



# VCC

## Continuing Studies

Winter 2019



VANCOUVER  
COMMUNITY  
COLLEGE



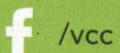




VANCOUVER  
COMMUNITY  
COLLEGE



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



/vcc



/myVCC



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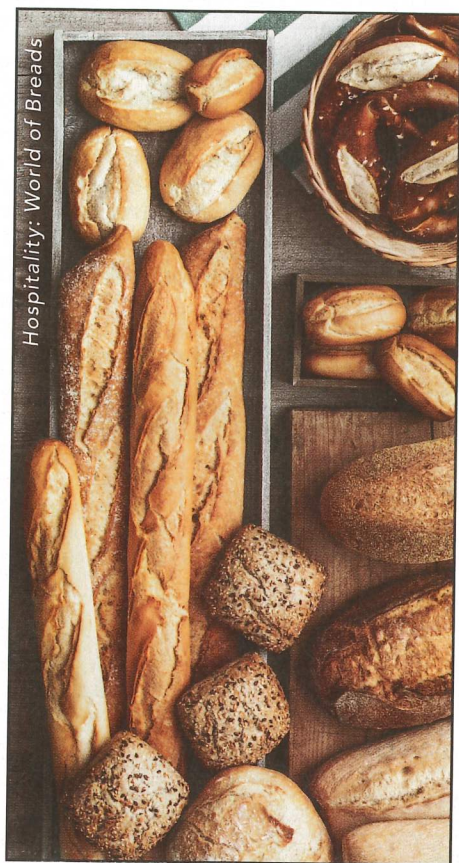
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# NEW AT VCC

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



- Business Communications: Google AdWords Training
- Business Communications: Visual Analytics with Tableau
- Creative Writing: Mystery and Crime Writing
- Creative Writing: Sparks to Completion
- Early Child Care Education: Introduction to School-Age Care
- Fashion: Personal Pattern Making 1 – Bottoms
- Hospitality: World of Breads
- Hospitality: WSET Award in Wine Level 1
- Jewellery: Jewellery Repair
- Languages: Russian 1
- Paralegal: Electronic Discovery and Litigation Technology
- Personal Finance: Building a Stock Portfolio
- Personal Finance: Financial Literacy 101
- Personal Finance: Understanding the Stock Market
- Technology: Designing Infographics with Google Tools
- Technology: Google Fusion Tables: Creating Interactive Visualizations and Maps
- Technology: Introduction to Logic Pro
- Technology: Introduction to Python Programming
- Technology: Photoshop Level 1 (Mac)
- Trades: Pool Operator Level 1

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

For the latest information on courses, schedules, requirements and fees, please check [vcc.ca/cs](http://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](http://vcc.ca), the website will be considered the official guide.

For upcoming information sessions visit [vcc.ca/infosessions](http://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](http://vcc.ca/cs)



# VCC WELCOMES APPLICATIONS FROM CANADIAN CITIZENS AND PERMANENT RESIDENTS

International students please contact [study@vcc.ca](mailto:study@vcc.ca) for eligibility

## THERE ARE THREE WAYS TO REGISTER...

### BY PHONE



Call 604.443.8484.  
Pay by VISA, MasterCard or  
American Express.

### IN PERSON



Register at the Downtown campus  
Room 203, 250 West Pender.  
Pay by cash, cheque, debit or credit card.  
Please see [vcc.ca/cs](http://vcc.ca/cs) for office hours.

### ONLINE



Visit [vcc.ca/cs](http://vcc.ca/cs)  
Returning students, Canadian  
citizens, and permanent residents can  
register for most courses online.

### 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](http://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](http://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. They do not include supply fees, these amounts will be assessed at the time of registration. Tuition fees are subject to an annual increase as approved by the Board of Governors.

### 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. VCC welcomes applications from Canadian citizens and permanent residents.

If you are not a Canadian citizen or permanent resident, please contact the International Education Office at [study@vcc.ca](mailto:study@vcc.ca) or 604.443.8600 to determine your eligibility. Please note that not all CS programs are available to international students. If there are course specific requirements, they are noted on the program web page.

### 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.

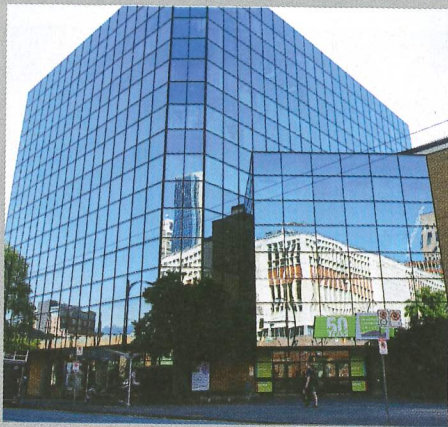
### REFUND APPEALS

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.

