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• Minimize your Fashion Impact
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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/info.
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.

Program cost estimates are approximate, and may vary depending on electives chosen, completion time, and additional supplies and materials.

Tuition fees are subject to an annual increase as approved by the Board of Governors. Fees are subject to change without notice.

We accept VISA, MasterCard and American Express. Payment can also be made by cash, debit, cheque or money order payable to Vancouver Community College.

Post-dated cheques are not accepted. A $30 fee is charged for insufficient funds. For international students, international fees may apply. Please contact the International Education Office for more information. ieadmissions@vcc.ca

Please note that a textbook may be required for your course. Please check vcc.ca/bookstore for textbook information and hours of operation.

ADMISSION REQUIREMENTS

VCC is a post-secondary institution. Applicants should be 16 years of age or older or a graduate of a secondary school (some exceptions may apply).

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.

Many CS courses are available for registration without submitting an application. If there are course specific requirements, they are noted on the webpage.

CANCELLATIONS

VCC reserves the right to cancel courses due to unavailability of instructors, facilities, or insufficient enrolment. If a course is cancelled, a full refund will be provided. Please ensure your contact information on your student profile is up to date.

COURSE WITHDRAWAL

If you request to withdraw from a course before the course starts, a cancellation notice of three full business days prior to the start date is required. Please note all refunds are subject to a $35 administration fee. Please allow 4-6 weeks for processing refunds. Cash refunds are not available.

If you request to withdraw from a course, providing less than three full business days cancellation notice, no refunds will be issued except for extraordinary circumstances. To be considered for a refund under extraordinary circumstances, applicants must submit a completed Refund Appeal Form to the Associate Registrar at cstudies@vcc.ca with relevant supporting documents. A decision will be rendered in writing within 30 days, and all decisions are final. In lieu of a refund, applicants may be offered a course fee deferral credit at the discretion of the Associate Registrar. All refunds and deferred fee credits are subject to an administrative fee of $35 per cancellation transaction.

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

By Brian Kibby, CEO, Modern Campus

VCC is excited to launch a new improved registration system to make your user experience as seamless as possible, called Modern Campus’ Destiny One.

The best thing about Destiny One is that it removes all the frustrations that can make administration and registration painful, and replaces it with what you’re used to from large organizations that provide an easy ecommerce, shopping cart experience.

“One of the principal factors that appealed to us with Destiny One was the system’s inherent focus on improving the student’s online experience.”
– Adrian Lipsett, Dean of Continuing Studies

“At VCC, our aim is to ensure our students are able to easily identify and locate, enroll into, and get the most out of the course offerings that best align with their professional aims and interests.”

Lipsett said Destiny One makes students’ needs the top priority from the first click.

“Destiny One has enabled us to greatly improve the very outset of our student’s journey with us, and we are excited to see the impact that will carry in the years ahead.”

Any time you want course information, need a transcript, want to check your payment history or enrollment status – it’s all just a couple of clicks away. It’s clean, it’s simple, and you’re going to do better because of it.

“One of the principal factors that appealed to us with Destiny One was the system’s inherent focus on improving the student’s online experience,” said Adrian Lipsett, Dean of Continuing Studies at VCC.
Meet VCC Continuing Studies staff member Lou Solina

Lou has worked at VCC for nearly nine years and is currently a program assistant for the fashion, LERN, gemmology, makeup, and wedding & events areas. Here she shares a little about her life inside and outside of VCC:

What do you love about working at VCC?
I love a little bit of everything! Especially being part of such a great team, and the opportunities of self and career development.

What would people be surprised to know about VCC?
There are restaurants inside the downtown campus that serve fantastic food made by VCC’s students.

Have you taken classes at VCC?
All of my post-secondary education has been at VCC! Hair design (2008), administrative assistant (2012), makeup artistry (2016) and I’m currently completing medical office skills. All of my instructors have been amazing and helpful. I’m very thankful for them and their wisdom.

When you aren’t at VCC what are your favourite things to do?
It’s been over a year since the start of the pandemic, and I find myself cooking a lot and spending time outdoors with the family. I’ve also been walking a lot as well, and it’s been so good for my well-being.

What would people be surprised to know about you?
I wrote a poem in 2001 when I was in grade six and it was chosen for publication. I never ordered the book but surprisingly, after 20 years, I just ordered it because I have no idea what I wrote.

If you could have lunch with a VCC employee, who would it be?
My sister, Lora Abaga, who works at VCC as well. I haven’t gone out with her for a nice meal in such a long time because life happens.

MY VANCOUVER

2019 fashion design & production graduate Emmalyn McKenna just wrapped her gig as a Special Effects Costumer for the G.I. Jo movie. But for two years she was at the downtown campus learning to design, draft and sew. During that time she scoped out some of the best places for students to eat, socialize and work.

BEST PLACE FOR COFFEE:
JJ Bean Woodwards
(146 West Cordova)

BEST PLACE FOR A SWEET TREAT:
Cartems Doughnuts
(534 West Pender)

BEST PLACE FOR LUNCH:
Pholicious Vietnamese
(550 West Hastings)

BEST CLOTHING STORE:
Artemisia Clothing
(452 West Cordova)

BEST PLACE FOR AFTER CLASS DRINKS:
Old Spaghetti Factory (53 Water St.)

BEST PLACE FOR QUIET TIME:
Central Library (350 West Georgia)

Emmalyn McKenna

A look from Emmalyn McKenna’s final collection for the fashion design & production program.
VCC is pleased to offer a variety of online certificates in partnership with Learning Resources Network – U Got Class. Sign up to learn everything from video game design to cybersecurity and data analysis.

