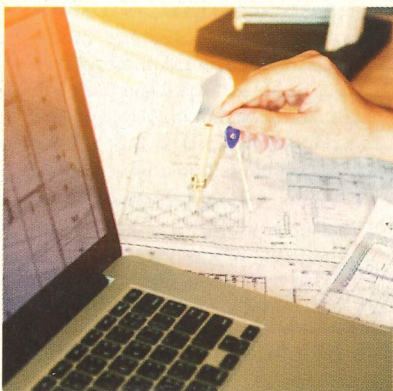
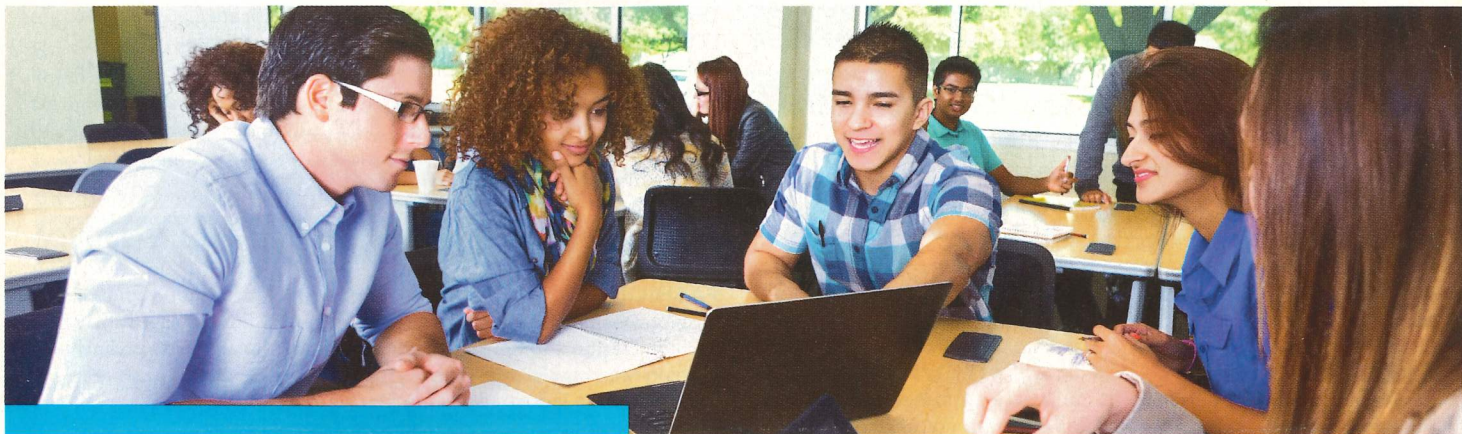




VANCOUVER
COMMUNITY
COLLEGE

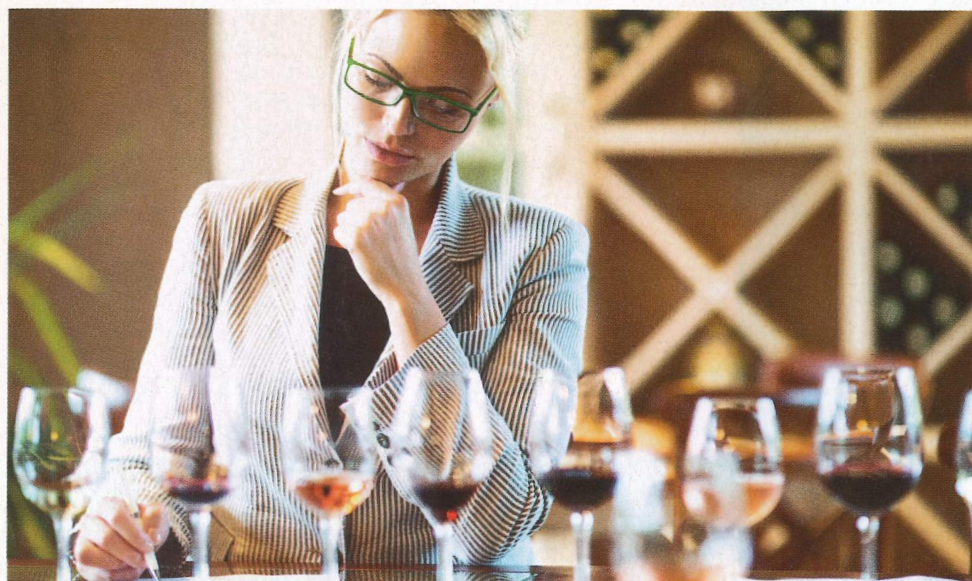
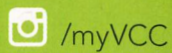
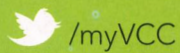


VCC

Continuing
Studies

Fall 2018

vcc.ca/cs



VANCOUVER
COMMUNITY
COLLEGE

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BUSINESS

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RICK HANSEN FOUNDATION

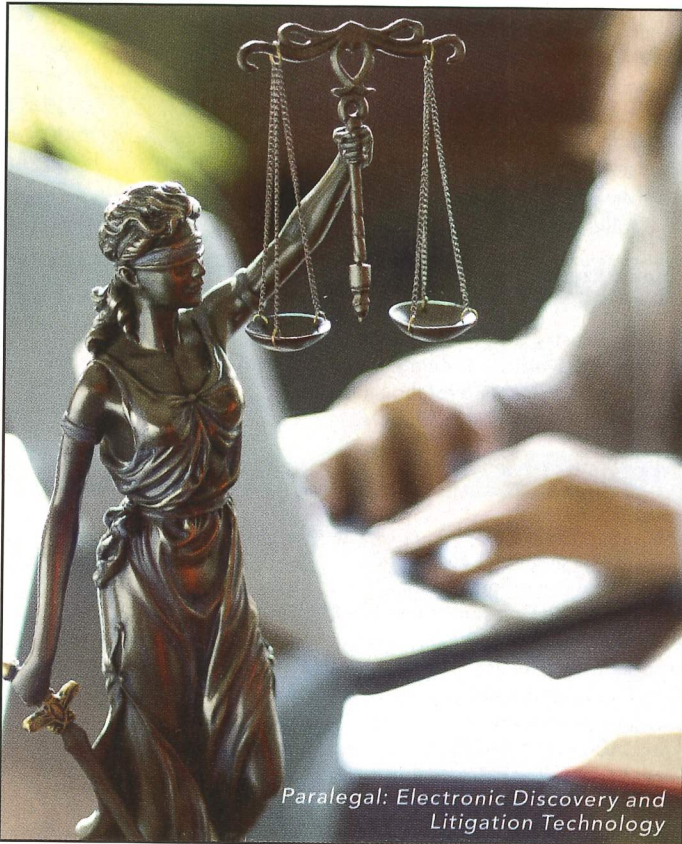
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NEW AT VCC

Vancouver Community College (VCC) Continuing Studies is pleased to announce the following new offerings:



- Business Communications: Google AdWords Training
- Business Communications: Data Visual Analytics with Tableau
- Creative Writing: Sparks to Completion
- Early Child Care Education: Inclusive Trauma Informed Process
- Early Child Care Education: Mistaken Goals of Young Children's Behavior
- Early Child Care Education: Superhero Play
- Early Child Care Education: The Need for Unstructured Play
- Fashion: Personal Pattern Making 1 – Bottoms
- Hospitality: WSET Award in Wine Level 1
- Jewellery and Gemmology: Jewellery Repair
- Languages: German 2
- Languages: Russian 1
- Paralegal: Electronic Discovery and Litigation Technology
- Technology: Photoshop Level 1 (Mac)
- Technology: Introduction to Python Programming
- Trades: Pool Operator Level 1
- Trades: RHFAC Accessibility Assessor Training

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 (CS) 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 enrolment limit may already have been reached or the course may have been rescheduled. 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 CS 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.

