VCC

Continuing Studies
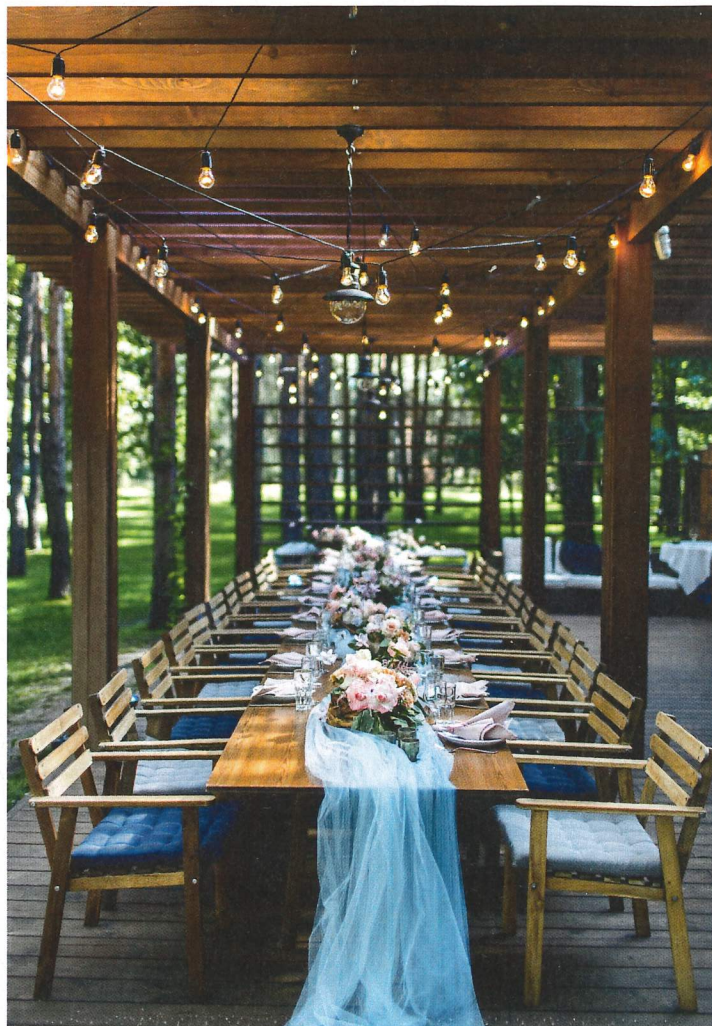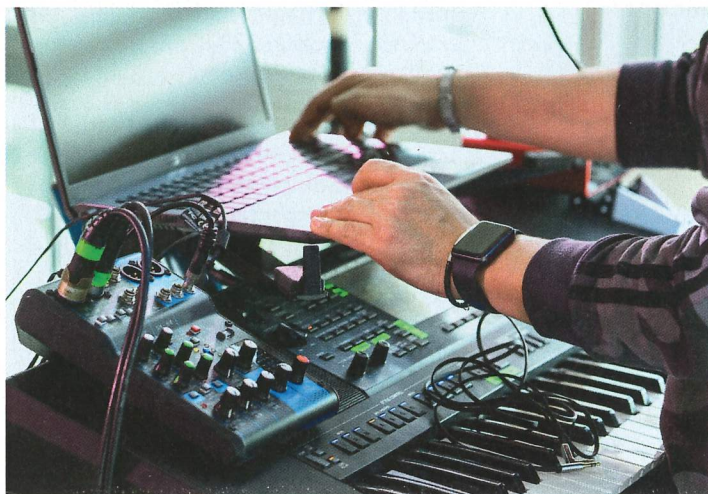
Winter 2021

VANCOUVER COMMUNITY COLLEGE

Learn from anywhere

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

CONTENTS

CONTENTS

NEW CLASSES AT VCC

IT Operations Professional Certificate PAGE 35

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)
- Volunteer Management (p.13)

COUNSELLING SKILLS (p.25)
- Addictions Counselling Advanced Certificate

FASHION (p.21)
- Solving Fit for Online Customers
- Branding Through Ornamentation
- Product Line Architecture
- Apparel Product Calendars
- Product Briefs

HEALTH (p.23)
- Medication Course for Health Care Workers

LANGUAGES & WRITING
- Japanese 3 & 4 (p.30)
- Spanish 4 (p.30)
- The Nuts and Bolts of Fiction (p.29)
- Writing the Young Adult Novel (p.29)

TECHNOLOGY
- Microsoft Azure Fundamentals, Administrator, Architect Design, and Architect Technologies (p.32)

Leadership and Change Certificate PAGE 27

- Smart Home: An Introduction to Home Automation Technology (p.32)
- 3D Studio Max Level 1 (p.33)
- Digital Image Editing with GIMP (p.34)
- IT Operations Professional Certificate (p.35)
- IT Operations Professional Short Certificate (p.35)
- Network Security Advanced Certificate (p.35)
- Software Product Management (p.36)
- Data Science I & II with Python (p.36)

TRANSFORMATIVE LEARNING (p.27)
- 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
- Leadership and Change Cerificate

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.

