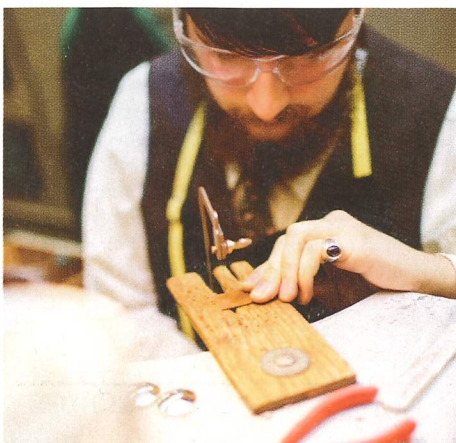
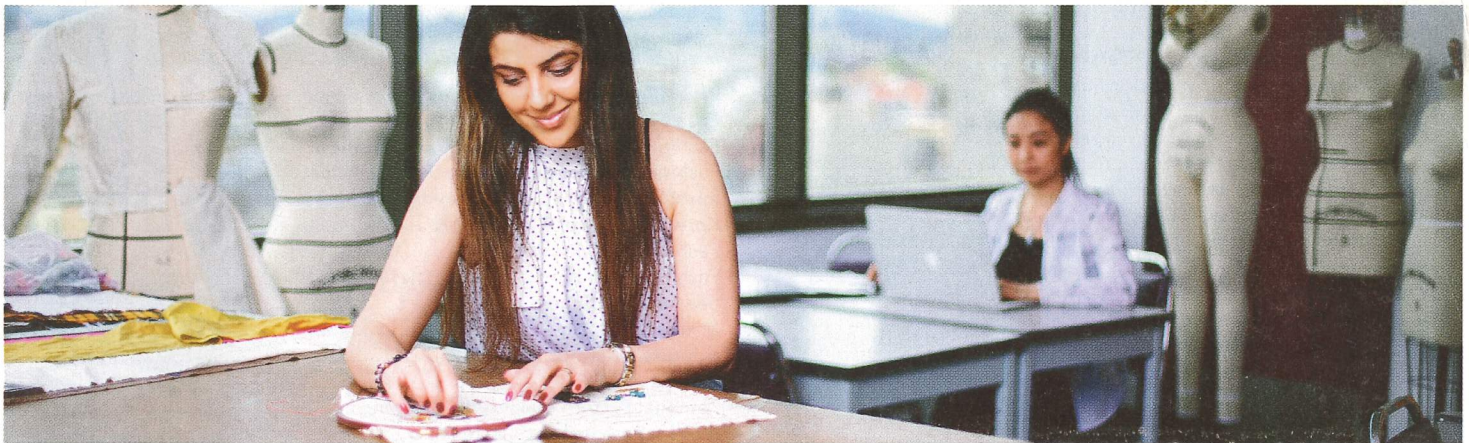
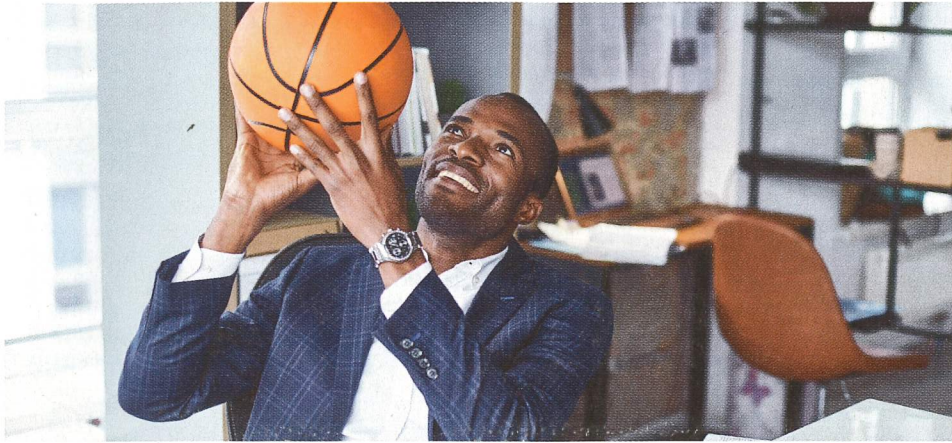