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 CS 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

The breakdown of course fees paid are displayed through your myVCC account. Click on My Services, then Student Self Service and Account Balance and Summary to display fees term by term.

1. The Student Union Fee applies to certain daytime 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 CS 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 CS 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 35 minutes

MY VANCOUVER

VCC program coordinator shares favourite places close to Downtown campus



Katarina Jovanovic is the Early Childhood Education program coordinator at VCC and an award winning writer. Her book, *The Blue Vase*, won the Chocolate Lily Book Award for B.C.'s best chapter book for elementary students, grade 4-7. The novel deals with the corrosive effects of bullying and suggests the means by which it can be confronted. Here she shares some of her favourite places near the downtown campus:

Best venue for quiet time:

Whenever I have an extra minute for a break, I head to the Vancouver Public Library (350 W Georgia St.) which is only one block from here. I love to read and it is a real treat to have this amazing library so close to work.

Best place for coffee:

The Java Cat café (515 Hamilton St.) is a

small, welcoming place with homemade banana loaf and good coffee. It's also a nice space for informal meetings.

Best outdoor space:

In summer time, I like to sit by the water fountain across the street from the college in the BC Hydro plaza (333 Dunsmuir St). I eat lunch in the sunshine and watch people passing by.

Best place for sushi:

Sushi Home (509 Dunsmuir St.) is only two blocks away. I take my daughters there when they join me for lunch, grab a quick snack there when I am teaching at night, and order fresh sushi for our ECCE team meetings.

Favourite thing about working at VCC's Downtown campus:

I have always lived in the city and find the urban context energizing and inspiring. ■

BAKING & HOSPITALITY



WINE FEATURE

Become a world recognized WSET Wine Sommelier at VCC

VCC is excited to partner with the Wine & Spirits Education Trust (WSET), globally recognized for specialized training in wine tasting and excellence. The WSET brings together the resources of the top educators, industry leaders, premier restaurateurs, wine merchants, wineries and writers.

Courses are offered part-time and start year round.

Find words related to VCC's new Wine Sommelier program in this wordsearch. ■

W	S	Y	Y	I	O	U	K	D	S	M	N	C	K	C	V	L	Z	U	I
O	V	P	H	H	P	R	S	N	W	N	F	Z	A	R	G	F	V	R	D
T	R	E	A	L	N	P	R	I	O	B	X	U	N	Y	E	M	I	L	W
N	Z	J	C	R	B	P	H	S	L	E	V	R	A	Q	G	V	G	D	D
Z	J	V	P	T	K	I	U	U	E	J	K	T	G	Y	B	J	R	E	O
G	T	S	C	S	E	L	L	X	V	V	R	B	A	I	F	U	A	T	I
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V	I	N	T	A	G	E	R	N	M	L	H	T	C	F	D	F	E	E	Q
A	O	K	E	W	P	Q	G	E	G	B	G	R	Q	D	Y	S	S	M	M
S	P	Y	F	A	E	G	N	G	B	H	D	O	S	F	T	D	O	R	F
D	M	O	E	Y	D	L	S	U	U	A	E	S	I	Q	I	K	T	E	F
A	Y	L	L	V	D	X	U	F	M	T	C	E	A	Q	S	B	O	F	J
M	X	U	E	B	F	U	M	V	K	C	H	A	R	D	O	N	N	A	Y
A	E	V	H	H	J	I	J	L	Y	O	T	D	Z	S	C	P	Q	K	N
Q	E	R	B	J	N	A	Z	K	R	R	Y	K	R	E	S	F	I	S	V
T	X	Z	L	N	O	K	E	F	W	I	N	E	R	Y	I	Q	A	Q	N
Q	O	O	J	O	K	R	J	Z	N	K	G	G	V	P	V	J	B	H	I
C	N	J	G	B	T	D	Z	E	H	F	A	D	R	A	Y	E	N	I	V

WORDS TO FIND:

OKANAGAN
CHARDONNAY
FERMENTED
VINEYARD
VIN
WINERY
CABERNET
SOMMELIER
GRAPES
VISCOSITY
ROSE
VINTAGE
CORKSCREW
MERLOT
TANNIN
SPARKLING

CONTACT THE BAKING AND HOSPITALITY DEPARTMENTS

BAKING
baking@vcc.ca
vcc.ca/baking

HOSPITALITY
sommelier@vcc.ca
vcc.ca/hospitality

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.

\$374.08 · 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.

\$374.08 · 15 hours

CUIS 1249 INTRODUCTION TO FRENCH PASTRY

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

\$374.08 · 15 hours

CUIS 1129 SUGAR CRAFT AND DISPLAY

Learn from one of Vancouver's top pastry chefs the skill of cooking with sugar, from sugar blowing, casting and pulling. Make a pulled sugar flower and bow and sugar garnishes for cake or plated dessert such as angel hair, bubble sugar, and cage. Then cook with isomalt and cast your showpiece.

\$374.08 · 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. Prepare for the tea sommelier certification exam, administered by the Tea Association of Canada.

\$2,862.39 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

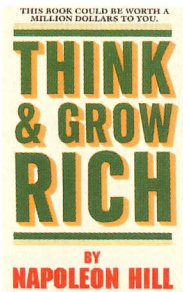
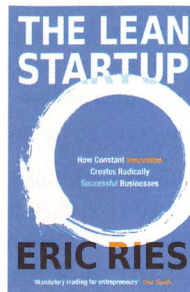
NEW – WINE SOMMELIER

WSOM 1501 WSET AWARD IN WINE LEVEL 1

VCC is excited to partner with Statera Wine Academy to offer the Wine & Spirits Education Trust (WSET) qualifications. The Wine & Spirit Education Trust is the world's leading provider of qualifications in wines and spirits. Established in the UK in 1969, WSET's qualifications are now recognized as the international standard by both the industry and enthusiasts. Since 1969 over half a million students have chosen to take a WSET qualification.

\$495.00 · 15 hours

BUSINESS



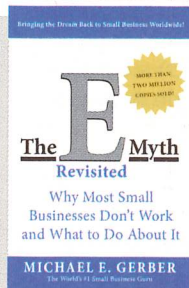
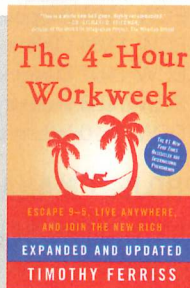
SMALL BUSINESS FEATURE

Research shows that 80% of all new jobs in Canada are created by small businesses. Are you ready to join these entrepreneurs? Before you launch, there are two things to do.

1. Sign up for VCC's five-week small business program that will provide foundation knowledge and skill development in the key areas of starting and growing a successful small business. There is a \$100 discount for students who register for all ten SMBU courses in the same term.

The Lean Startup – by Eric Ries

The Lean Startup offers entrepreneurs a way to test their vision continuously, to adapt and adjust before it's too late. Ries provides a scientific approach to creating and managing successful



startups in an age when companies need to innovate more than ever.

Think and Grow Rich – by Napoleon Hill

Inspired by Andrew Carnegie's magic formula for success, Hill studied the habits of individuals with personal fortunes and created the 13 principles of the "Philosophy of Achievement." Here he teaches you the secrets that will bring you a fortune.

The 4-Hour Workweek – by Timothy Ferriss

The 4-Hour Workweek shows readers

how to live more and work less. The step-by-step guide to luxury lifestyle design includes practical tips, case studies and real-world templates for living like a diplomat or millionaire without being either.