**PLEASE VISIT THE STUDENT RESOURCES SECTION OF [VCC.CA/CS](http://VCC.CA/CS) FOR FURTHER INFORMATION ABOUT REGISTERING AT VCC.**



# 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 makeup artistry instructor shares favourite places close to Downtown campus



Kelsey Dickson (above), some of her work (below).



Kelsey Dickson is an accomplished makeup and beauty expert who has been working in the industry for 15 years and has been an instructor for VCC's makeup artistry certificate program for the past 4 years. Her work has been featured on television, in magazines, and on many bridal blogs. She brings her passion for makeup artistry to the classroom. Here she shares her list of cool places near the Downtown campus.

**Best place to grab a coffee:** JJ Bean at Woodward's (146 W. Cordova St.). They make the best vanilla lattes and their cookies are definitely my weakness!

**A great place to grab lunch:** Tacofino (15 W. Cordova St.) is so delicious! It is a great place to pop in and have lunch, or grab it to go if you're in a hurry.

**Best place to shop:** The Latest Scoop Gastown (305 Water St.). This is a cute boutique that carries a great selection of women's fashions, accessories, and home decor items.

**Favourite dinner spots:** Tableau (1181 Melville St.). The food and drinks

are delicious making it a great spot for meeting up with friends or date night. On weekends try their brunch, I highly recommend their chicken and waffles!

**Favourite local business:** Gloss Boudoir (119 West Pender St.). I am a little biased since when I'm not teaching you can often find me in the studio doing makeup and hair, and making women feel empowered and beautiful!

**Great place to grab a drink:** The Fairmont Pacific Rim Lobby Lounge (1038 Canada Place) is a great place to grab drinks with friends. The space is so glamorous and they always have live music.

**Best place to spend some free time:** Yaletown, specifically The Cross Decor & Design (1198 Homer St.) is a great place for home decor inspiration and I love Barking Babies (188 Homer St.) for treats for my Yorkie.

**Best bakery:** Pure Bread Vancouver (159 W Hastings St.). This bakery is full of incredible loaves, pastries and cakes and it is super close to the campus! ■



# BAKING & HOSPITALITY



## TEA SOMMELIER FEATURE

### Teas of the World

Did you know that all tea is made from the same plant? Tea, one of the oldest beverages in the world, has many variations depending on where in the world it is grown. No matter where it is produced, the whole world loves a good cup of tea.

**China** – It is believed that drinking tea originated in China so it is fitting that the country produces the most expensive tea in the world. Da-Hong Pao tea leaves are valued at \$1.2 million per kilo! The process of making Da-Hong Pao tea is a secret dating back to the Ming Dynasty and the drink has been declared a national treasure by the Chinese government.

**India** – India vies with China for the title of world's largest producer of tea. There are more than 100,000 tea estates and 70% of the million metric tons of tea it produces is consumed nationally. Assam is India's indigenous, wild-growing tea plant variety. The processed leaves produce a characteristically strong, full-bodied and malty tea.

**Kenya** – Kenya's rich reddish soil has a high mineral content and the high altitude of the tea plantations mean that Kenyan tea has higher antioxidant content than other teas produced around the world. The international success of Kenyan tea has made it the top foreign exchange earner for the Kenyan economy.

**Portugal** – Gorreana is Europe's oldest, and currently only, remaining tea plantation. Based on the island of São Miguel, the plantation covers 32 acres and produces about 33 tons of tea per year. The unique location, with neither

a rainy nor a dry season, means that no naturally occurring tea plagues exist, creating a 100% organic tea.

**Argentina** – Argentina is known for its mate, a caffeinated tea made from the yerba mate plant, a species of holly. The vegetal tasting beverage is Argentina's national drink and is known for its health benefits from its high levels of antioxidants, minerals and other nutrients. Argentina also produces black tea, exporting approximately 50,000 metric tons of it annually.

You can explore more about tea in VCC's tea sommelier program (page 8). Learn tea procurement and storage, developing tea lists/menus, delivery of tea service, and training of staff. Each student will be required to complete each course before they are eligible to participate in a final exam, which is administered by the Tea Association of Canada. ■

## 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 techniques and how to use decorating tools. Develop skills in making different types of cakes, icings, and fillings.

**\$374.08 · 15 hours**

#### CUIS 1137 CAKE MAKING AND DECORATING 2

Pick up tips and tricks of how to cover and decorate with fondant and marzipan. Master more complicated cake making including mousse cake in this intermediate level course. Learn fondant decorating techniques such as flower making, using silicone mould and cutters as well as how to decorate with chocolate.

**\$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.

**\$475.00 · 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**

#### NEW – CUIS 1106 WORLD OF BREADS

Bread is a delicious staple in many cultures around the world. Chef Bruno Feldeisen will take you on a virtual bread tour of Europe as you learn to make the best breads from Ireland, Italy, Germany, France, and Portugal.

