

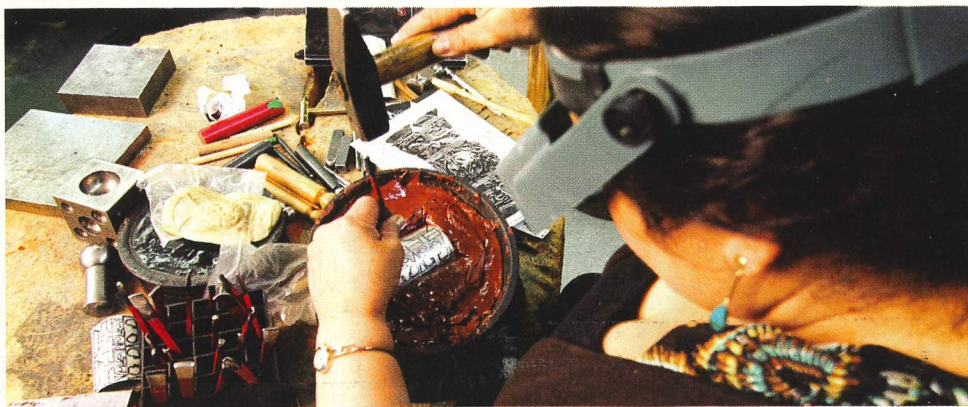
VANCOUVER
COMMUNITY
COLLEGE



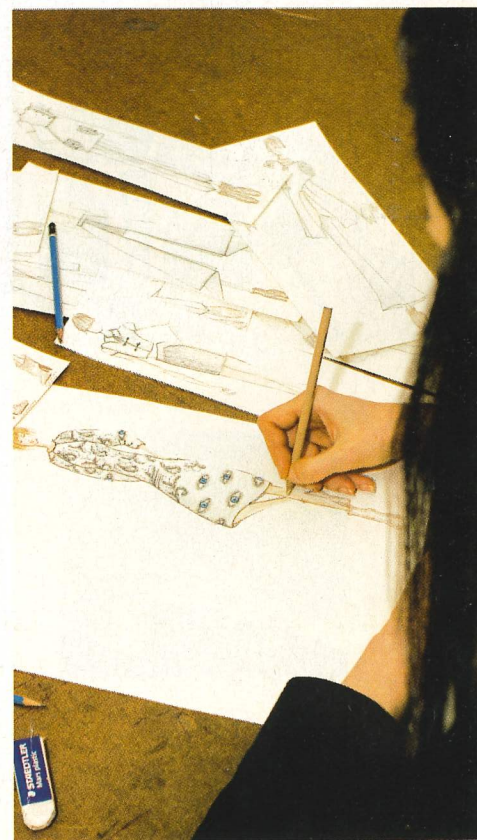
VCC

Continuing
Studies

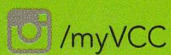
WINTER 2018



VANCOUVER
COMMUNITY
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vcc.ca/cs



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BUSINESS

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NEW AT VCC

VCC Continuing Studies is pleased to offer these new courses:

- Adobe Illustrator for Interior Design: Level 1
- Art of Henna/Mehndi 1
- Art of Henna/Mehndi 2
- CGA Diamond Grading
- Creative Writing – The Personal Narrative
- Cucina Italiana – Culture of Italian Cuisine
- Cucina Italiana – Pasta
- Cucina Italiana – Pizza, Bread & Italian Pastry
- Cucina Italiana – Gourmet Gelato
- Cucina Italiana – Italian Wine & Food Pairing
- Ethics and Fiscal Management for Volunteer Managers
- Fashion Show Production
- Introduction to Industrial Sewing Machines
- Introduction to Revit
- Leadership and Management for Volunteer Managers
- Mend, Transform, Renew
- Microsoft Outlook: More Than Just Email
- Mutual Performance Evaluations
- Orientation, Training and Supervision of Volunteers
- Physical Assessments for Nurses
- Pojagi Workshop
- Policies and Procedures for Volunteer Managers
- RHFAC Accessibility Assessor Training
- Risk Management for Volunteer Managers
- Samsung Appliance Repair Technician – Professional Pathway
- Social Media: Marketing and Branding
- Volunteer Management Foundations
- Volunteer Recognition and Retention



Art of Henna/Mehndi

FOR THE LATEST: 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.

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. Program cost estimates are approximate, and may vary depending on electives chosen and completion time. Estimates

include course fees but not term-based fees (Student Union Fee, U-PASS) which will be assessed at the time of registration. Tuition fees are subject to annual increase as approved by the Board of Governors.

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
U-PASS 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

U-PASS BC 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



VCC DOWNTOWN CAMPUS

Live, study, work

VCC's continuing studies classes are centrally located in downtown Vancouver. Students have easy access to transit, parking, restaurants, salons, shopping centres, and countless other businesses right outside our doors.



