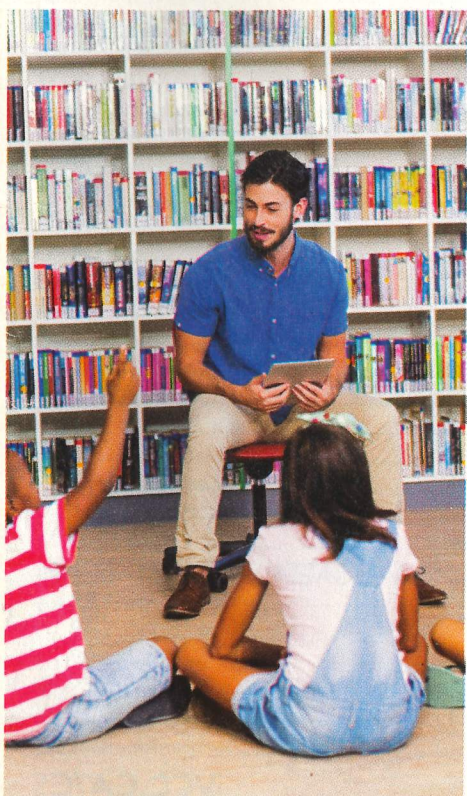


VANCOUVER COMMUNITY COLLEGE



VCC

Continuing
Studies
Fall 2017



VCC.ca/cs



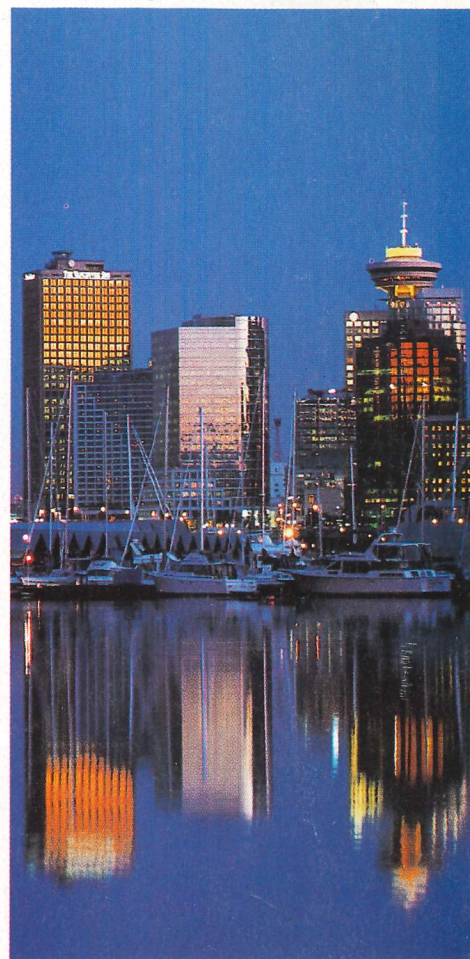
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NEW AT VCC

VCC Continuing Studies is pleased to offer these new courses:

- Adobe Illustrator for Interior Design: Level 1
- Board Development
- CGA Diamond Grading
- Ethics and Fiscal Management for Volunteer Managers
- Event Planning for Volunteer Managers
- Fashion Show Production
- Introduction to Industrial Sewing Machines
- Leadership and Management for Volunteer Managers
- Mend, Transform, Renew
- Mutual Performance Evaluations
- Orientation, Training and Supervision of Volunteers
- Pojagi Workshop
- Policies and Procedures for Volunteer Managers
- Risk Management for Volunteer Managers
- Samsung Repair Technician – Entry Pathway Program
- Volunteer Management Foundations
- Volunteer Recognition and Retention

Korean patchwork technique, also known as Pojagi.

FOR THE LATEST: [VCC.CA/CS](http://vcc.ca/cs)

For the latest information on courses, schedules, requirements and fees, please check vcc.ca/cs. This catalogue provides an overview of VCC Continuing Studies programs and courses. In the case of a discrepancy between this publication and vcc.ca, the website will be considered the official guide.

For upcoming information sessions visit vcc.ca/infosessions



DON'T DELAY! REGISTER TODAY!

If you wait until the last minute, the enrollment limit may already have been reached or the course may have been rescheduled due to low registration. Register early to secure your seat! vcc.ca/cs

REGISTRATION

VCC welcomes applications from Canadian citizens and permanent residents.

INTERNATIONAL STUDENTS

If you are not a Canadian citizen or permanent resident, please contact the International Education Office at study@vcc.ca or 604.443.8600 to determine your eligibility. Please note that not all Continuing Studies programs are available to international students.

THREE WAYS TO REGISTER

1. REGISTER ONLINE:

Visit 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.

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. In the case of a discrepancy between this publication and vcc.ca, the website will be considered the official guide. Fees are subject to change without notice. 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. Please note that a textbook may be required for your course. Please check vcc.ca/bookstore for textbook information and hours of operation.

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 are included in the quoted price (course based) or added at the time of registration (term based).

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

VCC 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 VCC 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. 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.

INCOME TAX INFORMATION

Receipts for tax purposes will be available at myvcc.ca for applicable courses. Please 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 on the program web page.

THE HEART OF THE CITY

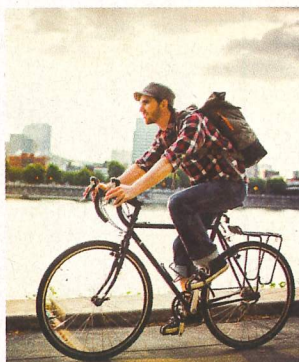
Wedding photographer Wilson Lau is a regular guest speaker in the wedding and event planning certificate program at VCC. Here he shares some of his favourite spots near the Downtown campus.



Photographer Wilson Lau



DOWNTOWN CAMPUS



Favourite coffee shop: Birds & the Beets (55 Powell St). Love the vibe of this place. You can always find a space here because it is quite large.

Favourite place for a snack: Tree's Organic Coffee (321 Water St) for their amazing cheesecake and Lime and Moon Pie Company (1066 Mainland St) because you can get pies here with mostly healthy ingredients.

Favourite lunch spot: Nuba (207 W. Hastings) is always tasty and just across the street from VCC and Chambar (568 Beatty). If it's good enough for Bono, it's good enough for me.

Favourite place for a walk: Crab Park (101 E. Waterfront Rd). You get a nice view of the cityscape as you walk down the little Main Street bridge and then you get a great view of the city from the little beach. I'm inspired by the outdoors that surrounds us which is a sentiment that is reflected in my work.

Favourite place to study: Vancouver Public Library, Central Branch (350 W. Georgia). I went back to the library for the first time since, maybe high school and forgot how many great, free resources there are! In my down time, I like to go here and look through photography books to study and get inspiration. ■

Don't live in Vancouver?

The SkyTrain or SeaBus can get you to VCC from...

- **Surrey Central**
in under 40 minutes
- **Richmond-Brighouse**
in under 40 minutes
- **North Vancouver/Lonsdale Quay**
in under 25 minutes
- **Coquitlam Central**
in under 50 minutes



Photo by Wilson Lau



BUSINESS

TOP FIVE TIPS FOR WRITING A WINNING PROPOSAL

Most organizations these days - whether they're government, private business or non-profit - have staff that engage in proposal writing. You may be informally trying to persuade your boss to adopt a new process that is more efficient, or you may be part of a team that is formally bidding on a multi-million dollar project. Either way, success in writing a winning proposal depends (partly!) on your writing skills.

1. Study the requirements. Decide whether you want to proceed. Preparing a proposal will require a lot of time and effort in research, analysis of the client's needs, and writing. You may decide to wait for a better opportunity.
2. Evaluate the solution. Writing a winning proposal begins with a clear understanding of the client's requirements. Remember, you are providing a solution to their problem.
3. Stand out from your competitors. A proposal is a marketing document, designed to persuade the client to hire your company instead of a competitor. So make certain

your proposal reinforces your organization's strengths and addresses any potential reservations the client may have about hiring you.

4. Write the proposal. What criteria will they be using to evaluate your proposal? Describe the benefits of your solution in a way that receives the most favourable evaluation from the decision maker.

5. Fresh eyes, then revise. Assemble the information into a template or a clear proposal format. Have someone you trust proofread the proposal to catch spelling and grammatical errors. Make sure that the completed proposal looks as professional as possible.

There is no such thing as an unsuccessful proposal. Every proposal becomes a useful planning document that helps you further your organization's mission. And, as a bonus, your finished proposal serves as a detailed template for project implementation, once you receive that funding. ■

CONTACT THE BUSINESS DEPARTMENTS

BUSINESS
business@vcc.ca
vcc.ca/business

LEADERSHIP
leadership@vcc.ca
vcc.ca/business

OFFICE ADMINISTRATION
officeadmin@vcc.ca
vcc.ca/business

PARALEGAL
paralegal@vcc.ca
vcc.ca/business

MEDIA AND PUBLIC RELATIONS

BUSI 1315 MEDIA AND PUBLIC RELATIONS

Build a foundation of knowledge and experience in the key concepts of communicating with the public. Topics include audience analysis, stakeholder interaction, and developing messaging for press releases and sales letters.

\$494.09 · 33 hours

PROJECT MANAGEMENT

BUSI 1103 PROJECT MANAGEMENT

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.

\$289.11 · 12 hours

SMALL BUSINESS

Note: There is a \$100 discount for students who register for all 10 courses in the same term.

SMBU 1101 ENTREPRENEURIAL SKILLS

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

\$90.00 · 3 hours

SMBU 1102 MARKET YOUR BUSINESS

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

\$90.00 · 3 hours

SMBU 1103 SMALL BUSINESS MANAGEMENT

Explore the fundamentals of small business management, including human resources and time and stress management.

\$90.00 · 3 hours

SMBU 1104 SMALL BUSINESS BOOKKEEPING

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

\$90.00 · 3 hours

SMBU 1105 UNDERSTANDING FINANCIAL NEEDS

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

\$90.00 · 3 hours

SMBU 1106 HUMAN RESOURCES

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

\$90.00 · 3 hours

SMBU 1107 FINANCE STATEMENTS AND PLANNING

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

\$90.00 · 3 hours

SMBU 1108 LEGAL OBLIGATIONS

Analyze the pros and cons of the principal three legal structures as well as legal and financial obligations.

\$90.00 · 3 hours

SMBU 1109 FINANCING YOUR BUSINESS

Explore different sources of financing and banking and how applications are evaluated.