HIGH-GROWTH OCCUPATIONS

The COVID-19 pandemic has accelerated changes that were already happening in the way that we work in British Columbia. As we move forward into 2021, essential retail, working from home, and staying healthy will drive the top occupations.

When lockdown occurred, small businesses closed unless they were already selling online or could quickly transition to virtual sales. Essential shops such as grocery stores and pharmacies, on the other hand, were overwhelmed with customers. The combination of ecommerce and the demand for essential service shopping has retail recruiting. From cleaners that help ensure the safety of shoppers to customer service workers that respond to an increase of customer questions, job postings in retail will continue to rise.

One of the biggest changes is the need for technology to support both our social and work lives. This has resulted in a demand for **cloud computing** such as Azure. According to LinkedIn, in August 2020, the demand for cloud computing engineers grew 220%. **IT** support, installation, maintenance, and repair workers are also needed as mobile networks take on an even more critical role in our society.

Until a vaccine is found for COVID-19, health care workers will stay at the top of the list of in demand jobs. Hospital support staff like **medical device reprocessing technicians** and **healthcare administrators** that can help enroll patients, update records, and coordinate with insurance companies, are as needed as doctors and nurses.

Writing is always an in-demand skill, but jobs in journalism were previously in decline. With the pandemic, there has been an unexpected surge in the need for reporters, editors, and fact checkers as our constant desire for news about our local communities and the world increases.

VCC is ready to help learners pursue these careers. Study to be a **building service worker** that knows the process of disinfection cleaning. Or learn the three levels of editing in the **Technical Business Writing certificate** program. Or take a course in **digital marketing** to upskill your resume for ecommerce job postings. Our guide offers both short upgrading courses and more in-depth part-time programs, to help you land the job.

PROGRAMS AND COURSES TEMPORARILY ON HOLD

VCC is implementing 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 April 2021, at which time we will be reviewing next steps:

COURSES:
- Baking, jewellery, gemmology, and wine sommelier

PROGRAMS:
- 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 VCC's Fundamental Business Skills Awards of Achievement

Continuing Studies' new Fundamental Business Skills Awards of Achievement are delivered entirely online and are designed to suit the changing nature of work in a post-COVID economy.

These courses will help you brush up on your skills and round out your resume as we embark on economic recovery. The Awards of Achievement are based on core skills for all sectors and the future of work. They include:

- 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.

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

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

REGISTER NOW 604.443.8484

VCC AND MICROSOFT'S CANADA SKILLS PROGRAM

Vancouver Community College (VCC) partners with Microsoft as the first public college in B.C. to join the newly launched Canada Skills program. By offering affordable, instructor-led training, VCC is supporting the need for skills upgrading in this evolving digital economy.

"At this critical juncture when people are looking to build a solid future in uncertain times, the opportunity to upgrade and learn new and in-demand digital and technology skills is imperative," says Claire Sauve, interim dean, Continuing Studies.
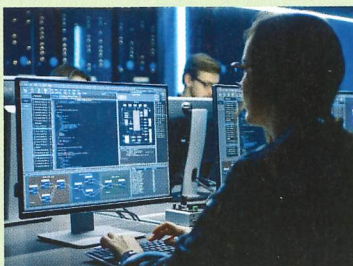
"VCC is delighted to be partnering with Microsoft on the Canada Skills program to prepare British Columbians for the future of work, with practical skills and certifications in data analytics, AI, and cloud computing."

VCC is offering five components of Microsoft Azure training – Fundamentals, Administrator, Architect Design, Architect Technologies, and Data Scientist.

NEW ONLINE LEARNING WITH U GOT CLASS

Introducing Skills for the 21st Century©

VCC is pleased to offer a variety of online certificates 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. Contact VCC Continuing Studies at 604.443.8484 or cstudies@vcc.ca for information and to register.

