWL 1114 Canadian Jeweller JETS Program

CONTACT:

Phone: 604-871-7000 ext. 8694 or 8428
Email: gemmology@vcc.ca
Website: vcc.ca/jewellery

JEWELLERY MAKING, NON-CREDIT COURSES

Starts: September, January, April
Cost: \$450 - \$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.

COURSES

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 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
JEWL 1134 Stone Setting in Jewellery 1 - Bezels **NEW COURSE**
JEWL 1135 Stone Setting in Jewellery 2 - Pave Setting **NEW COURSE**

CONTACT:

Phone: 604-871-7000 ext. 8694 or 8428
Email: gemmology@vcc.ca
Website: vcc.ca/jewellery

Q+A gemmology and jewellery student

Justice Barclay is looking forward to a precious lifetime of learning



We sit down with Justice Barclay, jewellery and gemmology student, for a short Q+A about the programs and her jewellery style.



Q. How did you end up studying jewellery and gemmology at VCC?

I was very interested in making and selling my own jewellery, so I enrolled in VCC's Jewellery Art and Design program. From there, I decided to take gemmology in tandem. There's a huge difference between natural and synthetic gemstones, and these things really important for a responsible jewellery maker and business owner to know.

Q. How would you describe your experience at VCC?

It's been positive for sure. I've learned so much and I've gained a lot of confidence in my ability to identify gemstones and what treatments have been done to them.

Q. What is your schedule like?

Taking both the jewellery and gemmology programs at the same time is a lot, but it's worth it. Jewellery courses run during the day, and our second-year gemmology courses run twice a week in the evenings. We usually also come in early or stay after class to work a little more.

Q. What are your career goals?

I would definitely like to be a jewellery designer and work for myself eventually, but most of the time I enjoy gemmology even more! Coming in, I didn't even know gemmology was a field to work in. I'm planning on taking VCC's MasterValuer appraisal program next. I would love to get into appraisal or even work in a lab. A lot of people in the jewellery trade are aging, so there are actually lots of jobs opening up for younger people.

Q. How would you describe your own jewellery designs?

They're very nature-inspired. I draw a lot of inspiration from plants and animals. I grew up in Northern Ontario—in the bush. It was half an hour to the closest town, so I see a lot of beauty in rural life.

Q. What motivates you?

I just want to be able to work in a field that I'm actually interested in. In gemmology, you can keep learning your whole life. It's changing all the time with new treatments or even new mines that are found. And in jewellery, there are so many techniques, it could take a lifetime to even get really good at any of them, let alone be a master. ■

For more gemmology information check out our course listings on page 20.



HEALTH SCIENCES

DENTAL

DENTAL TECHNOLOGY, PROFESSIONAL DEVELOPMENT

Starts: Varies
Cost: \$500 per course

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.

COURSES

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

CONTACT:

Phone: 604-871-7000 ext. 8674 or 8672
Email: health@vcc.ca
Website: vcc.ca/dental

HEALTH

FOODSAFE

Starts: Ongoing
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.

COURSE LISTING

- HLTH 1101 FoodSafe Level 1
- HLTH 1105 FoodSafe Level 2

CONTACT:

Phone: 604-871-7000 ext. 8674 or 8672
Email: health@vcc.ca

HEALTH CARE WORKERS, PROFESSIONAL DEVELOPMENT

Starts: Ongoing
Cost: \$320 - \$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.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

The Dietary Aide course requires a 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 CRC through the Ministry of Justice. When registering for this course, students will receive a web link and unique

VCC college access code to apply and pay for a CRC online. Students can also apply and pay for the Criminal Record Check in person at the Continuing Studies office. Applicants to the course are responsible for any costs incurred in the CRC.

All other Health Care Workers - Professional Development courses do not have additional admission requirements.