\$90.00 · 3 hours

SMBU 1110 PREPARING YOUR BUSINESS PLAN

Explore and practice the essentials of creating a business plan.

\$90.00 · 3 hours

BUSINESS AND TECHNICAL WRITING CERTIFICATE

The business and technical writing certificate program delivers convenient and concentrated skill development 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 Canada's technical sectors is growing. Learn how to adapt complex writing into language that appeals to general audiences.

\$194.48 per course

REQUIRED COURSES

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

BUSINESS LEADERSHIP AND MANAGEMENT CERTIFICATE

This 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.

\$194.13 - \$397.12 per course

Courses can be taken individually

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

LEADERSHIP CERTIFICATE

This leadership certificate program helps managers, executives, and entrepreneurs 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.

\$194.13 per course · 6 hours each

Courses can be taken individually

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

LEADERSHIP COACHING ASSOCIATE CERTIFICATE

Coaching is vital in fields where performance is valued. This leadership coaching associate certificate program guides students through the process of achieving leadership success by fostering genuine coaching partnerships that inspire and support the exploration of new ideas while effectively utilizing peoples' creativity and ingenuity to reach organizational goals.

\$194.13 per course · 6 hours each

Courses can be taken individually

REQUIRED COURSES

LEAD 1115 Coaching for High Performance

LEAD 1116 Essential Leadership Coaching Skills

LEAD 1117 Skill Coaching

LEAD 1118 Taking Your Leadership Coaching to the Next Level

LEAD 1120 The Coach's Toolkit

LEAD 1121 Team Coaching

LEADERSHIP COACHING CERTIFICATE

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.

\$194.13 per course · 6 hours each

Courses can be taken individually

REQUIRED COURSES

LEAD 1102 Managing Change

LEAD 1104 Problem Solving + Action Planning

LEAD 1108 Facilitation Skills for Team Leaders

LEAD 1111 Stepping Up to Leadership

LEAD 1112 Using Leadership Language

LEAD 1113 Building a Productive Team

LEAD 1115 Coaching for High Performance

LEAD 1116 Essential Leadership Coaching Skills

LEAD 1117 Skill Coaching

LEAD 1118 Taking Your Leadership Coaching to the Next Level

LEAD 1120 The Coach's Toolkit

LEAD 1121 Team Coaching

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

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.

\$397.12 per course

Courses can be taken individually

REQUIRED COURSES

MSKL 1101 Interpersonal Communication Skills

MSKL 1102 Team Skills

MSKL 1103 Essential Management Skills

NEW - VOLUNTEER MANAGEMENT

VOLT 1101 VOLUNTEER MANAGEMENT FOUNDATIONS

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

\$214.00 · 6 hours

VOLT 1102 LEADERSHIP AND MANAGEMENT FOR VOLUNTEER MANAGERS

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

\$214.00 · 6 hours

VOLT 1103 RISK MANAGEMENT FOR VOLUNTEER MANAGERS

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

\$214.00 · 6 hours

VOLT 1104 ORIENTATION, TRAINING AND SUPERVISION OF VOLUNTEERS

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

\$214.00 · 6 hours

VOLT 1105 VOLUNTEER RECOGNITION AND RETENTION

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

\$214.00 · 6 hours

VOLT 1106 MUTUAL PERFORMANCE EVALUATIONS

Successful performance reviews provide opportunities for open communication between you, your volunteers, and your organization. Learn to implement an effective mutual performance plan to sustain and re-energize your volunteers through valuable performance assessment.

\$214.00 · 6 hours

VOLT 1107 ETHICS AND FISCAL MANAGEMENT FOR VOLUNTEER MANAGERS

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

\$214.00 · 6 hours

VOLT 1108 BOARD DEVELOPMENT

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

\$214.00 · 6 hours

VOLT 1109 POLICIES AND PROCEDURES FOR VOLUNTEER MANAGERS

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

\$214.00 · 6 hours

VOLT 1110 EVENT PLANNING FOR VOLUNTEER MANAGERS

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

\$214.00 · 6 hours

SPORT AND RECREATION MANAGEMENT CERTIFICATE

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

\$396.50 - \$464.86 per course

REQUIRED COURSES

LEAD 1150 Introduction to Business

LEAD 1151 Human Resource Management

LEAD 1152 Finance

LEAD 1153 Sales and Marketing Management

LEAD 1154 Business Ethics

MSKL 1101 Interpersonal Communication Skills

SPRT 1110 Introduction to Sport and Recreation Management

SPRT 1120 Sport and Recreation Planning
SPRT 1130 Sport and Recreation Media and Public Relations
SPRT 1140 Sport and Recreation Event Management
SPRT 1150 Sport and Recreation Practicum

WEDDING AND EVENT MANAGEMENT CERTIFICATE

The wedding and event planning certificate program is designed for individuals entering the event and wedding planning, special event, 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.

\$396.50 - \$532.28 per course

Courses can be taken individually · Contact: weddingevent@vcc.ca

REQUIRED COURSES

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

ACCOUNTING / BOOKKEEPING / PAYROLL

OACP 1105 INTRODUCTION TO PAYROLL

Learn payroll law, record maintenance, and pay cheque and T4 preparation. Study Employment Standards, WCB, Revenue Canada Taxation, Records of Employment, and Stats Canada reporting.

\$205.55

OACP 1129 ACCOUNTING FOR THE NON - ACCOUNTANT

Learn general accounting terms, the role of an accountant, and how to prepare and interpret financial statements. Please note that a textbook may be required for this course.

\$205.55

OACP 1130 INTRODUCTION TO BOOKKEEPING

Learn the procedures that comprise the accounting cycle of a service business: transactions, journals, general ledgers, trial balances, and financial statements.

\$217.22

BUSINESS ENGLISH

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. We recommend you take the courses in the following order:

OACP 1104 GRAMMAR REVIEW BUSINESS WRITING

Review sentence structure with an emphasis on avoiding sentence fragments, run-on sentences, and passive verbs.

Practice rewording and condensing. Review the most common grammatical errors made by business writers and learn to improve style and punctuation.

\$106.08

OACP 1106 BUILDING POWERFUL VOCABULARY

Learn vocabulary-building tips such as recognizing context clues, understanding confused / misused words, and identifying word parts.

\$106.08

OACP 1103 WRITING BUSINESS LETTERS

Develop and use business writing principles such as the active voice, positive tone, and modern language. Practice using different letter formats and structures.

\$106.08

OACP 1107 MEMOS, EMAILS AND REPORTS

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

\$106.08

OACP 1123 BUSINESS ENGLISH SKILLS TEST

Students must complete this course at the end of the Business English Skills package.

\$106.08

COMMUNICATION/WORK SKILLS

OACP 1145 EFFECTIVE ORAL COMMUNICATION

This course is for people wishing to learn or improve their public speaking skills. Once completed, credit for the course can be applied towards an office administration certificate in administration and supervision or legal office skills.

\$240.62

KEYBOARDING

OACP 1101 KEYBOARDING FOR SPEED BUILDING

An overview of topics including key letters, numbers, and symbols; common errors; keyboarding tips; and the importance of good posture. Skills and techniques are developed through in-class practice lessons.

\$146.21

OACP 1102 KEYBOARDING FOR BEGINNERS

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

\$165.30

LEGAL OFFICE SKILLS

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 tests.

OACP 1113 INTRODUCTION TO LEGAL OFFICE PROGRAM

An explanation of law firm types, the roles of legal support staff, and the different areas of law. Learn about the contents of the Legal Office Package.

\$57.28

OACP 1114 CIVIL LITIGATION

Discuss the levels of court in British Columbia. Study procedures of a civil case, from Writ of Summons to trial, judgment, and execution.

\$108.02

OACP 1115 CORPORATE

Learn the steps of incorporating a British Columbia company and maintaining minute books.

\$108.02

OACP 1116 FAMILY LAW

Learn about British Columbia's family court system and the various procedures and forms used in matrimonial law.

\$108.02

OACP 1117 CONVEYANCING

An overview of the responsibilities of conveyancing staff and the process of completing a typical residential conveyance.

\$108.02

OACP 1120 LEGAL OFFICE PACKAGE TESTS

Administered at the end of the Legal Office Skills courses (Civil Lit OACP1114, Corporate OACP1115, Family Law OACP1116, Conveyancing OACP1117); this course allows students to write all four Legal Skills course tests.

No charge · 3 hours

OFFICE ADMINISTRATION - ADMINISTRATION AND SUPERVISION CERTIFICATE

The office administration certificate - administration and supervision program is designed for students who wish to upgrade their office skills for certification, or begin a career in the office workplace.

\$106.08-\$431.40 per course

Courses can be taken individually

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:

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

OFFICE ADMINISTRATION - LEGAL OFFICE SKILLS CERTIFICATE

The office administration certificate - legal office skills program 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. Courses focus on the administrative support skills needed to succeed in legal office environments.

\$106.08-\$431.40 per course

Courses can be taken individually

REQUIRED COURSES

OACP 1102 Keyboarding for Beginners
OACP 1103 Writing Business Letters
OACP 1104 Grammar Review Business Writing
OACP 1106 Building Powerful Vocabulary
OACP 1107 Memo, Emails, and Reports
OACP 1113 Introduction to Legal Office Program
OACP 1114 Civil Litigation
OACP 1115 Corporate
OACP 1116 Family Law
OACP 1117 Conveyancing
OACP 1120 Legal Office Package Tests
OACP 1123 Business English Skills Test
OACP 1127 Supervisory Management/Decision Making
OACP 1138 Legal Terminology
OACP 1139 Legal Office Procedures
OACP 1140 Legal Ethics and Confidentiality
Plus one of:
OACP 1105 Introduction to Payroll
OACP 1129 Accounting for the Non-Accountants

OACP 1130 Introduction to Bookkeeping

ELECTIVE COURSES

Choose five courses from this list

OACP 1101 Keyboarding for Speed Building

OACP 1122 Effective Notes and Minutes

OACP 1141 BC Online Searches

OACP 1142 Advanced Conveyancing

OACP 1145 Effective Oral Communications

OACP 1211 Wills and Estates

CMPT 1301 Word Excel Power Point

CMPT 1302 Introduction to Computers and File Management

CMPT 1303 Internet Applications

or from courses in these program areas:

Administration and Supervision

Leadership

Management Skills for Supervisors Certificate

Medical Office Skills

Records Management Skills

OFFICE ADMINISTRATION - MEDICAL OFFICE SKILLS CERTIFICATE

The office administration certificate - medical office skills program provides an introduction to terminology, procedures, practices, records, forms, billings and routines. Courses focus on the administrative support skills needed to succeed in medical office environments.