### CERTIFICATES

<table>
<thead>
<tr>
<th>Data Analysis Certificate</th>
<th>TUITION*</th>
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<tbody>
<tr>
<td>LERN 1500 Introduction to Data Analysis</td>
<td>$265</td>
</tr>
<tr>
<td>LERN 1510 Intermediate Data Analysis</td>
<td>$265</td>
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<tr>
<td>LERN 1520 Advanced Data Analysis</td>
<td>$265</td>
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<tr>
<th>Basic Game Design Certificate</th>
<th>TUITION*</th>
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<tbody>
<tr>
<td>LERN 1100 Introduction to Game Design</td>
<td>$329</td>
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<tr>
<td>LERN 1110 Intermediate Video Game Design</td>
<td>$329</td>
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<tr>
<th>Coding Certificate</th>
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<tr>
<td>LERN 1040 Introduction to Coding</td>
<td>$329</td>
</tr>
<tr>
<td>LERN 1050 HTML Fundamentals</td>
<td>$329</td>
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<tr>
<td>LERN 1060 CSS Fundamentals</td>
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<th>Bookkeeping Certificate</th>
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<tr>
<td>LERN 1720 Understanding Debits and Credits</td>
<td>$265</td>
</tr>
<tr>
<td>LERN 1710 General Ledger and Month End Procedures</td>
<td>$265</td>
</tr>
<tr>
<td>LERN 1700 Closing Procedures and Financial Statements</td>
<td>$265</td>
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<tr>
<th>Accounting &amp; Finance for Non-Financial Managers Certificate</th>
<th>TUITION*</th>
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<tbody>
<tr>
<td>LERN 1350 Accounting and Finance</td>
<td>$265</td>
</tr>
<tr>
<td>LERN 1330 Financial Analysis and Planning</td>
<td>$265</td>
</tr>
<tr>
<td>LERN 1340 Cash is King</td>
<td>$265</td>
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<tr>
<th>Customer Service Certificate</th>
<th>TUITION*</th>
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<tbody>
<tr>
<td>LERN 1200 Keys to Customer Service</td>
<td>$195</td>
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<tr>
<td>LERN 1210 Extraordinary Customer Service</td>
<td>$195</td>
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<tr>
<th>Mastering Video Marketing Certificate</th>
<th>TUITION*</th>
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<tr>
<td>LERN 1360 Video Marketing</td>
<td>$329</td>
</tr>
<tr>
<td>LERN 1370 YouTube for Business</td>
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<tr>
<th>SQL Certificate</th>
<th>TUITION*</th>
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<tbody>
<tr>
<td>LERN 1010 Introduction to SQL</td>
<td>$329</td>
</tr>
<tr>
<td>LERN 1020 Intermediate SQL</td>
<td>$235</td>
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<tr>
<td>LERN 1030 Advanced SQL</td>
<td>$235</td>
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<th>Power BI Certificate</th>
<th>TUITION*</th>
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<tr>
<td>LERN 1530 Introduction to Power BI</td>
<td>$265</td>
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<tr>
<td>LERN 1540 Intermediate Power BI</td>
<td>$265</td>
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<tr>
<td>LERN 1550 Advanced Power BI</td>
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<tr>
<th>Grammar Refresher Certificate</th>
<th>TUITION*</th>
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<tr>
<td>LERN 1220 Word-Level Grammar</td>
<td>$195</td>
</tr>
<tr>
<td>LERN 1240 Refining Your Writing</td>
<td>$195</td>
</tr>
<tr>
<td>LERN 1230 Sentence-Level Grammar</td>
<td>$195</td>
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* Taxes included

Classes start on the first Monday of every month and are available for registration throughout the year. Please email lern@vcc.ca for further information.
Moving forward with a cleaner and healthier outlook

Cleaners are among the essential, and often unseen, workers who have helped fight the spread of COVID-19. They work in a variety of sectors, including municipalities, educational institutions and schools, malls, grocery stores, hospitals, and private businesses.

A clean and safe work environment is crucial for business continuity, and it is a matter of accessibility and equity for the health of all citizens. The work of cleaners is an integral part of our society. As part of the government’s economic growth strategy, Canada is offering permanent residency to around 90,000 foreign students and workers in jobs as diverse as plumbing and cleaning.

Since COVID-19 has changed how we conduct business in the world, the cleaning industry has also changed in how it hires and trains workers. The Building Service Worker (BSW) course at VCC has revised and upgraded its curriculum to reflect these changes in cleaning standards and its impact on all of us going forward. Our BSW course will examine the following standards that are here to stay:

- More frequent cleaning
- Focus on high touch areas
- COVID-19 disinfectants, cleaners and soaps
- Electrostatic sprayers / foggers
- Enhanced ventilation
- Better PPE practices
- Proper and frequent hand-washing practices

At VCC, we have been providing BSW training for over 30 years. In keeping with the times, the curriculum has adapted to include updated cleaning approaches, sustainable use of chemicals, and enhanced cleaning practices such as antiviral cleaning and disinfection.

If you are interested in learning more about a fulfilling career driven through environmentally sustainable cleaning practices, join us at one of our free, online Building Service Worker information sessions. To sign up, visit vcc.ca/info.
BUILDING SERVICES
buildingprogram@vcc.ca · vcc.ca/cs/building

REAL 1140 POOL OPERATOR LEVEL 1
Gain the necessary training to become a pool operator. Topics include pool chemistry, pathogens, water testing, circulation, filtration, disinfection, chemical handling, pool regulations, and worker safety. This course meets the requirement under the Health Act for appropriate pool operator training. Successful students receive a certificate from BC Recreation and Parks Association (BCRPA).
$308 · 14 hours

REAL 1160 FACILITY MANAGEMENT: FOUNDATIONS LEVEL 1
Learn about the foundations of facility management. Gain an understanding of the career possibilities, networking associations, and professional development opportunities in the field of facility management. You will learn about structure of assets management, best value procurement, quality and benchmarking, including service-level agreement (SLA), Plan Do Check Act (PDCA) and Six Sigma methodologies. This course is suitable for those who are looking to enter the field or are already in that field and would like to have an understanding of the growth opportunities available to them.
$299 · 12 hours

BUILDING MANAGER CERTIFICATE
Building management is a growing industry throughout British Columbia and there is an increasing need for well-trained managers for residential, commercial, and industrial complexes. Designed to provide a strong foundation for students who wish to begin a career in this competitive field, or to improve the skills of current caretakers/managers.
$1,667 program
Courses can be taken individually

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

BUILDING SERVICE WORKER
REAL 1130 BUILDING SERVICE WORKER
This comprehensive training provides you with skills, knowledge, and practical experience to enter the building service worker industry. Train with experienced professionals both in the classroom and on the job during your practicum experience. Study all elements of building service including commercial cleaning, team cleaning, and equipment training. In addition, learn valuable job skills such as self-employment and resumé development. Participants will also gain certification in WHMIS and Foodsafe.
$1,611 · 12 weeks · Part-time

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
DRAFTING AND DESIGN SOFTWARE

CMPT 1255 REVIT LEVEL 1
Revit software is a powerful design and documentation platform with applications in Building Information Modeling (BIM) systems, which includes architecture, construction, and structural engineering. In this training, be introduced to the basics of Revit and the process of creating architectural plans. Produce a set of drawings for a small commercial or residential project. Prior drafting and CAD knowledge is an asset.
$477 · 18 hours

CMPT 1256 REVIT LEVEL 2
Receive an introduction to advanced tools and techniques in Revit Architecture. Revit is a popular Building Information Modeling (BIM) application in the architectural industry. Gain an understanding on topics such as customizing stairs and railings, creating walls based on 3D forms (mass), creating parametric family types, modeling sites, and rendering techniques. Apply the acquired skills to complete a small commercial project.
PREREQUISITE: Revit Level 1, or equivalent.
$477 · 18 hours

CMPT 1703 SKETCHUP LEVEL 1
Learn to integrate 2D and 3D design and explore tools and functions including layers, adding textures and materials, components, and the 3D warehouse.
$253 · 6 hours

CMPT 1704 SKETCHUP LEVEL 2
Explores advanced SketchUp Make tools such as creating scene, field of views, shadows, extensions, plug-ins, and more.
PREREQUISITE: SketchUp Level 1, or equivalent.
$253 · 6 hours