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

NEIGHBOURHOOD FEATURE

Chef Harley and Tyler are childhood friends, avid food enthusiasts, and former students of VCC's culinary arts and small business programs, respectively.



Having gained experience in the film and event catering industry, they're now expanding their business Humble Roots into a café & deli. Their menus are inspired by homegrown and seasonal fare and fueled by the belief that food has a story to tell. When they are not busy handcrafting edible stories, you can find them taking advantage of all Vancouver has to offer, such as the great outdoors, festivals and the abundant food and beverage scenes.

Favorite soup:

Motomachi Shokudo Ramen, 740 Denman St.

Favorite sandwich (tie):

Meat and bread, 370 Cambie St.

When it comes to the sandwich we say, "if it ain't broke don't fix it". Let meat and bread do what they do best, focusing on the freshness and quality of the ingredients.

DD Mau, 1239 Pacific Blvd.

Bahn Mi is, essentially, a Vietnamese sub that pairs classic French baguette with Southeast Asian fare. DD Mau has taken this concept to the next level by incorporating modern twists and utilizing ingredients found in Chinatown.

Favorite healthy eatery:

Tractor, 335 Burrard St, Vancouver, BC.

We can always appreciate an eatery that allows for dietary diversity. There is something for everyone at Tractor.

Favorite Vegetarian:

Meet on Main, 4288 Main St, Vancouver, BC

Meet on Main serves delicious burgers, chili, wings, poutine and all the good stuff we can't help but crave from time to time. You don't have to be a vegetarian to enjoy this place either so it's definitely worth a try.

BUSINESS



BUSINESS FEATURE

Meet leadership instructor Joe Markovitch

Joe Markovitch proudly hails from Esterhazy, Saskatchewan where his family owned and operated a popular general store. He learned from an early age about the nature of business ownership and small town values.

Joe moved to Vancouver to obtain a degree in commerce, which led to a career in advertising. He advanced from an account executive position to branch manager handling campaigns for Toyota, Wendy's, GM and Jeep.

In 1994, Joe and his wife co-founded Solly's Bagelry, an ethnic bakery/deli in Vancouver. Together they grew Solly's from a small community bakery to a multi-unit retail operation and central production facility with a loyal customer base and premium grocery accounts.



After 16 years Joe sold his interest in Solly's and returned to the marketing field as marketing director for a musical instrument components manufacturer – a fitting position since Joe is a professional musician who has led the band, The Usual Suspects, for more than 20 years.

Throughout he never lost his passion for entrepreneurship and guiding others toward achieving their vision. So in 2011, Joe began mentoring through a non-profit business start-up organization and started business coaching on a full time basis at the Wardell Business Advisory Services program as a business advisor.

His calling to help others also led him to teaching at VCC. For eight years

he has been the instructor for Sales and Marketing Management. "I love sharing the wisdom of my experience with others, engaging with students, and learning something new every class," says Joe. "My advice for someone starting out is to discover what you love to do and be determined



and persistent to find a place where you can do what you love."

CONTACT THE BUSINESS DEPARTMENT

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

BUSINESS

business@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 • 30 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.

\$303.14 • 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

LEADERSHIP

leadership@vcc.ca • vcc.ca/business

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.

\$1,750 program

Courses can be taken individually

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.

\$3,941 program

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.

\$2,330 program • 6 hours each

Courses can be taken individually

REQUIRED COURSES

LEAD 1102 Managing Change
LEAD 1104 Problem Solving and 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.

\$1,165 program • 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.

\$2,718 program • 6 hours each

Courses can be taken individually

REQUIRED COURSES

LEAD 1102 Managing Change
LEAD 1104 Problem Solving and 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.

\$1,191 program

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 1 107 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 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

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.

\$4,239 program

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.

\$4,073 program

*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

OFFICE ADMINISTRATION

officeadmin@vcc.ca • vcc.ca/business

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 • 24 hours

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.

\$191.82 • 18 hours

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 • 24 hours

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 • 6 hours

OACP 1106 BUILDING POWERFUL VOCABULARY

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

\$106.08 • 6 hours

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 • 6 hours

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 • 6 hours

OACP 1123 BUSINESS ENGLISH SKILLS TEST

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

no cost • 3 hours

COMMUNICATION/WORK SKILLS

OACP 1145 EFFECTIVE ORAL COMMUNICATIONS

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 • 18 hours

KEYBOARDING

OACP 1101 KEYBOARDING FOR SPEED BUILDING

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

\$165.30 · 21 hours

OACP 1102 KEYBOARDING FOR BEGINNERS

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

\$146.21 · 21 hours

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 · 3 hours

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 · 9 hours

OACP 1115 CORPORATE

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

\$108.02 · 9 hours

OACP 1116 FAMILY LAW

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

\$108.02 · 9 hours

OACP 1117 CONVEYANCING

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

\$108.02 · 9 hours

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.

\$3,707 program

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.

