



VCC Continuing Studies

Winter 2020

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NEW CLASSES AT VCC

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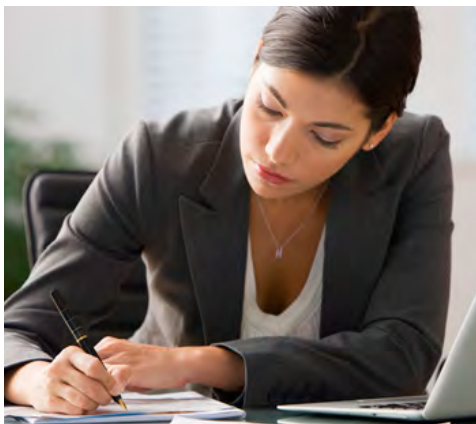
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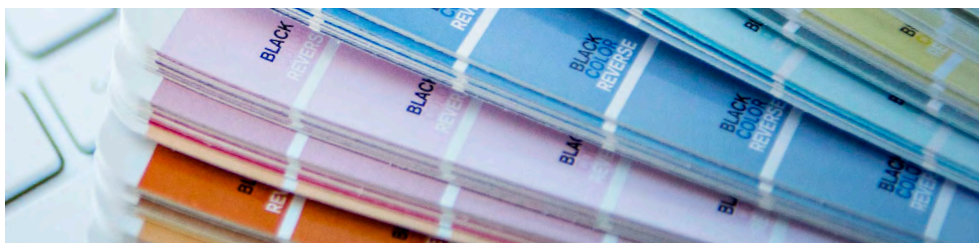
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TECHNOLOGY

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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/infosessions.

THREE WAYS TO REGISTER...

BY PHONE



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

IN PERSON



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

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 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.

REFUND REQUEST

Refund requests for a course or program must be made three business days prior to the start date. An original receipt must accompany all refund requests. If the original receipt is not available, the request must be received in writing. Please note all refunds are subject to a \$35 administration fee. Please allow 4-6 weeks for processing refunds by cheque. Cash refunds are not available.

REFUND APPEALS

Refund requests submitted after the 72 hour deadline may be considered for appeal under special circumstances, such as court subpoena or family bereavement, upon provision of relevant supporting documents. Applicants must submit a completed Refund Appeal Form to the Dean, Centre for Continuing Studies. A decision will be rendered in writing within 30 days, and all decisions are final. In lieu of a refund, applicants may be offered a course fee deferral credit at the discretion of the Dean. All refunds and deferred fee credits are subject to an administrative fee of \$35 per cancellation transaction.

Please visit the Student Resources section of vcc.ca/cs for further information about registering at VCC.

THE HEART OF THE CITY



VCC Downtown Campus

Live, study, work

VCC's CS classes are centrally located in downtown Vancouver. Students have easy access to transit, parking, restaurants, salons, shopping centres, and countless other businesses right outside our doors.



OUTSIDE VANCOUVER?

Take the SkyTrain or SeaBus to VCC in less than one hour from:

	DOWNTOWN CAMPUS	BROADWAY CAMPUS
Coquitlam Central	45 min.	35 min.
North Vancouver/Lonsdale	25 min.	40 min.
Richmond-Brighouse	35 min.	40 min.
Surrey Central	50 min.	40 min.

MY VANCOUVER



Downtown Vancouver

VCC small business instructor shares favourite places close to Downtown campus.

Here is a list of Debbie Madrazo's go-to places when she is downtown teaching in the Small Business program at VCC.

DELICIOUS FOOD OPTIONS:

1. **Meat & Bread**, a trendy place for meat-centric sandwiches, (370 Cambie St.)
2. **Nuba** for Lebanese yums! (207 West Hastings St.)
3. **49th Parallel** on Thurlow; it's a bit of a hike but the doughnuts are worth it! (689 Thurlow St.)
4. **Japadog** on Robson; be sure to get the fries. (530 Robson St.)

WALKING TOUR IDEAS:

5. **Dr. Sun Yat-Sen Garden** tours; sometimes I need to find my zen. (578 Carrall St.)

6. **Strolling around False Creek**; super easy stroll along the water and it's free.

7. Do a **walkabout around Jack Poole Plaza**; visit the cauldron, the Orca Lego statue, see the scenery of the north shore mountains. (1055 Canada Pl.)

UNIQUE HAPPENINGS:

The Public Disco; a community group that reimagines plazas, streets and laneways as pop-up music venues (various spots around downtown and Vancouver wide). ■

BAKING & HOSPITALITY



WINE FEATURE

Taste the difference of wine education

It's date night. You've just sat down at the best table in the restaurant, and the server hands you a weighty, leather-bound book – the wine list. What do you do? Do you nervously scan for a name that sounds familiar? Ask for a recommendation? Or simply hand it back and opt for the "house red"?

Even the most seasoned foodies can be intimidated by a wine list, but when it comes to wine appreciation, a little learning can go a long way. One of VCC's newest credentials, the Wine and Spirits Education Trust (WSET) Level 1 Award in Wines,



Keith Nicholson

offered through wine educator Statera Academy, is the perfect starting point for gaining this lifelong skill.

Like any good VCC instructor, award-winning sommelier Keith Nicholson knows that people learn best by doing – or tasting, as the case may be. "More than half the class is spent with wine in our glasses," he says. "That's the best part.

Overall, the course teaches why different wines taste the way they do, accounting for varietal (type of grape), climate, and the winemaking process. Students in the course range from chefs, restaurant servers and wine store employees to wine-lovers from all walks of life. "More than just a lecture, we connect the dots to what is in the glass," says Keith. "People have a lot of 'aha' moments in this class."

Learn more about VCC's wine sommelier program on page 8. ■

CONTACT THE BAKING AND HOSPITALITY DEPARTMENTS

BAKING
baking@vcc.ca
vcc.ca/baking

HOSPITALITY
sommelier@vcc.ca
vcc.ca/hospitality

BAKING

baking@vcc.ca · vcc.ca/baking

BAKING AND PASTRY ARTS COURSES

CUIS 1121 CAKE MAKING AND DECORATING 1

Learn the fundamentals of cake decorating including techniques and how to use decorating tools. Develop skills in making different types of cakes, icings, and fillings.

\$382 · 15 hours

CUIS 1137 CAKE MAKING AND DECORATING 2

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

\$382 · 15 hours

CUIS 1249 INTRODUCTION TO FRENCH PASTRY

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

\$485 · 15 hours

CUIS 1129 SUGAR CRAFT AND DISPLAY

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

\$382 · 15 hours

CUIS 1106 WORLD OF BREADS

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

\$485 · 15 hours

CUIS 1250 INTRODUCTION TO CHOCOLATE

Learn a broad range of foundational skills. Discover how to temper chocolate using both traditional and modern techniques. Create individually moulded and hand-dipped chocolates, chocolate truffles, and ganache pralines in an assortment of flavours, textures, and finishes.

\$560 · 21 hours

NEW – CUIS 1251 CHOCOLATE SHOWPIECES

Learn to create a range of handcrafted, moulded figurines and life-like chocolate flowers. These three-dimensional creations can be used for chocolate showpieces, cake decorations, and centrepieces. Gain the technical skills to reproduce these beautiful flowers and figurines at home or in a commercial kitchen. Prerequisite: VCC Introduction to Chocolate or knowledge in tempering chocolate.