**\$475.00 · 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

### WINE SOMMELIER

#### NEW – WSOM 1501 WSET AWARD IN WINE LEVEL 1

VCC is excited to partner with Statera Wine Academy to offer the Wine & Spirit Education Trust (WSET) wine qualifications. WSET Award in Wine Level 1 is designed for individuals new to wine study. This qualification provides a hands-on introduction to the world of wine. Explore the main types and styles of wine through sight, smell, and taste. Learn the basic skills to describe wines accurately and to make food and wine pairings. Upon successful completion, you will receive a WSET certificate and lapel pin.

**\$504.84 · 15 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**.



# BUSINESS



## LEADERSHIP FEATURE

### This can be you – volunteer manager

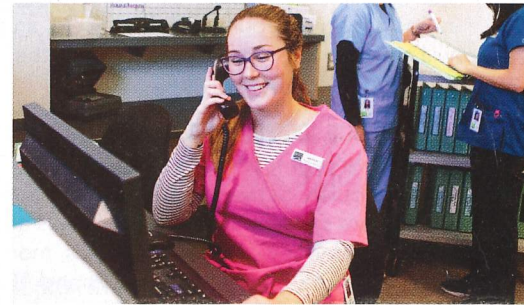
By VCC instructor Milena Santoro

Does this sound like you? Friendly, outgoing, lover of challenges, flexible, helpful, organized. If so, then you might be a perfect fit for developing a career as a volunteer manager.

Volunteer management can be a part time or a full time job. Professional volunteer managers instead can have paid employment on a regular basis with non-profit organizations and educational or care facilities. Another aspect of volunteer management is helping to organize special events, fundraising and gala events, sports gatherings, and games or conventions.



As a volunteer manager you will be involved in developing community relations and community building. The skill set you need will be as varied as your work and possibly involve developing proposals, recruiting and screening volunteer applicants, training and orientation supervision, evaluation and reporting. Applying for grants and administrative tasks is also often part of the job description.



The job is multi-faceted, but comes with huge personal rewards. You will have countless opportunities to interact with volunteers who are giving of their time and energy because they too are friendly and like being helpful. You will help these amazing volunteers reach their full potential through many positive experiences.



Volunteer management  
instructor Milena Santoro

VCC's volunteer management certificate (page 13) will help give you the knowledge and skill set needed to help you on this exciting and fulfilling career path. ■

## 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

### NEW – PERSONAL FINANCE

#### NEW – FNCE 1001 BUILDING A STOCK PORTFOLIO

How do you evaluate stocks? How do you read an annual or quarterly report? What is a growth stock, a value stock, and a dividend? This course explains how to build a portfolio of stocks and ETFs. Examine case studies of US and Canadian companies like Amazon, Apple, Royal Bank, TD Bank, BCE, and CN to better understand why and how they've provided excellent investment returns. With an understanding of some of the technical yardsticks for a successful stock portfolio, like P/E ratios, return on equity, dividend yield, and cash flow, learners will create practice portfolios to apply their learning.

**\$200.00 • 6 hours**

#### NEW – FNCE 1000 FINANCIAL LITERACY 101

To achieve your financial goals, you need to understand the vocabulary of money, and how our financial, credit, and investment systems work. This course is a survey of everything to do with money – from credit cards, mortgages and interest rates to stocks, bonds, ETFs, RSPs and TFSA's. Examine household budgets, personal audits and other ways to track and control spending.

**\$200.00 • 6 hours**

#### NEW – FNCE 1002 UNDERSTANDING THE STOCK MARKET

The stock market is a powerful tool for building wealth over time. This course explains how markets work, focusing on stocks, bonds, mutual funds, and ETFs. Examine the relative merits of using a financial or investment advisor versus setting up self-directed investing accounts, and how to make the best use of RSPs and TFSA's.

**\$200.00 • 6 hours**

## 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

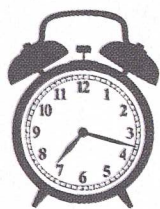
This course offers useful and practical information in measuring and managing website traffic. Discover how to increase your traffic via current search engine optimization (SEO) techniques and monitoring your website activities with Google Analytics.

**\$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. 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**



## 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](http://vcc.ca/cs)



## **NEW – CMPT 1511 VISUAL ANALYTICS WITH TABLEAU**

This course covers the basic features and functionality of Tableau, a data analytics and business intelligence software. Gain an overview of visual data analytics, and through working with data, 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.