The \$100 Startup – by Chris Guillebeau

The \$100 Startup is an easy-to-use guide to help find the intersection between your "expertise" and what other people will pay for. It includes 50 case studies of individuals who have built businesses earning \$50,000 or more from a modest investment (in many cases, \$100 or less).

The E-Myth Revisited – by Michael E. Gerber

This revised and updated edition of the phenomenal bestseller points out how common assumptions, expectations, and even technical expertise, can get in the way of running a successful business. Gerber makes the vital distinction between working on your business and working in your business. ■

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

BUSINESS COMMUNICATIONS

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.

\$503.89 · 30 hours

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.

\$175.26 · 6 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.

\$397.08 · 15 hours

NEW – CMPT 1450 GOOGLE ADWORDS TRAINING

Create, develop and optimize a professional Google AdWords campaign that sends high quality traffic to a website, round-the-clock, 7 days a week. Topics include Pay per click (PPC) advertising, Quality Score, A/B testing, SEMrush and Optmyzr tools. It is recommended that participants have a website, landing page or Facebook page to which they want to send traffic. Prior AdWords experience is not required. Ideal for small-business owners, entrepreneurs and marketing professionals, or students and beginners who want to develop marketing skills and have a closer look at how to set up search campaigns and remarketing ads.

\$397.08 · 15 hours

NEW – CMPT 1511 VISUAL ANALYTICS WITH TABLEAU: LEVEL 1

This course covers the basic features and functionality of Tableau, a data analytics and business intelligence software. Students will gain an overview of visual data analytics, and through working with data, students will learn how to create, sort, group, and filter sets. Hands-on practice will be provided through Tableau's desktop/prep interface to clean and shape data.

\$397.08 · 15 hours

BUSINESS AND TECHNICAL WRITING CERTIFICATE

The need for communicators in Canada's technical sectors is growing. Learn how to adapt complex writing into language that appeals to general audiences. This 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.

\$1,785 program

Courses can be taken individually

REQUIRED COURSES

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

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.

\$309.14 · 12 hours

SMALL BUSINESS

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

SMBU 1101 ENTREPRENEURIAL SKILLS

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

\$91.80 · 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.

\$91.80 · 3 hours

SMBU 1103 SMALL BUSINESS MANAGEMENT

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

\$91.80 · 3 hours

SMBU 1104 SMALL BUSINESS BOOKKEEPING

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

\$91.80 · 3 hours

SMBU 1105 UNDERSTANDING FINANCIAL NEEDS

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

\$91.80 · 3 hours

SMBU 1106 HUMAN RESOURCES

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

\$91.80 · 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.

\$91.80 · 3 hours

SMBU 1108 LEGAL OBLIGATIONS

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

\$91.80 · 3 hours

SMBU 1109 FINANCING YOUR BUSINESS

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

\$91.80 · 3 hours

SMBU 1110 PREPARING YOUR BUSINESS PLAN

Explore and practice the essentials of creating a business plan.

\$91.80 · 3 hours

LEADERSHIP

leadership@vcc.ca · vcc.ca/business

BUSINESS AND TECHNICAL WRITING CERTIFICATE

The need for communicators in Canada's technical sectors is growing. Learn how to adapt complex writing into language that appeals to general audiences. This 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.

\$1,785 program

Courses can be taken individually

REQUIRED COURSES

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

BUSINESS LEADERSHIP AND MANAGEMENT CERTIFICATE

Leadership and management courses combine to 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.

\$4,019.82 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 Associate 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

Become a more effective leader. This program is designed for 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.

\$2,376.60 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 at Work
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 program guides students through the process of achieving leadership success. By fostering genuine coaching partnerships that inspire and support the exploration of new ideas, students will learn to effectively utilize peoples' creativity and ingenuity to reach organizational goals.

\$2,376.12 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. This 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.

\$2,772.36 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

Receive practical, up-to-date supervisory/management training in three core areas: interpersonal communication skills, team skills, and essential management skills.

\$1,214.82 program

Courses can be taken individually

REQUIRED COURSES

MSKL 1101 Interpersonal Communication Skills

MSKL 1102 Team Skills

MSKL 1103 Essential Management Skills

VOLUNTEER MANAGEMENT

VCC has partnered with the Volunteer Management Institute to offer a program designed specifically for volunteer managers and those who work or volunteer in the non-profit sector. With diverse topics such as leadership and management, risk management, training and development, ethics, and event planning, these one day courses provides essential skills for anyone managing volunteers or working in a non-profit agency. Learn strategies for effective volunteer management and contribute to the success of your organization by aligning your learning with its mission and values. Receive a VCC Statement of Completion for each course and upon completion of four courses be eligible to apply to the Volunteer Management Institute for a certificate.

Courses can be taken individually.

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.

\$218.28 • 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 leadership impacts your volunteers, clients, staff and vendors, and implement a plan to ensure success.

\$218.28 • 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.

\$218.28 • 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.

\$218.28 • 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.

\$218.28 • 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.

\$218.28 • 6 hours

VOLT 1107 ETHICS AND FISCAL MANAGEMENT FOR VOLUNTEER MANAGERS

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

\$218.28 • 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.

\$218.28 • 6 hours

SPORT AND RECREATION MANAGEMENT CERTIFICATE

Build industry experience while developing 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.

\$5,058.83 program

Courses can be taken individually

Contact: sportmanagement@vcc.ca

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

Designed for individuals entering the event and wedding planning, special event, business leadership and management, and public relations industries. Learn from industry experts who emphasize the development of technical and professional skills, which will foster individual growth and creativity.

\$4,154.46 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.

\$209.58 · 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.

\$195.60 · 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.

\$221.49 · 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 taking 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.

\$108.20 · 6 hours

OACP 1106 BUILDING POWERFUL VOCABULARY

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

\$108.20 · 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.

\$108.20 · 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.

\$108.20 · 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.

\$245.37 • 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) prior to taking this course.

\$168.55 • 18 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.

\$149.07 • 18 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.

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.

\$58.43 • 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.

\$110.12 • 9 hours

OACP 1115 CORPORATE

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

\$110.12 • 9 hours

OACP 1116 FAMILY LAW

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

\$110.12 • 9 hours

OACP 1117 CONVEYANCING

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

\$110.12 • 9 hours

OACP 1120 LEGAL OFFICE PACKAGE TESTS

Administered at the end of the Legal Office Skills courses (Civil Lit OACP1114, Corporate OACP115, 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.

\$3,781.14 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 Certificate
Management Skills for Supervisors Certificate
Office Administration: Legal Office Skills Certificate
Office Administration: Medical Office Skills Certificate
Office Administration: Records Management Skills Certificate

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 are wanting to satisfy the paralegal program entrance requirements. Courses focus on the administrative support skills needed to succeed in legal office environments.

\$4,419.66 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:

Leadership Certificate
Management Skills for Supervisors Certificate
Office Administration: Administration and Supervision Certificate
Office Administration: Medical Office Skills Certificate
Office Administration: Records Management Skills Certificate

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.

\$2,036.94 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.

\$1,932.90 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

PARALEGAL

paralegal@vcc.ca • vcc.ca/business

PARALEGAL CERTIFICATE

This certificate 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.

\$3,909.66 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.

\$7,301.16 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

PARALEGAL – PROFESSIONAL DEVELOPMENT

NEW – LEGL 1180 ELECTRONIC DISCOVERY AND LITIGATION TECHNOLOGY

This course introduces the basics of electronic discovery and litigation technology by providing practical information that can be used immediately at your workplace. It is not province specific and will cover governing legislation in B.C. and other provinces. Suited for legal administrative assistants, paralegals and other professionals in related fields. Keep your skills current and add valuable and practical training to your professional portfolio.