\$4,333 program

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 PowerPoint
 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.

\$1,997 program

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.

\$1,895 program

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

paralegal@vcc.ca • vcc.ca/business

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.

\$3,833 program

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.

\$7,158 program

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 Creditor's 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



CULINARY & BAKING, HOSPITALITY



CULINARY FEATURE

Cucina Italiana tempts the taste buds

Do you have a longing to reconnect with your Italian heritage or would you simply like to venture forth into this rich, embracing culture steeped in tradition? We welcome you into the Italian Master Class Series, a unique warm world of cuisine and entertainment.

VCC, in partnership with the Italian Chamber of Commerce in Canada West and The Associazione Professionale Cuochi Italiana del

Canada, have created a variety of culinary experiences and adventures for you to indulge in, from creating traditional appetizers and antipasti through to the decadent rich desserts that are such a huge part of Italian celebrations.

Master Chefs from Italy will share their expertise and craft while weaving together cultural history, tradition, storytelling and, most importantly, food. You will experience first-hand the preparation of fine Italian food, and prepare and sample delicacies from various regions of Italy.

Each workshop is three hours in length and will focus on a particular Italian specialty such as pizza, pasta, and gelato. Each series will focus on a particular region of Italy, so you can repeat the series and deepen your knowledge of Cucina Italiana.

Learn about the traditions, customs, regions and history of Italian cuisine from the best of the best. Come be a part of this exciting and creative epicurean journey.

CONTACT THE CULINARY & BAKING / HOSPITALITY DEPARTMENTS

CULINARY
culinary@vcc.ca
vcc.ca/culinary

BAKING
baking@vcc.ca
vcc.ca/baking

HOSPITALITY
sommelier@vcc.ca
vcc.ca/hospitality

CULINARY

culinary@vcc.ca • vcc.ca/culinary

NEW – ITALIAN MASTER CLASS SERIES

Tuition fee includes GST, cost of supplies and ingredients.

Students who register for all five courses receive a \$20 discount per course. Please call 604.443.8484 to register for the entire series.

CUIS 1155 CUCINA ITALIANA – CULTURE OF ITALIAN CUISINE

Immerse yourself in the rich cultural and culinary traditions of Italy, from North to South. Learn about Italian cuisine as a reflection of the ingredients, techniques and cultural history.

\$139.00 • 3 hours

CUIS 1156 CUCINA ITALIANA – PASTA

Join an Italian Master Chef to experience authentic handmade pasta from Italy. Learn about, prepare, and sample pasta delicacies from select Italian regions.

\$139.00 • 3 hours

CUIS 1157 CUCINA ITALIANA – PIZZA, BREAD, AND ITALIAN PASTRY

When it comes to delicious pizza and bread, the secret is in the dough. This course will introduce you to the beauty of authentic Italian pizzas, breads, and pastries.

\$139.00 • 3 hours

CUIS 1158 CUCINA ITALIANA – GOURMET GELATO

Cool your palate while you learn the fine art of creating gourmet gelato. Learn about, prepare, and sample multiple varieties of authentic, refreshing gelato.

\$139.00 • 3 hours

CUIS 1159 CUCINA ITALIANA – ITALIAN WINE AND FOOD PAIRING

Nothing enhances a meal more than a finely paired wine. Learn from an Italian Master Chef about the best grapes to complement your favourite dishes while you taste delicious Italian food and perfectly paired wine.

\$139.00 • 3 hours

BAKING

baking@vcc.ca • vcc.ca/baking

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

HOSPITALITY

sommelier@vcc.ca • vcc.ca/hospitality

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.

\$2,812 program

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

FASHION, INTERIOR DESIGN, JEWELLERY AND GEMMOLOGY



FASHION FEATURE

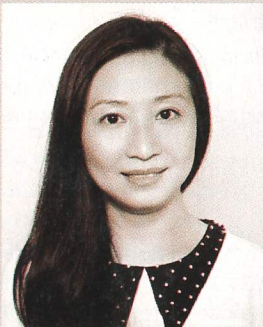
Painting a future in fashion

Fashion Arts graduate, Angela Leung, travelled a long path to reach her fashion goals. Like many fashion students, she earned a Bachelor's Degree (in food, nutrition and health) before accepting her passion for fashion design and pursuing it as a career.

An accomplished artist with a certificate in fine art techniques from Emily Carr and art exhibitions at UBC and explorASIAN, Angela used her previous experience to craft her graduate collection.

Inspired by Asian gardens and Chinese art, her design process began with hand drawn sketches, then computer illustrations and flats, before the final construction. To complete her

collection's elegant, asymmetric, and structural look, she turned raw fabric into her canvas and painted artwork



on the material to create one of a kind wearable art. The final five looks were shown on the runway at Vancouver Fashion Week.

The winner of the Sally Hudson Scholarship for the highest scholastic achievement, Angela is now interning with the Fit and Pattern team at Arcteryx.