**\$90.00 · 3 hours**

### **SMBU 1102 MARKET YOUR BUSINESS**

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

**\$90.00 · 3 hours**

### **SMBU 1103 SMALL BUSINESS MANAGEMENT**

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

**\$90.00 · 3 hours**

### **SMBU 1104 SMALL BUSINESS BOOKKEEPING**

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

**\$90.00 · 3 hours**

### **SMBU 1105 UNDERSTANDING FINANCIAL NEEDS**

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

**\$90.00 · 3 hours**

### **SMBU 1106 HUMAN RESOURCES**

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

**\$90.00 · 3 hours**

### **SMBU 1107 FINANCE STATEMENTS AND PLANNING**

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

**\$90.00 · 3 hours**

### **SMBU 1108 LEGAL OBLIGATIONS**

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

**\$90.00 · 3 hours**

### **SMBU 1109 FINANCING YOUR BUSINESS**

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

**\$90.00 · 3 hours**

### **SMBU 1110 PREPARING YOUR BUSINESS PLAN**

Explore and practice the essentials of creating a business plan.

**\$90.00 · 3 hours**



## LEADERSHIP AND MANAGEMENT

leadership@vcc.ca · vcc.ca/business

### 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.

**\$1,188.05 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.

**\$2,376.12 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. These one-day 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](mailto: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](mailto: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](mailto:officeadmin@vcc.ca) • [vcc.ca/business](http://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 charge • 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, JEWELLERY & GEMMOLOGY



## GEMMOLOGY FEATURE

### Gemmology at VCC through the eyes of a student

#### What brought you to the Gemmology program?

I found out about the gemmology program when I was already enrolled in the jewellery art and design program. Gemstones are my favourite part of jewellery, so I wanted to focus on that.

#### Why did you choose VCC?

I chose VCC because I have taken a few courses over the years and have been happy with the education. Bonus being that this program is offered in the best city in Canada and my hometown.

#### How would you describe your experience?

My experience with the Gemmology



Department Head Donna Hawrelko  
with Erica Dentinger

program has been great! I went in thinking I knew a lot about gemstones but I quickly realized there was so much more to learn. My favourite part of the program has been hands on learning with real gemstones and equipment like microscopes. Donna Hawrelko has been an enormous help with her wealth of knowledge not just of gemstones, but the entire industry.



Anything unusual  
you've learned?  
I learned that  
there is an  
opalized  
dinosaur fossil!

#### What do you design?

I use colourful  
gemstones in  
interesting shapes and design  
jewellery around them. I'm constantly  
amazed at the earth's ability to create  
what are essentially beautiful rocks,  
so I like the focus to be on the natural  
beauty of gems.



Earrings designed  
by Erica

#### Goals after the program?

My ultimate goal is to open my  
own jewellery store with a focus on  
gemstones. I hope to travel abroad  
to seek out ethical and eco-friendly  
gems straight from the source.

Learn about VCC's Gemmology  
programs on page 21. ■

## 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](mailto:fashion@vcc.ca) · [vcc.ca/fashion](http://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.

**\$15,658.40 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 & 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.

**\$22,749.67 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

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

For the latest information on courses, schedules, requirements and fees, please check [vcc.ca/cs](http://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](http://vcc.ca), the website will be considered the official guide.

For upcoming information sessions visit [vcc.ca/infosessions](http://vcc.ca/infosessions).



## 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.

**\$2,949.04 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 KOREAN PATCHWORK TECHNIQUES

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.

**\$400.99 · 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.

**\$390.99 · 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.

**\$385.99 · 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.

**\$95.86**



## 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). Students who have completed the CGA's professional gemmology program, have passed their Canadian exams and have earned their credentials as an FCGmA (Fellow of the Canadian Gemmological Association), now have the opportunity to write their Gem-A exams (Diploma and Practical) and gain their FGA credentials WITHOUT taking the Gem-A course.

**\$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. Students who have completed the CGA's professional gemmology program, have passed their Canadian exams and have earned their credentials as an FCGmA (Fellow of the Canadian Gemmological Association), now have the opportunity to write their Gem-A exams (Diploma and Practical) and gain their FGA credentials WITHOUT taking the Gem-A course.

**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 internationally recognized as the premier jewellery appraisal-training program in the world.

**\$5,685.58 program · 90 hours**

## 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**



# 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](http://vcc.ca/cs)



## 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 – JEWL 1116 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.

**\$574.52 · 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**

## INTERIOR DESIGN

[interiordesign@vcc.ca](mailto:interiordesign@vcc.ca) · [vcc.ca/design](http://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.

**Contact us for more details**

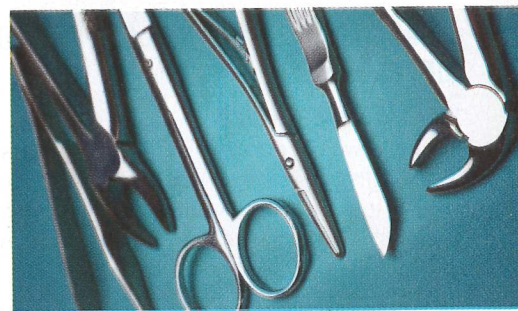
## FOR THE LATEST: VCC.CA/CS

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**.