VANCOUVER  
COMMUNITY  
COLLEGE



# VCC

Continuing  
Studies

Spring 2019






VANCOUVER  
COMMUNITY  
COLLEGE




**vcc.ca/cs**

DOWNTOWN CAMPUS  
250 West Pender St.  
Vancouver, BC  
V6B 1S9

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# NEW CLASSES AT VCC

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- Introduction to Chocolate (p. 8)

## BUSINESS COMMUNICATIONS

- Google Adwords Training (p. 10)

## CREATIVE WRITING

- Mystery and Crime Writing (p. 29)

## COUNSELLING

- Counselling Skills Foundational Certificate (p.26)

## EARLY CHILD CARE EDUCATION

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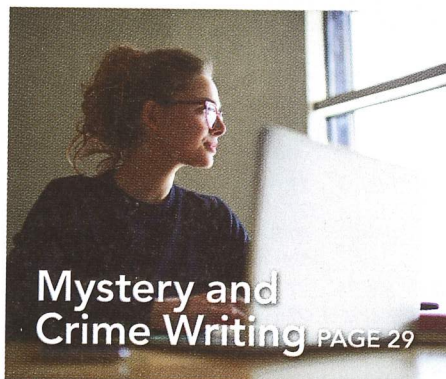
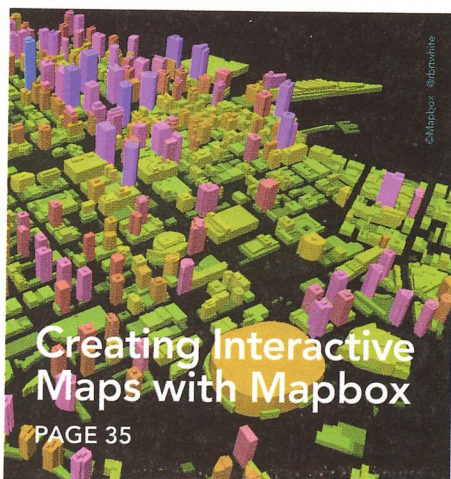


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## TECHNOLOGY

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## TRADES

- Pool Operator Level 1 (p. 38)
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## 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 Vancouver Community College Continuing Studies (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).



# 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 MasterValuer instructor shares favourite places close to Downtown campus



Karen Howard, FCGmA, RMV, CAP-CJA

Karen Howard is the MasterValuer instructor in the Gemmology and Jewellery certification programs at VCC. Here she shares some of her favourite places near the downtown campus:

As an instructor visiting from Ontario, the location of the VCC downtown campus offers a lot for me to see and do. When I wander away from the campus, popping into the stores and restaurants of Gastown like One of Few (353 Water St.) and John Fluevog (65 Water St.) is a fun thing to do. I also had a great time with my students after classes one day at The Flying Pig (102 Water St.).

A place I always go to for brunch when I come to Vancouver is Scoozies (445 Howe St.) It's a bit of a walk from campus but it has such good food and a relaxed atmosphere. I also like to visit Birks (698 W. Hastings) to look at the jewellery

as well as the items in the Van Cleef and Arpel pop-up inside the Birks store. It really is a hidden gem.

The other activity I really like is walking along the waterfront near the Vancouver Convention Centre (999 Canada Place), the hustle and bustle of nature and boats is fascinating. I think the combination of nature and city is amazing in Vancouver.

Downtown Vancouver offers a variety of things to see and do in my off time. However, I am always aware that I am in Vancouver first and foremost to help the students who are taking my courses to advance their career and for me that is the biggest pleasure.

Learn more about the Gemmology and Jewellery certification programs offered at VCC on page 21 & 22. ■



# BAKING & HOSPITALITY



## CHOCOLATE FEATURE

### A history of chocolate and a few useful facts

By Caroline Griffiths,  
VCC Introduction to Chocolate Instructor

The cocoa bean originated in Mexico. In 1502 Christopher Columbus was the first European to find the cocoa bean but he did not recognize its value. By 1580 the first chocolate factory opened in Spain. It was only in 1617 that chocolate was produced for the first time in Switzerland and by 1679 Admiral Dertees had imported cocoa beans to France so they could begin manufacturing. It was Daniel Peter of Vevey, Switzerland that invented milk chocolate in 1865.

Today, the Ivory Coast supplies 30 percent of the world's total cocoa, leading the rest of the world by over



Caroline Griffiths, instructor, VCC.

half a million metric tons with a total crop of 1,448,992 tonnes. Ghana has the second largest cocoa plantation in the world. Cocoa trees take about three years to

produce fruit and for the first few years the young trees need to be grown under cover. A tropical environment with an average temperature of 26 to 28°C and high humidity is also required. It takes about five months from a flower being pollinated to a fully ripe pod and the flower buds are only open for four days.