"I am so excited about the practicum. Through the interview, I learned a lot about Arcteryx's production team and am looking forward to learning from them!" says Angela.

It's another step in Angela's journey that holds the promise for her bright future.

CONTACT THE DESIGN DEPARTMENT

FASHION
fashion@vcc.ca
vcc.ca/fashion

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

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

FASHION

fashion@vcc.ca • vcc.ca/fashion

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. After completion of the certificate, students have the foundational skills required for entry-level positions in the fashion industry. They have put products out into the world numerous times and have designed and produced independently and in collaboration. Integrated practicums allow students to graduate with industry experience and build a solid foundation for their professional network.

\$14,867 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. After completion of the diploma, students have applied their skills and knowledge in the execution of their creative vision. 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.

\$21,721 program • Application required

REQUIRED COURSES

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

FSHN 1319 Textile Surface Design
FSHN 2101 Fashion Cycle: Project Preview
FSHN 2103 Fashion Cycle: Project Final
FSHN 2105 Business Planning
FSHN 2109 Computer Aided Drafting

FSHN 2115 Website Design and E-Commerce
FSHN 2205 Overseas Production
FSHN 2209 Pattern Grading
FSHN 2215 Fashion Portfolio
FSHN 2321 Practicum

FASHION MERCHANDISING ASSOCIATE CERTIFICATE

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.

\$2,892 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.

\$378.50 • 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.

\$378.50 • 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.

\$378.50 • 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.

\$268.36 • 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.

\$378.50 · 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.

\$378.50 · 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.

\$378.50 · 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.

\$432.00 · 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.

\$53.50 · 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 and provide ideas that can taken back to the classroom.

\$80.25 · 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.

\$84.25

INTERIOR DESIGN

interiordesign@vcc.ca • vcc.ca/design

INTERIOR DESIGN CERTIFICATE

Prepares 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.

\$5,838 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.

\$389.36 · 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.

\$389.36 · 15 hours

CMPT 1408 INDESIGN LEVEL 2

Overview of intermediate to advanced features of Adobe InDesign.

\$389.36 • 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.

\$455.78 • 15 hours

JEWELLERY AND GEMMOLOGY

gemmology@vcc.ca • vcc.ca/jewellery

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.

\$658.86 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).

\$9,792 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. Become skilled with a wide range of gemmological equipment and learn to test and identify a variety of gemstones. 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.

\$10,199.80 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.

\$5,574 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.

\$140.79 • 3 hours

GEMM 1157 JADEITE JADE 2

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

\$140.79 • 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.

\$139.10 · 6 hours

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.

\$2038.90 · 35 hours

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.

\$533.65 · 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.

\$533.65 · 21 hours

JEWL 1112 PEARL STRINGING TECHNIQUES 1

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

\$144.45 · 6 hours

JEWL 1113 CREATE JEWELLERY REPAIR SALES

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

\$105.93 · 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.

\$580.73 · 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.

\$425.65 · 12 hours

JEWL 1125 SKETCHING BASICS FOR JEWELLERS

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

\$534.79 · 16 hours

JEWL 1129 JEWELLERY PORTFOLIO PREPARATION

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

\$543.82 · 24 hours

JEWL 1131 SUPERVISED JEWELLERY WORKSHOP

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

\$325.00 · 24 hours

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.

\$349.93 · 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.

\$349.93 · 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.