# HEALTH SCIENCES



## HEALTH FEATURE

### Meet Pranita Raj, VCC MDRT instructor

#### What do you teach?

I have been a MDR theory instructor since 2012, providing students with knowledge and practical skills for a career as a Medical Device Reprocessing Technician (MDRT). It is also my job to make students aware of MDR technicians critical role in healthcare and work as a member of a team in a fast paced environment.

#### What do you love about teaching?

I feel like my work has a purpose; educating and training my students well so they can make a difference in someone's life. I like seeing my students grow in knowledge, confidence and skills. Plus, it keeps me learning new things everyday.



Pranita Raj, VCC MDRT Instructor

#### Can you tell us about your career path?

My teaching journey started in Fiji where I was a high school teacher after I graduated from the University of South Pacific with a Bachelor of Education degree. I migrated to Canada in 1999,

worked at various jobs until I started a career as a MDR technician in 2006. I've always liked the idea of helping others and making a difference in people's lives. When the opportunity arose to be the MDR instructor for Fraser Health in 2011 I took it. I still work there and at VCC.

#### How does your work influence your teaching?

Being a MDRT myself has helped me because it allows me to engage in hands on learning and gain experience. I can also see from my students' perspective and understand the challenges they might face in theory and clinical.

#### What would people be surprised to know about working in MDR?

MDR is the heart of the hospital: MDRTs are like back stage crew in theater performance. We are not visible, however, without us the show won't go on.

Learn about VCC's MDRT program on page 24. ■

## 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



## ECCE FEATURE

### New course – Introduction to School-Age Care

Well educated and passionate educators are needed now more than ever. Studies show that children who have access to caring responsible adults in after school programs:

- develop critical thinking skills
- develop social and emotional skills
- have meaningful self-direction social time with friends
- feel a sense of well-being and belonging as result of having access to a consistent, caring adults and learning community

- are able to take part in exciting and fun group games, creative arts activities and community field trips and events
- have access to nutritious snacks

These after school programs also support working families, support children with alternative learning needs and connect academic and home life environments.

However, there is no formal training for school-age care professionals. Various organizations develop internal training for the new employees or randomly hire people with different profiles and levels of education.

VCC's "Introduction to School-Age Care" launching in January, has the potential to develop into a broader and more comprehensive school-age care program. The course will be taught by VCC instructor Tyler Summers who has been working in school-age care for two decades and is the executive director at Jericho Kids Club Child Care Society and a member of the School Age Child Care Association of British Columbia.

Participants in this course will explore broad-based, foundational knowledge and learning required to work successfully in school-age programs. Key concepts include child growth and development, three school-age domains (group games, self-directed social play and creative/fine arts), curriculum/program development, care and guidance best practice, and elements of the British Columbia Early Learning Framework.

Find out more about ECCE programs on page 27. ■

## CONTACT THE HUMAN AND FAMILY SERVICES DEPARTMENT

COUNSELLING SKILLS  
counsellingskills@vcc.ca

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



## COUNSELLING

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.

**\$531.94 · 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.

**\$7,647.80 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.

**\$6,464.97 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**

## SCHOOL – AGE CARE

### NEW – ECCE 1113 INTRODUCTION TO SCHOOL-AGE CARE

The purpose of this course is to offer broad-based, foundational knowledge and learning for people working or who plan to work in school-age programs. Key concepts include child growth and development, three school-age domains (group games, self-directed social play and creative/fine arts), curriculum/program development, care and guidance, best practice and elements of the British Columbia Early Learning Framework.

**\$410 · 36 hours**



# INTERPRETING, LANGUAGES & WRITING



## WRITING FEATURE

### The journey to writing

By Renée Saklikar, VCC writing instructor

In 1987, I entered law school; in 1991 I was called to the B.C. Bar as a barrister and a solicitor. But I'd always been a scribbler, words always fascinated me. I soon realized that a poet's life was for me. I've kept all my journals from my law school days. Even then, interspersed with class notes on constitutional history, were many fragments of poetry.

In 2010, I graduated from the Writers Studio of Continuing Studies at Simon Fraser University. It was an experience that changed my life. In the studio, I had the great fortune of being mentored by three exceptional writers: Wayne Compton, (he and I released an anthology together, *The Revolving City: 51 Poems and the Stories Behind Them*, Anvil Press/SFU Public Square,



Renée Saklikar, VCC writing instructor

2015); former Vancouver Poet Laureate, Rachel Rose, and acclaimed author, Betsy Warland.