PROGRAMS AND COURSES	TUITION*
Data Analysis Certificate	$665
Introduction to Data Analysis	$265
Intermediate Data Analysis	$265
Advanced Data Analysis	$265
Coding Certificate	$799
Introduction to Coding	$329
HTML Fundamentals	$329
CSS Fundamentals	$329
SQL Certificate	$799
Introduction to SQL	$329
Intermediate SQL	$799
Advanced SQL	$799
Customer Service Certificate	$329
Keys to Customer Service	$195
Extraordinary Customer Service	$195

PROGRAMS AND COURSES	TUITION*
Bookkeeping Certificate	$665
Understanding Debits and Credits	$265
General Ledger and Month End Procedures	$265
Closing Procedures and Financial Statements	$265
Accounting & Finance for Non-Financial Managers Certificate	$665
Accounting and Finance	$265
Financial Analysis and Planning	$265
Cash is King	$265
Entrepreneurship Certificate	$665
Entrepreneur Boot Camp	$265
The Business Plan	$265
Entrepreneurial Marketing	$265
Basic Game Design Certificate	$529
Introduction to Game Design	$329
Intermediate Video Game Design	$329
Grammar Refresher Certificate	$395
Word-Level Grammar	$195
Sentence-Level Grammar	$195
Refining Your Writing	$195
Power BI Certificate	$665
Introduction to Power BI	$265
Intermediate Power BI	$265
Advanced Power BI	$265
Other	
Video Marketing	$329
YouTube for Business	$329
Gender in the Classroom	$195
The Teen Brain	$265
Learning While Black	$195
Contact Tracing	$395
Podcasting	$329

* taxes included

BUSINESS

Courses to help start or improve your small business

Sometimes simply living and moving through the world will inspire a business idea. With Statistics Canada reporting that Vancouver's unemployment rate climbed from 11.6 per cent in July to 12.4 per cent this past August, working for yourself might be more appealing than ever. However, if you have been engrossed in the labour market, the idea of becoming an entrepreneur can seem daunting. Luckily VCC's small business program is a quick way to get the foundational knowledge and skills to start and grow a successful small business.

Covering everything from finance to employees, courses include: Entrepreneurial Skills, Preparing Your Business Plan, Small Business Management, Small Business Bookkeeping, Finance Statements and Planning, Understanding Financial Needs, Financing Your Business, Human Resources, Legal Obligations, and Market Your Business.

To help your bottom line, there is a $100 discount for students who register for all 10 courses at the same time.

Starting in the winter term, VCC will be introducing an Ecommerce Award of Achievement for entrepreneurs wanting to build their business online. Courses will range from creating websites to coaching to data analytics, and more. Keep an eye on the website for details. ◼

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 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 ADS TRAINING

Learn how to create, develop, and optimize a professional Google Ad campaign. Gain the practical knowledge to select the best keywords to spend money on and how 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

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 DATA VISUALIZATIONS ON GOOGLE

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. Free 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.

$169 · 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, 6.5 hours each

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

Designed to 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 · 6.5 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. Be guided 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 · 6.5 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

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 & GEMMOLOGY

A business suit look designed during Fashion Cycle 5.

Fashion cycle classes unique to VCC's Fashion Design & Production program

In the first week of fashion design school students are already designing a product that will be available for purchase from a local shop six weeks later. This fast-paced production process helps students put into practice all their foundational learnings. Instructors Matthew Burditt (MB), Concetta Sciaretta (CS), and Allision Drake (AD) share what they love about the Fashion Cycle classes.

What do you love about teaching the fashion cycle classes?

MB: I love the chance to watch the students really develop their creative prowess under realistic constraints.

Why is this style of learning about fashion rewarding for students?

MB: The duality of the freedom to be inventive, paired with the introduction to industry requirements, creates a very dynamic learning environment. Students learn about the intrinsic elements of product development/ production in a relaxed and low-pressure way.

CS: It is comparable to what happens in the garment industry, and they learn how time sensitive the job is.

How does the combination of individual and teamwork foster deeper learning?

MB: Students develop individual ideas and sample those ideas in tangible ways. Then they are asked to work closely with their team-mates to consider and combine other's ideas into their own, and vice versa. They develop both solo and reciprocal projects without compromising their creative freedoms.

AD: Also having the support and feedback from your peers fosters deeper growth and understanding, mimicking a true industry work environment.

How do the fashion cycle classes feed into the second year?