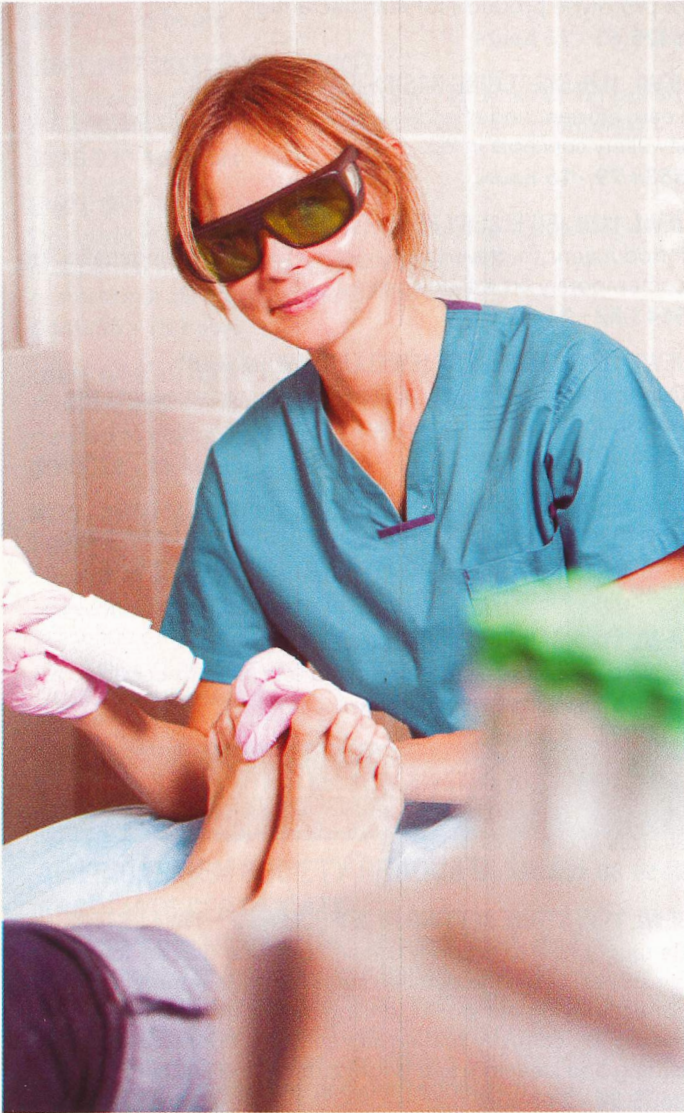
\$655.88 · 24 hours

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.

\$655.88 · 24 hours

HEALTH SCIENCES



CONTACT THE HEALTH SCIENCES DEPARTMENT

HEALTH
health@vcc.ca

NURSING
health@vcc.ca
vcc.ca/nursing

HEALTH

health@vcc.ca

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.

\$99.00 · 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.

\$1,423.82 · 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.

\$330.42 · 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.

\$397.12 · 24 hours

MEDICAL DEVICE REPROCESSING TECHNICIAN CERTIFICATE

Acquire 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.

\$9,274 program

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

health@vcc.ca • vcc.ca/nursing

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.

\$221.70 · 6 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.

\$1,326.69 · 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.

\$310.59 · 7 hours

NEW – HLTH 1271 PHYSICAL ASSESSMENT FOR NURSES

Through a combination of theory instruction and lab practice, students will have the opportunity to review the body systems and practice a method of completing a comprehensive assessment of the client. Participants will learn a systematic method of reviewing and organizing a physical assessment of a patient that begins at the head and works down to the toes. This course incorporates critical thinking strategies, the head to toe assessment, a review of the body systems, and documentation of appropriate information. Pre-requisite: Current RN/RPN/LPN Licensure, any province of Canada.

\$225.92 · 7 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.

\$221.70 · 7 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. Gain knowledge in locating sites, selecting equipment, insertion, adjusting flow rates, identifying complications, and selecting interventions for the adult patient receiving IV therapy.

\$225.92 · 7 hours

HUMAN AND FAMILY SERVICES



COUNSELLING FEATURE

Meet counselling skills program graduate Felix Gilliland

What is your current career?

I'm a frontline social service provider in the Downtown Eastside, working with people with mental health and addictions.

Can you share an interesting thing about your journey to reach this moment?

Addictions studies interested me because it combines counselling skills with social justice. Understanding how people are affected by poverty and marginalization is essential to working in addictions, and advocating for change comes with the territory.

How do you personally define success?



Success is not having to choose between doing what you love and getting by. It's having a job that matches my beliefs and gives me hope for the world.



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

Approach every situation and every client as if they're completely new to you – because they are! Our clients know best what they need, and it's our job to improve their access to it, not to impose our beliefs about what those needs are.

What was the best part about studying at VCC?

How practical the courses were. Everything we studied came up at work, and the transition from school to work was easy.

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

I got my first job in the field after a teacher referred me to it, and I've bumped into several others in a professional capacity since then. The teachers know the field and can offer great insight specific to services in the Lower Mainland.

Who is your favorite author?

Eli Claire. The book *Exile & Pride* talks about the intersections of queerness, class, and disability in a small logging town, and it totally changed the way I think about urban politics.

CONTACT THE HUMAN AND FAMILY SERVICES DEPARTMENT

COUNSELLING SKILLS
counsellingskills@vcc.ca

EARLY CHILDHOOD CARE AND EDUCATION
ecce@vcc.ca

COUNSELLING SKILLS

counsellingskills@vcc.ca

ADDICTION 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.

\$5,181 program · 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.

\$5,181 program · 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 VCC counselling skills certificate program coordinator.

\$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).

EARLY CHILDHOOD CARE AND EDUCATION

ecce@vcc.ca

ECCE ASSISTANT

ECCE 1176 ECE ASSISTANT COURSE – HEALTH

This course includes the basic information on health, safety and proper nutrition for young children (birth to six years of age). Students will be introduced to the licensing regulations, safety and hygiene measures related to child care.

\$399.95 · Application required

ECCE CERTIFICATE

The part-time Early Childhood Education and Care program prepares graduates to work in licensed early learning and care settings in BC. With a focus on children birth to six years of age this program offers students the knowledge and skills to provide high quality service for young children and their families.

\$7,184 program

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.

\$5,985 program · 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 inclusive early learning and care 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.