\$106.08-\$431.40 per course

Courses can be taken individually

REQUIRED COURSES

OACP 1102 Keyboarding for Beginners

OACP 1103 Writing Business Letters

OACP 1104 Grammar Review Business Writing

OACP 1106 Building Powerful Vocabulary

OACP 1107 Memo, Emails, and Reports

OACP 1108 Medical Terminology 1

OACP 1109 Medical Terminology 2

OACP 1111 Medical Office Procedures

OACP 1123 Business English Skills Test

OACP 1127 Supervisory Management/Decision Making

OACP 1137 Medical Office Billing

OACP 1155 Clinical Procedures

OACP 1156 Medical Document Transcription

OFFICE ADMINISTRATION - RECORDS MANAGEMENT CERTIFICATE

The office administration certificate - records management skills program 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.

\$106.08-\$431.40 per course

Courses can be taken individually

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



DON'T DELAY! REGISTER TODAY!

If you wait until the last minute, the enrollment limit may already have been reached or the course may have been rescheduled due to low registration. Register early to secure your seat! vcc.ca/cs

PARALEGAL CERTIFICATE

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

\$149.27-332.30 per course

Courses can be taken individually with approval

REQUIRED COURSES

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

PRACTICE AREA COURSES

Complete all four courses in one of the following practice areas:

LITIGATION

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

REAL ESTATE/CONVEYANCING

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

CORPORATE

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

FAMILY LAW/ESTATES

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

ELECTIVE COURSES

Complete two of the following:

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

PARALEGAL DIPLOMA

Combining fundamental legal study with instruction and hands-on practice, this program develops intellectual and professional skills in the law. 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 while building the foundation needed to begin a career.

\$149.27-332.30 per course

Courses can be taken individually with approval

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



FASHION, INTERIOR DESIGN, GEMMOLOGY AND JEWELLERY

FINDING INTERIOR INSPIRATION

As creatives we are always on the lookout for inspiration. One of the best ways for interior designers and decorators to get inspired is to follow top designers on Instagram. From modern and pastoral to colourful and bohemian, there is an influencer for every style. Here are a few Instagram feeds offering a fresh outlook.

1. @myscandinavianhome - Founder Niki offers up a treasure trove of Nordic design as she gives viewers a sneak peak into some of Scandinavia's most stylish homes.
2. @kellywearstler - Making things, designing things, and selling things, Kelly Wearstler shares her life, inspirations and talents on her popular feed.

3. @mrorlandosoria - Read the diary of this interior designer, writer and visual artist as he renovates his own home and helps men become "homme-makers".

4. @ryankorban - Redefining traditional design for a younger generation, this arbiter of taste specializes in luxury retail design.

5. @justinablakeney - The founder of @thejungalow offers a glimpse into her life as a mom and designer of modern bohemian style. ■

Instagram account
@ryankorban



CONTACT THE DESIGN DEPARTMENT

FASHION
fashion@vcc.ca
vcc.ca/fashion

INTERIOR DESIGN
interiordesign@vcc.ca
vcc.ca/design

GEMMOLOGY AND JEWELLERY
gemmology@vcc.ca
vcc.ca/jewellery

FASHION DESIGN & PRODUCTION CERTIFICATE

This program prepares students for career success and further education in the fashion and apparel industries by developing creative and technical skills and knowledge. Students will graduate with the ability to pursue entrepreneurship or a career in apparel companies. Integrated practicums allow students to graduate with industry experience and build a solid foundation for their professional network.

\$13,945 program · *Application required*

REQUIRED COURSES

FSHN 1101 Fashion Cycle 1	FSHN 1209 Pattern Drafting 2
FSHN 1103 Fashion Cycle 2	FSHN 1211 Sewing Techniques 2
FSHN 1105 Fashion Fundamentals	FSHN 1215 Technical Fashion Illustration 1
FSHN 1107 Illustration and Design 1	FSHN 1301 Fashion Cycle 5
FSHN 1109 Pattern Drafting 1	FSHN 1305 Fashion Marketing
FSHN 1111 Sewing Techniques 1	FSHN 1313 Fabric and Textile Studies
FSHN 1113 Draping	FSHN 1315 Technical Fashion Illustration 2
FSHN 1201 Fashion Cycle 3	FSHN 1319 Textile Surface Design
FSHN 1203 Fashion Cycle 4	FSHN 2321 Practicum
FSHN 1205 Fashion History	
FSHN 1207 Illustration and Design 2	

FASHION DESIGN AND PRODUCTION DIPLOMA

This 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. Students will graduate with the ability to pursue entrepreneurship or a career in apparel companies. Integrated practicums allow students to graduate with industry experience and build a solid foundation for their professional network.

\$20,990 program · *Application required*

REQUIRED COURSES

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

FASHION MERCHANDISING ASSOCIATE CERTIFICATE

By selecting a career in fashion merchandising, students 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.

\$2,847.59 program

Courses can be taken individually

REQUIRED COURSES

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

FASHION COURSES

FASH 1150 FASHION ILLUSTRATION

Improve your fashion illustration skills, update your drawing style and prepare a portfolio while learning the basics of fashion drawing and the variety of media involved. Render a variety of fabric, study the work of well-known illustrators and draw from a live model.

\$383.50 · 30 hours

FASH 1154 SEWING - BEGINNERS LEVEL 1

Learn to use industrial sewing machines to practice your skills and construct two simple garments. Perfect for beginner sewers, or those building a portfolio for acceptance into a fashion design program.

\$383.50 · 30 hours

FASH 1158 SEWING - BEGINNERS LEVEL 2

This course will continue to build skills in sewing and construction techniques. The student will choose a pattern from the given list. Learn how to take personal measurements and compare them to the pattern measurements.

\$383.50 · 30 hours

FASH 1162 MILLINERY 1

Learn the secrets of millinery, as we use traditional materials and methods of pattern drafting to create a boater style hat, then we will push the boundaries of your imagination to create a unique, eye-catching fascinator.

\$270.50 · 18 hours

FASH 1181 COUTURE DRAPING

Explore processes of creating garment designs directly on a 3-D body. Manipulate, mould and shape fabric to create skirts and tops while gaining an understanding of fabric grain, desired design, and bias cuts.

\$383.50 · 30 hours

FASH 1183 CORSETRY

Learn the proper methods of construction and fit to create Victorian and Elizabethan corsets. Domestic sewing machines are available, or bring your own.

\$383.50 · 30 hours

FASH 1191 PERSONAL PATTERN MAKING

Learn to make patterns to your own measurements with accurate fit. Construct a set of men's or women's personal blocks (slopers), and learn to use them as the foundations for pattern manipulation and design.

\$398.50 · 30 hours

NEW - FASH 1136 FASHION SHOW PRODUCTION

Learn all the elements required to produce a fashion show or event. These skills are put into immediate practice through the production of a real fashion event.

\$420 · 30 hours

NEW - POJAGI WORKSHOP

This traditional Korean patchwork technique, also known as Pojagi, uses waste scraps to make something new and beautiful. Pojagi have many possible uses, but are commonly used as wrapping cloths, table coverings, and curtains. In this workshop, you will complete a small wrapping cloth, or begin a larger project.

\$160.50 · 6 hours

NEW - MEND, TRANSFORM, RENEW

Mend, Transform, Renew approaches visible mending as a form of fashion practice. Investigate creative process and transform textile waste through mending and repair- resulting in outcomes that will inspire new ideas and applications. This thought-provoking course is designed to address failure in the creative design process, explore materials, and transform design decisions. Visible mending is more than just a visual act of mending and repair - it can support sustainable practices in fashion and textile design.

\$324.00 · 18 hours

NEW - INTRODUCTION TO INDUSTRIAL SEWING MACHINES

Whether you want to take your home sewing to the next level or take the first step in a career in fashion, industrial sewing machines are key for professionally sewn products. Learn how to safely operate and troubleshoot an industrial straight-stitch sewing machine, industrial sergers and irons. Successful completion of this course will allow you to use our industrial sewing machines in other workshop courses.

\$51.00 · 3 hours

FASHION - PROFESSIONAL DEVELOPMENT

FASH 1198 PROD WORKSHOP - TEXTILES

Three topics will be covered in this one day workshop for high school textile teachers. Our goal is to inspire students and provide ideas that can taken back to the classroom.

\$85.60 · 5 hours

FASH 1199 PORTFOLIO DEVELOPMENT: PHOTO SHOOT

In Portfolio Development: Photo Shoot students from fashion, makeup and hair collaborate to develop two looks for a photo shoot with a professional model and photographer.

\$315.00 · 14 hours

FASH 3101 FASHION ARTS ALUMNI OPEN LAB

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

\$95.75

INTERIOR DESIGN CERTIFICATE

The interior design certificate program 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.

\$6,080.90 program · Application required

REQUIRED COURSES

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

DRAFTING AND INTERIOR DESIGN SOFTWARE

CMPT 1403 PHOTOSHOP LEVEL 1

Learn layer basics, image editing, and typographic design.

\$389.35 · 15 hours

CMPT 1406 INDESIGN LEVEL 1

Adobe InDesign is the industry standard page layout program for multi-page print advertisement. This course is a comprehensive exploration of InDesign tools, panels, and basics.

\$389.35 · 15 hours

CMPT 1408 INDESIGN LEVEL 2

Overview of intermediate to advanced features of Adobe InDesign.

\$389.35 · 15 hours

CMPT 1703 SKETCHUP LEVEL 1

This introduction to SketchUp Make teaches students to integrate 2D and 3D design and explores tools and functions including layers, adding textures and materials, components, and the 3D warehouse.

\$232.18 · 6 hours

CMPT 1704 SKETCHUP LEVEL 2

Explores advanced SketchUp Make tools such as creating scene, field of views, shadows, extensions, plug-ins, and more.

\$232.18 · 6 hours

CMPT 1707 SKETCHUP ADVANCED

Explores SketchUp Pro techniques such as dynamic components, dimensional drawings, presentation tools, and import/export.

\$335.91 · 12 hours

CMPT 1951 AUTOCAD LEVEL 1

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

\$449.35 · 18 hours

CMPT 1952 AUTOCAD LEVEL 2

Provides intermediate users with more advanced AutoCAD skills needed to create professional drawings in 2D and 3D.