COURSES

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

CONTACT:

Phone: 604-871-7000 ext. 8674 or 8672
Email: health@vcc.ca

MEDICAL DEVICE REPROCESSING TECHNICIAN, CERTIFICATE

Starts: February, September
Cost: \$2,350 - \$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

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

CONTACT

Phone: 604-871-7000 ext. 8674 or 8672
Email: health@vcc.ca

RENAL DIALYSIS TECHNICIAN CITATION

Starts: TBA
Total tuition: \$5,500

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

REQUIRED COURSES

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

CONTACT

Phone: 604-871-7000 ext. 8674 or 8672
Email: health@vcc.ca

NURSING

NURSING, PROFESSIONAL DEVELOPMENT

Starts: Ongoing
Cost: \$210 - \$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 (LPN) and Registered Nurses (RN) 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.

COURSES

- HLTH 1138 Transcribing Physicians Orders
- HLTH 1190 Foot Care Nursing
- HLTH 1295 Pharmacology Review
- HLTH 1315 Distance IV Therapy
- HLTH 1403 IV Therapy and Insertion

CONTACT:

Phone: 604-871-7000 ext. 8674 or 8672
Email: health@vcc.ca
Website: vcc.ca/nursing

VCC ON-SITE TRAINING FOR ORGANIZATIONS



Your organization's needs are unique.

VCC's Centre for Continuing Studies will work with you to develop top notch training for your employees in all our program areas from business and leadership to health and human services. If you see courses, programs or instructors that suit your training requirements, call us.

With VCC, you will hire more than trainers and consultants; you will establish a partnership with educational professionals, who are specialists in life-long learning and backed by B.C.'s largest and oldest college.

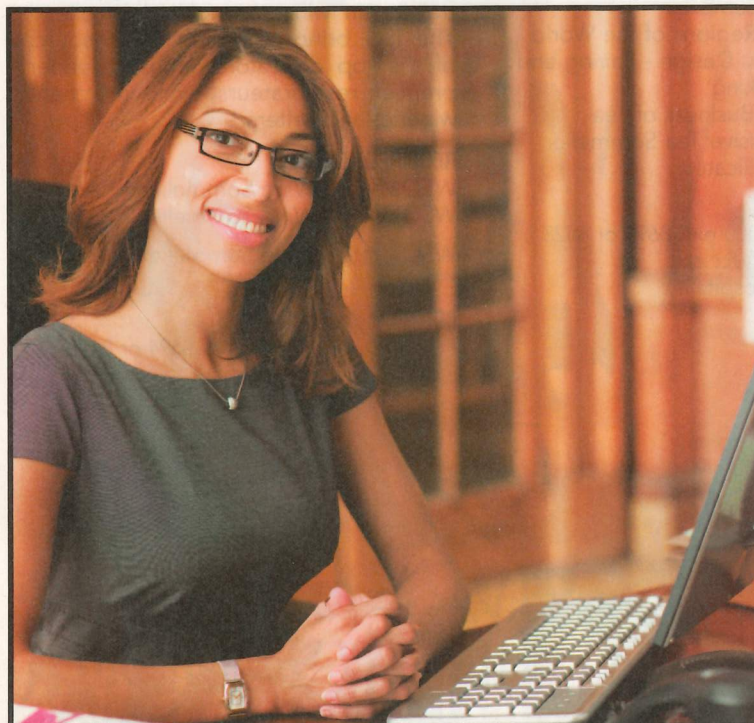
VCC BOOKSTORE

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

Buy online or in-person.

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

For store hours:
vcc.ca/bookstore



PARALEGAL CERTIFICATE

Develop the skills needed for a career working within legal systems and institutions.

Register for a certificate in paralegal.

SEE PAGE 13 FOR MORE DETAILS

CONTACT US TODAY

604.871.7000 ext. 8649 or 8711
officeadmin@vcc.ca | vcc.ca/business



HOSPITALITY

TEA SOMMELIER

Starts: September, January, April

Cost: \$250 - \$350 per course

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.