\$417.02 • 21 hours

FASHION, INTERIOR DESIGN, JEWELLERY & GEMMOLOGY



FASHION FEATURE

Industry experience is at the core of VCC's fashion design and production program. From dealing with retailers to getting feedback from a factory and hiring a pattern grader to make a size run of tops, our fashion students are entrenched in the industry from the very start of the program. This experience, and the network it develops, serves them well when they are tasked with completing a 120 hour practicum.

Sally Hudson scholarship winner, Kathryn Potter, found herself on set with an independent film. There was a lot to learn including script jargon and how to read a call sheet. She hung clothes, helped with fittings, altered costumes, fashioned



VCC grad Kathryn Potter with Aadila Dosani who plays Reena in Fall Back Down.



Mexican wrestling mask

pocketed hanger covers to hold accessories, sewed custom pinafores and a wrestling mask, catalogued borrowed items, taught

the actors to sew for their garment factory scene, and was in charge of the background cast for a couple of days. The learning experience was vast, but the most exciting result will come when she sees her name beside the title Assistant Costume Designer in the credits.

To learn more about VCC's fashion programs visit vcc.ca/fashion. ■

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

Prepare for career success and further education in the fashion and apparel industries by developing creative and technical skills and knowledge. After completion, you will have the foundational skills required for entry-level positions in the fashion industry. Put products out into the world, while designing and producing independently and in collaboratively. Graduate with industry experience and build a solid foundation for a professional network.

\$14,164.34 program · Application required

REQUIRED COURSES

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

FASHION DESIGN AND PRODUCTION DIPLOMA

Prepare for career success and further education in the fashion and apparel industries by developing creative and technical skills and knowledge. Through this diploma program, you will apply your skills and knowledge in the execution of your creative vision. Prepare for career in apparel companies or entrepreneurship upon graduation. Graduate with industry experience and build a solid foundation for a professional network.

\$21,409.80 program · Application required

REQUIRED COURSES

FSHN 1101 Fashion Cycle 1
FSHN 1103 Fashion Cycle 2
FSHN 1105 Fashion Fundamentals
FSHN 1107 Illustration and Design 1
FSHN 1109 Pattern Drafting 1
FSHN 1111 Sewing Techniques 1
FSHN 1113 Draping
FSHN 1201 Fashion Cycle 3
FSHN 1203 Fashion Cycle 4
FSHN 1205 Fashion History
FSHN 1207 Illustration and Design 2
FSHN 1209 Pattern Drafting 2

FSHN 1211 Sewing Techniques 2
FSHN 1215 Technical Fashion Illustration 1
FSHN 1301 Fashion Cycle 5
FSHN 1305 Fashion Marketing
FSHN 1313 Fabric and Textile Studies
FSHN 1315 Technical Fashion Illustration 2
FSHN 1319 Textile Surface Design
FSHN 2101 Fashion Cycle: Project Preview
FSHN 2103 Fashion Cycle: Project Final
FSHN 2105 Business Planning
FSHN 2109 Computer Aided Drafting
FSHN 2115 Website Design and E-Commerce
FSHN 2205 Overseas Production
FSHN 2209 Pattern Grading
FSHN 2215 Fashion Portfolio
FSHN 2321 Practicum

FASHION MERCHANDISING ASSOCIATE CERTIFICATE

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.

\$2,804.88 program

Courses can be taken individually

REQUIRED COURSES

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

FASHION COURSES

FASH 1118 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.

\$54.57 · 3 hours

FASH 1119 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.

\$163.71 · 6 hours

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.

\$440.56 · 24 hours

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.

\$385.99 · 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.

\$385.99 · 30 hours

FASH 1158 SEWING – BEGINNERS LEVEL 2

Continue to build skills in sewing and construction techniques. Choose a pattern from the given list and learn how to take personal measurements and compare them to the pattern measurements.

\$390.99 · 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.

\$273.67 · 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.

\$385.99 · 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.

\$381.62 · 30 hours

NEW – FASH 1160 PERSONAL PATTERN MAKING 1 – BOTTOMS

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 the pattern manipulation, design, and construction of a skirt, trouser or jean. Course provides assistance to students who are building a portfolio for acceptance into a fashion design program. Requires basic sewing experience. FASH1154 or FASH1118 (or relevant experience) may use VCC industrial sewing machines. Otherwise, domestic machines are available, or option to bring your own, or complete sewing at home.

\$400.99 · 30 hours

FASHION – PROFESSIONAL DEVELOPMENT

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.

\$85.86

INTERIOR DESIGN

interiordesign@vcc.ca · vcc.ca/design

INTERIOR DESIGN CERTIFICATE

Prepare for a variety of roles within the interior design profession and industry. Be 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.

\$5,978.20 program · Application required

REQUIRED COURSES

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

JEWELLERY AND GEMMOLOGY

gemmology@vcc.ca · vcc.ca/jewellery

CANADIAN GEMMOLOGICAL ASSOCIATION, ACCELERATED FULL-TIME PROGRAM DIPLOMA

GEMM 1110 GEMMOLOGY ACCELERATED PROGRAM

Learn to be a professional gemmologist. 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).

\$9,987.64 program · Application required

CANADIAN GEMMOLOGICAL ASSOCIATION PART-TIME PROGRAM

This 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, pearl grading, as well as appraisal formats, are included.

Application required

REQUIRED COURSES

GEMM 1101 Preliminary Year Gemmology

\$4,161.40 • 99 hours

GEMM 2101 Diploma Year Gemmology

\$6,119.90 • 195 hours

MASTervaluer PROGRAM

GEMM 3101 MASTERVALUER APPRAISAL 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.

\$5,685.58 program

GEMMOLOGY COURSES

GEMM 1102 – PRELIM EXAM PREP

This class will prepare you for the writing of the Canadian Gemmological Association's Preliminary examination. You must have taken the CGA Preliminary Gemmology course and be familiar with the course notes. Registration is required.

\$377.54 12 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.

\$514.75 • 20 hours

GEMM 1156 JADEITE JADE 1

Explore worldwide deposits and how Jadeite Jade forms.

\$143.61 • 3 hours

GEMM 1157 JADEITE JADE 2

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

\$143.61 • 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.

\$141.88 • 6 hours

GEMM 2130 CGA DIAMOND GRADING

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

\$2,079.60 • 35 hours

JEWELLERY COURSES

JEWL 1103 JEWELLERY TECHNIQUES 1

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

\$544.24 • 24 hours

JEWL 1104 JEWELLERY TECHNIQUES 2

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

\$544.24 • 24 hours

JEWL 1112 PEARL STRINGING TECHNIQUES 1

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

\$147.34 • 6 hours

NEW – JEWL1116 JEWELLERY REPAIR

In this workshop you will learn how to do basic jewellery repairs. You will be shown how to size rings, solder chains, replace gem stones, repair clasps and other mechanical components. You will also learn to examine and assess the piece before working on it. Some jewellery making experience is required.

\$644.93 • 24 hours

JEWL 1117 STONE SETTING

Learn to set: bezels of round, faceted fancy and cabochon stones, claw (basket) set round stones, rub (gypsy) set rounds.

\$655.88 24 hours

JEWL 1118 LOST WAX CARVING AND CASTING

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

\$592.26 • 24 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.

\$434.10 • 12 hours

JEWL 1131 SUPERVISED JEWELLERY WORKSHOP

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

\$331.42 • 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.

\$356.33 • 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.

\$356.33 • 8 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.