CMPT 1951 AUTOCAD LEVEL 1
Learn how to create professional 2D drawings using AutoCAD. Starting with a thorough overview of AutoCAD’s basic commands and features, this hands-on course covers drawing basic objects, modifying and changing properties of objects, working with layers, dimensioning, hatching, text, proper scaling and page setup for plotting and printing using layouts, and viewports.
$486 · 18 hours

HLTH 1115 RICK HANSEN FOUNDATION CERTIFICATION™ (RHFAC) ACCESSIBILITY TRAINING
The RHFAC training combines theory and hands-on practice to train individuals who are planning, designing, and constructing the built environment to understand accessibility from the perspective of people with disabilities, and measure the accessibility of their venues. Participants learn how to deliver consistent, professional site ratings that determine the level of access for people with disabilities.
$1,634 · 48 hours · Full-time · Online
Meet MaryAnn Reinhardt, VCC Paralegal Instructor

MaryAnn has been teaching Torts, Personal Injury Practice, and litigation courses at VCC since 2019. Hear about her love of teaching and industry experience:

I really enjoy all aspects of teaching. I like interacting and connecting with my students. Although the weekly discussions happen in online forums, I am always taken aback at the insightful and interesting perspective of students. Many students draw from experiences that hit close to home, I feel privileged that these personal experiences are shared as they provide a little window into understanding and appreciating each of my students.

The other thing I love about teaching is guiding students in understanding principles of law through case law. Through these courses, we regularly review and analyze previous decisions handed down by the Court. These decisions are sometimes unexpected and always interesting. Truth really is much stranger than fiction. I love that “aha” moment when the concept suddenly becomes clear for students through interpretation and discussion of the decision. I also love some of the great students’ arguments in opposition of the Court’s decision – impressive!

I have been in this industry for more than 30 years. Currently I am a designated paralegal with RDM Lawyers LLP specializing in personal injury. I have had the opportunity to work on some very interesting cases which both fascinated and challenged me, and I have even been lucky enough to travel overseas in my role.

My experience extends beyond the walls of my office. I have participated on various boards including the BC Paralegal Association and access to legal services committees which allowed me to give back to my profession. I have also had the privilege of co-chairing and presenting at seminars through both the Trial Lawyers Association of BC and the Continuing Legal Education Society of BC.

The role of a paralegal is diverse and exciting. It requires you to exercise your critical thinking, your people skills and most of all, your resourcefulness. There are many environments where the skills of paralegals are valued – from government positions to private business to law firms. It is my hope that the paralegal’s role here in B.C. will continue to expand and we can play a greater role in the efforts to increase access to legal services for all British Columbians.

Learn about VCC’s paralegal programs on pages 15-16.
BUSINESS COMMUNICATIONS

CMPT 1426 DIGITAL MARKETING: AN INTRODUCTION TO THE FUNDAMENTALS
Be introduced to the fundamentals of modern digital marketing channels, such as search engine optimization (SEO), pay-per-click advertising (PPC), email marketing, social media, native advertising, content marketing and more. This course is suitable for everyone from business owners that want an introduction to modern marketing methods, working professionals that wish to up-skill, to anyone who wants to increase their knowledge of digital marketing methods.
$315 · 15 hours

BUSI 1315 MEDIA AND PUBLIC RELATIONS
Build a foundation of knowledge and experience in the key concepts of communicating with the public. Topics include: audience analysis, stakeholder interaction, and developing messaging for press releases and sales letters.
$535 · 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.
$188 · 6 hours

PROJECT MANAGEMENT

BUSI 1103 PROJECT MANAGEMENT
Explore the project management discipline, gain insight into the application of project management and form a framework for successful implementation of techniques and practical tools. Learn the basics of planning, controlling, and implementing projects. Provides the basics for those seeking project management professional certification.
$328 · 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/cs/smallbusiness

SMBU 1101 ENTREPRENEURIAL SKILLS
Discover what it takes to begin a small business, including how to set objectives and determine your entrepreneurial style.
$92 · 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.
$92 · 3 hours

SMBU 1103 SMALL BUSINESS MANAGEMENT
Explore the fundamentals of small business management, including human resources and time and stress management.
$92 · 3 hours

SMBU 1104 SMALL BUSINESS BOOKKEEPING
Discover bookkeeping basics, forecasting and budgeting in a small business environment.
$92 · 3 hours

SMBU 1105 UNDERSTANDING FINANCIAL NEEDS
Identify your financial needs and those of your business while examining methods to determine initial business investments.
$92 · 3 hours

SMBU 1106 HUMAN RESOURCES
Examine the human resource processes relating to recruiting, dismissing, paying, and setting policies in a small business environment.
$92 · 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.
$92 · 3 hours

SMBU 1108 LEGAL OBLIGATIONS
Analyze the pros and cons of the principal three legal structures as well as legal and financial obligations.
$92 · 3 hours

SMBU 1109 FINANCING YOUR BUSINESS
Explore different sources of financing and banking and how applications are evaluated.
$92 · 3 hours

SMBU 1110 PREPARING YOUR BUSINESS PLAN
Explore and practice the essentials of creating a business plan.
$92 · 3 hours
BUSINESS LEADERSHIP AND MANAGEMENT CERTIFICATE

Designed to equip emerging leaders with the knowledge, skills, and confidence that enable them to successfully lead, supervise, and manage in the public, private, or non-profit sectors. Required courses focus on timely and topical foundation themes, while electives highlight issues related to proven leadership practices and skills to help achieve leadership potential.

$4,278 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

LEADERSHIP CERTIFICATE

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

$2,547 program · 6.5 hours each
Courses can be taken individually

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

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

LEADERSHIP COACHING ASSOCIATE CERTIFICATE

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

$1,273 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.

$2,547 program · 6.5 hours each
Courses can be taken individually

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

LEGAL & OFFICE ADMINISTRATION
paralegal@vcc.ca, officeadmin@vcc.ca · vcc.ca/cs/office-legal

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

$4,148 program
Courses can be taken individually with approval

REQUIRED COURSES
LEGL 1202 Canadian Legal Process
LEGL 1204 Torts
LEGL 1205 Legal Communications
LEGL 1207 Legal Research
LEGL 1208 Paralegal Practicum
LEGL 1209 Contracts
LEGL 1210 Agency and Business Structures

PRACTICE AREA COURSES
Complete all four courses in one of the following practice areas:

LITIGATION
LEGL 1301 Litigation for Paralegals 1
LEGL 1302 Litigation for Paralegals 2
LEGL 1303 Creditor’s Remedies
LEGL 1304 Personal Injury Practice

REAL ESTATE/CONVEYANCING
LEGL 1309 Property Law
LEGL 1310 Property Transactions
LEGL 1311 Lending and Security
LEGL 1312 Commercial Conveyancing

CORPORATE
LEGL 1305 Corporate Law – Basic Procedures
LEGL 1307 Corporate Law – Intermediate
LEGL 1308 Corporate Law – Advanced
LEGL 1317 Corporate Law – Complex Transactions

FAMILY LAW/ESTATES
LEGL 1313 Family Law 1
LEGL 1314 Family Law 2
LEGL 1315 Wills and Estate Planning
LEGL 1316 Estate Administration

ELECTIVE COURSES
Complete two of the following:
LEGL 1306 Securities – Corporate
LEGL 1410 Securities 2
LEGL 1403 Court of Appeal Practice
LEGL 1409 Bankruptcy and Foreclosures
LEGL 1401 Evidence
LEGL 1405 Intellectual Property
LEGL 1470 Criminal Law Procedures

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.