VCC's new Introduction to Chocolate course will cover numerous topics about one of the world's favourite and most in-demand foods – chocolate. For example, do you know what the shelf life for chocolate is? For both white and milk it is 6-8 months, for dark chocolate, it can last for up to a year. You'll also learn how chocolate with fat content below 33% is best suited for decorations, dessert mousses, shavings and ganaches; while chocolate with fats above 33% are best suited for desserts and fillings, enrobing pralines, and cookies and molding. Ready to learn more? See page 8 for more details. ■

## 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 siliconé 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 · 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 · 15 hours**

#### NEW – CUIS 1250 INTRODUCTION TO CHOCOLATE

This is an exciting new course for those wanting to learn a broad range of foundational skills. Discover how to temper chocolate using both traditional and modern techniques. You will create individually moulded and hand-dipped chocolates, chocolate truffles, and ganache pralines in an assortment of flavours, textures and finishes.

**\$549.01 · 21 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

#### 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**



# BUSINESS



## LEADERSHIP FEATURE

### From sailing oceans to navigating organizations, leadership matters!

By Dr. Robert David Duncan, Leadership and Management Instructor

I have always been fascinated by leadership and the ability to inspire teams of people to achieve great things. One of the experiences that changed me was sailing around Cape Horn on a tall ship with a group of strangers who eventually became a very strong team, and ultimately, good friends. Being trapped offshore on a boat in dangerous conditions provides an excellent living laboratory to study what people can do correctly in terms of teamwork. This adventure inspired me to write my first book about teambuilding and gave me plenty of insights into leading,



Dr. Robert David Duncan, instructor, VCC

developing and coaching others. Here are a few tips:

- Listen more, talk less. Good leaders are good listeners. A team that feels heard will feel empowered to share their best ideas, and feel greater ownership of the solutions they generate.
- Be a coach, not a boss. Most people are well-intentioned and are able to improve by themselves. The leader and coach can help best by listening, providing support and



offering frameworks for growth and progress-tracking.

- Communicate early and often. When people are surprised by change they can freeze, and productivity falls. By sharing the context and need for change early and openly, the leader can inspire the team to contribute to shaping the way forward.
- Live in integrity. The leader and coach needs to model the behaviours they expect in others; the public image they present should match up with their authentic self and their actions should be in harmony with what they say.
- Have empathy for others. We all come to situations from a different place, with our own personal set of experiences, fears, needs and hopes. People bring their whole selves to work, and the more we recognize that, the better we can lead.

To explore these ideas and more, come and study with us at VCC. Leadership programs featured on pages 11-13. ■

## CONTACT THE BUSINESS DEPARTMENT

**BUSINESS**  
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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 U.S. 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 • 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 TFSAs. Examine household budgets, personal audits and other ways to track and control spending.

**\$200 • 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 TFSAs.

**\$200 • 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**

#### 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. Learn more: [vcc.ca/smallbusiness](http://vcc.ca/smallbusiness)

### **SMBU 1101 ENTREPRENEURIAL SKILLS**

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

**\$90 • 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 • 3 hours**

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

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

**\$90 • 3 hours**

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

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

**\$90 • 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 • 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 • 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 • 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 • 3 hours**

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

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

**\$90 • 3 hours**

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

Explore and practice the essentials of creating a business plan.

**\$90 • 3 hours**

## **LEADERSHIP AND MANAGEMENT**

[leadership@vcc.ca](mailto:leadership@vcc.ca) • [vcc.ca/business](http://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. Learn more: [vcc.ca/sport-rec](http://vcc.ca/sport-rec)

**\$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.

Learn more: [vcc.ca/wedding-event](http://vcc.ca/wedding-event)

**\$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 · 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 OACP 1114, Corporate OACP 1115, Family Law OACP 1116, Conveyancing OACP 1117); 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-Accountant  
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-Accountant  
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



# 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)



## 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 Creditor's 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 Estate 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 Estate 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