\$668.91 • 24 hours

HEALTH SCIENCES



HEALTH FEATURE

Meet Peter Lee, VCC instructor, Dietary Aide

As the aging population in our society grows, more senior and geriatric care facilities are required. This means an increase in demand for properly trained Dietary Aides. VCC's five-week Dietary Aide training program includes three weeks in class at VCC doing job skill exploration, WHIMIS and Foodsafe Level 1 training, followed by two weeks of practicum arranged by the instructor, plus field trips to a hospital kitchen and a care facility.

Peter Lee, a VCC instructor since the late 1980's, teaches the dietary aide program. "I enjoy interaction with



Photo: Peter Lee, instructor, VCC and Kristine Bergins, graduate, Dietary Aide March 2018

the students. My best piece advice for someone starting out in this industry is to slow down and listen."

Peter's guidance has helped graduate Kristine Bergins find employment at the Broadway Lodge, a care facility in Vancouver. "This helped cement how thankful I am to have met such an inspiring and supportive VCC Instructor. Peter helped me trust my passion for being of service and achieving this goal."

Dietary Aid (HLTH 1110) is offered as part of a selection of courses geared towards providing professional development for health care workers. Check vcc.ca/cs for course schedule. ■

CONTACT THE HEALTH SCIENCES DEPARTMENT

HEALTH
health@vcc.ca
vcc.ca/health

NURSING
health@vcc.ca
vcc.ca/nursing

HEALTH

health@vcc.ca · vcc.ca/health

FOODSAFE

HLTH 1101 FOODSAFE LEVEL 1

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.

\$99.00 · 8 hours

This course is offered every second Saturday (holidays exempt).

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.

\$1,452.20 · 5 weeks

HLTH 1327 MEDICATION MANAGEMENT FOR HEALTH CARE ASSISTANTS

Health care assistants seeking employment in assisted living facilities will benefit from taking this course. The growing role of medications in assisted living settings has made the ability to dispense them increasingly crucial.

\$336.97 · 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.

\$404.98 · 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.

\$9,458.91 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 (LPN) to receive and transcribe physician's verbal and telephone orders.

\$226.13 · 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 feet. This course includes in-class instruction, self-study and hands-on clinical experience.

\$1,353.12 · 54 hours

HLTH 1295 PHARMACOLOGY REVIEW

This distance course lets you practice math calculations and refresh your theory associated with administering medications.

\$316.80 · 7 hours

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. Prerequisite: Current Registered Nurses (RN)/Registered Practical Nurses (RPN)/Licensed Practical Nurses (LPN) Licensure, any province of Canada.

\$230.44 · 7 hours

HLTH 1315 DISTANCE IV THERAPY

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

\$226.13 · 7 hours

HLTH 1403 IV THERAPY AND INSERTION

This course is designed to prepare the 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.

\$230.44 · 7 hours

HUMAN AND FAMILY SERVICES



BASIC COUNSELLING SKILLS

Meet Miljenka Zadavec, VCC instructor, Basic Counselling Skills

What is your current career?

I am a psychotherapist with a focus on trauma and have been doing counselling work for over 30 years. I currently am in private practice and teach at VCC.

What would be an interesting thing about your journey?

I am a high school dropout, who was able to travel the world and realize my own abilities outside of the context of formal education. In fact, I did finally complete my grade 12 education at VCC many years ago. I discovered that I had a right to pursue a formal education even if I did not feel 'entitled' to go to a college or university. The rebellious part of me wanted to prove that I could walk through those university doors. Receiving a



Miljenka Zadavec

Master's Degree when that was never an expectation was an act of defiance and rebellion against the labels I had been given.

How do you personally define success?

If I have created a connection with another human being and that connection has promoted positive change.

What do you love about teaching?

As an educator at VCC for over 10 years, I have learned to teach "outside the box" of a traditional classroom setting. It is extremely rewarding to see students grow in skill level and self-awareness and know they will make a positive impact in the world. I consistently witness powerful transformations, as new students come into the basic counselling course and feel a bit unsure, nervous but hopeful and excited. Students come from



all over the world; they do not know each other or believe they have anything in common, until they start to create dialogue and learn about each other and themselves. They create powerful connections with one another, breaking down barriers of class, race, ethnicity, sexual orientation, ability, and age.

Many students are changing career paths and want to seek new skills. These students are taking a risk in order to create change in their lives. There is no change without risk and they have found the courage and I believe it is my responsibility to provide an atmosphere where there is safety, encouragement and an empowering learning environment. I hear over and over again, students telling me what a life changing experience this learning environment has been for them.

What is your motto?

"If you get a chance to sit it out or dance, just dance." ■

CONTACT THE HUMAN AND FAMILY SERVICES DEPARTMENT

COUNSELLING SKILLS
counsellingskills@vcc.ca

EARLY CHILDHOOD CARE AND EDUCATION
ecce@vcc.ca
vcc.ca/ecce

COUNSELLING SKILLS

counsellingskills@vcc.ca

ADDICTION COUNSELLING SKILLS CERTIFICATE

This certificate program 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.

\$5,284.62 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

This certificate program 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.

\$5,284.62 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.

\$530.94 · 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.

\$326.44 - \$671.52

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 program coordinator.

COURSES

Select 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 ECCE ASSISTANT COURSE – HEALTH

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.

\$407.26 • Application required

ECCE CERTIFICATE

In this part-time program, prepare to work in licensed early learning and care settings in B.C. 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.

\$7,327.68 program • Now accepting applications

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 POST-BASIC DIPLOMA

Prepare to work in licensed infant toddler and inclusive childcare settings. The ECCE Post-Basic Diploma includes three components: the Basic ECCE, and the integrated Post-Basic ECCE Infant Toddler and Special Needs. Receive an enriched and comprehensive knowledge of child development and best practices in both areas: working with infants and

toddlers, as well as children with exceptionalities. Each course in the program will cover integrated competencies from both specialty areas, which will result in a higher level of professional competence for graduates of the program.

\$6,566.84 program • Application required

REQUIRED COURSES

Fall Term

ECCE 2313 Advanced Child Growth & Development IT/SN
ECCE 2314 Advanced Field Study IT/SN
ECCE 2315 Advanced Health, Safety and Nutrition IT/SN

Winter Term

ECCE 2200 Enhancing Family Relationships
ECCE 2300 Childcare Administration

Spring Term

ECCE 2316 Role of the Caregiver IT
ECCE 2317 Role of the Caregiver SN
ECCE 2320 Professional Perspectives
ECCE 2235 Infant Practicum
ECCE 2230 Special Needs Practicum 1

Fall Term

ECCE 2316 Role of the Caregiver IT
ECCE 2317 Role of the Caregiver SN
ECCE 2335 Toddler Practicum
ECCE 2330 Special Needs Practicum 2

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, this 36-hour 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.

\$462.44 • 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 skills. 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.

\$480.35 • Application required

ECCE WORKSHOPS

ECCE 1501 DESIGNING ENVIRONMENT FOR LEARNING

Look at 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 workshop will also examine the image of the child and connect the principles of the Reggio Emilia approach within our own cultural context.

\$52.47 · 3 hours

ECCE 1502 RAISING BILINGUAL CHILDREN

This workshop focuses on the role of bilingualism in language development of young children (birth to five years of age). 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.

\$52.47 · 3 hours

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. Explore the characteristic behaviour, causes, myriad challenges and many strategies to stimulate, calm and understand children and/or adults who are faced with this challenge.

\$52.47 · 3 hours

ECCE 1504 THERE'S A POEM FOR THAT

This workshop is about the fascinating world of poetry for children. 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.

\$52.47 · 3 hours

ECCE 1505 EXPLORATION WITH CLAY

In this hands-on clay workshop, be introduced to various kinds of clay used with young children. Learn 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.