\$529 · 18 hours

HOSPITALITY

sommelier@vcc.ca · vcc.ca/hospitality

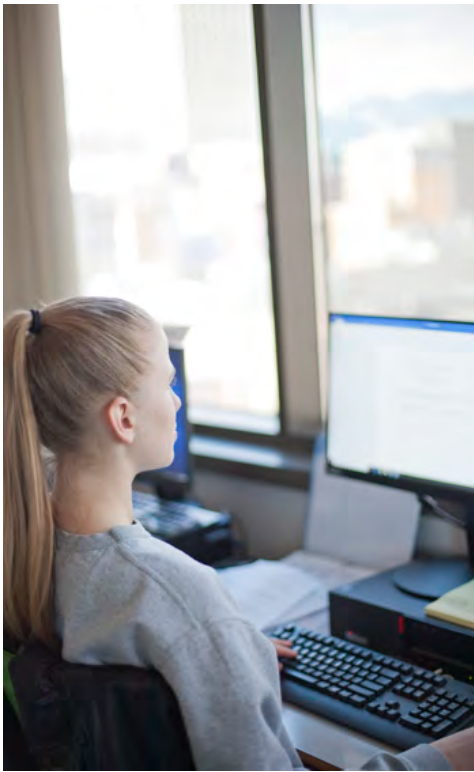
WINE SOMMELIER

WSOM 1501 WSET AWARD IN WINE LEVEL 1

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

\$515 · 12 hours

BUSINESS



TECHNICAL WRITING FEATURE

Meet Technical Writing Instructor Stephen Gauer

How long have you been teaching at VCC?

I've been teaching at VCC since 2016.

What is your current career?

I'm a freelance technical writer, currently working on safety and training documentation for Transport Canada.

Share an interesting thing about your journey to reach this moment.

It's been a long, complicated, and strange trip at times. I grew up in suburban Toronto in the 1950s and 1960s, but I learned a lot about life on long hitch-hiking trips across North America and Europe during and after high school.



Stephen Gauer

I've done every kind of writing except marketing and advertising since publishing my first piece in the *Globe and Mail* in 1975. I published a novel in 2011 (*Hold Me Now*) which satisfied a decades-long creative dream.

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

Oscar Wilde, because he would make me laugh.

How did you learn the trade?

On the job. The best preparation was print journalism. I was a newspaper reporter for six years in the 1970s, learning how to interview people and write accurately, simply, concisely, and quickly.



Advice for someone starting out in this industry?

Write, write, and write again! Do it for free if you have to. Build a portfolio. Be as versatile a writer as you can possibly be.

Who are your favourite authors?

Somerset Maugham, Herman Melville, and Naomi Klein.

How do you define success?

Peace of mind when I look at my bank account, and a daily sense of accomplishment that the writing I do makes life a little easier for my audience.

What is your writing motto?

Be simple, clear, and brief.

Learn more about VCC's business and technical writing certificate program on page 10. ■

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

business@vcc.ca · vcc.ca/business

PERSONAL FINANCE

FNCE 1001 BUILDING A STOCK PORTFOLIO

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

\$206 · 6 hours

FNCE 1000 FINANCIAL LITERACY 101

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

\$206 · 6 hours

FNCE 1002 UNDERSTANDING THE STOCK MARKET

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

\$206 · 6 hours

NEW – FNCE 1103 RETIREMENT PLANNING

This course focuses on retirement planning from a financial perspective. We will look at how private and public pension plans work, and how to use RSP and TFSA accounts, as well as other investment tools to create a personal pension plan. To achieve your retirement goals you need to understand not just how to save and invest, but also how to spend and budget during retirement years.

\$206 · 6 hours

BUSINESS COMMUNICATIONS

BUSI 1315 MEDIA AND PUBLIC RELATIONS

Build a foundation of knowledge and experience in the key concepts of communicating with the public. Topics include: audience analysis, stakeholder interaction, and developing messaging for press releases and sales letters.

\$514 · 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.

\$181 · 6 hours

CMPT 1420 SEO AND GOOGLE ANALYTICS

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

\$405 · 15 hours

CMPT 1450 GOOGLE ADWORDS TRAINING

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

\$405 · 15 hours

CMPT 1511 VISUAL ANALYTICS WITH TABLEAU

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

\$405 · 15 hours

BUSINESS AND TECHNICAL WRITING CERTIFICATE

The need for communicators in Canada's technical sectors is growing. Learn how to adapt complex writing into language that appeals to general audiences. This program delivers convenient and concentrated skill development in technical writing, providing short-duration writing skills training that will improve students' communication skills and contribute to employment success.

\$1,839 program

Courses can be taken individually

REQUIRED COURSES

TECW 1101 Technical Communication
TECW 1102 Current Issues in Technical Writing
TECW 1103 Editing

Course listings continued on next page

TECW 1104 Document Project Management
TECW 1105 Proposal Writing
TECW 1106 Online Documentation
TECW 1107 Designing and Writing Manuals
TECW 1108 Industry Report Writing
TECW 1110 Information Design and Human Factors

PROJECT MANAGEMENT

BUSI 1103 PROJECT MANAGEMENT

Explore the project management discipline, gain insight into the application of project management and form a framework for successful implementation of techniques and practical tools. Learn the basics of planning, controlling and implementing projects. Designed to provide the basics for those seeking project management professional certification.

\$309 · 12 hours

SMALL BUSINESS

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

SMBU 1101 ENTREPRENEURIAL SKILLS

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

\$90 · 3 hours

SMBU 1102 MARKET YOUR BUSINESS

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

\$90 · 3 hours

SMBU 1103 SMALL BUSINESS MANAGEMENT

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

\$90 · 3 hours

SMBU 1104 SMALL BUSINESS BOOKKEEPING

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

\$90 · 3 hours

SMBU 1105 UNDERSTANDING FINANCIAL NEEDS

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

\$90 · 3 hours

SMBU 1106 HUMAN RESOURCES

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

\$90 · 3 hours

SMBU 1107 FINANCE STATEMENTS AND PLANNING

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

\$90 · 3 hours

SMBU 1108 LEGAL OBLIGATIONS

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

\$90 · 3 hours

SMBU 1109 FINANCING YOUR BUSINESS

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

\$90 · 3 hours

SMBU 1110 PREPARING YOUR BUSINESS PLAN

Explore and practice the essentials of creating a business plan.

\$90 · 3 hours

LEADERSHIP AND MANAGEMENT

leadership@vcc.ca · vcc.ca/business

BUSINESS LEADERSHIP AND MANAGEMENT CERTIFICATE

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

\$4,112 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

Course listings continued on next page

LEAD 1169 Challenging Personalities
LEAD 1171 Training for High Performance

Two of the following from the Leadership Coaching Associate Certificate:

LEAD 1115 Coaching for High Performance
LEAD 1116 Essential Leadership Coaching Skills
LEAD 1117 Skill Coaching
LEAD 1118 Taking Your Leadership Coaching to the Next Level
LEAD 1120 The Coach's Toolkit
LEAD 1121 Team Coaching

LEADERSHIP CERTIFICATE

Become a more effective leader. This program is designed for students from a range of industries, locations, and professional backgrounds. Students will develop a set of essential practical skills and the knowledge, mindset, and leadership abilities needed for success in today's challenging corporate environment.

\$2,448 program · 6 hours each

Courses can be taken individually

REQUIRED COURSES

LEAD 1102 Managing Change
LEAD 1104 Problem Solving and Action Planning
LEAD 1108 Facilitation Skills for Team Leaders
LEAD 1111 Stepping Up to Leadership
LEAD 1112 Using Leadership Language
LEAD 1113 Building a Productive Team

ELECTIVE COURSES

Choose six elective courses from the following:

LEAD 1101 Critical Thinking
LEAD 1105 From Conflict to Collaboration
LEAD 1109 Speak Up
LEAD 1110 Creative Thinking at Work
LEAD 1114 Finding Time for Results
LEAD 1115 Coaching for High Performance
LEAD 1119 The Science and the Art of Leadership
LEAD 1138 Business Communication for Leaders
LEAD 1169 Challenging Personalities
LEAD 1171 Training for High Performance

LEADERSHIP COACHING ASSOCIATE CERTIFICATE

Coaching is vital in fields where performance is valued. This program guides students through the process of achieving leadership success. By fostering genuine coaching partnerships that inspire and support the exploration of new ideas, students will learn to effectively utilize peoples' creativity and ingenuity to reach organizational goals.

\$1,224 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.