$1,289 program
Courses can be taken individually

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

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.

$1,289 program
Courses can be taken individually

REQUIRED COURSES
MSKL 1101 Interpersonal Communication Skills
MSKL 1102 Team Skills
MSKL 1103 Essential Management Skills
**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. 

$7,746 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. 

$443 · 21 hours

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

$5,531 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

**QACP 1105 INTRODUCTION TO PAYROLL**

$222 · 24 hours

**QACP 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.

$208 · 18 hours

**QACP 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.

$235 · 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.
$117 · 6 hours

OACP 1106 BUILDING POWERFUL VOCABULARY
Learn vocabulary-building tips such as recognizing context clues, understanding confused/misused words, and identifying word parts.
$117 · 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.
$117 · 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.
$117 · 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 COMMUNICATION
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.
$260 · 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.
$179 · 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.
$158 · 18 hours

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

OACP 1113 INTRODUCTION TO LEGAL OFFICE PROGRAM
Covers law firm types, the roles of legal support staff, and the different areas of law. Learn about the contents of the Legal Office Package.
$64 · 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.
$117 · 9 hours

OACP 1115 CORPORATE
Learn the steps of incorporating a British Columbian company and maintaining minute books.
$117 · 9 hours

OACP 1116 FAMILY LAW
Learn about British Columbia’s family court system and the various procedures and forms used in matrimonial law.
$117 · 9 hours

OACP 1117 CONVEYANCING
An overview of the responsibilities of conveyancing staff and the process of completing a typical residential conveyance.
$117 · 9 hours

OACP 1120 LEGAL OFFICE PACKAGE TESTS
Administered at the end of the Legal Office Skills courses (Civil Lit OACP 1114, Corporate OACP 1115, Family Law OACP 1116, Conveyancing OACP 1117); this course allows students to write all four Legal Skills course tests.
No charge · 3 hours
OFFICE ADMINISTRATION – ADMINISTRATION AND SUPERVISION CERTIFICATE
This program is designed for students who wish to upgrade their office skills for certification, or begin a career in the office workplace.

$3,155 program
Courses can be taken individually

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

Plus one of:
OACP 1105 Introduction to Payroll
OACP 1129 Accounting for the Non-Accountant
OACP 1130 Introduction to Bookkeeping

ELECTIVE COURSES
Choose five courses from this list:
OACP 1101 Keyboarding for Speed Building
OACP 1122 Effective Notes and Minutes
CMPT 1301 Word Excel PowerPoint
CMPT 1302 Introduction to Computers and File Management
CMPT 1303 Internet Applications

or from courses in these program areas:
Leadership Certificate
Management Skills for Supervisors Certificate
Office Administration: Legal Office Skills Certificate
Office Administration: Medical Office Skills Certificate
Office Administration: Records Management Skills Certificate

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

$3,410 program
Courses can be taken individually

REQUIRED COURSES
OACP 1102 Keyboarding for Beginners
OACP 1103 Writing Business Letters
OACP 1104 Grammar Review Business Writing
OACP 1106 Building Powerful Vocabulary
OACP 1107 Memo, Emails, and Reports
OACP 1113 Introduction to Legal Office Program
OACP 1114 Civil Litigation
OACP 1115 Corporate
OACP 1116 Family Law
OACP 1117 Conveyancing
OACP 1120 Legal Office Package Tests
OACP 1123 Business English Skills Test
OACP 1127 Supervisory Management/Decision Making
OACP 1138 Legal Terminology
OACP 1139 Legal Office Procedures
OACP 1140 Legal Ethics and Confidentiality

Plus one of:
OACP 1105 Introduction to Payroll
OACP 1129 Accounting for the Non-Accountant
OACP 1130 Introduction to Bookkeeping

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

or from courses in these program areas:
Leadership Certificate
Management Skills for Supervisors Certificate
Office Administration: Administration and Supervision Certificate
Office Administration: Medical Office Skills Certificate
Office Administration: Records Management Skills Certificate
OFFICE ADMINISTRATION – MEDICAL OFFICE SKILLS CERTIFICATE
This program provides an introduction to terminology, procedures, practices, records, forms, billings, and routines. Courses focus on the administrative support skills needed to succeed in medical office environments.
$2,172 program
Courses can be taken individually

REQUIRED COURSES
OACP 1102 Keyboarding for Beginners
OACP 1103 Writing Business Letters
OACP 1104 Grammar Review Business Writing
OACP 1106 Building Powerful Vocabulary
OACP 1107 Memo, Emails, and Reports
OACP 1108 Medical Terminology 1
OACP 1109 Medical Terminology 2
OACP 1111 Medical Office Procedures
OACP 1123 Business English Skills Test
OACP 1127 Supervisory Management/Decision Making
OACP 1137 Medical Office Billing
OACP 1155 Clinical Procedures
OACP 1156 Medical Document Transcription

OFFICE ADMINISTRATION – RECORDS MANAGEMENT CERTIFICATE
This program provides an introduction to the systematic control of all office records, from their creation or receipt through processing, distribution, organization, and retrieval to their ultimate disposal. Courses involve lectures, presentations, discussions, practical examples, and individual and group work.
$2,048 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
Cybersecurity – the need, demand, and talent crunch

Pause for a minute…and think about all the things you do on your phone, tablet, or laptop – the sites you visit, the social media you engage with, the pictures you share with friends and family, the assignments you submit, or the banking you do. The advancements and reliance on technology has increased the level of cyber risk that people, and organizations are facing.

No company or individual with an online presence is immune to attacks from criminals who try to steal money and identity, and disrupt business continuity. In fact, ransomware attacks, where malicious actors encrypt files that make systems unusable and then demand ransom in exchange for decryption, are becoming more common. A recent (May 07, 2021) cyberattack on the Colonial Pipeline, the largest pipeline system for refined oil products in the U.S., resulted in a shutdown of all of pipeline’s operations. The pipeline carries fuel from Houston to New York, its halting had serious implications for this critical infrastructure that provides basic services, and also for national security.

Cybersecurity is about the constant pursuit to protect systems that we rely on, such as healthcare, finance and banking, telecommunications, energy and utilities, and transportation. The demand for digital talent remains high. An estimated 19 million Canadians have been affected by data breaches since November 2018, underscoring the importance of Cybersecurity Specialists who help secure information systems. The global cybersecurity workforce shortage is projected to reach 1.8 million unfilled positions by 2022, and in Canada, the number of jobs for cybersecurity professionals is growing by 7% every year. Cybersecurity Analysts are among the top 15 most in-demand digital occupations.