\$52.47 · 3 hours

ECCE 1506 INTRODUCTION TO ETHICS

Professionals in the early child care and 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. Increase your knowledge and awareness of ethical practices in the early care and learning field with this two-hour workshop.

\$52.47 · 3 hours

ECCE 1507 EFFECTIVE PARTNERSHIP WITH FAMILIES

In this interactive workshop, acquire strategies for effectively communicating with families. Reflect on 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.

\$52.47 · 3 hours

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.

\$52.47 · 3 hours

ECCE 1509 SEPARATION ANXIETY IN YOUNG CHILDREN

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 professionals who work with young children.

\$52.47 · 3 hours

NEW – ECCE 1510 INCLUSIVE TRAUMA – INFORMED PROCESS

Many children experience trauma in their lives. This workshop will explore common triggers of trauma, the ways it affects the brain development and the creative strategies educators can use in the classroom to support young children who have experienced trauma.

\$83.46 · 4 hours

NEW – ECCE 1513 THE NEED FOR UNSTRUCTURED PLAY

Children's time today is more structured than it has ever been at any other point in modern history. This workshop will identify some ways unstructured plays affects child development and explore some types of experiences that facilitate children's independent learning through play.

\$83.46 · 4 hours

NEW – ECCE 1511 SUPERHERO PLAY

This workshop will provide information and strategies for early childhood educators and caregivers on ways to support and guide young children with rough and tumble, superhero and weapon play.

\$83.46 · 4 hours

NEW – ECCE 1512 MISTAKEN GOALS OF YOUNG CHILDREN'S BEHAVIOR

Parents and educators are often uncertain about the real reasons for challenging behaviours in young children. Workshop participants will explore four goals of mistaken behaviour as described by Austrian psychologist, Rudolf Dreikurs, and discuss effective ways to respond to challenging behaviours.

\$83.46 · 4 hours

INTERPRETING, LANGUAGES & WRITING



INTERPRETING FEATURE

Inside the dynamic career path of interpreting

By Angela Sasso, VCC interpreting instructor

Interpreters are some of the most fascinating people you will ever meet. For many, interpreting might seem to be the simple act that bilingual people engage in everyday, communicating in two or more languages. But interpreting is beyond language, it is more than being bilingual. We frequently say "simply having two hands does not make one a concert pianist" just as speaking two languages does not make one an interpreter. In 2017 the UN declared September 30 International Day for Translators to pay tribute to the work of language professionals, which plays an important role in bringing nations together, facilitating dialogue, understanding



Angela Sasso

and cooperation, contributing to development and strengthening world peace and security.

Interpreters are the critical link that bring together service providers, consumers, clients, services, programs and communities. Interpreters are the common language in a multilingual world – "strengthening world peace and security." Which is why interpreting is among one of the top 10 fastest growing industries, world-wide. As the world continues to shift, interpreters will continue to be in high demand – from hospital rooms to the corporate board rooms.

So, what is community interpreting? It is bi-directional interpreting done on the community level. Community



interpreters work with doctors, nurses, social workers, corrections officers, immigration consultants, lawyers, police officers, physiotherapists, and many other professionals to communicate with their non-English speaking clients and patients. Community Interpreting is a dynamic career choice that allows interpreters to work as freelancers, meeting diverse people, going to interesting places and learning new things, while managing their own schedules. It can be a part-time or full-time occupation. Interpreters have to have very good skills that include language and communication, but also develop in areas such as research skills, professional skills, memory skills, terminology and technical skills, time management and other important abilities. So, it is beyond language where interpreters connect people and communities in a constantly changing world. ■

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

NEW – CWRI 1123 SPARKS TO COMPLETION

What are the poetic underpinnings of the moment? What kinds of habits can you cultivate in order to be ready to write? From generative prompts to places for publication and all the stages in between, this class provides you modes and models for your own creative writing. With a primary focus on poetry, this class will also benefit the essayist or prose writer trying to recharge their connection to language. Through in-class exercises, lectures, discussions and workshops, the goal of the class is to produce new poetry, non-fiction or short fiction.

\$250.75 · 18 hours

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.

\$250.75 · 18 hours

CWRI 1162 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.

\$250.75 · 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.

\$250.75 · 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.

\$250.75 · 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.

\$250.75 · 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. Learn and practice the basics of community interpreting through lectures, readings, individual study, lab practice and simulations.

\$3,080.40 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 intermediate level practicing interpreters to acquire the techniques of simultaneous interpreting used in a court setting. Practice simultaneous interpreting using active listening, comprehension, memory, note taking, paraphrasing, shadowing and dual tasking skills. This compact course is to help practitioners improve their skills for the oral component of the Court Interpreter Certification (CTTIC) exam which is offered once a year.

\$215.24 · 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.

\$212.46 · 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.

\$212.46 · 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.

\$212.46 · 20 hours

LANG 1124 CANTONESE 2

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

\$212.46 · 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.

\$202.72 · 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.

\$202.72 · 20 hours

LANG 1135 FRENCH 3

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

\$202.72 · 20 hours

LANG 1120 FRENCH CONVERSATION 1

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

\$109.12 · 10 hours

LANG 1106 GERMAN 1

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

\$212.46 · 20 hours

NEW – LANG 1107 GERMAN 2

Build more vocabulary and continue to study the structure of word forms. Develop listening and speaking skills with emphasis on correct pronunciation and grammar.

\$212.46 · 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.

\$212.46 · 20 hours

LANG 1110 JAPANESE 2

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

\$212.46 · 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.

\$212.46 · 20 hours

LANG 1127 KOREAN 2

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

\$212.46 · 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.

\$212.46 · 20 hours

LANG 1131 MANDARIN 2

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

\$212.46 · 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.

\$212.46 · 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 present and past tenses to describe activities and routines, learn the imperative to understand instructions, and continue building a strong foundation of the Spanish language. Experience interactive and challenging activities with fellow learners in an easy-going class environment.

\$212.46 · 20 hours

LANG 1136 SPANISH 3

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

\$212.46 · 20 hours

LANG 1111 SPANISH CONVERSATION 1

Develop basic verbal skills through oral practice using different scenarios. Gain confidence for communicating with people in Spanish-speaking places. Prerequisite: LANG 1101 Spanish 1 or equivalent.

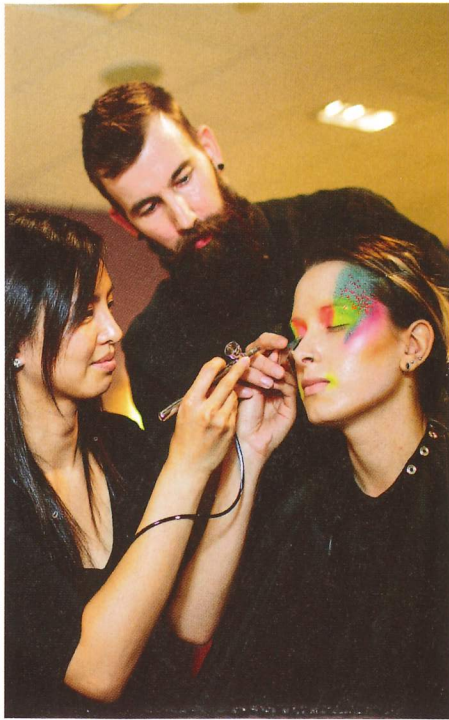
\$114.32 · 10 hours

NEW – LANG 1152 RUSSIAN 1

Easy to read, Russian is one of the world's most rich and expressive languages. Study Russian conversation in this comprehensive introductory course focusing on basic oral skills.