AD: The learning from all the fashion cycles in first year come together in a self-led final project. These experience result in collections that are creative and dynamic. ◾

CONTACT THE DESIGN DEPARTMENT

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

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

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 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

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

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

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 to 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

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 · Starts Spring 2021

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

HEALTH SCIENCES
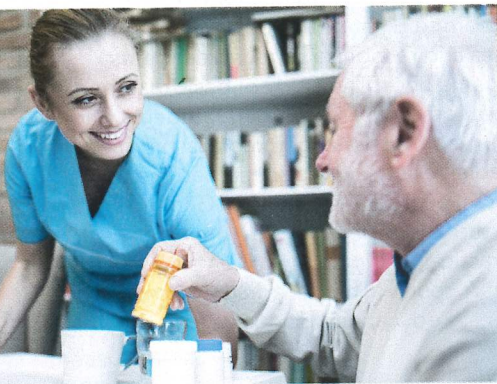
Brandon Jhong
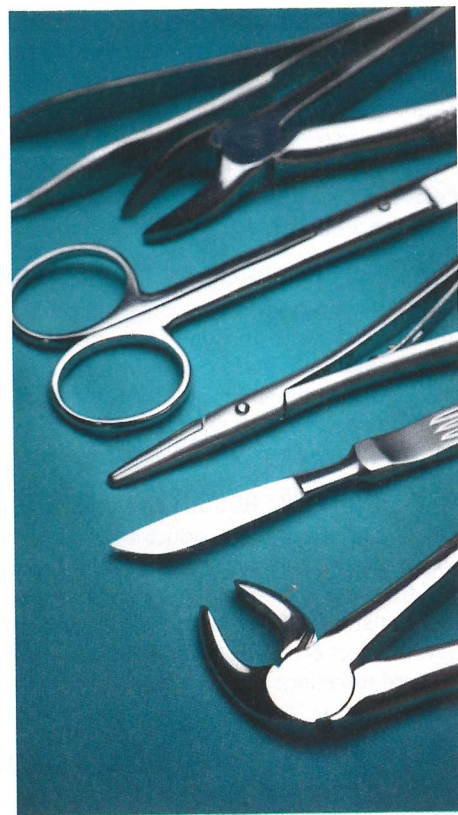
Learn about this alumni's path to an in-demand field

Pranita Raj from the Fraser Health Authority and a VCC Instructor quickly suggested Brandon Jhong when we asked for a Medical Device Reprocessing Technician (MDRT) graduate to feature. "Brandon was my student in 2019 and now he is working as a MDRT at Surrey Memorial Hospital. Being a new hire, he is a great buddy to my current students and the best team worker."

Share an interesting thing about your journey
I first found out about the Medical Device Reprocessing program in Grade 12 when I was trying to figure out my career path. I chose to go to KPU to study Health Science. I realized that I wasn't enjoying my program and that's when I remembered the MDR program.

What was the best part about studying at VCC?
The best part was the hands-on experience through clinical practice. I applied what I learned in my studies and saw exactly what the work environment is like.

What impact did your teachers at VCC have on your career path?
My instructor offered guidance, she not only wanted me to succeed, but she also uplifted me with hope.

What is your best piece advice for someone starting out in this industry?
Simply to ask for help. Although at times we might be in a difficult situation or unsure, it's always best to reach out. There are many other employees who have felt the same way at some point. There's no shame in it, everyone is willing to share a helping hand.

What would people be surprised to know about being a MDRT?
Unless you're knowledgeable about the medical field, this career is commonly unknown. But working as a MDRT is a vital position; we are the core of hospital operations. They are reliant on us to provide the hospital's equipment. Also, this field is constantly growing and expanding. ■

CONTACT THE HEALTH SCIENCES DEPARTMENT

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

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

HEALTH

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

NEW – HLTH 1404 MEDICATION COURSE FOR HEALTH CARE WORKERS

In this course, health care workers working in the context of detox and recovery will learn the basic knowledge and skills required to provide medications safely to designated clients. Explore the roles and responsibilities of all members of healthcare teams, and how you are the key link between clients, their families, and the health care professional. Learn how your role in client care, medication administration, asking the right questions and, communicating this information to your team in a timely manner, is of vital importance to the well-being of clients.

PREREQUISITE: Must be a health care worker in addiction, detox and recovery.