\$2,448 program · 6 hours each

Courses can be taken individually

REQUIRED COURSES

LEAD 1102 Managing Change
LEAD 1104 Problem Solving and Action Planning
LEAD 1108 Facilitation Skills for Team Leaders
LEAD 1111 Stepping Up to Leadership
LEAD 1112 Using Leadership Language
LEAD 1113 Building a Productive Team
LEAD 1115 Coaching for High Performance
LEAD 1116 Essential Leadership Coaching Skills
LEAD 1117 Skill Coaching
LEAD 1118 Taking Your Leadership Coaching to the Next Level
LEAD 1120 The Coach's Toolkit
LEAD 1121 Team Coaching

MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

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

\$1,239 program

Courses can be taken individually

REQUIRED COURSES

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

VOLUNTEER MANAGEMENT

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

VOLT 1101 VOLUNTEER MANAGEMENT FOUNDATIONS

This interactive workshop provides an overview of the volunteer management cycle from inception to execution. Learn essential skills for building a sustainable volunteer program and engage in a variety of skill-building activities to enhance your effectiveness as a volunteer manager.

\$225 · 5 hours

VOLT 1102 LEADERSHIP AND MANAGEMENT FOR VOLUNTEER MANAGERS

Gain a comprehensive understanding of your leadership style and use this knowledge to build capacity as a leader. Consider how your leadership impacts your volunteers, clients, staff and vendors, and implement a plan to ensure success.

\$225 · 5 hours

VOLT 1103 RISK MANAGEMENT FOR VOLUNTEER MANAGERS

Having a risk management plan will protect your organization, staff, volunteers, and clients. Learn to make risk management a part of your organization's culture so that you can put your organization, rather than the risk, in charge.

\$225 · 5 hours

VOLT 1104 ORIENTATION, TRAINING AND SUPERVISION OF VOLUNTEERS

Increase your ability to engage volunteers, run dynamic orientations, provide effective training, and support and supervise volunteers. These skills will increase the capacity of your volunteer program by helping your volunteers gain expertise, expand responsibility and move into leadership roles.

\$225 · 5 hours

VOLT 1105 VOLUNTEER RECOGNITION AND RETENTION

Effective organizations recognize and reward the contributions of their volunteers. Learn to provide growth and development opportunities as well as to validate contributions and retain great volunteers in your organization.

\$225 · 5 hours

VOLT 1106 MUTUAL PERFORMANCE EVALUATIONS

Successful performance reviews provide opportunities for open communication between you, your volunteers, and your organization. Learn to implement an effective mutual performance plan to sustain and re-energize your volunteers through valuable performance assessment.

\$225 · 5 hours

VOLT 1107 ETHICS AND FISCAL MANAGEMENT FOR VOLUNTEER MANAGERS

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

\$225 · 5 hours

NEW – VOLT 1108 BOARD DEVELOPMENT

Designed for both new board members looking to learn more about their roles and experienced board members looking to enhance their skills. Learn roles and responsibilities of board members as well as strategies to engage teams and avoid staff and volunteer burnout.

\$225 · 5 hours

VOLT 1109 POLICIES AND PROCEDURES FOR VOLUNTEER MANAGERS

Policies and procedures are important guides that will assist you and your volunteers in your roles. Learn to create and manage effective policies and procedures in order to better direct your role and planning processes.

\$225 · 5 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.

\$225 · 5 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 which will help you initiate, improve, and increase your community engagement.

\$220 · 5 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.

\$220 · 5 hours

NEW – VOLT 1201 GRANT WRITING ESSENTIALS

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

\$257 · 6.5 hours

SPORT AND RECREATION MANAGEMENT CERTIFICATE

Build industry experience while developing the necessary skills, knowledge, and abilities for success in the sport and recreation industry. Gain comprehensive knowledge of sport and recreation in Canada including organizational structures, governance, and career opportunities in local, provincial, national, and international associations. Learn more: vcc.ca/sport-rec

\$5,160 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

\$4,237 program

Courses can be taken individually

Contact: weddingevent@vcc.ca

REQUIRED COURSES

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

OFFICE ADMINISTRATION

officeadmin@vcc.ca · vcc.ca/business

OACP 1105 INTRODUCTION TO PAYROLL

Learn payroll law, record maintenance, and pay cheque and T4 preparation. Study Employment Standards, WCB, Revenue Canada Taxation, Records of Employment, and Stats Canada reporting.

\$214 · 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.

\$200 · 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.

\$226 · 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.

\$112 · 6 hours

OACP 1106 BUILDING POWERFUL VOCABULARY

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

\$112 · 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.

\$112 · 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.

\$112 · 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.

\$250 · 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.

\$172 · 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.

\$152 · 18 hours

LEGAL OFFICE SKILLS

The following five legal office skills courses may be taken all together during one term, or individually over several terms. Students requiring these courses to meet the paralegal certificate/diploma program's legal requirement must complete and pass the Legal Office Package Tests administered at the end of the five legal office skills courses.

OACP 1113 INTRODUCTION TO LEGAL OFFICE PROGRAM

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

\$62 · 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.

\$112 · 9 hours

OACP 1115 CORPORATE

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

\$112 · 9 hours

OACP 1116 FAMILY LAW

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

\$112 · 9 hours

OACP 1117 CONVEYANCING

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

\$112 · 9 hours

OACP 1120 LEGAL OFFICE PACKAGE TESTS

Administered at the end of the Legal Office Skills courses (Civil Lit OACP 1114, Corporate OACP 1115, Family Law OACP 1116, Conveyancing OACP 1117); this course allows students to write all four Legal Skills course tests.

No charge · 3 hours

OFFICE ADMINISTRATION – ADMINISTRATION AND SUPERVISION CERTIFICATE

The office administration certificate – administration and supervision program is designed for students who wish to upgrade their office skills for certification, or begin a career in the office workplace.

\$3,033 program

Courses can be taken individually

REQUIRED COURSES

OACP 1102 Keyboarding for Beginners
OACP 1103 Writing Business Letters
OACP 1104 Grammar Review Business Writing
OACP 1106 Building Powerful Vocabulary
OACP 1107 Memo, Emails, and Reports
OACP 1123 Business English Skills Test
OACP 1126 Office Procedures
OACP 1127 Supervisory Management/Decision Making
OACP 1128 Records Management 1
OACP 1145 Effective Oral Communications

Plus one of:

OACP 1105 Introduction to Payroll
OACP 1129 Accounting for the Non-Accountant
OACP 1130 Introduction to Bookkeeping

ELECTIVE COURSES

Choose five courses from this list:

OACP 1101 Keyboarding for Speed Building
OACP 1122 Effective Notes and Minutes
CMPT 1301 Word Excel PowerPoint
CMPT 1302 Introduction to Computers and File Management
CMPT 1303 Internet Applications

or from courses in these program areas:

Leadership Certificate
Management Skills for Supervisors Certificate
Office Administration: Legal Office Skills Certificate
Office Administration: Medical Office Skills Certificate
Office Administration: Records Management Skills Certificate

OFFICE ADMINISTRATION – LEGAL OFFICE SKILLS CERTIFICATE

The office administration certificate – legal office skills program is designed for students who wish to upgrade their office skills for certification, are beginning a career in the legal office workplace, or are wanting to satisfy the paralegal program entrance requirements. Courses focus on the administrative support skills needed to succeed in legal office environments.