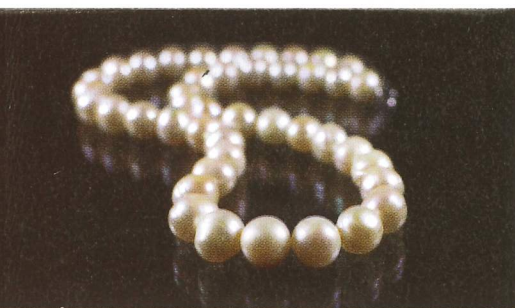
### LEGL 1180 ELECTRONIC DISCOVERY AND LITIGATION TECHNOLOGY

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



## JEWELLERY FEATURE

### Pearls, one of the world's oldest gems.

Pearls have a long history of being highly esteemed. A fragment of pearl jewellery was found in the sarcophagus of a Persian princess that dates back to 420 BC, they were gifts to Chinese royalty, and in the 1st century BC, Julius Caesar passed a law limiting the wearing of pearls only to the ruling classes. By the 19th century, demand for pearl jewellery became so high that oyster supplies began to dwindle. In the 1920s, Coco Chanel said that "a woman needs ropes and ropes of pearls," making them a fashion standard for the times. Today they remain a highly sought after gem as proven by the bids for Elizabeth Taylor's pearl necklace (which sold for 11.8 million USD).



Natural pearls, like the one in Taylor's necklace, are less common today. Most pearls available for purchase are manually produced. The process, created in 1893 by Kokichi Mikimoto, has an irritant manually introduced into an oyster to stimulate it to form a pearl.

There are four main types of pearls – freshwater (the most attractively priced), South Sea (the largest of all), Tahitian (the only black pearls), and Akoya (the standard).

While pearls can have an old and dusty reputation for circling a grandmother's necklace, the recent interest in the British royal family has pearls making a comeback.

VCC now offers one-day courses in pearl stringing as well as grading and valuation. See pages 21-22 for more details. ■

## CONTACT THE DESIGN DEPARTMENT

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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.

**\$2,999.12 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**

### 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**

### NEW – FASH 1170 PERSONAL PATTERN MAKING 2 – TOPS

Learn to take personal measurements to draft the Torso and Sleeve block/sloper. Use ½ scale blocks to learn to manipulate blocks into various styles before developing a full scale personal top or dress pattern. After completing the pattern, the design will be cut in muslin and sewn up for a fitting. This course can assist students building a portfolio for a fashion design program.

**\$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**



## GEMMOLOGY

gemmology@vcc.ca · vcc.ca/gemmology

### 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

gemmology@vcc.ca · vcc.ca/jewellery

### 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**

#### 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.

**\$547.52 · 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 · vcc.ca/interior-design

### INTERIOR DESIGN CERTIFICATE

The interior design certificate program is currently under review. Acceptance of new program applications has been suspended pending completion of the review. Courses associated with interior design will still be offered to existing students. Please check with the program coordinator to discuss your academic plan.

## 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



## MDRT FEATURE

### A Behind-the-Scenes Info Session on Medical Device Reprocessing

Medical Device Reprocessing (MDR) is the heart of the hospital: MDR technicians are like the back stage crew in a theater performance. "We are not visible, however without us the show won't go on," says Pranita Raj, theory and clinical instructor at VCC.

You can get a glimpse behind-the-scenes and learn all about VCC's Medical Device Reprocessing Technician (MDRT) Certificate Program at an information session held at a local hospital.



Held three to four times a year, interested students meet with VCC's program coordinator and a clinical instructor for a tour of a local hospital's MDR department. The unique look at the inside workings of the MDR department is followed by a Q & A with the hospital manager. Over the course of the two hour long session, students have the opportunity to ask about



hiring practices, employment opportunities, wages, benefits, hours, and more.

The purpose of the MDRT Certificate program is to provide learners with the knowledge and skills to reprocess reusable medical devices appropriate to an entry-level MDRT position. Graduates are eligible to apply for MDR positions in hospitals and private clinics throughout B.C. and Canada.

Pranita adds, "MDR technicians play a critical role in Healthcare and work as a member of a team in a fast paced environment."