At VCC, we are helping fill this gap by providing training to those who want to step up to a career in network security by leveraging their prior education or experience in IT. The new Network Security Advanced Certificate, launching in January 2022, provides essential skills for a career in information systems security, including network analysis, architecture, forensics, and defense. For further information, including admission requirements, please visit vcc.ca/cs.

Over 28 million Canadians were affected by data breaches in a one year period (2018-2019) according to numbers released by the Office of the Privacy Commissioner of Canada. The global cybersecurity workforce shortage is projected to reach 1.8 million unfilled positions by 2022, and in Canada, the number of jobs for cybersecurity professionals is growing by 7% every year (The Changing Faces of Cybersecurity, Deloitte). ICTC’s Canada’s Growth Currency: Digital Talent Outlook 2023 identified Cybersecurity Analysts as among the top 15 most in-demand digital occupations.
MICROSOFT AZURE
These courses will help you prepare for the Microsoft Azure Certification Exams.

AZUR 0900 MICROSOFT AZURE FUNDAMENTALS (AZ-900)
Whether you have an IT background, or are just wanting to learn about cloud computing, this training will help you learn and demonstrate foundational-level knowledge on cloud concepts; core Azure services; security, privacy, compliance, and trust; and Azure pricing and support. Learn about general cloud computing concepts, models, and services, such as public, private, and hybrid cloud, and Infrastructure-as-a-Service (IaaS), Platform-as-a-Service (PaaS), and Software-as-a-Service (SaaS). Learn through live demonstrations while interacting with an industry professional. This course primarily uses the Azure portal to create services and does not require scripting skills.
$407 · 16 hours

AZUR 0104 MICROSOFT AZURE ADMINISTRATOR (AZ-104)
Learn how to manage Azure subscriptions, secure identities, administer the infrastructure, configure virtual networking, connect Azure and on-premises sites, manage network traffic, implement storage solutions, create and scale virtual machines, implement web apps and containers, back up and share data, and monitor your solution. Pre-requisites apply.
$611 · 24 hours

For an update to date list of Microsoft Azure Certifications, please check out vcc.ca/cs/microsoft or email technology@vcc.ca

CMPT 1155 MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION EXAM
Get certified in your Microsoft Office skills. With this globally-recognized industry certification, you can validate your Office application skills, and distinguish yourself from others in a hiring environment. Measuring your skills in these applications with a standardized test will help you identify your strong points and the areas for improvement. Add credibility to your résumé and open doors for potential job opportunities. Certification is available in any of the following Microsoft Office/Office 365 products: Word, Excel, PowerPoint, Access, Outlook, SharePoint, and OneNote Certification exams are currently being administered online. For further information, or to schedule an exam, please e-mail technology@vcc.ca with your preferred exam dates at least one week in advance.
$93 · 2 hours

ACCOUNTING SOFTWARE COURSES

CMPT 1362 QUICKBOOKS DESKTOP LEVEL 1
Learn how to perform daily accounting tasks including: working with the customer, employee, and the vendor centres; writing cheques, transferring money between accounts, and reconciling accounts; working with asset, liability, and equity accounts; processing sales orders and recording customer payments; accounts payable and accounts receivable; entering and paying bills; and basic payroll functions.
$405 · 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.
$467 · 30 hours

CMPT 1302 INTRODUCTION TO COMPUTERS AND FILE MANAGEMENT
Build a foundation of basic computer skills, learn how to identify different types of computers, the components of a personal computer and how these components work together. Topics include the knowledge and skills of accessing, storing, and managing files on local and remote computers.
$271 · 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.
$271 · 15 hours

For courses on Digital Marketing and Analytics, please see business section on page 13.
OFFICE SOFTWARE
For Microsoft Word and PowerPoint training, please see basic computer skills on page 21.

CMPT 1129 EXCEL LEVEL 1
Learn to work with worksheets and workbooks to analyze data using a variety of features to create, modify, and format common business reports such as budgets, reports, and charts. Create basic formulas, edit formulas, format, chart, and print.
PREREQUISITE: CMPT 1302 or a working knowledge of Windows PC’s.
$253 · 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.
$253 · 7 hours

CMPT 1132 EXCEL LEVEL 3
Learn to use advanced features when working with different types of reports. Explore increasing data entry with productivity tools, collaborating with others, what-if scenarios, data validation rules, goal seeking, data groups, sub-totaling, solver tool, and PivotTables/Chart.
PREREQUISITE: CMPT 1131 Excel Level 2 or equivalent.
$253 · 7 hours

WEB AND GRAPHIC DESIGN COURSES
For marketing and analytics related courses, please see business communications section starting on page 13.

INFORMATION TECHNOLOGY

NEW – IT OPERATIONS PROFESSIONAL SHORT CERTIFICATE
Prepare for entry-level positions in Information Technology (IT). Recognize network weakness and discuss IT security concepts; work with a server environment within a Local Area Network; follow procedures for IT software, hardware, and other equipment; build, and perform basic repairs on, a personal computer; apply troubleshooting techniques to resolve IT related problems/issues; and administer and provide support for multiple operating systems, such as Windows, and Windows Server. Courses in this program will help prepare you to write industry certification exams, such as CompTIA and Microsoft.
$1,590 program
Courses can be taken individually

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

NEW – IT OPERATIONS PROFESSIONAL CERTIFICATE
Prepare for entry-level positions in Information Technology (IT). Develop essential skills in listening, problem solving, critical thinking, decision making, monitoring, and troubleshooting, in computer network operations. Build and perform basic repairs on computer hardware; design, build, and implement a server environment within a Local Area Network, lead, manage, and direct small-to-medium-scale IT projects; work effectively and professionally both individually and as part of an IT team; and administer and provide support for multiple operating systems such as Linux. Courses in this program will help prepare you to write industry certification exams, such as CompTIA, Microsoft, Linux Professional Institute, and AXELOS.
$4,771 program
Courses can be taken individually

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

NEW – NETWORK SECURITY ADVANCED CERTIFICATE
Learn the latest methods in network analysis, architecture, forensics, and defence for careers in information systems security. Develop skills in using platforms for implementing network operation and security tools, threat mitigation, digital forensics analysis, systems analysis, and decision-making in computer security operations.
$7,080 program · Application required · launches January 2022
Courses can be taken individually

REQUIRED COURSES
ITOP 2411 Advanced Network Systems
ITOP 2412 Computer Forensics for the First Responder
ITOP 2413 Network Optimized Monitoring
ITOP 2414 Encryption, Public Key Infrastructure Architecture and Administration
ITOP 2415 Network Exploits, Vulnerabilities and Penetration Testing
VCC adding much-needed daytime option for ECCE programming

By Katarina Jovanovic, program coordinator, ECCE

In my role as the Early Childhood Education (ECCE) program coordinator, I get emails from people whose VCC ECCE transcripts go back to 1979. The ECCE Program at VCC is one of the oldest in B.C. Initially, it was established as a part-time, evening vocational program meant to offer professional training to people who already worked in childcare. It became the foundation of ECCE as a professional field of practice.

