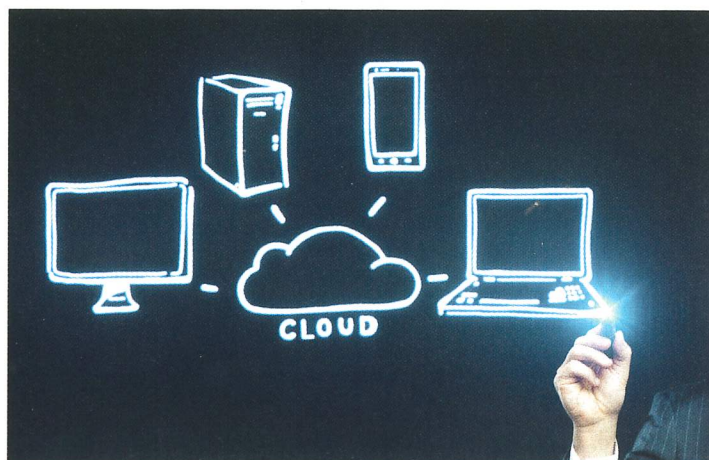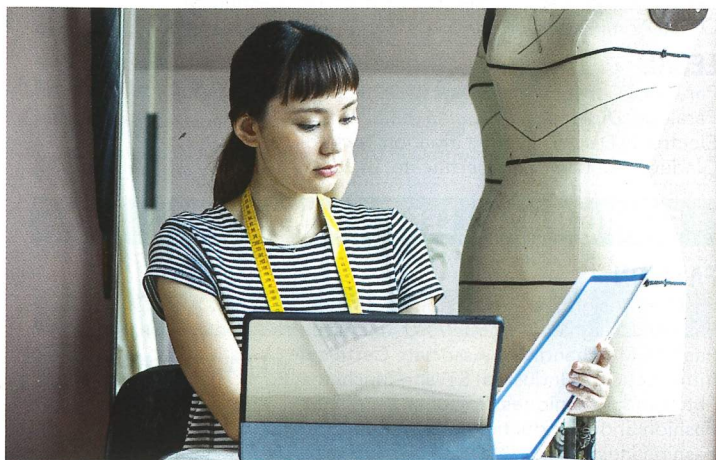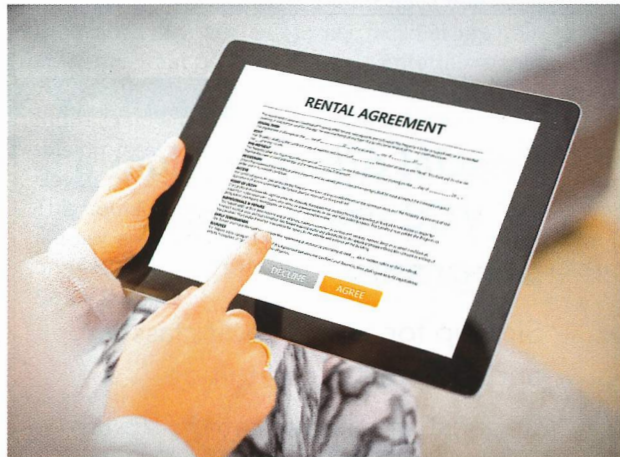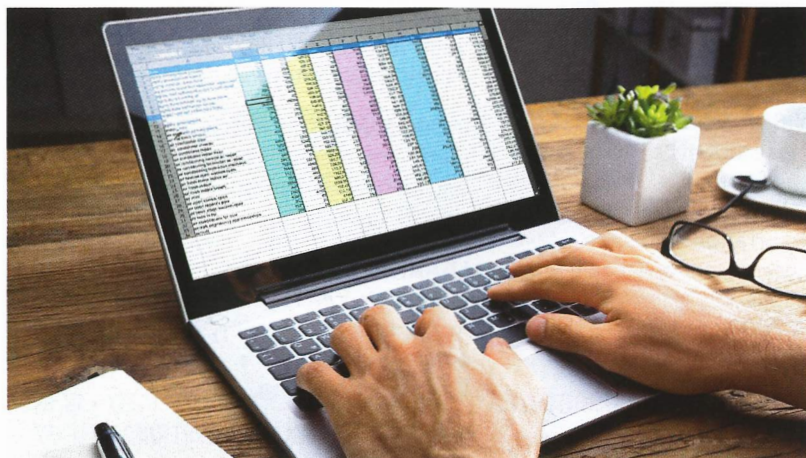# VCC

Continuing Studies

Fall 2020

Learn from anywhere

VCC Continuing Studies offers an extensive range of online programming to upgrade your skills or learn something new.
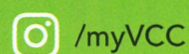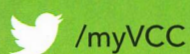
VANCOUVER COMMUNITY COLLEGE

CONTENTS

CONTENTS

NEW CLASSES AT VCC

BUILDING (p.38)
- Antiviral Cleaning: An Introduction to Disinfection
- Facility Management: An Introduction to this Exciting Profession

BUSINESS
- Digital Marketing: An Introduction to the Fundamentals (p.10)
- Mobile Phone Photography (p.10)
- Volunteer Management (p.12)

COUNSELLING SKILLS (p.26)
- Addictions Counselling Advanced Certificate

FASHION
- Launch and Build a Fashion Brand (p.20)
- Fashion Wholesaling (p.20)
- Minimize Your Fashion Impact (p.20)
- Solving Fit For Online Customers (p.20)
- Branding Through Ornamentation (p.21)
- Product Line Architecture (p.21)
- Apparel Product Calendars (p.21)
- Product Briefs (p.21)

TECHNOLOGY
- Smart Home: An Introduction to Home Automation Technology (p.33)
- Microsoft Azure Fundamentals (p.33)
- Microsoft Office Specialist (MOS) Certification Exam (p.33)
- 3D Studio Max Level 1 (p.34)
- Revit Level 3 (p.34)
- Digital Image Editing with GIMP (p.35)
- Software Product Management (p.36)
- Data Science I & II with Python (p.36)

Writing to Heal Your Life
PAGE 30

TRANSFORMATIVE LEARNING (p.28)
- Let's Talk About Death
- Mindfulness-based Stress Reduction
- Systems Change
- Urban Farming Essentials – Practical Resilience in Precarious Times
- The Work That Reconnects
- Local Economies
- Authenticity and Personal Mastery
- Leading Change in Teams
- Leading Change in Organizations
- Applied Leadership Project

WRITING (p.30)
- Advanced Writing Sparks to Refinement
- Writing to Heal Your Life
- The Nuts and Bolts of Fiction

3D Studio Max Level 1
PAGE 34

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 Vancouver Community College Continuing Studies (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/**info**.

THREE WAYS TO REGISTER...

BY PHONE

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

BY EMAIL

Pay by credit card or cheque.

ONLINE

Visit vcc.ca/**cs**
Returning students, Canadian citizens, and permanent residents can register for most courses online.

VCC welcomes applications from Canadian citizens and permanent residents

International students please contact **study@vcc.ca** or **604.443.8600** for eligibility

PAYMENT AND FEES

Course fees must be paid in full at the time of registration. In the case of a discrepancy between this publication and vcc.ca, the website will be considered the official guide. Fees are subject to change without notice. We accept VISA, MasterCard and American Express. Payment can also be made by cash, debit, cheque or money order payable to Vancouver Community College.

Post-dated cheques are not accepted. A $30 fee is charged for insufficient funds. For international students, international fees apply. Please contact the International Education Office for more information. Please note that a textbook may be required for your course. Please check vcc.ca/**bookstore** for textbook information and hours of operation.

Program cost estimates are approximate, and may vary depending on electives chosen and completion time. 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 16 years of age or older or a graduate of a secondary school (some exceptions may apply). 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** 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.

COURSE WITHDRAWAL

If you request to withdraw from a course before the course starts, a cancellation notice of three full business days prior to the start date is required. Please note all refunds are subject to a $35 administration fee. Please allow 4-6 weeks for processing refunds. Cash refunds are not available. If you request to withdraw from a course, providing less than three full business days cancellation notice, no refunds will be issued except for extraordinary circumstances. To be considered for a refund under extraordinary circumstances, applicants must submit a completed Refund Appeal Form to the Associate Registrar, Centre for Continuing Studies at **cstudies@vcc.ca** with relevant supporting documents. 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 Associate Registrar. 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** for further information about registering at VCC.

Where do we go from here?

The nature of work is changing. Even before the global pandemic, factors such as expanding automation, widening economic inequality, emergence of the gig economy, increased lifespan and later age of retirement have been changing the face of work in Canada.

Now, in light of COVID-19 we have additional pressures such as a quick shift to remote work and an economic downturn characterized by a loss of over 300,000 jobs in British Columbia since February.
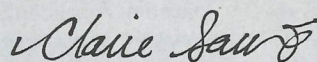
As we turn our eye to the future, and imagine a post-COVID-19 world in whatever form a new sense of normal takes, we look forward to what work might look like for all of us. Perhaps we will need to use new skills that we did not learn in our previous education. Maybe the industry that we worked in for years has seen a downturn and there are fewer jobs available. For some of us,

we may still have the same job, but have been required to adjust to a fully digital setting.

Regardless of how your work and life have shifted, there is an opportunity to arise out of this challenge even stronger, by exploring life-long learning opportunities for personal and professional growth. Throughout this guide you will see lots of opportunities to upgrade your skills, and to learn brand new ones; learning that can be done anywhere, flexibly, affordably, and with industry practitioners and experts.

We are in a unique period of time, and this is a great window of opportunity to enhance your skills and future-proof your career – we hope to see you here, online, at VCC Continuing Studies.