To receive an invitation to an upcoming information session email [health@vcc.ca](mailto:health@vcc.ca). Learn more about the Medical Device Reprocessing Technician Certificate on page 24. ■

## CONTACT THE HEALTH SCIENCES DEPARTMENT

HEALTH  
[health@vcc.ca](mailto:health@vcc.ca)  
[vcc.ca/health](http://vcc.ca/health)

NURSING  
[health@vcc.ca](mailto:health@vcc.ca)  
[vcc.ca/nursing](http://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 · 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**

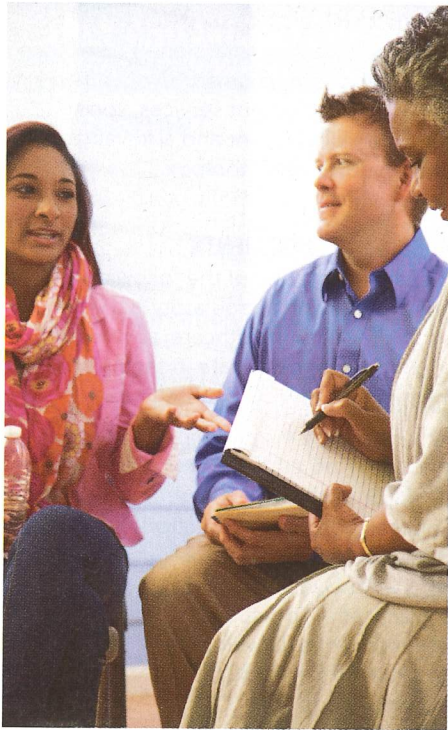
#### HLTH 1403 IV THERAPY AND INSERTION

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



## COUNSELLING FEATURE

### Learn from years of experience – meet Miljenka Zadavec, Basic Counselling Skills at VCC

Miljenka is a psychotherapist with a focus on trauma and has done counselling work for over 30 years. She is currently in private practice and an instructor at VCC.

#### What would be an interesting thing about your journey?

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



Miljenka Zadavec, instructor, VCC

part of me wanted to prove that I could walk through those university doors. Receiving a Master's Degree when that was never an expectation was an act of defiance and rebellion against the labels I had been given.

#### What do you love about teaching?

As an educator at VCC for over 10 years, I have learned to teach "outside the box" of a traditional classroom setting. It is extremely rewarding to see students grow in skill level and self-awareness and know they will make a positive impact in the world. I consistently witness powerful transformations, as new students come into the basic counselling course and feel a bit unsure, nervous but hopeful and excited. Students come from all over the world; they do not know each other or believe they have anything in common,



until they start to create dialogue and learn about each other and themselves. They create powerful connections with one another, breaking down barriers of class, race, ethnicity, sexual orientation, ability, and age.

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

#### What is your motto?

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

Basic Counselling Skills is a prerequisite for the Counselling Skills Foundational Certificate program. More info, page 26. ■

## CONTACT THE HUMAN AND FAMILY SERVICES DEPARTMENT

COUNSELLING SKILLS  
[counsellingskills@vcc.ca](mailto:counsellingskills@vcc.ca)

EARLY CHILDHOOD CARE AND EDUCATION  
[ecce@vcc.ca](mailto:ecce@vcc.ca)  
[vcc.ca/ecce](http://vcc.ca/ecce)



## COUNSELLING

counsellingskills@vcc.ca

### 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**

### NEW – COUNSELLING SKILLS FOUNDATIONAL CERTIFICATE

The Counselling Skills Foundational Certificate is designed for those who are entering the social service field, or are currently employed and wish to upgrade their skills. The program provides students with practical and experiential learning that is grounded in theory and evidence-based practice. The program concludes with a practicum in which students work or volunteer in a support position within a community setting.

*Please contact us for more details on the program starting September 2019.*

### 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

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  
CNSK 1403 Theories of Counselling  
CNSK 1404 Lifespan Development  
CNSK 1408 Group Counselling  
CNSK 1405 Individual Counselling Skills – Community  
CNSK 1410 Assessment Practices – Community  
CNSK 1413 Aboriginal Context  
CNSK 1414 Vocational Counselling Skills  
CNSK 1416 Counselling Skills: A Youth Perspective