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

CONTACT:

Phone: 604-871-7000 ext. 8694 or 8428

Email: sommelier@vcc.ca

Website: vcc.ca/hospitality

WINE SOMMELIER

Starts: September, January, April

Cost: \$660 per course

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

REQUIRED COURSES

WSOM 1101 Wine Sommelier 1

WSOM 1201 Wine Sommelier 2

WSOM 1301 Wine Sommelier Diploma Program

CONTACT:

Phone: 604-871-7000 ext. 8694 or 8428

Email: sommelier@vcc.ca

Website: vcc.ca/hospitality

Carpe tea-um: Q+A with tea sommelier instructor

Instructor Delano Tamborini is steeping some great tea ideas

Q. What is your current career?

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



Delano Tamborini, a graduate and instructor of the Tea Sommelier program.

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

After spending most of the 2000s accumulating degrees and diplomas and traveling the world, I found when it came time to settle upon a career, I was having difficulty doing so. Then a simple thought began to captivate me: What if I chose something I was

passionate about and then worked at making it a career? I had always loved tea and figured if I immersed myself in learning more about it - starting with VCC's Tea Sommelier program - it would take me somewhere I couldn't even imagine. And it has!

Q. What was the best part about studying at VCC?

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

Q. What is the best tea you have ever tasted?

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

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

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

For more sommelier program information, check out our course listings on page 26.



BUSINESS AND TECHNICAL WRITING CERTIFICATE

Improve your communication skills with VCC's business and technical writing certificate. Develop technical writing and short duration writing skills. Prepare yourself for a career in the technical sector.

SEE PAGE 7 FOR MORE DETAILS

CONTACT US TODAY

604.871.7000 ext. 8670 or 8383
business@vcc.ca | vcc.ca/business



HUMAN AND FAMILY SERVICES

COUNSELLING

ADDICTION COUNSELLING SKILLS, CERTIFICATE

Starts: September, January, April
Cost: \$320 - \$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.

Instructors are experienced clinicians who emphasize the development of both 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.

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

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, with at least a C letter grade, or equivalent (as determined by program coordinator)
- Relevant experience in the helping field (must include direct client contact) either paid or volunteer. A minimum of 35 hours is required. Applicants can provide a Letter of Reference or complete a verification form provided by VCC.
- Criminal Record Check, completed by the Ministry of Justice, for approval to work with vulnerable children and adults and to ensure the safety of clients and individuals supported. Students must complete this check prior to admission and entry into the program. Practicum sites may require additional Criminal Record Checks and additional costs for these checks are the student's responsibility.

PREREQUISITE COURSE

CNSK 1401 Basic Counselling Skills

REQUIRED COURSES

CNSK 1402 Foundations of Counselling
CNSK 1406 Individual Counselling Skills-Addiction

CNSK 1407 Diversity, Culture, and Counselling

CNSK 1409 Family Systems - An Overview

CNSK 1411 Assessment Practices - Addiction

CNSK 1412 Personal and Professional Development

CNSK 1415 Addiction and Human Behaviour

Choose one of the following:

CNSK 1403 Theories of Counselling or
CNSK 1404 Lifespan Development

Choose one of the following

CNSK 1488 Practicum: Volunteer or
CNSK 1489 Practicum: Employment

OPTIONAL COURSE

The following course is strongly recommended, but not required:
CNSK 1408 Group Counselling

CONTACT:

Phone: 604-871-7000 ext. 8392 or 8635

Email: counsellingskills@vcc.ca

COMMUNITY COUNSELLING SKILLS, CERTIFICATE

Starts: September, January, April

Cost: \$320 - \$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 140, with at least a C letter grade, 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. A minimum of 35 hours is required. Applicants can provide a Letter of Reference or complete a verification form provided by VCC.
- Criminal Record Check, completed by the Ministry of Justice, for approval to work with vulnerable children and adults and to ensure the safety of clients and individuals supported. Students must complete this check prior to admission and entry into the program. Practicum sites may require additional Criminal Record Checks and additional costs for these checks are the student's responsibility.

PREREQUISITE COURSE

CNSK 1401 Basic Counselling Skills

REQUIRED COURSES

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

Choose one of the following:

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

Choose one of the following:

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

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

CONTACT:

Phone: 604-871-7000 ext. 8392 or 8635

Email: counsellingskills@vcc.ca

BASIC COUNSELLING SKILLS - PREREQUISITE COURSE

Starts: September, January, April

Cost: \$510 per course

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.