The ECCE program at VCC stayed the way it was initially designed for decades: professional study for working people. While many other approved vocational programs have appeared in B.C., VCC’s program has grown in both student enrollment and quality, it has won the trust and a solid reputation in the community, and it has modernized. Yet, it has been missing one principal component to be able to completely serve the community: it did not offer full-time day classes.

In May 2021, VCC launched two full-time daytime cohorts (one domestic, one international) to expand our mandate to include the wide spectrum of learners: the ones who want to finish school in one year instead of two, applicants that want to access student loans and scholarships, Indigenous students whose bands fund full-time training, individuals who are not able to attend school evenings, and students from other countries who want to study ECCE and implement what they have learned back home.

The launch of the daytime program is both an academic addition to the department and Continuing Studies, and a milestone to reaching the historic mission that this program has always had – serving the community.
EARLY CHILDHOOD CARE AND EDUCATION
ecce@vcc.ca · vcc.ca/cs/ecce

ECCE ASSISTANT
ECCE 1176 ECCE ASSISTANT COURSE – HEALTH
Learn the basics of health, safety, and proper nutrition for young children (birth to six years of age). Be introduced to the licensing regulations, safety, and hygiene measures related to child care.
$432 · Application required

ECCE CERTIFICATE
Offered part-time or full-time, this is a regulated program approved by the Ministry of Children and Family Development and qualifies for the BC ECCE Certification to Practice. With a focus on young children ages zero to eight, this program provides knowledge and skills to work in early learning settings in B.C.
$8,116 program · Now accepting applications for May (full-time) and September (part-time)

REQUIRED COURSES PART-TIME
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

REQUIRED COURSES FULL TIME
Term One
ECCE 1301 Foundations in ECCE
ECCE 1302 Field Study 1
ECCE 1303 Communications
ECCE 1304 Observing and Recording
ECCE 1107 Guiding and Caring

Term Two
ECCE 1305 Child Growth 1
ECCE 1306 Field Study 2
ECCE 2301 Creative Art
ECCE 2302 Exploring Learning Environments
ECCE 2303 Field Study 4
ECCE 2305 Practicum 1
ECCE 2106 Field Study 5
ECCE 2102 Music and Movement

Term Three
ECCE 1104 Child Growth 2
ECCE 1307 The Learning Child
ECCE 1308 Field Study 3
ECCE 2308 Language and Literature
ECCE 2115 Health, Safety and Nutrition
ECCE 2306 Practicum 2
ECCE 2304 Integrated Program Planning
ECCE 2307 Practicum 3
EARLY CHILDHOOD CARE AND EDUCATION DIPLOMA
The part time ECCE Diploma is a regulated program that includes three components: The Basic ECCE Certificate and the integrated Post-Basic ECCE Infant Toddler, and Special Needs. The graduates from the Post-Basic program qualify for two BC Certifications to Practice: Infant Toddler and Special Needs. This merged, comprehensive and enriched program incorporates integrated competencies from both specialty areas resulting in a higher level of professional competence for graduates of the program.
$14,948 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 2300 Childcare Administration

FAMILY CHILD CARE – GOOD BEGINNINGS

**ECCE 1202 GOOD BEGINNINGS**
This 36-hour course qualifies for the BC Family Childcare License. It is offered in partnership with BC Family Child Care Association and incorporates the basic knowledge of child development, guidance, health and safety and childcare management.
$491 · 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.
$510 · Application required

SCHOOL-AGE CARE

**ECCE 1113 INTRODUCTION TO SCHOOL-AGE CARE**
This course offers broad-based, foundational knowledge, and learning for people working or who plan to work in school-age programs. Key concepts include child growth and development, three school-age domains (group games, self-directed social play, and creative/fine arts), curriculum/program development, care and guidance, best practice, and elements of the B.C. Early Learning Framework.
$435 · 36 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/info.
Meet Kaju Creations founder and VCC jewellery student, Mariana Carneiro

Tell us a bit about Kaju Creations. For the past 2 years Kaju has been my full-time job. I do everything myself; from designing to making the jewellery, to customer service, and packing orders. Kaju started as a hobby, as a desire to make things with my own hands. I am grateful that my passion turned into a business and I can do what I love the most for a living!

What made you want to take jewellery courses at VCC? I designed jewellery for other companies for many years but never made the jewellery. When I started to dig into the making process I got really interested and could learn a lot online but I felt the need for a structured course with a knowledgeable teacher, that is when I found the VCC Jewellery Techniques 1 course (JEWL 1103). I can’t wait for things to go back to normal so I can take Jewellery Techniques 2 (JEWL 1104)!

What was the best part about studying at VCC? Learning in practice! Every class the teacher would talk about the theory but most of it was actually making. The course was short but filled with so much information! I was given new tools to create my designs.

What has been your biggest lesson since starting your business? One can never stop learning, there is so much to learn and improve!

What is your best piece advice for someone starting out in this industry? Don’t overthink it, take one step at a time. It’s overwhelming to look around at a saturated market, but each designer has a different view, style, and there is space for everybody. Do your own thing, at your own pace.

What is your goal for Kaju Creations? I want to keep creating new designs, improving my skills, and offering great quality handmade jewellery.
FASHION DESIGN & PRODUCTION CERTIFICATE
Prepare for career success and further education in the fashion and apparel industries by developing creative and technical skills and knowledge. After completion, you will have the foundational skills required for entry-level positions in the fashion industry. Put products out into the world, while designing and producing independently and collaboratively. Graduate with industry experience and build the foundations of a professional network.

$16,568 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.

$24,087 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 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.

$3,195 program
Courses can be taken individually

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

FASHION COURSES
FASH 1118 INTRODUCTION TO INDUSTRIAL SEWING MACHINES
Whether you want to take your home sewing to the next level or take the first step in a career in fashion, industrial sewing machines are key for professionally sewn products. Learn how to safely operate and troubleshoot an industrial straight-stitch sewing machine, industrial sergers, and irons. Successful completion of this course will allow you to use VCC’s industrial sewing machines in other workshop courses.

$60 · 3 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.

$415 · 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.

$410 · 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.

$405 · 30 hours

FASH 1160 PERSONAL PATTERN MAKING 1 – BOTTOMS
Learn to make patterns to your own measurements with accurate fit. Construct a set of men’s or women’s personal blocks (slopers), and learn to use them as the foundations for the pattern manipulation, design, and construction of a skirt, trouser, or jean. Course provides assistance to students who are building a portfolio for acceptance into a fashion design program. Requires basic sewing experience. Those who have taken FASH1154 or FASH1118 (or relevant experience) may use VCC industrial sewing machines. Otherwise, domestic machines are available, or bring your own, or complete sewing at home.

$425 · 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.

$364 · 30 hours

FASH 2185 LAUNCH AND BUILD A FASHION BRAND
Selling is the biggest challenge for new designers. Learn how to adapt your collection to make it viable for wholesale. Prepare how to conduct a professional showing for buyers, and attract stockists for an effective launch. Navigate the fashion calendar, manage orders and deliveries, and set strategic sales targets to build your fashion brand.