$242 · 7 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

NURSING PROFESSIONAL DEVELOPMENT

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

HLTH 1295 PHARMACOLOGY REVIEW

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

$332 · 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
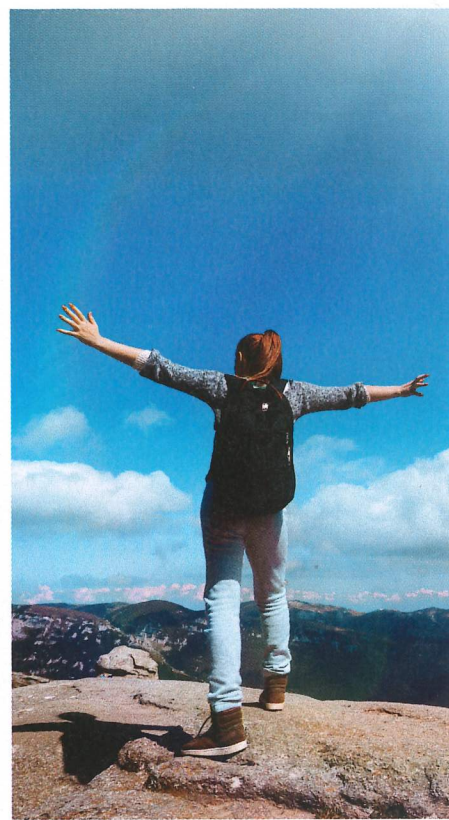
Addictions counselors needed in B.C.

For many British Columbians, COVID-19 has turned into something much more than a virus. Since the onset of the pandemic, data indicates a rise in drug overdose events, with the B.C. Coroners Service recording over 100 deaths per month since March 2020, including a record-setting 181 deaths in June.

There has also been a marked increase in liquor sales. At the national level, the Canadian Centre on Substance Use and Addiction reports that more than a quarter of Canadians increased their alcohol consumption in the early months of the pandemic.

In these extremely challenging times, the need for addictions counselling professionals and related support systems is clear. "We're really seeing what's needed in the community right now," says VCC Addiction Counselling instructor Andrew Stone.

VCC has been offering programs in problematic substance use and addictions counselling since 1980, and will be launching a renewed Addictions Counselling Advanced Certificate, delivered entirely online, in April 2021.

The program, which can be taken part-time or full-time and completed in one to three years, employs an empathetic and holistic approach to substance use. The curriculum highlights the impacts of historic and systemic oppression, and incorporates Indigenous health models and cultural safety practices.

Upon completion, students from a variety of backgrounds will have the tools to apply evidence-based models, approaches, and interventions in roles such as community support worker. "The Addiction Counselling Skills Advanced Certificate teaches the current trends in addiction treatment and offers trauma informed and hands-on learning taught by faculty working in the field," explains VCC instructor Peta Schur. "It offers an excellent blend of practical knowledge, skill building, and self-development." ■

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 winter.
$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

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**

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

NEW – LEADERSHIP AND CHANGE CERTIFICATE

Offered in partnership with Okanagan College, the 144-hour program will be of interest to individuals who want to nurture their leadership skills and be agents of change. This applied leadership certificate is designed to enhance the character and competencies of learners and future leaders in five critical areas: enhancing personal credibility and authenticity; building team commitment; becoming positive change agents; building a community of learners and aligning systems, values, processes and structure to deliver results consistently.

$3,960 program, application required

REQUIRED COURSES
Authenticity And Personal Mastery
Leading Change In Teams
Leading Change In Organizations
Applied Leadership Project

LANGUAGES & WRITING
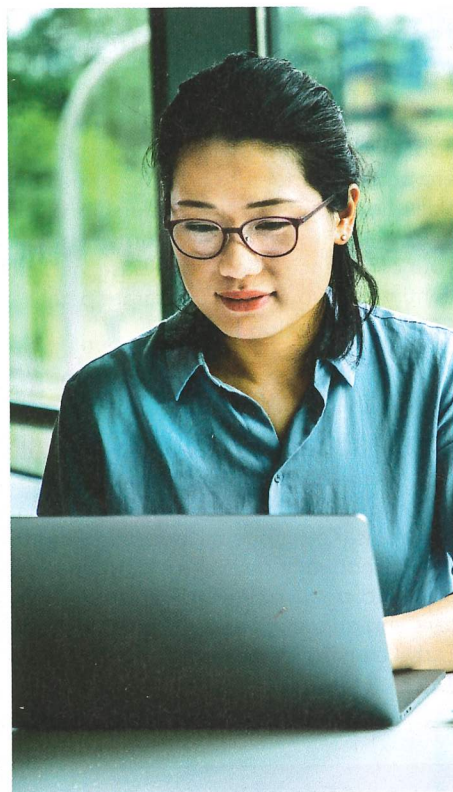
Languages – simple expressions in a multitude of languages

Being able to say a few basic words in other languages is a great way to show respect for a culture. Even if you can't pronounce them quite right, the commitment to learning and improving is recognized. At VCC, we offer language classes that can help you expand your ability to speak another language. But in the meantime, here is a list to help get you started with polite phrases and greetings.