Sincerely,

Claire Sauvé
Interim Dean, Continuing Studies
Vancouver Community College

PROGRAMS AND COURSES TEMPORARILY ON HOLD

VCC is planning for a gradual return to face-to-face delivery for programs that require in-person learning. As we continue to do our part to stem the spread of COVID-19, most classes will remain online.

Due to proper physical distancing requirements, new health and safety standards and the practical nature of some courses and programs, VCC has made the difficult decision to suspend programming in the following areas until January 2021 at which time we will be reviewing next steps:

- Baking, Jewellery, and Wine Sommelier courses

- Makeup Artistry Certificate program

Questions?
baking@vcc.ca
gemmology@vcc.ca
makeup@vcc.ca
sommelier@vcc.ca

FUTURE-PROOF YOUR CAREER

Future-proof your career with Fundamental Business Skills Awards of Achievement

These Continuing Studies courses are delivered entirely online and are designed to suit the changing nature of work in a post-COVID economy.

Within each Award of Achievement, students may register for two courses and get the third course at a 50% discount, if registering within the same term.

Brush up on your skills and round out your resumé as we embark on economic recovery. Each area is based on core skills for all sectors and the future of work.

- Fundamental Financial Management Skills
- Fundamental People Management Skills
- Fundamental Business Communication Skills
- Fundamental Sales & Marketing Skills

Upgrade your skills now to ensure you are well-prepared to seek out new opportunities in a rapidly changing world.
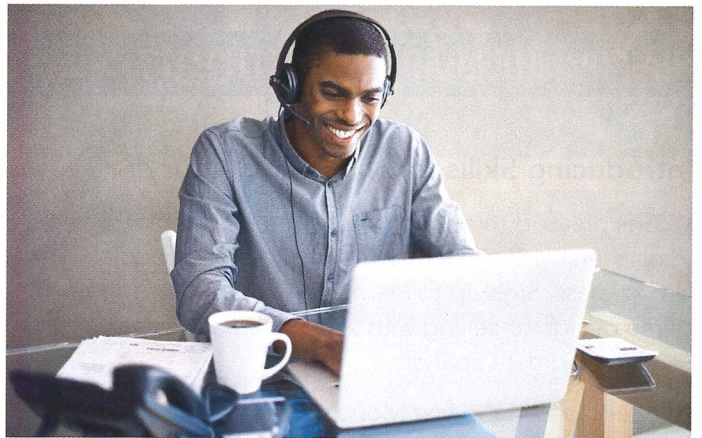
PROGRAM AND COURSES	TUITION	TUITION WITH DISCOUNT
Fundamental Financial Management Skills		
OACP 1105 Introduction to Payroll	$214	$214
OACP 1130 Introduction to Bookkeeping	$226	$226
OACP 1129 Accounting for the Non-Accountant	$200	$100
	$640	$540
Fundamental People Management Skills		
MSKL 1103 Essential Management Skills	$393	$393
LEAD 1151 Human Resources Management	$392	$196
MSKL 1102 Team Skills	$393	$393
	$1,178	$982
Fundamental Business Communication Skills		
TECW 1101 Technical Communication	$205	$205
LEAD 1138 Business Communication for Leaders	$194	$97
CMPT 1301 Word, Excel, PowerPoint	$449	$449
	$848	$746
Fundamental Sales & Marketing Skills		
LEAD 1153 Sales & Marketing Management	$392	$392
BUSI 1315 Media & Public Relations	$490	$490
CMPT 1437 Social Media: Marketing & Branding	$181	$91
	$1,063	$973

THE BENEFITS OF LEARNING ONLINE

The majority of VCC courses and programs scheduled to commence in the Fall 2020 term will proceed using online learning and alternative delivery modes. At a time like this, you may want to consider the many benefits that learning online offers:

- Learn from anywhere, including the comfort and safety of your home, local park or patio, while following public health guidelines.

- Easily access and interact with your instructors, who are subject matter experts and industry practitioners in their fields.

- Stay connected with your classmates and instructors and be part of an online learning community using platforms such as Zoom and Moodle.

- Spend this time learning a new skill, advancing your professional skills, or continuing with your career education.

- Work at your own pace. This means less intensity and less pressure.

- Hone essential skills and become more self-motivated, a trait that will make you stand out in the workplace.

- Take this opportunity to become more tech-savvy. Learn to navigate the course lectures, download materials, interact with others online, and communicate well digitally. These are essential skills in today's work environment.

NEW ONLINE LEARNING WITH U GOT CLASS

Introducing Skills for the 21st Century©

VCC is pleased to offer a variety of online courses in partnership with Learning Resources Network – U Got Class. Sign up to learn everything from video game design to selling with social media to cyber security and data analysis.

Classes start on the first Monday of every month and are available for registration throughout the year. Each of the courses is 16 hours long, and delivered fully online.

Contact VCC Continuing Studies at 604.443.8484 or cstudies@vcc.ca for information and to register.

PROGRAM AND COURSES	TUITION*
PROGRAMMING	
Basic Programming Concepts	$278
GAMING	
Introduction to Game Design	$345
Intermediate Video Game Design	$345

PROGRAM AND COURSES	TUITION*
CUSTOMER SERVICE	
Keys to Customer Service	$205
Extraordinary Customer Service	$205
SALES	
Getting Started in Sales	$278
Power Selling	$278
Strategic Selling with Social Media	$278
Financial Analysis & Planning for Non-Financial Managers	$278
MANAGING TECHNOLOGY	
Cyber Security for Managers	$278
Communicating with Programmers	$278
Facebook for Business	$345
DATA ANALYSIS	
Introduction to Data Analysis	$278
Intermediate Data Analysis	$278
Advanced Data Analysis	$278
Introduction to Power BI	$278
Intermediate Power BI	$278
Advanced Power BI	$278
TRANSFORMATIVE LEARNING	
Creating Community & Social Change	$278

* taxes included

BUSINESS
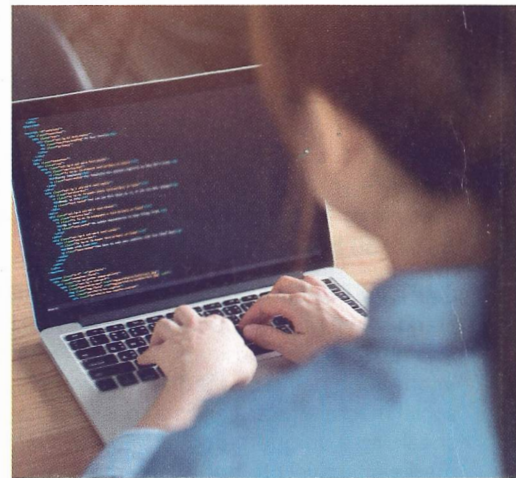
Five skills to help you prepare for the future of work

Experts predict that the nature of work will change substantially in a post-COVID world. Are you ready for the changes impacting businesses? Check out the following courses, available online this fall to help you round out your skill set and prepare you for the future of work:

Online documentation
Working from home indefinitely? Learn how to maximize your written communication skills in an online environment from our industry professionals and be sure you are getting your message across.

Memos, emails, reports
Master the art of a well-crafted email and hone your business writing skills for a digital environment.

Web development and programming
Improve your digital literacy by learning a coding language. VCC offers courses in HTML & CSS, JavaScript, and Python. Coding and web development skills are in demand in the emerging digital economy.

Leadership
Leading a team through a crisis is tough. Courses in change management, problem solving and action planning, and building productive teams will help you and your team weather the storm and prepare for the next one.

Finance and accounting
Sound financial management practices are crucial to business success, especially during a crisis. Check out our introductory level courses in finance, accounting, payroll, and bookkeeping to ensure you have a solid understanding of business principles that are relevant in any field. ◼

CONTACT THE BUSINESS DEPARTMENT

BUSINESS
business@vcc.ca
vcc.ca/**business**

LEADERSHIP
leadership@vcc.ca
vcc.ca/**business**

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

LEGAL
paralegal@vcc.ca
vcc.ca/**business**

BUSINESS COMMUNICATIONS

NEW – CMPT 1426 DIGITAL MARKETING: AN INTRODUCTION TO THE FUNDAMENTALS

Be introduced to the fundamentals of modern digital marketing channels, such as search engine optimization (SEO), pay-per-click advertising (PPC), email marketing, social media, native advertising, content marketing and more. This course is suitable for everyone from business owners that want an introduction to modern marketing methods, working professionals that wish to up-skill, to anyone who wants to increase their knowledge of digital marketing methods.

$309 · 15 hours

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.

$524 · 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.

$184 · 6 hours

CMPT 1420 SEO AND GOOGLE ANALYTICS

Learn the theory behind Google's algorithm, how to conduct SEO and content audits, and more. Discover how to how to align SEO with wide business strategies while catering towards local and international audiences. Build the practical skills needed to begin your career in digital marketing, or as a business owner or employee, and help better understand the process of increasing traffic and revenue for your business.

$413 · 15 hours

CMPT 1450 GOOGLE ADWORDS TRAINING

Learn how to create, develop, and optimize a professional Google AdWords campaign. This course will provide you with the practical knowledge to select the best keywords to spend money on. You will gain the knowledge required to convert users into customers. You will learn about the difference between high quality and low quality landing pages. This course will also help you better understand the process of increasing traffic and revenue for your business.

$413 · 15 hours

CMPT 1511 DESIGNING DATA VISUALIZATIONS USING TABLEAU

Cover 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.

$413 · 15 hours

NEW – MACD 1162 MOBILE PHONE PHOTOGRAPHY

Learn to take better pictures with your mobile phone's camera and techniques to take better self-portraits (selfies), food, action, or landscapes photographs. Through the use of photography techniques and tools, increase the quality of images taken for sharing on social media such as Instagram and other online platforms.