\$3,277 program

Courses can be taken individually

REQUIRED COURSES

OACP 1102 Keyboarding for Beginners
OACP 1103 Writing Business Letters
OACP 1104 Grammar Review Business Writing

Course listings continued on next page

OACP 1106 Building Powerful Vocabulary
 OACP 1107 Memo, Emails, and Reports
 OACP 1113 Introduction to Legal Office Program
 OACP 1114 Civil Litigation
 OACP 1115 Corporate
 OACP 1116 Family Law
 OACP 1117 Conveyancing
 OACP 1120 Legal Office Package Tests
 OACP 1123 Business English Skills Test
 OACP 1127 Supervisory Management/Decision Making
 OACP 1138 Legal Terminology
 OACP 1139 Legal Office Procedures
 OACP 1140 Legal Ethics and Confidentiality

Plus one of:

OACP 1105 Introduction to Payroll
 OACP 1129 Accounting for the Non-Accountant
 OACP 1130 Introduction to Bookkeeping

ELECTIVE COURSES

Choose five courses from this list:

OACP 1101 Keyboarding for Speed Building
 OACP 1122 Effective Notes and Minutes
 OACP 1141 BC Online Searches
 OACP 1142 Advanced Conveyancing
 OACP 1145 Effective Oral Communications
 OACP 1211 Wills and Estates
 CMPT 1301 Word Excel PowerPoint
 CMPT 1302 Introduction to Computers and File Management
 CMPT 1303 Internet Applications

or from courses in these program areas:

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

OFFICE ADMINISTRATION – MEDICAL OFFICE SKILLS CERTIFICATE

The office administration certificate – medical office skills program provides an introduction to terminology, procedures, practices, records, forms, billings, and routines. Courses focus on the administrative support skills needed to succeed in medical office environments.

\$2,087 program

Courses can be taken individually

REQUIRED COURSES

OACP 1102 Keyboarding for Beginners
 OACP 1103 Writing Business Letters
 OACP 1104 Grammar Review Business Writing
 OACP 1106 Building Powerful Vocabulary
 OACP 1107 Memo, Emails, and Reports
 OACP 1108 Medical Terminology 1
 OACP 1109 Medical Terminology 2
 OACP 1111 Medical Office Procedures

OACP 1123 Business English Skills Test
 OACP 1127 Supervisory Management/Decision Making
 OACP 1137 Medical Office Billing
 OACP 1155 Clinical Procedures
 OACP 1156 Medical Document Transcription

OFFICE ADMINISTRATION – RECORDS MANAGEMENT CERTIFICATE

The office administration certificate – records management skills program provides an introduction to the systematic control of all office records, from their creation or receipt through processing, distribution, organization, and retrieval to their ultimate disposal. Courses involve lectures, presentations, discussions, practical examples, and individual and group work.

\$1,968 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 careers.

\$3,987 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 Securities
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.

\$7,445 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.

\$425 · 21 hours

NEW – 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.

\$5,188 program · Application required

REQUIRED COURSES

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

FASHION, JEWELLERY & GEMMOLOGY



Donna Hawrelko

GEMMOLOGY FEATURE

VCC Gemmology Program Coordinator & Instructor Donna Hawrelko won a 2019 AGA Antonio Bonanno Award for Excellence in Gemology

Donna was awarded for her significant contribution to the field of gemmological education and her commitment to generations of gemmology students.

As a leading figure in the international gemmological community, Donna has focused on developing course manuals and materials while teaching gemmology to an international student body in the Gemmology and Jewellery departments at VCC, where she has served as

instructor since 1992, and program coordinator since 2005.

She has educated thousands of students, some of whom now hold prominent positions in the gem industry worldwide. She was instrumental in developing the



Canadian Gemmological Association (CGA) program, and served as Chief Examiner, Director of Education, and later became the president of CGA in 2015. The CGA reestablished its historic alliance with Gem-A through her efforts in 2017.

Donna is also past president of AGA and was an influential figure during her tenure helping to reshape the AGA into the internationally respected organization that it is today.

“It is a truly humbling experience to be awarded such a prestigious award, which is shared by industry legends from all across the world,” says Donna.

To learn about gemmology from this highly venerated industry professional, check out gemmology courses on page 21. ■

CONTACT THE FASHION, JEWELLERY & GEMMOLOGY DEPARTMENT

FASHION
fashion@vcc.ca
vcc.ca/fashion

GEMMOLOGY
gemmology@vcc.ca
vcc.ca/gemmology

JEWELLERY
gemmology@vcc.ca
vcc.ca/jewellery

FASHION

fashion@vcc.ca · vcc.ca/fashion

FASHION DESIGN & PRODUCTION CERTIFICATE

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

\$15,939 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.

\$23,170 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.

\$3,059 program

Courses can be taken individually

REQUIRED COURSES

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

FASHION COURSES

FASH 1118 INTRODUCTION TO INDUSTRIAL SEWING MACHINES

Whether you want to take your home sewing to the next level or take the first step in a career in fashion, industrial sewing machines are key for professionally sewn products. Learn how to safely operate and troubleshoot an industrial straight-stitch sewing machine, industrial sergers, and irons. Successful completion of this course will allow you to use our industrial sewing machines in other workshop courses.

\$58 · 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.

\$169 · 6 hours

FASH 1136 FASHION SHOW PRODUCTION

Learn all the elements required to produce a fashion show or event. These skills are put into immediate practice through the production of a real fashion event.

\$449 · 24 hours

FASH 1150 FASHION ILLUSTRATION

Improve your fashion illustration skills, update your drawing style, and prepare a portfolio while learning the basics of fashion drawing and the variety of media involved. Render a variety of fabric, study the work of well-known illustrators, and draw from a live model.

\$409 · 30 hours

FASH 1154 SEWING – BEGINNERS LEVEL 1

Learn to use industrial sewing machines to practice your skills and construct two simple garments. Perfect for beginner sewers, or those building a portfolio for acceptance into a fashion design program.

\$390 · 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.

\$394 · 30 hours

NEW – 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.

\$394 · 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.

\$279 · 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.

\$394 · 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.

\$389 · 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 option to bring your own, or complete sewing at home.

\$409 · 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.

\$409 · 30 hours



DON'T DELAY! REGISTER TODAY!

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

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.

\$10,187 program · Application required

CANADIAN GEMMOLOGICAL ASSOCIATION PART-TIME PROGRAM

This program covers the scientific, aesthetic, and historic aspects of gemmology. Become skilled with a wide range of gemmological equipment and learn to test and identify a variety of gemstones. Learn to differentiate between natural and synthetic gemstones and recognize various treatments and enhancements of gemstones. The study of basic diamond, coloured stone, and pearl grading, are included. Students who have completed the CGA's professional gemmology program, have passed their Canadian exams, and have earned their credentials as an FCGmA (Fellow of the Canadian Gemmological Association), now have the opportunity to write their Gem-A exams (Diploma and Practical) and gain their FGA credentials without taking the Gem-A course. The Canadian Gemmological Association and Gem-A are educational partners.

Application required

REQUIRED COURSES

GEMM 1101 Preliminary Year Gemmology

\$4,245 · 99 hours

GEMM 2101 Diploma Year Gemmology

\$6,242 · 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.

\$5,799 program · 90 hours

GEMMOLOGY COURSES

GEMM 1102 PRELIM EXAM PREP

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

\$385 · 12 hours

GEMM 1155 EVALUATION OF JADEITE JADE 1

Learn from the experts about evaluating Jadeite Jade, one of the most complex gem materials to evaluate and appraise.

\$525 · 20 hours

GEMM 1156 FEI CUI JADE 1

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

\$149 · 3 hours

GEMM 1157 FEI CUI JADE 2

Fei Cui is one of the most complex and difficult gem materials to be valued and appraised. Learn how to value Fei Cui jade by using the Standard Testing Method developed by Hong Kong according to ISO 19025. Samples will be provided and you may also bring your own Fei Cui pieces to evaluate.

\$149 · 3 hours

GEMM 1158 PEARL GRADING AND VALUATION LAB

This one day practical lab is for the gemmologist/appraiser looking for hands-on experience grading and valuating pearls.

\$147 · 6 hours

GEMM 2130 CGA DIAMOND GRADING

An intensive, hands-on course which will provide knowledge and skill in the grading of colourless, round brilliant cut diamonds. Students will have the opportunity to examine many dozens of diamonds in the extensive hands-on practical class.

\$2,121 · 35 hours

NEW – GEMM 1141 CABOCHON CUTTING INTRODUCTION

This hands-on course is for those wanting to get into the exciting world of cutting and polishing gemstones. Learn how to select the ideal rough material. Then go on to learn about the use of traditional grinding and polishing methods to transform a 'pebble' into a beautiful polished gem, which can then be fashioned into a beautiful piece of jewellery.