\$5,985 program · 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, 3 hours each

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.

\$453.45 · 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.

\$471.03 · Application required

ECCE WORKSHOPS

\$52.47 per course, 3 hours each

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



CREATIVE WRITING FEATURE

Tips for a writer starting out from Renee Sarojini Saklikar

Do the work. Establish a practice by any means necessary: try and write every day, even if only for 15 minutes. (note: I don't do this! But I absolutely did it the first five years of as a writer and until I had my first book published).

Practice by reading as a writer.

Mimesis is your friend: copy text you love and can't live without, by hand, into your note book. Study syntax, the sequence of language parts in a phrase or piece of narrative.

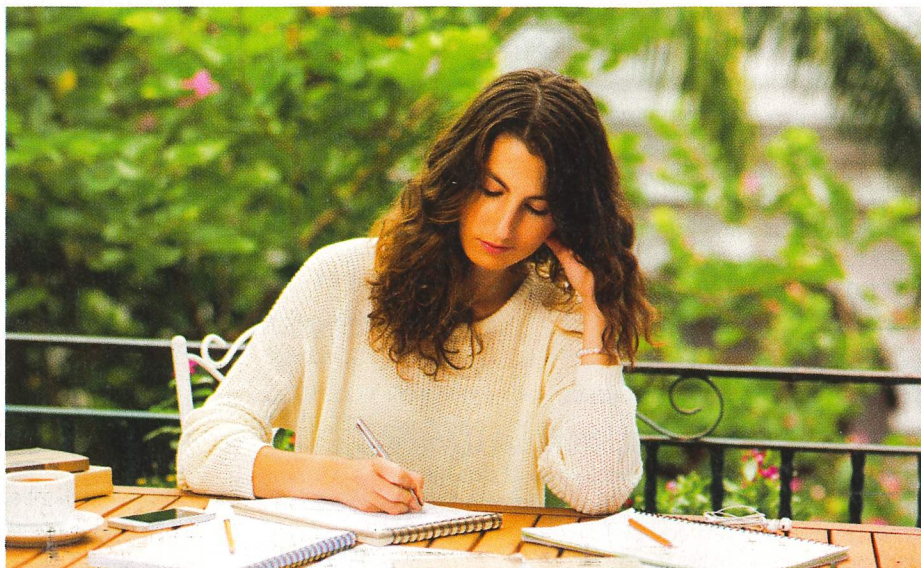
Practice by reading a lot, devour and go deep.

Find a writer or, allow writers and their books to find you and then devour everything ever written by them.



Build and sustain community.

Show up to other writers' events and



buy their books. Showing up to book launches and not buying books is tacky.

Seek out and find literary events.

Conferences, readings, writing groups, even if it means going to events where you know no one and no one speaks to you. This happened a lot. I went anyway.

If in writing workshops, don't be that woman who nitpicks about grammar or spelling. The purpose of the workshop is to help your colleagues feel excited about their revision process: be generous.

When other writers ask for advice on their writing, always try and find time to say yes.

If you do not have time, find some other way to support the requests of your writing colleagues.

Nurture obsessions, strangeness, and write about your own writing.

I've learned more from writing about my own writing, doing written diagnostics on what is working/not working in a piece, than almost anything else.

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

creativewriting@vcc.ca • vcc.ca/languages

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

NEW – CWRI 1162 CREATIVE WRITING – THE PERSONAL NARRATIVE

Discover and refine your voice as a writer who can turn life experience into compelling and creative non-fiction. This workshop-based course guides you through the process of planning, writing, and revising two short personal pieces, with feedback from fellow students and the instructor.

\$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

INTERPRETING

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

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.

\$3,020 program

REQUIRED COURSES

INTP 1101 Introduction to Interpreting

INTP 1102 Interpreting 1

INTP 1103 Interpreting 2

INTP 1104 Simultaneous Interpreting

INTP 1105 Terminology Research

INTP 1106 Skills Integration

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.

\$211.08 • 15 hours

LANGUAGES

languages@vcc.ca • vcc.ca/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 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 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 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 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 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 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

THEATRICAL MAKEUP FEATURE

In VCC's Theatrical Makeup course, students learn how to examine a script for stage and prepare a character analysis that allows them to design character makeup for theatrical production. They learn a variety of makeup techniques that factor into the development of the character which is then reflected in their practical exam photo shoot.

MAKEUP ARTISTRY



Photographer Angela Fama captures the work of makeup artist Callie Walters featuring model Elena Kohuch.

CONTACT THE MAKEUP DEPARTMENT

MAKEUP

makeup@vcc.ca
vcc.ca/makeup

MAKEUP ARTISTRY

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.

\$3,918 program • 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

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.

\$578.08 • 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.