COURSE SPECIFIC RECOMMENDATIONS

- Fluency in English (writing, reading and speaking) at Grade 12 level or equivalent.
- Computer literacy skills are strongly recommended: familiarity with the internet, email and word processing skills.

COURSE LISTING

CNSK 1401 Basic Counseling Skills

CONTACT:

Phone: 604-871-7000 ext. 8392 or 8635

Email: counsellingskills@vcc.ca

COUNSELLING, PROFESSIONAL DEVELOPMENT

Starts: September, January, April

Cost: \$320 - \$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.

COURSES

All courses within both the Addiction Counselling Skills and Community Counselling Skills Certificate Programs are open to students for Professional Development should the student meet the requirement (as outlined above).

CONTACT:

Phone: 604-871-7000 ext. 8392 or 8635

Email: counsellingskills@vcc.ca

EARLY CHILDHOOD CARE AND EDUCATION

ECCE ASSISTANT

Starts: September, January, April

Cost: \$391 per course

This course includes the basic information on health, safety and proper nutrition for young children (two to five 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. No text book required.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

- Proof of BC Grade 12 English proficiency or equivalent.
- High school graduation or equivalent
- 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

COURSE LISTING

ECCE 1176 ECE Assistant Course - Health

CONTACT:

Phone: 604-871-7000 ext. 8660 or 8635

Email: ecce@vcc.ca

ECCE, CERTIFICATE

Starts: September

Cost: \$200 - \$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, professional service for young children and their families.

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

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

- Proof of GED or equivalent
- Proof of B.C. Grade 12 English proficiency with a minimum 'C' or equivalent ELA test (145/200), VCC English 098 and 099 with 'B' grade or higher in Reading 0996 and Writing 0995, and the Listening + Speaking components of VCC's ELA with a score of 27/30 or higher, TOEFL Internet-based Reading, Writing and Listening components must total a minimum of 60; minimum Speaking component score of 26 (scores valid for one year), IELTS Academic Module overall score of 6.5 or higher with no band score less than 6.0 and a minimum score of 7.0 on the Speaking band (scores valid for one year)
- 19 years or older
- Canadian citizen or Permanent Resident
- Proof of a negative Tuberculosis skin test. If the skin test is positive, proof of a negative chest x-ray is required
- Physician's Report (proof that individual is physically healthy, with stamina and emotional maturity to meet the demands of working with young children)
- Minimum two written letters of reference indicating suitability for the program
- Minimum of 40 hours volunteer/work experience in licensed daycare or preschool with written proof of hours on organization letterhead
- Criminal Record Check required in accordance with the Criminal Records Review Act. All individuals who work with vulnerable adults and/or children must complete a Criminal Record Check
- Successful interview with program staff based on criteria.
- All individuals who work with vulnerable adults and/or children must complete Criminal record Check through the Ministry of Justice. This must be completed online using the VCC access code or at the Continuing Studies Registration Desk. No other CRC is accepted. Please contact Program Assistant or CS registration at 604-443-8484 for more details regarding CRC.

REQUIRED COURSES:

Year One:

ECCE 1301 Foundations in ECCE

ECCE 1302 Field Study 1

ECCE 1303 Communications

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

Year Two:

ECCE 2301 Creative Art

ECCE 2302 Exploring Learning Environments

ECCE 2303 Field Study 4

ECCE 2304 Integrated Program Planning

ECCE 2306 Practicum 2

ECCE 2308 Language and Literature

ECCE 2309 Ecology of Family

ECCE 2102 Music and Movement

ECCE 2106 Field Study 5

ECCE 2115 Health, Safety and Nutrition

ECCE 2307 Practicum 3

CONTACT:

Phone: 604-871-7000 ext. 8660 or 8635

Email: ecce@vcc.ca

ECCE, WORKSHOPS

Starts: September, January, April

Cost: \$48 - \$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.