From these three, I discovered I had a story to tell: a kind of memoir, about being born in India, immigrating to Canada when very young, living all across Canada, and the bombing of Air India Flight 182. That memoir became my first book of poetry, *Children of Air India*, *Un/authorized Exhibits and Interjections*, which won the 2014 Canadian Authors Association Award for Poetry. It was also a finalist for the Dorothy Livesay Poetry Prize. An opera based on the book,



air india [redacted], was the culmination of a two-year collaboration with Irish artists, and Vancouver's Turning Point Ensemble.

I now have three published books, including my current book, *Listening to the Bees* (Nightwood Editions, 2018 and co-authored with GG award winning Dr. Mark Winston). Our book is a B.C. best seller and I'm now ending a three year term as the first Poet Laureate for the City of Surrey. As well, I serve on the board of the Surrey International Writers Festival, Event magazine and The Capilano Review. I also curate a monthly poetry reading series, Lunch Poems at SFU. I love teaching creative writing at VCC and I hope my story shows: anything is possible once you set out on your writing journey.

Leran about VCC's writing courses on page 29. ■

## 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](mailto:creativewriting@vcc.ca) [vcc.ca/languages](http://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**

### NEW – CWRI 1177 MYSTERY AND CRIME WRITING

Have an idea for a mystery novel? Mired in the middle of a tough first draft? Then this is the class for you! Learn how to write an opening that hooks readers, plant clues and red herrings create detectives and suspects, and revise your work for publication. Suitable for writers of all levels.

**\$250.75 · 18 hours**

## INTERPRETING

[cs-interpreting@vcc.ca](mailto:cs-interpreting@vcc.ca) [vcc.ca/languages](http://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**

*Courses must be taken sequentially.*

#### 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 only, 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 (CTIC) exam which is offered once a year.

**\$215.24 · 15 hours**

## LANGUAGES

[languages@vcc.ca](mailto:languages@vcc.ca) [vcc.ca/languages](http://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**

**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

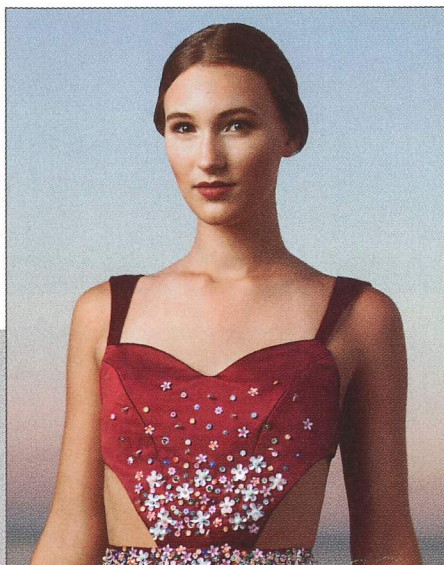
### Introducing makeup artistry graduate Kelly Bui

#### What is your current job?

I am currently a freelance makeup artist. My main focus is on bridal and commercial makeup.

#### Share an interesting thing about your journey

Prior to being a paid artist, I did a lot of free work to help build my portfolio. I volunteered to do makeup whenever I had spare time. This gave me the opportunity to gain valuable experience and to meet some of the most amazing people in the industry. It also led to paid gigs and referrals. Even now, I do volunteer and trade work in my spare time as it challenges me to work with different people in different kinds of environments.



A sample of Kelly's work. Model: Sydney Stuart.

Hard work does pay off so don't give up on something you love.

#### What was the best part about VCC?

I liked that the tuition fees were affordable. I enjoyed the smaller class sizes which allowed me to have more one-on-one time with the instructors and I was able to get to know my classmates so we could learn tips and tricks from each other.

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

Since I took mostly night classes, my favourite place was the cafeteria. I'd go there to grab a coffee before class and would sit there with my iPad and browse the internet for inspiration.



VCC makeup graduate, Kelly Bui

#### If you could have lunch with anyone, who would it be and why?

It would be Oprah Winfrey. She is a strong woman who went through a lot to get to where she is today. Her story inspired me to follow my passion and not give up on my dreams.

#### What would people be surprised to know about being a makeup artist?

People would be surprised that there are so many different career paths: freelance, film, special FX, blogger, celebrity makeup artist, counter work, and more. I still find myself taking additional courses or training to enhance my skills. Makeup is always changing and keeping up with trends is always fun.