\$395.28 · 15 hours

NEW - INTD 1140 ADOBE ILLUSTRATOR FOR INTERIOR DESIGN: LEVEL 1

Learn how to draw line art to produce interior floor plans to scale/ratio from CAD reference files for the specific purposes of presentation of print materials routinely used for publications and online digital content for interior design.

\$474.82 · 15 hours

AMERICAN GEM SOCIETY GRADUATE SALES ASSOCIATE CERTIFICATE

VCC offers the American Gem Society's Graduate Sales Associate course in a classroom format. This 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.

\$671.72 program

REQUIRED COURSE

GEMM 2137 Graduate Sales Associate

CANADIAN GEMOLOGICAL ASSOCIATION, ACCELERATED FULL-TIME PROGRAM DIPLOMA

Learn to be a professional gemologist. VCC offers an accelerated full-time day intensive program during the summer for students wishing to acquire the background needed to write the exam required to receive a Canadian Gemmological Association Diploma (FCGmA).

\$9,982.80 program · Application required

COURSE LISTING

GEMM 1110 Gemmology Accelerated Program

CANADIAN GEMOLOGICAL ASSOCIATION PART-TIME PROGRAM

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. Students learn to differentiate between natural and synthetic gemstones and recognize various treatments and enhancements of gemstones. The study of diamond, coloured stone, and pearl grading as well as appraisal formats, are included in this course.

\$4,382.80 - \$5,199.80 program · Application required

REQUIRED COURSES

GEMM 1101 Preliminary Year Gemmology

GEMM 2101 Diploma Year Gemmology

MASTERVALUER PROGRAM

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.

\$5,683.40 program · Application required

REQUIRED COURSES

GEMM 3101 MasterValuer Appraisal Program

GEMMOLOGY COURSES

GEMM 1154 CRYSTALS AND CRYSTAL HEALING

Discover crystals in the context of vibrational medicine in one short afternoon.

\$125.00 · 3 hours

GEMM 1155 EVALUATION OF JADEITE JADE 1

Learn from the experts about evaluating Jadeite Jade, one of the most complex gem materials to evaluate and appraise.

\$495.00 · 20 hours

GEMM 1156 JADEITE JADE 1

Explore worldwide deposits and how Jadeite Jade forms.

\$136.84 · 3 hours

GEMM 1157 JADEITE JADE 2

Learn to evaluate Jadeite Jade and the Jadeite Grading System, introduced in China.

\$136.84 · 3 hours

GEMM 1158 PEARL GRADING AND VALUATION LAB

This one day practical lab is for the gemmologist/appraiser looking for hands-on experience grading and valuating pearls.

\$135.20

GEMM 2136 HOW TO BUY DIAMONDS

Learn everything you need to know when shopping for diamonds.

\$212.50 · 3 hours

NEW - GEMM 2130 CGA DIAMOND GRADING

An intensive, hands-on course which will provide knowledge and skill in the grading of colourless, round brilliant cut diamonds.

\$2,178.55

JEWELLERY EDUCATION TRAINING SYSTEM PROGRAM

VCC offers the Canadian Jewellers Association's Jewellery Education Training System (JETS) program in a classroom format. JETS is an intensive program 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.

\$642.00 program

REQUIRED COURSES

JEWL 1114 Canadian Jeweller JETS Program

JEWELLERY COURSES

JEWL 1103 JEWELLERY TECHNIQUES 1

Learn basic techniques in jewellery-making including piercing, filing, soldering, shaping, forming, design layout and application.

\$543.55 · 21 hours

JEWL 1104 JEWELLERY TECHNIQUES 2

Expand your knowledge and learn new fabricating techniques at your own jeweller's bench in this intermediate workshop.

\$543.55 · 21 hours

JEWL 1112 PEARL STRINGING TECHNIQUES 1

Learn the basic methods of stringing pearls or beads in one fun-filled day.

\$147.15 · 6 hours

JEWL 1113 CREATE JEWELLERY REPAIR SALES

Build your confidence and sales skills by recognizing common jewellery repairs.

\$95.00 · 3 hours

JEWL 1116 JEWELLERY REPAIR

You will be shown how to size rings, solder chains, replace gem stones, repair clasps and other mechanical components.

\$498.00 · 24 hours

JEWL 1118 LOST WAX CARVING AND CASTING

This course introduces students to wax carving and the lost wax casting process.

\$591.51 · 24 hours

JEWL 1119 ADVANCED JEWELLERY WORKSHOP

Take your jewellery making skills to another level in this project-based course for the advanced jewellery student.

\$875.00 · 44 hours

JEWL 1120 INTRODUCTION TO RHINO

Develop your design and computer skills through an introduction of 3D Modeling of conceptual designs for visualizing or fabricating jewellery, consumer product goods, architectural presentations and anyone who needs to model or prototype products for manufacturing.

\$453.30 · 12 hours

JEWL 1125 SKETCHING BASICS FOR JEWELLERS

Learn efficient and effective ways to professionally present 3D jewellery concepts in 2D.

\$497.00 · 16 hours

JEWL 1129 JEWELLERY PORTFOLIO PREPARATION

Introductions to drawing, design, 3D forms, and understanding contemporary art will be covered.

\$508.50

JEWL 1131 SUPERVISED JEWELLERY WORKSHOP

During course hours you will have supervised access to the workshop to work on projects.

\$331.00

JEWL 1132 MAKE A RING IN A DAY

Design and fabricate a sterling silver band ring. Learn basic sawing, soldering, forming, finishing and texturing skills.

\$363.38 · 8 hours

JEWL 1133 MAKE A COPPER BOWL IN A DAY

Learn the small scale metal working techniques needed to make a 6" diameter copper bowl.

\$372.22 · 8 hours

JEWL 1134 STONE SETTING IN JEWELLERY 1 - BEZELS

Learn the correct method of bezel setting gemstones including all sizes and shapes of stones.

\$672.46

JEWL 1135 STONE SETTING IN JEWELLERY 2 - PAVE SETTING

Be taught how to properly use an "onglette graver" to pave set stones. Learn the detailed steps for PAVE setting including correctly laying out stones, drilling metals to prepare the bed for the stones, correctly seating stones in position, raising beads, cutting and cleaning, and bright cutting and finishing.

\$733.46



HEALTH SCIENCES

INSTRUCTOR FOR MEDICAL DEVICE REPROCESSING, KEVIN SCOTT



What do you teach? I currently teach both theory and the practicum in the Vancouver Coastal Health Region for the medical device reprocessing technician certificate course.

How long have you been teaching at VCC? Over 11 years.

What do you love about teaching? I love to see the progression of my learners from the beginning of the program to the skills and knowledge they have obtained at the end.

What is your current career? Medical device reprocessing technician at St. Paul's Hospital.

How did you learn the trade? I took the Sterile Processing course through Vancouver Community College in 1992.

Can you share an interesting thing about your journey to reach this moment? Medical device reprocessing is a very exciting career to be in. Throughout my 25 years in the industry, the technology is constantly changing and progressing which keeps the job always interesting.

What is your best piece advice for someone starting out in this industry? Listen, watch and learn.

If you could have lunch with anyone, who would it be and why? I would love to have lunch with my grandparents. I was raised by them; unfortunately they have both passed away. By having lunch with them I could actually listen to their words of wisdom, which I never really did when I was young.

How do you personally define success? Success can be defined as knowing that you are doing the best that you possibly can. ■

CONTACT THE HEALTH SCIENCES DEPARTMENT

HEALTH
health@vcc.ca

NURSING
health@vcc.ca
vcc.ca/nursing

FOODSAFE

FoodSafe Level 1 is a food handling, sanitation and work safety course designed for front line food service workers such as cooks, servers, bussers, 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.

\$115.44 · 8 hours

This course is offered every second Saturday (holidays exempt)

COURSE LISTING

HLTH 1101 FoodSafe Level 1

HEALTH CARE WORKERS PROFESSIONAL DEVELOPMENT

HLTH 1110 DIETARY AIDE

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

\$1,384.04 · 5 weeks

HLTH 1327 MEDICATION MANAGEMENT FOR HEALTH CARE ASSISTANTS

Health care assistants seeking employment in assisted living facilities will want to take this course. The growing role of medications in assisted living settings has made the ability to dispense them increasingly crucial. Learn how medication administration is incorporated into the philosophy of assisted living care settings.

\$321.24 · 14 hours

MSKL 1104 INTERPERSONAL COMMUNICATIONS - HEALTH

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

\$395.44 · 28 hours

MEDICAL DEVICE REPROCESSING TECHNICIAN CERTIFICATE

The purpose of this 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.

\$2,405.06 - \$6,868.58 per course

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

NURSING PROFESSIONAL DEVELOPMENT

HLTH 1138 TRANSCRIBING PHYSICIANS ORDERS

This self-paced distance module teaches Licensed Practical Nurses to receive and transcribe physician's verbal and telephone orders.

\$209.10 · 14 hours

HLTH 1190 FOOT CARE NURSING

Foot Care Nursing provides basic and advanced education and training in the care of the middle-aged and elderly foot. This course includes in-class instruction, self-study and hands-on clinical experience. Students will typically work on 8-10 feet during the course.

\$1,289.63 · 54 hours

HLTH 1295 PHARMACOLOGY REVIEW

Are you a Licensed Practical Nurse or a Registered Nurse returning to nursing and requiring a pharmacology review? This distance course lets you practice math calculations and refresh your theory associated with administering medications.

\$295.80 · 14 hours

HLTH 1315 DISTANCE IV THERAPY

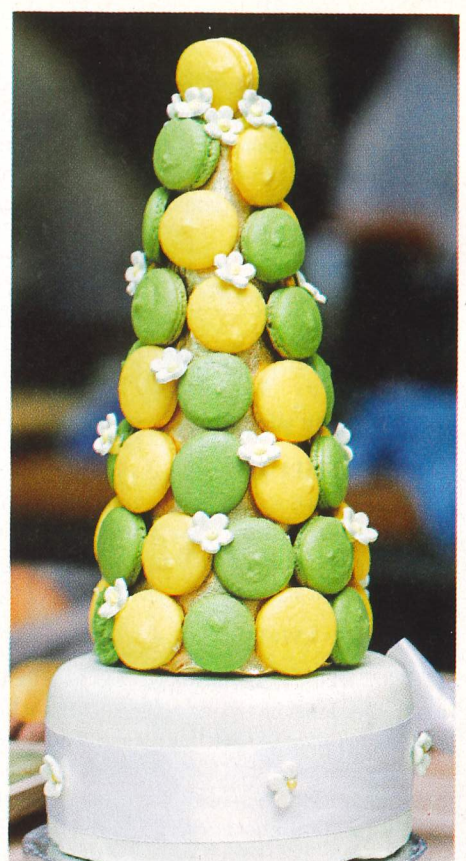
For students unable to attend the IV Therapy course on campus, this distance option offers the same theory content and the ability to work at your own pace. Students will gain knowledge in locating sites, selecting equipment, insertion, adjusting flow rates, identifying complications, and selecting interventions for the adult patient receiving IV therapy.