## 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)



## EARLY CHILDHOOD CARE AND EDUCATION

ecce@vcc.ca · vcc.ca/ecce

### 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

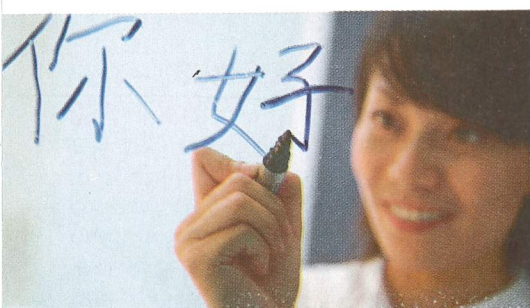
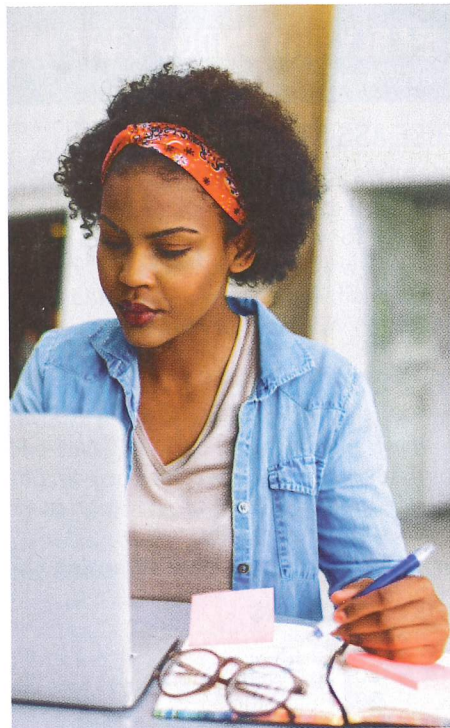
#### NEW – ECCE 1113 INTRODUCTION TO SCHOOL-AGE CARE

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**



# LANGUAGES & WRITING



## LANGUAGES FEATURE

### Meet Jojo Hong, VCC's Cantonese Language Instructor

I was born in Guangzhou, China and moved to Vancouver when I was 13. My native tongue is Cantonese yet I am fluent in both Cantonese and Mandarin. Many years ago I started doing freelance translation work, then one day a client said to me, "Jojo, why don't you teach Chinese?" and the rest is history as they say.

I taught my first Cantonese lesson ten years ago and I realized how much fun I had teaching Chinese. Now it has become a passion for me to share this language with everyone whether through private lessons or teaching level 1 Cantonese at VCC.



Jojo Hong, instructor, VCC

I am very interested in Asian pop culture and I enjoy sharing my discoveries with my students. I believe the trick to learning a foreign language is to immerse yourself in the language. You can do that by watching movies, shows or anime, or reading magazines, books and comics in that language. So you get to have fun while you learn.

VCC offers dozens of courses designed to help you explore the world, or improve your business skills by learning a second, third, or fourth language. Study foreign languages and learn from experienced instructors like Jojo who are trained in adult education.

See the full list of VCC's language courses on page 29 & 30. ■

## CONTACT THE INTERPRETING, LANGUAGES AND WRITING DEPARTMENT

CREATIVE WRITING  
[creativewriting@vcc.ca](mailto:creativewriting@vcc.ca)  
[vcc.ca/creative-writing](http://vcc.ca/creative-writing)

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



## CREATIVE WRITING

[creativewriting@vcc.ca](mailto:creativewriting@vcc.ca) · [vcc.ca/creative-writing](http://vcc.ca/creative-writing)

### 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**

## 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**

### **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**

## **FOR THE LATEST: VCC.CA/CS**

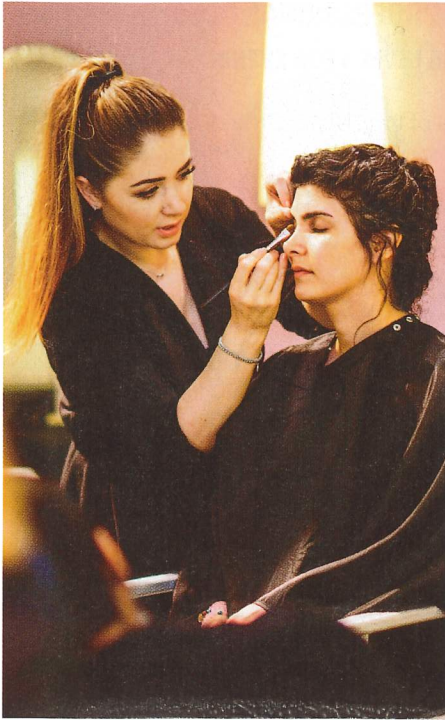
For the latest information on courses, schedules, requirements and fees, please check **vcc.ca/cs**.

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**.



# MAKEUP ARTISTRY



## MAKEUP FEATURE

### Meet makeup artistry graduate Eleanor Ong

#### What is your current job?

I am a freelance makeup artist and Beauty Advisor at Laura Mercier at Saks Fifth Avenue, Toronto.