Flip to the next page for info on VCC's makeup programs and courses. ■

## 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**

*Makeup kit cost approximately \$1800.00*

#### 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.

*Makeup 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**

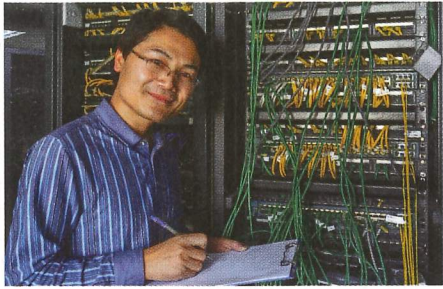
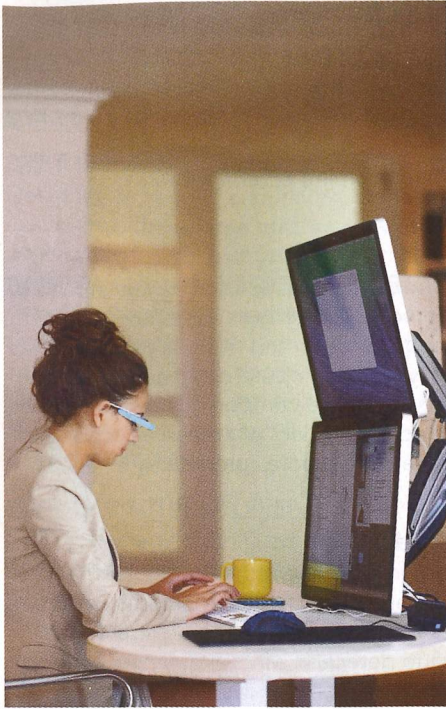
## FOR THE LATEST: VCC.CA/CS

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

### 7 tips to get comfortable with computers

#### 1. Backup, backup, backup!

With timely backups, you can avoid loss of important data which, often times, are irreplaceable. Backup options can include free and paid cloud storage options, and local storage media, such as external hard disks or USB memory sticks.

#### 2. Explore new features

The fastest way to learn is by doing. Be ready to make mistakes and learn from them. Current software and hardware technology come with myriad functions, and one of the quickest ways to familiarize yourself with those is to try them out.

#### 3. Keyboard shortcuts

Learn keyboard shortcuts for the tasks that you regularly perform –

these can save you a lot of time and can, quite often, be used across many applications. For example, the shortcut to copy and paste a selected piece of text on a Windows machine would be Ctrl + C and Ctrl + V, respectively.

#### 4. Join a learning group

Learning can be fun and motivational if done in a group. Whether at your local library, or in a classroom, you can gain from the support of others who may have the same goals as you.

#### 5. Threats, alarms, and privacy

Adopt a conservative approach when sharing your personal and confidential information on the internet. Phishing is a type of scam where the scammers disguise as a trustworthy source in an attempt to obtain private information, such as passwords and credit card details. Look out for emails which link to fake websites asking users to enter their private information. Protect yourself by keeping your system and applications up to date.

#### 6. Healthy body, healthy mind

When working on a computer be mindful of your posture, and refrain from crouching, hunching, or working in one position for too long. While learning computer applications can be quite captivating, be sure to take regular breaks by getting up and stretching over a quick walk.

#### 7. Grow from the basics

All of the Basic Computer Skills courses have a hands-on learning component, making it easier for students to practice their skills in class with guidance from an expert.

Want to understand the basics of a computer operation? Start with the Introduction to Computers and File Management course. Comfortable with using a computer but want to learn internet features and tools? Take the Internet Applications course. Need MS-Office skills in Word, Excel and PowerPoint for work or personal use? Gain those with VCC's Word Excel PowerPoint course. All of these can be found on the next page. ■

## 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

The SketchUp, Revit, and AutoCAD courses under this section have been approved for Core learning units as part of the Architectural Institute of British Columbia (AIBC) Recognized Educational Provider program.

#### 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 · 18 hours**

#### CMPT 1703 SKETCHUP LEVEL 1

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

**\$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. Starting with a thorough overview of AutoCAD's basic commands and features, this level 1 hands-on course covers drawing basic objects (ie. lines, circles, arcs, polygons, blocks), modifying and changing properties of objects, working with layers, dimensioning, hatching, text, proper scaling and page setup for plotting and printing using layouts, and viewports.

**\$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**

## **MARKETING AND ANALYTICS COURSES**

For courses in Marketing and Analytics, please refer to the Business section of this catalogue (page 10).

## **WEB AND GRAPHIC DESIGN COURSES**

### **NEW – CMPT 1531 DESIGNING INFOGRAPHICS WITH GOOGLE TOOLS**

Learn how to create visually appealing, interactive, and easily understandable infographics to capture an online viewer's attention. Students will learn design principles for effective communication through infographics and will utilize data sets for designing charts through Google Drive. Participants are required to have Google Drive accounts.

**\$69.00 · 3 hours**

### **NEW – CMPT 1521 GOOGLE FUSION TABLES: CREATING INTERACTIVE VISUALIZATIONS AND MAPS**

Data mapping is a highly sought-after skill because of its effectiveness to communicate and engage online audience. The skills gained in this course have application in real-world situations in service of more effective communications, advocacy, and marketing goals. Learn the basic principles and skills related to interactive point-of-interest and choropleth maps. Participants are expected to have Google Drive accounts.