$306 · 15 hours

FASH 1125 SOLVING FIT FOR ONLINE CUSTOMERS
Measure the body and garments to help solve fit issues for online customers. Explore sizing charts; spec a variety of clothing categories considering fabrication; develop an understanding of ease in clothing, access a database of spec sheet examples, and learn communication styles to help customers feel good in the clothing they try on.

$256 · 6 hours

NEW – FASH 1149 INTRO TO LEATHER WORK – ACCESSORIES
Learn how to design and make leather accessories such as a card holder and clutch bag. Develop leather working skills including saddle stitching and professional edge finishing.

$300 · 16 hours
CANADIAN GEMMOLOGICAL ASSOCIATION
PART-TIME DIPLOMA 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.

REQUIRED COURSES
GEMM 2101 Diploma Year Gemmology
$6,367 · 195 hours

JEWELLERY COURSES

JEWL 1103 JEWELLERY TECHNIQUES 1
Learn basic techniques in jewellery-making including piercing, filing, soldering, shaping, forming, design layout and application.
$544 · 24 hours

JEWL 1104 JEWELLERY TECHNIQUES 2
Expand your knowledge and learn new fabricating techniques at your own jeweller’s bench in this intermediate workshop.
$544 · 24 hours

JEWL 1118 LOST WAX CARVING AND CASTING
This course introduces students to wax carving and the lost wax casting process.
$592 · 24 hours

JEWL 1120 INTRODUCTION TO RHINO
Develop your design and computer skills through an introduction of 3D Modeling of conceptual designs for visualizing or fabricating jewellery, consumer product goods, architectural presentations and anyone who needs to model or prototype products for manufacturing.
$434 · 12 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
HEALTH FEATURE

Meet Lennox Griffith, IV Therapy and Insertion instructor

What do you teach?
I have been teaching part-time at VCC since 2012 in the LPN program in addition to Continuing Studies where I teach IV Therapy and Insertion (HLTH 1403), and Physical Assessment for Nurses (HLTH 1271).

What do you love about teaching?
I appreciate the energy and passion students have for learning and developing new skills, and I feel privileged to be able to share in their enthusiasm as they reach their goals. Nursing students often make many personal sacrifices to be able to attend school. It is very rewarding to be able to provide support and assist them on their learning journey.

What is your full-time job?
I am currently a nurse practice consultant with Indigenous Services Canada. I provide education and support to nurses employed in providing primary care in First Nations Communities in Northern Manitoba.

Why are IV Therapy skills so important to the role of the nurse?
IV therapy is an effective method of administering fluid, medication and treatments in both emergency and non-emergent situations. IV insertion and Therapy requires both skill and knowledge on the part of the nurse in initiation, monitoring and evaluation of its effectiveness, and in avoiding any potential complications.

Who should take the IV Therapy course?
Many patients in hospital will require an IV and nurses, whether they be an RN, RPN or LPN, require the knowledge and skill to safely initiate and provide IV therapy. The course is well suited for nurses who may not have received IV insertion skills in their nursing education, and for those wanting a refresher.

Learn about VCC’s health courses on page 22.

Lennox Griffith

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Learn about VCC’s health courses on page 22.
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.

$358 · 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.

$430 · 24 hours

**HLTH 1404 MEDICATION COURSE FOR HEALTH CARE WORKERS**

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

$247 · 7 hours

**MEDICAL DEVICE REPROCESSING TECHNICIAN CERTIFICATE**

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

$10,038 program · 540 hours · Application required

**ENTRANCE COURSES**

MSKL 1104 Interpersonal Communication Skills
OACP 1108 Medical Terminology 1

**REQUIRED COURSES**

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

NURSING PROFESSIONAL DEVELOPMENT

**HLTH 1295 PHARMACOLOGY REVIEW**

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

$338 · 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.

$242 · 7 hours

**HLTH 1403 IV THERAPY AND INSERTION**

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

$247 · 7 hours
**COUNSELLING SKILLS**
counsellingskills@vcc.ca · vcc.ca/cs/counselling-skills

**BASIC COUNSELLING SKILLS – PREREQUISITE COURSE**

**CNSK 1401 BASIC COUNSELLING SKILLS**
Are you interested in the field of counselling? Examine the nature and process of client-centered counselling and gain the skills foundational to most models of counselling and practice in a supervised setting. Receive experiential learning regarding the client-counsellor relationship. Successful completion of this course is one of the admission requirements for entry into VCC's Counselling Skills Foundational certificate program.

$564 · 12 weeks

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

$7,317 program · Application required

**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

**ADDCCTIONS COUNSELLING ADVANCED CERTIFICATE**
The program will enhance your applied practice and theoretical knowledge in counselling skills to engage effectively with individuals, groups, and families struggling with substance use.

$5,926 program · Application required

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

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

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

$5,531 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

**GLDU 1203 IMPACTS OF COLONIZATION PAST AND PRESENT**
The goal of this course is to explore the key factors of colonialism that have led to the high rates of incarceration of Indigenous people in the Canadian Judicial System.

$614 · 30 hours

**GLDU 1205 INDIGENOUS PEOPLE AND THE CANADIAN JUDICIAL SYSTEM**
The goal of this course is to introduce students to the historical and contemporary relationship between Indigenous peoples and the Canadian judicial system.

$614 · 30 hours
NEW – TRLN 1101 A MINDFUL APPROACH TO WELL-BEING
Working with United Nations Sustainable Development Goal 3, this course is focused on promoting well-being for all. This inquiry-based course invites you to apply principles of mindfulness to personal, professional and community contexts. Benefit from experiential learning opportunities to practice mindfulness techniques that will help develop capacity to navigate daily life with kindness, empathy and compassion for ourselves and others.

$155 · 4.5 hours

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

$540 · 18 hours

TRLN 1300 URBAN FARMING ESSENTIALS – PRACTICAL RESILIENCE IN PRECARIOUS TIMES
Working with United Nations Sustainable Development Goal 2, this course is focused on achieving food security and promoting sustainable agriculture. Gain the tools to create a small-scale farm to supplement their income and future-proof your pantries. Gardening tips combined with small business know-how will help you develop a simple business plan and crop plan for a hypothetical urban farm.

$360 · 12 hours

NEW – TRLN 1301 DESIGN A MEANINGFUL CAREER
Working with United Nations Sustainable Development Goal 8, this course focuses on full and productive employment and decent work for all. Designed for anyone in a transitional space between careers who want to figure out what’s next. The course will help you reconnect with yourself, each other, and our planet and intentionally design a career path that brings healing, joy and true wealth. Concepts explored include the intersection of different methods and approaches to design resilient, sustainable and deeply regenerative livelihoods.

$750 · 30 hours

NEW – TRLN 1312 MINIMIZE YOUR FASHION IMPACT
Working with United Nations Sustainable Development Goal 12, this course is focused on sustainable consumption. Empower yourself as a fashion industry consumer by understanding the impacts of the production life cycle and fabric choices. Learn how to make your clothing go further through styling and simple sewing. Create a personal manifesto on clothing consumption.