\$212.46 · 20 hours

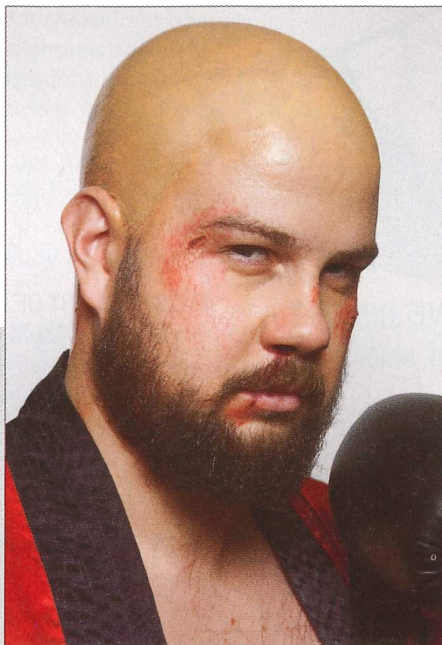
MAKEUP ARTISTRY



MAKEUP FEATURE

Bring characters to life with makeup artistry

As part of the makeup artistry certificate, the Makeup for Film and TV course covers background knowledge about the film industry, including technical information about lighting, script analysis, continuity and makeup application. Students are introduced to the roles and responsibilities of a film/TV makeup artist while learning which makeup products are best suited for different filming formats. The program's final photoshoot incorporates skills developed to create a full character makeup including latex aging application and bald cap techniques as featured here.



Character Makeup: Boxer
Makeup Artist: Rocio Lizeth Duran Pena
Model: Joseph Mallinson
Photographer: Angela Fama

Pictured above, makeup artist Rocio Lizeth Duran Pena developed the look for a boxer in the ring; and, makeup artist Jude Dickson transformed model Arianna Dressler into an archaeologist out in the field.

VCC's makeup artistry certificate program is designed for individuals planning to enter the makeup, film, photography, theatre, fashion, and



Character Makeup: Archaeologists
Makeup Artist: Jude Dickson
Model: Arianna Dressler
Photographer: Angela Fama

bridal industries. Taught by industry experts, the program emphasizes the development of technical and professional skills with the goal of fostering individual growth and creativity. Students who complete this program will develop the skills, confidence, and experience required to provide makeup artistry services and conduct business in all areas of the field. ■

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. Develop the skills, confidence, and experience required to provide makeup artistry services and conduct business in all areas of the field. *Makeup kits required to be purchased at the VCC Bookstore.*

\$2,790.94 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

MKUP 1109 HAIRSTYLING LEVEL 1 FOR EVENING, BRIDAL AND PHOTOSHOOTS

Cover the fundamentals of hairstyling for bridal looks, special events, and photoshoots. Learn about and work with a variety of products and tools used in hairstyling. Be introduced to a range of skills from straightening to updos and create a range of hairstyles to meet clients' needs. *Hairstyling kits required to be purchased at the VCC Bookstore.*

\$604.56 · 30 hours

MKUP 1110 MAKEUP AND HAIRSTYLING FOR INDIAN BRIDAL

Learn advanced techniques for Indian bridal makeup application and hairstyling. 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.

Prerequisite: MKUP 1101 & 1102 or have a recognized certificate from another makeup institution. Makeup kits required to be purchased at the VCC Bookstore.

\$454.69 · 24 hours

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. 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. *Henna/Mehndi kits required to be purchased at the VCC Bookstore.*

\$524.56 · 12 hours

MKUP 1112 ART OF HENNA/MEHNDI LEVEL 2

Art of Henna/Mehndi – Level 2 is a continuation from Level 1. Learn 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 images for social media marketing. *Henna/Mehndi kits required to be purchased at the VCC Bookstore.*

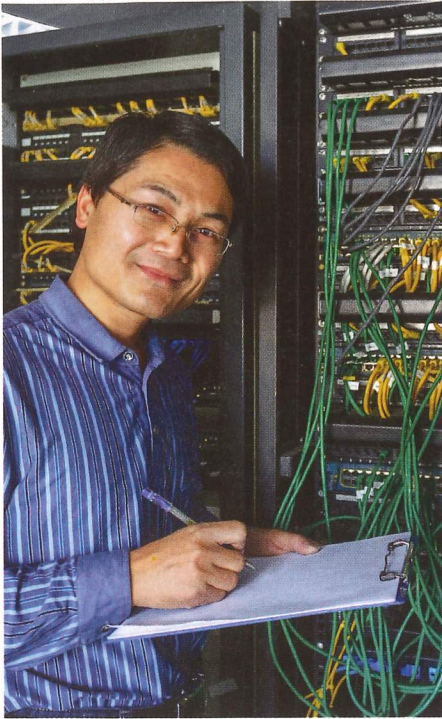
\$524.56 · 12 hours

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 CS 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**.

TECHNOLOGY



TECHNOLOGY FEATURE

Advice for new AutoCAD Users

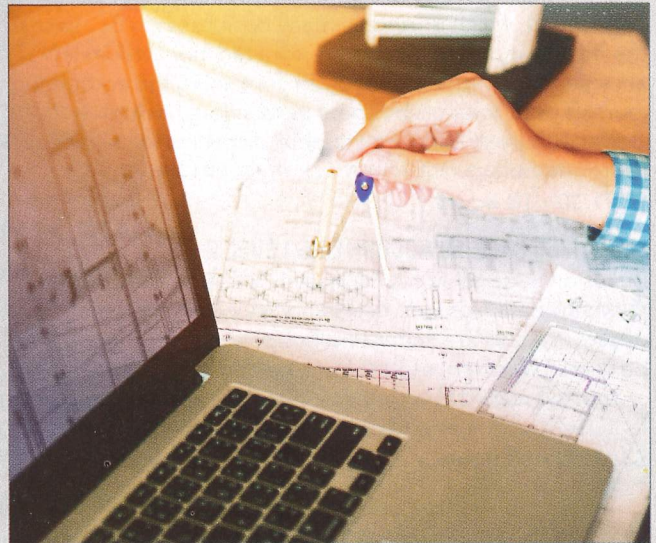
By Melissa Chan, VCC AutoCAD instructor
VCC AutoCAD instructor, Melissa Chan, hails from Manila, Philippines where she obtained a Bachelor of Fine Arts degree with honours. She spent several years as a freelance interior designer handling various residential projects. After moving to Vancouver, she received an Architectural CADD certificate at BCIT and a kitchen and bath design diploma from VCC.

A member of the NKBA B.C. Chapter, she is currently a kitchen and bath designer at a retail company. Calling herself an accidental teacher, she took up teaching by chance and found a new passion in mentoring. She has been

using AutoCAD and SketchUp for more than 10 years and enjoys sharing her knowledge with her students.

Here is her advice for new users of AutoCAD:

1. It's a 2-way relationship – you tell AutoCAD what to do and it will respond and lead you to the next step.
2. If things don't go the way you expect them to, don't get frustrated. Instead, sit back and retrace your steps or hit the "ESC" key.
3. The best thing about making mistakes is that you learn from them. The more



you make, the more you learn.

AutoCAD levels 1 and 2 are offered as part of VCC's drafting and interior design software lineup of courses and start year-round. ■

CONTACT THE TECHNOLOGY DEPARTMENT

TECHNOLOGY
technology@vcc.ca
vcc.ca/technology

TECHNOLOGY

technology@vcc.ca · vcc.ca/technology

ACCOUNTING SOFTWARE COURSES

CMPT 1362 QUICKBOOKS LEVEL 1

Learn how to perform daily accounting tasks including: working with the 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.

\$381.50 · 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.

\$381.50 · 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.

\$381.50 · 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.

\$381.50 · 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.

\$439.95 · 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.