$134 · 6 hours

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. Study design principles for effective communication through infographics and utilize data sets for designing charts through Google Drive. Google Drive account required.

$74 · 3 hours

CMPT 1431 CREATING YOUR OWN WEBSITE ON WORDPRESS

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

$184 · 4 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.

$1,876 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. Provides the basics for those seeking project management professional certification.

$322 · 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**

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 · vcc.ca/business

BUSINESS LEADERSHIP AND MANAGEMENT CERTIFICATE

Leadership and management courses equip emerging leaders with the knowledge, skills, and confidence that enable them to successfully lead, supervise, and manage in the public, private, or non-profit 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.

$4,195 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. Develop a set of essential practical skills and the knowledge, mindset, and leadership abilities needed for success in today's challenging corporate environment.

$2,497 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, you will learn to effectively utilize peoples' creativity and ingenuity to reach organizational goals.

$1,249 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.

$2,497 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.

$1,264 program

Courses can be taken individually

REQUIRED COURSES

MSKL 1101 Interpersonal Communication Skills
MSKL 1102 Team Skills
MSKL 1103 Essential Management Skills

VOLUNTEER MANAGEMENT

NOTE: There is a $100 discount for students who register for all 10 courses at the same time. Learn more: vcc.ca/**business**

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 courses provide 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. Upon completion of all 10 courses you will receive a certificate from The Volunteer Management Institute. These courses can be taken individually.

NEW – 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.

$90 · 3 hours

NEW – 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.

$90 · 3 hours

NEW – 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.

$90 · 3 hours

NEW – 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.

$90 · 3 hours

NEW – 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.

$90 · 3 hours

NEW – 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.

$90 · 3 hours

NEW – 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.

$90 · 3 hours

NEW – VOLT 1110 EVENT PLANNING FOR VOLUNTEER MANAGERS

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

$90 · 3 hours

NEW – VOLT 1111 SOCIAL MEDIA FOR NON-PROFITS

Social media has proven to be so powerful that many businesses and non-profit organizations have implemented it in their communications and marketing strategies. Having a strong online presence is especially important for non-profit organizations whose causes rely heavily on their supporters. This one-day session provides an overview of social media to help you initiate, improve, and increase your community engagement.

$90 · 3 hours

NEW – VOLT 1112 MARKETING FOR NON-PROFITS

The strategies and tactics used to identify, create and maintain satisfying relationships with customers that result in value for both the customer and market. Learn the process of connecting the right products or services to the consumer at the right place, the right time, and the right price.

$90 · 3 hours

NEW – VOLT 1201 GRANT WRITING ESSENTIALS

Designed for individuals responsible for developing funding proposals in the non-profit sector. Learn the essentials of putting together a successful proposal to key funding organizations. Gain the skills to think strategically in the development of your project proposal. Learn to build project logic models, describe why funding programs are created, and what funders are trying to achieve with their programs. Explore the key elements in proposals such as need and outcomes. Craft the essential pieces of a working project.

$110 · 3.5 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**

$5,263 program

Courses can be taken individually

Contact: **sportmanagement@vcc.ca**

REQUIRED COURSES

LEAD 1150 Introduction to Business
LEAD 1151 Human Resource Management
LEAD 1152 Finance
LEAD 1153 Sales and Marketing Management
LEAD 1154 Business Ethics
MSKL 1101 Interpersonal Communication Skills
SPRT 1110 Introduction to Sport and Recreation Management
SPRT 1120 Sport and Recreation Planning
SPRT 1130 Sport and Recreation Media and Public Relations
SPRT 1140 Sport and Recreation Event Management
SPRT 1150 Sport and Recreation Practicum

WEDDING AND EVENT MANAGEMENT CERTIFICATE

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

$4,322 program

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

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

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

OACP 1105 INTRODUCTION TO PAYROLL
Learn payroll law, record maintenance, pay cheque, and T4 preparation. Study Employment Standards, WCB, Revenue Canada Taxation, Records of Employment, and Stats Canada reporting.
$218 · 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.
$204 · 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.
$230 · 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.
$115 · 6 hours

OACP 1106 BUILDING POWERFUL VOCABULARY
Learn vocabulary-building tips such as recognizing context clues, understanding confused/misused words, and identifying word parts.
$115 · 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.
$115 · 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.
$115 · 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.
$255 · 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.
$175 · 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.
$155 · 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

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

$63 · 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.

$115 · 9 hours

OACP 1115 CORPORATE

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

$115 · 9 hours

OACP 1116 FAMILY LAW

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

$115 · 9 hours

OACP 1117 CONVEYANCING

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

$115 · 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

This program is designed for students who wish to upgrade their office skills for certification, or begin a career in the office workplace.

$3,093 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

This 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.

$3,343 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

This 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.

$2,129 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

This 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.

$2,008 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

LEGAL
paralegal@vcc.ca · vcc.ca/business

PARALEGAL CERTIFICATE

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

$4,067 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.

$7,594 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.

$434 · 21 hours

GLADUE REPORT WRITING CERTIFICATE

Learn how to apply a Gladue approach to plan, organize, write, and present Gladue Reports. These assist the Canadian Judicial System in making well-informed decisions with the goal of addressing over-incarceration of First Nations, Métis, Inuit, and Non-Status Peoples.
Some courses may be taken individually.
Contact: **gladue@vcc.ca**

$5,423 program – Application required

REQUIRED COURSES
GLDU 1201 Professionalism Gladue Writing
GLDU 1203 Impacts of Colonization
GLDU 1205 Indigenous People and the CJS
GLDU 1207 Capturing the Sacred Story
GLDU 1209 Gladue Report Writing
GLDU 1211 Gladue Report Capstone

FASHION, JEWELLERY & GEMMOLOGY

Alexia Bryson, VCC instructor

Meet gemmology instructor Alexia Bryson

A graduate of Jewellery Art and Design, Gemmology, and Registered MasterValuer Programs at VCC, Alexia has been teaching gemmology for four years. Here she offers some insight into the industry.

What is your current career?
A mix of different jobs that all revolve around rocks in some way. In a given year this may include appraising jewellery, selling gemstones, prospecting for metals, or creating my own jewellery.

And of course, teaching. What I love about teaching is the moment a new concept 'clicks' for a student.

Can you share an interesting thing about your journey to reach this moment?
Curiosity brought me to this moment. Questions like why is a ruby red and sapphire blue if they are the same mineral? Or how come some diamonds are pink if they are just composed of carbon atoms?

A gemmologist can answer these questions (different elemental impurities for the ruby and sapphire, and deformation in the crystal lattice for the pink diamond) and these answers then create new questions. It keeps things interesting.
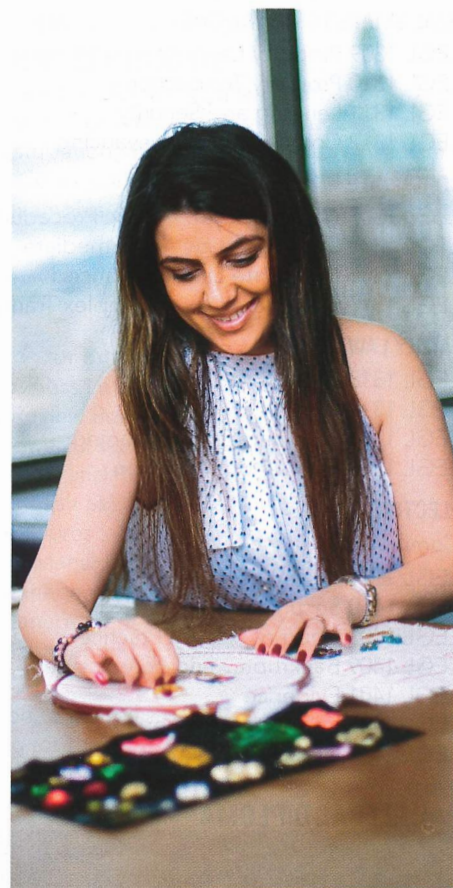
How do you stay up to date on the latest developments?
Attending industry conferences has been vital in keeping up with new gem treatments, synthetic gems, and equipment.

What is your best piece of advice for someone starting out in this industry?
Don't stop learning.

Learn more about VCC's gemmology and jewelery options on pages 21-22. ■

CONTACT THE DESIGN DEPARTMENT

FASHION
fashion@vcc.ca
vcc.ca/**fashion**

JEWELLERY
gemmology@vcc.ca
vcc.ca/**jewellery**

GEMMOLOGY
gemmology@vcc.ca
vcc.ca/**gemmology**

INTERIOR DESIGN
interiordesign@vcc.ca
vcc.ca/**interior-design**

FASHION

fashion@vcc.ca · vcc.ca/fashion

FASHION DESIGN & PRODUCTION CERTIFICATE

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

$16,250 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 a career in apparel companies or entrepreneurship upon graduation. Graduate with industry experience and build the foundations of a professional network.

$23,624 program · Application required

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

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

FASHION MERCHANDISING ASSOCIATE CERTIFICATE

Receive an introduction to the business and operations of fashion with a mind to the future in an ever-evolving industry. Learn from industry-experienced instructors, integrate theoretical knowledge and practical skills in business fundamentals and fashion theory.

$3,133 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 VCC's industrial sewing machines in other workshop courses.

$59 · 3 hours

FASH 1119 PATCHWORK TECHNIQUES: POJAGI

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.

$172 · 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.

$458 · 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.

$417 · 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.

$407 · 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.