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

I visited Toronto for the first time in the summer of 2017. I was able to contact some people to do a couple of creatives in the few days I was there. I loved Toronto and saw the potential for my career in the city. A week after I got back to Vancouver, I booked a one-way ticket to Toronto and moved there. It took a couple of months before I got the job at Laura Mercier



Makeup artist Eleanor Ong



Photographer: Brogan McNab,  
Model: Dylan Glover, Elite Toronto



Photographer: Pilar Trigo  
Bonnin, Model: Emily Brandao

counter, but I was able to connect with like-minded people and kept my creativity churning.

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

I like that we could take our time finishing all the classes for the program and that we could choose our final class (Airbrush Makeup, Makeup for Film and Television or Theatrical Makeup). Once certified, we could still take the other classes if we want. I also like the fact that the classes weren't very big, so the instructors are able to give each student enough attention and guidance.

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

Keep your creativity churning and network as much as possible.

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

Doing someone else's makeup requires a completely different skill set from doing your own makeup. You can learn the basics and the technical parts of makeup in school, but the skills are learnt and perfected on sets.

#### Who is your favourite makeup influencer and why?

Currently, I am obsessed with Hung Vanngo's style. His work showcases an amazing balance of glam makeup and editorial. I love how he plays with colour without making it look too trendy or outdated.

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.

*Required kits to be purchased at the VCC Bookstore.*

**\$2,790.94 program · Application required**

**Makeup kit cost approximately \$1800**

#### 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.

*Required kits 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.

*Required kits to be purchased at the VCC Bookstore.*

**\$454.69 · 24 hours**

## 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](http://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](http://vcc.ca/counselling) or 604.871.7000, option 2

### DISPUTE RESOLUTION

VCC's Arbitrator 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](http://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](http://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](http://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](http://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](http://vcc.ca/wifi)



# TECHNOLOGY



## ACCOUNTING SOFTWARE FEATURE

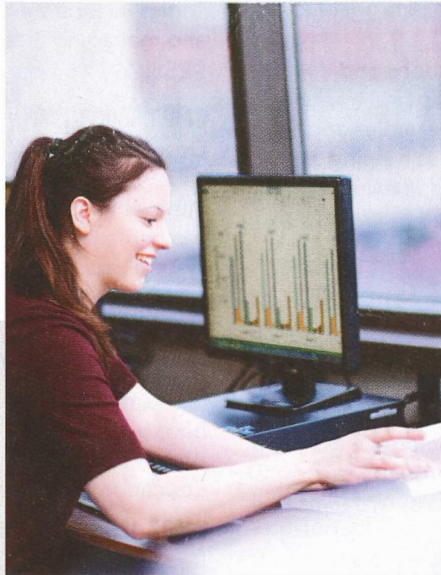
### Five tips for your business taxes and year-end accounting

With the fiscal year for many businesses nearing an end, filing for taxes can seem like a daunting task. Whether you are the owner of your business, or work at one of the many of the small to medium-sized businesses, accounting software, such as QuickBooks and SAGE 50 Accounting, can help you manage payments, bills and payroll.

Here are some tips to get the most out of your fiscal year end procedures:

#### 1. Keep track of all the expenses:

To help maximize your deductions, keep a record of your receipts, deposit slips, agreements and



invoices. You may also be able to deduct your mileage, travel expenses, accommodations, and some meals. Be sure to have supporting documents.

#### 2. Home office expenses:

If you use your home as workspace more than 50% of the time, you may be able to deduct a large portion of home expenses like utilities, house insurance, property taxes, mortgage interest, office equipment, repair and maintenance, cleaning materials, and more. You cannot use these expenses for creating a loss; however, the unused portion of deductible expenses can be carried forward.



#### 3. Plan for salary or dividends:

As an owner of a business which generates an income, you may decide to be compensated in the form of a salary or dividends. Remember, for taxes on corporations, you may deduct salary as an expense but not dividends.

#### 4. Keep your business account only for business transactions:

Any deposit to the account will be treated as an income, unless proven otherwise. For any deposits that are not income, for example loans, transaction reversal, or refunds, be sure to keep all supporting documentation.

#### 5. File on time:

Paying a late-filing penalty can put a dent in your profits. Consider online filing to save time and hassle, and to minimize inaccuracies.

To learn or refresh your QuickBooks or SAGE 50 skills, see page 34. ■

## 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 B.C. Explore the home window and learn the core functionality while accessing the important modules containing the accounting journals used to enter business transactions, including the General Journal, Accounts Payable, Accounts Receivable, and Payroll modules.