\$205.02 · 14 hours

HLTH 1403 IV THERAPY AND INSERTION

This course is designed to prepare the Registered and Licensed Practical Nurse (RN/LPN) to initiate and maintain peripheral intravenous infusions. Through a combination of theory instruction and lab practice, students will develop their skills in IV insertion and maintenance, learn how to minimize patient discomfort and complications and increase insertion success rates. Students will gain knowledge in locating sites, selecting equipment, insertion, adjusting flow rates, identifying complications, and selecting interventions for the adult patient receiving IV therapy.

\$219.59 · 7 hours



HOSPITALITY & BAKING

TOP EIGHT HEALTH REASONS TO HAVE MORE TEA IN YOUR LIFE

1. Secret compound = flavonoids
2. Protects your heart
3. Lowers your blood pressure
4. Boosts your mood and helps you stay alert
5. Brain health – tea may help reduce your risk of Alzheimer's disease
6. Manages your weight
7. Relaxes and refreshes you
8. Keeps caffeine in check



Learn about the health benefits of tea and so much more when you study to become a Tea Sommelier at VCC. Only trained and knowledgeable tea professionals, who successfully complete the eight modules in the TAC TEA SOMMELIER course and pass the Tea & Herbal Association of Canada Certification, can call themselves a tea sommelier. ■

CONTACT THE HOSPITALITY & BAKING DEPARTMENTS

SOMMELIER
sommelier@vcc.ca
vcc.ca/hospitality

BAKING
baking@vcc.ca
vcc.ca/baking

TEA SOMMELIER

In collaboration with the Tea Association of Canada (TAC), VCC provides training for students to become knowledgeable tea professionals 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 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 completion, students are prepared for the tea sommelier certification exam, administered by the Tea Association of Canada.

\$264.55 - \$376.90 per course

Courses can be taken individually

REQUIRED COURSES

TSOM 1101 Tea Sommelier - Introduction

TSOM 1103 Tea Sensory Development and Evaluation

TSOM 1104 Tea Types

TSOM 1105 From the Bush to the Cup

TSOM 1106 Tea Preparation and Consumption

TSOM 1107 Tea Regions of the World

TSOM 1108 Menu Design - Pairing and Cooking

TSOM 1109 The Business of Tea

TSOM 1110 Intensive Tea Sommelier Certificate

WINE SOMMELIER

This program was developed in partnership with the International Sommelier Guild (ISG), who is globally recognized for specialized training in wine tasting and excellence. The ISG brings together the resources of top educators, industry leaders, premier restaurateurs, wine merchants, wineries and writers. Upon successful completion of the Sommelier program, students will become a member of the International Sommelier Guild.

\$658.00 - \$1,204.00 per course

REQUIRED COURSES

WSOM 1101 Wine Sommelier 1

WSOM 1201 Wine Sommelier 2

WSOM 1301 Wine Sommelier Diploma Program

BAKING AND PASTRY ARTS COURSES

CUIS 1121 CAKE MAKING AND DECORATING 1

Learn the fundamentals of cake decorating including decorating tools and techniques. Develop skills in making different types of cakes, icings, and fillings.

\$366.80 - 15 hours

CUIS 1137 CAKE MAKING AND DECORATING 2

Work with rolled fondant and mousse cakes in this intermediate level course. Learn fondant and gum-paste decorating techniques such as flower making, borders, and crimping as well as how to level, dowel and assemble multi-tiered cakes.

\$366.80 - 15 hours

CUIS 1249 INTRODUCTION TO FRENCH PASTRY

French pastries are all about skills and bold flavors. Chef Bruno will teach students how to make delicious French pastries sure to impress family and friends.

\$366.80 - 15 hours

CUIS 1129 SUGAR CRAFT AND DISPLAY

Learn the skill of cooking with sugar, sugar casting and sugar pulling, from one of Vancouver's top pastry chefs. Make special occasion cake toppers from casting sugar, pulled sugar flowers and a pulled sugar basket with flowers.

\$366.80 - 15 hours



HUMAN AND FAMILY SERVICES

THE BEAUTY OF LEARNING SPACE IN REGGIO EMILIA INSPIRED PRESCHOOLS

"The child is made of one hundred.

The child has

A hundred languages

A hundred hands

A hundred thoughts

A hundred ways of thinking, of playing, of speaking."

Loris Malaguzzi, the founder of Reggio Emilia Approach to Teaching

Malaguzzi believed that the physical environment was fundamental to an early childhood program. He called it a "third teacher." This philosophy was implemented for the first time after the Second World War in Reggio Emilia, a small town in northern Italy. The town was well known for its beauty and art. Since then, this philosophy has become one of the leading ways of teaching young children.

Reggio Emilia, an innovative, child-centered curriculum approach, has inspired a number of early learning settings in the Lower Mainland. Such settings are recognized by the obvious, strong focus on the importance of the physical environment. Reggio inspired classrooms are aesthetically pleasing, transparent, and creatively equipped. They are filled with natural materials like wooden furniture and plants. Glass items are used instead of plastics. Children are busy working on projects in small groups and they are surrounded with artistic opportunities.

Reggio planning is based on the interests of children and the environment has a crucial role to provoke and motivate. It is believed that children have many different ways of expressing themselves and the physical setting must nurture all of them! ■

CONTACT THE HUMAN AND FAMILY SERVICES DEPARTMENT

COUNSELLING

counsellingskills@vcc.ca

EARLY CHILDHOOD CARE AND EDUCATION

ecce@vcc.ca

ADDITION COUNSELLING SKILLS CERTIFICATE

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.

\$320.12 - \$658.45 per course · Application required

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

CNSK 1404 Lifespan Development

Choose one of the following

CNSK 1488 Practicum: Volunteer

CNSK 1489 Practicum: Employment

OPTIONAL COURSE

The following course is strongly recommended, but not required:

CNSK 1408 Group Counselling

COMMUNITY COUNSELLING SKILLS CERTIFICATE

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.

\$320.12 - \$658.45 per course · Application required

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

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

CNSK 1489 Practicum: Employment

OPTIONAL COURSE

The following course is strongly recommended, but not required:

CNSK 1408 Group Counselling

BASIC COUNSELLING SKILLS - PREREQUISITE COURSE

CNSK 1401 BASIC COUNSELING SKILLS

This course is geared towards those interested in the field of counselling. The course examines the nature and process of client-centered counselling and teaches skills foundational to most models of counselling and practice in a supervised setting. Participants will receive experiential learning regarding the client-counsellor relationship.

\$520.61 · 12 weeks

COUNSELLING PROFESSIONAL DEVELOPMENT

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.

\$320.12 - \$658.45

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 requirements (as outlined above).

ECCE ASSISTANT

ECCE 1176 ECE ASSISTANT COURSE - HEALTH

This course includes the basic information on health, safety and proper nutrition for young children (two to five years of age). Be introduced to the basic licensing regulations, safety and hygiene measures related to child care facilities.

\$407.10 · Application required

ECCE CERTIFICATE

The part-time Early Childhood Education and Care program prepares graduates to work in licensed preschool and childcare centres in B.C. with children three to five years of age. Gain the knowledge and skills to provide high quality, professional service for young children and their families.

\$98.47 - \$482.36 per course

REQUIRED COURSES

Year One

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

Year Two

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

ECCE INFANT AND TODDLER DIPLOMA

The Early Childhood Care and Education/Infant and Toddler Diploma prepares 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.

\$598.07 - \$879.00 per course · Application required

REQUIRED COURSES

Fall Term:

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

Winter Term:

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

Spring Term:

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

ECCE SPECIAL NEEDS DIPLOMA

The Early Childhood Care and Education/Special Needs Diploma prepares 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.

\$598.07 - \$879.00 per course · Application required

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

ECEBC PROFESSIONAL DEVELOPMENT

The Best Choices: Ethical Journey training series has been designed by ECEBC (Early Childhood Educators of B.C.) and is delivered by ECEBC trained facilitators. 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.

\$65.40 per course

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

FAMILY CHILD CARE - GOOD BEGINNINGS

ECCE 1202 GOOD BEGINNINGS

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.

\$444.64 · 10 evenings and 1 Saturday or self-paced

LEADERSHIP, ADMINISTRATION AND MANAGEMENT IN CHILD CARE

ECCE 2112 LEADERSHIP, ADMINISTRATION AND MANAGEMENT

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.

\$440.54 • Application required

ECCE WORKSHOPS

ECCE 1501 DESIGNING ENVIRONMENT FOR LEARNING

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

ECCE 1502 RAISING BILINGUAL CHILDREN

This workshop focuses on the role of bilingualism in language development of young children 0-5. The following components will be discussed: research on bilingualism and brain development, the benefits of bilingualism, challenges for bilingual children and their families, how to raise bilingual children and recommended practices.

ECCE 1503 OVER-ACTIVITY: BODY AND MIND

Many children and adults struggle with trouble focusing, excessive energy and/or impulsive tendencies. This class will help identify the typical components of the ADD/ADHD mind. We will explore characteristic behaviour, causes, myriad challenges and many strategies to stimulate, calm and understand children and/or adults who are faced with this challenge.

ECCE 1504 THERE'S A POEM FOR THAT

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

ECCE 1505 EXPLORATION WITH CLAY

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

ECCE 1506 INTRODUCTION TO ETHICS

Professionals in the Early Child Care & Learning sector work with one of the most vulnerable groups in society – young children. The quality of the interactions between young children and their caregivers has a significant enduring impact on children's lives. The intimacy of the relationship and the potential that exists to do harm call for a commitment on the part of early childhood educators to the highest standards of ethical practice. This two-hour introduction to ethics will increase participants' knowledge and awareness of ethical practices in the Early Care and Learning field.

ECCE 1507 EFFECTIVE PARTNERSHIP WITH FAMILIES

In this interactive workshop, participants will acquire strategies for effectively communicating with families. They will reflect on their own communication and learning styles, and brainstorm ideas and strategies on how to successfully collaborate with parents and colleagues. Emphasis will be placed on the importance of building partnerships.