$200 · 12 hours

NEW – TRLN 1305 CITY’S ROLE IN GENDER EQUITY
Working with United Nations Sustainable Development Goal 5, this course is focused on gender equity. The City's Role in Gender Equity aims to provide students with a practical understanding of cities and how its processes can be inaccessible to women and other marginalized communities. Explored through an intersectional feminist lens, you’ll have the opportunity to explore meaningful ways you can participate in shaping our cities so they are more gender inclusive.

$180 · 6 hours

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

$3,960 program · Application required

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

VCC Continuing Studies offers dozens of part-time evening language classes, including Arabic, Cantonese, French, Mandarin, Korean, and more. Typically, these kinds of language programs offer two or three levels before enrolment declines or students begin to travel for language immersion.

Due to the COVID-19 pandemic, however, many would-be world travellers have remained in Canada. For one special group of eight VCC students, learning Japanese has become more than hobby, and their instructor is willing to take them as far as they want to go.

Over the past few years, native Japanese speaker and VCC language instructor Rika Knox has developed a special connection with the cohort, guiding them through not only Japanese 1 to 3, but continuing to build and customize the curriculum, and is now offering Japanese 6.

“When I am teaching at the beginner level, it’s the first door to the Japanese language and culture, so I like to make a good impression and create long-term motivation and interest,” she says.

Mission accomplished. These language learners have continued to advance together in their knowledge of both the Japanese language and culture, as well as build a supportive community.

“Connecting virtually has been a bright spot during these dark times,” says longtime student Dean. “We’re all so different in terms of ages, occupations, and backgrounds, but we share something meaningful in common: the love of the Japanese language and culture.”

“I have been very grateful for the Japanese classes during the pandemic,” says classmate Kathy.

One of the world’s most complex and fascinating languages, Japanese is made up of two different “alphabets” (hiragana and katakana), plus thousands of Chinese-origin characters (kanji) which are all used in combination.

Class member Joey appreciates the challenge. “I think people would find that learning Japanese is surprisingly fun,” he says.

Rika also believes learning this remarkable language is worth it. “The Japanese language is so very connected to our culture, as well as our hospitality and our spirituality,” she says. “The words have greater power beyond just communication.”

CONTACT THE LANGUAGES AND WRITING DEPARTMENT

BUSINESS AND TECHNICAL WRITING
business@vcc.ca
vcc.ca/cs/technical-writing

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

LANGUAGES
languages@vcc.ca
vcc.ca/cs/languages
BUSINESS AND TECHNICAL WRITING
business@vcc.ca · vcc.ca/cs/technical-writing

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.

$1,914 program
Courses can be taken individually, 6.5 hours each

REQUIRED COURSES
TECW 1101 Technical Communication
TECW 1102 Current Issues in Technical Writing
TECW 1103 Editing
TECW 1104 Document Project Management
TECW 1105 Proposal Writing
TECW 1106 Online Documentation
TECW 1107 Designing and Writing Manuals
TECW 1108 Industry Report Writing
TECW 1110 Information Design and Human Factors

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

CWRI 1123 WRITING SPARKS TO COMPLETION
From generative prompts to places for publication and all the stages in between, this class provides modes and models for your own creative writing. With a primary focus on poetry, this class will also benefit the essayist or prose writer. Through in-class exercises, lectures, discussions, and workshops, you will produce new poetry, non-fiction, or short fiction.

$266 · 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.

$266 · 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.

$266 · 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.

$266 · 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.

$266 · 18 hours

CWRI 1175 ADVANCED SCREENPLAY WRITING
Execute screenwriting elements including structure, character development, world of the story, theme, agenda, actions, plot, and dialogue, and learn what to do with it once it’s ready. This course is an intensive six-week workshop for writers with first-draft feature or original television pilot scripts or completed treatments. PREREQUISITE: CWRI 1168 Screenplay Writing, and a complete script for either a feature screenplay or original TV series pilot.

$266 · 18 hours

Course listings continued on next page
CWRI 1180 ADVANCED WRITING SPARKS TO REFINEMENT
From generative prompts to strategies for getting a book published and through all stages in between, this course will provide you with modes and models to add to your own creative writing practice. With a primary focus on poetry, this course will also benefit the essayist or prose writer. Through in-class exercises, lectures, discussions and workshops, the goal is to produce new poetry, non-fiction or short fiction. Intended for those who have experience in creative writing, this course will add new perspectives and strategies for your writing life.
$266 · 18 hours

CWRI 1181 WRITING TO HEAL YOUR LIFE
What hurts, what helps, what heals® by Renée Sarojini Saklikar. Discover the power of creative writing through the use of journaling and expressive writing to navigate the challenges of loss, trauma, or illness. The instructor will share from her personal experience, offering guided techniques, prompts, and exercises as well as reading suggestions and step by step activities.
$266 · 18 hours

CWRI 1179 THE NUTS AND BOLTS OF FICTION
Writing fiction means developing a craft, and understanding and executing the fundamentals of a story such as character, dialogue, plot, setting, voice, and theme. Examine each of these aspects and how an understanding of these fundamentals can lead to stronger writing. The coursework combines lectures, discussion, writing prompts, and a final story workshop.
$266 · 18 hours

CWRI 1182 WRITING THE YOUNG ADULT NOVEL
Have you ever wanted to write a novel for teens but weren’t sure where to start? Discuss the various elements of writing for teens, starting with the audience and working through the critical elements of character, point of view, dialogue, and conflicts that are especially important for the young adult reader.
$266 · 18 hours

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LANG 1177 JAPANESE 4
Increase your knowledge of the Japanese language while enhancing your conversational skills. The emphasis of this course will be on practical conversational language skills, and increasing vocabulary. The instructor will speak Japanese the majority of time in order to build stronger listening skills. Hiragana and Katakana will be used to better help students’ understanding of both reading and writing.
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Learn Spanish understanding the basic structure of the language, basic vocabulary, and simple sentence structures, using appropriate forms of verbs in the present tense and future. By the end of this course, students will be able to function in simple conversations.
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LANG 1102 SPANISH 2
Improve your learning by finding ways to improve your communication skills. Increase your knowledge by using the present tense, learn the past tenses to describe your activities in the past, the reflexive verbs to talk about your routines and direct and indirect pronouns to express likes and dislikes. Experience interactive, challenging activities, shared with other fellow learners in an easy-going class environment.
$258 · 25 hours

LANG 1136 SPANISH 3
Continue building a strong foundation of the Spanish language and increase your knowledge of Spanish while enhancing your conversational skills by integrating vocabulary, grammar, and Hispanic Culture. Improve your language with more vocabulary, idioms and new topics using the past imperfect, to describe and express actions that are repeated in the past, the imperative formal and informal to understand instructions and the subjunctive to give advice and suggestions.
$258 · 25 hours

LANG 1175 SPANISH 4
Increase your knowledge of Spanish while enhancing your conversational skills. Continue working on the past tense, and incorporate new grammatical features such as: imperfect, imperative formal and informal, and subjunctive. Focus on the use of grammar acquired through reading, conversation and typical situations.
$258 · 25 hours
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