\$499 · 24 hours

JEWELLERY

gemmology@vcc.ca · vcc.ca/jewellery

JEWELLERY COURSES

JEWEL 1103 JEWELLERY TECHNIQUES 1

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

\$555 · 24 hours

JEWEL 1104 JEWELLERY TECHNIQUES 2

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

\$555 · 24 hours

JEWEL 1112 PEARL STRINGING TECHNIQUES 1

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

\$152 · 6 hours

JEWEL 1116 JEWELLERY REPAIR

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

\$658 · 24 hours

JEWEL 1117 STONE SETTING

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

\$558 · 24 hours

JEWEL 1118 LOST WAX CARVING AND CASTING

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

\$604 · 24 hours

JEWEL 1120 INTRODUCTION TO RHINO

Develop your design and computer skills through an introduction of 3D Modeling of conceptual designs for visualizing or fabricating jewellery, consumer product goods, architectural presentations, and anyone who needs to model or prototype products for manufacturing.

\$443 · 12 hours

JEWEL 1131 SUPERVISED JEWELLERY WORKSHOP

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

\$338 · 24 hours

JEWEL 1132 MAKE A RING IN A DAY

Design and fabricate a sterling silver band ring. Learn basic sawing, soldering, forming, finishing, and texturing skills.

\$366 · 8 hours

JEWEL 1133 MAKE A COPPER BOWL IN A DAY

Learn the small scale metal working techniques needed to make a 6" diameter copper bowl.

\$366 · 8 hours

JEWEL 1135 STONE SETTING IN JEWELLERY 2 – PAVÉ SETTING

Be taught how to properly use an "onglette graver" to pavé set stones. Learn the detailed steps for pavé setting including correctly laying out stones, drilling metals to prepare the bed for the stones, correctly seating stones in position, raising beads, cutting and cleaning, and bright cutting and finishing.

\$682 · 24 hours

INTERIOR DESIGN

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

INTERIOR DESIGN CERTIFICATE

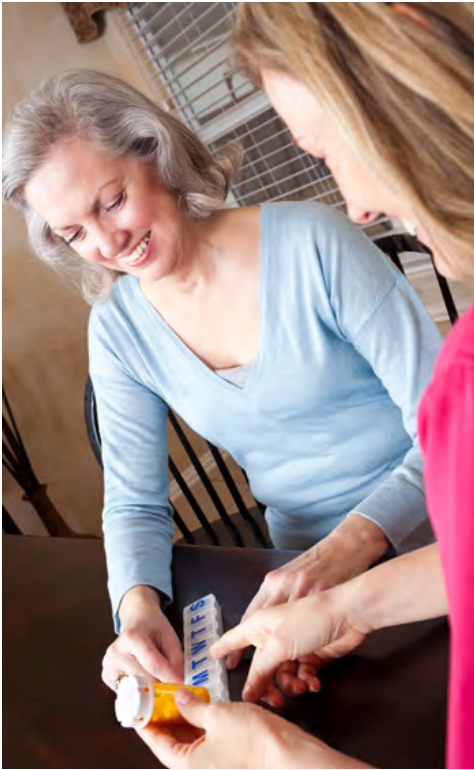
This program is currently under review. Acceptance of new program applications has been suspended pending completion of the review. Courses associated with interior design will still be offered to existing students. Please check with the program coordinator to discuss your academic plan.

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

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

\$350 · 24 hours

HEALTH SCIENCES



HEALTH FEATURE

Meet Harpeet Gill, Instructor for Medical Device Reprocessing Technician

Where did you grow up?

I was born and raised in India in a family of great leaders and mentors. Discipline was practiced everywhere in school and at home which instilled some great habits in me to this day. After I finished my Master's degree in science I moved to Canada in 1993.

Where did you learn this trade?

One day while working, a customer started a conversation about my educational background. I mentioned that I was more interested in working in the medical field. He introduced me to the MDR Technician Program. I have a vivid memory of the customer



Harpeet Gill

drawing the four areas on a piece of paper and explaining to me the different aspects of this job. I then began my journey and completed my certification as an MDR technician from VCC in 1999. Ever since then, I have been working for the Fraser Health region.

How long have you been teaching at VCC?

I became an instructor with VCC in 2016. I am a third-generation instructor in my family, and I feel very proud to carry on this legacy.

What do you love about teaching?

As an educator, it is my responsibility to prepare the students for their future and the community as their quality of work will tremendously

affect human lives. Their confidence and ability to perform all tasks without any guidance is a happy moment for me; I love seeing their success at the end of the course.

Share an interesting thing about your journey to reach this moment.

I was fortunate enough to experience setting up an MDR department from scratch. I felt very honoured to be chosen as a super user of some equipment and was trusted to organize the department and set it up.

How do you personally define success?

To me, success is a combination of discipline and commitment towards your goal. We have all heard the age-old lesson to choose quality over quantity – this fits perfectly in the field of medical device reprocessing.

What is my best advice for someone starting out in this industry?

If you like to serve your community, this is the best way to go. We work as a barrier between the infections, fighting dirt to protect our patients. My motto is to always do the right thing, even when no one is watching.

Learn more about the MDR Technician program on the next page. ■

CONTACT THE HEALTH SCIENCES DEPARTMENT

HEALTH
health@vcc.ca
vcc.ca/health

NURSING
health@vcc.ca
vcc.ca/nursing

HEALTH

health@vcc.ca · vcc.ca/health

FOODSAFE

HLTH 1101 FOODSAFE LEVEL 1

FoodSafe Level 1 is a food handling, sanitation, and work safety course designed for front line food service workers such as cooks, servers, bussers, dishwashers, and deli workers. In this day-long course, you will learn current industry standards for food health and safety.

\$99 · 8 hours

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

HEALTH CARE WORKERS PROFESSIONAL DEVELOPMENT

HLTH 1327 MEDICATION MANAGEMENT FOR HEALTH CARE ASSISTANTS

Health care assistants seeking employment in assisted living facilities will benefit from taking this course. The growing role of medications in assisted living settings has made the ability to dispense them increasingly crucial. Prerequisite: Students must be Health Care Assistants or Care Aides.

\$344 · 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.

\$414 · 24 hours

MEDICAL DEVICE REPROCESSING TECHNICIAN CERTIFICATE

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

\$9,648 program · Application required

ENTRANCE COURSES

MSKL 1104 Interpersonal Communication Skills
OACP 1108 Medical Terminology 1

REQUIRED COURSES

MDRT 1201 Medical Device Reprocessing Theory
MDRT 1211 Medical Device Reprocessing Clinical

NURSING

health@vcc.ca · vcc.ca/nursing

NURSING PROFESSIONAL DEVELOPMENT

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

HLTH 1138 TRANSCRIBING PHYSICIANS ORDERS

This self-paced distance module teaches Licensed Practical Nurses (LPN) to receive and transcribe physician's verbal and telephone orders.

\$233 · 6 hours

NEW – HLTH 1151 GENTLE PERSUASIVE APPROACHES (GPA) IN DEMENTIA CARE

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

\$237 · 7.5 hours

HLTH 1190 FOOT CARE NURSING

Foot Care Nursing provides basic and advanced education and training in the care of the middle-aged and elderly feet. This course includes in-class instruction, self-study, and hands-on clinical experience. Proof of current B.C. LPN or RN License required to register.

\$1,380 · 54 hours

HLTH 1295 PHARMACOLOGY REVIEW

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

\$325 · 7 hours

HLTH 1271 PHYSICAL ASSESSMENT FOR NURSES

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

\$237 · 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.

\$233 · 7 hours

HLTH 1403 IV THERAPY AND INSERTION

This course is designed to prepare the RN/LPN to initiate and maintain peripheral intravenous infusions. Through a combination of theory instruction and lab practice, students will develop their skills in IV insertion and maintenance, learn how to minimize patient discomfort and complications, and increase insertion success rates.