$402 · 30 hours

FASH 1159 TAILORING

Tailoring is now more accessible to both professional and home sewers, thanks to modern developments in technique and technology. In this course, students will construct half-scale samples to understand and document the tailoring process. This course requires learners to have intermediate sewing skills.

$402 · 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.

$285 · 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.

$402 · 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.

$397 · 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. Those who have taken FASH1154 or FASH1118 (or relevant experience) may use VCC industrial sewing machines. Otherwise, domestic machines are available, or bring your own, or complete sewing at home.

$417 · 30 hours

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.

$357 · 30 hours

NEW – FASH 2185 LAUNCH AND BUILD A FASHION BRAND

Selling is the biggest challenge for new designers. Learn how to adapt your collection to make it viable for wholesale. Prepare how to conduct a professional showing for buyers, and attract stockists for an effective launch. Navigate the fashion calendar, manage orders and deliveries, and set strategic sales targets to build your fashion brand.

$300 · 15 hours

NEW – FASH 1138 FASHION WHOLESALING

Interested in working in the fashion wholesale industry? Through an overview of the business you will learn about sales cycles, pricing and sales strategies, how to develop a sales program, agency costs and commissions, and how to attract brands and develop retailer relationships. Explore the opportunities and challenges that are part of the selling process at the wholesale level.

$250 · 18 hours

NEW – FASH 1123 MINIMIZE YOUR FASHION IMPACT

Empower yourself as a fashion industry consumer by understanding the impacts of the production life cycle and fabric choices. Learn how to make your clothing go further through styling and simple sewing. Create a personal manifesto on clothing consumption.

$200 · 12 hours

NEW – FASH 1125 SOLVING FIT FOR ONLINE CUSTOMERS

Measure the body and garments to help solve fit issues for online customers. Explore sizing charts; spec a variety of clothing categories considering fabrication; develop an understanding of ease in clothing, access a database of spec sheet examples, and learn communication styles to help customers feel good in the clothing they try on.

$250 · 6 hours

NEW – FASH 1127 BRANDING THROUGH ORNAMENTATION

Learn the categories of ornamentation, how these techniques impact seasonal trends, and how designers use surface ornamentation to help distinguish their brand. Apply this knowledge in the creation of a surface ornamentation branding project.
$120 · 4 hours

NEW – FASH 1129 PRODUCT LINE ARCHITECTURE

The first phase of the product lifecycle is creating the brand's architecture. Learn how to create the product line architecture and then use it to assess whether collections tell the full product story, stay on brand, weave together current and new product offerings, and use colour, prints, and fabrics that are meaningful and consistent.
$90 · 3 hours

NEW – FASH 1131 APPAREL PRODUCT CALENDARS

Learn how tó create an apparel product calendar to ensure products pass from concept to market on schedule by incorporating factory, business, and market timelines. The class will also look at elements of risk in scheduling and how to navigate the possibilities.
$90 · 3 hours

NEW – FASH 1133 PRODUCT BRIEFS

Product briefs are detailed documents that justify the creation of a new product. They include background research, design concept, development needs, sales and marketing plans, and financial estimations. Learn the benefits of product and exploration briefs and how they can help a business stay on brand. Develop a simple product brief with knowledge you will carry forward.
$90 · 3 hours

JEWELLERY
gemmology@vcc.ca · vcc.ca/jewellery

JEWELLERY COURSES – WILL BE OFFERED IN 2021

JEWL 1103 JEWELLERY TECHNIQUES 1
Learn basic techniques in jewellery making including piercing, filing, soldering, shaping, forming, design layout and application.
$566 · 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.
$566 · 24 hours

JEWL 1112 PEARL STRINGING TECHNIQUES 1
Learn the basic methods of stringing pearls or beads in one fun-filled day.
$155 · 6 hours

JEWL 1116 JEWELLERY REPAIR
Learn how to do basic jewellery repairs. You will be shown how to size rings, solder chains, replace gem stones, and repair clasps and other mechanical components. Learn to examine and assess the piece before working on it. Some jewellery-making experience is required.
$671 · 24 hours

JEWL 1117 STONE SETTING
Learn to set: bezels of round, faceted fancy and cabochon stones, claw (basket) set round stones, and rub (gypsy) set rounds.
$570 · 24 hours

JEWL 1118 LOST WAX CARVING AND CASTING
An introduction to wax carving and the lost wax casting process.
$616 · 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, and architectural presentations. Course is also suitable for anyone who needs to model or prototype products for manufacturing.
$443 · 12 hours

JEWL 1131 SUPERVISED JEWELLERY WORKSHOP
During course hours you will have supervised access to the workshop to work on projects.
$338 · 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.
$372 · 8 hours

JEWL 1133 MAKE A COPPER BOWL IN A DAY
Learn the small-scale metal working techniques needed to a make a 6" diameter copper bowl.
$372 · 8 hours

JEWL 1135 STONE SETTING IN JEWELLERY 2 – PAVÉ SETTING
Be taught how to properly use an "onglette graver" to pavé set stones. Learn the detailed steps for pavé 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.
$696 · 24 hours

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 daytime intensive program during the summer, only for students wishing to acquire the background needed to write the exam required to receive a Canadian Gemmological Association Diploma (FCGmA). The course content for this program is identical to the course content in the part-time program. 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. The Canadian Gemmological Association and Gem-A are educational partners.

$10,188 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 basic diamond, coloured stone, and pearl grading, 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. The Canadian Gemmological Association and Gem-A are educational partners.

Application required

REQUIRED COURSES

GEMM 1101 Preliminary Year Gemmology
$4,330 · 99 hours
GEMM 2101 Diploma Year Gemmology
$6,367 · 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. The MasterValuer is recognized worldwide, and is a program which focuses on the appraisal of jewellery only. The instruction includes extensive hands-on work and examinations of many jewellery items.

$5,915 program · 90 hours

GEMMOLOGY COURSES – WILL BE OFFERED IN 2021

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 required.
$393 · 12 hours

GEMM 1156 FEI CUI JADE 1

Fei Cui is the most mysterious and fascinating gemstone in the world. The three Jade types (Jadeite, Omphacite, and Kosmochlor) offer many variations of colour and texture, generating many beautiful and valuable varieties. This course introduces you to how Fei Cui is formed, its rainbow colours and popular varieties, as well as its stimulants in the market. Samples will be provided and you may also bring your own Jade pieces to evaluate.
$149 · 3 hours

GEMM 1157 FEI CUI JADE 2

Fei Cui is one of the most complex and difficult gem materials to be valuated and appraised. Learn how to valuate Fei Cui jade by using the Standard Testing Method developed by Hong Kong according to ISO 19025. Samples will be provided and you may also bring your own Fei Cui pieces to evaluate.
$149 · 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.
$147 · 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. Students will have the opportunity to examine many dozens of diamonds in the extensive hands-on practical class.
$2,164 · 35 hours

GEMM 1141 CABOCHON CUTTING INTRODUCTION

Join the exciting world of cutting and polishing gemstones. Learn how to select the ideal rough material, then the use of traditional grinding and polishing methods to transform a 'pebble' into a polished gem, which can then be fashioned into a beautiful piece of jewellery.
$499 · 24 hours

INTERIOR DESIGN

interiordesign@vcc.ca · vcc.ca/interior-design

INTD 1181 COLOUR & YOUR WORLD: HISTORY, AESTHETICS AND PSYCHOLOGY OF COLOURS

This informative and highly interactive course provides education on how colours influence and enrich our everyday lives. Learn the role of colour palettes in different civilizations throughout history with emphasis on Western art & culture. On a more personal level, you will deepen your understanding of the qualities and characteristics of color while learning how colours impact and shape common perception of the world around us.
$357 · 24 hours

HEALTH SCIENCES

Sandra Swanson is the Manager of the Medical Device Reprocessing (MDR) Department for Providence Health Care and a graduate of the VCC Medical Device Reprocessing Technician certificate program. Here she shares her insights into what makes the work unique and important.

Why is the MDR department so important to the functioning of the entire hospital?

It seems like everyone can identify with the "brain" or "heart" of an organization, but perhaps not think about the "blood" until there is a systemic failure. When someone used the analogy that MDR was like the blood, as the source of flow for instruments and consumables for surgical procedures, I thought it was a brilliant analogy.

The health of a surgical program depends on the health of an MDR department as we are responsible for inventory management, infection control practices, and ensuring quality in the operation of the instrumentation. This is where the frontline MDR technicians are key. They are the pump, the first line of defense for a potential issue,
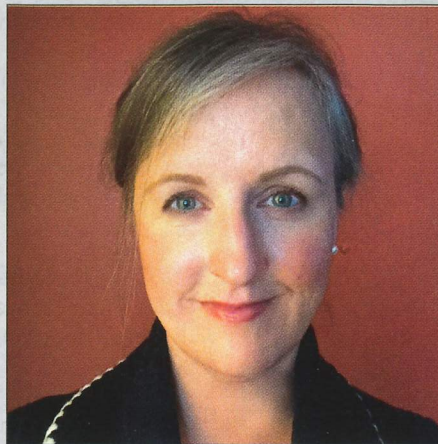
Sandra Swanson

especially as it relates to infection control. And MDR is a specialty that is coming into its own, allowing for room for development and growth.

What is your favourite part of working in the MDR department and with the technicians?

A number of my employees are highly educated and were working in a professional capacity prior to immigrating to Canada and taking the MDR course. The work is routine the majority of the time, but the way they think about tasks and problems is what informs the future of this field. When I learn a hidden talent from a staff member or when they teach me something, it can be really rewarding.

Has COVID-19 changed MDR in terms of infection control and infection?

As COVID-19 spread across the world, demand for Personal Protective Equipment (PPE) became competitive. As the supply chain became more fragile, the reprocessing role of the MDR department was considered as a strength for providing PPE to the frontline where possible.