Hello
Cantonese: Néih hóu
French: Bonjour
Japanese: Konnichwa
Korean: An-yeong-ha-se-yo
Mandarin: Nǐhǎo
Spanish: Hola

Good bye
Cantonese: Joi gin
French: Au revoir
Japanese: Sayōnara
Korean: Annyeong
Mandarin: Zàijiàn
Spanish: Adiós

Please
Cantonese: m̀hgòi
French: S'il vous plaît
Japanese: Onegaishimasu
Korean: Ju-se-yo
Mandarin: Qǐng
Spanish: Por favor

Thank you
Cantonese: Do je
French: Merci
Japanese: Arigatoo
Korean: Gam-sa-ham-ni-da
Mandarin: Xièxie
Spanish: Gracias

Yes
Cantonese: Hei
French: Oui
Japanese: Hai
Korean: Ye
Mandarin: Shi
Spanish: Si

No
Cantonese: M Hei
French: Non
Japanese: Bango
Korean: Ani
Mandarin: Méiyǒu
Spanish: No.

CONTACT THE LANGUAGES AND WRITING DEPARTMENT

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. 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 for either a feature screenplay or original TV series pilot.
$261 · 18 hours

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 own 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

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 – CWRI 1179 THE NUTS AND BOLTS OF FICTION
Writing fiction means developing a craft, and 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. The coursework combines lectures, discussion, writing prompts, and a final story workshop.
$261 · 18 hours

NEW – CWRI 1182 WRITING THE YOUNG ADULT NOVEL
Have you ever wanted to write a novel for teens but weren't sure where to start? Discuss the various elements of writing for teens, starting with the audience and working through the critical elements of character, point of view, dialogue, and conflicts that are especially important for the young adult reader.
$261 · 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

NEW – LANG 1176 JAPANESE 3
Increase your knowledge of Japanese while enhancing your conversational skills. Continue developing sentence structure, grammar, vocabulary, and the usage of Hiragana and Katakana. If you have completed our first two levels of Japanese, or have a high-intermediate knowledge of the language this course is suitable for you.
$221 · 20 hours

NEW – LANG 1177 JAPANESE 4
Increase your knowledge of the Japanese language while enhancing your conversational skills. The emphasis of this course will be on practical conversational language skills, and increasing vocabulary. The instructor will speak Japanese the majority of time in order to build stronger listening skills. Hiragana and Katakana will be used to better help students' understanding of both reading and writing.
$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

NEW – LANG 1175 SPANISH 4
Increase your knowledge of Spanish while enhancing your conversational skills. Continue working on the past tense, and incorporate new grammatical features such as: imperfect, imperative formal and informal, and subjunctive. Focus on the use of grammar acquired through reading, conversation and typical situations.
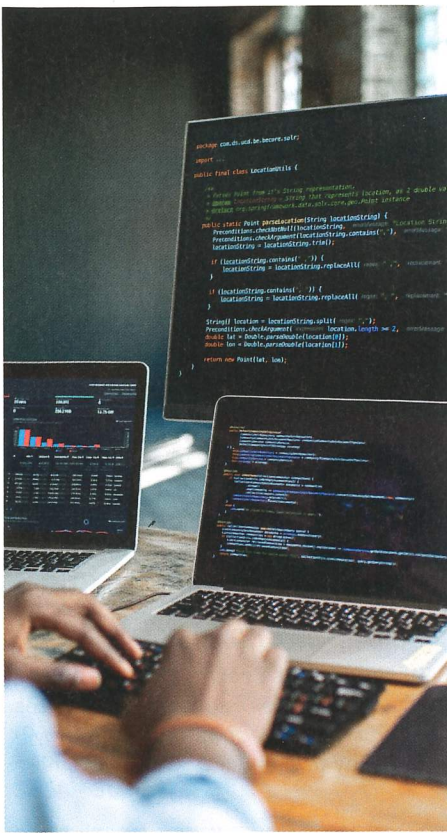**$253 · 25 hours**

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

James Strand

Hear from James Strand, a past student of Logic Pro X: An introduction for songwriters and beat makers

What is your current career?
I have been the owner of In-Motion Talent, a successful agency in Vancouver for film, TV and commercials for the last 25 years. Most recently my company has moved into the area of music placement and syncing.