\$237 · 7 hours

HUMAN AND FAMILY SERVICES



GLADUE REPORT WRITING FEATURE

New Gladue Report Writing program at VCC

Across Canada, Indigenous people are over-represented in the criminal justice system, and incarceration rates continue to rise. In 1999, a Supreme Court of Canada ruling (R. v. Gladue) established “Gladue” rights, requiring judges to recognize the historical trauma that continues to affect Indigenous offenders in Canada and take racism and systemic discrimination into account during sentencing. Twenty years later, Gladue reports continue to be under-utilized, due to a variety of reasons including a shortage of trained Gladue report writers.



A Gladue report is an individual’s ‘Sacred Story’. It shares with the courts the personal history and relevant factors that give detail of the individual’s life continuum that could possibly give insight to why he/she became involved in the justice system. This sacred information plays an important role in crafting recommendations in accordance to the individual’s needs, to assist the judge in making well-informed decisions. It also plays a crucial role in creating a healing journey for the individual.

VCC and consulting firm IndiGenius & Associates have partnered to



develop a credentialed Gladue report writing program from an Indigenous perspective, the first of its kind at a post-secondary school in Canada.

“It is truly an honour to be part of a journey in instructing and creating curriculum for Gladue training with VCC, but also in helping pave a path for a national standard in Gladue training for our people,” says Mark Marsolais-Nahwegahbow, Founder & President, IndiGenius & Associates. “Despite a majority of reports being court ordered, there hasn’t been a program in Canada that has allowed writers to receive a certificate or recognition of credentials to be acknowledged as a professional – until now.”

Learn more on page 26. ■

CONTACT THE HUMAN AND FAMILY SERVICES DEPARTMENT

COUNSELLING SKILLS
counsellingskills@vcc.ca

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

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

COUNSELLING

counsellingskills@vcc.ca

BASIC COUNSELLING SKILLS – PREREQUISITE COURSE

CNSK 1401 BASIC COUNSELLING SKILLS

This course is geared towards those 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.

\$543 · 12 weeks

COUNSELLING SKILLS FOUNDATIONAL CERTIFICATE

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

\$7,033 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

COUNSELLING PROFESSIONAL DEVELOPMENT

These courses are intended for working professionals and those with previous experience or training in a human services field (such as counselling, youth work, settlement services, social work, or healthcare). Keep your skills current and add valuable and practical training to your professional toolbox.

\$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

NEW – GLADUE REPORT WRITING

gladue@vcc.ca · vcc.ca/gladue

NEW – 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.

\$5,188 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



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

EARLY CHILDHOOD CARE AND EDUCATION

ecce@vcc.ca · vcc.ca/ecce

ECCE ASSISTANT

ECCE 1176 ECCE ASSISTANT COURSE – HEALTH

Includes the basic information on the health, safety, and proper nutrition for young children (birth to six years of age). Students will be introduced to the licensing regulations, safety and hygiene measures related to child care.

\$415 · Application required

ECCE CERTIFICATE

In this part-time program, prepare to work in licensed early learning and care settings in B.C. With a focus on children (birth to six years of age), this program offers students the knowledge and skills to provide high-quality service for young children and their families.

\$7,801 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.

\$7,930 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.

\$472 · 10 evenings and 1 Saturday or self-paced

LEADERSHIP, ADMINISTRATION AND MANAGEMENT IN CHILD CARE

ECCE 2112 LEADERSHIP, ADMINISTRATION AND MANAGEMENT

Today's childcare world is dynamic and complex and there are both opportunities and challenges that call for strong skills. Learn and practice leadership, administration, and management skills in a supportive environment, while building your confidence, knowledge base, and effectiveness, as you continue on your childcare career path.

\$490 · Application required

SCHOOL-AGE CARE

ECCE 1113 INTRODUCTION TO SCHOOL-AGE CARE

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

\$418 · 36 hours

LANGUAGES & WRITING



LANGUAGES FEATURE

Learning about culture is essential to learning a language

By Anton Skripaenko, VCC Russian instructor

A Canadian first visiting Russia might be surprised to see so few people laughing and smiling in the streets and public places. Culturally speaking, however, this somber mood represents good manners. In Russian culture, calmness is politeness, while loud laughter or celebration, and even bright clothing, can draw suspicion and whispers, especially from the elderly.

For those who want to truly learn a foreign language, cultural norms and



Anton Skripaenko

expectations are often inseparable from grammar and vocabulary. It all comes down to being understood. While in North America, a wide smile and a laugh may be accepted – even expected – in certain social

scenarios, visitors to Russia will be wise to keep in mind an old Russian saying, “Laughter for no good reason is a hallmark of a fool,” or run the risk of appearing tactless or rude.

By the same token, in Russia, speaking about your problems is also widely accepted, and Russians are also very quick to offer compassion and help. If you do want to see a Russian smile, just be sincere and genuinely friendly. I promise, it can happen.

Ready to understand the fundamental relationship between language and culture? See a full list of language classes available at VCC on page 30. ■

CONTACT THE INTERPRETING, LANGUAGES AND WRITING DEPARTMENT

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

LANGUAGES
languages@vcc.ca
vcc.ca/languages

CREATIVE WRITING

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

CWRI 1123 WRITING SPARKS TO COMPLETION

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

\$256 · 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.

\$256 · 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.

\$256 · 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.

\$256 · 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.

\$256 · 18 hours

CWRI 1175 ADVANCED SCREENPLAY WRITING

Execute screenwriting elements including structure, character development, world of the story, theme, agenda, actions, plot, and dialogue, and learn what to do with it once it's ready. This course is an intensive six-week workshop for writers with first-draft feature or original television pilot scripts or completed treatments.

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

\$256 · 18 hours

LANGUAGES

languages@vcc.ca · vcc.ca/languages

LANG 1118 ARABIC 1

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

\$217 · 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.

\$217 · 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.

\$217 · 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.

\$217 · 20 hours

FOR THE LATEST: VCC.CA/CS

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

This catalogue provides an overview of 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/infosessions.

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.

\$207 · 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.

\$207 · 20 hours

LANG 1135 FRENCH 3

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

\$207 · 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.

\$111 · 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.

\$217 · 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.

\$217 · 20 hours

LANG 1110 JAPANESE 2

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

\$217 · 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.

\$217 · 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.

\$217 · 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.

\$217 · 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.

\$217 · 20 hours

LANG 1101 SPANISH 1

Cover basic topics such as introducing yourself, ordering food in a restaurant, asking for directions, and shopping. An ideal class to learn a new language for travel or for communicating with friends.

\$217 · 20 hours

LANG 1102 SPANISH 2

Upon completion of Spanish 1, take your learning journey to the next level by finding ways to improve your communication skills. Use present and past tenses to describe activities and routines, learn the imperative to understand instructions, and continue building a strong foundation of the Spanish language. Experience interactive and challenging activities with fellow learners in an easy-going class environment.

\$217 · 20 hours

LANG 1136 SPANISH 3

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

\$217 · 20 hours

LANG 1111 SPANISH CONVERSATION 1

Develop basic verbal skills through oral practice using different scenarios. Gain confidence for communicating with people in Spanish-speaking places.

Prerequisite: LANG 1101 Spanish 1 or equivalent.

\$117 · 10 hours

LANG 1152 RUSSIAN 1

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

\$217 · 20 hours

MAKEUP ARTISTRY



MAKEUP FEATURE

Changes to VCC's Makeup program start this January

The newly revised Makeup Artistry Certificate is designed for individuals planning to enter the makeup industry. Taught by industry experts, the program emphasizes the development of technical and professional skills with the goal of fostering individual growth and creativity.

Students who complete this program will develop the skills, confidence, and experience required to provide makeup artistry services and conduct business in all beauty and retail areas of the field.