COURSES

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

CONTACT:

Phone: 604-871-7000 ext. 8660 or 8635

Email: ecce@vcc.ca

ECCE - INFANT AND TODDLER, DIPLOMA

Starts: September

Cost: \$582 - \$874 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 licensed infant/toddler early learning settings. With a focus on children from birth to three years of age, this program offers students the knowledge and skills to provide professional 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 VCC or other approved training institution as per BC Ministry of Children and Family Development Early Childhood Education Registry
- High school graduation or equivalent.
- Proof of English Proficiency and English 12 with a 'C' or equivalent. (<http://www.vcc.ca/applying/registration-services/englishlanguage-proficiency-requirements/>)
- 19 years or older
- Canadian citizen or Permanent

Resident

- Current CPR-C Certificate
- Physician's Report (proof that individual is physically healthy and emotionally mature to meet the demands of working with young children).
- Submission of a negative TB skin test. If the skin test is positive proof of a negative TB chest x-ray is required.
- A VCC Immunization Record must be completed.
- Immunizations in the following are strongly recommended:
 - Diphtheria/Tetanus
 - Polio
 - Measles, Mumps, and Rubella
 - Hepatitis B
 - Influenza (on an annual basis)
 - Chicken Pox
- Minimum two written letters of reference indicating suitability for the program
- A Criminal Record Check (CRC) is required in accordance with the Criminal Records Review Act. All individuals who work with vulnerable adults and/or children must complete a Criminal Records Check through the Ministry of Justice. Applicants to this program will be responsible for any costs incurred in the Criminal Record Check. After submitting an admissions application, applicants will receive by

- email a web link and unique college access code to apply for a Criminal Record Check online.
- Successful interview with the Program Coordinator based on criteria.

REQUIRED COURSES

Fall Term:

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

Winter Term:

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

Spring Term:

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

CONTACT:

Phone: 604-871-7000 ext. 8660 or 8635

Email: ecce@vcc.ca



COMPUTER SOFTWARE COURSES

Expand your knowledge and increase your productivity with computer courses. From accounting to design to office software, several levels of learning allow you to develop a foundational knowledge that will move you ahead.

SEE PAGE 36 FOR MORE DETAILS

CONTACT US TODAY

604.871.7000 ext. 8671 or 8383

technology@vcc.ca | vcc.ca/technology

ECCE - SPECIAL NEEDS, DIPLOMA

Starts: September

Cost: \$582 - \$874 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 with children who need extra support in inclusive early learning settings. With a focus on children with exceptionalities, this program offers students the knowledge and skills to provide professional support for children with disabilities 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 VCC or other approved training institution as per BC Ministry of Children and Family Development Early Childhood Education Registry
- High school graduation or equivalent.
- Proof of English Proficiency and English 12 with a 'C' or equivalent. (<http://www.vcc.ca/applying/registration-services/englishlanguage-proficiency-requirements/>)
- 19 years or older
- Canadian citizen or Permanent Resident
- Current CPR-C Certificate
- Physician's Report (proof that individual is physically healthy and emotionally mature to meet the demands of working with young children).
- Submission of a negative TB skin test. If the skin test is positive proof of a negative TB chest x-ray is required.
- A VCC Immunization Record must be completed.
- Immunizations in the following are strongly recommended:
 - Diphtheria/Tetanus
 - Polio
 - Measles, Mumps, and Rubella
 - Hepatitis B
 - Influenza (on an annual basis)
 - Chicken Pox
- Minimum two written letters of reference indicating suitability for the program
- A Criminal Record Check (CRC) is required in accordance with the Criminal Records Review Act. All individuals who work with vulnerable adults and/or children must complete a Criminal Records Check through the

Ministry of Justice. Applicants to this program will be responsible for any costs incurred in the Criminal Record Check. After submitting an admissions application, applicants will receive by email a web link and unique college access code to apply for a Criminal Record Check online.

- Successful interview with the Program Coordinator based on criteria.

REQUIRED COURSES

Fall Term:

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

Winter Term:

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

Spring Term:

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

CONTACT:

Phone: 604-871-7000 ext. 8660 or 8635

Email: ecce@vcc.ca

ECEBC, PROFESSIONAL DEVELOPMENT

Starts: September, January, April

Cost: \$60 per course

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.