**\$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

### 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 · 3 hours**

### NEW – CMPT 1525 CREATING INTERACTIVE MAPS WITH MAPBOX

Mapping geo-spatial data is a highly specialized and desirable skill in today's digital landscape because of the wealth of data available to the public and the effectiveness with which it can communicate meaning and engage online. The skills gained in this course have application in real-world situations in service of more effective communications, knowledge translation, and marketing goals. Learn the basic principles and skills related to interactive point-of-interest and choropleth maps. Participants are expected to have a free Mapbox account.

Prerequisite: Basic knowledge of Microsoft Excel, or CMPT 1129.

**\$289 · 12 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 contents 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 · 15 hours**

### 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 the basics of page layout.

**\$397.08 · 15 hours**

### NEW – MACD 1136 ILLUSTRATOR LEVEL 2

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

**\$397.08 · 15 hours**

## NETWORKING TECHNOLOGY CERTIFICATE

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

**\$4,117.74 program · Application required**

*Courses can be taken individually.*

### REQUIRED COURSES

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

### ELECTIVE COURSES

*Select three of the following courses as electives:*

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

## PROGRAMMING

### 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 the Mac operating system.

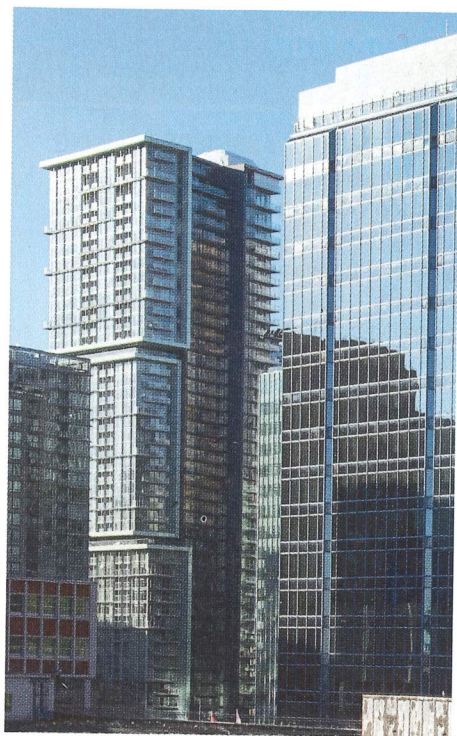
**\$258.61 · 10 hours**



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





# TRADES



## RHFAC FEATURE

### Improve the accessibility of the built environment for all

Are you looking for a career that will make a difference? Consider taking the RHFAC Accessibility Assessor Training certificate program at VCC this spring. Those who complete the course, field experience and pass the exam administered by CSA Group are eligible to become a designated RHFAC Professional and conduct accessibility ratings as part of the Rick Hansen Foundation Accessibility Certification™ program. This up and coming profession is designed for those with a professional interest in how we meaningfully access and use buildings and spaces.

Accessibility gives everyone the freedom to move easily and safely



through communities. When a person is unable to enter or make their way through a building, whether it be a business, an office, or a community centre, we lose their potential as a valued employee, a loyal customer, and an active participant.

Nearly 50% of Canadian adults have had a permanent or temporary disability or live with someone who does. You can help ensure our communities are accessible for all. Register for the RHFAC Accessibility Assessor Training and be a part of the change – learn more on page 38. ■

## CONTACT THE TRADES DEPARTMENT

**BUILDING**  
buildingprogram@vcc.ca  
vcc.ca/business

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



## 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 · 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**

## RICK HANSEN FOUNDATION

health@vcc.ca

### NEW – HLTH 1115 RHFAC ACCESSIBILITY ASSESSOR TRAINING

The RHFAC Accessibility Assessor training combines theory and hands-on practice to train individuals who are planning, designing, and constructing the built environment to understand accessibility from the perspective of people with disabilities, and measure the accessibility of their venues. Participants learn how to deliver consistent, professional site evaluations that determine the level of access for people with disabilities.

**\$1,540 · 48 hours · Full-time · Broadway campus**

## 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**.





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 'CS2019'

# EXPERIENCE **VCC**

Explore 120 programs at our open house.



**APRIL 24 3-6 PM**

**VCC DOWNTOWN CAMPUS**

Corner of Dunsmuir St. and Hamilton St.

REGISTER AT [VCC.CA/EXPERIENCE](http://VCC.CA/EXPERIENCE)