\$394.38 • 24 hours

NEW – MKUP 1111 ART OF HENNA/MEHNDI LEVEL 1

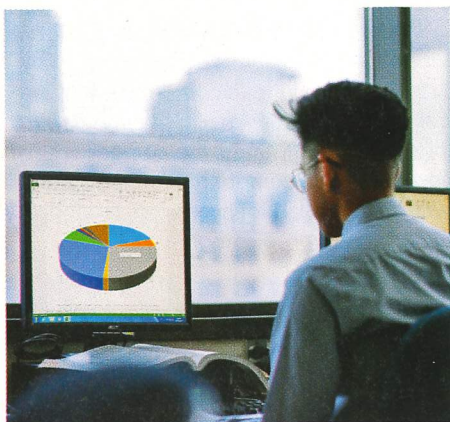
Henna is a traditional form of body art which is all natural and temporary. It has become extremely popular in the Lower Mainland amongst all communities and cultures. Students will learn history of this art, properties of henna, oxidation process of henna, basic design elements, basic and bridal design formation, mixing natural henna paste, rolling cones, filling cones, after-care of henna, health and safety regulations for this body art.

\$500.00 • 12 hours

NEW – MKUP 1112 ART OF HENNA/MEHNDI LEVEL 2

Art of Henna/Mehndi – Level 2 is a continuation from Level 1. Students will learn new upcoming trends of white henna, Jagua-Henna and use of henna designs for other than body art purposes, conduct Bridal consultation, identify henna product suppliers in the market and how to produce quality image for your social media marketing purpose.

\$500.00 • 12 hours



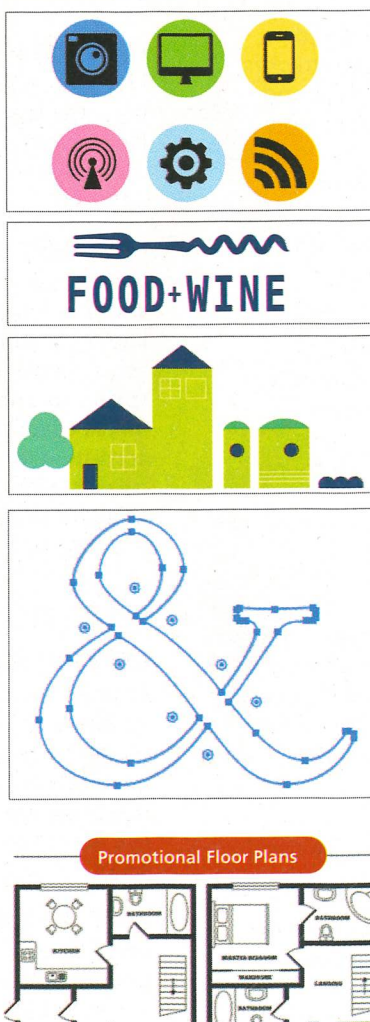
TECHNOLOGY

WEB AND GRAPHIC DESIGN FEATURE

Take a creative journey with VCC's web and graphic design courses. You will learn to use the Adobe suite (Illustrator, InDesign, and Photoshop) to create graphics like the one seen here that was created by VCC instructor Gabrielle Dumas, who has been teaching at the college for five years.

From digital illustration, infographics, logos, brochures, and graphics for social media and websites, these computer programs are an integral tool in user interface design for digital marketing and print projects. The Adobe suite has applications ranging from publishing infographics to complex illustrations in architecture, forensics, medicine, and digital media. Come develop your talent and learn the skills for a bright digital future.

Graphic by VCC instructor Gabrielle Dumas



125
456
789

SKILLS, SKILLS, SKILLS...
learn Adobe software
Illustrator and InDesign.
Explore career paths and
take a creative journey
that will develop your talent
for a brighter digital future!



INFOGRAPHICS
VECTOR GRAPHICS
FLOOR PLANS
PAGE DESIGN
ILLUSTRATION
TYPOGRAPHY
PRODUCT DESIGN



CONTACT THE TECHNOLOGY DEPARTMENT

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TECHNOLOGY

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ACCOUNTING SOFTWARE COURSES

CMPT 1362 QUICKBOOKS LEVEL 1

Learn how to perform daily accounting tasks including: working with the customer 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 BC. Explore the home window and learn the core functionality while accessing the important modules containing the accounting journals used to enter business transactions, including the General Journal, Accounts Payable, Accounts Receivable, and Payroll modules.

\$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.

\$171.82 • 6 hours

NEW – CMPT 1437 SOCIAL MEDIA: MARKETING AND BRANDING

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.

\$171.82 • 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 using Microsoft Access 2016. 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 PC's or 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

NEW – CMPT 1600 MICROSOFT OUTLOOK: MORE THAN JUST EMAIL

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 · 7 hours

CMPT 1168 POWERPOINT LEVEL 1

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

\$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 PC's or 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

NEW – CMPT 1255 INTRODUCTION TO REVIT

Learn the basics of Autodesk Revit and the process of creating architectural plans. Students will produce a set of drawings for a small commercial or residential project.