COURSES

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

CONTACT:

Phone: 604-871-7000 ext. 8660 or 8635

Email: ecce@vcc.ca

FAMILY CHILD CARE - GOOD BEGINNINGS

Starts: September, January, April

Cost: \$443 per course

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

REQUIRED COURSES

ECCE 1202 Good Beginnings

CONTACT:

Phone: 604-871-7000 ext. 8660 or 8635

Email: ecce@vcc.ca

LEADERSHIP, ADMINISTRATION, AND MANAGEMENT IN CHILD CARE

Starts: September, January, April

Cost: \$427 per course

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.

Approval to register required. Please send your short bio or resume to the ECCE Program Coordinator at kjovanovic@vcc.ca.

COURSE LISTING

ECCE 2112 Leadership, Administration and Management

CONTACT:

Phone: 604-871-7000 ext. 8660 or 8635
Email: ecce@vcc.ca

Q+A with Early Childhood Care and Education Alumna

Azadeh Kasperast - "We do more than play all day."

Q. What is your current career?

I work at Parkway Village Child Centre as an early childhood educator.

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

When I was in school I learned a lot about myself and who I am and why my mind and body acts the way it does in different situations. As an educator in the field I find myself still learning about children and that they also react a certain way because of their environment. I know that we shouldn't treat each child the same way and we need to learn how to work with them in any situation.

Q. What was the best part about studying at VCC?

All the friends you make and the deep connections with teachers and fellow students. It was great to be in a program where you move through the courses with the all same classmates. It made it feel like a family and made it easier to open up.

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

They challenged me to be better and to think about my actions in the field. They were always there for advice when I felt that I was struggling. They made me want to be a better educator.



Azadeh Kasperast, ECCE alumna

Q. Where on campus was your favourite place to take a break?

Anywhere that had cozy chairs; sometimes the cafeteria but usually the chairs on the 4th floor.

Q. Who is your favourite children's author and why?

Margaret Wise Brown. Even though her books are from many years ago, children still relate to them. They

know what *Goodnight Moon* is and they love saying each sentence with you. Her books are loved by so many generations.

Q. What is your favourite family movie and why?

I love the *Lion King*. It shows Simba's growth and understanding of the world. It also shows how we all have a purpose in the world and we shouldn't run away from any challenges, no matter how difficult.

Q. What would people be surprised to know about being an Early Childcare Educator?

That we do more than play all day. We have conversations with children to help them be better at communicating their needs. We help children acknowledge their feelings and know how to regulate themselves. We give hugs and we cuddle them when children need that human touch. We love the children, in different ways and forms. We laugh and enjoy life. We always come out learning more about ourselves at the end of the day. ■

For more ECCE information, check out our course listings on page 30.



INTERPRETING, LANGUAGES AND WRITING

CREATIVE WRITING

Starts: September, January, April

Cost: \$250 per course

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.

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

CONTACT:

Phone: 604-871-7000 ext. 8670 or 8383

Email: creativewriting@vcc.ca

Website: vcc.ca/languages

COMMUNITY INTERPRETING, AWARD OF ACHIEVEMENT

Starts: September, January, April

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 passing the Community Interpreter Language and Interpreting Skills Assessment Tool (CILISAT) Assessment, graduates will be eligible to apply for Associate Membership with the Society of 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.

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

CONTACT:

Phone: 604-871-7000 ext. 8765 or 8672

Email: cs-interpreting@vcc.ca

Website: vcc.ca/languages

LANGUAGES

Starts: September, January, April

Cost: \$150 - 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.