The MDR department has also been purchasing additional airway instrumentation, setting up "grab and go" intubation kits, negotiating disinfection processes between equipment and instruments, and facilitating the development of PPE carts.

The role played by the MDR department in Providence Health Care has received a number of shout-outs, including a spot on CTV news. This attention is new for a quiet department that does our part for infection control and safety.

What is the demand for MDR technicians at this time?

Demand for competent MDR technicians is really high right now to meet workload demands. VCC, as the only MDRT college in the Lower Mainland, is a critical resource for our supply of MDR technicians. When they are hired, they are hired to be ready to start working. ■

CONTACT THE HEALTH SCIENCES DEPARTMENT

HEALTH
health@vcc.ca
vcc.ca/**health**

NURSING
health@vcc.ca
vcc.ca/**nursing**

HEALTH

health@vcc.ca · vcc.ca/health

FOODSAFE

HLTH 1101 FOODSAFE LEVEL 1

FoodSafe Level 1 is a food handling, sanitation, and work safety course designed for frontline 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 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.

PREREQUISITE: Students must be Health Care Assistants or Care Aides.

$351 · 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.

$421 · 24 hours

MEDICAL DEVICE REPROCESSING TECHNICIAN CERTIFICATE

Acquire the knowledge and skills to be able to reprocess reusable medical devices. Graduates will be eligible to apply for entry-level medical device reprocessing technician positions in hospitals and private clinics throughout Canada.

$9,841 program · 540 hours · Application required

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

PREREQUISITE: Current RN/RPN/LPN Licensure from any province of Canada required to register.

HLTH 1151 GENTLE PERSUASIVE APPROACHES (GPA) IN DEMENTIA CARE

Care providers and family caregivers who interact with older adults in the dementia context face situations of risk every day in Canada. GPA is a practical evidence-based dementia education curriculum that teaches care providers how to use a person-centered, respectful, compassionate, and gentle persuasive approach to respond to the behaviors associated with dementia. GPA is a multidisciplinary education program and is widely recognized in over 1,700+ organizations. Whether you are a registered health care professional, personal support worker, student, volunteer, house keeper, security staff, driver, or work with older adults with dementia, your learning will be immediately applicable.

$241 · 7.5 hours

HLTH 1295 PHARMACOLOGY REVIEW

Practice math calculations and refresh your theory associated with administering medications in this distance course.

$332 · 7 hours

HLTH 1271 PHYSICAL ASSESSMENT FOR NURSES

Through a combination of theory instruction and lab practice, you will have the opportunity to review the body systems and practice a method of completing a comprehensive assessment of the client.

$242 · 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.

$237 · 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, you will develop their skills in IV insertion and maintenance, learn how to minimize patient discomfort and complications, and increase insertion success rates.

$242 · 7 hours

HUMAN AND FAMILY SERVICES

Transformative Learning: a new program area for our times

Transformative is defined as something that inspires change or causes a shift in viewpoint. This is exactly the intention with the new Continuing Studies program area, Transformative Learning. From business to sustainability to self-care, the courses in this area are designed to help people see with new eyes and go forth into the world with a stronger vision. The classes are also constructed to prepare many aspects of your life for an ever-changing future.
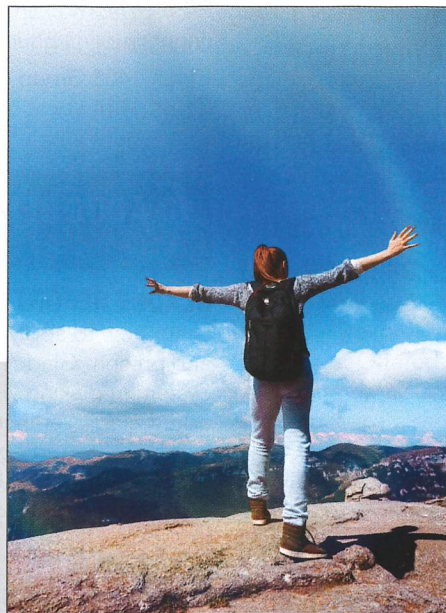
Mindfulness-based Stress Reduction helps students live the mantra "stay calm and carry on." You will learn to understand your triggers, and the skills and practices needed to manage stress.

Work that Reconnects will strengthen your relationship with our world. Through a series of interactive practices you will develop compassion, connections, and active hope.

Systems Thinking helps dismantle silos and encourages envisioning a system in a manner that can lead to positive change. Discover how to map a system and identify leverage points.

Let's Talk about Death opens up a dialogue about dying and how we can best prepare. Uncover new and traditional approaches to death and develop a set of end-of-life resources.

Urban Farming will stock your pantry and your bank account. The class will offer gardening tips combined with small business know-how while you develop a simple business and crop plan.

Local Economies are important to the re-establishment of our economic health. You will create a list of personal values you can use when shopping.

CONTACT THE HUMAN AND FAMILY SERVICES DEPARTMENT

COUNSELLING SKILLS
counsellingskills@vcc.ca
vcc.ca/**counsellingskills**

GLADUE REPORT WRITING
gladue@vcc.ca
vcc.ca/**gladue**

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

TRANSFORMATIVE LEARNING
transformativelearning@vcc.ca

COUNSELLING SKILLS

counsellingskills@vcc.ca · vcc.ca/counsellingskills

BASIC COUNSELLING SKILLS – PREREQUISITE COURSE

CNSK 1401 BASIC COUNSELLING SKILLS

Are you interested in the field of counselling? Examine the nature and process of client-centered counselling and gain the skills foundational to most models of counselling and practice in a supervised setting. Receive experiential learning regarding the client-counsellor relationship. Successful completion of this course is one of the admission requirements for entry into VCC's Counselling Skills Foundational certificate program.

$553 · 12 weeks

COUNSELLING SKILLS FOUNDATIONAL CERTIFICATE

This program is designed for those who are entering the social service field, or are currently employed and wish to upgrade their skills. Obtain practical and experiential learning that is grounded in theory and evidence-based practice. A practicum is included where you will work or volunteer in a support position within a community setting.

$7,174 program

COURSES

CNSK 1502 Foundations of Counselling
CNSK 1503 Theories of Counselling
CNSK 1504 Introduction to Family Systems
CNSK 1505 Individual Counselling Skills
CNSK 1506 Lifespan Development
CNSK 1507 Diversity, Inclusion, and Culture
CNSK 1508 Assessment Practices
CNSK 1509 Personal and Professional Development
CNSK 1510 Indigenous Perspectives
CNSK 1511 Practicum

NEW – ADDICTIONS COUNSELLING ADVANCED CERTIFICATE

The program will enhance your applied practice and theoretical knowledge in counselling skills to engage effectively with individuals, groups, and families struggling with substance use. Registration for 2021 program opens this fall.

$5,809 program

COURSES

CNSK 2502 Foundations of Addiction Counselling Skills
CNSK 2503 Introduction to Trauma Informed Practice
CNSK 2504 Introduction to Concurrent Disorders
CNSK 2506 Addiction and Human Behaviour Across the Lifespan
CNSK 2507 Addiction and Public Policy
CNSK 2508 Addiction Assessment Skills
CNSK 2509 Group Facilitation Skills
CNSK 2510 Indigenous Perspectives and Addiction
CNSK 2511 Practicum

COUNSELLING SKILLS 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.

$333 - $685

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 1408 Group Counselling Skills
CNSK 1414 Vocational Counselling Skills

GLADUE REPORT WRITING

gladue@vcc.ca · vcc.ca/gladue

GLADUE REPORT WRITING CERTIFICATE

Learn how to apply a Gladue approach to plan, organize, write, and present Gladue Reports. These assist the Canadian Judicial System in making well-informed decisions with the goal of addressing over-incarceration of First Nations, Métis, Inuit, and Non-Status Peoples.

$5,423 program · Application required

Courses may be taken individually

REQUIRED COURSES

GLDU 1201 Professionalism Gladue Writing
GLDU 1203 Impacts of Colonization
GLDU 1205 Indigenous People and the CJS
GLDU 1207 Capturing the Sacred Story
GLDU 1209 Gladue Report Writing
GLDU 1211 Gladue Report Capstone

GLDU 1203 IMPACTS OF COLONIZATION PAST AND PRESENT

The goal of this course is to explore the key factors of colonialism that have led to the high rates of incarceration of Indigenous people in the Canadian Judicial System.

$602 · 30 hours

GLDU 1205 INDIGENOUS PEOPLE AND THE CANADIAN JUDICIAL SYSTEM

The goal of this course is to introduce students to the historical and contemporary relationship between Indigenous peoples and the Canadian judicial system.

$602 · 30 hours

EARLY CHILDHOOD CARE AND EDUCATION

ecce@vcc.ca · vcc.ca/ecce

ECCE ASSISTANT

ECCE 1176 ECCE ASSISTANT COURSE – HEALTH

Learn the basics of health, safety, and proper nutrition for young children (birth to six years of age). Be introduced to the licensing regulations, safety, and hygiene measures related to child care.

$424 · 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 the knowledge and skills to provide high-quality service for young children and their families.

$7,957 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.

$8,088 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 childcare providers with the attitudes, knowledge, and skills to ensure a high-quality experience for young children and their families.

$481 · 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 childcare career path.

$500 · Application required

SCHOOL-AGE CARE

ECCE 1113 INTRODUCTION TO SCHOOL-AGE CARE

This course offers 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 B.C. Early Learning Framework.