\$449.36 · 18 hours

CMPT 1401 HTML/CSS LEVEL 1

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

\$389.36 · 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.

\$389.36 · 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.

\$389.36 · 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.

\$389.36 · 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.

\$171.82 · 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.

\$389.36 · 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.

\$389.36 · 15 hours

MACD 1127 ILLUSTRATOR LEVEL 1

Learn the fundamental Illustrator features such as working with vector shapes, text, menus, layers, transparency, colour, importing graphics, drawing, and basics of page layout.

\$389.36 · 15 hours

MACD 1136 ILLUSTRATOR LEVEL 2

Learn advanced features of the Illustrator, such as creating and enhancing complex illustrations, perspective drawing, designing front-end layouts for websites, drawing maps, creating a vector version of a raster graphic, working with advanced color settings, creating special effects, and preparing documents for composite and commercial printing.

\$389.36 · 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.

\$389.36 · 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.

\$4,037 program · 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

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



TRADES

RICK HANSEN FOUNDATION FEATURE

VCC and Rick Hansen Foundation team up to help make Canada accessible for all

Imagine a Canada that's accessible for people of all ages and abilities. For the first time ever in our country, more people are aged 65 and over than aged 15 and younger. With the number of people with a mobility, vision, or hearing disability expected to rise to as high as one in five by 2036 – due in part to our aging population – it's time we rethink how we access and use our retail, corporate, and public buildings and spaces.

Recognizing that barriers to accessibility can keep people from enjoying the places where we all live, work, play, and learn, the Rick Hansen Foundation (RHF) has developed Rick Hansen Foundation Accessibility Certification™ (RHFAC). This LEED-style rating system is the first program of its kind where trained Accessibility Assessors measure a building or site's level of meaningful access, based on the user experience of people with a range of mobility, hearing, and vision disabilities.

RHF has partnered with VCC to offer a two-week RHFAC Accessibility Assessors training course for those interested in learning how to analyze and measure a building or site for overall accessibility. Students can be people with disabilities, professionals already working in the field, or those who would like an understanding of how to make our built environment more accessible and inclusive. Students are trained through interactive instructor presentations, in-class exercises, disability simulation experiences, reading assignments, and small and large group work.

"We're very excited to combine the expertise of VCC and RHF to deliver this course as part of continuing education in BC. Well-trained assessors are at the heart of the RHFAC program. It will bring new opportunities for anyone interested in creating more accessible built environments and help move access considerations into the normal design



process," says Brad McCannell, RHF Vice-President, Access and Inclusion.

The two-week course will prepare students to conduct ratings using RHFAC criteria. For those wanting formal accreditation, students must pass a written exam administered by the CSA Group after completing the course. Graduates will gain skills to become independent consultants to conduct RHFAC ratings, provide expertise in Universal Design principles, and support community education and awareness on the importance of accessibility.

CONTACT THE TRADES DEPARTMENT

BUILDING
buildingprogram@vcc.ca
vcc.ca/business

RICK HANSEN FOUNDATION
health@vcc.ca

SAMSUNG
samsung@vcc.ca
vcc.ca/samsung

BUILDING

buildingprogram@vcc.ca • vcc.ca/business

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.

\$1,540 program

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.

\$1,488.08 • 8 weeks • Full-time

RICK HANSEN FOUNDATION

health@vcc.ca

NEW – HLTH 1111 ACCESSIBILITY ASSESSOR CERTIFICATION TRAINING – FOUNDATION

The Rick Hansen Foundation (RHF) Accessibility Assessor Certification Training Foundation level has been designed to train assessors to identify and certify accessible built environments using a rating system based upon a consistent methodology. The overall objective is to make the built environment in Canada accessible for people of all abilities. This includes people who have mobility challenges, are blind or have low vision, or are Deaf or hard of hearing, but also families with children, seniors, or those with a temporary illness or injury. With a combination of theory and hands-on practice, the course helps people planning, designing, and constructing the built environment understand accessibility from the perspective of people with disabilities, and measure the accessibility of their venues.

\$998.48 • 60 hours

SAMSUNG

samsung@vcc.ca • vcc.ca/samsung

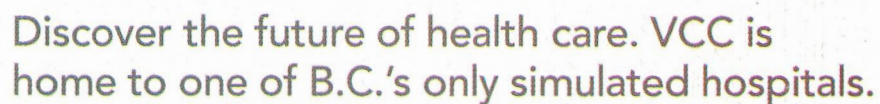
NEW – SAMSUNG APPLIANCE REPAIR TECHNICIAN – PROFESSIONAL PATHWAY

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. Limited entrance awards are available.

\$1,744 program • 120 hours, part time
Broadway campus • Application required

COURSES LISTING

SAMS 0203 Measurement & Instrumentation in Samsung Service
SAMS 0223 Samsung Systems & Controls

[illegible]

vcc.ca/makeyourmark.