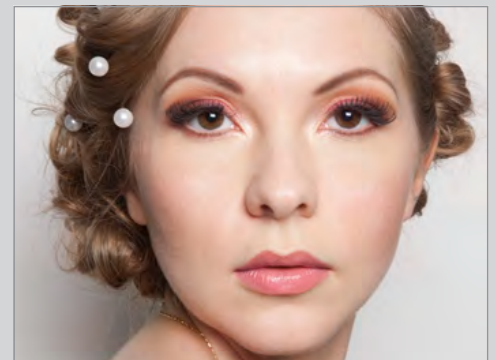
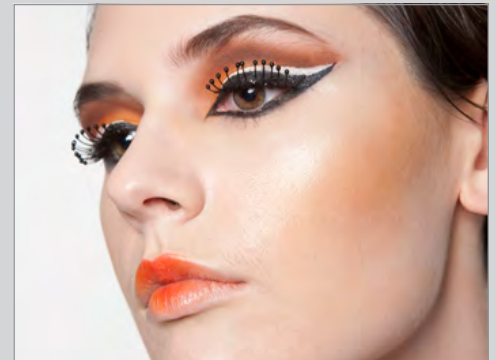
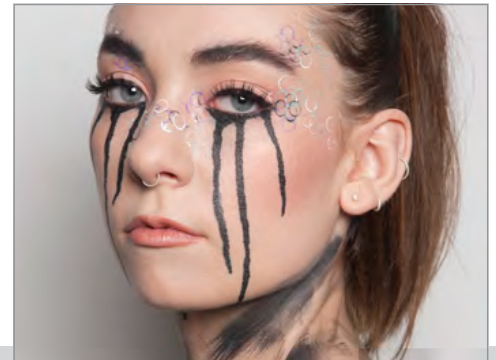


Make-up: Joanne Hui, Model: Eurice Choi

The certificate now being a total of 195 instructional hours is offered part-time on evenings and weekends. This program allows students to work and maintain other commitments while achieving fundamental makeup training.

Learn more on page 32. ■

TOP RIGHT IMAGE: Make-up by Madeleine Nocom
MIDDLE RIGHT IMAGE: Make-up by Melissa Arial
BOTTOM RIGHT IMAGE: Make-up by Richard Soriano



CONTACT THE MAKEUP DEPARTMENT

MAKEUP
makeup@vcc.ca
vcc.ca/makeup



MAKEUP ARTISTRY

makeup@vcc.ca · vcc.ca/makeup

MAKEUP ARTISTRY CERTIFICATE

VCC Makeup Artistry Certificate is designed for individuals planning to enter the makeup industry. Taught by industry experts, the program emphasizes the development of technical and professional skills with the goal of fostering individual growth and creativity.

Develop the skills, confidence, and experience required to provide makeup artistry services and conduct business in all beauty and retail areas of the field .

The program is part-time and offered on evenings and weekends, and allows students to work and maintain other commitments while achieving fundamental makeup training.

\$2,844 program · Application required

Makeup kit cost approximately \$1,800

REQUIRED COURSES

MKUP 1101 Makeup Artistry Fundamentals
MKUP 1102 Bridal and Event Makeup
MKUP 1103 Fashion and Photography Makeup
MKUP 1104 Freelance and Career Development

Choose one of the following elective courses:

MKUP 1105 Airbrush Makeup
MKUP 1106 Character Makeup
MKUP 1107 Introduction to Film and Television Makeup
MKUP 1109 Hairstyling for Makeup Artist

MAKEUP ARTISTRY PROFESSIONAL DEVELOPMENT

All MUA certificate classes are available for Professional Development. Please speak with the program coordinator for more details.

MKUP 1110 MAKEUP AND HAIRSTYLING FOR INDIAN BRIDAL

Learn advanced techniques for Indian bridal makeup application and hairstyling. Receive step-by-step demonstration and practice. Techniques covered will include creating flawless skin tone matching (highlight and contour methods), eye highlighting and contouring, glamour eye makeup and hairstyling/head dressing (Dupatta setting, Tikka setting, etc.) for South Asian clients.

Prerequisite: MKUP 1101 & 1102 or have a recognized certificate from another makeup institution.

Required kits to be purchased at the VCC Bookstore.

\$463 · 24 hours



DON'T DELAY! REGISTER TODAY!

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

TECHNOLOGY



WEB AND GRAPHICS FEATURE

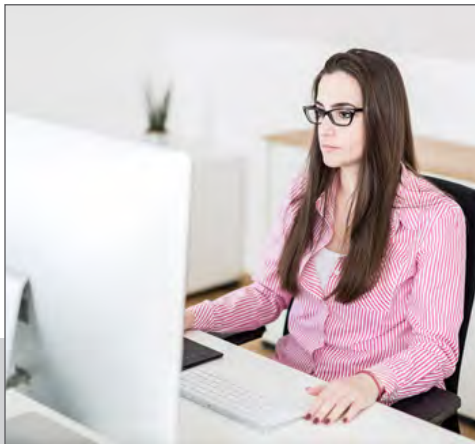
Design best practices

Do you manage your own or a business website? Or do you enjoy seeing others read your blog?

Whether it is your own online portfolio, a blog, or a business web page, you can give a boost to its popularity with some design enhancements and feature additions. To provide your users with a valuable user experience, here are some of the top strategies:

Emotional design: use the power of emotional valence to form a positive connection with your site's viewers. Design aesthetics which evoke positive emotions, such as pleasure or trust are shown to influence users' perceptions of a product.

Human-centered design: use a design approach which is centered around an



issue and not the symptom; people and not technology; the whole activity and not its isolated components.

Interview: interviewing your customers can identify problems ahead of time and help you focus on what matters most to your site's visitors. In addition to soliciting feedback from your client-base, think about interviewing members of the open-source community and members of your organization, including executives, leadership and management.

Results matter more: think about your users' end-goal. While the user experience is important, focusing on the big picture and the desired result will garner more appreciation from your users.



Responsive design: your users are viewing your website on varying display sizes. Learn responsive design and build web pages that incorporate flexible layouts, images, and style sheet media queries.

Questions: ask meaningful questions before and throughout the design process. Often times designers end up focusing on 'creating' more than anything else. Whilst that is an integral component of the design methodology, you will find the design process to be much easier if you start with a list of answers.

As Don Norman, one of the leading design experts, said, "beauty and brains, pleasure and usability – they should go hand in hand."

Flip the next few pages for hands-on training on using tools and languages such as Adobe Photoshop, InDesign, Illustrator, SEO/Analytics, HTML/CSS, and JavaScript. ■

CONTACT THE TECHNOLOGY DEPARTMENT

TECHNOLOGY
technology@vcc.ca
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TECHNOLOGY

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ACCOUNTING SOFTWARE COURSES

CMPT 1362 QUICKBOOKS LEVEL 1

Learn how to perform daily accounting tasks including: working with the customer centre, the employee centre, and the vendor centre; writing cheques, transferring money between accounts, and reconciling accounts; working with asset, liability, and equity accounts; processing sales orders and recording customer payments; accounts payable and accounts receivable; entering and paying bills; and basic payroll functions.

\$389 · 18 hours

CMPT 1363 QUICKBOOKS LEVEL 2

Become familiar with the more advanced functions and capabilities of QuickBooks including: setting-up and tracking inventory; dealing with advanced tasks for receivables and payables; intermediate payroll functions such as running a payroll schedule, tracking your tax liabilities and paying payroll taxes; creating jobs and estimates; creating and tracking invoices; and customizing invoices and forms.

\$389 · 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.

\$389 · 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.

\$389 · 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.

\$449 · 30 hours

CMPT 1302 INTRODUCTION TO COMPUTERS AND FILE MANAGEMENT

For students with little to no background in computers. Building a foundation of basic computer skills, this module demonstrates

how to identify different types of computers, the components of a personal computer and how these components work together. Topics include the knowledge and skills of accessing, storing, and managing files on local and remote computers.

\$260 · 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.

\$260 · 15 hours

DRAFTING AND DESIGN SOFTWARE

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

CMPT 1255 INTRODUCTION TO REVIT

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

\$467 · 18 hours

NEW – 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 #D forms (mass), creating parametric family types, modeling sites, and rendering techniques. Apply the acquired skills to complete a small commercial project.