\$255.26 · 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.

\$255.26 · 15 hours

DRAFTING AND DESIGN SOFTWARE

CMPT 1255 INTRODUCTION TO REVIT

Revit software is a powerful design and documentation platform with applications in Building Information Modeling (BIM) systems, which includes architecture, construction, and structural engineering. In this training, students will be introduced to the basics of Revit and the process of creating architectural plans. Students will produce a set of drawings for a small commercial or residential project.

\$458.27 · 7 hours



DON'T DELAY! REGISTER TODAY!

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

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.

\$236.82 · 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.

\$236.82 · 6 hours

CMPT 1707 SKETCHUP ADVANCED

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

\$342.57 · 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.

\$458.28 · 18 hours

CMPT 1952 AUTOCAD LEVEL 2

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

\$403.13 · 15 hours

OFFICE SOFTWARE

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: CMPT 1302 or a working knowledge of Windows PC's.

\$236.82 · 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: CMPT 1129 Excel Level 1 or equivalent.

\$236.82 · 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: CMPT 1131 Excel Level 2 or equivalent.

\$236.82 · 7 hours

CMPT 1130 WORD LEVEL 1

Learn to create and edit documents, apply formatting options, change the view mode, manipulate 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: CMPT 1302 or a working knowledge of Windows PC's

\$236.82 · 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: CMPT 1130 Word Level 1 or equivalent.

\$236.82 · 7 hours

WEB AND GRAPHIC DESIGN COURSES

CMPT 1401 HTML/CSS LEVEL 1

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

\$397.08 · 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.

\$397.08 · 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.

\$397.08 · 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.

\$397.08 · 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.

\$175.26 · 6 hours

CMPT 1430 WORDPRESS WEB DESIGN

An overview of working with WordPress.org software, an industry-leading content management system (CMS). Build and maintain a 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.

\$397.08 · 18 hours

NEW – MACD 1130 PHOTOSHOP LEVEL 1 (MAC)

From photography to web design, this course will help you learn the basics of Photoshop. Learn how to use Photoshop for image editing, graphic design, digital painting, and typography. Please note that this course is taught on a Mac.

\$397.08 · 15 hours

CMPT 1403 PHOTOSHOP LEVEL 1 (PC)

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

\$397.08 · 15 hours

MACD 1127 ILLUSTRATOR LEVEL 1

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

\$397.08 · 15 hours

MACD 1136 ILLUSTRATOR LEVEL 2

Learn advanced features of 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 colour settings, creating special effects, and preparing documents for composite and commercial printing.

\$397.08 · 15 hours

NETWORKING TECHNOLOGY CERTIFICATE

This program is intended for individuals who wish to develop their skills in information technology. It is designed for those who are entering this area, or for those already employed in the field who wish to upgrade their skills

\$4,117.74 program · Application required

Courses can be taken individually

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

PROGRAMMING

NEW – CMPT 1510 INTRODUCTION TO PYTHON PROGRAMMING

Learn how to program in Python, a powerful, fast, friendly, and open-source programming language. This basic programming course is ideal for those who want to learn how to program or those who are already a programmer in another language and want to learn Python. Specific topics include data types, functions, strings & lists, dictionaries and regular expressions. Students should be comfortable with basic mathematics.

\$458.28 · 18 hours

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 CS programs and courses. In the case of a discrepancy between this publication and vcc.ca, the website will be considered the official guide.

For upcoming information sessions visit **vcc.ca/infosessions**.

TRADES



TRADES FEATURE

Compressed Natural Gas (CNG) Training at VCC

VCC is proud to be an official provider of Compressed Natural Gas (CNG) vehicle training in British Columbia.

What is the CNG training course about?

The training prepares students for installation, inspection and repair of Compressed Natural Gas (CNG) Fuel Systems for Vehicles as it relates to the B109-14 code. Some topics include CNG fuel systems overview and industry standards, fuel containers and installation mounting, fuel system installation, and fuel system operation and basic diagnostics.

Does this course include a Pressure Fuel Endorsement?

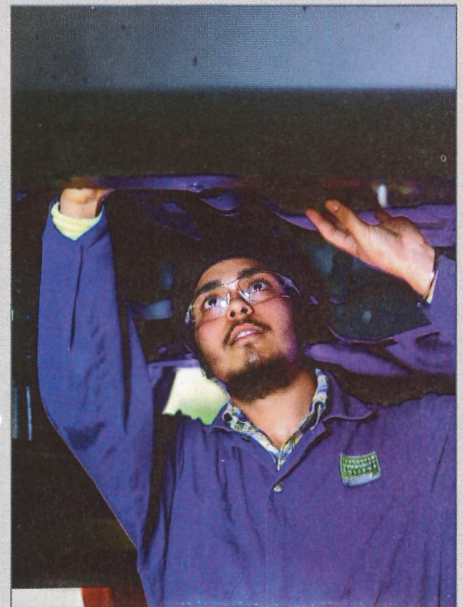
This course is recognized as acceptable training for the pressure fuel endorsement on a commercial vehicle inspector's license.

Are there any pre-requisites for taking the CNG course?

While there are no specific requirements, it is expected that the trainees meet the prerequisites to write the qualifying examination through Technical Safety BC.

What will students gain from this training?

VCC's CNG course helps prepare students for the Vehicle Conversion (CNG) certificate of qualification examination administered and certified by Technical Safety BC. A Vehicle Conversion (CNG) certificate of qualification entitles the holder to maintain, alter, repair and install



compressed natural gas vehicle fuel systems under an operating permit. ■

CONTACT THE TRADES DEPARTMENT

BUILDING
buildingprogram@vcc.ca
vcc.ca/business

RICK HANSEN FOUNDATION
health@vcc.ca
vcc.ca/rhfac

SAMSUNG
samsung@vcc.ca
vcc.ca/samsung

BUILDING

buildingprogram@vcc.ca · vcc.ca/business

NEW – REAL 1140 POOL OPERATOR LEVEL 1

This course provides students with the necessary training to become a pool operator. Topics include pool chemistry, pathogens, water testing, circulation, filtration, disinfection, chemical handling, pool regulations and worker safety. This course meets the requirement under the Health Act for appropriate pool operator training.

\$298.99 · 14 hours

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.

\$1,570.80 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.

\$1,517.74 · 8 weeks · Full-time

RICK HANSEN FOUNDATION

health@vcc.ca

NEW – HLTH 1111 RHFAC ACCESSIBILITY ASSESSOR TRAINING

One in seven Canadian adults currently identify as having a disability, and this number is predicted to increase to as high as one in five by 2036. This means rethinking how we access our public spaces with the goal to ensure the built environment in Canada is accessible for people of all abilities. Rick Hansen Foundation Accessibility Certification™ (RHFAC) Accessibility Assessor Training has been designed to train individuals to use the RHFAC program to rate a building or site based upon its level of meaningful access. 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 varying disabilities. 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.

60 hours · Full-time · Broadway campus

SAMSUNG

samsung@vcc.ca · vcc.ca/samsung

SAMSUNG APPLIANCE REPAIR TECHNICIAN

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 an Award of Achievement from VCC and are also eligible to receive a Samsung Certificate after submitting proofs of their having obtained certifications in Gas Appliance Technician certificate of qualification and Ozone Depletion Potential (ODP). Limited entrance awards are available.

**\$1,778.88 program · 120 hours, part time
Broadway campus · Application required**

REQUIRED COURSES

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

EXPERIENCE VCC

Engage and interact with 120 programs.



OCTOBER 24 3-6 PM

VCC BROADWAY CAMPUS

1155 East Broadway, Vancouver

VCC.CA/EXPERIENCE