$427 · 36 hours

TRANSFORMATIVE LEARNING
transformativelearning@vcc.ca

NEW – TRLN 1100 LET'S TALK ABOUT DEATH
Personal death is a topic often avoided in social settings. This course will help you understand the importance of instigating open conversations on death. Investigate traditional and new approaches to death and develop a set of resources related to end of life planning.
$180 · 6 hours

NEW – TRLN 1101 MINDFULNESS-BASED STRESS REDUCTION
Learn to manage stress at work and at home as well as deal with chronic pain or health challenges. This psycho-educational group program helps develop capacity for greater calm and teaches skills and practices to be able to understand and manage stress more effectively.
$375 · 21 hours

NEW – TRLN 1203 SYSTEMS CHANGE
The problems we face today are bigger than what any one group can do, yet people continue to work in silos. When doing so, it is hard to share lessons, avoid duplication of work, and create solutions. Gain the tools to define a system, map it, identify leverage points, and use proven methodologies for shifting change over an entire system.
$540 · 18 hours

NEW – TRLN 1300 URBAN FARMING ESSENTIALS – PRACTICAL RESILIENCE IN PRECARIOUS TIMES
Obtain the tools to create a small-scale farm to supplement their income and future proof their pantries. Gardening tips combine with small business know-how to help students develop a simple business plan and crop plan for a hypothetical urban farm.
$360 · 12 hours

NEW – TRLN 1301 THE WORK THAT RECONNECTS
Join this form of group work that will strengthen our relationship with our world. It is made for these times where we are collectively facing immense challenges and takes us on a journey through gratitude to honoring our pain for the world, to seeing with new eyes and then going forth into the world with a new sense of courage, agency and belonging. This work, developed by Joanna Macy, will help you find compassion, connection, and active hope.
$360 · 12 hours

NEW – TRLN 1305 LOCAL ECONOMIES
Understand the impacts of globalization and how re-localizing economies can support human-scale development. Leave the course with a list of values to help make purchasing decisions.
$240 · 8 hours

LEADERSHIP AND CHANGE AWARD OF ACHIEVEMENT

NEW – TRLN 1205 AUTHENTICITY AND PERSONAL MASTERY
Leadership credibility is established through how values and purpose are embodied and enacted in one's life. Focus on the personal qualities, abilities, and character that are critical for effective leadership. Develop practices to build personal mastery, and the thinking and tools to overcome barriers to personal innovation and change.
TBA · 36 hours

NEW – TRLN 1207 LEADING CHANGE IN TEAMS
Focus on a systems thinking approach to team learning and leadership. Using knowledge of environmental influences on teams, a systemic perspective will be used to enhance collaborative inquiry with the immediate organizational environment. Develop an appreciation of collaborative leadership in teamwork and its relevance in the context of organizational demands.
TBA · 36 hours

NEW – TRLN 1209 LEADING CHANGE IN ORGANIZATIONS
Explore organizations as open systems. Be exposed to four dominant metaphors of organizations, transactional and transformational leadership styles, and transformational practices and implications for leading change. Examine systems thinking and change leadership tools to enable them to effect change.
TBA · 36 hours

NEW – TRLN 1211 APPLIED LEADERSHIP PROJECT
Work with others to promote leadership and learning. The course is organized and delivered from an experiential perspective. Leadership competencies will be applied and practiced in ways that are aligned against the five program themes: enhancing personal credibility and authenticity; building commitment; building a learning community; enabling change and creating alignment.
TBA · 36 hours
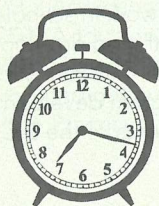
DON'T DELAY! REGISTER TODAY!
If you wait until the last minute, the enrolment limit may already have been reached or the course may have been rescheduled. Register early to secure your seat! vcc.ca/cs
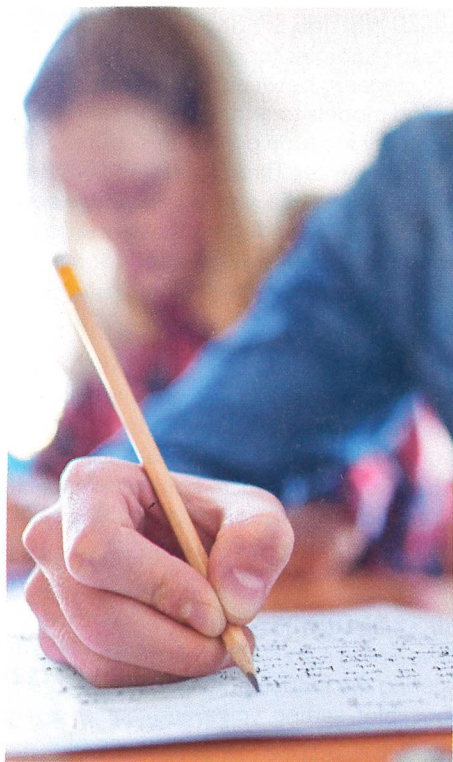
LANGUAGES & WRITING

What hurts, what helps, what heals©: this is my personal pandemic mantra and one that I will be using for a new writing course at VCC: Writing to Heal Your Life.

By Renée Sarojini Saklikar

In developing this course, I have leaned into some of my personal favourites, such as the writings and wisdom of Louise Hay, Brené Brown, Jon Kabat Zinn, and Natalie Goldberg. I've used my hours alone during this pandemic to re-visit the teachings of these

Renée Sarojini Saklikar, VCC instructor

beloved authors and am looking forward to sharing them.

Using simple writing prompts and creative ideas, I've been exploring what "at home" means to those who might be facing all kinds of change both in their personal lives and in the world of work. So in Writing to Heal Your Life, we will design a writing practice that makes sense for each individual.

Our learning environment will be Zoom; we will use the "rooms" to create a sense of smaller gatherings and we'll include time to mute microphones and cameras: it's okay to connect in silence.

We'll take the time to check-in: with our own feelings and with those with whom we are interacting; to be gentle with ourselves, staying calm and kind and alert all while exploring creative writing.

Join me in this online experience; it's a journey, one we're never been on before. I invite folks to explore and write with me as a way to gain space for personal exploration. This course will give us the opportunity to look back on this time as both a window to our past and as a map for going forward. This phrase refers to the idea that it is better to have something than to want more, as it will often leave you with nothing.

Flip to the next page to learn about this and all of VCC's creative writing courses. ■

CONTACT THE LANGUAGES AND WRITING DEPARTMENT

CREATIVE WRITING
creativewriting@vcc.ca
vcc.ca/**creative-writing**

LANGUAGES
languages@vcc.ca
vcc.ca/**languages**

CREATIVE WRITING

creativewriting@vcc.ca · vcc.ca/creative-writing

CWRI 1123 WRITING SPARKS TO COMPLETION

From generative prompts to places for publication and all the stages in between, this class provides 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, you will produce new poetry, non-fiction, or short fiction.

$261 · 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.

$261 · 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.

$261 · 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.

$261 · 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.

$261 · 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.

PREREQUISITE: CWRI 1168 Screenplay Writing, and a complete script and/or script treatment for either a feature screenplay or original TV series pilot script.

$261 · 18 hours

NEW – CWRI 1180 ADVANCED WRITING SPARKS TO REFINEMENT

From generative prompts to strategies for getting a book published and through all stages in between, this course will provide you with modes and models to add to your creative writing practice. With a primary focus on poetry, this course will also benefit the essayist or prose writer. Through in-class exercises, lectures, discussions and workshops, the goal is to produce new poetry, non-fiction or short fiction. Intended for those who have experience in creative writing, this course will give add some new perspectives and strategies for your writing life.

$261 · 18 hours

NEW – CWRI 1181 WRITING TO HEAL YOUR LIFE

What hurts, what helps, what heals© by Renée Sarojini Saklikar. Discover the power of creative writing through the use of journaling and expressive writing to navigate the challenges of loss, trauma, or illness. The instructor will share from her personal experience, offering guided techniques, prompts, and exercises as well as reading suggestions and step by step activities.

$261 · 18 hours

NEW – THE NUTS AND BOLTS OF FICTION

Writing fiction means developing a craft, and this means understanding and executing the fundamentals of a story such as character, dialogue, plot, setting, voice, and theme. Examine each of these aspects and how an understanding of these fundamentals can lead to stronger writing. Designed for both beginning writers and writers who have studied fiction before but want to re-visit these elements. The coursework combines lectures, discussion, writing prompts, and a final story workshop.

$256 · 18 hours

LANGUAGES

languages@vcc.ca · vcc.ca/languages

LANG 1118 ARABIC 1

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

$221 · 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.