COURSE LISTING

LANG 1118 Arabic 1

LANG 1119 Arabic 2

LANG 1123 Cantonese 1

LANG 1124 Cantonese 2

LANG 1137 French 1

LANG 1138 French 2

LANG 1109 Japanese 1

LANG 1130 Mandarin 1

LANG 1131 Mandarin 2

LANG 1101 Spanish 1

LANG 1102 Spanish 2

CONTACT:

Phone: 604-871-7000 ext. 8670 or 8672

Email: languages@vcc.ca

Website: vcc.ca/languages



MAKEUP

MAKEUP ARTISTRY, CERTIFICATE

Starts: September, January, April
Cost: \$225 - \$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

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

CONTACT:

Phone: 604-871-7000 ext. 8417 or 8428
Email: makeup@vcc.ca

MAKEUP ARTISTRY, PROFESSIONAL DEVELOPMENT

Starts: September, January, April
Cost: \$430 - \$570 per course

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

COURSES

- CMPT 1403 Photoshop Level 1
- CMPT 1430 Wordpress Web Design
- CMPT 1431 Introduction to WordPress

FASH 1199 Portfolio Development: Photo Shoot

NEW COURSE

MKUP 1109 Hairstyling Level 1 for Evening, Bridal and Photoshoots

NEW COURSE

MKUP 1110 Makeup and Hairstyling for Indian Bridal

NEW COURSE

CONTACT:

Phone: 604-871-7000 ext. 8417 or 8428
Email: makeup@vcc.ca



TECHNOLOGY

COMPUTER SOFTWARE

ACCOUNTING SOFTWARE, NON-CREDIT COURSES

Starts: September, January, April
Cost: \$340 \$380 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.

COURSES

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

CONTACT:

Phone: 604-871-7000 ext. 8671 or 8383
Email: technology@vcc.ca
Website: vcc.ca/technology

BASIC COMPUTER SKILLS

Starts: September, January, April
Cost: \$150 - \$450 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.

COURSES

CMPT 1301 Word Excel PowerPoint
CMPT 1302 Introduction to Computers
and File Management
CMPT 1303 Internet Applications
MACD 1103 Introduction to Mac

CONTACT:

Phone: 604-871-7000 ext. 8671 or 8383
Email: technology@vcc.ca
Website: vcc.ca/technology

DRAFTING AND INTERIOR DESIGN SOFTWARE, NON-CREDIT COURSES

Starts: September, January, April
Cost: \$200 - \$600 per course

Develop your skills in a variety of drafting and design programs, including SketchUp and AutoCAD. Courses are non-credit, no application required. If required, please purchase books from the Downtown

bookstore prior to course start date.

COURSES

CMPT 1403 Photoshop Level 1
CMPT 1406 InDesign Level 1
CMPT 1408 InDesign Level 2
CMPT 1441 Publication Layout and
Design
CMPT 1703 SketchUp Level 1
CMPT 1704 SketchUp Level 2
CMPT 1951 AutoCAD Level 1
CMPT 1952 AutoCAD Level 2
MACD 1159 Adobe Illustrator

CONTACT:

Phone: 604-871-7000 ext. 8671 or 8383
Email: technology@vcc.ca
Website: vcc.ca/technology

OFFICE SOFTWARE

Starts: September, January, April
Cost: \$200 to \$450 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

TECHNOLOGY

books from the Downtown bookstore prior to course start date.

COURSES

CMPT 1129 Excel Level 1
CMPT 1131 Excel Level 2
CMPT 1132 Excel Level 3
CMPT 1168 PowerPoint Level 1
CMPT 1301 Word Excel PowerPoint
CMPT 1130 Word Level 1
CMPT 1153 Word Level 2

CONTACT:

Phone: 604-871-7000 ext. 8671 or 8383
Email: technology@vcc.ca
Website: vcc.ca/technology

WEB AND GRAPHIC DESIGN, NON-CREDIT COURSES

Starts: September, January, April
Cost: \$170 - \$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 Visual Communication Digital Design Certificate Program, visit vcc.ca/vcd.

COURSES

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

CONTACT:

Phone: 604-871-7000 ext. 8671 or 8383
Email: technology@vcc.ca
Website: vcc.ca/technology

NETWORK TECHNOLOGY

NETWORKING TECHNOLOGY, CERTIFICATE

Starts: September, January, April
Cost: \$630 - \$720 per course

The Networking Technology Certificate is intended for individuals who wish to develop their skills in information technology (IT) whether entering this area, or already employed in the field. Planned by experienced educators and a professional advisory committee, this program is taught by IT professionals who emphasize the development of practical skills and their application in the field.