Share an interesting thing about your journey?
Music has always been a passion of mine and four years ago I decided to take a leap of faith and learned to play piano and started to write music. I have been very fortunate in working with some very talented artists who opened my eyes to music and the possibilities out there. I guess you can say I am part of the DNA club (Dreams Never Age).
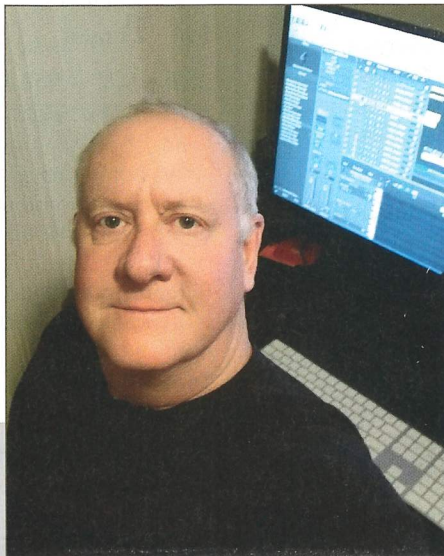
How do you personally define success?
I define success as surrounding myself with people who have the same drive and passion that I do, that allows me to make mistakes that will take me to a better place in work and life.
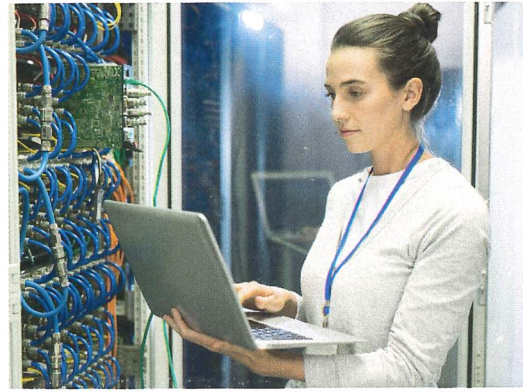
What is your best piece of advice for someone starting out in this industry?
The best piece of advice that I could give is to be patient and to not rush things.

What was the best part about studying at VCC?
The evening hours and the small class size, hence the individual attention I got from the instructor.

What impact did your teachers at VCC have on your career path?
My instructor, Georges, taught me the fundamentals of Pro Logic X that allowed me to start programming music with confidence. This led me to writing and producing the song 'Cause it's Christmas' that received radio play.

CONTACT THE TECHNOLOGY DEPARTMENT

TECHNOLOGY
technology@vcc.ca
vcc.ca/**technology**

MICROSOFT AZURE TRAINING

These courses will help you prepare for the Microsoft Azure Certification Exams

NEW – AZUR 0900 MICROSOFT AZURE FUNDAMENTALS (AZ-900)

Whether you have an IT background, or are just wanting to learn about cloud computing, this training will help you learn and demonstrate foundational-level knowledge on cloud concepts; core Azure services; security, privacy, compliance, and trust; and Azure pricing and support. 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. This course primarily uses the Azure portal to create services and does not require scripting skills.

TBA · 16 hours

NEW – AZUR 0104 MICROSOFT AZURE ADMINISTRATOR (AZ-104)

Learn how to manage Azure subscriptions, secure identities, administer the infrastructure, configure virtual networking, connect Azure and on-premises sites, manage network traffic, implement storage solutions, create and scale virtual machines, implement web apps and containers, back up and share data, and monitor your solution. Pre-requisites apply.

TBA · 24 hours

NEW – AZUR 0303 MICROSOFT AZURE ARCHITECT TECHNOLOGIES (AZ-303)

Learn how to translate business requirements into secure, scalable, and reliable solutions. Course topics include virtualization, automation, networking, storage, identity, security, data platform, and application infrastructure. This course outlines how decisions in each theses area affects an overall solution. Pre-requisites apply.

TBA · 40 hours

NEW – AZUR 0304 MICROSOFT AZURE ARCHITECT DESIGN (AZ-304)

Learn how to translate business requirements into secure, scalable, and reliable solutions. Course topics include design considerations related to logging, cost analysis, authentication and authorization, governance, security, storage, high availability, and migration. The role of an Azure Solution Architect requires decisions in multiple areas that affect an overall design solution. Pre-requisites apply.

TBA · 32 hours

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

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

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

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

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.

$356 · 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.