$221 · 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.
$221 · 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.
$221 · 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.
$211 · 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.
$211 · 20 hours

LANG 1135 FRENCH 3
Study more verb tenses and build a solid foundation for communicating in this beautiful, musical and active language.
$211 · 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.
$114 · 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.
$221 · 20 hours

LANG 1107 GERMAN 2
Build more vocabulary and continue to study the structure of word forms. Develop listening and speaking skills with emphasis on correct pronunciation and grammar.
$221 · 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.
$221 · 20 hours

LANG 1110 JAPANESE 2
Learn Katakana, more vocabulary, and simple writing skills. Study forms and Japanese culture as part of the lessons.
$221 · 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.
$221 · 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.
$221 · 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.
$221 · 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.
$221 · 20 hours

LANG 1101 SPANISH 1
Learn Spanish understanding the basic structure of the language, basic vocabulary, and simple sentence structures, using appropriate forms of verbs in the present tense and future. By the end of this course, students will be able to function in simple conversations.
$253 · 25 hours

LANG 1102 SPANISH 2
Improve your learning by finding ways to improve your communication skills. Increase your knowledge by using the present tense, learn the past tenses to describe your activities in the past, the reflexive verbs to talk about your routines and direct and indirect pronouns to express likes and dislikes. Experience interactive, challenging activities, shared with other fellow learners in an easy-going class environment.
$253 · 25 hours

LANG 1136 SPANISH 3
Continue building a strong foundation of the Spanish language and increase your knowledge of Spanish while enhancing your conversational skills by integrating vocabulary, grammar, and Hispanic Culture. Improve your language with more vocabulary, idioms and new topics using the past imperfect, to describe and express actions that are repeated in the past, the imperative formal and informal to understand instructions and the subjunctive to give advice and suggestions.
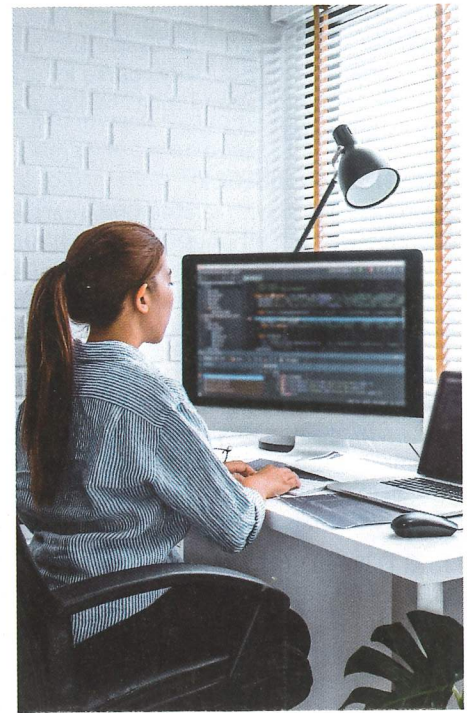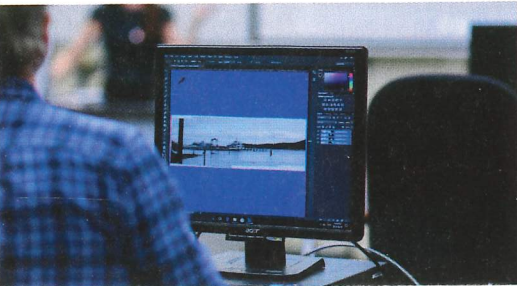**$253 · 25 hours**

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.
$119 · 10 hours

TECHNOLOGY

The future is cloud computing

Amazon, Google, Microsoft...these names need no introduction, but did you know that these technology giants offer much more than a shopping platform, a search engine service, or Office software? They are also among the top providers of cloud computing services for organizations around the world, from small businesses to large enterprises.

Cloud computing, which has quickly spread in recent years, is the use of computing resources, including servers, storage, software, computing power, over the internet ('the cloud'). With virtualization technology, multiple virtual machines can be run on one physical server and the cloud computing provider can enable you or other clients to access the power of that server to run operating systems and applications, use software, utilize storage, perform analytics and intelligence, and much more, all through the internet.

The advantages are many. It offers flexibility – of computing power/storage/resources, elasticity – for scaling up or down your resource utilization, and automation – of resources and updates. All these benefits can result in efficiency of operations and lower operating costs for the business. As your or your organization's needs grow, with cloud computing you can add capacity on the fly. Cloud computing eliminates the cost of purchasing hardware and software, and the operating expenses related to running and managing IT infrastructure. In addition, data backup, disaster recovery, and business continuity is easier and less expensive. Cloud computing is on a global scale, with providers offering data centers across multiple geographic locations, thus reducing latency while complying with local laws and regulations. Using machine learning and artificial intelligence, cloud computing services can provide valuable insights and intelligent models of the data for making informed decisions.

Whether you have a general interest in cloud computing, or are managing a team of technology professionals, the Microsoft Azure Fundamentals (CMPT 0900) course at VCC can help you learn the fundamentals of cloud computing and prepare you for the AZ900: Microsoft Azure Fundamentals Certification exam.

Additional Microsoft Azure Certifications coming this fall. Please check vcc.ca/technology or email technology@vcc.ca. ◾

CONTACT THE TECHNOLOGY DEPARTMENT

TECHNOLOGY
technology@vcc.ca · vcc.ca/technology

NEW – CMPT 1050 SMART HOME: AN INTRODUCTION TO HOME AUTOMATION TECHNOLOGY
Learn about the basics of home automation and its uses for a smart home design. Gain an insight into the positive impact of using smart home technology for a greater good. Learn about energy consumption of appliances, and security benefits and potential challenges associated with use of smart home devices. By gaining an understanding of home automation technology, feel more confident in your ability to plan for a successful smart home setup.
$169 · 6 hours

CERTIFICATIONS

NEW – CMPT 0900 MICROSOFT AZURE FUNDAMENTALS
Whether you have an IT background, or are just wanting to learn about cloud computing, this training will help you prepare for the Microsoft Certification Exam AZ-900. Learn about general cloud computing concepts, models, and services, such as public, private, and hybrid cloud, and Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS), and Software-as-a-Service (SaaS). Learn through live demonstrations while interacting with an industry professional.
PLEASE NOTE: A voucher for practice and AZ-900 certification exam will be provided to students taking this course in the Fall 2020 term.
TBA · 10 hours

NEW – CMPT 1155 MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION EXAM
Get certified in your Microsoft Office skills. With this globally-recognized industry certification, you can validate your Office application skills, and distinguish yourself from others in a hiring environment. Measuring your skills in these applications with a standardized test will help you identify your strong points and the areas for improvement. Add credibility to your resumé and open doors for potential job opportunities. Certification available in any of the following Microsoft Office/Office 365 products: Word, Excel, PowerPoint, Access, Outlook, SharePoint, OneNote Certification exams are currently being administered remotely. For further information, or to schedule an exam, please e-mail technology@vcc.ca with your preferred exam dates at least one week in advance.
$91 · 2 hours

COMING SOON: New training courses in Microsoft Azure Certifications. Please check vcc.ca/technology or email technology@vcc.ca

For courses on Digital Marketing and Analytics, please see business section on page 10.

ACCOUNTING SOFTWARE COURSES

CMPT 1362 QUICKBOOKS DESKTOP LEVEL 1
Learn how to perform daily accounting tasks including: working with the customer, employee, and the vendor centres; 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.
$397 · 18 hours

CMPT 1363 QUICKBOOKS DESKTOP 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.
$397 · 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.
$397 · 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.
$397 · 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.
$458 · 30 hours

CMPT 1302 INTRODUCTION TO COMPUTERS AND FILE MANAGEMENT
Build a foundation of basic computer skills, learn 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.
$266 · 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.
$266 · 15 hours

DRAFTING AND DESIGN SOFTWARE

NEW – CMPT 1810 3D STUDIO MAX LEVEL 1

An introduction to the basic concepts of 3D modeling using AutoDesk's 3ds Max (formally 3D Studio MAX) software. 3ds Max is popular among architects, game developers, and television and film studios to create realistic environments and characters. Explore and create architectural 3D models and accessories. Learn to apply basic materials and render exterior scenes.
$312 · 18 hours

CMPT 1255 REVIT LEVEL 1

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, be introduced to the basics of Revit and the process of creating architectural plans. Produce a set of drawings for a small commercial or residential project. Prior drafting and CAD knowledge is an asset.
$467 · 18 hours

CMPT 1256 REVIT LEVEL 2

Receive an introduction to advanced tools and techniques in Revit Architecture. Revit is a popular Building Information Modeling (BIM) application in the architectural industry. Gain an understanding on topics such as customizing stairs and railings, creating walls based on 3D forms (mass), creating parametric family types, modeling sites, and rendering techniques. Apply the acquired skills to complete a small commercial project.
PREREQUISITE: Revit Level 1, or equivalent.
$467 · 18 hours

NEW – CMPT 1257 REVIT LEVEL 3

In this advanced course, create complete architectural plans of a building. Work in groups and learn to collaborate and link project files. Develop custom families as needed for their project.
$467 · 18 hours

CMPT 1703 SKETCHUP LEVEL 1

Learn to integrate 2D and 3D design and explores tools and functions including layers, adding textures and materials, components, and the 3D warehouse.
$248 · 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.
PREREQUISITE: SketchUp Level 1, or equivalent.
$248 · 6 hours

CMPT 1707 SKETCHUP ADVANCED

Explores SketchUp Pro techniques such as dynamic components, dimensional drawings, presentation tools, and import/export.
PREREQUISITE: SketchUp Level 2, or equivalent.
$349 · 12 hours

CMPT 1951 AUTOCAD LEVEL 1

Learn how to create professional 2D drawings using AutoCAD. Starting with a thorough overview of AutoCAD's basic commands and features, this hands-on course covers drawing basic objects, 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.
$356 · 18 hours

CMPT 1952 AUTOCAD LEVEL 2

Provides intermediate users with more advanced AutoCAD skills needed to create professional drawings in 2D and 3D.
PREREQUISITE: AutoCAD Level 1, or equivalent.
$419 · 15 hours

OFFICE SOFTWARE

For Microsoft Word and PowerPoint training, please see basic computer skills on page 33.

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. Create basic formulas, edit formulas, format, chart, and print.
PREREQUISITE: CMPT 1302 or a working knowledge of Windows PC's.
$248 · 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.
$248 · 7 hours

CMPT 1132 EXCEL LEVEL 3

Learn to use advanced features when working with different types of reports. 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.
$248 · 7 hours

WEB AND GRAPHIC DESIGN COURSES

For marketing and analytics related courses, please see business communications section starting on page 10.