Graduates of this program will acquire knowledge to work or continue to work in entry-level IT 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 vcc.ca for more details.

REQUIRED COURSES

NETT 2113 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 Networking Fundamentals
NETT 2119 A+ Hardware
NETT 2107 MCTS Active Directory
NETT 2105 Security Fundamentals

CONTACT:

Phone: 604-871-7000 ext. 8671 or 8383
Email: technology@vcc.ca
Website: vcc.ca/technology

SAMSUNG TECH INSTITUTE

SAMSUNG TECH INSTITUTE - APPLIANCE REPAIR TECHNICIAN - PROFESSIONAL PATHWAYS

Starts: Mid April - end of June
Total tuition: \$1,700

VCC is home to the Samsung Tech Institute, the only Samsung-certified appliance repair trainer in Western Canada. Providing a new and exclusive framework of knowledge directly impacts 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 \$1,000 scholarship available. Please visit vcc.ca/samsung for more details on how to apply.

PROGRAM SPECIFIC ADMISSION REQUIREMENTS

Appliance Repair Technician with Gas Appliance Service Certificate of Qualification and HRAI Ozone Depleting Potential (ODP) Certification

COURSE LISTING

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

CONTACT:

Phone: 604-871-7000 ext. 8671 or 8383
Email: samsung@vcc.ca
Website: vcc.ca/samsung

VCC'S HIDDEN GEM



Donna Hawrelko, gemmology instructor, has been educating students with her valuable knowledge of gems and minerals for 19 years at VCC.

Vancouver is a world-class city for many reasons. Its natural beauty, food, and architecture populate the Instagram feeds around the globe, but did you know our city is also known for producing award-winning gemmologists and jewellery

appraising professionals?

Make your way down the twisting corridors of Vancouver Community College's Downtown campus, and you discover why. This is the home of VCC's internationally accredited

gemmology and jewellery programs, and Donna Hawrelko, one of VCC's first gemmology alumni, is the driving force behind their success.

"I go to the largest gem and mineral shows in the world, and there's not anyone there who really doesn't know about us here at VCC," she says.

Like many of VCC's Continuing Studies students, Donna entered gemmology as a side interest, having already practiced social work for many years. After earning her Canadian gemmological certification through VCC in 1989, however, she'd found her true calling.

"Students in this program develop much more than an interest—it's a passion."

Donna Hawrelko

Donna has since earned numerous other credentials and titles, including serving as the first woman president of the Accredited Gemologists Association (AGA), and is currently president of the Canadian Gemmological Association (CGA).

According to Donna, the study of gemmology attracts a wide variety of people for countless reasons. Some aim to buy and sell gemstones while travelling the world, others need the expertise for their work in jewellery design, sales, diamond or gemstone wholesale, or appraising.

"There are so many jobs to be had,"

says Donna, "whether full-time, or part-time, in a retail store, a design house, a laboratory, a jewellery manufacturer, or even as an entrepreneur. Parents with children do this on the side as home-based businesses. There are so many options."

In Vancouver's insurance industry, appraisers are in especially high demand today. "They're working 12-hour days plus weekends," says Donna. "It's crazy busy for them right now."

Even students starting with only a general interest in jewellery and gemstones will usually find their niche through VCC's program, or at the very least a fun job in an industry based on happiness and special occasions.

"Jewellery stores consistently ask me for students," says Donna. "They want someone with real knowledge and an interest in what they're selling. And students in this program develop much more than an interest—it's a passion."

■
For more gemmology information, check out our course listings on page 20.



DEVELOP YOUR STAFF AT ALL LEVELS

Working with industry, government and the community to build partnerships and strengthen workforces.

We create partnerships to offer:

- Job skills and career-relevant programming
- Workplace language or essential skills training
- 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 or training needs at all levels.

604.871.7000, ext. 8751
partnership@vcc.ca