**\$329.00 · hours**

### **CMPT 1401 HTML/CSS LEVEL 1**

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

**\$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**

## 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**

## MUSIC TECHNOLOGY

### NEW – MACD 1141 INTRODUCTION TO LOGIC PRO

Learn the basics of music production using Apple's Logic Pro software. The course covers the tools necessary to write, produce, mix, and master music in Apple's Logic Pro. Class time will be split between lectures and hands on learning. This course will be taught on the Mac platform and students will be introduced to the basics of Mac operating system.

**\$258.61 · 10 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**



# TRADES



## TRADES FEATURE

### Prabhdeep Dhillon: A Building Service Worker success story

The Building Service Worker program is a comprehensive full-time course that 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. 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. Gain certification in WHMIS and Foodsafe.



Prabhdeep Dhillon

#### Prabhdeep Dhillon tells us about her experience.

I arrived in Canada just five months ago. I read about the Building Service Worker course in the Metro Vancouver newspaper, I attended the information session and after that I was admitted into the course.

I learned a lot during this program. My English was not very good before but it improved during the course. All the instructors were so good and I really liked their way of teaching. I particularly



enjoyed my practicum at John Oliver Secondary School. During my practicum I gained hands-on experience with using machines like those for scrubbing and stripping, and gained knowledge of various cleaning chemical products. I also did waxing, cleaning the windows, sweeping and mopping.

During the program I worked in post-event housekeeping at Rogers Arena. I finished my course and had a wonderful graduation ceremony. I am really thankful to all the staff at VCC.

I really think that Vancouver Community College is the best college. It provides so many courses and opportunities to the students. The teaching and non-teaching staff are really nice and helpful.

To find out more about the Building Service Worker program, turn to page 38. ■

## CONTACT THE TRADES DEPARTMENT

BUILDING  
buildingprogram@vcc.ca  
vcc.ca/business



## BUILDING

buildingprogram@vcc.ca · vcc.ca/business

### NEW – REAL 1140 POOL OPERATOR LEVEL 1

Gain 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.

**\$290.00 · 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 the 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**

## SERVICES FOR STUDENTS – Get the help you need to succeed in your studies at VCC and beyond.

### CAREER SERVICES

Research your chosen field, search job listings, write a resumé, and practice job interview skills. Visit **vcc.ca/careerservices**.

### COUNSELLING

Free, professional, and confidential counselling is available to help you set goals, manage your workload, choose a career, and deal with stress, anxiety, and personal matters. **vcc.ca/counselling** or **604.871.7000, option 2**

### DISPUTE RESOLUTION

VCC's Arbiter of Student Issues (ASI) is ready to provide support to VCC students around conflict or complaints. **604.871.7000, ext. 7040**

### DISABILITY SERVICES

VCC is dedicated to making the college accessible to students of all abilities. Receive specialized services on an individual basis including job search assistance and community resource referrals. **vcc.ca/disabilities**

### EAT. SHOP. MORE.

There are benefits to having a culinary school on campus – not to mention a bakery, a salon, a dental clinic, and an auto shop.

### INTERPRETING SERVICES

Deaf, DeafBlind, and hard of hearing students can access sign language interpreters through the Interpreting Services office. **vcc.ca/interpreting**  
**604.871.7000, ext. 7518**

### INDIGENOUS SERVICES

Furthering reconciliation through education. Learn more and connect with us by visiting **vcc.ca/indigenous**.

### LEARNING CENTRES

VCC Learning Centres offer free tutoring, workshops, and a variety of educational resources. From homework help to mastering study skills, our tutors help students develop techniques that lead to academic success. **vcc.ca/tutoring**

### WIRELESS INTERNET SERVICE

Enjoy free WiFi when you log in with your student account. For guests, two hours of free access are available. **vcc.ca/wifi**





# FLOURISH

VCC FOUNDATION GALA




This green-tie gala fundraiser showcases creations by Vancouver's leading culinary artists, and the best of VCC's fashion, music, and more. Join us in helping the next generation of VCC students flourish.

**WEDNESDAY, MARCH 13, 2019, 7 P.M.**

Purchase tickets [vcc.ca/gala](http://vcc.ca/gala) | **604.871.7082**

BUY THREE TICKETS AND THE FOURTH IS COMPLIMENTARY, USE CODE 'CS2018'



Vancouver Community College is developing a new Campus Master Plan to help shape the future of both campuses.

## We want to hear from you!

Share your idea for the future of VCC's campuses at [vcc.ca/big-ideas](http://vcc.ca/big-ideas)



**BUILDING  
IDEAS**

For more information, please check out our website at:  
[vcc.ca/campus-plan](http://vcc.ca/campus-plan)