ECCE 1508 POSITIVE GUIDANCE STRATEGIES

Guiding children's behavior is the most challenging element of both parenting and professional child care work. This workshop will highlight best practices and current initiatives of both prevention and intervention, building our collective confidence in this domain. This workshop is equally useful for parents and for professionals who work with young children and their families.

ECCE 1509 SEPARATION ANXIETY IN YOUNG CHILDREN

Through handouts, slides and videos participants will receive the most recent research related to attachment and separation anxiety in early years. Effective practices recommended by experts and a look at the ways those practices can fit into parenting or teaching styles will also be discussed. This workshop is equally useful for parents and for professionals who work with young children and their families.



CREATIVE WRITING, INTERPRETING AND LANGUAGES

COMMUNITY INTERPRETERS OFFER SUPPORT TO NEWCOMERS

Did you know that between 2000 and 2015, over 615,000 immigrants arrived in British Columbia from 170 countries? As immigrants settle into their communities (the majority having chosen the Lower Mainland), they access community and government services but may face English language barriers while using these services. This is where community interpreters provide communication support so that newcomers and their service agencies can understand one another.

VCC's community interpreter program is unique as it is taught in English and allows speakers of different languages to acquire interpreting skills in the same class. These skills are useful not only for people who want to develop into professional interpreters, but are also relevant to bilingual workers in international businesses, settlement and community services, educational institutions, health care facilities and government agencies who want to deliver better services to multicultural clients. ■

“Hello, Ni Hao, Marhaban, Hola, Namaste, Salut, As Salam Alaykom, Salaam!”

CONTACT THE INTERPRETING, LANGUAGES AND WRITING DEPARTMENT

CREATIVE WRITING
creativewriting@vcc.ca
vcc.ca/languages

INTERPRETING
cs-interpreting@vcc.ca
vcc.ca/languages

LANGUAGES
languages@vcc.ca
vcc.ca/languages

CREATIVE WRITING

CWRI 1143 FINDING YOUR WRITER'S VOICE

Discover the many astonishing factors including emotional, cultural, and educational, that inhibit or enhance your writing. Learn to make your writing flow the way it should.

\$245.89 · 18 hours

CWRI 1169 SCREENPLAY WRITING

Explore concept development, structure, character, and dialogue in this intensive screenwriting course in a hands-on workshop environment. Get started with your fantastic idea for a film or TV series, and learn how to keep it all on track.

\$245.89 · 18 hours

CWRI 1174 INTRODUCTION TO CREATIVE WRITING

Hone your writing skills, benefit from a series of exercises, and get involved in creative writing and critical reading in this course designed for beginner writers as well as those with previous writing experience. Workshop your own exercises and stories and receive valuable critique from fellow participants and the instructor.

\$245.89 · 18 hours

CWRI 1175 ADVANCED SCREENPLAY WRITING

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

\$245.89 · 18 hours

CWRI 1176 CREATIVITY BOOTCAMP

Learn how to break down walls and overcome blocks that prevent creativity. Engage in a variety of writing exercises to reconnect with creativity and develop a personal routine to facilitate the creativity process.

\$245.89 · 18 hours

COMMUNITY INTERPRETING AWARD OF ACHIEVEMENT

Gain 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.

\$513.18 per course

REQUIRED COURSES

INTP 1101 Introduction to Interpreting

INTP 1104 Simultaneous Interpreting

INTP 1102 Interpreting 1

INTP 1105 Terminology Research

INTP 1103 Interpreting 2

INTP 1106 Skills Integration

INTERPRETING PROFESSIONAL DEVELOPMENT

INTP 1107 SIMULTANEOUS COURT INTERPRETING (ACCELERATED)

This accelerated course is designed for practicing interpreters to acquire the techniques of simultaneous interpreting used in a court setting. Participants will practice simultaneous interpreting using active listening, comprehension, memory, note-taking, paraphrasing, shadowing and dual tasking skills.

\$210.00 · 15 hours

LANGUAGES

LANG 1118 ARABIC 1

Learn to speak Arabic with an easy-to-learn phonetic system. Read and write the Arabic alphabet, learn vocabulary, and introduce situational dialogues. You will learn four language skills in this class: reading, writing, listening, and speaking.

\$208.37 · 20 hours

LANG 1119 ARABIC 2

Further explore the Arabic language by developing listening and speaking skills with interactive activities. Build more vocabulary and understand the culture by studying communicative, situational, and cultural topics.

\$208.37 · 20 hours

LANG 1123 CANTONESE 1

Study vocabulary, sentence usage and grammar in this comprehensive introductory course focusing on conversation. The use of phonetics and tones makes learning Cantonese easy.

\$208.37 · 20 hours

LANG 1124 CANTONESE 2

Learn Cantonese with related grammar and vocabulary. Practice conversation with emphasis on correct pronunciation and tone. This course is for those who have taken Cantonese 1 or know the Cantonese Romanization system with some basic Cantonese.

\$208.37 · 20 hours

LANG 1125 CANTONESE 3

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

\$208.37 · 20 hours

LANG 1137 FRENCH 1

Study conversational French in a fun and creative way. Learn the basics of situational and interactive topics through methods that make verbs, vocabulary, and grammar stimulating and easy to remember.

\$198.82 · 20 hours

LANG 1138 FRENCH 2

Build your confidence in speaking French, and improve your conversational skills as you learn more verbs and ways to express yourself.

\$198.82 · 20 hours

LANG 1135 FRENCH 3

Study more verb tenses and build a solid foundation for communicating in this beautiful, musical and active language.

\$198.82 · 20 hours

LANG 1161 FRENCH 4

Speak and converse in French as you never have before. Learn and enjoy new idiomatic expressions and commonly used French speaking patterns. You will be able to use your new language abilities with confidence.

\$198.82 · 20 hours

LANG 1120 FRENCH CONVERSATION 1

Recap the ideas learned in French 1 and practice useful situational dialogues. Learn new socio-linguistic notions about the French language while perfecting your French pronunciation and intonation.

\$107.04 · 10 hours

LANG 1106 GERMAN 1

An introductory course to spoken German. Learn words, phrases, and sentences used during daily conversation. Understand the culture by studying situational and cultural topics.

\$208.37 · 20 hours

LANG 1139 ITALIAN 1

Come to this conversational, interactive class, and begin to speak Italian almost immediately. Study practical and situational dialogues as well as basic grammar to help master your sentences.

\$208.37 · 20 hours

LANG 1109 JAPANESE 1

Discover Hiragana, basic vocabulary, and sentence patterns for daily conversation. Study Japanese with fun games and role plays for an enjoyable learning experience.

\$208.37 · 20 hours

LANG 1110 JAPANESE 2

Learn Katakana, more vocabulary, and simple writing skills. Study forms and Japanese culture as part of the lessons.

\$208.37 · 20 hours

LANG 1117 JAPANESE 3

Strengthen your knowledge of Japanese language by learning situational dialogues in real life. Applying verbs and adjectives to enrich the sentences, and using correct grammar to make statements. If you have completed Japanese 1 and 2 or mastered Hiragana, this course is suitable for you.

\$208.37 · 20 hours

LANG 1126 KOREAN 1

Learn the Korean alphabet "Hangeul", and build a vocabulary in an atmosphere of listening and speaking Korean. Participate in class activities and have fun learning basic Korean and Korean culture.

\$208.37 · 20 hours

LANG 1127 KOREAN 2

Expand your vocabulary and learn basic grammar points such as verb conjugations and sentence patterns. Master reading short passages and writing sentences while getting familiar with Korean language and culture.

\$208.37 · 20 hours

LANG 1130 MANDARIN 1

Study the "Hanyu" phonetic system, supplemented by the four tones, as a quick start to learning Mandarin. Learn sentence structure and vocabulary, as well as situational topics on daily conversations.

\$208.37 · 20 hours

LANG 1131 MANDARIN 2

Improve Mandarin speaking with situational dialogues in real life. Build on knowledge of "Hanyu" phonetics with more focus on pronunciation and tones.

\$208.37 · 20 hours

LANG 1101 SPANISH 1

Cover basic topics such as introducing yourself, ordering food in a restaurant, asking for directions, and shopping. An ideal class to learn a new language for travel or for communicating with friends.

\$208.37 · 20 hours

LANG 1102 SPANISH 2

Upon completion of Spanish 1, take your learning journey to the next level by finding ways to improve your communication skills. Use the present and past tenses to describe your activities and routines, learn the imperative to understand instructions, and continue building a strong foundation of the Spanish language. Experience interactive, challenging activities, shared with other fellow learners in an easy-going class environment.

\$208.37 · 20 hours

LANG 1136 SPANISH 3

Increase your knowledge of Spanish while enhancing your conversational skills. Study grammar points such as past, imperfect past, imperative formal and informal, and subjunctive. Focus on the use of grammar acquired through reading, conversation and typical situations.

\$212.19 · 20 hours

LANG 1111 SPANISH CONVERSATION 1

Develop basic verbal skills through oral practice using different scenarios. Gain confidence for communicating with people in Spanish-speaking places. *Prerequisite: Spanish 1 or equivalent.*

\$112.14 · 10 hours

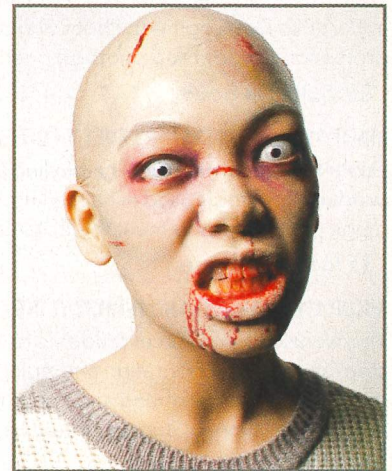


Photographer Angela Fama captures makeup artist Jaspreet Thiara's avant-garde look on model Raman Sihota.

MAKEUP ARTISTRY

In the makeup certificate program, students are prepared for advanced application techniques in order to conceptualize and design makeup for fashion shows, photo shoots, and special events. After completing the Fashion & Photography Makeup course, students are able to recreate looks from various eras and create unusual makeup styles that are over-the-top and print ready. These looks are captured in two professional, portfolio-worthy, photo shoots; iconic black and white and avant-garde.