NEW – CMPT 2222 DIGITAL IMAGE EDITING WITH GIMP

In this introductory course, learn the concepts of digital image editing using GIMP, a free and open-source image editor. GIMP is a powerful graphics editor and can run on multiple platforms. Gain an overview of the available tools and techniques to edit digital images. Learn a variety of techniques to retouch, combine, and colour correct images. Learn through live demonstrations while interacting with a subject matter expert.
$169 · 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.
$413 · 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.
PREREQUISITE: HTML/CSS Level 1, or equivalent.
$413 · 15 hours

CMPT 1421 WEB DEVELOPMENT WITH JAVASCRIPT

Create an application that takes website visitor inputs, performs calculations in real time, and presents the visitors with the results of those calculations. Create and dynamically update web pages using Javascript, use Javascript to accept user inputs on a website and produce dynamic assets, and work with third-party API's to pull real-time data into their website. Experience with basic web development (HTML/CSS or CMPT 1401) is recommended.
$397 · 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. Please note that this course is taught on a Mac.
$413 · 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. Please note that this course is taught on a Mac.
PREREQUISITE: InDesign Level 1, or equivalent.
$413 · 15 hours

CMPT 1430 WORDPRESS WEB DESIGN

An overview of working with WordPress.org software, an industry-leading content management system (CMS). Build and maintain 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.
REQUIRED: a valid credit card for registration of a domain and hosting for the duration of the course.
$413 · 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.
$413 · 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.
$413 · 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. Please note that this course is taught on a Mac.
$413 · 15 hours

MACD 1136 ILLUSTRATOR LEVEL 2

Learn advanced features 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. Please note that this course is taught on a Mac.
PREREQUISITE: Illustrator Level 1, or equivalent
$413 · 15 hours

NETWORKING TECHNOLOGY CERTIFICATE

Develop skills in information technology. Designed for those who are entering this area, or for those already employed in the field who wish to upgrade their skills.

$4,284 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 Active Directory
NETT 2105 Security Fundamentals

PROGRAMMING

NEW – CMPT 1700 SOFTWARE PRODUCT MANAGEMENT

Be provided an overview of software product management with direct examples and case studies from industry. Prepare for the pursuit of professional software product management and product owner agile certifications. Learn software product management best practices, understand the role of the product team within organizations, and develop key skills to support them in their career path within software product management.

$289 · 15 hours

NEW – CMPT 1520 DATA SCIENCE I WITH PYTHON

Be introduced to fundamental Data Science concepts using Python programming language. Review the major Data Science knowledge areas, including data visualization, linear algebra, statistics, and probability. The course ends with practical how-to material on both retrieving and preparing data for subsequent levels of analysis. Basic programming skills preferred (note: one of the course modules provides a crash introduction to Python for those that need to review their Python or are switching to Python from some other language).

$549 · 30 hours

NEW – CMPT 1530 DATA SCIENCE II WITH PYTHON

Starting from the foundation material covered in Data Science I with Python, be introduced to a number of fundamental machine learning concepts through Python. These include linear regression, k-nearest neighbour solutions, neural networks, and deep learning. The course ends with a section on data ethics.
PREREQUISITE: Successful completion of Data Science I with Python, or equivalent knowledge through prior experience or education.

$549 · 30 hours

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.

$428 · 18 hours

MUSIC TECHNOLOGY

MACD 1163 FILM SCORING AND COMMERCIAL COMPOSITION ESSENTIALS

Gain an understanding of what tools are necessary to successfully compose music for film, commercials and games. With the ubiquity of Digital Audio Workstation (DAWs), advanced sample libraries, and home studios, commercial composition is increasingly accessible to people with a wide range of abilities and experiences. Learn how film scoring works and obtain a clearer understanding of careers in this field.

$352 · 15 hours

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.
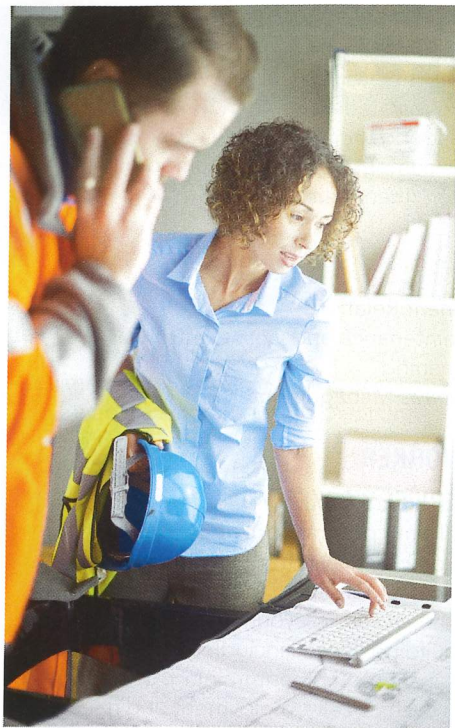
$264 · 10 hours

The new world of cleaning

by Barry Dallas, VCC instructor

There was a time when a professional cleaner was not seen as professional at all. Job related titles such as janitor or cleaner were seen by the public as a low wage, under-educated position provided by those who could do nothing else, or were just looking for some part-time money on the way to a real job.

During this decade we have been introduced to a variety of viruses with the biggest pandemic being COVID-19. This virus has upended many careers while others have been elevated such as that of a professional cleaner – or what the industry calls – building service worker. Building service workers, who work under the titles of custodians in educational facilities or housekeeper in health care facilities, have been called front line workers in this COVID-19 fight. Working on the front lines for these cleaning professionals has meant learning to not only clean properly, but to disinfect in order to keep us all safe. This effort has not gone unnoticed. For the first time that I can remember, political leaders have acknowledged cleaning staff as frontline heroes, standing with healthcare professionals, as well as those who continue to keep our world running.

Being on the front lines for cleaning professionals means additional training and certification is needed. It's the building service worker who has our backs and is working to protect us in office buildings, educational facilities, health care or any building we enter including our own homes.

This year, Cleaning & Maintenance Management Magazine stated to its readers that prospects in a post-COVID-19 world will want to know which training programs staff members have taken and which certifications they have earned before entering their building. So where can professional cleaners receive an upgrade or first-time certification?

VCC has been delivering Building Service Worker programs for over 50 years. Anti-viral cleaning is being added to the Building Service Worker programs so future employers and prospects will continue to feel safe when they see these frontline heroes working in their building.

As careers have been made and some lost, we encourage you to inquire about our Building Service Worker programs if you would like to enter into a long-term career, knowing that you will be making a difference now and into the post COVID-19 world. ■

CONTACT THE TRADES DEPARTMENT

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

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

NEW – REAL 1150 ANTIVIRAL CLEANING: AN INTRODUCTION TO DISINFECTION

Receive an introduction to the process of cleaning with the purpose of disinfection. Whether you are working as a professional cleaner, or cleaning your home dwelling, understanding how to use cleaning products and disinfectants may keep you safe from microorganisms that cause various illnesses. Learn about the basics of personal protective equipment (PPE), different types of cleaning equipment and disinfectants, and steps for proper cleaning.

$65 · 3 hours

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. Successful students receive a certificate from BC Recreation and Parks Association (BCRPA).

$302 · 14 hours

NEW – REAL 1160 FACILITY MANAGEMENT: AN INTRODUCTION TO THIS EXCITING PROFESSION

Learn about the foundations of the facility management profession. Facility environments have been in existence for thousands of years, and today, facilities are utilized to teach students, treat patients, provide entertainment and meal experiences, house residences, retail encounters, and much more. Gain an understanding of the career possibilities within this profession, networking associations, and professional development opportunities in the field of facility management. This course is suitable for those who are looking to enter the field or are already in that field and would like to have an understanding of the growth opportunities available to them.

$65 · 3 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. 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.

$1,634 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 resumé development. Participants will also gain certification in WHMIS and FOODSAFE.

$1,579 · 8 weeks · Full-time

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

HLTH 1115 RICK HANSEN FOUNDATION ACCESSIBILITY CERTIFICATION™ (RHFAC) ACCESSIBILITY 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.

$1,602 · 48 hours · Full-time · Broadway campus

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

SERVICES FOR STUDENTS

Get the help you need to succeed in your studies at VCC and beyond.

CAREER SERVICES
Research your chosen field, search listings, write a resumé, and access valuable resources on VCC's online hub for job seekers.
Visit vcc.ca/**careerservices**.

COUNSELLING
Free, professional, confidential counselling is available to help VCC students set goals, manage workloads, choose careers, and deal with stress, anxiety, and personal matters. Make an appointment by calling **604.871.7000, option 2** or visiting vcc.ca/**counselling**

DISPUTE RESOLUTION
VCC's Arbiter of Student Issues (ASI) provides neutral support to VCC students experiencing conflict relative to college policies.
Call **604.871.7000, ext. 7040**.

DISABILITY SERVICES
VCC welcomes students of all abilities. Please contact us four months in advance of classes beginning to arrange access to specialized equipment or other accommodations.
Call **604.871.7000, option 2**, email **disabilityservices@vcc.ca**, or visit vcc.ca/**disabilities.**

INTERPRETING SERVICES
VCC provides high-quality, personalized interpreting for Deaf, DeafBlind, and hard of hearing students.
Voice call **604.871.7000, ext. 7518**, email **interpreting@vcc.ca**, text/FaceTime **604.328.8742**, or visit vcc.ca/**interpreting**.

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

LEARNING CENTRES
VCC offers free tutoring, academic workshops, and a variety of educational resources.
Visit vcc.ca/**tutoring**.

Special offer for alumni of VCC credentialed programs

Sign up for a non-credit class and receive 10% off tuition.

Request the alumni rate when registering by phone or by email cstudies@vcc.ca.

Discount will not be applied retroactively

VANCOUVER COMMUNITY COLLEGE

vcc.ca/**cs**