\$458 · 18 hours

CMPT 1703 SKETCHUP LEVEL 1

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

\$244 · 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.

\$244 · 6 hours

CMPT 1707 SKETCHUP ADVANCED

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

\$349 · 12 hours

CMPT 1951 AUTOCAD LEVEL 1

Designed for students pursuing careers in design-related disciplines, this course teaches new users how to create professional 2D drawings using AutoCAD. Starting with a thorough overview of AutoCAD's basic commands and features, this level 1 hands-on course covers drawing basic objects (i.e. lines, circles, arcs, polygons, blocks), modifying and changing properties of objects, working with layers, dimensioning, hatching, text, proper scaling and page setup for plotting and printing using layouts, and viewports.

\$467 · 18 hours

CMPT 1952 AUTOCAD LEVEL 2

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

\$411 · 15 hours

OFFICE SOFTWARE

CMPT 1129 EXCEL LEVEL 1

Learn to work with worksheets and workbooks to analyze data using a variety of features to create, modify, and format common business reports such as budgets, reports, and charts. Designed for students who need to create basic formulas, edit formulas, format, chart, and print. Prerequisite: CMPT 1302 or a working knowledge of Windows PC's.

\$244 · 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.

\$244 · 7 hours

CMPT 1132 EXCEL LEVEL 3

Learn to use advanced features when working with different types of reports. Students will explore increasing data entry with productivity tools, collaborating with others, what-if scenarios, data validation rules, goal seeking, data groups, sub-totaling, solver tool, and PivotTables/Chart. Prerequisite: CMPT 1131 Excel Level 2 or equivalent.

\$244 · 7 hours

MARKETING AND ANALYTICS COURSES

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

WEB AND GRAPHIC DESIGN COURSES

CMPT 1531 DESIGNING INFOGRAPHICS WITH GOOGLE TOOLS

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

\$72 · 3 hours

CMPT 1525 CREATING INTERACTIVE MAPS WITH MAPBOX

Mapping geo-spatial data is a highly specialized and desirable skill in today's digital landscape because of the wealth of data available to the public and the effectiveness with which it can communicate meaning and engage online. The skills gained in this course have application in real-world situations in service of more effective communications, knowledge translation, and marketing goals. Learn the basic principles and skills related to interactive point-of-interest and choropleth maps. Participants are expected to have a free Mapbox account. Prerequisite: Basic knowledge of Microsoft Excel, or CMPT 1129.

\$289 · 12 hours

CMPT 1401 HTML/CSS LEVEL 1

This class is 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.

\$405 · 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.

\$405 · 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.

\$405 · 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.

\$405 · 15 hours

CMPT 1431 INTRODUCTION TO WORDPRESS

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

\$181 · 6 hours

CMPT 1430 WORDPRESS WEB DESIGN

An overview of working with WordPress.org software, an industry-leading content management system (CMS). Build and maintain a website or blog without coding knowledge. Other topics include domain purchase and hosting, WordPress installation, page building, themes, plugins, widgets, search engine optimization, and website monetization with shopping cart, PayPal, and Google AdSense.

\$405 · 15 hours

NEW – 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) is recommended.

\$389 · 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.

\$405 · 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.

\$405 · 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.

\$405 · 15 hours

MACD 1136 ILLUSTRATOR LEVEL 2

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

\$405 · 15 hours

NEW – MACD 1162 MOBILE PHONE PHOTOGRAPHY

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

\$131 · 6 hours

NETWORKING TECHNOLOGY CERTIFICATE

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

\$4,200 program · Application required

Courses can be taken individually.

REQUIRED COURSES

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

ELECTIVE COURSES

Select three of the following courses as electives:

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

PROGRAMMING

CMPT 1510 INTRODUCTION TO PYTHON PROGRAMMING

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

\$419 · 18 hours

MUSIC TECHNOLOGY

NEW – 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 a clear path towards pursuing a career in this field, regardless of previous musical or technical experience.

\$345 · 15 hours

MACD 1141 INTRODUCTION TO LOGIC PRO

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

\$259 · 10 hours

TRADES



BUILDING MANAGER FEATURE

Employers hungry for more building service workers

VCC has offered the Building Service Worker (BSW) program for over thirty years. The program is a major component for a variety of Vancouver employers, including the following:

- The City of Vancouver – Parks and Recreation
- Canada Mortgage & Housing Corporation (CMHC) – Granville Island
- Science World
- The Vancouver School Board

These employers take time out of their busy schedule to visit with current and past students of the



Building Service Worker course, and to encourage a career with their institutions. They provide an opportunity to have a conversation about the roles and responsibilities of a BSW in the care-taking industry. Guest speakers in the BSW course have increased the knowledge of all students with direct questions and answers in an intimate classroom setting. Students have been encouraged to apply for a variety of positions and have been hired more than 95% of the time.



As students are finding employment in this industry within 2 months and with pays ranging from around \$15 to \$25 per hour, the time is ripe to consider this as one of the strong and stable job choices, or as a stepping stone to building a career in the field of building maintenance.

Taught by experienced professionals, the BSW course provides a two-week practicum opportunity, and certifications in WHMIS and FOODSAFE. Optional courses, such as the Pool Operator Level 1 course, are also a great addition to your skill set.

Find out more at one of our free information sessions and become part of a growing industry that will supply you with a great future.

vcc.ca/infosession ■

CONTACT THE TRADES DEPARTMENT

BUILDING

buildingprogram@vcc.ca
vcc.ca/business

RICK HANSEN FOUNDATION

health@vcc.ca
vcc.ca/rhfac

BUILDING

buildingprogram@vcc.ca · vcc.ca/business

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.

\$296 · 14 hours

BUILDING MANAGER CERTIFICATE

Building management is a growing industry throughout British Columbia and there is an increasing need for well-trained managers for residential, commercial, and industrial complexes. VCC's building manager certificate is designed to provide a strong foundation for students who wish to begin a career in this competitive field, or to improve the skills of current caretakers/managers.

\$1,602 program

REQUIRED COURSES

REAL 1101 Law and Tenant Relations
REAL 1102 Building Maintenance and Cost Control
REAL 1103 Building Cleaning
REAL 1110 Building Service Management

BUILDING SERVICE WORKER

REAL 1130 BUILDING SERVICE WORKER

This comprehensive full-time program provides the skills, experience and hands-on practice in the building service worker industry. Train with experienced professionals both in the classroom and on the job during your practicum experience. Study all elements of building service including commercial cleaning, team cleaning, and equipment training. In addition, learn valuable job skills such as self-employment and resume development. Participants will also gain certification in WHMIS and FoodSafe.

\$1,548 · 8 weeks · Full-time

RICK HANSEN FOUNDATION

health@vcc.ca

HLTH 1115 RHFAC ACCESSIBILITY ASSESSOR TRAINING

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

\$1,571 · 48 hours · Full-time · Broadway campus

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 resume, and access valuable resources on VCC's online hub for job seekers.

Visit vcc.ca/careerservices.

COUNSELLING

Free, professional, and 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.

EAT. SHOP. MORE.

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

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 at Learning Centres located at both the Broadway and Downtown campuses. Visit vcc.ca/tutoring.

WIRELESS INTERNET SERVICE

Free, fast, and reliable Wi-Fi is available at all VCC campuses. Students can access VCC's Wi-Fi by logging in with a VCC account. Guests receive two hours of free access.

FLOURISH

VCC FOUNDATION GALA



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

WEDNESDAY, FEBRUARY 5, 2020, 7 P.M.

Purchase tickets vcc.ca/gala | **604.871.7082**

BUY THREE TICKETS AND THE FOURTH IS COMPLIMENTARY, USE CODE 'CS2020'



Special offer for alumni of VCC credentialed programs

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

Request the alumni rate when registering by phone or in-person.

Discount will not be applied retroactively



vcc.ca/cs



vcc.ca/cs

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