As part of the makeup artistry certificate, Makeup for Film and Television provides general background knowledge about the film industry, including technical information about lighting, script analysis, continuity, and makeup application. Students are introduced to the roles and responsibilities of a Film/TV Makeup Artist and have the opportunity to do a character look-a-like project. ■



Zombie by makeup student Ada Jun

CONTACT THE MAKEUP DEPARTMENT

MAKEUP
makeup@vcc.ca
vcc.ca/makeup

MAKEUP ARTISTRY CERTIFICATE

Prepare to enter the makeup, film, photography, theatre, fashion, and bridal industries. Taught by industry experts, courses emphasize development of technical and professional skills with the goal of fostering individual growth and creativity. Students will develop the skills, confidence, and experience required to provide makeup artistry services and conduct business in all areas of the field.

\$231.25 - \$666.98 per course · Application required

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

MAKEUP ARTISTRY PROFESSIONAL DEVELOPMENT

CMPT 1403 PHOTOSHOP LEVEL 1

Whether you are a designer, photographer, webmaster or beginner, Photoshop will make your images look great. Learn layer basics, image editing, and typographic design.

\$389.35 · 15 hours

CMPT 1430 WORDPRESS WEB DESIGN

An overview of working with WordPress.org software, an industry-leading content management system (CMS). Build and maintain an elegant website or blog without coding knowledge. Other topics include domain purchase and hosting, WordPress installation, page building, themes, plugins, widgets, search engine optimization, and website monetization with shopping cart, PayPal, and Google AdSense. Ideal for those who want to delve deeper into design and maintain small business or personal websites.

\$395.28 · 15 hours

CMPT 1431 INTRODUCTION TO WORDPRESS

An overview of working with WordPress.com, an industry-leading blog platform. Build and maintain a website or blog without coding knowledge. Topics include setting up an account, creating and customizing posts, setting up pages and menus, installing themes, widgets and available plug-ins. Ideal for those with little or no HTML knowledge who want to design and maintain a small business or personal website or blog.

\$167.52 · 6 hours

FASH 1199 PORTFOLIO DEVELOPMENT: PHOTO SHOOT

In Portfolio Development: Photo Shoot students from fashion, makeup and hair collaborate to develop two looks for a photo shoot with a professional model and photographer.

\$315.00 · 14 hours

MKUP 1109 HAIRSTYLING LEVEL 1 FOR EVENING, BRIDAL AND PHOTOSHOOTS

Cover the fundamentals of hairstyling for bridal looks, special events, and photoshoots. Students will learn about and work with a variety of products and tools used in hairstyling. They will be introduced to a range of skills from straightening to updos and will be able to create a range of hair styles to meet their clients' needs.

\$576.98 · 30 hours

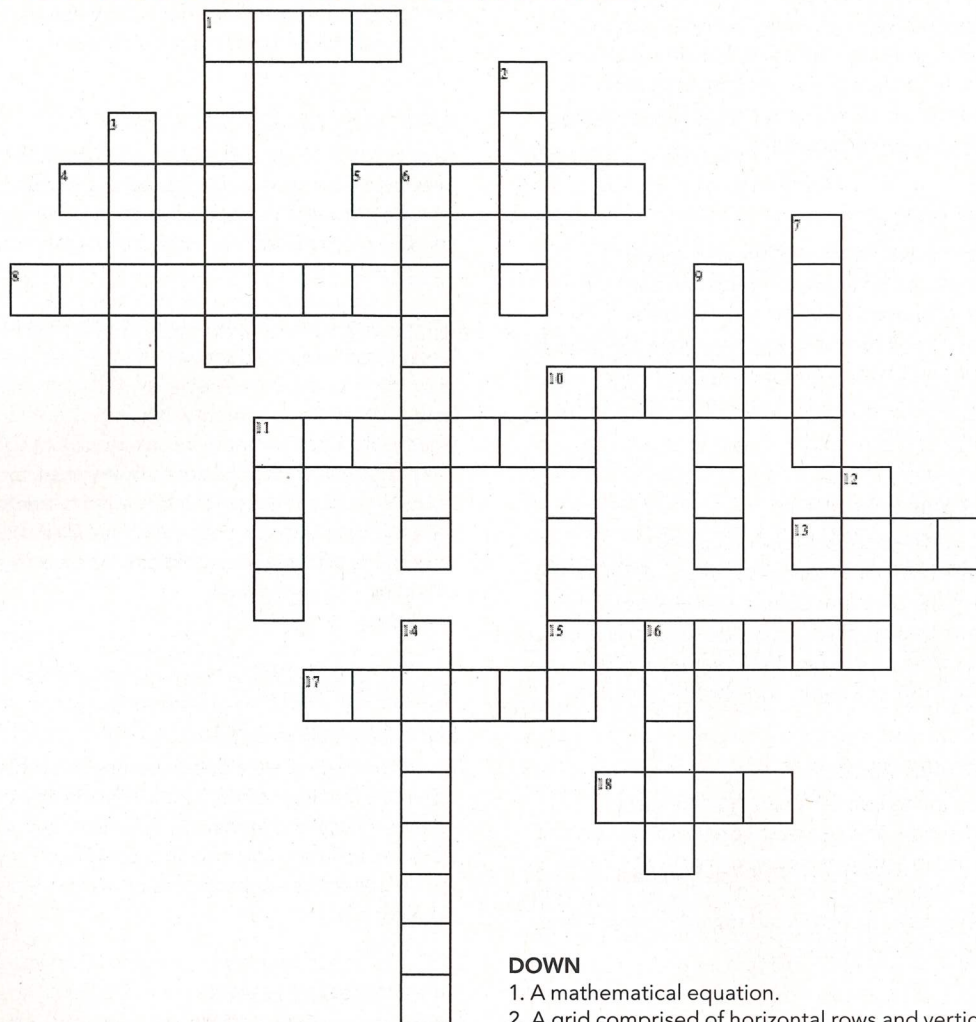
MKUP 1110 MAKEUP AND HAIRSTYLING FOR INDIAN BRIDAL

This workshop introduces students to advanced techniques for Indian bridal makeup application and hairstyling. Participants will receive step-by-step demonstration and practice. Techniques covered will include creating flawless skin tone matching (highlight and contour methods), eye highlighting and contouring, glamour eye makeup and hairstyling/head dressing (Dupatta setting, Tikka setting, etc.) for South Asian clients. *Student should have completed MKUP 1101 & 1102 or have a recognized certificate from another makeup institution.*

\$435.93 · 4-day workshop

TECHNOLOGY

TEST YOUR MICROSOFT OFFICE QUOTIENT



ACROSS

1. Electronic collection of data with a unique name.
4. Adjust the magnification of the content displayed on the screen.
5. Bar at the top of the screen that contains the names of tabs.
8. Mark with colour to stand out from the surrounding text.
10. A dot or symbol that marks an important line of information or designates items in a list.
11. A device that converts printed documents into digital file formats.
13. To create a duplicate of a selection.
15. To add protection to a file so others cannot read it.
17. Information that prints at the top of a document.
18. Remove a portion of a picture that you don't want.

DOWN

1. A mathematical equation.
2. A grid comprised of horizontal rows and vertical columns into which you can enter data.
3. A popular search engine on the internet.
6. A worldwide network of computers.
7. To insert a selection from the Clipboard into a document.
9. A location on disk where you can store files.
10. A software program that you use to access the internet.
11. Unsolicited bulk email.
12. A complete set of characters in a specific face, style, and size.
14. A popular social networking website.
16. A graphical representation of data that enables you to identify comparisons and trends.

*Turn to page 36 for answer key

CONTACT THE TECHNOLOGY DEPARTMENT

TECHNOLOGY
technology@vcc.ca
vcc.ca/technology

ACCOUNTING SOFTWARE COURSES

CMPT 1362 QUICKBOOKS LEVEL 1

Learn how to perform daily accounting tasks including: working with the customers centre, the employee centre, and the vendor centre; writing cheques, transferring money between accounts, and reconciling accounts; working with asset, liability, and equity accounts; processing sales orders and recording customer payments; accounts payable and accounts receivable; entering and paying bills; and basic payroll functions.

\$374.08 · 18 hours

CMPT 1363 QUICKBOOKS LEVEL 2

Become familiar with the more advanced functions and capabilities of QuickBooks including: setting-up and tracking inventory; dealing with advanced tasks for receivables and payables; intermediate payroll functions such as running a payroll schedule, tracking your tax liabilities and paying payroll taxes; creating jobs and estimates; creating and tracking invoices; and customizing invoices and forms.

\$374.08 · 18 hours

CMPT 1366 SAGE 50 ACCOUNTING LEVEL 1

Learn to perform daily accounting tasks using Sage 50 Accounting, which is used by many businesses in B.C. Explore the home window and learn the core functionality while accessing the important modules containing the accounting journals used to enter business transactions, including the General Journal, Accounts Payable, Accounts Receivable, and Payroll modules.

\$374.08 · 18 hours

CMPT 1365 SAGE 50 ACCOUNTING LEVEL 2

Builds on Sage 50 Accounting Level 1. Learn how to set up company data files, add users and use passwords, set up levels of security, activate and set up budgets, set up an account for bank reconciliation, use the banking and credit card features, set up and record foreign currencies, use the advanced payroll features, and learn more about projects or departments.

\$374.08 · 18 hours

BASIC COMPUTER SKILLS

CMPT 1301 WORD EXCEL POWERPOINT

Comprehensive skills training in the most common business applications of MS Office for those working in an office environment. Learn to perform functions common to key Microsoft applications and examine communication between programs.

\$431.40 · 30 hours

CMPT 1302 INTRODUCTION TO COMPUTERS AND FILE MANAGEMENT

For students with little to no background in computers. Building a foundation of basic computer skills, this module demonstrates how to identify different types of computers, the components of a personal computer and how these components work together. Topics include the knowledge and skills of accessing, storing, and managing files on local and remote computers.

\$250.31 · 15 hours

CMPT 1303 INTERNET APPLICATIONS

Develop the knowledge and skills needed to understand a variety of Internet security and safety issues. Discusses common Internet features such as cloud security, searching strategies, e-commerce models, fraud detection, virus avoidance, email systems, social media, and collaboration systems.

\$250.31 · 15 hours

MACD 1103 INTRODUCTION TO MAC

New to Mac? No problem! Learn to navigate your Mac in this beginner-level course. Topics include email, word processing, file storage, photo storage, and Internet browsing. Provides the tools and tricks you need to get the most out of your Mac.