$477 · 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

INFORMATION TECHNOLOGY

NEW – IT OPERATIONS PROFESSIONAL SHORT CERTIFICATE
Prepare for entry-level positions in Information Technology (IT). Recognize network weakness and discuss IT security concepts; work with a server environment within a Local Area Network; follow procedures for IT software, hardware, and other equipment; build, and perform basic repairs on, a personal computer; apply troubleshooting techniques to resolve IT related problems/issues; and administer and provide support for multiple operating systems, such as Windows, and Windows Server. Courses in this program will help prepare you to write industry certification exams, such as CompTIA and Microsoft.
Program $1,517
Courses can be taken individually

REQUIRED COURSES
ITOP 1101 A+ Hardware
ITOP 1102 Networking Fundamentals
ITOP 1103 Windows Server Fundamentals

NEW – IT OPERATIONS PROFESSIONAL CERTIFICATE
Prepare for entry-level positions in Information Technology (IT). Develop essential skills in listening, problem solving, critical thinking, decision making, monitoring, and troubleshooting, in computer network operations. Build and perform basic repairs on computer hardware; design, build, and implement a server environment within a Local Area Network, lead, manage, and direct small-to-medium-scale IT projects; work effectively and professionally both individually and as part of an IT team; and administer and provide support for multiple operating systems such as Linux. Courses in this program will help prepare you to write industry certification exams, such as CompTIA, Microsoft, Linux Professional Institute, and AXELOS.
Program $4,549
Courses can be taken individually

REQUIRED COURSES
ITOP 1101 A+ Hardware
ITOP 1102 Networking Fundamentals
ITOP 1103 Windows Server Fundamentals
ITOP 1104 Active Directory
ITOP 1105 Security Fundamentals
ITOP 1106 Service Manager
ITOP 1107 Linux Server Fundamentals
ITOP 1108 Window Desktop Support
ITOP 1109 PowerShell

NEW – NETWORK SECURITY ADVANCED CERTIFICATE
Learn the latest methods in network analysis, architecture, forensics, and defence for careers in information systems security. Develop skills in using platforms for implementing network operation and security tools, threat mitigation, digital forensics analysis, systems analysis, and decision-making in computer security operations.
Program $TBD · Application required
Courses can be taken individually

REQUIRED COURSES
ITOP 2411 Advanced Network Systems
ITOP 2412 Computer Forensics for the First Responder
ITOP 2413 Network Optimized Monitoring
ITOP 2414 Encryption, Public Key Infrastructure Architecture and Administration
ITOP 2415 Network Exploits, Vulnerabilities and Penetration Testing

NETWORKING TECHNOLOGY CERTIFICATE

Develop or upgrade your information technology skills in the design, security, and maintenance of wired and wireless network infrastructures. Students pursuing the Networking Technology (NETT) Certificate program have a choice to successfully complete the required and elective NETT courses and graduate by December 2021, or seek exemption for eligible NETT courses towards the Information Technology Operations Professional Certificate program launching September 2021. For further information, email technology@vcc.ca

$4,284 program · Application required

Courses can be taken individually for professional development. Prerequisites may apply.

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 LOGIC PRO X: AN INTRODUCTION FOR SONGWRITERS AND BEAT MAKERS
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. For online learning, you should have access to a Mac computer with Logic Pro X installed.
$264 · 10 hours

TRADES

BUILDING SERVICE WORKER FEATURE

When the Building Service Worker program started in 1987 the world was a different place. Prime Minister Brian Mulroney was negotiating the Meech Lake Accord and Michael Jackson was at the top of the charts. Today the COVID 19 crisis has rocked the world, and building service workers remain an in-demand occupation.

"The building services worker industry has become much more professional over the years," says lead instructor Barry Dallas. "Environmental conditions such as climate control and Covid-19 have given us a path in which we perform our cleaning duties for health and safety, not just for marketing purposes."

The heart of the program remains the same; training students in the essential elements of custodial service including sanitation and cleaning, operation of cleaning equipment, commercial cleaning, cleaning of carpets, floors, windows, washrooms, waxing, and fire prevention. The course has adapted to the times, with theory classes being taught online and a 2-3 week practicum lets students put their learning into action.

Now, the focus is on the proper use of cleaning products and disinfectants to keep people safe from microorganisms that cause various illnesses. Students are also learning about the basics of personal protective equipment.

With over 12,700 job openings expected over a 10-year period (7,200 of those in the lower mainland), building service work is a good job option. "A student can enter this market with little experience and make a good living as an employee or entrepreneur within a year," says Dallas.

VCC alumni have successfully launched their careers with the Vancouver Board of Parks and Recreation and at various School Boards. Others have opened their own cleaning business after learning self-employment skills in the program.

You too can be on the front line of safety with VCC's Building Service Worker program and courses. To find out more, see page 38.

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

Courses can be taken individually

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 training provides you with skills, knowledge, and practical experience to enter 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.

$1,579 · 8 weeks · Part-time

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

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

The RHFAC 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 ratings 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**.