\$167.47 · 6 hours

NEW - CMPT 1437 MARKETING AND BRANDING WITH SOCIAL MEDIA

Using social media effectively means reaching new audiences and growing your business; however, with the amount of information being created every minute, it is important to use social media effectively. Each business has a unique brand that speaks to a unique group of people. Learn how to use social media effectively to better communicate your brand, and create consistent messaging to engage your audience. By looking at current trends, this course will help you look for new ways to navigate an ever changing marketing tool.

\$160.58 · 6 hours

OFFICE SOFTWARE

CMPT 1164 ACCESS LEVEL 1

Learn to create simple databases and create and modify database objects including tables, forms, reports and queries. Students learn a variety of commands, functions, and Microsoft Access 2010 capabilities. This course is designed for computer users who are new to database programs or who only plan to use Access occasionally.

\$232.18 · 7 hours

CMPT 1129 EXCEL LEVEL 1

Learn to work with worksheets and workbooks to analyze data using a variety of features to create, modify, and format common business reports such as budgets, reports, and charts. Designed for students who need to create basic formulas, edit formulas, format, chart, and print. *Prerequisite: A working knowledge of Windows PCs or Introduction to Computers and File Management (CMPT 1302).*

\$232.18 · 7 hours

CMPT 1131 EXCEL LEVEL 2

Create and explore charts and sparklines. Enhance worksheets and charts for visual appeal. Analyze and organize data, creating tables, and managing databases with built in table functions. *Prerequisite: Excel Level 1 (CMPT 1129) or equivalent.*

\$232.18 · 7 hours

CMPT 1132 EXCEL LEVEL 3

Learn to use advanced features when working with different types of reports. Students will explore increasing data entry with productivity tools, collaborating with others, what-if scenarios, data validation rules, goal seeking, data groups, sub-totaling, solver tool, and PivotTables/Chart. *Prerequisite: Excel Level 2 (CMPT 1131) or equivalent.*

\$232.18 · 7 hours

CMPT 1600 MICROSOFT OUTLOOK

Learn how Outlook is structured, how to use the various modules to coordinate communications and collaborations with others. Modules covered in this course include: Mail, Calendar, Contacts, Tasks and Notes. Also included are some advanced features commonly used for collaboration purposes such as sharing calendars, using RSS Feeds, adding address lists or sending out of office notices.

\$232.18 · 6 hours

CMPT 1168 POWERPOINT LEVEL 1

Learn to create presentations using a variety of commands, functions, and PowerPoint capabilities. Designed for computer users who are new to presentation manager programs, or who only plan to use PowerPoint occasionally.

\$232.18 · 7 hours

CMPT 1130 WORD LEVEL 1

Learn to create and edit documents apply formatting options, change the view mode, manipulate the text, preview and then print the document. This course is designed for students who need the essential skills necessary to create and manage standard office documents. *Prerequisite: A working knowledge of Windows PCs or Introduction to Computers and File Management (CMPT 1302).*

\$232.18 · 7 hours

CMPT 1153 WORD LEVEL 2

Learn intermediate Word skills to create more complex documents. Students will look at features such as inserting pictures or shapes, setting up columns, saving repetitive pieces of text or graphics, date functions, custom styles, and templates to produce professional-looking business documents. *Prerequisite: Word Level 1 (CMPT 1130) or equivalent.*

\$232.18 · 7 hours

WEB AND GRAPHIC DESIGN COURSES

CMPT 1401 HTML/CSS LEVEL 1

An introduction to HTML and CSS web page coding and structure. Designed for students with no previous coding/programming experience. Learn how to author web pages using HTML, edit existing HTML/CSS to maintain and update existing web content, and leave with a functional website of your own.

\$389.35 · 15 hours

CMPT 1411 HTML/CSS LEVEL 2

For students with previous HTML and CSS experience who want to develop their skills. This course explores advanced HTML and CSS and introduces the JavaScript programming language. Learn to add advanced features to your website and optimize your site for speed.

\$389.35 · 15 hours

CMPT 1406 INDESIGN LEVEL 1

Adobe InDesign is the industry standard page layout program for multi-page print advertisement. This course is a comprehensive exploration of InDesign tools, panels, and basics. Learn how to set up documents and master pages, import text, advanced graphics and how to use typography and styles.

\$389.35 · 15 hours

CMPT 1408 INDESIGN LEVEL 2

Cover intermediate to advanced features of Adobe InDesign. Learn to create interactive PDF files and Flash presentations of a design, create and style tables, manage long documents with hundreds of pages and books with multiple chapters, create an automated table of content and index, manage styles, develop complex paths, advanced graphics, import and export data to external files, and create print-ready PDF files.

\$389.35 · 15 hours

CMPT 1431 INTRODUCTION TO WORDPRESS

An overview of working with the WordPress.com service, an industry-leading blog platform. Build and maintain a website or blog without coding knowledge. Topics include setting up an account, creating and customizing posts, setting up pages and menus, installing themes, widgets and available plug-ins.

\$167.52 · 6 hours

CMPT 1430 WORDPRESS WEB DESIGN

An overview working with the WordPress.org software, an industry-leading content management system (CMS). Build and maintain an elegant website or blog without coding knowledge. Other topics include domain purchase and hosting, WordPress installation, page building, themes, plugins, widgets, search engine optimization, and website monetization with shopping cart, PayPal, and Google AdSense.

\$389.35 · 18 hours

CMPT 1403 PHOTOSHOP LEVEL 1

Whether you are a designer, photographer, webmaster or beginner, Photoshop will make your images look great. Learn layer basics, image editing, and typographic design.

\$389.35 · 15 hours

CMPT 1420 SEO AND GOOGLE ANALYTICS

This course offers useful and practical information in measuring and managing website traffic. Discover how to increase your traffic via current search engine optimization (SEO) techniques and monitoring your website activities with Google Analytics.

\$389.35 · 15 hours

NETWORKING TECHNOLOGY CERTIFICATE

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.

\$646.32 - \$748.10 per course · Application required

REQUIRED COURSES

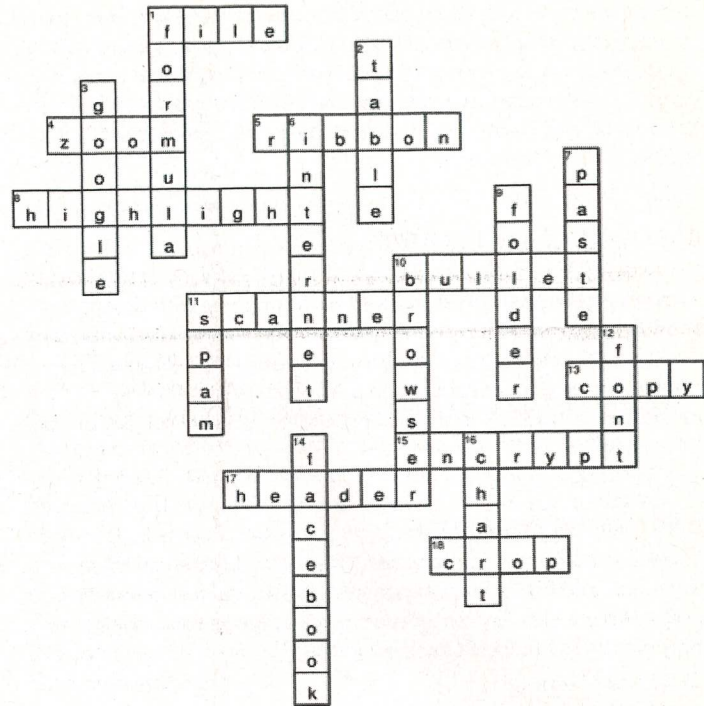
NETT 2113 Server Fundamentals
NETT 2122 Project + Management
NETT 2206 Directive Studies

ELECTIVE COURSES

Select three of the following courses as electives:

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

Crossword Answer Key



FOR THE LATEST: [VCC.CA/CS](http://vcc.ca/cs)

For the latest information on courses, schedules, requirements and fees, please check vcc.ca/cs. This catalogue provides an overview of VCC Continuing Studies programs and courses. In the case of a discrepancy between this publication and vcc.ca, the website will be considered the official guide.

For upcoming information sessions visit vcc.ca/infosessions

TRADES



Image courtesy of the Vancouver Courier

CONTACT THE TRADES DEPARTMENT

BUILDING
buildingprogram@vcc.ca
vcc.ca/business

SAMSUNG
samsung@vcc.ca
vcc.ca/samsung

REGISTER NOW 604.443.8484

BUILDING MANAGER CERTIFICATE

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.

\$351.94 - \$450.54 per course

REQUIRED COURSES

REAL 1101 Law and Tenant Relations

REAL 1102 Building Maintenance and Cost Control

REAL 1103 Building Cleaning

REAL 1110 Building Service Management

BUILDING SERVICE WORKER

REAL 1130 BUILDING SERVICE WORKER

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

\$1,517.16 · 8 weeks · Full-time

NEW - SAMSUNG APPLIANCE REPAIR TECHNICIAN – ENTRY PATHWAY PROGRAM

VCC is home to the Samsung Tech Institute, the only Samsung-certified appliance repair trainer in Western Canada. The Samsung Tech Institute provides a new and exclusive framework of knowledge that will directly impact the careers of graduates. Learn through practical training on the latest appliances to operate, diagnose, and service Samsung products. Successful students receive a certification from Samsung Canada and an Award of Achievement from VCC. This group based training program is ideal for those interested in entering the appliance repair industry. Limited entrance awards are available.

\$6,900.00 program · 14 weeks · Broadway campus · Application required

REQUIRED COURSES

HVAC 0100 HRAI Ozone Depletion Prevention (ODP) Certificate

SAMS 0200 Customer Service Essentials

SAMS 0201 Basic Electricity

SAMS 0202 Gas Appliance Service Certification (BC Gas Fitter C)

SAMS 0203 Measurement & Instrumentation in Samsung Service

SAMS 0223 Samsung Systems & Controls

SAMS 0224 Workplace Readiness

SAMS 0225 Experiential Learning/Lab

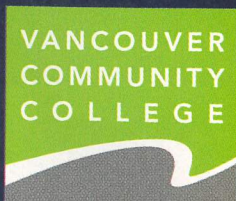


DON'T DELAY! REGISTER TODAY!

If you wait until the last minute, the enrollment limit may already have been reached or the course may have been rescheduled due to low registration. Register early to secure your seat! vcc.ca/cs

EXPERIENCE VCC

Engage and interact with 120 programs.



OCTOBER 18

VCC.CA/EXPERIENCE

